

# AGENDA

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

### REGULAR BOARD MEETING

*Wednesday, January 27, 2021*

*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 in the Executive Office of the Law Library.

**CALL TO ORDER**

**1.0 PUBLIC COMMENT**

**2.0 PRESIDENT'S REPORT**

**3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the December 16, 2020 Regular Board Meeting
- 3.2 Review of November Financials and List of December Checks and Warrants
- 3.3 Receipt of FY20-21 Quarter 2 Statistics
- 3.4 Authorization to Bind Workers Compensation Insurance
- 3.5 Approval of Commendation for Judith Yontef

**4.0 DISCUSSION ITEMS**

- 4.1 Approval of Processing Fee for Online Borrower Application and Waiver of Fee During Closure

**5.0 CLOSED SESSION**

- 5.1 Conference with Labor Negotiator (G.C. 54957.6). *Library Negotiator:* Executive Director, Sandra J. Levin; *Employee Organization:* SEIU Local 721.
- 5.2 PERSONNEL: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (G.C. 54957); Title: Executive Director

**6.0 AGENDA BUILDING**

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

**7.0 EXECUTIVE DIRECTOR REPORT**

**8.0 ADJOURNMENT**

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 24, 2021.

POSTED FRIDAY, JANUARY 22, 2021 @ 12:30 P.M.

POSTED BY SANDRA J. LEVIN



# AGENDA ITEM 3

## CONSENT CALENDAR

- 3.1 Approval of Minutes of the December 16, 2020, Regular Board Meeting
- 3.2 Review of November Financials and List of December Checks and Warrants
- 3.3 Receipt of FY20-21 Quarter 2 Statistics
- 3.4 Authorization to Bind Workers Compensation Insurance
- 3.5 Approval of Commendation for Judith Yontef



**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.**

**December 16, 2020**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, December 16, 2020 at 12:15 p.m. via Zoom 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  
Susan Steinhauser, Esquire  
Judge Michael Stern

**Trustees Absent:** Judge Yolanda Orozco  
Judge Dennis Landin

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

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

President Juhas determined a quorum to be present, convened the meeting at 12:20 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

**1.0 PUBLIC COMMENT**  
No public comment.

**2.0 PRESIDENT'S REPORT**  
President Juhas welcomed and thanked the law library volunteers for their time throughout the year to assist in the library's programming. President Juhas commended them all for their dedication during this time of unprecedented need.

**3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the November 18, 2020 Regular Board Meeting
- 3.2 Review of October Financials and List of November Checks and Warrants.

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

## 4.0 DISCUSSION ITEMS

### 4.1 Authorization to Comment on Actions by Other Government Agencies

President Juhas spoke in regards to the possibility of funding cuts and other actions that would indirectly impact the law library and expressed the need for a process by which the law library could send a letter of advocacy to another government agency. ED Levin explained that the issue presented was whether the President would be given authority to ask the ED to send a letter of advocacy should time constraints not allow consultation with the full Board. Vice-President Court commented that she was comfortable with the judgement and reasoning of the President and ED and noted that there would continue to be rising issues of funding cuts especially during these times. Trustee Steinhauser commented that she agreed on an overall approval for the ED to move forward with advocacy in consultation with the President, but requested a report on what types of actions are being taken as they occur.

President Juhas requested a motion to authorize the President to comment or request that Staff comment in circumstances where proposed action by another government agency would have an impact on the Law Library. So moved by Trustee Steinhauser, seconded by Trustee Klein. The motion was unanimously approved, 5-0.

### 4.2 Staff Presentation: Pro Bono Week After-Report

ED Levin thanked Staff for their hard work and dedication and for the success of this year's Pro Bono Week. Managing Librarian, Janine Liebert, summarized the events and turnout of Pro Bono Week, including the launching of online MCLE classes and transitioning the entire program to an online format. J. Liebert explained that this year was a great change to past years events with tremendous support from the Communications team, IT, 3<sup>rd</sup> party organizations and speakers who volunteered their time and expertise. J. Liebert thanked everyone involved in the process of making the event successful.

Trustee Steinhauser commented how pleasing it was that the law library was able to continue the tradition of Pro bono Week despite the impacts of the pandemic. ED Levin added that PBW ran very smoothly because of everyone's willingness to try new things and do whatever was necessary to make it online accessible. Senior Director, Jaye Steinbrick also thanked the IT team for their diligence in responding to the needs of online programming including accommodating technical assistance for the hearing impaired.

No action requested or taken.

### 4.3 Volunteer Recognition

ED Levin welcomed the Law Library volunteers in attendance and thanked them for their dedication and commitment to serving the public, especially during the pandemic. ED Levin noted that many volunteers help once or twice in a year, and many other volunteers, such as those in attendance, help multiple times a year with great energy and enthusiasm. President Juhas and the rest of the Board gave extensive thanks to the volunteers and noted that the volunteers are providing patrons a tremendous service.

Volunteers present shared their experiences with the Board and acknowledge their Certificate of Appreciation. It was noted that the Law Library's most active and dedicated volunteers would each be receiving a certificate of appreciation.

No action requested or taken.

**5.0 AGENDA BUILDING**

There were no items for agenda building

**6.0 EXECUTIVE DIRECTORS REPORT**

ED Levin reported that the Law Library facilities continue to be physically closed with full remote services available. ED Levin also reminded the Board of the upcoming Staff furlough during the last week of December as a cost savings measure.

**7.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:21pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 27, 2021 at 12:15pm.

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





# Los Angeles County Law Library

Balance Sheet

As of November 30, 2020

(Provisional and subject to year-end audit adjustments)

	6/30/2020	11/30/2020	YTD
<b>Assets</b>			
Current assets			
Cash and cash equivalents	9,704,362	10,167,834	463,471
Accounts receivable	306,691	297,238	(9,453)
Other receivable	935,930	1,171,845	235,915
Prepaid expenses	287,576	327,412	39,836
Total current assets	11,234,559	11,964,328	729,769
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	5,997,413	6,003,613	6,200
Capital assets, not being depreciated	903,040	906,340	3,300
Capital assets, being depreciated - net	15,954,246	15,529,414	(424,831)
Total noncurrent assets	23,173,168	22,757,837	(415,331)
Total assets	34,407,727	34,722,165	314,438
<b>Deferred Outflows of Resources</b>			
Deferred Outflows of Resources	1,559,140	1,559,140	-
Total assets and deferred outflows of resources	<b>35,966,868</b>	<b>36,281,306</b>	<b>314,438</b>
<b>Liabilities</b>			
Current Liabilities			
Accounts payable	249,615	62,107	(187,508)
Other current liabilities	-	-	-
Payroll liabilities	6,605	5,644	(962)
Total current liabilities	256,221	67,751	(188,470)
Noncurrent Liabilities			
Accrued sick and vacation liability	295,282	295,282	-
Borrowers' deposit	280,275	258,718	(21,557)
OPEB liability	2,580,670	2,689,005	108,335
Net pension liability	3,330,753	3,330,753	-
Total noncurrent liabilities	6,486,980	6,573,758	86,778
Total liabilities	6,743,201	6,641,509	(101,692)
<b>Deferred Inflows of Resources</b>			
Deferred Inflows of Resources	1,184,693	1,184,693	-
Total liabilities and Deferred inflows of resources	7,927,894	7,826,202	(101,692)
<b>Net Position</b>			
Invested in capital assets	16,857,286	16,435,755	(421,531)
Unrestricted	11,181,688	12,019,350	837,661
Total net position	28,038,974	28,455,104	416,130
Total liabilities and Deferred inflows of resources and net position	<b>35,966,868</b>	<b>36,281,306</b>	<b>314,438</b>

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

Nov 2019	Nov 2020			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
719,074	510,979	576,163	65,185	12.8%
16,476	10,375	5,070	(5,305)	-51.1%
48,656	43,750	21,267	(22,483)	-51.4%
<u>22,747</u>	<u>23,359</u>	<u>16,756</u>	<u>(6,603)</u>	<u>-28.3%</u>
806,952	588,462	619,257	30,795	5.2%
313,660	354,864	318,136	36,728	10.3%
48,299	51,200	55,057	(3,857)	-7.5%
166,795	169,896	119,473	50,424	29.7%
(166,795)	(169,896)	(119,473)	(50,424)	29.7%
		0		
61,517	65,404	77,711	(12,307)	-18.8%
10,494	12,253	13,039	(786)	-6.4%
4,400	6,390	1,908	4,483	70.1%
283	594	245	349	58.8%
39	500	2	498	99.6%
0	121	0	121	100.0%
8,613	6,210	0	6,210	100.0%
<u>215,141</u>	<u>215,471</u>	<u>210,257</u>	<u>5,215</u>	<u>2.4%</u>
<u>662,446</u>	<u>713,007</u>	<u>676,354</u>	<u>(36,653)</u>	<u>-5.1%</u>
<u>144,506</u>	<u>(124,545)</u>	<u>(57,097)</u>	<u>67,448</u>	<u>-54.2%</u>
(4,133)	7,500	1,811	(5,689)	-75.9%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>140,373</u>	<u>(117,045)</u>	<u>(55,286)</u>	<u>61,759</u>	<u>-52.8%</u>
0	60,000	0	60,000	100.0%

