

AGENDA

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

REGULAR BOARD MEETING

Wednesday, June 19, 2019

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

A 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. All requests to address the Board must be submitted in person to the Board President prior to the start of the meeting. Public comments will be taken at the beginning of each meeting as Agenda Item 1.0. 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 of any person who disrupts or disturbs the orderly conduct of any 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.

CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the May 22, 2019 Regular Board Meeting
- 3.2 Review of April Financials and List of May Checks and Warrants
- 3.3 Platinum Program Update for the Month of May
- 3.4 2019-20 Dental, Vision, Disability (LTD), and Life Insurance Renewal
- 3.5 Approval of 2019-20 Property & Liability Insurance Renewal and CSAC-EIA Resolution Adoption
- 3.6 Approval of Operating and Capital Expenditures Budget for Fiscal Year 2019-2020

4.0 CLOSED SESSION

- 4.1 Conference with Legal Counsel; Existing Litigation (Gov. Code § 54956.9(d)(1)); *Palmer vs. Longteur* Case No. 19STCV18166

The Board of Trustees finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the local agency in the litigation.

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

5.0 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.

6.0 EXECUTIVE DIRECTOR REPORT

7.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, July 24, 2019.

POSTED WEDNESDAY, JUNE 13, 2019 @ 5:00 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the May 22, 2019, Regular Board Meeting
- 3.2 Review of April Financials and List of May Checks and Warrants
- 3.3 Platinum Program Update for the Month of May
- 3.4 2019-20 Dental, Vision, Disability (LTD), and Life Insurance Renewal
- 3.5 Approval of 2019-20 Property & Liability Insurance Renewal and CSAC-EIA Resolution Adoption
- 3.6 Approval of Operating and Capital Expenditures Budget for Fiscal Year 2019-2020

**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.**

May 22, 2019

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, May 22, 2018 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present: Judge Mark Juhas
Judge Michelle Williams Court
Susan Steinhauser, Esquire
Judge Michael Stern

Trustees Absent: Kenneth Klein, Esquire
Judge Dennis Landin
Judge Richard Rico

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

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

President Juhas determined a quorum to be present, convened the meeting at 12:27 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

No President's report.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the April 24, 2019 Regular Board Meeting
- 3.2 Review of March Financials and List of April Checks and Warrants.
- 3.3 Platinum Program Update for the month of April

President Juhas requested a motion to approve items on the Consent Calendar. So moved by Trustee Court, seconded by Trustee Klein. The motion was unanimously approved, 4-0.

4.0 DISCUSSION ITEMS

4.1 Review and Discussion of Operating Budget FY2020

ED Levin summarized the main highlights of the proposed FY20 budget including the remaining one-time funding granted by the State of California in FY19. President Juhas inquired about the conferences being held in Sacramento regarding the Governor's budget. ED Levin replied that all requested budget items are automatically going to conference. None of the requested budget items have been taken off which was a good sign. Judge Stern asked if there was a rise in court filing fees. ED Levin replied that there was a small increase in court filing fees. Trustee Court noted that there would be a possible measure on filing fees that could impact revenue negatively and Trustee Court was therefore happy to see a conservative budget.

The Trustees expressed general approval of the budget as proposed. No formal action taken.

4.2 Discussion and Approval of 2019-20 Property & Liability Insurance

ED Levin explained the process of renewal stating that the library typically renews by July 1 with the provider. The law library takes the renewal item to the board each May to offer a chance for discussion and to go back to market and revise if needed. By June the renewal would be ready for approval and would in theory be ready for renewal by July 1. Prior to the current broker, the law library was not a part of the CSAC group. The new broker, Alliant, is involved and is working to get the law library accepted in CSAC programs with a coverage limit to 25 million dollars.

President Juhas requested a motion to approve item 4.2, to authorize the Executive Director to bind coverage effective July 1, 2019 with coverage that meets or exceeds terms for the lowest total premium, not to exceed \$205,425. So moved by Trustee Court, seconded by Trustee Stern. The motion was unanimously approved, 4-0.

5.0 CLOSED SESSION

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

No reportable action was taken.

6.0 AGENDA BUILDING

There were no items for agenda building.

7.0 EXECUTIVE REPORT

ED Levin introduced the new Global Law Librarian, Dinah Minkoff, to the Board of Trustees. ED Levin and Managing Librarian for Public Interest, Janine Liebert, gave a brief summary of the Freedom of Speech Day full day of programming. J. Liebert noted some of the highlights of the eventful day such as the hot topic of fake news and the Anti-SLAPP Statute as well as the panel discussion on hate speech, hosted by NBC news anchor, Beverly White. Also mentioned as a success was the Book Discussion, the N. Hollywood Lawyers in the Library clinic and the Ask A Lawyer clinic in the South Bay.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:12pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, June 19, 2019 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 April 30, 2019

(Provisional and subject to year-end audit adjustments)

	6/30/2018	4/30/2019	YTD
Assets			
Current assets			
Cash and cash equivalents	4,748,337	9,045,419	4,297,082
Accounts receivable	1,599,833	1,421,302	(178,531)
Prepaid expenses	201,343	373,999	172,655
Total current assets	6,549,514	10,840,720	4,291,206
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,564,722	4,711,290	146,568
Capital assets, not being depreciated	630,426	908,668	278,242
Capital assets, being depreciated - net	17,174,661	16,676,328	(498,333)
Total noncurrent assets	22,688,279	22,614,756	(73,523)
Total assets	29,237,793	33,455,476	4,217,683
Deffered Outflows of Resources			
Deffered Outflows of Resources	1,712,350	1,712,350	-
Total assets and deffered outflows of resources	30,950,143	35,167,826	4,217,683
Liabilities			
Current Liabilities			
Accounts payable	228,063	119,730	(108,333)
Other current liabilities	-	-	-
Payroll liabilities	5,000	6,976	1,976
Total current liabilities	233,063	126,706	(106,357)
Noncurrent Liabilities			
Accrued sick and vacation liability	293,210	281,656	(11,554)
Borrowers' deposit	291,560	301,597	10,037
OPEB liability	2,735,493	2,943,823	208,330
Net pension liability	2,880,776	2,880,776	-
Total noncurrent liabilities	6,201,038	6,407,851	206,813
Total liabilities	6,434,101	6,534,558	100,456
Deffered Inflows of Resources			
Deffered Inflows of Resources	944,117	944,117	-
Total liabilities and Deffered inflows of resources	7,378,218	7,478,675	100,456
Net Position			
Invested in capital assets	17,805,087	17,584,996	(220,091)
Unrestricted	5,766,838	10,104,155	4,337,318
Total net position	23,571,925	27,689,151	4,117,227
Total liabilities and Deffered inflows of resources and net position	30,950,143	35,167,826	4,217,683

Los Angeles County Law Library
Income Statement for the Period Ending April 30, 2019
(Provisional and subject to year-end audit adjustments)

Apr 18	Apr 2019			
	Budget	Actual	\$ Fav	% Fav
631,427	672,202	679,194	6,992	1.0%
7,371	9,362	15,925	6,563	70.1%
61,711	52,989	53,479	490	0.9%
<u>33,928</u>	<u>38,681</u>	<u>26,684</u>	<u>(11,997)</u>	<u>-31.0%</u>
734,437	773,234	775,282	2,048	0.3%
274,748	331,485	309,406	22,079	6.7%
48,148	67,058	65,483	1,575	2.3%
141,564	197,764	140,788	56,976	28.8%
<u>(141,564)</u>	<u>(197,764)</u>	<u>(140,788)</u>	<u>(56,976)</u>	<u>28.8%</u>
63,861	80,236	63,861	16,375	20.4%
10,775	13,287	9,624	3,662	27.6%
8,118	4,601	6,474	(1,872)	-40.7%
77	1,644	421	1,223	74.4%
0	2,601	375	2,225	85.6%
64	132	28	104	78.6%
4,233	11,068	7,556	3,512	31.7%
<u>226,326</u>	<u>219,167</u>	<u>219,108</u>	<u>59</u>	<u>0.0%</u>
<u>636,349</u>	<u>731,278</u>	<u>682,336</u>	<u>(48,941)</u>	<u>-6.7%</u>
<u>98,088</u>	<u>41,956</u>	<u>92,946</u>	<u>50,990</u>	<u>121.5%</u>
(18,452)	(975)	6,348	7,323	-751.3%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>79,635</u>	<u>40,981</u>	<u>99,294</u>	<u>58,312</u>	<u>142.3%</u>
<u>31,157</u>	<u>58,000</u>	<u>0</u>	<u>58,000</u>	<u>100.0%</u>

Summary:

Income

L.A. Superior Court Fees
Interest
Parking
Library Services
Total Income

FY 2017-18	FY 2018-19 YTD				Comments
	YTD Actual	Amended Budget	Actual	\$ Fav	
5,902,306	6,395,641	6,358,584	(37,057)	-0.6%	
48,590	114,604	127,382	12,777	11.1%	
546,650	539,260	534,623	(4,637)	-0.9%	
<u>561,261</u>	<u>493,881</u>	<u>518,848</u>	<u>24,967</u>	<u>5.1%</u>	
7,058,808	7,543,387	7,539,438	(3,949)	-0.1%	

Expense

Staff (payroll + benefits)
Electronic Resource Subscriptions
Library Materials
Library Materials Transferred to Assets
Facilities
Technology & Data
General
Professional Development
Communications & Marketing
Travel & Entertainment
Professional Services
Depreciation
Total Expenses

3,119,474	3,329,693	3,390,939	(61,245)	-1.8%	
525,859	483,486	465,775	17,711	3.7%	
1,452,359	1,592,652	1,486,790	105,862	6.6%	
<u>(1,452,359)</u>	<u>(1,592,652)</u>	<u>(1,486,790)</u>	<u>(105,862)</u>	<u>6.6%</u>	
678,326	783,492	754,562	28,930	3.7%	
112,947	115,084	103,160	11,924	10.4%	
58,508	61,660	71,966	(10,305)	-16.7%	
16,650	52,208	46,740	5,469	10.5%	
4,693	10,964	10,221	743	6.8%	
555	719	258	461	64.1%	
54,661	90,238	61,077	29,160	32.3%	
2,284,878	2,190,411	2,207,352	(16,941)	-0.8%	
<u>6,856,550</u>	<u>7,117,955</u>	<u>7,112,049</u>	<u>5,906</u>	<u>0.1%</u>	

Net Income (Loss)

Investment Gain (Loss)¹
Extraordinary Income
Extraordinary Expense
Net Income Including Extraordinary Items

(35,469)	97,314	146,568	49,254	50.6%	
0	3,543,270	3,543,270	0	0.0%	
0	0	0	0	0.0%	
<u>166,789</u>	<u>4,066,016</u>	<u>4,117,227</u>	<u>51,211</u>	<u>1.3%</u>	

