

AGENDA

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

REGULAR BOARD MEETING

Wednesday, September 28, 2022

12:15 PM

MILDRED L. LILLIE BUILDING TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

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

Each member of the public has the right to address the Board on agenda items or on items of interest which are not on the agenda and which are within the subject matter jurisdiction of the Board. Public comments will be taken at the beginning of the meeting as Agenda Item 1.0. Members of the public will be called upon at that time. A member of the public will be allowed to address the Board for a total of three (3) minutes for a single item or a maximum of five (5) minutes for all items unless the President grants more or less time based on the number of people requesting to speak and the business of the Board. When members of the public address the Board on agenda items, the President determines the order in which speakers will be called. Persons addressing the Board shall not make impertinent, slanderous or profane remarks to the Board, any member of the Board, staff or general public, nor utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Board Meeting. The President may order the removal (by muting or disconnection of the telephone line) of any person who disrupts or disturbs the orderly conduct of the Board Meeting.

AGENDA MATERIALS

Unless otherwise exempt from disclosure, all materials relating to items on the agenda distributed to all, or a majority of the members of the Board less than 72 hours prior to the meeting shall be made available for public inspection at the time the writing is distributed in the Executive Office of the Law Library.

CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the August 24, 2022 Regular Board Meeting
- 3.2 Review of July Financials and List of August Checks and Warrants
- 3.3 Approval of Revised Rules of Conduct
- 3.4 Conflict of Interest and Disclosure Code for the Los Angeles County Law Library

4.0 DISCUSSION ITEMS

- 4.1 Approval of Trustee Designated Members of the Friends of Los Angeles County Law Library Board of Directors

5.0 CLOSED SESSION

- 5.1 CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION (G.C. 54956.9(d)(1))

Craig Jones v. Los Angeles County Law Library, (LASC 22STCV08938)
The Board finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the local agency in the litigation.

6.0 AGENDA BUILDING

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

7.0 EXECUTIVE DIRECTOR REPORT

8.0 ADJOURNMENT

It is requested that the meeting be adjourned in memory of Isabella Szegedi who worked at the Los Angeles County Law Library for 16 years (1970-1986) as a Catalog Typist and later a Library Clerk.

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, September 28, 2022.

POSTED THURSDAY, SEPTEMBER 22, 2022 @ 2:00 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the August 24, 2022, Regular Board Meeting
- 3.2 Review of July Financials and List of August Checks and Warrants
- 3.3 Approval of Revised Rules of Conduct
- 3.4 Conflict of Interest and Disclosure Code for the Los Angeles County Law Library

**MINUTES OF THE COMBINED REGULAR AND SPECIAL BOARD MEETINGS
OF THE BOARD OF LAW LIBRARY TRUSTEES OF
LOS ANGELES COUNTY**

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

August 24, 2022

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, August 24, 2022 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present: Judge Mark Juhas
Judge Michelle Williams Court
Kenneth Klein, Esquire
Judge Dennis Landin
Judge Yolanda Orozco
Judge Michael Stern

Trustees Absent: Susan Steinhauser, Esquire

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

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

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

1.0 PUBLIC COMMENT

No public comment.

ED Levin introduced new hires, Gabriella Ozurovich, Reference Librarian and John Miller, Reference Librarian, Legal Education.

2.0 PRESIDENT'S REPORT

No report.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the August 24, 2022 Regular Board Meeting
- 3.2 Review of July Financials and List of August Checks and Warrants
- 3.3 Review of Quarter 4 Statistics for FY 21-22

- 3.4 Ratification of The Pun Group, LLP Engagement to Audit the Law Library's Financial Statements for FY 2021-22
- 3.5 Review and Approval of the Annual Report to the Board of Supervisors

President Juhas requested a motion to approve the Consent Calendar. So moved by Trustee Landin seconded by Trustee Orozco. The motion was unanimously approved, 6 - 0.

4.0 DISCUSSION

- 4.1 Consideration and Approval of Revised Bylaws of the Friends of the Los Angeles County Law Library

ED Levin summarized the redlined bylaws set forth by the Friends of the Los Angeles County Law Library. The Trustees expressed their gratitude to the Friends organization for their generosity and ongoing efforts in support of the Law Library.

President Juhas requested a motion to approve the attached proposed bylaws. So moved by Trustee Orozco seconded by Trustee Landin. The motion was unanimously approved, 6 - 0.

- 4.2 Authorization to Enter into Agreement Accepting Donation of Norman Rockwell Collotype Print from Hon. Arthur and Gloria Gold

ED Levin summarized the conditions set forth by Hon Arthur and Gloria Gold on their donation of the Norman Rockwell Collotype Print entitled "The Problem We All Live With", signed and numbered by the artist, bearing print No. 124/200. The Trustees collectively offered a "thank you" to the Golds for their exquisite and rare gift. ED Levin also noted that having the print on display offers an educational opportunity to teach the public about *Brown v. Board of Education*, and other legal issues as the print raises questions from those who see it on display.

President Juhas requested a motion to accept the donation on the conditions requested and authorize execution of the attached Agreement Regarding Gift of Rockwell Collotype. So moved by Trustee Orozco seconded by Trustee Landin. The motion was unanimously approved, 6 - 0.

- 4.3 Staff Presentation: Internships at LA Law Library

Patron Services Director, Malinda Muller and Reference Librarian, Mary Garcia, presented before the Board the curriculum and procedures for the ongoing Internship program that has been established.

No action requested or taken.

5.0 AGENDA BUILDING

No future items were presented by Trustees to be referred to staff or placed on the agenda for consideration at a future meeting of the Board.

6.0 EXECUTIVE DIRECTOR REPORT

ED Levin gave a brief summary of the ongoing issues with the public parking garage with hopes to have more information available soon. Closure for the public parking lot is expected to be for a prolonged period of time.

7.0 **ADJOURNMENT**

There being no further business to come before the Board the meetings were adjourned at 1:00pm. The next Regular Meeting of the Board of Law Library Trustees currently scheduled for Wednesday, September 28, 2022 at 12:15pm may need to be rescheduled.

