

AGENDA

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

REGULAR BOARD MEETING

Wednesday, December 14, 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 November 16, 2022 Regular Board Meeting
- 3.2 Review of October Financials and List of November Checks and Warrants
- 3.3 Approval of Revised CMS Support Supervisor Job Description

4.0 DISCUSSION ITEMS

- 4.1 Review and Adoption of Land Acknowledgment
- 4.2 Approval and Presentation of Rita Pang's Retirement Commendation

5.0 CLOSED SESSION

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

6.0 OPEN SESSION

- 6.1 Discussion and Potential Action Regarding Executive Director Compensation

7.0 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.

8.0 EXECUTIVE DIRECTOR REPORT

9.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 25, 2023.

POSTED THURSDAY, DECEMBER 8, 2022 @ 11:30 A.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the November 16, 2022, Regular Board Meeting
- 3.2 Review of October Financials and List of November Checks and Warrants
- 3.3 Approval of Revised CMS Support Supervisor Job Description

**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.**

November 16, 2022

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, November 16, 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
Susan Steinhauser, Esquire
Judge Michael Stern

Trustees Absent: None

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

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

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

1.0 PUBLIC COMMENT
No Public Comment

2.0 PRESIDENT'S REPORT
No report.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the October 26, 2022 Regular Board Meeting
- 3.2 Review of September Financials and List of October Checks and Warrants
- 3.3 Acceptance of Financial Statement Audit Report for the Fiscal Year Ended June 30, 2022
- 3.4 Approval of 2023 LA Law Library Holiday Calendar
- 3.5 Approval of 2023 Board of Trustees Meeting Schedule

President Juhas requested a motion to approve the Consent Calendar. So moved by Trustee Landin seconded by Trustee Orozco. The motion was unanimously approved, 7 - 0.

4.0 DISCUSSION

4.1 Review of 1st Quarter FY23 Performance as Compared to Budget

Executive Director, Sandra Levin, gave a brief update regarding the FY23 budget, accompanied by Finance Manager, Marcelino Juarez, who was available for questions. ED Levin stated that things are moving as expected. President Juhas inquired regarding the public parking garage with ED Levin replying that it is a slow moving process that requires further analysis. Trustee Steinhauser inquired as to what achievements have been made with CCCLL. ED Levin replied that LALL had received a 3.7 million allocation from the state this year as a result of the ongoing advocacy efforts from CCCLL. Trustee Stern asked how the County could assist with the public parking situation. ED Levin replied that it is a possibility to combine efforts with the County however; the process was not at that stage yet.

No action requested or taken.

4.2 Review and Acceptance of Pro Bono Week After-Report

Senior Librarian, Public Interest, Janine Liebert, gave a report of the recent Pro Bono Week event, highlighting that this was the 11th year celebrating Pro Bono Week with a week-long event. A combination of ways to access and attend classes were offered which included in person, zoom online and on-demand online. Also noted was the new formatting of the PBW flyers, using a new approach to user readability and graphics. Classes related to Landlord and Tenant were well-attended. Judge Stern inquired as to what efforts had been made to publicize the success of PBW after the event and Trustee Steinhauser suggested that it may be helpful in promoting to include feedback from volunteer attorneys.

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 noted that the Access to Justice Commission was working to advocate for bridging the gap in access to legal information, and plans to work with CLL's, including through a possible grant application to the California Lawyers Foundation.

President Juhas also commented on the passing of long time law library patron, Lee Paradise, who dedicated time and energy to advocating for the betterment of the library.

7.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:06pm. The next Regular Meeting of the Board of Law Library Trustees currently scheduled for Wednesday, December 14, 2022 at 12:15pm.

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 October 31, 2022

(Provisional and subject to year-end audit adjustments)

	6/30/2022	10/31/2022	YTD
Assets			
Current assets			
Cash and cash equivalents	13,315,059	16,360,935	3,045,876
Accounts receivable	207,666	75,096	(132,571)
Other receivable	1,138,800	1,181,956	43,156
Prepaid expenses	261,033	434,152	173,119
Total current assets	14,922,559	18,052,139	3,129,580
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	5,936,527	5,933,421	(3,107)
Capital assets, not being depreciated	664,178	664,178	-
Capital assets, being depreciated - net	15,124,179	14,874,348	(249,831)
Total noncurrent assets	22,043,355	21,790,418	(252,937)
Total assets	36,965,913	39,842,556	2,876,643
Deffered Outflows of Resources			
Deffered Outflows of Resources	2,309,920	2,309,920	-
Total assets and deffered outflows of resources	39,275,833	42,152,476	2,876,643
Liabilities			
Current Liabilities			
Accounts payable	246,725	105,149	(141,575)
Other current liabilities	-	-	-
Payroll liabilities	8,073	7,260	(813)
Total current liabilities	254,798	112,409	(142,389)
Noncurrent Liabilities			
Accrued sick and vacation liability	289,435	279,161	(10,274)
Borrowers' deposit	214,913	222,152	7,240
OPEB liability	3,745,828	3,779,161	33,333
Net pension liability	788,233	821,566	33,333
Total noncurrent liabilities	5,038,408	5,102,041	63,633
Total liabilities	5,293,206	5,214,450	(78,756)
Deffered Inflows of Resources			
Deffered Inflows of Resources	1,738,733	1,738,733	-
Total liabilities and Deffered inflows of resources	7,031,939	6,953,183	(78,756)
Net Position			
Invested in capital assets	15,788,357	15,538,527	(249,831)
Unrestricted	16,455,537	19,660,766	3,205,229
Total net position	32,243,894	35,199,293	2,955,399
Total liabilities and Deffered inflows of resources and net position	39,275,833	42,152,476	2,876,643

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

Oct 2021	Oct 2022			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
558,081	499,806	560,461	60,655	12.1%
5,348	7,409	19,316	11,907	160.7%
47,494	43,000	0	(43,000)	-100.0%
46,729	38,227	49,909	11,682	30.6%
657,653	588,442	629,686	41,244	7.0%
296,534	421,648	351,694	69,953	16.6%
57,656	55,760	54,198	1,562	2.8%
137,302	149,450	145,886	3,564	2.4%
(137,302)	(149,450)	(145,886)	(3,564)	2.4%
		0		
64,603	91,420	83,613	7,807	8.5%
10,503	18,701	6,895	11,806	63.1%
8,047	4,482	15,042	(10,560)	-235.6%
576	0	1,339	(1,339)	0.0%
2	1,910	0	1,910	100.0%
0	12	0	12	100.0%
20,805	23,008	17,100	5,908	25.7%
202,351	201,066	200,854	212	0.1%
661,078	818,007	730,736	(87,271)	-10.7%
(3,425)	(229,565)	(101,049)	128,515	-56.0%
(7,782)	833	3,139	2,306	276.7%
0	3,000,000	3,745,798	745,798	24.9%
0	0	0	0	0.0%
(11,207)	2,771,269	3,647,888	876,620	31.6%
0	0	0	0	0.0%

Summary:

Income

L.A. Superior Court Fees	2,300,536
Interest	17,760
Parking	183,185
Library Services	218,064
Total Income	2,719,545

