

# AGENDA

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

### REGULAR BOARD MEETING

*Wednesday, April 19, 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:

- 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](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 March 22, 2023 Regular Board Meeting
- 3.2 Review of February Financials and List of March Checks and Warrants
- 3.1 Review and Approval of FY23 3<sup>rd</sup> Quarter Statistics

**4.0 DISCUSSION ITEMS**

- 4.1 Approval of Trustee Designated Members of the Friends of the Los Angeles County Law Library Board of Directors
- 4.2 Reference Desk Update: Surge in Number of Questions, Patrons Served

**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**

**8.0 ADJOURNMENT**

It is requested that the meeting be adjourned in memory of Gloria Lara who worked at the Los Angeles County Law Library for 21 years as a Library Clerk. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, May 24, 2023.

POSTED THURSDAY, APRIL 13, 2023 @ 2:00 P.M.

POSTED BY ANN MARIE GAMEZ





# AGENDA ITEM 3

## CONSENT CALENDAR

- 3.1 Approval of Minutes of the March 22, 2023 Regular Board Meeting
- 3.2 Review of February Financials and List of March Checks and Warrants
- 3.3 Review and Approval of FY23 3<sup>rd</sup> Quarter Statistics



**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.**

**March 22, 2023**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, March 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  
Susan Steinhauser, Esquire

**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 12:16pm 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 February 22, 2023 Regular Board Meeting
- 3.2 Review of January Financials and List of February Checks and Warrants

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

#### **4.0 DISCUSSION ITEMS (TAKEN OUT OF ORDER)**

##### **4.2 Staff Presentation: Community Connections Program**

Community Resource Specialist, Chloe Casey, presented to the Board, the operation, mission and goal of the newly established, Community Connections Program, at LA Law Library. C. Casey described some of the daily duties in the program which include but are not limited to, offering resources to patrons such as housing, welfare and food distributions. C. Casey added that many patrons who visit the library are unaware of such resources or find it difficult to locate them. Also, patrons have difficulty focusing on legal research and issues when faced with other significant social services needs. President Juhas expressed excitement about the program, adding that such a resourceful program will undoubtedly assist many of our vulnerable patrons who need assistance with societal issues rather than legal issues.

No action requested or taken.

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

Community Resource Specialist, Chloe Casey, and Facilities Manager, Stuart Heinemann, presented a new program for the training of Staff and the administration of Naloxone (NARCAN) to any individual on library property should they be experiencing an overdose of fentanyl or any other related substance. The effects of NARCAN are meant to save a person's life in the event that they overdose, but are harmless if inadvertently administered when not needed.

No action requested or 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 was taken.

#### **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 1:15pm. The next Regular Meeting of the Board of Law Library Trustees is currently scheduled for Wednesday, April 19, 2023 at 12:15pm.

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



# Los Angeles County Law Library

Balance Sheet

As of February 28, 2023

(Provisional and subject to year-end audit adjustments)

	6/30/2022	2/28/2023	YTD
<b>Assets</b>			
Current assets			
Cash and cash equivalents	13,315,059	16,052,977	2,737,918
Accounts receivable	207,666	78,577	(129,090)
Other receivable	1,138,800	1,241,844	103,044
Prepaid expenses	261,033	433,662	172,629
Total current assets	<u>14,922,559</u>	<u>17,807,061</u>	<u>2,884,502</u>
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	5,936,527	5,986,803	50,275
Capital assets, not being depreciated	664,178	653,066	(11,112)
Capital assets, being depreciated - net	15,124,179	14,744,421	(379,758)
Total noncurrent assets	<u>22,043,355</u>	<u>21,702,760</u>	<u>(340,595)</u>
Total assets	<u>36,965,913</u>	<u>39,509,821</u>	<u>2,543,907</u>
<b>Deffered Outflows of Resources</b>			
Deffered Outflows of Resources	2,309,920	2,309,920	-
Total assets and deffered outflows of resources	<u><b>39,275,833</b></u>	<u><b>41,819,741</b></u>	<u><b>2,543,907</b></u>
<b>Liabilities</b>			
Current Liabilities			
Accounts payable	246,725	53,718	(193,007)
Other current liabilities	-	-	-
Payroll liabilities	8,073	10,142	2,069
Total current liabilities	<u>254,798</u>	<u>63,859</u>	<u>(190,939)</u>
Noncurrent Liabilities			
Accrued sick and vacation liability	289,435	262,675	(26,759)
Borrowers' deposit	214,913	229,016	14,103
OPEB liability	3,745,828	3,812,495	66,667
Net pension liability	788,233	854,900	66,667
Total noncurrent liabilities	<u>5,038,408</u>	<u>5,159,086</u>	<u>120,677</u>
Total liabilities	<u>5,293,206</u>	<u>5,222,945</u>	<u>(70,261)</u>
<b>Deffered Inflows of Resources</b>			
Deffered Inflows of Resources	1,738,733	1,738,733	-
Total liabilities and Deffered inflows of resources	<u>7,031,939</u>	<u>6,961,678</u>	<u>(70,261)</u>
<b>Net Position</b>			
Invested in capital assets	15,788,357	15,397,487	(390,870)
Unrestricted	16,455,537	19,460,576	3,005,039
Total net position	<u>32,243,894</u>	<u>34,858,063</u>	<u>2,614,169</u>
Total liabilities and Deffered inflows of resources and net position	<u><b>39,275,833</b></u>	<u><b>41,819,741</b></u>	<u><b>2,543,907</b></u>

**Los Angeles County Law Library**  
Income Statement for the Period Ending February 28, 2023  
(Provisional and subject to year-end audit adjustments)

Feb 2022	Feb 2023			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
503,656	533,324	575,669	42,346	7.9%
5,437	18,667	45,577	26,911	144.2%
39,510	0	0	0	0.0%
26,877	29,129	31,123	1,994	6.8%
575,480	612,862	652,370	39,508	6.4%
330,949	421,245	366,072	55,172	13.1%
52,727	58,840	62,487	(3,647)	-6.2%
121,896	222,422	150,825	71,597	32.2%
(121,896)	(222,422)	(150,825)	(71,597)	32.2%
		0		
62,998	83,680	62,545	21,135	25.3%
13,323	17,057	15,123	1,934	11.3%
17,310	4,862	11,012	(6,150)	-126.5%
133	1,566	221	1,346	85.9%
0	647	120	526	81.4%
23	32	0	32	100.0%
4,259	4,937	4,304	632	12.8%
196,297	202,084	197,743	4,340	2.1%
678,019	794,949	719,628	(75,320)	-9.5%
(102,539)	(182,087)	(67,259)	114,828	-63.1%
(7,683)	833	4,478	3,644	437.3%
0	0	0	0	0.0%
0	0	0	0	0.0%
(110,222)	(181,254)	(62,781)	118,473	-65.4%
0	0	0	0	0.0%

**Summary:**

**Income**

L.A. Superior Court Fees	4,369,639	4,678,280	4,720,626	42,346	0.9%
Interest	39,234	164,013	216,594	52,581	32.1%
Parking	352,131	50,425	50,425	0	0.0%
Library Services	318,750	289,528	287,138	(2,390)	-0.8%
Total Income	5,079,753	5,240,489	5,274,783	34,294	0.7%

