

AGENDA

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

REGULAR BOARD MEETING

Wednesday, November 16, 2022

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

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

AGENDA MATERIALS

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

CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the October 26, 2022 Regular Board Meeting
- 3.2 Review of September Financials and List of October Checks and Warrants
- 3.3 Acceptance of Financial Statement Audit Report for the Fiscal Year Ended June 30, 2022
- 3.4 Approval of 2023 LA Law Library Holiday Calendar
- 3.5 Approval of 2023 Board of Trustees Meeting Schedule

4.0 DISCUSSION ITEMS

- 4.1 Review of 1st Quarter FY23 Performance as Compared to Budget
- 4.2 Review and Acceptance of Pro Bono Week After-Report

5.0 AGENDA BUILDING

Items not on the posted agenda may be presented by a Trustee and, if requested, may be referred to staff or placed on the agenda for consideration at a future meeting of the Board.

6.0 EXECUTIVE DIRECTOR REPORT

7.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, December 14, 2022.

POSTED THURSDAY, NOVEMBER 10, 2022 @ 11:30 A.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the September 28, 2022, Regular Board Meeting
- 3.2 Review of August Financials and List of September Checks and Warrants
- 3.3 Acceptance of Financial Statement Audit Report for the Fiscal Year Ended June 30, 2022
- 3.4 Approval of 2023 LA Law Library Holiday Calendar
- 3.5 Approval of 2023 Board of Trustees Meeting Schedule

**MINUTES OF THE COMBINED REGULAR AND SPECIAL BOARD MEETINGS
OF THE BOARD OF LAW LIBRARY TRUSTEES OF
LOS ANGELES COUNTY**

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

October 26, 2022

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, October 26, 2022 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 Dennis Landin
Judge Yolanda Orozco
Susan Steinhauser, Esquire
Judge Michael Stern

Trustees Absent: Judge Mark Juhas
Judge Michelle Williams Court
Kenneth Klein, Esquire

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

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

A Staff Presentation began at 12:30pm. At 12:35 p.m. Trustee Steinhauser determined a quorum to be present, convened the meeting and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

4.0 DISCUSSION (TAKEN OUT OF ORDER)

4.3 Staff Presentation: Implementation and Usage of E-Books Platform

Senior Librarian for Collection Development and Branches, Linda Heichman, gave a brief summary of the E-Book platform that had recently been launched by the Law Library. SL Heichman explained that the number of electronic book retrievals reflects a high demand and demonstrates the need and use of remote electronic resource accessibility. Other highlighted features of the E-Book platform include automatic book return and the availability of 4,000 volumes to patrons without need for a deposit or borrower card.

No action was taken.

1.0 PUBLIC COMMENT

No Public Comment

2.0 PRESIDENT'S REPORT

No report.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the September 28, 2022 Regular Board Meeting
- 3.2 Review of August Financials and List of September Checks and Warrants
- 3.3 Review and Approval of FY23 1st Quarter Statistics

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

4.0 DISCUSSION

- 4.1 Review and Acceptance of Draft Financial Statement Audit Report and AU-C260 Letter for Fiscal Year Ended June 30, 2022

Guest speaker, Frances Kuo of The Pun Group, gave a presentation on the annual audit conducted for the Los Angeles County Law Library. Ms. Kuo expressed positive outcomes and a draft unqualified audit report. A full draft report was included in the board agenda packet.

Trustee Steinhauser requested a motion to review the attached audited financial statements and AU-C260 Letter, ask any questions, discuss and then accept the report.
Attachments include:

- 1) Draft Los Angeles County Law Library Financial Statement and Independent Auditor's Report for the Year Ended June 30, 2022 (with Comparative Totals for 2021)
- 2) Draft AU-C260 Letter

So moved by Trustee Orozco seconded by Trustee Landin. The motion was unanimously approved, 4 - 0.

- 4.2 Update and Discussion Regarding Surveillance Systems at the Law Library

Senior Director, Jaye Steinbrick, gave a brief review of the ongoing challenges and goals of setting up a camera surveillance system for the library premises as a result of recent acts of violence and destruction of library property and facilities. Trustee Landin inquired regarding what type of security system other nearby government buildings use. SD Steinbrick responded and provided information regarding trends, budgeting and long term surveillance goals. Trustee Stern inquired as to what types of procedures the library has regarding on property encampments, whether removal is resisted, and whether LAPD removes a person. SD Steinbrick summarized procedures in place for encampments on the property, noting that there are occasions when law enforcement needs to be called. ED Levin added that budgeting measures are being taken and a more accurate estimate of potential costs should be clear by the end of the year.

No action requested or taken.

4.4 Staff Presentation: Status of Platinum Program

Senior Librarian for Reference and Legal Education, Ryan Metheny, spoke before the Board on the status of the Platinum Program. SL Metheny mentioned that two major law firms are currently participating, requesting anywhere from 200-300 documents per month. ED Levin added that the cost of participating in the Platinum program has provided an opportunity to cover the cost for staff and support services to the public.

No action taken.

5.0 **AGENDA BUILDING**

No future items were presented by Trustees to be referred to staff or placed on the agenda for consideration at a future meeting of the Board.

6.0 **EXECUTIVE DIRECTOR REPORT**

ED Levin reminded everyone that it was Pro Bono Week and that a vaccination clinic and a Mosaic making clinic would be onsite on Friday.

7.0 **ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 1:27pm. The next Regular Meeting of the Board of Law Library Trustees currently scheduled for Wednesday, November 16, 2022 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 September 30, 2022

(Provisional and subject to year-end audit adjustments)

	6/30/2022	9/30/2022	YTD
Assets			
Current assets			
Cash and cash equivalents	13,315,059	12,429,109	(885,950)
Accounts receivable	207,666	87,870	(119,796)
Other receivable	1,138,800	1,257,028	118,228
Prepaid expenses	261,033	499,228	238,195
Total current assets	14,922,559	14,273,235	(649,324)
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	5,936,527	5,930,282	(6,246)
Capital assets, not being depreciated	664,178	664,178	-
Capital assets, being depreciated - net	15,124,179	14,929,316	(194,863)
Total noncurrent assets	22,043,355	21,842,246	(201,109)
Total assets	36,965,913	36,115,480	(850,433)
Deferred Outflows of Resources			
Deffered Outflows of Resources	2,309,920	2,309,920	-
Total assets and deffered outflows of resources	39,275,833	38,425,400	(850,433)
Liabilities			
Current Liabilities			
Accounts payable	246,725	44,823	(201,902)
Other current liabilities	-	-	-
Payroll liabilities	8,073	6,561	(1,512)
Total current liabilities	254,798	51,385	(203,413)
Noncurrent Liabilities			
Accrued sick and vacation liability	289,435	279,190	(10,245)
Borrowers' deposit	214,913	220,627	5,715
OPEB liability	3,745,828	3,770,828	25,000
Net pension liability	788,233	813,233	25,000
Total noncurrent liabilities	5,038,408	5,083,878	45,470
Total liabilities	5,293,206	5,135,263	(157,943)
Deferred Inflows of Resources			
Deffered Inflows of Resources	1,738,733	1,738,733	-
Total liabilities and Deffered inflows of resources	7,031,939	6,873,996	(157,943)
Net Position			
Invested in capital assets	15,788,357	15,593,494	(194,863)
Unrestricted	16,455,537	15,957,910	(497,627)
Total net position	32,243,894	31,551,405	(692,490)
Total liabilities and Deffered inflows of resources and net position	39,275,833	38,425,400	(850,433)

Los Angeles County Law Library
Income Statement for the Period Ending September 30, 2022
(Provisional and subject to year-end audit adjustments)

Sep 2021	Sep 2022			
	Budget	Actual	\$ Fav (Unf)	% Fav (-)
588,384	502,325	640,432	138,107	27.5%
4,536	7,713	18,522	10,808	140.1%
43,518	43,000	0	(43,000)	-100.0%
17,314	156,339	45,856	(110,483)	-70.7%
653,752	709,377	704,809	(4,568)	-0.6%
357,891	421,348	351,290	70,058	16.6%
50,867	55,760	54,174	1,587	2.8%
139,510	161,240	135,767	25,473	15.8%
(139,510)	(161,240)	(135,767)	(25,473)	15.8%
67,163	85,970	73,972	11,998	14.0%
10,563	17,314	11,660	5,654	32.7%
5,389	7,662	6,309	1,353	17.7%
316	700	361	339	48.4%
2	1,360	2	1,358	99.9%
0	12	0	12	100.0%
3,129	9,093	10,252	(1,159)	-12.7%
203,695	198,922	200,212	(1,290)	-0.6%
699,014	798,141	708,232	(89,909)	-11.3%
(45,262)	(88,764)	(3,423)	85,341	-96.1%
(4,708)	833	(10,064)	(10,897)	-1307.6%
0	0	0	0	0.0%
0	0	0	0	0.0%
(49,970)	(87,931)	(13,487)	74,444	-84.7%
0	225,000	0	225,000	100.0%

Summary:

Income

L.A. Superior Court Fees	1,742,454	1,465,925	1,782,677	316,752	21.6%
Interest	12,412	22,531	45,196	22,664	100.6%
Parking	135,690	129,000	50,425	(78,575)	-60.9%
Library Services	171,335	216,710	99,043	(117,667)	-54.3%
Total Income	2,061,892	1,834,167	1,977,341	143,175	7.8%

Expense

Staff (payroll + benefits)	1,432,020	1,854,674	1,511,844	342,830	18.5%
Electronic Resource Subscriptions	123,632	146,520	134,759	11,762	8.0%
Library Materials	407,045	466,240	406,898	59,342	12.7%
Library Materials Transferred to Assets	(407,045)	(466,240)	(406,898)	(59,342)	12.7%
Facilities	210,940	257,559	232,862	24,697	9.6%
Technology & Data	31,734	80,260	38,111	13,086	16.3%
General	19,891	20,975	18,120	5,069	24.2%
Professional Development	2,525	9,100	10,318	(1,218)	-13.4%
Communications & Marketing	6	4,111	532	9,769	237.6%
Travel & Entertainment	0	36	24	12	33.9%
Professional Services	8,710	27,979	15,255	12,724	45.5%
Depreciation	610,721	592,182	601,761	(9,579)	-1.6%
Total Expenses	2,440,179	2,993,397	2,563,585	429,812	14.4%

Net Income (Loss)

Investment Gain (Loss) ¹	807	2,500	(6,246)	(8,746)	-349.8%
Extraordinary Income	3,175,330	0	0	0	0.0%
Extraordinary Expense	0	0	100,000	(100,000)	0.0%
Net Income Including Extraordinary Items	2,797,849	(1,156,730)	(692,490)	464,241	40.1%

