

AGENDA

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

REGULAR BOARD MEETING

Wednesday, March 23, 2022

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 #889 8421 9426 using this link*

*<https://us06web.zoom.us/j/88984219426> 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 #889 8421 9426 using this link <https://us06web.zoom.us/j/88984219426> 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

0.0 RESOLUTION FOR REMOTE MEETINGS

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the February 23, 2022 Regular Board Meeting
- 3.2 Review of January Financials and List of February Checks and Warrants
- 3.3 Approval of Revised Job Description

4.0 DISCUSSION ITEMS

- 4.1 Confirmation of Continuing Need to Undertake Emergency Replacement and Repair of Sump Pumps in Lower Level Parking Garage
- 4.2 Staff Presentation: Freedom of Information Day

5.0 AGENDA BUILDING

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

6.0 EXECUTIVE DIRECTOR REPORT

7.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, April 27, 2022.

POSTED FRIDAY, MARCH 18, 2022 @ 12:00 P.M.

POSTED BY ANN MARIE GAMEZ



RESOLUTION NO. 2022-4

A RESOLUTION AUTHORIZING REMOTE TELECONFERENCE MEETINGS PURSUANT TO ASSEMBLY BILL 361

WHEREAS, all meetings of the Law Library Board of Trustees are held pursuant to the Ralph M. Brown Act, ensuring that any member of the public may participate in local government meetings; and

WHEREAS, on September 16, 2021, the Governor signed AB 361 (2021) into law, which allows for local legislative bodies to continue to conduct meetings via teleconferencing under specified conditions and includes a requirement that the legislative bodies make specific findings; and

WHEREAS, on March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19 and ordered all residents to obey orders and guidance issued by state and local health officials; and

WHEREAS, the State proclaimed State of Emergency is still in effect; and

WHEREAS, on March 4, 2020, the County of Los Angeles adopted a resolution ratifying the declaration of local health emergency and issued a proclamation of a local emergency related to COVID-19; and

WHEREAS, the County proclaimed local emergency is still in effect; and

WHEREAS, since issuing Executive Order N-08-21, other highly contagious variants of COVID-19, including Delta and Omicron, have emerged, causing an increase in COVID-19 cases throughout the State and Los Angeles County; and

WHEREAS, Los Angeles County has relaxed some protocols, but still strongly recommends masking and reducing crowding indoors, as noted on the County's *Best Practices for Businesses and Employers* website; and

WHEREAS, on September 30, 2021, the Executive Office of the Board of Supervisors of Los Angeles County issued specific guidance regarding remote meetings of Brown Act bodies during the COVID pandemic, stating that in order "to ensure the safety of members of the public and employees" County boards, commissions, committees, task forces, etc, will continue to meet remotely and urged all statutorily and independently created bodies within the County to do the same;

WHEREAS, because state or local health officials have imposed or are recommending measures to promote social distancing, the Los Angeles County Law Library Board of Trustees finds it prudent to and desires to continue holding meetings

via teleconference; and

WHEREAS, the Los Angeles County Law Library Board of Trustees shall ensure that its meetings comply with the provisions required by AB 361 (2021) for holding teleconferenced meetings.

NOW, THEREFORE, the Los Angeles County Law Library Board of Trustees does resolve as follows:

1. The above recitals are true and correct, and incorporated into this Resolution.

2. In compliance with AB 361 (2021), and in order to continue to conduct teleconference meetings without complying with the requirements of Government Code section 54953(b)(3) of the Brown Act, the Board of Trustees makes the following findings:

- a) The Board of Trustees has considered the circumstances of the state of emergency; and
- b) The state of emergency, as declared by the Governor and County of Los Angeles, continues to exist; and
- c) The state of emergency due to the presence of COVID-19 in the community continues to directly impact the ability of the members of the Los Angeles County Law Library Board of Trustees to meet safely in person; and
- d) Local officials continue to impose or recommend measures to promote social distancing.

3. The Board of Trustees may continue to meet remotely in compliance with AB 361, in order to better ensure the health and safety of the public.

4. The Board of Trustees will revisit the need to conduct meetings remotely no later than 30 days after teleconferencing for the first time, and every 30 days thereafter.

5. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Law Library Board of Trustees of the County of Los Angeles, State of California, this 23rd day of March 2022, by the following vote:

AYES: 0

NOES: 0

ABSENT: 0

ABSTAIN: 0

ATTEST:

Hon. Mark A. Juhas, President

Sandra J Levin, Executive Director,
Recording Secretary

AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the February 23, 2022, Regular Board Meeting
- 3.2 Review of January Financials and List of February Checks and Warrants
- 3.3 Approval of Revised Job Description

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

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

February 23, 2022

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, February 23, 2022 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 Michelle Williams Court
Judge Dennis Landin
Judge Mark Juhas
Kenneth Klein, Esquire (arrived after item 4.2)
Judge Yolanda Orozco
Judge Michael Stern

Trustees Absent: 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 12:19 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. Trustee Stern joined the meeting at 12:22pm. All votes were taken by roll-call, voice vote.

0.0 RESOLUTION

President Juhas requested a motion to adopt the Resolution to continue holding board meetings remotely. So moved by Trustee Landin seconded by Trustee Court. The motion was unanimously approved by roll call vote, 5 ayes – 0 noes.

1.0 PUBLIC COMMENT

No public comment.

2.0 PRESIDENT'S REPORT

No President's Report.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the January 26, 2022 Regular Board Meeting
- 3.2 Review of December Financials and List of January Checks and Warrants
- 3.3 Authorization to Bind Workers Compensation Insurance

3.4 Approval of Revised Job Descriptions

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

4.0 DISCUSSION ITEMS

4.1 Determination of Need to Undertake Emergency Repairs Relating to Sump Pumps in Lower of Parking Garage

ED Levin explained that she had authorized the emergency repair of sump pumps in the onsite parking garage. The pumps are old and failing and in the event of rain or a burst pipe, we would be in a dangerous issue for safety and for the building being flooded. Need to authorize to proceed as an emergency repair since public bidding could take months. As an indicator of the risk with an older facility, a pipe burst this week in a different area, the water was turned off and the situation could be isolated, but it highlights the age of the plumbing and the risk. Galvanized pipe lasts 50 years and the library is at 75 years.

Staff also requested President Juhas appoint a subcommittee to help address Facilities issues.

President Juhas requested a motion to determine by a four-fifths vote that an emergency existed that required the immediate expenditure of public money to safeguard life, health, or property. So moved by Trustee Orozco seconded by Trustee Landin. The motion was unanimously approved by roll call vote, 5 ayes – 0 noes.

4.2 Review and Approval of FY 2021-22 Mid-Year Budget and Financial Forecast

ED Levin thanked and introduced Finance Manager, M. Juarez. FM Juarez summarized the process in compiling the budget and reported the budget forecast for the mid-year. FM Juarez also noted that the one-time funding expenditures had been added to the budget. FM Juarez was pleased to report that the budget was on target with expenses aside from interest rates. ED Levin also reminded President Juhas that a new Finance Committee was to be appointed, after which President Juhas appointed himself, Judge Court and Judge Landin.

