

AGENDA

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

REGULAR BOARD MEETING
Wednesday, September 25, 2019
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 July 24, 2019 Regular Board Meeting
- 3.2 Review of June and July Financials and List of July and August Checks and Warrants
- 3.3 Platinum Program Update for the Month of July and August

4.0 DISCUSSION ITEMS

- 4.1 Review and Approval of the Annual Report to the Board of Supervisors
- 4.2 Fire-Life-Safety Updates
- 4.3 Staff Presentation: Update Regarding Remote Locations

5.0 CLOSED SESSION

- 5.1 Conference with Legal Counsel; Existing Litigation (Gov. Code § 54956.9(d)(1)); *Palmer vs. Longteur* Case No. 19STCV18166

6.0 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.

7.0 EXECUTIVE DIRECTOR REPORT

- 7.1 Pro Bono Week Announcement

8.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, October 23, 2019.

POSTED WEDNESDAY, SEPTEMBER 19, 2019 @ 4:30 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the July 24, 2019, Regular Board Meeting
- 3.2 Review of June and July Financials and List of July and August Checks and Warrants
- 3.3 Platinum Program Update for the Month of July and August

**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF LAW LIBRARY TRUSTEES OF
LOS ANGELES COUNTY**

**A California Independent Public Agency Under
Business & Professions Code Section 6300 et sq.**

July 24, 2019

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, July 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
Jennifer Martin, Temporary Project Coordinator

President Juhas determined a quorum to be present, convened the meeting at 12:16 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. Trustee Steinhauer joined the meeting at 12:19pm.

1.0 PUBLIC COMMENT

No requests for public comment were received

4.0 CLOSED SESSION (TAKEN OUT OF ORDER)

4.1 Conference with Labor Negotiator (G.C. 54957.6). *Library Negotiator:* Executive Director, Sandra J. Levin; *Employee Organization:* SEIU Local 721.

No reportable action taken.

2.0 PRESIDENT'S REPORT – OPEN SESSION

No President's report.

3.0 **CONSENT CALENDAR**

- 3.1 Approval of Minutes of the June 19, 2019 Regular Board Meeting
- 3.2 Review of May Financials and List of June Checks and Warrants.
- 3.3 Receipt of Platinum Program Update for the month of June
- 3.4 Receipt of FY19 Quarter 4 Statistics
- 3.5 Approval of Vazquez & Company LLP Engagement Letter to Audit the Law Library's Financial Statements for FY2018-19
- 3.6 Approval of Revised Rules of Conduct
- 3.7 Approval of Revised Job Description for Library Aide, Circulation and IT Department Positions
- 3.8 Approval of Trustee Designated Members of the Friends of Los Angeles County Law Library Board of Directors Appointments for the terms identified as September 1, 2019 to August 31, 2021

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

5.0 **DISCUSSION ITEMS**

- 5.1 Approval of Memorandum of Understanding with SEIU Local 721 and Related Budget Amendments

President Juhas requested a motion to 1) approve the attached MOU; and 2) Amend the fiscal year 2020 budget to add \$47,000 for a 5% bonus for represented employees and \$68,000 (based upon 2% of salaries) to be allocated towards a merit bonus. So moved by Trustee Court, seconded by Trustee Stern. The motion was unanimously approved, 6-0.

- 5.2 Staff Presentation: AALL 2019 Conference Review

LA Law Library was present at the 2019 AALL Conference held in Washington DC July 13-16, four LALL staff members attended: Director of Collection Management Services, Meiling Li; Managing Librarian of Legal Education, Ryan Metheny; Reference Librarian, Anahit Petrosyan; Global Law Librarian, Dinah Minkoff. All attendees shared knowledge and experience gained. Trustee Steinhauser added it was money wisely spent. Trustee Landin agreed a great deal of knowledge and experience was gained. Trustee Stern asked how the library compared to others. Staff replied we are unique in our size and collection.

No action taken.

1.0 PUBLIC COMMENT(TAKEN OUT OF ORDER – LATE REQUEST)

Patron Randall made a public comment before the board regarding a situation with security. Patron was denied entry with oversized cart. Patron was escorted up to Hill Street by security and felt poorly treated. A formal complaint was made.

6.0 AGENDA BUILDING

There were no items for agenda building.

7.0 EXECUTIVE DIRECTORS REPORT

ED Levin commented on an incident that took place at the Federal Courthouse and as a result affected the law library. A gunshot was fired and a bullet was lodged into the granite front wall of the library. Police removed the bullet. ED Levin also added that demographics are changing, causing increased challenges by staff and security. Trustee Steinhauser asked what the board could do to help. Suggestions made were many of the incidents could be due to extreme weather and to connect with city hall and shelters.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:17pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, August 28, 2019 at 12:15pm.

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

Los Angeles County Law Library

Balance Sheet

As of June 30, 2019

(Provisional and subject to year-end audit adjustments)

	6/30/2018	6/30/2019	YTD
Assets			
Current assets			
Cash and cash equivalents	4,748,337	9,419,729	4,671,391
Accounts receivable	1,599,833	1,531,186	(68,647)
Prepaid expenses	201,343	333,124	131,781
Total current assets	6,549,514	11,284,040	4,734,526
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,564,722	4,788,676	223,954
Capital assets, not being depreciated	630,426	883,768	253,342
Capital assets, being depreciated - net	17,174,661	16,697,919	(476,742)
Total noncurrent assets	22,688,279	22,688,833	554
Total assets	29,237,793	33,972,873	4,735,080
Deferred Outflows of Resources			
Deffered Outflows of Resources	1,712,350	1,712,350	-
Total assets and deferred outflows of resources	30,950,143	35,685,223	4,735,080
Liabilities			
Current Liabilities			
Accounts payable	228,063	230,629	2,566
Other current liabilities	-	-	-
Payroll liabilities	5,000	7,532	2,532
Total current liabilities	233,063	238,161	5,098
Noncurrent Liabilities			
Accrued sick and vacation liability	293,210	302,790	9,581
Borrowers' deposit	291,560	295,062	3,502
OPEB liability	2,735,493	2,985,489	249,996
Net pension liability	2,880,776	2,880,776	-
Total noncurrent liabilities	6,201,038	6,464,117	263,079
Total liabilities	6,434,101	6,702,278	268,176
Deferred Inflows of Resources			
Deffered Inflows of Resources	944,117	944,117	-
Total liabilities and Deffered inflows of resources	7,378,218	7,646,395	268,176
Net Position			
Invested in capital assets	17,805,087	17,581,688	(223,399)
Unrestricted	5,766,838	10,457,141	4,690,303
Total net position	23,571,925	28,038,828	4,466,904
Total liabilities and Deffered inflows of resources and net position	30,950,143	35,685,223	4,735,080

