

# AGENDA

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

### REGULAR BOARD MEETING

*Wednesday, May 27, 2020 at 12:15 PM*

*MILDRED L. LILLIE BUILDING TRAINING CENTER*

*301 WEST FIRST STREET*

*LOS ANGELES, CA 90012-3140*

*Trustees will participate remotely via teleconference.*

*Members of the Public may listen and participate by calling  
(213) 784-7372.*

### 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 may listen to the meeting and offer public comment by calling (213) 784-7372. Each 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. Public comments will be taken at the beginning of the meeting as Agenda Item 1.0. Members of the public will be called upon at that time. 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 (by muting or disconnection of the telephone line) of any person who disrupts or disturbs the orderly conduct of the 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 on the Law Library website.

**CALL TO ORDER**

**1.0 PUBLIC COMMENT**

**2.0 PRESIDENT'S REPORT**

**3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the April 15, 2020 Regular Board Meeting
- 3.2 Review of March Financials and List of April Checks and Warrants
- 3.3 Receipt of Monthly Statistics for April FY2020
- 3.4 Approval to Bind Coverage for 2020-21 Property & Liability Insurance Renewal
- 3.5 Approval of Amendment to Extend SEIU Local 721 Memorandum of Understanding

**4.0 DISCUSSION ITEMS**

- 4.1 Review of Operating Budget FY2020-21
- 4.2 Review of Return to Work Plans, Remote Service Plans and Other Measures Relating to COVID-19 Public Health Concerns

**5.0 AGENDA BUILDING**

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

**6.0 EXECUTIVE DIRECTOR REPORT**

**7.0 ADJOURNMENT**

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, June 24, 2020.

POSTED FRIDAY, MAY 22, 2020 @ 12:30 P.M.

POSTED BY SANDRA J LEVIN



# AGENDA ITEM 3

## CONSENT CALENDAR

- 3.1 Approval of Minutes of the April 15, 2020 Regular Board Meeting
- 3.2 Review of March Financials and List of April Checks and Warrants
- 3.3 Receipt of Monthly Statistics for April FY2020
- 3.4 Approval to Bind Coverage for 2020-21 Property & Liability Insurance Renewal
- 3.5 Approval of Amendment to Extend SElu Local 721 Memorandum of Understanding



**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.**

**April 15, 2020**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, April 15, 2020 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. All Trustees indicated as present participated by telephone.

**ROLL CALL/QUORUM**

**Trustees Present:** Judge Mark Juhas  
Judge Michelle Williams Court  
Kenneth Klein, Esquire  
Judge Dennis Landin  
Judge Michael Stern  
Susan Steinhauser, Esquire

**Trustees Absent:** None

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

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

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

**1.0 PUBLIC COMMENT**

No public comment.

**2.0 PRESIDENT'S REPORT**

President Juhas regrettably announced the cancellation of the 2020 Beacon of Justice Award Gala.

**3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the March 25, 2020 Regular Board Meeting
- 3.2 Review of February Financials and List of March Checks and Warrants.
- 3.3 Receipt of Quarter 3 Statistics for FY2020

Trustee Steinhauser request that item 3.3 be pulled from the Consent Calendar. President Juhas requested a motion to approve items 3.1 and 3.2 on the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Landin. The motion was unanimously approved, 6-0.

Trustee Steinhauser expressed appreciation to Staff and thanked everyone for taking on the challenges. Noted in the statistics was a decline in particular statistics, due to incomplete statistics. ED Levin replied that due to the COVID19 hard closure, many stats were not accessible in time and certain onsite services had ended. However, Staff is tracking statistics while working from home and will provide more complete statistics going forward. Also later noted for March but not reflected in the report in time, was a spike in Question Point. ED Levin also reported on statistics for online classes and registrations. President Juhas requested a motion to approve items 3.3 on the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Landin. The motion was unanimously approved, 6-0.

#### **4.0 DISCUSSION ITEMS**

##### **4.1 Update Regarding Response to COVID-19 State of Emergency and Work from Home Operations**

ED Levin gave an update as to how the law library had been adjusting to the ever changing mandates produced by the City, County and State. ED Levin explained that the library has been coming up with an extensive resource list for patrons, organized by subject area. ED Levin also noted that many of the classes that would have been held at the library are being recorded and are available online instead.

ED Levin stated that soon the law library would be putting plans together for a phased re-opening and that this is a complex and multi-faceted problem.

No Action to be 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 taken.

#### **6.0 AGENDA BUILDING**

There were no items for agenda building

#### **7.0 EXECUTIVE DIRECTORS REPORT**

No Report

#### **8.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:02pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, May 27, 2020 at 12:15pm.

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

# Los Angeles County Law Library

Balance Sheet

As of March 31, 2020

(Provisional and subject to year-end audit adjustments)

	6/30/2019	3/31/2020	YTD
<b>Assets</b>			
Current assets			
Cash and cash equivalents	9,419,729	9,547,619	127,890
Accounts receivable	1,531,186	1,355,718	(175,468)
Prepaid expenses	333,124	383,443	50,318
Total current assets	11,284,040	11,286,780	2,740
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,788,676	5,985,203	1,196,527
Capital assets, not being depreciated	883,768	883,768	-
Capital assets, being depreciated - net	16,697,919	16,130,457	(567,462)
Total noncurrent assets	22,688,833	23,317,898	629,064
Total assets	33,972,873	34,604,678	631,805
<b>Deferred Outflows of Resources</b>			
Deffered Outflows of Resources	1,544,792	1,544,792	-
Total assets and deffered outflows of resources	<b>35,517,666</b>	<b>36,149,470</b>	<b>631,805</b>
<b>Liabilities</b>			
Current Liabilities			
Accounts payable	230,629	131,001	(99,627)
Other current liabilities	-	-	-
Payroll liabilities	7,532	4,545	(2,987)
Total current liabilities	238,161	135,546	(102,614)
Noncurrent Liabilities			
Accrued sick and vacation liability	302,790	277,587	(25,204)
Borrowers' deposit	295,062	287,229	(7,833)
OPEB liability	2,469,302	2,664,305	195,003
Net pension liability	2,775,910	2,775,910	-
Total noncurrent liabilities	5,843,064	6,005,031	161,967
Total liabilities	6,081,225	6,140,577	59,353
<b>Deferred Inflows of Resources</b>			
Deffered Inflows of Resources	1,233,204	1,233,204	-
Total liabilities and Deffered inflows of resources	7,314,429	7,373,781	59,353
<b>Net Position</b>			
Invested in capital assets	17,581,688	17,014,225	(567,462)
Unrestricted	10,621,549	11,761,464	1,139,914
Total net position	28,203,237	28,775,689	572,452
Total liabilities and Deffered inflows of resources and net position	<b>35,517,666</b>	<b>36,149,470</b>	<b>631,805</b>





**Los Angeles County Law Library**  
 Income Statement for the Period Ending March 31, 2020  
 (Provisional and subject to year-end audit adjustments)

Mar 19	Mar 2020			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav -%

FY 2018-19	FY 2019-20 YTD			
	Amended Budget	Actual	\$ Δ	% Δ

Comments

Detailed Budget:																
Income:																
628,153	566,271	616,481	50,210	8.9%	15	FIN	303300	L.A. Superior Court Fees	5,679,390	5,914,877	6,093,433	178,555	3.0%			
Interest:																
2,289	2,260	1,882	(378)	-16.7%	15	FIN	311000	Interest - LAIF	6,441	6,672	6,294	(378)	-5.7%	Negative variance due to the recent fluctuations in the stock market.		
14,747	12,194	13,366	1,172	9.6%	15	FIN	312000	Interest - General Fund	100,306	131,000	137,222	6,222	4.7%			
550	472	467	(5)	-1.0%	15	FIN	313000	Interest - Deposit Fund	4,710	4,654	4,634	(19)	-0.4%			
17,586	14,925	15,715	789	5.3%						Subtotal	111,457	142,325	148,150	5,825	4.1%	
Parking:																
56,301	57,364	43,750	(13,614)	-23.7%	39	FAC	330100	Parking	481,145	492,132	469,223	(22,910)	-4.7%			
56,301	57,364	43,750	(13,614)	-23.7%						Subtotal	481,145	492,132	469,223	(22,910)	-4.7%	
Library Services:																
0	194	33	(162)	-83.3%	27	CIRC	330150	Annual Designation Fee	519	941	601	(339)	-36.1%	Timing variance. Payments anticipated 4th Qtr fiscal year (June).		
21,715	19,418	17,816	(1,602)	-8.2%	25	PS	330140	Annual Members Fee	142,080	130,069	128,215	(1,854)	-1.4%			
1,605	7,665	1,108	(6,557)	-85.5%	25	PS	330340	Course Registration	25,882	28,605	20,357	(8,248)	-28.8%	Loss of revenue due to COVID-19 closure.		
3,962	3,258	1,994	(1,264)	-38.8%	27	CIRC	330129	Copy Center	31,252	34,179	32,272	(1,907)	-5.6%	Loss of revenue due to COVID-19 closure.		
1,378	1,034	875	(160)	-15.4%	27	CIRC	330205	Document Delivery	12,643	13,985	13,693	(292)	-2.1%			
2,480	1,848	1,755	(93)	-5.1%	27	CIRC	330210	Fines	27,513	25,800	25,889	89	0.3%			
1,042	1,390	7,813	6,423	462.0%	15	FIN	330310	Miscellaneous	61,979	45,284	29,264	(16,020)	-35.4%	Delay in Google project revenue and COVID-19 work stoppage		
928	1,435	(713)	(2,148)	-149.6%	39	FAC	330330	Room Rental	34,189	14,367	15,252	885	6.2%			
0	0	0	0	0.0%	23	COL	330350	Book Replacement	665	570	1,010	440	77.2%			
0	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	0	17,186	17,186	0	0.0%			
15,000	20,000	0	(20,000)	-100.0%	17	EXEC	330400	Friends of Law Library	140,000	145,000	125,000	(20,000)	-13.8%	Timing variance		
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%			
35	42	0	(42)	-100.0%	15	FIN	330450	Vending	286	265	133	(132)	-49.7%	Lower than expected revenue.		
0	0	0	0	0.0%	39	FAC	330465	Special Events Income	15,157	15,106	15,056	(50)	-0.3%			
48,145	56,285	30,680	(25,605)	-45.5%						Subtotal	492,164	471,356	423,929	(47,427)	-10.1%	
750,185	694,845	706,625	11,780	1.7%						Total Income	6,764,156	7,020,691	7,134,735	114,044	1.6%	
Expenses:																
Staff:																
257,774	255,941	174,095	81,847	32.0%	ALL	501000	Salaries (FT)	1,698,608	2,028,086	1,876,519	151,567	7.5%	Reflects vacancies.			
0	(4,063)	0	(4,063)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(14,219)	0	(14,219)	100.0%			
35,986	26,648	19,705	6,943	26.1%	ALL	501050	Salaries (PT)	220,028	231,414	222,731	8,684	3.8%				
0	(423)	0	(423)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(1,480)	0	(1,480)	100.0%			
17,722	12,528	11,767	761	6.1%	15	FIN	502000	Social Security	108,711	123,460	121,940	1,520	1.2%			
4,145	3,011	2,752	259	8.6%	15	FIN	503000	Medicare	26,752	30,832	30,193	639	2.1%			
29,220	29,775	19,498	10,277	34.5%	15	FIN	511000	Retirement	330,860	436,965	429,106	7,858	1.8%			
0	0	0	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	0	0	0	0	0.0%			
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%			
45,748	39,171	46,618	(7,447)	-19.0%	15	FIN	512000	Health Insurance	383,886	380,353	408,833	(28,481)	-7.5%	Reflects changes made during Jan open enrollment.		
381	461	360	101	21.9%	15	FIN	513000	Disability Insurance	3,414	3,546	3,279	267	7.5%	Reflects vacancies.		
5,110	6,114	5,588	525	8.6%	15	FIN	514000	Dental Insurance	45,243	48,201	46,051	2,150	4.5%			
501	714	481	233	32.7%	15	FIN	514500	Vision Insurance	4,766	4,967	4,376	590	11.9%	Reflects vacancies.		
87	258	160	97	37.7%	15	FIN	515000	Life Insurance	1,136	1,700	1,494	206	12.1%	Reflects vacancies.		
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%			
1,748	3,333	4,357	(1,024)	-30.7%	15	FIN	516000	Workers Compensation Insurance	38,885	29,062	29,774	(711)	-2.4%			
0	0	114	(114)	0.0%	15	FIN	517000	Unemployment Insurance	6,354	0	114	(114)	0.0%			
2,073	2,586	2,799	(213)	-8.3%	ALL	514010	Temporary Employment	6,590	27,616	24,273	3,343	12.1%	Timing variance.			
1,103	109	0	109	100.0%	13	HR	514015	Recruitment	1,419	5,532	5,638	(106)	-1.9%			
0	0	0	0	0.0%	15	FIN	517500	Accrued Sick Expense	0	0	0	0	0.0%			
0	0	0	0	0.0%	15	FIN	518000	Accrued Vacation Expense	0	0	0	0	0.0%			
20,833	21,667	21,667	(0)	0.0%	15	FIN	518500	OPEB Expense	187,497	195,002	195,003	(1)	0.0%			
256	(402)	413	(814)	202.6%	15	FIN	518550	TMP	7,043	7,677	10,526	(2,849)	-37.1%	Timing variance.		
1,423	932	959	(27)	-2.8%	15	FIN	518560	Payroll and Benefit Administration	10,341	10,274	10,412	(138)	-1.3%			
424,110	398,359	311,332	87,028	21.8%						Total - Staff	3,081,533	3,548,988	3,420,262	128,726	3.6%	
Library Materials/Electronic Resources Subscription:																
115,339	147,977	155,131	(7,154)	-4.8%	23	COL	601999	American Continuations	1,017,559	1,093,426	1,045,929	47,497	4.3%			
2,408	1,665	1,996	(331)	-19.9%	23	COL	602999	American New Orders	32,671	18,304	18,509	(205)	-1.1%			
565	2,255	1,057	1,199	53.1%	23	COL	609199	Branch Continuations	12,739	11,959	13,385	(1,426)	-11.9%	Timing variance.		

