

AGENDA

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

REGULAR BOARD MEETING

Wednesday, August 25, 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 28, 2021 Regular Board Meeting
- 3.2 Review of June Financials and List of July Checks and Warrants
- 3.3 Approval of Revised Job Description: Facilities Clerk
- 3.4 Approval of the Annual Report to the Board of Supervisors

4.0 DISCUSSION ITEMS

- 4.1 Presentation of Retirement Commendation for Paula Hart
- 4.2 Update Regarding Reopening, COVID-19 Policies and Procedures and Remote Service Options

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, September 22, 2021.

POSTED FRIDAY, AUGUST 20, 2021 @ 12:00 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

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

**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.**

July 28, 2021

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, July 28, 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 Dennis Landin
Judge Michael Stern
Susan Steinhauser, Esquire

Trustees Absent: Judge Michelle Williams Court
Kenneth Klein, Esquire
Judge Yolanda Orozco

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

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

President Juhas determined a quorum to be present, convened the meeting at 12:20 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
No 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 4th Quarterly Statistics FY20-21
3.4 Approval of Policy Regarding Access by Minors

Trustee Steinhauser requested that item 3.3 be pulled from the Consent Calendar.

Trustee Steinhauser thanked the CMS department, the Communications team for their work on the Library website, and the rest of the team who operated online and kept resources available both print and online, throughout the pandemic, commending them on their dedication and care to accomplishing outstanding results. ED Levin seconded the kudos and gave a special shout out to Managing Librarians, Ryan Metheny and Janine Liebert, for their programming efforts.

President Juhas requested a motion to approve the entire Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Landin. The motion was unanimously approved, 4-0.

4.0 DISCUSSION ITEMS

4.1 Acknowledgment of Retirement Commendation for Paula Hart

President Juhas acknowledged Retiree Paula Hart and the tremendous accomplishment of providing service for 49 years with Los Angeles County Law Library. ED Levin requested that the Board approve the Retirement Commendation, and that two duplicate commendations be circulated for signatures, one to present to Paula Hart and the other to be placed in a frame at the Torrance Courthouse Branch in commemoration of Paula Hart's accomplishments. For the next Board meeting in August, it was asked that the Retirement Commendation only be presented and that there would be public comments then.

President Juhas requested a motion that the Board approve the Retirement Commendation, and that two duplicate commendations be circulated for signatures, one to present to Paula Hart and the other to be placed in a frame at the Torrance Courthouse Branch in commemoration of Paula Hart's accomplishments.

President Juhas requested a motion to approve items 4.1. So moved by Trustee Juhas, seconded by Trustee Steinhauser. The motion was unanimously approved, 4-0.

4.2 Approval of Waiving Certain Overdue Fines

ED Levin gave a brief summary on the current trend on evaluating late fees and the ongoing challenges of the pandemic and economic hardship people have been facing. Libraries are allowing patrons to have a fresh start by waiving any fines. Waiving overdue fines would allow a patron to place a deposit and start a new borrower account. Waiving fines would also eliminate stigma and embarrassment of overdue fines so that patrons feel comfortable and welcome in the Library. Many people need the legal resources and small fees should not stop them from getting the help they need. Staff therefore recommends waiving overdue book fines incurred prior to July 1, 2021. Staff does not recommend waiving fees for lost materials. Moreover, it should be understood that new incurred overdue fees would not be waived moving forward, in part because materials returning timely to the Library is critical.

Trustee Landin asked how soon the waiving of fines would be effective. ED Levin responded in approximately a couple of weeks. President Juhas inquired as to how an alert would be made that past overdue fines would be waived. ED Levin replied that it was something that still need to be sorted out, but there is a list of patrons that would be contacted and for those that are not contactable, perhaps a message would be placed on the website. Trustee Steinhauser asked how long a book can be checked out. ED Levin replied that it varies based upon the item, with some having a short turnaround and other materials having a longer time with renewing options.

President Juhas requested a motion 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. So moved by Trustee Landin, seconded by Trustee Steinhauser. The motion was unanimously approved, 4-0.

4.3 Discussion of Expanded Outreach to Non-Traditional Communities

ED Levin explained that this agenda item is presented in response to two Board members requesting more outreach in non-English speaking and non-traditional communities.

ED Levin noted that there are numerous programs currently in place providing expanded language access and interpretation services and that there is a summary in the Staff Report.

The Trustees then asked questions and Staff responded. Trustee Landin, asked how long it takes to access language interpreters, to which ED Levin replied explaining service parameters. President Juhas asked about the pricing for interpreters and ED Levin answered that the charge is per minute no matter the language, except sign language or onsite services, where costs are higher. Trustee Steinhauser asked if there were volunteers with language capacity and which languages are most in demand. ED Levin believed Spanish was widely used and noted that several presenters and volunteers teach and assist in more than one language and/or translate.

ED Levin noted that legal materials are not available in other languages such as forms, treatises, primary sources and other materials are English based. Court filings are in English and translating legal materials from English to another language can be problematic.

Trustee Stern commented on the need to reach a large community who has not been able to access the Library's resources, one is the Spanish speaking community which has the least access to Library; greater instruction in Spanish in landlord-tenant and citizenship topics is critical. Trustee Stern also mentioned the need for grants to fund programs that specifically reach out to communities that are under resourced. ED Levin added that landlord tenant classes have been added, as well as Ask a Lawyer classes on landlord-tenant where questions can be entered via chat in Spanish. The Library has offered recorded classes in Spanish online as well regarding landlord tenant issues.

Trustee Steinhauser requested to get a quarterly or regular report from Staff regarding language access and outreach. There was discussion regarding Spanish-speaking media, noting existing efforts and potential expansion.

Managing Librarian, Janine Liebert spoke about some of the programs the Library has offered including Citizenship workshops and the New Americans campaign, a consortium of legal organizations and government departments. J. Liebert added that this year the Library was doing Ask A Lawyer for citizenship and immigration with the County Office of Immigrant Affairs and LAFLA immigrant programs. J. Liebert also mentioned the goal to obtain Bureau of Immigration Affairs accreditation, a program whereby non-attorneys can provide assistance with citizenship paperwork. Trustee Stern commented that the Library has great resources that can be expanded upon.

ED Levin added that the Library will be getting the state funding in September or October where the funding could help pay for new programs. ED Levin agreed that regular reporting and new statistics would be beneficial.

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 had to mandate masks once again in the main reading room vaccinated or not. ED Levin also introduced Stuart Heinemann as the new Facilities Manager.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:30pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, August 25, 2021 at 12:15pm.

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

Los Angeles County Law Library

Balance Sheet

As of June 30, 2021

(Provisional and subject to year-end audit adjustments)

	6/30/2020	6/31/2021	YTD
Assets			
Current assets			
Cash and cash equivalents	9,704,362	10,471,380	383,561
Accounts receivable	306,691	302,741	(138,122)
Other receivable	935,930	1,149,242	318,582
Prepaid expenses	287,576	252,791	25,108
Total current assets	11,234,559	12,176,154	589,129
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	5,997,413	5,999,853	4,040
Capital assets, not being depreciated	903,040	909,725	27,654
Capital assets, being depreciated - net	15,954,246	15,409,498	(522,992)
Total noncurrent assets	23,173,168	22,637,546	(491,299)
Total assets	34,407,727	34,813,700	97,830
Deferred Outflows of Resources			
Deferred Outflows of Resources	1,559,140	1,559,140	-
Total assets and deferred outflows of resources	35,966,868	36,372,841	97,830
Liabilities			
Current Liabilities			
Accounts payable	249,615	165,978	(188,712)
Other current liabilities	-	-	-
Payroll liabilities	6,605	(1,185)	(3,925)
Total current liabilities	256,221	164,793	(192,637)
Noncurrent Liabilities			
Accrued sick and vacation liability	295,282	307,495	(53,665)
Borrowers' deposit	280,275	229,934	(20,635)
OPEB liability	2,580,670	2,840,674	216,670
Net pension liability	3,330,753	3,330,753	-
Total noncurrent liabilities	6,486,980	6,708,856	142,370
Total liabilities	6,743,201	6,873,649	(50,267)
Deferred Inflows of Resources			
Deferred Inflows of Resources	1,184,693	1,184,693	-
Total liabilities and Deferred inflows of resources	7,927,894	8,058,342	(50,267)
Net Position			
Invested in capital assets	16,857,286	16,319,223	(495,339)
Unrestricted	11,181,688	11,995,276	643,435
Total net position	28,038,974	28,314,499	148,097
Total liabilities and Deferred inflows of resources and net position	35,966,868	36,372,841	97,830

Los Angeles County Law Library
Income Statement for the Period Ending June 30, 2021
(Provisional and subject to year-end audit adjustments)