Expense

Staff (payroll + benefits)	1,728,554
Electronic Resource Subscriptions	181,288
Library Materials	544,347
Library Materials Transferred to Assets	(544,347)
Facilities	275,543
Technology & Data	42,238
General	27,938
Professional Development	3,101
Communications & Marketing	8
Travel & Entertainment	0
Professional Services	29,515
Depreciation	813,072
Total Expenses	3,101,257

Net Income (Loss)

Investment Gain (Loss) ¹	(6,975)
Extraordinary Income	3,175,330
Extraordinary Expense	0
Net Income Including Extraordinary Items	2,786,643

Capitalized Expenditures

FY 2021-22	FY 2022-23 YTD				Comments
	YTD Actual	Budget	Actual	\$ Fav (Unf)	
L.A. Superior Court Fees	2,300,536	1,965,731	2,343,138	377,406	19.2%
Interest	17,760	29,940	64,512	34,572	115.5%
Parking	183,185	172,000	50,425	(121,575)	-70.7%
Library Services	218,064	254,938	148,952	(105,985)	-41.6%
Total Income	2,719,545	2,422,609	2,607,028	184,419	7.6%
Staff (payroll + benefits)	1,728,554	2,276,322	1,863,538	412,784	18.1%
Electronic Resource Subscriptions	181,288	202,280	188,957	13,323	6.6%
Library Materials	544,347	615,690	552,784	62,906	10.2%
Library Materials Transferred to Assets	(544,347)	(615,690)	(552,784)	(62,906)	10.2%
Facilities	275,543	348,979	316,475	32,504	9.3%
Technology & Data	42,238	98,961	45,006	23,239	23.5%
General	27,938	25,457	33,162	6,847	26.9%
Professional Development	3,101	9,100	11,657	(2,557)	-28.1%
Communications & Marketing	8	6,022	532	14,909	247.6%
Travel & Entertainment	0	48	24	24	50.4%
Professional Services	29,515	50,987	32,355	25,562	50.1%
Depreciation	813,072	793,248	802,615	(9,366)	-1.2%
Total Expenses	3,101,257	3,811,404	3,294,321	517,083	13.6%
Net Income (Loss)	(381,712)	(1,388,795)	(687,293)	701,502	50.5%
Investment Gain (Loss) ¹	(6,975)	3,333	(3,107)	(6,440)	-193.2%
Extraordinary Income	3,175,330	3,000,000	3,745,798	745,798	24.9%
Extraordinary Expense	0	0	100,000	(100,000)	0.0%
Net Income Including Extraordinary Items	2,786,643	1,614,539	2,955,399	1,340,860	83.0%
Capitalized Expenditures	0	358,000	0	603,000	168.4%

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

Oct 2021 Actual	Oct 2022				FY 2021-22 YTD Actual	FY 2022-23 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (-)			
Detailed Budget:												
Income:												
558,081	499,806	560,461	60,655	12.1%	15 FIN 303300	L.A. Superior Court Fees	2,300,536	1,965,731	2,343,138	377,406	19.2%	Conservative budget.
0	0	0	0	0.0%	15 FIN 311000	Interest - LAIF	231	304	1,296	991	325.8%	Better than expected rate of return.
5,220	7,250	18,816	11,566	159.5%	15 FIN 312000	Interest - General Fund	17,022	29,000	61,619	32,619	112.5%	Better than expected rate of return.
128	159	501	342	214.9%	15 FIN 313000	Interest - Deposit Fund	507	636	1,597	961	151.2%	Better than expected rate of return.
5,348	7,409	19,316	11,907	160.7%		Subtotal	17,760	29,940	64,512	34,572	115.5%	
Parking:												
47,494	43,000	0	(43,000)	-100.0%	39 FAC 330100	Parking	183,185	172,000	50,425	(121,575)	-70.7%	Structure currently closed.
47,494	43,000	0	(43,000)	-100.0%		Subtotal	183,185	172,000	50,425	(121,575)	-70.7%	
Library Services:												
33	33	81	48	146.2%	27 CIRC 330150	Annual Designation Fee	358	359	260	(99)	-27.6%	Timing variance. Invoices are due every June.
13,227	14,552	22,778	8,226	56.5%	25 PS 330140	Annual Members Fee	49,750	70,276	91,418	21,142	30.1%	New Platinum level member.
14,293	785	16,520	15,735	2004.5%	25 PS 330340	Course Registration	16,499	9,140	20,559	11,419	124.9%	Positive timing variance in receipt of Business Series sponsorship funds (full year received in one payment)
1,476	3,000	2,225	(775)	-25.8%	27 CIRC 330129	Copy Center	5,476	8,900	8,826	(74)	-0.8%	
613	1,400	876	(524)	-37.4%	27 CIRC 330205	Document Delivery	1,908	5,600	2,393	(3,207)	-57.3%	Free eDelivery to remote users has not ceased.
927	1,500	936	(564)	-37.6%	27 CIRC 330210	Fines	6,231	6,000	5,530	(470)	-7.8%	
9,592	333	4,714	4,381	1314.3%	15 FIN 330310	Miscellaneous	11,185	8,167	16,375	8,208	100.5%	Includes unbudgeted State Fund dividend and better than expected Visa rebate.
25	1,500	1,516	16	1.1%	39 FAC 330330	Room Rental	25	6,000	1,854	(4,146)	-69.1%	Slow return to in-person events
0	0	0	0	0.0%	23 COL 330350	Book Replacement	0	0	990	990	0.0%	
0	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 330400	Friends of Law Library	120,000	125,000	0	(125,000)	-100.0%	Timing variance.
0	0	0	0	0.0%	25 PS 330420	Grants	0	0	0	0	0.0%	
44	124	262	138	111.3%	15 FIN 330450	Vending	132	496	747	251	50.6%	Increased sales primarily due to USB flashdrives.
6,500	15,000	0	(15,000)	-100.0%	39 FAC 330465	Special Events Income	6,500	15,000	0	(15,000)	-100.0%	\$5K for PBW from Friends still expected - no additional donations expected.
46,729	38,227	49,909	11,682	30.6%		Subtotal	218,064	254,938	148,952	(105,985)	-41.6%	
657,653	588,442	629,686	41,244	7.0%		Total Income	2,719,545	2,422,609	2,607,028	184,419	7.6%	
Expenses:												
Staff:												
172,920	259,406	215,821	43,585	16.8%	ALL 501000	Salaries (FT)	828,829	1,167,328	858,249	309,079	26.5%	Reflects vacancies.
0	(5,188)	0	(5,188)	100.0%	15 FIN 501025	Staff Vacancy Offset (FT)	0	(23,347)	0	(23,347)	100.0%	
13,376	31,359	13,770	17,589	56.1%	ALL 501050	Salaries (PT)	65,850	141,115	69,637	71,478	50.7%	Reflects vacancies.
0	(627)	0	(627)	100.0%	15 FIN 501075	Staff Vacancy Offset (PT)	0	(2,822)	0	(2,822)	100.0%	
10,222	15,120	13,140	1,980	13.1%	15 FIN 502000	Social Security	52,909	68,039	61,779	6,260	9.2%	Reflects vacancies.
2,611	4,216	3,214	1,002	23.8%	15 FIN 503000	Medicare	12,620	18,972	14,590	4,383	23.1%	Reflects vacancies.
10,095	28,456	23,829	4,628	16.3%	15 FIN 511000	Retirement	435,939	555,283	533,453	21,831	3.9%	
8,333	8,333	8,333	0	0.0%	15 FIN 511050	Pension Exp (Actuarial)	33,332	33,333	33,333	0	0.0%	
0	0	0	0	0.0%	15 FIN 511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
45,069	57,097	50,019	7,078	12.4%	15 FIN 512000	Health Insurance	181,961	228,389	186,802	41,587	18.2%	Reflects vacancies.
334	496	399	97	19.6%	15 FIN 513000	Disability Insurance	1,389	1,940	1,456	484	25.0%	Reflects vacancies.
4,478	6,992	4,929	2,064	29.5%	15 FIN 514000	Dental Insurance	13,449	27,334	20,494	6,839	25.0%	Reflects vacancies.
498	761	577	184	24.2%	15 FIN 514500	Vision Insurance	1,430	2,975	1,991	985	33.1%	Reflects vacancies.
153	214	175	39	18.2%	15 FIN 515000	Life Insurance	621	838	641	196	23.5%	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	4,395	8,062	8,062	0	0.0%	
2,764	0	1,321	(1,321)	0.0%	15 FIN 517000	Unemployment Insurance	2,764	2,500	1,321	1,179	47.2%	Lower than expected UI claims.
125	1,244	4,912	(3,668)	-294.8%	ALL 514010	Temporary Employment	1,668	5,176	33,912	(28,736)	-555.2%	Temporary admin help offset by savings in FT salaries.
472	3,000	754	2,246	74.9%	13 HR 514015	Recruitment	572	3,000	1,150	1,850	61.7%	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	86,660	33,333	33,333	0	0.0%	
264	300	74	226	75.3%	15 FIN 518550	TMP	777	4,400	3,019	1,381	31.4%	Lower TMP reimbursements due to WFH schedules.
838	118	79	39	33.4%	15 FIN 518560	Benefit Administration	3,390	473	315	158	33.4%	Timing variance.
296,534	421,648	351,694	69,953	16.6%		Total - Staff	1,728,554	2,276,322	1,863,538	412,784	18.1%	
Library Materials/Electronic Resources Subscription:												
117,467	128,333	125,182	3,152	2.5%	23 COL 601999	American Continuations	397,340	455,033	420,215	34,818	7.7%	Timing variance.
2,801	3,000	2,517	483	16.1%	23 COL 602999	American New Orders	8,547	9,500	3,546	5,954	62.7%	Timing variance.
791	600	867	(267)	-44.6%	23 COL 609199	Branch Continuations	4,976	4,800	5,621	(821)	-17.1%	Timing variance.

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

Oct 2021	Oct 2022				FY 2021-22					Comments			
	Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	YTD Actual	Budget	Actual	\$ Fav (Unf)		% Fav (-)		
0	0	0	0	0.0%	23 COL	609299	Branch New Orders	0	140	0	140	100.0%	
2,344	5,000	1,599	3,401	68.0%	23 COL	603999	Commonwealth Continuations	69,218	79,000	69,517	9,483	12.0%	Timing variance.
0	0	0	0	0.0%	23 COL	604999	Commonwealth New Orders	24	300	0	300	100.0%	Timing variance.
5,641	7,000	4,790	2,210	31.6%	23 COL	605999	Foreign Continuations	21,202	36,500	21,412	15,088	41.3%	Timing variance.
3	0	396	(396)	0.0%	23 COL	606999	Foreign New Orders	486	600	560	40	6.6%	Timing variance.
7,431	8,000	8,947	(947)	-11.8%	23 COL	607999	International Continuations	38,396	39,000	28,058	10,942	28.1%	Timing variance.
343	350	1,020	(670)	-191.3%	23 COL	608999	International New Orders	1,208	1,250	1,692	(442)	-35.4%	Timing variance.
341	500	252	248	49.7%	23 COL	609399	General/Librarianship Continuations	2,607	3,500	1,141	2,359	67.4%	Timing variance.
139	0	318	(318)	0.0%	23 COL	609499	General/Librarianship New Orders	343	300	1,022	(722)	-240.7%	Timing variance.
137,302	149,450	145,886	6,897	4.6%			Subtotal	544,347	615,690	552,784	77,139	12.5%	
(137,302)	(149,450)	(145,886)	(3,564)	2.4%	23 COL	690000	Library Materials Transferred to Assets	(544,347)	(615,690)	(552,784)	(62,906)	10.2%	
57,656	55,760	54,198	1,562	2.8%	23 COL	685000	Electronic Resource Subscriptions (ERS)	181,288	202,280	188,957	13,323	6.6%	Timing variance.
							Facilities:						
6,078	5,000	11,069	(6,069)	-121.4%	39 FAC	801005	Repair & Maintenance	11,016	20,000	13,129	6,871	34.4%	Timing variance. Note: October costs include CMS window vandalism.
1,419	1,634	1,965	(331)	-20.3%	39 FAC	801010	Building Services	5,179	6,536	7,953	(1,417)	-21.7%	Timing variance.
1,936	1,250	2,299	(1,049)	-83.9%	39 FAC	801015	Cleaning Supplies	2,971	5,000	5,467	(467)	-9.3%	Unplanned cost increases
418	11,266	12,438	(1,172)	-10.4%	39 FAC	801020	Electricity & Water	34,981	45,064	50,687	(5,623)	-12.5%	Timing variance.
966	966	1,014	(48)	-5.0%	39 FAC	801025	Elevator Maintenance	3,864	3,864	3,960	(96)	-2.5%	
3,421	4,117	0	4,117	100.0%	39 FAC	801030	Heating & Cooling	10,306	16,468	6,741	9,727	59.1%	Delayed invoicing for this month
24,157	27,540	28,977	(1,437)	-5.2%	15 FIN	801035	Insurance	96,629	110,160	118,391	(8,231)	-7.5%	Unexpected additional cost; budget will need to be adjusted at mid-year.
10,719	10,800	12,149	(1,349)	-12.5%	39 FAC	801040	Janitorial Services	40,892	43,200	47,897	(4,697)	-10.9%	Includes some landscaping costs.
1,250	1,500	0	1,500	100.0%	39 FAC	801045	Landscaping	5,000	6,000	0	6,000	100.0%	See Janitorial Services.
12,479	19,167	11,745	7,422	38.7%	39 FAC	801050	Security	59,930	76,667	57,031	19,636	25.6%	Timing variance.
0	417	426	(9)	-2.2%	39 FAC	801060	Room Rental Expenses	0	1,668	426	1,242	74.5%	No room rentals for the month.
1,614	7,000	754	6,246	89.2%	39 FAC	801065	Special Events Expenses	2,151	7,200	2,773	4,427	61.5%	Timing variance.
0	333	0	333	100.0%	39 FAC	801100	Furniture & Appliances (<3K)	0	1,332	0	1,332	100.0%	Timing variance.
0	200	355	(155)	-77.3%	39 FAC	801110	Equipment (<3K)	1,748	800	611	189	23.6%	Timing variance.
0	0	0	0	0.0%	39 FAC	801115	Building Alterations (<3K)	0	2,500	0	2,500	100.0%	Timing variance.
146	50	92	(42)	-83.1%	39 FAC	801120	Delivery & Postage	875	1,800	872	928	51.6%	Timing variance.
0	180	330	(150)	-83.6%	39 FAC	801125	Kitchen supplies	0	720	537	183	25.4%	Timing variance.
64,603	91,420	83,613	7,807	8.5%			Subtotal	275,543	348,979	316,475	32,504	9.3%	
							Technology:						
1,177	2,068	1,833	235	11.4%	33 TECH	801210	Software Maintenance	4,708	7,033	6,015	1,018	14.5%	Timing variance
1,875	3,015	2,268	747	24.8%	33 TECH	801212	Hardware Maintenance	7,246	12,060	10,091	1,969	16.3%	Timing variance
0	900	0	900	100.0%	33 TECH	801215	Software (<\$3k)	0	3,600	0	3,600	100.0%	Timing variance
0	100	0	100	100.0%	33 TECH	801220	Hardware (<\$3k)	1,836	1,800	1,255	545	30.3%	Timing variance
0	283	0	283	100.0%	33 TECH	801225	Computer Supplies	0	1,132	0	1,132	100.0%	Timing variance
5,079	5,318	0	5,318	100.0%	33 TECH	801230	Integrated Library System	20,317	21,272	16,762	4,510	21.2%	Timing variance
1,698	1,712	1,850	(138)	-8.0%	33 TECH	801235	Telecommunications	6,635	6,848	7,216	(368)	-5.4%	
0	0	0	0	0.0%	33 TECH	801245	Tech & Data - Misc	80	0	0	0	0.0%	
674	2,708	0	2,708	100.0%	33 TECH	801250	Services	674	10,833	0	10,833	100.0%	Timing variance
0	2,805	944	1,861	66.3%	33 TECH	801275	Online Service Providers	741	35,216	3,667	31,549	89.6%	Timing variance
10,503	18,701	6,895	12,014	64.2%			Subtotal	42,238	98,961	45,006	23,239	23.5%	
							General:						
374	583	294	290	49.7%	15 FIN	801310	Bank Charges	1,782	2,333	1,495	838	35.9%	Lower volume transactions for the month.
891	829	835	(6)	-0.7%	35 CMS	801315	Bibliographical Services	3,563	4,516	4,534	(18)	-0.4%	
0	12,000	10,045	1,955	16.3%	35 CMS	801320	Binding	0	12,000	10,045	1,955	16.3%	
0	108	0	108	100.0%	17 EXEC	801325	Board Expense	0	433	305	128	29.5%	July Board meeting cancelled.
0	200	0	200	100.0%	37 COM	801330	Staff meals & events	0	4,000	0	4,000	100.0%	Timing variance.
143	1,250	808	442	35.3%	15 FIN	801335	Supplies - Office	3,465	5,500	2,417	3,083	56.1%	Timing variance.
2,794	0	0	0	0.0%	35 CMS	801337	Supplies - Library materials	2,794	2,000	1,988	12	0.6%	
0	0	0	0	0.0%	37 COM	801340	Stationery, business cards, etc.	0	1,750	516	1,234	70.5%	Timing variance; additional purchases forthcoming.
0	0	0	0	0.0%	25 PS	801365	Grant Application Expenses	0	0	0	0	0.0%	
1,917	1,411	1,481	(70)	-5.0%	33 IT	801370	Copy Center Expense	2,998	5,724	5,161	563	9.8%	Timing variance.
128	0	58	(58)	0.0%	15 FIN	801375	General - Misc	9,537	0	1,239	(1,239)	0.0%	Timing variance.
1,800	438	1,520	(1,082)	-247.0%	25 PS	801390	Course Registration	3,800	1,752	5,150	(3,398)	-193.9%	Higher than anticipated registration for OTF-subsidized programs.

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

Oct 2021	Oct 2022				FY 2021-22	FY 2022-23 YTD				Comments	
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)
0	0	0	0	0.0%	17 EXEC 801395	0	0	312	(312)	0.0%	
8,047	4,482	15,042	1,778	39.7%		27,938	25,457	33,162	6,847	26.9%	
0	0	1,059	(1,059)	0.0%		0	6,600	6,508	92	1.4%	
0	0	0	0	0.0%	ALL 803105	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803110	0	0	0	0	0.0%	
576	0	280	(280)	0.0%	ALL 803113	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803115	2,156	0	1,544	(1,544)	0.0%	Late/New AALL memberships.
0	0	0	0	0.0%	ALL 803120	945	2,500	3,605	(1,105)	-44.2%	Timing variance.
0	0	0	0	0.0%	ALL 803125	0	0	0	0	0.0%	
576	0	1,339	(1,339)	0.0%		3,101	9,100	11,657	(2,557)	-28.1%	
2	40	0	40	100.0%	37 COM 803205	8	160	6	154	96.3%	Timing variance.
0	750	0	750	100.0%	37 COM 803210	0	5,502	527	4,975	90.4%	Timing variance.
0	4,350	0	4,350	100.0%	37 COM 803215	0	9,280	0	9,280	100.0%	Timing variance.
0	0	0	0	0.0%	37 COM 803220	0	500	0	500	100.0%	Timing variance.
2	1,910	0	5,140	269.1%		8	6,022	532	14,909	247.6%	
0	0	0	0	0.0%	ALL 803305	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803310	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	0	0	0	0	0.0%	
0	12	0	12	100.0%	ALL 803320	0	48	24	24	50.4%	Timing variance.
0	0	0	0	0.0%	ALL 803325	0	0	0	0	0.0%	
0	12	0	12	100.0%		0	48	24	24	50.4%	
18,500	20,845	15,000	5,845	28.0%	15 FIN 804005	22,890	21,545	17,545	4,000	18.6%	Timing variance.
2,100	2,163	2,100	63	2.9%	17 EXEC 804008	6,180	8,652	8,400	252	2.9%	
0	6,180	0	6,180	100.0%	17 EXEC 804010	0	24,720	5,935	18,785	76.0%	Unbudgeted legal issues offset by timing variance in OTF
205	750	0	750	100.0%	15 FIN 804015	445	3,000	475	2,525	84.2%	Timing variance.
20,805	23,008	17,100	12,838	55.8%		29,515	50,987	32,355	25,562	50.1%	
179,421	173,832	172,079	1,753	1.0%	15 FIN 806105	719,921	693,333	687,202	6,131	0.9%	
22,930	27,235	28,775	(1,540)	-5.7%	15 FIN 806110	93,151	99,916	115,413	(15,497)	-15.5%	New CapEX purchase after budget approval. May need to revise at mid-year.
202,351	201,066	200,854	212	0.1%		813,072	793,248	802,615	(9,366)	-1.2%	
661,078	818,007	730,736	87,271	10.7%		3,101,257	3,811,404	3,294,321	517,083	13.6%	
(3,425)	(229,565)	(101,049)	128,515	-56.0%		(381,712)	(1,388,795)	(687,293)	701,502	50.5%	

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

Oct 2021	Oct 2022				FY 2021-22	FY 2022-23 YTD				Comments	
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)
(7,782)	833	3,139	2,306	276.7%	15 FIN 321000 Investment Gain (Loss) ¹	(6,975)	3,333	(3,107)	(6,440)	-193.2%	Reflects gains/loss if sold at time of report (before maturity)
0	3,000,000	3,745,798	745,798	24.9%	17 EXEC 401000 Extraordinary Income	3,175,330	3,000,000	3,745,798	745,798	24.9%	One-time funding from State to backfill court fee revenue decline.
0	0	0	0	0.0%	17 EXEC 901000 Extraordinary Expense	0	0	100,000	(100,000)	0.0%	Timing variance. CCCLL mutual aid fund budgeted Dec 2022.
<u>(11,207)</u>	<u>2,771,269</u>	<u>3,647,888</u>	<u>876,620</u>	<u>31.6%</u>	Net Income Including Extraordinary Items	<u>2,786,643</u>	<u>1,614,539</u>	<u>2,955,399</u>	<u>1,340,860</u>	<u>83.0%</u>	
Capital Expenditures:											
0	0	0	0	0.0%	39 FAC 161100 Furniture / Appliances (>3k)	0	0	0	0	0.0%	
0	0	0	0	0.0%	33 TECH 161300 Electronics / Computer Hardware (>3k)	0	130,000	0	130,000	100.0%	Timing variance.
0	50,000	0	50,000	100.0%	39 FAC 164500 Exterior Building Repairs/Improvements (>3k)	0	240,000	0	240,000	100.0%	Timing variance.
0	195,000	0	195,000	100.0%	39 FAC 164000 Interior Improvements / Alterations (>3k)	0	210,000	0	210,000	100.0%	Timing variance.
0	0	0	0	0.0%	33 TECH 168000 Computer Software	0	23,000	0	23,000	100.0%	Timing variance.
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>	Total - Capitalized Expenditures	<u>0</u>	<u>358,000</u>	<u>0</u>	<u>603,000</u>	<u>168.4%</u>	
CalPERS CERBT Trust Fund:											
Beginning Balance						2,060,236					
Administrative Expense						(86)				CalPERS CERBT program cost.	
Investment Expense						(63)				Investment management cost.	
Unrealized Gain/Loss Distribution						37,850				Fluctuating market conditions.	
Ending Balance						<u>2,097,937</u>				Distribution from Fund.	

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

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

	9/30/2022	10/31/2022	YTD
Cash flows from operating activities			
L.A. Superior court fees	640,432	560,461	2,343,138
Parking fees	-	-	50,425
Library services	45,856	49,909	148,952
Extraordinary income		3,745,798	3,745,798
(Increase) decrease in accounts receivable	18,526	12,774	132,571
(Increase) decrease in other receivable	(87,167)	75,072	(43,156)
Increase (decrease) in borrowers' deposit	2,254	1,525	7,240
Cash received from filing fees and services	619,900	4,445,540	6,384,968
Facilities	(73,972)	(83,613)	(316,475)
Technology	(11,660)	(6,895)	(45,006)
General	(6,309)	(15,042)	(133,162)
Professional development	(361)	(1,339)	(11,657)
Communications & marketing	(2)	-	(532)
Travel & entertainment	-	-	(24)
Professional services	(10,252)	(17,100)	(32,355)
Electronic Resource Subscriptions (ERS)	(54,174)	(54,198)	(188,957)
(Increase) decrease in prepaid expenses	41,682	65,076	(173,119)
Increase (decrease) in accounts payable	(163,912)	60,326	(141,575)
Increase (decrease) in other liabilities	-	-	-
Cash payments to suppliers for goods and services	(278,959)	(52,785)	(1,042,861)
Staff (payroll + benefits)	(351,290)	(351,694)	(1,863,538)
Increase (decrease) in payroll liabilities	467	698	(813)
Increase (decrease) in accrued sick and vacation liability	-	(29)	(10,274)
Increase (decrease) in OPEB liability	8,333	8,333	33,333
Increase (decrease) in net pension liability	8,333	8,333	33,333
Cash payments to employees for services	(334,156)	(334,358)	(1,807,959)
Contributions received	-	-	-
Net cash from operating activities	6,784	4,058,397	3,534,148
Cash flow from capital and related financing activities			
Library materials	(135,767)	(145,886)	(552,784)
Fixed assets	-	-	-
Capital - Work in Progress (WIP)	-	-	-
Cash flows from investing activities			
Investment	-	-	-
Investment earnings	18,522	19,316	64,512
Net cash increase (decrease) in cash and cash equivalents	(110,461)	3,931,827	3,045,876
Cash and cash equivalents, at beginning of period	12,858,039	12,747,578	13,633,529
Cash and cash equivalents, at end of period	12,747,578	16,679,405	16,679,405
Reconciliation of Operating Income to Net Cash from Operating Activities			
Operating income	(21,945)	3,625,433	2,893,993
Adjustments for noncash effects:			
Depreciation	200,212	200,854	802,615
Extraordinary expense: book write-off			
Changes in operating assets and liabilities:			
(Increase) decrease in accounts receivable	18,526	12,774	132,571
(Increase) decrease in other receivable	(87,167)	75,072	(43,156)
(Increase) decrease in prepaid expenses	41,682	65,076	(173,119)
Increase (decrease) in accounts payable	(163,912)	60,326	(141,575)
Increase (decrease) in other liabilities	-	-	-
Increase (decrease) in payroll liabilities	467	698	(813)
Increase (decrease) in accrued sick and vacation liability	-	(29)	(10,274)
Increase (decrease) in borrowers' deposit	2,254	1,525	7,240
Increase (decrease) in OPEB liability	8,333	8,333	33,333
Increase (decrease) in net pension liability	8,333	8,333	33,333
Net cash from operating activities	6,784	4,058,397	3,534,148

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2022 - November 30, 2022 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 17	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	10,749.14	TS00323075

10,749.14

LOS ANGELES COUNTY LAW LIBRARY
 November 1, 2022 - November 30, 2022 (CHECKS)
 Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 16	SEIU LOCAL 721	UNION DUES	1,240.60	001710
	SEIU LOCAL 721	UNION SUPPL	32.28	001711
			1,272.88	

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2022 - November 30, 2022 (CHECKS)
Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 3	LAWBOOK EXCHANGE	BOOKS	207.00	V000656

207.00

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2022 - November 30, 2022 (CHECKS)
Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 5	SMART & FINAL	KITCHEN SUPPLIES	19 68	V000176
November 21	LA DEPT OF WATER & POWER	WATER/SEWER	12,438 44	V000177

12,458.12

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2022 - November 30, 2022 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 1	ARMIN INNOVATIVE PRODUCTS	BINDING	10,045.00	V007296
November 8	ALTA FOODCRAFT	KITCHEN SUPPLIES	311.51	V007271
	EX LIBRIS USERS OF NORTH AMERICA	MEMBERSHIP	280.00	V007272
	GRAINGER	REPAIR & MAINTENANCE	572.70	V007273
	SECURITAS SECURITY	SECURITY	7,577.23	V007274
November 9	AMERICAN BAR ASSOCIATION	BOOKS	982.43	V007282
	LEXISNEXIS MATTHEW BENDER	BOOKS	1,086.95	V007283
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	336.75	V007284
	COLORADO BAR ASSOCIATION CLE ** VOIDED *****	BOOKS	0.00	V007285
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,060.70	V007286
	JURISNET LLC	BOOKS	149.16	V007287
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,803.62	V007288
	ALM THE LEGAL INTELLIGENCER	BOOKS	425.96	V007289
	PRACTISING LAW INSTITUTE	BOOKS	810.74	V007290
	WEST ACADEMIC	BOOKS	520.13	V007291
	GOBI LIBRARY SOLUTIONS	BOOKS	301.20	V007292
November 10	LASER-GRAFIX LASER PRINTER	SUPPLIES-OFFICE	398.00	V007297
	ABD OFFICE SOLUTIONS	COPY CENTER	505.57	V007298
	BRCK INC ** VOIDED *****	TELECOM	0.00	V007299
	GRAINGER	EQUIPMENT (<3K)	156.97	V007300
	GTT COMMUNICATIONS ** VOIDED *****	TELECOM	0.00	V007301
	ISOLVED BENEFIT SERVICES	HR BENEFIT ADMIN	78.75	V007302
	J P COOKE COMPANY	SUPPLIES-OFFICE	104.92	V007303
	NASA SERVICES	BLDG SVCS	569.19	V007304
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	374.00	V007305
	PEOPLEG2	RECRUITMENT	253.73	V007306
	PRESTIGE OFFICE SOLUTIONS, INC	COPY CENTER	316.89	V007307
	SECURITAS SECURITY	SECURITY	4,576.29	V007308
	STATE COMPENSATION	WORKERS COMP	2,015.58	V007309
	THE HOME DEPOT PRO	CLEANING SUPPLIES	107.18	V007310
	UPS	DELIVERY & POSTAGE	21.78	V007311
November 14	LEXISNEXIS MATTHEW BENDER	BOOKS	117.80	V007312
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,610.23	V007313
	JURIS PUBLISHING INC	BOOKS	98.49	V007314
	PRACTISING LAW INSTITUTE	BOOKS	664.73	V007315
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,710.41	V007316
	THOMSON REUTERS	BOOKS	87,504.54	V007317
	WILLIAM S HEIN & CO	BOOKS	796.08	V007318
	GOBI LIBRARY SOLUTIONS	BOOKS	908.94	V007319
	STAMPS.COM	DELIVERY & POSTAGE	24.99	V007321

187,982.08

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2022 - November 30, 2022 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 17	LEXISNEXIS MATTHEW BENDER	BOOKS	41,802.94	V007320
	PRESTIGE OFFICE SOLUTIONS, INC	COPY CENTER	231.84	V007322
	PURE PROCESS FILTRATION INC.	BLDG SVCS	961.38	V007323
	SECURITAS SECURITY	SECURITY	8,896.11	V007324
	UPS	BINDING	565.86	V007325
	P.F. CHANG'S	STAFF MEALS/EVEN	20.00	V007328
November 18	GTT COMMUNICATIONS	TELECOM	248.84	V007326
	GTT COMMUNICATIONS	TELECOM	92.62	V007327
	CHERRY PICK CAFE	SPECIAL EVENTS	129.95	V007329
	CORODATA	BLDG SVCS	60.82	V007330
	ISOLVED BENEFIT SERVICES	HR BENEFIT ADMIN	1,798.91	V007331
November 30	WOLTERS KLUWER LAW & BUSINESS	BOOKS	366.50	V007332
	GEORGE T BISEL COMPANY	BOOKS	181.08	V007333
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,518.51	V007334
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	40.49	V007335
	INGRAM LIBRARY SERVICES	BOOKS	64.81	V007336
	JURIS PUBLISHING INC	BOOKS	289.72	V007337
	LIBRARY OF CONGRESS CDS	BOOKS	525.00	V007338
	PRACTISING LAW INSTITUTE	BOOKS	1,057.62	V007339
	PROQUEST INFORMATION AND LEARNING	BOOKS	1,945.65	V007340
	STATE BAR OF SOUTH DAKOTA	BOOKS	75.00	V007341
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,055.59	V007342
	UNITED NATIONS PUBLICATIONS	BOOKS	459.24	V007343
	THOMSON REUTERS	BOOKS	4,448.46	V007344
	GOBI LIBRARY SOLUTIONS	BOOKS	1,169.61	V007345

215,185.69

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2022 - November 30, 2022 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 1	KIMBERLY JULISSA OLMEDO	REFUND	130.00	032600
November 8	KELLY SERVICES, INC	RECRUITMENT	500.00	032595
	LANGUAGE PEOPLE INC	OTHER	372.50	032596
November 9	GAUNT	BOOKS	359.99	032601
	LIBROS DE HONDURAS	BOOKS	1,400.00	032602
	LEXISNEXIS CANADA INC	BOOKS	365.19	032603
	MINISTER OF FINANCE	BOOKS	113.06	032604
	WILLIAM S HEIN & CO	BOOKS	927.25	032605
	REBECCA AUZA OWENS	REFUND	116.00	032606
	ELVA GUADALUPE REYES	REFUND	140.00	032607
	CHINA M ROBINSON	REFUND	125.00	032608
November 10	AFLAC REMITTANCE	CAFE PLAN-INSURA	518.10	032609
	AT&T	TELECOM	521.48	032610
	DIGITAL INSURANCE LLC	CONSULTING	2,100.00	032611
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	1,014.00	032612
	METROLINK	TMP	436.00	032613
	OCLC INC	SOFTWARE MAINT	701.91	032614
	CHARTER COMMUNICATIONS	TELECOM	115.51	032615
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	700.00	032616
	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT INS	1,321.00	032617
November 14	CALIFORNIA CHAMBER OF COMMERCE	BOOKS	352.91	032618
November 17	SYNCB AMAZON	BOOKS	243.75	032619
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	213.00	032620
	PARK PLACE TECHNOLOGIES	PREPAID EXP	4,594.56	032621
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	350.00	032622
November 18	GUARDIAN	PREPAID EXP	8,254.29	032623
November 28	SYNCB AMAZON	BOOKS	676.44	032624
	OTTO HARRASSOWITZ	BOOKS	2,074.70	032625
	LEXISNEXIS CANADA INC	BOOKS	134.75	032626

28,871.39

MEMORANDUM

DATE: December 14, 2022

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director
Jaye Steinbrick, Senior Director, Information Services
Meiling Li, Director of Collection Management Services

RE: Approval of Revised Job Description for CMS Support Supervisor

INTRODUCTION AND SUMMARY

Due to a retirement, the Support Supervisor for Collection Management Services is now an open position at the library with recruitment underway. Before filling the position, Staff would like to make updates to the job description within the job responsibilities section. The changes are consistent with the actual duties performed. This position is not union represented.

The attached job description reflects these proposed changes, in redline format. Once a job description is approved, the Law Library will complete recruitment for the position.

RECOMMENDATION

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



LA LAW LIBRARY JOB DESCRIPTION

Title:	Support Supervisor
Department:	Collection Management Services (CMS)
Focus:	Collection Maintenance & Scanning
Reports to:	Director of Collection Management Services
Position(s) Supervised:	Library Clerk, Collection Maintenance; Library Aide(s), Collection Maintenance
FLSA Status:	Exempt
Salary Grade:	4
Union Status:	Ineligible for Representation
Effective Date:	

Position Summary

Responsible for making materials shelf ready, keeping those materials current and arranging for logical and accessible organization of collection materials within the Library; developing and managing a diverse team; and coordinating scanning activities in support of digitization initiatives.

Responsibilities and Duties

The following activities are within the responsibilities of the Collection Maintenance Support Supervisor performed under limited supervision:

Supervises and supports clerk and aide staff who file and update materials

- Assigns updates to appropriate staff for filing; provides instruction and training as needed
- Oversees the flow of materials and makes appropriate task assignments to ensure materials are filed and updated accurately, in an efficient and timely manner and as quickly as possible.
- Monitors quality of filing activities and determines ~~appropriate~~ corrective measures.
- Analyzes workload to evaluate appropriate staffing levels.
- ~~Participates in hiring, discipline and evaluation of Collection Maintenance staff decisions.~~
- Develops and maintains written instructions and procedures ~~keeps them current~~.

Supervises and supports clerk and aide staff who process materials to make them shelf-ready.

- Assigns materials to staff for appropriate processing; provides instruction and training as needed
- Oversees the flow of materials and makes appropriate task assignments to ensure that materials are appropriately prepared to reach the shelves in an efficient and timely manner.
- Monitors quality of work on both bound and unbound, newly received materials prepared in processing, bindery, and targeting activities and determines ~~appropriate~~ corrective measures.

- Analyzes workload to evaluate appropriate staffing levels.
- ~~Participates in hiring, discipline and evaluation of Collection Maintenance staff~~
- Develops and maintains written instructions and procedures~~keeps them current.~~

~~Supervises clerical staff in support of Mail Room services~~

- ~~Develops and maintains written procedures~~
- ~~Supervises library clerk on Mail Room services to ensure accuracy and timeliness of all mail, supplies, and equipment deliverables and receipts into the Library~~

Participates in achieving divisional and departmental goals

- Coordinates activities with other Collection Management personnel
- Collaborates with Managing Librarian, Reference and Research & Stack and Shelving Supervisor ~~to~~ organize, prioritize and assign processing, updating, targeting activities.
- ~~Assists in maintaining cataloging records for various projects.~~
- Provides input for departmental and divisional policies and procedures
- Provides reports, statistics and data analysis as required.
- Participates in staff meetings, group activities or committee assignments

Other miscellaneous duties

- Participates in hiring, evaluation, counseling, and disciplining of direct reports.
- ~~Provides backup for Stacks and Shelving Supervisor during his/her absence.~~
- Assists in maintaining cataloging records for various projects.
- Assists Order Department with searching for items for missing book reports and replacement page request.
- ~~Participates in hiring, evaluation, counseling, and disciplining of direct reports.~~
- Provides backup coverage for Managing Librarian, Reference and Research & Stacks and Shelving.
- Develops and supervises backup coverage for Mail Room services, including cross-training of staff to ensure operational continuity.
- Reports and acts on violations of the Law Library's policies including its non-harassment policies.
- Other duties as needed.

Position Qualifications

Required:

- Bachelor's Degree with coursework emphasis in Library Technology or related field; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities.
- Knowledge of legal materials and overall operation of a law library.
- Experience with integrated library systems, scanning systems & basic office application software.
- ~~Associate's degree with course work emphasis in Library Technology or related field; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities.~~

- Three or more years in a library obtaining direct knowledge and understanding of collection management and shelving activities.

Preferred:

- ~~Specific knowledge of Voyager and pp~~ previous supervisory or lead experience.
- Experience in collection management and shelving activities in a law library.

Work Environment

Busy public law library including a large reading room, general office environment, open and closed book stacks, and loading dock. 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.
- Must be able to move from one job location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director	Date
_____	_____	_____	_____
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 _____



~~October 2016~~ November 2022

Support Supervisor, CMS

Job Description

Page 4

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

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Review and Adoption of Land Acknowledgement
- 4.2 Approval and Presentation of Rita Pang's Retirement Commendation

MEMORANDUM

DATE: December 14, 2022

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Adoption of Land Acknowledgement

INTRODUCTION

The Board is asked to adopt a Land Acknowledgement, recognizing and acknowledging the Indigenous peoples upon whose land the Law Library and its various branches and partnership locations sit. The proposed Acknowledgement is based upon the language recently adopted and encouraged by the County of Los Angeles.

BACKGROUND

The Board of Supervisors for the County of Los Angeles unanimously adopted a countywide Land Acknowledgement (attached). The motion adopted the following language to be used as a formal land acknowledgment for the County of Los Angeles and, effective on December 1, 2022, open all Board meetings with it verbally and displayed visually:

The County of Los Angeles recognizes that we occupy land originally and still inhabited and cared for by the Tongva, Tataviam, Serrano, Kizh, and Chumash Peoples. We honor and pay respect to their elders and descendants – past, present, and emerging – as they continue their stewardship of these lands and waters. We acknowledge that settler colonization resulted in land seizure, disease, subjugation, slavery, relocation, broken promises, genocide, and multigenerational trauma. This acknowledgment demonstrates our responsibility and commitment to truth, healing, and reconciliation and to elevating the stories, culture, and community of the original inhabitants of Los Angeles County. We are grateful to have the opportunity to live and work on these ancestral lands. We are dedicated to growing and sustaining relationships with Native peoples and local tribal governments, including (in no particular order) the:

- Fernandefio Tataviam Band of Mission Indians
- Gabrielino Tongva Indians of California Tribal Council
- Gabrieleno/Tongva San Gabriel Band of Mission Indians
- Gabrieleño Band of Mission Indians – Kizh Nation
- San Manuel Band of Mission Indians
- San Fernando Band of Mission Indians



To learn more about the First Peoples of Los Angeles County, please visit the Los Angeles City/County Native American Indian Commission website at lanaic.lacounty.gov.

Supervisor Solis explained, “Los Angeles County is home to multiple tribes who have never been federally recognized, and who continue to face land access issues despite their histories and cultural contributions. This inequitable recognition and access to County-owned lands for Native peoples negatively impact their physical, mental, spiritual, emotional, and cultural health. The adoption of a formal land acknowledgment is a first step at chipping away at these inequities. I am grateful to all the tribes who worked actively with our Department of Arts and Culture and the Los Angeles City/County Native American Indian Commission to get us to this point – prioritizing equity and advancing healing in the process.”

“An Indigenous Land or Territorial Acknowledgement is a statement that recognizes the Indigenous peoples who have been dispossessed from the homelands and territories upon which an institution was built and currently occupies and operates in. For some, an Indigenous Land or Territorial Acknowledgement might be an unfamiliar practice, but it is a common protocol within Indigenous communities in the United States and is a standard practice in both Australia and Canada. The terms 'Land' and 'Territorial' are not necessarily interchangeable, and the decision as to their use should be specific and local, pertaining to those Indigenous people who are being acknowledged as well as to those legacies and responsibilities of an institution that are also being acknowledged.” From the *Guide to Indigenous Land and Territorial Acknowledgements for Cultural Institutions*.

"Acknowledgment is a simple, powerful way of showing respect and a step toward correcting the stories and practices that erase Indigenous people’s history and culture and toward inviting and honoring the truth. Imagine this practice widely adopted: imagine cultural venues, classrooms, conference settings, places of worship, sports stadiums, and town halls, acknowledging traditional lands. Millions would be exposed—many for the first time—to the names of the traditional Indigenous inhabitants of the lands they are on, inspiring them to ongoing awareness and action." From the *U.S. Department of Arts and Culture Honor Native Land: A Guide and Call to Acknowledgment*.

The Board is asked to adopt the Land Acknowledgement approved by the County.

RECOMMENDATION

Staff recommends that the Board of Trustees adopt the proposed Land Acknowledgement, approve its posting on the Law Library website and on meeting agendas, and take other appropriate efforts to bring awareness to the names of the traditional Indigenous inhabitants of the lands our facilities are on.





**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES HELD IN ROOM 381B
OF THE KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012**

Tuesday, November 1, 2022

9:30 AM

22. Proclaiming “Native American Heritage Month” and Adopting the Countywide Land Acknowledgment

Revised recommendation as submitted by Supervisors Solis and Hahn: Proclaim November 2022 as “Native American Heritage Month” throughout Los Angeles County and encourage County Departments and residents to participate in Native American Heritage Month programming; acknowledge and celebrate the 2022 Native American Heritage Month Honorees - Phoenix Family (Tohono O'odham) - Spirit of Tradition, cast and crew of Reservation Dogs - Spirit of Creativity, and Dr. Carrie Johnson (Wahpeton Dakota) - Spirit of Community; adopt the following language to be used as a formal Land Acknowledgment for the County; effective on December 1, 2022, open all Board meetings with the following Land Acknowledgment, to be verbally announced and displayed visually:

“The County of Los Angeles recognizes that we occupy land originally and still inhabited and cared for by the Tongva, Tataviam, Serrano, Kizh, and Chumash Peoples. We honor and pay respect to their elders and descendants -- past, present, and emerging -- as they continue their stewardship of these lands and waters. We acknowledge that settler colonization resulted in land seizure, disease, subjugation, slavery, relocation, broken promises, genocide, and multigenerational trauma. This acknowledgment demonstrates our responsibility and commitment to truth, healing, and reconciliation and to elevating the stories, culture, and community of the original inhabitants of Los Angeles County. We are grateful to have the opportunity to live and work on these ancestral lands. We are dedicated to growing and sustaining relationships with Native peoples and local tribal governments, including (in no particular order) the: Fernandeano Tataviam Band of Mission Indians, Gabrielino Tongva Indians of California Tribal Council, Gabrieleño/Tongva San Gabriel Band of Mission Indians, Gabrieleño Band of Mission Indians - Kizh Nation, San

Manuel Band of Mission Indians, San Fernando Band of Mission Indians. To learn more about the First Peoples of Los Angeles County, please visit the Los Angeles City/County Native American Indian Commission website at www.lanaic.lacounty.gov”; and

Direct the Chief Executive Officer to find \$150,000 in one-time funding to continue the Land Acknowledgment work as designed in the Cultural Policy so as not to cause additional harm through delays of implementation; and instruct the Director of Arts and Culture to work with the Executive Director of the Los Angeles City/County Native American Indian Commission to develop a toolkit and training resources that establish standards and protocols for County Departments and agencies to implement the Countywide Land Acknowledgment and when and how to engage with local tribal governments, the toolkit and resources should also be shared with other County municipalities, cultural institutions, and arts and culture organizations. (22-4006)

Joseph Quintana, Cordelia Istel, Cheri Thomas and Tencha Espino addressed the Board. Interested person(s) also submitted written testimony.

After discussion, on motion of Supervisor Solis, seconded by Supervisor Hahn, this item was duly carried by the following vote:

Ayes: 5 - Supervisor Solis, Supervisor Kuehl, Supervisor Hahn, Supervisor Barger and Supervisor Mitchell

Attachments:

- [Motion by Supervisor Solis](#)
- [Revised motion by Supervisors Solis and Hahn](#)
- [Land Acknowledgment Report](#)
- [Public Comment Correspondence](#)
- [MIBI](#)
- [MIBI](#)

The foregoing is a fair statement of the proceedings of the regular meeting held November 1, 2022, by the Board of Supervisors of the County of Los Angeles and ex officio the governing body of all other special assessment and taxing districts, agencies and authorities for which said Board so acts.

Celia Zavala, Executive Officer
Executive Officer-Clerk
of the Board of Supervisors

By 

Celia Zavala
Executive Officer

Board Presentation:
Retirement Commendation
for
Rita Pang

Presented by:
Chair Mark A. Juhas and
Executive Director Sandra Levin

December 14, 2022

AGENDA ITEM 5

CLOSED SESSION

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

AGENDA ITEM 6

OPEN SESSION

6.0 Discussion and Potential Action Regarding Executive Director Compensation

Discussion and Potential Action Regarding Increase to Executive
Director Compensation



Ann Marie Gamez

From: Sandra Levin
Sent: Wednesday, December 07, 2022 6:08 PM
To: dlandin@lasuperiorcourt.org; Judge Michael L. Stern; Judge Yolanda Orozco ; Kenneth D. Klein ; Mark A. Juhas (MAJuhas@LASuperiorCourt.org); Michelle Williams Court (MCourt@lacourt.org); Susan Steinhauser (susanst2@bzzmail.com)
Cc: Ann Marie Gamez
Subject: Request for Salary Increase

Follow Up Flag: Follow up
Flag Status: Flagged

I am requesting a 3% raise, as that is the least that other management staff received in 2022. Needless to say, I am acting in my own personal, financial interests in making this request and not as your or the Library's representative. If you would like staff support from a non-interested individual, please feel free to ask the Law Library HR consultant, the HR Generalist or any other person you feel would be helpful to assist. *By copy of this to Executive Assistant Ann Marie Gamez, I am asking that this email be included in the public information packet for the upcoming Board meeting at which my compensation will be considered, so that there is full transparency in the request I am making.*

My current salary has not been increased since January 1, 2019, although I received additional vacation time in lieu of a raise or bonus in 2021 (for which I thank you again!).

As you no doubt recall, the rest of staff received substantial increases this past year in Feb and July 2022 in recognition of market changes and current recruitment challenges. The minimum increase for staff (other than newly hired) was 3%. The range was 3% to 17% with a few outliers even above that.

For comparison purposes, my compensation rate is:

- a) 5.7 times the lowest paid employee at LALL (and would increase with the raise to a pay ratio of 5.9) which is well below any recommended guidelines or controversial pay ratios you might see in the news;
- b) Less than 10% above the next highest paid employee;
- c) Only 3.8% higher than the director of the San Francisco County Law Library which has fewer employees, fewer programs, a smaller budget and no owned facilities; and
- d) Well below the 75th percentile compensation range for Executive Directors of nonprofits in Los Angeles, who generally do not have a law degree or act as general counsel.

I do this job because I love it and believe wholeheartedly in the mission of the Law Library. However, I believe I have been doing a good job under difficult circumstances and that it is reasonable to ask that I receive a raise during a year when all other staff received a raise. As you know, I do not often ask for a raise and have never asked for a raise during a year in which the rest of staff had not already received a raise.

I would be happy to provide further details if you would like.

Thank you for your consideration.

Sandi

Sandra Levin

Executive Director

P 213.785.2510 | F 213.680.1727

www.lalawlibrary.org | slevin@lalawlibrary.org

Access to Information = Access to Justice