**Los Angeles County Law Library**  
Income Statement for the Period Ending March 31, 2020  
(Provisional and subject to year-end audit adjustments)

Mar 19	Mar 2020				YTD Actual	FY 2019-20 YTD				Comments		
	Actual	Amended Budget	Actual	\$ Fav (Unf)		% Fav -%	Amended Budget	Actual	\$ Δ		% Δ	
0	38	0	38	100.0%	23 COL 609299	Branch New Orders	0	115	0	115	100.0%	No new orders anticipated for Branch replacements. Savings may be applied to other categories.
9,998	10,552	3,700	6,851	64.9%	23 COL 603999	Commonwealth Continuations	92,883	115,388	99,449	15,939	13.8%	Timing variance.
22	284	589	(306)	-107.8%	23 COL 604999	Commonwealth New Orders	22	1,150	1,172	(23)	-2.0%	
7,204	15,602	3,614	11,988	76.8%	23 COL 605999	Foreign Continuations	81,178	89,942	94,957	(5,015)	-5.6%	Timing variance.
106	321	702	(381)	-118.7%	23 COL 606999	Foreign New Orders	114	1,037	1,733	(696)	-67.1%	Timing variance.
10,590	13,301	10,544	2,757	20.7%	23 COL 607999	International Continuations	94,952	96,529	85,606	10,923	11.3%	Timing variance.
0	77	115	(37)	-48.4%	23 COL 608999	International New Orders	0	768	1,144	(375)	-48.8%	Timing variance.
3,115	1,478	1,777	(299)	-20.2%	23 COL 609399	General/Librarianship Continuations	13,682	15,708	19,170	(3,463)	-22.0%	Timing variance.
0	167	544	(378)	-226.6%	23 COL 609499	General/Librarianship New Orders	202	500	544	(44)	-8.9%	Timing variance.
149,347	193,717	179,770	13,946	7.2%	23 COL 690000	Subtotal	1,346,002	1,444,826	1,381,599	63,227	4.4%	
(149,347)	(193,717)	(179,770)	(13,946)	7.2%	23 COL 690000	Library Materials Transferred to Assets	(1,346,002)	(1,444,826)	(1,381,599)	(63,227)	4.4%	
35,183	57,855	55,986	1,870	3.2%	23 COL 685000	Electronic Resource Subscriptions (ERS)	400,292	460,228	448,317	11,911	2.6%	
Facilities:												
27,079	4,100	503	3,597	87.7%	39 FAC 801005	Repair & Maintenance	72,345	17,477	11,854	5,623	32.2%	Timing variance.
1,328	3,792	1,496	2,296	60.6%	39 FAC 801010	Building Services	13,566	24,757	19,491	5,266	21.3%	Timing variance.
2,268	900	2,409	(1,509)	-167.7%	39 FAC 801015	Cleaning Supplies	8,971	8,440	10,174	(1,734)	-20.5%	Timing variance. Janitorial supplies stocked earlier due to COVID-19.
9,728	9,833	10,488	(655)	-6.7%	39 FAC 801020	Electricity & Water	93,920	97,493	98,520	(1,027)	-1.1%	
966	886	966	(81)	-9.1%	39 FAC 801025	Elevator Maintenance	11,512	8,510	8,752	(242)	-2.8%	
5,484	3,458	2,854	604	17.5%	39 FAC 801030	Heating & Cooling	32,557	35,048	40,526	(5,478)	-15.6%	Timing variance.
20,157	18,833	18,397	437	2.3%	15 FIN 801035	Insurance	193,207	166,468	165,090	1,379	0.8%	
9,543	9,949	9,999	(50)	-0.5%	39 FAC 801040	Janitorial Services	81,724	87,781	87,581	200	0.2%	
1,250	1,750	1,250	500	28.6%	39 FAC 801045	Landscaping	11,250	12,750	11,250	1,500	11.8%	Budgeted rate increase not yet implemented.
15,284	21,667	16,830	4,837	22.3%	39 FAC 801050	Security	146,403	153,086	128,112	24,974	16.3%	Savings due to Library closure.
0	583	0	583	100.0%	39 FAC 801060	Room Rental Expenses	3,460	4,210	3,952	257	6.1%	
638	250	0	250	100.0%	39 FAC 801065	Special Events Expenses	11,769	19,719	18,969	750	3.8%	
0	500	0	500	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	558	2,890	1,390	1,500	51.9%	Timing variance.
3,478	125	1,141	(1,016)	-813.0%	39 FAC 801110	Equipment (<3K)	5,390	741	1,545	(804)	-108.5%	Timing variance.
0	0	0	0	0.0%	39 FAC 801115	Building Alterations (<3K)	0	0	0	0	0.0%	
368	333	339	(6)	-1.7%	39 FAC 801120	Delivery & Postage	2,367	1,846	1,576	270	14.6%	Lower than expected postage usage for the month.
160	210	0	210	100.0%	39 FAC 801125	Kitchen supplies	1,700	1,527	1,589	(62)	-4.1%	
97,731	77,170	66,673	10,497	13.6%		Subtotal	690,700	642,744	610,372	32,372	5.0%	
Technology:												
771	1,903	1,297	606	31.9%	33 TECH 801210	Software Maintenance	8,999	16,250	14,924	1,326	8.2%	Timing variance.
1,861	2,126	1,870	256	12.1%	33 TECH 801212	Hardware Maintenance	16,764	17,217	16,448	769	4.5%	
625	1,361	235	1,126	82.7%	33 TECH 801215	Software (<\$3k)	2,238	4,083	235	3,848	94.2%	Timing variance.
0	333	524	(191)	-57.2%	33 TECH 801220	Hardware (<\$3k)	2,717	1,778	1,652	126	7.1%	
77	86	0	86	100.0%	33 TECH 801225	Computer Supplies	229	743	485	258	34.7%	Timing variance.
4,622	4,672	4,844	(172)	-3.7%	33 TECH 801230	Integrated Library System	40,352	41,775	42,289	(515)	-1.2%	
2,990	2,530	2,297	232	9.2%	33 TECH 801235	Telecommunications	21,927	22,047	21,415	632	2.9%	
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	0	0	0	0	0.0%	
51	333	0	333	100.0%	33 TECH 801250	Services	310	1,858	859	999	53.8%	Timing variance.
0	14	2,713	(2,699)	-19275.1%	33 TECH 801275	Online Service Providers	0	1,842	2,713	(871)	-47.3%	Includes unexpected Splashtop software purchase as a result of COVID-19.
10,996	13,359	13,779	2,278	17.1%		Subtotal	93,536	107,592	101,020	7,443	6.9%	
General:												
557	667	585	82	12.2%	15 FIN 801310	Bank Charges	4,582	5,117	5,095	22	0.4%	
843	878	875	3	0.3%	35 CMS 801315	Bibliographical Services	7,587	7,886	7,878	8	0.1%	
0	0	449	(449)	0.0%	35 CMS 801320	Binding	0	14,191	14,131	61	0.4%	
103	120	0	120	100.0%	17 EXEC 801325	Board Expense	705	956	1,334	(378)	-39.5%	No additional on-site meetings expected this FY.
240	30	0	30	100.0%	37 COM 801330	Staff meals & events	9,458	8,144	8,054	90	1.1%	
1,562	2,083	1,501	583	28.0%	15 FIN 801335	Supplies - Office	16,265	17,600	15,810	1,790	10.2%	Timing variance.
2,359	3,400	2,912	488	14.4%	35 CMS 801337	Supplies - Library materials	7,797	6,529	6,620	(90)	-1.4%	
0	280	600	(320)	-114.3%	37 COM 801340	Stationery, business cards, etc.	274	840	683	157	18.7%	Timing variance. Order expected in 4th quarter
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
1,220	2,053	699	1,354	65.9%	33 IT 801370	Copy Center Expense	13,891	15,155	17,810	(2,655)	-17.5%	Increased color copy cost; potential OTF project impact pending analysis

**Los Angeles County Law Library**  
Income Statement for the Period Ending March 31, 2020  
(Provisional and subject to year-end audit adjustments)

Mar 19	Mar 2020				FY 2018-19	FY 2019-20 YTD				Comments	
	Actual	Amended Budget	Actual	\$ Fav (Unf)		% Fav -%	YTD Actual	Amended Budget	Actual		\$ Δ
369	83	0	83	100.0%	15 FIN 801375	3,579	41,937	45,497	(3,560)	-8.5%	
110	893	1,089	(196)	-21.9%	25 PS 801390	213	6,598	5,501	1,097	16.6%	One-Time Funding applied for Where You Begin class registration fees.
<u>901</u>	<u>50</u>	<u>0</u>	<u>50</u>	<u>100.0%</u>	17 EXEC 801395	<u>1,142</u>	<u>668</u>	<u>768</u>	<u>(100)</u>	<u>-15.0%</u>	
8,265	10,538	8,711	1,827	17.3%		65,492	125,621	129,180	(3,558)	-2.8%	
248	892	2,933	(2,041)	-228.7%	ALL 803105	1,792	5,912	6,503	(591)	-10.0%	Timing variance. Budgeted travel expense for the remainder of the year are cancelled.
0	5	0	5	100.0%	ALL 803110	49	76	61	15	19.8%	
0	0	0	0	0.0%	ALL 803113	399	0	0	0	0.0%	
165	91	0	91	100.0%	ALL 803115	43,315	8,026	7,898	128	1.6%	
0	487	422	64	13.2%	ALL 803120	764	4,622	3,584	1,038	22.5%	Timing variance, ED budgeted registration costs not yet incurred.
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>	ALL 803125	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>	
413	1,475	3,355	(1,881)	-127.5%		46,319	18,636	18,046	590	3.2%	
0	0	0	0	0.0%	37 COM 803205	1,890	0	0	0	0.0%	
2,987	3,917	260	3,657	93.4%	37 COM 803210	5,341	12,409	5,029	7,379	59.5%	Due to Library closure flyers not ordered. No additional flyers expected for the rest of FY.
2,250	1,792	502	1,290	72.0%	37 COM 803215	2,499	7,241	2,378	4,863	67.2%	No additional ads are expected for FY. However, tote bag reorder expense pending and other social media expenses.
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>	37 COM 803220	<u>116</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>	
5,237	5,708	761	4,947	86.7%		9,846	19,650	7,407	12,243	62.3%	
0	0	0	0	0.0%	ALL 803305	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803310	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	0	0	0	0	0.0%	
5	142	141	1	0.6%	ALL 803320	230	507	269	238	46.9%	Lower than expected usage.
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>	ALL 803325	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>	
5	142	141	1	0.6%		230	507	269	238	46.9%	
0	0	0	0	0.0%	15 FIN 804005	21,425	23,960	23,960	0	0.0%	
2,896	3,000	2,896	104	3.5%	17 EXEC 804008	25,940	26,378	26,066	311	1.2%	
3,792	15,833	5,550	10,283	64.9%	17 EXEC 804010	3,792	60,415	24,600	35,815	59.3%	Delay in budgeted OTF projects costs.
0	833	0	833	100.0%	15 FIN 804015	2,364	2,750	250	2,500	90.9%	Delay in budgeted OTF projects costs.
6,688	19,667	8,446	11,220	57.1%		53,521	113,502	74,876	38,626	34.0%	
231,843	192,348	189,737	2,611	1.4%	15 FIN 806105	1,782,427	1,743,000	1,736,884	6,116	0.4%	
23,255	33,333	23,484	9,849	29.5%	15 FIN 806110	205,817	241,724	212,177	29,547	12.2%	Delay in CapEx purchases.
<u>255,098</u>	<u>225,682</u>	<u>213,221</u>	<u>12,460</u>	<u>5.5%</u>		<u>1,988,244</u>	<u>1,984,724</u>	<u>1,949,061</u>	<u>35,663</u>	<u>1.8%</u>	
843,724	809,954	682,406	127,549	15.7%		6,429,712	7,022,192	6,758,810	263,382	3.8%	
<u>(93,540)</u>	<u>(115,109)</u>	<u>24,220</u>	<u>139,329</u>	<u>-121.0%</u>		<u>334,444</u>	<u>(1,501)</u>	<u>375,925</u>	<u>377,426</u>	<u>25150.9%</u>	
40,960	(5,669)	62,956	68,625	-1210.6%	15 FIN 321000	140,220	83,779	196,527	112,747	134.6%	Reflects loss/gain if sold at time of report (before maturity).
0	0	0	0	0.0%	17 EXEC 401000	3,543,270	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 901000	0	0	0	0	0.0%	
<u>(52,579)</u>	<u>(120,778)</u>	<u>87,176</u>	<u>207,953</u>	<u>-172.2%</u>		<u>4,017,933</u>	<u>82,279</u>	<u>572,452</u>	<u>490,173</u>	<u>595.7%</u>	

**Los Angeles County Law Library**  
Income Statement for the Period Ending March 31, 2020  
(Provisional and subject to year-end audit adjustments)

Mar 19	Mar 2020			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav -%
3,352	0	0	0	0.0%
30,789	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>34,140</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>

Capital Expenditures:

		FY 2018-19		FY 2019-20 YTD		Comments
		YTD Actual	Amended Budget	Actual	\$ Δ	
39 FAC	161100	3,352	0	0	0	0.0%
33 TECH	161300	30,789	0	0	0	0.0%
39 FAC	164500	188,089	0	0	0	0.0%
39 FAC	164000	0	0	0	0	0.0%
33 TECH	168000	0	0	0	0	0.0%
	Total - Capitalized Expenditures	<u>222,229</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>

CalPERS CERBT Trust Fund:

Beginning Balance	2,252,539	
Administrative Expense	(88)	CalPERS CERBT program cost.
Investment Expense	(64)	Investment management cost.
Unrealized Gain/Loss	(190,548)	Fluctuating market conditions.
Distribution		Distribution from Fund.
Ending Balance	<u>2,061,839</u>	

<sup>1</sup>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 March 31, 2020  
(Provisional and subject to year-end audit adjustments)

