

# AGENDA

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

### REGULAR BOARD MEETING

*Wednesday, June 24, 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 May 27, 2020 Regular Board Meeting
- 3.2 Review of April Financials and List of May Checks and Warrants
- 3.3 Receipt of Monthly Statistics for May FY2020
- 3.4 Approval of Guardian Insurance Renewal LTD, Dental, Vision
- 3.5 Approval of Operating Budget for FY2020-21

**4.0 DISCUSSION ITEMS**

- 4.1 Approval of a Statement on Race and Equity

**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**

- 6.1 Update Regarding Return to Work Plans

**7.0 ADJOURNMENT**

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, July 22, 2020.

POSTED FRIDAY, JUNE 19, 2020 @ 1:15 P.M.

POSTED BY SANDRA J LEVIN



# AGENDA ITEM 3

## CONSENT CALENDAR

- 3.1 Approval of Minutes of the May 27, 2020 Regular Board Meeting
- 3.2 Review of April Financials and List of May Checks and Warrants
- 3.3 Receipt of Monthly Statistics for May FY2020
- 3.4 Approval of Guardian Insurance Renewal LTD, Dental, Vision
- 3.5 Approval of Operating Budget for FY2020-21



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

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

**May 27, 2020**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, May 27, 2020 at 12:15 p.m. via teleconference 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  
Judge Michelle Williams Court  
Judge Dennis Landin  
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**

No public comment.

**2.0 PRESIDENT'S REPORT**

No President's Report.

**3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the April 15, 2020 Regular Board Meeting
- 3.2 Review of March Financials and List of April Checks and Warrants.
- 3.3 Receipt of Monthly Statistics for April FY2020
- 3.4 Approval to Bind Coverage for 2020-21 Property & Liability Insurance Renewal
- 3.5 Approval of Amendment to Extend SEIU Local 721 Memorandum of Understanding

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

#### **4.0**     **DISCUSSION ITEMS**

##### **4.1**     Review of Operating Budget FY2020-21

ED Levin gave a background summary on the proposed operating budget for FY2020-21. Noted by ED Levin was the library's financial stability despite the COVID crisis and the decline in civil filing fees, due to the library's reserves, investments and the potential for funding from the Legislature. ED Levin also added that staff furlough days were included in the proposed budget and potential additional budget cuts were provided in an attached memorandum. Trustee Court commented on being pleased with the library's good financial position in light of the pandemic due to conservative spending in the past. Trustee Landin inquired if rising costs on cleaning services and added security had been taken into consideration when constructing the proposed budget. ED Levin replied that it had been considered, but costs were unpredictable at the moment and further cost information would be presented to the board at a later board meeting.

No formal action was taken but the Trustees present expressed unanimous support for the budget as proposed. Formal consideration of the budget will take place in June.

##### **4.2**     Review of Return to Work Plans, Remote Service Plans and Other Measures Relating to COVID-19 Public Health Concerns

ED Levin updated the board on the proposed Return to Work protocols. A scheduled date of June 1 would mark the official RTW date for most staff who had been working remotely. Some staff would continue to work from home based upon CDC guidelines and other risk factors. Measures by the Executive Director and the Facilities team had been taken to appropriate social distancing and sanitizing protocols. Also expected to launch in June was a curbside pick-up service for patrons who would be interested in checking out library materials.

Trustee Court inquired how Staff feels overall about returning to work onsite. ED Levin replied that most of staff is enthusiastic about returning to work onsite. Trustee Steinhauser inquired about safety precautions for staff who might be sick and ED Levin explained many procedures in place, including that any staff member who is symptomatic may not come in to the library, all staff onsite are required to wear face masks, wash hands and use hand sanitizer provided, and Security would open all staff doors daily prior to the arrival of staff to decrease contact with shared surfaces. ED Levin concluded that the goal is to present a safe environment for staff. Trustee Stern commented on being pleased with the library's transitions and preparations.

As part of the RTW options, ED Levin requested authority to approved Unpaid Leaves of Absence of up to 3 months for Staff members who wish to take time off in light of COVID-19. Unanimously approved.

No Action to be taken.

#### **5.0**     **AGENDA BUILDING**

There were no items for agenda building

**6.0 EXECUTIVE DIRECTORS REPORT**

The Senate Budget Committee had approved County Law Libraries to be included in the state budget for the coming fiscal year. The Assembly had not yet voted on the budget proposals nor had CLL's been rejected. A cut to general libraries had been voted but no word yet on CLL's.

The library was still awaiting an update from the Presiding Judge on the replacement of Judge Rico since his Leaving Office in February 2020.

**7.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:21pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, June 24, 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 April 30, 2020

(Provisional and subject to year-end audit adjustments)

	6/30/2019	4/30/2020	YTD
<b>Assets</b>			
Current assets			
Cash and cash equivalents	9,419,729	9,696,981	277,252
Accounts receivable	1,531,186	1,317,328	(213,859)
Prepaid expenses	333,124	342,894	9,770
Total current assets	11,284,040	11,357,203	73,163
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,788,676	5,990,436	1,201,760
Capital assets, not being depreciated	883,768	883,768	-
Capital assets, being depreciated - net	16,697,919	16,066,621	(631,298)
Total noncurrent assets	22,688,833	23,259,295	570,461
Total assets	33,972,873	34,616,498	643,625
<b>Deferred Outflows of Resources</b>			
Deffered Outflows of Resources	1,544,792	1,544,792	-
Total assets and deferred outflows of resources	<b>35,517,666</b>	<b>36,161,290</b>	<b>643,625</b>
<b>Liabilities</b>			
Current Liabilities			
Accounts payable	230,629	120,201	(110,427)
Other current liabilities	-	-	-
Payroll liabilities	7,532	5,624	(1,908)
Total current liabilities	238,161	125,825	(112,335)
Noncurrent Liabilities			
Accrued sick and vacation liability	302,790	277,587	(25,204)
Borrowers' deposit	295,062	285,972	(9,090)
OPEB liability	2,469,302	2,685,972	216,670
Net pension liability	2,775,910	2,775,910	-
Total noncurrent liabilities	5,843,064	6,025,441	182,377
Total liabilities	6,081,225	6,151,266	70,042
<b>Deferred Inflows of Resources</b>			
Deffered Inflows of Resources	1,233,204	1,233,204	-
Total liabilities and Deffered inflows of resources	7,314,429	7,384,470	70,042
<b>Net Position</b>			
Invested in capital assets	17,581,688	16,950,389	(631,298)
Unrestricted	10,621,549	11,826,431	1,204,881
Total net position	28,203,237	28,776,820	573,583
Total liabilities and Deffered inflows of resources and net position	<b>35,517,666</b>	<b>36,161,290</b>	<b>643,625</b>

**Los Angeles County Law Library**  
Income Statement for the Period Ending April 30, 2020  
(Provisional and subject to year-end audit adjustments)

Apr 19	Apr 2020			
	Amended Budget	Actual	\$ Fav	% Fav
679,194	672,202	584,939	(87,263)	-13.0%
15,925	9,362	13,587	4,225	45.1%
53,479	52,989	43,750	(9,239)	-17.4%
26,684	38,681	11,548	(27,132)	-70.1%
775,282	773,234	653,825	(119,409)	-15.4%
309,406	331,485	311,277	20,208	6.1%
65,483	67,058	50,231	16,827	25.1%
140,788	197,764	149,627	48,137	24.3%
(140,788)	(197,764)	(149,627)	(48,137)	24.3%
63,861	80,236	52,678	27,559	34.3%
9,624	13,287	17,539	(4,252)	-32.0%
6,474	4,601	6,023	(1,422)	-30.9%
421	1,644	20	1,624	98.8%
375	2,601	49	2,551	98.1%
28	132	0	132	100.0%
7,556	11,068	6,646	4,422	40.0%
219,108	219,167	213,463	5,704	2.6%
682,336	731,278	657,926	(73,351)	-10.0%
92,946	41,956	(4,102)	(46,057)	-109.8%
6,348	(975)	5,233	6,208	-636.9%
0	0	0	0	0.0%
0	0	0	0	0.0%
99,294	40,981	1,131	(39,850)	-97.2%
0	58,000	0	58,000	100.0%

**Summary:**

**Income**

	FY 2018-19		FY 2019-20 YTD		
	YTD Actual	Amended Budget	Actual	\$ Δ	% Δ
L.A. Superior Court Fees	6,358,584	6,587,079	6,678,372	91,293	1.4%
Interest	127,382	151,687	161,737	10,050	6.6%
Parking	534,623	545,121	512,973	(32,149)	-5.9%
Library Services	518,848	510,037	435,478	(74,559)	-14.6%
Total Income	7,539,438	7,793,925	7,788,559	(5,365)	-0.1%

**Expense**

Staff (payroll + benefits)	3,390,939	3,880,473	3,731,539	148,933	3.8%
Electronic Resource Subscriptions	465,775	527,286	498,547	28,738	5.5%
Library Materials	1,486,790	1,642,590	1,531,226	111,364	6.8%
Library Materials Transferred to Assets	(1,486,790)	(1,642,590)	(1,531,226)	(111,364)	6.8%
Facilities	754,562	722,980	663,049	59,930	8.3%
Technology & Data	103,160	120,879	118,559	4,953	4.1%
General	71,966	130,223	135,203	(4,981)	-3.8%
Professional Development	46,740	20,279	18,066	2,214	10.9%
Communications & Marketing	10,221	22,250	7,456	14,794	66.5%
Travel & Entertainment	258	639	269	370	57.9%
Professional Services	61,077	124,570	81,522	43,048	34.6%
Depreciation	2,207,352	2,203,891	2,162,524	41,367	1.9%
Total Expenses	7,112,049	7,753,470	7,416,736	336,734	4.3%

**Net Income (Loss)**

Net Income (Loss)	427,389	40,455	371,823	331,368	819.1%
Investment Gain (Loss) <sup>1</sup>	146,568	82,805	201,760	118,955	143.7%
Extraordinary Income	3,543,270	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	4,117,227	123,260	573,583	450,323	365.3%

**Capitalized Expenditures**

Capitalized Expenditures	222,229	58,000	0	58,000	100.0%
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Comments

**Los Angeles County Law Library**  
Income Statement for the Period Ending April 30, 2020  
(Provisional and subject to year-end audit adjustments)