**Summary:**

**Income**

L.A. Superior Court Fees	3,482,849	1,703,263	2,529,869	826,606	48.5%
Interest	83,047	53,750	27,201	(26,549)	-49.4%
Parking	273,258	218,750	115,376	(103,374)	-47.3%
Library Services	308,595	303,508	222,644	(80,865)	-26.6%
<b>Total Income</b>	<b>4,147,749</b>	<b>2,279,271</b>	<b>2,895,090</b>	<b>615,819</b>	<b>27.0%</b>

**Expense**

Staff (payroll + benefits)	2,045,146	2,139,281	1,972,109	167,173	7.8%
Electronic Resource Subscriptions	222,869	255,999	236,175	19,824	7.7%
Library Materials	689,518	851,155	632,106	219,049	25.7%
Library Materials Transferred to Assets	(689,519)	(851,155)	(632,106)	(219,049)	25.7%
Facilities	356,168	363,371	360,475	2,896	0.8%
Technology & Data	55,460	63,755	63,097	5,560	8.7%
General	37,434	37,530	14,687	22,843	60.9%
Professional Development	7,712	4,255	1,655	2,600	61.1%
Communications & Marketing	2,061	14,750	25	14,725	99.8%
Travel & Entertainment	62	607	108	499	82.2%
Professional Services	50,466	61,598	34,065	27,533	44.7%
Depreciation	1,092,434	1,074,425	1,056,937	17,488	1.6%
<b>Total Expenses</b>	<b>3,869,812</b>	<b>4,015,572</b>	<b>3,739,334</b>	<b>276,239</b>	<b>6.9%</b>

**Net Income (Loss)**

	<u>277,937</u>	<u>(1,736,302)</u>	<u>(844,244)</u>	<u>892,058</u>	<u>51.4%</u>
Investment Gain (Loss) <sup>1</sup>	48,049	37,500	6,200	(31,300)	-83.5%
Extraordinary Income	0	0	1,254,174	1,254,174	0.0%
Extraordinary Expense	0	0	0	0	0.0%
<b>Net Income Including Extraordinary Items</b>	<u>325,987</u>	<u>(1,698,802)</u>	<u>416,130</u>	<u>2,114,932</u>	<u>124.5%</u>

**Capitalized Expenditures**

	<u>0</u>	<u>195,000</u>	<u>0</u>	<u>195,000</u>	<u>100.0%</u>
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FY 2019-20	FY 2020-21 YTD				Comments
	YTD Actual	Budget	Actual	\$ Δ	

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

Nov 2019	Nov 2020				YTD Actual	FY 2020-21 YTD				Comments				
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Δ	% Δ					
<b>Detailed Budget:</b>														
<b>Income:</b>														
719,074	510,979	576,163	65,185	12.8%	15	FIN	303300	L.A. Superior Court Fees	3,482,849	1,703,263	2,529,869	826,606	48.5%	Better than expected revenue.
0	0	0	0	0.0%	15	FIN	311000	Interest - LAIF	2,276	1,875	801	(1,074)	-57.3%	Lower interest revenue due to market volatility. Next quarterly interest due Dec 2020.
15,955	10,000	4,912	(5,088)	-50.9%	15	FIN	312000	Interest - General Fund	78,065	50,000	25,511	(24,489)	-49.0%	Lower interest revenue due to market volatility.
521	375	158	(217)	-57.8%	15	FIN	313000	Interest - Deposit Fund	2,706	1,875	889	(986)	-52.6%	Lower interest revenue due to market volatility.
16,476	10,375	5,070	(5,305)	-51.1%				Subtotal	83,047	53,750	27,201	(26,549)	-49.4%	
<b>Parking:</b>														
48,656	43,750	21,267	(22,483)	-51.4%	39	FAC	330100	Parking	273,258	218,750	115,376	(103,374)	-47.3%	Reduction in revenue due to COVID-19 and contract restructure.
48,656	43,750	21,267	(22,483)	-51.4%				Subtotal	273,258	218,750	115,376	(103,374)	-47.3%	
<b>Library Services:</b>														
16	16	33	17	103.1%	27	CIRC	330150	Annual Designation Fee	520	537	650	113	21.0%	Unexpected favorable variance.
11,714	12,162	9,160	(3,002)	-24.7%	25	PS	330140	Annual Members Fee	66,315	72,870	44,206	(28,664)	-39.3%	Timing variance - Members delaying renewal pending reopening.
2,703	839	4,643	3,804	453.4%	25	PS	330340	Course Registration	14,445	9,593	8,723	(870)	-9.1%	Timing variance due to delay in receiving sponsorship funds (\$5,600)
3,132	3,333	0	(3,333)	-100.0%	27	CIRC	330129	Copy Center	19,910	16,667	1	(16,665)	-100.0%	Copy center is inaccessible to the public due to ongoing COVID-19 library closure.
1,170	1,800	848	(952)	-52.9%	27	CIRC	330205	Document Delivery	7,537	4,800	3,011	(1,789)	-37.3%	Most requests are free due to COVID-19.
3,184	2,450	1,972	(478)	-19.5%	27	CIRC	330210	Fines	14,396	12,750	1,980	(10,770)	-84.5%	Reduced borrowing due to COVID-19.
239	333	100	(233)	-70.0%	15	FIN	330310	Miscellaneous	20,486	9,167	19,173	10,006	109.2%	Timing variance.
588	2,400	0	(2,400)	-100.0%	39	FAC	330330	Room Rental	7,150	12,000	0	(12,000)	-100.0%	No room rentals due to ongoing COVID-19 library closure.
0	0	0	0	0.0%	23	COL	330350	Book Replacement	420	0	5	5	0.0%	
0	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	17,186	10,000	19,895	9,895	99.0%	Reflects forfeited accounts inactive for 3 years or more after unanswered notices.
0	0	0	0	0.0%	17	EXEC	330400	Friends of Law Library	125,000	145,000	120,000	(25,000)	-17.2%	Timing variance.
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	
0	25	0	(25)	-100.0%	15	FIN	330450	Vending	123	125	0	(125)	-100.0%	No revenue due to COVID-19 library closures.
0	0	0	0	0.0%	39	FAC	330465	Special Events Income	15,106	10,000	5,000	(5,000)	-50.0%	Decreased sponsorship as a result of COVID-19 online format; offset by decreased expense.
22,747	23,359	16,756	(6,603)	-28.3%				Subtotal	308,595	303,508	222,644	(80,865)	-26.6%	
806,952	588,462	619,257	30,795	5.2%				Total Income	4,147,749	2,279,271	2,895,090	615,819	27.0%	
<b>Expenses:</b>														
<b>Staff:</b>														
178,814	205,656	181,166	24,490	11.9%	ALL	501000	Salaries (FT)	1,085,193	1,086,612	996,555	90,056	8.3%	Reflects vacancies and unpaid leaves.	
0	(4,113)	0	(4,113)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(21,732)	0	(21,732)	100.0%	
20,805	22,846	17,363	(5,483)	24.0%	ALL	501050	Salaries (PT)	131,229	125,652	80,466	45,187	36.0%	Reflects vacancies and unpaid leaves.	
0	(457)	0	(457)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(2,513)	0	(2,513)	100.0%	
10,321	12,764	10,259	2,505	19.6%	15	FIN	502000	Social Security	68,866	67,717	63,282	4,435	6.5%	
2,826	3,068	2,811	257	8.4%	15	FIN	503000	Medicare	17,319	16,276	15,972	304	1.9%	
20,039	23,782	21,493	2,290	9.6%	15	FIN	511000	Retirement	340,233	402,430	396,520	5,910	1.5%	
0	0	0	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	0	0	0	0	0.0%	
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
45,804	52,687	48,442	4,244	8.1%	15	FIN	512000	Health Insurance	224,853	263,433	243,131	20,302	7.7%	Reflects vacancies.
373	460	372	88	19.1%	15	FIN	513000	Disability Insurance	1,852	2,258	1,849	410	18.1%	Reflects vacancies.
4,841	6,269	5,767	502	8.0%	15	FIN	514000	Dental Insurance	25,112	30,777	25,843	4,934	16.0%	Reflects vacancies.
534	664	542	121	18.3%	15	FIN	514500	Vision Insurance	2,516	3,259	2,674	585	17.9%	Reflects vacancies.
158	181	171	10	5.4%	15	FIN	515000	Life Insurance	884	887	855	32	3.7%	
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	15,885	15,443	15,443	0	0.0%	
0	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	0	2,000	1,569	431	21.6%	Reflects UI claims during library closure and CARES Act relief.
2,081	4,892	2,220	2,672	54.6%	ALL	514010	Temporary Employment	12,877	24,660	9,113	15,548	63.0%	Savings due to ongoing COVID-19 closure.	
0	0	0	0	0.0%	13	HR	514015	Recruitment	397	3,000	0	3,000	100.0%	Recruitment on hold during COVID-19 closure.
0	0	0	0	0.0%	15	FIN	517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	15	FIN	518000	Accrued Vacation Expense	0	0	0	0	0.0%	
21,667	21,667	21,667	(0)	0.0%	15	FIN	518500	OPEB Expense	108,335	108,333	108,335	(2)	0.0%	
142	160	219	(59)	-36.6%	15	FIN	518550	TMP	3,681	4,540	4,523	17	0.4%	
2,076	1,250	2,554	(1,304)	-104.3%	15	FIN	518560	Payroll and Benefit Administration	5,912	6,250	5,980	270	4.3%	
313,660	354,864	318,136	36,728	10.3%				Total - Staff	2,045,146	2,139,281	1,972,109	167,173	7.8%	