Capitalized Expenditures

	0	358,000	0	358,000	100.0%
--	---	---------	---	---------	--------

FY 2021-22	FY 2022-23 YTD				Comments
	YTD Actual	Budget	Actual	\$ Fav (Unf)	
	1,742,454	1,465,925	1,782,677	316,752	21.6%
	12,412	22,531	45,196	22,664	100.6%
	135,690	129,000	50,425	(78,575)	-60.9%
	171,335	216,710	99,043	(117,667)	-54.3%
	2,061,892	1,834,167	1,977,341	143,175	7.8%
	1,432,020	1,854,674	1,511,844	342,830	18.5%
	123,632	146,520	134,759	11,762	8.0%
	407,045	466,240	406,898	59,342	12.7%
	(407,045)	(466,240)	(406,898)	(59,342)	12.7%
	210,940	257,559	232,862	24,697	9.6%
	31,734	80,260	38,111	13,086	16.3%
	19,891	20,975	18,120	5,069	24.2%
	2,525	9,100	10,318	(1,218)	-13.4%
	6	4,111	532	9,769	237.6%
	0	36	24	12	33.9%
	8,710	27,979	15,255	12,724	45.5%
	610,721	592,182	601,761	(9,579)	-1.6%
	2,440,179	2,993,397	2,563,585	429,812	14.4%
	(378,287)	(1,159,230)	(586,244)	572,987	49.4%
	807	2,500	(6,246)	(8,746)	-349.8%
	3,175,330	0	0	0	0.0%
	0	0	100,000	(100,000)	0.0%
	2,797,849	(1,156,730)	(692,490)	464,241	40.1%
	0	358,000	0	358,000	100.0%

Los Angeles County Law Library
 Income Statement for the Period Ending September 30, 2022
 (Provisional and subject to year-end audit adjustments)

Sep 2021	Sep 2022				FY 2021-22	FY 2022-23 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (-)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (-)
2,291	5,000	2,189	2,811	56.2%	23 COL 603999	Commonwealth Continuations	66,874	74,000	67,918	6,082	8.2%	Timing variance.
24	300	0	300	100.0%	23 COL 604999	Commonwealth New Orders	24	300	0	300	100.0%	Timing variance.
4,012	7,000	5,658	1,342	19.2%	23 COL 605999	Foreign Continuations	15,561	29,500	16,622	12,878	43.7%	Timing variance.
406	600	164	436	72.6%	23 COL 606999	Foreign New Orders	483	600	164	436	72.6%	Timing variance.
7,002	10,000	6,142	3,858	38.6%	23 COL 607999	International Continuations	30,965	31,000	19,111	11,889	38.4%	Timing variance.
802	800	469	331	41.4%	23 COL 608999	International New Orders	865	900	673	227	25.3%	Timing variance.
2,165	1,000	635	365	36.5%	23 COL 609399	General/Librarianship Continuations	2,265	3,000	889	2,111	70.4%	Timing variance.
0	300	705	(405)	-134.8%	23 COL 609499	General/Librarianship New Orders	204	300	705	(405)	-134.8%	
139,510	161,240	135,767	29,707	18.4%	23 COL 690000	Subtotal	407,045	466,240	406,898	70,242	15.1%	
(139,510)	(161,240)	(135,767)	(25,473)	15.8%	23 COL 690000	Library Materials Transferred to Assets	(407,045)	(466,240)	(406,898)	(59,342)	12.7%	
50,867	55,760	54,174	1,587	2.8%	23 COL 685000	Electronic Resource Subscriptions (ERS)	123,632	146,520	134,759	11,762	8.0%	Timing variance.
						Facilities:						
3,831	5,000	396	4,604	92.1%	39 FAC 801005	Repair & Maintenance	4,938	15,000	2,060	12,940	86.3%	Timing variance.
1,045	1,634	1,531	103	6.3%	39 FAC 801010	Building Services	3,760	4,902	5,988	(1,086)	-22.2%	Timing variance.
0	1,250	179	1,071	85.7%	39 FAC 801015	Cleaning Supplies	1,035	3,750	3,168	582	15.5%	Unplanned cost increases
11,640	11,266	13,201	(1,935)	-17.2%	39 FAC 801020	Electricity & Water	34,563	33,798	38,249	(4,451)	-13.2%	Timing variance.
966	966	1,014	(48)	-5.0%	39 FAC 801025	Elevator Maintenance	2,898	2,898	2,946	(48)	-1.7%	
0	4,117	0	4,117	100.0%	39 FAC 801030	Heating & Cooling	6,886	12,351	6,741	5,610	45.4%	Delayed invoicing for this month
24,157	27,540	28,861	(1,321)	-4.8%	15 FIN 801035	Insurance	72,472	82,620	89,415	(6,795)	-8.2%	Timing variance.
10,174	10,800	12,149	(1,349)	-12.5%	39 FAC 801040	Janitorial Services	30,172	32,400	35,747	(3,347)	-10.3%	Includes some landscaping costs.
1,250	1,500	0	1,500	100.0%	39 FAC 801045	Landscaping	3,750	4,500	0	4,500	100.0%	See Janitorial Services.
13,319	19,167	15,222	3,945	20.6%	39 FAC 801050	Security	47,451	57,500	45,286	12,214	21.2%	Timing variance.
0	417	0	417	100.0%	39 FAC 801060	Room Rental Expenses	0	1,251	0	1,251	100.0%	No room rentals for the month.
132	200	556	(356)	-178.1%	39 FAC 801065	Special Events Expenses	537	200	2,019	(1,819)	-909.7%	Timing variance.
0	333	0	333	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	0	999	0	999	100.0%	Timing variance.
0	200	256	(56)	-28.2%	39 FAC 801110	Equipment (<3K)	1,748	600	256	344	57.3%	Timing variance.
0	0	0	0	0.0%	39 FAC 801115	Building Alterations (<3K)	0	2,500	0	2,500	100.0%	Timing variance.
649	1,400	607	793	56.6%	39 FAC 801120	Delivery & Postage	730	1,750	780	970	55.4%	Timing variance.
0	180	0	180	100.0%	39 FAC 801125	Kitchen supplies	0	540	207	333	61.7%	Timing variance.
67,163	85,970	73,972	11,998	14.0%		Subtotal	210,940	257,559	232,862	24,697	9.6%	
						Technology:						
1,177	1,655	1,131	524	31.7%	33 TECH 801210	Software Maintenance	3,531	4,965	4,182	783	15.8%	Timing variance
1,790	3,015	2,467	548	18.2%	33 TECH 801212	Hardware Maintenance	5,371	9,045	7,823	1,222	13.5%	Timing variance
0	0	0	0	0.0%	33 TECH 801215	Software (<\$3k)	0	2,700	0	2,700	100.0%	Timing variance
897	100	0	100	100.0%	33 TECH 801220	Hardware (<\$3k)	1,836	1,700	1,255	445	26.2%	Timing variance
0	283	0	283	100.0%	33 TECH 801225	Computer Supplies	0	849	0	849	100.0%	Timing variance
5,079	5,318	5,116	202	3.8%	33 TECH 801230	Integrated Library System	15,238	15,954	16,762	(808)	-5.1%	Timing variance
1,620	1,712	2,023	(311)	-18.2%	33 TECH 801235	Telecommunications	4,937	5,136	5,366	(230)	-4.5%	
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	80	0	0	0	0.0%	
0	2,708	0	2,708	100.0%	33 TECH 801250	Services	0	8,125	0	8,125	100.0%	Timing variance
0	2,731	923	1,808		33 TECH 801275	Online Service Providers	741	32,411	2,723	29,689	91.6%	Timing variance
10,563	17,314	11,660	5,862	33.9%		Subtotal	31,734	80,260	38,111	13,086	16.3%	
						General:						
448	583	302	281	48.1%	15 FIN 801310	Bank Charges	1,407	1,750	1,202	548	31.3%	Lower volume transactions for the month.
891	829	835	(6)	-0.7%	35 CMS 801315	Bibliographical Services	2,672	3,687	3,699	(12)	-0.3%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
0	108	194	(85)	-78.8%	17 EXEC 801325	Board Expense	0	325	305	20	6.1%	July Board meeting cancelled.
0	1,300	0	1,300	100.0%	37 COM 801330	Staff meals & events	0	3,800	0	3,800	100.0%	Timing variance.
1,894	1,250	274	976	78.1%	15 FIN 801335	Supplies - Office	3,321	4,250	1,609	2,641	62.1%	Timing variance.
0	2,000	1,988	12	0.6%	35 CMS 801337	Supplies - Library materials	0	2,000	1,988	12	0.6%	
0	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	0	1,750	516	1,234	70.5%	Timing variance; additional purchases forthcoming.
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
542	1,491	1,222	269	18.0%	33 IT 801370	Copy Center Expense	1,081	4,313	3,679	634	14.7%	Timing variance.
804	0	343	(343)	0.0%	15 FIN 801375	General - Misc	9,409	0	1,180	(1,180)	0.0%	Timing variance.
810	438	1,150	(712)	-162.6%	25 PS 801390	Course Registration	2,000	1,314	3,630	(2,316)	-176.3%	Higher than anticipated registration for OTF-subsidized programs.
0	0	(0)	0	0.0%	17 EXEC 801395	Friends of Law Library	0	0	312	(312)	0.0%	
5,389	7,662	6,309	1,691	22.1%		Subtotal	19,891	20,975	18,120	5,069	24.2%	
						Professional Development:						

Los Angeles County Law Library
Income Statement for the Period Ending September 30, 2022
(Provisional and subject to year-end audit adjustments)

Sep 2021	Sep 2022				YTD Actual	FY 2022-23 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (-)	Budget	Actual	\$ Fav (Unf)		% Fav (-)	
0	600	0	600	100.0%	ALL 803105	Travel	0	6,600	5,449	1,151	17.4%	Lower AALL travel related costs.
0	0	0	0	0.0%	ALL 803110	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	
316	0	361	(361)	0.0%	ALL 803115	Membership dues	1,580	0	1,264	(1,264)	0.0%	Late/New AALL memberships.
0	100	0	100	100.0%	ALL 803120	Registration fees	945	2,500	3,605	(1,105)	-44.2%	Timing variance.
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	0	0	0.0%	
316	700	361	339	48.4%		Subtotal	2,525	9,100	10,318	(1,218)	-13.4%	
						Communications & Marketing:						
2	40	2	38	95.0%	37 COM 803205	Services	6	120	6	114	95.0%	Timing variance.
0	750	0	750	100.0%	37 COM 803210	Collateral materials	0	4,751	527	4,225	88.9%	Timing variance.
0	3,300	0	3,300	100.0%	37 COM 803215	Advertising	0	4,930	0	4,930	100.0%	Timing variance.
0	500	0	500	100.0%	37 COM 803220	Trade shows & Outreach	0	500	0	500	100.0%	Timing variance.
2	1,360	2	4,588	337.3%		Subtotal	6	4,111	532	9,769	237.6%	
						Travel & Entertainment						
0	0	0	0	0.0%	ALL 803305	Travel	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803310	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	
0	12	0	12	100.0%	ALL 803320	Ground transportation & mileage reimb.	0	36	24	12	33.9%	Timing variance.
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
0	12	0	12	100.0%		Subtotal	0	36	24	12	33.9%	
						Professional Services						
1,845	0	1,845	(1,845)	0.0%	15 FIN 804005	Accounting	4,390	700	2,545	(1,845)	-263.6%	Timing variance.
1,360	2,163	2,100	63	2.9%	17 EXEC 804008	Consulting Services	4,080	6,489	6,300	189	2.9%	
0	6,180	5,935	245	4.0%	17 EXEC 804010	Legal	0	18,540	5,935	12,605	68.0%	Unbudgeted legal issues offset by timing variance in OTF
(77)	750	373	378	50.3%	15 FIN 804015	Other	240	2,250	475	1,775	78.9%	Timing variance.
3,129	9,093	10,252	(1,159)	-12.7%		Subtotal	8,710	27,979	15,255	12,724	45.5%	
						Depreciation:						
180,457	173,122	171,494	1,628	0.9%	15 FIN 806105	Depreciation - Library Materials	540,500	519,501	515,123	4,378	0.8%	
23,238	25,800	28,718	(2,918)	-11.3%	15 FIN 806110	Depreciation Exp - FF&E	70,221	72,681	86,638	(13,957)	-19.2%	New CapEX purchase after budget approval. May need to review at mid-year.
203,695	198,922	200,212	(1,290)	-0.6%		Subtotal	610,721	592,182	601,761	(9,579)	-1.6%	
699,014	798,141	708,232	89,909	11.3%		Total Expense	2,440,179	2,993,397	2,563,585	429,812	14.4%	
(45,262)	(88,764)	(3,423)	85,341	-96.1%		Net Income Before Extraordinary Items	(378,287)	(1,159,230)	(586,244)	572,987	49.4%	