President Juhas requested a motion that the Board adopt the attached, projected forecast for FY2021-22 as the amended budget. So moved by President Orozco seconded by Trustee Court. The motion was unanimously approved by roll call vote, 5 ayes – 0 noes.

Trustee Klein joined the meeting at 12:35pm.

4.3 Staff Presentation: 2022 Book Discussion Group

Managing Librarian of Reference & Research, Katie O’Laughlin, gave a brief summary of the Book Discussion Group she has been operating for a number of years. The book discussions are scheduled every other month, are open to the public, with annual general themes such as social justice, voting, immigration, with this year’s theme focusing on income inequalities. K. O’Laughlin also added that many of the authors of the bi-monthly featured book, have joined in the book discussion with the public audience.

The Board thanked K. O’Laughlin for her successful and innovative efforts.

No action requested or taken.

5.0 AGENDA BUILDING

6.0 EXECUTIVE DIRECTOR REPORT

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:56pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 23, 2022 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 January 31, 2022

(Provisional and subject to year-end audit adjustments)

	6/30/2021	1/31/2022	YTD
Assets			
Current assets			
Cash and cash equivalents	10,471,380	13,307,041	2,835,661
Accounts receivable	302,650	230,783	(71,867)
Other receivable	1,149,242	1,086,166	(63,076)
Prepaid expenses	252,791	476,887	224,096
Total current assets	12,176,063	15,100,877	2,924,814
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	5,999,853	5,974,500	(25,353)
Capital assets, not being depreciated	909,725	924,580	14,854
Capital assets, being depreciated - net	15,409,498	15,018,563	(390,935)
Total noncurrent assets	22,637,546	22,236,113	(401,434)
Total assets	34,813,609	37,336,990	2,523,381
Deferred Outflows of Resources			
Deferred Outflows of Resources	2,410,452	2,410,452	-
Total assets and deferred outflows of resources	37,224,062	39,747,442	2,523,381
Liabilities			
Current Liabilities			
Accounts payable	165,978	59,298	(106,680)
Other current liabilities	-	-	-
Payroll liabilities	(1,185)	16,191	17,376
Total current liabilities	164,793	75,489	(89,304)
Noncurrent Liabilities			
Accrued sick and vacation liability	299,418	282,092	(17,326)
Borrowers' deposit	229,794	240,415	10,621
OPEB liability	3,239,511	3,391,166	151,655
Net pension liability	3,887,855	3,946,186	58,331
Total noncurrent liabilities	7,656,578	7,859,859	203,281
Total liabilities	7,821,371	7,935,348	113,977
Deferred Inflows of Resources			
Deferred Inflows of Resources	1,418,426	1,418,426	-
Total liabilities and Deferred inflows of resources	9,239,797	9,353,774	113,977
Net Position			
Invested in capital assets	16,319,223	15,943,143	(376,081)
Unrestricted	11,665,042	14,450,526	2,785,485
Total net position	27,984,265	30,393,669	2,409,404
Total liabilities and Deferred inflows of resources and net position	37,224,062	39,747,442	2,523,381

Los Angeles County Law Library
Income Statement for the Period Ending January 31, 2022
(Provisional and subject to year-end audit adjustments)

Jan 2021	Jan 2022			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
596,985	494,447	494,447	(0)	0.0%
4,444	4,800	5,078	278	5.8%
17,336	43,333	38,946	(4,387)	-10.1%
13,577	25,400	33,331	7,932	31.2%
632,342	567,980	571,802	3,822	0.7%
278,816	390,482	319,570	70,912	18.2%
45,530	55,582	51,085	4,497	8.1%
243,058	213,197	184,670	28,527	13.4%
(243,058)	(213,197)	(184,670)	(28,527)	13.4%
		0		
77,756	88,982	77,431	11,551	13.0%
11,425	24,503	31,788	(7,286)	-29.7%
3,976	5,069	3,718	1,350	26.6%
6,130	8,154	5,980	2,174	26.7%
2	2	2	0	0.5%
0	67	0	67	100.0%
4,307	2,505	2,543	(38)	-1.5%
207,514	199,872	196,652	3,220	1.6%
635,457	775,217	688,770	(86,447)	-11.2%
(3,115)	(207,237)	(116,968)	90,269	-43.6%
233	(1,667)	(15,286)	(13,619)	817.1%
0	0	0	0	0.0%
0	0	0	0	0.0%
(2,882)	(208,904)	(132,254)	76,650	-36.7%
0	0	7,715	(7,715)	0.0%

Summary:

Income

L.A. Superior Court Fees	3,664,193	3,865,984	3,865,983	(0)	0.0%
Interest	36,970	33,519	33,796	278	0.8%
Parking	149,725	317,008	312,621	(4,387)	-1.4%
Library Services	255,511	283,941	291,873	7,932	2.8%
Total Income	4,106,399	4,500,452	4,504,274	3,822	0.1%

Expense

Staff (payroll + benefits)	2,680,843	2,864,752	2,793,840	70,912	2.5%
Electronic Resource Subscriptions	334,556	355,123	350,627	4,497	1.3%
Library Materials	1,074,164	1,041,787	1,013,260	28,527	2.7%
Library Materials Transferred to Assets	(1,074,164)	(1,041,787)	(1,013,260)	(28,527)	2.7%
Facilities	522,468	513,978	502,428	11,551	2.2%
Technology & Data	85,449	89,864	97,150	(7,566)	-8.4%
General	28,655	44,867	43,517	1,350	3.0%
Professional Development	7,785	11,255	9,081	2,174	19.3%
Communications & Marketing	29	14	14	0	0.1%
Travel & Entertainment	108	89	23	67	74.5%
Professional Services	39,732	36,220	36,258	(38)	-0.1%
Depreciation	1,474,931	1,415,130	1,411,910	3,220	0.2%
Total Expenses	5,174,555	5,331,294	5,244,846	86,447	1.6%

Net Income (Loss)

Net Income (Loss)	(1,068,156)	(830,842)	(740,573)	90,269	10.9%
Investment Gain (Loss) ¹	9,065	(11,734)	(25,353)	(13,619)	116.1%
Extraordinary Income	1,354,174	3,175,330	3,175,330	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	295,083	2,332,754	2,409,404	76,650	3.3%

Capitalized Expenditures

Capitalized Expenditures	0	0	7,715	(7,715)	0.0%
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FY 2020-21	FY 2021-22 YTD				Comments
	YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	

