AGENDA

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

REGULAR BOARD MEETING Wednesday, December 18, 2024 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 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:

- Fernandeño 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 <u>lanaic.lacounty.gov</u>.

LALAWLIBRARY

CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

- 3.0 CONSENT CALENDAR
 - 3.1 Approval of Minutes of the November 20, 2024 Regular Board Meeting
 - 3.2 Review of October Financials and List of November Checks and Warrants

4.0 DISCUSSION ITEMS

- 4.1 Recognition and thanks to Janine Liebert, Director of Public and Legal Education for her dedication and service since 2007
- 4.2 Overview and Update of Brown Act-Presentation by Maricela E. Marroquin, Chair, Municipal & Public Agency Law Practice, Richards Watson & Gershon

5.0 CLOSED SESSION

- **5.1** PERSONNEL: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (G.C. 54957) Title: Executive Director
- 6.0 <u>RECONVENE IN OPEN SESSION/ CLOSED SESSION ANNOUNCEMENT</u> (Pursuant to Government Code §54957.1)-Judge Mark Juhas

7.0 AGENDA BUILDING

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

8.0 EXECUTIVE DIRECTOR REPORT

9.0 ADJOURNMENT

The Board adjourns this meeting in memory of former Librarian Claude Ford who began employment on February 1, 1978 and retired on November 30, 1998. Claude passed away on October 13, 2024.

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 24, 2024 at 4:30p.m.

POSTED _____ DECEMBER 12, 2024 @ 5:00 PM_

POSTED BY DANIEL REINHOLD

LALAWLIBRARY

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.

November 20, 2024

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, November 20, 2024 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 Pres	ent:	Judge Mark Juhas Judge Laura Seigle Kenneth Klein, Esquire Judge Susan DeWitt Susan Steinhauser, Esquire
Trustees Abse	ent:	Judge Laura Fregoso
Senior Staff P	resent:	Katherine Chew, Executive Director
Also Present:	Marcel	ino Juarez, Finance Director

Trustee Juhas determined a quorum to be present, convened the meeting at 12:16pm and thereafter presided. Executive Director, Katherine Chew, recorded the Minutes.

1.0 <u>PUBLIC COMMENT</u>

2.0 PRESIDENT'S REPORT

Trustee Juhas discussed meeting with Brittani Jackson and Jeff Kichaven from the Friends of the Los Angeles County Law Library. He mentioned how Kathy Paspalis has retired from the role of Executive Director of the Friends. Trustee Steinhauser discussed how the Friends have existed since 2003, and how she had worked with them closely up until a few years ago.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the October 23, 2024 Regular Board Meeting
- 3.2 Financials/ Checks & Warrants
- 3.3 Approval of 2025 LA Law Library Holiday Schedule
- 3.5 Approval of 2025 Board of Trustees Meeting Schedule
- 3.6 Approval of Organizational Chart for LA Law Library and Elimination of Job Position for Deputy Director

Trustee Juhas asked the Board if they would like anything pulled from the Consent Calendar. Trustee Steinhauser was unable to access the org chart from Item 3.6. E.D. Chew also requested that Item 3.6 be removed from the Consent Calendar. Trustee Juhas requested a motion to approve Items 3.1, 3.2, 3.3, 3.4, and 3.5. So moved by Trustee Steinhauser, seconded by Trustee Juhas. The motion was approved unanimously 5 - 0.

Item 3.6

E.D. Chew let the Board know that there was a mistake on Item 3.6. She let the Board know that the Circulation Manager is actually under the supervision of Ryan Metheny. E.D. Chew also let the Board know about Library Staff's privacy concerns regarding the org chart. The org chart

contains the first and last names of staff members. Back in 2016 the Board determined a policy for public facing staff that stated that managing staff would provide first and last names to the public, while non-supervisory staff could only give first names. E.D. Chew suggested that once the corrections were made to the org chart, that it would only be used internally. Trustee DeWitt then suggested that we create two org charts, one public and one private. The public chart could contain only first names. Trustee Juhas requested a motion to approve Item 3.6 with the proposed corrections, and also with the understanding that there will be two versions of the org chart. One public with limited names, and one private with full names. So moved by Trustee Klein, seconded by Trustee Juhas. The motion was approved unanimously 5 - 0.

4.0 DISCUSSION ITEMS

4.1 Recognition of and thanks to Judge Michelle Williams-Court for her years of dedicated service as Trustee of the LA Law Library

The Board took time to recognize and thank Judge Court for her years of service to the Library. Each of the Board members spoke about meeting Judge Court, and their time working with her. Judge Court was then presented with a crystal book trophy from the Library, as well as a rare book from the Library's collection. Judge Court then spoke, reminiscing about her time working with LA Law Library.

4.2 Change of Leadership of Board of Trustees and Election of Officers

The Board then discussed who would be taking over the Presidency now that Judge Court is no longer a member of the Board. Trustee Juhas discussed how he would be happy to take on the role of President on a limited interim basis of 3 - 6 months. Trustee DeWitt made a motion to approve making Judge the Board President on a limited interim basis. The motion was seconded by Trustee Klein. The motion was approved unanimously 5 - 0.

4.3 Review of 1st Quarter FY24 Performance as Compared to Budget

Finance Director Marcelino Juarez then addressed the Board summarizing the 1st quarter results. He let the Board know that he was pleased with the results. He discussed how court fees are up 15% from budget. He mentioned how we are already at pre-2020 numbers, and how during the second half of the year the numbers usually grow even higher. He then discussed Library expenses. Staff costs are under budget, but there was an increase in Facilities costs. This was due primarily to upgrading the HVAC system. Trustee DeWitt then asked why professional development is down 60%. Marcelino let her know this is because staff members have received grants to attend conferences, keeping costs down. Trustee Steinhauser then asked Marcelino about the Library's reserves. Marcelino let her know that many capital projects are still being worked on, and that there are still staff positions that need to be filled. He stated that with these things in mind, we may need to look at dipping into our reserves during the next fiscal year. Trustee Steinhauser asked for clarification of which teams? Marcelino told her Facilities and IT.

4.5 Review and Acceptance of Pro Bono Week After-Report

Janine Liebert addressed the Board regarding Pro Bono Week 2024. Janine discussed the different programs covered, mentioning a heavy focus on housing law. Trustee Steinhauser inquired about attendance numbers. Janine stated that attendance numbers were on par with other post pandemic numbers. No action was taken by the Board.

4.6 Review and approval to prepare a National Register of Historic Places nomination for LA Law Library through services of Teresa Grimes, Historic Preservation, Principal

Teresa Grimes addressed the Board regarding a National Register of Historic Places nomination for LA Law Library. It would cost the Library \$15,000 to hire Teresa to try and get the Library designated as a historic place. Trustee Seigle inquired if there would be any problems making significant repairs or changes to the Library if the historical designation were to occur. Ms. Grimes state that this should not be an issue. Ms. Grimes also stated that she was confident that LA Law Library would meet the historical designation criteria. President Juhas requested a motion to approve paying \$15,000 to retain Ms. Grimes' services, and to possibly pay additional travel fees. So moved by Trustee Klein, seconded by President Juhas. The motion was approved unanimously 5-0.

