

# AGENDA

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

### REGULAR BOARD MEETING

*Wednesday, July 22, 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 June 24, 2020 Regular Board Meeting
- 3.2 Review of May Financials and List of June Checks and Warrants
- 3.3 Receipt of Quarter 4 Statistics for FY2020
- 3.4 Approval of Copy Fees and Charges (Amendment of Fee Schedule)

**4.0 DISCUSSION ITEMS**

- 4.1 Approval of Google Discussion and Consideration of Policy Regarding Requests to Remove Briefs from Google Online Collection
- 4.2 Award of Contract for Financial Audit

**5.0 CLOSED SESSION**

- 5.1 Conference with Legal Counsel: Initiation of Litigation (Gov. Code § 54956.9(d)(4))  
Number of Potential Cases: 1

**6.0 AGENDA BUILDING**

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

**7.0 EXECUTIVE DIRECTOR REPORT**

- 7.1 Update regarding Continued Limited Staffing and Remote Services Model

**8.0 ADJOURNMENT**

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, August 26, 2020.

POSTED FRIDAY, JULY 17, 2020 @ 1:15 P.M.

POSTED BY SANDRA J LEVIN



# AGENDA ITEM 3

## CONSENT CALENDAR

- 3.1 Approval of Minutes of the June 24, 2020 Regular Board Meeting
- 3.2 Review of May Financials and List of June Checks and Warrants
- 3.3 Receipt of Quarter 4 Statistics for FY2020
- 3.4 Approval of Copy Fees and Charges (Amendment of Fee Schedule)



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

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

**June 24, 2020**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, June 24, 2020 at 12:15 p.m. via teleconference 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 Dennis Landin  
Judge Michael Stern  
Susan Steinhauser, Esquire

**Trustees Absent:** Judge Michelle Williams Court  
Kenneth Klein, Esquire

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

**Also Present:** Marcelino Juarez, Finance Manager

President Juhas determined a quorum to be present, convened the meeting at 12:17 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

**1.0 PUBLIC COMMENT**  
No public comment.

**2.0 PRESIDENT'S REPORT**  
No President's Report.

**3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the May 27, 2020 Regular Board Meeting
- 3.2 Review of April Financials and List of May Checks and Warrants.
- 3.3 Receipt of Monthly Statistics for May FY2020
- 3.4 Approval to Guardian Insurance Renewal LTD, Dental, Vision
- 3.5 Approval of Operating Budget for FY2020-21

Trustee Steinhauser requested that item 3.3 Receipt of Monthly Statistics for May FY2020 be removed from the consent calendar for discussion.

President Juhas requested a motion to approve all remaining items on the Consent Calendar. So moved by Trustee Landin, seconded by Trustee Stern. The motion was unanimously approved, 4-0.

Trustee Steinhauser requested clarification regarding the tracking of remote services and online classes. ED Levin explained that tracking is in place and highlighted the categories that are new, such as online classes, as well as some categories that are showing increases, such as email reference requests.

President Juhas requested a motion to approve Consent Calendar item 3.3. So moved by Trustee Steinhauser, seconded by Trustee Stern. The motion was unanimously approved, 4-0.

#### **4.0 DISCUSSION ITEMS**

##### **4.1 Approval of a Statement on Race and Equity**

ED Levin explained that this statement was not tailored to LA Law Library but was a joint statement from many libraries that recognizes that racial and social inequity in the communities we serve necessarily impacts access to library services (e.g., the digital divide, language barriers, unaddressed mental or physical health issues, etc.) and that every staff member is also a product of society and has implicit biases that need to be acknowledged and addressed. ED Levin noted that LALL has always worked to achieve social justice, but there is more that we can and should do – and we have been discussing this internally, to try to achieve greater diversity and inclusion.

President Juhas and Trustee Steinhauser commented on the importance of these initiatives.

President Juhas requested a motion to approve Discussion Item 4.1, adopt the policy for LA Law Library as well. So moved by Trustee Landin, seconded by Trustee Stern. The motion was unanimously approved, 4-0.

#### **5.0 AGENDA BUILDING**

There were no items for agenda building

#### **6.0 EXECUTIVE DIRECTORS REPORT**

##### **6.1 Update Regarding Return to Work Plans**

ED Levin updated the Board on the status of staffing, the impacts of coronavirus and stay at home orders on Law Library operations and challenges of reopening to patrons in the current environment. ED Levin emphasized that the Library Staff is doing an excellent job providing remote services, that attendance at online classes is high and that the new will-call pickup service seems to be working well.

#### **7.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 12:52pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, July 22, 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 May 31, 2020

(Provisional and subject to year-end audit adjustments)

	6/30/2019	5/31/2020	YTD
<b>Assets</b>			
Current assets			
Cash and cash equivalents	9,419,729	9,829,890	410,161
Accounts receivable	1,531,186	1,108,570	(422,616)
Prepaid expenses	333,124	310,360	(22,765)
Total current assets	11,284,040	11,248,820	(35,220)
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,788,676	5,995,741	1,207,065
Capital assets, not being depreciated	883,768	887,436	3,668
Capital assets, being depreciated - net	16,697,919	15,983,943	(713,976)
Total noncurrent assets	22,688,833	23,185,590	496,757
Total assets	33,972,873	34,434,410	461,537
<b>Deffered 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>35,979,203</b>	<b>461,537</b>
<b>Liabilities</b>			
Current Liabilities			
Accounts payable	230,629	114,451	(116,178)
Other current liabilities	-	-	-
Payroll liabilities	7,532	6,049	(1,483)
Total current liabilities	238,161	120,500	(117,661)
Noncurrent Liabilities			
Accrued sick and vacation liability	302,790	277,523	(25,267)
Borrowers' deposit	295,062	284,338	(10,724)
OPEB liability	2,469,302	2,707,639	238,337
Net pension liability	2,775,910	2,775,910	-
Total noncurrent liabilities	5,843,064	6,045,410	202,346
Total liabilities	6,081,225	6,165,910	84,685
<b>Deffered Inflows of Resources</b>			
Deffered Inflows of Resources	1,233,204	1,233,204	-
Total liabilities and Deffered inflows of resources	7,314,429	7,399,114	84,685
<b>Net Position</b>			
Invested in capital assets	17,581,688	16,871,380	(710,308)
Unrestricted	10,621,549	11,708,709	1,087,160
Total net position	28,203,237	28,580,089	376,852
Total liabilities and Deffered inflows of resources and net position	<b>35,517,666</b>	<b>35,979,203</b>	<b>461,537</b>

**Los Angeles County Law Library**  
Statement of Cash Flows  
As of May 31, 2020  
(Provisional and subject to year-end audit adjustments)

