

AGENDA

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

REGULAR BOARD MEETING

Wednesday, October 20, 2021

12:15 PM

MILDRED L. LILLIE BUILDING TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

Trustees will participate remotely via Zoom.

Members of the Public may listen and participate by joining

Zoom meeting #968 6503 8012 using this link

<https://zoom.us/j/96865038012> or calling (408) 638 0968.

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 joining Zoom meeting #**968 6503 8012** using this link <https://zoom.us/j/96865038012> or calling **(408) 638 0968**. 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 in the Executive Office of the Law Library.

CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the August 25, 2021 Regular Board Meeting
- 3.2 Review of July & August Financials and List of August & September Checks and Warrants
- 3.3 Review and Approval of 1st Quarter Statistics of FY21-22
- 3.4 Approval of HR Generalist Job Description
- 3.5 Update on Platinum Members Program

4.0 DISCUSSION ITEMS

- 4.1 Approval of Trustee Designated Members of the Friends of Los Angeles County Law Library Board of Directors
- 4.2 Approval of Borrowing Rules and Members Borrowing Rules
- 4.3 Approval of Revised Rules of Conduct
- 4.4 Review and Acceptance of Draft Financial Statement Audit Report and AU-C260 Letter for the Fiscal Year Ended June 30, 2021
- 4.5 Staff Presentation on E-Books

5.0 AGENDA BUILDING

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

6.0 EXECUTIVE DIRECTOR REPORT

7.0 ADJOURNMENT

It is requested that the meeting be adjourned in memory of John Mataras, who worked as the Building Engineer for LA County Law Library from June 2000 to February 2014. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, November 17, 2021.

POSTED FRIDAY, OCTOBER 15, 2021 @ 12:00 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the August 25, 2021, Regular Board Meeting
- 3.2 Review of July & August Financials and List of August & September Checks and Warrants
- 3.3 Review and Approval of 1st Quarter Statistics of FY21-22
- 3.4 Approval of HR Generalist Job Description
- 3.5 Update on Platinum Members Program

**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.**

August 25, 2021

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, August 25, 2021 at 12:15 p.m. via Zoom 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 remotely via Zoom.

ROLL CALL/QUORUM

Trustees Present: Judge Mark Juhas
Judge Michelle Williams Court
Judge Dennis Landin
Judge Yolanda Orozco
Judge Michael Stern

Trustees Absent: Kenneth Klein, Esquire
Susan Steinhauser, Esquire

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

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

President Juhas determined a quorum to be present, convened the meeting at 12:25 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

Jaye Steinbrick made a public comment on behalf of Paula Hart's retirement from the law library. He thanked her for all her service at the Torrance Courthouse over the years. J. Steinbrick worked with Paula since 2006 and congratulated her on a well-deserved retirement.

Linda Heichman who worked as Paula Hart's Supervisor since 2011, made a public comment congratulating her on her retirement and describing the retiree as an amazing person, with so much energy and dedication put into the Torrance Branch. P. Hart offered continuous service and weathered through all the changes of the Torrance Courthouse.

Renee Anderson from SEIU also commented on Paula Hart's retirement and her 49 years of service with LA Law Library. R. Anderson thanked P. Hart for her commitment and membership to the SEIU Local 721 union. R. Anderson recognized the efforts P. Hart made as a Bargaining team member and her work on various MOU's for the protection of her co-workers. R. Anderson wished her an enjoyable retirement filled with travel!

Sharon Boone thanked Paula as a mentor, a friend, and as a co-worker. S. Boone acknowledged the formation of the union initiated by P. Hart and Gilbert Acuna. S. Boone recognized the work and efforts put into the MOU negotiations, and for all the leadership P. Hart provided, noting the lives that have changed because of the union efforts. S. Boone wished her a well-deserved happy retirement after 49 years of service.

Mary Garcia thanked Paula Hart for her time and experience at LA law library. M. Garcia recognized P. Hart as an instrumental part in M. Garcia's development at the law library, helping her grow as a library professional, having started as a Branch Assistant. M. Garcia was thankful for P. Hart's friendship, guidance and mentorship and wished her all the best in her retirement.

4.0 DISCUSSION ITEMS (TAKEN OUT OF ORDER)

4.1 Presentation of Retirement Commendation for Paula Hart

Executive Director, Sandra Levin congratulated Paul Hart on her retirement after being of service to LA Law Library for 49 years. ED Levin noted that P. Hart's service has had a significant impact in developing the Torrance Branch over the years. ED Levin also presented the Retirement Commendation that was signed by the Board of Trustees, and explained that there were two original copies signed so that one may be on display at the Torrance Branch. As well, ED Levin presented P. Hart with the traditional Crystal Retirement Book with a personalized engraving marking Paula Hart's 49 years of service to the law library. ED Levin added sentimental words towards P. Hart, and invited her to visit the library when time allows.

Paula Hart commented on her time working at the law library since 1972, and all of the relationships she has made with Co-workers, Union Members, Patrons and Directors. Retiree P. Hart expressed much love and gratitude towards the Law Library for all the opportunity and great memories over the years. P. Hart also mentioned her interest and willingness to visit and maybe volunteer at the Law Library for special events.

President Juhas commended Paula Hart on 49 years of service and recognized that the commitment of 49 years speaks volumes of her as a person. President Juhas congratulated her on a well-earned retirement while also welcoming P. Hart to visit the library in the future.

No action was requested or taken.

2.0 PRESIDENT'S REPORT

No President's Report.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the July 28, 2021 Regular Board Meeting
- 3.2 Review of June Financials and List of July Checks and Warrants.
- 3.3 Approval of Revised Job Description: Facilities Clerk
- 3.4 Approval of the Annual Report to the Board of Supervisors

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

4.0 DISCUSSION ITEMS

- 4.2 Update Regarding Reopening, COVID-19 Policies and Procedures and Remote Service Options

ED Levin gave a brief summary on the current updates regarding the COVID-19 policies, procedures and guidelines. The library operations and assistance will continue to be onsite M-F during regular library hours and remote service M-Sat. The law library has not experienced pre-COVID crowds however patrons are coming in. A high demand for remote services continues. The law library is still not conducting any in person classes, however in person classes will start in October. Free e-delivery is still in effect and may continue on a limited basis after the pandemic. The library will also begin an in-person but scaled down version of Lawyers in the Library in October. The last week of October is the annual Pro Bono Week event which will largely be conducted remotely with only two days offering in-person classes. Mask wearing continues to be mandated when inside the building for staff and patrons. Isolation protocols for staff who are ill are still in effect according to the CDC guidelines. The Law Library has had no spread of any illness or COVID outbreak. Unvaccinated staff begins weekly testing this week with full vaccination required for all staff by early October, unless qualified for medical or religious exemption.

Judge Orozco asked if the Law Library envisioned any staff member refusing the vaccination and what is the consequence. ED Levin replied that she did not foresee any problems with staff becoming fully vaccinated, but in the event that there was an issue, loss of employment would be the ultimate consequence. ED Levin added that a meeting with the union on vaccination mandates is set to take place in the following week.

President Juhas also noted that the trend is to enforce vaccination and weekly COVID tests.

No action taken.

5.0 AGENDA BUILDING

There were no items for agenda building

6.0 EXECUTIVE DIRECTOR'S REPORT

ED Levin mentioned that the Brown Act Exemption that allows for remote public meetings is set to expire September 30. However there is pending legislation that may extend the remote public meetings.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:57pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, October 20, 2021 at 12:15pm.

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

Los Angeles County Law Library

Balance Sheet

As of July 31, 2021

(Provisional and subject to year-end audit adjustments)

	6/30/2021	7/31/2021	YTD
Assets			
Current assets			
Cash and cash equivalents	10,471,380	10,021,637	(449,743)
Accounts receivable	302,650	208,448	(94,202)
Other receivable	1,149,242	1,159,318	10,076
Prepaid expenses	252,791	489,480	236,689
Total current assets	12,176,063	11,878,883	(297,180)
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	5,999,853	6,005,833	5,980
Capital assets, not being depreciated	909,725	909,725	-
Capital assets, being depreciated - net	15,409,498	15,339,809	(69,690)
Total noncurrent assets	22,637,546	22,573,837	(63,709)
Total assets	34,813,609	34,452,720	(360,889)
Deferred Outflows of Resources			
Deffered Outflows of Resources	1,559,140	1,559,140	-
Total assets and deffered outflows of resources	36,372,750	36,011,861	(360,889)
Liabilities			
Current Liabilities			
Accounts payable	165,978	67,134	(98,844)
Other current liabilities	-	-	-
Payroll liabilities	(1,185)	11,347	12,532
Total current liabilities	164,793	78,481	(86,312)
Noncurrent Liabilities			
Accrued sick and vacation liability	299,418	297,989	(1,429)
Borrowers' deposit	229,794	232,871	3,076
OPEB liability	2,840,674	2,862,339	21,665
Net pension liability	3,330,753	3,339,086	8,333
Total noncurrent liabilities	6,700,639	6,732,284	31,645
Total liabilities	6,865,432	6,810,765	(54,666)
Deferred Inflows of Resources			
Deffered Inflows of Resources	1,184,693	1,184,693	-
Total liabilities and Deffered inflows of resources	8,050,125	7,995,458	(54,666)
Net Position			
Invested in capital assets	16,319,223	16,249,534	(69,690)
Unrestricted	12,003,402	11,766,869	(236,533)
Total net position	28,322,625	28,016,402	(306,222)
Total liabilities and Deffered inflows of resources and net position	36,372,750	36,011,861	(360,889)

Los Angeles County Law Library
Income Statement for the Period Ending July 31, 2021
(Provisional and subject to year-end audit adjustments)

Jul 2020	Jul 2021			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
441,853	571,216	570,427	(789)	-0.1%
6,330	5,159	3,820	(1,339)	-26.0%
21,875	37,500	46,935	9,435	25.2%
29,658	9,727	134,667	124,940	1284.5%
499,716	623,602	755,848	132,246	21.2%
701,794	828,897	762,500	66,397	8.0%
30,947	53,985	21,309	32,675	60.5%
126,913	174,392	133,277	41,115	23.6%
(126,913)	(174,392)	(133,277)	(41,115)	23.6%
53,005	82,590	68,741	13,849	16.8%
10,883	890	7,732	(6,842)	-768.8%
3,548	0	1,954	(1,954)	0.0%
1,032	0	1,617	(1,617)	0.0%
2	0	2	(2)	0.0%
108	0	0	0	0.0%
2,896	400	1,639	(1,239)	-309.8%
212,027	203,213	202,966	246	0.1%
1,016,242	1,190,583	1,068,460	(122,122)	-10.3%
(516,526)	(566,981)	(312,613)	254,368	-44.9%
5,757	1,667	5,980	4,314	258.8%
0	0	0	0	0.0%
0	0	0	0	0.0%
(510,769)	(565,314)	(306,632)	258,682	-45.8%
0	0	0	0	0.0%

Summary:

Income

L.A. Superior Court Fees
Interest
Parking
Library Services
Total Income

Expense

Staff (payroll + benefits)
Electronic Resource Subscriptions
Library Materials
Library Materials Transferred to Assets
Facilities
Technology & Data
General
Professional Development
Communications & Marketing
Travel & Entertainment
Professional Services
Depreciation
Total Expenses

Net Income (Loss)

Investment Gain (Loss)¹

Extraordinary Income
Extraordinary Expense
Net Income Including Extraordinary Items

Capitalized Expenditures

FY 2020-21	FY 2021-22 YTD			
	YTD Actual	Amended Budget	Actual	\$ Δ
441,853	571,216	570,427	(789)	-0.1%
6,330	5,159	3,820	(1,339)	-26.0%
21,875	37,500	46,935	9,435	25.2%
29,658	9,727	134,667	124,940	1284.5%
499,716	623,602	755,848	132,246	21.2%
701,794	828,897	762,500	66,396	10.4%
30,947	53,985	21,309	32,675	60.5%
126,913	174,392	133,277	41,115	23.6%
(126,913)	(174,392)	(133,277)	(41,115)	23.6%
53,005	82,590	68,741	13,849	16.8%
10,883	13,453	7,732	5,572	41.4%
3,548	4,393	1,954	2,981	67.9%
1,032	2,144	1,617	527	24.6%
2	2	2	5,538	276900.0%
108	74	0	74	100.0%
2,896	1,833	1,639	8,584	468.3%
212,027	203,213	202,966	246	0.1%
1,016,242	1,190,583	1,068,460	122,122	10.3%
(516,526)	(566,981)	(312,613)	254,368	44.9%
5,757	1,667	5,980	4,314	258.8%
0	0	0	0	0.0%
0	0	0	0	0.0%
(510,769)	(565,314)	(306,632)	258,682	45.8%
0	0	0	0	0.0%

Comments

Los Angeles County Law Library
 Income Statement for the Period Ending July 31, 2021
 (Provisional and subject to year-end audit adjustments)

