

AGENDA

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

REGULAR BOARD MEETING

Wednesday, January 25, 2023

12:15 PM

MILDRED L. LILLIE BUILDING TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

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

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.

LAND ACKNOWLEDGMENT

The Los Angeles County Law Library and its Board of Trustees recognize that we occupy land originally and still inhabited and cared for by the Tongva, Tataviam, Serrano, Kizh, and Chumash Peoples. We honor and pay respect to their elders and descendants — past, present, and emerging — as they continue their stewardship of these lands and waters. We acknowledge that settler colonization resulted in land seizure, disease, subjugation, slavery, relocation, broken promises, genocide, and multigenerational trauma.

This acknowledgment demonstrates our responsibility and commitment to truth, healing, and reconciliation and to elevating the stories, culture, and community of the original inhabitants of Los Angeles County. We are grateful to have the opportunity to live and work on these ancestral lands. We are dedicated to growing and sustaining relationships with Native peoples and local tribal governments, including (in no particular order) the:

- Fernandño Tataviam Band of Mission Indians
- Gabrielino Tongva Indians of California Tribal Council
- Gabrieleno/Tongva San Gabriel Band of Mission Indians
- Gabrieleño Band of Mission Indians – Kizh Nation
- San Manuel Band of Mission Indians
- San Fernando Band of Mission Indians

To learn more about the First Peoples of Los Angeles County, please visit the Los Angeles City/County Native American Indian Commission website at lanaic.lacounty.gov.



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the December 14, 2022 Regular Board Meeting
- 3.2 Review of November Financials and List of December Checks and Warrants
- 3.3 Review and Approval of FY23 2nd Quarter Statistics
- 3.4 Update Regarding 2023-24 Workers Compensation Insurance Renewal

4.0 CLOSED SESSION

- 4.1 Conference with Legal Counsel; Anticipated Litigation (Gov. Code § 54956.9(d)(2) & (e)(3))

A point has been reached where, in the opinion of the Board on the advice of its legal counsel, based on the below-described existing facts and circumstances, there is a significant exposure to litigation against the City /Agency.

Receipt of Claim pursuant to Tort Claims Act (copy available for public inspection in Administrative Office upon request).

Name of Person or Entity Threatening Litigation: Carin Memmer

5.0 DISCUSSION ITEMS

- 5.1 Recognition of Volunteers with Gratitude for Their Contributions

6.0 AGENDA BUILDING

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

7.0 EXECUTIVE DIRECTOR REPORT

8.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 22, 2023.

POSTED THURSDAY, JANUARY 19, 2022 @ 12:00 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the December 14, 2022, Regular Board Meeting
- 3.2 Review of November Financials and List of December Checks and Warrants
- 3.3 Review and Approval of FY23 2nd Quarter Statistics
- 3.4 Update Regarding 2023-24 Workers Compensation Insurance Renewal

**MINUTES OF THE COMBINED REGULAR AND SPECIAL BOARD MEETINGS
OF THE BOARD OF LAW LIBRARY TRUSTEES OF
LOS ANGELES COUNTY**

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

December 14, 2022

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, December 14, 2022 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

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

Trustees Absent: Judge Yolanda Orozco

Senior Staff Present: Sandra J. Levin, Executive Director

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

President Juhas determined a quorum to be present, convened the meeting at 12:19pm and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. Trustee Steinhauser joined the meeting at 12:31pm.

1.0 PUBLIC COMMENT

Goodwill Job Coach, Kaycee Nakamoto, wished Rita Pang a happy retirement and thanked her for the support given to the Goodwill establishment and employees they coach throughout the years. Ms. Nakamoto also expressed her amazement regarding the grand achievement of working in public service for 32 years.

Library Aide, Paul Samples, offered retirement advice to Rita Pang, noting she will love being able to make appointments whenever she likes, and taking on new activities in her new free time. Mr. Samples told Ms. Pang that he would miss her, but wished her a lovely retirement.

Library Aide, Sharon Boone, apologized for her tears and expressed her heartfelt affection for Rita Pang, reminiscing on their 30+ years working together, including the last 15 years with Ms. Pang as her Supervisor. Ms. Boone expressed gratitude and respect for Ms. Pang and fondly nicknamed her “the GOAT”. Ms. Boone congratulated Ms. Pang on her retirement and wished her the best.

CMS Director, Meiling Li, congratulated and thanked Rita Pang, for her expertise and resilience in working with such a tremendous collection. Ms. Li shared that she had relied on Ms. Pang heavily for the past 12 years, and that she was a much respected leader for the Filing team. Ms. Li added that the Filing team was an especially high performing team for more than 20 years. Finally, Ms. Li noted that Ms. Pang has been an instrumental part of the library's three main assets: the collection, the staff and the data. Ms. Li wished Ms. Pang well in her travels and with her family.

Executive Director, Sandra Levin, also commented on Ms. Pang's retirement and noted that not only did Ms. Pang execute her regular job duties wonderfully, but she also regularly helped in other areas of the library whether it be covering the reference counter, or volunteering to assist at library special events. ED Levin thanked Ms. Pang and the rest of the CMS staff for the continuing high performance with the maintenance of the collection.

Board President Hon. Mark Juhas commented on the remarkable achievements of Rita Pang and her team, along with the rest of the library's work and progress. President Juhas also congratulated and thanked Ms. Pang on her retirement.

Trustee Michael Stern commented on the dedication and comradery in the library among the staff. Trustee Stern also commented on how impressed he was by everyone's words and the turnout, adding that the dedication was phenomenal and that the community and staff keeps everything together.

Trustee Susan Steinhauser, commented that the quality of staff such as Rita Pang, is what makes the law library's mission, vision and projects possible. If it were not for the dedicated staff, the library would not be what it is today. Trustee Steinhauser thanked and congratulated Ms. Pang.

Trustee, Kenneth Klein, congratulated Ms. Pang on her retirement, and expressed what a great person Ms. Pang is with having so many wonderful comments and the affection and respect of everyone present.

Retiree, Rita Pang, thanked everyone for their kind words. Ms. Pang added that she loved coming to work for 32 years to work with her amazing co-workers. She added that she would miss them all, wished everyone good luck and promised that she would return to visit.

4.0 DISCUSSION (Taken Out of Order)

4.2 Approval and Presentation of Rita Pang's Retirement Commendation

President Juhas and ED Levin presented Rita Pang with a Commendation signed by the Board of Trustees, and a commemorative crystal book, with an inscription to Rita Pang recognizing her years of service. Photos were taken.

2.0 PRESIDENT'S REPORT

No report.

3.0 CONSENT CALENDAR

3.1 Approval of Minutes of the November 16, 2022 Regular Board Meeting

3.2 Review of October Financials and List of November Checks and Warrants

3.3 Approval of Revised CMS Support Supervisor Job Description

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

4.0 **DISCUSSION**

4.1 Adoption of Land Acknowledgement

Executive Director, Sandra Levin, explained that the Los Angeles County Board of Supervisors, adopted a Countywide Land Acknowledgment. ED Levin noted that staff's recommendation was to approve the Land Acknowledgment, add it to future printed agendas as a regular notification, and post it on the library website. Vice-President Court recommended adding links to various sites that serve as Native American Heritage information. ED Levin noted that links to LALL classes and resources could be provided as well. Trustee Stern inquired as to what the library has offered regarding Native American culture or laws. ED Levin noted that the library held an MCLE on Native Artifacts during Pro Bono Week, at which there was a high turnout and is looking to develop other classes and partnerships. Trustee Steinhauser added that Native Heritage month has been recognized in full capacity with other museums, universities and libraries, and looked forward to seeing more Native American legal classes and displays.

President Juhas requested a motion to adopt the proposed Land Acknowledgement, approve its posting on the Law Library website and on meeting agendas, and take other appropriate efforts to bring awareness to the names of the traditional Indigenous inhabitants of the lands our facilities are on. So moved by Trustee Steinhauser seconded by Trustee Stern. The motion was unanimously approved, 6 - 0.

5.0 **CLOSED SESSION**

5.1 PERSONNEL: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (G.C. 54957);
Title: Executive Director

6.0 **OPEN SESSION**

6.1 Discussion and Potential Action Regarding Executive Director Compensation

The Board meeting returned to open session. Trustee Klein stated that in light of excellent performance, the Board would like to provide a 3% increase in salary and a \$6,800 bonus to ED Levin. President Juhas commented on ED Levin's remarkable work with the law library and noted that the law library has taken a leadership position statewide with the forward movement for this law library and other libraries. All Trustees present nodded in agreement and the item passed by consensus.

7.0 **AGENDA BUILDING**

No future items were presented by Trustees to be referred to staff or placed on the agenda for consideration at a future meeting of the Board.

