

AGENDA

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

REGULAR BOARD MEETING

Tuesday, April 22, 2014

12:15 PM

M. L. LILLIE BUILDING

TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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

AGENDA MATERIALS

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Minutes of the March 25, 2014, Regular Board Meeting
- 3.2 February 2014 Financials & March 2014 List of Checks and Warrants
- 3.3 2014 Law Library Quarterly Statistics, January to March
- 3.4 Law Library Quarterly Strategic Plan Update
- 3.5 Approval of Amended System Administrator Job Description and Broadband Classification Chart

4.0 DISCUSSION ITEMS

- 4.1 Approval of Investment Strategy and Investment Management Services

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 Tuesday, May 27, 2014.

POSTED FRIDAY, APRIL 18, 2014 @ 12:00 P.M.

POSTED BY EUSTORGIO BARAJAS



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Minutes of the March 25, 2014, Regular Board Meeting
- 3.2 February 2014 Financials & March 2014 List of Checks and Warrants.
- 3.3 2014 Law Library Quarterly Statistics, January to March
- 3.4 Law Library Quarterly Strategic Plan Update
- 3.5 Approval of Amended System Administrator Job Description and Broadband Classification Chart

**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.**

March 25, 2014

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, March 25, 2014 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 Michelle Williams Court
Judge Lee Smalley Edmon
Judge Reva Goetz
Judge Ann Jones
Judge Mark Juhas
Susan Steinhauser, Esquire

Trustees Absent:

Kenneth Klein, Esquire

Senior Staff Present:

Sandra J. Levin, Executive Director
Jaye Steinbrick, Senior Director, Information Services

Also Present:

Jaye Steinbrick, Senior Director
Malinda Muller, Director, Programs & Partnerships
Janine Liebert, Librarian, Programs & Partnerships

President Jones determined a quorum to be present, convened the meeting at 12:17 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

During the five (5) minutes allocated, Mr. Lee Paradise commented on the Law Library's Senior Management, Board of Trustees and Friends of The Los Angeles County Law

Library Board of Directors. Paradise also commented on the Building Rehabilitation and Restoration Project that was previously completed.

2.0 PRESIDENT'S REPORT

There was no President's Report.

Per the President's prerogative, the Executive Director's Report, Agenda Item 6.0, was moved up on the Agenda.

6.0 EXECUTIVE DIRECTOR REPORT

At this time ED Levin asked that SD Steinbrick, join the table for an update regarding the recently contracted parking management vendor; Parking Concepts, Inc.

Prior to the introduction of SD Steinbrick ED Levin commented on recent building maintenance that was required to be completed. This comment addressed some concerns that were voiced during Public Comment.

SD Steinbrick introduced Peter Patel, Regional Manager at Parking Concepts Inc. Mr. Patel remained in the audience to answer any questions the Board might have.

SD Steinbrick reported on several of the new improvements that are being made to the Hill Street parking structure. Improvements include: pre-paid parking for LA Law Library training and event attendees, valet parking for special events, upgraded lighting, upgraded automated parking meters, restriping of the lot.

ED Levin briefly introduced two new employees; John Kohl, Finance Director, who joins the Law Library Team with a background in non-profit foundations and government entities; Also, Scott Kissack, Facilities Manager, who joins with a background in both facilities maintenance and facilities management with regard to events and coordinating activities.

At this time, the President moved on to the Consent Calendar, Agenda Item 3.0.

3.0 CONSENT CALENDAR

President Jones inquired the Board of any requests to pull items from the Consent Calendar. Trustee Steinhauser requested to amend the Minutes of the February 25, 2014, Regular Board Meeting; correcting the grammar of her closing remarks.

3.1 Minutes of the February 25, 2014, Regular Board Meeting.

President Jones requested a motion to approve Trustee Steinhauser's request of a friendly amendment to the grammar of her closing remarks in Consent Item 3.1, so moved by Trustee Edmon and seconded by Trustee Goetz, Consent Item 3.1, Minutes of the February 25, 2014, Regular Board Meeting, was unanimously approved, 6-0.

- 3.2 January 2014 Financials & February 2014 List of Checks and Warrants.
- 3.3 Appointment of Peter Morrison to FLACLL Board
Staff recommended the Board of Trustees approve the appointment of Peter Morrison to the Board of the Friends of the Los Angeles County Law Library and thank him in advance for his service.

At the request of President Jones for any additional comment on remaining Consent Calendar Items, 3.2 and 3.3, Trustee Steinhauser, as ex-officio on the Friends Board of Directors, made a brief statement regarding Peter Morrison.

There being no further discussion, President Jones requested a motion to approve Consent Items 3.2 and 3.3, so moved by Trustee Steinhauser and seconded by Trustee Edmon, Consent Items 3.2, January 2014 Financials & February 2014 List of Checks and Warrants; and Consent Item 3.3, Appointment of Peter Morrison to FLACLL Board, were unanimously approved, 6-0.

ED Levin invited Muller and Liebert to join the table at this time. Law Week flyers were distributed to the Board as part of Discussion Item 4.1. These flyers were also made available in hard copy to the attending members of the public.

4.0 DISCUSSION ITEMS

- 4.1 Law Week Update.
Liebert presented the Board with a brief update on Law Week. Liebert announced that the theme is American Democracy and The Rule of Law: “Why every vote matters.” Each day of the week the Law Library will be host to both general and CLE credit programs free of charge. All events are open to the legal community and general public. In review of the Law Week flyer, the Board expressed their enthusiasm and excitement for this years’ Law Week. ED Levin and Muller made additional comments on the overall programming.
There was no formal action taken.
- 4.2 Brief Tour of the Inner Working of the Law Library.
ED Levin acted as tour guide for the Board Members and members of the public. The tour emphasized “behind-the-scenes” activities to provide a more thorough understanding of library operations.

*The tour concluded in the Training Center at approximately 1:35 p.m.
There was no additional discussion.*

5.0 AGENDA BUILDING

There were no items for Agenda Building.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:36 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, April 22, 2014.

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

DRAFT

Los Angeles Law Library

Balance Sheet

As of February 28, 2014

(Provisional and subject to year-end audit adjustments)

	6/30/2013	2/28/2014	Change
Assets			
Current Assets			
Cash and cash equivalents	8,626,122	9,071,878	445,756
Accounts receivable	1,497,101	1,472,288	(24,813)
Prepaid expenses	399,474	147,875	(251,599)
Total current assets	10,522,697	10,692,041	169,344
Restricted cash and cash equivalents	261,139	302,980	41,841
Capital assets, not being depreciated	580,333	583,433	3,100
Capital assets, being depreciated - net	23,462,542	22,988,575	(473,967)
Total assets	34,826,711	34,567,029	(259,682)
Liabilities and Net Assets			
Current Liabilities			
Accounts payable	233,134	131,009	(102,125)
Other liabilities	11,218	470	(10,749)
Payroll liabilities	28,627	10,542	(18,085)
Total current liabilities	272,980	142,021	(130,959)
Accrued sick and vacation liability	420,789	389,923	(30,866)
Borrowers' deposit	290,942	313,040	22,098
OPEB obligation	1,740,966	1,957,633	216,667
Total liabilities	2,725,677	2,802,616	76,939
Net assets			
Invested in capital assets, net of related debt	24,042,875	23,572,008	(470,867)
Unrestricted	8,058,158	8,192,404	134,246
Total net assets	32,101,034	31,764,413	(336,621)
Total liabilities and net assets	34,826,711	34,567,029	(259,682)

Los Angeles Law Library
Income Statement for the Period Ended February 28, 2014
(Provisional and subject to year-end audit adjustments)

Feb 13 Actual	Feb 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Income											
650,533	634,920	581,968	-52,952	-8.3%	L.A. Superior Court Fees	5,248,429	5,122,467	4,794,174	-328,292	-6.4%	
4,725	4,842	4,522	-320	-6.6%	Interest	46,234	39,936	33,995	-5,941	-14.9%	
47,404	42,052	43,750	1,698	4.0%	Parking	361,000	355,189	425,827	70,638	19.9%	
32,090	38,644	28,409	-10,241	-26.5%	Library Services	322,133	423,067	436,725	13,657	3.2%	
734,752	720,458	658,650	-61,814	-8.6%	Total Income	5,977,796	5,940,659	5,690,721	-249,939	-4.2%	
Expense											
351,817	334,836	313,797	21,039	6.3%	Staff	2,834,183	2,712,415	2,691,860	20,555	0.8%	
701,433	227,262	494,758	-267,496	-117.7%	Library Materials	2,213,168	2,394,031	1,888,404	505,627	21.1%	
-701,433	-227,262	-494,758	267,496	-117.7%	Lib Materials Transferred to Assets	-2,213,168	-2,394,031	-1,888,404	-505,627	21.1%	
70,167	65,398	65,622	-224	-0.3%	Facilities	543,204	549,524	512,846	36,678	6.7%	
11,971	7,603	9,768	-2,165	-28.5%	Technology & Data	86,627	90,010	70,084	19,925	22.1%	
8,412	9,365	6,985	2,380	25.4%	General	80,515	73,368	76,403	-3,034	-4.1%	
187	875	115	760	86.9%	Professional Development	21,193	9,085	13,317	-4,232	-46.6%	
5,000	2,292	2,302	-10	-0.5%	Communications & Marketing	18,877	30,033	5,502	24,531	81.7%	
209	300	107	193	64.4%	Travel & Entertainment	2,714	2,600	1,105	1,495	57.5%	
95	2,917	4,638	-1,721	-59.0%	Professional Services	65,758	39,083	25,005	14,078	36.0%	
299,041	275,940	263,344	12,596	4.6%	Depreciation	2,461,478	2,146,849	2,179,841	-32,991	-1.5%	
746,898	699,526	666,677	32,849	4.7%	Total Expenses	6,114,548	5,652,968	5,575,962	77,006	1.4%	
-12,146	20,931	-8,027	-28,959	-138.4%	Net Income	-136,752	287,691	114,758	-172,933	-60.1%	
0	0	0	0	0.0%	Extraordinary Income	0	843,975	0	-843,975	-100.0%	
0	0	0	0	0.0%	Extraordinary Expense	209,000	229,426	234,713	-5,287	-2.3%	
24,332	27,083	27,083	0	0.0%	OPEB Expense	194,654	216,666	216,667	0	0.0%	
-36,478	-6,152	-35,111	-28,959	470.7%	Net Income (Loss) Including Extraordinary Items	-540,405	685,574	-336,621	-1,022,195	-149.1%	
0	349,000	3,876	345,124	98.9%	Capitalized Expenditures	51,786	653,400	3,876	649,524	99.4%	
NA	54.62	49.64	4.98	9.1%	Full-Time Equivalent Employees	NA	53.99	49.89	4.11	7.6%	

Los Angeles Law Library
Income Statement for the Period Ended February 28, 2014
(Provisional and subject to year-end audit adjustments)

Feb 13 Actual	Feb 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				
Detailed Budget:													
Income:													
650,533	634,920	581,968	-52,952	-8.3%	15 FIN	303300	L.A. Superior Court Fees	5,248,429	5,122,467	4,794,174	-328,292	-6.4%	Based on the most recent revenue information from the Superior Court, Staff expects fee revenue will fall about 5.6% below budget or about \$420k.
Interest:													
0	0	0	0	0.0%	15 FIN	311000	LAIF	2,272	1,200	1,727	527	43.9%	
4,590	4,680	4,359	-321	-6.9%	15 FIN	312000	General Fund	42,779	37,440	31,099	-6,341	-16.9%	The budget assumed an annual investment return of .7%. Actual return thus far has been about .6%. The rate should increase during the year as U.S. interest rates rise or as other investment options are selected.
136	162	163	1	0.7%	15 FIN	313000	Deposit Fund	1,182	1,296	1,169	-127	-9.8%	
4,725	4,842	4,522	-320	-6.6%			Subtotal	46,234	39,936	33,995	-5,941	-14.9%	
Parking:													
47,404	40,802	43,750	2,948	7.2%	39 FAC	330100	Parking	361,000	345,189	425,827	80,638	23.4%	The favorable variance resulted from a) a restructured vendor agreement that now requires payment in advance, b) a conservative budget that understated the demand for hourly and daily parking.
0	1,250	0	-1,250	-100.0%	39 FAC	330200	Valet Parking	0	10,000	0	-10,000	-100.0%	Delayed implementation of valet parking services.
47,404	42,052	43,750	1,698	4.0%			Subtotal	361,000	355,189	425,827	70,638	19.9%	
Library Services:													
0	500	98	-403	-80.5%	27 CIRC	330150	Annual Borrowing Fee	5,200	4,000	3,023	-978	-24.4%	
9,040	9,040	11,410	2,370	26.2%	25 P&P	330140	Annual Members Fee	58,932	58,932	68,100	9,168	15.6%	Increase possibly due to Member program sign-ups continue to rise above the number of non renewals. Also sign-ups numbers are higher in 2014 than this time last year.
3,828	2,068	3,570	1,502	72.6%	23 R&R	330340	Course Registration	7,731	13,940	15,985	2,045	14.7%	
6,054	4,750	5,241	491	10.3%	27 CIRC	330129	Copy Center	49,524	38,000	43,484	5,484	14.4%	Actual copy center charges have not declined as much as the budget assumed.
1,698	2,300	1,847	-453	-19.7%	27 CIRC	330205	Document Delivery	16,377	18,400	19,060	660	3.6%	
4,087	4,200	4,103	-97	-2.3%	27 CIRC	330210	Fines	33,750	33,600	31,616	-1,984	-5.9%	December furlough days had a negative impact on this line item. The fine amounts do fluctuate from month to month so there is a possibility this amount may rebound and come more in line with budget. It is, however, just as likely that the fluctuations may lower the revenue.
179	300	1,305	1,005	335.0%	13 FIN	330310	Miscellaneous	1,294	52,400	82,587	30,187	57.6%	Favorable variance primarily due to a \$12K CalPERS refund related to Medicare Part D prescription subsidies and a \$11K dividend from the State Compensation Insurance Fund.
6,901	10,000	263	-9,738	-97.4%	27 COM	330330	Room Rental	23,600	60,000	21,244	-38,756	-64.6%	The campaign to rent rooms is taking longer than expected to reach target.
0	0	0	0	0.0%	27 CIRC	330350	Book Replacement	2,110	2,110	3,872	1,762	83.5%	
0	0	0	0	0.0%	15 FIN	330360	Forfeited Deposits	0	2,800	0	-2,800	-100.0%	The harvesting of forfeited deposits will occur later this year.
0	0	0	0	0.0%	15 FIN	330400	Friends of Law Library	120,000	120,000	135,000	15,000	12.5%	
0	5,000	0	-5,000	-100.0%	37 COM	330420	Grants	0	15,000	0	-15,000	-100.0%	Grant applications are in process, but grant revenues are difficult to predict.
303	486	567	81	16.7%	15 FIN	330450	Vending	3,615	3,885	2,399	-1,486	-38.2%	
0	0	6	6	0.0%	27 COM	330465	Special Events Income	0	0	10,354	10,354	0.0%	The favorable variance results from Pro Bono Week donations which were used to pay the event expenses.
32,090	38,644	28,409	-10,241	-26.5%			Subtotal	322,133	423,067	436,725	13,657	3.2%	
734,752	720,458	658,650	(61,814)	-8.6%			Total Income	5,977,796	5,940,659	5,690,721	-249,939	-4.2%	
Expenses:													
Staff													
238,333	206,532	186,219	20,313	9.8%	15 ALL	501000	Salaries (benefits eligible)	2,060,218	1,743,074	1,655,741	87,333	5.0%	
0	24,394	29,307	-4,912	-20.1%	15 ALL	501050	Salaries (benefits ineligible)	0	207,557	202,646	4,911	2.4%	
14,108	14,317	12,569	1,748	12.2%	15 FIN	502000	Social Security	117,618	120,939	104,809	16,130	13.3%	
3,304	3,348	2,940	409	12.2%	15 FIN	503000	Medicare	28,667	28,284	25,938	2,346	8.3%	

Los Angeles Law Library
Income Statement for the Period Ended February 28, 2014
(Provisional and subject to year-end audit adjustments)

