AGENDA

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

REGULAR BOARD MEETING
Wednesday, April 15, 2020 at 12:15 PM
MILDRED L. LILLIE BUILDING TRAINING CENTER
301 WEST FIRST STREET
LOS ANGELES, CA 90012-3140

Trustees will participate remotely via teleconference.
Members of the Public may listen and participate by calling
(213) 784-7372.

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
A member of the public may listen to the meeting and offer public comment by calling (213) 784-7372. 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 on the Law Library website.
CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT’S REPORT

3.0 CONSENT CALENDAR
3.1 Approval of Minutes of the March 25, 2020 Regular Board Meeting
3.2 Review of February Financials and List of March Checks and Warrants
3.3 Receipt of Quarter 3 Statistics for FY2020

4.0 DISCUSSION ITEMS
4.1 Update Regarding Response to COVID-19 State of Emergency and Work from Home Operations

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
The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, May 27, 2020.

POSTED FRIDAY, APRIL 10, 2020 @ 12:30 P.M.

POSTED BY SANDRA J LEVIN
AGENDA ITEM 3

CONSENT CALENDAR

3.1 Approval of Minutes of the March 25, 2020 Regular Board Meeting
3.2 Review of February Financials and List of March Checks and Warrants
3.3 Receipt of Quarter 3 Statistics for FY2020
MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF LAW LIBRARY TRUSTEES OF LOS ANGELES COUNTY


March 25, 2020

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, March 25, 2020 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. All Trustees indicated as present participated by telephone.

ROLL CALL/QUORUM

Trustees Present: Judge Mark Juhas
Kenneth Klein, Esquire
Judge Dennis Landin
Judge Michael Stern
Susan Steinhauser, Esquire

Trustees Absent: Judge Michelle Williams Court

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

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

President Juhas determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT
No public comment.

2.0 PRESIDENT’S REPORT
President Juhas thanked the staff for doing a great job during challenging times.

3.0 CONSENT CALENDAR
3.1 Approval of Minutes of the February 24, 2020 Regular Board Meeting
3.2 Review of January Financials and List of February Checks and Warrants.

President Juhas requested a motion to approve items on the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Klein. The motion was unanimously approved, 5-0.

4.0 DISCUSSION ITEMS
4.1 Approval of Library Closure, Remote Service Plans and Other Measures Relating to COVID-19 Public Health Concerns
ED Levin summarized the position of the law library in light of the novel Coronavirus emergency. ED Levin explained that LALL was closed to the public as of March 17, 2020, but that electronic resources were still available as well as Reference Librarians on chat, email, e-delivery and phone. Many of the classes and workshops that had been scheduled for the coming weeks were being recorded and telephone appointments were made for Lawyers in the Library consultations.

LALL Staff established proposed Work From Home protocols to be able to continue providing access to information, while aligning itself with the declared state of emergency. ED Levin thanked all of Staff for pulling together over the past weeks, to continue to make the library accessible. Under the proposal, very minimal staff would be present at the library during limited hours to attend to tasks that could not otherwise be done from home. The proposal provides for staff to continue to be paid their normal hours during the library closure so long as they remain available to work and complete projects and tasks from home as assigned.

Trustee Steinhauser inquired what other county law libraries were doing. ED Levin replied that there were closures throughout the state and that County Law Libraries continue to try to advocate for funding although the Legislature’s budget discussions are on hold due to the crisis. Trustee Steinhauser also noted a memo on Domestic Violence peaks during the closures, and how the law library is a critical resource during these times of uncertainty.

President Juhas requested a motion to 1) ratify the actions taken to date to implement the closure; 2) approve the limited staffing plan attached, including continuing payroll as usual; and 3) authorize the Executive Director to make adjustments and changes within the spending authority already provided in the Law Library Governance Resolution and report back to the Board with regular updates.

So moved by Trustee Steinhauser, seconded by Trustee Stern. The motion was approved, 5-0.

6.0 AGENDA BUILDING
There were no items for agenda building

7.0 EXECUTIVE DIRECTORS REPORT
ED Levin noted that there was still an open seat on the Board of the LA County Law Library since Judge Rico had retired in February. ED Levin and Trustee Steinhauser announced the cancellation of the 2020 Gala. Both honorees, Justice Edwood Lui and Rose Matsui Ochi, were contacted. It was established that a smaller gathering would be scheduled and captured on video to be displayed and shared.