**Expense**

Staff (payroll + benefits)	3,124,788	3,533,533	3,420,419	24,252	0.7%
Electronic Resource Subscriptions	403,353	427,312	431,524	(4,212)	-1.0%
Library Materials	1,135,156	1,307,224	1,176,708	130,515	10.0%
Library Materials Transferred to Assets	(1,135,156)	(1,307,224)	(1,176,708)	(130,515)	10.0%
Facilities	565,425	653,680	640,410	31,332	4.8%
Technology & Data	110,473	108,058	124,004	(3,524)	-3.3%
General	60,827	58,205	64,405	(971)	-1.7%
Professional Development	9,214	21,636	18,720	2,916	13.5%
Communications & Marketing	14	2,237	1,228	1,009	45.1%
Travel & Entertainment	46	103	65	38	36.5%
Professional Services	40,516	61,951	58,493	3,458	5.6%
Depreciation	1,608,207	1,605,911	1,597,419	8,492	0.5%
Total Expenses	5,922,865	6,472,628	6,356,688	115,939	1.8%

**Net Income (Loss)**

Investment Gain (Loss) <sup>1</sup>	(33,036)	28,536	50,275	21,739	76.2%
Extraordinary Income	3,175,330	3,745,798	3,745,798	0	0.0%
Extraordinary Expense	0	100,000	100,000	0	0.0%
Net Income Including Extraordinary Items	2,299,182	2,442,197	2,614,169	171,972	7.0%

**Capitalized Expenditures**

	7,715	30,460	40,953	(10,492)	-34.4%
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FY 2021-22	FY 2022-23 YTD				Comments
	YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	
	4,369,639	4,678,280	4,720,626	42,346	0.9%
	39,234	164,013	216,594	52,581	32.1%
	352,131	50,425	50,425	0	0.0%
	318,750	289,528	287,138	(2,390)	-0.8%
	5,079,753	5,240,489	5,274,783	34,294	0.7%
	3,124,788	3,533,533	3,420,419	24,252	0.7%
	403,353	427,312	431,524	(4,212)	-1.0%
	1,135,156	1,307,224	1,176,708	130,515	10.0%
	(1,135,156)	(1,307,224)	(1,176,708)	(130,515)	10.0%
	565,425	653,680	640,410	31,332	4.8%
	110,473	108,058	124,004	(3,524)	-3.3%
	60,827	58,205	64,405	(971)	-1.7%
	9,214	21,636	18,720	2,916	13.5%
	14	2,237	1,228	1,009	45.1%
	46	103	65	38	36.5%
	40,516	61,951	58,493	3,458	5.6%
	1,608,207	1,605,911	1,597,419	8,492	0.5%
	5,922,865	6,472,628	6,356,688	115,939	1.8%
	(843,112)	(1,232,138)	(1,081,905)	150,233	12.2%
	(33,036)	28,536	50,275	21,739	76.2%
	3,175,330	3,745,798	3,745,798	0	0.0%
	0	100,000	100,000	0	0.0%
	2,299,182	2,442,197	2,614,169	171,972	7.0%
	7,715	30,460	40,953	(10,492)	-34.4%

**Los Angeles County Law Library**  
Income Statement for the Period Ending February 28, 2023  
(Provisional and subject to year-end audit adjustments)

Feb 2022	Feb 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>														
503,656	533,324	575,669	42,346	7.9%	15	FIN	303300	L.A. Superior Court Fees	4,369,639	4,678,280	4,720,626	42,346	0.9%	
0	0	0	0	0.0%	15	FIN	311000	Interest - LAIF	449	3,292	3,292	0	0.0%	
5,309	18,333	44,689	26,356	143.8%	15	FIN	312000	Interest - General Fund	37,775	157,136	208,651	51,516	32.8%	Better than expected rate of return.
128	333	888	555	166.5%	15	FIN	313000	Interest - Deposit Fund	1,009	3,585	4,651	1,066	29.7%	Better than expected rate of return.
5,437	18,667	45,577	26,911	144.2%				Subtotal	39,234	164,013	216,594	52,581	32.1%	
								Parking:						
39,510	0	0	0	0.0%	39	FAC	330100	Parking	352,131	50,425	50,425	0	0.0%	
39,510	0	0	0	0.0%				Subtotal	352,131	50,425	50,425	0	0.0%	
								Library Services:						
16	0	16	16	0.0%	27	CIRC	330150	Annual Designation Fee	439	341	374	33	9.5%	Timing variance.
17,043	19,569	19,989	420	2.1%	25	PS	330140	Annual Members Fee	118,043	180,223	173,380	(6,843)	-3.8%	
5,535	8,720	6,865	(1,855)	-21.3%	25	PS	330340	Course Registration	25,771	36,730	32,990	(3,739)	-10.2%	Timing variance.
1,698	3,000	1,908	(1,092)	-36.4%	27	CIRC	330129	Copy Center	10,807	17,849	16,440	(1,409)	-7.9%	Timing variance. Increase in revenue expected when card-op copiers become available.
574	600	496	(104)	-17.3%	27	CIRC	330205	Document Delivery	4,141	4,848	4,442	(406)	-8.4%	Free eDelivery to remote users has not ceased.
1,578	1,358	1,400	42	3.1%	27	CIRC	330210	Fines	11,107	11,573	12,604	1,031	8.9%	Timing variance.
407	0	87	87	0.0%	15	FIN	330310	Miscellaneous	18,240	17,301	16,878	(423)	-2.4%	
0	1,000	188	(813)	-81.3%	39	FAC	330330	Room Rental	3,375	4,154	2,529	(1,625)	-39.1%	Slow return to in-person events
0	0	90	90	0.0%	23	COL	330350	Book Replacement	0	1,098	1,278	180	16.4%	Timing variance.
0	0	(130)	(130)	0.0%	15	FIN	330360	Forfeited Deposits	0	0	(130)	(130)	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%	
24	270	214	(56)	-20.6%	15	FIN	330450	Vending	327	1,521	1,353	(168)	-11.0%	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%	
26,877	29,129	31,123	1,994	6.8%				Subtotal	318,750	289,528	287,138	(2,390)	-0.8%	
575,480	612,862	652,370	39,508	6.4%				Total Income	5,079,753	5,240,489	5,274,783	34,294	0.7%	
								<b>Expenses:</b>						
								Staff:						
181,799	238,462	228,859	9,602	4.0%	ALL	501000	Salaries (FT)	1,631,184	1,880,872	1,850,599	30,273	1.6%		
0	(5,188)	0	(5,188)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(10,376)	0	(10,376)	100.0%	
17,758	20,000	16,841	3,159	15.8%	ALL	501050	Salaries (PT)	146,859	151,591	146,395	5,196	3.4%		
0	(627)	0	(627)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(1,254)	0	(1,254)	100.0%	
11,950	14,615	14,552	64	0.4%	15	FIN	502000	Social Security	101,971	123,126	122,389	737	0.6%	
2,795	3,846	3,403	443	11.5%	15	FIN	503000	Medicare	25,212	30,777	29,749	1,029	3.3%	
31,213	26,154	23,981	2,173	8.3%	15	FIN	511000	Retirement	538,747	633,571	640,912	(7,341)	-1.2%	
8,333	8,333	8,333	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	66,664	66,667	66,667	0	0.0%	
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
44,886	51,667	51,054	612	1.2%	15	FIN	512000	Health Insurance	363,002	381,673	379,114	2,559	0.7%	
338	417	391	26	6.2%	15	FIN	513000	Disability Insurance	2,791	3,139	3,077	61	2.0%	
4,814	5,833	5,836	(3)	0.0%	15	FIN	514000	Dental Insurance	34,175	42,818	42,848	(31)	-0.1%	
486	583	589	(6)	-1.0%	15	FIN	514500	Vision Insurance	3,409	4,406	4,456	(50)	-1.1%	
149	214	174	40	18.6%	15	FIN	515000	Life Insurance	1,249	1,442	1,359	83	5.7%	Timing variance.
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	13,664	16,125	16,125	(0)	0.0%	
0	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	2,814	1,321	1,321	0	0.0%	
1,219	1,772	560	1,212	68.4%	ALL	514010	Temporary Employment	5,593	41,338	38,672	2,666	6.4%	Timing variance.	
0	0	263	(263)	0.0%	13	HR	514015	Recruitment	1,441	1,358	2,204	(846)	-62.3%	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	173,320	66,667	66,667	0	0.0%	
(94)	300	720	(420)	-140.2%	15	FIN	518550	TMP	3,198	6,974	5,429	1,545	22.2%	Lower TMP reimbursements due to WFH schedules.
1,320	83	165	(82)	-98.5%	15	FIN	518560	Benefit Administration	9,493	2,438	2,437	1	0.1%	
330,949	421,245	366,072	10,741	2.5%				Total - Staff	3,124,788	3,533,533	3,420,419	24,252	0.7%	
								Library Materials/Electronic Resources Subscription:						
46,554	153,354	115,307	38,047	24.8%	23	COL	601999	American Continuitions	837,163	988,275	923,304	64,971	6.6%	Timing variance.
1,172	2,546	398	2,147	84.4%	23	COL	602999	American New Orders	13,648	14,083	10,359	3,724	26.4%	Timing variance.
496	1,387	3,851	(2,464)	-177.6%	23	COL	609199	Branch Continuitions	14,039	14,271	16,098	(1,828)	-12.8%	Timing variance.
894	0	0	0	0.0%	23	COL	609299	Branch New Orders	894	0	0	0	0.0%	