Los Angeles County Law Library
Statement of Cash Flows
As of June 30, 2019
(Provisional and subject to year-end audit adjustments)

	6/30/2019	YTD
Cash flows from operating activities		
L.A. Superior court fees	696,772	7,734,201
Parking fees	49,881	638,848
Library services	21,661	3,988,819
(Increase) decrease in accounts receivable	(103,471)	68,647
Increase (decrease) in borrowers' deposit	(4,144)	3,502
Cash received from filing fees and services	660,698	12,434,016
Facilities	(74,404)	(898,036)
Technology	(16,350)	(130,036)
General	(5,616)	(82,170)
Professional development	(684)	(50,509)
Communications & marketing	(1,387)	(12,735)
Travel & entertainment	(53)	(377)
Professional services	(9,526)	(77,565)
Electronic Resource Subscriptions (ERS)	(80,791)	(593,946)
(Increase) decrease in prepaid expenses	7,446	(131,781)
Increase (decrease) in accounts payable	162,526	2,566
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(18,839)	(1,974,589)
Staff (payroll + benefits)	(240,199)	(3,929,707)
Increase (decrease) in payroll liabilities	132	2,532
Increase (decrease) in accrued sick and vacation liability	21,201	9,581
Increase (decrease) in OPEB liability	20,833	249,996
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(198,034)	(3,667,598)
Contributions received	-	140,000
Net cash from operating activities	443,825	6,931,829
Cash flow from capital and related financing activities		
Library materials	(258,526)	(1,910,800)
Fixed assets	(36,670)	(258,899)
Capital - Work in Progress (WIP)	24,900	(253,342)
Cash flows from investing activities		
Investment	-	-
Investment earnings	18,983	162,604
Net cash increase (decrease) in cash and cash equivalents	192,512	4,671,391
Cash and cash equivalents, at beginning of period	9,545,686	5,066,807
Cash and cash equivalents, at end of period	9,738,199	9,738,199
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	119,803	4,080,346
Adjustments for noncash effects:		
Depreciation	219,500	2,646,441
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(103,471)	68,647
(Increase) decrease in prepaid expenses	7,446	(131,781)
Increase (decrease) in accounts payable	162,526	2,566
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	132	2,532
Increase (decrease) in accrued sick and vacation liability	21,201	9,581
Increase (decrease) in borrowers' deposit	(4,144)	3,502
Increase (decrease) in OPEB liability	20,833	249,996
Net impact of GASB 68 adjustments	-	-
Net cash from operating activities	443,825	6,931,829

Los Angeles County Law Library

Balance Sheet

As of July 31, 2019

(Provisional and subject to year-end audit adjustments)

	6/30/2019	7/31/2019	YTD
Assets			
Current assets			
Cash and cash equivalents	9,419,729	9,176,859	(242,870)
Accounts receivable	1,531,186	1,403,866	(127,320)
Prepaid expenses	333,124	481,034	147,909
Total current assets	11,284,040	11,061,759	(222,281)
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,788,676	4,784,082	(4,594)
Capital assets, not being depreciated	883,768	883,768	-
Capital assets, being depreciated - net	16,697,919	16,601,400	(96,520)
Total noncurrent assets	22,688,833	22,587,720	(101,114)
Total assets	33,972,873	33,649,479	(323,394)
Deffered Outflows of Resources			
Deffered Outflows of Resources	1,712,350	1,712,350	-
Total assets and deffered outflows of resources	35,685,223	35,361,829	(323,394)
Liabilities			
Current Liabilities			
Accounts payable	230,629	103,361	(127,267)
Other current liabilities	-	-	-
Payroll liabilities	7,532	8,670	1,138
Total current liabilities	238,161	112,032	(126,129)
Noncurrent Liabilities			
Accrued sick and vacation liability	302,790	302,790	-
Borrowers' deposit	295,062	279,319	(15,743)
OPEB liability	2,985,489	3,007,156	21,667
Net pension liability	2,880,776	2,880,776	-
Total noncurrent liabilities	6,464,117	6,470,041	5,924
Total liabilities	6,702,278	6,582,072	(120,205)
Deffered Inflows of Resources			
Deffered Inflows of Resources	944,117	944,117	-
Total liabilities and Deffered inflows of resources	7,646,395	7,526,189	(120,205)
Net Position			
Invested in capital assets	17,581,688	17,485,168	(96,520)
Unrestricted	10,457,141	10,350,471	(106,669)
Total net position	28,038,828	27,835,639	(203,189)
Total liabilities and Deffered inflows of resources and net position	35,685,223	35,361,829	(323,394)

Los Angeles County Law Library

Statement of Cash Flows

As of July 31, 2019

(Provisional and subject to year-end audit adjustments)

	7/31/2019	YTD
Cash flows from operating activities		
L.A. Superior court fees	619,516	619,516
Parking fees	51,278	51,278
Library services	56,427	56,427
(Increase) decrease in accounts receivable	127,320	127,320
Increase (decrease) in borrowers' deposit	(15,743)	(15,743)
Cash received from filing fees and services	838,798	838,798
Facilities	(63,918)	(63,918)
Technology	(10,047)	(10,047)
General	(8,426)	(8,426)
Professional development	(5,210)	(5,210)
Communications & marketing	(39)	(39)
Travel & entertainment	-	-
Professional services	(3,933)	(3,933)
Electronic Resource Subscriptions (ERS)	(19,537)	(19,537)
(Increase) decrease in prepaid expenses	(147,909)	(147,909)
Increase (decrease) in accounts payable	(127,267)	(127,267)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(386,287)	(386,287)
Staff (payroll + benefits)	(611,170)	(611,170)
Increase (decrease) in payroll liabilities	1,138	1,138
Increase (decrease) in accrued sick and vacation liability	-	-
Increase (decrease) in OPEB liability	21,667	21,667
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(588,364)	(588,364)
Contributions received	-	-
Net cash from operating activities	(135,853)	(135,853)
Cash flow from capital and related financing activities		
Library materials	(123,336)	(123,336)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment	-	-
Investment earnings	16,319	16,319
Net cash increase (decrease) in cash and cash equivalents	(242,870)	(242,870)
Cash and cash equivalents, at beginning of period	9,738,199	9,738,199
Cash and cash equivalents, at end of period	9,495,329	9,495,329
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(214,914)	(214,914)
Adjustments for noncash effects:		
Depreciation	219,856	219,856
Extraordinary expense: book write-off	-	-
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	127,320	127,320
(Increase) decrease in prepaid expenses	(147,909)	(147,909)
Increase (decrease) in accounts payable	(127,267)	(127,267)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	1,138	1,138
Increase (decrease) in accrued sick and vacation liability	-	-
Increase (decrease) in borrowers' deposit	(15,743)	(15,743)
Increase (decrease) in OPEB liability	21,667	21,667
Net impact of GASB 68 adjustments	-	-
Net cash from operating activities	(135,853)	(135,853)