5.0 <u>AGENDA BUILDING</u>

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President Juhas would like to look into earthquake preparedness for the LA Law Library building.

6.0 EXECUTIVE DIRECTOR REPORT

Facilities Supervisor Mark Rangel addressed the Board regarding the parking structure rebuild. He went over the two possible solutions to repair the parking structure. One solution would be to dig up and replace the post tension cables supporting the structure, 75% of which are corroded. The other solution would be an external reinforcement system which would support the structure from underneath. No action was taken by the Board.

7.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:50pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 29, 2025 at 12:15p.m.

Katherine Chew, Executive Director and Secretary Los Angeles County Law Library Board of Trustees

Balance Sheet

As of October 31, 2024

(Provisional and subject to year-end audit adjustments)

	6/30/2024	10/31/2024	YTD
Assets			
Current assets			
Cash and cash equivalents	16,327,547	15,913,978	(413,568)
Accounts receivable	106,141	318,271	212,131
Other receivable	1,459,580	1,344,531	(115,049)
Prepaid expenses	362,505	570,790	208,285
Total current assets	18,255,772	18,147,571	(108,201)
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	6,379,184	6,493,696	114,512
Capital assets, not being depreciated	749,532	827,352	77,820
Capital assets, being depreciated - net	14,377,557	14,227,523	(150,034)
Total noncurrent assets	21,824,742	21,867,041	42,298
Total assets	40,080,515	40,014,612	(65,903)
Deffered Outflows of Resources			
Deffered Outflows of Resources	4,722,167	4,722,167	-
Total assets and deffered outflows of resources	44,802,682	44,736,779	(65,903)
Liabilities			
Current Liabilities			
Accounts payable	160,489	1,915	(158,574)
Other current liabilities	-	-	-
Payroll liabilities	16,566	15,674	(892)
Total current liabilities	177,054	17,588	(159,466)
Noncurrent Liabilities			
Accrued sick and vacation liability	269,418	232,913	(36,505)
Borrowers' deposit	191,541	199,950	8,409
OPEB liability	3,647,803	3,691,136	43,333
Net pension liability	5,161,711	5,328,378	166,667
Total noncurrent liabilities	9,270,473	9,452,377	181,904
Total liabilities	9,447,527	9,469,965	22,438
Deffered Inflows of Resources			
Deffered Inflows of Resources	1,331,894	1,331,894	-
Total liabilities and Deffered inflows of resources	10,779,421	10,801,859	22,438
Net Position			
Invested in capital assets	15,127,088	15,054,875	(72,213)
Unrestricted	18,896,172	18,880,044	(16,128)
Total net position	34,023,260	33,934,919	(88,341)
Total liabilities and Deffered inflows of resources and			
net position	44,802,682	44,736,779	(65,903)

Income Statement for the Period Ending October 31, 2024 (Provisional and subject to year-end audit adjustments)

Oct 2023		Oct 2	024	
Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
			(oni)	(011)
640,808	592,378	662,290	69,912	11.8%
50,168	45,651	51,527	5,876	12.9%
0	0	0	0	0.0%
28,328	31,276	14,225	(17,051)	-54.5%
719,304	669,305	728,042	58,737	8.8%
409,747	464,856	424,426	40,431	8.7%
55,983	56,533	57,463	(930)	-1.6%
139,928	148,975	149,999	(1,024)	-0.7%
(139,928)	(148,975)	(149,999)	1,024	-0.7%
			0	
90,802	110,115	96,978	13,137	11.9%
17,084	21,064	25,469	(4,405)	-20.9%
4,148	4,387	4,951	(564)	-12.9%
81	4,194	6,447	(2,253)	-53.7%
2	1,602	98	1,504	93.9%
0	42	16	25	61.1%
18,953	25,700	9,951	15,749	61.3%
192,705	206,067	189,132	16,936	8.2%
789,506	894,560	814,932	(79,628)	-8.9%
(70,201)	(225,255)	(86,890)	138,365	-61.4%
26,061	10,000	17,549	7,549	75.5%
0	0	231,641	231,641	0.0%
0	0	231,041	231,041	0.0%
(44,140)	(215,255)	162,300	377,555	-175.4%
0	80,000	0	80,000	100.0%

	FY 2023-24		FY 2024-2	25 YTD			
	YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Annual Budget	
Summary:							
Income							
L.A. Superior Court Fees	2,743,704	2,476,576	2,828,648	352,071	14.2%	7,700,000	
Interest	205,185	186,141	222,962	36,821	19.8%	562,152	
Parking	0	0	0	0	0.0%	0	
Library Services	131,460	129,674	192,557	62,883	48.5%	513,631	
Total Income	3,080,348	2,792,391	3,244,167	451,775	16.2%	8,775,783	
Expense							
Staff (payroll + benefits)	1,922,085	2,365,757	2,168,126	197,630	8.4%	6,474,979	
Electronic Resource Subscriptions	196,831	198,314	204,470	(6,156)	-3.1%	732,575	
Library Materials	554,286	645,908	607,339	38,569	6.0%	2,439,258	
Library Materials Transferred to	(554,286)	(645,908)	(607,339)	(38,569)	6.0%	(2,439,258)	
Capital Assets							
Facilities	363,063	413,177	406,853	6,324	1.5%	1,231,345	
Technology & Data	50,760	102,256	76,737	32,946	32.2%	285,207	
General	22,707	27,013	28,632	(1,619)	-6.0%	89,352	
Professional Development	13,508	25,680	14,628	11,052	43.0%	41,786	
Communications & Marketing	66	9,961	1,450	8,511	85.4%	50,877	
Travel & Entertainment	44	167	85	82	48.9%	500	
Professional Services	28,215	46,980	20,306	26,674	56.8%	175,180	
Depreciation	771,296	798,178	757,373	40,806	5.1%	2,525,261	
Total Expenses	3,368,576	3,987,483	3,678,660	308,823	7.7%	11,607,062	
Net Income (Loss)	(288,228)	(1,195,091)	(434,493)	760,598	63.6%	(2,831,279)	
Investment Gain (Loss) ¹	96,341	40,000	114,512	74,512	186.3%	120,000	
Extraordinary Income	231.510	40,000	231.641	231.641	0.0%		
Extraordinary Income	231,510	0	251,641	231,641	0.0%	-	
Net Income Including Extraordinary Items	39,623	(1,155,091)	(88,341)	1,066,750	92.4%	-	
Net income including Extraordinary items	39,023	(1,135,091)	(00,341)	1,000,750	52.4%	(2,711,279)	
Capitalized Expenditures	0	807,000	0	807,000	100.0%	2,457,000	

Comments

Income Statement for the Period Ending October 31, 2024 (Provisional and subject to year-end audit adjustments)