**Los Angeles County Law Library**  
Income Statement for the Period Ending February 28, 2023

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

Feb 2022	Feb 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 (-)
17,683	13,784	1,992	11,792	85.5%	23 COL 603999	Commonwealth Continuations	93,276	103,770	91,236	12,534	12.1%	Timing variance.
24	0	0	0	0.0%	23 COL 604999	Commonwealth New Orders	168	325	325	0	0.0%	
36,344	33,279	20,116	13,163	39.6%	23 COL 605999	Foreign Continuations	77,641	94,854	66,797	28,057	29.6%	Timing variance.
978	0	146	(146)	0.0%	23 COL 606999	Foreign New Orders	1,628	1,040	1,186	(146)	-14.1%	Timing variance.
16,491	15,851	8,000	7,852	49.5%	23 COL 607999	International Continuations	87,079	80,274	58,060	22,213	27.7%	Timing variance.
151	0	0	0	0.0%	23 COL 608999	International New Orders	2,263	2,056	2,100	(44)	-2.2%	
940	2,220	1,014	1,206	54.3%	23 COL 609399	General/Librarianship Continuations	6,639	6,871	5,836	1,035	15.1%	Timing variance.
170	0	0	0	0.0%	23 COL 609499	General/Librarianship New Orders	717	1,407	1,407	0	0.0%	
121,896	222,422	150,825	71,597	32.2%		Subtotal	1,135,156	1,307,224	1,176,708	130,515	10.0%	
(121,896)	(222,422)	(150,825)	(71,597)	32.2%	23 COL 690000	Library Materials Transferred to Assets	(1,135,156)	(1,307,224)	(1,176,708)	(130,515)	10.0%	
52,727	58,840	62,487	(3,647)	-6.2%	23 COL 685000	Electronic Resource Subscriptions (ERS)	403,353	427,312	431,524	(4,212)	-1.0%	
						Facilities:						
11,565	7,552	114	7,438	98.5%	39 FAC 801005	Repair & Maintenance	31,189	29,793	19,401	10,392	34.9%	Timing variance.
994	2,000	1,933	67	3.3%	39 FAC 801010	Building Services	10,937	16,350	17,769	(1,419)	-8.7%	Timing variance
643	1,500	176	1,324	88.3%	39 FAC 801015	Cleaning Supplies	5,830	11,732	9,624	2,109	18.0%	Timing variance
388	12,500	0	12,500	100.0%	39 FAC 801020	Electricity & Water	75,901	100,514	87,104	13,410	13.3%	Timing variance
966	1,014	1,014	0	0.0%	39 FAC 801025	Elevator Maintenance	7,728	8,016	8,016	0	0.0%	
0	5,331	2,025	3,306	62.0%	39 FAC 801030	Heating & Cooling	21,772	28,081	27,454	628	2.2%	
24,231	28,977	29,053	(76)	-0.3%	15 FIN 801035	Insurance	193,332	234,298	234,373	(75)	0.0%	
9,999	11,583	11,099	484	4.2%	39 FAC 801040	Janitorial Services	82,188	93,787	93,168	618	0.7%	
0	1,500	0	1,500	100.0%	39 FAC 801045	Landscaping	7,500	3,000	1,630	1,370	45.7%	See Janitorial Services.
12,716	19,167	16,076	3,091	16.1%	39 FAC 801050	Security	118,532	136,370	130,351	6,019	4.4%	
0	250	0	250	100.0%	39 FAC 801060	Room Rental Expenses	0	926	426	500	54.0%	No room rentals for the month.
331	0	362	(362)	0.0%	39 FAC 801065	Special Events Expenses	2,585	2,855	3,861	(1,007)	-35.3%	Timing variance.
0	666	0	666	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	328	1,332	164	1,168	87.7%	Timing variance.
1,134	200	144	56	28.1%	39 FAC 801110	Equipment (<3K)	5,653	1,691	3,497	(1,806)	-106.8%	Unforeseen purchases of security cameras and equipment for the Naloxone Distribution Project.
0	0	0	0	0.0%	39 FAC 801115	Building Alterations (<3K)	263	0	41	(41)	0.0%	
31	200	336	(136)	-67.9%	39 FAC 801120	Delivery & Postage	1,686	1,637	1,726	(89)	-5.5%	Timing variance.
0	233	215	19	8.1%	39 FAC 801125	Kitchen supplies	0	1,360	1,805	(445)	-32.7%	Timing variance.
62,998	83,680	62,545	30,128	36.0%		Subtotal	565,425	653,680	640,410	31,332	4.8%	
						Technology:						
1,214	1,398	1,160	238	17.0%	33 TECH 801210	Software Maintenance	11,741	12,019	13,491	(1,472)	-12.2%	Timing variance
3,773	2,594	2,281	313	12.1%	33 TECH 801212	Hardware Maintenance	20,967	19,841	19,480	360	1.8%	
190	0	2	(2)	0.0%	33 TECH 801215	Software (<\$3k)	2,529	1,800	2,336	(536)	-29.8%	Timing variance
588	224	2,735	(2,511)	-1120.0%	33 TECH 801220	Hardware (<\$3k)	8,893	1,704	13,828	(12,124)	-711.7%	Unforeseen needed technology purchases such as security camera, ring and reo, video editing computers, video storage.
0	567	0	567	100.0%	33 TECH 801225	Computer Supplies	924	1,133	173	960	84.7%	Timing variance
5,318	5,318	5,366	(48)	-0.9%	33 TECH 801230	Integrated Library System	41,111	42,746	42,843	(97)	-0.2%	
1,412	1,712	1,558	154	9.0%	33 TECH 801235	Telecommunications	13,150	13,853	13,551	302	2.2%	
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	181	0	816	(816)	0.0%	
0	4,949	0	4,949	100.0%	33 TECH 801250	Services	688	10,204	306	9,898	97.0%	Timing variance.
827	8,518	2,020	6,498	76.3%	33 TECH 801275	Online Service Providers	10,288	23,004	17,180	5,824	25.3%	Timing variance.
13,323	17,057	15,123	3,659	21.5%		Subtotal	110,473	108,058	124,004	(3,524)	-3.3%	
						General:						
505	417	271	146	35.0%	15 FIN 801310	Bank Charges	3,693	2,977	2,657	319	10.7%	Lower volume transactions for the month/period.
891	835	835	(0)	0.0%	35 CMS 801315	Bibliographical Services	7,127	7,874	7,874	(0)	0.0%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	11,565	11,565	0	0.0%	
0	108	133	(24)	-22.5%	17 EXEC 801325	Board Expense	50	979	901	77	7.9%	Timing variance.
0	4,000	1,826	2,174	54.4%	37 COM 801330	Staff meals & events	1,518	4,984	2,810	2,174	43.6%	Timing variance.
216	1,250	319	931	74.5%	15 FIN 801335	Supplies - Office	4,561	9,148	7,541	1,608	17.6%	Timing variance.
0	0	0	0	0.0%	35 CMS 801337	Supplies - Library materials	6,589	4,101	4,302	(201)	-4.9%	
0	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	0	766	516	250	32.6%	Timing variance; additional purchases forthcoming.
14,675	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	14,675	0	0	0	0.0%	
404	1,491	445	1,046	70.1%	33 IT 801370	Copy Center Expense	5,681	10,283	9,748	535	5.2%	Timing variance.
525	0	5,279	(5,279)	0.0%	15 FIN 801375	General - Misc	10,914	1,235	6,514	(5,279)	-427.5%	
0	1,000	1,440	(440)	-44.0%	25 PS 801390	Course Registration	5,600	9,210	9,200	10	0.1%	Higher than anticipated registration for OTF-subsidized programs.

