# **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 <u>DISCUSSION ITEMS</u>

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

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

#### 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 <u>DISCUSSION ITEMS</u>

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

Balance Sheet

#### As of February 29, 2020

	6/30/2019	2/29/2020	YTD
Assets			
Current assets			
Cash and cash equivalents	9,419,729	9,299,789	(119,940)
Accounts receivable	1,531,186	1,454,439	(76,748)
Prepaid expenses	333,124	415,673	82,548
Total current assets	11,284,040	11,169,900	(114,139)
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,788,676	5,922,247	1,133,571
Capital assets, not being depreciated	883,768	883,768	-
Capital assets, being depreciated - net	16,697,919	16,163,908	(534,011)
Total noncurrent assets	22,688,833	23,288,393	599,559
Total assets	33,972,873	34,458,293	485,420
Deffered Outflows of Resources			
Deffered Outflows of Resources	1,544,792	1,544,792	-
Total assets and deffered outflows of resources	35,517,666	36,003,086	485,420
Liabilities			
Current Liabilities			
Accounts payable	230,629	90,350	(140,278)
Other current liabilities	-	-	-
Payroll liabilities	7,532	7,200	(332)
Total current liabilities	238,161	97,551	(140,610)
Noncurrent Liabilities			
Accrued sick and vacation liability	302,790	277,587	(25,204)
Borrowers' deposit	295,062	287,683	(7,379)
OPEB liability	2,469,302	2,642,638	173,336
Net pension liability	2,775,910	2,775,910	-
Total noncurrent liabilities	5,843,064	5,983,818	140,754
Total liabilities	6,081,225	6,081,368	144
Deffered Inflows of Resources			
Deffered Inflows of Resources	1,233,204	1,233,204	-
Total liabilities and Deffered inflows of resources	7,314,429	7,314,572	144
Net Position			
Invested in capital assets	17,581,688	17,047,676	(534,011)
Unrestricted	10,621,549	11,640,837	1,019,288
Total net position	28,203,237	28,688,513	485,276
Total liabilities and Deffered inflows of resources and net			

Income Statement for the Period Ending February 29, 2020

Feb 19		Feb 20	020	
Actual	Amended	Actual	\$ Fav	% Fav
	Budget		(Unf)	(Unf)
			(- /	(- /
680,764	590,599	718,944	128,346	21.7%
16,257	13,446	15,914	2,469	18.4%
46,340	61,031	49,973	(11,059)	-18.1%
16,008	31,727	28,987	(2,741)	-8.6%
759,369	696,803	813,818	117,015	16.8%
317,720	335,089	304,192	30,897	9.2%
49,217	57,855	50,092	7,763	13.4%
162,450	193,717	173,035	20,682	10.7%
(162,450)	(193,717)	(173,035)	(20,682)	10.7%
			0	
59,063	77,170	69,401	7,769	10.1%
9,722	15,159	10,947	4,212	27.8%
10,768	8,817	15,761	(6,945)	-78.8%
41,623	1,875	0	1,875	100.0%
2,603	5,708	2,448	3,260	57.1%
28	142	46	95	67.3%
5,867	19,667	5,371	14,295	72.7%
208,661	225,682	213,086	12,596	5.6%
705,273	747,163	671,345	(75,818)	-10.1%
54,096	(50,360)	142,473	192,833	-382.9%
153	39,629	44,101	4,472	11.3%
0	0	0	0	0.0%
0	0	0	0	0.0%
54,249	(10,731)	186,574	197,305	-1838.7%
	•	•		
0	0	0	0	0.0%

(Flovisional and subject to ye	FY 2018-19		FY 2019-2	OTV OT		
	F1 2018-19		FT 2015-2	OTID		
	YTD Actual	Amended Budget	Actual	\$Δ	% Δ	Comments
Summary:	•					
Income						
L.A. Superior Court Fees	5,051,237	5,348,606	5,476,952	128,346	2.4%	
Interest	93,871	127,400	132,435	5,035	4.0%	
Parking	424,844	434,769	425,473	(9,296)	-2.1%	
Library Services	444,019	415,071	393,250	(21,821)	-5.3%	
Total Income	6,013,971	6,325,846	6,428,109	102,263	1.6%	
Expense						
Staff (payroll + benefits)	2,657,423	3,150,629	3,108,931	41,698	1.3%	
Electronic Resource Subscriptions	365,109	402,373	392,331	10,042	2.5%	
Library Materials	1,196,655	1,251,109	1,201,828	49,281	3.9%	
Library Materials Transferred to Assets	(1,196,655)	(1,251,109)	(1,201,828)	(49,281)	3.9%	
Facilities	592,969	565,574	543,699	21,875	3.9%	
Technology & Data	82,540	94,233	87,241	5,165	5.5%	
General	57,227	117,040	120,469	(3,429)	-2.9%	
Professional Development	45,906	17,161	14,691	2,470	14.4%	
Communications & Marketing	4,609	13,941	6,645	7,296	52.3%	
Travel & Entertainment	225	366	129	237	64.8%	
Professional Services	46,833	93,835	66,430	27,406	29.2%	
Depreciation	1,733,146	1,759,043	1,735,840	23,203	1.3%	
Total Expenses	5,585,988	6,214,195	6,076,404	137,791	2.2%	
Net Income (Loss)	427,983	111,651	351,705	240,054	215.0%	
1	99,259	89,448	133,571	44,123	49.3%	
Investment Gain (Loss) <sup>1</sup>						
Extraordinary Income	3,543,270	0	0	0	0.0%	
Extraordinary Expense	0	0	0	0	0.0%	
Net Income Including Extraordinary Items	4,070,512	201,100	485,276	284,177	141.3%	
Capitalized Expenditures	188,089	0	0	0	0.0%	