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12,821 22,822 20,951 1,872 8,284 ALL 5100 Sahris [P] 74,178 91,289 78,881 12,408 13,6% 296,893 Timing variance 14,214 14,996 15,670 (674) 4-55 15 <fn< td=""> 50200 Social Security 535,813 62,865 (2,883) 4-85 194,944 Timing variance 3,415 4,16 618 22,5% 15<fn< td=""> 51000 Attemportal (Attaunal) 503,434 612,485 194,748 17,702 22,95 665,603 0</fn<></fn<>															Inning variance
14.214 14.996 15,670 (674) 4.458 15 FM 502000 Social Security 58,558 59,983 62,865 (2,88) 4.854 1194,944 Timing variance 3.415 4.181 3.665 517 15< FM		22,822		1,872			501050	Salaries (PT)		91,289		12,408	13.6%	296,689	Timing variance
3.415 4.181 3.665 5.17 12.44 15 FN 503000 Mediare 13.786 15.726 14.702 2.024 12.18 54.339 26.265 27.902 21.684 6.687 0 0.0% 55.00 50.000 0 <td< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Timing variance</td></td<>															Timing variance
8.33 41,667 0 0.0% 15 FM \$11050 Pension Exp (Actual) 33.33 166,67 0 0.0% 50,000 49,996 59,500 56,345 3.155 5.3% 15 FM \$11000 Pension Exp (Actual) 0 0 0 0.0% 0															
0 0															
44996 59,500 56,345 3,155 5.3% 15 FIN 512000 Health Insurance 204,848 237,999 222,217 15,728 6.6% 724,229 Timing variance 5,615 5,536 4,630 906 16.4% 15 FIN 51000 Dental Insurance 22,680 22,145 20,333 1,812 8.2% 66,435 200 225 187 38 170% 15 FIN 51500 Vision Insurance 767 901 760 141 15.6% 2,703 0 0 0.00% 15 FIN 51500 Vacancy Reenfts Offset 0 0 0.00% 6.0% 7.8% 6.00% 1128 7.7% 6.015 24,444 6.00 7.8% 5.000 11ming variance 13.814 7.760 7.754 6 0.15 7.8% 5.000 11ming variance 11.8% 15.00 2.074 4.859 9.760 2.828 1.479 15.2% 2.000 11ming variance 12.8% 1.00 0 0.0% 5.000 0.0% 5.000															
5,515 5,536 4,630 906 16,4% 15 FIN 5,1400 Veine Insurance 22,680 22,145 20,333 1,122 8,2% 66,435 200 225 187 38 17,0% 15 FIN 5,1500 Vacancy Benefits Offset 0 0 0,0% 2,0% 7,896 0 0 0 0,0% 15 FIN 5,1500 Vacancy Benefits Offset 0 0 0,0% 2,4,6% 2,4,6% 2,4,6% 0,0% 2,4,6% 0,0% 2,4,6% 2,4,6% 0,0% 2,4,6% 0,0% 2,4,6% 0,0% 2,4,6% 0,0% 2,4,6% 0,0% 2,4,6% 0,0% 2,4,6% 0,0% 2,4,6% 0,0% 2,4,6% 0,0% 2,4,6% 0,0% 2,4,6% 0,0% 2,4,6% 0,0% 2,5,6% 0,0% 1,5,1% 5,1400 Recruicitivent 4,869 9,760 8,281 1,4,79 1,52,5% 2,8,00 0,0% 1,5,0% 0,0% 1,5,1% 1,5,1% 1,5,1% 1,5,1% 1,5,1% 1,5,1% 1,5,1% 1,5,1% 1,5,1% 1,5,1% 1,5,1%							512000	Health Insurance					6.6%		Timing variance
548 559 59 5.9 5.9 5.9 5.15 N 5.1500 Usion Insurance 767 901 760 141 15.6% 2.7.896 0 0 0 0.00% 15 FIN 51500 Uracny Genefits Offset 0 0 0 0.00% 0 5,315 1,940 1,938 2 0.1% 15 FIN 51500 Uracny Genefits Offset 0 0 0 2.44,44 0 0 2.682 (1,182) -78.8% 6.000 -77.54 6 0.15 6.004 1,244 2.390 1.895 4.95 20.7% ALL 514010 Temporary Proprimorent 4.869 9,760 8.281 1.473 1.52% 2.910 7.866 0.000 0 0 0 0.0% 15 FIN 512000 Accrued Vactor Stepense 0 0 0 0.0% 5000 2405 300 128 17.27 577 2.168,126 177.30 8.2% 6.474,979 4.64,356 4.94,820 4															
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5.315 1.940 1.938 2 0.1% 15 FIN 516000 Unemployment Insurance 13.814 7,760 7,754 6 0.1% 24,444 0 0 2,882 (2,682) 0.0% 15 FIN 516000 Unemployment Insurance 13.814 7,760 7,754 6 0.1% 24,444 39,305 0 1,265 (1,265) 0.0% 13 HR 514010 Temporary Employment 4,869 9,760 8,281 1,479 15.2% 29,180 Timing variance 0															
0 2,682 (2,682) 0.0% 15 Fin 51700 Unepropred transport (378) 1,500 2,682 (1,182) 7.88% 6,000 1,234 2,390 1,895 495 20.7% ALL 51010 Temporary Employment 4,869 9,760 8,281 1,479 15.2% 29,180 Timing variance 0 0 1,265 (1,265) 0,0% 13 HR 51010 Recruitment 39,944 1,250 2,074 (824) -65.9% 5,000 0														-	
39,305 0 1,265 (1,265) 0.0% 13 HR 514015 Recruitment 39,944 1,250 2,074 (824) 65.9% 5,000 0 <t< td=""><td>0</td><td>0</td><td>2,682</td><td></td><td></td><td></td><td>517000</td><td>Unemployment Insurance</td><td>(378)</td><td>1,500</td><td>2,682</td><td></td><td>-78.8%</td><td>6,000</td><td></td></t<>	0	0	2,682				517000	Unemployment Insurance	(378)	1,500	2,682		-78.8%	6,000	
0 0 0 0.0% 15 FIN 517500 Accrued Sick Expense 0 0 0 0.0% 5000 8.333 10.833 10.833 0 0.0% 15 FIN 51800 OPE Expense 33.333 43.333 43.333 0.0% 130,000 245 300 128 172 57.3% 15 FIN 518500 PMP 1,855 3,700 1.261 2.439 65.9% 8,600 Timing variance 409,747 464,856 424,426 40,431 8.7% Total - Staff 1.922,085 2,365,757 2,168,126 197,630 8.4% 6,474,979 125,516 132,000 131,727 273 0.2% 60999 American Continuations 3,569 7,326 448,836 39,848 8.2% 1,817,720 Timing variance 125,516 132,000 131,727 273 0.02 60919 Branch New Orders 5,940 9,780 14,928 (5,148) -52,6% 29,440 Timing variance 2,109 3,000 1,478 1,522															Timing variance
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245 300 128 172 57.3% 15 FIN 518550 TMP 1,855 3,700 1,261 2,439 65.9% 8,600 Timing variance 409,747 464,856 424,426 40,431 8.7% 57.3% 15 FIN 51.850 Benefit Administration 1,731 400 387 13 3.2% 2,900 2,161,127 2,305 2,168,126 197,630 8.4% 6,474,979 2,161,127 133,127 273 0.2% 23 COL 602999 American Continuations 422,873 488,720 448,836 39,884 8.2% 1,817,720 Timing variance 125,516 132,000 735 165 18.3% 23 COL 602999 American Continuations 422,873 488,720 448,836 39,884 8.2% 1,817,720 Timing variance 1,186 2,670 3,837 (1,167) 43.7% 23 COL 602999 American New Orders 0 150 10.0% 300 Timing variance 2,109 3,000 1,478 1,522 50.7% <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>•</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>								•							
83 100 97 3 3.2% 15 FIN 518560 Benefit Administration 1,731 400 387 13 3.2% 2,900 409,747 464,855 424,426 40,431 8.7% 15 FIN 518560 Benefit Administration 1,922,085 2,365,757 2,168,126 197,630 8.4% 6,474,979 125,516 132,000 131,727 273 0.2% 23 COL 601999 American Continuations 422,873 488,720 448,836 39,884 8.2% 1,817,720 Timing variance 1,186 2,670 3,837 (1,167) -43.7% 23 COL 601999 American New Orders 5,940 9,780 14,928 (5,148) -52.6% 29,440 Timing variance 540 900 735 165 18.3% 20 CoL 603999 Commonwealth Continuations 74,633 81,372 7,6599 4,773 5.9% 186,772 Timing variance 2,109															Timing variance
