

# **AGENDA**

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

**REGULAR BOARD MEETING**  
***Wednesday, February 26, 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 PRESIDENT'S REPORT**

**3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the January 22, 2020 Regular Board Meeting
- 3.2 Review of December Financials and List of January Checks and Warrants
- 3.3 Authorization to Bind Workers Compensation Insurance

**4.0 DISCUSSION ITEMS**

- 4.1 FY 2019-20 Mid-Year Budget and Financial Forecast
- 4.2 Staff Presentation: Freedom of Information Day

**5.0 CLOSED SESSION**

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

**6.0 AGENDA BUILDING**

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

**7.0 EXECUTIVE DIRECTOR REPORT**

**8.0 ADJOURNMENT**

It is requested that the meeting be adjourned in memory of Michiko Yamamoto who worked as the Secretary to the Head Librarian from 1962-1987. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 25, 2020.

POSTED THURSDAY, FEBRUARY 20, 2020 @ 4:30 P.M.

POSTED BY ANN MARIE GAMEZ



# AGENDA ITEM 3

## CONSENT CALENDAR

- 3.1 Approval of Minutes of the January 22, 2020 Regular Board Meeting
- 3.2 Review of December Financials and List of January Checks and Warrants
- 3.3 Authorization to Bind Workers Compensation Insurance



**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.**

**January 22, 2020**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, January 22, 2020 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

**ROLL CALL/QUORUM**

**Trustees Present:** Judge Mark Juhas  
Judge Michelle Williams Court  
Judge Dennis Landin  
Kenneth Klein, Esquire  
Judge Richard Rico  
Judge Michael Stern  
Susan Steinhauer, Esquire

**Trustees Absent:** None

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

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

President Juhas determined a quorum to be present, convened the meeting at 12:18 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

**1.0 PUBLIC COMMENT**

LALL patron, Lee Paradise, commented before the board that he would be executing his lawsuit against the law library this year with the southeast Judicial District.

**3.0 PRESIDENT'S REPORT**

No 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

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, 7-0.

**2.0 VOLUNTEER APPRECIATION (Taken out of Order)**

President Juhas presented Volunteer Commendations to LA Law Library volunteers that have dedicated significant volunteer time at one of the law library's events and/or clinics such as Lawyers in the Library. More than 20 volunteers attended the board meeting to receive a commendation and to share their experiences with the Board.

**5.0 AGENDA BUILDING**

There were no items for agenda building

**6.0 EXECUTIVE DIRECTORS REPORT**

ED Levin announced two recent LALL retirees and displayed their commendations and commemorative crystal books. Christine Langteau retired as a Reference Librarian after 12 years of service and Kathleen Terada retired as the Library Technician for the Order Department after 16 years of service. Both retirements took place at the end of December in 2019. The Board expressed their gratitude for the service provided by these employees,

**7.0 VOLUNTEER RECEPTION**

Trustee Stern asked each volunteer present to introduce themselves and tell a little about what services they have performed for the library and their own professional background. Each volunteer gave a brief introduction, noting the rewarding aspects of volunteering to help those struggling with legal issues who cannot afford counsel. The Trustees thanked the volunteers for their generosity and dedication – and for their inspiring words.

**8.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:15pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 26, 2020 at 12:15pm.

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

# Los Angeles County Law Library

## Balance Sheet

As of December 31, 2019

(Provisional and subject to year-end audit adjustments)

	6/30/2019	12/31/2019	YTD
<b>Assets</b>			
Current assets			
Cash and cash equivalents	9,419,729	10,315,413	895,684
Accounts receivable	1,531,186	1,343,484	(187,703)
Prepaid expenses	333,124	347,441	14,316
Total current assets	11,284,040	12,006,338	722,298
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,788,676	4,841,945	53,269
Capital assets, not being depreciated	883,768	883,768	-
Capital assets, being depreciated - net	16,697,919	16,253,916	(444,003)
Total noncurrent assets	22,688,833	22,298,099	(390,735)
Total assets	33,972,873	34,304,437	331,563
<b>Deferred Outflows of Resources</b>			
Deffered Outflows of Resources	1,544,792	1,544,792	-
Total assets and deferred outflows of resources	<b>35,517,666</b>	<b>35,849,229</b>	<b>331,563</b>
<b>Liabilities</b>			
Current Liabilities			
Accounts payable	230,629	99,083	(131,546)
Other current liabilities	-	-	-
Payroll liabilities	7,532	17,504	9,972
Total current liabilities	238,161	116,587	(121,574)
Noncurrent Liabilities			
Accrued sick and vacation liability	302,790	288,017	(14,774)
Borrowers' deposit	295,062	285,223	(9,839)
OPEB liability	2,469,302	2,599,304	130,002
Net pension liability	2,775,910	2,775,910	-
Total noncurrent liabilities	5,843,064	5,948,454	105,390
Total liabilities	6,081,225	6,065,040	(16,184)
<b>Deferred Inflows of Resources</b>			
Deffered Inflows of Resources	1,233,204	1,233,204	-
Total liabilities and Deffered inflows of resources	7,314,429	7,298,244	(16,184)
<b>Net Position</b>			
Invested in capital assets	17,581,688	17,137,684	(444,003)
Unrestricted	10,621,549	11,413,300	791,751
Total net position	28,203,237	28,550,985	347,748
Total liabilities and Deffered inflows of resources and net position	<b>35,517,666</b>	<b>35,849,229</b>	<b>331,563</b>

**Los Angeles County Law Library**  
Income Statement for the Period Ending December 31, 2019  
(Provisional and subject to year-end audit adjustments)

Dec 18 Actual	Dec 2019			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
576,020	584,793	604,979	20,186	3.5%
16,709	14,357	17,731	3,374	23.5%
47,187	47,187	47,767	580	1.2%
31,092	27,650	22,775	(4,875)	-17.6%
671,008	673,987	693,252	19,265	2.9%
301,575	348,633	307,719	40,915	11.7%
57,029	52,701	63,793	(11,092)	-21.0%
161,768	177,698	174,158	3,541	2.0%
(161,768)	(177,698)	(174,158)	(3,541)	2.0%
		0		
103,639	73,032	55,065	17,967	24.6%
9,239	12,708	10,255	2,452	19.3%
10,944	16,078	14,013	2,066	12.8%
40	0	6,099	(6,099)	0.0%
39	2,250	464	1,786	79.4%
20	142	21	121	85.4%
5,793	21,109	4,036	17,072	80.9%
213,571	227,620	215,246	12,374	5.4%
701,889	754,273	676,711	(77,562)	-10.3%
(30,880)	(80,286)	16,542	96,827	-120.6%
50,842	2,083	5,219	3,136	150.5%
0	0	0	0	0.0%
0	0	0	0	0.0%
19,962	(78,202)	21,761	99,963	-127.8%
0	0	0	0	0.0%

**Summary:**

**Income**

L.A. Superior Court Fees	3,831,706	3,763,638	4,087,828	324,190	8.6%
Interest	62,228	77,380	100,778	23,398	30.2%
Parking	327,304	327,304	321,026	(6,278)	-1.9%
Library Services	348,903	331,919	331,370	(549)	-0.2%
Total Income	4,570,141	4,500,240	4,841,002	340,761	7.6%

**Expense**

Staff (payroll + benefits)	2,031,143	2,566,263	2,352,864	213,398	8.3%
Electronic Resource Subscriptions	260,026	316,208	286,662	29,546	9.3%
Library Materials	851,954	1,046,188	863,676	182,512	17.4%
Library Materials Transferred to Assets	(851,954)	(1,046,188)	(863,676)	(182,512)	17.4%
Facilities	462,546	458,396	411,234	47,163	10.3%
Technology & Data	61,937	76,246	65,715	10,488	13.8%
General	40,406	51,781	51,446	334	0.6%
Professional Development	2,763	12,292	13,812	(1,520)	-12.4%
Communications & Marketing	562	23,500	2,525	20,975	89.3%
Travel & Entertainment	191	850	82	768	90.3%
Professional Services	40,966	118,107	54,502	63,605	53.9%
Depreciation	1,313,744	1,370,950	1,307,680	63,270	4.6%
Total Expenses	4,214,283	4,994,591	4,546,523	448,069	9.0%

**Net Income (Loss)**

Net Income (Loss)	355,858	(494,351)	294,479	788,830	159.6%
Investment Gain (Loss) <sup>1</sup>	82,865	12,500	53,269	40,769	326.1%
Extraordinary Income	3,543,270	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	3,981,992	(481,851)	347,748	829,599	172.2%

**Capitalized Expenditures**

Capitalized Expenditures	188,089	168,000	0	168,000	100.0%
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**Los Angeles County Law Library**  
Income Statement for the Period Ending December 31, 2019  
(Provisional and subject to year-end audit adjustments)

Dec 18	Dec 2019				YTD Actual	FY 2019-20 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Δ	% Δ			
<b>Detailed Budget:</b>												
<b>Income:</b>												
576,020	584,793	604,979	20,186	3.5%	15 FIN 303300	L.A. Superior Court Fees	3,831,706	3,763,638	4,087,828	324,190	8.6%	Better than expected fees.
2,192	2,190	2,136	(54)	-2.5%	15 FIN 311000	Interest - LAIF	4,152	4,380	4,412	32	0.7%	
13,991	11,667	15,108	3,442	29.5%	15 FIN 312000	Interest - General Fund	55,057	70,000	93,173	23,173	33.1%	Reflects higher fund balance and better than expected rate of return on investment.
526	500	487	(13)	-2.7%	15 FIN 313000	Interest - Deposit Fund	3,019	3,000	3,193	193	6.4%	Better than expected rate of return on investment.
16,709	14,357	17,731	3,374	23.5%		Subtotal	62,228	77,380	100,778	23,398	30.2%	
47,187	47,187	47,767	580	1.2%	39 FAC 330100	Parking:	327,304	327,304	321,026	(6,278)	-1.9%	
47,187	47,187	47,767	580	1.2%		Subtotal	327,304	327,304	321,026	(6,278)	-1.9%	
(18)	48	33	(16)	-32.3%	27 CIRC 330150	Library Services:	405	1,288	553	(736)	-57.1%	A significant portion of the budgeted revenue was unexpectedly received in June 2019. This is expected to repeat June 2020 and will normalize the variance.
20,773	12,162	12,592	429	3.5%	25 PS 330140	Annual Members Fee	100,543	70,793	78,907	8,114	11.5%	Timing variance.
1,985	1,032	2,047	1,015	98.4%	25 PS 330340	Course Registration	13,859	11,388	16,492	5,104	44.8%	Improved attendance at fee-based classes; One-Time Funding applied to waive Where You Begin class registration fees.
3,296	3,200	3,166	(34)	-1.1%	27 CIRC 330129	Copy Center	20,243	21,000	23,075	2,075	9.9%	Usage more than expected.
1,299	1,200	1,950	750	62.5%	27 CIRC 330205	Document Delivery	8,533	8,400	9,486	1,086	12.9%	Usage more than expected.
2,431	3,200	2,406	(794)	-24.8%	27 CIRC 330210	Fines	18,853	19,700	16,802	(2,898)	-14.7%	Timing variance.
554	783	281	(503)	-64.2%	15 FIN 330310	Miscellaneous	23,871	12,200	20,767	8,567	70.2%	Timing variance, reflects BofA visa rebate.
700	6,000	153	(5,848)	-97.5%	39 FAC 330330	Room Rental	21,578	18,000	7,303	(10,697)	-59.4%	Lower than expected rentals, budget may be revised at mid-year review.
0	0	150	150	0.0%	23 COL 330350	Book Replacement	665	0	570	570	0.0%	
0	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	0	0	17,186	17,186	0.0%	Due to timing, this is reflected in FY20, not FY19.
0	0	0	0	0.0%	17 EXEC 330400	Friends of Law Library	125,000	145,000	125,000	(20,000)	-13.8%	Timing variance
0	0	0	0	0.0%	25 PS 330420	Grants	0	0	0	0	0.0%	
73	25	0	(25)	-100.0%	15 FIN 330450	Vending	198	150	123	(27)	-17.8%	
0	0	0	0	0.0%	39 FAC 330465	Special Events Income	15,157	24,000	15,106	(8,894)	-37.1%	To be corrected at mid-year review.
31,092	27,650	22,775	(4,875)	-17.6%		Subtotal	348,903	331,919	331,370	(549)	-0.2%	
671,008	673,987	693,252	19,265	2.9%		Total Income	4,570,141	4,500,240	4,841,002	340,761	7.6%	
<b>Expenses:</b>												
<b>Staff:</b>												
170,997	203,128	179,131	23,998	11.8%	ALL 501000	Salaries (FT)	1,100,791	1,413,803	1,264,324	149,479	10.6%	Reflects vacancies.
0	(4,063)	0	(4,063)	100.0%	15 FIN 501025	Staff Vacancy Offset (FT)	0	(26,407)	0	(26,407)	100.0%	
21,220	21,149	20,666	483	2.3%	ALL 501050	Salaries (PT)	136,997	150,273	151,895	(1,622)	-1.1%	
0	(423)	0	(423)	100.0%	15 FIN 501075	Staff Vacancy Offset (PT)	0	(2,749)	0	(2,749)	100.0%	
10,257	12,528	10,745	1,783	14.2%	15 FIN 502000	Social Security	67,759	88,022	79,612	8,410	9.6%	
2,840	3,011	2,974	37	1.2%	15 FIN 503000	Medicare	17,175	21,113	20,294	820	3.9%	
19,325	22,775	10,020	12,755	56.0%	15 FIN 511000	Retirement	263,161	373,753	350,253	23,500	6.3%	
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%	
41,907	50,909	45,225	5,684	11.2%	15 FIN 512000	Health Insurance	243,628	305,452	270,078	35,374	11.6%	Reflects vacancies.
376	441	352	89	20.2%	15 FIN 513000	Disability Insurance	2,265	2,628	2,204	424	16.1%	Reflects vacancies.
5,442	5,842	5,336	505	8.7%	15 FIN 514000	Dental Insurance	29,848	34,772	30,448	4,324	12.4%	Reflects vacancies.
530	645	464	181	28.0%	15 FIN 514500	Vision Insurance	3,168	3,840	2,980	860	22.4%	Reflects vacancies.
137	206	129	77	37.4%	15 FIN 515000	Life Insurance	691	1,226	1,013	213	17.4%	Reflects vacancies.
0	0	0	0	0.0%	15 FIN 515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
0	3,177	3,177	0	0.0%	15 FIN 516000	Workers Compensation Insurance	21,353	19,062	19,062	0	0.0%	
0	0	0	(0)	0.0%	15 FIN 517000	Unemployment Insurance	2,700	2,000	0	2,000	100.0%	Timing variance.
2,968	5,308	1,302	4,006	75.5%	ALL 514010	Temporary Employment	2,968	31,474	14,179	17,295	54.9%	Timing variance.
0	0	5,000	(5,000)	0.0%	13 HR 514015	Recruitment	316	4,000	5,397	(1,397)	-34.9%	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%	
20,833	21,667	21,667	(0)	0.0%	15 FIN 518500	OPEB Expense	124,998	130,000	130,002	(2)	0.0%	
3,879	1,083	142	941	86.9%	15 FIN 518550	TMP	6,136	6,500	3,824	2,676	41.2%	Timing variance.
864	1,250	1,387	(137)	-10.9%	15 FIN 518560	Payroll and Benefit Administration	7,189	7,500	7,299	201	2.7%	Continued lower than expected costs-

**Los Angeles County Law Library**  
Income Statement for the Period Ending December 31, 2019  
(Provisional and subject to year-end audit adjustments)

