

AGENDA

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

REGULAR BOARD MEETING

Tuesday, November 18, 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 Approval of Minutes of the October 28, 2014, Regular Board Meeting.
- 3.2 Review of September 2014 Financials & October 2014 List of Checks and Warrants.
- 3.3 2015 BoT Meeting Schedule.
- 3.4 FY2013-14 Bazillo, Cobb Associates Audit Report.
- 3.5 Approval of Participation in Incubator Consortium State Bar Grant Application.
- 3.6 Health Resolution Amendment for 2015.

4.0 DISCUSSION ITEMS

- 4.1 FY2014-15 Quarterly Budget Review.
- 4.2 Pro Bono Week 2014 After-Report.
- 4.3 Educational Programs Update on Local High School Outreach Programming.

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, December 16, 2014.

POSTED THURSDAY, NOVEMBER 13, 2014 @ 1:00 P.M.

POSTED BY EUSTORGIO BARAJAS



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the October 28, 2014, Regular Board Meeting.
- 3.2 Review of September 2014 Financials & October 2014 List of Checks and Warrants.
- 3.3 2015 BoT Meeting Schedule.
- 3.4 FY2013-14 Bazillo, Cobb Associates Audit Report.
- 3.5 Approval of Participation in Incubator Consortium State Bar Grant Application.
- 3.6 Health Resolution Amendment for 2015

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

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

October 28, 2014

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, October 28, 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 Reva Goetz
Judge Ann I. Jones
Kenneth Klein, Esquire
Susan Steinhauser, Esquire

Trustees Absent:

Judge Mark Juhas
Judge Dennis Landin

Senior Staff Present:

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

Also Present:

John Kohl, Finance Director
Austin Stoub, Senior Librarian, Reference & Research

President Jones determined a quorum to be present, convened the meeting at 12:19 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 his opposition to the business practices of the LA Law Library. Paradise also commented on his intent to sue the construction company who worked on the building envelope and exterior rehabilitation project.

2.0 PRESIDENT'S REPORT

President Jones highlighted the events of Pro Bono Week and announced its great success. President Jones concluded with grateful comments to the staff for their hard work and efforts in making Pro Bono Week an excellent event.

3.0 CONSENT CALENDAR

3.1 Approval of Minutes of the September 23, 2014, Regular Board Meeting

3.2 Review of August 2014 Financials & September 2014 List of Checks and Warrants.

3.3 FY 2014-15 Quarter 1 Statistics Update.

3.4 Quarterly Strategic Plan Update.

3.5 Approval of Amended Conflict of Interest and Disclosure Code for The Los Angeles County Law Library.

Staff recommended the resolution and proposed amendments be approved

3.6 Approval of UBS Certification and Agreement of Government/ Government-Related Entity.

Staff recommended that the Board authorize the Finance Director to sign, execute and deliver the Certification and Agreement of Government/Government-Related Entity for and on behalf of the Los Angeles County Law Library to UBS Financial Services Inc.

President Jones requested a motion to approve the Consent Calendar. So moved by Trustee Steinhauser and seconded by Trustee Court, the Consent Calendar was unanimously approved, 5-0.

4.0 DISCUSSION ITEMS

4.1 Discussion of Prohibition on Providing Legal Advice and Related Risk Management Procedures.

President Jones opened the conversation with a brief introduction to the discussion. ED Levin followed with a more in-depth review of the Library's risk management procedures. Following the discussion, the Board concluded that ED Levin would not pursue the addition of malpractice insurance but rather work with the Library's insurance broker to review and affirm the current practices and procedures are sufficient.

Austin Stoub joined the meeting as a presenter at this time.

4.2 Presentation Regarding Alternative Legal Research Models and Products.

ED Levin introduced the discussion item and announced that it was a briefing on the many new research models available, concluding with a welcome to Austin Stoub who is Senior Librarian in Reference & Research. Stoub gave the Board a detailed presentation on web-based research tool which concluded in a short discussion. No further action was taken.

Trustee Steinhauser left the meeting at 1:16 p.m.

Trustee court left the meeting at 1:21 p.m.

5.0 **AGENDA BUILDING**

There were no items for Agenda Building.

6.0 **EXECUTIVE DIRECTOR REPORT**

ED Levin highlighted Pro Bono Week and gave thanks to all the staff who participated. ED Levin also notified the Board of the after-report that would be available at the November meeting.

7.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:07 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, November 18, 2014.

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

Los Angeles Law Library

Balance Sheet

As of September 30, 2014

(Provisional and subject to year-end audit adjustments)

	6/30/2014	9/30/2014	Change
Assets			
Current Assets			
Cash and cash equivalents	3,533,474	3,577,711	44,237
Accounts receivable	1,498,973	1,507,795	8,821
Prepaid expenses	164,660	286,967	122,307
Total current assets	5,197,107	5,372,473	175,365
Investments			
CalPERS CERBT Trust Fund	40,647	(6,826)	(47,472)
UBS Zero Coupon Treasury Fund	3,997,438	3,994,526	(2,912)
Total Investments	4,038,085	3,987,701	(50,384)
Restricted cash and cash equivalents	302,980	302,980	-
Capital assets, not being depreciated	583,433	583,433	-
Capital assets, being depreciated - net	23,100,529	22,854,347	(246,182)
Total assets	33,222,134	33,100,933	(121,201)
Liabilities and Net Assets			
Current Liabilities			
Accounts payable	268,931	144,648	(124,283)
Other liabilities	-	(196)	(196)
Payroll liabilities	12,894	14,685	1,791
Total current liabilities	281,825	159,137	(122,688)
Accrued sick and vacation liability	381,734	352,635	(29,099)
Borrowers' deposit	302,006	308,119	6,113
OPEB obligation	(200,378)	(130,928)	69,450
Total liabilities	765,187	688,964	(76,224)
Net assets			
Invested in capital assets, net of related debt	23,683,962	23,437,780	(246,182)
Unrestricted	8,772,985	8,974,189	201,204
Total net assets	32,456,947	32,411,969	(44,977)
Total liabilities and net assets	33,222,134	33,100,933	(121,201)

Los Angeles Law Library

Income Statement for the Period Ended September 30, 2014

(Provisional and subject to year-end audit adjustments)

Sep 13 Actual	September 2014				FY 2013-14 YTD	FY 2014-15 YTD					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Summary:											
Income											
667,037	651,028	561,745	(89,283)	-13.7%	L.A. Superior Court Fees	1,915,860	1,869,879	1,722,627	(147,252)	-7.9%	
3,915	33,675	(62,884)	(96,560)	-286.7%	Interest	11,440	36,026	(43,397)	(79,423)	-220.5%	
0	0	(5,789)	(5,789)	0.0%	UBS (Zero Coupon Treasury)	0	0	(3,020)	(3,020)	0.0%	
53,061	44,167	57,773	13,607	30.8%	Parking	154,854	132,500	169,337	36,837	27.8%	
22,971	28,417	35,546	7,129	25.1%	Library Services	94,155	85,252	192,566	107,314	125.9%	
746,983	757,288	586,391	(170,897)	-22.6%	Total Income	2,176,309	2,123,658	2,038,114	(85,544)	-4.0%	
Expense											
361,439	334,876	332,649	2,227	0.7%	Staff	1,075,059	1,007,178	990,953	16,225	1.6%	
235,850	197,275	161,272	36,003	18.3%	Library Materials	488,227	584,026	540,421	43,605	7.5%	
(235,850)	(197,275)	(161,272)	(36,003)	18.3%	Library Materials Transferred to Assets	(488,227)	(584,026)	(540,421)	(43,605)	7.5%	
47,357	70,928	71,655	(727)	-1.0%	Facilities	178,340	212,497	203,167	9,331	4.4%	
7,300	10,101	7,139	2,962	29.3%	Technology	23,511	31,798	23,782	8,016	25.2%	
8,092	7,893	3,413	4,481	56.8%	General	16,644	20,461	13,028	7,433	36.3%	
230	0	855	(855)	0.0%	Professional Development	4,884	3,874	5,787	(1,913)	-49.4%	
750	1,235	140	1,095	88.7%	Communications & Marketing	1,350	3,555	244	3,311	93.1%	
76	305	145	160	52.5%	Travel & Entertainment	183	950	467	483	50.9%	
7,750	12,166	10,675	1,491	12.3%	Professional Services	7,990	20,499	14,688	5,812	28.4%	
277,671	278,549	278,174	375	0.1%	Depreciation	828,848	831,114	830,978	136	0.0%	
710,664	716,054	704,844	11,210	1.6%	Total Expenses	2,136,810	2,131,926	2,083,091	48,835	2.3%	
36,320	41,233	(118,453)	(159,686)	-387.3%	Net Income	39,499	(8,269)	(44,977)	(36,708)	-443.9%	
0	0	0	0	0.0%	Extraordinary Income	0	0	0	0	0.0%	
0	0	0	0	0.0%	Extraordinary Expense	0	0	0	0	0.0%	
36,320	41,233	(118,453)	(159,686)	-387.3%	Net Income Including Extraordinary Items	39,499	(8,269)	(44,977)	(36,708)	-443.9%	
0	128,000	40,755	87,245	68.2%	Capitalized Expenditures	0	128,000	44,374	83,626	65.3%	

Los Angeles Law Library

Income Statement for the Period Ended September 30, 2014

(Provisional and subject to year-end audit adjustments)

Sep 13 Actual	September 2014				FY 2013-14 YTD	FY 2014-15 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
Detailed Budget:												
Income:												
667,037	651,028	561,745	(89,283)	-13.7%	15 FIN 303300	L.A. Superior Court Fees	1,915,860	1,869,879	1,722,627	(147,252)	-7.9%	Even though the FY 2015 Budget reflects a decrease in revenue as compared to FY 2014, September's YTD revenue has decreased 7.9% compared to the FY 2015 Budget.
Interest:												
0	0	0	0	0.0%	15 FIN 311000	Interest - LAIF	0	0	0	0	0.0%	
3,766	1,029	1,150	121	11.7%	15 FIN 312000	Interest - General Fund	11,031	3,088	3,428	340	11.0%	
149	146	181	34	23.6%	15 FIN 313000	Interest - Deposit Fund	409	439	540	101	23.0%	
0	32,500	(64,247)	(96,747)	-297.7%	15 FIN 313100	Interest - CalPERS CERBT	0	32,500	(47,472)	(79,972)	-246.1%	September was a very volatile month. This is a long term investment long-term prospects are still favorable.
0	0	32	32	0.0%	15 FIN 313200	Interest - Bonds	0	0	108	108	0.0%	
3,915	33,675	(62,884)	(96,560)	-286.7%		Subtotal	11,440	36,026	(43,397)	(79,423)	-220.5%	
Unrealized Invest. Gain/Loss												
0	0	(5,789)	(5,789)	0.0%	15 FIN 321000	UBS (Zero Coupon Treasury)	0	0	(3,020)	(3,020)	0.0%	Unrealized loss from bond investment. Value at maturity is fixed.
Parking:												
53,061	43,750	57,773	14,023	32.1%	39 FAC 330100	Parking	154,854	131,250	169,337	38,087	29.0%	September was the Library's best month with an increase in event parking.
0	417	0	(417)	-100.0%	39 FAC 330105	Valet Parking	0	1,250	0	(1,250)	-100.0%	Event parking included in general parking revenue.
53,061	44,167	57,773	13,607	30.8%		Subtotal	154,854	132,500	169,337	36,837	27.8%	
Library Services:												
65	0	81	81	0.0%	27 CIRC 330150	Annual Borrowing Fee	2,779	0	1,365	1,365	0.0%	
4,740	8,500	7,220	(1,280)	-15.1%	25 P&P 330140	Annual Members Fee	24,085	25,500	25,885	385	1.5%	
791	2,350	2,972	622	26.5%	23 R&R 330340	Course Registration	2,170	7,050	7,255	205	2.9%	
4,883	5,000	5,943	943	18.9%	27 CIRC 330129	Copy Center	17,513	15,000	16,839	1,839	12.3%	Greater usage than anticipated.
2,433	2,100	1,513	(587)	-28.0%	27 CIRC 330205	Document Delivery	7,269	6,300	5,821	(479)	-7.6%	Timing.
4,248	3,750	3,120	(630)	-16.8%	27 CIRC 330210	Fines	16,245	11,250	9,997	(1,253)	-11.1%	Timing.
1,677	300	9,408	9,108	3036.1%	15 FIN 330310	Miscellaneous	15,475	900	27,069	26,169	2907.7%	\$14,398 from CalPERS in Medicare Retirees Subsidy Funds for Medicare Part D.
987	2,750	2,437	(313)	-11.4%	39 FAC 330330	Room Rental	1,352	8,250	9,195	945	11.5%	More activity than anticipated.
105	250	374	124	49.6%	27 CIRC 330350	Book Replacement	1,765	750	738	(12)	-1.6%	
0	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 330400	Friends of Law Library	0	0	85,000	85,000	0.0%	Timing. Annual budget is 120,000.
0	0	0	0	0.0%	25 P&P 330420	Grants	0	0	0	0	0.0%	
439	333	402	69	20.7%	39 FAC 330450	Vending	1,398	1,000	1,327	327	32.7%	Greater usage than anticipated.
2,605	3,084	2,075	(1,009)	-32.7%	39 FAC 330465	Special Events Income	4,105	9,252	2,075	(7,177)	-77.6%	Timing.
22,971	28,417	35,546	7,129	25.1%		Subtotal	94,155	85,252	192,566	107,314	125.9%	
746,983	757,287	586,391	(165,108)	-21.8%		Total Income	2,176,309	2,123,658	2,038,114	(85,544)	-4.0%	
Expenses:												
Staff:												
202,055	195,458	194,542	916	0.5%	ALL 501000	Salaries (benefits eligible)	607,115	586,375	574,909	11,467	2.0%	Variance is actually (\$261) after accounting for Staff Vacancy Offset.
0	(3,909)	0	(3,909)	100.0%	15 FIN 501025	Staff Vacancy Offset (Ben. Eligible)	0	(11,728)	0	(11,728)	100.0%	Actual reductions due to vacancies included in Salaries (Benefit Eligible).
23,134	24,299	20,205	4,094	16.8%	ALL 501050	Salaries (benefits ineligible)	70,241	72,897	62,811	10,086	13.8%	Due to vacancies.
0	(321)	0	(321)	100.0%	15 FIN 501075	Staff Vacancy Offset (Ben. Ineligible)	0	(962)	0	(962)	100.0%	Actual reduction due to vacancies included in Salaries (Benefits Ineligible).
12,540	13,625	12,455	1,170	8.6%	15 FIN 502000	Social Security	39,107	40,875	38,471	2,404	5.9%	Due to vacancies.
3,093	3,186	3,047	139	4.4%	15 FIN 503000	Medicare	9,306	9,559	9,132	428	4.5%	
23,013	21,713	21,740	(28)	-0.1%	15 FIN 511000	Retirement	68,934	65,138	64,791	347	0.5%	
47,559	42,249	40,163	2,086	4.9%	15 FIN 512000	Health Insurance	141,267	126,748	117,831	8,916	7.0%	Due to vacancies.
426	381	437	(56)	-14.6%	15 FIN 513000	Disability Insurance	1,158	1,070	1,280	(210)	-19.7%	
5,004	6,173	6,365	(192)	-3.1%	15 FIN 514000	Dental Insurance	15,405	17,746	17,078	668	3.8%	
741	858	775	83	9.6%	15 FIN 514500	Vision Insurance	2,222	2,457	2,054	403	16.4%	Due to vacancies.
92	97	120	(24)	-24.5%	15 FIN 515000	Life Insurance	278	284	331	(47)	-16.6%	Timing.
0	(1,766)	0	(1,766)	100.0%	15 FIN 515500	Vacancy Benefits Offset	0	(5,278)	0	(5,278)	100.0%	Actual reduction due to vacancies is reflected in benefits.
8,779	6,982	6,982	0	0.0%	15 FIN 516000	Workers Compensation Insurance	26,338	20,946	20,945	1	0.0%	
3,836	0	0	0	0.0%	15 FIN 517000	Unemployment Insurance	3,836	0	0	0	0.0%	
0	200	1,104	(904)	-452.0%	ALL 514010	Temporary Employment	0	4,100	6,283	(2,183)	-53.2%	Temp. assistance due to long-term disability.
2,052	0	0	0	0.0%	13 HR 514015	Recruitment	2,198	0	89	(89)	0.0%	

Los Angeles Law Library

Income Statement for the Period Ended September 30, 2014

(Provisional and subject to year-end audit adjustments)