Los Angeles County Law Library
Income Statement for the Period Ending September 30, 2022
(Provisional and subject to year-end audit adjustments)

Sep 2021	Sep 2022				FY 2021-22	FY 2022-23 YTD				Comments	
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (-)	YTD Actual	Budget	Actual		\$ Fav (Unf)
(4,708)	833	(10,064)	(10,897)	-1307.6%	15 FIN 321000 Investment Gain (Loss) ¹	807	2,500	(6,246)	(8,746)	-349.8%	Reflects gains/loss if sold at time of report (before maturity)
0	0	0	0	0.0%	17 EXEC 401000 Extraordinary Income	3,175,330	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 901000 Extraordinary Expense	0	0	100,000	(100,000)	0.0%	Timing variance. CCCLL mutual aid fund budgeted Dec 2022.
<u>(49,970)</u>	<u>(87,931)</u>	<u>(13,487)</u>	<u>74,444</u>	<u>-84.7%</u>	Net Income Including Extraordinary Items	<u>2,797,849</u>	<u>(1,156,730)</u>	<u>(692,490)</u>	<u>464,241</u>	<u>40.1%</u>	
Capital Expenditures:											
0	0	0	0	0.0%	39 FAC 161100 Furniture / Appliances (>3k)	0	0	0	0	0.0%	
0	0	0	0	0.0%	33 TECH 161300 Electronics / Computer Hardware (>3k)	0	130,000	0	130,000	100.0%	Timing variance.
0	190,000	0	190,000	100.0%	39 FAC 164500 Exterior Building Repairs/Improvements (>3k)	0	190,000	0	190,000	100.0%	Timing variance.
0	15,000	0	15,000	100.0%	39 FAC 164000 Interior Improvements / Alterations (>3k)	0	15,000	0	15,000	100.0%	Timing variance.
0	20,000	0	20,000	100.0%	33 TECH 168000 Computer Software	0	23,000	0	23,000	100.0%	Timing variance.
<u>0</u>	<u>225,000</u>	<u>0</u>	<u>(225,000)</u>	<u>-100.0%</u>	Total - Capitalized Expenditures	<u>0</u>	<u>358,000</u>	<u>0</u>	<u>358,000</u>	<u>100.0%</u>	
CalPERS CERBT Trust Fund:											
Beginning Balance						2,249,423					
Administrative Expense						(88)				CalPERS CERBT program cost.	
Investment Expense						(64)				Investment management cost.	
Unrealized Gain/Loss Distribution						(189,034)				Fluctuating market conditions.	
Ending Balance						<u>2,060,236</u>				Distribution from Fund.	

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

Los Angeles County Law Library
Statement of Cash Flows
As of September 30, 2022
(Provisional and subject to year-end audit adjustments)

	9/30/2022	YTD
Cash flows from operating activities		
L.A. Superior court fees	640,432	1,782,677
Parking fees	-	50,425
Library services	45,856	99,043
(Increase) decrease in accounts receivable	18,526	119,796
(Increase) decrease in other receivable	(87,167)	(118,228)
Increase (decrease) in borrowers' deposit	2,254	5,715
Cash received from filing fees and services	619,900	1,939,429
Facilities	(73,972)	(232,862)
Technology	(11,660)	(38,111)
General	(6,309)	(118,120)
Professional development	(361)	(10,318)
Communications & marketing	(2)	(532)
Travel & entertainment	-	(24)
Professional services	(10,252)	(15,255)
Electronic Resource Subscriptions (ERS)	(54,174)	(134,759)
(Increase) decrease in prepaid expenses	41,682	(238,195)
Increase (decrease) in accounts payable	(163,912)	(201,902)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(278,959)	(990,076)
Staff (payroll + benefits)	(351,290)	(1,511,844)
Increase (decrease) in payroll liabilities	467	(1,512)
Increase (decrease) in accrued sick and vacation liability	-	(10,245)
Increase (decrease) in OPEB liability	8,333	25,000
Increase (decrease) in net pension liability	8,333	25,000
Cash payments to employees for services	(334,156)	(1,473,601)
Contributions received	-	-
Net cash from operating activities	6,784	(524,248)
Cash flow from capital and related financing activities		
Library materials	(135,767)	(406,898)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment	-	-
Investment earnings	18,522	45,196
Net cash increase (decrease) in cash and cash equivalents	(110,461)	(885,950)
Cash and cash equivalents, at beginning of period	12,858,039	13,633,529
Cash and cash equivalents, at end of period	12,747,578	12,747,578
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(21,945)	(731,439)
Adjustments for noncash effects:		
Depreciation	200,212	601,761
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	18,526	119,796
(Increase) decrease in other receivable	(87,167)	(118,228)
(Increase) decrease in prepaid expenses	41,682	(238,195)
Increase (decrease) in accounts payable	(163,912)	(201,902)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	467	(1,512)
Increase (decrease) in accrued sick and vacation liability	-	(10,245)
Increase (decrease) in borrowers' deposit	2,254	5,715
Increase (decrease) in OPEB liability	8,333	25,000
Increase (decrease) in net pension liability	8,333	25,000
Net cash from operating activities	6,784	(524,248)

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2022 - October 31, 2022 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 25	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	10,749.14	TS00322255

10,749.14

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2022 - October 31, 2022 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 11	SEIU LOCAL 721	UNION DUES	1,238.21	001708
	SEIU LOCAL 721	UNION SUPPL	32.28	001709
			1,270.49	

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2022 - October 31, 2022 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 10	STAMPS.COM	DELIVERY & POSTAG	24.99	V007221
October 11	GOOD GUARD SECURITY, INC	SECURITY	8,004.00	V007222
	GRAINGER	EQUIPMENT (<3K)	133.97	V007223
	GTT COMMUNICATIONS	TELECOM	1.31	V007224
	ISOLVED BENEFIT SERVICES	PAYROLL/HR BENEFI	78.75	V007225
	J P COOKE COMPANY	SUPPLIES-OFFICE	228.91	V007226
	NASA SERVICES	BLDG SVCS	569.19	V007227
	PURE PROCESS FILTRATION INC.	BLDG SVCS	961.38	V007228
	STATE COMPENSATION	WORKERS COMP	2,015.58	V007229
	THE HOME DEPOT PRO	CLEANING SUPPLIES	2,159.08	V007230
October 17	CREEKSIDE INN	TRAVEL	920.96	V007252
	SMART & FINAL	SPECIAL EVENTS EX	159.60	V007265
October 18	LEXISNEXIS MATTHEW BENDER	BOOKS	618.57	V007231
	CCH INCORPORATED	BOOKS	284.04	V007232
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,446.97	V007233
	INGRAM LIBRARY SERVICES	BOOKS	144.93	V007234
	KANSAS JUDICIAL COUNCIL	BOOKS	95.00	V007235
	LAW JOURNAL PRESS	BOOKS	814.78	V007236
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,803.62	V007237
	PRACTISING LAW INSTITUTE	BOOKS	2,220.29	V007238
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	677.26	V007239
	WEST ACADEMIC	BOOKS	122.64	V007240
	THOMSON REUTERS	BOOKS	88,457.99	V007241
	GOBI LIBRARY SOLUTIONS	BOOKS	2,728.70	V007242
October 20	FACEBOOK	SPECIAL EVENTS EX	75.00	V007253
	SLOAN'S DRY CLEANERS & LAUNDRY	SPECIAL EVENTS EX	244.00	V007266
October 21	LEXISNEXIS MATTHEW BENDER	BOOKS	892.99	V007243
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,371.94	V007244
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	393.63	V007245
	JAMES PUBLISHING INC	BOOKS	339.46	V007246
	PRACTISING LAW INSTITUTE	BOOKS	849.63	V007247
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,347.90	V007248
	UNITED NATIONS PUBLICATIONS	BOOKS	152.14	V007249
	WILLIAM S HEIN & CO	BOOKS	132.12	V007250
	ALL IN ONE ELECTRIC	REPAIRS/MAINT	450.00	V007254
	BRCK INC	TELECOM	842.82	V007255
	FEDEX	DELIVERY & POSTAG	26.01	V007256
	GOOD GUARD SECURITY, INC	SECURITY	4,040.00	V007257
	GTT COMMUNICATIONS	TELECOM	423.66	V007258

144,680.95

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2022 - October 31, 2022 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	KONICA MINOLTA BUSINESS	COPY CENTER	427.14	V007259
	LOS ANGELES GLASS COMPANY	REPAIRS/MAINT	10,250.00	V007260
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	76.12	V007261
	SECURITAS SECURITY	SECURITY	127.76	V007262
	UPS	DELIVERY & POSTAG	18.79	V007263
	CHERRY PICK CAFE	ROOM RENTAL	80.53	V007267
October 24	CHERRY PICK CAFE	ROOM RENTAL	64.58	V007268
October 25	CHERRY PICK CAFE	ROOM RENTAL	73.75	V007269
October 26	CHERRY PICK CAFE	ROOM RENTAL	73.75	V007270
October 31	WOLTERS KLUWER LAW & BUSINESS	BOOKS	639.27	V007275
	LEXISNEXIS MATTHEW BENDER	BOOKS	747.47	V007276
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	795.34	V007277
	JURISNET LLC	BOOKS	123.49	V007278
	PRACTISING LAW INSTITUTE	BOOKS	707.54	V007279
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	236.54	V007280
	GOBI LIBRARY SOLUTIONS	BOOKS	472.15	V007281