	3/31/2020	YTD
<b>Cash flows from operating activities</b>		
L.A. Superior court fees	616,481	6,093,433
Parking fees	43,750	469,223
Library services	30,680	298,929
(Increase) decrease in accounts receivable	98,720	175,468
Increase (decrease) in borrowers' deposit	(454)	(7,833)
<b>Cash received from filing fees and services</b>	<b>789,177</b>	<b>7,029,220</b>
Facilities	(66,673)	(610,372)
Technology	(13,779)	(101,020)
General	(8,711)	(129,180)
Professional development	(3,355)	(18,046)
Communications & marketing	(761)	(7,407)
Travel & entertainment	(141)	(269)
Professional services	(8,446)	(74,876)
Electronic Resource Subscriptions (ERS)	(55,986)	(448,317)
(Increase) decrease in prepaid expenses	32,230	(50,318)
Increase (decrease) in accounts payable	40,651	(99,627)
Increase (decrease) in other liabilities	-	-
<b>Cash payments to suppliers for goods and services</b>	<b>(84,972)</b>	<b>(1,539,432)</b>
Staff (payroll + benefits)	(311,332)	(3,420,262)
Increase (decrease) in payroll liabilities	(2,655)	(2,987)
Increase (decrease) in accrued sick and vacation liability	-	(25,204)
Increase (decrease) in OPEB liability	21,667	195,003
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
<b>Cash payments to employees for services</b>	<b>(292,320)</b>	<b>(3,253,450)</b>
Contributions received	-	125,000
Net cash from operating activities	411,885	2,361,339
<b>Cash flow from capital and related financing activities</b>		
Library materials	(179,770)	(1,381,599)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
<b>Cash flows from investing activities</b>		
Investment	-	(1,000,000)
Investment earnings	15,715	148,150
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>247,830</b>	<b>127,890</b>
Cash and cash equivalents, at beginning of period	9,618,259	9,738,199
<b>Cash and cash equivalents, at end of period</b>	<b>9,866,089</b>	<b>9,866,089</b>
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	8,505	227,775
Adjustments for noncash effects:		
Depreciation	213,221	1,949,061
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	98,720	175,468
(Increase) decrease in prepaid expenses	32,230	(50,318)
Increase (decrease) in accounts payable	40,651	(99,627)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	(2,655)	(2,987)
Increase (decrease) in accrued sick and vacation liability	-	(25,204)
Increase (decrease) in borrowers' deposit	(454)	(7,833)
Increase (decrease) in OPEB liability	21,667	195,003
Net impact of GASB 68 adjustments	-	-
Net cash from operating activities	<b>411,885</b>	<b>2,361,339</b>

**LOS ANGELES COUNTY LAW LIBRARY**  
**April 1, 2020 - April 30, 2020 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 3	BRIDGES FILTER SERVICE, INC	BLDG SVCS	614.49	031401
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	031402
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	031403
	OTTO HARRASSOWITZ	BOOKS	2,067.94	031404
	WILLIAM S HEIN & CO	BOOKS	558.40	031405
April 9	CALIFORNIA DEPARTMENT OF TAX	USE TAX	2,179.00	031406
	NATIONAL 50 SECURITY	SECURITY	5,160.19	031407
	NATIONAL 50 SECURITY	SECURITY	5,684.95	031408
April 10	SYNCB AMAZON	BOOKS	31.76	031409
	CASALINI LIBRI	BOOKS	80.85	031410
	OTTO HARRASSOWITZ	BOOKS	732.03	031411
	PRACTITIONER BOOKS LTD	BOOKS	741.00	031412
April 13	RAPHAEL EDWARD DAVIS	REFUND	120.00	031413
	COUNTY OF LOS ANGELES	BANK CHARGES	43.91	031414
	ONEDIGITAL HR CONSULTING	CONSULTING	2,896.26	031415
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	9,649.14	031416
	LA DEPT OF WATER & POWER	WATER/SEWER	1,283.29	031417
	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	9,435.74	031418
April 17	CASALINI LIBRI	BOOKS	120.57	031419
	ESTHER HAYLOCK	REFUND	140.00	031420
	YESENIA MARTINEZ	REFUND	140.00	031421
	AT&T	TELECOM	434.45	031422
	GTT COMMUNICATIONS	PREPAID EXP	464.26	031423
	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	9,971.64	031424
	NATIONAL 50 SECURITY	SECURITY	5,402.60	031425
	SPECTRUM ** VOIDED *****	TELECOM	0.00	031426
	LA DEPT OF WATER & POWER	WATER/SEWER	516.64	031427
	NATIONAL 50 SECURITY	SECURITY	4,895.93	031428
April 24	SYNCB AMAZON	BOOKS	49.28	031429
	OTTO HARRASSOWITZ	BOOKS	1,120.66	031430
	KENIA M ELIAS	REFUND	140.00	031431
	AFLAC REMITTANCE	CAFE PLAN-INSURA	808.06	031432
	GUARDIAN	PREPAID EXP	7,505.14	031433
	METROLINK	TMP	687.75	031434

74,816.93

**LOS ANGELES COUNTY LAW LIBRARY**  
**April 1, 2020 - April 30, 2020 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 3	NASA SERVICES	BLDG SVCS	497.41	V005213
	OFFICE DEPOT	SUPPLIES-OFFICE	81.96	V005214
	HOME DEPOT PRO	CLEANING SUPPLIES	563.80	V005215
	CCH INCORPORATED	BOOKS	143.83	V005216
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	125.01	V005217
	DAILY JOURNAL CORPORATION	BOOKS	278.00	V005218
	INGRAM LIBRARY SERVICES	BOOKS	50.97	V005219
	JAMES PUBLISHING INC	BOOKS	185.06	V005220
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,000.00	V005221
	GOBI LIBRARY SOLUTIONS	BOOKS	604.88	V005222
	GOOGLE	ADVERTISING	1.99	V005232
April 10	LEXISNEXIS MATTHEW BENDER	BOOKS	120.77	V005223
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	114.60	V005224
	GREY HOUSE PUBLISHERS	BOOKS	638.00	V005225
	LAW JOURNAL PRESS	BOOKS	662.97	V005226
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	52.40	V005227
	STATE BAR OF TEXAS	BOOKS	105.00	V005228
	THOMSON REUTERS	BOOKS	80,614.86	V005229
	JOHN WILEY & SONS INC	BOOKS	224.19	V005230
STATE BAR OF WISCONSIN	BOOKS	70.77	V005231	
April 11	STAMPS.COM	DELIVERY & POSTAG	24.99	V005248
April 13	BRIGHTVIEW	LANDSCAPING	1,250.00	V005233
	OCLC INC	BIBLIOGRAPHICAL S	781.55	V005234
	STATE COMPENSATION	WORKERS COMP	3,088.50	V005235
	HOME DEPOT PRO	SUPPLIES-OFFICE	399.10	V005236
	UPS	DELIVERY & POSTAG	15.40	V005237
April 17	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,169.24	V005238
	LEXISNEXIS MATTHEW BENDER	BOOKS	195.59	V005239
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	720.72	V005240
	LAWPRESS CORPORATION	BOOKS	766.93	V005241
	NATIONAL CONSUMER LAW CENTER	BOOKS	2,388.00	V005242
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	455.25	V005243
	THOMSON REUTERS	BOOKS	761.00	V005244
	STATE BAR OF WISCONSIN	BOOKS	44.56	V005245
	WILLIAM S HEIN & CO	BOOKS	155.00	V005246
	GOBI LIBRARY SOLUTIONS	BOOKS	309.88	V005247
	AT&T MOBILITY	TELECOM	16.24	V005249
	BANDWIDTH.COM, INC.	TELECOM	837.44	V005250
	ENVISIONWARE, INC.	PREPAID EXP	4,223.85	V005251
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	374.00	V005252

122,117.26

**LOS ANGELES COUNTY LAW LIBRARY**  
**April 1, 2020 - April 30, 2020 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 24	SPECTRUM	TELECOM	3,003.55	V005253
	BRIGHTVIEW	LANDSCAPING	1,250.00	V005254
	INFINISOURCE INC	PAYROLL/HR BENEFI	77.00	V005255
	UPS	DELIVERY & POSTAG	5.48	V005256
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	577.50	V005257
	JURIS PUBLISHING INC	BOOKS	239.83	V005258
	MASSACHUSETTS CONTINUING LEGAL EDUC	BOOKS	183.50	V005259
	NATIONAL FIRE PROTECTION ASSOCIATIO	BOOKS	2,184.53	V005260
	UNITED NATIONS PUBLICATIONS	BOOKS	51.92	V005261
	THOMSON REUTERS	BOOKS	8,646.93	V005262
April 28	LEXISNEXIS MATTHEW BENDER	BOOKS	31,633.94	V005268

166,967.89



LOS ANGELES COUNTY LAW LIBRARY  
 April 1, 2020 - April 30, 2020 (CHECKS)  
 Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 8	SEIU LOCAL 721	UNION DUES	933.50	001656
	SEIU LOCAL 721	UNION SUPPL	57.89	001657

991.39

LOS ANGELES COUNTY LAW LIBRARY  
April 1, 2020 - April 30, 2020 (WARRANTS)  
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 7	EX LIBRIS (USA) INC.	PREPAID EXP	14,217.96	TS00292261

14,217.96

LA Law Library  
Fiscal Year Quarterly Statistics

			FY20 1st Quarter	FY20 2nd Quarter	FY20 3rd Quarter	FY20 April	FY20 April Notes
<b>Reference and Research</b>							
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>						
	Desk Inquiries		6,087	5,244	4,275	0	Not applicable due to library closure
	Tuesday 6pm to 8pm - All Queries		97	112	73	0	Not applicable due to library closure
	Phone		1,630	1,336	1,429	345	
	Email/ Live Chat		255	173	218	442	Increase due to library closure. Includes all email and chat including Question
	By Mail		70	55	246	0	Not applicable due to library closure
	Global Law Inquires		10	15	12	0	
	Global Law Web Inquires		0	0	0	0	
	e-Branch Chat		26	22	18	0	Not applicable due to library closure
	e-Branch Email		3	3	0	0	Not applicable due to library closure
		<b>Total</b>	<b>8,178</b>	<b>6,960</b>	<b>6,271</b>	<b>787</b>	
<b>Circulation Services</b>							
	<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</i>						
	Desk Inquiries		4,103	4,022	3,575	0	Not applicable due to library closure
	Phone Inquiries		1,714	1,636	1,339	130	Also Includes emails
		<b>Total</b>	<b>5,817</b>	<b>5,658</b>	<b>4,914</b>	<b>130</b>	
	Books Circulated		1,991	1,917	1,453	0	Not applicable due to library closure
	Library Card Sign-ups		507	451	372	0	Not applicable due to library closure
	Members Program - Active Members		311	308	296	282	New sign ups not available
	Public Terminal Logins		7,057	5,410	2,369	0	Not applicable due to library closure
<b>Document Delivery / E-Delivery/Copies</b>							
	<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</i>						

LA Law Library  
Fiscal Year Quarterly Statistics

			FY20 1st Quarter	FY20 2nd Quarter	FY20 3rd Quarter	FY20 April	FY20 April Notes
	Phone Inquiries		281	716	398	50	
	In-Person		5,059	2,480	2,219	0	Not applicable due to library closure
	Email (Includes Members Program)		878	220	367	336	Increase due to Library Closure
		<b>Total</b>	<b>6,218</b>	<b>3,416</b>	<b>2,984</b>	<b>386</b>	
	Pages Delivered		6,726	6,539	6,121	3,227	Increase due to Library Closure
	Copies Made (Main Library)		105,615	67,897	45,822	0	Not applicable due to library closure
<b>Collection Management Services</b>							
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the</i>						
	New Titles Added		247	144	173	71	
	Print Volumes Added		1576	1576	1473	168	Impacted by COVID-19
	New Serials		13	13	10	0	Impacted by COVID-19
	Non-Print Media Added		890	890	109	1	Impacted by COVID-19
	Records Cataloged/Updated		395	395	292	146	
	Print & Non-Print Withdrawn		423	423	330	23	
<b>Brief Scanning Project</b>							
	Briefs Logged (Google)		19,820	15,690	14,532	0	Not applicable due to library closure
<b>Website Statistics</b>							
	Visitors		30,790	29,354	27,620	4,708	
	Visits (previously counted as "Pages Viewed")		95,230	92,760	77,382	21,116	
	Average Daily Visits		349	316	281	164	
	Average Duration		5:14	4:57	4:33	3:38	
	Visitors: US		96.80%	95.99%	95.43%	95.42%	
	Visitors: International / Unspecified		3.20%	2.10%	4.57%	4.58%	

LA Law Library  
Fiscal Year Quarterly Statistics

			FY20 1st Quarter	FY20 2nd Quarter	FY20 3rd Quarter	FY20 April	FY20 April Notes
<b>Training and Events (Includes Online, Main &amp; Branch locations)</b>							
	Public Classes Held Online						
	Internal speaker		0	0	0	11	
	Guest speaker		0	0	0	13	
	MCLE Classes Held Online						
	Internal speaker		0	0	0	0	
	Guest speaker		0	0	0	0	
	Clinics/ Workshops Held Online		0	0	0	1	LITL continuously offered
	Public Classes Held at Main & Branches						
	Internal speaker		49	37	87	0	Not applicable due to library closure
	Guest speaker		28	91	27	0	Not applicable due to library closure
	MCLE Classes Held						
	Internal speaker		1	6	0	0	Not applicable due to library closure
	Guest speaker		3	0	7	0	Not applicable due to library closure
	Clinics/ Workshops Held		60	52	37	0	Not applicable due to library closure
		<b>Total</b>	<b>141</b>	<b>186</b>	<b>158</b>	<b>25</b>	Low number due to library closure, only a portion of the scheduled classes were able to be recorded for online use. The rest were cancelled.
	Class Attendance in Person Total (Estimated)		<b>2,077</b>	<b>2,906</b>	<b>1,573</b>	<b>0</b>	
	Online Class Registration		<b>0</b>	<b>0</b>	<b>0</b>	<b>394</b>	
	Number of plays of Online Classes		<b>0</b>	<b>0</b>	<b>0</b>	<b>488</b>	Includes registrants and virtual walk ins
	Class Attendance Branches (Estimated)		<b>357</b>	<b>646</b>	<b>63</b>	<b>0</b>	Not applicable due to library closure
<b>Visits to Main Branch</b>							
	Number of Patron Visits (front door)		<b>25,488</b>	<b>47,286</b>	<b>19,929</b>	<b>0</b>	Not applicable due to library closure



**MEMORANDUM**

**DATE:** May 27, 2020

**TO:** Board of Law Library Trustees

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

**RE:** Approval to Bind Coverage for 2020-21 Property & Liability Insurance Renewal

**SUMMARY**

Alliant is the Law Library’s insurance broker for its Property & Liability insurance program. Our policies are subject to annual renewal and are scheduled to renew on July 1, 2020. This coverage is currently provided through 5 different carriers and it includes: General Liability, Property, Difference in Conditions (Earthquake/Flood), Cyber Liability and Crime.

Our broker approached many of the same carriers as in previous years, with the same terms of coverage, however many declined to quote. Broker and staff recommend renewing with incumbent carriers for reasons outlined below.

Due to COVID-19, we have not received firm quotes or indications from incumbent carriers as of the date of this letter. However, based on internal communications our broker has been able to provide “not to exceed (NTE)” numbers for the Board’s consideration. The NTE’s would increase the overall insurance cost by 13%. Although within the proposed FY2021 budget, Staff and Broker feel that pending quotes (anticipated to be received within the next 2 weeks) may reduce this increase.

**DISCUSSION**

Our broker has prepared the attached letter for the Board explaining the state of the insurance market along with other information the Board may wish to consider in determining proper steps and actions for the upcoming renewal cycle.

