

# AGENDA

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

### REGULAR BOARD MEETING

*Wednesday, February 23, 2022*

*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 #889 8421 9426 using this link*

*<https://us06web.zoom.us/j/88984219426> 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 #889 8421 9426 using this link <https://us06web.zoom.us/j/88984219426> 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**

**0.0     RESOLUTION FOR REMOTE MEETINGS**

**1.0     PUBLIC COMMENT**

**2.0     PRESIDENT'S REPORT**

**3.0     CONSENT CALENDAR**

- 3.1     Approval of Minutes of the January 26, 2022 Regular Board Meeting
- 3.2     Review of December Financials and List of January Checks and Warrants
- 3.3     Authorization to Bind Workers Compensation Insurance
- 3.4     Approval of Revised Job Descriptions

**4.0     DISCUSSION ITEMS**

- 4.1     Determination of Need to Undertake Emergency Repairs Relating to Sump Pumps in Lower Level of Parking Garage
- 4.2     Review and Approval of FY 2021-22 Mid-Year Budget and Financial Forecast
- 4.3     Staff Presentation: 2022 Book Discussion Group

**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, March 23, 2022.

POSTED FRIDAY, FEBRUARY 18, 2022 @ 12:00 P.M.

POSTED BY ANN MARIE GAMEZ



## RESOLUTION NO. 2022-3

### A RESOLUTION AUTHORIZING REMOTE TELECONFERENCE MEETINGS PURSUANT TO ASSEMBLY BILL 361

WHEREAS, all meetings of the Law Library Board of Trustees are held pursuant to the Ralph M. Brown Act, ensuring that any member of the public may participate in local government meetings; and

WHEREAS, on September 16, 2021, the Governor signed AB 361 (2021) into law, which allows for local legislative bodies to continue to conduct meetings via teleconferencing under specified conditions and includes a requirement that the legislative bodies make specific findings; and

WHEREAS, on March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19 and ordered all residents to obey orders and guidance issued by state and local health officials; and

WHEREAS, the State proclaimed State of Emergency is still in effect; and

WHEREAS, on March 4, 2020, the County of Los Angeles adopted a resolution ratifying the declaration of local health emergency and issued a proclamation of a local emergency related to COVID-19; and

WHEREAS, the County proclaimed local emergency is still in effect; and

WHEREAS, the Governor has declared a State of Emergency pursuant to Government Code section 8625 as has the County of Los Angeles; and

WHEREAS, since issuing Executive Order N-08-21, the highly contagious Delta and Omicron variants of COVID-19 have emerged, causing an increase in COVID-19 cases throughout the State and Los Angeles County; and

WHEREAS, Los Angeles County's *Best Practices for Businesses and Employers* recommend reducing crowding indoors; and

WHEREAS, on September 30, 2021, the Executive Office of the Board of Supervisors of Los Angeles County issued specific guidance regarding remote meetings of Brown Act bodies during the COVID pandemic, stating that in order "to ensure the safety of members of the public and employees" County boards, commissions, committees, task forces, etc, will continue to meet remotely and urged all statutorily and independently created bodies within the County to do the same;

WHEREAS, because state or local health officials have imposed or are

recommending measures to promote social distancing, the Los Angeles County Law Library Board of Trustees finds it prudent to and desires to continue holding meetings via teleconference; and

WHEREAS, the Los Angeles County Law Library Board of Trustees shall ensure that its meetings comply with the provisions required by AB 361 (2021) for holding teleconferenced meetings.

NOW, THEREFORE, the Los Angeles County Law Library Board of Trustees does resolve as follows:

1. The above recitals are true and correct, and incorporated into this Resolution.

2. In compliance with AB 361 (2021), and in order to continue to conduct teleconference meetings without complying with the requirements of Government Code section 54953(b)(3) of the Brown Act, the Board of Trustees makes the following findings:

- a) The Board of Trustees has considered the circumstances of the state of emergency; and
- b) The state of emergency, as declared by the Governor and County of Los Angeles, continues to exist; and
- c) The state of emergency due to the presence of COVID-19 in the community continues to directly impact the ability of the members of the Los Angeles County Law Library Board of Trustees to meet safely in person; and
- d) Local officials continue to impose or recommend measures to promote social distancing.

3. The Board of Trustees may continue to meet remotely in compliance with AB 361, in order to better ensure the health and safety of the public.

4. The Board of Trustees will revisit the need to conduct meetings remotely no later than 30 days after teleconferencing for the first time, and every 30 days thereafter.

5. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Law Library Board of Trustees of the County of Los Angeles, State of California, this 23rd day of February 2022, by the following vote:

AYES: 0

NOES: 0

ABSENT: 0

ABSTAIN: 0

ATTEST:

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Hon. Mark A. Juhas, President

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Sandra J Levin, Executive Director,  
Recording Secretary



# AGENDA ITEM 3

## CONSENT CALENDAR

- 3.1 Approval of Minutes of the January 26, 2022, Regular Board Meeting
- 3.2 Review of December Financials and List of January Checks and Warrants
- 3.3 Authorization to Bind Workers Compensation Insurance
- 3.4 Approval of Revised Job Descriptions





**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.**

**January 26, 2022**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, January 26, 2022 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 remotely via Zoom.

**ROLL CALL/QUORUM**

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

**Trustees Absent:** Judge Yolanda Orozco

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

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

Vice President Court determined a quorum to be present, convened the meeting at 12:21 p.m. and thereafter presided (at the request of President Juhas). Executive Director, Sandra J. Levin recorded the Minutes. Trustee Klein joined the meeting at 12:24pm. President Juhas left the meeting at 12:57pm. All votes were taken by roll-call, voice vote.

**0.0 RESOLUTION**

Vice President Court requested a motion to adopt the Resolution to continue holding board meetings remotely. So moved by Trustee Landin seconded by President Juhas. The motion was unanimously approved by roll call vote, 5 ayes – 0 noes.

**1.0 PUBLIC COMMENT**

Patron, Beata Kaminska, addressed the Board regarding her communication with Law Library management and her accusation that library security had stolen her bicycle. Ms. Kaminska stated that nothing had been done for her situation, that the library did not investigate her incident and that she received ED Levin's letter but it did not resolve her issue. ED Levin replied to Ms. Kaminska's public comment, confirming that the library did spend a considerable amount of time investigating and responding to the incident, including speaking with both Ms. Kaminska and library security officers. ED Levin confirmed that the library's investigation concluded that there was no evidence that Security stole the bicycle.

## **2.0 PRESIDENT'S REPORT**

No President's Report.

## **3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the December 15, 2021 Regular Board Meeting and the January 11, 2022 Special Board Meeting
- 3.2 Review of November Financials and List of December Checks and Warrants
- 3.3 Review and Approval of 2<sup>nd</sup> Quarter Statistics of FY21-22
- 3.4 Update Regarding Workers Compensation Insurance Renewal Options

Trustee Steinhauser requested to remove item 3.4 from the Consent Calendar.

Vice President Court requested a motion to approve items 3.1, 3.2, and 3.3 in the Consent Calendar. So moved by Trustee Steinhauser seconded by Trustee Juhas. The motion was unanimously approved by roll call vote, 6 ayes – 0 noes.

Trustee Steinhauser commented on the good position the Law Library was in with regards to the Workers Compensation quote, and asked what the timeline and next steps were. ED Levin responded that the Workers Compensation policy coverage would begin March 1, however given that the February board meeting is too close to the effective date to make any proposed changes, the Workers Compensation renewal process is taken to the Board in January so the Board could ask questions ahead of time. This item is only a preliminary notice that a decision would need to be made in February. The final recommendation would come in the February board packet.

Vice President Court requested a motion to approve items 3.4 in the Consent Calendar. So moved by Trustee Steinhauser seconded by Trustee Klein. The motion was unanimously approved by roll call vote, 6 ayes – 0 noes.

## **4.0 DISCUSSION ITEMS**

- 4.1 Approval of Proposed One Time Funding Expenditures and Corresponding Budget Amendment for FY2022

ED Levin explained the proposal for the amended budget, stating that it would include substantial compensation to keep the law library competitive and to retain the talented staff. Added compensation includes new positions, promotions, and increases to compensation for identified existing staff, in addition to funding the list of projects in the staff report. The library would need more staff in order to implement the changes needed at the Law Library in order to serve library patrons more effectively. VP Court added that she was content with the items discussed and felt that it was aligned well with the mission and vision of the Law Library. Trustee Steinhauser added congratulations to ED Levin and Staff for the conscientious work performed obtaining and utilizing one-time funding, which has allowed the Law Library to take care of employees and increase programs for library patrons. Trustee Steinhauser also added how pleasing it is to see a state wide effort amongst all County Law Libraries in California in aligning with the larger project of improving access to justice across the state.

Vice President Court requested a motion to approve the attached list of projects and amend the budget for FY2022 to include the proposed expenditures. So moved by Trustee Landin seconded by Trustee Steinhauser. The motion was unanimously approved by roll call vote, 6 ayes – 0 noes.

#### 4.2 Approval of Job Descriptions Necessary to Implement One Time Funding Projects

ED Levin gave a brief summary on the reorganization of the Patron Services department and the IT positions as a way to move forward projects as a result of the budget amendment. Job description revisions varied from creating new positions to adding more responsibilities to others, to making small adjustments to reporting structures or minor technical changes. Trustee Steinhauser inquired regarding the role of the Legal Education Librarian. ED Levin clarified that although there are different units in the Patron Services, five in total, (Public Interest, Reference & Research, Branches & Collection Development, Legal Education, and Circulation), two of those units would merge into one. Legal Education and Reference & Research would merge as one unit.

Vice President Court requested a motion to approve the proposed job descriptions. So moved by President Juhas seconded by Trustee Landin. The motion was unanimously approved by roll call vote, 6 ayes – 0 noes.

#### 4.3 Approval of Project Design and Grant Application for Beautification and Improved Access of Law Library Grounds

ED Levin explained that the Friends of the Los Angeles County Law Library identified a grant with Caltrans for the purpose of improving and beautifying public spaces and was working to prepare an application to improve the grounds of the Law Library. ED Levin noted that the list of proposed project components could be found in the staff report. Trustee Steinhauser asked what the library's financial responsibility would be in connection with implementation of the proposed project. ED Levin replied that we would not know until there is an award offered and we know the extent of the funding, but that the library did fund a landscape architect to prepare conceptual plans and cost estimates. VP Court asked if there was any overlap in projects that we currently have budgeted. ED Levin replied that it would predominantly fund improvements that would not otherwise occur and would not impact current budget.

Vice President Court requested a motion to approve and authorize the submission of a grant application and the continued support of that effort by Library Staff. So moved by Trustee Steinhauser seconded by Trustee Klein. The motion was unanimously approved by roll call vote, 6 ayes – 0 noes.

#### 4.4 Staff Presentation Regarding Remote Locations

Senior Librarian of Branches and Collection Development, Linda Heichman, summarized the current Law Library locations. There are 12 remote locations, 2 physical branches in courthouses, 2 kiosks in courthouses, and 8 partnerships at other libraries. Throughout the pandemic, service has been provided remotely. SL Heichman noted that newly-hired staff for Branch locations are now on board and supporting the effort to reopen the remote locations. and added that the first phase is to reopen Branches to the public. Remote service has been given at Torrance since July 2020, with a recent reopening to the public in December 2021. ED Levin added that there was an extra layer of complexity, considering the guidelines for the pandemic measures and the exposure to the public at locations not within the library's control. VP Court commented on the

diligence of Staff and was very pleased to see how the library has come together to find ways of constantly improving and adding access to information at all levels.

No action requested or taken.

**5.0 AGENDA BUILDING**

**6.0 EXECUTIVE DIRECTOR REPORT**

**7.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:25pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 23, 2022 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 December 31, 2021

(Provisional and subject to year-end audit adjustments)

	6/30/2021	12/31/2021	YTD
<b>Assets</b>			
Current assets			
Cash and cash equivalents	10,471,380	13,481,875	3,010,494
Accounts receivable	302,650	232,091	(70,559)
Other receivable	1,149,242	1,109,593	(39,648)
Prepaid expenses	252,791	358,984	106,193
Total current assets	12,176,063	15,182,542	3,006,479
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	5,999,853	5,989,786	(10,067)
Capital assets, not being depreciated	909,725	909,725	-
Capital assets, being depreciated - net	15,409,498	15,022,830	(386,668)
Total noncurrent assets	22,637,546	22,240,811	(396,735)
Total assets	34,813,609	37,423,354	2,609,744
<b>Deferred Outflows of Resources</b>			
Deffered Outflows of Resources	2,410,452	2,410,452	-
Total assets and deffered outflows of resources	<b>37,224,062</b>	<b>39,833,806</b>	<b>2,609,744</b>
<b>Liabilities</b>			
Current Liabilities			
Accounts payable	165,978	45,109	(120,868)
Other current liabilities	-	-	-
Payroll liabilities	(1,185)	16,215	17,400
Total current liabilities	164,793	61,324	(103,468)
Noncurrent Liabilities			
Accrued sick and vacation liability	299,418	282,092	(17,326)
Borrowers' deposit	229,794	238,687	8,893
OPEB liability	3,239,511	3,369,501	129,990
Net pension liability	3,887,855	3,937,853	49,998
Total noncurrent liabilities	7,656,578	7,828,133	171,555
Total liabilities	7,821,371	7,889,457	68,087
<b>Deferred Inflows of Resources</b>			
Deffered Inflows of Resources	1,418,426	1,418,426	-
Total liabilities and Deffered inflows of resources	9,239,797	9,307,883	68,087
<b>Net Position</b>			
Invested in capital assets	16,319,223	15,932,555	(386,668)
Unrestricted	11,665,042	14,593,367	2,928,326
Total net position	27,984,265	30,525,923	2,541,658
Total liabilities and Deffered inflows of resources and net position	<b>37,224,062</b>	<b>39,833,806</b>	<b>2,609,744</b>

**Los Angeles County Law Library**  
Income Statement for the Period Ending December 31, 2021  
(Provisional and subject to year-end audit adjustments)

Dec 2020	Dec 2021			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
537,339	520,073	517,386	(2,686)	-0.5%
5,325	5,615	5,616	1	0.0%
17,013	37,500	44,598	7,098	18.9%
19,290	20,637	33,675	13,038	63.2%
578,967	583,824	601,275	17,451	3.0%
429,918	475,037	425,713	49,324	10.4%
52,850	53,985	66,325	(12,340)	-22.9%
198,999	182,079	150,029	32,050	17.6%
(198,999)	(182,079)	(150,029)	(32,050)	17.6%
		0		
84,237	73,347	86,542	(13,195)	-18.0%
10,927	11,744	11,647	97	0.8%
9,991	12,343	6,809	5,534	44.8%
0	0	0	0	0.0%
2	1,052	2	1,050	99.8%
0	85	23	62	73.2%
1,360	6,833	2,100	4,733	69.3%
210,479	208,244	200,151	8,092	3.9%
799,764	842,669	799,312	(43,358)	-5.1%
(220,797)	(258,845)	(198,037)	60,808	-23.5%
2,632	1,667	(5,235)	(6,902)	-414.1%
100,000	0	0	0	0.0%
0	0	0	0	0.0%
(118,165)	(257,178)	(203,272)	53,907	-21.0%
0	80,000	0	80,000	100.0%

**Summary:**

**Income**

L.A. Superior Court Fees  
Interest  
Parking  
Library Services  
Total Income

FY 2020-21 YTD Actual	FY 2021-22 YTD				Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (-)	
3,067,208	3,323,442	3,371,537	48,094	1.4%	
32,527	31,865	28,719	(3,146)	-9.9%	
132,389	225,000	273,675	48,675	21.6%	
241,933	246,542	258,542	11,999	4.9%	
3,474,057	3,826,850	3,932,472	105,622	2.8%	

**Expense**

Staff (payroll + benefits)  
Electronic Resource Subscriptions  
Library Materials  
Library Materials Transferred to Assets  
Facilities  
Technology & Data  
General  
Professional Development  
Communications & Marketing  
Travel & Entertainment  
Professional Services  
Depreciation  
Total Expenses

2,402,027	2,699,932	2,474,269	338,991	12.6%	
289,026	323,907	299,542	24,366	7.5%	
831,106	1,061,594	828,590	233,004	21.9%	
(831,106)	(1,061,594)	(828,590)	(233,004)	21.9%	
444,712	475,723	424,997	50,727	10.7%	
74,024	73,140	65,362	3,180	4.3%	
24,678	35,160	39,799	2,713	7.7%	
1,655	3,210	3,101	109	3.4%	
27	6,562	12	14,478	220.6%	
108	433	23	410	94.7%	
35,425	38,888	33,715	57,923	148.9%	
1,267,417	1,242,713	1,215,258	27,455	2.2%	
4,539,098	4,899,669	4,556,077	343,592	7.0%	

**Net Income (Loss)**

Investment Gain (Loss)<sup>1</sup>

Extraordinary Income  
Extraordinary Expense  
Net Income Including Extraordinary Items