L.A. Superior Court Fees	3,664,193	3,865,984	3,865,983	(0)	0.0%	
Interest	36,970	33,519	33,796	278	0.8%	
Parking	149,725	317,008	312,621	(4,387)	-1.4%	
Library Services	255,511	283,941	291,873	7,932	2.8%	
Total Income	4,106,399	4,500,452	4,504,274	3,822	0.1%	
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Electronic Resource Subscriptions	334,556	355,123	350,627	4,497	1.3%	
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Facilities	522,468	513,978	502,428	11,551	2.2%	
Technology & Data	85,449	89,864	97,150	(7,566)	-8.4%	
General	28,655	44,867	43,517	1,350	3.0%	
Professional Development	7,785	11,255	9,081	2,174	19.3%	
Communications & Marketing	29	14	14	0	0.1%	
Travel & Entertainment	108	89	23	67	74.5%	
Professional Services	39,732	36,220	36,258	(38)	-0.1%	
Depreciation	1,474,931	1,415,130	1,411,910	3,220	0.2%	
Total Expenses	5,174,555	5,331,294	5,244,846	86,447	1.6%	
Net Income (Loss)	(1,068,156)	(830,842)	(740,573)	90,269	10.9%	
Investment Gain (Loss) ¹	9,065	(11,734)	(25,353)	(13,619)	116.1%	
Extraordinary Income	1,354,174	3,175,330	3,175,330	0	0.0%	
Extraordinary Expense	0	0	0	0	0.0%	
Net Income Including Extraordinary Items	295,083	2,332,754	2,409,404	76,650	3.3%	
Capitalized Expenditures	0	0	7,715	(7,715)	0.0%	

Los Angeles County Law Library
 Income Statement for the Period Ending January 31, 2022
 (Provisional and subject to year-end audit adjustments)

Jan 2021	Jan 2022			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

FY 2020-21	FY 2021-22 YTD				Comments
	YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	

Detailed Budget:															
Income:															
596,985	494,447	494,447	(0)	0.0%	15	FIN	303300	L.A. Superior Court Fees	3,664,193	3,865,984	3,865,983	(0)	0.0%		
Interest:															
0	0	0	0	0.0%	15	FIN	311000	Interest - LAIF	1,399	449	449	0	0.0%		
4,306	4,667	4,958	291	6.2%	15	FIN	312000	Interest - General Fund	34,396	32,174	32,465	291	0.9%		
138	133	120	(14)	-10.2%	15	FIN	313000	Interest - Deposit Fund	1,176	895	881	(14)	-1.5%		
4,444	4,800	5,078	278	5.8%	Subtotal					36,970	33,519	33,796	278	0.8%	
Parking:															
17,336	43,333	38,946	(4,387)	-10.1%	39	FAC	330100	Parking	149,725	317,008	312,621	(4,387)	-1.4%		
17,336	43,333	38,946	(4,387)	-10.1%	Subtotal					149,725	317,008	312,621	(4,387)	-1.4%	
Library Services:															
0	181	49	(132)	-73.0%	27	CIRC	330150	Annual Designation Fee	666	554	423	(132)	-23.8%	Timing variance.	
10,468	18,092	20,891	2,799	15.5%	25	PS	330140	Annual Members Fee	62,834	98,201	101,000	2,799	2.8%		
2,334	1,905	602	(1,303)	-68.4%	25	PS	330340	Course Registration	17,359	21,539	20,235	(1,303)	-6.1%	Timing variance pending calculation of MCLE subsidy from Joan Lavine bequest.	
(873)	1,609	689	(920)	-57.2%	27	CIRC	330129	Copy Center	(872)	10,029	9,109	(920)	-9.2%	Payment of 2021 annual sales tax reduced revenue by 57%.	
(788)	747	162	(585)	-78.3%	27	CIRC	330205	Document Delivery	2,992	4,152	3,567	(585)	-14.1%	Payment of 2021 annual sales tax reduced revenue by 78%.	
833	1,600	1,180	(420)	-26.3%	27	CIRC	330210	Fines	3,559	9,949	9,529	(420)	-4.2%		
(59)	405	6,469	6,064	1498.7%	15	FIN	330310	Miscellaneous	22,041	11,769	17,833	6,064	51.5%	Includes State Fund 10% dividend payment.	
0	833	3,250	2,417	290.0%	39	FAC	330330	Room Rental	0	958	3,375	2,417	252.2%	Timing variance.	
1,663	0	0	0	0.0%	23	COL	330350	Book Replacement	2,038	0	0	0	0.0%		
0	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	19,895	0	0	0	0.0%		
0	0	0	0	0.0%	17	EXEC	330400	Friends of Law Library	120,000	120,000	120,000	0	0.0%		
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%		
0	28	40	12	45.1%	15	FIN	330450	Vending	0	291	303	12	4.3%		
0	0	0	0	0.0%	39	FAC	330465	Special Events Income	5,000	6,500	6,500	0	0.0%		
13,577	25,400	33,331	7,932	31.2%	Subtotal					255,511	283,941	291,873	7,932	2.8%	
632,342	567,980	571,802	3,822	0.7%	Total Income					4,106,399	4,500,452	4,504,274	3,822	0.1%	
Expenses:															
Staff:															
145,622	229,192	176,927	52,266	22.8%	ALL	501000	Salaries (FT)	1,411,928	1,501,651	1,449,385	52,266	3.5%			
0	(4,137)	0	(4,137)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(4,137)	0	(4,137)	100.0%		
12,517	25,066	18,474	6,591	26.3%	ALL	501050	Salaries (PT)	118,752	135,693	129,102	6,591	4.9%			
0	(477)	0	(477)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(477)	0	(477)	100.0%		
11,676	13,152	11,675	1,477	11.2%	15	FIN	502000	Social Security	90,887	91,497	90,021	1,477	1.6%		
2,731	3,161	2,730	431	13.6%	15	FIN	503000	Medicare	23,094	22,848	22,417	431	1.9%		
21,622	23,880	20,648	3,232	13.5%	15	FIN	511000	Retirement	450,135	510,766	507,534	3,232	0.6%		
0	8,333	8,333	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	0	58,331	58,331	0	0.0%		
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%		
49,483	57,792	45,616	12,175	21.1%	15	FIN	512000	Health Insurance	338,863	330,291	318,116	12,175	3.7%		
372	432	355	77	17.9%	15	FIN	513000	Disability Insurance	2,593	2,530	2,453	77	3.1%		
6,016	5,000	5,468	(468)	-9.4%	15	FIN	514000	Dental Insurance	37,287	28,893	29,361	(468)	-1.6%		
542	500	510	(10)	-2.1%	15	FIN	514500	Vision Insurance	3,718	2,913	2,924	(10)	-0.4%		
170	211	159	51	24.3%	15	FIN	515000	Life Insurance	1,196	1,151	1,099	51	4.4%		
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	21,620	11,347	11,347	0	0.0%		
0	0	50	(50)	0.0%	15	FIN	517000	Unemployment Insurance	1,569	2,764	2,814	(50)	-1.8%		
1,710	1,000	1,288	(287)	-28.7%	ALL	514010	Temporary Employment	13,993	4,087	4,375	(287)	-7.0%	Timing variance.		
0	0	349	(349)	0.0%	13	HR	514015	Recruitment	0	1,092	1,441	(349)	-32.0%	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	151,669	151,657	151,655	2	0.0%		
698	2,100	2,067	33	1.6%	15	FIN	518550	TMP	5,347	3,325	3,292	33	1.0%	Some transit lines are free during pandemic.	
900	1,294	938	357	27.5%	15	FIN	518560	Payroll and Benefit Administration	8,192	8,529	8,173	357	4.2%		
278,816	390,482	319,570	70,912	18.2%	Total - Staff					2,680,843	2,864,752	2,793,840	70,912	2.5%	
Library Materials/Electronic Resources Subscription:															
186,513	166,639	149,160	17,479	10.5%	23	COL	601999	American Continuations	819,403	808,088	790,609	17,479	2.2%		
948	0	541	(541)	0.0%	23	COL	602999	American New Orders	10,107	11,935	12,476	(541)	-4.5%		