**Los Angeles County Law Library**  
Income Statement for the Period Ending February 28, 2023  
(Provisional and subject to year-end audit adjustments)

Feb 2022		Feb 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 (-)			YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (-)		
94		0	465	(465)	0.0%	17	EXEC	801395		Friends of Law Library					421	312	777	(465)	-149.1%		
17,310		4,862	11,012	(1,911)	-39.3%					Subtotal					60,827	58,205	64,405	(971)	-1.7%		
										Professional Development:											
0		848	0	848	100.0%		ALL	803105		Travel					0	7,959	6,465	1,493	18.8%	Timing variance.	
0		0	0	0	0.0%		ALL	803110		Meals					0	0	0	0	0.0%		
0		0	0	0	0.0%		ALL	803113		Incidental and miscellaneous					0	0	0	0	0.0%		
0		0	221	(221)	0.0%		ALL	803115		Membership dues					8,136	9,354	8,650	704	7.5%	Timing variance.	
133		719	0	719	100.0%		ALL	803120		Registration fees					1,078	4,324	3,605	719	16.6%	Timing variance.	
0		0	0	0	0.0%		ALL	803125		Educational materials					0	0	0	0	0.0%		
133		1,566	221	1,346	85.9%					Subtotal					9,214	21,636	18,720	2,916	13.5%		
										Communications & Marketing:											
0		2	2	(0)	-19.4%		37	COM	803205		Services				14	70	70	(1)	-0.9%		
0		645	58	587	90.9%		37	COM	803210		Collateral materials				0	2,168	1,098	1,070	49.4%	Timing variance.	
0		0	60	(60)	0.0%		37	COM	803215		Advertising				0	0	60	(60)	0.0%		
0		0	0	0	0.0%		37	COM	803220		Trade shows & Outreach				0	0	0	0	0.0%		
0		647	120	526	81.4%					Subtotal					14	2,237	1,228	1,009	45.1%		
										Travel & Entertainment											
0		0	0	0	0.0%		ALL	803305		Travel					0	0	0	0	0.0%		
0		0	0	0	0.0%		ALL	803310		Meals					0	0	0	0	0.0%		
0		0	0	0	0.0%		ALL	803315		Entertainment					0	0	0	0	0.0%		
23		32	0	32	100.0%		ALL	803320		Ground transportation & mileage reimb.					46	103	65	38	36.5%	Timing variance.	
0		0	0	0	0.0%		ALL	803325		Incidental travel expenses					0	0	0	0	0.0%		
23		32	0	32	100.0%					Subtotal					46	103	65	38	36.5%		
										Professional Services											
0		0	0	0	0.0%		15	FIN	804005		Accounting				22,895	21,545	21,556	(11)	-0.1%		
2,100		2,187	700	1,487	68.0%		17	EXEC	804008		Consulting Services				14,580	17,493	15,920	1,573	9.0%	Timing variance.	
2,084		2,500	3,604	(1,104)	-44.2%		17	EXEC	804010		Legal				2,084	21,585	20,190	1,396	6.5%	Timing variance.	
75		250	0	250	100.0%		15	FIN	804015		Other				958	1,328	828	500	37.7%	Timing variance.	
4,259		4,937	4,304	632	12.8%					Subtotal					40,516	61,951	58,493	3,458	5.6%		
										Depreciation:											
173,634		172,084	169,173	2,910	1.7%		15	FIN	806105		Depreciation - Library Materials				1,424,081	1,373,579	1,368,210	5,370	0.4%		
22,663		30,000	28,570	1,430	4.8%		15	FIN	806110		Depreciation Exp - FF&E				184,126	232,332	229,209	3,123	1.3%		
196,297		202,084	197,743	4,340	2.1%					Subtotal					1,608,207	1,605,911	1,597,419	8,492	0.5%		
678,019		794,949	719,628	75,320	9.5%					Total Expense					5,922,865	6,472,628	6,356,688	115,939	1.8%		
(102,539)		(182,087)	(67,259)	114,828	-63.1%					Net Income Before Extraordinary Items					(843,112)	(1,232,138)	(1,081,905)	150,233	12.2%		

