

AGENDA

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

REGULAR BOARD MEETING
Wednesday, October 28, 2015
12:15 PM
MILDRED L. LILLIE BUILDING
TRAINING CENTER
301 WEST FIRST STREET
LOS ANGELES, CA 90012-3140

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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

AGENDA MATERIALS

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the Sept. 16, 2015, Regular Board Meeting.
- 3.2 FY2016 Quarter 1 Financials Update and Checks and Warrants Approval
- 3.3 Quarterly Strategic Plan Update
- 3.4 Approval of CalPERS Health Resolution
- 3.5 Quarterly Statistics

4.0 DISCUSSION ITEMS

- 4.1 Review and Receipt of Financial Statement Audit Report and SAS 114 Letter for the Fiscal Year Ended June 30, 2015
- 4.2 Update Re: Investment Strategy and Investment Management Services
- 4.3 Authorization to Donate Surplus Books to the Friends of the Los Angeles County Law Library.

5.0 AGENDA BUILDING

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

6.0 EXECUTIVE DIRECTOR REPORT

7.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, November 18, 2015.

POSTED THURSDAY, OCT 22, 2015 @ 5:15 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the September 16, 2014, Regular Board Meeting
- 3.2 FY2016 Quarter 1 Financials Update and Checks and Warrants Approval
- 3.3 Quarterly Strategic Plan Update.
- 3.4 Approval of CalPERS Health Resolution
- 3.5 Quarterly Statistics

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.

Sept. 16, 2015

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, Sept. 16, 2015 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 Ann I. Jones
Judge Mark Juhas
Kenneth Klein, Esquire
Judge Dennis Landin
Judge Richard Rico
Susan Steinhauser, Esquire

Trustees Absent: None

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

Also Present: Marcelino Juarez, Finance Manager

President Jones determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

No requests for public comment.

2.0 PRESIDENT'S REPORT

Judge Jones welcomed and introduced Judge Rico as the new Trustee appointed to the Board.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the Sept. 16, 2015, Regular Board Meeting.
- 3.2 Review of June 2015 Financials & July 2015 List of Checks and Warrants.
- 3.3 Quarterly Strategic Plan Update
- 3.4 Approval of Annual Report to the Board of Supervisors
- 3.5 ILS Upgrade Project Update

President Jones requested a motion to approve the Consent Calendar. So moved by Trustee Landin, seconded by Trustee Juhas. The motion was unanimously approved, 5-0.

Trustee Williams arrived and joined the meeting at 12:17 pm.

Trustee Steinhauser arrived and joined the meeting at 12:21 pm.

4.0 DISCUSSION ITEMS

4.1 Approval of Revised Borrower Rules

ED Levin explained the significant changes made to the Borrower Rules. Board members asked questions regarding issues to date and frequency of reports of lost or stolen cards.

Moved by Trustee Steinhauser and seconded by Trustee Court to approve the proposed amended Borrower Rules, effective October 1, 2015. The motion was unanimously approved 7-0.

4.2 Authorization to Donate Surplus Books to the Friends of the Los Angeles County Law Library.

ED Levin provided a brief staff report. Discussion ensued.

President Jones explained history of acquisition, insurance and decision to dispose of rare European materials sent to auction. Trustee Steinhauser spoke regarding the Friends of the Law Library's role in the library and its history.

President Jones requested that the item be continued to a subsequent meeting to allow time to prepare and provide a list of materials approved for donation.

The consensus was that the concept was good and that a list of materials would facilitate a future discussion and potential approval.

5.0 AGENDA BUILDING

There were no items for agenda building.

EXECUTIVE DIRECTOR REPORT

Announcements were made regarding the upcoming Pro Bono Week activities, Constitution Day, the passage of Senate Bill 711 and the expected timeline for considering a new ILS system.

6.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:40 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, October 28, 2015 at 12:15.

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

MEMORANDUM

DATE: October 28, 2015
TO: Board of Law Library Trustees
FROM: Marcelino Juarez, Finance Manager
VIA: Sandra Levin, Executive Director
RE: FY2016 Quarter 1 Financials Update and Checks and Warrants Approval

The quarterly financials are not available for this meeting. Unfortunately, the combination of my three week personal leave of absence (paternity leave) and the new financial reporting requirements that resulted from the fiscal year 2015 financial audit (included as a discussion item on today’s agenda) have delayed the completion of the financials. The new requirements were only resolved within the past few weeks and include changes in the way we report purchases of electronic resources as well as changes in the way we present GASB 68 balance sheet information. We could not complete the financials until these changes were agreed upon and implemented.

Meanwhile, though, we are actively monitoring budget versus actuals and reporting to our Executive Director on financial activities on a monthly basis. Overall, the financial picture for the first quarter is favorable as compared to budget. Following is a brief summary of significant budget items during this first quarter:

	QTR 1 Totals			
	Budget	Actual	\$ Var	% Var
Court Fees	1,679,561	1,707,563	28,001	1.67%
Parking	167,250	190,486	23,236	13.89%
Salaries	638,427	593,616	-44,811	-7.02%

A more thorough report of quarter 1 financial activities and results will be presented at the Board’s November meeting.

The list of checks and warrants for the month of August and September are included for your review and approval.



LOS ANGELES COUNTY LAW LIBRARY
August 1, 2015 - August 31, 2015 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 3	CHRISTINE R LANGTEAU	MILEAGE	68.08	028694
August 4	GLOBAL CAPACITY ** VOIDED *****	TELECOM	0.00	028695
	STATE COMPENSATION INSURANCE FUND ** VOIDE	PREPAID EXP	0.00	028696
	TIME WARNER CABLE ** VOIDED *****	TELECOM	0.00	028697
	JACQUELYN YNC AMES	REFUND	140.00	028709
	BETTY BUIE BROOKS	REFUND	140.00	028710
	SHERRY XIU YU DONG	REFUND	140.00	028711
	LLOYD J LEE	REFUND	125.00	028712
	PETER WILLIAM LENKEY	REFUND	140.00	028713
	NICEOLE RACHEL LEVY	REFUND	140.00	028714
	CHRISTOPHER PAUL MCNETT	REFUND	140.00	028715
	PAULA PARISI	REFUND	124.00	028716
	WILSON H PHOONG	REFUND	140.00	028717
	GREGORY F STANNARD	REFUND	70.00	028718
	GEOFFREY FITZGERALD WILSON	REFUND	140.00	028719
August 7	CODE PUBLISHING COMPANY	BOOKS	7.00	028720
	GAUNT	BOOKS	127.17	028721
	DORILA CORREA CARLOS E GIBBS	BOOKS	1,484.00	028722
	SASKATCHEWAN QUEENS PRINTER	BOOKS	61.32	028723
August 14	ANTHEM BLUE CROSS ** VOIDED *****	HEALTH BENEFITS	0.00	028724
	PACER SERVICE CENTER	DOC DEL	97.90	028725
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,674.17	028726
	ANTHEM BLUE CROSS	HEALTH BENEFITS	1,320.10	028727
	RYAN METHENY	TRADE SHOW/OUTR	24.97	028728
August 17	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	423.67	028729
	CONTINUING LEGAL EDUCATION SOCIETY	BOOKS	391.39	028730
	MANHATTAN PUBLISHING COMPANY	BOOKS	57.00	028731
	MANAGE EASE INCORPORATED	CONSULTING	1,337.50	028732
	ANA MARIA VASQUEZ ** VOIDED *****	ACCOUNTING	0.00	028733
	VASQUEZ & COMPANY LLP	ACCOUNTING	6,000.00	028734
August 18	GUARDIAN	PREPAID EXP	7,210.84	028735
August 20	STATE BOARD OF EQUALIZATION	USE TAX	1,554.00	028736
August 21	SYNCB AMAZON	BOOKS	17.00	028737
	CARSWELL COMPANY LTD	BOOKS	239.00	028738
	CONTINUING LEGAL EDUCATION SOCIETY	BOOKS	67.22	028739
	GAUNT	BOOKS	126.13	028740
	OTTO HARRASSOWITZ	BOOKS	2,073.89	028741

33,551.25

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2015 - August 31, 2015 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 28	MEXICO SUR	BOOKS	749.90	028742
	QUALITY CODE PUBLISHING	BOOKS	54.70	028743
	SWAZILAND PRINTING & PUBLISHING CO	BOOKS	306.82	028744
	HEI JUN AN	REFUND	125.00	028745
	REGINALD KEITH BROWN	REFUND	113.00	028746
	FRANCES MILLER CAMPBELL	REFUND	125.00	028747
	FRANK STEPHEN CARLEO	2015 Security Deposit	125.00	028748
	HOWARD W DICKER	2015 Security Deposit	125.00	028749
	MINDI GRANT	2015 Security Deposit	125.00	028750
	JOSEPH ALBERT GUTIERREZ	2015 Security Deposit	125.00	028751
	GINA MARIE HATTENBACH	2015 Security Deposit	125.00	028752
	JEROME M JACKSON	2015 Security Deposit	125.00	028753
	SOLANGE KEA	2015 Security Deposit	125.00	028754
	JOHN M KIRWAN	2015 Security Deposit	125.00	028755
	SEF KRELL	2015 Security Deposit	125.00	028756
	EDWARD S KIM	2015 Security Deposit	125.00	028757
	FREEMAN EUGENE KIM	2015 Security Deposit	125.00	028758
	CAROL A LEBOW	2015 Security Deposit	125.00	028759
	GABRIEL LIAO	2015 Security Deposit	125.00	028760
	BRUCE MICHAEL LORMAN	2015 Security Deposit	125.00	028761
	JOAN M MILLER	2015 Security Deposit	125.00	028762
	ERIK MORALES	2015 Security Deposit	125.00	028763
	JOSHUA CHARLES NEEDLE	2015 Security Deposit	125.00	028764
	JEFFREY A NORTON	2015 Security Deposit	125.00	028765
	THOMAS TOSHIO ONO	2015 Security Deposit	125.00	028766
	HOLLY M PARKER	2015 Security Deposit	125.00	028767
	DAVID EDWARD RAND	2015 Security Deposit	125.00	028768
	JOHN H STEPHENS	2015 Security Deposit	125.00	028769
	ALFRED B STEDMAN	2015 Security Deposit	125.00	028770
	LILLIAN TOMICH	2015 Security Deposit	125.00	028771
BEVERLY SUE WARE	2015 Security Deposit	125.00	028772	
BHUPINDER K MALIK	2015 Security Deposit	125.00	028773	
August 31	THOMAS HAZEN EDWARDS	REFUND	125.00	028774
	ESTATE OF MYRON E HARPOLE	REFUND	125.00	028775
	JOSEPH A MARTIN TRUST	REFUND	125.00	028776
	H MICHAEL SOROY	REFUND	125.00	028777

38,025.77

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2015 - August 31, 2015 (CHECKS)

Account No.: 102003

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 10	L A DEPT WATER & POWER	ELECTRIC/FIRE	10,835.10	V000016

10,835.10

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2015 - August 31, 2015 (CHECKS)

Account No.: 102001

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 3	AT&T MOBILITY	TELECOM	188.01	V000477
	INFINISOURCE INC	HR ADMIN	77.00	V000478
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	2,050.00	V000480
	OFFICE DEPOT	SUPPLIES-OFFICE	316.56	V000481
	SECURITAS SECURITY	SECURITY	4,934.88	V000482
	UNITED PARCEL SERVICE	DELIVERY/POSTAGE	14.52	V000483
August 4	GLOBAL CAPACITY	TELECOM	357.05	V000484
	STATE COMPENSATION INSURANCE FUND	PREPAID EXP	8,733.50	V000485
	TIME WARNER CABLE	TELECOM	1,200.00	V000486
August 7	AMERICAN BAR ASSOCIATION	BOOKS	2,701.17	V000487
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	438.02	V000488
	BERNAN ASSOCIATES	BOOKS	444.07	V000489
	BLOOMBERG BNA	BOOKS	525.61	V000490
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	460.60	V000491
	JAMES PUBLISHING INC	BOOKS	129.71	V000492
	JURIS PUBLISHING INC	BOOKS	118.50	V000493
	JURISNET LLC	BOOKS	541.50	V000494
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	397.78	V000495
	WEST ACADEMIC	BOOKS	46.87	V000496
August 10	ALTA FOODCRAFT	KITCHEN SUPPLIES	327.91	V000497
	BANDWIDTH.COM, INC.	TELECOM	288.13	V000498
	GLOBAL CAPACITY	TELECOM	71.47	V000499
	PEOPLE2	RECRUITMENT	78.99	V000500
	STAMPS.COM	DELIVERY & POSTAG	24.99	V000665
August 12	CHERRY PICK CAFE	COURSE REGISTRAT	19.13	V000552
August 14	OCLC INC	BIBLIOGRAPHICAL S	678.40	V000501
	SMART LEVELS	SPECIAL EVENTS EX	564.84	V000502
August 15	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	37,655.56	V000518
August 17	WOLTERS KLUWER LAW & BUSINESS	BOOKS	3,046.16	V000503
	CCH INCORPORATED	BOOKS	210.53	V000504
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	384.30	V000505
	PROQUEST LLC COUTTS INFORMATION	BOOKS	2,870.26	V000506
	DAILY JOURNAL CORPORATION	BOOKS	1,717.84	V000507
	HARRIETT BUHAI CENTER FOR FAMILY LA	BOOKS	814.23	V000508
	JURIS PUBLISHING INC	BOOKS	335.00	V000509
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,000.00	V000510
	LRP PUBLICATIONS	BOOKS	1,460.00	V000511

88,273.09

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2015 - August 31, 2015 (CHECKS)

Account No.: 102001

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	MUNICIPAL CODE CORPORATION	BOOKS	50.00	V000512
	NATIONAL FAIR HOUSING ALLIANCE	BOOKS	1,000.00	V000513
	PRACTISING LAW INSTITUTE	BOOKS	499.39	V000514
	THOMSON REUTERS	BOOKS	11,920.36	V000515
	WILLIAM S HEIN & CO	BOOKS	323.17	V000516
	OFFICE DEPOT	SUPPLIES-OFFICE	718.74	V000517
August 20				
	INFINISOURCE INC	PAYROLL/HR ADMIN	77.00	V000519
	OFFICE DEPOT	SUPPLIES-OFFICE	307.74	V000520
August 21				
	CAL OSHA REPORTER	BOOKS	395.00	V000521
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,549.81	V000522
	PROQUEST LLC COUTTS INFORMATION	BOOKS	176.40	V000523
	DR MYCOMMERCE INC DBA ESELLERATE	BOOKS	513.00	V000524
	JURIS PUBLISHING INC	BOOKS	35.00	V000525
	MUNICIPAL CODE CORPORATION	BOOKS	200.00	V000526
	PRACTISING LAW INSTITUTE	BOOKS	354.94	V000527
	WEST ACADEMIC	BOOKS	93.74	V000528
August 26				
	STAMPS.COM	DELIVERY & POSTAG	300.00	V000553
August 28				
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	235.48	V000529
	BERNAN ASSOCIATES	BOOKS	77.00	V000530
	BLOOMBERG BNA	BOOKS	256.23	V000531
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	27,078.20	V000532
	PROQUEST LLC COUTTS INFORMATION	BOOKS	384.12	V000533
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	981.14	V000534
	LAWPRESS CORPORATION	BOOKS	281.25	V000535
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	3,221.00	V000536
	THOMSON REUTERS	BOOKS	3,158.00	V000537

142,409.80

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2015 - August 31, 2015 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 26	LEXISNEXIS BUTTERWORTHS CALPERS	BOOKS PREPAID EXP	55,830.00 46,273.16	TS00223779 TS00223779

