

AGENDA

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

REGULAR BOARD MEETING

*Wednesday, September 23, 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 Zoom.
Members of the Public may listen and participate by joining
Zoom meeting #968 6503 8012 using this link
<https://zoom.us/j/96865038012> or calling (408) 638 0968.*

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 joining Zoom meeting #**968 6503 8012** using this link <https://zoom.us/j/96865038012> or calling **(408) 638 0968**. 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 July 22, 2020 Regular Board Meeting
- 3.2 Review of June and July Financials and List of July and August Checks and Warrants

4.0 DISCUSSION ITEMS

- 4.1 Determination of Need to Undertake Emergency Repairs Relating to Broken Water Intake Pipe
- 4.2 Approval of Trustee Designated Members of the Friends of Los Angeles County Law Library Board of Directors
- 4.3 Review and Approval of Annual Report to the Board of Supervisors

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, October 28, 2020.

POSTED WEDNESDAY, SEPTEMBER 16, 2020 @ 5:30 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the July 22, 2020 Regular Board Meeting
- 3.2 Review of June and July Financials and List of July and August Checks and Warrants

**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.**

July 22, 2020

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, July 22, 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 Michelle Williams Court
Kenneth Klein, Esquire
Judge Dennis Landin
Judge Yolanda Orozco
Judge Michael Stern
Susan Steinhauser, Esquire

Trustees Absent: None

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 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)

Trustee Steinhauser requested that Consent items 3.2 and 3.4 be removed from the consent calendar for discussion.

President Juhas requested a motion to approve remaining items 3.1 and 3.3 on the Consent Calendar. So moved by Trustee Landin, seconded by Trustee Steinhauser. The motion was unanimously approved, 7-0.

Trustee Steinhauser requested clarification regarding revenue and filing fees, as well as the fee waivers in place during the pandemic. ED Levin explained current filing fee expectations and current policy regarding charges for e-delivery.

President Juhas requested a motion to approve Consent Calendar items 3.2 and 3.4. So moved by Trustee Steinhauser, seconded by Trustee Court. The motion was unanimously approved, 7-0.

4.0 DISCUSSION ITEMS

4.1 Approval of Google Discussion and Consideration of Policy

ED Levin explained the dilemma regarding public records containing personal information, particularly information that would likely be considered private and treated as confidential under modern legal standards. The Board discussed the need for sensitivity and a balanced approach.

The Board expressed appreciation for the careful and thorough consideration given by Staff. No action was taken.

4.2 Award of Contract for Financial Audit

ED Levin summarized that LALL solicited proposals for Financial Audit Services upon the expiration of the prior auditor's agreement. A request for bids was sent out by Finance Manager, Marcelino Juarez, and LALL received a number of bids in response. Staff recommended The Pun Group, as they were the lowest bid and highly qualified. Judge Orozco inquired why a new audit firm was being sought. ED Levin replied that LALL typically goes to bid on audit services every 3-5 years. Also, LALL wanted more information from its audit partner regarding past conflicts of interest and ethical violations or investigations which required a new bid process.

President Juhas requested a motion to approve Discussion item 4.2, 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 opinion to extend for up to 2 additional years at the rates indicated in the proposal. So moved by Trustee Landin, seconded by Trustee Orozco. The motion was unanimously approved, 7-0.

7.0 EXECUTIVE DIRECTORS REPORT (Taken Out of Order)

7.1 Update Regarding Return to Work Plans

ED Levin noted that LALL is not yet able to open to general public. LALL has been offering classes, reference assistance, document delivery and some clinics online and over the phone. LALL implemented curbside pickup for material pick up with an appointment.

Friends videotaping tribute for 2020 Gala took place in the library while taking special health precautions for COVID. Tributes to the honorees and the library were recorded. Justice Elwood Lui and Rose Ochi were the 2020 Gala honorees; Judge Gee spoke on behalf of Rose Ochi who was unable to be recorded for health reasons. The video will be shared with the Board upon its completion.

Statewide Funding has been awarded however the longer term impact on revenue to CLLs is still unknown. CLL's across the state are struggling and the funding will help with basic needs to provide limited in person services and remote services, such as internet bandwidth and up to date software and licensing of databases.

5.0 **CLOSED SESSION**

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

No reportable action was taken.

6.0 **AGENDA BUILDING**

There were no items for agenda building

8.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:24pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, August 26, 2020 at 12:15pm.

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

Los Angeles County Law Library

Balance Sheet

As of June 30, 2020

(Provisional and subject to year-end audit adjustments)

	6/30/2019	6/30/2020	YTD
Assets			
Current assets			
Cash and cash equivalents	9,419,729	9,704,362	284,634
Accounts receivable	1,531,186	2,431,170	899,983
Prepaid expenses	333,124	287,576	(45,548)
Total current assets	11,284,040	12,423,108	1,139,069
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,788,676	5,997,413	1,208,736
Capital assets, not being depreciated	883,768	903,040	19,272
Capital assets, being depreciated - net	16,697,919	15,954,246	(743,674)
Total noncurrent assets	22,688,833	23,173,168	484,335
Total assets	33,972,873	35,596,276	1,623,403
Deferred Outflows of Resources			
Deferred Outflows of Resources	1,544,792	1,544,792	-
Total assets and deferred outflows of resources	35,517,666	37,141,069	1,623,403
Liabilities			
Current Liabilities			
Accounts payable	230,629	292,692	62,063
Other current liabilities	-	-	-
Payroll liabilities	7,532	6,605	(927)
Total current liabilities	238,161	299,297	61,137
Noncurrent Liabilities			
Accrued sick and vacation liability	302,790	295,282	(7,508)
Borrowers' deposit	295,062	280,275	(14,787)
OPEB liability	2,469,302	2,729,306	260,004
Net pension liability	2,775,910	2,775,910	-
Total noncurrent liabilities	5,843,064	6,080,773	237,709
Total liabilities	6,081,225	6,380,070	298,846
Deferred Inflows of Resources			
Deferred Inflows of Resources	1,233,204	1,233,204	-
Total liabilities and Deferred inflows of resources	7,314,429	7,613,274	298,846
Net Position			
Invested in capital assets	17,581,688	16,857,286	(724,402)
Unrestricted	10,621,549	12,670,509	2,048,959
Total net position	28,203,237	29,527,794	1,324,557
Total liabilities and Deferred inflows of resources and net position	35,517,666	37,141,069	1,623,403

Los Angeles County Law Library
Income Statement for the Period Ending June 30, 2020
(Provisional and subject to year-end audit adjustments)

Jun 19 Actual	Jun 2020			
	Amended Budget	Actual	\$ Δ	% Δ
696,772	660,395	334,995	(325,399)	-49.3%
18,983	14,709	9,142	(5,566)	-37.8%
49,881	49,103	(43,750)	(92,853)	-189.1%
<u>21,661</u>	<u>26,213</u>	<u>45,362</u>	<u>19,149</u>	<u>73.0%</u>
787,297	750,419	345,750	(404,670)	-53.9%
75,791	366,016	294,670	71,346	19.5%
0	0	33,534	(33,534)	0.0%
258,526	193,717	182,997	10,720	5.5%
(258,526)	(193,717)	(182,997)	(10,720)	5.5%
		0		
74,404	77,170	84,033	(6,863)	-8.9%
16,350	13,359	13,542	(183)	-1.4%
5,616	10,409	6,998	3,411	32.8%
684	1,475	2,110	(635)	-43.1%
1,387	5,708	3,382	2,327	40.8%
53	142	0	142	100.0%
9,526	19,667	2,927	16,740	85.1%
<u>219,500</u>	<u>225,682</u>	<u>212,695</u>	<u>12,987</u>	<u>5.8%</u>
484,102	777,482	653,890	(123,592)	-15.9%
<u>303,194</u>	<u>(27,063)</u>	<u>(308,140)</u>	<u>(281,077)</u>	<u>1038.6%</u>
29,265	3,919	1,672	(2,248)	-57.3%
0	0	1,254,174	1,254,174	0.0%
0	0	0	0	0.0%
<u>332,460</u>	<u>(23,144)</u>	<u>947,705</u>	<u>970,849</u>	<u>-4194.9%</u>
36,670	528,000	0	528,000	100.0%

Summary:

Income

	FY 2018-19	FY 2019-20 YTD			
	YTD Actual	Amended Budget	Actual	\$ Δ	% Δ
L.A. Superior Court Fees	7,734,201	7,872,267	7,394,973	(477,293)	-6.1%
Interest	162,604	182,958	181,830	(1,128)	-0.6%
Parking	638,848	651,026	469,223	(181,803)	-27.9%
Library Services	585,549	568,500	503,906	(64,595)	-11.4%
Total Income	9,121,202	9,274,750	8,549,932	(724,819)	-7.8%

Expense

Staff (payroll + benefits)	3,765,298	4,581,381	4,337,865	243,516	5.3%
Electronic Resource Subscriptions	593,946	633,793	552,484	81,309	12.8%
Library Materials	1,910,800	2,025,975	1,844,791	181,185	8.9%
Library Materials Transferred to Assets	(1,910,800)	(2,025,975)	(1,844,791)	(181,185)	8.9%
Facilities	898,036	874,254	793,770	80,483	9.2%
Technology & Data	130,036	147,668	145,860	4,551	3.1%
General	82,170	155,306	150,971	4,335	2.8%
Professional Development	50,509	27,039	20,376	6,663	24.6%
Communications & Marketing	12,735	36,775	10,879	25,896	70.4%
Travel & Entertainment	377	932	269	663	71.1%
Professional Services	77,565	172,502	87,345	85,157	49.4%
Depreciation	2,646,441	2,661,769	2,588,465	73,304	2.8%
Total Expenses	8,257,113	9,291,420	8,688,285	603,135	6.5%
Net Income (Loss)	864,089	(16,669)	(138,353)	(121,684)	-730.0%

Investment Gain (Loss)¹

Investment Gain (Loss) ¹	223,954	93,269	208,736	115,468	123.8%
Extraordinary Income	3,543,270	0	1,254,174	1,254,174	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	4,631,312	76,599	1,324,557	1,247,958	1629.2%

Capitalized Expenditures

Capitalized Expenditures	258,899	528,000	0	528,000	100.0%
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Comments

Los Angeles County Law Library
 Income Statement for the Period Ending June 30, 2020
 (Provisional and subject to year-end audit adjustments)

Jun 19 Actual	Jun 2020				FY 2018-19 YTD Actual	FY 2019-20 YTD					Comments			
	Amended Budget	Actual	\$ Δ	% Δ		Amended Budget	Actual	\$ Δ	% Δ					
Detailed Budget:														
Income:														
696,772	660,395	334,995	(325,399)	-49.3%	15	FIN	303300	L.A. Superior Court Fees	7,734,201	7,872,267	7,394,973	(477,293)	-6.1%	Loss of revenue due to COVID-19 court closure.
2,346	2,120	1,371	(749)	-35.3%	15	FIN	311000	Interest - LAIF	8,787	8,792	7,665	(1,127)	-12.8%	Negative variance due to the recent fluctuations in the stock market.
16,055	12,162	7,515	(4,647)	-38.2%	15	FIN	312000	Interest - General Fund	147,379	168,173	168,469	296	0.2%	
581	427	256	(171)	-40.0%	15	FIN	313000	Interest - Deposit Fund	6,438	5,993	5,696	(297)	-4.9%	
18,983	14,709	9,142	(5,566)	-37.8%				Subtotal	162,604	182,958	181,830	(1,128)	-0.6%	
Parking:														
49,881	49,103	(43,750)	(92,853)	-189.1%	39	FAC	330100	Parking	638,848	651,026	469,223	(181,803)	-27.9%	Loss of revenue due to COVID-19 closure.
49,881	49,103	(43,750)	(92,853)	-189.1%				Subtotal	638,848	651,026	469,223	(181,803)	-27.9%	
Library Services:														
796	1,488	553	(936)	-62.9%	27	CIRC	330150	Annual Designation Fee	2,843	2,753	1,966	(786)	-28.6%	Loss of revenue due to COVID-19 closure.
10,992	14,447	11,308	(3,139)	-21.7%	25	PS	330140	Annual Members Fee	184,861	169,007	156,162	(12,845)	-7.6%	Members delayed renewal during closure.
639	2,482	1,600	(882)	-35.5%	25	PS	330340	Course Registration	29,243	34,772	27,547	(7,225)	-20.8%	Loss of revenue due to COVID-19 closure.
3,564	2,744	0	(2,744)	-100.0%	27	CIRC	330129	Copy Center	42,859	43,075	32,272	(10,803)	-25.1%	Loss of revenue due to COVID-19 closure.
1,872	1,727	113	(1,613)	-93.5%	27	CIRC	330205	Document Delivery	18,456	17,886	14,829	(3,058)	-17.1%	Loss of revenue due to COVID-19 closure.
2,720	2,577	(20)	(2,597)	-100.8%	27	CIRC	330210	Fines	39,538	34,802	25,853	(8,949)	-25.7%	Loss of revenue due to COVID-19 closure.
198	540	11,809	11,268	2085.6%	15	FIN	330310	Miscellaneous	73,555	60,767	51,639	(9,128)	-15.0%	Delay in Google project revenue and COVID-19 work stoppage
538	209	0	(209)	-100.0%	39	FAC	330330	Room Rental	35,421	17,303	15,252	(2,051)	-11.9%	Loss of revenue due to COVID-19 closure.
70	0	0	0	0.0%	23	COL	330350	Book Replacement	1,785	570	1,010	440	77.2%	
265	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	501	27,186	17,186	(10,000)	-36.8%	FY20 forfeited deposits to be recognized in FY21 due to timing.
0	0	20,000	20,000	0.0%	17	EXEC	330400	Friends of Law Library	140,000	145,000	145,000	0	0.0%	
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	
7	0	0	0	0.0%	15	FIN	330450	Vending	330	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%	
21,661	26,213	45,362	19,149	73.0%				Subtotal	585,549	568,500	503,906	(64,595)	-11.4%	
787,297	750,419	345,750	(404,670)	-53.9%				Total Income	9,121,202	9,274,750	8,549,932	(724,819)	-7.8%	
Expenses:														
Staff:														
173,737	203,128	224,743	(21,615)	-10.6%	ALL	501000	Salaries (FT)	2,215,051	2,637,472	2,463,766	173,706	6.6%	Reflects vacancies.	
0	(4,063)	0	(4,063)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(26,407)	0	(26,407)	100.0%	
23,697	21,149	19,937	1,212	5.7%	ALL	501050	Salaries (PT)	290,236	294,860	278,352	16,509	5.6%	Reflects vacancies.	
0	(423)	0	(423)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(2,749)	0	(2,749)	100.0%	
11,892	12,528	11,826	702	5.6%	15	FIN	502000	Social Security	144,107	161,045	157,730	3,314	2.1%	
2,781	3,011	2,766	245	8.1%	15	FIN	503000	Medicare	35,031	39,866	38,563	1,302	3.3%	
(369,488)	22,775	20,024	2,750	12.1%	15	FIN	511000	Retirement	111	505,289	489,201	16,088	3.2%	
373,994	0	0	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	373,994	0	0	0	0.0%	
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
(43,688)	37,607	(40,296)	77,903	207.2%	15	FIN	512000	Health Insurance	431,996	494,659	459,773	34,886	7.1%	Reflects CalPERS CERBT disbursement distribution for retiree coverage.
348	424	195	229	54.1%	15	FIN	513000	Disability Insurance	4,505	4,853	4,193	660	13.6%	Reflects vacancies.
4,939	6,143	5,958	185	3.0%	15	FIN	514000	Dental Insurance	59,432	65,498	61,700	3,799	5.8%	
545	603	545	58	9.6%	15	FIN	514500	Vision Insurance	6,209	6,850	5,891	959	14.0%	Reflects vacancies.
177	157	167	(10)	-6.4%	15	FIN	515000	Life Insurance	1,658	2,249	1,982	267	11.9%	Reflects vacancies.
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
3,177	3,333	3,511	(178)	-5.3%	15	FIN	516000	Workers Compensation Insurance	42,130	39,062	39,372	(310)	-0.8%	
(918)	6,000	4,748	1,252	20.9%	15	FIN	517000	Unemployment Insurance	5,436	6,000	4,862	1,138	19.0%	
1,124	1,661	(67)	1,727	104.0%	ALL	514010	Temporary Employment	11,005	34,812	26,031	8,782	25.2%	Savings due to COVID-19 closure.	
133	3,706	0	3,706	100.0%	13	HR	514015	Recruitment	1,837	9,397	5,638	3,759	40.0%	Recruitment on-hold during COVID-19 closure.
4,153	5,000	(22,350)	27,350	547.0%	15	FIN	517500	Accrued Sick Expense	4,153	5,000	(22,350)	27,350	547.0%	Reflects year-to-year change in accrued sick liability.
17,047	20,000	40,109	(20,109)	-100.5%	15	FIN	518000	Accrued Vacation Expense	17,047	20,000	40,109	(20,109)	-100.5%	Reflects year-to-year change in accrued vacation liability.
(128,415)	21,667	21,667	(0)	0.0%	15	FIN	518500	OPEB Expense	100,748	260,002	260,004	(2)	0.0%	
(233)	186	(240)	426	228.9%	15	FIN	518550	TMP	7,354	8,824	9,600	(776)	-8.8%	Increased usage.
789	1,425	1,426	(2)	-0.1%	15	FIN	518560	Payroll and Benefit Administration	13,257	14,799	13,448	1,351	9.1%	
75,791	366,016	294,670	71,346	19.5%				Total - Staff	3,765,298	4,581,381	4,337,865	243,516	5.3%	
Library Materials/Electronic Resources Subscription:														