Los Angeles County Law Library
 Income Statement for the Period Ending January 31, 2022
 (Provisional and subject to year-end audit adjustments)

Jan 2021	Jan 2022				FY 2020-21	FY 2021-22 YTD				Comments		
	Actual	Amended Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Amended Budget	Actual		\$ Fav (Unf)	% Fav (-)
6,891	2,396	7,263	(4,867)	-203.1%	23 COL 609199	Branch Continuations	13,851	8,676	13,543	(4,867)	-56.1%	Timing variance.
0	0	0	0	0.0%	23 COL 609299	Branch New Orders	0	0	0	0	0.0%	
9,169	12,962	1,279	11,683	90.1%	23 COL 603999	Commonwealth Continuations	75,570	87,276	75,593	11,683	13.4%	Timing variance. Shipping delays due to supply chain crisis
129	0	0	0	0.0%	23 COL 604999	Commonwealth New Orders	397	144	144	0	0.0%	
18,854	18,465	13,498	4,967	26.9%	23 COL 605999	Foreign Continuations	51,443	46,265	41,297	4,967	10.7%	Timing variance. Shipping delays due to supply chain crisis
162	0	0	0	0.0%	23 COL 606999	Foreign New Orders	620	650	650	0	0.0%	
16,619	11,277	10,722	554	4.9%	23 COL 607999	International Continuations	82,333	71,142	70,588	554	0.8%	
495	0	322	(322)	0.0%	23 COL 608999	International New Orders	2,148	1,790	2,112	(322)	-18.0%	Timing variance.
3,168	1,458	1,885	(427)	-29.3%	23 COL 609399	General/Librarianship Continuations	17,927	5,272	5,699	(427)	-8.1%	Timing variance.
111	0	0	0	0.0%	23 COL 609499	General/Librarianship New Orders	365	547	547	0	0.0%	
243,058	213,197	184,670	28,527	13.4%		Subtotal	1,074,164	1,041,787	1,013,260	28,527	2.7%	
(243,058)	(213,197)	(184,670)	(28,527)	13.4%	23 COL 690000	Library Materials Transferred to Assets	(1,074,164)	(1,041,787)	(1,013,260)	(28,527)	2.7%	
45,530	55,582	51,085	4,497	8.1%	23 COL 685000	Electronic Resource Subscriptions (ERS)	334,556	355,123	350,627	4,497	1.3%	
						Facilities:						
17,298	6,500	1,457	5,043	77.6%	39 FAC 801005	Repair & Maintenance	31,174	24,667	19,624	5,043	20.4%	Timing variance. Repairs being scheduled in 2nd half of fiscal year.
1,241	1,777	1,560	217	12.2%	39 FAC 801010	Building Services	8,849	10,160	9,943	217	2.1%	
1,022	2,311	2,072	239	10.3%	39 FAC 801015	Cleaning Supplies	2,410	5,425	5,187	239	4.4%	
10,916	11,000	9,299	1,701	15.5%	39 FAC 801020	Electricity & Water	104,217	77,214	75,513	1,701	2.2%	
966	966	966	0	0.0%	39 FAC 801025	Elevator Maintenance	6,762	6,762	6,762	0	0.0%	
0	7,304	6,411	893	12.2%	39 FAC 801030	Heating & Cooling	59,630	22,665	21,772	893	3.9%	
20,539	24,167	24,157	9	0.0%	15 FIN 801035	Insurance	143,310	169,110	169,101	9	0.0%	
9,649	10,119	10,174	(55)	-0.5%	39 FAC 801040	Janitorial Services	69,869	72,134	72,189	(55)	-0.1%	
1,250	1,100	0	1,100	100.0%	39 FAC 801045	Landscaping	8,936	8,600	7,500	1,100	12.8%	Timing variance; invoicing end-of-month.
14,425	19,546	17,732	1,814	9.3%	39 FAC 801050	Security	85,029	107,630	105,816	1,814	1.7%	
0	833	0	833	100.0%	39 FAC 801060	Room Rental Expenses	0	833	0	833	100.0%	Timing variance. Anticipated 2nd half of fiscal year.
0	0	0	0	0.0%	39 FAC 801065	Special Events Expenses	45	2,255	2,255	0	0.0%	
0	333	328	5	1.5%	39 FAC 801100	Furniture & Appliances (<3K)	145	333	328	5	1.5%	
73	2,500	2,772	(272)	-10.9%	39 FAC 801110	Equipment (<3K)	622	4,248	4,520	(272)	-6.4%	Purchase of paper drill
0	0	263	(263)	0.0%	39 FAC 801115	Building Alterations (<3K)	0	0	263	(263)	0.0%	
379	316	239	77	24.3%	39 FAC 801120	Delivery & Postage	1,163	1,732	1,655	77	4.4%	
0	210	0	210	100.0%	39 FAC 801125	Kitchen supplies	308	210	0	210	100.0%	Reduced operations/COVID19.
77,756	88,982	77,431	11,551	13.0%		Subtotal	522,468	513,978	502,428	11,551	2.2%	
						Technology:						
1,209	2,746	2,889	(144)	-5.2%	33 TECH 801210	Software Maintenance	11,710	10,383	10,527	(144)	-1.4%	
1,978	2,479	3,180	(702)	-28.3%	33 TECH 801212	Hardware Maintenance	13,971	16,492	17,194	(702)	-4.3%	
0	2,004	2,339	(335)	-16.7%	33 TECH 801215	Software (<\$3k)	936	2,004	2,339	(335)	-16.7%	Timing variance.
0	146	6,469	(6,323)	-4331.0%	33 TECH 801220	Hardware (<\$3k)	4,871	1,982	8,305	(6,323)	-319.0%	Includes purchase of Members RFID cards.
0	1,000	924	76	7.6%	33 TECH 801225	Computer Supplies	0	1,000	924	76	7.6%	
5,076	5,079	5,318	(238)	-4.7%	33 TECH 801230	Integrated Library System	34,167	35,555	35,794	(238)	-0.7%	
1,930	1,949	1,835	115	5.9%	33 TECH 801235	Telecommunications	13,214	11,853	11,738	115	1.0%	
0	0	100	(100)	0.0%	33 TECH 801245	Tech & Data - Misc	0	80	181	(100)	-124.7%	Timing variance.
0	100	14	86	85.8%	33 TECH 801250	Services	191	774	688	86	11.1%	Timing variance.
1,232	9,000	8,720	280	3.1%	33 TECH 801275	Online Service Providers	6,390	9,741	9,461	280	2.9%	
11,425	24,503	31,788	(7,286)	-29.7%		Subtotal	85,449	89,864	97,150	(7,566)	-8.4%	
						General:						
482	500	571	(71)	-14.2%	15 FIN 801310	Bank Charges	3,307	3,117	3,188	(71)	-2.3%	
875	910	891	19	2.1%	35 CMS 801315	Bibliographical Services	6,127	6,255	6,236	19	0.3%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
0	83	0	83	100.0%	17 EXEC 801325	Board Expense	37	133	50	83	62.5%	Timing variance.
396	0	22	(22)	0.0%	37 COM 801330	Staff meals & events	2,570	1,496	1,518	(22)	-1.5%	Timing variance.
110	833	320	513	61.6%	15 FIN 801335	Supplies - Office	1,790	4,858	4,345	513	10.6%	Timing variance.
848	0	15	(15)	0.0%	35 CMS 801337	Supplies - Library materials	2,257	6,573	6,589	(15)	-0.2%	
0	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	0	0	0	0	0.0%	Timing variance.
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
206	1,200	609	591	49.2%	33 IT 801370	Copy Center Expense	1,984	5,867	5,276	591	10.1%	

