

AGENDA

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

REGULAR BOARD MEETING
Wednesday, November 16, 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 October 19, 2016, Regular Board Meeting.
- 3.2 Review of September Financials and List of October Checks and Warrants
- 3.3 Approval of Employee Handbook Updates
 - (a) Dress Code
 - (b) Paid Sick Leave
 - (c) Attendance and Punctuality
 - (d) Emergency Closing
 - (e) Vacation Cash Out
- 3.4 Acceptance of Financial Statement Audit Report for the Fiscal Year Ended June 30, 2016
- 3.5 Approval of Date Change for December Board Meeting
- 3.6 Approval of 2017 Holiday Schedule
- 3.7 Approval of Revised Job Description for Cataloging Librarian

4.0 DISCUSSION ITEMS

- 4.1 Approval of Board of Trustees Meeting Dates & Schedule for CY2017
- 4.2 First Quarter FY16-17 Budget Review
- 4.3 Pro Bono Week After-Report
- 4.4 Presentation Regarding Overcoming Adversity Video Project

5.0 AGENDA BUILDING

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

6.0 EXECUTIVE DIRECTOR REPORT

7.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, December 14, 2016.

POSTED THURSDAY, NOVEMBER 10, 2016 @ 5:00 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the October 19, 2016, Regular Board Meeting.
- 3.2 Review of September Financials and List of October Checks and Warrants
- 3.3 Approval of Employee Handbook Updates
 - (a) Dress Code
 - (b) Paid Sick Leave
 - (c) Attendance and Punctuality
 - (d) Emergency Closing
 - (e) Vacation Cash Out
- 3.4 Acceptance of Financial Statement Audit Report for the Fiscal Year Ended June 30, 2016
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AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Approval of Board of Trustees Meeting Dates & Schedule for CY2017
- 4.2 First Quarter FY16-17 Budget Review
- 4.3 Pro Bono Week After-Report
- 4.4 Presentation Regarding Overcoming Adversity Video Project

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

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

October 19, 2016

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, October 19, 2016 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 Ann I. Jones
Judge Dennis Landin
Judge Mark Juhas
Susan Steinhauser, Esquire

Trustees Absent: Judge Michelle Williams Court
Kenneth Klein, Esquire
Judge Richard Rico

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 12:22 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

No Public Comment.

2.0 PRESIDENT'S REPORT

President Jones thanked LA Law Library staff for all their efforts and achievements for Pro Bono Week. President Jones added that the further attempts to improve ways for access to justice continues to be noticed thus making the library relevant and indispensable.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the September 28, 2016 Regular Board Meeting.
- 3.2 Review of August 2016 Financials & September 2016 List of Checks and Warrants.
- 3.3 FY17 1st Quarterly Statistics Update
- 3.4 Approval of CalPERS Health Resolution

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

4.0 DISCUSSION ITEMS

- 4.1 Friends of the Los Angeles County Law Library Presentation

Board members from the Friends of the Los Angeles County Law Library were present to make acquaintance and continue partnership with the LACLL Board of Trustees in an effort to strengthen the two Boards as they work together for the betterment of LA Law Library. Friends present were President Mark Epstein, Vice President Jordan Weiss, and Advisory Council members Michael Javaheri and Erica Abshez. All present spoke in recognition to their dedication of the Law Library and the continued efforts made to fundraise allowing the Library to thrive and assist all members of the public.

No Action Taken.

- 4.2 Approval of Amended Fiscal Year 2017 Budget, Patron Services Departmental Restructure and Revised Job Descriptions

ED Levin presented the Amended FY17 Budget, Reorganization of the Patron Services Department and the Revised Job Descriptions. ED Levin explained the technicalities that go into the affected job descriptions and the budget amendment. President Jones added that it is an enormously creative solution to doing the same work with expansion with no extra funding. The Amended FY17 Budget, Departmental Restructure and Revised Job Descriptions are set to go into effect on January 1, 2017.

President Jones requested a motion to approve Discussion Item 4.2 per the staff report approving:

- 1) the Amended Fiscal Year 2017 Budget attached to the staff report, effective immediately;
- 2) the revised Job Descriptions attached to the staff report, implementing the proposed restructure effective 1/1/17;
- 3) the position eliminations as indicated in the staff report; and
- 4) the change of department name to "Patron Services" for all affected positions effective 1/1/17.

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

4.3 Review and Receipt of Financial Statement Audit Report and SAS 114 Letter for the Fiscal Year Ended June 30, 2016

Christy Canieda and Roger Martinez of Vazquez & Company Audit Team were present to give a report. The Board discussed the report and accounting practices.

5.0 AGENDA BUILDING

There were no items for agenda building.

6.0 EXECUTIVE DIRECTOR REPORT

ED Levin presented the commendation from the City Council and the added support from City Council President, Herb Wesson. President Wesson stated to the rest of the City Council the urgency to not only support the LA Law Library but to pass on LALL information and flyers to constituents. ED Levin also commented on the current Pro Bono Week success noting over 1000 registrants, over 100 HS students to attend the Overcoming Adversity Panel Discussion, an all-day Citizenship Workshop and all-day Lawyers in the Library.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:13 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, November 16, 2016 at 12:15 pm.

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

Los Angeles County Law Library

Balance Sheet

As of September 30, 2016

(Provisional and subject to year-end audit adjustments)

	6/30/2016	9/30/2016	Change
Assets			
Current assets			
Cash and cash equivalents	3,551,273	3,000,199	(551,074)
Accounts receivable	1,312,177	1,327,572	15,395
Prepaid expenses	253,809	425,276	171,467
Total current assets	5,117,260	4,753,047	(364,212)
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,115,956	4,608,766	492,811
Capital assets, not being depreciated	586,433	586,433	-
Capital assets, being depreciated - net	19,061,309	18,782,696	(278,613)
Total noncurrent assets	24,082,168	24,296,365	214,197
Total assets	29,199,427	29,049,412	(150,015)
Deferred Outflows of Resources			
Deffered Outflows of Resources	907,530	907,530	-
Total assets and deferred outflows of resources	30,106,957	29,956,942	(150,015)
Liabilities			
Current Liabilities			
Accounts payable	225,599	188,387	(37,212)
Other current liabilities	3,631	3,631	-
Payroll liabilities	8,682	13,602	4,920
Total current liabilities	237,912	205,621	(32,292)
Noncurrent Liabilities			
Accrued sick and vacation liability	359,980	355,601	(4,378)
Borrowers' deposit	327,949	335,900	7,951
OPEB liability	81,954	109,026	27,072
Net pension liability	1,233,873	1,233,873	-
Total noncurrent liabilities	2,003,756	2,034,401	30,645
Total liabilities	2,241,668	2,240,021	(1,647)
Deferred Inflows of Resources			
Deferred Inflows of Resources	895,773	895,773	-
Total liabilities and deferred inflows of resources	3,137,441	3,135,794	(1,647)
Net Position			
Invested in capital assets	19,647,742	19,369,129	(278,613)
Unrestricted	7,321,774	7,452,019	130,245
Total net position	26,969,516	26,821,148	(148,368)
Total liabilities and deffered inflows of resources and net position	30,106,957	29,956,942	(150,015)

Los Angeles County Law Library
Income Statement for the Period Ending September 30, 2016
(Provisional and subject to year-end audit adjustments)

Sep 15 Actual	Sep 2016			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
546,127	609,192	609,192	0	0.0%
1,337	1,573	1,727	154	9.8%
73,828	56,667	57,751	1,084	1.9%
31,918	34,733	48,943	14,210	40.9%
653,211	702,165	717,613	15,448	2.2%
303,885	428,365	395,812	32,552	7.6%
0	0	56,652	(56,652)	0.0%
212,319	161,690	141,354	20,336	12.6%
(211,454)	(161,690)	(141,354)	(20,336)	12.6%
		0		
70,534	69,257	74,671	(5,414)	-7.8%
6,304	12,450	9,566	2,884	23.2%
3,342	4,344	3,163	1,182	27.2%
237	733	0	733	100.0%
195	450	58	392	87.0%
164	271	310	(39)	-14.6%
10,513	8,000	2,730	5,270	65.9%
242,767	242,466	237,234	5,232	2.2%
690,451	823,952	780,196	(43,756)	-5.3%
(37,241)	(121,787)	(62,583)	59,204	-48.6%
10,845	2,917	8,834	5,918	202.9%
0	0	0	0	0.0%
0	0	0	0	0.0%
(26,396)	(118,870)	(53,749)	65,122	-54.8%
		0		0.0%
11,430	1,263,000	0	1,263,000	100.0%