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

DRAFT

Los Angeles County Law Library

Balance Sheet

As of July 31, 2022

(Provisional and subject to year-end audit adjustments)

	6/30/2022	7/31/2022	YTD
Assets			
Current assets			
Cash and cash equivalents	13,315,059	12,495,840	(819,219)
Accounts receivable	207,666	183,435	(24,232)
Other receivable	1,138,800	1,188,368	49,568
Prepaid expenses	261,033	584,053	323,020
Total current assets	14,922,559	14,451,696	(470,862)
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	5,936,527	5,945,938	9,410
Capital assets, not being depreciated	664,178	664,178	-
Capital assets, being depreciated - net	15,124,179	15,059,517	(64,662)
Total noncurrent assets	22,043,355	21,988,103	(55,252)
Total assets	36,965,913	36,439,799	(526,114)
Deferred Outflows of Resources			
Deferred Outflows of Resources	2,309,920	2,309,920	-
Total assets and deferred outflows of resources	39,275,833	38,749,719	(526,114)
Liabilities			
Current Liabilities			
Accounts payable	246,725	154,298	(92,427)
Other current liabilities	-	-	-
Payroll liabilities	8,073	19,629	11,556
Total current liabilities	254,798	173,927	(80,871)
Noncurrent Liabilities			
Accrued sick and vacation liability	289,435	279,190	(10,245)
Borrowers' deposit	214,913	217,637	2,724
OPEB liability	3,745,828	3,754,161	8,333
Net pension liability	788,233	796,566	8,333
Total noncurrent liabilities	5,038,408	5,047,554	9,146
Total liabilities	5,293,206	5,221,481	(71,725)
Deferred Inflows of Resources			
Deferred Inflows of Resources	1,738,733	1,738,733	-
Total liabilities and Deferred inflows of resources	7,031,939	6,960,214	(71,725)
Net Position			
Invested in capital assets	15,788,357	15,723,696	(64,662)
Unrestricted	16,455,537	16,065,810	(389,727)
Total net position	32,243,894	31,789,506	(454,389)
Total liabilities and Deferred inflows of resources and net position	39,275,833	38,749,719	(526,114)

Los Angeles County Law Library
Income Statement for the Period Ending July 31, 2022
(Provisional and subject to year-end audit adjustments)

Jul 2021 Actual	Jul 2022			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
570,427	444,572	582,558	137,986	31.0%
3,820	7,409	12,148	4,739	64.0%
46,935	43,000	44,464	1,464	3.4%
<u>135,190</u>	<u>28,851</u>	<u>26,107</u>	<u>(2,744)</u>	<u>-9.5%</u>
756,371	523,833	665,277	141,444	27.0%
762,500	1,014,679	799,620	215,059	21.2%
21,309	35,000	20,811	14,189	40.5%
133,277	152,600	136,013	16,587	10.9%
<u>(133,277)</u>	<u>(152,600)</u>	<u>(136,013)</u>	<u>(16,587)</u>	<u>10.9%</u>
68,741	86,920	76,683	10,237	11.8%
7,732	6,949	14,656	(7,707)	-110.9%
1,954	0	5,685	(5,685)	0.0%
1,617	0	8,642	(8,642)	0.0%
2	0	78	(78)	0.0%
0	0	24	(24)	0.0%
1,639	750	2,203	(1,453)	-193.7%
<u>202,966</u>	<u>195,870</u>	<u>200,675</u>	<u>(4,805)</u>	<u>-2.5%</u>
<u>1,068,460</u>	<u>1,373,048</u>	<u>1,129,076</u>	<u>(243,972)</u>	<u>-17.8%</u>
<u>(312,089)</u>	<u>(849,215)</u>	<u>(463,799)</u>	<u>385,416</u>	<u>-45.4%</u>
5,980	833	9,410	8,577	1029.2%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>(306,109)</u>	<u>(848,382)</u>	<u>(454,389)</u>	<u>393,993</u>	<u>-46.4%</u>
0	0	0	0	0.0%

Summary:

Income

L.A. Superior Court Fees	570,427	444,572	582,558	137,986	31.0%
Interest	3,820	7,409	12,148	4,739	64.0%
Parking	46,935	43,000	44,464	1,464	3.4%
Library Services	135,190	28,851	26,107	(2,744)	-9.5%
Total Income	756,371	523,833	665,277	141,444	27.0%

Expense

Staff (payroll + benefits)	762,500	1,014,679	799,620	215,059	21.2%
Electronic Resource Subscriptions	21,309	35,000	20,811	14,189	40.5%
Library Materials	133,277	152,600	136,013	16,587	10.9%
Library Materials Transferred to Assets	(133,277)	(152,600)	(136,013)	(16,587)	10.9%
Facilities	68,741	86,920	76,683	10,237	11.8%
Technology & Data	7,732	21,532	14,656	1,011	4.7%
General	1,954	6,532	5,685	2,385	36.5%
Professional Development	1,617	7,700	8,642	(942)	-12.2%
Communications & Marketing	2	2,640	78	3,292	124.7%
Travel & Entertainment	0	12	24	(12)	-98.4%
Professional Services	1,639	2,163	2,203	6,891	318.6%
Depreciation	202,966	195,870	200,675	(4,805)	-2.5%
Total Expenses	1,068,460	1,373,048	1,129,076	243,972	17.8%

Net Income (Loss)

Investment Gain (Loss) ¹	5,980	833	9,410	8,577	1029.2%
Extraordinary Income	0	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	<u>(306,109)</u>	<u>(848,382)</u>	<u>(454,389)</u>	<u>393,993</u>	<u>46.4%</u>

Capitalized Expenditures

FY 2021-22 YTD Actual	FY 2022-23 YTD				Comments
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (-)	
570,427	444,572	582,558	137,986	31.0%	
3,820	7,409	12,148	4,739	64.0%	
46,935	43,000	44,464	1,464	3.4%	
135,190	28,851	26,107	(2,744)	-9.5%	
756,371	523,833	665,277	141,444	27.0%	
762,500	1,014,679	799,620	215,059	21.2%	
21,309	35,000	20,811	14,189	40.5%	
133,277	152,600	136,013	16,587	10.9%	
(133,277)	(152,600)	(136,013)	(16,587)	10.9%	
68,741	86,920	76,683	10,237	11.8%	
7,732	21,532	14,656	1,011	4.7%	
1,954	6,532	5,685	2,385	36.5%	
1,617	7,700	8,642	(942)	-12.2%	
2	2,640	78	3,292	124.7%	
0	12	24	(12)	-98.4%	
1,639	2,163	2,203	6,891	318.6%	
202,966	195,870	200,675	(4,805)	-2.5%	
1,068,460	1,373,048	1,129,076	243,972	17.8%	
(312,089)	(849,215)	(463,799)	385,416	45.4%	
5,980	833	9,410	8,577	1029.2%	
0	0	0	0	0.0%	
0	0	0	0	0.0%	
(306,109)	(848,382)	(454,389)	393,993	46.4%	
0	0	0	30,000	0.0%	

Los Angeles County Law Library
 Income Statement for the Period Ending July 31, 2022
 (Provisional and subject to year-end audit adjustments)