Broker and staff recommend renewing with incumbent carriers at the same per occurrence limits and deductibles at cost not to exceed 15% of expiring premiums. This will allow us to establish: 1) a firm relationship with existing carriers; 2) secure competitive rates at a time when the market is hardening; and 3) a one year period to see how the market unfolds in the wake of COVID-19.



The table below summarizes the cost of each line of coverage as detailed in Alliant’s letter to the Board:

Line of Coverage	Limit*	Deductible	Current Carrier	Expiring Premium	NTE	\$Δ	%Δ
<b>General Liability</b>	\$25M	\$50K	PRISM (formerly CSAC)	60,745	70,000	9,255	15%
<b>Property</b>	\$100M	\$25K	SPIP	34,654	41,542	6,888	20%
<b>DIC</b>	\$30M	5%,					
Primary \$10M		\$100K	Lloyd's of London	64,120	69,917	5,796	9%
\$20M xs \$10M		Min.	Lloyd's of London	34,118	36,287	2,169	6%
<b>Cyber Liability</b>	\$7M	\$10K	PRISM (formerly CSAC)	1,600	2,600	1,000	63%
<b>Crime</b>	\$1M	\$2.5K	ACIP	1,500	1,650	150	10%
<b>Total</b>				<b>196,737</b>	<b>221,996</b>	<b>25,259</b>	<b>13%</b>

\*Per occurrence

**GENERAL LIABILITY**

General liability covers third party liabilities including slip and falls, D&O, errors and omissions, employment practices.

In 2019, the Law Library joined the California State Association of Counties Excess Insurance Authority (CSAC-EIA), now rebranded as the Public Risk Innovation, Solutions and Management (PRISM) which is a state-wide Joint Powers Insurance Authority consisting of 70% of all California Public Entities and Special Districts.

With PRISM, the Library has taken advantage not only of a competitive rate but also of other services including access an employee training module. The program also provides a stipend to for onsite employee safety trainings.

**PROPERTY**

Property coverage protects the building and its contents. This includes the equipment, furniture, books, etc. from fire, collapse or any other type of destruction.

In 2019, the Law Library joined Alliant’s Special Property Insurance Program (SPIP). SPIP was developed in the early 2000’s as a solution for smaller public entities that could not secure leverage in the standard markets due to their perceived “smaller size”.

**DIFFERENCE IN CONDITIONS (DIC)**

The DIC program provides coverage to the main Library building from excess physical damage resulting from an earthquake or flood.

In 2019, we were able to reduce premiums by 4%. The anticipated 15% increase this would be netted to a 14% increase over a 2 year period. Thanks to our broker’s efforts,





we feel that we are still fiscally responsible while at the same time provide peace of mind to all stakeholders.

### **CYBER LIABILITY**

Cyber liability provides coverage for technology based liabilities resulting from third-party security breaches, hacking, cyber extortion, and cyber business interruption. It also provides protection for privacy and multimedia claims.

By joining PRISM last year, the Library was able to reduce premiums by 70% from prior renewal period and at the same time increase the limit from \$1M to \$7M.

### **CRIME**

In 2019, the Library joined Alliant's Crime Insurance Program (ACIP) and resulted in a 23% decrease in premiums. This year, the increase is expected to be at 10%.

### **OPTIONS**

- A. Request that Alliant pursue obtaining quotes on different terms or from different carriers and continue this item until the June 2019 meeting.
- B. Authorize the Executive Director to await firm quotes from incumbent carriers and bind all lines of coverages effective July 1, 2020 with the same limits and deductibles for a total premium not to exceed \$221,996.

### **RECOMMENDATION**

Staff recommends that the Board authorize the Executive Director to bind coverage effective July 1, 2020 for a total premium not to exceed \$221,996 (Option B above).

Attached

1. Alliant's letter to the Board







May 13, 2020

Alliant Insurance Services, Inc.  
333 South Hope Street  
Suite 3750  
Los Angeles, CA 90071  
  
O 213 270 0145  
CA License No. 0C36861  
  
[www.alliant.com](http://www.alliant.com)

Marcelino Juarez  
Los Angeles Law Library  
301 West First Street  
Los Angeles CA 90012

**RE: 2020 – 2021 Insurance Renewal Updates**

Dear Marcelino –

The insurance market has continued to experience a steady hardening of the market. Beyond the property markets challenges since 2017, due to some “nuclear” settlements that have been handed down by jury’s over the past 12 months – insurance carriers are tightening their exposures. Where it used to take four or five carriers to build a \$100M liability limit tower, it is now taking six to seven carriers to secure \$50M in limits.

Many carriers are no longer offering big limits of \$10M or more and we have seen many of those carriers only willing to provide limits of \$5M. Another contributing factor is Social Inflation, essentially what was worth \$1M four years ago has now trended to \$3M in today’s dollars. Adding an additional level of complexity to the equation is the weight underwriters put on data, more importantly quality data. Carriers are reviewing submission more closely which is resulting in slower turnaround times, thus delaying the delivery of renewal terms. When taking all of these factors into consideration and adding an unprecedented situation due to the COVID-19 pandemic – there are several layers of challenges impacting every public entity in the United States, particularly in California!

While the Law Library does not have the same exposures as other public entities, it is still a public entity. Below I will outline the projected, not to exceed estimates for the July 1 renewals. These projections are conservative, as we expect the final numbers to come in lower than outlined below:

**General Liability:**

In 2019, the Law Library joined the California State Association of Counties Excess Insurance Authority (CSAC-EIA), now rebranded as the Public Risk Innovation, Solutions and Management (PRISM) which is a state-wide Joint Powers Insurance Authority consisting of 70% of all California Public Entities and Special Districts. The Law Library's 2019’ premium was \$60,745 – projected not to exceed premium for 2020 is \$70,000. This equates to an approximate increase of 15.5% - lower than the market average of 20%.

Alliant did re-approach many of the same carriers that were approached in 2019. All respectfully declined to quote, stating that with the continued markets deterioration and lack of capacity that can be deployed, they would not be able to provide terms that are improved on the Library's current terms and placement.

**Property:**

In 2019, the Law Library joined Alliant's Special Property Insurance Program (SPIP). SPIP was developed in the early 2000's as a solution for smaller public entities that could not secure leverage in the standard markets due to their perceived "smaller size". The entire SPIP program is still being negotiated with the markets and terms have not yet been released. However, Alliant has been advised that when communicating with clients – to advise of an approximate 22.5% increase on the property renewal. The Law Library paid \$33,654 in 2019. The projected renewal premium from a not to exceed perspective is approximately \$41,542.

As with the liability placement, Alliant re-approached several of the markets that it engaged in 2019 and received the same response. Travelers declined to quote, Philadelphia would consider the liability only, but could not reach the target premium.

**Difference in Condition:**

In 2019, the earthquake placement was entirely redesigned due to the lead carrier wanting an increase of 10% and a reduction in many of the sub-limits and coverage provided within the policy. Due to the fact that the Law Library purchases \$30M in limits, Alliant was able to secure coverage with the same terms and limits with a 4% decrease in premium. The challenge for this placement, other than market conditions is that the carriers for these lines of coverage are not releasing quotes more than 30 days prior to renewal. While the terms and formal quotes have not been received – Alliant has engaged the markets and pushed for some type of feedback to provide to the board. As of today, the market has advised that the increase will be approximately 10%, but all terms and conditions will remain the same.

Total 2019-20 premiums for the DIC coverage was as follows:

- Primary \$10M - \$64,120
- \$20M xs \$10M - \$34,118

Projected premium for 2020-21 on the DIC coverage, on a not to exceed basis is:

- Primary \$10M - \$69,917
- \$20M xs \$10M - \$36,287

These projected premiums are contingent on no events occurring between now and renewal. Additionally, we do not expect to have the final, formal terms until June 1, 2020 at the earliest.

**Cyber Liability:**

The Law Library also joined the CSAC-EIA cyber program in 2019. The program provide a \$7M per occurrence limit. This program is also currently being negotiated and final terms have not been received, however the pool has advise that the projected not to exceed premium would be between \$2,000 and \$2,600 for the annual premium. The Law Library's expiring premium is \$1,600.

**Crime:**

The Law Library also joined Alliant's Crime Insurance Program (ACIP) in 2019 and resulted in a 23% decrease to the Law Library. As of today, the program is still being negotiated, however we have been advised that for budgeting purposes – to expect a not to exceed increase of 10%. The 2019-20 premium was \$1,500, the projected increase for 2020-21 results in a renewal premium of \$1,650.

Alliant's message to the Board: While not entirely thrilled by the current state of the market – the initial feedback on the Law Library's renewal is right in line or slightly below the current market condition. While other carriers were re-approached this year, it is our recommendation that the programs be heavily marketed every other year – preferably every three years to allow the carriers to build comfort in the organization's exposure and want to stay on the account long term. Based on the heavy marketing that was performed last year and the current market conditions, we would recommend that coverage be renewed with the incumbent carriers. Despite that, some carriers were re-approached and all were unwilling to quote or they declined as they could not compete with the current placements.

We hope to have final numbers by the first week in June, but would expect the final numbers to go down in cost and not up.

Regards,

Robert Lowe  
First Vice President  
213-270-0145



**MEMORANDUM**

**DATE:** May 27, 2020

**TO:** Board of Law Library Trustees

**FROM:** Sandra J. Levin, Executive Director

**RE:** Approval of Amendment to Extend SEIU Local 721 Memorandum of Understanding

**SUMMARY AND BACKGROUND**

The Memorandum of Understanding (MOU) with SEIU Local 721 is due to expire on May 31, 2020. Due to COVID – 19 closures, regular negotiations could not be conducted which has therefore created a pause in the ongoing 2 year cycle of approving a newly negotiated MOU. The law library has come to a tentative agreement with SEIU to extend the current MOU through March 31, 2021, subject to Board approval.

**Recommendation:**

Staff recommends that the Board approve the amendment to the SEIU Local 721 MOU thereby extending the expiration date to March 31, 2021.







## AMENDMENT TO MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding for the time period June 1, 2018 through May 31, 2020, by and between the Los Angeles County Law Library (the "Library") and SEIU Local 721 is hereby amended as follows.

Article 5 (Term) shall be amended to read:

### ARTICLE 5 TERM

The term of the Memorandum of Understanding shall commence on the date when the terms and conditions for its effectiveness, as set forth in Article 4, Implementation, are fully met, but in no event shall said Memorandum of Understanding become effective prior to ratification by the Board and SEIU Local 721.

This Memorandum of Understanding shall expire and otherwise be fully terminated on March 31, 2021.

No raises, bonuses or merit pay shall be payable during the period of the extension from June 1, 2020 through March 31, 2021.

Article 6 (Renegotiation) shall be amended to read:

### ARTICLE 5 RENEGOTIATION

In the event either party hereto desires to negotiate the provisions of a successor Memorandum of Understanding, such party shall serve upon the other during the period of December 1, 2020, through December 24, 2020, its written request to commence negotiations including its initial written proposals for such successor Memorandum of Understanding.

Except as expressly stated above, in all terms and respects, the Memorandum of Understanding shall remain in full force and effect.



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Los Angeles, CA 90012-3140  
Telephone 213.785.2529  
Fax 213.680.1727  
www.lalawlibrary.org

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of May 8, 2020.

For Library:

For SEIU Local 721:

By: \_\_\_\_\_  
Sandra J. Levin, Executive Director

By: *Alexis Corbett*  
Director

LALAWLIBRARY



# AGENDA ITEM 4

## DISCUSSION ITEMS

- 4.1 Review of Operating Budget FY2020-21
- 4.2 Update Regarding Response to COVID-19 State of Emergency and Work from Home Operations



**MEMORANDUM**

**DATE:** May 27, 2020

**TO:** Board of Trustees

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

**RE:** Review of Operating Budget FY 2020-21

**SUMMARY AND BACKGROUND INFORMATION**

The Board of Trustees is asked to review the proposed fiscal year 2020-2021 budget, ask questions, discuss and provide direction to Staff. A final budget proposal will be presented at the June Board Meeting for approval.

The Fiscal Year 2021 Budget and Financial Planning Subcommittee (Finance Committee) met to review and discuss the preliminary FY2021 Budget information compiled by staff. Information presented included Income and Expense Operations Summary, Cash Flow, Potential Additional Costs and Revenue Options, and a listing of proposed capital expenditures. On May 6, 2020 the Committee discussed each of these items and the overall budget, as well as the short-term and long-term financial picture for the Law Library and recommended approval of the budget as now presented (attached).

The recommendation is based upon a few key underlying principles:

1. The current COVID-19 crisis has negatively impacted revenues and created extreme uncertainty with respect to future revenues (and expenses). However, the crisis has also created heightened demand and need for the Law Library's services. Given these circumstances, the Law Library is closely monitoring filing fees and court operations and lobbying the State for supplemental funding. The recommendation of the Executive Director and the Finance Committee is therefore not to make major cuts to service levels unless and until the fiscal situation stabilizes and we have some data regarding the "new normal."
2. Accordingly, for the first time in several years, the proposed operating budget would result in a significant deficit and expenditure of cash and reserves.
  - a. Discounting non-cash items such as depreciation, the operating budget generates negative cash flow of approximately \$810K.
  - b. The proposed capital budget anticipates spending \$1.2M from reserves. However, the capital budget includes more than \$1M deferred from fiscal years 2014 through 2020, with \$1M of the cost to be funded by the State's 2018 one-time funding (OTF) allocation.



- c. After having seen an increase in recent years (prior to COVID-19), civil filing fees are now projected come in \$1.5M lower than FY20.
  - d. In total, this will result in an overall negative cash flow of \$2.5M for FY2021, with nearly \$1.5M of that funded via OTF monies and the balance taken from reserves.
  - e. Despite the anticipated \$2.5M drop, cash and cash equivalents are still forecasted to remain higher than at the close of FY2019, largely due to prior cuts, conservative expenditures, better-than-expected filing fee revenue in the previous fiscal year and a \$3.5M one-time fund allotment from the State's General Fund. In addition, CERBT investments (dedicated to the payment of OPEB expenses) and UBS investments remain healthy.
3. The proposed budget incorporates, but tracks separately, One Time Funding (OTF).
  4. The proposed budget includes a 5 day furlough to be observed December 2020.
  5. The proposed budget incorporates an assumption that civil filing fees have been de-stabilized by COVID-19. It also incorporates significant cost increases that are beyond our control.

Attached for your consideration are:

1. the proposed FY2021 budget, including capital costs;
2. the projected FY2021 cash flows; and
3. a memorandum describing changes that are included in the proposed budget, and discussing additional Cost and Revenue Options.