LOS ANGELES COUNTY LAW LIBRARY
July 1, 2019 - July 31, 2019 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 1	DAVID ALFONSO ORTIZ	REFUND	70.00	031009
July 3	AFLAC REMITTANCE	CAFE PLAN-INSURA	888.74	031010
	COUNTY OF LOS ANGELES	HEATING/COOLING	3,562.00	031011
	ONEDIGITAL HR CONSULTING	CONSULTING	2,896.26	031012
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	9,368.10	031013
	KEYANA NICOLE JONES	REFUND	140.00	031014
	PARDEEP JOSHI	REFUND	125.00	031015
	MI-SEON TINA KIM	REFUND	140.00	031016
	BENJAMIN LANG	REFUND	126.00	031017
	SHANNON LYNNE SMITH-FANG	REFUND	92.00	031018
	EHSAN QADIR	REFUND	140.00	031019
	JAMES SHINICHIRO UYEDA	REFUND	125.00	031020
July 5	MARY MARTIN BOOKSELLERS	BOOKS	899.95	031021
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	840.00	031022
July 10	AT&T	TELECOM	420.78	031023
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	031024
	MICHELLE HOPKINS	LEGAL	6,630.00	031025
	NATIONAL 50 SECURITY	SECURITY	5,512.65	031026
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	031027
July 12	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	522.52	031028
	COMERCIAL CELIS LIMITADA	BOOKS	702.00	031029
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	790.00	031030
	CAROLYN M DUNNETT	REFUND	125.00	031031
	JAMES KELLY MOFFAT	REFUND	130.00	031032
	LOUISE NEMSCHOFF	REFUND	125.00	031033
	TIMOTHY JAMES SCHAAFF	REFUND	140.00	031034
	JIUNN JYE TANG	REFUND	140.00	031035
July 15	NATIONAL 50 SECURITY	SECURITY	5,142.65	031036
July 19	GAUNT	BOOKS	335.98	031037
	LAW REPORTS INTERNATIONAL LTD	BOOKS	220.00	031038
	MARY MARTIN BOOKSELLERS	BOOKS	145.00	031039
	WILLIAM S HEIN & CO	BOOKS	891.40	031040
July 26	ETHAN B DORR	REFUND	140.00	031041
	BEATA ANNA KAMINSKA	REFUND	70.00	031042
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	4,837.00	031043
	AFLAC REMITTANCE	CAFE PLAN-INSURA	888.74	031044
	BRIDGES FILTER SERVICE, INC	BLDG SVCS	614.49	031045

56,506.13

LOS ANGELES COUNTY LAW LIBRARY
July 1, 2019 - July 31, 2019 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
July 30	GUARDIAN	PREPAID EXP	7,428.87	031046	
	MARIA HALL LAW	LEGAL	975.00	031047	
	COUNTY OF LOS ANGELES	HEATING/COOLING	3,953.14	031048	
	SYNCB AMAZON	BOOKS	173.91	031049	
	RETTA LIBROS LIDERLAF S A	BOOKS	171.33	031050	
	LOS ANGELES LAWYERS PHILHARMONIC ** VOIDED	ADVERTISING	0.00	031051	
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	9,368.10	031052	
	COUNTY OF LOS ANGELES	BANK CHARGES	51.53	031053	

71,199.14

LOS ANGELES COUNTY LAW LIBRARY
July 1, 2019 - July 31, 2019 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 2	GOLDEN STATE OVERNIGHT	DELIVERY & POSTAG	10.12	V004480
	PEOPLEG2	RECRUITMENT	132.99	V004481
	STATE COMPENSATION	WORKERS COMP	3,177.08	V004482
July 5	WOLTERS KLUWER LAW & BUSINESS	BOOKS	5,058.90	V004483
	LEXISNEXIS MATTHEW BENDER	BOOKS	168.83	V004484
	DATA TRACE PUBLISHING COMPANY	BOOKS	219.95	V004485
	PRACTISING LAW INSTITUTE	BOOKS	435.48	V004486
	DODGERS.COM	STAFF MEALS & EVE	1,416.00	V004578
July 10	ALTA FOODCRAFT	KITCHEN SUPPLIES	123.86	V004487
	BANDWIDTH.COM, INC.	TELECOM	285.59	V004488
	BRIGHTVIEW	LANDSCAPING	1,250.00	V004489
	NASA SERVICES	BLDG SVCS	467.45	V004490
	OCLC INC	BIBLIOGRAPHICAL S	1,876.80	V004491
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	276.00	V004492
July 11	STAMPS.COM	DELIVERY & POSTAG	24.99	V004525
July 12	AMERICAN LEGAL PUBLISHING	BOOKS	455.00	V004493
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	5,915.58	V004494
	LEXISNEXIS MATTHEW BENDER	BOOKS	248.57	V004495
	JAMES PUBLISHING INC	BOOKS	184.00	V004496
	JOURNAL OF THE PATENT AND TRADEMARK	BOOKS	65.00	V004497
	JURIS PUBLISHING INC	BOOKS	63.03	V004498
	JURISNET LLC	BOOKS	532.20	V004499
	LAW JOURNAL PRESS	BOOKS	814.07	V004500
	LEXISNEXIS ONLINE SERVICES	BOOKS	15,298.00	V004501
	PRACTISING LAW INSTITUTE	BOOKS	327.79	V004502
	THOMSON REUTERS	BOOKS	78,914.73	V004503
July 15	GTT COMMUNICATIONS	TELECOM	464.26	V004504
	KONICA MINOLTA BUSINESS	COPY CENTER	261.26	V004505
	SPECTRUM	TELECOM	1,086.05	V004506
	UPS	DELIVERY & POSTAG	28.00	V004507
July 16	RENAISSANCE WASHINGTON DC HOTEL	TRAVEL	659.81	V004526
July 19	LEXISNEXIS MATTHEW BENDER	BOOKS	326.87	V004508
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,083.14	V004509
	INGRAM LIBRARY SERVICES	BOOKS	126.50	V004510
	JAMES PUBLISHING INC ** VOIDED *****	BOOKS	0.00	V004511
	JURIS PUBLISHING INC	BOOKS	88.03	V004512
	LRP PUBLICATIONS	BOOKS	1,760.00	V004513