	FY 2015-16	FY 2016-17 YTD				Comments
	YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
Summary:						
Income						
L.A. Superior Court Fees	1,707,563	1,764,711	1,764,711	(0)	0.0%	
Interest	4,023	4,719	5,168	448	9.5%	
Parking	190,486	181,231	182,315	1,084	0.6%	
Library Services	205,318	97,616	97,368	(248)	-0.3%	
Total Income	2,107,389	2,048,277	2,049,562	1,284	0.1%	
Expense						
Staff (payroll + benefits)	927,422	1,095,908	1,036,218	59,690	5.4%	
Electronic Resource Subscriptions	127,849	172,847	138,600	34,247	19.8%	
Library Materials	456,048	485,070	451,077	33,993	7.0%	
Library Materials Transferred to Assets	(455,182)	(485,070)	(451,077)	(33,993)	7.0%	
Facilities	220,571	212,771	214,998	(2,227)	-1.0%	
Technology & Data	19,247	37,350	27,092	10,258	27.5%	
General	11,382	14,736	11,185	3,551	24.1%	
Professional Development	3,245	9,500	6,215	3,285	34.6%	
Communications & Marketing	542	3,280	58	3,222	98.2%	
Travel & Entertainment	554	762	515	247	32.5%	
Professional Services	17,378	20,000	19,690	310	1.6%	
Depreciation	724,891	740,600	736,170	4,430	0.6%	
Total Expenses	2,053,080	2,307,753	2,190,740	117,013	5.1%	
Net Income (Loss)	54,310	(259,476)	(141,179)	118,297	-45.6%	
Investment Gain (Loss)²	14,649	8,750	(7,189)	(15,939)	-182.2%	
Extraordinary Income	0	0	0	0	0.0%	
Extraordinary Expense	0	0	0	0	0.0%	
Net Income Including Extraordinary Items	68,959	(250,726)	(148,368)	102,358	-40.8%	
					0.0%	
Capitalized Expenditures	11,430	1,263,000	6,480	1,256,520	99.5%	

Los Angeles County Law Library
Income Statement for the Period Ending September 30, 2016
(Provisional and subject to year-end audit adjustments)

Sep 15 Actual	Sep 2016				FY 2015-16 YTD Actual	FY 2016-17 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
Detailed Budget:												
Income:												
546,127	609,192	609,192	0	0.0%	15 FIN 303300	L.A. Superior Court Fees	1,707,563	1,764,711	1,764,711	(0)	0.0%	
0	0	0	0	0.0%	15 FIN 311000	Interest:	0	0	0	0	0.0%	
1,152	1,375	1,480	105	7.6%	15 FIN 312000	Interest - LAIF	0	0	0	0	0.0%	
185	198	248	49	24.9%	15 FIN 313000	Interest - General Fund	3,496	4,125	4,439	314	7.6%	
0	0	0	0	0.0%	15 FIN 313000	Interest - Deposit Fund	527	594	728	134	22.6%	
0	0	0	0	0.0%	15 FIN 313100	Interest - CalPERS CERBT ¹	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 313200	Interest - Bonds ²	0	0	0	0	0.0%	
1,337	1,573	1,727	154	9.8%		Subtotal	4,023	4,719	5,168	448	9.5%	
73,828	56,667	57,751	1,084	1.9%	39 FAC 330100	Parking:	190,486	181,231	182,315	1,084	0.6%	
73,828	56,667	57,751	1,084	1.9%		Subtotal	190,486	181,231	182,315	1,084	0.6%	
114	140	(33)	(173)	-123.2%	27 CIRC 330150	Library Services:	1,528	1,835	3,023	1,188	64.7%	Beginning of year annual messenger renewals.
7,277	9,167	7,553	(1,614)	-17.6%	25 P&P 330140	Annual Borrowing Fee	30,182	27,501	24,901	(2,600)	-9.5%	Timing variance.
1,834	2,718	(603)	(3,321)	-122.2%	23 R&R 330340	Annual Members Fee	4,471	8,154	1,518	(6,636)	-81.4%	Timing variance, fewer classes are scheduled in the summer resulting in less attendance opportunities. Also includes \$2K payment to PCI for prior fiscal year parking reimbursement.
6,225	4,417	4,507	90	2.0%	27 CIRC 330129	Course Registration	16,744	13,251	14,564	1,313	9.9%	Timing variance.
3,071	2,000	1,134	(866)	-43.3%	27 CIRC 330205	Copy Center	10,064	6,000	4,782	(1,219)	-20.3%	Timing variance.
3,947	3,875	3,869	(6)	-0.2%	27 CIRC 330210	Document Delivery	9,909	11,625	11,869	244	2.1%	
4,679	8,166	11,650	3,484	42.7%	15 FIN 330310	Fines	6,308	16,500	12,266	(4,234)	-25.7%	Delay in Google project reimbursements.
1,365	3,800	20,787	16,987	447.0%	39 FAC 330330	Miscellaneous	4,613	11,400	21,618	10,218	89.6%	Better than expected as a result of increased large event room rentals
0	350	0	(350)	-100.0%	27 CIRC 330350	Room Rental	429	1,050	2,210	1,160	110.5%	
875	0	0	0	0.0%	15 FIN 330360	Book Replacement	875	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 330400	Forfeited Deposits	115,000	0	0	0	0.0%	
0	0	0	0	0.0%	25 P&P 330420	Friends of Law Library	0	0	0	0	0.0%	
33	100	78	(22)	-22.2%	39 FAC 330450	Grants	196	300	365	65	21.8%	
2,500	0	0	0	0.0%	37 COM 330465	Vending	5,000	0	252	252	0.0%	
31,918	34,733	48,943	14,210	40.9%		Special Events Income	205,318	97,616	97,368	(248)	-0.3%	
653,211	702,165	717,613	15,448	2.2%		Subtotal	2,107,389	2,048,277	2,049,562	1,284	0.1%	
Expenses:												
181,278	281,651	263,672	17,979	6.4%	ALL 501000	Staff:	538,220	659,264	618,913	40,350	6.1%	Favorable variance due to vacancies.
0	(5,633)	0	(5,633)	100.0%	15 FIN 501025	Salaries (benefits eligible)	0	(13,185)	0	(13,185)	100.0%	
18,504	30,456	26,920	3,536	11.6%	ALL 501050	Staff Vacancy Offset (Ben. Eligible)	55,396	71,063	65,712	5,351	7.5%	Favorable variance due to vacancies.
0	(609)	0	(609)	100.0%	15 FIN 501075	Salaries (benefits ineligible)	0	(1,421)	0	(1,421)	100.0%	
11,090	18,964	15,700	3,264	17.2%	15 FIN 502000	Staff Vacancy Offset (Ben. Ineligible)	34,189	44,375	38,535	5,839	13.2%	Favorable variance due to vacancies.
2,726	4,435	3,970	465	10.5%	15 FIN 503000	Social Security	8,128	10,378	9,310	1,068	10.3%	Favorable variance due to vacancies.
20,322	31,290	29,763	1,527	4.9%	15 FIN 511000	Medicare	73,703	119,329	116,259	3,070	2.6%	
0	0	0	0	0.0%	15 FIN 511050	Retirement	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 511100	Pension Exp (Actuarial)	0	0	0	0	0.0%	
37,476	43,280	33,288	9,992	23.1%	15 FIN 512000	Pension Exp (Acctg)	116,521	129,839	118,867	10,972	8.5%	Favorable variance due to vacancies.
415	383	389	(7)	-1.7%	15 FIN 513000	Health Insurance	1,209	1,148	1,315	(167)	-14.6%	
4,884	5,412	5,308	104	1.9%	15 FIN 514000	Disability Insurance	15,388	15,945	14,931	1,015	6.4%	Favorable variance due to vacancies.
607	661	429	231	35.0%	15 FIN 514500	Dental Insurance	1,705	1,946	1,614	332	17.1%	
107	128	(95)	223	174.3%	15 FIN 515000	Vision Insurance	309	384	162	221	57.7%	
0	0	0	0	0.0%	15 FIN 515500	Life Insurance	0	0	0	0	0.0%	
8,734	6,366	6,366	0	0.0%	15 FIN 516000	Vacancy Benefits Offset	26,201	19,097	19,097	0	0.0%	
0	0	0	0	0.0%	15 FIN 517000	Workers Compensation Insurance	(96)	0	0	0	0.0%	
0	17	0	17	100.0%	25 P&P 514010	Unemployment Insurance	1,916	3,050	0	3,050	100.0%	
0	42	0	42	100.0%	13 HR 514015	Temporary Employment	79	125	153	(28)	-22.4%	
0	0	0	0	0.0%	15 FIN 517500	Recruitment	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 518000	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%		Accrued Vacation Expense	0	0	0	0	0.0%	