Feb 13 Actual	Feb 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
9,688	13,733	21,036	-7,303	-53.2%	15 FIN 511000	Retirement	77,504	117,169	189,216	-72,047	-61.5%	Unknown to the Law Library when the budget was approved, CalPERS recalculated the Library's retirement cost at 11.682% of qualified compensation compared with its original calculation of 7.26%. This will result in a \$97k adverse variance by EOY based on most recent data available.
50,908	52,165	39,778	12,387	23.7%	15 FIN 512000	Health Insurance	366,122	393,097	352,727	40,370	10.3%	
289	361	427	-66	-18.2%	15 FIN 513000	Disability Insurance	1,556	2,901	3,300	-399	-13.8%	
5,406	5,400	5,310	90	1.7%	15 FIN 514000	Dental Insurance	41,391	43,200	40,204	2,996	6.9%	
820	852	734	118	13.9%	15 FIN 514500	Vision Insurance	6,152	6,831	5,701	1,131	16.6%	
125	136	57	78	57.7%	15 FIN 515000	Life Insurance	1,131	1,095	786	309	28.2%	
9,353	8,779	8,779	0	0.0%	15 FIN 516000	Workers Comp. Insurance	74,827	70,235	77,517	-7,282	-10.4%	
10,193	0	3,344	-3,344	0.0%	15 FIN 517000	Unemployment Insurance	18,593	0	10,069	-10,069	0.0%	
1,840	2,500	0	2,500	100.0%	25 P&P 514010	Temporary Employment	15,337	7,500	0	7,500	100.0%	Payment for SCALL interns expected in June.
4,120	150	745	-595	-396.7%	13 HR 514015	Recruitment	5,372	1,200	2,982	-1,782	-148.5%	
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	-50,000	0	-50,000	100.0%	
1,641	667	703	-37	-5.5%	15 FIN 518550	TMP	7,798	7,333	7,869	-535	-7.3%	
1,689	1,500	1,848	-348	-23.2%	15 FIN 518560	Payroll & Benefit Admin.	11,895	12,000	12,356	-356	-3.0%	
351,817	334,836	313,797	21,039	6.3%		Total - Staff	2,834,183	2,712,415	2,691,860	20,555	0.8%	
						Library Materials:						
594,472	153,964	391,079	-237,115	-154.0%	23 R&R 601999	American Continuations	1,572,963	1,803,579	1,378,385	425,194	23.6%	Favorable variance primarily due to the timing of the Lexis Nexis LMA agreement negotiations. Variance will be spent in March.
4,668	8,248	6,988	1,260	15.3%	23 R&R 602999	American New Orders	45,777	65,985	54,638	11,346	17.2%	
23,583	4,674	14,660	-9,986	-213.7%	23 R&R 609199	Branch Continuations	71,130	37,391	36,550	841	2.3%	
0	110	0	110	100.0%	23 R&R 609299	Branch New Orders	0	880	172	708	80.4%	
21,388	29,143	36,228	-7,085	-24.3%	23 R&R 603999	Commonwealth Continuations	268,297	233,146	184,252	48,894	21.0%	
0	110	0	110	100.0%	23 R&R 604999	Commonwealth New Orders	2,215	2,199	0	2,199	100.0%	New titles in commonwealth are rather expensive subsequently staff, mindful of budget constraints, has not identified new titles for purchase.
32,782	16,496	20,041	-3,545	-21.5%	23 R&R 605999	Foreign Continuations	128,540	131,969	113,980	17,989	13.6%	
167	1,650	3,558	-1,908	-115.7%	23 R&R 606999	Foreign New Orders	2,892	14,847	9,035	5,811	39.1%	
21,012	9,348	20,189	-10,841	-116.0%	23 R&R 607999	International Continuations	93,951	74,783	87,351	-12,568	-16.8%	
212	550	664	-114	-20.8%	23 R&R 608999	International New Orders	3,526	5,499	4,743	756	13.7%	
3,089	2,749	1,239	1,510	54.9%	23 R&R 609399	General/Librarianship	22,981	21,995	18,170	3,825	17.4%	
59	220	112	108	49.3%	23 R&R 609499	Continuations General/Librarianship New Orders	896	1,760	1,128	632	35.9%	
701,433	227,262	494,758	-267,496	-117.7%		Subtotal	2,213,168	2,394,031	1,888,404	505,627	21.1%	
-701,433	(227,262)	-494,758	267,496	-117.7%	15 FIN 690000	Lib Materials Transferred to Assets	-2,213,168	-2,394,031	-1,888,404	-505,627	21.1%	
0	0	0	0	0.0%		Facilities:						
6,715	5,813	6,269	-456	-7.9%	39 FAC 801005	Repair & Maintenance	27,098	22,522	25,439	-2,917	-13.0%	Unexpected repair/replacement of HVAC pulleys @ \$2,100.00.
3,501	473	3,185	-2,712	-573.3%	39 FAC 801010	Building Services	9,494	10,192	15,805	-5,613	-55.1%	
1,490	1,700	1,519	181	10.7%	39 FAC 801015	Cleaning Supplies	13,018	14,600	8,255	6,345	43.5%	
7,409	7,500	7,473	27	0.4%	39 FAC 801020	Electricity & Water	71,223	80,618	74,535	6,083	7.5%	
1,247	1,220	1,267	-47	-3.8%	39 FAC 801025	Elevator Maintenance	9,848	9,640	10,014	-374	-3.9%	
1,047	1,050	2,625	-1,575	-150.0%	39 FAC 801030	Heating & Cooling	22,105	25,000	19,177	5,823	23.3%	
22,777	22,550	20,808	1,742	7.7%	15 FIN 801035	Insurance	182,213	180,397	166,179	14,218	7.9%	
8,421	8,421	8,421	0	0.0%	39 FAC 801040	Janitorial Services	56,067	65,837	67,371	-1,534	-2.3%	
1,050	1,200	1,050	150	12.5%	39 FAC 801045	Landscaping	1,050	9,600	8,400	1,200	12.5%	
16,511	14,087	12,909	1,178	8.4%	39 FAC 801050	Security	133,071	117,240	113,633	3,607	3.1%	
0	417	0	417	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	1,142	3,333	30	3,303	99.1%	Few furniture requirements in first half of fiscal year.
0	0	96	-96	0.0%	39 FAC 801110	Equipment (<3K)	0	2,800	4,006	-1,206	-43.1%	Office supplies vending machine and replacement urinals in the public men's room.

Los Angeles Law Library
Income Statement for the Period Ended February 28, 2014
(Provisional and subject to year-end audit adjustments)

Feb 13 Actual	Feb 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)					
0	968	0	968	100.0%	39	FAC	801115	Building Alterations (<3K)	16,876	7,744	0	7,744	100.0%	
70,167	65,398	65,622	-224	-0.3%				Subtotal	543,204	549,524	512,846	36,678	6.7%	
								Technology & Data:						
3,451	3	3,204	-3,201	-96027.2%	33	IT	801210	Services	21,766	16,750	19,761	-3,012	-18.0%	Intranet software annual maintenance (\$1600) was overlooked in budget. Oversight in "GST's Sym SEP/Ghost" 2-yr term amortization period to be corrected in March.
0	0	0	0	0.0%	33	IT	801215	Software (<\$3k)	0	13,800	1,254	12,546	90.9%	Software maintenance renewals originally budgetted here were posted to "Services" line item. Starting next FY separate categories will be used to better track hardware and software maintenance expenses.
592	0	339	-339	0.0%	33	IT	801220	Hardware (<\$3k)	10,493	5,000	958	4,042	80.8%	
0	500	0	500	100.0%	33	IT	801225	Computer Supplies	0	1,500	476	1,024	68.2%	
3,557	3,600	3,699	-99	-2.7%	33	IT	801230	Integrated Library System	27,850	29,160	28,755	406	1.4%	
4,370	3,500	2,526	974	27.8%	33	IT	801235	Telecommunications	26,519	23,000	18,846	4,154	18.1%	
0	0	0	0	0.0%	33	IT	801245	Tech & Data - Misc	0	800	35	766	95.7%	
11,971	7,603	9,768	-2,165	-28.5%				Subtotal	86,627	90,010	70,084	19,925	22.1%	
								General:						
451	495	688	-193	-38.9%	15	FIN	801310	Bank Charges	4,153	3,960	4,459	-499	-12.6%	Unfavorable variance is a result of fees related to Bank of America's Positive Pay Service which was implemented after the budget was approved.
1,266	710	628	82	11.5%	35	CMS	801315	Bibliographical Services	5,188	6,630	3,955	2,675	40.3%	The favorable variance is in part the result of timing and will be resolved by EOY when one of the subscriptions invoiced annually due in June (\$1000) ; and in part from OCLC credits earned from the Library's contribution to the consortium.
0	0	0	0	0.0%	35	CMS	801320	Binding	0	0	0	0	0.0%	
0	83	66	17	20.6%	15	FIN	801325	Board Expense	870	667	697	-30	-4.5%	
42	0	0	0	0.0%	15	FIN	801330	Staff Meals & Events	8,533	2,400	2,253	147	6.1%	
2,894	833	438	395	47.4%	15	FIN	801335	Supplies - Office	18,057	6,667	8,233	-1,567	-23.5%	Increased toner and paper purchase resulting from "in-house" printing of collateral materials, flyers, stationaries, etc. is pushing this account over budget year-to-date.
0	1,633	1,657	-24	-1.5%	35	CMS	801337	Supplies - Library materials	3,376	6,857	6,455	402	5.9%	
174	500	0	500	100.0%	37	COM	801340	Stationery & business cards	3,244	4,000	298	3,702	92.6%	The Library is printing stationery in-house thereby reducing outside printing costs.
1,309	833	551	282	33.9%	15	FIN	801345	Delivery & Postage	9,950	6,667	2,795	3,872	58.1%	Favorable variance reflects a decrease in shipments of briefs from the Cal. Ct. of App. and price discounts negotiated with UPS and Golden State Overnight (GSO).
451	486	838	-352	-72.5%	15	FIN	801350	Kitchen supplies	4,679	4,188	3,449	739	17.7%	The favorable variance results from a decrease in ordering to draw down kitchen supplies. This is expected to come closer to budget by EOY.
0	0	504	-504	0.0%	37	COM	801355	Room Rental Expenses	0	0	12,058	-12,058	0.0%	See 'Room Rental' revenue line item.
0	1,542	117	1,425	92.4%	37	COM	801360	Special Events Expenses	0	12,333	10,660	1,673	13.6%	Charges related to ProBono Week and the Legal Secretaries Lunch.
0	0	0	0	0.0%	37	COM	801365	Grant Application Expenses	0	1,000	0	1,000	100.0%	Possible grant opportunities for 2014 under review.
1,824	2,250	1,497	753	33.5%	33	IT	801370	Copy Center Expense	21,050	18,000	20,661	-2,661	-14.8%	Unfavorable variance was due to the 2013 Board sales tax (total \$8,731) posted in January. Actuals are expected to come in below budget at EOY.
0	0	0	0	0.0%	15	FIN	801375	Miscellaneous	1,414	0	430	-430	0.0%	
8,412	9,365	6,985	2,380	25.4%				Subtotal	80,515	73,368	76,403	-3,034	-4.1%	
								Professional Development:						
17	0	0	0	0.0%	ALL		803105	Travel	13,719	3,600	2,995	605	16.8%	Staff has been frugal with travel expenses
0	0	0	0	0.0%	ALL		803110	Meals	701	0	122	-122	0.0%	
0	75	0	75	100.0%	ALL		803113	Incidental and Misc.	0	385	0	385	100.0%	
0	0	0	0	0.0%	ALL		803115	Membership dues	1,615	200	6,895	-6,695	-3347.5%	Unfavorable timing variance. CCCLL's membership dues were budgeted in March.
170	0	115	-115	0.0%	ALL		803120	Registration fees	5,128	2,500	3,305	-805	-32.2%	
0	800	0	800	100.0%	ALL		803125	Educational materials	30	2,400	0	2,400	100.0%	
187	875	115	760	86.9%				Subtotal	21,193	9,085	13,317	-4,232	-46.6%	
								Communications & Marketing:						
5,000	500	0	500	100.0%	37	COM	803205	Services	2,325	9,000	0	9,000	100.0%	No outside services required at this time.

Los Angeles Law Library
Income Statement for the Period Ended February 28, 2014
(Provisional and subject to year-end audit adjustments)

Feb 13 Actual	Feb 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	500	207	293	58.7%	37 COM 803210	Collateral materials	0	8,500	207	8,293	97.6%	Positive variance due to in-house collateral material printing.
0	500	850	-350	-70.0%	37 COM 803215	Advertising	500	6,200	3,800	2,400	38.7%	Nine program ads placed in publications for the Library including a room rental campaign ad.
0	792	1,245	-454	-57.3%	37 COM 803220	Trade shows & Outreach	16,052	6,333	1,495	4,838	76.4%	
5,000	2,292	2,302	-10	-0.5%		Subtotal	18,877	30,033	5,502	24,531	81.7%	
						Travel & Entertainment:						
0	0	0	0	0.0%	ALL 803305	Travel	631	0	51	-51	0.0%	
0	0	0	0	0.0%	ALL 803310	Meals	348	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	
209	300	107	193	64.4%	ALL 803320	Ground Transport.	1,735	2,400	1,054	1,346	56.1%	Actuals are expected to end closer to budget at EOY.
0	0	0	0	0.0%	ALL 803325	Incidentals	0	200	0	200	100.0%	
209	300	107	193	64.4%		Subtotal	2,714	2,600	1,105	1,495	57.5%	
						Professional Services:						
56	0	0	0	0.0%	15 FIN 804005	Accounting	15,056	15,750	15,560	190	1.2%	
0	417	4,638	-4,221	-1013.0%	15 FIN 804008	Consulting Services	25,390	3,333	4,638	-1,304	-39.1%	Temporary HR services offset by the elimination of a senior level position.
39	2,500	0	2,500	100.0%	17 EXEC 804010	Legal	25,312	20,000	4,808	15,192	76.0%	Staff has cut back on outside legal services using internal resources.
0	0	0	0	0.0%	17 EXEC 804015	Other	0	0	0	0	0.0%	
95	2,917	4,638	-1,721	-59.0%		Subtotal	65,758	39,083	25,005	14,078	36.0%	
						Depreciation:						
246,173	238,624	232,671	5,953	2.5%	15 FIN 806105	Library Materials	2,039,298	1,870,829	1,927,956	-57,127	-3.1%	Actual depreciation is higher than budget because of the delay in the write-off of the Van Nuys and Compton donated titles and because the write-off was lower than expected. However, we expect actuals to come in at or below budget at EOY as we fully depreciate FY 2004 purchases.
52,868	37,316	30,673	6,644	17.8%	15 FIN 806110	Fixed Assets	422,180	276,020	251,884	24,136	8.7%	Positive variance due to minimal capital purchases .
299,041	275,940	263,344	12,596	4.6%		Subtotal	2,461,478	2,146,849	2,179,841	-32,991	-1.5%	
746,898	699,526	666,677	32,849	4.7%		Total Expense	6,114,548	5,652,968	5,575,962	77,006	1.4%	
-12,146	20,931	-8,027	-28,959	-138.4%		Net Income	-136,752	287,691	114,758	-172,933	-60.1%	
0	0	0	0	0.0%	17 EXEC	Extraordinary Income	0	843,975	0	-843,975	-100.0%	Delay in the auction of Library's rare book collections. Proceeds for Part I of the auction are expected to be posted in March.
0	0	0	0	0.0%	15 FIN	Extraordinary Expense	209,000	229,426	234,713	-5,287	-2.3%	Unfavorable variance is a result of a one month delay in the write-off of Van Nuys' and Compton's donated titles as well as other employee related expenses.
24,332	27,083	27,083	0	0.0%	15 FIN 518500	OPEB Expense	194,654	216,666	216,667	0	0.0%	
-36,478	(6,152)	-35,111	-28,959	470.7%		Net Income (Loss) Including Extraordinary Items	-540,405	685,574	-336,621	-1,022,195	-149.1%	
						Capital Expenditures:						
0	29,000	0	29,000	100.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	126,500	0	126,500	100.0%	Scanner, book truck, security camera, and copier purchases were deferred to later in the year.
0	0	3,876	-3,876	0.0%	33 IT 161300	Electronics / Comp. Hardware (>3k)	7,539	12,500	3,876	8,624	69.0%	Favorable variance will be spent in March.
0	0	0	0	0.0%	39 FAC 164500	Ext. Bldg. Repairs/ Improvements (>3k)	0	12,400	0	12,400	100.0%	Floor repair was deferred to later in the year.
0	320,000	0	320,000	100.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	24,937	427,000	0	427,000	100.0%	
0	0	0	0	0.0%	33 IT 168000	Computer Software	19,311	75,000	0	75,000	100.0%	Several on-going projects have not been closed out. Some of favorable variance will be spent in April, such as the Laserfiche project.
0	349,000	3,876	345,124	98.9%		Total - Capitalized Expenditures	51,786	653,400	3,876	649,524	99.4%	
NA	54.6	49.6	5.0	9.1%		Full-Time Equivalent Employees	NA	54.0	49.9	4.1	7.6%	Favorable variance due to vacancies and to a delay in hiring replacements.