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

Nov 2019	Nov 2020				FY 2019-20	FY 2020-21 YTD				Comments				
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Δ	% Δ		
Library Materials/Electronic Resources Subscription:														
150,408	131,517	87,505	44,012	33.5%	23	COL	601999	American Continuations	512,247	657,583	462,351	195,232	29.7%	Timing variance.
1,576	1,833	1,205	629	34.3%	23	COL	602999	American New Orders	9,923	9,167	8,031	1,136	12.4%	Timing variance. Next new order cycle 3Q FY21.
1,220	1,631	0	1,631	100.0%	23	COL	609199	Branch Continuations	4,716	8,157	5,485	2,672	32.8%	Timing variance.
0	82	0	82	100.0%	23	COL	609299	Branch New Orders	0	82	0	82	100.0%	
1,957	12,083	1,412	10,671	88.3%	23	COL	603999	Commonwealth Continuations	81,424	60,417	64,166	(3,750)	-6.2%	Timing variance; LNUK contract renewal - large one-time annual payment. Variance anticipated to align to forecast by 4QFY21.
0	0	141	(141)	0.0%	23	COL	604999	Commonwealth New Orders	299	333	268	66	19.7%	Timing variance. Next new order cycle 3Q FY21.
2,451	11,250	5,396	5,854	52.0%	23	COL	605999	Foreign Continuations	33,565	56,250	23,317	32,933	58.5%	Timing variance.
0	0	281	(281)	0.0%	23	COL	606999	Foreign New Orders	73	667	440	226	34.0%	Timing variance. Next new order cycle 3Q FY21.
7,237	10,000	19,825	(9,825)	-98.2%	23	COL	607999	International Continuations	40,647	50,000	56,902	(6,902)	-13.8%	Timing variance.
0	0	972	(972)	0.0%	23	COL	608999	International New Orders	253	667	1,338	(671)	-100.6%	Timing variance. Next new order cycle 3Q FY21.
1,946	1,500	2,669	(1,169)	-78.0%	23	COL	609399	General/Librarianship Continuations	6,372	7,500	9,555	(2,055)	-27.4%	Timing variance.
0	0	67	(67)	0.0%	23	COL	609499	General/Librarianship New Orders	0	333	254	79	23.7%	Timing variance. Next new order cycle 3Q FY21.
166,795	169,896	119,473	50,424	29.7%				Subtotal	689,518	851,155	632,106	219,049	25.7%	
(166,795)	(169,896)	(119,473)	(50,424)	29.7%	23	COL	690000	Library Materials Transferred to Assets	(689,519)	(851,155)	(632,106)	(219,049)	25.7%	
48,299	51,200	55,057	(3,857)	-7.5%	23	COL	685000	Electronic Resource Subscriptions (ERS)	222,869	255,999	236,175	19,824	7.7%	Cost reduction or contract extension due to change in access during COVID.
Facilities:														
1,492	4,300	4,938	(638)	-14.8%	39	FAC	801005	Repair & Maintenance	4,071	21,400	12,482	8,918	41.7%	Timing variance.
956	1,265	1,210	55	4.4%	39	FAC	801010	Building Services	11,925	9,689	6,836	2,854	29.5%	Timing variance.
1,955	0	205	(205)	0.0%	39	FAC	801015	Cleaning Supplies	5,740	3,775	1,165	2,610	69.1%	Timing variance. Reduction in supplies due to COVID 19 closure.
10,532	10,000	0	10,000	100.0%	39	FAC	801020	Electricity & Water	56,396	57,000	63,209	(6,209)	-10.9%	Timing variance.
966	966	966	0	0.0%	39	FAC	801025	Elevator Maintenance	4,888	4,830	4,830	0	0.0%	
3,064	3,500	27,210	(23,710)	-677.4%	39	FAC	801030	Heating & Cooling	24,673	23,000	52,592	(29,592)	-128.7%	HVAC units running 24/7 to keep constant air flow during COVID 19.
18,328	21,156	20,384	772	3.6%	15	FIN	801035	Insurance	91,640	105,780	102,232	3,548	3.4%	
9,718	9,824	9,824	(0)	0.0%	39	FAC	801040	Janitorial Services	48,391	49,120	50,571	(1,451)	-3.0%	
1,250	1,500	3,350	(1,850)	-123.3%	39	FAC	801045	Landscaping	6,250	7,500	8,350	(850)	-11.3%	Reflects unbudgeted permitter fencing costs.
12,441	11,450	9,411	2,039	17.8%	39	FAC	801050	Security	77,448	63,442	56,414	7,028	11.1%	Timing variance due to Library closure.
0	1,167	0	1,167	100.0%	39	FAC	801060	Room Rental Expenses	2,460	5,832	0	5,832	100.0%	Timing variance due to ongoing COVID-19 library closure.
373	16	20	(4)	-25.0%	39	FAC	801065	Special Events Expenses	18,969	8,730	45	8,685	99.5%	Timing variance due to ongoing COVID-19 library closure.
0	0	0	0	0.0%	39	FAC	801100	Furniture & Appliances (<3K)	1,248	0	145	(145)	0.0%	
0	0	0	0	0.0%	39	FAC	801110	Equipment (<3K)	366	850	549	301	35.4%	Timing variance.
0	0	0	0	0.0%	39	FAC	801115	Building Alterations (<3K)	0	0	0	0	0.0%	
51	80	25	55	68.8%	39	FAC	801120	Delivery & Postage	808	1,190	748	442	37.1%	Timing variance.
390	180	167	13	7.3%	39	FAC	801125	Kitchen supplies	897	1,233	308	925	75.0%	Timing variance due to library closure.
61,517	65,404	77,711	(12,307)	-18.8%				Subtotal	356,168	363,371	360,475	2,896	0.8%	
Technology:														
1,184	1,412	1,171	241	17.1%	33	TECH	801210	Software Maintenance	9,190	10,426	9,022	1,403	13.5%	Timing variance.
1,964	2,023	2,100	(77)	-3.8%	33	TECH	801212	Hardware Maintenance	8,968	9,239	10,014	(775)	-8.4%	Includes maintenance of unbudgeted items.
0	701	78	623	88.8%	33	TECH	801215	Software (<\$3k)	0	3,505	936	2,569	73.3%	Timing variance.
207	343	1,667	(1,324)	-386.1%	33	TECH	801220	Hardware (<\$3k)	778	1,715	4,871	(3,156)	-184.0%	Includes unbudgeted hardware purchases.
160	86	0	86	100.0%	33	TECH	801225	Computer Supplies	452	430	0	430	100.0%	Timing variance.
4,626	4,789	4,849	(60)	-1.2%	33	TECH	801230	Integrated Library System	23,132	23,945	24,243	(298)	-1.2%	
2,352	2,544	1,911	633	24.9%	33	TECH	801235	Telecommunications	12,082	12,720	9,074	3,646	28.7%	Savings due to e-rate program.
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	858	1,740	0	1,740	100.0%	Timing variance.
0	7	1,263	(1,256)	-17944.7%	33	TECH	801275	Online Service Providers	0	35	4,938	(4,903)	-14007.9%	Increased purchases due to COVID-19.
10,494	12,253	13,039	(786)	-6.4%				Subtotal	55,460	63,755	63,097	5,560	8.7%	
General:														
612	667	486	180	27.0%	15	FIN	801310	Bank Charges	2,679	3,333	2,327	1,006	30.2%	Timing variance.
875	875	875	(0)	0.0%	35	CMS	801315	Bibliographical Services	4,377	4,375	4,377	(2)	0.0%	
0	0	0	0	0.0%	35	CMS	801320	Binding	4,991	0	0	0	0.0%	
119	120	0	120	100.0%	17	EXEC	801325	Board Expense	415	600	7	594	98.9%	No onsite meeting due to ongoing COVID-19 library closure.