Capitalized Expenditures

<u>31,157</u>	<u>251,389</u>	<u>222,229</u>	<u>29,160</u>	<u>11.6%</u>	
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Los Angeles County Law Library
Income Statement for the Period Ending April 30, 2019
(Provisional and subject to year-end audit adjustments)

Apr 18	Apr 2019				FY 2018-19 YTD					Comments				
	Actual	Budget	Actual	\$ Fav	% Fav	FY 2017-18	Amended Budget	Actual	\$ Fav		% Fav			
Detailed Budget:														
Income:														
631,427	672,202	679,194	6,992	1.0%	15	FIN	303300	L.A. Superior Court Fees	5,902,306	6,395,641	6,358,584	(37,057)	-0.6%	
Interest:														
1,331	0	0	0	0.0%	15	FIN	311000	Interest - LAIF	3,376	6,252	6,441	189	3.0%	
5,602	8,894	15,351	6,457	72.6%	15	FIN	312000	Interest - General Fund	41,437	103,269	115,657	12,388	12.0%	Better than expected investment rate of return.
439	468	574	106	22.7%	15	FIN	313000	Interest - Deposit Fund	3,777	5,084	5,284	200	3.9%	
7,371	9,362	15,925	6,563	70.1%				Subtotal	48,590	114,604	127,382	12,777	11.1%	
Parking:														
61,711	52,989	53,479	490	0.9%	39	FAC	330100	Parking	546,650	539,260	534,623	(4,637)	-0.9%	
61,711	52,989	53,479	490	0.9%				Subtotal	546,650	539,260	534,623	(4,637)	-0.9%	
Library Services:														
33	150	33	(118)	-78.3%	27	CIRC	330150	Annual Designation Fee	1,983	1,005	551	(454)	-45.1%	Continued slower than expected trend due to reduced messenger use by law firms. Expected to normalize in May as 2019-20 renewal payments start to trickle in.
11,020	15,038	10,439	(4,599)	-30.6%	25	PS	330140	Annual Members Fee	175,488	160,695	152,519	(8,176)	-5.1%	Timing variance in payment of annual fees by current Members.
1,222	2,075	1,603	(472)	-22.7%	25	PS	330340	Course Registration	22,892	22,157	27,485	5,328	24.0%	Increased MCLE attendance, including CEB Jan. programs
4,341	3,417	4,193	776	22.7%	27	CIRC	330129	Copy Center	36,776	33,909	35,445	1,535	4.5%	
1,696	1,250	1,900	650	52.0%	27	CIRC	330205	Document Delivery	13,694	13,533	14,542	1,010	7.5%	Better than expected performance.
5,217	3,389	5,623	2,234	65.9%	27	CIRC	330210	Fines	41,302	32,409	33,136	727	2.2%	
296	10,000	86	(9,914)	-99.1%	15	FIN	330310	Miscellaneous	51,271	54,126	62,065	7,939	14.7%	Includes unbudgeted \$6K CalPERS retiree drug subsidy reserve payout.
9,788	3,338	1,022	(2,316)	-69.4%	39	FAC	330330	Room Rental	59,555	34,928	35,211	284	0.8%	
280	0	770	770	0.0%	23	COL	330350	Book Replacement	530	665	1,435	770	115.9%	
0	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	0	0	0	0	0.0%	
0	0	0	0	0.0%	17	EXEC	330400	Friends of Law Library	145,000	125,000	140,000	15,000	12.0%	Timing variance.
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	
35	25	17	(8)	-33.0%	15	FIN	330450	Vending	313	298	303	5	1.6%	
0	0	1,000	1,000	0.0%	37	COM	330465	Special Events Income	12,459	15,157	16,157	1,000	6.6%	
33,928	38,681	26,684	(11,997)	-31.0%				Subtotal	561,261	493,881	518,848	24,967	5.1%	
734,437	773,234	775,282	2,048	0.3%				Total Income	7,058,808	7,543,387	7,539,438	(3,949)	-0.1%	
Expenses:														
Staff:														
169,944	191,814	173,289	18,525	9.7%	ALL	501000	Salaries (FT)	1,887,319	1,868,045	1,871,896	(3,851)	-0.2%		
0	(3,866)	0	(3,866)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(42,521)	0	(42,521)	100.0%	
18,773	23,235	22,564	671	2.9%	ALL	501050	Salaries (PT)	202,767	229,938	242,591	(12,653)	-5.5%	Increased PT hours due to vacancies.	
0	(417)	0	(417)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(4,588)	0	(4,588)	100.0%	
11,125	11,667	11,855	(188)	-1.6%	15	FIN	502000	Social Security	120,041	114,426	120,566	(6,140)	-5.4%	Timing variance.
2,602	3,000	2,773	227	7.6%	15	FIN	503000	Medicare	29,185	29,175	29,525	(350)	-1.2%	
9,152	21,685	19,613	2,072	9.6%	15	FIN	511000	Retirement	251,347	349,790	350,474	(684)	-0.2%	
0	0	0	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	0	0	0	0	0.0%	
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
40,607	40,600	46,237	(5,637)	-13.9%	15	FIN	512000	Health Insurance	421,621	406,028	430,123	(24,095)	-5.9%	Plan changes during open enrollment
388	417	369	48	11.5%	15	FIN	513000	Disability Insurance	4,172	3,932	3,783	149	3.8%	
4,739	5,000	4,870	130	2.6%	15	FIN	514000	Dental Insurance	48,682	49,848	50,114	(266)	-0.5%	
542	583	493	90	15.4%	15	FIN	514500	Vision Insurance	5,344	5,501	5,259	242	4.4%	
89	117	171	(54)	-46.6%	15	FIN	515000	Life Insurance	674	1,158	1,307	(149)	-12.8%	Includes new life insurance for PT employees.
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
5,262	6,667	3,177	3,490	52.3%	15	FIN	516000	Workers Compensation Insurance	32,337	48,019	42,063	5,957	12.4%	Reflects policy audit refunds.
252	833	0	833	100.0%	15	FIN	517000	Unemployment Insurance	2,464	6,033	6,354	(321)	-5.3%	Timing variance.
0	3,200	2,021	1,179	36.8%	ALL	514010	Temporary Employment	0	18,469	8,611	9,858	53.4%	Timing variance. Includes one time funding (OTF) project salary.	
698	4,417	0	4,417	100.0%	13	HR	514015	Recruitment	2,917	17,983	1,419	16,563	92.1%	Timing variance.
0	0	0	0	0.0%	15	FIN	517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	15	FIN	518000	Accrued Vacation Expense	0	0	0	0	0.0%	
9,167	20,833	20,833	0	0.0%	15	FIN	518500	OPEB Expense	91,670	208,331	208,330	1	0.0%	
558	450	272	178	39.5%	15	FIN	518550	TMP	7,744	7,936	7,315	620	7.8%	
850	1,250	868	382	30.6%	15	FIN	518560	Payroll and Benefit Administration	11,191	12,189	11,209	980	8.0%	

Los Angeles County Law Library
 Income Statement for the Period Ending April 30, 2019
 (Provisional and subject to year-end audit adjustments)

Apr 18	Apr 2019				FY 2017-18	FY 2018-19 YTD				Comments				
	Actual	Budget	Actual	\$ Fav		% Fav	YTD Actual	Amended Budget	Actual		\$ Fav	% Fav		
813	842	843	(1)	-0.1%	35	CMS	801315	Bibliographical Services	8,125	8,426	8,430	(4)	0.0%	
0	0	0	0	0.0%	35	CMS	801320	Binding	0	0	0	0	0.0%	
85	83	227	(144)	-172.7%	17	EXEC	801325	Board Expense	606	766	932	(167)	-21.8%	Includes Board subcommittee lunches.
63	34	233	(199)	-582.6%	37	COM	801330	Staff meals & events	2,540	9,324	9,691	(367)	-3.9%	
2,291	1,833	1,964	(131)	-7.1%	15	FIN	801335	Supplies - Office	16,198	18,251	18,229	22	0.1%	
233	0	0	0	0.0%	35	CMS	801337	Supplies - Library materials	6,322	7,790	7,797	(7)	-0.1%	
0	350	0	350	100.0%	37	COM	801340	Stationery, business cards, etc.	541	1,400	274	1,126	80.4%	Timing variance.
0	0	0	0	0.0%	25	PS	801365	Grant Application Expenses	0	0	0	0	0.0%	
679	833	1,470	(637)	-76.4%	27	CIRC	801370	Copy Center Expense	12,896	6,821	15,361	(8,540)	-125.2%	Includes \$6K unbudgeted sales tax on copy center & document delivery 2018 sales. Increased color copy costs.
0	(8)	34	(42)	507.8%	15	FIN	801375	General - Misc	1,012	3,017	3,613	(596)	-19.8%	
0	0	15	(15)	0.0%	25	PS	801390	Course Registration	0	0	228	(228)	0.0%	
3,199	50	1,141	(1,091)	-2181.8%	17	EXEC	801395	Friends of Law Library	3,745	441	2,283	(1,842)	-417.8%	Offset by increased revenue
8,118	4,601	6,474	(1,872)	-40.7%				Subtotal	58,508	61,660	71,966	(10,305)	-16.7%	
								Professional Development:						
47	999	12	987	98.8%	ALL	803105		Travel	5,579	5,351	1,804	3,547	66.3%	Grant funding obtained and 2 conferences not attended. Includes CCCLL meeting expenses.
0	20	0	20	100.0%	ALL	803110		Meals	107	129	49	80	62.1%	
0	0	0	0	0.0%	ALL	803113		Incidental and miscellaneous	75	399	399	0	0.0%	
0	96	294	(198)	-206.1%	ALL	803115		Membership dues	6,695	43,549	43,609	(60)	-0.1%	
30	529	115	414	78.3%	ALL	803120		Registration fees	3,697	2,781	879	1,902	68.4%	Timing variance.
0	0	0	0	0.0%	ALL	803125		Educational materials	497	0	0	0	0.0%	
77	1,644	421	1,223	74.4%				Subtotal	16,650	52,208	46,740	5,469	10.5%	
								Communications & Marketing:						
0	300	0	300	100.0%	37	COM	803205	Services	0	1,200	1,890	(690)	-57.5%	One Time Funding
0	1,270	375	895	70.4%	37	COM	803210	Collateral materials	2,152	5,526	5,717	(190)	-3.4%	One Time Funding
0	1,031	0	1,031	100.0%	37	COM	803215	Advertising	2,542	4,122	2,499	1,623	39.4%	Timing variance.
0	0	0	0	0.0%	37	COM	803220	Trade shows & Outreach	0	116	116	0	0.0%	No further expenses expected.
0	2,601	375	2,225	85.6%				Subtotal	4,693	10,964	10,221	743	6.8%	
								Travel & Entertainment						
0	0	0	0	0.0%	ALL	803305		Travel	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL	803310		Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL	803315		Entertainment	0	0	0	0	0.0%	
64	132	28	104	78.6%	ALL	803320		Ground transportation & mileage reimb.	555	719	258	461	64.1%	
0	0	0	0	0.0%	ALL	803325		Incidental travel expenses	0	0	0	0	0.0%	
64	132	28	104	78.6%				Subtotal	555	719	258	461	64.1%	
								Professional Services						
15	1,072	0	1,072	100.0%	15	FIN	804005	Accounting	23,736	25,712	21,425	4,287	16.7%	Timing variance.
4,218	2,896	2,896	0	0.0%	17	EXEC	804008	Consulting Services	28,184	28,836	28,836	0	0.0%	
0	5,933	4,660	1,274	21.5%	17	EXEC	804010	Legal	595	28,733	8,452	20,282	70.6%	All costs were incurred in OTF projects and are covered by OTF.
0	1,167	0	1,167	100.0%	15	FIN	804015	Other	2,146	6,956	2,364	4,592	66.0%	
4,233	11,068	7,556	3,512	31.7%				Subtotal	54,661	90,238	61,077	29,160	32.3%	
								Depreciation:						
202,241	195,833	195,513	320	0.2%	15	FIN	806105	Depreciation - Library Materials	2,038,354	1,960,343	1,977,940	(17,597)	-0.9%	
24,084	23,333	23,595	(262)	-1.1%	15	FIN	806110	Depreciation Exp - FF&E	246,524	230,068	229,412	656	0.3%	
226,326	219,167	219,108	59	0.0%				Subtotal	2,284,878	2,190,411	2,207,352	(16,941)	-0.8%	
636,349	731,278	682,336	48,941	6.7%				Total Expense	6,856,550	7,117,955	7,112,049	5,906	0.1%	
98,088	41,956	92,946	50,990	121.5%				Net Income Before Extraordinary Items	202,258	425,432	427,389	1,957	0.5%	
(18,452)	(975)	6,348	7,323	-751.3%	15	FIN	321000	Investment Gain (Loss) ¹	(35,469)	97,314	146,568	49,254	50.6%	Reflects loss/gain if sold at time of report (before maturity).
0	0	0	0	0.0%	17	EXEC	401000	Extraordinary Income	0	3,543,270	3,543,270	0	0.0%	One-time funding from the State.
0	0	0	0	0.0%	17	EXEC	901000	Extraordinary Expense	0	0	0	0	0.0%	
79,635	40,981	99,294	58,312	142.3%				Net Income Including Extraordinary Items	166,789	4,066,016	4,117,227	51,211	1.3%	