**Los Angeles County Law Library**  
Income Statement for the Period Ending February 28, 2023

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

Feb 2022	Feb 2023				FY 2021-22	FY 2022-23 YTD				Comments	
	Actual	Amended Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Amended Budget	Actual		\$ Fav (Unf)
(7,683)	833	4,478	3,644	437.3%	15 FIN 321000 Investment Gain (Loss) <sup>1</sup>	(33,036)	28,536	50,275	21,739	76.2%	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>(110,222)</u>	<u>(181,254)</u>	<u>(62,781)</u>	<u>118,473</u>	<u>-65.4%</u>	Net Income Including Extraordinary Items	<u>2,299,182</u>	<u>2,442,197</u>	<u>2,614,169</u>	<u>171,972</u>	<u>7.0%</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)	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>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</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			2,307,621			
					Administrative Expense			(86)			CalPERS CERBT program cost.
					Investment Expense			(63)			Investment management cost.
					Unrealized Gain/Loss			(78,551)			Fluctuating market conditions.
					Distribution						Distribution from Fund.
					Ending Balance			<u>2,228,922</u>			

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

## Los Angeles County Law Library

Statement of Cash Flows

As of February 28, 2023

(Provisional and subject to year-end audit adjustments)

	2/28/2023	YTD
<b>Cash flows from operating activities</b>		
L.A. Superior court fees	575,669	4,720,626
Parking fees	-	50,425
Library services	31,123	262,138
Extraordinary income	-	3,745,798
(Increase) decrease in accounts receivable	(11,488)	129,090
(Increase) decrease in other receivable	22,780	(103,044)
Increase (decrease) in borrowers' deposit	1,098	14,103
<b>Cash received from filing fees and services</b>	<b>619,183</b>	<b>8,819,136</b>
Facilities	(62,545)	(640,410)
Technology	(15,123)	(124,004)
General	(11,012)	(164,405)
Professional development	(221)	(18,720)
Communications & marketing	(120)	(1,228)
Travel & entertainment	-	(65)
Professional services	(4,304)	(58,493)
Electronic Resource Subscriptions (ERS)	(62,487)	(431,524)
(Increase) decrease in prepaid expenses	38,378	(172,629)
Increase (decrease) in accounts payable	(121,612)	(193,007)
Increase (decrease) in other liabilities	-	-
<b>Cash payments to suppliers for goods and services</b>	<b>(239,047)</b>	<b>(1,804,486)</b>
Staff (payroll + benefits)	(366,072)	(3,420,419)
Increase (decrease) in payroll liabilities	562	2,069
Increase (decrease) in accrued sick and vacation liability	-	(26,759)
Increase (decrease) in OPEB liability	8,333	66,667
Increase (decrease) in net pension liability	8,333	66,667
<b>Cash payments to employees for services</b>	<b>(348,844)</b>	<b>(3,311,777)</b>
Contributions received	-	25,000
Net cash from operating activities	31,292	3,727,873
<b>Cash flow from capital and related financing activities</b>		
Library materials	(150,825)	(1,176,708)
Fixed assets	-	(40,953)
Capital - Work in Progress (WIP)	(15,604)	11,112
<b>Cash flows from investing activities</b>		
Investment	-	-
Investment earnings	45,577	216,594
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>(89,559)</b>	<b>2,737,918</b>
Cash and cash equivalents, at beginning of period	16,461,006	13,633,529
<b>Cash and cash equivalents, at end of period</b>	<b>16,371,447</b>	<b>16,371,447</b>
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	(112,836)	2,347,299
Adjustments for noncash effects:		
Depreciation	197,743	1,597,419
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(11,488)	129,090
(Increase) decrease in other receivable	22,780	(103,044)
(Increase) decrease in prepaid expenses	38,378	(172,629)
Increase (decrease) in accounts payable	(121,612)	(193,007)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	562	2,069
Increase (decrease) in accrued sick and vacation liability	-	(26,759)
Increase (decrease) in borrowers' deposit	1,098	14,103
Increase (decrease) in OPEB liability	8,333	66,667
Increase (decrease) in net pension liability	8,333	66,667
Net cash from operating activities	<b>31,292</b>	<b>3,727,873</b>

LOS ANGELES COUNTY LAW LIBRARY  
 February 1, 2023 - February 28, 2023 (CHECKS)  
 Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 2	AMAZON	HARDWARE(<3K)	2,734.78	V000744
February 3	APPLE STORE	SOFTWARE (<3K)	1.99	V000745
	AMAZON WEB SERVICES	OSP	242.82	V000746
	SKILTON SOFTWARE LTD	OSP	29.29	V000747
February 10	NETWORKSOLUTIONS.COM	OSP	78.98	V000748
February 13	REV LIVE CAPTIONS	OSP	40.00	V000749
February 20	MICROSOFT CORPORATION	OSP	50.00	V000750
	ZOOM VIDEO COMMUNICATIONS INC	OSP	196.20	V000751
February 27	NALOXBOX.ORG	EQUIPMENT (<3K)	593.84	V000752

3,967.90



LOS ANGELES COUNTY LAW LIBRARY  
March 1, 2023 - March 31, 2023 (WARRANTS)  
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 14	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	10,749.14	TS00326969
March 17	CHUBB	PREPAID EXP	25,452.00	TS00327082

36,201.14

**LOS ANGELES COUNTY LAW LIBRARY**  
**March 1, 2023 - March 31, 2023 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 1	AMERICAN ASSOCIATION OF LAW LIBRARI	MEMBERSHIP DUES	335.00	V007581
March 3	ALTA FOODCRAFT	KITCHEN SUPPLIES	181.05	V007582
	NASA SERVICES	BLDG SVCS	597.65	V007583
	STANLEY ACCESS TECH LLC	REPAIRS/MAINT	1,156.00	V007584
	ULINE	CLEANING SUPPLIES	175.57	V007585
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	374.00	V007586
	PEOPLEG2	RECRUITMENT	263.48	V007587
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	4,166.86	V007588
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	634.62	V007589
	DATA TRACE PUBLISHING COMPANY	BOOKS	241.95	V007590
	JAMES PUBLISHING INC	BOOKS	203.67	V007591
	LAW JOURNAL PRESS	BOOKS	7,433.52	V007592
	LAWPRESS CORPORATION	BOOKS	567.49	V007593
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,803.62	V007594
	GOBI LIBRARY SOLUTIONS	BOOKS	320.64	V007595
	ABD OFFICE SOLUTIONS	COPY CENTER	3,285.00	V007607
	GROUP GREETING	STAFF MEALS/EVEN	4.99	V007608
March 6	FLORIDA BADGES.COM	ADVERTISING	224.00	V007609
March 10	AMERICAN BAR ASSOCIATION	BOOKS	2,454.27	V007596
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	765.41	V007597
	INGRAM LIBRARY SERVICES	BOOKS	49.71	V007598
	JAMES PUBLISHING INC	BOOKS	203.67	V007599
	JURISNET LLC	BOOKS	125.48	V007600
	LAW JOURNAL PRESS	BOOKS	922.00	V007601
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	252.84	V007602
	STATE BAR OF TEXAS	BOOKS	308.00	V007603
	UNITED NATIONS PUBLICATIONS	BOOKS	107.39	V007604
	WEST ACADEMIC	BOOKS	61.32	V007605
	THOMSON REUTERS	BOOKS	93,463.48	V007606
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	67.53	V007610
	STAMPS.COM	DELIVERY & POSTAG	24.99	V007611
March 12	AMAZON	SUPPLIES-OFFICE	70.22	V007612
March 13	FACEBOOK	ADVERTISING	75.00	V007613
March 14	ABD OFFICE SOLUTIONS	COPY CENTER	245.71	V007614
	BULBS.COM	REPAIR/MAINT	159.20	V007615
	DEMCO	SUPPLIES LIBRARY	2,288.47	V007616
	GTT COMMUNICATIONS	TELECOM	473.06	V007617
	ISOLVED BENEFIT SERVICES	HR BENEFIT ADMIN	165.38	V007618