Jul 2020	Jul 2021				YTD Actual	FY 2021-22 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Δ	% Δ			
Detailed Budget:												
Income:												
441,853	571,216	570,427	(789)	-0.1%	15 FIN 303300	L.A. Superior Court Fees	441,853	571,216	570,427	(789)	-0.1%	
0	0	0	0	0.0%	15 FIN 311000	Interest - LAIF	0	0	0	0	0.0%	
6,122	5,000	3,701	(1,299)	-26.0%	15 FIN 312000	Interest - General Fund	6,122	5,000	3,701	(1,299)	-26.0%	Low interest revenue due to market volatility and slow interest rate recovery.
208	159	119	(40)	-25.3%	15 FIN 313000	Interest - Deposit Fund	208	159	119	(40)	-25.3%	Low interest revenue due to market volatility and slow interest rate recovery.
6,330	5,159	3,820	(1,339)	-26.0%		Subtotal	6,330	5,159	3,820	(1,339)	-26.0%	
21,875	37,500	46,935	9,435	25.2%	39 FAC 330100	Parking:	21,875	37,500	46,935	9,435	25.2%	Revenue higher than expected due to court reopening in July.
						Parking						
21,875	37,500	46,935	9,435	25.2%		Subtotal	21,875	37,500	46,935	9,435	25.2%	
Library Services:												
195	50	163	113	225.0%	27 CIRC 330150	Annual Designation Fee	195	50	163	113	225.0%	Timing variance.
7,493	7,709	10,875	3,166	41.1%	25 PS 330140	Annual Members Fee	7,493	7,709	10,875	3,166	41.1%	Lapsed Members returning to program faster than projected.
1,580	716	523	(193)	-26.9%	25 PS 330340	Course Registration	1,580	716	523	(193)	-26.9%	Lower online class attendance for month of July.
1	50	1,290	1,240	2480.5%	27 CIRC 330129	Copy Center	1	50	1,290	1,240	2480.5%	Better than expected use of service once the library opened without appointment.
515	357	264	(93)	-26.0%	27 CIRC 330205	Document Delivery	515	357	264	(93)	-26.0%	Continued availability of one free eDelivery.
0	800	1,256	456	57.0%	27 CIRC 330210	Fines	0	800	1,256	456	57.0%	Timing variance. Better than expected revenue when the library reopened without an appointment.
0	0	271	271	0.0%	15 FIN 330310	Miscellaneous	0	0	271	271	0.0%	
0	0	0	0	0.0%	39 FAC 330330	Room Rental	0	0	0	0	0.0%	
0	0	0	0	0.0%	23 COL 330350	Book Replacement	0	0	0	0	0.0%	
19,875	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	19,875	0	0	0	0.0%	
0	0	120,000	120,000	0.0%	17 EXEC 330400	Friends of Law Library	0	0	120,000	120,000	0.0%	
0	0	0	0	0.0%	25 PS 330420	Grants	0	0	0	0	0.0%	
0	45	24	(21)	-46.1%	15 FIN 330450	Vending	0	45	24	(21)	-46.1%	Timing variance.
0	0	0	0	0.0%	39 FAC 330465	Special Events Income	0	0	0	0	0.0%	
29,658	9,727	134,667	124,940	1284.5%		Subtotal	29,658	9,727	134,667	124,940	1284.5%	
499,716	623,602	755,848	132,246	21.2%		Total Income	499,716	623,602	755,848	132,246	21.2%	
Expenses:												
Staff:												
271,935	310,291	260,600	49,691	16.0%	ALL 501000	Salaries (FT)	271,935	310,291	260,600	49,691	16.0%	Reflects vacancy savings.
0	(6,206)	0	(6,206)	100.0%	15 FIN 501025	Staff Vacancy Offset (FT)	0	(6,206)	0	(6,206)	100.0%	
20,618	31,305	22,745	8,560	27.3%	ALL 501050	Salaries (PT)	20,618	31,305	22,745	8,560	27.3%	Reflects vacancy savings.
0	(626)	0	(626)	100.0%	15 FIN 501075	Staff Vacancy Offset (PT)	0	(626)	0	(626)	100.0%	
20,686	19,471	17,104	2,367	12.2%	15 FIN 502000	Social Security	20,686	19,471	17,104	2,367	12.2%	Reflects vacancy savings.
4,838	4,680	4,000	680	14.5%	15 FIN 503000	Medicare	4,838	4,680	4,000	680	14.5%	Reflects vacancy savings.
299,798	388,999	373,888	15,112	3.9%	15 FIN 511000	Retirement	299,798	388,999	373,888	15,112	3.9%	
0	8,333	8,333	0	0.0%	15 FIN 511050	Pension Exp (Actuarial)	0	8,333	8,333	0	0.0%	
0	0	0	0	0.0%	15 FIN 511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
47,972	55,500	44,756	10,744	19.4%	15 FIN 512000	Health Insurance	47,972	55,500	44,756	10,744	19.4%	Reflects vacancy savings.
347	432	351	81	18.8%	15 FIN 513000	Disability Insurance	347	432	351	81	18.8%	Reflects vacancy savings.
4,299	6,121	4,092	2,029	33.2%	15 FIN 514000	Dental Insurance	4,299	6,121	4,092	2,029	33.2%	Reflects vacancy savings.
467	702	466	236	33.7%	15 FIN 514500	Vision Insurance	467	702	466	236	33.7%	Reflects vacancy savings.
164	191	158	34	17.6%	15 FIN 515000	Life Insurance	164	191	158	34	17.6%	Reflects vacancy savings.
0	0	0	0	0.0%	15 FIN 515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
3,089	2,317	2,317	0	0.0%	15 FIN 516000	Workers Compensation Insurance	3,089	2,317	2,317	0	0.0%	
0	0	0	0	0.0%	15 FIN 517000	Unemployment Insurance	0	0	0	0	0.0%	
1,410	967	1,113	(146)	-15.0%	ALL 514010	Temporary Employment	1,410	967	1,113	(146)	-15.0%	Timing variance.
0	0	100	(100)	0.0%	13 HR 514015	Recruitment	0	0	100	(100)	0.0%	Timing variance.
0	0	0	0	0.0%	15 FIN 517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 518000	Accrued Vacation Expense	0	0	0	0	0.0%	
21,667	21,667	21,665	2	0.0%	15 FIN 518500	OPEB Expense	21,667	21,667	21,665	2	0.0%	
3,649	3,500	(39)	3,539	101.1%	15 FIN 518550	TMP	3,649	3,500	(39)	3,539	101.1%	Low participation due to Library closure.
854	1,250	852	398	31.8%	15 FIN 518560	Payroll and Benefit Administration	854	1,250	852	398	31.8%	Lower than budgeted fees charged by providers.
701,794	828,897	762,500	86,396	10.4%		Total - Staff	701,794	828,897	762,500	86,396	10.4%	

Los Angeles County Law Library
Income Statement for the Period Ending July 31, 2021
(Provisional and subject to year-end audit adjustments)

Jul 2020	Jul 2021				FY 2020-21	FY 2021-22 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Amended Budget	Actual		\$ Δ	% Δ
Library Materials/Electronic Resources Subscription:												
58,613	135,732	47,780	87,952	64.8%	23 COL 601999	American Continuations	58,613	135,732	47,780	87,952	64.8%	Timing variance.
2,224	0	316	(316)	0.0%	23 COL 602999	American New Orders	2,224	0	316	(316)	0.0%	
2,496	1,721	1,397	325	18.9%	23 COL 609199	Branch Continuations	2,496	1,721	1,397	325	18.9%	Timing variance.
0	0	0	0	0.0%	23 COL 609299	Branch New Orders	0	0	0	0	0.0%	
55,052	12,674	61,403	(48,729)	-384.5%	23 COL 603999	Commonwealth Continuations	55,052	12,674	61,403	(48,729)	-384.5%	Timing variance - large payment (\$55.5K) for UK materials. Line item expected to align with projections as FY progresses.
0	0	0	0	0.0%	23 COL 604999	Commonwealth New Orders	0	0	0	0	0.0%	
1,872	12,032	7,829	4,203	34.9%	23 COL 605999	Foreign Continuations	1,872	12,032	7,829	4,203	34.9%	Timing variance.
0	0	0	0	0.0%	23 COL 606999	Foreign New Orders	0	0	0	0	0.0%	
6,289	10,627	14,452	(3,825)	-36.0%	23 COL 607999	International Continuations	6,289	10,627	14,452	(3,825)	-36.0%	Timing variance.
0	0	0	0	0.0%	23 COL 608999	International New Orders	0	0	0	0	0.0%	
367	1,605	100	1,505	93.8%	23 COL 609399	General/Librarianship Continuations	367	1,605	100	1,505	93.8%	Timing variance.
0	0	0	0	0.0%	23 COL 609499	General/Librarianship New Orders	0	0	0	0	0.0%	
126,913	174,392	133,277	41,115	23.6%	Subtotal		126,913	174,392	133,277	41,115	23.6%	
(126,913)	(174,392)	(133,277)	(41,115)	23.6%	23 COL 690000	Library Materials Transferred to Assets	(126,913)	(174,392)	(133,277)	(41,115)	23.6%	
30,947	53,985	21,309	32,675	60.5%	23 COL 685000	Electronic Resource Subscriptions (ERS)	30,947	53,985	21,309	32,675	60.5%	Timing variance. Large vendor monthly subscription costs totalling \$30,688 not paid in July (Lexis and Westlaw)
Facilities:												
6,980	4,000	0	4,000	100.0%	39 FAC 801005	Repair & Maintenance	6,980	4,000	0	4,000	100.0%	Timing variance.
1,824	1,777	1,241	537	30.2%	39 FAC 801010	Building Services	1,824	1,777	1,241	537	30.2%	Less expense less than expected.
0	1,415	827	588	41.6%	39 FAC 801015	Cleaning Supplies	0	1,415	827	588	41.6%	Less expense due to operational reduction/COVID19.
(49)	12,000	11,620	380	3.2%	39 FAC 801020	Electricity & Water	(49)	12,000	11,620	380	3.2%	
966	966	966	0	0.0%	39 FAC 801025	Elevator Maintenance	966	966	966	0	0.0%	
0	4,000	0	4,000	100.0%	39 FAC 801030	Heating & Cooling	0	4,000	0	4,000	100.0%	Timing variance.
20,385	23,387	24,157	(771)	-3.3%	15 FIN 801035	Insurance	20,385	23,387	24,157	(771)	-3.3%	
9,999	10,119	9,649	470	4.6%	39 FAC 801040	Janitorial Services	9,999	10,119	9,649	470	4.6%	
1,250	1,250	1,250	0	0.0%	39 FAC 801045	Landscaping	1,250	1,250	1,250	0	0.0%	
11,000	18,546	18,984	(438)	-2.4%	39 FAC 801050	Security	11,000	18,546	18,984	(438)	-2.4%	
0	0	0	0	0.0%	39 FAC 801060	Room Rental Expenses	0	0	0	0	0.0%	
0	0	0	0	0.0%	39 FAC 801065	Special Events Expenses	0	0	0	0	0.0%	
0	210	0	210	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	0	210	0	210	100.0%	
380	2,000	0	2,000	100.0%	39 FAC 801110	Equipment (<3K)	380	2,000	0	2,000	100.0%	
0	2,500	0	2,500	100.0%	39 FAC 801115	Building Alterations (<3K)	0	2,500	0	2,500	100.0%	
270	270	47	223	82.7%	39 FAC 801120	Delivery & Postage	270	270	47	223	82.7%	operational reduction/COVID19.
0	150	0	150	100.0%	39 FAC 801125	Kitchen supplies	0	150	0	150	100.0%	operational reduction/COVID19.
53,005	82,590	68,741	13,849	16.8%	Subtotal		53,005	82,590	68,741	13,849	16.8%	
Technology:												
2,167	2,232	1,177	1,055	47.3%	33 TECH 801210	Software Maintenance	2,167	2,232	1,177	1,055	47.3%	Timing variance.
1,978	2,407	1,790	617	25.6%	33 TECH 801212	Hardware Maintenance	1,978	2,407	1,790	617	25.6%	Timing variance.
0	167	0	167	100.0%	33 TECH 801215	Software (<\$3k)	0	167	0	167	100.0%	Timing variance.
40	80	940	(860)	-1074.5%	33 TECH 801220	Hardware (<\$3k)	40	80	940	(860)	-1074.5%	Unbudgeted conference phone replacement expense .
0	0	0	0	0.0%	33 TECH 801225	Computer Supplies	0	0	0	0	0.0%	
4,849	4,877	1,354	3,523	72.2%	33 TECH 801230	Integrated Library System	4,849	4,877	1,354	3,523	72.2%	Timing variance.
1,821	1,800	1,649	151	8.4%	33 TECH 801235	Telecommunications	1,821	1,800	1,649	151	8.4%	Timing variance.
0	400	80	320	79.9%	33 TECH 801245	Tech & Data - Misc	0	400	80	320	79.9%	Timing variance.
0	600	0	600	100.0%	33 TECH 801250	Services	0	600	0	600	100.0%	Timing variance.
28	890	741	149	16.7%	33 TECH 801275	Online Service Providers	28	890	741	149	16.7%	Timing variance.
10,883	13,453	7,732	5,721	42.5%	Subtotal		10,883	13,453	7,732	5,721	42.5%	
General:												
490	583	373	210	36.0%	15 FIN 801310	Bank Charges	490	583	373	210	36.0%	Lower transaction volume
875	910	891	19	2.1%	35 CMS 801315	Bibliographical Services	875	910	891	19	2.1%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 801325	Board Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	37 COM 801330	Staff meals & events	0	0	0	0	0.0%	
241	1,250	163	1,087	86.9%	15 FIN 801335	Supplies - Office	241	1,250	163	1,087	86.9%	Low office supply requests due to limited onsite staff.
0	0	0	0	0.0%	35 CMS 801337	Supplies - Library materials	0	0	0	0	0.0%	
0	250	0	250	100.0%	37 COM 801340	Stationery, business cards, etc.	0	250	0	250	100.0%	Timing variance.
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	

Los Angeles County Law Library
Income Statement for the Period Ending July 31, 2021
(Provisional and subject to year-end audit adjustments)

Jul 2020	Jul 2021				FY 2020-21	FY 2021-22 YTD				Comments			
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Amended Budget	Actual		\$ Δ	% Δ	
212	400	117	283	70.8%	33 IT	801370	Copy Center Expense	212	400	117	283	70.8%	
0	1,000	0	1,000	100.0%	15 FIN	801375	General - Misc	0	1,000	0	1,000	100.0%	
1,580	542	410	132	24.4%	25 PS	801390	Course Registration	1,580	542	410	132	24.4%	Lower online class attendance for month of July.
149	0	0	0	0.0%	17 EXEC	801395	Friends of Law Library	149	0	0	0	0.0%	
3,548	4,393	1,954	2,981	67.9%			Subtotal	3,548	4,393	1,954	2,981	67.9%	
							Professional Development:						
0	0	0	0	0.0%	ALL	803105	Travel	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL	803110	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL	803113	Incidental and miscellaneous	0	0	0	0	0.0%	
0	0	672	(672)	0.0%	ALL	803115	Membership dues	0	0	672	(672)	0.0%	
1,032	2,144	945	1,199	55.9%	ALL	803120	Registration fees	1,032	2,144	945	1,199	55.9%	Conference format change to "online" reduced registrations costs.
0	0	0	0	0.0%	ALL	803125	Educational materials	0	0	0	0	0.0%	
1,032	2,144	1,617	527	24.6%			Subtotal	1,032	2,144	1,617	527	24.6%	
							Communications & Marketing:						
0	40	2	38	95.0%	37 COM	803205	Services	0	40	2	38	95.0%	Timing variance.
0	2,500	0	2,500	100.0%	37 COM	803210	Collateral materials	0	2,500	0	2,500	100.0%	Timing variance.
2	3,000	0	3,000	100.0%	37 COM	803215	Advertising	2	3,000	0	3,000	100.0%	Timing variance.
0	0	0	0	0.0%	37 COM	803220	Trade shows & Outreach	0	0	0	0	0.0%	
2	2	2	5,538	276900.0%			Subtotal	2	2	2	5,538	276900.0%	
							Travel & Entertainment						
0	0	0	0	0.0%	ALL	803305	Travel	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL	803310	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL	803315	Entertainment	0	0	0	0	0.0%	
108	74	0	74	100.0%	ALL	803320	Ground transportation & mileage	108	74	0	74	100.0%	
0	0	0	0	0.0%	ALL	803325	Incidental travel expenses	0	0	0	0	0.0%	
108	74	0	74	100.0%			Subtotal	108	74	0	74	100.0%	
							Professional Services						
0	0	0	0	0.0%	15 FIN	804005	Accounting	0	0	0	0	0.0%	
2,896	1,833	1,360	473	25.8%	17 EXEC	804008	Consulting Services	2,896	1,833	1,360	473	25.8%	Planned increase not yet in effect.
0	7,990	0	7,990	100.0%	17 EXEC	804010	Legal	0	7,990	0	7,990	100.0%	
0	400	279	121	30.3%	15 FIN	804015	Other	0	400	279	121	30.3%	Timing variance.
2,896	1,833	1,639	8,584	468.3%			Subtotal	2,896	1,833	1,639	8,584	468.3%	
							Depreciation:						
188,542	180,206	179,464	742	0.4%	15 FIN	806105	Depreciation - Library Materials	188,542	180,206	179,464	742	0.4%	
23,484	23,006	23,502	(496)	-2.2%	15 FIN	806110	Depreciation Exp - FF&E	23,484	23,006	23,502	(496)	-2.2%	
212,027	203,213	202,966	246	0.1%			Subtotal	212,027	203,213	202,966	246	0.1%	
1,016,242	1,190,583	1,068,460	(122,122)	-10.3%			Total Expense	1,016,242	1,190,583	1,068,460	(122,122)	-10.3%	
(516,526)	(566,981)	(312,613)	254,368	-44.9%			Net Income Before Extraordinary Items	(516,526)	(566,981)	(312,613)	254,368	44.9%	
5,757	1,667	5,980	4,314	258.8%	15 FIN	321000	Investment Gain (Loss) ¹	5,757	1,667	5,980	4,314	258.8%	Reflects gains/loss if sold at time of report (before maturity)
0	0	0	0	0.0%	17 EXEC	401000	Extraordinary Income	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC	901000	Extraordinary Expense	0	0	0	0	0.0%	
(510,769)	(565,314)	(306,632)	258,682	-45.8%			Net Income Including Extraordinary Items	(510,769)	(565,314)	(306,632)	258,682	45.8%	