102,103.16

LOS ANGELES COUNTY LAW LIBRARY
September 1, 2015 - September 30, 2015 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 4	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	118.17	028778
	GAUNT	BOOKS	150.00	028779
	RETTA LIBROS LIDERLAF S A	BOOKS	58.62	028780
	ESPINOSA MARTIN DE JESUS SANCHEZ ME ** VOID	BOOKS	0.00	028781
	WILLIAM S HEIN & CO ** VOIDED *****	BOOKS	0.00	028782
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	1,080.00	028783
	WILLIAM S HEIN & CO	BOOKS	1,149.21	028784
September 8	BRIDGES FILTER SERVICE, INC	REPAIR & MAINTENA	614.49	028785
	CHANNA CAJERO	MILEAGE	30.26	028786
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	028787
	ESTHER EASTMAN	MILEAGE	56.86	028788
	LORENZO GALLARDO	REPAIR MAINTENAN	1,390.00	028789
	GST	SOFTWARE MAINTEN	2,445.28	028790
	COUNTY OF LOS ANGELES	HEATING/COOLING	3,408.27	028791
	LOS ANGELES EDUCATION PARTNERSHIP	TEMP SVCS	2,849.87	028792
	CHRISTINE R LANGTEAU	MILEAGE	51.06	028793
	MANAGE EASE INCORPORATED	CONSULTING	1,337.50	028794
	RYAN METHENY	STAFF MEALS & EVE	31.27	028795
	PARKING CONCEPTS INC	COURSE REGISTRAT	1,361.00	028796
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,674.17	028797
	SEPCO EARTHSCAPE, INC	LANDSCAPING	2,100.00	028798
	COUNTY OF LOS ANGELES	BANK CHARGES	55.82	028799
	ELIZABETH WARNER	MILEAGE	109.90	028800
	TOM ERIC COLITT	Security Deposit Refun	140.00	028801
	LISA MARIE DELLARIPA	Security Deposit Refun	140.00	028802
	JAMES ALEXANDER MOSS	Security Deposit Refun	140.00	028803
	CHRISTINE ROSELAND	Security Deposit Refun	140.00	028804
SANG TAE SIM	Security Deposit Refun	140.00	028805	
MARTIN STEVEN WOLF	Security Deposit Refun	107.00	028806	
September 11	NARAYAN PRASAD BHANDARI	REFUND	125.00	028807
	CALVIN C CHRISTENSEN	REFUND	125.00	028808
	ALLEN DALE DANNER	REFUND	125.00	028809
	CLARA M DRISCOLL	REFUND	125.00	028810
	PETER GONZALEZ	REFUND	125.00	028811
	HAROLD E GRIFFIN	REFUND	125.00	028812
	RUTH EVELYN JIMENEZ	REFUND	125.00	028813
	NAOMI SIMMONS	REFUND	125.00	028814
	ALAN G NOVODOR	REFUND	125.00	028815
	CHARLES ANDREW SATRUSTEGUI	REFUND	125.00	028816
	ROXANNE RENEE SEEGRIVE	REFUND	125.00	028817
ALEIDA STONES	REFUND	125.00	028818	
September 14				

30,518.50

LOS ANGELES COUNTY LAW LIBRARY
September 1, 2015 - September 30, 2015 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 15	CARSWELL COMPANY LTD	BOOKS	173.75	028819
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	746.00	028820
	UNITED NATIONS PUBLICATIONS	BOOKS	177.79	028821
September 17	BRIDGES FILTER SERVICE, INC	BLDG SRVC	575.29	028822
September 18	STATE BOARD OF EQUALIZATION	USE TAX	1,000.00	028823
	MANAGE EASE INCORPORATED	CONSULTING	2,675.00	028824
	TOTAL COMPENSATION SYSTEM INC	ACCOUNTING	1,500.00	028825
September 25	SASKATCHEWAN QUEENS PRINTER	BOOKS	117.62	028826
	AT&T	TELECOM	542.55	028827
	ALFRED CHACON	MILEAGE	33.93	028828
	GUARDIAN	PREPAID EXP	7,752.48	028829
	HKA ELEVATOR CONSULTING INC	CAPITAL WIP	3,000.00	028830
	IMAGE ACCESS INC	TECHNOLOGY	4,258.00	028831
	COUNTY OF LOS ANGELES	HEATING/COOLING	3,777.22	028832
September 29	SUSAN PHILLIPS HAMMANN	REFUND	125.00	028833
	FERNANDO JACQUEZ	REFUND	117.00	028834
	SUSANNAH DUDLEY SHOOP	REFUND	125.00	028835
	JAMES JAY WAGNER	REFUND	125.00	028836
	RONALD WEINSTEIN	REFUND	125.00	028837
	HILLEL CHODOS	REFUND	125.00	028838
September 29	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	205.66	028839
	CARSWELL COMPANY LTD	BOOKS	193.82	028840
	COUNTY RECORDERS ASSOCIATION OF CA	BOOKS	168.95	028841
	LIBRAIRIE DUCHEMIN	BOOKS	565.76	028842
	MANHATTAN PUBLISHING COMPANY	BOOKS	222.00	028843
	UBC LAW REVIEW SOCIETY	BOOKS	55.47	028844

58,828.04

LOS ANGELES COUNTY LAW LIBRARY
September 1, 2015 - September 30, 2015 (CHECKS)

Account No.: 102003
 VIS



DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 8	L A DEPT WATER & POWER	ELECTRIC/FIRE	10,888.92	V000018
September 14	SMART & FINAL	ROOM RENTAL EXP	52.38	V000021
September 15	HOME DEPOT	REPAIR & MAINTENA	26.63	V000022
			10,967.93	

10,967.93

LOS ANGELES COUNTY LAW LIBRARY
September 1, 2015 - September 30, 2015 (CHECKS)

Account No.: 102001

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 3	CHERRY PICK CAFE	COURSE REGISTRAT	43.75	V000674
September 4	WOLTERS KLUWER LAW & BUSINESS	BOOKS	321.00	V000538
	BERNAN ASSOCIATES	BOOKS	240.62	V000539
	BLOOMBERG BNA	BOOKS	173.01	V000540
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,170.52	V000541
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	309.05	V000542
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	133.50	V000543
	PRACTISING LAW INSTITUTE	BOOKS	248.66	V000544
	PUBLIC UTILITIES REPORTS INC	BOOKS	258.30	V000545
	TOWER PUBLISHING	BOOKS	155.00	V000546
	THOMSON REUTERS	BOOKS	69,417.48	V000547
	WILLIAM S HEIN & CO ** VOIDED *****	BOOKS	0.00	V000548
September 8	AT&T MOBILITY	TELECOM	361.94	V000554
	BANDWIDTH.COM, INC.	TELECOM	285.35	V000555
	BULBS.COM	REPAIR & MAINTENA	389.00	V000556
	REPUBLIC SERVICES #902	BLDG SVCS	257.25	V000557
	DAILY JOURNAL CORPORATION	ACCOUNTING	15.08	V000558
	ENVISIONWARE, INC.	COPY CENTER EXPE	4,534.65	V000559
	GLOBAL CAPACITY	TELECOM	351.05	V000560
	GLOBAL CAPACITY	TELECOM	142.94	V000561
	JOHNSON CONTROLS	REPAIR & MAINTENA	9,295.00	V000562
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	1,413.19	V000563
	PAN AMERICAN PEST CONTROL CO	BUILDING SERVICE	454.00	V000564
	SECURITAS SECURITY	SECURITY	5,402.88	V000565
	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	8,733.50	V000566
	TIME WARNER CABLE	TELECOM	1,200.00	V000567
	UNITED PARCEL SERVICE	DELIVERY/POSTAGE	24.16	V000568
September 10	OCLC INC	BIBLIOGRAPHICAL S	678.40	V000571
	PAN AMERICAN PEST CONTROL CO	BUILDING SERVICE	178.00	V000572
	SECURITAS SECURITY	SECURITY	11,021.04	V000573
	STAMPS.COM	DELIVERY & POSTAG	24.99	V000583
September 14	WILLIAM S HEIN & CO	BOOKS	19,640.50	V000574
	BERNAN ASSOCIATES	BOOKS	77.00	V000575
	CCH INCORPORATED	BOOKS	175.87	V000576
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	318.90	V000577
	PROQUEST LLC COUTTS INFORMATION	BOOKS	449.99	V000578
	DATA TRACE PUBLISHING COMPANY	BOOKS	192.95	V000579
	JAMES PUBLISHING INC	BOOKS	129.71	V000580
	PRACTISING LAW INSTITUTE	BOOKS	521.18	V000581
	THOMSON REUTERS	BOOKS	2,652.69	V000582

141,533.84

LOS ANGELES COUNTY LAW LIBRARY
September 1, 2015 - September 30, 2015 (CHECKS)

Account No.: 102001

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 15	GOLDEN STATE OVERNIGHT	DELIVERY & POSTAG	141.74	V000584
	UNITED PARCEL SERVICE	DELIVERY & POSTAG	7.14	V000585
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	37,655.56	V000587
	INFINISOURCE INC	PAYROLL/HR ADMIN	77.00	V000588
September 16	ALONTI CAFE & CATERING	BOARD EXPENSE	188.96	V000675
September 17	CHERRY PICK CAFE	COURSE REGISTRAT	21.20	V000589
	CHERRY PICK CAFE	COURSE REGISTRAT	24.60	V000676
September 18	AMERICAN BAR ASSOCIATION	BOOKS	868.94	V000590
	AMERICAN LAW INSTITUTE	BOOKS	44.30	V000591
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	808.00	V000592
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	102.28	V000593
	BLOOMBERG BNA	BOOKS	477.61	V000594
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	855.80	V000595
	JURIS PUBLISHING INC	BOOKS	211.00	V000596
	LOS ANGELES TIMES	BOOKS	162.24	V000597
	LEXISNEXIS ONLINE SERVICES	BOOKS	13,134.35	V000598
	MUNICIPAL CODE CORPORATION	BOOKS	108.00	V000599
	PRACTISING LAW INSTITUTE	BOOKS	579.07	V000600
	THOMSON REUTERS	BOOKS	82,011.30	V000601
	YBP LIBRARY SERVICES	BOOKS	88.75	V000602
	AT&T MOBILITY	TELECOM	19.58	V000603
	REPUBLIC SERVICES #902	BLDG SVCS	256.21	V000604
	SECURITAS SECURITY	SECURITY	4,823.28	V000605
SUPPLYWORKS	CLEANING SUPPLIES	2,267.93	V000606	
September 24	CHERRY PICK CAFE	COURSE REGISTRAT	7.60	V000677
September 29	WOLTERS KLUWER LAW & BUSINESS	BOOKS	440.36	V000607
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	132.69	V000608
	BLOOMBERG BNA	BOOKS	213.01	V000609
	BUILDERS BOOK INC BOOKSTORE	BOOKS	613.30	V000610
	CASTLE PUBLICATIONS	BOOKS	172.50	V000611
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,674.55	V000612
	PROQUEST LLC COUTTS INFORMATION	BOOKS	1,025.18	V000613
	METROPOLITAN NEWS COMPANY	BOOKS	542.82	V000614
	MUNICIPAL CODE CORPORATION	BOOKS	1,572.00	V000615
	NATIONAL COURT REPORTERS ASSOCIATIO	BOOKS	57.50	V000616
	PRACTISING LAW INSTITUTE	BOOKS	162.01	V000617
	RUTTER GROUP	BOOKS	376.06	V000618
	TYCO INTEGRATED SECURITY LLC	SECURITY	12,407.50	V000619
JOHN WILEY & SONS INC	BOOKS	141.70	V000620	

307,816.84

LOS ANGELES COUNTY LAW LIBRARY
September 1, 2015 - September 30, 2015 (CHECKS)

Account No.: 102001

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 30	YBP LIBRARY SERVICES	BOOKS	1,951.12	V000621
	OFFICE DEPOT	KITCHEN SUPPLIES	851.94	V000622
	STAMPS.COM	DELIVERY & POSTAG	300.00	V000623

308,968.78

LOS ANGELES COUNTY LAW LIBRARY
September 1, 2015 - September 30, 2015 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 2	KEENAN & ASSOCIATES	PREPAID EXP	32,400.00	TS00224035
September 15	CALPERS	PREPAID EXP	47,447.26	TS00224756

79,847.26

MEMORANDUM

DATE: October 28, 2015

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Strategic Plan Accountability Report – Quarterly Update

In July of 2013, at its Regular Meeting, the Board of Law Library Trustees adopted a new strategic plan. As a result, the Strategic Plan Accountability Report was created to help staff track and update the status of their milestones and objectives. At the close of each quarter, staff presents an update of the report to the Board for their review.

Attached, you will find the FY2015-16 quarter 1 update.

Note: As provided each quarter attached is the SP Accountability Report with an update of current Objective Progress. The first list is pending objectives and the second list is completed objectives. The green highlights mark all milestones whose original or extended date fell within this quarter.

RECOMMENDATION

Staff recommends that the Board receive and file the attached report.

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C1(A)	Track usage, visitors and performance metrics						
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Identify technology needed	9/30/2013	Y		
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Research methods available	10/31/2013	Y		
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Formally implement programs	11/30/2013		12/31/2015	Recommendations forthcoming. Planning and implementing programs pending US upgrade project T1(B).
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Evaluate results	12/31/2013		12/31/2015	
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Completion	1/31/2014		12/31/2015	
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs						
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Identify users	12/31/2013	Y		
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Set up and hold focus groups	12/31/2013	Y	2/15/2014	
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Draft and distribute surveys to user groups	2/28/2014	Y	2/28/2015	Item completed 3/8/2015. Survey availability extended to allow for additional responses. Survey dates: February 3 - March 8, 2015.
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Evaluate results	3/31/2014	Y	6/30/2015	Evaluation underway.
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Completion	3/31/2014	Y	7/31/2015	Extended date reflects new deadline to draft and distribute survey to user groups.
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation						
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Evaluate methods available	12/31/2013	Y		
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Select useful tools and technology	12/31/2013	Y		
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Collect data	3/31/2014	Y	12/31/2014	Date extended pending revision of Voyager reports for this project.
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Review results and make assessments	3/31/2014	Y	12/31/2014	Date extended pending revision of Voyager reports for this project.
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Present recommendations	6/30/2014		12/31/2015	Target date extended to coincide with new deadline for RFP for LIS product. Some recommendations contingent upon capabilities of new system.
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Completion	6/30/2014		12/31/2015	Target date extended to coincide with new deadline for LIS product selection for project T1(B). Some recommendations contingent upon capabilities of new system.
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Research available resources	8/30/2013	Y		
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Contact translators, interpreters, other resources regarding potential partnerships (min 10 contacts)	9/30/2013	Y		
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Prepare resource sheet for patrons	10/31/2013	Y		

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Translate resource sheet	11/30/2013		12/31/2015	Underway
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Completion	12/31/2013		12/31/2015	
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treastise Finder")						
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treastise Finder")	Austin Stoub	Research capabilities of current system	9/30/2013	Y		
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treastise Finder")	Austin Stoub	Test system	10/31/2013	Y	4/1/2014	
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treastise Finder")	Austin Stoub	Select areas to promote	11/30/2013	Y	12/31/2015	Have discussed ideas with Adam and Jaye in order to implement these resources on our website
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treastise Finder")	Austin Stoub	Develop content and tools	12/31/2013	Y	4/1/2016	
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treastise Finder")	Austin Stoub	Completion	12/31/2013		4/1/2016	
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material						
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Research other library methods	12/31/2014	Y	12/31/2014	s:\ADMINISTRATIVE_SERVICES\MANAGEMENT TEAM\Strategic Planning\docs\libsurvey.xlsx
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Select methods in consultation with communications	12/31/2013	Y		This is ongoing as themes present themselves; i.e. Constitution Day exhibit in September; Bill of Rights Day in December.
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Explore digitizing unique local government publications	3/31/2014	Y	6/30/2015	Limited interest externally. Will continue to explore options, especially in-house. Request to be included in exploratory digitization committee.
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Develop training classes for specialized government databases	6/30/2014	Y	3/1/2016	Developed an ongoing Parcer class to be held at the Main library. I would like to develop an additional class on free government websites, but other priorities have taken "priority."
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Identify all state, county and city directives and/or laws for inclusion in OPAC or a libguide	9/30/2014		7/31/2016	This potential libguide as well as several federal libguides are ongoing projects.
C1(H)	Establish material loan program between Main and branch locations						
C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	Needs assessment	3/31/2014	Y	3/31/2015	Committee has been formed (Linda, Christine, Jennifer); possibilities under discussion.

