

AGENDA

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

REGULAR BOARD MEETING

Wednesday, January 22, 2020

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 VOLUNTEER COMMENDATIONS
Presentation of Volunteer Commendations

3.0 PRESIDENT'S REPORT

4.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the December 17, 2019 Special Board Meeting
- 3.2 Review of November Financials and List of December Checks and Warrants
- 3.3 Receipt of Quarter 2 Statistics for FY2020
- 3.4 Approval of 2020-21 Workers Compensation Insurance Renewal
- 3.5 Approval of IT Help Desk Analyst Job Description
- 3.6 Approval of Employee Handbook Updates
- 3.7 Retirement Commendations
- 3.8 Volunteer Recognition

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 VOLUNTEER RECEPTION

Opportunity to meet with volunteers and discuss Law Library programs and services

8.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 26, 2020.

POSTED WEDNESDAY, JANUARY 21, 2020 @ 4:30 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the December 17, 2019 Special Board Meeting
- 3.2 Review of November Financials and List of December Checks and Warrants
- 3.3 Receipt of Quarter 2 Statistics for FY2020
- 3.4 Approval of 2020-21 Workers Compensation Insurance Renewal
- 3.5 Approval of IT Help Desk Analyst Job Description
- 3.6 Approval of Employee Handbook Updates
- 3.7 Retirement Commendations
- 3.8 Volunteer Recognition

**MINUTES OF THE SPECIAL 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.**

December 17, 2019

The Special Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, December 17, 2019 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 Michelle Williams Court
Judge Dennis Landin
Kenneth Klein, Esquire
Judge Richard Rico
Judge Michael Stern
Susan Steinhauser, Esquire

Trustees Absent: Judge Mark Juhas

Senior Staff Present: Sandra J. Levin, Executive Director

Also Present: Ann Marie Gamez, Executive Assistant
Marcelino Juarez, Finance Manager
Lisa Curtin, HR Consultant | One Digital

Vice President Court determined a quorum to be present, convened the meeting at 12:16 p.m. and thereafter presided. Trustee Steinhauser joined the meeting at 12:54pm. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

LALL Staff member, Sharon Boone, requested that the library pay staff for 27 pay periods, noting the financial burden on all library staff by the alternate options provided in the 4.1 staff report.

SEIU 721 Director, Renee Anderson, expressed her views on item 4.1 regarding the 27 pay periods and noted that Option #2 on the 4.1 staff report was not good because it

would decrease each employee's paycheck which would amount to financial hardship. Ms. Anderson noted that option #3 was not favorable as it involved employees being burdened with debt. Ms. Anderson recommended option #1 as the right solution on behalf of SEIU 721.

LALL Staff member, Joseph Seal, commented before the board regarding item 4.1 of the Board Agenda. Mr. Seal recommended a 4th option to item 4.1, which was not listed on the staff report, to change the payroll schedule to a semi-monthly pay period in order to avoid the inevitable result for a periodic leap year conflict for bi-weekly paychecks.

LALL patron, Nazareth Haysbert, made a comment on a billing issue he had with the law library, and requested to set up a meeting with the Executive Director. Mr. Haybert commented that he would like to discuss how he could support the library as a lawyer and would hope to come to some kind of an agreement regarding his billing issue.

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the November 20, 2019 Regular Board Meeting
- 3.2 Review of October Financials and List of November Checks and Warrants.
- 3.3 Receipt of Platinum Program Update for the month of November and Approval of Change in Reporting
- 3.4 Approval of Amendment to 2020 LA Law Library Holiday Calendar Regarding 4th of July Observance

Vice President Court requested a motion to approve items on the Consent Calendar. So moved by Trustee Landin, seconded by Trustee Stern. The motion was unanimously approved, 5-0.

4.0 DISCUSSION ITEMS

- 4.1 Discussion and Direction Regarding Treatment of Payroll Schedule Anomaly and Potential Change in Payroll Cost

ED Levin announced that she and other Staff members would remove themselves from the meeting as item 4.1 was called since it pertained to Staff's compensation. Lisa Curtin of One Digital, the law library's human resources consultant, presented the item and offered to address any questions from the Board. Trustee Klein asked what costs are associated with a semi-monthly pay schedule. L. Curtin replied that the law library would need to work with the vendor, train staff and provide a 30-60 day notice. Vice President Court noted a transition to a semi-monthly pay schedule could not be done in time for the new year. L. Curtin added that there would need to be more investigation on a semi-monthly pay schedule. Trustee Klein asked how much the loan would be and whether interest would accrue. L. Curtin replied that interest could be charged but is not recommended. VP Court also noted the administrative costs, time and

money needed to track promissory notes. L. Curtin added that most employers pay the extra pay check. L. Curtin added that options #1 and #2 of the Staff recommendations would be easy and #3 would not be. VP Court noted that the situation was very complicated; it required an entity to be responsible for the costs either the law library or the Staff, and felt that the law library was in a good place with the budget and could afford the extra pay check. VP Court requested that the item on transitioning to a semi-monthly for 2021 be considered in 2020.

Vice President Court requested a motion to approve option #1 of item 4.1, do nothing to adjust compensation and pay the same amount on each payday, recognizing one extra pay check in the year. So moved by Trustee Stern, seconded by Trustee Landin. The motion was approved, 5-0.

4.2 Consideration of Cash Needs and Approval of Amount Available for Investment

ED Levin explained the law library reserves are in a good shape and reviewed the reserves as compared to long term liabilities. Finance Manager, Marcelino Juarez, explained the recommendation that \$1 million is available to invest. FM Juarez also noted that with the laddered investment structure, the Law Library has recurring opportunities to sell investments at their maturity date.

Trustee Klein asked whether to consider \$900K instead of one million in light of the \$95K expenditure approved from item 4.1. FM Juarez replied it did not change his recommendation of \$1M. ED Levin added that the margin of error is significant given that CalPERS and capital projects can be unpredictable and that fluctuations were already taken into account in the Staff recommendation.

Vice President Court requested a motion to approve item 4.2 option #1, to invest an additional \$1M from County pool in higher yield investments.. So moved by Trustee Landin, seconded by Trustee Klein. The motion was approved, 5-0.

4.3 Selection and Approval of Investment Type

ED Levin removed herself to the audience and did not participate.

FM Juarez explained to the Board that this item is in line with item 4.2, where now the Board would have to decide where to invest the 4.2 Board approved \$1M. Staff recommended to move the \$1M to UBS Financial Services.

Vice President Court requested a motion to approve item 4.3, recommending the Board approve additional U.S. Treasury Obligation investments through UBS Financial Services using the existing laddered strategy in the amount of \$1M. So moved by Trustee Klein, seconded by Trustee Landin. The motion was approved, 6-0. [Trustee Steinhauser having joined the meeting]

5.0 CLOSED SESSION

- 5.1 PERSONNEL: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (G.C. 54957); Title: Executive Director
No reportable action was taken.

6.0 OPEN SESSION – DISCUSSION ITEMS CONTINUED

- 6.1 Discussion and Decision Regarding Change in Compensation of Executive Director

Vice President Court stated that the Executive Director of LA Law Library should receive a 5% bonus as a result of a successful year reflected in the Executive Director's Performance Evaluation and consistent with the 5% bonus given to other Staff earlier in the fiscal year.

Vice President Court requested a motion to approve a 5% bonus for the Executive Director. So moved by Trustee Klein, seconded by Trustee Rico. The motion was approved, 6-0.

ED Levin returned to the Board table for the remainder of the Discussion Items.

7.0 AGENDA BUILDING

There were no items for agenda building.

8.0 EXECUTIVE DIRECTORS REPORT

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:19pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 22, 2020 at 12:15pm.

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

Los Angeles County Law Library

Balance Sheet

As of November 30, 2019

(Provisional and subject to year-end audit adjustments)

	6/30/2019	11/30/2019	YTD
Assets			
Current assets			
Cash and cash equivalents	9,419,729	10,156,405	736,677
Accounts receivable	1,531,186	1,455,479	(75,707)
Prepaid expenses	333,124	378,060	44,936
Total current assets	11,284,040	11,989,945	705,905
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,788,676	4,836,725	48,049
Capital assets, not being depreciated	883,768	883,768	-
Capital assets, being depreciated - net	16,697,919	16,295,004	(402,915)
Total noncurrent assets	22,688,833	22,333,967	(354,866)
Total assets	33,972,873	34,323,912	351,039
Deferred Outflows of Resources			
Deffered Outflows of Resources	1,544,792	1,544,792	-
Total assets and deffered outflows of resources	35,517,666	35,868,705	351,039
Liabilities			
Current Liabilities			
Accounts payable	230,629	162,164	(68,465)
Other current liabilities	-	-	-
Payroll liabilities	7,532	8,718	1,186
Total current liabilities	238,161	170,882	(67,279)
Noncurrent Liabilities			
Accrued sick and vacation liability	302,790	298,840	(3,950)
Borrowers' deposit	295,062	283,008	(12,054)
OPEB liability	2,469,302	2,577,637	108,335
Net pension liability	2,775,910	2,775,910	-
Total noncurrent liabilities	5,843,064	5,935,395	92,331
Total liabilities	6,081,225	6,106,277	25,052
Deferred Inflows of Resources			
Deffered Inflows of Resources	1,233,204	1,233,204	-
Total liabilities and Deffered inflows of resources	7,314,429	7,339,481	25,052
Net Position			
Invested in capital assets	17,581,688	17,178,772	(402,915)
Unrestricted	10,621,549	11,350,451	728,902
Total net position	28,203,237	28,529,224	325,987
Total liabilities and Deffered inflows of resources and net position	35,517,666	35,868,705	351,039