8.0 ADJOURNMENT
There being no further business to come before the Board, the meeting was adjourned at 12:38pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, April 15, 2020 at 12:15pm.

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

### Balance Sheet

**As of February 29, 2020**

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

<table>
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<tr>
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<th>6/30/2019</th>
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<td>Cash and cash equivalents</td>
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<td>11,169,900</td>
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<td>Noncurrent assets</td>
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<tr>
<td>Restricted cash and cash equivalents</td>
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<td>318,470</td>
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<td>883,768</td>
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<tr>
<td>Capital assets, being depreciated - net</td>
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<td>16,163,908</td>
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<td><strong>Deferred Outflows of Resources</strong></td>
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<td>Deferred Outflows of Resources</td>
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<td>Total assets and deferred outflows of resources</td>
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<td>36,003,086</td>
<td>485,420</td>
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<td><strong>Liabilities</strong></td>
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<tr>
<td>Current Liabilities</td>
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<td>Accounts payable</td>
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<td>90,350</td>
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<td>Payroll liabilities</td>
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<td>97,551</td>
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<td>Noncurrent Liabilities</td>
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<td>Accrued sick and vacation liability</td>
<td>302,790</td>
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<td>Borrowers' deposit</td>
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<td>OPEB liability</td>
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<td>Deferred Inflows of Resources</td>
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<td><strong>Net Position</strong></td>
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<td>(534,011)</td>
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<td>485,276</td>
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<td>36,003,086</td>
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<td>Feb 19</td>
<td>Feb 20</td>
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<td>Actual</td>
<td>Amended Budget</td>
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<td>16,257</td>
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<td>15,914</td>
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<td>46,340</td>
<td>61,031</td>
<td>49,973</td>
<td>(11,059)</td>
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<td>16,008</td>
<td>31,727</td>
<td>28,987</td>
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<td>759,369</td>
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<td>813,818</td>
<td>117,015</td>
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<td>317,720</td>
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<td>304,192</td>
<td>30,897</td>
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<td>49,217</td>
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<td>162,450</td>
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<td>20,682</td>
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<td>59,063</td>
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<td>9,722</td>
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<td>10,768</td>
<td>8,817</td>
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<td>41,623</td>
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<td>2,603</td>
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<td>5,867</td>
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<td>5,371</td>
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<td>208,661</td>
<td>225,682</td>
<td>213,086</td>
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<td>54,096</td>
<td>(50,360)</td>
<td>142,473</td>
<td>192,833</td>
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<table>
<thead>
<tr>
<th>FY 2018-19</th>
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<th>Comments</th>
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<td>Actual</td>
<td>Amended Budget</td>
<td>Actual</td>
</tr>
<tr>
<td>L.A. Superior Court Fees</td>
<td>5,051,237</td>
<td>5,348,606</td>
</tr>
<tr>
<td>Interest</td>
<td>93,871</td>
<td>127,400</td>
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<td>Parking</td>
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<td>Library Services</td>
<td>444,019</td>
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<td>Total Income</td>
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<td>6,325,846</td>
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<td>Staff (payroll + benefits)</td>
<td>2,657,423</td>
<td>3,150,629</td>
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<td>Electronic Resource Subscriptions</td>
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<td>402,373</td>
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<td>Library Materials</td>
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<td>1,251,109</td>
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<td>Facilities</td>
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<td>565,574</td>
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<td>Technology &amp; Data</td>
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<td>61,031</td>
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<td>Professional Development</td>
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<td>93,835</td>
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<td>General</td>
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<td>1,759,043</td>
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<td>Professional Services</td>
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<td>Depreciation</td>
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<td>Travel &amp; Entertainment</td>
<td>225</td>
<td>366</td>
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<td>Library Materials Transferred to</td>
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<td>Net Income (Loss)</td>
<td>427,983</td>
<td>111,651</td>
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<td>Investment Gain (Loss)</td>
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<td>44,123</td>
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<td>Extraordinary Income</td>
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<td>Extraordinary Expense</td>
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<td>Net Income Including Extraordinary Items</td>
<td>4,070,512</td>
<td>201,100</td>
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<td>Capitalized Expenditures</td>
<td>188,089</td>
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</table>
Los Angeles County Law Library

Income Statement for the Period Ending February 29, 2020

(Provisional and subject to year-end audit adjustments)