Los Angeles County Law Library
Income Statement for the Period Ending July 31, 2021
(Provisional and subject to year-end audit adjustments)

Jul 2020 Actual	Jul 2021			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%

Capital Expenditures:

FY 2020-21 YTD Actual	FY 2021-22 YTD				Comments
	Amended Budget	Actual	\$ Δ	% Δ	
0	0	0	0	0.0%	
0	0	0	0	0.0%	
0	0	0	0	0.0%	
0	0	0	0	0.0%	
0	0	0	0	0.0%	
0	0	0	0	0.0%	

CalPERS CERBT Trust Fund:

Beginning Balance	2,544,277	
Administrative Expense	(108)	CalPERS CERBT program cost.
Investment Expense	(79)	Investment management cost.
Unrealized Gain/Loss	40,612	Fluctuating market conditions.
Distribution		Distribution from Fund.
Ending Balance	<u>2,584,701</u>	

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

Los Angeles County Law Library
Statement of Cash Flows
As of July 31, 2021
(Provisional and subject to year-end audit adjustments)

	7/31/2021	YTD
Cash flows from operating activities		
L.A. Superior court fees	570,427	570,427
Parking fees	46,935	46,935
Library services	14,667	14,667
(Increase) decrease in accounts receivable	94,202	94,202
(Increase) decrease in other receivable	(10,076)	(10,076)
Increase (decrease) in borrowers' deposit	3,076	3,076
Cash received from filing fees and services	719,230	719,230
Facilities	(68,741)	(68,741)
Technology	(7,732)	(7,732)
General	(1,544)	(1,544)
Professional development	(1,617)	(1,617)
Communications & marketing	(2)	(2)
Travel & entertainment	-	-
Professional services	(1,639)	(1,639)
Electronic Resource Subscriptions (ERS)	(21,309)	(21,309)
(Increase) decrease in prepaid expenses	(236,689)	(236,689)
Increase (decrease) in accounts payable	(98,844)	(98,844)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(438,117)	(438,117)
Staff (payroll + benefits)	(762,500)	(762,500)
Increase (decrease) in payroll liabilities	12,532	12,532
Increase (decrease) in accrued sick and vacation liability	(1,429)	(1,429)
Increase (decrease) in OPEB liability	21,665	21,665
Increase (decrease) in net pension liability	8,333	8,333
Cash payments to employees for services	(721,399)	(721,399)
Contributions received	120,000	120,000
Net cash from operating activities	(320,286)	(320,286)
Cash flow from capital and related financing activities		
Library materials	(133,277)	(133,277)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment	-	-
Investment earnings	3,820	3,820
Net cash increase (decrease) in cash and cash equivalents	(449,743)	(449,743)
Cash and cash equivalents, at beginning of period	10,789,850	10,789,850
Cash and cash equivalents, at end of period	10,340,107	10,340,107
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(316,022)	(316,022)
Adjustments for noncash effects:		
Depreciation	202,966	202,966
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	94,202	94,202
(Increase) decrease in other receivable	(10,076)	(10,076)
(Increase) decrease in prepaid expenses	(236,689)	(236,689)
Increase (decrease) in accounts payable	(98,844)	(98,844)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	12,532	12,532
Increase (decrease) in accrued sick and vacation liability	(1,429)	(1,429)
Increase (decrease) in borrowers' deposit	3,076	3,076
Increase (decrease) in OPEB liability	21,665	21,665
Increase (decrease) in net pension liability	8,333	8,333
Net cash from operating activities	(320,286)	(320,286)

Los Angeles County Law Library

Balance Sheet

As of August 31, 2021

(Provisional and subject to year-end audit adjustments)

	6/30/2021	8/31/2021	YTD
Assets			
Current assets			
Cash and cash equivalents	10,471,380	13,289,830	2,818,450
Accounts receivable	302,650	150,798	(151,852)
Other receivable	1,149,242	1,173,804	24,562
Prepaid expenses	252,791	510,689	257,898
Total current assets	12,176,063	15,125,121	2,949,058
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	5,999,853	6,005,368	5,515
Capital assets, not being depreciated	909,725	909,725	-
Capital assets, being depreciated - net	15,409,498	15,270,008	(139,491)
Total noncurrent assets	22,637,546	22,503,570	(133,976)
Total assets	34,813,609	37,628,691	2,815,082
Deferred Outflows of Resources			
Deferred Outflows of Resources	1,559,140	1,559,140	-
Total assets and deferred outflows of resources	36,372,750	39,187,832	2,815,082
Liabilities			
Current Liabilities			
Accounts payable	165,978	67,389	(98,589)
Other current liabilities	-	-	-
Payroll liabilities	(1,185)	995	2,180
Total current liabilities	164,793	68,384	(96,409)
Noncurrent Liabilities			
Accrued sick and vacation liability	299,418	297,989	(1,429)
Borrowers' deposit	229,794	235,422	5,628
OPEB liability	2,840,674	2,884,004	43,330
Net pension liability	3,330,753	3,347,419	16,666
Total noncurrent liabilities	6,700,639	6,764,834	64,195
Total liabilities	6,865,432	6,833,218	(32,214)
Deferred Inflows of Resources			
Deferred Inflows of Resources	1,184,693	1,184,693	-
Total liabilities and Deferred inflows of resources	8,050,125	8,017,911	(32,214)
Net Position			
Invested in capital assets	16,319,223	16,179,733	(139,491)
Unrestricted	12,003,402	14,990,188	2,986,787
Total net position	28,322,625	31,169,921	2,847,296
Total liabilities and Deferred inflows of resources and net position	36,372,750	39,187,832	2,815,082

Los Angeles County Law Library
Income Statement for the Period Ending August 31, 2021
(Provisional and subject to year-end audit adjustments)

Aug 2020	Aug 2021			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
515,853	556,675	583,644	26,969	4.8%
5,265	5,159	4,057	(1,102)	-21.4%
23,604	37,500	45,238	7,738	20.6%
12,569	15,973	18,831	2,858	17.9%
557,292	615,306	651,769	36,463	5.9%
313,048	347,625	311,629	35,996	10.4%
51,273	53,985	51,455	2,529	4.7%
140,852	174,392	134,259	40,133	23.0%
(140,852)	(174,392)	(134,259)	(40,133)	23.0%
83,220	75,460	75,037	423	0.6%
11,200	11,885	13,440	(1,555)	-13.1%
1,622	5,143	12,548	(7,405)	-144.0%
299	104	592	(488)	-469.2%
2	2,602	2	2,600	99.9%
0	74	0	74	100.0%
4,474	2,533	3,943	(1,410)	-55.6%
212,172	205,735	204,060	1,676	0.8%
677,311	705,145	672,705	(32,441)	-4.6%
(120,019)	(89,839)	(20,935)	68,903	-76.7%
(1,788)	1,667	(466)	(2,132)	-127.9%
0	0	3,175,330	3,175,330	0.0%
0	0	0	0	0.0%
(121,808)	(88,172)	3,153,928	3,242,101	-3677.0%
0	40,000	0	40,000	100.0%

Summary:

Income

L.A. Superior Court Fees	957,706	1,127,891	1,154,071	26,180	2.3%
Interest	11,596	10,318	7,876	(2,442)	-23.7%
Parking	45,479	75,000	92,172	17,172	22.9%
Library Services	42,228	25,699	153,498	127,798	497.3%
Total Income	1,057,008	1,238,908	1,407,617	168,709	13.6%

Expense

Staff (payroll + benefits)	1,014,842	1,176,521	1,074,129	139,724	11.9%
Electronic Resource Subscriptions	82,220	107,969	72,764	35,205	32.6%
Library Materials	267,765	348,784	267,535	81,248	23.3%
Library Materials Transferred to Assets	(267,765)	(348,784)	(267,535)	(81,248)	23.3%
Facilities	136,226	158,049	143,777	14,272	9.0%
Technology & Data	22,083	25,338	21,172	3,128	12.3%
General	5,170	9,537	14,502	(3,082)	-32.3%
Professional Development	1,331	2,248	2,209	39	1.7%
Communications & Marketing	4	2,604	4	8,676	333.2%
Travel & Entertainment	108	148	0	148	100.0%
Professional Services	7,370	4,366	5,582	17,975	411.7%
Depreciation	424,199	408,948	407,026	1,922	0.5%
Total Expenses	1,693,553	1,895,728	1,741,165	154,563	8.2%

Net Income (Loss)

Net Income (Loss)	(636,545)	(656,820)	(333,548)	323,272	49.2%
Investment Gain (Loss) ¹	3,968	3,333	5,515	2,181	65.4%
Extraordinary Income	0	0	3,175,330	3,175,330	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	(632,577)	(653,487)	2,847,296	3,500,783	535.7%

Capitalized Expenditures

Capitalized Expenditures	0	40,000	0	120,000	300.0%
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FY 2020-21	FY 2021-22 YTD				Comments
	YTD Actual	Amended Budget	Actual	\$ Δ	
	957,706	1,127,891	1,154,071	26,180	2.3%
	11,596	10,318	7,876	(2,442)	-23.7%
	45,479	75,000	92,172	17,172	22.9%
	42,228	25,699	153,498	127,798	497.3%
	1,057,008	1,238,908	1,407,617	168,709	13.6%
	1,014,842	1,176,521	1,074,129	139,724	11.9%
	82,220	107,969	72,764	35,205	32.6%
	267,765	348,784	267,535	81,248	23.3%
	(267,765)	(348,784)	(267,535)	(81,248)	23.3%
	136,226	158,049	143,777	14,272	9.0%
	22,083	25,338	21,172	3,128	12.3%
	5,170	9,537	14,502	(3,082)	-32.3%
	1,331	2,248	2,209	39	1.7%
	4	2,604	4	8,676	333.2%
	108	148	0	148	100.0%
	7,370	4,366	5,582	17,975	411.7%
	424,199	408,948	407,026	1,922	0.5%
	1,693,553	1,895,728	1,741,165	154,563	8.2%
	(636,545)	(656,820)	(333,548)	323,272	49.2%
	3,968	3,333	5,515	2,181	65.4%
	0	0	3,175,330	3,175,330	0.0%
	0	0	0	0	0.0%
	(632,577)	(653,487)	2,847,296	3,500,783	535.7%
	0	40,000	0	120,000	300.0%

Los Angeles County Law Library
Income Statement for the Period Ending August 31, 2021
(Provisional and subject to year-end audit adjustments)

Aug 2020	Aug 2021			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

FY 2020-21	FY 2021-22 YTD				Comments
	YTD Actual	Amended Budget	Actual	\$ Δ	

					Detailed Budget:											
					Income:											
515,853	556,675	583,644	26,969	4.8%	15	FIN	303300	L.A. Superior Court Fees	957,706	1,127,891	1,154,071	26,180	2.3%			
					Interest:											
0	0	0	0	0.0%	15	FIN	311000	Interest - LAIF	0	0	0	0	0.0%			
5,083	5,000	3,927	(1,073)	-21.5%	15	FIN	312000	Interest - General Fund	11,205	10,000	7,628	(2,372)	-23.7%	Low interest revenue due to market volatility and slow interest rate recovery.		
182	159	130	(29)	-18.5%	15	FIN	313000	Interest - Deposit Fund	391	318	248	(70)	-21.9%	Low interest revenue due to market volatility and slow interest rate recovery.		
5,265	5,159	4,057	(1,102)	-21.4%						Subtotal	11,596	10,318	7,876	(2,442)	-23.7%	
					Parking:											
23,604	37,500	45,238	7,738	20.6%	39	FAC	330100	Parking	45,479	75,000	92,172	17,172	22.9%	Revenue higher than expected due to court reopening in July.		
23,604	37,500	45,238	7,738	20.6%						Subtotal	45,479	75,000	92,172	17,172	22.9%	
					Library Services:											
81	25	114	89	355.0%	27	CIRC	330150	Annual Designation Fee	276	75	276	201	268.3%	Timing variance.		
10,337	7,980	12,834	4,854	60.8%	25	PS	330140	Annual Members Fee	17,830	15,689	23,709	8,020	51.1%	Lapsed Members returning to program faster than projected.		
1,620	6,716	836	(5,880)	-87.6%	25	PS	330340	Course Registration	3,200	7,432	1,359	(6,073)	-81.7%	Timing variance in receiving sponsorship funds		
0	50	1,365	1,315	2631.0%	27	CIRC	330129	Copy Center	1	100	2,656	2,556	2555.7%	Better than expected use of service once the library opened without appointment.		
526	357	469	112	31.3%	27	CIRC	330205	Document Delivery	1,041	714	733	19	2.6%			
0	800	3,056	2,256	282.0%	27	CIRC	330210	Fines	0	1,600	4,312	2,712	169.5%	Timing variance. Better than expected revenue when the library reopened without an appointment.		
0	0	117	117	0.0%	15	FIN	330310	Miscellaneous	0	0	388	388	0.0%			
0	0	0	0	0.0%	39	FAC	330330	Room Rental	0	0	0	0	0.0%			
5	0	0	0	0.0%	23	COL	330350	Book Replacement	5	0	0	0	0.0%			
0	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	19,875	0	0	0	0.0%			
0	0	0	0	0.0%	17	EXEC	330400	Friends of Law Library	0	0	120,000	120,000	0.0%			
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%			
0	45	40	(5)	-10.1%	15	FIN	330450	Vending	0	89	64	(25)	-28.1%	Timing variance.		
0	0	0	0	0.0%	39	FAC	330465	Special Events Income	0	0	0	0	0.0%			
12,569	15,973	18,831	2,858	17.9%						Subtotal	42,228	25,699	153,498	127,798	497.3%	
557,292	615,306	651,769	36,463	5.9%						Total Income	1,057,008	1,238,908	1,407,617	168,709	13.6%	
					Expenses:											
					Staff:											
181,150	206,861	178,722	28,139	13.6%	ALL	501000	Salaries (FT)	453,085	517,152	439,322	77,830	15.0%	Reflects vacancy savings.			
0	(4,137)	0	(4,137)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(10,343)	0	(10,343)	100.0%			
13,856	20,870	13,119	7,751	37.1%	ALL	501050	Salaries (PT)	34,474	52,176	35,864	16,312	31.3%	Reflects vacancy savings.			
0	(417)	0	(417)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(1,044)	0	(1,044)	100.0%			
11,177	12,981	11,474	1,506	11.6%	15	FIN	502000	Social Security	31,864	32,452	28,578	3,873	11.9%	Reflects vacancy savings.		
2,754	3,120	2,683	436	14.0%	15	FIN	503000	Medicare	7,591	7,800	6,684	1,116	14.3%	Reflects vacancy savings.		
21,513	23,880	31,379	(7,498)	-31.4%	15	FIN	511000	Retirement	321,311	412,879	405,266	7,613	1.8%			
0	8,333	8,333	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	0	16,667	16,666	1	0.0%			
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%			
48,763	55,500	46,113	9,388	16.9%	15	FIN	512000	Health Insurance	96,735	111,001	90,869	20,132	18.1%	Reflects vacancy savings.		
374	432	352	80	18.5%	15	FIN	513000	Disability Insurance	721	864	703	161	18.6%	Reflects vacancy savings.		
5,604	6,121	(1,235)	7,356	120.2%	15	FIN	514000	Dental Insurance	9,903	12,242	2,857	9,385	76.7%	Reflects vacancy savings.		
564	702	(80)	781	111.3%	15	FIN	514500	Vision Insurance	1,031	1,404	386	1,018	72.5%	Reflects vacancy savings.		
171	211	155	56	26.6%	15	FIN	515000	Life Insurance	335	402	312	90	22.3%	Reflects vacancy savings.		
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%			
3,089	2,317	(2,209)	4,527	195.3%	15	FIN	516000	Workers Compensation Insurance	6,177	4,635	108	4,527	97.7%	Reflects 2020-21 policy year audit refund.		
0	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	0	0	0	0	0.0%			
1,310	4,967	0	4,967	100.0%	ALL	514010	Temporary Employment	2,720	5,934	1,113	4,822	81.3%	Timing variance.			
0	0	0	0	0.0%	13	HR	514015	Recruitment	0	0	100	(100)	0.0%	Timing variance.		
0	0	0	0	0.0%	15	FIN	517500	Accrued Sick Expense	0	0	0	0	0.0%			
0	0	0	0	0.0%	15	FIN	518000	Accrued Vacation Expense	0	0	0	0	0.0%			
21,667	21,667	21,665	2	0.0%	15	FIN	518500	OPEB Expense	43,334	43,333	43,330	3	0.0%			
219	300	287	13	4.4%	15	FIN	518550	TMP	3,868	3,800	248	3,552	93.5%	Low participation due to Library closure.		
838	1,250	871	379	30.3%	15	FIN	518560	Payroll and Benefit Administration	1,692	2,500	1,723	777	31.1%	Lower than budgeted fees charged by providers.		
313,048	347,625	311,629	53,328	15.3%						Total - Staff	1,014,842	1,176,521	1,074,129	139,724	11.9%	

