

AGENDA

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

REGULAR BOARD MEETING

Wednesday, November 17, 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

0.0 RESOLUTION FOR REMOTE MEETINGS

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

3.1 Approval of Minutes of the October 20, 2021 Regular Board Meeting

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

3.3 Approval of 2022 LA Law Library Holiday Calendar

3.4 Approval of 2022 Board of Trustees Meeting Schedule

3.5 Acceptance of Financial Statement Audit Report for the Fiscal Year
Ended June 30, 2021

3.6 Approval of Revised IT Director Job Description

3.7 Approval of Trustee Designated Member of the Friends of Los Angeles
County Law Library Board of Directors

4.0 DISCUSSION ITEMS

4.1 Approval of Revised Fines and Fees

4.2 FY2021-22 1st Quarter Budget Review

4.3 Addition of Community Resource Specialist Position and Approval of Job
Description

4.4 Staff Presentation: Pro Bono Week After-Report

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, December 15, 2021.

POSTED FRIDAY, NOVEMBER 12, 2021 @ 12:00 P.M.

POSTED BY ANN MARIE GAMEZ



RESOLUTION NO. 2021-1

A RESOLUTION AUTHORIZING REMOTE TELECONFERENCE MEETINGS PURSUANT TO ASSEMBLY BILL 361

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

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

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

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

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

WHEREAS, the Governor has declared a State of Emergency pursuant to Government Code section 8625 as has the County of Los Angeles; and

WHEREAS, since issuing Executive Order N-08-21, the highly contagious Delta variant of COVID-19 has emerged, causing an increase in COVID-19 cases throughout the State and Stanislaus County; and

WHEREAS, Los Angeles County's *Best Practices for Businesses and Employers* recommend reducing crowding indoors; and

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

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

via teleconference; and

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

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

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

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

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

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

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

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

PASSED AND ADOPTED by the Law Library Board of Trustees of the County of Los Angeles, State of California, this 17th day of November 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Hon. Mark A. Juhas, President

ATTEST:

Sandra J Levin, Executive Director,
Recording Secretary

AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the October 20, 2021, Regular Board Meeting
- 3.2 Review of September Financials and List of October Checks and Warrants
- 3.3 Approval of 2022 LA Law Library Holiday Calendar
- 3.4 Approval of 2022 Board of Trustees Meeting Schedule
- 3.5 Acceptance of Financial Statement Audit Report for the Fiscal Year Ended June 30, 2021
- 3.6 Approval of Revised IT Director Job Description
- 3.7 Approval of Trustee Designated Member of the Friends of Los Angeles County Law Library Board of Directors

**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.**

October 20, 2021

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, October 20, 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 remotely via Zoom.

ROLL CALL/QUORUM

Trustees Present: Kenneth Klein, Esquire
Judge Dennis Landin
Susan Steinhauser, Esquire
Judge Michael Stern

Trustees Absent: Judge Michelle Williams Court
Judge Mark Juhas
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

Trustee Steinhauser determined a quorum to be present, convened the meeting at 12:23 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. All votes were taken by roll-call, voice vote.

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 August 25, 2021 Regular Board Meeting
- 3.2 Review of July & August Financials and List of August & September Checks and Warrants.
- 3.3 Review and Approval of 1st Quarter Statistics of FY21-22
- 3.4 Approval of HR Generalist Job Description
- 3.5 Update on Platinum Members Program

Trustee Steinhauser requested to remove item 3.3

Trustee Steinhauser requested a motion to approve the Consent Calendar except item 3.3. So moved by Trustee Landin seconded by Trustee Klein. The motion was unanimously approved, 4 ayes – 0 noes.

Trustee Steinhauser stated being impressed by the number of classes and speakers during the library closure and also commented on Lawyers in the Library attendance and asked whether attendance had always been tracked. ED Levin replied the library started tracking telephonic participation when the program went telephonic during the pandemic. Trustee Steinhauser also noted the registration count for some programs is roughly twice as high as actual attendance count, to which ED Levin replied that it is normal to see such patterns.

Trustee Steinhauser requested a motion to approve the Consent Calendar except item 3.3. So moved by Trustee Landin seconded by Trustee Klein. The motion was unanimously approved, 4 ayes – 0 noes.

4.0 DISCUSSION ITEMS (TAKEN OUT OF ORDER)

4.4 Review and Acceptance of Draft Financial Statement Audit Report and AU-C260 Letter for the Fiscal Year Ended June 30, 2021

Engagement Partner Frances Kuo of The Pun Group summarized the purpose, function and findings of the Financial Audit for FY2020-21. F. Kuo noted that library management was very helpful providing all documentation requested in order to fully understand the overall operations of the LA County Law Library. Trustee Landin inquired how the law library compares to other government agencies. F. Kuo replied that the library was in a safer economic place because of the State Funding that was granted. Many other government organizations do not receive even one time state funding.

Trustee Steinhauser requested a motion to accept the Draft Los Angeles County Law Library Financial Statement and Independent Auditor's Report for the Year Ended June 30, 2021 and the Draft AU-C260 Letter. So moved by Trustee Landin, seconded by Trustee Klein. The motion was unanimously approved, 4 ayes – 0 noes.

4.1 Approval of Trustee Designated Members of the Friends of Los Angeles County Law Library Board of Directors.

ED Levin noted that this item of discussion is a standard annual reoccurrence to appoint or renew members of the Board of Directors for the Friends. The Friends board is recommending that the LACLL Board of Trustees approve the nominees listed in the staff report. ED Levin also mentioned being very grateful for the Friends Board for all the benefits they provide for the library. Trustee Steinhauser gave a brief background, history and relationship to the law library for each of the nominees. Trustee Steinhauser added that the Friends help with Gala, Grants and raising additional funds and law library visibility. Trustee Steinhauser also announced Justice Lavin and Margaret Morrow as the Beacon of Justice recipients for 2022.

Trustee Steinhauser requested a motion to approve the aforementioned Friends of the Los Angeles County Law Board of Directors appointments for the terms identified. So moved by

Trustee Landin seconded by Trustee Klein. The motion was unanimously approved, 4 ayes – 0 noes.

4.2 Approval of Borrowing Rules and Members Borrowing Rules

ED Levin summarized the amendments to the Borrowing Rules. The revision offers clarity on the Borrowing cards not being allowed for minors or for closed accounts.

Trustee Steinhauser requested a motion to approve the attached amended Borrowing Rules and Members Program Borrowing Rules. So moved by Trustee Landin seconded by Trustee Stern. The motion was unanimously approved, 4 ayes – 0 noes.

4.3 Approval of Revised Rules of Conduct

ED Levin clarified that the amendments for the Rules of Conduct which include that any patron may not leave their materials unattended. Trustee Steinhauser asked for clarification on when materials are unattended since many users often leave their work opened while they are still researching the current materials on their desk. ED Levin replied that the library collects materials 10-15 minutes before closing and when materials are left unattended with no personal belongings. Trustee Klein asked if patrons were aware that materials may be picked up and re-shelved, ED Levin replied yes, there are signs and the addition to the Rules will add clarity.

Trustee Steinhauser requested a motion to approve the attached, amended *Rules of Conduct*. So moved by Trustee Landin seconded by Trustee Stern. The motion was unanimously approved, 4 ayes – 0 noes.

4.5 Staff Presentation on E-Books

Senior Librarian for Reference and Research, Austin Stoub, presented before the board a power point and examples of E-books. A. Stoub introduced 'Alexis Digital Library', an e-book library, which will be available to patrons soon. Patrons will be able to enter their library card number which gives them access to their e-book library, books they borrowed from the law library. A. Stoub also presented navigating tools and ways in which a patron could browse and "borrow" within the websites services.

No action requested or taken.

5.0 **AGENDA BUILDING**

Trustee Stern requested a census of library employees by racial and ethnic makeup.

6.0 **EXECUTIVE DIRECTOR'S REPORT**

ED Levin confirmed that the 2022 Gala will be April 6, 2022. Pro Bono Week is scheduled to launch in the next week and asked the Board to consider attending some of the classes such as the panel discussion on Homelessness on Thursday Oct.28th. Trustee Steinhauser requested to receive a deliverable flyer for the event. ED Levin also noted the Board will need to adopt a resolution every 30 days to continue to meet remotely per the updated Brown Act Guidelines.

7.0 **ADJOURNMENT**

It was requested that the meeting be adjourned in memory of John Mataras, who worked as the Building Engineer for LA County Law Library from June 2000 to February 2014. 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, November 17, 2021 at 12:15pm.

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

DRAFT

Los Angeles County Law Library

Balance Sheet

As of September 30, 2021

(Provisional and subject to year-end audit adjustments)

	6/30/2021	9/30/2021	YTD
Assets			
Current assets			
Cash and cash equivalents	10,471,380	13,350,243	2,878,863
Accounts receivable	302,650	151,432	(151,218)
Other receivable	1,149,242	1,180,599	31,357
Prepaid expenses	252,791	472,507	219,716
Total current assets	12,176,063	15,154,781	2,978,718
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	5,999,853	6,000,660	807
Capital assets, not being depreciated	909,725	909,725	-
Capital assets, being depreciated - net	15,409,498	15,205,822	(203,676)
Total noncurrent assets	22,637,546	22,434,677	(202,869)
Total assets	34,813,609	37,589,459	2,775,849
Deferred Outflows of Resources			
Deferred Outflows of Resources	2,410,452	2,410,452	-
Total assets and deferred outflows of resources	37,224,062	39,999,911	2,775,849
Liabilities			
Current Liabilities			
Accounts payable	165,978	48,189	(117,789)
Other current liabilities	-	-	-
Payroll liabilities	(1,185)	2,079	3,265
Total current liabilities	164,793	50,268	(114,524)
Noncurrent Liabilities			
Accrued sick and vacation liability	299,418	295,490	(3,928)
Borrowers' deposit	229,794	236,252	6,458
OPEB liability	3,239,511	3,304,506	64,995
Net pension liability	3,887,855	3,912,854	24,999
Total noncurrent liabilities	7,656,578	7,749,102	92,524
Total liabilities	7,821,371	7,799,371	(22,000)
Deferred Inflows of Resources			
Deferred Inflows of Resources	1,418,426	1,418,426	-
Total liabilities and Deferred inflows of resources	9,239,797	9,217,797	(22,000)
Net Position			
Invested in capital assets	16,319,223	16,115,548	(203,676)
Unrestricted	11,665,042	14,666,567	3,001,525
Total net position	27,984,265	30,782,114	2,797,849
Total liabilities and Deferred inflows of resources and net position	37,224,062	39,999,911	2,775,849

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

Sep 2020	Sep 2021			
	Budget	Actual	\$ Fav (Unf)	% Fav (-)
499,252	589,352	588,384	(968)	-0.2%
5,679	5,614	4,536	(1,078)	-19.2%
22,860	37,500	43,518	6,018	16.0%
10,666	164,927	17,314	(147,613)	-89.5%
538,457	797,393	653,752	(143,642)	-18.0%
316,354	350,125	357,891	(7,767)	-2.2%
50,143	53,985	50,867	3,117	5.8%
147,534	181,948	139,510	42,438	23.3%
(147,534)	(181,948)	(139,510)	(42,438)	23.3%
86,979	78,499	67,163	11,336	14.4%
13,082	12,455	10,563	1,892	15.2%
4,629	5,493	5,389	105	1.9%
79	204	316	(112)	-54.9%
17	802	2	800	99.8%
0	52	0	52	100.0%
2,896	1,833	3,129	(1,296)	-70.7%
211,385	208,027	203,695	4,333	2.1%
685,566	711,475	699,014	(12,461)	-1.8%
(147,109)	85,919	(45,262)	(131,181)	-152.7%
889	1,667	(4,708)	(6,375)	-382.5%
1,254,174	0	0	0	0.0%
0	0	0	0	0.0%
1,107,954	87,585	(49,970)	(137,556)	-157.1%
0	240,000	0	240,000	100.0%

Summary:

Income

L.A. Superior Court Fees	1,456,957	1,717,243	1,742,454	25,211	1.5%
Interest	17,275	15,932	12,412	(3,520)	-22.1%
Parking	68,339	112,500	135,690	23,190	20.6%
Library Services	52,894	190,626	171,335	(19,291)	-10.1%
Total Income	1,595,465	2,036,301	2,061,892	25,591	1.3%

Expense

Staff (payroll + benefits)	1,331,196	1,526,646	1,432,020	149,290	9.8%
Electronic Resource Subscriptions	132,363	161,954	123,632	38,322	23.7%
Library Materials	415,299	530,732	407,045	123,686	23.3%
Library Materials Transferred to Assets	(415,299)	(530,732)	(407,045)	(123,686)	23.3%
Facilities	223,205	236,548	210,940	25,608	10.8%
Technology & Data	35,165	37,793	31,734	4,130	10.9%
General	9,800	15,030	19,891	(3,835)	-25.5%
Professional Development	1,410	2,452	2,525	(73)	-3.0%
Communications & Marketing	21	3,406	6	10,014	294.0%
Travel & Entertainment	108	200	0	200	100.0%
Professional Services	10,266	6,199	8,710	25,069	404.4%
Depreciation	635,584	616,975	610,721	6,254	1.0%
Total Expenses	2,379,119	2,607,203	2,440,179	167,024	6.4%

Net Income (Loss)

Net Income (Loss)	(783,654)	(570,901)	(378,287)	192,615	33.7%
Investment Gain (Loss) ¹	4,858	5,000	807	(4,193)	-83.9%
Extraordinary Income	1,254,174	0	3,175,330	3,175,330	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	475,377	(565,901)	2,797,849	3,363,751	594.4%

Capitalized Expenditures

Capitalized Expenditures	0	360,000	0	360,000	100.0%
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FY 2020-21	FY 2021-22 YTD				Comments
	YTD Actual	Budget	Actual	\$ Fav (Unf)	
	1,456,957	1,717,243	1,742,454	25,211	1.5%
	17,275	15,932	12,412	(3,520)	-22.1%
	68,339	112,500	135,690	23,190	20.6%
	52,894	190,626	171,335	(19,291)	-10.1%
	1,595,465	2,036,301	2,061,892	25,591	1.3%
	1,331,196	1,526,646	1,432,020	149,290	9.8%
	132,363	161,954	123,632	38,322	23.7%
	415,299	530,732	407,045	123,686	23.3%
	(415,299)	(530,732)	(407,045)	(123,686)	23.3%
	223,205	236,548	210,940	25,608	10.8%
	35,165	37,793	31,734	4,130	10.9%
	9,800	15,030	19,891	(3,835)	-25.5%
	1,410	2,452	2,525	(73)	-3.0%
	21	3,406	6	10,014	294.0%
	108	200	0	200	100.0%
	10,266	6,199	8,710	25,069	404.4%
	635,584	616,975	610,721	6,254	1.0%
	2,379,119	2,607,203	2,440,179	167,024	6.4%
	(783,654)	(570,901)	(378,287)	192,615	33.7%
	4,858	5,000	807	(4,193)	-83.9%
	1,254,174	0	3,175,330	3,175,330	0.0%
	0	0	0	0	0.0%
	475,377	(565,901)	2,797,849	3,363,751	594.4%
	0	360,000	0	360,000	100.0%

