

AGENDA

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

REGULAR BOARD MEETING
Wednesday, November 14, 2018
12:15 PM
MILDRED L. LILLIE BUILDING
TRAINING CENTER
301 WEST FIRST STREET
LOS ANGELES, CA 90012-3140

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

A 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. All requests to address the Board must be submitted in person to the Board President prior to the start of the meeting. Public comments will be taken at the beginning of each meeting as Agenda Item 1.0. 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 of any person who disrupts or disturbs the orderly conduct of any Board Meeting.

AGENDA MATERIALS

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

CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the October 24, 2018, Regular Board Meeting
- 3.2 Review of September Financials and List of October Checks and Warrants
- 3.3 Platinum Program Update for the Month of October
- 3.4 Approval of 2019 LA Law Library Holiday Calendar
- 3.5 Approval of 2019 Board of Trustees Meeting Schedule
- 3.6 Approval of Amendment to Employee Handbook Regarding Transportation Program
- 3.7 Approval of Certain One-Time Funding Projects and Related Budget Amendment

4.0 DISCUSSION ITEMS

- 4.1 Staff Presentation: Pro Bono Week After Report
- 4.2 Staff Presentation Regarding Converting Law Week to Law Days

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 19, 2018.

POSTED THURSDAY, NOVEMBER 8, 2018 @ 4:00 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the October 24, 2018, Regular Board Meeting
- 3.2 Review of September Financials and List of October Checks and Warrants
- 3.3 Platinum Program Update for the Month of October
- 3.4 Approval of 2019 LA Law Library Holiday Calendar
- 3.5 Approval of 2019 Board of Trustees Meeting Schedule
- 3.6 Approval of Amendment to Employee Handbook Regarding Transportation Program
- 3.7 Approval of Certain One-Time Funding Projects and Related Budget Amendment

**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 24, 2018

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, October 24, 2018 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present: Judge Mark Juhas
Judge Michelle Williams Court
Judge Dennis Landin
Judge Richard Rico
Judge Michael Stern
Susan Steinhauer, Esquire

Trustees Absent: Kenneth Klein, Esquire

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

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

President Juhas determined a quorum to be present, convened the meeting at 12:19 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

No public comment.

2.0 PRESIDENT'S REPORT

President Juhas acknowledged the hardworking staff of LA Law Library during the incredible efforts of Pro Bono Week. Also mentioned were the commendations from the Los Angeles County Board of Supervisors and from the Los Angeles City Council to LA Law Library recognizing the annual Pro Bono Week event.

3.0 CONSENT CALENDAR

3.1 Approval of Minutes of the September 26, 2018 Regular Board Meeting.

- 3.2 Review of August and Financials & List of September Checks and Warrants.
- 3.3 Platinum Program Update for the Months of August
- 3.4 Approval of Amended LA Law Library Classification Chart
- 3.5 Receipt of FY18-19 Quarter 1 Statistics
- 3.6 Approval of CalPERS Health Resolution
- 3.7 Approval of Certain One-Time Funding Projects and Related Budget Amendment

Trustee Steinhauser requested to pull item 3.7. President Juhas asked if a report to the State on the One Time Funding would be submitted. ED Levin replied that in all likelihood County Law Libraries would voluntarily submit a report on the One Time Funding to the state but that no report is required. Trustee Steinhauser asked to include the foreign language service in the report being that it has already provided better access to legal information by offering a patron a sign language interpreter.

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

4.0 DISCUSSION ITEMS

- 4.1 Approval of Amendment to the Fee Schedule to Add Copy Confirmation Charge

ED Levin summarized the discussion regarding occasional requests from patrons in need of a Copy Confirmation letter. Trustee Court asked if it was possible to reach out to the consulates requesting such letters in order to clarify and potentially minimize the need for these letters. Trustee Steinhauser and Trustee Landin requested that the discussion be revisited in six months at the board meeting with emphasis on staff time and the number of requests received.

President Juhas requested a motion to approve a new charge of \$15.00 for copy confirmation to be added to the LA Law Library Fee Schedule as recommended and to report to the Board after 6 months with an update on the status and implementations on staff. So moved by Trustee Landin, seconded by Trustee Steinhauser. The motion was unanimously approved, 6-0.

- 4.2 Review and Acceptance of Draft Financial Statement Audit Report and SAS 114 Letter for the Fiscal Year Ended June 30, 2018

Arlene Pingul and Linda Narciso of Vasquez & Company presented before the board a brief synopsis of the FY18 Financial Audit. Ms. Narciso gave a summary of the scope of services and other required communications. No exceptions or material weaknesses in internal controls were noted.

President Juhas requested a motion to receive and accept the Draft Financial Statement Audit Report and SAS 114 Letter for the Fiscal Year Ended June 30, 2018. So moved by Trustee Juhas, seconded by Trustee Landin. The motion was approved, 6-0

5.0 AGENDA BUILDING

There were no items for agenda building.

6.0 EXECUTIVE REPORT

ED Levin spoke on the anticipated success and high attendance of Pro Bono Week highlighting the Tuesday evening class line up. ED Levin reported that a total of six programs were held on the Tuesday evening and were all well attended, especially the Roundtable Discussion: Improving Services for Immigrants.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:18 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, November 14, 2018 at 12:15 pm.

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

Los Angeles County Law Library

Balance Sheet

As of September 30, 2018

(Provisional and subject to year-end audit adjustments)

	6/30/2018	9/30/2018	Change
Assets			
Current assets			
Cash and cash equivalents	4,748,337	5,102,895	354,557
Accounts receivable	1,599,833	4,958,287	3,358,454
Prepaid expenses	201,343	483,169	281,826
Total current assets	6,549,514	10,544,351	3,994,837
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,564,722	4,565,474	752
Capital assets, not being depreciated	630,426	628,150	(2,276)
Capital assets, being depreciated - net	17,174,661	17,088,697	(85,964)
Total noncurrent assets	22,688,279	22,600,790	(87,489)
Total assets	29,237,793	33,145,142	3,907,349
Deferred Outflows of Resources			
Deffered Outflows of Resources	1,712,350	1,712,350	-
Total assets and deffered outflows of resources	30,950,143	34,857,492	3,907,349
Liabilities			
Current Liabilities			
Accounts payable	228,063	217,996	(10,067)
Other current liabilities	-	-	-
Payroll liabilities	5,000	17,990	12,990
Total current liabilities	233,063	235,986	2,923
Noncurrent Liabilities			
Accrued sick and vacation liability	293,210	293,210	-
Borrowers' deposit	291,560	294,449	2,889
OPEB liability	2,735,493	2,797,992	62,499
Net pension liability	2,880,776	2,880,776	-
Total noncurrent liabilities	6,201,038	6,266,426	65,388
Total liabilities	6,434,101	6,502,412	68,311
Deferred Inflows of Resources			
Deffered Inflows of Resources	944,117	944,117	-
Total liabilities and Deffered inflows of resources	7,378,218	7,446,529	68,311
Net Position			
Invested in capital assets	17,805,087	17,716,847	(88,240)
Unrestricted	5,766,838	9,694,116	3,927,278
Total net position	23,571,925	27,410,962	3,839,038
Total liabilities and Deffered inflows of resources and net position	30,950,143	34,857,492	3,907,349

Los Angeles County Law Library
Income Statement for the Period Ending September 30, 2018
(Provisional and subject to year-end audit adjustments)