Los Angeles County Law Library
Income Statement for the Period Ending April 30, 2019
(Provisional and subject to year-end audit adjustments)

Apr 18	Apr 2019			
	Budget	Actual	\$ Fav	% Fav
0	50,000	0	50,000	100.0%
24,960	0	0	0	0.0%
6,197		0	0	0.0%
0	8,000	0	8,000	100.0%
0	0	0	0	0.0%
<u>31,157</u>	<u>58,000</u>	<u>0</u>	<u>(58,000)</u>	<u>-100.0%</u>

FY 2017-18	FY 2018-19 YTD			
	YTD Actual	Amended Budget	Actual	\$ Fav
0	55,300	3,352	51,948	93.9%
24,960	0	30,789	(30,789)	0.0%
6,197	188,089	188,089	0	0.0%
0	8,000	0	8,000	100.0%
0	0	0	0	0.0%
<u>31,157</u>	<u>251,389</u>	<u>222,229</u>	<u>29,160</u>	<u>11.6%</u>

Comments

Capital Expenditures:

39 FAC	161100	Furniture / Appliances (>3k)	0	55,300	3,352	51,948	93.9%	Security camera project rolled over FY20 budget.
33 TECH	161300	Electronics / Computer Hardware (>3k)	24,960	0	30,789	(30,789)	0.0%	Reflects completion of the solid state public PC project.
39 FAC	164500	Exterior Building Repairs/ Improvements (>3k)	6,197	188,089	188,089	0	0.0%	Reflects completed Roof North (1970) project and new barrier arm gates.
39 FAC	164000	Interior Improvements / Alterations (>3k)	0	8,000	0	8,000	100.0%	Timing variance.
33 TECH	168000	Computer Software	0	0	0	0	0.0%	
		Total - Capitalized Expenditures	<u>31,157</u>	<u>251,389</u>	<u>222,229</u>	<u>29,160</u>	<u>11.6%</u>	

CalPERS CERBT Trust Fund:

Beginning Balance	2,190,870	
Administrative Expense	(89)	CalPERS CERBT program cost.
Investment Expense	(65)	Investment management cost.
Unrealized Gain/Loss	27,566	Fluctuating market conditions.
Distribution	0	Distribution from Fund
Ending Balance	<u>2,218,283</u>	

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 April 30, 2019
(Provisional and subject to year-end audit adjustments)

	4/30/2019	YTD
Cash flows from operating activities		
L.A. Superior court fees	679,194	5,679,390
Parking fees	53,479	481,145
Library services	26,684	3,895,434
(Increase) decrease in accounts receivable	(37,018)	215,549
Increase (decrease) in borrowers' deposit	228	9,809
Cash received from filing fees and services	722,567	10,281,327
Facilities	(63,861)	(690,700)
Technology	(9,624)	(93,536)
General	(6,474)	(65,492)
Professional development	(421)	(46,319)
Communications & marketing	(375)	(9,846)
Travel & entertainment	(28)	(230)
Professional services	(7,556)	(53,521)
Electronic Resource Subscriptions (ERS)	(65,483)	(400,292)
(Increase) decrease in prepaid expenses	39,092	(211,747)
Increase (decrease) in accounts payable	(70,477)	(37,856)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(185,208)	(1,609,538)
Staff (payroll + benefits)	(309,406)	(3,081,533)
Increase (decrease) in payroll liabilities	(863)	2,839
Increase (decrease) in accrued sick and vacation liability	-	(11,554)
Increase (decrease) in OPEB liability	20,833	187,497
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(289,436)	(2,902,751)
Contributions received	-	140,000
Net cash from operating activities	247,923	5,909,038
Cash flow from capital and related financing activities		
Library materials	(140,788)	(1,346,002)
Fixed assets	-	(222,229)
Capital - Work in Progress (WIP)	(12,765)	(265,477)
Cash flows from investing activities		
Investment	-	-
Investment earnings	15,925	111,457
Net cash increase (decrease) in cash and cash equivalents	110,296	4,186,786
Cash and cash equivalents, at beginning of period	9,253,594	5,066,807
Cash and cash equivalents, at end of period	9,363,889	9,253,594
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	77,021	3,766,257
Adjustments for noncash effects:		
Depreciation	219,108	1,988,244
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(37,018)	215,549
(Increase) decrease in prepaid expenses	39,092	(211,747)
Increase (decrease) in accounts payable	(70,477)	(37,856)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	(863)	2,839
Increase (decrease) in accrued sick and vacation liability	-	(11,554)
Increase (decrease) in borrowers' deposit	228	9,809
Increase (decrease) in OPEB liability	20,833	187,497
Net impact of GASB 68 adjustments		
Net cash from operating activities	247,923	5,909,038

LOS ANGELES COUNTY LAW LIBRARY
May 1, 2019 - May 31, 2019 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 1	MELVIN FELTON	REFUND	140.00	030861
	PHOEBE PEIYU LIU	REFUND	140.00	030862
	JOSHUA MACK	REFUND	140.00	030863
	MURALI M MENON	REFUND	140.00	030864
	ANDRES CRUZ TAPIA	REFUND	92.00	030865
	LARRY DONNELL WALKER	REFUND	140.00	030866
May 2	JANINE LIEBERT	MILEAGE	21.23	030867
	METROLINK	TMP	505.75	030868
May 6	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	768.34	030869
	CALIFORNIA STATE BAR COURT REPORTER	BOOKS	150.00	030870
	GOLDEN STATE ELECTRIC	CIP INTERIOR	8,400.00	030871
	MICHELLE HOPKINS	LEGAL	2,010.00	030872
	ROMERO MAINTENANCE LLC	FRIENDS	845.00	030873
May 10	COUNTY OF LOS ANGELES	BANK CHARGES	52.94	030874
	ONEDIGITAL HR CONSULTING	CONSULTING	2,896.26	030875
	SUTTLES PLUMBING INC	REPAIR/MAINT	227.00	030876
	PAN PACIFICA	BOOKS	736.00	030877
May 13	DANIELLE PETERSON	SPECIAL EVENTS	106.00	030878
May 16	BRIDGES FILTER SERVICE, INC	BLDG SVCS	614.49	030879
May 17	AT&T	TELECOM	494.97	030880
	ESTHER EASTMAN	MILEAGE	23.90	030881
	JANINE LIEBERT	MILEAGE	21.00	030882
	NATIONAL 50 SECURITY	SECURITY	5,423.88	030883
	ANAHIT PETROSYAN	MEMEBERSHIP	263.00	030884
	PETTY CASH FUND	PETTY CASH	321.14	030885
	NATIONAL 50 SECURITY	SECURITY	5,350.57	030886
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	710.11	030887
	OTTO HARRASSOWITZ	BOOKS	1,206.91	030888
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	1,650.00	030889
	PAN PACIFICA	BOOKS	735.00	030890
	GUARDIAN	PREPAID EXP	7,783.59	030891
	May 22	COUNTY OF LOS ANGELES	BANK CHARGES	48.74
May 24	COLUMBIA HUMAN RIGHTS LAW REVIEW	BOOKS	380.00	030893
	MARY MARTIN BOOKSELLERS	BOOKS	730.30	030894
	GREGORY E ALMAS	REFUND	132.00	030895
	OLGA NESMASHNA	REFUND	140.00	030896

43,940.12

LOS ANGELES COUNTY LAW LIBRARY
May 1, 2019 - May 31, 2019 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 30	RADCLIFF & SAIKI LLP	REFUND	400.00	030897
	NRA GROUP, LLC	COLLECTION AGENC	119.40	030898
May 30	WILLIAM AUGUSTUS ANDERSON	REFUND	125.00	030915
	BAKER & HOSTETLER LLP	REFUND	400.00	030916
	DANIEL P BARER	REFUND	125.00	030917
	DAVID TYLER BOUFFARD	REFUND	140.00	030918
	STEVEN P CHANG	REFUND	140.00	030919
	GARY D COOPER	REFUND	140.00	030920
	JULIE MCINTYRE CROUCH	REFUND	140.00	030921
	STEVEN JAMES ELKINS	REFUND	140.00	030922
	NEAL FIALKOW	REFUND	140.00	030923
	BARRY L GREENHALGH	REFUND	125.00	030924
	MARK ALAN HEDGES	REFUND	70.00	030925
	JEFFREY RAY LAI	REFUND	125.00	030926
	FRANK JOSEPH LOZOYA IV	REFUND	125.00	030927
	ESTHER ALTA MACNER	REFUND	125.00	030928
	DAVID MAMANN	REFUND	140.00	030929
	JOSEPH G MCGUINNESS	REFUND	140.00	030930
	ALEXANDRA K MELLS	REFUND	140.00	030931
	LORETTA NEWMAN	REFUND	140.00	030932
	ROBERT K OATES	REFUND	125.00	030933
	BERNARD TSZWAII PANG	REFUND	140.00	030934
	JOSE RAMON PAZ	REFUND	140.00	030935
	DONNA DIANA PETTWAY KAROU	REFUND	68.00	030936
	ALLAN RAY SCHROTH	REFUND	125.00	030937
	JEWEL DORI SHEPARD	REFUND	140.00	030938
	JAMES M SILVA	REFUND	140.00	030939
	PETER SZANTO	REFUND	125.00	030940
	BERT Z TIGERMAN	REFUND	128.00	030941
KAVI SINGH VIRK	REFUND	140.00	030942	
LEE R NEMCHEK	REFUND	140.00	030943	
May 31	SYNCB AMAZON	BOOKS	453.31	030944
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	1,879.67	030945
	GAUNT	BOOKS	510.31	030946
	AFLAC REMITTANCE	CAFE PLAN-INSURA	888.74	030947
	NATIONAL 50 SECURITY	SECURITY	5,553.66	030948
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	9,368.10	030949