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	pilot loan program	6/30/2014		3/31/2016	Push back because has to do with change of policies which all need to be created and SL advised not to begin any new big projects now that involve policies and procedures making. Delivery mechanisms are limited and getting books out to locations and protocols for return and delivery. Cost involved in transport of materials, etc. Questions raised by team: Christine and Jennifer - scope, demand for service, staff time and availability, policy/procedure changes which may require board approval. We are on hold with new things (budget).
C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	Launch formal material loan program	9/30/2014		7/1/2016	Consider for FY17. Limited capacity for new projects during FY16 per ED.
C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	Evaluate loan program	3/31/2015		4/1/2017	
C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	Completion			4/1/2017	
C2(A)	Encourage donations of FCL materials from other libraries and formalize LLMC collaboration						
C2(A)	Encourage donations of FCL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Finalize LLMC agreement re donation, storage and scanning of materials	6/30/2013	Y		
C2(A)	Encourage donations of FCL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Create a set of expectations and anticipations for potential FCL donations	9/30/2014		12/30/2015	Delayed due to other priorities and transitions at LLMC
C2(A)	Encourage donations of FCL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Identify priority acquisitions (see C2(D))	12/31/2014	Y	12/30/2015	Primary law not held by LALL is priority.
C2(A)	Encourage donations of FCL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Outreach to libraries with priority FCL materials to donate	12/31/2014		12/30/2015	Under discussion with LLMC.
C2(A)	Encourage donations of FCL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Completion	3/31/2015		1/1/2016	
C2(B)	Conduct user needs survey and research to develop and expand FCL programming	Neel Agrawal	Identify patron groups	3/31/2014	Y		
C2(B)	Conduct user needs survey and research to develop and expand FCL programming	Neel Agrawal	Create survey	5/31/2014		12/30/2015	Commenced informally; formal survey deferred in light of other projects/priorities and pending evaluation of ongoing programming
C2(B)	Conduct user needs survey and research to develop and expand FCL programming	Neel Agrawal	Send survey	6/30/2014		12/30/2015	Deferred until after completion of other patron surveys
C2(B)	Conduct user needs survey and research to develop and expand FCL programming	Neel Agrawal	Hold focus groups	7/31/2014		2/1/2016	
C2(B)	Conduct user needs survey and research to develop and expand FCL programming	Neel Agrawal	Assessment	12/31/2014		2/1/2016	
C2(B)	Conduct user needs survey and research to develop and expand FCL programming	Neel Agrawal	Completion	3/31/2015		3/31/2016	
C2(C)	Purchase FCL materials that supplement FCL programming						
C2(C)	Purchase FCL materials that supplement FCL programming	Neel Agrawal	Identify programs	12/31/2013	Y		

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C2(C)	Purchase FCL materials that supplement FCL programming	Neel Agrawal	Identify appropriate materials	3/31/2014	Y		
C2(C)	Purchase FCL materials that supplement FCL programming	Neel Agrawal	Revise collection development policy for FCL (see C2(D))	6/30/2014		5/1/2016	Deferred in light of budget and other projects/priorities
C2(C)	Purchase FCL materials that supplement FCL programming	Neel Agrawal	Purchase after evaluating current library holdings	9/30/2014		8/1/2016	
C2(C)	Purchase FCL materials that supplement FCL programming	Neel Agrawal	Completion	9/30/2014		9/30/2016	
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials						
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Create template for priority materials for systematic review	12/31/2013	Y		
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Begin country review	1/15/2014	Y		
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Evaluate results	2/15/2014		12/30/2015	Still need to complete country surveys. Need additional volunteers or staffing for country surveys for faster progress.
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Revise collection development policy	3/31/2014		12/20/2015	Still need to complete country surveys. Need additional volunteers or staffing for country surveys.
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Completion	9/30/2014		1/1/2016	Still need to complete country surveys. Need additional volunteers or staffing for country surveys.
C2(E)	Build strong relationships with vendors around the world						
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Create a map/locator connecting regions with vendors	3/31/2014		10/30/2015	delayed due to the unresponsiveness or the delays in receipt of response from some of the FCL vendors
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Organize site visits and training sessions to strengthen relationships (at least 1 per vendor)	6/30/2014		10/30/2015	ongoing
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Identify best practices and business models for complex business transactions with foreign vendors	9/30/2014		10/30/2015	researching best practices regarding payment, minimizing delays and ensuring accuracy of global acquisitions
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Present recommendation	11/30/2015			
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Completion	11/30/2015			
C3(A)	Develop digitization and archiving plan for the next 20 years						

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Assemble committee of stakeholders / departments	2/1/2014	Y	3/1/2015	
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Identify what is currently being digitized and by whom Determine collection & priorities to be scanned	5/1/2014 9/1/2014	Y	6/30/2015 1/15/2016	Deferred until fully staffed and Navision and ILS software upgrades underway
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Present draft of plan to staff for evaluation	10/31/2014		2/31/2015	
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Create scan program for image storage and accessibility.	2/1/2015		5/1/2016	
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Completion	3/1/2015		6/15/2016	
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Review LALL's former rare book access plan	9/30/2013	Y		
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Review rare book access plans from other institutions	1/30/2014	Y		
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Confer with affected staff	3/31/2014		11/30/2015	Available space will be reevaluated now that books have returned from Bonhams.
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Recommend a new rare book storage and access plan	6/30/2014		10/31/2015	
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Completion	6/30/2014		10/31/2015	
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Evaluate current space needs	12/31/2014		12/31/2015	Waiting on completion of retro Cataloging project.
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Project space needs for next 5-10 years	6/30/2015		3/31/2016	
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Present draft of space needs assessment & recommendations	8/30/2015		4/30/2016	
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Completion	8/30/2015		6/30/2016	
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Assemble project team and develop detailed scope, methodology, and schedule	10/31/2014	Y		Recurring as recommended by auditors (sampling once/5 yrs) plus annual RR inventory
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Commence inventory process and debug issues or problems	12/31/2014		10/15/2015	Deadline extended due to personnel transitions.
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Complete and document inventory	5/31/2015		3/31/2016	Deadline extended due to personnel transitions.
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Report to auditor	9/30/2015		9/30/2016	
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Completion	10/31/2015		9/30/2016	
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals						
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Survey other libraries to find out if they are binding or preserving with some other method.	6/30/2014		11/30/2015	Research methods including shrink wrapping

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Compare costs for different methods of preservation.	1/30/2015		10/31/2015	
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Initiate preservation plan.	6/30/2015		6/30/2016	
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Completion	6/30/2015		12/31/2016	
Comm1(B)	Maintain security levels in a respectful and non-threatening manner						
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Harrison Alfaro	Gather input from staff via survey on possible improvements.	7/15/2013		12/15/2015	Facilities Manager position recently filled. Will address upon completion of RFP for new security contract
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Harrison Alfaro	Amend current post orders	9/30/2013		2/31/2015	Facilities Manager position currently vacant. Will address upon completion of RFP for new security contract
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Harrison Alfaro	Implement improvements	10/31/2013		3/31/2016	
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Harrison Alfaro	Complete regular training sessions with security staff	12/31/2013		5/31/2016	
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Harrison Alfaro	Completion	12/31/2013		5/31/2016	
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Establish rapport with bar association leaders	6/31/14	Y		Selected: W/LALA, Westwood, KABA, B/LALA, S/FVBA, GBA, S/GVBA
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Select target organizations	6/31/14	Y	9/30/2014	LACBA campaign and redesigned tiered membership program. Further implementation pending coordination with other departments on bar association-related objectives.
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Conduct needs assessments	9/30/2014	Y		
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Establish interest level and engagement	10/31/2014		12/31/2015	Coordinating with other departments regarding types of incentives that can be offered. LACBA campaign ongoing.
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Devise mutually beneficial options with participants	10/31/2014		12/31/2015	
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Create and formalize agreements	11/30/2014		3/31/2016	
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Implement program	12/31/2014		4/30/2016	LACBA campaign implemented.
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Assess results	1/31/2015		7/31/2016	
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Completion	2/28/2015		9/30/2016	
Comm1(E)	Continue and refine Members Program						
Comm1(F)	Automate parking reservations						
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Assess parking requirements with staff	9/1/2013	Y		
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Acquire online reservation software	10/1/2013	Y		
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Installation and customization of software	11/29/2013	Y	8/30/2015	Completed
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Begin parallel testing of new system	12/2/2013		1/15/2016	New members database/portal needs to be implemented before we can test this product.

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Begin using new self-reservation system	1/1/2014		3/15/2015	
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Completion	12/31/2013		4/15/2015	
Comm1(G)	Resume used book sales	Shohreh Saljoughi	Evaluate prior process for book sales, document possible efficiencies	7/15/2013	Y		
Comm1(G)	Resume used book sales	Shohreh Saljoughi	List and price current materials available for sale, place on sale shelves.	8/15/2013	Y		ongoing
Comm1(G)	Resume used book sales	Shohreh Saljoughi	Identify channels for announcing to various layers of the community	8/15/2013		10/30/2015	need to work on various internal and external protocols
Comm1(G)	Resume used book sales	Shohreh Saljoughi	Establish parameters for online sale and identify available venues	3/31/2014		10/30/2015	delayed due to the complexities and protocols
Comm1(G)	Resume used book sales	Shohreh Saljoughi	Assess	6/30/2014		10/30/2015	
Comm1(G)	Resume used book sales	Shohreh Saljoughi	Completion	8/30/14		10/30/2015	
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Identify potential users	9/30/2013		11/30/2015	Deferred until after other strategic plan priorities. Will develop a committee to help define parameters.
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Identify presenters and topics	9/30/2013		11/30/2015	Have met with P&P to identify potential test sites;
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Present to test sites	10/31/2013		12/31/2015	
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Evaluate effectiveness	11/30/2013		1/31/2016	
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Recommend program parameters	12/31/2013		2/28/2016	
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Completion	12/31/2013		6/30/2016	
Comm2(C)	Collaborate with Grand Park on programming and shared outreach	Sandi Levin	Attend regular meetings with Grand Park staff to share information/opportunities	7/1/2013	Y		We attend as invited.
Comm2(C)	Collaborate with Grand Park on programming and shared outreach	Sandi Levin	Establish a regular mechanism for sharing outreach and promotional information	12/31/2013	Y		
Comm2(C)	Collaborate with Grand Park on programming and shared outreach	Sandi Levin	Participate in at least one joint event	6/30/2014		12/31/2015	Established collaboration (and reimbursement) for GP events; joint events delayed due to transitional issues at GP
Comm2(C)	Collaborate with Grand Park on programming and shared outreach	Sandi Levin	Completion	6/30/2014		1/31/2016	
Comm2(G)	Coordinate programs with downtown arts community (e.g., Artwalk)	Jaye Steinbrick	Contact Art-Walk coordinators to identify 2014 opportunities	9/1/2013	Y		
Comm2(G)	Coordinate programs with downtown arts community (e.g., Artwalk)	Jaye Steinbrick	Attend regular Art-Walk & Community Meetings to promote 2014 library involvement.	11/1/2013	Y		
Comm2(G)	Coordinate programs with downtown arts community (e.g., Artwalk)	Jaye Steinbrick	Develop a partnership recommendation	1/1/2014	Y	5/14/2014	Ongoing - Met with DTLA board members to determine ways we might work together and cross-promote events using social media

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
Comm2(G)	Coordinate programs with downtown arts community (e.g., Artwalk)	Jaye Steinbrick	Completion	2/1/2014		12/31/2015	Other art programs offered; DTLA still pending
Comm3(C)	Expand librarian training workshops						
Comm3(C)	Expand librarian training workshops	Linda Heichman	Develop state of workshops.	12/31/2013	Y	3/31/2014	Full year of public classes launched @ partnerships; public librarians at partnerships are attending these classes. Codes issued for public library partner staff to attend LALL public classes free of charge (initiated FY14)
Comm3(C)	Expand librarian training workshops	Linda Heichman	Develop web-based public librarian training	8/31/2014		7/1/2016	In FY15, additional on-ground classes added at public library partnerships. No technical infrastructure in place for web-based. Possibility of talking with InfoPeople. Meanwhile pursue discussions with LAPL.
Comm3(C)	Expand librarian training workshops	Linda Heichman	Launch web-based public librarian training	6/30/2016		1/1/2017	
Comm3(C)	Expand librarian training workshops	Linda Heichman	Completion	7/31/2016		1/1/2017	
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers						
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Identify potential stakeholders	3/30/2015	Y		
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Build rapport with prospective participants	3/30/2015	Y		
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Conduct needs assessment	3/30/2015	Y		
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Develop methodology for identification of speakers	6/30/2015	Y		
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Build list of potential speakers	6/30/2015	Y		
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Calendar classes	9/30/2015	Y		
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Implement programs	9/30/2015	Y		Recurring business law series for small business owners and entrepreneurs; civil lawsuits basics series for self-represented litigants, paralegals and law students
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Completion	10/31/2015			
Comm4(A)	Create a mobile eBranch to deploy at events						
Comm4(A)	Create a mobile eBranch to deploy at events	Linda Heichman	Analyze fixed eBranch locations and develop mobile eBranch model	3/31/2015		7/1/2016	Budget constraints. Per ED, reevaluate FY17 depending on budget. No new eBranches in FY16 per ED.
Comm4(A)	Create a mobile eBranch to deploy at events	Linda Heichman	Secure funding/partners/landing spaces for mobile eBranch	6/30/2015		1/1/2017	
Comm4(A)	Create a mobile eBranch to deploy at events	Linda Heichman	Launch mobile eBranch	6/30/2016		7/1/2017	
Comm4(A)	Create a mobile eBranch to deploy at events	Linda Heichman	Completion	7/31/2016		7/1/2017	
Comm4(B)	Broadcast professional development and general public webinars						
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Work with staff to determine pilot content	2/1/2014		3/1/2016	Deferred due to staff vacancies and budget constraints. Will reevaluate after year end in light of other priorities and potential video projects.
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Create pilot class on video	4/1/2014		3/1/2016	

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Review pilot with staff for final edits	4/29/2014		4/15/2016	
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Make pilot class available online	6/1/2014		5/15/2016	
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Develop program to review and expand content	6/30/2014		6/30/2016	
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Completion	12/31/2014		8/30/2016	Ongoing
Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Create three proposed 30 minute computer class outlines	10/1/2013		11/30/2015	Delayed to other projects/weekly help desk duties. looking into online computer tutorials.
Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Schedule the first of three rotating classes, one per month	1/1/2014		12/30/2015	
Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Assess effectiveness and recommend ongoing program parameters	2/28/2014		4/1/2016	
Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Completion	3/31/2014		9/30/2016	
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahberg	Identify user groups	1/1/2015	Y		
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahberg	Determine information needs	3/3/2015	Y		Completed for prisoners; partially completed for homebound b/c runs large gamet
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahberg	Research methods to fulfill identified needs	6/30/2015		8/15/2015	Research begun but not completed
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahberg	Create program to disseminate information to user groups	9/1/2015			Need to work with P&P and Comm to determine best outreach options
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahberg	Evaluate and assess	1/1/2016			
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahberg	Completion	3/31/2016			
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Harrison Alfaro	Survey staff / conduct needs assessment	9/1/2013		12/31/2015	Informal assessment ongoing. Formal assessment delayed and aligned with security survey. Has been reassigned to new Facilities Manager
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Harrison Alfaro	Create needs list, and implement low or no-cost items	10/15/2013		12/31/2015	Informal adjustments ongoing. Balance delayed and aligned with security survey. Has been reassigned to new Facilities Manager
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Harrison Alfaro	Identify funding and timeframe for additional items	12/1/2013		2/1/2016	
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Harrison Alfaro	Completion	6/30/2014		5/15/2016	
W1(C)	Improve accessibility	Sonny Lew	Gather input from staff/patrons/experts - complete needs assessment	2/1/2014	Y		