Sep 17	Sep 2018				YD	COL	601999	American Continuations	FY 2017-18	FY 2018-19 YTD				Comments
	Actual	Budget	Actual	\$ Fav (Unf)						% Fav (Unf)	YTD Actual	Budget	Actual	
107,983	123,782	107,507	16,275	13.1%	23	COL	601999	American Continuations	319,860	371,347	281,117	90,230	24.3%	Timing variance.
761	5,350	2,681	2,669	49.9%	23	COL	602999	American New Orders	1,803	5,350	6,114	(764)	-14.3%	Large number of replacements due to lost/damaged books.
1,995	1,458	529	929	63.7%	23	COL	609199	Branch Continuations	6,352	4,375	3,138	1,238	28.3%	Timing variance.
0	107	0	107	100.0%	23	COL	609299	Branch New Orders	0	107	0	107	100.0%	No replacements needed at this time.
6,039	11,673	57,572	(45,899)	-393.2%	23	COL	603999	Commonwealth Continuations	63,714	35,019	60,511	(25,492)	-72.8%	Timing variance.
25	357	0	357	100.0%	23	COL	604999	Commonwealth New Orders	25	357	0	357	100.0%	New orders for this fund will be considered later in the FY.
5,019	10,579	5,166	5,413	51.2%	23	COL	605999	Foreign Continuations	14,928	31,738	14,332	17,406	54.8%	Timing variance.
283	357	8	349	97.8%	23	COL	606999	Foreign New Orders	395	357	8	349	97.8%	New orders for this fund will be considered later in the FY.
6,381	10,607	10,578	30	0.3%	23	COL	607999	International Continuations	26,443	31,822	28,659	3,163	9.9%	Timing variance.
0	178	0	178	100.0%	23	COL	608999	International New Orders	0	178	0	178	100.0%	New orders for this fund will be considered later in the FY.
121	1,569	0	1,569	100.0%	23	COL	609399	General/Librarianship Continuations	2,074	4,706	2,120	2,586	55.0%	Timing variance.
0	107	117	(10)	-9.5%	23	COL	609499	General/Librarianship New Orders	0	107	117	(10)	-9.5%	
128,608	166,125	184,158	(18,033)	-10.9%	23	COL	690000	Subtotal	435,593	485,463	396,117	89,346	18.4%	
(128,608)	(166,125)	(184,158)	18,033	-10.9%	23	COL	690000	Library Materials Transferred to Assets	(435,593)	(485,463)	(396,117)	(89,346)	18.4%	
43,912	51,467	46,858	4,609	9.0%	23	COL	685000	Electronic Resource Subscriptions (ERS)	118,089	154,400	110,648	43,752	28.3%	Timing variance due to reclassification of Lexis and West payments per auditor's recommendation.
Facilities:														
1,128	3,500	0	3,500	100.0%	39	FAC	801005	Repair & Maintenance	5,963	10,500	9,673	827	7.9%	Timing variance.
7	1,258	825	433	34.4%	39	FAC	801010	Building Services	1,613	3,998	4,059	(61)	-1.5%	
1,844	1,517	0	1,517	100.0%	39	FAC	801015	Cleaning Supplies	3,758	3,601	2,271	1,330	36.9%	Timing variance, invoice not received.
12,097	12,500	316	12,184	97.5%	39	FAC	801020	Electricity & Water	35,583	37,500	23,192	14,308	38.2%	Timing variance.
1,143	0	4,750	(4,750)	0.0%	39	FAC	801025	Elevator Maintenance	3,075	1,932	5,716	(3,784)	-195.8%	Timing variance.
3,679	3,850	3,123	727	18.9%	39	FAC	801030	Heating & Cooling	13,009	12,550	11,909	641	5.1%	Timing variance.
19,811	20,063	22,455	(2,392)	-11.9%	15	FIN	801035	Insurance	59,433	60,188	67,365	(7,176)	-11.9%	Timing variance due to broker's fee amortization.
8,674	8,934	8,674	260	2.9%	39	FAC	801040	Janitorial Services	26,023	26,803	26,198	605	2.3%	
1,250	1,500	1,250	250	16.7%	39	FAC	801045	Landscaping	3,750	4,500	3,750	750	16.7%	Budgeted rate increase not yet in effect.
15,377	19,718	15,052	4,666	23.7%	39	FAC	801050	Security	47,126	59,154	52,660	6,494	11.0%	Timing variance.
476	3,000	520	2,480	82.7%	39	FAC	801060	Room Rental Expenses	5,772	6,400	835	5,565	87.0%	Offset by room rental income.
1,046	1,450	265	1,185	81.7%	37	COM	801065	Special Events Expenses	1,887	1,450	2,314	(864)	-59.6%	Timing; PBW expenses expected no later than 10/30
0	350	0	350	100.0%	39	FAC	801100	Furniture & Appliances (<3K)	392	1,050	0	1,050	100.0%	Timing variance.
203	300	0	300	100.0%	39	FAC	801110	Equipment (<3K)	221	900	48	852	94.7%	Timing variance.
0	225	0	225	100.0%	39	FAC	801115	Building Alterations (<3K)	0	675	0	675	100.0%	Timing variance.
505	591	568	23	3.9%	39	FAC	801120	Delivery & Postage	1,043	1,473	971	502	34.1%	Timing variance.
231	200	0	200	100.0%	39	FAC	801125	Kitchen supplies	748	600	448	152	25.4%	Timing variance.
67,470	78,956	57,799	21,157	26.8%				Subtotal	209,394	233,274	211,408	21,865	9.4%	
Technology:														
1,729	1,824	513	1,311	71.9%	33	TECH	801210	Software Maintenance	5,313	5,473	2,718	2,755	50.3%	Timing variance.
1,682	2,157	1,828	329	15.3%	33	TECH	801212	Hardware Maintenance	5,260	6,470	5,415	1,055	16.3%	Timing variance.
763	650	1,105	(454)	-69.9%	33	TECH	801215	Software (<\$3k)	763	1,951	1,149	802	41.1%	Timing variance.
505	485	274	211	43.6%	33	TECH	801220	Hardware (<\$3k)	1,047	1,455	891	564	38.8%	Timing variance.
0	50	25	25	50.6%	33	TECH	801225	Computer Supplies	0	150	86	64	42.7%	Timing variance.
4,224	4,484	4,415	70	1.6%	33	TECH	801230	Integrated Library System	12,673	13,453	13,244	210	1.6%	
1,208	2,913	1,933	980	33.6%	33	TECH	801235	Telecommunications	9,229	8,739	7,358	1,381	15.8%	Timing variance.
0	0	0	0	0.0%	33	TECH	801245	Tech & Data - Misc	0	0	0	0	0.0%	
0	0	252	(252)	0.0%	33	TECH	801250	Services	156	0	252	(252)	0.0%	
10,110	12,564	10,344	2,221	17.7%				Subtotal	34,442	37,692	31,113	6,579	17.5%	
General:														
583	667	565	102	15.3%	15	FIN	801310	Bank Charges	1,651	2,000	1,535	465	23.3%	
813	842	843	(1)	-0.1%	35	CMS	801315	Bibliographical Services	2,438	2,526	2,529	(3)	-0.1%	
0	0	0	0	0.0%	35	CMS	801320	Binding	0	0	0	0	0.0%	
64	83	105	(22)	-25.9%	17	EXEC	801325	Board Expense	64	250	204	46	18.4%	Jul 2018 Board meeting cancelled.
0	60	327	(267)	-445.0%	37	COM	801330	Staff meals & events	286	360	1,831	(1,471)	-408.7%	Includes unbudgeted summer picnic expenses.
2,365	1,583	2,624	(1,041)	-65.8%	15	FIN	801335	Supplies - Office	5,155	4,750	6,277	(1,527)	-32.1%	Includes toner purchases.
3,348	330	318	12	3.6%	35	CMS	801337	Supplies - Library materials	3,348	4,200	4,100	100	2.4%	
0	40	0	40	100.0%	37	COM	801340	Stationery, business cards, etc.	27	200	0	200	100.0%	Timing variance.
0	0	0	0	0.0%	25	PS	801365	Grant Application Expenses	0	0	0	0	0.0%	

Los Angeles County Law Library
Income Statement for the Period Ending September 30, 2018
(Provisional and subject to year-end audit adjustments)

Sep 17	Sep 2018				FY 2017-18	FY 2018-19 YTD				Comments	
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)
524	1,545	202	1,343	86.9%	27 CIRC 801370	2,215	4,635	1,622	3,013	65.0%	Timing variance.
76	0	0	0	0.0%	15 FIN 801375	108	0	0	0	0.0%	
0	0	0	0	0.0%	25 PS 801390	0	0	0	0	0.0%	
152	0	0	0	0.0%	17 EXEC 801395	152	0	0	0	0.0%	
7,925	5,150	4,984	167	3.2%		15,443	18,921	18,098	823	4.3%	
389	500	517	(17)	-3.4%	ALL 803105	2,376	3,500	1,236	2,264	64.7%	Includes CCCLL meeting expenses.
0	0	0	0	0.0%	ALL 803110	0	50	30	20	39.2%	
75	500	399	101	20.2%	ALL 803113	75	500	399	101	20.2%	
0	0	0	0	0.0%	ALL 803115	0	0	20	(20)	0.0%	
100	200	0	200	100.0%	ALL 803120	2,292	2,315	664	1,651	71.3%	Timing variance
0	0	0	0	0.0%	ALL 803125	0	0	0	0	0.0%	
564	1,200	916	284	23.7%		4,743	6,365	2,349	4,016	63.1%	
0	0	0	0	0.0%	37 COM 803205	0	0	0	0	0.0%	
690	120	39	81	67.5%	37 COM 803210	2,433	760	329	431	56.7%	Timing variance, additional collateral material forthcoming. Timing variance. Budgeted purchases expected Nov 2018.
0	0	0	0	0.0%	37 COM 803215	0	500	0	500	100.0%	
0	90	0	90	100.0%	37 COM 803220	0	90	0	90	100.0%	
690	210	39	171	81.4%		2,433	1,350	329	1,021	75.6%	
0	0	0	0	0.0%	ALL 803305	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803310	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	0	0	0	0	0.0%	
83	132	22	110	83.3%	ALL 803320	209	396	67	329	83.1%	
0	0	0	0	0.0%	ALL 803325	0	0	0	0	0.0%	
83	132	22	110	83.3%		209	396	67	329	83.1%	
6,811	6,500	855	5,645	86.8%	15 FIN 804005	20,011	13,000	1,555	11,445	88.0%	Timing variance, financial audit costs to be posted Oct 2018.
2,812	2,896	2,854	42	1.5%	17 EXEC 804008	8,501	8,689	8,562	127	1.5%	
0	0	0	0	0.0%	17 EXEC 804010	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 804015	0	3,820	2,290	1,530	40.1%	
9,623	9,396	3,709	5,687	60.5%		28,512	25,509	12,407	13,102	51.4%	
206,286	201,848	197,943	3,905	1.9%	15 FIN 806105	617,855	605,655	598,015	7,640	1.3%	
24,752	24,088	22,891	1,197	5.0%	15 FIN 806110	74,406	69,261	67,993	1,268	1.8%	
231,038	225,936	220,834	5,102	2.3%		692,261	674,916	666,008	8,908	1.3%	
764,481	712,958	639,673	73,285	10.3%		2,120,062	2,399,491	2,158,759	240,732	10.0%	
(60,391)	157,749	270,577	112,829	71.5%		124,012	(145,226)	295,016	440,242	303.1%	
(22,049)	2,083	(16,759)	(18,843)	-904.4%	15 FIN 321000	16,854	6,250	752	(5,498)	-88.0%	Reflects loss/gain if sold at time of report (before maturity).
0	0	3,543,270	3,543,270	0.0%	17 EXEC 401000	0	0	3,543,270	3,543,270	0.0%	One-time funding from the State.
0	0	0	0	0.0%	17 EXEC 901000	0	0	0	0	0.0%	
(82,440)	159,832	3,797,088	3,637,256	2275.7%		140,865	145,063	3,839,038	3,693,974	2546.5%	

