AGENDA

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

REGULAR BOARD MEETING
Wednesday, May 29, 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.

LALAWLIBRARY

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:

	Fernandeño 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
П	San Manuel 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.

San Fernando Band of Mission Indians



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the April 24, 2024 Regular Board Meeting
- 3.2 Review of March Financials and List of April Checks and Warrants
- 3.3 Review of FY2025 Property & Liability Insurance Estimates
- 3.4 Review and Approval of Guardian Dental, Vision, and Life Benefits Renewal

4.0 DISCUSSION ITEMS

- 4.1 Presentation of Community Connections Statistics by Chloe Casey
- 4.2 Presentation of Rare Book Assessment Project by Ryan Metheny

5.0 AGENDA BUILDING

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

6.0 EXECUTIVE DIRECTOR REPORT

- 6.1 April 25- LA Law Library Presentation on Supported Decision Making for UCI Health, Children's Hospital of Orange County, and the Orange County Regional Center medical professionals, counselors and service coordinators (41 participants and Library will provide conservatorship presentation as part of their July educational series.)
- 6.2 Library tours in May included a group from the LA Library Foundation through invitation of Judge Seigle on May 24, and another one scheduled for May 31 with Senator Smallwood Cuevas staff.
- 6.3 Assembly Member Mike Gipson's staff have reached out to us to collaborate on offering expungement clinics in his 65th District. We are hoping to work with Beacon of Justice Honoree Laurie Levenson's staff from the Project for the Innocent to assist.
- 6.4 We are planning an all staff training on a Workplace Violence
 Prevention Plan in compliance with California Senate Bill 553/California
 Labor Code Section 64019. We are also planning all staff training in
 August to provide staff with training on de-escalation techniques for
 staff in dealing with difficult patrons



7.0

ADJOURNMENT
The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, June 26, 2024 at 12:15p.m.

Posted	THURSDAY, MAY 23, 2024	@	4:00 р.м.	
POSTED BY	DANIEL REINHOLD			



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.

April 24, 2024

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, April 24, 2024 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 Michelle Williams Court

Judge Laura Seigle Judge Rosa Fregoso Judge Susan J. DeWitt Judge Mark Juhas

Trustees Absent: Susan Steinhauser, Esquire

Kenneth Klein, Esquire

Senior Staff Present: Katherine Chew, Executive Director

Jaye Steinbrick, Deputy Director

Also Present: Marcelino Juarez, Finance Manager

Daniel Reinhold, Executive Assistant

President Court determined a quorum to be present, convened the meeting at 12:16pm and thereafter presided. Trustee Fregoso was not present at the beginning of the meeting. Executive Director, Katherine Chew, recorded the Minutes.

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

President Court began the meeting by congratulating E.D. Chew and LALL staff for a successful Gala. Trustee DeWitt mentioned that some of her colleagues said that it was the best event they had been to in a long time.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the March 27, 2024 Regular Board Meeting
- 3.2 Review of February Financials and List of March Checks and Warrants
- 3.3 Review and Approval of FY24 3rd Quarter Statistics
- 3.4 Review and Approval of Increase in Membership Program Rates for Bronze and Silver Members
- 3.5 Review and Approval of Updates and Revisions to LA Law Library Employment Handbook

President Court asked the Board if anyone wanted anything removed from the Consent Calendar. Trustee Seigle requested to remove items 3.2 and 3.4. President Court requested a motion to approve items 3.1, 3.3, and 3.5. So moved by Trustee Juhas, seconded by Trustee Seigle. The motion was approved unanimously 4-0.

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- 3.2 Trustee Seigle inquired about the negative numbers illustrated within item 3.2. Finance Manager, Marcelino Juarez, explained that there are always ups and downs in this type of report. He explained that there were low court fees this month, and that he expects for LALL to come in close to the budget. He explained that court fees are usually higher toward the end of the fiscal year. President Court requested a motion to approve item 3.2. So moved by Trustee Juhas, seconded by Trustee DeWitt. The motion was approved unanimously 4-0.
- 3.4 Trustee Seigle inquired if there had been any consideration about how higher rates for members could potentially lower LALL's total number of members. E.D. Chew pointed out that membership rates have not been changed since 2014. Ryan Metheny discussed how he believes that these changes are modest increases. He mentioned that members have not been surveyed, so we have no hard data. He also mentioned that historically members typically do not terminate their memberships due to cost, but because they no longer need our services. President Court inquired if there was a communication plan to inform members of the rate increase. E.D. Chew stated that that would be the Library's next step if the Board were to approve of the price increase. President Court requested a motion to approve item 3.4. So moved by Trustee Seigle, seconded by Trustee DeWitt. The motion was approved unanimously 4-0.

4.0 DISCUSSION ITEMS

4.1 Presentation by Los Angeles Conservancy on Historical Landmark Designations, Benefits and Limitations, and Application Process

Trustee Fregoso arrived at 12:25pm.

Lyndsay Mulcahy discussed how historic designation recognizes the significant contributions of a building, structure, object or landscape to national, state, and or local history. She discussed how historic properties are designated by federal, state, and local programs. There is a national register of historic places. She went over the criteria for being listed in the national register.

5.0 AGENDA BUILDING

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

6.0 EXECUTIVE DIRECTOR REPORT

- 6.1 Recap on Beacon of Justice Gala-April 18, 2024
- E.D. Chew discussed how the Gala was a successful event, but how we are still waiting for final numbers regarding donations.
 - 6.2 Recap of Valley Day of Service with Assembly Member Jesse Gabriel's Office-April 14, 2024
- E.D. Chew discussed her experience at the Valley Day of Service. They spent the day creating homeless outreach kits. Senator Menjivar was also in attendance.
 - 6.3 Recap of California County Public Law Libraries Spring Meeting and Leg Day –April 2 and 3, 2024
- E.D. Chew discussed her experience at the California County Public Law Libraries Spring Meeting. She had 19 appointments with elected officials.

6.4 Future collaborations: Tour and Visit from Senator Lola Smallwood-Cuevas; Request from Assembly Member Mike A. Gipson's (65th District) to partner on expungement events

E.D. Chew mentioned an upcoming LALL tour that Senator Smallwood-Cuevas will be attending. She also mentioned that Laurie Levenson may get one of her staff members to assist.

7.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:00pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, May 29, 2024 at 12:15pm.

Katherine Chew, Executive Director and Secretary Los Angeles County Law Library Board of Trustees

Balance Sheet

As of March 31, 2024

	6/30/2023	3/31/2024	YTD
Assets			
Current assets			
Cash and cash equivalents	16,275,850	15,967,017	(308,833)
Accounts receivable	329,159	99,298	(229,861)
Other receivable	1,367,036	1,389,974	22,939
Prepaid expenses	279,523	533,747	254,224
Total current assets	18,251,568	17,990,036	(261,531)
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	6,071,207	6,303,073	231,866
Capital assets, not being depreciated	696,192	724,692	28,500
Capital assets, being depreciated - net	14,667,364	14,364,887	(302,477)
Total noncurrent assets	21,753,233	21,711,122	(42,111)
Total assets	40,004,801	39,701,158	(303,642)
Deffered Outflows of Resources			
Deffered Outflows of Resources	4,722,167	4,722,167	-
Total assets and deffered outflows of resources	44,726,968	44,423,325	(303,642)
Liabilities			
Current Liabilities			
Accounts payable	330,706	76,309	(254,397)
Other current liabilities	-	-	-
Payroll liabilities	10,834	17,670	6,836
Total current liabilities	341,540	93,979	(247,561)
Noncurrent Liabilities			
Accrued sick and vacation liability	279,625	221,954	(57,671)
Borrowers' deposit	203,004	219,316	16,312
OPEB liability	3,547,803	3,622,803	75,000
Net pension liability	5,061,711	5,136,711	75,000
Total noncurrent liabilities	9,092,143	9,200,784	108,641
Total liabilities	9,433,684	9,294,763	(138,920)
Deffered Inflows of Resources			
Deffered Inflows of Resources	1,331,894	1,331,894	-
Total liabilities and Deffered inflows of resources	10,765,578	10,626,657	(138,920)
Net Position			
Invested in capital assets	15,363,556	15,089,579	(273,977)
Unrestricted	18,597,834	18,707,089	109,255
Total net position	33,961,390	33,796,668	(164,722)
Total liabilities and Deffered inflows of resources and net position	44,726,968	44,423,325	(303,642)

Income Statement for the Period Ending March 31, 2024

Mar 23		Mar 2	024	
Actual	Amended	Actual	\$ Fav	% Fav
	Budget		(Unf)	-%
568,934	530,068	684,436	154,368	29.1%
45,133	54,750	57,311	2,561	4.7%
0	0	0	0	0.0%
135,899	36,149	35,216	(933)	-2.6%
749,965	620,966	776,964	155,997	25.1%
359,508	427,179	382,539	44,640	10.4%
65,145	61,161	57,484	3,677	6.0%
137,918	234,503	145,258	89,245	38.1%
(137,918)	(234,503)	(145,258)	(89,245)	38.1%
(137,310)	(234,303)	(143,238)	(83,243)	30.170
94.965	100.799	102.235	(1,436)	-1.4%
13,267	34,024	24,522	9,501	27.9%
10,845	10,055	8,757	1,298	12.9%
750	5,304	2,572	2,732	51.5%
1,873	423	766	(343)	-81.1%
0	60	0	60	100.0%
1,703	1,650	1,400	250	15.2%
195,150	194,256	191,215	3,041	1.6%
743,206	834,909	771,491	(63,419)	-7.6%
6,758	(213,943)	5,473	219,416	-102.6%
47,470	833	24,351	23,518	2822.1%
0	0	0	0	0.0%
0	0	0	0	0.0%
54,228	(213,110)	29,824	242,934	-114.0%
			(22.22.)	
0	0	29,981	(29,981)	0.0%

	FY 2022-23		FY 2023-	24 YTD		
	YTD Actual	Amended		\$ Fav	% Fav	Amended
		Budget	Actual	(Unf)	(-)	Annual Budget
Summary:						
Income						-
L.A. Superior Court Fees	5,289,559	5,808,235	6,066,112	257,878	4.4%	7,640,287
Interest	261,726	472,696	488,716	16,021	3.4%	629,446
Parking	50,425	0	0	0	0.0%	0
Library Services	423,036	249,813	270,538	20,725	8.3%	489,652
Total Income	6,024,748	6,530,743	6,825,367	294,624	4.5%	8,759,385
Expense						
Staff (payroll + benefits)	3,779,928	4,169,083	4,057,489	111,595	2.7%	5,639,686
Electronic Resource Subscriptions	496,669	510,619	514,515	(3,896)	-0.8%	733,585
Library Materials	1,314,627	1,609,522	1,352,422	257,100	16.0%	2,342,066
Library Materials Transferred to	(1,314,627)	(1,609,522)	(1,352,422)	(257,100)	16.0%	(2,342,066)
Capital Assets						
Facilities	735,376	839,973	833,930	6,043	0.7%	1,150,605
Technology & Data	137,271	187,844	146,973	21,395	11.4%	289,921
General	75,250	69,576	68,801	775	1.1%	101,545
Professional Development	19,470	28,711	24,014	4,697	16.4%	36,474
Communications & Marketing	3,102	3,619	961	2,657	73.4%	3,997
Travel & Entertainment	65	233	133	100	43.0%	333
Professional Services	60,196	76,612	69,665	6,948	9.1%	84,817
Depreciation	1,792,569	1,742,729	1,736,983	5,746	0.3%	2,323,563
Total Expenses	7,099,895	7,628,999	7,453,464	175,535	2.3%	10,364,526
Net Income (Loss)	(1,075,147)	(1,098,256)	(628,098)	470,159	42.8%	(1,605,141)
	-		•		-	
Investment Gain (Loss) ¹	97,746	172,182	231,866	59,683	34.7%	174,682
Extraordinary Income	3,745,798	231,510	231,510	0	0.0%	231,510
Extraordinary Expense	100,000	0	0	0	0.0%	0
Net Income Including Extraordinary Items	2,668,397	(694,564)	(164,722)	529,842	76.3%	(1,198,949)
Capitalized Expenditures	40,953	0	82,084	(82,084)	0.0%	916,000