8,832	10,000	(10,067)	(20,067)	-200.7%	
1,354,174	0	3,175,330	3,175,330	0.0%	
0	0	0	0	0.0%	
297,965	(1,062,819)	2,541,658	3,604,477	339.1%	

**Capitalized Expenditures**

0	685,000	0	685,000	100.0%	
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**Los Angeles County Law Library**  
Income Statement for the Period Ending December 31, 2021  
(Provisional and subject to year-end audit adjustments)

Dec 2020	Dec 2021				Actual	YTD Actual	FY 2021-22 YTD				Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			Budget	Actual	\$ Fav (Unf)	% Fav (-)		
<b>Detailed Budget:</b>												
<b>Income:</b>												
537,339	520,073	517,386	(2,686)	-0.5%	15 FIN 303300	L.A. Superior Court Fees	3,067,208	3,323,442	3,371,537	48,094	1.4%	
598	456	219	(237)	-52.1%	15 FIN 311000	Interest - LAIF	1,399	911	449	(462)	-50.7%	Low interest revenue due to market volatility and slow interest rate recovery.
4,579	5,000	5,271	271	5.4%	15 FIN 312000	Interest - General Fund	30,090	30,000	27,508	(2,492)	-8.3%	Low interest revenue due to market volatility and slow interest rate recovery.
149	159	126	(33)	-20.6%	15 FIN 313000	Interest - Deposit Fund	1,038	954	762	(192)	-20.1%	Low interest revenue due to market volatility and slow interest rate recovery.
5,325	5,615	5,616	1	0.0%		Subtotal	32,527	31,865	28,719	(3,146)	-9.9%	
17,013	37,500	44,598	7,098	18.9%	39 FAC 330100	Parking:						
						Parking	132,389	225,000	273,675	48,675	21.6%	Revenue higher than expected due to court reopening in July.
17,013	37,500	44,598	7,098	18.9%		Subtotal	132,389	225,000	273,675	48,675	21.6%	
<b>Library Services:</b>												
16	8	0	(8)	-100.0%	27 CIRC 330150	Annual Designation Fee	666	229	374	145	63.2%	Timing variance.
8,159	8,522	28,058	19,536	229.2%	25 PS 330140	Annual Members Fee	52,365	50,590	80,109	29,519	58.3%	Lapsed Members returning to program faster than projected.
6,302	716	1,773	1,057	147.6%	25 PS 330340	Course Registration	15,025	10,296	19,633	9,337	90.7%	New Platinum Member revenue. FY21 sponsorship funds (\$6,000) applied to this year due to delay in receipt. Better than expected attendance at fee-based MCLEs and on-demand programs subsidized by OTF.
0	1,500	1,759	259	17.3%	27 CIRC 330129	Copy Center	1	4,650	8,420	3,770	81.1%	Better than expected use of service once the library opened without appointment. Sales tax payment budgeted January which will decrease the variance.
769	714	594	(120)	-16.8%	27 CIRC 330205	Document Delivery	3,780	3,214	3,405	190	5.9%	Better than expected use of service once the library reopened without appointment.
746	1,600	1,210	(390)	-24.4%	27 CIRC 330210	Fines	2,726	7,200	8,349	1,149	16.0%	Timing variance. Better than expected revenue when the library reopened without an appointment.
2,927	7,500	145	(7,355)	-98.1%	15 FIN 330310	Miscellaneous	22,100	15,000	11,364	(3,636)	-24.2%	Includes State Fund 10% dividend payment.
0	0	63	63	0.0%	39 FAC 330330	Room Rental	0	0	125	125	0.0%	
370	0	0	0	0.0%	23 COL 330350	Book Replacement	375	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	19,895	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 330400	Friends of Law Library	120,000	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	77	73	(4)	-4.6%	15 FIN 330450	Vending	0	363	263	(100)	-27.5%	Timing variance.
0	0	0	0	0.0%	39 FAC 330465	Special Events Income	5,000	10,000	6,500	(3,500)	-35.0%	
19,290	20,637	33,675	13,038	63.2%		Subtotal	241,933	246,542	258,542	11,999	4.9%	
578,967	583,824	601,275	17,451	3.0%		Total Income	3,474,057	3,826,850	3,932,472	105,622	2.8%	
<b>Expenses:</b>												
<b>Staff:</b>												
269,751	310,291	270,442	39,850	12.8%	ALL 501000	Salaries (FT)	1,266,306	1,448,027	1,272,459	175,568	12.1%	Reflects vacancy savings. Includes \$44K contingent 2% bonus.
0	(6,206)	0	(6,206)	100.0%	15 FIN 501025	Staff Vacancy Offset (FT)	0	(28,961)	0	(28,961)	100.0%	
25,769	31,305	28,145	3,161	10.1%	ALL 501050	Salaries (PT)	106,234	146,092	110,627	35,465	24.3%	Reflects vacancy savings. Includes \$44K contingent 2% bonus.
0	(626)	0	(626)	100.0%	15 FIN 501075	Staff Vacancy Offset (PT)	0	(2,922)	0	(2,922)	100.0%	
15,928	19,471	15,739	3,732	19.2%	15 FIN 502000	Social Security	79,211	90,865	78,346	12,519	13.8%	Reflects vacancy savings.
4,392	4,680	4,405	275	5.9%	15 FIN 503000	Medicare	20,364	21,839	19,687	2,152	9.9%	Reflects vacancy savings.
31,994	35,820	20,567	15,253	42.6%	15 FIN 511000	Retirement	428,514	520,340	486,886	33,454	6.4%	
0	8,333	8,333	0	0.0%	15 FIN 511050	Pension Exp (Actuarial)	0	50,000	49,998	2	0.0%	
0	0	0	0	0.0%	15 FIN 511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
46,249	55,500	43,777	11,723	21.1%	15 FIN 512000	Health Insurance	289,380	333,003	272,500	60,503	18.2%	Reflects vacancy savings.
372	432	366	65	15.1%	15 FIN 513000	Disability Insurance	2,221	2,591	2,098	493	19.0%	Reflects vacancy savings.
5,428	6,121	4,813	1,308	21.4%	15 FIN 514000	Dental Insurance	31,271	36,725	23,893	12,833	34.9%	Reflects vacancy savings.
502	702	485	217	30.9%	15 FIN 514500	Vision Insurance	3,175	4,211	2,413	1,798	42.7%	Reflects vacancy savings.
171	211	163	48	22.6%	15 FIN 515000	Life Insurance	1,026	1,244	940	305	24.5%	Reflects vacancy savings.
0	0	0	0	0.0%	15 FIN 515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
3,089	2,317	2,317	0	0.0%	15 FIN 516000	Workers Compensation Insurance	18,531	13,904	9,030	4,874	35.1%	Reflects 2020-21 policy year audit refund.
0	2,500	0	2,500	100.0%	15 FIN 517000	Unemployment Insurance	1,569	5,000	2,764	2,236	44.7%	Reflects extended WC benefits and CARES Act offset.

**Los Angeles County Law Library**  
Income Statement for the Period Ending December 31, 2021  
(Provisional and subject to year-end audit adjustments)

Dec 2020	Dec 2021				YTD Actual	FY 2021-22 YTD				Comments				
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	Budget	Actual	\$ Fav (Unf)		% Fav (-)			
3,170	4,967	1,288	3,680	74.1%	ALL	514010	Temporary Employment	12,283	25,802	3,087	22,715	88.0%	Reduced need due to reduced hours and reduced in-person usage.	
0	0	0	0	0.0%	13	HR	514015	Recruitment	0	3,000	1,092	1,908	63.6%	Timing variance.
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	21,665	2	0.0%	15	FIN	518500	OPEB Expense	130,002	130,000	129,990	10	0.0%	
125	300	184	116	38.6%	15	FIN	518550	TMP	4,648	5,000	1,225	3,775	75.5%	Some transit lines are free during pandemic.
1,312	1,250	3,025	(1,775)	-142.0%	15	FIN	518560	Payroll and Benefit Administration	7,292	7,500	7,235	265	3.5%	Lower payroll processing fee due to continued vacancies.
429,918	475,037	425,713	73,323	15.4%			Total - Staff	2,402,027	2,699,932	2,474,269	338,991	12.6%		
170,539	135,732	132,573	3,159	2.3%	23	COL	601999	Library Materials/Electronic Resources Subscription: American Continuations	632,890	814,392	641,449	172,943	21.2%	Timing variance. Potential shipping delays due to national/international supply chain slowdown due to COVID recoverv.
1,129	5,951	2,341	3,610	60.7%	23	COL	602999	American New Orders	9,159	11,901	11,935	(34)	-0.3%	
1,475	1,721	788	934	54.2%	23	COL	609199	Branch Continuations	6,960	10,328	6,280	4,048	39.2%	Timing variance. Potential shipping delays due to national/international supply chain slowdown due to COVID recoverv.
0	131	0	131	100.0%	23	COL	609299	Branch New Orders	0	131	0	131	100.0%	
2,235	12,674	2,142	10,532	83.1%	23	COL	603999	Commonwealth Continuations	66,401	76,044	74,314	1,730	2.3%	
0	267	120	147	55.0%	23	COL	604999	Commonwealth New Orders	268	535	144	390	73.0%	Timing variance.
9,272	12,032	5,744	6,288	52.3%	23	COL	605999	Foreign Continuations	32,589	72,195	27,800	44,395	61.5%	Timing variance. Potential shipping delays due to national/international supply chain crisis due to COVID recoverv.
18	535	100	435	81.3%	23	COL	606999	Foreign New Orders	458	1,070	650	420	39.2%	Timing variance.
8,812	10,627	5,069	5,558	52.3%	23	COL	607999	International Continuations	65,713	63,763	59,866	3,897	6.1%	Timing variance.
316	535	320	216	40.3%	23	COL	608999	International New Orders	1,654	1,070	1,790	(720)	-67.3%	Timing variance.
5,204	1,605	655	950	59.2%	23	COL	609399	General/Librarianship Continuations	14,759	9,630	3,814	5,815	60.4%	Timing variance. Potential shipping delays due to national/international supply chain crisis due to COVID recoverv.
0	268	178	90	33.5%	23	COL	609499	General/Librarianship New Orders	254	535	547	(12)	-2.3%	
198,999	182,079	150,029	32,050	17.6%			Subtotal	831,106	1,061,594	828,590	233,004	21.9%		
(198,999)	(182,079)	(150,029)	(32,050)	17.6%	23	COL	690000	Library Materials Transferred to Assets	(831,106)	(1,061,594)	(828,590)	(233,004)	21.9%	
52,850	53,985	66,325	(12,340)	-22.9%	23	COL	685000	Electronic Resource Subscriptions (ERS)	289,026	323,907	299,542	24,366	7.5%	Timing variance. Large vendor monthly subscription costs totalling \$30,688 not paid in July (Lexis and Westlaw)
1,394	5,000	4,077	923	18.5%	39	FAC	801005	Facilities: Repair & Maintenance	13,876	26,000	18,167	7,833	30.1%	Timing variance. Repairs being scheduled in 2nd half of fiscal year.
773	1,777	1,544	233	13.1%	39	FAC	801010	Building Services	7,609	10,662	8,383	2,279	21.4%	Service levels not stabilized post pandemic.
224	1,415	143	1,272	89.9%	39	FAC	801015	Cleaning Supplies	1,389	8,490	3,114	5,376	63.3%	Timing variance; delay in purchasing.
30,093	11,000	31,232	(20,232)	-183.9%	39	FAC	801020	Electricity & Water	93,302	65,000	66,214	(1,214)	-1.9%	Billing delay from LA DWP.
966	0	966	(966)	0.0%	39	FAC	801025	Elevator Maintenance	5,796	2,898	5,796	(2,898)	-100.0%	Delay in completion of CapEx project. Budget to be adjusted at mid-year.
7,037	3,100	0	3,100	100.0%	39	FAC	801030	Heating & Cooling	59,630	28,000	15,361	12,639	45.1%	Timing variance due to delay in billing.
20,539	23,387	24,157	(771)	-3.3%	15	FIN	801035	Insurance	122,771	140,320	144,944	(4,623)	-3.3%	
9,649	10,119	10,699	(580)	-5.7%	39	FAC	801040	Janitorial Services	60,220	60,714	62,015	(1,301)	-2.1%	
(664)	1,700	1,250	450	26.5%	39	FAC	801045	Landscaping	7,686	9,300	7,500	1,800	19.4%	Timing variance; deferred maintenance on irrigation system and water line. Change in contractor status.
14,190	15,450	12,300	3,150	20.4%	39	FAC	801050	Security	70,604	99,892	88,084	11,808	11.8%	Reduced hours.
0	0	0	0	0.0%	39	FAC	801060	Room Rental Expenses	0	0	0	0	0.0%	
0	0	0	0	0.0%	39	FAC	801065	Special Events Expenses	45	17,000	2,255	14,745	86.7%	Scaled down Pro Bono Week events due to COVID19.
0	210	0	210	100.0%	39	FAC	801100	Furniture & Appliances (<3K)	145	1,260	0	1,260	100.0%	Timing variance.
0	0	0	0	0.0%	39	FAC	801110	Equipment (<3K)	549	2,000	1,748	252	12.6%	Purchase of paper drill for CMS.
0	0	0	0	0.0%	39	FAC	801115	Building Alterations (<3K)	0	2,500	0	2,500	100.0%	
36	39	173	(134)	-343.0%	39	FAC	801120	Delivery & Postage	784	787	1,416	(629)	-79.9%	Pro Bono Week mailing costs higher than expected.
0	150	0	150	100.0%	39	FAC	801125	Kitchen supplies	308	900	0	900	100.0%	Reduced operations/COVID19.
84,237	73,347	86,542	(13,195)	-18.0%			Subtotal	444,712	475,723	424,997	50,727	10.7%		
1,479	1,523	1,082	441	28.9%	33	TECH	801210	Technology: Software Maintenance	10,501	10,814	7,637	3,177	29.4%	Timing variance.
1,978	2,407	3,858	(1,451)	-60.3%	33	TECH	801212	Hardware Maintenance	11,993	14,442	14,013	429	3.0%	Timing variance.
0	167	0	167	100.0%	33	TECH	801215	Software (<\$3k)	936	1,002	0	1,002	100.0%	Timing variance.