125,516 132,000 131,727 273 0.2% 23 COL 60199 American Continuations 422,873 488,720 448,836 39,848 8.2% 1,817,720 Timing variance 1,186 2,670 3,837 (1,167) -43.7% 23 COL 60299 American Continuations 5,940 9,780 (5,148) 52.6% 29,440 Timing variance 540 900 735 158.1% 23 COL 60299 Branch Continuations 3,559 7,226 4,537 2,789 38.1% 24,426 Timing variance 2,109 3,000 1,478 1,522 50.7% 23 COL 60399 Commonwealth Continuations 74,633 81,372 76,599 4,773 5.9% 186,772 Timing variance 3,500 1,478 1,522 50.7% 23 COL 60399 Commonwealth Continuations 74,633 81,372 76,599 4,773 5.9% 1,680 Timing variance 4,008 5,000 1,254 3,746 3,749 23 COL 605999 Fo			97										3.2%	2,900	-
1125,516 132,000 131,727 273 0.2% 23 COL 601999 American Continuations 422,873 448,826 39,884 8.2% 1,817,720 Timing variance 1,186 2,670 3,837 (1,167) -43.7% 23 COL 602999 American New Orders 5,940 9,780 14,928 (5,148) -52.6% 29,440 Timing variance 540 900 735 165 18.3% 23 COL 609199 Branch New Orders 0 100.0% 100.0% 3000 Timing variance 2,109 3,000 1,478 1,522 50.7% 23 COL 603999 Commonwealth Continuations 74,633 81,372 76,599 4,773 5.9% 186,772 Timing variance 3,000 1,478 1,522 50.7% 23 COL 603999 Commonwealth Continuations 74,633 81,372 76,599 4,773 5.9% 186,772 Timing variance 4,008 5,000 1,254 3,746 74.9% 23 COL 605999 Foreign New Orders	409,747	464,856	424,426	40,431	8.7%		1			2,365,757	2,168,126	197,630	8.4%	6,474,979	
540 900 735 165 18.3% 23 COL 609199 Branch Continuations 3,569 7,326 4,537 2,789 38.1% 24,426 Timing variance 0 0 0 0.0% 23 COL 609299 Branch New Orders 0 150 0 150 100.0% 300 Timing variance 2,109 3,000 1,478 1,522 50.7% 23 COL 603999 Commonwealth Continuations 74,633 81,372 76,599 4,773 5.9% 186,772 Timing variance 356 140 0 140 100.0% 23 COL 604999 Commonwealth Continuations 74,633 81,372 76,599 4,773 5.9% 1,680 Timing variance 4,008 5,000 1,254 3,746 74.9% 23 COL 605999 Foreign Continuations 19,114 26,188 22,407 3,781 14.4% 182,188 Timing variance 3,458 4,000 9,446 (5,446) -136.1% 23 COL 6069999 Internat							601999	American Continuations	422,873						
0 0 0 0.0% 23 COL 609299 Branch New Orders 0 150 0 150 100.0% 300 Timing variance 2,109 3,000 1,478 1,522 50.7% 23 COL 603999 Commonwealth Continuations 74,633 81,372 76,599 4,773 5.9% 186,772 Timing variance 3,56 140 0 140 100.0% 23 COL 604999 Commonwealth New Orders 441 560 31 529 94.5% 1,680 Timing variance 4,008 5,000 1,254 3,746 74,9% 23 COL 605999 Foreign Continuations 19,114 26,188 22,407 3,781 14.4% 182,188 Timing variance 786 357 0 357 100.0% 23 COL 605999 Foreign New Orders 2,713 2,428 373 2,056 84.7% 9,284 Timing variance 3,458 4,000 9,446 (5,446) -136.1% 23 COL 607999 International Continuations<															
356 140 0 140 100.0% 23 Coll 604999 Commonwealth New Orders 441 560 31 529 94.5% 1,680 Timing variance 4,008 5,000 1,254 3,746 74.9% 23 Coll 60599 Foreign Continuations 19,114 26,188 22,407 3,781 14.4% 182,188 Timing variance 786 357 0 357 10.0% 23 Coll 60599 Foreign New Orders 2,713 2,428 373 2,056 84.7% 9,24 Timing variance 3,458 4,000 9,446 (5,446) -136.1% 23 Coll 60799 International Continuations 20,783 24,538 34,936 (10,398) -42.4% 162,538 Timing variance 489 423 714 (291) -68.7% 23 Coll 60899 International New Orders 1,087 2,692 2,715 (23) -0.8% 7,076 Timing variance 489 423 714 (291) -68.7% 23 Coll 60															
4,008 5,000 1,254 3,746 74.9% 23 COL 605999 Foreign Continuations 19,114 26,188 22,407 3,781 14.4% 182,188 Timing variance 786 357 0 357 100.0% 23 COL 605999 Foreign New Orders 2,713 2,428 373 2,056 84.7% 9,284 Timing variance 3,458 4,000 9,446 (5,446) -136.1% 23 COL 607999 International Continuations 20,783 24,538 34,936 (10,398) -42.4% 162,538 Timing variance 489 423 714 (291) -68.7% 23 COL 608999 International New Orders 1,087 2,692 2,715 (23) -0.8% 7,076 Timing variance 166 300 620 (320) -106.6% 23 COL 609399 General/Librarianship Continuations 1,057 1,414 1,455 (41) -2.9% 15,614 Timing variance 12/12/202 166 300 620 (320) -106.6% <td></td>															
786 357 0 357 100.0% 23 COL 606999 Foreign New Orders 2,713 2,428 373 2,056 84.7% 9,284 Timing variance 3,458 4,000 9,446 (5,446) -136.1% 23 COL 607999 International Continuations 20,783 24,538 34,936 (10,398) -42.4% 162,538 Timing variance 489 423 714 (291) -68.7% 23 COL 608999 International New Orders 1,087 2,692 2,715 (23) -0.8% 7,076 Timing variance 166 300 620 (320) -106.6% 23 COL 609399 General/Librarianship Continuations 1,057 1,414 1,455 (41) -2.9% 15,614 Timing variance 12/12/202 12/12/202 12 12/12/202 12/12/202 12/12/202 12/12/202 12/12/202															
489 423 714 (291) -68.7% 23 COL 608999 International New Orders 1,087 2,692 2,715 (23) -0.8% 7,076 Timing variance 166 300 620 (320) -106.6% 23 COL 609399 General/Librarianship Continuations 1,057 1,414 1,455 (41) -2.9% 15,614 Timing variance 12/12/202	786	357	0	357	100.0%	23 COL	606999	Foreign New Orders	2,713	2,428	373	2,056	84.7%	9,284	Timing variance
166 300 620 (320) -106.6% 23 COL 609399 General/Librarianship Continuations 1,057 1,414 1,455 (41) -2.9% 15,614 Timing variance 12/12/202															
12/12/202															Timing variance
1,510 105 105 (4) -1.9% 23 COL 609499 General/Librariansnip New Orders 2,076 740 522 218 29.4% 2,220 Liming variance Page 2 01	4.246	405	400	(-)	4.00/	22.00	600 400	Concerd // ibraviage him New Ord							12/12/2024 Timing uprimes
	1,310	282	199	(4)	-1.9%	23 CUL	009499	General/Librananship New Orders	2,076	/40	522	218	29.4%	2,220	rinning variance rage 2 01 5