Dec 18	Dec 2019							FY 2018-19		FY 2019-20 YTD				Comments
	Actual	Budget	Actual	\$ Fav (Unf)				% Fav (Unf)	YTD Actual	Budget	Actual	\$ Δ	% Δ	
301,575	348,633	307,719	40,915	11.7%										
Total - Staff														
								2,031,143	2,566,263	2,352,864	213,398	8.3%		
Library Materials/Electronic Resources Subscription:														
131,519	129,378	137,248	(7,870)	-6.1%	23	COL	601999	American Continuations	655,542	776,270	649,495	126,775	16.3%	Timing Variance.
2,921	4,877	3,387	1,490	30.6%	23	COL	602999	American New Orders	27,278	17,260	13,310	3,951	22.9%	Timing Variance.
521	1,560	476	1,084	69.5%	23	COL	609199	Branch Continuations	5,341	9,363	5,193	4,170	44.5%	Timing Variance
0	3,186	0	3,186	100.0%	23	COL	609299	Branch New Orders	0	19,112	0	19,112	100.0%	Timing Variance - new orders for project code OTF-004 to be transferred to G/L 801375 at MidYear adjustment.
2,815	12,254	2,309	9,945	81.2%	23	COL	603999	Commonwealth Continuations	70,049	73,522	83,733	(10,211)	-13.9%	Timing variance due to lump-sum annual LN UK contract payment in July.
0	667	0	667	100.0%	23	COL	604999	Commonwealth New Orders	0	1,333	299	1,034	77.5%	Timing Variance
11,083	11,396	9,572	1,824	16.0%	23	COL	605999	Foreign Continuations	35,101	68,374	43,136	25,238	36.9%	Timing Variance.
0	667	0	667	100.0%	23	COL	606999	Foreign New Orders	8	1,333	73	1,260	94.5%	Timing Variance
9,766	11,369	15,981	(4,611)	-40.6%	23	COL	607999	International Continuations	52,022	68,216	56,627	11,588	17.0%	Timing Variance.
0	333	284	50	14.9%	23	COL	608999	International New Orders	0	667	536	130	19.6%	Timing Variance
3,057	1,679	4,901	(3,223)	-192.0%	23	COL	609399	General/Librarianship Continuations	6,411	10,071	11,273	(1,202)	-11.9%	Timing Variance
85	333	0	333	100.0%	23	COL	609499	General/Librarianship New Orders	202	667	0	667	100.0%	Timing Variance
161,768	177,698	174,158	3,541	2.0%				Subtotal	851,954	1,046,188	863,676	182,512	17.4%	Timing Variance.
(161,768)	(177,698)	(174,158)	(3,541)	2.0%	23	COL	690000	Library Materials Transferred to Assets	(851,954)	(1,046,188)	(863,676)	(182,512)	17.4%	
57,029	52,701	63,793	(11,092)	-21.0%	23	COL	685000	Electronic Resource Subscriptions (ERS)	260,026	316,208	286,662	29,546	9.3%	Timing Variance.
Facilities:														
33,892	4,200	1,106	3,094	73.7%	39	FAC	801005	Repair & Maintenance	43,907	25,400	5,177	20,223	79.6%	Timing variance.
727	1,300	1,456	(156)	-12.0%	39	FAC	801010	Building Services	7,414	9,000	13,380	(4,380)	-48.7%	Includes unbudgeted purchases of water hoses totaling \$5K.
0	0	0	0	0.0%	39	FAC	801015	Cleaning Supplies	4,400	5,400	5,740	(340)	-6.3%	Timing variance
9,631	10,480	11,597	(1,117)	-10.7%	39	FAC	801020	Electricity & Water	65,120	66,980	67,993	(1,013)	-1.5%	
966	0	966	(966)	0.0%	39	FAC	801025	Elevator Maintenance	8,614	2,898	5,854	(2,956)	-102.0%	Timing variance due to delay in elevator modernization project
9,217	4,400	0	4,400	100.0%	39	FAC	801030	Heating & Cooling	24,278	23,050	24,673	(1,623)	-7.0%	Timing variance
22,080	19,823	18,328	1,495	7.5%	15	FIN	801035	Insurance	134,354	118,938	109,968	8,970	7.5%	Budgeted increase lower than expected.
8,849	9,668	9,543	125	1.3%	39	FAC	801040	Janitorial Services	52,745	58,008	57,934	74	0.1%	
1,250	1,500	1,250	250	16.7%	39	FAC	801045	Landscaping	7,500	9,000	7,500	1,500	16.7%	Budgeted rate increase not yet implemented.
15,375	19,718	10,638	9,080	46.0%	39	FAC	801050	Security	97,228	118,308	88,086	30,222	25.5%	Timing variance
0	1,167	0	1,167	100.0%	39	FAC	801060	Room Rental Expenses	2,293	6,999	2,460	4,539	64.9%	Lower than expected rentals, budget may be revised at mid-year review.
1,347	0	0	0	0.0%	39	FAC	801065	Special Events Expenses	10,602	7,250	18,969	(11,719)	-161.6%	Timing variance budget may be revised at mid-year review
0	0	142	(142)	0.0%	39	FAC	801100	Furniture & Appliances (<3K)	449	2,000	1,390	610	30.5%	Timing variance.
0	125	0	125	100.0%	39	FAC	801110	Equipment (<3K)	922	750	366	384	51.2%	Timing variance.
0	0	0	0	0.0%	39	FAC	801115	Building Alterations (<3K)	0	0	0	0	0.0%	
128	441	39	402	91.2%	39	FAC	801120	Delivery & Postage	1,449	3,155	846	2,309	73.2%	Lower than expected postage usage for the month.
177	210	0	210	100.0%	39	FAC	801125	Kitchen supplies	1,272	1,260	897	363	28.8%	Unexpected drop in supply usage
103,639	73,032	55,065	17,967	24.6%				Subtotal	462,546	458,396	411,234	47,163	10.3%	
Technology:														
1,748	1,903	1,351	553	29.0%	33	TECH	801210	Software Maintenance	6,042	11,419	10,541	879	7.7%	Timing variance.
1,861	2,126	1,870	256	12.1%	33	TECH	801212	Hardware Maintenance	11,360	12,758	10,838	1,920	15.0%	Timing variance.
0	681	0	681	100.0%	33	TECH	801215	Software (<\$3k)	1,375	4,083	0	4,083	100.0%	Timing variance.
0	368	0	368	100.0%	33	TECH	801220	Hardware (<\$3k)	1,676	2,206	778	1,428	64.7%	Timing variance.
0	83	33	51	60.6%	33	TECH	801225	Computer Supplies	152	500	485	15	3.0%	Includes unbudgeted surge protector purchase
4,415	4,672	4,626	46	1.0%	33	TECH	801230	Integrated Library System	26,487	28,032	27,759	273	1.0%	
1,210	2,806	2,375	431	15.4%	33	TECH	801235	Telecommunications	14,586	16,834	14,457	2,377	14.1%	Timing variance.
0	0	0	0	0.0%	33	TECH	801245	Tech & Data - Misc	0	0	0	0	0.0%	
5	62	1	61	99.2%	33	TECH	801250	Services	258	372	858	(487)	-131.0%	Includes unbudgeted members study card reader repair.
7	0	7	0	100.0%	33	TECH	801275	Online Service Providers	0	42	0	42	100.0%	Timing variance.
9,239	12,708	10,255	2,445	19.2%				Subtotal	61,937	76,246	65,715	10,488	13.8%	
General:														
503	667	438	229	34.3%	15	FIN	801310	Bank Charges	3,092	4,000	3,117	883	22.1%	Lower than expected monthly costs.

**Los Angeles County Law Library**  
 Income Statement for the Period Ending December 31, 2019  
 (Provisional and subject to year-end audit adjustments)

Dec 18	Dec 2019				YTD Actual	FY 2019-20 YTD				Comments				
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Δ	% Δ					
843	878	875	3	0.3%	35	CMS	801315	Bibliographical Services	5,058	5,268	5,252	16	0.3%	
0	2,500	0	2,500	100.0%	35	CMS	801320	Binding	0	10,000	4,991	5,009	50.1%	OTF project delayed due to staffing shortage
0	120	181	(61)	-51.1%	17	EXEC	801325	Board Expense	432	720	596	124	17.2%	
7,356	6,060	6,148	(88)	-1.4%	37	COM	801330	Staff meals & events	9,187	7,620	8,054	(434)	-5.7%	Timing variance. Includes unbudgeted staff awards.
1,498	2,083	2,066	17	0.8%	15	FIN	801335	Supplies - Office	10,918	12,500	11,350	1,150	9.2%	Timing variance.
0	1,800	1,775	25	1.4%	35	CMS	801337	Supplies - Library materials	4,940	3,200	3,129	71	2.2%	
0	450	0	450	100.0%	37	COM	801340	Stationery, business cards, etc.	0	1,350	0	1,350	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%	
694	970	1,001	(31)	-3.2%	33	IT	801370	Copy Center Expense	3,488	5,820	8,995	(3,175)	-54.6%	Increased color copy cost; potential OTF project impact; pending analysis
50	500	431	69	13.7%	15	FIN	801375	General - Misc	3,050	500	1,526	(1,026)	-205.2%	
0	50	1,048	(998)	-1978.7%	25	PS	801390	Course Registration	0	303	3,918	(3,616)	-1195.2%	One-Time Funding applied for Where You Begin class registration fees.
0	0	48	(48)	0.0%	17	EXEC	801395	Friends of Law Library	241	500	518	(18)	-3.6%	
10,944	16,078	14,013	2,066	12.8%				Subtotal	40,406	51,781	51,446	334	0.6%	
0	0	44	(44)	0.0%	ALL	803105		Professional Development: Travel	1,356	6,500	3,235	3,265	50.2%	A portion of AALL conf costs covered by grants received by staff. Timing variance, ED budgeted travel costs not yet incurred.
0	0	0	0	0.0%	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%	
40	0	5,980	(5,980)	0.0%	ALL	803115		Membership dues	295	1,767	7,354	(5,587)	-316.2%	Timing variance, CMS AALL 2020-21 dues to be paid Apr 2020.
0	0	75	(75)	0.0%	ALL	803120		Registration fees	664	3,915	3,162	753	19.2%	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%	
40	0	6,099	(6,099)	0.0%				Subtotal	2,763	12,292	13,812	(1,520)	-12.4%	
0	0	0	0	0.0%	37	COM	803205	Services	0	0	0	0	0.0%	
39	750	464	286	38.2%	37	COM	803210	Collateral materials	446	6,850	659	6,191	90.4%	Timing variance. OTF absorbed most expenses.
0	1,500	0	1,500	100.0%	37	COM	803215	Advertising	0	16,200	1,866	14,334	88.5%	Timing variance, delay in budgeted OTF project costs
0	0	0	0	0.0%	37	COM	803220	Trade shows & Outreach	116	450	0	450	100.0%	No additional expenses expected.
39	2,250	464	1,786	79.4%				Subtotal	562	23,500	2,525	20,975	89.3%	
0	0	0	0	0.0%	ALL	803305		Travel & Entertainment	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL	803310		Travel	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL	803315		Meals	0	0	0	0	0.0%	
20	142	21	121	85.4%	ALL	803320		Entertainment	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL	803320		Ground transportation & mileage reimb.	191	850	82	768	90.3%	No expense incurred for the month.
20	142	21	121	85.4%	ALL	803325		Incidental travel expenses	0	0	0	0	0.0%	
0	0	0	0	0.0%				Subtotal	191	850	82	768	90.3%	
5,793	3,817	2,896	920	24.1%	15	FIN	804005	Accounting	21,425	23,960	23,960	0	0.0%	
0	14,167	1,125	13,042	92.1%	17	EXEC	804010	Consulting Services	17,251	22,899	17,378	5,521	24.1%	Anticipated rate increase not yet in effect this month.
0	3,125	15	3,110	99.5%	17	EXEC	804015	Legal	0	59,998	12,915	47,083	78.5%	Delay in budgeted OTF projects costs.
5,793	21,109	4,036	17,072	80.9%	15	FIN	804015	Other	2,290	11,250	250	11,001	97.8%	Delay in budgeted OTF projects costs.
190,658	193,909	191,762	2,147	1.1%				Subtotal	40,966	118,107	54,502	63,605	53.9%	
22,914	33,711	23,484	10,227	30.3%	15	FIN	806105	Depreciation: Depreciation - Library Materials	1,177,009	1,175,562	1,165,956	9,607	0.8%	
213,571	227,620	215,246	12,374	5.4%	15	FIN	806110	Depreciation Exp - FF&E	136,735	195,387	141,724	53,663	27.5%	Delay in CapEx purchases.
701,889	754,273	676,711	77,562	10.3%				Subtotal	1,313,744	1,370,950	1,307,680	63,270	4.6%	
(30,880)	(80,286)	16,542	96,827	-120.6%				Total Expense	4,214,283	4,994,591	4,546,523	448,069	9.0%	
50,842	2,083	5,219	3,136	150.5%				Net Income Before Extraordinary Items	355,858	(494,351)	294,479	788,830	159.6%	
0	0	0	0	0.0%	15	FIN	321000	Investment Gain (Loss) <sup>1</sup>	82,865	12,500	53,269	40,769	326.1%	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%	
19,962	(78,202)	21,761	99,963	-127.8%	17	EXEC	901000	Extraordinary Expense	0	0	0	0	0.0%	
								Net Income Including Extraordinary Items	3,981,992	(481,851)	347,748	829,599	172.2%	

**Los Angeles County Law Library**  
Income Statement for the Period Ending December 31, 2019  
(Provisional and subject to year-end audit adjustments)

Dec 18 Actual	Dec 2019			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%

FY 2018-19 YTD Actual	FY 2019-20 YTD				Comments
	Budget	Actual	\$ Δ	% Δ	
Capital Expenditures:					
0	0	0	0	0.0%	
0	93,000	0	93,000	100.0%	Timing variance, delay in budgeted project costs.
188,089	0	0	0	0.0%	
0	0	0	0	0.0%	
0	75,000	0	75,000	100.0%	Timing variance, delay in budgeted project costs.
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	

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

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

	12/31/2019	YTD
<b>Cash flows from operating activities</b>		
L.A. Superior court fees	604,979	4,087,828
Parking fees	47,767	321,026
Library services	22,775	206,370
(Increase) decrease in accounts receivable	111,995	187,703
Increase (decrease) in borrowers' deposit	2,215	(9,839)
<b>Cash received from filing fees and services</b>	<b>789,732</b>	<b>4,793,088</b>
Facilities	(55,065)	(411,234)
Technology	(10,255)	(65,715)
General	(14,013)	(51,446)
Professional development	(6,099)	(13,812)
Communications & marketing	(464)	(2,525)
Travel & entertainment	(21)	(82)
Professional services	(4,036)	(54,502)
Electronic Resource Subscriptions (ERS)	(63,793)	(286,662)
(Increase) decrease in prepaid expenses	30,619	(14,316)
Increase (decrease) in accounts payable	(63,081)	(131,546)
Increase (decrease) in other liabilities	-	-
<b>Cash payments to suppliers for goods and services</b>	<b>(186,208)</b>	<b>(1,031,841)</b>
Staff (payroll + benefits)	(307,719)	(2,352,864)
Increase (decrease) in payroll liabilities	8,786	9,972
Increase (decrease) in accrued sick and vacation liability	(10,823)	(14,774)
Increase (decrease) in OPEB liability	21,667	130,002
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
<b>Cash payments to employees for services</b>	<b>(288,089)</b>	<b>(2,227,664)</b>
Contributions received	-	125,000
Net cash from operating activities	315,435	1,658,583
<b>Cash flow from capital and related financing activities</b>		
Library materials	(174,158)	(863,676)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
<b>Cash flows from investing activities</b>		
Investment	-	-
Investment earnings	17,731	100,778
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>159,008</b>	<b>895,684</b>
Cash and cash equivalents, at beginning of period	10,474,875	9,738,199
<b>Cash and cash equivalents, at end of period</b>	<b>10,633,883</b>	<b>10,633,883</b>
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	(1,189)	193,701
Adjustments for noncash effects:		
Depreciation	215,246	1,307,680
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	111,995	187,703
(Increase) decrease in prepaid expenses	30,619	(14,316)
Increase (decrease) in accounts payable	(63,081)	(131,546)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	8,786	9,972
Increase (decrease) in accrued sick and vacation liability	(10,823)	(14,774)
Increase (decrease) in borrowers' deposit	2,215	(9,839)
Increase (decrease) in OPEB liability	21,667	130,002
Net impact of GASB 68 adjustments	-	-
Net cash from operating activities	315,435	1,658,583