	5/31/2020	YTD
<b>Cash flows from operating activities</b>		
L.A. Superior court fees	381,606	7,059,978
Parking fees	-	512,973
Library services	23,066	333,544
(Increase) decrease in accounts receivable	208,758	422,616
Increase (decrease) in borrowers' deposit	(1,634)	(10,724)
<b>Cash received from filing fees and services</b>	<b>611,795</b>	<b>8,318,387</b>
Facilities	(46,688)	(709,737)
Technology	(13,759)	(132,318)
General	(8,770)	(143,974)
Professional development	(200)	(18,266)
Communications & marketing	(41)	(7,497)
Travel & entertainment	-	(269)
Professional services	(2,896)	(84,418)
Electronic Resource Subscriptions (ERS)	(20,404)	(518,951)
(Increase) decrease in prepaid expenses	32,534	22,765
Increase (decrease) in accounts payable	(5,751)	(116,178)
Increase (decrease) in other liabilities	-	-
<b>Cash payments to suppliers for goods and services</b>	<b>(65,974)</b>	<b>(1,708,844)</b>
Staff (payroll + benefits)	(311,655)	(4,043,195)
Increase (decrease) in payroll liabilities	425	(1,483)
Increase (decrease) in accrued sick and vacation liability	(63)	(25,267)
Increase (decrease) in OPEB liability	21,667	238,337
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
<b>Cash payments to employees for services</b>	<b>(289,627)</b>	<b>(3,831,608)</b>
Contributions received	-	125,000
Net cash from operating activities	256,194	2,902,935
<b>Cash flow from capital and related financing activities</b>		
Library materials	(130,568)	(1,661,794)
Fixed assets	-	-
Capital - Work in Progress (WIP)	(3,668)	(3,668)
<b>Cash flows from investing activities</b>		
Investment	-	(1,000,000)
Investment earnings	10,951	172,688
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>132,909</b>	<b>410,161</b>
Cash and cash equivalents, at beginning of period	10,015,451	9,738,199
<b>Cash and cash equivalents, at end of period</b>	<b>10,148,360</b>	<b>10,148,360</b>
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	(212,987)	(2,901)
Adjustments for noncash effects:		
Depreciation	213,246	2,375,770
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	208,758	422,616
(Increase) decrease in prepaid expenses	32,534	22,765
Increase (decrease) in accounts payable	(5,751)	(116,178)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	425	(1,483)
Increase (decrease) in accrued sick and vacation liability	(63)	(25,267)
Increase (decrease) in borrowers' deposit	(1,634)	(10,724)
Increase (decrease) in OPEB liability	21,667	238,337
Net impact of GASB 68 adjustments	-	-
Net cash from operating activities	<b>256,194</b>	<b>2,902,935</b>



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

May 19 Actual	May 2020			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
678,844	623,631	381,606	(242,026)	-38.8%
16,239	13,300	10,951	(2,349)	-17.7%
54,344	50,016	0	(50,016)	-100.0%
45,039	34,994	23,066	(11,928)	-34.1%
794,467	721,942	415,623	(306,319)	-42.4%
298,569	333,387	311,655	21,732	6.5%
0	0	20,404	(20,404)	0.0%
165,485	193,717	130,568	63,148	32.6%
(165,485)	(193,717)	(130,568)	(63,148)	32.6%
69,070	77,170	46,688	30,482	39.5%
10,526	13,359	13,759	(400)	-3.0%
4,589	12,138	8,770	3,368	27.7%
3,085	1,675	200	1,475	88.1%
1,126	5,708	41	5,667	99.3%
66	142	0	142	100.0%
6,961	19,667	2,896	16,770	85.3%
219,590	225,682	213,246	12,436	5.5%
660,962	746,782	617,659	(129,123)	-17.3%
133,505	(24,840)	(202,036)	(177,196)	713.3%
48,121	(3,104)	5,305	8,409	-270.9%
0	0	0	0	0.0%
0	0	0	0	0.0%
181,626	(27,944)	(196,731)	(168,787)	604.0%
0	0	0	0	0.0%

**Summary:**

**Income**

	FY 2018-19	FY 2019-20 YTD			
	YTD Actual	Amended Budget	Actual	\$ Δ	% Δ
L.A. Superior Court Fees	7,037,429	7,211,872	7,059,978	(151,894)	-2.1%
Interest	143,621	168,249	172,688	4,439	2.6%
Parking	588,968	601,923	512,973	(88,951)	-14.8%
Library Services	563,888	542,287	458,544	(83,743)	-15.4%
Total Income	8,333,905	8,524,331	8,204,182	(320,149)	-3.8%

**Expense**

Staff (payroll + benefits)	3,689,507	4,215,365	4,043,195	172,170	4.1%
Electronic Resource Subscriptions	513,155	575,938	518,951	56,988	9.9%
Library Materials	1,652,275	1,832,259	1,661,794	170,465	9.3%
Library Materials Transferred to Assets	(1,652,275)	(1,832,259)	(1,661,794)	(170,465)	9.3%
Facilities	823,632	797,084	709,737	87,346	11.0%
Technology & Data	113,686	134,310	132,318	4,747	3.5%
General	76,554	144,897	143,974	924	0.6%
Professional Development	49,825	25,564	18,266	7,298	28.5%
Communications & Marketing	11,347	31,066	7,497	23,569	75.9%
Travel & Entertainment	324	791	269	521	65.9%
Professional Services	68,039	152,835	84,418	68,417	44.8%
Depreciation	2,426,941	2,436,087	2,375,770	60,317	2.5%
Total Expenses	7,773,011	8,513,937	8,034,395	479,542	5.6%

**Net Income (Loss)**

Net Income (Loss)	560,894	10,394	169,787	159,393	1533.5%
Investment Gain (Loss) <sup>1</sup>	194,688	89,349	207,065	117,715	131.7%
Extraordinary Income	3,543,270	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	4,298,853	99,743	376,852	277,109	277.8%

**Capitalized Expenditures**

Capitalized Expenditures	222,229	0	0	0	0.0%
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Comments