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
W1(C)	Improve accessibility	Sonny Lew	Develop accessibility checklist for use in all future projects/programs	2/15/2014	Y	6/15/2014	This project was placed on hold as we evaluate new technology for accessibility. The time to evaluate products is more time consuming than originally anticipated.
W1(C)	Improve accessibility	Sonny Lew	Review accessibility software & hardware needs	3/31/2014		12/31/2015	Delayed until IT vacancies filled
W1(C)	Improve accessibility	Sonny Lew	Complete software & hardware installations	4/15/2014		12/31/2015	
W1(C)	Improve accessibility	Sonny Lew	Review facility accessibility needs – make budget recommendations	5/1/2014		12/31/2015	
W1(C)	Improve accessibility	Sonny Lew	Completion	6/30/2015		6/30/2016	
W1(D)	Automate elevator functions	Harrison Alfaro	Create RFP	8/1/2013	Y	1/29/2014	Preliminary bid request yielded no response. Exploring other options with updated bid package.
W1(D)	Automate elevator functions	Harrison Alfaro	Send approved RFP out to public bid	8/5/2013	Y	1/27/2015	Sending out revised RFP, no responses received from first RFP due to timing.
W1(D)	Automate elevator functions	Harrison Alfaro	Award Bid, begin elevator updates	8/20/2013	Y	3/25/2015	March 25th Board Meeting agenda
W1(D)	Automate elevator functions	Harrison Alfaro	Completion	4/1/2014		7/31/2016	Renovations to begin 11/15
W1(E)	Draft HR Procedures Manual	Terri Daniels/Lisa Curtin	Outline Procedures Manual organization and content; develop a table of contents.	9/30/2013	Y		
W1(E)	Draft HR Procedures Manual	Terri Daniels/Lisa Curtin	Outline each chapter	11/30/2013	Y	5/31/2014	
W1(E)	Draft HR Procedures Manual	Terri Daniels/Lisa Curtin	Write draft	1/31/2014		10/1/2015	Extended due to personnel changes and transitions
W1(E)	Draft HR Procedures Manual	Terri Daniels/Lisa Curtin	Solicit feedback from ED, Sr. Director, and other directors	2/28/2014		10/15/2015	
W1(E)	Draft HR Procedures Manual	Terri Daniels/Lisa Curtin	Incorporate suggestions into final draft	3/31/2014		11/1/2015	
W1(E)	Draft HR Procedures Manual	Terri Daniels/Lisa Curtin	Completion	4/30/2014		12/31/2015	
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)						
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	Marcelino Juarez	Poll directors and employees about desirable alternative work arrangements	12/31/2013		6/30/2016	Project deferred. Lower priority due to limited staffing and position eliminations.
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	Marcelino Juarez	Analyze costs and feasibility and write proposal	2/28/2014		12/31/2016	
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	Marcelino Juarez	Discuss proposal with union	3/31/2014		2/28/2017	
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	Marcelino Juarez	Implement program	6/30/2014		4/30/2017	
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	Marcelino Juarez	Completion	7/31/2014		6/30/2017	
W2(D)	Provide stretch classes or other physical activities at break times						

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
W2(D)	Provide stretch classes or other physical activities at break times	Executive Assistant	Research and propose a stretch program to ED	3/31/2014		11/30/2015	Pushed back due to change in staffing
W2(D)	Provide stretch classes or other physical activities at break times	Executive Assistant	Enlist employee leaders or acquire video classes	5/31/2014		11/30/2015	Pushed back due to short staffing and other HR and Administrative priorities
W2(D)	Provide stretch classes or other physical activities at break times	Executive Assistant	Develop a schedule	6/30/2014		11/30/2015	Pushed back due to short staffing and other HR and Administrative priorities
W2(D)	Provide stretch classes or other physical activities at break times	Executive Assistant	Completion	7/31/2014		12/31/2015	
W3(A)	Cross-train employees in related positions						
W3(A)	Cross-train employees in related positions	Terri Daniels/Lisa Curtin	Work with directors to identify opportunities for cross-training	2/28/2015		HOLD	Postponed due to personnel changes and transitions
W3(A)	Cross-train employees in related positions	Terri Daniels/Lisa Curtin	Develop and document a plan and timeline for each area	4/30/2015		HOLD	Postponed due to personnel changes and transitions
W3(A)	Cross-train employees in related positions	Terri Daniels/Lisa Curtin	Ensure plans are implemented	7/31/2015		HOLD	Postponed due to personnel changes and transitions
W3(A)	Cross-train employees in related positions	Terri Daniels/Lisa Curtin	Assess success of cross-training and revise as necessary	9/30/2015		HOLD	Postponed due to personnel changes and transitions
W3(A)	Cross-train employees in related positions	Terri Daniels/Lisa Curtin	Completion	10/31/2015		HOLD	Postponed due to personnel changes and transitions
W3(B)	Evaluate and improve process efficiency in all library functions	Marcelino Juarez	Work with directors to map function processes	12/31/2013		12/31/2015	No longer feasible due to staffing changes and position eliminations. A limited scope version will be incorporated into FY17 budget planning
W3(B)	Evaluate and improve process efficiency in all library functions	Marcelino Juarez	Analyze process maps within and between departments and identify opportunities for streamlining, simplification, automation, or elimination	3/31/2014		2/15/2016	Limited scope
W3(B)	Evaluate and improve process efficiency in all library functions	Marcelino Juarez	Benchmark other libraries/organizations and document best practices and appropriate metrics	3/31/2014	N		Limited scope
W3(B)	Evaluate and improve process efficiency in all library functions	Marcelino Juarez	Implement no-cost improvements.	5/31/2014		6/30/2016	Limited scope
W3(B)	Evaluate and improve process efficiency in all library functions	Marcelino Juarez	Propose and budget for other improvements including costs and impacts on other departments	5/31/2014		6/30/2016	Limited scope
W3(B)	Evaluate and improve process efficiency in all library functions	Marcelino Juarez	Plan, document, and implement process changes and success metrics	9/30/2014		9/30/2016	Limited scope
W3(B)	Evaluate and improve process efficiency in all library functions	Marcelino Juarez	Review changes and revise as necessary. Document revisions.	12/31/2014		12/31/2016	Limited scope
W3(B)	Evaluate and improve process efficiency in all library functions	Marcelino Juarez	Completion	1/15/2015		6/30/2017	
W3(C)	Merge Programs & Partnerships and Reference functions						
W3(C)	Merge Programs & Partnerships and Reference functions	Sandi Levin	Reconfigure desk/office locations	9/1/2013	Y		

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
W3(C)	Merge Programs & Partnerships and Reference functions	Sandi Levin	Adjust reference desk schedule	9/1/2013	Y		
W3(C)	Merge Programs & Partnerships and Reference functions	Sandi Levin	Develop project teams comprised of both groups	12/31/2013	Y		
W3(C)	Merge Programs & Partnerships and Reference functions	Sandi Levin	Conduct cross-training	12/31/2013		12/31/2015	Partially complete; balance deferred due to constraints on HR resources
W3(C)	Merge Programs & Partnerships and Reference functions	Sandi Levin	Completion	2/28/2014		12/31/2015	
W4(C)	Expand the high school intern program	Shohreh Saljooghi	Coordinate and complete current pilot project (4 interns)	8/2/2013	Y		ongoing
W4(C)	Expand the high school intern program	Shohreh Saljooghi	Build and refine program components	4/30/2014	Y	11/15/2015	
W4(C)	Expand the high school intern program	Shohreh Saljooghi	Document procedures for expanded program	5/31/2014		12/15/2015	
W4(C)	Expand the high school intern program	Shohreh Saljooghi	Completion	6/30/2014		12/31/2015	
W4(E)	Conduct a space needs assessment for employee workspaces		Interview directors	9/30/2013	Y		
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Survey staff	10/31/2013	Y	5/28/2014	Commenced but not completed.
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Analyze trends, future projects and anticipated changes	12/31/2013	Y	7/25/2014	
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Draft report with recommendations	1/31/2014		12/1/2015	Partially complete; undergoing refinement due to staffing changes
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Completion	2/28/2014		12/31/2015	
W4(F)	Install document management and/or collaboration software		Acquire licensing	7/31/2013	Y		
W4(F)	Install document management and/or collaboration software	Sonny Lew & Jaye Steinbrick	Meet with staff and vendor to create implementation plan	11/15/2013		12/31/2015	Project on hold until IT vacancies are filled
W4(F)	Install document management and/or collaboration software	Sonny Lew & Jaye Steinbrick	Install software including required workflow definitions	12/1/2013		12/31/2015	
W4(F)	Install document management and/or collaboration software	Sonny Lew & Jaye Steinbrick	Completion	2/1/2014		3/31/2016	
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	SWOT assessment based upon pilot program	3/31/2014	Y	6/30/2015	pilot program established and preliminary usage data collected. Project will continue until budget allows for augmentation
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Develop additional technology and tools	6/30/2014		10/1/2016	Per ED, reevaluate FY17 depending on budget. No new eBranches in FY17.

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Pilot new tools	9/30/2014		1/1/2017	
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Launch "next phase" eBranch	12/31/2014		6/30/2017	
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Recommend program for ongoing implementation	3/31/2015		12/31/2017	
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Completion	6/30/2015		12/31/2017	
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)						
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Melling Li	Establish committee to review requirements and begin creation of RFP	2/1/2014	Y	1/14/2015	As highlighted in staff report and discussion at 12/16/2014 Board meeting, re-aligned timeline with Accounting upgrade project to ensure compatibility and integration. Both projects underway concurrently.
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Melling Li	Complete LC re-classification and re-labeling project	6/30/2014	Y	10/30/2014	Initial target date extended due to impact on project workflow resulting from significant loss of key staff, but now completed
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Melling Li	Begin public bid process	12/31/2014		12/16/2015	Committee recommended to consider the option of retaining current system but to pursue enhancements. Cost projection not realistic or substantiated until after the RFP process.
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Melling Li	RFP and vendor product demonstrations	1/31/2015		1/31/2016	
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Melling Li	Sign contract /set implementation schedule	3/31/2015		4/1/2016	
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Melling Li	Conduct data load tests and assess integrity	7/31/2015		7/1/2016	
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Melling Li	Conduct staff training	8/31/2015		9/1/2016	
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Melling Li	Go live	9/30/2015		9/30/2016	
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Melling Li	Completion	10/31/2015		10/1/2016	
T1(C)	Develop a Law library mobile application	Adam Rosenblum	Work with staff to determine content	7/1/2014	Y		Have spoken with Web committee and have started researching the best ways to turn website into a mobile version.

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GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Create beta web-app for testing	9/15/2014	Y	6/15/2015	Working with a new version of Joomla. Looking to determine what is needed to create a mobile version with the information needed.
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Staff review of content & functionality	9/30/2014	Y	7/15/2015	Mirrors website and is functional
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Go live - Make web-application available online	11/1/2014	Y	7/30/2015	
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Develop ongoing program to review and expand content	12/31/2014		8/3/2015	In process
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Completion	12/31/2014		8/31/2015	
T2(A)	Upgrade Navision	Jaye Steinbrick	Needs assessment	10/30/2013	Y	6/30/2015	Delayed due to staffing changes. Currently underway.
T2(A)	Upgrade Navision	Jaye Steinbrick	Confirm whether Navision is the right solution	11/30/2013		11/7/2015	
T2(A)	Upgrade Navision	Jaye Steinbrick	Conduct RFP	10/30/2013		12/31/2015	
T2(A)	Upgrade Navision	Jaye Steinbrick	Plan and implement data migration including software customization	1/31/2014		5/26/2016	
T2(A)	Upgrade Navision	Jaye Steinbrick	Plan for rollout and training	3/31/2014		5/31/2016	
T2(A)	Upgrade Navision	Jaye Steinbrick	Go live and document changes	4/30/2014		6/17/2016	
T2(A)	Upgrade Navision	Jaye Steinbrick	Completion	5/31/2014		6/20/2016	
T2(B)	Provide the option to pay fees, fines and charges online	Jaye Steinbrick			Y		
T2(B)	Provide the option to pay fees, fines and charges online	Jaye Steinbrick	Finalize PayPal account banking requirements	6/30/2013	Y		Project assigned to new IT Manager, dates updated.
T2(B)	Provide the option to pay fees, fines and charges online	Jaye Steinbrick	Determine system capabilities	7/31/2013	Y		
T2(B)	Provide the option to pay fees, fines and charges online	Jaye Steinbrick	Create workflow processing chart(s)	9/15/2013	Y		
T2(B)	Provide the option to pay fees, fines and charges online	Jaye Steinbrick	Begin programming/implementation	10/1/2013	Y		The new website has integrated Paypal as payment option for class registration.
T2(B)	Provide the option to pay fees, fines and charges online	Jaye Steinbrick	Test and assure functionality	9/30/2013		12/31/2015	Software issues with ILS system have delayed integration with Voyager. Project will be reassigned when IT vacancies have been filled
T2(B)	Provide the option to pay fees, fines and charges online	Jaye Steinbrick	Go live and document changes	2/1/2014		1/31/2016	
T2(B)	Provide the option to pay fees, fines and charges online	Jaye Steinbrick	Completion	2/28/2014		2/15/2016	
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenostro			Y		
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenostro	Evaluate technical requirements	7/1/2013	Y		Database access problem arose on 1st test & needs to be addressed.
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenostro	Turn-on/test functionality	8/1/2013	Y	3/31/2016	Software issues with ILS system continue to delay this project. Will await ILS upgrade
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenostro	Work with communications to notify borrowers	9/1/2013		5/15/2016	This function may be eliminated from project due to pending ILS upgrade
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenostro	Establish online payment options (see T2(B))	2/1/2014		5/31/2016	
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenostro	Completion	2/15/2014			
T2(E)	Provide catalog searching capabilities in closed stacks						

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
T2(E)	Provide catalog searching capabilities in closed stacks	Sonny Lew	Identify locations in the stacks for deployment	7/1/2013	Y		
T2(E)	Provide catalog searching capabilities in closed stacks	Sonny Lew	Verify and/or expand Wi-Fi coverage	9/1/2013	Y		
T2(E)	Provide catalog searching capabilities in closed stacks	Sonny Lew	Repurpose existing, available hardware as search stations	10/1/2013	Y		
T2(E)	Provide catalog searching capabilities in closed stacks	Sonny Lew	Installation and training	3/31/2014		10/31/2015	Need additional equipment, budget item. Project to be reassigned
T2(E)	Provide catalog searching capabilities in closed stacks	Sonny Lew	Completion	4/30/2014		12/31/2015	
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources						
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources	Marcelino Juarez	Working with department heads, produce a vendor contract negotiation plan including negotiation schedule, annual spend, contract renewal dates, if any, and the point person for each vendor	10/31/2013		1/31/2016	Delayed due to staffing changes. Multiple contract negotiations currently underway notwithstanding
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources	Marcelino Juarez	Develop a negotiation protocol for each vendor including expected outcomes	11/30/2013		1/31/2016	
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources	Marcelino Juarez	Evaluate interim success with vendor negotiations and revise as necessary	3/31/2014		2/28/2016	
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources	Marcelino Juarez	Completion	4/30/2014		6/30/2016	
F2(B)	Consider legislative proposal to authorize revenue-generating activities						
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Confer with CCCLL directors	10/31/2013	Y		
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Meet with CCCLL lobbyist	11/30/2013	Y		
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Present proposal for BOT review	1/31/2014	Y		
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Present proposal to CCCLL executive board for consideration	3/31/2014	Y		
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Identify sponsors	4/30/2014	Y		
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Present proposal to CCCLL at annual conference	9/30/2014	Y		
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Lobby legislators	12/31/2014	Y		Partially complete. A portion was signed into law. Balance is slated for next session; sponsor identified
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Completion	6/30/2015		12/31/2015	Awaiting governor's signature
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Identify footprint / services	5/14/2014		12/15/2015	Delayed due to staffing vacancies
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Identify potential vendors			12/15/2015	
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Identify funding resources and partner agencies	6/14/2014		2/29/2016	