Los Angeles County Law Library
Income Statement for the Period Ending January 31, 2022
(Provisional and subject to year-end audit adjustments)

Jan 2021 Actual	Jan 2022			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
0	1,000	0	1,000	100.0%
1,060	542	1,000	(458)	-84.5%
0	0	290	(290)	0.0%
3,976	5,069	3,718	1,350	26.6%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
5,980	6,500	5,980	520	8.0%
150	1,654	0	1,654	100.0%
0	0	0	0	0.0%
6,130	8,154	5,980	2,174	26.7%
2	2	2	0	0.5%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
2	2	2	0	0.5%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	67	0	67	100.0%
0	0	0	0	0.0%
0	67	0	67	100.0%
0	5	5	(0)	-9.8%
4,256	2,100	2,100	0	0.0%
0	0	0	0	0.0%
51	400	438	(38)	-9.4%
4,307	2,505	2,543	(38)	-1.5%
184,165	176,539	174,069	2,470	1.4%
23,349	23,333	22,583	751	3.2%
207,514	199,872	196,652	3,220	1.6%
635,457	775,217	688,770	86,447	11.2%
(3,115)	(207,237)	(116,968)	90,269	-43.6%

FY 2020-21 YTD Actual	FY 2021-22 YTD				Comments
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (-)	
0	11,389	10,389	1,000	8.8%	Timing variance.
9,820	5,142	5,600	(458)	-8.9%	Reflects one-time funding class subsidy.
764	37	327	(290)	-789.6%	
28,655	44,867	43,517	1,350	3.0%	
Professional Development:					
0	0	0	0	0.0%	
0	0	0	0	0.0%	
0	0	0	0	0.0%	
6,225	8,656	8,136	520	6.0%	Timing variance.
1,560	2,599	945	1,654	63.6%	Timing variance.
0	0	0	0	0.0%	
7,785	11,255	9,081	2,174	19.3%	
Communications & Marketing:					
14	14	14	0	0.1%	
0	0	0	0	0.0%	
15	0	0	0	0.0%	
0	0	0	0	0.0%	
29	14	14	0	0.1%	
Travel & Entertainment					
0	0	0	0	0.0%	
0	0	0	0	0.0%	
0	0	0	0	0.0%	
108	89	23	67	74.5%	Branch/partnership locations remain closed; traveling not yet resumed.
0	0	0	0	0.0%	
108	89	23	67	74.5%	
Professional Services					
20,455	22,895	22,895	(0)	0.0%	
17,201	12,480	12,480	0	0.0%	
2,025	0	0	0	0.0%	
51	845	883	(38)	-4.4%	
39,732	36,220	36,258	(38)	-0.1%	
Depreciation:					
1,311,283	1,252,917	1,250,447	2,470	0.2%	
163,647	162,214	161,463	751	0.5%	
1,474,931	1,415,130	1,411,910	3,220	0.2%	
5,174,555	5,331,294	5,244,846	86,447	1.6%	
(1,068,156)	(830,842)	(740,573)	90,269	10.9%	

Los Angeles County Law Library
 Income Statement for the Period Ending January 31, 2022
 (Provisional and subject to year-end audit adjustments)

Jan 2021	Jan 2022				FY 2020-21	FY 2021-22 YTD				Comments	
	Actual	Amended Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Amended Budget	Actual		\$ Fav (Unf)
233	(1,667)	(15,286)	(13,619)	817.1%	15 FIN 321000 Investment Gain (Loss) ¹	9,065	(11,734)	(25,353)	(13,619)	116.1%	Reflects gains/loss if sold at time of report (before maturity)
0	0	0	0	0.0%	17 EXEC 401000 Extraordinary Income	1,354,174	3,175,330	3,175,330	0	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%	
<u>(2,882)</u>	<u>(208,904)</u>	<u>(132,254)</u>	<u>76,650</u>	<u>-36.7%</u>	Net Income Including Extraordinary Items	<u>295,083</u>	<u>2,332,754</u>	<u>2,409,404</u>	<u>76,650</u>	<u>3.3%</u>	
Capital Expenditures:											
0	0	0	0	0.0%	39 FAC 161100 Furniture / Appliances (>3k)	0	0	0	0	0.0%	Delay in capital project completion.
0	0	7,715	(7,715)	0.0%	33 TECH 161300 Electronics / Computer Hardware (>3k)	0	0	7,715	(7,715)	0.0%	Delay in capital project completion.
0	0	0	0	0.0%	39 FAC 164500 Exterior Building Repairs/ Improvements (>3k)	0	0	0	0	0.0%	Delay in capital project completion.
0	0	0	0	0.0%	39 FAC 164000 Interior Improvements / Alterations (>3k)	0	0	0	0	0.0%	Delay in capital project completion.
0	0	0	0	0.0%	33 TECH 168000 Computer Software	0	0	0	0	0.0%	
<u>0</u>	<u>0</u>	<u>7,715</u>	<u>7,715</u>	<u>0.0%</u>	Total - Capitalized Expenditures	<u>0</u>	<u>0</u>	<u>7,715</u>	<u>(7,715)</u>	<u>0.0%</u>	
CalPERS CERBT Trust Fund:											
Beginning Balance						2,639,503					
Administrative Expense						(107)				CalPERS CERBT program cost.	
Investment Expense						(79)				Investment management cost.	
Unrealized Gain/Loss Distribution						(93,562)				Fluctuating market conditions.	
Ending Balance						<u>2,545,755</u>				Distribution from Fund.	