66,744.31

LOS ANGELES COUNTY LAW LIBRARY
May 1, 2019 - May 31, 2019 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 2	AT&T MOBILITY	TELECOM	16.24	V004280
	BANDWIDTH.COM, INC.	TELECOM	910.56	V004281
	CITY FARE	FRIENDS	214.95	V004282
	GTT COMMUNICATIONS	TELECOM	378.50	V004283
	STATE COMPENSATION	WORKERS COMP	3,177.08	V004284
	SPECTRUM	TELECOM	1,081.05	V004285
	HOLIDAY INN	TRAVEL	567.42	V004403
May 6	WOLTERS KLUWER LAW & BUSINESS	BOOKS	3,178.08	V004286
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,753.31	V004287
	DATA TRACE PUBLISHING COMPANY	BOOKS	219.95	V004288
	GREY HOUSE PUBLISHERS	BOOKS	638.00	V004289
	HARRIETT BUHAI CENTER FOR FAMILY	BOOKS	992.22	V004290
	LAWPRESS CORPORATION	BOOKS	378.05	V004291
	MASSACHUSETTS CONTINUING LEGAL EDUC	BOOKS	253.50	V004292
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	138.50	V004293
	ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	2,424.48	V004294
	WEST ACADEMIC	BOOKS	46.32	V004295
	GOBI LIBRARY SOLUTIONS	BOOKS	2,153.55	V004296
May 7	SOUTHWEST AIRLINES	RECRUITMENT	145.99	V004303
	ALTA FOODCRAFT	KITCHEN SUPPLIES	221.15	V004297
May 7	BRIGHTVIEW	CIP EXTERIOR	5,120.00	V004298
	INTERSTATE ALL BATTERY CENTER	EQUIPMENT	239.48	V004299
	NASA SERVICES	BLDG SVCS	467.45	V004300
	OCLC INC	BIBLIOGRAPHICAL S	752.70	V004301
	SUPPLYWORKS	CLEANING SUPPLIES	2,267.81	V004302
	CDW GOVERNMENT INC	OFFICE SUPPLIES	1,575.00	V004304
	May 10	BISOU LE	LEGAL	1,014.75
GOLDEN STATE OVERNIGHT		DELIVERY & POSTAG	10.52	V004306
INFINISOURCE INC		PAYROLL/HR BENEFI	75.00	V004307
PAN AMERICAN PEST CONTROL CO		BLDG SVCS	276.00	V004308
UPS		DELIVERY & POSTAG	11.65	V004309
WOLTERS KLUWER LAW & BUSINESS		BOOKS	478.90	V004310
LEXISNEXIS MATTHEW BENDER		BOOKS	91.30	V004311
PROQUEST LLC COUTTS INFORMATION SER		BOOKS	928.54	V004312
LEXISNEXIS ONLINE SERVICES		BOOKS	15,298.00	V004313
MUNICIPAL CODE CORPORATION		BOOKS	152.00	V004314
ROWMAN & LITTLEFIELD PUBLISHING		BOOKS	600.42	V004315
THOMSON REUTERS TAX & ACCOUNTING		BOOKS	416.38	V004316
WEST ACADEMIC		BOOKS	51.47	V004317
THOMSON REUTERS		BOOKS	828.37	V004318
STATE BAR OF WISCONSIN		BOOKS	76.02	V004319

53,921.46

LOS ANGELES COUNTY LAW LIBRARY
May 1, 2019 - May 31, 2019 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 11	DELL MARKETING L P	HARDWARE MAINTENANCE	4,300.80	V004320
May 14	STAMPS.COM	DELIVERY & POSTAGE	24.99	V004374
	STAMPS.COM	DELIVERY & POSTAGE	300.00	V004321
	HYATT	TRAVEL	692.94	V004404
May 15	GURU PRINTERS	COLLATERAL MATERIALS	1,062.15	V004323
May 16	OFFICE DEPOT	SUPPLIES-OFFICE	1,086.21	V004322
May 17	GTT COMMUNICATIONS	TELECOM	85.76	V004324
	KONICA MINOLTA BUSINESS	COPY CENTER	438.80	V004325
	AMERICAN BAR ASSOCIATION	BOOKS	4,257.29	V004326
	AMERICAN LEGAL PUBLISHING	BOOKS	287.00	V004327
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,171.65	V004328
	LEXISNEXIS MATTHEW BENDER	BOOKS	191.84	V004329
	CAPITOL ENQUIRY	BOOKS	106.60	V004330
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,453.02	V004331
	INGRAM LIBRARY SERVICES	BOOKS	70.68	V004332
	JURISNET LLC	BOOKS	53.03	V004333
	PRACTISING LAW INSTITUTE	BOOKS	206.24	V004334
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	6,508.98	V004335
	UNITED NATIONS PUBLICATIONS	BOOKS	165.18	V004336
	WEST ACADEMIC	BOOKS	477.42	V004337
	THOMSON REUTERS	BOOKS	89,638.74	V004338
	GOBI LIBRARY SOLUTIONS	BOOKS	1,616.71	V004339
	PRYOR LEARNING SOLUTIONS	REGISTRATION FEE	119.00	V004353
	AMERICAN ASSOCIATION OF LAW LIBRARIANS	REGISTRATION FEE	2,900.00	V004358
May 21	NATIONAL LAWYERS GUILD	REGISTRATION FEE	75.00	V004354
	FACEBOOK	ADVERTISING	24.90	V004405
May 22	LEXISNEXIS MATTHEW BENDER	BOOKS	32,945.79	V004355
	DOORDASH	BOARD EXPENSE	86.64	V004356
May 24	AMERICAN LEGAL PUBLISHING	BOOKS	85.00	V004340
	LEXISNEXIS MATTHEW BENDER	BOOKS	819.15	V004341
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,969.83	V004342
	PROQUEST LLC COURTS INFORMATION SERVICES	BOOKS	755.56	V004343
	JURIS PUBLISHING INC	BOOKS	808.00	V004344
	KNOWLES PUBLISHING INC	BOOKS	192.99	V004345
	MASSACHUSETTS CONTINUING LEGAL EDUCATION	BOOKS	113.50	V004346
	MUNICIPAL CODE CORPORATION	BOOKS	1,544.00	V004347
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	385.17	V004348

209,972.61

LOS ANGELES COUNTY LAW LIBRARY
May 1, 2019 - May 31, 2019 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 28	WILLIAM S HEIN & CO	BOOKS	2,331.39	V004349
	GOBI LIBRARY SOLUTIONS	BOOKS	399.48	V004350
	INFINISOURCE INC	PAYROLL/HR BENEFI	75.00	V004357
May 29	EMPLOYTEST.COM	RECRUITMENT	139.00	V004375
	TELEPAK INC	COLLATERAL MATER	1,403.00	V004376
May 30	AMERICAN ASSOCIATION OF LAW LIBRARI	REGISTRATION FEE	120.00	V004377
	CDW GOVERNMENT INC	SOFTWARE MAINTE	2,345.28	V004378
May 31	SOUTHWEST AIRLINES	TRAVEL	464.00	V004406
May 31	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,359.78	V004361
	GEORGE T BISEL COMPANY	BOOKS	91.90	V004362
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,765.16	V004363
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	111.85	V004364
	JURIS PUBLISHING INC	BOOKS	103.60	V004365
	JURISNET LLC	BOOKS	209.74	V004366
	KANSAS JUDICIAL COUNCIL	BOOKS	95.00	V004367
	NATIONAL CONSUMER LAW CENTER	BOOKS	150.00	V004368
	PRACTISING LAW INSTITUTE	BOOKS	1,729.62	V004369
	PUBLIC UTILITIES REPORTS INC	BOOKS	134.00	V004370
	SOLANO PRESS BOOKS	BOOKS	106.16	V004371
	VERDICTSEARCH	BOOKS	352.53	V004372
	GOBI LIBRARY SOLUTIONS	BOOKS	809.66	V004373
	AT&T MOBILITY	TELECOM	16.24	V004379
	CANON SOLUTIONS AMERICA, INC.	HARDWARE MAINTE	7,802.26	V004380
	GTT COMMUNICATIONS	TELECOM	378.50	V004381
	KONICA MINOLTA BUSINESS	COPY CENTER	698.06	V004382
	PRACTISING LAW INSTITUTE	BOOKS	1,345.87	V004383

234,178.30

LOS ANGELES COUNTY LAW LIBRARY
 May 1, 2019 - May 31, 2019 (CHECKS)
 Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 3	AMAZON WEB SERVICES	SERVICES	0.52	V000328
	HOME DEPOT	EQUIPMENT	25.04	V000329
May 6	SYNCB AMAZON	HARDWARE	176.87	V000330
May 13	IDVILLE	SECURITY	276.68	V000331
May 20	SYNCB AMAZON	HARDWARE	431.73	V000332
May 21	SYNCB AMAZON	REPAIR/MAINT	82.60	V000333
May 27	EBAY-PAYPAL	SOFTWARE/MAINT	230.15	V000334

1,223.59

LOS ANGELES COUNTY LAW LIBRARY
 May 1, 2019 - May 31, 2019 (CHECKS)
 Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 7	COSTCO WHOLESALE MEMBERSHIP	COURSE REGISTRAT	15.38	V000092
	LA DEPT WATER & POWER	WATER/SEWER	9,839.13	V000093
	SLOAN'S DRY CLEANERS & LAUNDRY	ROOM RENTAL EXPE	392.00	V000094
May 28	SAMS CLUB	MEALS	90.68	V000095
May 30	LOWE'S	EQUIPMENT	11.10	V000096

10,348.29

LOS ANGELES COUNTY LAW LIBRARY
May 1, 2019 - May 31, 2019 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 20	SEIU LOCAL 721	UNION DUES	949.20	001635
	SEIU LOCAL 721	UNION DENTAL	40.44	001636

989.64

LOS ANGELES COUNTY LAW LIBRARY
May 1, 2019 - May 31, 2019 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 13	UNITED PAVING CO.	REPAIR/MAINTENAN	26,555.00	TS00279259

26,555.00

MEMORANDUM

DATE: June 19, 2019

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Malinda Muller, Director, Patron Services
Austin Stoub, Senior Librarian, Reference & Research

RE: Platinum Program Update for the Month of May

INTRODUCTION

At the December 2017 Board of Trustees meeting, the Board approved a plan to allow LA Law Library to offer a Platinum level members program. At the time of approving the plan, the Board also requested monthly updates on the status of the Platinum Members program. This is our monthly report, for the June 2019 board meeting, reporting Platinum Member services for May of 2019.