Los Angeles County Law Library

Income Statement for the Period Ending September 30, 2018

(Provisional and subject to year-end audit adjustments)

Sep 17	Sep 2018			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
0	0	0	0	0.0%
0	0	0	0	0.0%
0	5,000	183,927	(178,927)	-3578.5%
0	500,000	0	500,000	100.0%
0	0	0	0	0.0%
0	505,000	183,927	(321,073)	-63.6%

FY 2017-18	FY 2018-19 YTD			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
YTD Actual				
0	0	0	0	0.0%
0	0	0	0	0.0%
0	175,000	183,927	(8,927)	-5.1%
0	510,000	0	510,000	100.0%
0	0	0	0	0.0%
0	685,000	183,927	501,073	73.1%

Comments

Capital Expenditures:

39 FAC 161100	Furniture / Appliances (>3k)	0	0	0	0	0.0%	
33 TECH 161300	Electronics / Computer Hardware (>3k)	0	0	0	0	0.0%	
39 FAC 164500	Exterior Building Repairs/ Improvements (>3k)	0	175,000	183,927	(8,927)	-5.1%	Reflects completed Roof North (1970) project and new barrier arm gates.
39 FAC 164000	Interior Improvements / Alterations (>3k)	0	510,000	0	510,000	100.0%	Delay in elevator repair & upgrade project.
33 TECH 168000	Computer Software	0	0	0	0	0.0%	
	Total - Capitalized Expenditures	0	685,000	183,927	501,073	73.1%	

CalPERS CERBT Trust Fund:

Beginning Balance	2,156,364	
Administrative Expense	(86)	CalPERS CERBT program cost.
Investment Expense	(63)	Investment management cost.
Unrealized Gain/Loss	(11,391)	Fluctuating market conditions.
Distribution	0	Distribution from Fund
Ending Balance	2,144,824	

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, 2018
(Provisional and subject to year-end audit adjustments)

	9/30/2018	YTD
Cash flows from operating activities		
L.A. Superior court fees	691,167	2,023,476
Parking fees	49,332	168,216
Library services	3,578,448	3,655,965
(Increase) decrease in accounts receivable	(3,557,802)	(3,358,454)
Increase (decrease) in borrowers' deposit	1,709	2,889
Cash received from filing fees and services	762,854	2,492,092
Facilities	(57,799)	(211,408)
Technology	(10,344)	(31,113)
General	(4,984)	(18,098)
Professional development	(916)	(2,349)
Communications & marketing	(39)	(329)
Travel & entertainment	(22)	(67)
Professional services	(3,709)	(12,407)
Electronic Resource Subscriptions (ERS)	(46,858)	(110,648)
(Increase) decrease in prepaid expenses	(68,731)	(281,826)
Increase (decrease) in accounts payable	(196,685)	(10,067)
Increase (decrease) in other liabilities	(30)	-
Cash payments to suppliers for goods and services	(390,116)	(678,312)
Staff (payroll + benefits)	(294,169)	(1,106,331)
Increase (decrease) in payroll liabilities	981	12,990
Increase (decrease) in accrued sick and vacation liability	-	-
Increase (decrease) in OPEB liability	20,833	62,499
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(272,355)	(1,030,843)
Contributions received	125,000	125,000
Net cash from operating activities	225,383	907,937
Cash flow from capital and related financing activities		
Library materials	(184,158)	(396,117)
Fixed assets	(183,927)	(183,927)
Capital - Work in Progress (WIP)	181,957	2,276
Cash flows from investing activities		
Investment	-	-
Investment earnings	9,574	24,387
Net cash increase (decrease) in cash and cash equivalents	48,829	354,557
Cash and cash equivalents, at beginning of period	5,372,536	5,066,807
Cash and cash equivalents, at end of period	5,421,364	5,421,364
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	3,804,273	3,813,899
Adjustments for noncash effects:		
Depreciation	220,834	666,008
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(3,557,802)	(3,358,454)
(Increase) decrease in prepaid expenses	(68,731)	(281,826)
Increase (decrease) in accounts payable	(196,685)	(10,067)
Increase (decrease) in other liabilities	(30)	-
Increase (decrease) in payroll liabilities	981	12,990
Increase (decrease) in accrued sick and vacation liability	-	-
Increase (decrease) in borrowers' deposit	1,709	2,889
Increase (decrease) in OPEB liability	20,833	62,499
Net impact of GASB 68 adjustments	-	-
Net cash from operating activities	225,383	907,937

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2018 - October 31, 2018 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 2	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	241.51	030563
	LOS ANGELES SUPERIOR COURT ** VOIDED *****	BOOKS	0.00	030564
	QUALITY CODE PUBLISHING	BOOKS	36.70	030565
	WILLIAM S HEIN & CO	BOOKS	325.40	030566
	KERRI DENILE ANDERSEN	REFUND	140.00	030567
	AZADEH ALLAYEE	REFUND	140.00	030568
	OMAR ZIAD DABUNI	REFUND	140.00	030569
	ALLANA EVE GOLOVKO-ROSEN	REFUND	140.00	030570
	KARINA NAVARRO	REFUND	140.00	030571
	AMI HONG NGUYEN	REFUND	140.00	030572
October 5	OTTO HARRASSOWITZ	BOOKS	1,627.64	030573
	PAN PACIFICA	BOOKS	1,358.00	030574
	JANINE LIEBERT	MILEAGE	15.75	030575
	METROLINK	TMP	917.00	030576
	NATIONAL 50 SECURITY	SECURITY	5,075.70	030577
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	8,674.17	030578
	TOTAL COMPENSATION SYSTEMS, INC	ACCOUNTING	855.00	030579
October 12	MONTANA LEGISLATIVE SERVICES DIVISI	BOOKS	400.00	030580
October 18	MARY MARTIN BOOKSELLERS	BOOKS	1,295.00	030581
	MEXICO SUR	BOOKS	130.84	030582
	NATIONAL TAX ASSOCIATION	BOOKS	350.00	030583
	WILLIAM S HEIN & CO	BOOKS	177.20	030584
October 19	CARLO DITRI	REFUND	140.00	030585
	HYO JUNG JANG	REFUND	140.00	030586
	BLAIR DANA WALKER	REFUND	140.00	030587
	BANKS & JORDAN	BOOKS	344.76	030588
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	413.61	030589
	E ITURRIAGA Y CIA S A C	BOOKS	231.00	030590
	AT&T	TELECOM	539.42	030591
	BRIDGES FILTER SERVICE, INC	BLDG SVCS	614.49	030592
	COMPLETE FIRE SERVICE INC	STAFF MEALS & EVE	398.95	030593
	ESTHER EASTMAN	MILEAGE	39.89	030594
	MANAGE EASE INCORPORATED	CONSULTING	2,854.08	030595
	NATIONAL 50 SECURITY	SECURITY	5,478.20	030596
October 23	GUARDIAN	PREPAID EXP	7,608.62	030597
	NRA GROUP, LLC	COMMISSION	63.40	030598
October 26	COUNTY OF LOS ANGELES	BANK CHARGES	50.65	030599
	COUNTY OF LOS ANGELES	HEATING/COOLING	3,123.12	030600
			45,948.23	

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2018 - October 31, 2018 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 29	MANAGE EASE INCORPORATED	CONSULTING	1,448.13	030601
	MALINDA MULLER	MILEAGE	172.01	030602
	STATE BOARD OF EQUALIZATION	USE TAX	2,398.00	030603
	METROLINK	TMP	917.00	030604
	SYNCB AMAZON	SUPPLIES-OFFICE	361.35	030605
	CO INFO PTY LTD	BOOKS	777.61	030606
	OTTO HARRASSOWITZ	BOOKS	276.38	030607
	HOGARTH REPRESENTATION	BOOKS	338.80	030608
	MANHATTAN PUBLISHING COMPANY	BOOKS	58.00	030609
	DANIELLE PETERSON	SPECIAL EVENTS	106.00	030610
October 30	VASQUEZ & COMPANY LLP	ACCOUNTING	5,015.00	030611

56,368.38

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2018 - October 31, 2018 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 2	WOLTERS KLUWER LAW & BUSINESS	BOOKS	516.13	V003642
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,968.36	V003643
	CONTINUING LEGAL EDUCATION IN COLOR	BOOKS	173.05	V003644
	DAILY JOURNAL CORPORATION	BOOKS	278.00	V003645
	JAMES PUBLISHING INC	BOOKS	185.06	V003646
	LAW JOURNAL PRESS	BOOKS	1,194.95	V003647
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	2,581.44	V003648
	UNITED NATIONS PUBLICATIONS	BOOKS	143.79	V003649
	THOMSON REUTERS	BOOKS	76,697.38	V003650
	WILLIAM S HEIN & CO	BOOKS	217.05	V003651
October 5	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,094.41	V003652
	LEXISNEXIS MATTHEW BENDER	BOOKS	106.41	V003653
	BLR	BOOKS	2,147.96	V003654
	BLOOMBERG BNA	BOOKS	213.98	V003655
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	972.44	V003656
	JAMES PUBLISHING INC	BOOKS	185.06	V003657
	LAWYERS & JUDGES PUBLISHING COMPANY	BOOKS	1,076.60	V003658
	LEXISNEXIS ONLINE SERVICES	BOOKS	15,298.00	V003659
	METROPOLITAN NEWS COMPANY	BOOKS	65.70	V003660
	MONTANA LEGISLATIVE SERVICES DIVISI ** VOIDED	BOOKS	0.00	V003661
	PRACTISING LAW INSTITUTE	BOOKS	350.94	V003662
	WEST ACADEMIC	BOOKS	102.94	V003663
	AT&T MOBILITY	TELECOM	16.24	V003664
	EX LIBRIS (USA) INC.	ILS	12,945.37	V003665
	GTT COMMUNICATIONS	TELECOM	378.50	V003666
	JOHNSON CONTROLS SECURITY SOLUTIONS	TELECOM	14,845.59	V003667
	KONICA MINOLTA BUSINESS	COPY CENTER	32.21	V003668
	NASA SERVICES	BLDG SVCS	451.34	V003669
	OCLC INC	TMP	752.70	V003670
	OFFICE DEPOT	SUPPLIES-OFFICE	210.95	V003671
	PEOPLEG2	RECRUITMENT	157.98	V003672
	STATE COMPENSATION	WORKERS COMP	5,261.58	V003673
	UPS	DELIVERY & POSTAG	233.96	V003674
October 9	HARNEY HARDWARE ** VOIDED *****	EQUIPMENT	0.00	V003706
October 10	COSTCO WHOLESALE MEMBERSHIP ** VOIDED *****	SPECIAL EVENT EVE	0.00	V003707
	CITY FARE	FRIENDS	240.90	V003748
October 11	CHERRY PICK CAFE	SPECIAL EVENTS	439.00	V003749
October 15	LEXISNEXIS MATTHEW BENDER	BOOKS	32,945.79	V003698
October 17				

