

# AGENDA

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

### REGULAR BOARD MEETING

*Wednesday, July 28, 2021*

*12:15 PM*

*MILDRED L. LILLIE BUILDING TRAINING CENTER*

*301 WEST FIRST STREET*

*LOS ANGELES, CA 90012-3140*

*Trustees will participate remotely via Zoom.*

*Members of the Public may listen and participate by joining*

*Zoom meeting #968 6503 8012 using this link*

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

### ACCOMMODATIONS

A person with a disability may contact the Board Secretary's office at (213) 785-2511 at least 24 hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including aids or services, in order to participate in the public meeting. Later requests will be accommodated to the extent feasible.

### AGENDA DESCRIPTIONS

The agenda descriptions are intended to give notice to members of the public of a brief general description of items of business to be transacted or discussed. The posting of the recommended actions does not indicate what action will be taken. The Board may take any action that it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action. The President reserves the right to discuss the items listed on the agenda in any order.

### REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

A member of the public may listen to the meeting and offer public comment by joining Zoom meeting #968 6503 8012 using this link <https://zoom.us/j/96865038012> or calling **(408) 638 0968**. Each member of the public has the right to address the Board on agenda items or on items of interest which are not on the agenda and which are within the subject matter jurisdiction of the Board. Public comments will be taken at the beginning of the meeting as Agenda Item 1.0. Members of the public will be called upon at that time. A member of the public will be allowed to address the Board for a total of three (3) minutes for a single item or a maximum of five (5) minutes for all items unless the President grants more or less time based on the number of people requesting to speak and the business of the Board. When members of the public address the Board on agenda items, the President determines the order in which speakers will be called. Persons addressing the Board shall not make impertinent, slanderous or profane remarks to the Board, any member of the Board, staff or general public, nor utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Board Meeting. The President may order the removal (by muting or disconnection of the telephone line) of any person who disrupts or disturbs the orderly conduct of the Board Meeting.

**AGENDA MATERIALS**

Unless otherwise exempt from disclosure, all materials relating to items on the agenda distributed to all, or a majority of the members of the Board less than 72 hours prior to the meeting shall be made available for public inspection at the time the writing is distributed in the Executive Office of the Law Library.

**CALL TO ORDER**

**1.0 PUBLIC COMMENT**

**2.0 PRESIDENT'S REPORT**

**3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the July 1, 2021 Special Board Meeting
- 3.2 Review of May Financials and List of June Checks and Warrants
- 3.3 Review and Approval of 4<sup>th</sup> Quarterly Statistics FY20-21
- 3.4 Approval of Policy Regarding Access by Minors

**4.0 DISCUSSION ITEMS**

- 4.1 Acknowledgment of Retirement Commendation for Paula Hart
- 4.2 Approval of Waiving of Certain Overdue Fines
- 4.3 Discussion of Expanded Outreach to Non-Traditional Communities

**5.0 AGENDA BUILDING**

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

**6.0 EXECUTIVE DIRECTOR REPORT**

**7.0 ADJOURNMENT**

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, August 25, 2021.

POSTED FRIDAY, JULY 23, 2021 @ 12:00 P.M.

POSTED BY ANN MARIE GAMEZ



# AGENDA ITEM 3

## CONSENT CALENDAR

- 3.1 Approval of Minutes of the July 1, 2021, Special Board Meeting
- 3.2 Review of May Financials and List of June Checks and Warrants
- 3.3 Review and Approval of 4<sup>th</sup> Quarterly Statistics FY20-21
- 3.4 Approval of Policy Regarding Access by Minors



**MINUTES OF THE SPECIAL 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.**

**July 1, 2021**

The Special Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, July 1, 2021 at 12:15 p.m. via Zoom for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees. All Trustees indicated as present participated by telephone.

**ROLL CALL/QUORUM**

**Trustees Present:** Judge Mark Juhas  
Judge Michelle Williams Court  
Judge Dennis Landin  
Judge Yolanda Orozco  
Judge Michael Stern  
Susan Steinhauser, Esquire

**Trustees Absent:** Kenneth Klein, Esquire

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

**Also Present:** Marcelino Juarez, Finance Manager

President Juhas determined a quorum to be present, convened the meeting at 12:18 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

**1.0 PUBLIC COMMENT**

No public comment.

**2.0 PRESIDENT'S REPORT**

President Juhas thanked staff for the ongoing efforts in keeping up with the constant changes with the pandemic rules and policies.

**3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the May 26, 2021 Special Board Meeting
- 3.2 Review of April Financials and List of May Checks and Warrants.
- 3.3 Approval of Revised Job Descriptions: Global Law Librarian
- 3.4 Approval of The Pun Group LLP Engagement Letter to Audit the Law Library's Financial Statements for FY2020-21

Trustee Steinhauser requested that item 3.3 be pulled from the Consent Calendar. President Juhas requested a motion to approve items 3.1, 3.2, 3.4 on the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Landin. The motion was unanimously approved, 6-0.

Trustee Steinhauser asked if the Global Law Librarian would have an increase in salary due to the added responsibilities and if the new salary was presented in the budget. ED Levin replied that yes the Global Law Librarian salary was adjusted to be slightly higher based on the added responsibilities and the new salary amount was included in the Budget. Judge Landin inquired as to whether language translation service will continue to be provided with the new Global Law Librarian. ED Levin replied in the affirmative.

President Juhas requested a motion to approve items 3.3 on the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Landin. The motion was unanimously approved, 6-0.

#### **4.0 DISCUSSION ITEMS**

##### **4.1 Approval of Operating and Capital Expenditures Budget for Fiscal Year 2021-2022**

Executive Director Levin, gave a summary on the presented operating budget for FY21-22, noting that the Law Library has adequate reserves to withstand current financial challenges. ED Levin also noted certain additional information received since preparation of the budget, including changes in e-delivery income, reduction in cost of certain collection materials and the inclusion of County Law Libraries in the State budget. Trustee Steinhauser inquired as to what type of projects would be initiated upon the Governor's budget. ED Levin replied that there would be significant reinforcement and update of infrastructure followed by expansion of programming and services.

President Juhas requested a motion that the Board approve the proposed budget for FY2022 (including Income and Expense Operations Summary, Cash Flow, and Capital Projects). So moved by Trustee Orozco, seconded by Trustee Landin. The motion was unanimously approved, 6-0.

##### **4.2 Staff Presentation Regarding Ask A Lawyer**

Managing Librarian, Public Interest, Janine Liebert, gave a brief summary on the Ask A Lawyer series, where a class is presented and participants can "Ask A Lawyer" within the given class topic. Current class topics are Renting During Covid 19, and Probate Wills and Trust. The class series is in response to the repeated questions received at the library reference counter as well as what is most commonly asked during Lawyers in the Library. The classes are meant to provide a complementary service to reference desk consultations and Lawyers in the Library.

No action requested or taken.

#### **5.0 AGENDA BUILDING**

There were no items for agenda building

#### **6.0 EXECUTIVE DIRECTOR'S REPORT**

ED Levin informed the board that the library has been receiving reservations for visiting the Library. Both remote services and in person services will continue. Beginning July 6, no appointments would be necessary. The Library is still a few months away from providing on site classes but for now, all other classes will remain online. ED Levin also noted the possibility of needing to scale back on in person services due to COVID variants, but in the meantime the Library will continue operations as is until further notice.

**7.0**     **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:05pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, August 25, 2021 at 12:15pm.

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

DRAFT

# Los Angeles County Law Library

Balance Sheet

As of May 31, 2021

(Provisional and subject to year-end audit adjustments)

	6/30/2020	5/31/2021	YTD
<b>Assets</b>			
Current assets			
Cash and cash equivalents	9,704,362	10,338,981	418,874
Accounts receivable	306,691	138,917	(138,122)
Other receivable	935,930	1,295,467	318,582
Prepaid expenses	287,576	270,386	25,108
Total current assets	11,234,559	12,043,751	624,442
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	5,997,413	6,004,320	4,040
Capital assets, not being depreciated	903,040	909,093	6,052
Capital assets, being depreciated - net	15,954,246	15,373,985	(522,992)
Total noncurrent assets	23,173,168	22,605,868	(512,900)
Total assets	34,407,727	34,649,619	111,541
<b>Deferred Outflows of Resources</b>			
Deffered Outflows of Resources	1,559,140	1,559,140	-
Total assets and deffered outflows of resources	<b>35,966,868</b>	<b>36,208,759</b>	<b>111,541</b>
<b>Liabilities</b>			
Current Liabilities			
Accounts payable	249,615	44,599	(188,712)
Other current liabilities	-	-	-
Payroll liabilities	6,605	1,718	(3,925)
Total current liabilities	256,221	46,317	(192,637)
Noncurrent Liabilities			
Accrued sick and vacation liability	295,282	241,617	(53,665)
Borrowers' deposit	280,275	251,917	(20,635)
OPEB liability	2,580,670	2,819,007	216,670
Net pension liability	3,330,753	3,330,753	-
Total noncurrent liabilities	6,486,980	6,643,295	142,370
Total liabilities	6,743,201	6,689,611	(50,267)
<b>Deferred Inflows of Resources</b>			
Deffered Inflows of Resources	1,184,693	1,184,693	-
Total liabilities and Deffered inflows of resources	7,927,894	7,874,304	(50,267)
<b>Net Position</b>			
Invested in capital assets	16,857,286	16,283,077	(516,940)
Unrestricted	11,181,688	12,051,378	678,748
Total net position	28,038,974	28,334,455	161,808
Total liabilities and Deffered inflows of resources and net position	<b>35,966,868</b>	<b>36,208,759</b>	<b>111,541</b>