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

Nov 18	Nov 2019			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
657,894	616,810	719,074	102,264	16.6%
13,350	12,167	16,476	4,309	35.4%
52,833	52,833	48,656	(4,177)	-7.9%
28,552	22,682	22,747	65	0.3%
<u>752,630</u>	<u>704,492</u>	<u>806,952</u>	<u>102,460</u>	<u>14.5%</u>
301,668	348,633	313,660	34,973	10.0%
46,808	52,701	48,299	4,402	8.4%
142,328	172,698	166,795	5,903	3.4%
(142,328)	(172,698)	(166,795)	(5,903)	3.4%
		0		
59,689	72,052	61,517	10,535	14.6%
10,029	12,708	10,494	2,214	17.4%
7,142	4,768	4,400	369	7.7%
18	130	283	(153)	-117.7%
155	3,730	39	3,691	99.0%
6	142	0	142	100.0%
0	16,109	8,613	7,495	46.5%
<u>215,398</u>	<u>227,341</u>	<u>215,141</u>	<u>12,199</u>	<u>5.4%</u>
<u>640,911</u>	<u>738,313</u>	<u>662,446</u>	<u>(75,867)</u>	<u>-10.3%</u>
<u>111,718</u>	<u>(33,822)</u>	<u>144,506</u>	<u>178,328</u>	<u>-527.3%</u>
25,673	2,083	(4,133)	(6,217)	-298.4%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>137,391</u>	<u>(31,738)</u>	<u>140,373</u>	<u>172,111</u>	<u>-542.3%</u>
<u>0</u>	<u>13,000</u>	<u>0</u>	<u>13,000</u>	<u>100.0%</u>

Summary:

Income

	FY 2018-19	FY 2019-20 YTD			
	YTD Actual	Budget	Actual	\$ Δ	% Δ
L.A. Superior Court Fees	3,255,686	3,178,845	3,482,849	304,004	9.6%
Interest	45,519	63,023	83,047	20,024	31.8%
Parking	280,117	280,117	273,258	(6,859)	-2.4%
Library Services	317,811	304,268	308,595	4,326	1.4%
Total Income	3,899,132	3,826,253	4,147,749	321,496	8.4%

Expense

Staff (payroll + benefits)	1,729,568	2,217,629	2,045,146	172,484	7.8%
Electronic Resource Subscriptions	202,997	263,507	222,869	40,638	15.4%
Library Materials	690,186	868,490	689,518	178,971	20.6%
Library Materials Transferred to Assets	(690,186)	(868,490)	(689,519)	(178,971)	20.6%
Facilities	358,907	385,364	356,168	29,196	7.6%
Technology & Data	52,697	63,538	55,460	8,043	12.7%
General	29,462	35,702	37,434	(1,732)	-4.9%
Professional Development	2,723	12,292	7,712	4,580	37.3%
Communications & Marketing	523	21,250	2,061	19,189	90.3%
Travel & Entertainment	171	708	62	647	91.3%
Professional Services	35,173	96,999	50,466	46,533	48.0%
Depreciation	1,100,173	1,143,330	1,092,434	50,896	4.5%
Total Expenses	3,512,394	4,240,319	3,869,812	370,507	8.7%

Net Income (Loss)

Net Income (Loss)	386,738	(414,065)	277,937	692,003	167.1%
Investment Gain (Loss) ¹	32,023	10,417	48,049	37,633	361.3%
Extraordinary Income	3,543,270	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	3,962,030	(403,649)	325,987	729,635	180.8%

Capitalized Expenditures

Capitalized Expenditures	188,089	168,000	0	168,000	100.0%
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Comments

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

Nov 18	Nov 2019											FY 2018-19		FY 2019-20 YTD			Comments
	Actual	Budget	Actual	\$ Fav (Unf)								% Fav (Unf)	YTD Actual	Budget	Actual	\$ Δ	
Library Materials/Electronic Resources Subscription:																	
112,431	129,378	150,408	(21,030)	-16.3%	23	COL	601999	American Continuations	524,023	646,892	512,247	134,645	20.8%	Timing Variance.			
14,805	1,877	1,576	301	16.0%	23	COL	602999	American New Orders	24,357	12,384	9,923	2,461	19.9%	Timing Variance.			
754	1,560	1,220	340	21.8%	23	COL	609199	Branch Continuations	4,820	7,802	4,716	3,086	39.5%	Timing Variance			
0	3,186	0	3,186	100.0%	23	COL	609299	Branch New Orders	0	15,926	0	15,926	100.0%	Timing Variance - new orders for project code OTF-004 targeted for later in FY20.			
2,210	12,254	1,957	10,296	84.0%	23	COL	603999	Commonwealth Continuations	67,233	61,269	81,424	(20,156)	-32.9%	Timing variance due to lump-sum annual LN UK contract payment in July.			
0	0	0	0	0.0%	23	COL	604999	Commonwealth New Orders	0	667	299	367	55.1%	Timing Variance			
5,700	11,396	2,451	8,944	78.5%	23	COL	605999	Foreign Continuations	24,018	56,978	33,565	23,414	41.1%	Timing Variance.			
0	0	0	0	0.0%	23	COL	606999	Foreign New Orders	8	667	73	593	89.0%	Timing Variance			
5,826	11,369	7,237	4,132	36.3%	23	COL	607999	International Continuations	42,256	56,846	40,647	16,200	28.5%	Timing Variance.			
0	0	0	0	0.0%	23	COL	608999	International New Orders	0	333	253	81	24.2%	Timing Variance			
602	1,679	1,946	(267)	-15.9%	23	COL	609399	General/Librarianship Continuations	3,354	8,393	6,372	2,021	24.1%	Timing Variance			
0	0	0	0	0.0%	23	COL	609499	General/Librarianship New Orders	117	333	0	333	100.0%	Timing Variance			
142,328	172,698	166,795	5,903	3.4%			Subtotal	690,186	868,490	689,518	178,971	20.6%	Timing Variance.				
(142,328)	(172,698)	(166,795)	(5,903)	3.4%	23	COL	690000	Library Materials Transferred to Assets	(690,186)	(868,490)	(689,519)	(178,971)	20.6%				
46,808	52,701	48,299	4,402	8.4%	23	COL	685000	Electronic Resource Subscriptions (ERS)	202,997	263,507	222,869	40,638	15.4%	Timing Variance.			
Facilities:																	
12	4,200	1,492	2,708	64.5%	39	FAC	801005	Repair & Maintenance	10,015	21,200	4,071	17,129	80.8%	Timing variance.			
1,238	1,300	956	344	26.5%	39	FAC	801010	Building Services	6,686	7,700	11,925	(4,225)	-54.9%	Includes unbudgeted purchases of water hoses totaling \$5K.			
0	1,800	1,955	(155)	-8.6%	39	FAC	801015	Cleaning Supplies	4,400	5,400	5,740	(340)	-6.3%	Timing variance			
10,775	9,500	10,532	(1,032)	-10.9%	39	FAC	801020	Electricity & Water	55,489	56,500	56,396	104	0.2%				
966	0	966	(966)	0.0%	39	FAC	801025	Elevator Maintenance	7,648	2,898	4,888	(1,990)	-68.7%	Timing variance due to delay in elevator modernization project			
0	2,600	3,064	(464)	-17.8%	39	FAC	801030	Heating & Cooling	15,061	18,650	24,673	(6,023)	-32.3%	Timing variance			
22,455	19,823	18,328	1,495	7.5%	15	FIN	801035	Insurance	112,274	99,115	91,640	7,475	7.5%	Budgeted increase lower than expected.			
8,849	9,668	9,718	(50)	-0.5%	39	FAC	801040	Janitorial Services	43,896	48,340	48,391	(51)	-0.1%				
1,250	1,500	1,250	250	16.7%	39	FAC	801045	Landscaping	6,250	7,500	6,250	1,250	16.7%	Budgeted rate increase not yet implemented.			
13,778	19,718	12,441	7,277	36.9%	39	FAC	801050	Security	81,853	98,590	77,448	21,142	21.4%	Timing variance			
40	1,167	0	1,167	100.0%	39	FAC	801060	Room Rental Expenses	2,293	5,832	2,460	3,372	57.8%	Lower than expected rentals, budget may be revised at mid-year review.			
0	0	373	(373)	0.0%	39	FAC	801065	Special Events Expenses	9,255	7,250	18,969	(11,719)	-161.6%	Timing variance due to PBW			
0	0	0	0	0.0%	39	FAC	801100	Furniture & Appliances (<3K)	449	2,000	1,248	752	37.6%	Timing variance.			
0	125	0	125	100.0%	39	FAC	801110	Equipment (<3K)	922	625	366	259	41.4%	Timing variance.			
0	0	0	0	0.0%	39	FAC	801115	Building Alterations (<3K)	0	0	0	0	0.0%				
25	441	51	390	88.4%	39	FAC	801120	Delivery & Postage	1,321	2,714	808	1,906	70.2%	Lower than expected postage usage for the month.			
300	210	390	(180)	-85.9%	39	FAC	801125	Kitchen supplies	1,095	1,050	897	153	14.6%	Supply usage lower than previous months			
59,689	72,052	61,517	10,535	14.6%			Subtotal	358,907	385,364	356,168	29,196	7.6%					
Technology:																	
513	1,903	1,184	719	37.8%	33	TECH	801210	Software Maintenance	4,294	9,516	9,190	326	3.4%	Timing variance.			
1,861	2,126	1,964	163	7.6%	33	TECH	801212	Hardware Maintenance	9,498	10,632	8,968	1,664	15.6%	Timing variance.			
0	681	0	681	100.0%	33	TECH	801215	Software (<\$3k)	1,375	3,403	0	3,403	100.0%	Timing variance.			
0	368	207	161	43.7%	33	TECH	801220	Hardware (<\$3k)	1,676	1,838	778	1,060	57.7%	Timing variance.			
0	83	160	(77)	-91.8%	33	TECH	801225	Computer Supplies	152	417	452	(36)	-8.6%	Includes unbudgeted surge protector purchase			
4,415	4,672	4,626	46	1.0%	33	TECH	801230	Integrated Library System	22,073	23,360	23,132	228	1.0%				
3,239	2,806	2,352	454	16.2%	33	TECH	801235	Telecommunications	13,376	14,028	12,082	1,946	13.9%	Timing variance.			
0	0	0	0	0.0%	33	TECH	801245	Tech & Data - Misc	0	0	0	0	0.0%				
1	62	1	61	99.2%	33	TECH	801250	Services	253	310	858	(548)	-177.0%	Includes unbudgeted members study card reader repair.			
7	0	7	0	100.0%	33	TECH	801275	Online Service Providers	0	35	0	35	100.0%	Timing variance.			
10,029	12,708	10,494	2,207	17.4%			Subtotal	52,697	63,538	55,460	8,043	12.7%					
General:																	
593	667	612	55	8.2%	15	FIN	801310	Bank Charges	2,589	3,333	2,679	654	19.6%	Lower than expected monthly costs.			
843	878	875	3	0.3%	35	CMS	801315	Bibliographical Services	4,215	4,390	4,377	14	0.3%				
0	0	0	0	0.0%	35	CMS	801320	Binding	0	7,500	4,991	2,509	33.4%	OTF project delayed due to staffing shortage			
141	120	119	1	1.1%	17	EXEC	801325	Board Expense	432	600	415	185	30.9%				