Jun 2020	Jun 2021				FY 2019-20	FY 2020-21 YTD				Comments				
	Actual	Amended Budget	Actual	\$ Δ		% Δ	YTD Actual	Amended Budget	Actual		\$ Δ	% Δ		
Detailed Budget:														
Income:														
334,995	520,603	558,279	37,676	7.2%	15	FIN	303300	L.A. Superior Court Fees	7,394,973	6,267,208	6,659,012	391,804	6.3%	Better than expected revenue.
1,371	750	309	(441)	-58.7%	15	FIN	311000	Interest - LAIF	7,665	2,899	2,122	(777)	-26.8%	Lower interest revenue due to market volatility and slow interest rate recovery.
7,515	5,000	3,850	(1,150)	-23.0%	15	FIN	312000	Interest - General Fund	168,469	60,090	54,027	(6,063)	-10.1%	Lower interest revenue due to market volatility and slow interest rate recovery.
256	200	126	(74)	-36.9%	15	FIN	313000	Interest - Deposit Fund	5,696	2,238	1,808	(430)	-19.2%	Lower interest revenue due to market volatility and slow interest rate recovery.
9,142	5,950	4,285	(1,665)	-28.0%				Subtotal	181,830	65,227	57,957	(7,270)	-11.1%	
21,875	22,050	38,933	16,883	76.6%	39	FAC	330100	Parking:	534,848	264,689	284,242	19,552	7.4%	
21,875	22,050	38,933	16,883	76.6%				Subtotal	534,848	264,689	284,242	19,552	7.4%	
553	882	1,544	661	74.9%	27	CIRC	330150	Library Services:						
								Annual Designation Fee	1,966	1,766	2,486	720	40.8%	Better than expected response to annual messenger fee invoices.
11,308	6,840	6,030	(810)	-11.8%	25	PS	330140	Annual Members Fee	156,162	105,796	109,502	3,705	3.5%	
1,600	726	1,056	330	45.4%	25	PS	330340	Course Registration	27,547	25,596	23,632	(1,964)	-7.7%	\$6,000 sponsorship funds transfer still pending.
0	7	626	619	9288.4%	27	CIRC	330129	Copy Center	32,272	41	(83)	(124)	-300.8%	COVID-19 library closure. Includes one-time, unbudgeted, sales tax for CY 2020 paid in January.
113	528	508	(20)	-3.8%	27	CIRC	330205	Document Delivery	14,829	7,280	5,790	(1,490)	-20.5%	Most requests are free due to COVID-19. Includes one-time, unbudgeted, sales tax for CY 2020 paid in January.
(20)	667	1,268	601	90.2%	27	CIRC	330210	Fines	25,853	6,726	8,821	2,095	31.2%	Better than expected borrowing activities resulted in some fines. Late fees will be waived under new Fresh Start program
11,809	5,000	10,746	5,746	114.9%	15	FIN	330310	Miscellaneous	51,639	29,323	45,761	16,438	56.1%	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%	Reflects book replacement costs billed to patrons.
0	10,000	23,430	13,430	134.3%	15	FIN	330360	Forfeited Deposits	17,186	29,895	43,865	13,970	46.7%	Reflects forfeited accounts inactive for 3 years or more after unanswered notices.
20,000	25,000	25,000	0	0.0%	17	EXEC	330400	Friends of Law Library	145,000	145,000	145,000	0	0.0%	
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	
0	0	16	16	0.0%	15	FIN	330450	Vending	133	0	16	16	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.
45,362	49,651	70,225	20,574	41.4%				Subtotal	503,906	356,798	391,828	35,030	9.8%	
411,375	598,254	671,723	73,469	12.3%				Total Income	8,615,557	6,953,922	7,393,038	439,116	6.3%	
Expenses:														
Staff:														
224,743	196,429	172,012	24,417	12.4%	ALL	501000		Salaries (FT)	2,463,766	2,415,503	2,310,228	105,275	4.4%	
0	(4,456)	0	(4,456)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(26,735)	0	(26,735)	100.0%	
19,937	21,946	14,902	7,044	32.1%	ALL	501050		Salaries (PT)	278,352	237,911	195,958	41,952	17.6%	Reflects vacancies and unpaid leaves.
0	(495)	0	(495)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(2,970)	0	(2,970)	100.0%	
11,826	12,764	11,325	1,439	11.3%	15	FIN	502000	Social Security	157,730	162,177	150,256	11,921	7.4%	Reflects vacancies and unpaid leaves.
2,766	3,068	2,649	419	13.7%	15	FIN	503000	Medicare	38,563	40,305	36,979	3,326	8.3%	Reflects vacancies and unpaid leaves.
20,024	23,782	20,692	3,090	13.0%	15	FIN	511000	Retirement	489,201	583,099	554,743	28,357	4.9%	
559,918	0	0	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	559,918	0	0	0	0.0%	
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
(40,296)	(34,414)	(43,431)	9,017	-26.2%	15	FIN	512000	Health Insurance	459,773	529,997	483,971	46,025	8.7%	Reflects vacancy savings.
195	460	250	211	45.8%	15	FIN	513000	Disability Insurance	4,193	4,981	4,276	706	14.2%	Reflects vacancy savings.
5,958	6,269	5,416	853	13.6%	15	FIN	514000	Dental Insurance	61,700	68,887	63,633	5,254	7.6%	Reflects vacancy savings.
545	664	494	170	25.6%	15	FIN	514500	Vision Insurance	5,891	7,158	6,251	907	12.7%	Reflects vacancy savings.
167	181	143	38	21.0%	15	FIN	515000	Life Insurance	1,982	2,110	1,998	112	5.3%	Reflects vacancy savings.
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
3,511	2,650	1,893	757	28.6%	15	FIN	516000	Workers Compensation Insurance	39,372	34,431	34,654	(223)	-0.6%	
4,748	2,000	2,816	(816)	-40.8%	15	FIN	517000	Unemployment Insurance	4,862	5,569	7,602	(2,033)	-36.5%	Increased expense due to employee separations tempered by CARES Act subsidy.
(67)	2,000	2,315	(315)	-15.8%	ALL	514010		Temporary Employment	26,031	24,283	24,914	(631)	-2.6%	
0	3,000	0	3,000	100.0%	13	HR	514015	Recruitment	5,638	6,000	0	6,000	100.0%	Reflects limited recruiting during COVID.
(22,350)	5,000	1,112	3,888	77.8%	15	FIN	517500	Accrued Sick Expense	(22,350)	5,000	1,112	3,888	77.8%	Reflects year-to-year change in accrued sick liability.

Los Angeles County Law Library
Income Statement for the Period Ending June 30, 2021
(Provisional and subject to year-end audit adjustments)