Los Angeles County Law Library
Income Statement for the Period Ending September 30, 2016
(Provisional and subject to year-end audit adjustments)

Sep 15 Actual	Sep 2016				FY 2015-16 YTD Actual	FY 2016-17 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
17,161	9,024	9,024	0	0.0%	15 FIN 518500	OPEB Expense	51,482	27,072	27,072	0	0.0%	
(229)	1,250	326	924	73.9%	15 FIN 518550	TMP	265	3,750	1,494	2,256	60.2%	
811	1,250	753	497	39.7%	15 FIN 518560	Payroll and Benefit Administration	2,808	3,750	2,784	966	25.8%	
303,885	428,365	395,812	32,552	7.6%		Total - Staff	927,422	1,095,908	1,036,218	59,690	5.4%	
						Library Materials/Electronic Resources Subscription:						
186,612	125,830	107,892	17,939	14.3%	23 R&R 601999	American Continuations	303,854	377,491	323,868	53,623	14.2%	Timing variance.
1,651	1,365	5,580	(4,215)	-308.7%	23 R&R 602999	American New Orders	4,759	4,096	7,105	(3,010)	-73.5%	Purchased several major treatises in high-demand critical subject areas.
2,815	4,305	1,914	2,391	55.5%	23 R&R 609199	Branch Continuations	13,954	12,916	8,887	4,028	31.2%	Timing variance.
0	50	0	50	100.0%	23 R&R 609299	Branch New Orders	0	150	161	(11)	-7.5%	Replacement costs.
6,518	9,342	3,577	5,765	61.7%	23 R&R 603999	Commonwealth Continuations	71,035	28,027	62,267	(34,240)	-122.2%	Unanticipated new editions issued in the Common Law Library treatises.
0	130	0	130	100.0%	23 R&R 604999	Commonwealth New Orders	0	390	0	390	100.0%	Careful with purchases given limited budget.
5,236	11,456	11,162	294	2.6%	23 R&R 605999	Foreign Continuations	31,830	34,367	19,983	14,384	41.9%	Timing variance.
164	100	6	94	94.0%	23 R&R 606999	Foreign New Orders	398	300	6	294	98.0%	Careful with purchases given limited budget.
8,659	7,269	9,047	(1,778)	-24.5%	23 R&R 607999	International Continuations	26,770	21,808	26,157	(4,349)	-19.9%	Timing variance.
0	333	119	214	64.2%	23 R&R 608999	International New Orders	0	1,000	166	834	83.4%	Careful with purchases given limited budget.
665	1,408	2,057	(648)	-46.0%	23 R&R 609399	General/Librarianship Continuations	3,449	4,224	2,403	1,822	43.1%	Timing variance.
0	100	0	100	100.0%	23 R&R 609499	General/Librarianship New Orders	0	300	72	228	76.1%	Careful with purchases given limited budget.
212,319	161,690	141,354	20,336	12.6%		Subtotal	456,048	485,070	451,077	33,993	7.0%	
(211,454)	(161,690)	(141,354)	(20,336)	12.6%	15 FIN 690000	Library Materials Transferred to Assets	(455,182)	(485,070)	(451,077)	(33,993)	7.0%	
52,511	57,616	56,652	964	1.7%	15 FIN 685000	Electronic Resource Subscriptions (ERS)	127,849	172,847	138,600	34,247	19.8%	Timing variance.
						Facilities:						
1,203	3,750	1,567	2,183	58.2%	39 FAC 801005	Repair & Maintenance	12,717	11,250	2,257	8,993	79.9%	Minimal repairs or maintenance work needed.
1,108	1,000	788	212	21.2%	39 FAC 801010	Building Services	2,235	3,000	2,168	832	27.7%	Timing variance.
2,268	1,083	2,334	(1,251)	-115.5%	39 FAC 801015	Cleaning Supplies	2,268	3,249	4,366	(1,117)	-34.4%	Timing variance.
11,367	10,356	11,425	(1,069)	-10.3%	39 FAC 801020	Electricity & Water	33,091	31,068	34,395	(3,327)	-10.7%	Increased usage due to summer weather.
966	0	0	0	0.0%	39 FAC 801025	Elevator Maintenance	3,864	0	1,932	(1,932)	0.0%	Delay in elevator repair & upgrade capital project.
4,554	2,602	3,822	(1,220)	-46.9%	39 FAC 801030	Heating & Cooling	11,739	7,806	13,053	(5,247)	-67.2%	Increased usage due to summer weather.
24,428	21,600	21,768	(168)	-0.8%	15 FIN 801035	Insurance	73,284	64,800	65,503	(703)	-1.1%	
8,674	8,755	8,674	81	0.9%	39 FAC 801040	Janitorial Services	26,023	26,265	26,023	242	0.9%	
1,050	1,500	1,250	250	16.7%	39 FAC 801045	Landscaping	3,150	4,500	3,750	750	16.7%	Timing variance.
14,288	15,416	15,154	262	1.7%	39 FAC 801050	Security	48,986	46,248	45,243	1,005	2.2%	
52	1,750	7,707	(5,957)	-340.4%	39 FAC 801060	Room Rental Expenses	893	5,250	8,375	(3,125)	-59.5%	Includes \$4K portable stage for ongoing room rental activities.
0	0	58	(58)	0.0%	37 COM 801065	Special Events Expenses	565	5,000	7,095	(2,095)	-41.9%	Unfavorable variance due to unbudgeted 125th anniversary expenses.
0	200	0	200	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	0	600	0	600	100.0%	Timing variance.
0	400	0	400	100.0%	39 FAC 801110	Equipment (<3K)	0	1,200	0	1,200	100.0%	Timing variance.
0	100	0	100	100.0%	39 FAC 801115	Building Alterations (<3K)	0	300	0	300	100.0%	Timing variance.
346	537	124	413	77.0%	35 CMS 801120	Delivery & Postage	1,172	1,611	500	1,111	69.0%	Low volume of shipping activities YTD.
230	208	0	208	100.0%	39 FAC 801125	Kitchen supplies	585	624	337	287	46.0%	
70,534	69,257	74,671	(5,414)	-7.8%		Subtotal	220,571	212,771	214,998	(2,227)	-1.0%	
						Technology:						
2,337	1,740	2,368	(628)	-36.1%	33 TECH 801210	Software Maintenance	5,362	5,220	5,556	(336)	-6.4%	Timing variance.
1,337	1,491	1,166	325	21.8%	33 TECH 801212	Hardware Maintenance	3,413	4,473	3,638	835	18.7%	
0	1,200	799	401	33.4%	33 TECH 801215	Software (<\$3k)	0	3,600	1,518	2,082	57.8%	Timing variance.
0	400	0	400	100.0%	33 TECH 801220	Hardware (<\$3k)	2,439	1,200	0	1,200	100.0%	Timing variance.
0	80	0	80	100.0%	33 TECH 801225	Computer Supplies	0	240	114	126	52.3%	Timing variance.
87	4,039	3,951	88	2.2%	33 TECH 801230	Integrated Library System	261	12,117	11,854	263	2.2%	
2,542	3,500	1,282	2,218	63.4%	33 TECH 801235	Telecommunications	7,772	10,500	3,797	6,703	63.8%	Timing variance, delay in receipt of certain invoices.
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	0	0	65	(65)	0.0%	
0	0	0	0	0.0%	33 TECH 801250	Services	0	0	549	(549)	0.0%	
6,304	12,450	9,566	2,884	23.2%		Subtotal	19,247	37,350	27,092	10,258	27.5%	
						General:						
605	700	499	201	28.7%	15 FIN 801310	Bank Charges	1,653	2,100	1,479	621	29.6%	