Los Angeles County Law Library
Income Statement for the Period Ending August 31, 2021
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Aug 2020	Aug 2021												Comments	
	Actual	Budget	Actual	\$ Fav (Unf)										% Fav (Unf)
								YTD Actual	Amended Budget	Actual	\$ Δ	% Δ		
Library Materials/Electronic Resources Subscription:														
113,782	135,732	114,932	20,800	15.3%	23	COL	601999	American Continuations	172,396	271,464	162,711	108,753	40.1%	Timing variance. Potential shipping delays due to national/international supply chain slowdown due to COVID recovery.
583	0	1,372	(1,372)	0.0%	23	COL	602999	American New Orders	2,808	0	1,687	(1,687)	0.0%	
1,320	1,721	1,202	520	30.2%	23	COL	609199	Branch Continuations	3,816	3,443	2,599	844	24.5%	Timing variance. Potential shipping delays due to national/international supply chain slowdown due to COVID recovery.
0	0	0	0	0.0%	23	COL	609299	Branch New Orders	0	0	0	0	0.0%	
7,328	12,674	3,180	9,494	74.9%	23	COL	603999	Commonwealth Continuations	62,380	25,348	64,583	(39,235)	-154.8%	Timing variance - large payment (\$55.5K) for UK materials. Line item expected to align with projections as FY progresses.
0	0	0	0	0.0%	23	COL	604999	Commonwealth New Orders	0	0	0	0	0.0%	
3,105	12,032	3,719	8,313	69.1%	23	COL	605999	Foreign Continuations	4,976	24,065	11,548	12,516	52.0%	Timing variance. Potential shipping delays due to national/international supply chain crisis due to COVID recovery.
0	0	77	(77)	0.0%	23	COL	606999	Foreign New Orders	0	0	77	(77)	0.0%	
11,621	10,627	9,511	1,117	10.5%	23	COL	607999	International Continuations	17,910	21,254	23,963	(2,709)	-12.7%	Timing variance.
0	0	63	(63)	0.0%	23	COL	608999	International New Orders	0	0	63	(63)	0.0%	
3,113	1,605	0	1,605	100.0%	23	COL	609399	General/Librarianship Continuations	3,480	3,210	100	3,110	96.9%	Timing variance. Potential shipping delays due to national/international supply chain crisis due to COVID recovery.
0	0	204	(204)	0.0%	23	COL	609499	General/Librarianship New Orders	0	0	204	(204)	0.0%	
140,852	174,392	134,259	40,133	23.0%				Subtotal	267,765	348,784	267,535	81,248	23.3%	
(140,852)	(174,392)	(134,259)	(40,133)	23.0%	23	COL	690000	Library Materials Transferred to Assets	(267,765)	(348,784)	(267,535)	(81,248)	23.3%	
51,273	53,985	51,455	2,529	4.7%	23	COL	685000	Electronic Resource Subscriptions (ERS)	82,220	107,969	72,764	35,205	32.6%	Timing variance. Large vendor monthly subscription costs totalling \$30,688 not paid in July (Lexis and Westlaw)
Facilities:														
363	4,000	1,106	2,894	72.3%	39	FAC	801005	Repair & Maintenance	7,344	8,000	1,106	6,894	86.2%	
1,388	1,777	1,475	302	17.0%	39	FAC	801010	Building Services	3,212	3,554	2,716	838	23.6%	
480	1,415	209	1,206	85.3%	39	FAC	801015	Cleaning Supplies	480	2,830	1,035	1,795	63.4%	reduced operations/COVID19.
32,120	12,000	11,303	697	5.8%	39	FAC	801020	Electricity & Water	32,070	24,000	22,923	1,077	4.5%	
966	966	966	0	0.0%	39	FAC	801025	Elevator Maintenance	1,932	1,932	1,932	0	0.0%	
0	4,700	6,886	(2,186)	-46.5%	39	FAC	801030	Heating & Cooling	0	8,700	6,886	1,814	20.9%	
20,539	23,387	24,157	(771)	-3.3%	15	FIN	801035	Insurance	40,924	46,773	48,315	(1,541)	-3.3%	
10,224	10,119	10,349	(230)	-2.3%	39	FAC	801040	Janitorial Services	20,223	20,238	19,998	240	1.2%	
1,250	1,250	1,250	0	0.0%	39	FAC	801045	Landscaping	2,500	2,500	2,500	0	0.0%	
15,715	15,450	15,149	301	2.0%	39	FAC	801050	Security	26,715	33,996	34,133	(137)	-0.4%	
0	0	0	0	0.0%	39	FAC	801060	Room Rental Expenses	0	0	0	0	0.0%	
0	0	405	(405)	0.0%	39	FAC	801065	Special Events Expenses	0	0	405	(405)	0.0%	
0	210	0	210	100.0%	39	FAC	801100	Furniture & Appliances (<3K)	0	420	0	420	100.0%	
0	0	1,748	(1,748)	0.0%	39	FAC	801110	Equipment (<3K)	380	2,000	1,748	252	12.6%	Purchase of paper drill for CMS.
0	0	0	0	0.0%	39	FAC	801115	Building Alterations (<3K)	0	2,500	0	2,500	100.0%	
36	36	34	2	6.9%	39	FAC	801120	Delivery & Postage	306	306	80	226	73.8%	reduced operations/COVID19.
141	150	0	150	100.0%	39	FAC	801125	Kitchen supplies	141	300	0	300	100.0%	reduced operations/COVID19.
83,220	75,460	75,037	423	0.6%				Subtotal	136,226	158,049	143,777	14,272	9.0%	
Technology:														
1,616	1,664	1,177	487	29.3%	33	TECH	801210	Software Maintenance	3,783	3,896	2,354	1,542	39.6%	Timing variance.
1,978	2,407	1,790	617	25.6%	33	TECH	801212	Hardware Maintenance	3,957	4,814	3,581	1,234	25.6%	Timing variance.
0	167	0	167	100.0%	33	TECH	801215	Software (<\$3k)	0	334	0	334	100.0%	Timing variance.
388	80	0	80	100.0%	33	TECH	801220	Hardware (<\$3k)	428	160	940	(780)	-487.2%	Unbudgeted conference phone replacement expense .
0	0	0	0	0.0%	33	TECH	801225	Computer Supplies	0	0	0	0	0.0%	
4,849	4,877	8,804	(3,927)	-80.5%	33	TECH	801230	Integrated Library System	9,697	9,754	10,159	(405)	-4.1%	
1,877	1,800	1,668	132	7.3%	33	TECH	801235	Telecommunications	3,698	3,600	3,317	283	7.9%	Timing variance.
0	0	0	0	0.0%	33	TECH	801245	Tech & Data - Misc	0	400	80	320	79.9%	Timing variance.
0	0	0	0	0.0%	33	TECH	801250	Services	0	600	0	600	100.0%	Timing variance.
492	890	0	890	100.0%	33	TECH	801275	Online Service Providers	520	1,780	741	1,039	58.4%	Timing variance.
11,200	11,885	13,440	(1,555)	-13.1%				Subtotal	22,083	25,338	21,172	3,128	12.3%	
General:														
444	583	586	(3)	-0.4%	15	FIN	801310	Bank Charges	934	1,167	959	208	17.8%	Lower transaction volume

Los Angeles County Law Library
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Aug 2020	Aug 2021				FY 2020-21	FY 2021-22 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Amended Budget	Actual		\$ Δ	% Δ
875	910	891	19	2.1%	35 CMS 801315	Bibliographical Services	1,751	1,820	1,782	38	2.1%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 801325	Board Expense	0	0	0	0	0.0%	
0	2,000	0	2,000	100.0%	37 COM 801330	Staff meals & events	0	2,000	0	2,000	100.0%	Timing variance.
99	2,050	1,264	786	38.3%	15 FIN 801335	Supplies - Office	339	3,300	1,428	1,872	56.7%	Low office supply requests due to limited onsite staff.
0	0	0	0	0.0%	35 CMS 801337	Supplies - Library materials	0	0	0	0	0.0%	
0	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	0	250	0	250	100.0%	Timing variance.
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
205	400	422	(22)	-5.6%	33 IT 801370	Copy Center Expense	417	800	539	261	32.6%	
0	0	8,605	(8,605)	0.0%	15 FIN 801375	General - Misc	0	1,000	8,605	(7,605)	-760.5%	Reflects Fresh Start initiative fine write-off
0	542	780	(238)	-43.9%	25 PS 801390	Course Registration	1,580	1,084	1,190	(106)	-9.8%	Lower online class attendance for month of July.
0	0	0	0	0.0%	17 EXEC 801395	Friends of Law Library	149	0	0	0	0.0%	
1,622	5,143	12,548	(6,063)	-117.9%		Subtotal	5,170	9,537	14,502	(3,082)	-32.3%	
						Professional Development:						
0	0	0	0	0.0%	ALL 803105	Travel	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803110	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	
0	0	592	(592)	0.0%	ALL 803115	Membership dues	0	0	1,264	(1,264)	0.0%	Timing variance.
299	104	0	104	100.0%	ALL 803120	Registration fees	1,331	2,248	945	1,303	58.0%	Conference format change to "online" reduced registrations costs.
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	0	0	0.0%	
299	104	592	(488)	-469.2%		Subtotal	1,331	2,248	2,209	39	1.7%	
						Communications & Marketing:						
0	40	2	38	95.0%	37 COM 803205	Services	0	80	4	76	95.0%	Timing variance.
0	3,000	0	3,000	100.0%	37 COM 803210	Collateral materials	0	5,500	0	5,500	100.0%	Timing variance.
2	100	0	100	100.0%	37 COM 803215	Advertising	4	3,100	0	3,100	100.0%	Timing variance.
0	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	0	0	0	0	0.0%	
2	2,602	2	3,138	120.6%		Subtotal	4	2,604	4	8,676	333.2%	
						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%	
0	74	0	74	100.0%	ALL 803320	Ground transportation & mileage	108	148	0	148	100.0%	
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
0	74	0	74	100.0%		Subtotal	108	148	0	148	100.0%	
						Professional Services						
1,578	700	2,545	(1,845)	-263.6%	15 FIN 804005	Accounting	1,578	700	2,545	(1,845)	-263.6%	Timing variance.
2,896	1,833	1,360	473	25.8%	17 EXEC 804008	Consulting Services	5,793	3,666	2,720	946	25.8%	Planned increase not yet in effect.
0	7,900	0	7,900	100.0%	17 EXEC 804010	Legal	0	15,890	0	15,890	100.0%	Delay in OTF project implementation.
0	2,900	38	2,863	98.7%	15 FIN 804015	Other	0	3,300	317	2,984	90.4%	Timing variance.
4,474	2,533	3,943	9,391	370.7%		Subtotal	7,370	4,366	5,582	17,975	411.7%	
						Depreciation:						
188,756	181,660	180,579	1,081	0.6%	15 FIN 806105	Depreciation - Library Materials	377,298	361,866	360,043	1,823	0.5%	
23,417	24,076	23,481	595	2.5%	15 FIN 806110	Depreciation Exp - FF&E	46,901	47,082	46,983	99	0.2%	
212,172	205,735	204,060	1,676	0.8%		Subtotal	424,199	408,948	407,026	1,922	0.5%	
677,311	705,145	672,705	(32,441)	-4.6%		Total Expense	1,693,553	1,895,728	1,741,165	154,563	8.2%	
(120,019)	(89,839)	(20,935)	68,903	-76.7%		Net Income Before Extraordinary Items	(636,545)	(656,820)	(333,548)	323,272	49.2%	
(1,788)	1,667	(466)	(2,132)	-127.9%	15 FIN 321000	Investment Gain (Loss) ¹	3,968	3,333	5,515	2,181	65.4%	Reflects gains/loss if sold at time of report (before maturity)
0	0	3,175,330	3,175,330	0.0%	17 EXEC 401000	Extraordinary Income	0	0	3,175,330	3,175,330	0.0%	One-time backfill funding from the State.
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
(121,808)	(88,172)	3,153,928	3,242,101	-3677.0%		Net Income Including Extraordinary Items	(632,577)	(653,487)	2,847,296	3,500,783	535.7%	

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Aug 2020	Aug 2021			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
0	10,000	0	10,000	100.0%
0	95,000	0	95,000	100.0%
0	15,000	0	15,000	100.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	40,000	0	(40,000)	-100.0%

Capital Expenditures:

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

FY 2020-21	FY 2021-22 YTD				Comments
	YTD Actual	Amended Budget	Actual	\$ Δ	
0	10,000	0	10,000	100.0%	Delay in capital project purchase.
0	95,000	0	95,000	100.0%	Delay in capital project purchase.
0	15,000	0	15,000	100.0%	Delay in capital project purchase.
0	0	0	0	0.0%	
0	0	0	0	0.0%	
0	40,000	0	120,000	300.0%	

CalPERS CERBT Trust Fund:

Beginning Balance	2,584,701	
Administrative Expense	(108)	CalPERS CERBT program cost.
Investment Expense	(79)	Investment management cost.
Unrealized Gain/Loss	23,158	Fluctuating market conditions.
Distribution		Distribution from Fund.
Ending Balance	2,607,672	

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

Los Angeles County Law Library

Statement of Cash Flows

As of August 31, 2021

(Provisional and subject to year-end audit adjustments)