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Present a conceptual plan to the Board of Trustees	9/1/2014		4/28/2016	
F2(E)	Develop conceptual plan for café	Jaye Steinbrick	Completion			4/28/2016	
F2(E)	Provide a notary service for a fee	Executive Assistant	Identify options (in-house; contract; etc.)	3/31/2014	Y	7/30/2015	Identified potential service partners, further work required
F2(E)	Provide a notary service for a fee	Executive Assistant	Write proposal to coordinate notary services and training	4/30/2014		11/30/2015	
F2(E)	Provide a notary service for a fee	Executive Assistant	Work with notary candidates and coordinate training	8/30/2014		12/31/2015	
F2(E)	Provide a notary service for a fee	Executive Assistant	Write policies and procedures	9/30/2014		3/31/2016	
F2(E)	Provide a notary service for a fee	Executive Assistant	Announce and roll-out	11/30/2014		6/30/2016	
F2(E)	Provide a notary service for a fee	Executive Assistant	Evaluate effectiveness and usage	2/28/2015		9/31/2016	
F2(F)	Provide e-filing for a fee	Executive Assistant	Completion	3/31/2015		12/31/2016	
F2(F)	Provide e-filing for a fee	Ryan Metheny	Research court requirements, existing needs and solutions	6/30/2014		12/31/2015	Pending court technology changes
F2(F)	Provide e-filing for a fee	Ryan Metheny	Identify potential services and prospective user groups	8/30/2014		2/28/2016	
F2(F)	Provide e-filing for a fee	Ryan Metheny	Draft procedures and policy	11/30/2014		3/31/2016	
F2(F)	Provide e-filing for a fee	Ryan Metheny	Present recommendation to Board of Trustees	1/31/2015		4/30/2016	
F2(F)	Provide e-filing for a fee	Ryan Metheny	Implement	3/31/2015		7/1/2016	
F2(F)	Provide e-filing for a fee	Ryan Metheny	Assess and revise as needed	5/31/2015		9/30/2016	
F2(F)	Provide e-filing for a fee	Ryan Metheny	Completion	6/30/2015		12/31/2016	
F2(G)	Offer fee-based collection acquisition and management services to other libraries						
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Assess capacity for contract services and performance standards	12/31/2013	Y		
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Identify costs and constraints	12/31/2013		12/31/2015	Preliminary inquiries have not yielded favorable results. Exploring other options/avenues.
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Identify potential 'customer's'	1/31/2014		12/31/2015	
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Negotiate test site contract /Identify performance metrics	6/30/2014		12/31/2015	
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Evaluate success and performance metrics	2/28/2015			
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Recommend program for future contracts	4/30/2015			
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Completion	5/31/2015			
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Establish rapport with bar association leaders	1/31/2014	Y		
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Select target organizations to work with	3/30/2014	Y		
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Conduct needs assessments	3/30/2014	Y		

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Assess and document options	6/30/2014	Y	9/30/2015	Discussed collaboration opportunities with Beverly Hills Bar Association and other local bar associations to gauge interest in library services and partnership opportunities. Opportunities include: Developing MCLE speakers bureau in partnership with local bar associations; writing for bar journals, magazines, and newsletters, e.g., Los Angeles Lawyer and Valley Lawyer; presenting MCLE courses for local bar associations and legal secretary/paralegal associations.
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Devise mutually agreed upon programs	6/30/2014		12/31/2015	Completing outreach efforts.
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Implement programs	9/30/2014		3/31/2016	
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Assess results & recommend ongoing programs	10/31/2014		9/30/2016	
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Completion	11/30/2014		10/31/2016	
F3(B)	Build relationships with relevant corporate entities						
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Identify candidate organizations	3/30/2014	Y	10/31/2014	Some candidates identified; further research needed
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Contact organizations and discuss opportunities (min 4)	6/30/2014		12/31/2015	Some candidates contacted and sponsorships in development; further outreach to be coordinated with FLACLL new ED
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Implement test programs	9/30/2014		12/31/2015	Commenced but not completed
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Assess results & recommend ongoing programs	10/31/2014		12/31/2015	
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Completion	11/30/2014		4/30/2016	
F3(C)	Establish a speakers' bureau		Research and review existing models	9/30/2013	Y		
F3(C)	Establish a speakers' bureau	Sandi Levin					
F3(C)	Establish a speakers' bureau	Sandi Levin	Develop parameters, incentives and program	12/31/2013		12/31/2015	Project deferred and currently being reevaluated. Current outreach is yielding excellent quality and sponsorship opportunities. Speakers bureau may not be optimal at this time.
F3(C)	Establish a speakers' bureau	Sandi Levin	Announce program	1/31/2014		1/30/2016	
F3(C)	Establish a speakers' bureau	Sandi Levin	Conduct outreach	3/31/2014		6/30/2016	
F3(C)	Establish a speakers' bureau	Sandi Levin	Launch	4/30/2014		1/15/2016	
F3(C)	Establish a speakers' bureau	Sandi Levin	Assess and revise, as needed	6/30/2014		3/31/2016	
F3(C)	Establish a speakers' bureau	Sandi Levin	Completion	9/30/2014		6/30/2016	
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub					
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Assess current internet-based resources for gaps in coverage	12/31/2013	Y		
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Identify potential resources that can be added to collection	3/31/2014		12/31/2015	Met with reps from Ravel to discuss onsite implementation, NCLC materials will be visible and available in reading room, added Law Journal Press access to the reading room page to increase visibility.

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S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Assess technical feasibility and negotiate with vendors; budget for additional resources	6/30/2014		12/31/2015	Will meet and discuss with Ralph/CMS regarding Law Journal Press resources. Working on LibGuides and other resource guides. Working with Adam and Jaye to determine design.
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Implement new resources on test site	9/30/2014		12/31/2015	
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Develop metrics to evaluate user satisfaction and assess	10/31/2014		10/31/2015	
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Launch resources on website	12/31/2014		10/31/2015	
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Survey users for feedback on usability and revise as needed	3/31/2015		1/31/2016	
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Completion	6/31/15		3/31/2016	
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Completion	11/15/2013		5/31/2016	
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Add option into public website	9/1/2013	Y	8/31/2015	Implemented the basic framework, need to insert scripts into public website. Website location not yet identified. Delayed due to IT vacancies
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Work with IT staff to test implementation	9/15/2013		12/15/2015	IT has implemented the basic framework. Waiting for approval before implementation and moving on to the next step. Delayed due to IT vacancies
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Training and testing with reference staff	9/30/2013		1/31/2016	
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Create promotional materials	10/1/2013		2/28/2016	
S1(D)	Provide self-serve scanning equipment in the Library	Adam Rosenblum	Completion	11/15/2013		5/31/2016	
S1(D)	Provide self-serve scanning equipment in the Library	Sonny Lew	Work with staff and patrons to evaluate technology requirements.	10/15/2014		3/31/2016	Deferred to fiscal year 2016-17 budget to combine with copier replacements for cost-savings and efficiency.
S1(D)	Provide self-serve scanning equipment in the Library	Sonny Lew	Evaluate existing solutions and make final recommendation, proceed with purchasing.	11/15/2014		6/30/2016	
S1(D)	Provide self-serve scanning equipment in the Library	Sonny Lew	Install public scanner with signage and print materials	2/1/2015		8/1/2016	
S1(D)	Provide self-serve scanning equipment in the Library	Sonny Lew	Assess effectiveness of implementation and make adjustments as needed.	5/31/2015		11/15/2016	
S1(D)	Provide self-serve scanning equipment in the Library	Sonny Lew	Completion	5/31/2015		1/1/2017	
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Identify and assess virtual self-help center models	8/30/2013	Y	11/30/2013	
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Generate report of findings and make recommendations	11/30/2013	Y		New A21 volunteer interns will review existing resources and develop recommendations for updating LALL's self-help section

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
SZ(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Identify and seek funding sources	6/30/2014		12/31/2015	Intent is to scale back to offerings that can be provided without additional funding. Budget includes contract hours for former interns. Coordinator has identified tasks which AZJ intern could provide subsequent to internship during first quarter of 2016. Tasks include, but not limited to, for example, create working grid identifying topical organization of ebranch and its variation from website, documenting fee vs free links that need to be added to website, providing bibliographic location information for fee based resources; create listing of Nolo links to match ebranch; list online resource database where each response can be found online in remote location; upload selected pathfinders relevant to Self-Help section.
SZ(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Garner input (technology, staff, funding)	6/30/2014		12/31/2015	Partially complete
SZ(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Develop content	6/30/2014		3/31/2015	Date post end of year and school semester conclusion limits additional assistance. Intent is to deploy new A21 or contract A2J interns during spring semester.
SZ(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Design look and feel for target audience	9/30/2014		3/31/2015	Intent is to mimic ebranch for consistency and efficiency
SZ(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Upload and implement	12/31/2014		6/28/2016	Enhancements to the website will include topical resources mimicing the ebranch and including embedded links to freely available resources; citations to library references available in hard copy and online, and pathfinders. Deployment and ability to mimic ebranch will require IT resources TBD
SZ(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Completion	3/31/2015		6/30/2016	
SZ(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert			Y	11/30/2013	
SZ(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Assess feasibility	9/30/2013	Y	11/30/2013	
SZ(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Identify and assess model videos	9/30/2013	Y	11/30/2013	
SZ(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Identify and establish cooperative legal aid partner	12/30/13	Y	6/30/2014	Bet Tzadek and the California Coalition on Consumer Justice are interested in partnering with us if we are able to secure funding and the equipment to create the videos
SZ(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Identify and seek funding sources	3/30/2014	Y	3/31/2015	Conversations underway with PL who has hired an attorney to manage their pro bono programming. Topic under consideration is how to talk to a lawyer and tie-in to Lawyers in the Library. A2J interns will be doing competitive intelligence to see what video content has already been created that is relevant to this topic.

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Develop script and vet with stakeholder advisors	3/30/2014		10/1/2015	Subject to partnering with PI who has all of the video recording equipment. Outline complete. Script in development with ED
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Produce video	9/30/2014		12/31/2015	Date of production currently set at 1/1/2015
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Publish and create distribution plan	9/30/2014		2/28/2016	Deferred until after production
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Duplicate in Spanish and other languages	3/30/2015		6/30/2016	
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Completion	4/30/2015		9/30/2016	
S2(C)	Develop transportation resource handouts for litigants						
S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Collect and evaluate available information	8/1/2013	Y	5/15/2015	Information collected, but needs updating. Will reevaluate scope of project in light of LASC web update
S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Make information available to the public.	10/15/2013		11/15/2015	
S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Completion	10/15/2013		12/15/2015	
S2(D)	Develop translation resource handouts	Linda Heichman	Establish committee to assess needs	1/31/2014	Y		Committee: Austin, Pedro, Linda
S2(D)	Develop translation resource handouts	Linda Heichman	Identify existing resources	6/30/2014	Y	12/31/2015	
S2(D)	Develop translation resource handouts	Linda Heichman	Evaluate effectiveness of existing process	9/30/2014		12/31/2015	
S2(D)	Develop translation resource handouts	Linda Heichman	Develop handout	12/31/2014		3/31/2016	
S2(D)	Develop translation resource handouts	Linda Heichman	Recommend plan for future improvements	3/31/2015		7/1/2016	
S2(D)	Develop translation resource handouts	Linda Heichman	Completion	3/31/2015		6/30/2017	
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.						
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Conduct Needs Assessment	12/30/2013	Y		
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Assess feasibility	12/30/2013	Y	3/31/2014	Expungement Clinic ongoing on monthly basis. Discussions and test projects ongoing with trial readiness clinic, Public Counsel's appellate law project and Immigration legal aid partners.
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Identify and seek funding sources	3/30/2014	Y		Firm sponsorship obtained for expungement clinic; application for TIG funding underway to expand name change workshop; trial readiness converted to fee-based model
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Launch pilot program(s)	9/30/2014	Y		adult name change workshop, family law trial prep and expungement clinic all regularized

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Assess outcomes	3/30/2015	Y		
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Expand programs	9/30/2015		12/31/2015	Adding conservatorship clinic, immigration clinics and regularizing TRC
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Completion	12/30/2015		1/31/2016	
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).						
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Assess needs and models of delivery	3/30/2015		12/31/2015	After final information gathering at PBW
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Identify potential partners	3/30/2015		12/31/2015	Ongoing
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Identify technology requirements and distribution framework	9/30/2015		3/31/2016	
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Identify and seek funding sources	9/30/2015		3/31/2016	
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Implement soft launch / Test usability	3/30/2016		6/30/2016	
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Implement full launch	6/30/2016		12/31/2016	
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Assess	12/31/2016		3/31/2016	
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Completion	12/31/2016		3/31/2016	
S3(D)	Establish a program for legal document assistants in the library						
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Identify and assess viability with organization leaders	12/30/2014		11/30/2015	Internal discussions ongoing; evaluating models to minimize exposure
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Assess components and recommend policies and procedures	3/30/2015		12/31/2015	
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Determine liability, write contracts / MOU	3/30/2015		12/31/2015	
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Soft launch program	6/30/2015		12/31/2015	
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Create feedback mechanism and metrics	6/30/2015		12/31/2015	
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Assess success of program	9/30/2015		3/31/2016	

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Completion	12/30/2015		6/30/2016	
S4(A)	Establish ebranches throughout the County						
S4(A)	Establish ebranches throughout the County - see also T1(A)	Linda Heichman & Jaye Steinbrck	SWOT assessment based upon pilot program	3/31/2014	Y	6/30/2015	Pilot program established and preliminary usage data collected. Project will continue until budget allows for augmentation
S4(A)	Establish ebranches throughout the County - see also T1(A)	Linda Heichman & Jaye Steinbrck	Develop additional technology and tools	6/30/2014		10/1/2016	Per ED, reevaluate FY17 depending on budget. No new ebranches in FY17 per ED.
S4(A)	Establish ebranches throughout the County - see also T1(A)	Linda Heichman & Jaye Steinbrck	Identify strategic locations and develop partnerships	7/31/2014		11/30/2016	
S4(A)	Establish ebranches throughout the County - see also T1(A)	Linda Heichman & Jaye Steinbrck	Pilot new tools	9/30/2014		1/1/2017	
S4(A)	Establish ebranches throughout the County - see also T1(A)	Linda Heichman & Jaye Steinbrck	Launch "next phase" ebranch	12/31/2014		6/30/2017	
S4(A)	Establish ebranches throughout the County - see also T1(A)	Linda Heichman & Jaye Steinbrck	Completion			12/31/2017	

MEMORANDUM

DATE: October 28, 2015

TO: Board of Law Library Trustees

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

RE: Approval of CalPERS Health Resolution

SUMMARY

Each time the share of health care costs to be charged to LA Law Library employees changes, CalPERS requires that the Board adopt a resolution memorializing the new rates and authorizing CalPERS to charge at those rates. This recommends that the Board adopt the attached resolution authorizing CalPERS to charge eligible retirees the appropriate share of health insurance premiums.

BACKGROUND

The 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 2013, the Board extended this cap on premiums to unrepresented employees and retired employees, and their dependents.

No subsequent changes have been made to the formula for calculating the cap on premiums. However, due to changes in the cost of health care, the caps nonetheless need to be adjusted each year.

RESOLUTION

The attached resolution is in the form requested by CalPERS and implements the formula by informing CalPERS about the maximum amount the Law Library will pay for health insurance on behalf of eligible employees and retirees and their dependents.

RECOMMENDATION

Staff recommends that the Board adopt the attached resolution for health insurance premiums that will take effect on January 1, 2016.



To: California Public Employees' Retirement System
Health Contracts Unit, Employer Account Management Division
PO BOX 942714
Sacramento, CA 94229-2714

From:

CalPERS ID #	5612780823
Agency Name	Los Angeles County Law Library

HEALTH RESOLUTION

Please staple on top of your health resolution(s) or cover letter. This will ensure that the CalPERS mailroom expedites delivery to our office.

LOS ANGELES COUNTY LAW LIBRARY
RESOLUTION NO. 2015-1

FIXING THE EMPLOYER CONTRIBUTION AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS
UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

- WHEREAS, (1) Los Angeles County Law Library is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and
- WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and
- RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of:

Medical Group	Monthly Employer Contribution		
	Single	Two-Party	Family
701 Unrepresented Employees	\$531.73	\$815.00	\$984.96
702 Represented Employees	\$531.73	\$815.00	\$984.96

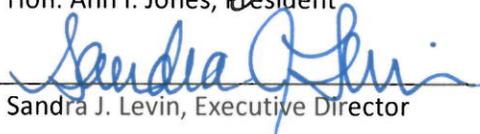
Plus administrative fees and Contingency Reserve Fund assessments; and be it further

- RESOLVED, (b) 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; and be it further
- RESOLVED, (c) That the participation of the employees and annuitants of Los Angeles County Law Library shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Los Angeles County Law Library would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer.