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 6	SYNCB AMAZON	SUPPLIES-OFFICE	245.22	031262
	OTTO HARRASSOWITZ	BOOKS	228.28	031263
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	656.25	031264
	SHAOFAN GONG	REFUND	140.00	031265
January 8	LAWDABLE PRESS	BOOKS	2,832.75	031269
January 10	AT&T	TELECOM	521.85	031266
	GTT COMMUNICATIONS	TELECOM	456.50	031267
	LANGUAGE PEOPLE INC	OTHER	77.00	031268
	SYNCB AMAZON	BOOKS	67.81	031270
	BRIDGES FILTER SERVICE, INC	BLDG SVCS	614.49	031271
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	205.58	031272
	OTTO HARRASSOWITZ	BOOKS	546.34	031273
	HOGARTH REPRESENTATION	BOOKS	546.47	031274
	COUNTY OF LOS ANGELES	HEATING/COOLING	3,063.74	031275
	LAW PUBLISHERS	BOOKS	90.00	031276
	ONEDIGITAL HR CONSULTING	CONSULTING	2,896.26	031277
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	9,368.10	031278
	UBC LAW REVIEW SOCIETY	BOOKS	53.55	031279
	January 16	CALIBER ELEVATOR	REPAIR/MAINT	3,000.00
MICHELLE HOPKINS		LEGAL	1,125.00	031281
NATIONAL 50 SECURITY		SECURITY	4,195.35	031282
PARKING CONCEPTS INC		COURSE REGISTRAT	848.00	031283
WOODS MAINTENANCE SERVICES, INC		JANITORIAL SVCS	175.00	031284
CALIFORNIA DEPARTMENT OF TAX		MISCELLANEOUS	54.04	031285
January 17	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	336.98	031286
	CHARLOTTE A BOWMAN	REFUND	140.00	031287
	ERIC GONG	REFUND	140.00	031288
	CAROLINE KELLY MONROY	REFUND	108.00	031289
	EDGAR POGHOSYAN	REFUND	140.00	031290
	CALIFORNIA DEPARTMENT OF TAX	SALES TAX	6,188.00	031291
January 21	CALIFORNIA DEPARTMENT OF TAX	USE TAX	4,088.00	031292
	SUTTLES PLUMBING INC	REPAIR/MAINT	993.00	031293
January 24	OTTO HARRASSOWITZ	BOOKS	1,879.62	031294
	LIBROS CENTROAMERICANOS	BOOKS	1,300.00	031295
	GOVERNMENT OF YUKON	BOOKS	40.19	031296
	WILLIAM S HEIN & CO	BOOKS	698.60	031297
	WILLIAM CODY GRAMMER	REFUND	189.15	031298
	ZIQING KONG	REFUND	189.15	031299

49,246.33

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 27	AFLAC REMITTANCE	CAFE PLAN-INSURA	808.06	031300
	GUARDIAN	PREPAID EXP	7,469.07	031301
	METROLINK	TMP	449.75	031302
January 28	LANGUAGE PEOPLE INC	OTHER	15.00	031303
January 31	ATLANTIC LAW BOOK COMPANY	BOOKS	140.00	031304
	COURTROOM COMPENDIUMS	BOOKS	170.00	031305
	OTTO HARRASSOWITZ	BOOKS	206.38	031306
	LOS PLUMBERS INC	REPAIR/MAINT	140.00	031307
	MARY MARTIN BOOKSELLERS	BOOKS	555.00	031308
	PRACTITIONER BOOKS LTD	BOOKS	2,242.75	031309
	BOARD UP DOMINGUEZ	REPAIR/MAINT	325.00	031310
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	031311
	COUNTY OF LOS ANGELES	BANK CHARGES	47.58	031312
				<b>61,972.86</b>

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 6	AMERICAN BAR ASSOCIATION	BOOKS	25.91	V004958
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,994.11	V004959
	GEORGE T BISEL COMPANY	BOOKS	147.70	V004960
	BLOOMBERG BNA	BOOKS	1,091.25	V004961
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	613.50	V004962
	JAMES PUBLISHING INC	BOOKS	70.03	V004963
	LAW JOURNAL PRESS	BOOKS	5,050.44	V004964
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,000.00	V004965
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	277.00	V004966
	NATIONAL BUSINESS INSTITUTE	BOOKS	106.95	V004967
	NATIONAL UNDERWRITER COMPANY	BOOKS	406.70	V004968
	PRACTISING LAW INSTITUTE	BOOKS	216.10	V004969
	THOMSON REUTERS	BOOKS	6,496.35	V004970
	WILLIAM S HEIN & CO	BOOKS	301.73	V004971
	GOBI LIBRARY SOLUTIONS	BOOKS	751.09	V004972
PAPERLESS POST	SPECIAL EVENTS EX	50.00	V004973	
January 10	BANDWIDTH.COM, INC.	TELECOM	291.83	V004974
	KONICA MINOLTA BUSINESS	COPY CENTER	78.75	V004975
	OFFICE DEPOT	SUPPLIES-OFFICE	254.53	V004976
	STATE COMPENSATION	WORKERS COMP	3,177.08	V004977
	AMERICAN LAWYER MEDIA	BOOKS	336.67	V004978
	AMERICAN SOCIETY OF INTERNATIONAL L	BOOKS	505.00	V004979
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	552.32	V004980
	LEXISNEXIS MATTHEW BENDER	BOOKS	510.37	V004981
	BLR	BOOKS	2,337.60	V004982
	BLOOMBERG BNA	BOOKS	973.60	V004983
	BRIGHTVIEW	LANDSCAPING	1,250.00	V004984
	CCH INCORPORATED	BOOKS	125,435.00	V004985
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	368.48	V004986
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	610.72	V004987
	JAMES PUBLISHING INC	BOOKS	320.84	V004988
	LAW LIBRARY MICROFORM CONSORTIUM	BOOKS	8,982.00	V004989
	NASA SERVICES	BLDG SVCS	497.41	V004990
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	276.00	V004991
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	231.35	V004992
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	923.36	V004993
	VIRGINIA CONTINUING LEGAL EDUCATION	BOOKS	171.75	V004994
WEST ACADEMIC	BOOKS	107.31	V004995	
THOMSON REUTERS	BOOKS	94.72	V004996	
GOBI LIBRARY SOLUTIONS	BOOKS	342.45	V004997	
January 13	LEXISNEXIS MATTHEW BENDER	BOOKS	31,633.94	V004998
	STAMPS.COM	DELIVERY & POSTAG	300.00	V004999

215,411.94



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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 15	TASTE OF PACE	FRIENDS OF LALL	250.00	V005000
January 16	LA CAFE	ROOM RENTAL EXP	261.14	V005076
	GENERAL LOGISTICS SYSTEMS US, INC.	DELIVERY & POSTAG	9.69	V005001
	KONICA MINOLTA BUSINESS	COPY CENTER	284.75	V005002
	SPECTRUM	TELECOM	1,080.74	V005003
January 17	UPS	DELIVERY & POSTAG	3.97	V005004
	AMERICAN BAR ASSOCIATION	BOOKS	42.91	V005005
	ALI CLE CONTINUING LEGAL EDUCATION	BOOKS	99.00	V005006
	AMERICAN LEGAL PUBLISHING	BOOKS	1,190.00	V005007
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	501.07	V005008
	LEXISNEXIS MATTHEW BENDER	BOOKS	217.38	V005009
	CCH INCORPORATED	BOOKS	11,128.55	V005010
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,448.28	V005011
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	613.38	V005012
	DATA TRACE PUBLISHING COMPANY	BOOKS	219.95	V005013
	GALE CENGAGE LEARNING	BOOKS	424.82	V005014
	GOVERNMENT RESEARCH SERVICE	BOOKS	170.50	V005015
	INGRAM LIBRARY SERVICES	BOOKS	64.11	V005016
	JURIS PUBLISHING INC	BOOKS	53.03	V005017
	METROPOLITAN NEWS COMPANY	BOOKS	571.59	V005018
	UNITED NATIONS PUBLICATIONS	BOOKS	253.44	V005019
	THOMSON REUTERS	BOOKS	80,497.54	V005020
	WILLIAM S HEIN & CO	BOOKS	3,858.37	V005021
	GOBI LIBRARY SOLUTIONS	BOOKS	316.32	V005022
	LAW JOURNAL PRESS	BOOKS	2,323.11	V005023
January 21	STAMPS.COM	DELIVERY & POSTAG	24.99	V005026
	HOUSE OF TROPHIES AND AWARDS, INC	OFFICE SUPPLIES	114.43	V005024
January 23	LA CAFE	ROOM RENTAL EXP	264.82	V005077
	AT&T MOBILITY	TELECOM	16.24	V005027
	BUILDING ELECTRONIC CONTROLS INC	PREPAID EXP	3,310.00	V005028
January 24	INFINISOURCE INC	PAYROLL/HR BENEFI	150.00	V005029
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,291.88	V005030
	LEXISNEXIS MATTHEW BENDER	BOOKS	43.74	V005031
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,836.24	V005032
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	775.78	V005033
	JURIS PUBLISHING INC	BOOKS	103.03	V005034
	JURISNET LLC	BOOKS	123.03	V005035
	ROCKY MOUNTAIN MINERAL LAW FOUNDATI	BOOKS	226.00	V005036
	WEST ACADEMIC	BOOKS	576.71	V005037

335,821.64

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	THOMSON REUTERS	BOOKS	5,919.17	V005038
	WILLIAM S HEIN & CO	BOOKS	25.00	V005039
	GOBI LIBRARY SOLUTIONS	BOOKS	58.64	V005040
	OCLC INC	BIBLIOGRAPHICAL S	781.55	V005042
January 28	GURU PRINTERS	COLLATERAL MATER	1,283.36	V005061
January 30	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	98.00	V005043
January 31	GURU PRINTERS	COLLATERAL MATER	349.99	V005078
	ALI CLE CONTINUING LEGAL EDUCATION	BOOKS	99.00	V005044
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	541.37	V005045
	GEORGE T BISEL COMPANY	BOOKS	199.66	V005046
	STATE BAR OF CALIFORNIA	BOOKS	60.00	V005047
	CALIFORNIA CHAMBER OF COMMERCE	BOOKS	314.78	V005048
	CALIFORNIA ANIMAL WELFARE ASSOCIATI	BOOKS	65.00	V005049
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	767.24	V005050
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	118.40	V005051
	DATA TRACE PUBLISHING COMPANY	BOOKS	219.95	V005052
	JURIS PUBLISHING INC	BOOKS	438.06	V005053
	JURISNET LLC	BOOKS	454.17	V005054
	LAW JOURNAL PRESS	BOOKS	936.89	V005055
	LAWPRESS CORPORATION	BOOKS	367.23	V005056
	MUNICIPAL CODE CORPORATION	BOOKS	35.00	V005057
	PRACTISING LAW INSTITUTE	BOOKS	225.13	V005058
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	1,027.28	V005059
	GOBI LIBRARY SOLUTIONS	BOOKS	217.50	V005060
	ALTA FOODCRAFT	KITCHEN SUPPLIES	297.93	V005062
	LEXISNEXIS MATTHEW BENDER	MISCELLANEOUS	2,148.39	V005063
	CONTINUING EDUCATION OF THE BAR CAL	MISCELLANEOUS	23,624.22	V005064
	NATIONAL CONSUMER LAW CENTER	MISCELLANEOUS	12,000.00	V005065

382,575.38

LOS ANGELES COUNTY LAW LIBRARY  
January 1, 2020 - January 31, 2020 (CHECKS)  
Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 6	AMAZON WEB SERVICES	SERVICES	0.52	V000375
January 10	SYNCB AMAZON	REPAIR/MAINT	431.88	V000376
January 14	MICROSOFT CORPORATION	SOFTWARE MAINT	499.00	V000377

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 10	LA DEPT WATER & POWER	ELECTRIC/FIRE	11,596.68	V000134
	HOME DEPOT	EQUIPMENT	37.71	V000136
January 16	LA CAFE	ROOM RENTAL EXP	247.45	V000137
January 20	LA CAFE	ROOM RENTAL EXP	433.35	V000138
January 22	COSTCO WHOLESALE MEMBERSHIP	BOARD EXP	29.65	V000139
	SMART & FINAL	BOARD EXP	62.46	V000143
January 23	CHERRY PICK CAFE	BOARD EXP	544.84	V000140
January 24	LA CAFE	ROOM RENTAL EXP	285.92	V000141
January 27	COSTCO WHOLESALE MEMBERSHIP	COURSE REGISTRAT	53.83	V000142

13,291.89

**LOS ANGELES COUNTY LAW LIBRARY**  
**January 1, 2020 - January 31, 2020 (CHECKS)**  
**Account No.: 103000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 3	NOEL YOO	PT SALARY	582.27	001649
January 30	SEIU LOCAL 721	UNION DUES	1,205.63	001650
	SEIU LOCAL 721	UNION SUPPL	115.78	001651

1,903.68

LOS ANGELES COUNTY LAW LIBRARY  
January 1, 2020 - January 31, 2020 (WARRANTS)  
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 14	ALLIANT INSURANCE SERVICES INC EX LIBRIS (USA) INC.	PREPAID EXP ILS	24,323.00 14,217.96	TS00288871 TS00288871

38,540.96

**MEMORANDUM**

**DATE:** February 26, 2020

**TO:** Board of Law Library Trustees

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

**RE:** Authorization to Bind Workers Compensation Insurance

**SUMMARY**

The Board is asked to authorize binding workers compensation coverage for the Law Library. The Law Library's coverage must be renewed by March 1, 2020. The Law Library's new insurance broker, Alliant, marketed the coverage under the current guaranteed cost program to various carriers. However, in addition to the options presented at the Board's 1/22/2020 meeting, this year our broker also sought quotes under Self-Insured Plan options primarily because the renewal timeline was more flexible as compared to last year's renewal. The results are detailed below.

**ANALYSIS AND DETAIL**

As explained in the January 22, 2020 meeting staff report ([1/22/2020 Board Agenda](#)) the Library's experience modification rating (ex-mod) increased from 128% to 176%. However, the increase was not a deterrent for the current carrier to provide a competitive bid.

The Library's broker sought bids from various workers compensation insurance carriers including The Hartford, Liberty Mutual, Employers, Chubb, AIG, Safety National, State National, Everest, Zenith, Travelers, Berkshire Hathaway, and CSAC-EIA pool in addition to the State Compensation Insurance Fund, the Library's current workers compensation carrier. The results are detailed on Page 11 of the proposal.

Carriers declined to quote due to the Library's exposure being concentrated in one class of employees, their inability to provide a competitive bid, and/or their minimum premium requirements which far exceed the Library's expiring premium.

As part of its renewal strategy, our broker was able to confirm and secure the Library's eligibility for the California State Association of Counties Excess Insurance Authority (CSAC-EIA) pool, which is comprised of various local government agencies, including cities, counties and special districts. However, due the pool's risk, the quotes provided almost doubled that of State Fund. Staff and broker are not recommending this option.

Similarly, the self-insured option through CSAC (more specifically, a \$125K SIR plan) is significantly more expensive and would also require the Library to hire a third



party administrator (TPA) which would drive up cost higher. Staff and broker are not recommending this option.

State Fund's quote of \$38,330 is .5% higher than the expiring \$38,125 premium. Given the higher experience modification factor, our new broker was able to obtain a favorable outcome for the Library.

Staff and broker recommend binding with the State Compensation Insurance to meet our 3/1/2020 renewal date.

### **OPTIONS**

1. Renew with CSAC for Primary Workers' Compensation (PWC) and Excess Workers' Compensation (EWC) for total cost of \$82,000 (annualized).
2. Renew with CSAC for Excess Workers' Compensation (EWC) with a \$125K deductible for a total cost of \$65,000 (annualized). Third Party Administrator (TPA) cost additional.
3. **RECOMMENDED:** Renew with State Compensation Insurance Fund for a total cost of \$38,330 including mandatory surcharges.

### **RECOMMENDATION**

Staff recommends the Board authorize Alliant to bind coverage with State Compensation Insurance Fund effective 03/01/20 at a total estimated premium of \$38,330 including mandatory surcharges.

Attachment







# Los Angeles County Law Library (And/Or) Board Of Law Library Trustees Of Los Angeles County Law Library

## Workers' Compensation Insurance Proposal 2020 – 2021

Presented on February 17, 2020 by:

Robert Lowe  
First Vice President

Alliant Insurance Services, Inc.  
1301 Dove Street, Suite 200  
Newport Beach, CA 92660  
O 949 756 0271  
F 619 699 0907

CA License No. 0C36861

[www.alliant.com](http://www.alliant.com)

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## Company Profile

With a history dating back to 1925, Alliant Insurance Services is one of the nation's leading distributors of diversified insurance products and services. Operating through a national network of offices, Alliant offers a comprehensive portfolio of services to clients, including:

- Risk Solutions
- Employee Benefits
  - Strategy
  - Employee Engagement
  - Procurement
  - Analytics
  - Wellness
  - Compliance
  - Benefits Administration
  - Global Workforce
- Industry Solutions
  - Construction
  - Energy and Marine
  - Healthcare
  - Law Firms
  - Public Entity
  - Real Estate
  - Tribal Nations
  - And many other industries
- Co-Brokered Solutions
  - Automotive Specialty
  - Energy Alliance Program
  - Hospital All Risk Property Program
  - Law Firms
  - Parking/Valet
  - Public Entity Property Insurance Program
  - Restaurants/Lodging
  - Tribal Nations
  - Waste Haulers/Recycling
- Business Services
  - Risk Control Consulting
  - Human Resources Consulting
  - Property Valuation

The knowledge that Alliant has gained in its more than eight decades of working with many of the top insurance companies in the world allows us to provide our clients with the guidance and high-quality performance they deserve. Our solution-focused commitment to meeting the unique needs of our clients assures the delivery of the most innovative insurance products, services, and thinking in the industry.

Alliant ranks among the 15 largest insurance brokerage firms in the United States

## Alliant Advantage

	Alliant	Competition
1. Satisfying the insurance needs of business for nearly 90 years.	✓	
2. Privately owned and operated.	✓	
3. A full-service insurance agency for all your business, life and health, and personal insurance.	✓	
4. Representing over 40 insurance companies to provide the best and most affordable coverage.	✓	
5. State-licensed support staff.	✓	
6. Dedicated Certificate of Insurance personnel.	✓	
7. Risk management services to help identify hazards and present options.	✓	
8. Workers' compensation insurance claims management at no additional charge.	✓	

## Your Service Team

**Robert Lowe**

First Vice President  
Robert.Lowe@alliant.com

Phone: 213 270 0145

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**Courtney Ramirez**

Vice President  
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**Christopher Gray**

Account Manager – Lead  
CGray@alliant.com

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**Kristen DesCombes**

Account Representative  
Kristen.DesCombes@alliant.com

Phone: 213 406 8757

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## Named Insured / Additional Named Insureds

### Named Insured(s)

Los Angeles County Law Library (And/Or) Boar Of Law Library Trustees Of Los Angeles County Law Library

### Additional Named Insured(s)

None

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### NAMED INSURED DISCLOSURE

- The first named insured is granted certain rights and responsibilities that do not apply to other policy named insureds and is designated to act on behalf of all insureds for making policy changes, receiving correspondence, distributing claim proceeds, and making premium payments.
- **Are ALL entities listed as named insureds?** Coverage is **not** automatically afforded to all entities unless specifically named. Confirm with your producer and service team that all entities to be protected are on the correct policy. Not all entities may be listed on all policies based on coverage line.
- Additional named insured is (1) A person or organization, other than the first named insured, identified as an insured in the policy declarations or an addendum to the policy declarations. (2) A person or organization added to a policy after the policy is written with the status of named insured. This entity would have the same rights and responsibilities as an entity named as an insured in the policy declarations (other than those rights and responsibilities reserved to the first named insured).
- Applies to Professional Liability, Pollution Liability, Directors & Officers Liability, Employment Practices Liability, Fiduciary Liability policies (this list not all inclusive). Check your Policy language for applicability. These policies provide protection to the Named Insured for claims made against it alleging a covered wrongful act. Coverage is not afforded to any other entities (unless specifically added by endorsement or if qualified as a "Subsidiary" pursuant to the policy wording) affiliated by common individual insured ownership or to which indemnification is otherwise contractually owed. If coverage is desired for affiliated entities or for contractual indemnities owed, please contact your Alliant Service Team with a full list of entities for which coverage is requested. With each request, include complete financials and ownership information for submission to the carrier. It should be noted, that the underwriter's acceptance of any proposed amendments to the policy, including expansion of the scope of "Insureds" under the policy could result in a potential diminution of the applicable limits of liability and/or an additional premium charge.

## Line of Coverage

### Workers' Compensation Coverage

	Present Coverage	Proposed Coverage						
<b>INSURANCE COMPANY:</b>	State Compensation Insurance Fund	State Compensation Insurance Fund						
<b>A.M. BEST RATING:</b>	Not Rated	Not Rated						
<b>STANDARD &amp; POOR'S RATING:</b>	Not Rated	Not Rated						
<b>CALIFORNIA STATUS:</b>	Admitted	Admitted						
<b>POLICY/COVERAGE TERM:</b>	March 1, 2019 To March 1, 2020	March 1, 2020 To March 1, 2021						
<b>Coverage:</b>								
Workers Compensation	Statutory	Statutory						
Employer's Liability Limit:	\$1,000,000	\$1,000,000						
Each Accident	\$1,000,000	\$1,000,000						
Disease – Each Employee	\$1,000,000	\$1,000,000						
Disease – Policy Limit	\$1,000,000	\$1,000,000						
<b>Entity:</b>	Common Ownership	Corporation						
<b>Excluded Officer(s):</b>	N/A	<table border="1"> <thead> <tr> <th>Officer Name</th> <th>Title</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Sandra J Levin</td> <td>President, Secretary, Treasurer</td> <td>Included</td> </tr> </tbody> </table>	Officer Name	Title	Status	Sandra J Levin	President, Secretary, Treasurer	Included
Officer Name	Title	Status						
Sandra J Levin	President, Secretary, Treasurer	Included						

Workers' Compensation Coverage - Continued

	Present Coverage			Proposed Coverage		
<b>Endorsement &amp; Exclusions:</b> (including but not limited to)	<ul style="list-style-type: none"> <li>• 2512A - Experience Modification</li> <li>• 2572 - Blanket Waiver Of Subrogation</li> <li>• 3015 - Executive Officers - Minimum/Maximum Limits</li> <li>• Annual Rating Endorsement</li> <li>• 2029 -California Short-Rate Cancellation</li> <li>• 2089 -Statutory Accounting Principles - Bill Receivable</li> <li>• 2437 -Medical Provider Network Endorsement</li> <li>• 2559A - Terrorism Risk Insurance Program Reauthorization Act Of 2015</li> <li>• 9961 - Class And Rates Amended</li> <li>• Policy Holder Notice</li> <li>• Policyholder Dividend Statement</li> </ul>			<ul style="list-style-type: none"> <li>• 2512A - Experience Modification Endorsement</li> <li>• 2572 - Waiver of Subrogation Blanket Basis</li> <li>• 3015 - Executive Officers - Minimum/Maximum Limits</li> </ul>		
<b>Class Code &amp; Description:</b>	<b>Base Rate:</b>	<b>Premium Basis:</b>	<b>Interim Billing Rate:</b>	<b>Base Rate:</b>	<b>Estimated Payroll:</b>	<b>Estimated Base Premium:</b>
<b>STATE: CA</b>						
8742-1 – Salespersons outside	0.83	629907	0.86	0.75	\$629,907.00	\$4,724.30
8812-1 - Libraries-Public librarians	N/A	N/A	N/A	0.53	\$1,992,762.00	\$10,561.64
9015-5 - Libraries-Private other	N/A	N/A	N/A	9.79	\$95,181.00	\$9,318.22
8812-1 - Libraries-Public librarians	N/A	N/A	N/A	0.53	\$53,625.00	\$284.21
8812-1 - Libraries-Public--Librarians Or Professional Assistants-Including Clerical Office Employees	0.62	2039328	0.64	N/A	N/A	N/A
8811-1 - Libraries--Private-Librarians Or Professional Assistants-Including Clerical Office Employees	0.62	0	0.64	N/A	N/A	N/A



Workers' Compensation Coverage - Continued

	Present Coverage			Proposed Coverage		
Class Code & Description - Continued:	Base Rate:	Premium Basis:	Interim Billing Rate:	Base Rate:	Estimated Payroll:	Estimated Base Premium:
9015-5 - Libraries-Private-All Employees Other Than Librarians	11.49	95181	11.88	N/A	N/A	N/A
9410-1 - Municipal, State Or Other Public Agency Employees-Not Engaged In Manual Labor, Or Direct Supervision Of Construction	3.26	0	3.37	N/A	N/A	N/A
9420-1 - Municipal, State Or Other Public Agency Employees-All Other Employees	14.05	0	14.53	N/A	N/A	N/A
<b>Total Estimated Payroll:</b>	N/A			\$	2,771,475.00	
<b>Base Premium:</b>	\$28,808.00			\$24,888.37		
Experience Modification:	128%			174%		
Standard Premium:	\$36,874.00			\$43,305.76		
Rating Plan Modifier:	1.14837			0.95013		
Estimated Premium Discount Modifier:	0.90034			0.90073		
Estimated Annual Premium	N/A			\$37,062.00		
Mandatory Surcharges	\$1,073.00			\$1,268.38		
<b>Total Estimated Annual Premium</b>	\$38,125.00			\$38,330.38		
<b>Cancellation Notification - Short Rate Table:</b> (California Only)	No Longer Applicable			Please refer to Short Rate Table		
<b>Minimum Premium:</b>	\$	500.00		\$	500.00	

Workers' Compensation Coverage - Continued

	Present Coverage	Proposed Coverage
<b>Quote Valid Until:</b>	No Longer Applicable	March 1, 2020
<b>Policy Auditable:</b>	Yes	Yes
<b>Binding Conditions:</b>	No Longer Applicable	A written request to bind coverage

It is imperative that Alliant and/or the carrier be notified IMMEDIATELY when a policyholder hires employees and/or begins operations in any state not listed in PART 3. A on the INFORMATION PAGE of the policy. Failure to obtain a workers' compensation policy in some states may result in substantial fines levied on the policyholder dating back to the original date of hire. Coverage for other states under PART 3. C. (OTHER STATES INSURANCE) of the workers' compensation policy may not fulfill the coverage verification requirement imposed by some states.

**See Disclaimer Page for Important Notices and Acknowledgement**

## Short Rate Table – California Only

Exhibit #

Please be advised that in the event of cancelation of your policy, the final premium will be based on the time this policy was in force:

If this policy is canceled, final premium will be determined in the following way unless our manuals provide otherwise:

1. If we cancel for reasons other than for non-payment of premium, final premium will be calculated pro rata based on the time this policy was in force. Final premium will not be less than the pro rata share of the minimum premium.
2. If you cancel, or if we cancel due to non-payment of premium, final premium will be more than pro rata; it will be based on the time this policy was in force, and increased by our short-rate cancellation table shown below and procedure. Final premium will not be less than the minimum premium.

Extended Number of Days		Percent of Full Policy Premium	Extended Number of Days		Percent of Full Policy Premium	Extended Number of Days		Percent of Full Policy Premium	Extended Number of Days		Percent of Full Policy Premium
1		5%	66-69		29%	154-156		53%	256-260		77%
2		6%	70-73		30%	157-160		54%	261-264		78%
3-4		7%	74-76		31%	161-164		55%	265-269		79%
5-6		8%	77-80		32%	165-167		56%	270-273	9mo	80%
7-8		9%	81-83		33%	168-171		57%	274-278		81%
9-10		10%	84-87		34%	172-175		58%	279-282		82%
11-12		11%	88-91	3mo	35%	176-178		59%	283-287		83%
13-14		12%	92-94		36%	179-182	6mo	60%	288-291		84%
15-16		13%	95-98		37%	183-187		61%	292-296		85%
17-18		14%	99-102		38%	188-191		62%	297-301		86%
19-20		15%	103-105		39%	192-196		63%	302-305	10mo	87%
21-22		16%	106-109		40%	197-200		64%	306-310		88%
23-25		17%	110-113		41%	201-205		65%	311-314		89%
26-29		18%	114-116		42%	206-209		66%	315-319		90%
30-32	1mo	19%	117-120		43%	210-214	7mo	67%	320-323		91%
33-36		20%	121-124	4mo	44%	215-218		68%	324-328		92%
37-40		21%	125-127		45%	219-223		69%	329-332		93%
41-43		22%	128-131		46%	224-228		70%	333-337	11mo	94%
44-47		23%	132-135		47%	229-232		71%	338-342		95%
48-51		24%	136-138		48%	233-237		72%	343-346		96%
52-54		25%	139-142		49%	238-241		73%	347-351		97%
55-58		26%	143-146		50%	242-246	8mo	74%	352-355		98%
59-62	2mo	27%	147-149		51%	247-250		75%	356-360		99%
63-65		28%	150-153	5mo	52%	251-255		76%	361-365	12mo	100%

## Marketing Summary

Carrier	Program	Expiring Premium	Quote / Indication	Response
Liberty Mutual	Guaranteed Cost	N/A	N/A	Declined. Not currently writing WC for CA public entities
Travelers	Guaranteed Cost	N/A	N/A	Declined
CSAC-EIA	PWC + EWC	N/A	\$82,000	Quoted, cost much higher than current State Fund option
CSAC-EIA	\$125K SIR EWC Only	N/A	\$65,000	Quoted, cost much higher than current State Fund option
Hartford	Self-Insured	N/A	N/A	Declined. Rated premium higher than expiring premium and \$150,000 deductible required.
Employers	Guaranteed Cost	N/A	N/A	Declined. Will not consider Library exposure.
Everest	Guaranteed Cost	N/A	N/A	Declined. Will not consider Library exposure
Zenith	Guaranteed Cost	N/A	N/A	Declined. Will not consider Library exposure.
Berkshire	Guaranteed Cost	N/A	N/A	Declined. Rates are not competitive to incumbent
AIG	Guaranteed Cost	N/A	N/A	Declined. Rates are not competitive to incumbent
Chubb	Guaranteed Cost	N/A	N/A	Declined. Rates are not competitive to incumbent
Safety National	Self-Insured	N/A	N/A	Declined. Rated premium higher than expiring premium and \$150,000 deductible required
State National	Guaranteed cost	N/A	N/A	Declined. Current premium below \$50,000 minimum premium required.
State Fund	Guaranteed cost	\$38,125	\$38,330	Proposal provided.

## Disclosures

**This proposal of insurance is provided as a matter of convenience and information only. All information included in this proposal, including but not limited to personal and real property values, locations, operations, products, data, automobile schedules, financial data and loss experience, is based on facts and representations supplied to Alliant Insurance Services, Inc. by you. This proposal does not reflect any independent study or investigation by Alliant Insurance Services, Inc. or its agents and employees.**

**Please be advised that this proposal is also expressly conditioned on there being no material change in the risk between the date of this proposal and the inception date of the proposed policy (including the occurrence of any claim or notice of circumstances that may give rise to a claim under any policy which the policy being proposed is a renewal or replacement). In the event of such change of risk, the insurer may, at its sole discretion, modify, or withdraw this proposal, whether or not this offer has already been accepted.**

**This proposal is not confirmation of insurance and does not add to, extend, amend, change, or alter any coverage in any actual policy of insurance you may have. All existing policy terms, conditions, exclusions, and limitations apply. For specific information regarding your insurance coverage, please refer to the policy itself. Alliant Insurance Services, Inc. will not be liable for any claims arising from or related to information included in or omitted from this proposal of insurance.**

Alliant embraces a policy of transparency with respect to its compensation from insurance transactions. Details on our compensation policy, including the types of income that Alliant may earn on a placement, are available on our website at [www.alliant.com](http://www.alliant.com). For a copy of our policy or for any inquiries regarding compensation issues pertaining to your account you may also contact us at: Alliant Insurance Services, Inc., Attention: General Counsel, 701 B Street, 6th Floor, San Diego, CA 92101.

Analyzing insurers' over-all performance and financial strength is a task that requires specialized skills and in-depth technical understanding of all aspects of insurance company finances and operations. Insurance brokerages such as Alliant Insurance typically rely upon rating agencies for this type of market analysis. Both A.M. Best and Standard and Poor's have been industry leaders in this area for many decades, utilizing a combination of quantitative and qualitative analysis of the information available in formulating their ratings.

A.M. Best has an extensive database of nearly 6,000 Life/Health, Property Casualty and International companies. You can visit them at [www.ambest.com](http://www.ambest.com). For additional information regarding insurer financial strength ratings visit Standard and Poor's website at [www.standardandpoors.com](http://www.standardandpoors.com).

Our goal is to procure insurance for you with underwriters possessing the financial strength to perform. Alliant does not, however, guarantee the solvency of any underwriters with which insurance or reinsurance is placed and maintains no responsibility for any loss or damage arising from the financial failure or insolvency of any insurer. We encourage you to review the publicly available information collected to enable you to make an informed decision to accept or reject a particular underwriter. To learn more about companies doing business in your state, visit the Department of Insurance website for that state.

## NY Regulation 194

Alliant Insurance Services, Inc. is an insurance producer licensed by the State of New York. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers. The role of the producer in any particular transaction typically involves one or more of these activities.

Compensation will be paid to the producer, based on the insurance contract the producer sells. Depending on the insurer(s) and insurance contract(s) the purchaser selects, compensation will be paid by the insurer(s) selling the insurance contract or by another third party. Such compensation may vary depending on a number of factors, including the insurance contract(s) and the insurer(s) the purchaser selects. In some cases, other factors such as the volume of business a producer provides to an insurer or the profitability of insurance contracts a producer provides to an insurer also may affect compensation.

The insurance purchaser may obtain information about compensation expected to be received by the producer based in whole or in part on the sale of insurance to the purchaser, and (if applicable) compensation expected to be received based in whole or in part on any alternative quotes presented to the purchaser by the producer, by requesting such information from the producer.

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## Other Disclosures / Disclaimers

### FATCA:

The Foreign Account Tax Compliance Act (FATCA) requires the notification of certain financial accounts to the United States Internal Revenue Service. Alliant does not provide tax advice so please contact your tax consultant for your obligation regarding FATCA.

### Claims Reporting:

Your policy will come with specific claim reporting requirements. Please make sure you understand these obligations. Contact your Alliant Service Team with any questions.

## Other Disclosures / Disclaimers - Continued

### Changes and Developments

It is important that we be advised of any changes in your operations, which may have a bearing on the validity and/or adequacy of your insurance. The types of changes that concern us include, but are not limited to, those listed below:

- Changes in any operations such as expansion to another states, new products, or new applications of existing products.
- Travel to any state not previously disclosed.
- Mergers and/or acquisition of new companies and any change in business ownership, including percentages.
- Any newly assumed contractual liability, granting of indemnities or hold harmless agreements.
- Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises either purchased, constructed or occupied
- Circumstances which may require an increased liability insurance limit.
- Any changes in fire or theft protection such as the installation of or disconnection of sprinkler systems, burglar alarms, etc. This includes any alterations to the system.
- Immediate notification of any changes to a scheduled of equipment, property, vehicles, electronic data processing, etc.
- Property of yours that is in transit, unless previously discussed and/or currently insured.

### Certificates / Evidence of Insurance

A certificate is issued as a matter of information only and confers no rights upon the certificate holder. The certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by a policy. Nor does it constitute a contract between the issuing insurer(s), authorized representative, producer or certificate holder.

You may have signed contracts, leases or other agreements requiring you to provide this evidence. In those agreements, you may assume obligations and/or liability for others (Indemnification, Hold Harmless) and some of the obligations that are not covered by insurance. We recommend that you and your legal counsel review these documents.

In addition to providing a certificate of insurance, you may be required to name your client or customer on your policy as an additional insured. This is only possible with permission of the insurance company, added by endorsement and, in some cases, an additional premium.

By naming the certificate holder as additional insured, there are consequences to your risks and insurance policy including:

- Your policy limits are now shared with other entities; their claims involvement may reduce or exhaust your aggregate limit.
- Your policy may provide higher limits than required by contract; your full limits can be exposed to the additional insured.
- There may be conflicts in defense when your insurer has to defend both you and the additional insured.

***See Request to Bind Coverage page for acknowledgement of all disclaimers and disclosures.***

## Optional Coverages

The following represents a list of insurance coverages that are not included in this proposal, but are optional and may be available with further underwriting information.

Note some of these coverages may be included with limitations or insured elsewhere. This is a partial listing as you may have additional risks not contemplated here or are unique to your organization.

- Crime / Fidelity Insurance
- Directors & Officers Liability
- Earthquake Insurance
- Employed Lawyers
- Employment Practices Liability
- Event Cancellation
- Fiduciary Liability
- Fireworks Liability
- Flood Insurance
- Foreign Insurance
- Garage Keepers Liability
- Kidnap & Ransom
- Law Enforcement Liability
- Media and Publishers Liability
- Medical Malpractice Liability
- Network Security / Privacy Liability and Internet Media Liability
- Pollution Liability
- Owned/Non-Owned Aircraft
- Owned Watercraft
- Special Events Liability
- Student Accident
- Volunteer Accidental Death & Dismemberment (AD&D)
- Workplace Violence

## Glossary of Insurance Terms

Below are a couple of links to assist you in understanding the insurance terms you may find within your insurance coverages:

<http://insurancecommunityuniversity.com/UniversityResources/InsuranceGlossaryFREE.aspx>

<http://www.ambest.com/resource/glossary.html>

<http://www.irmi.com/online/insurance-glossary/default.aspx>



## Request to Bind Coverage

Los Angeles County Law Library (And/Or) Boar Of Law Library Trustees Of Los Angeles County Law Library

We have reviewed the proposal and agree to the terms and conditions of the coverages presented. We are requesting coverage to be bound as outlined by coverage line below:

Coverage Line	Bind Coverage for:
Workers' Compensation	<input type="checkbox"/>

*This Authorization to Bind Coverage also acknowledges receipt and review of all disclaimers and disclosures, including exposures used to develop insurance terms, contained within this proposal.*

\_\_\_\_\_  
**Signature of Authorized Insurance Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Printed / Typed Name**

**This proposal does not constitute a binder of insurance. Binding is subject to the final carrier approval. The actual terms and conditions of the policy will prevail.**

# AGENDA ITEM 4

## DISCUSSION ITEMS

- 4.1 FY2019-20 Mid-Year Budget And Financial Forecast
- 4.2 Staff Presentation: Freedom of Information Day

**MEMORANDUM**

**DATE:** February 26, 2020

**TO:** Board of Law Library Trustees

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

**RE:** FY 2019-20 Mid-Year Budget and Financial Forecast

**SUMMARY**

Attached is the financial forecast for the current fiscal year based upon a detailed review of mid-year performance as compared to budget. This mid-year report is intended to provide a revised look at the financial picture for the current fiscal year.

Like the annual budget approved at the beginning of the fiscal year, the mid-year budget review and forecast is presented in two tabs: the base budget and the one time funding (OTF) budget. OTF represents the expenditures that are funded by the one-time allocation provided by the state in late 2018.

Base budget: Overall, the base budget forecast is projected to be better than budget. Revenue, primarily Civil filing fee and the interest derived from deposited funds at the County have outperformed budget expectations. Staff expenses are low due to continued vacancies. Depreciation expense is low due to delayed capital expenditure purchases and lower collection purchases over the last few years. The result is that net operating income is projected to be over \$300K (ahead of budget by \$823K).

That good news must be tempered though, with a reminder that: 1) the budget as approved presented a deficit in operating income that must be improved in the long term; and 2) costs in general continue to increase.

OTF budget: OTF projects are proceeding, but at a slower pace than originally hoped for. Approximately \$750K in OTF projects will be carried forward to next fiscal year, resulting in lower-than-expected expenses (and related depreciation) this year.

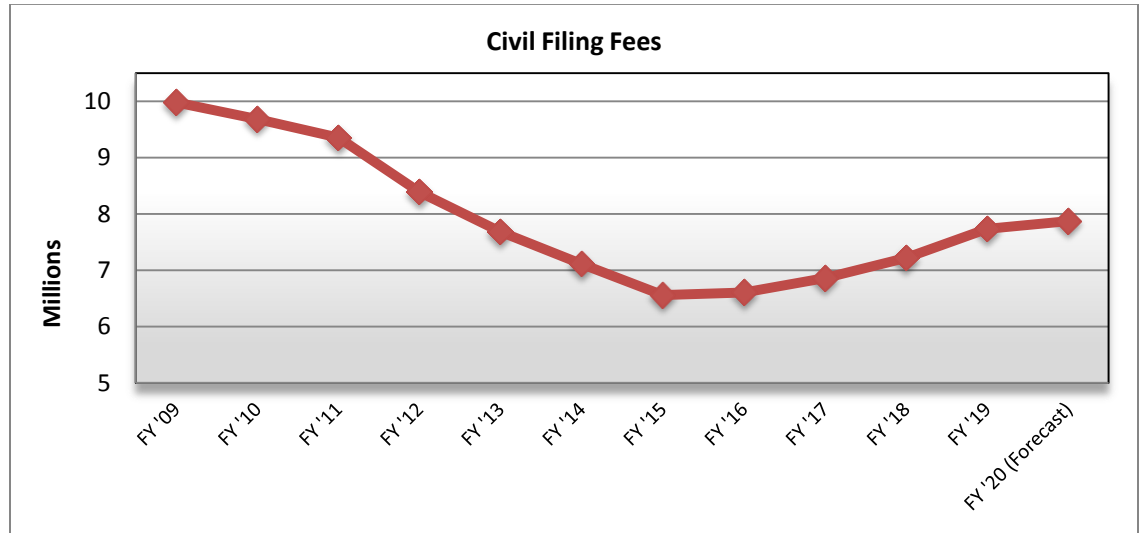
Cash flow: The budget projected a negative cash flow of approximately \$912K primarily due to \$1.2M capital projects carried over from prior fiscal years. However, the delay in some of the proposed capital expenditures has resulted, as of the end of December 2019, in an added \$900K from operations.

The attached mid-year budget review worksheet presenting actual income and expenses to date as well as the projected forecast for each general ledger account, contains a comment field used to explain changes or revisions occurring since approval of the original budget.



**REVENUE**

Civil filing fees are continuing to show signs of stabilization and slight growth. Based on fees filed through January 2020, Staff projects filing fees be 5% over budget and 1.7% over FY2018-19.



The average annual percentage increase for the period of improvement (FY2015 to FY2020) is 4%. For comparison, the cost of collection materials increases by approximately 7-8% each year and minimum wage has gone from \$9.00 to \$14.25 over that same period.

Notes: Parking income is expected to fall slightly below budget expectations due to increased competition, e-filings and insufficient marketing. Plans to increase parking revenue include a more aggressive marketing campaign. The scanning project with Google has not fully realized due to continued vacancies in IT, there is slight decreases in Library Services as a result of lower than expected room rentals. Interest income from County is expected to be over 20% above budget due to delayed capital expenditure projects and increased rate of return.

**Investments**

Investments held with UBS and CalPERS CERBT fluctuate and respond to market trends. However, both investments are performing as or better than expected and yielding positive unrealized gains.

The gain or loss from the UBS Treasury Bill investments is unrealized gain or loss to date. No cash will be realized until the actual sale of the bonds occurs. Moreover, even though the sale price at maturity is known, the income from that anticipated sale may not occur until a future period. As a result, the line item for UBS investment income, under investment gains (loss), is not a complete picture. Rather than reflecting the



expected long-term gain, it reflects the current sale price of the bonds (i.e., what the Library would receive if it sold now).

CalPERS CERBT gains are realized when the Library requests a distribution to offset paid retiree health insurance costs. This fiscal year, the Library has budgeted to request a \$90K distribution.

#### **EXPENSES AND NET INCOME**

Ordinary operating expenses are expected to be 3.2% below the already-aggressive budget as a result of savings from staff vacancies, lower depreciation expense and savings in other expense categories, primarily professional services, communications and professional development.

It is also important to note that the projected \$300K positive net income includes “paper” expenses, primarily depreciation. Looking at actual collection expense (the “cash” expense) and eliminating depreciation expense would yield a more positive net income. In particular, the cost of depreciable purchases (non-electronic library materials of \$2M) is \$300K below the booked depreciation expense (\$2.3M). In other words, our expenses booked using standard accounting practices still reflect the years of higher spending that preceded the current era of cuts. As we move into the future, the depreciation expense for collection materials will reduce and come into alignment with current spending, reducing the deficit even without further cuts.

#### **NEXT STEPS**

Staff will continue to limit expenditures within the current year and will propose needed course corrections in connection with the proposed budget for the next fiscal year.

Staff recommends that the Board President appoint a Budget and Financial Planning committee for Fiscal Year 2020. Staff will meet with the committee in April to discuss the midyear review and proposed budget options for FY2021.

#### **RECOMMENDATION**

Staff recommends that the Board adopt the attached, projected forecast for FY2020 as the amended budget.





**Los Angeles County Law Library**  
FY2019-20 Mid-Year Budget Review

(Provisional and subject to year-end audit adjustments)

	July - December 2019				January - June 2020				Annual Budget				Comments	
	Budget	Actual	\$ Δ	% Δ	Budget	Forecast	\$ Δ	% Δ	Budget	Forecast	\$ Δ	% Δ		
<b>Summary:</b>														
<b>Income</b>														
L.A. Superior Court Fees	3,763,638	4,087,828	324,190	8.6%	3,736,362	3,784,439	48,077	1.3%	7,500,000	7,872,267	372,267	5.0%		
Interest	77,380	100,778	23,398	30.2%	77,380	82,180	4,800	6.2%	154,760	182,958	28,198	18.2%		
Parking	327,304	321,026	(6,278)	-1.9%	317,934	330,000	12,066	3.8%	645,238	651,026	5,788	0.9%		
Library Services	331,919	329,420	(2,499)	-0.8%	225,238	233,770	8,532	3.8%	557,157	563,190	6,033	1.1%		
Total Income	4,500,240	4,839,052	338,811	7.5%	4,356,915	4,430,389	73,474	1.7%	8,857,155	9,269,441	412,285	4.7%		
<b>Expense</b>														
Staff (payroll + benefits)	2,421,493	2,229,343	192,149	7.9%	2,151,598	2,154,547	(2,949)	-0.1%	4,573,090	4,383,890	189,200	4.1%		
Electronic Resource Subscriptions	316,208	286,662	29,546	9.3%	316,208	347,131	(30,923)	-9.8%	632,416	633,793	(1,377)	-0.2%		
Library Materials	1,014,803	862,310	152,493	15.0%	1,009,805	1,162,299	(152,494)	-15.1%	2,024,608	2,024,609	(1)	0.0%		
Library Materials Transferred to Assets	(1,014,803)	(862,310)	(152,493)	15.0%	(1,009,805)	(1,162,299)	152,494	-15.1%	(2,024,608)	(2,024,609)	1	0.0%		
Facilities	458,396	411,234	47,163	10.3%	442,618	463,020	(20,402)	-4.6%	901,014	874,254	26,760	3.0%		
Technology & Data	76,246	65,715	10,488	13.8%	78,045	81,953	(3,908)	-5.0%	154,291	147,668	6,622	4.3%		
General	41,781	46,434	(4,654)	-11.1%	44,041	88,860	(44,820)	-101.8%	85,821	135,294	(49,473)	-57.6%		
Professional Development	10,760	12,883	(2,123)	-19.7%	17,289	8,848	8,441	48.8%	28,049	21,731	6,318	22.5%		
Communications & Marketing	3,900	1,993	1,907	48.9%	19,330	5,000	14,330	74.1%	23,230	6,993	16,237	69.9%		
Travel & Entertainment	850	82	768	90.3%	850	850	0	0.0%	1,700	932	768	45.2%		
Professional Services	51,856	41,338	10,518	20.3%	81,651	58,000	23,651	29.0%	133,507	99,338	34,169	25.6%		
Depreciation	1,370,950	1,307,680	63,270	4.6%	1,386,267	1,354,089	32,178	2.3%	2,757,217	2,661,769	95,448	3.5%		
Total Expenses	4,752,438	4,403,364	349,074	7.3%	4,537,897	4,562,298	(24,401)	-0.5%	9,290,335	8,965,662	324,673	3.5%		
<b>Net Income (Loss)</b>	(252,198)	435,687	687,886	272.8%	(267,392)	(131,909)	(135,483)	-50.7%	(519,590)	303,778	(823,368)	-158.5%		
Investment Gain (Loss) <sup>1</sup>	12,500	53,269	40,769	326.1%	12,500	40,000	27,500	220.0%	25,000	93,269	68,269	273.1%		
Extraordinary Income	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%		
Extraordinary Expense	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%		
Net Income Including Extraordinary Items	(239,698)	488,956	728,654	304.0%	(254,892)	(91,909)	(162,983)	-63.9%	(494,590)	397,047	(891,637)	-180.3%		
<b>Capitalized Expenditures (CapEx)</b>	0	0	0	0.0%	105,000	105,000	0	0.0%	105,000	105,000	0	0.0%		
<b>Net Income after CapEx</b>	(239,698)	488,956	728,654	-304.0%	(359,892)	(196,909)	(162,983)	45.3%	(599,590)	292,047	(891,637)	148.7%		

**Los Angeles County Law Library**  
FY2019-20 Mid-Year Budget Review

(Provisional and subject to year-end audit adjustments)

				July - December 2019				January - June 2020				Annual Budget				Comments
				Budget	Actual	\$ Δ	% Δ	Budget	Forecast	\$ Δ	% Δ	Budget	Forecast	\$ Δ	% Δ	
<b>Detailed Budget:</b>																
<b>Income:</b>																
15	FIN	303300	L.A. Superior Court Fees	3,763,638	4,087,828	324,190	8.6%	3,736,362	3,784,439	48,077	1.3%	7,500,000	7,872,267	372,267	5.0%	
Interest:																
15	FIN	311000	Interest - LAIF	4,380	4,412	32	0.7%	4,380	4,380	0	0.0%	8,760	8,792	32	0.4%	
15	FIN	312000	Interest - General Fund	70,000	93,173	23,173	33.1%	70,000	75,000	5,000	7.1%	140,000	168,173	28,173	20.1%	Better than expected rate of return.
15	FIN	313000	Interest - Deposit Fund	3,000	3,193	193	6.4%	3,000	2,800	(200)	-6.7%	6,000	5,993	(7)	-0.1%	
Subtotal				77,380	100,778	23,398	30.2%	77,380	82,180	4,800	6.2%	154,760	182,958	28,198	18.2%	
Parking:																
39	FAC	330100	Parking	327,304	321,026	(6,278)	-1.9%	317,934	330,000	12,066	3.8%	645,238	651,026	5,788	0.9%	
Subtotal				327,304	321,026	(6,278)	-1.9%	317,934	330,000	12,066	3.8%	645,238	651,026	5,788	0.9%	
Library Services:																
27	CIRC	330150	Annual Designation Fee	1,288	553	(736)	-57.1%	1,348	2,200	852	63.2%	2,636	2,753	117	4.4%	Based on last FY's actual revenue (Jan19-Jun19) while staying conservative.
25	PS	330140	Annual Members Fee	70,793	78,907	8,114	11.5%	90,100	90,100	0	0.0%	160,893	169,007	8,114	5.0%	No mid-year change recommended. Excess revenue as of Dec. '19 due to timing variance.
25	PS	330340	Course Registration	11,388	14,542	3,154	27.7%	13,342	14,920	1,578	11.8%	24,730	29,462	4,732	19.1%	Change to Jan-Jun projection due to improved attendance by using OTF (WYB, CLB class registration fees). Monthly projections increased by \$264/mo.
27	CIRC	330129	Copy Center	21,000	23,075	2,075	9.9%	20,400	20,000	(400)	-2.0%	41,400	43,075	1,675	4.0%	
27	CIRC	330205	Document Delivery	8,400	9,486	1,086	12.9%	8,400	8,400	0	0.0%	16,800	17,886	1,086	6.5%	Doc Del has been performing better than expected. I hope the trend continues.
27	CIRC	330210	Fines	19,700	16,802	(2,898)	-14.7%	19,300	18,000	(1,300)	-6.7%	39,000	34,802	(4,198)	-10.8%	Fines revenue is decreasing compared to same period last FY.
15	FIN	330310	Miscellaneous	12,200	20,767	8,567	70.2%	45,199	40,000	(5,199)	-11.5%	57,399	60,767	3,368	5.9%	
39	FAC	330330	Room Rental	18,000	7,303	(10,697)	-59.4%	17,000	10,000	(7,000)	-41.2%	35,000	17,303	(17,697)	-50.6%	Decline in room rentals
23	COL	330350	Book Replacement	0	570	570	0.0%	0	0	0	0.0%	0	570	570	0.0%	
15	FIN	330360	Forfeited Deposits	0	17,186	17,186	0.0%	10,000	10,000	0	0.0%	10,000	27,186	17,186	171.9%	Includes FY19 forfeited deposits due to timing.
17	EXEC	330400	Friends of Law Library	145,000	125,000	(20,000)	-13.8%	0	20,000	20,000	0.0%	145,000	145,000	0	0.0%	
25	PS	330420	Grants	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
15	FIN	330450	Vending	150	123	(27)	-17.8%	150	150	0	0.0%	300	273	(27)	-8.9%	Lower than expected usage.
39	FAC	330465	Special Events Income	24,000	15,106	(8,894)	-37.1%	0	0	0	0.0%	24,000	15,106	(8,894)	-37.1%	Dual entries from both departments 37&39 as PBW sponsored income
Subtotal				331,919	329,420	(2,499)	-0.8%	225,238	233,770	8,532	3.8%	557,157	563,190	6,033	1.1%	
Total Income				4,500,240	4,839,052	338,811	7.5%	4,356,915	4,430,389	73,474	1.7%	8,857,155	9,269,441	412,285	4.7%	
<b>Expenses:</b>																
Staff:																
ALL	501000		Salaries (FT)	1,320,335	1,165,756	154,579	11.7%	1,320,335	1,320,335	(0)	0.0%	2,640,669	2,486,091	154,579	5.9%	Continued vacancies
15	FIN	501025	Staff Vacancy Offset (FT)	(26,407)	0	(26,407)	100.0%	(26,407)	(26,407)	0	0.0%	(52,813)	(26,407)	(26,406)	50.0%	
ALL	501050		Salaries (PT)	137,466	138,327	(861)	-0.6%	137,466	137,466	(0)	0.0%	274,932	275,793	(861)	-0.3%	
15	FIN	501075	Staff Vacancy Offset (PT)	(2,749)	0	(2,749)	100.0%	(2,749)	(2,749)	(0)	0.0%	(5,499)	(2,749)	(2,750)	50.0%	
15	FIN	502000	Social Security	81,433	79,612	1,821	2.2%	81,433	81,433	(0)	0.0%	162,865	161,045	1,821	1.1%	
15	FIN	503000	Medicare	19,572	20,294	(721)	-3.7%	19,572	19,572	0	0.0%	39,145	39,866	(721)	-1.8%	
15	FIN	511000	Retirement	367,488	347,545	19,943	5.4%	148,036	148,036	0	0.0%	515,525	495,581	19,944	3.9%	
15	FIN	511050	Pension Exp (Actuarial)	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
15	FIN	511100	Pension Exp (Acctg)	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
15	FIN	512000	Health Insurance	305,452	270,078	35,374	11.6%	224,581	224,581	(0)	0.0%	530,033	494,659	35,374	6.7%	Continued vacancies.
15	FIN	513000	Disability Insurance	2,628	2,204	424	16.1%	2,649	2,649	(0)	0.0%	5,277	4,853	424	8.0%	Continued vacancies.
15	FIN	514000	Dental Insurance	34,772	30,448	4,324	12.4%	35,050	35,050	0	0.0%	69,822	65,498	4,324	6.2%	Continued vacancies.
15	FIN	514500	Vision Insurance	3,840	2,980	860	22.4%	3,870	3,870	0	0.0%	7,710	6,850	860	11.2%	Continued vacancies.
15	FIN	515000	Life Insurance	1,226	1,013	213	17.4%	1,236	1,236	(0)	0.0%	2,462	2,249	213	8.6%	Continued vacancies.
15	FIN	515500	Vacancy Benefits Offset	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
15	FIN	516000	Workers Compensation Insurance	19,062	19,062	0	0.0%	22,573	20,000	2,573	11.4%	41,636	39,062	2,573	6.2%	Anticipated increase lower than budgeted.
15	FIN	517000	Unemployment Insurance	2,000	0	2,000	100.0%	6,000	6,000	0	0.0%	8,000	6,000	2,000	25.0%	Actual lower than expected.
ALL	514010		Temporary Employment	7,374	5,502	1,872	25.4%	4,952	11,975	(7,023)	-141.8%	12,326	17,477	(5,151)	-41.8%	Increased temp employment anticipated for branches, reference, and facilities. Some of the expenses will be offset by a decrease in PT salaries.
13	HR	514015	Recruitment	4,000	5,397	(1,397)	-34.9%	4,000	4,000	0	0.0%	8,000	9,397	(1,397)	-17.5%	Higher than expected usage to fill long term open vacancies.
15	FIN	517500	Accrued Sick Expense	0	0	0	0.0%	5,000	5,000	0	0.0%	5,000	5,000	0	0.0%	
15	FIN	518000	Accrued Vacation Expense	0	0	0	0.0%	20,000	20,000	0	0.0%	20,000	20,000	0	0.0%	
15	FIN	518500	OPEB Expense	130,000	130,002	(2)	0.0%	130,000	130,000	0	0.0%	260,000	260,002	(2)	0.0%	
15	FIN	518550	TMP	6,500	3,824	2,676	41.2%	6,500	5,000	1,500	23.1%	13,000	8,824	4,176	32.1%	Lower than expected usage.
15	FIN	518560	Payroll and Benefit Administration	7,500	7,299	201	2.7%	7,500	7,500	0	0.0%	15,000	14,799	201	1.3%	
Total - Staff				2,421,493	2,229,343	192,149	7.9%	2,151,598	2,154,547	(2,949)	-0.1%	4,573,090	4,383,890	189,200	4.1%	
Library Materials/Electronic Resources Subscription:																
23	COL	601999	American Continuations	768,385	648,906	119,479	15.5%	768,383	887,862	(119,479)	-15.5%	1,536,768	1,536,768	0	0.0%	
23	COL	602999	American New Orders	12,760	12,533	228	1.8%	9,760	9,988	(228)	-2.3%	22,521	22,521	(0)	0.0%	
23	COL	609199	Branch Continuations	9,363	5,193	4,170	44.5%	9,363	13,532	(4,170)	-44.5%	18,725	18,725	0	0.0%	
23	COL	609299	Branch New Orders	112	0	112	100.0%	116	229	(113)	-96.6%	229	229	(0)	0.0%	
23	COL	603999	Commonwealth Continuations	73,522	83,733	(10,211)	-13.9%	73,522	63,311	10,211	13.9%	147,044	147,044	1	0.0%	



**Los Angeles County Law Library**  
FY2019-20 Mid-Year Budget Review

(Provisional and subject to year-end audit adjustments)