Jun 2020	Jun 2021				FY 2019-20	FY 2020-21 YTD				Comments		
	Actual	Amended Budget	Actual	\$ Δ		% Δ	YTD Actual	Amended Budget	Actual		\$ Δ	% Δ
40,109	40,000	64,765	(24,765)	-61.9%	15 FIN 518000	Accrued Vacation Expense	40,109	40,000	64,765	(24,765)	-61.9%	Reflects year-to-year change in accrued vacation liability. Fewer vacations during COVID resulting in higher vacation balances at year end.
(194,903)	21,667	21,667	(0)	0.0%	15 FIN 518500	OPEB Expense	43,434	260,002	260,004	(2)	0.0%	
(240)	100	177	(77)	-76.6%	15 FIN 518550	TMP	9,600	6,648	6,861	(213)	-3.2%	
1,426	1,250	1,224	26	2.1%	15 FIN 518560	Payroll and Benefit Administration	13,448	14,792	13,358	1,434	9.7%	Lower than budgeted fees charged by providers.
638,018	303,865	280,420	23,445	7.7%		Total - Staff	4,681,213	4,419,149	4,221,564	197,585	4.5%	
						Library Materials/Electronic Resources Subscription:						
163,792	157,552	191,391	(33,839)	-21.5%	23 COL 601999	American Continuations	1,442,820	1,578,200	1,517,127	61,073	3.9%	
3,459	2,181	1,929	252	11.6%	23 COL 602999	American New Orders	23,751	22,245	21,407	838	3.8%	
2,158	2,103	2,341	(239)	-11.3%	23 COL 609199	Branch Continuations	16,908	19,576	21,178	(1,602)	-8.2%	Overage covered by other Continuations funds.
0	0	0	0	0.0%	23 COL 609299	Branch New Orders	0	0	0	0	0.0%	
1,919	13,100	2,720	10,380	79.2%	23 COL 603999	Commonwealth Continuations	114,584	145,000	101,881	43,119	29.7%	Excess funds 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%	Overage covered by other New Orders funds.
1,459	17,069	3,956	13,113	76.8%	23 COL 605999	Foreign Continuations	99,588	135,000	100,316	34,684	25.7%	Excess funds cover other Continuations funds.
0	0	308	(308)	0.0%	23 COL 606999	Foreign New Orders	2,092	2,000	1,564	436	21.8%	Excess funds cover other New Orders funds.
10,209	9,048	9,662	(614)	-6.8%	23 COL 607999	International Continuations	118,164	120,000	139,724	(19,724)	-16.4%	Overage 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%	Overage covered by other New Orders funds.
0	540	1,687	(1,146)	-212.2%	23 COL 609399	General/Librarianship Continuations	23,760	18,000	26,018	(8,018)	-44.5%	Larger than anticipated cost increase for Reference titles. Overage covered by other Continuations funds.
0	0	465	(465)	0.0%	23 COL 609499	General/Librarianship New Orders	716	1,000	1,014	(14)	-1.4%	
182,997	201,592	214,458	(12,867)	-6.4%		Subtotal	1,844,791	2,044,023	1,933,780	110,243	5.4%	
(182,997)	(201,592)	(214,458)	12,867	-6.4%	23 COL 690000	Library Materials Transferred to Assets	(1,844,791)	(2,044,023)	(1,933,780)	(110,243)	5.4%	
33,534	51,200	92,364	(41,165)	-80.4%	23 COL 685000	Electronic Resource Subscriptions (ERS)	552,484	596,225	658,164	(61,939)	-10.4%	Reinstatement of Law Journal Press titles slated for cancellation.
						Facilities:						
3,650	5,917	0	5,917	100.0%	39 FAC 801005	Repair & Maintenance	15,919	49,376	33,908	15,468	31.3%	Repair expenses less than anticipated December - July
1,388	1,460	4,157	(2,697)	-184.8%	39 FAC 801010	Building Services	23,107	21,508	19,090	2,418	11.2%	Expense less than anticipated.
1,276	0	2,141	(2,141)	0.0%	39 FAC 801015	Cleaning Supplies	13,142	5,303	9,626	(4,323)	-81.5%	Increase due to PPE and other COVID19 related expenses.
27,060	15,794	11,413	4,381	27.7%	39 FAC 801020	Electricity & Water	126,277	188,064	160,107	27,956	14.9%	Utility expenses less than anticipated December - July
966	966	966	0	0.0%	39 FAC 801025	Elevator Maintenance	10,684	11,592	9,660	1,932	16.7%	Maintenance costs extended due to delay of modernization project.
7,110	7,482	11,024	(3,542)	-47.3%	39 FAC 801030	Heating & Cooling	52,456	109,261	78,154	31,106	28.5%	Utility expenses less than anticipated.
18,397	21,238	20,610	628	3.0%	15 FIN 801035	Insurance	220,280	250,117	246,359	3,757	1.5%	
9,649	10,000	9,649	351	3.5%	39 FAC 801040	Janitorial Services	117,053	120,220	118,115	2,105	1.8%	
1,250	2,250	1,250	1,000	44.4%	39 FAC 801045	Landscaping	15,000	21,186	16,210	4,976	23.5%	Costs reduced due to service reduction & fencing during COVID19 closure.
11,245	11,792	12,782	(990)	-8.4%	39 FAC 801050	Security	168,113	147,548	138,079	9,469	6.4%	Reduction in staffing during closure due to COVID19.
0	0	0	0	0.0%	39 FAC 801060	Room Rental Expenses	3,952	0	0	0	0.0%	
0	16	0	16	100.0%	39 FAC 801065	Special Events Expenses	18,969	1,141	45	1,096	96.1%	Reduction in costs due to closure/COVID19
1,075	0	0	0	0.0%	39 FAC 801100	Furniture & Appliances (<3K)	2,465	145	145	0	0.0%	
283	301	0	301	100.0%	39 FAC 801110	Equipment (<3K)	2,002	850	622	228	26.8%	Reduction in costs due to closure/COVID19
0	0	0	0	0.0%	39 FAC 801115	Building Alterations (<3K)	0	0	0	0	0.0%	
331	216	351	(134)	-62.0%	39 FAC 801120	Delivery & Postage	2,267	1,784	1,972	(188)	-10.6%	High number of bulk mailings in June for Finance & Circulation.
353	44	0	44	100.0%	39 FAC 801125	Kitchen supplies	2,084	616	308	308	50.0%	
84,033	77,476	74,342	3,134	4.0%		Subtotal	793,770	928,709	832,399	96,310	10.4%	
						Technology:						
1,160	2,152	1,498	654	30.4%	33 TECH 801210	Software Maintenance	20,979	23,413	18,120	5,294	22.6%	Terminated VERITAS Software Maintenance due to lack of support.
1,978	2,190	2,497	(307)	-14.0%	33 TECH 801212	Hardware Maintenance	22,231	25,133	24,074	1,059	4.2%	
362	167	740	(573)	-344.0%	33 TECH 801215	Software (<\$3k)	1,041	1,936	2,247	(312)	-16.1%	Increased costs and conversion to online services.
1,372	417	0	417	100.0%	33 TECH 801220	Hardware (<\$3k)	3,441	7,371	5,631	1,740	23.6%	Some purchases deferred to FY 21-22
0	86	0	86	100.0%	33 TECH 801225	Computer Supplies	485	516	1,364	(848)	-164.4%	Overage due to unplanned purchase of staff desktop equipment for zoom participation in March.
4,844	4,789	5,076	(287)	-6.0%	33 TECH 801230	Integrated Library System	56,820	57,825	59,547	(1,722)	-3.0%	
3,826	2,544	1,833	711	27.9%	33 TECH 801235	Telecommunications	35,347	26,548	22,055	4,493	16.9%	Includes e-rate discounts and other credits.
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	29	0	48	(48)	0.0%	
0	348	0	348	100.0%	33 TECH 801250	Services	859	4,079	191	3,888	95.3%	Reduced need for on-site IT service vendors during library closure.
1	867	659	207	23.9%	33 TECH 801275	Online Service Providers	4,626	10,358	13,193	(2,835)	-27.4%	Additional online presence requirements due to COVID-19
13,542	13,559	12,304	1,255	9.3%		Subtotal	145,860	157,178	146,469	13,544	8.6%	

Los Angeles County Law Library
Income Statement for the Period Ending June 30, 2021
(Provisional and subject to year-end audit adjustments)

Jun 2020	Jun 2021							FY 2020-21 YTD					Comments
	Actual	Amended Budget	Actual	\$ Δ				% Δ	YTD Actual	Amended Budget	Actual	\$ Δ	
						General:							
549	667	388	279	41.9%	15 FIN 801310	Bank Charges	6,525	6,825	5,495	1,330	19.5%	Lower than budgeted fees charged by providers.	
875	875	875	(0)	0.0%	35 CMS 801315	Bibliographical Services	10,504	10,502	10,504	(2)	0.0%		
1,218	0	0	0	0.0%	35 CMS 801320	Binding	20,322	0	0	0	0.0%		
0	0	0	0	0.0%	17 EXEC 801325	Board Expense	1,334	37	37	0	0.0%		
0	200	0	200	100.0%	37 COM 801330	Staff meals & events	8,453	2,874	2,745	129	4.5%		
32	500	534	(34)	-6.9%	15 FIN 801335	Supplies - Office	16,555	4,680	3,685	996	21.3%	Low office supply requests due to limited onsite staff.	
2,423	2,400	2,394	6	0.2%	35 CMS 801337	Supplies - Library materials	9,043	9,009	9,036	(27)	-0.3%		
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%		
300	333	284	50	14.9%	33 IT 801370	Copy Center Expense	18,597	3,778	3,285	493	13.0%	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%		
1,600	542	810	(268)	-49.5%	25 PS 801390	Course Registration	12,691	12,010	15,650	(3,640)	-30.3%	Better than expected online course attendance for OTF-supported programs.	
0	0	0	0	0.0%	17 EXEC 801395	Friends of Law Library	768	764	3,513	(2,749)	-359.9%	Includes GALA online production expenses.	
6,998	5,517	5,285	231	4.2%		Subtotal	150,971	51,478	53,949	(2,471)	-4.8%		
						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%		
2,110	0	952	(952)	0.0%	ALL 803115	Membership dues	10,008	8,085	7,692	393	4.9%		
0	575	0	575	100.0%	ALL 803120	Registration fees	3,784	3,708	2,635	1,073	28.9%	Conference format change to "online" reduced registrations costs.	
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	0	0	0.0%		
2,110	575	952	(377)	-65.6%		Subtotal	20,376	11,793	10,327	1,466	12.4%		
						Communications & Marketing:							
0	3	2	1	40.3%	37 COM 803205	Services	0	32	24	8	25.2%	GoogleDrive account at \$2 per month through June.	
39	0	0	0	0.0%	37 COM 803210	Collateral materials	5,146	1,800	0	1,800	100.0%	Scheduled purchase of library brochures rolled over to FY2022.	
3,343	33	514	(481)	-1442.2%	37 COM 803215	Advertising	5,733	3,315	2,029	1,286	38.8%	No additional expenses expected.	
0	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	0	0	0	0	0.0%		
3,382	37	516	(479)	-1307.5%		Subtotal	10,879	5,147	2,053	3,094	60.1%		
						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							
30	0	22	(22)	0.0%	15 FIN 804005	Accounting	23,990	20,455	20,477	(22)	-0.1%		
2,896	1,833	1,360	473	25.8%	17 EXEC 804008	Consulting Services	34,755	23,945	24,001	(56)	-0.2%		
0	0	0	0	0.0%	17 EXEC 804010	Legal	28,350	2,025	2,025	0	0.0%		
0	263	0	263	100.0%	15 FIN 804015	Other	250	1,575	260	1,316	83.5%	Delays in OTF projects due to ongoing COVID-19 closure.	
2,927	2,096	1,382	714	34.1%		Subtotal	87,345	48,000	46,763	1,237	2.6%		
						Depreciation:							
189,211	181,677	179,473	2,204	1.2%	15 FIN 806105	Depreciation - Library Materials	2,305,835	2,237,045	2,222,703	14,342	0.6%		
23,484	34,107	23,276	10,831	31.8%	15 FIN 806110	Depreciation Exp - FF&E	282,630	320,263	279,628	40,635	12.7%	Reflects delays in CapEx project completions.	
212,695	215,784	202,749	13,035	6.0%		Subtotal	2,588,465	2,557,308	2,502,331	54,977	2.1%		
997,238	670,108	670,314	(206)	0.0%		Total Expense	9,031,633	8,775,095	8,474,127	300,968	3.4%		
(585,863)	(71,855)	1,408	73,263	-102.0%		Net Income Before Extraordinary Items	(416,076)	(1,821,173)	(1,081,089)	740,084	40.6%		
1,672	1,667	(4,467)	(6,134)	-368.0%	15 FIN 321000	Investment Gain (Loss) ¹	208,736	18,832	2,441	(16,392)	-87.0%	Reflects gains/loss if sold at time of report (before maturity)	
0	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	0	1,354,174	1,354,174	0	0.0%	Reflects one-time funding from State budget and bequest.	
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%		
(584,192)	(70,188)	(3,059)	67,129	-95.6%		Net Income Including Extraordinary Items	(207,340)	(448,167)	275,525	723,692	161.5%		
						Capital Expenditures:							
0	0	0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	0	0	0	0.0%		
0	120,000	23,804	96,196	80.2%	33 TECH 161300	Electronics / Computer Hardware (>3k)	0	120,000	23,804	96,196	80.2%	Planned CapEx purchases rolled over to FY2022.	