Sep 13 Actual	September 2014				FY 2013-14 YTD	FY 2014-15 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	0	0	0	0.0%	15 FIN 517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 518000	Accrued Vacation Expense	0	0	0	0	0.0%	
27,083	23,150	23,150	0	0.0%	15 FIN 518500	OPEB Expense	81,250	69,450	69,450	0	0.0%	
703	1,250	591	659	52.7%	15 FIN 518550	TMP	2,110	3,750	2,250	1,500	40.0%	Budgeted for anticipated increase in train usage.
1,329	1,250	972	278	22.3%	15 FIN 518560	Payroll and Benefit Administration	4,294	3,750	3,248	502	13.4%	
361,439	334,876	332,649	2,227	0.7%		Total - Staff	1,075,059	1,007,178	990,953	16,225	1.6%	
						Library Materials:						
183,141	138,088	108,096	29,992	21.7%	29 R&R 601999	American Continuations	339,468	414,265	407,829	6,436	1.6%	
10,831	6,186	3,840	2,346	37.9%	29 R&R 602999	American New Orders	20,903	17,743	12,436	5,307	29.9%	Careful selection of new materials.
649	3,902	1,390	2,512	64.4%	29 R&R 609199	Branch Continuations	3,715	11,705	6,494	5,211	44.5%	Timing.
0	83	0	83	100.0%	29 R&R 609299	Branch New Orders	143	252	0	252	100.0%	Expansion of print collection is not planned.
25,024	22,986	17,269	5,716	24.9%	29 R&R 603999	Commonwealth Continuations	65,800	65,457	43,118	22,339	34.1%	Continuation collection cancellation at time of renewals.
0	144	57	87	60.1%	29 R&R 604999	Commonwealth New Orders	0	436	87	349	80.0%	Careful selection of new materials ; high cost of purchase in this category.
4,163	13,908	20,691	(6,783)	-48.8%	29 R&R 605999	Foreign Continuations	23,900	38,225	36,389	1,836	4.8%	
1,088	1,237	23	1,214	98.1%	29 R&R 606999	Foreign New Orders	3,006	3,713	611	3,102	83.5%	Careful selection of new materials.
8,105	7,849	8,043	(194)	-2.5%	29 R&R 607999	International Continuations	25,223	23,547	27,717	(4,170)	-17.7%	Timing.
683	412	1,414	(1,002)	-243.3%	29 R&R 608999	International New Orders	1,903	1,241	2,034	(793)	-63.9%	Focus on selecting new materials in this category.
2,124	2,316	447	1,869	80.7%	29 R&R 609399	General/Librarianship Continuations	3,837	6,948	3,627	3,321	47.8%	Timing.
42	165	0	165	100.0%	29 R&R 609499	General/Librarianship New Orders	326	495	81	414	83.7%	Careful selection of new materials.
235,850	197,275	161,272	36,003	18.3%		Subtotal	488,227	584,026	540,421	43,605	7.5%	
(235,850)	(197,275)	(161,272)	(36,003)	18.3%	15 FIN 690000	Library Materials Transferred to Assets	(488,227)	(584,026)	(540,421)	(43,605)	7.5%	
0	0	0	0	0.0%		Balance	0	0	0	0	0.0%	
						Facilities:						
2,279	2,889	2,000	889	30.8%	39 FAC 801005	Repair & Maintenance	7,754	8,667	12,116	(3,449)	-39.8%	Timing/Painting of Rare Book Room.
838	2,000	612	1,388	69.4%	39 FAC 801010	Building Services	4,195	6,000	3,584	2,416	40.3%	Timing.
0	1,292	230	1,062	82.2%	39 FAC 801015	Cleaning Supplies	1,492	3,876	4,057	(181)	-4.7%	Timing.
0	11,000	11,490	(490)	-4.5%	39 FAC 801020	Electricity & Water	21,942	33,000	34,642	(1,642)	-5.0%	
1,247	1,250	4,568	(3,318)	-265.4%	39 FAC 801025	Elevator Maintenance	3,740	3,750	5,345	(1,595)	-42.5%	NE Elevator repairs not covered under contract \$3,648.
3,523	2,375	0	2,375	100.0%	39 FAC 801030	Heating & Cooling	7,826	7,125	7,424	(299)	-4.2%	
20,784	22,862	21,071	1,791	7.8%	15 FIN 801035	Insurance	62,351	68,587	63,213	5,374	7.8%	Projected 10% increase over FY 2014 forecast per broker. Actual cost is 1.7 below FY 2014 forecast.
8,421	8,755	8,869	(114)	-1.3%	39 FAC 801040	Janitorial Services	25,264	26,265	26,618	(353)	-1.3%	
0	1,200	1,050	150	12.5%	39 FAC 801045	Landscaping	2,100	3,600	3,150	450	12.5%	Timing.
8,904	13,500	18,577	(5,077)	-37.6%	39 FAC 801050	Security	36,538	40,500	25,818	14,682	36.3%	Timing.
507	1,300	1,726	(426)	-32.8%	39 FAC 801060	Room Rental Expenses	1,322	3,900	12,873	(8,973)	-230.1%	Offset by receipt of \$10,000 in revenue account.
354	953	677	276	28.9%	39 FAC 801065	Special Events Expenses	466	2,859	947	1,912	66.9%	Timing.
0	160	0	160	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	0	480	419	61	12.8%	Timing.
0	300	276	24	7.9%	39 FAC 801110	Equipment (<3K)	1,600	900	276	624	69.3%	Timing.
0	375	0	375	100.0%	39 FAC 801115	Building Alterations (<3K)	0	1,125	0	1,125	100.0%	Timing.
107	325	462	(137)	-42.1%	39 FAC 801120	Delivery & Postage	860	975	1,019	(44)	-4.5%	Timing.
392	392	46	346	88.3%	39 FAC 801125	Kitchen supplies	889	888	1,666	(778)	-87.7%	Timing.
47,357	70,928	71,655	(727)	-1.0%		Subtotal	178,340	212,497	203,167	9,331	4.4%	
						Technology:						
1,698	1,093	1,089	4	0.3%	33 TECH 801210	Software Maintenance	6,392	3,279	3,236	43	1.3%	
0	1,191	825	366	30.7%	33 TECH 801212	Hardware Maintenance	0	3,572	2,476	1,096	30.7%	Timing.
475	2,000	0	2,000	100.0%	33 TECH 801215	Software (<\$3k)	693	6,050	0	6,050	100.0%	Timing.
0	0	214	(214)	0.0%	33 TECH 801220	Hardware (<\$3k)	0	1,000	763	237	23.7%	Timing.
0	0	0	0	0.0%	33 TECH 801225	Computer Supplies	0	400	0	400	100.0%	
3,560	3,750	3,702	48	1.3%	33 TECH 801230	Integrated Library System	10,679	11,250	11,106	144	1.3%	
1,567	1,567	2,508	(941)	-60.0%	33 TECH 801235	Telecommunications	5,747	5,747	7,346	(1,599)	-27.8%	Timing.
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	0	0	0	0	0.0%	
0	500	(1,200)	1,700	340.0%	33 TECH 801250	Services	0	500	(1,144)	1,644	328.8%	
7,300	10,101	7,139	2,962	29.3%		Subtotal	23,511	31,798	23,782	8,016	25.2%	
						General:						
470	470	571	(101)	-21.4%	15 FIN 801310	Bank Charges	1,459	1,459	1,739	(280)	-19.2%	Timing.
0	725	656	69	9.5%	35 CMS 801315	Bibliographical Services	668	2,175	1,971	205	9.4%	Favorable new rate formula from OCLC. Expect to carry the favorable variance throughout the year.
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
104	108	78	30	27.8%	17 EXEC 801325	Board Expense	226	3,325	1,648	1,677	50.4%	Timing.
214	50	97	(47)	-94.8%	37 COM 801330	Staff meals & events	606	675	332	343	50.7%	
2,838	2,980	1,108	1,872	62.8%	15 FIN 801335	Supplies - Office	5,283	5,548	2,858	2,690	48.5%	Timing.

Los Angeles Law Library

Income Statement for the Period Ended September 30, 2014

(Provisional and subject to year-end audit adjustments)

Sep 13 Actual	September 2014				FY 2013-14 YTD	FY 2014-15 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
966	0	0	0	0.0%	35 CMS 801337	Supplies - Library materials	2,742	1,309	559	750	57.3%	Timing. Supplies will be replenished as needed in later months.
114	125	0	125	100.0%	37 COM 801340	Stationery, business cards, etc.	114	375	175	200	53.4%	
0	0	0	0	0.0%	25 P&P 801365	Grant Application Expenses	0	0	0	0	0.0%	
3,385	3,385	379	3,006	88.8%	27 CIRC 801370	Copy Center Expense	5,460	5,460	1,717	3,743	68.5%	
0	0	0	0	0.0%	15 FIN 801375	General - Misc	85	85	96	(11)	-12.8%	
0	0	488	(488)	0.0%	15 FIN 801390	Course Registration	0	0	1,897	(1,897)	0.0%	Timing.
0	50	36	14	28.5%	15 FIN 801395	Friends of Law Library	0	50	36	14	28.5%	
8,092	7,893	3,413	4,481	56.8%		Subtotal	16,644	20,461	13,028	7,433	36.3%	
						Professional Development:						
0	0	386	(386)	0.0%	ALL 803105	Travel	1,849	2,600	2,857	(257)	-9.9%	Timing.
0	0	0	0	0.0%	ALL 803110	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	
40	0	344	(344)	0.0%	ALL 803115	Membership dues	50	175	1,157	(982)	-561.4%	Timing.
190	0	125	(125)	0.0%	ALL 803120	Registration fees	2,985	1,099	1,772	(673)	-61.2%	Timing.
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	0	0	0.0%	
230	0	855	(855)	0.0%		Subtotal	4,884	3,874	5,787	(1,913)	-49.4%	
						Communications & Marketing:						
0	200	0	200	100.0%	37 COM 803205	Services	0	650	0	650	100.0%	No outside services needed at this time.
0	150	0	150	100.0%	37 COM 803210	Collateral materials	0	350	0	350	100.0%	Positive variance due to in-house printing.
750	600	0	600	100.0%	37 COM 803215	Advertising	1,350	1,700	104	1,596	93.9%	Minimal advertising opportunities at this time.
0	285	140	145	50.9%	37 COM 803220	Trade shows & Outreach	0	855	140	715	83.6%	No additional outreach is required at this time.
750	1,235	140	1,095	88.7%		Subtotal	1,350	3,555	244	3,311	93.1%	
						Travel & Entertainment						
20	0	0	0	0.0%	ALL 803305	Travel	20	0	12	(12)	0.0%	
0	0	0	0	0.0%	ALL 803310	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	
56	305	145	160	52.5%	ALL 803320	Ground transportation & mileage reimb.	163	950	455	495	52.1%	
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
76	305	145	160	52.5%		Subtotal	183	950	467	483	50.9%	
						Professional Services						
7,750	8,000	8,000	0	0.0%	15 FIN 804005	Accounting	7,750	8,000	8,000	0	0.0%	
0	3,333	2,675	658	19.7%	17 EXEC 804008	Consulting Services	0	9,999	6,688	3,312	33.1%	Timing.
0	833	0	833	100.0%	17 EXEC 804010	Legal	240	2,500	0	2,500	100.0%	Handled in-house.
0	0	0	0	0.0%	15 FIN 804015	Other	0	0	0	0	0.0%	
7,750	12,166	10,675	1,491	12.3%		Subtotal	7,990	20,499	14,688	5,812	28.4%	
						Depreciation:						
245,870	249,084	248,042	1,043	0.4%	15 FIN 806105	Depreciation - Library Materials	733,133	742,419	739,723	2,696	0.4%	
31,800	29,465	30,132	(668)	-2.3%	15 FIN 806110	Depreciation Exp - FF&E	95,715	88,695	91,255	(2,560)	-2.9%	
277,671	278,549	278,174	375	0.1%		Subtotal	828,848	831,114	830,978	136	0.0%	
710,664	716,054	704,844	11,210	1.6%		Total Expense	2,136,810	2,131,926	2,083,091	48,835	2.3%	
36,320	41,233	(118,453)	(159,686)	-387.3%		Net Income Before Extraordinary Items	39,499	(8,269)	(44,977)	(36,708)	-443.9%	
						Extraordinary Income						
0	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
36,320	41,233	(118,453)	(159,686)	-387.3%		999500 Net Income Including Extraordinary Items	39,499	(8,269)	(44,977)	(36,708)	-443.9%	
						Capital Expenditures:						
0	17,000	40,755	(23,755)	-139.7%	39 FAC 161100	Furniture / Appliances (>3k)	0	17,000	44,374	(27,374)	-161.0%	
0	11,000	0	11,000	100.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	0	11,000	0	11,000	100.0%	
0	40,000	0	40,000	100.0%	39 FAC 164500	Exterior Building Repairs/ Improvements (>3k)	0	40,000	0	40,000	100.0%	
0	55,000	0	55,000	100.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	55,000	0	55,000	100.0%	
0	5,000	0	5,000	100.0%	33 TECH 168000	Computer Software	0	5,000	0	5,000	100.0%	
0	128,000	40,755	87,245	68.2%		Total - Capitalized Expenditures	0	128,000	44,374	83,626	65.3%	

Los Angeles Law Library
Statement of Cash Flows
As of September 30, 2014
(Provisional and subject to year-end audit adjustments)

	9/30/2014	YTD
Cash flows from operating activities		
LA Superior court fees	561,745	1,722,627
Parking fees	57,773	169,337
Library services	35,546	107,566
(Increase) decrease in accounts receivable	(19,114)	(8,821)
Increase (decrease) in borrowers' deposit	3,552	6,113
Cash received from filing fees and services	639,502	1,996,823
Facilities	(71,655)	(203,167)
Technology	(7,139)	(23,782)
General	(3,413)	(13,028)
Professional development	(855)	(5,787)
Communications & marketing	(140)	(244)
Travel & entertainment	(145)	(467)
Professional services	(10,675)	(14,688)
(Increase) decrease in prepaid expenses	69,542	(122,307)
Increase (decrease) in accounts payable	(7,728)	(124,283)
Increase (decrease) in other liabilities	769	(196)
Cash payments to suppliers for goods and services	(31,437)	(507,947)
Staff	(332,649)	(990,953)
Increase (decrease) in payroll liabilities	892	1,791
Increase (decrease) in accrued sick and vacation liability	(7,950)	(29,099)
Increase (decrease) in OPEB liability	23,150	69,450
Cash payments to employees for services	(316,557)	(948,811)
Contributions received	-	85,000
Net cash from operating activities	291,508	625,065
Cash flow from capital and related financing activities		
Library materials	(161,272)	(540,421)
Fixed assets	(40,755)	(44,374)
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment earnings	1,331	3,968
Net cash increase (decrease) in cash and cash equivalents	90,812	44,237
Cash and cash equivalents, at beginning of period	3,789,879	3,836,454
Cash and cash equivalents, at end of period	3,880,691	3,880,691
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(49,780)	1,439
Adjustments for noncash effects:		
Depreciation	278,174	830,978
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(19,114)	(8,821)
(Increase) decrease in prepaid expenses	69,542	(122,307)
Increase (decrease) in accounts payable	(7,728)	(124,283)
Increase (decrease) in other liabilities	769	(196)
Increase (decrease) in payroll liabilities	892	1,791
Increase (decrease) in accrued sick and vacation liability	(7,950)	(29,099)
Increase (decrease) in borrowers' deposit	3,552	6,113
Increase (decrease) in OPEB liability	23,150	69,450
Net cash from operating activities	291,508	625,065

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 7	AMERICAN BAR ASSOCIATION	BOOKS	850.00	027743
	ALM	BOOKS	826.12	027744
	SYNCB AMAZON	BOOKS	468.34	027745
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	23.00	027746
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,474.02	027747
	BLOOMBERG BNA	BOOKS	75.33	027748
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	289.19	027749
	CARSWELL COMPANY LTD	BOOKS	149.15	027750
	COUTTS LIBRARY SERVICES	BOOKS	34.68	027751
	DAILY JOURNAL CORPORATION	BOOKS	270.00	027752
	DATA TRACE PUBLISHING COMPANY	BOOKS	147.95	027753
	GAUNT	BOOKS	140.83	027754
	OTTO HARRASSOWITZ	BOOKS	979.65	027755
	JURIS PUBLISHING INC	BOOKS	106.50	027756
	JURISNET LLC	BOOKS	420.00	027757
	LAW REPORTS INTERNATIONAL LTD	BOOKS	276.00	027758
	LIBROS CENTROAMERICANOS	BOOKS	69.45	027759
	MANHATTAN PUBLISHING COMPANY	BOOKS	112.00	027760
	WILLIAM S HEIN & CO	BOOKS	2,398.67	027761
	YBP LIBRARY SERVICES	BOOKS	85.37	027762
	AMERICAN EXPRESS	BUSINESS CARD	3,954.42	027763
	AMERICAN EXPRESS	TRAVEL	317.08	027764
	AT&T	TELECOM	394.14	027765
	AT&T MOBILITY	TELECOM	153.34	027766
	BANDWIDTH.COM, INC.	TELECOM	666.55	027767
	BCA WATSON RICE LLP ** VOIDED *****	ACCOUNTING	0.00	027768
	CHANNA CAJERO	MILEAGE	25.76	027769
	CALIBER ELEVATOR	ELEVATOR MAINT	1,840.00	027770
	CLEAN SOURCE, INC.	CLEANING SUPPLIES	151.98	027771
	INFINISOURCE INC	PAYROLL/HR ADMIN	75.00	027772
	MARCELINO JUAREZ	MILEAGE	25.48	027773
	L A DEPT WATER & POWER	WATER/SEWER	280.61	027774
	MANAGE EASE INCORPORATED	CONSULTING	2,675.00	027775
	MEGAPATH	TELECOM	714.10	027776
	MEGAPATH	TELECOM	71.47	027777
	RYAN METHENY	MEMBERSHIP	140.00	027778
	METROLINK	TMP	1,423.75	027779
	OFFICE DEPOT	SUPPLIES-OFFICE	256.54	027780
	PAN AMERICAN PEST CONTROL CO	BUILDING SERVICE	178.00	027781
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,674.17	027782
	SOURCE ONE OFFICE PRODUCTS, INC	PREPAID EXP	1,305.82	027783
	STATE COMPENSATION INSURANCE FUND	WORKER'S COMP	6,981.58	027784
	KIM THACH	MILEAGE	25.29	027785
	TIME WARNER CABLE	TELECOM	2,404.75	027786

41,944.82

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
October 8	UNITED PARCEL SERVICE	DELIVERY/POSTAGE	13.74	027787	
	VALLEY WIDE AIR	BLDG SERVICES	200.00	027788	
	BANAFSHEH AMIRZADEH	REFUND	140.00	027789	
	MATTHEW LANE	REFUND	140.00	027790	
	JAIME MELENDEZ	REFUND	54.00	027791	
	HAROUN R NABHAN	REFUND	140.00	027792	
	MISAKO SEATER	REFUND	140.00	027793	
	BCA WATSON RICE LLP	ACCOUNTING	8,000.00	027794	
October 10	OCLC INC	BIBLIOGRAPHICAL S	656.48	027795	
	ALABAMA BAR ICLE UNIV OF ALABAMA	BOOKS	93.90	027796	
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	192.19	027797	
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	587.21	027798	
	BLOOMBERG BNA	BOOKS	433.47	027799	
	BOOK HOUSE INC	BOOKS	313.60	027800	
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	648.43	027801	
	CAMBRIDGE UNIVERSITY PRESS	BOOKS	214.30	027802	
	CARSWELL COMPANY LTD	BOOKS	657.72	027803	
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	790.40	027804	
	COUTTS LIBRARY SERVICES	BOOKS	708.51	027805	
	DATA TRACE PUBLISHING COMPANY	BOOKS	179.95	027806	
	HARRIETT BUHAI CENTER FOR FAMILY LA	BOOKS	582.71	027807	
	JURIS PUBLISHING INC	BOOKS	568.00	027808	
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	440.52	027809	
	LAW REPORTS INTERNATIONAL LTD	BOOKS	325.00	027810	
	LIBRAIRIE DUCHEMIN	BOOKS	487.34	027811	
	MARY MARTIN BOOKSELLERS	BOOKS	74.00	027812	
	PIEDMONT PRESS	BOOKS	54.29	027813	
	PRACTISING LAW INSTITUTE	BOOKS	486.44	027814	
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	495.88	027815	
	LITERATURA DE VIENTOS TROPICALES	BOOKS	179.75	027816	
	WEST ACADEMIC	BOOKS	45.78	027817	
	THOMSON REUTERS	BOOKS	394.47	027818	
	ESTHER EASTMAN	MILEAGE	37.61	027819	
	INTERNET FOR LAWYERS	COURSE REGISTRAT	455.91	027820	
	CHRISTINE R LANGTEAU	MILEAGE	49.73	027821	
	JANINE LIEBERT	REIMBURSEMENT	125.64	027822	
	October 17	THE OTHER BAR	COURSE REGISTRAT	23.84	027823
		BERNAN ASSOCIATES	BOOKS	97.00	027824
		BLOOMBERG BNA	BOOKS	195.58	027825
		LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	48.45	027826
CARSWELL COMPANY LTD		BOOKS	84.15	027827	
CONTINUING EDUCATION OF THE BAR CAL		BOOKS	1,078.78	027828	