Income Statement for the Period Ending February 29, 2020

							(Provisional and subject to y	/ear-end aud	it adjustmen	ts)			
Feb 19		Feb 20	20					FY 2018-19		FY 2019-2	20 YTD		
Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				YTD Actual	Amended Budget	Actual	\$ Δ	% Δ	Comments
	8	ı	(5,	(5)					Duager	ı			
							Detailed Budget:						
680,764	590,599	718,944	128,346	21.7%	15 FIN	303300	Income: L.A. Superior Court Fees	5,051,237	5,348,606	5,476,952	128,346	2.4%	
,	,						Interest:	-,,	-,- :-,	0, 0,000			
0	0	0	0	0.0%	15 FIN	311000		4,152	4,412	4,412	0	0.0%	
15,677 579	12,947 499	15,422 493	2,475 (6)	19.1% -1.3%	15 FIN 15 FIN	312000 313000		85,559 4,160	118,806 4,182	123,856 4,167	5,050 (14)	4.3% -0.3%	
16,257	13,446	15,914	2,469	18.4%			Subtotal	93,871	127,400	132,435	5,035	4.0%	
46.240	C4 024	40.072	(44.050)	40.40/	20 546	220400	Parking:	424.044	424 760	425 472	(0.205)	2.40/	
46,340 46,340	61,031 61,031	49,973 49,973	(11,059) (11,059)	-18.1% -18.1%	39 FAC	330100	Parking Subtotal	424,844 424,844	434,769 434,769	425,473 425,473	(9,296) (9,296)	-2.1% -2.1%	
10,510	01,051	.5,575	(11,000)	10.170			Library Services:	.2.,0	.5 .,, 65	.23, .73	(3,230)	2.170	
49	65	0	(65)	-100.0%	27 CIRC	330150	Annual Designation Fee	519	747	569	(178)	-23.8%	
13,155	14,250	14,658	408	2.9%	25 PS	330140	Annual Members Fee	120,365	110,651	110,399	(252)	-0.2%	
6,853	2,350	680	(1,671)	-71.1%	25 PS	330340		24,277	20,940	19,249	(1,691)	-8.1%	
3,586 1,493	3,580 1,907	3,770 1,816	190 (92)	5.3% -4.8%	27 CIRC 27 CIRC	330129 330205		27,290 11,265	30,921 12,951	30,278 12,819	(643) (132)	-2.1% -1.0%	
2,488	3,332	4,371	1,040	31.2%	27 CIRC	330203	· · · · · · · · · · · · · · · · · · ·	25,033	23,952	24,135	183	0.8%	
7,280	895	496	(399)	-44.6%	15 FIN	330310	Miscellaneous	60,937	43,893	21,451	(22,442)	-51.1%	
(18,919)	5,338	3,255	(2,082)	-39.0%	39 FAC	330330		33,261	12,931	15,964	3,033	23.5%	
0	0	(60)	(60) 0	0.0%	23 COL 15 FIN	330350 330360		665 0	570 17.196	1,010	440 0	77.2%	
0	0 0	0	0	0.0% 0.0%	17 EXEC			125,000	17,186 125,000	17,186 125,000	0	0.0% 0.0%	
0	0	0	0	0.0%	25 PS	330420		0	0	0	0	0.0%	
23	11	1	(10)	-90.9%	15 FIN	330450		251	223	133	(89)	-40.1%	
16,008	0 31,727	0 28,987	(2,741)	-8.6%	39 FAC	330465	Special Events Income Subtotal	15,157 444,019	15,106 415,071	15,056 393,250	(50) (21,821)	-0.3% -5.3%	
759,369	696,803	813,818	117,015	16.8%			Total Income	6,013,971	6,325,846	6,428,109	102,263	1.6%	
							Expenses:						
169,036	203,128	170,690	32,438	16.0%	ALL	501000	Staff: Salaries (FT)	1,440,834	1,772,145	1,702,424	69,721	3.9%	
0	(4,063)	0	(4,063)	100.0%	15 FIN	501025	Staff Vacancy Offset (FT)	0	(10,157)	0	(10,157)	100.0%	
23,731	21,149	19,256	1,892	8.9%	ALL	501050		184,042 0	204,767	203,026	1,741	0.9%	
0 11,553	(423) 12,528	0 11,592	(423) 936	100.0% 7.5%	15 FIN 15 FIN	501075 502000		90,989	(1,057) 110,932	0 110,173	(1,057) 759	100.0% 0.7%	
2,702	3,011	2,711	300	10.0%	15 FIN	503000		22,608	27,821	27,441	380	1.4%	
28,817	22,775	19,240	3,535	15.5%	15 FIN	511000		301,640	407,190	409,608	(2,419)	-0.6%	
0	0 0	0	0	0.0% 0.0%	15 FIN 15 FIN	511050 511100		0	0	0	0	0.0% 0.0%	
47,255	35,524	45,417	(9,893)	-27.8%	15 FIN	512000		338,138	341,182	362,215	(21,034)	-6.2%	
381	443	338	105	23.7%	15 FIN	513000		3,033	3,085	2,919	166	5.4%	
5,442	6,147	4,656	1,491	24.3%	15 FIN	514000		40,133	42,088	40,463	1,625	3.9%	
542 189	639 207	423 152	217 55	33.9% 26.6%	15 FIN 15 FIN	514500 515000		4,265 1,049	4,253 1,442	3,895 1,333	357 109	8.4% 7.6%	
0	0	0	0	0.0%	15 FIN	515500		0	0	0	0	0.0%	
5,262	3,333	3,177	156	4.7%	15 FIN	516000	· ·	37,137	25,729	25,417	313	1.2%	
0 848	0 8,086	0 3,233	0 4,853	0.0% 60.0%	15 FIN ALL	517000 514010		6,354 4,517	0 25,030	0 21,474	0 3,556	0.0% 14.2%	
0	0,000	149	(149)	0.0%	13 HR	514015		316	5,423	5,638	(216)	-4.0%	
0	0	0	0	0.0%	15 FIN	517500	Accrued Sick Expense	0	0	0	0	0.0%	
20.022	0	0	0	0.0%	15 FIN	518000	•	100,004	172 225	172 226	0	0.0%	
20,833 272	21,667 (111)	21,667 243	(0) (354)	0.0% 318.3%	15 FIN 15 FIN	518500 518550		166,664 6,787	173,335 8,079	173,336 10,113	(1) (2,035)	0.0% -25.2%	
857	1,049	1,249	(199)	-19.0%	15 FIN	518560		8,917	9,342	9,453	(112)	-23.2%	
317,720	335,089	304,192	30,897	9.2%			Total - Staff	2,657,423	3,150,629	3,108,931	41,698	1.3%	
110,979	147,977	113,860	34,117	22 10/	23 COL	601999	Library Materials/Electronic Resources Subs American Continuations	scription: 902,220	945,449	890,797	54,652	5.8%	
1,104	1,665	1,456	209	23.1% 12.5%	23 COL 23 COL	602999		30,264	16,639	16,513	126	0.8%	
858	2,255	1,087	1,168	51.8%	23 COL	609199		12,173	9,703	12,328	(2,625)	-27.0%	