Income Statement for the Period Ending October 31, 2024

							income statement for		-					
0.4 2027			24	1			(Provisional and subje	ect to year-en	nd audit adji	ustments)			1	
Oct 2023		Oct 20	J24					FY 2023-24		FY 2024-2	5 YTD			
Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Annual Budget	Comments
139,928 (139,928)	148,975 (148,975)	149,999 (149,999)	(1,024) 1,024	-0.7% -0.7%	23 COL	690000	Subtotal Library Materials Transferred to Assets	554,286 (554,286)	645,908 (645,908)	607,339 (607,339)	38,569 (38,569)	6.0% 6.0%	2,439,258 (2,439,258)	
55,983	56,533	57,463	(930)	-1.6%	23 COL	685000	Electronic Resource Subscriptions (ERS)	196,831	198,314	204,470	(6,156)	-3.1%	732,575	
						F	acilities:							
557	3,500	6,842	(3,342)	-95.5%	39 FAC	801005	Repair & Maintenance	2,321	14,000	46,897	(32,897)	-235.0%	42,000	Includes unexpected plumbing repairs and deffered HVAC maintenance.
1,559	1,920	3,272	(1,352)	-70.4%	39 FAC	801010	Building Services	7,632	7,680	8,654	(974)	-12.7%	26,040	Includes unexpected bed bug service in reading room.
3,766	1,000	2,208	(1,208)	-120.8%	39 FAC	801015	Cleaning Supplies	6,297	4,000	4,976	(976)	-24.4%	12,000	Timing variance
13,418 1,065	15,500 1,070	13,652 1,118	1,848 (48)	11.9% -4.5%	39 FAC 39 FAC	801020 801025	Electricity & Water Elevator Maintenance	60,674 4,158	62,000 4,280	58,350 8,849	3,650 (4,569)	5.9% 106.8%-	187,500 12,840	Unplanned elevator service call/repair.
1,003	3,383	1,118	3,383	100.0%	39 FAC 39 FAC	801023	Heating & Cooling	4,138	13,532	6,967	6,565	48.5%	40,596	Timing variance. Delay in receiving invoice from ISD.
34,489	39,675	34,993	4,682	11.8%	15 FIN	801035	Insurance	139,416	158,700	139,971	18,729	11.8%	476,100	Timing variance
11,787	10,350	11,786	(1,436)	-13.9%	39 FAC	801040	Janitorial Services	47,847	41,400	48,021	(6,621)	-16.0%	124,200	Timing variance. Prior year invoice to be reclassed.
0	2,000	0	2,000	100.0%	39 FAC	801045	Landscaping	0	8,000	0	8,000	100.0%	24,000	Included in janitorial cost line item.
22,365	19,900	22,199	(2,299)	-11.6%	39 FAC	801050	Security	73,472	79,600	78,424	1,176	1.5%	240,700	
0	250	0	250	100.0%	39 FAC	801060	Room Rental Expenses	1,291	1,000	142	858	85.8%	3,000	Timing variance
528	10,200	403	9,797	96.0%	39 FAC	801065	Special Events Expenses	2,262	12,700	1,950	10,750	84.6%	24,700	PBW costs lower than budgeted.
0	250	0	250	100.0%	39 FAC	801100	Furniture & Appliances (<3K)	0	1,000	294	706	70.6%	3,000	Timing variance
1,151 0	300 400	(63) 0	363 400	121.1% 100.0%	39 FAC 39 FAC	801110 801115	Equipment (<3K) Building Alterations (<3K)	2,182 0	1,200 1,600	1,415 70	(215)	-17.9% 95.6%	3,600 4,800	Timing variance Timing variance
37	400	359	(217)	-152.6%	39 FAC 39 FAC	801115	Delivery & Postage	812	1,800	1,092	1,530 293	21.2%	2,869	Timing variance
80	275	208	67	24.3%	39 FAC	801125	Kitchen supplies	922	1,100	780	320	29.1%	3,400	Timing variance
90,802	110,115	96,978	13,137	11.9%			Subtotal echnology:	363,063	413,177	406,853	6,324	1.5%	1,231,345	
1,513	3,733	2,480	1,253	33.6%	33 TECH		Software Maintenance	3,855	14,932	8,645	6,286	42.1%	44,795	Timing variance
2,295	4,029	2,768	1,261	31.3%	33 TECH	801212	Hardware Maintenance	9,138	16,116	9,990	6,126	38.0%	48,348	Timing variance
1,257	550	0	550	100.0%	33 TECH		Software (<\$3k)	1,257	2,200	666	1,534	69.7%	6,600	Timing variance
1,097	1,000	1,962	(962)	-96.2%	33 TECH		Hardware (<\$3k)	1,097	6,000	2,755	3,245	54.1%	14,000	Timing variance
108	283	2,761 5,629	(2,478)	-875.5%	33 TECH	801225 801230	Computer Supplies	108 21,466	1,132	2,574 22,518	(1,442)	-127.3% 0.0%	3,396	Timing variance
5,366 1,496	5,629 1,980	1,098	(0) 882	0.0% 44.6%	33 TECH 33 TECH	801230	Integrated Library System Telecommunications	6,921	22,516 7,920	5,724	(2) 2,196	27.7%	67,548 23,760	Timing variance Timing variance
1,450	1,500	405	(405)	0.0%	33 TECH	801235	Tech & Data - Misc	0,521	1,000	405	595	59.5%	1,000	Timing variance
0	0	149	(149)	0.0%	33 TECH		Services	0	15,000	594	14,406	96.0%	30,000	Timing variance
3,952	3,860	8,219	(4,359)	-112.9%	33 TECH	801275	Online Service Providers	6,918	15,440	22,867	(7,427)	-48.1%	45,760	Timing variance
17,084	21,064	25,469	(4,405)	-20.9%		G	Subtotal General:	50,760	102,256	76,737	32,946	32.2%	285,207	
325	458	762	(304)	-66.3%	15 FIN	801310	Bank Charges	1,316	1,833	1,977	(144)	-7.8%	5,500	
871	906	908	(2)	-0.2%	35 CMS	801315	Bibliographical Services	4,726	4,918	4,899	19	0.4%	12,166	
0	0	0	0	0.0%	35 CMS	801320	Binding	747	0	16	(16)	0.0%	10,000	
120 0	150 0	156 140	(6)	-4.0% 0.0%	17 EXEC 37 COM	801325 801330	Board Expense Staff meals & events	313 0	600 4,030	432	168 1,620	28.0% 40.2%	1,890	July meeting cancelled. Timing variance
188	1,273	460	(140) 813	63.9%	15 FIN	801330	Supplies - Office	1,098	6,882	2,410 3,877	3,005	40.2%	13,780 17,766	Timing variance
444	1,2,5	400	015	0.0%	35 CMS	801337	Supplies - Library materials	1,850	2,300	2,293	3,005	0.3%	10,000	
0	0	0	0	0.0%	37 COM	801340	Stationery, business cards, etc.	0	600	0	600	100.0%	2,400	Timing variance. Ordering for new staff and current staff title changes.
0	0	0	0	0.0%	25 PS	801365	Grant Application Expenses	0	0	0	0	0.0%	0	
0	850	0	850	100.0%	33 IT	801370	Copy Center Expense	2,603	4,350	2,143	2,207	50.7%	12,250	
140	750	226	524	69.8%	15 FIN	801375	General - Misc	204	1,500	655	845	56.3%	3,000	Timing variance
1,610	0	2,300	(2,300)	0.0%	25 PS	801390	Course Registration	9,400	0	9,930	(9,930)	0.0%	0	
450	0	0	0	0.0%	17 EXEC	801395	Friends of Law Library	450	0	0	0	0.0%	600	
4,148	4,387	4,951	(564)	-12.9%			Subtotal rofessional Development:	22,707	27,013	28,632	(1,619)	-6.0%	89,352	
0	2,500	2,226	274	11.0%	ALL	803105	Travel	6,214	13,400	5,505	7,895	58.9%	16,050	Timing variance. AALL travel costs offset by grants received.
0	0	0	0	0.0%	ALL	803110	Meals	0	0	0	0	0.0%	0	
0	0	0 380	(380)	0.0% 0.0%	ALL ALL	803113 803115	Incidental and miscellaneous Membership dues	0 361	220	0 555	(335)	0.0% -152.3%	0 12,001	
5 75	1,694	380 3,841	(380) (2,147)	-126.8%	ALL	803115	Registration fees	6,933	6,709	555 8,219	(335) (1,510)	-152.3%	8,384	Timing variance
0	1,094	5,641	(2,147)	0.0%	ALL	803120	Educational materials	0,933	5,351	349	5,002	93.5%	5,351	Timing variance
81	4,194	6,447	(2,253)	-53.7%		555125	Subtotal	13,508	25,680	14,628	11,052	43.0%	41,786	
	, -	,	. , /			C	communications & Marketing:		-,	,	,		,	
2	2	2	0	0.5%	37 COM		Services	8	478	8	470	98.3%	494	Timing variance. Stock photo account to be purchased later in the FY.
0	0	0	0	0.0%	37 COM	803210	Collateral materials	58	3,000	1,345	1,655	55.2%	7,350	Timing variance. Library brochures and bookmarks pushed to Jan 2025. 12/12/2024