Los Angeles County Law Library
 Income Statement for the Period Ending June 30, 2021
 (Provisional and subject to year-end audit adjustments)

Jun 2020	Jun 2021			
	Amended Budget	Actual	\$ Δ	% Δ
0	15,000	0	15,000	100.0%
0	180,000	0	180,000	100.0%
0	0	0	0	0.0%
0	315,000	23,804	(291,196)	-92.4%

39 FAC 164500
 39 FAC 164000
 33 TECH 168000

Exterior Building Repairs/
 Improvements (>3k)
 Interior Improvements / Alterations
 (>3k)
 Computer Software
 Total - Capitalized Expenditures

FY 2019-20	FY 2020-21 YTD			
	Amended Budget	Actual	\$ Δ	% Δ
0	15,000	0	15,000	100.0%
0	180,000	0	180,000	100.0%
0	0	0	0	0.0%
0	315,000	23,804	291,196	92.4%

Comments

Planned CapEx purchases rolled over to FY2022.

Planned CapEx purchases rolled over to FY2022.

CalPERS CERBT Trust Fund:

Beginning Balance	2,593,183
Administrative Expense	(106)
Investment Expense	(77)
Unrealized Gain/Loss	41,276
Distribution	(90,000)
Ending Balance	2,544,277

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

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

Los Angeles County Law Library

Statement of Cash Flows

As of June 30, 2021

(Provisional and subject to year-end audit adjustments)

	6/30/2021	YTD
Cash flows from operating activities		
L.A. Superior court fees	558,279	6,659,012
Parking fees	38,933	284,242
Library services	45,225	1,601,002
(Increase) decrease in accounts receivable	(163,824)	3,950
(Increase) decrease in other receivable	146,214	(213,312)
Increase (decrease) in borrowers' deposit	(21,983)	(50,341)
Cash received from filing fees and services	602,844	8,284,553
Facilities	(74,342)	(832,399)
Technology	(12,304)	(146,469)
General	(5,285)	(53,949)
Professional development	(632)	(10,007)
Communications & marketing	(516)	(2,053)
Travel & entertainment	(320)	(428)
Professional services	(1,382)	(46,763)
Electronic Resource Subscriptions (ERS)	(92,364)	(658,164)
(Increase) decrease in prepaid expenses	17,596	34,785
Increase (decrease) in accounts payable	121,379	(83,638)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(48,170)	(1,799,084)
Staff (payroll + benefits)	(280,420)	(4,221,564)
Increase (decrease) in payroll liabilities	(2,903)	(7,791)
Increase (decrease) in accrued sick and vacation liability	65,878	12,213
Increase (decrease) in OPEB liability	21,667	260,004
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(195,779)	(3,957,138)
Contributions received	25,000	145,000
Net cash from operating activities	383,895	2,673,331
Cash flow from capital and related financing activities		
Library materials	(214,458)	(1,933,780)
Fixed assets	(23,804)	(23,804)
Capital - Work in Progress (WIP)	23,804	(6,685)
Cash flows from investing activities		
Investment	-	-
Investment earnings	4,285	57,957
Net cash increase (decrease) in cash and cash equivalents	173,722	767,018
Cash and cash equivalents, at beginning of period	10,616,129	10,022,832
Cash and cash equivalents, at end of period	10,789,850	10,789,850
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(2,877)	215,128
Adjustments for noncash effects:		
Depreciation	202,749	2,502,331
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(163,824)	3,950
(Increase) decrease in other receivable	146,214	(213,312)
(Increase) decrease in prepaid expenses	17,596	34,785
Increase (decrease) in accounts payable	121,379	(83,638)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	(2,903)	(7,791)
Increase (decrease) in accrued sick and vacation liability	65,878	12,213
Increase (decrease) in borrowers' deposit	(21,983)	(50,341)
Increase (decrease) in OPEB liability	21,667	260,004
Net impact of GASB 68 adjustments	-	-
Net cash from operating activities	383,895	2,673,331

LOS ANGELES COUNTY LAW LIBRARY
 July 1, 2021 - July 31, 2021 (CHECKS)
 Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 1	GURU PRINTERS	ADVERTISMENT	514.08	V006183
July 2	AMERICAN BAR ASSOCIATION	BOOKS	267.96	V006156
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,960.93	V006157
	LEXISNEXIS MATTHEW BENDER	BOOKS	891.68	V006158
	CAPITOL ENQUIRY	BOOKS	109.84	V006159
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,337.81	V006160
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	318.31	V006161
	LAW JOURNAL PRESS	BOOKS	8,741.64	V006162
	PRACTISING LAW INSTITUTE	BOOKS	222.67	V006163
	VERDICTSEARCH	BOOKS	460.96	V006164
	WILLIAM S HEIN & CO	BOOKS	1,156.52	V006165
	GOBI LIBRARY SOLUTIONS	BOOKS	1,826.79	V006166
July 3	GOOGLE	SERVICES	1.99	V006184
July 6	STATE COMPENSATION	WORKERS COMP	2,317.33	V006168
July 9	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,582.06	V006169
	EBSCO PUBLISHING	BOOKS	3,803.00	V006170
	INFORMATION TODAY INC	BOOKS	99.95	V006171
	JAMES PUBLISHING INC	BOOKS	163.16	V006172
	CONNECTICUT LAW TRIBUNE	BOOKS	340.72	V006173
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,311.03	V006174
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	138.50	V006175
	PRACTISING LAW INSTITUTE	BOOKS	482.29	V006176
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	6,201.18	V006177
	THOMSON REUTERS	BOOKS	83,139.70	V006178
	WILLIAM S HEIN & CO	BOOKS	849.07	V006179
	GOBI LIBRARY SOLUTIONS	BOOKS	175.17	V006180
July 10	STAMPS.COM	DELIVERY & POSTAG	24.99	V006185
July 12	AMERICAN ASSOCIATION OF LAW LIBRARI	REGISTRATION FEE	996.00	V006203
July 13	ABD OFFICE SOLUTIONS	COPY CTR	117.77	V006186
	BANDWIDTH.COM, INC.	TELECOM	784.23	V006187
	BRIGHTVIEW	LANDSCAPING	1,250.00	V006188
	GTT COMMUNICATIONS	TELECOM	280.70	V006189
	ISOLVED BENEFIT SERVICES	PAYROLL/HR BENEFI	75.00	V006190
	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	11,412.54	V006191
	NASA SERVICES	BLDG SVCS	528.01	V006192
	OFFICE DEPOT	SUPPLIES-OFFICE	56.02	V006193
	UPS	DELIVERY & POSTAG	8.09	V006194

150,307.85

LOS ANGELES COUNTY LAW LIBRARY
 July 1, 2021 - July 31, 2021 (CHECKS)
 Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 16	LEXISNEXIS MATTHEW BENDER	BOOKS	360.16	V006195
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,008.57	V006196
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	2,018.40	V006197
	DATA TRACE PUBLISHING COMPANY	BOOKS	399.90	V006198
	DR MYCOMMERCE INC DBA ESSELLERATE	BOOKS	555.00	V006199
	JAMES PUBLISHING INC	BOOKS	163.16	V006200
	UNITED NATIONS PUBLICATIONS	BOOKS	161.09	V006201
	LEXISNEXIS MATTHEW BENDER	BOOKS	32,101.82	V006202
July 22	QUESTYME USA INC	PREPAID EXP	1,910.00	V006213
July 23	WOLTERS KLUWER LAW & BUSINESS	BOOKS	675.61	V006204
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,777.66	V006205
	INGRAM LIBRARY SERVICES	BOOKS	113.36	V006206
	JAMES PUBLISHING INC	BOOKS	163.16	V006207
	JURISNET LLC	BOOKS	414.01	V006208
	LRP PUBLICATIONS	BOOKS	1,960.00	V006209
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	683.28	V006210
	WEST ACADEMIC	BOOKS	170.82	V006211
July 27	THOMSON REUTERS	BOOKS	4,519.14	V006212
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	276.00	V006220

200,378.83

LOS ANGELES COUNTY LAW LIBRARY
 July 1, 2021 - July 31, 2021 (CHECKS)
 Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 2	GAUNT	BOOKS	500.93	031993
	OTTO HARRASSOWITZ	BOOKS	3,849.98	031994
	IVETA PETELOVA	REFUND	124.00	031995
July 6	AFLAC REMITTANCE	CAFE PLAN-INSURA	802.08	031996
	TOTAL COMPENSATION SYSTEMS, INC	PREPAID EXP	1,845.00	031997
July 9	LEXISNEXIS CANADA INC	BOOKS	157.95	031998
	RPCD DBA SMARTRULES	BOOKS	6,549.00	031999
July 13	OCLC INC	PREPAID EXP	1,147.50	032000
	AT&T	TELECOM	521.61	032001
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	966.00	032002
	NATIONAL 50 SECURITY	SECURITY	6,552.00	032003
	OCLC INC	PREPAID EXP	9,542.25	032004
	ROMERO MAINTENANCE LLC	JANITORIAL SVC	9,649.14	032005
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	966.00	032006
July 16	DIGITAL INSURANCE LLC	CONSULTING	1,360.00	032007
	METROLINK	TMP	364.00	032008
July 20	COUNTY OF LOS ANGELES	BANK CHARGES	55.12	032009
	GUARDIAN	PREPAID EXP	7,695.06	032010
July 21	ALIA ADEL ISMAIL-EL KHATIB	REFUND	140.00	032011
	DAVID ALAN LEVITAS	REFUND	140.00	032012
	JAMES BANG	REFUND	140.00	032013
	JOEL ACUARIO	REFUND	140.00	032014
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	751.00	032015
July 23	NESTOR ALEJANDRO HERRERA PRADA	BOOKS	144.00	032016
	LAWRENCE A RODRIGUEZ	REFUND	140.00	032017
	RICHARD M VELEZ	REFUND	140.00	032018
	HOUSE OF TROPHIES AND AWARDS, INC	OFFICE SUPPLIES	58.35	032019