Los Angeles County Law Library
 Income Statement for the Period Ending June 30, 2020
 (Provisional and subject to year-end audit adjustments)

Jun 19		Jun 2020						FY 2018-19		FY 2019-20 YTD				Comments
Actual	Amended Budget	Actual	\$ Δ	% Δ			YTD Actual	Amended Budget	Actual	\$ Δ	% Δ			
196,709	147,977	163,792	(15,815)	-10.7%	23	COL 601999	American Continuations	1,455,010	1,537,357	1,442,820	94,537	6.1%	Shipment delays due to COVID-19. Positive variance will cover negative variance in General/Librarianship Continuations.	
3,042	1,665	3,459	(1,794)	-107.8%	23	COL 602999	American New Orders	41,483	23,298	23,751	(453)	-1.9%		
2,139	2,255	2,158	97	4.3%	23	COL 609199	Branch Continuations	18,065	18,725	16,908	1,817	9.7%	Shipment delays due to COVID-19.	
0	38	0	38	100.0%	23	COL 609299	Branch New Orders	0	229	0	229	100.0%	Positive variance will cover negative variance in International New Orders.	
20,876	10,552	1,919	8,632	81.8%	23	COL 603999	Commonwealth Continuations	125,152	147,044	114,584	32,460	22.1%	Shipment delays due to COVID-19.	
33	284	0	284	100.0%	23	COL 604999	Commonwealth New Orders	724	2,000	1,172	828	41.4%	Positive variance will cover negative variance in Foreign New Orders.	
12,016	15,602	1,459	14,143	90.6%	23	COL 605999	Foreign Continuations	106,860	136,748	99,588	37,160	27.2%	Shipment delays due to COVID-19.	
(17)	321	0	321	100.0%	23	COL 606999	Foreign New Orders	991	2,000	2,092	(92)	-4.6%		
22,280	13,301	10,209	3,091	23.2%	23	COL 607999	International Continuations	145,995	136,431	118,164	18,267	13.4%	Shipment delays due to COVID-19.	
211	77	0	77	100.0%	23	COL 608999	International New Orders	1,262	1,000	1,234	(234)	-23.3%	Expenditure level consistent with budget's unpredictable nature. Negative variance will be supplemented by savings in Branch New Orders.	
1,236	1,478	0	1,478	100.0%	23	COL 609399	General/Librarianship Continuations	15,057	20,142	23,760	(3,618)	-18.0%	Unexpected content updates. Negative variance will be supplemented by savings in American Continuations.	
0	167	0	167	100.0%	23	COL 609499	General/Librarianship New Orders	202	1,000	716	284	28.4%		
258,526	193,717	182,997	10,720	5.5%			Subtotal	1,910,800	2,025,975	1,844,791	181,185	8.9%	Shipment delays due to COVID-19.	
(258,526)	(193,717)	(182,997)	(10,720)	5.5%	23	COL 690000	Library Materials Transferred to Assets	(1,910,800)	(2,025,975)	(1,844,791)	(181,185)	8.9%		
80,791	57,855	33,534	24,322	42.0%	23	COL 685000	Electronic Resource Subscriptions (ERS)	593,946	633,793	552,484	81,309	12.8%	Negotiated cost reductions due to COVID.	
							Facilities:							
423	4,100	3,650	450	11.0%	39	FAC 801005	Repair & Maintenance	75,523	29,777	15,919	13,858	46.5%	Some repairs not completed due to COVID-19 closure.	
743	3,792	1,388	2,404	63.4%	39	FAC 801010	Building Services	16,280	36,133	23,107	13,027	36.1%	Savings due to COVID-19 Library closure	
414	900	1,276	(376)	-41.8%	39	FAC 801015	Cleaning Supplies	11,559	11,140	13,142	(2,002)	-18.0%	Reflects COVID-19 related supplies purchase.	
11,025	9,833	27,060	(17,227)	-175.2%	39	FAC 801020	Electricity & Water	124,809	126,993	126,277	716	0.6%		
966	886	966	(81)	-9.1%	39	FAC 801025	Elevator Maintenance	14,410	11,167	10,684	483	4.3%		
16,246	3,458	7,110	(3,651)	-105.6%	39	FAC 801030	Heating & Cooling	54,983	45,423	52,456	(7,033)	-15.5%	24-hour increase of chilled water usage for HVAC system due to COVID-19.	
18,199	18,833	18,397	437	2.3%	15	FIN 801035	Insurance	247,804	222,968	220,280	2,689	1.2%		
9,368	9,949	9,649	300	3.0%	39	FAC 801040	Janitorial Services	110,179	117,628	117,053	574	0.5%		
1,250	1,750	1,250	500	28.6%	39	FAC 801045	Landscaping	15,000	18,000	15,000	3,000	16.7%	Budgeted rate increase not implemented.	
15,262	21,667	11,245	10,421	48.1%	39	FAC 801050	Security	199,839	218,086	168,113	49,973	22.9%	Savings due to COVID-19 Library closure.	
0	583	0	583	100.0%	39	FAC 801060	Room Rental Expenses	4,337	5,960	3,952	2,007	33.7%	Savings due to COVID-19 Library closure.	
0	250	0	250	100.0%	39	FAC 801065	Special Events Expenses	11,769	20,469	18,969	1,500	7.3%	Savings due to COVID-19 Library closure.	
0	500	1,075	(575)	-115.0%	39	FAC 801100	Furniture & Appliances (<3K)	558	4,390	2,465	1,925	43.9%	Savings due to COVID-19 Library closure.	
0	125	283	(158)	-126.7%	39	FAC 801110	Equipment (<3K)	5,612	1,116	2,002	(886)	-79.3%	unexpected supplies purchase due to COVID-19.	
0	0	0	0	0.0%	39	FAC 801115	Building Alterations (<3K)	0	0	0	0	0.0%		
383	333	331	3	0.8%	39	FAC 801120	Delivery & Postage	3,330	2,846	2,267	579	20.4%	Lower than expected postage usage for the month due to COVID-19 closures	
124	210	353	(143)	-67.9%	39	FAC 801125	Kitchen supplies	2,046	2,157	2,084	73	3.4%		
74,404	77,170	84,033	(6,863)	-8.9%			Subtotal	898,036	874,254	793,770	80,483	9.2%		
							Technology:							
4,678	1,903	1,160	743	39.0%	33	TECH 801210	Software Maintenance	15,965	21,960	20,979	980	4.5%		
1,761	2,126	1,978	148	7.0%	33	TECH 801212	Hardware Maintenance	22,007	23,596	22,231	1,365	5.8%		
560	1,361	362	999	73.4%	33	TECH 801215	Software (<\$3k)	2,797	8,166	1,041	7,125	87.3%	Software <3k was not needed during COVID-19.	
2,159	333	1,372	(1,039)	-311.6%	33	TECH 801220	Hardware (<\$3k)	5,484	2,778	3,441	(663)	-23.9%	Unexpected purchase of VOIP security gate call box.	
136	86	0	86	100.0%	33	TECH 801225	Computer Supplies	365	1,000	485	515	51.5%	Computer supplies not needed during COVID-19	
4,622	4,672	4,844	(172)	-3.7%	33	TECH 801230	Integrated Library System	54,218	55,791	56,820	(1,029)	-1.8%		
2,275	2,530	3,826	(1,296)	-51.2%	33	TECH 801235	Telecommunications	28,729	29,636	35,347	(5,711)	-19.3%	Increase in price due to increase in bandwidth to support users working from home, a direct result of COVID-19. Grant discounts will offset.	
0	0	0	0	0.0%	33	TECH 801245	Tech & Data - Misc	0	0	29	(29)	0.0%		
160	333	0	333	100.0%	33	TECH 801250	Services	471	2,858	859	1,999	69.9%	Vendor technical services were not required during this time.	

Los Angeles County Law Library
 Income Statement for the Period Ending June 30, 2020
 (Provisional and subject to year-end audit adjustments)

Jun 19 Actual	Jun 2020				FY 2018-19 YTD Actual	FY 2019-20 YTD					Comments			
	Amended Budget	Actual	\$ Δ	% Δ		Amended Budget	Actual	\$ Δ	% Δ					
0	14	1	13	96.3%	33	TECH	801275	Online Service Providers	0	1,884	4,626	(2,742)	-145.6%	Includes unplanned software needed for remote operations as a result of COVID-19.
16,350	13,359	13,542	(183)	-1.4%				Subtotal	130,036	147,668	145,860	4,551	3.1%	
								General:						
627	667	549	117	17.6%	15	FIN	801310	Bank Charges	6,230	7,117	6,525	592	8.3%	
842	878	875	3	0.3%	35	CMS	801315	Bibliographical Services	10,115	10,520	10,504	16	0.2%	
0	800	1,218	(418)	-52.2%	35	CMS	801320	Binding	0	19,991	20,322	(330)	-1.7%	
78	120	0	120	100.0%	17	EXEC	801325	Board Expense	1,097	1,316	1,334	(18)	-1.4%	No additional on-site meetings expected this FY.
16	30	0	30	100.0%	37	COM	801330	Staff meals & events	9,707	8,234	8,453	(219)	-2.7%	
1,975	2,083	32	2,051	98.5%	15	FIN	801335	Supplies - Office	22,119	23,850	16,555	7,295	30.6%	Savings due to COVID-19 closure.
1,551	2,471	2,423	48	2.0%	35	CMS	801337	Supplies - Library materials	9,349	9,000	9,043	(42)	-0.5%	
89	280	0	280	100.0%	37	COM	801340	Stationery, business cards, etc.	362	1,680	683	997	59.4%	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%	
1,646	2,053	300	1,753	85.4%	33	IT	801370	Copy Center Expense	18,258	21,315	18,597	2,718	12.8%	Increased color copy cost; OTF project impact; pending analysis.
0	83	0	83	100.0%	15	FIN	801375	General - Misc	3,613	42,187	45,497	(3,310)	-7.8%	
360	893	1,600	(707)	-79.1%	25	PS	801390	Course Registration	604	9,278	12,691	(3,413)	-36.8%	One-Time Funding applied for WYB/CLB class registration fees.
(1,568)	50	0	50	100.0%	17	EXEC	801395	Friends of Law Library	715	818	768	50	6.1%	
5,616	10,409	6,998	3,411	32.8%				Subtotal	82,170	155,306	150,971	4,335	2.8%	
								Professional Development:						
261	892	0	892	100.0%	ALL	803105	Travel	3,603	8,589	6,523	2,066	24.1%	Budgeted travel expense for the remainder of the year are cancelled.	
172	5	0	5	100.0%	ALL	803110	Meals	221	91	61	30	33.0%		
0	0	0	0	0.0%	ALL	803113	Incidental and miscellaneous	399	0	0	0	0.0%		
0	91	2,110	(2,019)	-2227.2%	ALL	803115	Membership dues	44,487	12,277	10,008	2,269	18.5%		
250	487	0	487	100.0%	ALL	803120	Registration fees	1,798	6,082	3,784	2,298	37.8%	Timing variance.	
0	0	0	0	0.0%	ALL	803125	Educational materials	0	0	0	0	0.0%		
684	1,475	2,110	(635)	-43.1%				Subtotal	50,509	27,039	20,376	6,663	24.6%	
								Communications & Marketing:						
0	0	0	0	0.0%	37	COM	803205	Services	1,890	0	0	0	0.0%	No additional services expected through the end of this FY.
666	3,917	39	3,878	99.0%	37	COM	803210	Collateral materials	7,484	24,159	5,146	19,013	78.7%	purchases delayed due to COVID-19 closure.
721	1,792	3,343	(1,551)	-86.6%	37	COM	803215	Advertising	3,245	12,616	5,733	6,883	54.6%	purchases delayed due to COVID-19 closure.
0	0	0	0	0.0%	37	COM	803220	Trade shows & Outreach	116	0	0	0	0.0%	
1,387	5,708	3,382	2,327	40.8%				Subtotal	12,735	36,775	10,879	25,896	70.4%	
								Travel & Entertainment						
0	0	0	0	0.0%	ALL	803305	Travel	0	0	0	0	0.0%		
0	0	0	0	0.0%	ALL	803310	Meals	0	0	0	0	0.0%		
0	0	0	0	0.0%	ALL	803315	Entertainment	0	0	0	0	0.0%		
53	142	0	142	100.0%	ALL	803320	Ground transportation & mileage reimb.	377	932	269	663	71.1%	Lower than expected usage.	
0	0	0	0	0.0%	ALL	803325	Incidental travel expenses	0	0	0	0	0.0%		
53	142	0	142	100.0%				Subtotal	377	932	269	663	71.1%	
								Professional Services						
0	0	30	(30)	0.0%	15	FIN	804005	Accounting	21,440	23,960	23,990	(30)	-0.1%	
2,896	3,000	2,896	104	3.5%	17	EXEC	804008	Consulting Services	34,629	35,378	34,755	622	1.8%	
6,630	15,833	0	15,833	100.0%	17	EXEC	804010	Legal	19,132	107,915	28,350	79,565	73.7%	Delay in budgeted OTF projects costs.
0	833	0	833	100.0%	15	FIN	804015	Other	2,364	5,250	250	5,000	95.2%	Delay in budgeted OTF projects costs.
9,526	19,667	2,927	16,740	85.1%				Subtotal	77,565	172,502	87,345	85,157	49.4%	
								Depreciation:						
195,808	192,348	189,211	3,138	1.6%	15	FIN	806105	Depreciation - Library Materials	2,369,742	2,320,045	2,305,835	14,210	0.6%	
23,692	33,333	23,484	9,849	29.5%	15	FIN	806110	Depreciation Exp - FF&E	276,699	341,724	282,630	59,094	17.3%	Delay in CapEx purchases.
219,500	225,682	212,695	12,987	5.8%				Subtotal	2,646,441	2,661,769	2,588,465	73,304	2.8%	
484,102	777,482	653,890	123,592	15.9%				Total Expense	8,257,113	9,291,420	8,688,285	603,135	6.5%	
303,194	(27,063)	(308,140)	(281,077)	1038.6%				Net Income Before Extraordinary Items	864,089	(16,669)	(138,353)	(121,684)	-730.0%	
29,265	3,919	1,672	(2,248)	-57.3%	15	FIN	321000	Investment Gain (Loss) ¹	223,954	93,269	208,736	115,468	123.8%	Reflects loss/gain if sold at time of report (before maturity).
0	0	1,254,174	1,254,174	0.0%	17	EXEC	401000	Extraordinary Income	3,543,270	0	1,254,174	1,254,174	0.0%	One-time funding from State budget.
0	0	0	0	0.0%	17	EXEC	901000	Extraordinary Expense	0	0	0	0	0.0%	
332,460	(23,144)	947,705	970,849	-4194.9%				Net Income Including Extraordinary Items	4,631,312	76,599	1,324,557	1,247,958	1629.2%	