This report is informational only; no action is requested or required.

ANALYSIS

In the month of May we responded to 10 edelivery requests, with a total of 11 documents delivered across these requests. Due to changes in the terms of the contract, we have more leeway as to a timeframe for responding. As a result of these changes, our average time for responding to these requests was 1 hour and 27 minutes. The document requests filled were generally case or statute pulls from subscription databases, though there were requests for secondary sources and requests for scans from our print collection.

All requests were filled by staff assigned to the Platinum Members program, without any negative impact on public services or programs. Staff assigned to the Platinum Members program made productive use of time not spent serving Platinum Members to work on other Law Library tasks or assist with public service at the reference desk.

Staff is available to answer any questions the Board of Trustees may have.



MEMORANDUM

DATE: June 19, 2019

TO: Board of Law Library Trustees

FROM: Marcelino Juarez, Finance Manager

RE: 2019-20 Dental, Vision, Disability (LTD), and Life Insurance
Renewal

BACKGROUND

Brecher Insurance & Financial Services (Brecher) is the Library's current insurance broker for dental, vision, long term disability (LTD), and life insurance. Our policies are subject to annual renewal and are scheduled to expire July 31, 2018. This insurance coverage is currently provided through Guardian. Accordingly, the Law Library requested that our broker solicit and secure the most competitive bid for renewal.

Based on their experience and expertise, Brecher recommends that the Law Library renew with Guardian and continue to provide life insurance for part-time that work less than 20 per week through AFLAC.

ANALYSIS

Brecher's analysis and recommendations are attached. Essentially, Guardian has agreed to a rate pass (0% increase) on all lines of coverage.

Although the Law Library could request that Brecher solicit additional bids, as noted in the attached memo, Brecher expects that carriers would still decline to quote on the dental coverage due to the large retiree population. Additionally, we could also lose the favorable terms currently being offered by Guardian.

Life Insurance: The Law Library recently expanded benefits to include life insurance for part-time employees. However, Brecher has been unable to identify a group life insurance policy covering all employees; neither Guardian nor any of the other carriers contacted by Brecher will provide life insurance for part-time employees that work less than 20 hours per week. Accordingly, the Law Library has been providing individual life insurance coverage for those part-time employees through AFLAC and will continue to do so. Part time employees that work more than 20 hours per week are part of the Guardian group life insurance.



ALTERNATIVES

The Board could authorize providing life insurance for part-time employees through AFLAC and:

1. approve the renewal of all lines of insurance coverages with Guardian; or
2. request additional bids for consideration at the July meeting.

RECOMMENDATION

Staff recommends that the Board authorize providing life insurance for part-time employees through AFLAC and approve the renewal of all lines of insurance coverages with Guardian.

Attachment

1. Brecher's Memo



BRECHER INSURANCE AND FINANCIAL SERVICES

6300 WILSHIRE BLVD., SUITE 2200 • LOS ANGELES, CA • 90048 • PHONE (323) 782-3289 • FAX (323) 782-3022

MEMORANDUM

DATE: June 12, 2019

TO: Board of Law Library Trustees

FROM: David Brecher, Brecher Insurance & Financial Services

RE: Dental, Vision, Life and Long-Term Disability Insurance Renewal

SUMMARY

The Library's group dental, vision, basic life, AD&D, voluntary life and AD&D, and long-term disability (LTD) insurance plans renew on August 1, 2019. Guardian has agreed to a rate pass on all lines of coverage. There are two part time employees being covered for life insurance through AFLAC – Guardian will not insure part time employees that work less than 20 hours per week. The AFLAC rates also will not change at renewal for the employer paid life insurance.

ANALYSIS AND DETAIL

We successfully negotiated a rate pass for all lines of coverage with Guardian. AFLAC rates are not changing for 2019.

OPTIONS

1. Renew all current lines of coverage with Guardian and AFLAC
2. Market the coverage with other carriers. Note: As was the case in prior years, we expect carriers to decline to quote the dental coverage due to the large retiree population.

RECOMMENDATION

By renewing with Guardian, Los Angeles Law Library can continue to offer current benefits with no increase in annual premium and no disruption to employees' access to current providers. We recommend renewing with Guardian and with AFLAC.

David Brecher, CA Insurance License #0B01282

David A. Brecher, ChFC®, CPA (Inactive), Registered Representative, offering securities through NYLIFE Securities LLC Member FINRA/SIPC,
A Licensed Insurance Agency (323) 782-3000

Financial Adviser offering investment advisory services through Eagle Strategies LLC., A Registered Investment Adviser
Brecher Insurance And Financial Services is not owned or operated by NYLIFE Securities LLC or its affiliates.

LA LAW LIBRARY
2019-20 Property & Liability Insurance Program

as of: 6/11/19

	Expiring Premium	Proposed Premium	Δ
	7/1/18 - 7/1/19	7/1/19 - 7/1/20	
Public Entity Package Policy			
General Liability, Automobile, Public Officials E&O, Employment Practices, Property			
\$50,000 deductible Premium:	\$ 67,929 \$10M Limit	\$ 90,312 \$25M Limit	33%
Additional Excess Liability			
Premium:	\$ 6,689 \$5M Limit	\$ -	-100%
Cyber Liability			
Information Security/Tech E&O, Data Breach			
Premium:	\$ 5,016 \$1M Limit	\$ 4,100 \$2M Limit	-18%
Difference In Conditions (DIC)			
Earthquake & Flood			
<u>Primary Layer</u>			
Total Insurable Values (TIV)	\$ 55,631,079	\$ 55,631,079	0%
Primary Rate per \$100 TIV	\$ 0.1318	\$ 0.1230	-7%
Premium:	\$ 75,662	\$ 70,960	-6%
<u>Excess Layer</u>			
Total Insurable Values (TIV)	\$ 55,631,079	\$ 55,631,079	0%
Primary Rate per \$100 TIV	\$ 0.0634	\$ 0.0638	1%
Premium:	\$ 37,028	\$ 37,668	2%
Total Premium	\$ 112,690 Limit: TIV	\$ 108,628 Limit: TIV	-4%
Crime			
Employee Dishonesty, Employee Theft			
Annual Premium	\$ 1,945 \$500k Limit	\$ 1,500 \$1M Limit	-23%
Total Premium:	\$ 194,269	\$ 204,540	5%

MEMORANDUM

DATE: June 19, 2019

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Marcelino Juarez, Finance Manager

RE: Approval of 2019-20 Property & Liability Insurance Renewal and CSAC-EIA Resolution Adoption

INTRODUCTION

At its May 2019 meeting, pending final quotes, the Board of Trustees authorized the Executive Director to bind property and liability insurance coverage on proposed terms subject to a maximum total premium cost. The final quotes fall within those approvals, but also require the Board to adopt the attached CSAC-EIA Resolution. Accordingly, Staff is requesting that the Board adopt the attached resolution and approve the proposed 2019-20 property and liability insurance renewal at a cost of \$204,540 for all lines of coverages

BACKGROUND AND ANALYSIS

Overview

The "2019-20 P&L Insurance Program" table attached has been adjusted to reflect final information received since the Board meeting last month, but in all material respects, the 2019-20 property and liability insurance renewal is as recommended by staff and discussed previously at the Board's May 22, 2019 regular meeting. (The May Board packet can be found here: http://www.lalawlibrary.org/pdfs/Agenda_20190522.pdf). The final proposed cost is \$204,540.

As explained at the May meeting, the recommendation to approve the 2019-20 property and liability insurance renewal is based upon a few key underlying factors:

1. The proposed 2019-20 P&L insurance renewal requires the Library to join CSAC-EIA, an insurance risk sharing pool for California counties, for its General Liability program. The Library's membership eligibility was approved on 6/7/2019.
2. By joining CSAC-EIA, the Library will increase its limit to \$25M. The proposed 2019-20 P&L insurance renewal thus eliminates the need to purchase Excess Liability and provides greater coverage than the expiring limit of \$15M including excess.



RECOMMENDATION

Staff is requesting that the Board of Trustees:

- 1) Approve the proposed 2019-20 property and liability insurance renewal at a cost of \$204,540 for all lines of coverages;
- 2) Adopt the attached CSAC-EIA resolution and authorize the Executive Director to execute any other necessary documentations to bind coverage.

Attached

1. 2019-20 P&L Insurance Renewal Table FINAL
2. CSAC-EIA Resolution



RESOLUTION NO.: 2019-01

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE LOS ANGELES COUNTY LAW LIBRARY
TO JOIN CSAC EXCESS INSURANCE AUTHORITY**

WHEREAS, Article 1, Chapter 5, Division 7, Title 1 of the California Government Code (Section 6500 et seq.) permits two or more public agencies by agreement to exercise jointly powers common to the contracting parties; and

WHEREAS, the Los Angeles County Law Library desires to join together with the members of the CSAC Excess Insurance Authority (Authority) for the purpose of jointly funding and/or establishing excess and other insurance programs as determined; and

WHEREAS, the Authority has determined that it is necessary for each member of the Authority to delegate to a person[s] or position[s] authority to act on the member's behalf in matters relating to the member and the Authority;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Los Angeles County Law Library that said Board of Trustees does hereby approve becoming a member of the CSAC Excess Insurance Authority, authorizes execution of the CSAC Excess Insurance Authority Joint Powers Agreement, and except as to actions that must be approved by the Board of Trustees, the Executive Director is hereby appointed to act in all matters relating to the member and the Authority.

PASSED AND ADOPTED by the Board of Trustees this 19 day of June, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President, Board of Trustees

Date

ATTEST:

Sandra Levin
General Counsel and Secretary to the Board of Trustees

MEMORANDUM

DATE: June 19, 2019

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Marcelino Juarez, Finance Manager

RE: Approval of Operating and Capital Expenditures Budget for Fiscal Year 2019-2020

INTRODUCTION

Staff is requesting that the Board of Trustees formally approve the FY2020 Budget. The figures have been adjusted in minor ways to reflect additional information received since the Board meeting last month, but in all material respects, the budget is as recommended by the Budget Committee and considered and approved previously at the Board’s May 22, 2019 regular meeting. (The May Board packet can be found here: http://www.lalawlibrary.org/pdfs/Agenda_20190522.pdf) The proposed budget (Income and Expense Operations Summary, Cash Flow, and Capital Projects), including the minor refinements, is attached.