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

Nov 18	Nov 2019				YTD Actual	FY 2019-20 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	Budget	Actual	\$ Δ		% Δ	
0	0	47	(47)	0.0%	37 COM 801330	Staff meals & events	1,831	1,560	1,906	(346)	-22.2%	Timing variance.
1,584	2,083	194	1,890	90.7%	15 FIN 801335	Supplies - Office	9,420	10,417	9,283	1,133	10.9%	Timing variance.
840	0	0	0	0.0%	35 CMS 801337	Supplies - Library materials	4,940	1,400	1,354	46	3.3%	
0	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	0	900	0	900	100.0%	Timing variance. Order expected in 3rd quarter
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
141	970	1,874	(904)	-93.2%	33 IT 801370	Copy Center Expense	2,794	4,850	7,994	(3,144)	-64.8%	Increased color copy cost; potential OTF project impact; pending analysis
3,000	0	0	0	0.0%	15 FIN 801375	General - Misc	3,000	0	1,094	(1,094)	0.0%	
0	50	680	(630)	-1248.8%	25 PS 801390	Course Registration	0	252	2,870	(2,618)	-1038.5%	One-Time Funding applied for Where You Begin class registration fees.
0	0	0	0	0.0%	17 EXEC 801395	Friends of Law Library	241	500	470	30	6.1%	
7,142	4,768	4,400	369	7.7%		Subtotal	29,462	35,702	37,434	(1,732)	-4.9%	
0	0	0	0	0.0%	ALL 803105	Professional Development: Travel	1,356	6,500	3,190	3,310	50.9%	A portion of AALL conf costs covered by grants received by staff. Timing variance, ED budgeted travel costs not yet incurred.
18	30	0	30	100.0%	ALL 803110	Meals	49	110	61	49	44.6%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	399	0	0	0	0.0%	
0	0	283	(283)	0.0%	ALL 803115	Membership dues	255	1,767	1,374	393	22.2%	Timing variance, CMS AALL 2020-21 dues to be paid Apr 2020.
0	100	0	100	100.0%	ALL 803120	Registration fees	664	3,915	3,087	828	21.1%	Timing variance, ED budgeted registration costs not yet incurred.
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	0	0	0.0%	
18	130	283	(153)	-117.7%		Subtotal	2,723	12,292	7,712	4,580	37.3%	
0	0	0	0	0.0%	37 COM 803205	Communications & Marketing: Services	0	0	0	0	0.0%	
39	2,700	39	2,661	98.6%	37 COM 803210	Collateral materials	407	6,100	195	5,905	96.8%	Timing variance.
0	1,000	0	1,000	100.0%	37 COM 803215	Advertising	0	14,700	1,866	12,834	87.3%	Timing variance, delay in budgeted OTF project costs
116	30	0	30	100.0%	37 COM 803220	Trade shows & Outreach	116	450	0	450	100.0%	No additional expenses expected.
155	3,730	39	3,691	99.0%		Subtotal	523	21,250	2,061	19,189	90.3%	
0	0	0	0	0.0%	ALL 803305	Travel & Entertainment: 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%	
6	142	0	142	100.0%	ALL 803320	Ground transportation & mileage reimb.	171	708	62	647	91.3%	No expense incurred for the month.
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
6	142	0	142	100.0%		Subtotal	171	708	62	647	91.3%	
0	0	0	0	0.0%	15 FIN 804005	Professional Services: Accounting	21,425	23,960	23,960	0	0.0%	
0	3,817	2,896	920	24.1%	17 EXEC 804008	Consulting Services	11,459	19,083	14,481	4,601	24.1%	Anticipated rate increase not yet in effect this month.
0	9,167	5,640	3,527	38.5%	17 EXEC 804010	Legal	0	45,831	11,790	34,041	74.3%	Delay in budgeted OTF projects costs.
0	3,125	77	3,048	97.5%	15 FIN 804015	Other	2,290	8,125	235	7,891	97.1%	Delay in budgeted OTF projects costs.
0	16,109	8,613	7,495	46.5%		Subtotal	35,173	96,999	50,466	46,533	48.0%	
192,485	193,720	191,612	2,108	1.1%	15 FIN 806105	Depreciation: Depreciation - Library Materials	986,352	981,654	974,194	7,460	0.8%	
22,914	33,621	23,529	10,092	30.0%	15 FIN 806110	Depreciation Exp - FF&E	113,821	161,676	118,240	43,436	26.9%	Delay in CapEx purchases.
215,398	227,341	215,141	12,199	5.4%		Subtotal	1,100,173	1,143,330	1,092,434	50,896	4.5%	
640,911	738,313	662,446	75,867	10.3%		Total Expense	3,512,394	4,240,319	3,869,812	370,507	8.7%	
111,718	(33,822)	144,506	178,328	-527.3%		Net Income Before Extraordinary Items	386,738	(414,065)	277,937	692,003	167.1%	
25,673	2,083	(4,133)	(6,217)	-298.4%	15 FIN 321000	Investment Gain (Loss) ¹	32,023	10,417	48,049	37,633	361.3%	Reflects loss/gain if sold at time of report (before maturity).
0	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	3,543,270	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
137,391	(31,738)	140,373	172,111	-542.3%		Net Income Including Extraordinary Items	3,962,030	(403,649)	325,987	729,635	180.8%	

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

Nov 18 Actual	Nov 2019			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
0	0	0	0	0.0%
0	13,000	0	13,000	100.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	13,000	0	(13,000)	-100.0%

		FY 2018-19	FY 2019-20 YTD				Comments		
		YTD Actual	Budget	Actual	\$ Δ	% Δ			
Capital Expenditures:									
	39 FAC	161100	Furniture / Appliances (>3k)	0	0	0	0.0%		
	33 TECH	161300	Electronics / Computer Hardware (>3k)	0	93,000	0	93,000	100.0%	Timing variance, delay in budgeted project costs.
	39 FAC	164500	Exterior Building Repairs/ Improvements (>3k)	188,089	0	0	0	0.0%	
	39 FAC	164000	Interior Improvements / Alterations (>3k)	0	0	0	0	0.0%	
	33 TECH	168000	Computer Software	0	75,000	0	75,000	100.0%	Timing variance, delay in budgeted project costs.
			Total - Capitalized Expenditures	188,089	168,000	0	168,000	100.0%	

CalPERS CERBT Trust Fund:

Beginning Balance	2,246,932	
Administrative Expense	(91)	CalPERS CERBT program cost.
Investment Expense	(66)	Investment management cost.
Unrealized Gain/Loss	20,114	Fluctuating market conditions.
Distribution		Distribution from Fund.
Ending Balance	2,266,889	

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

Los Angeles County Law Library
Statement of Cash Flows
As of October 31, 2019
(Provisional and subject to year-end audit adjustments)