Income Statement for the Period Ending February 29, 2020

(Provisional and subject to year-end audit adjustments)

								(Provisional and subject to year	ar-end audi	t adjustmen	its)		
Feb 19		Feb 20	20						FY 2018-19	-	FY 2019-2	20 YTD	
Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)					YTD Actual	Amended Budget	Actual	\$ Δ	% Δ
0	38	0	38	100.0%	23	COL	609299	Branch New Orders	0	76	0	76	100.0%
8,787	10,552	8,444	2,108	20.0%	23	COL	603999	Commonwealth Continuations	82,885	104,837	95,749	9,088	8.7%
0	284	193	90	31.7%		COL	604999	Commonwealth New Orders	0	866	583	283	32.7%
28,994	15,602	33,172	(17,570)	-112.6%	23	COL	605999	Foreign Continuations	73,974	74,340	91,343	(17,002)	-22.9%
0	321	49	272	84.7%	23	COL	606999	Foreign New Orders	8	716	1,030	(314)	-43.9%
9,991	13,301	11,548	1,752	13.2%		COL	607999	International Continuations	84,362	83,228	75,063	8,166	9.8%
0	77	0	77	100.0%		COL	608999	International New Orders	0	691	1,029	(338)	-48.9%
1,737	1,478	3,226	(1,747)	-118.2%	23	COL	609399	General/Librarianship Continuations	10,567	14,230	17,393	(3,163)	-22.2%
0	167	0	167	100.0%	23	COL	609499	General/Librarianship New Orders	202	333	0	333	100.0%
162,450	193,717	173,035	20,682	10.7%				Subtotal	1,196,655	1,251,109	1,201,828	49,281	3.9%
(162,450)	(193,717)	(173,035)	(20,682)	10.7%	23	COL	690000	Library Materials Transferred to Assets	(1,196,655)	(1,251,109)	(1,201,828)	(49,281)	3.9%
49,217	57,855	50,092	7,763	13.4%	23	COL	685000	Electronic Resource Subscriptions	365,109	402,373	392,331	10,042	2.5%
								(ERS)					
								Facilities:		40.0==			
0	4,100	2,417	1,683	41.1%		FAC	801005	Repair & Maintenance	45,266	13,377	11,351	2,026	15.1%
3,596	3,792	3,350	442	11.6%		FAC	801010	Building Services	12,238	20,965	17,995	2,970	14.2%
0	900	76	824	91.6%		FAC	801015	Cleaning Supplies	6,703	7,540	7,764	(224)	-3.0%
9,488	9,833	10,719	(886)	-9.0%		FAC	801020	Electricity & Water	84,192	87,660	88,032	(372)	-0.4%
966	886	966	(81)	-9.1%		FAC	801025	Elevator Maintenance	10,546	7,625	7,786	(161)	-2.1%
0	3,458	10,415	(6,957)	-201.2%		FAC	801030	Heating & Cooling	27,073	31,590	37,672	(6,082)	-19.3%
16,241	18,833	18,397	437	2.3%		FIN	801035	Insurance	173,050	147,635	146,693	942	0.6%
9,718	9,949	9,824	125	1.3%		FAC	801040	Janitorial Services	72,181	77,832	77,582	250	0.3%
1,250	1,750	1,250	500	28.6%		FAC FAC	801045	Landscaping	10,000	11,000	10,000	1,000	9.1%
15,797 499	21,667 583	11,731 0	9,935 583	45.9% 100.0%		FAC	801050 801060	Security	131,119	131,419 3,626	111,283 3,952	20,137 (326)	15.3% -9.0%
530	250	0	250	100.0%		FAC	801065	Room Rental Expenses Special Events Expenses	3,460 11,131	19,469	18,969	500	2.6%