54,440.97

LOS ANGELES COUNTY LAW LIBRARY
 July 1, 2021 - July 31, 2021 (CHECKS)
 Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 1	SYNCB AMAZON	CLEANING SUPPLIES	57.42	V000540
July 2	SYNCB AMAZON	CLEANING SUPPLIES	195.72	V000541
July 5	SYNCB AMAZON	CLEANING SUPPLIES	253.72	V000542
July 9	AMAZON WEB SERVICES	OSP	79.07	V000543
July 9	AMAZON WEB SERVICES	OSP	24.00	V000544
July 12	SYNCB AMAZON	OSP	14.22	V000545
July 12	REV LIVE CAPTIONS	OSP	40.00	V000546
July 19	MICROSOFT CORPORATION	OSP	50.00	V000547
July 19	SIGNUPGENIUS	OSP	24.99	V000548
July 20	CVS PHARMACY	MISCELLANEOUS	80.41	V000549
July 20	ZOOM VIDEO COMMUNICATIONS INC	OSP	509.03	V000550
July 29	SYNCB AMAZON	HARDWARE (<3K)	939.57	V000551

2,268.15

LOS ANGELES COUNTY LAW LIBRARY
 July 1, 2021 - July 31, 2021 (CHECKS)
 Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 7	SEIU LOCAL 721	UNION DUES	963.06	001684
	SEIU LOCAL 721	UNION SUPPL	57.89	001685
July 26	JANEL A GARCIA	PAYROLL	654.91	001686

1,675.86

LOS ANGELES COUNTY LAW LIBRARY
 July 1, 2021 - July 31, 2021 (WARRANTS)
 Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 16	PRACTITIONER BOOKS LTD	BOOKS	62,458.00	TS00306596
July 28	PRISM PUBLIC RISK, INNOVATION	PREPAID EXP	86,338.00	TS00306931
	ALLIANT INSURANCE SERVICES INC	PREPAID EXP	178,375.60	TS00306931

327,171.60

MEMORANDUM

DATE: August 25, 2021
TO: Board of Law Library Trustees
FROM: Sandra J. Levin, Executive Director
RE: Approval of Revised Job Description: Facilities Clerk

SUMMARY AND EXPLANATION

Staff presents the attached, revised job description for Board consideration and approval.

With the approval of the budget, the Board also approved the addition of a second Facilities Clerk. Prior to hiring the new Facilities Clerk, Staff felt it would be beneficial to update and clarify the position description.

Accordingly, the attached proposed job description clarifies the responsibilities and requirements of the Facilities Clerk position.

RECOMMENDATION

Staff recommends that the Board approve the attached updated job description for Facilities Clerk.



LA LAW LIBRARY JOB DESCRIPTION

Title:	Facilities Clerk
Department:	Facilities
Focus:	Main Library Building
Reports to:	Facilities Manager
Position(s) Supervised:	None
FLSA Status:	Non-Exempt
Salary Grade:	2
Union Status:	Eligible for Representation
Effective Date:	January-August 19, 2015 <u>2021</u>

Position Summary

-Ensures a safe and well-maintained facility by performing various maintenance tasks. Maintains mailroom operations following established policies and procedures to assure the timely and accurate processing of library mail and materials for shipping and receiving.

Responsibilities and Duties

The following activities are within the responsibilities of the Facilities Clerk working under general supervision:

Facilities and Events

- Assists with the setup and breakdown of library facilities and equipment for internal and external events.
- Works closely with Facility Manager to execute plans for special events including assisting staff and outside vendors.
- Replaces batteries, light bulbs, and filters facility wide as requested.
- Under supervision, may perform simple facilities maintenance tasks that can be done safely with tools on-hand and do not require special training or licensing.
- Regular monitoring of public restrooms; cleans and sanitizes between nightly janitorial cleanings; stocks consumables as needed.
- Regularly walks perimeter of library grounds and monitors for graffiti and trash; removes whenever feasible; reports conditions to Facilities Manager.
- Assists Facilities Manager with staff relocations, library equipment and furniture moves.
- Assists with identifying safety hazards throughout the facility and reports any unsafe conditions

immediately to the ~~Facility~~ Facilities Manager.

Inventory Control

- Assists with inventory control ~~spreadsheets to~~ and maintaining established minimum supply quantities on hand at all times.
- Restocks supplies as ~~needed~~ received, verifies inventory count, and reports to Facilities Manager any overages or shortages.
- ~~Communicates low volume inventory in a timely manner to Facility Manager for ordering~~ May update inventory control documentation (or spreadsheet) as directed.

Mailroom Processing

- Processes internal and external mail in a timely and accurate fashion.
- ~~Maintains internal mail delivery schedule to meet customer needs.~~
- ~~Serves as the primary contact for~~ Processes incoming and outgoing FedEx, UPS and other courier services shipments ~~to ensure accuracy of paperwork and timeliness of requests for package pickups in a~~ timely and accurate fashion.
- Acts as library representative/messenger to external locations as needed including ~~for~~ priority mail pickup and delivery adjacent to the library.
- ~~Opens and sorts mail identifying areas for delivery~~
- Maintains records to track incoming mail for payments and specific library materials.
- Delivers checks/receipts to designated departments on a daily basis.
- Supports the boxing and preparation of materials for shipments to Branches and partnerships locations.

Miscellaneous

- Participates in trainings, team meetings, and interdepartmental events.
- Other duties as needed.

Position Qualifications

Required

- High School diploma or GED.
- Ability to understand and follow written and oral instructions.
- Ability to communicate clearly and effectively both verbally and in writing.
- Ability to operate /utilize general/basic office equipment: ~~library equipment,~~ personal computer, printer, telephone, calculator, copier, etc.
- ~~and software programs typically associated with library operations.~~ Familiar with using basic MS-

Office applications (Word and Excel), web browser(s).

- Must be able to safely and effectively use small hand and ~~handle small~~ power tools.
- Requires an aptitude for detailed and accurate work. -Ability to effectively sort, organize, alphabetize, and file.
- Ability to work in a team environment with diverse staff.
- Must be customer focused; possess the ability to remain calm under pressure.

Preferred

- Previous experience in facilities maintenance.
- 1 to 2 years' experience in general clerical work.

Work Environment

Will be working in a busy environment and performing maintenance tasks facility wide.

Physical Abilities Required

- Requires the ability to lift, push, and pull up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Use of light power tools to perform facility related tasks.
- Requires climbing and standing on a ladder to perform facility related tasks.

Approvals

Immediate Supervisor

Date

Senior Director

Date

Human Resources

Date

Executive Director

Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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

MEMORANDUM

DATE: August 25, 2021

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Review and Approval of the Annual Report to the Board of Supervisors

The Los Angeles County Law Library is required by statute to submit an annual report to the Los Angeles County Board of Supervisors.

“Each board of law library trustees, on or before the 15th day of October of each year, shall make an annual report to the board of supervisors of the county in which the law library is maintained, for the preceding fiscal year ending on the 30th day of June.

...

The report shall give the condition of their trust, with full statements of all their property and money received, whence derived, how used and expended, the number of books, periodicals and other publications on hand, the number added by purchase, gift, or otherwise during the year, the number lost or missing, and other information as might be of interest.”

Cal. Bus. & Prof. Code § 6349.

Each year, the Law Library submits the required information along with a summary of the many services provided to the public. The annual report for Fiscal year 2020/2021 is submitted here for review and approval by the Board of Trustees. The report summarizes all of the law library’s functions, events, finances, gifts and statistics for the year.

RECOMMENDATION

Staff recommends that the board review and approve the attached cover letter and annual report to the Los Angeles County Board of Supervisors.



301 West First Street
Los Angeles, CA 90012-3140
Telephone 213.785.2529
Fax 213.680.1727
www.lalawlibrary.org

August 25, 2021

BOARD OF TRUSTEES

Hon. Mark A. Juhas
President

Hon. Michelle W. Court
Los Angeles Superior Court

Kenneth Klein, Esq.

Hon. Dennis J. Landin
Los Angeles Superior Court

Hon. Yolanda Orozco
Los Angeles Superior Court

Susan Steinhauser, Esq.

Hon. Michael L. Stern
Los Angeles Superior Court

Sandra J. Levin
Executive Director

Celia Zavala, Executive Officer
Board of Supervisors of the County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Ms. Zavala:

Enclosed, please find the Annual Report of the Board of Law Library Trustees to the Board of Supervisors of the County of Los Angeles for the July 1, 2020 – June 30, 2021 Fiscal Year. The Board of Trustees wishes to assure the Board of Supervisors that the Los Angeles County Law Library stands ready to satisfy the Board's legal information needs and those of its staff and constituents, as well as the needs of County departments.

The Board of Trustees also wishes to thank the County of Los Angeles for its assistance during the reported Fiscal Year.

Sincerely,

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

Enclosure: (1) Annual Report to the Board of Supervisors (Fiscal year 2019-20)

Cc: Hon. Hilda L. Solis, Chair and Supervisor, First District
Hon. Kathryn Barger, Supervisor, Fifth District
Hon. Janice Hahn, Supervisor, Fourth District
Hon. Sheila Kuehl, Supervisor, Third District
Hon. Holly J. Mitchell, Supervisor, Second District
Arlene Barrera, Auditor-Controller

LALAWLIBRARY



Annual Report and Financial Statement
of the
Board of Trustees
of the
Los Angeles County Law Library

Sandra J. Levin, Secretary to the Board of Law Library Trustees of Los Angeles County, pursuant to Section 6350 of the Business and Professions Code, presents to the Honorable Board of Supervisors of Los Angeles County, the Annual Report and Financial Statement of the Los Angeles County Law Library, for the Fiscal Year ending on the 30th day of June, 2021.