Apr 19	Apr 2020				YTD Actual	FY 2019-20 YTD				Comments		
	Actual	Amended Budget	Actual	\$ Fav		% Fav	Amended Budget	Actual	\$ Δ		% Δ	
<b>Detailed Budget:</b>												
<b>Income:</b>												
679,194	672,202	584,939	(87,263)	-13.0%	15 FIN 303300	L.A. Superior Court Fees	6,358,584	6,587,079	6,678,372	91,293	1.4%	
0	0	0	0	0.0%	15 FIN 311000	Interest:						
						Interest - LAIF	6,441	6,672	6,294	(378)	-5.7%	Negative variance due to the recent fluctuations in the stock market.
15,351	8,894	13,137	4,243	47.7%	15 FIN 312000	Interest - General Fund	115,657	139,894	150,359	10,465	7.5%	
574	468	450	(18)	-3.8%	15 FIN 313000	Interest - Deposit Fund	5,284	5,121	5,084	(37)	-0.7%	
15,925	9,362	13,587	4,225	45.1%		Subtotal	127,382	151,687	161,737	10,050	6.6%	
53,479	52,989	43,750	(9,239)	-17.4%	39 FAC 330100	Parking:						
53,479	52,989	43,750	(9,239)	-17.4%		Parking	534,623	545,121	512,973	(32,149)	-5.9%	Loss of revenue due to COVID-19.
						Subtotal	534,623	545,121	512,973	(32,149)	-5.9%	
33	150	0	(150)	-100.0%	27 CIRC 330150	Library Services:						
						Annual Designation Fee	551	1,091	601	(489)	-44.9%	Timing variance. Payments anticipated 4th Qtr fiscal year (June).
10,439	15,038	7,355	(7,683)	-51.1%	25 PS 330140	Annual Members Fee	152,519	145,107	135,570	(9,537)	-6.6%	Timing variance. Members delaying renewal during closure.
1,603	2,075	3,610	1,536	74.0%	25 PS 330340	Course Registration	27,485	30,679	23,967	(6,712)	-21.9%	Loss of revenue due to COVID-19 closure.
4,193	3,417	0	(3,417)	-100.0%	27 CIRC 330129	Copy Center	35,445	37,596	32,272	(5,324)	-14.2%	Loss of revenue due to COVID-19 closure.
1,900	1,250	585	(665)	-53.2%	27 CIRC 330205	Document Delivery	14,542	15,235	14,278	(957)	-6.3%	Loss of revenue due to COVID-19 closure.
5,623	3,389	(16)	(3,405)	-100.5%	27 CIRC 330210	Fines	33,136	29,189	25,873	(3,316)	-11.4%	Loss of revenue due to COVID-19 closure.
86	10,000	15	(9,985)	-99.9%	15 FIN 330310	Miscellaneous	62,065	55,284	29,279	(26,005)	-47.0%	Delay in Google project revenue and COVID-19 work stoppage
1,022	3,338	0	(3,338)	-100.0%	39 FAC 330330	Room Rental	35,211	17,704	15,252	(2,453)	-13.9%	Loss of revenue due to COVID-19.
770	0	0	0	0.0%	23 COL 330350	Book Replacement	1,435	570	1,010	440	77.2%	
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	140,000	145,000	125,000	(20,000)	-13.8%	Timing variance
0	0	0	0	0.0%	25 PS 330420	Grants	0	0	0	0	0.0%	
17	25	0	(25)	-100.0%	15 FIN 330450	Vending	303	290	133	(157)	-54.0%	Lower than expected revenue & closure
1,000	0	0	0	0.0%	39 FAC 330465	Special Events Income	16,157	15,106	15,056	(50)	-0.3%	
26,684	38,681	11,548	(27,132)	-70.1%		Subtotal	518,848	510,037	435,478	(74,559)	-14.6%	
775,282	773,234	653,825	(119,409)	-15.4%		Total Income	7,539,438	7,793,925	7,788,559	(5,365)	-0.1%	
<b>Expenses:</b>												
<b>Staff:</b>												
173,289	191,814	181,240	10,573	5.5%	ALL 501000	Salaries (FT)	1,871,896	2,219,900	2,057,759	162,141	7.3%	Reflects vacancies.
0	(3,866)	0	(3,866)	100.0%	15 FIN 501025	Staff Vacancy Offset (FT)	0	(18,085)	0	(18,085)	100.0%	
22,564	23,235	18,261	4,974	21.4%	ALL 501050	Salaries (PT)	242,591	254,649	240,992	13,658	5.4%	Reflects vacancies.
0	(417)	0	(417)	100.0%	15 FIN 501075	Staff Vacancy Offset (PT)	0	(1,897)	0	(1,897)	100.0%	
11,855	11,667	12,006	(340)	-2.9%	15 FIN 502000	Social Security	120,566	135,127	133,946	1,181	0.9%	
2,773	3,000	2,808	192	6.4%	15 FIN 503000	Medicare	29,525	33,832	33,001	831	2.5%	
19,613	21,685	20,034	1,651	7.6%	15 FIN 511000	Retirement	350,474	458,650	449,141	9,509	2.1%	
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%	
46,237	40,600	45,274	(4,674)	-11.5%	15 FIN 512000	Health Insurance	430,123	420,953	454,108	(33,155)	-7.9%	Reflects changes made during Jan open enrollment.
369	417	360	57	13.7%	15 FIN 513000	Disability Insurance	3,783	3,962	3,639	324	8.2%	Reflects vacancies.
4,870	5,000	4,529	471	9.4%	15 FIN 514000	Dental Insurance	50,114	53,201	50,579	2,622	4.9%	
493	583	472	112	19.1%	15 FIN 514500	Vision Insurance	5,259	5,550	4,848	702	12.6%	Reflects vacancies.
171	117	160	(44)	-37.6%	15 FIN 515000	Life Insurance	1,307	1,816	1,654	162	8.9%	Reflects vacancies.
0	0	0	0	0.0%	15 FIN 515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
3,177	6,667	3,089	3,578	53.7%	15 FIN 516000	Workers Compensation Insurance	42,063	35,729	32,862	2,867	8.0%	
0	833	0	833	100.0%	15 FIN 517000	Unemployment Insurance	6,354	833	114	719	86.3%	
2,021	3,200	912	2,288	71.5%	ALL 514010	Temporary Employment	8,611	30,816	25,185	5,631	18.3%	Timing variance.
0	4,417	0	4,417	100.0%	13 HR 514015	Recruitment	1,419	9,949	5,638	4,311	43.3%	Recruitment on-hold during COVID-19 closure.
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	20,833	21,667	(834)	-4.0%	15 FIN 518500	OPEB Expense	208,330	215,835	216,670	(835)	-0.4%	
272	450	(343)	793	176.3%	15 FIN 518550	TMP	7,315	8,127	10,183	(2,056)	-25.3%	Timing variance.
868	1,250	809	441	35.3%	15 FIN 518560	Payroll and Benefit Administration	11,209	11,524	11,221	303	2.6%	
309,406	331,485	311,277	20,208	6.1%		Total - Staff	3,390,939	3,880,473	3,731,539	148,933	3.8%	
<b>Library Materials/Electronic Resources Subscription:</b>												
113,741	150,173	126,885	23,288	15.5%	23 COL 601999	American Continuations	1,131,300	1,243,599	1,172,813	70,786	5.7%	Timing variance. Possible shipment delays due to COVID-19.
1,735	5,196	773	4,423	85.1%	23 COL 602999	American New Orders	34,406	23,500	19,282	4,218	17.9%	Timing variance

**Los Angeles County Law Library**  
 Income Statement for the Period Ending April 30, 2020  
 (Provisional and subject to year-end audit adjustments)

Apr 19	Apr 2020				YTD Actual	FY 2019-20 YTD				Comments		
	Actual	Amended Budget	Actual	\$ Fav		% Fav	Amended Budget	Actual	\$ Δ		% Δ	
1,141	1,332	503	828	62.2%	23 COL 609199	Branch Continuations	13,879	13,290	13,888	(598)	-4.5%	
0	54	0	54	100.0%	23 COL 609299	Branch New Orders	0	168	0	168	100.0%	No new orders anticipated for Branch replacements. Funds could be applied to other categories.
1,605	14,298	7,590	6,707	46.9%	23 COL 603999	Commonwealth Continuations	94,488	129,686	107,040	22,646	17.5%	Timing variance. Possible shipment delays due to COVID-19.
337	268	0	268	100.0%	23 COL 604999	Commonwealth New Orders	359	1,417	1,172	245	17.3%	Timing variance.
8,206	13,246	2,064	11,182	84.4%	23 COL 605999	Foreign Continuations	89,384	103,189	97,021	6,167	6.0%	Timing variance. Possible shipment delays due to COVID-19.
242	266	24	241	90.9%	23 COL 606999	Foreign New Orders	356	1,302	1,757	(454)	-34.9%	Timing variance.
12,832	10,732	11,370	(638)	-5.9%	23 COL 607999	International Continuations	107,784	107,261	96,976	10,284	9.6%	Timing variance. Possible shipment delays due to COVID-19.
917	134	90	43	32.5%	23 COL 608999	International New Orders	917	902	1,234	(332)	-36.8%	Funds from other New Orders categories to offset negative variance.
32	2,064	155	1,909	92.5%	23 COL 609399	General/Librarianship Continuations	13,714	17,772	19,325	(1,553)	-8.7%	Timing variance.
0	3	172	(169)	-5710.8%	23 COL 609499	General/Librarianship New Orders	202	503	716	(213)	-42.4%	Timing variance.
140,788	197,764	149,627	48,137	24.3%	23 COL 690000	Subtotal	1,486,790	1,642,590	1,531,226	111,364	6.8%	
(140,788)	(197,764)	(149,627)	(48,137)	24.3%	23 COL 690000	Library Materials Transferred to Assets	(1,486,790)	(1,642,590)	(1,531,226)	(111,364)	6.8%	
65,483	67,058	50,231	16,827	25.1%	23 COL 685000	Electronic Resource Subscriptions (ERS)	465,775	527,286	498,547	28,738	5.5%	Negotiated cost reductions due to COVID.
Facilities:												
345	8,000	290	7,710	96.4%	39 FAC 801005	Repair & Maintenance	72,691	25,477	12,144	13,333	52.3%	Timing variance.
743	1,474	1,018	455	30.9%	39 FAC 801010	Building Services	14,309	26,231	20,509	5,722	21.8%	Timing variance.
0	783	1,060	(277)	-35.3%	39 FAC 801015	Cleaning Supplies	8,971	9,224	11,234	(2,010)	-21.8%	Timing variance. Janitorial supplies stocked earlier due to COVID-19.
9,839	9,500	190	9,310	98.0%	39 FAC 801020	Electricity & Water	103,759	106,993	98,711	8,282	7.7%	Timing variance due to COVID-19.
966	1,000	966	34	3.4%	39 FAC 801025	Elevator Maintenance	12,478	9,510	9,718	(208)	-2.2%	
0	3,467	1,541	1,926	55.6%	39 FAC 801030	Heating & Cooling	32,557	38,515	42,067	(3,552)	-9.2%	Timing variance.
18,199	17,733	18,397	(663)	-3.7%	15 FIN 801035	Insurance	211,406	184,202	183,486	715	0.4%	
9,543	9,311	9,999	(688)	-7.4%	39 FAC 801040	Janitorial Services	91,267	97,091	97,580	(489)	-0.5%	
1,250	1,750	1,250	500	28.6%	39 FAC 801045	Landscaping	12,500	14,500	12,500	2,000	13.8%	Budgeted rate increase not yet implemented.
21,673	23,231	17,812	5,419	23.3%	39 FAC 801050	Security	168,076	176,317	145,924	30,393	17.2%	Savings due to Library closure.
801	1,700	0	1,700	100.0%	39 FAC 801060	Room Rental Expenses	4,262	5,910	3,952	1,957	33.1%	Savings due to Library closure.
0	742	0	742	100.0%	39 FAC 801065	Special Events Expenses	11,769	20,460	18,969	1,492	7.3%	Savings due to Library closure.
0	460	0	460	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	558	3,350	1,390	1,960	58.5%	Timing variance.
186	300	0	300	100.0%	39 FAC 801110	Equipment (<3K)	5,576	1,041	1,545	(504)	-48.4%	Timing variance.
0	225	0	225	100.0%	39 FAC 801115	Building Alterations (<3K)	0	225	0	225	100.0%	Savings due to Library closure.
94	372	12	360	96.7%	39 FAC 801120	Delivery & Postage	2,461	2,219	1,589	630	28.4%	Lower than expected postage usage for the month.
221	188	142	46	24.5%	39 FAC 801125	Kitchen supplies	1,922	1,715	1,731	(16)	-0.9%	
63,861	80,236	52,678	27,559	34.3%		Subtotal	754,562	722,980	663,049	59,930	8.3%	
Technology:												
1,290	1,825	3,404	(1,579)	-86.6%	33 TECH 801210	Software Maintenance	10,289	18,075	18,327	(253)	-1.4%	
1,861	2,157	1,870	287	13.3%	33 TECH 801212	Hardware Maintenance	18,625	19,374	18,318	1,056	5.5%	
0	1,067	444	623	58.4%	33 TECH 801215	Software (<\$3k)	2,238	5,150	679	4,471	86.8%	Timing variance.
0	691	417	274	39.6%	33 TECH 801220	Hardware (<\$3k)	2,717	2,468	2,069	399	16.2%	
0	75	0	75	100.0%	33 TECH 801225	Computer Supplies	229	818	485	333	40.7%	Timing variance.
4,622	4,485	4,844	(359)	-8.0%	33 TECH 801230	Integrated Library System	44,974	46,259	47,133	(874)	-1.9%	
1,851	2,913	4,798	(1,885)	-64.7%	33 TECH 801235	Telecommunications	23,778	24,960	26,213	(1,253)	-5.0%	
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	0	0	0	0	0.0%	
1	75	0	75	100.0%	33 TECH 801250	Services	311	1,933	859	1,074	55.6%	Timing variance.
		1,763			33 TECH 801275	Online Service Providers	0	1,842	4,475	(2,633)	-143.0%	Includes unplanned software needed for remote operations as a result of COVID-19.
9,624	13,287	17,539	(2,490)	-18.7%		Subtotal	103,160	120,879	118,559	4,953	4.1%	
General:												
546	583	528	56	9.5%	15 FIN 801310	Bank Charges	5,128	5,700	5,623	77	1.4%	
843	842	875	(33)	-4.0%	35 CMS 801315	Bibliographical Services	8,430	8,728	8,753	(25)	-0.3%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	14,191	14,131	61	0.4%	
227	83	0	83	100.0%	17 EXEC 801325	Board Expense	932	1,039	1,334	(295)	-28.4%	No additional on-site meetings expected this FY.
233	34	0	34	100.0%	37 COM 801330	Staff meals & events	9,691	8,178	8,054	124	1.5%	
1,964	1,833	713	1,120	61.1%	15 FIN 801335	Supplies - Office	18,229	19,433	16,523	2,911	15.0%	Timing variance.
0		0	0	0.0%	35 CMS 801337	Supplies - Library materials	7,797	6,529	6,620	(90)	-1.4%	

**Los Angeles County Law Library**  
Income Statement for the Period Ending April 30, 2020  
(Provisional and subject to year-end audit adjustments)