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, the Executive Director to file with the Board a verified copy of this resolution, and to perform on behalf of Los Angeles County Law Library all functions required of it under the Act.

Adopted at a regular meeting of the Board of Trustees of the Los Angeles County Law Library at 301 W. 1st Street, Los Angeles, CA 90012, this 28 day of October, 2015.

Signed: 
Hon. Ann I. Jones, President

Attest: 
Sandra J. Levin, Executive Director

INSTRUCTIONS

This resolution form is the approved form designated by the California Public Employees' Retirement System (CalPERS). It should be used by a contracting agency subject to Public Employees' Medical and Hospital Care Act (PEMHCA) when the agency desires to change the monthly employer health contribution for employees and annuitants in accordance with Government Code Section 22892.

The resolution is **effective on the first day of the second month** following the month in which the resolution is filed (date stamped as received by CalPERS; See address below).

WHEREAS, (1) should be completed with full name of the contracting agency and recognized employee organizations.

RESOLVED, (a) should be completed to specify the amount of the employer contribution toward the cost of enrollment for active employees and annuitants. The amount specified must be an amount equal to or greater than that prescribed by Section 22892(b).

Commencing January 1, 2009, the employer contribution shall be adjusted annually by the Board to reflect any change in the medical component of the Consumer Price Index, and shall be rounded to the nearest dollar.

RESOLVED, (b) should be completed with full name of the contracting agency.

RESOLVED, (c) should be completed with full name of the contracting agency.

RESOLVED, (d) requests the position title of the individual who handles the PEMHCA resolution for the contracting agency.

RESOLVED, (d) should be completed with full name of the contracting agency.

Because resolutions serve as a legally binding document, we require the original resolution, certified copy with original signatures, or a copy of the resolution with the agency's raised seal.

For resolution processing, deliver to the following:

Overnight Mail Service

California Public Employees' Retirement System
Health Contracts Unit
400 Q Street
Sacramento, CA 95811-6210

Regular Mail

California Public Employees' Retirement System
Health Contracts Unit
PO BOX 942714
Sacramento, CA 94229-2714

The certification shown following the resolution is to be completed by those individuals authorized to sign for the contracting agency in legal actions and is to include the name of the executive body; i.e. Board of Directors, Board of Trustees, etc., the location and the date of signing.

1st Quarter Statistics for FY16

Will Be Provided Prior to the Board Meeting

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Review and Receipt of Financial Statement Audit Report and SAS 114 Letter for the Fiscal Year Ended June 30, 2015
- 4.2 Update Re: Investment Strategy and Investment Management Services
- 4.3 Authorization to Donate Surplus Books to the Friends of the Los Angeles County Law Library

MEMORANDUM

DATE: October 28, 2015

TO: Board of Law Library Trustees

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

RE: Review and Receipt of Financial Statement Audit Report and SAS 114 Letter for the Fiscal Year Ended June 30, 2015

SUMMARY

Staff recommends that the Board review and accept the audited financial statement report and SAS 114 Letter for the fiscal year ended June 30, 2015.

DISCUSSION

Staff is pleased to report that the LA Law Library's outside auditors, Vasquez & Company, LLP, with the assistance of the Library's finance staff, have completed their audit of the Law Library's financial statements for the fiscal year ended June 30, 2015 and issued an unqualified opinion. No material weaknesses were identified. The proposed audited financial statement report and SAS 114 letter are attached.

As you will recall, this is the Law Library's first year with Vasquez & Co., after a number of years with a different audit firm. The combination of a new audit perspective, changes in accounting practice and implementation of newly released statements by the Governmental Accounting Standard Board (GASB) resulted in significant accounting adjustments. These include:

- Accounting for electronic resources: For accounting purposes, an electronic resource is a fee paid to a vendor for limited-term access to a database the vendor maintains and owns. Standing practice for many years allowed for these fees to be capitalized, treated as assets and depreciated along with all other collection material purchases. The new auditors and staff discussed the proper accounting treatment of subscription fees for electronic resources and agree that these fees provide no future economic benefit to the Library beyond the contractual term and should be recorded as period expenses in accordance with generally accepted accounting principles. Because these fees had historically been treated as assets and depreciated, a prior period adjustment of \$2.6M was required. Although this adjustment decreases the Law Library's net position, it does not affect cash, physical assets or current year financial statements.
- Accounting for California Employers' Retiree Benefit Trust Fund (CERBT): The new auditors determined that the CERBT principal investment and any unrealized gain or loss should not have been included in the Library's financial statement because contribution to the CERBT is considered irrevocable. These



items were therefore removed from the financial statements. The related Other Post Employment Benefit (OPEB) liability was also adjusted for the amount of contribution made. This decreased the Library's assets and OPEB liability as reported on the financial statements by \$2M. Of course, the Library still owns its CERBT investment currently in the amount of \$1,949,006 as of the financial markets most recent close of business (10/20/2015).

- Governmental Accounting Standards (GASB) Statement No. 68: GASB 68 is an accounting change only and not related to funding. Beginning with Fiscal Year 2014-15, GASB Statement 68 requires the reporting of the net pension liability or asset in accrual-based financial statements. This is distinctly different than previous methods in which funding and accounting were aligned. For the Library, this resulted in a \$1.5M prior period adjustment and a net pension asset of \$169K for its "classic" and "PEPRA" members as of June 30, 2015.

The overall effect on this fiscal year's financial statements was a \$4.6 million reduction in assets (\$2M investment in the CERBT and \$2.6M in electronic resource adjustment). Neither adjustment reflects any actual loss of assets; the assets remain as they were before. The adjustment reflects only a change in how the Library's assets are recorded.

In terms of cash position, the Library went from a cash position of \$7.8M at the end of fiscal year 2014 to \$7.6M at the end of the fiscal year 2015. This decline could easily have been much worse given that the Library experienced a \$621,683 deficit below budget in filing fee revenue. The lower impact on cash position resulted from the Library reducing expenses so that the net revenue only dropped by \$143,580. Nonetheless, the decline in cash position was a significant factor motivating the additional cuts made to the current year's budget in order to reduce expenses while still sustaining the Library's mission and role within the public and legal communities.

RECOMMENDATION

Staff recommends that the Board review the attached audited financial statements and SAS 114 Letter, ask any questions, discuss and then accept the report.

Attachments:

1. Draft Los Angeles County Law Library Financial Statement and Independent Auditor's Report for the Year Ended June 30, 2015 (with Comparative Totals for 2013)
2. Draft SAS 114 Letter





**Audited Financial Statements
LOS ANGELES COUNTY LAW LIBRARY
Year ended June 30, 2015
with Report of Independent Auditors**

DRAFT 10.22.15

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Report of Independent Auditors

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) which comprise the statement of net position as of June 30, 2015 and the related statements of revenues, expenses and changes in net position, and cash flows for the year then ended, and the related notes to the financial statements.

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 from 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 financial position of the Law Library as of June 30, 2015, and the changes in its net position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 9 and the required supplementary information on pages 30 through 32 be presented to supplement the basic financial statements. Such information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the 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.

Implementation of New Accounting Standards

As discussed in Note 2, the Library has implemented Governmental Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions*, and Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – An Amendment of GASB Statement No. 68* effective for the fiscal year ended June 30, 2015. As a result of this required implementation, the Law Library's beginning net position was restated to retroactively report the net pension liability as of the beginning of the fiscal year. Our opinion is not modified with respect to this matter.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 21, 2015 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.

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, 2015. 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, 2015 and 2014 for the Law Library were \$7,605,103 and \$9,054,918, respectively. Of the total revenue amounts, \$6,336,433 and \$7,112,614 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, 2015 and 2014 totaled \$8,255,226 and \$8,708,560, respectively.

Depreciable capital assets aggregating \$2,310,834 and \$3,094,342 were acquired during the fiscal years 2015 and 2014, respectively.

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

HIGHLIGHTS OF FISCAL YEAR 2015

Board of Trustees Composition

The composition of the LA Law Library's Board of Trustees changed during the fiscal year. Hon. Dennis Landin joined the Board. Hon. Lee Smalley Edmon retired from the Board upon her appointment to the Court of Appeal. Hon. Ann I. Jones (President), Hon. Mark A. Juhas (Vice President), Susan Steinhauser, Esq. , Hon. Reva G. Goetz, Hon. Michelle W. Court and Kenneth Klein, Esq. continued as members.

Finance Department Restructure

Following the resignation of the Finance Director, a review and analysis of job descriptions combined with the Library's budgetary concerns, the finance department was restructured. The restructure eliminated the Finance Director position, created an entry level accounting clerk position, and restructured higher level finance duties. Duties within the existing Finance Manager, Accounting Technician and Administrative Clerk positions were shifted to accommodate the change.

Board of Trustees Governance Resolution

In February 2013, The Board adopted a governance resolution setting forth the respective roles and responsibilities of the Board of Trustees and the Executive Director. The resolution provides the framework and scope of authority within which the Board and Staff operate. In FY2015, the resolution was updated and amended to accommodate changes in organizational structure and credit card systems.

Acceptance of Cal Humanities Grant

LA Law Library was awarded a grant in the amount of \$9,897 from Cal Humanities, www.calhum.org, the statewide non-profit partner of the National Endowment for the Humanities, to create and produce an oral history project to showcase the personal stories of Los Angeles lawyers and judges. The grant period extends over 18 months – January 2015 to June 2016.

Google Digitization Project

In collaboration with LLMC and Google, a portion of LA Law Library's collection of California appellate briefs and records is being digitized. Although not a revenue-generating opportunity, it provides some reduction in costs, promotes the Library in a visible way to a very broad audience and greatly expands public access to a rare and unique aspect of the Library's collection.

Memorandum of Understanding (MOU)

A new MOU was entered into between LA Law Library and SEIU Local 721. This MOU is set to expire and otherwise be fully terminated on May 31, 2018.

Amendment to State Law Authorizing County Law Libraries

The Library drafted and advocated for Senate Bill 711 (Wolk), a bill to amend the authorizing statute for County Law Libraries statewide to expand and modernize the range of services identified in the statute and allow County Law Libraries to charge for extraordinary services. The bill also amends the definition of "public library" within the Education Code to include County Law Libraries. This change will facilitate the inclusion of County Law Libraries on the state's formal list of public libraries which is used to determine eligibility for federal grant and discount programs. The bill was approved unanimously in both halves the legislature (and was subsequently signed by the Governor). It will take effect on January 1, 2016.

Award of Contract for Financial Audit

Following a Request for Proposals (RFP) for LA Law Library's annual audit services, Vasquez & Company, LLP was selected as the Library's auditors for fiscal year 2015 replacing BCA Watson Rice, LLP.

Implementation of Cash Rewards Payment System

Having identified a business card partner, in January 2015, LA Law Library's credit card reward program was implemented. During the first quarter of implementation, the Library generated a \$10K reward which was delivered in the form of a check. In the second quarter, the Library generated an additional \$13K. Staff anticipates the program to generate an additional \$30K to \$40K in annual revenue.

California Employer's Retirement Benefit Trust (CERBT)

At the end of FY 2014, 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 to fund its Other Post-Employment Benefits (OPEB) liability for its current and future retirees. At the end of FY 2015, the trust generated a \$58K gain which the Library used to offset a portion of health premiums paid for retirees as allowed by the trust.

Hill Street Parking Revenue

In addition to the \$525K guarantee LA Law Library receives from its parking operator, Parking Concepts, Inc., \$144K was generated as a result of after-hour, weekend, and special event activities. New and improved signage and updated LED light poles were a contributing factor.

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 12.

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 13.

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 14.

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 15 through 29 of this report.

FINANCIAL ANALYSIS

The following table presents a condensed statement of net position of the Library:

	2015	2014
Assets		
Current and other assets	\$ 9,439,218	\$ 11,534,977
Capital assets (net)	20,481,317	23,683,962
Total assets	29,920,535	35,218,939
Deferred Outflows of Resources	403,501	-
Liabilities		
Current liabilities	241,309	324,069
Other liabilities	696,046	2,483,362
Total liabilities	937,355	2,807,431
Deferred Inflows of Resources	1,829,778	-
Net position		
Net investment in capital assets	20,481,317	23,683,962
Unrestricted	7,075,586	8,727,546
Total net position	\$ 27,556,902	\$ 32,411,508

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 decreased in 2015 from \$8,727,546 to \$7,075,586 resulting from certain restatements that reduced the balance of net position, and the net operating loss, which was due to the lower court fees collected and lower proceeds from sales of rare book collection as compared to previous year.

**Los Angeles County Law Library
Management Discussion and Analysis
Year ended June 30, 2015**

The condensed statement of revenues, expenses and change in net position follows:

	<u>2015</u>	<u>2014</u>
Operating Revenues		
Court fees	\$ 6,336,433	\$ 7,112,614
Other operating revenues	1,133,294	1,181,545
Non-operating revenue		
Investment earnings	59,919	89,630
Sales of rare books collection	75,457	671,129
Total revenues	<u>7,605,103</u>	<u>9,054,918</u>
Operating Expenses		
Salaries and benefits	3,741,754	4,115,472
Depreciation	2,881,638	3,266,848
Other operating expenses	1,631,834	1,326,240
Total expenses	<u>8,255,226</u>	<u>8,708,560</u>
 Change in net position	 (650,123)	 346,358
Net position		
Net position at beginning of year	32,411,507	32,101,034
Prior period adjustments	(4,204,482)	(35,885)
Net position at beginning of year as restated	<u>28,207,025</u>	<u>32,065,149</u>
Net position at end of year	<u>\$ 27,556,902</u>	<u>\$ 32,411,507</u>

The restatement that reduced the net position by \$4,204,482 in fiscal year 2015 was a result of the following prior period adjustments:

Retroactive effect of implementing GASB Statement No. 68	\$ (1,531,993)
Effect of adjustment made to properly report contribution to CalPERS made in FY 13-14	(40,647)
Adjustment to correct the balance of capital assets	<u>(2,631,842)</u>
	<u>\$ (4,204,482)</u>

The net position balance at the beginning of fiscal year 2015 was restated to retroactively report the net pension liability as of the beginning of the fiscal year as a result of implementing GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*.

Adjustments were also made to properly report OPEB contributions made to CalPERS in fiscal year 2014 and to reflect the effect of change in accounting treatment for electronic resources which were determined to have no future economic benefit.

BUDGETARY HIGHLIGHTS

The comparison of the Fiscal Year 2015 actual results of operations against budget and the explanations of significant variances is presented below:

	Actual	Budget	Variance
Operating Revenues:			
Court fees	\$ 6,336,433	\$ 6,958,116	\$ (621,683)
Other operating revenues	1,133,294	996,850	136,444
Non-operating revenue:			
Investment earnings	59,919	169,305	(109,386)
Sales of rare books collection	75,457	130,000	(54,543)
Total revenues	7,605,103	8,254,271	(649,168)
Operating Expenses:			
Salaries and benefits	3,741,754	4,258,871	517,117
Depreciation	2,881,638	3,330,588	448,950
Other operating expenses	1,631,834	1,171,355	(460,479)
Total expenses	8,255,226	8,760,814	505,588
Change in net position	\$ (650,123)	\$ (506,543)	\$ (143,580)

The actual change in net position differed from budget by \$143,580.

The unfavorable variance in court fees was due to the continuous decline in court fee revenue since its peak in 2009. There was also an unfavorable variance in non-operating revenue because of lower proceeds from sale of the rare books collection and lower than expected return from investment. The favorable variance in salaries and benefits was due to unplanned vacancies and furlough savings. The favorable variance in depreciation expense resulted from less than planned capital purchases and adjustment made on capital assets. The unfavorable variance of \$460,479 in other operating expenses resulted mainly from change in accounting treatment for electronic resources which required certain subscription fees to be recorded as expense during the period those expenses were incurred and paid.

CAPITAL ASSETS

The Law Library had \$20,481,317 invested in capital assets as of June 30, 2015. The following schedule summarizes capital assets held by the Law Library:

	Amount
Capital assets, not being depreciated	\$ 580,333
Capital assets, being depreciated and amortized	60,394,856
Accumulated depreciation and amortization	(40,493,872)
Capital assets being depreciated and amortized, net	19,900,984
Total capital assets, net	\$ 20,481,317

Additional information on the Law Library's capital assets can be found in Note 4, 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's Executive Office at (213)785-2529.

Los Angeles County Law Library
Statement of Net Position
June 30, 2015

Assets	
Current assets	
Cash and cash equivalents	\$ 3,305,892
Accounts receivable	1,336,578
Prepaid expenses and other current assets	<u>239,160</u>
Total current assets	<u>4,881,630</u>
Noncurrent assets	
Restricted cash and cash equivalents	302,980
Investments	4,037,519
OPEB asset	47,304
Net pension asset	169,785
Capital assets, not being depreciated	580,333
Capital assets, being depreciated – net	<u>19,900,983</u>
Total noncurrent assets	<u>25,038,904</u>
Total assets	<u>29,920,535</u>
Deferred Outflows of Resources	
Deferred outflows of resources	<u>403,501</u>
Liabilities	
Current liabilities	
Accounts payable	219,034
Other current liabilities	<u>22,275</u>
Total current liabilities	<u>241,309</u>
Noncurrent liabilities	
Accrued sick and vacation liability	369,252
Borrowers' deposits	<u>326,794</u>
Total noncurrent liabilities	<u>696,046</u>
Total liabilities	<u>937,355</u>
Deferred Inflows of Resources	
Deferred inflows of resources	<u>1,829,778</u>
Net Position	
Net position	
Net investment in capital assets	20,481,316
Unrestricted	<u>7,075,586</u>
Total net position	<u>\$ 27,556,902</u>

Los Angeles County Law Library
Statement of Revenues, Expenses and Changes in Net Position
Year ended June 30, 2015

Operating Revenues	
Court fees	\$ 6,336,433
Parking fees	668,472
Contributions	120,000
Annual fees	116,045
Copy center and document delivery	83,677
Other operating revenues	145,100
Total operating revenues	<u>7,469,727</u>
Operating Expenses	
Salaries and benefits	3,741,754
Depreciation	2,881,638
Services and supplies	1,180,231
Insurance	255,051
Utilities	152,518
Other operating expenses	44,034
Total operating expenses	<u>8,255,226</u>
Operating loss	(785,499)
Non-operating revenues	
Investment earnings	59,919
Sales of rare books collection	75,457
Total non-operating revenues	<u>135,376</u>
Change in net position	(650,123)
Net position	
Net position at beginning of year, as reported	32,411,507
Prior period adjustments	<u>(4,204,482)</u>
Net position at beginning of year, as restated	28,207,025
Net position at end of year	<u>\$ 27,556,902</u>

Los Angeles County Law Library
Statement of Cash Flows
Year ended June 30, 2015

Cash flows from operating activities

Cash received from court fees and services	\$ 7,533,715
Cash payments to suppliers for goods and services	(1,798,476)
Cash payments to employees for services	(3,867,282)
Contributions received	120,000
Net cash from operating activities	<u>1,987,957</u>

Cash flows from capital and related financing activities

Acquisition of capital assets	<u>(2,310,834)</u>
Net cash used in capital and related financing activities	<u>(2,310,834)</u>

Cash flows from non-capital and related financing activities

Sales of rare books collection	<u>75,457</u>
Net cash from non-capital and related financing activities	<u>75,457</u>

Cash flows from investing activities

Investment in money market funds and government securities	(40,081)
Investments earnings	<u>59,919</u>
Net cash from investing activities	<u>19,838</u>

Net decrease in cash and cash equivalents	(227,582)
Cash and cash equivalents, at beginning of year	<u>3,836,454</u>
Cash and cash equivalents, at end of year	<u>\$ 3,608,872</u>

Reconciliation of Operating Income to Net Cash from Operating Activities

Operating income (loss)	\$ (785,499)
Adjustments to reconcile operating income to net cash from operating activities:	
Depreciation	2,881,638
Changes in operating assets and liabilities:	
(Increase) decrease in accounts receivable	159,200
(Increase) decrease in prepaid expenses and other current assets	(74,500)
Increase (decrease) in accounts payable	(92,142)
Increase (decrease) in other liabilities	9,382
Increase (decrease) in accrued sick and vacation liability	(12,482)
Increase (decrease) in borrowers' deposits	24,788
(Increase) decrease in OPEB asset	153,074
(Increase) decrease in net pension asset	(169,785)
Net effect of prior period adjustments	<u>(105,717)</u>
Net cash from operating activities	<u>\$ 1,987,957</u>

NOTE 1 ORGANIZATION AND PROFILE

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 Law Library presently operates and maintains a flagship branch in downtown Los Angeles, nine (9) branch and partnership locations in courthouses, public libraries and a bar association office throughout the County of Los Angeles. The Law Library is open to the public and provides classes, workshops, books, online resources, self-help materials and reference assistance for self-represented litigants, judges, attorneys, legal professionals and other members of 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.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Accounting and Measurement Focus (Continued)

The Law Library's financial statements are presented in accordance with the provisions of Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, as amended by Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources and Net Position*. Statement No. 63 requires the classification of net position into three components – net investment in capital assets, restricted, and unrestricted. These classifications are defined as follows:

- *Net investment 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.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Implementation of New Accounting Pronouncements

During the fiscal year ended June 30, 2015, the Library adopted the following new Statements of the Governmental Accounting Standards Board (GASB):

- GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statements No. 27 and 50*. This statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures of pensions that are provided by local governmental employers through pension plans that are administered through trusts that meet certain conditions. For defined benefit pensions, this statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service.
- GASB Statement No. 71, *Pension Transition for Contributions made subsequent to the Measurement Date - an amendment of GASB Statement No. 68*. This statement amends paragraph 137 of Statement 68 to require that, at transition, a government recognize a beginning deferred outflow of resources for its pension contributions, if any, made subsequent to the measurement date of the beginning net pension liability.

Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Law Library’s California Public Employees’ Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans’ fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

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, 2015, cash and cash equivalents consist of:

Cash and cash equivalents	\$ 3,305,892
Restricted cash and cash equivalents	302,980
	\$ 3,608,872

Restricted cash and cash equivalents represent deposits received from members for their library privileges.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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 and software	4 years
Furniture, fixtures and other equipment	4-7 years
Interior building improvements	15 years
Buidings and 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 revenues related to investment earnings.

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, 2015, cash and cash equivalents and investments are composed of:

Cash and cash equivalents:

Local Agency Investment Fund	\$1,342,720	
Cash deposited with the Los Angeles County Treasurer	1,951,629	
Cash on hand and in bank	11,543	
Restricted deposits	<u>302,980</u>	\$3,608,872

Investments:

Money market funds	2,002,561	
Government securities	<u>2,034,958</u>	<u>4,037,519</u>

Total		<u><u>\$7,646,391</u></u>
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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, 2015, the total market value of LAIF, including accrued interest was approximately \$69.6 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 in 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 papers 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.

Funds deposited in the Los Angeles County Treasury Pool amounted to \$2,554,609 as of June 30, 2015. Of this amount, \$302,980 represents restricted cash and cash equivalents relating to deposits received from members for 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 Changes in Net Position.

NOTE 3 CASH AND CASH EQUIVALENTS AND INVESTMENTS (Continued)

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 GASB Statement No. 40, is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The following table shows the distribution of the Law Library’s investments by maturity as of June 30, 2015:

Investment Type	Total	Remaining maturity in Months		
		12 Months Or Less	13 to 24 Months	25-60 Months
Money market funds	\$ 2,002,561	\$ 2,002,561	\$ -	\$ -
Government securities	2,034,958	502,883	508,127	1,023,948
	<u>\$ 4,037,519</u>	<u>\$ 2,505,444</u>	<u>\$ 508,127</u>	<u>\$ 1,023,948</u>

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating by Standard & Poor’s required by (where applicable) the California Government Code or the Law Library’s investment policy and the actual rating as of year-end for each investment type:

Investment Type	Total	Minimum Legal Rating	AA+/AA
Money market funds	\$ 2,002,561	A	\$ 2,002,561
Government securities	2,034,958	A	2,034,958
	<u>\$ 4,037,519</u>		<u>\$ 4,037,519</u>

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, 2015, the Law Library was not exposed to concentration of credit risk.

NOTE 3 CASH AND CASH EQUIVALENTS AND INVESTMENTS (Continued)

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.

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, 2015, the Law Library was not exposed to custodial credit risk.

NOTE 4 CAPITAL ASSETS

The investment in capital assets consists of the following:

	Balance June 30, 2014		Adjusted Balance June 30, 2014	Additions	Deletions	Balance June 30, 2015
Capital assets, not being depreciated:						
Land	\$ 580,333	\$ -	\$ 580,333	\$ -	\$ -	\$ 580,333
Total capital assets, not being depreciated	580,333	-	580,333	-	-	580,333
Capital assets, being depreciated:						
Building and improvements	12,133,023	-	12,133,023	-	-	12,133,023
Books and reference materials	47,293,558	(4,101,816)	43,191,742	2,262,095	-	45,453,837
Furniture, fixtures and other equipment	2,010,429	-	2,010,429	44,375	-	2,054,804
Computer equipment and software	748,828	-	748,828	4,364	-	753,192
Total capital assets, being depreciated	62,185,838	(4,101,816)	58,084,022	2,310,834	-	60,394,856
Accumulated depreciation	(39,082,210)	1,469,976	(37,612,234)	(2,881,638)	-	(40,493,872)
Capital assets being depreciated, net	23,103,628	(2,631,840)	20,471,788	(570,804)	-	19,900,984
Total capital assets, net	<u>\$23,683,961</u>	<u>\$(2,631,840)</u>	<u>\$21,052,121</u>	<u>\$ (570,804)</u>	<u>\$ -</u>	<u>\$20,481,317</u>

NOTE 5 RETIREMENT PLANS

A. General Information about the Pension Plans

Plan Description

All qualified permanent and probationary employees are eligible to participate in the Law Library's Miscellaneous Employee Pension Plans, cost-sharing multiple employer defined benefit pension plans administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plans are established by State statute and the Law Library's resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Classic participants (defined as eligible participants prior to January 1, 2013) are required to contribute 8% of their annual covered salary. New or Public Employees' Pension Reform Act of 2013 (PEPRA) 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.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to Plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the California Public Employees' Retirement Law.

The Plans' provisions and benefits in effect at June 30, 2015 are summarized as follows:

	Miscellaneous Plan	
	Classic	PEPRA
Hire date	Prior to January 1, 2013	On or after January 1, 2013
Benefit formula	2.5% @ 55	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50 - 55	52 - 67
Monthly benefits, as a % of eligible compensation	2.0% to 2.7%	1.0% to 2.5%
Required employee contribution rates	8%	6.31%
Required employer contribution rates	11.68%	6.90%

NOTE 5 RETIREMENT PLAN (Continued)

Contributions

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for both Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability.

The Law Library is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2015, the contributions recognized as part of pension expense for each Plan were as follows:

	Miscellaneous Plan	
	Classic	PEPRA
Contributions - employer	\$ 252,560	\$ 20,823
Contributions - employee	172,042	21,124

B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2015, the Law Library reported net pension liabilities for its proportionate shares of the net pension liability of each Plan as follows:

	Proportionate Share of Net Pension Liability (Asset)
Miscellaneous (Classic)	\$ (170,833)
Miscellaneous (PEPRA)	1,048
Total Net Pension Liability	\$ (169,785)

NOTE 5 RETIREMENT PLAN (Continued)

The Law Library's net pension liability (asset) for each Plan is measured as the proportionate share of the net pension liability (asset). The net pension liability (asset) of the Plan is measured as of June 30, 2014, and the total pension liability for each Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2013 rolled forward to June 30, 2014 using standard update procedures. The Law Library's proportion of the net pension liability was based on a projection of the Law Library's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined.

The Law Library's proportionate share of the net pension liability for each Plan as of June 30, 2013 and 2014 was as follows:

	Miscellaneous Plan	
	Classic	PEPRA
Proportion - June 30, 2013	0.0554%	0.0000%
Proportion - June 30, 2014	-0.00691%	0.0000%
Change - Increase (Decrease)	-0.0623%	0.0000%

For the year ended June 30, 2015, the Law Library recognized pension income of \$2,120. At June 30, 2015, the Law Library reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date \$	273,383 \$	-
Differences between actual and expected experience	-	-
Changes in assumptions	-	-
Change in employer's proportion	119,085	-
Differences between the employer's contributions and the employer's proportionate share of contributions	11,033 *	(257,166) **
Net differences between projected and actual earnings on plan investments	-	(1,572,612)
Total	\$ 403,501	\$ (1,829,778)

* For Classic Miscellaneous Plan

** For PEPRA Miscellaneous Plan

\$273,383 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2016.

NOTE 5 RETIREMENT PLAN (Continued)

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Year Ended June 30	Amount
2016	\$ (438,527)
2017	(438,527)
2018	(429,454)
2019	(393,153)
2020	-
Thereafter	-

Actuarial Assumptions

The total pension liabilities in the June 30, 2013 actuarial valuations were determined using the following actuarial assumptions:

Valuation Date	30-Jun-13
Measurement Date	30-Jun-14
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	7.50%
Inflation	2.75%
Payroll Growth	3.00%
Projected Salary Increase	3.3% - 14.2% (1)
Investment Rate of Return	7.5% (2)
Mortality	(3)
Post-Retirement Benefit Increase	(4)

- (1) Varies by Entry age and Service
- (2) Net of pension plan investment expenses, including inflation
- (3) Derived using CalPERS' Membership Data for all funds
- (4) Contract COLA up to 2.75% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.75% thereafter.

The underlying mortality assumptions and all other actuarial assumptions used in the June 30, 2013 valuation were based on the results of a January 2014 actuarial experience study for the period 1997 to 2011. Further details of the Experience Study can be found on the CalPERS website.

NOTE 5 RETIREMENT PLAN (Continued)

Discount Rate

The discount rate used to measure the total pension liability was 7.50 percent. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.50 percent discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long-term expected discount rate of 7.50 percent will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.

According to Paragraph 30 of GASB Statement No. 68, the long-term discount rate should be determined without reduction for pension plan administrative expense. The 7.50 percent investment return assumption used in this accounting valuation is net of administrative expenses. Administrative expenses are assumed to be 15 basis points. An investment return excluding administrative expenses would have been 7.65 percent. Using this lower discount rate has resulted in a slightly higher Total Pension Liability and Net Pension Liability. CalPERS checked the materiality threshold for the difference in calculation and did not find it to be a material difference.

CalPERS is scheduled to review all actuarial assumptions as part of its regular Asset Liability Management (ALM) review cycle that is scheduled to be completed in February 2018. Any changes to the discount rate will require Board action and proper stakeholder outreach. For these reasons, CalPERS expects to continue using a discount rate net of administrative expenses for GASB Statement Nos. 67 and 68 calculations through at least the 2017-18 fiscal year. CalPERS will continue to check the materiality of the difference in calculation until such time as they have changed the methodology.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

NOTE 5 RETIREMENT PLAN (Continued)

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

Asset Class	<u>New Strategic Allocation</u>	<u>Real Return Years 1 - 10(a)</u>	<u>Real Return Years 11+(b)</u>
Global Equity	47.00%	5.25%	5.71%
Global Fixed Income	19.00%	0.99%	2.43%
Inflation Sensitive	6.00%	0.45%	3.36%
Private Equity	12.00%	6.83%	6.95%
Real Estate	11.00%	4.50%	5.13%
Infrastructure and Forestland	3.00%	4.50%	5.09%
Liquidity	2.00%	-0.55%	-1.05%
Total	<u>100.00%</u>		

- (a) An expected inflation of 2.5% used for this period.
(b) An expected inflation of 3.0% used for this period.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Law Library's proportionate share of the net pension liability for each Plan, calculated using the discount rate for each Plan, as well as what the Law Library's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	<u>Miscellaneous Plan</u>	
	<u>Classic</u>	<u>PEPRA</u>
1% Decrease	6.50%	6.50%
Net Pension Liability	\$ 2,843,111	\$ 1,866
Current Discount Rate	7.50%	7.50%
Net Pension Liability (Asset)	\$ (170,833)	\$ 1,048
1% Increase	8.50%	8.50%
Net Pension Liability (Asset)	\$ (2,672,120)	\$ 368

NOTE 5 RETIREMENT PLAN (Continued)

C. Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

D. Payable to the Pension Plan

As of June 30, 2015, the Law Library did not have outstanding amount of contributions to the pension plan required for the year ended June 30, 2015.