8.0 **EXECUTIVE DIRECTOR REPORT**

ED Levin shared that recently judge from Korea, and on a separate occasion, two Korean Deputy Ministers of Government, has visited the law library in hopes to learn more about how the Law Library provides the public access to legal information and education. The delegates shared that

they will be launching a project next year to provide public legal education in South Korea and that the Law Library will serve as a useful model and resource in that effort.

9.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:30pm. The next Regular Meeting of the Board of Law Library Trustees currently scheduled for Wednesday, January 25, 2023 at 12:15pm.

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

DRAFT

Los Angeles County Law Library

Balance Sheet

As of November 30, 2022

(Provisional and subject to year-end audit adjustments)

	6/30/2022	11/30/2022	YTD
Assets			
Current assets			
Cash and cash equivalents	13,315,059	16,359,466	3,044,408
Accounts receivable	207,666	96,470	(111,197)
Other receivable	1,138,800	1,207,072	68,272
Prepaid expenses	261,033	379,193	118,160
Total current assets	14,922,559	18,042,201	3,119,643
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	5,936,527	5,949,877	13,349
Capital assets, not being depreciated	664,178	664,178	-
Capital assets, being depreciated - net	15,124,179	14,810,144	(314,035)
Total noncurrent assets	22,043,355	21,742,669	(300,686)
Total assets	36,965,913	39,784,870	2,818,957
Deffered Outflows of Resources			
Deffered Outflows of Resources	2,309,920	2,309,920	-
Total assets and deffered outflows of resources	39,275,833	42,094,790	2,818,957
Liabilities			
Current Liabilities			
Accounts payable	246,725	70,450	(176,275)
Other current liabilities	-	-	-
Payroll liabilities	8,073	7,637	(436)
Total current liabilities	254,798	78,086	(176,711)
Noncurrent Liabilities			
Accrued sick and vacation liability	289,435	279,161	(10,274)
Borrowers' deposit	214,913	224,344	9,432
OPEB liability	3,745,828	3,787,495	41,667
Net pension liability	788,233	829,900	41,667
Total noncurrent liabilities	5,038,408	5,120,900	82,491
Total liabilities	5,293,206	5,198,986	(94,220)
Deffered Inflows of Resources			
Deffered Inflows of Resources	1,738,733	1,738,733	-
Total liabilities and Deffered inflows of resources	7,031,939	6,937,719	(94,220)
Net Position			
Invested in capital assets	15,788,357	15,474,323	(314,035)
Unrestricted	16,455,537	19,682,749	3,227,212
Total net position	32,243,894	35,157,071	2,913,177
Total liabilities and Deffered inflows of resources and net position	39,275,833	42,094,790	2,818,957

Los Angeles County Law Library
 Income Statement for the Period Ending November 30, 2022
 (Provisional and subject to year-end audit adjustments)

Nov 2021 Actual	Nov 2022				% Fav (Unf)
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
553,615	579,710	580,350	640	0.1%	
5,343	7,409	24,594	17,185	232.0%	
45,892	43,000	0	(43,000)	-100.0%	
<u>6,803</u>	<u>22,514</u>	<u>56,043</u>	<u>33,529</u>	<u>148.9%</u>	
611,652	652,633	660,987	8,354	1.3%	
320,002	421,228	350,843	70,384	16.7%	
51,929	55,760	57,376	(1,616)	-2.9%	
134,214	149,900	135,497	14,403	9.6%	
(134,214)	(149,900)	(135,497)	(14,403)	9.6%	
		0	0		
62,912	84,720	89,277	(4,557)	-5.4%	
11,477	17,057	6,225	10,832	63.5%	
5,052	4,282	6,782	(2,500)	-58.4%	
0	580	82	498	85.9%	
2	1,110	59	1,052	94.7%	
0	12	0	12	100.0%	
2,100	2,163	10,655	(8,492)	-392.6%	
<u>202,035</u>	<u>200,966</u>	<u>199,701</u>	<u>1,264</u>	<u>0.6%</u>	
<u>655,508</u>	<u>787,877</u>	<u>720,999</u>	<u>(66,879)</u>	<u>-8.5%</u>	
<u>(43,857)</u>	<u>(135,244)</u>	<u>(60,012)</u>	<u>75,232</u>	<u>-55.6%</u>	
2,143	833	16,456	15,622	1874.7%	
0	0	0	0	0.0%	
0	0	0	0	0.0%	
<u>(41,714)</u>	<u>(134,411)</u>	<u>(43,556)</u>	<u>90,855</u>	<u>-67.6%</u>	
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 2021-22 YTD Actual	FY 2022-23 YTD				% Fav (-)	Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (-)		
2,854,150	2,545,441	2,923,487	378,046	14.9%		
23,103	37,349	89,107	51,757	138.6%		
229,077	215,000	50,425	(164,575)	-76.5%		
<u>224,867</u>	<u>277,452</u>	<u>206,056</u>	<u>(71,396)</u>	<u>-25.7%</u>		
3,331,197	3,075,242	3,269,075	193,833	6.3%		
2,048,556	2,697,550	2,214,382	483,168	17.9%		
233,217	258,040	246,332	11,708	4.5%		
678,561	765,590	688,281	77,309	10.1%		
(678,561)	(765,590)	(688,281)	(77,309)	10.1%		
338,455	433,698	405,603	28,095	6.5%		
53,715	116,018	51,231	32,447	28.0%		
32,990	29,738	39,943	5,485	18.4%		
3,101	9,680	11,614	(1,934)	-20.0%		
10	7,132	591	16,691	234.0%		
0	60	24	36	60.3%		
31,615	53,150	43,009	26,001	48.9%		
<u>1,015,107</u>	<u>994,214</u>	<u>1,002,316</u>	<u>(8,102)</u>	<u>-0.8%</u>		
<u>3,756,765</u>	<u>4,599,281</u>	<u>4,015,046</u>	<u>584,235</u>	<u>12.7%</u>		
<u>(425,568)</u>	<u>(1,524,039)</u>	<u>(745,971)</u>	<u>778,068</u>	<u>51.1%</u>		
(4,832)	4,167	13,349	9,183	220.4%		
3,175,330	3,000,000	3,745,798	745,798	24.9%		
0	0	100,000	(100,000)	0.0%		
<u>2,744,929</u>	<u>1,480,128</u>	<u>2,913,177</u>	<u>1,433,049</u>	<u>96.8%</u>		
0	358,000	0	653,000	182.4%		

Los Angeles County Law Library
 Income Statement for the Period Ending November 30, 2022
 (Provisional and subject to year-end audit adjustments)

Nov 2021 Actual	Nov 2022			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

FY 2021-22 YTD Actual	FY 2022-23 YTD				Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (-)	