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

May 19	May 2020													Comments
	Actual	Amended Budget	Actual	\$ Fav (Unf)										
							YTD Actual	Amended Budget	Actual	\$ Δ	% Δ			
<b>Detailed Budget:</b>														
<b>Income:</b>														
678,844	623,631	381,606	(242,026)	-38.8%	15	FIN	303300	L.A. Superior Court Fees	7,037,429	7,211,872	7,059,978	(151,894)	-2.1%	Loss of revenue due to COVID-19 court closure.
0	0	0	0	0.0%	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.
15,667	12,843	10,595	(2,248)	-17.5%	15	FIN	312000	Interest - General Fund	131,324	156,012	160,954	4,942	3.2%	
573	457	356	(101)	-22.2%	15	FIN	313000	Interest - Deposit Fund	5,857	5,566	5,440	(126)	-2.3%	
16,239	13,300	10,951	(2,349)	-17.7%				Subtotal	143,621	168,249	172,688	4,439	2.6%	
54,344	50,016	0	(50,016)	-100.0%	39	FAC	330100	Parking:	588,968	601,923	512,973	(88,951)	-14.8%	Loss of revenue due to COVID-19 closure.
54,344	50,016	0	(50,016)	-100.0%				Subtotal	588,968	601,923	512,973	(88,951)	-14.8%	
1,495	129	813	683	527.8%	27	CIRC	330150	Library Services:	2,046	1,264	1,414	149	11.8%	Better than expected performance. Additional payments anticipated 4th Qtr fiscal year (June).
21,350	13,440	9,284	(4,156)	-30.9%	25	PS	330140	Annual Members Fee	173,869	154,560	144,854	(9,706)	-6.3%	Timing variance. Members delaying renewal during closure.
1,119	2,997	1,980	(1,017)	-33.9%	25	PS	330340	Course Registration	28,604	32,291	25,947	(6,344)	-19.6%	Loss of revenue due to COVID-19 closure.
3,851	2,715	0	(2,715)	-100.0%	27	CIRC	330129	Copy Center	39,295	40,331	32,272	(8,059)	-20.0%	Loss of revenue due to COVID-19 closure.
2,041	1,036	437	(598)	-57.8%	27	CIRC	330205	Document Delivery	16,583	16,160	14,716	(1,444)	-8.9%	Loss of revenue due to COVID-19 closure.
3,682	3,411	0	(3,411)	-100.0%	27	CIRC	330210	Fines	36,818	32,225	25,873	(6,352)	-19.7%	Loss of revenue due to COVID-19 closure.
11,292	461	10,552	10,091	2190.2%	15	FIN	330310	Miscellaneous	73,357	60,227	39,831	(20,396)	-33.9%	Delay in Google project revenue and COVID-19 work stoppage
(327)	804	0	(804)	-100.0%	39	FAC	330330	Room Rental	34,884	17,094	15,252	(1,842)	-10.8%	Loss of revenue due to COVID-19.
280	0	0	0	0.0%	23	COL	330350	Book Replacement	1,715	570	1,010	440	77.2%	
236	10,000	0	(10,000)	-100.0%	15	FIN	330360	Forfeited Deposits	236	27,186	17,186	(10,000)	-36.8%	
0	0	0	0	0.0%	17	EXEC	330400	Friends of Law Library	140,000	145,000	125,000	(20,000)	-13.8%	Timing variance. Remaining balance expected June 2020.
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	
21	0	0	0	0.0%	15	FIN	330450	Vending	324	273	133	(140)	-51.2%	Lower than expected revenue & COVID-19 closure.
0	0	0	0	0.0%	39	FAC	330465	Special Events Income	16,157	15,106	15,056	(50)	-0.3%	
45,039	34,994	23,066	(11,928)	-34.1%				Subtotal	563,888	542,287	458,544	(83,743)	-15.4%	
794,467	721,942	415,623	(306,319)	-42.4%				Total Income	8,333,905	8,524,331	8,204,182	(320,149)	-3.8%	
<b>Expenses:</b>														
<b>Staff:</b>														
169,418	203,128	181,263	21,865	10.8%	ALL	501000	Salaries (FT)	2,041,314	2,434,343	2,239,023	195,321	8.0%	Reflects vacancies.	
0	(4,063)	0	(4,063)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(22,344)	0	(22,344)	100.0%	
23,947	21,149	17,423	3,725	17.6%	ALL	501050	Salaries (PT)	266,539	273,712	258,415	15,297	5.6%	Reflects vacancies.	
0	(423)	0	(423)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(2,326)	0	(2,326)	100.0%	
11,650	12,528	11,958	570	4.6%	15	FIN	502000	Social Security	132,216	148,517	145,904	2,612	1.8%	
2,725	3,011	2,797	214	7.1%	15	FIN	503000	Medicare	32,250	36,855	35,798	1,057	2.9%	
19,126	22,775	20,036	2,739	12.0%	15	FIN	511000	Retirement	369,600	482,514	469,177	13,337	2.8%	
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%	
45,561	38,088	45,962	(7,874)	-20.7%	15	FIN	512000	Health Insurance	475,684	457,053	500,069	(43,017)	-9.4%	Reflects changes made during Jan open enrollment.
374	449	360	89	19.8%	15	FIN	513000	Disability Insurance	4,158	4,430	3,998	431	9.7%	Reflects vacancies.
4,380	5,573	5,162	411	7.4%	15	FIN	514000	Dental Insurance	54,493	59,355	55,742	3,613	6.1%	
405	693	498	195	28.1%	15	FIN	514500	Vision Insurance	5,664	6,247	5,346	901	14.4%	Reflects vacancies.
173	193	160	32	16.7%	15	FIN	515000	Life Insurance	1,480	2,092	1,814	277	13.3%	Reflects vacancies.
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
(3,110)	3,333	2,999	334	10.0%	15	FIN	516000	Workers Compensation Insurance	38,953	35,729	35,861	(132)	-0.4%	
0	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	6,354	0	114	(114)	0.0%	
1,270	2,966	912	2,054	69.3%	ALL	514010	Temporary Employment	9,881	33,152	26,097	7,055	21.3%	Savings due to COVID-19 closure.	
285	0	0	0	0.0%	13	HR	514015	Recruitment	1,704	5,691	5,638	53	0.9%	Recruitment on-hold during COVID-19 closure.
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	229,163	238,335	238,337	(2)	0.0%	
272	186	(343)	529	284.4%	15	FIN	518550	TMP	7,588	8,637	9,840	(1,202)	-13.9%	Timing variance.
1,259	2,133	801	1,332	62.5%	15	FIN	518560	Payroll and Benefit Administration	12,468	13,374	12,022	1,353	10.1%	
298,569	333,387	311,655	21,732	6.5%				Total - Staff	3,689,507	4,215,365	4,043,195	172,170	4.1%	

Library Materials/Electronic Resources Subscription:

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

May 19	May 2020												FY 2019-20 YTD				Comments
	Actual	Amended Budget	Actual	\$ Fav (Unf)									% Fav (Unf)	FY 2018-19 YTD Actual	Amended Budget	Actual	
127,002	147,977	106,215	41,762	28.2%	23	COL	601999	American Continuations	1,258,302	1,389,380	1,279,028	110,352	7.9%	Timing variance. Possible shipment delays due to COVID-19.			
4,035	1,665	1,010	655	39.3%	23	COL	602999	American New Orders	38,441	21,633	20,292	1,341	6.2%	Timing variance			
2,046	2,255	862	1,394	61.8%	23	COL	609199	Branch Continuations	15,925	16,469	14,750	1,720	10.4%	Timing variance. Possible shipment delays due to COVID-19.			
0	38	0	38	100.0%	23	COL	609299	Branch New Orders	0	191	0	191	100.0%	No new orders anticipated for Branch replacements. Funds could be applied to other categories.			
9,787	10,552	5,625	4,927	46.7%	23	COL	603999	Commonwealth Continuations	104,275	136,492	112,664	23,828	17.5%	Timing variance. Possible shipment delays due to COVID-19.			
331	284	0	284	100.0%	23	COL	604999	Commonwealth New Orders	691	1,717	1,172	545	31.7%	Timing variance.			
5,460	15,602	1,108	14,494	92.9%	23	COL	605999	Foreign Continuations	94,844	121,146	98,130	23,017	19.0%	Timing variance. Possible shipment delays due to COVID-19.			
653	321	336	(14)	-4.5%	23	COL	606999	Foreign New Orders	1,008	1,679	2,092	(413)	-24.6%	Funds from other New Orders categories to offset negative variance.			
15,931	13,301	10,978	2,322	17.5%	23	COL	607999	International Continuations	123,715	123,130	107,955	15,176	12.3%	Timing variance. Possible shipment delays due to COVID-19.			
134	77	0	77	100.0%	23	COL	608999	International New Orders	1,051	923	1,234	(311)	-33.7%	Funds from other New Orders categories to offset negative variance.			
107	1,478	4,435	(2,957)	-200.0%	23	COL	609399	General/Librarianship Continuations	13,821	18,664	23,760	(5,096)	-27.3%	Timing variance.			
0	167	0	167	100.0%	23	COL	609499	General/Librarianship New Orders	202	833	716	117	14.0%	Timing variance.			
165,485	193,717	130,568	63,148	32.6%	23	COL	690000	Subtotal	1,652,275	1,832,259	1,661,794	170,465	9.3%				
(165,485)	(193,717)	(130,568)	(63,148)	32.6%	23	COL	690000	Library Materials Transferred to Assets	(1,652,275)	(1,832,259)	(1,661,794)	(170,465)	9.3%				
47,381	57,855	20,404	37,452	64.7%	23	COL	685000	Electronic Resource Subscriptions (ERS)	513,155	575,938	518,951	56,988	9.9%	Negotiated cost reductions due to COVID.			
Facilities:																	
2,410	4,100	125	3,975	97.0%	39	FAC	801005	Repair & Maintenance	75,100	25,677	12,269	13,408	52.2%	Some repairs not completed due to COVID-19 closure.			
1,228	3,792	1,210	2,582	68.1%	39	FAC	801010	Building Services	15,537	32,341	21,719	10,622	32.8%	Timing variance.			
2,173	900	632	268	29.7%	39	FAC	801015	Cleaning Supplies	11,144	10,240	11,866	(1,626)	-15.9%	Janitorial supplies stocked due to COVID-19.			
10,025	9,833	506	9,327	94.9%	39	FAC	801020	Electricity & Water	113,783	117,160	99,217	17,943	15.3%	Timing variance due to COVID-19.			
966	886	0	886	100.0%	39	FAC	801025	Elevator Maintenance	13,444	10,281	9,718	564	5.5%				
6,179	3,458	3,280	178	5.2%	39	FAC	801030	Heating & Cooling	38,736	41,965	45,347	(3,382)	-8.1%	Increased chilled water usage at the beginning of the FY.			
18,199	18,833	18,397	437	2.3%	15	FIN	801035	Insurance	229,605	204,135	201,883	2,252	1.1%				
9,543	9,949	9,824	125	1.3%	39	FAC	801040	Janitorial Services	100,811	107,679	107,404	274	0.3%				
1,250	1,750	1,250	500	28.6%	39	FAC	801045	Landscaping	13,750	16,250	13,750	2,500	15.4%	Budgeted rate increase not yet implemented.			
16,501	21,667	10,943	10,723	49.5%	39	FAC	801050	Security	184,577	196,419	156,868	39,552	20.1%	Savings due to Library closure.			
75	583	0	583	100.0%	39	FAC	801060	Room Rental Expenses	4,337	5,376	3,952	1,424	26.5%	Savings due to Library closure.			
0	250	0	250	100.0%	39	FAC	801065	Special Events Expenses	11,769	20,219	18,969	1,250	6.2%	Savings due to Library closure.			
0	500	0	500	100.0%	39	FAC	801100	Furniture & Appliances (<3K)	558	3,890	1,390	2,500	64.3%	Timing variance.			
36	125	173	(48)	-38.6%	39	FAC	801110	Equipment (<3K)	5,612	991	1,719	(727)	-73.4%	Timing variance.			
0	0	0	0	0.0%	39	FAC	801115	Building Alterations (<3K)	0	0	0	0	0.0%	Savings due to Library closure.			
486	333	348	(14)	-4.3%	39	FAC	801120	Delivery & Postage	2,947	2,513	1,936	577	22.9%	Lower than expected postage usage for the month due to COVID-19 closures			
0	210	0	210	100.0%	39	FAC	801125	Kitchen supplies	1,922	1,947	1,731	216	11.1%	Savings due to COVID-19 Library closure.			
69,070	77,170	46,688	30,482	39.5%				Subtotal	823,632	797,084	709,737	87,346	11.0%				
Technology:																	
998	1,903	1,492	411	21.6%	33	TECH	801210	Software Maintenance	11,287	20,056	19,819	237	1.2%				
1,621	2,126	1,935	191	9.0%	33	TECH	801212	Hardware Maintenance	20,247	21,470	20,253	1,217	5.7%				
0	1,361	0	1,361	100.0%	33	TECH	801215	Software (<\$3k)	2,238	6,805	679	6,126	90.0%	Timing variance.			
609	333	0	333	100.0%	33	TECH	801220	Hardware (<\$3k)	3,325	2,444	2,069	375	15.4%				
0	86	0	86	100.0%	33	TECH	801225	Computer Supplies	229	914	485	429	46.9%	Timing variance.			
4,622	4,672	4,844	(172)	-3.7%	33	TECH	801230	Integrated Library System	49,596	51,119	51,977	(858)	-1.7%				
2,676	2,530	5,309	(2,779)	-109.8%	33	TECH	801235	Telecommunications	26,454	27,106	31,522	(4,415)	-16.3%	Increase in price due to increase in bandwidth to support users working from home, a direct result of COVID-19.			
0	0	29	(29)	0.0%	33	TECH	801245	Tech & Data - Misc	0	0	29	(29)	0.0%				
1	333	0	333	100.0%	33	TECH	801250	Services	311	2,525	859	1,666	66.0%	Timing variance.			
	14	150	(136)	-974.4%	33	TECH	801275	Online Service Providers	0	1,870	4,626	(2,756)	-147.4%	Includes unplanned software needed for remote operations as a result of COVID-19.			
10,526	13,359	13,759	(263)	-2.0%				Subtotal	113,686	134,310	132,318	4,747	3.5%				