**Los Angeles County Law Library**  
Income Statement for the Period Ending December 31, 2021  
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Dec 2020	Dec 2021				YTD Actual	FY 2021-22 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	Budget	Actual	\$ Fav (Unf)		% Fav (-)	
0	80	0	80	100.0%	33 TECH 801220	Hardware (<\$3k)	4,871	480	1,836	(1,356)	-282.5%	Unbudgeted conference phone replacement expense .
0	0	0	0	0.0%	33 TECH 801225	Computer Supplies	0	0	0	0	0.0%	
4,849	4,877	5,079	(202)	-4.1%	33 TECH 801230	Integrated Library System	29,091	29,262	30,476	(1,214)	-4.1%	
2,210	1,800	1,627	173	9.6%	33 TECH 801235	Telecommunications	11,284	10,800	9,904	896	8.3%	Timing variance.
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	0	400	80	320	79.9%	Timing variance.
191	0	0	0	0.0%	33 TECH 801250	Services	191	600	674	(74)	-12.3%	Timing variance.
220	890	0	890	100.0%	33 TECH 801275	Online Service Providers	5,158	5,340	741	4,599	86.1%	Timing variance.
10,927	11,744	11,647	97	0.8%		Subtotal	74,024	73,140	65,362	3,180	4.3%	
						General:						
498	583	364	219	37.6%	15 FIN 801310	Bank Charges	2,825	3,500	2,617	883	25.2%	Lower transaction volume.
875	910	891	19	2.1%	35 CMS 801315	Bibliographical Services	5,252	5,460	5,345	115	2.1%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
30	0	50	(50)	0.0%	17 EXEC 801325	Board Expense	37	0	50	(50)	0.0%	
2,000	7,000	322	6,678	95.4%	37 COM 801330	Staff meals & events	2,174	9,000	1,496	7,504	83.4%	Timing variance.
277	1,250	444	806	64.5%	15 FIN 801335	Supplies - Office	1,680	8,300	4,025	4,275	51.5%	Low office supply requests due to limited onsite staff.
1,409	3,700	3,780	(80)	-2.1%	35 CMS 801337	Supplies - Library materials	1,409	6,500	6,573	(73)	-1.1%	
0	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	0	500	0	500	100.0%	Timing variance.
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
221	800	583	218	27.2%	33 IT 801370	Copy Center Expense	1,778	4,300	4,667	(367)	-8.5%	
0	0	340	(340)	0.0%	15 FIN 801375	General - Misc	0	1,000	10,389	(9,389)	-938.9%	Reflects Fresh Start initiative fines waiver.
4,680	542	0	542	100.0%	25 PS 801390	Course Registration	8,760	3,252	4,600	(1,348)	-41.5%	Reflects one-time funding class subsidy.
0	0	37	(37)	0.0%	17 EXEC 801395	Friends of Law Library	764	700	37	663	94.8%	
9,991	12,343	6,809	7,976	64.6%		Subtotal	24,678	35,160	39,799	2,713	7.7%	
						Professional Development:						
0	0	0	0	0.0%	ALL 803105	Travel	0	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	245	250	2,156	(1,906)	-762.4%	Timing variance.
0	0	0	0	0.0%	ALL 803120	Registration fees	1,410	2,960	945	2,015	68.1%	Conference format change to "online" reduced registrations costs. No travel cost incurred.
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	0	0	0.0%	
0	0	0	0	0.0%		Subtotal	1,655	3,210	3,101	109	3.4%	
						Communications & Marketing:						
12	40	2	38	95.0%	37 COM 803205	Services	12	240	12	228	95.0%	Timing variance.
0	200	0	200	100.0%	37 COM 803210	Collateral materials	0	7,200	0	7,200	100.0%	Timing variance.
(10)	1,050	0	1,050	100.0%	37 COM 803215	Advertising	15	7,050	0	7,050	100.0%	Timing variance.
0	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	0	0	0	0	0.0%	
2	1,052	2	1,288	122.4%		Subtotal	27	6,562	12	14,478	220.6%	
						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	85	23	62	73.2%	ALL 803320	Ground transportation & mileage reimb.	108	433	23	410	94.7%	Branch/partnership locations remain closed; traveling not yet resumed.
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
0	85	23	62	73.2%		Subtotal	108	433	23	410	94.7%	
						Professional Services						
0	0	0	0	0.0%	15 FIN 804005	Accounting	20,455	22,890	22,890	0	0.0%	
1,360	1,833	2,100	(267)	-14.6%	17 EXEC 804008	Consulting Services	12,945	10,998	10,380	618	5.6%	Rate increase effective 10/1. Favorable variance will most likely diminish as the year progresses.
0	12,990	0	12,990	100.0%	17 EXEC 804010	Legal	2,025	52,850	0	52,850	100.0%	Delay in OTF project implementation.
0	400	0	400	100.0%	15 FIN 804015	Other	0	4,900	445	4,455	90.9%	Timing variance.
1,360	6,833	2,100	13,123	192.1%		Subtotal	35,425	38,888	33,715	57,923	148.9%	
						Depreciation:						
187,130	179,666	177,287	2,379	1.3%	15 FIN 806105	Depreciation - Library Materials	1,127,118	1,085,839	1,076,378	9,461	0.9%	
23,349	28,578	22,865	5,713	20.0%	15 FIN 806110	Depreciation Exp - FF&E	140,298	156,875	138,880	17,994	11.5%	Delay in CapEX projects.
210,479	208,244	200,151	8,092	3.9%		Subtotal	1,267,417	1,242,713	1,215,258	27,455	2.2%	
799,764	842,669	799,312	43,358	5.1%		Total Expense	4,539,098	4,899,669	4,556,077	343,592	7.0%	
(220,797)	(258,845)	(198,037)	60,808	-23.5%		Net Income Before Extraordinary Items	(1,065,041)	(1,072,819)	(623,605)	449,214	41.9%	

**Los Angeles County Law Library**  
Income Statement for the Period Ending December 31, 2021  
(Provisional and subject to year-end audit adjustments)

Dec 2020	Dec 2021				FY 2020-21	FY 2021-22 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (-)
2,632	1,667	(5,235)	(6,902)	-414.1%	15 FIN 321000	Investment Gain (Loss) <sup>1</sup>	8,832	10,000	(10,067)	(20,067)	-200.7%	Reflects gains/loss if sold at time of report (before maturity)
100,000	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	1,354,174	0	3,175,330	3,175,330	0.0%	One-time backfill funding from the State.
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
<u>(118,165)</u>	<u>(257,178)</u>	<u>(203,272)</u>	<u>53,907</u>	<u>-21.0%</u>		Net Income Including Extraordinary Items	<u>297,965</u>	<u>(1,062,819)</u>	<u>2,541,658</u>	<u>3,604,477</u>	<u>339.1%</u>	
Capital Expenditures:												
0	0	0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	10,000	0	10,000	100.0%	Delay in capital project completion.
0	0	0	0	0.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	0	195,000	0	195,000	100.0%	Delay in capital project completion.
0	0	0	0	0.0%	39 FAC 164500	Exterior Building Repairs/ Improvements (>3k)	0	130,000	0	130,000	100.0%	Delay in capital project completion.
0	80,000	0	80,000	100.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	350,000	0	350,000	100.0%	Delay in capital project completion.
0	0	0	0	0.0%	33 TECH 168000	Computer Software	0	0	0	0	0.0%	
<u>0</u>	<u>80,000</u>	<u>0</u>	<u>(80,000)</u>	<u>-100.0%</u>		Total - Capitalized Expenditures	<u>0</u>	<u>685,000</u>	<u>0</u>	<u>685,000</u>	<u>100.0%</u>	
CalPERS CERBT Trust Fund:												
						Beginning Balance		2,582,694				
						Administrative Expense		(109)				CalPERS CERBT program cost.
						Investment Expense		(79)				Investment management cost.
						Unrealized Gain/Loss		56,997				Fluctuating market conditions.
						Distribution						Distribution from Fund.
						Ending Balance		<u>2,639,503</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 December 31, 2021

(Provisional and subject to year-end audit adjustments)

	12/31/2021	YTD
<b>Cash flows from operating activities</b>		
L.A. Superior court fees	517,386	3,371,537
Parking fees	44,598	273,675
Library services	33,675	3,313,871
(Increase) decrease in accounts receivable	(17,665)	70,559
(Increase) decrease in other receivable	38,599	39,648
Increase (decrease) in borrowers' deposit	718	8,893
<b>Cash received from filing fees and services</b>	<b>617,312</b>	<b>7,078,183</b>
Facilities	(86,542)	(424,997)
Technology	(11,647)	(65,362)
General	(6,809)	(39,799)
Professional development	-	(3,101)
Communications & marketing	(2)	(12)
Travel & entertainment	(23)	(23)
Professional services	(2,100)	(33,715)
Electronic Resource Subscriptions (ERS)	(66,325)	(299,542)
(Increase) decrease in prepaid expenses	28,222	(106,193)
Increase (decrease) in accounts payable	14,958	(120,868)
Increase (decrease) in other liabilities	-	-
<b>Cash payments to suppliers for goods and services</b>	<b>(130,266)</b>	<b>(1,093,611)</b>
Staff (payroll + benefits)	(425,713)	(2,474,269)
Increase (decrease) in payroll liabilities	12,677	17,400
Increase (decrease) in accrued sick and vacation liability	(13,398)	(17,326)
Increase (decrease) in OPEB liability	21,665	129,990
Increase (decrease) in net pension liability	8,333	49,998
<b>Cash payments to employees for services</b>	<b>(396,437)</b>	<b>(2,294,207)</b>
Contributions received	-	120,000
Net cash from operating activities	90,608	3,810,366
<b>Cash flow from capital and related financing activities</b>		
Library materials	(150,029)	(828,590)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
<b>Cash flows from investing activities</b>		
Investment	-	-
Investment earnings	5,616	28,719
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>(53,805)</b>	<b>3,010,494</b>
Cash and cash equivalents, at beginning of period	13,854,150	10,789,850
<b>Cash and cash equivalents, at end of period</b>	<b>13,800,344</b>	<b>13,800,344</b>
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	(203,652)	2,523,006
Adjustments for noncash effects:		
Depreciation	200,151	1,215,258
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(17,665)	70,559
(Increase) decrease in other receivable	38,599	39,648
(Increase) decrease in prepaid expenses	28,222	(106,193)
Increase (decrease) in accounts payable	14,958	(120,868)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	12,677	17,400
Increase (decrease) in accrued sick and vacation liability	(13,398)	(17,326)
Increase (decrease) in borrowers' deposit	718	8,893
Increase (decrease) in OPEB liability	21,665	129,990
Increase (decrease) in net pension liability	8,333	49,998
Net cash from operating activities	<b>90,608</b>	<b>3,810,366</b>

**LOS ANGELES COUNTY LAW LIBRARY**  
**January 1, 2022 - January 31, 2022 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 3	AMERICAN LAWYER MEDIA	BOOKS	431.43	V006563
	ALI CLE CONTINUING LEGAL EDUCATION	BOOKS	99.00	V006564
	LEXISNEXIS MATTHEW BENDER	BOOKS	967.38	V006565
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	344.93	V006566
	JURISNET LLC	BOOKS	143.82	V006567
	LAW JOURNAL PRESS	BOOKS	6,751.54	V006568
	NATIONAL UNDERWRITER COMPANY	BOOKS	455.00	V006569
	PROQUEST INFORMATION AND LEARNING	BOOKS	1,847.48	V006570
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	799.63	V006571
	GOOGLE	SERVICES	1.99	V006630
January 5	STAPLES ADVANTAGE	CLEANING SUPPLIES	89.78	V006593
January 7	AMERICAN LEGAL PUBLISHING	BOOKS	1,190.00	V006574
	LEXISNEXIS MATTHEW BENDER	BOOKS	177.81	V006575
	CCH INCORPORATED	BOOKS	20,055.22	V006576
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	29,210.00	V006577
	GALE CENGAGE LEARNING	BOOKS	3,342.00	V006578
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,637.25	V006579
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	138.50	V006580
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	698.85	V006581
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	359.17	V006582
	THOMSON REUTERS	BOOKS	308.79	V006583
January 10	STAMPS.COM	DELIVERY & POSTAG	24.99	V006594
January 14	ULINE	CLEANING SUPPLIES	217.33	V006610
January 17	J P COOKE COMPANY	SUPPLIES-OFFICE	83.47	V006595
	CDW GOVERNMENT INC	PREPAID EXP	2,207.50	V006611
January 18	WOLTERS KLUWER LAW & BUSINESS	BOOKS	12,648.06	V006584
	BLUE 360 MEDIA LLC	BOOKS	116.05	V006585
	CCH INCORPORATED	BOOKS	91,215.94	V006586
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,037.06	V006587
	KLUWER LAW INTERNATIONAL	BOOKS	21,985.00	V006588
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	128.50	V006589
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,948.56	V006590
	UNITED NATIONS PUBLICATIONS	BOOKS	182.79	V006591
	THOMSON REUTERS	BOOKS	93,491.66	V006592
	ABD OFFICE SOLUTIONS	COPY CENTER	461.60	V006596
	BANDWIDTH.COM, INC.	TELECOM	740.18	V006597
	GTT COMMUNICATIONS	TELECOM	314.00	V006598
	ISOLVED BENEFIT SERVICES	PAYROLL/HR BENEFI	75.00	V006599

311,080.09

**LOS ANGELES COUNTY LAW LIBRARY**  
**January 1, 2022 - January 31, 2022 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 19	KONICA MINOLTA BUSINESS	COPY CENTER	152.83	V006600
	OFFICE DEPOT	SUPPLIES-OFFICE	125.40	V006601
	STATE COMPENSATION	WORKERS COMP	2,317.33	V006602
	UPS	DELIVERY & POSTAG	33.00	V006603
January 24	NASA SERVICES	BLDG SVCS	569.19	V006604
January 27	GEORGE T BISEL COMPANY	BOOKS	171.08	V006605
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	111.06	V006606
	DATA TRACE PUBLISHING COMPANY	BOOKS	219.95	V006607
	JAMES PUBLISHING INC	BOOKS	185.06	V006608
	GOBI LIBRARY SOLUTIONS	BOOKS	840.26	V006609
	AT&T MOBILITY	TELECOM	16.24	V006612
	BULBS.COM	REPAIR/MAINT	191.04	V006613
	KONICA MINOLTA BUSINESS	COPY CENTER	193.98	V006614
	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	10,082.70	V006615
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	276.00	V006616
	STAMPS.COM	DELIVERY & POSTAG	300.00	V006617
	THE HOME DEPOT PRO	CLEANING SUPPLIES	1,196.07	V006618
	UPS	DELIVERY & POSTAG	112.52	V006619
	January 28	LEXISNEXIS MATTHEW BENDER	BOOKS	33,209.86
YEARLI		ACCOUNTING	5.49	V006644
CDW GOVERNMENT INC		SOFTWARE MAINT	332.29	V006665
January 28	LEXISNEXIS MATTHEW BENDER	BOOKS	370.82	V006620
	GEORGE T BISEL COMPANY	BOOKS	160.15	V006621
	BUILDERS BOOK INC BOOKSTORE	BOOKS	4,070.21	V006622
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,477.11	V006623
	DATA TRACE PUBLISHING COMPANY	BOOKS	219.95	V006624
	LOS ANGELES BUSINESS JOURNAL	BOOKS	129.95	V006625
	UNITED NATIONS PUBLICATIONS	BOOKS	106.16	V006626
	WILLIAM S HEIN & CO	BOOKS	2,415.65	V006627
	AMERICAN BAR ASSOCIATION	PREPAID EXP	1,050.00	V006645

372,568.61

**LOS ANGELES COUNTY LAW LIBRARY**  
**January 1, 2022 - January 31, 2022 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 3	LEXISNEXIS CANADA INC	BOOKS	166.17	032192
January 7	GAUNT	BOOKS	233.89	032193
	LIBROS CENTROAMERICANOS	BOOKS	1,650.00	032194
	LEXISNEXIS CANADA INC	BOOKS	153.33	032195
	MONTANA LEGISLATIVE SERVICES	BOOKS	400.00	032196
January 18	OTTO HARRASSOWITZ	BOOKS	7,031.77	032197
	LEXISNEXIS CANADA INC	BOOKS	164.32	032198
	WILLIAM S HEIN & CO	BOOKS	1,540.54	032199
	NATIONAL 50 SECURITY	SECURITY	5,395.74	032200
	AFLAC REMITTANCE	CAFE PLAN-INSURA	765.16	032201
	AT&T	TELECOM	504.76	032202
	COUNTY OF LOS ANGELES	BANK CHARGES	65.84	032203
	DIGITAL INSURANCE LLC	CONSULTING	2,100.00	032204
	GUARDIAN	PREPAID EXP	7,747.39	032205
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	966.00	032206
	METROLINK	TMP	526.75	032207
	NASA SERVICES ** VOIDED *****	BLDG SVCS	0.00	032208
	NATIONAL 50 SECURITY	SECURITY	6,325.21	032209
	ROMERO MAINTENANCE LLC	JANITORIAL SVC	9,649.14	032210
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	525.00	032211
January 21	CALIFORNIA DEPARTMENT OF TAX	SALES TAX	1,472.00	032212
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	1,138.00	032213
January 24	GAUNT	BOOKS	1,153.88	032214
	MARY MARTIN BOOKSELLERS	BOOKS	350.00	032215
	SYNCB AMAZON	CLEANING SUPPLIES	143.28	032216
	BRIDGES FILTER SERVICE, INC	BLDG SVCS	439.73	032217
	HARBOR POINTE	REPAIRS/MAINT	500.00	032218
	HOUSE OF TROPHIES AND AWARDS, INC	STAFF MEALS/EVEN	21.90	032219
	NATIONAL 50 SECURITY	SECURITY	6,736.27	032220
	OMAR ZIAD DABUNI	REFUND	140.00	032221
	RUDY MEZA	REFUND	140.00	032222
January 28	SYNCB AMAZON	BOOKS	71.18	032223
	COURTROOM COMPENDIUMS	BOOKS	170.00	032224
	RETTA LIBROS LIDERLAF S.A	BOOKS	379.07	032225
	LAW PUBLISHERS	BOOKS	4,333.00	032226

63,099.32

**LOS ANGELES COUNTY LAW LIBRARY**  
 January 1, 2022 - January 31, 2022 (CHECKS)  
 Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
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January 19	SEIU LOCAL 721 SEIU LOCAL 721	UNION DUES UNION SUPPL	1,377.05 32.28	001695 001696
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1,409.33

LOS ANGELES COUNTY LAW LIBRARY  
January 1, 2022 - January 31, 2022 (WARRANTS)  
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 25	ALLIANT INSURANCE SERVICES INC	PREPAID EXP	26,055.00	TS00312600

26,055.00



**MEMORANDUM**

**DATE:** February 23, 2022

**TO:** Board of Law Library Trustees

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

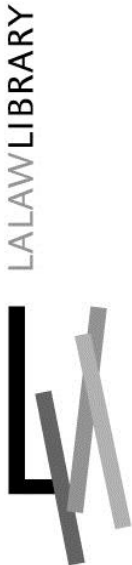
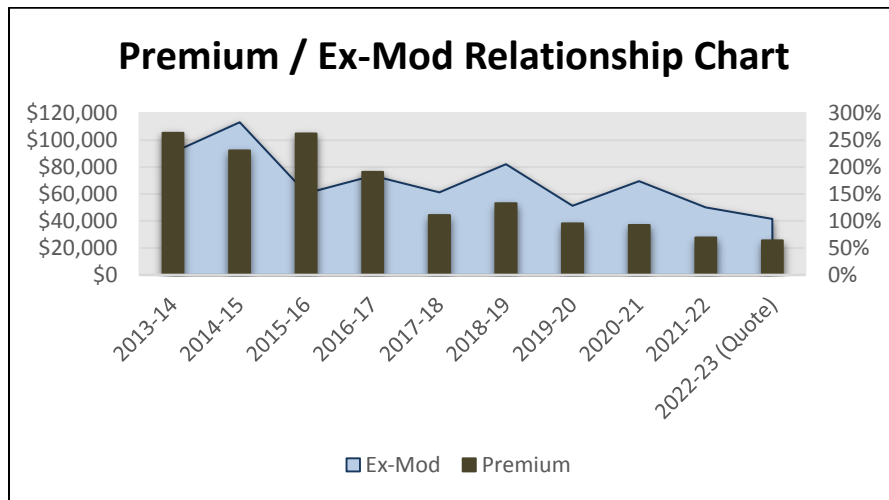
**RE:** Authorization to Bind Workers Compensation Insurance

**SUMMARY**

The Board is asked to authorize binding workers compensation coverage for the Law Library. The Law Library’s coverage must be renewed by March 1, 2022. The Law Library’s insurance broker, Alliant, marketed the coverage under the current guaranteed cost program to various carriers. The results are detailed below.