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

Sep 2020	Sep 2021				FY 2020-21	FY 2021-22 YTD				Comments				
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (-)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (-)		
769	1,250	829	421	33.7%	15	FIN	518560	Payroll and Benefit Administration	2,462	3,750	2,552	1,198	31.9%	Lower payroll processing fee due to continued vacancies.
316,354	350,125	357,891	9,566	2.7%				Total - Staff	1,331,196	1,526,646	1,432,020	149,290	9.8%	
120,441	135,732	117,162	18,570	13.7%	23	COL	601999	Library Materials/Electronic Resources Subscription: American Continuations	292,837	407,196	279,873	127,323	31.3%	Timing variance. Potential shipping delays due to national/international supply chain slowdown due to COVID recovery.
2,705	5,951	4,059	1,892	31.8%	23	COL	602999	American New Orders	5,513	5,951	5,746	205	3.4%	
1,401	1,721	1,586	135	7.8%	23	COL	609199	Branch Continuations	5,217	5,164	4,185	979	19.0%	Timing variance. Potential shipping delays due to national/international supply chain slowdown due to COVID recovery.
0	0	0	0	0.0%	23	COL	609299	Branch New Orders	0	0	0	0	0.0%	
1,237	12,674	2,291	10,383	81.9%	23	COL	603999	Commonwealth Continuations	63,617	38,022	66,874	(28,853)	-75.9%	Timing variance - large payment (\$55.5K) for UK materials. Line item expected to align with projections as FY progresses.
0	267	24	243	91.0%	23	COL	604999	Commonwealth New Orders	0	267	24	243	91.0%	
6,759	12,032	4,012	8,020	66.7%	23	COL	605999	Foreign Continuations	11,735	36,097	15,561	20,537	56.9%	Timing variance. Potential shipping delays due to national/international supply chain crisis due to COVID recovery.
159	535	406	129	24.1%	23	COL	606999	Foreign New Orders	159	535	483	52	9.8%	
11,242	10,627	7,002	3,625	34.1%	23	COL	607999	International Continuations	29,152	31,881	30,965	917	2.9%	Timing variance.
347	535	802	(267)	-49.9%	23	COL	608999	International New Orders	347	535	865	(330)	-61.7%	
3,054	1,605	2,165	(560)	-34.9%	23	COL	609399	General/Librarianship Continuations	6,534	4,815	2,265	2,550	53.0%	Timing variance. Potential shipping delays due to national/international supply chain crisis due to COVID recovery.
187	268	0	268	100.0%	23	COL	609499	General/Librarianship New Orders	187	268	204	64	23.8%	
147,534	181,948	139,510	42,438	23.3%	23	COL	690000	Subtotal Library Materials Transferred to Assets	415,299	530,732	407,045	123,686	23.3%	
(147,534)	(181,948)	(139,510)	(42,438)	23.3%	23	COL	685000	Electronic Resource Subscriptions (ERS)	(415,299)	(530,732)	(407,045)	(123,686)	23.3%	
50,143	53,985	50,867	3,117	5.8%	23	COL	685000	Electronic Resource Subscriptions (ERS)	132,363	161,954	123,632	38,322	23.7%	Timing variance. Large vendor monthly subscription costs totalling \$30,688 not paid in July (Lexis and Westlaw)
								Facilities:						
200	4,000	3,831	169	4.2%	39	FAC	801005	Repair & Maintenance	7,544	12,000	4,938	7,062	58.9%	Timing variance. Awaiting resolution of supply chain issues and completion by vendors.
1,210	1,777	1,045	733	41.2%	39	FAC	801010	Building Services	4,422	5,331	3,760	1,571	29.5%	Timing variance.
123	1,415	0	1,415	100.0%	39	FAC	801015	Cleaning Supplies	602	4,245	1,035	3,210	75.6%	reduced operations/COVID19.
15,858	10,000	11,640	(1,640)	-16.4%	39	FAC	801020	Electricity & Water	47,929	34,000	34,563	(563)	-1.7%	
966	966	966	0	0.0%	39	FAC	801025	Elevator Maintenance	2,898	2,898	2,898	0	0.0%	
25,382	9,300	0	9,300	100.0%	39	FAC	801030	Heating & Cooling	25,382	18,000	6,886	11,114	61.7%	Timing variance. Delayed invoicing from LA County.
20,539	23,387	24,157	(771)	-3.3%	15	FIN	801035	Insurance	61,463	70,160	72,472	(2,312)	-3.3%	
10,174	10,119	10,174	(55)	-0.5%	39	FAC	801040	Janitorial Services	30,397	30,357	30,172	185	0.6%	
1,250	1,700	1,250	450	26.5%	39	FAC	801045	Landscaping	3,750	4,200	3,750	450	10.7%	Timing variance.
11,082	15,450	13,319	2,131	13.8%	39	FAC	801050	Security	37,797	49,446	47,451	1,995	4.0%	
0	0	0	0	0.0%	39	FAC	801060	Room Rental Expenses	0	0	0	0	0.0%	
25	0	132	(132)	0.0%	39	FAC	801065	Special Events Expenses	25	0	537	(537)	0.0%	
145	210	0	210	100.0%	39	FAC	801100	Furniture & Appliances (<3K)	145	630	0	630	100.0%	Timing variance.
0	0	0	0	0.0%	39	FAC	801110	Equipment (<3K)	380	2,000	1,748	252	12.6%	Purchase of paper drill for CMS.
0	0	0	0	0.0%	39	FAC	801115	Building Alterations (<3K)	0	2,500	0	2,500	100.0%	
25	25	649	(624)	-2497.2%	39	FAC	801120	Delivery & Postage	331	331	730	(399)	-120.4%	Pro Bono Week mailing.
0	150	0	150	100.0%	39	FAC	801125	Kitchen supplies	141	450	0	450	100.0%	reduced operations/COVID19.
86,979	78,499	67,163	11,336	14.4%				Subtotal	223,205	236,548	210,940	25,608	10.8%	
								Technology:						
2,169	2,234	1,177	1,057	47.3%	33	TECH	801210	Software Maintenance	5,952	6,130	3,531	2,599	42.4%	Timing variance.
1,978	2,407	1,790	617	25.6%	33	TECH	801212	Hardware Maintenance	5,935	7,221	5,371	1,850	25.6%	Timing variance.
473	167	0	167	100.0%	33	TECH	801215	Software (<\$3k)	473	501	0	501	100.0%	Timing variance.
0	80	897	(817)	-1020.8%	33	TECH	801220	Hardware (<\$3k)	428	240	1,836	(1,596)	-665.1%	Unbudgeted conference phone replacement expense .
0	0	0	0	0.0%	33	TECH	801225	Computer Supplies	0	0	0	0	0.0%	
4,849	4,877	5,079	(202)	-4.1%	33	TECH	801230	Integrated Library System	14,546	14,631	15,238	(607)	-4.1%	
1,771	1,800	1,620	181	10.0%	33	TECH	801235	Telecommunications	5,469	5,400	4,937	463	8.6%	Timing variance.
0	0	0	0	0.0%	33	TECH	801245	Tech & Data - Misc	0	400	80	320	79.9%	Timing variance.
0	0	0	0	0.0%	33	TECH	801250	Services	0	600	0	600	100.0%	Timing variance.
1,842	890	0	890		33	TECH	801275	Online Service Providers	2,362	2,670	741	1,929	72.2%	Timing variance.

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

Sep 2020	Sep 2021				YTD Actual	FY 2021-22 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (-)	Budget	Actual	\$ Fav (Unf)		% Fav (-)	
13,082	12,455	10,563	1,892	15.2%								
					Subtotal							
					35,165	37,793	31,734	4,130	10.9%			
					General:							
429	583	448	135	23.2%	15 FIN 801310	Bank Charges	1,363	1,750	1,407	343	19.6%	Lower transaction volume.
875	910	891	19	2.1%	35 CMS 801315	Bibliographical Services	2,626	2,730	2,672	58	2.1%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 801325	Board Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	37 COM 801330	Staff meals & events	0	2,000	0	2,000	100.0%	Timing variance.
0	1,250	1,894	(644)	-51.5%	15 FIN 801335	Supplies - Office	339	4,550	3,321	1,229	27.0%	Low office supply requests due to limited onsite staff.
0	0	0	0	0.0%	35 CMS 801337	Supplies - Library materials	0	0	0	0	0.0%	
0	250	0	250	100.0%	37 COM 801340	Stationery, business cards, etc.	0	500	0	500	100.0%	Timing variance.
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
210	400	542	(142)	-35.4%	33 IT 801370	Copy Center Expense	627	1,200	1,081	119	9.9%	
0	0	804	(804)	0.0%	15 FIN 801375	General - Misc	0	1,000	9,409	(8,409)	-840.9%	Reflects Fresh Start initiative fines waiver.
2,500	542	810	(268)	-49.4%	25 PS 801390	Course Registration	4,080	1,626	2,000	(374)	-23.0%	Reflects one-time funding class subsidy.
615	700	0	700	100.0%	17 EXEC 801395	Friends of Law Library	764	700	0	700	100.0%	
4,629	5,493	5,389	(753)	-13.7%		Subtotal	9,800	15,030	19,891	(3,835)	-25.5%	
						Professional Development:						
0	0	0	0	0.0%	ALL 803105	Travel	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803110	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	
0	0	316	(316)	0.0%	ALL 803115	Membership dues	0	0	1,580	(1,580)	0.0%	Timing variance.
79	204	0	204	100.0%	ALL 803120	Registration fees	1,410	2,452	945	1,507	61.5%	Conference format change to "online" reduced registrations costs. No travel cost incurred.
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	0	0	0.0%	
79	204	316	(112)	-54.9%		Subtotal	1,410	2,452	2,525	(73)	-3.0%	
						Communications & Marketing:						
0	40	2	38	95.0%	37 COM 803205	Services	0	120	6	114	95.0%	Timing variance.
0	500	0	500	100.0%	37 COM 803210	Collateral materials	0	6,000	0	6,000	100.0%	Timing variance.
17	800	0	800	100.0%	37 COM 803215	Advertising	21	3,900	0	3,900	100.0%	Timing variance.
0	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	0	0	0	0	0.0%	
17	802	2	1,338	166.8%		Subtotal	21	3,406	6	10,014	294.0%	
						Travel & Entertainment						
0	0	0	0	0.0%	ALL 803305	Travel	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803310	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	
0	52	0	52	100.0%	ALL 803320	Ground transportation & mileage reimb.	108	200	0	200	100.0%	Branch/partnership locations remain closed; traveling not yet resumed.
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
0	52	0	52	100.0%		Subtotal	108	200	0	200	100.0%	
						Professional Services						
0	0	1,845	(1,845)	0.0%	15 FIN 804005	Accounting	1,578	700	4,390	(3,690)	-527.1%	Timing variance.
2,896	1,833	1,360	473	25.8%	17 EXEC 804008	Consulting Services	8,689	5,499	4,080	1,419	25.8%	Planned increase not yet in effect.
0	7,990	0	7,990	100.0%	17 EXEC 804010	Legal	0	23,880	0	23,880	100.0%	Delay in OTF project implementation.
0	400	(77)	477	119.1%	15 FIN 804015	Other	0	3,700	240	3,460	93.5%	Timing variance.
2,896	1,833	3,129	7,095	387.0%		Subtotal	10,266	6,199	8,710	25,069	404.4%	
						Depreciation:						
188,036	181,881	180,457	1,425	0.8%	15 FIN 806105	Depreciation - Library Materials	565,334	543,747	540,500	3,248	0.6%	
23,349	26,146	23,238	2,908	11.1%	15 FIN 806110	Depreciation Exp - FF&E	70,250	73,228	70,221	3,007	4.1%	
211,385	208,027	203,695	4,333	2.1%		Subtotal	635,584	616,975	610,721	6,254	1.0%	
685,566	711,475	699,014	12,461	1.8%		Total Expense	2,379,119	2,607,203	2,440,179	167,024	6.4%	
(147,109)	85,919	(45,262)	(131,181)	-152.7%		Net Income Before Extraordinary Items	(783,654)	(570,901)	(378,287)	192,615	33.7%	
889	1,667	(4,708)	(6,375)	-382.5%	15 FIN 321000	Investment Gain (Loss) ¹	4,858	5,000	807	(4,193)	-83.9%	Reflects gains/loss if sold at time of report (before maturity)
1,254,174	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	1,254,174	0	3,175,330	3,175,330	0.0%	One-time backfill funding from the State.
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
1,107,954	87,585	(49,970)	(137,556)	-157.1%		Net Income Including Extraordinary Items	475,377	(565,901)	2,797,849	3,363,751	594.4%	

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

Sep 2020	Sep 2021			
	Budget	Actual	\$ Fav (Unf)	% Fav (-)
0	0	0	0	0.0%
0	100,000	0	100,000	100.0%
0	0	0	0	0.0%
0	140,000	0	140,000	100.0%
0	0	0	0	0.0%
0	240,000	0	(240,000)	-100.0%

FY 2020-21	FY 2021-22 YTD				Comments	
	YTD Actual	Budget	Actual	\$ Fav (Unf) % Fav ()		
Capital Expenditures:						
	0	10,000	0	10,000	100.0%	Delay in capital project completion.
	0	195,000	0	195,000	100.0%	Delay in capital project completion.
	0	15,000	0	15,000	100.0%	Delay in capital project completion.
	0	140,000	0	140,000	100.0%	Delay in capital project completion.
	0	0	0	0	0.0%	
	0	360,000	0	360,000	100.0%	

CalPERS CERBT Trust Fund:

Beginning Balance	2,607,672	
Administrative Expense	(105)	CalPERS CERBT program cost.
Investment Expense	(77)	Investment management cost.
Unrealized Gain/Loss	(66,422)	Fluctuating market conditions.
Distribution		Distribution from Fund.
Ending Balance	<u>2,541,069</u>	

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 September 30, 2021
(Provisional and subject to year-end audit adjustments)