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

May 2020	May 2021			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
381,606	520,603	703,167	182,564	35.1%
10,951	5,200	3,814	(1,386)	-26.7%
0	22,050	26,800	4,750	21.5%
23,066	15,061	14,249	(812)	-5.4%
415,623	562,914	748,030	185,116	32.9%
311,655	337,990	301,090	36,899	10.9%
0	0	50,032	(50,032)	0.0%
130,568	201,592	146,505	55,087	27.3%
(130,568)	(201,592)	(146,505)	(55,087)	27.3%
		0		
46,688	77,484	45,553	31,932	41.2%
13,759	13,559	9,912	3,647	26.9%
8,770	2,917	3,790	(873)	-29.9%
200	652	648	4	0.6%
41	2,037	1,002	1,035	50.8%
0	0	0	0	0.0%
2,896	2,096	1,425	671	32.0%
213,246	215,880	203,773	12,107	5.6%
617,659	703,814	617,225	(86,589)	-12.3%
(202,036)	(140,900)	130,805	271,705	-192.8%
5,305	1,667	2,868	1,202	72.1%
0	0	0	0	0.0%
0	0	0	0	0.0%
(196,731)	(139,233)	133,673	272,907	-196.0%
0	0	0	0	0.0%

**Summary:**

**Income**

	FY 2019-20	FY 2020-21 YTD			
	YTD Actual	Amended Budget	Actual	\$ Δ	% Δ
L.A. Superior Court Fees	7,059,978	5,746,605	6,100,733	354,128	6.2%
Interest	172,688	59,277	53,671	(5,606)	-9.5%
Parking	512,973	242,639	245,308	2,669	1.1%
Library Services	458,544	307,148	321,604	14,456	4.7%
Total Income	8,204,182	6,355,668	6,721,316	365,647	5.8%

**Expense**

Staff (payroll + benefits)	4,043,195	4,115,284	3,941,144	174,140	4.2%
Electronic Resource Subscriptions	518,951	545,025	565,800	(20,775)	-3.8%
Library Materials	1,661,794	1,842,431	1,719,321	123,110	6.7%
Library Materials Transferred to Assets	(1,661,794)	(1,842,431)	(1,719,321)	(123,110)	6.7%
Facilities	709,737	851,233	752,438	98,795	11.6%
Technology & Data	132,318	143,619	125,084	15,434	10.7%
General	143,974	45,962	46,468	(506)	-1.1%
Professional Development	18,266	11,218	9,375	1,843	16.4%
Communications & Marketing	7,497	5,110	1,537	3,573	69.9%
Travel & Entertainment	269	108	108	0	0.0%
Professional Services	84,418	45,904	45,381	523	1.1%
Depreciation	2,375,770	2,341,524	2,299,582	41,941	1.8%
Total Expenses	8,034,395	8,104,987	7,786,916	318,071	3.9%

**Net Income (Loss)**

	169,787	(1,749,319)	(1,065,600)	683,718	39.1%
Investment Gain (Loss) <sup>1</sup>	207,065	17,166	6,908	(10,258)	-59.8%
Extraordinary Income	0	1,354,174	1,354,174	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	376,852	(377,979)	295,481	673,460	178.2%

**Capitalized Expenditures**

	0	0	0	0	0.0%
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Comments

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

May 2020	May 2021			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

FY 2019-20	FY 2020-21 YTD				Comments
	YTD Actual	Amended Budget	Actual	\$ Δ	

						<b>Detailed Budget:</b>						
						<b>Income:</b>						
381,606	520,603	703,167	182,564	35.1%	15 FIN 303300	L.A. Superior Court Fees	7,059,978	5,746,605	6,100,733	354,128	6.2%	Better than expected revenue.
0	0	0	0	0.0%	15 FIN 311000	Interest - LAIF	6,294	2,149	1,812	(336)	-15.7%	Lower interest revenue due to market volatility and slow interest rate recovery.
10,595	5,000	3,693	(1,307)	-26.1%	15 FIN 312000	Interest - General Fund	160,954	55,090	50,177	(4,913)	-8.9%	Lower interest revenue due to market volatility and slow interest rate recovery.
356	200	121	(79)	-39.7%	15 FIN 313000	Interest - Deposit Fund	5,440	2,038	1,681	(356)	-17.5%	Lower interest revenue due to market volatility and slow interest rate recovery.
10,951	5,200	3,814	(1,386)	-26.7%		Subtotal	172,688	59,277	53,671	(5,606)	-9.5%	
0	22,050	26,800	4,750	21.5%	39 FAC 330100	Parking:	512,973	242,639	245,308	2,669	1.1%	
0	22,050	26,800	4,750	21.5%		Subtotal	512,973	242,639	245,308	2,669	1.1%	
813	149	260	111	74.6%	27 CIRC 330150	Library Services:	1,414	884	943	59	6.6%	Better than expected response to annual messenger fee invoices.
9,284	12,918	10,494	(2,424)	-18.8%	25 PS 330140	Annual Members Fee	144,854	98,956	103,471	4,515	4.6%	Greater than expected renewals during closure.
1,980	726	743	17	2.3%	25 PS 330340	Course Registration	25,947	24,869	22,576	(2,293)	-9.2%	Timing variance in receiving sponsorship funds.
0	7	114	108	1616.0%	27 CIRC 330129	Copy Center	32,272	35	(709)	(743)	-2151.9%	Copy center is inaccessible to the public due to ongoing COVID-19 library closure. Includes one-time, unbudgeted, sales tax for CY 2020 paid in January.
437	594	627	33	5.5%	27 CIRC 330205	Document Delivery	14,716	6,752	5,282	(1,470)	-21.8%	Most requests are free due to COVID-19. Includes, one-time, unbudgeted, sales tax for CY 2020 paid in January.
0	667	1,402	735	110.3%	27 CIRC 330210	Fines	25,873	6,059	7,553	1,494	24.7%	Better than expected response to overdue fines billing.
10,552	0	68	68	0.0%	15 FIN 330310	Miscellaneous	39,831	24,323	35,015	10,692	44.0%	Includes \$5K COVID relief from the State Fund and \$5.5K charity contribution.
0	0	0	0	0.0%	39 FAC 330330	Room Rental	15,252	0	0	0	0.0%	No room rentals due to ongoing COVID-19 library closure.
0	0	0	0	0.0%	23 COL 330350	Book Replacement	1,010	375	2,038	1,663	443.3%	
0	0	540	540	0.0%	15 FIN 330360	Forfeited Deposits	17,186	19,895	20,435	540	2.7%	Reflects forfeited accounts inactive for 3 years or more after unanswered notices.
0	0	0	0	0.0%	17 EXEC 330400	Friends of Law Library	125,000	120,000	120,000	0	0.0%	Timing variance.
0	0	0	0	0.0%	25 PS 330420	Grants	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 330450	Vending	133	0	0	0	0.0%	
0	0	0	0	0.0%	39 FAC 330465	Special Events Income	15,056	5,000	5,000	0	0.0%	Decreased sponsorship as a result of COVID-19 online format; offset by decreased expense.
23,066	15,061	14,249	(812)	-5.4%		Subtotal	458,544	307,148	321,604	14,456	4.7%	
415,623	562,914	748,030	185,116	32.9%		Total Income	8,204,182	6,355,668	6,721,316	365,647	5.8%	
						<b>Expenses:</b>						
						<b>Staff:</b>						
181,263	190,554	171,736	18,817	9.9%	ALL 501000	Salaries (FT)	2,239,023	2,219,074	2,138,216	80,858	3.6%	
0	(4,456)	0	(4,456)	100.0%	15 FIN 501025	Staff Vacancy Offset (FT)	0	(22,279)	0	(22,279)	100.0%	
17,423	21,946	15,065	6,881	31.4%	ALL 501050	Salaries (PT)	258,415	215,965	181,056	34,909	16.2%	Reflects vacancies and unpaid leaves.
0	(495)	0	(495)	100.0%	15 FIN 501075	Staff Vacancy Offset (PT)	0	(2,475)	0	(2,475)	100.0%	
11,958	12,764	11,309	1,455	11.4%	15 FIN 502000	Social Security	145,904	149,413	138,931	10,482	7.0%	Reflects vacancies and unpaid leaves.
2,797	3,068	2,645	423	13.8%	15 FIN 503000	Medicare	35,798	37,237	34,330	2,906	7.8%	Reflects vacancies and unpaid leaves.
20,036	23,782	20,657	3,126	13.1%	15 FIN 511000	Retirement	469,177	559,317	534,050	25,267	4.5%	
0	0	0	0	0.0%	15 FIN 511050	Pension Exp (Actuarial)	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
45,962	55,586	46,569	9,017	16.2%	15 FIN 512000	Health Insurance	500,069	564,411	527,402	37,008	6.6%	
360	460	355	105	22.9%	15 FIN 513000	Disability Insurance	3,998	4,521	4,026	495	11.0%	Reflects vacancy savings.
5,162	6,269	4,900	1,369	21.8%	15 FIN 514000	Dental Insurance	55,742	62,618	58,217	4,401	7.0%	
498	664	498	166	25.0%	15 FIN 514500	Vision Insurance	5,346	6,495	5,757	738	11.4%	Reflects vacancy savings.
160	181	163	18	9.9%	15 FIN 515000	Life Insurance	1,814	1,930	1,856	74	3.8%	
0	0	0	0	0.0%	15 FIN 515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
2,999	2,650	2,317	333	12.6%	15 FIN 516000	Workers Compensation Insurance	35,861	31,781	32,761	(980)	-3.1%	
0	0	0	0	0.0%	15 FIN 517000	Unemployment Insurance	114	3,569	4,786	(1,217)	-34.1%	Increased expense due to employee separations.
912	2,000	2,165	(165)	-8.3%	ALL 514010	Temporary Employment	26,097	22,283	22,599	(316)	-1.4%	
0	0	0	0	0.0%	13 HR 514015	Recruitment	5,638	3,000	0	3,000	100.0%	Reflects a freeze in recruiting during COVID.
0	0	0	0	0.0%	15 FIN 517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 518000	Accrued Vacation Expense	0	0	0	0	0.0%	
21,667	21,667	21,667	(0)	0.0%	15 FIN 518500	OPEB Expense	238,337	238,335	238,337	(2)	0.0%	