A brief summary of significant items follows here:

#### **BUDGET PROCESS AND OVERVIEW**

The budgeted FY 2021 Net Income before Extraordinary Income (NIBEI) and Expense is presented at a net loss of \$1.6M and a negative cash loss of approximately \$810K, which is a step back as compared to last year's NIBEI net loss of \$15K and projected cash gain of approximately \$906K. The step back is largely and primarily due to the uncertainty created by COVID-19 on the civil filing fee revenue stream.

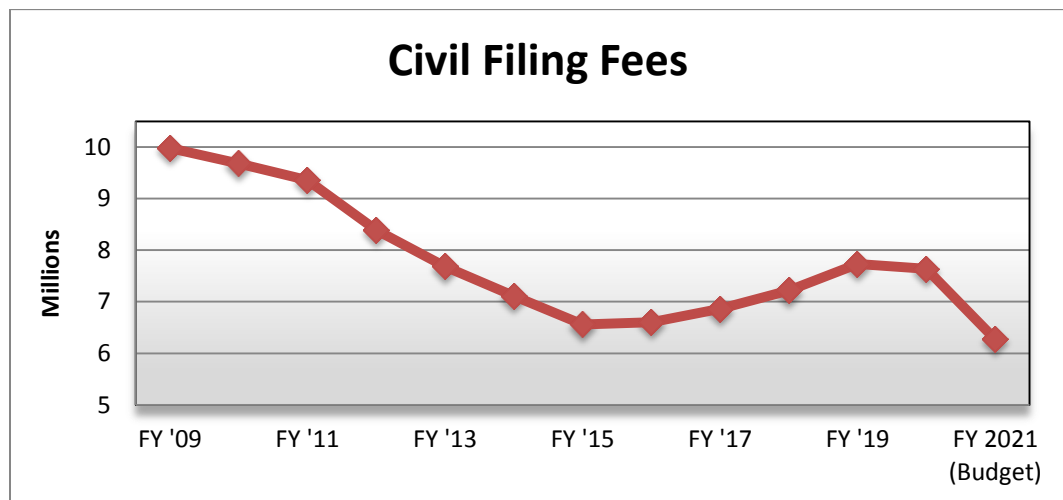
Changes in Expenditures: As part of the budgeting process, each of the operating departments was requested to evaluate trends and developments affecting departmental budgets, propose and predict any changes in expenses. All proposed reductions were discussed and evaluated. Except as noted in the OTF budget and the attached Memorandum regarding Costs and Revenue Options, no material budget augmentations were proposed.

Cost Increases: Each year the Law Library experiences increased costs beyond our control. This year, those rising costs include health insurance, retirement costs, utilities, security costs and collection costs due to inflation. Details of these expenses can be found in the attached memo regarding Costs and Revenue Options.



### **FILING FEES**

The primary reason for the negative net operating income is the de-stabilization created by COVID-19 on the civil filing fees revenue stream. From FY 2009, L.A. Superior Court civil filing fees decreased from \$9,978,807 to \$6,560,373 at the end of FY 2015. After FY2016, filing fee revenues increased slightly. However, due to COVID-19 and its impact throughout the State we are no longer optimistic that filing fee revenue will remain stable. For FY2020 we are now projecting to be below last year's actuals by \$92K. This year's court fee revenue was budgeted conservatively at \$7.8M, but is expected to actually come in at \$7.6M. The following chart provides a visual of the trend in filing fees since FY2009.



### **CAPITAL EXPENDITURES**

Proposed capital expenditures were presented totaling \$1.2M (see attached) of which \$1M are carryover projects from prior years (adjusted to current cost estimates). The Committee concurred that the recommended capital expenditures were necessary for health and safety reasons, to sustain existing operations, to complete pending projects and to appropriately utilize the remaining OTF from the State.

### **CASH FLOW**

Based on the budget without alternatives, cash and cash equivalents at the end of FY 2021 are projected to be \$6.4M; a net decrease of \$2.6M over the projected FY 2020 (primarily deferred capital projects). In addition to the \$6.4M, the Library holds a \$2M trust fund with CalPERS CERBT and a \$6M investment with UBS. However, the Library also holds accrued unfunded liabilities for employee benefit future obligations. As of the latest evaluation reports, the Library's total Net OPEB Liability is \$4.6M and a total Unfunded Accrued Pension Liability of \$3.6M.

### **FOLLOW UP**

As always, we will provide monthly reports throughout the fiscal year, as well as a more in depth first quarter budget review.



**RECOMMENDATION**

With the support of the Budget Committee, Staff recommends that the Board approve: the proposed budget in concept (and schedule the budget, and any implementing documents, for consideration and final approval on the consent calendar at the June meeting).

If the Board would like further discussion or changes that require further analysis or calculation, then Staff will bring back any requested items at the June 2020 Board meeting for discussion and approval.





# Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/21

GL No.				Original Budget 2020	Amended Budget 2020	OTF Amended 2020	Budget 2021	OTF Budget 2021	\$ Inc (Dec) relative to Amended Budget	% Inc (Dec) relative to Amended Budget
	2017	2018	2019							
<b>Summary:</b>										
<b>Income</b>										
L.A. Superior Court Fees	6,863,014	7,219,802	7,734,201	7,500,000	7,872,267	0	6,274,657	0	(1,597,610)	-20.3%
Interest	35,106	63,869	179,240	154,760	182,958	0	132,000	0	(50,958)	-27.9%
Parking	703,924	666,265	682,598	645,238	651,026	0	525,000	0	(126,026)	-19.4%
Library Services	638,942	660,935	583,960	557,157	569,951	0	538,253	0	(31,698)	-5.6%
<b>Total Income</b>	<b>8,240,987</b>	<b>8,610,872</b>	<b>9,180,000</b>	<b>8,857,155</b>	<b>9,276,201</b>	<b>0</b>	<b>7,469,910</b>	<b>0</b>	<b>(1,806,291)</b>	<b>-19.5%</b>
<b>Expense</b>										
Staff	5,165,184	3,755,846	3,850,738	4,573,092	4,383,890	197,491	4,465,136	199,834	81,246	1.9%
Library Materials	1,842,529	1,808,450	1,913,467	2,024,608	2,024,610	0	2,044,021	0	19,411	1.0%
Library Materials Transferred to Assets	(1,842,529)	(1,808,450)	(1,913,467)	(2,024,608)	(2,024,610)	0	(2,044,021)	0	(19,411)	1.0%
Electronic Resource Subscriptions (ERS)		658,347	609,744	632,416	632,417	1,377	614,398	0	(18,019)	-2.8%
Facilities	843,191	820,282	898,292	901,014	873,219	1,035	845,445	0	(27,774)	-3.2%
Technology & Data	131,381	134,061	130,719	152,407	145,784	0	156,759	0	10,974	7.5%
General	75,624	66,361	79,190	85,821	89,392	65,915	86,930	10,000	(2,462)	-2.8%
Professional Development	16,146	17,771	12,920	24,459	21,731	5,308	19,618	1,340	(2,113)	-9.7%
Communications & Marketing	4,553	4,927	3,217	6,130	6,993	29,782	14,020	61,803	7,027	100.5%
Travel & Entertainment	2,624	730	377	1,700	932	0	1,687	0	755	81.0%
Professional Services	48,664	60,284	58,358	74,758	99,338	73,165	63,844	0	(35,494)	-35.7%
Depreciation	2,821,826	2,733,570	2,646,441	2,757,217	2,661,769	0	2,579,049	0	(82,720)	-3.1%
<b>Total Expenses</b>	<b>9,811,919</b>	<b>8,252,179</b>	<b>8,289,997</b>	<b>9,209,014</b>	<b>8,915,464</b>	<b>374,072</b>	<b>8,846,886</b>	<b>272,977</b>	<b>(68,578)</b>	<b>-0.8%</b>
<b>Net Income (Loss)</b>	<b>(1,570,931)</b>	<b>358,693</b>	<b>890,003</b>	<b>(351,859)</b>	<b>360,737</b>	<b>(374,072)</b>	<b>(1,376,976)</b>	<b>(272,977)</b>	<b>(1,737,713)</b>	<b>-481.7%</b>
Investment Gain (Loss) <sup>1</sup>	(38,669)	(12,564)	223,954	25,000	93,269	0	90,000	0	(3,269)	-3.5%
Extraordinary Income	55,000	0	3,543,270	0	0	0	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0	0	0	0	0	0.0%
<b>Net Income Including Extraordinary Items</b>	<b>(1,554,600)</b>	<b>346,128</b>	<b>4,657,227</b>	<b>(326,859)</b>	<b>454,006</b>	<b>(374,072)</b>	<b>(1,286,976)</b>	<b>(272,977)</b>	<b>(1,740,981)</b>	<b>-383.5%</b>
<b>Capitalized Expenditures</b>	<b>0</b>	<b>6,197</b>	<b>255,547</b>	<b>105,000</b>	<b>105,000</b>	<b>423,000</b>	<b>60,000</b>	<b>1,172,800</b>	<b>(45,000)</b>	<b>-42.9%</b>
<b>Net Income After CapEx</b>	<b>(1,554,600)</b>	<b>339,931</b>	<b>4,401,680</b>	<b>(431,859)</b>	<b>349,006</b>	<b>(797,072)</b>	<b>(1,346,976)</b>	<b>(1,445,777)</b>	<b>(1,695,981)</b>	<b>-485.9%</b>

# Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/21

GL No.					Original Budget 2020	Amended Budget 2020	OTF Amended 2020	Budget 2021	OTF Budget 2021	\$ Inc (Dec) relative to Amended Budget	% Inc (Dec) relative to Amended Budget
		2017	2018	2019							
<b>Detailed Budget:</b>											
<b>Income:</b>											
303300	L.A. Superior Court Fees	6,863,014	7,219,802	7,734,201	7,500,000	7,872,267	0	6,274,657	0	(1,597,610)	-20.3%
Interest:											
311000	Interest - LAIF	6,310	5,079	8,787	8,760	8,792	0	7,500	0	(1,292)	-14.7%
312000	Interest - General Fund	25,465	54,052	163,434	140,000	168,173	0	120,000	0	(48,173)	-28.6%
313000	Interest - Deposit Fund	3,332	4,738	7,019	6,000	5,993	0	4,500	0	(1,493)	-24.9%
	Subtotal	35,106	63,869	179,240	154,760	182,958	0	132,000	0	(50,958)	-27.9%
Parking:											
330100	Parking	703,924	666,265	682,598	645,238	651,026	0	525,000	0	(126,026)	-19.4%
	Subtotal	703,924	666,265	682,598	645,238	651,026	0	525,000	0	(126,026)	-19.4%
Library Services:											
330150	Annual Designation Fee	5,866	4,713	3,233	2,636	2,753	0	2,348	0	(405)	-14.7%
330140	Annual Members Fee	105,618	210,440	185,356	160,893	168,629	0	168,554	0	(75)	0.0%
330340	Course Registration	20,902	25,717	29,251	24,730	36,601	0	22,641	0	(13,960)	-38.1%
330129	Copy Center	49,962	45,262	43,877	41,400	43,075	0	40,000	0	(3,075)	-7.1%
330205	Document Delivery	17,466	16,144	18,588	16,800	17,886	0	17,200	0	(686)	-3.8%
330210	Fines	47,042	49,922	39,750	39,000	34,802	0	31,150	0	(3,652)	-10.5%
330310	Miscellaneous	120,493	64,839	69,705	57,399	60,767	0	46,060	0	(14,707)	-24.2%
330330	Room Rental	65,325	67,779	35,421	35,000	17,303	0	35,000	0	17,697	102.3%
330350	Book Replacement	4,367	520	1,785	0	570	0	0	0	(570)	-100.0%
330360	Forfeited Deposits	31,612	17,735	501	10,000	27,186	0	20,000	0	(7,186)	-26.4%
330400	Friends of Law Library	155,000	145,000	140,000	145,000	145,000	0	145,000	0	0	0.0%
330420	Grants	2,289	0	0	0	0	0	0	0	0	0.0%
330450	Vending	649	406	337	300	273	0	300	0	27	9.8%
330465	Special Events Income	12,352	12,459	16,157	24,000	15,106	0	10,000	0	(5,106)	-33.8%
	Subtotal	638,942	660,935	583,960	557,157	569,951	0	538,253	0	(31,698)	-5.6%
	Total Income	8,240,987	8,610,872	9,180,000	8,857,155	9,276,201	0	7,469,910	0	(1,806,291)	-19.5%
<b>Expenses:</b>											
Staff:											
501000	Salaries (FT)	2,202,791	2,216,809	2,301,920	2,640,669	2,486,091	151,381	2,419,664	157,954	(66,427)	-2.7%
501025	Staff Vacancy Offset (FT)	0	0	0	(52,813)	(26,407)	0	(52,581)	0	(26,174)	99.1%
501050	Salaries (PT)	255,015	241,583	300,777	274,932	275,793	19,067	279,405	11,880	3,612	1.3%
501075	Staff Vacancy Offset (PT)	0	0	0	(5,499)	(2,749)	0	(5,940)	0	(3,191)	116.1%
502000	Social Security	140,382	141,734	150,035	162,865	161,045	0	163,448	0	2,403	1.5%
503000	Medicare	34,195	34,258	36,417	39,145	39,866	0	39,285	0	(581)	-1.5%
511000	Retirement	0	0	9,873	515,525	495,581	9,708	580,798	0	85,217	17.2%
511050	Pension Exp (Actuarial)	1,660,664	319,391	373,994	0	0	0	0	0	0	0.0%
511100	Pension Exp (Acctg)	0	0	0	0	0	0	0	0	0	0.0%
512000	Health Insurance	456,030	355,007	430,167	530,033	494,659	0	556,736	0	62,077	12.5%
513000	Disability Insurance	4,666	4,951	4,505	5,277	4,853	0	5,479	0	625	12.9%
514000	Dental Insurance	56,551	59,169	59,078	69,822	65,498	0	74,663	0	9,164	14.0%
514500	Vision Insurance	5,662	6,351	6,165	7,710	6,850	0	7,905	0	1,055	15.4%

