

AGENDA

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

REGULAR BOARD MEETING

Wednesday, December 16, 2020 at 12:15 PM

MILDRED L. LILLIE BUILDING TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

Trustees will participate remotely via Zoom.

*Members of the Public may listen and participate by joining
Zoom meeting #968 6503 8012 using this link*

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

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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

AGENDA MATERIALS

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

CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the November 18, 2020 Regular Board Meeting
- 3.2 Review of October Financials and List of November Checks and Warrants

4.0 DISCUSSION ITEMS

- 4.1 Authorization to Comment on Actions by Other Government Agencies
- 4.2 Staff Presentation: Pro Bono Week After-Report
- 4.3 Volunteer Recognition

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, January 27, 2021.

POSTED FRIDAY, DECEMBER 11, 2020 @ 11:30 A.M.

POSTED BY SANDRA J. LEVIN



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the November 18, 2020 Regular Board Meeting
- 3.2 Review of October Financials and List of November Checks and Warrants

**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.**

November 18, 2020

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, November 18, 2020 at 12:15 p.m. via Zoom Webinar for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees. All Trustees indicated as present participated by telephone.

ROLL CALL/QUORUM

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

Trustees Absent: None

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 12:18 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. Trustee Steinhauser joined the meeting at 12:20pm. Trustee Stern joined the meeting at 12:35pm.

1.0 PUBLIC COMMENT

No public comment.

2.0 PRESIDENT'S REPORT

No President's Report.

4.0 DISCUSSION ITEMS (TAKEN OUT OF ORDER)

4.1 Review and Acceptance of Draft Financial Statement Audit Report and AU-C260 Letter for the Fiscal Year Ended June 30, 2020.

Engagement Partner Frances Kuo of The Pun Group summarized the purpose, function and findings of the Financial Audit for FY2019-20. F. Kuo noted that library management was very helpful providing all documentation requested in order to fully understand the overall operations of the LA County Law Library.

President Juhas requested a motion to accept the Draft Los Angeles County Law Library Financial Statement and Independent Auditor's Report for the Year Ended June 30, 2020 and the Draft AU-C260 Letter. So moved by Trustee Steinhauser, seconded by Trustee Court. The motion was unanimously approved, 7-0.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the September 23, 2020 Regular Board Meeting
- 3.2 Review of August and September Financials and List of September and October Checks and Warrants.
- 3.3 Receipt of FY20-21 Quarter 1 Statistics
- 3.4 Approval of 2021 Holiday Schedule
- 3.5 Approval of 2021 Board of Trustees Meeting Schedule

Trustee Steinhauser requested to pull item 3.3 (Statistics) from the Consent Calendar. President Juhas requested a motion to approve items 3.1, 3.2, 3.4 & 3.5 on the Consent Calendar. So moved by Trustee Court, seconded by Trustee Steinhauser. The motion was unanimously approved, 7-0.

Trustee Steinhauser inquired as to what remote services were included on the Quarterly Statistics. ED Levin replied that the online classes that had been implemented as a result of the COVID closure were listed in the statistics. ED Levin noted that during the pandemic, reference and research phone calls and emails have increased, while overall requests have decreased due to the closure of in-person services. ED Levin added that reference staff reports that inquiries have been more complex and in-depth.

President Juhas requested a motion to approve item 3.3 on the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Orozco. The motion was unanimously approved, 7-0.

4.0 DISCUSSION ITEMS

- 4.2 Review of FY21 Quarter 1 Budget

ED Levin and Finance Manager, Marcelino Juarez, summarized the current status of the Quarter 1 Budget Review. Trustee Court inquired as to the Treasury Bill and the UBS investment maturities and return. M. Juarez responded in regards to the investment growth with long and short term investments and the laddered structure, explaining that the strategy is to mature and reinvest them on a regular basis to assure adequate liquidity. Trustee Steinhauser added how pleased she was that revenues had begun to recover. ED Levin explained the revenue predictions that were used in the budget.

No action taken.

- 4.3 Acceptance of Bequest to LA Law Library

ED Levin informed the Board of a bequest made by former LA Law Library patron and member, Joan Lavine. The bequest is for \$100,000 in memory of Morris Lavine. Joan Lavine had been a member of the law library's member program since its debut in 2010. Prior to that, Ms. Lavine was a patron dating back to at least the year 2000. Ms. Lavine was an active participant of MCLE classes and often shared positive encouragement, constructive feedback and helpful suggestions.

President Juhas asked if there was any reason why the library should not accept the bequest or if there were any prohibitions. ED Levin stated that because the terms of the bequest are very reasonable and the categories for spending the money are for what is needed in terms of resources and access, there was nothing that should prohibit the library from accepting the bequest.

President Juhas requested a motion to acknowledge and accept the generous bequest made by Joan Lavine in Discussion Item 4.3. So moved by Trustee Orozco, seconded by Trustee Steinhauser. The motion was unanimously approved, 7-0.

4.4 Staff Presentation: Online MCLE and Legal Education Developments

Managing Librarian of Legal Education, Ryan Metheny, provided a summary of the upcoming MCLE programming, reminding that before the pandemic the library had zero online classes, but that currently many legal classes are now online and accessible to the public. R. Metheny explained that online MCLE classes were initiated during Pro Bono Week, scheduled first as a live class and then posted for public access on the library's website. R. Metheny also displayed the lineup for future MCLE online classes on the Law Library's MCLE Classes page. The board expressed great appreciation for the work in creating such important and relevant topics for class programming. ED Levin also thanked the IT and Communications department for their part in adopting creative ways to bring in an audience and make online posting possible.

No action taken.

5.0 **AGENDA BUILDING**

There were no items for agenda building

6.0 **EXECUTIVE DIRECTORS REPORT**

ED Levin reported that the law library was scheduled to have the Volunteer Appreciation at the upcoming December meeting.

Library operations are still remote except for distanced book pick up. The book pick up has been on a regular basis allowing patrons to have access to print material in addition to online resources. Overall library focus is shifting from how to reopen to expansion on providing services online and remotely. ED Levin also mentioned that the fencing will continue to stay around the perimeter of the library for protection and the book drop box had been moved to a location so patrons may access it after hours with the fence in place.

7.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned in memory of Law Library longtime patron, member and friend, Joan Lavine, at 1:35pm.

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, December 16, 2020 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 October 31, 2020

(Provisional and subject to year-end audit adjustments)

	6/30/2020	10/31/2020	YTD
Assets			
Current assets			
Cash and cash equivalents	9,704,362	10,121,488	417,126
Accounts receivable	306,691	294,597	(12,094)
Other receivable	935,930	1,091,286	155,356
Prepaid expenses	287,576	373,253	85,677
Total current assets	11,234,559	11,880,624	646,064
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	5,997,413	6,001,802	4,389
Capital assets, not being depreciated	903,040	906,340	3,300
Capital assets, being depreciated - net	15,954,246	15,620,198	(334,047)
Total noncurrent assets	23,173,168	22,846,810	(326,358)
Total assets	34,407,727	34,727,434	319,706
Deffered Outflows of Resources			
Deffered Outflows of Resources	1,559,140	1,559,140	-
Total assets and deffered outflows of resources	35,966,868	36,286,574	319,706
Liabilities			
Current Liabilities			
Accounts payable	249,615	35,240	(214,376)
Other current liabilities	-	-	-
Payroll liabilities	6,605	4,371	(2,235)
Total current liabilities	256,221	39,610	(216,610)
Noncurrent Liabilities			
Accrued sick and vacation liability	295,282	295,282	-
Borrowers' deposit	280,275	258,508	(21,767)
OPEB liability	2,580,670	2,667,338	86,668
Net pension liability	3,330,753	3,330,753	-
Total noncurrent liabilities	6,486,980	6,551,881	64,901
Total liabilities	6,743,201	6,591,491	(151,710)
Deffered Inflows of Resources			
Deffered Inflows of Resources	1,184,693	1,184,693	-
Total liabilities and Deffered inflows of resources	7,927,894	7,776,184	(151,710)
Net Position			
Invested in capital assets	16,857,286	16,526,539	(330,747)
Unrestricted	11,181,688	11,983,851	802,163
Total net position	28,038,974	28,510,390	471,416
Total liabilities and Deffered inflows of resources and net position	35,966,868	36,286,574	319,706

