

AGENDA

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

REGULAR BOARD MEETING

Wednesday, January 27, 2016

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 Dec. 16, 2015, Regular Board Meeting.
- 3.2 Review of November Financials and list of December Checks and Warrants
- 3.3 FY16 2nd Quarter Statistics
- 3.4 Quarterly Strategic Plan Update

4.0 DISCUSSION ITEMS

- 4.1 Approval of Agreement with Bet Tzedek Regarding Operation of Conservatorship Clinic
- 4.2 Approval of Revised Schedule of Fines and Fees
- 4.3 2016-17 Workers Compensation Insurance Renewal
- 4.4 Presentation Regarding Patron Usage Survey

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, February 24, 2016.

POSTED THURSDAY, JAN. 21, 2016 @ 5:15 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- .
3.1 Approval of Minutes of the Dec. 16, 2015, Regular Board Meeting.
- 3.2 Review of November Financials and list of December Checks and Warrants
- 3.3 FY16 2nd Quarter Statistics
- 3.4 Quarterly Strategic Plan Update

**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.**

December 16, 2015

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, December 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 Richard Rico

Trustees Absent: Judge Dennis Landin
Susan Steinhauser, Esquire

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 12:20 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

President Jones and ED Levin acknowledged Elizabeth Warner for her 30 years of service at the Los Angeles County law Library. President Jones relayed comments from former trustee Justice Lavin on how wonderful it was to be at LA Law Library again and to see so many patrons utilizing the library.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the Nov. 18, 2015, Regular Board Meeting.
- 3.2 Review of October Financials and list of November Checks and Warrants
- 3.3 Approval of Additions to Employee Handbook
- 3.4 Approval of 2016 Holiday Schedule

President Jones requested a motion to approve the Consent Calendar. The motion was unanimously approved, 5-0.

4.0 DISCUSSION ITEMS

4.1 Review of Investment Strategy and Status

Revisited Investment Strategy, various options and ideas were discussed regarding amount of money to be invested, potential gain to be realized, cash needs and level of risk. The Law Library currently maintains a conservative level of immediately accessible reserves to be used in case of emergency or pending large projects to be initiated.

The Board requested Staff to return with further information regarding cash needs, short-term investment options and a comparison of potential returns.

4.2 Approval of Agreement with Bet Tzedek Regarding Operation of Conservatorship Clinic

ED Levin explained Bet Tzedek Conservatorship Clinic started as a test pilot project, and addressed how well it has been working for patrons, Bet Tzedek and for the Law Library. Board members expressed support for the concept, the opportunity for patron service and providing support to the court.

Trustee Court asked questions regarding the source of funding for the clinic, whether there is a place within the grant for facilities rental and whether the services are non-discriminatory and conducted on a neutral basis. The board requested that the Conservatorship Clinic continue to practice as a test pilot project until the answers to the questions could be provided and the approval revisited at the next Board Meeting.

5.0 AGENDA BUILDING

Trustee Klein suggested having a meeting with the administrators for the new federal court. Virginia Philipps is the incoming Chief Judge and it would be beneficial to share some information on the services and resources of the Law Library.

6.0 EXECUTIVE DIRECTOR REPORT

ED Levin announced that the Law Library will be open until 8:00pm on Tuesdays starting in February 2016.

7.0 ADJOURMENT

There being no further business to come before the Board the meeting was adjourned at 1:00 p.m.

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 27, 2016 at 12:15pm.

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

Los Angeles County Law Library

Balance Sheet

As of November 30, 2015

(Provisional and subject to year-end audit adjustments)

	6/30/2015	11/30/2015	Change
Assets			
Current assets			
Cash and cash equivalents	3,305,891	3,740,902	435,010
Accounts receivable	1,336,578	1,232,646	(103,932)
Prepaid expenses	239,161	333,534	94,374
Total current assets	4,881,630	5,307,082	425,452
Noncurrent assets			
Restricted cash and cash equivalents	302,980	302,980	-
Investments	4,037,519	4,042,295	4,775
Capital assets, not being depreciated	583,433	586,433	3,000
Capital assets, being depreciated - net	19,894,170	19,425,222	(468,947)
Total noncurrent assets	24,818,102	24,356,930	(461,172)
Total assets	29,699,731	29,664,012	(35,719)
Deffered Outflows of Resources			
Deffered Outflows of Resources	403,501	403,501	-
Total assets and deffered outflows of resources	30,103,232	30,067,513	(35,719)
Liabilities			
Current Liabilities			
Accounts payable	219,034	250,594	31,560
Other current liabilities	8,260	5,311	(2,949)
Payroll liabilities	14,015	18,966	4,951
Total current liabilities	241,310	274,871	33,561
Noncurrent Liabilities			
Accrued sick and vacation liability	369,252	367,626	(1,626)
Borrowers' deposit	326,794	313,492	(13,301)
OPEB liability	(47,304)	38,501	85,805
Net pension liability	(169,785)	(169,785)	-
Total noncurrent liabilities	478,956	549,834	70,877
Total liabilities	720,266	824,705	104,439
Deffered Inflows of Resources			
Deffered Inflows of Resources	1,829,778	1,829,778	-
Net Position			
Net position			
Invested in capital assets	20,477,603	20,011,655	(465,947)
Unrestricted	7,075,585	7,401,375	325,789
Total net position	27,553,188	27,413,030	(140,158)
Total liabilities, deffered inflows of resources, and net position	30,103,232	30,067,513	(35,719)

Los Angeles County Law Library
Income Statement for the Period Ending November 30, 2015
(Provisional and subject to year-end audit adjustments)

Nov 14	Nov 2015			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
603,007	587,931	566,580	(21,351)	-3.6%
16,873	1,349	1,287	(62)	-4.6%
46,724	55,750	48,607	(7,143)	-12.8%
25,063	29,294	19,887	(9,407)	-32.1%
<u>691,667</u>	<u>674,325</u>	<u>636,361</u>	<u>(37,964)</u>	<u>-5.6%</u>
327,876	322,839	304,995	17,844	5.5%
0	0	39,142	(39,142)	0.0%
235,469	208,622	166,746	41,876	20.1%
<u>(235,469)</u>	<u>(208,622)</u>	<u>(166,746)</u>	<u>(41,876)</u>	<u>20.1%</u>
		0		
63,719	71,278	85,611	(14,334)	-20.1%
8,676	11,375	10,312	1,063	9.3%
4,630	5,091	3,027	2,063	40.5%
503	219	878	(659)	-300.5%
0	830	325	505	60.9%
112	328	278	50	15.3%
10,675	11,298	(2,290)	13,588	120.3%
<u>279,744</u>	<u>290,902</u>	<u>245,354</u>	<u>45,548</u>	<u>15.7%</u>
<u>695,935</u>	<u>714,159</u>	<u>687,633</u>	<u>(26,527)</u>	<u>-3.7%</u>
<u>(4,268)</u>	<u>(39,835)</u>	<u>(51,272)</u>	<u>(11,437)</u>	<u>28.7%</u>
9,679	2,917	(6,202)	(9,118)	-312.6%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>5,411</u>	<u>(36,918)</u>	<u>(57,473)</u>	<u>(20,555)</u>	<u>55.7%</u>
				0.0%
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>

	FY 2014-15	FY 2015-16 YTD			
	YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
Summary:					
Income					
L.A. Superior Court Fees	2,882,443	2,810,382	2,831,196	20,814	0.7%
Interest	2,883	7,556	7,770	213	2.8%
Parking	280,248	278,750	301,749	22,999	8.3%
Library Services	252,775	279,316	263,033	(16,283)	-5.8%
<u>Total Income</u>	<u>3,418,350</u>	<u>3,376,005</u>	<u>3,403,749</u>	<u>27,744</u>	<u>0.8%</u>
Expense					
Staff	1,768,108	1,752,244	1,645,356	106,888	6.1%
Electronic Resource Subscriptions	0	0	217,000	(217,000)	0.0%
Library Materials	865,555	1,043,289	734,103	309,186	29.6%
Library Materials Transferred to Assets	(865,555)	(1,043,289)	(734,103)	(309,186)	29.6%
Facilities	341,322	358,334	362,791	(4,457)	-1.2%
Technology & Data	44,516	56,475	49,906	6,569	11.6%
General	25,020	32,624	17,672	14,952	45.8%
Professional Development	7,430	8,226	4,392	3,833	46.6%
Communications & Marketing	244	4,210	2,456	1,754	41.7%
Travel & Entertainment	769	1,578	934	644	40.8%
Professional Services	28,038	31,290	33,693	(2,403)	-7.7%
Depreciation	1,389,503	1,442,833	1,214,480	228,353	15.8%
<u>Total Expenses</u>	<u>3,604,949</u>	<u>3,687,813</u>	<u>3,548,680</u>	<u>139,133</u>	<u>3.8%</u>
Net Income (Loss)	<u>(186,599)</u>	<u>(311,808)</u>	<u>(144,931)</u>	<u>130,161</u>	<u>-41.7%</u>
Investment Gain (Loss)²	21,281	14,583	4,775	(9,808)	-67.3%
Extraordinary Income	0	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
<u>Net Income Including Extraordinary Items</u>	<u>(165,468)</u>	<u>(300,141)</u>	<u>(140,156)</u>	<u>138,978</u>	<u>-46.3%</u>
					0.0%
Capitalized Expenditures	<u>44,374</u>	<u>773,000</u>	<u>11,430</u>	<u>761,570</u>	<u>98.5%</u>

Comments

Los Angeles County Law Library
Income Statement for the Period Ending November 30, 2015
(Provisional and subject to year-end audit adjustments)

Nov 14 Actual	Nov 2015				FY 2014-15 YTD Actual	FY 2015-16 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
Detailed Budget:												
Income:												
603,007	587,931	566,580	(21,351)	-3.6%	15 FIN 303300	L.A. Superior Court Fees	2,882,443	2,810,382	2,831,196	20,814	0.7%	For the first time in many quarters, court fees have come in above budget. Staff hopes this is an indication a more stable revenue stream.
Interest:												
0	0	0	0	0.0%	15 FIN 311000	Interest - LAIF	817	813	1,082	269	33.2%	
1,408	1,192	1,111	(81)	-6.8%	15 FIN 312000	Interest - General Fund	6,065	5,958	5,806	(153)	-2.6%	
193	157	176	19	12.1%	15 FIN 313000	Interest - Deposit Fund	913	785	882	97	12.3%	
15,272	0	0	0	0.0%	15 FIN 313100	Interest - CalPERS CERBT ¹	(5,062)	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 313200	Interest - Bonds ²	151	0	0	0	0.0%	
16,873	1,349	1,287	(62)	-4.6%		Subtotal	2,883	7,556	7,770	213	2.8%	
Parking:												
46,724	55,750	48,607	(7,143)	-12.8%	39 FAC 330100	Parking	280,248	278,750	301,749	22,999	8.3%	Favorable variance due in part to a \$14K payment from City of LA re: 2014's Made In America event.
46,724	55,750	48,607	(7,143)	-12.8%		Subtotal	280,248	278,750	301,749	22,999	8.3%	
Library Services:												
81	200	0	(200)	-100.0%	27 CIRC 330150	Annual Borrowing Fee	1,511	1,000	1,528	528	52.8%	Income related to annual fee to designate a messenger.
5,680	9,165	5,436	(3,729)	-40.7%	25 P&P 330140	Annual Members Fee	44,575	45,825	45,392	(433)	-0.9%	Timing variance.
2,283	2,008	2,887	879	43.8%	23 R&R 330340	Course Registration	10,787	10,040	7,871	(2,169)	-21.6%	Due to a \$1.3K payment to PCI for prior period parking by course attendees. A portion (approx 80%) will be offset by parking revenue from PCI 330100.
4,831	4,500	4,682	182	4.0%	27 CIRC 330129	Copy Center	26,065	22,500	27,143	4,643	20.6%	Better than anticipated performance.
2,749	1,900	1,836	(64)	-3.4%	27 CIRC 330205	Document Delivery	9,960	9,500	13,863	4,363	45.9%	Better than anticipated performance.
5,725	3,200	3,336	136	4.3%	27 CIRC 330210	Fines	16,414	16,000	18,100	2,100	13.1%	
1,018	4,333	378	(3,955)	-91.3%	15 FIN 330310	Miscellaneous	31,012	24,511	7,800	(16,712)	-68.2%	Google reimbursement not yet realized due to a delay in payment and preliminary test period. Additional volume in future months may regain lost ground.
825	3,585	700	(2,885)	-80.5%	39 FAC 330330	Room Rental	20,045	17,925	5,338	(12,588)	-70.2%	Timing variance.
1,372	250	523	273	109.1%	27 CIRC 330350	Book Replacement	2,110	1,250	952	(298)	-23.8%	
0	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	0	0	13,206	13,206	0.0%	
0	0	0	0	0.0%	17 EXEC 330400	Friends of Law Library	85,000	120,000	115,000	(5,000)	-4.2%	
0	0	0	0	0.0%	25 P&P 330420	Grants	0	0	0	0	0.0%	
499	153	108	(45)	-29.2%	39 FAC 330450	Vending	2,221	765	448	(317)	-41.4%	
0	0	0	0	0.0%	37 COM 330465	Special Events Income	3,075	10,000	6,392	(3,608)	-36.1%	Timing variance. A portion is offset by special event expense.
25,063	29,294	19,887	(9,407)	-32.1%		Subtotal	252,775	279,316	263,033	(16,283)	-5.8%	
691,667	674,325	636,361	(37,964)	-5.6%		Total Income	3,418,350	3,376,005	3,403,749	27,744	0.8%	
Expenses:												
Staff:												
193,233	194,429	180,827	13,601	7.0%	ALL 501000	Salaries (benefits eligible)	1,059,360	1,069,357	987,964	81,393	7.6%	Favorable variance due to vacancies.
0	(3,889)	0	(3,889)	100.0%	15 FIN 501025	Staff Vacancy Offset (Ben. Eligible)	0	(21,387)	0	(21,387)	100.0%	Already reflected in reduced salary expense
19,074	18,380	17,915	465	2.5%	ALL 501050	Salaries (benefits ineligible)	109,523	101,088	100,841	247	0.2%	
0	(368)	0	(368)	100.0%	15 FIN 501075	Staff Vacancy Offset (Ben. Ineligible)	0	(2,022)	0	(2,022)	100.0%	Already reflected in reduced salary expense
11,074	13,194	10,244	2,950	22.4%	15 FIN 502000	Social Security	67,310	72,568	60,455	12,112	16.7%	Favorable variance due to vacancies.
2,944	3,086	2,716	370	12.0%	15 FIN 503000	Medicare	16,547	16,971	14,891	2,081	12.3%	Favorable variance due to vacancies.
21,367	21,629	20,129	1,500	6.9%	15 FIN 511000	Retirement	118,510	132,072	123,903	8,170	6.2%	Favorable variance due to vacancies.
0	0	0	0	0.0%	15 FIN 511050	Pension Exp (Actuarial)	0	0	0	0	0.0%	

