

AGENDA

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

REGULAR BOARD MEETING

Wednesday, April 15, 2020 at 12:15 PM

MILDRED L. LILLIE BUILDING TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

*Trustees will participate remotely via teleconference.
Members of the Public may listen and participate by calling
(213) 784-7372.*

ACCOMMODATIONS

A person with a disability may contact the Board Secretary's office at (213) 785-2511 at least 24 hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including aids or services, in order to participate in the public meeting. Later requests will be accommodated to the extent feasible.

AGENDA DESCRIPTIONS

The agenda descriptions are intended to give notice to members of the public of a brief general description of items of business to be transacted or discussed. The posting of the recommended actions does not indicate what action will be taken. The Board may take any action that it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action. The President reserves the right to discuss the items listed on the agenda in any order.

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

A member of the public may listen to the meeting and offer public comment by calling (213) 784-7372. Each member of the public has the right to address the Board on agenda items or on items of interest which are not on the agenda and which are within the subject matter jurisdiction of the Board. Public comments will be taken at the beginning of the meeting as Agenda Item 1.0. Members of the public will be called upon at that time. A member of the public will be allowed to address the Board for a total of three (3) minutes for a single item or a maximum of five (5) minutes for all items unless the President grants more or less time based on the number of people requesting to speak and the business of the Board. When members of the public address the Board on agenda items, the President determines the order in which speakers will be called. Persons addressing the Board shall not make impertinent, slanderous or profane remarks to the Board, any member of the Board, staff or general public, nor utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Board Meeting. The President may order the removal (by muting or disconnection of the telephone line) of any person who disrupts or disturbs the orderly conduct of the Board Meeting.

AGENDA MATERIALS

Unless otherwise exempt from disclosure, all materials relating to items on the agenda distributed to all, or a majority of the members of the Board less than 72 hours prior to the meeting shall be made available for public inspection at the time the writing is distributed on the Law Library website.

CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the March 25, 2020 Regular Board Meeting
- 3.2 Review of February Financials and List of March Checks and Warrants
- 3.3 Receipt of Quarter 3 Statistics for FY2020

4.0 DISCUSSION ITEMS

- 4.1 Update Regarding Response to COVID-19 State of Emergency and Work from Home Operations

5.0 CLOSED SESSION

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

6.0 AGENDA BUILDING

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

7.0 EXECUTIVE DIRECTOR REPORT

8.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, May 27, 2020.

POSTED FRIDAY, APRIL 10, 2020 @ 12:30 P.M.

POSTED BY SANDRA J LEVIN



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the March 25, 2020 Regular Board Meeting
- 3.2 Review of February Financials and List of March Checks and Warrants
- 3.3 Receipt of Quarter 3 Statistics for FY2020

**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF LAW LIBRARY TRUSTEES OF
LOS ANGELES COUNTY**

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

March 25, 2020

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, March 25, 2020 at 12:15 p.m. at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees. All Trustees indicated as present participated by telephone.

ROLL CALL/QUORUM

Trustees Present: Judge Mark Juhas
Kenneth Klein, Esquire
Judge Dennis Landin
Judge Michael Stern
Susan Steinhauser, Esquire

Trustees Absent: Judge Michelle Williams Court

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

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

President Juhas determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

No public comment.

2.0 PRESIDENT'S REPORT

President Juhas thanked the staff for doing a great job during challenging times.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the February 24, 2020 Regular Board Meeting
- 3.2 Review of January Financials and List of February Checks and Warrants.

President Juhas requested a motion to approve items on the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Klein. The motion was unanimously approved, 5-0.

4.0 DISCUSSION ITEMS

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

ED Levin summarized the position of the law library in light of the novel Coronavirus emergency. ED Levin explained that LALL was closed to the public as of March 17, 2020, but that electronic resources were still available as well as Reference Librarians on chat, email, e-delivery and phone. Many of the classes and workshops that had been scheduled for the coming weeks were being recorded and telephone appointments were made for Lawyers in the Library consultations.

LALL Staff established proposed Work From Home protocols to be able to continue providing access to information, while aligning itself with the declared state of emergency. ED Levin thanked all of Staff for pulling together over the past weeks, to continue to make the library accessible. Under the proposal, very minimal staff would be present at the library during limited hours to attend to tasks that could not otherwise be done from home. The proposal provides for staff to continue to be paid their normal hours during the library closure so long as they remain available to work and complete projects and tasks from home as assigned.