	July - December 2019				January - June 2020				Annual Budget				Comments	
	Budget	Actual	\$ Δ	% Δ	Budget	Forecast	\$ Δ	% Δ	Budget	Forecast	\$ Δ	% Δ		
23 COL 604999	1,333	299	1,034	77.5%	667	1,701	(1,034)	-155.2%	2,000	2,000	(0)	0.0%		
23 COL 605999	68,374	43,136	25,238	36.9%	68,374	93,612	(25,238)	-36.9%	136,748	136,748	(0)	0.0%		
23 COL 606999	1,333	73	1,260	94.5%	667	1,927	(1,260)	-189.1%	2,000	2,000	(0)	0.0%		
23 COL 607999	68,216	56,627	11,588	17.0%	68,216	79,804	(11,589)	-17.0%	136,431	136,431	(0)	0.0%		
23 COL 608999	667	536	130	19.6%	333	464	(131)	-39.2%	1,000	1,000	(0)	0.0%		
23 COL 609399	10,071	11,273	(1,202)	-11.9%	10,071	8,869	1,202	11.9%	20,142	20,142	(0)	0.0%		
23 COL 609499	667	0	667	100.0%	333	1,000	(667)	-200.0%	1,000	1,000	0	0.0%		
	Subtotal	1,014,803	862,310	152,493	15.0%	1,009,805	1,162,299	(152,494)	-15.1%	2,024,608	2,024,609	(1)	0.0%	
23 COL 690000	(1,014,803)	(862,310)	(152,493)	15.0%	(1,009,805)	(1,162,299)	152,494	-15.1%	(2,024,608)	(2,024,609)	1	0.0%		
23 COL 685000	316,208	286,662	29,546	9.3%	316,208	347,131	(30,923)	-9.8%	632,416	633,793	(1,377)	-0.2%		
	Facilities:													
39 FAC 801005	25,400	5,177	20,223	79.6%	24,600	24,600	0	0.0%	50,000	29,777	20,223	40.4%	Unexpected building repairs	
39 FAC 801010	9,000	13,380	(4,380)	-48.7%	11,953	22,753	(10,800)	-90.4%	20,953	36,133	(15,180)	-72.5%	Purchase of emergency fire hoses. Fire extinguisher certifications. City Fire Regulation 4 certification repairs to be completed in 3rd quarter at a cost of \$10,800.	
39 FAC 801015	5,400	5,740	(340)	-6.3%	5,400	5,400	0	0.0%	10,800	11,140	(340)	-3.2%		
39 FAC 801020	66,980	67,993	(1,013)	-1.5%	58,000	59,000	(1,000)	-1.7%	124,980	126,993	(2,013)	-1.6%		
39 FAC 801025	2,898	5,854	(2,956)	-102.0%	0	5,313	(5,313)	0.0%	2,898	11,167	(8,269)	-285.3%	Delayed capital project start date: Cab Maintenance agreement in effect	
39 FAC 801030	23,050	24,673	(1,623)	-7.0%	20,750	20,750	0	0.0%	43,800	45,423	(1,623)	-3.7%		
15 FIN 801035	118,938	109,968	8,970	7.5%	119,281	113,000	6,281	5.3%	238,219	222,968	15,251	6.4%	Anticipated increase lower than budgeted.	
39 FAC 801040	58,008	57,934	74	0.1%	59,694	59,694	0	0.0%	117,702	117,628	74	0.1%		
39 FAC 801045	9,000	7,500	1,500	16.7%	9,000	10,500	(1,500)	-16.7%	18,000	18,000	0	0.0%	Deferred landscape maintenance to 4th Qtr.	
39 FAC 801050	118,308	88,086	30,222	25.5%	118,308	130,000	(11,692)	-9.9%	236,616	218,086	18,530	7.8%	Increased security coverage expected in 4th Qtr	
39 FAC 801060	6,999	2,460	4,539	64.9%	7,001	3,500	3,501	50.0%	14,000	5,960	8,040	57.4%	Decline in room rentals	
39 FAC 801065	7,250	18,969	(11,719)	-161.6%	3,500	1,500	2,000	57.1%	10,750	20,469	(9,719)	-90.4%	Higher than expected PBW costs.	
39 FAC 801100	2,000	1,390	610	30.5%	0	3,000	(3,000)	0.0%	2,000	4,390	(2,390)	-119.5%	Anticipated Ergonomic item purchases in 4th Qtr.	
39 FAC 801110	750	366	384	51.2%	750	750	0	0.0%	1,500	1,116	384	25.6%	budget for impact drill, heavy duty flashlight, Rubber Mallets	
39 FAC 801115	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%		
39 FAC 801120	3,155	846	2,309	73.2%	3,121	2,000	1,121	35.9%	6,276	2,846	3,430	54.6%	Reduced amount of items sent. New postage rates as of 1/1/2020	
39 FAC 801125	1,260	897	363	28.8%	1,260	1,260	0	0.0%	2,520	2,157	363	14.4%	Drop in staff usage due to kitchen repairs for 1 month	
	Subtotal	458,396	411,234	47,163	10.3%	442,618	463,020	(20,402)	-4.6%	901,014	874,254	26,760	3.0%	
	Technology:													
33 TECH 801210	11,419	10,541	879	7.7%	11,419	11,419	0	0.0%	22,838	21,960	879	3.8%		
33 TECH 801212	12,758	10,838	1,920	15.0%	12,758	12,758	(0)	0.0%	25,516	23,596	1,920	7.5%		
33 TECH 801215	4,083	0	4,083	100.0%	4,083	8,166	(4,083)	-100.0%	8,167	8,166	1	0.0%	Deffered purchase of monitoring software for reporting services.	
33 TECH 801220	2,206	778	1,428	64.7%	2,205	2,000	205	9.3%	4,411	2,778	1,633	37.0%	For transitional computers.	
33 TECH 801225	500	485	15	3.0%	500	515	(15)	-3.0%	1,000	1,000	(0)	0.0%		
33 TECH 801230	28,032	27,759	273	1.0%	28,032	28,032	(0)	0.0%	56,064	55,791	273	0.5%		
33 TECH 801235	16,834	14,457	2,377	14.1%	16,834	15,179	1,655	9.8%	33,668	29,636	4,032	12.0%	Average monthly spending \$2409.50 from July - December. \$15179 is the forecasted cost for the next six months.	
33 TECH 801245	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%		
33 TECH 801250	372	858	(487)	-131.0%	372	2,000	(1,629)	-438.4%	743	2,858	(2,115)	-284.7%	Anticipated use of Microsoft support services during the 4th quarter server implementation.	
33 TECH 801275	42	0	42	100.0%	1,842	1,884	(42)	-2.3%	1,884	1,884	0	0.0%	Incorrect GL code used.	
	Subtotal	76,246	65,715	10,488	13.8%	78,045	81,953	(3,908)	-5.0%	154,291	147,668	6,622	4.3%	
	General:													
15 FIN 801310	4,000	3,117	883	22.1%	4,000	4,000	0	0.0%	8,000	7,117	883	11.0%	Lower than expected bank fees.	
35 CMS 801315	5,268	5,252	16	0.3%	5,268	5,268	0	0.0%	10,536	10,520	16	0.2%		
35 CMS 801320	0	0	(0)	0.0%	0	0	0	0.0%	0	0	(0)	0.0%		
17 EXEC 801325	720	596	124	17.2%	720	720	0	0.0%	1,440	1,316	124	8.6%		
37 COM 801330	7,620	8,054	(434)	-5.7%	180	180	0	0.0%	7,800	8,234	(434)	-5.6%		
15 FIN 801335	12,500	11,329	1,171	9.4%	12,500	12,500	0	0.0%	25,000	23,829	1,171	4.7%		
35 CMS 801337	3,200	3,129	71	2.2%	5,800	5,871	(71)	-1.2%	9,000	9,000	(0)	0.0%		
37 COM 801340	1,350	0	1,350	100.0%	2,450	1,680	770	31.4%	3,800	1,680	2,120	55.8%	Includes costs for business cards and pre-printed envelopes. Other planned purchases deferred.	
25 PS 801365	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%		
33 IT 801370	5,820	8,995	(3,175)	-54.6%	12,320	12,320	0	0.0%	18,140	21,315	(3,175)	-17.5%	Pending new copiers.	
15 FIN 801375	500	1,526	(1,026)	-205.2%	500	40,661	(40,161)	-8032.2%	1,000	42,187	(41,187)	-4118.7%	Higher than expected usage. Includes OTF project 23OF-004.	
25 PS 801390	303	3,918	(3,616)	-1195.2%	303	5,360	(5,058)	-1671.9%	605	9,278	(8,673)	-1433.6%	Includes PCI student parking billing. Includes OTF 37OF-006	
17 EXEC 801395	500	518	(18)	-3.6%	0	300	(300)	0.0%	500	818	(318)	-63.6%		
	Subtotal	41,781	46,434	(4,654)	-11.1%	44,041	88,860	(44,820)	-101.8%	85,821	135,294	(49,473)	-57.6%	

**Los Angeles County Law Library**  
FY2019-20 Mid-Year Budget Review

(Provisional and subject to year-end audit adjustments)

		July - December 2019				January - June 2020				Annual Budget				Comments	
		Budget	Actual	\$ Δ	% Δ	Budget	Forecast	\$ Δ	% Δ	Budget	Forecast	\$ Δ	% Δ		
Professional Development:															
ALL	803105	Travel	6,500	3,235	3,265	50.2%	4,444	5,354	(910)	-20.5%	10,944	8,589	2,355	21.5%	Savings from AALL conference grants.
ALL	803110	Meals	110	61	49	44.6%	30	30	0	0.0%	140	91	49	35.1%	
ALL	803113	Incidental and miscellaneous	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
ALL	803115	Membership dues	235	6,425	(6,190)	-2634.0%	6,500	544	5,956	91.6%	6,735	6,969	(234)	-3.5%	
ALL	803120	Registration fees	3,915	3,162	753	19.2%	2,725	2,920	(195)	-7.2%	6,640	6,082	558	8.4%	Some conferences not attended.
ALL	803125	Educational materials	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
		Subtotal	10,760	12,883	(2,123)	-19.7%	17,289	8,848	8,441	48.8%	28,049	21,731	6,318	22.5%	
Communications & Marketing:															
37 COM	803205	Services	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
37 COM	803210	Collateral materials	1,050	234	816	77.7%	1,700	2,500	(800)	-47.1%	2,750	2,734	16	0.6%	Bulk expensed to OTF / Upcoming expenses: Tri-fold brochure - One Page Full Color Info Sheet.
37 COM	803215	Advertising	2,700	1,759	941	34.8%	500	2,500	(2,000)	-400.0%	3,200	4,259	(1,059)	-33.1%	Upcoming expenses: Social media ads/boosts/book bags.
37 COM	803220	Trade shows & Outreach	150	0	150	100.0%	30	0	30	100.0%	180	0	180	100.0%	No additional expenses expected.
		Subtotal	3,900	1,993	1,907	48.9%	19,330	5,000	14,330	74.1%	23,230	6,993	16,237	69.9%	
Travel & Entertainment															
ALL	803305	Travel	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
ALL	803310	Meals	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
ALL	803315	Entertainment	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
ALL	803320	Ground transportation & mileage reimb.	850	82	768	90.3%	850	850	0	0.0%	1,700	932	768	45.2%	Lower than budgeted usage.
ALL	803325	Incidental travel expenses	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
		Subtotal	850	82	768	90.3%	850	850	0	0.0%	1,700	932	768	45.2%	
Professional Services															
15 FIN	804005	Accounting	23,960	23,960	0	0.0%	0	0	0	0.0%	23,960	23,960	0	0.0%	
17 EXEC	804008	Consulting Services	22,899	17,378	5,521	24.1%	22,899	18,000	4,899	21.4%	45,798	35,378	10,420	22.8%	Anticipated increase lower than budgeted.
17 EXEC	804010	Legal	4,997	0	4,997	100.0%	1	40,000	(39,999)	-3999900%	4,998	40,000	(35,002)	-700.3%	Attorneys fees insurance deductible.
15 FIN	804015	Other	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
		Subtotal	51,856	41,338	10,518	20.3%	81,651	58,000	23,651	29.0%	133,507	99,338	34,169	25.6%	
Depreciation:															
15 FIN	806105	Depreciation - Library Materials	1,175,562	1,165,956	9,607	0.8%	1,154,089	1,154,089	0	0.0%	2,329,652	2,320,045	9,607	0.4%	
15 FIN	806110	Depreciation Exp - FF&E	195,387	141,724	53,663	27.5%	232,178	200,000	32,178	13.9%	427,565	341,724	85,841	20.1%	Reflects delay in CapEx projects.
		Subtotal	1,370,950	1,307,680	63,270	4.6%	1,386,267	1,354,089	32,178	2.3%	2,757,217	2,661,769	95,448	3.5%	
		Total Expense	4,752,438	4,403,364	349,074	7.3%	4,537,897	4,562,298	(24,401)	-0.5%	9,290,335	8,965,662	324,673	3.5%	
		Net Income Before Extraordinary Items	(252,198)	435,687	687,886	272.8%	(267,392)	(131,909)	(135,483)	50.7%	(519,590)	303,778	(823,368)	158.5%	
15 FIN	321000	Investment Gain (Loss) <sup>1</sup>	12,500	53,269	40,769	326.1%	12,500	40,000	27,500	220.0%	25,000	93,269	68,269	273.1%	Reflects loss/gain if sold at time of report (before maturity).
17 EXEC	401000	Extraordinary Income	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
17 EXEC	901000	Extraordinary Expense	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
		Net Income Including Extraordinary Items	(239,698)	488,956	728,654	304.0%	(254,892)	(91,909)	(162,983)	63.9%	(494,590)	397,047	(891,637)	180.3%	

**Los Angeles County Law Library**  
FY2019-20 Mid-Year Budget Review

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

				July - December 2019				January - June 2020				Annual Budget				Comments	
				Budget	Actual	\$ Δ	% Δ	Budget	Forecast	\$ Δ	% Δ	Budget	Forecast	\$ Δ	% Δ		
Capital Expenditures:																	
39	FAC	161100	Furniture / Appliances (>3k)	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%		
33	TECH	161300	Electronics / Computer Hardware (>3k)	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%		
39	FAC	164500	Exterior Building Repairs/ Improvements (>3k)	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%		
39	FAC	164000	Interior Improvements / Alterations (>3k)	0	0	0	0.0%	60,000	60,000	0	0.0%	60,000	60,000	0	0.0%		Delay in project request new completion date of 6/1/2020.
33	TECH	168000	Computer Software	0	0	0	0.0%	45,000	45,000	0	0.0%	45,000	45,000	0	0.0%		
Total - Capitalized Expenditures				0	0	0	0.0%	105,000	105,000	0	0.0%	105,000	105,000	0	0.0%		