The Board of Trustees of the Los Angeles County Law Library is composed of the following members:

Hon. Mark A. Juhas <i>President</i>	Judge of the Superior Court
Hon. Michelle W. Court <i>Vice-President</i>	Judge of the Superior Court
Hon. Dennis J. Landin	Judge of the Superior Court
Kenneth D. Klein	Attorney at Law
Hon. Yolanda Orozco	Judge of the Superior Court
Susan Steinhauser	Attorney at Law
Hon. Michael L. Stern	Judge of the Superior Court

The Board is staffed by:

Sandra J. Levin	Executive Director & Secretary to the Board
-----------------	------------------------------------------------



INTRODUCTORY INFORMATION

For 130 years the Los Angeles County Law Library (“LA Law Library”) has served the Los Angeles County government, legal and business communities and the general public, including self-represented litigants. LA Law Library offers free access to legal information, resources, training and support to all members of the community, with no income or subject matter restrictions, under the motto:

Access to Information = Access to Justice

LA Law Library is:

- A vibrant community education center, offering classes for attorneys, paralegals, librarians and the general public;
- A navigator facilitating access to the legal system for those who do not have or cannot afford legal representation;
- A leader in providing public access to legal knowledge;
- The largest public Law Library in the United States other than the Law Library of Congress; and
- The curator and cultivator of nearly one million volume equivalents -- including one of the nation’s most comprehensive global law collections covering more than 200 countries.

LA Law Library annually provides supportive interactions, reference consultations, classes, workshops and online assistance to more than 100 thousand individuals – and the number continues to grow daily as new programs and workshops are developed with the assistance of the Library’s many partners and donors.

LOCATIONS AND HOURS

The Main Law Library is located in the Mildred L. Lillie Building at First & Hill, 301 West First Street, Los Angeles, California, across the street from the Stanley Mosk Courthouse of the Los Angeles Superior Court. The Main Library includes approximately 175,000 square feet and 35 miles of shelving.

The Law Library also has thirteen other locations throughout the County. A few of these locations have an electronic research center, called an eBranch, which is a walk-up computer-based, interactive research experience. eBranch users can contact LA Law



Reference Librarians remotely via chat service, or during on-site office hours. The branch and partnership locations can be found in:

Four courthouse branch locations:

- Long Beach and Torrance (eBranch and staff)
- Norwalk and Pomona (eBranch only)

Nine partnership locations:

- Los Angeles Public Library in Van Nuys (temporarily located at North Hollywood Public Library due to Van Nuys renovation closure)
- Los Angeles County Public Libraries in Compton, Lancaster, Norwalk and West Covina
- Pasadena Public Library
- Pomona Public Library
- Santa Monica Public Library

During fiscal year 2020-21, the Law Library has offered a mix of in-person and remote services. The Main Law Library was open to the public Monday, 8:30 a.m. until 6:00 p.m., Tuesday, 8:30 a.m. until 8:00 p.m., Wednesday through Friday 8:30 a.m. until 6:00 p.m.; and from 9:00 a.m. to 5:00 p.m. on Saturday. For most of the year, services were accessible via email, telephone, live chat, online classes, workshops and will-call pickup of collection materials. The Law Library also waived overdue book fees incurred prior to the library's reopening in order to alleviate any financial strain experienced by patrons who could not access the Library during the pandemic.

The Main Library resumed in-person assistance at the end of the fiscal year. In-person assistance continues to be on hiatus at each branch and partnership location. It is anticipated that branch and partner locations will resume office hours and on-site assistance during the 2nd quarter of Fiscal Year 22.



PROGRAMS AND SERVICES

Reference Assistance: The Law Library provides reference and research assistance by phone, mail, email and live web-chat. These services are available at no charge to any and all users of the library, including attorneys, legal professionals, students and the general public. Although Reference Librarians do not provide legal advice, they are knowledgeable about the law and legal research, tactful and compassionate, and do an excellent job of providing legal information, resources and instruction to members of the general public. The Law Library has now resumed in-person assistance at the reference desk at Main Library.

Support Services: When open, the Law Library also makes available free public computers and Wi-Fi, as well as copiers, printers, office supplies, faxing service, document delivery and e-delivery for a small fee. In response to the COVID-19 pandemic and stay-at-home orders, publishers allowed – and the Law Library provided – free digital access to a number of legal databases. The Law Library also waived e-delivery fees for scanned materials for one request per day per patron to allow continued free access to resources.

Classes and Programs: The reference staff and our roster of volunteer speakers provide instruction to the general public on a range of topics designed to expand access to justice. In response to the COVID-19 pandemic and stay-at-home orders, most recurring classes and programs were successfully transitioned to online, remote formats, and many new programs were developed to address the pressing legal challenges faced by so many due to the pandemic. Most recordings and live webinars hosted by the Library are accessed at no cost. Classes offered cover topics including the basics of court procedure, common legal issues including eviction protections, consumer credit challenges, domestic violence, elder abuse, how to find the answers to legal questions using library and online resources and much more. The Library will also resume limited, socially distanced on-site classes on select topics in the coming months for those patrons adversely affected by the digital divide and most in need of in-person assistance.

The Law Library, supported by many partners within the legal community, also provides law-related informational and clinical classes and workshops for its diverse patron groups:



For Attorneys, Paralegals and Certified Court Interpreters: The Law Library provides State Bar-certified Minimum Continuing Legal Education (MCLE) classes on a diverse set of topics designed to serve the needs of attorneys and paralegals in all practice areas, with an emphasis on subjects that expand access to justice for disadvantaged groups or those unable to afford legal representation. The Library also offers Court Interpreter Minimum Continuing Education (CIMCE) credit for classes on court procedures and common legal issues to help court interpreters better serve their clients and the courts. All classes are currently provided remotely.

Fiscal Year 2020-21 featured 19 MCLE certified class sessions, covering topics such as how to help detained immigrants; resentencing, parole and record expungement options for those with criminal convictions; how to help clients set up legal guardianships for loved ones; trainings for volunteer attorneys on topics like consumer debt and removing obstacles to veteran employment; plus lectures from notable speakers on hot topics like artificial intelligence in the practice of law and hair and dress rules in school and workplace. The year also feature 7 CIMCE-certified class sessions covering fundamental legal topics such as filing and responding to civil complaints, representing yourself in civil trials, basics of landlord-tenant law, dealing with debt, and probate court procedures.

For Self-Represented Individuals: Prior to COVID-19, the Law Library provided workshops, clinics and programs on a frequent recurring basis, including:

- Weekly: Talk to a Lawyer Online (videoconferencing with Legal Aid Foundation of Los Angeles) and Adult Legal Conservatorship Clinic presented by Bet Tzedek
- Bi-weekly: Civil Lawsuit Basics (main and branch locations), and Common Legal Issues: Where You Begin
- Monthly: asylum petition workshop for immigrants facing deportation; name change workshop; expungement clinic; divorce options workshop (main and branch locations);; Lawyers in the Library (free consultations with volunteer lawyers);
- Occasional Series and Sessions: Public Defender's clinic to provide help in filling out expungement forms, reducing nonviolent felonies to misdemeanors through Prop 47 and getting some marijuana offenses cleared under Prop 64; Probate guardianship clinic to assist



unrepresented persons in becoming a minor's legal guardian; Landlord & Tenant Series: Rights, Responsibilities, Fair Housing and Section 8; and Small Claims 101; Appellate self-help workshops classes, including one-on-one assistance with brief-writing

- Quicklook legal research classes and librarian office hours offered in branch and community public library locations

Many of the most popular recurring programs listed are now available in virtual format through the Library's website. These include the Civil Lawsuit Basics, Where You Begin series and adult name change workshop. In response to COVID-19, the Library also created new online programs on legal topics especially relevant during the pandemic, including classes on new and established employment protections, employment benefits, and landlord-tenant protections during COVID-19.

At Lawyers in the Library – which was originally an in-person program but has been converted to a remote service via internet and telephone -- volunteer attorneys provide free 15-20 minute consultations with members of the public. The program has grown so dramatically – due in part to the increased need for COVID-related legal support services – that many of our regular volunteers who staff the usual 3rd Friday of the month session are now providing consultations on an ongoing weekly basis. The most heavily requested topics are family law, landlord-tenant and restraining orders for protection. The Library is also getting questions regarding criminal matters, small business issues, employment law, real estate, probate, credit issues, contracts and many other topics.

In response to COVID-19 and the demand for assistance with landlord-tenant protections, the Library also launched “Ask a Lawyer,” featuring bi-monthly “town-hall”-style Zoom sessions, where anyone with a question about a landlord-tenant matter could attend and ask a lawyer their question. This type of program allows our volunteers to help more people in the same amount of time. Since launching with a session on landlord-tenant protections during COVID-19, the program has expanded to include bi-monthly sessions on probate, wills and trusts and soon immigration and citizenship and civil rights.

For Business People and Entrepreneurs: The Law Library provides classes and workshops, including:

- Starting & Growing a Business: Legal & Financial Knowledge You Need to Succeed (14-part biannual series) in partnership with L.A. County



Department of Consumer & Business Affairs, L.A. Ports TradeConnect, the L.A. Mayor's Office of Economic Development, and the L.A. Area Chamber of Commerce Bixel Exchange

These classes are now offered online in live Zoom format and as recordings.