Los Angeles Law Library

Statement of Cash Flows

As of February 28, 2014

(Provisional and subject to year-end audit adjustments)

	2/28/2014	YTD
Cash flows from operating activities		
LA Superior court fees	581,968	4,794,174
Parking fees	43,750	425,827
Library services	28,409	301,725
(Increase) decrease in accounts receivable	(20,638)	24,813
Increase (decrease) in borrowers' deposit	3,870	22,098
Cash received from filing fees and services	637,359	5,568,636
Facilities	(65,622)	(512,846)
Technology & data	(9,768)	(70,084)
General	(6,985)	(124,709)
Professional development	(115)	(13,317)
Communications & marketing	(2,302)	(5,502)
Travel & entertainment	(107)	(1,105)
Professional services	(4,638)	(25,005)
(Increase) decrease in prepaid expenses	97,987	251,599
Increase (decrease) in accounts payable	(321,940)	(102,125)
Increase (decrease) in other liabilities	(470)	(10,749)
Cash payments to suppliers for goods and services	(313,959)	(613,843)
Staff	(340,880)	(2,908,527)
Increase (decrease) in payroll liabilities	838	(18,085)
Increase (decrease) in accrued sick and vacation liability	-	(30,866)
Increase (decrease) in OPEB liability	27,083	216,667
Cash payments to employees for services	(312,959)	(2,740,811)
Contributions received	-	135,000
Net cash from operating activities	10,442	2,348,983
Cash flow from capital and related financing activities		
Library materials	(494,758)	(1,888,404)
Fixed assets	(3,876)	(3,876)
Capital - Work in Progress (WIP)	(500)	(3,100)
Cash flows from investing activities		
Investment earnings	4,522	33,995
Net cash increase (decrease) in cash and cash equivalents	(484,170)	487,597
Cash and cash equivalents, at beginning of period	9,859,028	75,541,701
Cash and cash equivalents, at end of period	9,374,858	76,029,298
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(39,633)	(370,616)
Adjustments for noncash effects:		
Depreciation	263,344	2,179,841
Extraordinary expense: book write-off		186,407
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(20,638)	24,813
(Increase) decrease in prepaid expenses	97,987	251,599
Increase (decrease) in accounts payable	(321,940)	(102,125)
Increase (decrease) in other liabilities	(470)	(10,749)
Increase (decrease) in payroll liabilities	838	(18,085)
Increase (decrease) in accrued sick and vacation liability	-	(30,866)
Increase (decrease) in borrowers' deposit	3,870	22,098
Increase (decrease) in OPEB liability	27,083	216,667
Net cash from operating activities	10,442	2,348,983

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2014 - March 31, 2014 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 4	AMERICAN BAR ASSOCIATION	BOOKS	2,512.23	026699
	AMERICAN SOCIETY OF INTERNATIONAL L	BOOKS	475.00	026700
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	397.00	026701
	BERNAN ASSOCIATES	BOOKS	1,879.66	026702
	BOOK HOUSE INC	BOOKS	218.41	026703
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	564.14	026704
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,407.20	026705
	CO INFO PTY LTD	BOOKS	1,213.52	026706
	COUTTS LIBRARY SERVICES	BOOKS	4,307.31	026707
	GAUNT	BOOKS	908.50	026708
	OTTO HARRASSOWITZ	BOOKS	9,332.27	026709
	LAWPRESS CORPORATION	BOOKS	264.98	026710
	LUDWIG MAYER LTD	BOOKS	42.00	026711
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	480.00	026712
	OXFORD UNIVERSITY PRESS	BOOKS	271.65	026713
	AMERICAN EXPRESS	BUSINESS CARD	6,239.55	026714
	BLUE SHIELD OF CALIFORNIA	HEALTH INS	479.31	026715
	CHANNA CAJERO	COPY CENTER	25.70	026716
	CCCLL	REGISTRATION	115.00	026717
	CDW GOVERNMENT INC	SUPPLIES- LIB MATE	119.90	026718
	COUNTY OF LOS ANGELES	BANK CHARGES	57.84	026719
	DATA2 INC	SUPPLIES- LIB MATE	1,537.12	026720
	GREATER LOS ANGELES ASSOCIATION OF	ADVERTISING	850.00	026721
	GOLDEN STATE OVERNIGHT	DELIVERY/ POSTAGE	139.88	026722
	GUARDIAN	DENTAL/VIS/LIFE/DIS	7,138.41	026723
	INDEPENDENT STATIONERS	SUPPLIES - OFFICE	52.87	026724
	INFINISOURCE INC	PAYROLL/HR ADMIN	75.00	026725
	KONICA MINOLTA BUSINESS	COPY CENTER	569.58	026726
	SONNY LEW	MILEAGE	53.03	026727
	MANAGE EASE INCORPORATED	CONSULTING	4,637.50	026728
OCLC INC	BIBLIOGRAPHICAL S	696.03	026729	
UNITED PARCEL SERVICE	DELIVERY/ POSTAGE	15.90	026730	
March 6	AT&T MOBILITY	TELECOM	167.86	026731
	BANDWIDTH.COM, INC.	TELECOM	310.46	026732
	COMPLETE FIRE SERVICE INC	REPAIR & MAINTENA	998.95	026733
	DAILY JOURNAL CORPORATION	BOOKS	1,137.50	026734
	HKA ELEVATOR CONSULTING INC	CAPITAL WIP	500.00	026735
	COUNTY OF LOS ANGELES	HEATING/COOLING	1,479.08	026736
	MEGAPATH	TELECOM	72.61	026737
	SECURITAS SECURITY	SECURITY	4,045.85	026738
	SQBOX SOLUTIONS LTD	SERVICES	1,600.00	026739
	VALLEY WIDE AIR	REPAIR & MAINTENA	4,515.29	026740
March 10				

61,930.71

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2014 - March 31, 2014 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	GE MONEY BANK AMAZON	BOOKS	26.62	026741
	ATLANTIC LAW BOOK COMPANY	BOOKS	149.60	026742
	BERNAN ASSOCIATES	BOOKS	92.00	026743
	BOOKS FROM MEXICO	BOOKS	82.28	026744
	BOOK HOUSE INC	BOOKS	428.97	026745
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	1,244.13	026746
	CAMBRIDGE UNIVERSITY PRESS	BOOKS	233.42	026747
	CARSWELL COMPANY LTD	BOOKS	685.16	026748
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	4,189.33	026749
	COUTTS LIBRARY SERVICES	BOOKS	1,745.39	026750
	GREY HOUSE PUBLISHERS	BOOKS	660.25	026751
	JURIS PUBLISHING INC	BOOKS	263.00	026752
	LIBRAIRIE DUCHEMIN	BOOKS	848.83	026753
	MABROCHI INTERNATIONAL CO LTD	BOOKS	1,944.60	026754
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	132.50	026755
	PRACTISING LAW INSTITUTE	BOOKS	150.56	026756
	QUALITY CODE PUBLISHING	BOOKS	54.97	026757
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	651.28	026758
	UNITED NATIONS PUBLICATIONS	BOOKS	255.48	026759
	YBP LIBRARY SERVICES	BOOKS	1,601.66	026760
March 17	BOOK HOUSE INC	BOOKS	225.13	026761
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	697.82	026762
	COMMONWEALTH OF THE NORTHERN MARIAN	BOOKS	160.00	026763
	INGRAM LIBRARY SERVICES	BOOKS	220.41	026764
	INTERNATIONAL CIVIL AVIATION ORGANI	BOOKS	1,094.50	026765
	LAWPRESS CORPORATION	BOOKS	398.90	026766
	MARY MARTIN BOOKSELLERS	BOOKS	2,740.00	026767
	WORKCOMP CENTRAL	BOOKS	413.29	026768
March 19	YBP LIBRARY SERVICES	BOOKS	115.45	026769
	AT&T	TELECOM	469.92	026770
	STATE BOARD OF EQUALIZATION	USE TAX	3,243.00	026771
	BRIDGES FILTER SERVICE, INC	REPAIRS & MAINT	230.14	026772
	BUREAU OF STREET LIGHTING	BLDG SVCS	2,853.04	026773
	COUNTY OF LOS ANGELES	BANK CHARGES	58.16	026774
	CLEAN SOURCE, INC.	BLDG SVCS	1,518.90	026775
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	233.75	026776
	ESTHER EASTMAN	MILEAGE	27.97	026777
	GOURMET COFFEE SERVICE	KITCHEN SUPPL	691.81	026778
	COUNTY OF LOS ANGELES	HEATING/COOLING	1,146.18	026779
	L A DEPT WATER & POWER	ELECTRIC/WATER	7,472.98	026780
	METROLINK	TMP	1,306.00	026781
	OFFICE DEPOT	SUPPLIES - OFFICE	161.85	026782
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	98.00	026783

111,342.75

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2014 - March 31, 2014 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 24	ROMERO MAINTENANCE CO.	BLDG SVCS	8,421.43	026784
	SECURITAS SECURITY	SECURITY	5,125.66	026785
	SEPCO EARTHSCAPE, INC	LANDSCAPING	1,050.00	026786
	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	8,578.14	026787
	TOTAL COMPENSATION SYSTEM INC	ACCOUNTING	1,000.00	026788
	TIME WARNER CABLE	TELECOM	1,200.00	026789
	VALLEY WIDE AIR	REPAIR & MAINTENA	200.00	026790
	JOAN KERRY BADER	REFUND	140.00	026791
	STEVEN CHAN	REFUND	140.00	026792
	HANNA CHO	REFUND	140.00	026793
	MALAIKA KATANA COLE	REFUND	140.00	026794
	GWEN JENNINGS	REFUND	140.00	026795
	NAGHMEH KHALEGHI	REFUND	140.00	026796
	SHERLI SHAMTOUB	REFUND	140.00	026797
	JOSEPH A TANG	REFUND	136.00	026798
	TONY THOMPSON	REFUND	140.00	026799
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	430.39	026800
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	807.36	026801
	CARSWELL COMPANY LTD	BOOKS	217.90	026802
	CCH INCORPORATED	BOOKS	103.92	026803
	LEXISNEXIS BUTTERWORTHS	BOOKS	1,266.42	026804
	NOLO PRESS OCCIDENTAL	BOOKS	188.40	026805
	UNITED NATIONS PUBLICATIONS	BOOKS	205.48	026806
	BLUE SHIELD OF CALIFORNIA	HEALTH INS	479.31	026807
	KONICA MINOLTA BUSINESS	COPY CENTER	689.56	026808
	OCLC INC	BIBLIOGRAPHICAL S	628.26	026809
	PETTY CASH FUND	PETTY CASH	353.76	026810
	SAFETY & LIFE SUPPORT CPR	INCIDENTALS & MISC	1,905.00	026811

137,028.31

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2014 - March 31, 2014 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 6	LEXISNEXIS ONLINE SERVICES	BOOKS	15,300.00	TS00197949
	LEXISNEXIS BUTTERWORTHS	BOOKS	13,103.67	TS00197949
	CALPERS	HEALTH INS	47,612.37	TS00197949
	THOMSON REUTERS	BOOKS	13,837.00	TS00197949
March 13	THOMSON REUTERS	BOOKS	66,808.89	TS00198246
March 27	BUREAU OF NATIONAL AFFAIRS INC	BOOKS	79,202.98	TS00199119
	CALPERS	HEALTH INS	46,184.88	TS00199035
	THOMSON REUTERS	BOOKS	189,860.63	TS00199119
March 28	COUTTS LIBRARY SERVICES	BOOKS	11,767.03	TS00199120

483,677.45

			2010 Year	2011 Year	2012 Year	2013 Year	2014 1st Quarter	Notes	
Reference and Research									
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>								
	Desk Inquiries		27,920	32,380	30,473	28,293	7,220		
	Phone		10,272	9,435	10,403	9,233	2,408		
	Email/ Live Chat		7,989	5,097	1,702	1,732	589		
	By Mail		167	277	246	201	44		
	Global Law Inquires		204	842	640	597	146	Name change: Foreign to Global	
	Global Law Web Inquires		29	119	133	429	170	Name change: Foreign to Global	
	e-Branch Chat		n/a	n/a	n/a	n/a	17	New!	
	e-Branch Email		n/a	n/a	n/a	n/a	2	New!	
		Total	46,581	48,150	43,597	40,485	10,596		
Circulation Services									
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking books in and out.</i>								
	Desk Inquiries		36,152	41,731	23,044	18,904	4,420		
	Phone Inquiries		5,039	6,703	9,681	9,013	1,598		
		Total	41,191	48,434	32,725	27,917	6,018		
	Books Circulated		16,616	13,723	13,520	13,889	3,700		
Document Delivery / E-Delivery Services									
	<i>Document Delivery responds to requests for materials from the LA Law Library collection.</i>								
	Phone Inquiries		765	731	764	287	156		
	Email		216	252	249	605	54		
	In-Person		340	377	264	234	86		
	By Mail		46	89	28	0	0	Refer to R+R mail above.	
		Total	1,367	1,449	1,305	1,126	296		
	Pages Delivered		21,461	44,832	48,812	55,570	15,218		

			2010 Year	2011 Year	2012 Year	2013 Year	2014 1st Quarter	Notes	
Copy Center									
	<i>Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-printer.</i>								
	Phone		175	862	908	1,009	222		
	In-Person		15,279	15,368	10,647	11,239	2,790		
		Total	15,454	16,230	11,555	12,248	3,012		
	Copies Made (Main Library)		261,918	378,684	357,999	295,837	48,870		
Collection Management Services									
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>								
	New Titles		912	1,276	791	504	134		
	New Continuations		242	331	202	325	39		
	Book Volumes Added		7,678	7,652	7,289	6,908	1,760		
	Microfiche / Media Added		32,417	12,927	7,598	16,821	2,313		
	Books Cataloged/Reclassed		20,492	39,374	14,322	11,563	1,499		
	Volumes / Media Withdrawn		4,087	3,682	5,391	4,444	941		
Scan Project									
	Briefs Scanned		35,669	56,467	34,208	61,747	14,241		
Web Statistics									
	Visitors		82,291	73,586	71,754	83,259	34,936		
	Visits		151,300	147,785	181,682	190,036	93,977		
	Average Daily Visits		397	404	496	380	1,044		
	Average Duration		9:10	32:29	13:47	Unavailable	5:24		
	Visitors: US		68.64%	71.75%	75.70%	Unavailable	98.86%		
	Visitors: International / Unspecified		31.36%	28.25%	24.30%	Unavailable	1.14%		

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C1(A)	Track usage, visitors and performance metrics						
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Identify technology needed	9/30/2013	Y		
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Research methods available	10/31/2013	Y		
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Formally implement programs	11/30/2013		5/1/2014	Project coordinators still working with Circulation and Technology Services staff on planning and implementing programs.
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Evaluate results	12/31/2013		5/1/2014	Project coordinators still working with Circulation and Technology Services staff on planning and implementing programs.
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Completion	1/31/2014		7/31/2014	Final completion deadline extended to reflect extended deadlines for earlier milestones.
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs						
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Identify users	12/31/2013	Y		
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Set up and hold focus groups	12/31/2013	Y	2/15/2014	Focus groups originally scheduled for Oct. 2013 to be pushed back. Focus groups rescheduled for Feb 2014.
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Draft and distribute surveys to user groups	2/28/2014		5/15/2014	Survey content is based on focus group results. All target dates for this project extended to reflect new deadline for focus groups. Extended date was 4/15/2014. Date extended again to give Communications more time to format survey.
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Evaluate results	3/31/2014		7/15/2014	All target dates for this project extended to reflect new deadline for focus groups. Final completion date was 6/15/2014. Date extended again to reflect new deadline for drafting and distributing survey to user groups.
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Completion	3/31/2014		7/15/2014	All target dates for this project extended to reflect new deadline for focus groups. Final completion date was 6/15/2014. Date extended again to reflect new deadline for drafting and distributing survey to user groups.
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation						
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Evaluate methods available	12/31/2013	Y		
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Select useful tools and technology	12/31/2013	Y		
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Collect data	3/31/2014		7/31/2014	The Voyager reports that are being developed for this project will run at the end of FY.
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Review results and make assessments	3/31/2014		7/31/2014	The Voyager reports that are being developed for this project will run at the end of FY.
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Present recommendations	6/30/2014		10/31/2014	Extended date reflects new deadline for data collection and assessment.
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Completion	6/30/2014		10/31/2014	Extended date reflects new deadline for data collection and assessment.

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C1(D)	Showcase rare books, historical materials and memorabilia						
C1(D)	Showcase rare books, historical materials and memorabilia	Ralph Stahlberg & Betsy Warner	Evaluate our collection	9/30/2013	Y		
C1(D)	Showcase rare books, historical materials and memorabilia	Ralph Stahlberg & Betsy Warner	Select materials	10/31/2013	Y		
C1(D)	Showcase rare books, historical materials and memorabilia	Ralph Stahlberg & Betsy Warner	Prepare exhibit	12/31/2013	Y		
C1(D)	Showcase rare books, historical materials and memorabilia	Ralph Stahlberg & Betsy Warner	Completion	3/31/2014	Y		
C1(E)	Develop resource materials and referrals for patrons needing translation						
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Research available resources	8/30/2013	Y		
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Contact translators, interpreters, other resources regarding potential partnerships (min 10 contacts)	9/30/2013	Y		
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Prepare resource sheet for patrons	10/31/2013	Y		
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Translate resource sheet	11/30/2013		4/1/2014	I have moved these dates back; I have requested assistance in translating materials but I am waiting to hear back from contacts.
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Completion	12/31/2013		4/1/2014	I have moved these dates back; I have requested assistance in translating materials but I am waiting to hear back from contacts.
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")						
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Research capabilities of current system	9/30/2013	Y		
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Test system	10/31/2013	y		
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Select areas to promote	11/30/2013	Y		I have identified legal topical areas to begin and, as completed, will add additional legal topics to our treatise finder list.
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Develop content and tools	12/31/2013	Y		
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Completion	12/31/2013		4/1/2014	While i have made progress on the development of these treatise finders, they are not quite ready to launch; I anticipate launching these in the near future.

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material						
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Research other library methods	9/30/2013	Y		s:\ADMINISTRATIVE_SERVICES\MANAGEMENT TEAM\Strategic Planning\docs\libsurvey.xlsx
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Select methods in consultation with communications	12/31/2013	Y		Meeting with Communications in Nov. 2013 it was decided that the library was all ready doing quite a bit to promote government documents through exhibits, handouts, and classes, and that in the future, we should look to promote the documents by use of a libguide to documents on the website and additional classes. Work is proceeding on multiple fronts.
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Explore digitizing unique local government publications	3/31/2014	Y		Proposed digitizing unique California government documents to team members (Ralph and Meiling)
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Develop training classes for specialized government databases	6/30/2014			
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Identify all state, county and city directives and/or laws for inclusion in OPAC	9/30/2014			
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Implement in library	12/31/2014			
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Completion	12/31/2014			
C1(H)	Establish material loan program between Main and branch locations						
C1(H)	Establish material loan program between Main and branch locations	Linda Taylor	Needs assessment	3/31/2014		12/31/2014	Delay in LB launch; conversion of TOR as education/training space. Have these projects more under development/potentially completed before begin needs assessment.
C1(H)	Establish material loan program between Main and branch locations	Linda Taylor	Pilot loan program	6/30/2014		6/30/2015	
C1(H)	Establish material loan program between Main and branch locations	Linda Taylor	Launch formal material loan program	9/30/2014		7/1/2015	
C1(H)	Establish material loan program between Main and branch locations	Linda Taylor	Evaluate loan program	3/31/2015		1/1/2016	6 month Pilot; 1 month evaluation
C1(H)	Establish material loan program between Main and branch locations	Linda Taylor	Completion			3/31/2016	Adjust & retool as necessary.