**Fiscal Year 2019-20**  
**List of One-Time Funding Projects**

Project #	DEPT	Project Code	Description	July - December 2019				January - June 2020				Annual Budget				Comment
				Budget	Actual	\$ Δ	% Δ	Budget	Forecast	\$ Δ	% Δ	Budget	Forecast	\$ Δ	% Δ	
22	33	3318003	Public Copiers	\$80,000	\$0	\$80,000	100.0%	\$0	\$80,000	(\$80,000)	0.0%	\$80,000	\$80,000	\$0	0.0%	IT: Anticipated completion June 2020.
27	33	3319001	Branch Print Release Project	\$45,000	\$0	\$45,000	100.0%	\$0	\$0	\$0	0.0%	\$45,000	\$0	\$45,000	100.0%	IT: Please move to next fiscal year.
14	39	3914001	Elevator Repair & Upgrade	\$0	\$0	\$0	0.0%	\$500,000	\$0	\$500,000	100.0%	\$500,000	\$0	\$500,000	100.0%	FAC: Project moving forward with a start date of 4/1/2020. completion date will move to FY2021 12/1/2020
17	39	3918003	Exterior Cameras	\$0	\$0	\$0	0.0%	\$50,000	\$50,000	\$0	0.0%	\$50,000	\$50,000	\$0	0.0%	FAC: Delay in project. New anticipated completion date of 6/1/2020
18	39	3918004	Flooring - Public Stacks	\$0	\$0	\$0	0.0%	\$100,000	\$100,000	\$0	0.0%	\$100,000	\$100,000	\$0	0.0%	FAC: Project scheduled to be completed as budgeted.
20	39	3919001	Public Restroom Reconfigure/Repair	\$0	\$0	\$0	0.0%	\$40,000	\$40,000	\$0	0.0%	\$40,000	\$40,000	\$0	0.0%	FAC: Delay in project. New anticipated completion date of 6/1/2020
34	17	17OF-001	Professional Org. Dues	\$0	\$0	\$0	0.0%	\$200	\$0	\$200	100.0%	\$200	\$0	\$200	100.0%	PS: July-December carry over for Malinda +2 SIS and Esther Eastman paid for FY'19. Remainder funds expected to be paid in April for FY'21. If global law librarian not hired, one membership @ \$263 + \$20 SIS could offset either Esther or Malinda's FY'19 membership.
34	25	17OF-001	Professional Org. Dues	\$0	\$586	(\$586)	0.0%	\$2,830	\$2,830	\$0	0.0%	\$2,830	\$3,416	(\$586)	-20.7%	
																If new global law librarian is hired before end of FY'20: Recommend additional \$566 adjustment to cover cost of new global law librarian and prospective library associate new hire. Current budgeted reference and library associate memberships expected to renew.
34	25	17OF-001	Professional Org. Dues	\$0	\$0	\$0	0.0%	\$400	\$400	\$0	0.0%	\$400	\$400	\$0	0.0%	PS: As budgeted
34	25	17OF-001	Professional Org. Dues	\$200	\$0	\$200	100.0%		\$200	(\$200)	0.0%	\$200	\$200	\$0	0.0%	PS: As budgeted
34	25	17OF-001	Professional Org. Dues	\$200	\$0	\$200	100.0%		\$0	\$0	0.0%	\$200	\$0	\$200	100.0%	PS: Not expected to be spent.
34	35	17OF-001	Professional Org. Dues	\$1,132	\$303	\$829	73.2%		\$829	(\$829)	0.0%	\$1,132	\$1,132	\$0	0.0%	CMS: As budgeted.
34	35	17OF-001	Professional Org. Dues	\$0	\$40	(\$40)	0.0%	\$160	\$120	\$40	25.0%	\$160	\$160	\$0	0.0%	CMS: As budgeted.
36	17	17OF-003	Compensation Increases (5 Yr Period)	\$93,468	\$98,568	(\$5,100)	-5.5%	\$52,813	\$52,813	\$0	0.0%	\$146,281	\$151,381	(\$5,100)	-3.5%	FIN: As budgeted.
36	17	17OF-003	Compensation Increases (5 Yr Period)	\$12,807	\$13,568	(\$761)	-5.9%	\$5,499	\$5,499	(\$0)	0.0%	\$18,306	\$19,067	(\$761)	-4.2%	FIN: As budgeted.
36	17	17OF-003	Compensation Increases (5 Yr Period)	\$6,589	\$0	\$6,589	100.0%	\$3,615	\$0	\$3,615	100.0%	\$10,204	\$0	\$10,204	100.0%	FIN: Costs included in base budget
36	17	17OF-003	Compensation Increases (5 Yr Period)	\$1,541	\$0	\$1,541	100.0%	\$846	\$0	\$846	100.0%	\$2,387	\$0	\$2,387	100.0%	FIN: Costs included in base budget
36	17	17OF-003	Compensation Increases (5 Yr Period)	\$6,265	\$2,708	\$3,557	56.8%	\$4,537	\$7,000	(\$2,463)	-54.3%	\$10,802	\$9,708	\$1,094	10.1%	FIN: As budgeted.
36	17	17OF-003	Compensation Increases (5 Yr Period)	\$0	\$72	(\$72)	0.0%		\$0	\$0	0.0%	\$0	\$72	(\$72)	0.0%	
36	17	17OF-003	Compensation Increases (5 Yr Period)	\$0	\$454	(\$454)	0.0%		\$0	\$0	0.0%	\$0	\$454	(\$454)	0.0%	
7	23	23OF-001	Seed Collection/CA Legislature Priorities	\$2,010	\$589	\$1,421	70.7%	\$2,010	\$0	\$2,010	100.0%	\$4,020	\$589	\$3,431	85.4%	COLL: Project completed and all funds expended.
7	23	23OF-001	Seed Collection/CA Legislature Priorities	\$2,000	\$515	\$1,485	74.2%	\$2,000	\$0	\$2,000	100.0%	\$4,000	\$515	\$3,485	87.1%	COLL: Project completed and all funds expended.
7	23	23OF-001	Seed Collection/CA Legislature Priorities	\$0	\$1,377	(\$1,377)	0.0%		\$0	\$0	0.0%	\$0	\$1,377	(\$1,377)	0.0%	COLL: Project completed and all funds expended.
8	23	23OF-002	CCLL Model Collection of Non-English Materials	\$4,750	\$0	\$4,750	100.0%	\$4,750	\$0	\$4,750	100.0%	\$9,500	\$0	\$9,500	100.0%	COLL: No Library Material funds anticipated to be spent on this project in FY20. Thorough FY19-FY20 content review by Statewide Multilingual Core Committee indicates that relevant, up to date, access to justice print materials not available in other languages. Committee recommends to deploy funds toward development of electronic clearinghouse. Awaiting further direction from CCLL Directors.
8	23	23OF-002	CCLL Model Collection of Non-English Materials	\$2,500	\$0	\$2,500	100.0%	\$2,500	\$0	\$2,500	100.0%	\$5,000	\$0	\$5,000	100.0%	COLL: No Library Material funds anticipated to be spent on this project in FY20. Thorough FY19-FY20 content review by Statewide Multilingual Core Committee indicates that relevant, up to date, access to justice print materials not available in other languages. Committee recommends to deploy funds toward development of electronic clearinghouse. Awaiting further direction from CCLL Directors. Request transfer of sufficient funds from G/L 602999 to G/L 801375 to cover budget shortfall for project code 23OF-004.

**Fiscal Year 2019-20**  
**List of One-Time Funding Projects**

Project #	DEPT	Project Code	Description	July - December 2019				January - June 2020				Annual Budget				Comment
				Budget	Actual	\$ Δ	% Δ	Budget	Forecast	\$ Δ	% Δ	Budget	Forecast	\$ Δ	% Δ	
9	23	23OF-003	SHC Expansion/SRL Circulating Copies	\$1,125	\$0	\$1,125	100.0%	\$1,125	\$0	\$1,125	100.0%	\$2,250	\$0	\$2,250	100.0%	COLL: Project completed. No additional funds anticipated at this time. COLL: Project completed. No additional funds anticipated at this time. COLL: Transfer all funds in G/L 609299 to G/L 801375.
9	23	23OF-003	SHC Expansion/SRL Circulating Copies	\$0	\$262	(\$262)	0.0%	\$0	\$0	\$0	0.0%	\$0	\$262	(\$262)	0.0%	
10	23	23OF-004	Partnership Collections Expand/Reinstate	\$19,000	\$0	\$19,000	100.0%	\$19,000	\$0	\$19,000	100.0%	\$38,000	\$0	\$38,000	100.0%	
10	23	23OF-004	Partnership Collections Expand/Reinstate	\$0	\$21	(\$21)	0.0%	\$0	\$0	\$0	0.0%	\$0	\$21	(\$21)	0.0%	COLL: \$39,976 new partnership books (\$38,000 transferred from B/L 609299 Branch New Orders); \$185 shipping & postage PS: Recommend retaining \$8025 July-December, 2019 for 001 moving \$3465 July to December to 002. Expenditures January - June, 2020 expected to remain as budgeted in anticipation of development of the CCLL packet database. IT: Anticipated completion June 2020.
10	23	23OF-004	Partnership Collections Expand/Reinstate	\$0	\$431	(\$431)	0.0%	\$0	\$40,161	(\$40,161)	0.0%	\$0	\$40,592	(\$40,592)	0.0%	
1	25	25OF-001	Website; Representing Yourself Revamp/Authenticate	\$43,750	\$11,490	\$32,260	73.7%	\$43,750	\$43,750	\$0	0.0%	\$87,500	\$55,240	\$32,260	36.9%	
2	33	25OF-002	E-branches; Update Links/Add Addt'l Links	\$13,000	\$0	\$13,000	100.0%	\$0	\$13,000	(\$13,000)	0.0%	\$13,000	\$13,000	\$0	0.0%	PS: Recommend adjustment of \$3465 be moved to this 002 for July-December 2019. Portions of expenditures in 001 were rekeyed to reflect E-branch work that was originally wrapped up in the invoicing for 001
2	25	25OF-002	E-branches; Update Links/Add Addt'l Links	\$11,250	\$0	\$11,250	100.0%	\$11,250	\$11,250	\$0	0.0%	\$22,500	\$11,250	\$11,250	50.0%	
3	25	25OF-003	Self-Help Classes Expansion/Review/Update	\$0	\$1,425	(\$1,425)	0.0%	\$0	\$0	\$0	0.0%	\$0	\$1,425	(\$1,425)	0.0%	
5	25	25OF-005	Book Shifting	\$15,000	\$0	\$15,000	100.0%	\$0	\$0	\$0	0.0%	\$15,000	\$0	\$15,000	100.0%	PS: Defer. Unable to complete in timeline of OTF allocation.
5	25	25OF-005	Book Shifting	\$7,500	\$0	\$7,500	100.0%	\$0	\$3,500	(\$3,500)	0.0%	\$7,500	\$3,500	\$4,000	53.3%	PS: Tentative: second half of fiscal PS will acquire professional mitigation assessment and guidelines / instructions for mitigation as necessary. Requested amount: \$3,500 for consultant and report / instructions. Potential \$1,000 for mitigation consultant oversight of work. as necessary. provided by staff.
28(B)	25	25OF-007	Translation/Interpreting Services	\$0	\$1,035			\$2,250	\$1,500	\$750	33.3%	\$4,500	\$1,750	\$2,751	61.1%	PS: Promotion appears to have less impact than expected. AB5 is likely to impact level of service, specifically for ASL. Independent contractors are currently not available from this service. If hired, service indicates costs to provide ASL to increase by up to 30%
28(B)	25	25OF-007	Translation/Interpreting Services	\$2,250	\$250	\$2,001	88.9%	\$2,250	\$1,500	\$750	33.3%	\$4,500	\$1,750	\$2,751	61.1%	
41	25	25OF-008	Svc to Rural Communities	\$2,600	\$2,244	\$355	13.7%	\$2,600	\$2,956	(\$356)	-13.7%	\$5,200	\$5,200	(\$1)	0.0%	PS: On target to expend funds as forecasted.
41	25	25OF-008	Svc to Rural Communities	\$300	\$0	\$300	100.0%	\$0	\$0	\$0	0.0%	\$300	\$0	\$300	100.0%	PS: Staff did not attend. Per communications, funds allotted to NLS tribute ad. Ticket closed 9/15/19. Checking Trade Shows and Outreach, for department 25 there is no longer a reference to NLS. It's PS understanding that NLS no longer sells tribute
23	33	33OF-001	Briefs Repository Update/Scanning Software	\$0	\$0	\$0	0.0%	\$50,000	\$0	\$50,000	100.0%	\$50,000	\$0	\$50,000	100.0%	IT: Please move to next fiscal year.
24	33	33OF-002	Website; Joomla Version Update	\$10,000	\$0	\$10,000	100.0%	\$0	\$10,000	(\$10,000)	0.0%	\$10,000	\$10,000	\$0	0.0%	IT: Anticipated completion June 2020.
25	33	33OF-003	Members Automated Parking Module	\$20,000	\$0	\$20,000	100.0%	\$0	\$0	\$0	0.0%	\$20,000	\$0	\$20,000	100.0%	IT: Please move to next fiscal year.
40	33	33OF-004	Expanded Computer Lab Laptops	\$0	\$0	\$0	0.0%	\$22,800	\$0	\$22,800	100.0%	\$22,800	\$0	\$22,800	100.0%	IT: Please move to next fiscal year.
42	33	33OF-005	VOIP Telephone, Server/Handsets	\$0	\$0	\$0	0.0%	\$35,000	\$0	\$35,000	100.0%	\$35,000	\$0	\$35,000	100.0%	IT: Please move to next fiscal year.
38	35	35OF-001	Book Binding Project	\$10,000	\$4,991	\$5,009	50.1%	\$10,000	\$15,009	(\$5,009)	-50.1%	\$20,000	\$20,000	(\$0)	0.0%	CMS: Timing variance. Invoicing of Dec transaction delayed to Jan. Will be on target for the remaining FY.
29	37	37OF-002	Language Outreach Pilot Program	\$5,395	\$4,903	\$492	9.1%	\$5,395	\$4,723	\$672	12.5%	\$10,790	\$9,626	\$1,164	10.8%	COMM: Katie Hilliard's salary; 37OF-002 @ 83%
29	37	37OF-002	Language Outreach Pilot Program	\$7,500	\$0	\$7,500	100.0%	\$7,500	\$8,250	(\$750)	-10.0%	\$15,000	\$8,250	\$6,750	45.0%	COMM: This includes the remaining budget and 25% from 37OF-005. This project is expected to extend into FY2021
30	37	37OF-003	Printed Flyer Outreach Pilot Program	\$1,105	\$1,004	\$101	9.1%	\$1,105	\$979	\$126	11.4%	\$2,210	\$1,983	\$227	10.3%	COMM: Katie Hilliard's salary; 37OF-003 @ 17%
30	37	37OF-003	Printed Flyer Outreach Pilot Program	\$2,800	\$425	\$2,375	84.8%	\$2,100	\$11,500	(\$9,400)	-447.6%	\$4,900	\$11,925	(\$7,025)	-143.4%	COMM: Expected to use remainder of the funds for external prints and in-house prints. This account is expected to exceed the budgeted amount and may overlap into FY2021.

**Fiscal Year 2019-20**  
**List of One-Time Funding Projects**

Project #	DEPT	Project Code	Description	July - December 2019				January - June 2020				Annual Budget				Comment
				Budget	Actual	\$ Δ	% Δ	Budget	Forecast	\$ Δ	% Δ	Budget	Forecast	\$ Δ	% Δ	
31	37	37OF-004	Printed Third Party Info Pilot Program	\$3,000	\$0	\$3,000	100.0%	\$1,500	\$9,500	(\$8,000)	-533.3%	\$4,500	\$9,500	(\$5,000)	-111.1%	COMM: Expected to use remainder of the funds for external prints and in-house prints. This account is expected to exceed the budgeted amount. COMM: No additional expenses expected. The ROI was not what was expected therefore this project should be terminated early. Would like to move 75% of the remaining balance to 370-003 and the remainder of the balance to 370F-002. COMM: Continued rise in class participation, expected revenue to increase due to WYP & CLB becoming free classes. FAC: Request project to be moved to FY2021  FAC: Delay in project. New anticipated completion date of 6/1/2020  FAC: Delay in project. New anticipated completion date of 6/1/2020
32	37	37OF-005	PR Service/Paid Advertising	\$6,000	\$107	\$5,893	98.2%	\$6,000	\$0	\$6,000	100.0%	\$12,000	\$107	\$11,893	99.1%	
37	37	37OF-006	FREE WYB Class Series	\$0	\$1,950	(\$1,950)	0.0%		\$3,360	(\$3,360)	0.0%	\$0	\$5,310	(\$5,310)	0.0%	
	39		70's Section Class Space/Computer Lab	\$0	\$0	\$0	0.0%	\$80,000	\$0	\$80,000	100.0%	\$80,000	\$0	\$80,000	100.0%	
12		39OF-001														
13	39	39OF-002	HVAC Electric Conversion	\$0	\$0	\$0	0.0%	\$90,000	\$90,000	\$0	0.0%	\$90,000	\$90,000	\$0	0.0%	
16	39	39OF-003	Building Security System	\$0	\$0	\$0	0.0%	\$40,000	\$40,000	\$0	0.0%	\$40,000	\$40,000	\$0	0.0%	
				\$440,037	\$149,318	\$290,719	66.1%	\$1,203,534	\$649,129	\$554,405	46.1%	\$1,643,571	\$797,412	\$846,160	51.5%	

**Staff Presentation:**  
***Freedom of Information Day***

**Presented by:**  
**Managing Librarian of Legal Education,**  
**Ryan Metheny**

**February 26, 2020**