175,744.57

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2018 - October 31, 2018 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 18	COSTCO WHOLESALE MEMBERSHIP	SPECIAL EVENT EVE	262.81	V003710
	BLOOMBERG BNA	BOOKS	446.00	V003675
	BUILDERS BOOK INC BOOKSTORE	BOOKS	248.37	V003676
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	15.92	V003677
	INGRAM LIBRARY SERVICES	BOOKS	556.22	V003678
	MUNICIPAL CODE CORPORATION	BOOKS	39.00	V003679
	PROP 65 NEWS	BOOKS	590.30	V003680
	PRACTISING LAW INSTITUTE	BOOKS	3,632.41	V003681
	PUBLIC UTILITIES REPORTS INC	BOOKS	847.50	V003682
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,164.53	V003683
	THOMSON REUTERS	BOOKS	14,140.76	V003684
	GOBI LIBRARY SOLUTIONS	BOOKS	216.98	V003685
	GURU PRINTERS	SPECIAL EVENTS EX	252.95	V003699
October 19	LEXISNEXIS MATTHEW BENDER	BOOKS	262.67	V003686
	GEORGE T BISEL COMPANY	BOOKS	145.12	V003687
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,066.95	V003688
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	789.61	V003689
	DATA TRACE PUBLISHING COMPANY	BOOKS	219.95	V003690
	JAMES PUBLISHING INC	BOOKS	418.29	V003691
	LAW JOURNAL PRESS	BOOKS	1,203.50	V003692
	PRACTISING LAW INSTITUTE	BOOKS	356.64	V003693
	ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	1,897.95	V003694
	TOWER PUBLISHING	BOOKS	45.00	V003695
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	380.24	V003696
	WILLIAM S HEIN & CO	BOOKS	3,121.58	V003697
	BANDWIDTH.COM, INC.	TELECOM	223.75	V003700
	BRIGHTVIEW	LANDSCAPING	1,250.00	V003701
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	98.00	V003702
	STAMPS.COM	DELIVERY & POSTAG	24.99	V003703
	SPECTRUM	TELECOM	1,106.72	V003704
	R&S OVERHEAD DOORS OF COMMERCE	REPAIR MAINTENAN	4,162.00	V003705
October 22	QUIKSHIP HOLDINGS	SUPPLIES - OFFICE	193.52	V003729
October 23	INFINISOURCE INC	PAYROLL/HR BENEFI	75.00	V003708
	OFFICE DEPOT	SUPPLIES-OFFICE	246.83	V003709
	LA CAFE	ROOM RENTAL	229.46	V003711
October 24	LA CAFE	BOARD EXPENSE	87.24	V003712
	STAMPS.COM	DELIVERY & POSTAG	300.00	V003713
	CDW GOVERNMENT INC	HARDWARE <3K	390.04	V003730
October 26	ALTA FOODCRAFT	KITCHEN SUPPLIES	156.73	V003714

217,431.65

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2018 - October 31, 2018 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 29	OFFICE DEPOT	SUPPLIES-OFFICE	1,084.36	V003715
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	276.00	V003716
	SUPPLYWORKS	CLEANING SUPPLIES	2,128.71	V003717
	AMERICAN BANKRUPTCY INSTITUTE	BOOKS	85.50	V003718
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	474.52	V003719
	BLOOMBERG BNA	BOOKS	252.73	V003720
	CAROLINA ACADEMIC PRESS	BOOKS	67.50	V003721
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,592.26	V003722
	JAMES PUBLISHING INC	BOOKS	435.81	V003723
	RUTTER GROUP	BOOKS	473.04	V003724
October 30	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	10,811.09	V003725
	WEST ACADEMIC	BOOKS	102.94	V003726
	THOMSON REUTERS	BOOKS	2,877.70	V003727
	JOHN WILEY & SONS INC	BOOKS	173.73	V003728
	LASERCARE	HARDWARE MAINT	180.00	V003731

237,363.18

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2018 - October 31, 2018 (CHECKS)
Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 9	HARNEY HARDWARE	EQUIPMENT	143.09	V000057
October 10	LA DEPT WATER & POWER	ELECTRIC/WATER	315.64	V000046
	COSTCO WHOLESALE MEMBERSHIP	SPECIAL EVENT EVE	67.71	V000058

526.44

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2018 - October 31, 2018 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 18	SEIU LOCAL 721	UNION DUES	880.36	001619
	SEIU LOCAL 721	UNION DENTAL	40.44	001620

920.80

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2018 - October 31, 2018 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 9	LEXISNEXIS BUTTERWORTHS	BOOKS	58,081.00	TS00270613

58,081.00

MEMORANDUM

DATE: November 14, 2018

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Malinda Muller, Director, Patron Services
Austin Stoub, Senior Librarian, Reference & Research

RE: Platinum Program Update for the Month of October

INTRODUCTION

At the December 2017 Board of Trustees meeting, the Board approved a plan to allow LA Law Library to offer a Platinum level members program. At the time of approving the plan, the Board also requested monthly updates on the status of the Platinum Members program. This is our tenth report, for the November 2018 board meeting, reporting Platinum Member services for October of 2018.

This report is informational only; no action is requested or required.

ANALYSIS

In the month of September we responded to 16 edelivery requests, with a total of 34 documents delivered across these requests. Our average response time to deliver the requested items was 1 hour and 13 minutes. The document requests filled were generally case or statute pulls from subscription databases, though there were requests for secondary sources and requests for scans from our print collection.

All requests were filled by staff assigned to the Platinum Members program, without any negative impact on public services or programs. Staff assigned to the Platinum Members program made productive use of time not spent serving Platinum Members to work on other Law Library tasks or assist with public service at the reference desk.

We recently had discussions with representatives from White and Case about continuing their membership in the Platinum Members Program at the conclusion of our one year Platinum Members agreement, which will expire at the end of 2018. From our discussions, it seems that, while they are pleased with the service overall, they are having a hard time justifying the value given the high monthly cost. At this time, we would anticipate White and Case **not** renewing their enrollment in this program in 2019.

Staff is available to answer any questions the Board of Trustees may have.



MEMORANDUM

DATE: November 14, 2018

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of 2019 LA Law Library Holiday Calendar

SUMMARY

Each year, the Library observes 13 federal and state holidays during the year. If 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.

Attached you will find the proposed 2019 holiday schedule.

In any year, the Library may elect to use December 24 or December 31, or both, as designated holidays in lieu of Lincoln Day or Columbus Day, or both. However, the Library prefers to align its holiday schedule with the courts in order to provide service while the courts are open and is therefore not recommending any “in lieu” days in 2019.

In addition to the proposed holiday schedule, please note that the Law Library is anticipating a significant number of future capital projects. It is not yet know whether any of these will require additional closures during calendar year 2019 (e.g., due to temporary plumbing or HVAC shutdowns). Any such closures will be separately presented to the Board for review prior to implementation.

RECOMMENDATION

Staff recommends the Board approve the attached 2019 holiday schedule.



ATTACHMENT

2019 HOLIDAY SCHEDULE

Tuesday	January 1, 2019	New Year's Day
Monday	January 21, 2019	Martin Luther King, Jr. Birthday
Tuesday	February 12, 2019	Lincoln's Birthday
Monday	February 18, 2019	Presidents' Day
Monday	April 1, 2019	César Chávez Day (Observance)
Monday	May 27, 2019	Memorial Day
Thursday	July 4, 2019	Independence Day
Monday	September 2, 2019	Labor Day
Monday	October 14, 2019	Columbus/Indigenous People's Day
Monday	November 11, 2019	Veterans Day
Thursday	November 28, 2019	Thanksgiving Day
Friday	November 29, 2019	Day after Thanksgiving
Wednesday	December 25, 2019	Christmas Day
Wednesday	January 1, 2020	New Year's Day (2020)



MEMORANDUM

DATE: November 14, 2018

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of 2019 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 this practice, the proposed 2019 dates are:

2019 DATES	
January 23	July 24
February 27	August 28
March 27	September 25
April 24	October 23
May 22	*November 20
June 26	*December 18

For planning purposes, we have identified the following items to be discussed at Board meetings throughout 2019. Both the topics and the assigned dates are tentative, but we wanted to apprise you as to the status of our efforts to organize and plan upcoming agenda items. We will, of course, work with the Board President on specific scheduling as the year progresses.