0	500	0	500	100.0%		FAC	8011003	Furniture & Appliances (<3K)	558	2,390	1,390	1,000	41.8%
789	125	0	125	100.0%		FAC	801110	Equipment (<3K)	1,911	616	404	212	34.4%
0	0	0	0	0.0%		FAC	801115	Building Alterations (<3K)	1,511	010	0	0	0.0%
54	333	75	258	77.4%		FAC	801113	Delivery & Postage	1,999	1,513	1,237	276	18.2%
136	210	181	238	13.8%		FAC	801125	Kitchen supplies	1,541	1,313	1,589	(272)	-20.7%
59,063	77,170	69,401	7,769	10.1%	33	.,,,	001123	Subtotal	592,969	565,574	543,699	21,875	3.9%
,	,	,	.,					Fechnology:	,	,	,	,	
891	1,903	1,297	606	31.9%	33	TECH	801210	Software Maintenance	8,228	14,347	13,627	720	5.0%
1,861	2,126	1,870	256	12.1%		TECH	801212	Hardware Maintenance	14,902	15,091	14,578	513	3.4%
0	1,361	0	1,361	100.0%	33	TECH	801215	Software (<\$3k)	1,613	2,722	0	2,722	100.0%
0	333	350	(17)	-5.1%	33	TECH	801220	Hardware (<\$3k)	2,717	1,444	1,128	316	21.9%
0	86	0	86	100.0%	33	TECH	801225	Computer Supplies	152	657	485	172	26.1%
4,622	4,672	4,844	(172)	-3.7%		TECH	801230	Integrated Library System	35,731	37,103	37,446	(343)	-0.9%
2,348	2,530	2,586	(56)	-2.2%	33	TECH	801235	Telecommunications	18,937	19,517	19,117	399	2.0%
0	0	0	0	0.0%	33	TECH	801245	Tech & Data - Misc	0	0	0	0	0.0%
1	333	1	333	99.8%		TECH	801250	Services	260	1,525	859	666	43.7%
	1,814	0			33	TECH	801275	Online Service Providers	0	1,828	0	1,828	100.0%
9,722	15,159	10,947	2,398	15.8%				Subtotal General:	82,540	94,233	87,241	5,165	5.5%
486	667	712	(45)	-6.7%		FIN	801310	Bank Charges	4,025	4,450	4,510	(60)	-1.3%
843	878	875	3	0.3%		CMS	801315	Bibliographical Services	6,744	7,008	7,002	5	0.1%
0	700	8,690	(7,990)	-1141.4%		CMS	801320	Binding	0	14,191	13,681	510	3.6%
82	120	91	29	24.1%		EXEC	801325	Board Expense	602	836	1,334	(498)	-59.6%
30	30	0	30	100.0%		COM	801330	Staff meals & events	9,218	8,114	8,054	60	0.7%
950	2,083	971	1,112	53.4%		FIN	801335	Supplies - Office	14,702	15,517	14,309	1,208	7.8%
0	979	0	979	100.0%		CMS	801337	Supplies - Library materials	5,438	5,086	3,708	1,379	27.1%
49	280	83	197	70.4%		COM	801340	Stationery, business cards, etc.	274	560	83	477	85.2%
0	0	0	0	0.0%		PS	801365	Grant Application Expenses	0	0	0	0	0.0%
8,260	2,053	1,139	914	44.5%	33		801370	Copy Center Expense	12,671	13,102	17,111	(4,009)	-30.6%
68	83	3,000	(2,917)	-3500.0%		FIN	801375	General - Misc	3,209	41,853	45,497	(3,643)	-8.7%
0	893	200	693	77.6%	25		801390 801395	Course Registration	103	5,705	4,412	1,293	22.7%
10.768	50	15.761	50	100.0%	1/	EXEC	801395	Friends of Law Library	241	618	768	(150)	-24.3%
10,768	8,817	15,761	(6,945)	-78.8%				Subtotal	57,227	117,040	120,469	(3,429)	-2.9%