	9/30/2021	YTD
Cash flows from operating activities		
L.A. Superior court fees	588,384	1,742,454
Parking fees	43,518	135,690
Library services	17,314	3,226,665
(Increase) decrease in accounts receivable	(110)	151,218
(Increase) decrease in other receivable	(6,795)	(31,357)
Increase (decrease) in borrowers' deposit	830	6,458
Cash received from filing fees and services	643,140	5,231,128
Facilities	(67,163)	(210,940)
Technology	(10,563)	(31,734)
General	(5,389)	(19,891)
Professional development	(316)	(2,525)
Communications & marketing	(2)	(6)
Travel & entertainment	-	-
Professional services	(3,129)	(8,710)
Electronic Resource Subscriptions (ERS)	(50,867)	(123,632)
(Increase) decrease in prepaid expenses	38,182	(219,716)
Increase (decrease) in accounts payable	(19,200)	(117,789)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(118,446)	(734,943)
Staff (payroll + benefits)	(357,891)	(1,432,020)
Increase (decrease) in payroll liabilities	1,084	3,265
Increase (decrease) in accrued sick and vacation liability	(2,499)	(3,928)
Increase (decrease) in OPEB liability	21,665	64,995
Increase (decrease) in net pension liability	8,333	24,999
Cash payments to employees for services	(329,308)	(1,342,690)
Contributions received	-	120,000
Net cash from operating activities	195,387	3,273,496
Cash flow from capital and related financing activities		
Library materials	(139,510)	(407,045)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment	-	-
Investment earnings	4,536	12,412
Net cash increase (decrease) in cash and cash equivalents	60,413	2,878,863
Cash and cash equivalents, at beginning of period	13,608,300	10,789,850
Cash and cash equivalents, at end of period	13,668,713	13,668,713
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(49,798)	2,784,631
Adjustments for noncash effects:		
Depreciation	203,695	610,721
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(110)	151,218
(Increase) decrease in other receivable	(6,795)	(31,357)
(Increase) decrease in prepaid expenses	38,182	(219,716)
Increase (decrease) in accounts payable	(19,200)	(117,789)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	1,084	3,265
Increase (decrease) in accrued sick and vacation liability	(2,499)	(3,928)
Increase (decrease) in borrowers' deposit	830	6,458
Increase (decrease) in OPEB liability	21,665	64,995
Increase (decrease) in net pension liability	8,333	24,999
Net cash from operating activities	195,387	3,273,496

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 1	AMERICAN BAR ASSOCIATION	BOOKS	3,490.74	V006345
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,690.46	V006346
	LEXISNEXIS MATTHEW BENDER	BOOKS	436.25	V006347
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,757.59	V006348
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	842.14	V006349
	DAILY JOURNAL CORPORATION	BOOKS	278.00	V006350
	INGRAM LIBRARY SERVICES	BOOKS	202.01	V006351
	PRACTISING LAW INSTITUTE	BOOKS	680.72	V006352
	UNITED NATIONS PUBLICATIONS	BOOKS	254.57	V006353
	THOMSON REUTERS	BOOKS	314.81	V006354
	GOBI LIBRARY SOLUTIONS	BOOKS	1,232.85	V006355
	BRIGHTVIEW	LANDSCAPING	1,250.00	V006359
	CHERRY PICK CAFE	MISCELLANEOUS	128.10	V006360
	GTT COMMUNICATIONS	TELECOM	228.24	V006361
NASA SERVICES	BLDG SVCS	528.01	V006362	
October 5	GRAINGER	REPAIR & MAINENTA	238.15	V006363
	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	11,639.72	V006364
	STATE COMPENSATION	WORKERS COMP	2,317.33	V006365
October 8	WOLTERS KLUWER LAW & BUSINESS	BOOKS	667.24	V006366
	CCH INCORPORATED	BOOKS	266.52	V006367
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	344.93	V006368
	JAMES PUBLISHING INC	BOOKS	163.16	V006369
	LAW JOURNAL PRESS	BOOKS	7,717.14	V006370
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,637.25	V006371
	PRACTISING LAW INSTITUTE	BOOKS	2,180.78	V006372
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	210.23	V006373
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	359.17	V006374
	THOMSON REUTERS	BOOKS	82,228.58	V006375
	WILLIAM S HEIN & CO	BOOKS	1,542.25	V006376
GOBI LIBRARY SOLUTIONS	BOOKS	25.44	V006377	
October 12	STAMPS.COM	DELIVERY & POSTAG	24.99	V006379
October 13	ARMIN INNOVATIVE PRODUCTS	SUPPLIES-LIBRARY	2,382.00	V006380
October 14	ISOLVED BENEFIT SERVICES	PAYROLL/HR BENEFI	75.00	V006381
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	98.00	V006382
October 15	LEXISNEXIS MATTHEW BENDER	BOOKS	391.36	V006383
	KONINKLIJKE BRILL NV	BOOKS	2,268.65	V006384
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	861.85	V006385
	GALE CENGAGE LEARNING	BOOKS	13,420.93	V006386

159,508.66

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
October 19	MASSACHUSETTS CONTINUING LEGAL EDUC	BOOKS	133.50	V006387	
	PRACTISING LAW INSTITUTE	BOOKS	228.42	V006388	
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	64.65	V006389	
	WEST ACADEMIC	BOOKS	170.82	V006390	
	GOBI LIBRARY SOLUTIONS	BOOKS	1,016.50	V006391	
October 21	OFFICE DEPOT	SUPPLIES-OFFICE	55.46	V006392	
	THE HOME DEPOT PRO	CLEANING SUPPLIES	1,936.03	V006393	
October 22	PARK PLACE TECHNOLOGIES	PREPAID EXP	4,289.88	V006396	
October 23	FACEBOOK	SPECIAL EVENTS EX	25.00	V006420	
October 25	FACEBOOK	SPECIAL EVENTS EX	60.00	V006421	
October 28	FACEBOOK	SPECIAL EVENTS EX	50.00	V006422	
October 29	ABD OFFICE SOLUTIONS	COPY CENTER	121.73	V006397	
	AT&T MOBILITY	TELECOM	16.24	V006398	
	BANDWIDTH.COM, INC.	TELECOM	754.51	V006399	
	GTT COMMUNICATIONS	TELECOM	85.76	V006400	
	KONICA MINOLTA BUSINESS	COPY CENTER	1,663.73	V006401	
	LASERCARE	SERVICES	673.56	V006402	
	AMERICAN LAWYER MEDIA	BOOKS	3,365.00	V006403	
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,890.31	V006404	
	PRACTISING LAW INSTITUTE	BOOKS	471.51	V006405	
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	689.27	V006406	
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	501.78	V006407	
	VERSA TAPE	BOOKS	205.73	V006408	
	GOBI LIBRARY SOLUTIONS	BOOKS	17.37	V006409	
	EX LIBRIS USERS OF NORTH AMERICA	MEMBERSHIP	280.00	V006423	
	October 30	AMERICAN IMMIGRATION LAWYERS ASSOCI	BOOKS	826.00	V006410
		WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,957.21	V006411
LEXISNEXIS MATTHEW BENDER		BOOKS	891.68	V006412	
CONTINUING EDUCATION OF THE BAR CAL		BOOKS	2,092.15	V006413	
IMMIGRANT LEGAL RESOURCE CENTER		BOOKS	222.43	V006414	
PRACTISING LAW INSTITUTE		BOOKS	364.54	V006415	
THOMSON REUTERS TAX & ACCOUNTING		BOOKS	477.70	V006416	
WEST ACADEMIC		BOOKS	170.82	V006417	
THOMSON REUTERS		BOOKS	2,639.13	V006418	
GOBI LIBRARY SOLUTIONS		BOOKS	742.83	V006419	
UPS		DELIVERY & POSTAG	305.53	V006424	
		LEXISNEXIS MATTHEW BENDER	BOOKS	33,209.86	V006438

222,041.80

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 25	SEIU LOCAL 721 SEIU LOCAL 721	UNION DUES UNION SUPPL	1,835.36 64.56	001691 001692

1,899.92

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 1	SYNCB AMAZON	BOOKS	74.46	032085
	OTTO HARRASSOWITZ	BOOKS	4,158.42	032086
	MINISTER OF FINANCE	BOOKS	300.66	032087
	AFLAC REMITTANCE	CAFE PLAN-INSURA	765.16	032088
	NATIONAL 50 SECURITY	SECURITY	6,419.71	032089
October 5	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	966.00	032090
	ROMERO MAINTENANCE LLC	JANITORIAL SVC	9,649.14	032091
October 8				
	SYNCB AMAZON	BOOKS	292.05	032092
October 14				
	COUNTY OF LOS ANGELES	BANK CHARGES	53.22	032093
	DIGITAL INSURANCE LLC	CONSULTING	1,360.00	032094
	METROLINK	TMP	526.75	032095
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	350.00	032096
October 15				
	DONNA LYNN JONES	REFUND	109.00	032097
	MELANIE JEAN BINGHAM	REFUND	140.00	032098
	RUDRA SABARATNAM	REFUND	132.00	032099
	SYNCB AMAZON	BOOKS	204.49	032100
	OTTO HARRASSOWITZ	BOOKS	3,323.16	032101
	LEXISNEXIS CANADA INC	BOOKS	682.13	032102
	MARY MARTIN BOOKSELLERS	BOOKS	2,310.00	032103
	PRACTITIONER BOOKS LTD	BOOKS	1,495.00	032104
	WILLIAM S HEIN & CO	BOOKS	209.00	032105
October 19				
	BRIDGES FILTER SERVICE, INC	BLDG SVCS	418.49	032106
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	378.00	032107
	GUARDIAN	PREPAID EXP	7,832.88	032108
October 25				
	ANDREW KHUU	REFUND	125.00	032110
	CHRISTAN LORAN AYERS	REFUND	140.00	032111
	JULIET TERESA TARASCO	REFUND	124.00	032112
	KEENAN LIONEL THOMAS	REFUND	140.00	032113
	WAMBUI MARGRET MAGUA	REFUND	140.00	032114
	SARAH JOHNSON	REFUND	140.00	032115
October 26				
	LANGUAGE PEOPLE INC	OTHER	202.50	032116
October 28				
	AT&T	TELECOM	471.39	032117
October 29				
	LEXISNEXIS CANADA INC	BOOKS	129.32	032118
	AFLAC REMITTANCE	CAFE PLAN-INSURA	765.16	032119
	SYNCB AMAZON	BOOKS	361.30	032120

44,888.39

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 25	THE PUN GROUP LLP	ACCOUNTING	18,500.00	TS00309674

18,500.00

MEMORANDUM

DATE: November 17, 2021

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of 2022 LA Law Library Holiday Calendar

SUMMARY

Each year, the Library observes 13 federal and state holidays during the year, in alignment with the observed Federal and court holidays. This year, there are three notable differences in the holiday schedule:

1. For 2022 (and presumably future years, as well) the Federal government and the LA Superior Court system have eliminated Columbus Day (2nd Monday of October) from the schedule.
2. For 2022 (and presumably future years, as well) the Federal government and the LA Superior Court system have added Native American Day (Fri. September 23rd) to the schedule.
3. In 2021, the new Federal holiday of Juneteenth was established (and observed by the Law Library), and will be celebrated on June 20, 2022. The addition of this holiday would change the number of observed holidays to 14.

Attached you will find the proposed 2022 holiday schedule.

As noted in the attached schedule, when one of the holidays falls on Saturday, it is observed on the preceding Friday. If one of the holidays falls on Sunday, it is observed on the following Monday.

In any year, the Library may elect to use December 24 or December 31, or both, as designated holidays in lieu of Lincoln’s Birthday or Columbus Day (now Native American Day), or both. For 2022, Staff does not recommend the switch since Christmas Eve Day and New Year’s Eve day are both Saturdays.

RECOMMENDATION

Staff recommends that the Board approve the attached 2022 holiday schedule.



ATTACHMENT

2022 HOLIDAY SCHEDULE

Friday	December 31, 2021	New Year's Day (Observance)
Saturday	January 1, 2022	New Year's Day
Monday	January 17, 2022	Martin Luther King, Jr. Birthday
Friday	February 11, 2022	Lincoln's Birthday (Observance)
Saturday	February 12, 2022	Lincoln's Birthday
Monday	February 21, 2022	Presidents' Day
Thursday	March 31, 2022	César Chávez Day
Monday	May 30, 2022	Memorial Day
Sunday	June 19, 2022	Juneteenth
Monday	June 20, 2022	Juneteenth (Observance)
Monday	July 4, 2022	Independence Day
Monday	September 5, 2022	Labor Day
Friday	September 23, 2022	Native American Day
Friday	November 11, 2022	Veterans Day
Thursday	November 24, 2022	Thanksgiving Day
Friday	November 25, 2022	Day after Thanksgiving
Sunday	December 25, 2022	Christmas Day
Monday	December 26, 2022	Christmas Day (Observance)
Sunday	January 1, 2023	New Year's Day (2023)
Monday	January 2, 2023	New Year's Day (Observance)



MEMORANDUM

DATE: November 17, 2021
TO: Board of Law Library Trustees
FROM: Sandra J. Levin, Executive Director
RE: Approval of 2022 Board of Trustees Meeting Schedule

For the past several years, the Board has met on the fourth Wednesday of each month except for November and December. During those two months, the Board generally meets on an earlier Wednesday so as to avoid conflicts with holiday and vacation schedules.

Consistent with these practices and recommendations, the proposed 2022 dates are:

2022 DATES	
January 26	July 27
February 23	August 24
March 23	September 28
April 27	October 26
May 25	*November 16
June 22	*December 14

RECOMMENDATION

Staff recommends that the Board adopt the proposed dates for the regular meetings of the Board of Trustees during calendar year 2022.



MEMORANDUM

DATE: November 17, 2021

TO: Board of Law Library Trustees

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

RE: Acceptance of Financial Statement Audit Report for the Fiscal Year Ended June 30, 2021

RECOMMENDATION

Staff recommends that the Board accept the final version of the financial statement audit report for the fiscal year ended June 30, 2021 as reviewed and discussed at the Board's October 20, 2021 regular meeting. No additional recommendation for changes were made.

The final version of the financial statement audit report can be found here:
<https://www.lalawlibrary.org/pdfs/LACLL-Final-FS-2021.pdf>



MEMORANDUM

DATE: November 17, 2021

TO: Board of Law Library Trustees

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

RE: Approval of Revised IT Director Job Description

SUMMARY

The position of Director of Information Technology is currently vacant and is undergoing recruitment. A few minor changes are proposed to bring the qualifications current. The attached job description reflect those changes, in redline format. Once the job descriptions are approved, the Law Library will complete recruitment for the position.

RECOMMENDATION

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



LA LAW LIBRARY JOB DESCRIPTION

Title:	Director, Information Technology
Department:	Technology Services
Focus:	Information Technology Services
Reports to:	Senior Director, Information Services
Position(s) Supervised:	Systems Administrator, Helpdesk Analyst, Aides (Scan)
FLSA Status:	Exempt
Salary Grade:	8
Union Status:	Ineligible for Representation
Effective Date:	

Position Summary

Under the general supervision of the Sr. Director, Information Services, the Director of Information Technology is responsible for providing a reliable, accurate, responsive, efficient, safe and secure information systems platform for library service delivery and hands-on management and support for our LA Library Data Center in a heterogeneous computing environment. Duties include management and troubleshooting of virtual machines & Nodes/hosts (VMWARE/VXRAIL 7) and physical systems, multi-site LAN/WAN infrastructures, administration tasks, performance tuning, capacity planning, security administration, documentation, applications and script level programming support, supervise end-user support procedures and coordinate software/hardware installs and upgrades.