159,168.03

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2022 - October 31, 2022 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 11	COUNTY OF LOS ANGELES	BANK CHARGES	54.84	032569
	KELLY SERVICES, INC	TEMP EMPLOYMENT	4,083.04	032570
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	1,014.00	032571
	METROLINK	TMP	623.00	032572
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	525.00	032573
October 12	CHRISTINE VENTO	REFUND	45.00	032575
	CARMEN QUALLS	REFUND	189.15	032576
October 13	SYNCB AMAZON	BOOKS	754.87	032577
	KONINKLIJKE BRILL NV	BOOKS	2,381.70	032578
	OTTO HARRASSOWITZ	BOOKS	1,501.15	032579
	LEXISNEXIS CANADA INC	BOOKS	262.54	032580
	MARY MARTIN BOOKSELLERS	BOOKS	3,330.00	032581
	WILLIAM S HEIN & CO	BOOKS	343.75	032582
October 21	INTESA	BOOKS	37.68	032583
	GAUNT	BOOKS	287.16	032584
	OTTO HARRASSOWITZ	BOOKS	1,341.85	032585
	JACQUELYN HERNANDEZ	REFUND	140.00	032586
	THEODORE CARL PORTER	REFUND	140.00	032587
	LY HOANG VODOAN	REFUND	70.00	032588
	AT&T	TELECOM	549.86	032589
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	741.00	032590
	DIGITAL INSURANCE LLC	CONSULTING	2,100.00	032591
	GUARDIAN	PREPAID EXP	7,876.88	032592
	KELLY SERVICES, INC	TEMP EMPLOYMENT	2,905.24	032593
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	525.00	032594
October 31	BANKS & JORDAN	BOOKS	126.35	032597
	MONTANA LEGISLATIVE SERVICES	BOOKS	425.00	032598
	SELDEN SOCIETY	BOOKS	90.00	032599

32,464.06

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2022 - October 31, 2022 (CHECKS)
Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 25	LA DEPT OF WATER & POWER	WATER/SEWER	13,201.15	V000174

13,201.15

MEMORANDUM

DATE: November 16, 2022

TO: Board of Law Library Trustees

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

RE: Acceptance of Financial Statement Audit Report for the Fiscal Year Ended June 30, 2022

RECOMMENDATION

Staff recommends that the Board accept the final version of the financial statement audit report for the fiscal year ended June 30, 2022, the draft of which was reviewed and discussed at the Board's October 26, 2022 regular meeting. No additional recommendations for changes were made.

The final version of the financial statement audit report can be found here:
<http://www.lalawlibrary.org/pdfs/LACLL Final FS 2022.pdf>



MEMORANDUM

DATE: November 16, 2022

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of 2023 LA Law Library Holiday Calendar

SUMMARY

Each year, the Library observes 14 federal and state holidays during the year, in alignment with the observed Federal and court holidays.

Attached you will find the proposed 2023 holiday schedule.

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

In any year, the Library may elect to use December 24 or December 31, or both, as designated holidays in lieu of Lincoln’s Birthday or Native American Day, or both. For 2023, Staff does not recommend the switch since Christmas Eve Day and New Year’s Eve day are both Sundays.

RECOMMENDATION

Staff recommends that the Board approve the attached 2023 holiday schedule.



ATTACHMENT

2023 HOLIDAY SCHEDULE

Sunday	January 1, 2023	New Year's Day
Monday	January 2, 2023	New Year's Day (Observance)
Monday	January 16, 2023	Martin Luther King, Jr. Birthday
Monday	February 13, 2023	Lincoln's Birthday
Monday	February 20, 2023	Presidents' Day
Friday	March 31, 2023	César Chávez Day
Monday	May 29, 2023	Memorial Day
Monday	June 19, 2023	Juneteenth
Tuesday	July 4, 2023	Independence Day
Monday	September 4, 2023	Labor Day
Friday	September 22, 2023	Native American Day
Friday	November 10, 2023	Veterans Day
Thursday	November 23, 2023	Thanksgiving Day
Friday	November 24, 2023	Day after Thanksgiving
Monday	December 25, 2023	Christmas Day
Monday	January 1, 2024	New Year's Day (2024)



MEMORANDUM

DATE: November 17, 2021
TO: Board of Law Library Trustees
FROM: Sandra J. Levin, Executive Director
RE: Approval of 2023 Board of Trustees Meeting Schedule

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

The Friends of the Los Angeles County Law Library’s Annual Beacon of Justice Award Gala is typically held in the month of April. For 2023, the Gala is scheduled for April 26, 2023. As a result, Staff recommends that the April board meeting be scheduled one week earlier than usual, on Wednesday, April 19, 2023.

Consistent with these practices and recommendations, the proposed 2023 dates are:

2023 DATES	
January 25	July 26
February 22	August 23
March 22	September 27
*April 19	October 25
May 24	*November 15
June 28	*December 20

RECOMMENDATION

Staff recommends that the Board adopt the proposed dates for the regular meetings of the Board of Trustees during calendar year 2023.



AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Review of 1st Quarter FY23 Performance as Compared to Budget
- 4.2 Review and Acceptance of Pro Bono Week After-Report

MEMORANDUM

DATE: November 16, 2022
TO: Board of Law Library Trustees
FROM: Marcelino Juarez, Finance Manager
VIA: Sandra Levin, Executive Director
RE: Review of 1st Quarter FY23 Performance as Compared to Budget

Staff is pleased to report year-to-date, overall, favorable financial results for the 1st quarter of fiscal year 2022-23. The 1st quarter financial statements are provided concurrently as a separate item on the Consent Agenda. Details and explanations of significant items are provided below.

Income

Court fees – Staff was conservative in its 1st quarter budget as a result of continued uncertainties created by COVID-19. The 21.6% favorable variance must be tempered with uncertainties surrounding the overall state of the economy. Nevertheless, this is welcome news as we head into the next quarter.

As a side note, staff is pleased to see court fees increased 2.3% over last fiscal year’s 1st quarter. To us, this indicates some form of continued stability and a good indication that we are slowly inching back up towards pre-COVID19 figures.

Month	2021-22 Actual	2022-23 Actual	\$Diff.	%Diff.
Jul	570,427	582,558	12,131	2.1%
Aug	583,644	559,688	-23,957	-4.1%
Sep	588,384	640,432	52,048	8.8%
YTD	1,742,454	1,782,677	40,222	2.3%

Parking – The 60% drop in parking revenue was expected as a result of the shutdown in early August.

Library Services – Library services have been slowly stabilizing. Revenue from annual members’ fees and copy center have exceeded budget expectations. The 54% unfavorable variance is simply a timing variance as the first portion of the Friends contributions budgeted at \$120K was delayed.

Interest – Interest revenue through the County is exceeding budget expectations. The annual accrued earning rate has increased from .45% last year to almost 2% as of 9/30/2022. This, along with an increased cash balance (from State one-time funding), have allowed us to double our interest revenue as compared to budget.

Expense

Staff – The 18% favorable variance in staff expense (salaries and benefits) is primarily due to continued vacancies and delays in hiring as a result of the current labor market.



Electronic Resource Subscriptions (ERS) – Staff expects the current 8% favorable variance to diminish as the year progresses.

Library Materials – Staff expects the 12% favorable variance to diminish as the year progresses and more purchases are approved.

Facilities – Overall purchases in facilities are on target and meeting budget expectations. However, the 9% favorable variance is expected to diminish as result of the vandalism the Library experienced in October where the cost of repair exceeded \$10K.

Technology & Data – Staff expects to meet budget. At the moment we are 16% under budget primarily due to lower than expected software and hardware costs. We have also yet to spend funds allocated to services in this category.

General – The 24% favorable variance is primarily due to reduced staff events due to ongoing COVID-19 restrictions.

Professional Development – The 13% unfavorable variance is primarily due to a timing variance in membership and registration cost allocation. AALL related costs were 17% below budget.

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

Travel – The favorable variance is primarily due to reduced number of trips to partnership/branch locations.

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

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

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

Extraordinary Income – As a result of another successful campaign by CCCLL, the State allocated \$16.5M to county law libraries in California from its budget to back-fill court fee revenue losses. Of this amount, LA Law Library received \$3.7M. This amount will be recognized in October 2022.

Extraordinary Expense – The Library contributed \$100K to the CCCLL mutual aid fund as approved by the Board funded out of the one-time funding received from the State.

Summary

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



FY 2021-22 YTD Actual	FY 2022-23 YTD				
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (-)	
Summary:					
Income					
L.A. Superior Court Fees	1,742,454	1,465,925	1,782,677	316,752	21.6%
Interest	12,412	22,531	45,196	22,664	100.6%
Parking	135,690	129,000	50,425	(78,575)	-60.9%
Library Services	171,335	216,710	99,043	(117,667)	-54.3%
Total Income	2,061,892	1,834,167	1,977,341	143,175	7.8%
Expense					
Staff (payroll + benefits)	1,432,020	1,854,674	1,511,844	342,830	18.5%
Electronic Resource Subscriptions	123,632	146,520	134,759	11,762	8.0%
Library Materials	407,045	466,240	406,898	59,342	12.7%
Library Materials Transferred to Assets	(407,045)	(466,240)	(406,898)	(59,342)	12.7%
Facilities	210,940	257,559	232,862	24,697	9.6%
Technology & Data	31,734	80,260	38,111	13,086	16.3%
General	19,891	20,975	18,120	5,069	24.2%
Professional Development	2,525	9,100	10,318	(1,218)	-13.4%
Communications & Marketing	6	4,111	532	9,769	237.6%
Travel & Entertainment	0	36	24	12	33.9%
Professional Services	8,710	27,979	15,255	12,724	45.5%
Depreciation	610,721	592,182	601,761	(9,579)	-1.6%
Total Expenses	2,440,179	2,993,397	2,563,585	429,812	14.4%
Net Income (Loss)	(378,287)	(1,159,230)	(586,244)	572,987	49.4%
Investment Gain (Loss) ¹	807	2,500	(6,246)	(8,746)	-349.8%
Extraordinary Income	3,175,330	0	0	0	0.0%
Extraordinary Expense	0	0	100,000	(100,000)	0.0%
Net Income Including Extraordinary Items	2,797,849	(1,156,730)	(692,490)	464,241	40.1%
Capitalized Expenditures	0	358,000	0	358,000	100.0%



MEMORANDUM

DATE: November 16, 2022

TO: Board of Law Library Trustees

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

RE: Review and Acceptance of 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 11th annual Pro Bono Week (PBW) Celebration from October 24 through October 29, 2022 as an online and in-person event. The week was both challenging and exciting for the Law Library and our patrons as we adapted formats, outreach and content to adapt to evolving circumstances. We consider the week to have been 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. Many partner organizations have not resumed in-person workshops and clinics. The lingering effects of the pandemic still limit access for some patrons, while other were eager to engage in person. In order to maximize access to the services and resources, Staff adopted the ambitious approach of providing three different types of events: in person; live online; and pre-recorded. In total, there were 70+ programs! In short, the Pro Bono Week team once again pulled off an impressive week that publicly and effectively implemented the Library’s goals providing useful and timely information to a broad segment of the legal community and general public.