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<tr>
<th>Feb 19 Actual</th>
<th>Feb 2020 Amended Budget</th>
<th>Actual</th>
<th>$ Var (Unf)</th>
<th>% Var (Unf)</th>
<th>FY 2018-19 YTD Actual</th>
<th>FY 2019-20 YTD Amended Budget</th>
<th>Actual</th>
<th>$ Δ</th>
<th>% Δ</th>
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</thead>
<tbody>
<tr>
<td>FY 2018-19</td>
<td>FY 2019-20 YTD</td>
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**Detailed Budget:**

**Income:**

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<tr>
<th>Description</th>
<th>FY 2018-19</th>
<th>FY 2019-20 YTD</th>
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<tbody>
<tr>
<td>FIN 303300 L.A. Superior Court Fees</td>
<td>5,051,237</td>
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<tr>
<td>Interest - L.A.</td>
<td>4,152</td>
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<td>Interest - General Fund</td>
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<td>Interest - Deposit Fund</td>
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<td>Subtotal</td>
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<td>Parking: FAC 303100 Parking</td>
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<tr>
<td>Subtotal</td>
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<td>434,769</td>
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<tr>
<td>Library Services:</td>
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<tr>
<td>Annual Designation Fee</td>
<td>519</td>
<td>747</td>
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<tr>
<td>Subtotal</td>
<td>519</td>
<td>747</td>
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Expenses:

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<th>FY 2019-20 YTD</th>
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<td>PS 303140 Annual Members Fee</td>
<td>120,365</td>
<td>110,651</td>
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<td>Course Registration</td>
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<td>Copy Center</td>
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<td>12,951</td>
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<td>Fines</td>
<td>25,033</td>
<td>23,952</td>
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<td>Miscellaneous</td>
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<td>Room Rental</td>
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<td>12,931</td>
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<td>Book Replacement</td>
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<td>570</td>
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<td>Forfeited Deposits</td>
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<td>Friends of Law Library</td>
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<td>Grants</td>
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<td>223</td>
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<td>Special Events Income</td>
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<td>15,106</td>
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Subtotal | 759,369 | 606,869 |

Total Income 6,013,972 | 6,325,846 |

Expenses:

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2018-19</th>
<th>FY 2019-20 YTD</th>
</tr>
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<tbody>
<tr>
<td>ALL 501000 Salaries (PT)</td>
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<td>Staff Vacancy Offset (PT)</td>
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<td>ALL 501025</td>
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<td>ALL 501050 Salaries (PT)</td>
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<td>501070</td>
<td>0</td>
<td>(10,157)</td>
</tr>
<tr>
<td>502000 Social Security</td>
<td>90,980</td>
<td>112,932</td>
</tr>
<tr>
<td>Medicare</td>
<td>22,608</td>
<td>27,821</td>
</tr>
<tr>
<td>503000</td>
<td>31,340</td>
<td>47,277</td>
</tr>
<tr>
<td>505100 Retirement</td>
<td>301,640</td>
<td>407,190</td>
</tr>
<tr>
<td>Pension Exp (Actuarial)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pension Exp (Act)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>511000 Health Insurance</td>
<td>338,138</td>
<td>341,182</td>
</tr>
<tr>
<td>Disability Insurance</td>
<td>3,033</td>
<td>3,085</td>
</tr>
<tr>
<td>Dental Insurance</td>
<td>40,133</td>
<td>42,088</td>
</tr>
<tr>
<td>Vision Insurance</td>
<td>4,265</td>
<td>4,253</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>1,049</td>
<td>1,442</td>
</tr>
<tr>
<td>515000</td>
<td>1,333</td>
<td>109</td>
</tr>
<tr>
<td>515500</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>516000 Workers Compensation Insurance</td>
<td>37,137</td>
<td>25,729</td>
</tr>
<tr>
<td>517000 Unemployment Insurance</td>
<td>6,354</td>
<td>0</td>
</tr>
<tr>
<td>Temporary Employment</td>
<td>11</td>
<td>25,030</td>
</tr>
<tr>
<td>514010 Recruitment</td>
<td>316</td>
<td>5,423</td>
</tr>
<tr>
<td>Accrued Sick Expense</td>
<td>316</td>
<td>5,423</td>
</tr>
<tr>
<td>Accrued Vacation Expense</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>518000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>518500 TMP</td>
<td>6,787</td>
<td>8,079</td>
</tr>
<tr>
<td>Payroll and Benefit Administration</td>
<td>8,917</td>
<td>9,342</td>
</tr>
</tbody>
</table>

Subtotal | 518,046 | 715,035 |

Total - Staff 2,657,423 | 3,100,829 |

Library Materials/Electronic Resources Subscriptions:

110,979 | 147,977 |
| 114,360 | 113,860 |
| 34,117 | 23,127 |
| 23 COL | 601999 |
| American Continuations | 902,220 | 945,449 |
| American New Orders | 30,264 | 14,639 |
| Branch Continuations | 12,173 | 9,703 |

902,220 | 945,449 |

Library Materials/Electronic Resources Subscriptions:

147,977 | 123,700 |
| 145,088 | 123,700 |
| 34,117 | 23,127 |
| 23 COL | 601999 |
| American Continuations | 902,220 | 945,449 |
| American New Orders | 30,264 | 14,639 |
| Branch Continuations | 12,173 | 9,703 |

902,220 | 945,449 |
<table>
<thead>
<tr>
<th>Facility</th>
<th>FY 2018-19 Actual</th>
<th>FY 2019-20 YTD Actual</th>
<th>% Δ</th>
<th>FY 2018-19 Actual</th>
<th>FY 2019-20 YTD Actual</th>
<th>% Δ</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Branch New Orders</strong></td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Commonwealth Continuations</strong></td>
<td>8,285</td>
<td>104,837</td>
<td>8%</td>
<td>95,749</td>
<td>94,088</td>
<td>1.8%</td>
</tr>
<tr>
<td><strong>General/Librarianship New Orders</strong></td>
<td>202</td>
<td>333</td>
<td>66%</td>
<td>333</td>
<td>333</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Electronic Resource Subscriptions (ERS)</strong></td>
<td>365,109</td>
<td>402,373</td>
<td>10%</td>
<td>392,331</td>
<td>(40,281)</td>
<td>-10%</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>57,827</td>
<td>71,724</td>
<td>23%</td>
<td>71,724</td>
<td>99,298</td>
<td>40%</td>
</tr>
<tr>
<td><strong>Los Angeles County Law Library</strong></td>
<td>1,201,828</td>
<td>1,525,109</td>
<td>27%</td>
<td>1,525,109</td>
<td>1,901,828</td>
<td>25%</td>
</tr>
</tbody>
</table>

**Facilities:**

- **Repair & Maintenance:** 45,266, 13,377, 11,351, 2,026, 15.1%
- **Building Services:** 12,238, 20,965, 17,995, 2,970, 14.2%
- **Cleaning Services:** 6,703, 7,540, 7,764, (224), -3.0%
- **Electricity & Water:** 84,192, 87,660, 88,032, (372), -0.4%
- **Elevator Maintenance:** 10,546, 7,625, 7,786, (161), -2.1%
- **Heating & Cooling:** 27,073, 31,590, 37,673, (6,082), -19.3%
- **Insurance:** 173,050, 147,635, 146,693, 942, 0.6%
- **Janitorial Services:** 72,181, 77,832, 77,582, 250, 0.3%
- **Landscape:** 10,000, 11,000, 10,000, 1,000, 10.0%
- **Security:** 131,119, 131,419, 111,283, 20,137, 15.3%
- **Room Rental Expenses:** 3,460, 3,626, 3,952, (326), -9.0%
- **Special Events Expenses:** 11,131, 19,469, 18,969, 500, 2.6%
- **Furniture & Appliances (<$3K):** 558, 2,390, 1,390, 1,000, 41.8%
- **Equipment (<$3K):** 1,911, 616, 404, 212, 34.4%
- **Building Alterations (<$3K):** 0, 0, 0, 0, 0.0%
- **Delivery & Postage:** 1,996, 1,513, 1,237, 277, 18.2%
- **Kitchen Supplies:** 1,541, 1,317, 1,589, (227), -20.2%
- **Subtotal:** 592,969, 565,574, 543,699, 21,875, 3.9%

**Technology:**

- **Software Maintenance:** 8,288, 14,347, 13,627, 720, 5.0%
- **Hardware Maintenance:** 14,902, 15,091, 14,578, 513, 3.4%
- **Software (<$3K):** 1,613, 2,722, 0, 2,722, 100.0%
- **Hardware (>=$3K):** 2,717, 1,444, 1,128, 316, 21.9%
- **Computer Supplies:** 152, 657, 485, 172, 26.1%
- **Integrated Library System:** 35,731, 37,103, 37,446, (343), -0.9%
- **Telecommunications:** 18,937, 19,517, 19,117, 400, 2.0%
- **Tech & Data - Misc:** 0, 0, 0, 0, 0.0%
- **Services:** 260, 1,525, 859, 666, 43.7%
- **Online Service Providers:** 1,814, 1,828, 0, 1,828, 100.0%
- **Subtotal:** 82,540, 94,233, 87,241, 5,165, 5.5%