Trustee Steinhauser inquired what other county law libraries were doing. ED Levin replied that there were closures throughout the state and that County Law Libraries continue to try to advocate for funding although the Legislature's budget discussions are on hold due to the crisis. Trustee Steinhauser also noted a memo on Domestic Violence peaks during the closures, and how the law library is a critical resource during these times of uncertainty.

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

So moved by Trustee Steinhauser, seconded by Trustee Stern. The motion was approved, 5-0.

6.0 AGENDA BUILDING

There were no items for agenda building

7.0 EXECUTIVE DIRECTORS REPORT

ED Levin noted that there was still an open seat on the Board of the LA County Law Library since Judge Rico had retired in February. ED Levin and Trustee Steinhauser announced the cancellation of the 2020 Gala. Both honorees, Justice Edwood Lui and Rose Matsui Ochi, were contacted. It was established that a smaller gathering would be scheduled and captured on video to be displayed and shared.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:38pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, April 15, 2020 at 12:15pm.

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

Los Angeles County Law Library

Balance Sheet

As of February 29, 2020

(Provisional and subject to year-end audit adjustments)

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

Los Angeles County Law Library
 Income Statement for the Period Ending February 29, 2020
 (Provisional and subject to year-end audit adjustments)

Feb 19	Feb 2020				YTD Actual	FY 2019-20 YTD				Comments		
	Actual	Amended Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	Amended Budget	Actual	\$ Δ		% Δ	
0	38	0	38	100.0%	23 COL 609299	Branch New Orders	0	76	0	76	100.0%	
8,787	10,552	8,444	2,108	20.0%	23 COL 603999	Commonwealth Continuations	82,885	104,837	95,749	9,088	8.7%	
0	284	193	90	31.7%	23 COL 604999	Commonwealth New Orders	0	866	583	283	32.7%	
28,994	15,602	33,172	(17,570)	-112.6%	23 COL 605999	Foreign Continuations	73,974	74,340	91,343	(17,002)	-22.9%	
0	321	49	272	84.7%	23 COL 606999	Foreign New Orders	8	716	1,030	(314)	-43.9%	
9,991	13,301	11,548	1,752	13.2%	23 COL 607999	International Continuations	84,362	83,228	75,063	8,166	9.8%	
0	77	0	77	100.0%	23 COL 608999	International New Orders	0	691	1,029	(338)	-48.9%	
1,737	1,478	3,226	(1,747)	-118.2%	23 COL 609399	General/Librarianship Continuations	10,567	14,230	17,393	(3,163)	-22.2%	
0	167	0	167	100.0%	23 COL 609499	General/Librarianship New Orders	202	333	0	333	100.0%	
162,450	193,717	173,035	20,682	10.7%		Subtotal	1,196,655	1,251,109	1,201,828	49,281	3.9%	
(162,450)	(193,717)	(173,035)	(20,682)	10.7%	23 COL 690000	Library Materials Transferred to Assets	(1,196,655)	(1,251,109)	(1,201,828)	(49,281)	3.9%	
49,217	57,855	50,092	7,763	13.4%	23 COL 685000	Electronic Resource Subscriptions (ERS)	365,109	402,373	392,331	10,042	2.5%	
						Facilities:						
0	4,100	2,417	1,683	41.1%	39 FAC 801005	Repair & Maintenance	45,266	13,377	11,351	2,026	15.1%	
3,596	3,792	3,350	442	11.6%	39 FAC 801010	Building Services	12,238	20,965	17,995	2,970	14.2%	
0	900	76	824	91.6%	39 FAC 801015	Cleaning Supplies	6,703	7,540	7,764	(224)	-3.0%	
9,488	9,833	10,719	(886)	-9.0%	39 FAC 801020	Electricity & Water	84,192	87,660	88,032	(372)	-0.4%	