	8/31/2021	YTD
Cash flows from operating activities		
L.A. Superior court fees	583,644	1,154,071
Parking fees	45,238	92,172
Library services	3,194,160	3,208,827
(Increase) decrease in accounts receivable	57,240	151,852
(Increase) decrease in other receivable	(14,486)	(24,562)
Increase (decrease) in borrowers' deposit	2,552	5,628
Cash received from filing fees and services	3,868,348	4,587,988
Facilities	(75,037)	(143,777)
Technology	(13,440)	(21,172)
General	(12,548)	(14,502)
Professional development	(592)	(2,209)
Communications & marketing	(2)	(4)
Travel & entertainment	-	-
Professional services	(3,943)	(5,582)
Electronic Resource Subscriptions (ERS)	(51,455)	(72,764)
(Increase) decrease in prepaid expenses	(21,209)	(257,898)
Increase (decrease) in accounts payable	254	(98,589)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(177,971)	(616,497)
Staff (payroll + benefits)	(311,629)	(1,074,129)
Increase (decrease) in payroll liabilities	(10,352)	2,180
Increase (decrease) in accrued sick and vacation liability	-	(1,429)
Increase (decrease) in OPEB liability	21,665	43,330
Increase (decrease) in net pension liability	8,333	16,666
Cash payments to employees for services	(291,983)	(1,013,382)
Contributions received	-	120,000
Net cash from operating activities	3,398,395	3,078,109
Cash flow from capital and related financing activities		
Library materials	(134,259)	(267,535)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment	-	-
Investment earnings	4,057	7,876
Net cash increase (decrease) in cash and cash equivalents	3,268,193	2,818,450
Cash and cash equivalents, at beginning of period	10,340,107	10,789,850
Cash and cash equivalents, at end of period	13,608,300	13,608,300
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	3,150,337	2,833,905
Adjustments for noncash effects:		
Depreciation	204,060	407,026
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	57,240	151,852
(Increase) decrease in other receivable	(14,486)	(24,562)
(Increase) decrease in prepaid expenses	(21,209)	(257,898)
Increase (decrease) in accounts payable	254	(98,589)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	(10,352)	2,180
Increase (decrease) in accrued sick and vacation liability	-	(1,429)
Increase (decrease) in borrowers' deposit	2,552	5,628
Increase (decrease) in OPEB liability	21,665	43,330
Increase (decrease) in net pension liability	8,333	16,666
Net cash from operating activities	3,398,395	3,078,109

LOS ANGELES COUNTY LAW LIBRARY
 August 1, 2021 - August 30, 2021 (CHECKS)
 Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 2	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,399.20	V006214
	LEXISNEXIS MATTHEW BENDER	BOOKS	66.69	V006215
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	466.55	V006216
	JAMES PUBLISHING INC.	BOOKS	163.16	V006217
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	518.76	V006218
	GOBI LIBRARY SOLUTIONS	BOOKS	244.74	V006219
	AT&T MOBILITY	TELECOM	16.24	V006221
	BRIGHTVIEW	LANDSCAPING	1,250.00	V006222
	NASA SERVICES	BLDG SVCS	528.01	V006223
	OFFICE DEPOT	PREPAID EXP	1,407.58	V006224
	PEOPLEG2	RECRUITMENT	99.99	V006225
	STATE COMPENSATION	WORKERS COMP	2,317.33	V006226
	UPS	DELIVERY & POSTAG	47.33	V006227
	AMERICAN ASSOCIATION OF LAW LIBRARI	MEMEBERSHIP	316.00	V006238
August 3	AMERICAN ASSOCIATION OF LAW LIBRARI	MEMEBERSHIP	316.00	V006239
	SOUTHERN CALIF ASSOC OF LAW LIBRARY	MEMEBERSHIP	320.00	V006240
August 4				
	GOOGLE	SERVICES	1.99	V006319
August 9	AMERICAN BAR ASSOCIATION	BOOKS	1,437.21	V006228
	LEXISNEXIS MATTHEW BENDER	BOOKS	1,037.85	V006229
	CALIFORNIA MEDICAL ASSOCIATION	BOOKS	1,005.08	V006230
	DAILY JOURNAL CORPORATION	BOOKS	1,905.30	V006231
	LOS ANGELES TIMES	BOOKS	244.40	V006232
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,637.25	V006233
	UNITED NATIONS PUBLICATIONS	BOOKS	90.03	V006234
	WEST ACADEMIC	BOOKS	111.69	V006235
	THOMSON REUTERS	BOOKS	14,051.00	V006236
	GOBI LIBRARY SOLUTIONS	BOOKS	441.13	V006237
August 10	BANDWIDTH.COM, INC.	TELECOM	774.08	V006241
	BUILDING ELECTRONIC CONTROLS INC	SECURITY	3,310.00	V006242
	GTT COMMUNICATIONS	TELECOM	314.00	V006243
	ISOLVED BENEFIT SERVICES	PAYROLL/HR BENEFI	75.00	V006244
	KONICA MINOLTA BUSINESS	COPY CENTER	131.85	V006245
	LA DEPT OF WATER & POWER	WATER/SEWER	11,820.05	V006246
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	98.00	V006247
	CDW GOVERNMENT INC	SUPPLIES-OFFICE	971.43	V006257
	STAMPS.COM	DELIVERY & POSTAG	24.99	V006266
August 13	BUILDERS BOOK INC BOOKSTORE	BOOKS	144.94	V006248
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	568.34	V006249
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	723.13	V006250

66,490.32

LOS ANGELES COUNTY LAW LIBRARY
 August 1, 2021 - August 30, 2021 (CHECKS)
 Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	LEGAL BOOKS DISTRIBUTING	BOOKS	294.21	V006251
	PRACTISING LAW INSTITUTE	BOOKS	1,869.24	V006252
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	744.24	V006253
	CITY OF THOUSAND OAKS	BOOKS	88.25	V006254
	WEST ACADEMIC	BOOKS	196.11	V006255
	THOMSON REUTERS	BOOKS	75,191.47	V006256
	DELL MARKETING L P	PREPAID EXP	68,333.19	V006267
August 19				
	LEXISNEXIS MATTHEW BENDER	BOOKS	32,101.82	V006264
August 20				
	LEXISNEXIS MATTHEW BENDER	BOOKS	233.15	V006258
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,785.27	V006259
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	177.33	V006260
	INGRAM LIBRARY SERVICES	BOOKS	167.52	V006261
	MUNICIPAL CODE CORPORATION	BOOKS	264.00	V006262
	PRACTISING LAW INSTITUTE	BOOKS	234.17	V006263
August 23				
	AIR DELIGHTS, INC	REPAIR & MAINT	722.31	V006342
August 25				
	OFFICE DEPOT	SUPPLIES-OFFICE	187.25	V006268
	THE HOME DEPOT PRO	CLEANING SUPPLIES	208.56	V006269
August 27				
	LEXISNEXIS MATTHEW BENDER	BOOKS	308.56	V006270
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,046.67	V006271
	LAWPRESS CORPORATION	BOOKS	464.65	V006272
	MASSACHUSETTS CONTINUING LEGAL EDUC	BOOKS	407.00	V006273
	PRACTISING LAW INSTITUTE	BOOKS	451.09	V006274
	THOMSON REUTERS	BOOKS	452.00	V006275
	GOBI LIBRARY SOLUTIONS	BOOKS	29.25	V006276

253,153.42

LOS ANGELES COUNTY LAW LIBRARY
 August 1, 2021 - August 30, 2021 (CHECKS)
 Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 10	SEIU LOCAL 721	UNION DUES	1,432.90	001687
	SEIU LOCAL 721	UNION SUPPL	16.14	001688

1,449.04

LOS ANGELES COUNTY LAW LIBRARY
 August 1, 2021 - August 30, 2021 (CHECKS)
 Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
August 2	OTTO HARRASSOWITZ	BOOKS	2,697.79	032020	
	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT INS	2,816.00	032021	
	COUNTY OF LOS ANGELES	HEATING/COOLING	4,442.20	032022	
	1ST JON INC	SECURITY	205.31	032023	
	AFLAC REMITTANCE	CAFE PLAN-INSURA	802.08	032024	
	BRIDGES FILTER SERVICE, INC	BLDG SVCS	614.49	032025	
	COUNTY OF LOS ANGELES	BANK CHARGES	49.80	032026	
	COUNTY OF LOS ANGELES	HEATING/COOLING	6,581.43	032027	
August 9	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	966.00	032028	
	August 9	SYNCB AMAZON	BOOKS	282.80	032029
		LAW REPORTS INTERNATIONAL LTD	BOOKS	250.00	032030
		WILLIAM S HEIN & CO	BOOKS	249.00	032031
	August 10	AT&T	TELECOM	520.81	032032
		DIGITAL INSURANCE LLC	CONSULTING	1,360.00	032033
		METROLINK	TMP	406.00	032034
		NATIONAL 50 SECURITY	SECURITY	6,015.24	032035
ROMERO MAINTENANCE LLC		JANITORIAL SVC	9,649.14	032036	
August 13	OTTO HARRASSOWITZ	BOOKS	2,255.57	032037	
	LEXISNEXIS CANADA INC	BOOKS	254.76	032038	
	SAN DIEGO CO PUBLIC LAW LIBRARY	BOOKS	296.31	032039	
	SYNCB AMAZON	CLEANING SUPPLIES	78.77	032040	
August 18	CALIFORNIA DEPARTMENT OF TAX	USE TAX	5,573.00	032041	
August 20	MARY MARTIN BOOKSELLERS	BOOKS	935.00	032042	
	BARTON LEE KROPELNICI	REFUND	70.00	032043	
	ANTHONY GRADY ROSS	REFUND	70.00	032044	
August 25	GUARDIAN	PREPAID EXP	1,431.97	032045	
	LANGUAGE PEOPLE INC	OTHER	279.00	032046	
	TOTAL COMPENSATION SYSTEMS, INC	ACCOUNTING	1,845.00	032047	
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	350.00	032048	
August 27	OTTO HARRASSOWITZ	BOOKS	1,872.04	032049	

53,219.51

LOS ANGELES COUNTY LAW LIBRARY
September 1, 2021 - September 30, 2021 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 29	EX LIBRIS (USA) INC.	PREPAID EXP	14,900.43	TS00308890

14,900.43

LOS ANGELES COUNTY LAW LIBRARY
September 1, 2021 - September 30, 2021 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 1	GURU PRINTERS	SPECIAL EVENTS EX	336.27	V006320
	GURU PRINTERS	SPECIAL EVENTS EX	69.01	V006326
September 2	CDW GOVERNMENT INC	SUPPLIES-OFFICE	1,642.76	V006306
September 3	WOLTERS KLUWER LAW & BUSINESS	BOOKS	304.18	V006277
	LEXISNEXIS MATTHEW BENDER	BOOKS	503.04	V006278
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,892.32	V006279
	PROQUEST LLC/COUTTS INFORMATION SER	BOOKS	181.90	V006280
	FASTCASE INC	BOOKS	8,575.00	V006281
	JAMES PUBLISHING INC	BOOKS	196.01	V006282
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,637.25	V006283
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	138.50	V006284
	PUBLIC UTILITIES REPORTS INC	BOOKS	500.00	V006285
	WEST ACADEMIC	BOOKS	44.35	V006286
	ABD OFFICE SOLUTIONS	COPY CENTER	117.19	V006288
	AT&T MOBILITY	TELECOM	16.24	V006289
	BANDWIDTH.COM, INC.	TELECOM	770.37	V006290
	BRIGHTVIEW	LANDSCAPING	1,250.00	V006291
	GRAINGER	REPAIR & MAINTENA	364.11	V006292
	GTT COMMUNICATIONS	TELECOM	228.24	V006293
	KONICA MINOLTA BUSINESS	COPY CENTER	301.82	V006294
	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	11,303.18	V006295
	NASA SERVICES	BLDG SVCS	528.01	V006296
	STAMPS.COM	DELIVERY & POSTAG	300.00	V006297
	STATE COMPENSATION	WORKERS COMP	2,317.33	V006298
September 6	GOOGLE	SERVICES	1.99	V006321
September 10	WOLTERS KLUWER LAW & BUSINESS	BOOKS	748.32	V006299
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	720.00	V006300
	INTERNATIONAL MUNICIPAL LAWYERS ASS	BOOKS	150.00	V006301
	IMPRIMATUR PRESS	BOOKS	138.50	V006302
	PRACTISING LAW INSTITUTE	BOOKS	1,409.34	V006303
	WEST ACADEMIC	BOOKS	159.87	V006304
	THOMSON REUTERS	BOOKS	83,284.26	V006305
	ISOLVED BENEFIT SERVICES	PAYROLL/HR BENEFI	75.00	V006307
	OFFICE DEPOT	SUPPLIES-OFFICE	54.85	V006308
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	276.00	V006309
	UPS	DELIVERY & POSTAG	8.54	V006310
September 15	GURU PRINTERS	SPECIAL EVENTS EX	82.69	V006322
September 17	SOUTHERN CALIF ASSOC OF LAW LIBRARY	MEMBERSHIP	40.00	V006323

135,982.64

LOS ANGELES COUNTY LAW LIBRARY
September 1, 2021 - September 30, 2021 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 20	AMERICAN ASSOCIATION OF LAW LIBRARI	MEMEBERSHIP	296.00	V006356
	CAL OSHA REPORTER	BOOKS	427.00	V006311
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	863.48	V006312
	COPWARE INC	BOOKS	85.00	V006313
	JURIS PUBLISHING INC	BOOKS	108.45	V006314
	MASSACHUSETTS CONTINUING LEGAL EDUC	BOOKS	203.50	V006315
	MUNICIPAL CODE CORPORATION	BOOKS	2,284.00	V006316
	SUPREME COURT HISTORICAL SOCIETY	BOOKS	150.00	V006317
	GOBI LIBRARY SOLUTIONS	BOOKS	85.75	V006318
	CORODATA	BLDG SVCS	56.87	V006324
UPS	DELIVERY & POSTAG	19.65	V006325	
September 21	AMERICAN ASSOCIATION OF LAW LIBRARI	MEMEBERSHIP	296.00	V006357
	ABD OFFICE SOLUTIONS	COPY CENTER	120.49	V006327
	AT&T MOBILITY	TELECOM	16.24	V006328
	LEXISNEXIS MATTHEW BENDER	BOOKS	32,101.77	V006329
	GRAINGER	REPAIR & MAINENTA	192.97	V006330
	GTT COMMUNICATIONS	TELECOM	85.76	V006331
	KONICA MINOLTA BUSINESS	COPY CENTER	191.03	V006332
September 24	AMERICAN LAWYER MEDIA	BOOKS	660.00	V006333
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	3,151.41	V006334
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,347.96	V006335
	JAMES PUBLISHING INC	BOOKS	163.16	V006336
	JURIS PUBLISHING INC	BOOKS	145.78	V006337
	MASSACHUSETTS CONTINUING LEGAL EDUC	BOOKS	123.50	V006338
	PRACTISING LAW INSTITUTE	BOOKS	475.94	V006339
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	715.44	V006340
September 27	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,218.15	V006341
	GENERAL LOGISTICS SYSTEMS US, INC.	DELIVERY & POSTAG	4.67	V006343
September 28	OFFICE DEPOT	SUPPLIES-OFFICE	58.11	V006344
	STAMPS.COM	DELIVERY & POSTAG	300.00	V006358

182,632.72

LOS ANGELES COUNTY LAW LIBRARY
 September 1, 2021 - September 30, 2021 (CHECKS)
 Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 21	SEIU LOCAL 721	UNION DUES	964.20	001689
	SEIU LOCAL 721	UNION SUPPL	32.28	001690

996.48

LOS ANGELES COUNTY LAW LIBRARY
September 1, 2021 - September 30, 2021 (CHECKS)
Account No.: 108000.