**General:**

- **Bank Charges:** 4,025, 4,450, 4,510, (60), -1.3%
- **Bibliographical Services:** 6,744, 7,008, 7,002, 5, 0.1%
- **Binding:** 0, 14,191, 13,681, 510, 3.6%
- **Board Expense:** 602, 836, 1,334, (498), -59.6%
- **Staff Meals & Events:** 9,218, 8,114, 8,054, 60, 0.7%
- **Supplies - Library Materials:** 5,438, 5,086, 3,708, 1,379, 27.1%
- **Stationery, Business cards, etc:** 274, 540, 83, 477, 85.2%
- **Grant Application Expenses:** 0, 0, 0, 0, 0.0%
- **Copy Center Expense:** 12,671, 13,102, 17,111, (4,009), -30.6%
- **General - Misc:** 3,209, 41,853, 45,497, (3,643), -8.7%
- **Course Registration:** 103, 5,705, 4,412, 1,293, 22.7%
- **Friends of Law Library:** 241, 616, 768, (150), -24.3%

**Amended Budget**

<table>
<thead>
<tr>
<th>FY 2019-20 YTD</th>
<th>Actual</th>
<th>$ Δ</th>
<th>%Δ</th>
</tr>
</thead>
<tbody>
<tr>
<td>10,768</td>
<td>8,817</td>
<td>0</td>
<td>-8%</td>
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</tbody>
</table>

Professional Development:

11,812
<table>
<thead>
<tr>
<th>FY 2018-19</th>
<th>FY 2019-20 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2019-19 Amended Budget</td>
<td>FY 2019-20 YTD Actual</td>
</tr>
<tr>
<td>Amended Actual</td>
<td>Actual</td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td><strong>Comments</strong></td>
</tr>
<tr>
<td><strong>Feb 19</strong></td>
<td><strong>Feb 2020</strong></td>
</tr>
<tr>
<td>Actual</td>
<td>Actual</td>
</tr>
<tr>
<td>0</td>
<td>892</td>
</tr>
<tr>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>0</td>
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<tr>
<td>41,523</td>
<td>491</td>
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<tr>
<td>100</td>
<td>487</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>41,623</td>
<td>1,875</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>45,906</td>
</tr>
<tr>
<td><strong>Communications &amp; Marketing:</strong></td>
<td><strong>Communications &amp; Marketing:</strong></td>
</tr>
<tr>
<td>1,890</td>
<td>0</td>
</tr>
<tr>
<td>464</td>
<td>3,917</td>
</tr>
<tr>
<td>249</td>
<td>1,792</td>
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<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>4,609</td>
</tr>
<tr>
<td><strong>Travel &amp; Entertainment</strong></td>
<td><strong>Travel &amp; Entertainment</strong></td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>28</td>
<td>142</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>225</td>
</tr>
<tr>
<td><strong>Professional Services</strong></td>
<td><strong>Professional Services</strong></td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5,793</td>
<td>3,000</td>
</tr>
<tr>
<td>0</td>
<td>15,833</td>
</tr>
<tr>
<td>75</td>
<td>833</td>
</tr>
<tr>
<td>5,867</td>
<td>19,667</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>46,833</td>
</tr>
<tr>
<td><strong>Depreciation:</strong></td>
<td><strong>Depreciation:</strong></td>
</tr>
<tr>
<td>185,747</td>
<td>192,348</td>
</tr>
<tr>
<td>22,914</td>
<td>33,333</td>
</tr>
<tr>
<td>208,661</td>
<td>225,682</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>1,733,146</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>5,585,088</td>
</tr>
<tr>
<td><strong>Net Income Before Extraordinary Items</strong></td>
<td>427,983</td>
</tr>
<tr>
<td>153</td>
<td>39,629</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Net Income Including Extraordinary Items</strong></td>
<td>4,070,512</td>
</tr>
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</table>

\(^1\) Provisional and subject to year-end audit adjustments.
### Los Angeles County Law Library

Income Statement for the Period Ending February 29, 2020

(Provisional and subject to year-end audit adjustments)

<table>
<thead>
<tr>
<th>Capital Expenditures:</th>
<th>FY 2018-19 Actual</th>
<th>FY 2019-20 YTD Actual</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total - Capitalized Expenditures</td>
<td>188,089</td>
<td>0</td>
<td>0.0%</td>
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</tbody>
</table>