Comments

Income Statement for the Period Ending February 29, 2020

							(Provisional and subject to y	e <u>ar-end audi</u>	t adjustmen	เเรา			
Feb 19		Feb 20	20					FY 2018-19		FY 2019-2	O YTD		
Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				YTD Actual	Amended Budget	Actual	\$ Δ	% Δ	Comments
0	892	0	892	100.0%	ALL	803105	Travel	1,544	5,019	3,570	1,450	28.9%	
0	5	0	5	100.0%	ALL	803110	Meals	49	71	61	10	14.1%	
0	0	0	0	0.0%	ALL	803113	Incidental and miscellaneous	399	0	0	0	0.0%	
41,523	491	0	491	100.0%	ALL	803115	Membership dues	43,150	7,935	7,898	37	0.5%	
100	487	0	487	100.0%	ALL	803120	Registration fees	764	4,135	3,162	973	23.5%	
0	0	0	0	0.0%	ALL	803125	Educational materials	0	0	0	0	0.0%	
41,623	1,875	0	1,875	100.0%			Subtotal	45,906	17,161	14,691	2,470	14.4%	
						(	Communications & Marketing:						
1,890	0	0	0	0.0%	37 COM	803205	Services	1,890	0	0	0	0.0%	
464	3,917	2,438	1,478	37.7%	37 COM	803210	Collateral materials	2,355	8,492	4,769	3,723	43.8%	
249	1,792	10	1,782	99.4%	37 COM	803215	Advertising	249	5,449	1,876	3,573	65.6%	
0	0	0	0	0.0%	37 COM	803220	Trade shows & Outreach	116	0	0	0	0.0%	
2,603	5,708	2,448	3,260	57.1%			Subtotal	4,609	13,941	6,645	7,296	52.3%	
						T	ravel & Entertainment						
0	0	0	0	0.0%	ALL	803305	Travel	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL	803310	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL	803315	Entertainment	0	0	0	0	0.0%	
28	142	46	95	67.3%	ALL	803320	Ground transportation & mileage	225	366	129	237	64.8%	
							reimb.						
0	0	0	0	0.0%	ALL	803325	Incidental travel expenses	0	0	0	0	0.0%	
28	142	46	95	67.3%			Subtotal	225	366	129	237	64.8%	
						F	rofessional Services						
0	0	0	0	0.0%	15 FIN	804005	Accounting	21,425	23,960	23,960	0	0.0%	
5,793	3,000	2,896	104	3.5%	17 EXEC		Consulting Services	23,044	23,378	23,170	207	0.9%	
0	15,833	2,475	13,358	84.4%	17 EXEC	804010	Legal	0	44,582	19,050	25,532	57.3%	
75	833	0	833	100.0%	15 FIN	804015	Other	2,364	1,916	250	1,667	87.0%	
5,867	19,667	5,371	14,295	72.7%			Subtotal	46,833	93,835	66,430	27,406	29.2%	
							Depreciation:						
185,747	192,348	189,601	2,747	1.4%	15 FIN	806105	Depreciation - Library Materials	1,550,584	1,550,652	1,547,147	3,505	0.2%	
22,914	33,333	23,484	9,849	29.5%	15 FIN	806110	Depreciation Exp - FF&E	182,562	208,391	188,693	19,698	9.5%	
208,661	225,682	213,086	12,596	5.6%			Subtotal	1,733,146	1,759,043	1,735,840	23,203	1.3%	
705,273	747,163	671,345	75,818	10.1%			Total Expense	5,585,988	6,214,195	6,076,404	137,791	2.2%	
54,096	(50,360)	142,473	192,833	-382.9%		ľ	let Income Before Extraordinary Items	427,983	111,651	351,705	240,054	215.0%	
153	39,629	44,101	4,472	11.3%	15 FIN	321000	nvestment Gain (Loss) <sup>1</sup>	99,259	89,448	133,571	44,123	49.3%	
0	0	0	0	0.0%	17 EXEC		extraordinary Income	3,543,270	0	0	0	0.0%	
	•	•	Ü										
0	0	0	0	0.0%	17 EXFC	901000 F	xtraordinary Expense	0	0	0	0	0.0%	

Income Statement for the Period Ending February 29, 2020

							(Provisional and subject to ye	ear-end audi	t adjustme	ntsj			
Feb 19		Feb 2	020					FY 2018-19		FY 2019	-20 YTD		
Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				YTD Actual	Amended Budget	Actual	\$Δ	% Δ	Comments
						Ca	pital Expenditures:			•	•	•	
0	0	0	0	0.0%	39 FAC	161100	Furniture / Appliances (>3k)	0	0	0	0	0.0%	
0	0	0	0	0.0%	33 TECH	161300	Electronics / Computer Hardware (>3k)	0	0	0	0	0.0%	
0	0	0	0	0.0%	39 FAC	164500	Exterior Building Repairs/ Improvements (>3k)	188,089	0	0	0	0.0%	
0	0	0	0	0.0%	39 FAC	164000	Interior Improvements / Alterations (>3k)	0	0	0	0	0.0%	
0	0	0	0	0.0%	33 TECH	168000	Computer Software	0	0	0	0	0.0%	
0	0	0	0	0.0%			Total - Capitalized Expenditures	188,089	0	0	0	0.0%	· •
						Ca	IPERS CERBT Trust Fund:						
							Beginning Balance			2,317,103			
							Administrative Expense			(91)			CalPERS CERBT program cost.
							Investment Expense			(66)			Investment management cost.
							Unrealized Gain/Loss			(64,407)			Fluctuating market conditions.
							Distribution						Distribution from Fund.
							Ending Balance			2.252.539			