					Detailed Budget:									
					Income:									
553,615	579,710	580,350	640	0.1%	15	FIN	303300	L.A. Superior Court Fees	2,854,150	2,545,441	2,923,487	378,046	14.9%	Conservative budget.
					Interest:									
0	0	0	0	0.0%	15	FIN	311000	Interest - LAIF	231	304	1,296	991	325.8%	Better than expected rate of return.
5,214	7,250	23,983	16,733	230.8%	15	FIN	312000	Interest - General Fund	22,237	36,250	85,602	49,352	136.1%	Better than expected rate of return.
128	159	611	452	284.5%	15	FIN	313000	Interest - Deposit Fund	636	795	2,209	1,414	177.8%	Better than expected rate of return.
5,343	7,409	24,594	17,185	232.0%				Subtotal	23,103	37,349	89,107	51,757	138.6%	
					Parking:									
45,892	43,000	0	(43,000)	-100.0%	39	FAC	330100	Parking	229,077	215,000	50,425	(164,575)	-76.5%	Structure currently closed.
45,892	43,000	0	(43,000)	-100.0%				Subtotal	229,077	215,000	50,425	(164,575)	-76.5%	
					Library Services:									
16	16	33	17	103.1%	27	CIRC	330150	Annual Designation Fee	374	375	293	(83)	-22.0%	Timing variance. Invoices are due every June.
2,300	13,856	23,328	9,472	68.4%	25	PS	330140	Annual Members Fee	52,051	84,132	114,747	30,615	36.4%	New Platinum level member.
1,362	785	1,574	789	100.5%	25	PS	330340	Course Registration	17,861	9,925	23,194	13,269	133.7%	Positive timing variance in receipt of sponsorship funds. Better than expected attendance at OTF-subsidized programs.
1,185	3,000	2,385	(615)	-20.5%	27	CIRC	330129	Copy Center	6,661	11,900	11,211	(689)	-5.8%	Timing variance.
903	1,400	681	(719)	-51.4%	27	CIRC	330205	Document Delivery	2,810	7,000	3,074	(3,926)	-56.1%	Free eDelivery to remote users has not ceased.
908	1,500	2,432	932	62.1%	27	CIRC	330210	Fines	7,139	7,500	7,962	462	6.2%	Timing variance.
33	333	193	(140)	-42.0%	15	FIN	330310	Miscellaneous	11,219	8,500	16,568	8,068	94.9%	Includes unbudgeted State Fund dividend, prior year unclaimed property, and better than expected Visa rebate.
38	1,500	300	(1,200)	-80.0%	39	FAC	330330	Room Rental	63	7,500	2,154	(5,346)	-71.3%	Slow return to in-person events
0	0	18	18	0.0%	23	COL	330350	Book Replacement	0	0	1,008	1,008	0.0%	
0	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	0	0	0	0	0.0%	
0	0	25,000	25,000	0.0%	17	EXEC	330400	Friends of Law Library	120,000	125,000	25,000	(100,000)	-80.0%	Timing variance.
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	
58	124	99	(25)	-20.2%	15	FIN	330450	Vending	190	620	846	226	36.5%	Increased sales primarily due to USB flashdrives.
0	0	0	0	0.0%	39	FAC	330465	Special Events Income	6,500	15,000	0	(15,000)	-100.0%	\$5K for PBW from Friends still expected - no additional donations expected.
6,803	22,514	56,043	33,529	148.9%				Subtotal	224,867	277,452	206,056	(71,396)	-25.7%	
611,652	652,633	660,987	8,354	1.3%				Total Income	3,331,197	3,075,242	3,269,075	193,833	6.3%	
					Expenses:									
					Staff:									
173,188	259,406	218,375	41,032	15.8%	ALL	501000	Salaries (FT)	1,002,017	1,426,735	1,076,624	350,111	24.5%	Reflects vacancies.	
0	(5,188)	0	(5,188)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(28,535)	0	(28,535)	100.0%	
16,633	31,359	15,296	16,063	51.2%	ALL	501050	Salaries (PT)	82,483	172,474	84,933	87,540	50.8%	Reflects vacancies.	
0	(627)	0	(627)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(3,449)	0	(3,449)	100.0%	
9,698	15,120	12,732	2,388	15.8%	15	FIN	502000	Social Security	62,607	83,159	74,510	8,649	10.4%	Reflects vacancies.
2,662	4,216	3,286	930	22.1%	15	FIN	503000	Medicare	15,282	23,189	17,876	5,313	22.9%	Reflects vacancies.
30,380	28,456	23,957	4,499	15.8%	15	FIN	511000	Retirement	466,319	583,740	557,409	26,330	4.5%	
8,333	8,333	8,333	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	41,665	41,667	41,667	0	0.0%	
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
46,762	57,097	47,650	9,447	16.5%	15	FIN	512000	Health Insurance	228,723	285,487	234,452	51,034	17.9%	Reflects vacancies.
343	496	435	61	12.4%	15	FIN	513000	Disability Insurance	1,732	2,436	1,891	545	22.4%	Reflects vacancies.
5,631	6,992	5,188	1,804	25.8%	15	FIN	514000	Dental Insurance	19,080	34,326	25,682	8,643	25.2%	Reflects vacancies.
498	761	639	122	16.1%	15	FIN	514500	Vision Insurance	1,928	3,737	2,630	1,107	29.6%	Reflects vacancies.
156	214	200	15	6.8%	15	FIN	515000	Life Insurance	777	1,052	841	211	20.1%	Reflects vacancies.
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
2,317	2,016	2,016	0	0.0%	15	FIN	516000	Workers Compensation Insurance	6,712	10,078	10,078	0	0.0%	
0	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	2,764	2,500	1,321	1,179	47.2%	Lower than expected UI claims.
131	3,824	2,244	1,580	41.3%	ALL	514010	Temporary Employment	1,800	9,000	36,156	(27,156)	-301.7%	Temporary admin help offset by savings in FT salaries.	
520	0	208	(208)	0.0%	13	HR	514015	Recruitment	1,092	3,000	1,358	1,642	54.7%	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%	
21,665	8,333	8,333	0	0.0%	15	FIN	518500	OPEB Expense	108,325	41,667	41,667	0	0.0%	
264	300	74	226	75.3%	15	FIN	518550	TMP	1,041	4,700	3,094	1,606	34.2%	Lower TMP reimbursements due to WFH schedules and Metrolink 30% discount for October to December, 2022.
821	118	1,878	(1,759)	-1488.8%	15	FIN	518560	Benefit Administration	4,211	591	2,193	(1,602)	-271.1%	Timing variance.
320,002	421,228	350,843	70,384	16.7%				Total - Staff	2,048,556	2,697,550	2,214,382	483,168	17.9%	
					Library Materials/Electronic Resources Subscription:									
111,535	128,333	114,243	14,091	11.0%	23	COL	601999	American Continuations	508,876	583,367	534,458	48,909	8.4%	Timing variance.

Los Angeles County Law Library
Income Statement for the Period Ending November 30, 2022
(Provisional and subject to year-end audit adjustments)

Nov 2021	Nov 2022				YTD Actual	FY 2022-23 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	Budget	Actual	\$ Fav (Unf)		% Fav (-)	
1,047	1,100	3,472	(2,372)	-215.7%	23 COL 602999	American New Orders	9,594	10,600	7,019	3,581	33.8%	Timing variance.
517	1,000	505	495	49.5%	23 COL 609199	Branch Continuations	5,492	5,800	6,126	(326)	-5.6%	Timing variance.
0	0	0	0	0.0%	23 COL 609299	Branch New Orders	0	140	0	140	100.0%	
2,954	5,000	3,276	1,724	34.5%	23 COL 603999	Commonwealth Continuations	72,172	84,000	72,792	11,208	13.3%	Timing variance.
0	0	0	0	0.0%	23 COL 604999	Commonwealth New Orders	24	300	0	300	100.0%	Timing variance.
854	2,000	3,706	(1,706)	-85.3%	23 COL 605999	Foreign Continuations	22,056	38,500	25,118	13,382	34.8%	Timing variance.
65	0	340	(340)	0.0%	23 COL 606999	Foreign New Orders	550	600	900	(300)	-50.0%	Timing variance. Next new order cycle 3Q FY23.
16,401	14,500	8,487	6,013	41.5%	23 COL 607999	International Continuations	54,797	53,500	36,545	16,955	31.7%	Timing variance.
263	300	364	(64)	-21.2%	23 COL 608999	International New Orders	1,471	1,550	2,056	(506)	-32.6%	Timing variance. Next new order cycle 3Q FY23.
553	1,000	720	280	28.0%	23 COL 609399	General/Librarianship Continuations	3,159	4,500	1,861	2,639	58.7%	Timing variance.
26	0	385	(385)	0.0%	23 COL 609499	General/Librarianship New Orders	370	300	1,407	(1,107)	-368.9%	Timing variance.
134,214	149,900	135,497	17,736	11.8%	Subtotal		678,561	765,590	688,281	94,875	12.4%	
(134,214)	(149,900)	(135,497)	(14,403)	9.6%	23 COL 690000	Library Materials Transferred to Assets	(678,561)	(765,590)	(688,281)	(77,309)	10.1%	
51,929	55,760	57,376	(1,616)	-2.9%	23 COL 685000	Electronic Resource Subscriptions (ERS)	233,217	258,040	246,332	11,708	4.5%	Timing variance.
Facilities:												
3,074	5,000	441	4,559	91.2%	39 FAC 801005	Repair & Maintenance	14,090	25,000	13,470	11,530	46.1%	Timing variance. Note: October costs include CMS window vandalism.
1,660	1,634	2,492	(858)	-52.5%	39 FAC 801010	Building Services	6,839	8,170	10,445	(2,275)	-27.8%	Budget will need to be adjusted at mid-year to reflect cost increase.
0	1,250	175	1,075	86.0%	39 FAC 801015	Cleaning Supplies	2,971	6,250	5,642	608	9.7%	Timing variance.
0	11,266	12,281	(1,015)	-9.0%	39 FAC 801020	Electricity & Water	34,981	56,330	62,968	(6,638)	-11.8%	Timing variance.
966	966	1,014	(48)	-5.0%	39 FAC 801025	Elevator Maintenance	4,830	4,830	4,974	(144)	-3.0%	
5,055	4,117	10,679	(6,562)	-159.4%	39 FAC 801030	Heating & Cooling	15,361	20,585	17,420	3,165	15.4%	Delayed invoicing for this month
24,157	27,540	28,977	(1,437)	-5.2%	15 FIN 801035	Insurance	120,786	137,700	147,368	(9,668)	-7.0%	Unexpected additional cost; budget will need to be adjusted at mid-year.
10,424	10,800	11,799	(999)	-9.3%	39 FAC 801040	Janitorial Services	51,316	54,000	59,696	(5,696)	-10.5%	Includes some landscaping costs.
1,250	1,500	0	1,500	100.0%	39 FAC 801045	Landscaping	6,250	7,500	0	7,500	100.0%	See Janitorial Services.
15,854	19,167	20,726	(1,559)	-8.1%	39 FAC 801050	Security	75,784	95,833	77,756	18,077	18.9%	Timing variance.
0	417	0	417	100.0%	39 FAC 801060	Room Rental Expenses	0	2,085	426	1,659	79.6%	No room rentals for the month.
103	0	130	(130)	0.0%	39 FAC 801065	Special Events Expenses	2,255	7,200	2,855	4,346	60.4%	Timing variance.
0	333	0	333	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	0	1,665	0	1,665	100.0%	Timing variance.
0	200	407	(207)	-103.3%	39 FAC 801110	Equipment (<3K)	1,748	1,000	1,018	(18)	-1.8%	
0	0	0	0	0.0%	39 FAC 801115	Building Alterations (<3K)	0	2,500	0	2,500	100.0%	Timing variance.
368	350	40	310	88.6%	39 FAC 801120	Delivery & Postage	1,243	2,150	912	1,238	57.6%	Timing variance.
0	180	117	63	35.3%	39 FAC 801125	Kitchen supplies	0	900	654	246	27.4%	Timing variance.
62,912	84,720	89,277	(4,557)	-5.4%	Subtotal		338,455	433,698	405,603	28,095	6.5%	
Technology:												
1,847	1,398	1,131	267	19.1%	33 TECH 801210	Software Maintenance	6,555	8,431	7,146	1,285	15.2%	Timing variance
2,909	3,015	2,281	734	24.3%	33 TECH 801212	Hardware Maintenance	10,155	15,075	12,372	2,703	17.9%	Timing variance
0	0	0	0	0.0%	33 TECH 801215	Software (<\$3k)	0	3,600	0	3,600	100.0%	Timing variance
0	100	0	100	100.0%	33 TECH 801220	Hardware (<\$3k)	1,836	1,900	1,255	645	33.9%	Timing variance
0	283	0	283	100.0%	33 TECH 801225	Computer Supplies	0	1,415	0	1,415	100.0%	Timing variance
5,079	5,318	0	5,318	100.0%	33 TECH 801230	Integrated Library System	25,397	26,590	16,762	9,828	37.0%	Timing variance
1,642	1,712	1,608	104	6.1%	33 TECH 801235	Telecommunications	8,277	8,560	8,824	(264)	-3.1%	
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	80	0	0	0	0.0%	
0	2,708	306	2,402	88.7%	33 TECH 801250	Services	674	13,542	306	13,236	97.7%	Timing variance
0	2,731	898	1,833	67.1%	33 TECH 801275	Online Service Providers	741	37,947	4,565	33,382	88.0%	Timing variance
11,477	17,057	6,225	11,040	64.7%	Subtotal		53,715	116,018	51,231	32,447	28.0%	
General:												
472	583	356	227	38.9%	15 FIN 801310	Bank Charges	2,253	2,917	1,852	1,065	36.5%	Lower volume transactions for the month/period.
891	829	835	(6)	-0.7%	35 CMS 801315	Bibliographical Services	4,454	5,345	5,369	(24)	-0.4%	
0	0	1,520	(1,520)	0.0%	35 CMS 801320	Binding	0	12,000	11,565	435	3.6%	
0	108	231	(123)	-113.4%	17 EXEC 801325	Board Expense	0	542	536	5	1.0%	
1,174	0	804	(804)	0.0%	37 COM 801330	Staff meals & events	1,174	4,000	804	3,196	79.9%	Timing variance.
116	2,050	288	1,762	86.0%	15 FIN 801335	Supplies - Office	3,581	7,550	2,705	4,845	64.2%	Timing variance.
0	0	0	0	0.0%	35 CMS 801337	Supplies - Library materials	2,794	2,000	1,988	12	0.6%	
0	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	0	1,750	516	1,234	70.5%	Timing variance; additional purchases forthcoming.
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 November 30, 2022
(Provisional and subject to year-end audit adjustments)