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

Nov 2019	Nov 2020				FY 2019-20	FY 2020-21 YTD					Comments			
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual	\$ Δ		% Δ		
47	0	174	(174)	0.0%	37	COM	801330	Staff meals & events	1,906	1,500	174	1,326	88.4%	No summer picnic as a result of COVID-19 library closure.
194	2,917	97	2,820	96.7%	15	FIN	801335	Supplies - Office	9,283	15,813	1,403	14,410	91.1%	Low office supply requests due to limited onsite staff.
0	0	0	0	0.0%	35	CMS	801337	Supplies - Library materials	1,354	1,400	0	1,400	100.0%	Timing variance.
0	50	0	50	100.0%	37	COM	801340	Stationery, business cards, etc.	0	200	0	200	100.0%	No additional expenses expected this fiscal year.
0	0	0	0	0.0%	25	PS	801365	Grant Application Expenses	0	0	0	0	0.0%	
1,874	1,087	275	812	74.7%	33	IT	801370	Copy Center Expense	7,994	5,433	1,556	3,877	71.4%	Low usage due to ongoing COVID-19 library closure.
0	0	0	0	0.0%	15	FIN	801375	General - Misc	1,094	1,000	0	1,000	100.0%	
680	675	0	675	100.0%	25	PS	801390	Course Registration	2,870	3,375	4,080	(705)	-20.9%	Better than expected online course attendance for OTF-supported programs.
0	0	0	0	0.0%	17	EXEC	801395	Friends of Law Library	470	500	764	(264)	-52.8%	
4,400	6,390	1,908	4,483	70.1%				Subtotal	37,434	37,530	14,687	22,843	60.9%	
								Professional Development:						
0	0	0	0	0.0%	ALL	803105	Travel	3,190	500	0	500	100.0%	No travel incurred for AALL due to COVID-19.	
0	0	0	0	0.0%	ALL	803110	Meals	61	0	0	0	0.0%		
0	0	0	0	0.0%	ALL	803113	Incidental and miscellaneous	0	0	0	0	0.0%		
283	0	245	(245)	0.0%	ALL	803115	Membership dues	1,374	250	245	5	2.0%		
0	594	0	594	100.0%	ALL	803120	Registration fees	3,087	3,505	1,410	2,095	59.8%	AALL converted to online; registration costs lower than budgeted.	
0	0	0	0	0.0%	ALL	803125	Educational materials	0	0	0	0	0.0%		
283	594	245	349	58.8%				Subtotal	7,712	4,255	1,655	2,600	61.1%	
								Communications & Marketing:						
0	0	0	0	0.0%	37	COM	803205	Services	0	0	0	0	0.0%	
39	500	0	500	100.0%	37	COM	803210	Collateral materials	195	7,500	0	7,500	100.0%	Timing variance.
0	0	2	(2)	0.0%	37	COM	803215	Advertising	1,866	7,250	25	7,225	99.7%	Timing variance. Additional ads and branded materials scheduled to be purchased in the coming months.
0	0	0	0	0.0%	37	COM	803220	Trade shows & Outreach	0	0	0	0	0.0%	
39	500	2	498	99.6%				Subtotal	2,061	14,750	25	14,725	99.8%	
								Travel & Entertainment						
0	0	0	0	0.0%	ALL	803305	Travel	0	0	0	0	0.0%		
0	0	0	0	0.0%	ALL	803310	Meals	0	0	0	0	0.0%		
0	0	0	0	0.0%	ALL	803315	Entertainment	0	0	0	0	0.0%		
0	121	0	121	100.0%	ALL	803320	Ground transportation & mileage reimb.	62	607	108	499	82.2%	Lower usage due to COVID-19 library closure.	
0	0	0	0	0.0%	ALL	803325	Incidental travel expenses	0	0	0	0	0.0%		
0	121	0	121	100.0%				Subtotal	62	607	108	499	82.2%	
								Professional Services						
0	0	0	0	0.0%	15	FIN	804005	Accounting	23,960	23,049	20,455	2,594	11.3%	Timing variance.
2,896	2,983	0	2,983	100.0%	17	EXEC	804008	Consulting Services	14,481	14,914	11,585	3,329	22.3%	
5,640	2,977	0	2,977	100.0%	17	EXEC	804010	Legal	11,790	22,385	2,025	20,360	91.0%	Delays in OTF projects due to ongoing COVID-19 closure.
77	250	0	250	100.0%	15	FIN	804015	Other	235	1,250	0	1,250	100.0%	Delays in OTF projects due to ongoing COVID-19 closure.
8,613	6,210	0	6,210	100.0%				Subtotal	50,466	61,598	34,065	27,533	44.7%	
								Depreciation:						
191,612	189,622	186,907	2,715	1.4%	15	FIN	806105	Depreciation - Library Materials	974,194	949,560	939,988	9,571	1.0%	
23,529	25,849	23,349	2,500	9.7%	15	FIN	806110	Depreciation Exp - FF&E	118,240	124,866	116,949	7,917	6.3%	Delayed CapEx purchases.
215,141	215,471	210,257	5,215	2.4%				Subtotal	1,092,434	1,074,425	1,056,937	17,488	1.6%	
662,446	713,007	676,354	36,653	5.1%				Total Expense	3,869,812	4,015,572	3,739,334	276,239	6.9%	
144,506	(124,545)	(57,097)	67,448	-54.2%				Net Income Before Extraordinary Items	277,937	(1,736,302)	(844,244)	892,058	51.4%	
(4,133)	7,500	1,811	(5,689)	-75.9%	15	FIN	321000	Investment Gain (Loss) <sup>1</sup>	48,049	37,500	6,200	(31,300)	-83.5%	Reflects gains/loss if sold at time of report (before maturity)
0	0	0	0	0.0%	17	EXEC	401000	Extraordinary Income	0	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%	
140,373	(117,045)	(55,286)	61,759	-52.8%				Net Income Including Extraordinary Items	325,987	(1,698,802)	416,130	2,114,932	124.5%	

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

Nov 2019	Nov 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	60,000	0	60,000	100.0%
0	0	0	0	0.0%
0	60,000	0	(60,000)	-100.0%

Capital Expenditures:

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

FY 2019-20	FY 2020-21 YTD				Comments
	YTD Actual	Budget	Actual	\$ Δ	
0	0	0	0	0.0%	
0	120,000	0	120,000	100.0%	Timing variance.
0	15,000	0	15,000	100.0%	Timing variance.
0	60,000	0	60,000	100.0%	
0	0	0	0	0.0%	
0	195,000	0	195,000	100.0%	

CalPERS CERBT Trust Fund:

Beginning Balance	2,253,334	
Administrative Expense	(95)	CalPERS CERBT program cost.
Investment Expense	(70)	Investment management cost.
Unrealized Gain/Loss	165,315	Fluctuating market conditions.
Distribution		Distribution from Fund.
Ending Balance	<u>2,418,484</u>	

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

# Los Angeles County Law Library

Statement of Cash Flows

As of November 30, 2020

(Provisional and subject to year-end audit adjustments)

	11/30/2020	YTD
<b>Cash flows from operating activities</b>		
L.A. Superior court fees	576,163	2,529,869
Parking fees	21,267	115,376
Library services	16,756	1,356,817
(Increase) decrease in accounts receivable	(2,641)	9,453
(Increase) decrease in other receivable	(80,558)	(235,915)
Increase (decrease) in borrowers' deposit	210	(21,557)
<b>Cash received from filing fees and services</b>	<b>531,197</b>	<b>3,754,043</b>
Facilities	(77,711)	(360,475)
Technology	(13,039)	(63,097)
General	(1,908)	(14,687)
Professional development	(245)	(1,655)
Communications & marketing	(2)	(25)
Travel & entertainment	-	(108)
Professional services	-	(34,065)
Electronic Resource Subscriptions (ERS)	(55,057)	(236,175)
(Increase) decrease in prepaid expenses	45,841	(39,836)
Increase (decrease) in accounts payable	26,868	(187,508)
Increase (decrease) in other liabilities	-	-
<b>Cash payments to suppliers for goods and services</b>	<b>(75,253)</b>	<b>(937,632)</b>
Staff (payroll + benefits)	(318,136)	(1,972,109)
Increase (decrease) in payroll liabilities	1,273	(962)
Increase (decrease) in accrued sick and vacation liability	-	-
Increase (decrease) in OPEB liability	21,667	108,335
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
<b>Cash payments to employees for services</b>	<b>(295,196)</b>	<b>(1,864,735)</b>
Contributions received	-	120,000
Net cash from operating activities	160,748	1,071,676
<b>Cash flow from capital and related financing activities</b>		
Library materials	(119,473)	(632,106)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	(3,300)
<b>Cash flows from investing activities</b>		
Investment	-	-
Investment earnings	5,070	27,201
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>46,346</b>	<b>463,471</b>
Cash and cash equivalents, at beginning of period	10,439,958	10,022,832
<b>Cash and cash equivalents, at end of period</b>	<b>10,486,303</b>	<b>10,486,303</b>
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	(62,167)	382,729
Adjustments for noncash effects:		
Depreciation	210,257	1,056,937
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(2,641)	9,453
(Increase) decrease in other receivable	(80,558)	(235,915)
(Increase) decrease in prepaid expenses	45,841	(39,836)
Increase (decrease) in accounts payable	26,868	(187,508)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	1,273	(962)
Increase (decrease) in accrued sick and vacation liability	-	-
Increase (decrease) in borrowers' deposit	210	(21,557)
Increase (decrease) in OPEB liability	21,667	108,335
Net impact of GASB 68 adjustments	-	-
Net cash from operating activities	160,748	1,071,676