62,628.59

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	COUNCIL OF STATE GOVERNMENTS	BOOKS	62.74	027829
	DISTRICT OF COLUMBIA BAR	BOOKS	225.00	027830
	INGRAM LIBRARY SERVICES	BOOKS	61.03	027831
	MARYLAND STATE BAR ASSOCIATION	BOOKS	40.00	027832
	METROPOLITAN NEWS COMPANY	BOOKS	49.05	027833
	NATIONAL FAIR HOUSING ALLIANCE	BOOKS	1,000.00	027834
	PRACTISING LAW INSTITUTE	BOOKS	179.18	027835
	PROQUEST INFORMATION AND LEARNING	BOOKS	4,546.50	027836
	SWAZILAND PRINTING & PUBLISHING CO	BOOKS	339.69	027837
	THOMPSON PUBLISHING GROUP	BOOKS	1,073.98	027838
	UNITED NATIONS PUBLICATIONS	BOOKS	321.48	027839
	LITERATURA DE VIENTOS TROPICALES	BOOKS	128.00	027840
	WEST ACADEMIC	BOOKS	165.68	027841
	THOMSON REUTERS	BOOKS	136.57	027842
	YBP LIBRARY SERVICES	BOOKS	736.10	027843
	CALIBER ELEVATOR	ELEVATOR MAINT	4,568.00	027844
	COUNTY OF LOS ANGELES	BANK CHARGE	57.22	027845
	CLEAN SOURCE, INC.	CLEANING SUPPLIES	1,446.52	027846
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	246.97	027847
	LORENZO GALLARDO	REPAIR MAINT	365.00	027848
	GOURMET COFFEE SERVICE	KITCHEN SUPPL	274.04	027849
	LOS ANGELES COUNTY BAR	MEMBERSHIP DUES	125.00	027850
	MANAGE EASE INCORPORATED	CONSULTING	1,337.50	027851
	OFFICE DEPOT	SUPPLIES-OFFICE	128.70	027852
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	50.00	027853
	SCHINDLER ELEVATOR CORP. ** VOIDED *****	ELEVATOR MAIN	0.00	027854
	SEPCO EARTHSCAPE, INC	LANDSCAPING	1,050.00	027855
	UNITED PARCEL SERVICE	DELIVERY/POSTAGE	12.43	027856
October 22				
	STATE BOARD OF EQUALIZATION	USE TAX	2,291.00	027857
October 23				
	RITE AID	MISC	100.00	027858
October 24				
	AT&T	TELECOM	408.86	027859
	CDW GOVERNMENT INC	HARDWARE MAINT	205.00	027860
	GUARDIAN	PREPAID EXP	8,174.63	027861
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	689.86	027862
	SECURITAS SECURITY	SECURITY	5,131.03	027863
	SYNCB AMAZON	BOOKS	226.26	027864
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	29.80	027865
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,098.22	027866
	BOOKS FROM MEXICO	BOOKS	58.14	027867
	BLOOMBERG BNA	BOOKS	416.16	027868
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,242.90	027869
	COUTTS LIBRARY SERVICES	BOOKS	1,832.49	027870

103,372.10

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 31	EBCO INFORMATION SERVICES	BOOKS	175.52	027871
	OTTO HARRASSOWITZ	BOOKS	1,647.43	027872
	JAMES PUBLISHING INC	BOOKS	287.04	027873
	JONES MCCLURE PUBLISHING	BOOKS	118.00	027874
	JURIS PUBLISHING INC	BOOKS	268.00	027875
	JURISNET LLC	BOOKS	126.50	027876
	WEST ACADEMIC	BOOKS	325.31	027877
	THOMSON REUTERS	BOOKS	240.35	027878
	ANTHEM BLUE CROSS	COBRA	637.08	027879

107,021.81

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 15	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	20,532.00	TS00209260
	L A DEPT WATER & POWER	ELECTRIC/FIRE	11,209.00	TS00209260
	LEXISNEXIS ONLINE SERVICES	BOOKS	15,600.00	TS00209260
	SECURITAS SECURITY	SECURITY	14,657.12	TS00209260
	TYCO INTEGRATED SECURITY LLC	SECURITY	11,760.66	TS00209260
	THOMSON REUTERS	BOOKS	65,610.41	TS00209260
October 28	AMERICAN EXPRESS	BUSINESS CARD	10,129.68	TS00209925
	EX LIBRIS (USA) INC.	ILS	10,855.51	TS00209925
	LEXISNEXIS ONLINE SERVICES	BOOKS	15,600.00	TS00209925
October 29	CALPERS	PREPAID EXP	51,075.84	TS00209962

227,030.22

MEMORANDUM

DATE: November 19, 2013

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Board Meeting Dates & Schedule for 2015

During 2015 it is recommended that the Board continue to meet on the fourth Tuesday of each month except for November and December. During those two months, the Board generally meets on the third Tuesday (indicated with *) so as to avoid conflicts with holiday and vacation schedules.

The 2015 dates are:

2015 DATES	
January 27	July 28
February 24	August 25
March 24	September 22
April 28	October 27
May 26	*November 17
June 23	*December 15

For planning purposes, we have identified the following items to be discussed at Board meetings throughout 2015. Both the topics and the assigned dates are tentative, but we wanted to apprise you as to the status of our efforts to organize and plan upcoming agenda items. We will, of course, work with the Board President on specific scheduling as the year progresses.

DATE	TENTATIVE TOPIC
January 27	Position Descriptions Update Quarterly Strategic Plan Update Closed Session: MOU Discussions Solar Panel Review
February 24	Mid-Year Budget Review SEIU MOU Negotiations Landscaper Review
March 24	Friends BoD Appointments Workers Comp Insurance
April 28	Fiscal Quarterly Statistics Update Outside Auditor RFP Business Package and D&O Insurance



	SEIU MOU Approval
May 26	
June 23	Law Week After-Report Budget, FY 2015 – 2016 Insurance Renewal –LTD, Life, Dental, Vision Update to Employee Handbook & Personnel Policies Manual
July 28	Quarterly Strategic Plan Update Position Descriptions Update Fiscal Year-end Statistics
August 25	
September 22	Annual Report to the Board of Supervisors FY2015-16 Budget Review
October 27	Quarterly Strategic Plan Update Fiscal Quarterly Statistics Update FY 2014-15 Audit Health Resolution Amendment
*November 17	2016 Board Meeting Dates / Schedule Pro Bono Week After-Report
*December 15	Executive Director Performance Evaluation



MEMORANDUM

DATE: November 18, 2014

TO: Board of Law Library Trustees

FROM: John Kohl, Finance Director

RE: Draft Audited Financial Statements for the Fiscal Year Ended June 30, 2014

SUMMARY

This recommends that the Board approve the draft audited financial statements and SAS 114 Letter for the fiscal year ended June 30, 2014.

DISCUSSION

I am pleased to report that the Law Library's outside auditors, BCA Watson Rice LLP, with the assistance of the Law Library's accounting staff, have completed their audit of the Law Library's financial statements for the fiscal year ended June 30, 2014 and issued an unqualified opinion. The financial statements are attached and listed below. In terms of operating results, the fiscal year was eventful and resulted in an operating loss offset by investment earnings and sales of rare books collection ending with a positive change in net position as is explained in the financial statements.

RECOMMENDATION

Staff recommends that the Board approve the attached audited financial statements and SAS 114 Letter.

Attachments:

1. Draft Los Angeles County Law Library Financial Statement and Independent Auditor's Report for the Year Ended June 30, 2014 (with Comparative Totals for 2013)
2. Draft SAS 114 Letter



LOS ANGELES COUNTY LAW LIBRARY

**FINANCIAL STATEMENTS
AND INDEPENDENT AUDITOR'S REPORT**

**FOR THE YEAR ENDED JUNE 30, 2014
(WITH COMPARATIVE TOTALS FOR 2013)**

DRAFT

BCA WATSON RICE LLP
21250 Hawthorne Blvd., Suite 150
Torrance, CA 90503
Ph: (310) 792-4640
Fax: (310) 792-4331

**LOS ANGELES COUNTY LAW LIBRARY
FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR'S REPORT
FOR THE YEAR ENDED JUNE 30, 2014
(WITH COMPARATIVE TOTALS FOR 2013)**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of
Los Angeles County Law Library

Report on the Financial Statements

We have audited the accompanying financial statements of the Los Angeles County Law Library (“the Law Library”) as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Law Library’s basic financial statements as listed in the table of contents.

Management’s Responsibility for the Financial Statements

The Law Library’s management is responsible for the preparation and fair presentation of these financial statements in accordance with the accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Law Library as of June 30, 2014, and the respective changes in its net position and its cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Prior Year Comparative Information

We have previously audited the Law Library's June 30, 2013 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated September 16, 2013. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2014 is consistent, in all material respects, with the audited basic financial statements from which it has been derived.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 9 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 16, 2014, on our consideration of the Law Library's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Law Library's internal control over financial reporting and compliance.

Torrance, CA
September 16, 2014

LOS ANGELES COUNTY LAW LIBRARY MANAGEMENT'S DISCUSSION AND ANALYSIS

This section is intended to provide the reader of this report with a general overview of the financial activities of the Law Library for the Fiscal Year ended June 30, 2014. The information in this section should be read in conjunction with the accompanying financial statements and footnotes.

FINANCIAL HIGHLIGHTS

Total revenues for the Fiscal Years ended June 30, 2014 and 2013 for the Law Library were \$9,054,918 and \$8,725,315, respectively. Of the total revenue amounts, \$7,112,614 and \$7,684,540 represent portions of filing fees paid by parties in civil cases in the Superior Court of California, County of Los Angeles.

Operating expenses for the years ended June 30, 2014 and 2013 totaled \$8,708,560 and \$10,391,293, respectively.

Depreciable capital assets aggregating \$3,094,342 and \$3,767,928 were acquired during the fiscal years 2014 and 2013, respectively.

The Law Library continues to have no long-term debt.

HIGHLIGHTS OF FISCAL YEAR 2014

Rules of Conduct

The Board adopted updated Rules of Conduct in order to keep the Library safe and pleasant for all patrons. This includes respecting the rights of others, Americans with Disabilities issues, photography within the Library, safety and security, personal conduct, use of library materials, theft, abuse and vandalism, computer usage, unauthorized areas and failure to comply.

Parking Facility Management

Through a request for proposal bidding process, Parking Concepts Incorporated (PCI) was approved to manage the Library's parking facility. PCI offers thorough employee training, risk management procedures, financial controls, and audit procedures. They presented a professionally developed plan to improve the parking volume and revenue.

Department Budgeting Process

During the annual budget cycle, the Library converted to a departmental review of all significant variances. By analyzing the causes of any significant variances in actuals as compared to budget, the staff gain a better understanding of the Library's financials and operations, prevent surprises and create accountability.

LOS ANGELES COUNTY LAW LIBRARY MANAGEMENT'S DISCUSSION AND ANALYSIS

Accounting Policies and Procedures Manual

The Accounting Policies and Procedures Manual revisions were approved. The manual is essential to ensure that the Library's financial policies, procedures, and internal controls are known to all of the Library employees and are being followed and enforced. This revised manual has been circulated to all Library employees and available on the Library's intranet.

California Employer's Retirement Benefit Trust (CERBT)

The Board approved entering into an agreement with the California Public Employee's Retirement System Board of Administration (CalPERS Board) to establish a California Employers' Retirement Benefit Trust funded initially with \$2M. Each year the Law Library pays a certain amount for post-employment benefits other than retirement for retirees and incurs an obligation to pay such benefits to current employees in the future when they retire. Other Post-Employment Benefits (OPEB) unfunded liability was estimated to increase to \$2M through FY 2014.

Investment Strategy and Investment Management Services

The Library invested in Zero-Coupon U.S. Treasury obligations to maximize return on investment and maintain safety through UBS Financial Services. Returns from investing in Zero-Coupon U.S. Treasury obligations can be somewhat greater than the previous return of .733% with no additional risk but for the extension of time. The Board authorized to invest up to \$4M in Zero-Coupon U.S. Treasury obligations with annual maturity dates over the four year period from 2016 to 2019.

Law Library Job Descriptions

Although efforts have been made in the past to compile job descriptions for all positions at the Library, due to changes in positions, transitions in personnel and lost files, the job descriptions were incomplete. Human resources have created a more complete, internally consistent set, adhering as closely as possible to the actual job functions.

Implementation of Cash Rewards Payment System

Staff researched business credit cards and payment systems that offer reward programs, in either points or cash and determined that the use of a reward program would generate revenue for the Library of approximately 1% of expenditures. Staff has identified and is in the process of implementing a combined ePayables and credit card program that will provide monetary rewards for purchases made with this program.

LOS ANGELES COUNTY LAW LIBRARY MANAGEMENT'S DISCUSSION AND ANALYSIS

Members Program Borrowing Rules and Fee Schedule

Previously, the Members Program had only one membership option, which included access to the Members Study, use of remote databases, discounted document delivery, room rental fees, classes and other services, dedicated members librarian and unlimited parking. The Board approved changes to the Borrowing Rules and Borrowing Fees and Deposits for the Members Program to implement a new tiered membership structure, allowing members to choose the membership level that best fits their needs while also improving the cost efficiency of the program. These 3 membership levels include Gold, Silver, and Bronze. While each membership level will include core membership benefits, membership levels differ in terms of parking privileges and the number of items that can be checked out at a given time.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of two parts: 1) Management's Discussion and Analysis and 2) the Basic Financial Statements composed of four components: a) statement of net position, b) statement of revenues, expenses and change in net position, c) statement of cash flows, and d) notes to the financial statements.

Statement of Net Position

The statement of net position presents information on all the Law Library's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Law Library is improving or deteriorating. The statement of net position can be found on page 10.

Statement of Revenues, Expenses and Change in Net Position

This statement presents information on the Law Library's revenues and expenses with the difference being the change in net position during the year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. The statement of revenues, expenses and changes in net position can be found on page 11.

Statement of Cash Flows

This statement presents detailed information on the Law Library's three main sources and uses of funds which are classified as from operating, financing and investing activities. The statement of cash flows can be found on page 12.

**LOS ANGELES COUNTY LAW LIBRARY
MANAGEMENT'S DISCUSSION AND ANALYSIS**

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the statement of net position, statement of revenues, expenses and change in net position and statement of cash flows. The notes to the financial statements can be found on pages 13 through 24 of this report.

FINANCIAL ANALYSIS

The following table presents a condensed statement of net position:

	2014	2013
Assets		
Current and other assets	\$ 11,534,977	\$ 10,716,764
Capital assets (net)	23,683,962	24,042,875
Total assets	35,218,938	34,759,639
Liabilities and Net Assets		
Current liabilities	324,069	205,908
Other liabilities	2,483,362	2,452,697
Total liabilities	2,807,431	2,658,605
Net position		
Invested in capital assets	23,683,962	24,042,875
Unrestricted	8,727,546	8,058,159
Total net position	\$ 32,411,507	\$ 32,101,034

Unrestricted net position can be used to finance daily operations without constraints established by debt covenants, enabling legislation, or other legal requirements.

Unrestricted net position of the Law Library increased in 2014 from \$8,058,159 to \$8,727,546 resulting from the net operating income, which was mainly due to the sales proceeds of rare book collection and decrease in costs, particularly the salaries and benefits, depreciation, service and supplies and reference books write-offs. The condensed statement of revenues, expenses and change in net position follows:

**LOS ANGELES COUNTY LAW LIBRARY
MANAGEMENT'S DISCUSSION AND ANALYSIS**

	<u>2014</u>	<u>2013</u>
Operating Revenues		
Court fees	\$ 7,112,614	\$ 7,684,540
Other operating revenues	1,181,545	976,448
Non-operating revenue		
Investment earnings	89,630	64,287
Sales of rare books collection	671,129	-
Total revenues	<u>9,054,918</u>	<u>8,725,315</u>
Operating Expenses		
Salaries and benefits	4,115,472	4,633,280
Depreciation	3,266,848	3,412,816
Other operating expenses	1,326,240	2,345,197
Total expenses	<u>8,708,560</u>	<u>10,391,293</u>
Change in net position	346,358	(1,665,978)
Net position		
Net position at beginning of year	32,101,034	33,741,576
Prior period adjustment	(35,885)	25,436
Net position at beginning of year as restated	<u>32,065,149</u>	<u>33,767,012</u>
Net position at end of year	<u>\$ 32,411,507</u>	<u>\$ 33,101,034</u>

BUDGETARY HIGHLIGHTS

The comparison of the Fiscal Year 2014 actual results of operations against budget and the explanations of significant variances is presented below:

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Operating Revenues:			
Court fees	\$ 7,112,614	\$ 7,520,156	\$ (407,542)
Other operating revenues	1,181,545	1,100,137	81,408
Non-operating revenue:			-
Investment earnings	89,630	60,504	29,126
Sales of rare books collection	671,129	-	671,129
Total revenues	<u>9,054,918</u>	<u>8,680,797</u>	<u>374,121</u>

**LOS ANGELES COUNTY LAW LIBRARY
MANAGEMENT'S DISCUSSION AND ANALYSIS**

	Actual	Budget	Variance
Operating Expenses:			
Salaries and benefits	4,115,472	4,178,130	62,658
Depreciation	3,266,848	3,280,356	13,508
Other operating expenses	1,326,240	1,215,681	(110,559)
Total expenses	8,708,560	8,674,167	(34,393)
Change in net position	\$ 346,358	\$ 6,630	\$ 339,728

The actual change in net position differed from budget by \$339,728. Net position increased by \$346,358. The unfavorable variance in court fees was due to the continuous decline in court fee revenue since its peak in 2009. The favorable variance in non-operating revenue was mainly due to the sales of rare books collection and investment return from CalPERS CERBT \$2M contribution. The favorable variance in salaries and benefits was due to unplanned vacancies and December 2013 furlough savings. The favorable variance in depreciation expense resulted from less than planned capital purchases. The budget for other operating costs did not anticipate delay in library material write-offs as a result of branch closures and collection reductions. The unfavorable variance of \$110,559 in other operating expenses resulted mainly from a one month delay in write-off of Van Nuy's and Compton's donated titles.

CAPITAL ASSETS

The Law Library had \$23,683,962 invested in capital assets as of June 30, 2014. The following schedule summarizes capital assets held by the Law Library:

	<u>Amount</u>
Capital assets, not being depreciated	\$ 580,333
Capital assets, being depreciated and amortized	62,185,838
Accumulated depreciation and amortization	(39,082,210)
Capital assets being depreciated and amortized, net	23,103,628
Total capital assets, net	\$ 23,683,961

Additional information on the Law Library's capital assets can be found in Note 5, page 19.

Contacting the Los Angeles County Law Library's Financial Management

This financial report is designed to provide citizens and other interested parties with a general overview of the Law Library's finances and to demonstrate its accountability for the money it receives. If you have any questions about this report or need additional financial information, contact the Los Angeles County Law Library Executive Office at (213) 785-2529.

LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF NET POSITION
JUNE 30, 2014
(WITH COMPARATIVE TOTALS FOR 2013)

Assets	2014	2013
Current Assets		
Cash and cash equivalents	\$ 3,533,474	\$ 8,596,319
Accounts receivable	1,495,778	1,497,101
Prepaid expenses and other assets	164,660	332,402
Total current assets	<u>5,193,912</u>	<u>10,425,822</u>
Restricted cash and cash equivalents	302,980	290,942
Investments	3,997,438	-
Trust deposit	2,040,647	-
Capital assets, not being depreciated	580,333	580,333
Capital assets, being depreciated – net	23,103,628	23,462,542
Total assets	<u>\$ 35,218,938</u>	<u>\$ 34,759,639</u>
Liabilities and Net Assets		
Current Liabilities		
Accounts payable	\$ 311,176	\$ 177,281
Other current liabilities	12,893	28,627
Total current liabilities	<u>324,069</u>	<u>205,908</u>
Accrued sick and vacation liability	381,734	420,789
Borrowers' deposits	302,006	290,942
OPEB obligation	1,799,622	1,740,966
Total liabilities	<u>2,807,431</u>	<u>2,658,605</u>
Net Position		
Invested in capital assets	23,683,961	24,042,875
Unrestricted	8,727,546	8,058,159
Total net position	<u>\$ 32,411,507</u>	<u>\$ 32,101,034</u>

The accompanying notes are an integral part of these financial statements.

LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION
YEAR ENDED JUNE 30, 2014
(WITH COMPARATIVE TOTALS FOR 2013)

	<u>2014</u>	<u>2013</u>
Operating Revenues		
Court fees	\$ 7,112,614	\$ 7,684,540
Parking fees	618,386	556,181
Contributions	134,961	120,000
Annual fees	108,363	100,716
Copy center and document delivery	96,149	99,693
Other operating revenue	223,686	99,898
Total operating revenues	<u>8,294,159</u>	<u>8,661,028</u>
Operating Expenses		
Salaries and benefits	4,115,472	4,633,280
Depreciation	3,266,848	3,412,816
Services and supplies	641,425	824,079
Insurance	249,409	264,955
Utilities	141,782	147,626
Reference books write-offs	186,407	947,932
Other operating expenses	107,217	160,605
Total operating expenses	<u>8,708,560</u>	<u>10,391,293</u>
Operating loss	(414,401)	(1,730,265)
Non-operating revenue		
Investment earnings	89,630	64,287
Sales of rare books collection	671,129	-
	<u>760,759</u>	<u>64,287</u>
Change in net position	346,358	(1,665,978)
Net position		
Net position at beginning of year	32,101,034	33,741,576
Prior-period adjustment (Note 9)	(35,885)	25,436
Net position at beginning of year as restated	<u>32,065,149</u>	<u>33,767,012</u>
Net position at end of year	<u>\$ 32,411,507</u>	<u>\$ 32,101,034</u>

The accompanying notes are an integral part of these financial statements.

LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF CASH FLOWS
YEAR ENDED JUNE 30, 2014
(WITH COMPARATIVE TOTALS FOR 2013)

	2014	2013
Cash flows from operating activities		
Cash received from filing fees and services	\$ 8,160,521	\$ 8,634,796
Cash payments to suppliers for goods and services	(853,929)	(2,870,681)
Cash payments to employees for services	(4,084,807)	(4,363,664)
Contributions received	134,961	120,000
Net cash from operating activities	3,356,746	1,520,451
Cash flows from capital and related financing activities		
Acquisition of capital assets	(3,094,342)	(3,767,928)
Prior period adjustment	(35,885)	25,436
Net cash from (used in) capital and related financing activities	(3,130,227)	(3,742,492)
Cash flows from non-capital and related financing activities		
Sales of rare books collection	671,129	-
Net cash from non-capital and related financing activities	671,129	(3,742,492)
Cash flows from investing activities		
Investment in money market and government securities	(3,997,438)	-
Investments earnings	89,630	64,287
Net cash from (used in) investing activities	(3,907,808)	64,287
Net increase in cash and cash equivalents	(3,010,160)	(2,157,754)
Cash and cash equivalents, at beginning of year	8,887,261	11,045,015
Cash and cash equivalents, end of year	\$ 5,877,101	\$ 8,887,261
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	\$ (414,401)	\$ (1,730,265)
Adjustments to reconcile operating income to net cash from operating activities:		
Depreciation	3,266,848	3,412,816
Books written-off	186,407	947,932
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	1,323	93,768
(Increase) decrease in prepaid expenses and other assets	167,742	83,140
Increase (decrease) in accounts payable	133,895	(1,576,380)
Increase (decrease) in other liabilities	(15,733)	19,825
Increase (decrease) in accrued sick and vacation liability	(39,055)	(56,872)
Increase (decrease) in borrowers' deposits	11,064	34,509
Increase (decrease) in OPEB liability	58,656	291,978
Net cash from operating activities	\$ 3,356,746	\$ 1,520,451

The accompanying notes are an integral part of these financial statements.

LOS ANGELES COUNTY LAW LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 1 – ORGANIZATION

The Los Angeles County Law Library (“the Law Library”) was established in 1891 under a California statute of that year. As do other county law libraries in California, it operates under §6300 of the California Business and Professions Code. The Law Library is an independent public agency and is not part of the county government. Its income is derived primarily from a portion of the filing fees paid by parties in civil cases in the Superior Court of California County of Los Angeles. Thus, it is supported by litigants who derive the main benefits from the Law Library, rather than by general tax funds.

The Law Library is governed by the Board of Trustees, which consists of five (5) Superior Court Judges, the Chairman of the Board of Supervisors (or his designee), and one member of the local bar appointed by the Board of Supervisors. The Trustees serve without compensation and meet monthly. The Law Library’s administrative officer is the Library Executive Director and is directly responsible to report to the Law Library’s Board of Trustees. The Library Executive Director also serves as Secretary of the Board.

The Library presently operates and maintains a central library in downtown Los Angeles, four (4) branches and four (4) public library partnerships throughout the County of Los Angeles. The Law Library provides books, online resources and other reference materials for use by judges and attorneys and is open to the public.

The accompanying financial statements reflect the Law Library’s financial activities. The Law Library has no component units.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Law Library’s financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental agencies. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The Law Library’s more significant accounting policies are described below.

Basis of Accounting and Measurement Focus

The Law Library is considered an enterprise fund for financial reporting purposes. The accompanying financial statements have been prepared using the total economic measurement focus and the accrual basis of accounting. Under this basis of accounting and measurement focus, revenues are recognized when they are earned and expenses are recognized when they are incurred.

LOS ANGELES COUNTY LAW LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The Law Library implemented the provisions of GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements* (effective July 1, 2013) incorporates into the GASB's accounting and financial reporting that is included in the FASB Statements and Interpretations, APB Opinions and Research Bulletins, which do not conflict with or contradict GASB statements, which were issued on or before November 30, 1989. The adoption of GASB 62 did not have a material impact on the Law Library's basic financial statements.

The Law Library's financial statements are presented in accordance with the provisions of Governmental Accounting Standards Board Statement No. 63 *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources and Net Position*. Statement No. 63 established standards for external financial reporting for all state and local government entities. It requires the classification of net position into three components – invested in capital assets, restricted, and unrestricted. These classifications are defined as follows:

- *Invested in capital assets* – This component of net position consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt also should be included in this component of net assets. If there are significant unspent related debt proceeds or deferred inflows of resources at the end of the reporting period, the portion of the debt or deferred inflows of resources attributable to the unspent amount should not be included in the calculation of invested in capital assets. Instead, that portion of the debt or deferred inflow of resources should be included in the same net position component (restricted or unrestricted) as the unspent amounts.
- *Restricted* – This component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Generally, a liability relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability or if the liability will be liquidated with the restricted assets reported.
- *Unrestricted* – This component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

LOS ANGELES COUNTY LAW LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash and Cash Equivalents

For purposes of the statement of cash flows, cash and cash equivalents have been defined as deposits and highly liquid investments with maturity of 90 days or less at the date of purchase. As of June 30, 2014, cash and cash equivalents consist of:

Cash and cash equivalents	\$	3,533,474
Restricted cash and cash equivalents		2,343,627
		5,877,101

Capital Assets and Depreciation

Capital assets are recorded at cost. Assets, other than books and reference materials, with acquisition costs of \$3,000 or more are capitalized. Books and reference materials are capitalized regardless of the amount.

The provision for depreciation is computed using the straight-line method over the estimated service lives of the capital assets. Estimated service lives for the Law Library’s capital assets are as follows:

Books and reference materials	10 years
Computer equipment	4 years
Furniture, fixtures and other equipment	4-7 years
Interior building improvements	15 years
Exterior building improvements	15 – 50 years

Revenue Recognition

The Law Library’s revenues are recognized on an accrual basis. However, amounts collected from borrowers representing security deposits for their library privileges are reported in the accompanying financial statements as Borrower Deposits.

The Law Library derives its income primarily from a portion of the filing fee charged to parties engaged in civil litigation in the Superior Court of California County of Los Angeles.

Operating Revenues and Non-Operating Revenues

Operating revenues are those revenues that are generated directly from activities of the Law Library. Non-operating revenues are related to investment earnings.

LOS ANGELES COUNTY LAW LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

NOTE 3 – CASH AND CASH EQUIVALENTS AND INVESTMENTS

As of June 30, 2014, cash and cash equivalents and investments are composed of:

<u>Cash and cash equivalents:</u>		
Local Agency Investment Fund	\$ 1,339,445	
Cash deposited with County Treasurer	1,994,542	
Cash on hand and in bank	199,487	
Restricted deposits	<u>2,343,627</u>	5,877,101
<u>Investments:</u>		
Money market	2,001,770	
Government Securities	<u>1,995,668</u>	<u>3,997,438</u>
Total		<u><u>\$ 9,874,539</u></u>

The Law Library is a voluntary participant in the Local Agency Investment Fund (LAIF), a special fund regulated by the California State Treasury through which each city, district or agency may invest up to \$40 million. As of June 30, 2014, the total market value of LAIF, including accrued interest was approximately \$64.9 billion. The Law Library's proportionate share of that value is \$1.3 million. Investments in LAIF are highly liquid, as deposits can be converted to cash within twenty four (24) hours without loss of interest.

In accordance with the Government Code, cash balances of the Law Library are deposited with the County's investment pool and invested by the Los Angeles County Treasurer for the purpose of increasing interest earnings through investments activities. Interest earned on pooled investments is deposited to participating funds based upon each fund's average daily balance during the allocation period.

Statutes authorize the County of Los Angeles to invest pooled investments in obligations of the United States Treasury, federal agencies, municipalities, commercial paper rated A-1 by Standard and Poor's Corporation and P-1 by Moody's Commercial Paper Record, bankers' acceptances, negotiable certificates of deposit, floating rate notes, repurchase agreements and reverse repurchase agreements.

LOS ANGELES COUNTY LAW LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 3 – CASH AND CASH EQUIVALENTS AND INVESTMENTS (Continued)

Funds deposited in the Los Angeles County Treasury Pool amounted to \$1,994,240 as of June 30, 2014. Of these amounts, \$302,980 represents restricted cash and cash equivalents relating to deposits received by members of their library privileges.

All investments are stated at fair value. Net changes in the fair value of investments are reflected as non-operating revenue in the Statement of Revenues, Expenses and Change in Net Position.

Risk

In accordance with GASB Statement No. 40, “*Deposit and Risk Disclosure – an Amendment of GASB Statement No.3,*” certain required disclosures regarding investment policies and practices with respect to the risk associated with their credit risk, concentration of credit risk, custodial credit risk and interest rate risk are discussed in the following paragraphs:

Interest Rate Risk

Interest rate risk, as defined under Governmental Accounting Standards Board (GASB) Statement No. 40, is the risk that changes in interest rates will adversely affect the fair value of an investment. As of June 30, 2014, the Law Library’s funds are held as short-term deposits.

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Included in the LAIF investments are certain derivative securities, or similar products, such as asset-backed securities totaling \$1.2 billion. LAIF’s (and the Law Library’s) exposure to risk (credit, market or legal) is not currently available.

Concentration of Credit Risk

Under GASB Statement No. 40, concentration of credit risk is the risk of loss attributable to the magnitude of the Law Library’s investment in a single issuer. As of June 30, 2014, the Law Library is not exposed to concentration of credit risk.

Custodial Credit Risk

GASB Statement No. 40 defines custodial credit risk as the risk that the Law Library will not be able to (a) recover deposits if the depository financial institution fails, or (b) recover the value of investments or collateral securities that are in the possession of an outside party.

LOS ANGELES COUNTY LAW LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 3 – CASH AND CASH EQUIVALENTS AND INVESTMENTS (Continued)

The California Government Code requires California banks and savings and loan associations to secure a local government agency's (agency) deposit by pledging government securities as collateral. The market value of pledged securities must equal at least 110% of an agency's deposits. California law also allows financial institutions to secure an agency's deposit by pledging first trust deed mortgage notes having a value of 150% of an agency's total deposits.

The agency may waive collateral requirements for deposits, which are fully insured up to \$250,000 by the Federal Deposit Insurance Corporation.

Deposits are exposed to custodial credit risk if they are uninsured and are either:

- a. Uncollateralized.
- b. Collateralized with securities held by the pledging financial institution, or by its trust department or agent but not in the depositor-government's name.

As of June 30, 2014, the Law Library was not exposed to custodial credit risk.

NOTE 4 – TRUST DEPOSIT

The trust deposit represents the initial \$2 million contributions of the Library to the California Employer Retirement Benefit Trust (CERBT) prefunding plan for the purpose of prefunding its other post-employment benefits (OPEB) liability and the net investment earning of such amount. The trust deposit is restricted solely to pay for other post-employment benefits of the Law Library's employees.

LOS ANGELES COUNTY LAW LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 5 – CAPITAL ASSETS

The investment in capital assets consists of the following:

	Balance June 30, 2013	Acquisition	Deletions	Balance June 30, 2014
Capital assets, not being depreciated:				
Land	\$ 580,333	\$ -	\$ -	\$ 580,333
Total capital assets, not being depreciated	580,333	-	-	580,333
Capital assets, being depreciated and amortized:				
Building and improvements	12,105,669	27,354	-	12,133,023
Books and reference materials	44,799,462	3,025,719	(531,623)	47,293,558
Furniture, fixtures and other equipment	2,010,429	-	-	2,010,429
Computer equipment and software	707,559	41,269	-	748,828
Total capital assets, being depreciated and amortized	59,623,119	3,094,342	(531,622)	62,185,838
Accumulated depreciation and amortization	(36,160,577)	345,215	(3,266,848)	(39,082,210)
Capital assets being depreciated and amortized, net	23,462,542	3,439,557	(3,798,470)	23,103,628
Total capital assets, net	\$ 24,042,875	\$ 3,439,557	\$ (3,798,470)	\$ 23,683,961

NOTE 6 – RETIREMENT PLAN

The Law Library and its eligible employees contribute to the California Public Employees Retirement System (CalPERS), an agent multi-employer public employee retirement system. CalPERS provide retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. CalPERS act as a common investment and administrative agent for the participating public entities within the State of California. Benefits provisions and all other requirements are established by State statutes within the Public Employee's Retirement Law. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office at 400 P Street, Sacramento, CA 95814.

Classic participants (defined as eligible participants prior to January 1, 2013) are required to contribute 8% of their annual covered salary. New participants (defined as eligible employees brought into CalPERS membership for the first time on or after January 1, 2013) contribute at least half the normal cost rate as determined by CalPERS. The Law Library contributes the remaining amounts necessary to fund the benefits for its employees, using the actuarial basis adopted by the CalPERS Board of Administration. For Fiscal Year 2014, the Law Library incurred \$285,279 in pension cost and was required to make \$226,902 in pension contributions as determined by the June 30, 2012 actuarial valuation.

LOS ANGELES COUNTY LAW LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 6 – RETIREMENT PLAN (Continued)

The following is a summary of the actuarial assumptions and methods:

Actuarial Cost Method	Entry Age Normal Cost Method
Amortization Method	Level Percent of Payroll
Average Remaining Period	19 Years as of the Valuation Date
Asset Valuation Method	15 Year Smoothed Market
Actuarial Assumptions	
Investment Rate of Return	7.50% (net of administrative expenses)
Projected Salary Increases	3.30% to 14.20% depending on Age, Service and type of employment
Inflation	2.75%
Payroll Growth	3.00%
Individual Salary Growth	A merit scale varying by duration of employment coupled with an assumed annual inflation growth of 2.75% and an annual production growth of 0.25%.

Three-Year Trend Information for CalPERS

Fiscal Year	Annual Pension Cost (ARC*)	Percentage of ARC* Contributed	Net Pension Obligation
June 30, 2012	161,239	97.3%	4,359
June 30, 2013	120,678	97.6%	2,913
June 30, 2014	226,902	125.7%	(58,377)

* Annual Required Contribution

Required Supplementary Information

The Schedule of Funding Progress below shows the recent history of the risk pool's actuarial value of assets, accrued liability, their relationship, and the relationship of the unfunded liability (UL) to payroll.

Actuarial Valuation Date	Accrued Liabilities (A)	Actuarial Value of Assets (B)	Unfunded Liabilities (UL) [(B)-(A)] (C)	Funded Ratio [(B)/(A)] (D)	Annual Covered Payroll (E)	UL As a % of Payroll [(C)/(E)] (F)
June 30, 2008	1,537,909,933	1,337,707,835	200,202,098	87.0%	333,307,600	60.1%
June 30, 2009	1,834,424,640	1,493,430,831	340,993,809	81.4%	355,150,151	96.0%
June 30, 2010	1,972,910,641	1,603,482,152	369,428,489	81.3%	352,637,380	104.8%
June 30, 2011	2,135,350,204	1,724,200,585	411,149,619	80.8%	350,121,750	117.4%
June 30, 2012	2,254,622,362	1,837,489,422	417,132,940	81.5%	339,228,272	123.0%

LOS ANGELES COUNTY LAW LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 7 – OTHER POST EMPLOYMENT BENEFITS (OPEB)

Plan Description. The Library offers medical and dental insurance to eligible retirees and their spouses. CalPERS and Guardian, single-employer defined benefit plans, administer the Library’s medical and dental plans, respectively. The Library’s Board of Trustees has the authority to establish and amend benefit provisions for its employees. CalPERS and Guardian issue publicly available annual financial reports that include financial statements and required supplementary information for their benefit plans. Those reports may be obtained through their websites at www.calpers.ca.gov and www.guardianlife.com.

Funding Policy. The contribution requirements of plan members and the Library are established and may be amended by the Board of Trustees. The required contribution is based on projected pay-as-you-go financing requirements. For fiscal year 2014, the Library contributed \$2,187,557 to the plan for current premiums of \$187,557 and \$2,000,000 to the CERBT.

Annual OPEB Cost and Net OPEB Obligation. The Library’s annual other post-employment benefit (OPEB) cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The following table shows the components of the Library’s annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Library’s net OPEB obligation to CalPERS (dollar amounts in thousands):

Annual required contribution	\$	265,491
Interest on net OPEB obligation		117,515
Adjustment to annual required contribution		(136,793)
Annual OPEB cost (expense)		246,213
Contributions made		(187,557)
Increase in net OPEB obligation		58,656
Net OPEB obligation—beginning of year		1,740,966
Net OPEB obligation—end of year		<u>\$1,799,622</u>

LOS ANGELES COUNTY LAW LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 7 – OTHER POST EMPLOYMENT BENEFITS (OPEB) - (Continued)

The Library’s annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for fiscal year 2014 and the two preceding fiscal years were as follow:

Fiscal Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
6/30/2012	\$482,173	33.0%	1,448,988
6/30/2013	\$483,804	39.6%	1,740,966
6/30/2014	\$246,213	13.7%	1,799,622

Funded Status and Funding Progress. As of June 30, 2014, the most recent actuarial valuation date, the plan was unfunded. The actuarial accrued liability for benefits was \$3,770,557 of which \$2,000,000 was funded. The covered payroll (annual payroll of active employees covered by the plan) was \$2,525,670 (Pension) and the ratio of the UAAL to the covered payroll was 70.1%.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) -- Entry Age (b)	Unfunded AAL (UAAL) (b - a)	Funded Ratio (a / b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a) / c)
6/30/2012	\$ -	\$ 4,747,302	\$ 4,747,302	0%	\$ 3,120,438	152%
6/30/2013	-	4,747,302	4,747,302	0%	2,873,367	165%
6/30/2014	2,000,000	3,770,557	1,770,557	53.0%	2,525,670	70.1%

LOS ANGELES COUNTY LAW LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 7 – OTHER POST EMPLOYMENT BENEFITS (OPEB) – (Continued)

Actuarial Methods and Assumptions. Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the June 30, 2014, actuarial valuation, the entry age actuarial cost method was used. The actuarial assumptions included a 6.75 percent investment rate of return (net of administrative expenses), which is a blended rate of the expected long-term investment returns on plan assets and on the employer's own investments calculated based on the funded level of the plan at the valuation date, and an annual healthcare cost trend rate of 4 percent. Both the interest and trend rates included a 2.75% inflation assumption. The Initial UAAL is being amortized as a level percentage of projected payroll on a 30 year closed basis. Actuarial gains/losses and other sources of AAL are being amortized as a level percentage of projected payroll on a 30 year closed basis.