966	886	966	(81)	-9.1%	39 FAC 801025	Elevator Maintenance	10,546	7,625	7,786	(161)	-2.1%	
0	3,458	10,415	(6,957)	-201.2%	39 FAC 801030	Heating & Cooling	27,073	31,590	37,672	(6,082)	-19.3%	
16,241	18,833	18,397	437	2.3%	15 FIN 801035	Insurance	173,050	147,635	146,693	942	0.6%	
9,718	9,949	9,824	125	1.3%	39 FAC 801040	Janitorial Services	72,181	77,832	77,582	250	0.3%	
1,250	1,750	1,250	500	28.6%	39 FAC 801045	Landscaping	10,000	11,000	10,000	1,000	9.1%	
15,797	21,667	11,731	9,935	45.9%	39 FAC 801050	Security	131,119	131,419	111,283	20,137	15.3%	
499	583	0	583	100.0%	39 FAC 801060	Room Rental Expenses	3,460	3,626	3,952	(326)	-9.0%	
530	250	0	250	100.0%	39 FAC 801065	Special Events Expenses	11,131	19,469	18,969	500	2.6%	
0	500	0	500	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	558	2,390	1,390	1,000	41.8%	
789	125	0	125	100.0%	39 FAC 801110	Equipment (<3K)	1,911	616	404	212	34.4%	
0	0	0	0	0.0%	39 FAC 801115	Building Alterations (<3K)	0	0	0	0	0.0%	
54	333	75	258	77.4%	39 FAC 801120	Delivery & Postage	1,999	1,513	1,237	276	18.2%	
136	210	181	29	13.8%	39 FAC 801125	Kitchen supplies	1,541	1,317	1,589	(272)	-20.7%	
59,063	77,170	69,401	7,769	10.1%		Subtotal	592,969	565,574	543,699	21,875	3.9%	
						Technology:						
891	1,903	1,297	606	31.9%	33 TECH 801210	Software Maintenance	8,228	14,347	13,627	720	5.0%	
1,861	2,126	1,870	256	12.1%	33 TECH 801212	Hardware Maintenance	14,902	15,091	14,578	513	3.4%	
0	1,361	0	1,361	100.0%	33 TECH 801215	Software (<\$3k)	1,613	2,722	0	2,722	100.0%	
0	333	350	(17)	-5.1%	33 TECH 801220	Hardware (<\$3k)	2,717	1,444	1,128	316	21.9%	
0	86	0	86	100.0%	33 TECH 801225	Computer Supplies	152	657	485	172	26.1%	
4,622	4,672	4,844	(172)	-3.7%	33 TECH 801230	Integrated Library System	35,731	37,103	37,446	(343)	-0.9%	
2,348	2,530	2,586	(56)	-2.2%	33 TECH 801235	Telecommunications	18,937	19,517	19,117	399	2.0%	
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	0	0	0	0	0.0%	
1	333	1	333	99.8%	33 TECH 801250	Services	260	1,525	859	666	43.7%	
	1,814	0			33 TECH 801275	Online Service Providers	0	1,828	0	1,828	100.0%	
9,722	15,159	10,947	2,398	15.8%		Subtotal	82,540	94,233	87,241	5,165	5.5%	
						General:						
486	667	712	(45)	-6.7%	15 FIN 801310	Bank Charges	4,025	4,450	4,510	(60)	-1.3%	
843	878	875	3	0.3%	35 CMS 801315	Bibliographical Services	6,744	7,008	7,002	5	0.1%	
0	700	8,690	(7,990)	-1141.4%	35 CMS 801320	Binding	0	14,191	13,681	510	3.6%	
82	120	91	29	24.1%	17 EXEC 801325	Board Expense	602	836	1,334	(498)	-59.6%	
30	30	0	30	100.0%	37 COM 801330	Staff meals & events	9,218	8,114	8,054	60	0.7%	
950	2,083	971	1,112	53.4%	15 FIN 801335	Supplies - Office	14,702	15,517	14,309	1,208	7.8%	
0	979	0	979	100.0%	35 CMS 801337	Supplies - Library materials	5,438	5,086	3,708	1,379	27.1%	
49	280	83	197	70.4%	37 COM 801340	Stationery, business cards, etc.	274	560	83	477	85.2%	
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
8,260	2,053	1,139	914	44.5%	33 IT 801370	Copy Center Expense	12,671	13,102	17,111	(4,009)	-30.6%	
68	83	3,000	(2,917)	-3500.0%	15 FIN 801375	General - Misc	3,209	41,853	45,497	(3,643)	-8.7%	
0	893	200	693	77.6%	25 PS 801390	Course Registration	103	5,705	4,412	1,293	22.7%	
0	50	0	50	100.0%	17 EXEC 801395	Friends of Law Library	241	618	768	(150)	-24.3%	
10,768	8,817	15,761	(6,945)	-78.8%		Subtotal	57,227	117,040	120,469	(3,429)	-2.9%	
						Professional Development:						