	11/30/2019	YTD
Cash flows from operating activities		
L.A. Superior court fees	719,074	3,482,849
Parking fees	48,656	273,258
Library services	22,747	183,595
(Increase) decrease in accounts receivable	(61,475)	75,707
Increase (decrease) in borrowers' deposit	887	(12,054)
Cash received from filing fees and services	729,887	4,003,356
Facilities	(61,517)	(356,168)
Technology	(10,494)	(55,460)
General	(4,400)	(37,434)
Professional development	(283)	(7,712)
Communications & marketing	(39)	(2,061)
Travel & entertainment	-	(62)
Professional services	(8,613)	(50,466)
Electronic Resource Subscriptions (ERS)	(48,299)	(222,869)
(Increase) decrease in prepaid expenses	36,840	(44,936)
Increase (decrease) in accounts payable	(3,558)	(68,465)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(100,362)	(845,633)
Staff (payroll + benefits)	(313,660)	(2,045,146)
Increase (decrease) in payroll liabilities	(3,691)	1,186
Increase (decrease) in accrued sick and vacation liability	-	(3,950)
Increase (decrease) in OPEB liability	21,667	108,335
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(295,684)	(1,939,575)
Contributions received	-	125,000
Net cash from operating activities	333,841	1,343,148
Cash flow from capital and related financing activities		
Library materials	(166,795)	(689,519)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment	-	-
Investment earnings	16,476	83,047
Net cash increase (decrease) in cash and cash equivalents	183,522	736,676
Cash and cash equivalents, at beginning of period	10,291,353	9,738,199
Cash and cash equivalents, at end of period	10,474,875	10,474,875
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	128,030	194,890
Adjustments for noncash effects:		
Depreciation	215,141	1,092,434
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(61,475)	75,707
(Increase) decrease in prepaid expenses	36,840	(44,936)
Increase (decrease) in accounts payable	(3,558)	(68,465)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	(3,691)	1,186
Increase (decrease) in accrued sick and vacation liability	-	(3,950)
Increase (decrease) in borrowers' deposit	887	(12,054)
Increase (decrease) in OPEB liability	21,667	108,335
Net impact of GASB 68 adjustments		
Net cash from operating activities	333,841	1,343,148

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

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 2	GAUNT	BOOKS	251.91	031219
	OTTO HARRASSOWITZ	BOOKS	463.28	031220
	QUALITY CODE PUBLISHING	BOOKS	64.30	031221
December 6	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	997.06	031222
	OTTO HARRASSOWITZ	BOOKS	3,406.91	031223
	LIBROS DE HONDURAS	BOOKS	1,400.00	031224
December 9	MICHELLE HOPKINS	LEGAL	5,190.00	031225
December 10	CHANTELLE HERNANDEZ	REFUND	140.00	031226
	NEIL SCOT JAHSS	REFUND	140.00	031227
	JESSICA LAZARUS PIRRONE	REFUND	140.00	031228
December 12	AT&T	TELECOM	482.44	031229
	GTT COMMUNICATIONS	TELECOM	464.26	031230
	NATIONAL 50 SECURITY	SECURITY	4,498.31	031231
	ONEDIGITAL HR CONSULTING	CONSULTING	2,896.26	031232
	LIBRARY ASSOCIATES LLC	RECRUITMENT	5,000.00	031233
December 13	BANKS & JORDAN	BOOKS	133.43	031234
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	268.15	031235
	OTTO HARRASSOWITZ	BOOKS	607.34	031236
December 16	CARMELETTA BEATRICE MOBLEY	REFUND	124.00	031237
	NRA GROUP, LLC	MISC	113.80	031238
December 20	ROMERO MAINTENANCE LLC	REPAIR/MAINT	695.00	031239
	METROLINK	TMP	449.75	031240
	PARKING CONCEPTS INC	COURSE REGISTRAT	320.00	031241
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	9,368.10	031242
	CIG GOVERNMENT INFORMATION SYSTEMS	BOOKS	477.52	031243
	OTTO HARRASSOWITZ	BOOKS	268.14	031244
	LAW PUBLISHERS	BOOKS	3,388.00	031245
	NATIONAL TAX ASSOCIATION	BOOKS	350.00	031246
	GOVERNMENT OF YUKON	BOOKS	67.98	031247
December 23	WILLIAM S HEIN & CO	BOOKS	3,162.65	031248
December 26	AFLAC REMITTANCE	CAFE PLAN-INSURA	808.06	031249
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	031250
	GUARDIAN	PREPAID EXP	7,629.20	031251
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	031252
December 27				

55,052.00

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	145.15	031253
	OTTO HARRASSOWITZ	BOOKS	1,340.88	031254
	LAW REPORTS INTERNATIONAL LTD	BOOKS	250.00	031255
	MARY MARTIN BOOKSELLERS	BOOKS	145.00	031256
	MINISTER OF FINANCE	BOOKS	57.00	031257
	COUNCIL OF CALIFORNIA COUNTY	MEMBERSHIP	5,980.00	031258
	COUNTY OF LOS ANGELES	BANK CHARGES	44.74	031259
	NATIONAL 50 SECURITY	SECURITY	5,557.94	031260
	WESTCOAST GATE & ENTRY	REPAIR MAINTENAN	385.00	031261

68,812.56

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
December 2	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	982.28	V004867	
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	666.95	V004868	
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,000.00	V004869	
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	138.50	V004870	
	PRACTISING LAW INSTITUTE	BOOKS	899.70	V004871	
	CITY OF THOUSAND OAKS	BOOKS	35.96	V004872	
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	870.87	V004873	
December 3	DEMCO	SUPPLIES LIBRARY	1,609.22	V004876	
December 4	INFINISOURCE INC	PAYROLL/HR BENEFI	124.50	V004874	
	CDW GOVERNMENT INC	SUPPLIES-OFFICE	675.90	V004918	
December 5	OCLC INC	BIBLIOGRAPHICAL S	781.55	V004877	
	STATE COMPENSATION	WORKERS COMP	3,177.08	V004878	
December 6	AMERICAN BANKRUPTCY INSTITUTE	BOOKS	125.00	V004879	
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	3,959.25	V004880	
	LEXISNEXIS MATTHEW BENDER	BOOKS	2,995.06	V004881	
	BLOOMBERG BNA	BOOKS	219.30	V004882	
	CALIF LEGISLATIVE BILL ROOM	BOOKS	280.14	V004883	
	CCH INCORPORATED	BOOKS	554.76	V004884	
	DISTRICT OF COLUMBIA BAR	BOOKS	350.00	V004885	
	JURIS PUBLISHING INC	BOOKS	93.03	V004886	
	LAW JOURNAL PRESS	BOOKS	13,184.44	V004888	
	LIBRARY OF CONGRESS CDS	BOOKS	525.00	V004889	
	NEW JERSEY LAW JOURNAL	BOOKS	329.10	V004890	
	PRACTISING LAW INSTITUTE	BOOKS	655.69	V004891	
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	45.10	V004892	
	WEST ACADEMIC	BOOKS	160.95	V004893	
	STATE BAR OF WISCONSIN	BOOKS	76.02	V004894	
	GOBI LIBRARY SOLUTIONS	BOOKS	388.05	V004895	
	KAPCO	SUPPLIES-LIBRARY	166.00	V004919	
	December 9	ALTA FOODCRAFT	KITCHEN SUPPLIES	213.26	V004897
	December 11	LA CAFE	FRIENDS	48.25	V004920
	December 12	BANDWIDTH.COM, INC.	TELECOM	291.71	V004898
BRIGHTVIEW		LANDSCAPING	1,250.00	V004899	
NASA SERVICES		BLDG SVCS	467.45	V004900	
SQBOX SOLUTIONS LTD		PREPAID EXP	3,240.00	V004901	
SPECTRUM		TELECOM	1,080.74	V004902	
GURU PRINTERS		COLLATERAL MATER	424.86	V004921	

61,112.09

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 13	WOLTERS KLUWER LAW & BUSINESS	BOOKS	4,026.42	V004903
	GEORGE T BISEL COMPANY	BOOKS	194.40	V004904
	BLOOMBERG BNA	BOOKS	299.55	V004905
	CCH INCORPORATED	BOOKS	19,291.34	V004906
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	455.09	V004907
	DATA TRACE PUBLISHING COMPANY	BOOKS	313.75	V004908
	INGRAM LIBRARY SERVICES	BOOKS	96.94	V004909
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,000.00	V004910
	METROPOLITAN NEWS COMPANY	BOOKS	65.70	V004911
	PUBLIC UTILITIES REPORTS INC	BOOKS	847.50	V004912
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	21.64	V004913
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,062.70	V004914
	THOMSON REUTERS	BOOKS	13,775.00	V004915
	WILLIAM S HEIN & CO ** VOIDED *****	BOOKS	0.00	V004916
GOBI LIBRARY SOLUTIONS	BOOKS	949.41	V004917	
December 18	CDW GOVERNMENT INC	PREPAID EXP	1,200.90	V004922
	DOORDASH	BOARD EXP	181.33	V004923
	SOUTHWEST AIRLINES	PREPAID EXP	486.93	V004924
December 20	AT&T MOBILITY	TELECOM	16.24	V004925
	CORODATA	BLDG SVCS	53.87	V004926
	KONICA MINOLTA BUSINESS	COPY CENTER	319.09	V004927
	OFFICE DEPOT	SUPPLIES-OFFICE	829.05	V004928
	PACER	DOC DEL	26.70	V004929
	AMERICAN BAR ASSOCIATION	BOOKS	884.58	V004930
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	656.12	V004931
	LEXISNEXIS MATTHEW BENDER	BOOKS	208.44	V004932
	BLOOMBERG BNA	BOOKS	256.75	V004933
	CALIF SUPREME COURT HISTORICAL	BOOKS	50.00	V004934
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,895.06	V004935
	COUNCIL OF STATE GOVERNMENTS	BOOKS	120.66	V004936
	FORSTER LONG LLC	BOOKS	545.00	V004937
	JAMES PUBLISHING INC	BOOKS	740.22	V004938
	LAW JOURNAL PRESS	BOOKS	1,576.08	V004939
	NEBRASKA CONTINUING LEGAL EDUCATION	BOOKS	70.00	V004940
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	833.31	V004941
	THOMSON REUTERS	BOOKS	66,064.76	V004942
	GOBI LIBRARY SOLUTIONS	BOOKS	57.50	V004943
December 26	KONICA MINOLTA BUSINESS	COPY CENTER	579.31	V004944
December 27	WOLTERS KLUWER LAW & BUSINESS	BOOKS	4,769.42	V004945
	LEXISNEXIS MATTHEW BENDER	BOOKS	355.89	V004946