Los Angeles County Law Library
Income Statement for the Period Ending September 30, 2016
(Provisional and subject to year-end audit adjustments)

Sep 15 Actual	Sep 2016				FY 2015-16 YTD Actual	FY 2016-17 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
678	785	785	0	0.1%	35 CMS 801315	Bibliographical Services	3,016	2,355	2,355	0	0.0%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
94	90	38	52	57.9%	17 EXEC 801325	Board Expense	153	270	176	94	34.7%	
95	161	60	101	62.7%	37 COM 801330	Staff meals & events	126	661	112	549	83.0%	Timing variance.
1,289	1,000	796	204	20.4%	15 FIN 801335	Supplies - Office	2,204	3,000	3,079	(79)	-2.6%	
0	0	0	0	0.0%	35 CMS 801337	Supplies - Library materials	0	925	927	(2)	-0.2%	
0	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	0	500	349	151	30.1%	Timing variance.
0	0	0	0	0.0%	25 P&P 801365	Grant Application Expenses	0	0	0	0	0.0%	
410	1,500	726	774	51.6%	27 CIRC 801370	Copy Center Expense	3,099	4,500	2,380	2,120	47.1%	
78	42	0	42	100.0%	15 FIN 801375	General - Misc	797	125	0	125	100.0%	
93	67	259	(192)	-288.7%	23 R&R 801390	Course Registration	271	200	326	(126)	-62.9%	
0	0	0	0	0.0%	17 EXEC 801395	Friends of Law Library	63	100	0	100	100.0%	
3,342	4,344	3,163	1,182	27.2%		Subtotal	11,382	14,736	11,185	3,551	24.1%	
						Professional Development:						
0	500	0	500	100.0%	ALL 803105	Travel	1,312	5,600	2,980	2,620	46.8%	Timing variance
0	0	0	0	0.0%	ALL 803110	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	
237	0	0	0	0.0%	ALL 803115	Membership dues	710	0	0	0	0.0%	
0	233	0	233	100.0%	ALL 803120	Registration fees	1,223	3,900	3,235	665	17.1%	
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	0	0	0.0%	
237	733	0	733	100.0%		Subtotal	3,245	9,500	6,215	3,285	34.6%	
						Communications & Marketing:						
0	0	0	0	0.0%	37 COM 803205	Services	0	0	0	0	0.0%	
0	200	58	142	70.8%	37 COM 803210	Collateral materials	0	2,530	58	2,472	97.7%	Timing variance.
195	250	0	250	100.0%	37 COM 803215	Advertising	517	750	0	750	100.0%	Timing variance.
0	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	25	0	0	0	0.0%	
195	450	58	392	87.0%		Subtotal	542	3,280	58	3,222	98.2%	
						Travel & Entertainment						
0	0	0	0	0.0%	ALL 803305	Travel	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803310	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	
164	271	310	(39)	-14.6%	ALL 803320	Ground transportation & mileage reimb.	554	762	515	247	32.5%	
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
164	271	310	(39)	-14.6%		Subtotal	554	762	515	247	32.5%	
						Professional Services						
6,500	5,000	0	5,000	100.0%	15 FIN 804005	Accounting	8,015	11,000	11,500	(500)	-4.5%	
4,013	3,000	2,730	270	9.0%	17 EXEC 804008	Consulting Services	9,363	9,000	8,190	810	9.0%	
0	0	0	0	0.0%	17 EXEC 804010	Legal	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 804015	Other	0	0	0	0	0.0%	
10,513	8,000	2,730	5,270	65.9%		Subtotal	17,378	20,000	19,690	310	1.6%	
						Depreciation:						
214,660	211,666	211,857	(191)	-0.1%	15 FIN 806105	Depreciation - Library Materials	640,556	658,817	659,665	(848)	-0.1%	
28,107	30,801	25,378	5,423	17.6%	15 FIN 806110	Depreciation Exp - FF&E	84,335	81,783	76,505	5,277	6.5%	Delay in capital project.
242,767	242,466	237,234	5,232	2.2%		Subtotal	724,891	740,600	736,170	4,430	0.6%	
690,451	823,952	780,196	43,756	5.3%		Total Expense	2,053,080	2,307,753	2,190,740	117,013	5.1%	
(37,241)	(121,787)	(62,583)	59,204	-48.6%		Net Income Before Extraordinary Items	54,310	(259,476)	(141,179)	118,297	-45.6%	
						Extraordinary Items						
10,845	2,917	8,834	5,918	202.9%	15 FIN 321000	Investment Gain (Loss) ²	14,649	8,750	(7,189)	(15,939)	-182.2%	
0	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
(26,396)	(118,870)	(53,749)	65,122	-54.8%		Net Income Including Extraordinary Items	68,959	(250,726)	(148,368)	102,358	-40.8%	
						Capital Expenditures:						
0	0	0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	0	0	0	0.0%	
0	75,000	0	75,000	100.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	0	75,000	6,480	68,520	91.4%	
0	410,000	0	410,000	100.0%	39 FAC 164500	Exterior Building Repairs/Improvements (>3k)	0	410,000	0	410,000	100.0%	

Los Angeles County Law Library

Income Statement for the Period Ending September 30, 2016

(Provisional and subject to year-end audit adjustments)

Sep 15	Sep 2016				FY 2015-16	FY 2016-17 YTD				Comments															
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (Unf)													
0	428,000	0	428,000	100.0%	39 FAC 164000	0	428,000	0	428,000	100.0%															
11,430	350,000	0	350,000	100.0%	33 TECH 168000	11,430	350,000	0	350,000	100.0%															
11,430	1,263,000	0	(1,263,000)	-100.0%		11,430	1,263,000	6,480	1,256,520	99.5%															
<p align="center">CalPERS CERBT Trust Fund¹:</p> <table border="0"> <tr> <td>Beginning Balance</td> <td align="right">2,081,044</td> <td></td> </tr> <tr> <td>Administrative Expense</td> <td align="right">(84)</td> <td>CalPERS CERBT program cost.</td> </tr> <tr> <td>Investment Expense</td> <td align="right">(61)</td> <td>Investment management cost.</td> </tr> <tr> <td>Unrealized Gain/Loss</td> <td align="right">5,899</td> <td>Fluctuating market conditions.</td> </tr> <tr> <td>Ending Balance</td> <td align="right"><u>2,086,798</u></td> <td></td> </tr> </table>											Beginning Balance	2,081,044		Administrative Expense	(84)	CalPERS CERBT program cost.	Investment Expense	(61)	Investment management cost.	Unrealized Gain/Loss	5,899	Fluctuating market conditions.	Ending Balance	<u>2,086,798</u>	
Beginning Balance	2,081,044																								
Administrative Expense	(84)	CalPERS CERBT program cost.																							
Investment Expense	(61)	Investment management cost.																							
Unrealized Gain/Loss	5,899	Fluctuating market conditions.																							
Ending Balance	<u>2,086,798</u>																								

¹ CalPERS CERBT income account removed from FY 2016 budget as recommended by outside auditors. The account will be monitored and reported independently from the Library's operating budget.
² UBS interest/dividend income and gains/losses is consolidated into Investment Gain (Loss) for FY 2016. It was also moved to "non-operating income" section of the budget as recommended by outside auditors.