**ANALYSIS AND DETAIL**

As explained in the January 26, 2022 meeting staff report ([1/26/22 Board Agenda](#)) the Library’s experience modification rating (ex-mod) decreased from 125% to 104%. This, along with Alliant’s marketing efforts allowed a negotiated \$2,186 premium reduction from the current carrier. State Fund’s quote of \$25,622 is 8% lower than the expiring \$27,808 premium. Furthermore, staff’s continued efforts to mitigate and prevent workplace related injuries are proving to have a positive impact on our experience modification, which is a factor that is considered when determining insurance premiums. At our highest experience modification rating, the Library was paying over \$100K in premium.



Although our brokers sought bids from various worker's compensation carriers, but they declined to quote due to the Library's exposure being concentrated in one class of employees, their inability to provide a competitive bid, and/or their minimum premium requirements which far exceed the Library's expiring premium.

Staff and broker recommend binding with State Compensation Insurance to meet our 3/1/2022 renewal date.

**OPTIONS**

1. Request staff and broker to find additional indications/quotes prior to the 3/1/2022 renewal. This option may delay coverage binding and may require a special Board meeting.
2. Renew with State Compensation Insurance Fund for a total cost of \$25,622 including mandatory surcharges.

**RECOMMENDATION**

Staff recommends the Board authorize Alliant to bind coverage with State Compensation Insurance Fund effective 03/01/22 at a total estimated premium of \$25,622 including mandatory surcharges.

Attachment





Los Angeles County Law  
Library (And/Or) Board of Law  
Library Trustees of Los  
Angeles County Law Library

Workers' Compensation  
Insurance Proposal  
2022 – 2023

Presented on February 16, 2022 by:

Robert Lowe  
First Vice President

Alliant Insurance Services, Inc.  
1301 Dove Street, Suite 200  
Newport Beach, CA 92660  
O 949 756 0271  
F 619 699 0907

CA License No. 0C36861

[www.alliant.com](http://www.alliant.com)

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## Company Profile

With a history dating back to 1925, Alliant Insurance Services is one of the nation's leading distributors of diversified insurance products and services. Operating through a national network of offices, Alliant offers a comprehensive portfolio of services to clients, including:

- Risk Solutions
- Employee Benefits
  - Strategy
  - Employee Engagement
  - Procurement
  - Analytics
  - Wellness
  - Compliance
  - Benefits Administration
  - Global Workforce
- Industry Solutions
  - Construction
  - Energy and Marine
  - Healthcare
  - Law Firms
  - Public Entity
  - Real Estate
  - Tribal Nations
  - And many other industries
- Co-Brokered Solutions
  - Automotive Specialty
  - Energy Alliance Program
  - Hospital All Risk Property Program
  - Law Firms
  - Parking/Valet
  - Public Entity Property Insurance Program
  - Restaurants/Lodging
  - Tribal Nations
  - Waste Haulers/Recycling
- Business Services
  - Risk Control Consulting
  - Human Resources Consulting
  - Property Valuation

The knowledge that Alliant has gained in its more than eight decades of working with many of the top insurance companies in the world allows us to provide our clients with the guidance and high-quality performance they deserve. Our solution-focused commitment to meeting the unique needs of our clients assures the delivery of the most innovative insurance products, services, and thinking in the industry.

Alliant ranks among the 15 largest insurance brokerage firms in the United States

## Alliant Advantage

	Alliant	Competition
1. Satisfying the insurance needs of business for nearly 90 years.	✓	
2. Privately owned and operated.	✓	
3. A full-service insurance agency for all your business, life and health, and personal insurance.	✓	
4. Representing over 40 insurance companies to provide the best and most affordable coverage.	✓	
5. State-licensed support staff.	✓	
6. Dedicated Certificate of Insurance personnel.	✓	
7. Risk management services to help identify hazards and present options.	✓	
8. Workers' compensation insurance claims management at no additional charge.	✓	

## Your Service Team

**Robert Lowe**

First Vice President  
Robert.Lowe@alliant.com

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Phone: 213 270 0145

**Courtney Ramirez**

First Vice President  
cramirez@alliant.com

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Phone: 949 660 8133

**Christopher Gray**

Account Manager – Lead  
CGray@alliant.com

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Phone: 949 660 5944

## Named Insured / Additional Named Insureds

### Named Insured(s)

Los Angeles County Law Library (And/Or) Board of Law Library Trustees of Los Angeles County Law Library

### Additional Named Insured(s)

None

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### NAMED INSURED DISCLOSURE

- The first named insured is granted certain rights and responsibilities that do not apply to other policy named insureds and is designated to act on behalf of all insureds for making policy changes, receiving correspondence, distributing claim proceeds, and making premium payments.
- **Are ALL entities listed as named insureds?** Coverage is **not** automatically afforded to all entities unless specifically named. Confirm with your producer and service team that all entities to be protected are on the correct policy. Not all entities may be listed on all policies based on coverage line.
- Additional named insured is (1) A person or organization, other than the first named insured, identified as an insured in the policy declarations or an addendum to the policy declarations. (2) A person or organization added to a policy after the policy is written with the status of named insured. This entity would have the same rights and responsibilities as an entity named as an insured in the policy declarations (other than those rights and responsibilities reserved to the first named insured).
- Applies to Professional Liability, Pollution Liability, Directors & Officers Liability, Employment Practices Liability, Fiduciary Liability policies (this list not all inclusive). Check your Policy language for applicability. These policies provide protection to the Named Insured for claims made against it alleging a covered wrongful act. Coverage is not afforded to any other entities (unless specifically added by endorsement or if qualified as a "Subsidiary" pursuant to the policy wording) affiliated by common individual insured ownership or to which indemnification is otherwise contractually owed. If coverage is desired for affiliated entities or for contractual indemnities owed, please contact your Alliant Service Team with a full list of entities for which coverage is requested. With each request, include complete financials and ownership information for submission to the carrier. It should be noted, that the underwriter's acceptance of any proposed amendments to the policy, including expansion of the scope of "Insureds" under the policy could result in a potential diminution of the applicable limits of liability and/or an additional premium charge.



## Line of Coverage

### Workers' Compensation Coverage

	Present Coverage	Proposed Coverage												
<b>INSURANCE COMPANY:</b>	State Compensation Insurance Fund	State Compensation Insurance Fund												
<b>A.M. BEST RATING:</b>	Not Rated	Not Rated												
<b>STANDARD &amp; POOR'S RATING:</b>	Not Rated	Not Rated												
<b>CALIFORNIA STATUS:</b>	Admitted	Admitted												
<b>POLICY/COVERAGE TERM:</b>	March 1, 2021 To March 1, 2022	March 1, 2022 To March 1, 2023												
<b>Coverage:</b>														
Workers Compensation	Statutory	Statutory												
Employer's Liability Limit:														
Each Accident	\$ 1,000,000	\$ 1,000,000												
Disease – Each Employee	\$ 1,000,000	\$ 1,000,000												
Disease – Policy Limit	\$ 1,000,000	\$ 1,000,000												
<b>Entity:</b>	Corporation	Corporation												
<b>Officers/Partners:</b>	<table border="1"> <thead> <tr> <th>Officer Name</th> <th>Title</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Mark A Juhas</td> <td>President</td> <td>Not Covered: Non-Working and Non-Paid</td> </tr> </tbody> </table>	Officer Name	Title	Status	Mark A Juhas	President	Not Covered: Non-Working and Non-Paid	<table border="1"> <thead> <tr> <th>Officer Name</th> <th>Title</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Mark A Juhas</td> <td>President</td> <td>Not Covered: Non-Working and Non-Paid</td> </tr> </tbody> </table>	Officer Name	Title	Status	Mark A Juhas	President	Not Covered: Non-Working and Non-Paid
Officer Name	Title	Status												
Mark A Juhas	President	Not Covered: Non-Working and Non-Paid												
Officer Name	Title	Status												
Mark A Juhas	President	Not Covered: Non-Working and Non-Paid												
<b>Endorsement &amp; Exclusions:</b> (including but not limited to)	<ul style="list-style-type: none"> <li>2512A – Experience Modification Endorsement</li> <li>2572 - Blanket Waiver of Subrogation</li> <li>3015 - Executive Officers - Minimum/Maximum Limits - \$54,600/\$139,100</li> </ul>	<ul style="list-style-type: none"> <li>2512A – Experience Modification Endorsement</li> <li>2572 - Blanket Waiver of Subrogation</li> <li>3015 - Executive Officers - Minimum/Maximum Limits - \$55,900/\$144,300</li> </ul>												

Workers' Compensation Coverage – Continued

	Present Coverage			Proposed Coverage		
<b>Endorsement &amp; Exclusions – Continued:</b> (including but not limited to)	<ul style="list-style-type: none"> <li>• 9904 - Wording Change Endorsement</li> <li>• 1159 - Covid-19 Reporting Requirement Endorsement - California</li> <li>• 2029 - California Short-Rate Cancellation</li> <li>• 2089 - Statutory Accounting Principles - Bill Receivable</li> <li>• 2437 - Medical Provider Network Endorsement</li> <li>• 2567 - Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement</li> <li>• 9961 - Class and Rates Amended</li> </ul>					
<b>Class Code &amp; Description:</b>	<b>Base Rate:</b>	<b>Estimated Payroll:</b>	<b>Interim Billing Rate:</b>	<b>Base Rate:</b>	<b>Estimated Payroll:</b>	<b>Interim Billing Rate:</b>
<b>STATE: CA</b>						
8742-1 – Salespersons outside	0.79	\$534,543	0.67	0.83	\$421,543	0.64
8812-1 – Libraries - Public - Librarians or Professional Assistants	0.51	\$2,295,473	0.43	0.55	\$2,631,396	0.43
8811-1 – Libraries – Private - Librarians or Professional Assistants	0.51	\$0	0.43	0.55	\$0	0.43
9015-5 – Libraries - Private	10.68	\$96,013	9.07	7.80	\$154,040	6.05
9410-1 - Municipal, State or Other Public Agency Employees - Not Engaged in Manual Labor, Or Direct Supervision of Construction	2.76	\$0	2.34	2.55	\$0	1.98
9420-1 - Municipal, State or Other Public Agency Employees - All Other Employees	16.44	\$0	13.97	20.84	\$0	16.16

Workers' Compensation Coverage – Continued

	Present Coverage	Proposed Coverage
<b>Total Estimated Payroll:</b>	\$ 2,926,029	\$ 3,206,979
<b>Base Premium:</b>	\$ 26,184.00	\$ 29,986.60
Experience Modification:	125%	104%
Standard Premium:	\$ 32,730.00	\$ 31,186.06
Rating Plan Modifier:	0.93840	0.85394
Estimated Premium Discount Modifier:	0.90540	0.90822
Estimated Annual Premium	\$ 27,808.00	\$ 24,187.00
Mandatory Surcharges	\$ 1,100.92	\$ 1,434.72
<b>Total Estimated Annual Premium</b>	<b>\$ 28,908.92</b>	<b>\$ 25,621.72</b>
<b>Cancellation Notification - Short Rate Table:</b>	Please refer to Short Rate Table	Please refer to Short Rate Table
<b>Minimum Premium:</b>	\$ 500.00	\$ 500.00
<b>Quote Valid Until:</b>	No Longer Applicable	March 1, 2022
<b>Policy Auditable:</b>	Yes	Yes
<b>Binding Conditions:</b>	No Longer Applicable	A written request to bind coverage

It is imperative that Alliant and/or the carrier be notified IMMEDIATELY when a policyholder hires employees and/or begins operations in any state not listed in PART 3. A on the INFORMATION PAGE of the policy. Failure to obtain a workers' compensation policy in some states may result in substantial fines levied on the policyholder dating back to the original date of hire. Coverage for other states under PART 3. C. (OTHER STATES INSURANCE) of the workers' compensation policy may not fulfill the coverage verification requirement imposed by some states.

**See Disclaimer Page for Important Notices and Acknowledgment**

## Workers Compensation - California Short-Rate Cancellation Table (10-13)

***If a different table is provided within your policy that table will prevail.***

If you, the named insured, cancel the policy before its normal expiration date (including by non-payment of premium, failure to timely pay premium, failure to report payroll, etc.) the premium will be short-rated based on the table below. The Final premium will not be less than the minimum premium.

Extended Number of Days		Percent of Full Policy Premium	Extended Number of Days		Percent of Full Policy Premium	Extended Number of Days		Percent of Full Policy Premium
1		5%	95-98		37%	219-223		69%
2		6%	99-102		38%	224-228		70%
3-4		7%	103-105		39%	229-232		71%
5-6		8%	106-109		40%	233-237		72%
7-8		9%	110-113		41%	238-241		73%
9-10		10%	114-116		42%	242-246	(8 mos)	74%
11-12		11%	117-120		43%	247-250		75%
13-14		12%	121-124	(4 mos)	44%	251-255		76%
15-16		13%	125-127		45%	256-260		77%
17-18		14%	128-131		46%	261-264		78%
19-20		15%	132-135		47%	265-269		79%
21-22		16%	136-138		48%	270-273	(9 mos)	80%
23-25		17%	139-142		49%	274-278		81%
26-29		18%	143-146		50%	279-282		82%
30-32	(1 mo)	19%	147-149		51%	283-287		83%
33-36		20%	150-153	(5 mos)	52%	288-291		84%
37-40		21%	154-156		53%	292-296		85%
41-43		22%	157-160		54%	297-301		86%
44-47		23%	161-164		55%	302-305	(10 mos)	87%
48-51		24%	165-167		56%	306-310		88%
52-54		25%	168-171		57%	311-314		89%
55-58		26%	172-175		58%	315-319		90%
59-62	(2 mos)	27%	176-178		59%	320-323		91%
63-65		28%	179-182	(6 mos)	60%	324-328		92%
66-69		29%	183-187		61%	329-332		93%
70-73		30%	188-191		62%	333-337	(11 mos)	94%
74-76		31%	192-196		63%	338-342		95%
77-80		32%	197-200		64%	343-346		96%
81-83		33%	201-205		65%	347-351		97%
84-87		34%	206-209		66%	352-355		98%
88-91	(3 mos)	35%	210-214	(7 mos)	67%	356-360		99%
92-94		36%	215-218		68%	361-365	(12 mos)	100%

## Disclosures

**This proposal of insurance is provided as a matter of convenience and information only. All information included in this proposal, including but not limited to personal and real property values, locations, operations, products, data, automobile schedules, financial data and loss experience, is based on facts and representations supplied to Alliant Insurance Services, Inc. by you. This proposal does not reflect any independent study or investigation by Alliant Insurance Services, Inc. or its agents and employees.**

**Please be advised that this proposal is also expressly conditioned on there being no material change in the risk between the date of this proposal and the inception date of the proposed policy (including the occurrence of any claim or notice of circumstances that may give rise to a claim under any policy which the policy being proposed is a renewal or replacement). In the event of such change of risk, the insurer may, at its sole discretion, modify, or withdraw this proposal, whether or not this offer has already been accepted.**

**This proposal is not confirmation of insurance and does not add to, extend, amend, change, or alter any coverage in any actual policy of insurance you may have. All existing policy terms, conditions, exclusions, and limitations apply. For specific information regarding your insurance coverage, please refer to the policy itself. Alliant Insurance Services, Inc. will not be liable for any claims arising from or related to information included in or omitted from this proposal of insurance.**

Alliant embraces a policy of transparency with respect to its compensation from insurance transactions. Details on our compensation policy, including the types of income that Alliant may earn on a placement, are available on our website at [www.alliant.com](http://www.alliant.com). For a copy of our policy or for any inquiries regarding compensation issues pertaining to your account you may also contact us at: Alliant Insurance Services, Inc., Attention: General Counsel, 701 B Street, 6th Floor, San Diego, CA 92101.