NOTE 6 OTHER POSTEMPLOYMENT BENEFITS (OPEB)

Plan Description

The Law 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 Law 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 Law Library are established and may be amended by the Board of Trustees. During the fiscal year 2014, the Law Library joined the California Employers' Retiree Benefit Trust (CERBT) program and contributed \$2,000,000 to the Plan. At the end of fiscal year 2015, the Trust account balance was \$1,973,064 net of \$58,900 withdrawal as allowed by the Trust for retiree benefits payments. The Trust assets are dedicated to providing benefits to retirees and are legally protected from the creditors of the Library and the plan members. Therefore, the Trust assets are not reported in the Library's financial statements.

Annual OPEB Cost and Net OPEB Obligation

The Law 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 No. 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 30 years.

NOTE 6 OTHER POSTEMPLOYMENT BENEFITS (OPEB) (Continued)

The following table shows the components of the Law Library's annual OPEB cost for the year, the amount actually contributed to the Plan, and changes in the Law Library's net OPEB obligation (asset):

Annual required contribution	\$	272,792
Interest on net OPEB obligation (asset)		(13,525)
Adjustment to annual required contribution		15,744
Annual OPEB cost (expense)		275,011
Contributions made		(121,937)
Increase in net OPEB obligation		153,074
Net OPEB obligation (asset) - beginning of year		(200,378)
Net OPEB obligation (asset) - end of year	\$	(47,304)

The Law Library's annual OPEB cost, the percentage of annual OPEB cost contributed to the Plan, and the net OPEB obligation for fiscal year 2015 and the two preceding fiscal years were as follows:

Fiscal Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation (Asset)
6/30/2013	\$ 483,804	39.6%	\$ 1,740,966
6/30/2014	246,213	888.5%	(200,378)
6/30/2015	275,011	44.30%	(47,304)

Funded Status and Funding Progress

As of June 6, 2014, the most recent actuarial valuation date, 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 and the ratio of the Unfunded Actuarial Accrued Liability (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 shown below and presented as required supplementary information following the notes to the financial statements, presents multi-year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

NOTE 6 OTHER POSTEMPLOYMENT BENEFITS (OPEB) (Continued)

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial 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%

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 6, 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 7 PRIOR PERIOD ADJUSTMENTS

The beginning balance of the Law Library's net position has been restated to reflect the following adjustments:

Net position at beginning of year, as reported	\$ 32,411,507
Prior period adjustments:	
Adjustment to record retroactive effect of implementing GASB Statement No. 68	(1,531,993)
Adjustment to properly report contribution to CERBT made in FY 13-14	(40,647)
Adjustment to correct the balance of capital assets	(2,631,842)
Net position at beginning of year, as restated	<u>\$ 28,207,025</u>

NOTE 7 PRIOR PERIOD ADJUSTMENTS (CONTINUED)

The net position balance as of June 30, 2014 was restated to retroactively report the net pension liability as of the beginning of the fiscal year as a result of implementing GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*.

Adjustments were also made to properly report OPEB contributions made to CalPERS in fiscal year 2013-2014, and to reflect the effect of change in accounting treatment for electronic resources which were determined to have no future economic benefit.

NOTE 8 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 9 SUBSEQUENT EVENTS

In preparing these financial statements, the Law Library has evaluated events or transactions that occurred subsequent to the balance sheet date through October 21, 2015, the date the accompanying financial statements were available to be issued, for potential recognition or disclosure in the financial statements. The Law Library determined that no subsequent events required disclosure or adjustment to the accompanying financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

DRAFT 10.22.15

**Los Angeles County Law Library
OPEB Schedule of Funding Progress
June 30, 2015**

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%	2,525,670	70%

Los Angeles County Law Library
Schedule of Proportionate Share of the Net Pension Liability
Last 10 years*

	<u>Miscellaneous</u>	
	<u>Classic</u>	<u>PEPRA</u>
Proportion of the net pension liability (asset)	-0.00275%	0.00002%
Proportionate Share of the net pension liability (asset)	\$ (170,833)	\$ 1,048
Covered - employee payroll ⁽¹⁾	\$ 2,447,858	\$ 79,187
Proportionate Share of the net pension liability (asset) as percentage of covered-employee payroll	-6.98%	1.32%
Plan's Proportionate Share of the Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability	100.75%	83.01%
Plan's Proportionate Share of Aggregate Employer Contributions ⁽²⁾	\$ 618,974	\$ 139

Notes to Schedule

- ¹ Covered-Employee Payroll represented above is based on pensionable earnings provided by the employer. However, GASB Statement No. 68 defines covered-employee payroll as the total payroll of employees that are provided pensions through the pension plan. Accordingly, if pensionable earnings are different than total earnings for covered-employees, the employer should display in the disclosure footnotes the payroll based on total earnings for the covered group and recalculate the required payroll-related ratios.
- ² The Plan's proportionate share of aggregate employer contributions may not match the actual contributions made by the employer during the measurement period. The Plan's proportionate share of aggregate employer contributions is based on the Plan's proportion of fiduciary net position shown on line 5 of the table above as well as any additional side fund (or unfunded liability) contributions made by the employer during the measurement period.

* - Fiscal year 2015 was the 1st year of implementation, therefore only one year is shown.

**Los Angeles County Law Library
Schedule of Contributions
Last 10 years***

	Miscellaneous Plan	
	Classic	PEPRA
Contractually required contribution (actuarially determined)	\$ 269,964	\$ 15,112
Contributions in relation to the actuarially determined contributions	<u>(269,964)</u>	<u>(15,112)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>
 Covered-employee payroll	 \$ 2,447,858	 \$ 79,187
 Contributions as a percentage of covered-employee payroll	 11.03%	 19.08%

Notes to Schedule

Valuation date 6/30/2013

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method	Entry-Age Normal Cost Method
Amortization method	Level percentage of payroll, closed
Remaining amortization period	15 years as of valuation date
Asset valuation method	5-year smoothed market
Inflation	2.75%
Salary increases	Varies by entry age and age
Investment rate of return	7.50%, net of pension plan investment expense; includes inflation
Retirement age	57 yrs.
Mortality Rate Table	Derived using CalPERS' membership Data for all funds

* - Fiscal year 2015 was the 1st year of implementation, therefore only one year is shown.

**Report of Independent Auditors 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 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, the financial statements of the Los Angeles County Law Library (the Law Library) which comprise the statement of net position as of June 30, 2015 and the related statements of revenues, expenses and changes in net position, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated, October 21, 2015.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Law Library's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances 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. Accordingly, we do not express an opinion on the effectiveness of the Law Library's internal control.

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 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 financial statements are free from 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.

Los Angeles, CA
October 21, 2015

MEMORANDUM

DATE: October 28, 2015

TO: Board of Law Library Trustees

FROM: Marcelino Juarez, Finance Manager

VIA: Sandra Levin, Executive Director

RE: UPDATE: Investment Strategy and Investment Management Services

SUMMARY

The purpose of this memo and subsequent presentation is to provide the Board with a status update on the performance of the \$ 4 million investment in Zero-Coupon U.S. Treasury obligations by providing an illustration of the investment's activities since its inception on 5-22-2014. Presentation will be provided by Kelly Jay, Managing Director at UBS Financial Services.

BACKGROUND

At its April 2014 regular meeting, the Board approved a \$ 4 million investment in Zero-Coupon U.S. Treasury obligations with annual maturity dates over the four year period from 2016 to 2019, laddered with respect to maturity. The Board also approved the Finance Director to engage an investment advisor at a cost not-to exceed \$ 200. As a result, the Library invested \$ 4 million in Zero-Coupon U.S. Treasury obligations to maximize return on investment and maintain safety through UBS Financial Services.

DISCUSSION

The following items in the Investment Highlight attachment will be discussed during the presentation.

OPTIONS

Possible courses of action –

- Do nothing and let each U.S. Treasury Zero Coupon Obligation mature and thus, realize the return as cited in item #5 in Exhibit A, or
- Strategically sell the nearer term maturities and thus, realizing a greater rate of return (as cited in item #8 in Exhibit A) than originally cited and "leapfrog" the shorter term maturity funds to the longest maturity U.S. Treasury Zero Coupon Obligation to position for higher rates of return associated with longer



- maturities (unless anomalies incur whereby longer rates become less than shorter rates, which have occurred ever so infrequently in the past),
- Thereafter, with no further action, each newly positions U.S. Treasury Zero Coupon Obligation would mature with the originally stated rate of return and bank deposit insurance, etc., would be of no significance or issue.

RECOMMENDATION

Staff welcomes the Boards input and recommendation if a different course(s) of action is needed. If none is identified, staff will continue with the investment strategy adopted at the April 2014 regular Board meeting.



INVESTMENT HIGHLIGHTS

1. \$4,000,000 were deposited into the LA Law Library's UBS account on 05-22-14,
2. Approximately one-half of the funds were placed into direct U.S. Treasury Zero Coupon Obligations,
3. Of the remaining one-half that was left in the money market fund, an additional \$1,000,000 would be committed should interest rates rise somewhat significantly (10 -20 basis points in a rising rate environment),
4. The remaining \$1,000,000 would be committed to additional U.S. Treasury Zero Coupon Obligations should rates continue to rise (again, at the 10-20 basis points rate in a rising rate environment),
5. The approximately \$2,000,000 committed into U.S. Treasury Zero Coupon Obligations were distributed in the following manner –
 - \$499,513.77 @ 0.522% annual YTM rate to mature on 11-15-16 at \$506,000
 - \$499,813.09 @ 1.031% annual YTM rate to mature on 11-15-17 at \$518,000
 - \$499,755.90 @ 1.357% annual YTM rate to mature on 11-15-18 at \$531,000, and
 - \$499,201.25 @ 1.777% annual YTM rate to mature on 11-15-19 at \$550,000
 - Thus, a grand total of \$1,998,284.01 (gross total including all fees and charges) were committed into direct U.S. Treasury Zero Coupon Obligations,
6. The UBS account fee of \$150 automatically assessed against the LA Law Library account on 12-4-14 was absorbed by the Jay Group and credited back to the LA Law Library account on 2-2-15,
7. Due to the accounting process of accretion and marking-to-the-market, each monthly statement or daily printout would reflect a then current "snapshot" market value of each U.S. Treasury Zero Coupon Obligation,
8. As of COB 10-20-15, the U.S. Treasury Zero Coupon Obligations held in the LA Law Library's UBS account are priced as –
 - \$503,540.84 for U.S. Treasury Zero Coupon Obligation maturing on 11-15-16, having actually appreciated at an annualized rate of 0.571%,
 - \$510,706.56 for U.S. Treasury Zero Coupon Obligation maturing on 11-15-17, having actually appreciated at an annualized rate of 1.545%,
 - \$515,245.23 for U.S. Treasury Zero Coupon Obligation maturing on 11-15-18, having actually appreciated at an annualized rate of 2.20%, and
 - \$521,136.00 for U.S. Treasury Zero Coupon Obligation maturing on 11-15-19, having actually appreciated at an annualized rate of 3.11%,
 - As such, the \$1,998,284.01 placed into U.S. Treasury Zero Coupon Obligations were, on 10-20-15, valued at \$2,050,628.83, representing a \$52,344.32 net return for the period 5-22-14 through 10-20-15; this results in an annualized return of 1.856% which compares favorably against the 0.01% return from 3-Month for U.S. Treasury Bills (i.e., comparable bank deposit rate) over the same time period,
9. The LA Law Library account's \$4,000,000 deposit on 5-22-14, of which \$2,001,715.99 were left in a "deposit" account status is now (as of COB 10-20-15) valued at \$2,002,951.81 while the \$1,998,284.01 placement into U.S. Treasury Zero Coupon Obligations are (as of COB 10-20-15) valued at \$2,050,628.63, and thus,
10. The \$4,000,000 deposit on 5-22-14 was valued at \$4,053,580.44 as of COB 10-20-15, representing a 1.01% annualized net return from 5-22-14 through 10-20-15 and once again, compared to the 0.01% return on the 3-Month for U.S. Treasury Bills over the same time frame,

AGENDA ITEM 4.0 | DISCUSSION ITEMS 4.3

MEMORANDUM

DATE: October 28, 2015

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Authorization to Donate Surplus Books to the Friends of the Los Angeles County Law Library.

PREAMBLE

This item was continued from the previous Board meeting in order to provide additional information. The following staff report is the same as the report provided in September, 2015, with two exceptions:

- 1) a complete list of the 2565 books returned from Bonhams is now available at the following link: [Rare Book List](#) and
- 2) after discussion with the Executive Director of the Friends of the Los Angeles County Law Library about the likely use and disposition of donated books, the recommended authority to donate has been limited to no more than 200 volumes per year.

[Side note: Please note that the list of rare books is not as pristine and error-free as regular LA Law Library work-product. Due to translation from foreign languages as well as interpretation of older fonts and handwritten notes, there are numerous minor errors in title and author names. Given that these materials were withdrawn from the collection and that correcting all errors would be enormously time consuming, I asked that staff not take the time to perfect the list. By contrast, our active catalog and collection management materials are widely respected as being of the highest quality and accuracy.]

INTRODUCTION

The Board of Trustees in 2013 authorized Bonhams to sell at auction a large number of rare books from the Law Library's European collection. Some of those items sold and the proceeds were remitted to the Law Library. Other items were not placed for auction or did not sell and are now being returned to LA Law Library. This staff report recommends that the Board authorize the Executive Director to donate to the Friends of the Los Angeles County Law Library from time to time any of the books that were previously designated for auction to be used for the purpose of raising funds to support the Law Library.



BACKGROUND

Business & Professions Code § 6344 provides that the Board “may dispose of obsolete or duplicate books, and other unneeded or unusable property.” After years of discussion, investigation and consideration of options, the Board of Trustees in 2013 approved the sale at auction of a portion of the foreign rare books collection by Bonhams in England. Although beautiful, antique and rare, the books identified for auction were fragile and no longer useful practice materials. Moreover, the Law Library has limited climate-controlled space in which to preserve older materials and needs that space for its more relevant and practical historical California and domestic materials.

Some, but not all, of the books were sold at auction and the proceeds remitted to the Library. The rest are currently en route to the Law Library to be returned to the shelves in the Rare Books Room. The option of selling the items in Europe has for now been exhausted, but the reasons for the Board’s prior decision to remove the items from the collection and use them to generate revenue remain unchanged.

Although the Law Library itself has little expertise or bandwidth to sell rare books, the Friends of the Los Angeles County Law Library may be able to use or sell some of the materials to raise funds for the Law Library (either as a separate event or in conjunction with other fundraising events). Moreover, the Friends have been advised that sales and use tax do not apply where a “Friends of the Library” or equivalent organization sells books under the following conditions:

- The organization performs auxiliary services to a library in California as authorized by the library’s governing authority.
- The organization uses all profits from sales exclusively to advance its purpose.

Staff does not recommend donating all of the foreign rare books returned by Bonhams because it is anticipated that the Friends will only utilize a small portion of them. Any funds generated by the Friends from the sale or use of the books would benefit the Law Library.

All of the foreign rare books returned by Bonhams will remain on site at the Law Library in the Rare Books Room unless placed on display or sold.

RECOMMENDATION

Staff recommends that the Board authorize the Executive Director to donate to the Friends of the Los Angeles County Law Library, in support of its efforts to raise funds for the Law Library, no more than 200 volumes per year of the books that were previously designated for auction.