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

Los Angeles County Law Library

Statement of Cash Flows

As of January 31, 2022

(Provisional and subject to year-end audit adjustments)

	1/31/2022	YTD
Cash flows from operating activities		
L.A. Superior court fees	494,447	3,865,983
Parking fees	38,946	312,621
Library services	33,331	3,347,202
(Increase) decrease in accounts receivable	7,683	71,867
(Increase) decrease in other receivable	23,428	63,076
Increase (decrease) in borrowers' deposit	1,728	10,621
Cash received from filing fees and services	599,563	7,671,370
Facilities	(77,431)	(502,428)
Technology	(31,788)	(97,150)
General	(3,718)	(43,517)
Professional development	(5,980)	(9,081)
Communications & marketing	(2)	(14)
Travel & entertainment	-	(23)
Professional services	(2,543)	(36,258)
Electronic Resource Subscriptions (ERS)	(51,085)	(350,627)
(Increase) decrease in prepaid expenses	(117,903)	(224,096)
Increase (decrease) in accounts payable	14,188	(106,680)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(276,263)	(1,369,873)
Staff (payroll + benefits)	(319,570)	(2,793,840)
Increase (decrease) in payroll liabilities	(24)	17,376
Increase (decrease) in accrued sick and vacation liability	-	(17,326)
Increase (decrease) in OPEB liability	21,665	151,655
Increase (decrease) in net pension liability	8,333	58,331
Cash payments to employees for services	(289,596)	(2,583,803)
Contributions received	-	120,000
Net cash from operating activities	33,704	3,837,694
Cash flow from capital and related financing activities		
Library materials	(184,670)	(1,013,260)
Fixed assets	(7,715)	(7,715)
Capital - Work in Progress (WIP)	(14,854)	(14,854)
Cash flows from investing activities		
Investment	-	-
Investment earnings	5,078	33,796
Net cash increase (decrease) in cash and cash equivalents	(168,458)	2,835,661
Cash and cash equivalents, at beginning of period	13,793,969	10,789,850
Cash and cash equivalents, at end of period	13,625,511	13,625,511
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(122,045)	2,400,960
Adjustments for noncash effects:		
Depreciation	196,652	1,411,910
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	7,683	71,867
(Increase) decrease in other receivable	23,428	63,076
(Increase) decrease in prepaid expenses	(117,903)	(224,096)
Increase (decrease) in accounts payable	14,188	(106,680)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	(24)	17,376
Increase (decrease) in accrued sick and vacation liability	-	(17,326)
Increase (decrease) in borrowers' deposit	1,728	10,621
Increase (decrease) in OPEB liability	21,665	151,655
Increase (decrease) in net pension liability	8,333	58,331
Net cash from operating activities	33,704	3,837,694

LOS ANGELES COUNTY LAW LIBRARY
February 1, 2022 - February 28, 2022 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 23	WILLIAM S HEIN & CO	BOOKS	14,731.75	TS00313550

14,731.75

LOS ANGELES COUNTY LAW LIBRARY
February 1, 2022 - February 28, 2022 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 2	HILTON MINNEAPOLIS	PREPAID EXP	1,194.00	V006646
February 7	OFFICE OF THE DISTRICT ATTORNEY ALA	BOOKS	160.00	V006631
	ALI CLE CONTINUING LEGAL EDUCATION	BOOKS	99.00	V006632
	LEXISNEXIS MATTHEW BENDER	BOOKS	238.41	V006633
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,340.95	V006634
	CO INFO PTY LTD	BOOKS	877.06	V006635
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	294.88	V006636
	LAW JOURNAL PRESS	BOOKS	7,138.56	V006637
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,637.25	V006638
	METROPOLITAN NEWS COMPANY	BOOKS	571.59	V006639
	PRACTISING LAW INSTITUTE	BOOKS	285.91	V006640
	THOMSON REUTERS	BOOKS	893.52	V006641
	GOBI LIBRARY SOLUTIONS	BOOKS	238.66	V006642
February 8	BET TZEDEK	ADVERTISING	500.00	V006647
	J P COOKE COMPANY	SUPPLIES-OFFICE	14.64	V006648
	LA DEPT OF WATER & POWER	WATER/SEWER	9,299.36	V006649
	MARX BROS. FIRE EXTINGUISHER CO.	BLDG SVCS	990.52	V006650
	NASA SERVICES	BLDG SVCS	569.19	V006651
	OFFICE DEPOT	SUPPLIES-OFFICE	78.23	V006652
	STATE COMPENSATION	WORKERS COMP	2,317.37	V006653
	UPS	DELIVERY & POSTAG	10.48	V006654
February 10	STAMPS.COM	DELIVERY & POSTAG	24.99	V006666
February 14	AMERICAN BANKRUPTCY INSTITUTE	BOOKS	125.00	V006655
	AMERICAN SOCIETY OF INTERNATIONAL L	BOOKS	515.00	V006656
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	506.48	V006657
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	3,947.80	V006658
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	184.45	V006659
	JAMES PUBLISHING INC	BOOKS	196.01	V006660
	JURIS PUBLISHING INC	BOOKS	201.38	V006661
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	452.53	V006662
	THOMSON REUTERS	BOOKS	38,454.14	V006663
	GOBI LIBRARY SOLUTIONS	BOOKS	636.48	V006664
February 15	ABD OFFICE SOLUTIONS	COPY CENTER	142.60	V006667
	BANDWIDTH.COM, INC.	TELECOM	734.09	V006668
	GTT COMMUNICATIONS	TELECOM	314.00	V006669
	ISOLVED BENEFIT SERVICES	PAYROLL/HR BENEFI	78.75	V006670
	THE HOME DEPOT PRO	CLEANING SUPPLIES	286.22	V006671
	UPS	DELIVERY & POSTAG	32.57	V006672
	GURU PRINTERS	SPECIAL EVENTS EX	330.80	V006684

92,268.55

LOS ANGELES COUNTY LAW LIBRARY
February 1, 2022 - February 28, 2022 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 22	BUILDERS BOOK INC BOOKSTORE	BOOKS	355.88	V006673
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	6,677.01	V006674
	JURIS PUBLISHING INC	BOOKS	305.20	V006675
	LAW JOURNAL PRESS	BOOKS	526.09	V006676
	MUNICIPAL CODE CORPORATION	BOOKS	2,678.40	V006677
	PRACTISING LAW INSTITUTE	BOOKS	1,095.18	V006678
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	1,022.13	V006679
	TOWER PUBLISHING	BOOKS	45.00	V006680
	WEST ACADEMIC	BOOKS	113.88	V006681
	STATE BAR OF WISCONSIN	BOOKS	185.95	V006682
	GOBI LIBRARY SOLUTIONS	BOOKS	109.73	V006683
	AT&T MOBILITY	TELECOM	16.24	V006685
	LEXISNEXIS MATTHEW BENDER	BOOKS	33,209.86	V006686
	OFFICE DEPOT	SUPPLIES-OFFICE	62.20	V006687
THE HOME DEPOT PRO	CLEANING SUPPLIES	258.26	V006688	
February 25	LEXISNEXIS MATTHEW BENDER	BOOKS	141.30	V006689
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,936.63	V006690
	JURIS PUBLISHING INC	BOOKS	88.19	V006691
	JURISNET LLC	BOOKS	53.19	V006692
	LAWRENCE PUBLISHING CO	BOOKS	1,800.00	V006693
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	940.29	V006694
	UNITED NATIONS PUBLICATIONS	BOOKS	96.16	V006695
	YOURMEMBERSHIP.COM	RECRUITMENT	349.00	V006696
	WHOLESALE GLASS VASES INTERNATIONAL	FRIENDS OF LALL	93.68	V006729

144,072.12

LOS ANGELES COUNTY LAW LIBRARY
February 1, 2022 - February 28, 2022 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 7	SYNCB AMAZON	BOOKS	70.23	032227
	NESTOR ALEJANDRO HERRERA PRADA	BOOKS	140.50	032228
	OTTO HARRASSOWITZ	BOOKS	6,540.94	032229
February 8	AFLAC REMITTANCE	CAFE PLAN-INSURA	765.16	032230
	COUNCIL OF CALIFORNIA COUNTY	MEMBERSHIP	5,980.00	032231
	LANGUAGE PEOPLE INC	OTHER	140.00	032232
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	966.00	032233
	METROLINK	TMP	567.00	032234
	ROMERO MAINTENANCE LLC	JANITORIAL SVC	9,649.14	032235
	WOODS MAINTENANCE SERVICES, INC ** VOIDED **	JANITORIAL SVCS	0.00	032236
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	032237
February 14	CASALINI LIBRI	BOOKS	508.57	032238
	GAUNT	BOOKS	379.21	032239
	OTTO HARRASSOWITZ	BOOKS	4,912.62	032240
	LEXISNEXIS CANADA INC	BOOKS	358.43	032241
	MINISTER OF FINANCE	BOOKS	59.08	032242
	SCOTTISH LAW AGENTS SOCIETY	BOOKS	107.56	032243
February 15	AT&T	TELECOM	700.41	032244
	COUNTY OF LOS ANGELES	BANK CHARGES	48.59	032245
	DIGITAL INSURANCE LLC	CONSULTING	2,100.00	032246
	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT INS	50.00	032247
	GOLDEN STATE ELECTRIC	REPAIR & MAINTENA	3,000.00	032248
	GUARDIAN	PREPAID EXP	7,839.22	032249
	NATIONAL 50 SECURITY	SECURITY	5,600.04	032250
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	350.00	032251
	I SELA MORALES COMPARINI	REFUND	70.00	032252
	MONICA SEGURA	REFUND	140.00	032253
	MARIE HELENE STORDEUR	REFUND	140.00	032254
	ANGELA QIAN WAYNE	REFUND	140.00	032255
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	2,244.00	032256
February 22	CALIFORNIA CHAMBER OF COMMERCE	BOOKS	333.11	032257
	GOVERNMENT INFORMATION SVCS	BOOKS	477.52	032258
	GAUNT	BOOKS	388.73	032259
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	486.48	032260
	LEXISNEXIS CANADA INC	BOOKS	436.45	032261
	SYNCB AMAZON	BOOKS	1,716.90	032263
	YOURMEMBERSHIP.COM ** VOIDED *****	RECRUITMENT	0.00	032264
	February 25	GAUNT	BOOKS	2,099.28
MINISTER OF FINANCE	BOOKS	82.43	032266	

59,902.60

LOS ANGELES COUNTY LAW LIBRARY
February 1, 2022 - February 28, 2022 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 28	NEAL HENRY BROCKMEYER	REFUND	140.00	032267
	PRINCESS MEGAIL COOPER	REFUND	140.00	032268
	MACIAS KUMAGAI PC	REFUND	348.00	032269
	RAUL DANIEL LICON JR	REFUND	140.00	032270
	MARK MILLS	REFUND	140.00	032271
	CHIU TSUI	REFUND	140.00	032272
			60,810.60	

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2022 - January 31, 2022 (CHECKS)
Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 1	99 CENTS STORE	CLEANING SUPPLIES	43.80	V000552
	SYNCB AMAZON	EQUIPMENT (<3K)	9,562.37	V000554
	AUTOZONE	CLEANING SUPPLIES	28.25	V000555
	AMAZON WEB SERVICES	OSP	928.26	V000556
	CDW GOVERNMENT INC	SOFTWARE (<3K)	1,200.90	V000557
	CARD INTEGRATORS CORPORATION	HARDWARE (<3K)	5,251.66	V000558
	COZMOSLABS	SOFTWARE (<3K)	176.51	V000559
	DELL MARKETING L P	HARDWARE (<3K)	565.35	V000560
	DIGITAL ANARCHY	SOFTWARE (<3K)	199.00	V000561
	DROPBOX	OSP	450.00	V000562
	ELEMENTOR PRO	SOFTWARE MAINT	49.00	V000563
	EVENT ESPRESSO LLC	SOFTWARE(<3K)	209.97	V000564
	FARONICS	PREPAID EXP	3,635.00	V000565
	FORMIDABLE FORMS	SOFTWARE MAINT	599.00	V000566
	GODADDY	OSP	71.64	V000567
	GRAYBAR	MISCELLANEOUS	100.29	V000568
	H & V CUSTOM OFFICE CUBICLES	CAPITAL WIP	1,719.90	V000569
	ISTOCKPHOTO.COM	SOFTWARE (<3K)	220.00	V000570
	LOWE'S	APPLIANCES	328.27	V000571
	MATE MEDIA.COM	SOFTWARE MAINT	129.00	V000572
	MICROSOFT CORPORATION	OSP	250.00	V000573
	MONDAY.COM	OSP	948.00	V000574
	QUICKSHIPKEYS.COM	REPAIR & MAINT	27.34	V000575
	REGISTER.COM	OSP	232.44	V000576
	REV LIVE CAPTIONS	OSP	200.00	V000577
	SJM INDUSTRIAL RADIO	EQUIPMENT (<3K)	1,792.33	V000578
	SMART DRAW	SOFTWARE MAINT	69.95	V000579
	WILD APRICOT INC	OSP	1,396.22	V000580
	WP MAIL SMTP	SOFTWARE MAINT	99.00	V000581
	ZOOM VIDEO COMMUNICATIONS INC	OSP	2,545.15	V000582
January 3				
	AMAZON WEB SERVICES	OSP	198.97	V000583
January 4				
	VUCACIOUS CATERING	FRIENDS	290.18	V000584
January 6				
	SYNCB AMAZON	COMPUTER SUPPLIE	357.35	V000585
January 7				
	SYNCB AMAZON	CLEANING SUPPLIES	165.24	V000586
January 10				
	VIMEO	OSP	900.00	V000587
January 11				
	SYNCB AMAZON	CLEANING SUPPLIES	262.60	V000588
January 12				
	REV LIVE CAPTIONS	OSP	40.00	V000589

35,459.95

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2022 - January 31, 2022 (CHECKS)
Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 14	SYNCB AMAZON	EQUIPMENT (<3K)	217.01	V000590
January 17	SYNCB AMAZON	REPAIR & MAINT	418.16	V000591
January 20	MICROSOFT CORPORATION	OSP	50.00	V000592
	ZOOM VIDEO COMMUNICATIONS INC	OSP	509.03	V000593

36,437.14

MEMORANDUM

DATE: March 23, 2022

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Revised Job Description

SUMMARY

In November of 2021, the Community Resource Specialist was approved and recruitment has been conducted. Unfortunately, we discovered that there was a clerical error in the job description at that time. Specifically, the position was listed as eligible for representation when it is actually a new position, ineligible for representation and not listed in the MOU. We are seeking approval of the correction here. The attached job description reflects the change, in redline format.

RECOMMENDATION

Staff recommends that the Board approve the attached updated job description.



LA LAW LIBRARY JOB DESCRIPTION

Title:	Community Resource Specialist
Department:	Executive Office
Focus:	Social Services Support and Referrals
Reports to:	Executive Director
Position(s) Supervised:	None
FLSA Status:	Nonexempt
Salary Grade:	4
Union Status:	Ineligible for Representation
Effective Date:	

Position Summary

Under the direction of the Executive Director, this position provides services, support and referrals for patrons with mental, physical or emotional health challenges or other social services needs, assists patrons and their families with connecting to and/or obtaining appropriate resources and services to improve overall functioning and utilize and process legal information, and provides staff consultations and trainings.

Responsibilities and Duties

The Community Resource Specialists responsibilities are divided into four (4) primary categories: Patron Support and Referrals; Outreach and Coordination; Program Development; Administrative; and Staff Support and Training. These activities are performed under limited supervision and employ proactive thinking, sound judgment and diplomacy.

Patron Support and Referrals

- Interacts verbally and non-verbally with patrons to obtain information about social services needs, including home environment, family relationships, and health issues that may have a bearing on the patron's well-being and ability to address legal issues and challenges
- Assesses emotional, social and mental health needs to assist in plan development, provide referrals and offer guidance.
- Provides services, support, and information to patrons to ensure the mental, emotional, social, educational and mental health needs are being met and help patrons cope with the social, emotional and financial strain of navigating the justice system without legal representation.

- Provides appropriate referrals, offers consultation and information regarding community resources that would assist patrons in obtaining additional support
- Assists patrons with locating required applications, obtaining documents and/or other logistics/practical matters necessary to obtain needed resources/services
- Assist clients in obtaining shelter, transitional, supportive and/or permanent housing and preventing homelessness
- Provide support, linkage, and referrals to services which aid patrons in meeting their basic needs (e.g. disability or medical benefits, court appearances etc.)
- Assist patrons with pursuing vocational, educational and social interests to improve quality of life
- Assist patrons with development of strategies/resources to meet transportation needs
- Assist patrons with applying for benefits for which they are eligible (SSI, Medi-Cal, SSDI, CAPI etc.)
- Makes referrals to various public and private health, mental health, housing or other agencies such as the Department of Mental Health, Department of Public Social Services, Legal Aid, Department of Adoptions, Health Department, Free Clinics, Planned Parenthood organizations, Family Service Agencies, and Community Service Centers to resolve patrons' personal, health and social problems.
- Adheres to the principles and practices outlined in the Code of Ethics of the National Association of Social Workers

Outreach and Coordination

- Keeps informed on community health and welfare resources and the variety of programs offered through public and private health, mental health, housing or other agencies to resolve patrons' personal, health and social problems, and works with those agencies to facilitate referrals.
- Participates in the development of partnerships and opportunities for joint collaboration with the County Department of Mental Health, other government agencies and community non-profit organizations.
- Helps plan, coordinate and organize efforts related to patrons and patron populations working with community-based nonprofit organizations.
- Works to solve local issues through community outreach, speaking with local politicians, advocacy groups, aid organizations or other government agencies.

Program Development

- Assists with the development and maintenance of volunteer, intern and social work student affiliate programs for training professional social work students through interaction and instruction assisting Law Library patrons with social services needs; assesses and evaluates

students' progress and professional development.

- Participates in the identification, planning and implementation of programs and instructional services provided to specific patron groups
- Participates in the planning of educational presentations to increase community awareness and knowledge of available resources and treatments.
- Assists in the design, development and enhancement of educational programs and events that serve specific patron groups, social needs, and also attract new public interest partners and engage and retain existing partners
- Utilizes experience and data gathered in relation to Law Library patrons to make recommendations concerning the provision of, and referrals to, services that will ensure maximum benefits for each patron.

Administrative

- Compiles and archives statistics and assists with the development of special reports
- Conducts administrative-related communications with specific patron constituents, program providers and partners
- Participates in development and implementation of strategic plans and documentation of objectives and projects

Staff Support, Education and Training

- Conducts orientation and training for staff who interact with and support patrons in crisis.
- Informs new and existing library staff about the role of and expectations of the social worker.

Other Responsibilities as assigned

- Participates in library wide projects and programs.
- Other related duties as required.

Position Qualifications

Required

- A Bachelor's degree from an accredited college or university in Social Work or a related field; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities associated with social services or mental health assessment, treatment and counseling.
- One year of professional casework experience interviewing, counseling, and assisting patients/patrons with social problems.
- Computer literacy required (MS Office, including Excel, and Google Docs)

- Interest in outreach and promotion of new and innovative program ideas
- Ability to work independently, exercising independent judgment
- Effective written and oral communication skills
- Ability to work as part of a team, across divisional lines
- California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Preferred

- Active license as a Licensed Clinical Social Worker
- Experience working directly with the public
- Experience working in a public agency
- Proficiency in Spanish
- Demonstrated commitment to service and social justice

Work Environment

Will be working in a busy office environment and in public service areas. Must be able to move between library offices and stack areas and to and from branch and partnership locations.

Physical Abilities Required

- Lifting ability: Up to 35 lbs. on rare occasions; up to 15 lbs regularly
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.
- Standing, sitting, walking: periods of 30-60 min. May require bending, stooping, reaching, and twisting
- Some exposure to adverse environmental conditions such as dust and/or odors.

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

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Confirmation Continuing Need to Undertake Emergency Replacement and Repair of Sump Pumps in Lower Level Parking Garage
- 4.2 Staff Presentation: Freedom of Information Day

MEMORANDUM

DATE: March 23, 2022

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Jaye Steinbrick, Senior Director

RE: Confirmation of Continuing Need to Undertake Emergency Replacement and Repair of Sump Pumps in Lower Level Parking Garage

INTRODUCTION

The Board is asked to confirm (by a four-fifths vote) that there is an ongoing need to complete the emergency replacement and repair of the sump pumps as determined at the February 23, 2022 meeting.

BACKGROUND

As you are aware, shortly before the February meeting, the Law Library discovered that two sump pumps in the lower level of the parking structure had failed, creating a substantial risk of significant flooding damage and an urgent need for repair. Accordingly, the Executive Director made the determination, and on February 23 the Board confirmed by a unanimous vote, that an emergency existed that required the replacement and repair of the pumps without formal competitive bidding.

We had hoped the project would be complete by now, but there are two complications. First, in their initial work, the plumbing contractor discovered that the wiring for additional pumps in the parking structure – there are a total of six – had been done incorrectly and that two other pumps were already inoperable. The result is that all six pumps need to be replaced and rewired with new controllers. The good news is that the defects were discovered prior to any damage or alarms and we will have a fully functional pump system once the work is done; the bad news is that the cost of the project has increased to \$40,542.

Second, supply chain issues have delayed the completion of the work as the controllers are not expected to arrive until March 29. This is a much longer delivery time than usual as a result of pandemic-related delays. We anticipate the work will be completed prior to the April Board Meeting.

RECOMMENDATION

Staff recommends that the Board reconfirm by a four-fifths vote its prior determination that: 1) an emergency exists that requires the immediate expenditure of public money



to safeguard life, health, or property; and 2) there is a need to continue the replacement and repair of the sump pumps.



Staff Presentation:
Freedom of Information Day

Presented by:
Senior Librarian,
Ryan Metheny
March 23, 2022