Los Angeles County Law Library
Income Statement for the Period Ending October 31, 2020
(Provisional and subject to year-end audit adjustments)

Oct 19 Actual	Oct 2020			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
645,472	510,979	496,748	(14,230)	-2.8%
15,636	10,375	4,856	(5,519)	-53.2%
58,149	43,750	25,770	(17,980)	-41.1%
43,364	33,340	152,994	119,654	358.9%
762,622	598,443	680,368	81,925	13.7%
324,004	355,864	322,777	33,087	9.3%
52,770	51,200	48,755	2,445	4.8%
111,683	169,815	97,335	72,480	42.7%
(111,683)	(169,815)	(97,335)	(72,480)	42.7%
		0		
83,000	77,871	59,559	18,312	23.5%
11,280	12,673	14,893	(2,220)	-17.5%
5,349	6,840	2,980	3,860	56.4%
1,175	294	0	294	100.0%
205	2,150	2	2,148	99.9%
28	121	0	121	100.0%
31,331	28,559	23,799	4,760	16.7%
217,285	215,799	211,097	4,702	2.2%
726,427	751,371	683,861	(67,510)	-9.0%
36,195	(152,928)	(3,493)	149,435	-97.7%
11,551	7,500	(468)	(7,968)	-106.2%
0	0	0	0	0.0%
0	0	0	0	0.0%
47,745	(145,428)	(3,961)	141,467	-97.3%
0	0	0	0	0.0%

Summary:

Income

L.A. Superior Court Fees	2,763,775
Interest	66,571
Parking	224,603
Library Services	285,848
Total Income	3,340,797

Expense

Staff (payroll + benefits)	1,731,486
Electronic Resource Subscriptions	174,570
Library Materials	522,723
Library Materials Transferred to Assets	(522,723)
Facilities	294,651
Technology & Data	44,966
General	33,034
Professional Development	7,429
Communications & Marketing	2,022
Travel & Entertainment	62
Professional Services	41,853
Depreciation	877,293
Total Expenses	3,207,366

Net Income (Loss)

Investment Gain (Loss)¹

Extraordinary Income	0
Extraordinary Expense	0
Net Income Including Extraordinary Items	185,614

Capitalized Expenditures

FY 2019-20 YTD Actual	FY 2020-21 YTD				Comments
	Budget	Actual	\$ Δ	% Δ	
2,763,775	1,192,284	1,953,705	761,422	63.9%	
66,571	43,375	22,131	(21,244)	-49.0%	
224,603	175,000	94,109	(80,891)	-46.2%	
285,848	280,150	205,888	(74,262)	-26.5%	
3,340,797	1,690,808	2,275,833	585,025	34.6%	
1,731,486	1,784,417	1,653,973	130,444	7.3%	
174,570	204,799	181,118	23,681	11.6%	
522,723	681,259	512,634	168,625	24.8%	
(522,723)	(681,259)	(512,634)	(168,625)	24.8%	
294,651	297,967	282,764	15,203	5.1%	
44,966	51,502	50,058	5,091	9.9%	
33,034	31,140	12,780	18,360	59.0%	
7,429	3,661	1,410	2,251	61.5%	
2,022	14,250	23	14,227	99.8%	
62	486	108	378	77.7%	
41,853	55,389	34,065	21,323	38.5%	
877,293	858,954	846,681	12,274	1.4%	
3,207,366	3,302,565	3,062,980	239,585	7.3%	
133,431	(1,611,757)	(787,147)	824,610	51.2%	
52,182	30,000	4,389	(25,611)	-85.4%	
0	0	1,254,174	1,254,174	0.0%	
0	0	0	0	0.0%	
185,614	(1,581,757)	471,416	2,053,173	129.8%	
0	135,000	0	135,000	100.0%	

Los Angeles County Law Library
Income Statement for the Period Ending October 31, 2020
(Provisional and subject to year-end audit adjustments)

Oct 19	Oct 2020													Comments
	Actual	Budget	Actual	\$ Fav (Unf)										
Detailed Budget:														
Income:														
645,472	510,979	496,748	(14,230)	-2.8%	15	FIN	303300	L.A. Superior Court Fees	2,763,775	1,192,284	1,953,705	761,422	63.9%	Better than expected revenue.
0	0	0	0	0.0%	15	FIN	311000	Interest - LAIF	2,276	1,875	801	(1,074)	-57.3%	Lower interest revenue due to market volatility. Next quarterly interest due Dec 2020.
15,118	10,000	4,690	(5,310)	-53.1%	15	FIN	312000	Interest - General Fund	62,110	40,000	20,599	(19,401)	-48.5%	Lower interest revenue due to market volatility.
519	375	166	(209)	-55.7%	15	FIN	313000	Interest - Deposit Fund	2,185	1,500	731	(769)	-51.3%	Lower interest revenue due to market volatility.
15,636	10,375	4,856	(5,519)	-53.2%				Subtotal	66,571	43,375	22,131	(21,244)	-49.0%	
Parking:														
58,149	43,750	25,770	(17,980)	-41.1%	39	FAC	330100	Parking	224,603	175,000	94,109	(80,891)	-46.2%	Reduction in revenue due to COVID-19 and contract restructure.
58,149	43,750	25,770	(17,980)	-41.1%				Subtotal	224,603	175,000	94,109	(80,891)	-46.2%	
Library Services:														
49	49	179	130	264.8%	27	CIRC	330150	Annual Designation Fee	504	521	618	97	18.5%	Unexpected favorable variance.
9,631	12,162	8,476	(3,686)	-30.3%	25	PS	330140	Annual Members Fee	54,601	60,708	35,046	(25,662)	-42.3%	Timing variance - Members delaying renewal pending reopening.
1,514	637	0	(637)	-100.0%	25	PS	330340	Course Registration	11,742	8,754	4,080	(4,674)	-53.4%	Timing variance due to delay in receiving sponsorship funds (\$5,600)
3,966	3,333	0	(3,333)	-100.0%	27	CIRC	330129	Copy Center	16,777	13,333	1	(13,332)	-100.0%	Copy center is inaccessible to the public due to ongoing COVID-19 library closure.
1,286	1,800	266	(1,534)	-85.2%	27	CIRC	330205	Document Delivery	6,367	3,000	2,163	(838)	-27.9%	Most requests are free due to COVID-19.
2,813	2,600	0	(2,600)	-100.0%	27	CIRC	330210	Fines	11,212	10,300	8	(10,292)	-99.9%	Reduced borrowing due to COVID-19.
7,519	333	19,073	18,739	5621.8%	15	FIN	330310	Miscellaneous	20,247	8,833	19,073	10,239	115.9%	Timing variance.
1,404	2,400	0	(2,400)	-100.0%	39	FAC	330330	Room Rental	6,563	9,600	0	(9,600)	-100.0%	No room rentals due to ongoing COVID-19 library closure.
70	0	0	0	0.0%	23	COL	330350	Book Replacement	420	0	5	5	0.0%	
0	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	17,186	10,000	19,895	9,895	99.0%	Reflects forfeited accounts inactive for 3 years or more after unanswered notices.
0	0	120,000	120,000	0.0%	17	EXEC	330400	Friends of Law Library	125,000	145,000	120,000	(25,000)	-17.2%	Timing variance.
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	
7	25	0	(25)	-100.0%	15	FIN	330450	Vending	123	100	0	(100)	-100.0%	No revenue due to COVID-19 library closures.
15,106	10,000	5,000	(5,000)	-50.0%	39	FAC	330465	Special Events Income	15,106	10,000	5,000	(5,000)	-50.0%	Decreased sponsorship as a result of COVID-19 online format; offset by decreased expense.
43,364	33,340	152,994	119,654	358.9%				Subtotal	285,848	280,150	205,888	(74,262)	-26.5%	
762,622	598,443	680,368	81,925	13.7%				Total Income	3,340,797	1,690,808	2,275,833	585,025	34.6%	
Expenses:														
Staff:														
178,718	205,656	181,175	24,481	11.9%	ALL	501000	Salaries (FT)	906,379	880,955	815,389	65,566	7.4%	Reflects vacancies and unpaid leaves.	
0	(4,113)	0	(4,113)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(17,619)	0	(17,619)	100.0%	
21,033	22,846	14,476	8,370	36.6%	ALL	501050	Salaries (PT)	110,424	102,806	63,102	39,704	38.6%	Reflects vacancies and unpaid leaves.	
0	(457)	0	(457)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(2,056)	0	(2,056)	100.0%	
10,313	12,764	10,250	2,514	19.7%	15	FIN	502000	Social Security	58,545	54,953	53,023	1,930	3.5%	
2,824	3,068	2,797	271	8.8%	15	FIN	503000	Medicare	14,493	13,208	13,161	47	0.4%	
30,435	23,782	32,234	(8,452)	-35.5%	15	FIN	511000	Retirement	320,194	378,648	375,027	3,621	1.0%	
0	0	0	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	0	0	0	0	0.0%	
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
46,434	52,687	50,079	2,608	4.9%	15	FIN	512000	Health Insurance	179,049	210,746	194,688	16,058	7.6%	Reflects vacancies.
362	460	372	88	19.1%	15	FIN	513000	Disability Insurance	1,478	1,798	1,476	322	17.9%	Reflects vacancies.
4,848	6,269	5,257	1,013	16.2%	15	FIN	514000	Dental Insurance	20,271	24,508	20,076	4,432	18.1%	Reflects vacancies.
452	664	542	121	18.3%	15	FIN	514500	Vision Insurance	1,982	2,595	2,132	463	17.9%	Reflects vacancies.
163	181	171	10	5.4%	15	FIN	515000	Life Insurance	726	707	684	23	3.2%	
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
3,177	3,089	3,089	0	0.0%	15	FIN	516000	Workers Compensation Insurance	12,708	12,354	12,354	0	0.0%	
0	0	(2,340)	2,340	0.0%	15	FIN	517000	Unemployment Insurance	0	2,000	1,569	431	21.6%	Reflects UI claims during library closure and CARES Act relief.
1,829	5,892	1,825	4,067	69.0%	ALL	514010	Temporary Employment	10,797	19,768	6,893	12,876	65.1%	Savings due to ongoing COVID-19 closure.	
214	0	0	0	0.0%	13	HR	514015	Recruitment	397	3,000	0	3,000	100.0%	Recruitment on hold during COVID-19 closure.
0	0	0	0	0.0%	15	FIN	517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	15	FIN	518000	Accrued Vacation Expense	0	0	0	0	0.0%	
21,667	21,667	21,667	(0)	0.0%	15	FIN	518500	OPEB Expense	86,668	86,667	86,668	(1)	0.0%	
592	160	219	(59)	-36.6%	15	FIN	518550	TMP	3,539	4,380	4,305	75	1.7%	
941	1,250	965	285	22.8%	15	FIN	518560	Payroll and Benefit Administration	3,836	5,000	3,427	1,573	31.5%	Timing variance.