Los Angeles County Law Library

Income Statement for the Period Ending June 30, 2020

(Provisional and subject to year-end audit adjustments)

Jun 19 Actual	Jun 2020			
	Amended Budget	Actual	\$ Δ	% Δ
0	0	0	0	0.0%
0	143,000	0	143,000	100.0%
3,870	60,000	0	60,000	100.0%
32,800	270,000	0	270,000	100.0%
0	55,000	0	55,000	100.0%
36,670	528,000	0	(528,000)	-100.0%

Capital Expenditures:

FY 2018-19 YTD Actual	FY 2019-20 YTD				Comments
	Amended Budget	Actual	\$ Δ	% Δ	
3,352	0	0	0	0.0%	
30,789	143,000	0	143,000	100.0%	Delay in project completion due to COVID-19. Projects moved to FY2021.
191,959	60,000	0	60,000	100.0%	Delay in project completion due to COVID-19. Projects moved to FY2021.
32,800	270,000	0	270,000	100.0%	Delay in project completion due to COVID-19. Projects moved to FY2021.
0	55,000	0	55,000	100.0%	Delay in project completion due to COVID-19. Projects moved to FY2021.
258,899	528,000	0	528,000	100.0%	

Total - Capitalized Expenditures

CalPERS CERBT Trust Fund:

Beginning Balance	2,306,929	
Administrative Expense	(92)	CalPERS CERBT program cost.
Investment Expense	(67)	Investment management cost.
Unrealized Gain/Loss Distribution	48,368	Fluctuating market conditions.
Ending Balance	2,355,138	Distribution from Fund.

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

Los Angeles County Law Library

Statement of Cash Flows

As of Jun 30, 2020

(Provisional and subject to year-end audit adjustments)

	6/30/2020	YTD
Cash flows from operating activities		
L.A. Superior court fees	334,995	7,394,973
Parking fees	(43,750)	469,223
Library services	1,279,536	1,613,080
(Increase) decrease in accounts receivable	(1,322,600)	(899,983)
Increase (decrease) in borrowers' deposit	(4,063)	(14,787)
Cash received from filing fees and services	244,119	8,562,505
Facilities	(84,033)	(793,770)
Technology	(13,542)	(145,860)
General	(6,998)	(150,971)
Professional development	(2,110)	(20,376)
Communications & marketing	(3,382)	(10,879)
Travel & entertainment	-	(269)
Professional services	(2,927)	(87,345)
Electronic Resource Subscriptions (ERS)	(33,534)	(552,484)
(Increase) decrease in prepaid expenses	22,784	45,548
Increase (decrease) in accounts payable	178,241	62,063
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	54,500	(1,654,344)
Staff (payroll + benefits)	(294,670)	(4,337,865)
Increase (decrease) in payroll liabilities	556	(927)
Increase (decrease) in accrued sick and vacation liability	17,759	(7,508)
Increase (decrease) in OPEB liability	21,667	260,004
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(254,688)	(4,086,296)
Contributions received	20,000	145,000
Net cash from operating activities	63,931	2,966,866
 Cash flow from capital and related financing activities		
Library materials	(182,997)	(1,844,791)
Fixed assets	-	-
Capital - Work in Progress (WIP)	(15,604)	(19,272)
 Cash flows from investing activities		
Investment	-	(1,000,000)
Investment earnings	9,142	181,830
 Net cash increase (decrease) in cash and cash equivalents	(125,528)	284,633
Cash and cash equivalents, at beginning of period	10,148,360	9,738,199
Cash and cash equivalents, at end of period	10,022,832	10,022,832
 Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	936,892	933,991
Adjustments for noncash effects:		
Depreciation	212,695	2,588,465
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(1,322,600)	(899,983)
(Increase) decrease in prepaid expenses	22,784	45,548
Increase (decrease) in accounts payable	178,241	62,063
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	556	(927)
Increase (decrease) in accrued sick and vacation liability	17,759	(7,508)
Increase (decrease) in borrowers' deposit	(4,063)	(14,787)
Increase (decrease) in OPEB liability	21,667	260,004
Net impact of GASB 68 adjustments	-	-
Net cash from operating activities	63,931	2,966,866

Los Angeles County Law Library

Balance Sheet

As of July 31, 2020

(Provisional and subject to year-end audit adjustments)

	6/30/2020	7/31/2020	YTD
Assets			
Current assets			
Cash and cash equivalents	9,704,362	8,866,083	(838,279)
Accounts receivable	2,496,795	2,507,671	10,877
Prepaid expenses	287,576	474,875	187,299
Total current assets	12,488,733	11,848,630	(640,103)
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	5,997,413	6,003,169	5,757
Capital assets, not being depreciated	903,040	903,040	-
Capital assets, being depreciated - net	15,954,246	15,869,132	(85,114)
Total noncurrent assets	23,173,168	23,093,811	(79,357)
Total assets	35,661,901	34,942,441	(719,460)
Deferred Outflows of Resources			
Deffered Outflows of Resources	1,544,792	1,544,792	-
Total assets and deferred outflows of resources	37,206,694	36,487,233	(719,460)
Liabilities			
Current Liabilities			
Accounts payable	292,692	74,779	(217,913)
Other current liabilities	-	-	-
Payroll liabilities	6,605	15,341	8,735
Total current liabilities	299,297	90,120	(209,177)
Noncurrent Liabilities			
Accrued sick and vacation liability	295,282	295,282	-
Borrowers' deposit	280,275	259,094	(21,181)
OPEB liability	2,729,306	2,750,973	21,667
Net pension liability	2,775,910	2,775,910	-
Total noncurrent liabilities	6,080,773	6,081,259	486
Total liabilities	6,380,070	6,171,379	(208,691)
Deferred Inflows of Resources			
Deffered Inflows of Resources	1,233,204	1,233,204	-
Total liabilities and Deffered inflows of resources	7,613,274	7,404,583	(208,691)
Net Position			
Invested in capital assets	16,857,286	16,772,172	(85,114)
Unrestricted	12,670,509	12,310,478	(360,030)
Total net position	29,527,794	29,082,650	(445,144)
Total liabilities and Deffered inflows of resources and net position	37,141,069	36,487,233	(653,835)

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

Jul 19 Actual	Jul 2020			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
619,516	0	441,853	441,853	0.0%
16,319	10,375	6,330	(4,045)	-39.0%
51,278	43,750	21,875	(21,875)	-50.0%
56,427	34,679	29,658	(5,020)	-14.5%
743,540	88,804	499,716	410,913	462.7%
611,170	735,923	701,794	34,129	4.6%
19,537	51,200	30,947	20,253	39.6%
123,336	169,815	126,913	42,902	25.3%
(123,336)	(169,815)	(126,913)	(42,902)	25.3%
63,918	71,521	53,005	18,516	25.9%
10,047	12,087	10,883	1,204	10.0%
8,426	8,300	3,548	4,752	57.3%
5,210	2,129	1,032	1,097	51.5%
39	4,550	2	4,548	100.0%
0	121	108	13	11.0%
3,933	8,710	2,896	5,814	66.7%
219,856	213,535	212,027	1,508	0.7%
942,135	1,108,076	1,016,242	(91,834)	-8.3%
(198,595)	(1,019,273)	(516,526)	502,747	-49.3%
(4,594)	7,500	5,757	(1,743)	-23.2%
0	0	0	0	0.0%
0	0	0	0	0.0%
(203,189)	(1,011,773)	(510,769)	501,004	-49.5%
0	0	0	0	0.0%

Summary:

Income

L.A. Superior Court Fees	619,516	0	441,853	441,853	0.0%
Interest	16,319	10,375	6,330	(4,045)	-39.0%
Parking	51,278	43,750	21,875	(21,875)	-50.0%
Library Services	56,427	34,679	29,658	(5,020)	-14.5%
Total Income	743,540	88,804	499,716	410,913	462.7%

Expense

Staff (payroll + benefits)	611,170	735,923	701,794	34,129	4.6%
Electronic Resource Subscriptions	19,537	51,200	30,947	20,253	39.6%
Library Materials	123,336	169,815	126,913	42,902	25.3%
Library Materials Transferred to Assets	(123,336)	(169,815)	(126,913)	(42,902)	25.3%
Facilities	63,918	71,521	53,005	18,516	25.9%
Technology & Data	10,047	12,087	10,883	1,204	10.0%
General	8,426	8,300	3,548	4,752	57.3%
Professional Development	5,210	2,129	1,032	1,097	51.5%
Communications & Marketing	39	4,550	2	4,548	100.0%
Travel & Entertainment	0	121	108	13	11.0%
Professional Services	3,933	8,710	2,896	5,814	66.7%
Depreciation	219,856	213,535	212,027	1,508	0.7%
Total Expenses	942,135	1,108,076	1,016,242	91,834	8.3%

Net Income (Loss)

Investment Gain (Loss) ¹	(4,594)	7,500	5,757	(1,743)	-23.2%
Extraordinary Income	0	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	(203,189)	(1,011,773)	(510,769)	501,004	49.5%

Capitalized Expenditures

FY 2019-20 YTD Actual	FY 2020-21 YTD				Comments
	Budget	Actual	\$ Δ	% Δ	
619,516	0	441,853	441,853	0.0%	
16,319	10,375	6,330	(4,045)	-39.0%	
51,278	43,750	21,875	(21,875)	-50.0%	
56,427	34,679	29,658	(5,020)	-14.5%	
743,540	88,804	499,716	410,913	462.7%	
611,170	735,923	701,794	34,129	4.6%	
19,537	51,200	30,947	20,253	39.6%	
123,336	169,815	126,913	42,902	25.3%	
(123,336)	(169,815)	(126,913)	(42,902)	25.3%	
63,918	71,521	53,005	18,516	25.9%	
10,047	12,087	10,883	1,224	10.1%	
8,426	8,300	3,548	4,752	57.3%	
5,210	2,129	1,032	1,097	51.5%	
39	4,550	2	4,548	100.0%	
0	121	108	13	11.0%	
3,933	8,710	2,896	5,814	66.7%	
219,856	213,535	212,027	1,508	0.7%	
942,135	1,108,076	1,016,242	91,834	8.3%	
(198,595)	(1,019,273)	(516,526)	502,747	49.3%	
(4,594)	7,500	5,757	(1,743)	-23.2%	
0	0	0	0	0.0%	
0	0	0	0	0.0%	
(203,189)	(1,011,773)	(510,769)	501,004	49.5%	
0	0	0	0	0.0%	