Income Statement for the Period Ending October 31, 2024

							(Provisional and sub	je <u>ct to year-e</u> i	nd audit adj	ustments)				
Oct 2023		Oct 2	024					FY 2023-24		FY 2024-2	5 YTD			
Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Annual Budget	Comments
0	1,600	96	1,504	94.0%	37 COM	803215	Advertising	0	6,233	96	6,137	98.5%	42,033	Timing variance. Promotional branded material pushed to Ja 2025.
0	0	0	0	0.0%	37 COM	803220	Trade shows & Outreach	0	250	0	250	100.0%	1,000	2025.
2	1,602	98	1,504	93.9%		Tr	Subtotal avel & Entertainment	66	9,961	1,450	8,511	85.4%	50,877	
0	0	0	0	0.0%	ALL	803305	Travel	0	0	0	0	0.0%	0	
0	0	0	0	0.0%	ALL	803310	Meals	0	0	0	0	0.0%	0	
0	0	0	0	0.0%	ALL	803315	Entertainment	0	0	0	0	0.0%	0	
0	42	16	25	61.1%	ALL	803320	Ground transportation & mileage reimb.	44	167	85	82	48.9%	500	
0	0	0	0	0.0%	ALL	803325	Incidental travel expenses	0	0	0	0	0.0%	0	
0	42	16	25	61.1%			Subtotal	44	167	85	82	48.9%	500	
47.000				05.00/			ofessional Services	24.552	26.600	2 6 2 2		00.00/	26.600	
17,000 1,400	24,000 1,400	990 1,400	23,010 0	95.9% 0.0%	15 FIN 17 EXEC	804005 804008	Accounting Consulting Services	21,660 5,477	26,680 5,600	2,692 9,545	23,988 (3,945)	89.9% -70.4%	26,680 16,800	Includes \$5K staff training costs to be offset by PRISM subs
66	0	7,561	(7,561)	0.0%	17 EXEC	804010	Legal	563	12,500	7,561	4,939	39.5%	25,000	
488	300	0	300	100.0%	15 FIN	804015	Other	#VALUE!	2,200	508	1,693	76.9%	106,700	Timing variance.
18,953	25,700	9,951	15,749	61.3%			Subtotal	28,215	46,980	20,306	26,674	56.8%	175,180	
							epreciation:							
165,203	163,991	160,842	3,149	1.9%	15 FIN	806105	Depreciation - Library Materials	661,229	653,985	642,935	11,050	1.7%	1,965,150	
27,502	42,077	28,290	13,787	32.8%	15 FIN	806110	Depreciation Exp - FF&E	110,067	144,193	114,438	29,755	20.6%	560,111	
192,705	206,067	189,132	16,936	8.2%			Subtotal	771,296	798,178	757,373	40,806	5.1%	2,525,261	
789,506	894,560	814,932	79,628	8.9%			Total Expense	3,368,576	3,987,483	3,678,660	308,823	7.7%	11,607,062	
(70,201)	(225,255)	(86,890)	138,365	-61.4%		N	et Income Before Extraordinary Items	(288,228)	(1,195,091)	(434,493)	760,598	63.6%	(2,831,279)	