Los Angeles County Law Library
Income Statement for the Period Ending October 31, 2020
(Provisional and subject to year-end audit adjustments)

Oct 19	Oct 2020										Comments			
	Actual	Budget	Actual	\$ Fav (Unf)								% Fav (Unf)		
324,004	355,864	322,777	33,087	9.3%										
Total - Staff														
Library Materials/Electronic Resources Subscription:														
85,613	131,517	82,009	49,507	37.6%	23	COL	601999	American Continuations	361,839	526,067	374,846	151,221	28.7%	Timing variance.
2,400	1,833	1,313	521	28.4%	23	COL	602999	American New Orders	8,347	7,333	6,826	507	6.9%	Timing variance. Next new order cycle 3Q FY21.
39	1,631	268	1,363	83.6%	23	COL	609199	Branch Continuations	3,496	6,525	5,485	1,041	15.9%	Timing variance.
0	0	0	0	0.0%	23	COL	609299	Branch New Orders	0	0	0	0	0.0%	
2,686	12,083	(863)	12,946	107.1%	23	COL	603999	Commonwealth Continuations	79,467	48,333	62,754	(14,421)	-29.8%	Timing variance; LNUK contract renewal - large one-time annual payment. Variance anticipated to align to forecast by 4QFY21.
0	0	127	(127)	0.0%	23	COL	604999	Commonwealth New Orders	299	333	127	207	62.0%	Timing variance. Next new order cycle 3Q FY21.
12,519	11,250	6,186	5,064	45.0%	23	COL	605999	Foreign Continuations	31,113	45,000	17,921	27,079	60.2%	Timing variance.
0	0	0	0	0.0%	23	COL	606999	Foreign New Orders	73	667	159	507	76.1%	Timing variance. Next new order cycle 3Q FY21.
7,586	10,000	7,925	2,075	20.8%	23	COL	607999	International Continuations	33,409	40,000	37,077	2,923	7.3%	Timing variance.
95	0	19	(19)	0.0%	23	COL	608999	International New Orders	253	667	366	301	45.1%	Timing variance. Next new order cycle 3Q FY21.
747	1,500	351	1,149	76.6%	23	COL	609399	General/Librarianship Continuations	4,426	6,000	6,885	(885)	-14.8%	Timing variance.
0	0	0	0	0.0%	23	COL	609499	General/Librarianship New Orders	0	333	187	146	43.8%	Timing variance. Next new order cycle 3Q FY21.
111,683	169,815	97,335	72,480	42.7%				Subtotal	522,723	681,259	512,634	168,625	24.8%	
(111,683)	(169,815)	(97,335)	(72,480)	42.7%	23	COL	690000	Library Materials Transferred to Assets	(522,723)	(681,259)	(512,634)	(168,625)	24.8%	
52,770	51,200	48,755	2,445	4.8%	23	COL	685000	Electronic Resource Subscriptions (ERS)	174,570	204,799	181,118	23,681	11.6%	Cost reduction or contract extension due to change in access during COVID.
Facilities:														
0	4,200	0	4,200	100.0%	39	FAC	801005	Repair & Maintenance	2,579	17,100	7,544	9,556	55.9%	Timing variance.
1,825	2,587	1,203	1,384	53.5%	39	FAC	801010	Building Services	10,968	8,424	5,626	2,798	33.2%	Timing variance.
3,785	1,800	358	1,442	80.1%	39	FAC	801015	Cleaning Supplies	3,785	3,775	960	2,815	74.6%	Timing variance. Reduction in supplies due to COVID 19 closure.
10,833	11,000	15,280	(4,280)	-38.9%	39	FAC	801020	Electricity & Water	45,865	47,000	63,209	(16,209)	-34.5%	Timing variance. Electricity meter reading delayed due to ongoing COVID-19.
1,024	966	966	0	0.0%	39	FAC	801025	Elevator Maintenance	3,922	3,864	3,864	0	0.0%	
3,775	4,000	0	4,000	100.0%	39	FAC	801030	Heating & Cooling	21,610	19,500	25,382	(5,882)	-30.2%	Timing variance.
18,328	21,156	20,385	771	3.6%	15	FIN	801035	Insurance	73,312	84,624	81,847	2,777	3.3%	
9,868	9,824	10,349	(525)	-5.3%	39	FAC	801040	Janitorial Services	38,672	39,296	40,747	(1,451)	-3.7%	
1,250	1,500	1,250	250	16.7%	39	FAC	801045	Landscaping	5,000	6,000	5,000	1,000	16.7%	Timing variance. Budgeted rate increase not implemented.
11,861	14,546	9,207	5,339	36.7%	39	FAC	801050	Security	65,006	51,992	47,004	4,988	9.6%	Timing variance due to Library closure.
1,280	1,166	0	1,166	100.0%	39	FAC	801060	Room Rental Expenses	2,460	4,665	0	4,665	100.0%	Timing variance due to ongoing COVID-19 library closure.
18,357	4,341	0	4,341	100.0%	39	FAC	801065	Special Events Expenses	18,596	8,714	25	8,689	99.7%	Timing variance due to ongoing COVID-19 library closure.
116	0	0	0	0.0%	39	FAC	801100	Furniture & Appliances (<3K)	1,248	0	145	(145)	0.0%	
366	250	170	80	32.2%	39	FAC	801110	Equipment (<3K)	366	850	549	301	35.4%	Timing variance.
0	0	0	0	0.0%	39	FAC	801115	Building Alterations (<3K)	0	0	0	0	0.0%	
333	325	392	(67)	-20.7%	39	FAC	801120	Delivery & Postage	757	1,110	723	387	34.9%	Timing variance.
0	210	0	210	100.0%	39	FAC	801125	Kitchen supplies	507	1,053	141	912	86.6%	Timing variance due to library closure.
83,000	77,871	59,559	18,312	23.5%				Subtotal	294,651	297,967	282,764	15,203	5.1%	
Technology:														
1,834	2,081	1,899	182	8.7%	33	TECH	801210	Software Maintenance	8,006	9,014	7,851	1,163	12.9%	Timing variance.
1,722	1,774	1,978	(204)	-11.5%	33	TECH	801212	Hardware Maintenance	7,004	7,216	7,914	(698)	-9.7%	Timing variance.
0	701	384	317	45.2%	33	TECH	801215	Software (<\$3k)	0	2,804	857	1,947	69.4%	Timing variance.
285	343	2,775	(2,432)	-709.1%	33	TECH	801220	Hardware (<\$3k)	571	1,372	3,204	(1,832)	-133.5%	Timing variance.
293	86	0	86	100.0%	33	TECH	801225	Computer Supplies	293	344	0	344	100.0%	Timing variance.
4,626	4,789	4,849	(60)	-1.2%	33	TECH	801230	Integrated Library System	18,506	19,156	19,394	(238)	-1.2%	
2,341	2,544	1,694	850	33.4%	33	TECH	801235	Telecommunications	9,730	10,176	7,163	3,013	29.6%	Savings due to e-rate program.
0	0	0	0	0.0%	33	TECH	801245	Tech & Data - Misc	0	0	0	0	0.0%	
181	348	0	348	100.0%	33	TECH	801250	Services	857	1,392	0	1,392	100.0%	Timing variance.
0	7	1,313	(1,306)	-18658.3%	33	TECH	801275	Online Service Providers	0	28	3,675	(3,647)	-13023.6%	Increased purchases due to COVID-19.
11,280	12,673	14,893	(2,220)	-17.5%				Subtotal	44,966	51,502	50,058	5,091	9.9%	
General:														
533	667	477	189	28.4%	15	FIN	801310	Bank Charges	2,067	2,667	1,841	826	31.0%	Timing variance.
875	875	875	(0)	0.0%	35	CMS	801315	Bibliographical Services	3,501	3,500	3,501	(1)	0.0%	
99	0	0	0	0.0%	35	CMS	801320	Binding	4,991	0	0	0	0.0%	