NOTE 8 – RARE BOOK COLLECTION

Prior to Fiscal Year 2009, the rare book collection was recorded at their 1986 appraisal value of \$1,555,988. The rare book collection consists of historical law books either purchased or collected between 1891 (the year when the Law Library was established) and the 1960's. The Law Library did not retain records that identify each title, the date and acquisition cost of these books. Because the rare book collection is stated at 1986 appraisal values and not at acquisition cost, it does not conform to generally accepted accounting principles. Beginning in Fiscal Year 2009, the Law Library decided to remove the rare book collection from its financial statements.

On March 31, 2014 and June 26, 2014, respectively, the Library sold some of its rare books through an auction. The total amount generated from the auction was \$671,129.

LOS ANGELES COUNTY LAW LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 9 – PRIOR PERIOD ADJUSTMENT

The beginning balances of the net position have been restated to reflect the following adjustments.

Net position at beginning of year	\$ 32,101,034
Prior-period adjustments:	
To accrue Law Library website subscription that vendor has not yet billed for FY 2009 through FY 2013	(32,690)
To reverse membership fee due to cancelation of membership.	<u>(3,195)</u>
Net position at beginning of year as restated	<u>\$ 32,065,149</u>

NOTE 10 - COMPARATIVE FINANCIAL DATA

The amounts shown for 2013 in the accompanying financial statements are included only to provide a basis for comparison with 2014 and are not intended to present all information necessary for a fair presentation in accordance with generally accepted accounting principles.

NOTE 11 – CONTINGENT LIABILITIES

The Law Library is aware of potential claims that may be filed against them. The outcome of these matters is not presently determinable, but the resolution of these matters is not expected to have a significant impact on the financial condition of the Law Library.

NOTE 12 – SUBSEQUENT EVENTS

In preparing these financial statements, the Law Library has evaluated events and transactions for potential recognition or disclosure through September 16, 2014, the date the financial statements were issued.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Trustees of
Los Angeles County Law Library

We have audited the accompanying basic financial statements of the Los Angeles County Law Library ("the Law Library") as of June 30, 2014, and have issued our report thereon dated, September 16, 2014. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Law Library's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Law Library's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Law Library's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations during our audit, we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Law Library's basic financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, and contracts, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Law Library's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Law Library's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Torrance, CA
September 16, 2014

September 16, 2014

To the Board of Trustees of
Los Angeles County Law Library

We have audited the financial statements of the Los Angeles County Law Library (the Law Library) as of and for the year ended June 30, 2014, and have issued our report thereon dated September 16, 2014. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated July 15, 2014, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Law Library solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

There were no findings regarding significant control deficiencies over financial reporting and material noncompliance or other matters noted during our audit.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you on our engagement letter dated July 15, 2014.

Compliance with All Ethics Requirements Regarding Independence

The engagement team and our firm have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Law Library is included in Note 2 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2014. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are depreciation. The provision for depreciation is computed using the straight-line method over the estimated service lives of the capital assets. Estimated service lives for the Law Library's capital assets are as follows:

Books and reference materials	10 years
Computer equipment	4 years
Furniture, fixtures and other equipment	4-7 years
Interior building improvements	15 years
Exterior building improvements	15 – 50 years

We evaluated the key factors and assumptions used to develop estimates and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the Law Library's financial statements relate to Note 8, Rare Book Collection.

Prior to Fiscal Year 2009, the rare book collection was recorded at their 1986 appraisal value of \$1,555,988. The rare book collection consists of historical law books either purchased or collected between 1891 (the year when the Law Library was established) and the 1960's. The Law Library did not retain records that identify each title, the date and acquisition cost of these books. Because the rare book collection is stated at 1986 appraisal values and not at acquisition cost, it does not conform to generally accepted accounting principles. Beginning in Fiscal Year 2009, the Law Library decided to remove the rare book collection from its financial statements.

On March 31, 2014 and June 26, 2014, respectively, the Library sold some of its rare books through an auction. The total amount generated from the auction was \$671,129.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. There are no uncorrected misstatements relating to the Law Library.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Law Library's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter dated September 16, 2014.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Findings or Issues

In the normal course of our professional association with the Law Library, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Law Library's auditors.

This report is intended for the information and use of the Board of Trustees, management, others within the Law Library, and the Los Angeles County Board of Supervisors, and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

MEMORANDUM

DATE: November 18, 2014

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Approval of Participation in Incubator Consortium State Bar Grant Application

INTRODUCTION AND BACKGROUND

Modest means and incubator projects are part of a national movement intended to connect practical training for new lawyers with providing excellent and affordable legal assistance to low- and moderate-income clients on a range of topics. The California Commission on Access to Justice has been promoting discussion and innovation in the area of modest means representation and particularly, incubator projects. The commission's encouragement of incubator development has included regional meetings and presentations and currently, the opportunity for seed grants to applicants that propose the best projects.

Specifically, the State Bar of California and the California Commission on Access to Justice invited legal services programs, bar associations, law schools, lawyer referral services, and other not for profit entities in California that will provide legal services to people of low and moderate means to apply for a State Bar of California Modest Means/Incubator Project grant.

New solos are equipped with a wide body of legal knowledge, but usually lack both the practical experience to effectively represent clients and the business experience to successfully open and operate their own firm. An incubator program bridges this knowledge gap by offering practical training and supervision as the new solos work on pro bono and private cases. In an effort to avoid the redundancies associated with multiple incubator programs, numerous agencies within Los Angeles County have been working together to try to create a single comprehensive incubator that will both reduce costs by pooling the resources from participating institutions and create a sustainable model.

A very exciting collaboration of law schools, a lawyer referral service, and several legal aid providers has developed in Los Angeles County. LA Law Library was asked to participate by providing resources and support. Accordingly, Library staff have been participating in the discussion from the very early stages.

The law schools and their partners are now poised to submit a proposal for grant funding and seek a commitment from LA Law Library as to the support it will provide. Although the services and resources the Library will provide are very similar to other services already provided by the Library, Staff is presenting the concept for Board review and approval both to confirm support and to share an exciting prospect and opportunity.



THE PROPOSAL

Southwestern, Pepperdine & UCLA Law Schools are applying for funding to develop the LA Attorney Incubator Consortium (formal name has not been designated yet). Key participants in the program are: LA Law Library, Bet Tzedek, Legal Aid Society of Orange County, Legal Aid Foundation of Los Angeles, Public Counsel & Neighborhood Legal Services of Los Angeles. These participants share common strategic goals to provide access to justice for low-income and modest means individuals in greater Los Angeles, assist attorneys who are interested in serving those individuals and develop models to provide representation to those who might otherwise not be able to afford or locate it.

The pilot program plans to help launch 12-15 newly-admitted lawyers into their own for-profit or nonprofit law practices. Each school will select 4-5 recent graduates with a strong commitment to public service and serving modest income clients. The program will begin with intensive training and mentoring of new lawyers to launch their law practices over a period of 12 months, followed by the opportunity (for those who are ready) to participate in a modest means referral panel (hosted by LASOC's existing referral service). Program participants will be mentored and supported for another two years after the first year of intensive training. The program participants will assist in providing pro bono services through participant legal services organizations who have existing training and supervisory programs for pro bono attorneys. More experienced senior attorneys and retired judicial officers will provide supervision.

The Law Library would be instrumental in training and providing resources to the incubator participants, including CLE programming, access to research tools, professional librarian mentor support and public-facing experiential learning opportunities. **The specifics of the Law Library's role and participation are described in the attached Table.** The incubator program will subsidize 50% of the cost of the Library's bronze level Members Program for incubator participants and the participating law schools will also inform other graduates (not in the incubator) about the Law Library Membership Program.

After the initial pilot period, it is anticipated that the revenue from the referral service, combined with the contributions from participating law schools will fund the continuation of the program.

Of course, the Law Library will not provide legal advice or representation or become a joint venturer or partner in the provision of legal advice or representation. Moreover, the Law Library will not provide funding or make any financial commitment to support the project. LA Law Library will do what it does best: provide legal resources, research assistance and continuing education.



Because LA Law Library is already on the front lines of assisting those who cannot afford legal representation but do not qualify for legal aid, Staff understands the desperate need for incubators to develop community-oriented lawyers and expand representation of modest means clients. Thousands of individuals come to LA Law Library each year to obtain research assistance and attend public classes, workshops and clinics designed to help litigants navigate the courts on their own. However, the Library cannot provide legal advice or representation and the need for affordable legal advice far exceeds the resources and availability of affordable representation.

RECOMMENDATION

Staff recommends that the Board affirm the Law Library's participation in this exciting new project, as described in the attached table.



Incubator RFP – LA Law Library Role and Contributions

Year 1

Area	Description
Participation in the library’s Member Program	<ul style="list-style-type: none"> • Unlimited, on site, access to all legal databases in the main library (approximately 28 including Lexis, Westlaw, CEB Onlaw and LALL’s brief bank) • Unlimited remote access to several online legal resources including Fastcase, HeinOnline and SmartRules (aggregates all relevant court rules applicable to a specific filing type and jurisdiction.) www.smartrules.com • Card key access to study area / research tools also conducive as an optional cooperative study environment promoting networking, mentoring and collaboration between new and seasoned practitioners • Borrowing privileges for up to 30 books at a time • Discounted room rentals intended for client or team meetings, conference calls, mediations, settlement conferences, depositions, etc. • 10% discount on extra MCLE programming (beyond 10 hours basic competency training described below) • Free WiFi and access to video conference capability • Access to technology: Computers, copier, printer • COST: \$195 per participant per year (suggest that it be shared between the participant and the incubator); full waiver of security deposit (normally \$140).
Post-Admission Competency Training	<ul style="list-style-type: none"> • Law Library currently offers MCLE programs sufficient to complete the 10 hour TFARR post-admission requirement (see section ‘C’ attached for pre and post admissions requirements approved by the bar; see ‘A’ for the qualifying topics). Topics include “Civil Lawsuit Basics” (a 7 part series; see attached flyer), Advanced Legal Research; Family Law Trial Preparation; and Ethics and Elimination of Bias • Incubator participants would complete their 10 hours requirement on site at the Law Library • COST: Free to incubator participants (Parking: \$8 per vehicle) Value: \$35 per credit hour = \$350 per participant

<p>Legal Research Tools</p>	<ul style="list-style-type: none"> • Access to approximately 1 million equivalent volumes covering virtually every area of law. This collection is the largest law collection (public or private) in the United States outside of the Library of Congress • Print and electronic resources are available in the main library as well as several remote locations throughout the county. eBranch locations in the Norwalk, Torrance, Long Beach and Pomona courthouses provide digital access. Long Beach and Torrance also offer smaller print collections in. Locations in partnership with the Compton branch of the county of Los Angeles Public Libraries, Pasadena Public Library, and Van Nuys branch of the Los Angeles Public Library. • COST: Free
<p>Professional librarian mentor support</p>	<ul style="list-style-type: none"> • Ongoing mentorship, training, and guidance in all practice areas provided by a full time staff of 8 professional law librarians, several with JD's, many with 10 – 20+ years of experience in issue spotting, legal reference, training, client communication skills sets and working with challenging people. • Opportunities to shadow reference librarians • Access to in-house created subject matter resource guides, an opportunity to hone legal research skills through ongoing librarian guided support, and the opportunity to learn practical legal research skills through consistent, real time, exposure to the process • Develop a deeper understanding of legal research tools, including the top practice guides which contain model forms & motions • Obtain in-depth support and training on electronic research tools anytime during open hours • COST: Free
<p>Experiential training through participation in patron-facing & engagement activities</p>	<ul style="list-style-type: none"> • The library responds to upwards of 150 – 200 requests for assistance, daily, either on ground, through online chat, or email. The issues cover the broadest spectrum of a law practice. New lawyers can volunteer and explore career paths while honing legal research skills • The library hosts monthly clinics and workshops including Lawyers in the Library program, an expungement clinic, a name change workshop and a family law trial readiness workshop. • COST: Free

Years 2 & 3

Continued Participation in Members Program	<ul style="list-style-type: none"> • Same services available in year 1 continue, including networking, collaboration & prospective business development through client referrals and opportunities for limited scope representation • Higher levels of Membership include parking and dedicated reference assistance • COST: \$195 per year basic level; \$495 or \$995 per year for higher levels
Continuing Legal Education	<ul style="list-style-type: none"> • Free classes during Law Week and Pro Bono Week. • Option to attend 100's of practice support, bridge and continuing education classes throughout the year (See September, October, November class offerings, attached, as examples) • Nuts and bolts, practice centered, classes taught by experienced staff and outside speakers. (See Civil Lawsuit Basics series flyer attached as example) • NOTE: Also available during Year 1. • COST: 10% discount with Membership
Business development	<ul style="list-style-type: none"> • Opportunity to join the library's panel of general class or MCLE program presenters • COST: Free
Networking	<ul style="list-style-type: none"> • The Law Library as a politically and economically neutral environment, maintains positive, mutually beneficial and productive relationships and partnerships with a wide range of social, government, nonprofit and legal aid organizations throughout the county • Incubator participants will have the opportunity to participate in the Library's networking events • COST: Free
Alumni consortia	<ul style="list-style-type: none"> • The library offers a central meeting space for new lawyer apprenticeship graduates to meet regularly with one another and also new/incoming participants in the Members Program • COST: Members Study – Free; Training Center - 50% discount

MEMORANDUM

DATE: November 18, 2014

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Health Resolution Amendment for 2015

SUMMARY

This recommends that the Board adopt the attached resolution authorizing CalPERS to charge eligible retirees the appropriate share of health insurance premiums.

BACKGROUND

The current Memorandum of Understanding (MOU) between the Law Library and the SEIU obligates the Law Library to pay a share of the cost of health insurance for eligible represented employees and their dependents and for eligible retired employees who were represented prior to retirement and their dependents. The MOU limits the Law Library's contribution to a maximum amount indexed to the rates that were in effect on 1/1/11 for CalPERS' highest cost LA Region HMO, adjusted for annual increases. In late 2013, the Board extended this cap on premiums to unrepresented employees, which included senior management, retired employees and their dependents. Each year, as the cap is adjusted based upon new premium rates, we must submit a revised resolution to CalPERS.

RESOLUTION

The attached resolution implements the cap approved by the Board as it applies to eligible employees and retirees by informing CalPERS about the maximum amount the Law Library will pay in 2015 for health insurance on behalf of eligible employees, retirees and their dependents.

Staff has confirmed that this resolution complies with applicable provisions of Cal. Government Code Sections 7507 and 22892(b)(1) as set forth in the resolution.

RECOMMENDATION

Staff recommends that the Board adopt the attached resolution for health insurance premiums that will take effect on January 1, 2015.



**RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

WHEREAS, (1) Government Code Section 22892(a) provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and

WHEREAS, (2) Los Angeles County Law Library is a local agency contracting under the Act; now, therefore be it

RESOLVED, (a) That the employer's contribution for each employee or annuitant shall be up to a maximum of:

Code	Bargaining Unit	Contribution Per Month	
701 & 702	Unrepresented Employees and Represented Employees	See Table Below:	
		Party Rate	Employer Contribution
BASIC			
	Employee only	1	\$507.40
	Employee & 1 dependent	2	\$766.34
	Employee & 2+ dependents	3	\$921.70
SUPPLEMENTAL			
	Employee only	4	\$507.40
	Employee & 1 dependent	5	\$766.34
	Employee & 2+ dependents	6	\$921.70
COMBINATION (Basic & Supplemental)			
	Employee (S) & 1 dependent (B)	7	\$766.34
	Employee (S) & 2+ dependents (B)	8	\$921.70
	Employee with 1 dep. (S) & 1+ deps. (B)	9	\$921.70
	Employee (B) & 1 dependent (S)	10	\$766.34
	Employee (B) & 2+ dependents (S)	11	\$921.70
	Employee with 1 dep. (B) & 1+ deps. (S)	12	\$921.70

Plus administrative fees and Contingency Fund Assessments; and be it further

RESOLVED, (b) That Los Angeles County Law Library has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

Adopted at a regular/special meeting of the Los Angeles County Law Library's Board of Trustees at Los Angeles, California this 18th day of November 2014.

Signed:

Honorable Mark Juhas
Vice-President & Presiding Officer

Attest:

Sandra J. Levin
Executive Director

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 FY2014-15 Quarterly Budget Review.
- 4.2 Pro Bono Week 2014 After-Report.
- 4.3 Educational Programs Update on Local High School Outreach Programming.

MEMORANDUM

DATE: November 18, 2014

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
John F. Kohl, Finance Director

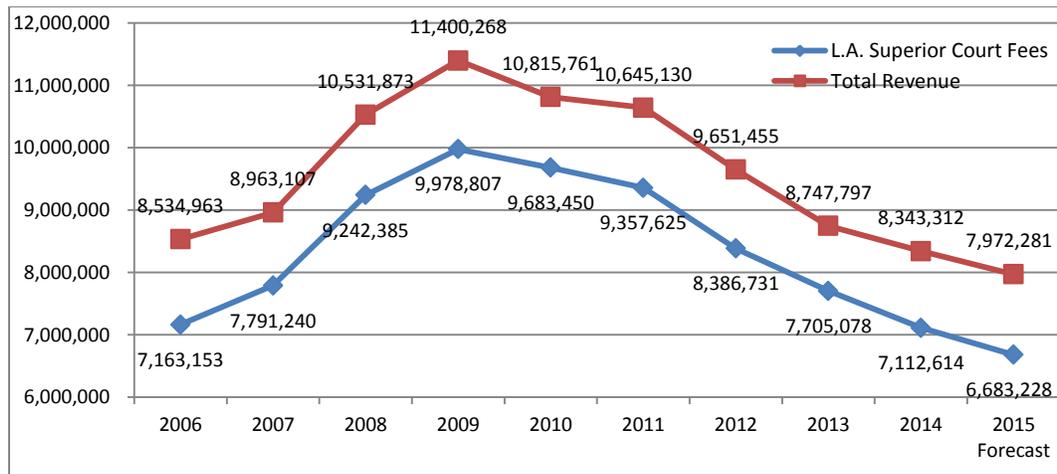
RE: FY 2015 Financial Forecast

SUMMARY

Attached is the revised financial forecast for the current fiscal year. The continuing slide in civil filing fee revenue (projected at \$258.7K below budget) will produce a net operating loss of \$774.1K, despite cost conservation efforts. Further efforts are being made to curtail expenses and increase revenue. Although a deficit budget is less than ideal, the Board previously approved the use of reserves to fund the deficit position over the next 2 fiscal years (not to exceed \$1M) while work continues to try to reach a balanced budget. This quarterly report is intended to provide a first look at the financial picture for the current fiscal year. No action is required at this time.

REVENUE

Civil filing fees continue to drop. Based on fees filed through September 30, 2014, Staff projects filing fees will drop 3.7% below budget and 6.0% below FY2014. If our projections are correct, fees would fall below the amount collected in FY2006 when expenses were \$2.2 million below the current level.



On the positive side parking and library services income have increased and are projected to be 35.3% and .7% **above** budget respectively. Although interest income will decrease 12.8% below budget due to anticipated lower rates, it is still projected to be well ahead of last fiscal year by year-end.