DATE	TENTATIVE TOPIC
January 23	FY19 Quarter 2 Statistics Workers Comp Insurance
February 27	Mid-Year Budget Review
March 27	Friends Board of Director Appointments
April 24	FY19 Quarter 3 Statistics Business Package and D&O Insurance



May 22	Discussion of Operating Budget, FY 2019-2020
June 26	Final Budget Approval FY 2019 – 2020 Insurance Renewal –LTD, Life, Dental, Vision Award of Audit Contract
July 24	Fiscal Year-2019 Statistics
August 28	Approval of Revised Rules of Conduct Annual Report to the Board of Supervisors Approval of Audit Engagement Letter
September 25	Approval of Revised Borrower Rules FY2019-20 Budget Review
October 23	FY20 Quarterly 1 Statistics Update Review & Acceptance of FY 2018-19 Audit Report
*November 20	2020 BoT Meeting Dates / Schedule Holiday Schedule Pro Bono Week After-Report Update to Employee Handbook & Personnel Policies Manual
*December 18	Executive Director Performance Evaluation



MEMORANDUM

DATE: November 14, 2018

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director
Ann Marie Gamez, Executive Assistant

RE: Approval of Amendment to Employee Handbook Regarding Transportation Program

SUMMARY:

To encourage employees to use alternatives to automobiles, the Library offers a 50% transportation allowance, up to \$130 per month, to those who use any recognized form of public transportation such as Metrolink, Metro Rail, Metro buses and Foothill Transit. However, under current rules, reimbursement is limited to those who purchase monthly passes.

Part-time staff members who do not work 5 days per week do not necessarily benefit from a monthly pass. They might benefit from daily or weekly passes instead, however. As a result, Staff recommends offering the opportunity for all LA Law Library employees to participate in the public transportation program by giving the Executive Director authority to approve, on a case-by-case basis, weekly or daily passes where they prove more economical than a monthly pass.

The proposed amendment to the Employee Handbook as recommended by staff is attached.

RECOMMENDATION:

Staff recommends that the Board approve the attached amendment to the Employee Handbook regarding the Law Library's transportation allowance.



13.13 PARKING AND TRANSPORTATION ALLOWANCE

On-site parking facilities are available at no charge to employees assigned to the main Library. Employees are allowed to park in the lower garage. Parking is on a first-come, first-served basis. Executive team staff may be assigned a parking space in the upper garage.

The Library disclaims liability for loss, damage or theft of your vehicle. You should always lock your vehicle and remove or secure valuables.

To encourage employees to use alternatives to automobiles, the Library offers a 50% transportation allowance, up to \$130 per month, to those who purchase a monthly pass for any recognized form of public transportation such as Metrolink, Metro Rail, Metro buses and Foothill Transit. Daily or weekly passes for part-time employees may also be eligible for reimbursement up to 50% with prior approval of the Executive Director, where the cost of a daily or weekly pass is determined to be lower than the cost of a monthly pass.

You must participate for six consecutive months to qualify for reimbursement. Employees may enroll upon hire, during an open enrollment period, or upon a change in job status. Open enrollment is held each June 15-30 and December 15-31. To receive reimbursement, you must supply transit cost receipts for the six-month period ending June 30 and December 31. Newly hired employees are reimbursed from their date of hire.

For employees who participate in the Transportation Allowance program but find it necessary on occasion to drive to work, a parking space on the lower level is available on a first come, first served basis.

Should the Library enter into an agreement with a public transportation agency, e.g., MTA, Metrorail, etc., employees ~~will~~ may be required to participate in accordance with the relevant terms and conditions.

MEMORANDUM

DATE: November 14, 2018

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Approval of Certain One-Time Funding Projects and Related Budget Amendment

BACKGROUND AND SUMMARY

In anticipation of receipt of the one-time supplemental funding from the State of California General Fund, on August 22, 2018 the Board reviewed and discussed a list of potential projects and services to be funded with these new monies. The list was preliminary in nature and, although the Board made favorable comments, no formal approval was requested or provided at that time.

The one-time funding money has been received by the Law Library. Each month, Staff requests approval of projects and the necessary, related budget amendments, as the feasibility, scope and costs of the proposed projects are developed. These are presented as consent calendar agenda items in light of the fact that the Board previously reviewed the conceptual list of ideas with preliminary cost estimates and was supportive.

DISCUSSION

Attached is a list of projects, along with the cost information, now recommended for approval and inclusion in the FY19 budget. Each of these projects was previously reviewed by the Board on August 22 when it reviewed the preliminary project list.

RECOMMENDATION

Staff recommends that the Board approve implementation of the proposed projects and amend the FY19 budget to include the expenditures indicated on the attached project list.



**The One-Time Funding Project List to be
Provided Prior to Board Meeting**

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Staff Presentation: Pro Bono Week After Report
- 4.2 Staff Presentation Regarding Converting Law Week to Law Days

MEMORANDUM

DATE: November 14, 2018

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 seventh annual Pro Bono Week (PBW) Celebration from October 22 through October 27, 2018. The Law Library offered daily events throughout the rest of the week culminating in the Public Legal Services Fair on Saturday, October 27. The week was 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.” Once again, Pro Bono Week publicly and effectively implemented those goals across a broad segment of the legal community and the 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 25 booths at the Public Legal Services Fair
- More than 50 different events, classes and programs throughout the week;
- More than 50 different subject areas covered;
- More than 50 legal aid and social service providers participating;
- More than 50 different blogs posting about the events;
- More than 200 print and electronic news articles;
- More than 500 online calendars;
- More than 1,000 attended;
- More than 1400 pre-registrations for events;
- More than 1,600 registrations plus walk-in attendants at events; and
- More than 10,000 flyers distributed throughout the community



In addition, the Pro Bono Week website was visited more than 3,200 times by 198 different cities across the world. Los Angeles had the most hits with 66.89%. Santa Monica, Pasadena, Downey, Glendale, and Long Beach were the next highest audiences.

Finally, the programming related to immigration issues created tremendous interest in our social media, registrations, visitors and requests for more information. A Google search for “Free Legal Assistance + October + 2018” resulted in about 26,100,000 results and we were number 1!

SPONSORS AND FINANCES

The vision we had of promoting Pro Bono efforts and assisting those in need was shared by our many sponsors: The Friends of the Los Angeles County Law Library, Thomson Reuters West, Lexis and Wolters Kluwer. We are grateful for their generosity which made these events possible and look forward to their continued support of PBW in the future. In addition, the County of Los Angeles provided 50 free vouchers for parking at Lot 10 to supplement parking for the army of volunteers needed to host the event.

Through the generosity of these sponsors, the Law Library was able to cover all of its out-of-pocket costs, including overtime and security (see attached Financial Report) and recoup some of the lost revenue from waiving certain fees and charges. Of course, tens of thousands of dollars of additional staff time went into the Pro Bono Week effort without reimbursement, but that is consistent with our Mission and Vision.

WEEKDAY CLASSES AND PROGRAMS

Once again, programming throughout the week resulted in an overall increase in the number and scope of classes for both the public and legal community. Programs conducted by existing partners included the ever popular landlord-tenant series, appellate self-help series and classes from the internally taught Civil Lawsuit Basics and Business Series.

Based on popular demand, the Library repeated the two classes focused on criminal law – *Access to Police Personnel Files (Pitchess Motions)*, taught jointly by a city attorney and a criminal defense attorney to give both perspectives, and *Know Your Rights When Interacting with the Police*, taught by a civil rights attorney, a criminal defense attorney, an officer from the Los Angeles Police Department and the DA’s office. These programs also exemplify the role of the Law Library in bringing together divergent viewpoints in civil, informative discourse.

New offerings included classes on settling civil a case, understanding student loan debt, voting rights for people with disabilities, mediation in dependency court and how to appear before a judge (taught by two Los Angeles Superior Court judges). County Inspector General Max Huntsman also taught a class on “the law behind the headlines” focusing on election issues.

Importantly, the week also marked the anniversary of the Library’s collaboration with Public Counsel and the appellate self-help clinic to provide one-on-one assistance with brief-writing. The public defender’s criminal record clearing clinic was also held during Pro Bono Week for the first time. The week also featured Bet Tzedek’s clinic providing assistance with conservatorship petition preparation, Public Counsel’s clinic assisting



with guardianship petition preparation (regularly held in the courthouse) and LAFLA's clinic assisting with criminal record expungement petition preparation.

The week's programming also included a meeting of the book discussion group. The discussion group was co-facilitated by librarian Katie O'Laughlin and Cindy Carcamo, a reporter who covers immigration issues for the Los Angeles Times. The group discussed *Dreamers: An Immigrant Generation's Fight for Their American Dream*, by Eileen Truax. The discussion covered a variety of issues relating to immigration, including the current status of the Dreamers.

For attorneys, Pro Bono Week featured 5 hours of free MCLE classes, all of which provided practical training in how to represent pro bono clients. Subjects covered included assisting with criminal record expungements to help clients gain employment, setting up conservatorships for adults with disabilities, seeking medical assistance for clients through medical-legal partnerships, setting up guardianships for minors whose parents can't or won't care for them and counseling on debt and bankruptcy. Many non-lawyers attended these classes as well.

The week also marked the seventh year in a row for three key collaborations:

- Public Counsel provided free one-on-one counseling by pro bono attorneys regarding debt and bankruptcy.
- Southern California Medical Legal Partnerships Collaborative once again presented a discussion led by a panel of Medical/Legal Partnership attorneys on ethical issues and best practices in forming medical legal partnerships with different types of providers.
- The annual roundtable hosted by the County of Los Angeles Department of Consumer and Business Affairs, this year was well-attended and focused on improving services for immigrants. This topic was selected in response to some recent initiatives the County has implemented to protect the rights and promote the success of its immigrant residents.

The San Fernando Valley Bar Association also hosted Lawyers in the Library at the North Hollywood Public Library where 40 people received free consultations. Discussions are already underway to hold more Lawyers in the Library programs at partnership locations, given the good turnout and successful coordination of planning and day-of logistics.