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 3	ATLANTIC LAW BOOK COMPANY	BOOKS	204.00	032050
	LEXISNEXIS CANADA INC	BOOKS	127.04	032051
	WILLIAM S HEIN & CO	BOOKS	1,451.84	032052
	AFLAC REMITTANCE	CAFE PLAN-INSURA	765.16	032053
	BRIDGES FILTER SERVICE INC	BLDG SVCS	614.49	032054
	COUNTY OF LOS ANGELES	BANK CHARGES	59.19	032055
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	966.00	032056
	NATIONAL 50 SECURITY	SECURITY	6,211.78	032057
	ROMERO MAINTENANCE LLC	JANITORIAL SVC	9,649.14	032058
	WOODS MAINTENANCE SERVICES, INC.	JANITORIAL SVCS	350.00	032059
	NATIONAL 50 SECURITY	SECURITY	6,628.94	032060
	NATIONAL 50 SECURITY	SECURITY	6,322.32	032061
	WILSON BALDWIN QUAN	REFUND	140.00	032062
	SHONGCHING TONG	REFUND	140.00	032063
September 10	GAUNT	BOOKS	253.32	032064
	LEXISNEXIS CANADA INC	BOOKS	522.84	032065
September 13	METROLINK	TMP	568.75	032066
	PRINT & FINISHING SOLUTIONS	EQUIPMENT (<3K)	1,747.77	032067
September 17	JOSEPH HENRY EATON	2021 Security Deposit	140.00	032068
September 20	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	1,580.00	032069
	QUALITY CODE PUBLISHING	BOOKS	66.40	032070
	SYNCB AMAZON	BOOKS	601.75	032071
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	641.00	032072
	DIGITAL INSURANCE LLC	CONSULTING	1,360.00	032073
	GUARDIAN	PREPAID EXP	7,821.31	032074
	TOUGH COAT FLOORING INC	REPAIR/MAINT	3,400.00	032075
	MARK HALL	REFUND	128.00	032077
September 21	AT&T	TELECOM	516.07	032078
	NATIONAL 50 SECURITY	SECURITY	5,866.84	032079
September 24	LAW REPORTS INTERNATIONAL LTD	BOOKS	220.00	032080
September 27	IMAGE ACCESS INC	PREPAID EXP	5,069.00	032081
	COUNTY OF LOS ANGELES	HEATING/COOLING	6,885.68	032082
	LANGUAGE PEOPLE INC	OTHER	37.50	032083
	WOODS MAINTENANCE SERVICES, INC.	JANITORIAL SVCS	350.00	032084

71,406.11

LA Law Library
Fiscal Year Quarterly Statistics

		FY19 1st Quarter	FY20 1st Quarter	FY21 1st Quarter	FY22 1st Quarter	FY22 1st Quarter Notes
Reference and Research						
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic</i>					
	Desk Inquiries	5,695	6,087	0	2,413	
	Tuesday 6pm to 8pm - All Queries	57	97	0	0	Not applicable due to library closure
	Phone	1,502	1,630	2,752	3,132	
	Email/ Live Chat	156	255	2,091	1,879	
	By Mail	57	70	51	56	
	Global Law Inquires	24	10	0	0	Not applicable due to library closure
	Global Law Web Inquires	17	0	0	0	Not applicable due to library closure
	e-Branch Chat	50	26	0	0	Not applicable due to library closure
	e-Branch Email	0	3	0	0	Not applicable due to library closure
	Totals	7,669	8,178	4,894	7,480	
Circulation Services						
	<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</i>					
	Desk Inquiries	5,328	4,103	0	2,125	Not applicable due to library closure
	Phone Inquiries	2,000	1,714	604	1,202	Also Includes emails
	Totals	7,328	5,817	604	3,327	
	Books Circulated	2,204	1,991	356	893	
	Library Card Sign-ups	475	507	0	203	
	Members Program - Active Members	326	311	224	222	
	Public Terminal Logins	8,590	7,057	0	1,675	Not applicable due to library closure

LA Law Library
Fiscal Year Quarterly Statistics

		FY19 1st Quarter	FY20 1st Quarter	FY21 1st Quarter	FY22 1st Quarter	FY22 1st Quarter Notes
Document Delivery / E-Delivery/Copies						
	<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-</i>					
	Phone Inquiries	258	281	167	337	
	In-Person	2,282	5,059	0	475	
	Email (Includes Members Program)	225	878	980	978	
	Totals	2,765	6,218	1,147	1790	
	Pages Delivered	6,279	6,726	9,862	8,698	
	Copies Made (Main Library)	63,324	105,615	0	54,679	
Collection Management Services						
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>					
	New Titles Added	129	247	146	108	
	Print Volumes Added	1,792	1576	1,377	1,963	
	New Serials	21	13	7	7	
	Non-Print Media Added	126	890	372	2,462	
	Records Cataloged/Updated	865	395	1,245	701	
	Print & Non-Print Withdrawn	440	423	401	403	
Brief Scanning Project						
	Briefs Logged (Google)	16,192	19,820	5,535	0	Google Operations Ceased as of March 29, 2021
Website Statistics						
	Visitors	31,942	30,790	22,569	23,918	
	Visits (previously counted as "Pages Viewed")	100,275	95,230	65,338	71,688	
	Average Daily Visits	1,143	349	284	283	
	Average Duration	2:28	5:14	3:01	2:53	
	Visitors: US	98.00%	96.80%	95.27%	92.87%	
	Visitors: International / Unspecified	2.00%	3.20%	4.79%	7.13%	

LA Law Library
Fiscal Year Quarterly Statistics

		FY19 1st Quarter	FY20 1st Quarter	FY21 1st Quarter	FY22 1st Quarter	FY22 1st Quarter Notes
Training and Events (Includes Online,Prerecorded/Live via ZOOM)						
	Public Classes Held Online					
	Internal speaker	0	0	11	20	
	Guest speaker	0	0	31	107	
	MCLE Classes Held Online					
	Internal speaker	0	0	0	0	
	Guest speaker	0	0	1	19	
	Clinics/ Workshops Held Online	0	0	3	3	LITL continuously offered telephonically
	Public Classes Held at Main & Branches					
	Internal speaker	33	49	0	0	Not applicable due to library closure
	Guest speaker	50	28	0	0	Not applicable due to library closure
	MCLE Classes Held					
	Internal speaker	1	1	0	0	Not applicable due to library closure
	Guest speaker	4	3	0	0	Not applicable due to library closure
	Clinics/ Workshops Held	33	60	0	0	Not applicable due to library closure
	Totals	121	141	46	149	
	Class Attendance in Person Total (Estimated)	1,456	2,077	0	0	Not applicable due to library closure
	Live Class Attendance: Online/Remote	N/A	N/A	880	649	Includes LITL
	Live Class Registration: Online/Remote	N/A	0	786	1,422	Includes LITL
	Number of plays of prerecorded Classes	N/A	0	1,017	110	Not applicable due to library closure
	Class Attendance Branches (Estimated)	N/A	357	0	0	Not applicable due to library closure
Visits to Main Branch						
	Number of Patron Visits (front door)	25,434	25,488	0	26,515	Figures are overstated due to extra staff and security activity at front door. Patron visits estimated at 50-75% of reported counts

MEMORANDUM

DATE: October 20, 2021

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of HR Generalist Job Description

SUMMARY AND EXPLANATION

Staff presents the attached, HR Generalist job description for Board consideration and approval. At this time, the Executive Director is recommending hiring a part-time HR Generalist.

As some of you may recall, the Law Library previously employed an HR Generalist, but that position was eliminated due to budget cuts and other factors. The Law Library has not had any dedicated human resources staff on site for a number of years. The Executive Director, Executive Assistant and Finance Department assumed many of the responsibilities and the Library's external HR consultant also filled in as needed. This was intended to be a temporary situation, but has endured longer than originally anticipated.

A number of factors make it challenging to continue without any dedicated human resources staffing. First, an organization of this size has substantial HR needs and would ordinarily have human resources personnel. Second, the Law Library currently has a record number of vacancies, due largely to a freeze on hiring during the pandemic, and the current recruiting market is challenging. Recruitments are more time-consuming and unpredictable than usual and the labor market is not expected to stabilize any time soon. Third, the Law Library programming continues to expand and the Executive Director's time and attention will be needed elsewhere, particularly with the additional projects and programs anticipated to be funded by the recently-received supplemental state funding. (Moreover, a structure that relies on having an Executive Director with employment law background in order for the organization to function is problematic.) Fourth, the Executive Assistant's hours will be reduced in the near future due to external considerations. Finally, the supplemental funding from the state puts the Law Library in a financial position to be able to afford this additional support.

The HR Generalist would manage day-to-day Human Resources operations at the Law Library. At the present time, the position is proposed to be part-time. The attached proposed job description outlines the responsibilities and requirements of the proposed HR Generalist position.

RECOMMENDATION

Staff recommends that the Board approve the attached updated job description for HR Generalist.



LA LAW LIBRARY JOB DESCRIPTION

Title:	HR Generalist
Department:	Executive Office
Focus:	Administration and Human Resources
Reports to:	Executive Director
Position Supervised:	None
FLSA Status:	Non-Exempt
Salary Grade:	4
Union Status:	Ineligible for Representation
Effective Date:	October 20, 2021

Position Summary

The HR Generalist manages the day-to-day operations of the Human Resources office. The HR Generalist carries out responsibilities in the following functional areas: departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and employment.

Responsibilities and Duties

Responsibilities are divided into the following areas: Human Resources and Benefits, Staff Support and Other.

- Participate in meetings and submit suggestions for follow up activities, as required
- Support executive and professional staff meeting attendance

Human Resources

Under supervision:

- Conduct and coordinate the recruiting process
- Facilitate pre-hire process including background checks, references, and other pre-employment testing
- Prepare offer letters, related employee documentation
- Process new hires, retirements, and separations
- Administer group benefits and retirement plans and coordinate annual open enrollment periods
- Coordinate and facilitate access to Employee Services and Counseling
- Assist with policy development and documentation
- Serve as the Law Library's primary point of contact with the CalPERS retirement system and other benefit providers
- Administer leaves (including FMLA/CFRA, pregnancy, disability, etc.)
- Respond to workers' comp claims and accidents and prepare proper documentation related to claims

- Create and update job descriptions as needed including FLSA classification determination
- Perform compensation analysis as needed
- Administer performance management implementation and process maintenance
- Communicate with executive staff on employee relations matters and support investigations when needed
- Administer unemployment claims
- Process employment verifications
- Coordinate employee awards and recognition with the Library Events Committee
- Maintain the HR database
- Maintain personnel files and HR records consistent with regulatory guidelines and Library policy

Staff

- Provide training and support to supervisors in the implementation of Library policies and best practices
- Provide training, support and counseling to Staff to follow and understand Library policies and best practices and to access benefits and resources
- Participate in planning and preparation of quarterly all-staff meetings
- Provide input and assistance with intranet news, forms, calendars and other postings

Other Responsibilities

- Participate in library-wide projects and programs
- Keep executive staff advised of potential problem areas and recommend/implement solutions as appropriate
- Participate in meetings and submit suggestions for follow up activities, as required
- Support executive and professional staff meeting attendance
- Assist other executive staff as needed
- Other duties as required

Position Qualifications

Required

- Minimum of two (2) years demonstrated HR Generalist experience or equivalent
- Bachelor's degree or equivalent combination of education, training & experience
- Effective written and oral communication skills
- Strong attention to detail
- Excellent problem solving and interpersonal skills
- Proficient knowledge of Microsoft Office 2010/2013 (Outlook, Word, Excel, PowerPoint)
- Basic knowledge of Adobe or other PDF create/edit software

Ability to

- Take initiative, and to work both independently and as part of a team
- Maintain confidentiality and communicate effectively and sensitively in a diverse workforce population
- Multi-task and manage multiple projects and priorities simultaneously

- Organize and manage assignments in order to meet deadlines and goals
- Work under tight deadlines
- Collaborate with executive staff to meet the needs of the organization
- Adapt quickly to change and effectively manage new challenges
- Use planning and evaluation skills to develop successful strategies and tactics
- Make sound decisions and set goals based on available information to evaluate situations and requirements to plan and adjust work accordingly.

Preferred

- Experience in a confidential position
- Experience in HR administration
- Experience in benefits administration
- Experience working for a public agency
- Knowledge of executive office best practices

Work Environment

Will be working in a busy office environment.

Physical Abilities Required

- Lifting ability: Light, under 15 lbs. on a regular basis.
- Sitting at a desk: short time, 30 minutes and/or medium, 60-120 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 120+ min. may be required.
- Extensive use of a computer, keyboard, and mouse.

Approvals

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

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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

MEMORANDUM

DATE: October 20, 2021

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Malinda Muller, Director, Patron Services
Austin Stoub, Senior Librarian, Reference & Research

RE: Update on Platinum Members Program

INTRODUCTION

The Board of Trustees previously approved a LA Law Library offering a Platinum level members program and asked for periodic updates regarding any significant changes or new developments. This report is to advise the Board regarding updates to our Platinum Members program that Staff believes might be of interest to the Board.

BACKGROUND AND UPDATE

Since its approval at the December 2017 Board meeting, we have operated the Platinum Members program and, although we periodically receive inquiries from other firms, the Platinum Membership has been very stable.

We now have two changes to report. First, our first Platinum Member firm has elected to reduce their membership level from Platinum to a standard firm membership. They informed us that after nearly four years of successful partnership, their needs have changed, they are developing additional in-house resources and they wish to end their Platinum Membership status. In a debriefing phone call with their representative, they stated they were very satisfied with the Platinum Program and Law Library service levels. Indeed, they graciously offered to provide referrals and act as a reference for potential future Platinum Members. Their Platinum Member status will end on October 31 and their account with LA Law Library will revert to their previous status as a law firm account.

As this partnership ends, however, another opportunity has presented itself; a consulting firm that services many law firms, contacted us regarding a particular firm in search of more robust legal research options. After some discussion, they have asked us to begin providing Platinum Member services to the firm starting on December 1. Contracts are currently in circulation for signature.



In addition to the standard Platinum Member services, this new partner also requested, for an additional fee, after-hours, remote services starting in January. This concept allows us to develop a new way to provide extended service with little risk and further leverages the technologies and workflows we developed for remote service during the pandemic. Staff assigned to work after-hours shifts will provide Platinum Members services, while also attending to library-related work concurrently during any down time, potentially expanding the window of productive library hours.

Furthermore, the new connection with the consulting firm may afford additional opportunities to be of additional service to other law firms in the future.

We view these as exciting and promising developments and wanted to present them for your information.

RECOMMENDATION

This staff update is informational only. No action is required at this time.



AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Approval of Trustee Designated Members of the Friends of Los Angeles County Law Library Board of Directors
- 4.2 Approval of Borrowing Rules and Members Borrowing Rules
- 4.3 Approval of Revised Rules of Conduct
- 4.4 Review and Acceptance of Draft Financial Statement Audit Report and AU-C260 Letter for the Fiscal Year Ended June 30, 2021
- 4.5 Staff Presentation on E-Books

MEMORANDUM

DATE: October 20, 2021

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Trustee Designated Members of the Friends of Los Angeles County Law Library Board of Directors

The Board of Directors of the Friends of the Los Angeles County Law Library includes two groups of members. One group is appointed by the Board of Trustees of the LA Law Library. The second group is elected by the Friends Board itself. The Board of Trustees Members are appointed for a two-year term and serve until replaced.