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration						
C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Finalize LLMC agreement re donation, storage and scanning of materials	6/30/2013	Y		
C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Create a set of expectations and anticipations for potential FCIL donations	9/30/2014			
C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Identify priority acquisitions (see C2(D))	12/31/2014			
C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Outreach to libraries with priority FCIL materials to donate	12/31/2014			
C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Completion	3/31/2015			
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming						
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Identify patron groups	3/31/2014	Y		
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Create survey	5/31/2014			
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Send survey	6/30/2014			
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Hold focus groups	7/31/2014			
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Assessment	12/31/2014			
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Completion	3/31/2015			
C2(C)	Purchase FCIL materials that supplement FCIL programming						
C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Identify programs	12/31/2013	Y		
C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Identify appropriate materials	3/31/2014	Y		
C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Revise collection development policy for FCIL (see C2(D))	6/30/2014			
C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Purchase after evaluating current library holdings	9/30/2014			

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Completion	9/30/2014			
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials						
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Create template for priority materials for systematic review	12/31/2013	Y		
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Begin country review	1/15/2014	Y		
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Evaluate results	2/15/2014		8/30/2014	A summer law student intern will be assisting with this project.
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Revise collection development policy	3/31/2014		10/31/2014	To be completed after the summer law student intern completes previous step.
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Completion	9/30/2014		12/31/2014	
C2(E)	Build strong relationships with vendors around the world						
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Create a map/locator connecting regions with vendors	3/31/2014		5/31/2014	In light of priorities I have to extend the deadline on this line
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Organize site visits and training sessions to strengthen relationships (at least 1 per vendor)	6/30/2014			so far have had 3 visits by our FCIL jobbers
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Identify best practices and business models for complex business transactions with foreign vendors	9/30/2014			
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Present recommendation	11/30/2015			
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Completion	11/30/2015			
C3(A)	Develop digitization and archiving plan for the next 20 years						

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Assemble committee of stakeholders / departments	2/1/2014	Y	6/4/2014	Committee has been idnetified, first meeting scheduled for 6/4/2014
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Identify what is currently being digitized and by whom	5/1/2014		9/1/2014	
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Determine collection & priorities to be scanned	9/1/2014		11/1/2014	
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Present draft of plan to staff for evaluation	10/31/2014		1/31/2015	
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Create scan program for image storage and accessibility.	2/1/2015		3/31/2015	
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Completion	3/1/2015		4/29/2015	
C3(B)	Develop a rare book storage and access plan						
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Review LALL's former rare book access plan	9/30/2013	Y		
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Review rare book access plans from other institutions	1/30/2014	Y		
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Confer with affected staff	3/31/2014		5/31/2014	In light of priorities I have to extend the deadline on this line
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Recommend a new rare book storage and access plan	6/30/2014			
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Completion	6/30/2014			
C3(C)	Conduct a space needs assessment for the collection						
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Evaluate current space needs	12/31/2014			
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Project space needs for next 5-10 years	6/30/2015			
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Present draft of space needs assessment & recommendations	8/30/2015			
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Completion	8/30/2015			
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials						
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Assemble project team and develop detailed scope, methodology, and schedule	10/31/2014			
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Commence inventory process and debug issues or problems	12/31/2014			
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Complete and document inventory	5/31/2015			
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Report to auditor	9/30/2015			

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Completion	10/31/2015			
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals						
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Survey other libraries to find out if they are binding or preserving with some other method.	6/30/2014			
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Compare costs for different methods of preservation.	1/30/2015			
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Initiate preservation plan.	6/30/2015			
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Completion	6/30/2015			
Comm1(A)	Expand awareness of transportation and parking alternatives						
Comm1(A)	Expand awareness of transportation and parking alternatives	Adam Rosenblum	Collect and evaluate available Information	9/1/2013	Y		Have Metro & parking information.
Comm1(A)	Expand awareness of transportation and parking alternatives	Adam Rosenblum	Assemble information into usable print and online resources / present draft	10/31/2013	Y	3/21/2014	
Comm1(A)	Expand awareness of transportation and parking alternatives	Adam Rosenblum	Make information available to the public.	11/15/2013	y	4/15/2014	
Comm1(A)	Expand awareness of transportation and parking alternatives	Adam Rosenblum	Completion	11/15/2013	y	4/15/2014	
Comm1(B)	Maintain security levels in a respectful and non-threatening manner						
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Scott Kissack	Gather input from staff via survey on possible improvements.	7/15/2013		5/23/2014	Re-assigned to new facilities Manager.
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Scott Kissack	Amend current post orders	9/30/2013		6/6/2014	
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Scott Kissack	Implement improvements	10/31/2013		7/18/2014	
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Scott Kissack	Complete regular training sessions with security staff	12/31/2013		9/19/2014	
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Scott Kissack	Completion	12/31/2013		9/19/2014	
Comm1(C)	Provide vending machines to sell office supplies and sundries						
Comm1(C)	Provide vending machines to sell office supplies and sundries	Marcelino Juarez	Establish product specifications and identify vendors	7/31/2013	Y		
Comm1(C)	Provide vending machines to sell office supplies and sundries	Marcelino Juarez	Develop and write procedures (stocking, cash-handling, ordering)	7/31/2013	Y		

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP L E T E D (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
Comm1(C)	Provide vending machines to sell office supplies and sundries	Marcelino Juarez	Purchase and install office supplies vending machine	8/31/2013	Y		
Comm1(C)	Provide vending machines to sell office supplies and sundries	Marcelino Juarez	Monitor and revise procedures as required	9/30/2013	Y		
Comm1(C)	Provide vending machines to sell office supplies and sundries	Marcelino Juarez	Assess utilization	6/30/2014	Y		
Comm1(C)	Provide vending machines to sell office supplies and sundries	Marcelino Juarez	Completion	9/30/2013	Y	Vending machine was stocked and available for use on 9/27/13	
Comm1(D)	Develop member incentive programs with bar associations						
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Establish rapport with bar association leaders	6/31/14			
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Select target organizations	6/31/14			
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Conduct needs assessments	9/30/2014			
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Establish interest level and engagement	10/31/2014			
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Devise mutually beneficial options with participants	10/31/2014			
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Create and formalize agreements	11/30/2014			
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Implement program	12/31/2014			
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Assess results	1/31/2015			
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Completion	2/28/2015			
Comm1(E)	Continue and refine Members Program						
Comm1(E)	Continue and refine Members Program	Ryan Metheny	Revise parking and pricing	9/30/2013	Y	11/1/2013	Extended to allow time to analyze options by new staff member (Ryan). Implementation of parking/pricing revisions will be dependent on IT issues (installation of parking self-reservation software, etc.)
Comm1(E)	Continue and refine Members Program	Ryan Metheny	Research / assess existing program models	3/31/2014	Y		
Comm1(E)	Continue and refine Members Program	Ryan Metheny	Devise and document options / SWOT	4/30/2014			
Comm1(E)	Continue and refine Members Program	Ryan Metheny	Finalize and coordinate resources for implementation	6/30/2014			
Comm1(E)	Continue and refine Members Program	Ryan Metheny	Implement	7/31/2014			
Comm1(E)	Continue and refine Members Program	Ryan Metheny	Monitor and assess	9/30/2014			
Comm1(E)	Continue and refine Members Program	Ryan Metheny	Completion	10/31/2014			
Comm1(F)	Automate parking reservations						

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Assess parking requirements with staff	9/1/2013	Y		
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Acquire online reservation software	10/1/2013	Y		
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Installation and customization of software	11/29/2013		6/14/2014	Delayed due to security vendor requirements.
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Begin parallel testing of new system	12/2/2013		7/21/2014	
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Begin using new self-reservation system	1/1/2014		8/1/2014	
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Completion	12/31/2013		9/1/2014	
Comm1(G)	Resume used book sales						
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Evaluate prior process for book sales, document possible efficiencies	7/15/2013	Y		
Comm1(G)	Resume used book sales	Shohreh Saljooghi	List and price current materials available for sale, place on sale shelves.	8/15/2013	Y		we are preparing for 4th book sale; As of March 2014 we have completed four book sale with total sale of \$4208.10; fifth book sale is on at this time and staff have prepared the 6th book sale
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Identify channels for announcing to various layers of the community	8/15/2013		3/31/2015	
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Establish parameters for online sale and identify available venues	3/31/2014		3/31/2015	
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Assess	6/30/2014			
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Completion	8/30/14			
Comm2(A)	Publish articles on our own website and in journals, newsletters and the press						
Comm2(A)	Publish articles on our own website and in journals, newsletters and the press	Leigh Garcia	Identify possible articles/promotion topics	9/1/2013	Y	11/15/2013	
Comm2(A)	Publish articles on our own website and in journals, newsletters and the press	Leigh Garcia	Identify key publications to pitch for articles	11/1/2013	Y	11/15/2013	
Comm2(A)	Publish articles on our own website and in journals, newsletters and the press	Leigh Garcia	Work with staff to complete articles (min 3 per quarter)	12/31/2013	Y		
Comm2(A)	Publish articles on our own website and in journals, newsletters and the press	Leigh Garcia	Create a repository of articles to facilitate reuse and retrieval	12/31/2013	Y		
Comm2(A)	Publish articles on our own website and in journals, newsletters and the press	Leigh Garcia	Pitch articles / place on our website	3/31/2014	Y		
Comm2(A)	Publish articles on our own website and in journals, newsletters and the press	Leigh Garcia	Completion	6/30/2014	Y		On-going
Comm2(B)	Make presentations to potential users off-site						
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Identify potential users	9/30/2013		6/30/2014	Deferred until after other strategic plan priorities. Potentially usable data may be collected during focus groups.
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Identify presenters	9/30/2013		6/30/2014	
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Present to test sites	10/31/2013		9/30/2014	

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Evaluate effectiveness	11/30/2013		9/30/2014	
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Recommend program parameters	12/31/2013		9/30/2014	
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Completion	12/31/2013		9/30/2014	
Comm2(C)	Collaborate with Grand Park on programming and shared outreach						
Comm2(C)	Collaborate with Grand Park on programming and shared outreach	Sandi Levin	Attend regular meetings with Grand Park staff to share information/opportunities	7/1/2013	Y		There has been limited opportunity, but we attend as invited.
Comm2(C)	Collaborate with Grand Park on programming and shared outreach	Sandi Levin	Establish a regular mechanism for sharing outreach and promotional information	12/31/2013	Y		
Comm2(C)	Collaborate with Grand Park on programming and shared outreach	Sandi Levin	Participate in at least one joint event	6/30/2014			
Comm2(C)	Collaborate with Grand Park on programming and shared outreach	Sandi Levin	Completion	6/30/2014			
Comm2(D)	Co-market with LACBA and other bar associations to promote events and programs						
Comm2(D)	Co-market with LACBA and other bar associations to promote events and programs	Sandi Levin & Leigh Garcia	Evaluate opportunities and document partnership with LACBA	9/30/2013	y	4/30/2014	
Comm2(D)	Co-market with LACBA and other bar associations to promote events and programs	Sandi Levin & Leigh Garcia	Identify top 10 opportunities for other bar associations / create prospects list	9/1/2013	y	4/30/2014	BHBA, SBBA, SFVBA and WBA, WLALA, BWL,AABA,
Comm2(D)	Co-market with LACBA and other bar associations to promote events and programs	Sandi Levin & Leigh Garcia	Reach out to 10 key contacts / meet to compare calendars & identify opportunities	11/1/2013	Y	2/28/2014	
Comm2(D)	Co-market with LACBA and other bar associations to promote events and programs	Sandi Levin & Leigh Garcia	Create proposed shared marketing calendar for 2014	12/1/2013	y	4/30/2014	WLALA format
Comm2(D)	Co-market with LACBA and other bar associations to promote events and programs	Sandi Levin & Leigh Garcia	Completion	12/1/2013		5/31/2014	
Comm2(E)	Establish schedule for regular meetings of outside organizations						
Comm2(E)	Establish schedule for regular meetings of outside organizations	Leigh Garcia	Establish committee to identify potential target organizations	1/30/2014	Y	2/14/2014	Along with P&P and Exec office we have several organizations with whom we meet with and with whom we are continuing to grow the partnership. LSALA, LAPA, City Attorneys, CLA
Comm2(E)	Establish schedule for regular meetings of outside organizations	Leigh Garcia	Develop sales/marketing materials -	3/15/2014	Y	4/15/2014	Room rental flyer complete; developing additional materials on-going
Comm2(E)	Establish schedule for regular meetings of outside organizations	Leigh Garcia	Conduct community reach-out program	5/1/2014			
Comm2(E)	Establish schedule for regular meetings of outside organizations	Leigh Garcia	Completion	6/30/2014			on-going

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
Comm2(F)	Outreach to courts, SHCs and local bar associations re events and services at branches						
Comm2(F)	Outreach to courts, SHCs and local bar associations re events and services at branches	Linda Taylor	Develop expanded events and services at branches, including deepening relationships with courts, SHCs, local bar associations. (see also Transition of Torrance Branch)	12/31/2013	Y	6/30/2014	
Comm2(F)	Outreach to courts, SHCs and local bar associations re events and services at branches	Linda Taylor	Slate events/services at branches (no cost)	4/31/14	Y	9/30/2014	Law Week - Torrance
Comm2(F)	Outreach to courts, SHCs and local bar associations re events and services at branches	Linda Taylor	Evaluate success of events/services at branches, budget FY2015	6/30/2014		12/31/2014	
Comm2(F)	Outreach to courts, SHCs and local bar associations re events and services at branches	Linda Taylor	Schedule ongoing regular events/services at branches	6/30/2014		6/30/2015	Not as much lead time needed for scheduling.
Comm2(F)	Outreach to courts, SHCs and local bar associations re events and services at branches	Linda Taylor	Completion	7/31/2015		6/30/2015	
Comm2(G)	Coordinate programs with downtown arts community (e.g., Artwalk)						
Comm2(G)	Coordinate programs with downtown arts community (e.g., Artwalk)	Jaye Steinbrick	Contact Art-Walk coordinators to identify 2014 opportunities	9/1/2013	Y		
Comm2(G)	Coordinate programs with downtown arts community (e.g., Artwalk)	Jaye Steinbrick	Attend regular Art-Walk & Community Meetings to promote 2014 library involvement.	11/1/2013	Y		
Comm2(G)	Coordinate programs with downtown arts community (e.g., Artwalk)	Jaye Steinbrick	Develop a partnership recommendation	1/1/2014		5/14/2014	Delayed due to new DTLA Artwalk Executive Team
Comm2(G)	Coordinate programs with downtown arts community (e.g., Artwalk)	Jaye Steinbrick	Completion	2/1/2014		7/16/2014	
Comm3(A)	Expand CLE classes						
Comm3(A)	Expand CLE classes	Ryan Metheny	Research other public law library offerings	9/30/2013	Y		
Comm3(A)	Expand CLE classes	Ryan Metheny	Develop methodology for identification of speakers and topics of interest	9/30/2013	Y		
Comm3(A)	Expand CLE classes	Ryan Metheny	Build ongoing list of potential speakers	12/30/2013	Y		
Comm3(A)	Expand CLE classes	Ryan Metheny	Calendar bi-monthly classes	9/30/2013	Y		
Comm3(A)	Expand CLE classes	Ryan Metheny	Implement regularized programs	1/30/2014	Y		
Comm3(A)	Expand CLE classes	Ryan Metheny	Completion	1/31/2014	Y		
Comm3(B)	Expand classes for self-represented persons						
Comm3(B)	Expand classes for self-represented persons	Janine Liebert	Develop relationships with potential presenters	3/31/2014	Y		
Comm3(B)	Expand classes for self-represented persons	Janine Liebert	Outline structure of program delivery	6/30/2014			
Comm3(B)	Expand classes for self-represented persons	Janine Liebert	Implement classes	6/30/2014			

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
Comm3(B)	Expand classes for self-represented persons	Janine Liebert	Assess and evaluate	12/31/2014			
Comm3(B)	Expand classes for self-represented persons	Janine Liebert	Completion	1/31/2015			
Comm3(C)	Expand librarian training workshops	Linda Taylor	Develop slate of workshops.	12/31/2013	Y	3/31/2014	
Comm3(C)	Expand librarian training workshops	Linda Taylor	Develop web-based public librarian training	8/31/2014			
Comm3(C)	Expand librarian training workshops	Linda Taylor	Launch web-based public librarian training	6/30/2016			
Comm3(C)	Expand librarian training workshops	Linda Taylor	Completion	7/31/2016			
Comm3(D)	Develop a high school student workshop series in the Library						
Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Identify outreach coordinators and stakeholders in LAUSD	9/30/2013	Y		
Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Identify prospective pilot series with applicable schools	9/30/2013	Y		
Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Build program structures in conjunction with school partners	12/30/2013	Y		
Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Implement programs	1/31/2014–3/30/2014	Y		
Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Assess programs				
Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Expand to one or two additional workshop pilots	6/30/2014			
Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Identify funders for at risk career education / school success programs	6/30/2014			
Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Write grant for funding to expand programs	6/30/2014			
Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Expand programs to additional schools	9/30/2014			
Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Completion	12/31/2014			
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers						
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Identify potential stakeholders	3/30/2015			
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Build rapport with prospective participants	3/30/2015			
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Conduct needs assessment	3/30/2015			
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Develop methodology for identification of speakers	6/30/2015			
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Build list of potential speakers	6/30/2015			
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Calendar classes	9/30/2015			
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Implement programs	9/30/2015			