Responsibilities and Duties

Planning

- Assist the Executive Director and the executive team with long range planning and the development of operational and staff goals
- Analyze user needs and recommend new projects, programs and services for various user groups
- Develops and analyzes information on employment growth and business needs to determine future network infrastructure requirements.
- Participate in staff meetings, departmental committees and library-wide team activities
- Participate in cooperative and professional association activities to maintain professional awareness and ensure high level of currency in all services
- Assist with development of policies and procedures for responding to user comments, complaints and questions

Technology

- Manage data and voice network operations; including staff and public computing in physical and virtual environments, application software and telecommunications (VOIP/SIP), as well as specific facility, meeting room and helpdesk management systems.
- Monitor overall system performance, implements improvements, and works with the management team to develop long-range technology plans.
- Develop, document and implement network administration policies and processes.
- Maintain and troubleshoot hardware, software, and network issues. Ensure system integrity, reliability, responsiveness, security and compliance with library policies, e.g., Internet use. Maintain a regular backup schedule and off-site backup rotation storage.
- Develop and implement technology plans. Deploy sound project management practices including goal/problem identification and decision analyses.
- Ability to administer MS solutions, active directory domains, group policies, roaming profiles, remote desktop services, firewall administration, VOIP phone system administration, backups, content filtering systems, MS Exchange and meeting room control systems.
- Responsible for troubleshooting system and LAN/WAN issues, administration and maintenance of a computer network system in virtual and physical computing environments.
- Responsible for managing the diagnosing, repair, maintenance and new installations of all computer/network hardware and software.
- Responsible for developing and maintaining help-desk and computer operator procedures.
- Responsible for creating and maintaining all server and network device documentation and maintaining system administration logs.
- Review and maintain new and existing service contracts for hardware, software.

Staff Responsibilities

- Provide management, direction and guidance for specific assignments, projects and programs and ensure communications of project plans to supervisors and involved co-workers
- Ensure instruction and training for new products and services developed for LA Law Library users
- Coordinate required staff training, develop team and cross training process activities through in-service training, continuous education and extended learning opportunities
- In conjunction with Human Resources, assist with job announcements, recruitment and hiring of staff
- Evaluate staff performance through regularly scheduled and annual evaluation process; recommend merit and promotional opportunities, discipline and termination
- Participate in hiring, evaluation, counseling, and disciplining of direct reports.
- Report and act on violations of the Law Library's policies including its non-harassment policies.

Other Responsibilities

- Participate in seminars, workshops, lectures, tours and orientations for users
- Attend professional activities and conferences; represent the Law Library in local, state and national associations
- Read professional literature and contribute to professional publications
- Foster team management by establishing and nurturing a work environment that will establish and maintain a high level of morale and productivity
- Other duties as required

Position Qualifications

Required

- B.S. in computer science or related studies.
- VMWare Certified Professional (VCP) Certification.
- Demonstrated leadership skills and supervisory experience with an interest in long range planning and other administrative functions.
- Demonstrated proficiency in standard PC applications including as Microsoft Office/365, e-mail, web browsers, Adobe Acrobat and the ability to learn and implement new technologies.
- Ability to balance priorities and meet deadlines; strong commitment to enhancing service through teamwork and proactive approach to library services.
- A strong technical background and familiarity with Internet, network hardware and software protocols and database applications.
- A solid understanding of information technology and its applicability to the library's internal operations and the provision of member services.
- The ability to work effectively under pressure and to manage multiple priorities under deadlines.
- Excellent interpersonal, written and verbal communication skills, problem-solving, organizational and mediation skills. A demonstrated ability to work harmoniously in a team setting.
- A high degree of creativity and flexibility. Must be able to work independently with minimum supervision, possess the flexibility to work off-hours, be available by SMS and able to handle numerous projects simultaneously.
- The ability to manage professional, paraprofessional and technical staff.

Preferred

- At least seven (7) years of related experience with at least three (3) years in a management capacity.
- Experience in performing and/or managing software development and programming
- Microsoft Certified Solutions Expert (MCSE) Certification
- Experience with native VOIP/SIP/STUN configuration and QOS for voice data prioritization
- Experience working with integrated library systems (ILS), and any major accounting database systems.

- Demonstrated writing ability, including full report analysis and comparison
- Teaching/Training experience

Work Environment

Will be working in an office environment.

Physical Abilities Required

- Requires the ability to lift, push, pull up to 50 lbs.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.
- Must be able to travel from one branch or partnership location to another.

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: November 17, 2021

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Trustee Designated Member of the Friends of Los Angeles County Law Library Board of Directors

The Board of Directors of the Friends of the Los Angeles County Law Library includes two groups of members. One group is appointed by the Board of Trustees of the LA Law Library. The second group is elected by the Friends Board itself. The Board of Trustees Members are appointed for a two-year term and serve until replaced.

The Board of Trustees is asked to make the following appointment to the Board of Directors of the Friends of the Los Angeles County Law Library. Background information about the prospective Friends Board member can be found at the link provided. This individual has a laudable history of service to the legal community in general and to LA Law Library in particular. This individual has also agreed to serve if appointed.

- **Bethany Kristovich** (<https://www.mto.com/lawyers/bethany-w-kristovich>) to be appointed for the (almost) two year term, December 1, 2021 to August 31, 2023.

The Friends of the Los Angeles County Law Library have requested that the appointment be made.

RECOMMENDATION

Staff is grateful for the ongoing support provided by the Board of Directors of the Friends of the Los Angeles County Law Library and recommends that the Board approve the aforementioned Friends of the Los Angeles County Law Board of Directors appointment for the term identified.



AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Approval of Revised Fines and Fees
- 4.2 FY2021-22 1st Quarter Budget Review
- 4.3 Addition of Community Resource Specialist Position and Approval of Job Description
- 4.4 Staff Presentation: Pro Bono Week After-Report

MEMORANDUM

DATE: November 17, 2021

TO: Board of Law Library Trustees

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

RE: Approval of Revised Schedule of Fines and Fees

SUMMARY

The Law Library collects deposits, fees, fines and other charges in connection with the provision of services, the maintenance of the collection and deterrence of violations, such as loss, theft or destruction of materials. From time to time these charges are reviewed and adjusted. The Board is asked to approve the proposed Schedule of Fees and Charges attached. Most of the fees and charges have been previously approved by the Board and have not changed; Staff is proposing a few changes (identified below) either to raise charges to cover the Library’s costs or to reduce them to more accurately reflect actual costs. Staff has also provided analysis and detail to support the amount of each of the fees and charges.

ANALYSIS AND DETAIL

In some cases, the law requires that fees and charges may not exceed the cost of providing the service (e.g., making photocopies) while in some cases (e.g., fines) the charge is not limited the Library’s actual cost. In all cases, the charge cannot be arbitrary or excessive. Staff has spent considerable time and effort analyzing the costs of providing the various services and supporting the amount of each fee, fine, deposit or other charge. A summary of that work is provided in the attached worksheet entitled “Borrowing Rules Deposits & Charges.” The full schedule of fees and charges is also attached.

In a few instances, current charges are no longer in alignment with either actual costs or operational objectives, and changes to the Schedule are recommended either to raise the charge to cover the Law Library’s actual cost or to reduce it to better reflect the actual cost. Those recommended changes are summarized in the table below and greater detail, including rationale, is provided in the attached spreadsheet.



Service/Fines	Patron Group	Current Charges	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Library Card Replacement	Members	\$30.00	\$46.51	-\$16.51	\$35.00
Microfiche Photocopy	Individual, Reduced, Corporate, Judicial, Government Officials, Special Promotion, Members, General Public	\$.30 cents	\$.59 cents	-\$.29 cents	\$.50 cents
Book Replacement Processing Charges	Individual, Reduced, Corporate, Judicial, Government Officials, Special Promotion, Members, General Public	\$70.00	\$110.00	-\$40.00	\$90.00
Overnight Carrier of Library Materials Processing Charges	Individual, Reduced, Corporate, Judicial, Government Officials, Special Promotion, Members & some ILL	\$10.00	\$20.24	-\$10.24	\$15.00

OPTIONS

1. Approve the attached Schedule of Fees and Charges.
2. Modify and approve the attached Schedule of Fees and Charges.
3. Direct staff to revise the Schedule of Fees and Charges and present the modified version at a later meeting.
4. Take no action.

RECOMMENDATION

Staff recommends that the Board approve the attached Schedule of Fees and Charges effective upon publishing on the Law Library website and in print in the Law Library.



Borrowing Rules Service Fees/Fines

Patron Group	Service	Current Fees	Staff Involved	Time for Task	Percentage	Steps	Notes	Cost Factor	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Individual, Reduced, Corporate, Judicial, Government Officials, Special Promotion, Members	Annual Fee	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Members	Annual Membership Fee	\$195 Bronze Level - Sole Practitioner, Individual Attorney in a Law Firm, or Non-Attorney								\$195.00	
Members	Annual Membership Fee	\$495 Bronze Level - Sole Practitioner, Individual Attorney in a Law Firm, or Non-Attorney								\$495.00	
Members	Annual Membership Fee	\$995 Gold Level - Sole Practitioner, or Non-Attorney								\$995.00	
Individual, Corporate, Members	Collection & Processing of Security - Deposit - Individual / Member Solo	\$0 for processing (deposit is \$140)	Circ aides, Jason, Angelica, Jennifer, Kim, Kaseim, Stephanie, Marcelino, Ernest	Intake - Min 8 minutes, Max 15 minutes	Circ aides 35%, Jason 20%, Angelica 10%, Kim 5%, Jennifer 15%, Stephanie 5%, Kaseim 5%, Marcelino 2%, Ernest 3%	Aides or Jennifer (for members) receive payment, write a receipt, explaining why a deposit is required. Jason receives borrower application, adds new info to Navision and completes Voyager record. Stephanie collects the money, and Kim/Kaseim creates an invoice & posts on Navision.	Deposit is intended to cover the cost of book replacement, overdue fines and other charges.	Amount of deposit above actual cost is refunded if not used. \$24.63/hr labor x 12 avg. minutes = \$4.72	\$4.72		
	Collection & Processing of Security Deposit - Firm/Member Law Firm	\$0 for processing (deposit is \$400)	Circ aides, Jason, Angelica, Jennifer, Kim, Kaseim, Stephanie, Marcelino, Ernest	Intake - Min 8 minutes, Max 15 minutes	Circ aides 35%, Jason 20%, Angelica 10%, Kim 5%, Jennifer 15%, Stephanie 5%, Kaseim 5%, Marcelino 2%, Ernest 3%	Aides or Jennifer (for members) receive payment, write a receipt, explaining why a deposit is required. Jason receives borrower application, adds new info to Navision and completes Voyager record. Stephanie collects the money, and Kim/Kaseim creates an invoice & posts on Navision. Note: A Firm may add unlimited "designated borrowers" to its account.	Deposit is intended to cover the cost of book replacement, overdue fines and other charges.	Amount of deposit above actual cost is refunded if not used. \$24.63/hr labor x 12 avg. minutes = \$4.72	\$4.72		

Borrowing Rules Service Fees/Fines

Patron Group	Service	Current Fees	Staff Involved	Time for Task	Percentage	Steps	Notes	Cost Factor	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Reduced, Members	Collection & Processing of Security Deposit for self-represented (with court fee waiver)	\$0 for processing (deposit is \$70)	Circ aides, Jason, Angelica, Kim, Stehanie, Kaseim, Marcelino, Ernest	Varies depending on patron. If case is online, 15 minutes. If case is not pending, but patron insists he/she is eligible, may take 30 minutes or longer. Min 15 minutes, Max 30 minutes. Typical 15	Circ aides 23%, Jason 25%, Angelica 35%, Kim 5 %, Stephanie 5%, Kaseim 4%, Ernest 3%	Jason, Angelica, review the fee waiver, then look up the case summary. If dates are in the future, an account may be opened at this deposit rate.	Deposit is intended to cover the cost of book replacement, overdue fines and other charges.	Amount of deposit above actual cost is refunded if not used. \$27.86/hr labor x 15 typical minutes = \$6.97	\$6.97		
Judicial	No deposit required	\$0					Exempted per Bus. & Prof. Code 6360.				
Government Officials	No deposit required	\$0					Exempted per Bus. & Prof. Code 6360.				
Special Promotion		Varies (per marketing materials approved by E.D.)	Circ aides, Jason, Angelica			For certain promotional programs (e.g., LACBA) where existing relationships or other factors provide assurance, the security deposit is waived.					
Individual, Reduced, Corporate, Judicial, Government Officials, Special Promotion	5-day loan overdue fine	\$4 per day				Angelica runs and edits a monthly report on Microsoft Access and sends it to Kim to separate information for each patron for billing and creates an invoice. Mark mails the invoice. Aide, Jason, Angelica or Jennifer (for members) receive payment, write a receipt, explaining what the payment is for. When payment is made Stephanie collects the money, and Kim posts on Navision. Mark may also receive payments via mail for Accounting to post. Angelica handles fine disputes.	Overdue fines as deterrents are important to assure equal and continued access to resources. Experience indicates that legal professionals sometimes view fines as de minimus, making them ineffective deterrents. Fines for rare or reserve materials such as those found in LALL collection are typically higher than standard public law library fines.	Fine for violation of borrowing rules: therefore cost analysis not applicable.			
Members	5-day loan overdue fine	\$2 per day				Angelica runs and edits a monthly report on Microsoft Access and sends it to Kim to separate information for each patron for billing and creates an invoice. Mark mails the invoice. Aide, Jason, Angelica or Jennifer (for members) receive payment, write a receipt, explaining what the payment is for. When payment is made Stephanie collects the money, and Kim posts on Navision. Mark may also receive payments via mail for Accounting to post. Angelica handles fine disputes.	Overdue fines as deterrents are important to assure equal and continued access to resources. Experience indicates that legal professionals sometimes view fines as de minimus, making them ineffective deterrents. Fines for rare or reserve materials such as those found in LALL collection are typically higher than standard public law library fines. Members have ongoing relationships and investment in LALL and require less of a deterrent.	Fine for violation of borrowing rules: therefore cost analysis not applicable.			