Los Angeles County Law Library
Income Statement for the Period Ending November 30, 2015
(Provisional and subject to year-end audit adjustments)

Nov 14 Actual	Nov 2015				FY 2014-15 YTD Actual	FY 2015-16 YTD				Comments			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				
0		0	0	0.0%	15 FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
40,945	41,307	38,944	2,363	5.7%	15 FIN	512000	Health Insurance	195,889	206,534	189,972	16,562	8.0%	Favorable variance due to vacancies.
427	381	415	(35)	-9.1%	15 FIN	513000	Disability Insurance	2,134	1,904	2,039	(135)	-7.1%	
5,720	5,526	5,228	298	5.4%	15 FIN	514000	Dental Insurance	27,320	27,365	24,938	2,427	8.9%	Favorable variance due to vacancies.
628	631	591	40	6.3%	15 FIN	514500	Vision Insurance	3,151	3,123	2,828	295	9.5%	Favorable variance due to vacancies.
113	140	115	25	17.7%	15 FIN	515000	Life Insurance	425	700	388	312	44.5%	Favorable variance due to vacancies.
0	0	0	0	0.0%	15 FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
6,642	8,734	8,410	324	3.7%	15 FIN	516000	Workers Compensation Insurance	34,568	43,668	43,344	324	0.7%	
0	0	0	0	0.0%	15 FIN	517000	Unemployment Insurance	(19)	0	(96)	96	0.0%	
828	0	0	0	0.0%	25 P&P	514010	Temporary Employment	8,391	2,000	1,916	84	4.2%	
0	0	170	(170)	0.0%	13 HR	514015	Recruitment	484	0	355	(355)	0.0%	
0	0	0	0	0.0%	15 FIN	517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN	518000	Accrued Vacation Expense	0	0	0	0	0.0%	
23,150	17,161	17,161	(0)	0.0%	15 FIN	518500	OPEB Expense	115,750	85,803	85,804	(1)	0.0%	
775	1,250	1,325	(75)	-6.0%	15 FIN	518550	TMP	3,590	6,250	1,382	4,868	77.9%	Timing variance and reduction in usage of transportation reimbursement program
955	1,250	804	446	35.7%	15 FIN	518560	Payroll and Benefit Administration	5,174	6,250	4,433	1,817	29.1%	
327,876	322,839	304,995	17,844	5.5%			Total - Staff	1,768,108	1,752,244	1,645,356	106,888	6.1%	
							Library Materials/Electronic Resources Subscription:						
138,588	165,833	135,121	30,713	18.5%	23 R&R	601999	American Continuations	614,012	829,167	518,190	310,976	37.5%	Timing variance and ERS accounting change.
2,321	3,333	1,167	2,166	65.0%	23 R&R	602999	American New Orders	15,911	16,667	7,497	9,170	55.0%	Careful selection of new materials.
1,085	3,067	0	3,067	100.0%	23 R&R	609199	Branch Continuations	8,242	15,333	14,934	399	2.6%	Timing variance and ERS accounting change.
0	75	0	75	100.0%	23 R&R	609299	Branch New Orders	0	556	0	556	100.0%	Expansion of print collection is not planned.
60,491	15,000	2,411	12,589	83.9%	23 R&R	603999	Commonwealth Continuations	109,819	75,000	77,241	(2,241)	-3.0%	Timing variance and ERS accounting change.
0	130	0	130	100.0%	23 R&R	604999	Commonwealth New Orders	87	650	0	650	100.0%	Careful selection of new materials.
13,227	11,250	13,562	(2,312)	-20.5%	23 R&R	605999	Foreign Continuations	54,800	56,250	61,272	(5,022)	-8.9%	Timing variance and ERS accounting change.
90	1,000	0	1,000	100.0%	23 R&R	606999	Foreign New Orders	878	5,000	398	4,602	92.0%	Careful selection of new materials.
11,909	6,667	7,630	(964)	-14.5%	23 R&R	607999	International Continuations	47,886	33,333	43,106	(9,772)	-29.3%	Timing variance and ERS accounting change.
165	333	0	333	100.0%	23 R&R	608999	International New Orders	2,198	1,667	0	1,667	100.0%	Careful selection of new materials
7,594	1,833	6,854	(5,021)	-273.9%	23 R&R	609399	General/Librarianship Continuations	11,563	9,167	11,465	(2,299)	-25.1%	Timing variance and ERS accounting change.
0	100	0	100	100.0%	23 R&R	609499	General/Librarianship New Orders	158	500	0	500	100.0%	Careful selection of new materials
235,469	208,622	166,746	41,876	20.1%			Subtotal	865,555	1,043,289	734,103	309,186	29.6%	
(235,469)	(208,622)	(166,746)	(41,876)	20.1%	15 FIN	690000	Library Materials Transferred to Assets	(865,555)	(1,043,289)	(734,103)	(309,186)	29.6%	
0	0	39,142	(39,142)	0.0%	15 FIN	685000	Electronic Resource Subscriptions (ERS)	0	0	217,000	(217,000)	0.0%	To reflect changes in accounting treatment of subscription fees for electronic resources, this line item was added starting this FY per auditor's recommendation. Fund was originally budgeted across multiple funds earmarked for library materials purchases
							Facilities:						
1,235	2,900	6,096	(3,196)	-110.2%	39 FAC	801005	Repair & Maintenance	14,231	14,500	19,405	(4,905)	-33.8%	Unexpected \$9K HVAC repair in July / timing variance.
824	2,050	552	1,498	73.1%	39 FAC	801010	Building Services	7,431	10,250	3,041	7,209	70.3%	Timing variance.
1,309	1,292	1,605	(313)	-24.3%	39 FAC	801015	Cleaning Supplies	7,389	6,460	3,940	2,520	39.0%	Timing variance.
10,400	10,356	20,392	(10,036)	-96.9%	39 FAC	801020	Electricity & Water	55,425	51,780	53,778	(1,998)	-3.9%	Increased usage due to higher temps.
920	0	966	(966)	0.0%	39 FAC	801025	Elevator Maintenance	7,185	0	5,796	(5,796)	0.0%	Delay of Elevator Upgrade Project.
1,829	2,602	5,515	(2,913)	-112.0%	39 FAC	801030	Heating & Cooling	16,183	14,760	17,254	(2,494)	-16.9%	Increased A/C usage due to higher temps. / timing variance.
21,071	23,705	24,428	(723)	-3.1%	15 FIN	801035	Insurance	105,355	118,524	122,139	(3,615)	-3.1%	
8,674	8,755	8,674	81	0.9%	39 FAC	801040	Janitorial Services	44,121	43,775	43,371	404	0.9%	
2,121	1,200	2,100	(900)	-75.0%	39 FAC	801045	Landscaping	6,321	6,000	5,250	750	12.5%	Timing variance.
14,001	14,605	14,238	367	2.5%	39 FAC	801050	Security	54,176	73,025	77,937	(4,912)	-6.7%	Offset by Room Rental income.
90	1,750	129	1,621	92.6%	39 FAC	801060	Room Rental Expenses	13,563	8,750	1,453	7,297	83.4%	Timing variance.

Los Angeles County Law Library
Income Statement for the Period Ending November 30, 2015
(Provisional and subject to year-end audit adjustments)

Nov 14 Actual	Nov 2015				FY 2014-15 YTD Actual	FY 2015-16 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
630	958	0	958	100.0%	37 COM 801065	Special Events Expenses	5,055	4,860	5,136	(276)	-5.7%	Timing variance / offset by PBW sponsorships.
179	100	0	100	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	598	500	0	500	100.0%	Timing variance.
117	300	436	(136)	-45.3%	39 FAC 801110	Equipment (<3K)	393	1,500	436	1,064	70.9%	Timing variance.
0	140	0	140	100.0%	39 FAC 801115	Building Alterations (<3K)	0	700	0	700	100.0%	Timing variance.
318	325	330	(5)	-1.6%	35 CMS 801120	Delivery & Postage	1,957	1,750	2,869	(1,119)	-64.0%	Unbudgeted expense (\$1,050) incurred by Oct return shipment of rare books from Bonhams.
0	240	150	90	37.6%	39 FAC 801125	Kitchen supplies	1,941	1,200	986	214	17.8%	Timing variance.
63,719	71,278	85,611	(14,334)	-20.1%		Subtotal	341,322	358,334	362,791	(4,457)	-1.2%	
						Technology:						
1,258	1,321	2,720	(1,399)	-105.9%	33 TECH 801210	Software Maintenance	5,583	6,605	9,432	(2,827)	-42.8%	Software Upgrade originally budgeted as Capital Expense.
1,113	1,491	1,183	308	20.7%	33 TECH 801212	Hardware Maintenance	4,620	7,455	5,779	1,676	22.5%	Timing variance.
125	1,200	0	1,200	100.0%	33 TECH 801215	Software (<\$3k)	269	6,000	0	6,000	100.0%	Timing variance.
312	0	0	0	0.0%	33 TECH 801220	Hardware (<\$3k)	2,139	2,400	2,439	(39)	-1.6%	
0	0	0	0	0.0%	33 TECH 801225	Computer Supplies	0	0	344	(344)	0.0%	Timing variance (Quarterly Invoice).
3,702	3,863	3,868	(5)	-0.1%	33 TECH 801230	Integrated Library System	18,509	19,315	19,342	(27)	-0.1%	Timing variance.
2,165	3,500	2,540	960	27.4%	33 TECH 801235	Telecommunications	12,041	14,700	12,569	2,131	14.5%	Timing variance.
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	0	0	0	0	0.0%	
0	0	0	0	0.0%	33 TECH 801250	Services	1,355	0	0	0	0.0%	
8,676	11,375	10,312	1,063	9.3%		Subtotal	44,516	56,475	49,906	6,569	11.6%	
						General:						
1,009	700	425	275	39.2%	15 FIN 801310	Bank Charges	3,201	3,500	2,678	822	23.5%	
656	680	678	2	0.2%	35 CMS 801315	Bibliographical Services	3,283	4,410	4,373	37	0.8%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
87	90	52	38	42.5%	17 EXEC 801325	Board Expense	1,806	450	293	157	34.8%	
110	250	(78)	328	131.3%	37 COM 801330	Staff meals & events	766	1,000	48	952	95.2%	Timing variance.
706	671	1,298	(627)	-93.5%	15 FIN 801335	Supplies - Office	6,594	6,364	5,083	1,281	20.1%	
0	1,200	0	1,200	100.0%	35 CMS 801337	Supplies - Library materials	1,637	3,600	0	3,600	100.0%	Reduction in incoming print materials. Supplies purchases deferred to Dec/Jan.
349	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	524	3,000	0	3,000	100.0%	Timing variance.
0	0	0	0	0.0%	25 P&P 801365	Grant Application Expenses	0	0	0	0	0.0%	
407	1,500	627	873	58.2%	27 CIRC 801370	Copy Center Expense	3,689	10,000	3,927	6,073	60.7%	Offset by increased revenue
522	0	0	0	0.0%	15 FIN 801375	General - Misc	728	0	911	(911)	0.0%	
796	0	26	(26)	0.0%	23 R&R 801390	Course Registration	2,714	300	297	3	1.1%	
(12)	0	0	0	0.0%	17 EXEC 801395	Friends of Law Library	78	0	63	(63)	0.0%	
4,630	5,091	3,027	2,063	40.5%		Subtotal	25,020	32,624	17,672	14,952	45.8%	
						Professional Development:						
159	0	21	(21)	0.0%	ALL 803105	Travel	3,026	3,915	1,367	2,548	65.1%	Frugal planning and grant awards
0	0	0	0	0.0%	ALL 803110	Meals	140	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	
344	29	547	(517)	-1773.5%	ALL 803115	Membership dues	2,170	1,521	1,493	28	1.9%	Timing variance.
0	190	310	(120)	-63.2%	ALL 803120	Registration fees	1,830	2,790	1,533	1,257	45.1%	Frugal planning and grant awards
0	0	0	0	0.0%	ALL 803125	Educational materials	264	0	0	0	0.0%	
503	219	878	(659)	-300.5%		Subtotal	7,430	8,226	4,392	3,833	46.6%	
						Communications & Marketing:						
0	150	0	150	100.0%	37 COM 803205	Services	0	750	0	750	100.0%	Timing variance.
0	180	130	50	27.9%	37 COM 803210	Collateral materials	0	1,210	1,525	(315)	-26.0%	Unexpected increase per unit.
0	500	195	305	61.0%	37 COM 803215	Advertising	104	1,950	907	1,043	53.5%	Timing variance.
0	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	140	300	25	275	91.7%	Unbudgeted expense.
0	830	325	505	60.9%		Subtotal	244	4,210	2,456	1,754	41.7%	
						Travel & Entertainment						
0	0	0	0	0.0%	ALL 803305	Travel	12	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803310	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	

Los Angeles County Law Library
Statement of Cash Flows
As of November 30, 2015
(Provisional and subject to year-end audit adjustments)

	11/30/2015	YTD
Cash flows from operating activities		
LA Superior court fees	566,580	2,831,196
Parking fees	48,607	301,749
Library services	19,887	148,033
(Increase) decrease in accounts receivable	8,920	103,932
Increase (decrease) in borrowers' deposit	1,258	(13,301)
Cash received from filing fees and services	645,252	3,371,610
Facilities	(85,611)	(362,791)
Technology	(10,312)	(49,906)
General	(3,027)	(17,672)
Professional development	(878)	(4,392)
Communications & marketing	(325)	(2,456)
Travel & entertainment	(278)	(934)
Professional services	2,290	(33,693)
Electronic Resource Subscriptions	(39,142)	(217,000)
(Increase) decrease in prepaid expenses	46,102	(94,374)
Increase (decrease) in accounts payable	107,529	31,560
Increase (decrease) in other liabilities	(3,934)	(2,949)
Cash payments to suppliers for goods and services	12,413	(754,608)
Staff (payroll + benefits)	(304,995)	(1,645,356)
Increase (decrease) in payroll liabilities	19	4,951
Increase (decrease) in accrued sick and vacation liability	-	(1,626)
Increase (decrease) in OPEB liability	17,161	85,805
Increase (decrease) in net pension liability	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(287,815)	(1,556,227)
Contributions received	-	115,000
Net cash from operating activities	369,850	1,175,775
Cash flow from capital and related financing activities		
Library materials	(166,746)	(734,103)
Fixed assets	-	(11,430)
Capital - Work in Progress (WIP)	-	(3,000)
Cash flows from investing activities		
Investment earnings	1,287	7,770
Net cash increase (decrease) in cash and cash equivalents	204,391	435,011
Cash and cash equivalents, at beginning of period	3,839,491	3,608,871
Cash and cash equivalents, at end of period	4,043,882	4,043,882
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(52,559)	(152,701)
Adjustments for noncash effects:		
Depreciation	245,354	1,214,480
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	8,920	103,932
(Increase) decrease in prepaid expenses	46,102	(94,374)
Increase (decrease) in accounts payable	107,529	31,560
Increase (decrease) in other liabilities	(3,934)	(2,949)
Increase (decrease) in payroll liabilities	19	4,951
Increase (decrease) in accrued sick and vacation liability	-	(1,626)
Increase (decrease) in borrowers' deposit	1,258	(13,301)
Increase (decrease) in OPEB liability	17,161	85,805
Increase (decrease) in net pension liability	-	-
Net cash from operating activities	369,850	1,175,775