Analyzing insurers' over-all performance and financial strength is a task that requires specialized skills and in-depth technical understanding of all aspects of insurance company finances and operations. Insurance brokerages such as Alliant Insurance typically rely upon rating agencies for this type of market analysis. Both A.M. Best and Standard and Poor's have been industry leaders in this area for many decades, utilizing a combination of quantitative and qualitative analysis of the information available in formulating their ratings.

A.M. Best has an extensive database of nearly 6,000 Life/Health, Property Casualty and International companies. You can visit them at [www.ambest.com](http://www.ambest.com). For additional information regarding insurer financial strength ratings visit Standard and Poor's website at [www.standardandpoors.com](http://www.standardandpoors.com).

Our goal is to procure insurance for you with underwriters possessing the financial strength to perform. Alliant does not, however, guarantee the solvency of any underwriters with which insurance or reinsurance is placed and maintains no responsibility for any loss or damage arising from the financial failure or insolvency of any insurer. We encourage you to review the publicly available information collected to enable you to make an informed decision to accept or reject a particular underwriter. To learn more about companies doing business in your state, visit the Department of Insurance website for that state.

## NY Regulation 194

Alliant Insurance Services, Inc. is an insurance producer licensed by the State of New York. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers. The role of the producer in any particular transaction typically involves one or more of these activities.

Compensation will be paid to the producer, based on the insurance contract the producer sells. Depending on the insurer(s) and insurance contract(s) the purchaser selects, compensation will be paid by the insurer(s) selling the insurance contract or by another third party. Such compensation may vary depending on a number of factors, including the insurance contract(s) and the insurer(s) the purchaser selects. In some cases, other factors such as the volume of business a producer provides to an insurer or the profitability of insurance contracts a producer provides to an insurer also may affect compensation.

The insurance purchaser may obtain information about compensation expected to be received by the producer based in whole or in part on the sale of insurance to the purchaser, and (if applicable) compensation expected to be received based in whole or in part on any alternative quotes presented to the purchaser by the producer, by requesting such information from the producer.

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## Other Disclosures / Disclaimers

### FATCA:

The Foreign Account Tax Compliance Act (FATCA) requires the notification of certain financial accounts to the United States Internal Revenue Service. Alliant does not provide tax advice so please contact your tax consultant for your obligation regarding FATCA.

### Claims Reporting:

Your policy will come with specific claim reporting requirements. Please make sure you understand these obligations. Contact your Alliant Service Team with any questions.

## Other Disclosures / Disclaimers - Continued

### Changes and Developments

It is important that we be advised of any changes in your operations, which may have a bearing on the validity and/or adequacy of your insurance. The types of changes that concern us include, but are not limited to, those listed below:

- Changes in any operations such as expansion to another states, new products, or new applications of existing products.
- Travel to any state not previously disclosed.
- Mergers and/or acquisition of new companies and any change in business ownership, including percentages.
- Any newly assumed contractual liability, granting of indemnities or hold harmless agreements.
- Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises either purchased, constructed or occupied
- Circumstances which may require an increased liability insurance limit.
- Any changes in fire or theft protection such as the installation of or disconnection of sprinkler systems, burglar alarms, etc. This includes any alterations to the system.
- Immediate notification of any changes to a scheduled of equipment, property, vehicles, electronic data processing, etc.
- Property of yours that is in transit, unless previously discussed and/or currently insured.

### Certificates / Evidence of Insurance

A certificate is issued as a matter of information only and confers no rights upon the certificate holder. The certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by a policy. Nor does it constitute a contract between the issuing insurer(s), authorized representative, producer or certificate holder.

You may have signed contracts, leases or other agreements requiring you to provide this evidence. In those agreements, you may assume obligations and/or liability for others (Indemnification, Hold Harmless) and some of the obligations that are not covered by insurance. We recommend that you and your legal counsel review these documents.

In addition to providing a certificate of insurance, you may be required to name your client or customer on your policy as an additional insured. This is only possible with permission of the insurance company, added by endorsement and, in some cases, an additional premium.

By naming the certificate holder as additional insured, there are consequences to your risks and insurance policy including:

- Your policy limits are now shared with other entities; their claims involvement may reduce or exhaust your aggregate limit.
- Your policy may provide higher limits than required by contract; your full limits can be exposed to the additional insured.
- There may be conflicts in defense when your insurer has to defend both you and the additional insured.

***See Request to Bind Coverage page for acknowledgement of all disclaimers and disclosures.***

## Optional Coverages

The following represents a list of insurance coverages that are not included in this proposal, but are optional and may be available with further underwriting information. Note some of these coverages may be included with limitations or insured elsewhere. This is a partial listing as you may have additional risks not contemplated here or are unique to your organization.

- Crime / Fidelity Insurance
- Directors & Officers Liability
- Earthquake Insurance
- Employed Lawyers
- Employment Practices Liability
- Event Cancellation
- Fiduciary Liability
- Fireworks Liability
- Flood Insurance
- Foreign Insurance
- Garage Keepers Liability
- Kidnap & Ransom
- Law Enforcement Liability
- Media and Publishers Liability
- Medical Malpractice Liability
- Network Security / Privacy Liability and Internet Media Liability
- Pollution Liability
- Owned/Non-Owned Aircraft
- Owned Watercraft
- Special Events Liability
- Student Accident
- Volunteer Accidental Death & Dismemberment (AD&D)
- Workplace Violence

## Glossary of Insurance Terms

Below are a couple of links to assist you in understanding the insurance terms you may find within your insurance coverages:

<http://insurancecommunityuniversity.com/UniversityResources/InsuranceGlossaryFREE.aspx>

<http://www.ambest.com/resource/glossary.html>

<http://www.irmi.com/online/insurance-glossary/default.aspx>



## Request to Bind Coverage

Los Angeles County Law Library (And/Or) Board of Law Library Trustees of Los Angeles County Law Library

We have reviewed the proposal and agree to the terms and conditions of the coverages presented. We are requesting coverage to be bound as outlined by coverage line below:

Coverage Line	Bind Coverage for:
Workers' Compensation	<input type="checkbox"/>

**Did you know that Alliant works with premium financing companies?  
Are you interested in financing your annual premium?**

Yes, please provide us with a financing quote.	No, we do not wish to finance our premium.
<input type="checkbox"/>	<input type="checkbox"/>

*This Authorization to Bind Coverage also acknowledges receipt and review of all disclaimers and disclosures, including exposures used to develop insurance terms, contained within this proposal.*

\_\_\_\_\_  
Signature of Authorized Insured Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed / Typed Name

**This proposal does not constitute a binder of insurance. Binding is subject to the final carrier approval. The actual terms and conditions of the policy will prevail.**



**MEMORANDUM**

**DATE:** February 23, 2022

**TO:** Board of Law Library Trustees

**FROM:** Sandra J. Levin, Executive Director  
Jaye Steinbrick, Senior Director  
Malinda Muller, Director of Patron Services

**RE:** Approval of Revised Job Descriptions

**SUMMARY**

In January, a number of job descriptions were presented to the Board as part of the changes resulting from One Time Funding. There were a few 'clean up' items that did not get included at that time and are presented here. The attached job descriptions reflect changes, in redline format, in order to better align them with the new operational structure. The Law Library is in process of recruitment for the positions.

**RECOMMENDATION**

Staff recommends that the Board approve the attached updated job descriptions.





## LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	Librarian
<b>Department:</b>	Patron Services
<b>Focus:</b>	Global Law and Language Access
<b>Reports to:</b>	Senior Librarian, Public Interest
<b>Position Supervised:</b>	None
<b>FLSA Status:</b>	Exempt
<b>Salary Grade:</b>	5
<b>Union Status:</b>	Eligible for Representation
<b>Effective Date:</b>	1/27/2022

### Position Summary

Under the direction of the Senior Librarian, Public Interest, the Global Law and Language Access Librarian is primarily responsible for providing foreign and international reference and research service and enhancing language access for internal and external customers including the judiciary, government officials, attorneys, scholars, the business community, and the general public. The librarian has primary responsibility for global collection development, special projects relating to the foreign and international legal materials and language access initiatives.

### Responsibilities and Duties

#### Core Responsibilities and Duties:

#### Reference Assistance to Library Users

- Conducts complete reference interviews to determine appropriate print and electronic resources to meet user requests.
- Performs both immediate reference and in-depth research searches; refers users to other resources as appropriate.
- Directs users to requested publications; assists users with both print and electronic resources.
- Provides instruction and guidance for use of library catalog, legal databases, legal research methodology and procedures.
- Responds to in-library, phone, mail, email and live-chat reference questions.
- Develops and maintains pathfinders, bibliographic resources and research guides.

#### Training and Outreach

- Participates in the development of training programs; designs new classes.
- Teaches classes and updates class materials for both legal and general public users.



- Participates in professional seminars, workshops, and lectures.
- Gives library tours to the public and school groups.
- Participates in orientation and training of new staff members and non-professional staff.

#### Collection Development

- Reviews print and electronic materials in assigned subject areas and makes recommendations for additions, deletions and enhancements to the collection.
- Analyzes subject areas of the collection as assigned and prepares comparative data.
- Participates in collection development meetings.

#### Other Responsibilities

- Participates in library-wide projects and programs.
- Monitors appropriate list-servs and reads professional publications; contributes to same as appropriate
- Attends professional programs, activities and conferences.
- Assists other reference and research services staff as required.
- Other duties as required.

#### Focus Responsibilities and Duties:

##### Outreach

- Works closely with executive leadership, other patron services staff and Communications to foster community awareness of LA Law Library's global law collection.
- Assists in the assessment of the unique foreign and international law requirements of each of the Library's constituent groups including the courts, attorneys, the business community, academic community, and the general public.
- Proposes programs and special services to satisfy the demand for access to global law materials among the Library's various user groups.
- Develops and conducts FCIL training programs and classes for the Library's various global law user groups.
- Participates in outreach initiatives to law firms and trade associations regarding global law and/or language access.
- Coordinates language access related to website, ebranch and promotional materials

##### Reference and Research Assistance to Library Users

- Conducts reference interviews; provides general reference, directional and research guidance service for global law inquiries using both print and online resources.
- Provides complex reference & in-depth research searches for global law inquiries using both print and online resources.

- Participates in general Reference & Research services as part of regular workflow, including regular shifts at the reference desk.
- Provides global law and/or language access support to public programs

#### Collection Development

- Helps manage the development of the Law Library's global collection resources in all formats.
- Works within the Collection Development Policy guidelines to establish and maintain the global law collection.
- Reviews and evaluates advertisements, website information and other sources for new titles and editions and makes recommendations on new purchases, replacements, updates and removals from the collection.
- Maintains currency and familiarity with resources commonly used in Global reference
- Maintains currency and familiarity with legal resources available in languages other than English

#### Staff Responsibilities

- Provides instruction and training for reference librarians on resources and products added to the global collection and on research methodology and strategies.
- Develops and/or coordinates programs, initiatives, materials and professional development relating to global law and/or language access
- Plans and participates in training, seminars, and workshops for staff.
- Keeps current with activities of the courts, legal aid partners, and the judicial community regarding language access and monitors initiatives affecting language access

#### Participation in planning and direction of the LA Law Library

- Collaborates with the Senior Librarian, Public Interest on long range and short term planning for the global collection, reference services and the library in general.
- Assists in analyzing user needs and recommends new projects, programs and services for various library user groups.
- Helps ensure quality reference and research services through participation in professional organizations, continuing education programs, seminars and workshops.
- Participates in informational events, webinars and public access meetings by special interest groups regarding global law and/or language access.

## Position Qualifications



Education/Training Requirement:

- A graduate Library Science degree from an American Library Association (ALA) accredited school.

Experience Requirement:

- ~~Two years' experience working with global legal resources in a library or related field.~~
- Reading knowledge of at least one foreign language
- Demonstrated ability to plan, implement and/or coordinate projects directed to range of constituent groups
- Demonstrated interest in global law and/or services, programming and resources for those with non-English language preferences or monolingual speakers

Additional Preferred Qualifications:

- JD degree
- Experience working with global legal materials in a firm or law office
- Two years' experience working with global legal resources in a library or related field.
- Experience promoting and expanding services, programming and resources for those with non-English language preferences, or monolingual speakers, in the courts, libraries or other law-related venues.

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Work Environment

Will be working in an office environment and in reference public service counter areas.

Physical Abilities Required

- Lifting ability: Light, under 15 lbs. on a regular basis. Up to 50 lbs. on an occasional basis.
- May require bending, stooping, and reaching.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.

Approvals

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Director

\_\_\_\_\_  
Date





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<b>Human Resources</b>	<b>Date</b>	<b>Executive Director</b>	<b>Date</b>
------------------------	-------------	---------------------------	-------------

**Statement of Employee**

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Distribution: Original - Human Resources, Copies - Supervisor, Employee



S:\ADMINISTRATIVE\_SERVICES\MANAGEMENT TEAM\Job Descriptions Patron Services (Drafts)\Librarian Global Language  
Access Job Description SJL edits 20210602.docx



# LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	<b>Library Aide</b>
<b>Department</b>	<b>Information Services</b>
<b>Focus:</b>	<b>Scanning</b>
<b>Reports to:</b>	<b><del>IT Project Manager</del> <u>IT Systems Administrator</u></b>
<b>Position Supervised:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Salary Grade:</b>	<b>1</b>
<b>Union Status:</b>	<b>Eligible for Representation</b>
<b>Effective Date:</b>	<b><u>2/23/2022</u></b>

## Position Summary

Assists in the scanning of briefs and other materials as directed.

## Responsibilities and Duties

The following responsibilities of the Scanning Aide are performed under general supervision:

- Retrieves printed materials from multiple locations within the library and transports them in boxes to the Scanning Department.
- Enters meta-data into database using web-interface for briefs to be scanned offsite while maintaining a minimum average of 50 briefs per hour or higher.
- Enters meta-data into database using web-interface for briefs to be scanned onsite while maintaining a minimum average of 30 briefs per hour or higher including the logging, chopping, and scanning processes.
- Maintains a minimum of a 95% accuracy rate or higher.
- Prepares material for logging, scanning, removing binding if necessary.
- Scans printed materials with the high speed scanners checking material to ensure scan quality.
- Dispatches scanned material as instructed.
- Recycles scanned briefs and boxes when QC process is complete.
- Other assignments as needed.

## Position Qualifications

Required:

- Must be able to read and understand written and oral instructions
- Requires the ability to spend focused attention for extended periods to minimize errors

- Careful attention to detail; good organization skills.
- Ability to operate scanning and binding equipment.
- High School Graduate or GED.

Preferred:

- Associate's Degree or higher
- Prior work experience in a Library

### Work Environment

High volume scanning room. Some exposure to adverse environmental conditions such as dust and/or odors.

### Physical Abilities Required

- Requires the ability to lift, push, pull up to 50 lbs
- May require bending, stooping, reaching, twisting and crawling
- Use of heavy equipment for removal of bindings and a large cutting machine.

### Approvals

Immediate Supervisor	Date	Senior Director	Date
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Human Resources	Date	Executive Director	Date
-----------------	------	--------------------	------

### Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Distribution: Original - Human Resources, Copies - Supervisor, Employee





# AGENDA ITEM 4

## DISCUSSION ITEMS

- 4.1 Determination of Need to Undertake Emergency Repairs Relating to Sum Pumps in Lower Level Parking Garage
- 4.2 Review and Approval of FY 2021-22 Mid-Year Budget and Financial Forecast
- 4.3 Staff Presentation: 2022 Book Discussion Group





**MEMORANDUM**

**DATE:** February 23, 2022

**TO:** Board of Law Library Trustees

**FROM:** Sandra Levin, Executive Director  
Jaye Steinbrick, Senior Director  
Stuart Heinemann, Facilities Manager

**RE:** Determination of Need to Undertake Emergency Repairs Relating to Sump Pumps in Lower Level of Parking Garage

**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 two aged and damaged sump pumps that are needed to pump water out of the parking garage in the event of water intrusion.

**BACKGROUND**

Staff responded to an audible alarm on the lower level of the parking structure indicating that the sump-pumps were not operating correctly. On February 8, 2022 an inspection of the sump pumps in the lower level parking garage revealed an issue of serious concern. In particular, we were informed by a vendor specializing in commercial plumbing services that during their inspection they determined that the sump pumps were beyond their useful life and had deteriorated to a point where they can no longer be relied upon to clear the area in the event of water intrusion. In particular, a leaking or burst pipe or even significant rainfall could result in a catastrophic incident if the equipment was not replaced immediately. A second vendor was contacted and came to the same conclusion.