139,276.84

**LOS ANGELES COUNTY LAW LIBRARY**  
**March 1, 2023 - March 31, 2023 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 17	PRESTIGE OFFICE SOLUTIONS, INC	COPY CENTER	18.60	V007619
	PURE PROCESS FILTRATION INC.	BLDG SVCS	961.38	V007620
	SECURITAS SECURITY	SECURITY	8,917.75	V007621
	THE HOME DEPOT PRO	CLEANING SUPPLIES	2,350.61	V007622
	UPS	DELIVERY & POSTAG	2.20	V007623
	OFFICE OF THE DISTRICT ATTORNEY ALA	BOOKS	160.00	V007624
	CCH INCORPORATED	BOOKS	234.71	V007625
	FOUNDATION FOR NATURAL	BOOKS	251.00	V007626
	GALE CENGAGE LEARNING	BOOKS	1,940.07	V007627
	INGRAM LIBRARY SERVICES	BOOKS	30.01	V007628
March 20	LIBRARY OF CONGRESS CDS	BOOKS	685.00	V007629
	PRACTISING LAW INSTITUTE	BOOKS	281.88	V007630
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	70.48	V007631
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	723.80	V007632
	THOMSON REUTERS	BOOKS	203.02	V007633
	GOBI LIBRARY SOLUTIONS	BOOKS	1,806.91	V007634
	CHERRY PICK CAFE	SPECIAL EVENTS EX	123.85	V007646
	FACEBOOK	ADVERTISING	75.00	V007647
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	33,002.49	V007635
	AMAZON	PREPAID EXP	1,898.73	V007648
March 21	FACEBOOK	ADVERTISING	30.00	V007649
March 22	DOORDASH	BOARD EXP	136.82	V007650
	AMAZON	REPAIRS/MAINT	108.18	V007671
March 24	LEXISNEXIS MATTHEW BENDER	BOOKS	244.02	V007636
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	699.71	V007637
	DATA TRACE PUBLISHING COMPANY	BOOKS	241.95	V007638
	GALE CENGAGE LEARNING	BOOKS	1,641.04	V007639
	LAW JOURNAL PRESS	BOOKS	949.34	V007640
	PRACTISING LAW INSTITUTE	BOOKS	189.07	V007641
	MICHAEL SULLIVAN & ASSOCIATES LLP	BOOKS	687.66	V007642
	GOBI LIBRARY SOLUTIONS	BOOKS	41.79	V007643
	GRAINGER	EQUIPMENT (<3K)	1,115.81	V007651
	GRAINGER	REPAIRS/MAINT	2.54	V007652
March 27	GRAINGER	EQUIPMENT (<3K)	79.46	V007653
	PURE PROCESS FILTRATION INC.	BLDG SVCS	961.38	V007654
	SECURITAS SECURITY	SECURITY	4,461.84	V007655
	LEXISNEXIS MATTHEW BENDER	BOOKS	33,326.66	V007672

237,913.00

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 3	AMAZON WEB SERVICES	OSP	236.59	V000753
	SKILTON SOFTWARE LTD	OSP	29.29	V000754
March 6	AMAZON	CLEANING SUPPLIES	345.66	V000755
	APPLE STORE	OSP	1.99	V000756
March 7	AMAZON	BLDG ALT (<3K)	169.62	V000757
March 9	SMART DRAW	OSP	357.00	V000758
March 13	REV LIVE CAPTIONS	OSP	40.00	V000759
March 20	BLUEHOST	OSP	971.64	V000760
	HOME DEPOT	EQUIPMENT (<3K)	60.47	V000761
	ZOOM VIDEO COMMUNICATIONS INC	OSP	196.20	V000762
March 27	AMAZON	REPAIR/MAINT	656.80	V000763
	FLICKR	OSP	71.99	V000764

3,137.25

LOS ANGELES COUNTY LAW LIBRARY  
March 1, 2023 - March 31, 2023 (CHECKS)  
Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 14	LA DEPT OF WATER & POWER	WATER/SEWER	10,872.05	V000184
March 24	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	883.13	V000185

11,755.18

LOS ANGELES COUNTY LAW LIBRARY  
 March 1, 2023 - March 31, 2023 (CHECKS)  
 Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 22	SEIU LOCAL 721	UNION DUES	1,338.34	001718
	SEIU LOCAL 721	UNION SUPPL	32.28	001719

1,370.62

LOS ANGELES COUNTY LAW LIBRARY  
 March 1, 2023 - March 31, 2023 (CHECKS)  
 Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 3	COUNCIL OF CALIFORNIA COUNTY	REGISTRATION FEE	50.00	032731
	PETTY CASH FUND	PETTY CASH	355.06	032732
	MARY MARTIN BOOKSELLERS	BOOKS	660.00	032733
March 10	GAUNT	BOOKS	229.87	032734
	OTTO HARRASSOWITZ	BOOKS	3,318.88	032735
	WILLIAM S HEIN & CO	BOOKS	1,048.00	032736
March 14	AT&T	TELECOM	324.78	032737
	BRCK INC	TELECOM	701.54	032738
	COLANTUONO, HIGHSMITH	LEGAL	3,604.22	032739
	DIGITAL INSURANCE LLC	CONSULTING	700.00	032740
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	1,014.00	032741
	CHARTER COMMUNICATIONS	TELECOM	55.00	032742
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	032743
March 17	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	809.63	032744
March 23	CALIFORNIA DEPARTMENT OF TAX	USE TAX	908.00	032745
March 24	GUARDIAN	PREPAID EXP	8,001.57	032746
	COUNTY OF LOS ANGELES	HEATING/COOLING	2,024.77	032747
	METROLINK	TMP	623.00	032748
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	032749
March 27	AVRAHAM COHEN	REFUND	140.00	032750
	MATTHEWSON IFY EPUNA	REFUND	140.00	032751
	RODERICK SPEARMAN	REFUND	140.00	032752
	SCHWEITZER LAW PARTNERS	REFUND	400.00	032753