The Board of Trustees is asked to make the following reappointments to the Board of Directors of the Friends of the Los Angeles County Law Library. Background information about each prospective Friends Board member can be found at the links provided. Each has a laudable history of service to the legal community in general and to LA Law Library in particular. Each has also agreed to serve if appointed.

- **Maria Hall** (<http://www.mariaehall.co/Biographies.html>) to be appointed for the two year term, September 1, 2019 to August 31, 2021
- **Roberta Kass** (<https://www.seltzerfontaine.com/about/team/>) to be reappointed for the two year term, September 1, 2019 to August 31, 2021
- **Mark Santa Anna** (<https://www.gmsalegal.com/attorney>) to be appointed for the two year term, September 1, 2019 to August 31, 2021
- **Marc Seltzer** (<http://www.susmangodfrey.com/Attorneys/Marc-M-Seltzer/#Pane1>) to be reappointed for the two year term, September 1, 2019 to August 31, 2021

The Friends of the Los Angeles County Law Library have requested that these reappointments be made.

RECOMMENDATION

Staff is grateful for the ongoing support provided by these individuals and recommends that the Board approve the aforementioned Friends of the Los Angeles County Law Board of Directors appointments for the terms identified.



FRIENDS OF THE LOS ANGELES COUNTY LAW LIBRARY
BOARD OF DIRECTORS
2020-2021

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MEMORANDUM

DATE: October 20, 2021

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director
Ryan Metheny, Managing Librarian
Angelica Buenrostro, Circulation Supervisor

RE: Approval of Borrowing Rules and Members Borrowing Rules

SUMMARY AND BACKGROUND

Staff requests that the Board approve the attached, amended Borrowing Rules and Members Borrowing Rules. The proposed minor changes reflect existing practice and provide further clarification in two areas. The changes involve:

- New language regarding minors: Although it was Law Library practice, the Rules previously were not clear that individuals under the age of 18 could not be obtain borrower privileges. Certain Federal funds, including the subsidized telecommunications program in which the Law Library participates, require that this prohibition be explicit in writing. Minors are, of course, welcome to use print materials in the Law Library and to avail themselves of other services.
- Clarifications: The amended Rules also include minor changes to clarify issues regarding closed accounts, acceptable government identification to establish an account and the timing for return of deposits.

RECOMMENDATION

Staff recommends that the Board approve the attached amended Borrowing Rules and Members Program Borrowing Rules.



Non-Members Borrowing Rules Attachment

Effective ~~October 1, 2018~~ ~~September~~ November 1, 2021

Per California Business and Professions Code § 6360, the LA Law Library is open to the public and free for the examination of books and other publications at the library; this includes free use of the library's online legal research databases. LA Law Library cardholders must be 18 years of age or older.

NON-BORROWER LIBRARY CARD

A Non-Borrower library card allows patrons to access the Public Terminal Computers and photocopiers. Library cards must be presented in order to use available resources. Library cards are subject to a replacement charge as stated in the current schedule of fees and charges approved by the Board of Trustees ("Schedule of Fees and Charges"). Users must agree to the Computer Usage Policy.

The following Borrowing Rules apply to individuals and entities wishing to check out materials from the library.

BORROWER LIBRARY CARD REGISTRATION

To borrow books and materials: (1) complete the Borrower Registration Application; (2) submit the appropriate Security Deposit; and (3) pay any additional established and approved charges.

Any subsequent changes to a Borrower's account must be made in writing. Library cards are solely for the use of the person for whom they are issued and must be presented at checkout.

BORROWING RULES

Books and materials may be borrowed from the LA Law Library in accordance with the following Borrowing Rules.

BORROWER CATEGORIES

- Individual – ~~any individual 18 years of age or older.~~ Photo identification with current name and current address is required.*
- Corporate – any law firm, corporate legal department, public interest law office, corporation or other business entity. A corporate borrower may identify, in writing, partners, associates or other employees as designated borrowers. Fines and charges accrued will be the responsibility of the corporate borrower.
- Judicial – any judge, commissioner, magistrate judge or referee of a State or Federal court located in Los Angeles County. A judicial borrower may identify, in writing, research attorneys, law clerks or other employees who do work of a legal nature in the performance of their duties.
- Government – any elected or appointed State, Federal, County, Municipal, special district official or government office who maintains an office in Los Angeles County. A government borrower may identify, in writing, associates or other employees who do work of a legal nature in the performance of his/her duties.
- Reduced Deposit – any individual who presents a court-approved "Waiver of Court Fees and Costs" for a specific, currently pending legal action in any State or Federal court within Los Angeles County in which they are a party. Photo identification with current name and current address is required.* A reduced deposit account expires 90 days after resolution of the case.
- Special Promotion Borrower – ~~any individual 18 years of age or older, who becomes a Borrower~~ Any person eligible due to a special promotion offered by the LA Law Library. Photo identification with current name and current address is required.*

**Photo Identification: A current California driver's license or an ID card issued by the DMV. If no driver's license or ID card has been issued by the DMV, a registrant may use a current Passport, a School ID card, or other government-issued ID together with proof of a current United States address.*

MESSENGERS AND DESIGNATED BORROWERS

Non-Members Borrowing Rules Attachment

An Individual, Corporate, Judicial, or Government Borrower may, in writing, designate persons or services to function as messengers to retrieve and return books for the Borrower upon payment of any applicable fees as set forth in the Schedule of Fees and Charges. The messenger must present proper identification when borrowing materials. The Borrower will be responsible for all fines and charges. Designated services or persons acting as messengers must be renewed on an annual basis, July 1 – June 30, at the rate set forth in the Schedule of Fees and Charges.

SECURITY DEPOSIT

The appropriate security deposit for each borrower category will be collected and placed in a trust account with the treasurer of the county (Cal. Bus. § Prof. Code § 6320). Any interest earned on the trust account will be paid to the Law Library and used for its expenses.

No sooner than two (2) weeks after the return of all borrowed materials, a Borrower may request in writing a refund of a security deposit, less any outstanding fines or charges. Borrowing privileges will cease upon receipt of the written request for refund of the security deposit. Refund of the security deposit will be issued in the form of a check. The security deposit is non-transferrable.

After three (3) years of inactivity on an account, any security deposit that remains unclaimed despite notice to the Borrower's address on file will become the property of LA Law Library (Gov. Code, § 50050).

REFERENCE SERVICES

Reference staff is available to suggest materials in print or electronic format on a particular topic and to arrange for those materials to be placed on hold, or sent to the Borrower via e-delivery, messenger service or UPS. However, LA Law Library does not provide legal advice (Cal. Bus. & Prof. Code § 6125). LA Law Library provides legal resources and assistance with legal research as an informational and educational service.

CIRCULATION SERVICES

Circulation staff are available during Library open hours to help Borrowers as follows: (1) review a Borrower's record; (2) provide a list of items checked out; (3) identify due dates for items checked out; (4) provide a status report on items requested to be reserved; and (5) provide a status report on any fines or charges that are owed.

LOAN PERIODS

Library materials that circulate are loaned for five (5) days. Individual, Judicial, Government, and Reduced Deposit Borrowers may check out and have up to 7 items in their possession at any one time. Corporate borrowers may check out and have up to 20 items in their possession at any one time. A maximum of five (5) non-book items may be checked out at any given time.

Library materials may be returned in person or through a book drop at the Main Library. A freestanding book drop is located at the driveway entrance on Broadway.

Library staff may grant special loans for items that do not circulate as a courtesy to registered borrowers. Decisions are made by the Patron Services staff and factors considered include, but are not limited to, borrower history and physical condition, uniqueness, age and popularity of the item. Special Loans must be returned to the Circulation desk by the date and time indicated at checkout.

A borrower may not borrow an item on the same day in which it is returned.

If a Borrower fails to return an item within 30 days after its due date, his/her borrowing privileges will be suspended.

RENEWING LIBRARY MATERIALS

Non-Members Borrowing Rules Attachment

Items that circulate may be renewed a maximum of two (2) times. However, items may not be renewed if there is a pending "hold" on the item. If the item is overdue at the time of renewal, the standard overdue fine will be assessed. Special loan items may not be renewed.

Materials may be renewed in person or over the phone by calling 213-785-2529.

CHARGES AND FINES

If materials are returned or renewed late, overdue fines will be assessed at the rate set forth in the Schedule of Fees and Charges. Failure to pay accrued fines may result in the Borrower's account being suspended and/or turned over to a collection agency.

Library materials are not due on Sundays or on holidays when the Library is closed, but such days will count as days of the circulation period and for calculation of overdue fines.

If Library material is overdue for more than 30 days, the item(s) will be deemed lost and replacement steps initiated. Replacement costs as set forth in the Schedule of Fees and Charges will be assessed and added to the overdue fines.

A Borrower who reports an item as lost, and who confirms the loss in writing, will be charged the amount of the fines accrued at the time of the initial report, plus the replacement cost and the processing charge. If an item deemed lost is returned before a replacement is ordered, the charges will be reduced to the overdue fines as stated in the Schedule of Fees and Charges.

Books and materials lost but later found remain property of the LA Law Library and must be returned, even if they have been replaced. No credit adjustments will be made for a lost item returned after a replacement has been ordered.

An item which, in the judgment of the Library Director or his/her designee, is significantly damaged or defaced will be deemed lost unless it may be suitably repaired, in which case a charge equal to the cost of making repairs will be made against the Borrower.

Judicial Borrowers will be responsible for all charges other than fines.

Under Federal law, library fines are not eligible for dismissal in bankruptcy (11 USC 523(a)(7)).

The Library will charge for replacement library cards at the rate established in the Schedule of Fees and Charges.

SUSPENSIONS / TERMINATIONS

If a Borrower fails to return library materials or to pay the due amount of fines or charges within 30 days of a mailed invoice, all borrowing privileges will be suspended until the amount due is paid. If the outstanding amount is not paid within 30 days following the date of the suspension, the amount owed will be deducted from the Borrower's Security Deposit. Borrowing privileges will remain suspended until the outstanding amount is paid. If the outstanding amount is greater than the Security Deposit, the entire deposit will be taken and the Borrower's account will be closed.

For Special Promotion Borrowers who were not required to provide a Security Deposit, accrual of unpaid fines or charges in excess of the standard deposit for individuals or failure to pay fines or charges within 30 days of a mailed invoice will result in account closure.

| A Borrower whose borrowing privileges have been suspended or whose account has been closed, including those whose accounts have been transferred to a collections agency, will not qualify for another borrowing category until the suspension has been removed, outstanding amounts have been paid in full and the Security Deposit has been made whole.

| A Borrower whose borrowing privileges have been suspended or whose account has been closed may, in writing, request the return of their security deposit, less any fines or charges accrued, at any time within

Non-Members Borrowing Rules Attachment

three (3) years after their borrowing privileges have ceased. Any balance of the Security Deposit remaining and not requested in writing at the end of the three (3) years will become the property of the LA Law Library.

Effective ~~December 1, 2019~~ November 1, 2021

Members may borrow books and materials from the LA Law Library in accordance with the following Borrowing Rules. By agreeing to these Borrowing Rules, Members acknowledge that Membership is a privilege and not a right, and that Membership may be suspended or revoked as provided herein. Specifically, violation of the Library's Rules of Conduct may result in charges, suspension or termination of Membership privileges, in addition to the consequences that apply to non-Member patrons.

Members must be at least 18 years of age and present a current, government-issued ID.

Registration

To borrow books and materials as a Member of the LA Law Library: (1) complete the Members Program Application; (2) submit the appropriate Security Deposit (if applicable); (3) provide a photo; and (4) pay the annual charge, and any additional established and approved charges. Any subsequent changes to the Members Program account must be made in writing.

Annual Membership Charges and Renewals

Annual Membership fees are neither refundable nor transferrable. The annual Membership year is on an individual anniversary basis, beginning the day the Members Program account is opened. All Members Program benefits will be terminated if the annual renewal is not paid within 30 days of the date the renewal is due.

Prior to renewing a Members Program account, all outstanding fees and charges must be paid in full and the Security Deposit made whole.

Members Program Borrower Categories

- **Sole Practitioner** – Individual attorney in a solo practice. Sole practitioners are eligible to join as Bronze, Silver, or Gold Members (see “Membership Levels and Parking Benefit,” below).*
- **Individual Attorney in a Law Firm** – An attorney in a law firm who wishes to join the program on an individual basis is eligible to join as a Bronze or Silver Member.*
- **Law Firm** – Any law firm, corporate legal department, private law firm or public interest law office with two (2) or more attorneys. A firm may join collectively (all attorneys and / or librarians in the firm) as a Bronze, Silver, or Gold Member.
- **Non-Attorney** – Any individual holding a valid LA Law Library card is eligible to join as a Bronze, Silver, or Gold Member and shall receive the same benefits and have the same obligations as Sole Practitioners within that category.*
- **Judge or Research Attorney** – Any superior court, appellate court or federal district court judge located within Los Angeles County or his or her judicial research attorney may join the program as a Bronze Member at no charge.*

**Photo Identification Is Required: A current California driver's license or an ID card issued by the DMV. If no driver's license or ID card has been issued by the DMV, a registrant may use a current Passport, a School ID card, or other government-issued ID together with proof of a current United States address.*

Membership Levels and Parking Benefit

Access to the Members Parking Lot and certain other Membership benefits varies based upon the Membership level selected by the Member.

- **Gold Membership Level** – Gold Members receive unlimited parking in the Members Parking Lot, subject to availability and reservation rules. Gold Members also receive a Gold Member card, are permitted to check out a greater number of library items at a given time (see “Loan Periods,” below). Gold Members also have access to the Members Study, remote databases, discounted E-delivery and room rental, and all of the other Members benefits described herein. In addition, Gold Members have direct access to the Members Reference phone line and email address for expedited reference service and E-delivery.
- **Silver Membership Level** – Silver Members receive 30 parking sessions per Membership year, subject to availability and reservation rules. A “parking session” means a reservation for a session or portion of a session in the Members lot, with each session consisting of either a morning (8:30 a.m. – 12:30 p.m.), afternoon (1:00 p.m. – close) or Saturday full-day reservation. Silver Members also have access to the Members Study, remote databases, discounted E-delivery and room rental, and all of the other Members benefits described herein. In addition, Silver Members have direct access to the Members Reference phone line and email address for expedited reference service and E-delivery.
- **Bronze Membership Level** – Bronze Members have access to the Members Study, remote databases, discounted E-delivery and room rental, and all of the other Members benefits described herein. Bronze level does not include parking or access to the Members Reference phone line or email address. Certain remote databases are restricted to Members within Los Angeles County and Members at law firms of fewer than 50 attorneys. For a current list, please inquire.

Affiliates

A Member may, in writing, designate their support staff as affiliates on the account. Affiliates may not be members of the Bar. Affiliates may retrieve and return books for the Member. The affiliate must present proper identification when borrowing materials. The Member will be responsible for all fees and charges. Affiliates may use all areas of the library open to the general public; however, they may not use the Members Study or park in the Members Parking area.

Messengers

A Member may, in writing, designate persons or services to function as messengers to retrieve and return books for the Member. The messenger must present proper identification when borrowing materials. The Member will be responsible for all fees and charges. There is no cost for designating up to two (2) messenger services on the account.

Security Deposit

Members Borrowing Rules Attachment

The appropriate security deposit for each Member category will be collected and placed in a trust account with the treasurer of the county (Cal. Bus. & Prof. Code § 6320). Any interest earned on the trust account will be paid to the Law Library and used for its expenses.

