

# AGENDA

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

### REGULAR BOARD MEETING

*Wednesday, March 25, 2020*

*12:15 PM*

*MILDRED L. LILLIE BUILDING*

*TRAINING CENTER*

*301 WEST FIRST STREET*

*LOS ANGELES, CA 90012-3140*

*Trustees will participate remotely  
via teleconference*

### 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 February 26, 2020 Regular Board Meeting

3.2 Review of January Financials and List of February Checks  
and Warrants

**4.0 DISCUSSION ITEMS**

4.1 Approval of Library Closure, Remote Service Plans and Other Measures  
Relating to COVID-19 Public Health Concerns

**5.0 AGENDA BUILDING**

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

**6.0 EXECUTIVE DIRECTOR REPORT**

**7.0 ADJOURNMENT**

The next Regular Meeting of the Board of Law Library Trustees is scheduled for  
Wednesday, April 15, 2020.

POSTED THURSDAY, MARCH 19, 2020 @ 4:30 P.M.

POSTED BY ANN MARIE GAMEZ



# AGENDA ITEM 3

## CONSENT CALENDAR

- 3.1 Approval of Minutes of the February 26, 2020 Regular Board Meeting
- 3.2 Review of January Financials and List of February Checks and Warrants



**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.**

**February 26, 2020**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, February 26, 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  
Judge Richard Rico  
Judge Michael Stern  
Susan Steinhauser, Esquire

**Trustees Absent:** Kenneth Klein, Esquire

**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 12:17 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 filed a complaint against the law library recently with the southeast Judicial District.

LALL Patron, Patricia McAllister, spoke before the board on various issues regarding the out of order public computers, the outdated copy center, links for online research and the mid-year budget.

ED Levin responded to P. McAllister's public comment, noting that the copiers will soon be replaced and clarified that the links on the library website are what is available publically. ED Levin also clarified that certain publishers do not allow remote access to

databases. Trustee Landin inquired as to whether the LALL website explains “why” certain databases are not available. ED Levin added that the library would look into it.

## **2.0 PRESIDENT’S REPORT**

President Juhas announced that Judge Rico would be retiring as an LA Superior Court Judge by the end of February, and his last day as a Los Angeles County Law Library Board member would be February 26, 2020. Trustee Rico added that he has enjoyed his time and it has been a pleasure to be a member of the LACLL Board of Trustees from 2015 to 2020.

## **7.0 EXECUTIVE DIRECTORS REPORT (Taken Out of Order)**

ED Levin introduced LA Law Library’s newest IT staff member, Alfredo Ritta, as Help Desk Analyst.

## **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

President Juhas requested a motion to approve items on the Consent Calendar. So moved by Trustee Rico, seconded by Trustee Landin. The motion was unanimously approved, 6-0.

## **4.0 DISCUSSION ITEMS**

- 4.1 FY 2019-20 Mid-Year Budget and Financial Forecast

ED Levin, Finance Manager Juarez, and Sr. Director Steinbrick, presented before the Board a summary of the mid-year budget and forecast. Some highlights mentioned were the financial support from the One Time Funding (OTF) allocation and the better financial forecast due to low staff expenses and low depreciation expenses. Trustee Steinhauser inquired as to why parking revenue would be decreasing. Sr. Director Steinbrick responded that e-filing has reduced the number of short term parking clients and also the parking vendor does not use parking apps or online reservations which some parking competitors offer their clientele. Online parking features are to be included in the upcoming RFP. Trustee Steinhauser inquired about Room Rentals and whether new marketing strategies should be explored. Trustee Stern recommended placing an ad on rental space in the monthly consumer lawyer or defense attorney magazines.

President Juhas requested a motion to adopt the projected forecast for FY2020 as the amended budget. So moved by Trustee Court, seconded by Trustee Landin. The motion was approved, 6-0.

#### 4.2 Staff Presentation: Freedom of Information Day

Managing Librarian for Legal Education, Ryan Metheny, gave a brief summary regarding the upcoming Freedom of Information Day on March 24<sup>th</sup>, which would include an all-day line up of classes and a discussion panel on Access to Personnel Records Tuesday evening. Trustee Landin asked if there were computers to do PACER. R. Metheny responded yes and that the library has a computer lab. Trustee Steinhauser asked how many people generally attend classes; R. Metheny answered roughly 25-30 or more. Trustee Steinhauser asked how the library advertises. ED Levin responded that such flyers are sent to elected officials offices, libraries, city and county offices and via the mailing list.

No action taken.

#### 5.0 **CLOSED SESSION**

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

No reportable action.

#### 6.0 **AGENDA BUILDING**

There were no items for agenda building

#### 8.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:26pm in memory of Michiko Yamamoto who served at the Los Angeles County Law Library from 1962-1987 as the Secretary to the Head Librarian. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 25, 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 January 31, 2020

(Provisional and subject to year-end audit adjustments)

	6/30/2019	1/31/2020	YTD
<b>Assets</b>			
Current assets			
Cash and cash equivalents	9,419,729	9,087,328	(332,400)
Accounts receivable	1,531,186	1,414,101	(117,086)
Prepaid expenses	333,124	461,193	128,068
Total current assets	11,284,040	10,962,622	(321,418)
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,788,676	5,878,146	1,089,470
Capital assets, not being depreciated	883,768	883,768	-
Capital assets, being depreciated - net	16,697,919	16,203,959	(493,961)
Total noncurrent assets	22,688,833	23,284,342	595,509
Total assets	33,972,873	34,246,964	274,091
<b>Deffered Outflows of Resources</b>			
Deffered Outflows of Resources	1,544,792	1,544,792	-
Total assets and deffered outflows of resources	<b>35,517,666</b>	<b>35,791,757</b>	<b>274,091</b>
<b>Liabilities</b>			
Current Liabilities			
Accounts payable	230,629	87,744	(142,885)
Other current liabilities	-	-	-
Payroll liabilities	7,532	7,053	(479)
Total current liabilities	238,161	94,797	(143,364)
Noncurrent Liabilities			
Accrued sick and vacation liability	302,790	277,587	(25,204)
Borrowers' deposit	295,062	287,349	(7,713)
OPEB liability	2,469,302	2,620,971	151,669
Net pension liability	2,775,910	2,775,910	-
Total noncurrent liabilities	5,843,064	5,961,817	118,753
Total liabilities	6,081,225	6,056,614	(24,611)
<b>Deffered Inflows of Resources</b>			
Deffered Inflows of Resources	1,233,204	1,233,204	-
Total liabilities and Deffered inflows of resources	7,314,429	7,289,818	(24,611)
<b>Net Position</b>			
Invested in capital assets	17,581,688	17,087,727	(493,961)
Unrestricted	10,621,549	11,414,212	792,663
Total net position	28,203,237	28,501,939	298,702
Total liabilities and Deffered inflows of resources and net position	<b>35,517,666</b>	<b>35,791,757</b>	<b>274,091</b>

**Los Angeles County Law Library**  
Income Statement for the Period Ending January 31, 2020  
(Provisional and subject to year-end audit adjustments)

Jan 19 Actual	Jan 2020			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
538,767	670,180	670,180	0	0.0%
15,387	13,176	15,743	2,567	19.5%
51,200	52,712	54,474	1,762	3.3%
79,108	51,974	32,893	(19,081)	-36.7%
684,462	788,041	773,290	(14,752)	-1.9%
308,560	462,675	451,874	10,801	2.3%
55,867	57,855	55,576	2,279	3.9%
182,252	193,717	165,117	28,599	14.8%
(182,252)	(193,717)	(165,117)	(28,599)	14.8%
			0	
71,360	77,170	63,064	14,106	18.3%
10,881	13,359	10,578	2,780	20.8%
6,053	56,778	53,261	3,516	6.2%
1,520	1,475	879	596	40.4%
1,445	5,708	1,672	4,036	70.7%
6	142	0	142	100.0%
0	19,667	6,556	13,110	66.7%
210,741	225,682	215,075	10,607	4.7%
666,432	920,509	858,536	(61,973)	-6.7%
18,030	(132,468)	(85,247)	47,221	-35.6%
16,241	(3,450)	36,201	39,651	-1149.4%
0	0	0	0	0.0%
0	0	0	0	0.0%
34,271	(135,918)	(49,046)	86,872	-63.9%
0	0	0	0	0.0%

**Summary:**

**Income**

	FY 2018-19	FY 2019-20 YTD			
	YTD Actual	Budget	Actual	\$ Δ	% Δ
L.A. Superior Court Fees	4,370,473	4,758,007	4,758,008	0	0.0%
Interest	77,615	113,954	116,521	2,567	2.3%
Parking	378,504	373,737	375,500	1,762	0.5%
Library Services	428,011	383,344	364,263	(19,081)	-5.0%
Total Income	5,254,602	5,629,043	5,614,291	(14,752)	-0.3%

**Expense**

Staff (payroll + benefits)	2,339,703	2,815,539	2,804,739	10,801	0.4%
Electronic Resource Subscriptions	315,893	344,518	342,239	2,279	0.7%
Library Materials	1,034,206	1,057,393	1,028,794	28,599	2.7%
Library Materials Transferred to Assets	(1,034,206)	(1,057,393)	(1,028,794)	(28,599)	2.7%
Facilities	533,906	488,404	474,297	14,106	2.9%
Technology & Data	72,818	79,074	76,294	2,766	3.5%
General	46,459	108,224	104,708	3,516	3.2%
Professional Development	4,283	15,286	14,691	596	3.9%
Communications & Marketing	2,006	8,233	4,197	4,036	49.0%
Travel & Entertainment	197	224	82	142	63.3%
Professional Services	40,966	74,169	61,058	13,110	17.7%
Depreciation	1,524,485	1,533,361	1,522,754	10,607	0.7%
Total Expenses	4,880,715	5,467,032	5,405,059	61,973	1.1%

**Net Income (Loss)**

	373,887	162,011	209,232	47,221	29.1%
Investment Gain (Loss) <sup>1</sup>	99,106	49,819	89,470	39,651	79.6%
Extraordinary Income	3,543,270	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	4,016,263	211,830	298,702	86,872	41.0%

**Capitalized Expenditures**

	188,089	0	0	0	0.0%
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Comments

**Los Angeles County Law Library**  
Income Statement for the Period Ending January 31, 2020  
(Provisional and subject to year-end audit adjustments)

Jan 19	Jan 2020			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

FY 2018-19	FY 2019-20 YTD			
	YTD Actual	Budget	Actual	\$ Δ

Comments

Detailed Budget:													
Income:													
538,767	670,180	670,180	0	0.0%	15	FIN	303300	L.A. Superior Court Fees	4,370,473	4,758,007	4,758,008	0	0.0%
Interest:													
0	0	0	0	0.0%	15	FIN	311000	Interest - LAIF	4,152	4,412	4,412	0	0.0%
14,825	12,686	15,261	2,575	20.3%	15	FIN	312000	Interest - General Fund	69,882	105,859	108,434	2,575	2.4%
562	490	482	(8)	-1.6%	15	FIN	313000	Interest - Deposit Fund	3,581	3,683	3,675	(8)	-0.2%
15,387	13,176	15,743	2,567	19.5%				Subtotal	77,615	113,954	116,521	2,567	2.3%
Parking:													
51,200	52,712	54,474	1,762	3.3%	39	FAC	330100	Parking	378,504	373,737	375,500	1,762	0.5%
51,200	52,712	54,474	1,762	3.3%				Subtotal	378,504	373,737	375,500	1,762	0.5%
Library Services:													
65	129	16	(113)	-87.4%	27	CIRC	330150	Annual Designation Fee	470	682	569	(113)	-16.6%
6,667	17,494	16,834	(660)	-3.8%	25	PS	330140	Annual Members Fee	107,210	96,401	95,741	(660)	-0.7%
3,565	2,097	2,077	(20)	-1.0%	25	PS	330340	Course Registration	17,424	18,589	18,569	(20)	-0.1%
3,461	4,266	3,434	(832)	-19.5%	27	CIRC	330129	Copy Center	23,704	27,341	26,509	(832)	-3.0%
1,239	1,557	1,517	(40)	-2.6%	27	CIRC	330205	Document Delivery	9,772	11,044	11,003	(40)	-0.4%
3,692	3,818	2,961	(857)	-22.4%	27	CIRC	330210	Fines	22,545	20,620	19,763	(857)	-4.2%
29,786	22,232	189	(22,043)	-99.2%	15	FIN	330310	Miscellaneous	53,657	42,999	20,955	(22,043)	-51.3%
30,603	291	5,406	5,115	1757.9%	39	FAC	330330	Room Rental	52,180	7,594	12,709	5,115	67.4%
0	0	500	500	0.0%	23	COL	330350	Book Replacement	665	570	1,070	500	87.7%
0	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	0	17,186	17,186	0	0.0%
0	0	0	0	0.0%	17	EXEC	330400	Friends of Law Library	125,000	125,000	125,000	0	0.0%
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%
30	88	9	(79)	-89.8%	15	FIN	330450	Vending	228	212	132	(79)	-37.5%
0	0	(50)	(50)	0.0%	39	FAC	330465	Special Events Income	15,157	15,106	15,056	(50)	-0.3%
79,108	51,974	32,893	(19,081)	-36.7%				Subtotal	428,011	383,344	364,263	(19,081)	-5.0%
684,462	788,041	773,290	(14,752)	-1.9%				Total Income	5,254,602	5,629,043	5,614,291	(14,752)	-0.3%
Expenses:													
Staff:													
171,006	304,693	267,410	37,282	12.2%	ALL	501000	Salaries (FT)	1,271,797	1,569,017	1,531,734	37,282	2.4%	
0	(6,094)	0	(6,094)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(6,094)	0	(6,094)	100.0%
23,313	31,723	31,875	(152)	-0.5%	ALL	501050	Salaries (PT)	160,311	183,618	183,770	(152)	-0.1%	
0	(634)	0	(634)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(634)	0	(634)	100.0%
11,676	18,792	18,970	(178)	-0.9%	15	FIN	502000	Social Security	79,436	98,404	98,581	(178)	-0.2%
2,731	4,517	4,436	80	1.8%	15	FIN	503000	Medicare	19,906	24,810	24,730	80	0.3%
9,663	34,162	40,116	(5,953)	-17.4%	15	FIN	511000	Retirement	272,824	384,415	390,368	(5,953)	-1.5%
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%
47,255	35,580	46,721	(11,141)	-31.3%	15	FIN	512000	Health Insurance	290,883	305,658	316,799	(11,141)	-3.6%
386	438	377	61	13.9%	15	FIN	513000	Disability Insurance	2,652	2,642	2,581	61	2.3%
4,843	5,492	5,358	134	2.4%	15	FIN	514000	Dental Insurance	34,691	35,941	35,807	134	0.4%
555	633	493	141	22.2%	15	FIN	514500	Vision Insurance	3,723	3,613	3,473	141	3.9%
168	222	168	54	24.2%	15	FIN	515000	Life Insurance	860	1,235	1,181	54	4.4%
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%
10,523	3,333	3,177	156	4.7%	15	FIN	516000	Workers Compensation Insurance	31,876	22,396	22,240	156	0.7%
3,654	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	6,354	0	0	0	0.0%
701	2,765	4,062	(1,297)	-46.9%	ALL	514010	Temporary Employment	3,669	16,945	18,241	(1,297)	-7.7%	
0	26	92	(67)	-256.6%	13	HR	514015	Recruitment	316	5,423	5,489	(67)	-1.2%
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	145,831	151,669	151,669	(0)	0.0%
379	4,366	6,047	(1,681)	-38.5%	15	FIN	518550	TMP	6,515	8,190	9,871	(1,681)	-20.5%
872	993	905	88	8.8%	15	FIN	518560	Payroll and Benefit Administration	8,061	8,292	8,204	88	1.1%
308,560	462,675	451,874	10,801	2.3%				Total - Staff	2,339,703	2,815,539	2,804,739	10,801	0.4%

**Los Angeles County Law Library**  
Income Statement for the Period Ending January 31, 2020  
(Provisional and subject to year-end audit adjustments)

Jan 19 Actual	Jan 2020				FY 2018-19 YTD Actual	FY 2019-20 YTD				Comments	
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Δ	% Δ		
Library Materials/Electronic Resources Subscription:											
135,699	147,977	127,442	20,535	13.9%	23 COL 601999	American Continuations	791,241	797,472	776,937	20,535	2.6%
1,882	1,665	1,748	(83)	-5.0%	23 COL 602999	American New Orders	29,160	14,974	15,058	(83)	-0.6%
5,974	2,255	6,048	(3,793)	-168.2%	23 COL 609199	Branch Continuations	11,315	7,448	11,241	(3,793)	-50.9%
0	38	0	38	100.0%	23 COL 609299	Branch New Orders	0	38	0	38	100.0%
4,050	10,552	3,573	6,979	66.1%	23 COL 603999	Commonwealth Continuations	74,099	94,285	87,306	6,979	7.4%
0	284	90	193	68.2%	23 COL 604999	Commonwealth New Orders	0	583	390	193	33.2%
9,878	15,602	15,035	567	3.6%	23 COL 605999	Foreign Continuations	44,979	58,738	58,171	567	1.0%
0	321	908	(587)	-182.7%	23 COL 606999	Foreign New Orders	8	395	981	(587)	-148.7%
22,349	13,301	6,887	6,413	48.2%	23 COL 607999	International Continuations	74,371	69,928	63,514	6,413	9.2%
0	77	493	(415)	-536.9%	23 COL 608999	International New Orders	0	614	1,029	(415)	-67.7%
2,419	1,478	2,894	(1,416)	-95.8%	23 COL 609399	General/Librarianship Continuations	8,830	12,751	14,167	(1,416)	-11.1%
0	167	0	167	100.0%	23 COL 609499	General/Librarianship New Orders	202	167	0	167	100.0%
182,252	193,717	165,117	28,599	14.8%	23 COL 690000	Subtotal	1,034,206	1,057,393	1,028,794	28,599	2.7%
(182,252)	(193,717)	(165,117)	(28,599)	14.8%	23 COL 690000	Library Materials Transferred to Assets	(1,034,206)	(1,057,393)	(1,028,794)	(28,599)	2.7%
55,867	57,855	55,576	2,279	3.9%	23 COL 685000	Electronic Resource Subscriptions (ERS)	315,893	344,518	342,239	2,279	0.7%
Facilities:											
1,359	4,100	3,757	343	8.4%	39 FAC 801005	Repair & Maintenance	45,266	9,277	8,934	343	3.7%
1,228	3,792	1,264	2,528	66.7%	39 FAC 801010	Building Services	8,641	17,173	14,644	2,528	14.7%
2,303	900	1,948	(1,048)	-116.5%	39 FAC 801015	Cleaning Supplies	6,703	6,640	7,689	(1,048)	-15.8%
9,585	9,833	9,320	513	5.2%	39 FAC 801020	Electricity & Water	74,704	77,826	77,313	513	0.7%
966	886	966	(81)	-9.1%	39 FAC 801025	Elevator Maintenance	9,580	6,739	6,820	(81)	-1.2%
2,795	3,458	2,584	875	25.3%	39 FAC 801030	Heating & Cooling	27,073	28,132	27,257	875	3.1%
22,455	18,833	18,328	505	2.7%	15 FIN 801035	Insurance	156,809	128,802	128,296	505	0.4%
9,718	9,949	9,824	125	1.3%	39 FAC 801040	Janitorial Services	62,463	67,883	67,758	125	0.2%
1,250	1,750	1,250	500	28.6%	39 FAC 801045	Landscaping	8,750	9,250	8,750	500	5.4%
18,094	21,667	11,465	10,201	47.1%	39 FAC 801050	Security	115,322	109,753	99,551	10,201	9.3%
669	583	1,493	(909)	-155.9%	39 FAC 801060	Room Rental Expenses	2,961	3,043	3,952	(909)	-29.9%
0	250	0	250	100.0%	39 FAC 801065	Special Events Expenses	10,602	19,219	18,969	250	1.3%
110	500	0	500	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	558	1,890	1,390	500	26.5%
200	125	38	87	69.8%	39 FAC 801110	Equipment (<3K)	1,123	491	404	87	17.8%
0	0	0	0	0.0%	39 FAC 801115	Building Alterations (<3K)	0	0	0	0	0.0%
496	333	316	18	5.3%	39 FAC 801120	Delivery & Postage	1,945	1,180	1,162	18	1.5%
132	210	511	(301)	-143.4%	39 FAC 801125	Kitchen supplies	1,404	1,107	1,408	(301)	-27.2%
71,360	77,170	63,064	14,106	18.3%		Subtotal	533,906	488,404	474,297	14,106	2.9%
Technology:											
1,296	1,903	1,790	114	6.0%	33 TECH 801210	Software Maintenance	7,338	12,444	12,330	114	0.9%
1,681	2,126	1,870	256	12.1%	33 TECH 801212	Hardware Maintenance	13,041	12,964	12,708	256	2.0%
238	1,361	0	1,361	100.0%	33 TECH 801215	Software (<\$3k)	1,613	1,361	0	1,361	100.0%
1,041	333	0	333	100.0%	33 TECH 801220	Hardware (<\$3k)	2,717	1,111	778	333	30.0%
0	86	0	86	100.0%	33 TECH 801225	Computer Supplies	152	571	485	86	15.0%
4,622	4,672	4,844	(172)	-3.7%	33 TECH 801230	Integrated Library System	31,109	32,431	32,602	(172)	-0.5%
2,003	2,530	2,075	455	18.0%	33 TECH 801235	Telecommunications	16,589	16,987	16,532	455	2.7%
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	0	0	0	0	0.0%
1	333	1	333	99.8%	33 TECH 801250	Services	259	1,191	859	333	27.9%
0	14	0	14	100.0%	33 TECH 801275	Online Service Providers	0	14	0	14	100.0%
10,881	13,359	10,578	2,766	20.7%		Subtotal	72,818	79,074	76,294	2,766	3.5%
General:											
447	667	682	(15)	-2.3%	15 FIN 801310	Bank Charges	3,539	3,784	3,799	(15)	-0.4%
843	878	875	3	0.3%	35 CMS 801315	Bibliographical Services	5,901	6,130	6,127	3	0.0%
0	8,500	0	8,500	100.0%	35 CMS 801320	Binding	0	13,491	4,991	8,500	63.0%
88	120	647	(527)	-439.1%	17 EXEC 801325	Board Expense	520	716	1,243	(527)	-73.6%

**Los Angeles County Law Library**  
Income Statement for the Period Ending January 31, 2020  
(Provisional and subject to year-end audit adjustments)

Jan 19 Actual	Jan 2020				FY 2018-19 YTD Actual	FY 2019-20 YTD				Comments		
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Δ	% Δ			
0	30	0	30	100.0%	37 COM 801330	Staff meals & events	9,187	8,084	8,054	30	0.4%	
2,835	2,083	1,988	95	4.6%	15 FIN 801335	Supplies - Office	13,752	13,433	13,338	95	0.7%	
498	979	578	400	40.9%	35 CMS 801337	Supplies - Library materials	5,438	4,108	3,708	400	9.7%	
224	280	0	280	100.0%	37 COM 801340	Stationery, business cards, etc.	224	280	0	280	100.0%	
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
924	2,053	6,976	(4,923)	-239.7%	33 IT 801370	Copy Center Expense	4,412	11,049	15,972	(4,923)	-44.6%	
91	40,244	40,971	(727)	-1.8%	15 FIN 801375	General - Misc	3,141	41,770	42,497	(727)	-1.7%	
103	893	294	600	67.1%	25 PS 801390	Course Registration	103	4,811	4,212	600	12.5%	
0	50	250	(200)	-400.0%	17 EXEC 801395	Friends of Law Library	241	568	768	(200)	-35.2%	
6,053	56,778	53,261	3,516	6.2%		Subtotal	46,459	108,224	104,708	3,516	3.2%	
						Professional Development:						
188	892	335	557	62.5%	ALL 803105	Travel	1,544	4,127	3,570	557	13.5%	
0	5	0	5	100.0%	ALL 803110	Meals	49	66	61	5	7.6%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	399	0	0	0	0.0%	
1,332	91	544	(453)	-500.0%	ALL 803115	Membership dues	1,627	7,445	7,898	(453)	-6.1%	
0	487	0	487	100.0%	ALL 803120	Registration fees	664	3,649	3,162	487	13.3%	
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	0	0	0.0%	
1,520	1,475	879	596	40.4%		Subtotal	4,283	15,286	14,691	596	3.9%	
						Communications & Marketing:						
0	0	0	0	0.0%	37 COM 803205	Services	0	0	0	0	0.0%	
1,445	3,917	1,672	2,244	57.3%	37 COM 803210	Collateral materials	1,891	4,575	2,331	2,244	49.1%	
0	1,792	0	1,792	100.0%	37 COM 803215	Advertising	0	3,658	1,866	1,792	49.0%	
0	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	116	0	0	0	0.0%	
1,445	5,708	1,672	4,036	70.7%		Subtotal	2,006	8,233	4,197	4,036	49.0%	
						Travel & Entertainment						
0	0	0	0	0.0%	ALL 803305	Travel	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803310	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	
6	142	0	142	100.0%	ALL 803320	Ground transportation & mileage reimb.	197	224	82	142	63.3%	
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
6	142	0	142	100.0%		Subtotal	197	224	82	142	63.3%	
						Professional Services						
0	0	0	0	0.0%	15 FIN 804005	Accounting	21,425	23,960	23,960	0	0.0%	
0	3,000	2,896	104	3.5%	17 EXEC 804008	Consulting Services	17,251	20,378	20,274	104	0.5%	
0	15,833	3,660	12,173	76.9%	17 EXEC 804010	Legal	0	28,748	16,575	12,173	42.3%	
0	833	0	833	100.0%	15 FIN 804015	Other	2,290	1,083	250	833	77.0%	
0	19,667	6,556	13,110	66.7%		Subtotal	40,966	74,169	61,058	13,110	17.7%	
						Depreciation:						
187,827	192,348	191,590	758	0.4%	15 FIN 806105	Depreciation - Library Materials	1,364,836	1,358,304	1,357,546	758	0.1%	
22,914	33,333	23,484	9,849	29.5%	15 FIN 806110	Depreciation Exp - FF&E	159,649	175,057	165,208	9,849	5.6%	
210,741	225,682	215,075	10,607	4.7%		Subtotal	1,524,485	1,533,361	1,522,754	10,607	0.7%	
666,432	920,509	858,536	61,973	6.7%		Total Expense	4,880,715	5,467,032	5,405,059	61,973	1.1%	
18,030	(132,468)	(85,247)	47,221	-35.6%		Net Income Before Extraordinary Items	373,887	162,011	209,232	47,221	29.1%	
						Investment Gain (Loss) <sup>1</sup>						
16,241	(3,450)	36,201	39,651	-1149.4%	15 FIN 321000	Investment Gain (Loss) <sup>1</sup>	99,106	49,819	89,470	39,651	79.6%	
0	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	3,543,270	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
34,271	(135,918)	(49,046)	86,872	-63.9%		Net Income Including Extraordinary Items	4,016,263	211,830	298,702	86,872	41.0%	

**Los Angeles County Law Library**  
Income Statement for the Period Ending January 31, 2020  
**(Provisional and subject to year-end audit adjustments)**

Jan 19 Actual	Jan 2020				FY 2018-19 YTD Actual	FY 2019-20 YTD				Comments		
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Δ	% Δ			
0	0	0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	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%	39 FAC 164500	Exterior Building Repairs/Improvements (>3k)	188,089	0	0	0.0%		
0	0	0	0	0.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	0	0	0.0%		
0	0	0	0	0.0%	33 TECH 168000	Computer Software	0	0	0	0.0%		
0	0	0	0	0.0%		Total - Capitalized Expenditures	188,089	0	0	0.0%		
CalPERS CERBT Trust Fund:												
Beginning Balance							2,301,691					
Administrative Expense							(97)					CalPERS CERBT program cost.
Investment Expense							(71)					Investment management cost.
Unrealized Gain/Loss							15,579					Fluctuating market conditions.
Distribution												Distribution from Fund.
Ending Balance							2,317,103					

<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 January 31, 2020

(Provisional and subject to year-end audit adjustments)

	1/31/2020	YTD
<b>Cash flows from operating activities</b>		
L.A. Superior court fees	670,180	4,758,008
Parking fees	54,474	375,500
Library services	32,893	239,263
(Increase) decrease in accounts receivable	(70,617)	117,086
Increase (decrease) in borrowers' deposit	2,126	(7,713)
<b>Cash received from filing fees and services</b>	<b>689,056</b>	<b>1,490,188</b>
Facilities	(63,064)	(474,297)
Technology	(10,578)	(76,294)
General	(53,261)	(104,708)
Professional development	(879)	(14,691)
Communications & marketing	(1,672)	(4,197)
Travel & entertainment	-	(82)
Professional services	(6,556)	(61,058)
Electronic Resource Subscriptions (ERS)	(55,576)	(342,239)
(Increase) decrease in prepaid expenses	(113,752)	(128,068)
Increase (decrease) in accounts payable	(11,339)	(142,885)
Increase (decrease) in other liabilities	-	-
<b>Cash payments to suppliers for goods and services</b>	<b>(316,679)</b>	<b>(1,348,519)</b>
Staff (payroll + benefits)	(451,874)	(2,804,739)
Increase (decrease) in payroll liabilities	(10,451)	(479)
Increase (decrease) in accrued sick and vacation liability	(10,430)	(25,204)
Increase (decrease) in OPEB liability	21,667	151,669
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
<b>Cash payments to employees for services</b>	<b>(451,088)</b>	<b>(2,678,752)</b>
Contributions received	-	125,000
Net cash from operating activities	(78,711)	1,579,872
<b>Cash flow from capital and related financing activities</b>		
Library materials	(165,117)	(1,028,794)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
<b>Cash flows from investing activities</b>		
Investment	-	-
Investment earnings	15,743	116,521
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>(228,085)</b>	<b>667,599</b>
Cash and cash equivalents, at beginning of period	10,633,883	9,738,199
<b>Cash and cash equivalents, at end of period</b>	<b>10,405,798</b>	<b>10,405,798</b>
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	(100,990)	92,711
Adjustments for noncash effects:		
Depreciation	215,075	1,522,754
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(70,617)	117,086
(Increase) decrease in prepaid expenses	(113,752)	(128,068)
Increase (decrease) in accounts payable	(11,339)	(142,885)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	(10,451)	(479)
Increase (decrease) in accrued sick and vacation liability	(10,430)	(25,204)
Increase (decrease) in borrowers' deposit	2,126	(7,713)
Increase (decrease) in OPEB liability	21,667	151,669
Net impact of GASB 68 adjustments	-	-
Net cash from operating activities	(78,711)	1,579,872

**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2020 - February 29, 2020 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
February 6	MICHAEL DEUSCHEL	REFUND	136.00	031313	
	CHARLES KELLY KILGORE	REFUND	140.00	031314	
	TRAVIS BRIAN RAYMOND	REFUND	140.00	031315	
	KELLY FRANCES ROBERTS	REFUND	140.00	031316	
	MARY CATHERINE RUNDLE	REFUND	140.00	031317	
	DIAMOND DANA SAMUELS	REFUND	140.00	031318	
February 7	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	51.58	031319	
	OTTO HARRASSOWITZ	BOOKS	3,452.45	031320	
	SIVANAS WINDOWS EXPRESS	REPAIR/MAINT	1,116.90	031321	
February 13	CARMELETTA BEATRICE MOBLEY	REPLACEMENT	124.00	031322	
February 14	AT&T	TELECOM	221.70	031323	
	CARPET 4 LESS OUTLET INC.	REPAIR/MAINT	1,300.00	031324	
	GTT COMMUNICATIONS	TELECOM	477.70	031325	
	MICHELLE HOPKINS	LEGAL	3,660.00	031326	
	COUNTY OF LOS ANGELES	HEATING/COOLING	2,583.78	031327	
	METROLINK	TMP	449.75	031328	
	NATIONAL 50 SECURITY	SECURITY	6,024.29	031329	
	ONEDIGITAL HR CONSULTING	CONSULTING	2,896.26	031330	
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	9,649.14	031331	
	NATIONAL 50 SECURITY	SECURITY	5,018.81	031332	
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	2,386.00	031333	
	February 18	SYNCB AMAZON	SUPPLIES-OFFICE	54.10	031334
		LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	360.78	031335
CASALINI LIBRI		BOOKS	499.76	031336	
CO INFO PTY LTD ** VOIDED *****		BOOKS	0.00	031337	
OTTO HARRASSOWITZ		BOOKS	1,308.49	031338	
February 21	GAUNT	BOOKS	1,015.92	031339	
	OTTO HARRASSOWITZ	BOOKS	4,548.12	031340	
	SCOTTISH LAW AGENTS SOCIETY	BOOKS	73.72	031341	
	BRIDGES FILTER SERVICE, INC	BLDG SVCS	614.49	031342	
	GUARDIAN	PREPAID EXP	7,557.57	031343	
	NATIONAL 50 SECURITY	SECURITY	5,680.31	031344	
	PARKING CONCEPTS INC	COURSE REGISTRAT	240.00	031345	
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	031346	
	PETER KO CHU	REFUND	140.00	031347	
	RASHID ABDUL EL MALIK SR	REFUND	120.00	031348	
	MIRIAM DINORAH NUNEZ RUIZ	REFUND	140.00	031349	
	EDWARD TOBEY STORK	REFUND	140.00	031350	
	EARL TURNER	REFUND	30.00	031351	

63,754.68



**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2020 - February 29, 2020 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 28	AFLAC REMITTANCE	CAFE PLAN-INSURA	808.06	031352
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	031353
	COUNTY OF LOS ANGELES	BANK CHARGES	44.80	031354
	BANKS & JORDAN	BOOKS	98.39	031355
	GAUNT	BOOKS	190.83	031356
			65,054.70	

**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2020 - February 29, 2020 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 3	GURU PRINTERS	COLLATERAL MATER	617.92	V005079
February 5	ARMIN INNOVATIVE PRODUCTS	BINDING	7,936.00	V005080
February 6	GURU PRINTERS	COLLATERAL MATER	758.56	V005081
February 7	AMERICAN BAR ASSOCIATION	BOOKS	2,535.64	V005066
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,746.74	V005067
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,179.22	V005068
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	570.20	V005069
	INGRAM LIBRARY SERVICES	BOOKS	113.34	V005070
	JURIS PUBLISHING INC	BOOKS	108.03	V005071
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,000.00	V005072
	VERSA TAPE	BOOKS	754.12	V005073
	WILLIAM S HEIN & CO	BOOKS	990.71	V005074
	GOBI LIBRARY SOLUTIONS	BOOKS	83.07	V005075
	NASA SERVICES	BLDG SVCS	497.41	V005082
	OFFICE DEPOT	SUPPLIES-OFFICE	3,125.49	V005083
	PEOPLEG2	RECRUITMENT	92.49	V005084
	STATE COMPENSATION	WORKERS COMP	3,177.08	V005085
	HOME DEPOT PRO	CLEANING SUPPLIES	1,948.49	V005086
February 11	STAMPS.COM	DELIVERY & POSTAG	24.99	V005087
February 12	SOUTHWEST AIRLINES	PREPAID EXP	142.96	V005088
February 13	GURU PRINTERS	STATIONARY/BUS. C	82.77	V005089
February 14	ALTA FOODCRAFT	KITCHEN SUPPLIES	213.26	V005090
	BANDWIDTH.COM, INC.	TELECOM	296.96	V005091
	BRIGHTVIEW	LANDSCAPING	1,250.00	V005092
	CORODATA	BLDG SVCS	53.87	V005093
	GENERAL LOGISTICS SYSTEMS US, INC.	DELIVERY & POSTAG	10.33	V005094
	KONICA MINOLTA BUSINESS	COPY CENTER	207.72	V005095
	OFFICE DEPOT	SUPPLIES-OFFICE	472.46	V005096
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	98.00	V005097
February 18	WOLTERS KLUWER LAW & BUSINESS	BOOKS	720.95	V005098
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,004.82	V005099
	U S GPO SUPERINTENDENT OF DOCUMENTS	BOOKS	35.00	V005100
	JAMES PUBLISHING INC	BOOKS	370.11	V005101
	JURIS PUBLISHING INC	BOOKS	200.74	V005102
	NATIONAL NOTARY ASSOCIATION	BOOKS	25.81	V005103
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	859.95	V005104

50,330.56

**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2020 - February 29, 2020 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	FRANK R THOROLD	BOOKS	2,025.35	V005105
	WEST ACADEMIC	BOOKS	107.31	V005106
	THOMSON REUTERS	BOOKS	31,913.64	V005107
February 19	GOBI LIBRARY SOLUTIONS	BOOKS	174.27	V005108
	CO INFO PTY LTD	BOOKS	387.97	V005109
February 21	WOLTERS KLUWER LAW & BUSINESS ** VOIDED ****	BOOKS	0.00	V005110
	LEXISNEXIS MATTHEW BENDER	BOOKS	146.47	V005111
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	538.86	V005112
	JURIS PUBLISHING INC	BOOKS	201.74	V005113
	MUNICIPAL CODE CORPORATION	BOOKS	70.00	V005114
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	22.07	V005115
	THOMSON REUTERS	BOOKS	67,109.67	V005116
	GOBI LIBRARY SOLUTIONS	BOOKS	486.29	V005117
	ALTA FOODCRAFT	KITCHEN SUPPLIES	181.00	V005118
	AT&T MOBILITY	TELECOM	16.24	V005119
	INFINISOURCE INC	PAYROLL/HR BENEFI	77.00	V005120
	KONICA MINOLTA BUSINESS	COPY CENTER	1,109.89	V005121
	HOME DEPOT PRO	CLEANING SUPPLIES	75.60	V005122
February 25	SPECTRUM	TELECOM	1,080.74	V005123
	AMERICAN BAR ASSOCIATION	MISC	3,000.00	V005127
	LEXISNEXIS MATTHEW BENDER	BOOKS	31,633.94	V005128
February 26	SOUTHWEST AIRLINES	PREPAID EXP	147.96	V005129
February 27	LA CAFE	BOARD EXPENSE	91.14	V005130
February 28	GURU PRINTERS	COLLATERAL MATER	1,022.85	V005131
	OCLC INC	BIBLIOGRAPHICAL S	781.55	V005132
	UPS	SUPPLIES-LIBRARY	449.47	V005133
	AMERICAN BAR ASSOCIATION	BOOKS	202.67	V005134
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	5,826.38	V005135
	LEXISNEXIS MATTHEW BENDER	BOOKS	572.34	V005136
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,988.38	V005137
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,147.81	V005138
	DATA TRACE PUBLISHING COMPANY	BOOKS	444.86	V005139
	PENNSYLVANIA BAR INSTITUTE	BOOKS	107.00	V005140
	UNITED NATIONS PUBLICATIONS	BOOKS	89.05	V005141

201,534.72

**LOS ANGELES COUNTY LAW LIBRARY**  
 February 1, 2020 - February 29, 2020 (CHECKS)  
 Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 3	AMAZON WEB SERVICES	SERVICES	0.52	V000378
February 11		SYNCB AMAZON	350.39	V000379
			350.91	

LOS ANGELES COUNTY LAW LIBRARY  
February 1, 2020 - February 29, 2020 (CHECKS)  
Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 14	LA DEPT WATER & POWER	ELECTRIC/FIRE	9,320.01	V000135

9,320.01

LOS ANGELES COUNTY LAW LIBRARY  
February 1, 2020 - February 29, 2020 (WARRANTS)  
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 24	WILLIAM S HEIN & CO	BOOKS	14,031.45	TS00290538

14,031.45

# AGENDA ITEM 4

## DISCUSSION ITEMS

- 4.1 Approval of Library Closure, Remote Service Plans and Other Measures Relating to COVID-19 Public Health Concerns

**MEMORANDUM**

**DATE:** March 25, 2020

**TO:** Board of Law Library Trustees

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

**RE:** Approval of Library Closure, Remote Service Plans and Other Measures Relating to COVID-19 Public Health Concerns

**SUMMARY**

Due to the increasingly stringent public health restrictions now required or recommended by the Federal government, including the CDC, California, Los Angeles City and County and numerous health professionals, LA Law Library has closed its buildings to the public and implemented plans for nearly all employees to work at home and shelter in place. Due to the diligence, determination and innovation of the Law Library Staff, we are still providing patron service via live chat, email, telephone and internet offerings. Most staff are busy and libraries and other organizations across the county have expressed both relief and gratitude that we continue to provide service and that they can refer those in need of legal information to us.

The purpose of this agenda item is to ask the Board to approve the plans already implemented, agree to continue those plans until further notice and give the Executive Director authority to make changes on an emergency basis as needed (and report back to the Board).

**ANALYSIS & BACKGROUND**

Attached please find a planning document developed over the past several weeks by the Executive Team. It provides 2 potential plans for remote service: 1) a plan where all Staff work from home, leaving only a security officer on premises to guard the facility at Main; and 2) a plan with only very limited staffing at the Library (to open and process mail, etc). As you can imagine, with things changing as rapidly as they have been, the plans – and the document – were out of date in some respects before the ink could dry. The attached therefore represents a fifth or sixth iteration.

We have implemented the limited staffing option as of Monday 3/23. All staff over 65 or otherwise at high risk, all who were sick, all with household members who were sick and all who were normally working at locations that are now closed, were sent home before then.





While LA Law Library buildings are closed to the public, we are still available 6 days a week by phone, live chat and email to assist with legal research needs. We know our patrons may be struggling with legal issues even while their government agencies are closed and we still want to help! More specifically, remote reference assistance via phone and email will be available Monday - Friday, 8:30 a.m. - 6:00 p.m. and Saturday 9:00 a.m. - 5:00 p.m. We have provided the following instructions to the public:

- a. Email our reference staff to ask questions and fulfill document deliveries at [reference@lalawlibrary.org](mailto:reference@lalawlibrary.org). (During this closure, charges are waived for e-deliveries up to 25 pages.)
- b. Call us for Reference Assistance at [\(213\) 785-2513](tel:2137852513).
- c. Use the [Ask a Law Librarian](#) statewide chat service.
- d. Visit our website 24/7 at <http://www.lalawlibrary.org> to find more information on which classes and workshops will be held online, access free legal websites, legal forms, and other free legal books and information.

We have announced our closure and alternative service options with: 1) signage at the door; 2) website announcements; 3) email blasts; 4) announcements to elected officials and partner organizations; and 5) a new outgoing telephone message.

A few comments:

- The vast majority of Staff members will be able to work remotely under either plan. The plan assumes full compensation for everyone who makes themselves *available* to work from home, regardless of whether the Law Library is able to keep them busy for a full shift. It is my strong recommendation that we not engage in layoffs or furloughs at this time to avoid imposing financial hardship due to a public health crisis that is beyond our Staff's control at a time when they are not only ready, willing and able, but eager, to help.
- There is, of course, a third service option, which is to close to the public but continue to have Staff come in to work. Given the size of our Staff, though, this would not be consistent with state, county or CDC recommendations to remain at home and shelter in place and, in my opinion, would not be prudent.
- Some of the recommendations may take time to fully implement, but the majority can be in place quite quickly.
- We have filmed approximately 12 class presentations (without audience in a makeshift studio on premises, with the help of some wonderful volunteer film students) and those videos will be placed online for patron access as soon as they are edited and available. More will be filmed by external presenters offsite and added to the online video library.

By staggering schedules, fewer than 5 staff members per day would be present onsite under the limited staffing model, plus security, of course.

We continue to provide Members parking but without access to the building. An alternative walkway with signage has been created to get from parking to the sidewalk without going into the building.



**RECOMMENDATION**

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



## LALL COVID-19 Offsite Services Plan – Attachment 4.1.1

Department / Service	No Staff On-Site	Limited Staff On Site	Considerations
<p>Patron Services (PS) Main Reference Services</p>	<p>Reference service provided through QuestionPoint chat interface on State Court website. PS staff will be scheduled 3 at a time to cover QuestionPoint chat services, dependent on workload, with adjustments when needed.</p> <p>Phones forwarded to Librarians working from home. Phone reference will be assigned to one librarian at a time depending on workload.</p> <p>Free e-delivery of resources up to 25 pages. To facilitate tracking of responses and follow up regarding prior responses: use <a href="mailto:reference@lalawlibrary.org">reference@lalawlibrary.org</a> email address to respond to requests and provide a staff identifier to track which librarian responded.</p> <p>Email correspondence will include a list of resources provided, but resources will be sent directly from database providers, so as not to overload available email server space.</p> <p>Until staff is back onsite, scanning of print materials will be unavailable.</p>	<p>Same as No Staff scenario, except:</p> <p>Scanning and emailing of print materials will be facilitated by assigned supervisory staff working 1 day per week and emailing materials to off-site reference staff. (Will work in conjunction with Circ/Copy Center staff for a total of 2 days of print/scan service.)</p>	<p>Eliminate Tuesday late hours</p> <p>Assessment of home infrastructure underway to determine availability of adequate home computers and phones available for use. Remote access (VM) software to be installed and initiated as needed. LALL will lend laptops to staff lacking existing adequate resources at home.</p> <p>Provide QuestionPoint link on website with announcement of library closing. Email to entire constant contact list and post on social media (on repeat).</p> <p>May need method to anonymize calls made TO patron FROM staff personal devices.</p> <p>OPEN QUESTIONS: queuing of calls; placing patrons on hold; voicemail boxes, etc.</p>
<p>PS Members Reference</p>	<p>Port calls during library hours to Members Program staff, under same procedures as main Reference, above.</p> <p>Monitor Members inbox remotely.</p>	<p>Same as No Staff option plus:</p> <p>Scanning of print materials as described above</p>	<p>Setting up remote phone/call forwarding (see above).</p> <p>Setting up remote desktop for Members Program staff, or other</p>

## LALL COVID-19 Offsite Services Plan – Attachment 4.1.1

Department / Service	No Staff On-Site	Limited Staff On Site	Considerations
	Make sure Members Program staff have access to databases via remote desktop or other means.		means to access databases.
PS Members Parking	No Members Parking. (Security will not be available to monitor Members parking lot due to mailroom duties.)	Members Program staff to continue taking parking reservations on Outlook. Security to continue managing Members lot. Access limited to parking only (Members to exit/enter on foot.)	Consider only making parking available while courthouses remain open.
PS Prison Mail	Prisoner letters not responded to	Prison letters opened and scanned by limited on-site staff and sent to off-site librarian staff weekly.	Safety protocols needed for limited staff opening letters; possible vector for transmission should prisons experience COVID-19 outbreak
PS Platinum Members Reference	If we are completely closed, scanning and emailing from our print collection (a frequent request) will become impossible.  All other requests can be facilitated through database access through remote desktops or alternative methods.	No impingement on responding to platinum member requests.	
PS Office Hours/Remote Reference	Office hours to partner locations suspended  Provide direct dial number to reference desk phone line, which will funnel calls to staff assigned to phone reference	Same	
PS Court house branches	Close courthouse branches; Work on projects from home	Same	

## LALL COVID-19 Offsite Services Plan – Attachment 4.1.1

Department / Service	No Staff On-Site	Limited Staff On Site	Considerations
PS Civil Lawsuit Basics (CLB) & Where You Begin (WYB)	Videographer identified and scheduled for week of 3/15 to record in house.	Same	Recording and posting to YouTube
PS Workshops and Clinics	<p>Asylum Workshop Cancelled: Post instructional video/handout provided by Esperanza. Videotape workshop if possible.</p> <p>Conservatorship Workshop: Distribute Bet Tzedek flyer providing email and phone hotline for clients needing urgent assistance. LALL can provide 'warm handoff' directly to supervisor if urgent cases identified.</p> <p>Expungement Workshop: Post instructional packet LALL is creating when complete; provide referrals to other clinics as available.</p>	Same	Potential posting to YouTube or website
	Torrance – LAFLA clinics Allow LAFLA access to space to host clinics; LAFLA to clean tables and computers before/after clinic.		Checking with Torrance Court to see if clinics are still permitted. (LITL for Law Day was cancelled by the court.)
	LITL: Work on telephonic intake and consultations (Note: For March session, patrons showing up at the Library will fill out their forms, get screened and receive phone numbers to contact attorneys. For April and beyond, intake would be via web-based form and consults would be telephonic.)		Added phone lines to allow Library hosted phone lines for consultations (preserving confidentiality of phone numbers of volunteer attorneys) Web form needed (in process)

## LALL COVID-19 Offsite Services Plan – Attachment 4.1.1

Department / Service	No Staff On-Site	Limited Staff On Site	Considerations
	Talk to a Lawyer Online: put on hold and redirect to LAFLA via website and referral sheets.	Same	Post referral sheets to LAFLA.
PS Law Day late April	<p>If possible, record classes remotely and post on Youtube. Includes both in-house and outside speakers.</p> <p>LITL programs cancelled by partners/host locations</p> <p>CWLC might be able to create film footage for their program on housing protections for women and victims of domestic violence</p> <p>Book Discussion – Cancel unless conducted via Skype.</p>	Same	Recording and posting to YouTube
PS Business Series	If possible, record for patron download. Outside speakers only.	Same	Recording and post to YouTube
PS Freedom of Information Day, March 17	If possible, record for patron viewing or download. Includes both in-house and outside speakers.	Same.	Recording and post to YouTube
PS Partnership Quicklook classes (including Long Beach)	<p>Partner locations are currently closed.</p> <p>Present remotely via speaker phone if partner locations reopen and conduct classes.</p>	Same	

## LALL COVID-19 Offsite Services Plan – Attachment 4.1.1

Department / Service	No Staff On-Site	Limited Staff On Site	Considerations
PS MCLE	Outside speakers to provide pre-recorded video. Otherwise cancel.	Same	Recording and posting to YouTube. No classes scheduled until May. Need to verify virtual attendance to give participatory MCLE credit.
PS Finding the Law (legal research classes)	If possible, record for patron viewing or download. Internal speakers only. (Lower priority)	Same	Recording and posting to YouTube.
PS Budget Preparation	Can be done remotely by Sr Librarian	Same	Confer with Exec Office/Finance/CMS via phone or email as needed.
PS Material selection & retention; Product trials and renewals	Can be done remotely by CD staff and/or selectors; potential to delegate to other librarians on staff to work from home	Same	Need to work with CMS to determine viable process.
PS Physical review of materials auto-shipped	On hold	Reference Supervisor to review and approve time-sensitive materials on site	Need to work with CMS to determine viable process
PS Invoice approval	Can be done remotely by CD staff if received digitally; hard copies unpaid, risking late penalties	Can be done remotely by CD staff with support of weekly mail processing on site	Work with CMS on viable process
PS Stacks and Shelving	Stacks and shelving hourly employees are given tasks for off-site work (TBD)	Same	
Circulation (Circ) Document Delivery	Forward calls to staff working from home. Answer email to <a href="mailto:circulation@lalawlibrar.org">circulation@lalawlibrar.org</a> remotely.  Full time staff work remotely as much as possible including law firm and individual annual designation bill; review patron records lists, responding to eDelivery and questions regarding classes and events.	One FT staff member (Clerk/Supervisor) works 1 day per week to fill requests in print, support remote reference staff, clear book drop, process payments for fines/fees, work on law firm and individual annual designation billing; review patron records lists, answer eDelivery request	Circulation of materials is not available.  Payment processing can only occur onsite. OPEN QUESTION: can payment info be taken by phone off-site and processed subsequently?  Automated message when

## LALL COVID-19 Offsite Services Plan – Attachment 4.1.1

Department / Service	No Staff On-Site	Limited Staff On Site	Considerations
	<p>Process renewals, class q's &amp; refunds.</p> <p>Part time staff work on operations manual remotely via Google Docs and other projects as assigned</p>	<p>Receive delivery of books from firms via messenger (often need proof of delivery).</p> <p>FUTURE POSSIBILITY: Check books out on a Will Call basis one day per week</p>	<p>unstaffed</p> <p>Set default printer to PDF for daily reports</p> <p>Need access to and training on Googledocs</p> <p>Safety protocols needed for handling of books; possible vector for transmission of COVID-19</p>
<p>Collection Management Services (CMS)</p> <p>Cataloging</p>	<p>Bib maintenance: Update broken links in bib records in the OPAC; catch up on clean up tasks and obsolete references</p> <p>Continue work on cataloging Internet resources</p> <p>Finish documenting training aids for Cataloging Librarian</p> <p>Update procedures manual for Cataloging task checklists, SCALL internship program and manual for Copy Cataloging</p> <p>Catalog federal materials, e.g., Congressional hearings and other online resources</p> <p>Remove entries from discard lists.</p> <p>Email and records cleanup</p>	<p>Same as No Staff scenario, except:</p> <p>1 or 2 days per week: one Supervisor + one Technician + one Filing Aide (if personal transportation available)</p> <p>Priority tasks:</p> <ul style="list-style-type: none"> <li>• Process incoming shipments</li> <li>• Receive and check in materials that came with invoices due</li> <li>• Scan and send title pages of new materials to offsite cataloguers</li> <li>• File updates</li> </ul> <p>The remainder of CMS staff to focus on offsite assignments as listed in Scenario A.</p>	<p>VM needed for all except as noted</p>



## LALL COVID-19 Offsite Services Plan – Attachment 4.1.1

Department / Service	No Staff On-Site	Limited Staff On Site	Considerations
CMS Order Dept	<p>Pre-order searching: verify bibliographic &amp; order information</p> <p>Search databases and publisher online stores to confirm availability and cost of requested materials, comparing prices</p> <p>Email Correspondence with Vendors re: invoices, statements, and orders etc.</p> <p>Organize training notes into Order task checklists to update procedures manual</p> <p>Use prior email correspondence with vendors to prepare a reference guide to be included in Order Department Procedure Manual on vendor practice</p> <p>CMS group email inbox maintenance</p> <p>Vendor record maintenance (requires access to Voyager or vendor information from Voyager output into a spreadsheet)</p>	See above	<p>VM or webmail</p> <p>Requires access to former technician's email box</p>
CMS Serials Dept	<p>Reconcile publisher packing slips against monthly invoices. Send emails to claim items that are unaccounted for</p> <p>Contact vendors to update and confirm information on file: payment options, mailing address, remittance address, phone, email, reps, etc.</p>	See above	VM or webmail

## LALL COVID-19 Offsite Services Plan – Attachment 4.1.1

Department / Service	No Staff On-Site	Limited Staff On Site	Considerations
	<p>Update CR tasks in procedures manual</p> <p>Review vendor correspondence/claims re missing items to follow up or generate new claims</p> <p>Process cancellations</p>		
CMS Collection Maintenance	<p>Email cleanup</p> <p>Update workflow procedures on: filing; processing; binding; scanning, etc.</p> <p>Create flowchart for handling Missing Book Reports, search strategy; replacement; record maintenance on bib/holdings/check-in.</p> <p>MBR Incident Log (data entry into Excel spreadsheet)</p>	See above	VM or webmail
CMS Filing	Cannot be performed off site	A minimal amount can be performed as noted above. Remainder of filing aides will need alternative work.	Need assigned tasks: E.g., update procedures manuals, tasks from other departments
Communications	<p>All design, outreach, scheduling and digital distribution functions can be performed remotely</p> <p>Website updates and modifications could be done remotely</p> <p>Social media posts will need to be amplified</p>	With occasional staffing, some print materials could be delivered or mailed to courthouses or other partner organizations (access may be limited given countywide closures)	<p>VM access already in place where needed; intern access would be helpful but not necessary</p> <p>* We are planning to install digital signage that can be updated remotely, but that will not be in place initially</p>

## LALL COVID-19 Offsite Services Plan – Attachment 4.1.1

Department / Service	No Staff On-Site	Limited Staff On Site	Considerations
	<p>Functions that could not be accommodated: mailings and promotions requiring hard copies; Main building signage*; branch &amp; partnership signage; new memberships in LACBA partnership</p> <p>Add QR code to flyers linking to instructions for online classes &amp; workshops</p>		
Facilities	<p>Can be done remotely:</p> <ul style="list-style-type: none"> <li>• Prepare FY 2021 Budget</li> <li>• Update current Safety Program manual and coordinating Safety committee</li> <li>• Reorganize departmental duties and Capital projects</li> <li>• Prepare Department Operations and Procedures Manual</li> <li>• Schedule Vendors for projects</li> <li>• Create a facilities clerk manual</li> <li>• Organize department log sheets</li> <li>• Monitor Help Desk tickets</li> </ul> <p>Cannot be done remotely:</p> <ul style="list-style-type: none"> <li>• Processing vendor hard copy invoices for payment;</li> <li>• Meeting with vendors for repairs and/or monthly maintenance;</li> <li>• Daily &amp; Weekly inspections of library systems (e.g., HVAC, Landscape, etc) and facilities (stacks, lighting, etc)</li> </ul>	<p>Same as No Staff scenario, except:</p> <p>Clerk present 3 days for 5-hour shifts to open and route mail, inspect facilities and systems for safety and make deposits</p> <p>Manager present on other 2 days for limited shifts to manage vendor visits, organize Facilities office</p>	<p>VM required for Manager Webmail for clerk</p>

## LALL COVID-19 Offsite Services Plan – Attachment 4.1.1

Department / Service	No Staff On-Site	Limited Staff On Site	Considerations
	<p>[Security will inspect perimeter for damage and immediate safety issues]</p> <ul style="list-style-type: none"> <li>Drop off weekly deposit at Hall of Admin</li> </ul>		
Finance (FIN) Accounts Receivable	<p>Can be done from home:</p> <ul style="list-style-type: none"> <li>Monthly Patron Invoices (if CIRC generates Voyager invoices)</li> </ul> <p>Cannot be done from home:</p> <ul style="list-style-type: none"> <li>Printing/scanning/mailing of invoices (no capacity at home)</li> <li>Daily Cash Pick Up and Processing (unlikely to be receiving any cash with facilities closed)</li> <li>Weekly deposit</li> <li>Security Deposit Refunds</li> <li>PayPal transactions</li> </ul> <p>Sending patron accounts to collection placed on hold for policy reasons during this period</p>	1 day per week of Technician to assist with print/scan/email and deposits (and payroll per below)	Applies to all FIN tasks: <ul style="list-style-type: none"> <li>VM required</li> <li>Webmail for Clerk</li> <li>Many tasks would improve with print/scan/fax capabilities at home; recommend purchasing hardware</li> </ul>
FIN Accounts Payable	<p>Can be done:</p> <ul style="list-style-type: none"> <li>Invoice Payments by credit card for invoices received by email (10%)</li> <li>Regular Monthly Fund Transfer Requests (FTRs) have been prepared in advance; others can be completed from home BUT must be printed/signed/faxed to County</li> <li>Bank of America Positive Pay reconciliations</li> </ul>	1 day per week of Technician to assist with print/scan/email and checks Overlap with Finance Manager (1 day per week)	Technician authorized to take home a credit card with a cap on exp? TBD

## LALL COVID-19 Offsite Services Plan – Attachment 4.1.1

Department / Service	No Staff On-Site	Limited Staff On Site	Considerations
	<ul style="list-style-type: none"> <li>• Record and report Use Tax (if invoices are scanned by CMS) Payment requires checks</li> <li>• Limited purchasing</li> </ul> <p>Cannot be done from home:</p> <ul style="list-style-type: none"> <li>• Payments for invoices received by regular mail or hard copy from CMS</li> <li>• Payments by check</li> <li>• Invoices that require warrant checks (over \$10K) (requires wet signature and messenger to County)</li> </ul>		
FIN Payroll	<p>Can be done from home:</p> <ul style="list-style-type: none"> <li>• Time/Attendance Records – Supervisors to pre-populate employee bi-weekly standard hours in EmpowerTime unless otherwise told.</li> <li>• Payroll FTR must be printed/signed then fax to County for processing. Need assistance from exec member with fax capabilities</li> <li>• Bi-weekly payroll meetings by phone</li> <li>• Payroll changes must all be sent via email</li> </ul> <p>Cannot be done from home:</p> <ul style="list-style-type: none"> <li>• May not be able accommodate manual checks due to printing limitations</li> </ul>	Finance Manager and Technician to assist on their respective days at the Library	
FIN Budget and Administrative Tasks	FY2020-21 budget can be completed with support from other departments	Some improvement in monthly reporting with onsite staffing	

## LALL COVID-19 Offsite Services Plan – Attachment 4.1.1

Department / Service	No Staff On-Site	Limited Staff On Site	Considerations
	<p>Monthly financial reporting relies heavily on AR, AP, &amp; Payroll processes. This may be delayed.</p> <p>2020-21 insurance renewals can be completed as scheduled.</p>		
IT System Management and Remote Usage	<p>Monitor Servers Remotely</p> <p>Assist remote users.</p> <p>Install update software remotely.</p> <p>Work on capital projects</p> <p>Review and update documentation</p> <p>Review user manuals for new software and hardware.</p>	<p>Same as No Staff scenario, except: IT Manager onsite 1-2 days per week to:</p> <p>Assist with Public PC hardware and software update.</p> <p>Update Laptops.</p> <p>IT inventory of closets.</p> <p>If possible organize Data center.</p> <p>Data center Dell server install.</p>	
IT Scanning	Scan aides will need alternate work assignments	In person attendance not recommended	
Human Resources (HR)	<p>CAN Do From Home:</p> <ul style="list-style-type: none"> <li>• Benefit updates can be done remotely (CalPERS, Guardian, etc.)</li> <li>• Answer emails and provide HR advice (with attached document as needed).</li> <li>• Other Projects that can be done from home:</li> <li>• Work on Human Resources Policies and Guidelines</li> <li>• Clean up digital files</li> <li>• Work on Patron Request and Comment Form responses (email</li> </ul>	<p>Same as No Staff scenario, except: Could process some mail if opened and scanned onsite</p>	<p>Exec Assistant can print from home to exec copier, but does not have printer at home</p>

## LALL COVID-19 Offsite Services Plan – Attachment 4.1.1

Department / Service	No Staff On-Site	Limited Staff On Site	Considerations
	<p>only; no USPS)</p> <ul style="list-style-type: none"> <li>• Update ABRA data</li> <li>• Issue reminders regarding benefit and HR deadlines</li> </ul> <p>CANNOT Do From Home:</p> <ul style="list-style-type: none"> <li>• Process hard copy mail or documents</li> <li>• Recruitment</li> </ul>		
Administration	<p>CAN do from home:</p> <ul style="list-style-type: none"> <li>• Answer calls to admin office if forwarded and/or check messages and respond</li> <li>• Update calendars and announcements</li> <li>• Manage/cancel any travel plans and refunds</li> <li>• Prepare staff reports and Board materials</li> <li>• Document or update documentation of EA procedures</li> <li>• Prepare correspondence for digital distribution</li> </ul> <p>CANNOT Do From Home:</p> <ul style="list-style-type: none"> <li>• Mail cannot be opened or distributed</li> <li>• Cannot file hard copy documents</li> <li>• Cannot sign and scan</li> <li>• Cannot mail hard copies</li> </ul>	Same as No Staff scenario, except: Could process some mail if opened and scanned onsite	