Income Statement for the Period Ending October 31, 2024

							(Provisional and subje	ct to year-ei	nd audit adj	ustments)				
Oct 2023		Oct 2	024					FY 2023-24		FY 2024-2	5 YTD			
Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Annual Budget	Comments
26,061	10,000	17,549	7,549	75.5%	15 FIN	321000 Inv	vestment Gain (Loss) ¹	96,341	40,000	114,512	74,512	186.3%	120,000	Reflects gains/loss if sold at time of report (before maturity)
0 0 (44,140)	0 0 (215,255)	231,641 0 162,300	231,641 0 377,555	0.0% 0.0% -175.4%	17 EXEC 17 EXEC	901000 Ex	traordinary Income traordinary Expense t Income Including Extraordinary Items	231,510 0 39,623	0 0 (1,155,091)	231,641 0 (88,341)	231,641 0 1,066,750	0.0% 0.0% 92.4%	0 0 (2,711,279)	
						Ca	pital Expenditures:							
0 0	0 60,000	0 0	0 60,000	0.0% 100.0%	39 FAC 33 TECH	161100 161300	Furniture / Appliances (>3k) Electronics / Computer Hardware (>3k)	0 0	0 582,000	0 0	0 582,000	0.0% 100.0%	0 702,000	Timing variance.
0	0	0	0	0.0%	39 FAC	164500	Exterior Building Repairs/ Improvements (>3k)	0	50,000	0	50,000	100.0%	870,000	
0	0	0	0	0.0%	39 FAC	164000	Interior Improvements / Alterations (>3k)	0	135,000	0	135,000	100.0%	845,000	Timing variance.
0	20,000 80,000	0	20,000 (80,000)	100.0%	33 TECH	168000	Computer Software Total - Capitalized Expenditures	0	40,000 807,000	0	40,000 807,000	100.0%	40,000 2,457,000	
						Ca	IPERS CERBT Trust Fund: Beginning Balance Administrative Expense Investment Expense Unrealized Gain/Loss Distribution Ending Balance			2,683,948 -105.30 -78.69 56,002.05 2,739,766				CalPERS CERBT program cost. Investment management cost. Fluctuating market conditions. Distribution from Fund.

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

Los Angeles County Law Library Statement of Cash Flows

As of October 31, 2024

(Provisional and subject to year-end audit adjustments)

	10/31/2024	YTD
Cash flows from operating activities		
L.A. Superior court fees	662,290	2,828,648
Parking fees	-	-
Library services	14,225	117,557
Extraordinary income	231,641	231,641
(Increase) decrease in accounts receivable	(148,659)	(212,131
(Increase) decrease in other receivable	106,227	115,049
Increase (decrease) in borrowers' deposit	2,731	8,409
Cash received from filing fees and services	868,454	3,089,173
Facilities	(96,978)	(406,853)
Technology	(25,469)	(76,737
General	(4,951)	(28,632
Professional development	(6,447)	(14,628
Communications & marketing	(98)	(1,450
Travel & entertainment	(16)	(85
Professional services	(9,951)	(20,306
Electronic Resource Subscriptions (ERS)	(57,463)	(204,470
(Increase) decrease in prepaid expenses	39,038	(208,285
Increase (decrease) in accounts payable	(84,600)	(158,574
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(246,937)	(1,120,021
Staff (payroll + benefits)	(424,426)	(2,168,126
Increase (decrease) in payroll liabilities	208	(892
Increase (decrease) in accrued sick and vacation liability	(1,489)	(36,505
Increase (decrease) in OPEB liability	10,833	43,333
Increase (decrease) in net pension liability	41,667	166,667
Cash payments to employees for services	(373,207)	(1,995,523
Contributions received	-	75,000
Net cash from operating activities	248,310	48,629
Cash flow from capital and related financing activities		
Library materials	(149,999)	(607,339
Fixed assets	(1.0)0007	(007)005
Capital - Work in Progress (WIP)	(4,271)	(77,820
Cash flows from investing activities		
Investment	-	-
Investment earnings	51,527	222,962
-	i	
Net cash increase (decrease) in cash and cash equivalents	145,568	(413,568
Cash and cash equivalents, at beginning of period	16,086,880	16,646,017
Cash and cash equivalents, at end of period	16,232,448	16,232,448
Reconciliation of Operating Income to Net Cash		
irom Operating Activities		
Operating income	93,223	(425,815
Adjustments for noncash effects:		
Depreciation	189,132	757,373
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(148,659)	(212,131
(Increase) decrease in other receivable	106,227	115,049
(Increase) decrease in prepaid expenses	39,038	(208,285
Increase (decrease) in accounts payable	(84,600)	(158,574
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	208	(892
Increase (decrease) in accrued sick and vacation liability	(1,489)	(36,505
Increase (decrease) in borrowers' deposit	2,731	8,409
Increase (decrease) in OPEB liability	10,833	43,333
increase (decrease) in OPEB liability		
Increase (decrease) in ore pension liability	41,667	166,667

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 7	PARK PLACE TECHNOLOGIES LLC	PREPAID EXP	13 565 52	TS0034793
Navaanka 45	EX LIBRIS (USA) INC.	PREPAID EXP	16,888.34	TS0034793
November 15	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	11,436.38	T\$00348232
		8		

Date Printed: 12/12/24

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41,890.24

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 13	GABRIELLA M OZUROVICH	TRAVEL	1,217.03	001743