As requested, Trustees who were unable to attend the May meeting have been contacted and given the opportunity to ask questions or request that the matter be moved from the Consent to the Discussion Calendar. There was no objection to proceeding via Consent Calendar. Of course,

BACKGROUND AND ANALYSIS

Overview

As explained at the May meeting, the recommendation to approve the budget is based upon a few key underlying principles:

1. The proposed operating budget, although resulting in a deficit in accounting terms, does not drain cash or reserves.
 - a. Discounting non-cash items such as depreciation, the operating budget generates positive cash flow of approximately \$380K.
 - b. The proposed capital budget anticipates spending \$1.2M from reserves, resulting in an overall negative cash flow of \$912K for FY2020. However, the capital budget includes more than \$1M deferred from fiscal years 2014 through 2019 plus \$1.1M to be funded by the State’s FY19 one-time fund allocation.
 - c. Cash reserves have improved and are forecasted to reach approximately the level of FY2013, largely due to vacancies, better-than-expected filing



fee revenue and a \$3.5M one-time fund allotment from the State's General Fund. In addition, CERBT investments (dedicated to the payment of OPEB expenses) and UBS investments remain healthy.

2. The proposed budget incorporates, but tracks separately, One Time Funding (OTF) expenses.
3. Due to the much-needed influx of funds from the state in 2018, Staff and the Financial Planning Committee are not recommending any significant cuts to staffing or operations.
4. The proposed budget incorporates an assumption that court fees have stabilized. However, it also incorporates significant cost increases that are beyond our control.

State General Fund Revenue

As you may recall, the Fiscal Year 2019 State budget as proposed by the Legislature included an allocation for County Law Libraries of which the Library received \$3.5M. Unfortunately, funding from the State's budget for the Fiscal Year 2020 did not materialize. However, efforts are already underway to attempt to secure funding for the next fiscal year.

Pending Negotiations with SEIU

The Board previously discussed and approved a one-time bonus of 5% for fiscal year 2020 as part of its consideration and approval of the 2-year MOU with SEIU Local 721. Ordinarily, the bonus would have been included in the proposed base budget for both represented and unrepresented staff and would amount to \$141,225 in additional staff costs. However, the MOU has not been finalized and still the subject of negotiations. Accordingly, only the unrepresented portion of the 5% bonus is presented. Management is optimistic that the pending negotiations with SEIU will result in a bonus for represented staff as well. Once a final MOU is executed, a budget amendment will be presented for Board approval as needed to implement the final MOU.

RECOMMENDATION

Staff is requesting that the Board of Trustees approve the proposed budget for FY2020 (including Income and Expense Operations Summary, Cash Flow, and Capital Projects)



Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/20

GL No.				Original Budget 2019	Amended Budget 2019	OTF Budget 2019	Budget 2020	OTF Budget 2020	\$ Inc (Dec) relative to Amended Budget	% Inc (Dec) relative to Amended Budget
	2016	2017	2018							
Summary:										
Income										
L.A. Superior Court Fees	6,604,626	6,863,014	7,219,802	7,000,000	7,740,046	0	7,500,000	0	(240,046)	-3.1%
Interest	23,546	35,106	63,869	36,808	135,428	0	154,760	0	19,332	14.3%
Parking	715,481	703,924	666,265	657,936	645,238	0	645,238	0	0	0.0%
Library Services	546,513	583,942	660,935	656,399	598,487	0	557,157	0	(41,330)	-6.9%
Total Income	7,890,165	8,185,987	8,610,872	8,351,143	9,119,199	0	8,857,155	0	(262,043)	-2.9%
Expense										
Staff	3,838,897	5,165,184	3,755,846	4,284,922	3,828,375	104,621	4,574,020	103,513	745,645	19.5%
Library Materials	2,064,028	1,842,064	1,808,061	1,935,183	1,940,180	48,000	2,024,608	62,770	84,428	4.4%
Library Materials Transferred to Assets	(2,064,028)	(1,842,064)	(1,808,061)	(1,935,183)	(1,940,180)	(48,000)	(2,024,608)	(62,770)	(84,428)	4.4%
Electronic Resource Subscriptions (ERS)		702,725	658,347	617,601	617,601	0	632,416	0	14,815	2.4%
Facilities	871,193	843,191	820,282	901,107	943,904	60	901,014	0	(42,890)	-4.5%
Technology & Data	123,551	131,381	134,061	150,770	141,658	0	154,291	0	12,633	8.9%
General	59,487	75,624	66,361	74,232	69,073	3,490	85,821	20,000	16,748	24.2%
Professional Development	12,948	16,146	17,771	24,193	18,490	37,006	24,459	5,122	5,969	32.3%
Communications & Marketing	6,258	4,553	4,927	7,025	7,665	8,500	6,130	36,700	(1,535)	-20.0%
Travel & Entertainment	2,481	2,624	730	1,584	983	0	1,700	0	717	73.0%
Professional Services	58,613	48,664	60,284	69,506	64,774	42,600	74,758	125,000	9,984	15.4%
Depreciation	2,952,940	2,821,826	2,733,570	2,730,025	2,628,744	0	2,757,217	0	128,473	4.9%
Total Expenses	8,555,985	9,811,919	8,252,179	8,860,964	8,321,267	196,277	9,211,826	290,335	890,560	10.7%
Net Income (Loss)	(665,820)	(1,625,931)	358,693	(509,822)	797,932	(196,277)	(354,671)	(290,335)	(1,152,603)	-144.4%
Investment Gain (Loss) ¹	78,437	(38,669)	(12,564)	25,000	95,365	0	25,000	0	(70,365)	-73.8%
Extraordinary Income	0	55,000	0	0	0	3,543,270	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0	0	0	0	0	0.0%
Net Income Including Extraordinary Items	(587,383)	(1,609,600)	346,128	(484,822)	893,297	3,346,993	(329,671)	(290,335)	(1,222,968)	-136.9%
Capitalized Expenditures	15,354	12,768	6,197	1,752,466	288,389	683,000	105,000	1,175,800	(183,389)	-63.6%

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/20

GL No.					Original	Amended	OTF	Budget	OTF	\$ Inc (Dec)	% Inc (Dec)
		2016	2017	2018	Budget 2019	Budget 2019	Budget 2019	2020	Budget 2020	relative to Amended Budget	relative to Amended Budget
Detailed Budget:											
Income:											
303300	L.A. Superior Court Fees	6,604,626	6,863,014	7,219,802	7,000,000	7,740,046	0	7,500,000	0	(240,046)	-3.1%
Interest:											
311000	Interest - LAIF	5,684	6,310	5,079	4,308	8,352	0	8,760	0	408	4.9%
312000	Interest - General Fund	15,546	25,465	54,052	28,600	121,057	0	140,000	0	18,943	15.6%
313000	Interest - Deposit Fund	2,316	3,332	4,738	3,900	6,019	0	6,000	0	(19)	-0.3%
	Subtotal	23,546	35,106	63,869	36,808	135,428	0	154,760	0	19,332	14.3%
Parking:											
330100	Parking	715,481	703,924	666,265	657,936	645,238	0	645,238	0	0	0.0%
	Subtotal	715,481	703,924	666,265	657,936	645,238	0	645,238	0	0	0.0%
Library Services:											
330150	Annual Designation Fee	4,272	5,866	4,713	4,436	1,305	0	2,636	0	1,331	102.0%
330140	Annual Members Fee	114,996	105,618	210,440	205,816	190,771	0	160,893	0	(29,878)	-15.7%
330340	Course Registration	26,990	20,902	25,717	23,344	26,306	0	24,730	0	(1,576)	-6.0%
330129	Copy Center	60,303	49,962	45,262	40,700	40,743	0	41,400	0	657	1.6%
330205	Document Delivery	25,074	17,466	16,144	17,600	16,033	0	16,800	0	767	4.8%
330210	Fines	44,447	47,042	49,922	48,800	39,187	0	39,000	0	(187)	-0.5%
330310	Miscellaneous	59,514	65,493	64,839	91,839	65,371	0	57,399	0	(7,972)	-12.2%
330330	Room Rental	62,927	65,325	67,779	68,004	41,603	0	35,000	0	(6,603)	-15.9%
330350	Book Replacement	2,278	4,367	520	560	665	0	0	0	(665)	-100.0%
330360	Forfeited Deposits	13,081	31,612	17,735	0	10,000	0	10,000	0	0	0.0%
330400	Friends of Law Library	120,000	155,000	145,000	145,000	145,000	0	145,000	0	0	0.0%
330420	Grants	0	2,289	0	0	0	0	0	0	0	0.0%
330450	Vending	1,164	649	406	300	348	0	300	0	(48)	-13.8%
330465	Special Events Income	11,467	12,352	12,459	10,000	21,157	0	24,000	0	2,843	13.4%
	Subtotal	546,513	583,942	660,935	656,399	598,487	0	557,157	0	(41,330)	-6.9%
	Total Income	7,890,165	8,185,987	8,610,872	8,351,143	9,119,199	0	8,857,155	0	(262,043)	-2.9%
Expenses:											
Staff:											
501000	Salaries (FT)	2,340,459	2,202,791	2,216,809	2,512,633	2,173,343	78,329	2,640,669	59,498	467,326	21.5%
501025	Staff Vacancy Offset (FT)	0	0	0	(50,253)	(50,253)	0	(52,813)	0	(2,560)	5.1%
501050	Salaries (PT)	233,218	255,015	241,583	271,097	267,286	9,122	274,932	0	7,646	2.9%
501075	Staff Vacancy Offset (PT)	0	0	0	(5,422)	(5,422)	0	(5,499)	0	(77)	1.4%
502000	Social Security	148,269	140,382	141,734	155,499	137,759	0	162,865	3,689	25,106	18.2%
503000	Medicare	35,787	34,195	34,258	37,374	35,175	0	39,145	863	3,970	11.3%
511000	Retirement	0	0	0	415,806	393,161	0	516,452	6,265	123,292	31.4%
511050	Pension Exp (Actuarial)	243,800	1,660,664	319,391	0	0	0	0	0	0	0.0%
511100	Pension Exp (Acctg)	0	0	0	0	0	0	0	0	0	0.0%
512000	Health Insurance	483,008	456,030	355,007	467,124	398,628	0	530,033	0	131,405	33.0%
513000	Disability Insurance	4,928	4,666	4,951	5,291	4,765	0	5,277	0	511	10.7%
514000	Dental Insurance	59,016	56,551	59,169	66,989	59,848	0	69,822	0	9,974	16.7%
514500	Vision Insurance	6,963	5,662	6,351	7,553	6,668	0	7,710	0	1,042	15.6%
515000	Life Insurance	996	771	842	1,567	1,391	0	2,462	0	1,070	76.9%