Los Angeles County Law Library
Statement of Cash Flows
As of September 30, 2016
(Provisional and subject to year-end audit adjustments)

	9/30/2016	YTD
Cash flows from operating activities		
L.A. Superior court fees	609,192	1,764,711
Parking fees	57,751	182,315
Library services	48,943	97,368
(Increase) decrease in accounts receivable	(62,757)	(15,395)
Increase (decrease) in borrowers' deposit	2,576	7,951
Cash received from filing fees and services	655,705	2,036,950
Facilities	(74,671)	(214,998)
Technology	(9,566)	(27,092)
General	(3,163)	(11,185)
Professional development	-	(6,215)
Communications & marketing	(58)	(58)
Travel & entertainment	(310)	(515)
Professional services	(2,730)	(19,690)
Electronic Resource Subscriptions (ERS)	(56,652)	(138,600)
(Increase) decrease in prepaid expenses	(3,605)	(171,467)
Increase (decrease) in accounts payable	7,969	(37,212)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(142,785)	(627,031)
Staff (payroll + benefits)	(395,812)	(1,036,218)
Increase (decrease) in payroll liabilities	3,883	4,920
Increase (decrease) in accrued sick and vacation liability	(4,378)	(4,378)
Increase (decrease) in OPEB liability	9,024	27,072
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(387,283)	(1,008,604)
Contributions received	-	-
Net cash from operating activities	125,637	401,315
Cash flow from capital and related financing activities		
Library materials	(141,354)	(451,077)
Fixed assets	-	(6,480)
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment	-	(500,000)
Investment earnings	1,727	5,168
Net cash increase (decrease) in cash and cash equivalents	(13,990)	(551,074)
Cash and cash equivalents, at beginning of period	3,332,659	3,869,743
Cash and cash equivalents, at end of period	3,318,669	3,318,669
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(64,310)	(146,346)
Adjustments for noncash effects:		
Depreciation	237,234	736,170
Extraordinary expense: book write-off	-	-
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(62,757)	(15,395)
(Increase) decrease in prepaid expenses	(3,605)	(171,467)
Increase (decrease) in accounts payable	7,969	(37,212)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	3,883	4,920
Increase (decrease) in accrued sick and vacation liability	(4,378)	(4,378)
Increase (decrease) in borrowers' deposit	2,576	7,951
Increase (decrease) in OPEB liability	9,024	27,072
Net impact of GASB 68 adjustments	-	-
Net cash from operating activities	125,637	401,315

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2016 - October 31, 2016 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 4	SUNSERI'S	ROOM RENTAL EXPE	272.50	029390
	TORTUGA BAY	ROOM RENTAL EXPE	1,721.25	029391
	CARSWELL COMPANY LTD	BOOKS	85.17	029392
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	590.00	029393
October 6	ESTHER EASTMAN	MILEAGE	26.24	029394
	CHRISTINE R LANGTEAU	MILEAGE	31.97	029395
	MANAGE EASE INCORPORATED	CONSULTING	1,365.00	029396
	MALINDA MULLER	MILEAGE	120.04	029397
October 7	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	281.60	029398
	WILLIAM S HEIN & CO	BOOKS	1,974.42	029399
October 13	STATE BOARD OF EQUALIZATION	USE TAX	3,152.00	029400
	BRIDGES FILTER SERVICE, INC	BUILDING SERVICES	511.59	029401
	GUARDIAN	PREPAID EXP	6,453.73	029402
	MANAGE EASE INCORPORATED	CONSULTING	1,365.00	029403
	PETTY CASH FUND	PETTY CASH	300.89	029404
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,774.17	029405
	ELIZABETH WARNER	MILEAGE	131.87	029406
October 14	LEONA CORINE DEBLANC	REFUND	125.00	029407
	MARK ALAN FERGUSON	REFUND	140.00	029408
	JIN Y LEE	REFUND	140.00	029409
	GAUNT	BOOKS	5,505.75	029410
	OTTO HARRASSOWITZ	BOOKS	915.04	029411
	MANHATTAN PUBLISHING COMPANY	BOOKS	389.00	029412
	October 17	AT&T	TELECOM	463.37
CALIBER ELEVATOR		ELEVATOR MAINT	966.00	029414
COUNTY OF LOS ANGELES		HEATING/COOLING	3,821.92	029415
PARKING CONCEPTS INC		COURSE REGISTRAT	1,968.00	029416
October 19	GUARDIAN	PREPAID EXP	7,038.52	029417
October 21	BJ PARTY SUPPLIES	SPECIAL EVENTS	3,251.44	029418
	LA CAFE ** VOIDED *****	BOARD EXPENSE	0.00	029419
	SKYLER PATTON	SPECIAL EVENTS	168.00	029420
October 26	SYNCB AMAZON	SUPPLIES-LIBRARY	514.64	029421
	KONINKLIJKE BRILL NV	BOOKS	1,989.00	029422
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	117.84	029423
	CARSWELL COMPANY LTD	BOOKS	218.96	029424
	COMERCIAL CELIS LIMITADA	BOOKS	248.00	029425

55,419.92

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2016 - October 31, 2016 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 4	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,816.03	V001642
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	687.94	V001643
	BUSINESS MANAGEMENT DAILY ALEXANDER	BOOKS	34.75	V001644
	DAILY JOURNAL CORPORATION	BOOKS	278.00	V001645
	EBSCO PUBLISHING	BOOKS	3,411.00	V001646
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	471.95	V001647
	METROPOLITAN NEWS COMPANY	BOOKS	568.98	V001648
	NEUBAUER & ASSOCIATES	BOOKS	50.00	V001649
	WILLIAM S HEIN & CO	BOOKS	350.00	V001650
	YBP LIBRARY SERVICES	BOOKS	367.24	V001651
	LA CAFE	BOARD EXPENSE	49.90	V001656
October 5				
	OCLC INC	BIBLIOGRAPHICAL S	700.40	V001657
October 6				
	IMAGE ACCESS INC ** VOIDED *****	HARDWARE MAINTENANCE	0.00	V001658
	OFFICE DEPOT	SUPPLIES-OFFICE	291.90	V001659
	PAN AMERICAN PEST CONTROL CO	BUILDING SERVICE	276.00	V001660
	STAMPS.COM	DELIVERY & POSTAGE	300.00	V001661
	TYCO INTEGRATED SECURITY LLC	SECURITY	13,089.91	V001662
	DEMCO	SUPPLIES & LIBRARY	1,002.76	V001672
October 7				
	BLOOMBERG BNA	BOOKS	197.01	V001663
	CCH INCORPORATED	BOOKS	186.77	V001664
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	463.87	V001665
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	187.77	V001666
	JURIS PUBLISHING INC	BOOKS	296.27	V001667
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,420.00	V001668
	PRACTISING LAW INSTITUTE	BOOKS	386.97	V001669
	THOMSON REUTERS	BOOKS	59,004.72	V001670
	IMAGE ACCESS INC ** VOIDED *****	HARDWARE MAINTENANCE	0.00	V001687
October 10				
	STAMPS.COM	DELIVERY & POSTAGE	24.99	V001673
October 12				
	SMART LEVELS	SPECIAL EVENTS EX	727.88	V001730
October 13				
	GOLDEN STATE OVERNIGHT	DELIVERY & POSTAGE	88.56	V001674
	UPS	DELIVERY & POSTAGE	13.47	V001675
	LA CAFE	STAFF MEALS & EVENTS	36.84	V001688
October 14				
	AMERICAN BAR ASSOCIATION	BOOKS	26.25	V001676
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	838.00	V001677
	BLOOMBERG BNA	BOOKS	828.02	V001678
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	527.64	V001679
	JURIS PUBLISHING INC	BOOKS	138.40	V001680