Borrowing Rules Service Fees/Fines

Patron Group	Service	Current Fees	Staff Involved	Time for Task	Percentage	Steps	Notes	Cost Factor	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Individual, Reduced, Corporate, Judicial, Government Officials, Special Promotion, Members	Special Loan overdue fine	\$25 per day	Circ aides, Jason, Angelica, Kim, Reference Librarians, Stephanie, Kaseim, Ernest, Jennifer, Mark	4 hours	Circ aides 10%, Jason 5%, Angelica 20%, Kim 5%, Jennifer 5%, Kaseim 5%, Stephanie 5%, Mark 5%	Reference Librarians assist borrower (at no charge) and decide if special loan can be granted. Circulation writes up a special loan slip and calls Angelica, Jason & Jennifer to override the checkout transaction. Aide, Jason, Angelica or Jennifer (for members) receive payment, write a receipt, explaining what the payment is for. When payment is made Stephanie collects the money, and Kim posts on Navision. Mark may also receive payments via mail for Kim to post. Angelica handle fine disputes.	To encourage the prompt return of non-circulating library materials. Non-circulating materials may be in high demand, difficult to replace, out of print, etc.	Fine for violation of borrowing rules: therefore cost analysis not applicable.			
Individual, Reduced, Corporate, Judicial, Government Officials, Special Promotion	5-day loan maximum overdue fine	\$120 per item	Circ aides, Jason, Rita, Angelica, Kim, Jennifer (for Members), Stephanie, Kaseim, Ernest	Time for this task is discontinuous. 4 to 5 hours			After 30 days item is deemed lost. Fines stop accruing once declared lost.	Fine for violation of borrowing rules: therefore cost analysis not applicable.			
Members	5-day loan maximum overdue fine	\$60 per item	Circ aides, Jason, Rita, Angelica, Kim, Jennifer (for Members), Stephanie, Kaseim, Ernest	Time for this task is discontinuous. 4 to 5 hours			After 30 days item is deemed lost. Fines stop accruing once declared lost.	Fine for violation of borrowing rules: therefore cost analysis not applicable.			
Individual, Reduced, Corporate, Judicial, Government Officials, Special Promotion, Members	Special Loan maximum overdue fine	\$750 per item					After 30 days item is deemed lost. Fines stop accruing once declared lost.	Fine for violation of borrowing rules: therefore cost analysis not applicable.			
Individual, Reduced, Corporate, Judicial, Government Officials, Special Promotion, Members	Out of Print Lost Book Charge	\$300 replacement charge plus \$70/item processing charge.	Joseph, Managing Librarian, Jason, Mayra, Eric, Kim	3.5 hours	Clerk 30%; Supervisor 7%; Tech 35%; Librarian 7%; Processing Clerk 7%; Bindery Tech 7%; Acctg Clerk 7%	1st Notice letter – average 10 minutes; 2nd Notices letter – average 10-15 minutes; Estimate Letter – 15-25 minutes circ staff; CMS time spent for Estimate letter; Circ Supervisor makes phone call after CMS completes MBR – 3-5 minutes average; Circ asks accounting to bill via the fines report procedure – average 1-2 minutes per item being charged.; Accounting creates and mails invoice – est. 10-15 minutes.	Out of print items are generally not immediately replaceable. Some may come on the market (used) in the future. Others may be replaced by adding comparable in-print resources. The cost is often unknown at the time the fine is collected. Estimated replacement cost is based upon expertise and experience in assessing legal materials cost.	Fine: therefore cost analysis not required. 3.5 hours at \$32.27/hr labor = \$110. Estimated average replacement cost, when available = \$300.	\$410.00	-\$40.00	\$300 replacement charge plus \$90/item processing charge

Borrowing Rules Service Fees/Fines

Patron Group	Service	Current Fees	Staff Involved	Time for Task	Percentage	Steps	Notes	Cost Factor	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Individual, Reduced, Corporate, Judicial, Government Officials, Special Promotion, Members	Book Replacement Processing Charges	Invoice Price plus processing charge of \$70 /item	Joseph, Managing Librarian, Mayra, Eric, Kim	3.5 hours	Clerk 30%; Supervisor 7%; Tech 35%; Librarian 7%; Processing Clerk 7%; Bindery Tech 7%; Acctg Clerk 7%	1st Notice letter – average 10 minutes; 2nd Notices letter – average 10-15 minutes; Estimate Letter – 15-25 minutes circ staff; CMS time spent for Estimate letter; Circ Supervisor makes phone call after CMS completes MBR – 3-5 minutes average; Circ asks accounting to bill via overdue slip procedures – average 1-2 minutes per item being charged.; Accounting creates and mails invoice – est. 10-15 minutes (see accounting)		Fine: therefore cost analysis not required. 3.5 hours at average \$32.27/hr labor = \$110.	\$110.00	-\$40.00	\$90.00
Individual, Reduced, Corporate, Judicial, Government Officials, Special Promotion, Members	Binding, if applicable	\$25	Jason, Joseph, Angelica, Order Library Tech, Acquisitions Librarian, Processing Clerk, Kim, Eric	0	0 NA		\$25 average cost per item, estimate per CMS.	Fine for damaging or failing to return materials: therefore cost analysis not applicable.	\$25.00	\$0.00	
Individual, Reduced, Corporate, Judicial, Government Officials, Special Promotion, Members	Audio / Disc box replacement	\$10 / per item	Joseph, Eric, Jason	0	0	Joseph receives replacement request from Jason at Circulation. Joseph researches replacement copy options. Eric processes new container including barcoding, labeling, and targeting (security strips).	\$10 average cost per box with security strip, labeling, and barcoding. Estimate per CMS.	Fine for damaging or failing to return materials: therefore cost analysis not applicable.	\$10.00	\$0.00	
Individual, Reduced, Corporate, Judicial, Government Officials, Special Promotion, Members	Collection Agency Fees	\$13.50 (initiation Fee)	Kim, Jason, Angelica	2-4 hours	Kim 50%, Jason 20%, Angelica 8%, Linda 2%, Circ aide 20%	Circ aide finds patron files from list provided by Kim. Kim processes account closures. Jason updates the patron records. Angelica or Linda handle fines disputes.	The library pays an \$13.50 up-front collection agency fee per past due account. If the account is not collected within 2.5 months, the library splits the amount collected with the agency. 12% of past due accounts are collected within 2.5 months. 11% of past due accounts are collected thereafter.	Fine: therefore cost analysis not required. \$13.50 agency fee per past due account			
	Collection Agency Fees	\$135.00 (transaction charge)						Fine: therefore cost analysis not required. \$20.00/hr labor x 3 hours = \$60 per past due account, plus cost share paid to collection agency			

Borrowing Rules Service Fees/Fines

Patron Group	Service	Current Fees	Staff Involved	Time for Task	Percentage	Steps	Notes	Cost Factor	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
	Case or Annotated Statute	\$3.00 / citation					Reduced fee as benefit of membership. Does not include cost of collection materials.				
	Case/Statute and Key Cite/Shepard's Report	\$4.00 / citation					Reduced fee as benefit of membership. Does not include cost of collection materials.				
Individual, Reduced, Corporate, Judicial, Government Officials, Special Promotion, Members & some ILL	Overnight Carrier Delivery of Library Materials	\$ 10 processing charge per box (up to 10 items) of materials delivered + \$1/each additional item + plus cost of shipping	Reference Librarian, any Pager, Ernest, Mark, any Circ staff, Angelica, Austin, Kim, Marcelino	Average 45 minutes	Reference Librarian, Ernest 35%, Mark 20%, any Circ staff 15%, Angelica 15%, Kim 5%, Stephanie 5%, Marcelino 5%	Reference Librarian is consulted (at no charge) and pages book or calls a pager. Ernest receives the items, fills out a UPS/FedEx request form and delivers item to Mark. Mark completes the request and prepares items for shipping. Angelica adds the charges on Voyager. Fines are included in Angelica's report as mentioned in Overdue Fines. Kim creates an invoice to send the borrower at the end of the month. Mark mails out the invoice. Circ staff will check the book in when it arrives UPS or FedEx. Marcelino review charges from UPS or FedEx when LALL is billed.	\$10 per item charged in addition to overnight carrier (UPS/FedEx) charges for processing and shipping.	\$26.98/hr labor x 45 minutes = \$20.24 labor per delivery (UPS/FedEx would be in addition)	\$20.24	-\$10.24	\$15.00
Individual, Reduced, Corporate, Judicial, Government Officials, Special Promotion, Members & General Public	Public Legal Research Classes	\$20 / per attendee / class (Members receive a 10% discount)	Reference Librarians, Communications, Circulation	30 hours total to plan a new class 5-10 hours total to re-offer an existing class	Reference Librarian 80%, Communications 10%, Circulation 10%	Reference Librarian creates and teaches the class, also prints handouts. Communications creates marketing materials: flyers, e-blasts, signs, etc. Circulation handles in-person and online sign-ups.	Costs significantly exceed fee. Usual cost may be adjusted by E.D as appropriate.	E.g., development cost alone = (30 hrs for new classes @ \$29.23/hr labor x 25%) + (7.5 hrs for existing classes @ \$29.23/hr labor x 75%) = \$383.37; \$383.37 /11.6 attendees per class = \$33.02	\$33.02	-\$13.02	
State Bar Members	MCLE Legal Research Classes	\$35 MCLE 1 credit hour; \$50 MCLE 1.5 credit hours; \$70 MCLE 2 credit hours. Members receive a 10% discount. (Actual avg. is \$33.89)	Ryan, Communications, Circulation	30 hours total to plan a new class 5-10 hours total to give an existing class	Ryan 65%, Communications 15%, Circulation 20%	Members Ref Librarian contacts speaker, coordinates logistics with the speaker, types up a description of the class and speaker bio, prints handouts, sign-in sheets, and certificate of attendance. Librarian handles sign-in sheet on day of class, attends the class, sends thank you speaker after the class. Communications creates marketing materials: flyers, e-blasts, signs, etc. Circulation handles in-person and on-line sign-ups.	Costs significantly exceed fee. Usual cost may be adjusted by E.D as appropriate.	E.g., development cost alone = (30 hrs for new classes @ \$40.74/hr labor x 25%) + (7.5 hrs for existing classes @ \$40.74/hr labor x 75%) = \$534.70; \$534.70 /11.5 attendees per class = \$46.50	\$46.50	-\$12.61	

Borrowing Rules Service Fees/Fines

Patron Group	Service	Current Fees	Staff Involved	Time for Task	Percentage	Steps	Notes	Cost Factor	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
State Bar members, paralegals	MCLE - Live Zoom	\$30/credit hour. Members receive 10% discount. 101-level and public interest classes discounted to \$25/hr.	Legal Education, Communications, Circulation, IT	25-28 hours total to produce a new class 5-10 hours total to give an existing class	Legal Education 65%, Communications 20%, IT 10%, Circulation 5%	Legal Education librarian researches, develops topic, contacts potential speakers, writes and finalizes description and speaker bio. Legal Education staff coordinate logistics with the speaker, prepare and distribute handouts, sign-in sheets, and MCLE forms. Legal Education staff introduce and monitor class on Zoom, attend the class, send thank you to speaker after the class. Communications creates marketing materials: flyers, e-blasts, signs, etc. Circulation assists with in-person and on-line sign-ups. IT sets up and produces Zoom session.		E.g., Development cost alone: \$38.63/hr labor * 26.5 hours x 25% = \$255.94 / 8.5 class attendees per class = \$30.12	\$30.12	-\$0.12	
State Bar members, paralegals	MCLE - On-Demand (pre-recorded)	\$25/credit hour. Members receive 10% discount. 101-level and public interest classes discounted to \$20/hr.	Legal Education, Communications, Circulation, IT		Communications 50%, Legal Education 30%, IT 20%	See steps above. All on-demand recordings offered are recordings of previously held Live Zoom MCLEs. Additional work to make recording available On-Demand: 1 hour editing time (IT), 2-3 hours posting recording and promoting recording via flyers, e-blasts, etc. (Communications), 1-2 hours coordinating process (Legal Education)		Post production cost: \$36.24/hr x 3.5 hours = 126.85 / 3.6 demand = \$35.24	\$35.24	-\$10.24	
Individual, Reduced, Corporate, Judicial, Government Officials, Special Promotion, Members & General Public	Photocopy Services - B&W (Self-Service)	\$ 0.15	Cir Aides, Yen, Angelica, William, Ana, Kim, Yocanda	Min 2 minutes, Max 15 minutes, Typical 5 mins		Circulation: Review application, add value to copy cards, write receipts. Finance: Collect funds and post in accounting system. Send out invoice where applicable.	Typical 5 minutes for self-service	Equipment: \$4,750 / 80,000 copies= \$0.06; Toner and maintenance: \$4,643 / 80,000 copies per year=\$0.06; Cost per page/vendor=\$0.01; Paper: \$3.28 / 500= \$0.01; Labor: \$18.76/hr labor: \$18.76/hr x 5 min. / 20pp= \$0.03; CA Sales Tax: \$.14*9.5%=\$.01	\$0.18	-\$0.03	
Individual, Reduced, Corporate, Judicial, Government Officials, Special Promotion, Members & General Public	Photocopy Services - B&W (Assisted)	\$ 0.20	Cir Aides, Yen, Angelica, William	5 to 20 minutes additional, Typical 10 mins		Circulation staff will to respond to staff assisted copies. They will assist the patron and make the copies requested and charge at the end depending on amount of pages. They will collect money , write a receipt and put the money in the pouch for Finance to collect and post in Navision.	Typical 10 minutes for staff assisted	Self-service cost plus labor: \$18.76/hr x 10 min. / 20pp=\$.15	\$0.33	-\$0.13	