Our Facilities Department immediately obtained a proposal for replacement of this emergency equipment. Staff also explored whether other options or temporary measures might be available to try to avoid an emergency repair. However, no viable alternatives were available and on February 16, 2022, the Executive Director made the determination that an emergency existed that required repair as follows:

1. Immediate repairs were necessary to prevent damage to the building and its contents.
2. This required replacing two sump pumps. The work would have to be performed over a two-day period after all necessary parts are ordered and received.



The above repairs including acquiring necessary parts are scheduled to commence as soon as possible, hopefully on February 17<sup>th</sup>, 2022 and conclude on or before March 3rd, 2022. The building will remain open.

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 costs of repairs is expected to be approximately \$8,000. In addition, and at the same time, the vendor will be asked to clean and clear the floor drains in the area to ensure a fully functioning system. The cost for the drain work is approximately \$2,000 and is not considered a public works project.

**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.



**MEMORANDUM**

**DATE:** February 23, 2022

**TO:** Board of Law Library Trustees

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

**RE:** Review and Approval of FY 2021-22 Mid-Year Budget and Financial Forecast

**SUMMARY**

Attached is the financial forecast for the current fiscal year based upon a detailed review of mid-year performance as compared to budget. This mid-year report is intended to provide a revised look at the financial picture for the current fiscal year. Last fiscal year, we saw the dramatic impacts of COVID-19, work from home, remote service delivery, etc., on both revenues and expenses. This year, is looking to be a “recovery” year of sorts with court fees slowly stabilizing as the courts and the rest of economy begin to open.

Like last year, the mid-year budget review and forecast is presented in two tabs: the base budget and the 2018 one-time funding (OTF) budget. The 2018 OTF represents the expenditures that continue to be funded by the one-time allocation provided by the state in late 2018. The second round of OTF expenditures recently approved by the Board at the January 2022 meeting, is currently presented as part of the base budget, since the expenditures are too new to have developed a separate tracking mechanism yet. However, they will be tracked separately in future budget planning documents, including the upcoming FY2023 budget.

Base budget: Without taking into account any one-time extraordinary income, the base budget forecast is projected to approximately meet original budget expectations. Revenue, primarily parking and annual members fee are higher than originally planned due higher traffic volume around downtown and a new platinum agreement, respectively. Court fees are forecasted to meet budget expectations, but our expectations are still low compared to pre-pandemic levels.

In presenting the budget for the current year, Staff requested, and the Board approved, use of reserves to fund at least \$1 million in losses during the ongoing pandemic. As expected, the savings realized in some areas of our expense budget such as staff and depreciation may be just enough to counter the loss in revenue. The result is a projected net operating loss of just over \$1M (ahead of budget by \$315K). Thankfully, the state provided \$1.6 million in FY21 in extraordinary funding to backfill for lost filing fee revenue which was placed in reserves. When taking into account current year OTF



receipts of \$3.1 million in extraordinary income, we forecast a net gain of \$2M. In other words, our reserves are being more than replenished by OTF.

Staff acknowledges that 1) the budget as approved, amended and forecast presents a deficit in operating income that is for the medium-term funded by state backfill funds, but must be stabilized in the long term; 2) costs in general continue to increase; and 3) the ongoing impact of the pandemic on both our revenue and expense budgets may well play into future fiscal years. Looking at the big picture, we are doing well financially; the amount provided by the State will allow us to add to our reserves and fund other critical needs. However, if ongoing funding is not obtained from the State within the next several years, significant cuts would need to be made to maintain healthy reserves.

OTF budget: Because of the challenges the pandemic continues to present and the need to pivot operations to a hybrid platform, OTF projects are still proceeding at a slower pace than originally hoped for. Approximately \$520K in OTF projects will be carried forward to next fiscal year, resulting in lower-than-expected expenses (and related depreciation) this year.

Cash flow: The budget projected a negative cash flow of approximately \$2.4M primarily due to \$1.4M capital projects carried over from prior fiscal years. However, the delay in some of the proposed capital expenditures and the supplemental funding from the State has resulted in a positive cash flow of \$800K. The capital expenditures will still need to occur, but will manifest in the next fiscal year.

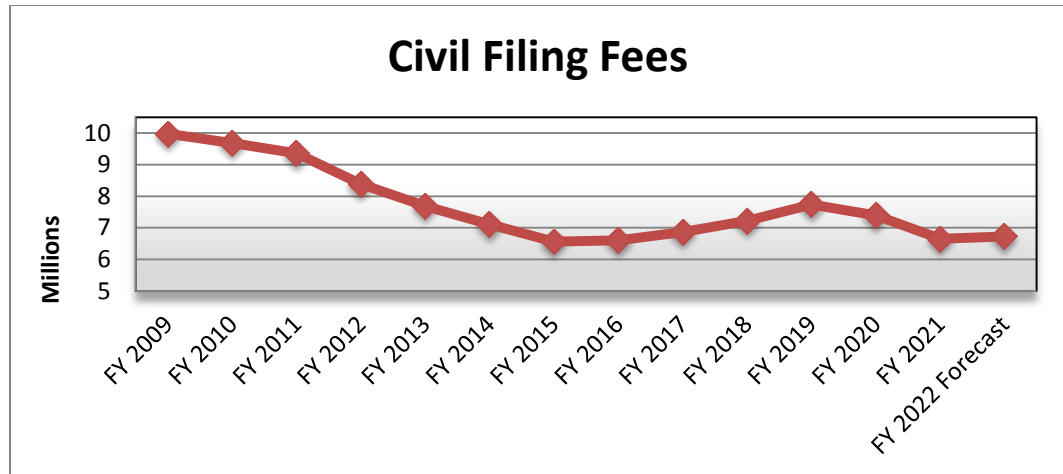
The attached mid-year budget review worksheet presenting actual income and expenses to date as well as the projected forecast for each general ledger account contains a comment field used to explain changes or revisions occurring since approval of the original budget.

### **REVENUE**

Civil filing fees are continuing to show signs of stabilization and slight growth. Based on fees filed through January 2022, Staff conservatively projects filing fees within budget and within last fiscal year's actuals.

As depicted in the chart below, the overall positive upward trend that had begun in FY2014-15 was halted by the pandemic starting in FY2019-20 and continued well into FY2020-21. In FY2021-22 we projecting stabilization. However, staff is closely working with the CCCLL and other entities to secure additional funding (one-time or ongoing) from the State's budget. We have been successful before and we are hopeful we can be successful again.





Even during the years of improvement, though, the average annual percentage increase was only 3%. For comparison, the cost of collection materials increases by approximately 7-8% each year and minimum wage has gone from \$9.00 to \$17.00 over that same period.

Notes: Parking income is expected to increase 18% above budget expectations due to reopening of the Courts and other downtown venues. There is a 14% increase in Library Services resulting from a new platinum member agreement, however, this extra revenue is expected to fund a new reference Librarian position. Interest income from County is forecasted to be 9% lower than budget expectations as result slow interest rate recovery due to ongoing pandemic and other world events.

### Investments

Investments held with UBS and CalPERS CERBT fluctuate and respond to market trends. However, both investments are performing well yielding positive unrealized gains.

The gain or loss from the UBS Treasury Bill investments is unrealized gain or loss to date. No cash will be realized until the actual sale of the bonds occurs and the Law Library is fully prepared to wait until maturity when full valued is guaranteed. However, the income from that anticipated sale will not occur until a future period. In other words, the line item for UBS investment income, under investment gains (loss), does not reflect the expected long-term gain, but rather the gain or loss that would result if the bonds were sold now.

CalPERS CERBT gains are realized when the Library requests a distribution to offset paid retiree health insurance costs. This fiscal year, the Library has budgeted to request a \$90K distribution, which is well within the income generated by the CERBT investments.



**EXPENSES AND NET INCOME**

Ordinary operating expenses are expected to be 1.6% below budget as a result of savings from staff vacancies, lower depreciation expense and savings in other expense categories, primarily professional services, professional development and other general expenses.

**NEXT STEPS**

Staff will continue to limit expenditures within the current year and will propose needed course corrections in connection with the proposed budget for the next fiscal year. Additionally, Staff will also continue to work with CCCLL to secure additional funding from the State's budget and will closely monitor the continued impact of COVID-19 and its variants into future fiscal years.

Staff will meet with the finance committee in April to discuss the midyear review and proposed budget options for FY2022-23.

**RECOMMENDATION**

Staff recommends that the Board adopt the attached, projected forecast for FY2021-22 as the amended budget and that the Board President appoint a Finance Committee for FY2022-22.



**Los Angeles County Law Library**  
FY2021-22 Mid-Year Budget Review

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

	July to December, 2021				January to June, 2022				Annual Budget				Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)		
<b>Summary:</b>														
<b>Income</b>														
L.A. Superior Court Fees	3,323,442	3,371,537	48,094	1.4%	3,376,558	3,358,383	(18,175)	-0.5%	6,700,000	6,729,920	29,920	0.4%		
Interest	31,865	28,719	(3,146)	-9.9%	31,867	29,300	(2,567)	-8.1%	63,733	58,019	(5,714)	-9.0%		
Parking	225,000	273,675	48,675	21.6%	225,000	260,000	35,000	15.6%	450,000	533,675	83,675	18.6%		
Library Services	246,542	258,542	11,999	4.9%	158,211	205,080	46,869	29.6%	404,753	463,622	58,869	14.5%		
<b>Total Income</b>	<b>3,826,850</b>	<b>3,932,472</b>	<b>105,622</b>	<b>2.8%</b>	<b>3,791,636</b>	<b>3,852,763</b>	<b>61,127</b>	<b>1.6%</b>	<b>7,618,486</b>	<b>7,785,235</b>	<b>166,749</b>	<b>2.2%</b>		
<b>Expense</b>														
Staff (payroll + benefits)	2,699,932	2,474,269	257,195	9.5%	1,970,630	2,131,812	(161,182)	-8.2%	4,670,562	4,606,081	64,480	1.4%		
Electronic Resource Subscriptions	323,907	299,542	24,366	7.5%	323,907	333,491	(9,584)	-3.0%	647,815	633,033	14,782	2.3%		
Library Materials	1,061,594	828,590	233,004	21.9%	1,061,594	1,294,615	(233,020)	-22.0%	2,123,189	2,123,205	(16)	0.0%		
Library Materials Transferred to Assets	(1,061,594)	(828,590)	(233,004)	21.9%	(1,061,594)	(1,294,615)	233,020	-22.0%	(2,123,189)	(2,123,205)	16	0.0%		
Facilities	475,723	424,997	50,852	10.7%	455,453	498,211	(42,758)	-9.4%	931,176	923,208	7,969	0.9%		
Technology & Data	73,140	65,362	3,180	4.3%	74,622	88,755	(14,133)	-18.9%	147,763	154,117	(6,354)	-4.3%		
General	35,160	39,799	3,261	9.3%	32,680	45,160	(12,480)	-38.2%	67,840	84,959	(17,119)	-25.2%		
Professional Development	3,210	3,101	1,629	50.7%	14,069	14,069	0	0.0%	17,279	17,170	109	0.6%		
Communications & Marketing	6,562	12	6,550	99.8%	2,662	5,512	(2,850)	-107.1%	9,224	5,524	3,700	40.1%		
Travel & Entertainment	433	23	410	94.7%	466	400	66	14.2%	899	423	476	53.0%		
Professional Services	38,888	33,715	5,618	14.4%	10,998	15,605	(4,607)	-41.9%	49,886	49,320	566	1.1%		
Depreciation	1,242,713	1,215,258	27,455	2.2%	1,248,423	1,195,756	52,667	4.2%	2,491,136	2,411,014	80,122	3.2%		
<b>Total Expenses</b>	<b>4,899,669</b>	<b>4,556,077</b>	<b>343,592</b>	<b>7.0%</b>	<b>4,133,910</b>	<b>4,328,771</b>	<b>(194,861)</b>	<b>-4.7%</b>	<b>9,033,579</b>	<b>8,884,848</b>	<b>148,731</b>	<b>1.6%</b>		
<b>Net Income (Loss)</b>	<b>(1,072,819)</b>	<b>(623,605)</b>	<b>449,214</b>	<b>41.9%</b>	<b>(342,274)</b>	<b>(476,008)</b>	<b>(133,734)</b>	<b>-39.1%</b>	<b>(1,415,093)</b>	<b>(1,099,613)</b>	<b>315,480</b>	<b>22.3%</b>		
Investment Gain (Loss) <sup>1</sup>	10,000	(10,067)	(20,067)	-200.7%	10,000	(10,000)	(20,000)	-200.0%	20,000	(20,067)	(40,067)	-200.3%		
Extraordinary Income	0	3,175,330	3,175,330	0.0%	0	0	0	0.0%	0	3,175,330	3,175,330	0.0%		
Extraordinary Expense	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%		
<b>Net Income Including Extraordinary Items</b>	<b>(1,062,819)</b>	<b>2,541,658</b>	<b>3,604,477</b>	<b>339.1%</b>	<b>(332,274)</b>	<b>(486,008)</b>	<b>(153,734)</b>	<b>-46.3%</b>	<b>(1,395,093)</b>	<b>2,055,650</b>	<b>3,450,743</b>	<b>247.3%</b>		
<b>Capitalized Expenditures</b>	<b>685,000</b>	<b>0</b>	<b>285,000</b>	<b>41.6%</b>	<b>787,800</b>	<b>45,000</b>	<b>742,800</b>	<b>94.3%</b>	<b>1,472,800</b>	<b>45,000</b>	<b>1,427,800</b>	<b>96.9%</b>		

**Los Angeles County Library**  
FY2021-22 Mid-Year Budget Review

(Provisional and subject to year-end audit adjustments)