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 2	BITE CATERING COUTURE LLC	ROOM RENTAL	2,542.10	028931
	CHANNA CAJERO	MILEAGE	27.72	028932
	LINDA J HEICHMAN	TRAVEL	10.00	028933
	CHRISTINE R LANGTEAU	MILEAGE	34.04	028934
	MANAGE EASE INCORPORATED	CONSULTING	1,337.50	028935
	RYAN METHENY	STAFF MEALS/EVEN	20.00	028936
	ADAM ROSENBLUM	REIMBURSEMENT	340.92	028937
	JAYE B STEINBRICK	SPECIAL EVENTS EX	34.79	028938
	SUNSERI'S	ROOM RENTAL EXP	1,929.30	028939
	CARSWELL COMPANY LTD	BOOKS	317.33	028940
	RETTA LIBROS LIDERLAF S A	BOOKS	745.08	028941
	SUMMIT EVENT CATERING	ROOM RENTAL EXP	8,582.63	028949
	December 3	DONALD LEE MABRY	REFUND	140.00
RAFFI K MANSOURIAN		REFUND	140.00	028943
JAMES NATHANIEL PETERSON		REFUND	116.00	028944
OC EVENTS INC		ROOM RENTALS	570.50	028945
PETTY CASH FUND		PETTY CASH	358.82	028946
SUMMIT EVENT CATERING		ROOM RENTALS	5,000.00	028947
ELIZABETH WARNER		MILEAGE	88.61	028948
December 8	AUX AMATEUR DE LIVRES	BOOKS	105.92	028950
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	234.38	028951
	J NOE HERRERA	BOOKS	60.00	028952
	LAW PUBLISHERS	BOOKS	636.00	028953
	LIBROS DE HONDURAS	BOOKS	1,200.00	028954
December 9	AMERICAN EXPRESS	ADVERTISING	195.00	028955
	JAGNIC ENTERTAINMENT	ROOM RENTAL	550.00	028956
December 11	SUSANNE BACH COMERCIO DE LIVROS LTD	BOOKS	404.00	028957
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	528.58	028958
	GAUNT	BOOKS	620.00	028959
	LIBROS CENTROAMERICANOS	BOOKS	376.30	028960
	LIBRERIA LINARDI Y RISSO A LINARDI	BOOKS	150.73	028961
	MARY MARTIN BOOKSELLERS	BOOKS	450.00	028962
	AT&T	TELECOM	433.58	028963
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	028964
	ESTHER EASTMAN	MILEAGE	27.60	028965
	GOLDEN STATE ELECTRIC	REPAIR & MAINTENA	200.00	028966
	COUNTY OF LOS ANGELES	HEATING/COOLING	5,514.94	028967
	LAWRENCE DOORS	REPAIR & MAINTENA	4,472.50	028968
	JANINE LIEBERT	SPECIAL EVENTS	20.00	028969
	MANAGE EASE INCORPORATED	CONSULTING	1,337.50	028970

40,945.37

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 15	PETTY CASH FUND	PETTY CASH	127.00	028971
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,674.17	028972
	SEPCO EARTHSCAPE, INC	LANDSCAPING	2,100.00	028973
December 17	STATE BAR OF CALIFORNIA	RENEWAL	300.00	028974
	METROLINK	TMP	1,554.00	028975
December 18	ADRIAN MENDOZA	ROOM RENTAL EXPE	400.00	028976
	LAUREN KATAGIHARA	REFUND	140.00	028977
	JIAN RU LIANG	REFUND	140.00	028978
	JAMES RODRICK REED	REFUND	140.00	028979
	SANDRA J LEVIN ** VOIDED *****	MEMBERSHIP DUES	0.00	028980
	LOS ANGELES COUNTY BAR	MEMBERSHIP	130.00	028981
	SANDRA J LEVIN	MEMBERSHIP DUES	589.72	028982
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	228.77	028983
	CARSWELL COMPANY LTD	BOOKS	286.14	028984
	OTTO HARRASSOWITZ	BOOKS	1,658.97	028985
December 21	SANDRA J LEVIN ** VOIDED *****	MEMBERSHIP DUES	0.00	028986
	SASKATCHEWAN QUEENS PRINTER	BOOKS	77.25	028987
	DENISE LIGHTHART POLLARD	REFUND	140.00	028988
	HARRISON ALFARO	MILEAGE	53.02	028989
	STATE BOARD OF EQUALIZATION	USE TAX	581.00	028990
	ANTHEM BLUE CROSS	HEALTH BENEFITS	660.05	028991
	GUARDIAN	PREPAID EXP	7,901.21	028992

66,699.67

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2015 - December 31, 2015 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 1	PHOTOBOOTHLESS	ROOM RENTAL EXPE	1,308.00	V000771
December 2	CRAIGLIST.COM	RECRUITMENT	45.00	V000772
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,631.73	V000773
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	18.71	V000774
	BLOOMBERG BNA	BOOKS	628.74	V000775
	BRILL	BOOKS	1,989.00	V000776
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,362.59	V000777
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	802.00	V000778
	JAMES PUBLISHING INC	BOOKS	275.77	V000779
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,000.00	V000780
	PRACTISING LAW INSTITUTE	BOOKS	890.16	V000781
	WEST ACADEMIC	BOOKS	46.87	V000782
	WILLIAM S HEIN & CO	BOOKS	11,260.50	V000783
	BJ PARTY SUPPLIES	ROOM RENTAL EXPE	660.00	V000784
	CAFE GRATITUDE	COURSE REGISTRAT	158.05	V000785
December 3	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	8,463.50	V000786
December 8	BERNAN ASSOCIATES	BOOKS	77.00	V000787
	GEORGE T BISEL COMPANY	BOOKS	184.65	V000788
	BLOOMBERG BNA	BOOKS	438.23	V000789
	CCH INCORPORATED	BOOKS	260.95	V000790
	JAMES PUBLISHING INC	BOOKS	156.96	V000791
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	4,899.48	V000792
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,000.00	V000793
	CHIEF LOC CDS	BOOKS	525.00	V000794
	PRACTISING LAW INSTITUTE	BOOKS	1,018.50	V000795
	WEST ACADEMIC	BOOKS	46.87	V000796
	THOMSON REUTERS	BOOKS	4,412.77	V000797
	YBP LIBRARY SERVICES	BOOKS	137.25	V000798
December 9	CHERRY PICK CAFE	COURSE REGISTRAT	21.85	V000812
December 10	COSTCO WHOLESALE MEMBERSHIP	FURNITURE/APPLIAN	3,923.67	V000813
	JANISAN	REPAIR & MAINTENA	49.45	V000814
	STAMPS.COM	DELIVERY & POSTAG	24.99	V000815
December 11	WOLTERS KLUWER LAW & BUSINESS	BOOKS	790.95	V000799
	BLOOMBERG BNA	BOOKS	426.83	V000800
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	620.36	V000801
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	2,501.48	V000802
	DATA TRACE PUBLISHING COMPANY	BOOKS	192.95	V000803
	JURIS PUBLISHING INC	BOOKS	343.50	V000804

83,840.55

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2015 - December 31, 2015 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
December 15	ALM MEDIA LAW JOURNAL PRESS	BOOKS	4,246.24	V000805	
	ALM THE LEGAL INTELLIGENCER	BOOKS	259.70	V000806	
	MUNICIPAL CODE CORPORATION	BOOKS	1,156.00	V000807	
	UNITED NATIONS PUBLICATIONS	BOOKS	136.91	V000808	
	THOMSON REUTERS	BOOKS	68,948.98	V000809	
	ALTA FOODCRAFT	KITCHEN SUPPLIES	149.71	V000816	
	AT&T MOBILITY	TELECOM	189.89	V000817	
	BANDWIDTH.COM, INC.	TELECOM	572.23	V000818	
	REPUBLIC SERVICES #902	BLDG SVCS	251.99	V000819	
	DEMCO	SUPPLIES-LIBRARY	2,040.39	V000820	
	FEDEX	COLLATERAL MATE	129.85	V000821	
	GLOBAL CAPACITY	TELECOM	357.05	V000822	
	GLOBAL CAPACITY	TELECOM	71.47	V000823	
	INFINISOURCE INC	PAYROLL/HR ADMIN	1,660.00	V000824	
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	423.89	V000825	
	OCLC INC	BIBLIOGRAPHICAL S	1,173.40	V000826	
	OFFICE DEPOT	SUPPLIES-OFFICE	453.79	V000827	
	PAN AMERICAN PEST CONTROL CO	BUILDING SERVICE	552.00	V000828	
	PEOPLE2	RECRUITMENT	169.98	V000829	
	December 16	QUILL CORPORATION	SUPPLIES - OFFICE	294.24	V000830
SECURITAS SECURITY		SECURITY	16,105.68	V000831	
TIME WARNER CABLE		TELECOM	1,200.00	V000832	
SMART & FINAL		ROOM RENTAL/STAF	201.77	V000845	
MYBINDING		LIBRAY SUPPLIES	484.24	V000846	
SMART & FINAL		ROOM RENTAL	295.22	V000847	
ALONTI CAFE & CATERING		BOARD EXPENSE	84.95	V000852	
December 18		AMERICAN BAR ASSOCIATION	BOOKS	662.68	V000833
		WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,526.49	V000834
		BLOOMBERG BNA	BOOKS	221.01	V000835
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,216.12	V000836	
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,094.22	V000837	
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	618.51	V000838	
	LAW LIBRARY MICROFORM CONSORTIUM	BOOKS	8,258.00	V000839	
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	133.50	V000840	
	MUNICIPAL CODE CORPORATION	BOOKS	118.75	V000841	
	PRACTISING LAW INSTITUTE	BOOKS	175.09	V000842	
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	318.98	V000843	
	THOMSON REUTERS	BOOKS	12,084.00	V000844	

207,631.23

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2015 - December 31, 2015 (CHECKS)
Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 2	L A DEPT WATER & POWER ** VOIDED *****	WATER/SEWER	0.00	V000030
December 15	L A DEPT WATER & POWER	WATER/SEWER	20,391.52	V000031
December 16	BEVMO	ROOM RENTAL EXPE	199.34	V000032

20,590.86

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 1	CALPERS	PREPAID EXP	48,074.69	TS00227776
December 3	WILLIAM S HEIN & CO	BOOKS	44,610.04	TS00227813
December 28	CALPERS	PREPAID EXP	50,739.85	TS00228798

143,424.58

LA Law Library
Fiscal Year Quarterly Statistics

		FY15 3rd Quarter	FY15 4th Quarter	FY16 1st Quarter	FY16 2nd Quarter	FY16 2nd Quarter Notes	
Reference and Research							
	<i>Reference and Research responds to user requests</i>						
	Desk Inquiries	6,351	6460	6135	6312		
	Phone	1,834	1860	1960	1724		
	Email/ Live Chat	436	451	78	212		
	By Mail	135	82	71	26		
	Global Law Inquires	132	122	156	149		
	Global Law Web Inquires	170	145	136	88		
	e-Branch Chat	76	56	59	33		
	e-Branch Email	0	0	0	1		
	Total	9,134	9,176	8,595	8,545		
Circulation Services							
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking books in and out.</i>						
	Desk Inquiries	4,451	4801	4044	2600		
	Phone Inquiries	2,070	2739	2122	1836		
	Total	6,521	7540	6,166	4,436		
	Books Circulated	3,809	2987	2,576	2204		
	Library Card Sign-ups	632	518	517	508		
	Members Program - Active Members	281	301	302	297		
	Public Terminal Logins	10,834	11,218	11,520	10798		
Document Delivery / E-Delivery/Copies							
	<i>Document Delivery responds to requests for materials from the LA Law Library collection. Copy</i>						
	Phone Inquiries	240	281	286	275		
	In-Person	2,825	2973	3,723	2164		
	Email	140	145	230	221		
	By Mail (As of 2013, included with R+R above)						
	Total	3,205	3,399	4,239	2,660		

LA Law Library
Fiscal Year Quarterly Statistics

			FY15 3rd Quarter	FY15 4th Quarter	FY16 1st Quarter	FY16 2nd Quarter	FY16 2nd Quarter Notes	
	Pages Delivered		8,615	6,019	9,135	5,524		
	Copies Made (Main Library)		47,072	164,266	91,743	96313		

LA Law Library
Fiscal Year Quarterly Statistics

		FY15 3rd Quarter	FY15 4th Quarter	FY16 1st Quarter	FY16 2nd Quarter	FY16 2nd Quarter Notes	
Collection Management Services							
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>						
	New Titles Added	183	111	132	111		
	New Serials	28	24	18	19		
	Print Volumes Added	1,489	1347	1,362	1376		
	Non-Print Media Added	2,241	850	10,523	4,454		
	Books Cataloged/Reclassified	952	804	646	477		
	Print & Non-Print Withdrawn	806	549	601	578		
Brief Scanning Project							
	Briefs Scanned	8,825	9411	7,499			
	Pages Scanned	274,621	296,438	251,347			
	Briefs Logged (Google)				19308		
Website Statistics							
	Visitors	27,583	26688	24,096	21,877		
	Visits	101,174	127017	101,619	101,052		
	Average Daily Visits	1124	1396	1,105	1,099		
	Average Duration	3:33	4:08	4:09	4:00		
	Visitors: US	97.89%	95.85%	96.02%	97.54%		
	Visitors: International / Unspecified	2.11%	4.15%	3.98	2.46%		
Training and Events at Main Branch							
	Public Classes Held						
	Internal speaker	11	5	7	24		
	Guest speaker	6	11	9	19		
	MCLE Classes Held						
	Internal speaker	0	3	0	1		
	Guest speaker	9	10	5	18		
	Clinics/ Workshops Held	12	13	16	39		
	Total	38	37	37	101		
	Class Attendance Total (Estimated)	478	691	658	2427		

MEMORANDUM

DATE: January 27, 2016

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 2 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.

Los Angeles County Law Library Strategic Plan
Accountability 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		6/30/2016	Partially completed. Planning and implementing programs pending ILS upgrade project T1(B). Partially deferred due to budget constraints. Will reevaluate in light of other budget priorities.
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Evaluate results	12/31/2013		6/30/2016	
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Completion	1/31/2014		6/30/2016	
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		6/30/2016	Target date extended to coincide with new deadline for RFP for ILS 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		6/30/2016	Target date extended to coincide with new deadline for ILS 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						
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		

Los Angeles County Law Library Strategic Plan
Accountability Report

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	Prepare resource sheet for patrons	10/31/2013	Y		
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Translate resource sheet	11/30/2013		3/31/2016	Did not have time to reach out to potential partners. Will complete this step by the end of March.
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Completion	12/31/2013		3/31/2016	
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")						
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Research capabilities of current system	9/30/2013	Y		
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Test system	10/31/2013	y	4/1/2014	
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Select areas to promote	11/30/2013	Y	3/31/2016	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 "Treatise Finder")	Austin Stoub	Develop content and tools	12/31/2013	Y	6/1/2016	
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Completion	12/31/2013		6/1/2016	
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\docslibsurvey.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 Pacer 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(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Completion				
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.