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Completion	10/31/2015			
Comm3(G)	Develop law-related Film Series						
Comm3(G)	Develop law-related Film Series	Leigh Garcia	Acquire films and inventory	11/31/13	Y	2/12/2014	
Comm3(G)	Develop law-related Film Series	Leigh Garcia	Complete marketing tools	1/15/2014		5/1/2014	flyers, posters, in-house marketing tools in development
Comm3(G)	Develop law-related Film Series	Leigh Garcia	Develop calendar	2/15/2014		5/15/2014	
Comm3(G)	Develop law-related Film Series	Leigh Garcia	Develop cost structure	3/1/2014		6/1/2014	
Comm3(G)	Develop law-related Film Series	Leigh Garcia	Launch	4/20/2014		7/1/2014	
Comm3(G)	Develop law-related Film Series	Leigh Garcia	Completion	6/30/2014		8/31/2014	
Comm3(H)	Conduct a book discussion group						
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Define goals of Book Group	6/19/2013	Y		
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Create overview of different Book Group Models	7/10/2013	Y		
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Meet and discuss/choose model for initial Book Group	7/24/2013	Y		
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Identify potential participants in Book Group & targeted publicity				
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Create format for initial Book Group	8/7/2013	Y		
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Formulate publicity	8/28/2013		6/1/2014	First meeting planned for after Gala and Law Week.
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Launch publicity	9/11/2013		7/1/2014	working with Communications and publicity to confirm launch date, and then create publicity. Author of first book aged to attend if possible
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	First Book Group Discussion	10/2/2013		9/1/2014	
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Evaluate and modify	11/20/2013		10/1/2014	
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Create plan for ongoing discussion groups	11/25/2013		11/1/2014	
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Completion	12/31/2013		11/1/2014	
Comm4(A)	Create a mobile eBranch to deploy at events						
Comm4(A)	Create a mobile eBranch to deploy at events	Linda Taylor	Analyze fixed eBranch locations and develop mobile eBranch model	3/31/2015			
Comm4(A)	Create a mobile eBranch to deploy at events	Linda Taylor	Secure funding/partners/landing spaces for mobile eBranch	6/30/2015			
Comm4(A)	Create a mobile eBranch to deploy at events	Linda Taylor	Launch mobile eBranch	6/30/2016			
Comm4(A)	Create a mobile eBranch to deploy at events	Linda Taylor	Completion	7/31/2016			
Comm4(B)	Broadcast professional development and general public webinars						
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Work with staff to determine pilot content	2/1/2014		6/4/2014	Delayed due to other projects.
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Create pilot class on video	4/1/2014		7/18/2014	
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Review pilot with staff for final edits	4/29/2014		7/31/2014	
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Make pilot class available online	6/1/2014		8/8/2014	
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Develop program to review and expand content	6/30/2014		8/29/2014	

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Completion	12/31/2014		8/29/2014	Ongoing
Comm4(C)	Provide public computer classes for basic skill development						
Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Create three proposed 30 minute computer class outlines	10/1/2013		4/1/2015	Delayed to other projects/weekly help desk duties. Reevaluate due to ongoing projects and newly assigned tasks. Other staff who I asked to help in this project are currently busy working on other projects/tasks.
Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Schedule the first of three rotating classes, one per month	1/1/2014		5/1/2014	Delayed due to other projects/weekly help desk duties.
Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Assess effectiveness and recommend ongoing program parameters	2/28/2014		7/1/2014	Delayed due to other projects/weekly help desk duties.
Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Completion	3/31/2014		9/30/2014	Delayed due to other projects/weekly help desk duties.
Comm4(D)	Outreach to prison inmates and other homebound people						
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Identify user groups	1/1/2015			
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Determine information needs	3/3/2015			
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Research methods to fulfill identified needs	6/30/2015			
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Create program to disseminate information to user groups	9/1/2015			
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Evaluate and assess	1/1/2016			
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Completion	3/31/2016			
W1(A)	Draft and implement Safety and Emergency Preparedness Plans						
W1(A)	Draft and implement Safety and Emergency Preparedness Plans	Jaye Steinbrick & Facility	Review and edit existing plan as needed.	8/1/2013	Y		
W1(A)	Draft and implement Safety and Emergency Preparedness Plans	Jaye Steinbrick & Facility	Present plan to BOT for adoption	8/20/2013	Y		
W1(A)	Draft and implement Safety and Emergency Preparedness Plans	Jaye Steinbrick & Facility	Conduct quarterly safety committee meetings	9/30/2013	Y		Ongoing
W1(A)	Draft and implement Safety and Emergency Preparedness Plans	Jaye Steinbrick & Facility	Completion	9/30/2013	Y		
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions						
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Jaye Steinbrick & TBD	Survey staff / conduct needs assessment	9/1/2013		7/15/2014	Aligned with security & facilities survey.
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Jaye Steinbrick & TBD	Create needs list, and implement low or no-cost items	10/15/2013		8/30/2014	

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Jaye Steinbrick & TBD	Identify funding and timeframe for additional items	12/1/2013		10/1/2014	
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Jaye Steinbrick & TBD	Completion	6/30/2014		7/15/2015	
W1(C)	Improve accessibility						
W1(C)	Improve accessibility	Jaye Steinbrick & TBD	Gather input from staff/patrons/experts - complete needs assessment	2/1/2014	Y		
W1(C)	Improve accessibility	Jaye Steinbrick & TBD	Develop accessibility checklist for use in all future projects/programs	2/15/2014	Y	6/15/2014	This project was place on hold as we evaluate new technology for accessibility. The time to evaluate products is more time consuming than originally anticipated.
W1(C)	Improve accessibility	Jaye Steinbrick & TBD	Review accessibility software & hardware needs	3/31/2014		7/30/2014	
W1(C)	Improve accessibility	Jaye Steinbrick & TBD	Complete software & hardware installations	4/15/2014		8/16/2014	
W1(C)	Improve accessibility	Jaye Steinbrick & TBD	Review facility accessibility needs – make 2014-15 budget recommendations	5/1/2014		9/15/2014	
W1(C)	Improve accessibility	Jaye Steinbrick & TBD	Completion	6/30/2015		10/17/2014	
W1(D)	Automate elevator functions						
W1(D)	Automate elevator functions	Jaye Steinbrick	Create RFP	8/1/2013	Y	1/29/2014	Preliminary bid request yielded no response. Exploring other options with updated bid package.
W1(D)	Automate elevator functions	Jaye Steinbrick	Send approved RFP out to public bid	8/5/2013	Y	5/15/2014	
W1(D)	Automate elevator functions	Jaye Steinbrick	Award Bid, begin elevator updates	8/20/2013		6/17/2014	Board Meeting Date - June
W1(D)	Automate elevator functions	Jaye Steinbrick	Completion	4/1/2014		4/15/2015	
W1(E)	Draft HR Procedures Manual						
W1(E)	Draft HR Procedures Manual	Finance Director	Outline Procedures Manual organization and content; develop a table of contents.	9/30/2013	Y		
W1(E)	Draft HR Procedures Manual	Terri	Outline each chapter	11/30/2013		5/31/2014	Partially complete; to be assumed by new HR consultant
W1(E)	Draft HR Procedures Manual	Terri	Write draft	1/31/2014		7/31/2014	
W1(E)	Draft HR Procedures Manual	Terri	Solicit feedback from ED, Sr. Director, and other directors	2/28/2014		8/31/2014	
W1(E)	Draft HR Procedures Manual	Terri	Incorporate suggestions into final draft	3/31/2014		9/30/2014	
W1(E)	Draft HR Procedures Manual	Terri	Completion	4/30/2014		10/31/2014	
W2(A)	Annual employee picnic						
W2(A)	Annual employee picnic	Leigh Garcia	Survey employees about venue, date, and activities	6/15/2013	Y		
W2(A)	Annual employee picnic	Leigh Garcia	Confirm venue	6/30/2013	Y		
W2(A)	Annual employee picnic	Leigh Garcia	Coordinate potluck, arrange paper products, enlist volunteers, communicate event	7/15/2013	Y		
W2(A)	Annual employee picnic	Leigh Garcia	Conduct event and debrief	8/31/2013	Y		
W2(A)	Annual employee picnic	Leigh Garcia	Completion	8/31/2013	Y		
W2(B)	Hold occasional events open to family and friends						
W2(B)	Hold occasional events open to family and friends	Leigh Garcia	Survey employees about frequency and suggested activities	10/31/2013	y		
W2(B)	Hold occasional events open to family and friends	Leigh Garcia	Develop and propose events schedule to ED	11/30/2013	Y	1/30/2014	

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
W2(B)	Hold occasional events open to family and friends	Leigh Garcia	Calendar and plan events	12/31/2013	y		
W2(B)	Hold occasional events open to family and friends	Leigh Garcia	Assess success and propose ongoing program	3/31/2014	Y		
W2(B)	Hold occasional events open to family and friends	Leigh Garcia	Completion	6/30/2014	Y		
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)						
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	John Kohl	Poll directors and employees about desirable alternative work arrangements	12/31/2013		7/1/2014	Contact supervisors to determine which employees should be involved in project. Include HR (Terri).
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	John Kohl	Analyze costs and feasibility and write proposal	2/28/2014		9/1/2014	
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	John Kohl	Discuss proposal with union	3/31/2014		10/1/2014	
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	John Kohl	Implement program	6/30/2014		2/1/2015	
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	John Kohl	Completion	7/31/2014		3/1/2015	
W2(D)	Provide stretch classes or other physical activities at break times						
W2(D)	Provide stretch classes or other physical activities at break times	Eustorgio Barajas	Research and propose a stretch program to ED	3/31/2014		6/30/2014	Push back due to other HR tasks
W2(D)	Provide stretch classes or other physical activities at break times	Eustorgio Barajas	Enlist employee leaders or acquire video classes	5/31/2014		7/31/2014	
W2(D)	Provide stretch classes or other physical activities at break times	Eustorgio Barajas	Develop a schedule	6/30/2014		8/30/2014	
W2(D)	Provide stretch classes or other physical activities at break times	Eustorgio Barajas	Completion	7/31/2014		9/30/2014	
W2(E)	Establish an employee of the month/year program	Terri					Move to HR. Inform Terri by 4/23/2014
W2(E)	Establish an employee of the month/year program	Terri	Enlist participation from managers and staff to develop nomination and selection criteria and procedures	6/30/2014			Move to HR
W2(E)	Establish an employee of the month/year program	Terri	Write EOM/Y program for review by focus group and ED	9/30/2014			Move to HR
W2(E)	Establish an employee of the month/year program	Terri	Announce program, develop schedule and implement	11/30/2014			Move to HR

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
W2(E)	Establish an employee of the month/year program	Terri	Review success of program, revise as necessary	3/31/2015			Move to HR
W2(E)	Establish an employee of the month/year program	Terri	Completion	4/30/2015			Move to HR
W3(A)	Cross-train employees in related positions						
W3(A)	Cross-train employees in related positions	Terri	Work with directors to identify opportunities for cross-training	2/28/2015			Move to HR. Inform Terri by 4/23/2014
W3(A)	Cross-train employees in related positions	Terri	Develop and document a plan and timeline for each area	4/30/2015			Move to HR
W3(A)	Cross-train employees in related positions	Terri	Ensure plans are implemented	7/31/2015			Move to HR
W3(A)	Cross-train employees in related positions	Terri	Assess success of cross-training and revise as necessary	9/30/2015			Move to HR
W3(A)	Cross-train employees in related positions	Terri	Completion	10/31/2015			Move to HR
W3(B)	Evaluate and improve process efficiency in all library functions						
W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Work with directors to map function processes	12/31/2013		9/1/2014	A new schedule is being developed by the new Finance Director.
W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Analyze process maps within and between departments and identify opportunities for streamlining, simplification, automation, or elimination	3/31/2014		12/1/2014	A new schedule is being developed by the new Finance Director.
W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Benchmark other libraries/organizations and document best practices and appropriate metrics	3/31/2014		2/1/2015	A new schedule is being developed by the new Finance Director.
W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Implement no-cost improvements.	5/31/2014		5/1/2015	A new schedule is being developed by the new Finance Director.
W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Propose and budget for other improvements including costs and impacts on other departments	5/31/2014		5/31/2015	A new schedule is being developed by the new Finance Director.
W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Plan, document, and implement process changes and success metrics	9/30/2014		9/30/2015	A new schedule is being developed by the new Finance Director.
W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Review changes and revise as necessary. Document revisions.	12/31/2014		12/31/2015	A new schedule is being developed by the new Finance Director.
W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Completion	1/15/2015		1/15/2016	A new schedule is being developed by the new Finance Director.
W3(C)	Merge Programs & Partnerships and Reference functions						
W3(C)	Merge Programs & Partnerships and Reference functions	Sandi Levin	Reconfigure desk/office locations	9/1/2013	Y		
W3(C)	Merge Programs & Partnerships and Reference functions	Sandi Levin	Adjust reference desk schedule	9/1/2013	Y		
W3(C)	Merge Programs & Partnerships and Reference functions	Sandi Levin	Develop project teams comprised of both groups	12/31/2013	Y		
W3(C)	Merge Programs & Partnerships and Reference functions	Sandi Levin	Conduct cross-training	12/31/2013		6/30/2014	Partially complete.

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
W3(C)	Merge Programs & Partnerships and Reference functions	Sandi Levin	Completion	2/28/2014		7/31/2014	
W3(D)	Establish a law student intern / extern program						
W3(D)	Establish a law student intern / extern program	Malinda Muller	Identify partner schools	6/30/2013	Y		
W3(D)	Establish a law student intern / extern program	Malinda Muller	Build program components	6/30/2013	Y		
W3(D)	Establish a law student intern / extern program	Malinda Muller	Implement pilot program	6/30/2013	Y		
W3(D)	Establish a law student intern / extern program	Malinda Muller	Assess	9/30/2013	Y		
W3(D)	Establish a law student intern / extern program	Malinda Muller	Create handbook and guidelines	12/31/2013		2/28/2014	Partially complete
W3(D)	Establish a law student intern / extern program	Malinda Muller	Recruit and expand program to new institutions if applicable	3/31/2014	Y		Complete. Recruited to University of Illinois and USC (new) programs. Future to consider Pasadena City and other library tech programs if CMS is interested.
W3(D)	Establish a law student intern / extern program	Malinda Muller	Completion	3/31/2014			
W3(E)	Establish a library student/recent graduate unpaid Internship program						
W3(E)	Establish a library student/recent graduate unpaid Internship program	Malinda Muller	Identify current practices and assess strengths and weaknesses	12/30/2013		9/30/2014	Partially complete. We did not have a fall internship program to be able to assess outcomes. We WILL have an intern program for the summer however! Date is extended to the end of the summer cycle plus a month in order to assess and create summary report which will be based on the experience under 'new management.'
	Establish a library student/recent graduate unpaid Internship program	Malinda Muller	Redesign, incorporate and expand on current practices	9/30/2014		9/30/2014	The process will take place over the summer program period and reportable at the end of Sept. when there is information to assess and the program in it's implementation test can be evaluated. Dates extended due to fact that there was no fall internship program which was unanticipated.
W3(E)	Establish a library student/recent graduate unpaid Internship program	Malinda Muller	Research, evaluate and implement best practices	9/30/2014			
W3(E)	Establish a library student/recent graduate unpaid Internship program	Malinda Muller	Design and implement staff and participant feedback mechanism	9/30/2014			
W3(E)	Establish a library student/recent graduate unpaid Internship program	Malinda Muller	Create handbook and guidelines	12/31/2014			
W3(E)	Establish a library student/recent graduate unpaid Internship program	Malinda Muller	Completion	12/31/2014			
W3(F)	Establish an "on-call list" of contract employees available to cover occasional absences						
W3(F)	Establish an "on-call list" of contract employees available to cover occasional absences	Eustorgio Barajas	Working with supervisors, identify critical needs and timing	2/28/2015			
W3(F)	Establish an "on-call list" of contract employees available to cover occasional absences	Eustorgio Barajas	Document on-call agreements and compensation schedules	4/30/2015			

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
W3(F)	Establish an "on-call list" of contract employees available to cover occasional absences	Eustorgio Barajas	Recruit on-call staff	6/30/2015			
W3(F)	Establish an "on-call list" of contract employees available to cover occasional absences	Eustorgio Barajas	Review program's success and revise as necessary	9/30/2015			
W3(F)	Establish an "on-call list" of contract employees available to cover occasional absences	Eustorgio Barajas	Completion	10/31/2015			
W4(A)	Provide continuing education and training opportunities						
W4(A)	Provide continuing education and training opportunities	Eustorgio Barajas	Working with staff, identify training needs and desires	2/28/2014		6/30/2014	Push back due to other HR tasks
W4(A)	Provide continuing education and training opportunities	Eustorgio Barajas	Develop schedule of training events and nominate trainers (in-house or from the outside)	4/30/2014		7/31/2014	Push back due to other HR tasks
W4(A)	Provide continuing education and training opportunities	Eustorgio Barajas	Working with trainers, develop curricula and training materials	6/30/2014			
W4(A)	Provide continuing education and training opportunities	Eustorgio Barajas	Schedule and promote training events	7/31/2014			
W4(A)	Provide continuing education and training opportunities	Eustorgio Barajas	Completion	8/31/2014			
W4(B)	Establish a volunteer program to provide additional support and outreach						
W4(B)	Establish a volunteer program to provide additional support and outreach	Sandi Levin	Research existing public/nonprofit/govt programs	7/31/2013	Y		
W4(B)	Establish a volunteer program to provide additional support and outreach	Sandi Levin	Participate in available trainings and workshops	8/30/2013	Y		
W4(B)	Establish a volunteer program to provide additional support and outreach	Sandi Levin	Build program components and Develop handbook	9/1/2013	Y		
W4(B)	Establish a volunteer program to provide additional support and outreach	Sandi Levin	Develop recruitment procedures	10/31/2013	Y	2/28/2014	Partially implemented; still under revision
W4(B)	Establish a volunteer program to provide additional support and outreach	Sandi Levin	Recruit and Implement	12/31/2013		4/30/2014	
W4(B)	Establish a volunteer program to provide additional support and outreach	Sandi Levin	Assess effectiveness, SWOT	3/31/2014		7/31/2014	
W4(B)	Establish a volunteer program to provide additional support and outreach	Sandi Levin	Completion	3/31/2014		7/31/2014	
W4(C)	Expand the high school intern program						