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/20

GL No.					Original	Amended	OTF	Budget	OTF	\$ Inc (Dec)	% Inc (Dec)
		2016	2017	2018	Budget 2019	Budget 2019	Budget 2019	2020	Budget 2020	relative to Amended Budget	relative to Amended Budget
515500	Vacancy Benefits Offset	0	0	0	0	0	0	0	0	0	0.0%
516000	Workers Compensation Insurance	82,462	68,154	42,860	71,596	61,353	0	41,636	0	(19,717)	-32.1%
517000	Unemployment Insurance	(96)	12,073	2,464	5,000	7,700	0	8,000	0	300	3.9%
514010	Temporary Employment	1,916	1,260	0	18,068	7,834	17,170	12,328	33,198	4,494	57.4%
514015	Recruitment	558	2,359	3,367	2,000	26,816	0	8,000	0	(18,816)	-70.2%
517500	Accrued Sick Expense	338	(23,687)	4,901	5,000	5,000	0	5,000	0	0	0.0%
518000	Accrued Vacation Expense	43,620	22,025	20,616	20,000	20,000	0	20,000	0	0	0.0%
518500	OPEB Expense	129,257	241,029	277,197	250,000	249,998	0	260,000	0	10,002	4.0%
518550	TMP	11,372	12,263	11,077	13,000	12,636	0	13,000	0	364	2.9%
518560	Payroll and Benefit Administration	13,025	12,981	13,271	15,000	14,689	0	15,000	0	311	2.1%
	Total - Staff	3,838,897	5,165,184	3,755,846	4,284,922	3,828,375	104,621	4,574,020	103,513	745,645	19.5%
	Library Materials:										
601999	American Continuations	1,560,426	1,440,140	1,443,987	1,485,388	1,485,388	18,000	1,536,768	15,770	51,380	3.5%
602999	American New Orders	15,311	12,095	16,349	16,050	21,047	30,000	22,521	9,000	1,473	7.0%
609199	Branch Continuations	48,283	45,238	21,928	17,500	17,500	0	18,725	0	1,225	7.0%
609299	Branch New Orders	0	161	0	214	214	0	229	38,000	15	7.0%
603999	Commonwealth Continuations	140,309	102,063	106,749	140,075	140,075	0	147,044	0	6,969	5.0%
604999	Commonwealth New Orders	0	0	722	1,070	1,070	0	2,000	0	930	86.9%
605999	Foreign Continuations	171,727	116,731	98,321	126,953	126,953	0	136,748	0	9,795	7.7%
606999	Foreign New Orders	670	1,019	1,138	1,070	1,070	0	2,000	0	930	86.9%
607999	International Continuations	107,931	107,686	106,317	127,289	127,289	0	136,431	0	9,142	7.2%
608999	International New Orders	535	535	612	535	535	0	1,000	0	465	86.9%
609399	General/Librarianship Continuations	18,639	16,325	11,875	18,824	18,824	0	20,142	0	1,318	7.0%
609499	General/Librarianship New Orders	197	72	63	214	214	0	1,000	0	786	367.3%
	Subtotal	2,064,028	1,842,064	1,808,061	1,935,183	1,940,180	48,000	2,024,608	62,770	84,428	4.4%
690000	Library Materials Transferred to Assets	(2,064,028)	(1,842,064)	(1,808,061)	(1,935,183)	(1,940,180)	(48,000)	(2,024,608)	(62,770)	(84,428)	4.4%
685000	Electronic Resource Subscriptions (ERS)	629,617	702,725	658,347	617,601	617,601	0	632,416	0	14,815	2.4%
	Facilities:										
801005	Repair & Maintenance	30,650	13,023	24,675	46,500	91,907	0	50,000	0	(41,907)	-45.6%
801010	Building Services	10,595	10,792	11,646	16,659	16,257	0	20,953	0	4,696	28.9%
801015	Cleaning Supplies	8,976	11,675	12,206	9,969	9,100	0	10,800	0	1,700	18.7%
801020	Electricity & Water	118,429	116,616	121,164	123,000	122,120	0	124,980	0	2,860	2.3%
801025	Elevator Maintenance	11,592	14,157	11,769	1,932	14,614	0	2,898	0	(11,716)	-80.2%
801030	Heating & Cooling	38,467	39,901	39,674	43,576	45,078	0	43,800	0	(1,278)	-2.8%
801035	Insurance	293,134	261,565	237,731	240,753	240,753	0	238,219	0	(2,534)	-1.1%
801040	Janitorial Services	104,090	104,190	104,090	107,211	108,610	0	117,702	0	9,092	8.4%
801045	Landscaping	13,411	15,000	15,000	18,000	18,000	0	18,000	0	0	0.0%
801050	Security	194,703	197,481	198,961	236,616	236,616	0	236,616	0	0	0.0%
801060	Room Rental Expenses	27,536	37,700	21,438	27,000	12,493	0	14,000	0	1,507	12.1%
801065	Special Events Expenses	9,933	14,860	11,444	10,750	15,052	0	10,750	0	(4,302)	-28.6%
801100	Furniture & Appliances (<3K)	300	0	4,535	4,200	3,210	0	2,000	0	(1,210)	-37.7%
801110	Equipment (<3K)	1,426	1,069	1,033	3,600	2,722	0	1,500	0	(1,222)	-44.9%
801115	Building Alterations (<3K)	0	0	0	2,700	1,350	0	0	0	(1,350)	-100.0%

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/20

GL No.					Original	Amended	OTF	Budget	OTF	\$ Inc (Dec)	% Inc (Dec)
		2016	2017	2018	Budget 2019	Budget 2019	Budget 2019	2020	Budget 2020	relative to Amended Budget	relative to Amended Budget
801120	Delivery & Postage	5,931	3,488	2,869	6,242	3,623	60	6,276	0	2,653	73.2%
801125	Kitchen supplies	2,020	1,675	2,046	2,400	2,400	0	2,520	0	120	5.0%
	Subtotal	871,193	843,191	820,282	901,107	943,904	60	901,014	0	(42,890)	-4.5%
	Technology:										
801210	Software Maintenance	25,615	21,163	21,028	21,893	16,989	0	22,838	0	5,850	34.4%
801212	Hardware Maintenance	14,166	16,778	20,380	25,882	24,301	0	25,516	0	1,215	5.0%
801215	Software (<\$3k)	1,513	3,659	7,691	7,805	7,778	0	8,167	0	389	5.0%
801220	Hardware (<\$3k)	3,790	6,159	2,471	5,820	5,820	0	4,411	0	(1,409)	-24.2%
801225	Computer Supplies	344	1,953	0	600	602	0	1,000	0	398	66.1%
801230	Integrated Library System	47,443	49,578	51,809	53,813	53,394	0	56,064	0	2,669	5.0%
801235	Telecommunications	28,156	31,274	30,312	34,957	32,065	0	33,668	0	1,603	5.0%
801245	Tech & Data - Misc	73	65	215	0	0	0	0	0	0	0.0%
801250	Services	2,451	753	156	0	708	0	743	0	35	4.9%
801275	Online Service Providers	0	0	0	0	0	0	1,884	0		
	Subtotal	123,551	131,381	134,061	150,770	141,658	0	154,291	0	12,633	8.9%
	General:										
801310	Bank Charges	6,307	6,886	8,018	8,000	6,592	0	8,000	0	1,408	21.4%
801315	Bibliographical Services	9,122	9,420	9,750	10,104	10,110	0	10,536	0	426	4.2%
801320	Binding	0	0	0	0	0	0	0	20,000	0	0.0%
801325	Board Expense	859	785	805	1,000	932	0	1,440	0	508	54.5%
801330	Staff meals & events	1,639	2,741	2,882	3,090	9,392	0	7,800	0	(1,592)	-17.0%
801335	Supplies - Office	10,718	13,698	19,565	19,000	21,918	0	25,000	0	3,082	14.1%
801337	Supplies - Library materials	7,852	8,758	8,887	9,000	9,000	490	9,000	0	(0)	0.0%
801340	Stationery, business cards, etc.	71	1,118	541	1,900	2,100	0	3,800	0	1,700	81.0%
801365	Grant Application Expenses	0	0	0	0	0	0	0	0	0	0.0%
801370	Copy Center Expense	19,897	15,711	14,256	21,138	8,488	0	18,140	0	9,652	113.7%
801375	General - Misc	956	15,161	978	500	0	3,000	1,000	0	1,000	0.0%
801390	Course Registration	564	547	0	0	0	0	605	0	605	0.0%
801395	Friends of Law Library	1,503	800	678	500	541	0	500	0	(41)	-7.6%
	Subtotal	59,487	75,624	66,361	74,232	69,073	3,490	85,821	20,000	16,748	24.2%
	Professional Development:										
803105	Travel	1,819	4,402	6,044	9,933	7,348	0	10,944	0	3,596	48.9%
803110	Meals	0	0	107	170	169	0	140	0	(29)	-17.1%
803113	Incidental and miscellaneous	0	1,225	75	500	399	0	0	0	(399)	-100.0%
803115	Membership dues	9,452	6,592	6,695	6,725	6,735	37,006	6,735	5,122	(0)	0.0%
803120	Registration fees	1,678	3,927	4,353	6,865	3,839	0	6,640	0	2,801	73.0%
803125	Educational materials	0	0	497	0	0	0	0	0	0	0.0%
	Subtotal	12,948	16,146	17,771	24,193	18,490	37,006	24,459	5,122	5,969	32.3%

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/20

GL No.					Original	Amended	OTF	Budget	OTF	\$ Inc (Dec)	% Inc (Dec)
		2016	2017	2018	Budget 2019	Budget 2019	Budget 2019	2020	Budget 2020	relative to Amended Budget	relative to Amended Budget
Communications & Marketing:											
803205	Services	0	0	2,042	1,800	1,800	0	0	0	(1,800)	-100.0%
803210	Collateral materials	1,550	1,714	2,386	2,500	2,066	6,000	2,750	9,400	684	33.1%
803215	Advertising	4,684	2,839	500	2,435	3,683	2,500	3,200	27,000	(483)	-13.1%
803220	Trade shows & Outreach	25	0	0	290	116	0	180	300	64	55.6%
	Subtotal	6,258	4,553	4,927	7,025	7,665	8,500	6,130	36,700	(1,535)	-20.0%
Other Travel											
803305	Travel	10	583	0	0	0	0	0	0	0	0.0%
803310	Meals	0	149	0	0	0	0	0	0	0	0.0%
803315	Entertainment	0	0	0	0	0	0	0	0	0	0.0%
803320	Ground transportation & mileage reiml	2,471	1,892	730	1,584	983	0	1,700	0	717	73.0%
803325	Incidental travel expenses	0	0	0	0	0	0	0	0	0	0.0%
	Subtotal	2,481	2,624	730	1,584	983	0	1,700	0	717	73.0%
Professional Services											
804005	Accounting	21,630	18,078	23,736	25,930	27,855	0	23,960	0	(3,895)	-14.0%
804008	Consulting Services	36,495	30,586	33,808	34,756	34,629	0	45,798	0	11,169	32.3%
804010	Legal	488	0	595	5,000	0	35,600	5,000	110,000	5,000	0.0%
804015	Other	0	0	2,146	3,820	2,290	7,000	0	15,000	(2,290)	-100.0%
	Subtotal	58,613	48,664	60,284	69,506	64,774	42,600	74,758	125,000	9,984	15.4%
Depreciation:											
806105	Depreciation - Library Materials	2,619,001	2,518,365	2,441,162	2,386,658	2,352,009	0	2,329,652	0	(22,358)	-1.0%
806110	Depreciation Exp - FF&E	333,939	303,461	292,407	343,367	276,735	0	427,565	0	150,831	54.5%
	Subtotal	2,952,940	2,821,826	2,733,570	2,730,025	2,628,744	0	2,757,217	0	128,473	4.9%
	Total Expense	8,555,985	9,811,919	8,252,179	8,860,964	8,321,267	196,277	9,211,826	290,335	890,560	10.7%
	Net Income Before Extraordinary Items	(665,820)	(1,625,931)	358,693	(509,822)	797,932	(196,277)	(354,671)	(290,335)	(1,152,603)	-144.4%
321000	Investment Gain (Loss) ¹	78,437	(38,669)	(12,564)	25,000	95,365	0	25,000	0	(70,365)	-73.8%
401000	Extraordinary Income	0	55,000	0	0	0	3,543,270	0	0	0	0.0%
901000	Extraordinary Expense	0	0	0	0	0	0	0	0	0	0.0%
	Net Income Including Extraordinary Items	(587,383)	(1,609,600)	346,128	(484,822)	893,297	3,346,993	(329,671)	(290,335)	(1,152,603)	(1)