Los Angeles County Law Library Strategic Plan
Accountability Report

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 FCIL materials from other libraries and formalize LLMC collaboration						
C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Finalize LLMC agreement re donation, storage and scanning of materials	6/30/2013	Y		
C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Create a set of expectations and anticipations for potential FCIL donations	9/30/2014	Y	12/30/2015	Delayed due to other priorities and transitions at LLMC. Dependent on other libraries, have reached out, LLMC works with LALL.
C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Identify priority acquisitions (see C2(D))	12/31/2014	Y	12/30/2015	Primary law not held by LALL is priority.
C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Outreach to libraries with priority FCIL materials to donate	12/31/2014	Y	12/30/2015	Under discussion with LLMC (coordinates with LALL as first contact)
C2(A)	Encourage donations of FCIL 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 FCIL programming						
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Identify patron groups	3/31/2014	Y		
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Create survey	5/31/2014	Y	12/30/2015	Commenced informally; formal survey deferred in light of other projects/priorities and pending evaluation of ongoing programming / combined with C1B survey, results adequate
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Send survey	6/30/2014	Y	12/30/2015	Used data from C1B
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Hold focus groups	7/31/2014		2/1/2016	
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Assessment	12/31/2014		2/1/2016	
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Completion	3/31/2015		3/31/2016	
C2(C)	Purchase FCIL materials that supplement FCIL programming						
C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Identify programs	12/31/2013	Y		

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Identify appropriate materials	3/31/2014	Y		
C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Revise collection development policy for FCIL (see C2(D))	6/30/2014		5/1/2016	Deferred in light of budget and other projects/priorities
C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Purchase after evaluating current library holdings	9/30/2014		8/1/2016	
C2(C)	Purchase FCIL materials that supplement FCIL 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		9/30/2016	In process. Need additional volunteers or staffing for country surveys for faster progress. Potential project for interns.
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		12/30/2016	Still need to complete country surveys. Need additional volunteers or staffing for 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		12/30/2016	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	Y		
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	Y		Ongoing but limited to the vendors that practice site visits; large number of cancellations due to budget constraints has also affected this activity.
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		6/30/2016	Need to extend the deadline because variables such as reviewing and analysis of the related literature, collecting the documented information and dialog with peers and colleague proved needing more time.
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Present recommendation	11/30/2015		12/31/2016	
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Completion	11/30/2015		12/31/2016	
C3(A)	Develop digitization and archiving plan for the next 20 years						

Los Angeles County Law Library Strategic Plan
Accountability Report

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	5/1/2014	Y	6/30/2015	
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Determine collection & priorities to be scanned	9/1/2014		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						
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		4/30/2016	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		5/31/2016	
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Completion	6/30/2014		5/31/2016	
C3(C)	Conduct a space needs assessment for the collection						
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Evaluate current space needs	12/31/2014		6/30/2016	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		7/31/2016	
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Present draft of space needs assessment & recommendations	8/30/2015		7/31/2016	
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Completion	8/30/2015		7/31/2016	
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials						
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Assemble project team and develop detailed scope, methodology, and schedule	10/31/2014	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		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	Complete and document inventory	5/31/2015		6/30/2016	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		5/31/2016	Research methods including shrink wrapping

Los Angeles County Law Library Strategic Plan
Accountability Report

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		7/31/2016	
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Initiate preservation plan.	6/30/2015		12/31/2016	
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		3/31/2016	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		3/31/2016	
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: WLALA, Westwood, KABA, BWLALA, SFVBA, GBA, SGVBA
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		3/31/2016	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		3/31/2016	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	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.

Los Angeles County Law Library Strategic Plan
Accountability Report

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						
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Evaluate prior process for book sales, document possible efficiencies	7/15/2013	Y		
Comm1(G)	Resume used book sales	Shohreh Saljooghi	List and price current materials available for sale, place on sale shelves.	8/15/2013	Y		ongoing on monthly/bimonthly basis.
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Identify channels for announcing to various layers of the community	8/15/2013		3/31/2016	Communication dept. will assist with outreach activities.
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Establish parameters for online sale and identify available venues	3/31/2014		3/31/2016	delayed pending evaluation of online options
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Assess	6/30/2014		6/30/2016	
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Completion	8/30/14		6/30/2016	
Comm2(B)	Make presentations to potential users off-site						
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Identify potential users	9/30/2013		2/28/2016	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		3/31/2016	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		6/1/2016	After meeting with P&P to discuss potential ideas, I have not
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						
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	Y	12/31/2015	Established collaboration (and reimbursement) for GP events; will host table at Bookfest 2016
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)						
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

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Comm2(G)	Coordinate programs with downtown arts community (e.g., Artwalk)	Jaye Steinbrick	Completion	2/1/2014		3/31/2016	Other art programs offered; DTLA still pending
Comm3(C)	Expand librarian training workshops						
Comm3(C)	Expand librarian training workshops	Linda Heichman	Develop slate 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. CMeanwhile 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		
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Completion	10/31/2015	Y		Recurring business law series for small business owners and entrepreneurs; civil lawsuits basics series for self-represented litigants, paralegals and law students
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 eyar 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	

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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						
Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Create three proposed 30 minute computer class outlines	10/1/2013		3/31/2016	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		3/31/2016	
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						
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Identify user groups	1/1/2015	Y		
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	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 Stahlberg	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 Stahlberg	Create program to disseminate information to user groups	9/1/2015		12/30/2016	Need to work with P&P and Comm to determine best outreach options / balancing with other projects / priorities
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Evaluate and assess	1/1/2016		12/30/2016	
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Completion	3/31/2016		12/30/2016	
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions						
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Harrison Alfaro	Survey staff / conduct needs assessment	9/1/2013		2/28/2016	Informal assessment ongoing. Formal assessment delayed and aligned with security survey. Has been reassigned to new Facilities Manager 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	Create needs list, and implement low or no-cost items	10/15/2013		3/31/2016	
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						
W1(C)	Improve accessibility	Sonny Lew	Gather input from staff/patrons/experts - complete needs assessment	2/1/2014	Y		

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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 place on hold as we evaluate new technology for accessibility. The time to evaluate products is more time consuming than originally anticipated.
W1(C)	Improve accessibility	Sonny Lew	Review accessibility software & hardware needs	3/31/2014		6/30/2016	Delayed until IT vacancies filled and network reconfigured
W1(C)	Improve accessibility	Sonny Lew	Complete software & hardware installations	4/15/2014		6/30/2016	
W1(C)	Improve accessibility	Sonny Lew	Review facility accessibility needs – make budget recommendations	5/1/2014		6/30/2016	
W1(C)	Improve accessibility	Sonny Lew	Completion	6/30/2015		6/30/2016	
W1(D)	Automate elevator functions						
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 recieved 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						
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		2/28/2016	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		3/31/2016	
W1(E)	Draft HR Procedures Manual	Terri Daniels/Lisa Curtin	Incorporate suggestions into final draft	3/31/2014		6/30/2016	
W1(E)	Draft HR Procedures Manual	Terri Daniels/Lisa Curtin	Completion	4/30/2014		8/30/2016	
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						

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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		3/31/2016	Began research and brainstormed ideas
W2(D)	Provide stretch classes or other physical activities at break times	Executive Assistant	Enlist employee leaders or acquire video classes	5/31/2014		3/31/2016	will begin acquiring leaders and/or DVD's
W2(D)	Provide stretch classes or other physical activities at break times	Executive Assistant	Develop a schedule	6/30/2014		6/30/2016	In Progress
W2(D)	Provide stretch classes or other physical activities at break times	Executive Assistant	Completion	7/31/2014		6/30/2015	
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						
W3(B)	Evaluate and improve process efficiency in all library functions	Marcelino Juarez	Work with directors to map function processes	12/31/2013		12/31/2016	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		12/31/2016	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		12/31/2016	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		12/31/2016	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		12/31/2016	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		

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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	Y	12/31/2015	
W3(C)	Merge Programs & Partnerships and Reference functions	Sandi Levin	Completion	2/28/2014	Y	12/31/2015	
W4(C)	Expand the high school intern program						
W4(C)	Expand the high school intern program	Shohreh Saljooghi	Coordinate and complete current pilot project (4 interns)	8/2/2013	Y		ongoing on annual basis.
W4(C)	Expand the high school intern program	Shohreh Saljooghi	Identify partner organizations to maximize recruitment opportunities	3/31/2014	Y		LAEP seems to be the leading institution in downtown Los Angeles for this purpose. Testing coordinated high school volunteer intern program with FLACLL as well. Staff will continue to explore any future partnership between the library and the internship programs for high school students that may exist in the future.
W4(C)	Expand the high school intern program	Shohreh Saljooghi	Build and refine program components	4/30/2014	Y		
W4(C)	Expand the high school intern program	Shohreh Saljooghi	Document procedures for expanded program	5/31/2014	Y		
W4(C)	Expand the high school intern program	Shohreh Saljooghi	Completion	6/30/2014	Y		
W4(E)	Conduct a space needs assessment for employee workspaces						
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Interview directors	9/30/2013	Y		
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Survey staff	10/31/2013	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		6/30/2016	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		8/30/2016	
W4(F)	Install document management and/or collaboration software						
W4(F)	Install document management and/or collaboration software	Sonny Lew & Jaye Steinbrick	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		6/30/2016	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		6/30/2016	
W4(F)	Install document management and/or collaboration software	Sonny Lew & Jaye Steinbrick	Completion	2/1/2014		9/30/2016	
T1(A)	Develop eBranches for distribution throughout the County						
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.

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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)	Meiling 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)	Meiling 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)	Meiling Li	Begin public bid process	12/31/2014		2/28/2016	Committee recommended to consider the option of retaining current system but to pursue enhancements. Cost projection to be substantiated via RFP process.
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	RFP and vendor product demonstrations	1/31/2015		5/1/2016	
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Sign contract /set implementation schedule	3/31/2015		6/1/2016	
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Conduct data load tests and assess integrity	7/31/2015		9/1/2016	
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Conduct staff training	8/31/2015		11/1/2016	
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Go live	9/30/2015		12/1/2016	
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Completion	10/31/2015		12/15/2016	
T1(C)	Develop a Law Library mobile application						
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Work with staff to determine content	7/1/2014	Y		Have spoken with Web committee and have started researching the best ways to turn website into a mobile version.

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T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Create beta web-app for testing	9/15/2014	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		6/30/2016	
T2(A)	Upgrade Navision	Jaye Steinbrick	Conduct RFP	10/30/2013		8/30/2016	
T2(A)	Upgrade Navision	Jaye Steinbrick	Plan and implement data migration including software customization	1/31/2014		9/30/2016	
T2(A)	Upgrade Navision	Jaye Steinbrick	Plan for rollout and training	3/31/2014		12/31/2016	
T2(A)	Upgrade Navision	Jaye Steinbrick	Go live and document changes	4/30/2014		12/31/2016	
T2(A)	Upgrade Navision	Jaye Steinbrick	Completion	5/31/2014		12/31/2016	
T2(B)	Provide the option to pay fees, fines and charges online						
T2(B)	Provide the option to pay fees, fines and charges online	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		3/31/2016	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		6/30/2016	
T2(B)	Provide the option to pay fees, fines and charges online	Jaye Steinbrick	Completion	2/28/2014		6/30/2016	
T2(C)	Provide the option to renew materials and manage Library user account online						
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Evaluate technical requirements	7/1/2013	Y		
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Turn-on/test Functionality	8/1/2013	Y		Database access problem arose on 1st test & needs to be addressed.
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Work with communications to notify borrowers	9/1/2013		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 Buenrostro	Establish online payment options (see T2(B))	2/1/2014		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 Buenrostro	Completion	2/15/2014		5/31/2016	
T2(E)	Provide catalog searching capabilities in closed stacks						

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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		8/30/2016	Need additional equipment, budget item.
T2(E)	Provide catalog searching capabilities in closed stacks	Sonny Lew	Completion	4/30/2014		12/31/2016	
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	Y	12/31/2015	Awaiting governor's signature
F2(D)	Develop conceptual plan for café						
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Identify footprint / services	5/14/2014		3/31/2016	In process
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Identify potential vendors			4/30/2016	
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Identify funding resources and partner agencies	6/14/2014		6/30/2016	

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F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Present a conceptual plan to the Board of Trustees	9/1/2014		6/30/2016	
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Completion			12/31/2016	
F2(E)	Provide a notary service for a fee						
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		12/31/2016	Need to develop proposal language with ED
F2(E)	Provide a notary service for a fee	Executive Assistant	Work with notary candidates and coordinate training	8/30/2014		12/31/2016	
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(E)	Provide a notary service for a fee	Executive Assistant	Completion	3/31/2015		12/31/2016	
F2(F)	Provide e-filing for a fee						
F2(F)	Provide e-filing for a fee	Ryan Metheny	Research court requirements, existing needs and solutions	6/30/2014		3/31/2016	Consider budget and feasibility of service providing e-filing for small claims.
F2(F)	Provide e-filing for a fee	Ryan Metheny	Identify potential services and prospective user groups	8/30/2014		3/31/2016	
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	Y	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 'customers'	1/31/2014	N/A	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	N/A	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	N/A		
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Recommend program for future contracts	4/30/2015	N/A		
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Completion	5/31/2015	N/A		
F3(A)	Outreach to law firms & bar associations						
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Establish rapport with bar association leaders	1/31/2014	Y		
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Select target organizations to work with	3/30/2014	Y		
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Conduct needs assessments	3/30/2014	Y		