25,598.32





LA Law Library  
Fiscal Year Quarterly Statistics

			FY19 3rd Quarter	FY20 3rd Quarter	FY21 3rd Quarter	FY22 3rd Quarter	FY23 1st Quarter	FY23 2nd Quarter	FY23 3rd Quarter	FY23 3rd Quarter Notes
<b>Reference and Research</b>										
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>									
	Desk Inquiries		5,556	4,275	0	3,047	6,186	6,396	8,283	
	Tuesday 6pm to 8pm - All Queries		88	73	0	0	0	0	0	NA
	Phone		1,453	1,429	2,733	2,573	3,326	3,899	6,984	
	Email/ Live Chat		521	218	1,763	794	741	1,365	2,511	Not including Members email
	By Mail		56	246	46	52	49	44	43	
	Global Law Inquires		18	12	0	12	27	13	28	
	Global Law Web Inquires		19	0	0	0	0	0	0	
	e-Branch Chat		33	18	0	0	0	0	0	Not applicable due to computer maintenance
	e-Branch Email		0	0	0	0	0	0	0	Not applicable due to computer maintenance
	<b>Totals</b>	<b>Total</b>	<b>7,823</b>	<b>6,271</b>	<b>4,542</b>	<b>6,478</b>	<b>10,329</b>	<b>11,717</b>	<b>17,849</b>	
<b>Circulation Services</b>										
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking books in and out.</i>									
	Desk Inquiries		3,687	3,575	0	2,938	3,637	3838	3,943	
	Phone Inquiries		1,173	1,339	1,567	820	1,326	965	1,350	Includes Emails
	<b>Totals</b>	<b>Total</b>	<b>4,860</b>	<b>4,914</b>	<b>1,567</b>	<b>3,758</b>	<b>4,963</b>	<b>4,803</b>	<b>5,293</b>	
	Books Circulated		2,208	1,453	516	985	3,205	1,984	1,909	Includes E-Books
	Library Card Sign-ups		502	372	0	296	327	328	347	
	Members Program - Active Members		335	296	211	230	230	239	238	
	Public Terminal Logins		5,803	2,369	0	6,960	3,081	3,291	3,688	
<b>Document Delivery / E-Delivery/Copies</b>										
	<i>Document Delivery responds to requests for materials from the LA Law Library collection. Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-printer.</i>									
	Phone Inquiries		311	398	229	392	262	172	468	
	In-Person		2,776	2,219	0	554	555	64	230	
	Email (Includes Members Program)		802	367	781	774	906	882	824	
	<b>Totals</b>	<b>Total</b>	<b>3,889</b>	<b>2,984</b>	<b>1,010</b>	<b>1,720</b>	<b>1,723</b>	<b>1,118</b>	<b>1,522</b>	
	Pages Delivered		4,769	6,121	9,672	9,062	7,743	14,520	10,397	
	Copies Made (Main Library)		66,700	45,822	0	30,943	51,281	70,701	65,357	
<b>Collection Management Services</b>										
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>									
	New Titles Added		83	173	176	218	126	203	100	
	Print Volumes Added		1,212	1,473	1,422	1,827	2,700	1,535	1,238	

LA Law Library  
Fiscal Year Quarterly Statistics

			FY19 3rd Quarter	FY20 3rd Quarter	FY21 3rd Quarter	FY22 3rd Quarter	FY23 1st Quarter	FY23 2nd Quarter	FY23 3rd Quarter	FY23 3rd Quarter Notes
	New Serials		21	10	13	42	17	14	11	
	Non-Print Media Added		1,487	109	51	25	887	203	65	
	Records Cataloged/Updated		304	292	578	148	514	324	240	
	Print & Non-Print Withdrawn		280	330	567	450	319	700	229	
<b>Brief Scanning Project</b>										
	Briefs Logged (Google)		11,640	14,532	4,415	0	0	0	0	Google Operations Ceased as of March 29, 2021; Scheduled to resume in 2023.
<b>Website Statistics</b>										
	Visitors		30,386	27,620	29,237	27,141	29,838	31,562	34,421	
	Visits (previously counted as "Pages Viewed")		87,874	77,382	78,697	81,407	86,134	104,298	111,791	
	Average Daily Visits		415	281	389	283	302	371	366	
	Average Duration		4:22	4:33	2:21	3:08	3:06	3:24	3:15	
	Visitors: US		96.08%	95.43%	86.89%	95.34%	91.21%	93.40%	95.49%	
	Visitors: International / Unspecified		3.92%	4.57%	13.11	4.66%	8.79%	6.60%	4.51%	
<b>Training and Events (Includes Online,Prerecorded/Live via ZOOM)</b>										
	Public Classes Held Online									
	Internal speaker		0	0	20	24	43	44	43	
	Guest speaker		0	0	93	92	116	130	114	
	MCLE Classes Held Online									
	Internal speaker		0	0	0	0	0	1	5	
	Guest speaker		0	0	25	31	35	52	43	
	Clinics/ Workshops Held Online		0	0	1	1	1	1	3	LITL continuously offered telephonically
	Public Classes Held at Main & Branches									
	Internal speaker		36	87	0	0	4	4	4	
	Guest speaker		47	27	0	0	9	14	1	
	MCLE Classes Held									
	Internal speaker		1	0	0	0	0	0	1	
	Guest speaker		12	7	0	0	0	0	0	
	Clinics/ Workshops Held		44	37	0	0	4	9	9	
	<b>Totals</b>	<b>Total</b>	<b>140</b>	<b>158</b>	<b>139</b>	<b>148</b>	<b>212</b>	255	223	
	Class Attendance in Person Total (Estimated)		<b>2,014</b>	1,573	0	0	415	449	422	Includes LITL
	Live Class Attendance: Online/Remote		N/A	N/A	941	316	429	843	614	Includes LITL
	Live Class Registration: Online/Remote		N/A	N/A	1,802	607	1,275	1,520	901	Includes LITL
	Number of plays of prerecorded Classes		N/A	N/A	NA	1,383	1,096	1,588	2,587	
	Class Attendance Branches (Estimated)		N/A	63	0	0	0	0	0	Not applicable due to library closure
<b>Visits to Main Branch</b>										
	Number of Patron Visits (front door)		<b>25,240</b>	<b>19,929</b>	<b>0</b>	<b>21,199</b>	<b>13,602</b>	<b>13,523</b>	<b>12,891</b>	

# AGENDA ITEM 4

## DISCUSSION ITEMS

- 4.1 Approval of Trustee Designated Members of the Friends of the Los Angeles County Law Library Board of Directors
- 4.2 Reference Desk Update: Surge in Number of Questions, Patrons Served



**MEMORANDUM**

**DATE:** April 19, 2023

**TO:** Board of Law Library Trustees

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

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

The Board of Directors of the Friends of the Los Angeles County Law Library includes two groups of members. One group is appointed by the Board of Trustees of the LA Law Library. The second group is elected by the Friends Board itself. The Board of Trustees Members are appointed for a two-year term and serve until replaced, with terms generally ending in August each year.

The Friends have identified two excellent new candidates now, however, and have asked that the Board of Trustees appoint them to the Board of Directors of the Friends of the Los Angeles County Law Library. Background information about each prospective Friends Board member can be found at the links provided. Each has a laudable history of service to the legal community in general and to LA Law Library in particular. Each has also agreed to serve if appointed.