198,428.42

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	BLOOMBERG BNA	BOOKS	1,166.10	V004947
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,295.34	V004948
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	971.87	V004949
	DATA TRACE PUBLISHING COMPANY	BOOKS	399.90	V004950
	LAWPRESS CORPORATION	BOOKS	388.88	V004951
	UNITED NATIONS PUBLICATIONS	BOOKS	124.22	V004952
	LEXISNEXIS MATTHEW BENDER	BOOKS	31,633.94	V004953
	J P COOKE COMPANY	SUPPLIES-OFFICE	196.86	V004954
	OFFICE DEPOT	MISCELLANEOUS	436.49	V004955
	LEXISNEXIS MATTHEW BENDER	BOOKS	31,633.94	V004956
	LEXISNEXIS MATTHEW BENDER	BOOKS	31,633.94	V004957

297,143.80

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 23	SEIU LOCAL 721	UNION DUES	1,949.32	001647
	SEIU LOCAL 721	UNION BENEFITS	57.89	001648

2,007.21

LA Law Library
Fiscal Year Quarterly Statistics

		FY17 2nd Quarter	FY18 2nd Quarter	FY19 2nd Quarter	FY20 1st Quarter	FY20 2nd Quarter	FY20 2nd Quarter Notes
Collection Management Services							
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>						
	New Titles Added	112	103	140	247	144	
	Print Volumes Added	1,210	1,295	1,409	1576	1576	
	New Serials	34	23	25	13	13	
	Non-Print Media Added	197	5,454	200	890	890	
	Records Cataloged/Updated	681	296	485	395	395	
	Print & Non-Print Withdrawn	1,215	708	540	423	423	
Brief Scanning Project							
	Briefs Logged (Google)	332	10,420	11,743	19,820	15,690	
Website Statistics							
	Visitors	22,355	23,096	22,725	30,790	29,354	
	Visits (previously counted as "Pages Viewed")	89,623	87,779	90,517	95,230	92,760	
	Average Daily Visits	974	954	379	349	316	
	Average Duration	3:12	3:12	3:01	5:14	4:57	
	Visitors: US	97.26%	98.70%	97.74%	96.80%	95.99%	
	Visitors: International / Unspecified	2.74%	1.30%	2.26%	3.20%	2.10%	
Training and Events (Includes Main & Branch locations)							
	Public Classes Held						
	Internal speaker	29	31	42	49	37	
	Guest speaker	31	65	81	28	91	
	MCLE Classes Held						
	Internal speaker	2	0	0	1	6	
	Guest speaker	7	8	6	3	0	
	Clinics/ Workshops Held	44	41	65	60	52	
	Total	113	145	194	141	186	
	Class Attendance Total (Estimated)	2,093	1,791	3,480	2,077	2,906	
	Class Attendance Branches (Estimated)	N/A	N/A	N/A	357	646	
Visits to Main Branch							
	Number of Patron Visits (front door)	N/A	24,218	24,400	25,488	47,286	

MEMORANDUM

DATE: January 22, 2020

TO: Board of Law Library Trustees

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

RE: Approval of 2020-21 Workers Compensation Insurance
Renewal

SUMMARY

The purpose of this report is to apprise you of the status of the workers compensation coverage renewal efforts for the Law Library *prior to* the February meeting at which time the Board will be asked to select one of the identified options.

The Law Library’s workers compensation coverage must be renewed prior to March 1, 2020. Our broker and staff continue to work diligently to implement safety programs and training to mitigate loss exposures and continue to promote a safety culture. At the Library’s September 2019 all staff meeting, for example, training on earthquake preparedness & safety was provided. This and other proactive measures, help the Library mitigate loss while at the same time providing staff with valuable skills.

This year, the Library’s experience modification rating (Ex-Mod) increased from 128% to 174%. Our hope is that this increase will have a minimal impact on ensuring competitive bids for the upcoming renewal cycle. The Library’s insurance broker is marketing the coverage under the current guaranteed cost program. The broker conservatively expects an increase in premium due to the higher Ex-Mod rating and higher estimated payroll.

At this time, neither Staff nor the broker recommends pursuing a Self-Insured Plan (SIP) alternative.

ANALYSIS AND DETAIL

Law Library’s Worker’s Compensation Profile

The Library’s workers compensation program continues to be an area of focus for staff and the Library’s broker. The focus has been on being proactive to prevent losses from occurring. Incidents are reported timely and corrective actions, if any, are taken immediately.



Exhibit A illustrates the Library's historical frequency and severity over the years. During the 2019-20 policy period no claim has been reported to date.

Exhibit B illustrates the Library's historical total incurred losses for workers compensation versus the total premium paid for workers compensation coverage. During the 2019-20 policy period the total year to date loss is \$0 dollars.

Exhibit C illustrates the Library's historical loss ratio. The loss ratios show how much was paid out for claims versus how much was collected in premium. Underwriting will determine certain amounts to be paid out in losses and will calculate this amount in the premium quotation. A lower loss ratio (30% and lower) will usually result in premium discounts whereas higher loss ratios usually result in higher premiums. Our loss ratio for the current policy period is 0%.

Exhibit D illustrates the Library's historical Ex-Mod rating as determined by the WCIRB. For the 2020-21 renewal period our experience modification was established at 174%, an increase from the expiring 128%. We anticipate this to be rerated once any open claim is closed and actual costs are reported.

Guaranteed Cost Program

In anticipation of the renewal, the Library's broker, Keenan & Associates is seeking bids from various workers compensation insurance carriers specializing in high Ex-Mod programs in addition to the State Compensation Insurance Fund, the Library's current workers compensation carrier. It is likely that the increase in our Ex-Mod may close some markets; however, we are hopeful that won't be the case.

State Fund as the incumbent carrier has not yet released the Law Library's quotation. Our insurance broker is continuing to work with the State Fund to secure the renewal quotation. This year, our broker anticipates participation from the following carriers; The Hartford, Liberty Mutual, Employers, Chubb, AIG, Safety National, State National, Everest, Zenith, Travelers, Berkshire Hathaway, and the CSAC-EIA pool.

The CSAC-EIA pool may present a new opportunity for the Library. CSAC-EIA is a pool of public entities with over \$2 billion in payroll. Its size and purchasing power would allow the Library to secure long term cost savings as well as additional resources at no additional cost. This would help enhance the Library's overall risk management program without incurring the costs of implementing loss control and safety into the budget.

If CSAC proves to be a viable option, the Library will need to change its annual renewal date from March 1 to July 1. We would join CSAC on a short-term basis from 3/1 – 6/30 and then renew from 7/1/20 – 7/1/21. If the Library chooses to leave in the future, we will NOT have to move back to a March 1 annual renewal date unless we want to.



Self-Insured Plan (SIP)

A self-insured plan is one in which the employer assumes the financial risk for providing Workers' Compensation benefits to its employees by assuming responsibility up to a self-insured retention amount and purchasing excess insurance coverage for amounts above the retention. In other words, self-insured employers pay the cost of each claim 'out of pocket' as they are incurred instead of paying a fixed premium to an insurance carrier. Self-insured employers are required to provide the same scope of benefits as an insurance company. Claims must be adjusted in California, and new self-insurers are required to use a licensed third-party administrator (TPA) for their first three years of self-insurance. After that time, self-administration may be permitted.

Our broker does not recommend exploring this option and Staff does not believe the outcome would be beneficial. Accordingly, we do not anticipate presenting a self-insured option for consideration.

NEXT STEPS

Barring any different direction from the Board, the Library will not obtain quotes for the self-insurance option. Other bids for fixed premium options will be collected and if available, a comparison of all bids will be presented at the February meeting.

RECOMMENDATION

Staff recommends that the Board receive and evaluate this information. If there are any questions or issues of concern, Staff recommends removing the item from the Consent Calendar for discussion so that the Board can identify those issues and the matter can be presented with all necessary information at the February meeting.