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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		3/31/2016	Bar associations complete. Law firms in process - coordinating with other departments.
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	Y	12/31/2015	Some candidates contacted and sponsorships received (business series, landlord tenant series, LITL); further outreach to be conducted by FLACLL new ED
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Implement test programs	9/30/2014	Y	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		3/31/2016	
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Completion	11/30/2014		4/30/2016	
F3(C)	Establish a speakers' bureau						
F3(C)	Establish a speakers' bureau	Sandi Levin	Research and review existing models	9/30/2013	Y		
F3(C)	Establish a speakers' bureau	Sandi Levin	Develop parameters, incentives and program	12/31/2013	Y	12/31/2015	Project deferred and currently being reevaluated. Current outreach is yielding excellent quality and sponsorship opportunities. Speakers bureau not recommended at this time. Item to be marked as completed.
F3(C)	Establish a speakers' bureau	Sandi Levin	Announce program	1/31/2014	N/A	1/30/2016	
F3(C)	Establish a speakers' bureau	Sandi Levin	Conduct outreach	3/31/2014	N/A	6/30/2016	
F3(C)	Establish a speakers' bureau	Sandi Levin	Launch	4/30/2014	N/A	1/15/2016	
F3(C)	Establish a speakers' bureau	Sandi Levin	Assess and revise, as needed	6/30/2014	N/A	3/31/2016	
F3(C)	Establish a speakers' bureau	Sandi Levin	Completion	9/30/2014	N/A	6/30/2016	
S1(B)	Expand legal resources available & visible on the internet						
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Assess current internet-based resources for gaps in coverage	12/31/2013	Y		
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Identify potential resources that can be added to collection	3/31/2014		2/28/2016	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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GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Assess technical feasibility and negotiate with vendors; budget for additional resources	6/30/2014		3/31/2016	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		3/31/2016	Meeting with Adam and Jaye to implement on our site.
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Develop metrics to evaluate user satisfaction and assess	10/31/2014		6/1/2016	
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Launch resources on website	12/31/2014		6/1/2016	
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						
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		4/15/2016	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		+	
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Create promotional materials	10/1/2013		2/28/2016	
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Completion	11/15/2013		5/31/2016	
S1(D)	Provide self-serve scanning equipment in the Library						
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	Deffered 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)						
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 A2J volunteer interns will review existing resources and develop recommendations for updating LALL's self-help section

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GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Identify and seek funding sources	6/30/2014	y	12/31/2015	Using college interns to facilitate development
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Garner input (technology, staff, funding)	6/30/2014		3/31/2016	Partially complete
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Develop content	6/30/2014		3/31/2016	
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Design look and feel for target audience	9/30/2014		3/31/2016	
S2(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	
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Completion	3/31/2015		6/30/2016	
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)						
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Assess feasibility	9/30/2013	Y	11/30/2013	
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Identify and assess model videos	9/30/2013	Y	11/30/2013	
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Identify and establish cooperative legal aid partner	12/30/13	y	6/30/2014	Bet Tzedek and the California Coalition on Consumer Justice are interested in partnering with us if we are able to secure funding and the equipment to create the videos
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Identify and seek funding sources	3/30/2014	Y	3/31/2015	Conversations underway with PLI 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.
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Develop script and vet with stakeholder advisors	3/30/2014		6/30/2016	challenges related to travel requirements and associated costs, pending in-house capacity to do produce and retain ownership / control of intellectual property. Have identified potential partners to develop content and provide studio services.
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Produce video	9/30/2014		12/31/2016	
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Publish and create distribution plan	9/30/2014		12/31/2016	
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Duplicate in Spanish and other languages	3/30/2015		12/31/2016	

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S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Completion	4/30/2015		12/31/2016	
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	Assemble information into usable print and online resources / present draft	10/1/2013	Y	9/15/2015	Online information is available on LALL website. Print handout is in process.
S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Make information available to the public.	10/15/2013		3/15/2016	Currently working on layout of project. Delayed due to other project priorities.
S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Completion	10/15/2013		4/15/2016	
S2(D)	Develop translation resource handouts						
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	Y	12/31/2016	
S2(D)	Develop translation resource handouts	Linda Heichman	Develop handout	12/31/2014		6/30/2016	
S2(D)	Develop translation resource handouts	Linda Heichman	Recommend plan for future improvements	3/31/2015		12/31/2016	
S2(D)	Develop translation resource handouts	Linda Heichman	Completion	3/31/2015		12/31/2016	
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
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	Y	3/31/2015	Added LITL, conservatorship clinic, regularized TRC, pending immigration clinics
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	

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GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
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	y	12/31/2015	Abundant forms and templates exist; focus on expanding access to existing forms and templates.
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	Y	12/31/2015	identified prospective partners for low cost fee-based forms and form review, as well as free forms and online access to forms
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	Y	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		6/30/2016	
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Determine liability, write contracts / MOU	3/30/2015		6/30/2016	
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Soft launch program	6/30/2015		6/30/2016	
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Create feedback mechanism and metrics	6/30/2015		6/30/2016	
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Assess success of program	9/30/2015		6/30/2016	
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 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
S4(A)	Establish eBranches throughout the County - see also T1(A)	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 per ED.
S4(A)	Establish eBranches throughout the County - see also T1(A)	Linda Heichman & Jaye Steinbrick	Identify strategic locations and develop partnerships	7/31/2014		11/30/2016	

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S4(A)	Establish eBranches throughout the County - see also T1(A)	Linda Heichman & Jaye Steinbrick	Pilot new tools	9/30/2014		1/1/2017	
S4(A)	Establish eBranches throughout the County - see also T1(A)	Linda Heichman & Jaye Steinbrick	Launch "next phase" eBranch	12/31/2014		6/30/2017	
S4(A)	Establish eBranches throughout the County - see also T1(A)	Linda Heichman & Jaye Steinbrick	Completion			12/31/2017	

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Approval of Agreement with Bet Tzedek Regarding Operation of Conservatorship Clinic
- 4.2 Approval of Revised Schedule of Fines and Fees
- 4.3 2016-17 Workers Compensation Insurance Renewal
- 4.4 Presentation Regarding Patron Usage Survey

MEMORANDUM

DATE: January 27, 2016

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Approval of Agreement with Bet Tzedek Regarding Operation of Conservatorship Clinic

BACKGROUND

In December 2015, the Board considered and discussed entering into the attached Space Sharing Agreement with Bet Tzedek Legal Services to memorialize the parties' intention to provide conservatorship clinics at the Law Library. (Also attached is the Staff Report from that meeting describing the background and proposed terms.) In its discussion, the Board expressed strong support for hosting the Conservatorship Clinic, but also raised several questions that could not be answered without further investigation.

Accordingly, this update report is intended to provide answers to the questions raised and to again present the proposed agreement to the Board for its consideration and approval. Bet Tzedek will also have representatives in attendance at the meeting to assist in answering any other questions that may arise.

DISCUSSION

The Board requested answers to the following questions:

1. Does the Conservatorship Clinic provide service to all in a neutral fashion or is it limited to a particular viewpoint or "side" of the process?
Response: The clinic assists anyone interested in obtaining general information about probate conservatorships, alternatives to conservatorships, and the court process. In terms of preparing and filing documents, the clinic provides basic assistance to individuals without a lawyer who want to file for a probate conservatorship in order to help an adult who cannot care for himself or herself. The clinic will assist with initial conservatorship petitions as well as counter – petitions or oppositions. The staff and volunteers will also help obtain referrals for social services or legal assistance and review simple pleadings or declarations to make sure they are in the proper format. The Clinic is open to all unrepresented individuals.



2. How is the clinic funded?

Response: Bet Tzedek receives funding from the State Bar of California's Equal Access Fund as well as a private foundation grant, and supplements this with funding from its own general fund.

3. Is there funding for facilities?

Response: No, Bet Tzedek has not paid for space or facilities for the Clinic in the past and there are no grant or foundation funds for the rental or purchase of facilities to host the Clinic.

RECOMMENDATION

Staff recommends that the Board approve and authorize the Executive Director to execute, the attached Agreement with Bet Tzedek Regarding Operation of Conservatorship Clinic.



MEMORANDUM

DATE: December 16, 2015

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Approval of Agreement with Bet Tzedek Regarding Operation of Conservatorship Clinic

BACKGROUND

Bet Tzedek Legal Services has been operating a Self-Help Conservatorship Clinic (hereinafter “the Clinic”) in partnership with the Los Angeles County Superior Court since 2007. The Clinic is managed by two full time Bet Tzedek staff members with the assistance of volunteers. The services provided include pre-hearing assistance (general information, referrals, and petition preparation) and post-hearing assistance (processing of post-hearing documents).

However, space within the courthouse is limited and the environment is often chaotic, which is not ideal for serving those in need of assistance with conservatorships. Bet Tzedek seeks to better serve the growing demand for such services and to increase efficiencies by partnering with the Law Library in a quiet, convenient location that is adjacent to the courthouse, near public transportation, and can accommodate self-represented individuals seeking to petition for conservatorship over a disabled adult.

The Los Angeles County Superior Court and Self-Help Resource Center administration support this new partnership.

DISCUSSION

Bet Tzedek and the Law Library have tested the proposed arrangement over the past 6 weeks, during which time Bet Tzedek has conducted clinics on Mondays and Thursdays according to the schedule and process described in the attached agreement. The trial period has not created any problems for the Law Library and has been helpful to the attorneys and clients of the clinic. In particular, the peaceful environment of the Law Library and the availability of supplemental reference assistance and legal resources have improved the level of service to the clients.

Accordingly, Staff recommends entering into the attached Space Sharing Agreement to memorialize the parties’ intention to provide conservatorship clinics at the Law Library for a longer term.



Although the full Agreement is attached for the Board's review, the following are some of the more significant provisions:

- The Agreement is terminable by either party on 90 days' notice.
- Bet Tzedek will provide the information contained in, and ask Clinic participants to sign, the Law Library's disclosure form, explaining that the Law Library does not provide legal advice and that the clinic is provided by Bet Tzedek.
- Clinic operations at the Law Library will occur on Mondays (10:00 am to Noon) in the Training Center and Thursdays (9:00 am to Noon) in the Computer Lab.
- LA Law Library will be acknowledged as the location when promoting the library clinic, but all materials mentioning the Law Library must be pre-approved by the Law Library.

RECOMMENDATION

Staff recommends that the Board approve and authorize the Executive Director to execute, the attached Agreement with Bet Tzedek Regarding Operation of Conservatorship Clinic.



Space Sharing Agreement between Bet Tzedek Legal Services and LA Law Library

WHEREAS, Bet Tzedek Legal Services has been operating a Self-Help Conservatorship Clinic (hereinafter “the Clinic”) in partnership with the Los Angeles County Superior Court since 2007. The Clinic offers services in the Self-Help Resource Centers located at five courthouses in Los Angeles County: Stanley Mosk (Central) courthouse, Norwalk, Long Beach, Pasadena, and Antelope Valley. The Clinic is managed by two full time Bet Tzedek staff members with the assistance of volunteers. The services provided include pre-hearing assistance (general information, referrals, and petition preparation) and post-hearing assistance (processing of post-hearing documents).

WHEREAS, LA Law Library (hereinafter “the Law Library”) seeks to introduce the self-represented public to available educational and legal resources in its collection. The Law Library has a dedicated Copy Center and a reference section with a collection of legal books and resources that cover various topics particularly relevant to the self-represented individual. There is easy access to numerous self-help legal resources and use of the reference desk for visitors. In addition, the Law Library has paid parking available for visitors and is in close proximity to the Stanley Mosk courthouse, the Metro station and other public transportation. The entrance has a Disabled Access ramp, and this, coupled with the quiet and calm atmosphere of the Law Library, makes it an ideal location for the disabled and caregiver population that seeks the services of the Clinic.

WHEREAS, Bet Tzedek seeks to better serve the growing demand for such services and to increase efficiencies by partnering with the Law Library with a location that is adjacent to the courthouse, near public transportation, and can accommodate self-represented individuals seeking to petition for conservatorship over a disabled adult.

WHEREAS, the Los Angeles County Superior Court and Self-Help Resource Center administration supports this new partnership, Bet Tzedek and the Law Library enter into this Space Sharing Agreement, as set forth below:

1. Relocation of Pre-Hearing Operations. Bet Tzedek will relocate the Clinic’s pre-hearing operations to the Law Library and shall continue to hold operations at the Law Library until the parties mutually agree to terminate this arrangement. This agreement may be terminated for any reason or no reason upon 90 days written notice by either party.
2. Disclosure Form. Bet Tzedek will provide the information contained in and ask Clinic participants to sign the Law Library’s Disclosure and Agreement form, attached as Exhibit B hereto.
3. Clinic Hours. Clinic operations at the Law Library will occur on Mondays (10:00 am to Noon) and Thursdays (9:00 am to Noon) every week, except for designated holidays when either the Law Library or Bet Tzedek is closed for business.

- a. Each December, Bet Tzedek and the Law Library will exchange their annual holiday schedules for the following calendar year.
4. Use of Rooms. The Law Library agrees to allow Bet Tzedek to use the following rooms at its facility for Clinic pre-hearing operations, during the times set forth in Exhibit A.
 - a. Rooms.
 - i. The Training Center Room. This room has the capacity to seat 30 individuals with the use of tables and chairs and can also seat 70 individuals using chairs only. The room is equipped with a screen and projector for display of Power Point presentations and other educational materials.
 - ii. The Computer Lab. This room is equipped with 12 computers, which can be used by the public in a clinic setting. The Computer Lab computers will provide Internet access but do not include word processing or other Microsoft Office Suite software.
 - iii. Smaller Conference Rooms. These rooms can seat up to 8 individuals.
 - b. Use. A full description of how Bet Tzedek will use the allotted Law Library space for the Clinic is set forth in Exhibit A.
 - i. In general, intake and orientation will occur in the Training Center on Mondays and will use the Computer Lab on Thursdays. The small conference rooms will be used, as available, for individual meetings with pro per litigants who are returning for a pre-scheduled appointment and/or need to meet one-on-one with a translator.
5. Printer. Because conservatorship petitions require printing voluminous documents, Bet Tzedek will provide a Bet Tzedek owned business model multi-functional printer and office supplies for Clinic use. On non-Clinic days, the Law Library will store the printer and office supplies in a protected area not accessible to the public. On Clinic days, the Law Library will ensure that the printer and office supplies are moved to an agreed upon location easily accessible by Bet Tzedek staff and volunteers. The Law Library is not responsible for loss, theft or breakage of the equipment or supplies.
6. No Employee, Agent or Contract Relationship. No employee, agent or contract relationship between the Law Library and any individual shall be formed or implied from this Agreement or the operation of the Clinic. All Clinic personnel – staff or volunteers - will be provided by and report to Bet Tzedek.
7. Scope of Services; Law Library. The Law Library provides legal resources and assistance with legal research as an educational service but does not provide legal advice. The Law Library is pleased to offer its patrons the opportunity to obtain

assistance from Bet Tzedek and its volunteers at the clinic and other events within the Law Library. However, the Law Library does not control and is not responsible for the content or scope of any assistance given by Bet Tzedek.

8. Modification. Dates and hours of service, as well as any other element of this agreement, are subject to change. However, changes must be agreed upon mutually and must be confirmed in writing.
9. Use of Names. Both parties shall use best efforts to include Bet Tzedek and the Law Library in promoting clinic services that occur at the Law Library. However, it is understood that the name of the Law Library or of Bet Tzedek is not to be used in any publication, advertisement or news release without the prior written approval of the parties. All such material must be approved in advance by the communications and/or marketing staff of each party.

Agreed as to form and content.