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

May 19	May 2020				FY 2018-19	FY 2019-20 YTD				Comments				
	Actual	Amended Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Amended Budget	Actual		\$ Δ	% Δ		
General:														
476	667	353	314	47.1%	15	FIN	801310	Bank Charges	5,603	6,450	5,976	474	7.4%	
843	878	875	3	0.3%	35	CMS	801315	Bibliographic Services	9,273	9,642	9,628	14	0.1%	
0	5,000	4,973	27	0.5%	35	CMS	801320	Binding	0	19,191	19,104	88	0.5%	
87	120	0	120	100.0%	17	EXEC	801325	Board Expense	1,019	1,196	1,334	(138)	-11.5%	No additional on-site meetings expected this FY.
0	30	399	(369)	-1230.3%	37	COM	801330	Staff meals & events	9,691	8,204	8,453	(249)	-3.0%	No additional staff meals or events expected this FY.
1,916	2,083	0	2,083	100.0%	15	FIN	801335	Supplies - Office	20,145	21,767	16,523	5,244	24.1%	Savings due to COVID-19 closure.
0	0	0	0	0.0%	35	CMS	801337	Supplies - Library materials	7,797	6,529	6,620	(90)	-1.4%	
0	280	0	280	100.0%	37	COM	801340	Stationery, business cards, etc.	274	1,400	683	717	51.2%	No additional business card orders expected this FY.
0	0	0	0	0.0%	25	PS	801365	Grant Application Expenses	0	0	0	0	0.0%	
1,252	2,053	190	1,863	90.7%	33	IT	801370	Copy Center Expense	16,613	19,262	18,297	965	5.0%	Increased color copy cost; OTF project impact; pending analysis
0	83	0	83	100.0%	15	FIN	801375	General - Misc	3,613	42,103	45,497	(3,393)	-8.1%	
16	893	1,980	(1,087)	-121.6%	25	PS	801390	Course Registration	244	8,385	11,091	(2,707)	-32.3%	One-Time Funding applied for WYB/CLB class registration fees.
0	50	0	50	100.0%	17	EXEC	801395	Friends of Law Library	2,283	768	768	0	0.0%	
4,589	12,138	8,770	3,368	27.7%				Subtotal	76,554	144,897	143,974	924	0.6%	
1,538	892	0	892	100.0%				Professional Development:	3,342	7,696	6,523	1,174	15.3%	Budgeted travel expense for the remainder of the year are cancelled.
0	5	0	5	100.0%	ALL	803105		Travel	49	86	61	25	29.1%	
0	0	0	0	0.0%	ALL	803110		Meals	399	0	0	0	0.0%	
878	291	0	291	100.0%	ALL	803113		Incidental and miscellaneous	44,487	12,186	7,898	4,288	35.2%	
669	487	200	287	58.9%	ALL	803115		Membership dues	1,548	5,595	3,784	1,811	32.4%	Timing variance.
0	0	0	0	0.0%	ALL	803120		Registration fees	0	0	0	0	0.0%	
3,085	1,675	200	1,475	88.1%	ALL	803125		Educational materials	49,825	25,564	18,266	7,298	28.5%	
0	0	0	0	0.0%				Subtotal	1,890	0	0	0	0.0%	No additional services expected through the end of this FY.
1,101	3,917	39	3,878	99.0%	37	COM	803205	Communications & Marketing: Services	6,818	20,242	5,107	15,135	74.8%	Due to Library closure flyers not ordered. No additional flyers expected for the rest of FY.
25	1,792	2	1,790	99.9%	37	COM	803210	Collateral materials	2,524	10,824	2,390	8,434	77.9%	No additional ads are expected for FY. However, tote bag reorder expense pending and other social media expenses.
0	0	0	0	0.0%	37	COM	803215	Advertising	116	0	0	0	0.0%	
1,126	5,708	41	5,667	99.3%	37	COM	803220	Trade shows & Outreach	11,347	31,066	7,497	23,569	75.9%	
0	0	0	0	0.0%				Subtotal	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL	803305		Travel & Entertainment	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL	803310		Travel	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL	803315		Meals	0	0	0	0	0.0%	
66	142	0	142	100.0%	ALL	803315		Entertainment	324	791	269	521	65.9%	Lower than expected usage.
0	0	0	0	0.0%	ALL	803320		Ground transportation & mileage reimb.	0	0	0	0	0.0%	
66	142	0	142	100.0%	ALL	803325		Incidental travel expenses	324	791	269	521	65.9%	
15	0	0	0	0.0%				Subtotal	21,440	23,960	23,960	0	0.0%	
2,896	3,000	2,896	104	3.5%	15	FIN	804005	Professional Services: Accounting	31,732	32,378	31,859	519	1.6%	
4,050	15,833	0	15,833	100.0%	17	EXEC	804008	Consulting Services	12,502	92,082	28,350	63,732	69.2%	Delay in budgeted OTF projects costs.
0	833	0	833	100.0%	17	EXEC	804010	Legal	2,364	4,416	250	4,167	94.4%	Delay in budgeted OTF projects costs.
6,961	19,667	2,896	16,770	85.3%	15	FIN	804015	Other	68,039	152,835	84,418	68,417	44.8%	
195,995	192,348	189,762	2,586	1.3%				Subtotal	2,173,934	2,127,696	2,116,624	11,072	0.5%	
23,595	33,333	23,484	9,849	29.5%	15	FIN	806105	Depreciation: Depreciation - Library Materials	253,007	308,391	259,145	49,245	16.0%	Delay in CapEx purchases.
219,590	225,682	213,246	12,436	5.5%	15	FIN	806110	Depreciation Exp - FF&E	2,426,941	2,436,087	2,375,770	60,317	2.5%	
660,962	746,782	617,659	129,123	17.3%				Subtotal	7,773,011	8,513,937	8,034,395	479,542	5.6%	
133,505	(24,840)	(202,036)	(177,196)	713.3%				Total Expense	560,894	10,394	169,787	159,393	1533.5%	
48,121	(3,104)	5,305	8,409	-270.9%				Net Income Before Extraordinary Items	194,688	89,349	207,065	117,715	131.7%	Reflects loss/gain if sold at time of report (before maturity).
0	0	0	0	0.0%	15	FIN	321000	Investment Gain (Loss) <sup>1</sup>	3,543,270	0	0	0	0.0%	
0	0	0	0	0.0%	17	EXEC	401000	Extraordinary Income	0	0	0	0	0.0%	
181,626	(27,944)	(196,731)	(168,787)	604.0%	17	EXEC	901000	Extraordinary Expense	4,298,853	99,743	376,852	277,109	277.8%	
								Net Income Including Extraordinary Items						

**Los Angeles County Law Library**  
Income Statement for the Period Ending May 31, 2020

**(Provisional and subject to year-end audit adjustments)**

May 19 Actual	May 2020			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%

Capital Expenditures:

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

CalPERS CERBT Trust Fund:

Beginning Balance	2,184,384	
Administrative Expense	(85)	CalPERS CERBT program cost.
Investment Expense	(62)	Investment management cost.
Unrealized Gain/Loss	122,693	Fluctuating market conditions.
Distribution		Distribution from Fund.
<b>Ending Balance</b>	<b>2,306,929</b>	

<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**  
**June 1, 2020 - June 30, 2020 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 9	ABD OFFICE SOLUTIONS	CAPITAL WIP	3,668.25	031461
	KEVIN JAY LAHUE	REFUND	140.00	031462
	GTT COMMUNICATIONS	TELECOM	470.02	031463
	LA DEPT OF WATER & POWER	WATER/SEWER	190.32	031464
	NATIONAL 50 SECURITY	SECURITY	4,961.38	031465
	ROMERO MAINTENANCE LLC	EQUIPMENT (<3K)	9,758.12	031466
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	031467
June 12	WILLIAM S HEIN & CO	BOOKS	482.00	031469
	LA DEPT OF WATER & POWER	WATER/SEWER	42.17	031470
	ONEDIGITAL HR CONSULTING	CONSULTING	2,896.26	031471
June 19	BANKS & JORDAN	BOOKS	97.29	031472
	OTTO HARRASSOWITZ	BOOKS	2,426.84	031473
	QUALITY CODE PUBLISHING	BOOKS	101.20	031474
	BRIDGES FILTER SERVICE, INC	BLDG SVCS	614.49	031475
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	565.00	031476
	COUNTY OF LOS ANGELES	BANK CHARGES	48.70	031477
	GUARDIAN	PREPAID EXP	7,785.48	031478
	NATIONAL 50 SECURITY	SECURITY	4,907.41	031479
	TOTAL COMPENSATION SYSTEMS, INC	PREPAID EXP	877.50	031480
June 26	ADELINE FEKRAT AGUIRRE	REFUND	140.00	031481
	MELANIE JEAN BINGHAM	REFUND	140.00	031482
	ANALEE J BRODIE	REFUND	140.00	031483
	CAREY CARUSO	REFUND	125.00	031484
	FRANCES L DIAZ	REFUND	97.00	031485
	VAL DIETRICH	REFUND	125.00	031486
	RICHARD ANDREW DOYON	REFUND	140.00	031487
	CHERIF ELSHEIKH	REFUND	124.00	031488
	BRUCE RICHARD FUHRER	REFUND	125.00	031489
	AMANDA GREGORIAN	REFUND	140.00	031490
	LONNIE DEAN HALOUSKA	REFUND	125.00	031491
	SHIRLEY ANN HENDERSON	REFUND	125.00	031492
	YING HOFFESOMMER	REFUND	140.00	031493
	JORGE FERNANDEZ ISLA	REFUND	125.00	031494
	RICHARD LEUNG	REFUND	125.00	031495
	STUART LIBICKI	REFUND	140.00	031496
	MARGARET CARRIE MILLIGAN	REFUND	140.00	031497
	KIMBERLY NGOC NGUYEN	REFUND	140.00	031498
	BANDELE O OGUNTOMILADE	REFUND	125.00	031499
	CARL J PENTIS	REFUND	125.00	031500
	DONALD W RICKETTS	REFUND	125.00	031501
ANTOINETTE Y ROGERS	REFUND	140.00	031502	

43,478.43

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	ROSEN & ASSOCIATES P C	REFUND	400.00	031503
	RUDRA SABARATNAM	REFUND	132.00	031504
	BRYAN K THEIS	REFUND	125.00	031505
	ANH QUOC TRAN	REFUND	128.00	031506
	HENRY C WONG	REFUND	140.00	031507
	JEAN KWON	REFUND	125.00	031508
	ANTHONY B HALL	REFUND	143.00	031510

44,271.43

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 4	LEXISNEXIS MATTHEW BENDER	BOOKS	31,633.94	V005315
	GOOGLE	ADVERTISING	1.99	V005396
June 9	BANDWIDTH.COM, INC.	TELECOM	724.09	V005316
	CANON SOLUTIONS AMERICA, INC.	PREPAID EXP	9,362.71	V005317
	KONICA MINOLTA BUSINESS	COPY CENTER	166.06	V005318
	KRONOS	PREPAID EXP	2,941.48	V005319
	STATE COMPENSATION	WORKERS COMP	3,088.50	V005320
June 11	STAMPS.COM	DELIVERY & POSTAG	24.99	V005393
June 12	ALI CLE CONTINUING LEGAL EDUCATION	BOOKS	99.00	V005322
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,345.00	V005323
	INTERNATIONAL LAW ASSOCIATION AMERI	BOOKS	175.00	V005324
	INGRAM LIBRARY SERVICES	BOOKS	177.28	V005325
	JAMES PUBLISHING INC	BOOKS	217.91	V005326
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	138.50	V005327
	VERDICTSEARCH	BOOKS	460.96	V005328
	THOMSON REUTERS	BOOKS	67,610.54	V005329
	JOHN WILEY & SONS INC	BOOKS	224.65	V005330
	OCLC INC	BIBLIOGRAPHICAL S	781.55	V005331
	STATE COMPENSATION	WORKERS COMP	422.72	V005332
June 15	DEMCO	SUPPLIES LIBRARY	2,422.73	V005359
June 17	DELL MARKETING L P	HARDWARE (<\$3K)	88.43	V005360
June 19	AMERICAN BAR ASSOCIATION	BOOKS	1,838.78	V005333
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,882.29	V005334
	LEXISNEXIS MATTHEW BENDER	BOOKS	615.40	V005335
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	149.15	V005336
	INGRAM LIBRARY SERVICES	BOOKS	21.41	V005337
	KANSAS JUDICIAL COUNCIL	BOOKS	95.00	V005338
	LEXISNEXIS ONLINE SERVICES	BOOKS	11,200.00	V005339
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,587.20	V005340
	UNITED NATIONS PUBLICATIONS	BOOKS	165.98	V005341
	WEST ACADEMIC	BOOKS	192.72	V005342
	THOMSON REUTERS	BOOKS	3,870.01	V005343
	GOBI LIBRARY SOLUTIONS	BOOKS	548.38	V005344
	BRIGHTVIEW	LANDSCAPING	1,250.00	V005345
	KONICA MINOLTA BUSINESS	COPY CENTER	24.20	V005346
	NASA SERVICES	BLDG SVCS	497.41	V005347
	OFFICE DEPOT	SUPPLIES-OFFICE	32.21	V005348
	UPS	DELIVERY & POSTAG	22.52	V005349

147,400.69



LOS ANGELES COUNTY LAW LIBRARY  
 June 1, 2020 - June 30, 2020 (CHECKS)  
 Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 4	AMAZON WEB SERVICES	OSP	0.52	V000407
June 8	SYNCB AMAZON	CLEANING SUPPLIES	309.02	V000408
	EBAY-PAYPAL	HARDWARE (<3k)	326.25	V000409
	HOME DEPOT	CLEANING SUPPLIES	186.19	V000410
June 10	SYNCB AMAZON	CLEANING SUPPLIES	363.04	V000411
June 11	HD SUPPLY HOME	CLEANING SUPPLIES	25.53	V000412
June 16	WINWEALTH TECH INC.	HARDWARE (<3k)	936.61	V000413
June 23	REGISTER.COM	SOFTWARE (<\$3K)	361.99	V000414

2,509.15

LOS ANGELES COUNTY LAW LIBRARY  
 June 1, 2020 - June 30, 2020 (CHECKS)  
 Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 1	HOME DEPOT	REPAIR/MAINT	85.23	V000150
June 2	HOME DEPOT	REPAIR/MAINT	39.36	V000151
June 15	HOME DEPOT	EQUIPMENT (<3K)	55.93	V000152
June 19	LA DEPT OF WATER & POWER	WATER/SEWER	463.91	V000146
June 22	FOOTHILL VACCUM & JANITORIAL	CLEANING SUPPLIES	209.27	V000153

853.70

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 5	SEIU LOCAL 721	UNION DUES	985.36	001660
	SEIU LOCAL 721	UNION SUPPL	57.89	001661

1,043.25

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 16	EX LIBRIS (USA) INC. ABD OFFICE SOLUTIONS	PREPAID EXP CAPITAL WIP	14,217.96 15,603.75	TS00294510 TS00294510

29,821.71

LA Law Library  
Fiscal Year Quarterly Statistics

		FY19 Totals	FY20 1st Quarter	FY20 2nd Quarter	FY20 3rd Quarter	FY20 April	FY20 May	FY20 June	FY20 4th Quarter	FY20 TOTALS	FY20 4th Quarter Notes
<b>Reference and Research</b>											
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic</i>										
	Desk Inquiries	<b>22,203</b>	6,087	5,244	4,275	0	0	0	<b>0</b>	<b>15,606</b>	Not applicable due to library closure
	Tuesday 6pm to 8pm - All Queries	<b>318</b>	97	112	73	0	0	0	<b>0</b>	<b>282</b>	Not applicable due to library closure
	Phone	<b>5,736</b>	1,630	1,336	1,429	345	413	746	<b>1,504</b>	<b>5,899</b>	
	Email/ Live Chat	<b>1,089</b>	255	173	218	442	485	676	<b>1,603</b>	<b>2,249</b>	
	By Mail	<b>210</b>	70	55	246	0	39	34	<b>73</b>	<b>444</b>	
	Global Law Inquires	<b>84</b>	10	15	12	0	0	0	<b>0</b>	<b>37</b>	
	Global Law Web Inquires	<b>64</b>	0	0	0	0	0	0	<b>0</b>	<b>0</b>	
	e-Branch Chat	<b>168</b>	26	22	18	0	0	0	<b>0</b>	<b>66</b>	Not applicable due to library closure
	e-Branch Email	<b>0</b>	3	3	0	0	0	0	<b>0</b>	<b>6</b>	Not applicable due to library closure
		<b>29,872</b>	<b>8,178</b>	<b>6,960</b>	<b>6,271</b>	<b>787</b>	<b>937</b>	<b>1,456</b>	<b>3,180</b>	<b>24,589</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 stacks as well as</i>										
	Desk Inquiries	<b>20,450</b>	4,103	4,022	3,575	0	0	0	<b>0</b>	<b>11,700</b>	Not applicable due to library closure
	Phone Inquiries	<b>7,086</b>	1,714	1,636	1,339	130	145	130	<b>405</b>	<b>5,094</b>	Also Includes emails
		<b>27,536</b>	<b>5,817</b>	<b>5,658</b>	<b>4,914</b>	<b>130</b>	<b>145</b>	<b>130</b>	<b>405</b>	<b>16,794</b>	
	Books Circulated	<b>8,176</b>	1,991	1,917	1,453	0	0	78	<b>78</b>	<b>5,439</b>	Not applicable due to library closure
	Library Card Sign-ups	<b>1,977</b>	507	451	372	0	0	0	<b>0</b>	<b>1,330</b>	Not applicable due to library closure
	Members Program - Active Members	<b>1,324</b>	311	308	296	282	270	260	<b>812</b>	<b>1,727</b>	New sign ups not available
	Public Terminal Logins	<b>27,136</b>	7,057	5,410	2,369	0	0	0	<b>0</b>	<b>14,836</b>	Not applicable due to library closure

LA Law Library  
Fiscal Year Quarterly Statistics

		FY19 Totals	FY20 1st Quarter	FY20 2nd Quarter	FY20 3rd Quarter	FY20 April	FY20 May	FY20 June	FY20 4th Quarter	FY20 TOTALS	FY20 4th Quarter Notes
<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 microfiche reader-</i>										
	Phone Inquiries	1472	281	716	398	50	70	30	150	1,545	
	In-Person	9,690	5,059	2,480	2,219	0	0	0	0	9,758	Not applicable due to library closure
	Email (Includes Members Program)	1,564	878	220	367	336	345	226	907	2,372	Increase due to Library Closure
		12,842	6,218	3,416	2,984	386	415	256	1,057	13,675	
	Pages Delivered	27,647	6,726	6,539	6,121	3,227	1,948	1,473	6,648	26,034	
	Copies Made (Main Library)	256,302	105,615	67,897	45,822	0	0	0	0	219,334	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 collection.</i>										
	New Titles Added	782	247	144	173	71	0	42	113	677	Impacted by COVID-19
	Print Volumes Added	6,224	1576	1576	1473	168	194	470	832	5,457	Impacted by COVID-19
	New Serials	94	13	13	10	0	2	3	5	41	Impacted by COVID-19
	Non-Print Media Added	1,922	890	890	109	1	1	6	8	1,897	Impacted by COVID-19
	Records Cataloged/Updated	2,027	395	395	292	146	781	717	1,644	2,726	
	Print & Non-Print Withdrawn	2,215	423	423	330	23	66	86	175	1,351	
<b>Brief Scanning Project</b>											
	Briefs Logged (Google)	56,375	19,820	15,690	14,532	0	0	0	0	50,042	Not applicable due to library closure