Attachments



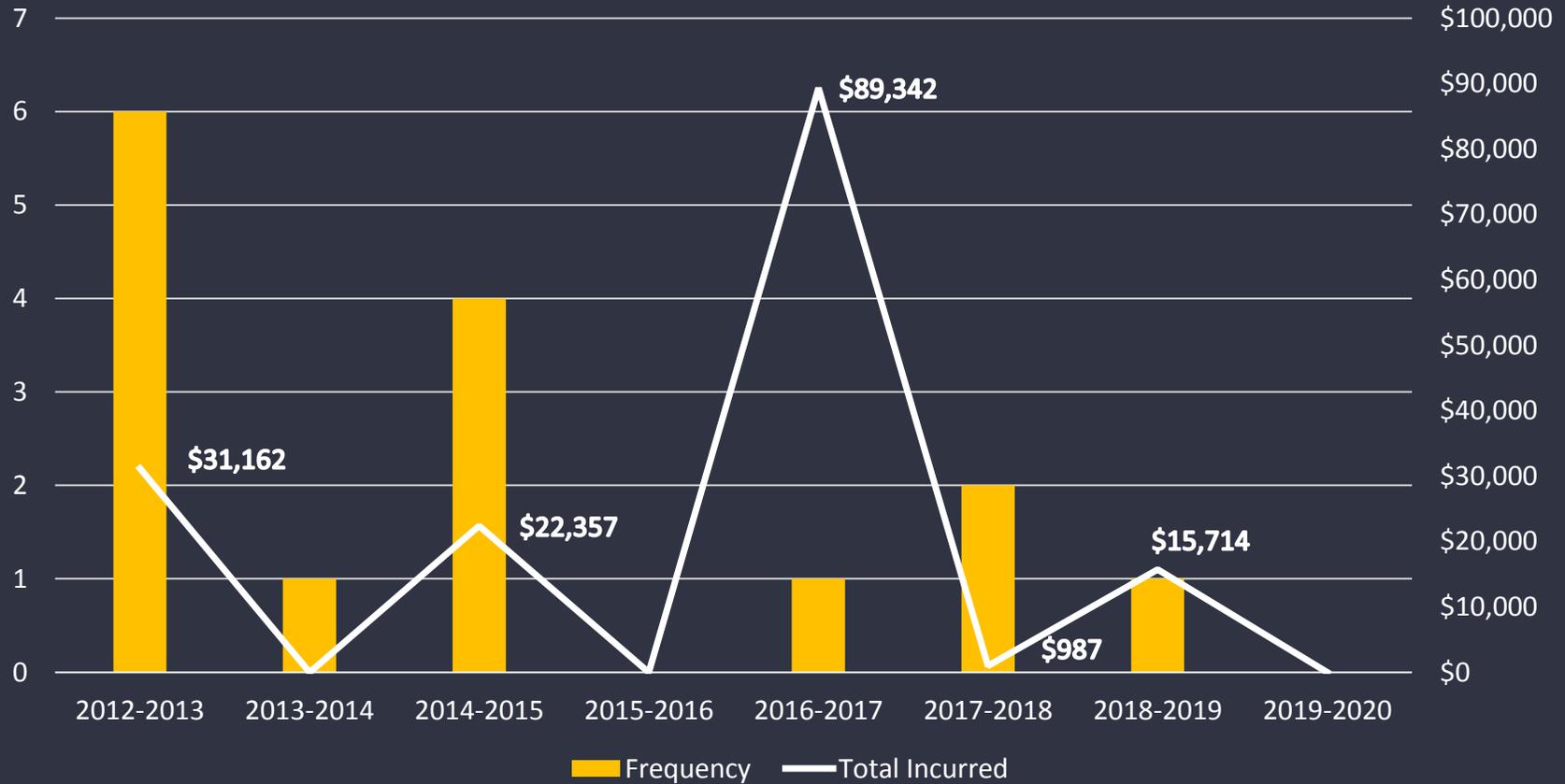


LALAWLIBRARY

WORKER'S COMPENSATION

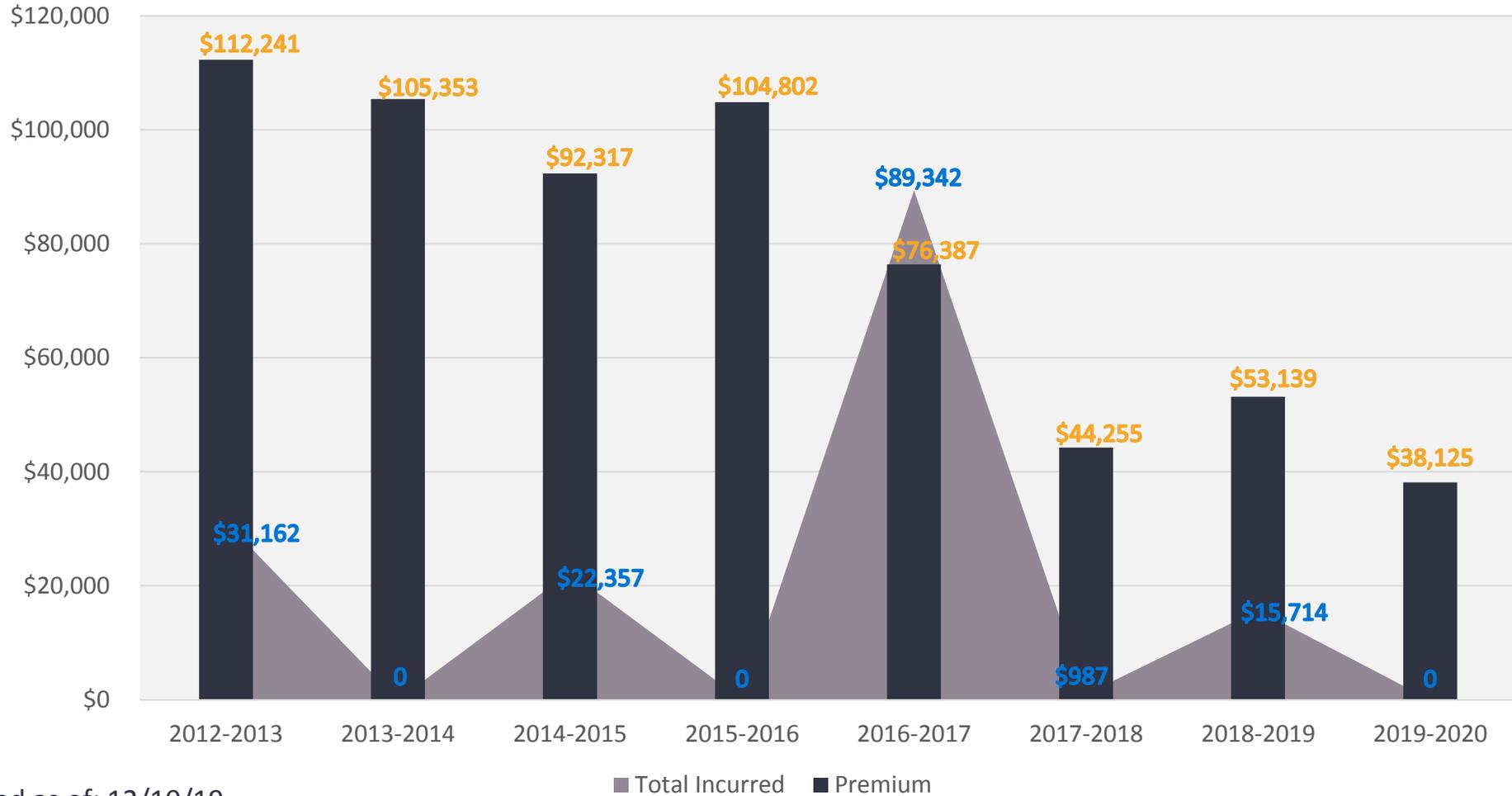


WC FREQUENCY & SEVERITY



Valued as of: 12/10/19

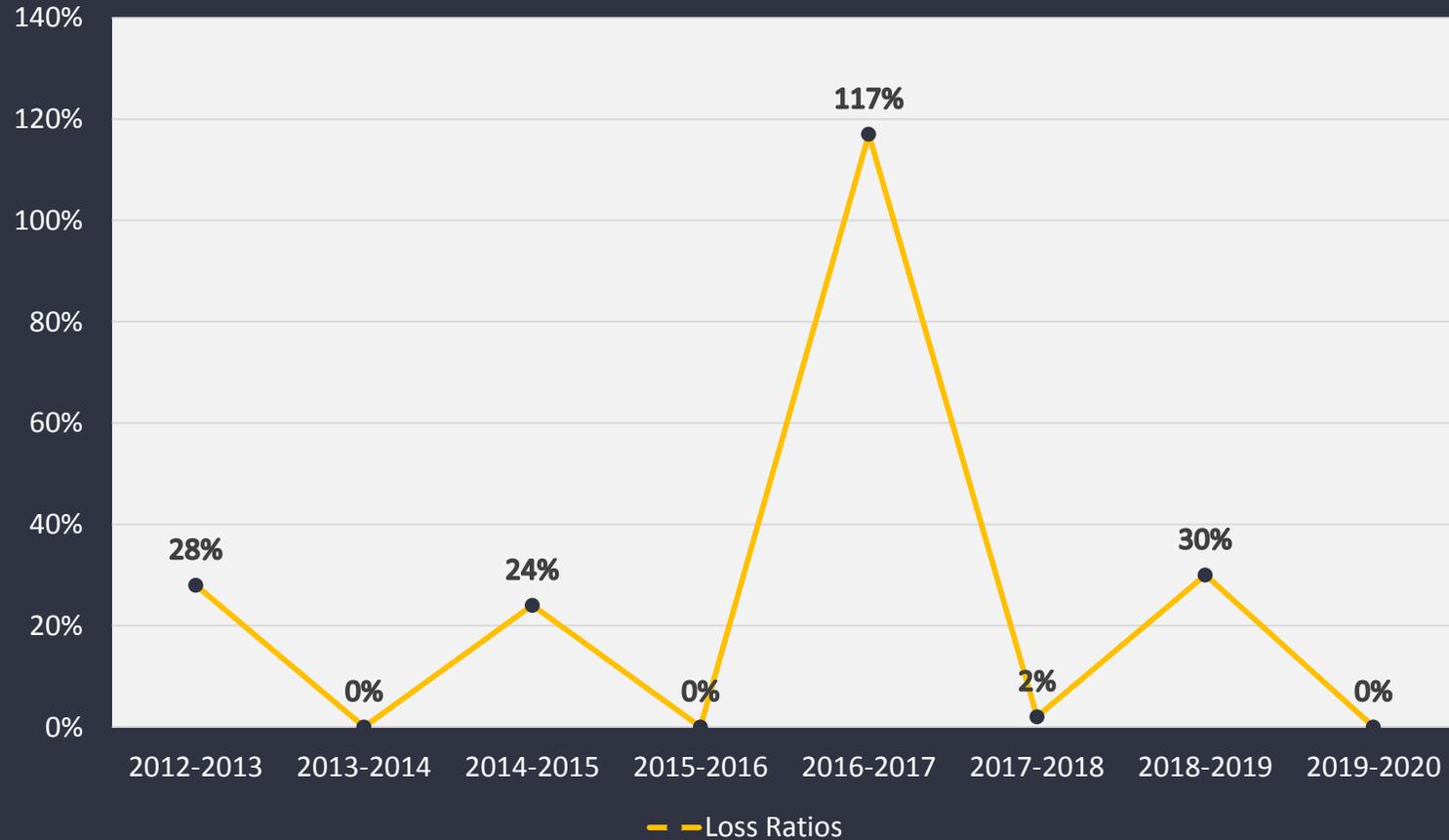
WC PROGRAM HISTORY



Valued as of: 12/10/19

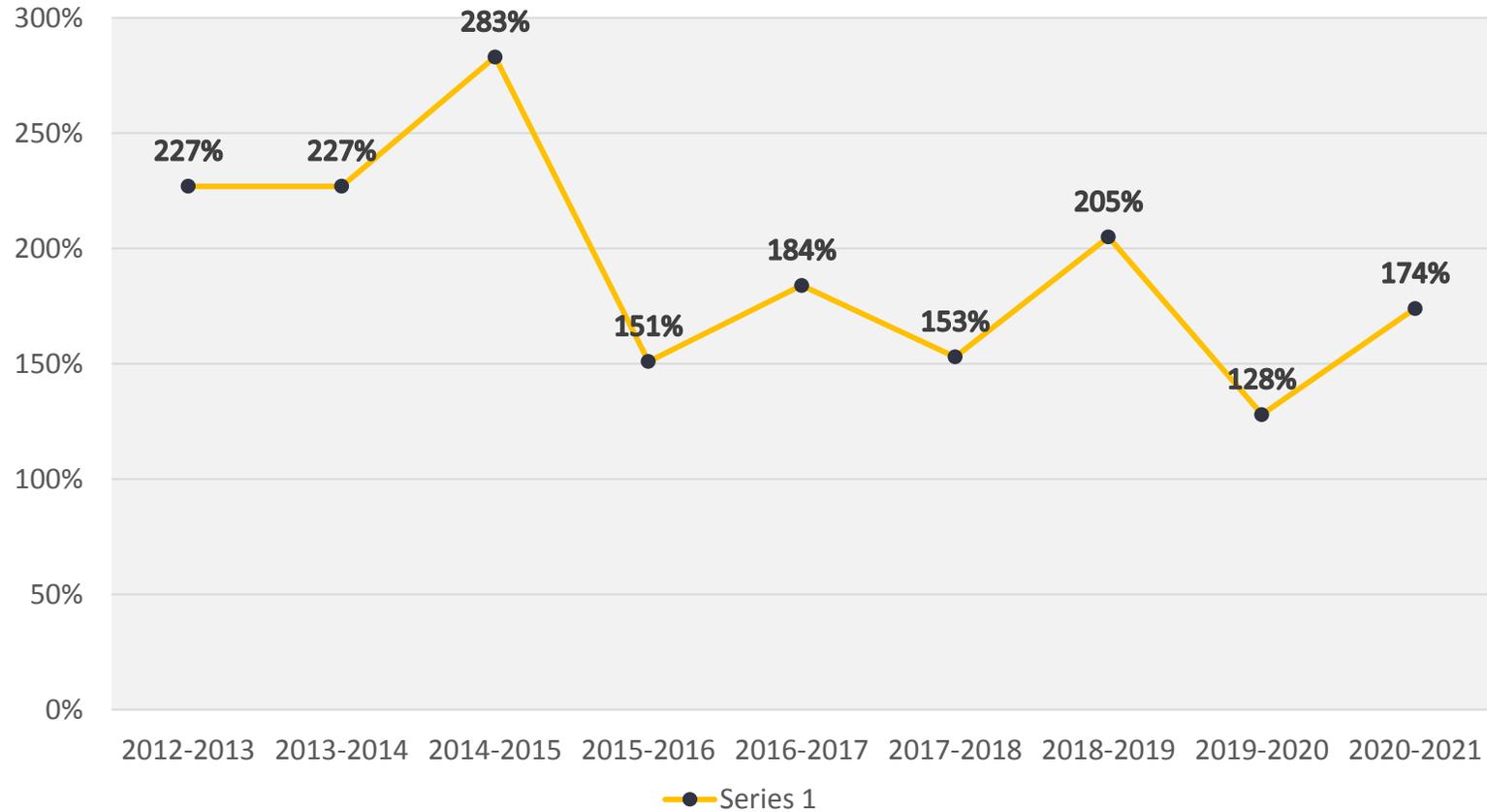
WC LOSS RATIOS

Loss Ratios = Total Incurred / Premium



Valued as of: 12/10/19

WCIRB EX-MOD HISTORY



Valued as of: 1/14/20



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MEMORANDUM

DATE: January 22, 2020

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director
Jaye Steinbrick, Senior Director

RE: Approval of Revised Job Description for Help Desk Analyst Position

BACKGROUND & SUMMARY

In March of 2019, the Board approved a revised job description for the Help Desk Analyst position. However, it contained an incorrect title for the position's supervisor. The Board is asked to approve this minor revision in the job description reflecting the correct direct report. This position is un-represented.

RECOMMENDATION

Staff recommends that the Board approve the attached updated job description.



LA LAW LIBRARY JOB DESCRIPTION

Title:	HelpDesk Analyst
Department:	Information Technology
Focus:	Helpdesk & Data Backup
Reports to:	Director, Technology Services <u>IT Systems Administrator</u>
Position Supervised:	None
FLSA Status:	Non-Exempt
Salary Grade:	3
Union Status:	Ineligible for Representation
Effective Date:	<u>1-22-2020</u>

Position Summary

Under the direction of the ~~Technology Services Director~~ IT Systems Administrator, provides first level support for the helpdesk administration and backup monitoring function in Technology Services. Major responsibilities include End User Support and Backup Administration.

Responsibilities and Duties

HelpDesk Administration

- Serves as an effective, first-level technical resource to clients, both internal and external, providing assistance with hardware, software or general technology issues and requests while exercising good judgment, patience and tact.