BET TZEDEK LEGAL SERVICES

LA LAW LIBRARY

Dated: 12/10, 2015

Dated: _____, 2015

By:



Jessie Kornberg
President and CEO

By:

Sandra J. Levin
Executive Director

EXHIBIT A

MONDAYS IN THE TRAINING CENTER

New Visitor Orientation and Signing Appointments

This day will be reserved for assistance for first time visitors and returning visitors with pre-scheduled appointments. Assistance for first time visitors will take place on Mondays from 10:00 a.m. to 12 noon in the Training Center. On rare occasions, the Training Center may not be available on Monday morning, in which case another space will be provided and in which case the Law Library will provide Bet Tzedek with as much advance notice as possible.

To avoid disturbing Law Library patrons, and if available, a small conference room will also be provided where Bet Tzedek will confer with individuals who have a pre-scheduled appointment to sign petition documents or who might need assistance with a Spanish interpreter.

The Clinic will be responsible for handling all registrations for first time visitors. First time visitors will be encouraged to download the Conservator and Co-Conservator questionnaires on the Bet Tzedek website and complete them in advance.

The Monday Clinic will aim for a capacity of 25 people, including potential conservatees that visitors bring with them. Each visitor will be given a number, in order of arrival, to allow staff to provide service in an orderly manner. Service will be provided on a first come, first served basis.

Visitors will then be walked through the following process:

1. Pre-screening by volunteers with referrals and direction to Law Library resource materials, as appropriate.
2. Signing of the Law Library Disclosure and Agreement Form and distribution of the Clinic Questionnaire if the visitor did not print and complete one in advance.
3. Viewing an orientation presentation in the Training Room to include an educational PowerPoint presentation on conservatorship law, the petitioning process, the responsibilities of the conservator and the rights of a conservatee.
4. In depth screening (aka formal intake) with Clinic volunteers.
5. Scheduling of follow up appointments to prepare and sign petition documents for either electronic filing or for manual filing at the courthouse.

THURSDAYS IN THE COMPUTER LAB

Petition Preparation Workshop and Signing Appointments

This day will be reserved for a Petition Preparation Workshop and for returning visitors with prescheduled appointments. Assistance will be provided from 9:00 A.m. to 12 noon. The workshop will be available to individuals who attended the Monday orientation and are ready to prepare their petition documents on the computer in the Computer Lab. If available, a small conference room will also be provided to confer with individuals who have a pre-scheduled

appointment to sign petition documents or who might need assistance with a Spanish interpreter. Activities will occur as follows:

The Law Library will give access to the Computer Lab for petitioners to use the California Judicial Council's web based LawHelp HotDocs software program. This program will be used to prepare the necessary documents for conservatorship appointment. It is understood between the parties that some computers may not always be available if they require servicing, but when possible, the Clinic anticipates use of 8 to 12 computers during each workshop.

Petitioners participating in the workshop will meet in the Computer Lab with an assigned volunteer. The volunteer will either assist the petitioner in logging onto the computer to access the program, or will generate the petition documents for the petitioner if he/she is not computer literate. Law Library computers will provide internet access but do not include word processing or other office suite software.

When the documents are completed, the volunteer will assist the petitioner in printing out the necessary petition documents. These documents will be printed on the Bet Tzedek printer installed at the Law Library.

After the documents are printed, the petitioner will meet with a volunteer to go over the documents and sign them. This can be done in the Computer Lab, or if available, in the small conference room to free up a computer for use by another visitor scheduled on that day. The volunteer will then explain the next steps concerning service of the citation/petition, appointment of the PVP and court investigator, and processing of post hearing documents.

Files with petitioners that qualify for Fee Waivers will be taken back to the office and prepared for e-delivery. Files that do not qualify for a Fee Waiver, or require special handling, cannot be e-delivered. In cases that do not qualify for a Fee Waiver, the petitioner will be sent to the courthouse across the street to manually file his or her petition documents.

If available, the Law Library will provide a smaller conference room for volunteers to meet with returning visitors who have begun the process and are returning to review and sign petition documents for filing with the court. These signing appointments will take place in the smaller conference room while the Petition Workshop is being conducted in the Training Center for new visitors.

Depending on network connectivity in the Computer Lab, and as efficiencies in this partnership improves, the Clinic anticipates the potential to schedule petitioners in two shifts during the 3 hour use of the Computer Lab. As it takes an average of approximately 1 and a half hours to complete the Law Help HotDocs program, there is a potential to increase service to individuals in both computer use and public access to Law Library resources and materials.

LA LAW LIBRARY DISCLOSURE AND AGREEMENT

SELF-HELP CONSERVATORSHIP CLINIC

Welcome to the Bet Tzedek Self-Help Conservatorship Clinic at the LA Law Library!

While the LA Law Library is pleased to host this program, the personnel presenting the clinic and assisting you work for Bet Tzedek or are Bet Tzedek volunteers.

The LA Law Library Staff do not provide legal advice and there is no attorney-client relationship between you and any person at the LA Law Library. The LA Law Library may provide information and assistance to other litigants or individuals whose interests are not aligned with yours.

The LA Law Library is not responsible for the content or accuracy of any legal information or advice you may receive during the program or the outcome of your case or matter. You should consult with your own attorney if you want personalized advice or strategy or to be represented by an attorney in court.

If you disturb other people in the library, you may be asked to leave, and you will forfeit your appointment.

CONFIRMATION

I have read this Disclosure or have had it read to me.

I understand this document and hereby release the LA Law Library and any attorneys present from any claim, liability or damages arising out of or in connection with receiving information or assistance under this program.

PRINT NAME

SIGNATURE

DATE

MEMORANDUM

DATE: January 27, 2016

TO: Board of Law Library Trustees

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

RE: Approval of Revised Schedule of Fines and Fees

SUMMARY

The Law Library collects deposits, fees, fines and other charges in connection with the provision of services, the maintenance of the collection and deterrence of violations, such as loss, theft or destruction of materials. From time to time these charges are reviewed and adjusted. The Board is asked to approve the proposed Schedule of Fees and Charges attached. Most of the fees and charges have been previously approved by the Board and have not changed; Staff is proposing a few changes (identified below) either to raise charges to cover the Library’s costs or to reduce them to more accurately reflect actual costs. Staff has also provided analysis and detail to support the amount of each of the fees and charges.

ANALYSIS AND DETAIL

In some cases, the law requires that fees and charges may not exceed the cost of providing the service (e.g., making photocopies) while in some cases (e.g., fines) the charge is not limited the Library’s actual cost. In all cases, the charge cannot be arbitrary or excessive. Staff has spent considerable time and effort analyzing the costs of providing the various services and supporting the amount of each fee, fine, deposit or other charge. A summary of that work is provided in the attached worksheet entitled “Borrowing Rules Deposits & Charges.” The full schedule of fees and charges is also attached.

In a few instances, current charges are no longer in alignment with either actual costs or operational objectives, and changes to the Schedule are recommended either to raise the charge to cover the Law Library’s actual cost or to reduce it to better reflect the actual cost. Those recommended changes are summarized in the table below and greater detail, including rationale, is provided in the attached spreadsheet.

Service/Fines	Patron Group	Charges	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
5-day loan overdue fine	Individual, Reduced, Corporate, Government, LACBA	\$2 per day	Fine: N/A		\$4 per day
5-day loan overdue fine	Members	\$1 per day	Fine: N/A		\$2 per day



Service/Fines	Patron Group	Charges	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
5-day loan maximum overdue fine	Individual, Reduced, Corporate, Government, LACBA	\$60 per item	Fine: N/A		\$120 per item
Special Loan maximum overdue fine	Individual, Reduced, Corporate, Government, LACBA, Members	\$225 per item	Fine: N/A		\$750 per item
Out of Print Replacement Charge	Individual, Reduced, Corporate, Government, Judicial, LACBA, Members	\$150 plus \$70 / item processing charge.	\$300.00 (estimated)	-\$150.00	\$300 plus \$70 / item processing charge.
Collection Agency Fees	Individual, Reduced, Corporate, Government, LACBA, Members	\$11.95 (initiation Fee)	\$13.50	-\$1.55	\$13.50
Annual Fee to Designate a Borrower	Corporate	\$0	\$16.72	-\$16.72	\$16.25

OPTIONS

1. Approve the attached Schedule of Fees and Charges.
2. Modify and approve the attached Schedule of Fees and Charges.
3. Direct staff to revise the Schedule of Fees and Charges and present the modified version at a later meeting.
4. Take no action.

RECOMMENDATION

Staff recommends that the Board approve the attached Schedule of Fees and Charges effective upon publishing on the Law Library website and in print in the Law Library.



Non-Members Charges and Deposits

<u>Account Type</u>	<u>Annual Borrowing Charge</u>	<u>Security Deposit</u>
Individual	None	\$140.00
Corporate	None	\$400.00
Reduced Deposit	None	\$70.00
Judicial	None	None
<u>Charge Name</u>	<u>Specifics</u>	<u>Charge</u>
Overdue Fines	5-day Loan	\$4.00 / day
	Special Loan	\$25.00 / day
	Maximum, 5-day Loan	\$120.00 / item
	Maximum, Special Loan	\$750.00 / item
Replacement Charges	In-Print item	Invoice Price plus processing charge
	Out-of-Print Item	\$300.00 plus processing charge
Processing Charges	For each lost item/volume	\$70.00
	Binding (if applicable)	\$25.00 / volume
Collection Agency Charges	Initiation Fee	\$13.50
	Transaction Charge	\$135.00
Audio / Disc	Box Replacement	\$10.00
Library Card	Replacement	\$12.00
e-Document Delivery	Standard	\$20.00 / document for the first 25 pages, 15¢ per page thereafter
	Rush	\$28.00 / document for the first 25 pages, 15¢ per page thereafter
Classes <i>(Usual Cost. May be adjusted by E.D. as appropriate)</i>	Public	\$20.00 / class
	MCLE	\$35.00 / 1 credit hour
	MCLE	\$50.00 / 1.5 credit hours
	MCLE	\$70.00 / 2 credit hours
Photocopy Service	Self-service copies	15¢ / copy
	Staff-assisted copies	20¢ / copy
Expedited Delivery of Library Materials	Library's carrier account	For each box of up to ten items: \$10 for the first volume plus \$1 for each additional volume, plus cost of shipping
	Patron's carrier Account	For each box of up to ten items: \$10 for the first volume plus \$1 for each additional volume
Public Fax	Pages sent or received	\$1 / page
Annual Fee to Designate a Messenger		\$16.25 / designated messenger
Annual Fee to Designate a Borrower > 5	First 5 designations at no cost	\$16.25 / designated borrower > 5

Non-Members Charges and Deposits

Room Rental	Private office space	\$25.00 / hour, \$100-\$200 per day (depending on length of rental)
	Conference Room (Medium)	\$50.00 / hour, \$300-\$400 per day (depending on length of rental)
	Conference Room (Large)	\$75.00 / hour, \$500-\$600 per day (depending on length of rental)
	Training Center	\$150.00 / hour, \$800-\$1,000 per day (depending on length of rental)

Members Program Charges and Deposits

<u>Member Category</u>	<u>Annual Member Charge</u>	<u>Security Deposit</u>
Bronze Level	\$195.00	\$140.00
Silver Level	\$495.00	\$140.00
Gold Level	\$995.00	\$140.00
Law Firm – Bronze Level	\$195.00 for first attorney \$150.00/each for attorneys 2-10; \$100.00/each for attorneys 11-25; \$50.00/each for any additional attorneys	\$400.00
Law Firm – Silver Level	\$495.00 for first attorney \$375.00/each for attorneys 2-10; \$250.00/each for any additional attorneys	\$400.00
Law Firm – Gold Level	\$995.00 for first attorney \$750.00/each for attorneys 2-10; \$500.00/each for any additional attorneys	\$400.00

<u>Charge Name</u>	<u>Specifics</u>	<u>Charge</u>
Overdue Fines	5-day Loan	\$2.00 / day
	Special Loan	\$25.00 / day
	Maximum, 5-day Loan	\$60.00 / item
	Maximum, Special Loan	\$750.00 / item
Replacement Charges	In-Print item	Invoice Price plus processing charge
	Out-of-Print Item	\$300.00 plus processing charge
Processing Charges	For each lost item/volume	\$70.00
	Binding (if applicable)	\$25.00 / volume
Collection Agency Fees	Initiation Fee	\$13.50
	Transaction Charge	\$135.00
Audio / Disc	Box Replacement	\$10.00 / item
Library Card	Replacement	\$30.00
e-Document Delivery	Scanned document	\$12.00 / document For the first 50 pages, 15¢ per page thereafter
	Key Cite or Shepard's Report	\$2.00 / citation
	Case or Annotated Statute	\$3.00 / citation
	Case/Statute and Key Cite/Shepard's Report	\$4.00 / citation
	Classes <i>(Usual Cost. May be adjusted by E.D. as appropriate)</i>	Public
	MCLE	\$31.50 / 1 credit hour
	MCLE	\$45.00 / 1.5 credit hours
	MCLE	\$63.00 / 2 credit hours
Photocopy Service	Self-service copies	15¢ / copy
	Staff-assisted copies	20¢ / copy

Members Program Charges and Deposits

Expedited Delivery of Library Materials	Library's Carrier Account	For each box of up to ten items: \$10 for the first volume plus \$1 for each additional volume, plus cost of shipping
	Member's Carrier Account	For each box of up to ten items: \$10 for the first volume plus \$1 for each additional volume
Public Fax	Pages sent or received	\$1 / page
Annual Fee to Designate a Messenger	First two designations at no cost	\$16.25 / designated messenger
Parking Violations	Failure to show for reservation	\$25.00
	Overstay of reservation	\$50.00
Classes <i>(Usual Cost. May be adjusted by E.D. as appropriate)</i>	Public	\$18.00 / class
	MCLE	\$31.50 / 1 credit hour
	MCLE	\$45.00 / 1.5 credit hours
	MCLE	\$63.00 / 2 credit hours
Room Rental	Private Office Space 1-4 people	\$12.50 / hour
		\$50 / half day
		\$100 / all day
	Conference Room 10-12 people	\$37.50 / hour
		\$150 / half day \$225 / all day
	Training Center 30-50 people	\$150/hour
\$450 / half day \$800 / all day		

Borrowing Rules Service Fees/Fines

Patron Group	Service	Current Fees	Staff Involved	Time for Task	Percentage	Steps	Notes	Cost Factor	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Individual, Reduced, Corporate, Government, LACBA, Members	Annual Fee	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Members	Annual Membership Fee	\$195 Bronze Level - Sole Practitioner, Individual Attorney in a Law Firm, or Non-Attorney	Already created					Cost factor determined by P&P.		\$195.00	
Members	Annual Membership Fee	\$495 Bronze Level - Sole Practitioner, Individual Attorney in a Law Firm, or Non-Attorney	Already created					Cost factor determined by P&P.		\$495.00	
Members	Annual Membership Fee	\$995 Gold Level - Sole Practitioner, or Non-Attorney	Already created					Cost factor determined by P&P.		\$995.00	
Individual, Corporate, Members	Security - Deposit - Individual / Member Solo	\$140	Circ aides, Yen, Angelica, Kim, Ana, Yocanda, Marcelino, William	Intake - Min 8 minutes, Max 15 minutes	Circ aides 35%, Yen 20%, Angelica 10%, Kim 10%, Ana 15%, Yocanda 5%, Marcelino 4%, William 3%	Aides or Ana (for members) receive payment, write a receipt, explaining why a deposit is required. Yen receives borrower application, adds new info to Navision and completes Voyager record. Yocanda collects the money, and Kim creates an invoice & posts on Navision.	Deposit ensures safekeeping of and prompt return of library materials. It is intended to cover the cost of book replacement, overdue fines and From 2011 to 2015, the cost of book replacement ranged from \$10 to \$500. In some instances no replacement was available. Administrative fees and overdue fines are addressed below.	Amount of deposit above actual cost is refunded if not used.	varies	varies	
	Security Deposit - Firm/ Member Law Firm	\$400				A Firm may add unlimited "designated borrowers" to its account.					