GENERAL STATISTICS

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

- More than 70 different events, classes and programs throughout the week;
- More than 65 different subject areas covered;
- More than 5 new video recordings created, more than 20 video recordings posted during Pro Bono Week and dozens recorded that are being posted to our website for ongoing use;
- More than 50 legal aid and social service providers participating;



More than 50 different blogs posting about the events;
More than 500+ new organizations and followers shared and posted on their social media platforms;
More than 200 online calendars promoted PBW events;
More than 1,300 pre-registrations for events;
More than 700 attendees at events
In addition, the Pro Bono Week website was visited more than 1,020 times by 157 different cities across the world. Los Angeles had the most hits with 54.61%. Long Beach, Montebello, Pasadena, and San Bernardino 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.

ONLINE CLASSES AND PROGRAMS

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

The live on-line sessions featured real-time Q&A with the presenters through Zoom's text Q&A feature, which saw heavy use for many classes. All class attendees, at live, recorded and in-person sessions, received written instructional materials in electronic format to assist in their understanding and allow them to take the next step in addressing their legal issue. In total, Pro Bono Week featured 30 live Zoom and 26 on-demand programs. (See attached list of partnering organizations.) Recordings of nearly all Zoom classes, and some in-person sessions, will continue to be made available after Pro Bono Week.

Once again, Pro Bono Week featured "Ask a Lawyer" sessions, a format developed by the Library during the pandemic, in which an attorney or panel of attorneys answer individual patron questions live via Zoom. This allows a large number of patrons to receive invaluable information on the basics of their legal situation, in a relatively short period of time, maximizing volunteer and staff time to help as many people as possible. The sessions are moderated by two staff members, one of whom manages the queue of questions and reads them aloud to the attorney(s), while another refers patrons to online, library and partner resources via chat so they can take the next step with their legal problem based on the attorney's input. Each session is limited to a particular topic. Topics covered during Pro Bono Week included Immigration & Naturalization, landlord-tenant law, probate and estate planning, , child custody, support & visitation, criminal law and small business issues. Patron feedback from these sessions was very positive.

COVID-19 Related Topics: In order to accommodate and serve as many people as possible during the pandemic, staff worked to develop a wide range of classes with special emphasis on topics in high demand due to the effects of COVID-19, such as



landlord-tenant law, restraining orders for protection and challenges faced by small businesses. Many of the classes held covered specific topics of need for Law Library patrons and the general public; certain subjects – such as housing rights – were addressed in as many as 11 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 sealing eviction records, civil harassment restraining orders for protection and how to find a lawyer or legal service.

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

The week also featured LAFLA's clinic providing assistance with criminal record expungement. The clinic was on-site but facilitated remote participation by attorneys in a successful new model for the delivery of individualized consultations via video.

Current Events and Hot Topics: Speakers also covered other topics of current interest and importance to the public such as landlord-tenant law, current eviction protections, and civil harassment. Highlighted current interest classes included a discussion on "Federal Student Loans: Repayment and Cancellation Options" presented by an attorney from the Legal Aid Foundation of Los Angeles, as well as a book discussion of Amy Goldstein's *Janesville* (discussed more below). These programs provide useful information to the public and also exemplify the role of the Law Library in bringing people together for neutrally presented information with the opportunity to ask questions and interact. Both aspects contribute to a calmer, more knowledgeable community.

Book Discussion Group: The week's programming included a virtual meeting of the Law Library's book discussion group, facilitated by the group's founder, librarian Katie O'Laughlin. The group continued exploring the 2022 book discussion group theme of income inequality with a discussion of *Janesville: An American Story*, by Amy Goldstein. Pulitzer-prize winning journalist Goldstein spent years immersed in the community of Janesville, Wisconsin, where the nation's oldest operating GM assembly plant shut down in the midst of the 2008 Great Recession. She tells the stories of not only the laid off GM workers, but other community members, including high school teachers and students, health professionals and job re-trainers. The entire community was impacted by the GM closure and it took years for the "ripple effect" to be fully felt. The group watched an interview with the author, and then engaged in a lively discussion of why it is so hard to recreate a healthy, prosperous working class, questioned how the unemployment rate is calculated and what it really means, examined the facts behind the myth of job retraining, and discussed the impact of health insurance (or lack thereof) and the role and future of labor unions. The discussion group again drew participants from the legal community as well as the general public.



IN PERSON CLASSES AND PROGRAMS

Pro Bono Week featured a selection of 13 on-site, in-person classes, workshops, and clinics, as the Library began to transition back into offering more in-person events. We selected classes for in-person format based on the topic and likely audience, keeping in mind the persistent “digital divide” that has significantly affected many of our patrons during the pandemic, as well as the degree of hands-on, in-person assistance likely to be needed. Classes taught on-site included: two classes for petitioners seeking to become a court-appointed conservator; Your Day in Court: Appearing Before a Judge; How to Work with a Lawyer; Housing Rights of Tenants with Disabilities; and back-to-back classes on civil appeals. On-site classes also included a fair housing class conducted in Spanish taught by the Housing Rights Center.

Lawyers in the Library: In addition to classes and workshops, volunteer attorneys from Lawyers in the Library – which was originally an in-person program but had been converted to a remote service via internet and phone during the pandemic – were on-site on Friday to provide 15-20 minute consultations with members of the public. Roughly 75 people each month receive free phone consultations and the pace kept up during Pro Bono Week and after, as the overflow of requests received were processed. Family law, probate, landlord/tenant and real estate were the most heavily requested topics. Between the on-site Lawyers in the Library session and ongoing phone consultations in October, over 125 patrons were provided consultations.

MINIMUM CONTINUING LEGAL EDUCATION (MCLE)

For attorneys and paralegals, Pro Bono Week featured 9.5 hours of free, live online MCLE classes, all of which provided practical training in how to represent pro bono clients. This credit hour total represented a new Pro Bono Week record for the amount of free training provided to volunteer attorneys and those interested in pro bono. Sessions enjoyed strong attendance. During the pandemic, the Law Library became a frequent provider of online MCLE, with regularized processes and infrastructure for tracking attendance and providing certificates and other required materials to participating attorneys, in accordance with State Bar rules.

Subjects covered in Pro Bono Week MCLE classes included providing disaster assistance, providing eviction defense, protecting Native American graves and artifacts, counseling on debt and bankruptcy, removing legal obstacles to help veterans obtain employment, ethical issues representing pro bono clients, representing clients across cultural and language barriers, ethical protesting for legal professionals, 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 will continue to be made available as on-demand recordings eligible for MCLE credit through the Library website.

PRO BONO WEEK DISPLAY

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



MEDIA AND OUTREACH

Over 300 on-line calendars across Southern California, statewide and nationally announced the PBW events.

Due to the continuous and growing relationship with the courts, e-packets of flyers were sent to all of the courthouses throughout the county by the Executive Office of the courts, and courthouses were encouraged to post them wherever there was foot traffic. Packets of printed flyers were sent to over 200 independent, city and county libraries who promoted via their Circulation and Reference/Information desks, community bulletin boards and curbside pick-up. In total more than 6000 individual and multi-class flyers were printed and disseminated.

Over 3000 shares, likes and followers happened across our social media platforms. Including by our colleagues at:

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

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

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

- Hon. Maria Elena Durazo
- Hon. Cristina Garcia
- Hon. Jimmy Gomez
- Hon. Lena Gonzalez
- Hon. Marqueece Harris-Dawson
- Hon. Connie Leyva
- Hon. Holly J. Mitchell
- Hon. Grace Napolitano
- Hon. Anthony Rendon
- Hon. Freddy Rodriguez
- Hon. Blanca Rubio
- Hon. Miguel Santiago
- Hon. Hilda Solis
- Hon. Norma Torres



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

LOGISTICS

The Facilities Department handled the setups for the in-person programs. Much of this was accomplished the Friday before Pro Bono Week. The Training Center did require reconfigurations between Tuesday and Wednesday. Friday's schedule required the setting up and removal afterwards of awnings, tables and chairs outside of the main front entrance to the Library to accommodate the vaccination clinic and mosaic workshop.

Directional signs were placed as needed to direct patrons to the proper location. The large banner on the railing at the front of the Library facing 1st Street was hung well in advance of Pro Bono Week. Signage for Friday's Lawyers in the Library was also well-established and was used again for this event.

The Facilities Department also coordinated the planning and placement of lunches and beverages provided for attorneys and volunteers for Lawyers in the Library. The sponsors of the Tuesday evening clinic offering Free Help with Clearing Criminal Records also wanted to provide a meal for their staff and volunteers, which we also coordinated and set up for them.

Finally, the Facilities Department assisted with a couple of extra of benefit to staff and community. Piece by Piece, a non-profit dedicated to helping and empowering residents who have experienced homelessness, did a showing of artwork in the Reading Room throughout the week and conducted a mosaic workshop on Friday. There was also a vaccination clinic from 9 AM to 1 PM on Friday presented by 986 Pharmacy, in coordination with the Los Angeles County Department of Public Health on Friday – offering vaccines for COVID-19, flu, and Monkey Pox.

TECHNOLOGY

Pro Bono Week technology needs this year followed the same model used last year. A hybrid environment brought content to remote patrons via the Internet as well as reaching live audiences with technology setups in the main reading room, training center and 70's alcove. This year the Information Technology team setup computer laptops, projectors, screens, video capture equipment and audio equipment in the main reading room. We created a 2022 PBW master calendar to organize event entries using Outlook which was shared by staff. We created a studio room that was used for live-streams for speakers. Our two-member IT team set up and supported all of the technology for these efforts.

In order to make virtual classes a reality our IT staff devised a way to enable our presenters to record their presentations in a video format they could send to us so we could edit them and make them available via our website during PBW (adding LALL-specific introductions, website links and other pertinent information). IT staff worked onsite and remotely to provide technology support for our end users. We also hosted a platform to live-stream presentations and recorded the sessions to be viewed "on-demand" from our website later. IT staff successfully live-streamed 28 webinars throughout the week. In the main library IT recorded 5 in person sessions. Nearly 50



videos were created and/or edited by IT Staff to be uploaded and viewed online including PBW class videos, and on-demand and promotional library introduction videos.

In order to facilitate collaborative resources such as remote file sharing and video broadcasting, the library utilized the third-party services of Dropbox, Vimeo and Zoom. Dropbox was used as a repository for large files received from presenters to be shared with LALL staff. IT staff scanned all incoming files for potential viruses before their final placement online. Vimeo was used as a broadcasting platform for our video content, a service similar to YouTube but with added content control and without random advertising. Two zoom accounts were used to live-stream the 28 live stream webinars scheduled throughout PBW week, some of which ran at the same time.

We were able to provide closed captioning for our hearing-impaired patrons in all live-stream presentations this year. We utilized a computer speech recognition service instead of human translation services so the cost to provide this greater access was greatly reduced compared with previous years.