102,292.59

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2016 - October 31, 2016 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 17	MUNICIPAL CODE CORPORATION	BOOKS	152.40	V001681
	PRACTISING LAW INSTITUTE	BOOKS	603.48	V001682
	VIRGINIA CONTINUING LEGAL EDUCATION	BOOKS	156.00	V001683
	WEST ACADEMIC	BOOKS	95.92	V001684
	THOMSON REUTERS	BOOKS	12,084.00	V001685
	WILLIAM S HEIN & CO	BOOKS	266.35	V001686
	October 19	BANDWIDTH.COM, INC.	TELECOM	286.72
BRIGHTVIEW		LANDSCAPING	1,250.00	V001690
REPUBLIC SERVICES #902		BLDG SVCS	271.16	V001691
GLOBAL CAPACITY		TELECOM	907.00	V001692
GLOBAL CAPACITY		TELECOM	71.47	V001693
KONICA MINOLTA BUSINESS		COPY CENTER EXPE	483.11	V001694
SECURITAS SECURITY		SECURITY	5,493.15	V001695
October 25	INFINISOURCE INC	PAYROLL/HR BENEFI	77.00	V001696
	OFFICE DEPOT	SUPPLIES-OFFICE	600.93	V001697
	LA CAFE	BOARD EXPENSE	55.35	V001698
	COSTCO WHOLESALE MEMBERSHIP	SPECIAL EVENTS	346.30	V001731
October 26	CHERRY PICK CAFE	ROOM RENTAL EXPE	287.00	V001732
October 27	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	873.82	V001699
	UPS	DELIVERY & POSTAG	32.08	V001700
	AMERICAN BAR ASSOCIATION	BOOKS	1,763.85	V001701
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	832.00	V001702
	BLOOMBERG BNA	BOOKS	871.64	V001703
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,759.87	V001704
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,348.72	V001705
	DAILY JOURNAL CORPORATION	BOOKS	105.72	V001706
	JAMES PUBLISHING INC	BOOKS	168.00	V001707
	JURIS PUBLISHING INC	BOOKS	275.58	V001708
	CONNECTICUT LAW TRIBUNE	BOOKS	315.20	V001709
	NATIONAL FAIR HOUSING ALLIANCE	BOOKS	400.00	V001710
	PROQUEST INFORMATION AND LEARNING	BOOKS	5,854.80	V001711
	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	10,920.39	V001712
	UNITED NATIONS PUBLICATIONS	BOOKS	137.48	V001713
	VERSA TAPE	BOOKS	14.90	V001714
	WEST ACADEMIC	BOOKS	47.96	V001715
	THOMSON REUTERS	BOOKS	10.91	V001716
	WILLIAM S HEIN & CO	BOOKS	11,631.00	V001717
	October 28	SECURITAS SECURITY	SECURITY	11,073.84
October 28	LA CAFE	OTHER PAYABLE	78.10	V001733

175,259.89

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2016 - October 31, 2016 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 31	BJ PARTY SUPPLIES TYCO INTEGRATED SECURITY LLC	SPECIAL EVENTS SECURITY	116.50 217.78	V001719 V001720

175,477.67

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2016 - October 31, 2016 (CHECKS)
Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 17	L A DEPT WATER & POWER	WATER/SEWER	11,424.56	V000063

11,424.56

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2016 - October 31, 2016 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 25	CALPERS	PREPAID EXP	50,690.12	TS00241571

50,690.12

MEMORANDUM

DATE: November 16, 2016

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Employee Handbook Updates

BACKGROUND AND DISCUSSION

As you are aware, once or twice per year, Staff presents revisions to the Employee Handbook reflecting changes in law or other clarifications to maintain the Handbook as an accurate and timely reflection of Law Library practice and policy. Accordingly, attached please find five proposed revisions and additions to the Employee Handbook for the Board’s consideration and approval. (The entire Handbook is also available upon request.)

This item is being placed on the consent calendar. However, should the Board wish to discuss one or more of these policy changes, each may be separately removed from the consent calendar for discussion by using the letter of the sub-item (e.g., 3.3(b)).

Based upon recent changes, the Executive Director and the Law Library’s Human Resources consultant, ManageEase, recommend the attached revisions to the LA Law Library Employee Handbook and Policies Procedure Manuel described briefly below:

- a) Professional Atmosphere (Dress Code):
After extensive discussions among staff and the executive team, the consensus was that the Law Library dress code required clarification. (Some aspects also required clarification due to First Amendment concerns.) In particular, although the written policy stated that “business casual” was the standard, there were inconsistent interpretations and levels of enforcement regarding jeans, t-shirts and other more casual dress options.

- b) Paid Sick Leave:
A new ordinance in the City of Los Angeles went into effect on July 1, 2016 modifying and expanding slightly the rights of part-time employees to paid sick leave. The Los Angeles sick leave ordinance covers all employers of employees who work at least two hours in the City of Los Angeles in a particular week. Although there is some question as to whether a City ordinance of this type is binding on other government agencies, the requirements are only slightly different from the recently adopted state law requirements and Staff recommends nonetheless that the Law Library comply.



c) Attendance and Punctuality:

The proposed revision to the Attendance and Punctuality section of the handbook is to clarify the difference between permissible sick leave and patterns of excessive or unscheduled absences and tardiness, which adversely impact operations and may be the subject of warnings or discipline.

d) Emergency Closing:

After a recent Emergency Closing at a remote location, Staff identified that there was not a written policy in place stating whether time off for such occurrences was paid or unpaid. This section of the Handbook is a new addition, "8.16 Unexpected Closures," essentially providing that an employee may be asked to wait, to work at a different Library location or to leave for the day, but will be paid in any of those alternatives.

e) Vacation Cash Out:

Under existing policy, every November the library offers staff an opportunity to cash out up to 40 hours of vacation time with the caveat that there be a remaining minimum of 80 hours of unused vacation time in their accrual. According to the current Employee Handbook policy, the vacation payout occurs in January of the next year. Eligible staff have recently expressed interest in receiving the vacation payout in December to help with holiday expenses. This minor modification to the Handbook would allow for an earlier payout when administratively feasible.

The proposed changes have been provided to SEIU for its review and may be the subject of further meet and confer.

RECOMMENDATION

Staff recommends that the Board approve the attached amended policies regarding Professional Atmosphere, Paid Sick Leave, Attendance and Punctuality, Emergency Closing, Vacation Cash Out and instruct the Executive Director to include them in the Law Library Employee Handbook and Personnel Policies Manual.



6.7 PROFESSIONAL ATMOSPHERE

The Library’s long held reputation is built on its record of excellent service and quality work. Preserving this hard-earned reputation requires the active participation of every employee. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. Each employee brings a unique set of skills and experience and all employees are expected to treat each other, as well as library users, with respect and a genuine service attitude. Figuratively, if not literally, employees should greet each interaction with good eye contact, a firm handshake, and a “how-can-I-help-you” smile.

While at work, employees are expected to be well-groomed and dressed appropriately. Ensure that you maintain good personal hygiene habits. Appropriate dress attire is also an integral part of maintaining a professional atmosphere and the Library sets business casual dress as the norm for all employees. It encompasses many different styles of clothing that are appropriate for an office environment. It is clothing that allows the Employee to feel comfortable at work, while always looking neat and professional. The Library feels that these qualities are a significant factor in making a favorable impression on the public, customers and co-workers. The following are examples of what is not allowed:

Apart from LA Law Library branded apparel;

No hats

No torn, stained or worn out clothing

No shorts

No muscle shirts, tank-tops or tube-tops, unless paired with an acceptable cover shirt

No visible underwear, bare midriffs or ~~conspicuous~~ cleavage

Except for earlobes, no visible piercings ~~are preferable~~

No flip-flops

No ~~t-shirts or other~~ apparel with ~~offensive writing or artwork~~ words or slogans

No visible logos larger than 2” by 2”

No visible tattoos (They must be kept covered while at work or while representing the Library)

No jeans, unless fitted and in good condition

Those whose jobs entail using book carts, shelving books, and lifting boxes and packages should wear shoes that provide protection and will not cause them to slip or fall. Employees in such positions should not wear open-toed shoes, such as sandals or flip flops, or shoes that fit so loosely the employee might lose his or her balance and fall, such as moccasins or slippers.