Borrowing Rules Service Fees/Fines

Patron Group	Service	Current Fees	Staff Involved	Time for Task	Percentage	Steps	Notes	Cost Factor	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Special Promotion, Judicial	Security Deposit/ Waived	\$0	Circ aides, Yen, Angelica				For certain promotional programs (e.g., LACBA) where existing relationships or other factors provide assurance, the security deposit is waived.				
Reduced	Security Deposit for self-represented (with court fee waiver)	\$70	Circ aides, Yen, Angelica, Kim, Yocanda, Marcelino, William	Varies depending on patron. If case is online, 15 minutes. If case is not pending, but patron insists he/she is eligible, may take 30 minutes or longer. Min 15 minutes, Max 45 minutes.	Circ aides 18%, Yen 25%, Angelica 35%, Kim 10%, Yocanda 5%, Marcelino 4%, William 3%	Yen, Angelica, review the fee waiver, then look up the case summary. If dates are in the future, an account may be opened at this deposit rate.	Deposit ensures safekeeping of and prompt return of library materials. It is intended to cover the cost of book replacement, overdue fines and From 2011 to 2015, the cost of book replacement ranged from \$10 to \$500. In some instances no replacement was available. Administrative fees and overdue fines are addressed below.	Amount of deposit above actual cost is refunded if not used.	varies	varies	
Individual, Reduced, Corporate, Government, LACBA	5-day loan overdue fine	\$2 per day				Angelica runs and edits a monthly report on Microsoft Access and sends it to Kim to separate information for each patron for billing and creates an invoice. Renee mails the invoice. Aide, Yen, Angelica or Ana (for members) receive payment, write a receipt, explaining what the payment is for. When payment is made Yocanda collects the money, and Kim posts on Navision. Renee may also receive payments via mail for Accounting to post. Angelica handles fine disputes.	Overdue fines as deterrents are important to assure equal and continued access to resources. Experience indicates that legal professionals sometimes view fines as de minimus, making them ineffective deterrents. Fines for rare or reserve materials such as those found in LALL collection are typically higher than standard public law library fines.	Fine: therefore cost analysis not applicable.			\$4 per day

Borrowing Rules Service Fees/Fines

Patron Group	Service	Current Fees	Staff Involved	Time for Task	Percentage	Steps	Notes	Cost Factor	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Members	5-day loan overdue fine	\$1 per day				Angelica runs and edits a monthly report on Microsoft Access and sends it to Kim to separate information for each patron for billing and creates an invoice. Renee mails the invoice. Aide, Yen, Angelica or Ana (for members) receive payment, write a receipt, explaining what the payment is for. When payment is made Yocanda collects the money, and Kim posts on Navision. Renee may also receive payments via mail for Accounting to post. Angelica handles fine disputes.		Fine: therefore actual cost analysis not applicable.			\$2 per day
Individual, Reduced, Corporate, Government, LACBA, Members	Special Loan overdue fine	\$25 per day	Circ aides, Yen, Angelica, Kim, Reference Librarians, Yocanda, Marcelino, William, Ana	4 hours	Circ aides 10%, Yen 5%, Angelica 20%, Kim 10%, Ana 5%, Yocanda 5%, Renee 5%	Reference Librarians assist borrower (at no charge) and decide if special loan can be granted. Circulation writes up a special loan slip and calls Angelica, Yen, & Ana to override the checkout transaction. Aide, Yen, Angelica or Ana (for members) receive payment, write a receipt, explaining what the payment is for. When payment is made Yocanda collects the money, and Kim posts on Navision. Renee may also receive payments via mail for Kim to post. Angelica handle fine disputes.	To encourage the prompt return of non-circulating library materials. Non-circulating materials may be in high demand, hard to replace, out of print, etc. (Best case scenario, the item is on time or less than three days late. Worst case scenario, the item was about 2 weeks late and fines were paid over a year later.)	Fine: therefore actual cost analysis not applicable. \$1,236 annual labor cost / 27 special fines assessed = \$45.78 per fine			
Individual, Reduced, Corporate, Government, LACBA, Members	5-day loan maximum overdue fine	\$60 per item	Circ aides, Yen, Rita P., Angelica, Kim, Ana (for Members), Yocanda, Marcelino, William	Time for this task is discontinuous. 4 to 5 hours			30 days before deemed lost. Fines stop accruing if declared lost.	Fine: therefore cost analysis not applicable. Proposed increase due to increase in daily fine.			\$120 per item.
Members	5-day loan maximum overdue fine	\$60 per item	Circ aides, Yen, Rita P., Angelica, Kim, Ana (for Members), Yocanda, Marcelino, William	Time for this task is discontinuous. 4 to 5 hours			30 days before deemed lost. Fines stop accruing if declared lost.	Fine: therefore cost analysis not applicable.			
Individual, Reduced, Corporate, Government, LACBA, Members	Special Loan maximum overdue fine	\$225 per item					30 days before deemed lost. Fines stop accruing if declared lost. These items are generally unique and irreplaceable.	Fine: therefore cost analysis not applicable. Proposed increase to encourage return prior to 30 days and decrease risk of loss.			\$750 per item.

Borrowing Rules Service Fees/Fines

Patron Group	Service	Current Fees	Staff Involved	Time for Task	Percentage	Steps	Notes	Cost Factor	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Individual, Reduced, Corporate, Government, Judicial, LACBA, Members	Out of Print Lost Book Charge	\$150 plus \$70/item processing charge.	Kathleen, Shohreh, Alex or Jennifer, Renee	3.5 hours	Clerk 30%; Supervisor 7%; Tech 35%; Librarian 7%; Processing Clerk 7%; Bindery Tech 7%; Acctg Clerk 7%	1st Notice letter – average 10 minutes; 2nd Notices letter – average 10-15 minutes; Estimate Letter – 15-25 minutes circ staff; CMS time spent for Estimate letter; Circ Supervisor makes phone call after CMS completes MBR – 3-5 minutes average; Circ asks accounting to bill via overdue slip procedures – average 1-2 minutes per item being charged.; Accounting creates and mails invoice – est. 10-15 minutes (see accounting)	Out of print items are generally not immediately replaceable. Some may come on the market (used) in the future. Others may be replaced by adding comparable in print resources. The cost is unknown at the time the fine is collected. However, the average price per item purchased exceeds \$150.	Fine: therefore cost analysis not applicable. 3.42 hours at \$23.65/hr labor = \$75. Estimated average replacement cost = \$300.	\$375.00	-\$155.00	\$300 plus \$70/item processing charge.
Individual, Reduced, Corporate, Government, Judicial, LACBA, Members	Book Replacement Processing Charges	Invoice Price plus \$70 /item	Kathleen, Shohreh, Alex or Jennifer, Renee	3.5 hours	Clerk 30%; Supervisor 7%; Tech 35%; Librarian 7%; Processing Clerk 7%; Bindery Tech 7%; Acctg Clerk 7%	1st Notice letter – average 10 minutes; 2nd Notices letter – average 10-15 minutes; Estimate Letter – 15-25 minutes circ staff; CMS time spent for Estimate letter; Circ Supervisor makes phone call after CMS completes MBR – 3-5 minutes average; Circ asks accounting to bill via overdue slip procedures – average 1-2 minutes per item being charged.; Accounting creates and mails invoice – est. 10-15 minutes (see accounting)		Fine: therefore cost analysis not applicable. 3.42 hours at average \$23.65/hr labor = \$75.	\$75.00	-\$5.00	
Individual, Reduced, Corporate, Government, Judicial, Members	Binding, if applicable	\$25	Yen, Kathleen, Angelica, Order Library Tech, Acquisitions Librarian, Processing Clerk, Kim, Renee	0	0 NA		Fine for violation per Bus. & Prof. Code 6360.	\$25 average cost per item, estimate per CMS.	\$25.00	\$0.00	
Individual, Reduced, Corporate, Government, LACBA, Judicial, Members	Audio / Disc box replacement	\$10 / per item	Kathleen, Renee, Yen	0	0	Kathleen receives replacement request from Yen at Circulation. Kathleen researches replacement copy options. Renee processes new container including barcoding, labeling, and targeting (security strips).	Fine for violation per Bus. & Prof. Code 6360	\$10 average cost per box with security strip, labeling, and barcoding. Estimate per CMS.	\$10.00	\$0.00	
Individual, Reduced, Corporate, Government, LACBA, Members	Collection Agency Fees	\$11.95 (initiation Fee)	Kim, Yen, Angelica	2-4 hours	Kim 50%, Yen 20%, Angelica 8%, Austin 2%, Circ aide 20%	Circ aide finds patron files from list provided by Kim. Kim processes account closures. Yen updates the patron records. Angelica or Austin handle fines disputes.	The library pays an \$13.50 up-front collection agency fee per past due account. If the account is not collected within 2.5 months, the library splits the amount collected with the agency. 12% of past due accounts are collected within 2.5	Fine: therefore cost analysis not applicable. \$13.50 agency fee per past due account	\$13.50	\$1.13	\$13.50

Borrowing Rules Service Fees/Fines

Patron Group	Service	Current Fees	Staff Involved	Time for Task	Percentage	Steps	Notes	Cost Factor	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Individual, Reduced, Corporate, Government, LACBA, Members	Collection Agency Fees	\$135.00 (transaction charge)					months. 11% of past due accounts are collected thereafter.	Fine: therefore cost analysis not applicable. \$24.00/hr labor x 3 hours = \$72 per past due account, plus cost share paid to collection agency			
Individual, Reduced, Corporate, Government, LACBA, Judicial?, Members	Library Card Replacement	\$12	Circ aides, Yen, Angelica, Kim, Austin, Yocanda	20-30 minutes	Circ aides 50% , Yen 10%, Angelica 15%, Kim 10%, Yocanda 5%	Circ staff is the initial point of contact for a replacement card as they explain the replacement rules, receive payment, write receipt, change the patron record and complete the transaction. Aide, Yen, Angelica receive payment, write a receipt and complete the transaction. When payment is made Yocanda collects the money, and Kim posts on Navision. Angelica or Austin may handle cost disputes.	Fine: therefore cost analysis not applicable. Although now using less expensive card stock, no reduction recommended. Lost cards should be discouraged. Extra duties at Circ desk impair and delay service to other patrons. Also, reduced fee will not adequately motivate patrons to safeguard cards.	\$19.23/hr labor x 30 minutes = \$9.60 per replacement card + card stock at \$.30 ea. = \$9.90	\$9.90	\$2.10	
Members	Library Card Replacement	\$30	Any Circ staff member, Angelica, Ana, Jaye	Min 30 minutes, Max 45 minutes	Circ. Aide 5%, Ana 40%, Angelica 15%, Jaye 40%	Member reports lost card. Ana investigates if member should be billed, then provides information needed for Jaye to create a new card. Angelica add the fine to Voyager. When card is ready, Yen updates the barcode in Voyager and Navision. Kim creates the invoice after Angelica runs the report. Renee mails the invoice.	Fine: therefore cost analysis not applicable. Cost is significantly higher than a regular card because Members have a smart all-in-one card. Members rarely have to replace their card more than once.	\$40/hr labor x 38 minutes = \$25.33 per replacement card + card stock at \$5.32 ea. = \$30.65	\$30.65	-\$0.65	
Individual, Reduced, Corporate, Government, LACBA, General Public	Document Delivery - Standard	\$20 / per doc (first 25 pages)	Ref Librarian, William, Angelica, Kim (For cost of Add'l pages see Photocopy Services)	Min (electronic download) 15 mins , Med (scan) 50 mins, Max (microfiche) 1hr +	William 50%, Angelica 30%, Kim 20% (For cost of Add'l pages see Photocopy Services)	A Ref Librarian is consulted (at no charge) by the requestor. William or Angelica or any other Circ staff receives the request, scans the material. When the requestor has a deposit, Angelica inputs the cost in Voyager. Angelica will run a fines/fee report at the end of the month. Kim will then create an invoice and mail it out. When the requestor does not have a deposit, Kim takes the information for billing. Plus printing and postage.	(For cost of Add'l pages see Photocopy Services)	\$24.00/hr labor x 50 minutes = \$20.00 per delivery	\$20.00	\$0.00	
Individual, Reduced, Corporate, Government, LACBA	Document Delivery - Rush	\$28 per doc (first 25 pages)					See Photocopy Service	\$24.00/hr labor x 50 minutes = \$20.00 per delivery. Additional fee for extraordinary service and interruption of staff and inconvenience to other patrons.	\$20.00	\$8.00	
Individual, Reduced, Corporate, Government, LACBA, Members	Document Delivery - after 25 pages	See Photocopy Services					See Photocopy Service				

Borrowing Rules Service Fees/Fines

Patron Group	Service	Current Fees	Staff Involved	Time for Task	Percentage	Steps	Notes	Cost Factor	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Members	Document Delivery	\$12.00 / document for the first 50 pages, 20c per page thereafter							\$20.00	-\$8.00	
	Key Cite or Shepard's Report	\$2.00 / citation					Reduced fee as benefit of membership				
	Case or Annotated Statute	\$3.00 / citation					Reduced fee as benefit of membership				
	Case/Statute and Key Cite/Shepard's Report	\$4.00 / citation					Reduced fee as benefit of membership				
Individual, Reduced, Corporate, Government, LACBA, Members & some ILL	Overnight Carrier Delivery	\$ 10 processing charge per box (up to 10 items) + \$1/each additional item + plus cost of shipping	Reference Librarian, any Pager, William, Renee, any Circ staff, Angelica, Austin, Kim, Marcelino	Average 45 minutes	Reference Librarian, Pager 15%, William 35%, Renee 20%, any Circ staff 5%, Angelica 15%, Kim 5%, Yocanda 5%, Marcelino 5%	Reference Librarian is consulted (at no charge) and pages book or calls a pager. William receives the items, fills out a UPS/FedEx request form and delivers item to Renee. Renee completes the request and prepares items for shipping. Angelica adds the charges on Voyager. Fines are included in Angelica's report as mentioned in Overdue Fines. Kim creates an invoice to send the borrower at the end of the month. Renee mails out the invoice. Circ staff will check the book in when it arrives UPS or FedEx. Marcelino review charges from UPS or FedEx when LALL is billed.	\$10 per item charged in addition to overnight carrier (UPS/FedEx) charges for processing and shipping.	\$24.06/hr labor x 45 minutes = \$18.04 labor per delivery (UPS/FedEx would be in addition)	\$18.04	-\$8.04	
Individual, Reduced, Corporate, Government, LACBA & General Public	Public Legal Research Classes*	\$20 / per attendee / class	Reference Librarians, Communications, Exec. Assist., Circulation	30 hours total to plan a new class 5-10 hours total to give an existing class	Reference Librarian 80%, Communications 10%, Exec. Assist. 5%, Circulation 5%	Reference Librarian creates and teaches the class, also prints handouts. Communications creates marketing materials: flyers, e-blasts, signs, etc. Exec. Assist. handles registration on-line and sign-up sheets, Circulation handles in-person sign-ups. Executive assistant handles inquiries and occasional registration.		Extraordinary service not limited to actual cost. Generally market based. However, costs significantly exceed fee. E.g., development cost alone = (30 hrs for new classes @ \$29.23/hr labor x 25%) + (7.5 hrs for existing classes @ \$29.23/hr labor x 75%) = \$383.37; \$383.37 /11.6 attendees per class = \$33.02			