Income Statement for the Period Ending March 31, 2024

							(Provisional and su	bject to year	r-end audit a	idjustments	5)				
Mar 23		Mar 20	24					FY 2022-23		FY 2023-2	4 YTD				
Actual	Amended	Actual	\$ Fav (Unf)	% Fav -%				YTD Actual	Amended	Actual	\$ Fav	% Fav	Amended	Comments	
	Budget		(Unt)	-%					Budget		(Unf)	(-)	Annual Budget		
							etailed Budget: come:								
568,934	530,068	684,436	154,368	29.1%	15 FIN	303300 L	A. Superior Court Fees terest:	5,289,559	5,808,235	6,066,112	257,878	4.4%	7,640,287		
2,589	3,750	4,244	494	13.2%	15 FIN	311000	Interest - LAIF	5,880	11,214	11,708	494	4.4%	14,964		
41,712	50,000	52,024	2,024	4.0%	15 FIN	312000	Interest - General Fund	250,364	452,349	467,593	15,245	3.4%	602,349		
<u>832</u> 45,133	1,000 54,750	1,044 57,311	2,561	4.4%	15 FIN	313000	Interest - Deposit Fund	5,483 261,726	9,133 472,696	9,415 488,716	283 16,021	3.1% 3.4%	12,133 629,446		
45,155	54,750	57,511	2,301	4.770		Р	Subtotal arking:	201,720	472,090	466,710	10,021	3.4%	629,446		
0	0	0	0	0.0%	39 FAC	330100	Parking	50,425	0	0	0	0.0%	0		
0	0	0	0	0.0%			Subtotal	50,425	0	0	0	0.0%	0		
22		4.0	4.5	0.00/	27 6106		brary Services:	105	4 000	4.430	40	4.50/	2.505		
33 25,521	0 17,033	16 18,179	16 1,146	0.0% 6.7%	27 CIRC 25 PS	330150 330140	Annual Designation Fee Annual Members Fee	406 198,900	1,089 149,272	1,138 153,229	49 3,957	4.5% 2.7%	2,595 189,868		
1,997	2,667	2,341	(325)	-12.2%	25 PS	330340	Course Registration	34,987	23,888	25,739	1,850	7.7%	31,888	Includes OTF funded free classes.	
2,442	2,516	2,662	146	5.8%	27 CIRC	330129	Copy Center	18,882	23,658	22,660	(998)	-4.2%	31,346		
122	550	655	106	19.2%	27 CIRC	330205	Document Delivery	4,564	4,066	3,500	(566)	-13.9%	5,716	Continued free eDelivery provided to patrons ended Ma	r
														2024. Revenue expected to increase moving forward.	
496	2,950	3,320	370	12.5%	27 CIRC	330210	Fines	13,100	16,926	17,796	870	5.1%	21,576		
25,132	9,583	8,046	(1,537)	-16.0%	15 FIN	330310	Miscellaneous	42,010	22,318	37,690	15,372	68.9%	32,318	Includes \$9K book sale.	
113 0	0 600	0	0 (600)	0.0% -100.0%	39 FAC 23 COL	330330 330350	Room Rental Book Replacement	2,641 1,278	5,319 1,230	6,388 640	1,069 (590)	20.1% -48.0%	5,319 1,230		
(165)	0	(140)	(140)	0.0%	15 FIN	330350	Forfeited Deposits	(295)	0	(140)	(140)	0.0%	15,000		
75,000	0	0	0	0.0%	17 EXEC		Friends of Law Library	100,000	0	0	0	0.0%	150,000		
0	0	0	0	0.0%	25 PS	330420	Grants	0	0	0	0	0.0%	0		
210	250	137	(113)	-45.2%	15 FIN	330450	Vending	1,563	2,046	1,898	(148)	-7.2%	2,796		
5,000 135,899	0 36,149	0 35,216	(933)	0.0%	39 FAC	330465	Special Events Income	5,000 423,036	249,813	270,538	20,725	0.0% 8.3%	0 489,652		
749,965	620,966	776,964	155,997	-2.6% 25.1%			Subtotal Total Income	6,024,748	6,530,743	6,825,367	294,624	4.5%	8,759,385		
, 13,303	020,500	770,501	200,007	23.170		E	rpenses:	0,02 1,7 10	0,550,7 15	0,023,507	25 1,02 1	1.570	0,733,303		
						S	aff:								
224,472	260,091	238,883	21,208	8.2%	ALL	501000	Salaries (FT)	2,075,071	2,312,238	2,244,528	67,711	2.9%	3,220,891		
0 15,818	(5,202) 30,503	0 16,578	(5,202) 13,925	100.0% 45.7%	15 FIN ALL	501025 501050	Staff Vacancy Offset (FT) Salaries (PT)	0 162,213	(15,605) 211,743	0 171,216	(15,605) 40,527	100.0% 19.1%	(33,779) 318,503		
13,818	(610)	0	(610)	100.0%	15 FIN	501030	Staff Vacancy Offset (PT)	102,213	(1,830)	0	(1,830)	100.0%	(3,965)		
14,231	14,938	15,199	(261)	-1.7%	15 FIN	502000	Social Security	136,620	139,948	142,800	(2,852)	-2.0%	192,230		
3,328	4,165	3,555	611	14.7%	15 FIN	503000	Medicare	33,077	35,727	34,379	1,348	3.8%	50,306		
24,239	29,846	25,170	4,676	15.7%	15 FIN	511000	Retirement	665,150	648,792	649,631	(839)	-0.1%	753,253		
8,333 0	8,333 0	8,333 0	0	0.0% 0.0%	15 FIN 15 FIN	511050 511100	Pension Exp (Actuarial) Pension Exp (Acctg)	75,000 0	75,000 0	75,000 0	0	0.0% 0.0%	100,000 0		
51,064	63,834	55,129	8,705	13.6%	15 FIN	512000	Health Insurance	430,178	491,940	471,754	20,187	4.1%	683,441		
385	473	509	(36)	-7.7%	15 FIN	513000	Disability Insurance	3,462	3,932	3,764	167	4.3%	5,351		
5,665	6,030	5,862	168	2.8%	15 FIN	514000	Dental Insurance	48,513	49,332	47,896	1,436	2.9%	67,422		
589	700	639	61	8.6%	15 FIN	514500	Vision Insurance	5,045	5,628	5,268	359	6.4%	7,728	Reflects vacancies.	
179 0	230 0	202 0	28 0	12.3% 0.0%	15 FIN 15 FIN	515000 515500	Life Insurance Vacancy Benefits Offset	1,538 0	1,845 0	1,740 0	105 0	5.7% 0.0%	2,535 0	Reflects vacancies.	
2,121	2,439	1,938	501	20.5%	15 FIN	516000	Workers Compensation Insurance	18,246	24,737	24,236	501	2.0%	32,055		
,	,	,						-,	, -	,			,,,,,		
0	1,000	(199)	1,199	119.9%	15 FIN	517000	Unemployment Insurance	1,321	142	(1,057)	1,199	844.4%	1,142	Tiples weigns	
333 0	1,800 0	1,882 218	(82) (218)	-4.6% 0.0%	ALL 13 HR	514010 514015	Temporary Employment Recruitment	39,005 2,204	13,257 90,846	11,740 91,667	1,517 (822)	11.4% -0.9%	18,742 91,596	Timing variance.	
0	0	0	(218)	0.0%	15 FIN	517500	Accrued Sick Expense	2,204	90,840	91,007	(822)	0.0%	5,000		
0	0	0	0	0.0%	15 FIN	518000	Accrued Vacation Expense	0	0	0	0	0.0%	20,000		
8,333	8,333	8,333	0	0.0%	15 FIN	518500	OPEB Expense	75,000	75,000	75,000	0	0.0%	100,000		
335	174	128	46	26.5%	15 FIN	518550	TMP	5,764	4,216	3,873	344	8.2%	4,740	Lower than expected public transit participation.	
<u>83</u> 359,508	100 427,179	178 382,539	(78) 44,640	-78.4% 10.4%	15 FIN	518560	Benefit Administration Total - Staff	2,519 3,779,928	2,196 4,169,083	4,053 4,057,489	(1,856) 111,595	-84.5% 2.7%	2,496 5,639,686	Unforseen, unbudgted FSA/COBRA admin costs.	
33,308	427,179	304,339	44,040	10.4%		Ti	brary Materials/Electronic Resources Sub		4,109,063	4,037,469	111,595	2.1%	3,039,660		
115,969	174,706	122,681	52,025	29.8%	23 COL	601999	American Continuations	1,039,273	1,205,038	1,053,487	151,551	12.6%	1,765,311	Timing variance.	
4,797	4,034	1,295	2,739	67.9%	23 COL	602999	American New Orders	15,156	19,641	12,780	6,861	34.9%	26,905	Timing variance.	
853	1,555	944	611	39.3%	23 COL	609199	Branch Continuations	16,951	15,099	16,426	(1,326)	-8.8%	23,113	Funds from other New Orders categories can be used to	
0	0	•	0	0.00/	22 (0)	600200	Pronch Now Orders	_	^	^	0	0.00/	200	cover overage.	
0 1,207	0 14,282	0 2,936	0 11,346	0.0% 79.4%	23 COL 23 COL	609299 603999	Branch New Orders Commonwealth Continuations	0 92,443	0 124,383	98,544	0 25,839	0.0% 20.8%	280 173,155	Timing variance.	5/23/ Page 2