Jul 2021	Jul 2022				YTD Actual	FY 2022-23 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (-)			
Detailed Budget:												
Income:												
570,427	444,572	582,558	137,986	31.0%	15 FIN 303300	L.A. Superior Court Fees	570,427	444,572	582,558	137,986	31.0%	Conservative budget.
0	0	0	0	0.0%	15 FIN 311000	Interest - LAIF	0	0	0	0	0.0%	
3,701	7,250	11,859	4,609	63.6%	15 FIN 312000	Interest - General Fund	3,701	7,250	11,859	4,609	63.6%	Better than expected rate of return.
119	159	289	130	82.0%	15 FIN 313000	Interest - Deposit Fund	119	159	289	130	82.0%	Better than expected rate of return.
3,820	7,409	12,148	4,739	64.0%		Subtotal	3,820	7,409	12,148	4,739	64.0%	
Parking:												
46,935	43,000	44,464	1,464	3.4%	39 FAC 330100	Parking	46,935	43,000	44,464	1,464	3.4%	
46,935	43,000	44,464	1,464	3.4%		Subtotal	46,935	43,000	44,464	1,464	3.4%	
Library Services:												
163	163	114	(49)	-30.2%	27 CIRC 330150	Annual Designation Fee	163	163	114	(49)	-30.2%	Timing variance. Invoices are due every June.
11,399	21,746	20,825	(921)	-4.2%	25 PS 330140	Annual Members Fee	11,399	21,746	20,825	(921)	-4.2%	
523	785	1,236	451	57.4%	25 PS 330340	Course Registration	523	785	1,236	451	57.4%	Higher than anticipated registration for OTF-subsidized programs.
1,290	1,300	2,038	738	56.8%	27 CIRC 330129	Copy Center	1,290	1,300	2,038	738	56.8%	Better than expected revenue.
264	1,400	565	(835)	-59.7%	27 CIRC 330205	Document Delivery	264	1,400	565	(835)	-59.7%	Free eDel to remote users has not ceased.
1,256	1,500	1,182	(318)	-21.2%	27 CIRC 330210	Fines	1,256	1,500	1,182	(318)	-21.2%	Book borrowing statistics have not reached pre-pandemic numbers.
271	333	(26)	(360)	-107.9%	15 FIN 330310	Miscellaneous	271	333	(26)	(360)	-107.9%	Timing variance.
0	1,500	50	(1,450)	-96.7%	39 FAC 330330	Room Rental	0	1,500	50	(1,450)	-96.7%	Timing variance.
0	0	0	0	0.0%	23 COL 330350	Book Replacement	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	0	0	0	0	0.0%	
120,000	0	0	0	0.0%	17 EXEC 330400	Friends of Law Library	120,000	0	0	0	0.0%	
0	0	0	0	0.0%	25 PS 330420	Grants	0	0	0	0	0.0%	
24	124	124	0	0.0%	15 FIN 330450	Vending	24	124	124	0	0.0%	
0	0	0	0	0.0%	39 FAC 330465	Special Events Income	0	0	0	0	0.0%	
135,190	28,851	26,107	(2,744)	-9.5%		Subtotal	135,190	28,851	26,107	(2,744)	-9.5%	
756,371	523,833	665,277	141,444	27.0%		Total Income	756,371	523,833	665,277	141,444	27.0%	
Expenses:												
Staff:												
260,600	389,109	213,678	175,431	45.1%	ALL 501000	Salaries (FT)	260,600	389,109	213,678	175,431	45.1%	Reflects vacancies.
0	(7,782)	0	(7,782)	100.0%	15 FIN 501025	Staff Vacancy Offset (FT)	0	(7,782)	0	(7,782)	100.0%	
22,745	47,038	25,094	21,944	46.7%	ALL 501050	Salaries (PT)	22,745	47,038	25,094	21,944	46.7%	Reflects vacancies.
0	(941)	0	(941)	100.0%	15 FIN 501075	Staff Vacancy Offset (PT)	0	(941)	0	(941)	100.0%	
17,104	22,680	21,004	1,676	7.4%	15 FIN 502000	Social Security	17,104	22,680	21,004	1,676	7.4%	Reflects vacancies.
4,000	6,324	4,912	1,412	22.3%	15 FIN 503000	Medicare	4,000	6,324	4,912	1,412	22.3%	Reflects vacancies.
373,888	469,914	450,347	19,568	4.2%	15 FIN 511000	Retirement	373,888	469,914	450,347	19,568	4.2%	
8,333	8,333	8,333	0	0.0%	15 FIN 511050	Pension Exp (Actuarial)	8,333	8,333	8,333	0	0.0%	
0	0	0	0	0.0%	15 FIN 511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
44,756	57,097	44,010	13,088	22.9%	15 FIN 512000	Health Insurance	44,756	57,097	44,010	13,088	22.9%	Reflects vacancies.
351	451	366	85	18.8%	15 FIN 513000	Disability Insurance	351	451	366	85	18.8%	Reflects vacancies.
4,092	6,357	5,124	1,233	19.4%	15 FIN 514000	Dental Insurance	4,092	6,357	5,124	1,233	19.4%	Reflects vacancies.
466	692	538	154	22.3%	15 FIN 514500	Vision Insurance	466	692	538	154	22.3%	Reflects vacancies.
158	195	152	42	21.8%	15 FIN 515000	Life Insurance	158	195	152	42	21.8%	Reflects vacancies.
0	0	0	0	0.0%	15 FIN 515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
2,317	2,016	2,016	0	0.0%	15 FIN 516000	Workers Compensation Insurance	2,317	2,016	2,016	0	0.0%	
0	0	0	0	0.0%	15 FIN 517000	Unemployment Insurance	0	0	0	0	0.0%	
1,113	1,244	12,893	(11,649)	-936.6%	ALL 514010	Temporary Employment	1,113	1,244	12,893	(11,649)	-936.6%	Temporary admin help offset by savings in FT salaries.
100	0	397	(397)	0.0%	13 HR 514015	Recruitment	100	0	397	(397)	0.0%	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%	
21,665	8,333	8,333	0	0.0%	15 FIN 518500	OPEB Expense	21,665	8,333	8,333	0	0.0%	
(39)	3,500	2,423	1,077	30.8%	15 FIN 518550	TMP	(39)	3,500	2,423	1,077	30.8%	Lower TMP reimbursements due to WFH schedules.
852	118	0	118	100.0%	15 FIN 518560	Payroll and Benefit Administration	852	118	0	118	100.0%	Timing variance.
762,500	1,014,679	799,620	215,059	21.2%		Total - Staff	762,500	1,014,679	799,620	215,059	21.2%	
Library Materials/Electronic Resources Subscription:												
47,780	63,333	57,695	5,638	8.9%	23 COL 601999	American Continuations	47,780	63,333	57,695	5,638	8.9%	Timing variance
316	1,300	0	1,300	100.0%	23 COL 602999	American New Orders	316	1,300	0	1,300	100.0%	Timing variance
1,397	1,800	2,606	(806)	-44.8%	23 COL 609199	Branch Continuations	1,397	1,800	2,606	(806)	-44.8%	Timing variance

Los Angeles County Law Library
Income Statement for the Period Ending July 31, 2022
(Provisional and subject to year-end audit adjustments)

Jul 2021 Actual	Jul 2022				YTD Actual	FY 2022-23 YTD				Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (-)		
0	0	0	0	0.0%	23 COL 609299	0	0	0	0	0.0%	
61,403	64,000	62,894	1,106	1.7%	23 COL 603999	61,403	64,000	62,894	1,106	1.7%	
0	0	0	0	0.0%	23 COL 604999	0	0	0	0	0.0%	
7,829	15,500	8,793	6,707	43.3%	23 COL 605999	7,829	15,500	8,793	6,707	43.3%	Timing variance
0	0	0	0	0.0%	23 COL 606999	0	0	0	0	0.0%	
14,452	9,000	3,772	5,228	58.1%	23 COL 607999	14,452	9,000	3,772	5,228	58.1%	Timing variance
0	0	0	0	0.0%	23 COL 608999	0	0	0	0	0.0%	
100	1,000	253	747	74.7%	23 COL 609399	100	1,000	253	747	74.7%	Timing variance
0	0	0	0	0.0%	23 COL 609499	0	0	0	0	0.0%	
133,277	152,600	136,013	19,920	13.1%	23 COL 690000	133,277	152,600	136,013	19,920	13.1%	
(133,277)	(152,600)	(136,013)	(16,587)	10.9%	23 COL 690000	(133,277)	(152,600)	(136,013)	(16,587)	10.9%	
21,309	35,000	20,811	14,189	40.5%	23 COL 685000	21,309	35,000	20,811	14,189	40.5%	Timing variance
Facilities:											
0	5,000	1,423	3,577	71.5%	39 FAC 801005	0	5,000	1,423	3,577	71.5%	Timing variance.
1,241	1,634	1,591	43	2.6%	39 FAC 801010	1,241	1,634	1,591	43	2.6%	
827	1,250	2,719	(1,469)	-117.5%	39 FAC 801015	827	1,250	2,719	(1,469)	-117.5%	Supplies ordered for more than one month.
11,620	11,266	13,030	(1,764)	-15.7%	39 FAC 801020	11,620	11,266	13,030	(1,764)	-15.7%	Timing variance.
966	966	966	0	0.0%	39 FAC 801025	966	966	966	0	0.0%	
0	4,117	0	4,117	100.0%	39 FAC 801030	0	4,117	0	4,117	100.0%	Delayed invoicing for this month
24,157	27,540	31,577	(4,037)	-14.7%	15 FIN 801035	24,157	27,540	31,577	(4,037)	-14.7%	Timing variance.
9,649	10,800	11,449	(649)	-6.0%	39 FAC 801040	9,649	10,800	11,449	(649)	-6.0%	Includes some landscaping costs.
1,250	1,500	0	1,500	100.0%	39 FAC 801045	1,250	1,500	0	1,500	100.0%	See Janitorial Services.
18,984	19,167	13,670	5,497	28.7%	39 FAC 801050	18,984	19,167	13,670	5,497	28.7%	Timing variance.
0	417	0	417	100.0%	39 FAC 801060	0	417	0	417	100.0%	No room rentals for the month.
0	0	135	(135)	0.0%	39 FAC 801065	0	0	135	(135)	0.0%	
0	333	0	333	100.0%	39 FAC 801100	0	333	0	333	100.0%	Timing variance.
0	200	0	200	100.0%	39 FAC 801110	0	200	0	200	100.0%	Timing variance.
0	2,500	0	2,500	100.0%	39 FAC 801115	0	2,500	0	2,500	100.0%	Timing variance.
47	50	122	(72)	-143.1%	39 FAC 801120	47	50	122	(72)	-143.1%	Unplanned mailings.
0	180	0	180	100.0%	39 FAC 801125	0	180	0	180	100.0%	Timing variance.
68,741	86,920	76,683	10,237	11.8%		68,741	86,920	76,683	10,237	11.8%	
Technology:											
1,177	1,655	1,919	(264)	-16.0%	33 TECH 801210	1,177	1,655	1,919	(264)	-16.0%	Timing variance
1,790	3,015	2,678	337	11.2%	33 TECH 801212	1,790	3,015	2,678	337	11.2%	Timing variance
0	0	0	0	0.0%	33 TECH 801215	0	0	0	0	0.0%	
940	100	1,000	(900)	-900.0%	33 TECH 801220	940	100	1,000	(900)	-900.0%	Timing variance
0	283	0	283	100.0%	33 TECH 801225	0	283	0	283	100.0%	Timing variance
1,354	5,318	6,531	(1,213)	-22.8%	33 TECH 801230	1,354	5,318	6,531	(1,213)	-22.8%	Timing variance
1,649	1,712	1,652	60	3.5%	33 TECH 801235	1,649	1,712	1,652	60	3.5%	
80	0	0	0	0.0%	33 TECH 801245	80	0	0	0	0.0%	
0	2,708	0	2,708	100.0%	33 TECH 801250	0	2,708	0	2,708	100.0%	Timing variance
741	6,949	876	6,073	87.4%	33 TECH 801275	741	6,949	876	6,073	87.4%	Timing variance
7,732	21,532	14,656	7,085	32.9%		7,732	21,532	14,656	7,085	32.9%	
General:											
373	583	370	213	36.5%	15 FIN 801310	373	583	370	213	36.5%	Lower volume transactions for the month.
891	2,029	2,028	1	0.0%	35 CMS 801315	891	2,029	2,028	1	0.0%	
0	0	0	0	0.0%	35 CMS 801320	0	0	0	0	0.0%	
0	108	0	108	100.0%	17 EXEC 801325	0	108	0	108	100.0%	July Board meeting cancelled.
0	0	0	0	0.0%	37 COM 801330	0	0	0	0	0.0%	
163	1,750	438	1,312	75.0%	15 FIN 801335	163	1,750	438	1,312	75.0%	Timing variance.
0	0	0	0	0.0%	35 CMS 801337	0	0	0	0	0.0%	
0	1,750	516	1,234	70.5%	37 COM 801340	0	1,750	516	1,234	70.5%	Timing variance; additional purchases forthcoming.
0	0	0	0	0.0%	25 PS 801365	0	0	0	0	0.0%	
117	1,411	1,194	217	15.4%	33 IT 801370	117	1,411	1,194	217	15.4%	Timing variance.
0	0	58	(58)	0.0%	15 FIN 801375	0	0	58	(58)	0.0%	Timing variance.

Los Angeles County Law Library
Income Statement for the Period Ending July 31, 2022
(Provisional and subject to year-end audit adjustments)

Jul 2021	Jul 2022				YTD Actual	FY 2022-23 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (-)			
410	438	1,080	(642)	-146.6%	25 PS 801390	Course Registration	410	438	1,080	(642)	-146.6%	Higher than anticipated registration for OTF-subsidized programs.
0	0	0	0	0.0%	17 EXEC 801395	Friends of Law Library	0	0	0	0	0.0%	
1,954	6,532	5,685	2,385	36.5%		Subtotal	1,954	6,532	5,685	2,385	36.5%	
						Professional Development:						
0	5,400	4,819	581	10.8%	ALL 803105	Travel	0	5,400	4,819	581	10.8%	Lower AALL travel related costs.
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%	
672	0	903	(903)	0.0%	ALL 803115	Membership dues	672	0	903	(903)	0.0%	Late/New AALL memberships.
945	2,300	2,920	(620)	-27.0%	ALL 803120	Registration fees	945	2,300	2,920	(620)	-27.0%	Timing variance.
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	0	0	0.0%	
1,617	7,700	8,642	(942)	-12.2%		Subtotal	1,617	7,700	8,642	(942)	-12.2%	
						Communications & Marketing:						
2	40	2	38	95.0%	37 COM 803205	Services	2	40	2	38	95.0%	Timing variance.
0	3,250	76	3,174	97.7%	37 COM 803210	Collateral materials	0	3,250	76	3,174	97.7%	Timing variance.
0	80	0	80	100.0%	37 COM 803215	Advertising	0	80	0	80	100.0%	Timing variance.
0	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	0	0	0	0	0.0%	
2	2,640	78	3,292	124.7%		Subtotal	2	2,640	78	3,292	124.7%	
						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	12	24	(12)	-98.4%	ALL 803320	Ground transportation & mileage reimb.	0	12	24	(12)	-98.4%	Timing variance.
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
0	12	24	(12)	-98.4%		Subtotal	0	12	24	(12)	-98.4%	
						Professional Services						
0	0	0	0	0.0%	15 FIN 804005	Accounting	0	0	0	0	0.0%	
1,360	2,163	2,100	63	2.9%	17 EXEC 804008	Consulting Services	1,360	2,163	2,100	63	2.9%	
0	6,180	0	6,180	100.0%	17 EXEC 804010	Legal	0	6,180	0	6,180	100.0%	Unbudgeted legal issues/timing variance
279	750	103	648	86.3%	15 FIN 804015	Other	279	750	103	648	86.3%	
1,639	2,163	2,203	6,891	318.6%		Subtotal	1,639	2,163	2,203	6,891	318.6%	
						Depreciation:						
179,464	173,019	171,715	1,304	0.8%	15 FIN 806105	Depreciation - Library Materials	179,464	173,019	171,715	1,304	0.8%	
23,502	22,851	28,960	(6,110)	-26.7%	15 FIN 806110	Depreciation Exp - FF&E	23,502	22,851	28,960	(6,110)	-26.7%	New CapEX purchase after budget approval. May need to review at mid-year.
202,966	195,870	200,675	(4,805)	-2.5%		Subtotal	202,966	195,870	200,675	(4,805)	-2.5%	
1,068,460	1,373,048	1,129,076	(243,972)	-17.8%		Total Expense	1,068,460	1,373,048	1,129,076	(243,972)	-17.8%	
(312,089)	(849,215)	(463,799)	385,416	-45.4%		Net Income Before Extraordinary Items	(312,089)	(849,215)	(463,799)	385,416	-45.4%	

Los Angeles County Law Library
Income Statement for the Period Ending July 31, 2022
(Provisional and subject to year-end audit adjustments)

Jul 2021	Jul 2022				FY 2021-22	FY 2022-23 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Amended Budget	Actual		\$ Fav (Unf)	% Fav (-)
5,980	833	9,410	8,577	1029.2%	15 FIN 321000	Investment Gain (Loss) ¹	5,980	833	9,410	8,577	1029.2%	Reflects gains/loss if sold at time of report (before maturity)
0	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
<u>(306,109)</u>	<u>(848,382)</u>	<u>(454,389)</u>	<u>393,993</u>	<u>-46.4%</u>		Net Income Including Extraordinary Items	<u>(306,109)</u>	<u>(848,382)</u>	<u>(454,389)</u>	<u>393,993</u>	<u>46.4%</u>	
Capital Expenditures:												
0	0	0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	0	0	0	0.0%	
0	30,000	0	30,000	100.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	0	30,000	0	30,000	100.0%	Timing variance.
0	0	0	0	0.0%	39 FAC 164500	Exterior Building Repairs/ Improvements (>3k)	0	0	0	0	0.0%	
0	0	0	0	0.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	0	0	0	0.0%	
0	0	0	0	0.0%	33 TECH 168000	Computer Software	0	0	0	0	0.0%	
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>		Total - Capitalized Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>30,000</u>	<u>0.0%</u>	
CalPERS CERBT Trust Fund:												
						Beginning Balance			2,223,900			
						Administrative Expense			(94)			CalPERS CERBT program cost.
						Investment Expense			(69)			Investment management cost.
						Unrealized Gain/Loss			116,208			Fluctuating market conditions.
						Distribution						Distribution from Fund.
						Ending Balance			<u>2,339,945</u>			

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

Los Angeles County Law Library
Statement of Cash Flows
As of July 31, 2022
(Provisional and subject to year-end audit adjustments)

	7/31/2022	YTD
Cash flows from operating activities		
L.A. Superior court fees	582,558	582,558
Parking fees	44,464	44,464
Library services	26,107	26,107
(Increase) decrease in accounts receivable	24,232	24,232
(Increase) decrease in other receivable	(49,568)	(49,568)
Increase (decrease) in borrowers' deposit	2,724	2,724
Cash received from filing fees and services	630,517	630,517
Facilities	(76,683)	(76,683)
Technology	(14,656)	(14,656)
General	(5,685)	(5,685)
Professional development	(8,642)	(8,642)
Communications & marketing	(78)	(78)
Travel & entertainment	(24)	(24)
Professional services	(2,203)	(2,203)
Electronic Resource Subscriptions (ERS)	(20,811)	(20,811)
(Increase) decrease in prepaid expenses	(323,020)	(323,020)
Increase (decrease) in accounts payable	(92,427)	(92,427)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(544,228)	(544,228)
Staff (payroll + benefits)	(799,620)	(799,620)
Increase (decrease) in payroll liabilities	11,556	11,556
Increase (decrease) in accrued sick and vacation liability	(10,245)	(10,245)
Increase (decrease) in OPEB liability	8,333	8,333
Increase (decrease) in net pension liability	8,333	8,333
Cash payments to employees for services	(781,643)	(781,643)
Contributions received	-	-
Net cash from operating activities	(695,354)	(695,354)
Cash flow from capital and related financing activities		
Library materials	(136,013)	(136,013)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment	-	-
Investment earnings	12,148	12,148
Net cash increase (decrease) in cash and cash equivalents	(819,219)	(819,219)
Cash and cash equivalents, at beginning of period	13,633,529	13,633,529
Cash and cash equivalents, at end of period	12,814,310	12,814,310
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(475,947)	(475,947)
Adjustments for noncash effects:		
Depreciation	200,675	200,675
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	24,232	24,232
(Increase) decrease in other receivable	(49,568)	(49,568)
(Increase) decrease in prepaid expenses	(323,020)	(323,020)
Increase (decrease) in accounts payable	(92,427)	(92,427)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	11,556	11,556
Increase (decrease) in accrued sick and vacation liability	(10,245)	(10,245)
Increase (decrease) in borrowers' deposit	2,724	2,724
Increase (decrease) in OPEB liability	8,333	8,333
Increase (decrease) in net pension liability	8,333	8,333
Net cash from operating activities	(695,354)	(695,354)

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
August 1	AFLAC REMITTANCE	CAFE PLAN-INSURA	844.48	032493	
	AMERICAN HERITAGE LANDSCAPE LP	CAPITAL WIP	4,669.00	032494	
	AT&T	TELECOM	678.09	032495	
	COUNTY OF LOS ANGELES	BANK CHARGES	54.40	032496	
	COUNTY OF LOS ANGELES	HEATING/COOLING	3,521.34	032497	
	KELLY SERVICES, INC	TEMP EMPLOYMENT	5,871.10	032498	
	METROLINK	TMP	406.00	032499	
	S & L SECURITY, INC	SECURITY	5,524.03	032500	
	CHARTER COMMUNICATIONS	TELECOM	73.60	032501	
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	032502	
	ANDREA KARINA ATILANO	REFUND	140.00	032503	
	August 2	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	032504
		WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	032505
WOODS MAINTENANCE SERVICES, INC		JANITORIAL SVCS	175.00	032506	
EMPLOYMENT DEVELOPMENT DEPT		UNEMPLOYMENT INS	326.00	032507	
August 5	LEXISNEXIS CANADA INC	BOOKS	258.16	032508	
August 10	MATTHEW EDWARD ABRAMS	REFUND	76.00	032509	
August 15	OTTO HARRASSOWITZ	BOOKS	3,349.14	032510	
	LEXISNEXIS CANADA INC	BOOKS	129.05	032511	
	SELDEN SOCIETY	BOOKS	90.00	032512	
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	032513	
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	032514	
August 18	AT&T	TELECOM	564.26	032515	
	DIGITAL INSURANCE LLC	CONSULTING	2,100.00	032516	
	KELLY SERVICES, INC	TEMP EMPLOYMENT	5,217.81	032517	
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	966.00	032518	
	METROLINK	TMP	623.00	032519	
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	875.00	032520	
August 22	CALIFORNIA DEPARTMENT OF TAX	USE TAX	5,556.00	032521	
August 26	ATLANTIC LAW BOOK COMPANY	BOOKS	207.80	032522	
	GAVILANES BOOKS FROM INDOAMERICA	BOOKS	99.00	032523	
August 29	BANDWIDTH INC	TELECOM	753.14	032524	

44,022.38

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 1	ABD OFFICE SOLUTIONS	COPY CENTER	294.88	V007062
	ALTA FOODCRAFT	KITCHEN SUPPLIES	219.70	V007063
	BULBS.COM	REPAIR/MAINT	89.29	V007064
	ENVISIONWARE, INC.	PREPAID EXP	4,223.85	V007065
	FOUR ELEMENTS PLUMBING, INC	REPAIR & MAINT	40,541.25	V007066
	GTT COMMUNICATIONS	TELECOM	856.49	V007067
	INTERSTATE ALL BATTERY CENTER	REPAIR/MAINT	202.86	V007068
	J P COOKE COMPANY	SUPPLIES-OFFICE	80.30	V007069
	KONICA MINOLTA BUSINESS	COPY CENTER	1,263.62	V007070
	KRONOS	SOFTWARE MAINT	788.30	V007071
	NASA SERVICES	BLDG SVCS	569.19	V007072
	PRESTIGE OFFICE SOLUTIONS, INC	COPY CENTER	293.93	V007073
	UPS	DELIVERY & POSTAG	10.83	V007074
August 2	GURU PRINTERS	COLLATERAL MATER	450.44	V007100
August 5	WOLTERS KLUWER LAW & BUSINESS	BOOKS	627.44	V007076
	LEXISNEXIS MATTHEW BENDER	BOOKS	219.11	V007077
	CONTINUING EDUCATION OF THE	BOOKS	501.00	V007078
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	221.85	V007079
	DAILY JOURNAL CORPORATION	BOOKS	1,942.54	V007080
	DATA TRACE PUBLISHING COMPANY	BOOKS	219.95	V007081
	LOS ANGELES TIMES	BOOKS	274.56	V007082
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,803.62	V007083
	GOBI LIBRARY SOLUTIONS	BOOKS	507.80	V007084
	August 11	STAPLES ADVANTAGE	CLEANING SUPPLIES	180.95
August 12	STAMPS.COM	DELIVERY & POSTAG	24.99	V007102
	PATHWAY THE LIGHTING SOURCE	REPAIRS/MAINT	100.00	V007142
August 15	LEXISNEXIS MATTHEW BENDER	BOOKS	858.49	V007088
	CONTINUING EDUCATION OF THE	BOOKS	974.82	V007089
	JAMES PUBLISHING INC	BOOKS	203.67	V007090
	NOLO PRESS OCCIDENTAL	BOOKS	200.00	V007091
	WEST ACADEMIC	BOOKS	698.61	V007092
	THOMSON REUTERS	BOOKS	87,869.86	V007093
	WILLIAM S HEIN & CO	BOOKS	1,550.19	V007094
	August 18	ALTA FOODCRAFT	KITCHEN SUPPLIES	206.87
BANDWIDTH INC ** VOIDED *****	TELECOM	0.00	V007104	
CORODATA	BLDG SVCS	60.82	V007105	
GENERAL LOGISTICS SYSTEMS US, INC.	DELIVERY & POSTAG	11.11	V007106	
GOOD GUARD SECURITY, INC	SECURITY	6,936.00	V007107	

171,166.23

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 19	GTT COMMUNICATIONS	PREPAID EXP	87.05	V007108
	ISOLVED BENEFIT SERVICES	HR BENEFIT ADMIN	78.75	V007109
	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	13,030.27	V007110
	LOS ANGELES GLASS COMPANY	REPAIRS/MAINT	1,080.00	V007111
	PEOPLEG2	RECRUITMENT	138.98	V007112
	PRESTIGE OFFICE SOLUTIONS, INC	COPY CENTER	257.74	V007113
	PURE PROCESS FILTRATION INC.	BLDG SVCS	961.38	V007114
	STATE COMPENSATION	WORKERS COMP	2,015.58	V007115
	THE HOME DEPOT PRO	CLEANING SUPPLIES	88.88	V007116
	AMERICAN BAR ASSOCIATION	BOOKS	1,936.88	V007117
	LEXISNEXIS MATTHEW BENDER	BOOKS	622.75	V007118
	CONTINUING EDUCATION OF THE	BOOKS	2,085.55	V007119
	DR MYCOMMERCE INC DBA ESELLERATE	BOOKS	567.00	V007120
	INGRAM LIBRARY SERVICES	BOOKS	232.35	V007121
PRACTISING LAW INSTITUTE	BOOKS	983.43	V007122	
UNITED NATIONS PUBLICATIONS	BOOKS	214.55	V007123	
CDW GOVERNMENT INC	TELECOM	255.24	V007143	
August 23	GURU PRINTERS	SPECIAL EVENTS EX	1,328.05	V007144
August 26	LEXISNEXIS MATTHEW BENDER	BOOKS	33,209.86	V007158
August 30	LEXISNEXIS MATTHEW BENDER	BOOKS	356.00	V007124
	CONTINUING EDUCATION OF THE	BOOKS	2,467.19	V007125
	INGRAM LIBRARY SERVICES	BOOKS	84.02	V007126
	LAW JOURNAL PRESS	BOOKS	6,031.26	V007127
	PRACTISING LAW INSTITUTE	BOOKS	1,271.31	V007128
	PUBLIC UTILITIES REPORTS INC	BOOKS	500.00	V007129
	SUPREME COURT HISTORICAL SOCIETY	BOOKS	150.00	V007130
	THOMSON REUTERS	BOOKS	3,341.95	V007131
	URTH CAFFE	BOARD EXPENSE	111.57	V007145
AMERICAN ASSOCIATION OF LAW LIBRARI	MEMEBERSHIP	301.00	V007146	
CYBERSOURCE.COM	REGISTRATION FEE	650.00	V007147	
AMERICAN ASSOCIATION OF LAW LIBRARI	MEMEBERSHIP	602.00	V007178	
CYBERSOURCE.COM	REGISTRATION FEE	35.00	V007179	

246,154.57

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 8	EX LIBRIS (USA) INC.	PREPAID EXP	16,762.20	TS00319537
August 31	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	10,749.14	TS00320364

27,511.34

MEMORANDUM

DATE: September 28, 2022

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Approval of Revised Rules of Conduct

SUMMARY

The proposed amended *Rules of Conduct* are attached and reflect only small adjustments. The proposed changes clarify that trespassing on landscaped areas and remaining on site after closing are prohibited, that the Request for Reasonable Accommodations form is now available online and other aspects of accommodations at the Law Library.

RECOMMENDATION

Staff recommends that the Board approve the attached, amended *Rules of Conduct*.



RULES OF CONDUCT

Updates as of ~~October 20, 2021~~ September 28, 2022

The LA Law Library staff welcomes you.

LA Law Library provides public access to legal information. We are here to assist your use of the resources and services offered. Please help us keep the library safe and pleasant for everyone by following these rules of conduct when on Library property.

RESPECT THE RIGHTS OF OTHERS

Users shall respect the rights of other library users and library staff. The Library shall not be used in lieu of an office for the practice of law or any other professional or business activity. Soliciting, harassing, offending, intimidating or disturbing library patrons or staff or intentionally interfering with their ability to conduct library business is strictly prohibited. *[California Penal Code 602.1(b)]*

PERSONS WITH DISABILITIES

LA Law Library does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request an accommodation for any of the Library's programs, services, or activities, please inform a staff member of your accommodation request or submit a completed request form. (Forms are available on our website or in person.)

PHOTOGRAPHY

We are delighted our patrons enjoy the library and want to take photos. To protect the privacy of others, however, no photography or filming is permitted on library premises without arrangements and approval in advance. Should you wish to request permission to photograph within a public space or arrange space for private photography sessions, please contact us at 213.785.2511 for assistance. Personal electronic devices may be used to photograph or record content of Library materials, subject to the following Rules.

SAFETY AND SECURITY

Users should limit their carry-in items to those materials necessary to accomplish their legal research. For safety and security, the library reserves the right to limit users to one bag and one purse or a briefcase.

- Abide by all posted *LA Law Library Patron Expectations for Health and Safety*
- Running, jumping or moving faster than the pace of pedestrian traffic is prohibited (whether on foot or operating a personal mobility device).



- Briefcases, backpacks, packages and outer garments may be subject to inspection at any time.
- With the exception of wheelchairs or other mobility devices covered by the ADA, large objects such as carts, luggage, bicycles or parcels that collectively exceed 26" x 19" x 9" are not permitted in the library.
- Notwithstanding the above, a patron may bring one personal handcart into the library, provided the cart can be folded or collapsed and is placed entirely under a patron table in the Reading Room within the single, individual space at the table being used by the patron.
- Walkways and aisles shall be kept clear and unobstructed by personal items, including but not limited to, briefcases, packages, backpacks, garments, electric cords and equipment.
- The Law Library is not responsible for, nor shall it have any liability for, the personal items that users bring into the library.
- Security personnel will remove unattended items.
- To ensure an unobstructed view of patrons within the Reading Room, users may not place, stack or pile materials in a manner that prevents Security Personnel from viewing patron activity or impairs the line of sight from Security Personnel to any patron.

PERSONAL CONDUCT IN THE LAW LIBRARY

In consideration of others, quiet is expected throughout the Library, including in the lobby area. Users may engage in quiet conversation in person or by telephone as long as other users are not disturbed. If a conversation or use of a device can be heard by patrons more than 5 feet away, it is presumed to be disturbing to others. Telephone conversations are permitted on the front patio and walkways, provided they do not interfere with ingress, egress or Library operations.

Pagers, cell phones and PDAs should be turned to vibrate or silent mode. Photocopiers/scanners or other equipment should be used as quietly as possible.

Appropriate attire, including shirts and shoes must be worn in the library.

Animals, other than service animals (as defined by law) assisting persons with disabilities, are not permitted in the library. Service animals must be under the control of their patron handler at all times and may not cause disruption, noise or damage to Library property. Anyone bringing service animals other than a single service dog into the library shall is requested to provide written notice in advance so that the library may determine whether the animals can be reasonably accommodated.

Children must be under the control and supervision of a responsible adult at all times



Beverages in covered, spill-proof containers are allowed. The eating of food and the chewing of gum are prohibited.

The following are not permitted in LA Law Library:

- Smoking, including smoking within 20' of any entrance to the Law Library.
[California Government Code 7597]
- Weapons
- Loitering, sleeping, laying on the Law Library floor or furniture.
- Bathing, shaving, and washing clothes in the library restrooms.
- Soliciting (offering patrons or staff goods or services for sale)

Persons other than Library staff may not pretend or represent themselves to be agents or employees of LA Law Library.

Persons under the influence of alcohol or drugs, except as lawfully prescribed by a physician, are not permitted in the library.

Persons whose parcels or bodily hygiene or odor is so offensive as to constitute a nuisance or disrupt others' work shall be required to leave the library.

USE OF LIBRARY MATERIALS

Users shall not conceal or hide library materials. Pocket parts or loose-leaf pages may not be removed from books except for photocopy purposes in the Copy Center. When copying is complete, the pages used shall be returned promptly to their correct location in the book. It is the patron's responsibility to use library materials in compliance with copyright and other applicable laws.

No materials shall be removed from the library unless they have been properly checked out. Failure to return materials when due may result in payment of fines, replacement costs and administrative costs and/or loss of Law Library privileges.

Users should not reshelve their used library materials. Law Library staff will collect materials from tables, desks and shelves 15 minutes prior to closing and may collect materials left unattended periodically throughout the day.

THEFT, ABUSE AND VANDALISM

The theft, abuse, vandalism, mutilation, marring, marking, defacing, or otherwise damaging of the books, building, equipment, furniture or other objects in the Law Library is prohibited. *[California Penal Code 490.5 & 594; Education Code 19910 & 19911]*

USE OF COMPUTERS AND PERSONAL ELECTRONIC DEVICES

Law Library public computers are reserved for legal research and access to the online catalog. Peripheral devices (printers, CD-ROM drives, cameras, keyboards, scanners, etc) may not be attached without prior authorization.