Borrowing Rules Service Fees/Fines

Patron Group	Service	Current Fees	Staff Involved	Time for Task	Percentage	Steps	Notes	Cost Factor	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
State Bar members	MCLE Legal Research Classes*	MCLE: \$35 - \$70 (depending on hr. credit). Member receive a 10% discount. (Actual avg. is \$33.89)	Ryan, Communicatio ns, Exec. Assist., Circulation	30 hours total to plan a new class 5-10 hours total to give an existing class	Ryan 65%, Communications 15%, Exec Assistant 10%, Circulation 5%	Members Ref Librarian contacts speaker, coordinates logistics with the speaker, types up a description of the class and speaker bio, prints handouts, sign-in sheets, and certificate of attendance. Librarian handles sign-in sheet on day of class, attends the class, sends thank you speaker after the class. Communications creates marketing materials: flyers, e-blasts, signs, etc. Exec. Assist. handles registration on-line, Circulation handles in-person sign-ups. Executive assistant handles inquiries and occasional registration.		Extraordinary service not limited to actual cost. Generally market based. However, costs exceed fee.			
Members Classes		10% Discount					Reduced fee as benefit of membership				
Individual, Reduced, Corporate, Government, LACBA, Members & General Public	Photocopy Services	.15¢ (self service)	Cir Aides, Yen, Angelica, William, Ana, Kim, Yocanda	Min 5 minutes, Max 15 minutes	Circ Aides 35%, Yen 15%, Angelica 15%, William 20%, Ana 5%, Kim 5%, Yocanda 5%	All self service copies require a library card, if patron does not have a library card they will be required to fill out an application, Circulation Aides, Yen or Angelica assist with this process. Aide, Yen, Angelica receive payment transaction to add value to library cards, write a receipt and put the money in the pouch for Yocanda to collect and Kim to post on Navision. Members are hold to the honor system when making copies in the MS, they will call or email MP to let us know they've made copies and would like us to bill them at the end of the month. MP staff will alert Angelica who will begin billing process.		Equipment: \$10,000 / 159,670 copies= \$.06; toner and maintenance: \$14,553 / 399,394 copies per year=\$.03; paper: \$2,584 / 399,394=\$.01; Labor: \$21.82/hr labor: \$21.82/hr x 2 min. / 20pp= \$.04; CA Sales Tax: \$.14*9%=\$.01	\$0.15	\$0.00	

Borrowing Rules Service Fees/Fines

Patron Group	Service	Current Fees	Staff Involved	Time for Task	Percentage	Steps	Notes	Cost Factor	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Individual, Reduced, Corporate, Government, LACBA, Members & General Public	Photocopy Services	.20¢ (staff assisted)	Circ Aides, Yen, Angelica, William	5 to 20 minutes average. A couple of days of the request is large (i.e. court transcripts)	Circ Aides 5%, Angelica/Yen 5%, Yocanda 5%, Kim, 5%, William 80%	William is usually the first person to respond to staff assisted copies. He will assist the patron and make the copies requested and charge at the end depending on amount of pages. He will collect money , write a receipt and put the money in the pouch for Yocanda to collect and Kim to post on Navision. Circ Aides, Yen & Angelica are his back-up.		Self-service cost plus labor: \$21.82/hr labor: \$41.19/hr x 2 min. / 20pp=\$.07	\$0.22	\$0.03	
Individual, Reduced, Corporate, Government, LACBA, Members	Annual Fee to Designate a Messenger	\$16.25 per designated messenger (first two designations are free to Members)	Circ aides, Yen, Angelica, Kim, Ana, Yocanda	45 minutes	Circ aides 35%, Yen 30%, Angelica 10%, Kim 20 %, and Yocanda 5%	Fee covers July 1st thru June 30th. It is very common for account holders to call before sending a messenger to discuss requirements. Aides or Circ staff will explain messenger fees. Aides receive payment, write a receipt. Yen receives request and completes Voyager record. Yocanda collects the money. Kim creates an invoice & posts on Navision.		\$22.29 per hour x 45 minutes = \$16.72 per designated messenger setup.	16.72	-0.47	
Corporate	Annual Fee to Designate Borrowers After First 5		0 Circ aides, Yen, Angelica, Kim, Ana, Yocanda, Marcelino, William	45 minutes	Circ aides 35%, Yen 30%, Angelica 10%, Kim 20 %, and Yocanda 5%	Corporate accounts can designate additional borrowers. Tasks and costs are comparable to designating a messenger.	Recommended that first 5 borrowers are complimentary.	\$22.29 per hour x 45 minutes = \$16.72 per designated messenger setup.	16.72	-16.72	16.25
Individual, Reduced, Corporate, Government, LACBA, Members, General Public	Public Fax	\$1 per page, sent or received	sent or received William, circ aides, Angelica, Yen, Yocanda, Kim	Varies 5-30 minute per request for customer service portion. The rest of the time is associated with billing.	William 60%, circ aides 10%, Angelica 10%, Yen 5% Yocanda 5%, Kim 10%	Staff member assisting patron provides a cover sheet and prepares receipt while transmitting fax (usually William). May take just a few minutes to complete, but often times takes longer when fax number provided needs to be redialed or corrected. This charge is paid upon completion of request and is rarely billed to the patron. Customer service staff accepts payment, writes a receipt for Yocanda to collect. Kim creates an invoice and posts for the amount received.	Seldom requested	\$31.70 / 12 fax pages per hour = \$2.64 per page plus equipment and supplies @ \$.05 per page and telecommunications at \$.01 per page = \$2.70 per page.	\$2.70	-\$1.70	
Members	Parking Violations	\$25 failure to show for reservation \$50 overstay of reservation						Fine: Cost analysis not applicable			
All Parties	Room Rentals						Market based. Current Schedule posted on website.				

MEMORANDUM

DATE: January 27, 2016

TO: Board of Law Library Trustees

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

RE: 2016-17 Workers Compensation Insurance Renewal

SUMMARY

The purpose of this update report is to apprise you of steps being taken to identify alternatives for obtaining workers compensation coverage for the Law Library *prior* to the February meeting at which time the Board will be asked to select one of the identified options.

The Law Library's workers compensation coverage must be renewed prior to March 1, 2016. Our broker and staff have worked diligently to implement safety programs and training to mitigate loss exposures and continue to promote the safety culture. Indeed, there have been zero dollars in costs incurred for claims for the past year; however, the Library's experience modification rating has gone up (again) primarily as a result of bad year in 2012-13 as well as two zero-dollar ('band-aid') claims which were erroneously included in the census and are being disputed with the Workers' Compensation Insurance Rating Bureau of California (WCIRB).

The Library's insurance broker is now marketing the coverage under the current guaranteed cost program with a limited number of carriers expressing interest due to the higher experience modification rating. In addition, a Self-Insured Plan (SIP) alternative is also being researched and analyzed to determine if it is a better option for staff and the Library.

ANALYSIS AND DETAIL

Guaranteed Cost Program

In anticipation of the renewal, the Library's broker, Keenan & Associates is seeking bids from various workers compensation insurance carriers including Berkshire Hathaway, ICW, BerkelyNet, AmTrust, Arrowhead, in addition to the State Compensation Insurance Fund, the Library's current workers compensation carrier. Early results indicate that it may be difficult to obtain competitive proposals alternative to State Fund. State Fund as the incumbent carrier should be presenting a quote within the coming week.



Self-Insured Plan (SIP)

A self-insured plan is one in which the employer assumes the financial risk for providing Workers' Compensation benefits to its employees by assuming responsibility up to a self-insured retention amount and purchasing excess insurance coverage for amounts above the retention.

In other words, self-insured employers pay the cost of each claim 'out of pocket' as they are incurred instead of paying a fixed premium to an insurance carrier. Self-insured employers are required to provide the same scope of benefits as an insurance company. Claims must be adjusted in California, and new self-insurers are required to use a licensed third-party administrator (TPA) for their first three years of self-insurance. After that time, self-administration may be permitted.

Keenan is working to secure formal quotes which will be presented at the Board's February meeting. Employers who choose to self-insure their workers' compensation liabilities to cover their employees do so for reasons of cost effectiveness, greater control over their claims programs, and increased safety and loss control management.

Law Library's Worker's Compensation Profile

The Library's workers compensation program has been an area of focus for staff and the Library's broker. The focus has been on being proactive to prevent losses from occurring in addition to driving down the Library's experience modification factor.

Exhibit A illustrates the Library's historical total incurred losses for workers compensation versus the total premium paid for workers compensation coverage. During the 2015-16 policy period there was no incurred losses.

Exhibit B illustrates the Library's historical loss ratio. The loss ratios show how much was paid out for claims versus how much was collected in premium. Underwriting will determine certain amounts to be paid out in losses and will calculate this amount in the premium quotation. A lower loss ratio (30% and lower) will usually result in premium discounts whereas higher loss ratios usually result in higher premiums.

Exhibit C illustrates the Library's historical experience modification rating as determined by the WCIRB. For the 2016-17 renewal period our experience modification was established at 233%, a 25% increase from the expiring 187%.

RECOMMENDATION

Staff recommends that the Board identify any questions or issues of concern so that the matter can be presented with all necessary information at the February meeting, with a goal of putting the Board in the best possible position to make a decision at that time.



Exhibit A

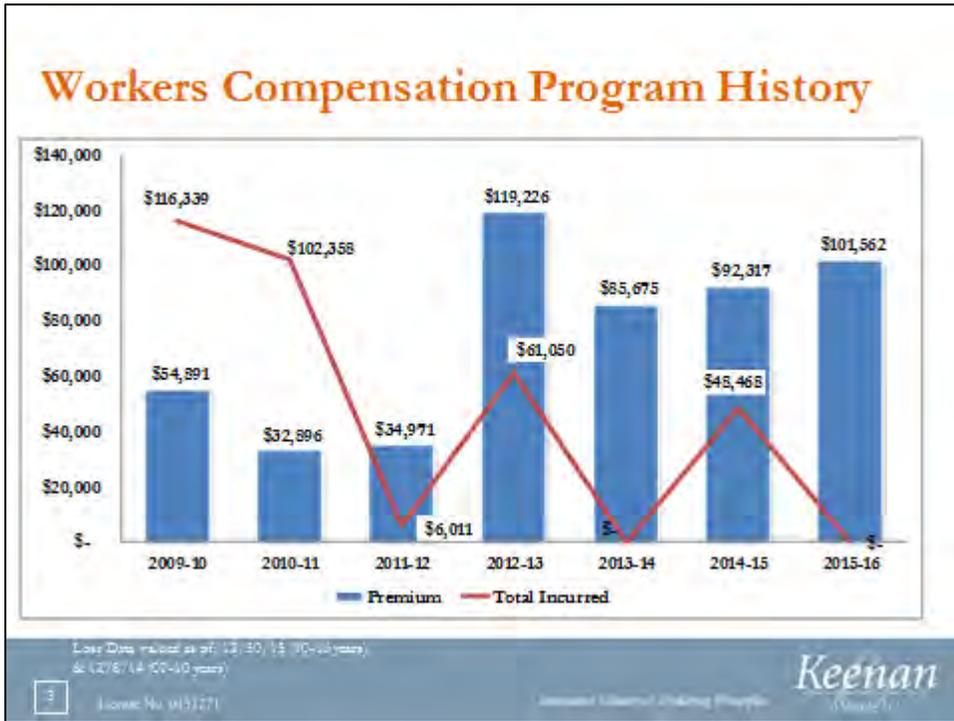


Exhibit B

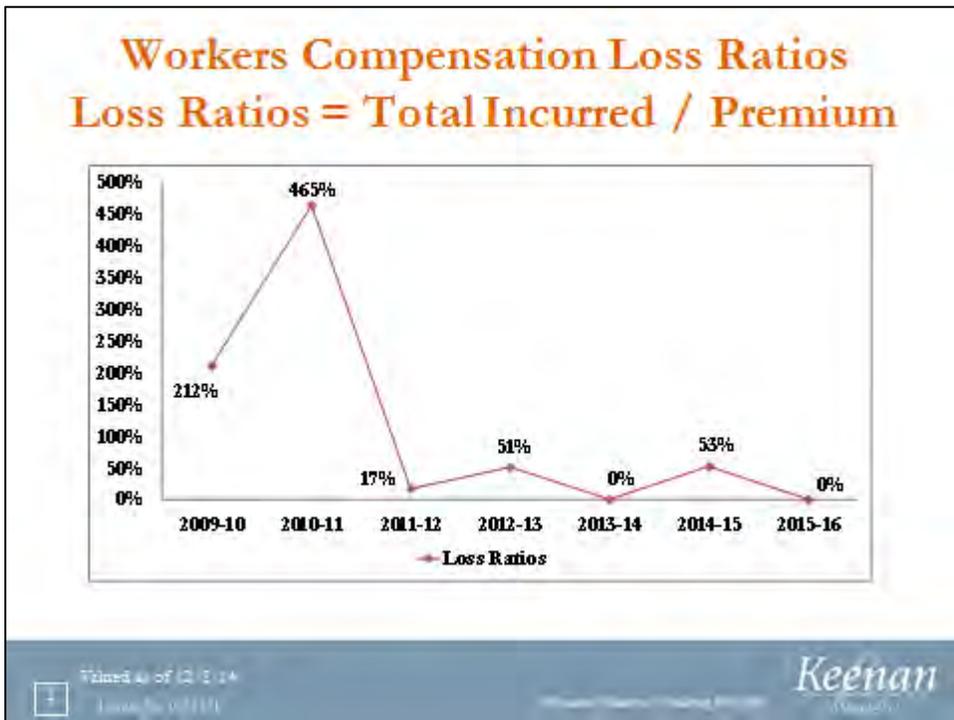


Exhibit C

WCIRB Experience Modification History