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

Statement of Cash Flows As of January 31, 2020

	2/29/2020	YTD
Cash flows from operating activities		
L.A. Superior court fees	718,944	5,476,952
Parking fees	49,973	425,473
Library services	28,987	268,250
(Increase) decrease in accounts receivable	(40,338)	76,748
Increase (decrease) in borrowers' deposit	334	(7,379
Cash received from filing fees and services	757,900	6,240,043
Facilities	(69,401)	(543,699
Technology	(10,947)	(87,241
General	(15,761)	(120,469
Professional development	-	(14,691
Communications & marketing	(2,448)	(6,645
Travel & entertainment	(46)	(129
Professional services	(5,371)	(66,430
Electronic Resource Subscriptions (ERS)	(50,092)	(392,331
(Increase) decrease in prepaid expenses	45,520	(82,548
Increase (decrease) in accounts payable	2,606	(140,278
Increase (decrease) in other liabilities	· -	
Cash payments to suppliers for goods and services	(105,941)	(1,454,460
Staff (payroll + benefits)	(304,192)	(3,108,931
Increase (decrease) in payroll liabilities	147	(332
Increase (decrease) in accrued sick and vacation liability		(25,204
Increase (decrease) in OPEB liability	21,667	173,336
Net impact of GASB 68 adjustments	21,007	173,330
Net effect of prior period adjustments		
Cash payments to employees for services	(282,378)	(2,961,130
Contributions received	(202,376)	
Net cash from operating activities	369,581	125,000 1,949,453
Cash flow from capital and related financing activities Library materials Fixed assets	(173,035) -	(1,201,828
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
		(82,548
(Increase) decrease in prepaid expenses	45,520	• •
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		-
,		

### LOS ANGELES COUNTY LAW LIBRARY March 1, 2020 - March 31, 2020 (CHECKS)

Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO
March 5				
Mai Cit 3	BUREAU OF STREET			
	BUREAU OF STREET LIGHTING	BLDG SVCS	2,853.04	031357
	GTT COMMUNICATIONS NATIONAL 50 SECURITY	TELECOM	464.26	031358
	ROMERO MAINTENANCE LLC	SECURITY	5,160.19	031359
March 6	TOMETO MAINTENANCE LLC	JANITORIAL SVCS	9,649.14	031360
	SASKATCHEWAN QUEENS PRINTER	Doore		
	WILLIAM S HEIN & CO	BOOKS	153.66	031361
larch 13		BOOKS	937.20	031362
	ONEDIGITAL HR CONSULTING	00101117117		
	LEXISNEXIS CANADA BUTTERWORTHS CANA	CONSULTING	2,896.26	031363
	GAUNT	BOOKS	547.48	031364
	OTTO HARRASSOWITZ	BOOKS	284.70	031365
	LAW REPORTS INTERNATIONAL LTD	BOOKS	733.84	031366
	LOCAL GOVERNMENT PUBLICATIONS	BOOKS	330.00	031367
	QUALITY CODE PUBLISHING	BOOKS	143.56	031368
	ANNE MARIE HUARTE	BOOKS	60.00	031369
	SHARRIE E JACOB	REFUND	140.00	031370
	IRENE CHRIS POLLACK	REFUND	140.00	031371
	ANDREW KEVIN SAJO	REFUND	140.00	031372
arch 16	ANDREW REVIN SAJO	REFUND	140.00	031373
	MICHELLE HOPKINS	1504	88000000000000000000000000000000000000	
	NRA GROUP, LLC	LEGAL	2,475.00	031377
arch 20		FINES	226.60	031378
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	2,179.00	001070
	GUARDIAN	PREPAID EXP		031379
	COUNTY OF LOS ANGELES	HEATING/COOLING	7,557.57	031380
	METROLINK	1422414400	2,091.02	031381
	SJM INDUSTRIAL RADIO	TMP	449.75	031382
	WOODS MAINTENANCE SERVICES, INC	EQUIPMENT	1,141.28	031383
	COUNTY OF LOS ANGELES	JANITORIAL SVCS	175.00	031384
	COUNTY OF LOS ANGELES	HEATING/COOLING	1,883.84	031385
	LEXISNEXIS CANADA BUTTERWORTHS CANA	HEATING/COOLING	6,440.11	031386
	GAUNT	BOOKS	157.42	031387
	OTTO HARRASSOWITZ	BOOKS	1,584.66	031388
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	1,677.22	031389
		BOOKS	605.05	031390
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	880.00	031391
ch 27	SASKATCHEWAN QUEENS PRINTER	BOOKS	107.33	031392
	AFLAC REMITTANCE	CAFE PLAN-INSURA	808.06	031393
	AT&T	TELECOM		\$5500000000
	NATIONAL 50 SECURITY		729.39	031394
	PARKING CONCEPTS INC	SECURITY COURSE PEOISTRAT	5,684.95	031395
	SYNCB AMAZON	COURSE REGISTRAT	200.00	031396
		SUPPLIES-OFFICE	553.48	031397
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	110.83	031398