#### CalPERS CERBT Trust Fund:

<table>
<thead>
<tr>
<th></th>
<th>FY 2018-19</th>
<th>FY 2019-20</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>2,317,103</td>
<td>2,252,539</td>
<td>CalPERS CERBT program cost.</td>
</tr>
<tr>
<td>Administrative Expense</td>
<td>(91)</td>
<td>(66)</td>
<td>Investment management cost.</td>
</tr>
<tr>
<td>Investment Expense</td>
<td>(64,407)</td>
<td>Distribution from Fund.</td>
<td></td>
</tr>
<tr>
<td>Unrealized Gain/Loss</td>
<td></td>
<td>Fluctuating market conditions.</td>
<td></td>
</tr>
<tr>
<td>Ending Balance</td>
<td>2,252,539</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

---

Feb 19 FY 2018-19 FY 2019-20 YTD

<table>
<thead>
<tr>
<th>Feb 2020</th>
<th>Actual</th>
<th>Amended Budget</th>
<th>Actual</th>
<th>$ Fav (Unf)</th>
<th>% Fav (Unf)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>39 FAC 161100 Furniture / Appliances (&gt;3k)</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>33 TECH 161300 Electronics / Computer Hardware (&gt;3k)</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>39 FAC 164500 Exterior Building Repairs/Improvements (&gt;3k)</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>39 FAC 164000 Interior Improvements / Alterations (&gt;3k)</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>33 TECH 168000 Computer Software</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>Total - Capitalized Expenditures</td>
</tr>
</tbody>
</table>

4/9/2020

Page 5 of 5
## Los Angeles County Law Library

### Statement of Cash Flows

**As of January 31, 2020**

(Provisional and subject to year-end audit adjustments)

<table>
<thead>
<tr>
<th>Cash flows from operating activities</th>
<th>2/29/2020</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>L.A. Superior court fees</td>
<td>718,944</td>
<td>5,476,952</td>
</tr>
<tr>
<td>Parking fees</td>
<td>49,973</td>
<td>425,473</td>
</tr>
<tr>
<td>Library services</td>
<td>28,987</td>
<td>268,250</td>
</tr>
<tr>
<td>(Increase) decrease in accounts receivable</td>
<td>(40,338)</td>
<td>76,748</td>
</tr>
<tr>
<td>Increase (decrease) in borrowers’ deposit</td>
<td>334</td>
<td>(7,379)</td>
</tr>
<tr>
<td><strong>Cash received from filing fees and services</strong></td>
<td><strong>757,900</strong></td>
<td><strong>6,240,043</strong></td>
</tr>
<tr>
<td>Facilities</td>
<td>(69,401)</td>
<td>(543,699)</td>
</tr>
<tr>
<td>Technology</td>
<td>(10,947)</td>
<td>(87,241)</td>
</tr>
<tr>
<td>General</td>
<td>(15,761)</td>
<td>(120,469)</td>
</tr>
<tr>
<td>Professional development</td>
<td>-</td>
<td>(14,691)</td>
</tr>
<tr>
<td>Communications &amp; marketing</td>
<td>(2,448)</td>
<td>(6,645)</td>
</tr>
<tr>
<td>Travel &amp; entertainment</td>
<td>(46)</td>
<td>(129)</td>
</tr>
<tr>
<td>Professional services</td>
<td>(5,371)</td>
<td>(66,430)</td>
</tr>
<tr>
<td>Electronic Resource Subscriptions (ERS)</td>
<td>(50,092)</td>
<td>(392,331)</td>
</tr>
<tr>
<td>(Increase) decrease in prepaid expenses</td>
<td>45,520</td>
<td>(82,548)</td>
</tr>
<tr>
<td>Increase (decrease) in accounts payable</td>
<td>2,606</td>
<td>(140,278)</td>
</tr>
<tr>
<td>Increase (decrease) in other liabilities</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Cash payments to suppliers for goods and services</strong></td>
<td><strong>(105,941)</strong></td>
<td><strong>(1,454,460)</strong></td>
</tr>
<tr>
<td>Staff (payroll + benefits)</td>
<td>(304,192)</td>
<td>(3,108,931)</td>
</tr>
<tr>
<td>Increase (decrease) in payroll liabilities</td>
<td>147</td>
<td>(332)</td>
</tr>
<tr>
<td>Increase (decrease) in accrued sick and vacation liability</td>
<td>-</td>
<td>(25,204)</td>
</tr>
<tr>
<td>Increase (decrease) in OPEB liability</td>
<td>21,667</td>
<td>173,336</td>
</tr>
<tr>
<td>Net impact of GASB 68 adjustments</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Net effect of prior period adjustments</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Cash payments to employees for services</strong></td>
<td><strong>(282,378)</strong></td>
<td><strong>(2,961,130)</strong></td>
</tr>
<tr>
<td>Contributions received</td>
<td>-</td>
<td>125,000</td>
</tr>
<tr>
<td><strong>Net cash from operating activities</strong></td>
<td><strong>369,581</strong></td>
<td><strong>1,949,453</strong></td>
</tr>
</tbody>
</table>