WEBSITE / FLYER

This year's website featured live Zoom, On-Demand, & In-Person classes.

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

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

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

This year our graphic designer gave the flyer a major redesign. The front of the flyer featured categories of our offerings for the week. Images were added this year to keep the flyer public-friendly and inviting. The back of the flyer featured a listing by subject area of all Live Zoom and In Person classes as well as the 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 an in depth look at the variety of programs we offer.

EXAMPLES OF PROMOTIONAL LINKS

<https://www.eventbrite.com/cc/pro-bono-week-2022-1170699>

<https://www.discoverlosangeles.com/event/2022/10/24/la-law-library-pro-bono-week-2022>



<https://downtownla.com/do/la-law-library-pro-bono-week-2022>

<https://twitter.com/lalawlibrary?lang=en>

<https://www.instagram.com/lalawlibrary/?hl=en>

CONCLUSION

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

RECOMMENDATION:

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



QUOTES FROM PRESENTERS AND VOLUNTEERS ABOUT THEIR EXPERIENCES

I just wanted to send a follow-up email to express my gratitude to you and the rest of the library staff for your help on Friday. This was my first LITL experience and I had a great time. Everyone was very kind and patient.

El gusto es mio, thanks for inviting me

It was my pleasure, thank you for having me.

It was my pleasure, and glad I was able to help some of the people.

I appreciate our strong partnership and happy to hear that 2022 Pro Bono Week was an incredible celebration

Thanks for having us. It is always a pleasure to participate in the Pro Bono Week at the Law Library.

I was happy and honored to participate in the L.A. Law Library's Pro Bono Week. I will be happy to participate in the future.

I am glad the week was a success. The Library is a vital community resource.

QUOTES FROM PATRONS AND CLIENTS ABOUT THEIR EXPERIENCES

While I'm here, I just wanted to say thank you to you & your team for the time and effort you put forth in organizing these events. I am super grateful I had an opportunity to speak with one of your attorneys, so thank you again!

It was a blessing. The attorney was very patient and very kind. She took time to inform me and educate me. Taught me the steps I had to take. She gave me verbiage, resources, and a genuine feeling that she was truly being a lawyer that wanted to help me.

It was nice to have someone listen to my story and provide feedback. I was feeling like giving up on the matter but now I'm motivated to seek answers and accountability from my city.

Meeting with a lawyer today exceeded my expectations. Being able to ask my questions allowed me to focus on an end goal and what objective I could meet to get there.

I learned other ways to obtain information. There were certain processes that I was unsure of and the attorney explained how these things worked.

Law can be intimidating to people who don't practice it. But, it's not as scary when someone who knows what they are doing is helping you.

This experience met and exceeded my expectations. The Attorney answered and addressed all of my questions and concerns.



It was quite positive having secured the knowledge to fully understand my situation, especially after being denied help elsewhere.

This gave me a true and better understanding of my current issues and a better platform from which to proceed.

The attorney was very informative and provided me with a relaxed feeling in completing all my documents.

Thank you. The attorney was a great help and I appreciate their taking the time. You are a blessing.

The lawyer was very informative and explained everything in detail. Very helpful and transparent.

I really needed this consultation. I do not know the law and having someone who does, helps.

It met my expectation as I was able to explain all my issues and leave with an action plan.

Made me feel empowered; I felt like a dot – she made me feel like an exclamation point.

The attorney was very kind and explained everything. They took time to explain me.

The attorney was very nurturing, respectful, and showed professionalism guiding me.

We discussed everything for which I was needing information and encouragement.

The attorney gave specific direction on whether my case could/would go forward.

You helped a person who came in, to leave understanding what is happening.

My overall experience was professional and helpful. I feel more confident.

It was quite helpful since there were some forms that I did not understand. I feel more confident with filing the necessary documents to proceed.

The attorney made it easy to understand what to do, step-by-step.

Yes, it gave me a better idea as to how to approach the situation.

The lawyer helped me to understand my rights and my options.

My meeting with the attorney exceeded my expectations today.

I felt seen and I was guided with the issue that I came in with.

This gave me a better idea as how to approach my situation.

The attorney was/is very heartwarming and understanding.



This put things in perspective and he clarified my options.

Great experience. I appreciate the lawyer that helped me.

The attorney clarified some doubts I had about my case.

The attorney helped guide me on beginning the process.

The attorney put me at ease and told me my options.

The lawyer was able to help me – Expectations met.
My emotions and stress are a little bit relieved now.

It was excellent. I am thankful for this experience.

The lawyer was a blessing. I feel a lot better now.

I gained information I need to make a decision.

I feel Good. This gave me some piece of mind.

This helped clarify what I can do at this stage.

I appreciate their knowledge and valuable time.

I found the help that I was looking for.

The attorney was very knowledgeable.

I'll be able to sleep better at night.

I feel a lot better and empowered.

I am very grateful!

It was very informative. I look forward to speaking directly with Ms. Fulcher.

Excellent class, and great hypos at the end! Also appreciated the trauma-informed lens applied throughout the class.

The presentation was clear, concise and made the consideration to do a name change very doable.

This was excellent, it was thorough, it had the appropriate tempo, and it was the perfect length. The visuals, especially showing us HOW TO fill out the forms and the distinction between Present Name and Changed name was very helpful.

I would bring this speaker back. Her materials and comments were in perfect alignment and yet she didn't just read and recite. Clearly she has first hand knowledge.



The instructor was excellent and covered the entire subject that was necessary.

The slides were thoughtfully put together. I liked how she didn't just read bullet points of the slides but talked about some of the finer points about the topic. Very good.

The training was great overall, but the slides on the slight cultural differences (i.e. handshakes and eye contact) were especially important for people to understand. I have not heard about a lot of cultural competency trainings focusing on the Asian American community, so this was great.

Great presentation. Easy to understand and follow. It's one of the best webinar class I've attended thank you so much!

Very pleasant attorney, very generous with the answers, and very patient with questions asked. That speaks volumes.

He was amazing with his guide in law. Really appreciate his expertise! He's the real deal.

This instructor gets an A+ in my book. This class was excellent. It will greatly help me on an upcoming trial case that I have.

This was great! 99% of the discussion was new to me!

Both attorneys were personable, knowledgeable, and were passionate about the law and helping others.

It was amazing. What a blessing!



RENEWING PARTNERS, PARTICIPANTS AND COLLABORATORS

Alford Consulting Group
Bet Tzedek Legal Services
California Court of Appeal-2nd District of Appeal
Clark Hill PLC
Colantuono, Highsmith & Whatley, PC
Community Legal Aid SoCal
Esperanza Immigrant Rights Project
Frank Ricker, Attorney at Law
GMSA Legal
Gordon Legal Group
Heart L.A.
Horvitz & Levy LLP
Housing Rights Center (HRC)
Katz & Associates
Kimball, Tirey & St. John LLP
LACBA Access to Justice Committee
LACBA Immigration Legal Assistance Project
LA County Library
LA Superior Court
L.A. County Office of Immigrant Affairs
Law Offices of James W. Holchin
Law Offices of Kathleen M. O'Connor
Law Office of Michelle C. Hopkins
Law Office of Patricia J. Erb
Law Office of P. David Serrano
Learning Rights Law Center
Legal Aid Foundation of Los Angeles (LAFLA)
Los Angeles County Bar Association (LACBA) Veterans Legal Services Project
Los Angeles County Probation, Pretrial Services Bureau
Los Angeles Incubator Consortium (LAIC)
Maria E. Hall, Attorney at Law
Mental Health Advocacy Services (MHAS)
Neighborhood Legal Services of Los Angeles County (NLSLA)
Orren & Orren
Pacific Asian Consortium in Employment (PACE Business)
Piece by Piece
Public Counsel
Sirkin & Sirkin
Southern California Family Mediation, Inc.
Toby Rothschild
U.S. Department of Housing and Urban Development (HUD)

NEW PARTICIPANTS AND COLLABORATIONS

American Immigration Lawyers Association
Asian Americans Advancing Justice Southern California
Brenda Chavez, Esq.
Hueston Hennigan LLP
Inner City Law Center
Law Office of Bryan Hathorn
Law Offices of Miao Jin



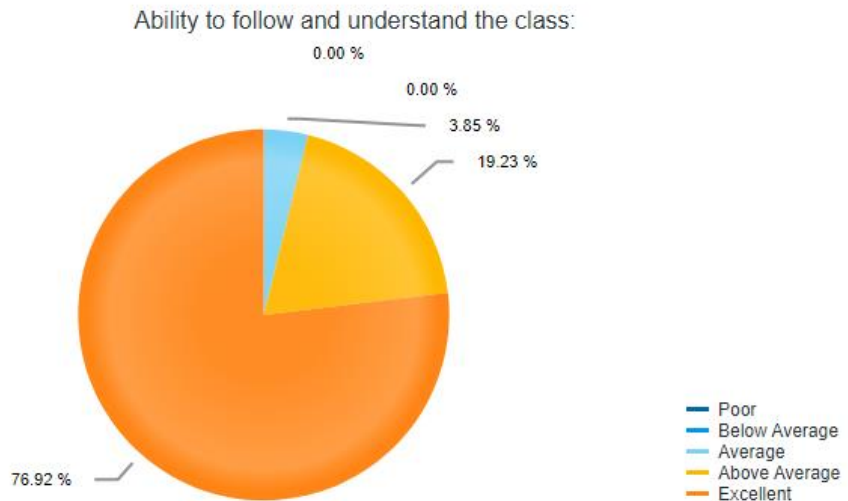
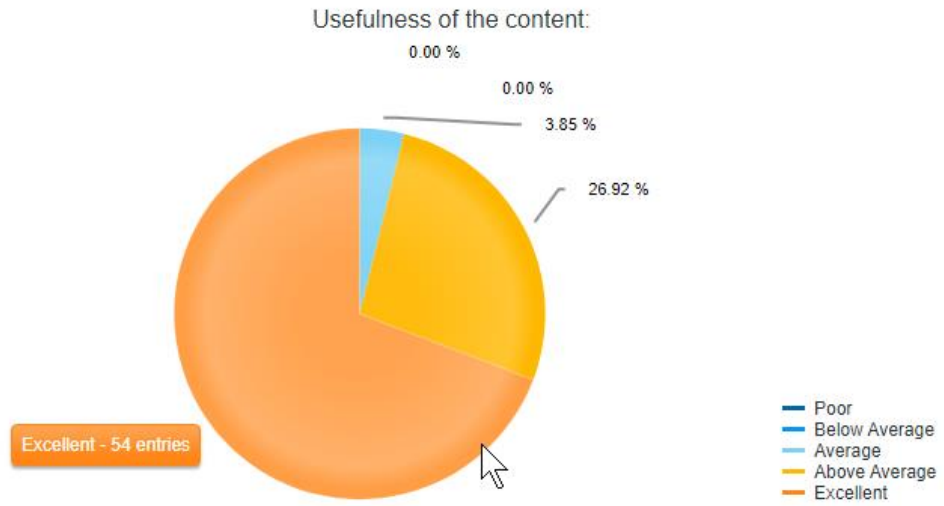
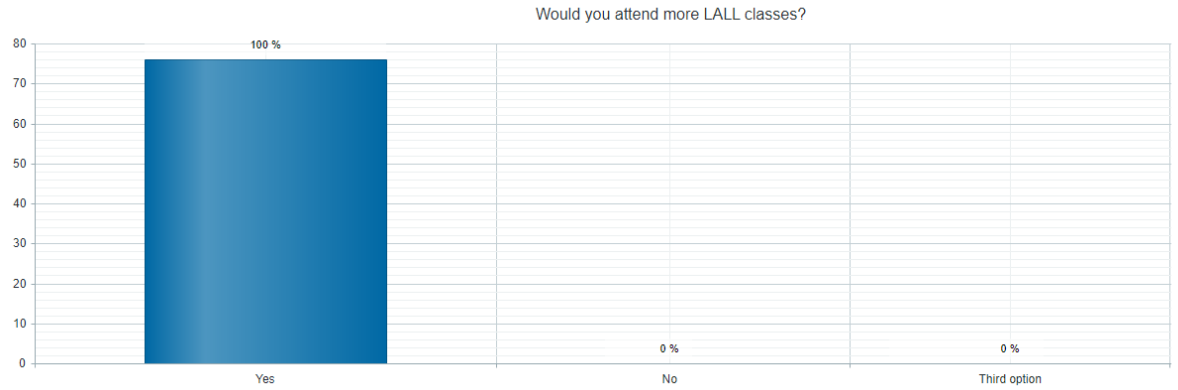
Law Office of Roberta Ponce
Los Angeles Center for Law and Justice
My Justice Lawyer
Native American Heritage Commission
Rorie Law
Smartlaw
The Conservatorship Center
The Lara Firm
The Law Office of Nicole Meyers, APC
The Law Office of Sarah Cortez
The Law Office of Zak Fisher
The Law Offices of Christian Contreras