Borrowing Rules Service Fees/Fines

Patron Group	Service	Current Fees	Staff Involved	Time for Task	Percentage	Steps	Notes	Cost Factor	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Individual, Reduced, Corporate, Government Official, Special Promotion, Members & General Public	Photocopy Services - Color (Self-Service)	\$ 0.25		Min 2 minutes, Max 15 minutes, Typical 5 mins		Circulation: Review application, add value to copy cards, write receipts. Finance: Collect funds and post in accounting system. Send out invoice where applicable.	Typical 5 minutes for self-service	Equipment: \$4,750 / 80,000 copies= \$.06; Toner and maintenance: \$4,643 / 80,000 copies per year=\$.06; Cost per page/vendor=\$0.075; Paper: \$3.28 / 500= \$.01; Labor: \$18.76/hr labor: \$18.76/hr x 5 min. / 20pp= \$.03; CA Sales Tax: \$.14*9.5%=\$.01	\$0.27	-\$0.02	
Individual, Reduced, Corporate, Government Official, Special Promotion, Members & General Public	Photocopy Services - Color (Assisted)	\$ 0.30		5 to 20 minutes additional, Typical 10 mins		Circulation staff will to respond to staff assisted copies. They will assist the patron and make the copies requested and charge at the end depending on amount of pages. He will collect money , write a receipt and put the money in the pouch for Finance to collect and post in Navision.	Typical 10 minutes for staff assisted	Self-service cost plus additional labor: \$18.76/hr x 10 mins. / 20pp=\$.15	\$0.42	-\$0.12	
Individual, Reduced, Corporate, Judicial, Government Officials, Special Promotions, Members	Annual Fee to Designate a Messenger	\$16.25 per designated messenger (first two designations are free to Members)	Circ aides, Jason, Angelica, Kim, Jennifer, Stephanie	45 minutes	Circ aides 30%, Jason 35%, Angelica 10%, Kim 15 %, and Stephanie 5%, Kaseim 5%	Fee covers July 1st thru June 30th. It is very common for account holders to call before sending a messenger to discuss requirements. Aides or Circ staff will explain messenger fees. Aides receive payment, write a receipt. Jason receives request and completes Voyager record. Stephanie/Kaseim collects the money. Kim creates an invoice & posts on Navision.		\$24.31 per hour x 45 minutes = \$18.23 per designated messenger setup.	\$18.23	-1.98	
Corporate	Annual Fee to Designate Borrowers After First 5	16.25	Circ aides, Yen, Angelica, Kim, Ana, Yocanda, Marcelino, William	45 minutes	Circ aides 30%, Jason 35%, Angelica 10%, Kim 15 %, and Stephanie 5%, Kaseim 5%	Corporate accounts can designate additional borrowers. Tasks and costs are comparable to designating a messenger.	Recommended that first 5 borrowers are complimentary.	\$24.31 per hour x 45 minutes = \$18.23 per designated messenger setup.	\$18.23	-1.98	
Individual, Reduced, Corporate, Judicial, Government Officials, Special Promotion, Members, General Public	Public Fax	\$1 per page, sent or received	sent or received Ernest, circ aides, Angelica, Jason, Stephanie/Kaseim, Kim	Varies 5-30 minute per request for customer service portion. The rest of the time is associated with billing. Typical 7 mins.	Ernest 20%, circ aides 50%, Angelica 10%, Jason 5% Stephanie 5%, Kim/Kaseim 10%	Staff member assisting patron provides a cover sheet and prepares receipt while transmitting fax (usually Circ Aides). May take just a few minutes to complete, but often times takes longer when fax number provided needs to be redialed or corrected. This charge is paid upon completion of request and is rarely billed to the patron. Customer service staff accepts payment, writes a receipt for Stephanie to collect. Kim/Kaseim creates an invoice and posts for the amount received.	Seldom requested	\$17.47 / 12 fax pages per hour = \$1.50 per page plus equipment and supplies @ \$.05 per page and telecommunications at \$.01 per page = \$1.56 per page.	\$1.56	-\$0.56	

Borrowing Rules Service Fees/Fines

Patron Group	Service	Current Fees	Staff Involved	Time for Task	Percentage	Steps	Notes	Cost Factor	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Members	Parking Violations	\$25 failure to show for reservation \$50 overstay of reservation									
Members	Violation of a Rule of Conduct	Warning for First offense \$50 second offense \$200 third offense									
Individual, Reduced, Corporate, Judicial, Government Officials, Special Promotion, Members, General Public	Microfiche Photocopy (Self Service)	\$ 0.30	Ernest, Circ Aide, Jason, Angelica, Kim, Stephanie, Kaseim	Min 5 minutes, Max 15 minutes	Ernest 60%, Circ Aide 10%, Jason 5%, Angelica 5%, Kim/Kaseim 15%, Stephanie 5%	Reference: Assists patron in retrieving microfiche (at no charge). Circulation: Ernest sets up microfiche reader for use. Finance: Collect funds and post in accounting system. Send out invoice where applicable.	Seldom requested	Paper: \$3.28 / 500= \$.01; Labor: \$17.60/hr labor: \$17.60/hr x 10 min. / 5pp= \$.058;	\$ 0.59	\$ (0.29)	0.50
All Parties	Room Rentals						Current Schedule posted on website.				

Notes regarding cost calculations:

1. Typical time is used for task time unless otherwise specified.
2. Hourly rates includes both compensation and benefit costs.
3. Hourly rate in column 1 is a weighted hourly rate for specified combination of employees.

Account Type	Annual Borrowing Charge	Security Deposit
Individual	None	\$140.00
Corporate	None	\$400.00
Reduced Deposit	None	\$70.00
Judicial	None	None
Government Officials	None	None
Special Promotion	None	Varies (per marking materials approved by E.D.)

Charge Name	Specifics	Charge
Overdue Fines	5-day Loan	\$4.00 / day
	Special Loan	\$25.00 / day
	Maximum, 5-day Loan	\$120.00 / item
	Maximum, Special Loan	\$750.00 / item
Replacement Charges	In-Print item	Invoice price plus processing charge
	Out-of-Print Item	\$300 plus processing charge
Processing Charges	For each item/volume	\$70.00 <u>\$90.00</u>
	Binding (if applicable)	\$25.00 / volume
Collection Agency Fees	Initiation Fee	\$13.50
	Transaction Charge	\$135.00
Audio / Disc	Box Replacement	\$10.00

Library Card	Replacement	\$12.00
e-Document Delivery	Standard	\$20.00 / document <i>for the first 25 pages, 20¢ per page thereafter</i>
	Rush	\$28.00 / document <i>for the first 25 pages, 20¢ per page thereafter</i>
Legal Research Classes	Public	\$20.00 / class
(Usual cost. May be adjusted	MCLE	\$35.00 / 1 credit hour
by E.D. as appropriate)	MCLE	\$50.00 / 1.5 credit hours
	MCLE	\$70.00 / 2 credit hours
	<u>MCLE – Live Zoom</u>	<u>\$30.00 / 1 credit hour</u>
	<u>MCLE – On Demand (pre-recorded)</u>	<u>\$25.00 / 1 credit hour</u>
Photocopy Service	Self-service copies	15¢ / b&w copy 25¢ / color copy
	Staff-assisted copies	20¢ / b&w copy 30¢ / color copy
<u>Microfiche Photocopy</u>	<u>Self-service copies</u>	<u>50¢ / b&w copy</u>
Expedited Deliver of Library Materials	Library's carrier account	For each box of up to ten items: \$10 <u>\$15</u> for the first volume plus \$1 for each additional volume, plus cost of shipping
	Patron's carrier account	For each box of up to ten items: \$10 <u>\$15</u> for the first volume plus \$1 for each additional volume

Public Fax	Pages sent or received	\$1 / page
Annual Fee to Designate a Messenger		\$16.25 / designated messenger
Annual Fee to Designate a Borrower > 5	First 5 designations at no cost	\$16.25 / designated messenger > 5
Room Rental	Private office space	\$25.00 / hour, \$100-\$200 per day (depending on length of rental)
	Conference Room (Medium)	\$50.00 / hour, \$300-\$400 per day (depending on length of rental)
	Conference Room (Large)	\$75.00 / hour, \$500-\$600 per day (depending on length of rental)
	Training Center	\$150.00 / hour, \$800-\$1,000 per day (depending on length of rental)

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Members Program Charges and Deposits

Member Category	Annual Member Charge <u>(not including security deposit)</u>
Bronze Level	\$195.00
Silver Level	\$495.00
Gold Level	\$995.00
Law Firm – Bronze Level	\$195.00 for first attorney
	\$150.00/each for attorneys 2-10;
	\$100.00/each for attorneys 11-25;
	\$50.00/each for any additional attorneys
Law Firm – Silver Level	\$495.00 for first attorney
	\$375.00/each for attorneys 2-10;
	\$250.00/each for any additional attorneys
Law Firm – Gold Level	\$995.00 for first attorney
	\$750.00/each for attorneys 2-10;
	\$500.00/each for any additional attorneys

Charge Name	Specifics	Charge
Overdue Fines	5-day Loan	\$2.00 / day
	Special Loan	\$25.00 / day
	Maximum, 5-day Loan	\$60.00 / item

	Maximum, Special Loan	\$750.00 / item
Replacement Charges	In-Print item	Invoice Price plus processing charge
	Out-of-Print Item	\$300.00 plus processing charge
Processing Charges	For each lost item/volume	\$70.00 <u>\$90.00</u>
	Binding (if applicable)	\$25.00 / volume
Collection Agency Fees	Initiation Fee	\$13.50
	Transaction Charge	\$135.00
Audio / Disc	Box Replacement	\$10.00 / item
Library Card	Replacement	\$30.00 <u>\$35.00</u>
e-Document Delivery	Scanned document	\$12.00 / document For the first 50 pages, 20¢ per page thereafter
	Key Cite or Shepard's Report	\$2.00 / citation
	Case or Annotated Statute	\$3.00 / citation
	Case/Statute and Key Cite/Shepard's Report	\$4.00 / citation
Classes (Usual Cost. May be adjusted by E.D. as appropriate)	Public	\$18.00 / class
	MCLE	\$31.50 / 1 credit hour
	MCLE	\$45.00 / 1.5 credit hours
	MCLE	\$63.00 / 2 credit hours
	<u>MCLE – Live Zoom</u>	<u>\$30.00 / 1 credit hour</u>

	<u>MCLE – On Demand (pre-recorded)</u>	<u>\$25.00 / 1 credit hour</u>
Photocopy Service	Self-service copies	15¢ / copy 25¢ / color copy
	Staff-assisted copies	20¢ / copy 30¢ / color copy
Expedited Delivery of Library Materials	Library’s Carrier Account	For each box of up to ten items: \$10 <u>\$15</u> for the first volume plus \$1 for each additional volume, plus cost of shipping
	Member’s Carrier Account	For each box of up to ten items: \$10 <u>\$15</u> for the first volume plus \$1 for each additional volume
Public Fax	Pages sent or received	\$1 / page
Annual Fee to Designate a Messenger	First two designations at no cost	\$16.25 / designated messenger
Parking Violations	Failure to show for reservation	\$25.00
	Overstay of reservation	\$50.00
Violation of a Rule of Conduct	First offense	Warning
	Second offense	\$50.00
	Third offense	\$200.00

Room Rental	Private Office Space	\$12.50 / hour \$50 / half day \$100 / all day
	Conference Room (Medium)	\$25.00 / hour \$100/half day \$200/all day
	Conference Room (Large)	\$37.50 / hour \$150 / half day \$225 / all day
	Training Center	\$150/hour \$450 / half day \$800 / all day

MEMORANDUM

DATE: November 17, 2021
TO: Board of Law Library Trustees
FROM: Marcelino Juarez, Finance Manager
VIA: Sandra Levin, Executive Director
RE: FY2021-22 1st Quarter Budget Review

Staff is pleased to report year-to-date, overall, favorable financial results for the 1st quarter of fiscal year 2021-22. The 1st quarter financial statements are provided concurrently as a separate item on the Consent Agenda. Details and explanations of significant items are provided below.

Income

Court fees – Staff was conservative in its 1st quarter budget as a result of continued uncertainties created by COVID-19. The 1.5% favorable variance must be tempered with uncertainties surrounding the overall economy and mandates that may impact access to the Courts. Nevertheless, this is welcome news as we head into the next quarter.

As a side note, staff is pleased to see court fees increased 20% over last fiscal year’s 1st quarter. To us, this indicates some form of stability and a good indication that we are slowly inching back up to pre-COVID19 figures.

Month	2020-21 YTD Actual	2021-22 YTD Actual	\$ Δ	% Δ
Jul	441,853	570,427	128,574	29.1%
Aug	515,853	583,644	67,791	13.1%
Sep	499,252	588,384	89,132	17.9%
YTD	1,456,957	1,742,454	285,497	19.6%

Parking – As the Courts reopened in July, our parking activity increased leading to a 20% increase over budget. We expect this trend to continue barring any increase in COVID-19 cases that may trigger new closures.

Library Services – Since our re-opening in July, library services have been slowly stabilizing. Revenue from annual members’ fees, copy center, and document delivery have all exceeded budget.

Interest – the 20% drop in interest revenue when compared to budget is indicative of slow market growth resulting from financial uncertainties created by COVID-19 and other world events.

Expense

Staff – The favorable variance in staff expense (salaries and benefits) is primarily due to continued vacancies. Included in this quarter is an unbudgeted \$44K 2% bonus for staff



that was negotiated and approved by the Board, but contingent on receipt of one-time funding through the State's budget.

Electronic Resource Subscriptions (ERS) – Staff expects the current 23% favorable variance to diminish as the year progresses. Staff also expects some budget savings pending ongoing negotiations with vendors.

Library Materials – Staff expects the 23% favorable variance to diminish as the year progresses and more purchases are approved.

Facilities – Overall purchases in facilities are on target and meeting budget expectations.

Technology & Data – Staff expects to meet budget expectations. At the moment we are 10% under budget primarily due to lower than expected software and hardware maintenance costs.

General – The 25% unfavorable variance is primarily due to the Library's Fresh Start initiative and fine waiver.

Professional Development – The 3% unfavorable variance is primarily due to a timing variance in membership cost allocation. AALL registration costs were 61% under budget due to online format discounted prices.

Communications & Marketing – The favorable variance is primarily due to delays in one-time funding project costs. Staff expects this to diminish as the year progresses.

Travel – The favorable variance is primarily due to a halt in traveling to partnership/branch locations. As we open our branch locations in the coming quarters we expect more travel by staff.

Professional Services - The favorable variance is primarily due to delays in one-time funding project costs. Staff expects this to diminish as the year progresses.

Depreciation – Overall depreciation expense is on target and meeting budget expectations.

Investment Gain (Loss) – The 84% unfavorable variance in the Library's Zero-Coupon Treasury Bill investment reflects only the value that would be realized if sold before maturity. It is a result of the ongoing market volatility due to financial uncertainties created by COVID-19 and other world events. However, this unrealized gain is hypothetical, and full value is assured if held until maturity date.

Extraordinary Income – As a result of another successful campaign by the CCCLL, the State apportioned \$16.5M to all public law libraries in California from its budget to back-fill court fee revenue losses as a result of COVID-19. Of this amount, LA Law Library received \$3.1M.

Summary

Overall, staff is pleased with this quarter's results. As the year progresses, staff will continue to provide the Board monthly updates. Staff welcomes the Board's comments and suggestions in any areas of this report.