### Cash flow from capital and related financing activities

| Library materials                     | (173,035) | (1,201,828) |
| Fixed assets                          | -         | -         |
| Capital - Work in Progress (WIP)      | -         | -         |

### Cash flows from investing activities

| Investment                           | -         | (1,000,000) |
| Investment earnings                   | 15,914    | 132,435    |

**Net cash increase (decrease) in cash and cash equivalents**

| 212,461                              | (119,940) |

**Cash and cash equivalents, at beginning of period**

| 9,405,798                            | 9,738,199 |

**Cash and cash equivalents, at end of period**

| 9,618,259                            | 9,618,259 |

### Reconciliation of Operating Income to Net Cash from Operating Activities

| Operating income                     | 126,559   | 219,270   |
| Adjustments for noncash effects:     |           |           |
| Depreciation                         | 213,086   | 1,735,840 |
| Extraordinary expense: book write-off |           |           |
| Changes in operating assets and liabilities: |               |           |
| (Increase) decrease in accounts receivable | (40,338) | 76,748   |
| (Increase) decrease in prepaid expenses | 45,520   | (82,548) |
| Increase (decrease) in accounts payable | 2,606    | (140,278) |
| Increase (decrease) in other liabilities | -       | -        |
| Increase (decrease) in payroll liabilities | 147     | (332)    |
| Increase (decrease) in accrued sick and vacation liability | - | (25,204) |
| Increase (decrease) in borrowers’ deposit | 334     | (7,379)  |
| Increase (decrease) in OPEB liability | 21,667   | 173,336  |
| Net impact of GASB 68 adjustments    | -         | -        |

**Net cash from operating activities**

<p>| 369,581                              | 1,949,453 |</p>
<table>
<thead>
<tr>
<th>DATE</th>
<th>PAYEE</th>
<th>FOR</th>
<th>AMOUNT</th>
<th>CHECK NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 5</td>
<td>BUREAU OF STREET LIGHTING</td>
<td>BLDG SVCS</td>
<td>2,653.04</td>
<td>031357</td>
</tr>
<tr>
<td></td>
<td>GTT COMMUNICATIONS</td>
<td>TELECOM</td>
<td>464.26</td>
<td>031358</td>
</tr>
<tr>
<td></td>
<td>NATIONAL 50 SECURITY</td>
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<td>Phone Inquiries</td>
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<td>1,714</td>
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<td>Total</td>
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<td>4,860</td>
<td>5,817</td>
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<td>1,917</td>
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<td>Library Card Sign-ups</td>
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<td>502</td>
<td>507</td>
<td>451</td>
<td>372</td>
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<td>Members Program - Active Members</td>
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<td>337</td>
<td>335</td>
<td>311</td>
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<td>Public Terminal Logins</td>
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<td>7,057</td>
<td>5,410</td>
<td>2,369</td>
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<tr>
<td>Document Delivery / E-Delivery/Copies</td>
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<td>Phone Inquiries</td>
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<td>5,059</td>
<td>2,480</td>
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<tr>
<td>Email (Includes Members Program)</td>
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<td>802</td>
<td>878</td>
<td>220</td>
<td>367</td>
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<td>2,553</td>
<td>3,889</td>
<td>6,218</td>
<td>3,416</td>
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<td>Pages Delivered</td>
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<td>5,918</td>
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<td>Copies Made (Main Library)</td>
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<td>55,114</td>
<td>66,700</td>
<td>105,615</td>
<td>67,897</td>
<td>45,822</td>
<td>Low numbers due to closure</td>
</tr>
</tbody>
</table>

Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.

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 out books for in-person use.

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.
### Collection Management Services

Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.