Employees should consider the work-related activities he/she will be involved in when deciding what to wear each day. Rare occasions may require Employees to dress in casual wear for field work or a departmental move. Also, depending upon the business needs of the Library, management may require that employees wear more formal business attire. Fridays are considered to be more casual.

Employees are expected to observe and follow the Library's standard for dress and appearance at all times while at work. The Library will make the final determination as to whether attire and personal appearance comply with the Library's standard. The Library will also consider requests based upon financial hardship or for reasonable accommodations for religious observances, religious dress and grooming practices, or any other legally-protected accommodations. An Employee who reports to work in unacceptable attire may be requested to leave work to change their appearance. Such time off from work will generally be without pay.

At the discretion of management, disciplinary action may be taken for excessive offenders, up to and including separation of employment. Questions or complaints that cannot be handled to an Employee's satisfaction by his or her Supervisor will be addressed by the Executive Director and/or Human Resources.

11.3 SICK LEAVE

For Full Time Employees:

Upon hire, full-time employees are eligible to accrue sick leave. Sick leave is accrued on a calendar year basis and will depend on the length of an employee's tenure, as follows.

For full-time employees hired prior to May 31, 2011:

- 15 days per calendar year (4.62 hours per pay period)

For full-time employees hired on or after May 31, 2011:

- 1 - 4 years: 10 days per calendar year (3.08 hour per pay period)
- 5 – 9 years: 12 days per calendar year (3.69 hours per pay period)
- 10 + years: 15 days per calendar year (4.62 per pay period)

Unused sick leave accrues from year to year and is carried forward to the following year.

Upon separation of employment with the Library, full-time employees hired on or before May 31, 2011, may request that accrued but unused sick leave be paid at the rate of six (6) days per year of service, with a maximum of 90 days. Unused sick leave for payout is frozen at the amount of accrued but unused sick leave as of May 31, 2011.

For Branch Assistants:

Upon hire, part-time branch assistants are eligible to accrue sick leave at a rate of .0577 per hour worked. Part-time branch assistants may accumulate up to 960 hours of paid sick leave. Branch assistants' unused sick leave accrues from year to year and is carried forward to the following year.

For Other Part-Time Employees:

Following completion of thirty (30) days of employment, other part-time employees will be eligible for paid sick time for illness as described below.

Paid sick time accrues at the rate of one (1) hour per thirty (30) hours worked not to exceed ~~six (6) days~~ or forty-eight (48) hours annually. Paid sick time may only be taken in increments of a minimum of two (2) hours per incident.

Part-time employees are ~~limited to using no more than~~ entitled to take up to three (3) days ~~forty-eight (48) hours~~ of accrued paid sick time per anniversary year. Unused sick leave will carry over to the ~~following subsequent anniversary years~~ up to a cap ~~equal to the employee's annual accrual rate of~~ seventy-two (72) hours. Once the accrual cap is met, sick time will cease to accrue. Once accruals begin again, accruals will not be retroactive.

For All Employees Accruing Sick Leave:

Sick leave accrues during paid status, e.g., regular time, overtime, vacation, paid sick leave, holidays, and funeral leave. Sick leave does not accrue during unpaid leave.

An employee absent for more than 3 consecutive days (not involving use of statutory [paid sick days/leave](#)) may be required to provide medical proof of illness or injury. [Refer to Section 12.2 Attendance and Punctuality for further guidance.](#)

Employees may use their annual allotment of available sick days for absences [as follows](#): ~~to attend to an illness of a spouse or domestic partner, child, the child of the employee's registered domestic partner, or parent on the same terms the employee is able to use sick leave benefits for the employee's own illness or injury.~~ A part-time employee who has used his or her maximum number of paid sick days for his or her own illness or doctors' appointments may use up to an additional three days of paid sick leave (provided such amount of paid sick leave has accrued) per anniversary year to attend to the illness of a child, parent, spouse or domestic partner of the employee.

- [Sick time is provided in case of Employee illness, injury, or medical condition, need for medical diagnosis, care \(including preventive care\) or treatment, or other medical reason, or to care for a family member \(defined as a child¹, parent², spouse, domestic partner, grandparent, grandchild or sibling³\) or designated person, who is ill, injured, or receiving medical care, treatment, or diagnosis, or for any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship on the same terms the employee is able to use sick leave benefits for the employee's own illness or injury.](#)

- [Sick time is also provided for an Employee who is a victim of domestic violence, sexual assault, or stalking, \(1\) in order to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child; \(2\) to seek medical attention for injuries caused by domestic violence or sexual assault; \(3\) to obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence or sexual assault; \(4\) to obtain psychological counseling related to an experience of domestic violence or sexual assault; and \(5\) to participate in safety planning and take other actions.](#)

- [Sick time is also provided for purposes related to an Employee's donation of bone marrow or an organ of the Employee to another person, or to an Employee caring for or assisting a family member, or designated person, who donates his or her bone marrow or an organ to another person.](#)

[¹"Child" includes biological, adopted, foster child, step child, legal ward, child of domestic partner, or a child of a person standing in loco parentis.](#)

[²"Parent" includes a biological, foster or adoptive parent, a stepparent, legal guardian, or a person who stoodparent in loco parentis when the Employee was a minor child, or an Employee's parents-in-law \(including parents of an Employee's spouse or registered domestic partner\).](#)

AGENDA ITEM 3.0 | CONSENT ITEM 3.3.B

3"Grandparent," "grandchild," and "sibling" include biological relationships, relationships resulting from adoption, step-relationships, and foster care relationships.

~~Child includes biological, adopted, foster child, step child, legal ward, child of domestic partner, or a child in loco parentis.~~

~~Parent includes biological, foster or adoptive parent, a stepparent, legal guardian or parent in loco parentis.~~

EXCEPT AS EXPRESSLY STATED ABOVE, EMPLOYEES WILL NOT RECEIVE ANY PAYMENT FOR UNUSED SICK LEAVE ACCRUALS UPON SEPARATION. EMPLOYEES WHO ARE ACTIVE MEMBERS OF CALPERS MAY APPLY ACCRUED BUT UNUSED AND UNPAID SICK LEAVE TOWARD RETIREMENT SERVICE CREDIT SUBJECT TO CALPERS RULES AND REGULATIONS. FOR MORE INFORMATION ABOUT SERVICE CREDIT CONTACT CALPERS (WWW.CALPERS.CA.GOV) (888-225-7377).

12.2 ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are important to your success at the Library. You are expected to be conscientious about your attendance and punctuality at work. The success of your unit depends on the contributions of each team member; when you are not working, it places an extra burden on your team. Regular and dependable attendance is an essential function of your job. If you are going to be unable to work a scheduled shift due or will be more than 15 minutes late, call the Employee Absence Reporting Service (“EARS”) (213-784-7373) at least 30 minutes in advance of your reporting time. EARS will allow you to leave a message for your supervisor.

Scheduled absences

Scheduled absences are those for which you obtain approval from your supervisor either before the actual absence or on the day of the absence. Scheduling in advance allows your supervisor to appropriately plan for your time off. If possible, personal issues requiring time away from work, such as a doctor’s appointment, should be scheduled during non-working hours.

Unscheduled absences

Unscheduled absences are those for which you do not receive prior approval from your supervisor. Such absences place a burden on your coworkers and may cause service and efficiency to suffer. For this reason, even if these absences are covered by vacation and you report them to your supervisor in a timely manner, they can be grounds for corrective action, up to and including termination of your employment.

Examples include but are not limited to:

- Failure to report to work for days that were requested as time off but denied by your supervisor.
- Exhausting available vacation and not receiving management approval for additional unpaid time off before the date of the absence.
- Ongoing patterns of unexcused or unscheduled absences (that is, absences not otherwise excused by acceptable doctors’ notes) such as early departures, tardiness, repeated absences on Mondays or Fridays and other absence patterns regardless of whether sick time is available (not involving use of statutory leave) may lead to disciplinary action, up to and including termination of employment.