Date Printed: 12/12/24

1,217.03

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DATE	PAYEE	FOR	AMOUNT	CHECK NO
November 4				
	LEXISNEXIS MATTHEW BENDER	BOOKS	1,761.03	V009064
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3.079.43	V009065
	INGRAM LIBRARY SERVICES	BOOKS	150.50	V009066
	JAMES PUBLISHING INC	BOOKS	169.73	V009067
	JURIS PUBLISHING INC	BOOKS	240.07	V009068
	ALM THE LEGAL INTELLIGENCER	BOOKS	448.95	V009069
	PRACTISING LAW INSTITUTE	BOOKS	938.98	V009070
	ROWMAN & LITTLEFIELD	BOOKS	151.26	V009071
	WILLIAM S HEIN & CO	BOOKS	123.02	V009072
	GOBI LIBRARY SOLUTIONS	BOOKS	901.08	V009072
	STAPLES ADVANTAGE	SUPPLIES-OFFICE	901.08 549.67	
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE		V009087
November 7	ODE OFFICE SOLUTIONS, LLC	SUPPLIES-UPPICE	2,271.58	V009113
HOACHING L	SYNCB AMAZON		005.45	1000400
November 8		SUPPLIES-OFFICE	235,17	V009122
NUVERIDEL 0	AMERICAN BAR ASSOCIATION	BOOKS	000.04	1000074
	WOLTERS KLUWER LAW & BUSINESS		303,91	V009074
	LEXISNEXIS MATTHEW BENDER	BOOKS	214.62	V009075
	and the second se	BOOKS	143,50	V009076
		BOOKS	97.46	V009077
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,000.00	V009078
	PRACTISING LAW INSTITUTE	BOOKS	465.84	V009079
	GOBI LIBRARY SOLUTIONS	BOOKS	1,669.90	V009080
	YOURMEMBERSHIP COM	RECRUITMENT	249.00	V009088
November 10				
	STAMPS COM	DELIVERY & POSTAG	29,99	V009114
November 12				
	LA DEPT OF WATER & POWER	WATER/SEWER	13 652 38	V009089
	NASA SERVICES	BLDG SVCS	627.53	V009090
	ORKIN	8LDG SVCS	140.00	V009091
	PPLSI	CAFE PLAN-INS	659,16	V009092
	SECURITAS SECURITY	SECURITY	4,461,84	V009093
November 14	59 -			
	LOS ANGELES PHOTO BOOTH	PREPAID EXP	159.50	V009115
November 15	100 625			
	LEXISNEXIS MATTHEW BENDER	BOOKS	962.74	V009094
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	5 812 22	V009095
12 - 12 - 12 - 12 - 12 - 12 - 12 - 12 -	LIBRARY OF CONGRESS CDS	BOOKS	600,00	V009096
	PRACTISING LAW INSTITUTE	BOOKS	1,173.49	V009097
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,332.89	V009098
	WILLIAM S HEIN & CO	BOOKS	608.23	V009099
	GOBI LIBRARY SOLUTIONS	BOOKS	127.84	V009100
	LEXISNEXIS MATTHEW BENDER	BOOKS	75,076.88	V009116
	RALPHS	ROOM RENTAL EXP	55.40	V009117
November 16		1		

Date Printed: 12/12/24

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136,243.47

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	SYNCB AMAZON	BOOKS	598.68	V009101
November 18			000.00	1000101
November 22	SYNCB AMAZON	BOOKS	117.08	V009133
	LOS ANGELES PHOTO BOOTH	PREPAID EXP	169.40	V009118
	0			

Date Printed: 12/12/24

136,529,95

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO
November 4				
	OTTO HARRASSOWITZ	BOOKS	2,455,79	033429
	MONTANA LEGISLATIVE SERVICES	BOOKS	425.00	033430
Vovember 8	32 6 72			
	WILLIAM S HEIN & CO	BOOKS	843.50	033431
November 12				
	F & F DRAFTING AND DESIGN	CAPITAL WIP	2,500.00	033432
	LANGUAGE PEOPLE INC	OTHER	207.50	033433
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	1,118.00	033434
	METROLINK	тмр	238.00	033435
	UPS	DELIVERY & POSTAG	12.89	033436
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	350.00	033437
lovember 13				
	BIRD MARELLA ET AL	REFUND	9.825.00	033438
November 15				
	OTTO HARRASSOWITZ	BOOKS	1,309.26	033439
November 21				
	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT INS	2,682.00	033440
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	395.00	033441

Date Printed: 12/12/24

22,361.94

MEMORANDUM

DATE: December 18, 2024

- TO: Board of Law Library Trustees
- FROM: Katherine H. Chew, Executive Director
- **RE:** Recognition of and thanks to Janine Liebert, Director of Public and Legal Education for her dedication and service since 2007

SUMMARY

For seventeen and a half years, the Los Angeles community has benefited from the dedicated service of Janine Liebert, Director of Public and Legal Education. Her commitment to access to justice at LA Law Library has made a lasting impact not only in the legal profession, but in the lives of so many self-represented patrons as they attempt to navigate a legal system that can be overwhelming. In January 2025 she will continue her impact in Salt Lake City as she takes on a leadership role as Utah's Director of Self-Help Centers and State Law Library.

Janine began her service at LA Law Library on May 29, 2007 as a part time Library Branch Assistant. In January 2009 she was promoted to Reference Librarian, and in March 2011 she was promoted to Librarian with a focus on programming for selfrepresented litigants and developing partnerships with public interest organizations. In February 2017 she became a Managing Librarian and was promoted once again in 2022 to Senior Librarian. In October of 2023 Janine became LA Law Library's Director of Public and Legal Programs.

As the Director, Janine was instrumental in creating a robust portfolio of in- person classes, on demand classes, workshops and clinics. Under her management, the Library developed the Community Connections Program, offering a much needed and sought-after resource for patrons needing access to social services, benefits and support. Throughout the years Janine and her staff have created highly successful signature programming for LA Law Library: Lawyers In the Library; Pro Bono Week; Eviction Defense/Tenant Power Toolkit Workshops; Small Business Series; and many special events such as Law Day and Freedom of Information Day.

While Janine will be missed by so many—the Trustees, staff, patrons, partnership organizations, volunteers, pro bono attorneys, court staff—we wish to celebrate her achievements and wish her well in her new role. Staff recommend that the Trustees recognize Janine and thank her for her many years of service to the Library, the legal community and the general public at the December 18, 2024 Board Meeting.

MEMORANDUM

DATE:	December 18, 2024
TO:	Board of Law Library Trustees
FROM:	Katherine H. Chew, Executive Director
RE:	Overview and Update of Brown Act-Presentation by Maricela E. Marroquin, Chair, Municipal & Public Agency Law Practice, Richards Watson & Gershon

SUMMARY

The Ralph M. Brown Act, more commonly known as the "Brown Act" is found in California Government Code commencing with Section 54950. It is the state's "sunshine law" for local government. The key to the Brown Act is that all meetings shall be open and public except when the Brown Act authorizes otherwise.

Established in 1891 by California Legislation, LA Law Library operates under the California Business and Professions Code commencing with Section 6300 as an independent public agency. The Library is governed by a seven-member Board of Trustees, consisting of five judges appointed by the Superior Court, and two attorneys appointed by the County Board of Supervisors. All meetings of the Board of Trustees are subject to the requirements for open and public meetings under the Brown Act.

Staff have invited Maricela E. Marroquin of the law firm of Richards Watson & Gershon to provide the Board of Trustees with an overview of the Brown Act, as well as any updates to the Act that govern their open and public meetings. Ms. Marroquin is managing chair of the firm's Public Law Department. She provides advisory assistance to clients on a wide variety of municipal law matters including the Brown Act, the Public Records Act, conflicts of interest, contracts, and housing related matters. She is City Attorney for the City of Highland and is Assistant City Attorney for the Cities of Temecula and Jurupa Valley. Maricela also regularly staffs the Temecula and Jurupa Valley Planning Commission meetings.

PRESENTATION BY MARICELA MARROQUIN OVERVIEW AND UPDATES OF THE BROWN ACT For BOARD OF TRUSTEES MEETING

December 18, 2024