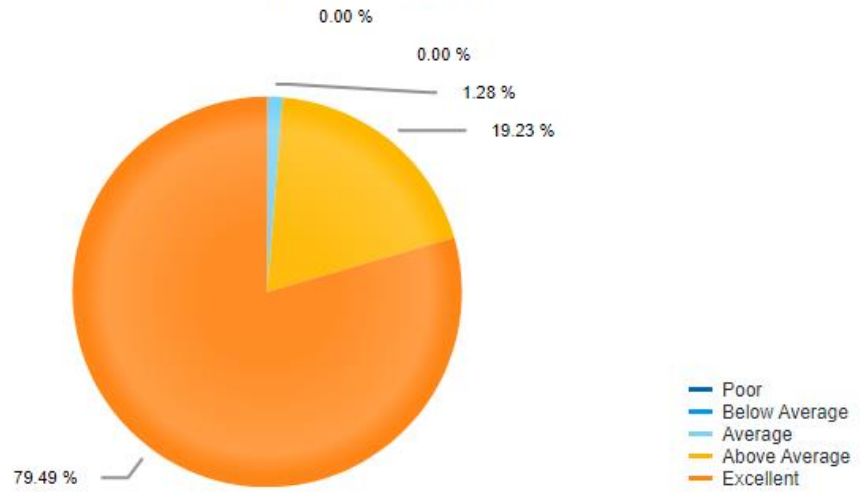
Appendix

Class Review Statistics

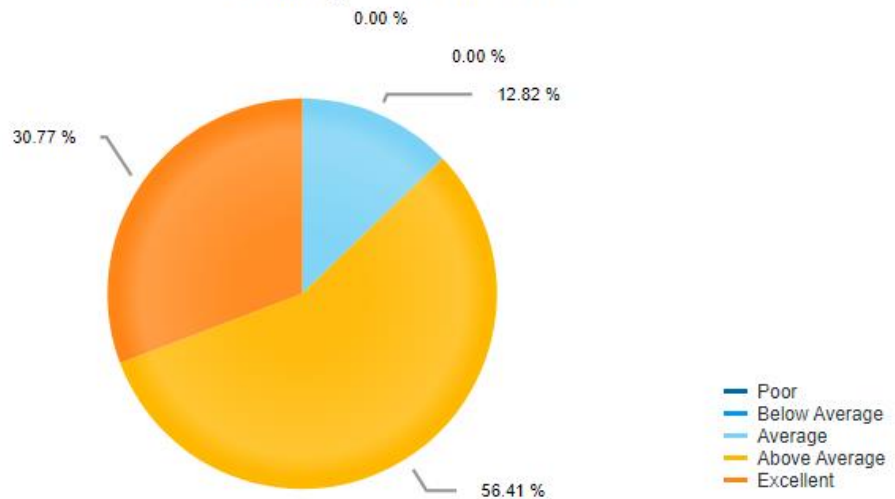
MCLEs:



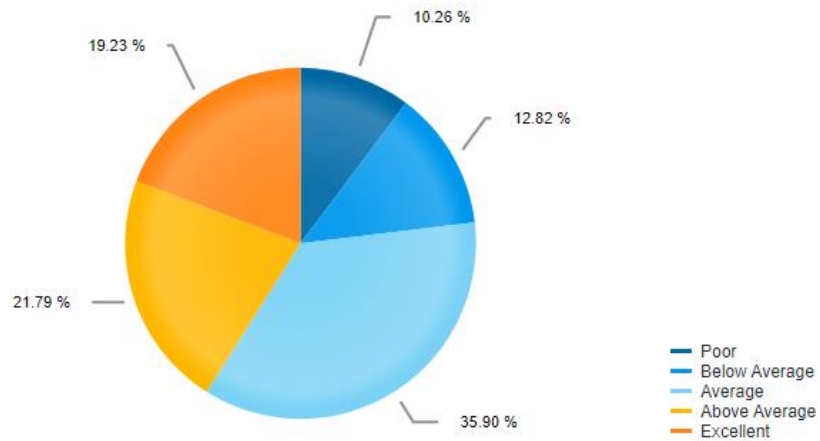
Instructors Knowledge:



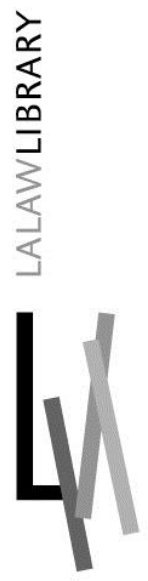
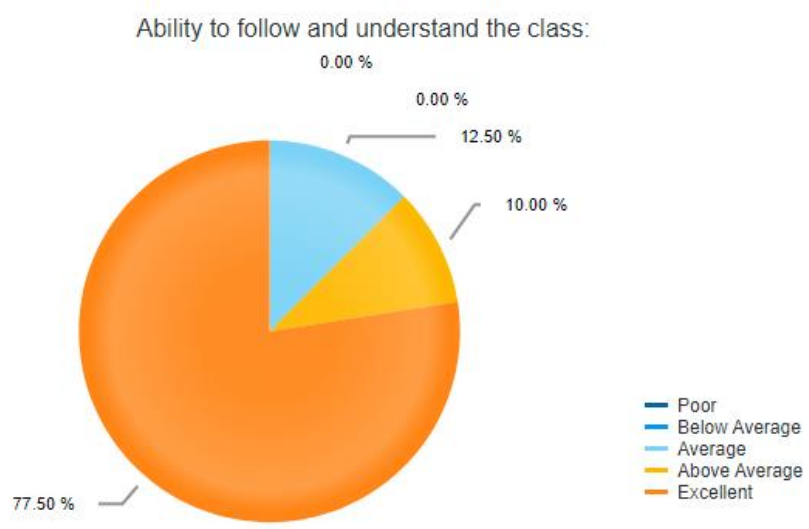
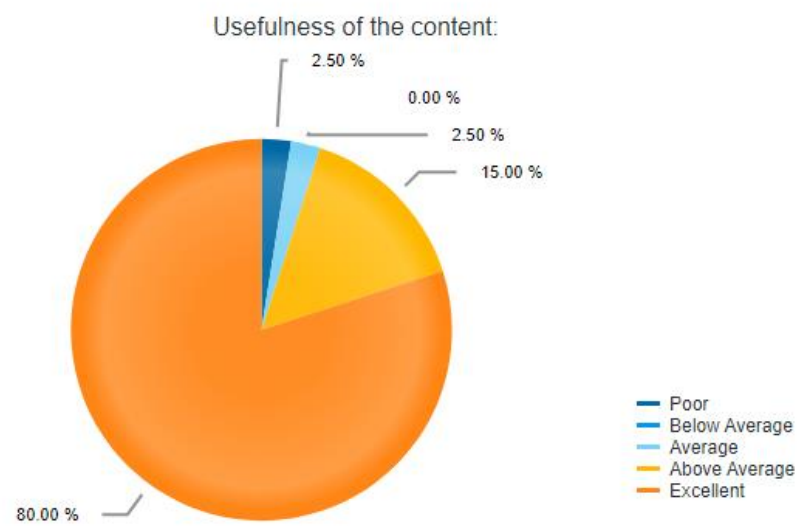
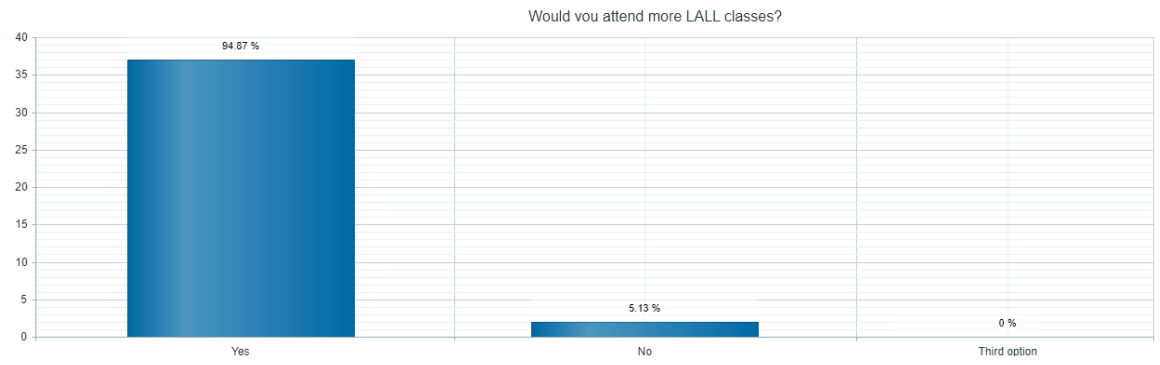
Knowledge AFTER the class:

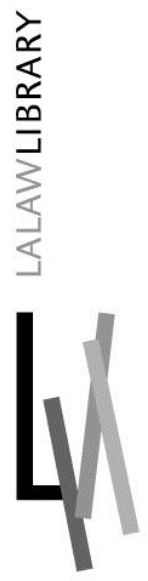
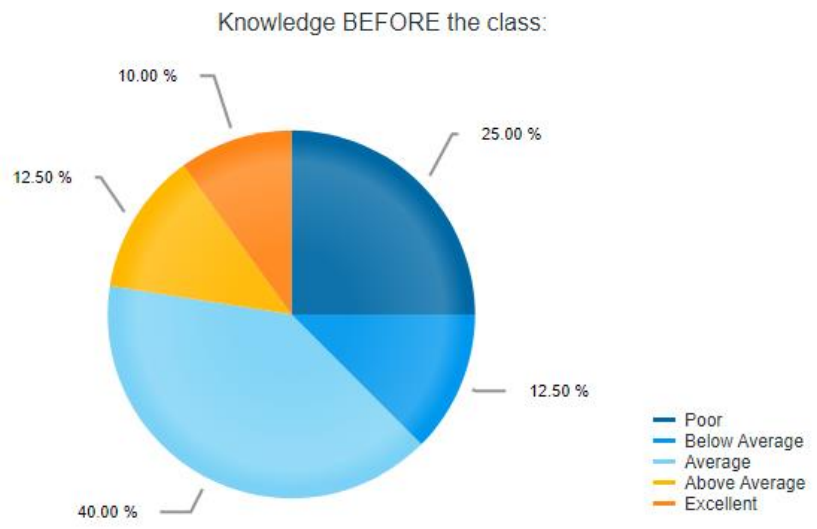
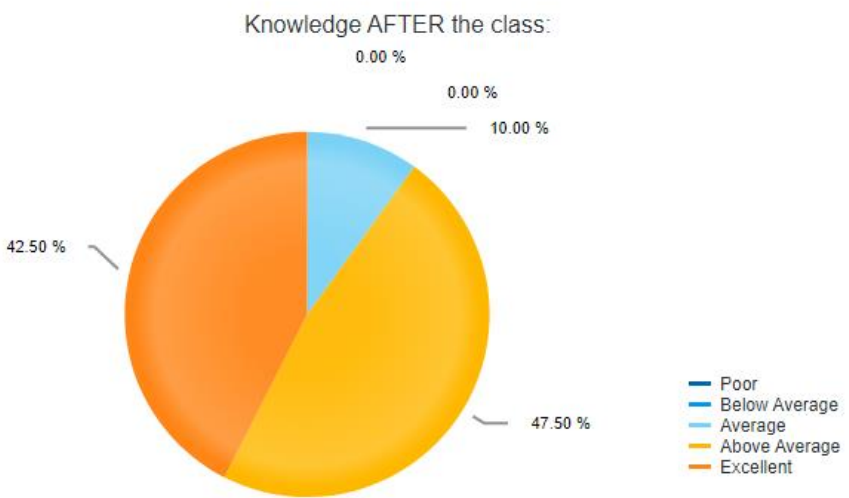
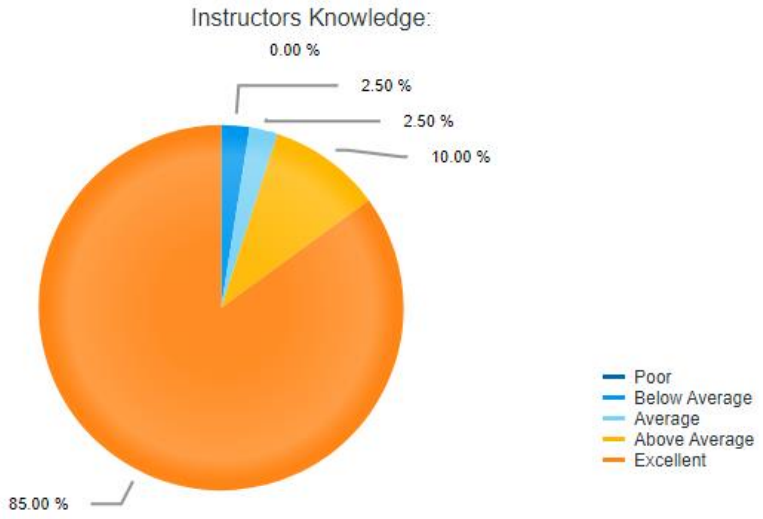


Knowledge BEFORE the class:

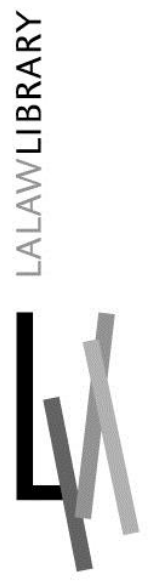
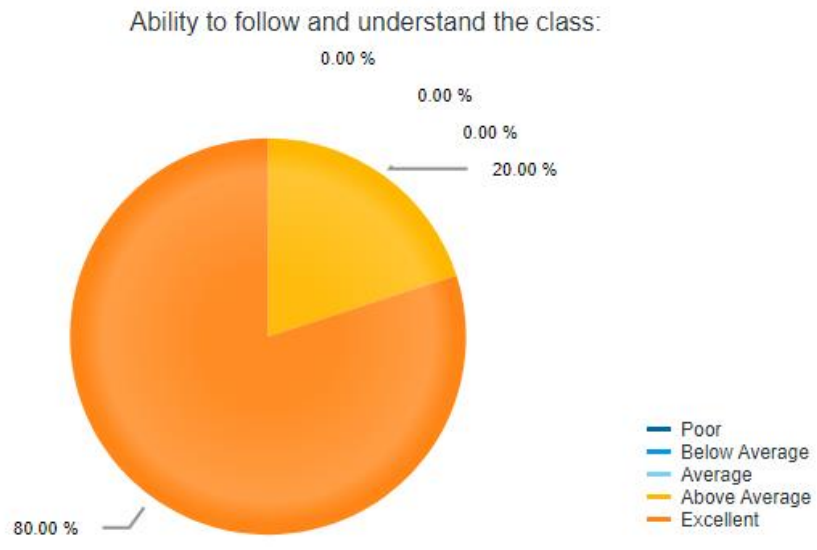
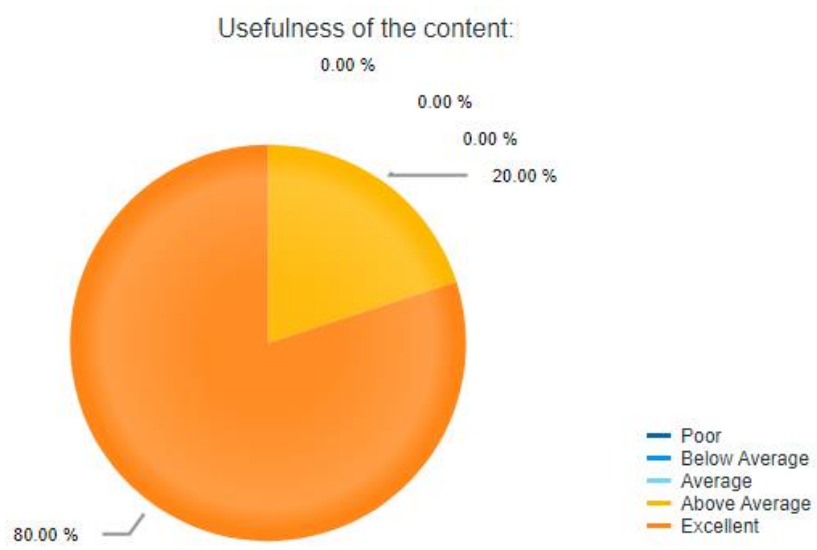
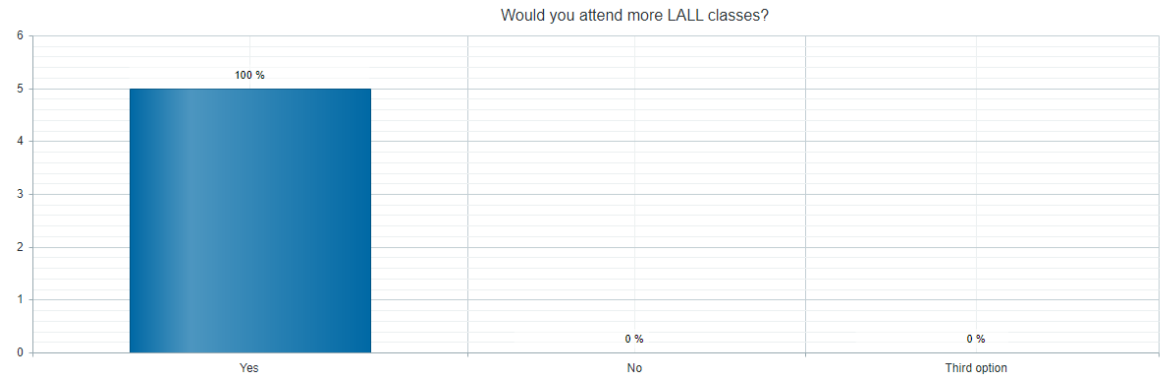


Live Zoom:

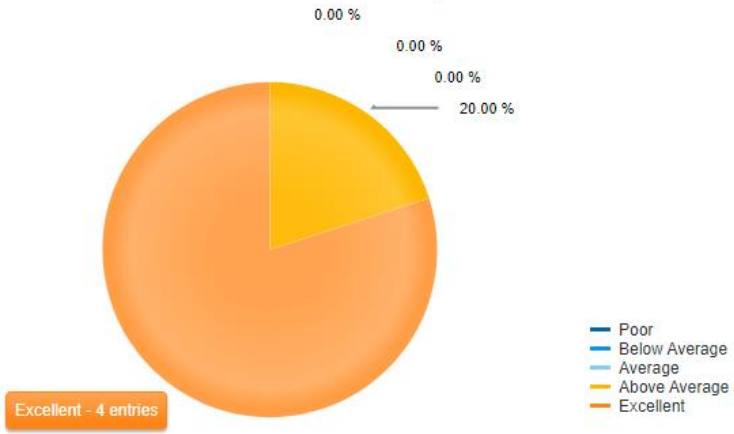




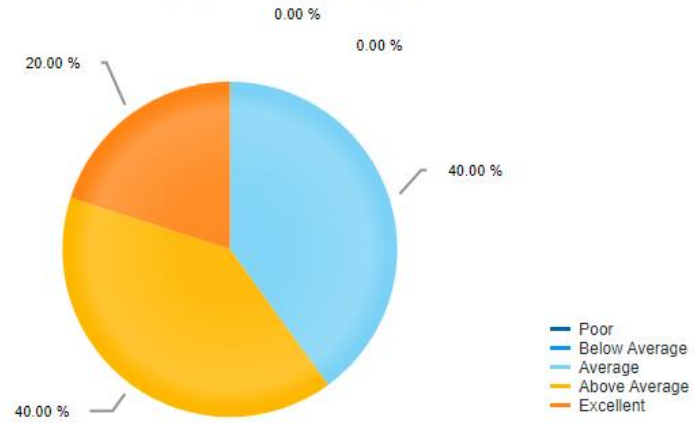
On Demand:



Instructors Knowledge:



Knowledge AFTER the class:



Knowledge BEFORE the class:

