

# **AGENDA**

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

### **REGULAR BOARD MEETING**

***Wednesday, March 22, 2023***

***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.

## LAND ACKNOWLEDGMENT

The Los Angeles County Law Library and its Board of Trustees recognize 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:

- Fernandño 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](http://lanaic.lacounty.gov).



**CALL TO ORDER**

**1.0 PUBLIC COMMENT**

**2.0 PRESIDENT'S REPORT**

**3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the February 22, 2023 Regular Board Meeting
- 3.2 Review of January Financials and List of February Checks and Warrants

**4.0 DISCUSSION ITEMS**

- 4.1 Staff Presentation: Naloxone (NARCAN) Administration Program
- 4.2 Staff Presentation: Community Connections Program

**5.0 CLOSED SESSION**

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

**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**

Update regarding Covid Protocols

**8.0 ADJOURNMENT**

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, April 19, 2023.

POSTED FRIDAY, MARCH 17, 2023 @ 12:00 P.M.

POSTED BY ANN MARIE GAMEZ





# AGENDA ITEM 3

## CONSENT CALENDAR

- 3.1 Approval of Minutes of the February 22, 2023 Regular Board Meeting
- 3.2 Review of January Financials and List of February Checks and Warrants



**MINUTES OF THE REGULAR BOARD MEETING  
OF THE BOARD OF LAW LIBRARY TRUSTEES OF  
LOS ANGELES COUNTY**

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

**February 22, 2023**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, February 22, 2023 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 Laura Seigle  
Judge Michael Stern

**Trustees Absent:** Susan Steinhauser, Esquire (joined via telephone)

**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 12:17pm and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

**1.0 PUBLIC COMMENT**  
No public comment.

**2.0 PRESIDENT'S REPORT**  
No president report.

**3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the January 25, 2023 Regular Board Meeting
- 3.2 Review of December Financials and List of January Checks and Warrants
- 3.3 Confirmation of Compensation Increase and Bonus to Executive Director

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

## 4.0 DISCUSSION ITEMS

### 4.1 Authorization to Bind 2023-24 Workers Compensation Insurance

ED Levin gave a brief summary on the history of the law library's workers compensation, adding that the cost was expected to increase. However, the costs had actually decreased and the law library was offered competing bids aside from the State Compensation Fund. ED Levin added that the workers compensation provider, Chubb, had the best cost and value than the other bids. ED Levin thanked Marcelino Juarez, Kim Thach, Stuart Heinemann and Jaye Steinbrick for the diligence in working to keep the library a safe zone for staff and to maintain proper compliance with all parties. Trustee Court commented that the reduction of cost after so many years is a testament to the management of the library, while also crediting Finance and Facilities for their work.

President Juhas requested a motion to authorize Alliant to bind coverage with Chubb effective 03/01/23 at a total estimated premium of \$25,452, including mandatory surcharges. So moved by Trustee Landin seconded by Trustee Stern. The motion was unanimously approved, 6 - 0.

### 4.2 Review and Approval of FY2022-23 Mid-Year Budget and Financial Forecast

ED Levin gave a brief summary on the status of the budget and financial forecast, mentioning that the revenue has suffered with the closure of the parking structure. ED Levin explained that if the library did not receive more funding from the State, then the budget in future years would need to be addressed, including but not limited to cutting costs on the library collection. Trustee Seigle inquired as to the process to cut or add to the collection. ED Levin replied that there are a number of reviews including from the Selector, the overall budget, and what material is considered essential for research needs, as well as what is considered to be unique and of historical value which thus makes the collection, 'special'. Trustee Stern asked what types of materials are cut. ED Levin answered that it is mostly duplicates, or duplicate formats, etc. Trustee Seigle asked if there was any money available on a national level. ED Levin replied that there is no national funding currently. Trustee Landin asked if whether we should assume that State funding will end. ED Levin replied that CCCLL continues to advocate for ongoing funding with the State but that it is a difficult budget year. President Juhas appointed Trustees Court, Landin and Seigle as the FY2023-24 Finance Committee.

President Juhas requested a motion to adopt the attached projected forecast for FY2022-23 as the amended budget and that the Board President appoint a Finance Committee for FY2023-24. So moved by Trustee Court seconded by Trustee Stern. The motion was unanimously approved, 6 - 0.

### 4.3 Review and Approval of Executive Director Job Description and Retention of Executive Search Firm

The Executive Search Committee, President Juhas and Trustee Court, approved the revised job description of the Executive Director, and discussed the recommended recruitment firm, Ralph Andersen & Associates, to fill the Executive Director position. Heather Renschler, has been assigned as Project Director for the recruitment. ED Levin also explained the various stages and materials produced by the recruitment firm such as creating a brochure for the position and working on the actual job description. The goal



is to send the approved job description to the recruiter, who will then make suggestions on verbiage.

President Juhas requested a motion to approve the attached Executive Director job description, subject to input from the recruiter once hired, and the retention of Heather Renschler with Ralph Andersen to conduct the recruitment for a new Executive Director at a cost of \$48,000. So moved by Trustee Court seconded by Trustee Landin. The motion was unanimously approved, 6 - 0.

#### 4.4 Staff Presentation: Social Media Initiatives

Communications Manager, Leigh Saldana, Media Designer, Krit Maroj, and Communications Aide, Patricia Miramontes, presented to the Board the ongoing efforts to reach out to the public in hopes to bring awareness of the law library and its resources. One of the highlighted efforts in promoting the law library has been through a series of social media posts on Facebook and Instagram relating to the resources of the law library while capturing trending videos in order to attract a wider audience. The presentation was well received by the Board, and Trustee Court commented that the fun and successful project was another reason to love the library even more.

No action taken.

#### 5.0 **CLOSED SESSION**

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

No reportable action.

#### 6.0 **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.

#### 7.0 **EXECUTIVE DIRECTOR REPORT**

No Executive Director report.

#### 8.0 **ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 1:29pm. The next Regular Meeting of the Board of Law Library Trustees is currently scheduled for Wednesday, March 22, 2023 at 12:15pm.

---

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



# Los Angeles County Law Library

Balance Sheet

As of January 31, 2023

(Provisional and subject to year-end audit adjustments)

	6/30/2022	1/31/2023	YTD
<b>Assets</b>			
Current assets			
Cash and cash equivalents	13,315,059	16,142,536	2,827,478
Accounts receivable	207,666	67,089	(140,578)
Other receivable	1,138,800	1,264,625	125,825
Prepaid expenses	261,033	472,040	211,007
Total current assets	14,922,559	17,946,290	3,023,732
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	5,936,527	5,982,325	45,798
Capital assets, not being depreciated	664,178	637,463	(26,716)
Capital assets, being depreciated - net	15,124,179	14,791,340	(332,839)
Total noncurrent assets	22,043,355	21,729,597	(313,757)
Total assets	36,965,913	39,675,888	2,709,974
<b>Deffered Outflows of Resources</b>			
Deffered Outflows of Resources	2,309,920	2,309,920	-
Total assets and deffered outflows of resources	<b>39,275,833</b>	<b>41,985,808</b>	<b>2,709,974</b>
<b>Liabilities</b>			
Current Liabilities			
Accounts payable	246,725	175,330	(71,395)
Other current liabilities	-	-	-
Payroll liabilities	8,073	9,580	1,507
Total current liabilities	254,798	184,910	(69,888)
Noncurrent Liabilities			
Accrued sick and vacation liability	289,435	262,675	(26,759)
Borrowers' deposit	214,913	227,918	13,005
OPEB liability	3,745,828	3,804,161	58,333
Net pension liability	788,233	846,566	58,333
Total noncurrent liabilities	5,038,408	5,141,321	102,913
Total liabilities	5,293,206	5,326,231	33,025
<b>Deffered Inflows of Resources</b>			
Deffered Inflows of Resources	1,738,733	1,738,733	-
Total liabilities and Deffered inflows of resources	7,031,939	7,064,964	33,025
<b>Net Position</b>			
Invested in capital assets	15,788,357	15,428,802	(359,555)
Unrestricted	16,455,537	19,492,042	3,036,505
Total net position	32,243,894	34,920,844	2,676,950
Total liabilities and Deffered inflows of resources and net position	<b>39,275,833</b>	<b>41,985,808</b>	<b>2,709,974</b>

**Los Angeles County Law Library**  
Income Statement for the Period Ending January 31, 2023  
(Provisional and subject to year-end audit adjustments)

Jan 2022	Jan 2023			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
494,447	605,901	605,901	0	0.0%
5,078	18,667	44,337	25,670	137.5%
38,946	0	0	0	0.0%
<u>33,331</u>	<u>25,812</u>	<u>21,428</u>	<u>(4,384)</u>	<u>-17.0%</u>
571,802	676,881	671,667	(5,214)	-0.8%
319,570	424,445	366,503	57,941	13.7%
51,085	58,840	59,405	(564)	-1.0%
184,670	254,120	195,202	58,918	23.2%
<u>(184,670)</u>	<u>(254,120)</u>	<u>(195,202)</u>	<u>(58,918)</u>	<u>23.2%</u>
		0		
77,431	83,604	91,469	(7,865)	-9.4%
31,788	18,003	35,883	(17,880)	-99.3%
3,718	4,062	4,111	(50)	-1.2%
5,980	7,711	6,141	1,570	20.4%
2	647	164	483	74.6%
0	32	26	6	18.5%
2,543	8,937	6,111	2,826	31.6%
<u>196,652</u>	<u>202,665</u>	<u>198,513</u>	<u>4,152</u>	<u>2.0%</u>
<u>688,770</u>	<u>808,944</u>	<u>768,325</u>	<u>(40,619)</u>	<u>-5.0%</u>
<u>(116,968)</u>	<u>(132,063)</u>	<u>(96,659)</u>	<u>35,405</u>	<u>-26.8%</u>
(15,286)	833	18,928	18,095	2171.4%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>(132,254)</u>	<u>(131,230)</u>	<u>(77,731)</u>	<u>53,499</u>	<u>-40.8%</u>
7,715	30,460	40,953	(10,492)	-34.4%

**Summary:**

<b>Income</b>
L.A. Superior Court Fees
Interest
Parking
Library Services
Total Income
<b>Expense</b>
Staff (payroll + benefits)
Electronic Resource Subscriptions
Library Materials
Library Materials Transferred to Assets
Facilities
Technology & Data
General
Professional Development
Communications & Marketing
Travel & Entertainment
Professional Services
Depreciation
Total Expenses
<b>Net Income (Loss)</b>
Investment Gain (Loss) <sup>1</sup>
Extraordinary Income
Extraordinary Expense
Net Income Including Extraordinary Items
<b>Capitalized Expenditures</b>

FY 2021-22	FY 2022-23 YTD			
	YTD Actual	Amended Budget	Actual	\$ Fav (Unf)
3,865,983	4,144,956	4,144,956	0	0.0%
33,796	145,346	171,016	25,670	17.7%
312,621	50,425	50,425	0	0.0%
<u>291,873</u>	<u>260,399</u>	<u>256,015</u>	<u>(4,384)</u>	<u>-1.7%</u>
4,504,274	4,627,628	4,622,413	(5,214)	-0.1%
2,793,840	3,112,288	3,054,347	13,511	0.4%
350,627	368,472	369,037	(564)	-0.2%
1,013,260	1,084,802	1,025,884	58,918	5.4%
<u>(1,013,260)</u>	<u>(1,084,802)</u>	<u>(1,025,884)</u>	<u>(58,918)</u>	<u>5.4%</u>
502,428	570,000	577,865	1,204	0.2%
97,150	91,001	108,881	(7,183)	-7.9%
43,517	53,343	53,393	940	1.8%
9,081	20,070	18,500	1,570	7.8%
14	1,591	1,108	483	30.4%
23	71	65	6	8.2%
36,258	57,015	54,189	2,826	5.0%
<u>1,411,910</u>	<u>1,403,828</u>	<u>1,399,676</u>	<u>4,152</u>	<u>0.3%</u>
5,244,846	5,677,679	5,637,060	40,619	0.7%
<u>(740,573)</u>	<u>(1,050,051)</u>	<u>(1,014,647)</u>	<u>35,405</u>	<u>3.4%</u>
(25,353)	27,703	45,798	18,095	65.3%
3,175,330	3,745,798	3,745,798	0	0.0%
0	100,000	100,000	0	0.0%
<u>2,409,404</u>	<u>2,623,450</u>	<u>2,676,950</u>	<u>53,499</u>	<u>2.0%</u>
7,715	30,460	40,953	(10,492)	-34.4%

Comments

**Los Angeles County Law Library**  
Income Statement for the Period Ending January 31, 2023  
(Provisional and subject to year-end audit adjustments)

Jan 2022	Jan 2023			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

FY 2021-22	FY 2022-23 YTD			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (-)

Comments

<b>Detailed Budget:</b>														
<b>Income:</b>														
494,447	605,901	605,901	0	0.0%	15	FIN	303300	L.A. Superior Court Fees	3,865,983	4,144,956	4,144,956	0	0.0%	
0	0	0	0	0.0%	15	FIN	311000	Interest - LAIF	449	3,292	3,292	0	0.0%	
4,958	18,333	43,493	25,160	137.2%	15	FIN	312000	Interest - General Fund	32,465	138,802	163,962	25,160	18.1%	Better than expected rate of return.
120	333	844	511	153.2%	15	FIN	313000	Interest - Deposit Fund	881	3,252	3,763	511	15.7%	Better than expected rate of return.
5,078	18,667	44,337	25,670	137.5%				Subtotal	33,796	145,346	171,016	25,670	17.7%	
								Parking:						
38,946	0	0	0	0.0%	39	FAC	330100	Parking	312,621	50,425	50,425	0	0.0%	
38,946	0	0	0	0.0%				Subtotal	312,621	50,425	50,425	0	0.0%	
								Library Services:						
49	0	16	16	0.0%	27	CIRC	330150	Annual Designation Fee	423	341	358	16	4.8%	
20,891	24,642	17,379	(7,263)	-29.5%	25	PS	330140	Annual Members Fee	101,000	160,654	153,391	(7,263)	-4.5%	
602	2,455	570	(1,885)	-76.8%	25	PS	330340	Course Registration	20,235	28,010	26,125	(1,885)	-6.7%	Timing variance.
689	770	453	(317)	-41.2%	27	CIRC	330129	Copy Center	9,109	14,849	14,532	(317)	-2.1%	Timing variance.
162	600	298	(302)	-50.3%	27	CIRC	330205	Document Delivery	3,567	4,248	3,946	(302)	-7.1%	Free eDelivery to remote users has not ceased.
1,180	1,189	2,178	989	83.2%	27	CIRC	330210	Fines	9,529	10,214	11,204	989	9.7%	Timing variance.
6,469	625	116	(509)	-81.5%	15	FIN	330310	Miscellaneous	17,833	17,301	16,792	(509)	-2.9%	
3,250	1,000	188	(813)	-81.3%	39	FAC	330330	Room Rental	3,375	3,154	2,341	(813)	-25.8%	Slow return to in-person events
0	0	90	90	0.0%	23	COL	330350	Book Replacement	0	1,098	1,188	90	8.2%	Timing variance.
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	25,000	25,000	0	0.0%	
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	
40	252	140	(112)	-44.5%	15	FIN	330450	Vending	303	1,251	1,139	(112)	-9.0%	Lower than expected USB sales in Jan.
0	0	0	0	0.0%	39	FAC	330465	Special Events Income	6,500	0	0	0	0.0%	
33,331	25,812	21,428	(4,384)	-17.0%				Subtotal	291,873	260,399	256,015	(4,384)	-1.7%	
571,802	676,881	671,667	(5,214)	-0.8%				Total Income	4,504,274	4,627,628	4,622,413	(5,214)	-0.1%	
								<b>Expenses:</b>						
								Staff:						
176,927	238,462	217,791	20,670	8.7%	ALL	501000	Salaries (FT)	1,449,385	1,642,410	1,621,740	20,670	1.3%		
0	(5,188)	0	(5,188)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(5,188)	0	(5,188)	100.0%	
18,474	20,000	17,963	2,037	10.2%	ALL	501050	Salaries (PT)	129,102	131,591	129,554	2,037	1.5%		
0	(627)	0	(627)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(627)	0	(627)	100.0%	
11,675	14,615	13,942	674	4.6%	15	FIN	502000	Social Security	90,021	108,511	107,837	674	0.6%	
2,730	3,846	3,261	586	15.2%	15	FIN	503000	Medicare	22,417	26,931	26,345	586	2.2%	
20,648	26,154	35,668	(9,514)	-36.4%	15	FIN	511000	Retirement	507,534	607,417	616,931	(9,514)	-1.6%	
8,333	8,333	8,333	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	58,331	58,333	58,333	0	0.0%	
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
45,616	51,667	49,720	1,947	3.8%	15	FIN	512000	Health Insurance	318,116	330,007	328,060	1,947	0.6%	
355	417	381	35	8.5%	15	FIN	513000	Disability Insurance	2,453	2,722	2,686	35	1.3%	
5,468	5,833	5,861	(28)	-0.5%	15	FIN	514000	Dental Insurance	29,361	36,984	37,012	(28)	-0.1%	
510	583	627	(44)	-7.5%	15	FIN	514500	Vision Insurance	2,924	3,823	3,867	(44)	-1.1%	
159	214	172	43	20.0%	15	FIN	515000	Life Insurance	1,099	1,227	1,185	43	3.5%	
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	11,347	14,109	14,109	0	0.0%	
50	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	2,814	1,321	1,321	0	0.0%	
1,288	1,772	319	1,454	82.0%	ALL	514010	Temporary Employment	4,375	39,566	38,112	1,454	3.7%		
349	0	582	(582)	0.0%	13	HR	514015	Recruitment	1,441	1,358	1,941	(582)	-42.9%	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	151,655	58,333	58,333	0	0.0%	
2,067	3,500	1,535	1,965	56.1%	15	FIN	518550	TMP	3,292	6,674	4,708	1,965	29.4%	Lower TMP reimbursements due to WFH schedules.
938	83	0	83	100.0%	15	FIN	518560	Benefit Administration	8,173	2,355	2,271	83	3.5%	
319,570	424,445	366,503	13,511	3.2%				Total - Staff	2,793,840	3,112,288	3,054,347	13,511	0.4%	
								Library Materials/Electronic Resources Subscription:						
149,160	178,358	151,434	26,923	15.1%	23	COL	601999	American Continuations	790,609	834,920	807,997	26,923	3.2%	
541	2,103	527	1,576	74.9%	23	COL	602999	American New Orders	12,476	11,537	9,961	1,576	13.7%	Timing variance.
7,263	5,944	5,308	636	10.7%	23	COL	609199	Branch Continuations	13,543	12,884	12,247	636	4.9%	
0	0	0	0	0.0%	23	COL	609299	Branch New Orders	0	0	0	0	0.0%	
1,279	11,487	10,746	741	6.5%	23	COL	603999	Commonwealth Continuations	75,593	89,985	89,244	741	0.8%	

**Los Angeles County Law Library**  
Income Statement for the Period Ending January 31, 2023  
(Provisional and subject to year-end audit adjustments)

Jan 2022	Jan 2023				FY 2021-22	FY 2022-23 YTD				Comments				
	Actual	Amended Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Amended Budget	Actual		\$ Fav (Unf)	% Fav (-)		
0	0	0	0	0.0%	23 COL	604999	Commonwealth New Orders	144	325	325	0	0.0%		
13,498	33,279	18,385	14,894	44.8%	23 COL	605999	Foreign Continuations	41,297	61,575	46,681	14,894	24.2%	Timing variance.	
0	0	0	0	0.0%	23 COL	606999	Foreign New Orders	650	1,040	1,040	0	0.0%		
10,722	20,729	6,367	14,362	69.3%	23 COL	607999	International Continuations	70,588	64,422	50,060	14,362	22.3%	Timing variance.	
322	0	44	(44)	0.0%	23 COL	608999	International New Orders	2,112	2,056	2,100	(44)	-2.2%		
1,885	2,220	2,390	(170)	-7.7%	23 COL	609399	General/Librarianship Continuations	5,699	4,651	4,822	(170)	-3.7%		
0	0	0	0	0.0%	23 COL	609499	General/Librarianship New Orders	547	1,407	1,407	0	0.0%		
184,670	254,120	195,202	58,918	23.2%	23 COL	690000	Subtotal	1,013,260	1,084,802	1,025,884	58,918	5.4%		
(184,670)	(254,120)	(195,202)	(58,918)	23.2%	23 COL	690000	Library Materials Transferred to Assets	(1,013,260)	(1,084,802)	(1,025,884)	(58,918)	5.4%		
51,085	58,840	59,405	(564)	-1.0%	23 COL	685000	Electronic Resource Subscriptions (ERS)	350,627	368,472	369,037	(564)	-0.2%		
							Facilities:							
1,457	7,552	4,597	2,954	39.1%	39 FAC	801005	Repair & Maintenance	19,624	22,241	19,287	2,954	13.3%	Timing variance.	
1,560	2,000	3,486	(1,486)	-74.3%	39 FAC	801010	Building Services	9,943	14,350	15,836	(1,486)	-10.4%	Timing variance	
2,072	1,500	716	784	52.3%	39 FAC	801015	Cleaning Supplies	5,187	10,232	9,448	784	7.7%	Timing variance	
9,299	12,500	11,590	910	7.3%	39 FAC	801020	Electricity & Water	75,513	88,014	87,104	910	1.0%		
966	1,014	1,014	0	0.0%	39 FAC	801025	Elevator Maintenance	6,762	7,002	7,002	0	0.0%		
6,411	5,331	8,009	(2,678)	-50.2%	39 FAC	801030	Heating & Cooling	21,772	22,751	25,429	(2,678)	-11.8%	Timing variance.	
24,157	28,977	28,977	0	0.0%	15 FIN	801035	Insurance	169,101	205,321	205,321	0	0.0%		
10,174	11,583	11,449	134	1.2%	39 FAC	801040	Janitorial Services	72,189	82,203	82,069	134	0.2%		
0	1,500	1,630	(130)	-8.7%	39 FAC	801045	Landscaping	7,500	1,500	1,630	(130)	-8.7%	See Janitorial Services.	
17,732	19,167	16,239	2,928	15.3%	39 FAC	801050	Security	105,816	117,204	114,276	2,928	2.5%		
0	250	0	250	100.0%	39 FAC	801060	Room Rental Expenses	0	676	426	250	37.0%	No room rentals for the month.	
0	0	644	(644)	0.0%	39 FAC	801065	Special Events Expenses	2,255	2,855	3,499	(644)	-22.6%	Timing variance.	
328	666	164	502	75.3%	39 FAC	801100	Furniture & Appliances (<3K)	328	666	164	502	75.3%	Timing variance.	
2,772	200	2,063	(1,863)	-931.3%	39 FAC	801110	Equipment (<3K)	4,520	1,491	3,354	(1,863)	-124.9%	Timing variance.	
263	0	41	(41)	0.0%	39 FAC	801115	Building Alterations (<3K)	263	0	41	(41)	0.0%		
239	200	154	46	23.2%	39 FAC	801120	Delivery & Postage	1,655	1,437	1,390	46	3.2%	Timing variance.	
0	233	697	(464)	-198.7%	39 FAC	801125	Kitchen supplies	0	1,127	1,590	(464)	-41.1%	Timing variance.	
77,431	83,604	91,469	1,204	1.4%			Subtotal	502,428	570,000	577,865	1,204	0.2%		
							Technology:							
2,889	2,344	4,053	(1,709)	-72.9%	33 TECH	801210	Software Maintenance	10,527	10,621	12,331	(1,709)	-16.1%	Timing variance	
3,180	2,594	2,546	48	1.8%	33 TECH	801212	Hardware Maintenance	17,194	17,247	17,199	48	0.3%		
2,339	1,800	2,334	(534)	-29.7%	33 TECH	801215	Software (<\$3k)	2,339	1,800	2,334	(534)	-29.7%	Timing variance	
6,469	224	9,837	(9,613)	-4288.5%	33 TECH	801220	Hardware (<\$3k)	8,305	1,479	11,093	(9,613)	-649.8%	Unforeseen needed technology purchases such as security camera, ring and reo, video editing computers, video storage.	
924	567	173	394	69.5%	33 TECH	801225	Computer Supplies	924	567	173	394	69.5%	Timing variance	
5,318	5,318	5,366	(48)	-0.9%	33 TECH	801230	Integrated Library System	35,794	37,428	37,476	(48)	-0.1%		
1,835	1,712	1,564	148	8.7%	33 TECH	801235	Telecommunications	11,738	12,141	11,993	148	1.2%		
100	0	816	(816)	0.0%	33 TECH	801245	Tech & Data - Misc	181	0	816	(816)	0.0%		
14	4,949	0	4,949	100.0%	33 TECH	801250	Services	688	5,255	306	4,949	94.2%	Timing variance	
8,720	8,518	9,192	(674)	-7.9%	33 TECH	801275	Online Service Providers	9,461	14,486	15,160	(674)	-4.7%		
31,788	18,003	35,883	(7,857)	-43.6%			Subtotal	97,150	91,001	108,881	(7,183)	-7.9%		
							General:							
571	417	243	173	41.6%	15 FIN	801310	Bank Charges	3,188	2,560	2,387	173	6.8%	Lower volume transactions for the month/period.	
891	835	835	(0)	0.0%	35 CMS	801315	Bibliographical Services	6,236	7,039	7,039	(0)	0.0%		
0	0	0	0	0.0%	35 CMS	801320	Binding	0	11,565	11,565	0	0.0%		
0	108	7	102	94.0%	17 EXEC	801325	Board Expense	50	871	769	102	11.7%	Timing variance.	
22	0	0	0	0.0%	37 COM	801330	Staff meals & events	1,518	984	984	0	0.0%		
320	1,250	574	676	54.1%	15 FIN	801335	Supplies - Office	4,345	7,898	7,222	676	8.6%	Timing variance.	
15	0	201	(201)	0.0%	35 CMS	801337	Supplies - Library materials	6,589	4,101	4,302	(201)	-4.9%		
0	250	0	250	100.0%	37 COM	801340	Stationery, business cards, etc.	0	766	516	250	32.6%	Timing variance; additional purchases forthcoming.	
0	0	0	0	0.0%	25 PS	801365	Grant Application Expenses	0	0	0	0	0.0%		
609	1,191	1,702	(511)	-42.9%	33 IT	801370	Copy Center Expense	5,276	8,792	9,303	(511)	-5.8%	Timing variance.	
0	0	0	0	0.0%	15 FIN	801375	General - Misc	10,389	1,235	1,235	0	0.0%		
1,000	1,000	550	450	45.0%	25 PS	801390	Course Registration	5,600	8,210	7,760	450	5.5%	Higher than anticipated registration for OTF-subsidized programs.	
290	0	0	0	0.0%	17 EXEC	801395	Friends of Law Library	327	312	312	0	0.0%		
3,718	4,062	4,111	940	23.1%			Subtotal	43,517	53,343	53,393	940	1.8%		

**Los Angeles County Law Library**  
Income Statement for the Period Ending January 31, 2023  
(Provisional and subject to year-end audit adjustments)

Jan 2022 Actual	Jan 2023			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
0	646	0	646	100.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
5,980	7,065	6,141	925	13.1%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>5,980</u>	<u>7,711</u>	<u>6,141</u>	<u>1,570</u>	<u>20.4%</u>
2	2	2	(0)	-19.4%
0	645	162	483	74.9%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>2</u>	<u>647</u>	<u>164</u>	<u>483</u>	<u>74.6%</u>
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	32	26	6	18.5%
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
<u>0</u>	<u>32</u>	<u>26</u>	<u>6</u>	<u>18.5%</u>
5	4,000	4,011	(11)	-0.3%
2,100	2,187	2,100	87	4.0%
0	2,500	0	2,500	100.0%
438	250	0	250	100.0%
<u>2,543</u>	<u>8,937</u>	<u>6,111</u>	<u>2,826</u>	<u>31.6%</u>
174,069	172,665	170,205	2,459	1.4%
22,583	30,000	28,307	1,693	5.6%
<u>196,652</u>	<u>202,665</u>	<u>198,513</u>	<u>4,152</u>	<u>2.0%</u>
<u>688,770</u>	<u>808,944</u>	<u>768,325</u>	<u>40,619</u>	<u>5.0%</u>
<u>(116,968)</u>	<u>(132,063)</u>	<u>(96,659)</u>	<u>35,405</u>	<u>-26.8%</u>

Professional Development:

ALL	803105	Travel	0	7,111	6,465	646	9.1%
ALL	803110	Meals	0	0	0	0	0.0%
ALL	803113	Incidental and miscellaneous	0	0	0	0	0.0%
ALL	803115	Membership dues	8,136	9,354	8,430	925	9.9%
ALL	803120	Registration fees	945	3,605	3,605	0	0.0%
ALL	803125	Educational materials	0	0	0	0	0.0%
		Subtotal	9,081	20,070	18,500	1,570	7.8%

Communications & Marketing:

37 COM	803205	Services	14	68	69	(0)	-0.5%
37 COM	803210	Collateral materials	0	1,522	1,039	483	31.7%
37 COM	803215	Advertising	0	0	0	0	0.0%
37 COM	803220	Trade shows & Outreach	0	0	0	0	0.0%
		Subtotal	14	1,591	1,108	483	30.4%

Travel & Entertainment

ALL	803305	Travel	0	0	0	0	0.0%
ALL	803310	Meals	0	0	0	0	0.0%
ALL	803315	Entertainment	0	0	0	0	0.0%
ALL	803320	Ground transportation & mileage reimb.	23	71	65	6	8.2%
ALL	803325	Incidental travel expenses	0	0	0	0	0.0%
		Subtotal	23	71	65	6	8.2%

Professional Services

15 FIN	804005	Accounting	22,895	21,545	21,556	(11)	-0.1%
17 EXEC	804008	Consulting Services	12,480	15,307	15,220	87	0.6%
17 EXEC	804010	Legal	0	19,085	16,585	2,500	13.1%
15 FIN	804015	Other	883	1,078	828	250	23.2%
		Subtotal	36,258	57,015	54,189	2,826	5.0%

Depreciation:

15 FIN	806105	Depreciation - Library Materials	1,250,447	1,201,496	1,199,036	2,459	0.2%
15 FIN	806110	Depreciation Exp - FF&E	161,463	202,332	200,639	1,693	0.8%
		Subtotal	1,411,910	1,403,828	1,399,676	4,152	0.3%
		Total Expense	5,244,846	5,677,679	5,637,060	40,619	0.7%
		Net Income Before Extraordinary Items	(740,573)	(1,050,051)	(1,014,647)	35,405	3.4%

FY 2021-22 YTD Actual	FY 2022-23 YTD				Comments
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (-)	
0	7,111	6,465	646	9.1%	Timing variance.
0	0	0	0	0.0%	
0	0	0	0	0.0%	
8,136	9,354	8,430	925	9.9%	Timing variance.
945	3,605	3,605	0	0.0%	
0	0	0	0	0.0%	
<u>9,081</u>	<u>20,070</u>	<u>18,500</u>	<u>1,570</u>	<u>7.8%</u>	
14	68	69	(0)	-0.5%	
0	1,522	1,039	483	31.7%	Timing variance.
0	0	0	0	0.0%	
0	0	0	0	0.0%	
<u>14</u>	<u>1,591</u>	<u>1,108</u>	<u>483</u>	<u>30.4%</u>	
0	0	0	0	0.0%	
0	0	0	0	0.0%	
0	0	0	0	0.0%	
23	71	65	6	8.2%	Timing variance.
0	0	0	0	0.0%	
<u>23</u>	<u>71</u>	<u>65</u>	<u>6</u>	<u>8.2%</u>	
22,895	21,545	21,556	(11)	-0.1%	
12,480	15,307	15,220	87	0.6%	
0	19,085	16,585	2,500	13.1%	Timing variance.
883	1,078	828	250	23.2%	Timing variance.
<u>36,258</u>	<u>57,015</u>	<u>54,189</u>	<u>2,826</u>	<u>5.0%</u>	
1,250,447	1,201,496	1,199,036	2,459	0.2%	
161,463	202,332	200,639	1,693	0.8%	
<u>1,411,910</u>	<u>1,403,828</u>	<u>1,399,676</u>	<u>4,152</u>	<u>0.3%</u>	
<u>5,244,846</u>	<u>5,677,679</u>	<u>5,637,060</u>	<u>40,619</u>	<u>0.7%</u>	
<u>(740,573)</u>	<u>(1,050,051)</u>	<u>(1,014,647)</u>	<u>35,405</u>	<u>3.4%</u>	

**Los Angeles County Law Library**  
Income Statement for the Period Ending January 31, 2023  
(Provisional and subject to year-end audit adjustments)

Jan 2022	Jan 2023				FY 2021-22	FY 2022-23 YTD				Comments	
	Actual	Amended Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Amended Budget	Actual		\$ Fav (Unf)
(15,286)	833	18,928	18,095	2171.4%	15 FIN 321000 Investment Gain (Loss) <sup>1</sup>	(25,353)	27,703	45,798	18,095	65.3%	Reflects gains/loss if sold at time of report (before maturity)
0	0	0	0	0.0%	17 EXEC 401000 Extraordinary Income	3,175,330	3,745,798	3,745,798	0	0.0%	
0	0	0	0	0.0%	17 EXEC 901000 Extraordinary Expense	0	100,000	100,000	0	0.0%	
<u>(132,254)</u>	<u>(131,230)</u>	<u>(77,731)</u>	<u>53,499</u>	<u>-40.8%</u>	Net Income Including Extraordinary Items	<u>2,409,404</u>	<u>2,623,450</u>	<u>2,676,950</u>	<u>53,499</u>	<u>2.0%</u>	
Capital Expenditures:											
0	0	0	0	0.0%	39 FAC 161100 Furniture / Appliances (>3k)	0	0	0	0	0.0%	
7,715	30,460	40,953	(10,492)	-34.4%	33 TECH 161300 Electronics / Computer Hardware (>3k)	7,715	30,460	40,953	(10,492)	-34.4%	Unbudgeted microfische reader.
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>7,715</u>	<u>30,460</u>	<u>40,953</u>	<u>10,492</u>	<u>34.4%</u>	Total - Capitalized Expenditures	<u>7,715</u>	<u>30,460</u>	<u>40,953</u>	<u>(10,492)</u>	<u>-34.4%</u>	
CalPERS CERBT Trust Fund:											
					Beginning Balance			2,172,689			
					Administrative Expense			(94)			CalPERS CERBT program cost.
					Investment Expense			(69)			Investment management cost.
					Unrealized Gain/Loss Distribution			135,095			Fluctuating market conditions.
					Ending Balance			<u>2,307,621</u>			Distribution from Fund.

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



## Los Angeles County Law Library

Statement of Cash Flows

As of January 31, 2023

(Provisional and subject to year-end audit adjustments)

	1/31/2023	YTD
<b>Cash flows from operating activities</b>		
L.A. Superior court fees	605,901	4,144,956
Parking fees	-	50,425
Library services	21,428	231,015
Extraordinary income	-	3,745,798
(Increase) decrease in accounts receivable	8,123	140,578
(Increase) decrease in other receivable	(8,683)	(125,825)
Increase (decrease) in borrowers' deposit	1,690	13,005
<b>Cash received from filing fees and services</b>	<b>628,459</b>	<b>8,199,954</b>
Facilities	(91,469)	(577,865)
Technology	(35,883)	(108,881)
General	(4,111)	(153,393)
Professional development	(6,141)	(18,500)
Communications & marketing	(164)	(1,108)
Travel & entertainment	(26)	(65)
Professional services	(6,111)	(54,189)
Electronic Resource Subscriptions (ERS)	(59,405)	(369,037)
(Increase) decrease in prepaid expenses	(123,680)	(211,007)
Increase (decrease) in accounts payable	168,648	(71,395)
Increase (decrease) in other liabilities	-	-
<b>Cash payments to suppliers for goods and services</b>	<b>(158,340)</b>	<b>(1,565,439)</b>
Staff (payroll + benefits)	(366,503)	(3,054,347)
Increase (decrease) in payroll liabilities	(10,942)	1,507
Increase (decrease) in accrued sick and vacation liability	(304)	(26,759)
Increase (decrease) in OPEB liability	8,333	58,333
Increase (decrease) in net pension liability	8,333	58,333
<b>Cash payments to employees for services</b>	<b>(361,083)</b>	<b>(2,962,933)</b>
Contributions received	-	25,000
Net cash from operating activities	109,036	3,696,582
<b>Cash flow from capital and related financing activities</b>		
Library materials	(195,202)	(1,025,884)
Fixed assets	(40,953)	(40,953)
Capital - Work in Progress (WIP)	26,716	26,716
<b>Cash flows from investing activities</b>		
Investment	-	-
Investment earnings	44,337	171,016
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>(56,065)</b>	<b>2,827,478</b>
Cash and cash equivalents, at beginning of period	16,517,072	13,633,529
<b>Cash and cash equivalents, at end of period</b>	<b>16,461,006</b>	<b>16,461,006</b>
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	(140,996)	2,460,135
Adjustments for noncash effects:		
Depreciation	198,513	1,399,676
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	8,123	140,578
(Increase) decrease in other receivable	(8,683)	(125,825)
(Increase) decrease in prepaid expenses	(123,680)	(211,007)
Increase (decrease) in accounts payable	168,648	(71,395)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	(10,942)	1,507
Increase (decrease) in accrued sick and vacation liability	(304)	(26,759)
Increase (decrease) in borrowers' deposit	1,690	13,005
Increase (decrease) in OPEB liability	8,333	58,333
Increase (decrease) in net pension liability	8,333	58,333
Net cash from operating activities	<b>109,036</b>	<b>3,696,582</b>

**LOS ANGELES COUNTY LAW LIBRARY**  
**January 1, 2023 - January 31, 2023 (CHECKS)**  
**Account No.: 102003**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 3	APPLE STORE	SOFTWARE (<3K)	1.99	V000717
	AMAZON WEB SERVICES	OSP	242.78	V000718
	SKILTON SOFTWARE LTD	OSP	29.29	V000719
January 4	AMAZON	CLEANING SUPPLIES	137.83	V000720
January 6	AMAZON	FURNITURE/APPLIAN	164.22	V000721
January 9	RING.COM	SECURITY	200.00	V000722
	VIMEO	OSP	900.00	V000723
January 12	REV LIVE CAPTIONS	OSP	40.00	V000724
January 20	MICROSOFT CORPORATION	OSP	50.00	V000725
January 23	ZOOM VIDEO COMMUNICATIONS INC	OSP	196.20	V000726
January 26	AMAZON	EQUIPMENT	32.61	V000743
January 31	AMAZON	CLEANING SUPPLIES	1,319.38	V000657
	APPLE STORE	OSP	1.99	V000658
	AMAZON WEB SERVICES	OSP	192.80	V000659
	CLEANBROWSING, INC	SOFTWARE (<3K)	110.00	V000660
	EBAY-PAYPAL	HARDWARE (<3K)	821.25	V000661
	MICROSOFT CORPORATION	OSP	50.00	V000662
	QMS SCANPRO	COMP HARDWARE	10,492.28	V000663
	RED HAT INC	SOFTWARE MAINT	1,148.00	V000664
	REV LIVE CAPTIONS	OSP	40.00	V000665
	SKILTON SOFTWARE LTD	OSP	29.00	V000666
	ZOOM VIDEO COMMUNICATIONS INC	OSP	206.01	V000667
	AMAZON	HARDWARE (<3K)	4,483.30	V000669
	APPLE STORE	SOFTWARE	1.99	V000670
	AMAZON WEB SERVICES	OSP	215.84	V000671
	CONTROLS CENTRAL.COM	EQUIPMENT (<3K)	46.35	V000672
	COZMOSLABS	SOFTWARE (<3K)	176.51	V000673
	FORMIDABLE FORMS	SOFTWARE (<3K)	599.00	V000674
	HOME DEPOT	REPAIR & MAINT	197.33	V000675
	MICROSOFT CORPORATION	OSP	50.00	V000676
	REV LIVE CAPTIONS	OSP	40.00	V000677
	SKILTON SOFTWARE LTD	OSP	29.00	V000678
	WILD APRICOT INC	OSP	1,425.60	V000679
	WP MAIL SMTP	SOFTWARE (<3K)	99.00	V000680
	ZOOM VIDEO COMMUNICATIONS INC	OSP	224.00	V000681
	AMAZON	REPAIR/MAINT	1,070.37	V000682

25,093.91

**LOS ANGELES COUNTY LAW LIBRARY**  
**January 1, 2023 - January 31, 2023 (CHECKS)**  
**Account No.: 102003**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	APPLE STORE	SOFTWARE (<3K)	29.99	V000683
	AMAZON WEB SERVICES	OSP	215.71	V000684
	DROPBOX	OSP	540.00	V000685
	EBAY-PAYPAL	HARDWARE (<3K)	114.92	V000686
	EVEN! ESPRESSO LLC	SOFTWARE (<3K)	209.97	V000687
	HOME DEPOT	REPAIR/MAINT	522.96	V000688
	MATE MEDIA.COM	SOFTWARE (<3K)	129.00	V000689
	MICROSOFT CORPORATION	OSP	50.00	V000690
	MONDAY.COM	OSP	948.00	V000691
	REV LIVE CAPTIONS	OSP	40.00	V000692
	SKILTON SOFTWARE LTD	OSP	29.00	V000693
	ZOOM VIDEO COMMUNICATIONS INC	OSP	196.20	V000694
	AMAZON	HARDWARE MAINT	3,540.19	V000695
	APPLE STORE	SOFTWARE (<3K)	1.99	V000696
	APP NITRO	SOFTWARE MAINT	120.00	V000697
	AMAZON WEB SERVICES	OSP	227.43	V000698
	EBAY-PAYPAL	HARDWARE (<3K)	142.17	V000699
	ELEMENTOR PRO	SOFTWARE (<3K)	49.00	V000700
	MICROSOFT CORPORATION	OSP	50.00	V000701
	REV LIVE CAPTIONS	OSP	40.00	V000702
	RING.COM	HARDWARE (<3K)	328.46	V000703
	SKILTON SOFTWARE LTD	OSP	29.29	V000704
	ZOOM VIDEO COMMUNICATIONS INC	OSP	196.20	V000705
	AMAZON	EQUIPMENT (<3K)	3,177.29	V000706
	APPLE STORE	SOFTWARE (<3K)	1.99	V000707
	AMAZON WEB SERVICES	OSP	235.79	V000708
	EBAY-PAYPAL	HARDWARE (<3K)	753.47	V000709
	GODADDY	SOFTWARE (<3K)	607.74	V000710
	GREEN ELECTRICAL SUPPLY	INT BLD IMPROVEME	3,744.43	V000711
	MEMBERPRESS	SOFTWARE (<3K)	279.65	V000712
	MICROSOFT CORPORATION	OSP	50.00	V000713
	REV LIVE CAPTIONS	OSP	40.00	V000714
	SKILTON SOFTWARE LTD	OSP	29.29	V000715
	ZOOM VIDEO COMMUNICATIONS INC	OSP	196.20	V000716
	AMAZON	CLEANING SUPPLIES	200.38	V000727
	APPLE STORE	SOFTWARE (<3K)	3.98	V000728
	AMAZON WEB SERVICES	OSP	199.00	V000729
	BEST DELIVERY LLC	EQUIPMENT(<3K)	377.13	V000730
	CLEVERBRIDGE, INC.	OSP	149.00	V000731
	EBAY-PAYPAL	REPAIR/MAINT	30.86	V000732
	JOOMLART NETWORK	SOFTWARE (<3K)	238.00	V000733
	MICROSOFT CORPORATION	OSP	121.13	V000734
	O'REILLY AUTO PARTS	REPAIR/MAINT	297.19	V000735
	PADDLE NET	SOFTWARE (<3K)	132.14	V000736
	REV LIVE CAPTIONS	OSP	40.00	V000737

43,748.35

**LOS ANGELES COUNTY LAW LIBRARY**  
**January 1, 2023 - January 31, 2023 (CHECKS)**  
**Account No.: 102003**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	SKILTON SOFTWARE LTD	OSP	29.29	V000738
	SMART DRAW	SOFTWARE	69.95	V000739
	SMARTSIGN	SECURITY	56.55	V000740
	U-HAUL	EQUIPMENT(<3K)	67.66	V000741
	ZOOM VIDEO COMMUNICATIONS INC	OSP	214.19	V000742

44,156.70



LOS ANGELES COUNTY LAW LIBRARY  
February 1, 2023 - February 28, 2023 (WARRANTS)  
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 13	WILLIAM S HEIN & CO	BOOKS	13,891.09	TS00325869
February 21	ABD OFFICE SOLUTIONS	CAPITAL WIP	15,603.75	TS00326131
February 24	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	10,749.14	TS00326330

40,243.98

LOS ANGELES COUNTY LAW LIBRARY  
February 1, 2023 - February 28, 2023 (CHECKS)  
Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 22	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	11,589.72	V000182
February 27	SMART & FINAL	KITCHEN SUPPLIES	22.53	V000183

11,612.25

**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2023 - February 28, 2023 (CHECKS)**  
**Account No.: 103000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 3	SEIU LOCAL 721	UNION DUES	1,313.14	001716
	SEIU LOCAL 721	UNION SUPPL	32.28	001717

1,345.42



**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2023 - February 28, 2023 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 2	STAPLES ADVANTAGE	SUPPLIES-OFFICE	40.50	V007546
February 3	AMERICAN BAR ASSOCIATION	BOOKS	596.60	V007501
	ALI CLE CONTINUING LEGAL EDUCATION	BOOKS	119.00	V007502
	AMERICAN SOCIETY OF INTERNATIONAL L	BOOKS	520.00	V007503
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	259.57	V007504
	LEXISNEXIS MATTHEW BENDER	BOOKS	644.54	V007505
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	810.30	V007506
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	251.62	V007507
	DATA TRACE PUBLISHING COMPANY	BOOKS	241.95	V007508
	LOS ANGELES BUSINESS JOURNAL	BOOKS	129.95	V007509
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,803.62	V007510
	GOBI LIBRARY SOLUTIONS	BOOKS	398.43	V007511
	ALTA FOODCRAFT	KITCHEN SUPPLIES	292.30	V007519
	BUILDING ELECTRONIC CONTROLS INC	PREPAID EXP	213.75	V007520
	GTT COMMUNICATIONS	TELECOM	476.74	V007521
	KONICA MINOLTA BUSINESS ** VOIDED *****	COPY CENTER	0.00	V007522
	NASA SERVICES	BLDG SVCS	597.65	V007523
	ODP OFFICE SOLUTIONS, LLC ** VOIDED *****	SUPPLIES-OFFICE	0.00	V007524
	PEOPLEG2	RECRUITMENT	156.42	V007525
	PURE PROCESS FILTRATION INC.	BLDG SVCS	961.38	V007526
	SECURITAS SECURITY	SECURITY	8,126.80	V007527
	STATE COMPENSATION	WORKERS COMP	2,015.62	V007528
	UPS	DELIVERY & POSTAG	94.60	V007529
February 6	PEOPLEG2	RECRUITMENT	425.87	V007530
February 10	GEORGE T BISEL COMPANY	BOOKS	223.20	V007531
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	581.45	V007532
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,004.12	V007533
	INGRAM LIBRARY SERVICES	BOOKS	61.53	V007534
	JAMES PUBLISHING INC	BOOKS	848.63	V007535
	JURIS PUBLISHING INC	BOOKS	110.48	V007536
	JURISNET LLC	BOOKS	427.58	V007537
	CITY OF THOUSAND OAKS	BOOKS	57.43	V007538
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	381.06	V007539
	WEST ACADEMIC	BOOKS	61.32	V007540
	THOMSON REUTERS	BOOKS	89,818.49	V007541
	AMERICAN ASSOCIATION OF LAW LIBRARI	MEMEBERSHIP	160.50	V007547
	SOUTHERN CALIF ASSOC OF LAW LIBRARY	MEMEBERSHIP	40.00	V007548
	STAMPS.COM	DELIVERY & POSTAG	24.99	V007549
February 16	AMAZON	SPECIAL EVENTS EX	201.95	V007550
	CHERRY PICK CAFE	SPECIAL EVENTS EX	160.40	V007551

128,914.09

**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2023 - February 28, 2023 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 17	TACOS 1986	STAFF MEALS/EVEN	573.75	V007578
February 21	CCH INCORPORATED ** VOIDED *****	BOOKS	0.00	V007542
February 22	CORODATA	BLDG SVCS	60.82	V007552
	FEDEX	DELIVERY & POSTAG	43.76	V007553
	GENERAL LOGISTICS SYSTEMS US, INC.	DELIVERY & POSTAG	10.73	V007554
	PRESTIGE OFFICE SOLUTIONS, INC	COPY CENTER	357.39	V007555
	SECURITAS SECURITY	SECURITY	12,404.05	V007556
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,307.17	V007557
	KLUWER LAW INTERNATIONAL	BOOKS	22,864.40	V007558
	METROPOLITAN NEWS COMPANY	BOOKS	571.59	V007559
	PRACTISING LAW INSTITUTE	BOOKS	1,070.18	V007560
	STATE BAR OF SOUTH DAKOTA	BOOKS	75.00	V007561
	UNITED NATIONS PUBLICATIONS	BOOKS	54.75	V007562
	GOBI LIBRARY SOLUTIONS	BOOKS	1,146.88	V007563
	DOORDASH	BOARD EXP	118.23	V007571
February 23	LEXISNEXIS MATTHEW BENDER	BOOKS	33,326.66	V007572
	GARY AUSTIN ADVERTISING	FRIENDS	465.20	V007573
February 24	LEXISNEXIS MATTHEW BENDER	BOOKS	410.35	V007564
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	569.40	V007565
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	551.88	V007566
	JURIS PUBLISHING INC	BOOKS	341.44	V007567
	STATE BAR OF WISCONSIN	BOOKS	88.94	V007568
	GOBI LIBRARY SOLUTIONS	BOOKS	195.82	V007569
	CCH INCORPORATED	BOOKS	92,795.41	V007570
	TACOS 1986	STAFF MEALS/EVEN	723.75	V007579
February 27	MARX BROS. FIRE EXTINGUISHER CO.	BLDG SVCS	905.00	V007574
	SECURITAS SECURITY	SECURITY	3,671.68	V007575
	STAMPS.COM	DELIVERY & POSTAG	300.00	V007576
February 28	AMERICAN ASSOCIATION OF LAW LIBRARI	MEMBERSHIP DUES	20.00	V007580

304,364.57

**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2023 - February 28, 2023 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 3	CIG GOVERNMENT INFORMATION SVCS	BOOKS	477.52	032689
	LEXISNEXIS CANADA INC	BOOKS	124.06	032690
	AFLAC REMITTANCE	CAFE PLAN-INSURA	518.10	032691
	THE PUN GROUP LLP	ACCOUNTING	4,000.00	032692
	SECRETARY OF STATE	BOARD EXPENSE	6.50	032693
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	350.00	032694
	TIMOTHY CHARLES COLON	REFUND	140.00	032695
	IRENE LOPEZ	REFUND	140.00	032696
	JEANNE GRIFFIN MOUNT	REFUND	140.00	032697
	MIRIAM DINORAH NUNEZ RUIZ	REFUND	140.00	032698
STEVEN PETER PAWERA	REFUND	140.00	032699	
February 10	OTTO HARRASSOWITZ	BOOKS	1,760.55	032700
	LEXISNEXIS CANADA INC	BOOKS	123.61	032701
	GOVERNMENT OF YUKON	BOOKS	119.18	032702
February 21	AT&T	TELECOM	487.57	032703
	BRCK INC	TELECOM	701.54	032704
	COUNCIL OF CALIFORNIA COUNTY	MEMBERSHIP	5,980.00	032705
	DIGITAL INSURANCE LLC	CONSULTING	2,100.00	032706
	COUNTY OF LOS ANGELES	HEATING/COOLING	8,008.88	032707
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	1,014.00	032708
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	242.19	032709
	PETTY CASH FUND	PETTY CASH	303.40	032710
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	350.00	032711
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	2,189.00	032712
	OTTO HARRASSOWITZ	BOOKS	9,010.87	032713
	LEXISNEXIS CANADA INC	BOOKS	124.37	032714
February 24	BANKS & JORDAN	BOOKS	133.36	032715
	LEXISNEXIS CANADA INC	BOOKS	466.83	032716
	MINISTER OF FINANCE	BOOKS	96.03	032717
February 27	KONICA MINOLTA BUSINESS	COPY CENTER	1,087.66	032718
	ERIKA WILLIAMS	REFUND	189.15	032719
	EDWARD CHRISTOPHER ARISMENDEZ	REFUND	140.00	032720
	FRANCOISE BALDWIN	REFUND	140.00	032721
	CASEY DUC-MINH COOK	REFUND	130.00	032722
	IVONNE STEFANY ROBLES GARCIA	REFUND	140.00	032723
	JERMON DANIEL SIR MAXEY	REFUND	112.00	032724
	PRINCE & HEUER	REFUND	400.00	032725
	JEFFREY LAWRENCE WILLIS	REFUND	140.00	032726
	CARIN MEMMER	MISC	5,278.75	032727
	AFLAC REMITTANCE	CAFE PLAN-INSURA	518.10	032728

55,683.23

LOS ANGELES COUNTY LAW LIBRARY  
February 1, 2023 - February 28, 2023 (CHECKS)  
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	GUARDIAN METROLINK	PREPAID EXP TMP	8,020.01 385.00	032729 032730

56,068.23

# AGENDA ITEM 4

## DISCUSSION ITEMS

- 4.1 Staff Presentation: Naloxone (NARCAN) Administration Program
- 4.2 Staff Presentation: Community Connections Program



***Staff Presentation: Naloxone (NARCAN)  
Administration Program***

**Presented by:**

**Community Resource Specialist, Chloe Casey**

**&**

**Facilities Manager, Stuart Heinemann**

**March 22, 2023**





***Staff Presentation: Community Connections  
Program***

**Presented by:**

**Community Resource Specialist, Chloe Casey**

**March 22, 2023**



# AGENDA ITEM 5

## CLOSED SESSION

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