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 3	PAPERLESS POST	BOARD EXPENSE	30.00	V005684
	GOOGLE	ADVERTISING	1.99	V005768
December 4	WOLTERS KLUWER LAW & BUSINESS	BOOKS	4,713.62	V005671
	LEXISNEXIS MATTHEW BENDER	BOOKS	502.85	V005672
	CCH INCORPORATED	BOOKS	595.02	V005673
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,152.61	V005674
	JURISNET LLC	BOOKS	78.08	V005675
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,311.03	V005676
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	158.50	V005677
	PRACTISING LAW INSTITUTE	BOOKS	309.84	V005678
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,150.03	V005679
	UNITED NATIONS PUBLICATIONS	BOOKS	165.98	V005680
	GOBI LIBRARY SOLUTIONS	BOOKS	173.35	V005681
	AT&T MOBILITY	TELECOM	16.24	V005685
	KONICA MINOLTA BUSINESS	COPY CENTER	159.59	V005686
	OCLC INC	BIBLIOGRAPHICAL S	781.55	V005687
	STATE COMPENSATION	WORKERS COMP	3,088.50	V005688
	UPS	DELIVERY & POSTAG	4.30	V005689
December 15	1ST JOHN INC	LANDSCAPING	547.88	V005691
	ABD OFFICE SOLUTIONS	COPY CENTER	115.40	V005692
	BANDWIDTH.COM, INC.	TELECOM	832.35	V005693
	NASA SERVICES	BLDG SVCS	497.41	V005694
	OFFICE DEPOT	SUPPLIES-OFFICE	95.54	V005695
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	98.00	V005696
	SQBOX SOLUTIONS LTD	PREPAID EXP	3,340.00	V005697
	UPS	DELIVERY & POSTAG	10.84	V005698
	SYNCB AMAZON	STAFF MEALS & EVE	80.00	V005699
December 17	SYNCB AMAZON	STAFF MEALS & EVE	1,920.00	V005700
December 21	AT&T MOBILITY	TELECOM	16.24	V005701
	BRIGHTVIEW	LANDSCAPING	1,250.00	V005702
	AMERICAN BAR ASSOCIATION	BOOKS	3,333.82	V005703
	AMERICAN BANKRUPTCY INSTITUTE	BOOKS	125.00	V005704
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	3,869.30	V005705
	LEXISNEXIS MATTHEW BENDER	BOOKS	982.19	V005706
	GEORGE T BISEL COMPANY	BOOKS	161.08	V005707
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	27,782.75	V005708
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,377.86	V005709
	DATA TRACE PUBLISHING COMPANY	BOOKS	219.95	V005710
	INGRAM LIBRARY SERVICES	BOOKS	60.81	V005711
	INTERNATIONAL CODE COUNCIL	BOOKS	311.00	V005712

79,073.12



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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	JAMES PUBLISHING INC	BOOKS	652.62	V005713
	LAW JOURNAL PRESS	BOOKS	3,406.99	V005714
	METROPOLITAN NEWS COMPANY	BOOKS	65.70	V005715
	NEW JERSEY LAW JOURNAL	BOOKS	352.59	V005716
	PRACTISING LAW INSTITUTE	BOOKS	1,089.54	V005717
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	22.02	V005718
	FRANK R THOROLD	BOOKS	1,071.96	V005719
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	691.51	V005720
	WEST ACADEMIC	BOOKS	219.00	V005721
	THOMSON REUTERS	BOOKS	80,891.13	V005722
	GOBI LIBRARY SOLUTIONS	BOOKS	507.05	V005723

167,390.61

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 11	SEIU LOCAL 721 SEIU LOCAL 721	UNION DUES UNION SUPPL	981.42 115.78	001672 001673

1,097.20

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 2	GIGAKOM	HARDWARE <3K	2,859.10	031711
December 4	BRIDGES FILTER SERVICE, INC	BLDG SVCS	614.49	031712
	C.O. PLUMBING COMPANY	REPAIR/MAINT	3,000.00	031713
	METROLINK	TMP	406.00	031714
	NATIONAL 50 SECURITY	SECURITY	4,436.53	031715
	COUNTY LOS ANGELES	REPAIR MAINT	74.00	031716
	TIME WARNER CABLE	TELECOM	53.76	031717
	SYNCB AMAZON	BOOKS	66.37	031718
	SUSANNE BACH COMERCIO DE LIVROS LTD	BOOKS	614.76	031719
	CASALINI LIBRI	BOOKS	530.95	031720
	OTTO HARRASSOWITZ	BOOKS	752.24	031721
	LAW PUBLISHERS	BOOKS	3,796.00	031722
	LAW REPORTS INTERNATIONAL LTD	BOOKS	330.00	031723
	LEXISNEXIS CANADA INC	BOOKS	156.19	031724
	STATE BAR OF SOUTH DAKOTA	BOOKS	150.00	031725
	WILLIAM S HEIN & CO	BOOKS	4,112.15	031726
December 15	AT&T	TELECOM	616.82	031727
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	031728
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	643.00	031729
	GOLDEN STATE ELECTRIC	REPAIR & MAINTENA	865.00	031730
	GTT COMMUNICATIONS	PREPAID EXP	394.32	031731
	NATIONAL 50 SECURITY	SECURITY	3,789.69	031732
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	9,649.14	031733
December 21	GUARDIAN	PREPAID EXP	8,136.13	031734
	VORTEX INDUSTRIES INC	REPAIR & MAINT	474.00	031735
	SYNCB AMAZON	BOOKS	248.23	031736
	BANKS & JORDAN	BOOKS	121.98	031737
	CIG GOVERNMENT INFORMATION SYSTEMS	BOOKS	477.52	031738
	GAUNT	BOOKS	213.96	031739
	OTTO HARRASSOWITZ	BOOKS	2,422.50	031740
	LEXISNEXIS CANADA INC	BOOKS	250.02	031741
	MARY MARTIN BOOKSELLERS	BOOKS	2,023.00	031742
	MINISTER OF FINANCE	BOOKS	183.61	031743

53,427.46

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 28	COUNTY OF LOS ANGELES	HEATING/COOLING	14,900.42	TS00300189
			12,499.56	TS00300189
			<b>27,399.98</b>	

LA Law Library  
Fiscal Year Quarterly Statistics

		FY18 2nd Quarter	FY19 2nd Quarter	FY20 2nd Quarter	FY21 1st Quarter	FY21 2nd Quarter	FY21 2nd Quarter Notes
<b>Reference and Research</b>							
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic</i>						
	Desk Inquiries	6,630	5,181	5,244	0	0	Not applicable due to library closure
	Tuesday 6pm to 8pm - All Queries	121	81	112	0	0	Not applicable due to library closure
	Phone	1,834	1,306	1,336	2,752	2,200	
	Email/ Live Chat	98	150	173	2,091	1,777	
	By Mail	37	40	55	51	66	
	Global Law Inquires	70	17	15	0	0	
	Global Law Web Inquires	42	14	0	0	0	Not applicable due to library closure
	e-Branch Chat	33	42	22	0	0	Not applicable due to library closure
	e-Branch Email	0	0	3	0	0	Not applicable due to library closure
	<b>Totals</b>	<b>8,865</b>	<b>6,935</b>	<b>6,960</b>	<b>4,894</b>	<b>4,043</b>	
<b>Circulation Services</b>							
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking</i>						
	Desk Inquiries	4,245	5,869	4,022	0	0	Not applicable due to library closure
	Phone Inquiries	2,008	1,666	1,636	604	1,356	Also Includes emails
	<b>Totals</b>	<b>6,253</b>	<b>7,535</b>	<b>5,658</b>	<b>604</b>	<b>1,356</b>	
	Books Circulated	2,520	1,899	1,917	356	417	
	Library Card Sign-ups	460	522	451	0	0	Not applicable due to library closure
	Members Program - Active Members	324	340	308	224	204	New sign ups not available
	Public Terminal Logins	8,324	6,078	5,410	0	0	Not applicable due to library closure