Income Statement for the Period Ending March 31, 2024

							(Provisional and Sui	ijeti io yeai	-ciiu auuit	aujustiiieiit	?)				
Mar 23		Mar 20	24				·	FY 2022-23		FY 2023-2					
										11 2023 2				_	
Actual	Amended	Actual	\$ Fav	% Fav -%				YTD Actual	Amended	Actual	\$ Fav	% Fav	Amended Annual Budget	Comments	
0	Budget 709	0	(Unf) 709	100.0%	23 COL	604999	Commonwealth New Orders	325	Budget 2,610	1,621	(Unf) 990	(-) 37.9%	2,800	Timing variance	
4,887	20,918	7,970	12,948	61.9%	23 COL	605999	Commonwealth New Orders Foreign Continuations	71,684	119,900	77,817	42,083	37.9%	167,459	Timing variance. Timing variance.	
120	277	79	198	71.5%	23 COL	606999	Foreign New Orders	1,307	6,545	6,221	324	5.0%	8,415	Timing variance.	
7,771	15,193	8,564	6,629	43.6%	23 COL	607999	International Continuations	65,832	100,258	72,307	27,951	27.9%	151,981	Timing variance.	
374	190	219	(30)	-15.7%	23 COL	608999	International New Orders	2,474	5,150	5,536	(386)	-7.5%	6,190	Funds from other New Orders categories can be used to	.0
4.040	2.540		2.000	70.40/	22 601	500000		7.776	0.000	5 600	2 242	25.40/	11.200	cover overage.	
1,940	2,640	571	2,069	78.4%	23 COL	609399	General/Librarianship Continuations	7,776	8,822	5,609	3,213	36.4%	14,380	Timing variance.	
0	0	0	0	0.0%	23 COL	609499	General/Librarianship New Orders	1,407	2,076	2,076	0	0.0%	2,076		
137,918	234,503	145,258	89,245	38.1%			Subtotal	1,314,627	1,609,522	1,352,422	257,100	16.0%	2,342,066		
(137,918)	(234,503)	(145,258)	(89,245)	38.1%	23 COL	690000	Library Materials Transferred to	(1,314,627)	(1,609,522)	(1,352,422)	(257,100)	16.0%	(2,342,066)		
65,145	61,161	57,484	3,677	6.0%	23 COL	685000	Assets Electronic Resource Subscriptions	496,669	510,619	514,515	(3,896)	-0.8%	733,585		
03,143	01,101	37,464	3,077	0.076	23 COL	083000	(ERS)	450,005	310,013	314,313	(3,630)	-0.6/6	733,363		
						F	acilities:								
955	9,782	1,349	8,433	86.2%	39 FAC	801005	Repair & Maintenance	20,356	32,455	19,335	13,121	40.4%	61,800	Timing variance	
2,520	4,007	3,157	850	21.2%	39 FAC	801010	Building Services	20,289	18,779	17,045	1,734	9.2%	27,441	Higher than usual use of human waste removal service	
2,696	174	2,163	(1,989)	-1146.3%	39 FAC	801015	Cleaning Supplies	12,320	10,192	11,512	(1,320)	-13.0%	13,692	Timing variance	
23,461 1,014	13,333 1,048	12,833 1,065	501 (17)	3.8% -1.6%	39 FAC 39 FAC	801020 801025	Electricity & Water Elevator Maintenance	110,565 9,030	130,599 9,432	129,573 9,483	1,026 (51)	0.8% -0.5%	170,599 12,576		
0	3,064	9,847	(6,783)	-221.3%	39 FAC	801023	Heating & Cooling	27,454	30,216	32,470	(2,255)	-7.5%	39,408	Timing variance	
29,053	34,733	34,489	243	0.7%	15 FIN	801035	Insurance	263,426	312,593	311,863	729	0.2%	416,790		
11,449	11,795	12,937	(1,141)	-9.7%	39 FAC	801040	Janitorial Services	104,617	106,753	110,032	(3,279)	-3.1%	141,946		
0	667	0	667	100.0%	39 FAC	801045	Landscaping	1,630	2,000	0	2,000	100.0%	4,000	See Janitorial Services	
22,207 0	19,723	16,991	2,732 217	13.9%	39 FAC	801050 801060	Security	152,559	169,512	168,004	1,508	0.9% 33.5%	227,628	Timing variance	
124	217 165	0 5,223	(5,058)	100.0% -3065.3%	39 FAC 39 FAC	801065	Room Rental Expenses Special Events Expenses	426 3,985	1,941 3,488	1,291 14,702	650 (11,214)	-321.5%	2,591 13,088	\$6K Passing of the torch event.	
0	686	690	(4)	-0.5%	39 FAC	801100	Furniture & Appliances (<3K)	164	2,058	690	1,368	66.5%	4,116	Timing variance	
1,256	736	304	432	58.7%	39 FAC	801110	Equipment (<3K)	4,753	4,391	2,486	1,905	43.4%	6,600	Timing variance	
170	283	0	283	100.0%	39 FAC	801115	Building Alterations (<3K)	210	1,650	801	850	51.5%	2,500	Timing variance	
57 3	54	352	(298)	-550.4%	39 FAC	801120	Delivery & Postage	1,783	1,721 2,194	1,918	(198)	-11.5%	2,638	Timing variance	
94,965	333 100,799	836 102,235	(503) (1,436)	-151.4% -1.4%	39 FAC	801125	Kitchen supplies Subtotal	1,808 735,376	839,973	2,725 833,930	(531) 6,043	-24.2% 0.7%	3,192 1,150,605	Timing Variance	
34,303	100,733	102,233	(1,430)	-1.470		T	echnology:	733,370	655,575	655,550	0,043	0.770	1,130,003		
1,160	2,373	1,095	1,279	53.9%	33 TECH		Software Maintenance	14,651	13,292	9,729	3,564	26.8%	20,412	Timing Variance	
2,281	2,895	2,308	586	20.3%	33 TECH		Hardware Maintenance	21,761	22,439	20,680	1,759	7.8%	31,123		
0	740	1,155	(415)	-56.0%	33 TECH		Software (<\$3k)	2,336	4,369	3,304	1,066	24.4%	6,590	Timing Variance	
0	1,526 480	508 734	1,018 (255)	66.7% -53.1%	33 TECH 33 TECH		Hardware (<\$3k) Computer Supplies	13,828 173	7,621 1,955	9,936 1,304	(2,315) 650	-30.4% 33.3%	12,200 3,401	Timing Variance Timing Variance	
5,366	5,590	5,629	(40)	-0.7%	33 TECH		Integrated Library System	48,209	48,967	49,087	(120)	-0.2%	65,736	rining variance	
1,605	2,813	939	1,874	66.6%	33 TECH	801235	Telecommunications	15,156	17,062	13,184	3,878	22.7%	25,500	Timing Variance	
0	127	413	(286)	-225.0%	33 TECH		Tech & Data - Misc	816	579	610	(32)	-5.5%	960	Timing Variance	
2 055	5,000 12,480	2,054 9,687	2,946 2,793	58.9%	33 TECH		Services	306 20,035	15,000	2,054 37,084	12,946 19,476	86.3% 34.4%	30,000	Timing Variance	
2,855 13,267	34,024	24,522	6,708	22.4% 19.7%	33 TECH	801275	Online Service Providers Subtotal	137,271	56,560 187,844	146,973	21,395	11.4%	94,000 289,921	Timing Variance	
13,207	5 1,02 1	2 1,522	0,700	15.770		G	eneral:	137,271	107,011	110,575	22,000	11.170	203,321		
281	417	339	78	18.7%	15 FIN	801310	Bank Charges	2,938	3,132	2,817	315	10.1%	4,382	Timing variance.	
835	871	871	0	0.1%	35 CMS		Bibliographical Services	8,709	9,080	9,079	1	0.0%	11,693		
0 137	0 130	0 119	0 11	0.0% 8.7%	35 CMS		Binding	11,565	4,009 999	4,009 938	0 61	0.0% 6.1%	10,009 1,389		
137 5	130 167	119	11 167	8.7% 100.0%	17 EXEC 37 COM		Board Expense Staff meals & events	1,038 2,815	5,515	938 5,300	215	6.1% 3.9%	1,389 6,015		
276	1,250	296	954	76.3%	15 FIN	801335	Supplies - Office	7,816	7,500	8,212	(712)	-9.5%	11,250	Timing variance	
2,288	2,304	2,273	31	1.3%	35 CMS		Supplies - Library materials	6,590	6,895	6,865	31	0.4%	10,000		
0	0	58	(58)	0.0%	37 COM	801340	Stationery, business cards, etc.	516	139	392	(253)	-182.4%	750	Timing variance. Next round business cards in June 202	.4.
0	0	0	0	0.0%	25 00	001265	Count Application Frances	0	0	0	0	0.00/	0		
5,103	833	0 2,522	(1,688)	-202.6%	25 PS 33 IT	801365 801370	Grant Application Expenses Copy Center Expense	14,851	7,527	0 10,749	(3,222)	0.0% -42.8%	0 10,027	Includes payment for unbudgeted loaner printer.	
140 1,730	750 3,333	0 2,280	750 1,053	100.0% 31.6%	15 FIN 25 PS	801375 801390	General - Misc Course Registration	6,654 10,930	970 23,360	311 19,680	659 3,680	67.9% 15.8%	1,720 33,360	Timing variance. Timing variance.	
50	3,333 0	2,280	1,055	0.0%	25 PS 17 EXEC		Friends of Law Library	827	450	450	3,080	0.0%	950	rining variance.	
10,845	10,055	8,757	1,298	12.9%	20		Subtotal	75,250	69,576	68,801	775	1.1%	101,545		
							ofessional Development:								
365	3,235	0	3,235	100.0%	ALL	803105	Travel	6,830	10,576	6,794	3,782	35.8%	13,311	Timing variance.	
0	0	0	0 0	0.0% 0.0%	ALL ALL	803110 803113	Meals Incidental and miscellaneous	0	0	0	0	0.0% 0.0%	0		
335	1,460	2,042	(582)	-39.9%	ALL	803115	Membership dues	8,985	9,646	9,757	(111)	-1.1%	12,930		
50	609	530	79	13.0%	ALL	803120	Registration fees	3,655	8,488	7,463	1,026	12.1%	10,233	Timing variance.	5/23/2
0	0	0	0	0.0%	ALL	803125	Educational materials	0	0	0	0	0.0%	0		Page 3
															-

Income Statement for the Period Ending March 31, 2024

Mar 23		Mar 20	24				(FIOVISIONAL AND SU							
								FY 2022-23		FY 2023-2	4 110			
Actual	Amended	Actual	\$ Fav	% Fav				YTD Actual	Amended		\$ Fav	% Fav	Amended	Comments
	Budget		(Unf)	-%					Budget	Actual	(Unf)	(-)	Annual Budget	
750	5,304	2,572	2,732	51.5%			Subtotal	19,470	28,711	24,014	4,697	16.4%	36,474	
						(Communications & Marketing:							
2	67	2	65	97.0%	37 COM	803205	Services	72	217	23	194	89.4%	417	Timing variance. Will start Canva subscription in May 2024
58	0	764	(764)	0.0%	37 COM		Collateral materials	1,156	2,558	917	1,642	64.2%	2,558	Timing variance; Bookmarks to be ordered May 2024.
1,813	356	0	356	100.0%	37 COM	803215	Advertising	1,873	843	22	822	97.4%	1,022	Timing variance; Digital ads on hold.
0	0	0	0	0.0%	37 COM	803220	Trade shows & Outreach	0	0	0	0	0.0%	0	
1,873	423	766	(343)	-81.1%			Subtotal	3,102	3,619	961	2,657	73.4%	3,997	
						7	Fravel & Entertainment							
0	0	0	0	0.0%	ALL	803305	Travel	0	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	0.0%	ALL	803315	Entertainment	0	0	0	0	0.0%	0	
0	60	0	60	100.0%	ALL	803320	Ground transportation & mileage	65	233	133	100	43.0%	333	Timing variance.
							reimb.							
0	0	0	0	0.0%	ALL	803325	Incidental travel expenses	0	0	0	0	0.0%	0	
0	60	0	60	100.0%			Subtotal	65	233	133	100	43.0%	333	
						F	Professional Services							
0	0	0	0	0.0%	15 FIN	804005	Accounting	21,556	27,160	27,160	0	0.0%	27,160	
1,400	1,400	1,400	0	0.0%	17 EXEC	804008	Consulting Services	17,320	12,477	12,822	(345)	-2.8%	16,677	
303	0	0	0	0.0%	17 EXEC	804010	Legal	20,492	17,470	13,020	4,450	25.5%	19,470	Timing variance.
0	250	0	250	100.0%	15 FIN	804015	Other	828	19,505	16,663	2,843	14.6%	21,510	Timing variance.
1,703	1,650	1,400	250	15.2%			Subtotal	60,196	76,612	69,665	6,948	9.1%	84,817	
						[Depreciation:							
166,603	165,645	162,757	2,888	1.7%	15 FIN	806105	Depreciation - Library Materials	1,534,813	1,495,652	1,489,045	6,607	0.4%	1,989,155	
28,546	28,611	28,459	152	0.5%	15 FIN	806110	Depreciation Exp - FF&E	257,756	247,077	247,938	(862)	-0.3%	334,408	
195,150	194,256	191,215	3,041	1.6%			Subtotal	1,792,569	1,742,729	1,736,983	5,746	0.3%	2,323,563	
743,206	834,909	771,491	63,419	7.6%			Total Expense	7,099,895	7,628,999	7,453,464	175,535	2.3%	10,364,526	
6,758	(213,943)	5,473	219,416	-102.6%		1	Net Income Before Extraordinary Items	(1,075,147)	(1,098,256)	(628,098)	470,159	42.8%	(1,605,141)	

Income Statement for the Period Ending March 31, 2024

							(Flovisional and Sui	oject to year	Cita addict	ajastinent	·/			
Mar 23		Mar 20)24					FY 2022-23		FY 2023-2	4 YTD			
Actual	Amended	Actual	\$ Fav	% Fav				YTD Actual	Amended		\$ Fav	% Fav	Amended	Comments
	Budget		(Unf)	-%					Budget	Actual	(Unf)	(-)	Annual Budget	
47,470	833	24,351	23,518	2822.1%	15 FIN	321000 _I	nvestment Gain (Loss) ¹	97,746	172,182	231,866	59,683	34.7%	174,682	Reflects gains/loss if sold at time of report (before maturity)
0	0	0	0	0.0%	17 EXEC	401000 E	xtraordinary Income	3,745,798	231,510	231,510	0	0.0%	231,510	Reflects fee waivers backfill from the State.
0	0	0	0	0.0%	17 EXEC	901000 E	xtraordinary Expense	100,000	0	0	0	0.0%	0	
54,228	(213,110)	29,824	242,934	-114.0%		N	let Income Including Extraordinary Items	2,668,397	(694,564)	(164,722)	529,842	76.3%	(1,198,949)	
						C	apital Expenditures:							
0	0	0	0	0.0%	39 FAC	161100	Furniture / Appliances (>3k)	0	0	0	0	0.0%	50,000	
0	0	29,981	(29,981)	0.0%	33 TECH	161300	Electronics / Computer Hardware (>3k)	40,953	0	82,084	(82,084)	0.0%	115,000	Includes Dell server security upgrade, monitors, and laptops.
0	0	0	0	0.0%	39 FAC	164500	Exterior Building Repairs/ Improvements (>3k)	0	0	0	0	0.0%	220,000	
0	0	0	0	0.0%	39 FAC	164000	Interior Improvements / Alterations (>3k)	0	0	0	0	0.0%	485,000	
0	0	0	0	0.0%	33 TECH	168000	Computer Software	0	0	0	0	0.0%	46,000	
0	0	29,981	29,981	0.0%			Total - Capitalized Expenditures	40,953	0	82,084	(82,084)	0.0%	916,000	
						C	alPERS CERBT Trust Fund: Beginning Balance			2,423,459				
							Administrative Expense			(102)				CalPERS CERBT program cost.
							Investment Expense Unrealized Gain/Loss			(75) 57,832				Investment management cost. Fluctuating market conditions.
							Distribution			37,032				Distribution from Fund.
							Ending Balance			2,481,114				

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.