EXPENSES AND NET INCOME

Ordinary operating expenses will be .2% below the already-aggressive budget as a result of savings from facilities (insurance), depreciation expense and renegotiated vendor agreements. Nonetheless, the savings will be insufficient to offset the revenue decline. Furlough savings will continue for the remainder of FY 2015 and are reflected in the current budget and forecast. It is important to note that comparing depreciation (a “paper” expense) and collection expense (the corresponding “cash” expense), \$500K in positive cash flow is derived which reduces the impact of the projected \$774,112 loss.

NEXT STEPS

Staff will continue to provide quarterly updates and will propose any needed course corrections at the mid-year review. Staff also requests that the current year budget committee convene in April to discuss the midyear review and proposed corrections prior to presentation to the Board.

RECOMMENDATION

Staff recommends that the Board ask any questions, discuss and provide further direction, as desired.



**Los Angeles Law Library
FY 2014-15 Forecast**

FY 2013-14	FY 2014-15 Forecast									Comments
	Actual	Jul - Sept Budget	Jul - Sept Actual	Jul -Sept Budget - Actual Diff	Oct - Jun Projected	FY Total Budget	FY Total Projected	\$ Fav (Unf)	% Fav (Unf)	
Summary:										
Income										
L.A. Superior Court Fees	7,112,614	1,869,879	1,722,627	(147,252)	4,960,601	6,941,911	6,683,228	(258,683)	-3.7%	
Interest	51,601	36,026	(43,397)	(79,423)	247,701	234,305	204,305	(30,000)	-12.8%	
UBS (Zero Coupon Treasury)	(2,617)	1,250	(3,020)	(4,270)	3,020	0	0	0	0.0%	
Parking	618,386	132,500	169,337	36,837	547,980	530,000	717,317	187,317	35.3%	
Library Services	459,060	59,752	166,681	106,929	200,750	364,850	367,431	2,581	0.7%	
Total Income	8,239,044	2,099,408	2,012,229	(87,179)	5,960,052	8,071,066	7,972,281	(98,785)	-1.2%	
Expense										
Staff	4,105,616	1,007,178	990,953	16,225	3,279,350	4,258,871	4,270,303	(11,432)	-0.3%	
Library Materials	3,025,717	584,026	540,421	43,605	2,265,515	2,845,938	2,805,938	40,000	1.4%	
Library Materials Transferred to Assets	(3,025,717)	(584,026)	(540,421)	(43,605)	(2,265,515)	(2,845,938)	(2,805,938)	(40,000)	1.4%	
Facilities	800,084	212,497	205,911	6,586	635,752	865,423	841,663	23,760	2.7%	
Technology	113,847	31,798	23,782	8,016	107,976	131,759	131,759	0	0.0%	
General	68,276	20,461	13,028	7,433	62,934	74,064	75,961	(1,897)	-2.6%	
Professional Development	16,759	3,874	5,787	(1,913)	12,151	17,937	17,937	0	0.0%	
Communications & Marketing	9,587	3,555	244	3,311	11,176	11,420	11,420	0	0.0%	
Travel & Entertainment	1,827	950	467	483	3,300	3,755	3,767	(12)	-0.3%	
Professional Services	36,593	20,499	14,688	5,812	52,308	66,996	66,996	0	0.0%	
Depreciation	3,266,849	831,114	830,978	136	2,495,610	3,330,588	3,326,588	4,000	0.1%	
Total Expenses	8,419,438	2,131,926	2,085,836	46,090	6,660,557	8,760,813	8,746,393	14,420	0.2%	
Net Income	(180,394)	(16,769)	(73,607)	(56,838)	(700,505)	(689,747)	(774,112)	(84,365)	12.2%	
Extraordinary Income	711,775	0	0	0	0	0	0	0	0.0%	
Extraordinary Expense	279,570	0	0	0	0	0	0	0	0.0%	
Net Income Including Extraordinary Items	251,811	(16,769)	(73,607)	(56,838)	(700,505)	(689,747)	(774,112)	(84,365)	12.2%	
Capitalized Expenditures	65,523	128,000	44,374	83,626	770,626	815,000	815,000	0	0.0%	

**Los Angeles Law Library
FY 2014-15 Forecast**

	FY 2013-14	FY 2014-15 Forecast								Comments
	Actual	Jul - Sept Budget	Jul - Sept Actual	Jul -Sept Budget - Actual Diff	Oct - Jun Projected	FY Total Budget	FY Total Projected	\$ Fav (Unf)	% Fav (Unf)	
Detailed Budget:										
Income:										
303300 L.A. Superior Court Fees	7,112,614	1,869,879	1,722,627	(147,252)	4,960,601	6,941,911	6,683,228	(258,683)	-3.7%	LA Superior Court fees continue declining even more than budgeted and are projected to do so for the rest of the year but at a slower rate.
Interest:	0	0	0	0	0	0	0	0	0.0%	
311000 Interest - LAIF	3,226	0	0	0	3,000	3,000	3,000	0	0.0%	
312000 Interest - General Fund	46,507	3,088	3,428	340	8,922	12,350	12,350	(0)	0.0%	
313000 Interest - Deposit Fund	1,813	439	540	101	1,215	1,755	1,755	(0)	0.0%	
313100 Interest - CalPERS CERBT	0	32,500	(47,472)	(79,972)	147,472	130,000	100,000	(30,000)	-23.1%	5% expected return vs. 6.5% budgeted based upon CalPERS projections; still improved over LAIF or County Pool .7% return.
313200 Interest - Bonds	55	0	108	108	87,092	87,200	87,200	0	0.0%	Projected gain is fixed at maturity; may not be realized until following fiscal year.
Subtotal	51,601	36,026	(43,397)	(79,423)	247,701	234,305	204,305	(30,000)	-12.8%	
Unrealized Invest. Gain/Loss				0				0	0.0%	
321000 UBS (Zero Coupon Treasury)	(2,617)	1,250	(3,020)	(4,270)	3,020	0	0	0	0.0%	Value at maturity is fixed.
Parking:				0				0	0.0%	
330100 Parking	618,386	131,250	169,337	38,087	547,980	525,000	717,317	192,317	36.6%	October was the Library's best month with an increase in event parking. This trend is expected to continue through the remainder of the FY 2015.
330105 Valet Parking	0	1,250	0	(1,250)	0	5,000	0	(5,000)	-100.0%	Event parking included in general parking revenue due to change in vendor reporting practices.
Subtotal	618,386	132,500	169,337	36,837	547,980	530,000	717,317	187,317	35.3%	
Library Services/Other:				0				0	0.0%	
330150 Annual Borrowing Fee	4,095	0	1,365	1,365	0	0	1,365	1,365	0.0%	
330340 Course Registration	27,234	7,050	7,255	205	17,095	24,350	24,350	0	0.0%	Partially offset by course registration expense.
330129 Copy Center	67,035	15,000	16,839	1,839	43,161	60,000	60,000	0	0.0%	
330205 Document Delivery	29,114	6,300	5,821	(479)	19,379	25,200	25,200	0	0.0%	
330210 Fines	49,523	11,250	9,997	(1,253)	35,003	45,000	45,000	0	0.0%	
330310 Miscellaneous	88,255	900	27,069	26,169	631	13,300	27,700	14,400	108.3%	\$14,398 from CalPERS in Medicare Retirees Subsidy Funds for Medicare Part D.
330330 Room Rental	24,433	8,250	9,195	945	33,805	33,000	43,000	10,000	30.3%	Receipt of \$10,000 in October which offsets expense
330350 Book Replacement	6,296	750	738	(12)	2,262	3,000	3,000	0	0.0%	
330360 Forfeited Deposits	13,495	0	0	0	0	0	0	0	0.0%	
330400 Friends of Law Library	134,961	0	85,000	85,000	35,000	120,000	120,000	0	0.0%	Expect to receive the remaining \$35,000 budgeted.
330420 Grants	0	0	0	0	0	0	0	0	0.0%	
330450 Vending	3,985	1,000	1,327	327	666	4,000	1,993	(2,007)	-50.2%	Anticipate eliminating current subsidy of snack vending.
330465 Special Events Income	10,634	9,252	2,075	(7,177)	13,748	37,000	15,823	(21,177)	-57.2%	Special events income (and expense) expected to be less than budgeted due to fewer events.
Subtotal	459,060	59,752	166,681	106,929	200,750	364,850	367,431	2,581	0.7%	
Total Income	8,239,044	2,116,408	2,012,229	(104,179)	5,960,052	8,071,066	7,972,281	(98,785)	-1.2%	
Expenses:										
Staff:										
501000 Salaries (benefits eligible)	2,525,670	586,375	574,909	11,467	1,939,466	2,514,375	2,514,375	0	0.0%	
501025 Staff Vacancy Offset (Ben. Eligible)	0	(11,728)	0	(11,728)	(50,288)	(50,288)	(50,288)	0	0.0%	Included in Salaries (benefit eligible) actuals.
501050 Salaries (benefits ineligible)	311,014	72,897	62,811	10,086	239,802	302,613	302,613	0	0.0%	
501075 Staff Vacancy Offset (Ben. Ineligible)	0	(962)	0	(962)	(3,994)	(3,994)	(3,994)	0	0.0%	Included in Salaries (benefit ineligible) actuals.
502000 Social Security	166,102	40,875	38,471	2,404	136,182	174,653	174,653	0	0.0%	
503000 Medicare	40,273	9,559	9,132	428	31,714	40,846	40,846	0	0.0%	
511000 Retirement	285,279	65,138	64,791	347	217,476	282,267	282,267	0	0.0%	
512000 Health Insurance	499,922	126,748	117,831	8,916	403,421	521,252	521,252	0	0.0%	
513000 Disability Insurance	4,936	1,070	1,280	(210)	3,239	4,519	4,519	0	0.0%	
514000 Dental Insurance	58,368	17,746	17,078	668	56,225	73,303	73,303	0	0.0%	
514500 Vision Insurance	8,304	2,457	2,054	403	7,622	9,676	9,676	0	0.0%	
515000 Life Insurance	1,096	284	331	(47)	951	1,282	1,282	0	0.0%	
515500 Vacancy Benefits Offset	0	(5,278)	0	(5,278)	(22,156)	(22,156)	(22,156)	0	0.0%	Offsets favorable variance in actual benefits accounts due to vacancies.

**Los Angeles Law Library
FY 2014-15 Forecast**

		FY 2013-14	FY 2014-15 Forecast								Comments
		Actual	Jul - Sept Budget	Jul - Sept Actual	Jul -Sept Budget - Actual Diff	Oct - Jun Projected	FY Total Budget	FY Total Projected	\$ Fav (Unf)	% Fav (Unf)	
516000	Workers Compensation Insurance	86,412	20,945	20,945	0	66,822	90,819	87,767	3,052	3.4%	Experience modification reduced from 318% to 283% effective March 1, 2015.
517000	Unemployment Insurance	441	0	0	0	0	0	0	0	0.0%	
514010	Temporary Employment	1,550	4,100	6,283	(2,183)	(383)	5,900	5,900	0	0.0%	
514015	Recruitment	3,424	0	89	(89)	20,395	0	20,484	(20,484)	0.0%	Recruitment for IT Director including possible professional recruiting services.
517500	Accrued Sick Expense	1,834	0	0	0	3,000	3,000	3,000	0	0.0%	Calculated in June 2015. Expect to be close to budget.
518000	Accrued Vacation Expense	18,569	0	0	0	3,000	3,000	3,000	0	0.0%	
518500	OPEB Expense	58,656	69,450	69,450	0	208,354	277,804	277,804	0	0.0%	Projection based on actual usage through Sept. 2014.
518550	TMP	16,356	3,750	2,250	1,500	6,750	15,000	9,000	6,000	40.0%	
518560	Payroll and Benefit Administration	17,410	3,750	3,248	502	11,752	15,000	15,000	0	0.0%	
	Total - Staff	4,105,616	1,007,178	990,953	16,225	3,279,350	4,258,871	4,270,303	(11,432)	-0.3%	
	Library Materials:				0				0	0.0%	
601999	American Continuations	2,214,222	414,265	407,829	6,436	1,736,276	2,144,105	2,144,105	0	0.0%	
602999	American New Orders	71,354	17,743	12,436	5,307	60,982	73,418	73,418	0	0.0%	
609199	Branch Continuations	47,578	11,705	6,494	5,211	40,323	46,817	46,817	0	0.0%	
609299	Branch New Orders	351	252	0	252	999	999	999	0	0.0%	
603999	Commonwealth Continuations	302,020	65,457	43,118	22,339	189,205	272,323	232,323	40,000	14.7%	Favorable contract negotiation with Lexis UK.
604999	Commonwealth New Orders	930	436	87	349	1,645	1,732	1,732	0	0.0%	
605999	Foreign Continuations	209,190	38,225	36,389	1,836	127,008	163,397	163,397	0	0.0%	
606999	Foreign New Orders	11,543	3,713	611	3,102	14,235	14,846	14,846	0	0.0%	
607999	International Continuations	134,552	23,547	27,717	(4,170)	66,466	94,183	94,183	0	0.0%	
608999	International New Orders	6,784	1,241	2,034	(793)	2,915	4,949	4,949	0	0.0%	
609399	General/Librarianship Continuations	25,579	6,948	3,627	3,321	24,163	27,790	27,790	0	0.0%	
609499	General/Librarianship New Orders	1,614	495	81	414	1,298	1,379	1,379	0	0.0%	
	Subtotal	3,025,717	584,026	540,421	43,605	2,265,515	2,845,938	2,805,938	40,000	1.4%	
690000	Library Materials Transferred to Assets	(3,025,717)	(584,026)	(540,421)	(43,605)	(2,265,515)	(2,845,938)	(2,805,938)	(40,000)	1.4%	
	Balance	0	0	0	0	0	0	0	0	0.0%	
	Facilities:				0						
801005	Repair & Maintenance	34,218	8,667	12,116	(3,449)	22,552	34,668	34,668	0	0.0%	Timing of repairs. Expect to be close to budget at year-end.
801010	Building Services	17,439	6,000	3,584	2,416	20,416	24,000	24,000	0	0.0%	
801015	Cleaning Supplies	11,952	3,876	4,057	(181)	11,447	15,504	15,504	0	0.0%	
801020	Electricity & Water	111,021	33,000	34,642	(1,642)	97,358	132,000	132,000	0	0.0%	
801025	Elevator Maintenance	15,476	3,750	8,089	(4,339)	14,911	15,000	23,000	(8,000)	-53.3%	NE Elevator repairs not covered under contract.
801030	Heating & Cooling	30,761	7,125	7,424	(299)	21,693	29,117	29,117	0	0.0%	
801035	Insurance	249,409	68,587	63,213	5,374	187,398	280,664	250,611	30,053	10.7%	Projected 10% increase over FY 2014 forecast per broker. Actual cost for FY 2015 is 2.9% below FY 2014 costs.
801040	Janitorial Services	101,057	26,265	26,618	(353)	78,442	105,060	105,060	0	0.0%	
801045	Landscaping	16,125	3,600	3,150	450	11,250	14,400	14,400	0	0.0%	
801050	Security	168,542	40,500	25,818	14,682	136,182	162,000	162,000	0	0.0%	
801060	Room Rental Expenses	13,021	3,900	12,873	(8,973)	11,700	15,600	24,573	(8,973)	-57.5%	Offset by receipt of \$10,000 in revenue account.
801065	Special Events Expenses	16,023	2,859	947	1,912	7,035	18,662	7,982	10,680	57.2%	Fewer events compared to budget and Pro Bono Week \$4.4K less than planned.
801100	Furniture & Appliances (<3K)	1,866	480	419	61	1,501	1,920	1,920	0	0.0%	
801110	Equipment (<3K)	4,041	900	276	624	3,324	3,600	3,600	0	0.0%	
801115	Building Alterations (<3K)	0	1,125	0	1,125	4,500	4,500	4,500	0	0.0%	
801120	Delivery & Postage	4,370	975	1,019	(44)	2,881	3,900	3,900	0	0.0%	
801125	Kitchen supplies	4,763	888	1,666	(778)	3,162	4,828	4,828	0	0.0%	
	Subtotal	800,084	212,497	205,911	6,586	635,752	865,423	841,663	23,760	2.7%	
	Technology:				0				0	0.0%	
801210	Software Maintenance	0	3,279	3,236	43	12,647	15,883	15,883	0	0.0%	
801212	Hardware Maintenance	0	3,572	2,476	1,096	12,272	14,748	14,748	0	0.0%	
801215	Software (<\$3k)	4,055	6,050	0	6,050	15,000	15,000	15,000	0	0.0%	Timinig of expenditures. Expect to be close to budget by year-end.
801220	Hardware (<\$3k)	8,759	1,000	763	237	3,737	4,500	4,500	0	0.0%	
801225	Computer Supplies	908	400	0	400	1,500	1,500	1,500	0	0.0%	
801230	Integrated Library System	43,549	11,250	11,106	144	33,894	45,000	45,000	0	0.0%	
801235	Telecommunications	29,966	5,747	7,346	(1,599)	21,982	29,328	29,328	0	0.0%	
801245	Tech & Data - Misc	35	0	0	0	800	800	800	0	0.0%	

**Los Angeles Law Library
FY 2014-15 Forecast**

		FY 2013-14	FY 2014-15 Forecast							Comments	
		Actual	Jul - Sept Budget	Jul - Sept Actual	Jul -Sept Budget - Actual Diff	Oct - Jun Projected	FY Total Budget	FY Total Projected	\$ Fav (Unf)		% Fav (Unf)
801250	Services	26,575	500	(1,144)	1,644	6,144	5,000	5,000	0	0.0%	Timing issues. Income received for shred expense with San Diego and Alameda CLLs
	Subtotal	113,847	31,798	23,782	8,016	107,976	131,759	131,759	0	0.0%	
	General:				0				0	0.0%	
801310	Bank Charges	6,965	1,459	1,739	(280)	4,464	6,203	6,203	0	0.0%	
801315	Bibliographical Services	7,482	2,175	1,971	205	7,730	9,700	9,700	0	0.0%	
801320	Binding	0	0	0	0	0	0	0	0	0.0%	
801325	Board Expense	1,190	3,325	1,648	1,677	2,652	4,300	4,300	0	0.0%	
801330	Staff meals & events	2,729	675	332	343	1,783	2,115	2,115	0	0.0%	
801335	Supplies - Office	11,778	5,548	2,858	2,690	8,921	11,779	11,779	0	0.0%	
801337	Supplies - Library materials	9,391	1,309	559	750	9,434	9,993	9,993	0	0.0%	
801340	Stationery, business cards, etc.	821	375	175	200	1,165	1,340	1,340	0	0.0%	
801365	Grant Application Expenses	0	0	0	0	0	0	0	0	0.0%	
801370	Copy Center Expense	26,849	5,460	1,717	3,743	25,964	27,681	27,681	0	0.0%	
801375	General - Misc	1,071	85	96	(11)	657	753	753	0	0.0%	
801390	Course Registration	0	0	1,897	(1,897)	0	0	1,897	(1,897)	0.0%	Parking costs (offset by revenue) and revenue sharing.
801395	Friends of Law Library	0	50	36	14	164	200	200	0	0.1%	
	Subtotal	68,276	20,461	13,028	7,433	62,934	74,064	75,961	(1,897)	-2.6%	
	Professional Development:				0						
803105	Travel	3,891	2,600	2,857	(257)	1,943	4,800	4,800	0	0.0%	
803110	Meals	122	0	0	0	0	0	0	0	0.0%	
803113	Incidental and miscellaneous	1,905	0	0	0	0	0	0	0	0.0%	
803115	Membership dues	7,239	175	1,157	(982)	8,457	9,614	9,614	0	0.0%	Timing of payments vs. budget.
803120	Registration fees	3,602	1,099	1,772	(673)	1,751	3,523	3,523	0	0.0%	3 AALL registrations @ \$549 = \$1,647 vs. budget of \$1,099.
803125	Educational materials	0	0	0	0	0	0	0	0	0.0%	
	Subtotal	16,759	3,874	5,787	(1,913)	12,151	17,937	17,937	0	0.0%	
	Communications & Marketing:				0				0	0.0%	
803205	Services	1,784	650	0	650	2,350	2,350	2,350	0	0.0%	Two postcard campaigns planned.
803210	Collateral materials	978	350	0	350	1,300	1,300	1,300	0	0.0%	
803215	Advertising	5,109	1,700	104	1,596	4,246	4,350	4,350	0	0.0%	
803220	Trade shows & Outreach	1,716	855	140	715	3,280	3,420	3,420	0	0.0%	
	Subtotal	9,587	3,555	244	3,311	11,176	11,420	11,420	0	0.0%	
	Travel & Entertainment				0						
803305	Travel	51	0	12	(12)	0	0	12	(12)	0.0%	
803310	Meals	0	0	0	0	0	0	0	0	0.0%	
803315	Entertainment	0	0	0	0	0	0	0	0	0.0%	
803320	Ground transportation & mileage reimb.	1,776	950	455	495	3,300	3,755	3,755	0	0.0%	
803325	Incidental travel expenses	0	0	0	0	0	0	0	0	0.0%	
	Subtotal	1,827	950	467	483	3,300	3,755	3,767	(12)	-0.3%	
	Professional Services				0						
804005	Accounting	16,560	8,000	8,000	0	9,000	17,000	17,000	0	0.0%	
804008	Consulting Services	15,225	9,999	6,688	3,312	33,308	39,996	39,996	0	0.0%	Timing of payments.
804010	Legal	4,808	2,500	0	2,500	10,000	10,000	10,000	0	0.0%	Timing.
804015	Other	0	0	0	0	0	0	0	0	0.0%	
	Subtotal	36,593	20,499	14,688	5,812	52,308	66,996	66,996	1	0.0%	
	Depreciation:				0						
806105	Depreciation - Library Materials	2,890,614	742,419	739,723	2,696	2,233,267	2,976,990	2,972,990	4,000	0.1%	
806110	Depreciation Exp - FF&E	376,235	88,695	91,255	(2,560)	262,343	353,598	353,598	0	0.0%	
	Subtotal	3,266,849	831,114	830,978	136	2,495,610	3,330,588	3,326,588	4,000	0.1%	
	Total Expense	8,419,438	2,131,926	2,085,836	46,090	6,660,557	8,760,813	8,746,393	14,420	0.2%	
	Net Income Before Extraordinary Items	(180,394)	(16,769)	(73,607)	(56,838)	(700,505)	(689,747)	(774,112)	(84,365)	12.2%	
401000	Extraordinary Income	711,775	0	0	0	0	0	0	0	0.0%	
901000	Extraordinary Expense	279,570	0	0	0	0	0	0	0	0.0%	
999500	Net Income Including Extraordinary Items	251,811	(16,769)	(73,607)	(56,838)	(700,505)	(689,747)	(774,112)	(84,365)	12.2%	
	Capital Expenditures:										
161100	Furniture / Appliances (>3k)	0	17,000	44,374	(27,374)	14,626	59,000	59,000	0	0.0%	Timing of color scanner purchase in Sept. 2014 vs. planned in December 2014.

**Los Angeles Law Library
FY 2014-15 Forecast**

		FY 2013-14	FY 2014-15 Forecast								Comments
		Actual	Jul - Sept Budget	Jul - Sept Actual	Jul -Sept Budget - Actual Diff	Oct - Jun Projected	FY Total Budget	FY Total Projected	\$ Fav (Unf)	% Fav (Unf)	
161300	Electronics / Computer Hardware (>3k)	19,010	11,000	0	11,000	21,000	21,000	21,000	0	0.0%	
164500	Exterior Building Repairs/ Improvements (>3k)	0	40,000	0	40,000	40,000	40,000	40,000	0	0.0%	
164000	Interior Improvements / Alterations (>3k)	24,254	55,000	0	55,000	455,000	455,000	455,000	0	0.0%	Elevators, flooring in stacks, bathroom counters.
168000	Computer Software	22,259	5,000	0	5,000	240,000	240,000	240,000	0	0.0%	Navision and ILS system upgrades and network monitoring system.
Total - Capitalized Expenditures		<u>65,523</u>	<u>128,000</u>	<u>44,374</u>	<u>83,626</u>	<u>770,626</u>	<u>815,000</u>	<u>815,000</u>	<u>0</u>	<u>0.0%</u>	

MEMORANDUM

DATE: November 18, 2014

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Pro Bono Week After-Report

This is an informational item only and no action by the Board is required.

INTRODUCTION AND SUMMARY

As you are aware, as part of the National Pro Bono Celebration, LA Law Library hosted its third annual Pro Bono Week Celebration (October 20-25, 2014). The Law Library offered daily events throughout Pro Bono Week, beginning with an MCLE on ethical considerations in medical-legal partnerships and culminating in a Public Legal Services Fair on Saturday, October 25.

The grand finale to the week-long celebration, the Fair, included more than 55 legal aid organizations, social services, government agencies and community and faith-based groups who hosted clinics or presented information and more than 1,000 members of the public who received those services and information.

In sum, this was a very visible, active and participatory weeklong countywide program that brought new stakeholders to our doors and new opportunities for future partnerships and programming.

The week was an enormous success. This report summarizes the activities and provides some perspective on the week-long effort. Questions and comments from the Board are welcome.

STATISTICS

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

- More than 20 Media Outlets picking up the story;
- More than 25 different events and programs;
- More than 55 service providers participating;
- More than 30 Print and Electronic News articles;
- More than 50 different subject areas covered;
- More than 100 different blogs posted;
- More than 300 online calendars;
- More than 700 registrations for events;
- More than 1000 attendees at the Public Legal Services Fair; and
- More than 5,000 Google hits for "LA law library pro bono week 2014."



The following statistics about the Pro Bono Week website were impressive as well:

Sessions on the PBW website (Sept. 29 - Oct 25): 2,923

Page views: 5,400

Average session: 2 minutes 15 seconds

Locations: site was visited by 219 different cities across the world. Los Angeles had the most hits with 63.55%. Glendale, Pasadena, San Francisco and Santa Monica all tied for second at 1.51% each

VISION AND MISSION

The Law Library's vision and mission statements call for the Library to be a "vibrant community education center in Los Angeles County," "a leader in providing public access to legal knowledge" and "a navigator facilitating access to the legal system." These words provide a near-perfect description of Pro Bono Week.

SPONSORS AND FINANCES

The Law Library was able to cover all of its out of pocket costs through sponsorships and donations. (See attached Financial Report.) Of course, tens of thousands of dollars of staff time went into the Pro Bono Week effort without reimbursement, but that is consistent with our Mission and Vision.

The vision we had of promoting Pro Bono efforts and assisting those in need was shared by our many sponsors: The Friends of the Los Angeles County Law Library, Thomson Reuters West, Fastcase, CEB, Ogletree Deakins, Wolters Kluwer, Community Trust Prospera Credit Union, Lexis, Maria's Italian Kitchen, Cherry Pick, Retrieve-it and the Printery. We are grateful for their generosity which made these events possible and look forward to their continued support for the Pro Bono Week mission and vision in the future. Nearly all have stated that they would like to sponsor again next year.

THE PUBLIC LEGAL SERVICES FAIR

The Public Legal Services Fair was organized to provide people of all ages the ability to receive service and to learn what no-cost and low-cost services are available to them.

The number of organizations who participated in the Public Legal Services Fair more than doubled from 2013 to 2014. The classes and workshops during the fair covered a much wider scope of topics than last year's fair, so there was something for everyone. Over 45 clients were served by the four providers at the citizenship assistance clinic, classes on child custody and support and fair housing were standing room only and new offerings included classes on identity theft, Medi-Cal eligibility and enrollment assistance, adult name changes and voting rights.

This year's booths were organized topically to make it easier for the public to connect with the participating organizations and facilitate more opportunities for networking amongst the providers. Booth participants represented a much wider range of topics and services than last year's booths. New offerings included government benefits, food stamps assistance, individual rights & discrimination, small business, veterans & military families, workplace & job assistance and voting rights.

Legal services providers who participated in booths included both legal services providers and bar associations. Social services providers who participated in booths included disability rights and fair housing advocates, mental health professionals,



healthcare advocacy organizations, community development organizations, consumer protection agencies, grassroots community action organizations and city and county public library systems.

Based on feedback received from last year's fair participants, there was a much greater emphasis on the social and medical needs that low-income individuals and families encounter on top of their legal problems. Booths provided information and services to:

- Caregivers seeking custody to keep their families intact
- Consumers facing debt collection
- Disabled people seeking information about their individual rights
- Families and children not receiving the public benefits they are entitled to
- Homeless individuals and families in need of housing and other emergency services
- Homeowners facing foreclosure
- Job seekers in need of employment skills training and job search assistance
- Seniors accessing health benefits
- Tenants facing eviction
- Veterans and military families struggling in civilian life

Lawyers In The Library For those seeking legal consultations, Lawyers in the Library provided brief legal consultations to over 100 patrons over a four-hour period. Consultations ranged from personal injury to probate, employment law to debt, to name only a few. The success of the event couldn't have been accomplished without the hard work of many volunteers and LA Law Library staff.

The Beverly Hills Bar Association Barristers volunteered their time and staff volunteers helped to make sure that patrons got checked in, and were seen in an orderly manner. Those who could not be served due to subject matter coverage were referred to our reference staff and the upcoming Lawyers in the Library on November 14th.

Veterans and Military Families The presence of so many Veteran support services (roughly 25 percent of fair participants) was a noteworthy addition to the public legal services fair this year. With more than 46,000 veterans expected to return to L.A. over the next three years, both the city and county, as well as higher education, are working diligently to develop a network of both direct and referral services for military personnel and their families. Adding both established and emerging veterans' services organizations to our roster of information booth providers this year helped to increase awareness for the diverse number of available service points available to LA's veterans and their families while also expanding the library's network of ambassadors. Each organization was a new contact for the library and each became a new distribution channel for our flyers and other Pro Bono Week promotional strategies.

As with other organizations, the library demonstrated, once again, its unique skill in facilitation and connection between social and legal service providers. Beginning with the networking lunch and continuing throughout the day during the PLSF, Veteran services providers were overjoyed to have the opportunity to connect outside of their direct military roles and resources and meet various non-military specific social, legal and community resources. The following quote was provided by one of our Veteran booth participants:



“I just would like to say thank you for giving us the opportunity for our first Veterans resource booth. It was a great experience for our team. One success story that day, was when we helped an Army Veteran and his family get connected with the Food Bank and start getting their benefits situated. He is one of many that we helped that day. Thank you again and we look forward to our next collaboration.”

Another veteran organization seconded that comment with one of their own:

“We were happy to have the opportunity to participate in such an educational and informative opportunity. Thank you for the opportunity and we look forward to future endeavors!”

(More provider comments are attached as an exhibit to this report.)

Additionally, with the revision of the booth mapping by topical areas this year, Veteran service organizations had the opportunity to meet one another, share their specialties during the down time and expand their own outreach support network. Stationed next to each other, for example, the Mindful Warrior Project and In Helping Others connected to exchange programming ideas for veterans suffering from PTSD. The Veterans Resource Corps learned about funding opportunities for continuing education offered by Veterans Upward Bound and Military Women in Need engaged in meaningful discussions with the National Veterans Foundation representative providing services targeted to female veterans. As of this report, we have several organizations, including the citywide Goodwill Industries and Salvation Army, excited to return and recommend the legal resource fair to other veteran organizations.

Childcare. Although childcare is well outside the scope of services normally provided at a Law Library, the children’s area (formerly known as the Executive Director’s office!) was well-staffed and beautifully arranged. The activities were fun and inviting. There were children’s DVDs, a children’s book library, art projects and healthy snacks. Of course, there was also a waiver and release form and a set of written instructions for the parent or guardian. The use of the children’s area increased significantly over last year. One of the providers even commented that he would not have been able to attend had we not had childcare for his daughter.

NETWORKING AND NEW CONNECTIONS

In advance of Pro Bono Week we hosted a networking lunch to provide information about logistics and expectations and to give the many providers an opportunity to meet and establish referral connections. This year, there were more than 50 organizations represented at the networking lunch which featured Snorri Ogata, the new Chief Information Officer for the LA Superior Courts as guest speaker.

The impact in terms of networking amongst the service providers is immeasurable. As one of our providers shared after the networking lunch:

“I was blown away with the group and the great work you do at the library. What are you, ‘the best kept secret in LA’?! I just could not believe the resources you pulled together. This is wonderful. Now, I can’t wait for the fair. Thank you so very much for doing this wonderful work!!! I am greatly impressed and really excited about the fair.”



This year, we also added an online resource directory where participant organizations could find the main contact information, website and description for each organization, as well as handouts, forms and other useful information for provider participants in the week's events. The directory was established in a password-protected area of the Pro Bono Week website and intended to ensure opportunities for continued networking amongst the providers throughout the year. The resource directory will be maintained and updated on an ongoing basis.

Throughout the course of the week, the Library also established and reinforced many new connections. Hundreds of new patrons signed up for the Library's email list. Schools with paralegal programs (including LA Trade Tech) offered extra credit to students who attended our pro bono week classes, introducing many new prospective attendees to the resources offered at the Library. Attorneys who were exposed to our programs for the first time signed up to support future Lawyers in the Library programs, expanding our volunteer base. Another exciting example is the prospective new partnership with the Legal Interpretation and Translation certificate program at Cal State Los Angeles. Volunteer students and professors from the program came to assist with translating information for patrons with limited English. The collaboration was so successful that a follow up meeting has already been arranged to discuss ways in which the two institutions can work together in the future.

CLASSES AND PROGRAMS

The week's programming was especially notable for three reasons: the programs and clinics conducted by existing partners, the new collaborations and partnerships generated by the Library in putting the week-long calendar together and the kick-off to the Library's Problems with Money and Credit and Civil Lawsuit Basics series. There was a heavy emphasis on consumer law and financial literacy during the week ranging from back-to-back classes on problems with money and credit to training for public librarians on the free legal services and resources available to people struggling to keep their homes or facing other consumer debt issues.

The week marked the third year in a row that LA Law Library has collaborated with Public Counsel to provide free one-on-one counseling with pro bono attorneys on debt, foreclosure and fraud-related issues. The week also marked our largest Lawyers in the Library program at LALL to date and the kick-off to the Library's new collaboration with the California Court of Appeal with the first class on representing yourself in the court of appeal.

There were also 6.5 hours of free MCLE trainings during Pro Bono Week. The trainings gave the legal community and experts in the field a venue to discuss and learn about topics as varied as the ethics of medical/legal partnerships, the Homeowners Bill of Rights, and high-need areas of pro bono practice, like expungement, unlawful detainer, and domestic violence restraining orders.

The library also hosted an in-depth discussion of how to improve access to justice for clients of modest means, led by a panel of speakers from academia, the judiciary, and private practice. The discussion focused on new initiatives and business models aimed at expanding 'low bono' or 'modest means' representation in an effort to close the access to justice gap, and the economic and regulatory obstacles these models face. Panelists included the Board's own Judge Mark Juhas of the L.A. Superior Court; Prof. Gillian



Hadfield of USC Gould School of Law; Prof. Scott Cummings of UCLA School of Law; Prof. Sande Buhai of Loyola Law School; Tai Glenn of Levitt & Quinn; and, Magda Madrigal of Eviction Defense Network. Reference librarian Ryan Metheny moderated the discussion.

The Library also hosted a Thank You Reception honoring those who provide pro bono services on Tuesday evening, October 21, 2014. The evening featured music by Gary Greene, Esq. and his Big Band of Barristers, desserts compliments of Maria's Downtown Restaurant, and original mosaic artwork provided by Piece by Piece, an affiliate of Skid Row Housing Trust. The mission of Piece by Piece is to empower individuals living in poverty to develop marketable skills, self-confidence and a path to earned income through training in mosaic art. Numerous unique and beautiful mosaic pieces were featured in the lobby display case as well as throughout the Library during the entire week, and representatives of Piece by Piece, including artists, were present at the reception. Piece by Piece also had a booth at the Legal Services Fair, which was located at the Broadway entrance to the Library and featured a "work in progress". Members of the public were invited to observe and participate in creating a mosaic – and hundreds of patrons each placed a tile or two into the mosaic. (Photo attached.) Not only did the beautiful artwork brighten up the Library, but it demonstrated another new, successful partnership.

MEDIA AND OUTREACH

Over 30 articles appeared in local, city, state and national print media and over 300 articles and announcements appeared on-line or in E-News. Over 300 on-line calendars across Southern California, statewide and nationally announced the events. Attached is a partial list of links to coverage.

7500 flyers were posted in courthouses and libraries or distributed to the public via Neighborhood Councils, public libraries, police departments, churches, senior centers and our partner organizations. (Los Angeles Public Library delivered packets to 73 different libraries for us!) Flyers in Spanish and English somehow made their way into neighborhood coffee shops, schools and other community buildings never directly contacted by LA Law Library. Staff distributed flyers at conferences as well, which boosted CLE attendance throughout the week.

LOGISTICS

Although it never ceases to amaze us how much time and effort it takes to plan a large event and account for all the contingencies – parking, signage, security, room set ups, AV equipment, catering, directions and clean up, the results were incredible. Many people commented on how smoothly everything ran. Patrons found their classes and events without difficulty and the providers were well taken care of. Having learned from last year's experience, we minimized the number of set-up changes and streamlined the process.

The signage worked beautifully and allowed us to use every square inch of available space. (See attached Map and Schedule.) In fact, all available space both inside and outside (including the new classroom space in the 70's section of the Reading Room) was fully booked all day the day of the Fair.



THE TEAM

We can't even begin to acknowledge all of the volunteer roles staffed by library personnel. This year's event was a truly collaborative effort. The Library's public spaces were filled with library staff managing the registration tables, answering the phones, taking class reservations, building the website, managing refreshments, creating the displays, prepping (and more prepping) the training room and other clinic spaces, developing signage, as well as setting up and breaking down the computers and equipment. And the list goes on! The planning committee, consisting of communications, programs and partnerships and reference staff, was very grateful for the support from the rest of staff and their time spent, hard work and patience and flexibility.

The most incredible aspect of this team effort was that everyone somehow continued to do their "regular job" throughout the process. Staff not only put in extra hours when needed, but covered for each other. Some of our former law school interns even volunteered to help cover shifts at the reference desk during the weeks leading up to the big event. Most importantly, staff exhibited tremendous patience with one another as they struggled with the extra workload, especially on those few occasions when it just wasn't humanly possible to keep all the plates in the air. The skill, dedication and commitment was remarkable!

CONCLUSION

The outcome was the promotion and recognition of LA Law Library and the resources it provides, the expansion of our relationship with the legal services community and the ability to capitalize on each other's strengths and common interests. The week, as a whole, opened new doors for future collaborations in the provision of education, information and programming through our library. We were thrilled with the outcome and hope you are too. Staff representatives will be in attendance at the meeting and welcome any questions or comments you may have.



Quotes from participants about their experiences with Pro Bono Week 2014:

"A great event. In addition to educating the community, you bring together the service providers for networking and awareness. I liked the intimacy of this event. Outstanding work by LA Law Library."

"We had a lot of people in the audience who seemed to be deeply interested. There were a lot of questions asked, and answered. The individuals seemed to be getting a lot out of the presentation."

"Last year, a litigant approached our booth, papers in hand to discuss her custody case. We were able to schedule an appointment for her and she became a client of legal aid. We have assisted her in the preparation of custody and visitation modification requests."

"We learned about several amazing community resources."

"I assisted a veteran in the adult name change workshop. He currently lives on site at the VA. He has been working on a jazz CD and wanted to change his name to reflect his professional musician name. He was able to complete all of the forms including the fee waiver. He was very happy to be able to move his professional life forward by starting the name change process. It was very rewarding to work with him."

"LA LAW Library - People's Choice Award for Community Service in Downtown Los Angeles!"

"Met a young veteran who was finishing up school at FIDM. Our office had just been contacted about some positions in high end fashion sales. We were able to be bridge the two together. Happy to hear the veteran is onto his second interview."

Here is what one client said after the Public Counsel Intake Night:

"Thank you very much for having me last evening. It was very helpful to me on a personal level. The young lawyer who assisted me...was very kind and caring. No matter what I am glad I had the chance to tell someone my problem."

"The Pro Bono community gave a warm reception to the exhibit of art by residents of Skid Row and South LA who participate in Piece by Piece programs. We appreciate the heartfelt support and the generosity of both the LA Law Library and the Pro Bono Community in providing for those in need."

"It was a great turnout for my Street to Home team because they made contact with people that fit the vulnerable criteria and would most likely never have gone into the "Skid Row" area to seek assistance. They were able to talk and begin a relationship with these individuals and will hopefully have them housed soon!"

"Excellent parking arrangements. We felt valued and appreciated. Janine and Malinda were especially thoughtful and kind. Thanks also for working with the South Bay program and the So. Bay Bar Association."

"Great Venue- The trainings and workshops were awesome."



“Thank you for inviting us to the Public Legal Services Fair! We look forward to working with you all again.”

“We were glad to participate and hope that the event was a great success for all who came for information, to make connections, etc!”

“We are so honored to be a part of this event, we had a marvelous time. And we look forward to coming back next year.”



Examples of Promotional Links – Pro Bono Week 2014

<http://www.laweekly.com/los-angeles/la-law-library-public-legal-services-fair/Event?oid=5137124>

<http://gloriamolina.org/2014/10/15/la-law-library/>

<http://www.alhambrasource.org/events/la-law-library-public-legal-services-fair>

<https://www.bhba.org/index.php/component/content/article/238>

<http://empowerla.org/get-legal-help-at-la-law-librarys-pro-bono-week/>

http://www.probono.net/celebrateprobono/events/event.535873-Lawyers_in_the_Library

<http://www.lalawyersphil.org/concerts/upcoming-concerts/1021-free-big-band-concert/>

http://www.ladowntownnews.com/calendar/events/pro-bono-week-thank-you-reception/event_264fadde-4e3d-11e4-b249-10604ba09cc0.html

http://www.ladiocese.org/digital_faith/events/3162234

http://www.californiaprobono.org/calendar/event.533967-SoCal_Pro_Bono_Managers_ABA_Pro_Bono_Week_Event_Free_MCLE_at_LA_Law_Library

<http://consumeractionlawgroup.com/kenly-dygert-lecture-la-law-library-homeowners-bill-rights/>

<http://losangeles.eventful.com/events/la-law-library-public-legal-services-fair-/E0-001-060175187-4>

<http://www.meetup.com/DTLASMB/events/200381072/>

https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=8&cad=rja&uact=8&ved=0CEEQFjAH&url=http%3A%2F%2Fevents.jsonline.com%2Fsan_pedro_ca%2Fevents%2Fshow%2F371139241-mcle-consumer-law-series-the-homeowners-bill-of-rights%3Fnp%3Dtrue&ei=1BxhVly3HMvkoASs4ID4DQ&usq=AFQjCNF9qx-KN7eucW1_zwXFKU-Y6a1e8g

http://www.elserenohistoricalsociety.org/Events_and_Directory.php

http://thecitizensvoice.net/?page_id=125

http://www.downtownla.com/0_01_eventDetail.asp?EventID=8366



Event Budget for LA Law Library Pro Bono Week and Fair 2014

Total Expenses					
Rentals/Fair	Estimated	Actual	Refreshments	Estimated	Actual
BJ's - Tents, Tables & Chairs	\$2,561.05	\$2,632.50	Networking Lunch	\$500.00	\$533.58
Sound	\$0.00	\$0.00	Catering for Classes/Workshops	\$500.00	\$78.00
Extension Cords - (added)	\$0.00	\$127.50	Water for Classes/Workshops (added)	\$0.00	\$98.10
Ice (added)	\$0.00	\$27.50	Librarian's Breakfast (added)	\$0.00	\$50.00
IT remotes for laptops (Fry's) - (added)	\$0.00	\$185.27	Sat. Volunteer lunch (this year Snacks)	\$400.00	\$75.50
Green Safety Vests (added)	\$0.00	\$85.00	Sat. Volunteer Beverage Station	\$200.00	\$133.35
Paper Table Cloths (added) taken from inventory	\$0.00	\$42.00			
Total	\$2,561.05	\$3,099.77	Total	\$1,600.00	\$968.53
Cleaning/Security Services					
Reception	\$300.00	\$105.00	Children's Lounge	Estimated	Actual
PLSF - Saturday Set-Up	\$300.00	\$0.00	Children's Projects	\$300.00	\$0.00
Dry Cleaning (table cloths) added	\$0.00	\$270.00	Finger Print Kits (added)	\$0.00	\$105.35
Security	\$0.00	\$179.25	Snacks/Water	\$200.00	\$50.00
Total	\$600.00	\$554.25	Total	\$500.00	\$155.35
Publicity					
Graphic work/Flyers color The Printery	\$755.00	\$677.30	Reception 10/21/14	Estimated	Actual
The Printery (In-Kind \$522.70)	\$0.00	\$522.70	Gary Green Big Band	\$1,500.00	\$1,000.00
Banners	\$0.00	\$0.00	Studio 116 for Big Band	\$1,700.00	\$0.00
Wolters Kluwer (In-Kind \$500) Bags, Lanyards etc.	\$0.00	\$500.00	Bar/Bartender/Sodas/Water/Coffee	\$750.00	\$198.00
Maps (B/W) - add LITL/ConsLaw	\$0.00	\$30.00	Reception Pro Bono Week	\$2,000.00	\$0.00
Badges (added)	\$0.00	\$5.98	Dessert Reception (Maria's In-Kind Donation)	\$0.00	\$150.00
Total	\$755.00	\$1,735.98	Total	\$6,400.00	\$1,423.00
Special Print					
Directory of Participants	\$200.00	\$0.00		Estimated	Actual
Posters (PBW/Schedule)	\$400.00	\$279.61		Expenses Total	\$13,266.05
Posters (Welcome /Large Sign)	\$250.00	\$107.95		Minus Donations	\$8,247.70
In-House Printing/Printer & Copier (added)	\$0.00	\$325.00		Minus Parking Revenue (Sat)	\$235.00
Total	\$850.00	\$712.56		Total Actual Costs	\$166.74

In-Kind Donations off set by same amount in sponsors tab

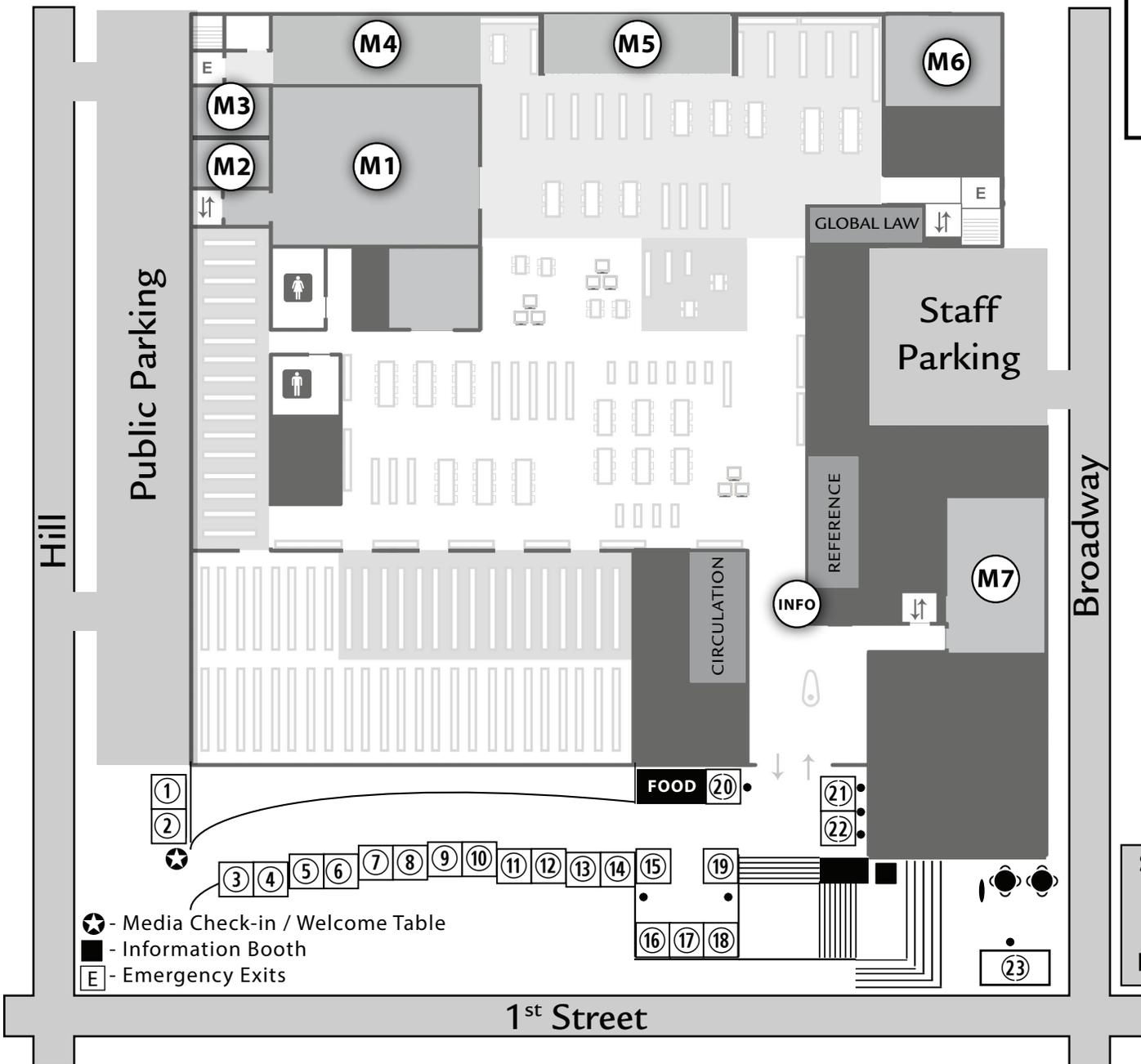
Organization	Contact First Name	Contact Last Name	Address One	Sponsor Level	Dollar Amount	City	State	Zip Code
Maria's Italian Kitchen	Audra	Wilson	615 S. Flower St.	In-Kind Desserts	\$ 150.00	Los Angeles	CA	90017
The Printery	Russ	Owen	1762 Kaiser Avenue	In-Kind - Flyers	\$ 522.70	Irvine	CA	92614
Wolters Kluwer				In-Kind Giveaways	\$ 500.00			
FASTCASE					\$ -			
CEB	Sarah	Joshi	2100 Franklin St. Suite 500	Best Seller	\$ 1,000.00	Oakland	CA	94612
Cherry Pick Café	Amir			Classic	\$ 300.00			
Community Trust Prospera	Diana	Cervantes	158 E. 3rd St.	Editor's Pick	\$ 500.00	Pomona	CA	91766
Lexis	Deborah	Belvoir		Editor's Pick	\$ 500.00			
Ogletree-Deakins	Christy	Barrett	400 South Hope St. Suite 1200	Bestseller	\$ 1,000.00	Los Angeles	CA	90071
Public Council				Featured	\$ 175.00			
Retrieve-It	Steve	Wasserman	369 S. Doheny Dr. #1250	Featured	\$ 100.00	Beverly Hills	CA	90211
Thomson Reuters	Steve	Hamigawa	13337 South St., #294	First Edition	\$ 2,500.00	Cerritos	CA	90703
Wolters Kluwer				Best Seller	\$ 1,000.00			

Total Donations	\$ 8,247.70
Parking Revenue (Sat)	\$ 235.00
PBW Actual Costs	\$ 8,649.44
Difference	\$ 166.74

Friends of the Los Angeles County Law Library (recognition of ongoing sponsorship)	Stephen	Alexander		Rare Book	\$ 5,000.00	Pasadena	CA	
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PUBLIC LEGAL SERVICES FAIR



See reverse side for booth participants

- ★ - Media Check-in / Welcome Table
- - Information Booth
- E - Emergency Exits

Time	Classes and Workshops	Location
10:00 a.m. - 11:00 a.m.	Foreclosure Prevention & Consumer Protection Resources on the California Consumer Justice Coalition Website	M5
10:00 a.m. - 11:30 a.m.	Interested in Volunteering? Training for Lawyers on Popular Pro Bono Topics	M7
10:00 a.m. - 12:00 a.m.	Medi-Cal Enrollment Assistance Clinic	M4
10:00 a.m. - 3:00 p.m.	Citizenship Assistance Workshop Call 888-839-8682 to register.	M1
11:15 a.m. - 12:15 p.m.	Identity Theft: Don't Become a Victim!	M5

Time	Classes and Workshops	Location
11:30 a.m. - 1:30 p.m.	Adult Name Change Workshop	M3
12:00 p.m. - 4:00 p.m.	Lawyers in the Library	M7
1:00 p.m. - 2:00 p.m.	Caring for a Loved One at Home: Legal Issues and Options	M5
1:00 p.m. - 2:00 p.m.	Fair Housing: It's the Law!	M6
2:00 p.m. - 3:00 p.m.	Clearing Old Juvenile Tickets (So You Can Get Your License)	M2
3:00 p.m. - 4:00 p.m.	Child Custody, Support and Visitation	M5
2:15 p.m. - 3:15 p.m.	Grandparents as Parents: Become a Relative Caregiver!	M6
3:30 p.m. - 4:30 p.m.	Self Help & Litigation Resources on the CA Courts Website	M6
3:30 p.m. - 4:30 p.m.	November 2014 Elections: Know Your Voting Rights	M5

Community Libraries	Booth #
Los Angeles Public Library (LAPL)	20
County of Los Angeles Public Library	20
Consumer Protection and Identity Theft	
Department of Motor Vehicles (DMV) Los Angeles Investigations Office	5
East LA Community Corporation	5
Divorce, Families & Children	
Community Legal Services	3
Grandparents as Parents	3
Los Angeles Food Bank - CalFresh Dept	3
Election and Voting Information	
Asian Americans Advancing Justice - Los Angeles	8
California Common Cause	8
General Legal Aid	
Bet Tzedek Legal Services	1,2
Christian Legal Aid of Los Angeles	1,2
Legal Aid Foundation of Los Angeles (LAFLA)	1,2
San Fernando Valley Bar Association	1,2
Government Benefits	
Community Legal Services	21
Mental Health Advocacy Services	21
Volunteers of America of Greater Los Angeles	21
Health and Wellness	
Americorps - Hope for the Homeless	13,14
Center for Health Care Rights	13,14
Lt. Pacello's Life Training Program, PTSD Recovery	13,14
NAMI Los Angeles County Council	13,14
Neighborhood Legal Services of Los Angeles	13,14
State Conference of the NAACP - Covered California	13,14
Homeless Assistance	
Americorps - Hope for the Homeless	9,10
Goodwill Southern California Homeless Veterans Reintegration Program	9,10
People Assisting the Homeless (PATH)	9,10
Volunteers of American of Greater Los Angeles	9,10

Notes:

Housing & Landlord/Tenant	Booth #
Eviction Defense Network	22
Housing Rights Center	22
Immigration	
American Immigration Lawyers Association (AILA)	7
Individual Rights and Discrimination	
Disability Rights California	4
Disability Rights Legal Center	4
Mediation & Small Claims	
California Lawyers for the Arts	6
Los Angeles County Department of Consumer Affairs (DCA)	6
Mosaic Demonstration Project	
Piece by Piece	23
Problems with Money and Credit	
Community Trust Prospera, a division of Self-Help Federal Credit Union	19
Small Business	
USC Small Business Clinic	7
Veterans & Military Families	
California Department of Veterans Affairs	15,16,17,18
Community Career Development, Inc. America's Job Center of CA	15,16,17,18
In Helping Others (IHO)	15,16,17,18
Los Angeles Vet Center	15,16,17,18
Military Women in Need	15,16,17,18
Mindful Warrior Project	15,16,17,18
National Veterans Foundation	15,16,17,18
Operation: I.V., Inc	15,16,17,18
Vet to Vet Institute	15,16,17,18
Veterans Resource Corps (Weingart Center for the Homeless)	15,16,17,18
Veterans Upward Bound (TELACU)	15,16,17,18
Workplace and Job Assistance / Resume Review	
Community Career Development, Inc. America's Job Center of CA	11,12
Salvation Army Haven (for veterans)	11,12
Northeast LA Worksource Center	11,12
Goodwill Southern California	11,12
Summons Legal Staffing	11,12



MEMORANDUM

DATE: November 18, 2014

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Malinda Muller, Director, Programs & Partnerships
Ryan Metheny, Librarian, Members Program & Educational Partnerships

RE: Educational Programs Update on Local High School Outreach Programming

As part of the strategic plan, Law Library staff have developed a series of workshops and tours aimed at enriching the curriculum of local high school students and raising awareness of the Law Library and the important work the Library does. This agenda item is informational only and is intended to familiarize the Board with the progress made to date in expanding secondary educational programs.

Efforts to collaborate with individual schools, teachers and coordinators has been an exciting challenge over the past year and have produced opportunities to engage with select schools in the downtown and adjacent areas, participate in several legal industry sponsored mentorship projects at local law magnets, work with a small school focus nonprofit coordinator, and to identify and connect with organizations that work with high school students.

Through embracing ongoing volunteer opportunities, for example, staff has found creative ways to connect with and develop programming. The first opportunity to work with a school developed out of our existing relationship with Southwestern Law School. An outcome of our externship program relationship with public interest professors and coordinators resulted in a joint project with the school's Street Law program and a field trip with Aviva High School, a residential LAUSD alternative high school. Subsequent to this connection, other programming opportunities have evolved out of relationships built with LAEP (LA Education Partnership) and the Constitutional Rights Foundation where we were a site stop for CRF's Expanding Horizons internship students participating in their City Search 2014 field experience. In addition, LA Law Library is now participating in a mentoring program and upcoming field trip for the fledgling Washington Law Academy in conjunction with the Mosk courthouse, law firm attorneys, and judicial officers, and has provided workplace tours for Esteban E. Torres, Dorsey and Wilson Law Magnet High Schools as well.



The key elements incorporated into each of the programs include a hands-on introduction to the legislative and law-making process, interactive exercises with (interesting) law books in the library's collection, and an overview of free legal websites relevant to teens. When time allows, an added component is the introduction of a staff panel, each sharing their career path to law libraries. Students rotate from one staffer to the next every 5 minutes or so. This element was a huge success, evidenced by the roar of conversation taking place and the variety of career pathways represented by library staff!

During the presentation, staff will discuss the some of the challenges encountered as well as some of the successes.