Nov 2021		Nov 2022								FY 2021-22					FY 2022-23 YTD					Comments
Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (-)		Budget	Actual	\$ Fav (Unf)	% Fav (-)				
1,087	1,411	1,429	(18)	-1.3%	33	IT	801370		Copy Center Expense	4,085	7,135	6,590	545	7.6%	Timing variance.					
512	0	288	(288)	0.0%	15	FIN	801375		General - Misc	10,049	0	1,527	(1,527)	0.0%	Timing variance.					
800	438	1,030	(592)	-135.2%	25	PS	801390		Course Registration	4,600	2,190	6,180	(3,990)	-182.2%	Higher than anticipated registration for OTF-subsidized programs.					
0	0	0	0	0.0%	17	EXEC	801395		Friends of Law Library	0	0	312	(312)	0.0%						
5,052	4,282	6,782	(1,362)	-31.8%					Subtotal	32,990	29,738	39,943	5,485	18.4%						
									Professional Development:											
0	0	82	(82)	0.0%	ALL		803105		Travel	0	6,600	6,465	135	2.0%	Includes IALL unbudgeted travel cost.					
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	280	0	280	100.0%	ALL		803115		Membership dues	2,156	280	1,544	(1,264)	-451.4%	Late/New AALL memberships.					
0	300	0	300	100.0%	ALL		803120		Registration fees	945	2,800	3,605	(805)	-28.8%	Higher than budgeted AALL registration costs.					
0	0	0	0	0.0%	ALL		803125		Educational materials	0	0	0	0	0.0%						
0	580	82	498	85.9%					Subtotal	3,101	9,680	11,614	(1,934)	-20.0%						
									Communications & Marketing:											
2	40	59	(19)	-46.4%	37	COM	803205		Services	10	200	65	135	67.7%	Timing variance.					
0	750	0	750	100.0%	37	COM	803210		Collateral materials	0	6,252	527	5,726	91.6%	Timing variance.					
0	1,050	0	1,050	100.0%	37	COM	803215		Advertising	0	10,330	0	10,330	100.0%	Timing variance.					
0	0	0	0	0.0%	37	COM	803220		Trade shows & Outreach	0	500	0	500	100.0%	Timing variance.					
2	1,110	59	1,782	160.5%					Subtotal	10	7,132	591	16,691	234.0%						
									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%						
0	12	0	12	100.0%	ALL		803320		Ground transportation & mileage reimb.	0	60	24	36	60.3%	Timing variance.					
0	0	0	0	0.0%	ALL		803325		Incidental travel expenses	0	0	0	0	0.0%						
0	12	0	12	100.0%					Subtotal	0	60	24	36	60.3%						
									Professional Services											
0	0	0	0	0.0%	15	FIN	804005		Accounting	22,890	21,545	17,545	4,000	18.6%	Timing variance.					
2,100	2,163	2,100	63	2.9%	17	EXEC	804008		Consulting Services	8,280	10,815	10,500	315	2.9%						
0	6,180	8,555	(2,375)	-38.4%	17	EXEC	804010		Legal	0	30,900	14,489	16,411	53.1%	Unbudgeted legal issues offset by timing variance in OTF					
0	2,750	0	2,750	100.0%	15	FIN	804015		Other	445	5,750	475	5,275	91.7%	Timing variance.					
2,100	2,163	10,655	438	20.3%					Subtotal	31,615	53,150	43,009	26,001	48.9%						
									Depreciation:											
179,170	172,978	171,123	1,855	1.1%	15	FIN	806105		Depreciation - Library Materials	899,091	866,311	858,325	7,986	0.9%						
22,865	27,988	28,578	(591)	-2.1%	15	FIN	806110		Depreciation Exp - FF&E	116,016	127,904	143,992	(16,088)	-12.6%	New CapEX purchase after budget approval. May need to revise at mid-year.					
202,035	200,966	199,701	1,264	0.6%					Subtotal	1,015,107	994,214	1,002,316	(8,102)	-0.8%						
655,508	787,877	720,999	66,879	8.5%					Total Expense	3,756,765	4,599,281	4,015,046	584,235	12.7%						
(43,857)	(135,244)	(60,012)	75,232	-55.6%					Net Income Before Extraordinary Items	(425,568)	(1,524,039)	(745,971)	778,068	51.1%						

Los Angeles County Law Library
Income Statement for the Period Ending November 30, 2022
(Provisional and subject to year-end audit adjustments)