124,764.43

LOS ANGELES COUNTY LAW LIBRARY
July 1, 2019 - July 31, 2019 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 23	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	138.50	V004514
	PRACTISING LAW INSTITUTE	BOOKS	259.84	V004515
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	4,275.54	V004516
	THOMSON REUTERS	BOOKS	907.76	V004517
	JOHN WILEY & SONS INC	BOOKS	738.93	V004518
	UNIVERSITY OF WISCONSIN LAW SCHOOL	BOOKS	65.00	V004519
	GOBI LIBRARY SOLUTIONS	BOOKS	1,168.98	V004520
July 26	KONICA MINOLTA BUSINESS	COPY CENTER	332.92	V004521
	INGALLINA'S CATERING	BOARD EXPENSE	98.20	V004541
July 30	INFINISOURCE INC	PAYROLL/HR BENEFI	75.00	V004527
	OFFICE DEPOT	HARDWARE <3K	3,849.39	V004528
	WOLTERS KLUWER LAW & BUSINESS ** VOIDED ****	BOOKS	0.00	V004529
	BLOOMBERG BNA	BOOKS	259.99	V004530
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,265.78	V004531
	CALIFORNIA MEDICAL ASSOCIATION	BOOKS	1,058.69	V004532
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	21.78	V004533
	JAMES PUBLISHING INC	BOOKS	184.00	V004534
	CONNECTICUT LAW TRIBUNE	BOOKS	320.70	V004535
	MUNICIPAL CODE CORPORATION	BOOKS	101.00	V004536
	PRACTISING LAW INSTITUTE	BOOKS	501.18	V004537
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	811.94	V004538
	FRANK R THOROLD	BOOKS	154.93	V004539
	THOMSON REUTERS	BOOKS	3,456.93	V004540
	LEXISNEXIS MATTHEW BENDER	BOOKS	32,945.79	V004542
	ARMIN INNOVATIVE PRODUCTS	BINDING	4,147.50	V004556

182,766.20

LOS ANGELES COUNTY LAW LIBRARY
July 1, 2019 - July 31, 2019 (CHECKS)
Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 4	AMAZON WEB SERVICES	SERVICES	0.52	V000339
July 16	CLEARCHECKS.COM	RECRUITMENT	34.99	V000340
July 31	SYNCB AMAZON	FURNITURE/APPLIAN	163.10	V000341

198.61

LOS ANGELES COUNTY LAW LIBRARY
July 1, 2019 - July 31, 2019 (CHECKS)
Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 10	LA DEPT WATER & POWER	WATER/SEWER	11,025.39	V000098

LOS ANGELES COUNTY LAW LIBRARY
July 1, 2019 - July 31, 2019 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 8	SEIU LOCAL 721	UNION DUES	1,941.58	001637
	SEIU LOCAL 721	UNION DENTAL	40.44	001638

1,982.02

LOS ANGELES COUNTY LAW LIBRARY
July 1, 2019 - July 31, 2019 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 23	ALLIANT INSURANCE SERVICES INC	PREPAID EXP	134,091.88	TS00282182
	CSAC EXCESS INSURANCE AUTHORITY	PREPAID EXP	62,345.00	TS00282182
	LEXISNEXIS BUTTERWORTHS	BOOKS	59,243.00	TS00282182

255,679.88

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2019 - August 31, 2019 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 2	MARY MARTIN BOOKSELLERS	BOOKS	1,800.00	031054
	RETTA LIBROS LIDERLAF S A	BOOKS	59.62	031055
August 8	STATE OF CALIFORNIA	COURSE REGISTRAT	50.00	031056
	LOS ANGELES LAWYERS PHILHARMONIC	ADVERTISING	300.00	031057
	LEA COHEN TANUGI-CARRESSE	REFUND	140.00	031058
	DRAGA SIKANOVSKI	REFUND	195.00	031059
	JACKLYN MARIE TORRES	REFUND	140.00	031060
	PHUONG DAVE VO	REFUND	140.00	031061
August 9	OTTO HARRASSOWITZ	BOOKS	2,677.40	031062
	PETTY CASH FUND	PETTY CASH	161.92	031063
August 15	GOLDEN STATE ELECTRIC	CIP INTERIOR	1,200.00	031064
	NATIONAL 50 SECURITY	SECURITY	5,721.12	031065
	SANTOS HERNANDEZ LEMOS	REFUND	140.00	031066
	JESSICA MICHELE PALASIK	REFUND	136.00	031067
August 16	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	362.52	031068
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	460.50	031069
	MARY MARTIN BOOKSELLERS	BOOKS	734.95	031070
	WILLIAM S HEIN & CO	BOOKS	135.75	031071
August 21	NEAL THOMAS WIENER	REFUND	130.00	031072
	AFLAC REMITTANCE	CAFE PLAN-INSURA	839.71	031073
	AT&T	TELECOM	495.61	031074
	GTT COMMUNICATIONS	TELECOM	858.98	031075
	GUARDIAN	PREPAID EXP	7,420.89	031076
	HOUSE OF TROPHIES AND AWARDS, INC	STAFF MEALS & EVE	161.88	031077
	NATIONAL 50 SECURITY	SECURITY	5,673.85	031078
August 23	SYNCB AMAZON	SUPPLIES-OFFICE	184.15	031079
	OTTO HARRASSOWITZ	BOOKS	1,230.94	031080
	SAN DIEGO COUNTY PUBLIC LAW LIBRARY	BOOKS	381.70	031081
August 27	BRIDGES FILTER SERVICE, INC	BLDG SVCS	614.49	031082
	COUNTY OF LOS ANGELES	BANK CHARGES	47.26	031083
	LEGAL AID FOUNDATION OF LOS ANGELES	ADVERTISING	1,000.00	031084
	NATIONAL 50 SECURITY	SECURITY	5,467.58	031085
	VASQUEZ & COMPANY LLP	PREPAID EXP	6,500.00	031086
	VASQUEZ & COMPANY LLP	PREPAID EXP	7,500.00	031087