LA Law Library  
Fiscal Year Quarterly Statistics

		FY19 Totals	FY20 1st Quarter	FY20 2nd Quarter	FY20 3rd Quarter	FY20 April	FY20 May	FY20 June	FY20 4th Quarter	FY20 TOTALS	FY20 4th Quarter Notes
<b>Website Statistics</b>											
	Visitors	<b>114,787</b>	30,790	29,354	27,620	4,708	4,321	8352	21,720	<b>109,484</b>	
	Visits (previously counted as "Pages Viewed")	<b>363,211</b>	95,230	92,760	77,382	21,116	18,555	21955	61,626	<b>326,998</b>	
	Average Daily Visits	<b>2,271</b>	349	316	281	164	196	209	238	<b>283</b>	
	Average Duration	<b>3:58</b>	5:14	4:57	4:33	3:38	3:04	2:48	3:08	<b>4:34</b>	
	Visitors: US	<b>97.43%</b>	96.80%	95.99%	95.43%	95.42%	95.38%	96.49%	95.63%	<b>94.91%</b>	
	Visitors: International / Unspecified	<b>2.58%</b>	3.20%	2.10%	4.57%	4.58%	4.62%	3.51%	4.37%	<b>5.09%</b>	
<b>Training and Events (Includes Online, Main &amp; Branch locations)</b>											
	Public Classes Held Online										
	Internal speaker		0	0	0	11	11	11	33	<b>33</b>	
	Guest speaker		0	0	0	13	16	21	50	<b>50</b>	
	MCLE Classes Held Online										
	Internal speaker		0	0	0	0	0	0	0	<b>0</b>	
	Guest speaker		0	0	0	0	0	0	0	<b>0</b>	
	Clinics/ Workshops Held Online		0	0	0	1	1	1	3	<b>3</b>	LITL continuously offered
	Public Classes Held at Main & Branches										
	Internal speaker	<b>154</b>	49	37	87	0	0	0	0	<b>173</b>	Not applicable due to library closure
	Guest speaker	<b>215</b>	28	91	27	0	0	0	0	<b>146</b>	Not applicable due to library closure
	MCLE Classes Held										
	Internal speaker	<b>2</b>	1	6	0	0	0	0	0	<b>7</b>	Not applicable due to library closure
	Guest speaker	<b>30</b>	3	0	7	0	0	0	0	<b>10</b>	Not applicable due to library closure
	Clinics/ Workshops Held	<b>192</b>	60	52	37	0	0	0	0	<b>149</b>	Not applicable due to library closure
		<b>593</b>	<b>141</b>	<b>186</b>	<b>158</b>	<b>25</b>	<b>28</b>	<b>33</b>	<b>86</b>	<b>571</b>	portion of the scheduled classeses were
	Class Attendance in Person Total (Estimated)	<b>9,373</b>	<b>2,077</b>	<b>2,906</b>	<b>1,573</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,556</b>	
	Online Class Registration		<b>0</b>	<b>0</b>	<b>0</b>	<b>394</b>	<b>280</b>	<b>528</b>	<b>1,202</b>	<b>1,202</b>	
	Number of plays of Online Classes		<b>0</b>	<b>0</b>	<b>0</b>	<b>488</b>	<b>527</b>	<b>312</b>	<b>1,327</b>	<b>1,803</b>	Includes registrants and virtual walk ins
	Class Attendance Branches (Estimated)		<b>357</b>	<b>646</b>	<b>63</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,066</b>	Not applicable due to library closure
<b>Visits to Main Branch</b>											
	Number of Patron Visits (front door)	<b>100,706</b>	<b>25,488</b>	<b>47,286</b>	<b>19,929</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>92,703</b>	Not applicable due to library closure





**MEMORANDUM**

**DATE:** July 22, 2020  
**TO:** Board of Law Library Trustees  
**FROM:** Sandra Levin, Executive Director  
**RE:** Approval of Amendments to Copy Fees and Charges

**SUMMARY**

The Board of Trustees periodically approves a schedule of fees, charges and deposits. The Board is now requested to approve an amendment to the schedule for both assisted and unassisted copying charges to address changes in costs resulting from the purchase of new equipment and software and increases in certain other costs. Also, the new equipment allows for color copies, which were not previously available to the public.

Accordingly, Staff is proposing the following copying charges:

Black and White:

Self-service \$ .15/page  
Staff assisted \$ .20 per page

Color:

Self-service \$ .25/page  
Staff assisted \$ .30 per page

Supporting analysis is provided in the attached chart.

**RECOMMENDATION**

Staff recommends the Board approve the amendments to the copy fees and charges as proposed in the attached chart.



### Borrowing Rules Service Fees/Fines

Patron Group	Service	Current Fees	Time for Task	Steps	Notes	Cost Factor	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Individual, Reduced, Corporate, Government Official, Special Promotion, Members & General Public	<b>Photocopy Services - B&amp;W (Self-Service)</b>	\$ 0.15	Min 2 minutes, Max 15 minutes	<b>Circulation:</b> Review application, add value to copy cards, write receipts. <b>Finance:</b> Collect funds and post in accounting system. Send out invoice where applicable.	Average 2 minutes for self-service	Equipment: \$4,750 / 80,000 copies=\$.06; Toner and maintenance: \$4,643 / 80,000 copies per year=\$.06; Cost per page/vendor=\$0.01: Paper: \$3.28 / 500=\$.01; Labor: \$18.76/hr labor: \$18.76/hr x 2 min. / 20pp= \$.03; CA Sales Tax: \$.14*9.5%=\$.01	\$0.18	-\$0.03	Same: \$ .15
Individual, Reduced, Corporate, Government Official, Special Promotion, Members & General Public	<b>Photocopy Services - B&amp;W (Assisted)</b>	\$ 0.20	5 to 20 minutes additional	Circulation staff will to respond to staff assisted copies. They will assist the patron and make the copies requested and charge at the end depending on amount of pages. He will collect money , write a receipt and put the money in the pouch for Finance to collect and post in Navision.	Average 5 minutes for staff assisted	Self-service cost plus labor: \$18.76/hr x 5 min. / 20pp=\$.05	\$0.22	-\$0.02	Same: \$ .20
Individual, Reduced, Corporate, Government Official, Special Promotion, Members & General Public	<b>Photocopy Services - Color (Self-Service)</b>	N/A	Min 2 minutes, Max 15 minutes	<b>Circulation:</b> Review application, add value to copy cards, write receipts. <b>Finance:</b> Collect funds and post in accounting system. Send out invoice where applicable.	Average 2 minutes for self-service	Equipment: \$4,750 / 80,000 copies=\$.06; Toner and maintenance: \$4,643 / 80,000 copies per year=\$.06; Cost per page/vendor=\$0.075: Paper: \$3.28 / 500= \$.01; Labor: \$18.76/hr labor: \$18.76/hr x 2 min. / 20pp= \$.03; CA Sales Tax: \$.14*9.5%=\$.01	\$0.26	N/A	\$0.25
Individual, Reduced, Corporate, Government Official, Special Promotion, Members & General Public	<b>Photocopy Services - Color (Assisted)</b>	N/A	5 to 20 minutes additional	Circulation staff will to respond to staff assisted copies. They will assist the patron and make the copies requested and charge at the end depending on amount of pages. He will collect money , write a receipt and put the money in the pouch for Finance to collect and post in Navision.	Average 5 minutes for staff assisted	Self-service cost plus additional labor: \$18.76/hr x 5 min. / 20pp=\$.05	\$0.31	N/A	\$0.30

# AGENDA ITEM 4

## DISCUSSION ITEMS

- 4.1 Approval of Google Discussion and Consideration of Policy Regarding Requests to Remove Briefs from Google Online Collection
- 4.2 Award of Contract for Financial Audit



**MEMORANDUM**

**DATE:** July 22, 2020

**TO:** Board of Law Library Trustees

**FROM:** Sandra J. Levin, Executive Director  
Austin Stoub, Senior Librarian

**RE:** Discussion and Consideration of Policy Regarding Requests to Remove Briefs from Google Online Collection

**SUMMARY**

As a result of our partnership with Google to digitize LA Law Library’s vast California appellate briefs and records collection and place them online in the Google Books platform, we occasionally receive requests from members of the public to remove briefs from the online platform. We have developed a policy for responding to these requests. In general, since briefs are public records and have been accessible to the public for many years, we decline most requests to request removal of briefs from the online collection. There are two exceptions (described more fully below): 1) where a court order sealing the records exists but was somehow not followed; or 2) the brief identifies a minor by name and includes allegations of sexual abuse or harassment of that minor. In those instances, we request that Google remove the subject brief.

The purpose of this agenda item is to review and discuss the existing policy and provide the Board an opportunity to make any changes or adjustments to the policy the Board deems appropriate.

**BACKGROUND**

In 2016, LA Law Library began a partnership with Google in which LA Law Library provided California appellate court briefs from our print collection to Google to be scanned and uploaded to the internet. LA Law Library collects and records metadata regarding the briefs, arranges delivery of the briefs, Google scans the briefs, and Google provides access to the briefs online through the Google Books e-book platform. This partnership benefits the library by reducing the costs of processing, scanning, and storing these briefs, as well as improving overall access to these materials, which would otherwise only be available in print at the Law Library.

This partnership has improved access to the briefs. Briefs that would have been difficult to locate are now readily and easily accessible without having to travel to the library or the Court where the brief was filed. It has also resulted in increased exposure to the name, services, and collection of LA Law Library. We were even able to participate in a



Google-led marketing campaign that highlighted some of the briefs and types of documents in this digitized collection.

### **REMOVAL REQUEST**

We generally do not receive – and therefore do not digitize -- briefs filed under seal. Patrons have on rare occasion contacted the Law Library to request we remove briefs that were mistakenly sent to us despite an order to seal the record. When a party provides an order sealing the record, we ask that Google suppress the brief and they do so. This has only happened in one or two instances.

As the project has progressed and more and older briefs are uploaded, the visibility of embarrassing and, in some instances, private, information has also increased. For example, searching for peoples' names can result in briefs being some of the first results people see when they search for a person and those briefs may contain allegations of wrongful or criminal conduct, 'messy' divorces, past disputes or convictions, etc.

As a result, the Law Library has received a number of requests from individuals or their representatives seeking to have briefs removed from Google Books. When we receive requests to suppress briefs because they contain embarrassing or uncomfortable information, we generally do not attempt to suppress the briefs. They are public records; the weighing of the numerous applicable factors to determine what information should be public and what should be sealed is a judicial function that we are not equipped to handle; most briefs are available through other sources (although no one other than the California Supreme Court has the breadth of collection we do); we are not the publishers; and there is no liability for publishing information gathered from government records that are open to public inspection (*see, e.g., Gates v. Discovery Communications, Inc.*, 34 Cal. 4th 679 (Cal. 2004)). Generally, therefore, we do not remove briefs from the Google Book platform unless a patron can provide a court order specifying that the briefs were filed under seal.

However, a few people have submitted requests to remove briefs which identify them as victims of sexual abuse or harassment when they were minors. A couple of the requests we have received explain the emotional harm that is caused to the now-grown victims as a result of making public their childhood traumas. Moreover, the farther back in time we go digitizing briefs, we find that protections for minors named in lawsuits were weaker and there are names and details that, in all likelihood, might be protected under current legal standards.

As a result of this category of requests, we have developed a policy to request that Google suppress briefs that meet the following criteria:

- A request for removal is submitted in writing;
- The brief contains allegations or descriptions of the sexual abuse or harassment, of a minor;
- The request is submitted by the victim of the sexual abuse or harassment, or by an attorney representing the requesting party; and
- The brief identifies the victim by name.



We have established internal procedures and have worked closely with Google to ensure prompt action to suppress briefs that meet the above criteria. There have been approximately ten requests granted under this exception, out of hundreds of thousands of briefs scanned.

**RECOMMENDATION**

Staff recommends that the Board discuss the policy, ask questions and provide direction as to any changes in policy the Board would like.







**MEMORANDUM**

**DATE:** July 22, 2020

**TO:** Board of Law Library Trustees

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

**RE:** Award of Contract for Financial Audit

**BACKGROUND**

It has been a number of years since proposals and bids were collected for the Law Library's annual audit services. Staff conducted a Request for Proposals and received three qualified responses. Staff recommends that The Pun Group be selected as the Library's auditors for fiscal year 2020 at a cost not to exceed \$18,000, with an option to extend for up to 2 additional years.

The RFP was posted publicly and 24 firms were specifically invited to bid. Three qualified proposers responded. Attached is a matrix that evaluates each firm on the categories set forth in the RFP proposal. Each firm is rated on a scale of 1 to 5 (1 being the least descriptive/comprehensive and 5 being the most descriptive/comprehensive). A second matrix is provided comparing the costs for each proposal.

Staff believes that all of the responding firms have sufficient experience and are qualified to conduct the Library's financial audit. All reference contacts spoke highly of them. However, staff recommends awarding the contract to The Pun Group who not only scored high on our evaluation but also offer a slightly lower rate.

Copies of all proposals are available via the links below:

- Price Paige & Company – [Click Here](#)
- BCA Watson Rice, LLP – [Click Here](#)
- The Pun Group – [Click Here](#)

**RECOMMENDATION**

It is recommended that the Board award a contract for financial audit services to The Pun Group for fiscal year 2020 at a cost not to exceed \$18,000, with an option to extend for up to 2 additional years at the rates indicated in the proposal.



## Proposal Evaluation Matrix for 2020 Audit RFP

Category	The Pun Group	Price Paige & Company	BCA Watson Rice, LLP
<b>Company Organization and Contact Information</b>			
Identify the name, address, telephone, fax numbers.	5	5	5
If established, provide the address of the company web site.	5	5	5
Provide the name, title, telephone number and email address of the person or persons authorized to represent the company in the proposal process.	5	5	5
<i>Subtotal</i>	15.0	15.0	15.0
<b>Minimum Mandatory Requirements</b>			
A statement of the company's background and experience providing auditing, tax and management consulting services for government organizations and or non-profit organizations.	5	4	5
References for similar work performed for other government or non-profit organizations.	5	5	5
Identify appropriate, current licenses.	5	5	5
A statement identifying the <u>lead person(s)</u> for this project and provide a description of their background, particularly noting similar assignments, specialized expertise or experience with government organizations.	5	5	5
<i>Subtotal</i>	20.0	19.0	20.0
<b>Work To Be Performed</b>			
Identify the phases and work performed within each phase.	5	4	5
Identify each milestone.	5	4	5
Identify each person involved in each phase and the level and type of work to be performed.	5	4	5
Provide the approximate amount of time required to complete each phase.	5	4	5
<i>Subtotal</i>	20.0	16.0	20.0
<b>Financial Audit &amp; Management Letter</b>			
Labor: For each person assigned to the project, identify the approximate number of hours they will devote to the project and their hourly rate.	5	5	5
Summary: Summarize the total number of hours, subcontractor costs and miscellaneous costs.	5	5	5
Maximum Fee: A maximum fee amount (not to exceed amount) must be clearly stated.	5	5	5
<i>Subtotal</i>	15.0	15.0	15.0
<b>Overall Scores</b>	<b>70.0</b>	<b>65.0</b>	<b>70.0</b>

## Financial Audit RFP Cost Review

Firm	FY 2017 Actual Cost	FY 2018 Actual Cost	FY 2019 Actual Cost	FY 2020 Proposal	FY 2021 Proposal <i>(optional)</i>	FY 2022 Proposal <i>(optional)</i>
Vasquez & Company, LLP (Incumbent)	19,601	19,015	19,750			
The Pun Group				18,000	18,500	19,000
Price Paige & Company				18,480	18,480	19,219
BCA Watson Rice LLP				19,850	20,446	21,059

# AGENDA ITEM 5

## CLOSED SESSION

- 5.1 Conference with Legal Counsel: Initiation of Litigation (Gov. Code § 54956.9(d)(4))  
Number of Potential Cases: 1