Nov 2021	Nov 2022				YTD Actual	FY 2022-23 YTD				Comments
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	Budget	Actual	\$ Fav (Unf)	
2,143	833	16,456	15,622	1874.7%	(4,832)	4,167	13,349	9,183	220.4%	Reflects gains/loss if sold at time of report (before maturity)
0	0	0	0	0.0%	3,175,330	3,000,000	3,745,798	745,798	24.9%	One-time funding from State to backfill court fee revenue decline.
0	0	0	0	0.0%	0	0	100,000	(100,000)	0.0%	Timing variance. CCCLL mutual aid fund budgeted Dec 2022.
(41,714)	(134,411)	(43,556)	90,855	-67.6%	2,744,929	1,480,128	2,913,177	1,433,049	96.8%	
Net Income Including Extraordinary Items										
Capital Expenditures:										
0	50,000	0	50,000	100.0%	0	50,000	0	50,000	100.0%	Timing variance.
0	0	0	0	0.0%	0	130,000	0	130,000	100.0%	Timing variance.
0	0	0	0	0.0%	0	240,000	0	240,000	100.0%	Timing variance.
0	0	0	0	0.0%	0	210,000	0	210,000	100.0%	Timing variance.
0	0	0	0	0.0%	0	23,000	0	23,000	100.0%	Timing variance.
0	0	0	0	0.0%	0	358,000	0	653,000	182.4%	
CalPERS CERBT Trust Fund:										
Beginning Balance							2,097,937			
Administrative Expense							(87)			CalPERS CERBT program cost.
Investment Expense							(64)			Investment management cost.
Unrealized Gain/Loss							128,995			Fluctuating market conditions.
Distribution										Distribution from Fund.
Ending Balance							2,226,782			

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 November 30, 2022

(Provisional and subject to year-end audit adjustments)

	11/30/2022	YTD
Cash flows from operating activities		
L.A. Superior court fees	580,350	2,923,487
Parking fees	-	50,425
Library services	31,043	181,056
Extraordinary income	-	3,745,798
(Increase) decrease in accounts receivable	(20,313)	111,197
(Increase) decrease in other receivable	(25,116)	(68,272)
Increase (decrease) in borrowers' deposit	2,192	9,432
Cash received from filing fees and services	568,155	6,953,124
Facilities	(89,277)	(405,603)
Technology	(6,225)	(51,231)
General	(6,782)	(139,943)
Professional development	(82)	(11,614)
Communications & marketing	(59)	(591)
Travel & entertainment	-	(24)
Professional services	(10,655)	(43,009)
Electronic Resource Subscriptions (ERS)	(57,376)	(246,332)
(Increase) decrease in prepaid expenses	54,959	(118,160)
Increase (decrease) in accounts payable	(34,480)	(176,275)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(149,976)	(1,192,783)
Staff (payroll + benefits)	(350,843)	(2,214,382)
Increase (decrease) in payroll liabilities	377	(436)
Increase (decrease) in accrued sick and vacation liability	-	(10,274)
Increase (decrease) in OPEB liability	8,333	41,667
Increase (decrease) in net pension liability	8,333	41,667
Cash payments to employees for services	(333,799)	(2,141,758)
Contributions received	25,000	25,000
Net cash from operating activities	109,380	3,643,582
Cash flow from capital and related financing activities		
Library materials	(135,497)	(688,281)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment	-	-
Investment earnings	24,594	89,107
Net cash increase (decrease) in cash and cash equivalents	(1,523)	3,044,408
Cash and cash equivalents, at beginning of period	16,679,459	13,633,529
Cash and cash equivalents, at end of period	16,677,936	16,677,936
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(84,606)	2,810,721
Adjustments for noncash effects:		
Depreciation	199,701	1,002,316
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(20,313)	111,197
(Increase) decrease in other receivable	(25,116)	(68,272)
(Increase) decrease in prepaid expenses	54,959	(118,160)
Increase (decrease) in accounts payable	(34,480)	(176,275)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	377	(436)
Increase (decrease) in accrued sick and vacation liability	-	(10,274)
Increase (decrease) in borrowers' deposit	2,192	9,432
Increase (decrease) in OPEB liability	8,333	41,667
Increase (decrease) in net pension liability	8,333	41,667
Net cash from operating activities	109,380	3,643,582

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2022 - December 31, 2022 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 15	EX LIBRIS (USA) INC.	ILS	15,347.42	TS00323961
December 29	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	10,749.14	TS00323961
December 29	EX LIBRIS (USA) INC.	PREPAID EXP	16,099.46	TS00324377
			42,196.02	

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2022 - December 31, 2022 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 19	SEIU LOCAL 721	UNION DUES	1,265.98	001712
	SEIU LOCAL 721	UNION SUPPL	32.28	001713
			1,298.26	

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2022 - December 31, 2022 (CHECKS)
Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 13	LA DEPT OF WATER & POWER	WATER/SEWER	12,281.27	V000179

12,281.27

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2022 - December 31, 2022 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 2	CASALINI LIBRI	BOOKS	471.32	032627
	GAUNT	BOOKS	228.63	032628
December 5	BRCK INC	TELECOM	685.40	032629
	COLORADO BAR ASSOCIATION CLE	BOOKS	94.10	032630
December 8	AFLAC REMITTANCE	CAFE PLAN-INSURA	518.10	032631
	BRCK INC	TELECOM	685.40	032632
	COUNTY OF LOS ANGELES	BANK CHARGES	11.83	032633
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	1,014.00	032634
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	350.00	032635
December 12	OTTO HARRASSOWITZ	BOOKS	1,987.22	032636
	LAW REPORTS INTERNATIONAL LTD	BOOKS	330.00	032637
	WILLIAM S HEIN & CO	BOOKS	169.75	032638
December 13	CALIFORNIA DEPARTMENT OF TAX	USE TAX	1,567.00	032639
	HOUSE OF TROPHIES AND AWARDS, INC	STAFF MEALS/EVEN	180.68	032640
	COLANTUONO, HIGHSMITH	LEGAL	8,554.65	032641
	DIGITAL INSURANCE LLC	CONSULTING	2,100.00	032642
	METROLINK	TMP	436.00	032643
December 19	OTTO HARRASSOWITZ	BOOKS	1,126.24	032644
	MINISTER OF FINANCE	BOOKS	54.99	032645
December 20	YAN HONG	REFUND	140.00	032646
	JOSEPH MITCHELL	REFUND	140.00	032647
	DEBORAH ANNE RODRIGUEZ	REFUND	140.00	032648
	SYNCB AMAZON	EQUIPMENT (<3K)	581.56	032649
	AT&T	TELECOM	526.51	032650
	GUARDIAN	PREPAID EXP	8,236.87	032651
	COUNTY OF LOS ANGELES	HEATING/COOLING	8,923.26	032652
	SECURITAS SECURITY ** VOIDED *****	SECURITY	0.00	032653
	CHARTER COMMUNICATIONS	TELECOM	55.00	032654
December 22	COUNTY OF LOS ANGELES	HEATING/COOLING	1,755.77	032655
December 23	SYNCB AMAZON	BOOKS	121.53	032656
	NESTOR ALEJANDRO HERRERA PRADA	BOOKS	190.00	032657
December 28	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	032658
December 30	BANKS & JORDAN	BOOKS	238.55	032659
	LEXISNEXIS CANADA INC	BOOKS	166.04	032660

41,955.40

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2022 - December 31, 2022 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 2	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	778.55	V007346
	DATA TRACE PUBLISHING COMPANY	BOOKS	241.95	V007347
	DISTRICT OF COLUMBIA BAR	BOOKS	395.00	V007348
	JAMES PUBLISHING INC	BOOKS	169.73	V007349
	LAW JOURNAL PRESS	BOOKS	12,745.14	V007351
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	138.50	V007352
	PRACTISING LAW INSTITUTE	BOOKS	449.60	V007353
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,085.16	V007354
	DAY MANAGEMENT CORP.	EQUIP (<3K)	273.42	V007385
December 6	CDW GOVERNMENT INC	SUPPLIES-OFFICE	1,156.32	V007399
December 8	GTT COMMUNICATIONS ** VOIDED *****	TELECOM	0.00	V007356
	KONICA MINOLTA BUSINESS	COPY CENTER	750.71	V007357
	NASA SERVICES	BLDG SVCS	569.19	V007358
	PEOPLEG2	RECRUITMENT	207.97	V007359
	PRESTIGE OFFICE SOLUTIONS, INC	COPY CENTER	16.41	V007360
	PURE PROCESS FILTRATION INC.	BLDG SVCS	961.38	V007361
December 9	SECURITAS SECURITY	SECURITY	7,253.22	V007362
	STATE COMPENSATION	WORKERS COMP	2,015.58	V007363
	UPS	DELIVERY & POSTAG	30.67	V007364
	STAMPS.COM	DELIVERY & POSTAG	300.00	V007400
	STAMPS.COM	DELIVERY & POSTAG	24.99	V007386
December 12	AMERICAN BANKRUPTCY INSTITUTE	BOOKS	125.00	V007366
	LEXISNEXIS MATTHEW BENDER	BOOKS	571.54	V007367
	GEORGE T BISEL COMPANY	BOOKS	221.95	V007368
	BLR	BOOKS	1,753.20	V007369
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	947.18	V007370
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	123.61	V007371
	DATA TRACE PUBLISHING COMPANY	BOOKS	197.95	V007372
	INGRAM LIBRARY SERVICES	BOOKS	169.92	V007373
	LAW JOURNAL PRESS	BOOKS	1,003.52	V007374
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,803.62	V007375
	NEW JERSEY LAW JOURNAL	BOOKS	420.48	V007376
	OXFORD UNIVERSITY PRESS	BOOKS	149.27	V007377
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,192.46	V007378
	UNITED NATIONS PUBLICATIONS	BOOKS	192.79	V007379
	THOMSON REUTERS	BOOKS	85,353.26	V007380
	GOBI LIBRARY SOLUTIONS	BOOKS	597.93	V007381
December 13	ALTA FOODCRAFT	KITCHEN SUPPLIES	239.76	V007387