For the Entire Community: The Law Library provides free community events, aimed at promoting equal access to justice throughout Los Angeles County:

- The Library celebrates the rule of law with a series of legal holiday events held throughout the year when everyone is invited to learn about the many different ways the law and the legal system work to ensure justice in our society and throughout the world. In 2020-21, the Library marked Freedom of Information Day and Law Day with full line-ups of remote programs. LA Law Library's Law Day celebration featured L.A. County Inspector General, Max Huntsman, on holding public officials accountable when they break anti-corruption laws; an internally taught class on due process; an MCLE training for lawyers on how they can help immigrant victims of violence; and an on-demand class from the Library's Civil Lawsuit Basic series. The Library celebrated Freedom of Information Day with classes on legal research, accessing court records, a live Zoom "town-hall"-style Ask a Lawyer session about the Public Records Act and an on-demand class on accessing police personnel files.
- Pro Bono Week in October: Every October -- usually in person, but predominantly online since the pandemic -- we provide a huge array of programs and services for those who need help understanding their rights, representing themselves and accessing the justice system. It's our way of celebrating the American Bar Association's national Pro Bono Week and all the volunteer attorneys, non-profit legal organizations and social services representatives who provide free legal information and assistance in our community. During our week-long Pro Bono Week celebration, the Library hosts free events offering opportunities for one-on-one assistance, consultation with an attorney, education about the law and discussions on timely topics in the law. There are also numerous offerings during Pro Bono Week providing training to volunteers so that they can engage in pro



bono activities with the Law Library and many other organizations participating in our Pro Bono Week celebration. Prior to the pandemic, the capstone event was the annual Public Legal Services Fair which connects members of the public to a vast array of much-needed legal and social services. The Public Legal Services Fair brought together legal aid organizations, government agencies, as well as social services and community-based groups to provide free services and information to the public. In lieu of the Public Legal Services Fair, this year the culminating event for the 2021 Pro Bono Week celebration will be a full day's line-up of Zoom "town-hall" style Ask a Lawyer sessions covering child support and custody, chapter 7 bankruptcy, small claims, immigration and civil rights.

Despite the limitations of the pandemic, Fiscal Year 2020-21 saw continued strong attendance for our programs. In total, classes and clinics at the law library provided instruction and assistance to more than 7,000 attendees this last fiscal year, all of which consisted of live or "asynchronous" online attendance due to Covid-19.

Members Program: The Law Library offers a Members Program, which uses an affordable fee-for-service model to provide quiet work and meeting space adjacent to the downtown courthouses; unlimited access to the law collection and legal databases on-site; off-site access to certain databases; priority reference service; plus, discounts on services, classes, and parking. While open to the general public, the program serves to provide affordable support to attorneys serving modest-means clients, especially newer members of the bar, who are engaged in offering new and innovative representation models for litigants who might otherwise be unable to afford legal help. In addition to the established Members Program, a second Platinum Members Program is offered to address the needs of larger firms by providing unlimited access to LA Law Library's unparalleled collection. In addition to several of the benefits afforded the core individual Members Program, the flat-fee based Platinum Membership model provides all-inclusive, unlimited e-delivery of digital documents, as well as e-delivery of scanned material from our extensive LA Law Library collection, all for a flat monthly fee. The Members Program has continued to provide uninterrupted value and service to the legal community in Los Angeles County during COVID-19, with most services offered remotely.



Law and Library School Internship programs:

LA Law Library traditionally hosts law and library school interns 3-4 times per year. Under the supervision of professional librarians, an internship at the library offers an optimal field environment for obtaining practical hands-on experience working with an approximate 1M equivalent volume collection. Through these field experiences, students have the opportunity to learn effective reference skills, hone their communication techniques for interacting with a diverse public, meet with and learn about their personal law librarian career path from participating staff, and exploring collection development and management practices. Within the framework of these internships, library school students benefit from the opportunity to explore career options as a special librarian and law school students have the opportunity to interact with and learn how and where public service can fit into building a successful law practice.

Beginning in 2020, the library converted what is traditionally a hands-on, front-facing staff and patron experience to a virtual one. The virtual program continued throughout 2021. In their closing reflections, all participants remarked on the value this program had in relation to fulfilling their personal and school career goals and providing an introduction to the professional work environment of a law library.

Room Rentals: The Law Library rents private office space, conference rooms, classroom or Training Center and larger Reading Room for meetings and special events. These services were put on hold in March in response to COVID-19 and the stay-at-home orders.

Tours: Library staff also gives library orientations and stack tours to outside groups including bar associations, paralegal students and law-related student groups and academic institutions. These services were put on hold in March in response to COVID-19 and the stay-at-home orders.

LIBRARY USAGE

The Law Library is open to all members of the public, and use of the library materials including the computers and legal databases is free. A library card is needed to access the computers (2-hour limit per day) and to borrow books. Borrowing requires a refundable security deposit.

At the end of Fiscal Year 2020-2021 there were 17,985 library cardholders without



borrowing privileges. At the end of Fiscal Year 2020-2021, there were also 1163 persons registered as individual borrowers, including 851 attorneys. In addition, 153 law firm and business borrowers have identified 803 designated borrowers, including attorneys, librarians and messenger services. There are 349 judicial borrowers, 407 government borrowers and 2,501 special promotions borrowers.

When open to the public, on a yearly basis, LA Law Library provides in-person legal research assistance and instruction to tens of thousands of individuals who are researching legal issues and the legal system. Additionally, we offer access to legal research resources and databases at our onsite locations.

After closing due to the COVID health emergency, we were quickly able to transition our legal Reference services to a virtual service model. Prior to the start of the pandemic, we had been serving LA Law Library patrons by phone, email and IM chat services and continued to offer these virtual services to LA Law Library patrons without interruption throughout the pandemic. Our staff continued to work diligently fulfilling our role as a center of legal research for the people of Los Angeles County, as well as the State of California more widely. In comparison to an in-person service model, a virtual service model requires more time spent with each patron. Whereas previously, patrons were able to directly access materials in print and digital format, virtual service requires acting as an intermediary, which is more time and resource intensive.

Finally, after a long year of providing services remotely, we were able to open the library on a limited basis for in-person patrons starting in June. As part of our re-opening process, we developed careful policies to ensure patrons and library staff remained safe and healthy. Following a successful limited re-opening in June, we began a wider phased re-opening plan in July.

During Fiscal Year 2020-21, LA Law Library reference staff fielded 20,637 requests for information. 191 were in-person inquiries; 11,606 requests were received by phone; 8,610 were email or live-chat; and 230 were letter requests, generally from the incarcerated. The questions came from a diverse group of users that includes self-represented litigants, attorneys, paralegals, judges, students and the general public.

The circulation department is closely aligned with reference. The staff issues library cards, checks books in and out, responds to requests for computer sign-ups, places books on hold, handles questions about overdue fines and pages materials as needed from the



library's closed stack areas. In Fiscal Year 2020-2021, 6,794 requests were handled by Circulation, 395 were at the desk and 6,399 were telephone or email requests. Due to the closure, the Law Library offered borrowing of books by appointment (for a distanced pick-up at the front door). A total of 807 requests were received for 2,403 volumes..

In response to requests for materials and information, LA Law Library provides document delivery and e-delivery services. 1,029 such requests were for digital service delivered in Fiscal Year 2020-2021. The LA Law Library Copy Center also responded to 65 in person requests producing 23,080 photocopies. Approximately 300 photocopies were delivered to patrons by appointment during the COVID-19 building closure.

LA Law Library's web site (www.lalawlibrary.org) was visited by more than 68,005 visitors in Fiscal Year 2020-21. The average number of daily visits was 317 with average visit duration of 2:43 minutes. 87.82% of the visitors were from the United States; 12.18% of the visitors were from other countries.

LA Law Library subscribes to 21 online legal databases; these are resources that are not generally available on the internet and therefore would not otherwise be available to self-represented individuals. These databases, including Westlaw and Lexis Advance, are available free of charge at 21 public terminals located in the main library, as well as at eBranches in other locations throughout the County. The main library branch is also a Wi-Fi ready facility with 20 multiplex table outlets throughout the reading room that enable library users to access the Law Library's website, as well as their own programs and documents through personal computers.

One notable database for self-represented individuals is the Legal Information Reference Center, which is available via the Law Library's website both onsite and remotely. It contains the full text of many Nolo Press self-help legal publications and is freely available to all residents of the County even when not in the Law Library.



COLLECTION / ACQUISITIONS

Print Materials: During Fiscal Year 2020-21, the Main Library added 5,864 volumes; the Branch locations added 52 volumes. During the same period, the library withdrew 3,807 volumes and media from the Main Library and 41 volumes from the Branch and

Partnership locations. At the end of Fiscal Year 2020-21, the total number of print volumes in the LA Law Library collection was 695,003. The Main Library held 694,310; the Branch locations held 693.

Non-Print Materials (Other Than Subscription Databases): During Fiscal Year 2020-21, the main Library added 81 computer discs. Additionally, the Law Library added 3 rolls of microfilm and 859 microfiche to the collection (reflecting a decline in the use of microfilm/microfiche as a commonly-used production medium). At the end of the Fiscal Year 2020-21, the Library held 8,212 reels of microfilm, 1,430,215 microfiche, 1,278 computer discs, 114 audio discs, and 74 video/DVDs. The Branch locations do not maintain non-print collections (other than subscription databases).

Volume Equivalents: The volume equivalent of non-print materials available in microform is approximately 310,679 volumes. The grand total of volumes and volume equivalents in the LA Law Library collection is 1,005,682 volumes representing 198,304 titles.

FUNDING

The great majority of the Law Library's services are free of charge, including in-person access to the highly valuable digital and print collection, reference assistance and borrowing.