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W4(C)	Expand the high school intern program	Shohreh Saljooghi	Coordinate and complete current pilot project (4 interns)	8/2/2013	Y		
W4(C)	Expand the high school intern program	Shohreh Saljooghi	Identify partner organizations to maximize recruitment opportunities	3/31/2014		4/15/2015	<i>Los Angeles Education Partner (LAEP) seems to be the leading agency that has streamlined recruiting high school seniors. I have modeled my research based on the ICYP program and its criteria in order to identify other agencies that assist with recruiting high school seniors that are in need of exposure to a professional environment</i>
W4(C)	Expand the high school intern program	Shohreh Saljooghi	Build and refine program components	4/30/2014	Y		
W4(C)	Expand the high school intern program	Shohreh Saljooghi	Document procedures for expanded program	5/31/2014	Y		
W4(C)	Expand the high school intern program	Shohreh Saljooghi	Completion	6/30/2014			
W4(E)	Conduct a space needs assessment for employee workspaces						
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Interview directors	9/30/2013	Y		
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Survey staff	10/31/2013		5/28/2014	Commenced but not completed.
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Analyze trends, future projects and anticipated changes	12/31/2013		7/25/2014	
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Draft report with recommendations	1/31/2014		8/15/2014	
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Completion	2/28/2014		9/28/2014	
W4(F)	Install document management and/or collaboration software						
W4(F)	Install document management and/or collaboration software	Meiling Li	Acquire licensing	7/31/2013	Y		
W4(F)	Install document management and/or collaboration software	Meiling Li	Meet with staff and vendor to create implementation plan	11/15/2013		5/30/2014	Initial component complete; additional components in development. Software has been installed but testing and training has taken longer than anticipated.
W4(F)	Install document management and/or collaboration software	Meiling Li	Install software including required workflow definitions	12/1/2013	Y		
W4(F)	Install document management and/or collaboration software	Meiling Li	Completion	2/1/2014		8/30/2014	
T1(A)	Develop eBranches for distribution throughout the County						
T1(A)	Develop eBranches for distribution throughout the County	Linda Taylor & Jaye Steinbrick	SWOT assessment based upon pilot program	3/31/2014		9/30/2014	Delay in eBranch deployment (est late Feb 2014); need at least 6 months operation of eBranch before SWOT assessment take place.
T1(A)	Develop eBranches for distribution throughout the County	Linda Taylor & Jaye Steinbrick	Develop additional technology and tools	6/30/2014		3/31/2015	Longer lead time for technology development
T1(A)	Develop eBranches for distribution throughout the County	Linda Taylor & Jaye Steinbrick	Pilot new tools	9/30/2014		9/30/2015	6 month pilot after tool development
T1(A)	Develop eBranches for distribution throughout the County	Linda Taylor & Jaye Steinbrick	Launch "next phase" eBranch	12/31/2014		12/31/2015	3 month launch after tools piloted

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T1(A)	Develop eBranches for distribution throughout the County	Linda Taylor & Jaye Steinbrick	Recommend program for ongoing implementation	3/31/2015		5/1/2016	6 month launch, 1 month compiling recommendation
T1(A)	Develop eBranches for distribution throughout the County	Linda Taylor & Jaye Steinbrick	Completion	6/30/2015		5/1/2016	Completion to correspond with recommendation for ongoing implementation
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)						
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Establish committee to review requirements and begin creation of RFP	2/1/2014		5/30/2014	Preliminary cost was gathered and submitted for FY2015 budget planning. Pending outcome of budget approval, and possible fiscal constraints, a new schedule may be developed.
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Complete LC re-classification and re-labeling project	6/30/2014		10/30/2014	Impact on project workflow resulting from the unexpected Cataloging staff change (loss of Head of Cataloging in Sept 2013) attributes to the delay.
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Begin public bid process	12/31/2014			
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	RFP and vendor product demonstrations	1/31/2015			
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Sign contract /set implementation schedule	3/31/2015			
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Conduct data load tests and assess integrity	7/31/2015			
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Conduct staff training	8/31/2015			
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Go live	9/30/2015			
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Completion	10/31/2015			
T1(C)	Develop a Law Library mobile application						
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Work with staff to determine content	7/1/2014	Y		Have spoken with Web committee and have started researching the best ways to turn out website into a mobile version.

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T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Create beta web-app for testing	9/15/2014			
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Staff review of content & functionality	9/30/2014			
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Go live - Make web-application available online	11/1/2014			
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Develop ongoing program to review and expand content	12/31/2014			
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Completion	12/31/2014			
T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks						
T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Jaye Steinbrick	Determine available, relevant content	3/1/2014	Y		In the process of working with staff to determine content.
T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Jaye Steinbrick	Review technology, create budget estimates & recommendation	5/1/2014			
T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Jaye Steinbrick	Create 90 day pilot implementation plan / Order equipment	7/15/2014			
T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Jaye Steinbrick	Test pilot configurations	9/15/2014			
T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Jaye Steinbrick	Make available to patrons	10/15/2014			
T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Jaye Steinbrick	Develop ongoing program to review and expand	12/31/2014			
T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Jaye Steinbrick	Completion	12/31/2014			
T2(A)	Upgrade Navision/Voyager	Jaye Steinbrick	Hire IT Manager			6/30/2014	
T2(A)	Upgrade Navision/Voyager	John Kohl	Focus Group			12/1/2014	Determine operational needs of Voyager.
T2(A)	Upgrade Navision/Voyager	John Kohl	Confirm whether Navision/Voyager are the right solutions			4/1/2015	
T2(A)	Upgrade Navision/Voyager	John Kohl	Conduct RFP			6/1/2015	
T2(A)	Upgrade Navision/Voyager	John Kohl	Plan and implement data migration including software customization			9/1/2015	
T2(A)	Upgrade Navision/Voyager	John Kohl	Plan for rollout and training			11/1/2015	
T2(A)	Upgrade Navision/Voyager	John Kohl	Go live and document changes			12/15/2015	
T2(A)	Upgrade Navision/Voyager	John Kohl	Completion			1/15/2016	
T2(B)	Provide the option to pay fees, fines and charges online						
T2(B)	Provide the option to pay fees, fines and charges online	Meiling Li	Finalize PayPal account banking requirements	6/30/2013	Y		
T2(B)	Provide the option to pay fees, fines and charges online	Meiling Li	Determine system capabilities	7/31/2013	Y		
T2(B)	Provide the option to pay fees, fines and charges online	Meiling Li	Create workflow processing chart(s)	9/15/2013	Y		
T2(B)	Provide the option to pay fees, fines and charges online	Meiling Li	Begin programming/Implementation	10/1/2013	Y		The new website has integrated Paypal as payment option for class registration.
T2(B)	Provide the option to pay fees, fines and charges online	Meiling Li	Test and assure functionality	11/30/2013		7/30/2014	Software issues with ILS system have delayed integration with Voyager.

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
T2(B)	Provide the option to pay fees, fines and charges online	Meiling Li	Go live and document changes	2/1/2014		11/30/2014	
T2(B)	Provide the option to pay fees, fines and charges online	Meiling Li	Completion	2/28/2014		12/15/2014	
T2(C)	Provide the option to renew materials and manage Library user account online						
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Evaluate technical requirements	7/1/2013	Y		
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Turn-on/test Functionality	8/1/2013	Y	11/15/2013	Database access problem arose on 1st test & needs to be addressed.
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Work with communications to notify borrowers	9/1/2013		6/19/2014	Software issues with ILS system continue to delay this project.
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Establish online payment options (see T2(B))	2/1/2014		9/25/2014	
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Completion	2/15/2014		10/17/2014	
T2(D)	Improve and maintain user-friendly website with expanded audio-visual and interactive tools						
T2(D)	Improve and maintain user-friendly website with expanded audio-visual and interactive tools	Jaye Steinbrick	Go Live with newly expanded website	8/15/2013	Y	10/17/2013	Online payment obstacles delayed project.
T2(D)	Improve and maintain user-friendly website with expanded audio-visual and interactive tools	Jaye Steinbrick	Assess effectiveness and accessibility	9/30/2013	Y	12/31/2013	
T2(D)	Improve and maintain user-friendly website with expanded audio-visual and interactive tools	Jaye Steinbrick	Develop ongoing program to review and expand content	10/30/2013	Y	1/30/2014	Staff web committee now meets quarterly to assess content and recommend additions/changes/deletions to web content as well as discuss emerging technologies.
T2(D)	Improve and maintain user-friendly website with expanded audio-visual and interactive tools	Jaye Steinbrick	Completion	10/30/2013	Y	1/30/2014	Ongoing
T2(E)	Provide catalog searching capabilities in closed stacks						
T2(E)	Provide catalog searching capabilities in closed stacks	Jeremy Samler	Identify locations in the stacks for deployment	7/1/2013	Y		
T2(E)	Provide catalog searching capabilities in closed stacks	Jeremy Samler	Verify and/or expand Wi-Fi coverage	9/1/2013	Y		
T2(E)	Provide catalog searching capabilities in closed stacks	Jeremy Samler	Repurpose existing, available hardware as search stations	10/1/2013	Y		
T2(E)	Provide catalog searching capabilities in closed stacks	Jeremy Samler	Installation and training	3/31/2014		7/31/2014	Other projects, such as eBranch, have been time-consuming.
T2(E)	Provide catalog searching capabilities in closed stacks	Jeremy Samler	Completion	4/30/2014		8/31/2014	Other projects, such as eBranch, have been time-consuming.

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
F1(A)	Promote awareness at local and state government levels through CCCLL and lobbying efforts						
F1(A)	Promote awareness at local and state government levels through CCCLL and lobbying efforts	Sandi Levin	Develop talking points	9/30/2013	Y		
F1(A)	Promote awareness at local and state government levels through CCCLL and lobbying efforts	Sandi Levin	Identify contacts, key legislators	10/31/2013	y		
F1(A)	Promote awareness at local and state government levels through CCCLL and lobbying efforts	Sandi Levin	Meet with each at least once	2/15/2014	Y		
F1(A)	Promote awareness at local and state government levels through CCCLL and lobbying efforts	Sandi Levin	Develop program for follow up in FY 15	3/15/2014	Y		
F1(A)	Promote awareness at local and state government levels through CCCLL and lobbying efforts	Sandi Levin	Completion/report to BOT	4/30/2014			
F1(B)	Assist in development of statewide strategy to protect or enhance revenue stream						
F1(B)	Assist in development of statewide strategy to protect or enhance revenue stream	Sandi Levin	Confer with CCCLL directors	10/31/2013	Y		
F1(B)	Assist in development of statewide strategy to protect or enhance revenue stream	Sandi Levin	Meet with CCCLL lobbyist	11/30/2013	Y		
F1(B)	Assist in development of statewide strategy to protect or enhance revenue stream	Sandi Levin	Present proposal for BOT review	12/31/2013	y		
F1(B)	Assist in development of statewide strategy to protect or enhance revenue stream	Sandi Levin	Present proposal to CCCLL executive board for consideration	1/31/2014	Y		
F1(B)	Assist in development of statewide strategy to protect or enhance revenue stream	Sandi Levin	Present proposal to CCCLL at annual conference	3/30/2014	Y		
F1(B)	Assist in development of statewide strategy to protect or enhance revenue stream	Sandi Levin	Completion		Y		Similar efforts will be required in future years.
F1(C)	Reevaluate, re-bid and expand parking services						
F1(C)	Reevaluate, re-bid and expand parking services	Finance Director	Update and issue RFP to current provider and other qualified parking management companies	6/30/2013	Y		
F1(C)	Reevaluate, re-bid and expand parking services	Finance Director	Summarize proposals, reconcile inconsistencies, and recommend vendor	8/31/2013	Y		
F1(C)	Reevaluate, re-bid and expand parking services	Finance Director	Execute contract (Board Approval)	9/30/2013	Y		

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
F1(C)	Reevaluate, re-bid and expand parking services	Finance Director	Commence with new vendor and implement service and hours changes, if necessary	11/1/2013	Y		
F1(C)	Reevaluate, re-bid and expand parking services	Finance Director	Completion	12/31/2013	Y		New vendor commenced service on 10/1/13
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources						
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources	John Kohl	Working with department heads, produce a vendor contract negotiation plan including negotiation schedule, annual spend, contract renewal dates, if any, and the point person for each vendor	10/31/2013		8/1/2014	
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources	John Kohl	Develop a negotiation protocol for each vendor including expected outcomes	11/30/2013		9/1/2014	
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources	John Kohl	Evaluate interim success with vendor negotiations and revise as necessary	3/31/2014		10/1/2014	
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources	John Kohl	Completion	4/30/2014		12/1/2014	
F1(E)	Consider annual merit increases						
F1(E)	Consider annual merit increases	John Kohl	Document salary adjustment history for staff and benchmark comparable institutions	2/28/2014		2/1/2015	
F1(E)	Consider annual merit increases	John Kohl	Make recommendation to ED subject to budget constraints	4/30/2014		4/1/2015	
F1(E)	Consider annual merit increases	John Kohl	Completion	6/30/2014		6/1/2015	
F2(A)	Apply for grants						
F2(A)	Apply for grants	Linda Taylor	Identify areas/ projects for desired grant funding	10/31/2013	Y	12/31/2013	
F2(A)	Apply for grants	Linda Taylor	Determine slate of potential grants and grant cycles through FY2015	12/31/2013		3/31/2014	
F2(A)	Apply for grants	Linda Taylor	Develop schedule of grant opportunities and assign responsibilities	1/31/2014	Y	6/30/2014	
F2(A)	Apply for grants	Linda Taylor	Apply for minimum of 3 grants	6/30/2014	Y	12/31/2014	IMLS Sparks!, Community Stories, project partner on TIG (LAFLA lead).
F2(A)	Apply for grants	Linda Taylor	Target budget line item, forecast for grants.	6/30/2015			
F2(A)	Apply for grants	Linda Taylor	Completion	Ongoing		6/30/2015	
F2(B)	Consider legislative proposal to authorize revenue-generating activities						
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Confer with CCCLL directors	10/31/2013	Y		

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Meet with CCCLL lobbyist	11/30/2013	Y		
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Present proposal for BOT review	1/31/2014	Y		
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Present proposal to CCCLL executive board for consideration	3/31/2014			
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Identify sponsors	4/30/2014			
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Present proposal to CCCLL at annual conference	9/30/2014			
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Lobby legislators	12/31/2014			
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Completion	6/30/2015			
F2(C)	Promote conference room rentals and develop informational outreach						
F2(C)	Promote conference room rentals and develop informational outreach	Leigh Garcia	Finalize marketing material, content	8/1/2013	Y		
F2(C)	Promote conference room rentals and develop informational outreach	Leigh Garcia	Identify key marketing opportunities	8/15/2013	Y		
F2(C)	Promote conference room rentals and develop informational outreach	Leigh Garcia	Create marketing campaign/timeline / kick-off campaign	9/1/2013	Y	4/1/2014	
F2(C)	Promote conference room rentals and develop informational outreach	Leigh Garcia	Evaluate/ measure success	12/31/2013		6/1/2014	
F2(C)	Promote conference room rentals and develop informational outreach	Leigh Garcia	Recommend budget line item for FY2015	3/31/2014	y		
F2(C)	Promote conference room rentals and develop informational outreach	Leigh Garcia	Completion	Ongoing			
F2(D)	Develop conceptual plan for café						
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Identify footprint / services	5/14/2014			
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Identify potential vendors				
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Identify funding resources and partner agencies	6/14/2014			
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Present a conceptual plan to the Board of Trustees	9/1/2014			
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Completion				
F2(E)	Provide a notary service for a fee						
F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Identify options (in-house; contract; etc.)	3/31/2014	N	6/30/2014	Push back due to other HR tasks
F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Write proposal to coordinate notary services and training	4/30/2014	N	7/31/2014	Push back due to other HR tasks
F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Work with notary candidates and coordinate training	8/30/2014			

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Write policies and procedures	9/30/2014			
F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Announce and roll-out	11/30/2014			
F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Evaluate effectiveness and usage	2/28/2015			
F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Completion	3/31/2015			
F2(F)	Provide e-filing for a fee						
F2(F)	Provide e-filing for a fee	Ryan Metheny	Research court requirements, existing needs and solutions	6/30/2014			
F2(F)	Provide e-filing for a fee	Ryan Metheny	Identify potential services and prospective user groups	8/30/2014			
F2(F)	Provide e-filing for a fee	Ryan Metheny	Draft procedures and policy	11/30/2014			
F2(F)	Provide e-filing for a fee	Ryan Metheny	Present recommendation to Board of Trustees	1/31/2015			
F2(F)	Provide e-filing for a fee	Ryan Metheny	Implement	3/31/2015			
F2(F)	Provide e-filing for a fee	Ryan Metheny	Assess and revise as needed	5/31/2015			
F2(F)	Provide e-filing for a fee	Ryan Metheny	Completion	6/30/2015			
F2(G)	Offer fee-based collection acquisition and management services to other libraries						
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Assess capacity for contract services and performance standards	12/31/2013	Y		
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Identify costs and constraints	12/31/2013		12/31/2014	Preliminary inquiries have not yielded favorable results. Exploring other options/avenues.
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Identify potential 'customers'	1/31/2014		12/31/2014	
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Negotiate test site contract /identify performance metrics	6/30/2014		12/31/2014	
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Evaluate success and performance metrics	2/28/2015			
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Recommend program for future contracts	4/30/2015			
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Completion	5/31/2015			
F3(A)	Outreach to law firms & bar associations						
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Establish rapport with bar association leaders	1/31/2014	Y		
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Select target organizations to work with	3/30/2014	Y		
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Conduct needs assessments	3/30/2014	Y		
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Assess and document options	6/30/2014			