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		2017	2018	2019							
515000	Life Insurance	771	842	1,545	2,462	2,249	0	2,153	0	(96)	-4.3%
515500	Vacancy Benefits Offset	0	0	0	0	0	0	0	0	0	0.0%
516000	Workers Compensation Insurance	68,154	42,860	45,307	41,636	39,062	0	38,917	0	(145)	-0.4%
517000	Unemployment Insurance	12,073	2,464	5,436	8,000	6,000	0	8,000	0	2,000	33.3%
514010	Temporary Employment	1,260	0	2,071	12,328	17,477	17,335	11,204	30,000	(6,273)	-35.9%
514015	Recruitment	2,359	3,367	1,837	8,000	9,397	0	6,000	0	(3,397)	-36.1%
517500	Accrued Sick Expense	(23,687)	4,901	4,153	5,000	5,000	0	5,000	0	0	0.0%
518000	Accrued Vacation Expense	22,025	20,616	17,047	20,000	20,000	0	40,000	0	20,000	100.0%
518500	OPEB Expense	241,029	277,197	79,915	260,000	260,002	0	260,000	0	(2)	0.0%
518550	TMP	12,263	11,077	7,238	13,000	8,824	0	10,000	0	1,176	13.3%
518560	Payroll and Benefit Administration	12,981	13,271	13,257	15,000	14,799	0	15,000	0	201	1.4%
	<b>Total - Staff</b>	<b>5,165,184</b>	<b>3,755,846</b>	<b>3,850,738</b>	<b>4,573,092</b>	<b>4,383,890</b>	<b>197,491</b>	<b>4,465,136</b>	<b>199,834</b>	<b>81,246</b>	<b>1.9%</b>
	<b>Library Materials:</b>										
601999	American Continuations	1,440,140	1,443,987	1,455,152	1,536,768	1,536,768	0	1,578,200	0	41,432	2.7%
602999	American New Orders	12,095	16,349	20,528	22,521	22,521	0	22,000	0	(521)	-2.3%
609199	Branch Continuations	45,238	21,928	18,118	18,725	18,725	0	19,576	0	851	4.5%
609299	Branch New Orders	161	0	0	229	229	0	245	0	16	7.0%
603999	Commonwealth Continuations	102,063	106,749	139,516	147,044	147,044	0	145,000	0	(2,044)	-1.4%
604999	Commonwealth New Orders	0	722	724	2,000	2,000	0	1,000	0	(1,000)	-50.0%
605999	Foreign Continuations	116,731	98,321	109,148	136,748	136,748	0	135,000	0	(1,748)	-1.3%
606999	Foreign New Orders	1,019	1,138	961	2,000	2,000	0	2,000	0	(0)	0.0%
607999	International Continuations	107,686	106,317	153,403	136,431	136,431	0	120,000	0	(16,431)	-12.0%
608999	International New Orders	1,000	1,000	658	1,000	1,000	0	2,000	0	1,000	99.9%
609399	General/Librarianship Continuations	16,325	11,875	15,057	20,142	20,142	0	18,000	0	(2,142)	-10.6%
609499	General/Librarianship New Orders	72	63	202	1,000	1,000	0	1,000	0	0	0.0%
	<b>Subtotal</b>	<b>1,842,529</b>	<b>1,808,450</b>	<b>1,913,467</b>	<b>2,024,608</b>	<b>2,024,610</b>	<b>0</b>	<b>2,044,021</b>	<b>0</b>	<b>19,411</b>	<b>1.0%</b>
690000	Library Materials Transferred to Assets	(1,842,529)	(1,808,450)	(1,913,467)	(2,024,608)	(2,024,610)	0	(2,044,021)	0	(19,411)	1.0%
685000	Electronic Resource Subscriptions (ERS)	702,725	658,347	609,744	632,416	632,417	1,377	614,398	0	(18,019)	-2.8%
	<b>Facilities:</b>										
801005	Repair & Maintenance	13,023	24,675	75,523	50,000	29,777	0	51,500	0	21,723	73.0%
801010	Building Services	10,792	11,646	16,748	20,953	36,133	0	24,988	0	(11,145)	-30.8%
801015	Cleaning Supplies	11,675	12,206	11,559	10,800	11,140	0	9,646	0	(1,494)	-13.4%
801020	Electricity & Water	116,616	121,164	124,809	124,980	126,993	0	131,000	0	4,007	3.2%
801025	Elevator Maintenance	14,157	11,769	14,410	2,898	11,167	0	8,694	0	(2,473)	-22.1%
801030	Heating & Cooling	39,901	39,674	54,983	43,800	45,423	0	46,900	0	1,477	3.3%
801035	Insurance	261,565	237,731	247,804	238,219	222,968	0	254,282	0	31,314	14.0%
801040	Janitorial Services	104,190	104,090	110,179	117,702	117,628	0	117,888	0	260	0.2%
801045	Landscaping	15,000	15,000	15,000	18,000	18,000	0	18,000	0	0	0.0%
801050	Security	197,481	198,961	199,839	236,616	218,086	0	149,784	0	(68,302)	-31.3%
801060	Room Rental Expenses	37,700	21,438	4,337	14,000	5,960	0	14,000	0	8,040	134.9%

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801065	Special Events Expenses	14,860	11,444	11,769	10,750	19,434	1,035	9,842	0	(9,592)	-49.4%
801100	Furniture & Appliances (<3K)	0	4,535	558	2,000	4,390	0	0	0	(4,390)	-100.0%
801110	Equipment (<3K)	1,069	1,033	5,612	1,500	1,116	0	850	0	(266)	-23.9%
801115	Building Alterations (<3K)	0	0	0	0	0	0	2,000	0	2,000	0.0%
801120	Delivery & Postage	3,488	2,869	3,118	6,276	2,846	0	3,155	0	309	10.8%
801125	Kitchen supplies	1,675	2,046	2,046	2,520	2,157	0	2,916	0	759	35.2%
	Subtotal	843,191	820,282	898,292	901,014	873,219	1,035	845,445	0	(27,774)	-3.2%
	Technology:										
801210	Software Maintenance	21,163	21,028	15,965	22,838	21,960	0	24,922	0	2,962	13.5%
801212	Hardware Maintenance	16,778	20,380	22,007	25,516	23,596	0	24,305	0	709	3.0%
801215	Software (<\$3k)	3,659	7,691	2,935	8,167	8,166	0	8,412	0	246	3.0%
801220	Hardware (<\$3k)	6,159	2,471	5,741	4,411	2,778	0	4,116	0	1,338	48.2%
801225	Computer Supplies	1,953	0	365	1,000	1,000	0	1,032	0	32	3.2%
801230	Integrated Library System	49,578	51,809	54,218	56,064	55,791	0	57,468	0	1,677	3.0%
801235	Telecommunications	31,274	30,312	29,017	33,668	29,636	0	30,528	0	892	3.0%
801245	Tech & Data - Misc	65	215	0	0	0	0	0	0	0	0.0%
801250	Services	753	156	471	743	2,858	0	5,976	0	3,118	109.1%
801275	Online Service Providers	0	0	0	0	0	0	0	0	0	0.0%
	Subtotal	131,381	134,061	130,719	152,407	145,784	0	156,759	0	10,974	7.5%
	General:										
801310	Bank Charges	6,886	8,018	6,571	8,000	7,117	0	8,000	0	883	12.4%
801315	Bibliographical Services	9,420	9,750	10,115	10,536	10,520	0	10,920	0	400	3.8%
801320	Binding	0	0	0	0	0	19,991	0	0	0	0.0%
801325	Board Expense	785	805	1,097	1,440	1,316	0	1,440	0	124	9.4%
801330	Staff meals & events	2,741	2,882	9,707	7,800	8,234	0	8,800	0	566	6.9%
801335	Supplies - Office	13,698	19,565	22,122	25,000	23,829	21	26,230	10,000	2,401	10.1%
801337	Supplies - Library materials	8,758	8,887	9,037	9,000	9,000	0	9,000	0	(0)	0.0%
801340	Stationery, business cards, etc.	1,118	541	362	3,800	1,680	0	500	0	(1,180)	-70.2%
801365	Grant Application Expenses	0	0	0	0	0	0	0	0	0	0.0%
801370	Copy Center Expense	15,711	14,256	18,337	18,140	21,315	0	19,540	0	(1,775)	-8.3%
801375	General - Misc	15,161	978	521	1,000	1,594	40,592	2,000	0	406	25.4%
801390	Course Registration	547	0	604	605	3,968	5,310	0	0	(3,968)	-100.0%
801395	Friends of Law Library	800	678	715	500	818	0	500	0	(318)	-38.9%
	Subtotal	75,624	66,361	79,190	85,821	89,392	65,915	86,930	10,000	(2,462)	-2.8%
	Professional Development:										
803105	Travel	4,402	6,044	3,603	10,944	8,589	0	5,360	0	(3,229)	-37.6%
803110	Meals	0	107	221	140	91	0	0	0	(91)	-100.0%
803113	Incidental and miscellaneous	1,225	75	399	0	0	0	0	0	0	0.0%
803115	Membership dues	6,592	6,695	6,899	6,735	6,969	5,308	6,750	1,340	(219)	-3.1%
803120	Registration fees	3,927	4,353	1,798	6,640	6,082	0	7,508	0	1,426	23.4%
803125	Educational materials	0	497	0	0	0	0	0	0	0	0.0%
	Subtotal	16,146	17,771	12,920	24,459	21,731	5,308	19,618	1,340	(2,113)	-9.7%

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		2017	2018	2019							
Communications & Marketing:											
803205	Services	0	2,042	1,890	0	0	0	20	34,553	20	0.0%
803210	Collateral materials	1,714	2,386	845	2,750	2,734	21,425	5,500	27,250	2,766	101.2%
803215	Advertising	2,839	500	366	3,200	4,259	8,357	8,500	0	4,241	99.6%
803220	Trade shows & Outreach	0	0	116	180	0	0	0	0	0	0.0%
	Subtotal	4,553	4,927	3,217	6,130	6,993	29,782	14,020	61,803	7,027	100.5%
Other Travel											
803305	Travel	583	0	0	0	0	0	0	0	0	0.0%
803310	Meals	149	0	0	0	0	0	0	0	0	0.0%
803315	Entertainment	0	0	0	0	0	0	0	0	0	0.0%
803320	Ground transportation & mileage reimb	1,892	730	377	1,700	932	0	1,687	0	755	81.0%
803325	Incidental travel expenses	0	0	0	0	0	0	0	0	0	0.0%
	Subtotal	2,624	730	377	1,700	932	0	1,687		755	81.0%
Professional Services											
804005	Accounting	18,078	23,736	21,440	23,960	23,960	0	23,049	0	(911)	-3.8%
804008	Consulting Services	30,586	33,808	34,629	45,798	35,378	0	35,795	0	417	1.2%
804010	Legal	0	595	0	5,000	40,000	67,915	5,000	43,224	(35,000)	-87.5%
804015	Other	0	2,146	2,290	0	0	5,250	0	3,000	0	0.0%
	Subtotal	48,664	60,284	58,358	74,758	99,338	73,165	63,844		(35,494)	-35.7%
Depreciation:											
806105	Depreciation - Library Materials	2,518,365	2,441,162	2,369,742	2,329,652	2,320,045	0	2,248,369	0	(71,675)	-3.1%
806110	Depreciation Exp - FF&E	303,461	292,407	276,699	427,565	341,724	0	330,680	0	(11,044)	-3.2%
	Subtotal	2,821,826	2,733,570	2,646,441	2,757,217	2,661,769	0	2,579,049	0	(82,720)	-3.1%
	Total Expense	9,811,919	8,252,179	8,289,997	9,209,014	8,915,464	374,072	8,846,886	272,977	(68,578)	-0.8%
	Net Income Before Extraordinary Items	(1,570,931)	358,693	890,003	(351,859)	360,737	(374,072)	(1,376,976)	(272,977)	(1,737,713)	-481.7%
321000	Investment Gain (Loss) <sup>1</sup>	(38,669)	(12,564)	223,954	25,000	93,269	0	90,000	0	(3,269)	-3.5%
401000	Extraordinary Income	55,000	0	3,543,270	0	0	0	0	0	0	0.0%
901000	Extraordinary Expense	0	0	0	0	0	0	0	0	0	0.0%
	Net Income Including Extraordinary Items	(1,554,600)	346,128	4,657,227	(326,859)	454,006	(374,072)	(1,286,976)	(272,977)	(1,737,713)	(5)

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Capital Expenditures:											
161100	Furniture / Appliances (>3k)	0	0	0	0	0	0	0	0	0	0.0%
161300	Electronics / Computer Hardware (>3k)	0	0	30,789	0	0	143,000	0	142,800	0	0.0%
164500	Exterior Building Repairs/ Improvements (>3k)	0	6,197	191,959	0	60,000	0	15,000	50,000	(45,000)	-75.0%
164000	Interior Improvements / Alterations (>3k)	0	0	32,800	60,000	0	270,000	0	910,000	0	0.0%
168000	Computer Software	0	0	0	45,000	45,000	10,000	45,000	70,000	0	0.0%
	<b>Total - Capitalized Expenditures</b>	<b>0</b>	<b>6,197</b>	<b>255,547</b>	<b>105,000</b>	<b>105,000</b>	<b>423,000</b>	<b>60,000</b>	<b>1,172,800</b>	<b>(45,000)</b>	<b>-42.9%</b>

<sup>1</sup>UBS interest/dividend income and gains/losses is consolidated into Investment Gain (Loss) for FY 2016. It was also moved to "non-operating income" section of the budget as recommended by outside auditors.

**BUDGET AND FINANCE COMMITTEE  
POTENTIAL ADDITIONAL CUTS, COSTS AND REVENUE OPTIONS FOR FY21 BUDGET**

1. ALREADY INCLUDED IN THE FY21 BUDGET

a. Court fee revenue projection.

Filing Fee revenue is expected to decline significantly, however the exact – or even rough – numbers are currently unknown. Revenue will depend on the duration of limitations on court service, restrictions on individual activity, overall economic conditions and unemployment and the court’s appetite for granting fee waivers. Each of these has a major impact on civil filing fees. For now, we have projected an average annual reduction of approximately 20%, weighted more towards the beginning of the fiscal year (anticipating recovery in 2021).

ITEM	NOTES	FY20 Forecast	FY21 Cost	Net
Court Fee		7,872,267	6,274,657	1.6M Dec

b. Cost increases:

ITEM	NOTES	FY20 Forecast	FY21 Cost	Net
Retirement		505,289	580,798	76K Inc
Health & Dental		560,167	631,399	71K Inc
Collection	Inflation is approximately 7% for non-contracted materials and 3% for contracted materials			Approx. 120K inc
Utilities & Maintenance		202,193	229,400	27K Inc

c. Cuts:

Reduced travel costs for conferences: **\$5,360** Travel not recommended at this time. Some events will be cancelled. (Note that registration expense has been maintained to allow for online professional development opportunities.)

Cuts to Print: **\$55,471 (Continuations) + \$2,517 (New Orders) = \$ 57,988 Total**

Limit purchase of materials in highly saturated or duplicative subject areas: corporations, contracts, intellectual property and certain global. Reduce discretionary one-time orders for new editions.

Cuts to Electronic Resources: **\$45,653**

Law Journal Press: cancel all subscriptions and re-buy titles as one-time purchases (no updates) on a regular, discretionary schedule. Recent cost increases are prohibitive; billing errors are highly problematic and time consuming for CMS.

Cancel RIA Checkpoint Foreign Law database: Consider repurchase once Global Law Librarian on staff.

Furlough: One Week Furlough: **\$50 - 60,000**. In prior years, the Law Library implemented furloughs, and then stopped in FY17 because furloughs are not a long-term solution. However, given current circumstances, this extraordinary 'crisis management' step was deemed appropriate.

## 2. ADDITIONAL SAVINGS NOT INCLUDED IN THE FY21 BUDGET

### a. Additional savings not realized in FY21 or not fully quantified:

Eliminate Staff Events: **\$8,800** if group activities do not resume, no funds will be allocated for staff picnic, holiday party or All Staff events.

Renegotiate contract with certain vendors for lower monthly costs due to current hardship. Additional information should be available by the time of the meeting..

Passport Program: Several County Law Libraries have realized additional revenue by offering passport application processing (by appointment only) in the Law Library. Although Staff has been considering the same at LALL, this is precisely the *wrong* moment in time to expect revenue from travel-related services!

### b. Additional potential cuts **not recommended**:

Eliminate Lexis Advance or Wolters Kluwer: Range of **\$125-300,000** (Wolters Kluwer Cheetah database: \$127,000 maximum (current contract set to expire 12/21/2021). Lexis Advance database: \$195,000 maximum (current contract set to expire 9/30/24)) Wolters Kluwer is not heavily used, but does contain content that is valuable (especially to our members) and is not duplicated elsewhere. Regarding Lexis, many patrons prefer Lexis to Westlaw. In addition, the Matthew Bender practice guides are used frequently, have no comparable replacement from another publisher and would be expensive and less useful in print. These subscriptions are also currently under long term contracts, so cuts might not be realizable next fiscal year.

Eliminate Earthquake Insurance: **\$98K savings** Increased risk due to potential for earthquakes in CA. In the event of a major earthquake, we would be dependent on state or federal funding to rebuild.

Reductions in Temporary Employment: **\$10,000** Continuous staffing of reference desk, circulation desk and remote locations depends upon our bank of temporary staffing (retirees, former employees, etc) and extra hours for existing part-time employees. This additional roster allows the Law Library to maintain staffing during All Staff meetings, vacations, jury duty and other planned and unplanned absences. Cutting this staffing is not recommended as the cost savings is not sufficient to warrant the resulting public perception of unreliability caused by having intermittent, unplanned closures of the public counters.

Eliminate Staff Positions: Any position eliminated would negatively impact patron services, increase risk and ultimately lead to a significant cost in training/learning curve to rehire later.



However, should revenues not recover and the State no provide adequate backfill funding, we would re-evaluate a restructure and corresponding reduction in services in one year.

Cancel print collection at Torrance Branch: **\$17,500** Although materials considered for cancellation would still be available in electronic format, patrons rely upon using the print materials at the Torrance Branch as some are not comfortable with digital resources.

Reduce Landscape Maintenance: **\$18,000** Maintain landscaping on a sprinkler maintenance & repair basis only. Trash, weeds, etc, will accumulate and plants will not be trimmed or replaced.



# Los Angeles County Law Library: Capital Purchases

Proposed Budget: Fiscal Year Ending 6/30/21

Vendor or Description of Item	Category of Asset (select from dropdown menu)	Anticipated Completion Month (select from dropdown menu)	Acquisition Cost (including consulting, design, implementation, etc.)	Carryover from prior fiscal year(s)? (select from dropdown menu)	OTF Project Code (if applicable)	Department Code	Reason or comment
Public Copiers	Electronics / Computer Hardware >3K	8/1/2020	80,000	Yes	3318003	33	
Briefs Repository Update/Scanning Software	Computer Software	1/1/2021	50,000	Yes	33OF-001	33	
Members Automated Parking Module	Computer Software	2/1/2021	20,000	Yes	33OF-003	33	
Expanded Computer Lab Laptops	Electronics / Computer Hardware >3K	5/1/2021	22,800	Yes		33	Project code 33OF0004
Accounting Software	Computer Software	1/1/2021	45,000	Yes		33	
Staff Zero Clients Modules and Monitors	Electronics / Computer Hardware >3K	9/1/2020	40,000	No		33	
Elevators Modernization	Interior Improvements / Alterations >\$3K	3/1/2021	500,000	Yes	3914001	39	
Security Cameras	Electronics / Computer Hardware >3K	4/1/2021	50,000	Yes	3918003	39	Security Cameras includes all camera hardware and installation of data line
Security System for Building	Interior Improvements / Alterations >\$3K	4/1/2021	40,000	Yes	39OF-003	39	New security monitoring system
Building Public Address System	Interior Improvements / Alterations >\$3K	11/1/2020	60,000	Yes		39	Interior Building PA System to replace current outdated system
Carpet - Scope to include CMS as well as Public Stack Areas	Interior Improvements / Alterations >\$3K	6/1/2021	100,000	Yes	3918004	39	To include both public stacks(3918004) and CMS area(3918005)
Public Restroom Reconfiguration& Repairs: Improve access in public restrooms.(includes design consultant)	Interior Improvements / Alterations >\$3K	2/1/2021	40,000	Yes	3918001	39	
Staff Parking Gate/Curtain	Exterior Building Repairs/ Improvements >\$3K	8/1/2020	15,000	No		39	Replace Staff Parking Gate Curtain
HVAC Modernization - Convert Pneumatic to Electric Controls.	Interior Improvements / Alterations >\$3K	5/1/2021	90,000	Yes	39OF-002	39	upgrade to our HVAC system for better temperature control
Class Space - Expand 70's section class space.	Interior Improvements / Alterations >\$3K	5/1/2021	80,000	Yes	39OF-001	39	Build out to expand and enclose computer lab through 70's alcove section
			<b>1,232,800</b>				

## Los Angeles County Law Library: Capital Purchases

Proposed Budget: Fiscal Year Ending 6/30/21

Vendor or Description of Item	Category of Asset (select from dropdown menu)	Anticipated Completion Month (select from dropdown menu)	Acquisition Cost (including consulting, design, implementation, etc.)	Carryover from prior fiscal year(s)? (select from dropdown menu)	OTF Project Code (if applicable)	Department Code	Reason or comment
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### Capital Purchase Guideline:

Capital assets are recorded at cost. Assets, other than books and reference materials, with acquisition cost of \$3,000 or more are capitalized. Books and reference materials are capitalized regardless of the amount.

The provision for depreciation is computed using the straight-line method over the estimated service lives of the capital assets. Estimated service lives for the Law Library's capital assets are as follows.

Books and reference materials	10 years
Computer equipment	4 years
Furniture, fixtures and other equipment	4-7 years
Interior Building improvements	15 years
Exterior Building Improvements	15-50 years

**Los Angeles County Law Library**  
Statement of Cash Flows Forecast  
6/30/2013 through 6/30/2021

	FY 2013	FY 2014	FY 2015	FY 2016	FY2017	FY2018	FY2019	FY 2020 Forecast	FY 2021 Budget
<b>Cash flows from operating activities</b>									
Cash received from filing fees and services	8,634,796	8,160,521	7,587,825	7,772,176	8,002,013	8,124,540	8,890,747	8,946,214	7,192,910
Cash payments to suppliers for goods and services	-2,870,681	-853,929	-1,274,535	-1,109,047	-1,263,838	-907,688	-1,380,641	-1,412,592	-1,259,945
Electronic Resource Subscriptions (ERS)			-523,941	-666,951	-702,725	-658,347	-593,946	-633,793	-614,398
Cash payments to employees for services	-4,363,664	-4,084,807	-3,867,282	-3,763,250	-4,114,938	-3,470,480	-3,667,600	-4,296,379	-4,969,971
Contributions received	120,000	134,961	120,000	120,000	157,289	145,000	140,000	145,000	145,000
Net cash from operating activities	1,520,451	3,356,746	2,042,067	2,352,928	2,077,801	3,233,025	3,388,560	2,748,450	493,596
<b>Cash flows from capital and related financing activities</b>									
Acquisition of capital assets:									
Books and Reference Materials	-3,400,719	-3,025,718	-2,262,095	-2,097,247	-1,841,721	-1,808,061	-1,910,800	-2,024,610	-2,044,021
Fixed Assets - PP&E	-367,208	-68,623	-48,739	-18,354	-12,768	-50,189	-512,242	-528,000	-1,232,800
Prior period adjustment	25,436	-35,885							
Net cash from (used in) capital and related financing activities	-3,742,491	-3,130,226	-2,310,834	-2,115,601	-1,854,489	-1,858,250	-2,423,042	-2,552,610	-3,276,821
<b>Cash flows from non-capital and related financing activities</b>									
One-time Extraordinary Income	0	671,129	21,347	0	0	0	3,543,270		0
Net cash from non-capital and related financing activities	0	671,129	21,347	0	0	0	3,543,270	0	0
<b>Cash flows from investing activities</b>									
Investment in money market and government securities <sup>1</sup>	0	-3,997,438	-40,081		-500,000			-1,000,000	
CalPERS CERBT Trust Account <sup>1</sup>	0		-2,040,647					0	0
Investments earnings	64,287	89,630	59,919	23,545	35,106	63,870	162,603	182,958	132,000
Net cash from (used in) investing activities	64,287	-3,907,808	-2,020,809	23,545	-464,894	63,870	162,603	-817,042	132,000
<b>Net increase in cash and cash equivalents</b>	<b>-2,157,753</b>	<b>-3,010,159</b>	<b>-2,268,229</b>	<b>260,872</b>	<b>-241,582</b>	<b>1,438,645</b>	<b>4,671,391</b>	<b>-621,202</b>	<b>-2,651,225</b>
Cash and cash equivalents, at beginning of year	11,045,015	8,887,262	5,877,102	3,608,873	3,869,745	3,628,164	5,066,809	9,738,200	9,116,998
<b>Cash and cash equivalents, end of year</b>	<b>8,887,262</b>	<b>5,877,102</b>	<b>3,608,873</b>	<b>3,869,745</b>	<b>3,628,164</b>	<b>5,066,809</b>	<b>9,738,200</b>	<b>9,116,998</b>	<b>6,465,773</b>
<sup>1</sup> Items accounted for separately:									
Cash and cash equivalents, end of year	8,887,262	5,877,102	3,608,873	3,869,745	3,628,164	5,066,809	9,738,200	9,116,998	6,465,773
CalPERS CERBT Account	0	0	1,973,064	2,029,637	2,135,363	2,116,022	2,114,145	2,120,000	2,050,000
UBS money market and government securities	0	3,997,438	4,037,519	4,115,956	4,577,287	4,564,722	4,788,676	6,000,000	6,150,000
Cash and cash equivalents, end of year including items accounted for separately	8,887,262	9,874,541	9,619,456	10,015,338	10,340,813	11,747,553	16,641,021	17,236,998	14,665,773
<b>Δ in cash and cash equivalents</b>		<b>987,279</b>	<b>-255,085</b>	<b>395,882</b>	<b>325,475</b>	<b>1,406,740</b>	<b>4,893,468</b>	<b>595,977</b>	<b>-2,571,225</b>



**MEMORANDUM**

**DATE:** May 27, 2020

**TO:** Board of Law Library Trustees

**FROM:** Sandra J. Levin, Executive Director  
Jaye Steinbrick, Senior Director

**RE:** Review of Return to Work Plans, Remote Service Plans and Other Measures Relating to COVID-19 Public Health Concerns

**SUMMARY**

Due to the public health restrictions related to COVID-19, LA Law Library closed its buildings to the public, implemented plans for nearly all employees to work at home and shelter in place and continued to provide uninterrupted patron service via live chat, email, telephone and internet offerings, including video classes, telephonic Lawyers in the Library, remote access databases and an extensive online resource list.

The purpose of this agenda item is to give the Board an opportunity to review and provide input into the evolving plans to begin returning Staff to the Law Library and, ultimately, to reopen to the public. This is expected to be a deliberate and cautious process. When we reopen, we plan to do so slowly, carefully and with many new health and safety precautions. We do not intend to bring additional Staff back onsite before June 1 -- and it may be later than that depending on the conditions within the County at that time and the available public health guidance.

This staff report includes some general guidelines and guiding principles and the attached plan includes 2 potential plans: 1) a plan where additional Staff return to working in the Law Library, but the buildings are still not open to the public; and 2) a plan where additional Staff return to working in the Law Library and the public is allowed to return with social distancing measures in place. As discussed below, this is not a choice between the two, but rather sequential plans; Staff would return for some period of time before any opening to the public. Furthermore, under either scenario, Staff at high risk or high exposure may continue to work from home.

As you no doubt realize, this is unknown territory in many respects and Staff have done an admirable job of considering a multitude of constraints and considerations, thinking creatively, adapting to ever-changing circumstances, advice and regulations and always striving to provide excellent service to our patrons.



## **ANALYSIS & BACKGROUND**

**Phasing:** We intend to bring additional staff back to the Law Library for a period of time *before* we open to patrons. This will allow us to train and get used to new protocols, address some of the backlog in materials processing and placement, expand service slightly and adjust to new schedules, before determining the timing of patrons returning to the Law Library. It will, of course, also allow us to monitor health and safety recommendations and the data regarding the state of community transmission in Los Angeles County.

**Who would return?** The following are criteria for phasing who comes back to the Law Library and who may remain working from home for a longer period of time:

- Anyone who is sick or symptomatic (with any potentially contagious illness, whether COVID-19 or not) must remain at home until 7 days after all symptoms cease. If the illness is COVID-19 or is consistent with COVID-19, that period will be 14 days.
- Anyone who has a household member who is sick or symptomatic (with any potentially contagious illness, whether COVID-19 or not) must remain at home until 7 days after all symptoms cease. If the illness is COVID-19 or is consistent with COVID-19, that period will be 14 days.
- All staff members in vulnerable categories per CDC guidance (e.g., over 65, or have a pre-existing health condition that places them at high risk, etc.) may remain working from home or be given modified schedules or assignments.
- Staff who are at high exposure due to household members currently working in hospitals or are otherwise more likely to contract COVID-19 and bring it to the workplace may remain working from home or be given modified schedules or assignments.
- Valid considerations in determining who should come back to work in the first phase include: whether the onsite presence provides additional service to patrons; whether there is additional risk involved; whether the risk can be mitigated with additional protections in the Law Library; whether the employees are able to be productive working from home; whether there is an adequate and ergonomically appropriate workstation at home; and whether there is appropriate supervision available at the Law Library.

My recommendation to the Board continues to be to retain all existing personnel. Our experience to date is that Staff are remaining productive and diligent and that we have been able to provide meaningful remote work for employees who cannot perform their regular job duties from home. (Approximately 3% of staff time has been unutilized due to lack of available remote work.)