<table>
<thead>
<tr>
<th></th>
<th>FY17 3rd Quarter</th>
<th>FY18 3rd Quarter</th>
<th>FY19 3rd Quarter</th>
<th>FY20 1st Quarter</th>
<th>FY20 2nd Quarter</th>
<th>FY20 3rd Quarter</th>
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<tbody>
<tr>
<td>New Titles Added</td>
<td>95</td>
<td>86</td>
<td>83</td>
<td>247</td>
<td>144</td>
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<tr>
<td>Print Volumes Added</td>
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<td>1,130</td>
<td>1,212</td>
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<td>1576</td>
<td>1473</td>
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<tr>
<td>New Serials</td>
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<td>19</td>
<td>21</td>
<td>13</td>
<td>13</td>
<td>10</td>
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<tr>
<td>Non-Print Media Added</td>
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<td>149</td>
<td>1,487</td>
<td>890</td>
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<td>Records Cataloged/Updated</td>
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<td>632</td>
<td>304</td>
<td>395</td>
<td>395</td>
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<tr>
<td>Print &amp; Non-Print Withdrawn</td>
<td>360</td>
<td>453</td>
<td>280</td>
<td>423</td>
<td>423</td>
<td>330</td>
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### Brief Scanning Project

Briefs Logged (Google)

<table>
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<th></th>
<th>FY17 3rd Quarter</th>
<th>FY18 3rd Quarter</th>
<th>FY19 3rd Quarter</th>
<th>FY20 1st Quarter</th>
<th>FY20 2nd Quarter</th>
<th>FY20 3rd Quarter</th>
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</thead>
<tbody>
<tr>
<td>Briefs Logged (Google)</td>
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<td>14,271</td>
<td>11,640</td>
<td>19,820</td>
<td>15,690</td>
<td>14,532</td>
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### Website Statistics

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<th>FY18 3rd Quarter</th>
<th>FY19 3rd Quarter</th>
<th>FY20 1st Quarter</th>
<th>FY20 2nd Quarter</th>
<th>FY20 3rd Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitors</td>
<td>21,969</td>
<td>24,167</td>
<td>30,386</td>
<td>30,790</td>
<td>29,354</td>
<td>27,620</td>
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<tr>
<td>Visits (previously counted as &quot;Pages Viewed&quot;)</td>
<td>30,613</td>
<td>36,825</td>
<td>87,874</td>
<td>95,230</td>
<td>92,760</td>
<td>77,382</td>
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<tr>
<td>Average Daily Visits</td>
<td>1,018</td>
<td>409</td>
<td>415</td>
<td>349</td>
<td>316</td>
<td>281</td>
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<tr>
<td>Average Duration</td>
<td>2.45</td>
<td>3.10</td>
<td>4.22</td>
<td>5.14</td>
<td>4.57</td>
<td>4.33</td>
</tr>
<tr>
<td>Visitors: US</td>
<td>98.70%</td>
<td>96.91%</td>
<td>96.08%</td>
<td>96.80%</td>
<td>95.99%</td>
<td>95.43%</td>
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<tr>
<td>Visitors: International / Unspecified</td>
<td>1.30%</td>
<td>3.08%</td>
<td>3.92%</td>
<td>3.20%</td>
<td>2.10%</td>
<td>4.57%</td>
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</table>

### Training and Events (Includes Main & Branch locations)

<table>
<thead>
<tr>
<th></th>
<th>FY17 3rd Quarter</th>
<th>FY18 3rd Quarter</th>
<th>FY19 3rd Quarter</th>
<th>FY20 1st Quarter</th>
<th>FY20 2nd Quarter</th>
<th>FY20 3rd Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Classes Held</td>
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<td></td>
<td></td>
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<tr>
<td>Internal speaker</td>
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<td>26</td>
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<td>49</td>
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<td>M.C.E Classes Held</td>
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<td>6</td>
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<td>Clinics/ Workshops Held</td>
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<td>75</td>
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<td>60</td>
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<td>Total</td>
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<td>154</td>
<td>140</td>
<td>141</td>
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<td>Class Attendance Total (Estimated)</td>
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<td>1,275</td>
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<td>Class Attendance Branches (Estimated)</td>
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<td>N/A</td>
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<td>646</td>
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<td>Visits to Main Branch</td>
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<td>25,240</td>
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Low numbers due to closure
AGENDA ITEM 4

DISCUSSION ITEMS

4.1 Update Regarding Response to COVID-19 State of Emergency and Work from Home Operations
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.