Los Angeles County Law Library
Income Statement for the Period Ending October 31, 2020
(Provisional and subject to year-end audit adjustments)

Oct 19	Oct 2020					FY 2019-20	FY 2020-21 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)			% Fav (Unf)	YTD Actual	Budget	Actual		\$ Δ	% Δ
113	120	7	114	94.6%	17 EXEC	801325	Board Expense	296	480	7	474	98.6%	No onsite meeting due to ongoing COVID-19 library closure.
0	0	0	0	0.0%	37 COM	801330	Staff meals & events	1,860	1,500	0	1,500	100.0%	No summer picnic as a result of COVID-19 library closure.
558	2,917	967	1,950	66.9%	15 FIN	801335	Supplies - Office	9,090	12,897	1,306	11,590	89.9%	Low office supply requests due to limited onsite staff.
0	0	0	0	0.0%	35 CMS	801337	Supplies - Library materials	1,354	1,400	0	1,400	100.0%	Timing variance; order delayed to Nov.
0	0	0	0	0.0%	37 COM	801340	Stationery, business cards, etc.	0	150	0	150	100.0%	No additional expenses expected this fiscal year.
0	0	0	0	0.0%	25 PS	801365	Grant Application Expenses	0	0	0	0	0.0%	
1,597	1,087	654	432	39.8%	33 IT	801370	Copy Center Expense	6,121	4,347	1,281	3,065	70.5%	Low usage due to ongoing COVID-19 library closure.
0	0	0	0	0.0%	15 FIN	801375	General - Misc	1,094	1,000	0	1,000	100.0%	
1,390	675	0	675	100.0%	25 PS	801390	Course Registration	2,190	2,700	4,080	(1,380)	-51.1%	Better than expected online course attendance for OTF-supported programs.
184	500	0	500	100.0%	17 EXEC	801395	Friends of Law Library	470	500	764	(264)	-52.8%	
5,349	6,840	2,980	3,860	56.4%			Subtotal	33,034	31,140	12,780	18,360	59.0%	
Professional Development:													
255	0	0	0	0.0%	ALL	803105	Travel	3,190	500	0	500	100.0%	No travel incurred for AALL due to COVID-19.
0	0	0	0	0.0%	ALL	803110	Meals	61	0	0	0	0.0%	
0	0	0	0	0.0%	ALL	803113	Incidental and miscellaneous	0	0	0	0	0.0%	
445	250	0	250	100.0%	ALL	803115	Membership dues	1,091	250	0	250	100.0%	
475	44	0	44	100.0%	ALL	803120	Registration fees	3,087	2,911	1,410	1,501	51.6%	AALL converted to online; registration costs lower than budgeted.
0	0	0	0	0.0%	ALL	803125	Educational materials	0	0	0	0	0.0%	
1,175	294	0	294	100.0%			Subtotal	7,429	3,661	1,410	2,251	61.5%	
Communications & Marketing:													
0	0	0	0	0.0%	37 COM	803205	Services	0	0	0	0	0.0%	
39	1,500	0	1,500	100.0%	37 COM	803210	Collateral materials	156	7,000	0	7,000	100.0%	Timing variance.
166	650	2	648	99.7%	37 COM	803215	Advertising	1,866	7,250	23	7,227	99.7%	Timing variance.
0	0	0	0	0.0%	37 COM	803220	Trade shows & Outreach	0	0	0	0	0.0%	
205	2,150	2	2,148	99.9%			Subtotal	2,022	14,250	23	14,227	99.8%	
Travel & Entertainment													
0	0	0	0	0.0%	ALL	803305	Travel	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL	803310	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL	803315	Entertainment	0	0	0	0	0.0%	
28	121	0	121	100.0%	ALL	803320	Ground transportation & mileage reimb.	62	486	108	378	77.7%	Lower usage due to COVID-19 library closure.
0	0	0	0	0.0%	ALL	803325	Incidental travel expenses	0	0	0	0	0.0%	
28	121	0	121	100.0%			Subtotal	62	486	108	378	77.7%	
Professional Services													
23,260	22,349	18,878	3,472	15.5%	15 FIN	804005	Accounting	23,960	23,049	20,455	2,594	11.3%	Timing variance.
2,896	2,983	2,896	87	2.9%	17 EXEC	804008	Consulting Services	11,585	11,932	11,585	346	2.9%	
5,175	2,977	2,025	952	32.0%	17 EXEC	804010	Legal	6,150	19,408	2,025	17,383	89.6%	Delays in OTF projects due to ongoing COVID-19 closure.
0	250	0	250	100.0%	15 FIN	804015	Other	158	1,000	0	1,000	100.0%	Delays in OTF projects due to ongoing COVID-19 closure.
31,331	28,559	23,799	4,760	16.7%			Subtotal	41,853	55,389	34,065	21,323	38.5%	
Depreciation:													
193,756	189,950	187,747	2,202	1.2%	15 FIN	806105	Depreciation - Library Materials	782,582	759,938	753,081	6,857	0.9%	
23,529	25,849	23,349	2,500	9.7%	15 FIN	806110	Depreciation Exp - FF&E	94,711	99,016	93,600	5,417	5.5%	Delayed CapEx purchases.
217,285	215,799	211,097	4,702	2.2%			Subtotal	877,293	858,954	846,681	12,274	1.4%	
726,427	751,371	683,861	67,510	9.0%			Total Expense	3,207,366	3,302,565	3,062,980	239,585	7.3%	
36,195	(152,928)	(3,493)	149,435	-97.7%			Net Income Before Extraordinary Items	133,431	(1,611,757)	(787,147)	824,610	51.2%	
11,551	7,500	(468)	(7,968)	-106.2%	15 FIN	321000	Investment Gain (Loss) ¹	52,182	30,000	4,389	(25,611)	-85.4%	Reflects gains/loss if sold at time of report (before maturity)
0	0	0	0	0.0%	17 EXEC	401000	Extraordinary Income	0	0	1,254,174	1,254,174	0.0%	One-time funding from State budget.
0	0	0	0	0.0%	17 EXEC	901000	Extraordinary Expense	0	0	0	0	0.0%	
47,745	(145,428)	(3,961)	141,467	-97.3%			Net Income Including Extraordinary Items	185,614	(1,581,757)	471,416	2,053,173	129.8%	

Los Angeles County Law Library
Income Statement for the Period Ending October 31, 2020
(Provisional and subject to year-end audit adjustments)

Oct 19 Actual	Oct 2020				FY 2019-20 YTD Actual	FY 2020-21 YTD				Comments			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Δ	% Δ				
Capital Expenditures:													
0	0	0	0	0.0%	39 FAC	161100	Furniture / Appliances (>3k)	0	0	0	0.0%		
0	0	0	0	0.0%	33 TECH	161300	Electronics / Computer Hardware (>3k)	0	120,000	0	120,000	100.0%	Timing variance.
0	0	0	0	0.0%	39 FAC	164500	Exterior Building Repairs/ Improvements (>3k)	0	15,000	0	15,000	100.0%	Timing variance.
0	0	0	0	0.0%	39 FAC	164000	Interior Improvements / Alterations (>3k)	0	0	0	0	0.0%	
0	0	0	0	0.0%	33 TECH	168000	Computer Software	0	0	0	0	0.0%	
0	0	0	0	0.0%			Total - Capitalized Expenditures	0	135,000	0	135,000	100.0%	
CalPERS CERBT Trust Fund:													
							Beginning Balance		2,293,857				
							Administrative Expense		(96)				CalPERS CERBT program cost.
							Investment Expense		(70)				Investment management cost.
							Unrealized Gain/Loss		(40,357)				Fluctuating market conditions.
							Distribution						Distribution from Fund.
							Ending Balance		2,253,334				

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 October 31, 2020
(Provisional and subject to year-end audit adjustments)

	9/30/2020	10/31/2020	YTD
Cash flows from operating activities			
L.A. Superior court fees	499,252	496,748	1,953,705
Parking fees	22,860	25,770	94,109
Library services	1,264,840	32,994	1,340,061
(Increase) decrease in accounts receivable	(11,254)	(155,500)	12,094
Increase (decrease) in borrowers' deposit	(99)	710	(21,767)
Cash received from filing fees and services	1,775,598	400,723	3,378,202
Facilities	(86,979)	(59,559)	(282,764)
Technology	(13,082)	(14,893)	(50,058)
General	(4,629)	(2,980)	(12,780)
Professional development	(79)	-	(1,410)
Communications & marketing	(17)	(2)	(23)
Travel & entertainment	-	-	(108)
Professional services	(2,896)	(23,799)	(34,065)
Electronic Resource Subscriptions (ERS)	(50,143)	(48,755)	(181,118)
(Increase) decrease in prepaid expenses	15,680	44,845	(85,677)
Increase (decrease) in accounts payable	40,245	(61,511)	(214,376)
Increase (decrease) in other liabilities	-	-	-
Cash payments to suppliers for goods and services	(101,901)	(166,653)	(862,378)
Staff (payroll + benefits)	(316,354)	(322,777)	(1,653,973)
Increase (decrease) in payroll liabilities	(879)	(10,473)	(2,235)
Increase (decrease) in accrued sick and vacation liability	-	-	-
Increase (decrease) in OPEB liability	21,667	21,667	86,668
Net impact of GASB 68 adjustments	-	-	-
Net effect of prior period adjustments	-	-	-
Cash payments to employees for services	(295,566)	(311,582)	(1,569,540)
Contributions received	-	120,000	120,000
Net cash from operating activities	<u>1,378,131</u>	<u>42,488</u>	<u>1,066,284</u>
Cash flow from capital and related financing activities			
Library materials	(147,534)	(97,335)	(512,634)
Fixed assets	-	-	-
Capital - Work in Progress (WIP)	(3,300)	-	(3,300)
Cash flows from investing activities			
Investment	-	-	-
Investment earnings	5,679	4,856	22,131
Net cash increase (decrease) in cash and cash equivalents	1,232,977	(49,991)	572,482
Cash and cash equivalents, at beginning of period	9,412,328	10,645,305	10,022,832
Cash and cash equivalents, at end of period	10,645,305	10,595,314	10,595,314
Reconciliation of Operating Income to Net Cash from Operating Activities			
Operating income	1,101,386	(8,349)	444,896
Adjustments for noncash effects:			
Depreciation	211,385	211,097	846,681
Extraordinary expense: book write-off			
Changes in operating assets and liabilities:			
(Increase) decrease in accounts receivable	(11,254)	(155,500)	12,094
(Increase) decrease in prepaid expenses	15,680	44,845	(85,677)
Increase (decrease) in accounts payable	40,245	(61,511)	(214,376)
Increase (decrease) in other liabilities	-	-	-
Increase (decrease) in payroll liabilities	(879)	(10,473)	(2,235)
Increase (decrease) in accrued sick and vacation liability	-	-	-
Increase (decrease) in borrowers' deposit	(99)	710	(21,767)
Increase (decrease) in OPEB liability	21,667	21,667	86,668
Net impact of GASB 68 adjustments	-	-	-
Net cash from operating activities	<u><u>1,378,131</u></u>	<u><u>42,488</u></u>	<u><u>1,066,284</u></u>

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2020 - November 30, 2020 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 6	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,450.39	V005614
	LEXISNEXIS MATTHEW BENDER	BOOKS	216.35	V005615
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	949.66	V005616
	INGRAM LIBRARY SERVICES	BOOKS	41.11	V005617
	JAMES PUBLISHING INC	BOOKS	163.16	V005618
	JURIS PUBLISHING INC	BOOKS	108.66	V005619
	LAW JOURNAL PRESS	BOOKS	7,826.42	V005620
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,311.03	V005621
	ALM THE LEGAL INTELLIGENCER	BOOKS	364.50	V005622
	PRACTISING LAW INSTITUTE	BOOKS	926.11	V005623
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	511.54	V005624
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	343.28	V005625
	WEST ACADEMIC	BOOKS	131.07	V005626
	THOMSON REUTERS	BOOKS	14,051.00	V005627
	WILLIAM S HEIN & CO	BOOKS	1,778.58	V005628
	GOBI LIBRARY SOLUTIONS	BOOKS	454.07	V005629
November 11	STAMPS.COM	DELIVERY & POSTAG	24.99	V005683
November 13	WOLTERS KLUWER LAW & BUSINESS	BOOKS	899.02	V005630
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	874.32	V005631
	DATA TRACE PUBLISHING COMPANY	BOOKS	659.85	V005632
	JAMES PUBLISHING INC	BOOKS	163.16	V005633
	JURIS PUBLISHING INC	BOOKS	424.00	V005634
	JURISNET LLC	BOOKS	414.25	V005635
	PRACTISING LAW INSTITUTE	BOOKS	226.78	V005636
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,874.11	V005637
	WEST ACADEMIC	BOOKS	438.00	V005638
	THOMSON REUTERS	BOOKS	78,148.91	V005639
	1ST JOHN INC	LANDSCAPING	1,913.89	V005641
	ABD OFFICE SOLUTIONS	COPY CENTER	117.45	V005642
	ALTA FOODCRAFT	KITCHEN SUPPLIES	166.95	V005643
	BRIGHTVIEW	LANDSCAPING	1,250.00	V005644
	NASA SERVICES	BLDG SVCS	497.41	V005645
	OCLC INC	BIBLIOGRAPHICAL S	781.55	V005646
	OFFICE DEPOT	SUPPLIES-OFFICE	661.36	V005647
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	276.00	V005648
	STATE COMPENSATION	WORKERS COMP	3,088.50	V005649
	THE HOME DEPOT PRO	CLEANING SUPPLIES	467.09	V005650
	TECH FIRE PROTECTION	BUILDING SVCS	430.00	V005651
	UPS	DELIVERY & POSTAG	89.13	V005652
November 18	GURU PRINTERS	REPAIR/MAINT	186.83	V005666
November 20				

141,924.62

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2020 - November 30, 2020 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 24	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,224.14	V005653
	LEXISNEXIS MATTHEW BENDER	BOOKS	539.47	V005654
	GEORGE T BISEL COMPANY	BOOKS	213.72	V005655
	BUILDERS BOOK INC BOOKSTORE	BOOKS	1,756.08	V005656
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	378.36	V005657
	INTERNATIONAL MUNICIPAL LAWYERS ASS	BOOKS	150.00	V005658
	INGRAM LIBRARY SERVICES	BOOKS	136.36	V005659
	KANSAS JUDICIAL COUNCIL	BOOKS	85.00	V005660
	LIBRARY OF CONGRESS CDS	BOOKS	525.00	V005661
	PRACTISING LAW INSTITUTE	BOOKS	1,223.41	V005662
	PROQUEST INFORMATION AND LEARNING	BOOKS	1,713.60	V005663
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	935.68	V005664
	THOMSON REUTERS	BOOKS	219.00	V005665
	EX LIBRIS USERS OF NORTH AMERICA	MEMBERSHIP	245.00	V005667
	INFINISOURCE INC	PAYROLL/HR BENEFI	1,824.00	V005668
OFFICE DEPOT	SUPPLIES-OFFICE	96.82	V005669	
THE HOME DEPOT PRO	CLEANING SUPPLIES	95.65	V005670	

152,061.77

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2020 - November 30, 2020 (CHECKS)
Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 13	LA DEPT OF WATER & POWER	WATER/SEWER	15,680.01	V000161

15,680.01

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2020 - November 30, 2020 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 19	JOSEPH D ALANIZ	PAYROLL	242.03	001671

242.03

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2020 - November 30, 2020 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 6	BANKS & JORDAN	BOOKS	131.21	031685
	OTTO HARRASSOWITZ	BOOKS	1,021.29	031686
November 10	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT INS	3,919.00	031687
November 13	LEXISNEXIS CANADA INC	BOOKS	120.84	031688
	WILLIAM S HEIN & CO	BOOKS	2,793.48	031689
	GTT COMMUNICATIONS	TELECOM	174.12	031690
	AFLAC REMITTANCE	CAFE PLAN-INSURA	837.96	031691
	AT&T	TELECOM	370.78	031692
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	1,153.00	031693
	MICHELLE HOPKINS	LEGAL	2,025.00	031694
	METROLINK	TMP	406.00	031695
	NATIONAL 50 SECURITY	SECURITY	4,674.26	031696
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	9,649.14	031697
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	525.00	031698
November 20	OTTO HARRASSOWITZ	BOOKS	2,060.54	031699
	LEXISNEXIS CANADA INC	BOOKS	122.31	031700
	MINISTER OF FINANCE	BOOKS	115.54	031701
November 24	PEGGY HUANG	REFUND	140.00	031702
	CHRISTINE JUNG LEE	REFUND	140.00	031703
	AFLAC REMITTANCE	CAFE PLAN-INSURA	837.96	031704
	SYNCB AMAZON	SUPPLIES-OFFICE	241.92	031705
	COUNTY OF LOS ANGELES	BANK CHARGES	110.14	031706
	GOLDEN STATE ELECTRIC	SECURITY	300.00	031707
	GUARDIAN	PREPAID EXP	8,197.76	031708
	ONEDIGITAL HR CONSULTING	CONSULTING	2,896.26	031709
	THE PUN GROUP LLP	ACCOUNTING	3,000.00	031710

45,963.51

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Authorization to Comment on Actions by Other Government Agencies
- 4.2 Staff Presentation: Pro Bono Week After-Report
- 4.3 Volunteer Recognition

MEMORANDUM

DATE: December 16, 2020

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Authorization to Comment on Actions by Other Government Agencies

BACKGROUND AND DISCUSSION

The purpose of this agenda item is to request that the Board of Trustees authorize its President to advocate or comment (or request that the Executive Director advocate or comment) on proposed action by another legislative or government body if it would indirectly affect the Law Library.

Occasionally, situations arise where proposed action by another government agency would have a direct impact on the Law Library (e.g., matters affecting civil filing fees or funding of County Law Libraries). In those instances, the Executive Director will advocate on behalf of the Law Library (or seek guidance from the Board if the matter is unclear).

Sometimes, though, situations arise where proposed action by another government agency would have an indirect impact on the Law Library (e.g., matters affecting funding of other legal aid organizations who partner with the Law Library). In such instances, it may be in the best interests of the Law Library to offer input or comment, but the Executive Director does not generally offer comments without Board input. Where there is time, the matter can be placed on an agenda for Board consideration (e.g., a few years ago the Board approved writing to federal elected officials regarding the proposed defunding of legal aid organizations). However, sometimes public input or the decision itself is scheduled to be made prior to the next Board Meeting. In those instances, the President of the Board is requesting authorization from the Board as a whole to comment on behalf of the Law Library or to request that the Executive Director do so.

A recent example of this was the consideration by the County of reducing or eliminating funding of self-help centers in the LA Superior Court. See comments by Justice Laurie Zelon and Former Supervisor Zev Yaroslavsky here:

https://enewspaper.latimes.com/infinity/article_share.aspx?guid=03e082be-069d-4d67-a030-2b47dcd6cf7



Any significant reduction in funding of the self-help centers would likely have a negative impact on the Law Library. (Indeed, we are already overloaded with family law requests as a result of the temporary elimination of in-person services at SHCs during the pandemic.) There was no time, though, to bring the matter to the Board.

OPTIONS

Options for addressing these types of situations include:

1. Refrain from commenting on such matters;
2. Schedule an emergency meeting of the Board of Trustees to authorize comment;
3. Authorize the President to comment or request that Staff comment; or
4. Authorize someone else to comment or request that Staff comment.

RECOMMENDATION

Staff recommends that the Board authorize the President to comment or request that Staff comment in circumstances where proposed action by another government agency would have an impact on the Law Library.



MEMORANDUM

DATE: December 16, 2020

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 ninth annual Pro Bono Week (PBW) Celebration from October 26 through October 30, 2020 as an online event. The week was a whole new experience for the Law Library and our patrons, but we consider it to be an enormous success! This report summarizes the activities and provides some perspective on the week-long effort.

Questions and comments from the Board are welcome.

VISION AND MISSION

The Law Library’s vision and mission statements call for the Library to be a “vibrant community education center in Los Angeles County,” “a leader in providing public access to legal knowledge” and “a navigator facilitating access to the legal system.” This year presented new and unique challenges to achieving those goals. The usual modes of accessing information were largely unavailable, many of our partners had limited their services and resources and even our own internal team had to use new modes of communication just to engage in planning. Once again, though, the Pro Bono Week team pulled through with an amazing array of programs that publicly and effectively implemented the Library’s goals providing useful and timely information to a broad segment of the legal community and general public.

GENERAL STATISTICS

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

- More than 60 different events, classes and programs throughout the week;
- More than 60 different subject areas covered;
- More than 60 new video recordings created and posted to our website for ongoing use;
- More than 60 legal aid and social service providers participating;
- More than 50 different blogs posting about the events;
- More than 200+ new organizations and followers shared and posted on their social media platforms;
- More than 800 online calendars promoted PBW events;



More than 1,100 pre-registrations for events

In addition, the Pro Bono Week website was visited more than 3,350 times by 198 different cities across the world. Los Angeles had the most hits with 57.42%. Long Beach, Pasadena, Torrance, and Santa Clarita were the next highest audiences.

SPONSORS AND FINANCES

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

ONLINE CLASSES AND PROGRAMS

These are challenging times, but with help from so many partners and colleagues we were able to make all the amazing resources of Pro Bono Week available remotely. Depending on the nature of the topic and the likely need for audience participation, some classes were produced as live, interactive Zoom sessions, while others were recorded ahead of time and made available as "on-demand" recordings.

The live sessions featured real-time Q&A with the presenters through Zoom's text chat feature, which saw heavy use for many classes. Attendees at on-demand sessions were given the opportunity to follow-up and ask individual questions of library staff and presenters via a form provided at the end of each recording. All class attendees, at live and recorded sessions, received written instructional materials via email to assist in their understanding and allow them to take the next step in addressing their legal issue. In total, Pro Bono Week featured 40 on-demand and 19 live classes. Recordings of nearly all classes will continue to be made available after Pro Bono Week. See attached list of partnering organizations.

COVID-19 Related Topics: In order to accommodate and serve as many people as possible during the pandemic, staff worked to develop a wide range of classes with special emphasis on topics in high demand due to the effects of COVID-19, such as landlord-tenant law and employment protections and benefits. Many of the classes held covered specific topics of need for Law Library patrons and the general public; certain subjects – such as housing rights – were addressed in as many as nine separate classes. Multiple classes were also held on the subjects of: dealing with debt; divorce, families, and children; disability rights; probate; and, representing yourself in court. New offerings included classes on modification of child custody orders, car insurance during COVID-19, release and bail reduction services available to those facing criminal charges and housings protections offered by the U.S. Department of Housing and Urban Development.

Current Events and Hot Topics: Speakers also covered other topics of current interest and importance to the public such as police reform, civil rights, and election law. Disability Rights California also repeated a class on accessible voting and the impact of COVID-19 on the November election. Highlighted current interest classes included a panel discussion featuring renowned law professors, practitioners, and a representative of the Los Angeles Police Department on "Racial Bias in Policing: Defund, Defend or Reform?" and a book discussion with leading election law expert Prof. Rich Hasen on his



latest book on threats to American democracy and the right to vote (discussed more below). Based on popular demand, the Library repeated two classes focused on criminal law. The ever-popular class *Access to Police Personnel Files (Pitchess Motions)* was made available as a live Zoom program and *Know Your Rights When Interacting with the Police* was made available as an “on-demand” online recording.. In addition, this year featured an in-depth discussion of police reform and the “defund the police” movement, discussed further below. These programs provide useful information to the public and also exemplify the role of the Law Library in bringing together divergent viewpoints in civil, informative discourse. Both aspects contribute to a calmer, more knowledgeable, less adversarial community.

Other programming presented internally or by existing partners included the ever-popular landlord-tenant series, appellate self-help series, classes from the internally taught Civil Lawsuit Basics and Business Series and how-to classes on writs, appearing before a judge (taught by two Los Angeles Superior Court judges), coping with vicarious trauma while assisting victims of trauma, filing a probate petition, and finding a lawyer.

Book Discussion Group: The week’s programming included a meeting of the Law Library’s book discussion group–facilitated by the group’s founder, librarian Katie O’Laughlin. The group discussed ***Election Meltdown: Dirty Tricks, Distrust and the Threat to American Democracy***, by Richard L. Hasen, who joined the discussion on ZOOM. Hasen, Professor of Law and Political Science at U.C. Irvine, is a nationally recognized expert in election law. Indeed, Prof. Hasen was featured on NPR’s Morning Edition the morning of the book discussion group giving his analysis of the just-issued, U.S. Supreme Court’s ruling regarding deadlines for absentee ballots in Wisconsin. The book and topic could not have been more relevant, happening exactly one week before the 2020 election and in the midst of a flurry of headlines about new cases and rulings in election matters. Professor Hasen generously gave the group 90 minutes of his time and expertise on all aspects of voting such as voter suppression versus voter fraud, the effect of the coronavirus on voting, the upcoming election, the new Supreme Court and possible legal outcomes if the election outcome is in dispute. The discussion group again drew participants from the legal community as well as the general public, and all were enriched by Professor Hasen’s thoughtful contribution.

The week also marked the ninth year in a row for two 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 ethics in partnerships involving virtual and on-site clinic-based partnerships.

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

Lawyers in the Library: In addition to classes and workshops, volunteer attorneys from Lawyers in the Library – which was originally an in-person program but has been converted to a remote service via internet and phone – were available all week to provide 15-20 minute consultations by phone with members of the public. Nearly 150 people each month receive free consultations and the pace kept up during Pro Bono



Week and after, as the overflow of requests received were processed. Family law was the most heavily requested topic. Discussions are already underway to develop more online resources to address the backlog of family-law related legal issues, given the reduced scope of services available at the court self-help centers.

Four classes were conducted in Spanish and all live classes included closed captioning for the hearing impaired.

MINIMUM CONTINUING LEGAL EDUCATION (MCLE)

For attorneys and paralegals, Pro Bono Week featured 5.0 hours of free, on-demand and live online MCLE classes, all of which provided practical training in how to represent pro bono clients. This was the Law Library's first foray into online MCLE, which necessitated the creation of new processes and infrastructure for tracking attendance and providing certificates and other required materials to participating attorneys, in accordance with State Bar rules. The Law Library has since leveraged this work to continue providing online MCLE after Pro Bono Week.

Subjects covered in Pro Bono Week MCLE classes included assisting with criminal record expungements to help clients gain employment, removing legal obstacles to help veterans obtain employment, seeking medical assistance for clients through medical-legal partnerships, and setting up guardianships for minors whose parents cannot or will not care for them. Many members of the general public attended these classes as well. All sessions continue to be made available as on-demand recordings eligible for MCLE credit through the Library website.

MEDIA AND OUTREACH

Over 100 articles appeared in local, city, state and national print and electronic media and numerous announcements appeared on-line or in E-News as well. Over 800 on-line calendars across Southern California, statewide and nationally announced the events.

Due to Covid-19, only a small number of flyers were posted in courthouses and sent to elected official offices. However, packets of flyers were sent to over 40 different libraries providing curbside service consistent with state and federal safety guidelines, so that those flyers could be inserted into packages of borrowed materials at those libraries.

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

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

- Hon. Ben Allen
- Hon. Autumn Burke
- Hon. Maria Elena Durazo
- Hon. Jimmy Gomez



- Hon. Marqueece Harris-Dawson
- Hon. Connie Leyva
- Hon. Nury Martinez
- Hon. Grace Napolitano
- Hon. Freddy Rodriguez
- Hon. Blanca Rubio
- Hon. Hilda Solis
- Hon. Herb Wesson

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

TECHNOLOGY Pro Bono Week became digitally focused this year in order to bring content to remote patrons via the Internet. Because this would be anything but a normal year, our typical setups of computer laptops, projectors, screens, and audio equipment throughout the main library was transformed into a video production and broadcast studio for recorded content as well as live-streams for speakers, panelists and our book discussion group. Our three member Information Technology team of Alfredo Ritta, Helpdesk Analyst, Sonny Lew, Systems Administrator, and Jaye Steinbrick, Senior Director, set up and supported all of the technology for these efforts.

The IT team focused technology and staff resources to safely conduct class events between presenters and attendees by creating a virtual class environment. In order to make virtual classes a reality our IT staff devised a way to enable our presenters to record their presentations in a video format they could send to us and we would edit later and make available via our website during PBW (adding LALL-specific introductions, website links and other pertinent information). We also created a platform to live-stream presentations and record the sessions to be viewed “on-demand” from our website later. IT staff successfully live-streamed 20 webinars throughout the week. More than 130 videos were created and/or edited in different formats to be viewed online including PBW class videos, promotional videos and pre-recorded speaker introductions. An example our standard Pro Bono Week promo video can be viewed at <http://www.lalawlibrary.org/pbwintro>.

In order to facilitate collaborative resources such as remote file sharing and video broadcasting, the library utilized the third-party services of Dropbox, Vimeo and Zoom. Dropbox was used as a repository for large files received from presenters to be shared with LALL staff. IT staff scanned all incoming files for potential viruses before their final placement online. The files containing class materials were made available for download on our Pro Bono Week website. Vimeo was used as a broadcasting platform for our video content, a service similar to YouTube but with added content control and without random advertising. Two zoom accounts were used to live-stream the twenty webinars scheduled throughout PBW week, some at the same time. The zoom accounts had the ability to host both meetings and webinars. Meetings are designed to be a collaborative event with all participants being able to screen share, turn on their video and audio, and interact with others in attendance. Webinars are designed so only the host and any designated panelists are seen and able to share their video, audio and screen. Handouts were emailed in advance but additional materials were distributed during live-streams by sending a link to a downloadable PDF file through the chat function that gave attendees the option to save the material to their computers to view or print them at their own convenience.



As an added bonus of this new digital focus, we were able to expand the use of closed captioning for our hearing-impaired patrons to all live-stream presentations this year. This service was able to be expanded by utilizing a computer speech recognition service instead of human translation services so the cost to provide this greater access was greatly reduced compared with previous years and, most importantly, the number of captioned classes was increased.

From a technology viewpoint the 2020 virtual Pro Bono Week was highly successful. This new concept of virtual interaction is likely to continue and the technology will improve over time. Should virtual attendance become part of the “post pandemic new normal” we are now ready with the knowledge and experience to handle these challenges.

WEBSITE / FLYER

This year’s website went through a redesign taking it from a one-page site to multiple pages to help with Search Engine Optimization 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 Live Zoom Classes to On-Demand classes.

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

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

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

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

CONCLUSION

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

RECOMMENDATION:

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



QUOTES FROM PRESENTERS AND VOLUNTEERS ABOUT THEIR EXPERIENCES

Judge Iwasaki and I had a blast. Thank you for this important opportunity to reach out to our community.

Thank you for the opportunity. I enjoyed the experience and plan to take part next year.

It has been my pleasure working with LA Law Library. Thank you for the invitation and I look forward to more collaboration.

We were happy to a part of this year's event and look forward to next year.

I did enjoy myself and was happy to contribute to the LA Law Library's great work. Thanks for the invitation and I look forward to future collaborations.

Thanks very much to you and the entire team, too, for making the virtual 2020 Pro Bono Week celebration possible!

Thank you for inviting me to participate. Congratulations on a successful Pro Bono Week.

I have really enjoyed presenting over the years. I look forward to next year.

Thanks so much for having us and for organizing this great event!

Thank you for the unique opportunity to be a part of the LA Law Library's pro bono week. It was a pleasure to participate, and I wish you all the best.



QUOTES FROM PATRONS AND CLIENTS ABOUT THEIR EXPERIENCES

“He was kind thoughtful and engaged. He gave me great advice to help me. He knows his codes and procedures well. I feel confident self-representing in court next year.”

“Know my next steps on how to win my case”

“A very positive outlook”

“Left with confidence that I was on the right track”

“My expectations were exceeded with no surprises. What a pleasure to communicate with such a professional.”

“It helped me by identifying what my options are and going from there.”

“Excellent. She was very patient and very clear in her communication with me. Thank you.”

“He was very helpful, gave suggestion on how to proceed with the problem which we will follow up.”

“Very helpful ~ really appreciate his time.”

“It’s more clear for me on how to proceed moving forward with my child support case.”

“I am very happy with the information that I received in our telephone conversation. I hope to not need legal help in the future but if I do I would hope to reach out to you again for help.”

“Greatly appreciated!!! Thank you!!”

“Thanks for having this in place! Super grateful!!”

“Very enlightening”

“I feel confident”

“Thank you very much for this free presentation. It was extremely helpful for myself and to assist others who may come to me for advice as a mental health professional or friend. Please keep these classes going virtually even after COVID-19, as many working people may not have been able to attend a class in person due to our job hours.”

“Highly informative and excellent presentation. Thank you.”

“Well-spoken presenter who clearly understood and deeply cared about the topic - very illuminating. Thank you!”

“Great class! Thank you very much.”



“This is my first course and I will be taking more of your courses. I am really interested in the law and hope to learn a lot more to improve my knowledge as a paralegal”

“This has helped me a lot to better understand what Expungements mean to the Latino community, how they think that a parking ticket needs an expungement. Thank you for letting us help our community.”

“Excellent presentation. Thank you.”

“I found the program comprehensive.”

“It covered everything I was expecting. Ms. Hayes-Hill did an excellent job in describing the probate process. It is much appreciated!”

“Good coverage of the subject matter. Well organized. Prof Gunning is a strong and effective moderator. Poignant to hear from Lt MacIntyre and his joining the Department to help with its reform and keep the Department relevant to the community. Strong reminder that Department is moving from "warrior" to "guardian" mentality. Prof Harris is on top of game and especially impressive with capsule summary of police history.”

“This panel was excellent”

“I would appreciate more events on this important and relevant issue of racial bias in policing and defunding the police. This conversation must continue. Thanks to all the panelists and the library staff for making this happen.”

“Zoom classes are a fab idea and should be kept going even after things go back to normal after the pandemic. I live in Santa Monica and it’s a long trip for me to attend a class in downtown LA.”



EXAMPLES OF PROMOTIONAL LINKS

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

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

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

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

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

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

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

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

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

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



RENEWING PARTNERS, PARTICIPANTS AND COLLABORATORS-STEPHANIE

Akin, Gump, Strauss, Hauer & Feld LLP
Attorney Referral Service of the San Fernando Valley Bar Association
Bet Tzedek Legal Services
Black Women's Lawyers Association of Los Angeles
California Association Legal Document Assistants (CALDA)
California Court of Appeal, Second Appellate District
California Lawyers Association (CLA)
California Lawyers for the Arts
California Minority Counsel Program Ambassadors Council (CMCPAC)
California Women's Law Center
Central American Resource Center (CARECEN)
Christian Legal Aid of Los Angeles
Chrysalis
Colantuono, Highsmith & Whatley, PC
Communication Access Realtime Translation (CART)
Disability Rights California
Disability Rights Legal Center
Doug Korte
Esperanza Immigrant Rights Project
GMSA Legal
Gruber Law Firm
Housing Equality & Advocacy Resource Team (Heart L.A.)
Horvitz & Levy LLP
Housing Rights Center (HRC)
Katz & Associates
Kids in Need of Defense (KIND)
Kimball, Tirey & St. John LLP
Konell Ruggiero LLP
Koreatown Youth+ Community Center (KYCC) Low Income Taxpayer Clinic
LA County Library
LA Superior Court
Law Office of Bryan Hathorn
Law Office of Louis Anthes
Law Office of Michelle C. Hopkins
Law Offices of Marc C. Hodges
Law Offices of Michael I. Schiller
Law Offices of Randy Godin
Law Office of Carol A. Sobel
Law Offices of Kathleen M. O'Connor
Law Offices of Tilak Gupta
Law Office of Tarek Shawky
Learning Rights Law Center
Legal Aid Foundation of Los Angeles (LAFLA)
Levitt & Quinn Family Law Center
Los Angeles Center for Law and Justice
Los Angeles County Alternate Public Defender's Office
Los Angeles County Department of Consumer and Business Affairs (DCBA)
Los Angeles County District Attorney's Office
Los Angeles County Public Defender's Office
Los Angeles Incubator Consortium (LAIC)



Los Angeles Police Department (LAPD)
Los Angeles Public Library, Central Library
Loyola Center for Conflict Resolution
Maria E. Hall, Attorney at Law
Mental Health Advocacy Services (MHAS)
My Legal Team, Inc.
Neighborhood Legal Services of Los Angeles County (NLSLA)
Office of Mayor Eric Garcetti, Immigrant Affairs
Orren & Orren
Pacific Asian Consortium in Employment (PACE Business)
Piece by Piece
Public Counsel
Settlement Works
Sirkin & Sirkin
Southern California Chinese Lawyers Association (SCCLA)
Southern California Collaborative for Medical-Legal Partnership
Southern California Family Mediation, Inc.
Southwestern Law School
The Law Office of Austin Dove
UCLA School of Law
UC Irvine School of Law
USC Gould School of Law

NEW PARTICIPANTS AND COLLABORATIONS

Ghuman Law Firm
Law Good
Law Offices of Juan Carlos Moran
Los Angeles County Bar Association (LACBA) Veterans Legal Services Project
Los Angeles County Probation, Pretrial Services Bureau
Santa Monica Bar Association
The McQueen Firm
U.S. Department of Housing and Urban Development (HUD)



MEMORANDUM

DATE: December 16, 2020

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Volunteer Recognition

VOLUNTEER APPRECIATION & PRESENTATION OF COMMENDATIONS

Law Library volunteers have been invited to attend the Board meeting in order to receive recognition at the meeting. The Board is asked to acknowledge our volunteers – those who can attend the meeting as well as those whose schedules do not permit them to attend -- for their extraordinary and tireless efforts in supporting LA Law Library and the community we serve.

Most of these volunteers have dedicated many hours of their time participating in Law Library programs and events. They are either regular volunteers, assisting numerous times at Lawyers in the Library or teaching classes and workshops.

Our success in providing programs and services to our patrons is dependent upon these fantastic volunteers. They will each receive a commendation from the Law Library (a sample is attached) expressing our appreciation for their good work and community spirit.

RECOMMENDATION

We hope the Trustees will be able to say thank you in your own words, converse informally with the volunteers and hear some of their thoughts and experiences as volunteers at LA Law Library.



Certificate of Appreciation

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Name
Draft

LA Law Library recognizes and thanks you for your extraordinary and tireless efforts in supporting the Law Library and the community we serve. The Law Library relies upon numerous volunteers to assist in providing classes, workshops and individual consultations to the legal community as well as to those facing legal challenges who cannot afford representation. You have not only volunteered, you have distinguished yourself among our volunteers by going above and beyond, giving more extensively of your time and talents, and exhibiting knowledge, creativity and patience in your interactions with staff and patrons. Through these efforts, you have become a meaningful part of closing the justice gap in our community. We appreciate your contribution to this important cause.

Sandra J. Levin, Executive Director