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

Summary:

Income

L.A. Superior Court Fees	1,456,957	1,717,243	1,742,454	25,211	1.5%
Interest	17,275	15,932	12,412	(3,520)	-22.1%
Parking	68,339	112,500	135,690	23,190	20.6%
Library Services	52,894	190,626	171,335	(19,291)	-10.1%
Total Income	1,595,465	2,036,301	2,061,892	25,591	1.3%

Expense

Staff (payroll + benefits)	1,331,196	1,526,646	1,432,020	149,290	9.8%
Electronic Resource Subscriptions	132,363	161,954	123,632	38,322	23.7%
Library Materials	415,299	530,732	407,045	123,686	23.3%
Library Materials Transferred to Assets	(415,299)	(530,732)	(407,045)	(123,686)	23.3%
Facilities	223,205	236,548	210,940	25,608	10.8%
Technology & Data	35,165	37,793	31,734	4,130	10.9%
General	9,800	15,030	19,891	(3,835)	-25.5%
Professional Development	1,410	2,452	2,525	(73)	-3.0%
Communications & Marketing	21	3,406	6	10,014	294.0%
Travel & Entertainment	108	200	0	200	100.0%
Professional Services	10,266	6,199	8,710	25,069	404.4%
Depreciation	635,584	616,975	610,721	6,254	1.0%
Total Expenses	2,379,119	2,607,203	2,440,179	167,024	6.4%

Net Income (Loss)

	(783,654)	(570,901)	(378,287)	192,615	33.7%
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Investment Gain (Loss) ¹	4,858	5,000	807	(4,193)	-83.9%
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Extraordinary Income	1,254,174	0	3,175,330	3,175,330	0.0%
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Extraordinary Expense	0	0	0	0	0.0%
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Net Income Including Extraordinary Items	475,377	(565,901)	2,797,849	3,363,751	594.4%
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Capitalized Expenditures	0	360,000	0	360,000	100.0%
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MEMORANDUM

DATE: November 17, 2021

TO: Board of Law Library Trustees

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

RE: Addition of Community Resource Specialist Position and Approval of Job Description

SUMMARY

The Board of Trustees is asked to add a Community Resource Specialist position to the Staff at the Law Library and approve the attached job description. Staff recommends the addition of this position to improve the services provided to our patrons for the reasons set forth below.

BACKGROUND AND ANALYSIS

While the Staff at LA Law Library does an incredible job day in and day out addressing the legal needs of the most vulnerable and underserved in our community, many of our patrons present with non-legal concerns as well: health issues, mental health challenges, housing insecurity and all manner of other social service needs. We believe it is important to bring other resources into the Law Library to make appropriate referrals and help address these needs and are seeking creative ways to do so.

Benefits: The addition of a Community Resource Specialist to our team would be beneficial in a number of ways:

1. Our focus and area of expertise is *legal questions*. Current Staff do not have the training or background to assist with these other, often critical, concerns. A Community Resource Specialist could provide referrals and other resources to assist with other, often critical, issues.
2. Addressing these other issues is important to our patrons' ability to receive, process, focus on and implement the information and strategies they are provided at the Law Library. A Community Resource Specialist may be able to alleviate stress or improve focus, so that the information obtained at the Law Library can be put to better use.
3. It appears to us that a disproportionate number of the patrons who have difficulty abiding by basic rules of conduct (e.g., those who yell, bring in contraband, harass staff or other patrons) are themselves facing challenges above and beyond their legal issues. In many of these instances, we face the frustrating choice of either calling in law



enforcement (when the root of the problem is not criminal in nature and law enforcement is often no better equipped than we are to resolve the underlying issues) or allowing the individual to disrupt others and prevent other patrons from addressing their own pressing legal needs. A Community Resource Specialist might be able to assist patrons, identify needs, reduce frustration and prevent some conduct violations from occurring in the first place.

4. Reference Staff is often called upon to provide social services information, such as housing, medical or government assistance resources. The addition of a Community Resource Specialist to the team will allow Reference Staff to focus more on legal reference issues and questions, improving the overall level of service and reducing wait times.

We have seen similar benefits when volunteer social workers are present at Lawyers in the Library and work side-by-side with lawyers and librarians to provide expanded services. Moreover, although we know of no other County Law Libraries who have embedded social workers or community resource specialists, there are other public libraries who have implemented similar programs. They report improved service to patrons, lower stress and fewer calls to law enforcement.

Collaboration: As you know, the County has extensive services and tremendous expertise and depth in addressing housing, health and other social services needs. To be most effective, it will be important that the Law Library's Community Resource Specialist be well-connected and integrated into the existing service structure. We have been in communication with various County representatives who have expressed a willingness to assist and collaborate, and, more specifically, to train our employee in how to make the most effective referrals to the breadth of services available.

Schedule: There is need for the Community Resource Specialist on a full time basis. However, there is apparently a current shortage of available, full-time social workers and a simultaneous shortage of part-time opportunities. Therefore, we recommend being flexible as to whether the position is full-time or part-time in order to attract the best candidate.

Funding: This would be an experiment, in the sense that we have never done this before and there are no guaranties that it would make a significant difference. We propose to fund this initially for two years, with a very small portion of the one-time funding provided by the State of California.

In short, having a Community Resource Specialist present on site on a regular, ongoing basis to provide referrals, guidance and support is an important step we can take to try to improve service and reduce the need for law enforcement presence.

RECOMMENDATION

Staff recommends that the Board approve the attached job description and the creation of a Community Resource Specialist position at the Law Library.



LA LAW LIBRARY JOB DESCRIPTION

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

Position Summary

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

Responsibilities and Duties

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

Patron Support and Referrals

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

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

Outreach and Coordination

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

Program Development

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

students' progress and professional development.

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

Administrative

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

Staff Support, Education and Training

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

Other Responsibilities as assigned

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

Position Qualifications

Required

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

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

Preferred

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

Work Environment

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

Physical Abilities Required

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

Approvals

Immediate Supervisor

Date

Senior Director

Date



Human Resources

Date

Executive Director

Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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

MEMORANDUM

DATE: November 17, 2021

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director
Janine Liebert, Managing Librarian, Public Interest Programs

RE: Staff Presentation: Pro Bono Week After-Report

INTRODUCTION AND SUMMARY

This is an informational item only and no action by the Board is required.

As you are aware, during the National Pro Bono Celebration, LA Law Library hosted its tenth annual Pro Bono Week (PBW) Celebration from October 25 through October 30, 2021 as an online and in-person event. The week was a whole new experience for the Law Library and our patrons, but we consider it to be an enormous success! This report summarizes the activities and provides some perspective on the week-long effort.

Questions and comments from the Board are welcome.

VISION AND MISSION

The Law Library's vision and mission statements call for the Library to be a "vibrant community education center in Los Angeles County," "a leader in providing public access to legal knowledge" and "a navigator facilitating access to the legal system." This year presented new and unique challenges to achieving those goals. The lingering effects of the pandemic limited access for some patrons and organizations, while other were ready to engage in person. In order to maximize access to the services and resources, Staff adopted the ambitious approach of providing three different types of events: in person; live online; and pre-recorded. In total, there were nearly 80 programs! In short, the Pro Bono Week team once again pulled an impressive week that publicly and effectively implemented the Library's goals providing useful and timely information to a broad segment of the legal community and general public.

GENERAL STATISTICS

Although we do not have the ability to track service statistics in detail because of the large number of events and providers participating, some very basic statistics about the week are:

- More than 75 different events, classes and programs throughout the week;
- More than 75 different subject areas covered;
- More than 10 new video recordings created and more than 40 video recordings posted to our website for ongoing use;
- More than 50 legal aid and social service providers participating;
- More than 50 different blogs posting about the events;



More than 500+ new organizations and followers shared and posted on their social media platforms;

More than 800 online calendars promoted PBW events;

More than 1,600 pre-registrations for events

In addition, the Pro Bono Week website was visited more than 4,075 times by 256 different cities across the world. Los Angeles had the most hits with 53.82%. Long Beach, Pasadena, Torrance, and Santa Clarita were the next highest audiences.

SPONSORS AND FINANCES

Given the unusual nature of this year's event and the fact that we did not have the out-of-pocket costs of a public fair, we did not make recruitment of sponsors a high priority this year. Fortunately, though, the Friends of the Los Angeles County Law Library contributed at a high level, as usual, which allowed us to focus on developing new delivery mechanisms and content. We were also fortunate to receive a donation from a filming company that was filming in the area, learned what was happening and offered to contribute to this year's event. We are grateful for their generosity which made these events possible and look forward to continued support of PBW from all of our regular sponsors in the future.

ONLINE CLASSES AND PROGRAMS

As we continue to face the challenges of the pandemic, the Library chose to make the amazing resources of Pro Bono Week available in different formats to fit the needs of our patrons and the realities of COVID-19. Depending on the nature of the topic and the likely need for audience participation, some classes were produced as live, interactive Zoom sessions, while others were recorded ahead of time and made available as "on-demand" recordings. For topics and audiences where the digital divide looms large or where hand-on assistance is vital, the Library – for the first time since the pandemic's start – offered in-person classes, as well.

The live sessions featured real-time Q&A with the presenters through Zoom's text chat feature, which saw heavy use for many classes. Attendees at pre-recorded, on-demand sessions were given the opportunity to follow-up and ask individual questions of library staff and presenters via a form provided at the end of each recording. All class attendees, at live, recorded and in-person sessions, received written instructional materials in electronic format to assist in their understanding and allow them to take the next step in addressing their legal issue. In total, Pro Bono Week featured 10 on-site, 28 live Zoom and 41 on-demand programs. Recordings of nearly all classes, including in-person sessions, will continue to be made available after Pro Bono Week. See attached list of partnering organizations.

As a special feature this year, Pro Bono Week featured "Ask a Lawyer" sessions, a new format developed by the Library in the last year, in which an attorney or panel of attorneys answer individual patron questions live via Zoom. This allows a large number of patrons to receive invaluable information on the basics of their legal situation, in a relatively short period of time, maximizing volunteer and staff time to help as many people as possible. The sessions are moderated by two staff members, one of whom manages the queue of questions and reads them aloud to the attorney(s), while another refers patrons to online, library and partner resources via chat so they can take the next step with their legal problem based on the attorney's input. Each session is limited to a particular topic. Topics covered during Pro Bono Week included Immigration & Naturalization (for which 60 people registered), landlord-tenant law, probate and estate



planning, civil rights, chapter 7 bankruptcy, child custody, support & visitation and landlord/tenant. Patron feedback from these sessions was very positive.

COVID-19 Related Topics: In order to accommodate and serve as many people as possible during the pandemic, staff worked to develop a wide range of classes with special emphasis on topics in high demand due to the effects of COVID-19, such as landlord-tenant law, restraining orders for protection and challenges faced by small businesses. Many of the classes held covered specific topics of need for Law Library patrons and the general public; certain subjects – such as housing rights – were addressed in as many as nine separate classes. Multiple classes were also held on the subjects of: dealing with debt; divorce, families, and children; disability rights; probate; and, representing yourself in court. New offerings included classes on Small Claims Court for back rent, dealing with medical debt and how to avoid or recover from identity theft.

Other programming presented internally or by existing partners included the ever-popular landlord-tenant series, appellate self-help series, classes from the internally taught Civil Lawsuit Basics and Business Series and how-to classes on writs, appearing before a judge (taught by a Los Angeles Superior Court judge), resolving custody and visitation conflicts, modifying a child custody order, and working with a lawyer.

The week also marked the tenth year in a row for an expert discussion led by a panel of Medical/Legal Partnership attorneys on ethics in partnerships involving virtual and on-site clinic-based partnerships.

The week also featured Public Counsel’s clinic providing assistance with guardianship petition preparation and LAFLA’s clinic providing assistance with criminal record expungement. Both clinics were held remotely in a successful new model for the delivery of individualized consultations via video.

Current Events and Hot Topics: Speakers also covered other topics of current interest and importance to the public such as online scams and abuse, mental health diversion in criminal cases, and legal issues surrounding homelessness. Highlighted current interest classes included a panel discussion on “Homelessness: Legal Realities and Options” moderated by a reporter from the L.A. Times and featuring renowned law professors, practitioners, and Sen. Sydney Kamlager of the California Senate, as well as a book discussion with Jia Lynn Yang, a national editor at the New York Times and author of *One Mighty and Irresistible Tide: The Epic Struggle Over American Immigration, 1924 – 1965* (discussed more below). These programs provide useful information to the public and also exemplify the role of the Law Library in bringing together divergent viewpoints in civil, informative discourse. Both aspects contribute to a calmer, more knowledgeable, less adversarial community.

Book Discussion Group: The week’s programming included a meeting of the Law Library’s book discussion group, facilitated by the group’s founder, librarian Katie O’Laughlin. The group discussed *One Mighty and Irresistible Tide: The Epic Struggle Over American Immigration, 1924 – 1965*, by Jia Lynn Yang, who joined the discussion on Zoom. Yang is national editor at the *New York Times*. Her own family immigrated to the U.S. from China and Taiwan and an investigation into her own immigration story led to her interest in the early U.S. policies re: immigration and how they led to the *Immigration and Nationality Act of 1965*, opening the door for her family and others.



The discussion was especially relevant in light of the Trump administration's references to the *Immigration Act of 1924*, that effectively ended the "melting pot" and enacted strict quotas to favor immigration from northern and western Europe. The book is also a masterful look at how legislation is made and seemed eerily similar to the legislative struggles going on in Congress right now. The discussion group again drew participants from the legal community as well as the general public, and participants asked interesting questions and shared their own family immigration stories.

IN PERSON CLASSES AND PROGRAMS

Pro Bono Week featured a selection of in-person classes, workshops, and clinics, as the Library began to transition back into offering in-person events for the first time since the start of the pandemic. Classroom caps were carefully enforced and classroom spaces were modified for socially distanced seating. All persons on premises – patrons and presenters -- wore masks. We selected classes for in-person format based on the topic and likely audience, keeping in mind the persistent "digital divide" that has significantly affected many of our patrons during the pandemic, as well as the degree of hands-on, in-person assistance likely to be needed. Classes taught on-site included Help with Becoming an Adult's Legal Conservator (back at the Library for the first time since February 2020), Your Day in Court: Appearing Before a Judge, How to Work with a Lawyer, Fair Housing: Who is Protected & What You Need to Know and Appeals: Building Your Case & Persuading the Court. On-site classes also included a class conducted in Spanish from the internally taught civil lawsuit basics series. Four on-demand classes were also conducted in Spanish.

Lawyers in the Library: In addition to classes and workshops, volunteer attorneys from Lawyers in the Library – which was originally an in-person program but had been converted to a remote service via internet and phone during the pandemic – were on-site on Friday to provide 15-20 minute consultations with members of the public. Roughly 75 people each month receive free phone consultations and the pace kept up during Pro Bono Week and after, as the overflow of requests received were processed. Family law, probate, landlord/tenant and real estate were the most heavily requested topics. Between the two on-site Lawyers in the Library sessions in October, nearly 100 were served.

MINIMUM CONTINUING LEGAL EDUCATION (MCLE)

For attorneys and paralegals, Pro Bono Week featured 7.5 hours of free, on-demand and live online MCLE classes, all of which provided practical training in how to represent pro bono clients (with the exception of the panel discussion on homelessness). During the pandemic, the Law Library has become a frequent provider of online MCLE, with regularized processes and infrastructure for tracking attendance and providing certificates and other required materials to participating attorneys, in accordance with State Bar rules.