				July to December, 2021				January to June, 2022				Annual Budget				Comments
				Budget	Actual	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	
<b>Detailed Budget:</b>																
<b>Income:</b>																
15	FIN	303300	L.A. Superior Court Fees	3,323,442	3,371,537	48,094	1.4%	3,376,558	3,358,383	(18,175)	-0.5%	6,700,000	6,729,920	29,920	0.4%	
Interest:																
15	FIN	311000	Interest - LAIF	911	449	(462)	-50.7%	913	500	(413)	-45.3%	1,825	949	(875)	-48.0%	<b>FIN:</b> Slower than expected interest rate recovery due to market volatility.
15	FIN	312000	Interest - General Fund	30,000	27,508	(2,492)	-8.3%	30,000	28,000	(2,000)	-6.7%	60,000	55,508	(4,492)	-7.5%	<b>FIN:</b> Slower than expected interest rate recovery due to market volatility.
15	FIN	313000	Interest - Deposit Fund	954	762	(192)	-20.1%	954	800	(154)	-16.1%	1,908	1,562	(346)	-18.1%	<b>FIN:</b> Slower than expected interest rate recovery due to market volatility.
Subtotal				31,865	28,719	(3,146)	-9.9%	31,867	29,300	(2,567)	-8.1%	63,733	58,019	(5,714)	-9.0%	
Parking:																
39	FAC	330100	Parking	225,000	273,675	48,675	21.6%	225,000	260,000	35,000	15.6%	450,000	533,675	83,675	18.6%	<b>FAC:</b> Increased due to increase in parking revenue first half.
Subtotal				225,000	273,675	48,675	21.6%	225,000	260,000	35,000	15.6%	450,000	533,675	83,675	18.6%	
Library Services:																
27	CIRC	330150	Annual Designation Fee	229	374	145	63.2%	926	1,000	74	8.0%	1,155	1,374	219	18.9%	<b>CIRC:</b> Pandemic is expected to ease. More firms may no longer work from home and will use their messenger services more frequently.
25	PS	330140	Annual Members Fee	50,590	80,109	29,519	58.3%	65,223	100,223	35,000	53.7%	115,813	180,332	64,519	55.7%	<b>PS:</b> Forecast increase due to new Platinum revenue. Increased rate of returning members seen Jul-Dec unlikely to continue.
25	PS	330340	Course Registration	10,296	19,633	9,337	90.7%	11,421	11,821	400	3.5%	21,717	31,454	9,737	44.8%	<b>PS:</b> Slight forecast increase due to change in sponsorship amount. Most of excess seen July-Dec due to delayed sponsorship funds receipt. Program revenue Jan-Jun likely to be at original budget amount.
27	CIRC	330129	Copy Center	4,650	8,420	3,770	81.1%	11,500	7,400	(4,100)	-35.7%	16,150	15,820	(330)	-2.0%	<b>CIRC:</b> Included expected income tax payment of \$800-1000 due in January. No changes expected to the number of available copiers for public use.
27	CIRC	330205	Document Delivery	3,214	3,405	190	5.9%	4,786	5,000	214	4.5%	8,000	8,405	405	5.1%	<b>CIRC:</b> Free eDelivery offer expected to change when the pandemic eases during the second half of the fiscal year.
27	CIRC	330210	Fines	7,200	8,349	1,149	16.0%	13,800	13,800	0	0.0%	21,000	22,149	1,149	5.5%	<b>CIRC:</b> Online renewals inaugurated December 2021 and getting good use. However, no changes made to budget. As the pandemic eases, more patrons are expected to resume borrowing.
15	FIN	330310	Miscellaneous	15,000	11,364	(3,636)	-24.2%	17,000	20,636	3,636	21.4%	32,000	32,000	0	0.0%	<b>FIN:</b> Includes unbudgeted \$3K State Fund dividend.
39	FAC	330330	Room Rental	0	125	125	0.0%	18,000	5,000	(13,000)	-72.2%	18,000	5,125	(12,875)	-71.5%	<b>FAC:</b> Adjusted due to lack of rentals due to COVID
23	COL	330350	Book Replacement	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
15	FIN	330360	Forfeited Deposits	0	0	0	0.0%	15,000	15,000	0	0.0%	15,000	15,000	0	0.0%	
17	EXEC	330400	Friends of Law Library	145,000	120,000	(25,000)	-17.2%	0	25,000	25,000	0.0%	145,000	145,000	0	0.0%	
25	PS	330420	Grants	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
15	FIN	330450	Vending	363	263	(100)	-27.5%	555	200	(355)	-64.0%	918	463	(455)	-49.6%	<b>FIN:</b> Original budget included sales of flashdrives and bookbags but sales have been slow.
39	FAC	330465	Special Events Income	10,000	6,500	(3,500)	-35.0%	0	0	0	0.0%	10,000	6,500	(3,500)	-35.0%	<b>COMM:</b> No additional income is expected.
Subtotal				246,542	258,542	11,999	4.9%	158,211	205,080	46,869	29.6%	404,753	463,622	58,869	14.5%	
Total Income				3,826,850	3,932,472	105,622	2.8%	3,791,636	3,852,763	61,127	1.6%	7,618,486	7,785,235	166,749	2.2%	
<b>Expenses:</b>																
<b>Staff:</b>																
ALL	501000		Salaries (FT)	1,332,115	1,216,924	115,191	8.6%	1,141,813	1,315,574	(173,762)	-15.2%	2,473,927	2,532,498	(58,571)	-2.4%	<b>FIN:</b> Includes salary increases and new positions approved by BOT in Jan 2022 (which will be shown as OTF expenses in future presentations).
15	FIN	501025	Staff Vacancy Offset (FT)	(28,961)	0	(28,961)	100.0%	(24,823)	(24,823)	(0)	0.0%	-53,784	-24,823	(28,961)	53.8%	
ALL	501050		Salaries (PT)	140,248	106,202	34,046	24.3%	137,493	145,396	(7,903)	-5.7%	277,740	251,598	26,142	9.4%	<b>FIN:</b> Includes salary increases and new positions approved by BOT in Jan 2022 (which will be shown as OTF expenses in future presentations).
15	FIN	501075	Staff Vacancy Offset (PT)	(2,922)	0	(2,922)	100.0%	(2,864)	(2,864)	(0)	0.0%	-5,786	-2,864	(2,922)	50.5%	
15	FIN	502000	Social Security	90,865	78,346	12,519	13.8%	78,910	78,910	0	0.0%	169,775	157,256	12,519	7.4%	<b>FIN:</b> Reflects vacancies 1st half of FY.
15	FIN	503000	Medicare	21,839	19,687	2,152	9.9%	18,966	18,966	0	0.0%	40,806	38,653	2,153	5.3%	
15	FIN	511000	Retirement	520,340	486,886	33,454	6.4%	143,281	143,281	0	0.0%	663,621	630,167	33,454	5.0%	
15	FIN	511050	Pension Exp (Actuarial)	50,000	49,998	2	0.0%	50,000	50,000	0	0.0%	100,000	99,998	2	0.0%	
15	FIN	511100	Pension Exp (Acctg)	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
15	FIN	512000	Health Insurance	333,003	272,500	60,503	18.2%	146,750	146,750	(0)	0.0%	479,752	419,250	60,502	12.6%	<b>FIN:</b> 2nd half anticipates \$90K distribution from CalPERS CERBT trust fund. Earnings are more than adequate to cover this distribution.
15	FIN	513000	Disability Insurance	2,591	2,098	493	19.0%	2,591	2,591	(0)	0.0%	5,182	4,689	493	9.5%	
15	FIN	514000	Dental Insurance	36,725	23,893	12,833	34.9%	36,725	30,000	6,725	18.3%	73,450	53,893	19,558	26.6%	<b>FIN:</b> Reflects vacancies 1st half of FY and rate pass effective 8/1/2021.
15	FIN	514500	Vision Insurance	4,211	2,413	1,798	42.7%	4,211	3,000	1,211	28.8%	8,422	5,413	3,009	35.7%	<b>FIN:</b> Reflects vacancies 1st half of FY and rate pass effective 8/1/2021.
15	FIN	515000	Life Insurance	1,244	940	305	24.5%	1,264	1,264	(0)	0.0%	2,508	2,204	304	12.1%	<b>FIN:</b> Reflects vacancies 1st half of FY and rate pass effective 8/1/2021.
15	FIN	515500	Vacancy Benefits Offset	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	



**Los Angeles County Law Library**  
FY2021-22 Mid-Year Budget Review

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

				July to December, 2021				January to June, 2022				Annual Budget				Comments
				Budget	Actual	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	
15	FIN	516000	Workers Compensation Insurance	13,904	9,030	4,874	35.1%	15,447	9,000	6,447	41.7%	29,351	18,030	11,321	38.6%	<b>FIN:</b> Anticipates rate decrease effective 3/1/2022. <b>FIN:</b> Reflects CARES Act credits 1st half of FY. <b>PS:</b> Reduced need due to reduced hours and in-person usage
15	FIN	517000	Unemployment Insurance	5,000	2,764	2,236	44.7%	5,000	5,000	0	0.0%	10,000	7,764	2,236	22.4%	
	ALL	514010	Temporary Employment	5,802	3,087	2,715	46.8%	6,002	6,002	0	0.0%	11,804	9,089	2,715	23.0%	
13	HR	514015	Recruitment	3,000	1,092	1,908	63.6%	3,000	23,000	(20,000)	-666.7%	6,000	24,092	(18,092)	-301.5%	<b>FIN:</b> Anticipates increase recruitment 2nd half of FY for multiple open positions. (Note: some expense may be recateorized as OTF.)
15	FIN	517500	Accrued Sick Expense	0	0	0	0.0%	5,000	5,000	0	0.0%	5,000	5,000	0	0.0%	<b>FIN:</b> Public transportation charges were reduced or waived during the pandemic. Gradual increase in TMP as public transportation starts to charge.
15	FIN	518000	Accrued Vacation Expense	0	0	0	0.0%	35,000	35,000	0	0.0%	35,000	35,000	0	0.0%	
15	FIN	518500	OPEB Expense	130,000	129,990	10	0.0%	130,000	130,000	0	0.0%	260,000	259,990	10	0.0%	
15	FIN	518550	TMP	5,000	1,225	3,775	75.5%	5,000	3,000	2,000	40.0%	10,000	4,225	5,775	57.8%	
15	FIN	518560	Payroll and Benefit Administration	7,500	7,235	265	3.5%	7,500	7,765	(265)	-3.5%	15,000	15,000	(0)	0.0%	
			Total - Staff	2,699,932	2,474,269	257,195	9.5%	1,970,630	2,131,812	(161,182)	-8.2%	4,670,562	4,606,081	64,480	1.4%	
			Library Materials/Electronic Resources Subscription:													
23	COL	601999	American Continuations	814,392	641,449	172,943	21.2%	814,392	999,835	(185,443)	-22.8%	1,628,784	1,641,284	(12,500)	-0.8%	<b>COLL:</b> Transfer \$5800 from Foreign Continuations and \$6700 from General/Librarianship Continuations due to publications in those categories no longer available in print format
23	COL	602999	American New Orders	11,901	11,935	(34)	-0.3%	11,901	10,526	1,375	11.6%	23,802	22,461	1,341	5.6%	<b>COLL:</b> Funds transferred to cover Branch New Orders (\$800) and International New Orders (\$575).
23	COL	609199	Branch Continuations	10,328	6,280	4,048	39.2%	10,328	14,376	(4,048)	-39.2%	20,656	20,656	0	0.0%	<b>COLL:</b> Unexpected replacement volumes + binders. Funds covered by American New Orders.
23	COL	609299	Branch New Orders	131	0	131	100.0%	131	1,062	(931)	-710.3%	262	1,062	(800)	-305.2%	
23	COL	603999	Commonwealth Continuations	76,044	74,314	1,730	2.3%	76,044	77,774	(1,730)	-2.3%	152,088	152,088	0	0.0%	<b>COLL:</b> \$5800 transferred to Amer Continuations due to certain materials no longer available in print. Balance is timing variance.
23	COL	604999	Commonwealth New Orders	535	144	390	73.0%	535	925	(390)	-73.0%	1,070	1,070	0	0.0%	
23	COL	605999	Foreign Continuations	72,195	27,800	44,395	61.5%	72,195	110,790	(38,595)	-53.5%	144,390	138,590	5,800	4.0%	
23	COL	606999	Foreign New Orders	1,070	650	420	39.2%	1,070	1,490	(420)	-39.2%	2,140	2,140	0	0.0%	
23	COL	607999	International Continuations	63,763	59,866	3,897	6.1%	63,763	67,659	(3,897)	-6.1%	127,525	127,525	0	0.0%	
23	COL	608999	International New Orders	1,070	1,790	(720)	-67.3%	1,070	908	162	15.2%	2,141	2,698	(558)	-26.1%	<b>COLL:</b> \$575 from American New Orders for comparative material.
23	COL	609399	General/Librarianship Continuations	9,630	3,814	5,815	60.4%	9,630	8,745	885	9.2%	19,260	12,560	6,700	34.8%	<b>COLL:</b> \$6700 to American Continuations due to Yellow Books no longer available in print.
23	COL	609499	General/Librarianship New Orders	535	547	(12)	-2.3%	535	523	12	2.3%	1,070	1,070	0	0.0%	
23	COL	690000	Library Materials Transferred to Assets	1,061,594	828,590	233,004	21.9%	1,061,594	1,294,615	(233,020)	-22.0%	2,123,189	2,123,205	(16)	0.0%	
23	COL	685000	Electronic Resource Subscriptions (ERS)	(1,061,594)	(828,590)	(233,004)	21.9%	(1,061,594)	(1,294,615)	233,020	-22.0%	(2,123,189)	(2,123,205)	16	0.0%	
23	COL	685000	Electronic Resource Subscriptions (ERS)	323,907	299,542	24,366	7.5%	323,907	333,491	(9,584)	-3.0%	647,815	633,033	14,782	2.3%	
			Facilities:													
39	FAC	801005	Repair & Maintenance	26,000	18,167	7,833	30.1%	24,000	39,000	(15,000)	-62.5%	50,000	57,167	(7,167)	-14.3%	<b>FAC:</b> Timing variance. Adding \$15K for front patio repairs not budgeted
39	FAC	801010	Building Services	10,662	8,383	2,279	21.4%	10,662	10,662	0	0.0%	21,324	19,045	2,279	10.7%	<b>FAC:</b> Service levels have not stabilized post-pandemic
39	FAC	801015	Cleaning Supplies	8,490	3,114	5,376	63.3%	8,490	13,866	(5,376)	-63.3%	16,980	16,980	(0)	0.0%	<b>FAC:</b> Timing variance.
39	FAC	801020	Electricity & Water	65,000	66,214	(1,214)	-1.9%	65,000	65,000	0	0.0%	130,000	131,214	(1,214)	-0.9%	<b>FAC:</b> Monthly elevator maint. w/Liftech due to delay in CapEX project completion.
39	FAC	801025	Elevator Maintenance	2,898	5,796	(2,898)	-100.0%	0	5,796	(5,796)	0.0%	2,898	11,592	(8,694)	-300.0%	
39	FAC	801030	Heating & Cooling	28,000	15,361	12,639	45.1%	22,814	32,000	(9,186)	-40.3%	50,814	47,361	3,453	6.8%	<b>FAC:</b> Stiming variance; additional costs in second half account for delayed Dec chilled billing and Jul to Dec steam hilline.
15	FIN	801035	Insurance	140,320	144,944	(4,623)	-3.3%	140,740	145,000	(4,260)	-3.0%	281,060	289,944	(8,884)	-3.2%	<b>FAC:</b> Timing variance plus reduced vendor costs pending system repair
39	FAC	801040	Janitorial Services	60,714	62,015	(1,301)	-2.1%	60,714	60,714	0	0.0%	121,428	122,729	(1,301)	-1.1%	
39	FAC	801045	Landscaping	9,300	7,500	1,800	19.4%	10,200	6,600	3,600	35.3%	19,500	14,100	5,400	27.7%	
39	FAC	801050	Security	99,892	87,959	11,933	11.9%	99,892	99,892	0	0.0%	199,784	187,851	11,933	6.0%	<b>FAC:</b> Reduced hours in first half
39	FAC	801060	Room Rental Expenses	0	0	0	0.0%	9,000	5,000	4,000	44.4%	9,000	5,000	4,000	44.4%	<b>FAC:</b> Reduced costs first half due to events being virtual. Anticipates Gala related expenses.
39	FAC	801065	Special Events Expenses	17,000	2,255	14,745	86.7%	0	2,500	(2,500)	0.0%	17,000	4,755	12,245	72.0%	
39	FAC	801100	Furniture & Appliances (<3K)	1,260	0	1,260	100.0%	1,260	2,000	(740)	-58.7%	2,520	2,000	520	20.6%	<b>FAC:</b> Timing variance.
39	FAC	801110	Equipment (<3K)	2,000	1,748	252	12.6%	0	5,000	(5,000)	0.0%	2,000	6,748	(4,748)	-237.4%	<b>FAC:</b> Timing variance. Replenish/replace tools
39	FAC	801115	Building Alterations (<3K)	2,500	0	2,500	100.0%	0	2,500	(2,500)	0.0%	2,500	2,500	0	0.0%	<b>FAC:</b> Timing variance
39	FAC	801120	Delivery & Postage	787	1,416	(629)	-79.9%	1,421	1,421	0	0.0%	2,208	2,837	(629)	-28.5%	<b>FAC:</b> Pro bono week mailing costs higher than expected
39	FAC	801125	Kitchen supplies	900	0	900	100.0%	1,260	1,260	0	0.0%	2,160	1,260	900	41.7%	<b>FAC:</b> Expected to increase 2nd half due to new staff and reopening
			Subtotal	475,723	424,997	50,852	10.7%	455,453	498,211	(42,758)	-9.4%	931,176	923,208	7,969	0.9%	
			Technology:													
33	TECH	801210	Software Maintenance	10,814	7,637	3,177	29.4%	13,296	16,473	(3,177)	-23.9%	24,110	24,110	(0)	0.0%	<b>IT:</b> Timing variance.
33	TECH	801212	Hardware Maintenance	14,442	14,013	429	3.0%	14,442	14,871	(429)	-3.0%	28,884	28,884	(0)	0.0%	<b>IT:</b> Timing variance.
33	TECH	801215	Software (<\$3k)	1,002	0	1,002	100.0%	1,002	2,004	(1,002)	-100.0%	2,004	2,004	0	0.0%	
33	TECH	801220	Hardware (<\$3k)	480	1,836	(1,356)	-282.5%	480	876	(396)	-82.5%	960	2,712	(1,752)	-182.5%	<b>IT:</b> Timing variance.
33	TECH	801225	Computer Supplies	0	0	0	0.0%	0	1,500	(1,500)	0.0%	0	1,500	(1,500)	0.0%	<b>IT:</b> Networking scanner tool.
33	TECH	801230	Integrated Library System	29,262	30,476	(1,214)	-4.1%	29,262	30,476	(1,214)	-4.1%	58,525	60,952	(2,427)	-4.1%	