Public computer use is limited to one 2-hour session. Users may only access public computers using their own library card. To request your library card, please ask any



staff member to assist you. Accessing the library computer system, programs or data without authorization is prohibited.

Personal electronic devices may be used in the library provided such use does not disturb other users or take up excessive space or electrical capacity. Personal electronic devices including but not limited to computers, copiers, scanners and printers may be used only if they do not exceed 1.5 amps or a footprint of 2 square feet, make no noise audible to other patrons and pose no other hazard or obstacle to use of the library by others. For example, laptops and silent hand-held scanners are generally permitted, while full-size personal computers, printers and scanners are generally not permitted. As noted above, if the use of a device can be heard by patrons more than 5 feet away, it is presumed to be disturbing to others.

Tabletop electrical outlets are provided for patron use. Due to a very limited number of electrical outlets each user should not connect to more than one outlet at a time. Wall outlets may not be used by patrons without prior express permission.

UNAUTHORIZED AREAS

Opening emergency exits (except in emergency situations), entering unauthorized or off-limit areas of the library, remaining in the library after closing or during emergency drills or evacuations is prohibited and may result in immediate suspension of library privileges.

Entering or remaining on landscaped areas, areas marked as “Reserved” or “No Trespassing” signs or any portion of the premises when the library is closed (other than for the short-term purpose of returning library materials to the book-drop) is prohibited and may result in immediate removal and/or suspension of library privileges.

FAILURE TO COMPLY

Failure to comply with library rules, library signage or the directives of library staff or security personnel, or to cooperate with the staff or security personnel in their enforcement of these rules may result in the loss or suspension of library privileges, including but not limited to temporary or permanent removal from the library premises. Individuals who refuse to leave when requested to do so by staff or security personnel will be subject to arrest for trespassing and prosecution under California Penal Code Section 602.1(b).

Any removal or suspension of privileges for more than one day may be appealed upon written request within 10 days of the removal or suspension.



MEMORANDUM

DATE: September 28, 2022

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Approval of Conflict of Interest and Disclosure Code for the Los Angeles County Law Library

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code and the Law Library has adopted the terms of that code as its conflict of interest code, with amendments necessary to designate the persons and categories subject to the requirements of the code and make it specific to the Los Angeles County Law Library.

Attached for your review is a resolution approving proposed amendments to the Conflict of Interest and Disclosure Code for the Law Library. There are no substantive amendments necessary at this time; the only changes are minor.

Once approved, the Law Library's Conflict of Interest Code will be submitted to the County of Los Angeles as the applicable responsible agency under the Government Code. The proposed code will be reviewed by the County's Code Review Panel and it is anticipated that it will be approved by the panel prior to the Board's next meeting.

In addition to adopting a Conflict of Interest Code, each of the individuals listed in the Code or otherwise covered under state law must file Form 700 disclosure statements upon assuming office, departing office and annually. This includes Board Members. Law Library staff sends reminders and instructions as filing deadlines approach and is available to answer any questions regarding the completion and filing of the forms.

RECOMMENDATION

Staff recommends that the resolution and proposed amendments be approved.



**CONFLICT OF INTEREST AND DISCLOSURE CODE
FOR THE LOS ANGELES COUNTY LAW LIBRARY**

WHEREAS, The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes.

WHEREAS, The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code.

WHEREAS, following public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

WHEREAS, the Los Angeles County Law Library (the “Library”) has adopted the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, into the conflict of interest code of the Library by reference.

NOW THEREFORE BE IT RESOLVED, that the Conflict of Interest Code attached as Exhibit A, designating officials and employees and establishing economic disclosure categories, is hereby approved and shall constitute the conflict of interest code of this agency.

PASSED, APPROVED AND ADOPTED, this 28th day of September, 2022.

Hon. Mark A. Juhas, President

ATTEST:

Sandra J. Levin, Executive Director

LALAWLIBRARY



Conflict of Interest Code
of the

LAW LIBRARY, LOS ANGELES COUNTY

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board of Trustees and Executive Director, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

LAW LIBRARY, LOS ANGELES COUNTY

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all business positions and investments in and all income **(including gifts, loans and travel payments)** received from businesses that manufacture or sell supplies or services of the type utilized by the Law Library, including but not limited to, publications, office equipment and supplies, library supplies and landscape maintenance, insurance and utilities.

CATEGORY 2

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency. **(See footnote for clarification.)**

LAW LIBRARY, LOS ANGELES COUNTY

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Board of Trustees	1
Executive Director	1
Senior Director, Information Services & CTO	1
Finance Manager	1
Director, Patron Services	1
Consultant/ New Positions*	2

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Director or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

| **EFFECTIVE: ~~06/14/2017~~09/28/2022**

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Approval of Trustee Designated Members of the Friends of Los Angeles County Law Library Board of Directors

MEMORANDUM

DATE: September 28, 2022

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

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

The Board of Directors of the Friends of the Los Angeles County Law Library includes two groups of members. One group is appointed by the Board of Trustees of the LA Law Library. The second group is elected by the Friends Board itself. The Board of Trustees Members are appointed for a two-year term and serve until replaced. The Trustee-Appointed Members have staggered terms, with one group expiring in odd numbered years and the other in even numbered years. (Five Trustee-appointed members are currently serving terms that will expire in September, 2022.)

The Board of Trustees is asked to make the following five reappointments to the Board of Directors of the Friends of the Los Angeles County Law Library for 2-year terms beginning October 1, 2022 and ending September 30, 2024. Background information about each prospective Friends Board member can be found at the links provided. Each has a laudable history of service to the legal community in general and to LA Law Library in particular. Each has also agreed to serve if appointed.

- Jordan Weiss (incumbent) to be reappointed for the two year term, October 1, 2022 to September 30, 2024
<https://www.linkedin.com/in/jordan-weiss-08b70820/>
- Peter Morrison (incumbent) to be reappointed for the two year term, October 1, 2022 to September 30, 2024
<https://www.skadden.com/professionals/m/morrison-peter-b>
- David Hackett (incumbent) to be appointed for the two year term, October 1, 2022 to September 30, 2024
<https://www.gmsr.com/attorney/david-e-hackett/>
- Jeff Kichaven (incumbent) to be appointed for the two year term, October 1, 2022 to September 30, 2024
<https://jeffkichaven.com>
- Mark Yohalem (incumbent) to be appointed for the two year term, October 1, 2022 to September 30, 2024
<https://www.mto.com/lawyers/mark-r-yohalem>



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

RECOMMENDATION

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



AGENDA ITEM 5

CLOSED SESSION

- 5.1 CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION
(G.C. 54956.9(d)(1))

Craig Jones v. Los Angeles County Law Library, (LASC 22STCV08938) The Board finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the local agency in the litigation.