Upon written request by a Member, and no sooner than two (2) weeks after the return of all borrowed materials following a three (3) month period from the date of registration, a security deposit, less any outstanding fees or charges, will be refunded, ~~provided all borrowed materials have been returned~~. All Members Program and borrowing privileges will cease upon receipt of the written request for refund of the security deposit. Refund of the security deposit will be issued in the form of a check. The security deposit is non-transferrable.

If the Security Deposit is not claimed within three (3) years after the member account has expired, it will become the property of the LA Law Library (Gov. Code § 50050).

Reference Services

Reference staff is available to suggest materials in print or electronic format on a particular topic and to arrange for those materials to be placed on hold, or sent to the member via e-delivery or UPS. To avoid engaging in the unauthorized practice of law (Cal. Bus. & Prof. Code § 6125) reference staff does not conduct legal research, but will provide assistance in locating and using materials.

Circulation Services

Circulation staff are available during Library open hours to help Members as follows: (1) review a Member's record; (2) provide a list of items checked out; (3) identify due dates for items checked out; (4) provide a status report on items requested to be reserved; and (5) provide a status report on any fees or charges that are owed.

Loan Periods

Library materials that circulate are loaned for five (5) days. Sole Practitioner, Individual Attorney in a Law Firm, Non-Attorney and Judge or Research Attorney Bronze and Silver Members may check out and have up to 15 items in their possession at any one time. Gold Members may check out and have up to 30 items in their possession at any one time. Law Firms may check out and have up to 30 items in their possession at any one time. A maximum of five (5) non-book items may be checked out at any given time.

Library materials may be returned in person inside the Law Library or through a book drop at the Main Library. A freestanding book drop is located at the driveway entrance on Broadway.

Library staff may grant special loans for items that do not circulate as a courtesy to registered borrowers. Decisions are made by the Patron Services staff and factors considered include but are not limited to borrower history and physical condition, uniqueness, age and popularity of the item. Special loans must be returned to the Circulation desk by the date and time indicated at checkout. A Member may not borrow an item on the same day in which it is returned.

Members Borrowing Rules Attachment

If a Member fails to return an item within 30 days after its due date, his/her borrowing privileges will be suspended.

Renewing Library Materials

Items that circulate may be renewed a maximum of two (2) times. However, items may not be renewed if there is a pending "hold" on the item. If the item is overdue at the time of renewal, the standard overdue fine will be assessed. Special loan items may not be renewed.

Materials may be renewed in person or over the phone by calling 213-785-2529, ~~option 2 14~~ or emailing: members@lalawlibrary.org.

Fees And Charges

Fees and charges for services are assessed at the rate set forth in the current Members Program Schedule of Fees and Charges approved by the Board of Trustees (attached hereto). Failure to pay accrued fees or charges may result in the Member's account being suspended and/or turned over to a collection agency.

Library materials are not due on Sundays or on holidays when the Library is closed, but such days will count as days of the circulation period and for calculation of overdue fines.

If Library material is overdue for more than 30 days, the item will be deemed lost and replacement steps initiated. Replacement costs in the amount set forth in the Members Program Schedule of Fees and Charges will be assessed and added to the overdue fines.

A Member who reports an item as lost, and who confirms the loss in writing, will be charged the amount of the fines accrued at the time of the initial report, plus the replacement cost and the processing charge. If an item deemed lost is returned before a replacement is ordered, the charges will be reduced to the overdue fines as stated in the Members Program Schedule of Fees and Charges.

The Library will charge a replacement fee for lost library cards in the amount set forth in the Members Program Schedule of Fees and Charges.

Suspensions / Terminations

If a Member fails to return library materials or to pay the due amount of fees or charges within 30 days of a mailed invoice, all Membership privileges will be suspended until the amount due is paid. If the outstanding amount is not paid within 30 days following the date of the suspension, the amount owed will be deducted from the Member's Security Deposit. Membership privileges will remain suspended until the outstanding amount is paid. If the outstanding amount is greater than the Security Deposit, the entire deposit will be taken and the Member's account will be ~~interrupted~~closed.

For members who were not required to provide a Security Deposit, accrual of unpaid fines or charges in excess of the standard deposit for the individual or Law Firm member, as applicable, or failure to pay fines or charges within 30 days of a mailed invoice, will result in account ~~interruption~~closure.

Members Borrowing Rules Attachment

All Members Program related services will cease during the time of ~~interruption~~suspension. The Members Program account will be reinstated upon payment of all outstanding fees and charges, and replenishment of the Security Deposit, if one was initially required. ~~The Members Program account will be closed at the end of the Membership year if all outstanding amounts are not paid and the Security Deposit, where applicable, is not made whole.~~

A Member whose privileges have been suspended or closed, including those whose accounts have been transferred to a collection agency, will not qualify for another borrowing category until the suspension has been removed, outstanding amounts have been paid in full and the Security Deposit has been made whole.

A Member whose privileges have been suspended or closed may, in writing, request the return of their security deposit, less any fines or charges accrued, at any time within three (3) years after their borrowing privileges have ceased. Any balance of the Security Deposit remaining and not requested in writing at the end of the three (3) years will become the property of the LA Law Library.

Membership privileges are also subject to suspension or termination at the discretion of the Library, in addition to the consequences that apply to non-Member patrons, due to: habitual late payment of charges; damaged or lost library items; violation of the Library Rules of Conduct; or other violations of the Membership agreement, Members Borrowing Rules, or terms of service of the Members Portal.

MEMORANDUM

DATE: October 20, 2021

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Approval of Revised Rules of Conduct

The proposed amended *Rules of Conduct* are attached and reflect only one small adjustment. The proposed change clarifies that staff may collect library material prior to closing or at any time when they are left unattended. While it would seem to go without saying that the Library can collect its own materials from the tables, occasionally, patrons become very possessive about the materials they have been using. Staff believes it would be useful to have an official, written Rule stating that re-shelving begins 15 minutes prior to closing and also occurs throughout the day as needed.

RECOMMENDATION

Staff recommends that the Board approve the attached, amended *Rules of Conduct*.



RULES OF CONDUCT

Updates as of ~~April 28~~ October 20, 2021

The LA Law Library staff welcomes you.

LA Law Library provides public access to legal information. We are here to assist your use of the resources and services offered. Please help us keep the library safe and pleasant for everyone by following these rules of conduct when on Library property.

RESPECT THE RIGHTS OF OTHERS

Users shall respect the rights of other library users and library staff. The Library shall not be used in lieu of an office for the practice of law or any other professional or business activity. Soliciting, harassing, offending, intimidating or disturbing library patrons or staff or intentionally interfering with their ability to conduct library business is strictly prohibited. *[California Penal Code 602.1(b)]*

PERSONS WITH DISABILITIES

LA Law Library does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request an accommodation for any of the Library's programs, services, or activities, please inform a staff member of your accommodation request.

PHOTOGRAPHY

We are delighted our patrons enjoy the library and want to take photos. To protect the privacy of others, however, no photography or filming is permitted on library premises without arrangements and approval in advance. Should you wish to request permission to photograph within a public space or arrange space for private photography sessions, please contact us at 213.785.2511 for assistance. Personal electronic devices may be used to photograph or record content of Library materials, subject to the following Rules.

SAFETY AND SECURITY

Users should limit their carry-in items to those materials necessary to accomplish their legal research. For safety and security, the library reserves the right to limit users to one bag and one purse or a briefcase.

- Abide by all posted *LA Law Library Patron Expectations for Health and Safety*
- Running, jumping or moving faster than the pace of pedestrian traffic is prohibited (whether on foot or operating a personal mobility device).



- Briefcases, backpacks, packages and outer garments may be subject to inspection at any time.
- With the exception of wheelchairs, large objects such as carts, luggage, bicycles or parcels that collectively exceed 26" x 19" x 9" are not permitted in the library.
- Notwithstanding the above, a patron may bring one personal handcart into the library, provided the cart can be folded or collapsed and is placed entirely under a patron table in the Reading Room within the single, individual space at the table being used by the patron.
- Walkways and aisles shall be kept clear and unobstructed by personal items, including but not limited to, briefcases, packages, backpacks, garments, electric cords and equipment.
- The Law Library is not responsible for, nor shall it have any liability for, the personal items that users bring into the library.
- Security personnel will remove unattended items.
- To ensure an unobstructed view of patrons within the Reading Room, users may not place, stack or pile materials in a manner that prevents Security Personnel from viewing patron activity or impairs the line of sight from Security Personnel to any patron.

PERSONAL CONDUCT IN THE LAW LIBRARY

In consideration of others, quiet is expected throughout the Library, including in the lobby area. Users may engage in quiet conversation in person or by telephone as long as other users are not disturbed. If a conversation or use of a device can be heard by patrons more than 5 feet away, it is presumed to be disturbing to others. Telephone conversations are permitted on the front patio and walkways, provided they do not interfere with ingress, egress or Library operations.

Pagers, cell phones and PDAs should be turned to vibrate or silent mode. Photocopiers/scanners or other equipment should be used as quietly as possible.

Appropriate attire, including shirts and shoes must be worn in the library.

Animals, other than service animals (as defined by law) assisting persons with disabilities, are not permitted in the library. Service animals must be under the control of their patron handler at all times and may not cause disruption, noise or damage to Library property. Anyone bringing service animals other than a single service dog into the library shall provide written notice in advance so that the library may determine whether the animals can be reasonably accommodated.

Children must be under the control and supervision of a responsible adult at all times

Beverages in covered, spill-proof containers are allowed. The eating of food and the chewing of gum are prohibited.



The following are not permitted in LA Law Library:

- Smoking, including smoking within 20' of any entrance to the Law Library.
[California Government Code 7597]
- Weapons
- Loitering, sleeping, laying on the Law Library floor or furniture.
- Bathing, shaving, and washing clothes in the library restrooms.
- Soliciting (offering patrons or staff goods or services for sale)

Persons other than Library staff may not pretend or represent themselves to be agents or employees of LA Law Library

Persons under the influence of alcohol or drugs, except as lawfully prescribed by a physician, are not permitted in the library.

Persons whose parcels or bodily hygiene or odor is so offensive as to constitute a nuisance or disrupt others' work shall be required to leave the library.

USE OF LIBRARY MATERIALS

Users shall not conceal or hide library materials. Pocket parts or loose-leaf pages may not be removed from books except for photocopy purposes in the Copy Center. When copying is complete, the pages used shall be returned promptly to their correct location in the book. It is the patron's responsibility to use library materials in compliance with copyright and other applicable laws.

No materials shall be removed from the library unless they have been properly checked out. Failure to return materials when due may result in payment of fines, replacement costs and administrative costs and/or loss of Law Library privileges.

Users should not reshelve their used library materials. Law Library staff will collect materials from tables, desks and shelves 15 minutes prior to closing and may collect materials left unattended periodically throughout the day.

~~Users should not reshelve their used materials. Materials left unattended for long periods of time, will be reshelved by Law Library staff. Users wishing to keep pulled materials for use later the same day, should place a reserve sign on the items, including a date and time when the user will return to the item(s), or deposit them at the Circulation Desk to be held temporarily.~~

THEFT, ABUSE AND VANDALISM

The theft, abuse, vandalism, mutilation, marring, marking, defacing, or otherwise damaging of the books, building, equipment, furniture or other objects in the Law Library is prohibited. *[California Penal Code 490.5 & 594: Education Code 19910 & 19911]*

USE OF COMPUTERS AND PERSONAL ELECTRONIC DEVICES

Law Library public computers are reserved for legal research and access to the online catalog. Peripheral devices (printers, CD-ROM drives, cameras, keyboards, scanners, etc) may not be attached without prior authorization.



Public computer use is limited to one 2-hour session. Users may only access public computers using their own library card. To request your library card, please ask any staff member to assist you. Accessing the library computer system, programs or data without authorization is prohibited.

Personal electronic devices may be used in the library provided such use does not disturb other users or take up excessive space or electrical capacity. Personal electronic devices including but not limited to computers, copiers, scanners and printers may be used only if they do not exceed 1.5 amps or a footprint of 2 square feet, make no noise audible to other patrons and pose no other hazard or obstacle to use of the library by others. For example, laptops and silent hand-held scanners are generally permitted, while full-size personal computers and scanners are generally not permitted. As noted above, if the use of a device can be heard by patrons more than 5 feet away, it is presumed to be disturbing to others.

Tabletop electrical outlets are provided for patron use. Due to a very limited number of electrical outlets each user should not connect to more than one outlet at a time. Wall outlets may not be used by patrons without prior express permission.

UNAUTHORIZED AREAS

Opening emergency exits (except in emergency situations), entering unauthorized or off-limit areas of the library, remaining in the library after closing or during emergency drills or evacuations is prohibited and may result in immediate suspension of library privileges

FAILURE TO COMPLY

Failure to comply with library rules, library signage or the directives of library staff or security personnel, or to cooperate with the staff or security personnel in their enforcement of these rules may result in the loss or suspension of library privileges, including but not limited to temporary or permanent removal from the library premises. Individuals who refuse to leave when requested to do so by staff or security personnel will be subject to arrest for trespassing and prosecution under California Penal Code Section 602.1(b).

Any removal or suspension of privileges for more than one day may be appealed upon written request within 10 days of the removal or suspension.



MEMORANDUM

DATE: October 20, 2021

TO: Board of Law Library Trustees

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

RE: Review and Acceptance of Draft Financial Statement Audit Report and AU-C260 Letter for the Fiscal Year Ended June 30, 2021

SUMMARY

Staff recommends that the Board review and accept the draft audited financial statement report and AU-C260 (formerly SAS 114) Letter for the fiscal year ended June 30, 2021.

DISCUSSION

Staff is pleased to report that the LA Law Library's outside auditors, The Pun Group LLP, with the assistance of the Library's Finance staff, have completed their audit of the Law Library's financial statements for the fiscal year ended June 30, 2021 and issued an unmodified opinion. No material weaknesses were identified. The proposed draft audited financial statement report can be found at website link provided below and the AU-C260 letter is attached.

Draft audited financial statement report website link:

https://www.lalawlibrary.org/pdfs/2021_Los%20Angeles%20Law%20Library_DRAFT_10142021_SC_v2.pdf

Operating revenue was nearly 15% lower than prior fiscal year primarily due to the ongoing COVID-19 impact on court and parking fee revenues. However, the State's \$1.2M one-time backfill funding boosted revenue by 14% bringing our total overall revenue to just under 1.5% lower than prior fiscal year. Operating expense was nearly 3% lower than prior fiscal year primarily due to continued ongoing vacancy savings. Overall, this resulted in a negative change in net position of \$55K for fiscal year 2021.

In terms of cash position, the Library from the end of fiscal year 2020 to the end of fiscal year 2021 the Law Library increased its cash position by approximately \$700K. This increase is primarily due to lower payroll as a result of unplanned vacancies, deferral of capital expenditures, and the State's one-time funding backfill. The Library also maintains a Section 115 trust fund with CalPERS for the purpose of pre-funding its Other Post-Employment Benefits (OPEB) for eligible employees. At the end of fiscal year 2021 the account balance was \$2.5M.



RECOMMENDATION

Staff recommends that the Board review the attached audited financial statements and AU-C260 Letter, ask any questions, discuss and then accept the report.

Attachments:

1. Draft Los Angeles County Law Library Financial Statement and Independent Auditor's Report for the Year Ended June 30, 2021 (with Comparative Totals for 2020)
2. Draft AU-C260 Letter



Staff Presentation:

E-Books

Presented by:

Senior Librarian,

Austin Stoub

October 20, 2021