LA Law Library  
Fiscal Year Quarterly Statistics

		FY18 2nd Quarter	FY19 2nd Quarter	FY20 2nd Quarter	FY21 1st Quarter	FY21 2nd Quarter	FY21 2nd Quarter Notes
<b>Document Delivery / E-Delivery/Copies</b>							
	<i>Document Delivery responds to requests for materials from the LA Law Library collection. Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-</i>						
	Phone Inquiries	197	334	716	167	237	
	In-Person	2,425	2,124	2,480	0	0	
	Email (Includes Members Program)	282	201	220	980	924	
	<b>Totals</b>	<b>2,904</b>	<b>2,712</b>	<b>3,416</b>	<b>1,147</b>	<b>1,161</b>	
	Pages Delivered	4,503	4,503	6,539	9,862	8,477	
	Copies Made (Main Library)	52,487	49,678	67,897	0	0	Not applicable due to library closure
<b>Collection Management Services</b>							
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>						
	New Titles Added	103	140	144	146	149	
	Print Volumes Added	1,295	1,409	1576	1,377	1372	
	New Serials	23	25	13	7	14	
	Non-Print Media Added	5,454	200	890	372	408	
	Records Cataloged/Updated	296	485	395	1,245	503	
	Print & Non-Print Withdrawn	708	540	423	401	506	
<b>Brief Scanning Project</b>							
	Briefs Logged (Google)	10,420	11,743	15,690	5,535	7,480	Google operations currently on hold

LA Law Library  
Fiscal Year Quarterly Statistics

		FY18 2nd Quarter	FY19 2nd Quarter	FY20 2nd Quarter	FY21 1st Quarter	FY21 2nd Quarter	FY21 2nd Quarter Notes
<b>Website Statistics</b>							
	Visitors	23,096	22,725	29,354	22,569	20,279	
	Visits (previously counted as "Pages Viewed")	87,779	90,517	92,760	65,338	66,311	
	Average Daily Visits	954	379	316	284	301	
	Average Duration	3:12	3:01	4:57	3:01	3:08	
	Visitors: US	98.70%	97.74%	95.99%	95.27%	93.62%	
	Visitors: International / Unspecified	1.30%	2.26%	2.10%	4.79%	6.38%	
<b>Training and Events (Includes Online,Prerecorded/Live via ZOOM)</b>							
	Public Classes Held Online						
	Internal speaker	0	0	0	11	15	
	Guest speaker	0	0	0	31	78	
	MCLE Classes Held Online						
	Internal speaker	0	0	0	0	0	
	Guest speaker	0	0	0	1	13	
	Clinics/ Workshops Held Online	0	0	0	3	4	LITL continuously offered
	Public Classes Held at Main & Branches						
	Internal speaker	31	42	37	0	0	Not applicable due to library closure
	Guest speaker	65	81	91	0	0	Not applicable due to library closure
	MCLE Classes Held						
	Internal speaker	0	0	6	0	0	Not applicable due to library closure
	Guest speaker	8	6	0	0	0	Not applicable due to library closure
	Clinics/ Workshops Held	41	65	52	0	0	Not applicable due to library closure
	<b>Totals</b>	<b>145</b>	<b>194</b>	<b>186</b>	<b>46</b>	<b>110</b>	
	Class Attendance in Person Total (Estimated)	<b>1,791</b>	<b>3,480</b>	<b>2,906</b>	<b>0</b>	<b>0</b>	Not applicable due to library closure
	Live Class Attendance: Online	N/A	N/A	N/A	<b>633</b>	<b>1,273</b>	
	Live Class Registration: Online	N/A	N/A	<b>0</b>	<b>786</b>	<b>2,167</b>	
	Number of plays of prerecorded Classes	N/A	N/A	<b>0</b>	<b>1,017</b>	<b>869</b>	Includes registrants and virtual walk ins
	Class Attendance Branches (Estimated)	N/A	N/A	<b>646</b>	<b>0</b>	<b>0</b>	Not applicable due to library closure
<b>Visits to Main Branch</b>							
	Number of Patron Visits (front door)	<b>24,218</b>	<b>24,400</b>	<b>47,286</b>	<b>0</b>	<b>0</b>	Not applicable due to library closure





**MEMORANDUM**

**DATE:** January 27, 2021

**TO:** Board of Law Library Trustees

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

**RE:** Approval of 2021-22 Workers Compensation Insurance  
Renewal

**SUMMARY**

The purpose of this report is to apprise you of the status of the workers compensation coverage renewal efforts for the Law Library *prior to* the February meeting at which time the Board will be asked to select one of the identified options.

The Law Library's workers compensation coverage must be renewed prior to March 1, 2021. This year, the Library's experience modification rating (Ex-Mod) decreased from 174% to 125%. Our hope is that this decrease will ensure competitive bids for the upcoming renewal cycle. The Library's insurance broker is marketing the coverage under the current guaranteed cost program and conservatively expects a 5% to 8% increase in premiums. However, we are hopeful that the lower Ex-Mod will result in a favorable outcome for the Library.

To address the ongoing coronavirus pandemic, the Library has implemented additional safety measures to protect staff including the purchase of PPE's and a transition to a work from home model. Our goal is to limit the transmission of the virus among staff while at the same setting up an infrastructure that allows us to provide our essential service to those in need. Those measures have been successful in that the Law Library has not experienced any known or suspected incidence of transmission on site and even the instances of potential exposure have been extremely few.

To help with PPE costs, our current carrier established a relief fund and made available grants up to \$10K for all plan holders. The Library applied for and received a \$5K grant.



### **ANALYSIS AND DETAIL**

#### **Law Library's Worker's Compensation Profile**

The Library's workers compensation program continues to be an area of focus for staff and the Library's broker. The focus has been on being proactive to prevent losses from occurring. Incidents are reported timely and corrective actions, if any, are taken immediately.

**Exhibit A** illustrates the Library's historical frequency and severity. No claim has been reported during the current policy period.

**Exhibit B** illustrates the Library's historical total incurred losses for workers compensation versus the total premium paid for workers compensation coverage. The total year to date loss is \$0 for the current policy period.

**Exhibit C** illustrates the Library's historical loss ratio. The loss ratios show how much was paid out for claims versus how much was collected in premium. Underwriting will determine certain amounts to be paid out in losses and will calculate this amount in the premium quotation. A lower loss ratio (30% and lower) will usually result in premium discounts whereas higher loss ratios usually result in higher premiums. Our loss ratio for the current policy period is 0%. Our loss ratio for the prior three years was 2% for 2017-18, 30% for 2018-19, and 0% for 2019-20.

**Exhibit D** illustrates the Library's historical Ex-Mod rating as determined by the WCIRB. For the 2020-21 renewal period our experience modification was established at 125%, a decrease from the expiring 174%. This has been our lowest Ex-Mod since 2013.

#### **Guaranteed Cost Program**

In anticipation of the renewal, our broker is seeking bids from various workers compensation insurance carriers in addition to the State Compensation Insurance Fund, the Library's current workers compensation carrier. It is likely that the decrease in our Ex-Mod may open new markets.

State Fund as the incumbent carrier has not yet released the Law Library's quotation. Our insurance broker is continuing to work with the State Fund to secure the renewal quotation. This year, our broker anticipates participation from the following carriers; Liberty, Travelers, Employers, Everest, Berkshire, AIG, and Chubb. Last year, we approached the CSAC-EIA pool, however, their rates were not competitive and thus were not recommended. It is likely they will not be approached again this year.

#### **NEXT STEPS**

Barring any different direction from the Board, the Library will not obtain quotes for the self-insurance option. Other bids for fixed premium options will be collected and if available, a comparison of all bids will be presented at the February meeting.



**RECOMMENDATION**

Staff recommends that the Board receive and evaluate this information. If there are any questions or issues of concern, Staff recommends removing the item from the Consent Calendar for discussion so that the Board can identify those issues and the matter can be presented with all necessary information at the February meeting.

See Attachments







LALAWLIBRARY

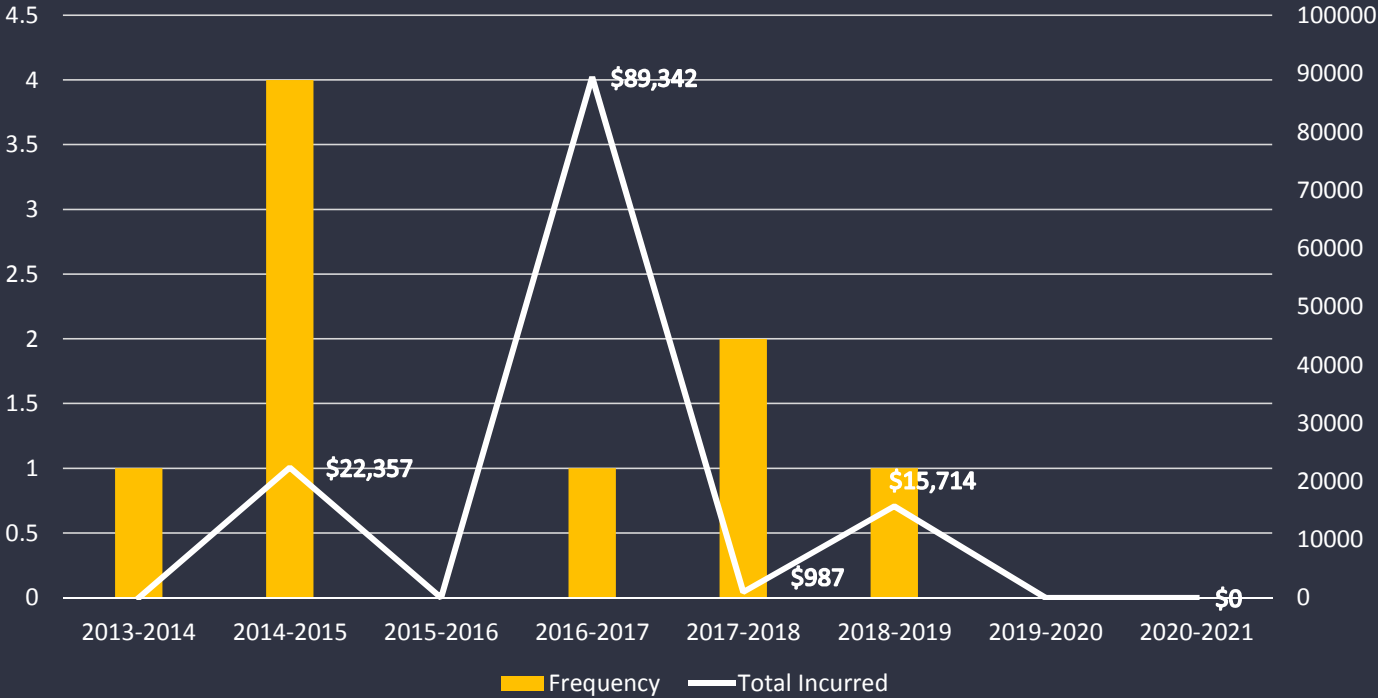
# WORKER'S COMPENSATION





EXHIBIT A

### WC FREQUENCY & SEVERITY

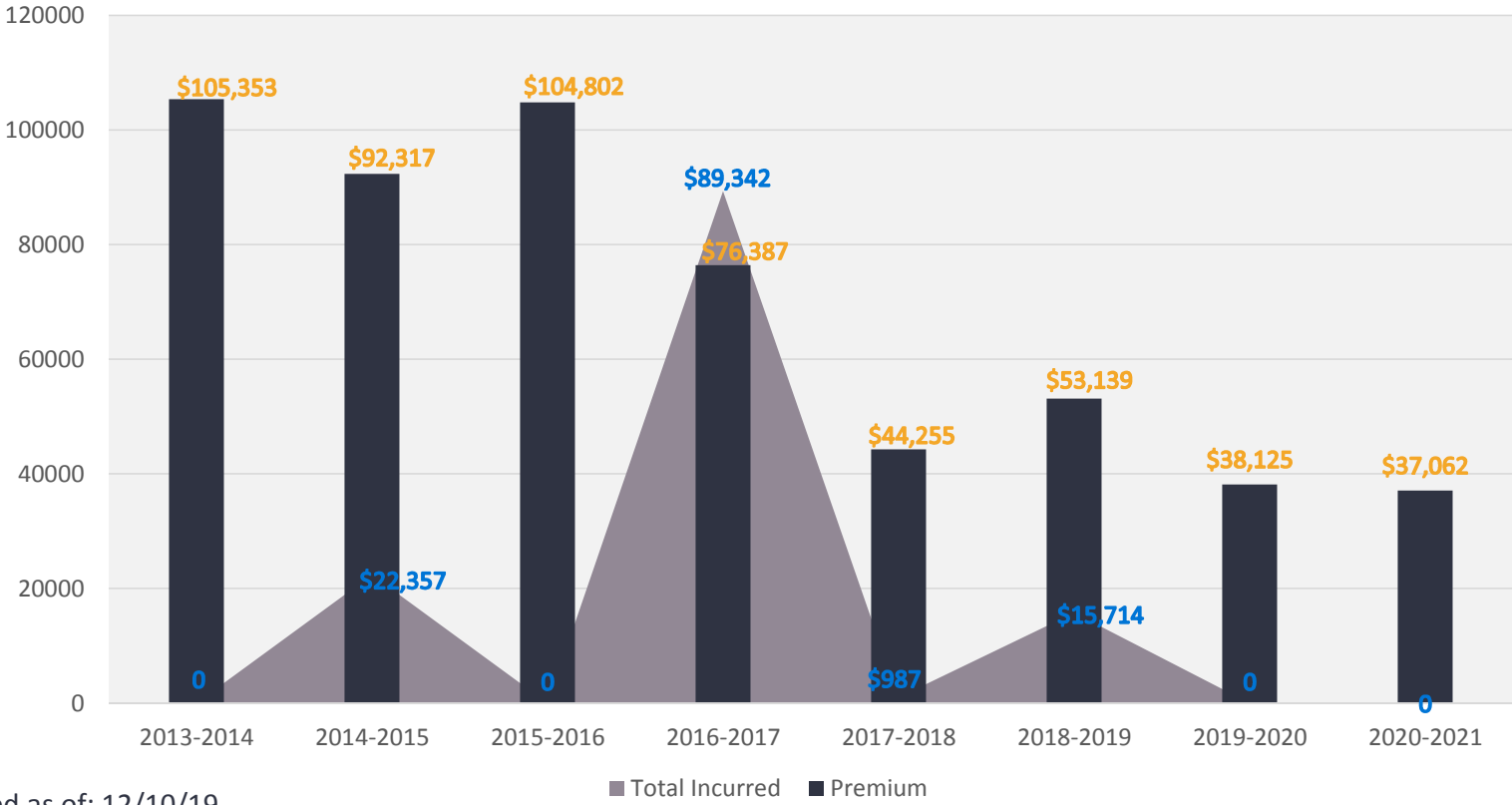


Valued as of: 12/10/19



EXHIBIT B

### WC PROGRAM HISTORY



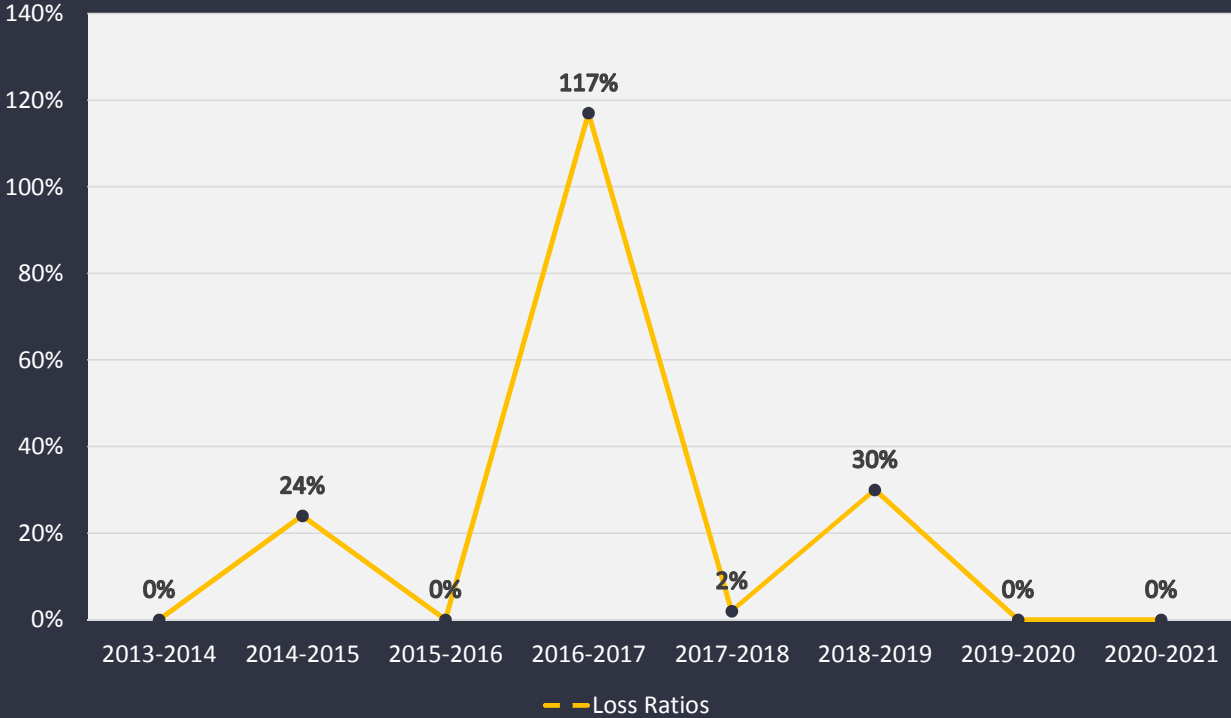
Valued as of: 12/10/19



EXHIBIT C

### WC LOSS RATIOS

Loss Ratios = Total Incurred / Premium



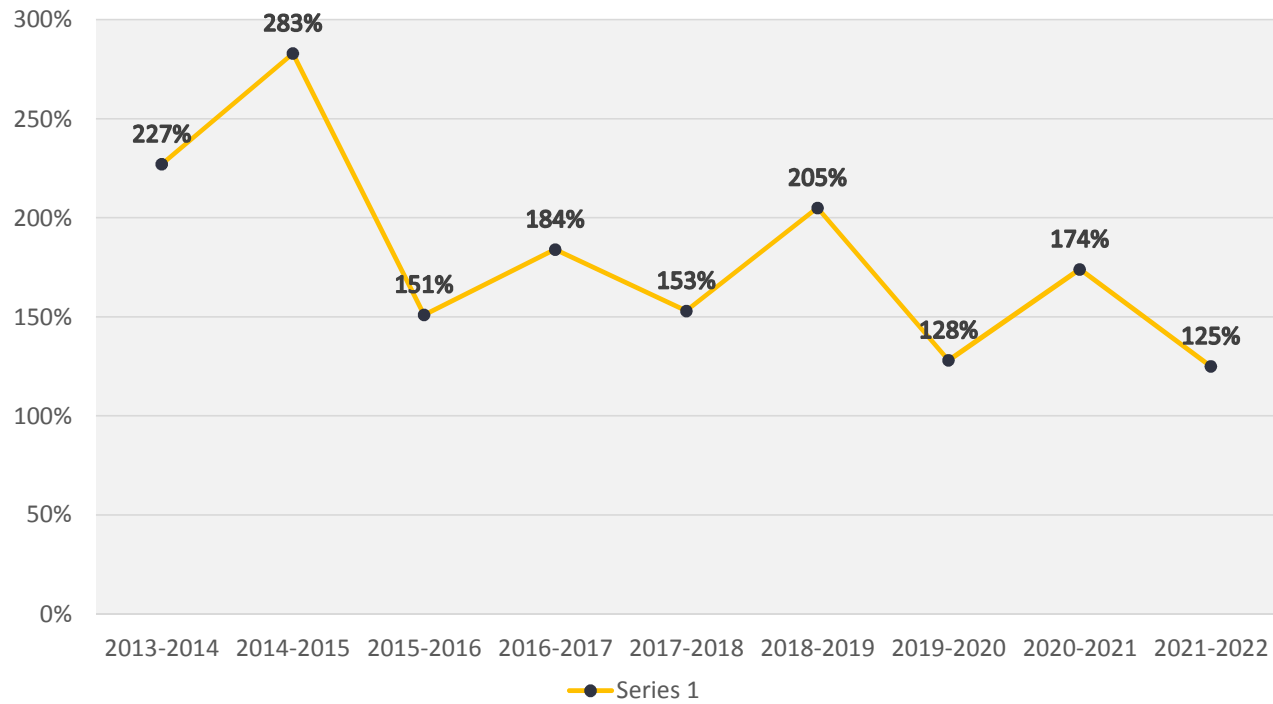
Valued as of: 12/10/19





# EXHIBIT D

## WCIRB EX-MOD HISTORY



Valued as of: 1/14/20



**Robert Lowe**

First Vice President  
(213) 270-0145  
robert.lowe@alliant.com

**Courtney Ramirez**

Vice President  
(949) 660-8133  
cramirez@alliant.com

**Christopher Gray**

Account Manager - Lead  
(949) 660-5944  
cgray@alliant.com

**Kristen DesCombes**

Account Representative  
(213) 406-8757  
kristen.descombes@alliant.com

**MEMORANDUM**

**DATE:** January 27, 2021

**TO:** Board of Law Library Trustees

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

**RE:** Approval of Commendation for Retiree Judith Yontef

**INTRODUCTION AND SUMMARY**

LA Law Library would like to acknowledge Judith Yontef's dedicated 22 years of service from 1999-2021. Ms. Yontef retired on January 3, 2021 after a long and dedicated service to LA Law Library as a Branch Assistant. Staff requests that the Board approve the Commendation provided.

**RECOMMENDATION**

Staff recommends the Board approve, sign and send the commendation.







# Commendation

## Judith Yontef

*In honor of your 22 years of committed and distinguished service at LA Law Library, we thank and commend you. Your contributions to the legal community and the public, providing legal information and resources and facilitating access to justice, are commendable. We applaud your efforts and dedication, and we wish you the best in your future endeavors.*

**Hon. Mark A. Juhas**  
President, Board of Trustees

**Hon. Michelle Williams Court**  
Vice President, Board of Trustees

**Kenneth Klein**  
Member, Board of Trustees

**Hon. Dennis Landin**  
Member, Board of Trustees

**Hon. Yolanda Orozco**  
Member, Board of Trustees

**Susan Steinhauser**  
Member, Board of Trustees

**Hon. Michael L. Stern**  
Member, Board of Trustees





# AGENDA ITEM 4

## DISCUSSION ITEMS

- 4.1 Approval of Processing Fee for Online Borrower Application and Waiver of Fee During Closure





**MEMORANDUM**

**DATE:** January 27, 2021

**TO:** Board of Law Library Trustees

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

**RE:** Approval of Processing Fee for Online Borrower Application and Waiver of Fee During Closure

**INTRODUCTION**

Given the closure of the physical facilities, Law Library staff has implemented a ‘will-call’ borrowing program where existing patrons can borrow materials. However, until now, we did not have a process for approval of new borrower accounts. Staff has developed an online process to apply and pay a deposit. Unfortunately, the online process requires an out-of-pocket payment of a deposit processing fee by the Law Library, yet the *full* deposit must be returned to the patron upon termination of a borrower account in good standing. Accordingly, Staff is seeking Board approval to: 1) adopt a nominal processing fee for online processing of deposits; and 2) waive that processing fee until such time as a no-cost, in-person application process is available.

**BACKGROUND AND ANALYSIS**

To borrow hard-copy books and materials (i.e., take them off site) a patron must: (1) complete the Borrower Registration Application; (2) submit the appropriate Security Deposit; and (3) pay any additional established and approved charges. (A Non-Borrower library card is free and allows patrons to access the computers and photocopiers on site.) A Reduced Cost deposit fee is available to those with an approved court fee waiver. Borrowing is then subject to applicable Law Library rules as approved by the Board and posted on the Law Library website.

During normal times (i.e., absent a closure) the deposit may be paid in person in cash or by credit card or over the phone by credit card. The resulting charge to the Law Library is minimal for credit card processing and zero for cash. Currently, though, in person processing is not available, phone hours are limited and the process of connecting with patrons via phone has proven time-intensive and sometimes impossible due to patrons’ lack of available phone service. Therefore, the most convenient option for Staff and patrons would be to take applications and new deposits online. Staff would like to launch this option as soon as possible but this must be done through an online payment processing service. In our case, we use PayPal.

The cost to the Law Library for processing is as follows:

Deposit Type	Amount	PayPal Fee
Reduced Cost	70	-1.73
Individual	140	-4.36
Law Firm	400	-11.9

Because the PayPal fee is not offset against revenue (borrowing is free), Staff recommends that a fee be established to cover this additional cost for Individual and Law Firm accounts. Although a fee could be established to cover Staff time and costs in processing the deposits, Staff is not recommending that at this time but does suggest rounding to a more manageable figure. Any increase due to rounding is far less than the actual cost in Law Library staff time and costs. For fee waiver patrons eligible for Reduced Cost, Staff does not recommend assessing a fee. Moreover, because the onsite free application options are not currently available, Staff recommends that this new fee be waived until onsite, public operations resume.

**RECOMMENDATION**

Staff recommends that the Board approve: 1) the following fees for processing borrower deposits online:

Deposit Type	Processing Fee
Individual	\$ 4.50
Law Firm	\$ 12.00

and

2) a waiver of such fees until the Law Library resumes a readily-available, no-cost alternative for processing deposits.

# AGENDA ITEM 5

## CLOSED SESSION

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

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