County Law Libraries are funded by a formula established by the Legislature which allocates a small portion of the fees generated from initial civil filings in each county to that county's Law Library. Due to a significant decline in the number of filings and an increase in the number of fee waivers statewide, these funds decreased precipitously in the past decade. LA Law Library specifically experienced a decline in civil filing fee revenue of more than \$3 million (roughly 30% of its overall revenue). This year, that decline was further deepened by COVID-19. The initial closure of the courts and other judicial institutions created further declines in filings and backlogs that could extend well into future fiscal years. LA Law Library and the Council of California County Law Libraries (CCCLL) have once again lobbied the state Legislature for additional funding for County Law Libraries across the state.

LA Law Library continues to try to develop additional revenue sources including fees for extraordinary library services (such as electronic delivery, room rentals, etc.), programs (such as MCLE classes) and parking in the court-adjacent structure.



GIFTS

During Fiscal Year 2020-2021, although many offers were received, due to duplication, the Law Library did not accept any gifts of legal materials, except for those enumerated here. California Court of Appeal library donated Memorias del ministro: Silvestre Moreno Cora, a memoir (in Spanish) by Justice Silvestre Moreno Cora, a renowned 19th century Mexican lawyer and magistrate who was President of the Supreme Court of Mexico as well as supplements to California Practice Guide series (Rutter Group) titles on a variety of topics, including professional responsibility, alternative dispute resolution, elder abuse litigation. The publishing company Bloomberg Law donated practice guides and treatises on a variety of legal topics, including litigation, employment, civil procedure, and health care. Retired District Attorney Alison Weissman donated several criminal and prosecuting attorney manuals and guides.

In addition, the Friends of the Los Angeles County Law Library donated \$145,000 in Fiscal Year 2019-21.

Respectfully submitted,

Sandra J. Levin, Executive Director & Secretary to the
Board of Law Library Trustees



LOS ANGELES COUNTY LAW LIBRARY
 Balance Sheet as of Year Ending June 30, 2021
 (Provisional and subject to year-end adjustments)

	2021	2020
Assets		
Current Assets		
Cash and cash equivalents	10,514,352	9,704,362
Accounts receivable	1,451,983	2,178,551
Prepaid expenses	252,791	287,576
Total current assets	<u>12,219,125</u>	<u>11,234,559</u>
Noncurrent assets		
Restricted cash and cash equivalents	318,470	318,470
Investments	5,999,853	5,997,413
Capital assets, not being depreciated	909,093	903,040
Capital assets, being depreciated - net	15,385,942	15,954,246
Total noncurrent assets	<u>22,613,357</u>	<u>23,173,168</u>
Total assets	<u>34,832,483</u>	<u>34,407,727</u>
Deferred Outflow of Resources		
Deferred outflow of resources	1,559,140	1,559,140
Total assets and deferred outflows of resources	<u>36,391,623</u>	<u>35,966,868</u>
Liabilities		
Current Liabilities		
Accounts payable	165,978	249,615
Other liabilities	0	0
Payroll liabilities	-1,185	6,605
Total current liabilities	<u>164,793</u>	<u>256,221</u>
Noncurrent liabilities		
Accrued sick and vacation liability	307,495	295,282
Borrowers' deposit	229,809	280,275
OPEB liability	2,840,674	2,580,670
Net pension liability	3,330,753	3,330,753
Total noncurrent liabilities	<u>6,708,731</u>	<u>6,486,980</u>
Total liabilities	<u>6,873,524</u>	<u>6,743,201</u>
Deferred inflows of resources		
Deferred inflows of resources	1,184,693	1,184,693
Total liabilities and deferred inflows of resources	<u>8,058,217</u>	<u>7,927,894</u>
Net position		
Invested in capital assets	16,295,034	16,857,286



Unrestricted	12,038,372	11,181,688
Total net position	28,333,406	28,038,974
Total liabilities and deferred inflows of resources and net position	36,391,623	35,966,868



LOS ANGELES COUNTY LAW LIBRARY

Income Statement for the Year Ending June 30, 2021
(Provisional and subject to year-end audit adjustments)

	2021	2020
Income		
L.A. Superior Court Fees	6,659,012	7,394,973
Interest	57,957	181,830
Parking	284,242	534,848
Library Services	391,953	503,906
Total Income	7,393,163	8,615,557
Expense		
Staff	4,221,564	4,681,213
Electronic Resource Subscriptions (ERS)	658,164	552,484
Library Materials	1,933,780	1,844,791
Library Materials Transferred to Assets	-1,933,780	-1,844,791
Facilities	826,780	793,770
Technology	135,750	145,860
General	51,753	150,971
Professional Development	10,007	20,376
Communications & Marketing	2,053	10,879
Travel & Entertainment	428	269
Professional Services	46,763	87,345
Depreciation	2,502,083	2,588,465
Total Expenses	8,455,345	9,031,633
Net Income	-1,062,182	-416,076
Investment Gain (Loss)	2,441	208,736
Extraordinary Income	1,354,174	0
Extraordinary Expense	0	0
Net Income Including Extraordinary Items	294,433	-207,340
Capitalized Expenditures	0	0



LOS ANGELES COUNTY LAW LIBRARY
Statement of Cash Flows as of Year Ending June 30, 2021
(Provisional and subject to year-end audit adjustments)

	2021	2020
Cash flows from operating activities		
LA Superior court fees	6,659,012	7,394,973
Parking fees	284,242	469,223
Library services	1,601,127	358,906
(Increase) decrease in accounts receivable	-209,362	-899,983
Increase (decrease) in borrowers' deposit	-50,466	-14,787
Cash received from filing fees and services	8,284,553	7,308,331
Facilities	-826,780	-793,770
Technology	-135,750	-145,860
General	-51,753	-150,971
Professional development	-10,007	-20,376
Communications & marketing	-2,053	-10,879
Travel & entertainment	-428	-269
Professional services	-46,763	-87,345
Electronic Resource Subscriptions (ERS)	-658,164	-552,484
(Increase) decrease in prepaid expenses	34,785	45,548
Increase (decrease) in accounts payable	-83,638	62,063
Increase (decrease) in other liabilities	0	0
		-
Cash payments to suppliers for goods and services	-1,780,549	1,654,344
Staff (payroll + benefits)	-4,221,564	4,337,865
Increase (decrease) in payroll liabilities	-7,791	-927
Increase (decrease) in accrued sick and vacation liability	12,213	-7,508
Increase (decrease) in OPEB liability	260,004	260,004
Net impact of GASB 68 adjustments	0	0
		-
Cash payments to employees for services	-3,957,138	4,086,296
Contributions received	145,000	145,000
Net cash from operating activities	2,691,865	1,712,692
Cash flow from capital and related financing activities		
Library materials	-1,933,780	1,844,791
Fixed assets	0	0
Capital - Work in Progress (WIP)	-6,052	-19,272
Cash flows from investing activities		
Investment	0	1,000,000
Investment earnings	57,957	181,830
Net cash increase (decrease) in cash and cash equivalents	809,989	-969,541
Cash and cash equivalents, at beginning of period	10,022,832	9,738,199
Cash and cash equivalents, at end of period	10,832,822	8,768,658



LOS ANGELES COUNTY LAW LIBRARY

Statement of Cash Flows as of Year Ending June 30, 2021 (Continued)
(Provisional and subject to year-end audit adjustments)

	2021	2020
Reconciliation of Operating Income to Net Cash		
from Operating Activities		
Operating income	234,035	-320,183
Adjustments for noncash effects:		
Depreciation	2,502,083	2,588,465
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	-209,362	-899,983
(Increase) decrease in prepaid expenses	34,785	45,548
Increase (decrease) in accounts payable	-83,638	62,063
Increase (decrease) in other liabilities	0	0
Increase (decrease) in payroll liabilities	-7,791	-927
Increase (decrease) in accrued sick and vacation liability	12,213	-7,508
Increase (decrease) in borrowers' deposit	-50,466	-14,787
Increase (decrease) in OPEB liability	260,004	260,004
Impact of GASB 68 adjustments	0	0
Net cash from operating activities	2,691,865	1,712,692



ACKNOWLEDGEMENT

(Seal)

The Los Angeles County Law Library Board of Trustees desires to acknowledge the support and assistance given to the Law Library by the Los Angeles County Board of Supervisors during the past year.

By order of the Board of
Law Library Trustees of
Los Angeles County

Los Angeles, California

Respectfully submitted,

President of the Board of Law Library Trustees

Secretary of the Board of Law Library Trustees

LALAWLIBRARY



AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Presentation of Retirement Commendation for Paula Hart
- 4.2 Update Regarding Reopening, COVID-19 Policies and Procedures and Remote Service Options

AGENDA ITEM 4.0 | DISCUSSION ITEM 4.1

MEMORANDUM

DATE: August 25, 2021

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Presentation of Retirement Commendation for Paula Hart

SUMMARY

Attached please find the staff report regarding this item from last month's board meeting along with the approved commendation. The commendation will be presented to retiree Paula Hart at this meeting.



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.



Commendation

Paula Hart

On the occasion of her retirement, we honor Paula Hart for her 49 years of committed and distinguished service at LA Law Library.

Paula Hart's contributions to the legal community and the public, providing legal information and resources and facilitating access to justice, are commendable. In particular, we applaud her efforts and dedication 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.

We thank and commend Paula and wish her the best in her future endeavors.

Hon. Mark A. Juhas
President, Board of Trustees

Hon. Michelle Williams Court
Vice President, Board of Trustees

Kenneth Klein
Member, Board of Trustees

Hon. Dennis Landin
Member, Board of Trustees

Hon. Yolanda Orozco
Member, Board of Trustees

Susan Steinhauser
Member, Board of Trustees

Hon. Michael L. Stern
Member, Board of Trustees

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

**Presented by:
Executive Director,
Sandra Levin**

August 25, 2021