70,447.89

#### LOS ANGELES COUNTY LAW LIBRARY March 1, 2020 - March 31, 2020 (CHECKS) Account No.: 108000

DATE		PAYEE	FOR	AMOUNT	CHECK NO
	PRACTITIONER WILLIAM S HEIN	BOOKS LTD I & CO	BOOKS BOOKS	7,957.00 377.40	031399 031400

#### LOS ANGELES COUNTY LAW LIBRARY March 1, 2020 - March 31, 2020 (CHECKS)

Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO
March 2				
	STAMPS.COM	DELIVERY & BOOK		
March 5		DELIVERY & POSTAG	300.00	V005142
	BANDWIDTH.COM, INC.	TELECOM		
	NASA SERVICES	TELECOM	294.04	V005143
	OFFICE DEPOT	BLDG SVCS	497.41	V005144
	PEOPLEG2	SUPPLIES-OFFICE	431.63	V005145
March 6		RECRUITMENT	148.99	V005146
	WOLTERS KLUWER LAW & BUSINESS	BOOKS		
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,843.27	V005147
	JAMES PUBLISHING INC	BOOKS	2,689.13	V005148
	JURIS PUBLISHING INC	BOOKS	185.06	V005149
	LAWPRESS CORPORATION	BOOKS	109.25	V005150
	LEXISNEXIS ONLINE SERVICES	BOOKS	383.46	V005151
	PRACTISING LAW INSTITUTE		16,000.00	V005152
	GOBI LIBRARY SOLUTIONS	BOOKS	811.74	V005153
	DEMCO	BOOKS SUPPLIES LIBRARY	313.08	V005154
	OFFICESUPPLY.COM	SUPPLIES LIBRARY	87.17	V005156
March 9		SOF FLIES LIBRARY	626.69	V005157
	CDW GOVERNMENT INC	SUPPLIES-OFFICE		
	GURU PRINTERS	COLLATERAL MATER	551.20	V005158
	HORTON GRAND HOTEL	2/3/2007/09/04/20	220.92	V005159
	SPRINGHILL SUITES NASHVILLE	TRAVEL	145.39	V005160
March 10		TRAVEL	1,557.06	V005161
	GURU PRINTERS	STATIONADVIDUO O		
March 11		STATIONARY/BUS. C	599.99	V005162
	STAMPS.COM	DELIVERY & POSTA O		
March 12		DELIVERY & POSTAG	24.99	V005212
	WOLTERS KLUWER LAW & BUSINESS	POOKS		
March 13	The state of the s	BOOKS	2,581.47	V005155
	OCLC INC	DIDLIGODARIUS		
	STATE COMPENSATION	BIBLIOGRAPHICAL S	781.55	V005163
	AMERICAN IMMIGRATION LAWYERS ASSOCI	WORKERS COMP	4,356.88	V005164
	AMERICAN LAW INSTITUTE	BOOKS	626.00	V005165
	BLUE 360 MEDIA LLC	BOOKS	92.45	V005166
	LEXISNEXIS MATTHEW BENDER	BOOKS	97.06	V005167
	CALIFORNIA HOSPITAL ASSOCIATION CAH	BOOKS	160.30	V005168
	CASTLE PUBLICATIONS	BOOKS	188.01	V005169
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,494.68	V005170
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	104.58	V005171
	INGRAM LIBRARY SERVICES	BOOKS	440.49	V005172
	JAMES PUBLISHING INC	BOOKS	96.93	V005173
	METROPOLITAN NEWS COMPANY	BOOKS	217.91	V005174
	SOLANO PRESS BOOKS	BOOKS	49.27	V005175
		BOOKS	161.79	V005176
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	650.98	V005177

#### LOS ANGELES COUNTY LAW LIBRARY March 1, 2020 - March 31, 2020 (CHECKS) Account No.: 102001

OOKS 268.27 V005178
OKS 13,775.00 V005179
OKS 170.50 V005180
S-OFFICE 223.59 V005181
% POSTAG 27.02 V005182
UD DELL'E
HR BENEFI 77.00 V005183
APHICAL S 781.55 V005184
S-OFFICE 578.10 V005185
SUPPLIES 1,585.57 V005186
& POSTAG 23.48 V005187
OKS 36,276.90 V005188
DKS 577.50 V005189
OKS 710.02 V005190
1,000.40 0003191
1,104.00 0003192
0,000.07 0005193
OKS 3,702.42 V005194
OKS 663.08 V005195
KS 44.00 V005196
KS 623.07 V005197 KS 498.30 V005198
100.00 1000190
07,000.00 0005199
1,7 oc. 7 voos200
52.45 V005201
COM 16.24 V005202
70.24 7000202
01,000.04 000203
000.00 000204
(0
1. 19121 1000200
012.00 000207
KS 1,041.69 V005209

#### LOS ANGELES COUNTY LAW LIBRARY March 1, 2020 - March 31, 2020 (CHECKS) Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO
March 20	LA DEPT WATER & POWER			
	The state of the s	WATER/SEWER	10,719.03	V000144

#### LOS ANGELES COUNTY LAW LIBRARY March 1, 2020 - March 31, 2020 (CHECKS)

Account No.: 103000

DATE		PAYEE	FOR	AMOUNT	CHECK NO
March 12	SEIU LOCAL 721 SEIU LOCAL 721		UNION DUES UNION SUPPL	847.07 115.78	001654 001655