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Devise mutually agreed upon programs	6/30/2014			
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Implement programs	9/30/2014			
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Assess results & recommend ongoing programs	10/31/2014			
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Completion	11/30/2014			
F3(B)	Build relationships with relevant corporate entities						
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Identify candidate organizations	3/30/2014		5/31/2014	
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Contact organizations and discuss opportunities (min 4)	6/30/2014			
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Implement test programs	9/30/2014			
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Assess results & recommend ongoing programs	10/31/2014			
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Completion	11/30/2014			
F3(C)	Establish a speakers' bureau						
F3(C)	Establish a speakers' bureau	Sandi Levin	Research and review existing models	9/30/2013	Y		
F3(C)	Establish a speakers' bureau	Sandi Levin	Develop parameters, incentives and program	12/31/2013		3/31/2014	Awaiting further development of in-house MCLE programs
F3(C)	Establish a speakers' bureau	Sandi Levin	Announce program	1/31/2014		4/30/2014	
F3(C)	Establish a speakers' bureau	Sandi Levin	Conduct outreach	3/31/2014		5/31/2014	
F3(C)	Establish a speakers' bureau	Sandi Levin	Launch	4/30/2014		6/30/2014	
F3(C)	Establish a speakers' bureau	Sandi Levin	Assess and revise, as needed	6/30/2014		8/31/2014	
F3(C)	Establish a speakers' bureau	Sandi Levin	Completion	9/30/2014			
S1(A)	Preserve service levels by maintaining adequate staffing						
S1(A)	Preserve service levels by maintaining adequate staffing	John Kohl	Working with supervisors and employee groups, establish baseline productivity metrics			9/30/2014	Setup committee from each department including Austin, Shohreh, Besty, Meiling, Adam, Terri
S1(A)	Preserve service levels by maintaining adequate staffing	John Kohl	Benchmark productivity at comparable institutions			12/30/2014	
S1(A)	Preserve service levels by maintaining adequate staffing	John Kohl	Establish target metrics			2/28/2015	
S1(A)	Preserve service levels by maintaining adequate staffing	John Kohl	Recommend changes in staffing to achieve targets			4/1/2015	
S1(A)	Preserve service levels by maintaining adequate staffing	John Kohl	Completion			7/1/2015	
S1(B)	Expand legal resources available & visible on the internet						
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Assess current internet-based resources for gaps in coverage	12/31/2013	Y		
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Identify potential resources that can be added to collection	3/31/2014		6/30/2014	I have not been able to make progress on this strategic plan item.

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Assess technical feasibility and negotiate with vendors; budget for additional resources	6/30/2014			
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Implement new resources on test site	9/30/2014			
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Develop metrics to evaluate user satisfaction and assess	10/31/2014			
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Launch resources on website	12/31/2014			
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Survey users for feedback on usability and revise as needed	3/31/2015			
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Completion	6/31/15			
S1(C)	Create an advance reservation system for Library computers						
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Add option into public website	9/1/2013		6/16/2024	IT has implemented the basic framework. Waiting for approval before implementation and moving on to the next step.
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Work with IT staff to test implementation	9/15/2013		6/23/2014	IT has implemented the basic framework. Waiting for approval before implementation and moving on to the next step.
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Training and testing with reference staff	9/30/2013		6/30/2014	Need to schedule training sessions with reference staff.
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Create promotional materials	10/1/2013		7/15/2014	Above steps need to be completed before promotional materials can be created.
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Completion	11/15/2013		7/15/2014	All of the above steps need to be completed.
S1(D)	Provide self-serve scanning equipment in the Library						
S1(D)	Provide self-serve scanning equipment in the Library	Jaye Steinbrick	Work with staff and patrons to evaluate technology requirements.	10/15/2014			
S1(D)	Provide self-serve scanning equipment in the Library	Jaye Steinbrick	Evaluate existing solutions and make final recommendation, proceed with purchasing.	11/15/2014			
S1(D)	Provide self-serve scanning equipment in the Library	Jaye Steinbrick	Install public scanner with signage and print materials	2/1/2015			
S1(D)	Provide self-serve scanning equipment in the Library	Jaye Steinbrick	Assess effectiveness of implementation and make adjustments as needed.	5/31/2015			
S1(D)	Provide self-serve scanning equipment in the Library	Jaye Steinbrick	Completion	5/31/2015			
S1(E)	Establish and implement a policy for how to handle patrons with greater needs and time demands						
S1(E)	Establish and implement a policy for how to handle patrons with greater needs and time demands	Ralph Stahlberg	Survey other libraries and internal staff for best practices	10/31/2013	Y		Little feedback from other public law libraries, but good info from library publications
S1(E)	Establish and implement a policy for how to handle patrons with greater needs and time demands	Ralph Stahlberg	Identify successful alternatives	10/31/2013	Y		

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S1(E)	Establish and implement a policy for how to handle patrons with greater needs and time demands	Ralph Stahlberg	Recommend policies and conduct training	12/31/2013	N	4/30/2014	Yet to share with staff, generally follow current practices
S1(E)	Establish and implement a policy for how to handle patrons with greater needs and time demands	Ralph Stahlberg	Assess effectiveness and revise as needed	6/30/2014			
S1(E)	Establish and implement a policy for how to handle patrons with greater needs and time demands	Ralph Stahlberg	Completion	9/30/2014			
S1(F)	Establish regular office hours at partnership libraries						
S1(F)	Establish regular office hours at partnership libraries	Linda Taylor	Develop possibilities for office hours at partnership libraries	9/30/2013	Y		
S1(F)	Establish regular office hours at partnership libraries	Linda Taylor	Evaluate options and select viable model(s)	1/31/2014	Y		
S1(F)	Establish regular office hours at partnership libraries	Linda Taylor	Formalize Branch Assistant office hours/professional training	3/30/2014	Y	6/30/2014	Need full six month pilot to evaluate, report to Board, determine next steps for overall project.
S1(F)	Establish regular office hours at partnership libraries	Linda Taylor	Completion	7/30/2014	Y		
S1(G)	Present intermittent but regular, free classes						
S1(G)	Present intermittent but regular, free classes	Janine Liebert	Assess success of existing free classes and information sessions	11/30/2013	Y		
S1(G)	Present intermittent but regular, free classes	Janine Liebert	Identify and prioritize new class/information session offerings	1/31/2014	Y		
S1(G)	Present intermittent but regular, free classes	Janine Liebert	Determine frequency and assess impact on existing fee-based classes	1/31/2014		5/31/2014	Commenced but extended due to scheduling of classes in Feb-Mar and during Law Week
S1(G)	Present intermittent but regular, free classes	Janine Liebert	Identify and confirm partner organizations and presenters	2/28/2014	Y		
S1(G)	Present intermittent but regular, free classes	Janine Liebert	Implement	3/28/2014	Y		
S1(G)	Present intermittent but regular, free classes	Janine Liebert	Assess	6/28/2014			
S1(G)	Present intermittent but regular, free classes	Janine Liebert	Completion	6/28/2014			
S1(H)	Create a plan to provide ebooks in the Library, beginning with research to determine patron needs and preferences						
S1(H)	Create a plan to provide ebooks in the Library, beginning with research to determine patron needs and preferences	Channa Cajero	Identify patron groups	12/31/2013	Y		
S1(H)	Create a plan to provide ebooks in the Library, beginning with research to determine patron needs and preferences	Channa Cajero	Set up and hold focus groups	12/31/2013	Y	2/15/2014	This project is being coordinated with objective C1(B). Extended dates for focus groups and survey reflect extended dates for objective C1(B).

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S1(H)	Create a plan to provide ebooks in the Library, beginning with research to determine patron needs and preferences	Channa Cajero	Draft and distribute survey to user groups	3/31/2014		5/15/2014	This project is being coordinated with objective C1(B). Extended dates for focus groups and survey reflect extended dates for objective C1(B). Extended date was 4/15/2014. Date extended again to give Communications more time to format survey.
S1(H)	Create a plan to provide ebooks in the Library, beginning with research to determine patron needs and preferences	Channa Cajero	Review results and make assessments	12/31/2014			
S1(H)	Create a plan to provide ebooks in the Library, beginning with research to determine patron needs and preferences	Channa Cajero	Present recommendations	12/31/2014			
S1(H)	Create a plan to provide ebooks in the Library, beginning with research to determine patron needs and preferences	Channa Cajero	Completion	1/31/2015			
S1(I)	Provide quality, comprehensive, face-to-face reference services by trained librarians						
S1(I)	Provide quality, comprehensive, face-to-face reference services by trained librarians	Ralph Stahlberg	Identify a set of effective reference standards/techniques	9/30/2013	Y		
S1(I)	Provide quality, comprehensive, face-to-face reference services by trained librarians	Ralph Stahlberg	Evaluate current staff performance	12/31/2013	Y		Ongoing as part of regular duties
S1(I)	Provide quality, comprehensive, face-to-face reference services by trained librarians	Ralph Stahlberg	Develop training regimen for current librarians and new hires	1/31/2014		6/30/2014	Not yet shared with staff, project conflicts to some extent with others that are having non-librarians work at ref, ongoing as part of regular reference work, i.e. trainings from vendors
S1(I)	Provide quality, comprehensive, face-to-face reference services by trained librarians	Ralph Stahlberg	Evaluate effectiveness of new standards/techniques by surveying users	3/31/2014	Y		
S1(I)	Provide quality, comprehensive, face-to-face reference services by trained librarians	Ralph Stahlberg	Amend training regime as needed based upon survey results.	6/30/2014			
S1(I)	Provide quality, comprehensive, face-to-face reference services by trained librarians	Ralph Stahlberg	Completion	6/30/2014			
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)						
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Identify and assess virtual self-help center models	8/30/2013	Y	11/30/2013	Commenced but not completed. Delayed due to other priorities.

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S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Generate report of findings and make recommendations	11/30/2013		6/30/2014	Phase 1 was part of the launch of the new website in the Fall of 2013. Report of Findings/Recommendations to address priority topic areas for expansion, integration of videos, blog, downloadable referral sheets, et cetera. Commenced but not completed. Delayed due to other priorities.
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Identify and seek funding sources	6/30/2014			
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Garner input (technology, staff, funding)	6/30/2014			
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Develop content	6/30/2014			
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Design look and feel for target audience	9/30/2014			
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Upload and implement	12/31/2014			
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Completion	3/31/2015			
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)						
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Assess feasibility	9/30/2013	Y	11/30/2013	
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Identify and assess model videos	9/30/2013	Y	11/30/2013	
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Identify and establish cooperative legal aid partner	12/30/13	y	6/30/2014	Bet Tzedek and the California Coalition on Consumer Justice are interested in partnering with us if we are able to secure funding and the equipment to create the videos
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Identify and seek funding sources	3/30/2014		6/30/2014	Commenced but not completed. Delayed due to other priorities.
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Develop script and vet with stakeholder advisors	3/30/2014		6/30/2014	Deferred because source of funding and equipment needs still need to be identified and confirmed.
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Produce video	9/30/2014			
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Publish and create distribution plan	9/30/2014			

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Duplicate in Spanish and other languages	3/30/2015			
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Completion	4/30/2015			
S2(C)	Develop transportation resource handouts for litigants						
S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Collect and evaluate available information	8/1/2013	Y		
S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Assemble information into usable print and online resources / present draft	10/1/2013		6/15/2014	Delay is due to complex layout, need more time to complete.
S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Make information available to the public.	10/15/2013		7/15/2014	After layout, it needs to go to supervisors for approvals and edits. I have the information necessary to complete the task.
S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Completion	10/15/2013		7/15/2014	
S2(D)	Develop translation resource handouts						
S2(D)	Develop translation resource handouts	Linda Taylor	Establish committee to assess needs	1/31/2014		6/30/2014	Prioritization given to grant applications, eBranch launch and other strategic plan projects
S2(D)	Develop translation resource handouts	Linda Taylor	Identify existing resources	6/30/2014			
S2(D)	Develop translation resource handouts	Linda Taylor	Evaluate effectiveness of existing process	9/30/2014			
S2(D)	Develop translation resource handouts	Linda Taylor	Develop handout	12/31/2014			
S2(D)	Develop translation resource handouts	Linda Taylor	Recommend plan for future improvements	3/31/2015			Recommendation to follow 3 months after initial development of handout.
S2(D)	Develop translation resource handouts	Linda Taylor	Completion	3/31/2015			
S2(E)	Establish regular "Lawyer in the Library" programs (mediators, collaborative divorce, small claims advisor, etc.)						
S2(E)	Establish regular "Lawyer in the Library" programs (mediators, collaborative divorce, small claims advisor, etc.)	Janine Liebert	Identify models and scope of services	8/30/2013	Y		
S2(E)	Establish regular "Lawyer in the Library" programs (mediators, collaborative divorce, small claims advisor, etc.)	Janine Liebert	Identify prospective partners and gauge interest	9/30/2013	Y	11/30/2013	Commenced but not completed. Pilot programs in progress.
S2(E)	Establish regular "Lawyer in the Library" programs (mediators, collaborative divorce, small claims advisor, etc.)	Janine Liebert	Identify potential host locations (including the Law Library)	9/30/2013	Y	11/30/2013	

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S2(E)	Establish regular "Lawyer in the Library" programs (mediators, collaborative divorce, small claims advisor, etc.)	Janine Liebert	Design, structure and plan program	12/30/2013	Y		Commenced but not completed. Lawyers in the LUD Clinic at Pasadena PL ongoing on weekly basis. Divorce Options Workshop piloting 2/13/2014. Trial Readiness piloting in June 2014. Lawyers in the Library piloting during 4/25 and 5/2 as part of Law Week.
S2(E)	Establish regular "Lawyer in the Library" programs (mediators, collaborative divorce, small claims advisor, etc.)	Janine Liebert	Implement soft launch	3/30/2014	Y		Pilot programs underway - topic-specific Lawyers in the Library slated for Law Week (4/28 - 5/1)
S2(E)	Establish regular "Lawyer in the Library" programs (mediators, collaborative divorce, small claims advisor, etc.)	Janine Liebert	Assess	3/30/2014		6/30/2014	Commenced but not completed. Assessment delayed because Lawyers in the Library piloting on 4/25 and 5/2 during law week.
S2(E)	Establish regular "Lawyer in the Library" programs (mediators, collaborative divorce, small claims advisor, etc.)	Janine Liebert	Expand	6/30/2014			
S2(E)	Establish regular "Lawyer in the Library" programs (mediators, collaborative divorce, small claims advisor, etc.)	Janine Liebert	Completion	12/30/2014			
S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library						
S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Further investigate working models	6/30/2014			
S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Identify prospective partners and gauge interest with applicable bar associations	9/30/2014			
S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Design structure and plan program	12/30/2014			
S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Establish MOU	12/30/2014			

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Implement soft launch	1/30/2015			
S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Assess	3/30/2015			
S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Expand program	6/30/2015			
S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Completion	6/31/15			
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.						
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Conduct Needs Assessment	12/30/2013	Y		
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Assess feasibility	12/30/2013	Y	3/31/2014	Commenced but not completed. Expungement Clinic ongoing on monthly basis. Discussions underway with trial readiness clinic, Public Counsel's appellate law project and immigration legal aid partners.
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Identify and seek funding sources	3/30/2014	Y		Firm sponsorship obtained for expungement clinic; application for TIG funding underway to expand name change workshop; trial readiness converted to fee-based model
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Launch pilot program(s)	9/30/2014			
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Assess and document outcomes	3/30/2015			
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Expand programs	9/30/2015			

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Completion	12/30/2015			
S2(H)	Offer more training from vendors and publishers						
S2(H)	Offer more training from vendors and publishers	Katie O'Laughlin	Identify training needs	7/22/2013	Y		
S2(H)	Offer more training from vendors and publishers	Katie O'Laughlin	Develop contact list of vendors and publishers	8/26/2013	Y		
S2(H)	Offer more training from vendors and publishers	Katie O'Laughlin	Create schedule of training events and intended audience	9/23/2013		6/1/2014	Lexis and westlaw classes are scheduled - need more time to develop other classes
S2(H)	Offer more training from vendors and publishers	Katie O'Laughlin	Develop and distribute summary of training opportunities	10/21/2013		6/1/2014	Continuing to contact vendors other than Lexis & Westlaw and investigate possibility of public training classes
S2(H)	Offer more training from vendors and publishers	Katie O'Laughlin	Administer training events	12/31/2013		12/1/2014	
S2(H)	Offer more training from vendors and publishers	Katie O'Laughlin	Completion	2/28/2014		12/1/2014	
S3(A)	Conversion of Torrance space to training and education facility						
S3(A)	Conversion of Torrance space to training and education facility	Linda Taylor	Assess needs and resources, develop plan for conversion	12/31/2013	Y		
S3(A)	Conversion of Torrance space to training and education facility	Linda Taylor	Establish relationships with local bar associations, legal service agencies, other groups and identify programing	3/31/2014	Y		
S3(A)	Conversion of Torrance space to training and education facility	Linda Taylor	Secure funding for conversion	6/30/2014			
S3(A)	Conversion of Torrance space to training and education facility	Linda Taylor	Conduct programming	6/30/2015			
S3(A)	Conversion of Torrance space to training and education facility	Linda Taylor	Completion	7/30/2015			
S3(B)	Confirm plan for new Long Beach Branch						
S3(B)	Confirm plan for new Long Beach Branch	Linda Taylor	Discuss options for Long Beach presence	7/31/2013	Y		
S3(B)	Confirm plan for new Long Beach Branch	Linda Taylor	Pilot eBranch and/or mini-branch (LBPL)	9/30/2013	Y	12/31/2013	90-day moratorium on room alteration; delay in installing data lines.
S3(B)	Confirm plan for new Long Beach Branch	Linda Taylor	Evaluate and assess LB presence	12/31/2013		6/30/2014	6 month pilot after launch
S3(B)	Confirm plan for new Long Beach Branch	Linda Taylor	Completion	3/31/2014		9/30/2014	3 months to recommend adjustments after evaluation.
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).						
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Asses needs and models of delivery	3/30/2015			