- Uses internal helpdesk request tracking application to record and track all requests, issues, assets, status updates and resolutions providing daily monitoring and follow-up on all open requests.
- Troubleshoots issues independently to identify source and resolution while maintaining ownership until a final resolution is found or issue is reassigned.
- Follows all Library policies and procedures and maintains a professional attitude/image at all times.
- Performs basic Microsoft AD functions such as account creation, changes or deletions including Microsoft Exchange email accounts and network file access security settings.
- Configures, installs, and maintains equipment such as desktops, laptops, printers and other peripheral devices.
- Conducts regularly scheduled maintenance visits to branch and partnership locations within Los Angeles County using personal vehicle.
- Works with team members to conduct periodic audits of all technology assets.
- Actively participates in all required staff meetings.
- Completes projects and assignments efficiently and in a timely manner.

- Maintains current knowledge of industry-related applications, upgrades, and trends through continued training and self-study in order to grow professionally and support the overall technology goals and objectives for the LA Law Library.

Back-Up Monitoring

- Monitors daily backup logs for successful completion.
- Identifies and documents issues and notifies appropriate team members.

Other Responsibilities

- Provides basic training on the use of Library-provided software and hardware as needed.
- Prepares meeting facilities (e.g. Training Room, conference room) ensuring equipment readiness for projector, laptops, teleconferencing unit, and/or AV equipment.
- Conducts routine preventive maintenance on copiers by coordinating with contractor for scheduling of routine maintenance calls as well as coordinating service repair activities.
- Serves as contact with equipment maintenance company;
- Performs other duties as assigned.

Position Qualifications

Required

- Associate's degree with course work in information systems or related field; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities.
- Minimum of two years experience providing direct support to end-users.
- Proficient knowledge of Microsoft Windows Desktop Platforms, Microsoft Office Suite 2010-2016, Microsoft Outlook 2010-2016, Virus Scan Software and Helpdesk ticketing systems.
- Able to read, analyze and interpret technology related materials.
- Effective written and oral communication skills with people at all levels of computer experience.
- Ability to work both independently and as part of a team.
- Ability to exercise sound judgment and make independent decisions in accordance with established guidelines and procedures.
- Ability to travel between main and branch locations within Los Angeles County as needed for onsite support.
- Customer friendly attitude and outgoing personality.

Preferred

- Bachelor's degree with emphasis in Computer Information Systems, Computer Programming, Network Systems Administration or equivalent certifications (A+, MOUS, MCP, Network+) or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and.
- Some familiarity with one or more of the following: VMware Virtual Enterprise Environment, Voice Over IP Phones (VOIP), Wireless technologies and/or Document Management Systems.

Work Environment

Will be working in a busy office environment and travelling from time-to-time to branch and partnership locations within the County of Los Angeles.

Physical Abilities Required

- Ability to push, pull and/or lift up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director	Date
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date

Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature _____ Date _____

Print Name _____

Distribution: Original - Human Resources, Copies - Supervisor, Employee



MEMORANDUM

DATE: January 22, 2020
TO: Board of Law Library Trustees
FROM: Sandra J. Levin, Executive Director
RE: Approval of Employee Handbook Updates

BACKGROUND AND DISCUSSION

As you are aware, once or twice per year, Staff presents revisions to the Employee Handbook reflecting changes in law or other clarifications to maintain the Handbook as an accurate and timely reflection of Law Library practice and policy. Based upon recent changes, the Executive Director and the Law Library’s Human Resources consultant, Digital One, recommend that the Board of Trustees approve the attached proposed revisions to the LA Law Library Employee Handbook and Personnel Policies Manual.

The proposed changes have been provided to SEIU for its review.

This item is being placed on the consent calendar. However, should the Board wish to discuss one or more of these policy changes, they may be removed from the consent calendar for discussion.

RECOMMENDATION

Staff recommends that the Board approve the attached proposed revisions to the Law Library Employee Handbook and Personnel Policies Manual.



Amendment to existing provision:**13.8 LIFE INSURANCE**

The Library provides a \$25,000 life insurance policy for ~~all employees~~ eligible employees, full-time and part-time, the cost of which is fully paid by the Library. On-call and temporary employees are not eligible. The Policy becomes effective following the introductory period. Employees may purchase additional insurance coverage.

Eligible ~~Eligible~~ employees must complete an insurance form and designate beneficiaries. Eligible ~~Eligible~~ employees may change designated beneficiaries once per year unless your family status changes. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of your spouse or registered domestic partner.

Complete details of this plan may be obtained from HR.]

New Provisions to Be Added:**8.17 LACTATION/REST PERIOD FOR NURSING MOTHERS**

The Library will provide nursing mothers with reasonable unpaid meal or rest periods, or permit them to use paid rest periods each day to express milk, or arrange break or work patterns with a Supervisor to provide time for expressing milk.

The Library will also make reasonable efforts to provide: a safe, clean room or other location near the employee's work area, other than a bathroom, where the employee can express milk in privacy. Employees will be provided access to clean water sources for washing hands and lactation equipment, as well as hygienic storage alternatives for breast milk.

Employees have a right to request a lactation accommodation. Employees needing to express milk for their nursing child should discuss this need with their Supervisor. The Library will engage in an interactive process to determine appropriate accommodations. The Library will not discriminate against any employee who chooses to express milk or requests an accommodation for the expression of milk.

6.9 MORAL CLAUSE: ILLEGAL ACTIVITY POLICY

Employees are not permitted to engage in any kind of illegal activity while on duty or on Library property, or any kind of illegal activity while off the job that reflects detrimentally on the Library's reputation. Employees will be subject to termination for: (1) engaging in activities or conduct injurious to the reputation of the Law Library, including, without limitation, engaging in immoral acts that become public information, (2) committing an act of dishonesty, including, but not limited to, misappropriation of funds or any property of the Library, or (3) committing a misdemeanor involving an act of moral turpitude or a felony under federal, state, or local laws.

16.6 TRAVEL AND EXPENSE REIMBURSEMENT POLICY

The Library reimburses Employees for business-related expenses incurred in performing work duties, subject to the guidelines and procedures set forth in this policy. Employees must obtain advance approval from the Executive Director to receive reimbursement, except that mileage for driving to or from a scheduled customer, vendor, or branch site does not require pre-approval. Expenses that have not been pre-approved may not be reimbursed. Under no circumstances are Employees permitted to charge personal items to a Library-issued credit card.

Examples of pre-approved expenses that may be reimbursed under this policy are:

- Travel expenses (including transportation, hotel, and meal expenses, and excluding alcoholic beverages).
- Business meals and entertainment, excluding alcoholic beverages.
- Business equipment and materials.
- Continuing education training related to job duties.
- Required safety equipment.

Employees may request reimbursement for business-related expenses by submitting a completed Reimbursement Request Form to the Executive Director no later than sixty (60) days following the incurred expense. Copies of original receipts or other appropriate substantiating documentation must be attached to the Reimbursement Request Form along with documentation of prior approval. The nature and date of the expense must be identified. Employees must retain original receipts and supporting documentation submitted to the Library until reimbursement is made or declined.

If use of an Employee's personal vehicle is required for business purposes, the Library will reimburse Employees at the mileage rate set by the Internal Revenue Service. Tolls and parking fees are also reimbursable. However, the Library will not reimburse Employees for parking tickets, traffic violations, or vehicle towing charges. Employees are required to keep a record of the number of miles driven to perform job duties and submit a Reimbursement Request Form for mileage reimbursement as soon as possible, and by no later than sixty (60) days following the incurred expense.

Finance will collect approved reimbursement requests until the amount requested is at least Twenty-Five Dollars (\$25.00) before reimbursing. In the month of June, smaller amounts may be reimbursed by the Library, at its discretion, in order to close out requests prior to fiscal year end. Reimbursement will ordinarily be processed with payroll. In exceptional circumstances (e.g., separation from employment), Finance may issue printed, manual checks.

Requesting reimbursement for an expense not actually incurred or reporting an amount larger than the expense actually incurred is an act of fraud and will be subject to immediate separation of employment.

MEMORANDUM

DATE: January 22, 2020
TO: Board of Law Library Trustees
FROM: Sandra J. Levin, Executive Director
RE: Retirement Commendations

RETIREMENT COMMENDATIONS

LA Law Library recently separated two long-time staff members into retirement:

Kathleen Terada who was the Library Technician for Collection Management Services, served the law library from 2003 to 2019. K. Terada’s final day of employment was December 20, 2019.

Christine Langteau who was a Reference Librarian for Patron Services, served the law library from 2007 to 2019. C. Langteau’s final day of employment was December 27, 2019.

Staff requests that the Board express gratitude on behalf of the Law Library and honor these two recent retirees, noting their time, skill and commitment to serving the patrons of LA Law Library and the public generally. Both retirees declined to participate in any public ceremonies honoring their contributions.

RECOMMENDATION

Staff asks that the Board approve and sign each of the Retirement Commendations and Staff will deliver them to the retirees.



MEMORANDUM

DATE: January 22, 2020
TO: Board of Law Library Trustees
FROM: Sandra J. Levin, Executive Director
RE: Volunteer Recognition

VOLUNTEER APPRECIATION & PRESENTATION OF COMMENDATIONS

Law Library volunteers have been invited to attend a small reception prior to the Board meeting and to stay to receive recognition at the meeting. The Board is asked to acknowledge our volunteers – those who can attend the meeting as well as those whose schedules do not permit them to attend -- for their extraordinary and tireless efforts in supporting LA Law Library and the community we serve.

Most of these volunteers have dedicated many hours of their time participating in Law Library programs and events. Some are ‘regulars’ volunteering numerous times at Lawyers in the Library, while others have taught classes and workshops.

Our success in providing programs and services to our patrons is dependent upon these fantastic volunteers. They will each receive a commendation from the Law Library (a sample is attached) expressing our appreciation for their good work and community spirit.

RECOMMENDATION

We hope the Trustees will be able to either arrive earlier than usual or stay later to mingle with the volunteers and say thank you in your own words.



Certificate of Appreciation

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Name

LA Law Library recognizes and thanks you for your extraordinary and tireless efforts in supporting The Law Library and the community we serve. The Law Library relies upon numerous volunteers to assist in providing classes, workshops and individual consultations to the legal community as well as to those facing legal challenges who cannot afford representation. You have not only volunteered, you have distinguished yourself among our volunteers by going above and beyond, giving more extensively of your time and talents, and exhibiting knowledge, creativity and patience in your interactions with staff and patrons. Through these efforts, you have become a meaningful part of closing the justice gap in our community. We appreciate your contribution to this important cause.

Hon. Mark A. Juhas, President, Board of Trustees