## LA Law Library Fiscal Year Quarterly Statistics

				FISCAL	ear Quarterly	Julistics		
		FY17 3rd Quarter	<b>FY18</b> 3rd Quarter	FY19 3rd Quarter	FY20 1st Quarter	FY20 2nd Quarter	FY20 3rd Quarter	<b>FY20</b> 3rd Quarter Notes
Reference and Research								
Reference and Research responds to user requests t	for							
Library materials in-person, mail and electronic inqu								
Desk Inquiries		5,997	5,942	5,556	6,087	5,244	4,275	Incomplete
Tuesday 6pm to 8pm - All Queries		77	111	88	97	112		Incomplete
Phone		1,799	1,915	1,453	1,630	1,336		Incomplete
Email/ Live Chat		174	77	521	255	173		Incomplete
By Mail		62	37	56	70	55	62	Incomplete
Global Law Inquires		36	49	18	10	15		Incomplete
Global Law Web Inquires		20	39	19	0	0		Incomplete
e-Branch Chat		37	39	33	26	22		Incomplete
e-Branch Email		0	0		3	3		Incomplete
	Total	8,202	8,209	7,823	8,178	6,960	5,778	Incomplete
Circulation Services								
The Circulation Desk responds to requests for comp	nuter							
sign-up, books on reserve, placing books on hol questions about overdue fines and lost items, pag materials needed from closed stacks as well as che	d, ging							
Desk Inquiries	cking	4,530	4,193	3,687	4,103	4,022	3,575	Low numbers due to closure
Phone Inquiries		2,119	2,052	1,173	1,714	1,636	,	Low numbers due to closure
·	Total	6,649	6,245	4,860	5,817	5,658	4,914	
Books Circulated		2,456	2,307	2,208	1,991	1,917		Low numbers due to closure
Library Card Sign-ups		452	453	502	507	451		Low numbers due to closure
Members Program - Active Members		337	337	335	311	308		Low numbers due to closure
Public Terminal Logins		9,185	8,109	5,803	7,057	5,410	2,369	Low numbers due to closure
Document Delivery / E-Delivery/Copies	-:							
Document Delivery responds to requests for mate from the LA Law Library collection. Copy Center res to requests for photocopies, printouts from ou computers as well as from the microfiche reader-pr	ponds r							
Phone Inquiries		276	176	311	281	716	398	
In-Person		2,444	2,109	2,776	5,059	2,480	2,219	
Email (Includes Members Program)		290	268	802	878	220	367	
	Total	3,010	2,553	3,889	6,218	3,416	2,984	
Pages Delivered		5,859	5,918	4,769	6,726	6,539	6,121	
							-	Low numbers due to closure
Copies Made (Main Library)		116,001	55,114	66,700	105,615	67,897	45,822	Low numbers due to closure
	<u> </u>					l		

# LA Law Library Fiscal Year Quarterly Statistics

			1	Tiscai	rear Quarteri	y Statistics		I
		FY17	FY18	FY19	FY20	FY20	FY20	FY20
		3rd Quarter	3rd Quarter	3rd Quarter	1st Quarter	2nd Quarter	3rd Quarter	3rd Quarter Notes
		Si a Quarter	Si a Quarter	Si a Quarter	15t Quarter	Ziia Quarter	Sid Quarter	Sid Quarter Hotes
Collection N	Management Services							
	Collection Management handles all new acquisitions,							
	continuation and updates, as well as any volumes that							
	are withdrawn from the collection.							
	New Titles Added	95	86	83	247	144	173	
	Print Volumes Added	821	1,130		1576	1576	1473	
	New Serials	13					1473	
					13	13		
	Non-Print Media Added	1,988			890	890	109	
	Records Cataloged/Updated	251	632	304		395	292	
	Print & Non-Print Withdrawn	360	453	280	423	423	330	
Brief Scann	ing Project							
	Briefs Logged (Google)	3,658	14,271	11,640	19,820	15,690	14,532	
	0000 (000)	, , , , , ,	,	,	-,	-,	,	
Website Sta	atistics							
	Visitors	21,969	24,167	30,386	30,790	29,354	27,620	
	Visits (previously counted as "Pages Viewed")	90,613	36,825	87,874	95,230		77,382	
	Average Daily Visits	1,018	409	415	349	316	281	
	Average Duration	2:45	3:10		5:14	4:57	4:33	
	Visitors: US	98.70%	96.91%	96.08%	96.80%	95.99%	95.43%	
	Visitors: International / Unspecified	1.30%	3.08%	3.92%		2.10%		
	visitors: international / Unspecified	1.30%	3.08%	3.92%	3.20%	2.10%	4.57%	
Training an	d Events (Includes Main & Branch locations)							
	Public Classes Held							
	Internal speaker	35				37	87	
	Guest speaker	44	46	47	28	91	27	
	MCLE Classes Held							
	Internal speaker	2			1	6	0	
	Guest speaker	9				0	7	
	Clinics/ Workshops Held	40	75	44	60	52	37	Low numbers due to closure
	Tota	I 130	154	140	141	186	158	Low numbers due to closure
	Class Attendance Total (Estimated)	1,523	1,275	2,014	2,077	2,906	1,573	Low numbers due to closure
	, , , , , , , , , , , , , , , , , , , ,	_,,,,,		_,=,=.	_,	_,:30	_,	
	Class Attendance Branches (Estimated)	N/A	N/A		357	646	63	Low numbers due to closure
	coss / atendance branches (Estimated)	11//	14/7		337	540	- 03	2011 Hallibers due to closure
Visits to Ma	ain Branch							
VISILS LU IVIO			24 404	25 240	25 400	47 300	10.030	Low numbers due to closure
	Number of Patron Visits (front door)		24,404	25,240	25,488	47,286	19,929	Low numbers due to closure

# AGENDA ITEM 4 **DISCUSSION ITEMS** Update Regarding Response to COVID-19 State of Emergency and Work from Home 4.1 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.