Los Angeles County Law Library
Income Statement for the Period Ending February 29, 2020
(Provisional and subject to year-end audit adjustments)

Feb 19 Actual	Feb 2020			
	Amended 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%

Capital Expenditures:

39 FAC	161100	Furniture / Appliances (>3k)
33 TECH	161300	Electronics / Computer Hardware (>3k)
39 FAC	164500	Exterior Building Repairs/ Improvements (>3k)
39 FAC	164000	Interior Improvements / Alterations (>3k)
33 TECH	168000	Computer Software
		Total - Capitalized Expenditures

FY 2018-19 YTD Actual	FY 2019-20 YTD			
	Amended Budget	Actual	\$ Δ	% Δ
0	0	0	0	0.0%
0	0	0	0	0.0%
188,089	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
188,089	0	0	0	0.0%

Comments

CalPERS CERBT Trust Fund:

Beginning Balance	2,317,103
Administrative Expense	(91)
Investment Expense	(66)
Unrealized Gain/Loss	(64,407)
Distribution	
Ending Balance	2,252,539

CalPERS CERBT program cost.
Investment management cost.
Fluctuating market conditions.
Distribution from Fund.

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

Los Angeles County Law Library
Statement of Cash Flows
As of January 31, 2020
(Provisional and subject to year-end audit adjustments)

	2/29/2020	YTD
Cash flows from operating activities		
L.A. Superior court fees	718,944	5,476,952
Parking fees	49,973	425,473
Library services	28,987	268,250
(Increase) decrease in accounts receivable	(40,338)	76,748
Increase (decrease) in borrowers' deposit	334	(7,379)
Cash received from filing fees and services	757,900	6,240,043
Facilities	(69,401)	(543,699)
Technology	(10,947)	(87,241)
General	(15,761)	(120,469)
Professional development	-	(14,691)
Communications & marketing	(2,448)	(6,645)
Travel & entertainment	(46)	(129)
Professional services	(5,371)	(66,430)
Electronic Resource Subscriptions (ERS)	(50,092)	(392,331)
(Increase) decrease in prepaid expenses	45,520	(82,548)
Increase (decrease) in accounts payable	2,606	(140,278)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(105,941)	(1,454,460)
Staff (payroll + benefits)	(304,192)	(3,108,931)
Increase (decrease) in payroll liabilities	147	(332)
Increase (decrease) in accrued sick and vacation liability	-	(25,204)
Increase (decrease) in OPEB liability	21,667	173,336
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(282,378)	(2,961,130)
Contributions received	-	125,000
Net cash from operating activities	369,581	1,949,453
Cash flow from capital and related financing activities		
Library materials	(173,035)	(1,201,828)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment	-	(1,000,000)
Investment earnings	15,914	132,435
Net cash increase (decrease) in cash and cash equivalents	212,461	(119,940)
Cash and cash equivalents, at beginning of period	9,405,798	9,738,199
Cash and cash equivalents, at end of period	9,618,259	9,618,259
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	126,559	219,270
Adjustments for noncash effects:		
Depreciation	213,086	1,735,840
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(40,338)	76,748
(Increase) decrease in prepaid expenses	45,520	(82,548)
Increase (decrease) in accounts payable	2,606	(140,278)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	147	(332)
Increase (decrease) in accrued sick and vacation liability	-	(25,204)
Increase (decrease) in borrowers' deposit	334	(7,379)
Increase (decrease) in OPEB liability	21,667	173,336
Net impact of GASB 68 adjustments	-	-
Net cash from operating activities	369,581	1,949,453