Subjects covered in Pro Bono Week MCLE classes included assisting with criminal record expungements to help clients gain employment, removing legal obstacles to help veterans obtain employment, ethical issues representing pro bono clients, seeking medical assistance for clients through medical-legal partnerships, and setting up guardianships for minors whose parents cannot or will not care for them. Many members of the general public attended these classes as well. All sessions continue to



be made available as on-demand recordings eligible for MCLE credit through the Library website.

PRO BONO WEEK DISPLAY

The main lobby display featured the history of pro bono service by attorneys from the time of the Magna Carta through the early years of the United States to the present. Profiles of Clara Foltz, a pioneer in the establishment of the public defender, and civil legal aid organizations such as LAFLA and the Legal Services Corp were included. ABA Model Rule 6.1, California Stat Bar Pro Bono Resolution, Cal Business & Professions Code §6073 and the LA County Bar Association Pro Bono Policy were highlighted. The display concluded with information on pro bono resources and the pro bono response to Covid-19, including services provided by LALL.

MEDIA AND OUTREACH

Over 100 articles appeared in local, city, state and national print and electronic media and numerous announcements appeared on-line or in E-News as well, including but not limited to the Daily News, and the American Bar Association official newspaper, see article here: <https://www.americanbar.org/news/abanews/aba-news-archives/2021/11/la-and-dc-lawyers-step-up-for-pro-bono-week/>. Over 800 on-line calendars across Southern California, statewide and nationally announced the events.

Due to Covid-19, only a small number of flyers were posted in courthouses and sent to elected official offices. However, packets of flyers were sent to over 200 independent, city and county libraries who promoted via their Circulation and Reference/Information desks, community bulletin boards and curbside pick-up. In total more than 4000 individual and multi-class flyers were printed and disseminated.

Over 1000 shares, likes and followers happened across our social media platforms. Including by our colleagues at:

- The State Bar of California who shared multiple posts throughout the month of October.
- Multiple elected officials from throughout Los Angeles County who share our posts
- Multiple law libraries, including Alameda, Riverside, and San Diego and public libraries, from throughout the United States who shared our posts.

Despite Covid-19, we saw continued awareness within the Congressional, and especially State and local elected officials' offices regarding Pro Bono Week programming and events. Several elected officials' offices requested information for their local outreach efforts to bring awareness about our Pro Bono Week activities and ongoing services or to help specific constituents who had identified needs. Local elected official staff used our website to offer information and help to their constituents on a regular basis, including assisting them fill out Lawyers in the Library forms.

The Law Library would like to acknowledge the generous support of the following elected officials who promoted or otherwise gave of their time and resources in support of Pro Bono Week:

- Hon. Maria Elena Durazo
- Hon. Cristina Garcia
- Hon. Jimmy Gomez



- Hon. Marqueece Harris-Dawson
- Hon. Sydney Kamlager
- Hon. Nury Martinez
- Hon. Grace Napolitano
- Hon. Freddy Rodriguez
- Hon. Blanca Rubio
- Hon. Miguel Santiago
- Hon. Hilda Solis

The reach of all of these organizations and offices exceeds five million people locally.

LOGISTICS AND SIGNAGE

The Facilities Department handled all of the setup, the day ahead of the actual event, for this year's in-person classes and clinics that took place at the Library on Wednesday and Friday. Setups primarily included moving tables and chairs, placing signage and coordinating supplies such as water and lunches for volunteer presenters and LITL Attorneys in the multiple class and clinic locations throughout the library. Seating was adjusted to accommodate the anticipated number of registrations while maintaining social distancing. Signage was posted throughout the library directing patrons where to find their classes and also included a large banner on the railing in front of the library increasing the visibility of the exciting upcoming events to those who walked and drove on 1st Street.

A new staffed "check-in" table with canopy was placed outside in front of the main entrance for the first time this year which worked well helping to direct patrons and register walk-ins. The Facilities Department also assisted the IT Department in setting up the audio and video equipment used in the Main Reading Room.

In addition to the legal events and programming, the Facilities team assisted with set up of a free, public vaccination clinic was held on Wednesday from 9am to 2pm. The clinic was presented by Falck of Southern California, a partner of the County of Los Angeles Department of Public Health. 92 vaccinations were given.

TECHNOLOGY

Pro Bono Week technology needs this year focused on a hybrid environment bringing content to remote patrons via the Internet as well as reaching out to our live audience with technology setup in the main reading room, training center and registration booth. This year the Information Technology team setup of computer laptops, projectors, screens, video capture equipment and audio equipment throughout the main library. We created a 2021 PBW master calendar to organize event entries using Outlook which was shared by staff. We created a studio room that was used for multiple purposes, video editing, video production broadcast studio for recorded content as well as live-streams for speakers. Our three-member IT team set up and supported all of the technology for these efforts.

In order to make virtual classes a reality our IT staff devised a way to enable our presenters to record their presentations in a video format they could send to us so we would edit them and make them available via our website during PBW (adding LALL-specific introductions, website links and other pertinent information). IT staff worked



onsite and remotely to provide technology support for our end users. We also hosted a platform to live-stream presentations and recorded the sessions to be viewed “on-demand” from our website later. IT staff successfully live-streamed 26 webinars throughout the week. Nearly 80 videos were created and/or edited by IT Staff to be uploaded and viewed online including PBW class videos and promotional library introduction videos.

In order to facilitate collaborative resources such as remote file sharing and video broadcasting, the library utilized the third-party services of Dropbox, Vimeo and Zoom. Dropbox was used as a repository for large files received from presenters to be shared with LALL staff. IT staff scanned all incoming files for potential viruses before their final placement online. Vimeo was used as a broadcasting platform for our video content, a service similar to YouTube but with added content control and without random advertising. Two zoom accounts were used to live-stream the forty webinars scheduled throughout PBW week, some of which were overlapping.

We were able to expand the use of closed captioning for our hearing-impaired patrons to all live-stream presentations this year. We utilized a computer speech recognition service instead of human translation services so the cost to provide this greater access was greatly reduced compared with previous years and, most importantly, the number of captioned classes was increased.

From a technology viewpoint the 2021 hybrid Pro Bono Week was highly successful. This new concept of virtual interaction is likely to continue and the technology will improve over time. Should virtual attendance become part of the post-pandemic “new normal” we are now ready with the knowledge and experience to handle these challenges.

WEBSITE / FLYER

In addition to building on last year’s multi-page website, more tabs were added to coincide with different groups of classes. Colored bars were added to give the user easier access to the different categories. This year we featured live Zoom, On-Demand, In-Person, Classes en Español, and By Appointment Only.

As in the past, the site was broken down into the following sections:

- Live Zoom Classes
- On-Demand
- Frequently Asked Questions (FAQ)
- Downloads
- Partners
- Sponsors
- Contact Us

The listings for live Zoom presentations as well as on-demand classes had short descriptions visible, enticing the public to look more closely. If they clicked on the “Read More” button, an in-depth version of the description was then displayed, including presenter information, as well as a button allowing them to register for the class by transferring them to our main website. The site can still be seen at:

<http://probonoweek.lalawlibrary.org/>.



This year the flyer – primarily used in its digital format -- took on a major redesign. The front of the flyer highlighted classes offered via Zoom as well as the In-Person classes. The back of the flyer featured a listing by subject area of all pre-recorded On-Demand classes that the public could access anytime during the week. (In the past, the back of the flyer contained information about the Public Legal Services Fair.) Adding the categories this way also provided patrons a look in depth of the variety of programs we offer.

EXAMPLES OF PROMOTIONAL LINKS - COMMUNICATIONS

<https://www.americanbar.org/news/abanews/aba-news-archives/2021/11/la-and-dc-lawyers-step-up-for-pro-bono-week/>

https://ktla.com/community-calendar-ktla/?_escaped_fragment_=/show/?page=61%26start=2020-03-11#!/

https://www.theeastsiderla.com/local-events/?_ev_id=923893_live_zoom_dealing_with_medical_debt

http://www.ladowntownnews.com/local-events/?_ev_category_id=2

<https://www.dailybreeze.com/palos-verdes-peninsula-news/>

https://www.malibutimes.com/local-events/?_ev_id=923893_live_zoom_dealing_with_medical_debt

<https://www.presstelegram.com/the-grunion/>

<https://www.dailybreeze.com/the-beach-reporter/>

<https://downtownla.com/go/la-law-library>

CONCLUSION

Pro Bono Week was a tremendous success, due to the hard work of nearly every employee at LA Law Library as well as hundreds of volunteers.

RECOMMENDATION:

Staff is not requesting any action at this time, but please do not hesitate to ask any questions or make any suggestions.



QUOTES FROM PRESENTERS AND VOLUNTEERS ABOUT THEIR EXPERIENCES

We're happy to assist and of course, talk to you next year!

I will be happy to collaborate in the future. Yesterday I was talking to a friend and I was proposing him to write an article in order to explore a way to improve access for justice. There is so much to do in this field and Ask a Lawyer is a great initiative.

Thanks for having us. It was great to be back at the Library. Look forward to further collaborate and expand our partnership.

I am so happy to hear of another successful L.A Law Library Pro Bono Week. We were happy to participate this year and look forward to participating next year as well!

Thanks for all your awesome work for pro bono week!

Thanks, it was a great program!

We look forward participating again next year.

Thank you for having me on. I look forward to volunteering with the LA Law Library in the future.

Thank you. I'm here to help. See you in 2022.

Thank you for having me at Pro Bono Week last week! The event went great and was run very smoothly, so kudos to your team for all their work.



QUOTES FROM PATRONS AND CLIENTS ABOUT THEIR EXPERIENCES

Thank you for offering the class on this subject. It is where Private/Domestic Violence begins, today. Few agencies are addressing this kind of detriment to women, for the most part. Thank you I can always count on the law library to be on the cutting-edge of every subject.

I'm glad they're here to help the public with free advice

I now believe more that California is a democracy.

He was very helpful and answered my questions. It helped that he acknowledged my evidence. Someone believed me and for a disabled person that meant a lot.

It's amazing and an honor to speak to a lawyer

She helped me focus on what is important and cut out the excess verbiage to present going to court

She had a perspective from the judge's POV, which helped.

She understood my request for modification and advised me in a way that would prevent me more hardship

Calmed my nerves in this process, which I did not want to participate in and would have preferred mediation. She helped me stay humble and true to what is fact/law.

It was very useful because a lot of times, with Family Law, emotions can seem to outweigh what family code dictates and it is important to keep that in mind & on task.

It was a very informative useful workshop. I wish there were some more time for Q&A on this topic.

This is a well-planned class, good quality content, the amount of information is good as well.

Great presentation!

Relief, strength to keep moving forward.

It is really helpful that lawyers are helping with our issues.

All my questions were answered, the lawyer was great

I was able to speak with a Spanish-speaking attorney

I'm grateful for the opportunity to speak with an attorney to have clarity for the questions and doubts.

Gave me a roadmap on how to navigate from this point onwards.



I know exactly what to do next.

He was very patient and explained everything clearly so I understood and know what to do moving forward.

Good thank you. The attorney was very kind and comprehensive

Great work providing a great service to the community

Attorney was able to explain the issues-plain language

I feel more empowered with knowledge I didn't have.

The class was very well put together. I only wish there was more time for questions.

Great class... Need more classes like this one...

I hope Zoom classes and Webinars are always available as an option for future classes.

It covered a lot in an hour and no one repeated what another had said. Each had their own domain but complementary to the topic. Solid speakers. Very knowledgeable. Impressive credentials. Easy to follow. Ben was a terrific moderator and kept things moving along. A lot of energy.

I appreciate the ability to attend online via Zoom. Thank you for providing this discussion!

The instructor is knowledgeable and gave a well-rounded session on the topic.

I thank you all for such a great resource.

Excellent workshop. Very informative. Thank you.

LA Law Library of Enlightenment. Thank you...I am becoming library-educated. It's golden and has no student loan debt.



EXAMPLES OF PROMOTIONAL LINKS - COMMUNICATIONS

<https://www.dailynews.com/2020/10/15/things-to-do-online-and-in-person-in-the-san-fernando-valley-la-area-oct-15-22/>

https://www.gazettes.com/calendar/los-angeles-county-law-library-pro-bono-week-free-online-legal-fair/event_82de42b4-fc2d-11ea-baf6-4b5c001e6d53.html

<https://patch.com/california/los-angeles/calendar/event/20201026/896651/la-law-library-pro-bono-week-free-legal-fair>

<https://www.whittierlibrary.org/Home/Components/Calendar/Event/4975/1646>

<https://downtownla.com/go/la-law-library>

<https://downtownla.com/do/free-individual-counseling-on-debt-and-bankruptcy>

<https://www.laparent.com/events/la-law-library-pro-bono-week-event-how-to-work-through-conflicts-about-visitation/>

https://ktla.com/community-calendar-ktla/?radius_miles=25&location=90028-los-angeles§ions=all&date=2018-12-01#!/show/?ser=LA%20Law%20Library

http://nohoartsdistrict.com/index.php?option=com_icagenda&view=event&id=1762:la-law-library-pro-bono-week-free-online-legal-fair&Itemid=142#.X3YQ8dIKjZ4

<https://losangeles.eventful.com/events/la-law-library-pro-bon-/E0-001-135697361-4@2020102608>



RENEWING PARTNERS, PARTICIPANTS AND COLLABORATORS

Bet Tzedek Legal Services
California Women's Law Center
Colantuono, Highsmith & Whatley, PC
Disability Rights California
Disability Rights Legal Center
Esperanza Immigrant Rights Project
GMSA Legal
Horvitz & Levy LLP
Housing Rights Center (HRC)
Katz & Associates
Kids in Need of Defense (KIND)
Kimball, Tirey & St. John LLP
Konell Ruggiero LLP
LA County Library
LA Superior Court
L.A. County Office of Immigrant Affairs
Law Good
Law Offices of James W. Holchin
Law Offices of Juan Carlos Moran
Law Offices of Kathleen M. O'Connor
Law Office of Michelle C. Hopkins
Law Offices of Tilak Gupta
Learning Rights Law Center
Legal Aid Foundation of Los Angeles (LAFLA)
Los Angeles County Bar Association (LACBA) Veterans Legal Services Project
Los Angeles County Probation, Pretrial Services Bureau
Maria E. Hall, Attorney at Law
Mental Health Advocacy Services (MHAS)
My Legal Team, Inc.
Neighborhood Legal Services of Los Angeles County (NLSLA)
Orren & Orren
Pacific Asian Consortium in Employment (PACE Business)
Public Counsel
Sirkin & Sirkin
Southern California Family Mediation, Inc.
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UCLA School of Law
U.S. Department of Housing and Urban Development (HUD)
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