139,971.90

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2022 - December 31, 2022 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 16	INTERSTATE ALL BATTERY CENTER	REPAIRS/MAINT	344.97	V007388
	ISOLVED BENEFIT SERVICES	HR BENEFIT ADMIN	78.75	V007389
	BUILDING ELECTRONIC CONTROLS INC	PREPAID EXP	213.75	V007390
December 19	DOORDASH	BOARD EXP	225.72	V007438
December 22	LEXISNEXIS MATTHEW BENDER	BOOKS	293.80	V007391
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,701.57	V007392
	JURIS PUBLISHING INC	BOOKS	140.24	V007393
	PRACTISING LAW INSTITUTE	BOOKS	1,929.78	V007394
	WEST ACADEMIC	BOOKS	122.64	V007395
	LEXISNEXIS MATTHEW BENDER	BOOKS	33,326.66	V007401
	PINCUS PROFESSIONAL EDUCATION	BOOKS	691.79	V007406
	VERSA TAPE	BOOKS	147.30	V007407
	December 23	ABD OFFICE SOLUTIONS	COPY CENTER	183.57
ODP OFFICE SOLUTIONS, LLC		SUPPLIES-OFFICE	2,310.93	V007403
PURE PROCESS FILTRATION INC.		BLDG SVCS	961.38	V007404
December 28	SECURITAS SECURITY	SECURITY	12,577.74	V007405
	AMERICAN LAW INSTITUTE	BOOKS	92.45	V007408
	LEXISNEXIS MATTHEW BENDER	BOOKS	778.09	V007409
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,864.32	V007410
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	8,020.74	V007411
	DATA TRACE PUBLISHING COMPANY	BOOKS	483.90	V007412
	FORSTER LONG LLC	BOOKS	571.00	V007413
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	128.50	V007414
	NATIONAL UNDERWRITER COMPANY	BOOKS	455.00	V007415
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	178.59	V007416
December 30	GOBI LIBRARY SOLUTIONS	BOOKS	2,040.54	V007417
	GRAINGER	REPAIR & MAINENTA	533.78	V007418
	J P COOKE COMPANY	SUPPLIES-OFFICE	304.85	V007419
December 30	THE HOME DEPOT PRO	CLEANING SUPPLIES	3,090.56	V007420
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	659.09	V007421
	LEXISNEXIS MATTHEW BENDER	BOOKS	949.13	V007422
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	138.50	V007423
	PRACTISING LAW INSTITUTE	BOOKS	139.80	V007424
	TOWER PUBLISHING	BOOKS	45.00	V007425
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	3,323.35	V007426
STATE BAR OF WISCONSIN	BOOKS	81.68	V007427	

220,756.39

LA Law Library
Fiscal Year Quarterly Statistics

		FY20 2nd Quarter	FY21 2nd Quarter	FY22 2nd Quarter	FY22 3rd Quarter	FY22 4th Quarter	FY23 1st Quarter	FY23 2nd Quarter	FY23 2nd Quarter Notes
Reference and Research									
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>								
	Desk Inquiries	5,244	0	2,923	3,047	4,543	6,186	6396	
	Tuesday 6pm to 8pm - All Queries	112	0	0	0	0	0	0	NA
	Phone	1,336	2,200	2,627	2,573	2,946	3,326	3899	
	Email/ Live Chat	173	1,777	1,363	794	1,050	741	1365	Not including Members email
	By Mail	55	66	51	52	35	49	44	
	Global Law Inquires	15	0	0	12	36	27	13	
	Global Law Web Inquires	0	0	0	0	0	0	0	
	e-Branch Chat	22	0	0	0	0	0	0	Not applicable due to computer maintenance
	e-Branch Email	3	0	0	0	0	0	0	Not applicable due to computer maintenance
	Totals	6,960	4,043	6,964	6,478	8,610	10,329	11,717	
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 books in and out.</i>								
	Desk Inquiries	4,022	0	2,966	2,938	3,388	3,637	3838	
	Phone Inquiries	1,636	1,356	1,286	820	934	1,326	965	Includes Emails
	Totals	5,658	1,356	4,252	3,758	4,322	4,963	4,803	
	Books Circulated	1,917	417	833	985	970	3,205	1,984	Includes E-Books
	Library Card Sign-ups	451	0	187	296	254	327	328	
	Members Program - Active Members	308	204	221	230	234	230	239	
	Public Terminal Logins	5,410	0	1,669	6,960	2,089	3,081	3,291	
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-printer.</i>								
	Phone Inquiries	716	237	639	392	554	262	172	
	In-Person	2,480	0	636	554	737	555	64	
	Email (Includes Members Program)	220	924	815	774	692	906	882	
	Totals	3,416	1,161	2,090	1720	1,983	1723	1118	
	Pages Delivered	6,539	8,477	8,150	9,062	10,527	7,743	14520	
	Copies Made (Main Library)	67,897	0	54,681	30,943	58,713	51,281	70,701	
Collection Management Services									

LA Law Library
Fiscal Year Quarterly Statistics

		FY20 2nd Quarter	FY21 2nd Quarter	FY22 2nd Quarter	FY22 3rd Quarter	FY22 4th Quarter	FY23 1st Quarter	FY23 2nd Quarter	FY23 2nd Quarter Notes
	<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	144	149	159	218	204	126	203	
	Print Volumes Added	1576	1372	1,626	1,827	1,588	2,700	1,535	
	New Serials	13	14	17	42	6	17	14	
	Non-Print Media Added	890	408	32	25	1,189	887	203	
	Records Cataloged/Updated	395	503	152	148	275	514	324	
	Print & Non-Print Withdrawn	423	506	398	450	378	319	700	
	Brief Scanning Project								
	Briefs Logged (Google)	15,690	7,480	0	0	0	0	0	Google Operations Ceased as of March 29, 2021; Scheduled to resume in 2023.
	Website Statistics								
	Visitors	29,354	20,279	26,298	27,141	27,444	29,838	31,562	
	Visits (previously counted as "Pages Viewed")	92,760	66,311	84,078	81,407	78,104	86,134	104,298	
	Average Daily Visits	316	301	292	283	258	302	371	
	Average Duration	4:57	3:08	3:23	3:08	0	3:06	3:24	
	Visitors: US	95.99%	93.62%	94.56%	95.34%	95	91.21%	93.40%	
	Visitors: International / Unspecified	2.10%	6.38%	5.44%	4.66%	5	8.79%	6.60%	
	Training and Events (Includes Online,Prerecorded/Live via ZOOM)								
	Public Classes Held Online								
	Internal speaker	0	15	33	24	38	43	44	
	Guest speaker	0	78	146	92	104	116	130	
	MCLE Classes Held Online								
	Internal speaker	0	0	0	0	0	0	1	
	Guest speaker	0	13	29	31	31	35	52	
	Clinics/ Workshops Held Online	0	4	1	1	1	1	1	LITL continuously offered telephonically
	Public Classes Held at Main & Branches								
	Internal speaker	37	0	0	0	2	4	4	
	Guest speaker	91	0	7	0	5	9	14	
	MCLE Classes Held								
	Internal speaker	6	0	0	0	0	0	0	
	Guest speaker	0	0	0	0	0	0	0	
	Clinics/ Workshops Held	52	0	3	0	3	4	9	
	Totals	186	110	219	148	184	212	255	
	Class Attendance in Person Total (Estimated)	2,906	0	291	0	257	415	449	Includes LITL
	Live Class Attendance: Online/Remote	N/A	244	762	316	529	429	843	Includes LITL
	Live Class Registration: Online/Remote	0	2167	1,558	607	1,058	1,275	1,520	Includes LITL
	Number of plays of prerecorded Classes	0	869	1,668	1,383	1,031	1,096	1,588	
	Class Attendance Branches (Estimated)	646	0	0	0	0	0	0	Not applicable due to library closure
	Visits to Main Branch								
	Number of Patron Visits (front door)	47,286	0	23,977	21,199	14,047	13,602	13,523	Figures for 1st Q omit 25% of actual number due to extra staff and security activity at front door.

MEMORANDUM

DATE: January 25, 2023

TO: Board of Law Library Trustees

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

RE: Update Regarding 2023-24 Workers Compensation Insurance Renewal

SUMMARY

The purpose of this report is to apprise you of the status of the workers' compensation coverage renewal efforts for the Law Library *prior to* the February meeting at which time the Board will be asked to select one of the identified options.