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Jul 19 Actual	Jul 2020				FY 2019-20 YTD Actual	FY 2020-21 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Δ	% Δ			
Detailed Budget:												
Income:												
619,516	0	441,853	441,853	0.0%	15 FIN 303300	L.A. Superior Court Fees	619,516	0	441,853	441,853	0.0%	Conservative projection as compared to later months
Interest:												
0	0	0	0	0.0%	15 FIN 311000	Interest - LAIF	0	0	0	0	0.0%	
15,760	10,000	6,122	(3,878)	-38.8%	15 FIN 312000	Interest - General Fund	15,760	10,000	6,122	(3,878)	-38.8%	Lower interest revenue due to market volatility.
559	375	208	(167)	-44.5%	15 FIN 313000	Interest - Deposit Fund	559	375	208	(167)	-44.5%	Lower interest revenue due to market volatility.
16,319	10,375	6,330	(4,045)	-39.0%		Subtotal	16,319	10,375	6,330	(4,045)	-39.0%	
Parking:												
51,278	43,750	21,875	(21,875)	-50.0%	39 FAC 330100	Parking	51,278	43,750	21,875	(21,875)	-50.0%	Reduction in revenue due to COVID-19.
51,278	43,750	21,875	(21,875)	-50.0%		Subtotal	51,278	43,750	21,875	(21,875)	-50.0%	
Library Services:												
374	325	195	(130)	-40.0%	27 CIRC 330150	Annual Designation Fee	374	325	195	(130)	-40.0%	Fewer messengers due to COVID-19.
15,248	14,423	7,493	(6,930)	-48.1%	25 PS 330140	Annual Members Fee	15,248	14,423	7,493	(6,930)	-48.1%	Timing variance - Members delaying renewal pending reopening.
1,478	839	1,580	741	88.3%	25 PS 330340	Course Registration	1,478	839	1,580	741	88.3%	Higher online course attendance for OTF-supported programs.
4,922	3,333	1	(3,332)	-100.0%	27 CIRC 330129	Copy Center	4,922	3,333	1	(3,332)	-100.0%	Copy center is inaccessible to the public due to ongoing COVID-19 library closure.
1,759	0	515	515	0.0%	27 CIRC 330205	Document Delivery	1,759	0	515	515	0.0%	
3,564	3,000	0	(3,000)	-100.0%	27 CIRC 330210	Fines	3,564	3,000	0	(3,000)	-100.0%	Fines and fees are frozen due to COVID-19.
11,542	333	0	(333)	-100.0%	15 FIN 330310	Miscellaneous	11,542	333	0	(333)	-100.0%	
213	2,400	0	(2,400)	-100.0%	39 FAC 330330	Room Rental	213	2,400	0	(2,400)	-100.0%	No room rentals due to ongoing COVID-19 library closure.
70	0	0	0	0.0%	23 COL 330350	Book Replacement	70	0	0	0	0.0%	
17,186	10,000	19,875	9,875	98.8%	15 FIN 330360	Forfeited Deposits	17,186	10,000	19,875	9,875	98.8%	
0	0	0	0	0.0%	17 EXEC 330400	Friends of Law Library	0	0	0	0	0.0%	
0	0	0	0	0.0%	25 PS 330420	Grants	0	0	0	0	0.0%	
73	25	0	(25)	-100.0%	15 FIN 330450	Vending	73	25	0	(25)	-100.0%	
0	0	0	0	0.0%	39 FAC 330465	Special Events Income	0	0	0	0	0.0%	
56,427	34,679	29,658	(5,020)	-14.5%		Subtotal	56,427	34,679	29,658	(5,020)	-14.5%	
743,540	88,804	499,716	410,913	462.7%		Total Income	743,540	88,804	499,716	410,913	462.7%	
Expenses:												
Staff:												
241,743	285,458	271,935	13,522	4.7%	ALL 501000	Salaries (FT)	241,743	285,458	271,935	13,522	4.7%	
0	(5,709)	0	(5,709)	100.0%	15 FIN 501025	Staff Vacancy Offset (FT)	0	(5,709)	0	(5,709)	100.0%	
23,487	34,269	20,618	13,650	39.8%	ALL 501050	Salaries (PT)	23,487	34,269	20,618	13,650	39.8%	Reflects vacancies and unpaid leaves.
0	(685)	0	(685)	100.0%	15 FIN 501075	Staff Vacancy Offset (PT)	0	(685)	0	(685)	100.0%	
16,152	17,860	20,686	(2,826)	-15.8%	15 FIN 502000	Social Security	16,152	17,860	20,686	(2,826)	-15.8%	
3,777	4,293	4,838	(545)	-12.7%	15 FIN 503000	Medicare	3,777	4,293	4,838	(545)	-12.7%	
246,191	309,069	299,798	9,271	3.0%	15 FIN 511000	Retirement	246,191	309,069	299,798	9,271	3.0%	
0	0	0	0	0.0%	15 FIN 511050	Pension Exp (Actuarial)	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
42,788	52,687	47,972	4,715	8.9%	15 FIN 512000	Health Insurance	42,788	52,687	47,972	4,715	8.9%	Reflects vacancies.
364	418	347	71	17.0%	15 FIN 513000	Disability Insurance	364	418	347	71	17.0%	Reflects vacancies.
4,771	5,699	4,299	1,400	24.6%	15 FIN 514000	Dental Insurance	4,771	5,699	4,299	1,400	24.6%	Reflects vacancies.
488	603	467	136	22.6%	15 FIN 514500	Vision Insurance	488	603	467	136	22.6%	Reflects vacancies.
182	164	164	0	0.2%	15 FIN 515000	Life Insurance	182	164	164	0	0.2%	
0	0	0	0	0.0%	15 FIN 515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
3,177	3,089	3,089	0	0.0%	15 FIN 516000	Workers Compensation Insurance	3,177	3,089	3,089	0	0.0%	
0	0	0	0	0.0%	15 FIN 517000	Unemployment Insurance	0	0	0	0	0.0%	
2,041	1,892	1,410	482	25.5%	ALL 514010	Temporary Employment	2,041	1,892	1,410	482	25.5%	Savings due to ongoing COVID-19 closure.
35	0	0	0	0.0%	13 HR 514015	Recruitment	35	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 518000	Accrued Vacation Expense	0	0	0	0	0.0%	
21,667	21,667	21,667	(0)	0.0%	15 FIN 518500	OPEB Expense	21,667	21,667	21,667	(0)	0.0%	
3,339	3,900	3,649	251	6.4%	15 FIN 518550	TMP	3,339	3,900	3,649	251	6.4%	
967	1,250	854	396	31.7%	15 FIN 518560	Payroll and Benefit Administration	967	1,250	854	396	31.7%	
611,170	735,923	701,794	34,129	4.6%		Total - Staff	611,170	735,923	701,794	34,129	4.6%	

Library Materials/Electronic Resources Subscription:

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Jul 19 Actual	Jul 2020				FY 2019-20 YTD Actual	FY 2020-21 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Δ	% Δ			
45,930	131,517	58,613	72,903	55.4%	23 COL 601999	American Continuations	45,930	131,517	58,613	72,903	55.4%	Timing variance.
(58)	1,833	2,224	(391)	-21.3%	23 COL 602999	American New Orders	(58)	1,833	2,224	(391)	-21.3%	Timing variance.
1,292	1,631	2,496	(865)	-53.0%	23 COL 609199	Branch Continuations	1,292	1,631	2,496	(865)	-53.0%	Timing variance.
0	0	0	0	0.0%	23 COL 609299	Branch New Orders	0	0	0	0	0.0%	
57,604	12,083	55,052	(42,969)	-355.6%	23 COL 603999	Commonwealth Continuations	57,604	12,083	55,052	(42,969)	-355.6%	Timing variance; LNUK contract renewal - large one-time annual payment.
249	0	0	0	0.0%	23 COL 604999	Commonwealth New Orders	249	0	0	0	0.0%	
6,429	11,250	1,872	9,378	83.4%	23 COL 605999	Foreign Continuations	6,429	11,250	1,872	9,378	83.4%	Timing variance.
0	0	0	0	0.0%	23 COL 606999	Foreign New Orders	0	0	0	0	0.0%	
9,029	10,000	6,289	3,711	37.1%	23 COL 607999	International Continuations	9,029	10,000	6,289	3,711	37.1%	Timing variance.
0	0	0	0	0.0%	23 COL 608999	International New Orders	0	0	0	0	0.0%	
2,861	1,500	367	1,133	75.6%	23 COL 609399	General/Librarianship Continuations	2,861	1,500	367	1,133	75.6%	Timing variance.
0	0	0	0	0.0%	23 COL 609499	General/Librarianship New Orders	0	0	0	0	0.0%	
123,336	169,815	126,913	42,902	25.3%		Subtotal	123,336	169,815	126,913	42,902	25.3%	
(123,336)	(169,815)	(126,913)	(42,902)	25.3%	23 COL 690000	Library Materials Transferred to Assets	(123,336)	(169,815)	(126,913)	(42,902)	25.3%	
19,537	51,200	30,947	20,253	39.6%	23 COL 685000	Electronic Resource Subscriptions (ERS)	19,537	51,200	30,947	20,253	39.6%	Timing variance.
						Facilities:						
970	4,200	6,980	(2,780)	-66.2%	39 FAC 801005	Repair & Maintenance	970	4,200	6,980	(2,780)	-66.2%	Includes unbudgeted drain trench repair, \$4,500
1,180	2,607	1,824	783	30.0%	39 FAC 801010	Building Services	1,180	2,607	1,824	783	30.0%	Timing variance.
0	0	0	0	0.0%	39 FAC 801015	Cleaning Supplies	0	0	0	0	0.0%	
11,340	12,000	(49)	12,049	100.4%	39 FAC 801020	Electricity & Water	11,340	12,000	(49)	12,049	100.4%	Timing variance. Electricity meter reading delayed due to ongoing COVID-19.
966	966	966	0	0.0%	39 FAC 801025	Elevator Maintenance	966	966	966	0	0.0%	
3,953	3,000	0	3,000	100.0%	39 FAC 801030	Heating & Cooling	3,953	3,000	0	3,000	100.0%	Timing variance.
18,328	21,156	20,385	771	3.6%	15 FIN 801035	Insurance	18,328	21,156	20,385	771	3.6%	
9,543	9,824	9,999	(175)	-1.8%	39 FAC 801040	Janitorial Services	9,543	9,824	9,999	(175)	-1.8%	
1,250	1,500	1,250	250	16.7%	39 FAC 801045	Landscaping	1,250	1,500	1,250	250	16.7%	Timing variance. Budgeted rate increase not implemented.
16,183	14,546	11,000	3,546	24.4%	39 FAC 801050	Security	16,183	14,546	11,000	3,546	24.4%	Timing variance due to ongoing COVID-19 library closure.
0	1,166	0	1,166	100.0%	39 FAC 801060	Room Rental Expenses	0	1,166	0	1,166	100.0%	Timing variance due to ongoing COVID-19 library closure.
0	16	0	16	100.0%	39 FAC 801065	Special Events Expenses	0	16	0	16	100.0%	Timing variance due to ongoing COVID-19 library closure.
163	0	0	0	0.0%	39 FAC 801100	Furniture & Appliances (<3K)	163	0	0	0	0.0%	
0	250	380	(130)	-51.9%	39 FAC 801110	Equipment (<3K)	0	250	380	(130)	-51.9%	Includes purchase of COVID-19 supplies.
0	0	0	0	0.0%	39 FAC 801115	Building Alterations (<3K)	0	0	0	0	0.0%	
42	80	270	(190)	-238.0%	39 FAC 801120	Delivery & Postage	42	80	270	(190)	-238.0%	Timing variance due to netstamp labels purchase.
0	210	0	210	100.0%	39 FAC 801125	Kitchen supplies	0	210	0	210	100.0%	
63,918	71,521	53,005	18,516	25.9%		Subtotal	63,918	71,521	53,005	18,516	25.9%	
						Technology:						
1,226	1,455	2,167	(712)	-49.0%	33 TECH 801210	Software Maintenance	1,226	1,455	2,167	(712)	-49.0%	Timing variance.
1,761	1,814	1,978	(164)	-9.1%	33 TECH 801212	Hardware Maintenance	1,761	1,814	1,978	(164)	-9.1%	Timing variance.
0	701	0	701	100.0%	33 TECH 801215	Software (<\$3k)	0	701	0	701	100.0%	Timing variance.
0	343	40	303	88.2%	33 TECH 801220	Hardware (<\$3k)	0	343	40	303	88.2%	Timing variance.
0	86	0	86	100.0%	33 TECH 801225	Computer Supplies	0	86	0	86	100.0%	Timing variance.
4,626	4,789	4,849	(60)	-1.2%	33 TECH 801230	Integrated Library System	4,626	4,789	4,849	(60)	-1.2%	
2,434	2,544	1,821	723	28.4%	33 TECH 801235	Telecommunications	2,434	2,544	1,821	723	28.4%	Timing variance.
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	0	0	0	0	0.0%	
1	348	0	348	100.0%	33 TECH 801250	Services	1	348	0	348	100.0%	Timing variance.
0	7	28	(21)	-293.1%	33 TECH 801275	Online Service Providers	0	7	28	(21)	-293.1%	Timing variance.
10,047	12,087	10,883	1,224	10.1%		Subtotal	10,047	12,087	10,883	1,224	10.1%	
454	667	490	176	26.4%	15 FIN 801310	Bank Charges	454	667	490	176	26.4%	
875	875	875	(0)	0.0%	35 CMS 801315	Bibliographical Services	875	875	875	(0)	0.0%	
351	0	0	0	0.0%	35 CMS 801320	Binding	351	0	0	0	0.0%	