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/20

GL No.					Original	Amended	OTF	Budget	OTF	\$ Inc (Dec) relative to Amended Budget	% Inc (Dec) relative to Amended Budget
		2016	2017	2018	Budget 2019	Budget 2019	Budget 2019	Budget 2020	Budget 2020		
Capital Expenditures:											
161100	Furniture / Appliances (>3k)	3,924	0	0	55,300	5,300	50,000	0	0	(5,300)	-100.0%
161300	Electronics / Computer Hardware (>3k)	0	12,768	0	402,166	0	410,000	0	200,800	0	0.0%
164500	Exterior Building Repairs/Improvements (>3k)	0	0	6,197	175,000	193,089	15,000	0	0	(193,089)	-100.0%
164000	Interior Improvements / Alterations (>3k)	0	0	0	680,000	0	208,000	60,000	850,000	60,000	0.0%
168000	Computer Software	11,430	0	0	440,000	90,000	0	45,000	125,000	(45,000)	-50.0%
	Total - Capitalized Expenditures	15,354	12,768	6,197	1,752,466	288,389	683,000	105,000	1,175,800	(183,389)	-63.6%

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

Los Angeles County Law Library: Capital Purchases

Proposed Budget: Fiscal Year Ending 6/30/20

Vendor or Description of Item	Category of Asset (select from dropdown menu)	Anticipated Completion Month (select from dropdown menu)	Acquisition Cost (including consulting, design, implementation, etc.)	Carryover from prior fiscal year(s)? (select from dropdown menu)	OTF Project Code (if applicable)	Department Code	Reason or comment
Print Release project to automate payments at branch locations using library cards	Computer Software	8/1/2019	45,000	Yes	3319001	33	
Update website Software	Computer Software	9/1/2019	10,000	No	33OF-002	33	
Integrate Members automated parking module	Computer Software	10/1/2019	20,000	No	33OF-003	33	
New Accounting System	Computer Software	1/1/2020	45,000	Yes		33	Cost to bring software to current version including all custom programming.
Update briefs repository and scanning software	Computer Software	4/1/2020	50,000	No	33OF-001	33	
Public Copiers	Electronics / Computer Hardware >3K	8/1/2019	80,000	Yes	3318003	33	
Public PC Ebranch	Electronics / Computer Hardware >3K	11/1/2019	13,000	Yes	25OF-002	33	
24 Laptops for Expanded Computer Lab Space	Electronics / Computer Hardware >3K	6/1/2020	22,800	No	33OF-004	33	
VOIP server and replacement of the extsng telephone handsets	Electronics / Computer Hardware >3K	2/1/2020	35,000	No	33OF-005	33	The current VOIP phone system is now 12 years old, the server and telephone handsets installed in 2007 are no longer supported. Todays VOIP technology requires
Security Cameras	Electronics / Computer Hardware >3K	1/1/2020	50,000	Yes	3918003	39	3918003 (Exterior security cameras includes all camera hardware and installation of data line
Security System for Building	Interior Improvements / Alterations >\$3K	1/1/2020	40,000	Yes	39OF-003	39	New Security Monitoring System
Public Restroom Reconfiguration & repairs: improve access in public restrooms(includes design consultant)	Interior Improvements / Alterations >\$3K	2/1/2020	40,000	Yes	3918001	39	3919001 (budgeted capital expenditure)
Build out 70's section class space	Interior Improvements / Alterations >\$3K	4/1/2020	80,000	No	39OF-001	39	Build out to expand and enclose computer lab through 70's alcove section
Elevators: upgrade all elevators up to code	Interior Improvements / Alterations >\$3K	4/1/2020	500,000	Yes	3914001	39	3914001 (budgeted capital expenditure)
Building Public Address System	Interior Improvements / Alterations >\$3K	5/1/2020	60,000	No		39	Interior building PA system to replace current outdated system
Change HVAC from pneumatic to electric	Interior Improvements / Alterations >\$3K	5/1/2020	90,000	Yes	39OF-002	39	upgrade to our HVAC system for better temperature control
Carpet to seal existing floor tiles (which contain asbestos and cannot be allowed to fragment expanded scope to include CMS as well as Public Stacks.	Interior Improvements / Alterations >\$3K	6/1/2020	100,000	Yes	3918004	39	To include both public stacks 3918004 and CMS Area 3918005
			1,280,800				

Total Carryover from prior FY: 1,003,000
 Total New: 277,800

Los Angeles County Law Library: Capital Purchases

Proposed Budget: Fiscal Year Ending 6/30/20

Vendor or Description of Item	Category of Asset <small>(select from dropdown menu)</small>	Anticipated Completion Month <small>(select from dropdown menu)</small>	Acquisition Cost <small>(including consulting, design, implementation, etc.)</small>	Carryover from prior fiscal year(s)? <small>(select from dropdown menu)</small>	OTF Project Code <small>(if applicable)</small>	Department Code	Reason or comment
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Capital Purchase Guideline:

Capital assets are recorded at cost. Assets, other than books and reference materials, with acquisition cost of \$3,000 or more are capitalized. Books and reference materials are capitalized regardless of the amount.

The provision for depreciation is computed using the straight-line method over the estimated service lives of the capital assets. Estimated service lives for the Law Library's capital assets are as follows.

Books and reference materials	10 years
Computer equipment	4 years
Furniture, fixtures and other equipment	4-7 years
Interior Building improvements	15 years
Exterior Building Improvements	15-50 years

Los Angeles County Law Library

Statement of Cash Flows

6/30/2013 through 6/30/2020

	FY 2013	FY 2014	FY 2015	FY 2016	FY2017	FY2018	FY 2019 Forecast	FY 2020 Budget
Cash flows from operating activities								
Cash received from filing fees and services	8,634,796	8,160,521	7,587,825	7,772,176	8,002,013	8,124,540	8,838,771	8,557,395
Cash payments to suppliers for goods and services	-2,870,681	-853,929	-1,274,535	-1,109,047	-1,263,838	-907,688	-1,338,202	-1,434,995
Electronic Resource Subscriptions (ERS)			-523,941	-666,951	-702,725	-658,347	-617,601	-645,167
Cash payments to employees for services	-4,363,664	-4,084,807	-3,867,282	-3,763,250	-4,114,938	-3,470,480	-3,738,674	-4,346,645
Contributions received	120,000	134,961	120,000	120,000	157,289	145,000	130,000	145,000
Net cash from operating activities	1,520,451	3,356,746	2,042,067	2,352,928	2,077,801	3,233,025	3,274,294	2,275,588
Cash flows from capital and related financing activities								
Acquisition of capital assets:								
Books and Reference Materials	-3,400,719	-3,025,718	-2,262,095	-2,097,247	-1,841,721	-1,808,061	-1,988,180	-2,087,378
Fixed Assets - PP&E	-367,208	-68,623	-48,739	-18,354	-12,768	-50,189	-550,000	-1,280,800
Prior period adjustment	25,436	-35,885						
Net cash from (used in) capital and related financing activities	-3,742,491	-3,130,226	-2,310,834	-2,115,601	-1,854,489	-1,858,250	-2,538,180	-3,368,178
Cash flows from non-capital and related financing activities								
One-time Extraordinary Income	0	671,129	21,347	0	0	0	3,543,270	0
Net cash from non-capital and related financing activities	0	671,129	21,347	0	0	0	3,543,270	0
Cash flows from investing activities								
Investment in money market and government securities ¹	0	-3,997,438	-40,081	-78,437	-500,000	12,565	95,365	25,000
CalPERS CERBT Trust Account ¹	0		-2,040,647				0	0
Investments earnings	64,287	89,630	59,919	101,982	35,106	51,305	135,428	154,760
Net cash from (used in) investing activities	64,287	-3,907,808	-2,020,809	23,545	-464,894	63,870	230,793	179,760
Net increase in cash and cash equivalents	-2,157,753	-3,010,159	-2,268,229	260,872	-241,582	1,438,645	4,510,177	-912,830
Cash and cash equivalents, at beginning of year	11,045,015	8,887,262	5,877,102	3,608,873	3,869,745	3,628,164	5,066,809	9,576,985
Cash and cash equivalents, end of year	8,887,262	5,877,102	3,608,873	3,869,745	3,628,164	5,066,809	9,576,985	8,664,156
¹ Items accounted for separately:								
Cash and cash equivalents, end of year	8,887,262	5,877,102	3,608,873	3,869,745	3,628,164	5,066,809	9,576,985	8,664,156
CalPERS CERBT Account	0	0	1,973,064	2,029,637	2,135,363	2,116,022	2,101,476	2,050,000
UBS money market and government securities	0	3,997,438	4,037,519	4,115,956	4,577,287	4,564,722	4,600,000	4,700,000
Cash and cash equivalents, end of year including items accounted for separately	8,887,262	9,874,541	9,619,456	10,015,338	10,340,813	11,747,553	16,278,461	15,414,156
Δ in cash and cash equivalents		987,279	-255,085	395,882	325,475	1,406,740	6,263,123	-864,306

AGENDA ITEM 4

CLOSED SESSION

- 4.1 Conference with Legal Counsel; Existing Litigation (Gov. Code § 54956.9(d)(1)); *Palmer vs. Longteur* Case No. 19STCV18166
- 4.2 Conference with Labor Negotiator (G.C. 54957.6). *Library Negotiator*. Executive Director, Sandra J. Levin; *Employee Organization*: SEIU Local 721.