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

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

70,447.89

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

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

70,825.29

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

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

40,189.09

LOS ANGELES COUNTY LAW LIBRARY
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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 16	WEST ACADEMIC	BOOKS	268.27	V005178
	THOMSON REUTERS	BOOKS	13,775.00	V005179
	GOBI LIBRARY SOLUTIONS	BOOKS	170.50	V005180
March 20	HOME DEPOT PRO	SUPPLIES-OFFICE	223.59	V005181
	UPS	DELIVERY & POSTAG	27.02	V005182
March 27	INFINISOURCE INC	PAYROLL/HR BENEFI	77.00	V005183
	OCLC INC	BIBLIOGRAPHICAL S	781.55	V005184
	OFFICE DEPOT	SUPPLIES-OFFICE	578.10	V005185
	HOME DEPOT PRO	CLEANING SUPPLIES	1,585.57	V005186
	UPS	DELIVERY & POSTAG	23.48	V005187
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	36,276.90	V005188
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	577.50	V005189
	LEXISNEXIS MATTHEW BENDER	BOOKS	710.02	V005190
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,908.43	V005191
	GALE CENGAGE LEARNING	BOOKS	1,464.30	V005192
	LAW JOURNAL PRESS	BOOKS	5,893.37	V005193
	MUNICIPAL CODE CORPORATION	BOOKS	3,702.42	V005194
	PRACTISING LAW INSTITUTE	BOOKS	663.08	V005195
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	44.00	V005196
	MICHAEL SULLIVAN & ASSOCIATES LLP	BOOKS	623.07	V005197
	UNITED NATIONS PUBLICATIONS	BOOKS	498.30	V005198
	THOMSON REUTERS	BOOKS	67,305.65	V005199
	WILLIAM S HEIN & CO	BOOKS	1,769.78	V005200
	GOBI LIBRARY SOLUTIONS	BOOKS	52.45	V005201
	AT&T MOBILITY	TELECOM	16.24	V005202
	LEXISNEXIS MATTHEW BENDER	BOOKS	31,633.94	V005203
	KONICA MINOLTA BUSINESS	COPY CENTER	899.36	V005204
	SPECTRUM	TELECOM	1,080.74	V005205
	CCH INCORPORATED	BOOKS	148.21	V005206
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	612.03	V005207
	JURIS PUBLISHING INC	BOOKS	93.66	V005208
	GOBI LIBRARY SOLUTIONS	BOOKS	1,041.69	V005209

214,446.04

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 20	LA DEPT WATER & POWER	WATER/SEWER	10,719.03	V000144

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

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

962.85

LA Law Library
Fiscal Year Quarterly Statistics

		FY17 3rd Quarter	FY18 3rd Quarter	FY19 3rd Quarter	FY20 1st Quarter	FY20 2nd Quarter	FY20 3rd Quarter	FY20 3rd Quarter Notes
Collection Management Services								
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>							
	New Titles Added	95	86	83	247	144	173	
	Print Volumes Added	821	1,130	1,212	1576	1576	1473	
	New Serials	13	19	21	13	13	10	
	Non-Print Media Added	1,988	149	1,487	890	890	109	
	Records Cataloged/Updated	251	632	304	395	395	292	
	Print & Non-Print Withdrawn	360	453	280	423	423	330	
Brief Scanning Project								
	Briefs Logged (Google)	3,658	14,271	11,640	19,820	15,690	14,532	
Website Statistics								
	Visitors	21,969	24,167	30,386	30,790	29,354	27,620	
	Visits (previously counted as "Pages Viewed")	90,613	36,825	87,874	95,230	92,760	77,382	
	Average Daily Visits	1,018	409	415	349	316	281	
	Average Duration	2:45	3:10	4:22	5:14	4:57	4:33	
	Visitors: US	98.70%	96.91%	96.08%	96.80%	95.99%	95.43%	
	Visitors: International / Unspecified	1.30%	3.08%	3.92%	3.20%	2.10%	4.57%	
Training and Events (Includes Main & Branch locations)								
	Public Classes Held							
	Internal speaker	35	26	36	49	37	87	
	Guest speaker	44	46	47	28	91	27	
	MCLE Classes Held							
	Internal speaker	2	1	1	1	6	0	
	Guest speaker	9	6	12	3	0	7	
	Clinics/ Workshops Held	40	75	44	60	52	37	Low numbers due to closure
	Total	130	154	140	141	186	158	Low numbers due to closure
	Class Attendance Total (Estimated)	1,523	1,275	2,014	2,077	2,906	1,573	Low numbers due to closure
	Class Attendance Branches (Estimated)	N/A	N/A		357	646	63	Low numbers due to closure
Visits to Main Branch								
	Number of Patron Visits (front door)		24,404	25,240	25,488	47,286	19,929	Low numbers due to closure

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Update Regarding Response to COVID-19 State of Emergency and Work from Home Operations

AGENDA ITEM 5

CLOSED SESSION

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