Public Legal Services Fair

The culminating event during Pro Bono Week was the Public Legal Services Fair on Saturday, October 27. The Public Legal Services Fair was organized to provide people of all ages the ability to receive service and to learn what no-cost and low-cost services are available to them in Los Angeles County.

Workshops: The classes and workshops during the fair covered an even wider scope of topics than last year's fair. See attached list of partnering organizations and map handed out on the day of the event. Once again, Beverly Hills Bar Association Barristers hosted Lawyers in the Library and were busy all morning long. Among the other workshops and clinics offered at the Saturday Fair were the citizenship assistance workshop presented by NALEO and Loyola Law School Immigrants Right Project in



collaboration and the ever-popular asylum workshop presented by Esperanza Immigrant Rights Project. Between the two workshops, more than 80 immigrant families were served.

Classes: Classes on Section 8 & subsidized housing, fair housing, child custody and support, how to talk to a lawyer, how to find the right lawyer or legal service, unbundled legal services, writs, the Brown Act and brief writing were once again popular. New offerings included classes on landlord-tenant law as part of the Library's ongoing new "Where You Begin" series, California's dog bite law, the role of mediation in preventing an eviction, dealing with an income tax dispute and how the appellate court process works.

Booths: Booth participants included legal aid organizations and lawyer referral services, disability rights and fair housing advocates, mental health providers, community development organizations, consumer protection agencies, grassroots community action organizations and city and county public library systems. Booths provided information and services to:

- Self-represented family law litigants
- Consumers resolving health access and service problems
- Disabled people seeking information about their individual rights
- Moderate income people seeking legal services
- Immigrant and low-income communities needing assistance
- Low-income and special needs children accessing the public education system
- Tenants facing eviction and other emergency housing problems
- Homeless individuals and families in need of housing and other emergency services

New booth participants included Koreatown Youth and Community Center (KYCC) Low Income Taxpayer Clinic (LITC) and Heart L.A..

PRO BONO WEEK DISPLAY

The main lobby display ties into immigration themed classes and workshops offered during PBW and features "Know Your Rights" information for citizenship assistance, asylum seekers and Dreamers. Highlighting the display case is the Commendation LA Law Library received from the County of Los Angeles acknowledging Pro Bono Week and the Library's dedicated service to the community and its citizens, signed by all five County Supervisors, and a Resolution of the Los Angeles City Council congratulating LA Law Library and commending the library for the services it provides the residents of Los Angeles.

The display on the glass shelves in the lobby told the history of pro bono services in the United States and references the ABA Model Rules re: Voluntary Pro Bono Services, as well as the California Business & Professions Code governing pro bono service and pro bono policies.

Piece by Piece displayed and sold their impressive mosaic artwork, providing not only an elegant artistic experience for those in attendance, but also support for the critically



important work Piece by Piece does training those vulnerable to homelessness in mosaic art to build marketable skills and a path to earned income.

VOLUNTEER PARTICIPATION

The week of events took a veritable army of volunteers to implement. For the Public Legal Services Fair alone, 50 individuals helped with registration, child care, information booths, directional guidance and many other tasks. The volunteer pool drew from staff, family of staff, friends, interns, sponsors, high school students, attorneys and others seeking opportunities to volunteer. In addition, all of the class presenters and attorneys providing patron consultations were volunteers and added at least another 100 names to the list of dedicated volunteers needed to make PBW a success!

During the rest of Pro Bono Week, we had several staff members help with registration tables and guiding patrons to their correct location. We received positive and constructive feedback from all volunteers regarding duties, procedures, expectations and enjoyment.

We also utilized SignUpGenius.com to assist with parking needs. With a total number of over 150 volunteers for the entire Pro Bono Week event, using SignUpGenius.com made the overall organization of volunteer parking much easier to track.

NETWORKING AND NEW CONNECTIONS

On Thursday afternoon, October 11, in advance of Pro Bono Week, the Law Library hosted a networking lunch and logistics meeting with our providers to connect with one another and get all the day-of logistics and planning information for the Public Legal Services Fair and Pro Bono Week programs. This year, more than 40 organizations from across the County were represented at the Pro Bono Week lunch and logistics meeting, representing nearly every major area of legal service.

The Library prepared the participants with information about security, parking, signage, food and a variety of other practicalities. The Library also provided tips on how to use the opportunities and connections available during Pro Bono Week to develop new sources of referrals and expand our collective ability to match patrons/clients with available service providers. One of the significant contributions of PBW to overall service levels in Los Angeles County is to improve the ability of 50+ participating organizations to make effective referrals to one another throughout the rest of the year.

Not only did the Pro Bono Week lunch and logistics meeting give the many providers an opportunity to meet and establish referral connections with one another, but the providers heard from Denise McCain-Tharnstrom of Our Children LA, an organization that uses technology and mobile applications to help improve the lives of housing-insecure children in Los Angeles County. McCain-Tharnstrom introduced the What I Need (WIN) app, which connects homeless and vulnerable youth to free or low-cost services nationwide.

Throughout the course of the week, the Library also established and reinforced many new connections of its own. Once again, schools with paralegal programs offered extra credit to students who attended our pro bono week classes, introducing many new prospective attendees to the resources offered at the Library. Attorneys who were exposed to our programs for the first time signed up to support future Lawyers in the Library programs, expanding our volunteer base.



To reinforce the connections made throughout the year, the Library also provided an online resource directory where participant organizations could find the main contact information, website and description for each organization, as well as handouts, forms and other useful information for provider participants in the week's events.

MEDIA AND OUTREACH

Over 150 articles appeared in local, city, state and national print and electronic media and nearly 200 announcements appeared on-line or in E-News. Over 500 on-line calendars across Southern California, statewide and nationally announced the events.

10,000 flyers were posted in courthouses, elected official offices or distributed to the public via Neighborhood Councils, public libraries, police departments, churches, senior centers and our partner organizations. (Los Angeles Public Library delivered packets to 73 different libraries for us!) Flyers made their way into neighborhood coffee shops, schools, religious centers and other community buildings never directly contacted by LA Law Library. Staff distributed flyers at conferences as well, which boosted CLE attendance throughout the week.

We were honored to receive a proclamation from the Los Angeles County Board of Supervisors proclaiming October 22-27, 2018 as Pro Bono Week throughout the County and recognizing the services provided by LA Law Library to the community. Supervisor Solis lauded the Law Library for its efforts, encouraged the public and other county agencies to participate and spoke of her intention to partner with us on several new and existing programs. She asked that her staff assist with promotion and they highlighted our events in her newsletter and social media accounts.

We were also honored to receive a proclamation from the Los Angeles City Council with President Wesson presenting the proclamation personally. Councilman Krekorian also asked to speak during the presentation and spoke eloquently about all of the good work and services the law library offers to the community.

This year we saw continued awareness within the Congressional, State and local elected officials' offices of PBW 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.

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 PBW:

- Hon. Jimmy Gomez
- Hon. Grace Napolitano
- Hon. Hilda Solis
- Hon. Sheila Kuehl
- Hon. Janice Hahn
- Hon. Herb Wesson
- Hon. Jose Huizar
- Hon Paul Krekorian
- Hon. Nury Martinez



- Hon. Ben Allen
- Hon. Autumn Burke
- Hon. Blanca Rubio
- Hon. Marqueece Harris-Dawson
- Hon. Ed Hernandez

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

LOGISTICS AND SIGNAGE

Although it never ceases to amaze us how much time and effort it takes to plan a large event and account for all the contingencies – parking, signage, security, room set ups, AV equipment, catering, directions and clean up -- the results were incredible. Patrons found their classes and events without difficulty and the providers were well taken care of. The Facilities Department took care of all the set ups for PBW. This included moving tables and chairs around the library for various class room set-ups in advance. Having learned from previous Pro Bono Week events, we minimized the number of set-up changes, adjusted the schedule to allow for greater participation and streamlined the process.

Like last year, the fair set up began Friday night at 5:00 p.m. and included setting up all the tents in the walkway located in front of the Library. This helped tremendously with the morning rush! Facilities also set up the stage and taped signage to every room and location for easy visibility by patrons.

The signage worked beautifully and allowed us to use every square inch of available space. In fact, all available space both inside and outside was fully booked all day the day of the Fair (including the Training Center, Reading Room stage and classroom, Members Study, Annex, open classroom space in the 70's section, and a clinic configuration in the 50's bowling alley section).

We hung a 20-foot banner on the railing in front of the library which increased the visibility of the exciting upcoming events to those that walked and drove by the Library. Additionally, each booth at the Fair had matching header signs to easily identify our partner – giving it a consistent look and feel – and making the map handout usable and easy to follow.

We set up our own breakfast and lunch station in front of the Library where patrons could purchase various items while waiting for their classes. In addition we set up breakfast and lunch for all of the volunteers in attendance. This was setup in our volunteer lounge downstairs. We were able to secure a majority of our catering needs at a substantial discount through a new vendor/sponsor, Subway.

TECHNOLOGY

IT played a vital role in ensuring the success of the Library's PBW events, setting up equipment used by presenters, staff, and patrons, including computers, laptops, projectors, and audio equipment. This year we added the capability of emailing files to a designated emailed address, allowing presenters to upload large PowerPoint presentation files at their own convenience. The Law Library then had the ability to access and run files on any library hardware with access to the internet.



Helpdesk and troubleshooting support was available at all times during the Saturday fair and for the week's events. IT staff also updated news feeds to promote attendance and set up audio and visual equipment for panel discussions, including a sound mixing board, 6 microphones, a laptop projector, and rented a 8x6 projection screen for the main reading room. In the Members Study all technology was removed for the Citizenship Assistance workshop.

WEBSITE

This year's website went through a minor redesign taking it from a one-page site to multiple pages to help with Search Engine Optimization (SEO) as well as being able to link to specific pages (e.g. Downloads). Website tabs were changed to be more specific, user friendly, and easier to navigate from Weekday to PLSF classes.

Each class offered both at the Public Legal Services Fair as well as during the week has a short description visible, enticing the public to read more. If they click on the "Read More" button, a more in-depth version of the description is displayed 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://probonoweb.lalawlibrary.org/>.

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

- Public Legal Services Fair
- Weekday Events
- Downloads
- Frequently Asked Questions (FAQ)
- Partners
- Sponsors
- Contact Us
- Past Events (Previous years PBW celebrations)

CONCLUSION

Pro Bono Week was a tremendous success, due to the hard work of nearly every employee at LA Law Library and dozens and dozens 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. We look forward to next year being even better!



QUOTES FROM PRESENTERS AND VOLUNTEERS ABOUT THEIR EXPERIENCES

“I really enjoyed it and would be happy to participate in future events. Thanks very much for the opportunity.”

“Thank you for the great opportunities you all created for ABA Pro Bono Week.”

“What a great panel. I loved the dialogue, and it was kind of everyone to stay afterward to talk with the Library patrons. Very grateful to know such enlightened people in positions of leadership who are so generous with their time.”

“The pleasure was all mine! Pro Bono Week is a wonderful event and I was glad to have been a part of it.”

“I look forward to participating again next year.”

“Absolutely! Glad it was a success and happy we could host it.” [Lawyers in the Library]

“We sincerely appreciate the opportunity to participate in Pro Bono Week. Please let me know how we can support you in the future.”

“Thank you for inviting me to participate in the 2018 Pro Bono week. I look forward to our future collaboration.”

“Thank you for having us from Piece by Piece. For the past 4 years it has always been a meaningful experience and we often do have people who reach back to us afterwards. We all know how healing art is for everyone...especially those most vulnerable.”

“Thank you for accommodating our workshop. We are pleased to share that the workshop was a success.”



QUOTES FROM PATRONS AND CLIENTS ABOUT THEIR EXPERIENCES

“Been very depressed. Now feel so much better. Thank you so very much!!”

“I received really good information.”

“I feel more confident and at ease knowing the proper steps to take for my future cases.”

“I know what to do if I need legal help.”

“I was feeling stuck for months, not able to afford legal advice. I came prepared with my questions + feel much better with [attorney’s] advice.”

“This meeting/consultation exceeded my expectations. The attorney was able to answer all of my questions.”

“The impact is great. I am now more aware what I should do with the forms and where to get them.”

“Exceeded my expectations, because she was able to answer and counsel me on how to proceed with the petition to contest a will.”

“Guided my focus on the issue I should address.”

“Positive outlook on the case, appreciated his answers to the questions presented to him.”

“Good. The attorney was courteous and I felt like he cared.”

“It’s excellent that even in these times there are people who donate their time to help the community. After speaking with an attorney I felt more secure in what I have to do.”

“So much new information. Appreciate the knowledge & experience.”

“Attorney guided me in the right direction to obtain more information needed for my case.”

“It was a great experience and I am truly thankful for this opportunity!”

“I feel so much better about my situation and how to protect myself and what to expect.”

“It made me feel a lot better about my situation.”

“I feel empowered.”

“All worries are completely gone.”



EXAMPLES OF PROMOTIONAL LINKS

<https://www.nbclosangeles.com/news/local/Los-Angeles-Law-Library-is-Offering-Free-Legal-Assistance-498395341.html>

<https://www.downtownla.com/calendar/free-legal-services-at-los-angeles-county-law-library-s-annual-legal-services-fair-oct-27-2018>

<http://mhas-la.org/events/>

<https://www.piecebypiece.org/events/2018/10/27/pro-bono-week-saturday-legal-fair>

https://www.americanbar.org/groups/legal_services/publications/dialogue/volume/21/spring-2018/pro-bono-celebration.html

<https://www.downtownla.com/calendar/?day=2018-10-27>
<http://bhba.org/newsletters/barbriefseptoct2018.pdf>

<https://www.evensi.us/october-27-2018-law-library-citizenship-workshop/265302458>

<http://pacelabdc.org/>

<https://allevents.in/los%20angeles/business-series-keeping-the-books-business-accounting-basics/1000048216138769>

<https://allevents.in/los%20angeles/check+in>

<https://scvnews.com/2018/10/19/oct-23-la-county-board-of-supervisors-meeting/>

<https://www.nhnenc.org/news/>

<https://www.kyccla.org/>

<http://ciudadania.yaeshora.info/events?id=3655>

<http://losangeles.eventful.com/events/need-affordable-housing-learn-lihtc-/E0-001-117290903-1>

<https://allevents.in/los%20angeles/volunteer-for-our-october-27-2018-citizenship-workshop/1000048815964865>

https://www.americanbar.org/groups/legal_services/publications/dialogue/volume/21/spring-2018/pro-bono-celebration/

<http://lacannabisnews.com/events/>

<https://angelusnews.com/news/angelus-staff/1-a-catholic-events>



<https://www.mapado.com/en/los-angeles/fair-housing-for-people-with-disabilities>

<http://pacelabdc.org/events/la-law-library-pro-bono-week/>

<https://www.downtownla.com/calendar/free-citizenship-assistance-workshop-oct-27-2018>

<https://www.downtownla.com/calendar/get-individualized-help-clearing-your-criminal-record-oct-26-2018>



RENEWING PARTNERS, PARTICIPANTS AND COLLABORATIONS

Attorney Referral Service of the San Fernando Valley Bar Association
Bet Tzedek Legal Services
Beverly Hills Bar Association Barristers
Bixel Exchange
California Court of Appeal, Second Appellate District
California Lawyers for the Arts
Cancer Legal Resource Center
CASA of Los Angeles
Central American Resource Center (CARECEN)
Christian Legal Aid of Los Angeles
Colantuono, Highsmith & Whatley, PC
County of Los Angeles Department of Consumer and Business Affairs (DCBA)
County of Los Angeles Department of Consumer and Business Affairs Office of
Immigrant Affairs (LAC4YOU)
County of Los Angeles Office of the Inspector General
County of Los Angeles Public Library
Disability Rights California
Disability Rights Legal Center
Esperanza Immigrant Rights Project
GMSA Legal
Hopkins Family Law
Housing Rights Center
Katz & Associates
Kids in Need of Defense (KIND)
Kimball, Tirey & St. John LLP
LA Superior Court
Law Offices of Carol A. Sobel
Law Offices of Kathleen M. O'Connor
Law Office of Tarek Shawky
Learning Rights Law Center
Legal Aid Foundation of Los Angeles (LAFLA)
Levitt & Quinn Family Law Center
Los Angeles City Attorney's Office, Dispute Resolution Program
Los Angeles County District Attorney's Office
Los Angeles Incubator Consortium (LAIC)
Los Angeles Police Department (LAPD)
Los Angeles Public Library, Central Library
Loyola Center for Conflict Resolution
Loyola Law School Immigrant Rights Project
Maria E. Hall, Attorney at Law
Mental Health Advocacy Services (MHAS)
NALEO Educational Fund
Neighborhood Legal Services (NLSLA)
Orren & Orren
Pacific Asian Consortium in Employment (PACE)
People Assisting the Homeless (PATH)
Piece by Piece
Public Counsel
SmartLaw
The Southern California MLP Collaborative



NEW PARTICIPANTS AND COLLABORATIONS

Carothers, DiSante & Freudenberger LLP

Heart L.A.

Horvitz & Levy LLP

Konell Ruggiero LLP

Koreatown Youth and Community Center (KYCC) Low Income Taxpayer Clinic (LITC)

Los Angeles County Department of Mental Health

Los Angeles County Department of Public Health

Los Angeles County Department of Public Social Services

Los Angeles County Public Defender's Office

Office of the County Counsel

Olive-View-UCLA Medical Center

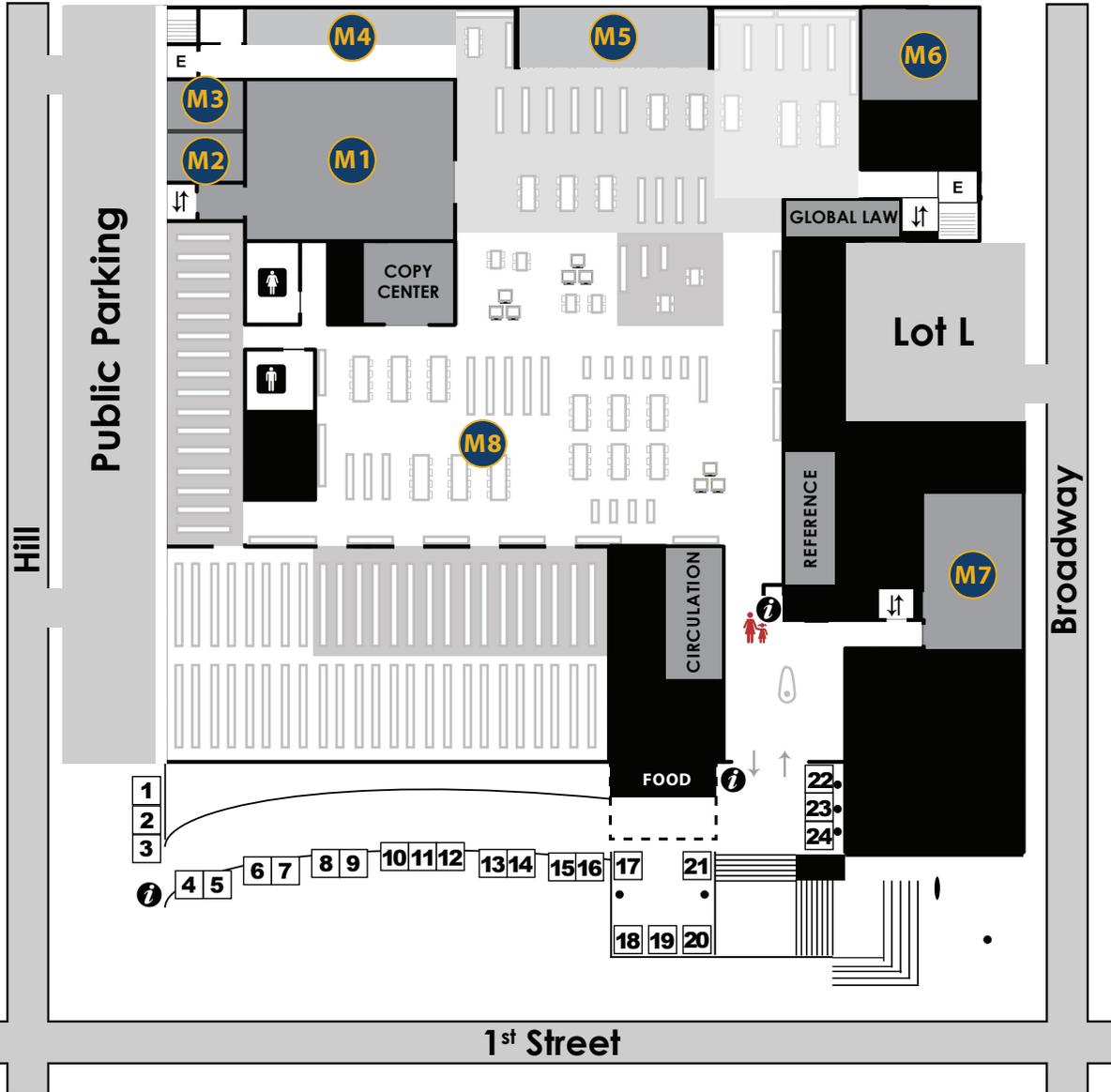
Our Children LA (OCLA)

So Cal Family Mediation



PBW Financial Report

Account	Source No.	Description	Amount
Special Events Income	FRIENDS	Sponsorship	10,000
	LEXISNEXIS(OH)	Sponsorship	2,500
	WOLTERS	Sponsorship	1,500
	THOMSONR	Sponsorship	2,500
	LACLL	Food Sale	157
Total Income			16,657
Special Events Expense		PBW Child Care Services, 8hrs \$13.25/hr, 10/27/18	106
		1BX 10X13 Envelope-PBW	29
		10K Pro Bono Week Flyers	591
		2018 PBW, Program Flyers (Spanish and English)	1,457
		2018 PBW Poster Boards	319
		2018 PBW, 3 Banners	145
		2018 PBW PLSF Maps (Qty 1000)	253
		PBW 2018 Mic/6x8 Screen Rental	100
		PBW 2018 Networking Lunch	507
		Bottled Water	263
		Table, Chairs, Tent Rental	2,908
		Food/Supplies	1,273
		Table Covers	43
		Information Packet Postage	262
		Security Services	1,209
	PBW Workshop/Classes In-House Printing	146	
	PBW Staff Overtime	213	
Total Expenditures			9,823
Net Balance			6,834



Organization's Name	Booth
Cancer Legal Resource Center / Disability Rights Legal Center	1
People Assisting the Homeless (PATH)	2
Piece by Piece	3
California Lawyers for the Arts	4
Los Angeles City Attorney's Dispute Resolution Program	5
Loyola Center for Conflict Resolution	6
Christian Legal Aid	7
Pacific Asian Consortium in Employment (PACE) Business Development Center	8
Koreatown Youth and Community Center (KYCC) Low Income Taxpayer Clinic (LITC)	9
Housing Rights Center	10
Heart L.A.	11
Attorney Referral Service of the San Fernando Valley Bar Association	12
LAIC Low Bono Legal Services / SmartLaw	13
Learning Rights Law Center	14
Our Children LA (OCLA)	15
Kids in Need of Defense (KIND)	16
County of Los Angeles Public Library	17
Disability Rights California	18
County of Los Angeles Department of Consumer and Business Affairs	19
Esperanza Immigrant Rights Project	20
Los Angeles Public Library, Central Library	21
Levitt & Quinn Family Law Center	22
Bet Tzedek Legal Services	23
Legal Aid Foundation of Los Angeles (LAFLA)	24

- Information Booth
- Emergency Exits
- M1 - M8 - Classrooms
- Child Care Information

For information on classes, events, and workshops offered, please see reverse side.

Time	Classes, Workshops, and Lawyers in the Library	Location
9:30 am - 10:30 am	Section 8 and Subsidized Housing	M8
9:30 am - 11:30 am	Citizenship Assistance Workshop	M1
9:30 am - 12:00 pm	Orientación General Y Taller de Asilo para los Inmigrantes que Enfrentan la Deportación	M7
9:30 am - 12:30 pm	Lawyers in the Library	M4
11:00 am - 2:00 pm	Piece by Piece Mosaic Workshop	BOOTH 3
11:00 am - 12:00 pm	Need Affordable Housing? Learn About LITHC	M6
11:00 am - 12:00 pm	Volunteer Advocates for Children in Foster Care	M3
11:00 am - 12:00 pm	Child Custody, Support & Visitation	M8
11:00 am - 12:00 pm	Fair Housing for People With Disabilities	M5
12:00 pm - 1:00 pm	Lunch Break - Please visit the information booths in front of the library for important information	
1:00 pm - 2:00 pm	Working With a Lawyer on a Budget	M5
1:00 pm - 2:00 pm	Appeals: How the Court Process Works	M7
1:00 pm - 2:00 pm	Understanding California's Dog Bite Law	M8
1:00 pm - 3:00 pm	Citizenship Assistance Workshop	M1
1:15 pm - 2:15 pm	Immigration Enforcement (ICE): Be Prepared!	M3
2:00 pm - 3:00 pm	Removing Barriers to Employment: Citations, Warrants, Etc	M6
2:15 pm - 3:15 pm	Appeals: Making Your Case & Persuading the Court	M7
2:15 pm - 3:15 pm	Fair Housing: Who is Protected & What You Need to Know	M5
2:30 pm - 3:30 pm	How to Talk to a Lawyer	M8
3:30 pm - 4:30 pm	Dealing With an Income Tax Dispute	M3
3:30 pm - 4:45 pm	Landlord-Tenant: Where You Begin	M1
3:45 pm - 4:45 pm	The Brown Act: California's Open Government Law	M7
3:45 pm - 4:45 pm	Writs: How to Challenge Government Agency Decisions	M5
3:45 pm - 4:45 pm	How to Find the Right Lawyer or Legal Service	M8
3:45 pm - 4:45 pm	Stay Out of Housing Court: Mediation Workshop	M6

LALL would like to thank our sponsors



Friends of the Los Angeles County Law Library



THOMSON REUTERS™



LexisNexis®



Wolters Kluwer

and Congressman Jimmy Gomez

for the immigration information table provided in the lobby.

LA Law Library
301 W. 1st Street
Los Angeles, 90012
213-785-2529

probonoweek.lalawlibrary.org

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[@LALawLibrary](https://twitter.com/LALawLibrary)



[@LA_Law_Library](https://www.instagram.com/LA_Law_Library)

#ProBonoWeek

#LALawLibrary



LALAWLIBRARY

MEMORANDUM

DATE: November 14, 2018

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Janine Liebert, Managing Librarian, Public Interest Programs
Ryan Metheny, Managing Librarian, Legal Education

RE: Staff Report Regarding Converting “Law Week” to “Law Days”

INTRODUCTION

For the past several years, LA Law Library has organized and promoted Law Week, a week-long selection of educational and clinical programming in celebration of National Law Day, with a different theme each year set by the American Bar Association. Our Law Week celebration, much like Pro Bono Week, has served as an opportunity to raise awareness of Library resources, reach new patron groups, and promote access to justice.

While Law Week has been a success, Staff believe these goals can be served more effectively, and Staff resources deployed more efficiently, by celebrating several, individual “Law Days” throughout the year, rather than holding a single, week-long event.

ANALYSIS

The Library has treated Law Week as a counterpart to Pro Bono Week in our annual calendar of events. Each consists of wide array of free educational and clinical programming covering many different legal topics, widely promoted in an effort to reach new audiences and raise awareness of the Library and access to justice issues. Programming for each differs thematically. Each has placed a significant demand on Staff time and energy. Law Week has not historically included a Public Legal Services Fair or extensive hands-on workshops.

The work involved includes the development of programming (internally and with partnering organizations), creation of promotional material, promotion through media outlets and partnering organizations, plus the demands placed upon Facilities, Information Technology, the librarians, and other staff to manage events effectively and as planned in an intensive week-long event. Promoting Law Week and reaching our target audience can also be challenging, given the more



academic nature of the Law Day themes and the lack of public recognition of Law Week.

Staff believe the resources devoted to Law Week can be deployed more effectively by holding a handful of smaller, single day events celebrating four to five other legally-themed holidays or events. These would include:

Freedom of Information Day (March 16)

Law Day (May 1)

Constitution Day (September 17)

World Social Justice Day (February 20)

and potentially one other day to be added each year to allow for evolving patron needs and programming opportunities.

Each day would be celebrated with a combination of library displays, panel discussions, public classes, clinics and/or MCLEs.

In addition to making the workload more manageable for Staff, this approach will also allow the Library to take advantage of more well-known holidays with a legal connection and to maximize promotion of Library resources and access to justice throughout the year. It will also heighten the uniqueness of Pro Bono Week, which Staff believe should be treated as the Library's premier celebratory event each year.