**Los Angeles County Library**  
FY2021-22 Mid-Year Budget Review

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

				July to December, 2021				January to June, 2022				Annual Budget				Comments
				Budget	Actual	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	
33	TECH	801235	Telecommunications	10,800	9,904	896	8.3%	10,800	11,696	(896)	-8.3%	21,600	21,600	0	0.0%	IT: Timing variance.
33	TECH	801245	Tech & Data - Misc	400	80	320	79.9%	0	320	(320)	0.0%	400	400	(0)	-0.1%	IT: Timing variance.
33	TECH	801250	Services	600	674	(74)	-12.3%	0	600	(600)	0.0%	600	1,274	(674)	-112.3%	IT: Website upgrades.
33	TECH	801275	Online Service Providers	5,340	741	4,599	86.1%	5,340	9,939	(4,599)	-86.1%	10,680	10,680	(0)	0.0%	IT: Timing variance.
			Subtotal	73,140	65,362	3,180	4.3%	74,622	88,755	(14,133)	-18.9%	147,763	154,117	(6,354)	-4.3%	
			General:													
15	FIN	801310	Bank Charges	3,500	2,617	883	25.2%	3,500	3,000	500	14.3%	7,000	5,617	1,383	19.8%	FIN: Lower than expected transaction volumes due to limited Library access during 1st half of year.
35	CMS	801315	Bibliographical Services	5,460	5,345	115	2.1%	5,460	5,460	0	0.0%	10,920	10,805	115	1.1%	
35	CMS	801320	Binding	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
17	EXEC	801325	Board Expense	0	50	(50)	0.0%	720	500	220	30.6%	720	550	170	23.6%	
37	COM	801330	Staff meals & events	9,000	1,496	7,504	83.4%	0	3,000	(3,000)	0.0%	9,000	4,496	4,504	50.0%	FIN: Reduced costs in first half due to virtual events. Hope for employee recognition events in second half.
15	FIN	801335	Supplies - Office	7,500	4,025	3,475	46.3%	7,500	5,000	2,500	33.3%	15,000	9,025	5,975	39.8%	FIN: Lower supplies usage due to virtual work routines and reduced access.
35	CMS	801337	Supplies - Library materials	6,500	6,573	(73)	-1.1%	2,500	2,500	0	0.0%	9,000	9,073	(73)	-0.8%	
37	COM	801340	Stationery, business cards, etc.	500	0	500	100.0%	0	500	(500)	0.0%	500	500	0	0.0%	COMM: Timing variance.
25	PS	801365	Grant Application Expenses	0	0	0	0.0%	0	15,000	(15,000)	0.0%	0	15,000	(15,000)	0.0%	ADMIN: Landscape architect costs for unanticipated grant opportunity (as discussed at January board meeting).
33	IT	801370	Copy Center Expense	4,300	4,667	(367)	-8.5%	8,700	8,700	0	0.0%	13,000	13,367	(367)	-2.8%	IT: Copier maintenance
15	FIN	801375	General - Misc	1,000	10,389	(9,389)	-938.9%	1,000	1,000	0	0.0%	2,000	11,389	(9,389)	-469.4%	FIN: Includes cost of Fresh Start fee waiver initiative
25	PS	801390	Course Registration	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
17	EXEC	801395	Friends of Law Library	700	37	663	94.8%	0	500	(500)	0.0%	700	537	163	23.3%	FIN: Gala expenses timing variance
			Subtotal	35,160	39,799	3,261	9.3%	32,680	45,160	(12,480)	-38.2%	67,840	84,959	(17,119)	-25.2%	
			Professional Development:													
ALL	803105		Travel	0	0	0	0.0%	3,445	3,445	0	0.0%	3,445	3,445	0	0.0%	
ALL	803110		Meals	0	0	0	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	0	0.0%	
ALL	803115		Membership dues	250	636	(386)	-154.4%	6,500	6,500	0	0.0%	6,750	7,136	(386)	-5.7%	FIN: Includes unbudgeted AALL/SCALL membership dues for SJL.
ALL	803120		Registration fees	2,960	945	2,015	68.1%	4,124	4,124	0	0.0%	7,084	5,069	2,015	28.4%	PS: Several programs moved online first half resulting in
ALL	803125		Educational materials	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
			Subtotal	3,210	3,101	1,629	50.7%	14,069	14,069	0	0.0%	17,279	17,170	109	0.6%	
			Communications & Marketing:													
37	COM	803205	Services	12	12	0	0.4%	12	12	0	0.0%	24	24	0	0.2%	
37	COM	803210	Collateral materials	2,500	0	2,500	100.0%	750	2,500	(1,750)	-233.3%	3,250	2,500	750	23.1%	COMM: E-branch rebranding materials. (Note: some expenses to be moved to OTF)
37	COM	803215	Advertising	4,050	0	4,050	100.0%	1,900	3,000	(1,100)	-57.9%	5,950	3,000	2,950	49.6%	COMM: Timing variance with print & social media ads. (Note: some expenses to be moved to OTF)
37	COM	803220	Trade shows & Outreach	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
			Subtotal	6,562	12	6,550	99.8%	2,662	5,512	(2,850)	-107.1%	9,224	5,524	3,700	40.1%	
			Travel & Entertainment													
ALL	803305		Travel	0	0	0	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	0	0.0%	
ALL	803315		Entertainment	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
ALL	803320		Ground transportation & mileage reimb.	433	23	410	94.7%	466	400	66	14.2%	899	423	476	53.0%	FIN: Increased mileage in second half due to branch/partnership reopenings.
ALL	803325		Incidental travel expenses	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
			Subtotal	433	23	410	94.7%	466	400	66	14.2%	899	423	476	53.0%	
			Professional Services													
15	FIN	804005	Accounting	22,890	22,890	0	0.0%	0	5	(5)	0.0%	22,890	22,895	(5)	0.0%	
17	EXEC	804008	Consulting Services	10,998	10,380	618	5.6%	10,998	12,600	(1,602)	-14.6%	21,996	22,980	(984)	-4.5%	FIN: Reflects HR rate adjustments
17	EXEC	804010	Legal	5,000	0	5,000	100.0%	0	3,000	(3,000)	0.0%	5,000	3,000	2,000	40.0%	ADMIN: Small special project assignments for outside counsel
15	FIN	804015	Other	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
			Subtotal	38,888	33,715	5,618	14.4%	10,998	15,605	(4,607)	-41.9%	49,886	49,320	566	1.1%	
			Depreciation:													
15	FIN	806105	Depreciation - Library Materials	1,085,839	1,076,378	9,461	0.9%	1,055,756	1,055,756	(0)	0.0%	2,141,594	2,132,134	9,461	0.4%	
15	FIN	806110	Depreciation Exp - FF&E	156,875	138,880	17,994	11.5%	192,667	140,000	52,667	27.3%	349,542	278,880	70,662	20.2%	FIN: Deferral of CapEx projects
			Subtotal	1,242,713	1,215,258	27,455	2.2%	1,248,423	1,195,756	52,667	4.2%	2,491,136	2,411,014	80,122	3.2%	
			Total Expense	4,899,669	4,556,077	343,592	7.0%	4,133,910	4,328,771	(194,861)	-4.7%	9,033,579	8,884,848	148,731	1.6%	
			Net Income Before Extraordinary Items	(1,072,819)	(623,605)	449,214	41.9%	(342,274)	(476,008)	(133,734)	39.1%	(1,415,093)	(1,099,613)	315,480	-22.3%	

**Los Angeles County Law Library**  
FY2021-22 Mid-Year Budget Review

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

		July to December, 2021				January to June, 2022				Annual Budget				Comments
		Budget	Actual	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	
15	FIN 321000 Investment Gain (Loss) <sup>1</sup>	10,000	(10,067)	(20,067)	-200.7%	10,000	(10,000)	(20,000)	-200.0%	20,000	-20,067	(40,067)	-200.3%	
17	EXEC 401000 Extraordinary Income	0	3,175,330	3,175,330	0.0%	0	0	0	0.0%	0	3,175,330	3,175,330	0.0%	
17	EXEC 901000 Extraordinary Expense	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
	Net Income Including Extraordinary Items	(1,062,819)	2,541,658	3,604,477	339.1%	(332,274)	(486,008)	(153,734)	46.3%	-1,395,093	2,055,650	3,450,743	-247.3%	
Capital Expenditures:														
39	FAC 161100 Furniture / Appliances (>3k)	10,000	0	10,000	100.0%	0	0	0	0.0%	10,000	0	10,000	100.0%	
33	TECH 161300 Electronics / Computer Hardware (>3k)	15,000	0	15,000	100.0%	0	35,000	(35,000)	0.0%	15,000	35,000	(20,000)	-133.3%	IT: \$20,000 budgeted for UPS Data Center. \$15,000 budgeted for Microfiche machine deferred to second half
39	FAC 164500 Exterior Building Repairs/Improvements (>3k)	130,000	0	130,000	100.0%	0	0	0	0.0%	130,000	0	130,000	100.0%	
39	FAC 164000 Interior Improvements / Alterations (>3k)	130,000	0	130,000	100.0%	0	0	0	0.0%	130,000	0	130,000	100.0%	
33	TECH 168000 Computer Software	0	0	0	0.0%	45,000	10,000	35,000	77.8%	45,000	10,000	35,000	77.8%	IT: \$10,000 VEAME backup license.
	Total - Capitalized Expenditures	685,000	0	285,000	41.6%	787,800	45,000	742,800	94.3%	1,472,800	45,000	1,427,800	96.9%	

**Fiscal Year 2021-22**  
List of One-Time Funding Projects

Project #	DEPT	Project Code	Project Name	GL #	GL Name	July - December, 2021				January - June, 2022				Annual Budget				Comment
						Budget	Actual	\$ Δ	% Δ	Budget	Forecast	\$ Δ	% Δ	Budget	Forecast	\$ Δ	% Δ	
36	17	170F-003	2018 compensation increase	501000	Salaries (FT)	\$87,485	\$50,898	\$36,587	41.8%	\$74,987	\$55,000	\$19,987	26.7%	\$162,472	\$105,898	\$56,574	34.8%	Assumes hiring at the beginning of 4th quarter in FY.
36	17	170F-003	2018 compensation increase	501050	Salaries (PT)	\$5,844	\$4,425	\$1,419	24.3%	\$5,729	\$5,000	\$729	12.7%	\$11,573	\$9,425	\$2,148	18.6%	
	17		Project management assistant	501000	Salaries (FT)	\$23,692	\$0	\$23,692	100.0%	\$20,308	\$10,846	\$9,462	46.6%	\$44,000	\$10,846	\$33,154	75.4%	
5	25	250F-005	Rare books and closed stacks book shifting	514010	Temporary Employment	\$20,000	\$0	\$20,000	100.0%	\$4,000	\$24,000	(\$20,000)	-500.0%	\$24,000	\$24,000	\$0	0.0%	
5	25	250F-005	Rare books and closed stacks book shifting	801335	Supplies - Office	\$800	\$0	\$800	100.0%	\$0	\$800	(\$800)	0.0%	\$800	\$800	\$0	0.0%	
5	25	250F-005	Rare books and closed stacks book shifting	804015	Professional Svcs - Other	\$2,500	\$0	\$2,500	100.0%	\$0	\$2,500	(\$2,500)	0.0%	\$2,500	\$2,500	\$0	0.0%	
41	25	250F-008	Service to rural communities	501000	Salaries (FT)	\$4,735	\$4,637	\$98	2.1%	\$4,058	\$4,576	(\$518)	-12.8%	\$8,793	\$9,213	(\$420)	-4.8%	Reflects new rates of pay
34	25	170F-001	Dues for professional organizations	803115	Membership Dues	\$0	\$1,164	(\$1,164)	0.0%	\$2,748	\$4,012	(\$1,264)	-46.0%	\$2,748	\$5,176	(\$2,428)	-88.4%	Includes new hires
1	25	250F-001	Representing Yourself website section revamp and authentication.	804010	Legal	\$30,750	\$0	\$30,750	100.0%	\$30,750	\$61,500	(\$30,750)	-100.0%	\$61,500	\$61,500	\$0	0.0%	
2	25	250F-002	e-Branch website section update and assessment	804010	Legal	\$17,145	\$0	\$17,145	100.0%	\$17,145	\$34,290	(\$17,145)	-100.0%	\$34,290	\$34,290	\$0	0.0%	
28(B)	25	250F-007	Translation and interpreter service	804015	Professional Svcs - Other	\$2,400	\$445	\$1,955	81.5%	\$2,400	\$2,400	\$0	0.0%	\$4,800	\$2,845	\$1,955	40.7%	New models are under consideration, including proposal for use of 2021
22	33	3318003	Public copiers	161300	Electronics / Computer Hardware >RK	\$80,000	\$0	\$80,000	100.0%	\$0	\$80,000	(\$80,000)	0.0%	\$80,000	\$80,000	\$0	0.0%	
	33	250F-002	e-Branch 2.0 system updates	161300	Electronics / Computer Hardware >RK	\$30,000	\$0	\$30,000	100.0%	\$0	\$30,000	(\$30,000)	0.0%	\$30,000	\$30,000	\$0	0.0%	
40	33	330F-004	Expanded computer lab laptops	161300	Electronics / Computer Hardware >RK	\$0	\$0	\$0	0.0%	\$22,800	\$22,800	\$0	0.0%	\$22,800	\$22,800	\$0	0.0%	
23	33	330F-001	Brief repository update/scanning software	168000	Computer Software	\$0	\$0	\$0	0.0%	\$50,000	\$0	\$50,000	100.0%	\$50,000	\$0	\$50,000	100.0%	
25	33	330F-003	Members automated parking module	168000	Computer Software	\$0	\$0	\$0	0.0%	\$20,000	\$0	\$20,000	100.0%	\$20,000	\$0	\$20,000	100.0%	
34	35	170F-001	Dues for professional organizations	803115	Membership Dues	\$0	\$356	(\$356)	0.0%	\$1,344	\$888	\$456	33.9%	\$1,344	\$1,244	\$100	7.4%	
	35		Book-binding project (continuation of previously completed project)	801320	Binding	\$0	\$0	\$0	0.0%	\$0	\$12,500	(\$12,500)	0.0%	\$0	\$12,500	(\$12,500)	0.0%	
37	37	370F-006	Class subsidy	801390	Course Registration	\$3,252	\$4,600	(\$1,348)	-41.5%	\$3,252	\$3,252	\$0	0.0%	\$6,504	\$7,852	(\$1,348)	-20.7%	
	37	370F-001	Website spanish version	803205	Services	\$228	\$0	\$228	100.0%	\$228	\$0	\$228	100.0%	\$456	\$0	\$456	100.0%	Project on hold pending other website changes.
	37	370F-002	Language outreach pilot program	803210	Collateral materials	\$1,250	\$0	\$1,250	100.0%	\$1,650	\$1,250	\$400	24.2%	\$2,900	\$1,250	\$1,650	56.9%	Printing has been minimal due to closures, but will resume over time.

**Fiscal Year 2021-22**  
List of One-Time Funding Projects

Project #	DEPT	Project Code	Project Name	GL #	GL Name	July - December, 2021				January - June, 2022				Annual Budget				Comment
						Budget	Actual	\$ Δ	% Δ	Budget	Forecast	\$ Δ	% Δ	Budget	Forecast	\$ Δ	% Δ	
30	37	370F-003	Printed Flyer Outreach Pilot Program	803210	Collateral materials	\$1,250	\$0	\$1,250	100.0%	\$1,950	\$1,000	\$950	48.7%	\$3,200	\$1,000	\$2,200	68.8%	Printing has been minimal due to closures, but will resume over time.
	37	370F-004	Printed Third Party Info Pilot Program	803210	Collateral materials	\$2,200	\$0	\$2,200	100.0%	\$0	\$1,000	(\$1,000)	0.0%	\$2,200	\$1,000	\$1,200	54.5%	
	37	370F-005	Outreach using PR service and paid advertising program	803215	Advertising	\$3,000	\$0	\$3,000	100.0%	\$2,000	\$4,000	(\$2,000)	-100.0%	\$5,000	\$4,000	\$1,000	20.0%	Printing has been minimal due to closures, but will resume over time.
17	39	3918003	Security cameras	161300	Electronics / Computer Hardware >\$3K	\$70,000	\$125	\$69,875	99.8%	\$0	\$69,875	(\$69,875)	0.0%	\$70,000	\$70,000	\$0	0.0%	
14	39	3914001	Elevator modernization	164000	Interior Improvements / Alterations >\$3K	\$0	\$0	\$0	0.0%	\$500,000	\$200,000	\$300,000	60.0%	\$500,000	\$200,000	\$300,000	60.0%	Project completed next budget cycle. \$200,000 is initial payment and completion of one elevator in this budget cycle
20	39	3919001	Public restroom reconfiguration and repairs	164000	Interior Improvements / Alterations >\$3K	\$80,000	\$0	\$80,000	100.0%	\$0	\$80,000	(\$80,000)	0.0%	\$80,000	\$80,000	\$0	0.0%	
13	39	390F-002	HVAC modernization	164000	Interior Improvements / Alterations >\$3K	\$0	\$0	\$0	0.0%	\$150,000	\$0	\$150,000	100.0%	\$150,000	\$0	\$150,000	100.0%	
	39	390F-006	Building public address (PA) system	164000	Interior Improvements / Alterations >\$3K	\$60,000	\$0	\$60,000	100.0%	\$0	\$60,000	(\$60,000)	0.0%	\$60,000	\$60,000	\$0	0.0%	
16	39	390F-003	Security system for building	164000	Interior Improvements / Alterations >\$3K	\$80,000	\$0	\$80,000	100.0%	\$0	\$80,000	(\$80,000)	0.0%	\$80,000	\$80,000	\$0	0.0%	
						\$606,531	\$66,650	\$539,881	89.0%	\$915,349	\$851,489	\$63,860	7.0%	\$1,521,880	\$918,139	\$603,741	39.7%	

Note: This project list does not include projects approved in January 2022 to be funded with OTF received in



**Staff Presentation:**  
***2022 Book Discussions Group***

**Presented by:**  
**Managing Librarian,**  
**Katie O’Laughlin**

**February 23, 2022**