- **Clara Lee** to be appointed for the (approximate) two year term commencing immediately and continuing through August 31, 2025.
- **Paul Fraidenburgh** (<https://www.buchalter.com/attorneys/paul-j-fraidenburgh/#bio>) to be appointed for the (approximate) two year term commencing immediately and continuing through August 31, 2025.

Reappointments of currently serving Friends Board members will be on the agenda in August 2023.

**RECOMMENDATION**

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





# CLARA LEE

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## PROFESSIONAL EXPERIENCE

### THE WONDERFUL COMPANY LLC (FORMERLY ROLL GLOBAL, LLC),

*Managing Tax Counsel*, Los Angeles, CA, Jan. 2022 – present

*Senior Tax Counsel*, Los Angeles, CA, Jan. 2018 – Dec. 2021

*Tax Counsel*, Los Angeles, CA, Jan. 2016 – Dec. 2017

*Associate Tax Counsel*, Los Angeles, CA, Jan. 2012 – Dec. 2015

- Lead the property tax functions across all the business units, including reviewing property tax returns, communicating with local assessors and officials and managing all property tax assessment appeals
- Advise the family office on gift tax matters and review all gift tax returns
- Research and advise on complex state tax issues surrounding multistate businesses, while identifying opportunities to minimize state income tax and franchise exposures
- Responsible for valuations and purchase price allocations for major acquisitions and mergers
- Represent the company by serving as Board Member of California Taxpayers Association, an advocacy organization founded to protect taxpayers from unnecessary taxes and to promote government efficiency; work alongside the Governmental Affairs department to effect tax policy

### ROLL LAW GROUP, PC, *Counsel*, Los Angeles, CA, Jul. 2009 – Dec. 2011

- Drafted and prepared deposition outlines for examination of key witnesses
- Reviewed and analyzed documents for responsiveness, privilege, and general case strategy
- Assisted in preparation of document productions, privilege log, redactions, and discovery motions and related correspondence

### DELOITTE TAX LLP, *Tax Senior Consultant*, Private Client Advisors, Costa Mesa, CA, Feb. 2007 – Jan. 2009

- Conducted research and drafted memoranda on tax issues relating to estates, gifts, trusts (intentionally defective irrevocable trusts and grantor retained annuity trusts) and closely-held entities (partnerships and conversion of C-corporations to S-corporations)
- Created presentations for and drafted correspondence to clients on current tax issues and estate planning techniques, strategies and opportunities
- Advised and communicated with outside counsel about tax issues associated with mutual clients' estate plans
- Prepared and reviewed estate, gift, fiduciary, individual income, partnership, limited liability company, S-corporation, and private foundation tax returns for high net worth (\$20M+) individuals
- Participated in the Deloitte Estate, Gift, and Trust Specialty School, a training for family wealth planning specialists: sessions included planning for business succession, post mortem & related issues, charitable giving, and minimizing estate, gift and generation skipping transfer (GST) taxes

### PHELPS, SCHWARZ & PHELPS, *Associate Attorney*, Pasadena, CA, Aug. – Nov. 2006

- Drafted wills, trusts, durable powers of attorney, and advance health care directives
- Drafted substituted judgment petitions for trust administration and conservatorships
- Conducted legal research regarding tax issues associated with estate plans

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## LEGAL EXTERNSHIPS

U.S. BANKRUPTCY COURT, *Judicial Extern*, Hon. Robert Alberts, Santa Ana, CA, Sept. 2003 – May 2004

OFFICE OF THE UNITED STATES ATTORNEY, *Extern*, Tax Division, Los Angeles, CA, Jan. – Apr. 2004

OFFICE OF THE ORANGE COUNTY DISTRICT ATTORNEY, *Certified Law Clerk*, Santa Ana, CA, Jun. – Aug. 2003

OFFICE OF THE ORANGE COUNTY PUBLIC DEFENDER, *Law Clerk*, Orange, CA, Jun. – Jul. 2002

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## EDUCATION

**LOYOLA LAW SCHOOL**, Los Angeles, CA

*Master of Laws (LL.M.), Taxation, 2006*

- Received the highest grade in the following courses: Estate Planning; Income Taxation of Trusts and Estates; Estate and Probate Planning, Practice and Procedure; Tax Practice and Procedure

**WHITTIER LAW SCHOOL**, Costa Mesa, CA

*Juris Doctor, 2004*

- Member, *Whittier Law Review, 2003-2004*
- Recipient, *Dean's Merit Scholarship*
- Recipient, *CALI Award, Professional Responsibility Practicum Skills (Legal Skills III)*

**UNIVERSITY OF CALIFORNIA, LOS ANGELES**, Los Angeles, CA

*Bachelor of Arts, Political Science, 2000*

- Minors: *English and Public Policy*
- Internship: *United States Mission to the United Nations, New York, NY, Jan. – Apr. 2000*

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## BAR MEMBERSHIP/ LANGUAGE SKILL/ PRO BONO WORK

- State Bar of California
- Conversational Korean
- Pro Bono Clinic, Korean American Bar Association
- Volunteer for Adoption Day through Alliance for Children's Rights



## VOLUNTEER EXPERIENCE

Past and Present Membership: Boards, committees, task forces in the public sector (business, civic, community, religious, political, professional, recreational or social)

Organization/s	Role/Title	Dates of Service
<u>California Taxpayers Association</u>	Board Member	<u>2014-present</u>
<u>Taxpayers Executives Institute</u>	Member	<u>2018-present</u>
<u>Institute of Professionals in Taxation</u>	Member	<u>2017-2022</u>
<u>Korean American Bar Association</u>	Member	<u>2011-2013</u>

Any other volunteer experience/s you wish to share:

Alliance for Children's Rights Adoption Day volunteer

Korean American Bar Association pro bono clinic

## WHY VOLUNTEER WITH THE FRIENDS?

You have many organizations to choose from when deciding where to put your volunteer time and energies. *We are most appreciative of your interest in the Friends.* Why our organization? Please briefly share your thoughts about what has led you to raise your hand to be a leading ambassador for us.

Include any ideas about the work of the Friends, and what you see as our main challenges and opportunities in the next few years.

The services the LA County Law Library provides to the public are different from other organizations as it guides them to resources to help themselves. I admire the commitment the Friends makes to make certain the Law Library flourishes. I also admire the transformation of the Library, which the Friends has enabled into a vehicle to provide access to justice to those in our community whom lack the resources and ability to seek justice on their own. I feel we each have an obligation, to the extent of our abilities, to enable others to help themselves.

I think a big challenge is keeping libraries relevant in the digital world. People could access much of the information in libraries through the internet. There are still people like me who like using hard copies of books, but I am concerned that the younger generations will increasingly not want physical copies and libraries will go in the ways of shuttered malls. I think working with students from colleges and law schools might inspire young people to feel connected to libraries. The library also provides valuable written resources and archives which are uneconomic to provide digitally; and which would be lost to society if the library did not have the ability to preserve such resources.

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***Staff Presentation: Reference Desk Update:  
Surge in Number of Questions, Patrons Served***

**Presented by:**

**Senior Librarian, Reference & Research**

**Ryan Metheny**

**April 19, 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.