The Law Library's workers' compensation coverage must be renewed prior to March 1, 2023. This year, the Library's experience modification rating (Ex-Mod) decreased from 104% to 82%. Our hope is that this decrease will ensure competitive bids for the upcoming renewal cycle. The Library's insurance broker is marketing the coverage under the current guaranteed cost program and conservatively expects a 5% to 10% increase in premiums due to uncertainties caused by the ongoing pandemic. However, we are hopeful that the lower Ex-Mod will result in a favorable outcome for the Library.

To address the ongoing coronavirus pandemic, the Library implemented additional safety measures to protect staff including the purchase of PPE's, a hybrid work model including work from home and strict protocols regarding masking, distancing, staying off site when sick, isolating, monitoring symptoms and contact tracing. Our goal is to limit the transmission of the virus among staff while at the same setting up an infrastructure that allows us to provide our essential services to those in need.

ANALYSIS AND DETAIL

Law Library's Worker's Compensation Profile

The Library's workers' compensation program continues to be an area of focus for staff and the Library's broker. The focus has been on being proactive to prevent losses from occurring. Incidents are reported timely and corrective actions, if any, are taken immediately.

Exhibit A illustrates the Library's historical frequency and severity. One claim has been reported during the current policy period.



Exhibit B illustrates the Library's program history as it relates to historical total incurred losses for workers' compensation versus the total premium paid for workers' compensation coverage. The total year to date loss is \$837 for the current policy period.

Exhibit C illustrates the Library's historical loss ratio. The loss ratios show how much was paid out for claims versus how much was collected in premium. Underwriting will determine certain amounts to be paid out in losses and will calculate this amount in the premium quotation. A lower loss ratio (30% and lower) will usually result in premium discounts whereas higher loss ratios usually result in higher premiums. Our loss ratio for the current policy period is 0%. Our loss ratio for the prior three years was 0% for 2020-21, 0% for 2021-22, and 3% for 2022-23.

Exhibit D illustrates the Library's ex-mod history rating as determined by the WCIRB. For the 2023-24 renewal period our experience modification was established at 82%, a decrease from the expiring 104%. *This has been our lowest Ex-Mod since 2013 and it reflects the Library's commitment to a safe work environment for staff.*

Guaranteed Cost Program

In anticipation of the renewal, our broker is seeking bids from various workers compensation insurance carriers in addition to the State Compensation Insurance Fund, the Library's current workers compensation carrier. The decrease in our Ex-Mod may open new markets.

State Fund as the incumbent carrier has not yet released the Law Library's quotation. Our insurance broker is continuing to work with the State Fund to secure the renewal quotation. This year, our broker anticipates participation from other carriers which may include; Liberty, Travelers, Employers, Everest, Berkshire, AIG, and Chubb.

NEXT STEPS

Barring any different direction from the Board, the Library will continue to work with our broker to obtain bids for fixed premium options and present them at the February meeting.

RECOMMENDATION

Staff recommends that the Board receive and evaluate this information. If there are any questions or issues of concern, Staff recommends removing the item from the Consent Calendar for discussion so that the Board can identify those issues and the matter can be presented for decision with all necessary information at the February meeting.