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Jul 19 Actual	Jul 2020				FY 2019-20 YTD Actual	FY 2020-21 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Δ	% Δ			
98	120	0	120	100.0%	17 EXEC 801325	Board Expense	98	120	0	120	100.0%	No onsite meeting due to ongoing COVID-19 library closure.
1,188	1,200	0	1,200	100.0%	37 COM 801330	Staff meals & events	1,188	1,200	0	1,200	100.0%	Timing variance.
3,904	3,627	241	3,386	93.4%	15 FIN 801335	Supplies - Office	3,904	3,627	241	3,386	93.4%	Low office supply requests due to limited onsite staff.
0	0	0	0	0.0%	35 CMS 801337	Supplies - Library materials	0	0	0	0	0.0%	
0	50	0	50	100.0%	37 COM 801340	Stationery, business cards, etc.	0	50	0	50	100.0%	Timing variance.
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
1,419	1,087	212	874	80.5%	33 IT 801370	Copy Center Expense	1,419	1,087	212	874	80.5%	Low usage due to ongoing COVID-19 library closure.
136	0	0	0	0.0%	15 FIN 801375	General - Misc	136	0	0	0	0.0%	
0	675	1,580	(905)	-134.1%	25 PS 801390	Course Registration	0	675	1,580	(905)	-134.1%	Better than expected online course attendance for OTF-supported programs.
0	0	149	(149)	0.0%	17 EXEC 801395	Friends of Law Library	0	0	149	(149)	0.0%	
8,426	8,300	3,548	4,752	57.3%		Subtotal	8,426	8,300	3,548	4,752	57.3%	
						Professional Development:						
2,190	0	0	0	0.0%	ALL 803105	Travel	2,190	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803110	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803115	Membership dues	0	0	0	0	0.0%	
3,020	2,129	1,032	1,097	51.5%	ALL 803120	Registration fees	3,020	2,129	1,032	1,097	51.5%	AALLconverted to online; registration costs lower than budgeted.
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	0	0	0.0%	
5,210	2,129	1,032	1,097	51.5%		Subtotal	5,210	2,129	1,032	1,097	51.5%	
						Communications & Marketing:						
0	0	0	0	0.0%	37 COM 803205	Services	0	0	0	0	0.0%	
39	1,500	0	1,500	100.0%	37 COM 803210	Collateral materials	39	1,500	0	1,500	100.0%	Timing variance.
0	3,050	2	3,048	99.9%	37 COM 803215	Advertising	0	3,050	2	3,048	99.9%	Timing variance.
0	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	0	0	0	0	0.0%	
39	4,550	2	4,548	100.0%		Subtotal	39	4,550	2	4,548	100.0%	
						Travel & Entertainment						
0	0	0	0	0.0%	ALL 803305	Travel	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803310	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	
0	121	108	13	11.0%	ALL 803320	Ground transportation & mileage reimb.	0	121	108	13	11.0%	
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
0	121	108	13	11.0%		Subtotal	0	121	108	13	11.0%	
						Professional Services						
0	0	0	0	0.0%	15 FIN 804005	Accounting	0	0	0	0	0.0%	
2,896	2,983	2,896	87	2.9%	17 EXEC 804008	Consulting Services	2,896	2,983	2,896	87	2.9%	
975	5,477	0	5,477	100.0%	17 EXEC 804010	Legal	975	5,477	0	5,477	100.0%	Delays in OTF projects due to ongoing COVID-19 closure.
62	250	0	250	100.0%	15 FIN 804015	Other	62	250	0	250	100.0%	Delays in OTF projects due to ongoing COVID-19 closure.
3,933	8,710	2,896	5,814	66.7%		Subtotal	3,933	8,710	2,896	5,814	66.7%	
						Depreciation:						
196,089	190,051	188,542	1,508	0.8%	15 FIN 806105	Depreciation - Library Materials	196,089	190,051	188,542	1,508	0.8%	
23,767	23,484	23,484	(0)	0.0%	15 FIN 806110	Depreciation Exp - FF&E	23,767	23,484	23,484	(0)	0.0%	
219,856	213,535	212,027	1,508	0.7%		Subtotal	219,856	213,535	212,027	1,508	0.7%	
942,135	1,108,076	1,016,242	(91,834)	-8.3%		Total Expense	942,135	1,108,076	1,016,242	91,834	8.3%	
(198,595)	(1,019,273)	(516,526)	502,747	-49.3%		Net Income Before Extraordinary Items	(198,595)	(1,019,273)	(516,526)	502,747	49.3%	
(4,594)	7,500	5,757	(1,743)	-23.2%	15 FIN 321000	Investment Gain (Loss) ¹	(4,594)	7,500	5,757	(1,743)	-23.2%	Lower than expected gains due to market volatility.
0	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
(203,189)	(1,011,773)	(510,769)	501,004	-49.5%		Net Income Including Extraordinary Items	(203,189)	(1,011,773)	(510,769)	501,004	49.5%	

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

(Provisional and subject to year-end audit adjustments)

Jul 19 Actual	Jul 2020			
	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%

FY 2019-20 YTD Actual	FY 2020-21 YTD			
	Budget	Actual	\$ Δ	% Δ
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%

Comments

Capital Expenditures:

39 FAC	161100	Furniture / Appliances (>3k)	0	0	0	0	0.0%
33 TECH	161300	Electronics / Computer Hardware (>3k)	0	0	0	0	0.0%
39 FAC	164500	Exterior Building Repairs/Improvements (>3k)	0	0	0	0	0.0%
39 FAC	164000	Interior Improvements / Alterations (>3k)	0	0	0	0	0.0%
33 TECH	168000	Computer Software	0	0	0	0	0.0%
		Total - Capitalized Expenditures	0	0	0	0	0.0%

CalPERS CERBT Trust Fund:

Beginning Balance	2,355,138
Administrative Expense	(94)
Investment Expense	(69)
Unrealized Gain/Loss	85,860
Distribution	(90,000)
Ending Balance	2,350,835

CalPERS CERBT program cost.
Investment management cost.
Fluctuating market conditions.
Distribution from Fund.

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

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

	7/31/2020	YTD
Cash flows from operating activities		
L.A. Superior court fees	441,853	441,853
Parking fees	21,875	21,875
Library services	29,658	29,658
(Increase) decrease in accounts receivable	(10,877)	(10,877)
Increase (decrease) in borrowers' deposit	(21,181)	(21,181)
Cash received from filing fees and services	461,329	461,329
Facilities	(53,005)	(53,005)
Technology	(10,883)	(10,883)
General	(3,548)	(3,548)
Professional development	(1,032)	(1,032)
Communications & marketing	(2)	(2)
Travel & entertainment	(108)	(108)
Professional services	(2,896)	(2,896)
Electronic Resource Subscriptions (ERS)	(30,947)	(30,947)
(Increase) decrease in prepaid expenses	(187,299)	(187,299)
Increase (decrease) in accounts payable	(217,913)	(217,913)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(507,633)	(507,633)
Staff (payroll + benefits)	(701,794)	(701,794)
Increase (decrease) in payroll liabilities	8,735	8,735
Increase (decrease) in accrued sick and vacation liability	-	-
Increase (decrease) in OPEB liability	21,667	21,667
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(671,392)	(671,392)
Contributions received	-	-
Net cash from operating activities	(717,697)	(717,697)
Cash flow from capital and related financing activities		
Library materials	(126,913)	(126,913)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment	-	-
Investment earnings	6,330	6,330
Net cash increase (decrease) in cash and cash equivalents	(838,279)	(838,279)
Cash and cash equivalents, at beginning of period	10,022,832	10,022,832
Cash and cash equivalents, at end of period	9,184,553	9,184,553
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(522,856)	(522,856)
Adjustments for noncash effects:		
Depreciation	212,027	212,027
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(10,877)	(10,877)
(Increase) decrease in prepaid expenses	(187,299)	(187,299)
Increase (decrease) in accounts payable	(217,913)	(217,913)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	8,735	8,735
Increase (decrease) in accrued sick and vacation liability	-	-
Increase (decrease) in borrowers' deposit	(21,181)	(21,181)
Increase (decrease) in OPEB liability	21,667	21,667
Net impact of GASB 68 adjustments	-	-
Net cash from operating activities	<u><u>(717,697)</u></u>	(717,697)

LOS ANGELES COUNTY LAW LIBRARY
 July 1, 2020 - July 31, 2020 (CHECKS)
 Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
July 2	ATLANTIC LAW BOOK COMPANY	BOOKS	188.00	031511	
	LEXISNEXIS CANADA INC	BOOKS	712.57	031512	
	AFLAC REMITTANCE	CAFE PLAN-INSURA	808.06	031513	
	AT&T	TELECOM	369.17	031514	
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	031515	
	EX LIBRIS (USA) INC.	PREPAID EXP	1,310.64	031516	
	COUNTY OF LOS ANGELES	HEATING/COOLING	3,279.95	031517	
	NATIONAL 50 SECURITY	SECURITY	5,305.93	031518	
July 7	SIHENG DU WEGER	REFUND	116.00	031519	
	BRIDGES FILTER SERVICE, INC	BLDG SVCS	614.49	031527	
	CALIFORNIA FOUNDATION WORKS	REPAIR/MAINT	4,500.00	031528	
	COUNTY OF LOS ANGELES	BANK CHARGES	55.29	031529	
	GTT COMMUNICATIONS	PREPAID EXP	464.26	031530	
	KORD FIRE PROTECTION	REPAIR/MAINT	1,950.00	031531	
	NATIONAL 50 SECURITY	SECURITY	4,379.11	031532	
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	9,649.14	031533	
July 10	CALIFORNIA DEPARTMENT OF TAX	USE TAX	898.00	031534	
July 17	ALLISON BERGER	REFUND	140.00	031535	
	CHRISTOPHER LOUIS DION	REFUND	125.00	031536	
	JACK ERNANDES	REFUND	125.00	031537	
	GAYLE L ESKRIDGE	REFUND	125.00	031538	
	JERRY M FRUCHTMAN	REFUND	125.00	031539	
	JAMES JORDAN HEVENER	REFUND	128.00	031540	
	KAREN R HOLT	REFUND	140.00	031541	
	DONNA P HULBERT	REFUND	118.60	031542	
	STEVEN IBARRA	REFUND	125.00	031543	
	K & L GATES LLP	REFUND	400.00	031544	
	TIGRAN KIRAKOSYAN	REFUND	140.00	031545	
	LEONARD LEICHNITZ	REFUND	140.00	031546	
	CHRISTIAN D LOFTON	REFUND	59.00	031547	
	ROBERT LUTY	REFUND	125.00	031548	
	MARY ELLEN NEIFERT	REFUND	140.00	031549	
	MI YOUNG SHIN	REFUND	125.00	031550	
	LORE K SPANGLER	REFUND	140.00	031551	
	SYNCB AMAZON	BOOKS	300.04	031552	
	ONEDIGITAL HR CONSULTING	CONSULTING	2,896.26	031555	
	TRUE POWER	FURNITURE/APPLIAN	1,075.00	031556	
	LAW REPORTS INTERNATIONAL LTD	BOOKS	250.00	031557	
	July 21	CALIFORNIA DEPARTMENT OF TAX	USE TAX	287.00	031558
		GUARDIAN	PREPAID EXP	8,154.62	031559

51,090.13

LOS ANGELES COUNTY LAW LIBRARY

July 1, 2020 - July 31, 2020 (CHECKS)

Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 22	JOSHUA DAVID FREEMAN	REFUND	140.00	031560
July 24	AFLAC REMITTANCE	CAFE PLAN-INSURA	808.06	031561
	BAVCO	REPAIR & MAINTENA	1,700.00	031562
	BRIDGES FILTER SERVICE, INC	BLDG SVCS	614.49	031563
	METROLINK	TMP	103.25	031564
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	031565
	RANDALL GERSON SOMMER	REFUND	140.00	031566
July 31	BOOKS OF COLOMBIA	BOOKS	358.00	031567
	LEXISNEXIS CANADA INC	BOOKS	135.83	031568
	RPCD DBA SMARTRULES	BOOKS	6,549.00	031569
	WILLIAM S HEIN & CO	BOOKS	232.20	031570
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	031571
	COUNTY OF LOS ANGELES	HEATING/COOLING	7,109.54	031572

69,981.50

LOS ANGELES COUNTY LAW LIBRARY

July 1, 2020 - July 31, 2020 (CHECKS)

Account No.: 102001

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 2	WOLTERS KLUWER LAW & BUSINESS	BOOKS	477.86	V005350
	GEORGE T BISEL COMPANY	BOOKS	93.90	V005351
	BLOOMBERG BNA	BOOKS	3,106.36	V005352
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	5,411.73	V005353
	JAMES PUBLISHING INC	BOOKS	185.06	V005354
	LAW JOURNAL PRESS	BOOKS	568.43	V005355
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	158.50	V005356
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	992.90	V005357
	ALTA FOODCRAFT	KITCHEN SUPPLIES	137.91	V005362
	AT&T MOBILITY	TELECOM	16.24	V005363
	DAILY JOURNAL CORPORATION	ACCOUNTING	8.70	V005364
	GRAINGER	EQUIPMENT (<\$3K)	227.46	V005365
	KONICA MINOLTA BUSINESS	COPY CENTER	76.25	V005366
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	98.00	V005367
	SPECTRUM	TELECOM	4,039.47	V005368
July 6	GOOGLE	ADVERTISING	1.99	V005397
July 7	WOLTERS KLUWER LAW & BUSINESS ** VOIDED ****	BOOKS	0.00	V005369
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	4,254.41	V005370
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	22.17	V005371
	THOMSON REUTERS	BOOKS	632.91	V005372
	GOBI LIBRARY SOLUTIONS	BOOKS	189.34	V005373
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	455.00	V005374
	LEXISNEXIS MATTHEW BENDER	BOOKS	375.28	V005375
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,615.62	V005376
	JAMES PUBLISHING INC	BOOKS	163.16	V005377
	KONICA MINOLTA BUSINESS	COPY CENTER	89.50	V005378
	LAW JOURNAL PRESS	BOOKS	10,478.15	V005380
	STATE BAR OF WISCONSIN	BOOKS	214.94	V005381
	GOBI LIBRARY SOLUTIONS	BOOKS	899.43	V005382
	ALTA FOODCRAFT	KITCHEN SUPPLIES	214.78	V005383
	BANDWIDTH.COM, INC.	TELECOM	831.74	V005384
	BRIGHTVIEW	LANDSCAPING	1,250.00	V005385
	DAILY JOURNAL CORPORATION	ACCOUNTING	21.75	V005386
	NASA SERVICES	BLDG SVCS	497.41	V005387
	OCLC INC	PREPAID EXP	1,906.55	V005388
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	276.00	V005389
	STATE COMPENSATION	WORKERS COMP	3,088.50	V005390
	HOME DEPOT PRO	CLEANING SUPPLIES	203.71	V005391
July 9	UPS	SUPPLIES-LIBRARY	1,217.85	V005394
July 10	4IMPRINT	ADVERTISING	3,340.85	V005411

50,933.81

LOS ANGELES COUNTY LAW LIBRARY
 July 1, 2020 - July 31, 2020 (CHECKS)
 Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 13	AMERICAN ASSOCIATION OF LAW LIBRARI	MEMEBERSHIP	2,094.00	V005429
July 17	WOLTERS KLUWER LAW & BUSINESS	BOOKS	809.64	V005398
	LEXISNEXIS MATTHEW BENDER	BOOKS	605.40	V005399
	CAPITOL ENQUIRY	BOOKS	109.84	V005400
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	652.82	V005401
	INGRAM LIBRARY SERVICES	BOOKS	187.22	V005402
	JAMES PUBLISHING INC	BOOKS	196.01	V005403
	JURIS PUBLISHING INC	BOOKS	108.08	V005404
	LRP PUBLICATIONS	BOOKS	1,860.00	V005405
	PRACTISING LAW INSTITUTE	BOOKS	2,817.75	V005407
	UNITED NATIONS PUBLICATIONS	BOOKS	165.98	V005408
	WEST ACADEMIC	BOOKS	54.75	V005409
	GOBI LIBRARY SOLUTIONS	BOOKS	224.08	V005410
	ABD OFFICE SOLUTIONS	COPY CENTER	134.36	V005412
	AT&T MOBILITY	TELECOM	16.24	V005413
	KONICA MINOLTA BUSINESS	COPY CENTER	7.42	V005414
	STAMPS.COM	DELIVERY & POSTAG	243.63	V005415
	UPS	DELIVERY & POSTAG	9.76	V005416
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,051.09	V005417
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,465.37	V005418
	EBSCO PUBLISHING	BOOKS	3,692.00	V005419
	INFORMATION TODAY INC	BOOKS	99.95	V005420
	THOMSON REUTERS	BOOKS	73,729.55	V005421
	WILLIAM S HEIN & CO	BOOKS	865.82	V005422
	LA CAFE	FRIENDS	74.60	V005426
July 24	OFFICE DEPOT	SUPPLIES-OFFICE	112.34	V005427
July 29	LEXISNEXIS MATTHEW BENDER	BOOKS	63,267.88	V005447
July 31	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,047.86	V005430
	LEXISNEXIS MATTHEW BENDER	BOOKS	187.64	V005431
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	6,467.73	V005433
	DATA TRACE PUBLISHING COMPANY	BOOKS	219.95	V005434
	JAMES PUBLISHING INC	BOOKS	178.16	V005435
	LAW JOURNAL PRESS	BOOKS	2,384.98	V005436
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	108.50	V005437
	MUNICIPAL CODE CORPORATION	BOOKS	440.00	V005438
	PRACTISING LAW INSTITUTE	BOOKS	4,855.23	V005441
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	340.85	V005442
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	650.98	V005443
	THOMSON REUTERS	BOOKS	770.88	V005444
	WILLIAM S HEIN & CO	BOOKS	1,577.10	V005445

227,344.35

LOS ANGELES COUNTY LAW LIBRARY
July 1, 2020 - July 31, 2020 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	GOBI LIBRARY SOLUTIONS INFINISOURCE INC	BOOKS PAYROLL/HR BENEFI	619.10 152.00	V005446 V005448

227,496.35

LOS ANGELES COUNTY LAW LIBRARY
 July 1, 2020 - July 31, 2020 (CHECKS)
 Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 1	DLT SOLUTIONS	SOFTWARE MAINT	996.14	V000415
July 6	SYNCB AMAZON	EQUIPMENT (<3k)	173.98	V000416
	AMAZON WEB SERVICES	OSP	0.52	V000417
July 7	SYNCB AMAZON	REPAIR/MAINT	489.24	V000418
July 13	SYNCB AMAZON	REPAIR/MAINT	608.90	V000419
	ZD NET ACADEMY & DEALS	REGISTRATION FEE	39.00	V000420
July 22	SYNCB AMAZON	EQUIPMENT (<3k)	141.32	V000421
July 27	REGISTER.COM	OLP	99.00	V000422
July 29	EBAY-PAYPAL	HARDWARE (<3k)	40.44	V000423

2,588.54

LOS ANGELES COUNTY LAW LIBRARY
 July 1, 2020 - July 31, 2020 (CHECKS)
 Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 2	FOOTHILL VACCUM & JANITORIAL	EQUIPMENT<3K	64.49	V000155
July 7	LA DEPT OF WATER & POWER	WATER/SEWER	27,060.35	V000154
July 22	1000BULBS.COM	REPAIR/MAINT	342.27	V000156

27,467.11

LOS ANGELES COUNTY LAW LIBRARY
July 1, 2020 - July 31, 2020 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 10	SEIU LOCAL 721	UNION DUES	965.74	001662
	SEIU LOCAL 721	UNION SUPPL	57.89	001663

1,023.63

LOS ANGELES COUNTY LAW LIBRARY
 July 1, 2020 - July 31, 2020 (WARRANTS)
 Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 14	ALLIANT INSURANCE SERVICES INC	PREPAID EXP	149,253.94	TS00295439
July 17	CSAC EXCESS INSURANCE AUTHORITY	PREPAID EXP	72,891.00	TS00295522
July 27	PRACTITIONER BOOKS LTD	BOOKS	57,128.00	TS00295738

279,272.94

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2020 - August 31, 2020 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 7	AT&T	TELECOM	934.93	031573
	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT INS	4,748.00	031574
	GOLDEN STATE ELECTRIC	REPAIR & MAINTENA	800.00	031575
	GTT COMMUNICATIONS	PREPAID EXP	464.26	031576
	NATIONAL 50 SECURITY	SECURITY	5,374.84	031577
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	9,649.14	031578
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	031579
	NATIONAL 50 SECURITY	SECURITY	5,394.36	031580
	WINNIE BI	REFUND	140.00	031581
	MAXIMILIAN LANDAW	REFUND	140.00	031582
	ARMEN AVEDISSIAN	REFUND	140.00	031583
	NANCY JO DOLINGER	REFUND	70.00	031584
	BEATRICE INGRAM	REFUND	140.00	031585
	ANDREW KHUU	REFUND	125.00	031586
	LOS ANGELES TIMES	REFUND	400.00	031587
	ROWEL SUNGA MANASAN	REFUND	140.00	031588
	PHILLIPS LAW PARTNERS LLP	REFUND	400.00	031589
	ALLAN A SHENOI	REFUND	120.00	031590
	MARK A SPRAC	REFUND	125.00	031591
August 14	OTTO HARRASSOWITZ	BOOKS	1,299.11	031592
	MINISTER OF FINANCE	BOOKS	164.15	031593
	COUNTY OF LOS ANGELES	BANK CHARGES	49.77	031594
	METROLINK	TMP	406.00	031595
	ONEDIGITAL HR CONSULTING	CONSULTING	2,896.26	031596
August 21	AFLAC REMITTANCE	CAFE PLAN-INSURA	837.96	031597
	SYNCB AMAZON	SUPPLIES-OFFICE	63.39	031598
	BRIDGES FILTER SERVICE, INC	BLDG SVCS	614.49	031599
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	403.00	031600
	GUARDIAN	PREPAID EXP	8,226.66	031601
	NATIONAL 50 SECURITY	SECURITY	4,693.77	031602
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	575.00	031603
	August 28	GAUNT	BOOKS	423.86
OTTO HARRASSOWITZ		BOOKS	3,057.13	031605
LAW REPORTS INTERNATIONAL LTD		BOOKS	220.00	031606
LEXISNEXIS CANADA INC		BOOKS	982.62	031607
WILLIAM S HEIN & CO		BOOKS	1,096.14	031608

55,489.84

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2020 - August 31, 2020 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 7	BANDWIDTH.COM, INC.	TELECOM	813.54	V005449
	KONICA MINOLTA BUSINESS	COPY CENTER	89.50	V005450
	NASA SERVICES	BLDG SVCS	497.41	V005451
	OCLC INC	BIBLIOGRAPHICAL S	781.55	V005452
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	98.00	V005453
	STATE COMPENSATION	WORKERS COMP	3,088.50	V005454
August 11	STAMPS.COM	DELIVERY & POSTAG	24.99	V005495
August 14	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,324.24	V005455
	LEXISNEXIS MATTHEW BENDER	BOOKS	195.51	V005456
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,427.11	V005457
	DAILY JOURNAL CORPORATION	BOOKS	1,868.06	V005458
	DATA TRACE PUBLISHING COMPANY	BOOKS	219.95	V005459
	DR MYCOMMERCE INC DBA ESELLERATE	BOOKS	555.00	V005460
	INGRAM LIBRARY SERVICES	BOOKS	119.92	V005461
	JAMES PUBLISHING INC	BOOKS	163.16	V005462
	LOS ANGELES TIMES	BOOKS	221.52	V005463
	MUNICIPAL CODE CORPORATION	BOOKS	2,604.00	V005464
	PRACTISING LAW INSTITUTE	BOOKS	2,091.64	V005465
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	3,161.20	V005466
	WEST ACADEMIC	BOOKS	748.98	V005467
	THOMSON REUTERS	BOOKS	75,119.96	V005468
	WILLIAM S HEIN & CO	BOOKS	988.25	V005469
	GOBI LIBRARY SOLUTIONS	BOOKS	480.19	V005470
	ABD OFFICE SOLUTIONS	COPY CENTER	115.31	V005471
	BUILDING ELECTRONIC CONTROLS INC	SECURITY	3,310.00	V005472
	LEXISNEXIS MATTHEW BENDER	BOOKS	31,633.94	V005473
	BRIGHTVIEW	LANDSCAPING	1,250.00	V005474
INFINISOURCE INC	PAYROLL/HR BENEFI	154.00	V005475	
August 21	ALTA FOODCRAFT	KITCHEN SUPPLIES	140.90	V005476
	AT&T MOBILITY	TELECOM	16.24	V005477
	KONICA MINOLTA BUSINESS	COPY CENTER	89.97	V005478
August 28	AMERICAN LAWYER MEDIA	BOOKS	694.37	V005479
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,932.68	V005480
	LEXISNEXIS MATTHEW BENDER	BOOKS	206.46	V005481
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,865.74	V005482
	DATA TRACE PUBLISHING COMPANY	BOOKS	399.90	V005483
	FASTCASE INC	BOOKS	9,135.00	V005484
	JAMES PUBLISHING INC	BOOKS	359.17	V005485
	JURIS PUBLISHING INC	BOOKS	271.16	V005486
	JURISNET LLC	BOOKS	286.74	V005487

167,854.79

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2020 - August 31, 2020 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,311.03	V005488
	PRACTISING LAW INSTITUTE	BOOKS	369.52	V005489
	PUBLIC UTILITIES REPORTS INC	BOOKS	500.00	V005490
	UNITED NATIONS PUBLICATIONS	BOOKS	191.52	V005491
	THOMSON REUTERS	BOOKS	14,353.16	V005492
	GOBI LIBRARY SOLUTIONS	BOOKS	159.33	V005493
	TEAM SOFTWARE	SOFTWARE MAINT	375.00	V005496

183,803.32

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2020 - August 31, 2020 (CHECKS)
Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 21	LA DEPT OF WATER & POWER	WATER/SEWER	969.41	V000157

969.41

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Determination of Need to Undertake Emergency Repairs Relating to Broken Water Intake Pipe
- 4.2 Approval of Trustee Designated Members of the Friends of Los Angeles County Law Library Board of Directors
- 4.3 Review and Approval of Annual Report to the Board of Supervisors

MEMORANDUM

DATE: September 23, 2020

TO: Board of Law Library Trustees

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

RE: Determination of Need to Undertake Emergency Repairs Relating to Broken Water Intake Pipe

INTRODUCTION

The Board is asked to ratify (by a four-fifths vote) the determination of emergency made by the Executive Director with respect to repairs relating to a broken water intake pipe which feeds water to our fire protection and domestic water systems.

BACKGROUND

On September 2, 2020 we were informed by our Facilities Department during their daily building inspections that a pipe was leaking in our back-flow valve area and was spraying water under the planter by our driveway on N. Broadway.

Our Facilities Department immediately called a plumbing company familiar with our facility to inspect the broken pipe for recommendation and repair. Upon inspection the plumbing company determined that two pipes behind the backflow unit were leaking due to severe rust and corrosion. They recommended immediate replacement of two entire sections of pipe connected to the backflow unit and section of piping from the broken unit to the pipe underneath our driveway due to severe rust and corrosion.

We were informed that there was a high risk of a burst pipe or major failure if not addressed immediately. Staff explored various options and temporary measures to try to avoid an emergency repair. Ultimately, though, on September 9, 2020, the Executive Director made the determination that an emergency existed that required the repair as follows:

1. The repairs were necessary to prevent damage to the building and contents and to prevent further damage to our domestic water, fire protection & suppression systems.
2. This required shutting off our main water supply, removing and replacing sections of pipe with copper fittings and piping by brazing method. The work would have to be performed over a two-day period.



The above repairs commenced on Friday September 11, 2020 and concluded Monday September 14, 2020. The building was closed during that time period, due to the water shut off.

Public works contracts may be awarded without competitive bidding where an agency makes a finding that an emergency exists that requires the immediate expenditure of public money to safeguard life, health, or property. Pub. Cont. Code §§1102, 20168, 22050. More specifically, Public Contracts Code § 22050(b)(1) and (c)(2) provide that where the governing body has delegated authority to contract to the chief officer of the agency by resolution, that officer may make the emergency finding and commence the repair or replacement of a public facility and submit the facts to the legislative body at its next meeting, for the body to determine, by a four-fifths vote, whether to ratify the initial determination.

At the Law Library, the Governance Resolution adopted by the Board authorizes the Executive Director to approve and sign contracts not to exceed \$100,000 and to conduct the operations of the Library. Accordingly, the Executive Director determined that an emergency existed and that the above repairs were required to safeguard life, health, or property.

The repairs are now complete. The costs of repairs was \$15,350.

RECOMMENDATION

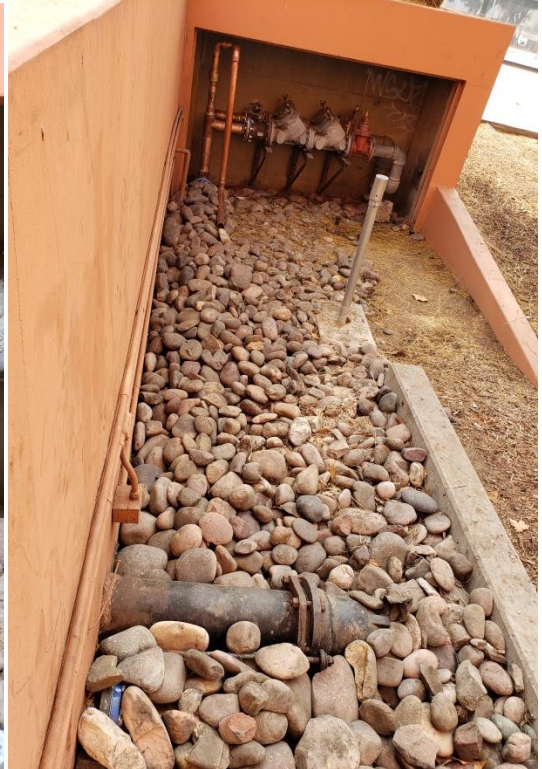
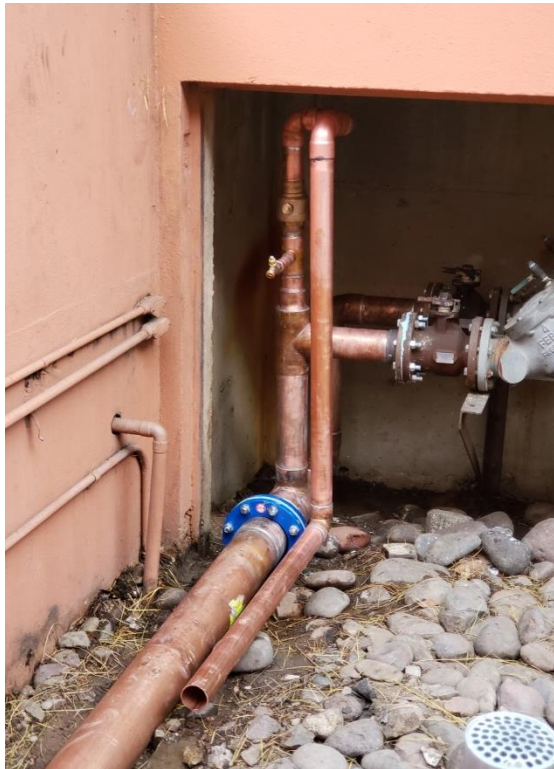
Staff recommends that the Board determine by a four-fifths vote that an emergency existed that required the immediate expenditure of public money to safeguard life, health, or property.



BEFORE



AFTER



MEMORANDUM

DATE: September 23, 2020

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Trustee Designated Members of the Friends of Los Angeles County Law Library Board of Directors.

The Board of Directors of the Friends of the Los Angeles County Law Library includes two groups of members. One group is appointed by the Board of Trustees of the LA Law Library. The second group is elected by the Friends Board itself. The Board of Trustees Members are appointed for a two-year term and serve until replaced. The Trustee-Appointed Members have staggered terms, with one group expiring in odd numbered years and the other in even numbered years. (Five Trustee-appointed members are currently serving terms that will expire in September, 2021.)

The Board of Trustees is asked to make the following seven appointments and reappointments to the Board of Directors of the Friends of the Los Angeles County Law Library for 2-year terms beginning October 1, 2020 and ending September 30, 2022. Background information about each prospective Friends Board member can be found at the links provided. Each has a laudable history of service to the legal community in general and to LA Law Library in particular. Each has also agreed to serve if appointed.

- Jordan Weiss (incumbent) to be reappointed for the two year term, October 1, 2020 to September 30, 2022
<https://www.linkedin.com/in/jordan-weiss-08b70820/>
- Peter Morrison (incumbent) to be reappointed for the two year term, October 1, 2020 to September 30, 2022
<https://www.skadden.com/professionals/m/morrison-peter-b>
- Gretchen Nelson (incumbent) to be reappointed for the two year term, October 1, 2020 to September 30, 2022
<https://www.kreindler.com/Attorneys/Gretchen-M-Nelson.shtml>
- David Hackett (new Trustee appointment) to be appointed for the two year term, October 1, 2020 to September 30, 2022
<https://www.gmsr.com/attorney/david-e-hackett/>
- James Ham (new Trustee appointment) to be appointed for the two year term, October 1, 2020 to September 30, 2022



<https://hamlawoffice.com>

- Jeff Kichaven (new Trustee appointment) to be appointed for the two year term, October 1, 2020 to September 30, 2022
<https://jeffkichaven.com>
- Mark Yohalem (new Trustee appointment) to be appointed for the two year term, October 1, 2020 to September 30, 2022
<https://www.mto.com/lawyers/mark-r-yohalem>

The Friends of the Los Angeles County Law Library have requested that these appointments be made.

RECOMMENDATION

Staff is grateful for the ongoing support provided by these individuals and recommends that the Board approve the aforementioned Friends of the Los Angeles County Law Board of Directors appointments for the terms identified.



About Friends and the Los Angeles County Law Library

Established in 2003 Friends of the Los Angeles County Law Library raise the visibility and fundraise for Los Angeles County Law Library, the second largest public law library in the country. Established in 1891, the LA Law Library serves lawyers, judges, government officials, the public and unrepresented litigants alike. It is known for its cutting-edge pro bono programs that bring representatives of the public interest law firm community and members of its staff together to provide legal education and/or services to the legal community. It is funded primarily by litigation filing fees; due to the decline in litigation, over the past four years its revenues have dropped by more than 40% even as the number of customers has dramatically increased.

Job description for Friends Board Member.

Friends is responsible for raising the visibility of, and fundraising for, the Law Library. Board members are expected to:

1. Attend monthly meetings (most are telephonic)
2. Serve on committee(s) or as an officer.
3. Support Gala as a sponsor. Encourage others to sponsor including acting as "contact" for specified firms/individuals.
4. Attend Gala (beginning of April). Bring others.
5. Help identify Beacon of Justice award recipient
6. Bring other funding opportunities to the attention of Friends/Law Library
7. Find opportunities for LA Law Library Executive Director to address your law firm and/or others in the legal community
8. Volunteer and encourage attorneys and firm/colleagues to volunteer for LA Law Library pro bono events e.g., Lawyers in the Library
9. Publicize Law Library events e.g., Law Week (early May) Reception, Pro Bono Week (October) events, monthly classes, panels and lectures. Review Law Library Calendar of Classes and Events; go to <http://www.lalawlibrary.org/index.php/classes-events/current-classes.html>
10. In conjunction with Friends' Executive Committee attend and present at meetings of the Trustees of the Los Angeles County Law Library from time to time
11. Help identify new Friends Board members
12. Serve as ambassador for Law Library, including attending selected Law Library events and increasing awareness of Law Library when attending other legal community events

MEMORANDUM

DATE: September 23, 2020

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Review and Approval of the Annual Report to the Board of Supervisors

The Los Angeles County Law Library is required by statute to submit an annual report to the Los Angeles County Board of Supervisors.

“Each board of law library trustees, on or before the 15th day of October of each year, shall make an annual report to the board of supervisors of the county in which the law library is maintained, for the preceding fiscal year ending on the 30th day of June.

...

The report shall give the condition of their trust, with full statements of all their property and money received, whence derived, how used and expended, the number of books, periodicals and other publications on hand, the number added by purchase, gift, or otherwise during the year, the number lost or missing, and other information as might be of interest.”

Cal. Bus. & Prof. Code § 6349.

Each year, the Law Library submits the required information along with a summary of the many services provided to the public. The annual report for Fiscal year 2019/20 is submitted here for review and approval by the Board of Trustees. The report summarizes all of the law library’s functions, events, finances, gifts and statistics for the year. This year the law library is also including pertinent information regarding Covid-19 and its impact on the operations of the law library.

RECOMMENDATION

Staff recommends that the board review and approve the attached cover letter and annual report to the Los Angeles County Board of Supervisors.



301 West First Street
Los Angeles, CA 90012-3140
Telephone 213.785.2529
Fax 213.680.1727
www.lalawlibrary.org

September 23, 2020

BOARD OF TRUSTEES

Hon. Mark A. Juhas
President

Hon. Michelle W. Court
Los Angeles Superior Court

Kenneth Klein, Esq.

Hon. Dennis J. Landin
Los Angeles Superior Court

Hon. Yolanda Orozco
Los Angeles Superior Court

Susan Steinhauser, Esq.

Hon. Michael L. Stern
Los Angeles Superior Court

Sandra J. Levin
Executive Director

Celia Zavala, Executive Officer
Board of Supervisors of the County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Ms. Zavala:

Enclosed, please find the Annual Report of the Board of Law Library Trustees to the Board of Supervisors of the County of Los Angeles for the July 1, 2019 – June 30, 2020 Fiscal Year. The Board of Trustees wishes to assure the Board of Supervisors that the Los Angeles County Law Library stands ready to satisfy the Board's legal information needs and those of its staff and constituents, as well as the needs of County departments.

The Board of Trustees also wishes to thank the County of Los Angeles for its assistance during the reported Fiscal Year.

Sincerely,

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

Enclosure: (1) Annual Report to the Board of Supervisors (Fiscal year 2019-20)

Cc: Hon. Sheila Kuehl, Chair and Supervisor, Third District
Hon. Kathryn Barger, Supervisor, Fifth District
Hon. Janice Hahn, Supervisor, Fourth District
Hon. Mark Ridley-Thomas, Supervisor, Second District
Hon. Hilda L. Solis, Supervisor, First District
John Naimo, Auditor-Controller

LALAWLIBRARY



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

Sandra J. Levin, Secretary to the Board of Law Library Trustees of Los Angeles County, pursuant to Section 6350 of the Business and Professions Code, presents to the Honorable Board of Supervisors of Los Angeles County, the Annual Report and Financial Statement of the Los Angeles County Law Library, for the Fiscal Year ending on the 30th day of June, 2020.

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

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

The Board is staffed by:

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

For 129 years the Los Angeles County Law Library (“LA Law Library”) has served the Los Angeles County government, legal and business communities and the general public, including self-represented litigants. LA Law Library offers free access to legal information, resources, training and support to all members of the community, with no income or subject matter restrictions, under the motto:

Access to Information = Access to Justice

LA Law Library is:

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

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

LOCATIONS AND HOURS

The Main Law Library is located in the Mildred L. Lillie Building at First & Hill, 301 West First Street, Los Angeles, California, across the street from the Stanley Mosk Courthouse of the Los Angeles Superior Court. The Main Library includes approximately 175,000 square feet and 35 miles of shelving.

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



branch and partnership locations can be found in:

Four courthouse branch locations:

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

Nine partnership locations:

- Los Angeles Public Library in Van Nuys (temporarily located at North Hollywood Public Library due to Van Nuys renovation closure)
- Los Angeles County Public Libraries in Compton, Lancaster, Norwalk and West Covina
- Pasadena Public Library
- Pomona Public Library
- Santa Monica Public Library

During the first part of fiscal year 2019-20, the Main Library was open to the public Monday, 8:30 a.m. until 6:00 p.m., Tuesday, 8:30 a.m. until 8:00 p.m., Wednesday through Friday 8:30 a.m. until 6:00 p.m.; and from 9:00 a.m. to 5:00 p.m. on Saturday. Office hours and law librarian assistance were available at each branch and partnership location on a regular, predictable schedule, but varied from site to site. In each region of the County, Law Library staff provided monthly classes and at least four hours of live legal reference support per week.

Starting March 17, 2020, LA Law Library closed its physical facilities but provided remote Reference phone and email consultations, live chat, free document delivery, free video classes and online and telephonic clinics.

PROGRAMS AND SERVICES

Reference Assistance: Under normal circumstances, the Law Library provides reference and research assistance at the reference desk, by phone, mail, email and live web-chat. These services are available at no charge to any and all users of the library, including



attorneys, legal professionals, students and the general public. Although Reference Librarians do not provide legal advice, they are knowledgeable about the law and legal research, tactful and compassionate, and do an excellent job of providing legal information, resources and instruction to members of the general public.

Support Services: When open, the Law Library also makes available free public computers and Wi-Fi, as well as copiers, printers, typewriters, office supplies, faxing service, document delivery and e-delivery for a small fee. In response to the COVID-19 pandemic and stay-at-home orders, publishers allowed – and the Law Library provided – free digital access to a number of legal databases. The Law Library also waived e-delivery fees for scanned materials for one request per day per patron to allow continued free access to resources.

Classes and Programs: The reference staff provides instruction to the general public on a range of topics designed to expand access to justice. In response to the COVID-19 pandemic and stay-at-home orders, most recurring classes and programs were successfully transitioned to online, remote formats, including recordings accessed at no cost through the Library website, and live Zoom webinars hosted by the Library. Classes offered on-site prior to COVID-19, and now offered remotely, cover topics including the basics of court procedure, common legal issues, and how to find the answers to legal questions using library and online resources. The Law Library, supported by many partners within the legal community, also provides law-related informational and clinical classes and workshops for its diverse patron groups:

For Attorneys, Paralegals and Certified Court Interpreters: The Law Library provides State Bar-certified Minimum Continuing Legal Education (MCLE) classes on a diverse set of topics designed to serve the needs of attorneys and paralegals in all practice areas, with an emphasis on subjects that expand access to justice for disadvantaged groups or those unable to afford legal representation. The Library also offers Court Interpreter Minimum Continuing Education (CIMCE) credit for classes on court procedures and common legal issues to help court interpreters better serve their clients and the courts.

Fiscal Year 2019-20 featured 17 MCLE certified class sessions, covering topics such as how to help detained immigrants; resentencing, parole and record expungement options for those with criminal convictions; how to help clients set up legal guardianships for loved ones; trainings for volunteer attorneys on topics like natural disaster recovery and



consumer law; plus lectures and panel discussions from notable speakers on hot topics like online privacy. The year also feature 41 CIMCE-certified sessions covering fundamental legal topics such as filing and responding to civil complaints, representing yourself in civil trials, basics of landlord-tenant law, dealing with debt, and probate court procedures.

For Self-Represented Individuals: Prior to COVID-19, the Law Library provided workshops, clinics and programs on a frequent recurring basis, including:

- Weekly: Talk to a Lawyer Online (videoconferencing with Legal Aid Foundation of Los Angeles) and Adult Legal Conservatorship Clinic presented by Bet Tzedek
- Bi-weekly: Civil Lawsuit Basics (main and branch locations), and Common Legal Issues: Where You Begin
- Monthly: asylum petition workshop for immigrants facing deportation; name change workshop; expungement clinic; divorce options workshop (main and branch locations);; Lawyers in the Library (free consultations with volunteer lawyers);
- Occasional Series and Sessions: Public Defender’s clinic to provide help in filling out expungement forms, reducing nonviolent felonies to misdemeanors through Prop 47 and getting some marijuana offenses cleared under Prop 64; Probate guardianship clinic to assist unrepresented persons in becoming a minor’s legal guardian; Landlord & Tenant Series: Rights, Responsibilities, Fair Housing and Section 8; and Small Claims 101; Appellate self-help workshops classes, including one-on-one assistance with brief-writing
- Quicklook legal research classes and librarian office hours offered in branch and community public library locations

Many of the most popular recurring programs listed are now available in virtual format through the Library’s website. These include the Civil Lawsuit Basics and Where You Begin series. In response to COVID-19, the Library also created new online programs on legal topics especially relevant during the pandemic, including classes on new and established employment protections, employment benefits, and landlord-tenant



protections during COVID-19.

At Lawyers in the Library – which was originally an in-person program but has been converted to a remote service via internet and telephone -- volunteer attorneys provide free 15-20 minute consultations with members of the public. The program has grown so dramatically – due in part to the increased need for COVID-related legal support services – that many of our regular volunteers who staff the usual 3rd Friday of the month session are now providing consultations on an ongoing weekly basis. The most heavily requested topics are family law, landlord-tenant and real estate. The Library is also getting questions regarding criminal matters, small business issues, employment law, credit issues, contracts and many other topics.

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

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

These classes are now offered online.

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

- The Library celebrates the rule of law with a series of legal holiday events held throughout the year when everyone is invited to learn about the many different ways the law and the legal system work to ensure justice in our society and throughout the world. In 2019-20, the Library marked Freedom of Information Day and Law Day with displays of rare and historical materials, classes, and clinics. To coincide with the 100th anniversary of women’s right to vote, LA Law Library is celebrating Constitution Day on Sept. 17 with a virtual display, reproductive rights panel discussion and book discussion on women’s suffrage. All events are free and open to the public.
- Pro Bono Week in October: Every October -- usually in person -- we provide a huge array of programs and services for those who need help



understanding their rights, representing themselves and accessing the justice system. It's our way of celebrating the American Bar Association's national Pro Bono Week and all the volunteer attorneys, non-profit legal organizations and social services representatives who provide free legal information and assistance in our community. During our week-long Pro Bono Week celebration, the Library hosts free events offering opportunities for one-on-one assistance, consultation with an attorney, education about the law and discussions on timely topics in the law. There are also numerous offerings during Pro Bono Week providing training to volunteers so that they can engage in pro bono activities with the Law Library and many other organizations participating in our Pro Bono Week celebration. The capstone event is the annual Public Legal Services Fair which connects members of the public to a vast array of much-needed legal and social services. The Public Legal Services Fair brings together legal aid organizations, government agencies, as well as social services and community-based groups to provide free services and information to the public.

Fiscal Year 2019-20 was on pace to see the greatest number of classes ever held in-person at LA Law Library. In response to COVID-19, the Library transitioned its most popular and critically needed classes to online formats, while also creating new programs to address the crisis and its effects on the Los Angeles community. Featured programs included diverse and well-attended events and the continuation of many successful partnerships with service providers throughout the County. In total, classes and clinics at the law library provided instruction and assistance to 9,425 attendees this last fiscal year, which includes online attendance of 1,803 during remote services due to the Covid-19 closure.

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



models for litigants who might otherwise be unable to afford legal help. In addition to the established Members Program, a second Platinum Members Program is offered to address the needs of larger firms by providing unlimited access to LA Law Library's unparalleled collection. In addition to several of the benefits afforded the core individual Members Program, the flat-fee based Platinum Membership model provides all-inclusive, unlimited e-delivery of digital documents, as well as e-delivery of scanned material from our extensive LA Law Library collection, all for a flat monthly fee. The Members Program has continued to provide uninterrupted value and service to the legal community in Los Angeles County during COVID-19, with most services offered remotely.

Law and Library School Internship programs:

LA Law Library traditionally hosts law and library school interns 3-4 times per year. Under the supervision of professional librarians, an internship at the library offers an optimal field environment for obtaining practical hands-on experience working with an approximate 1M equivalent volume collection. Through these field experiences, students have the opportunity to learn effective reference skills, hone their communication techniques for interacting with a diverse public, and exploring collection development and management practices. Within the framework of these internships, library school students benefit from the opportunity to explore career options as a special librarian and law school students have the opportunity to interact with and learn how and where public service can fit into building a successful law practice.

For the summer 2020, the library converted what is traditionally a hands-on, front-facing staff and patron experience to a 100% virtual one. In their closing reflections, all participants remarked on the value this program had in relation to fulfilling their school career goals and providing an introduction to the professional work environment of a law library.

Room Rentals: The Law Library rents private office space, conference rooms, classroom or Training Center and larger Reading Room for meetings and special events. These services were put on hold in March in response to COVID-19 and the stay-at-home orders.

Tours: Library staff also gives library orientations and stack tours to outside groups including bar associations, paralegal students and law-related student groups and



academic institutions. The Law Library also hosts field trips from several local high schools, leading students on explorations of the library's resources, holding panel discussions on legal issues relevant to teens, and hosting career talks where students get the chance to learn about different career paths available to them in the legal field. Tours can be general or customized for a particular audience. Some popular tour subjects include our deep collection of foreign and international law and our historical California materials. These services were put on hold in March in response to COVID-19 and the stay-at-home orders.

LIBRARY USAGE

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

At the end of Fiscal Year 2019-2020 there were 17,968 library cardholders without borrowing privileges. At the end of Fiscal Year 2019-2020, there were also 1,354 persons registered as individual borrowers, including 844 attorneys. In addition, 170 law firm and business borrowers have identified 882 designated borrowers, including attorneys, librarians and messenger services. There are 349 judicial borrowers, 405 government borrowers and 2,501 special promotions borrowers.

When open to the public, on a yearly basis, LA Law Library provides legal research assistance and instruction to thousands of individuals who are researching legal issues and the legal system. Additionally, we offer access to legal research resources and databases at our onsite locations. We previously offered these services mostly in person, but also by email, phone and chat. When LA Law Library closed to the public in mid-March, however, due to experience in providing remote services by phone, email and online chat, we were able to quickly transition to providing our research and instructional services remotely, using those same methods. While the number of patron interactions has decreased, which was expected due to the closure of the Courts and the physical library locations, we have continued to maintain a vital service to the public. As the Courts re-open, and as COVID-related financial protections expire, we are well-placed and well-equipped to seamlessly continue offering our essential services to the public.

During Fiscal Year 2019-2020, LA Law Library reference staff fielded 24,589 requests



for information, 24,512 of which were received at the Main Library and 72 of which were received at branch and partnership locations. 15,888 were in-person inquiries; 5,899 requests were received by phone; 2,249 were email or live-chat; and 444 were letter requests, generally from the incarcerated. The questions came from a diverse group of users that includes self-represented litigants, attorneys, paralegals, judges, students and the general public.

The circulation department is closely aligned with reference. The staff issues library cards, checks books in and out, responds to requests for computer sign-ups, places books on hold, handles questions about overdue fines and pages materials as needed from the library's closed stack areas. In Fiscal Year 2019-2020, 16,377 requests were handled by Circulation, 11,700 were at the desk and 4,677 were telephone requests. A total of 1,228 books were placed on hold per patron requests and 5,439 volumes were circulated.

In response to requests for materials and information, LA Law Library provides document delivery and e-delivery services. 702 such requests were for digital service delivered in Fiscal Year 2019-2020. The LA Law Library Copy Center also responded to 9,758 in person requests and produced more than 221,483 photocopies.

LA Law Library's web site (www.lalawlibrary.org) was visited by more than 66,788 visitors in Fiscal Year 2019-20. The average number of daily visits was 360 with average visit duration of 4:34 minutes. 94.91% of the visitors were from the United States; 5.09% of the visitors were from other countries.

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

One notable database for self-represented individuals is the Legal Information Reference Center, which is available via the Law Library's website both onsite and remotely. It contains the full text of many Nolo Press self-help legal publications and is freely



available to all residents of the County even when not in the Law Library.

COLLECTION / ACQUISITIONS

Print Materials: During Fiscal Year 2019-20, the Main Library added 5,460 volumes; the Branch locations added 71 volumes and the Law Library donated 387 volumes to Partnership locations. During the same period, the library withdrew 1,402 volumes and media from the Main Library and 40 volumes from the Branch and Partnership locations. At the end of Fiscal Year 2019-20, the total number of print volumes in the LA Law Library collection was 693,025. The Main Library held 692,343; the Branch locations held 682.

Non-Print Materials (Other Than Subscription Databases): During Fiscal Year 2019-20, the main Library added 148 computer discs, and 45 audio discs. Additionally, the Law Library added 1 roll of microfilm and 929 microfiche to the collection (reflecting a decline in the use of microfilm/microfiche as a commonly-used production medium). At the end of the Fiscal Year 2019-20, the Library held 8,209 reels of microfilm, 1,429,360 microfiche, 1,354 computer discs, 142 audio discs, and 110 video/DVDs. The Branch locations do not maintain non-print collections (other than subscription databases).

Volume Equivalents: The volume equivalent of non-print materials available in microform is approximately 310,499 volumes. The grand total of volumes and volume equivalents in the LA Law Library collection is 1,003,524 volumes representing 197,742 titles.

FUNDING

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

County Law Libraries are funded by a formula established by the Legislature which allocates a small portion of the fees generated from initial civil filings in each county to that county's Law Library. Due to a significant decline in the number of filings and an increase in the number of fee waivers statewide, these funds decreased precipitously in the past decade. LA Law Library specifically experienced a decline in civil filing fee revenue of more than \$3 million (roughly 30% of its overall revenue). LA Law Library



continues to try to develop additional revenue sources including fees for extraordinary library services (such as electronic delivery, room rentals, etc.), programs (such as MCLE classes) and parking in the court-adjacent structure. Fortunately, the state Legislature approved a one-time funding allocation to County Law Libraries across the state, resulting in extraordinary revenue of \$1,254,174 to the Los Angeles County Law Library in fiscal year 2019/20 (received in 2020/21).

GIFTS

During Fiscal Year 2019-20, although many offers were received, due to duplication, the Law Library did not accept any gifts of legal materials, except for those enumerated here. California Court of Appeal library donated supplements to California jury instructions, California and Federal court rules, Witkin Summary of Law legal encyclopedia, Witkin civil procedure and evidence, and California Practice Guide series (Rutter Group) titles on a variety of topics: business and professions, California and Federal civil procedure, family law, insurance, judgments and debts, landlord/tenant, personal injury, probate, real property and three strikes sentencing.

There are several donations in progress, which were put on hiatus for safety and public health concerns due to the March 2020 Safe-At-Home order, including Nossaman LLP their annual donation of “Best Commercial Lease Clauses.” These donations will be accepted into the library collection as phased-in state- and countywide reopening strategies occur during FY21.

In addition, the Friends of the Los Angeles County Law Library donated \$145,000 in Fiscal Year 2019-20.

Respectfully submitted,

Sandra J. Levin, Executive Director & Secretary to the



LALAWLIBRARY



LOS ANGELES COUNTY LAW LIBRARY
 Balance Sheet as of Year Ending June 30, 2020
 (Provisional and subject to year-end adjustments)

	2020	2019
Assets		
Current Assets		
Cash and cash equivalents	9,704,362	9,419,729
Accounts receivable	2,431,170	1,531,186
Prepaid expenses	287,576	333,124
	12,423,108	11,284,040
Total current assets		
Noncurrent assets		
Restricted cash and cash equivalents	318,470	318,470
Investments	5,997,413	4,788,676
Capital assets, not being depreciated	903,040	883,768
Capital assets, being depreciated - net	15,954,246	16,697,919
	23,173,168	22,688,833
Total noncurrent assets		
Total assets	35,596,276	33,972,873
Deferred Outflow of Resources		
Deferred outflow of resources	1,544,792	1,712,350
Total assets and deferred outflows of resources	37,141,069	35,685,223
Liabilities		
Current Liabilities		
Accounts payable	292,692	230,629
Other liabilities	0	0
Payroll liabilities	6,605	7,532
Total current liabilities	299,297	238,161
Noncurrent liabilities		
Accrued sick and vacation liability	295,282	302,790
Borrowers' deposit	280,275	295,062
OPEB liability	2,729,306	2,985,489
Net pension liability	2,775,910	2,880,776
Total noncurrent liabilities	6,080,773	6,464,117
Total liabilities	6,380,070	6,702,278
Deferred inflows of resources		
Deferred inflows of resources	1,233,204	944,117



Total liabilities and deferred inflows of resources	7,613,274	7,646,395
Net position		
Invested in capital assets	16,857,286	17,581,688
Unrestricted	12,670,509	10,457,141
Total net position	29,527,794	28,038,828
Total liabilities and deferred inflows of resources and net position	37,141,069	35,685,223



LOS ANGELES COUNTY LAW LIBRARY
Income Statement for the Year Ending June 30, 2020
(Provisional and subject to year-end audit adjustments)

	2020	2019
Income		
L.A. Superior Court Fees	7,394,973	7,734,201
Interest	181,830	162,604
Parking	469,223	638,848
Library Services	503,906	585,549
Total Income	8,549,932	9,121,202
Expense		
Staff	4,337,865	3,929,707
Electronic Resource Subscriptions (ERS)	552,484	593,946
Library Materials	1,844,791	1,910,800
Library Materials Transferred to	-	-1,910,800
	1,844,791	
Assets		
Facilities	793,770	898,036
Technology	145,860	130,036
General	150,971	82,170
Professional Development	20,376	50,509
Communications & Marketing	10,879	12,735
Travel & Entertainment	269	377
Professional Services	87,345	77,565
Depreciation	2,588,465	2,646,441
Total Expenses	8,688,285	8,421,522
Net Income	-138,353	699,680
Investment Gain (Loss)	208,736	223,954
Extraordinary Income	1,254,174	3,543,270
Extraordinary Expense	0	0
Net Income Including Extraordinary Items	1,324,557	4,466,904
Capitalized Expenditures	0	258,899



LOS ANGELES COUNTY LAW LIBRARY

Statement of Cash Flows as of Year Ending June 30, 2020
(Provisional and subject to year-end audit adjustments)

	2020	2019
Cash flows from operating activities		
LA Superior court fees	7,394,973	7,734,201
Parking fees	469,223	638,848
Library services	1,613,080	3,988,819
(Increase) decrease in accounts receivable	-899,983	68,647
Increase (decrease) in borrowers' deposit	-14,787	3,502
Cash received from filing fees and services	8,562,505	12,434,016
Facilities	-793,770	-898,036
Technology	-145,860	-130,036
General	-150,971	-82,170
Professional development	-20,376	-50,509
Communications & marketing	-10,879	-12,735
Travel & entertainment	-269	-377
Professional services	-87,345	-77,565
Electronic Resource Subscriptions (ERS)	-552,484	-593,946
(Increase) decrease in prepaid expenses	45,548	-131,781
Increase (decrease) in accounts payable	62,063	2,566
Increase (decrease) in other liabilities	0	0
Cash payments to suppliers for goods and services	-1,654,344	-1,974,589
Staff (payroll + benefits)	-4,337,865	-3,929,707
Increase (decrease) in payroll liabilities	-927	2,532
Increase (decrease) in accrued sick and vacation liability	-7,508	9,581
Increase (decrease) in OPEB liability	260,004	249,996
Net impact of GASB 68 adjustments	0	0
Cash payments to employees for services	-4,086,296	-3,667,598
Contributions received	145,000	140,000
Net cash from operating activities	2,966,866	6,931,829
Cash flow from capital and related financing activities		
Library materials	-1,844,791	-1,910,800
Fixed assets	0	-258,899
Capital - Work in Progress (WIP)	-19,272	-253,342
Cash flows from investing activities		
Investment	-1,000,000	0
Investment earnings	181,830	162,604
Net cash increase (decrease) in cash and cash equivalents	284,633	4,671,391
Cash and cash equivalents, at beginning of period	9,738,199	5,066,807
Cash and cash equivalents, at end of period	10,022,832	9,738,199



LOS ANGELES COUNTY LAW LIBRARY

Statement of Cash Flows as of Year Ending June 30, 2020 (Continued)

(Provisional and subject to year-end audit adjustments)

	2020	2019
Reconciliation of Operating Income to Net Cash		
from Operating Activities		
Operating income	933,991	4,080,346
Adjustments for noncash effects:		
Depreciation	2,588,465	2,646,441
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	-899,983	68,647
(Increase) decrease in prepaid expenses	45,548	-131,781
Increase (decrease) in accounts payable	62,063	2,566
Increase (decrease) in other liabilities	0	0
Increase (decrease) in payroll liabilities	-927	2,532
Increase (decrease) in accrued sick and vacation liability	-7,508	9,581
Increase (decrease) in borrowers' deposit	-14,787	3,502
Increase (decrease) in OPEB liability	260,004	249,996
Impact of GASB 68 adjustments	0	0
Net cash from operating activities	2,966,866	6,931,829



ACKNOWLEDGEMENT

(Seal)

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

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

Los Angeles, California

Respectfully submitted,

President of the Board of Law Library Trustees

Secretary of the Board of Law Library Trustees

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