53,061.62

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2019 - August 31, 2019 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 2	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,360.39	V004543
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	31.97	V004544
	CQ PRESS DIVISION OF SAGE PUBLICATI	BOOKS	498.48	V004545
	DATA TRACE PUBLISHING COMPANY	BOOKS	219.95	V004546
	INTERNATIONAL ASSOCIATION OF	BOOKS	130.00	V004547
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	113.21	V004548
	JAMES PUBLISHING INC	BOOKS	438.00	V004549
	MARYLAND INSTITUTE FOR CONTINUING P	BOOKS	866.50	V004550
	NEW MEXICO TRIAL LAWYERS	BOOKS	300.00	V004551
	PRACTISING LAW INSTITUTE	BOOKS	205.42	V004552
	UNITED NATIONS PUBLICATIONS	BOOKS	124.22	V004553
	WEST ACADEMIC	BOOKS	160.95	V004554
	GOBI LIBRARY SOLUTIONS	BOOKS	1,440.60	V004555
	J P COOKE COMPANY	SUPPLIES-OFFICE	228.51	V004557
	STATE COMPENSATION	WORKERS COMP	3,177.08	V004558
August 5	CDW GOVERNMENT INC	SUPPLIES-OFFICE	1,969.14	V004560
	GURU PRINTERS	SPECIAL EVENTS EX	212.43	V004561
August 6				
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,003.84	V004559
August 8				
	BRIGHTVIEW	LANDSCAPING	1,250.00	V004562
	OCLC INC	BIBLIOGRAPHICAL S	781.55	V004563
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	98.00	V004564
	UPS	DELIVERY & POSTAG	27.05	V004565
August 9				
	AMERICAN BAR ASSOCIATION	BOOKS	3,974.22	V004566
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	541.37	V004567
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	114.16	V004568
	DAILY JOURNAL CORPORATION	BOOKS	1,868.06	V004569
	JAMES PUBLISHING INC	BOOKS	653.72	V004570
	JURIS PUBLISHING INC	BOOKS	227.20	V004571
	KANSAS BAR ASSOCIATION	BOOKS	635.54	V004572
	LOS ANGELES TIMES	BOOKS	192.96	V004573
	PRACTISING LAW INSTITUTE	BOOKS	423.98	V004574
	FRANK R THOROLD	BOOKS	2,400.29	V004575
	THOMSON REUTERS	BOOKS	13,505.00	V004576
August 11				
	STAMPS.COM	DELIVERY & POSTAG	24.99	V004616
August 12				
	GURU PRINTERS	SPECIAL EVENTS EX	584.73	V004579
August 13				
	STAMPS.COM	DELIVERY & POSTAG	300.00	V004580
August 14				

41,421.01

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2019 - August 31, 2019 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 15	NETRONIX INTEGRATION INC	REPAIR/MAINT	337.50	V004581
	AT&T MOBILITY	TELECOM	16.24	V004582
	BANDWIDTH.COM, INC.	TELECOM	291.66	V004583
	KONICA MINOLTA BUSINESS	COPY CENTER	819.67	V004584
	LASERCARE	COPY CENTER	693.56	V004585
	OFFICE DEPOT	PREPAID EXP	2,183.76	V004586
	UPS	DELIVERY & POSTAG	358.97	V004587
August 16	VALLEY WIDE AIR	REPAIR & MAINTENA	565.00	V004588
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,031.22	V004589
August 16	BLOOMBERG BNA	BOOKS	590.04	V004590
	CAL OSHA REPORTER	BOOKS	427.00	V004591
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	455.09	V004592
	INGRAM LIBRARY SERVICES	BOOKS	34.55	V004593
	JAMES PUBLISHING INC	BOOKS	185.06	V004594
	PRACTISING LAW INSTITUTE	BOOKS	225.13	V004595
	THOMSON REUTERS	BOOKS	78,917.94	V004596
	UNIVERSITY OF WISCONSIN LAW SCHOOL	BOOKS	99.00	V004597
August 21	GOBI LIBRARY SOLUTIONS	BOOKS	715.46	V004598
	ALTA FOODCRAFT	KITCHEN SUPPLIES	24.26	V004599
	KONICA MINOLTA BUSINESS	COPY CENTER	281.99	V004600
	OFFICE DEPOT	SUPPLIES-OFFICE	58.22	V004601
August 22	SPECTRUM	TELECOM	1,080.74	V004602
	LA CAFE ** VOIDED *****	ROOM RENTAL EXP	0.00	V004634
August 23	LA CAFE	ROOM RENTAL EXP	28.36	V004650
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	853.44	V004603
August 23	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,808.81	V004604
	CONTINUING LEGAL EDUCATION IN	BOOKS	179.25	V004605
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	91.33	V004606
	JAMES PUBLISHING INC	BOOKS	394.21	V004607
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,000.00	V004608
	NEBRASKA CONTINUING LEGAL EDUCATION	BOOKS	485.00	V004609
	PRACTISING LAW INSTITUTE	BOOKS	203.23	V004610
	CITY OF THOUSAND OAKS	BOOKS	37.76	V004611
	VERDICTSEARCH	BOOKS	460.96	V004612
	WEST ACADEMIC	BOOKS	53.65	V004613
	THOMSON REUTERS	BOOKS	1,967.74	V004614
	WILLIAM S HEIN & CO	BOOKS	1,028.62	V004615
	CALIFORNIA LIBRARY ASSOCIATION	PREPAID EXP	325.00	V004673
August 27	AT&T MOBILITY	TELECOM	16.24	V004617

189,354.96

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2019 - August 31, 2019 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 30	LEXISNEXIS MATTHEW BENDER	BOOKS	32,945.79	V004618
	KONICA MINOLTA BUSINESS	COPY CENTER	918.08	V004619
	GURU PRINTERS	SPECIAL EVENTS EX	4,975.68	V004635
			195,248.72	

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2019 - August 31, 2019 (CHECKS)
Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 8	LA DEPT WATER & POWER	WATER/SEWER	11,339.79	V000100
August 22	LA CAFE	ROOM RENTAL EXP	335.43	V000101
	COSTCO WHOLESALE MEMBERSHIP	ROOM RENTAL EXP	27.57	V000103
	SMART & FINAL	ROOM RENTAL EXP	16.41	V000104

11,719.20

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2019 - August 31, 2019 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 13	SEIU LOCAL 721	UNION DUES	1,000.33	001639
	SEIU LOCAL 721	UNION DUES	40.44	001640

1,040.77

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2019 - August 31, 2019 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 26	COUNTY OF LOS ANGELES	HEATING/COOLING	16,246.37	TS00283535

MEMORANDUM

DATE: September 25, 2019

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 July and August

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 monthly report, for the September 25, 2019 board meeting, reporting Platinum Member services for August of 2019.

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

ANALYSIS

In the month of August we responded to four edelivery requests, with a total of 7 documents delivered across these requests. Due to changes in the terms of the contract, we have more leeway as to a timeframe for responding. As a result of these changes, our average time for responding to these requests was 3 hour and 10 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.