Statement of Cash Flows
As of March 31, 2024

Cash flows from operating activities		3/31/2024	YTD
Parking fees	Cash flows from operating activities		
Library services	L.A. Superior court fees	684,436	6,066,112
Extraordinary income 3.231,510 (Increase) decrease in accounts receivable 3.2417 (22,939) (Increase) decrease in other receivable 3.2417 (3.22,939) Increase (decrease) in borrowers' deposit 1.872 16.312 Cash received from filling fees and services 692,348 6789,315 Facilities (102,235) (333,330) Technology (24,522) (146,973) General (66,477) (66,521) Communications & marketing (766) (961) Travel & cattertainment (1,000) (69,665) Electronic Resource Subscriptions (ERS) (57,484) (514,515) (Increase) decrease in prepaid expenses 53,147 (254,224) (Increase) decrease in prepaid expenses (31,300) (254,237) Increase (decrease) in accounts payable (46,996) (254,329) Increase (decrease) in payroll liabilities (38,333) 37,000 Increase (decrease) in accounted sick and vacation liability (38,333) 75,000 Increase (decrease) in cet pension liability (35,485) (3,958,324)	Parking fees	-	-
(Increase) decrease in accounts receivable 32,417 (22,938) (Increase) decrease in other receivable (32,417) (22,938) Increase (decrease) in borrowers' deposit 1,872 16,312 Cash received from filing fees and services 692,348 6,789,115 Facilities (102,235) (33,330) Technology (24,522) (146,677) General (6,677) (66,521) Professional development (2,572) (24,014) Communications & marketing (766) (961) Travel & entertainment - (133) Professional services (14,000) (69,655) Electronic Resource Subscriptions (ERS) (57,484) (514,515) (Increase) decrease in prepaid expenses 53,147 (254,2497) Increase (decrease) in counts payable (46,996) (254,5373) Increase (decrease) in counts payable (46,996) (235,4397) Increase (decrease) in counts payable (46,996) (234,5397) Increase (decrease) in counts payable (48,096) (324,5397) Increase (dec	•	32,936	*
(Increase) decrease) in borrowers' deposit	·	-	
Increase (decrease) in borrowers' deposit	•	•	· ·
Cash received from filling fees and services 692,484 6,789,115 Facilities (102,235) (333,303) Technology (24,522) (24,522) General (6,477) (66,521) Professional development (2,572) (24,014) Communications & marketing (766) (961) Travel & entertainment (1,400) (69,655) Flectronic Resource Subscriptions (ERS) (57,484) (514,515) (Increase) decrease in prepaid expenses 53,147 (254,224) Increase (decrease) in other liabilities (69,967) (254,224) Increase (decrease) in other liabilities (78,906) (21,65,333) Staff (payroll + benefits) (380,368) (21,65,333) Increase (decrease) in accrued sick and vacation liability 337 (5,051) Increase (decrease) in oretured sick and vacation liability 8,333 75,000 Increase (decrease) in oretured sick and vacation liability 8,333 75,000 Increase (decrease) in oretured sick and vacation liability 8,333 75,000 Cash payments to employees for service 3	•		
Facilities (102,235) (833,300) Technology (24,522) (146,973) General (6,477) (65,521) Professional development (2,572) (24,014) Communications & marketing (766) (961) Travale & netretainment - (133) Professional services (1,400) (69,665) Electronic Resource Subscriptions (ERS) (57,444) (514,515) (Increase) decrease in prepaid expenses 33,147 (254,224) (Increase) decrease in prepaid expenses 33,147 (254,2397) Increase (decrease) in accounts payable (46,996) (254,397) Increase (decrease) in accounts payable (46,996) (21,65,333) Staff (payroll + benefits) (382,539) (4,057,489) Increase (decrease) in payroll liabilities 337 6,836 Increase (decrease) in person liability 8,333 75,000 Increase (decrease) in repension liability 8,333 75,000 Cash payments to employees for services (365,485) (3958,324) Contributions received		•	· ·
Technology (24,522) (146,973) General (6,477) (66,521) Professional development (2,572) (24,014) Communications & marketing (766) (961) Travel & entertainment - (133) Professional services (1,400) (69,665) Electronic Resource Subscriptions (ERS) (57,484) (514,515) (Increase) decrease in prepaid expenses 53,147 (254,224) Increase (decrease) in accounts payable (46,996) (254,397) Increase (decrease) in other liabilities 382,539) (4,057,489) Increase (decrease) in payroll liabilities 387 6,836 Increase (decrease) in accrued sick and vacation liability 383 75,000 Increase (decrease) in payroll liabilities 383 75,000 Increase (decrease) in extrued sick and vacation liability 8,333 75,000 Increase (decrease) in extrued sick and vacation liability 8,333 75,000 Cash payments to employees for services 365,481 (35,983,824) Ontributions received 1 - -	Č	•	
General (6,477) (66,521) Professional development (2,572) (24,014) Communications & marketing (766) (961) Travel & entertainment (133) Professional services (1,400) (69,665) Electronic Resource Subscriptions (ERS) (57,484) (514,515) (Increase) decrease in prepaid expenses 53,147 (254,224) Increase (decrease) in accounts payable (46,996) (224,397) Increase (decrease) in accounts payable (46,996) (27,633) Staff (payroll + benefits) (382,539) (4,057,489) Increase (decrease) in payroll liabilities 382,539 (4,057,489) Increase (decrease) in Payroll liability 383 75,000 Increase (decrease) in OPEB liability 8,333 75,000 Increase (decrease) in Pepsion liability 8,333 75,000 Increase (decrease) in ret pension liability 8,333 75,000 Contributions received 2 - - Octributions received 2 - - - Net ca			
Professional development (2,572) (24,014) Communications & marketing (766) (961) Travel & entertainment - (133) Professional services (1,400) (69,665) Electronic Resource Subscriptions (ERS) (57,484) (514,515) (Increase) decrease in prepaid expenses 53,147 (254,224) Increase (decrease) in accounts payable (46,996) (254,397) Increase (decrease) in other liabilities - - Cash payments to suppliers for goods and services (189,306) (2,165,333) Staff (payroll + benefits) (382,539) (4,057,489) Increase (decrease) in payroll liabilities 387 6,836 Increase (decrease) in Pote PBI liability 8,333 75,000 Increase (decrease) in DerbE liability 8,333 75,000 Increase (decrease) in CPBE liability 8,333 75,000 Cash payments to employees for services (365,485) (3,958,324) Contributions received 6.5 -5 Net cash from operating activities 137,558 665,457	<u>.</u>		
Communications & marketing (766) (961) Travel & entertainment . (133) Professional services (1,400) (69,656) Electronic Resource Subscriptions (ERS) (57,484) (514,515) (Increase) decrease in prepaid expenses 53,147 (254,224) Increase (decrease) in octounts payable (46,996) (254,397) Increase (decrease) in other liabilities . . Cash payments to suppliers for goods and services (189,306) (2,165,333) Staff (payroll + benefits) (382,539) (40,576,313) Increase (decrease) in payroll liability . . . Increase (decrease) in occrued sick and vacation liability Increase (decrease) in recrued sick and vacation liability .		, , ,	
Travel & entertainment (1,400) (69,665) Professional services (1,400) (69,665) Electronic Resource Subscriptions (ERS) (57,484) (514,512) (Increase) decrease in prepaid expenses 53,147 (254,224) Increase (decrease) in accounts payable (46,996) (254,397) Increase (decrease) in other liabilities (189,306) (2,165,333) Staff (payroll + benefits) (382,539) (4,057,489) Increase (decrease) in payroll liabilities 387 6,836 Increase (decrease) in OPEB liability 8,333 75,000 Increase (decrease) in oPEB liability 8,333 75,000 Increase (decrease) in expension liability 8,333 75,000 Cash payments to employees for services (365,485) (39,583,242) Contributions received 3,375,000 (30,583,342) Contributions received 137,558 665,457 Cash and cash equivalent and related financing activities 137,558 (65,457 Library materials (14,5258) (1,352,422) Fixed flows from investing activities 10,29,311	·		
Professional services	_	(700)	
Electronic Resource Subscriptions (ERS) (57,484) (514,515) (Increase) decrease in prepaid expenses (53,147 (254,224) Increase) decreases in prepaid expenses (53,147 (254,224) Increase (decrease) in accounts payable (46,996) (254,397) Increase (decrease) in other liabilities (7.5 (189,306) (2,165,333) (4,057,433) (4,057,433) (4,057,433) (4,057,433) (189,306) (2,165,333) (180,203) (1		(1.400)	
(Increase) decrease in prepaid expenses 53,147 (254,224) Increase (decrease) in accounts payable (46,996) (254,397) Increase (decrease) in other liabilities - - Cash payments to suppliers for goods and services (189,306) (2,165,333) Staff (payroll + benefits) (382,539) (4,057,489) Increase (decrease) in acrued sick and vacation liability - (57,671) Increase (decrease) in oPEB liability 8,333 75,000 Increase (decrease) in net pension liability 8,333 75,000 Cash payments to employees for services (365,485) (3,958,324) Contributions received - - - Contributions received -			
Increase (decrease) in accounts payable (46,996) (254,397) Increase (decrease) in other liabilities		,	
Increase (decrease) in other liabilities			
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Increase (decrease) in OPEB liability	Increase (decrease) in payroll liabilities	387	
Increase (decrease) in net pension liability	Increase (decrease) in accrued sick and vacation liability	-	(57,671)
Cash payments to employees for services (365,485) (3,958,324) Contributions received - - Net cash from operating activities 137,558 665,457 Cash flow from capital and related financing activities (145,258) (1,352,422) Fixed assets (29,981) (82,084) Capital - Work in Progress (WIP) (9,500) (28,500) Cash flows from investing activities - - Investment 5,7,311 488,716 Net cash increase (decrease) in cash and cash equivalents 10,129 (308,833) Cash and cash equivalents, at beginning of period 16,285,487 16,285,487 Reconciliation of Operating Income to Net Cash 6 16,285,487 16,285,487 Reconciliation of Operating Income to Net Cash (51,838) (885,304) Adjustments for noncash effects: 5 1,736,983 Depreciation 191,215 1,736,983 Extraordinary expense: book write-off 5,522 229,861 Clincrease) decrease in accounts receivable 32,417 (22,939 (Increase) decrease in other receivable	Increase (decrease) in OPEB liability	8,333	75,000
Contributions received - - Net cash from operating activities 137,558 665,457 Cash flow from capital and related financing activities (145,258) (1,352,422) Fixed assets (29,981) (83,084) Capital - Work in Progress (WIP) (9,500) (28,500) Cash flows from investing activities Investment 57,311 488,716 Net cash increase (decrease) in cash and cash equivalents 10,129 (308,833) Cash and cash equivalents, at beginning of period 16,285,487 16,285,487 Reconciliation of Operating Income to Net Cash 46,285,487 16,285,487 Trom Operating Activities 5 18,252 1,736,983 Extraordinary expense: book write-off 5,522 229,861 Changes in operating assets and liabilities: 5,522 229,861 (Increase) decrease in accounts receivable 32,417 (22,939) (Increase) decrease in other receivable 32,417 (22,939) (Increase) decrease in prepaid expenses 53,147 (254,224) Increase (decrease) in accounts payable 46,996<	Increase (decrease) in net pension liability	8,333	75,000
Net cash from operating activities 137,558 665,457 Cash flow from capital and related financing activities 115,32,422 Library materials (145,258) (1,352,422) Fixed assets (29,981) (82,084) Capital - Work in Progress (WIP) (9,500) (28,500) Cash flows from investing activities 30,200 30,200 Investment 1 1 488,716 Net cash increase (decrease) in cash and cash equivalents 10,129 (308,833) Cash and cash equivalents, at beginning of period 16,285,487 16,285,487 Reconcilitation of Operating Income to Net Cash from Operating Activities 51,838 (885,304) Adjustments for noncash effects: 5 191,215 1,736,983 Extraordinary expense: book write-off 2 229,861 (Increase) decrease in accounts receivable 5,522 229,861 (Increase) decrease in other receivable 32,417 (22,939) (Increase) decrease in prepaid expenses 53,147 (254,224) Increase (decrease) in accounts payable 4(46,996) (254,397) Increase (decrease) in	Cash payments to employees for services	(365,485)	(3,958,324)
Cash flow from capital and related financing activities Library materials (145,258) (1,352,422) Fixed assets (29,981) (82,084) Capital - Work in Progress (WIP) (9,500) (28,500) Cash flows from investing activities Investment Investment 57,311 488,716 Net cash increase (decrease) in cash and cash equivalents Cash and cash equivalents, at beginning of period Cash and cash equivalents, at beginning of period Cash and cash equivalents, at end of period Cash and cash equivalents Cash and cash	Contributions received	-	-
Library materials (145,258) (1,352,422) Fixed assets (29,981) (82,084) Capital - Work in Progress (WIP) (9,500) (28,500) Cash flows from investing activities	Net cash from operating activities	137,558	665,457
Fixed assets (29,981) (82,084) Capital - Work in Progress (WIP) (9,500) (28,500) Cash flows from investing activities Investment Investment - - - Investment earnings 57,311 488,716 Net cash increase (decrease) in cash and cash equivalents 10,129 (308,833) Cash and cash equivalents, at beginning of period 16,275,358 16,594,320 Cash and cash equivalents, at end of period 16,285,487 16,285,487 Reconciliation of Operating Income to Net Cash From Operating Activities Value Value 16,285,487 16,285,4	Cash flow from capital and related financing activities		
Cash flows from investing activities Investment Investment earnings Set as increase (decrease) in cash and cash equivalents Cash and cash equivalents, at beginning of period Cash and cash equivalents, at end of period Cash and cash equivalents Cash and cash	Library materials	(145,258)	(1,352,422)
Cash flows from investing activities Investment Investment earnings S7,311 488,716 Net cash increase (decrease) in cash and cash equivalents Cash and cash equivalents, at beginning of period Cash and cash equivalents, at end of period Cash and cash equivalents Cash and Cash a	Fixed assets	(29,981)	(82,084)
Investment earnings 57,311 488,716 Net cash increase (decrease) in cash and cash equivalents 10,129 (308,833) Cash and cash equivalents, at beginning of period 16,275,358 16,594,320 Cash and cash equivalents, at end of period 16,285,487 16,285,487 Reconciliation of Operating Income to Net Cash from Operating Activities	Capital - Work in Progress (WIP)	(9,500)	(28,500)
Investment earnings 57,311 488,716 Net cash increase (decrease) in cash and cash equivalents 10,129 (308,833) Cash and cash equivalents, at beginning of period 16,275,358 16,594,320 Cash and cash equivalents, at end of period 16,285,487 16,285,487 Reconciliation of Operating Income to Net Cash from Operating Activities 55,283 (885,304) Operating income (51,838) (885,304) Adjustments for noncash effects: 55,212 1,736,983 Extraordinary expense: book write-off 5,522 229,861 Changes in operating assets and liabilities: 5,522 229,861 (Increase) decrease in accounts receivable (32,417) (22,939) (Increase) decrease in prepaid expenses 53,147 (254,224) Increase (decrease) in accounts payable (46,996) (254,397) Increase (decrease) in other liabilities 387 6,836 Increase (decrease) in payroll liabilities 387 6,836 Increase (decrease) in borrowers' deposit 1,872 16,312 Increase (decrease) in OPEB liability 8,333 75,000	_		
Net cash increase (decrease) in cash and cash equivalents Cash and cash equivalents, at beginning of period Cash and cash equivalents, at end of period Reconciliation of Operating Income to Net Cash from Operating Activities Operating income (51,838) (885,304) Adjustments for noncash effects: Depreciation Depreciation Depreciation Changes in operating assets and liabilities: (Increase) decrease in accounts receivable (Increase) decrease in accounts receivable (Increase) decrease in other receivable (Increase) decrease in prepaid expenses S3,147 (22,939) (Increase) (decrease) in accounts payable Increase (decrease) in other liabilities Increase (decrease) in payroll liabilities Increase (decrease) in payroll liabilities Increase (decrease) in accrued sick and vacation liability Increase (decrease) in OPEB liability R3,333 75,000 Increase (decrease) in net pension liability R3,333 75,000		-	-
Cash and cash equivalents, at beginning of period Cash and cash equivalents, at end of period Coperating Income to Net Cash from Operating Activities Operating income (51,838) (885,304) Adjustments for noncash effects: Depreciation 191,215 1,736,983 Extraordinary expense: book write-off Changes in operating assets and liabilities: (Increase) decrease in accounts receivable 5,522 229,861 (Increase) decrease in other receivable 32,417) (22,939) (Increase) decrease in prepaid expenses 53,147 (254,224) Increase (decrease) in accounts payable (46,996) (254,397) Increase (decrease) in other liabilities 387 6,836 Increase (decrease) in payroll liabilities 387 6,836 Increase (decrease) in accrued sick and vacation liability 5,633 75,000 Increase (decrease) in other pension liability 8,333 75,000 Increase (decrease) in net pension liability 8,333 75,000	Investment earnings	57,311	488,716
Cash and cash equivalents, at end of period16,285,48716,285,487Reconciliation of Operating Income to Net Cash from Operating ActivitiesOperating income(51,838)(885,304)Adjustments for noncash effects:191,2151,736,983Extraordinary expense: book write-off5,522229,861Changes in operating assets and liabilities:(Increase) decrease in accounts receivable(32,417)(22,939)(Increase) decrease in other receivable(32,417)(254,224)Increase (decrease) in accounts payable(46,996)(254,397)Increase (decrease) in other liabilitiesIncrease (decrease) in payroll liabilities3876,836Increase (decrease) in accrued sick and vacation liability-(57,671)Increase (decrease) in borrowers' deposit1,87216,312Increase (decrease) in net pension liability8,33375,000Increase (decrease) in net pension liability8,33375,000	Net cash increase (decrease) in cash and cash equivalents	10,129	(308,833)
Reconciliation of Operating Income to Net Cash from Operating Activities Operating income (51,838) (885,304) Adjustments for noncash effects: Depreciation 191,215 1,736,983 Extraordinary expense: book write-off Changes in operating assets and liabilities: (Increase) decrease in accounts receivable (32,417) (22,939) (Increase) decrease in other receivable (32,417) (22,939) (Increase) decrease in prepaid expenses 53,147 (254,224) Increase (decrease) in accounts payable (46,996) (254,397) Increase (decrease) in other liabilities Increase (decrease) in payroll liabilities 387 6,836 Increase (decrease) in accrued sick and vacation liability - (57,671) Increase (decrease) in borrowers' deposit 1,872 16,312 Increase (decrease) in net pension liability 8,333 75,000 Increase (decrease) in net pension liability 8,333 75,000	Cash and cash equivalents, at beginning of period	16,275,358	16,594,320
from Operating Activities Operating income (51,838) (885,304) Adjustments for noncash effects: Depreciation 191,215 1,736,983 Extraordinary expense: book write-off Changes in operating assets and liabilities: (Increase) decrease in accounts receivable 5,522 229,861 (Increase) decrease in other receivable (32,417) (22,939) (Increase) decrease in prepaid expenses 53,147 (254,224) Increase (decrease) in accounts payable (46,996) (254,397) Increase (decrease) in other liabilities Increase (decrease) in payroll liabilities 387 6,836 Increase (decrease) in accrued sick and vacation liability - (57,671) Increase (decrease) in other liability 8,333 75,000 Increase (decrease) in net pension liability 8,333 75,000	Cash and cash equivalents, at end of period	16,285,487	16,285,487
Operating income (51,838) (885,304) Adjustments for noncash effects: Depreciation 191,215 1,736,983 Extraordinary expense: book write-off Changes in operating assets and liabilities: (Increase) decrease in accounts receivable (32,417) (22,939) (Increase) decrease in other receivable (32,417) (254,224) Increase (decrease) in accounts payable (46,996) (254,397) Increase (decrease) in other liabilities Increase (decrease) in payroll liabilities 387 6,836 Increase (decrease) in accrued sick and vacation liability - (57,671) Increase (decrease) in borrowers' deposit 1,872 16,312 Increase (decrease) in OPEB liability 8,333 75,000 Increase (decrease) in net pension liability 8,333 75,000			
Adjustments for noncash effects: Depreciation 191,215 1,736,983 Extraordinary expense: book write-off Changes in operating assets and liabilities: (Increase) decrease in accounts receivable (32,417) (22,939) (Increase) decrease in other receivable (32,417) (254,224) Increase (decrease) in accounts payable (46,996) (254,397) Increase (decrease) in other liabilities Increase (decrease) in payroll liabilities 387 6,836 Increase (decrease) in accrued sick and vacation liability - (57,671) Increase (decrease) in borrowers' deposit 1,872 16,312 Increase (decrease) in OPEB liability 8,333 75,000 Increase (decrease) in net pension liability 8,333 75,000			
Depreciation 191,215 1,736,983 Extraordinary expense: book write-off Changes in operating assets and liabilities: (Increase) decrease in accounts receivable 5,522 229,861 (Increase) decrease in other receivable (32,417) (22,939) (Increase) decrease in prepaid expenses 53,147 (254,224) Increase (decrease) in accounts payable (46,996) (254,397) Increase (decrease) in other liabilities Increase (decrease) in payroll liabilities 387 6,836 Increase (decrease) in accrued sick and vacation liability - (57,671) Increase (decrease) in borrowers' deposit 1,872 16,312 Increase (decrease) in OPEB liability 8,333 75,000 Increase (decrease) in net pension liability 8,333 75,000	, ,	(51,838)	(885,304)
Extraordinary expense: book write-off Changes in operating assets and liabilities: (Increase) decrease in accounts receivable (Increase) decrease in other receivable (Increase) decrease in prepaid expenses (Increase) decrease in prepaid expenses (Increase) decrease) in accounts payable (Increase) (decrease) in other liabilities Increase (decrease) in other liabilities Increase (decrease) in payroll liabilities Increase (decrease) in accrued sick and vacation liability Increase (decrease) in porrowers' deposit Increase (decrease) in OPEB liability Increase (decrease) in net pension liability	•		
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(Increase) decrease in accounts receivable5,522229,861(Increase) decrease in other receivable(32,417)(22,939)(Increase) decrease in prepaid expenses53,147(254,224)Increase (decrease) in accounts payable(46,996)(254,397)Increase (decrease) in other liabilitiesIncrease (decrease) in payroll liabilities3876,836Increase (decrease) in accrued sick and vacation liability-(57,671)Increase (decrease) in borrowers' deposit1,87216,312Increase (decrease) in OPEB liability8,33375,000Increase (decrease) in net pension liability8,33375,000	, .		
(Increase) decrease in other receivable (Increase) decrease in prepaid expenses (Increase) decrease in prepaid expenses Increase (decrease) in accounts payable (Increase) decrease) in other liabilities Increase (decrease) in payroll liabilities Increase (decrease) in payroll liabilities Increase (decrease) in accrued sick and vacation liability Increase (decrease) in borrowers' deposit Increase (decrease) in OPEB liability Increase (decrease) in operation of the pension liability Increase (decrease) in net pension liability		E E22	220.861
(Increase) decrease in prepaid expenses 53,147 (254,224) Increase (decrease) in accounts payable (46,996) (254,397) Increase (decrease) in other liabilities Increase (decrease) in payroll liabilities 387 6,836 Increase (decrease) in accrued sick and vacation liability - (57,671) Increase (decrease) in borrowers' deposit 1,872 16,312 Increase (decrease) in OPEB liability 8,333 75,000 Increase (decrease) in net pension liability 8,333 75,000	•	*	•
Increase (decrease) in accounts payable Increase (decrease) in other liabilities Increase (decrease) in payroll liabilities Increase (decrease) in payroll liabilities Increase (decrease) in accrued sick and vacation liability Increase (decrease) in borrowers' deposit Increase (decrease) in OPEB liability Increase (decrease) in oPEB liability Increase (decrease) in net pension liability	,		
Increase (decrease) in other liabilities			
Increase (decrease) in payroll liabilities 387 6,836 Increase (decrease) in accrued sick and vacation liability - (57,671) Increase (decrease) in borrowers' deposit 1,872 16,312 Increase (decrease) in OPEB liability 8,333 75,000 Increase (decrease) in net pension liability 8,333 75,000		(40,330)	(254,557)
Increase (decrease) in accrued sick and vacation liability - (57,671) Increase (decrease) in borrowers' deposit 1,872 16,312 Increase (decrease) in OPEB liability 8,333 75,000 Increase (decrease) in net pension liability 8,333 75,000	, ,	387	6 836
Increase (decrease) in borrowers' deposit1,87216,312Increase (decrease) in OPEB liability8,33375,000Increase (decrease) in net pension liability8,33375,000		-	-
Increase (decrease) in OPEB liability 8,333 75,000 Increase (decrease) in net pension liability 8,333 75,000		1.872	
Increase (decrease) in net pension liability 8,333 75,000	·		· ·
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LOS ANGELES COUNTY LAW LIBRARY April 1, 2024 - April 30, 2024 (WARRANTS)

Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 15	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	11,536.85	TS00340650
			B # + # # # # # # # # # # # # # # # # #	
			0 10-11-11-11	
		1	1	1

LOS ANGELES COUNTY LAW LIBRARY April 1, 2024 - April 30, 2024 (CHECKS) Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO
April 2				
прин &	LEXISNEXIS MATTHEW BENDER	BOOKS	163.17	V008484
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	711.75	V008485
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	277.84	V008486
	DAILY JOURNAL CORPORATION	BOOKS	283,50	V008487
	JAMES PUBLISHING INC	BOOKS		
	JURISNET LLC	BOOKS	169,73	V008488
	PRACTISING LAW INSTITUTE		152.31	V008489
	TRIAL GUIDES LLC	BOOKS	243,28	V008490
	The state of the s	BOOKS	390.00	V008491
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	774.66	V008492
	UNITED NATIONS PUBLICATIONS	BOOKS	303,74	V008493
ام المسا	GOBI LIBRARY SOLUTIONS	BOOKS	1,210.84	V008494
April 4	44457104444000014715		4	e e
	AMERICAN ASSOCIATION	MEMBERSHIP DUES	694.00	V008529
April 5				Ī
	SOUTHERN CALIF ASSOC OF LAW LIBRARY	MEMBERSHIP DUES	40.00	V008519
April 8				
	AMERICAN LEGAL PUBLISHING	BOOKS	3,807_05	V008495
	LEXISNEXIS MATTHEW BENDER	BOOKS	1,128.42	V008496
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,599.00	V008497
	DATA TRACE PUBLISHING COMPANY	BOOKS	264.95	V008498
	INGRAM LIBRARY SERVICES	800KS	117.62	V008499
	JURISNET LLC	BOOKS	544.62	V008500
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,971.66	V008501
	PRACTISING LAW INSTITUTE	BOOKS	312 45	V008502
	CITY OF THOUSAND OAKS	воокѕ	38.72	V008503
	WEST ACADEMIC	воокѕ	738.03	V008504
	GOBI LIBRARY SOLUTIONS	воокѕ	137.04	V008505
	ABD OFFICE SOLUTIONS	COPY CENTER	76.66	V008520
	ALTA FOODCRAFT	KITCHEN SUPPLIES	198.32	V008521
	BUILDING ELECTRONIC CONTROLS INC	SECURITY	213.75	V008522
	NASA SERVICES	BLDG SVCS	627.53	V008522
	PURE PROCESS FILTRATION INC.	BLDG SVCS	961 38	V008524
	SECURITAS SECURITY	SECURITY	13,312.42	V008525
	ABD OFFICE SOLUTIONS	COPY CENTER	783.55	V008525 V008530
	AMERICAN ASSOCIATION	MEMBERSHIP DUES		
Locil O	AMERICAN ASSOCIATION	WEWDERSHIP DUES	347.00	V008557
April 9	0411011104 1110			
	CANON USA INC	HARDWARE (<3K)	4,816,89	V008558
April 10	0.4105 414 704 44 1045	P		
	SYNCB AMAZON ** VOIDED ***********************************	COMPUTER SUPPLIE	0.00	V008559
	GURU PRINTERS	FRIENDS OF LALL	728.30	V008560
	STAMPS.COM	DELIVERY & POSTAG	29,99	V008561
April 12				
	AMERICAN BAR ASSOCIATION	BOOKS	904,21	V008531
	LEXISNEXIS MATTHEW BENDER	BOOKS	1,979.36	V008532

LOS ANGELES COUNTY LAW LIBRARY April 1, 2024 - April 30, 2024 (CHECKS)

Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,397.11	V008533
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	507.37	V008534
	GALE CENGAGE LEARNING	BOOKS	1,720,73	V008535
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	273.75	V008536
	INGRAM LIBRARY SERVICES	воокѕ	38 84	V008537
	METROPOLITAN NEWS COMPANY	воокѕ	571.59	V008538
	NATIONAL CONSUMER LAW CENTER	воокѕ	2,942.00	V008539
	PRACTISING LAW INSTITUTE	BOOKS	246.56	V008540
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	256.96	V008541
	THOMSON REUTERS	воокѕ	88,614,62	V008542
	GOBI LIBRARY SOLUTIONS	воокѕ	962 58	V008543
April 15				
	AMERICAN ASSOCIATION	MEMBERSHIP DUES	327.00	V008562
	SOUTHERN CALIF ASSOC OF LAW LIBRARY	MEMBERSHIP DUES	40.00	V008563
April 16				
·	LEXISNEXIS MATTHEW BENDER	воокѕ	34,019.74	V008564
	SLOAN'S DRY CLEANERS & LAUNDRY	FRIENDS	196.00	V008582
April 18				
•	PIZZA NEXT DOOR	STAFF MEALS/EVEN	532.28	V008565
	SYNCB AMAZON	воокѕ	38 31	V008608
April 19				
	LEXISNEXIS MATTHEW BENDER	воокѕ	645.40	V008544
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,552,77	V008545
	U S GPO SUPERINTENDENT OF	BOOKS	1,467.00	V008546
	INGRAM LIBRARY SERVICES	BOOKS	32.27	V008547
	JAMES PUBLISHING INC	воокѕ	509.18	V008548
	JURIS PUBLISHING INC	BOOKS	116,20	V008549
	KENDALL HUNT PUBLISHING COMPANY	воокѕ	563.35	V008550
	PRACTISING LAW INSTITUTE	воокѕ	199.75	V008551
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	18,142.96	V008552
	UNITED NATIONS PUBLICATIONS	BOOKS	169.54	V008553
	STATE BAR OF WISCONSIN	воокѕ	57.35	V008554
	GOBI LIBRARY SOLUTIONS	BOOKS	369.89	V008555
	SYNCB AMAZON	BOOKS	6.51	V008594
April 22			5.51	
	BULBS.COM	REPAIR/MAINT	1,776.96	V008566
	CORODATA	BLDG SVCS	66.27	V008567
	GRAINGER	REPAIRS/MAINT	2,145,10	V008568
	ISOLVED BENEFIT SERVICES	HR BENEFIT/ADMIN	89.18	V008569
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	172.63	V008570
	ORKIN	BLDG SVCS	140.00	V008571
	SECURITAS SECURITY	SECURITY	8,116.08	V008571
	THE HOME DEPOT PRO	CLEANING SUPPLIES	218.12	V008573
	UPS	DELIVERY & POSTAG	44.36	V008574
April 24		DELIVERTI & FOOTAG	44,30	V0000/4

LOS ANGELES COUNTY LAW LIBRARY April 1, 2024 - April 30, 2024 (CHECKS)

Account No.: 102001

Page	3
	7

DATE	PAYEE	FOR	AMOUNT	CHECK NO
	AMERICAN ASSOCIATION	MEMBERSHIP DUES	327.00	V008583
	DOORDASH	BOARD EXP	112.15	V008584
	SOUTHERN CALIF ASSOC OF LAW LIBRARY	MEMBERSHIP DUES	40,00	V008585
, E.	SYNCB AMAZON	BOOKS	54,63	V008595
pril 25				
	SOUTHERN CALIF ASSOC OF LAW LIBRARY	MEMBERSHIP DUES	120.00	V008587
	AMERICAN ASSOCIATION	PREPAID EXP	1,785.00	V008592
	SYNCB AMAZON	BOOKS	395.95	V008596
	SYNCB AMAZON	COMPUTER SUPPLIE	436.91	V008619
pril 26				
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	98.11	V008575
	LEXISNEXIS MATTHEW BENDER	BOOKS	302.56	V008576
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,304.69	V008577
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	405.07	V008578
	PRACTISING LAW INSTITUTE	BOOKS	729.00	V008579
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	541.04	V008580
	GOBI LIBRARY SOLUTIONS	BOOKS	162.20	V008581
	AMERICAN ASSOCIATION	PREPAID EXP	795.00	V008588
	CHERRY PICK CAFE	SPECIAL EVENTS EX	239_20	V008620
pril 29				
	SYNCB AMAZON	COMPUTER SUPPLIE	113.41	V008621
pril 30				
	AMERICAN ASSOCIATION	PREPAID EXP	1,122.00	V008593
	-0-1			
	1-10			
	1			

LOS ANGELES COUNTY LAW LIBRARY April 1, 2024 - April 30, 2024 (CHECKS)

Account No.: 102004

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 8	LA DEPT OF WATER & POWER	WATER/SEWER	1,315.43	V000204
April 17	HOME DEPOT	REPAIR/MAINT	119.26	V000205
April 25	LA DEPT OF WATER & POWER	ELECTRIC/FIRE		
	LA DEFT OF WATER & FOWER	ELECTRICIPIRE	11,517.33	V000208
			1	
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LOS ANGELES COUNTY LAW LIBRARY

April 1, 2024 - April 30, 2024 (CHECKS)

Account No.: 103000

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ATE	PAYEE	FOR	AMOUNT	CHECK NO.
SEIU				9

LOS ANGELES COUNTY LAW LIBRARY April 1, 2024 - April 30, 2024 (CHECKS) Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	14	111111111111111111111111111111111111111	1	
April 2				
	LEXISNEXIS CANADA INC	BOOKS	109.17	033160
	WILLIAM S HEIN & CO	BOOKS	276.00	033161
April 8	1 14			8.1
	AFLAC REMITTANCE	CAFE PLAN-INSURA	768,63	033162
	BRCK INC	TELECOM	736.85	033163
	DIGITAL INSURANCE LLC	CONSULTING	1,400.00	033164
	LANGUAGE PEOPLE INC	OTHER	290.00	033165
	METROLINK	TMP	238.00	033166
	ACCUSOURCEHR, INC	RECRUITMENT	218.00	033167
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	875.00	033168
	BANKS & JORDAN	BOOKS	125.54	033169
	GAUNT	BOOKS	330.98	033170
	OTTO HARRASSOWITZ	BOOKS	2,454.08	033171
	MARY MARTIN BOOKSELLERS	BOOKS	285.00	033172
h = -01 4 B	WILLIAM S HEIN & CO	BOOKS	422.00	033173
April 12	CANIT	nooue.		
A = -01 4 m	GAUNT	BOOKS	163.87	033174
April 16	CALIFORNIA DERARTMENT OF TAY	HOETAV	002.00	000475
Ameil 40	CALIFORNIA DEPARTMENT OF TAX	USE TAX	803.00	033175
April 19	AICSTOR ALE IANIDRO HERREDA RRADA	POOKS	275.00	000476
	NESTOR ALEJANDRO HERRERA PRADA	BOOKS	275.00	033176
	OTTO HARRASSOWITZ MINISTER OF FINANCE	BOOKS	1,456,40	033177
April 22	MINISTER OF FINANCE	BOOKS	195.77	033178
April 22	CHARTER COMMUNICATIONS	TELEÇOM	195.32	033179
	VELASQUEZ DRYWALL INC	REPAIR/MAINT	700 00	033179
April 25	VEDAGGEZ DRI WALE ING	KCFAINWAINT	700.00	033100
ripin 20	GUARDIAN	PREPAID EXP	7,789.67	033181
April 26	GUARDIAN	PREPAID EAP	1,769.07	033101
April 26	LEXISNEXIS CANADA INC	BOOKS	1 242 24	022102
	LEXISNEXIS CANADA INC	BOOKS	1,242.24	033182
				1

MEMORANDUM

DATE: May 29, 2024

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

Marcelino Juarez, Finance Director

RE: Review of Property & Liability Insurance Estimates

SUMMARY

Alliant is the Law Library's insurance broker for its Property & Liability insurance program. Our policies are subject to annual renewal and are scheduled to renew on July 1, 2024. This coverage is currently provided through 5 different carriers and it includes: General Liability, Property, Difference in Conditions (Earthquake/Flood), Cyber Liability and Crime.

Our broker has approached many of the same carriers as in previous years, with the same terms of coverage, and are waiting to receive quotes. Although normally we bring this to the Board at the May meeting, broker and staff recommend waiting for hard numbers to come in and make a decision at the June 2024 meeting.

Due to long lasting COVID-19 impacts on the insurance market, we have not received firm quotes or indications from incumbent carriers as of the date of this letter. However, based on internal communications our broker has been able to provide "not to exceed (NTE)" numbers for the Board's consideration. This year's NTE would increase the overall insurance cost by 9% which is much lower than last year's 37% projected increase. For FY2025 we have budgeted a 15% increase. Staff and Broker feel that pending quotes (anticipated to be received within the next 2 weeks) are very likely to reduce this increase.

Overall, we are very pleased with the results thus far. The relationships we have established with incumbent carriers are helping us allay premium increases.

DISCUSSION

Our broker has prepared the attached letter for the Board explaining the state of the insurance market along with other information the Board may wish to consider in determining proper steps and actions for the upcoming renewal cycle.



Broker and staff recommend waiting for hard numbers to come in and make a decision at the June 2024 meeting regarding this year's renewal.

The table below summarizes the cost of each line of coverage as detailed in Alliant's letter to the Board:

Line of Coverage	Limit*	Deductible	Current Carrier	Expiring Premium	NTE	\$ Var	% Var
General Liability	\$25M	\$50K	PRISM	143,978	171,000	27,022	19%
Property	\$100M	\$25K	SPIP	72,758	68,289	-4,469	-6%
Primary \$7.5M \$2.5M xs \$7.5M \$5M xs \$10M	\$30M	5%, \$100K Min.	Lloyd's of London Lexington Evanston	87,361 28,855 46,590	92,380 30,320 51,913	5,019 1,465 5,323	6% 5% 11%
Cyber Liability	\$7M	\$10K	PRISM	7,364	9,000	1,636	22%
Crime	\$1M	\$2.5K	ACIP	1,458	1,604	146	10%
			Total Premium	388,365	424,506	36,141	9%

^{*}Per occurrence

GENERAL LIABILITY

General liability covers third party liabilities including slip and falls, D&O, errors and omissions, employment practices.

In 2019, the Law Library joined the Public Risk Innovation, Solutions and Management (PRISM) which is a state-wide Joint Powers Insurance Authority consisting of 70% of all California Public Entities and Special Districts.

With PRISM, the Library has taken advantage not only of a competitive rate but also of other services including access to an employee training module, safety blogs, and resources that help the Library stay compliant with new laws like the new SB553 Workplace Violence Prevention that takes effect on 7/1/2024. The program also provides a stipend for onsite employee safety trainings.

PROPERTY

Property coverage protects the building and its contents. This includes the equipment, furniture, books, etc. from fire, collapse or any other type of destruction.

In 2019, the Law Library joined Alliant's Special Property Insurance Program (SPIP). SPIP was developed in the early 2000's as a solution for smaller public entities that could not secure leverage in the standard markets due to their perceived "smaller size". For the 2024-25 renewal period, there is projected decrease of 6%.



DIFFERENCE IN CONDITIONS (DIC)

The DIC program provides coverage to the main Library building from excess physical damage resulting from an earthquake or flood.

The anticipated increase this year is conservative and should be lower when firm quotes are received. Thanks to our broker's efforts, we feel that we are still fiscally responsible while at the same time providing responsible emergency and contingency planning.

CYBER LIABILITY

Cyber liability provides coverage for technology based liabilities resulting from third-party security breaches, hacking, cyber extortion, and cyber business interruption. It also provides protection for privacy and multimedia claims.

By joining PRISM in 2020, the Library was able to reduce premiums by 70% from prior renewal period and at the same time increase the limit from \$1M to \$7M. With the increase in ransomware and other cyber threats, the new \$7M limit places the Library in a better fiscal position. For the 2024-25 renewal period, the projected increase is expected to be 22%.

CRIME

In 2019, the Library joined Alliant's Crime Insurance Program (ACIP) and resulted in a 23% decrease in premiums. For the 2024-25 renewal period, the projected increase is expected to be 10%.

RECOMMENDATION

Staff recommends that the Board consider the information provided and wait for quotes to be presented at the June 2023 meeting for a decision on this year's renewal.

Attached

1. Alliant's letter to the Board





May 21, 2024

Alliant Insurance Services, Inc. 333 South Hope Street Suite 3750 Los Angeles, CA 90071

O 213 270 0145 CA License No. 0C36861

www alliant com

Los Angeles County Law Library Board of Trustees Los Angeles Law Library 301 West First Street Los Angeles CA 90012

RE: 2024 – 2025 Insurance Renewal Updates

Dear Marcelino -

While the insurance market still presents some challenges, we are seeing quick improvements on the property side of things. Liability, particularly in California continues to be a struggle due to nuclear verdicts that courts have issued. Many liability carriers are leaving the State and options are limited, but increases are stabilizing.

While the reinsurance market for property has flattened rather quickly, we are still projecting increases in liability premiums for organizations that are public facing. Libraries have been hit harder than others due to challenges with public access, unhoused patrons and some of the mental health challenges that some unhoused patrons might have.

The relevance to the Law Library is that as insurance carrier cost increase, they increase rates to their policy holders. This year is a mixture of results for the Law Library, some positive and others (liability) still present a challenge.

Below we will provide updates on all of the Law Library's coverage's, but it is important to note that all estimates are quite conservative to allow for cushion. We do believe that the numbers will improve as we get closer to the July 1 renewal date:

General Liability:

In 2019, the Law Library joined the California State Association of Counties Excess Insurance Authority (CSAC-EIA), now rebranded as the Public Risk Innovation, Solutions and Management (PRISM) which is a state-wide Joint Powers Insurance Authority consisting of 70% of all California Public Entities and Special Districts. The Law Library's 2023 premium was \$143,978. The challenge we are experiencing for this year's renewal is PRISM's pool rates are updated and the Program is funded at an 85% confidence level, discounted at 2.5% for investment income. Pool rates are still pending PRISM Board approval. The Program structure related to the Reinsurance/Excess Premiums are estimated with assumptions applied at this time. Administrative costs and fees are also estimated. Due to the hard liablity market, we have assumed a rate increase of 15%-30% in the \$5M excess of \$5M layer and a rate increase of 25%-40% in the \$9M excess of \$10M layer and the \$6M excess of \$19M layer. The projected liability renewal premium is \$167,000 - \$171,000. We have explored other carriers each of the past three years and received quite a few declinations due to the limits purchased by the Law Library, as it would take several carriers to build the total \$25M in limits – and we would run into minimum premium challenges as it would take several carriers/layers to build to the current limit. We are still exploring options but

CNA, Chubb and Travelers have all declined to quote this year.

Property:

The property market has stabilized quickly due to a favorable reinsurance renewal from the global markets. As such, we are seeing single digit rate increases and in some cases, a rate reduction based on the overall risk and geographic location, type of construction and overall occupancy. In 2023, we received a competitive quote from The Hartford and moved the coverage at a cost savings to the Law Library.

We are pleased to deliver another favorable result for 2024. The 2023 premium for the Law Library's property renewal was \$72,758. The 2024 renewal quote has been received and the premium is \$68,289 - a savings of approximately \$4,500. Due to the move from SPIP to the Hartford last year and with the savings that we have secured this year, we recommend staying with the Hartford for another year and building a relationship with them as the Law Library's carrier.

Difference in Condition:

In 2019, the earthquake placement was entirely redesigned due to the lead carrier wanting an increase of 10% and a reduction in many of the sub-limits and coverage provided within the policy. Since the Law Library purchases \$30M in limits, Alliant was able to secure coverage with the same terms and limits with a 4% decrease in premium.

Of all the other placements, this coverage is a the most impacted by weather related events as it is a CAT coverage. The challenge for this placement, other than market conditions is that the carriers for these lines of coverage are not releasing quotes more than 30 days prior to renewal. While the terms and formal quotes have not been received – Alliant has engaged the markets and pushed for some type of feedback to provide to the board. As of today, the market has advised that the increase will be in the 25% - 30% which falls right in line with all of our other CAT placements that have renewed this year. Terms and conditions may not remain the same, as some carriers might want to reduce the amount of limit they provide.

Total 2023 premium (including rebates) for the DIC coverage was as follows:

- Primary \$7.5M \$87,361
- \$2.5M xs \$7.5M \$28,855
- \$5M xs \$10M \$46.590

Projected premium (including potential rebates) for 2024 on the DIC coverage, on a not to exceed basis is:

- Primary \$7.5M \$92,380
- \$2.5M xs \$7.5M \$30,320
- \$5M xs \$10M \$51,913

These projected premiums are contingent on no events occurring between now and renewal. Additionally, we do not expect to have the final, formal terms until after June 1, 2024 at the earliest. We are heavily marketing this line of coverage and might restructure again.

Cyber Liability:

The Cyber Liability market is by far the most challenged market in the entire insurance industry. For over a decade, cyber pricing has been very low while frequency of claims was climbing. Over the past 36 months – the severity of claims has also climbed drastically. As an example, global ransomware claims in 2018 were \$8Bn; \$11.5Bn in 2019 and \$20Bn in 2020. Despite the dramatic market correcting in 2021 and 2022 – the cyber market currently finds itself in a very stable position. We are also seeing a flattening of the increases. The Law Library also joined the CSAC-EIA/PRISM cyber program in 2019. The program provides a \$16M per occurrence limit. This program is also currently being negotiated and final terms have not been received, however the pool has advised that the projected not to exceed premium of \$9,000 for the annual premium. The Law Library's expiring premium is \$7,300.

Crime:

The Law Library also joined Alliant's Crime Insurance Program (ACIP) in 2019 and resulted in a 23% decrease to the Law Library. As of today, the program is still being negotiated, however we have been advised that for budgeting purposes – to expect a not to exceed increase of 10%. 2023 premium was \$1,459, the projected increase for 2024 results in a renewal premium of \$1,604.

Brokers' message to the board: this is by far the hardest insurance market I have ever experienced in my 22 years as a broker. I realize that this is not an easy message to hear – it is not easy to deliver. We are exploring different carriers and alternative ways of structuring the program to ensure that we secure not only the best pricing and coverage – but also place a program that will put the Law Library in a good position for the long-term.

We hope to have final numbers by the first or second week in June, but would expect the final numbers to go down in cost and not up.

Regards,

Robert Lowe Senior Vice President

Robert Lowe

213-270-0145

MEMORANDUM

DATE: May 29, 2024

TO: Board of Law Library Trustees

FROM: Marcelino Juarez, Finance Director

Via Katherine H. Chew, Executive Director

RE: Review and Approval of Guardian Dental, Vision, and Life Benefits

Renewal

BACKGROUND

Brecher Insurance & Financial Services (Brecher) is the Library's current insurance broker for dental, vision, long term disability (LTD), and life insurance. Our policies are subject to annual renewal and are scheduled to expire July 31, 2024. This insurance coverage is currently provided through Guardian.

Although we were anticipating a rate increase, Guardian is again issuing a rate pass (no rate increases) on all lines of coverage with a 2-year rate guarantee. Based on Guardian's response and our prior experience with marketing our coverage, Brecher recommends that the Law Library renew with Guardian and continue to provide life insurance for part-time employees who work less than 20 hours per week through AFLAC where available.

ANALYSIS

As discussed above, Guardian, in support of small business clients, has agreed to a rate pass (0% increase) on all lines of coverage with a 2-year rate guarantee. Brecher indicated that if we were to solicit additional bids, carriers would decline, as in previous years, to quote on the dental coverage due to the large retiree population. Additionally, we could also lose the favorable terms currently being offered by Guardian. Accordingly, the Law Library did not request that Brecher solicit additional bids.

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



RECOMMENDATION

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

Attachment





It's renewal time!

Guardian is here to help.

RENEWAL INFORMATION FOR

LA LAW LIBRARYGROUP PLAN # 00449734

RENEWAL PERIOD August 1, 2024 - July 31, 2025



What you'll find in this package

RENEWAL INFORMATION	PAGE
Commission Disclosure	3
Renewal Rates At-a-Glance	4
Renewal Salary Census	9

Please note:

If your group plan includes multiple lines of coverage, a multi-line discount was used in the pricing. If you do not wish to renew all lines of coverage, please contact us for revised pricing.



guardiananytime.com

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

Participating Policy and Producer Compensation Disclosure Statement

Participating Policy Statement:

Any commercial insurance group policy underwritten and issued by The Guardian Life Insurance Company of America, a New York Domiciled mutual company, is a participating policy. It is not expected, however, that a dividend will be paid on any such group policies. All coverage will be provided as set forth in the policies.

Producer Compensation Disclosure:

As is common with Group insurance, your coverage(s) might involve one or more licensed producers who will receive compensation from Guardian for soliciting, negotiating, securing and/or administering the insurance coverage(s) you have purchased. Compensation to these producers may be paid in the form of base commissions, administrative service commissions and, in some instances, supplemental compensation (e.g., an annual performance bonus). For more detailed information regarding producer compensation relative to your Guardian coverage(s), please contact your Guardian local sales consultant or account manager.

Compensation is generated based upon premium which has been remitted by the planholder and applied by Guardian. Graded Commission scales, which can vary by product, are calculated based upon decremental scales (i.e. percentage payable decreases as defined premium thresholds are attained). Graded commission scales refresh annually upon each plan's anniversary. For DHMO, Supplemental Health, SMD and/or ASO Vision commission information, or for any other questions, please contact your local Guardian sales consultant or account manager.

If commissions are paid based on a percentage basis, the percentage is calculated monthly on enrolled lives, not eligible lives. Graded commission scales are calculated as a percentage of annual premium and are on a sliding scale.

Product	Commissions		
AD&D	Graded Scale Commission		
AD&D Voluntary	13%		
Dental PPO	Graded Scale Commission		
LTD	Graded Scale Commission		
Basic Life	Graded Scale Commission		
Vol Life	13%		
Vision PPO	Graded Scale Commission		



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

Good news! There is a 2 year rate guarantee on this plan

DENTAL PLAN RATES - CHOICE PLAN							
		CUR	RENT	RENE	EWAL		
Tier	Enrolled Employees	Monthly Rate	Annual Premium	Monthly Rate	Annual Premium		
EE	43	\$62.21	\$32,100	\$62.21	\$32,100		
EE/SP	18	\$113.25	\$24,462	\$113.25	\$24,462		
EE/CH	2	\$143.18	\$3,436	\$143.18	\$3,436		
FAMILY	5	\$194.27	\$11,656	\$194.27	\$11,656		
TOTAL	68		\$71,655		\$71,655		

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

This plan is currently offered for Insurance Class 1 and 3 Good news! There is a 2 year rate guarantee on this plan

VISION PLAN RATES -						
		CURRENT		RENEWAL		
Tier	Enrolled Employees	Monthly Rate	Annual Premium	Monthly Rate	Annual Premium	
EE	29	\$12.42	\$4,322	\$12.42	\$4,322	
EE/SP	7	\$21.32	\$1,791	\$21.32	\$1,791	
EE/CH	1	\$21.75	\$261	\$21.75	\$261	
FAMILY	3	\$35.07	\$1,263	\$35.07	\$1,263	
TOTAL	40		\$7,637		\$7,637	

This plan is currently offered for Insurance Class 1 and 3 Good news! There is a 2 year rate guarantee on this plan

LTD PLAN RATES						
	CURR	RENEWAL				
Volume Monthly Annual Rate Premium		Monthly Rate	Annual Premium			
\$217,232	\$0.190 / \$100	\$4,953	\$0.190 / \$100	\$4,953		

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

Good news! There is a 2 year rate guarantee on this plan

BASIC LIFE PLAN RATES							
CURRENT RENEWAL							
Coverage	Volume	Monthly Rate	Annual Premium	Monthly Rate	Annual Premium		
BASIC LIFE	\$1,182,500	\$0.120 / \$1000	\$1,703	\$0.120 / \$1000	\$1,703		

This plan is currently offered for Insurance Class 1, 3 and 4 Good news! There is a 2 year rate guarantee on this plan

AD&D PLAN RATES							
	CURRENT RENEWAL						
Coverage	Volume	Monthly Rate	Annual Premium	Monthly Rate	Annual Premium		
AD&D	\$1,182,500	\$0.020 / \$1000	\$284	\$0.020 / \$1000	\$284		

This plan is currently offered for Insurance Class 1 and 3 Good news! There is a 2 year rate guarantee on this plan

VOLUNTARY LIFE PLAN RATES					
EMPLOYEES CURRENT RENEWAL					
Employee Age	Monthly Rate	Monthly Rate			
15-29	\$0.055/\$1000	\$0.055/\$1000			
30-34	\$0.063	\$0.063			
35-39	\$0.094	\$0.094			
40-44	\$0.166	\$0.166			

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

Good news! There is a 2 year rate guarantee on this plan

VOLUNTARY LIFE PLAN RATES (Continued)					
EMPLOYEES	CURRENT	RENEWAL			
45-49	\$0.257	\$0.257			
50-54	\$0.389	\$0.389			
55-59	\$0.617	\$0.617			
60-64	\$1.032	\$1.032			
65-69	\$1.686	\$1.686			
70-74	\$2.728	\$2.728			
75-79	\$4.848	\$4.848			
80-84	\$9.463	\$9.463			
85-89	\$15.626	\$15.626			
90-94	\$24.435	\$24.435			
95-99	\$37.348	\$37.348			

This plan is currently offered for Insurance Class 1 and 3

Good news! There is a 2 year rate guarantee on this plan

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

This plan is currently offered for Insurance Class 1 and 3

Good news! There is a 2 year rate guarantee on this plan

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

This plan is currently offered for Insurance Class 1 and 3

Good news! There is a 2 year rate guarantee on this plan

VOLUNTARY AD&D PLAN RATES						
		CURRE	ENT	RENEWAL		
Tier	Volume	Monthly Rate	Annual Premium	Monthly Rate	Annual Premium	
EE	\$1,380,000	\$0.032/\$1000	\$530	\$0.032/\$1000	\$530	
SPOUSE	\$225,000	\$0.032	\$86	\$0.032	\$86	
CHILD(REN)	\$15,000	\$0.032	\$6	\$0.032	\$6	

California SDBC Program Disclosure

Important Information for Planholders with Guardian Dental Coverage

California sitused Dental Plans are required to provide a state mandated Summary of Dental Benefits and coverage ("SDBC") disclosure matrix to eligible participants at time of enrollment to better compare and consider dental coverage options available to them. As your dental provider, please visit GuardianAnytime.com to obtain an applicable SDBC disclosure that can be made available for distribution to eligible participants prior to enrollment.



Action Needed For Your Guardian Coverage

Renewal Census Required

In order to meet our contractual renewal notice deadline, your plan was renewed based upon the most recent census information we had on file. However, it is important that we maintain accurate salary and census information. Please take this crucial step now to ensure employees receive the maximum coverage they are entitled to under any Guardian salary-based programs.

We have an easy and secure way to view and update employees' salaries using our Enrollment Mapping and Management Application (EMMA). Simply follow the steps below.

Viewing Salary Census Report:

You can find a report of current employees and their salaries by visiting EMMA.

- 1. Navigate to https://signin.guardianlife.com/signin
- 2. Go to the Members tab
- 3. Choose the Update multiple members page
- 4. Click the Launch EMMA button
- 5. Click Start the download process
- 6. Click Salary census and enter the date range that you would like to include and click download.

Updating Employees' Salaries:

You can update multiple salaries by simply uploading an updated census back into EMMA. Follow the above steps to Launch EMMA then click Start the upload process, select Salary census and then Continue. EMMA will then walk you through any additional steps needed.

MEMORANDUM

DATE: May 29, 2024

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

Chloe Casey, Community Resource Specialist

RE: Presentation of Community Connections Statistics

SUMMARY

The LA Law Library recognizes that many patrons can benefit from other resources in addition to legal resources and services. To meet this need, the Library created Community Connections, a program that provides guidance to patrons needing access to community services, benefits, and support. Patrons can obtain help connecting with the following: emergency services for food, clothing, and shelter; government benefits; housing; healthcare; Veterans Services; employment; elder care; mental health services; and citizenship. Patrons can receive help through in person visits to the Library, by telephone, or by email.

Chloe Casey, Community Resource Specialist will provide an update on the program with statistics of community participation.



LALAWLIBRARY

MEMORANDUM

DATE: May 29, 2024

TO: Board of Law Library Trustees

FROM: Katherine Chew, Executive Director

Ryan Metheny, Director, Reference and Collections

RE: Progress Report on Rare Book One-Time Funding Project

SUMMARY AND BACKGROUND

As a county law library, the Library serves primarily to provide practical, current legal information to self-represented litigants, attorneys, and other members of the public. Because we are one of the premier public law libraries in the U.S., we have also acquired, through private donations and as a result of our long history, a substantial collection of rare and historical material. This latter aspect of our collection makes us a valuable resource for academic, historical, and other researchers throughout the state, country and the world; and, brings considerable prestige to the Library.

Our rare and historical collection includes such treasures as: English common law compilations dating back to the 1300s; centuries-old Roman, canon, and other religious law; wartime laws from the occupying Allied powers after the fall of Nazi Germany; transcripts of famous historic trials like the Clarence Darrow bribery case; laws of the original thirteen colonies and early California; and, one of the only extant collections of North Korean law. A selection of these items will be presented at the meeting for illustrative purposes.

In January 2019, the Board approved the use of one-time funding from the State to identify, assess and preserve print items such as these. The need for this project stemmed from the following factors:

- Although the Library takes great care to preserve older and fragile items, we are not an official archive or rare book repository, and do not have an archivist on staff. As a result, staff require training on best practices in the preservation and mitigation of damage to older print materials.
- Because of the ad hoc nature of our rare book collection, Library staff
 have not conducted a systematic inventory and condition assessment of
 all items in the collection that might be considered rare or of historical
 value.



Due to space constraints in some areas of the closed stacks, the entire
collection will need to be shifted in the next few years to make more
efficient use of shelving space. Identifying, assessing, and moving rare
and historical items to the Rare Book Room will serve as a first step in this
larger project. Doing so will allow us to prevent damage to fragile items
that might otherwise occur during a shift, and create additional room in
the stacks pending this larger shift.

PROGRESS AND STATUS REPORT

In January of this year, the Library retained Kristi Westberg, Senior Book and Paper Conservator at The Huntington Library, as a consultant. After two site visits to assess the environment of the Rare Book Room, closed stacks, and our general preservation practices, Ms. Westberg provided hands-on demonstration and training to staff on the care of older and damaged items during a very well-attended session in March. She also provided several written and multimedia instructions and recommendations, including the **Summary Report**, Exhibit A.

Staff subsequently created a schedule, **collection assessment checklist** (with Ms. Westberg's input, Exhibit B), and tracking spreadsheet to begin identifying and assessing rare and historical items in the collection. Staff are using as a starting point a catalog listing of all titles in the collection that date to 1820 or older – a total of 919 titles. Staff will also assess any other rare, fragile, or valuable items identified during the course of the review. Staff will proceed through the entire collection in Library of Congress call number order, using on-call reference assistants as backfill on the Reference desk during the project. The equivalent of about one half-day reference desk shift will be devoted each week to the project, and staff will rotate their participation week by week.

Staff embarked on the project this month, and expect the assessment process to take about a year. After assessment is complete, staff will analyze results, make final recommendations on which items to include in the Rare Book Room, and finish putting into place the preservation and mitigation measures recommended by Ms. Westberg, for the Rare Book Room itself, and on an itemby-item basis. The Library plans, at the end of this process, to develop a policy for public access to rare materials and to regularly highlight our rare and historical collection to the public through our website and social media.

CONCLUSION

By completing the assessment project and putting into place systematic preservation practices, the Library hopes to confirm our status as an invaluable public resource for rare and historical legal material, and conserve these items for the use of researchers in Los Angeles County, and throughout the country and world, for many years to come.

EXHIBIT A

AGENDA ITEM 4.0-DISCUSSION ITEM 4.2 RARE BOOK COLLECTION SUMMARY REPORT

Summary Report

Primary goals of preservation

- 1. To minimize the chemical and physical deterioration of collection materials.
- 2. To prevent damage to collection materials and prevent the loss of informational content.
- 3. To prolong the overall lifetime of collection materials.

The following recommendations and additional documentation outline best practices for the continued preservation of rare books and library materials.

Building and environment

Work with the facilities department to ensure the building envelope is secure and stable.

Action items:

- Check building exterior for insect or rodent entry points. If any open or weak areas are found, work to close gaps.
- Determine if an outdoor pest management program is already in place, if not consider using an outside vendor to help prevent insect and rodent infestation.
- Work with the facilities department to determine what environmental conditions are possible
 and can be maintained with the current HVAC equipment. Use the included *Environmental*Monitoring document as a guide to create temperature and relative humidity ranges that your
 equipment can maintain.
- Begin monitoring temperature and relative humidity in collection areas (instructions in *Environmental Monitoring* documentation).
- Consider setting up a limited Integrated Pest Management (IPM) program to trap and monitor insect activity in collection areas. See *Limited IPM Program* document for details.

Handling Rare Materials

Individual handouts on how to handle different library material types are located in the *Handling Instructions + Presentation* folder.

Quick handling review:

- 1. Prepare yourself by washing hands with soap and water and removing any loose or dangling ID badges, jewelry, or other items that could get caught on or snag on the item.
- 2. Prepare your space. Clear the path to follow and prepare a clean and clear work surface for your materials. Gather book supports as needed.
- 3. Spend a minute observing the object. Do you see any damage that needs to be kept in mind as you review the item? Proceed with caution.

4. Ensure the item is fully supported especially at weak areas like the out joints where the boards open and close. Use foam cradles or a book pillow to support the item as you review. See *Bound Materials handling instructions* for book support vendors.

Action item:

• Purchase book supports and weights listed in *Bound Materials* handling instructions

Assessing Rare Materials for Damage

Common areas of damage in books were reviewed during our in-person session, see included *Handling Library Materials* PowerPoint presentation for image of the common types of damage in books listed below.

Type of damage	Possible action to take
Damaged or missing headcaps and endbands	Leave as is or place in custom box
Detached boards	Use twill tape to tie boards and textblock together or place in custom box
Spine damage	Leave as is or place in custom box
Scuffed covers	Leave as is or place in custom box
Loose leaves	Place in custom box
Red rot	Place in custom box
Friable media	Limit handling, possibly digitize using a camera from above (not a flatbed scanner) if the item is highly used
Mold	Review included <i>Moldy Item Procedure</i> , treat heavily mold damaged items and store in boxes or in quarantine location

Action items:

- Purchase twill tape for tying books that will not be boxed
- Review included Box Order Spreadsheet for instructions on ordering custom boxes

Recommendations for RBR

The following recommendations are specific to the RBR, however many of these recommendations can be carried through to the other closed stack areas depending on staff availability.

Recommended actions:

1. <u>Vacuum</u> the exterior of all the books with <u>micro tools</u> and wipe down the shelves with <u>microfiber cloths</u>. See *Book Vacuuming* video for instructions. *If the shelves are very dirty wipe them down with a 50:50 mixture of isopropyl and water using the microfiber cloth. Wait for the surface to completely dry before replacing books.

- Many of the books were packed too tight on the shelves, making them difficult to pull.
 Conversely, many books were unsupported and leaning or slumping on shelves (see image 1291). Shift books as necessary to create breathing space and reduce pressure on bindings. Use magnetic bookends to support books.
- 3. Many limp and stiff parchment bindings were shelved flat. Parchment is very reactive to temperature and relative humidity changes. Where possible box splayed parchment bindings (see image 1287 and 1307) or store upright and well supported to hold the covers in plane.
- 4. Where possible use two back-to-back shelves to store oversized volumes. Avoid storing oversized volumes that stick out from the shelf on the lowest shelf where it can be kicked or hit by a cart (see image 1292)
- 5. Box volumes that have detached or loose pieces to help prevent loss (see image 1300).
- 6. Box items with red rot to help contain the issue.
- 7. Begin monitoring the RBR environment and work with facilities to maintain consistent and stable temperature and relative humidity.
- 8. Consider implementing a limited integrated pest management program.
- 9. Purchase new foam book supports, book pillows, and light weights to facilitate safe handling by staff and researchers. (remember to toss the old foam wedges, they are very degraded)

EXHIBIT B

AGENDA ITEM 4.0-DISCUSSION ITEM 4.2

RARE BOOK COLLECTION

COLLECTION ASSESSMENT CHECKLIST

COLLECTION ASSESSMENT CHECKLIST

Use the following checklist when assessing titles as candidates for the RBR. TITLE: CALL NUMBER: 6. Are there other conditions present that might 1. Is the title law-related? impact long term maintenance of title or volume(s)? Yes No No If no, provide the non-law topic that best Yes If Yes, provide additional details below represents the subject of this title (#9). SUBJECT: _____ 2. What is the jurisdictional coverage of the title? 7. Size of title/volumes. Round up to nearest Check all that apply. quarter inch. Number of Volumes: California Linear Shelf Space: Federal/United States Height: Non-California State Depth(spine-edge): Foreign/International YES / NO Var. Sizes (circle): 3. Are there any contaminants that can affect other 8. Is the publication date pre-1820? volumes (see reverse for separate checklist)? Yes Use your best judgment. No Yes Partial No If partial, provide the number of pre-1820 Unclear volumes, as well as the linear shelf space for all pre-1820 volumes. 4. Can you see any visible deterioration of pages or Number of Volumes:_____ binding? Linear Shelf Space:_____ □ Yes No 9. Other unique characteristics that might warrant higher level of preservation. 5. In your best judgment, does this item need an

enclosure (e.g., box) to maintain its integrity?

Yes Nο

Conditions that can affect the overall condition of books/items in Library collection:

- 1. Red rot; e.g., decomposition of leather binding materials
- 2. Pests; e.g., termites, silverfish, bookworms, cockroaches causing holes/tunneling/discoloration/damage through pages of books
- 3. Mold; e.g., fungal growth
- 4. Damage from liquids
- 5. General age/handling deterioration:
- 6. Detached or partially-detached parts
- 7. Other observed deterioration conditions not mentioned above