Apr 19	Apr 2020				YTD Actual	FY 2019-20 YTD				Comments				
	Actual	Amended Budget	Actual	\$ Fav		% Fav	Amended Budget	Actual	\$ Δ		% Δ			
0	350	0	350	100.0%	37	COM	801340	Stationery, business cards, etc.	274	1,190	683	507	42.6%	Timing variance. Order expected in 4th quarter
0	0	0	0	0.0%	25	PS	801365	Grant Application Expenses	0	0	0	0	0.0%	
1,470	833	297	536	64.3%	33	IT	801370	Copy Center Expense	15,361	15,989	18,107	(2,118)	-13.2%	Increased color copy cost; OTF project impact; pending analysis
34	(8)	0	(8)	100.0%	15	FIN	801375	General - Misc	3,613	41,928	45,497	(3,568)	-8.5%	
15	0	3,610	(3,610)	0.0%	25	PS	801390	Course Registration	228	6,598	9,111	(2,513)	-38.1%	One-Time Funding applied for WYB/CLB class registration fees.
1,141	50	0	50	100.0%	17	EXEC	801395	Friends of Law Library	2,283	718	768	(50)	-7.0%	
6,474	4,601	6,023	(1,422)	-30.9%				Subtotal	71,966	130,223	135,203	(4,981)	-3.8%	
								Professional Development:						
12	999	20	979	98.0%	ALL	803105		Travel	1,804	6,910	6,523	388	5.6%	Timing variance. Budgeted travel expense for the remainder of the year are cancelled.
0	20	0	20	100.0%	ALL	803110		Meals	49	96	61	35	36.5%	
0	0	0	0	0.0%	ALL	803113		Incidental and miscellaneous	399	0	0	0	0.0%	
294	96	0	96	100.0%	ALL	803115		Membership dues	43,609	8,122	7,898	224	2.8%	
115	529	0	529	100.0%	ALL	803120		Registration fees	879	5,151	3,584	1,567	30.4%	Timing variance, ED budgeted registration costs not yet incurred.
0	0	0	0	0.0%	ALL	803125		Educational materials	0	0	0	0	0.0%	
421	1,644	20	1,624	98.8%				Subtotal	46,740	20,279	18,066	2,214	10.9%	
								Communications & Marketing:						
0	300	0	300	100.0%	37	COM	803205	Services	1,890	300	0	300	100.0%	No additional services expected through the end of this FY.
375	1,270	39	1,231	96.9%	37	COM	803210	Collateral materials	5,717	13,679	5,068	8,611	62.9%	Due to Library closure flyers not ordered. No additional flyers expected for the rest of FY.
0	1,031	10	1,020	99.0%	37	COM	803215	Advertising	2,499	8,272	2,388	5,884	71.1%	No additional ads are expected for FY. However, tote bag reorder expense pending and other social media expenses.
0	0	0	0	0.0%	37	COM	803220	Trade shows & Outreach	116	0	0	0	0.0%	
375	2,601	49	2,551	98.1%				Subtotal	10,221	22,250	7,456	14,794	66.5%	
								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%	
28	132	0	132	100.0%	ALL	803320		Ground transportation & mileage reimb.	258	639	269	370	57.9%	Lower than expected usage.
0	0	0	0	0.0%	ALL	803325		Incidental travel expenses	0	0	0	0	0.0%	
28	132	0	132	100.0%				Subtotal	258	639	269	370	57.9%	
								Professional Services						
0	1,072	0	1,072	100.0%	15	FIN	804005	Accounting	21,425	25,032	23,960	1,072	4.3%	
2,896	2,896	2,896	0	0.0%	17	EXEC	804008	Consulting Services	28,836	29,274	28,963	311	1.1%	
4,660	5,933	3,750	2,183	36.8%	17	EXEC	804010	Legal	8,452	66,348	28,350	37,998	57.3%	Delay in budgeted OTF projects costs.
0	1,167	0	1,167	100.0%	15	FIN	804015	Other	2,364	3,916	250	3,667	93.6%	Delay in budgeted OTF projects costs.
7,556	11,068	6,646	4,422	40.0%				Subtotal	61,077	124,570	81,522	43,048	34.6%	
								Depreciation:						
195,513	195,833	189,978	5,855	3.0%	15	FIN	806105	Depreciation - Library Materials	1,977,940	1,938,833	1,926,863	11,971	0.6%	
23,595	23,333	23,484	(151)	-0.6%	15	FIN	806110	Depreciation Exp - FF&E	229,412	265,057	235,661	29,396	11.1%	Delay in CapEx purchases.
219,108	219,167	213,463	5,704	2.6%				Subtotal	2,207,352	2,203,891	2,162,524	41,367	1.9%	
682,336	731,278	657,926	73,351	10.0%				Total Expense	7,112,049	7,753,470	7,416,736	336,734	4.3%	
92,946	41,956	(4,102)	(46,057)	-109.8%				Net Income Before Extraordinary Items	427,389	40,455	371,823	331,368	819.1%	
6,348	(975)	5,233	6,208	-636.9%	15	FIN	321000	Investment Gain (Loss) <sup>1</sup>	146,568	82,805	201,760	118,955	143.7%	Reflects loss/gain if sold at time of report (before maturity).
0	0	0	0	0.0%	17	EXEC	401000	Extraordinary Income	3,543,270	0	0	0	0.0%	
0	0	0	0	0.0%	17	EXEC	901000	Extraordinary Expense	0	0	0	0	0.0%	
99,294	40,981	1,131	(39,850)	-97.2%				Net Income Including Extraordinary Items	4,117,227	123,260	573,583	450,323	365.3%	

**Los Angeles County Law Library**  
Income Statement for the Period Ending April 30, 2020  
(Provisional and subject to year-end audit adjustments)

Apr 19 Actual	Apr 2020			
	Amended Budget	Actual	\$ Fav	% Fav
0	50,000	0	50,000	100.0%
0	0	0	0	0.0%
0		0	0	0.0%
0	8,000	0	8,000	100.0%
0	0	0	0	0.0%
0	58,000	0	(58,000)	-100.0%

Capital Expenditures:

0	50,000	0	50,000	100.0%	39 FAC	161100	Furniture / Appliances (>3k)
0	0	0	0	0.0%	33 TECH	161300	Electronics / Computer Hardware (>3k)
0		0	0	0.0%	39 FAC	164500	Exterior Building Repairs/ Improvements (>3k)
0	8,000	0	8,000	100.0%	39 FAC	164000	Interior Improvements / Alterations (>3k)
0	0	0	0	0.0%	33 TECH	168000	Computer Software
0	58,000	0	(58,000)	-100.0%			Total - Capitalized Expenditures

FY 2018-19 YTD Actual	FY 2019-20 YTD				Comments
	Amended Budget	Actual	\$ Δ	% Δ	
3,352	50,000	0	50,000	100.0%	Delay in project completion.
30,789	0	0	0	0.0%	
188,089	0	0	0	0.0%	
0	8,000	0	8,000	100.0%	Delay in project completion.
0	0	0	0	0.0%	
222,229	58,000	0	58,000	100.0%	

CalPERS CERBT Trust Fund:

Beginning Balance	2,061,839	
Administrative Expense	(85)	CalPERS CERBT program cost.
Investment Expense	(62)	Investment management cost.
Unrealized Gain/Loss	122,693	Fluctuating market conditions.
Distribution		Distribution from Fund.
Ending Balance	2,184,384	

<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 April 30, 2020  
(Provisional and subject to year-end audit adjustments)

	4/30/2020	YTD
<b>Cash flows from operating activities</b>		
L.A. Superior court fees	584,939	6,678,372
Parking fees	43,750	512,973
Library services	11,548	310,478
(Increase) decrease in accounts receivable	38,391	213,859
Increase (decrease) in borrowers' deposit	(1,257)	(9,090)
<b>Cash received from filing fees and services</b>	<b>677,371</b>	<b>7,706,592</b>
Facilities	(52,678)	(663,049)
Technology	(17,539)	(118,559)
General	(6,023)	(135,203)
Professional development	(20)	(18,066)
Communications & marketing	(49)	(7,456)
Travel & entertainment	-	(269)
Professional services	(6,646)	(81,522)
Electronic Resource Subscriptions (ERS)	(50,231)	(498,547)
(Increase) decrease in prepaid expenses	40,548	(9,770)
Increase (decrease) in accounts payable	(10,800)	(110,427)
Increase (decrease) in other liabilities	-	-
<b>Cash payments to suppliers for goods and services</b>	<b>(103,438)</b>	<b>(1,642,870)</b>
Staff (payroll + benefits)	(311,277)	(3,731,539)
Increase (decrease) in payroll liabilities	1,079	(1,908)
Increase (decrease) in accrued sick and vacation liability	-	(25,204)
Increase (decrease) in OPEB liability	21,667	216,670
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
<b>Cash payments to employees for services</b>	<b>(288,531)</b>	<b>(3,541,981)</b>
Contributions received	-	125,000
Net cash from operating activities	285,402	2,646,741
<b>Cash flow from capital and related financing activities</b>		
Library materials	(149,627)	(1,531,226)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
<b>Cash flows from investing activities</b>		
Investment	-	(1,000,000)
Investment earnings	13,587	161,737
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>149,362</b>	<b>277,252</b>
Cash and cash equivalents, at beginning of period	9,866,089	9,738,199
<b>Cash and cash equivalents, at end of period</b>	<b>10,015,451</b>	<b>10,015,451</b>
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	(17,689)	210,086
Adjustments for noncash effects:		
Depreciation	213,463	2,162,524
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	38,391	213,859
(Increase) decrease in prepaid expenses	40,548	(9,770)
Increase (decrease) in accounts payable	(10,800)	(110,427)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	1,079	(1,908)
Increase (decrease) in accrued sick and vacation liability	-	(25,204)
Increase (decrease) in borrowers' deposit	(1,257)	(9,090)
Increase (decrease) in OPEB liability	21,667	216,670
Net impact of GASB 68 adjustments	-	-
Net cash from operating activities	<b>285,402</b>	<b>2,646,741</b>

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 8	FABIO DEL PERCIO	COURSE REGISTRAT	109.39	031435
May 11	AT&T	TELECOM	476.71	031436
	BAVCO	BLDG SERVICES	245.00	031437
	BET TZEDEK	ADVERTISING	500.00	031438
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	031439
	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT INS	379.00	031440
	GTT COMMUNICATIONS	TELECOM	471.23	031441
	MICHELLE HOPKINS	LEGAL	9,300.00	031442
	LAWRENCE ROLL-UP DOORS, INC.	REPAIR & MAINTENA	372.00	031443
	NATIONAL 50 SECURITY ** VOIDED *****	SECURITY	0.00	031444
	ONEDIGITAL HR CONSULTING	CONSULTING	2,896.26	031445
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	9,649.14	031446
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	350.00	031447
	VAKHTANG JANEZASHVILI	REFUND	140.00	031448
May 15	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	1,360.65	031449
	WILLIAM S HEIN & CO	BOOKS	352.80	031450
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	3,895.00	031451
	COUNTY OF LOS ANGELES	BANK CHARGES	45.77	031452
	COUNTY OF LOS ANGELES	HEATING/COOLING	4,394.93	031453
	LOS PLUMBERS INC	REPAIR/MAINT	290.00	031454
	NATIONAL 50 SECURITY	SECURITY	4,949.89	031455
May 22	AFLAC REMITTANCE	CAFE PLAN-INSURA	808.06	031456
	GUARDIAN	PREPAID EXP	7,875.63	031457
May 26	ROYA FOULADI	REFUND	822.86	031458
May 27	NATIONAL 50 SECURITY	SECURITY	5,403.55	031459
May 29	CHRISTOPHER JOHN BRIGGS	REFUND	140.00	031460

56,193.87



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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 1	LEXISNEXIS MATTHEW BENDER	BOOKS	364.34	V005263
	INGRAM LIBRARY SERVICES	BOOKS	190.20	V005264
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	22,798.09	V005265
	STATE BAR OF WISCONSIN	BOOKS	180.26	V005266
	GOBI LIBRARY SOLUTIONS	BOOKS	551.52	V005267
	INFOPEOPLE	REGISTRATION FEES	200.00	V005269
	STAMPS.COM	DELIVERY & POSTAG	300.00	V005270
May 8	4IMPRINT	STAFF MEALS & EVE	399.09	V005299
May 11	ALTA FOODCRAFT	KITCHEN SUPPLIES	141.89	V005271
	BANDWIDTH.COM, INC.	TELECOM	733.61	V005272
	BUILDING ELECTRONIC CONTROLS INC	SECURITY	9,576.67	V005273
	BRIGHTVIEW	LANDSCAPING	1,250.00	V005274
	CORODATA	BLDG SVCS	10.00	V005275
	KONICA MINOLTA BUSINESS	COPY CENTER	297.09	V005276
	KRONOS	PREPAID EXP	2,809.08	V005277
	NASA SERVICES	BLDG SVCS	497.41	V005278
	OCLC INC	BIBLIOGRAPHICAL S	781.55	V005279
	OFFICE DEPOT	SUPPLIES-OFFICE	314.06	V005280
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	276.00	V005281
	HOME DEPOT PRO	CLEANING SUPPLIES	44.13	V005282
	SPECTRUM	TELECOM	1,828.00	V005283
	UPS	BOOKS	39.56	V005284
May 15	WOLTERS KLUWER LAW & BUSINESS	BOOKS	6,021.36	V005287
	LEXISNEXIS MATTHEW BENDER	BOOKS	358.15	V005288
	DATA TRACE PUBLISHING COMPANY	BOOKS	219.95	V005289
	JURIS PUBLISHING INC	BOOKS	242.32	V005290
	JURISNET LLC	BOOKS	143.66	V005291
	LOS ANGELES BUSINESS JOURNAL	BOOKS	129.95	V005292
	LAWPRESS CORPORATION	BOOKS	399.70	V005293
	LIBRARY OF CONGRESS CDS	BOOKS	685.00	V005294
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	2,252.98	V005295
	THOMSON REUTERS	BOOKS	70,917.60	V005296
	UNIVERSITY OF WISCONSIN LAW SCHOOL	BOOKS	80.00	V005297
	GOBI LIBRARY SOLUTIONS	BOOKS	558.72	V005298
	AT&T MOBILITY	TELECOM	16.24	V005300
	STATE COMPENSATION	WORKERS COMP	3,088.50	V005301
May 22	FILE KEEPERS	PREPAID EXP	2,216.00	V005302
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	287.00	V005303
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	3,159.95	V005304
	LEXISNEXIS MATTHEW BENDER	BOOKS	206.46	V005305

141,512.19

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
May 29	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	6,946.10	V005306	
	DATA TRACE PUBLISHING COMPANY	BOOKS	179.95	V005307	
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	827.56	V005308	
	WILLIAM S HEIN & CO	BOOKS	187.20	V005309	
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,732.07	V005310	
	SOLANO PRESS BOOKS	BOOKS	161.79	V005311	
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	404.06	V005312	
	THOMSON REUTERS	BOOKS	385.44	V005313	
	GOBI LIBRARY SOLUTIONS	BOOKS	386.77	V005314	

145,777.03

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 11	SEIU LOCAL 721	UNION DUES	989.98	001658
	SEIU LOCAL 721	UNION SUPPL	57.89	001659

1,047.87



LA Law Library  
Fiscal Year Quarterly Statistics

			FY20 1st Quarter	FY20 2nd Quarter	FY20 3rd Quarter	FY20 April	FY20 May	FY20 May Notes
<b>Reference and Research</b>								
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>							
	Desk Inquiries		6,087	5,244	4,275	0	0	Not applicable due to library closure
	Tuesday 6pm to 8pm - All Queries		97	112	73	0	0	Not applicable due to library closure
	Phone		1,630	1,336	1,429	345	413	
	Email/ Live Chat		255	173	218	442	485	
	By Mail		70	55	246	0	39	Not applicable due to library closure
	Global Law Inquires		10	15	12	0	0	
	Global Law Web Inquires		0	0	0	0	0	
	e-Branch Chat		26	22	18	0	0	Not applicable due to library closure
	e-Branch Email		3	3	0	0	0	Not applicable due to library closure
		<b>Total</b>	<b>8,178</b>	<b>6,960</b>	<b>6,271</b>	<b>787</b>	<b>937</b>	
<b>Circulation Services</b>								
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking books in and out.</i>							
	Desk Inquiries		4,103	4,022	3,575	0	0	Not applicable due to library closure
	Phone Inquiries		1,714	1,636	1,339	130	145	Also Includes emails
		<b>Total</b>	<b>5,817</b>	<b>5,658</b>	<b>4,914</b>	<b>130</b>	<b>145</b>	
	Books Circulated		1,991	1,917	1,453	0	0	Not applicable due to library closure
	Library Card Sign-ups		507	451	372	0	0	Not applicable due to library closure
	Members Program - Active Members		311	308	296	282	270	New sign ups not available
	Public Terminal Logins		7,057	5,410	2,369	0	0	Not applicable due to library closure
<b>Document Delivery / E-Delivery/Copies</b>								
	<i>Document Delivery responds to requests for materials from the LA Law Library collection. Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-printer.</i>							
	Phone Inquiries		281	716	398	50	70	
	In-Person		5,059	2,480	2,219	0	0	Not applicable due to library closure
	Email (Includes Members Program)		878	220	367	336	345	Increase due to Library Closure
		<b>Total</b>	<b>6,218</b>	<b>3,416</b>	<b>2,984</b>	<b>386</b>	<b>415</b>	
	Pages Delivered		6,726	6,539	6,121	3,227	1,948	
	Copies Made (Main Library)		105,615	67,897	45,822	0	0	Not applicable due to library closure

LA Law Library  
Fiscal Year Quarterly Statistics

			FY20 1st Quarter	FY20 2nd Quarter	FY20 3rd Quarter	FY20 April	FY20 May	FY20 May Notes
<b>Collection Management Services</b>								
<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		247	144	173	71	0	Impacted by COVID-19
	Print Volumes Added		1576	1576	1473	168	194	Impacted by COVID-19
	New Serials		13	13	10	0	2	Impacted by COVID-19
	Non-Print Media Added		890	890	109	1	1	Impacted by COVID-19
	Records Cataloged/Updated		395	395	292	146	781	
	Print & Non-Print Withdrawn		423	423	330	23	66	
<b>Brief Scanning Project</b>								
	Briefs Logged (Google)		19,820	15,690	14,532	0	0	Not applicable due to library closure
<b>Website Statistics</b>								
	Visitors		30,790	29,354	27,620	4,708	4,321	
	Visits (previously counted as "Pages Viewed")		95,230	92,760	77,382	21,116	18,555	
	Average Daily Visits		349	316	281	164	196	
	Average Duration		5:14	4:57	4:33	3:38	3:04	
	Visitors: US		96.80%	95.99%	95.43%	95.42%	95.38%	
	Visitors: International / Unspecified		3.20%	2.10%	4.57%	4.58%	4.62%	
<b>Training and Events (Includes Online, Main &amp; Branch locations)</b>								
	Public Classes Held Online							
	Internal speaker		0	0	0	11	11	
	Guest speaker		0	0	0	13	16	
	MCLE Classes Held Online							
	Internal speaker		0	0	0	0	0	
	Guest speaker		0	0	0	0	0	
	Clinics/ Workshops Held Online		0	0	0	1	1	LITL continuously offered
	Public Classes Held at Main & Branches							
	Internal speaker		49	37	87	0	0	Not applicable due to library closure
	Guest speaker		28	91	27	0	0	Not applicable due to library closure
	MCLE Classes Held							
	Internal speaker		1	6	0	0	0	Not applicable due to library closure
	Guest speaker		3	0	7	0	0	Not applicable due to library closure
	Clinics/ Workshops Held		60	52	37	0	0	Not applicable due to library closure
		<b>Total</b>	<b>141</b>	<b>186</b>	<b>158</b>	<b>25</b>	<b>28</b>	portion of the scheduled classes were

LA Law Library  
Fiscal Year Quarterly Statistics

			FY20 1st Quarter	FY20 2nd Quarter	FY20 3rd Quarter	FY20 April	FY20 May	FY20 May Notes
	Class Attendance in Person Total (Estimated)		2,077	2,906	1,573	0	0	
	Online Class Registration		0	0	0	394	280	
	Number of plays of Online Classes		0	0	0	488	527	Includes registrants and virtual walk ins
	Class Attendance Branches (Estimated)		357	646	63	0	0	Not applicable due to library closure
	<b>Visits to Main Branch</b>							
	Number of Patron Visits (front door)		25,488	47,286	19,929	0	0	Not applicable due to library closure





**MEMORANDUM**

**DATE:** June 24, 2020

**TO:** Board of Law Library Trustees

**FROM:** Marcelino Juarez, Finance Manager

**RE:** 2020-21 Dental, Vision, Disability (LTD), and Life Insurance Renewal

**BACKGROUND**

Brecher Insurance & Financial Services (Brecher) is the Library's current insurance broker for dental, vision, long term disability (LTD), and life insurance. Our policies are subject to annual renewal and are scheduled to expire July 31, 2020. This insurance coverage is currently provided through Guardian.

To support small business clients during the COVID-19 pandemic, Guardian announced they will retain rates (no rate changes) on all renewals occurring between May 1, 2020 through August 31, 2020 anniversary dates. Since the Library's renewal falls within this timeframe, there will be no rate increases for all lines of coverage this renewal period.

Based Guardian's response and our prior experience with marketing our coverage, Brecher recommends that the Law Library renew with Guardian and continue to provide life insurance for part-time that work less than 20 per week through AFLAC where available.

**ANALYSIS**

As disclosed above, Guardian, in support of small business clients, has essentially agreed to a rate pass (0% increase) on all lines of coverage.

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

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



**ALTERNATIVES**

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

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

**RECOMMENDATION**

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

Attachment





MARCELINO JUAREZ  
LA LAW LIBRARY  
301 W 1ST STREET  
LOS ANGELES, CA 90012

BRECHER DAVID  
6300 WILSHIRE BLVD  
SUITE 2200  
LOS ANGELES, CA 90048

Your Guardian employee benefits  
renewal package is enclosed

As a valued Guardian customer, we appreciate your business and hope that you are fully satisfied with our plan offerings and services. Our commitment is to continue providing high-quality plans while placing your benefit needs first.

If you have questions about your renewal package or would like information about other benefits available for your employees, we can assist you. Contact your insurance broker or contact your Guardian Group Sales office at:

888 S Figueroa St, Suite 480, Los Angeles, CA, 90017, (310) 765-2200



**It's renewal  
time!**

**Guardian is  
here to help.**

**RENEWAL INFORMATION FOR**

**LA LAW LIBRARY  
GROUP PLAN # 00449734**

**RENEWAL PERIOD  
August 1, 2020 - July 31, 2021**



[guardiananytime.com](http://guardiananytime.com)

The Guardian Life Insurance Company of America, New York, NY.

# What you'll find in this package

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<b>RENEWAL INFORMATION</b>	<b>PAGE</b>
College Tuition Benefit Annual Statement	1
Renewal Rates At-a-Glance	2
Current Plan Benefit Summaries By Product	6





## College Tuition Benefit Rewards Statement as of 04/15/2020

Plan Number: 00449734  
Plan Name: LA LAW LIBRARY  
Current Lines of Coverage with CTB: Dental  
Total Estimated Potential Accumulated Rewards For All Lines of Coverage: \$768,000

Dear Planholder,

Thank you for being a valued Guardian customer. This statement provides a snapshot of the total College Tuition Benefit points earned by your members as a result of being enrolled in one or more of the coverages listed above.

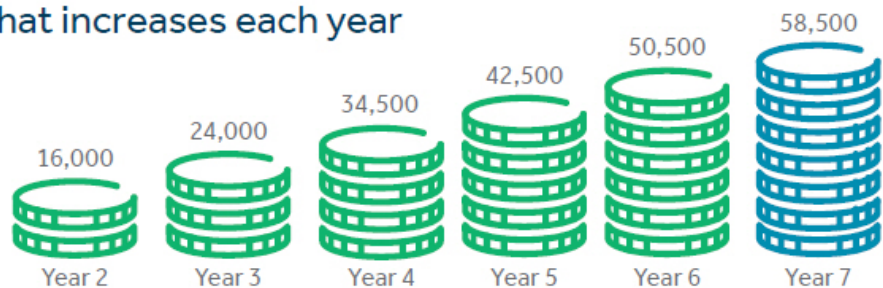
To make sure points are credited to members, they can visit [guardian.collegetuitionbenefit.com](http://guardian.collegetuitionbenefit.com) and register using the following information:

**User ID:** Plan number, **Password:** Guardian

College Tuition Benefit is a great way to help your employees save money on college education. One Tuition Reward = \$1 in tuition reduction and can be used at over 400 private college and universities nationwide. The example below demonstrates how Tuition Rewards build up each year.

### A college tuition benefit that increases each year

Example of how future tuition can be reduced by \$58,500 when the plan participant has four Guardian products (e.g. Dental — with a year 4 bonus of 2,500 rewards, Life, Hospital Indemnity and Critical Illness) over a seven-year period.



#### Important deadlines for members:

- Students must be added to the program **by August 24** the year he/she starts grade 11
- The last day members can transfer earned rewards to a student is **August 24** of the year he/she starts grade 12

If you have any questions, contact your Guardian Group Sales Representative or send your questions via email to [support@collegetuitionbenefit.com](mailto:support@collegetuitionbenefit.com). For general information about the College Tuition Benefit program go to [guardian.collegetuitionbenefit.com](http://guardian.collegetuitionbenefit.com).

Sincerely,

The Guardian Life Insurance Company of America

College Tuition Benefit is a tuition reduction program. This program is currently part of your employee benefit package and addresses a top employee concern -- saving for college. The service is \$0.45 per employee per month for each coverage accumulating the College Tuition Benefit. (i.e. except for Guardian Davis Vision plan Rewards, which are offered by Davis Vision) This is not a separate line item charge for you, but instead reflected in the total premium billed (though not an insurance charge). The Tuition Rewards program is provided by SAGE CTB, LLC. Guardian does not provide any services related to this program. SAGE CTB, LLC is not a subsidiary or an affiliate of Guardian. Guardian reserves the right to discontinue the College Tuition Benefit program at any time without notice. The College Tuition Benefit is not an insurance benefit and may not be available in all states.

## Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1, 2 and 3

DENTAL PLAN RATES - CHOICE PLAN					
Tier	Enrolled Employees	CURRENT		RENEWAL	
		Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
EE	36	\$62.21	\$26,875	\$62.21	\$26,875
EE & SP	13	\$113.25	\$17,667	\$113.25	\$17,667
EE & CH	4	\$143.18	\$6,873	\$143.18	\$6,873
FAMILY	10	\$194.27	\$23,312	\$194.27	\$23,312
<b>TOTAL</b>	<b>63</b>		<b>\$74,727</b>		<b>\$74,727</b>

If you have determined that your group is subject to ACA regulations which require you to include pediatric dental essential health benefits, Guardian can provide these benefits. Please contact your local Sales Office for options.

This plan is currently offered for Insurance Class 1 and 3

VISION PLAN RATES - VSP 60					
Tier	Enrolled Employees	CURRENT		RENEWAL	
		Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
EE	21	\$12.42	\$3,130	\$12.42	\$3,130
EE & SP	3	\$21.32	\$768	\$21.32	\$768
EE & CH	4	\$21.75	\$1,044	\$21.75	\$1,044
FAMILY	4	\$35.07	\$1,683	\$35.07	\$1,683
<b>TOTAL</b>	<b>32</b>		<b>\$6,625</b>		<b>\$6,625</b>

## Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1 and 3

LTD PLAN RATES				
CURRENT			RENEWAL	
Volume	Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
\$189,337	\$0.190/\$100	\$4,317	\$0.190/\$100	\$4,317

This plan is currently offered for Insurance Class 1, 3 and 4

BASIC LIFE PLAN RATES					
CURRENT				RENEWAL	
Coverage	Volume	Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
BASIC LIFE	\$1,048,750	\$0.120/\$1000	\$1,510	\$0.120/\$1000	\$1,510

This plan is currently offered for Insurance Class 1, 3 and 4

AD&D PLAN RATES					
CURRENT				RENEWAL	
Coverage	Volume	Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
AD&D	\$1,048,750	\$0.020/\$1000	\$252	\$0.020/\$1000	\$252

This plan is currently offered for Insurance Class 1 and 3

VOLUNTARY LIFE PLAN RATES		
EMPLOYEES	CURRENT	RENEWAL
Employee Age	Monthly Rate	Monthly Rate
15-29	\$0.055/\$1000	\$0.055/\$1000
30-34	\$0.063	\$0.063
35-39	\$0.094	\$0.094
40-44	\$0.166	\$0.166
45-49	\$0.257	\$0.257
50-54	\$0.389	\$0.389
55-59	\$0.617	\$0.617
60-64	\$1.032	\$1.032
65-69	\$1.686	\$1.686
70-74	\$2.728	\$2.728



## Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1 and 3

VOLUNTARY LIFE PLAN RATES (Continued)		
EMPLOYEES	CURRENT	RENEWAL
75-79	\$4.848	\$4.848
80-84	\$9.463	\$9.463
85-89	\$15.626	\$15.626
90-94	\$24.435	\$24.435
95-99	\$37.348	\$37.348

This plan is currently offered for Insurance Class 1 and 3

VOLUNTARY LIFE PLAN RATES		
SPOUSE	CURRENT	RENEWAL
Employee Age	Monthly Rate	Monthly Rate
15-29	\$0.055/\$1000	\$0.055/\$1000
30-34	\$0.063	\$0.063
35-39	\$0.094	\$0.094
40-44	\$0.166	\$0.166
45-49	\$0.257	\$0.257
50-54	\$0.389	\$0.389
55-59	\$0.617	\$0.617
60-64	\$1.032	\$1.032
65-69	\$1.686	\$1.686
70-74	\$2.728	\$2.728
75-79	\$4.848	\$4.848
80-84	\$9.463	\$9.463
85-89	\$15.626	\$15.626
90-94	\$24.435	\$24.435
95-99	\$37.348	\$37.348

This plan is currently offered for Insurance Class 1 and 3

VOLUNTARY LIFE PLAN RATES		
CHILD(REN)	CURRENT	RENEWAL
	Monthly Rate	Monthly Rate
CHILD(REN)	\$0.167/\$1000	\$0.167/\$1000

## Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1 and 3

VOLUNTARY AD&D PLAN RATES					
Tier	Volume	CURRENT		RENEWAL	
		Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
EE	\$1,350,000	\$0.032/\$1000	\$518	\$0.032/\$1000	\$518
SPOUSE	\$175,000	\$0.032	\$67	\$0.032	\$67
CHILD(REN)	\$15,000	\$0.032	\$6	\$0.032	\$6

## Current Plan Benefits Summaries

**CONTRACT TYPE: DENTAL GUARD 2000**

**This plan is currently offered for Insurance Class 1, 2 and 3**

### PLAN BENEFITS SUMMARY

<b>Network</b>	<b>In-Network</b> DentalGuard Preferred	<b>Out-of-Network</b> None
<b>Coinsurance</b>		
Preventive	100%	100%
Basic	80%	80%
Major	50%	50%
<b>Deductible</b>	\$50	\$50
Waived for preventive?	Yes	Yes
<b>Claim Payment Basis</b>	Fee Schedule	UCR 90%
<b>Maximum</b>	\$2,000	\$2,000
<b>Orthodontia</b>	Included	
Lifetime Maximum	\$1,000	
Coinsurance	50%	
<b>Maximum Rollover</b>		
Threshold		\$800
Rollover Amount		\$400
In-network only rollover		\$600
Max Rollover Limit		\$1,500
<b>Dependent Age Limit</b>		26/26

Plan information is for illustrative purposes only. Please consult plan contract for specific benefit levels.

## Current Plan Benefits Summaries

**CONTRACT TYPE: DENTAL GUARD 2000**

**This plan is currently offered for Insurance Class 1, 2 and 3**

### PLAN BENEFITS SUMMARY

<b>Network</b>	<b>In-Network</b> DentalGuard Preferred	<b>Out-of-Network</b> None
<b>Coinsurance</b>		
Preventive	100%	100%
Basic	100%	100%
Major	60%	60%
<b>Deductible</b>	\$50	\$50
Waived for preventive?	Yes	Yes
<b>Claim Payment Basis</b>	Fee Schedule	Fee Schedule
<b>Maximum</b>	\$2,000	\$2,000
<b>Orthodontia</b>	Included	
Lifetime Maximum	\$1,000	
Coinsurance	50%	
<b>Maximum Rollover</b>		
Threshold		\$800
Rollover Amount		\$400
In-network only rollover		\$600
Max Rollover Limit		\$1,500
<b>Dependent Age Limit</b>		26/26

Plan information is for illustrative purposes only. Please consult plan contract for specific benefit levels.

## Additional Dental Information

### DENTAL MAXIMUM ROLLOVER SUMMARY

For Benefit Year Ending: 12/31/2020

ROLLOVER ACCOUNT SIZE	NUMBER OF QUALIFYING EMPLOYEES & DEPENDENTS	TOTAL ACCOUNT VALUE
\$0	17	\$0.00
\$1 - \$250	0	\$0.00
\$251 - \$500	5	\$2,000.00
\$501 - \$750	9	\$5,606.80
\$751 - \$1,000	10	\$8,605.20
Over \$1,000	72	\$104,838.90
<b>TOTAL</b>	<b>96</b>	<b>\$121,050.90</b>

10 of your Employees and Dependents currently are eligible for additional Maximum Rollover amounts.

"Benefit Year" refers to the 12-month period during which charges are counted toward this plan's annual maximum.

"Number of Qualifying Employees and Dependents" reflects information available at the time this renewal package was issued. Additional claims will affect this count.

"Eligibility for additional rollover amounts reflects information available at the time this renewal package was issued. Additional claims will affect the eligibility for additional rollover amounts"

Rollover amounts earned in the benefit year ending 12/31/2020 are applied to the members Maximum Rollover Account for use starting the next benefit year.

## Current Plan Benefits Summaries

**VSP  
VISION**

This plan is currently offered for Insurance Class 1 and 3

<b>PLAN BENEFITS SUMMARY</b>			
	<b>In-Network</b>	<b>Out-of-Network</b>	<b>Frequency</b>
<b>Exam Copay</b>	\$10	\$10	12 months
<b>Exam Allowance</b>	100%	\$46	12 months
<b>Materials Copay</b>	\$25	\$25	
<b>Base Lenses</b>			
Single Vision Allowance	100%	\$47	12 months
Bifocal Allowance	100%	\$66	12 months
Trifocal Allowance	100%	\$85	12 months
Lenticular Allowance	100%	\$125	12 months
<b>Contact Lenses</b>			
Elective Allowance	\$120	\$120	12 months
Therapeutic Allowance	100%	\$210	12 months
<b>Frame Retail Allowance</b>	\$120	\$47	24 months
<b>Materials Allowance</b>	N/A	N/A	N/A

Plan information is for illustrative purposes only. Please consult plan contract for specific benefit levels.

## Current Plan Benefits Summaries

### LONG TERM DISABILITY

This plan is currently offered for Insurance Class 1

PLAN BENEFITS SUMMARY	
<b>Monthly Benefit</b>	66% to \$10,000
<b>Elimination Period</b>	360 days
<b>Benefit Duration</b>	To Age 67/Adea
<b>Own Occupation Period</b>	Own Occ/Any Occ Mo Ben
<b>Gainful Occupation</b>	80%
<b>Pre-Existing Conditions</b>	3/12 Exclusion
<b>Mental Nervous</b>	2 years
<b>Substance Abuse</b>	2 years
<b>Cost of Living (COLA)</b>	N/A
<b>Survivor Benefit</b>	3 months
<b>Integration</b>	Full Family
<b>Rehabilitation Benefit</b>	Enhanced Rehab

Plan information is for illustrative purposes only. Please consult plan contract for specific benefit levels .

## Current Plan Benefits Summaries

### LONG TERM DISABILITY

This plan is currently offered for Insurance Class 3

PLAN BENEFITS SUMMARY	
<b>Monthly Benefit</b>	66% to \$10,000
<b>Elimination Period</b>	120 days
<b>Benefit Duration</b>	To Age 67/Adea
<b>Own Occupation Period</b>	Own Occ/Any Occ Mo Ben
<b>Gainful Occupation</b>	80%
<b>Pre-Existing Conditions</b>	3/12 Exclusion
<b>Mental Nervous</b>	2 years
<b>Substance Abuse</b>	2 years
<b>Cost of Living (COLA)</b>	N/A
<b>Survivor Benefit</b>	3 months
<b>Integration</b>	Full Family
<b>Rehabilitation Benefit</b>	Enhanced Rehab

Plan information is for illustrative purposes only. Please consult plan contract for specific benefit levels .



## Current Plan Benefits Summaries

### BASIC LIFE

This plan is currently offered for Insurance Class 1, 3 and 4

LIFE BENEFITS SUMMARY	
<b>Benefit Type</b>	Flat
Multiple	N/A
<b>Maximum Benefit</b>	\$25,000
<b>Earnings Definition</b>	N/A
<b>Guarantee Issue</b>	N/A
<b>Waiver of Premium</b>	Waived To Specific Age
Elimination Period	9 month(s)
<b>Age Reduction Formula</b>	
Age 65	35%
Age 70	50%
<b>Accelerated Benefit</b>	
Benefit %	50%
Benefit Maximum	\$250,000

This plan is currently offered for Insurance Class 1, 3 and 4

AD&D BENEFITS SUMMARY	
<b>Benefit Type</b>	Flat
Multiple	N/A
<b>Maximum Benefit</b>	\$25,000
<b>Earnings Definition</b>	N/A

## Current Plan Benefits Summaries

### VOLUNTARY LIFE

This plan is currently offered for Insurance Class 1 and 3

LIFE BENEFITS SUMMARY	
<b>Benefit Type</b>	Increment
Multiple	N/A
<b>Maximum Benefit</b>	\$300,000
<b>Earnings Definition</b>	N/A
<b>Guarantee Issue</b>	
< age 65	\$50,000
65<70	\$0
70+	\$10,000
<b>Waiver of Premium</b>	Waived To Specific Age
Elimination Period	9 month(s)
<b>Age Reduction Formula</b>	
<b>Age 65</b>	35%
<b>Age 70</b>	50%
<b>Accelerated Benefit</b>	
Benefit %	50%
Benefit Maximum	\$250,000

Plan information is for illustrative purposes only. Please consult plan contract for specific benefit levels.

## Current Plan Benefits Summaries

This plan is currently offered for Insurance Class 1 and 3

<b>DEPENDENT BENEFITS SUMMARY</b>	
<b>Spouse Benefit</b>	
<b>Benefit Type</b>	Percent Of Earnings
<b>% of EE amount</b>	50%
<b>Maximum Benefit</b>	\$150,000
<b>Guarantee Issue</b>	
< age 65	\$25,000
65<70	\$10,000
70+	\$0
<b>Child(ren) Benefit</b>	
<b>Benefit Type</b>	Both Flat & Percent Of Earnings
<b>% of EE amount</b>	10%
<b>Maximum Benefit</b>	\$10,000
<b>Guarantee Issue</b>	N/A

Plan information is for illustrative purposes only. Please consult plan contract for specific benefit levels.

## Current Plan Benefits Summaries

### VOLUNTARY AD&D

This plan is currently offered for Insurance Class 1 and 3

#### AD&D BENEFITS SUMMARY

	EMPLOYEE	SPOUSE	CHILD(REN)
<b>Benefit Type</b>	Increment	Percent Of Earnings	Percent Of Earnings
Multiple	N/A	50.0%	10.0%
<b>Maximum Benefit</b>	\$300,000	\$150,000	\$10,000
<b>Earnings Definition</b>	N/A		



## Action Needed For Your Guardian Coverage

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### **Renewal Census Required**

In order to meet our contractual renewal notice deadline, your plan was renewed based upon the most recent census information we had on file. However, it is important that we maintain accurate salary and census information. Please take this crucial step now to ensure employees receive the maximum coverage they are entitled to under your Guardian salary-based programs. The current census must include the employee's name, gender, date of birth, family status, current salary, and salary effective date. An electronic version of the census in Excel format can be emailed to: [appletonbilling@glic.com](mailto:appletonbilling@glic.com) or by logging on to our secure Guardian Anytime website at [www.guardiananytime.com](http://www.guardiananytime.com).



**MEMORANDUM**

**DATE:** June 24, 2020

**TO:** Board of Law Library Trustees

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

**RE:** Approval of Operating and Capital Expenditures Budget for Fiscal Year 2020-2021

**INTRODUCTION**

Staff is requesting that the Board of Trustees formally approve the FY2021 Budget. The budget is as recommended by the FY20 Budget Committee and considered and discussed previously at the Board’s May 27, 2020 regular meeting. (The May Board packet can be found here: [https://www.lalawlibrary.org/pdfs/Agenda\\_20200527.pdf](https://www.lalawlibrary.org/pdfs/Agenda_20200527.pdf)) The proposed budget (Income and Expense Operations Summary, Cash Flow, and Capital Projects), including minor refinements to adjust for information received in that past month, is attached.

**BACKGROUND AND ANALYSIS**

***Overview***

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

1. The current COVID-19 crisis has negatively impacted revenues and created extreme uncertainty with respect to future revenues (and expenses). However, the crisis has also created heightened demand and need for the Law Library’s services. Given these circumstances, the Law Library is closely monitoring filing fees and court operations and lobbying the State for supplemental funding. The recommendation of the Executive Director and the Finance Committee is therefore not to make major cuts to service levels unless and until the fiscal situation stabilizes and we have some data regarding the “new normal.”
2. Accordingly, for the first time in several years, the proposed operating budget would result in a significant deficit and expenditure of cash and reserves.
  - a. Discounting non-cash items such as depreciation, the operating budget generates negative cash flow of approximately \$810K.
  - b. The proposed capital budget anticipates spending \$1.2M from reserves. However, the capital budget includes more than \$1M deferred from fiscal years 2014 through 2020, with \$1M of the cost to be funded by the State’s 2018 one-time funding (OTF) allocation.



- c. After having seen an increase in recent years (prior to COVID-19), civil filing fees are now projected come in \$1.5M lower than FY20.
  - d. In total, this will result in an overall negative cash flow of \$2.5M for FY2021, with nearly \$1.5M of that funded via OTF monies and the balance taken from reserves.
  - e. Despite the anticipated \$2.5M drop, cash and cash equivalents are still forecasted to remain higher than at the close of FY2019, largely due to prior cuts, conservative expenditures, better-than-expected filing fee revenue in the previous fiscal year and a \$3.5M one-time fund allotment from the State's General Fund. In addition, CERBT investments (dedicated to the payment of OPEB expenses) and UBS investments remain healthy.
3. The proposed budget incorporates, but tracks separately, One Time Funding (OTF).
  4. The proposed budget includes a 5 day furlough to be observed in December 2020.
  5. The proposed budget incorporates an assumption that civil filing fees have been de-stabilized by COVID-19. It also incorporates significant cost increases that are beyond our control.

#### ***State General Fund Revenue***

As you are aware, the Library has been working with CCCLL to secure Backfill State funding for countywide law libraries directly impacted by COVID-19. Our efforts thus far have placed us in the Legislature's proposed budget, forwarded to the Governor for approval. If approved, statewide law libraries would benefit from a \$7M distribution from the State's general fund.

#### **RECOMMENDATION**

Staff is requesting that the Board of Trustees approve the proposed budget for FY2021 (including Income and Expense Operations Summary, Cash Flow, and Capital Projects)





# Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/21

GL No.				Original Budget 2020	Amended Budget 2020	OTF Amended 2020	Budget 2021	OTF Budget 2021	\$ Inc (Dec) relative to Amended Budget	% Inc (Dec) relative to Amended Budget
	2017	2018	2019							
<b>Summary:</b>										
<b>Income</b>										
L.A. Superior Court Fees	6,863,014	7,219,802	7,734,201	7,500,000	7,872,267	0	6,274,657	0	(1,597,610)	-20.3%
Interest	35,106	63,869	179,240	154,760	182,958	0	132,000	0	(50,958)	-27.9%
Parking	703,924	666,265	682,598	645,238	651,026	0	525,000	0	(126,026)	-19.4%
Library Services	638,942	660,935	583,960	557,157	569,951	0	538,253	0	(31,698)	-5.6%
<b>Total Income</b>	<b>8,240,987</b>	<b>8,610,872</b>	<b>9,180,000</b>	<b>8,857,155</b>	<b>9,276,201</b>	<b>0</b>	<b>7,469,910</b>	<b>0</b>	<b>(1,806,291)</b>	<b>-19.5%</b>
<b>Expense</b>										
Staff	5,165,184	3,755,846	3,850,738	4,573,092	4,383,890	197,491	4,465,136	199,834	81,246	1.9%
Library Materials	1,842,529	1,808,450	1,913,467	2,024,608	2,024,610	0	2,044,021	0	19,411	1.0%
Library Materials Transferred to Assets	(1,842,529)	(1,808,450)	(1,913,467)	(2,024,608)	(2,024,610)	0	(2,044,021)	0	(19,411)	1.0%
Electronic Resource Subscriptions (ERS)		658,347	609,744	632,416	632,417	1,377	614,398	0	(18,019)	-2.8%
Facilities	843,191	820,282	898,292	901,014	873,219	1,035	845,445	0	(27,774)	-3.2%
Technology & Data	131,381	134,061	130,719	152,407	145,784	0	156,759	0	10,974	7.5%
General	75,624	66,361	79,190	85,821	89,392	65,915	86,510	18,100	(2,882)	-3.2%
Professional Development	16,146	17,771	12,920	24,459	21,731	5,308	19,618	1,340	(2,113)	-9.7%
Communications & Marketing	4,553	4,927	3,217	6,130	6,993	29,782	14,020	61,803	7,027	100.5%
Travel & Entertainment	2,624	730	377	1,700	932	0	1,687	0	755	81.0%
Professional Services	48,664	60,284	58,358	74,758	99,338	73,165	63,844	0	(35,494)	-35.7%
Depreciation	2,821,826	2,733,570	2,646,441	2,757,217	2,661,769	0	2,579,049	0	(82,720)	-3.1%
<b>Total Expenses</b>	<b>9,811,919</b>	<b>8,252,179</b>	<b>8,289,997</b>	<b>9,209,014</b>	<b>8,915,464</b>	<b>374,072</b>	<b>8,846,466</b>	<b>281,077</b>	<b>(68,998)</b>	<b>-0.8%</b>
<b>Net Income (Loss)</b>	<b>(1,570,931)</b>	<b>358,693</b>	<b>890,003</b>	<b>(351,859)</b>	<b>360,737</b>	<b>(374,072)</b>	<b>(1,376,556)</b>	<b>(281,077)</b>	<b>(1,737,293)</b>	<b>-481.6%</b>
Investment Gain (Loss) <sup>1</sup>	(38,669)	(12,564)	223,954	25,000	93,269	0	90,000	0	(3,269)	-3.5%
Extraordinary Income	55,000	0	3,543,270	0	0	0	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0	0	0	0	0	0.0%
<b>Net Income Including Extraordinary Items</b>	<b>(1,554,600)</b>	<b>346,128</b>	<b>4,657,227</b>	<b>(326,859)</b>	<b>454,006</b>	<b>(374,072)</b>	<b>(1,286,556)</b>	<b>(281,077)</b>	<b>(1,740,561)</b>	<b>-383.4%</b>
<b>Capitalized Expenditures</b>	<b>0</b>	<b>6,197</b>	<b>255,547</b>	<b>105,000</b>	<b>105,000</b>	<b>423,000</b>	<b>60,000</b>	<b>1,172,800</b>	<b>(45,000)</b>	<b>-42.9%</b>
<b>Net Income After CapEx</b>	<b>(1,554,600)</b>	<b>339,931</b>	<b>4,401,680</b>	<b>(431,859)</b>	<b>349,006</b>	<b>(797,072)</b>	<b>(1,346,556)</b>	<b>(1,453,877)</b>	<b>(1,695,561)</b>	<b>-485.8%</b>

# Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/21

GL No.					Original Budget 2020	Amended Budget 2020	OTF Amended 2020	Budget 2021	OTF Budget 2021	\$ Inc (Dec) relative to Amended Budget	% Inc (Dec) relative to Amended Budget
		2017	2018	2019							
<b>Detailed Budget:</b>											
<b>Income:</b>											
303300	L.A. Superior Court Fees	6,863,014	7,219,802	7,734,201	7,500,000	7,872,267	0	6,274,657	0	(1,597,610)	-20.3%
Interest:											
311000	Interest - LAIF	6,310	5,079	8,787	8,760	8,792	0	7,500	0	(1,292)	-14.7%
312000	Interest - General Fund	25,465	54,052	163,434	140,000	168,173	0	120,000	0	(48,173)	-28.6%
313000	Interest - Deposit Fund	3,332	4,738	7,019	6,000	5,993	0	4,500	0	(1,493)	-24.9%
	Subtotal	35,106	63,869	179,240	154,760	182,958	0	132,000	0	(50,958)	-27.9%
Parking:											
330100	Parking	703,924	666,265	682,598	645,238	651,026	0	525,000	0	(126,026)	-19.4%
	Subtotal	703,924	666,265	682,598	645,238	651,026	0	525,000	0	(126,026)	-19.4%
Library Services:											
330150	Annual Designation Fee	5,866	4,713	3,233	2,636	2,753	0	2,348	0	(405)	-14.7%
330140	Annual Members Fee	105,618	210,440	185,356	160,893	168,629	0	168,554	0	(75)	0.0%
330340	Course Registration	20,902	25,717	29,251	24,730	36,601	0	22,641	0	(13,960)	-38.1%
330129	Copy Center	49,962	45,262	43,877	41,400	43,075	0	40,000	0	(3,075)	-7.1%
330205	Document Delivery	17,466	16,144	18,588	16,800	17,886	0	17,200	0	(686)	-3.8%
330210	Fines	47,042	49,922	39,750	39,000	34,802	0	31,150	0	(3,652)	-10.5%
330310	Miscellaneous	120,493	64,839	69,705	57,399	60,767	0	46,060	0	(14,707)	-24.2%
330330	Room Rental	65,325	67,779	35,421	35,000	17,303	0	35,000	0	17,697	102.3%
330350	Book Replacement	4,367	520	1,785	0	570	0	0	0	(570)	-100.0%
330360	Forfeited Deposits	31,612	17,735	501	10,000	27,186	0	20,000	0	(7,186)	-26.4%
330400	Friends of Law Library	155,000	145,000	140,000	145,000	145,000	0	145,000	0	0	0.0%
330420	Grants	2,289	0	0	0	0	0	0	0	0	0.0%
330450	Vending	649	406	337	300	273	0	300	0	27	9.8%
330465	Special Events Income	12,352	12,459	16,157	24,000	15,106	0	10,000	0	(5,106)	-33.8%
	Subtotal	638,942	660,935	583,960	557,157	569,951	0	538,253	0	(31,698)	-5.6%
	Total Income	8,240,987	8,610,872	9,180,000	8,857,155	9,276,201	0	7,469,910	0	(1,806,291)	-19.5%
<b>Expenses:</b>											
Staff:											
501000	Salaries (FT)	2,202,791	2,216,809	2,301,920	2,640,669	2,486,091	151,381	2,419,664	157,954	(66,427)	-2.7%
501025	Staff Vacancy Offset (FT)	0	0	0	(52,813)	(26,407)	0	(52,581)	0	(26,174)	99.1%
501050	Salaries (PT)	255,015	241,583	300,777	274,932	275,793	19,067	279,405	11,880	3,612	1.3%
501075	Staff Vacancy Offset (PT)	0	0	0	(5,499)	(2,749)	0	(5,940)	0	(3,191)	116.1%
502000	Social Security	140,382	141,734	150,035	162,865	161,045	0	163,448	0	2,403	1.5%
503000	Medicare	34,195	34,258	36,417	39,145	39,866	0	39,285	0	(581)	-1.5%
511000	Retirement	0	0	9,873	515,525	495,581	9,708	580,798	0	85,217	17.2%
511050	Pension Exp (Actuarial)	1,660,664	319,391	373,994	0	0	0	0	0	0	0.0%
511100	Pension Exp (Acctg)	0	0	0	0	0	0	0	0	0	0.0%
512000	Health Insurance	456,030	355,007	430,167	530,033	494,659	0	556,736	0	62,077	12.5%
513000	Disability Insurance	4,666	4,951	4,505	5,277	4,853	0	5,479	0	625	12.9%
514000	Dental Insurance	56,551	59,169	59,078	69,822	65,498	0	74,663	0	9,164	14.0%
514500	Vision Insurance	5,662	6,351	6,165	7,710	6,850	0	7,905	0	1,055	15.4%

# Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/21

GL No.					Original Budget 2020	Amended Budget 2020	OTF Amended 2020	Budget 2021	OTF Budget 2021	\$ Inc (Dec) relative to Amended Budget	% Inc (Dec) relative to Amended Budget
		2017	2018	2019							
515000	Life Insurance	771	842	1,545	2,462	2,249	0	2,153	0	(96)	-4.3%
515500	Vacancy Benefits Offset	0	0	0	0	0	0	0	0	0	0.0%
516000	Workers Compensation Insurance	68,154	42,860	45,307	41,636	39,062	0	38,917	0	(145)	-0.4%
517000	Unemployment Insurance	12,073	2,464	5,436	8,000	6,000	0	8,000	0	2,000	33.3%
514010	Temporary Employment	1,260	0	2,071	12,328	17,477	17,335	11,204	30,000	(6,273)	-35.9%
514015	Recruitment	2,359	3,367	1,837	8,000	9,397	0	6,000	0	(3,397)	-36.1%
517500	Accrued Sick Expense	(23,687)	4,901	4,153	5,000	5,000	0	5,000	0	0	0.0%
518000	Accrued Vacation Expense	22,025	20,616	17,047	20,000	20,000	0	40,000	0	20,000	100.0%
518500	OPEB Expense	241,029	277,197	79,915	260,000	260,002	0	260,000	0	(2)	0.0%
518550	TMP	12,263	11,077	7,238	13,000	8,824	0	10,000	0	1,176	13.3%
518560	Payroll and Benefit Administration	12,981	13,271	13,257	15,000	14,799	0	15,000	0	201	1.4%
	<b>Total - Staff</b>	<b>5,165,184</b>	<b>3,755,846</b>	<b>3,850,738</b>	<b>4,573,092</b>	<b>4,383,890</b>	<b>197,491</b>	<b>4,465,136</b>	<b>199,834</b>	<b>81,246</b>	<b>1.9%</b>
	<b>Library Materials:</b>										
601999	American Continuations	1,440,140	1,443,987	1,455,152	1,536,768	1,536,768	0	1,578,200	0	41,432	2.7%
602999	American New Orders	12,095	16,349	20,528	22,521	22,521	0	22,000	0	(521)	-2.3%
609199	Branch Continuations	45,238	21,928	18,118	18,725	18,725	0	19,576	0	851	4.5%
609299	Branch New Orders	161	0	0	229	229	0	245	0	16	7.0%
603999	Commonwealth Continuations	102,063	106,749	139,516	147,044	147,044	0	145,000	0	(2,044)	-1.4%
604999	Commonwealth New Orders	0	722	724	2,000	2,000	0	1,000	0	(1,000)	-50.0%
605999	Foreign Continuations	116,731	98,321	109,148	136,748	136,748	0	135,000	0	(1,748)	-1.3%
606999	Foreign New Orders	1,019	1,138	961	2,000	2,000	0	2,000	0	(0)	0.0%
607999	International Continuations	107,686	106,317	153,403	136,431	136,431	0	120,000	0	(16,431)	-12.0%
608999	International New Orders	1,000	1,000	658	1,000	1,000	0	2,000	0	1,000	99.9%
609399	General/Librarianship Continuations	16,325	11,875	15,057	20,142	20,142	0	18,000	0	(2,142)	-10.6%
609499	General/Librarianship New Orders	72	63	202	1,000	1,000	0	1,000	0	0	0.0%
	<b>Subtotal</b>	<b>1,842,529</b>	<b>1,808,450</b>	<b>1,913,467</b>	<b>2,024,608</b>	<b>2,024,610</b>	<b>0</b>	<b>2,044,021</b>	<b>0</b>	<b>19,411</b>	<b>1.0%</b>
690000	Library Materials Transferred to Assets	(1,842,529)	(1,808,450)	(1,913,467)	(2,024,608)	(2,024,610)	0	(2,044,021)	0	(19,411)	1.0%
685000	Electronic Resource Subscriptions (ERS)	702,725	658,347	609,744	632,416	632,417	1,377	614,398	0	(18,019)	-2.8%
	<b>Facilities:</b>										
801005	Repair & Maintenance	13,023	24,675	75,523	50,000	29,777	0	51,500	0	21,723	73.0%
801010	Building Services	10,792	11,646	16,748	20,953	36,133	0	24,988	0	(11,145)	-30.8%
801015	Cleaning Supplies	11,675	12,206	11,559	10,800	11,140	0	9,646	0	(1,494)	-13.4%
801020	Electricity & Water	116,616	121,164	124,809	124,980	126,993	0	131,000	0	4,007	3.2%
801025	Elevator Maintenance	14,157	11,769	14,410	2,898	11,167	0	8,694	0	(2,473)	-22.1%
801030	Heating & Cooling	39,901	39,674	54,983	43,800	45,423	0	46,900	0	1,477	3.3%
801035	Insurance	261,565	237,731	247,804	238,219	222,968	0	254,282	0	31,314	14.0%
801040	Janitorial Services	104,190	104,090	110,179	117,702	117,628	0	117,888	0	260	0.2%
801045	Landscaping	15,000	15,000	15,000	18,000	18,000	0	18,000	0	0	0.0%
801050	Security	197,481	198,961	199,839	236,616	218,086	0	149,784	0	(68,302)	-31.3%
801060	Room Rental Expenses	37,700	21,438	4,337	14,000	5,960	0	14,000	0	8,040	134.9%

# Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/21

GL No.					Original Budget 2020	Amended Budget 2020	OTF Amended 2020	Budget 2021	OTF Budget 2021	\$ Inc (Dec) relative to Amended Budget	% Inc (Dec) relative to Amended Budget
		2017	2018	2019							
801065	Special Events Expenses	14,860	11,444	11,769	10,750	19,434	1,035	9,842	0	(9,592)	-49.4%
801100	Furniture & Appliances (<3K)	0	4,535	558	2,000	4,390	0	0	0	(4,390)	-100.0%
801110	Equipment (<3K)	1,069	1,033	5,612	1,500	1,116	0	850	0	(266)	-23.9%
801115	Building Alterations (<3K)	0	0	0	0	0	0	2,000	0	2,000	0.0%
801120	Delivery & Postage	3,488	2,869	3,118	6,276	2,846	0	3,155	0	309	10.8%
801125	Kitchen supplies	1,675	2,046	2,046	2,520	2,157	0	2,916	0	759	35.2%
	Subtotal	843,191	820,282	898,292	901,014	873,219	1,035	845,445	0	(27,774)	-3.2%
	Technology:										
801210	Software Maintenance	21,163	21,028	15,965	22,838	21,960	0	24,922	0	2,962	13.5%
801212	Hardware Maintenance	16,778	20,380	22,007	25,516	23,596	0	24,305	0	709	3.0%
801215	Software (<\$3k)	3,659	7,691	2,935	8,167	8,166	0	8,412	0	246	3.0%
801220	Hardware (<\$3k)	6,159	2,471	5,741	4,411	2,778	0	4,116	0	1,338	48.2%
801225	Computer Supplies	1,953	0	365	1,000	1,000	0	1,032	0	32	3.2%
801230	Integrated Library System	49,578	51,809	54,218	56,064	55,791	0	57,468	0	1,677	3.0%
801235	Telecommunications	31,274	30,312	29,017	33,668	29,636	0	30,528	0	892	3.0%
801245	Tech & Data - Misc	65	215	0	0	0	0	0	0	0	0.0%
801250	Services	753	156	471	743	2,858	0	5,976	0	3,118	109.1%
801275	Online Service Providers	0	0	0	0	0	0	0	0	0	0.0%
	Subtotal	131,381	134,061	130,719	152,407	145,784	0	156,759	0	10,974	7.5%
	General:										
801310	Bank Charges	6,886	8,018	6,571	8,000	7,117	0	8,000	0	883	12.4%
801315	Bibliographical Services	9,420	9,750	10,115	10,536	10,520	0	10,500	0	(20)	-0.2%
801320	Binding	0	0	0	0	0	19,991	0	0	0	0.0%
801325	Board Expense	785	805	1,097	1,440	1,316	0	1,440	0	124	9.4%
801330	Staff meals & events	2,741	2,882	9,707	7,800	8,234	0	8,800	0	566	6.9%
801335	Supplies - Office	13,698	19,565	22,122	25,000	23,829	21	26,230	10,000	2,401	10.1%
801337	Supplies - Library materials	8,758	8,887	9,037	9,000	9,000	0	9,000	0	(0)	0.0%
801340	Stationery, business cards, etc.	1,118	541	362	3,800	1,680	0	500	0	(1,180)	-70.2%
801365	Grant Application Expenses	0	0	0	0	0	0	0	0	0	0.0%
801370	Copy Center Expense	15,711	14,256	18,337	18,140	21,315	0	19,540	0	(1,775)	-8.3%
801375	General - Misc	15,161	978	521	1,000	1,594	40,592	2,000	0	406	25.4%
801390	Course Registration	547	0	604	605	3,968	5,310	0	8,100	(3,968)	-100.0%
801395	Friends of Law Library	800	678	715	500	818	0	500	0	(318)	-38.9%
	Subtotal	75,624	66,361	79,190	85,821	89,392	65,915	86,510	18,100	(2,882)	-3.2%
	Professional Development:										
803105	Travel	4,402	6,044	3,603	10,944	8,589	0	5,360	0	(3,229)	-37.6%
803110	Meals	0	107	221	140	91	0	0	0	(91)	-100.0%
803113	Incidental and miscellaneous	1,225	75	399	0	0	0	0	0	0	0.0%
803115	Membership dues	6,592	6,695	6,899	6,735	6,969	5,308	6,750	1,340	(219)	-3.1%
803120	Registration fees	3,927	4,353	1,798	6,640	6,082	0	7,508	0	1,426	23.4%
803125	Educational materials	0	497	0	0	0	0	0	0	0	0.0%
	Subtotal	16,146	17,771	12,920	24,459	21,731	5,308	19,618	1,340	(2,113)	-9.7%

# Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/21

GL No.					Original Budget 2020	Amended Budget 2020	OTF Amended 2020	Budget 2021	OTF Budget 2021	\$ Inc (Dec) relative to Amended Budget	% Inc (Dec) relative to Amended Budget
		2017	2018	2019							
Communications & Marketing:											
803205	Services	0	2,042	1,890	0	0	0	20	34,553	20	0.0%
803210	Collateral materials	1,714	2,386	845	2,750	2,734	21,425	5,500	27,250	2,766	101.2%
803215	Advertising	2,839	500	366	3,200	4,259	8,357	8,500	0	4,241	99.6%
803220	Trade shows & Outreach	0	0	116	180	0	0	0	0	0	0.0%
	Subtotal	4,553	4,927	3,217	6,130	6,993	29,782	14,020	61,803	7,027	100.5%
Other Travel											
803305	Travel	583	0	0	0	0	0	0	0	0	0.0%
803310	Meals	149	0	0	0	0	0	0	0	0	0.0%
803315	Entertainment	0	0	0	0	0	0	0	0	0	0.0%
803320	Ground transportation & mileage reimb	1,892	730	377	1,700	932	0	1,687	0	755	81.0%
803325	Incidental travel expenses	0	0	0	0	0	0	0	0	0	0.0%
	Subtotal	2,624	730	377	1,700	932	0	1,687		755	81.0%
Professional Services											
804005	Accounting	18,078	23,736	21,440	23,960	23,960	0	23,049	0	(911)	-3.8%
804008	Consulting Services	30,586	33,808	34,629	45,798	35,378	0	35,795	0	417	1.2%
804010	Legal	0	595	0	5,000	40,000	67,915	5,000	43,224	(35,000)	-87.5%
804015	Other	0	2,146	2,290	0	0	5,250	0	3,000	0	0.0%
	Subtotal	48,664	60,284	58,358	74,758	99,338	73,165	63,844		(35,494)	-35.7%
Depreciation:											
806105	Depreciation - Library Materials	2,518,365	2,441,162	2,369,742	2,329,652	2,320,045	0	2,248,369	0	(71,675)	-3.1%
806110	Depreciation Exp - FF&E	303,461	292,407	276,699	427,565	341,724	0	330,680	0	(11,044)	-3.2%
	Subtotal	2,821,826	2,733,570	2,646,441	2,757,217	2,661,769	0	2,579,049	0	(82,720)	-3.1%
	Total Expense	9,811,919	8,252,179	8,289,997	9,209,014	8,915,464	374,072	8,846,466	281,077	(68,998)	-0.8%
	Net Income Before Extraordinary Items	(1,570,931)	358,693	890,003	(351,859)	360,737	(374,072)	(1,376,556)	(281,077)	(1,737,293)	-481.6%
321000	Investment Gain (Loss) <sup>1</sup>	(38,669)	(12,564)	223,954	25,000	93,269	0	90,000	0	(3,269)	-3.5%
401000	Extraordinary Income	55,000	0	3,543,270	0	0	0	0	0	0	0.0%
901000	Extraordinary Expense	0	0	0	0	0	0	0	0	0	0.0%
	Net Income Including Extraordinary Items	(1,554,600)	346,128	4,657,227	(326,859)	454,006	(374,072)	(1,286,556)	(281,077)	(1,737,293)	(5)

## Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/21

GL No.					Original Budget 2020	Amended Budget 2020	OTF Amended 2020	Budget 2021	OTF Budget 2021	\$ Inc (Dec) relative to Amended Budget	% Inc (Dec) relative to Amended Budget
		2017	2018	2019							
Capital Expenditures:											
161100	Furniture / Appliances (>3k)	0	0	0	0	0	0	0	0	0	0.0%
161300	Electronics / Computer Hardware (>3k)	0	0	30,789	0	0	143,000	0	142,800	0	0.0%
164500	Exterior Building Repairs/ Improvements (>3k)	0	6,197	191,959	0	60,000	0	15,000	50,000	(45,000)	-75.0%
164000	Interior Improvements / Alterations (>3k)	0	0	32,800	60,000	0	270,000	0	910,000	0	0.0%
168000	Computer Software	0	0	0	45,000	45,000	10,000	45,000	70,000	0	0.0%
	<b>Total - Capitalized Expenditures</b>	<b>0</b>	<b>6,197</b>	<b>255,547</b>	<b>105,000</b>	<b>105,000</b>	<b>423,000</b>	<b>60,000</b>	<b>1,172,800</b>	<b>(45,000)</b>	<b>-42.9%</b>

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

# Los Angeles County Law Library: Capital Purchases

Proposed Budget: Fiscal Year Ending 6/30/21

Vendor or Description of Item	Category of Asset (select from dropdown menu)	Anticipated Completion Month (select from dropdown menu)	Acquisition Cost (including consulting, design, implementation, etc.)	Carryover from prior fiscal year(s)? (select from dropdown menu)	OTF Project Code (if applicable)	Department Code	Reason or comment
Public Copiers	Electronics / Computer Hardware >3K	8/1/2020	80,000	Yes	3318003	33	
Briefs Repository Update/Scanning Software	Computer Software	1/1/2021	50,000	Yes	33OF-001	33	
Members Automated Parking Module	Computer Software	2/1/2021	20,000	Yes	33OF-003	33	
Expanded Computer Lab Laptops	Electronics / Computer Hardware >3K	5/1/2021	22,800	Yes		33	Project code 33OF0004
Accounting Software	Computer Software	1/1/2021	45,000	Yes		33	
Staff Zero Clients Modules and Monitors	Electronics / Computer Hardware >3K	9/1/2020	40,000	No		33	
Elevators Modernization	Interior Improvements / Alterations >\$3K	3/1/2021	500,000	Yes	3914001	39	
Security Cameras	Electronics / Computer Hardware >3K	4/1/2021	50,000	Yes	3918003	39	Security Cameras includes all camera hardware and installation of data line
Security System for Building	Interior Improvements / Alterations >\$3K	4/1/2021	40,000	Yes	39OF-003	39	New security monitoring system
Building Public Address System	Interior Improvements / Alterations >\$3K	11/1/2020	60,000	Yes		39	Interior Building PA System to replace current outdated system
Carpet - Scope to include CMS as well as Public Stack Areas	Interior Improvements / Alterations >\$3K	6/1/2021	100,000	Yes	3918004	39	To include both public stacks(3918004) and CMS area(3918005)
Public Restroom Reconfiguration& Repairs: Improve access in public restrooms.(includes design consultant)	Interior Improvements / Alterations >\$3K	2/1/2021	40,000	Yes	3918001	39	
Staff Parking Gate/Curtain	Exterior Building Repairs/ Improvements >\$3K	8/1/2020	15,000	No		39	Replace Staff Parking Gate Curtain
HVAC Modernization - Convert Pneumatic to Electric Controls.	Interior Improvements / Alterations >\$3K	5/1/2021	90,000	Yes	39OF-002	39	upgrade to our HVAC system for better temperature control
Class Space - Expand 70's section class space.	Interior Improvements / Alterations >\$3K	5/1/2021	80,000	Yes	39OF-001	39	Build out to expand and enclose computer lab through 70's alcove section
			<b>1,232,800</b>				

## Los Angeles County Law Library: Capital Purchases

Proposed Budget: Fiscal Year Ending 6/30/21

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

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

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

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



**Los Angeles County Law Library**  
Statement of Cash Flows Forecast  
6/30/2013 through 6/30/2021

	FY 2013	FY 2014	FY 2015	FY 2016	FY2017	FY2018	FY2019	FY 2020 Forecast	FY 2021 Budget
<b>Cash flows from operating activities</b>									
Cash received from filing fees and services	8,634,796	8,160,521	7,587,825	7,772,176	8,002,013	8,124,540	8,890,747	8,946,214	7,192,910
Cash payments to suppliers for goods and services	-2,870,681	-853,929	-1,274,535	-1,109,047	-1,263,838	-907,688	-1,380,641	-1,412,592	-1,252,265
Electronic Resource Subscriptions (ERS)			-523,941	-666,951	-702,725	-658,347	-593,946	-633,793	-614,398
Cash payments to employees for services	-4,363,664	-4,084,807	-3,867,282	-3,763,250	-4,114,938	-3,470,480	-3,667,600	-4,296,379	-4,969,971
Contributions received	120,000	134,961	120,000	120,000	157,289	145,000	140,000	145,000	145,000
Net cash from operating activities	1,520,451	3,356,746	2,042,067	2,352,928	2,077,801	3,233,025	3,388,560	2,748,450	501,276
<b>Cash flows from capital and related financing activities</b>									
Acquisition of capital assets:									
Books and Reference Materials	-3,400,719	-3,025,718	-2,262,095	-2,097,247	-1,841,721	-1,808,061	-1,910,800	-2,024,610	-2,044,021
Fixed Assets - PP&E	-367,208	-68,623	-48,739	-18,354	-12,768	-50,189	-512,242	-528,000	-1,232,800
Prior period adjustment	25,436	-35,885							
Net cash from (used in) capital and related financing activities	-3,742,491	-3,130,226	-2,310,834	-2,115,601	-1,854,489	-1,858,250	-2,423,042	-2,552,610	-3,276,821
<b>Cash flows from non-capital and related financing activities</b>									
One-time Extraordinary Income	0	671,129	21,347	0	0	0	3,543,270		0
Net cash from non-capital and related financing activities	0	671,129	21,347	0	0	0	3,543,270	0	0
<b>Cash flows from investing activities</b>									
Investment in money market and government securities <sup>1</sup>	0	-3,997,438	-40,081		-500,000			-1,000,000	
CalPERS CERBT Trust Account <sup>1</sup>	0		-2,040,647					0	0
Investments earnings	64,287	89,630	59,919	23,545	35,106	63,870	162,603	182,958	132,000
Net cash from (used in) investing activities	64,287	-3,907,808	-2,020,809	23,545	-464,894	63,870	162,603	-817,042	132,000
<b>Net increase in cash and cash equivalents</b>	<b>-2,157,753</b>	<b>-3,010,159</b>	<b>-2,268,229</b>	<b>260,872</b>	<b>-241,582</b>	<b>1,438,645</b>	<b>4,671,391</b>	<b>-621,202</b>	<b>-2,643,545</b>
Cash and cash equivalents, at beginning of year	11,045,015	8,887,262	5,877,102	3,608,873	3,869,745	3,628,164	5,066,809	9,738,200	9,116,998
<b>Cash and cash equivalents, end of year</b>	<b>8,887,262</b>	<b>5,877,102</b>	<b>3,608,873</b>	<b>3,869,745</b>	<b>3,628,164</b>	<b>5,066,809</b>	<b>9,738,200</b>	<b>9,116,998</b>	<b>6,473,453</b>
<sup>1</sup> Items accounted for separately:									
Cash and cash equivalents, end of year	8,887,262	5,877,102	3,608,873	3,869,745	3,628,164	5,066,809	9,738,200	9,116,998	6,473,453
CalPERS CERBT Account	0	0	1,973,064	2,029,637	2,135,363	2,116,022	2,114,145	2,120,000	2,050,000
UBS money market and government securities	0	3,997,438	4,037,519	4,115,956	4,577,287	4,564,722	4,788,676	6,000,000	6,150,000
Cash and cash equivalents, end of year including items accounted for separately	8,887,262	9,874,541	9,619,456	10,015,338	10,340,813	11,747,553	16,641,021	17,236,998	14,673,453
<b>Δ in cash and cash equivalents</b>		<b>987,279</b>	<b>-255,085</b>	<b>395,882</b>	<b>325,475</b>	<b>1,406,740</b>	<b>4,893,468</b>	<b>595,977</b>	<b>-2,563,545</b>



# AGENDA ITEM 4

## DISCUSSION ITEMS

- 4.1 Approval of a Statement on Race and Equity



**MEMORANDUM**

**DATE:** June 24, 2020  
**TO:** Board of Law Library Trustees  
**FROM:** Sandra J. Levin, Executive Director  
**RE:** Approval of Statement on Race and Social Equity

**BACKGROUND**

In a strong act of commitment to a more equitable society, hundreds of public libraries across North America have signed the Urban Libraries Council’s Statement on Race and Social Equity. This statement serves as a baseline upon which libraries can build policies and actions that make their communities more inclusive and just.

The statement reads as follows:

As leaders of North America’s public libraries, we are committed to achieving racial and social equity by contributing to a more just society in which all community members can realize their full potential. Our libraries can help achieve true and sustained equity through an intentional, systemic and transformative library-community partnership. Our library systems are working to achieve equity in the communities we serve by:

- Eliminating racial and social equity barriers in library programs, services, policies and practices
- Creating and maintaining an environment of diversity, inclusion and respect both in our library systems and in all aspects of our community role
- Ensuring that we are reaching and engaging disenfranchised people in the community and helping them express their voice
- Serving as a convener and facilitator of conversations and partnerships to address community challenges
- Being forthright on tough issues that are important to our communities

Libraries are trusted, venerable and enduring institutions, central to their communities and an essential participant in the movement for racial and social equity.

**RECOMMENDATION**

The Law Library’s Executive Team unanimously recommends that the Board adopt the policy for LA Law Library as well.