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

May 2020	May 2021				FY 2019-20	FY 2020-21 YTD					Comments			
	Actual	Amended Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Amended Budget	Actual	\$ Δ		% Δ		
(343)	100	177	(77)	-76.6%	15	FIN	518550	TMP	9,840	6,548	6,685	(136)	-2.1%	
801	1,250	868	382	30.6%	15	FIN	518560	Payroll and Benefit Administration	12,022	13,542	12,134	1,408	10.4%	Timing variance.
311,655	337,990	301,090	36,899	10.9%				Total - Staff	4,043,195	4,115,284	3,941,144	174,140	4.2%	
								Library Materials/Electronic Resources Subscription:						
106,215	157,552	117,959	39,593	25.1%	23	COL	601999	American Continuations	1,279,028	1,420,648	1,325,736	94,912	6.7%	FY21 allocation anticipated within +/- 5% forecast variance by FYE.
1,010	2,181	2,941	(760)	-34.9%	23	COL	602999	American New Orders	20,292	20,064	19,478	586	2.9%	
862	2,103	2,598	(496)	-23.6%	23	COL	609199	Branch Continuations	14,750	17,474	18,837	(1,363)	-7.8%	Overage anticipated to be covered by other Continuations funds.
0	0	0	0	0.0%	23	COL	609299	Branch New Orders	0	0	0	0	0.0%	
5,625	13,100	2,528	10,571	80.7%	23	COL	603999	Commonwealth Continuations	112,664	131,900	99,161	32,739	24.8%	Excess funds anticipated to cover other Continuations funds.
0	0	0	0	0.0%	23	COL	604999	Commonwealth New Orders	1,172	1,000	1,059	(59)	-5.9%	New Orders for Global funds as a whole anticipated to be within 2% of forecast by FYE
1,108	17,069	9,871	7,197	42.2%	23	COL	605999	Foreign Continuations	98,130	117,931	96,360	21,571	18.3%	Excess funds anticipated to cover other Continuations funds.
336	0	0	0	0.0%	23	COL	606999	Foreign New Orders	2,092	2,000	1,256	745	37.2%	New Orders for Global funds as a whole anticipated to be within 2% of forecast by FYE
10,978	9,048	10,317	(1,269)	-14.0%	23	COL	607999	International Continuations	107,955	110,953	130,062	(19,109)	-17.2%	Overage anticipated to be covered by other Continuations funds.
0	0	0	0	0.0%	23	COL	608999	International New Orders	1,234	2,001	2,492	(492)	-24.6%	New Orders for Global funds as a whole anticipated to be within 2% of forecast by FYE
4,435	540	233	307	56.9%	23	COL	609399	General/Librarianship Continuations	23,760	17,460	24,331	(6,871)	-39.4%	Larger than anticipated cost increase for Reference titles. Overage anticipated to be covered by other Continuations funds.
0	0	56	(56)	0.0%	23	COL	609499	General/Librarianship New Orders	716	1,000	549	451	45.1%	Excess funds anticipated to cover other New Orders funds. FY21
130,568	201,592	146,505	55,087	27.3%				Subtotal	1,661,794	1,842,431	1,719,321	123,110	6.7%	
(130,568)	(201,592)	(146,505)	(55,087)	27.3%	23	COL	690000	Library Materials Transferred to Assets	(1,661,794)	(1,842,431)	(1,719,321)	(123,110)	6.7%	
20,404	51,200	50,032	1,167	2.3%	23	COL	685000	Electronic Resource Subscriptions (ERS)	518,951	545,025	565,800	(20,775)	-3.8%	
								Facilities:						
125	5,917	0	5,917	100.0%	39	FAC	801005	Repair & Maintenance	12,269	43,459	33,363	10,097	23.2%	Includes emergency water line repair.
1,210	1,225	1,165	60	4.9%	39	FAC	801010	Building Services	21,719	20,048	14,932	5,116	25.5%	Timing variance.
632	0	0	0	0.0%	39	FAC	801015	Cleaning Supplies	11,866	5,303	2,410	2,892	54.5%	Timing variance.
506	15,794	9,571	6,223	39.4%	39	FAC	801020	Electricity & Water	99,217	172,270	148,695	23,575	13.7%	
0	966	0	966	100.0%	39	FAC	801025	Elevator Maintenance	9,718	10,626	8,694	1,932	18.2%	
3,280	7,482	(8,206)	15,688	209.7%	39	FAC	801030	Heating & Cooling	45,347	101,779	67,131	34,648	34.0%	Timing variance.
18,397	21,238	20,610	628	3.0%	15	FIN	801035	Insurance	201,883	228,879	225,749	3,129	1.4%	
9,824	10,000	9,649	351	3.5%	39	FAC	801040	Janitorial Services	107,404	110,220	108,466	1,754	1.6%	
1,250	2,250	1,250	1,000	44.4%	39	FAC	801045	Landscaping	13,750	18,936	14,960	3,976	21.0%	
10,943	11,792	11,176	616	5.2%	39	FAC	801050	Security	156,868	135,756	125,297	10,459	7.7%	
0	0	0	0	0.0%	39	FAC	801060	Room Rental Expenses	3,952	0	0	0	0.0%	
0	516	0	516	100.0%	39	FAC	801065	Special Events Expenses	18,969	1,125	45	1,080	96.0%	
0	0	0	0	0.0%	39	FAC	801100	Furniture & Appliances (<3K)	1,390	145	145	0	0.0%	
173	0	0	0	0.0%	39	FAC	801110	Equipment (<3K)	1,719	549	622	(73)	-13.2%	Timing variance.
0	0	0	0	0.0%	39	FAC	801115	Building Alterations (<3K)	0	0	0	0	0.0%	
348	216	337	(121)	-55.9%	39	FAC	801120	Delivery & Postage	1,936	1,567	1,622	(54)	-3.5%	Timing variance.
0	88	0	88	100.0%	39	FAC	801125	Kitchen supplies	1,731	572	308	264	46.2%	
46,688	77,484	45,553	31,932	41.2%				Subtotal	709,737	851,233	752,438	98,795	11.6%	
								Technology:						
1,492	2,152	1,179	973	45.2%	33	TECH	801210	Software Maintenance	19,819	21,261	16,427	4,834	22.7%	Timing variance.
1,935	2,190	1,832	358	16.3%	33	TECH	801212	Hardware Maintenance	20,253	22,943	21,576	1,366	6.0%	Purchase cost came in less than budgeted for this time period.
0	167	0	167	100.0%	33	TECH	801215	Software (<\$3k)	679	1,769	936	833	47.1%	Reduced costs and conversion to online services.
0	417	0	417	100.0%	33	TECH	801220	Hardware (<\$3k)	2,069	6,954	4,871	2,083	30.0%	Timing variance. Purchases planned for next fiscal year.
0	86	0	86	100.0%	33	TECH	801225	Computer Supplies	485	430	0	430	100.0%	Timing variance. Computer supplies purchases not required during this time. Purchases planned for next fiscal year.
4,844	4,789	5,076	(287)	-6.0%	33	TECH	801230	Integrated Library System	51,977	53,036	54,471	(1,435)	-2.7%	
5,309	2,544	1,824	720	28.3%	33	TECH	801235	Telecommunications	31,522	24,004	20,221	3,782	15.8%	Includes e-rate discounts and other credits.
29	0	0	0	0.0%	33	TECH	801245	Tech & Data - Misc	29	0	0	0	0.0%	

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

May 2020 Actual	May 2021				FY 2019-20 YTD Actual	FY 2020-21 YTD				Comments				
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Δ	% Δ					
0	348	0	348	100.0%	33	TECH	801250	Services	859	3,731	191	3,540	94.9%	Timing variance. Service request not needed during this time.
150	867	0	867	100.0%	33	TECH	801275	Online Service Providers	4,626	9,491	6,390	3,101	32.7%	Increased purchases due to COVID-19 and conversion from software to online services.
13,759	13,559	9,912	2,780	20.5%				Subtotal	132,318	143,619	125,084	15,434	10.7%	
								General:						
353	667	385	281	42.2%	15	FIN	801310	Bank Charges	5,976	6,159	5,107	1,051	17.1%	Timing variance.
875	875	875	(0)	0.0%	35	CMS	801315	Bibliographical Services	9,628	9,627	9,628	(2)	0.0%	
4,973	0	0	0	0.0%	35	CMS	801320	Binding	19,104	0	0	0	0.0%	
0	0	0	0	0.0%	17	EXEC	801325	Board Expense	1,334	37	37	0	0.0%	
399	0	175	(175)	0.0%	37	COM	801330	Staff meals & events	8,453	2,674	2,745	(71)	-2.6%	
0	500	1,088	(588)	-117.5%	15	FIN	801335	Supplies - Office	16,523	4,180	3,150	1,030	24.6%	Low office supply requests due to limited onsite staff.
0	0	0	0	0.0%	35	CMS	801337	Supplies - Library materials	6,620	6,609	6,642	(33)	-0.5%	
0	0	0	0	0.0%	37	COM	801340	Stationery, business cards, etc.	683	0	0	0	0.0%	
0	0	0	0	0.0%	25	PS	801365	Grant Application Expenses	0	0	0	0	0.0%	
190	333	317	16	4.9%	33	IT	801370	Copy Center Expense	18,297	3,444	3,001	443	12.9%	Low usage due to ongoing COVID-19 library closure.
0	0	0	0	0.0%	15	FIN	801375	General - Misc	45,497	1,000	0	1,000	100.0%	
1,980	542	700	(158)	-29.2%	25	PS	801390	Course Registration	11,091	11,468	14,840	(3,372)	-29.4%	Better than expected online course attendance for OTF-supported programs.
0	0	250	(250)	0.0%	17	EXEC	801395	Friends of Law Library	768	764	1,317	(553)	-72.4%	
8,770	2,917	3,790	(873)	-29.9%				Subtotal	143,974	45,962	46,468	(506)	-1.1%	
								Professional Development:						
0	0	0	0	0.0%	ALL	803105	Travel	6,523	0	0	0	0.0%		
0	0	0	0	0.0%	ALL	803110	Meals	61	0	0	0	0.0%		
0	0	0	0	0.0%	ALL	803113	Incidental and miscellaneous	0	0	0	0	0.0%		
0	160	0	160	100.0%	ALL	803115	Membership dues	7,898	8,085	6,740	1,345	16.6%		
200	492	648	(156)	-31.7%	ALL	803120	Registration fees	3,784	3,133	2,635	498	15.9%	Timing variance.	
0	0	0	0	0.0%	ALL	803125	Educational materials	0	0	0	0	0.0%		
200	652	648	4	0.6%				Subtotal	18,266	11,218	9,375	1,843	16.4%	
								Communications & Marketing:						
0	3	2	1	40.3%	37	COM	803205	Services	0	29	22	7	23.5%	GoogleDrive account at \$2 per month through June.
39	0	0	0	0.0%	37	COM	803210	Collateral materials	5,107	1,800	0	1,800	100.0%	No additional expenses expected this FY.
2	2,033	1,000	1,033	50.8%	37	COM	803215	Advertising	2,390	3,282	1,515	1,767	53.8%	Timing variance. Additional ads and branded materials scheduled to be purchased in the coming month.
0	0	0	0	0.0%	37	COM	803220	Trade shows & Outreach	0	0	0	0	0.0%	
41	2,037	1,002	1,035	50.8%				Subtotal	7,497	5,110	1,537	3,573	69.9%	
								Travel & Entertainment						
0	0	0	0	0.0%	ALL	803305	Travel	0	0	0	0	0.0%		
0	0	0	0	0.0%	ALL	803310	Meals	0	0	0	0	0.0%		
0	0	0	0	0.0%	ALL	803315	Entertainment	0	0	0	0	0.0%		
0	0	0	0	0.0%	ALL	803320	Ground transportation & mileage	269	108	108	0	0.0%		
0	0	0	0	0.0%	ALL	803325	Incidental travel expenses	0	0	0	0	0.0%		
0	0	0	0	0.0%				Subtotal	269	108	108	0	0.0%	
								Professional Services						
0	0	0	0	0.0%	15	FIN	804005	Accounting	23,960	20,455	20,455	0	0.0%	
2,896	1,833	1,360	473	25.8%	17	EXEC	804008	Consulting Services	31,859	22,112	22,641	(530)	-2.4%	
0	0	0	0	0.0%	17	EXEC	804010	Legal	28,350	2,025	2,025	0	0.0%	
0	263	65	198	75.4%	15	FIN	804015	Other	250	1,313	260	1,053	80.2%	Delays in OTF projects due to ongoing COVID-19 closure.
2,896	2,096	1,425	671	32.0%				Subtotal	84,418	45,904	45,381	523	1.1%	
								Depreciation:						
189,762	182,992	180,699	2,293	1.3%	15	FIN	806105	Depreciation - Library Materials	2,116,624	2,055,368	2,043,230	12,138	0.6%	
23,484	32,888	23,074	9,814	29.8%	15	FIN	806110	Depreciation Exp - FF&E	259,145	286,156	256,353	29,803	10.4%	Reflects delays in CapEx project completions.
213,246	215,880	203,773	12,107	5.6%				Subtotal	2,375,770	2,341,524	2,299,582	41,941	1.8%	
617,659	703,814	617,225	86,589	12.3%				Total Expense	8,034,395	8,104,987	7,786,916	318,071	3.9%	
(202,036)	(140,900)	130,805	271,705	-192.8%				Net Income Before Extraordinary Items	169,787	(1,749,319)	(1,065,600)	683,718	39.1%	
5,305	1,667	2,868	1,202	72.1%	15	FIN	321000	Investment Gain (Loss) <sup>1</sup>	207,065	17,166	6,908	(10,258)	-59.8%	Reflects gains/loss if sold at time of report (before maturity)

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

May 2020	May 2021				
	Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
0	0	0	0	0.0%	
0	0	0	0	0.0%	
<u>(196,731)</u>	<u>(139,233)</u>	<u>133,673</u>	<u>272,907</u>	<u>-196.0%</u>	

17 EXEC 401000 Extraordinary Income  
  
17 EXEC 901000 Extraordinary Expense  
Net Income Including Extraordinary Items

Capital Expenditures:

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

FY 2019-20	FY 2020-21 YTD				
	YTD Actual	Amended Budget	Actual	\$ Δ	% Δ
0	1,354,174	1,354,174	0	0.0%	
0	0	0	0	0.0%	
<u>376,852</u>	<u>(377,979)</u>	<u>295,481</u>	<u>673,460</u>	<u>178.2%</u>	
0	0	0	0	0.0%	
0	0	0	0	0.0%	
0	0	0	0	0.0%	
0	0	0	0	0.0%	
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>	

Comments  
Reflects one-time funding from State budget and bequest.

CalPERS CERBT Trust Fund:

Beginning Balance 2,565,400  
Administrative Expense (107)  
Investment Expense (78)  
Unrealized Gain/Loss 27,968  
Distribution  
Ending Balance 2,593,183

CalPERS CERBT program cost.  
Investment management cost.  
Fluctuating market conditions.  
Distribution from Fund.

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

# Los Angeles County Law Library

## Statement of Cash Flows

As of May 31, 2021

(Provisional and subject to year-end audit adjustments)

	5/31/2021	YTD
<b>Cash flows from operating activities</b>		
L.A. Superior court fees	703,167	6,100,733
Parking fees	26,800	245,308
Library services	14,249	1,555,777
(Increase) decrease in accounts receivable	29,652	167,774
(Increase) decrease in other receivable	(40,956)	(359,537)
Increase (decrease) in borrowers' deposit	(7,723)	(28,358)
<b>Cash received from filing fees and services</b>	<b>725,190</b>	<b>7,681,697</b>
Facilities	(45,553)	(752,438)
Technology	(9,912)	(125,084)
General	(3,790)	(46,468)
Professional development	(648)	(9,375)
Communications & marketing	(1,002)	(1,537)
Travel & entertainment	-	(108)
Professional services	(1,425)	(45,381)
Electronic Resource Subscriptions (ERS)	(50,032)	(565,800)
(Increase) decrease in prepaid expenses	42,298	17,190
Increase (decrease) in accounts payable	(16,304)	(205,017)
Increase (decrease) in other liabilities	-	-
<b>Cash payments to suppliers for goods and services</b>	<b>(86,368)</b>	<b>(1,734,016)</b>
Staff (payroll + benefits)	(301,090)	(3,941,144)
Increase (decrease) in payroll liabilities	(963)	(4,888)
Increase (decrease) in accrued sick and vacation liability	-	(53,665)
Increase (decrease) in OPEB liability	21,667	238,337
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
<b>Cash payments to employees for services</b>	<b>(280,386)</b>	<b>(3,761,359)</b>
Contributions received	-	120,000
Net cash from operating activities	358,435	2,306,321
<b>Cash flow from capital and related financing activities</b>		
Library materials	(146,505)	(1,719,321)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	(6,052)
<b>Cash flows from investing activities</b>		
Investment	-	-
Investment earnings	3,814	53,671
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>215,745</b>	<b>634,618</b>
Cash and cash equivalents, at beginning of period	10,441,706	10,022,832
<b>Cash and cash equivalents, at end of period</b>	<b>10,657,451</b>	<b>10,657,451</b>
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	126,991	234,902
Adjustments for noncash effects:		
Depreciation	203,773	2,299,582
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	29,652	167,774
(Increase) decrease in other receivable	(40,956)	(359,537)
(Increase) decrease in prepaid expenses	42,298	17,190
Increase (decrease) in accounts payable	(16,304)	(205,017)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	(963)	(4,888)
Increase (decrease) in accrued sick and vacation liability	-	(53,665)
Increase (decrease) in borrowers' deposit	(7,723)	(28,358)
Increase (decrease) in OPEB liability	21,667	238,337
Net impact of GASB 68 adjustments	-	-
Net cash from operating activities	358,435	2,306,321

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 1	AMERICAN BAR ASSOCIATION	BOOKS	206.05	V006081
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	709.56	V006082
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,104.47	V006083
	INGRAM LIBRARY SERVICES	BOOKS	106.79	V006084
	JAMES PUBLISHING INC	BOOKS	163.16	V006085
	PRACTISING LAW INSTITUTE	BOOKS	443.70	V006086
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,295.13	V006087
	GOBI LIBRARY SOLUTIONS	BOOKS	253.23	V006088
	PARK PLACE TECHNOLOGIES	HARDWARE MAINT(<	657.63	V006102
June 3	GOOGLE	SERVICES	1.99	V006181
June 4	AMERICAN BAR ASSOCIATION	BOOKS	1,030.52	V006089
	ALI CLE CONTINUING LEGAL EDUCATION	BOOKS	99.00	V006090
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	739.72	V006091
	COMMON INTEREST PUBLISHING LLC	BOOKS	24.95	V006092
	DATA TRACE PUBLISHING COMPANY	BOOKS	219.95	V006093
	LAW JOURNAL PRESS	BOOKS	5,497.00	V006094
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,311.03	V006095
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	108.50	V006096
	PRACTISING LAW INSTITUTE	BOOKS	1,180.43	V006097
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	725.66	V006098
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,781.02	V006099
	WEST ACADEMIC	BOOKS	369.02	V006100
	1ST JOHN INC	SECURITY	205.31	V006103
	CANON SOLUTIONS AMERICA, INC.	PREPAID EXP	11,235.25	V006104
	DAILY JOURNAL CORPORATION	ACCOUNTING	21.75	V006105
	GTT COMMUNICATIONS	TELECOM	303.94	V006106
	OCLC INC	BIBLIOGRAPHICAL S	781.55	V006107
	OFFICE DEPOT	SUPPLIES-OFFICE	57.68	V006108
	STAMPS.COM	DELIVERY & POSTAG	300.00	V006109
	STATE COMPENSATION	WORKERS COMP	2,317.33	V006110
UPS	DELIVERY & POSTAG	16.03	V006111	
June 10	STAMPS.COM	DELIVERY & POSTAG	24.99	V006122
June 11	COMPUTYPE INC	SUPPLIES- LIB MATE	1,573.08	V006182
June 11	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,987.87	V006112
	LEXISNEXIS MATTHEW BENDER	BOOKS	238.41	V006113
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,582.83	V006114
	JAMES PUBLISHING INC	BOOKS	163.16	V006115
	MUNICIPAL CODE CORPORATION	BOOKS	2,817.00	V006116
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	826.77	V006117
	UNITED NATIONS PUBLICATIONS	BOOKS	136.02	V006118

141,750.74

LOS ANGELES COUNTY LAW LIBRARY

June 1, 2021 - June 30, 2021 (CHECKS)

Account No.: 102001

Page 2

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 18	THOMSON REUTERS	BOOKS	83,133.26	V006119
	WILLIAM S HEIN & CO	BOOKS	435.03	V006120
	GOBI LIBRARY SOLUTIONS	BOOKS	752.66	V006121
	DEMCO	SUPPLIES LIBRARY	821.21	V006123
	ISOLVED BENEFIT SERVICES	PAYROLL/HR BENEFI	77.00	V006124
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	748.32	V006125
	LEXISNEXIS MATTHEW BENDER	BOOKS	103.27	V006126
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,420.85	V006127
	INGRAM LIBRARY SERVICES	BOOKS	233.97	V006128
	PRACTISING LAW INSTITUTE	BOOKS	234.55	V006129
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	289.09	V006130
	GOBI LIBRARY SOLUTIONS	BOOKS	1,030.62	V006131
	ABD OFFICE SOLUTIONS	COPY CTR	115.73	V006133
	AT&T MOBILITY	TELECOM	16.24	V006134
	BANDWIDTH.COM, INC.	TELECOM	858.07	V006135
	BRIGHTVIEW	LANDSCAPING	1,250.00	V006136
	GENERAL LOGISTICS SYSTEMS US, INC.	DELIVERY & POSTAG	4.10	V006137
	June 25	GTT COMMUNICATIONS	TELECOM	85.76
LA DEPT OF WATER & POWER		WATER/SEWER	9,571.16	V006139
NASA SERVICES		BLDG SVCS	528.01	V006140
OFFICE DEPOT		SUPPLIES-OFFICE	411.16	V006141
PAN AMERICAN PEST CONTROL CO		BLDG SVCS	98.00	V006142
THE HOME DEPOT PRO		CLEANING SUPPLIES	2,062.45	V006143
UPS		DELIVERY & POSTAG	6.23	V006144
LEXISNEXIS MATTHEW BENDER		BOOKS	32,101.82	V006167
AMERICAN LEGAL PUBLISHING CORPORATI		BOOKS	455.00	V006145
WOLTERS KLUWER LAW & BUSINESS		BOOKS	1,576.80	V006146
LEXISNEXIS MATTHEW BENDER		BOOKS	610.37	V006147
CONTINUING EDUCATION OF THE BAR CAL		BOOKS	2,530.14	V006148
PRACTISING LAW INSTITUTE		BOOKS	1,225.07	V006149
ROWMAN & LITTLEFIELD PUBLISHING GRO		BOOKS	1,162.45	V006150
THOMSON REUTERS TAX & ACCOUNTING		BOOKS	1,023.56	V006151
GOBI LIBRARY SOLUTIONS		BOOKS	55.75	V006152
KONICA MINOLTA BUSINESS		COPY CENTER	165.86	V006154
OFFICE DEPOT	SUPPLIES-OFFICE	1.61	V006155	

203,812.65



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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 7	SEIU LOCAL 721 SEIU LOCAL 721	UNION DUES UNION SUPPL	963.06 57.89	001682 001683

1,020.95

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 1	OTTO HARRASSOWITZ	BOOKS	482.04	031903
	MARY MARTIN BOOKSELLERS	BOOKS	2,785.00	031904
June 4	SYNCB AMAZON	BOOKS	459.39	031947
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	691.07	031948
	WILLIAM S HEIN & CO	BOOKS	481.25	031949
	MADELINE C CHANG	REFUND	995.00	031953
	NATIONAL 50 SECURITY	SECURITY	4,439.28	031954
June 8	LEGAL AID FOUNDATION OF LOS ANGELES	ADVERTISEMENT	1,000.00	031955
June 11	AKRAM ADIB AWAD	REFUND	140.00	031956
	BRUNO BARBARO	REFUND	125.00	031957
	KENNETH ALLAN HELMER	REFUND	140.00	031958
	MICHAEL LAURENCE LAVETTER	REFUND	140.00	031959
	ERIC TAN LINZER	REFUND	140.00	031960
	RONALD A MARTINETTI	REFUND	140.00	031961
	LISA OH	REFUND	140.00	031962
	THOMAS LYNDON PHILLIPS	REFUND	140.00	031963
	KIM YVETTE RICHARDSON	REFUND	140.00	031964
	EMILY STORK	REFUND	140.00	031965
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	824.00	031966
	DIGITAL INSURANCE LLC	CONSULTING	1,360.00	031967
June 14	METROLINK	TMP	364.00	031968
June 16	DAVID L GERNSBACHER	REFUND	189.15	031969
June 18	SYNCB AMAZON	BOOKS	38.33	031970
	OTTO HARRASSOWITZ	BOOKS	1,126.88	031971
	LEXISNEXIS CANADA INC	BOOKS	131.68	031972
	1ST JOHN INC	SECURITY	205.31	031973
	AT&T	TELECOM	501.55	031974
	BAVCO	BLDG SERVICES	325.00	031975
	BRIDGES FILTER SERVICE, INC	BLDG SVCS	614.49	031976
	GUARDIAN	PREPAID EXP	7,693.17	031977
	NATIONAL 50 SECURITY	SECURITY	4,792.56	031978
	ROMERO MAINTENANCE LLC	JANITORIAL SVC	9,649.14	031979
June 25	LEXISNEXIS CANADA INC	BOOKS	529.24	031980
	BUREAU OF STREET LIGHTING	BLDG SVCS	2,738.97	031981
	COUNTY OF LOS ANGELES	BANK CHARGES	45.39	031982
	LANGUAGE PEOPLE INC	OTHER	64.50	031983
	NATIONAL 50 SECURITY	SECURITY	6,546.28	031984

50,597.67

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	EMILIE DE SAINTE MARESVILLE	REFUND	140.00	031985
	JAMES PERNELL COOPER	REFUND	125.00	031986
	DAVID M JOHNSTON	REFUND	125.00	031987
	AZAM AFZALI MIRTORABI	REFUND	140.00	031988
	LORNA CLARKE OSUNSANMI	REFUND	140.00	031989
	SHAHROUZ JAHANSHAH	REFUND	140.00	031990
	LESLIE R SMITH	REFUND	125.00	031991
	SUZIE YOUNG	REFUND	140.00	031992

51,532.67

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 22	EX LIBRIS (USA) INC.	PREPAID EXP	16,250.38	TS00305816

16,250.38

LA Law Library  
Fiscal Year Quarterly Statistics

		FY18 4th Quarter	FY18 Totals	FY19 4th Quarter	FY19 Totals	FY20 4th Quarter	FY20 TOTALS	FY21 1st Quarter	FY21 2nd Quarter	FY21 3rd Quarter	FY21 4th Quarter	FY21 Totals	FY21 4th Quarter Notes
<b>Reference and Research</b>													
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic</i>												
	Desk Inquiries	6,782	25,594	5,745	22,203	0	15,606	0	0	0	191	191	
	Tuesday 6pm to 8pm - All Queries	87	432	92	318	0	282	0	0	0	0	0	Not applicable due to library closure
	Phone	1,748	7,479	1,474	5,736	1,504	5,899	2,752	2,200	2,733	3,395	11,080	
	Email/ Live Chat	39	420	469	1,089	1,603	2,249	2,091	1,777	1,763	2,135	7,766	
	By Mail	54	174	57	210	73	444	51	66	46	67	230	
	Global Law Inquires	24	211	25	84	0	37	0	0	0	0	0	Not applicable due to library closure
	Global Law Web Inquires	24	128	14	64	0	0	0	0	0	0	0	Not applicable due to library closure
	e-Branch Chat	35	166	43	168	0	66	0	0	0	0	0	Not applicable due to library closure
	e-Branch Email	0	0	0	0	0	6	0	0	0	0	0	Not applicable due to library closure
	<b>Totals</b>	<b>8,793</b>	<b>34,604</b>	<b>7,919</b>	<b>29,872</b>	<b>3,180</b>	<b>24,589</b>	<b>4,894</b>	<b>4,043</b>	<b>4,542</b>	<b>5,788</b>	<b>19,267</b>	
<b>Circulation Services</b>													
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as</i>												
	Desk Inquiries	4,119	16,204	5,566	20,450	0	11,700	0	0	0	395	395	Not applicable due to library closure
	Phone Inquiries	1,966	7,947	2,247	7,086	405	5,094	604	1,356	1,567	1,901	5,428	Also Includes emails
	<b>Totals</b>	<b>6,085</b>	<b>24,151</b>	<b>7,813</b>	<b>27,536</b>	<b>405</b>	<b>16,794</b>	<b>604</b>	<b>1,356</b>	<b>1,567</b>	<b>2,296</b>	<b>5,823</b>	
	Books Circulated	2,325	9,838	1,865	8,176	78	5,439	356	417	516	617	1,906	
	Library Card Sign-ups	457	1,844	478	1,977	0	1,330	0	0	0	20	20	Not applicable due to library closure
	Members Program - Active Members	353	1,325	323	1,324	812	1,727	224	204	211	216	855	New sign ups not available
	Public Terminal Logins	8,636	33,944	6,665	27,136	0	14,836	0	0	0	148	148	Not applicable due to library closure
<b>Document Delivery / E-Delivery/Copies</b>													
	<i>Document Delivery responds to requests for materials from the LA Law Library collection. Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-</i>												
	Phone Inquiries	206	795	569	1,472	150	1,545	167	237	229	295	928	
	In-Person	2,476	9,573	2,508	9,690	0	9,758	0	0	0	65	65	Not applicable due to library closure
	Email (Includes Members Program)	237	1,062	336	1,564	907	2,372	980	924	781	1,218	3,903	
	<b>Totals</b>	<b>2,919</b>	<b>11,430</b>	<b>3,476</b>	<b>12,842</b>	<b>1,057</b>	<b>13,675</b>	<b>1,147</b>	<b>1,161</b>	<b>1,010</b>	<b>1,578</b>	<b>4,896</b>	
	Pages Delivered	6,256	26,114	12,096	27,647	6,648	26,034	9,862	8,477	9,672	9,660	37,671	
	Copies Made (Main Library)	61,105	222,749	76,600	256,302	0	219,334	0	0	0	6,703	6,703	Not applicable due to library closure

LA Law Library  
Fiscal Year Quarterly Statistics

		FY18 4th Quarter	FY18 Totals	FY19 4th Quarter	FY19 Totals	FY20 4th Quarter	FY20 TOTALS	FY21 1st Quarter	FY21 2nd Quarter	FY21 3rd Quarter	FY21 4th Quarter	FY21 Totals	FY21 4th Quarter Notes
<b>Collection Management Services</b>													
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>												
	New Titles Added	190	468	430	782	113	677	146	149	176	145	616	
	Print Volumes Added	1,253	4,954	1,811	6,224	832	5,457	1,377	1372	1,422	1,693	5,864	
	New Serials	28	77	27	94	5	41	7	14	13	6	40	
	Non-Print Media Added	695	16,894	109	1,922	8	1,897	372	408	51	112	943	
	Records Cataloged/Updated	757	1787	373	2,027	1,644	2,726	1,245	503	578	776	3,102	
	Print & Non-Print Withdrawn	534	1949	955	2,215	175	1,351	401	506	567	350	1,824	
<b>Brief Scanning Project</b>													
	Briefs Logged (Google)	20,577	62,213	16,800	56,375	0	50,042	5,535	7,480	4,415	0	17,430	Google Operations Ceased as of March 29, 2021
<b>Website Statistics</b>													
	Visitors	29,479	99,295	29,734	114,787	21,720	109,484	22,569	20,279	29,237	33,494	105,579	
	Visits (previously counted as "Pages Viewed")	41,894	255,548	84,545	363,211	61,626	326,998	65,338	66,311	78,697	70,939	281,285	
	Average Daily Visits	460	698	334	2,271	238	283	284	301	389	318	1,292	
	Average Duration	2:42	3:31	4:40	3:58	3:08	4:34	3:01	3:08	2:21	2:34	2:43	
	Visitors: US	96.72%	97.73%	97.88%	97.43%	95.63%	94.91%	95.27%	93.62%	86.89%	83.21%	87.01%	
	Visitors: International / Unspecified	3.28%	2.26%	2.12%	2.58%	4.37%	5.09%	4.79%	6.38%	13.11	16.79%	12.99%	
<b>Training and Events (Includes Online,Prerecorded/Live via ZOOM)</b>													
	Public Classes Held Online												
	Internal speaker	0	0	0	0	33	33	11	15	20	20	66	
	Guest speaker	0	0	0	0	50	50	31	78	93	101	303	
	MCLE Classes Held Online			0	0								
	Internal speaker	0	0	0	0	0	0	0	0	0	0	0	
	Guest speaker	0	0	0	0	0	0	1	13	25	20	59	
	Clinics/ Workshops Held Online	0	0	0	0	3	3	3	4	1	1	9	LITL continuously offered
	Public Classes Held at Main & Branches												
	Internal speaker	34	113	43	154	0	173	0	0	0	0	0	Not applicable due to library closure
	Guest speaker	53	225	37	215	0	146	0	0	0	0	0	Not applicable due to library closure
	MCLE Classes Held												
	Internal speaker	0	2	0	2	0	7	0	0	0	0	0	Not applicable due to library closure
	Guest speaker	6	25	8	30	0	10	0	0	0	0	0	Not applicable due to library closure
	Clinics/ Workshops Held	70	243	50	192	0	149	0	0	0	0	0	Not applicable due to library closure
	<b>Totals</b>	<b>163</b>	<b>608</b>	<b>138</b>	<b>593</b>	<b>86</b>	<b>571</b>	<b>46</b>	<b>110</b>	<b>139</b>	<b>142</b>	<b>437</b>	
	Class Attendance in Person Total (Estimated)	2,059	6,878	2,423	9,373	0	6,556	0	0	0	0	0	Not applicable due to library closure
	Live Class Attendance: Online	N/A	N/A	N/A	N/A			880	244	941	777	2,842	
	Live Class Registration: Online	N/A	N/A			1,202	1,202	786	2167	1,802	1519	6,274	
	Number of plays of prerecorded Classes	N/A	N/A			1,327	1,803	1,017	869	NA	NA	1,886	Includes registrants and virtual walk ins
	Class Attendance Branches (Estimated)	N/A	N/A			0	1,066	0	0	0	0	0	Not applicable due to library closure
<b>Visits to Main Branch</b>													
	Number of Patron Visits (front door)	26,513	N/A	25,632	100,706	0	92,703	0	0	0	0	0	NA

**MEMORANDUM**

**DATE:** July 28, 2021  
**TO:** Board of Law Library Trustees  
**FROM:** Sandra J. Levin, Executive Director  
**RE:** Approval of Policy Regarding Access by Minors

**SUMMARY AND BACKGROUND**

The Children's Internet Protection Act (CIPA) was enacted by Congress to address concerns about children's access to obscene or harmful content over the Internet. Among other requirements, libraries subject to CIPA are required either to 1) certify that they have technology monitoring and protection measures to block or filter Internet access and external communication with minors or 2) maintain written policies prohibiting minors from accessing their public computers.

LA Law Library does not monitor or filter internet access to prevent all access to content that is considered harmful under CIPA. Doing so would be both expensive and problematic for those conducting legal research on topics that border on prohibited material (child trafficking, abuse, 1<sup>st</sup> amendment law, etc) and for those needing to interact with third party resources (legal aid clinics, attorneys, government agencies, etc) from Law Library computers. For example, the American Library Association in its FAQs regarding CIPA explains:

Q: Is there blocking or filtering technology available that actually filters or blocks access to obscenity, child pornography, and material harmful to minors without also restricting access to constitutionally protected speech falling outside these defined terms?

A: No. At this time we are aware of no filtering technology that will block out all illegal content, but allow access to constitutionally protected materials.

Staff does not recommend blocking and filtering content as would be required to allow children access to our public computers.

With respect to the alternative compliance option, though, the Library already does restrict access to public computers. Access to computers requires a library card and, historically, library cards have not been issued to minors. However, minors are often present in the Law Library. Accordingly, Staff recommends amending the promotional materials and written operational policies of the library (including the Computer Usage



Policy, Library Card Application, website instructions, etc) to clarify that library cards and computer use are for adults only.

Other services, including onsite research in print materials, e-delivery of materials, onsite and remote assistance with research, remote assistance with publicly available digital resources, classes, etc., remain available to minors and adults.

**RECOMMENDATION**

Staff recommends that the Board approve the amendment of library policies and materials to clarify that minors may not have access to the public computers at LA Law Library.





# AGENDA ITEM 4

## DISCUSSION ITEMS

- 4.1 Acknowledgment of Retirement Commendation for Paula Hart
- 4.2 Approval of Waiving of Certain Overdue Fines
- 4.3 Discussion of Expanded Outreach to Non-Traditional Communities



**MEMORANDUM**

**DATE:** July 28, 2021

**TO:** Board of Law Library Trustees

**FROM:** Sandra J. Levin, Executive Director

**RE:** Acknowledgment of Retirement Commendation for Paula Hart

**SUMMARY**

Branch Assistant Paula Hart recently retired after 49 years of committed and distinguished service at LA Law Library. While we acknowledge and honor all retirees for their service (and provide each with a commendation from the Board), 49 years is an extraordinary accomplishment and contribution and Paula Hart deserves special recognition.

Paula Hart's contributions to the legal community and the public, providing legal information and resources and facilitating access to justice, are worthy of recognition and gratitude. In particular, Paula demonstrated continued dedication and resourcefulness in ensuring that patrons in the Torrance Courthouse Branch had continued access to print materials, assistance accessing and using a broad variety of resources, opportunities to consult with attorneys at *Ask a Lawyer Days* and a supportive, helpful and friendly library representative to address their legal information needs.

Paula's career at LA Law Library spanned the terms of four different executive directors and left an indelible mark on LA Law Library and the thousands of individuals she helped over nearly half a century. Her efforts will be long-remembered and her presence greatly missed.

**RECOMMENDATION**

Staff recommends that the Board thank and commend Paula and that a duplicate original of her commendation from the Board be framed and installed for display at the Torrance Courthouse Branch.





**MEMORANDUM**

**DATE:** July 28, 2021

**TO:** Board of Law Library Trustees

**FROM:** Sandra J. Levin, Executive Director

**RE:** Approval of Waiver of Certain Overdue Fines

**INTRODUCTION**

Nationally, there has been an increasing trend among public libraries to waive – or even eliminate – late fees incurred by patrons for overdue books. While the considerations for public Law Libraries are somewhat different than for general purpose public libraries, after discussion, Management Staff nonetheless felt that there would be benefit in waiving certain fines. Accordingly, for the reasons set forth below, the Board is asked to approve a waiver of overdue fines incurred prior to July 6, 2021, when the Law Library Main Branch reopened to the public without appointments.

**BACKGROUND**

The reasons for eliminating or reducing late fees are varied. Most significantly, late fees are both a financial impediment and an embarrassment or stigma that discourage or prohibit patrons from utilizing library services. Overdue fines disproportionately affect low-income individuals, who are more likely to experience financial burdens, restrictive schedules, and lack of transportation that make it difficult to visit a library. Research in general-purpose, public libraries shows that charging late fines does not bring back borrowed materials faster, as there is no significant difference between the late return rates in libraries that charge late fines and those that don't. Revenue from late fees tends to be small and often uncollectible. Even very small fines from decades ago deter patrons from returning to libraries and accessing resources. The overall impression on the public created by late fines conflicts with the goal of making libraries welcoming, friendly resources for everyone.

Many of these factors were exacerbated during the pandemic when paying late fines put an extra burden on already financially strapped people, and collecting late fines continues to be particularly challenging.

The national and state trend towards reducing or eliminating late fees has received significant media attention (see, e.g., <https://www.npr.org/2019/11/30/781374759/we-wanted-our-patrons-back-public-libraries-scrap-late-fines-to-alleviate-inequi>); and attached social media post) and has been the subject of legislative attention as well (see



attached California Bill HR 31 applauding and encouraging the waiver of overdue fees by public libraries).

At LA Law Library, late fees are often uncollectible due to the financial circumstances of the patrons who owe these amounts. Once the statute of limitations has expired, all patron debt becomes uncollectible. However, the Law Library has, in the past, carried uncollected debt from patrons on its books indefinitely and barred patrons from borrowing books unless the debt is paid, even decades later.

#### **PROPOSAL**

Staff proposes to waive all past late fees incurred prior to July 6, 2021 (when the Law Library reopened to patrons without requiring appointments). Staff believes this will give patrons a 'fresh start,' relieving them of the financial burden of past fees and encouraging them to return to the Law Library without fear of embarrassment, restrictions or recriminations.

[Note that the Law Library charges a variety of other kinds of fees (replacement book fees, conference room rental fees, MCLE course attendance fees, etc). Unlike late fees, these fees compensate the Library for actual out of pocket costs resulting from patron choices and behaviors. Only *late fees* are proposed to be waived.]

#### **FINANCIAL IMPACT**

The total overdue fines since 2003 that is carried on the Law Library's books is approximately \$39,000. Approximately \$12,000 of that falls within the past three years and even less would be collectible if pursued. As a result, a waiver of overdue fines incurred prior to July 6, 2021 would result in an accounting adjustment to reflect forgiven or bad debt in an amount less than \$40,000 and an actual revenue impact (loss) of less than \$10,000.

#### **RECOMMENDATION**

Staff recommends that the Board approve implementation of a one-time, waiver program for overdue book fines to alleviate some of the financial hardship experienced by patrons during the pandemic and encourage patrons to utilize the resources available at LA Law Library at a time when they are urgently needed.





**The Spicy Disaster Mama**

@spicydisasterma



Today the librarian informed me I had a 20 year old fine for \$2.25 that had to be paid or my kids couldn't participate in my hometown's summer reading program (just like I had as a kid.)

Nobody ... I mean absolutely nobody holds a grudge like your local public library.





**House Resolution**

**No. 31**

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**Introduced by Assembly Member Low**

March 24, 2021

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House Resolution No. 31—Relative to National Library Week.

1 WHEREAS, Libraries work to meet the information and  
2 recreational needs of all members of their communities, striving  
3 to provide programming, materials, and services in an equitable  
4 manner; and

5 WHEREAS, Charging late fines discourages or prohibits  
6 Californians most in need of library services from access to those  
7 services; and

8 WHEREAS, Overdue fines go against libraries' missions to  
9 provide equitable services because fines disproportionately affect  
10 low-income residents, who are more likely to experience financial  
11 burdens, restrictive schedules, and lack of transportation that make  
12 it difficult to visit the library; and

13 WHEREAS, Late fees create a barrier to accessing reading  
14 materials, especially for children, as parents can be reluctant to  
15 check out materials for their children for fear of incurring fines  
16 and fees; and

17 WHEREAS, Research shows that charging late fines does not  
18 bring back borrowed materials faster, as there is no significant  
19 difference between the late return rates in libraries that charge late  
20 fines and those that don't; and

21 WHEREAS, Revenue generated by fines is less than 1 percent  
22 of the library budget for the majority of libraries. When libraries  
23 factor in the cost of charging and collecting late fines, they often

1 find that they are spending as much as, if not more than, they are  
2 collecting; and

3 WHEREAS, Patrons with overdue fines often have their library  
4 accounts blocked because they cannot afford to pay their fines,  
5 which is particularly challenging during the pandemic when they  
6 need to access online services such as ebooks and database  
7 research; and

8 WHEREAS, During the pandemic, paying late fines puts an  
9 extra burden on already financially strapped people, and collecting  
10 late fines is particularly onerous for libraries with buildings closed  
11 and staff working remotely; and

12 WHEREAS, Libraries all over the country have been addressing  
13 this inequity by dropping late fines, and have not seen an increase  
14 in the amount of materials returned late, nor a decrease in revenues  
15 collected; and

16 WHEREAS, Libraries that change their policy and stop charging  
17 late fines have welcomed back patrons who were barred from  
18 borrowing because of blocked accounts, issued cards to new  
19 borrowers, and tracked an increase in circulation in many instances;  
20 now, therefore, be it

21 *Resolved by the Assembly of the State of California, That the*  
22 *Assembly celebrates California public libraries, such as the Santa*  
23 *Clara County Library District and the Tehama County Library,*  
24 *for their recent decisions to stop charging late fines; and be it*  
25 *further*

26 *Resolved, That the Assembly expresses appreciation to the*  
27 *California public libraries that have stopped collecting late fines,*  
28 *including those in the County of Santa Clara and the County of*  
29 *Contra Costa, the San Diego Public Library, the San Francisco*  
30 *Public Library, the Tulare County Library, the Victorville City*  
31 *Library, and many others; and be it further*

32 *Resolved, That the Assembly urges cities, counties, and special*  
33 *districts throughout the state to consider abolishing late fines as a*  
34 *way to increase access for the people in their communities who*  
35 *need the library the most; and be it further*

36 *Resolved, That the Assembly declares April 4, 2021, to April*  
37 *10, 2021, inclusive, National Library Week and celebrates the*  
38 *importance of our public libraries to communities across California;*  
39 *and be it further*

1     *Resolved*, That the Chief Clerk of the Assembly transmit copies  
2 of this resolution to the board of supervisors and county executive  
3 of each county and city and county in the state, and to the author  
4 for appropriate distribution.

O



**MEMORANDUM**

**DATE:** July 28, 2021

**TO:** Board of Law Library Trustees

**FROM:** Sandra J. Levin, Executive Director  
Malinda Muller, Director of Patron Services

**RE:** Discussion of Expanded Outreach to Non-Traditional Communities

**SUMMARY**

Two members of the Board of Trustees expressed interest in finding ways for the Law Library to expand outreach and access to non-traditional communities, especially those comprised of limited or non-English-speaking Los Angeles County residents to bring wider availability of the Law Library's successful programs, including those about tenant rights, domestic violence, housing, immigration and other topics. Staff shares this goal and would like to hear the Board's thoughts and suggestions. Below is a brief summary of some efforts that are ongoing or in planning stages already.

**BACKGROUND**

The Law Library has made huge efforts and good progress in expanding outreach and participation to non-English speakers and non-traditional communities, but Staff believes we still have a long way to go to provide full, fair and equitable access to all resident communities. In particular, the Law Library does not yet offer enough classes and content in languages other than English to address the existing need.

Steps taken thus far include:

- The Law Library has expanded our class offerings in Spanish. We have a small (but growing) number of online classes currently available in Spanish: <https://www.lalawlibrary.org/onlineclasses/clases-legales-en-espanol>. The number of classes in this category should more than double as Pro Bono Week class recordings are developed.
- Our online (Zoom) classes have real-time, on-screen transcription allowing those who are hearing impaired to participate in these live offerings.
- Before the pandemic hit, we had been preparing translations of in-house Where You Begin and QuickLook classes. We are picking up this effort again now and will start recording more internally taught classes soon based on the groundwork already laid.
- The Law Library translates many of our flyers into Spanish (see attached). We also have a broad distribution network to promote our offerings on Spanish language online calendars, post flyers in local stores catering to non-English speaking clientele, send our press releases to Spanish media outlets (print, TV



and radio) and distribute information to all branches of the County and City library system as well as to legislative offices who work within non-English speaking communities. (This translation and outreach initiative was one of the projects funded with the one-time general fund allocation from the State in FY2019.)

- Our recent, front-facing hires have all had language capacity in addition to English and are able to teach and consult in languages other than English.
- We work with every major legal aid organization in the County including LAFLA, NLS, Public Counsel, Bet Tzedek and many more. We also partner with immigrant rights organizations, including Esperanza, KIND, Loyola's Immigrant Justice Project, NALEO and a number of ethnic bar associations.
- We have Spanish speaking attorneys at LITL and a translation service for any language requested. (No one has been turned away from a consultation based on language.)
- That same translation service is available for consultations at the reference desk. We have a language selection chart listing a greeting in each of some 70+ languages where patrons can select the language of their choice by pointing to it and we can conduct a reference consultation in that language via a three-way telephonic conference with a translator.
- We help support the continuing education of court interpreters with Court Interpreter Mandatory Continuing Education (CIMCE) credit courses. Most of our WYB and CLB online classes are certified for CIMCE credit.
- For appointments and reservations, even when space is limited, we make every effort to allow patrons to bring a friend or family member who can translate for them.
- Perhaps the most challenging aspect of language access for law libraries is in the area of collection development. We used FY19 one-time-funding, to coordinate a Multilingual Core Collection Committee, comprised of county law library staff across the state, to identify and acquire law library materials in other languages. After an extensive search, the committee was not able to identify any items in print that were not already in LA Law Library's collection. However there were a fair number of websites and self-published materials in Spanish and a few other languages, and a list of those was disseminated to all County Law Libraries.

Despite the above efforts, we recognize that much more needs to be done and that is why we asked for your approval for a language access librarian, are working on getting real time translation of classes into other languages and are translating our online forms and disclosures into Spanish.

#### **RECOMMENDATION**

Staff recommends that the Board discuss and provide input regarding expanding outreach and access.



# ¡Pregúntale a un abogado!

Este nuevo programa contará con sesiones de preguntas y respuestas en vivo a través de Zoom.

## ¡Pregúntele a un abogado!: Alquiler durante COVID Q&A

Jueves 15 de julio 2021

Jueves 19 de agosto 2021

5:00 p.m. – 6:00 p.m. via Zoom

Únase a una sesión de preguntas y respuestas en vivo sobre los derechos de los inquilinos y propietarios durante la crisis de salud pública COVID-19. Un abogado experimentado para propietarios / inquilinos estará disponible para responder preguntas sobre las protecciones de desalojo por falta de pago del alquiler debido a COVID-19, lo que los propietarios pueden y no pueden hacer durante la pandemia, cuál podría ser la perspectiva para los inquilinos cuando finalice la moratoria de desalojo y el nuevo proceso para cobrar el alquiler vencido a través del Tribunal de reclamos menores. Ya sea que sea propietario o inquilino, puede asistir y obtener la información vital que necesita.

Aunque puede escuchar la clase desde varios tipos de dispositivos, necesitará video para ver a los oradores y cualquier material de presentación, y deberá conectarse a través de una cuenta de Zoom para poder participar en las preguntas y respuestas escritas o en las funciones de chat.

### LA Law Library no proporciona asesoramiento legal:

LA Law Library no proporciona asesoramiento legal. LA Law Library proporciona recursos legales y asistencia con la investigación legal como un servicio educativo. La información presentada en este programa no es un consejo legal y se proporciona únicamente como un servicio educativo para nuestros clientes. Para consejo legal, deberías consultar un abogado.



Para más información o para registrarse, visítenos en:

[www.lalawlibrary.org](http://www.lalawlibrary.org)

o llamar: 213.785.2516

301 W. 1st Street,  
Los Angeles, CA 90012









## Ley familiar

Las familias a veces pasan por momentos difíciles, pero siempre puede encontrar ayuda en LA Law Library. Obtenga los conceptos básicos del divorcio, la custodia y la manutención de los hijos, además de información sobre las órdenes de restricción por violencia doméstica.

### Clases y talleres a pedido

#### Custodia y manutención de los hijos: dónde comienza

Aprender los fundamentos importantes sobre la custodia y el apoyo puede hacer que su viaje legal sea más fácil y más exitoso.

#### Divorcio y separación: dónde comienza

Aprender los fundamentos legales importantes sobre el derecho de familia puede hacer que su viaje legal sea más fácil y exitoso.

#### Manutención de menores vencida: ¿ahora qué?

En esta clase, aprenda cómo se hace cumplir la manutención de los hijos, incluidos los montos vencidos (atrasos).

#### Cómo obtener una orden de restricción por violencia doméstica

La clase cubrirá las órdenes de restricción temporales y permanentes y otras órdenes de protección.

#### Custodia, manutención y visitas de menores

Esta clase proporcionará una descripción general de la custodia de los hijos y las visitas en los casos de derecho de familia, incluido lo que analiza un tribunal al crear y modificar las órdenes de custodia y visitas.

#### Aplicación de la ley de inmigración (ICE): ¡Esté preparado!

Si es un ciudadano extranjero que reside en los EE. UU., Debe conocer sus derechos. Si está detenido y tiene niños en casa que dependen de usted para su cuidado, usted y su familia deben estar preparados.

#### Reuniones del IEP durante COVID-19

Este seminario web brindará consejos prácticos para las reuniones en línea del Programa de educación individualizado (IEP) entre padres y escuelas.



La mayoría de las clases se imparten en inglés, no dude en traer un intérprete.

Para más información o para registrarse,

Visítanos en: [www.lalawlibrary.org/CLASSES](http://www.lalawlibrary.org/CLASSES)

o llamar: 213.785.2516

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Los Angeles, CA 90012



# ¿Qué está pasando en LA Law Library?

OPEN  
TO THE  
PUBLIC

Mes de julio 2021

## Pregúntele a Un Abogado: Alquilar Durante COVID

**Jueves 15 de julio | 5:00 pm - 6:00 pm**

LOS CLASES SE LLEVARÁN A CABO MEDIANTE ZOOM. LA INFORMACIÓN DE ZOOM SE ENVIARÁ

POR CORREO ELECTRÓNICO A LOS INSTRUCTOS ANTES DE LA HORA DE INICIO DE LA CLASE.

Únase a una sesión de preguntas y respuestas en vivo sobre los derechos de los inquilinos y propietarios durante la crisis de salud pública COVID-19.

## Pregúntele a un abogado: sucesiones, testamentos y fideicomisos

**Jueves 29 de julio | 5:00 pm - 6:00 pm**

LOS CLASES SE LLEVARÁN A CABO MEDIANTE ZOOM. LA INFORMACIÓN DE ZOOM SE ENVIARÁ

POR CORREO ELECTRÓNICO A LOS INSTRUCTOS ANTES DE LA HORA DE INICIO DE LA CLASE.

Únase a una sesión de preguntas y respuestas en vivo con un abogado experimentado en sucesiones (herencia) y testamentos y fideicomisos (planificación patrimonial).

## A Cambio de nombre de adulto

**Miércoles 7 de Julio**

**12:00 pm - 1:00 pm**

LOS CLASES SE LLEVARÁN A CABO MEDIANTE ZOOM. LA INFORMACIÓN DE ZOOM SE ENVIARÁ POR CORREO ELECTRÓNICO A LOS INSTRUCTOS ANTES DE LA HORA DE INICIO DE LA CLASE.

Este taller único de Zoom lo guiará a través de todos los formularios judiciales necesarios para que un adulto solicite un cambio de nombre al Tribunal Superior de Los Ángeles.

Este taller está dirigido a adultos motivados que deseen cambiar sus nombres y estén dispuestos a completar el papeleo ellos mismos sin representación legal. Este taller está abierto a los residentes del condado de Los Ángeles que tengan 18 años o más.



Nos complace poder brindar Acceso GRATUITO a videos de algunos de nuestros clases populares.

Explore las categorías de clases que ofrecemos. Visite nuestro sitio web para obtener nuestra lista completa de clases.

## ASUNTOS LEGALES DURANTE COVID-19

Encuentre recursos para personas cuyos problemas legales pueden verse afectados por COVID-19. Las áreas cubiertas incluyen audiencias judiciales y prórroga de los plazos, órdenes de restricción para protección, vivienda, prestaciones por desempleo y más.

## SERIE DE NEGOCIOS

Aprenda todas las cosas que "no aprendió" saber que necesitaba saber "sobre cómo desarrollar su negocio. Principal abogados y profesionales financieros presentan una formación integral necesario para montar una empresa para crecimiento y éxito a largo plazo, incluso en tiempos difíciles como estos.

## DERECHOS CIVILES

Infórmese sobre su derecho a no sufrir discriminación en el empleo, la vivienda y las instalaciones públicas y educación, además de otros derechos civiles bajo la ley estatal y federal.

## CLASES LEGALES EN ESPAÑOL

Vea algunos de nuestros videos populares de clases en línea para ayudarlo en sus problemas legales.

## ABOGADOS EN LA BIBLIOTECA

Consultas legales gratuitas con abogados voluntarios. Las consultas de abogados en la biblioteca se llevan a cabo telefónicamente este mes y hasta nuevo aviso debido a problemas de salud pública. Para programar una consulta telefónica gratuita con un abogado, visite: [www.lalawlibrary.org](http://www.lalawlibrary.org) / LITLFORM y complete el formulario junto con una firma electrónica en el formulario de divulgación. No podremos programarlo para una consulta con un abogado sin su firma electrónica en el formulario de divulgación.



Escanee el código QR a continuación para descargar este folleto

Para más información o para registrarse, visítenos en: [www.lalawlibrary.org/ONLINECLASSES](http://www.lalawlibrary.org/ONLINECLASSES)

O llamar: 213.785.2516 | 301 W. 1st Street, Los Angeles, CA 90012



LA Law Library es un proveedor aprobado de MCLE participativo en línea.

El State Bar requiere que los abogados completen 25 horas de crédito de educación legal continua aprobado cada tres años. LA Law Library es un proveedor aprobado de MCLE participativo en línea. Para más Para obtener información sobre nuestras clases MCLE nuevas y de pago, visite: [www.lalawlibrary.org/MCLE-classes](http://www.lalawlibrary.org/MCLE-classes)

## CUESTIONES DE CRÉDITO, DEUDA Y DINERO

Conozca las mejores prácticas para lidiar con las deudas, sus derechos al enfrentar embargos, ejecuciones hipotecarias y demandas judiciales y cuándo la quiebra podría ser una opción.

## DERECHO PENAL

Obtenga información sobre sus derechos al interactuar con la policía y sobre los servicios de liberación y reducción de fianzas si está enfrentando cargos.

## EMPLEO

Conozca sus derechos y beneficios como empleado o empleador, incluidos los nuevos derechos creados por ley durante COVID-19.

## LEY FAMILIAR

Obtenga los conceptos básicos del divorcio, la custodia y la manutención de los hijos, además de información sobre la restricción de la violencia doméstica pedidos.

## ENCONTRAR A UN ABOGADO

Obtenga los conceptos básicos del divorcio, la custodia y la manutención de los hijos, además de información sobre la restricción de la violencia doméstica pedidos. Conozca las opciones para obtener ayuda de un abogado, además de información sobre cómo hablar con un abogado, dígame su historia y la importancia de recopilar los hechos en su caso.

## DERECHOS DE VIVIENDA

Conozca los conceptos básicos de la ley de propietarios e inquilinos, incluidos los desalojos. Además, aprende sobre las protecciones de vivienda para víctimas de violencia doméstica, personas con discapacidades mentales y más.

## LEY DE ARRENDADORES / INQUILINOS

Conozca los derechos y responsabilidades de los inquilinos y propietarios, incluidos los conceptos básicos del proceso de desalojo.

## INVESTIGACIÓN LEGAL Y ACCESO A LOS EXPEDIENTES DE LA CORTE

Reciba información sobre cómo encontrar respuestas a preguntas legales y cómo acceder a registros de diferentes tipos de tribunales.

## PRUEBA Y PLANIFICACIÓN PARA EL FINAL DE LA VIDA, ENFERMEDAD O DISCAPACIDAD

Obtenga información básica sobre la planificación para el final de la vida, enfermedad y discapacidad, incluyendo testamentos, fideicomisos y directivas avanzadas de atención médica. Además, aprenda sobre el proceso de transferencia de propiedad después de la muerte (sucesión).

## INICIAR Y HACER CRECIMIENTO DE UN NEGOCIO

Aprenda a crear una empresa para el crecimiento y el éxito, proteger sus derechos y acceder a fondos para su empresa.

## REPRESENTARSE A SÍ MISMO EN LA CORTE CIVIL

Aprenda sobre el proceso de la corte civil desde las quejas hasta las apelaciones y cómo representarse a sí mismo sin abogado.

## DESEMPLEO, DISCAPACIDAD Y LICENCIA POR ENFERMEDAD

Obtenga información sobre beneficios importantes, incluido el desempleo y seguro de discapacidad y tiempo por enfermedad y licencia por enfermedad, incluidos nuevos derechos creado por ley durante el COVID-19.

## DONDE EMPIEZAS

Conozca cómo funciona el sistema legal para su tipo de problema. Obtenga los conceptos básicos, descubra recursos importantes y use lo que aprenda para averiguar qué hacer a continuación.

Nuestro compromiso de brindar servicio, asistencia y soporte sigue siendo tan sólido como siempre. Ofreceremos asistencia de referencia y envío electrónico gratuito hasta 25 páginas. Puede comunicarse con nosotros en [reference@lalawlibrary.org](mailto:reference@lalawlibrary.org) o 213-785-2513.

Trabajamos constantemente para agregar más clases. ¡Visite nuestro sitio web para obtener actualizaciones y síganos en las redes sociales!



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