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Identify potential partners	3/30/2015			
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Identify technology requirements and distribution framework	9/30/2015			
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Identify and seek funding sources	9/30/2015			
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Implement soft launch / Test usability	3/30/2016			
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Implement full launch	6/30/2016			
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Assess	12/31/2016			
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Completion	12/31/2016			
S3(D)	Establish a program for legal document assistants in the library						
S3(D)	Establish a program for legal document assistants in the library	MaLinda Taylor	Identify and assess viability with organization leaders	12/30/2014			
S3(D)	Establish a program for legal document assistants in the library	MaLinda Taylor	Assess components and recommend policies and procedures	3/30/2015			
S3(D)	Establish a program for legal document assistants in the library	MaLinda Taylor	Determine liability, write contracts / MOU	3/30/2015			
S3(D)	Establish a program for legal document assistants in the library	MaLinda Taylor	Soft launch program	6/30/2015			
S3(D)	Establish a program for legal document assistants in the library	MaLinda Taylor	Create feedback mechanism and metrics	6/30/2015			
S3(D)	Establish a program for legal document assistants in the library	MaLinda Taylor	Assess success of program	9/30/2015			
S3(D)	Establish a program for legal document assistants in the library	MaLinda Taylor	Completion	12/30/2015			
S3(E)	Offer training and materials to the courts, including library resources, FAQ's and referral sheets						

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMP LETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S3(E)	Offer training and materials to the courts, including library resources, FAQ's and referral sheets	Ralph Stahlberg	Research court needs and FAQ's	12/31/2013	Y	4/1/2014	
S3(E)	Offer training and materials to the courts, including library resources, FAQ's and referral sheets	Ralph Stahlberg	Develop resource/referral sheets for distribution by court personnel	3/31/2014		4/30/2014	Working to refine current referral sheet
S3(E)	Offer training and materials to the courts, including library resources, FAQ's and referral sheets	Ralph Stahlberg	Develop curriculum for judicial education seminars	3/31/2014	Y		Info from Court administrator was that their needs are currently met; annual judicial webinar ongoing
S3(E)	Offer training and materials to the courts, including library resources, FAQ's and referral sheets	Ralph Stahlberg	Assess efficacy and seek feedback from courts	6/30/2014			
S3(E)	Offer training and materials to the courts, including library resources, FAQ's and referral sheets	Ralph Stahlberg	Completion				
S4(A)	Establish eBranches throughout the County						
S4(A)	Establish eBranches throughout the County	Linda Taylor & Jaye Steinbrick	SWOT assessment based upon pilot program	3/31/2014		9/30/2014	Delay in eBranch deployment (est late Feb 2014); need at least 6 months operation of eBranch before SWOT assessment take place.
S4(A)	Establish eBranches throughout the County	Linda Taylor & Jaye Steinbrick	Develop additional technology and tools	6/30/2014		3/31/2015	Longer lead time for technology development
S4(A)	Establish eBranches throughout the County	Linda Taylor & Jaye Steinbrick	Identify strategic locations and develop partnerships	7/31/2014		9/30/2015	6 month pilot after tool development
S4(A)	Establish eBranches throughout the County	Linda Taylor & Jaye Steinbrick	Pilot new tools	9/30/2014		12/31/2015	3 month launch after tools piloted
S4(A)	Establish eBranches throughout the County	Linda Taylor & Jaye Steinbrick	Launch "next phase" eBranch	12/31/2014		5/1/2016	6 month launch, 1 month compiling recommendation
S4(A)	Establish eBranches throughout the County	Linda Taylor & Jaye Steinbrick	Completion	Ongoing?		5/1/2016	Completion to correspond with recommendation for ongoing implementation
S4(B)	Expand training at partnership locations						
S4(B)	Expand training at partnership locations	Linda Taylor	Develop slate of public and staff training	9/30/2013	Y	12/31/2013	Staff changes/lack of engaged interest among some partnership libraries.
S4(B)	Expand training at partnership locations	Linda Taylor	Launch public and staff training	1/31/2014	Y	3/31/2014	
S4(B)	Expand training at partnership locations	Linda Taylor	Assess and revise as needed	4/30/2014		9/30/2014	6 month evaluation period
S4(B)	Expand training at partnership locations	Linda Taylor	Recommend program for ongoing, regular, public and staff training	6/30/2014		12/31/2014	3 month recommendation after evaluation
S4(B)	Expand training at partnership locations	Linda Taylor	Completion	7/31/2014		12/31/2014	
T2(A)	Upgrade Navision/Voyager	John Kohl	Needs assessment			10/30/2014	Determine requirements from Navision and Voyager

MEMORANDUM

DATE: April 22, 2014

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Amended System Administrator Job Description and Broadband Classification Chart

INTRODUCTION AND SUMMARY

The Board of Trustees approved revised job descriptions in January of this year and a revised Broadband Classification Chart in February of this year. It was subsequently discovered that there were errors in the System Administrator position description. The Board is asked to correct those discrepancies by approving the revised Broadband Classification Chart and job description attached.

BACKGROUND

Classification: The existing Broadband Classification Chart is a mix of specific job titles (e.g., Library Technician) and more general categories (e.g., Senior Administrative Staff). Grade 6 of the Broadband Classification Chart includes the category “IT Staff” which has led to some confusion. In reality, none of the employees within the IT department actually fit within this classification.

Unfortunately, the System Administrator position was incorrectly listed as a Grade 6 although the position has never been compensated at that level. Rather, the System Administrator position should be a Grade 4, along with the categories of Support Supervisor and Executive Staff. The attached job description and Broadband Classification Chart reflect this change. No change in the compensation is proposed.

Side Note: When the MOU for represented employees is renegotiated in 2015, we should discuss revising the classification chart to include either specific job titles or categories, rather than a mix of both. However, a complete overhaul is not recommended at this time.

Duties: In addition, an older version of the job description was inadvertently included in the January agenda item. The older version incorrectly included Help Desk duties which are no longer part of the System Administrator’s job responsibilities. The attached job description reflects current actual duties. Based upon current duties, the job description has also been amended to reflect that the position is not exempt.

RECOMMENDATION

Staff recommends that the Board approve the attached System Administrator job description and revised Broadband Classification Chart.



LA LAW LIBRARY
CLASSIFICATION CHART

Effective May 31, 2011
Revised April 22, 2014

Salary Grade	Classification	Beginning	End
1	Library Aide Administrative Aide	\$9.49 / hr	\$12.90 / hr
2	Library Clerk Administrative Clerk	\$12.98 / hr \$27,000	\$21.39 / hr \$44,500
3	Branch Assistant	\$14.90 / hr	\$24.59 / hr
3	Library Technician Administrative Technician	\$14.90 / hr \$31,000	\$24.59 / hr \$51,150
4	Library Associate	\$19.23 / hr \$40,000	\$31.73 / hr \$66,000
4	Support Supervisor System Administrator Executive Staff	\$44,000	\$72,600
5	Librarian	\$50,000	\$82,500
6	Manager	\$60,000	\$99,000
7	Senior Librarian Senior Administrative Staff	\$65,000	\$97,500
8	Director	\$75,000	\$112,500
9	Senior Director	\$105,000	\$150,500
10	Executive Director	\$125,000	\$191,250

LA LAW LIBRARY JOB DESCRIPTION

Title:	Systems Administrator
Department:	Information Technology
Focus:	Network Infrastructure & Directory Services
Reports to:	Technology Services Manager
Position Supervised:	None
FLSA Status:	Non-Exempt
Salary Grade:	4
Union Status:	Ineligible for Representation
Effective Date:	

Position Summary

Under the general direction of the Technology Services Manager, the Systems Administrator position is responsible for configuring, maintaining, and monitoring the library network infrastructures to ensure optimal operation and security, including designing, developing, implementing and administering enterprise based wide area and local networks that support data/voice applications and systems. Also serves as the second level support for escalated helpdesk issues.

Responsibilities and Duties

Technology

- Configures, installs, maintains and troubleshoots local and wide area network equipment including routers, switches, firewalls, wireless access points, servers, SANs, and other associated equipment as needed;
- Configures, installs, maintains and troubleshoots network components, devices and equipment; updates hardware and software as needed, including firmware updates, operating systems, software and patch management ;
- Configures, installs, maintains and troubleshoots servers and server based software applications;
- Configures, installs, maintains and troubleshoots library VMware environments;
- Stays current with IT trends & issues, and being able to align new technologies with business goals/strategies;
- Provides backup coverage for HelpDesk Analyst including but not limited to responding to service requests, preparing meeting facilities (e.g. Training Room, conference room, etc.) ensuring equipment readiness for projector, laptops, teleconferencing unit, and/or AV equipment;
- Responds to telephones and email requests per guidelines and maintains a courteous and professional attitude;
- Escalates issues to IT Manager as required;

- Adheres to Library and departmental policies, standards, operational guidelines and administrative procedures relating to Helpdesk Support Center and IT functions;
- Promotes the effective utilization of and training for Library provided software by internal customers;
- Maintains familiarity with various departmental processes relating to document production, scanning, filing and closing procedures, etc.;
- Adheres to asset management policies and procedures to track all technology assets;
- Conducts periodic audits of all technology assets;
- Uses the Support Center call tracking application to record all service requests and their resolution;
- Performs other duties as assigned.

Customer Relations

- Must at all times maintain a friendly and professional presence with department co-workers and Library staff;
- Provide project or administrative support
- Provides feedback and reports as required;
- IT Division development doing research using various resources (books, internet, CBT, other training resources);
- As directed, participate in weekly and monthly staff meetings;
- Complete projects and assignments in a timely manner;

Position Qualifications

Required

- Associate's degree with course work emphasis in Computer Information Systems,
- Networking fundamentals including Ethernet, switches, routing, network security systems, firewalls, IP addressing, TCP/IP, DHCP, DNS, VPN, Terminal Server, and backup;
- Computer Programming, Network Systems Administration and/or equivalent certifications (A+, MOUS/MOS, MCP, Network+) or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities;
- Experienced with most routing/routable protocols, including route redistribution and security via ACL's.
- Experience installing, configuring and administering LAN/WAN technologies; Firewall; VMware Virtual Enterprise infrastructure; Voice Over IP Phones (VOIP); Wireless technologies; Document Management System; and Inter/Intra/Extranet technologies.
- Knowledge and experience in supporting VoIP Systems over LAN/WAN topologies and Quality of Service (QoS) concepts.
- 4+ years work experience in IT software/hardware/network support providing direct support to customers in desktop/server environment.

Preferred

Familiarity with:

- Networking fundamentals including Ethernet, switches, routing, network security systems, firewalls, IP addressing, TCP/IP, DHCP, DNS, VPN, Terminal Server, and tape backup;
- Remote access technologies (RAS, VPN);
- Wireless and mobile devices technologies;
- Inter/Intra/Extranet technologies; and Linux OS.

Work Environment

Will be working in an office environment. Will be working in a busy office environment and travelling from time-to-time to branch and partnership locations within the County of Los Angeles.

Physical Abilities Required

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

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director	Date
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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



AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Approval of Investment Strategy and Investment Management Services

MEMORANDUM

DATE: April 22, 2014

TO: Board of Law Library Trustees

FROM: John Kohl, Director of Finance

VIA: Sandra J. Levin, Executive Director

RE: Approval of Investment Strategy and Investment Management Services

INTRODUCTION

During the February 25, 2014 Board of Law Library Trustees meeting, Kelly Jay, Managing Director – Wealth Management at UBS Financial Services, Inc. presented key points outline of the Zero-Coupon U.S. Treasury obligations investment concept. The purpose of Mr. Jay’s presentation was to demonstrate the ability for the LA Law Library to maximize return on investment from using safe U.S. Treasury obligations. Presently, the LA Law Library investments are yielding .733% annually. Returns from investing in Zero-Coupon U.S. Treasury obligations can be somewhat greater with no additional risk but for extension of time. It is therefore recommended that the Board approve the investment strategy described below to invest a total of \$4 million in U.S. Treasury obligations.

DISCUSSION

The basic investment concepts pertaining to U.S. Treasury obligations are:

- 1) Time is on the side of the security holder;
- 2) Interest rates are generally higher for longer-term obligations as compared to shorter-term obligations;
- 3) As time passes, the longer term obligation becomes shorter term obligation and hence, needs to appreciate at the then lower rate of interest;
- 4) To realize any functionally higher rate of return as compared to its initially cited rate, the security needs to be sold prior to its maturity;
- 5) Whatever total amount is placed into this investment program needs to be laddered with respect to maturity.

Structure

The LA Law Library has available \$9,621,200 in cash as of March 31, 2014. Considering that the Library will be funding its OPEB (other postemployment benefits) liability through CalPERS in the amount of \$2,000,000, it is recommended to keep \$3,621,200 in reserves and invest the remaining \$4,000,000 using the Zero-Coupon U.S. obligation concept. Staff believes the \$3,621,200 (which amounts to more than one year of payroll) is sufficient to cover any revenue shortfalls, emergencies or other foreseeable, uninsured issues.



Assuming the reserves of \$3,621,200 are retained as liquid assets, the remaining \$4M would be invested in U.S. Treasury obligations at the prevailing interest rate using the following criteria:

- 1) Utilize a four-position program over a four year period establishing the four positions at the same time. The benefits of dollar cost averaging will occur at time of maturity or sale, since these dates will vary with the maturity dates and/or sales dates;
- 2) Establish different maturity amounts; and
- 3) Start with a year 2016 maturity.

In year 2015, the year 2016 obligation would be liquidated and after any cash need is addressed, net proceeds from the liquidation would be placed into an obligation due to mature in year 2020. This same process would occur on an annual basis in subsequent years pending changes and fine-tuning required for this LA Law Library investment program. The aforementioned investment recommendation was structured in consultation with Mr. Jay and supported by LA Law Library staff.

Example

Using actual April 11, 2014 rates, the following example demonstrates hypothetically how LA Law Library's investment of \$4 million in US Treasury obligations might look with maturities over a 4 year period beginning 2016. This example allows for us to view specific figures and rates of return occurring using this investment concept:

- 1) \$1M placed into a .945% compounding interest rate Zero-Coupon U.S. Treasury obligation would mature at \$1,009,450 on 4-11-16;
- 2) \$1M placed into a 1.328% compounding interest rate Zero-Coupon U.S. Treasury obligation would mature at \$1,018,989 on 4-11-17;
- 3) \$1M placed into a 1.705% compounding interest rate Zero-Coupon U.S. Treasury obligation would mature at \$1,028,618 on 4-11-18;
- 4) \$1M placed into a 2.056% compounding interest rate Zero-Coupon U.S. Treasury obligation would mature at \$1,038,338 on 4-11-19.

The above returns are guaranteed; as discussed below, additional returns might be realized by sale prior to maturity. In either event, the return is greater than current investments.

Risk

With Zero-Coupon U.S. Treasury obligations, there is no risk to the principal. Should the interest rate decline or increase only slightly, the Law Library would realize a greater real rate of return than the stated interest rate (by selling prior to maturity and reinvesting). If the interest rate scale increases significantly, the Law Library would then hold each obligation until its respective maturity and realize the pre-determined rates of interest. The only way the Library might fare worse than the stated interest rates would be if the Library developed a sudden and immediate need for cash in excess of the \$3.6 million being held in accessible reserves (and could not wait until the end of the year for the next laddered investment to come due). In other words, there is no risk to the principal and little risk of achieving a lower rate of return than current investments.



Expected Return

In either case, these rates for the established positions will surpass the current LA Law Library investment rate as well as the projected rate for the current investments. The expected return will exceed the current investment return of .733% on a historical basis. These current amounts for 2016, 2017, 2018, and 2019 maturities are .945%, 1.328%, 1.705%, and 2.056% respectively. Using the laddered effective of selling the Zero-Coupon U.S. Treasury obligation prior to maturity, annual returns should be even greater.

COSTS

The costs of the investment strategy are expected to be minimal, given that the Law Library has received a proposal to provide investment management services for only the transaction costs. The cost for each transaction is \$5.35. If the Zero-Coupon U.S. Treasury obligations would be sold prior to maturity, an additional \$5.35 would be incurred.

RECOMMENDATION

Staff recommends that the Board authorize:

- 1) The Finance Director to engage an investment advisor at a cost not-to-exceed \$200;
- 2) The Executive Director to invest up to \$4 million in Zero-Coupon U.S. Treasury obligations with annual maturity dates over the four year period from 2016 to 2019;
- 3) The Executive Director, with the advice of the Finance Director and financial advisor, to sell obligations prior to maturity date should the value increase; and
- 4) The Executive Director, with the advice of the Finance Director and financial advisor, to use the proceeds of these investments to purchase additional U.S. Treasury obligations with laddered annual maturity dates to continue the investment strategy over time.