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



AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Review and Approval of the Annual Report to the Board of Supervisors
- 4.2 Fire-Life-Safety Updates
- 4.3 Staff Presentation: Update Regarding Remote Locations

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

Sandra J. Levin, Secretary to the Board of Law Library Trustees of Los Angeles County, pursuant to Section 6350 of the Business and Professions Code, presents to the Honorable Board of Supervisors of Los Angeles County, the Annual Report and Financial Statement of the Los Angeles County Law Library, for the Fiscal Year ending on the 30th day of June, 2019.

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

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

The Board is staffed by:

Sandra J. Levin	Executive Director & Secretary to the Board
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INTRODUCTORY INFORMATION

For 128 years the Los Angeles County Law Library (“LA Law Library”) has served the Los Angeles County government, legal and business communities and the general public, including self-represented litigants. LA Law Library offers free access to legal information, resources, training and support to all members of the community, with no income or subject matter restrictions, under the motto:

Access to Information = Access to Justice

LA Law Library is:

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

LA Law Library annually serves more than 50 thousand patrons locally, nationally and globally, and the number continues to grow daily as new programs and workshops are developed with the assistance of the Library’s many partners and donors.

LOCATIONS AND HOURS

The Main Law Library is located in the Mildred L. Lillie Building at First & Hill, 301 West First Street, Los Angeles, California, across the street from the Stanley Mosk Courthouse of the Los Angeles Superior Court. The Main Library includes approximately 175,000 square feet and 35 miles of shelving. The Main Library’s regular hours are Monday, 8:30 a.m. until 6:00 p.m., Tuesday, 8:30 a.m. until 8:00 p.m., Wednesday through Friday 8:30 a.m. until 6:00 p.m.; and from 9:00 a.m. to 5:00 p.m. on Saturday.

The Law Library also has thirteen other locations throughout the County. A few of these



locations have a solely electronic presence, called an eBranch, which is a walk-up computer-based, interactive research experience. eBranch users can contact LA Law Reference Librarians remotely via chat service, or during on-site office hours. The branch and partnership locations can be found in:

Four courthouse branch locations:

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

Nine partnership locations:

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

In FY 2018-19, LA Law Library was very pleased to restore LA Law Library on-site service to the westside of Los Angeles County by building an active, very successful partnership with Santa Monica Public Library.

Office hours and law librarian assistance are available at each branch and partnership location on a regular, predictable schedule, but vary from site to site. In each region of the County, Law Library staff provides monthly classes and at least four hours of live legal reference support per week.

PROGRAMS AND SERVICES

Reference Assistance: The Law Library provides reference and research assistance at the reference desk, by phone, mail, email and live web-chat. These services are available at no charge to any and all users of the library, including attorneys, legal professionals, students and the general public. Although Reference Librarians do not provide legal



advice, they are knowledgeable about the law and legal research, tactful and compassionate, and do an excellent job of providing legal information, resources and instruction to members of the general public.

Support Services: The Law Library makes available free public computers and Wi-Fi, as well as copiers, printers, typewriters, office supplies, faxing service, document delivery and e-delivery for a small fee.

Classes and Programs: The reference staff provides instruction to the general public on a range of topics designed to expand access to justice. This includes classes on the basics of court procedure, common legal issues, and how to find the answers to legal questions using library resources. The Law Library, supported by many partners within the legal community, also provides law-related informational and clinical classes and workshops for its diverse patron groups:

For Attorneys and Paralegals: The Law Library provides State Bar-certified Minimum Continuing Legal Education classes on a diverse set of topics designed to serve the needs of attorneys and paralegals in all practice areas, with an emphasis on subjects that expand access to justice for disadvantaged groups or those unable to afford legal representation. Fiscal Year 2018-19 featured 26 certified class sessions, covering topics such as the immigration consequences of criminal convictions, how to help clients set up legal guardianships for loved ones, , trainings for volunteer attorneys on topics like landlord-tenant and consumer law, plus lectures and panel discussions from notable speakers on topics like open government and public access to police personnel files.

For Self-Represented Individuals: The Law Library provides workshops, clinics and programs, including:

- Weekly: Talk to a Lawyer Online (videoconferencing with Legal Aid Foundation of Los Angeles) and Adult Legal Conservatorship Clinic presented by Bet Tzedek
- Bi-weekly: Civil Lawsuit Basics (main and branch locations), and Common Legal Issues: Where You Begin
- Monthly: asylum petition workshop for immigrants facing deportation; name change workshop; expungement clinic; divorce options workshop (main and branch locations);; Lawyers in the Library (free



consultations with volunteer lawyers);

- Occasional Series and Sessions: Public Defender’s clinic to provide help in filling out expungement forms, reducing nonviolent felonies to misdemeanors through Prop 47 and getting some marijuana offenses cleared under Prop 64; Probate guardianship clinic to assist unrepresented persons in becoming a minor’s legal guardian; Landlord & Tenant Series: Rights, Responsibilities, Fair Housing and Section 8; and Small Claims 101; Appellate self-help workshops classes, including one-on-one assistance with brief-writing
- Quicklook legal research classes and librarian office hours offered in branch and community public library locations

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

- Starting & Growing a Business: Legal & Financial Knowledge You Need to Succeed (14-part biannual series) in partnership with L.A. County Department of Consumer & Business Affairs, L.A. Ports TradeConnect, the L.A. Mayor’s Office of Economic Development, and the L.A. Area Chamber of Commerce Bixel Exchange

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

- Law Days: The Library celebrates the rule of law with a series of Law Days held throughout the year when everyone is invited to learn about the many different ways the law and the legal system work to ensure justice in our society and throughout the world. In 2018-19, the Library marked Freedom of Information Day and Free Speech Day with displays of rare and historical materials, classes, clinics, and panel discussions addressing topics like “Hate Speech Online: Should Social Media Be Moderated?” All events are free and open to the public.
- Pro Bono Week in October: Pro Bono Week is a week-long celebration in conjunction with the national celebration promoted and organized by the American Bar Association, celebrated during late October. The Library



hosts free classes, clinics, workshops and volunteer trainings throughout the entire week. The capstone event is the annual Public Legal Services Fair which connects members of the public to a vast array of much-needed legal and social services. The Public Legal Services Fair brings together legal aid organizations, government agencies, as well as social services and community-based groups to provide free services and information to the public. There are also numerous offerings during Pro Bono Week providing training to volunteers so that they can engage in pro bono activities with the Law Library and many other organizations participating in weekday events and the Public Legal Services Fair.

Fiscal Year 2018-19 saw the greatest number of classes ever held at LA Law Library, featuring diverse and well-attended events and the continuation of many successful partnerships with service providers throughout the County. In total, classes and clinics at the law library provided instruction and assistance to nearly 8,000 attendees this last fiscal year.

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

Room Rentals: The Law Library rents private office space, conference rooms, classroom or Training Center and larger Reading Room for meetings and special events.

Tours: Library staff also gives library orientations and stack tours to outside groups



including bar associations, paralegal students and law-related student groups and academic institutions. The Law Library also hosts field trips from several local high schools, leading students on explorations of the library's resources, holding panel discussions on legal issues relevant to teens, and hosting career talks where students get the chance to learn about different career paths available to them in the legal field. Tours can be general or customized for a particular audience. Some popular tour subjects include our deep collection of foreign and international law and our historical California materials.

LIBRARY USAGE

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

At the end of Fiscal Year 2018-19 there were 17,080 library cardholders without borrowing privileges. At the end of Fiscal Year 2018-19, there were also 1,421 persons registered as individual borrowers, including 887 attorneys. In addition, 175 law firm and business borrowers have identified 1,810 designated borrowers, including attorneys, librarians and messenger services. There are 351 judicial borrowers, 403 government borrowers and 2,437 special promotions borrowers.

During Fiscal Year 2018-2019, LA Law Library reference staff fielded 30,863 requests for information, 25,402 of which were received at the Main Library and 5,461 of which were received at branch and partnership locations. 22,465 were in-person inquiries; 5,662 requests were received by phone; 1,835 were email or live-chat; and 210 were letter requests, generally from the incarcerated. There were also 148 requests for Foreign & International information, 64 of which were web based. Main branch staff also fielded 168 requests for service from eBranches which were received by chat or email. The questions came from a diverse group of users that includes self-represented litigants, attorneys, paralegals, judges, students and the general public.

The circulation department is closely aligned with reference. The staff issues library cards, checks books in and out, responds to requests for computer sign-ups, places books on hold, handles questions about overdue fines and pages materials as needed from the library's closed stack areas. In Fiscal Year 2018-19, 30,049 requests were handled by



Circulation, 22,372 were at the desk and 7,677 were telephone requests. A total of 2,000 books were placed on hold per patron requests and 8,793 volumes were circulated.

In response to requests for materials and information, LA Law Library provides document delivery and e-delivery services. 510 such requests were for digital service delivered in Fiscal Year 2018-19. The LA Law Library Copy Center also responded to 9,690 in person requests and produced more than 254,842 photocopies.

LA Law Library's web site (www.lalawlibrary.org) was visited by more than 82,655 visitors in Fiscal Year 2018-19. The average number of daily visits was 418 with average visit duration of 3:3:31 minutes. 97.66% of the visitors were from the United States; 2.34% of the visitors were from other countries.

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

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

COLLECTION / ACQUISITIONS

Print Materials: During Fiscal Year 2018-19, the Main Library added 6,224 volumes; the Branch and Partnership locations added 85 volumes. During the same period, the library withdrew 2,215 volumes and media from the Main Library and 40 volumes from the Branch and Partnership locations. At the end of Fiscal Year 2018-19, the total number of print volumes in the LA Law Library collection was 687,534. The Main Library held 686,883; the Branch locations held 651.

Non-Print Materials (Other Than Subscription Databases): During Fiscal Year 2018-19, the main Library added 180 computer discs, and 49 audio discs. Additionally, the Law



Library added 2 rolls of microfilm and 1,681 microfiche to the collection (reflecting a decline in the use of microfilm/microfiche as a commonly-used production medium). At the end of the Fiscal Year 2018-19, the Library held 8,208 reels of microfilm, 1,428,447 microfiche, 1,364 computer discs, 113 audio discs, and 110 video/DVDs. The Branch locations do not maintain non-print collections (other than subscription databases).

Volume Equivalents: The volume equivalent of non-print materials available in microform is approximately 310,313 volumes. The grand total of volumes and volume equivalents in the LA Law Library collection is 997,847 volumes representing 197,096 titles.

FUNDING

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

County Law Libraries are funded by a formula established by the Legislature which allocates a small portion of the fees generated from initial civil filings in each county to that county's Law Library. Due to a significant decline in the number of filings and an increase in the number of fee waivers statewide, these funds decreased precipitously in the past 10 years. LA Law Library specifically experienced a decline in civil filing fee revenue of more than \$3 million (more than 30% of its overall revenue). LA Law Library continues to try to develop additional revenue sources including fees for extraordinary library services (such as electronic delivery, room rentals, etc.), programs (such as MCLE classes) and parking in the court-adjacent structure. Fortunately, the state Legislature approved a one-time funding allocation to County Law Libraries across the state, resulting in extraordinary revenue of \$3,543,270 to the Los Angeles County Law Library in fiscal year 2018/19.

GIFTS

During Fiscal Year 2018-19, although many offers were received, due to duplication, the Law Library did not accept any gifts of legal materials, except for those enumerated here. The 9th Circuit Court Library donated California Practice Guides (Rutter Group) in a variety of civil litigation topics. S.J. Quinney School of Law and the James E. Faust Law Library at the University of Utah donated Canadian, Australian and International law journals, and Judge Rafael Calmon from Brazil donated "Partilha de Bens." Nossaman



LLP maintained their annual donation of “Best Commercial Lease Clauses.” In addition, the Friends of the Los Angeles County Law Library donated \$140,000 in Fiscal Year 2018-19.

Respectfully submitted,

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

LALAWLIBRARY



LOS ANGELES COUNTY LAW LIBRARY
 Balance Sheet as of Year Ending June 30, 2019
 (Provisional and subject to year-end adjustments)

	2019	2018
Assets		
Current Assets		
Cash and cash equivalents	9,419,729	4,748,337
Accounts receivable	1,531,186	1,599,833
Prepaid expenses	333,124	201,343
Total current assets	11,284,040	6,549,514
Noncurrent assets		
Restricted cash and cash equivalents	318,470	318,470
Investments	4,788,676	4,564,722
Capital assets, not being depreciated	883,768	630,426
Capital assets, being depreciated - net	16,697,919	17,174,661
Total noncurrent assets	22,688,833	22,688,279
Total assets	33,972,873	29,237,793
Deferred Outflow of Resources		
Deferred outflow of resources	1,712,350	1,712,350
Total assets and deferred outflows of resources	35,685,223	30,950,143
Liabilities		
Current Liabilities		
Accounts payable	230,629	228,063
Other liabilities	0	0
Payroll liabilities	7,532	5,000
Total current liabilities	238,161	233,063
Noncurrent liabilities		
Accrued sick and vacation liability	302,790	293,210
Borrowers' deposit	295,062	291,560
OPEB liability	2,985,489	2,735,493
Net pension liability	2,880,776	2,880,776
Total noncurrent liabilities	6,464,117	6,201,038
Total liabilities	6,702,278	6,434,101
Deferred inflows of resources		
Deferred inflows of resources	944,117	944,117
Total liabilities and deferred inflows of resources	7,646,395	7,378,218
Net position		
Invested in capital assets	17,581,688	17,805,087



Unrestricted	10,457,141	5,766,838
Total net position	<u>28,038,828</u>	<u>23,571,925</u>
Total liabilities and deferred inflows of resources and net position	35,685,223	30,950,143



LOS ANGELES COUNTY LAW LIBRARY
Income Statement for the Year Ending June 30, 2019
(Provisional and subject to year-end audit adjustments)

	2019	2018
Income		
L.A. Superior Court Fees	7,734,201	7,219,802
Interest	162,604	63,869
Parking	638,848	666,265
Library Services	585,549	660,935
Total Income	9,121,202	8,610,872
Expense		
Staff	3,929,707	3,755,846
Electronic Resource Subscriptions (ERS)	593,946	658,347
Library Materials	1,910,800	1,808,061
Library Materials Transferred to	-	-1,808,061
	1,910,800	
Assets		
Facilities	898,036	820,282
Technology	130,036	134,061
General	82,170	66,361
Professional Development	50,509	17,771
Communications & Marketing	12,735	4,927
Travel & Entertainment	377	730
Professional Services	77,565	60,284
Depreciation	2,646,441	2,733,570
Total Expenses	8,421,522	8,252,179
Net Income	699,680	358,693
Investment Gain (Loss)	223,954	-12,564
Extraordinary Income	3,543,270	0
Extraordinary Expense	0	0
Net Income Including Extraordinary Items	4,466,904	346,128
Capitalized Expenditures	258,899	6,197



LOS ANGELES COUNTY LAW LIBRARY

Statement of Cash Flows as of Year Ending June 30, 2019
(Provisional and subject to year-end audit adjustments)

	2019	2018
Cash flows from operating activities		
LA Superior court fees	7,734,201	7,219,802
Parking fees	638,848	666,265
Library services	3,988,819	515,935
(Increase) decrease in accounts receivable	68,647	-275,745
Increase (decrease) in borrowers' deposit	3,502	-1,268
Cash received from filing fees and services	12,434,016	8,124,989
Facilities	-898,036	-820,282
Technology	-130,036	-134,061
General	-82,170	-66,361
Professional development	-50,509	-17,771
Communications & marketing	-12,735	-4,927
Travel & entertainment	-377	-730
Professional services	-77,565	-60,284
Electronic Resource Subscriptions (ERS)	-593,946	-658,347
(Increase) decrease in prepaid expenses	-131,781	82,688
Increase (decrease) in accounts payable	2,566	113,891
Increase (decrease) in other liabilities	0	0
Cash payments to suppliers for goods and services	-1,974,589	-1,566,184
Staff (payroll + benefits)	-3,929,707	-3,755,846
Increase (decrease) in payroll liabilities	2,532	-3,318
Increase (decrease) in accrued sick and vacation liability	9,581	-11,543
Increase (decrease) in OPEB liability	249,996	278,241
Net impact of GASB 68 adjustments	0	22,138
Cash payments to employees for services	-3,667,598	-3,470,329
Contributions received	140,000	145,000
Net cash from operating activities	6,931,829	3,233,476
Cash flow from capital and related financing activities		
Library materials	-1,910,800	-1,808,061
Fixed assets	-258,899	-6,197
Capital - Work in Progress (WIP)	-253,342	-43,993
Cash flows from investing activities		
Investment	0	0
Investment earnings	162,604	63,869
Net cash increase (decrease) in cash and cash equivalents	4,671,391	1,439,095
Cash and cash equivalents, at beginning of period	5,066,807	3,627,712
Cash and cash equivalents, at end of period	9,738,199	5,066,807



LOS ANGELES COUNTY LAW LIBRARY

Statement of Cash Flows as of Year Ending June 30, 2019 (Continued)

(Provisional and subject to year-end audit adjustments)

	2019	2018
Reconciliation of Operating Income to Net Cash		
from Operating Activities		
Operating income	4,080,346	294,823
Adjustments for noncash effects:		
Depreciation	2,646,441	2,733,570
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	68,647	-275,745
(Increase) decrease in prepaid expenses	-131,781	82,688
Increase (decrease) in accounts payable	2,566	113,891
Increase (decrease) in other liabilities	0	0
Increase (decrease) in payroll liabilities	2,532	-3,318
Increase (decrease) in accrued sick and vacation liability	9,581	-11,543
Increase (decrease) in borrowers' deposit	3,502	-1,268
Increase (decrease) in OPEB liability	249,996	278,241
Impact of GASB 68 adjustments	0	22,138
Net cash from operating activities	6,931,829	3,233,476



ACKNOWLEDGEMENT

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

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

Los Angeles, California

Respectfully submitted,

President of the Board of Law Library Trustees

Secretary of the Board of Law Library Trustees



MEMORANDUM

DATE: September 25, 2019

TO: Board of Law Library Trustees

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

RE: Fire-Life-Safety Updates

INTRODUCTION AND SUMMARY

Although LA Law Library has been fortunate in experiencing a safe, secure and quiet environment overall, Law Library staff nonetheless reviews and updates Fire-Life-Safety procedures, equipment and facilities on an annual basis or more frequently as needed. In July of this year the facility was reviewed more specifically for egress safety. Facility updates are recommended to enhance safety procedures in the unlikely event of an active threat.

BACKGROUND, PROJECT DESCRIPTION AND STATUS

Upon review of building evacuation procedures, the following improvements are being implemented:

- Additional emergency exit doors added to areas with single point of entry from public space.
- Film added to certain staff doors to block visibility.
- Second floor window evacuation ladders placed in areas/offices with a single point of entry.
- New telephone activated emergency public address system.
- New emergency notification alert system with text alerts to staff & management (voluntary opt-in).

Jaye Steinbrick will present an overview of the recommended improvements and respond to any questions.



Staff Presentation:

Update Regarding Remote Locations

Presented by:

**Senior Librarian of Collection, Branches &
Circulation**

Linda Heichman

September 25, 2019

AGENDA ITEM 5

CLOSED SESSION

- 5.1 Conference with Legal Counsel; Existing Litigation (Gov. Code § 54956.9(d)(1)); *Palmer vs. Lonteur* Case No. 19STCV18166