See Attachments



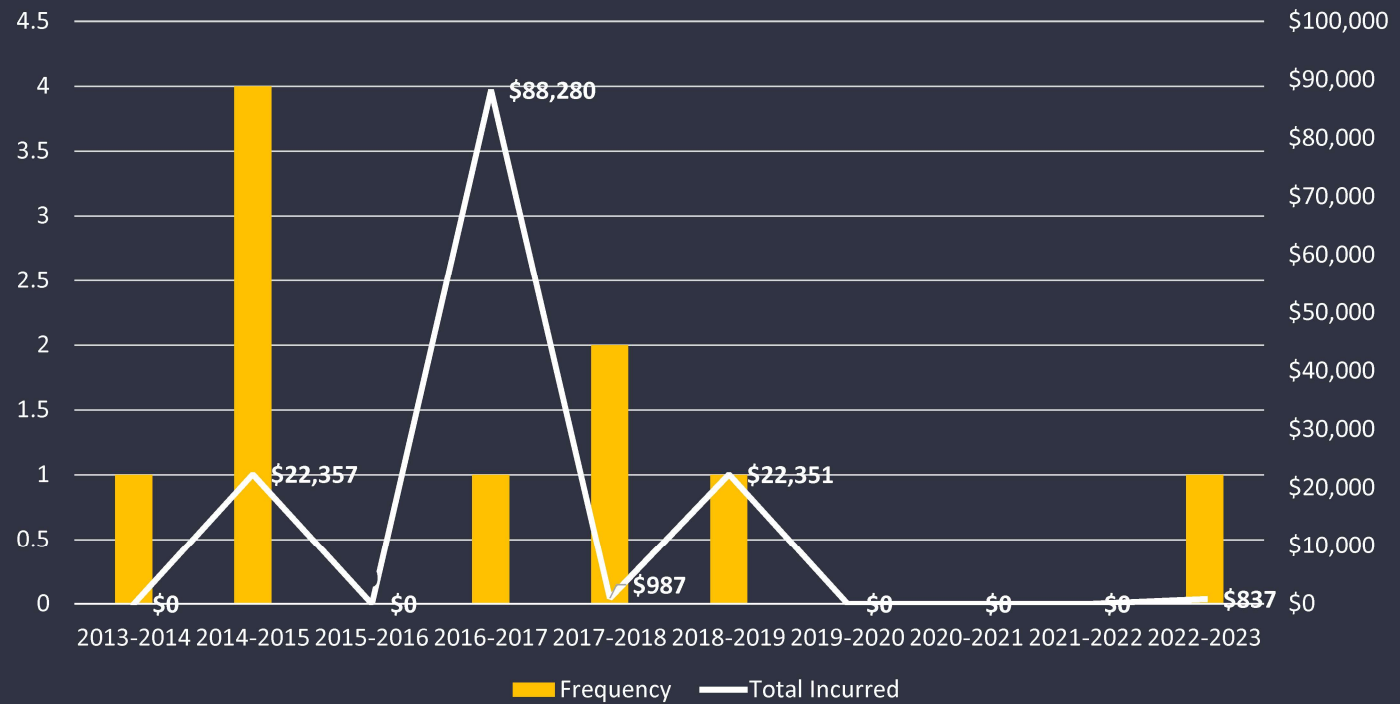


LALAWLIBRARY

WORKER'S COMPENSATION

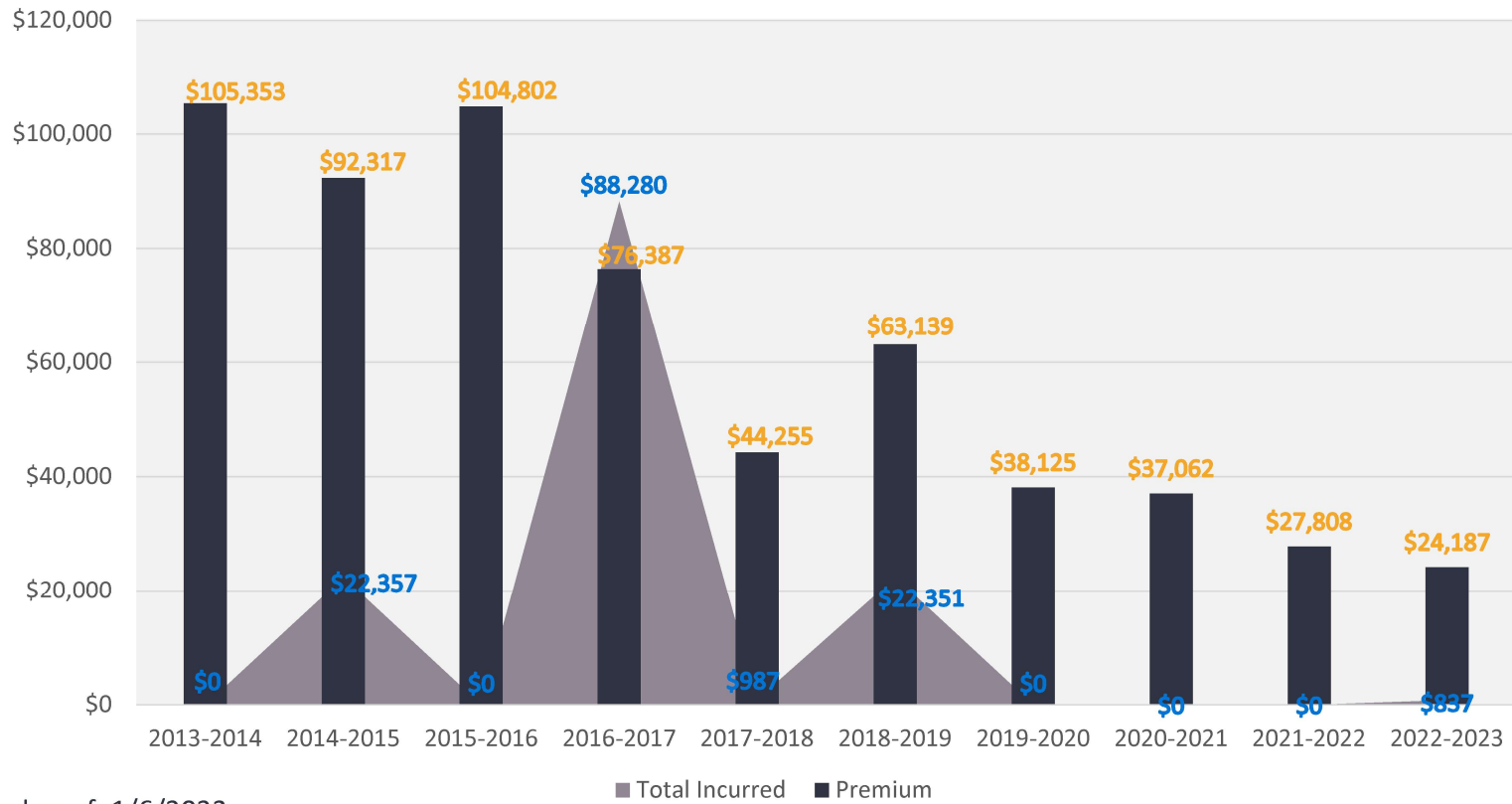


WC FREQUENCY & SEVERITY



Valued as of: 1/6/2023

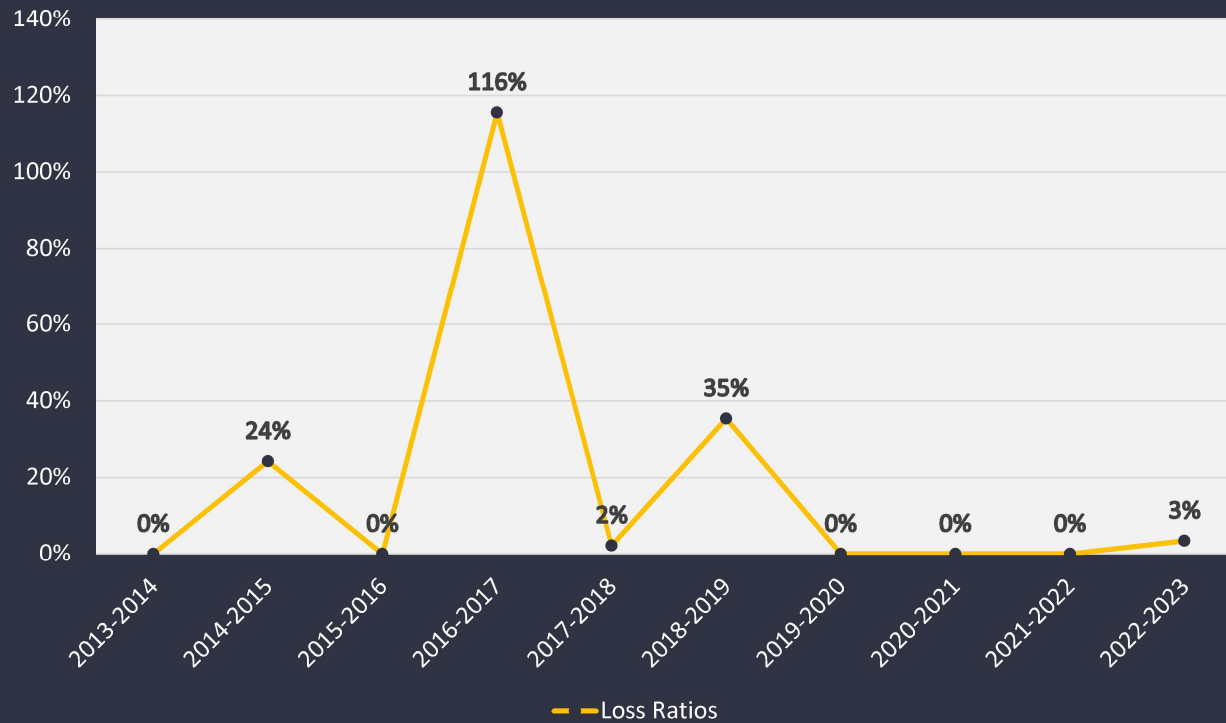
WC PROGRAM HISTORY



Valued as of: 1/6/2023

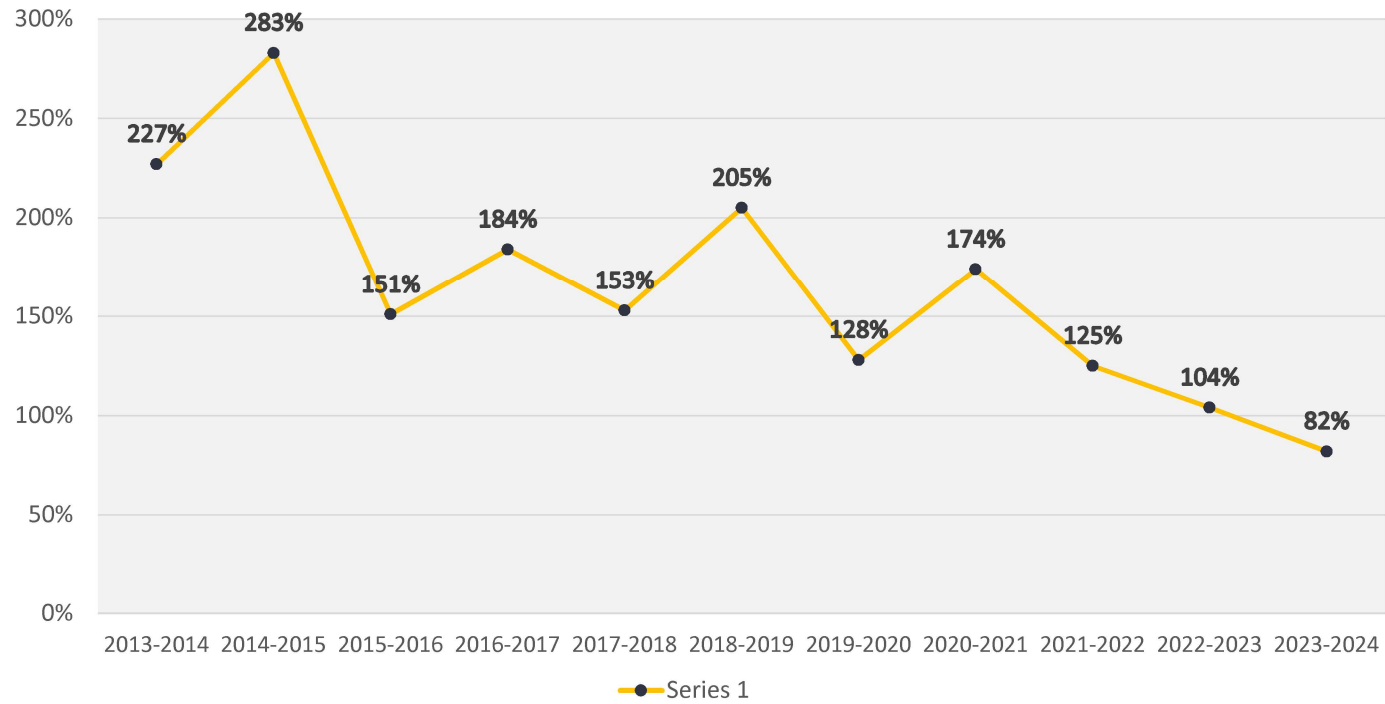
WC LOSS RATIOS

Loss Ratios = Total Incurred / Premium



Valued as of: 1/6/2023

WCIRB EX-MOD HISTORY



Valued as of: 1/6/2023



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AGENDA ITEM 4

CLOSED SESSION

- 4.1 Conference with Legal Counsel; Anticipated Litigation (Gov. Code § 54956.9(d)(2) & (e)(3))

A point has been reached where, in the opinion of the Board on the advice of its legal counsel, based on the below-described existing facts and circumstances, there is a significant exposure to litigation against the City /Agency.

Receipt of Claim pursuant to Tort Claims Act (copy available for public inspection in Administrative Office upon request).

Name of Person or Entity Threatening Litigation: Carin Memmer

AGENDA ITEM 5

DISCUSSION ITEMS

- 5.1 Recognition of Volunteers with Gratitude for Their Contributions

***Recognition of Volunteers with Gratitude for
Their Contributions***

Presented by:

Executive Director, Sandra Levin

&

**Senior Librarian, Public Interest and Language
Access, Janine Liebert**

January 25, 2023