**Protective measures in the Law Library:** Anticipated constraints and protective measures:

- Face masks must be worn in all shared or public spaces (except in the case of an appropriate ADA accommodation request, where alternative procedures may be arranged).





- At least a 6 foot distance must be maintained between people at all times.
- Physical barriers will be added to maintain distancing and protection, including draped barriers to separate ingress from egress, limiting the number of available chairs and public computers, providing plexiglass screens at public counters, etc. Some of those measures are already in place.
- Lunch and break rooms are being rearranged to facilitate distancing. Shared food service or food preparation equipment will not be available.
- Where staff are on site less than full time, we will stagger shifts to minimize shared occupancy of space.
- Gloves will be used for handling of non-sanitized materials (e.g., book returns)
- Books will be sanitized by placement in quarantine for 72 hours, per industry best practices.
- Prior to opening to the public, deliveries and other in person interactions with patrons will be made using distancing protocols and will be handled by Security personnel.
- There will be different protocols for ingress and egress, bathroom and kitchen use and other aspects of daily life.

**Service to patrons:** Throughout all phases the Law Library will continue to provide remote services via email, telephone, live chat, online classes and telephonic Lawyers in the Library. Moreover, the Library is continuing to expand the available online classes and explore new referral methods and collaborations with our partner organizations. Various new projects and offerings are described in the attached work plans, including online MCLEs and screening for remote clinic assistance from legal aid organizations.

When additional Staff return to the Library, we will begin will-call pickup service, allowing patron borrowers to call or email ahead to check out books and then pick them up (from a distanced station at the front door). Our proposed process, though developed independently, is consistent with the recently released guidance from the Department of Public Health on library curbside pickup borrowing programs. This is planned to commence the first week in June.

Service at branch and partnership locations will be handled remotely for the time being due to staffing constraints and differing security and health measures in our partnership locations.

**Security issues:** One critical unknown at this point is what level of response the police will be able to provide should we encounter non-compliant or oppositional patrons. Unfortunately, this has been an issue at retail stores and other locations already and could be a challenge for libraries as well when they open. Other public libraries are generally governed by a city or county and therefore have direct access to police or sheriff support; we do not. At the same time, some police agencies are experiencing additional workload due to COVID-19 related concerns and crowd control responsibilities. Accordingly, we intend to wait to reopen to patrons at our physical



locations until we reach a comfort level that there is adequate police backup support (or we can contract to hire such services) in order to protect both staff and patrons.

While we would like to be able to give you more definitive information regarding reopening to the public, there simply isn't enough information available yet to determine specific dates and all necessary or recommended public protective measures.

**RECOMMENDATION**

Staff recommends that the Board review the above information and attached return to work plans, ask questions and provide any input or direction desired.



Department	Staffing/Plans WITHOUT Patrons on Site	Staffing/Plans WITH Patrons on Site	IT/Facilities/Equipment Needs
IT	<p>Ongoing Tasks:  Continue help desk support for staff onsite and remotely  Monitor Servers  Install software updates  Review and update documentation  Review user manuals for new software and hardware.  (These tasks can be done remotely or onsite)</p> <p>Projects include:  Public PC hardware and software update.  Update Laptops.  IT inventory update  Organize Data center.  Install data center Dell server  Work on capital projects</p> <p>Scan Google Project:  Scan Aides will resume scanning but scheduling changes may need to be made such as alternating shifts.</p>	<p>Same plan as Staffing/Plans WITHOUT PATONS on Site</p> <p>Help Desk will maintain social distancing and avoid direct contact patrons. Patron help desk requests will be handled remotely where possible and hardware will be work on after hours or close the section where the equipment is located.</p> <p>IT will assist staff remotely through the phone or remote desktop. If work has to be done at the staff members work area arrangements would be made to clear the area.</p>	
Facilities	<ol style="list-style-type: none"> <li>1) Processing vendor hard copy invoices for payment</li> <li>2) Schedule and Meet with vendors for repairs and/or monthly maintenance</li> <li>3) Daily &amp; Weekly inspections of library systems</li> <li>4) Work on Help Desk Tickets</li> <li>5) Clean out Storage areas</li> <li>6) Work on Capital Projects</li> <li>7) Prepare library for social distancing (remove chairs from tables, reduce capacities in conference rooms, create waiting lines at Circulation &amp; Reference Desks, etc..)</li> <li>8) Work with Maintenance to continue deep cleaning of library on daily basis</li> <li>9) organize staff kitchen &amp; lounge for social distancing</li> <li>10) implement social distancing guidelines for staff and public restrooms with preparation</li> <li>11) continue to process mail on a daily basis, make deposits, daily safety inspections</li> </ol>	<p>Same as without Patrons onsite.</p> <p>Facilities will also monitor and adjust barriers and other equipment for social distancing by patrons in all areas of library as needed.</p>	<p>Facilities will obtain plexiglass shields for both Circulation &amp; Reference Areas. Facilities will continue to monitor and place orders for PPE supplies.  Additional stanchions may be required.</p>

Communications	Communications team will continue to work from home. All aspects of work duties can be accomplished remotely, except posting hard copy signage on premises, in courthouses and local govt. bldgs (if allowed). Admin & Facilities Staff will assist with that.	Same	
Finance	Finance Staff will stagger shifts and continue to do some work remotely to limit exposure. All tasks can be performed without interruption.		
Executive/HR	<p>Partial Onsite Staffing:</p> <p>Onsite Tasks:</p> <ul style="list-style-type: none"> <li>Process hard copy mail and documents</li> <li>Recruitment</li> <li>Meetings (HR, Facilities inspections, etc)</li> <li>Check signing</li> <li>Contract execution</li> <li>Filing</li> </ul> <p>Remote Tasks:</p> <ul style="list-style-type: none"> <li>Multi-person (Zoom) meetings</li> <li>Advocacy and governmental relations</li> <li>Board meeting prep and staff reports</li> <li>Document review</li> <li>Voicemail response</li> <li>Benefit updates (CalPERS, Guardian, etc.)</li> <li>Email correspondence</li> <li>HR advice and documentation</li> <li>Update Policies and Guidelines</li> <li>Clean up digital files</li> <li>Patron Request and Comment Form responses</li> </ul>	<p>Same as No Patrons on site scenario plus</p> <ul style="list-style-type: none"> <li>Respond to Security Issues</li> <li>Review safety protocols</li> </ul>	Distancing measures in Admin lobby
CMS	<p>Staffing:</p> <p>Staggered shifts</p> <p>Minimum onsite daily: one (1) Supervisor + one (1) Technician + one (1) Filing Aide</p> <p>Priority tasks onsite:</p> <ul style="list-style-type: none"> <li>• Process incoming shipments and invoices</li> <li>• Receive and check in materials that came with invoices due</li> <li>• Scan and send title pages of new materials to offsite cataloguers</li> <li>• File updates</li> <li>• Process print volumes to be shelf-ready.</li> </ul> <p>Remaining tasks performed remotely</p>	<p>Same</p> <p>Additional tasks:</p> <ul style="list-style-type: none"> <li>• Resume placing new orders to acquire materials for library collection</li> <li>• Clear backlog of Cataloging work that requires physical access to materials</li> </ul>	

Patron Services: Reference	<ul style="list-style-type: none"> <li>Onsite attendance will be staggered to minimize contact.</li> <li>Phone reference and chat reference will continue to be answered off-site, as during closure.</li> <li>Platinum Services will resume to pre-closure operations, as there will be onsite staff everyday to allow for scanning materials.</li> </ul> <p>Staff members who are unable to return to work onsite will be assigned tasks such as answering phones, staffing chat reference services, triaging email reference quesitons (including Platinum requests that can addressed with digital products). Other projects as time allows and as needed.</p>	<p>Expand onsite staff shifts.</p> <p>In general, operations at the Reference desk be as follows:</p> <ul style="list-style-type: none"> <li>Generally, three staff members per day to staffthe reference desk, with one librarian at a time, staggered in three shifts.</li> <li>To limit close interactions with patrons, Librarians will rely heavily on digital products and services to provide to patrons at the desk.</li> <li>For questions involving print materials, Librarians will stage materials at tables indepenently of patrons, then bring patrons to the table for final consultation and explanation, while maintaining social distancing.</li> <li>Each librarian will use a differentReference desk workstation on given day, to allow daily cleaning/sanitation by cleaning crew. Additionally, precautions will be made to ensure librarians can either use separate entrances and exits to and from the Reference Desk and into and out of the Reference office, to ensure a safe distance of 6 feet.</li> </ul>	<ul style="list-style-type: none"> <li>Plexiglass protective shields at Reference desk</li> <li>Line stanchions set up near reference to facilitate queueing patrons, along with lines taped at 6 feet intervals, and signage to indicate where patrons should stand</li> </ul>
Patron Services: Stacks and Shelving	<p>Limited shelving staff per day, to begin re-shelving backlog of materials scanned during closed. Shifts will be staggered and shifted to allow for only one shelver to be in the Reading Room at a time. Any additional shelvers will be re-taxed to shelf reading, shifting materials in the stacks, cleaning up collection</p> <p>Shelvers use one assigned cart per day, disinfecting all handles and surfaces at the beginning and ending of each shift.</p>	<p>Same</p> <p>Materials retured by patrons or removed from shelves will be quaratined and will be reshelved the day following a 72 hour waiting period.</p>	.
Patron Services: Circulation/Copy Center/eDelivery	<p>Limited and staggered staffing: Circulation staff members onsite to assist primarily with scanning, support remote reference staff, clear book drop, process payments and assist with Will Call book checkout ("curbside service" for borrowing)</p>	<p>Increase hours. Resume all services.</p> <p>Adjust schedules to minimize shift overlap.</p> <ul style="list-style-type: none"> <li>Eliminate staff assistance at the computers. Develop tip sheets (English and Spanish) on access, use and troubleshooting for each station in use.</li> <li>Staff assisted copying only.</li> </ul>	<ul style="list-style-type: none"> <li>Plexiglass protective shields at Circulation desk</li> <li>Line stanchions set up near Circulation to facilitate queueing patrons, along with lines taped at 6 feet intervals, and signage to indicate where patrons should stand</li> <li>Install a waiting protocol for patrons outside Copy Center.</li> </ul>
Patron Services: Locations	<p>Public Library partnerships: Rovers offer "on call" office hours by telephone; teach classes by speaker phone.</p> <p>Branches: reference librarians answer eBranch chat.</p> <p>Branch Assistants work remotely on special projects</p>	<p>Same</p> <p>Library Associate to work at Torrance Branch until it is safe for regular TOR Branch Assistants to return.</p> <p>Limit class size based upon social distancing (6 ft separation).</p>	<p>Torrance Branch: move tables/chairs for social distancing. Disable 1 eBranch computer at both Torrance and Long Beach Branches.</p>
Patron Services: Collection Development	<p>Resume regular Collection Development duties. Possible special projects such as RBR, 4th-6th floor shifting.</p>	<p>Resume regular Collection Development duties.</p>	

Patron Services: Self Represented	<p><b>Adult Name Change:</b> Post instructional packet LALL is creating when complete; continue to provide warm referral for requests for name change assistance received via LITL form.</p> <p><b>Asylum Workshop Cancelled:</b> Post instructional video/handout provided by Esperanza. Videotape workshop if possible. <b>Conservatorship Workshop:</b> Distribute Bet Tzedek flyer providing email and phone hotline for clients needing urgent assistance. LALL can provide 'warm handoff' directly to supervisor if urgent cases identified. When Bet Tzedek begins conducting clinic consultations via Guide &amp; File, LALL can facilitate scheduling via a web-based form - similar to form used for LITL.</p> <p><b>Expungement Workshop:</b> Post instructional packet LALL is creating when complete; continue to refer to LAFLA's monthly expungement clinic conducted via videoconferencing.</p> <p><b>LITL:</b> Continue with web-based intake and telephonic consultations.</p> <p><b>Talk to a Lawyer Online:</b> Convert to web-based model using LITL form to screen for consults (DV/landlord) that can go to LAFLA for intake</p>	<p>Same, plus phase in clinics and workshops with limited attendance and social distancing when feasible.</p> <p><b>LITL:</b> Continue with web-based intake and telephonic consultations and phase in limited sessions (by topic and number of appointments)</p>	
Patron Services: Members	Resume Members Services functions (parking management, research requests, e-delivery, membership questions and issues) on-site. Continue allowing Members with parking privileges to use MP parking without patrons on-site (exit/enter through garage).	Open Members Study subject to social distancing and disinfectant practices	
Patron Services: Public Interest and Special Events	<p><b>Citizenship &amp; Constitution Day (Sept 17, 2020):</b> post recording of virtual tour of ABA display; explore options for small scale naturalization clinic with LAFLA; host keynote speaker Ellen DuBois via Instagram (or equivalent online platform); expand online classes on immigration topics</p> <p><b>Pro Bono Week (Oct. 25-31):</b> Put PLSF on hold;</p> <p>Expand classes that can be offered interactively online or pre-recorded; Identify clinics that be transferred to the virtual environment either using the LITL model for telephonic consultations OR using Guide&amp;File and coordinating scheduling with partners and pro bonos to provide document review</p> <p>Expand focus on and resources to online networking directory for participant agencies</p>	Same plus identify a limited number of clinics that can be offered in small groupings on site	

<p>Patron Services: Classes and Education</p>	<p>Offer live, remote classes to enable higher degree of patron participation (questions, discussion).          Explore options for online MCLE. Would require additional website infrastructure (to track attendance, per State Bar rules).          Continue to expand selection of class recordings available through LALL website.</p>	<p>Offer limited selection of recurring (WYB, CLB, Business Series) classes. Include only those NOT available online. Limit attendance to 7 people for Training Center and Alcove spaces. Enforce social distancing (6+ feet between attendees).          Cap registration at 7. Accept any walk-ins in place of no-shows as of class start time.          Put live MCLE programs on hold. (Recruiting speakers for room of 7 people not feasible.)          Put classes at remote locations on hold.</p>	<p>Work with IT to develop protocols for setting up live Zoom sessions with our speakers. Legal Education staff able (and willing!) to take on more tech-oriented roles as needed to facilitate.          Work with IT to select, develop website tools for online delivery of MCLE (need to track attendance, other requirements per State Bar).</p>
<p>Patron Services: Virtual Internship Program</p>	<p>Intern to obtain 1-2 hour introductions to services and processes by circulation, communications and CMS          Intern then shadows on-duty reference librarian on select days and hours, but maintaining distance          Alternating schedules, one per day, with other interns who will use the same workstation in the reference area.</p>	<p>Same plan as Staffing/Plans WITHOUT PATONS on Site with the possibility of more hours onsite for shadowing, collection development projects, telephone reference.</p>	