Of course, occasionally you may be ill, injured, or unable to work because of an illness in your immediate family or other personal emergency. If you’re going to be late for work or absent, contact your supervisor as soon as possible — no later than your normal starting time that day or in accordance with your team’s stated work rules. You must make every effort to reach your supervisor personally.

Absences protected under federal, state, or local laws are not subject to performance counseling and corrective action.

Excessive absences

Excessive absences or tardiness are grounds for corrective action, up to and including termination of your employment.

Job abandonment

If you are absent from work without notifying your supervisor for three or more consecutive scheduled work days, you will be considered to have abandoned your job. The same is true if you notify your supervisor that you no longer have an intent to continue employment with the Library and subsequently fail to report to work for three or more consecutive scheduled business days, or if you don't contact your supervisor when you're available for work at the end of an approved leave of absence . If you abandon your job you will not be eligible for rehire by the Library.

[NEW]

8.16 UNEXPECTED CLOSURES

At times, emergencies such as severe weather, fires, power failures, earthquakes, or planned/unplanned civil disturbances can disrupt Library and/or Branch operations. In extreme cases, these circumstances may require the temporary closure of the Main Library and/or a Branch location.

When a decision to close is made, affected employees will receive official notification from management. At the Law Library's discretion, Employees may be asked to: 1) work within the closed facility, if safe to do so; 2) wait in a safe location nearby for the library facility to reopen; 3) work at a different Law Library location; or 4) terminate their workday. In these circumstances, Employees will receive regular pay.

11.2 VACATION

Upon successful completion of the introductory period, full-time regular employees are eligible to accrue paid vacation leave. Vacation accrues on a calendar year basis and depends on the length of an employee's tenure, as follows:

For full-time employees hired prior to May 31, 2011:

- 1 - 9 years: 15 days per calendar year (4.62 hours per pay period)
- 10 + years: 20 days per calendar year (6.15 hours per pay period)

For full-time employees hired on or after May 31, 2011:

- 1 - 4 years: 10 days per calendar year (3.08 hour per pay period)
- 5 – 9 years: 12 days per calendar year (3.69 hours per pay period)
- 10 + years: 15 days per calendar year (4.62 per pay period)

Part-time library employees hired prior to June 30, 2006, are eligible to accrue paid vacation leave on a calendar year basis at a rate of .0577 per hour worked. Part-time library employees hired after July 1, 2006, are not eligible to accrue paid vacation leave.

Full time employees may accrue vacation leave up to a maximum of 200 hours. Part-time branch assistants hired prior to June 1, 2015 will accrue vacation benefits up to a maximum of 100 hours and will be allowed to retain their vacation.

Vacation requests must be submitted in the Empower time off request system at least two weeks in advance of the anticipated leave. Vacation requests are granted depending on the Library's business requirements and whether prior co-workers' time off requests create a schedule conflict. Length of employment may determine priority when two or more co-workers in a unit request vacation during the same period.

Vacation must be accrued before it can be taken.

Vacation accrues during paid status, e.g., regular time, overtime, vacation, paid sick leave, holidays, and funeral leave. Employees on authorized unpaid leaves of absence do not accrue vacation leave.

Between November 10 and November 30 of each year, full-time employees may request payment for one week (40 hours) of vacation time earned but not taken. The vacation cash-out will be paid to the employee no later than January. The employee must have a minimum of eighty (80) hours of accrued vacation leave remaining after the cash-out.

Upon separation from the Library, eligible employees will be paid for accrued but unused vacation.

Employees may not schedule vacation on one of the quarterly "All Staff Days."

MEMORANDUM

DATE: November 16, 2016

TO: Board of Law Library Trustees

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

RE: Acceptance of Financial Statement Audit Report for the Fiscal Year
Ended June 30, 2016

RECOMMENDATION

Staff recommends that the Board accept the final version (attached) of the financial statement audit report for the fiscal year ended June 30, 2016 as reviewed and discussed at the Board's October 19, 2016 regular meeting.





Los Angeles County Law Library
Audited Financial Statements
Year Ended June 30, 2016 and 2015
with Report of Independent Auditors

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Report of Independent Auditors

To the Board of Trustees of Los Angeles County Law Library

Report on the Financial Statements

We have audited the accompanying financial statements of the Los Angeles County Law Library (the Law Library) which comprise the statements of net position as of June 30, 2016 and 2015 and the related statements of revenues, expenses and changes in net position, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Law Library as of June 30, 2016 and 2015, and the changes in its net position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 9 and the required supplementary information on pages 30 through 32 be presented to supplement the basic financial statements. Such information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 19, 2016 on our consideration of the Law Library's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Law Library's internal control over financial reporting and compliance.

**Los Angeles, California
October 19, 2016**

This section is intended to provide the reader of this report with a general overview of the financial activities of the Law Library for the Fiscal Year ended June 30, 2016 and 2015. The information in this section should be read in conjunction with the accompanying financial statements and footnotes.

FINANCIAL HIGHLIGHTS

Total revenues for the Fiscal Years ended June 30, 2016 and 2015 for the Law Library were \$7,968,602 and \$7,605,103, respectively. Of the total revenue amounts, \$6,604,626 and \$6,336,433 represent portions of filing fees paid by parties in civil cases in the Superior Court of California, County of Los Angeles.

Operating expenses for the years ended June 30, 2016 and 2015 totaled \$8,555,986 and \$8,255,226, respectively.

Depreciable capital assets aggregating \$2,119,367 and \$2,310,834 were acquired during the fiscal years 2016 and 2015, respectively.

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

HIGHLIGHTS OF FISCAL YEAR 2016

Board of Trustees Composition

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

Acceptance of Cal Humanities Grant

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

Google Digitization Project

In collaboration with LLMC and Google, a portion of LA Law Library's collection of California appellate briefs and records is being digitized. Although not a revenue-generating opportunity, it provides some reduction in costs, promotes the Library in a visible way to a very broad audience and greatly expands public access to a rare and unique aspect of the Library's collection. To date LA Law Library has made over 57,300 appellate briefs publicly available through this partnership.

Award of Contract for Financial Audit

Following a Request for Proposals (RFP) for LA Law Library's annual audit services, Vasquez & Company LLP was selected as the Library's auditors for fiscal year 2015 (with an option to renew for two subsequent years). The Library renewed and retained Vasquez & Company LLP for its fiscal year 2016 financial audit.

Implementation of Cash Rewards Payment System

Having identified a business card partner, in January 2015, LA Law Library's credit card reward program was implemented. In fiscal year 2016, the Library generated \$47K in rewards.

California Employer's Retirement Benefit Trust (CERBT)

At the end of FY 2014, the Board approved entering into an agreement with the California Public Employee's Retirement System Board of Administration (CalPERS Board) to establish a California Employers' Retirement Benefit Trust funded initially with \$2M to fund its Other Post-Employment Benefits (OPEB) liability for its current and future retirees. At the end of fiscal year 2016, the trust generated a \$29K gain which was left in the account for further growth.

Hill Street Parking Revenue

In addition to the \$525K guarantee LA Law Library receives from its parking operator, Parking Concepts, Inc., \$190K was generated as a result of additional demand, including after-hour, weekend, and special event activities.

Change in Accounting Practice for Electronic Resources

Following the auditors' recommendation in FY 2015, subscription fees for licensed access to legal databases historically capitalized as "electronic resources" are now expensed as "electronic resource subscriptions (ERS)" in accordance with generally accepted accounting principles. A subscription fee is a fee paid to a vendor for limited-term access to a database the vendor maintains and owns. These fees provide no future economic benefit to the Library beyond the contractual term. Other digital formats used as content carriers to facilitate delivery, such as floppy disks, CD-ROMs, pdf files (emailed or downloaded) will continue to be capitalized and depreciated in accordance with the depreciation schedule.

Investment

Following an analysis of consideration of cash needs and return on investment, staff recommended and the Board approved an additional \$500K investment in less liquid but higher yield Zero-Coupon US Treasury obligations through UBS Financial Services directly funded by funds held with the Local Agency Investment Fund (LAIF).

OVERVIEW OF THE FINANCIAL STATEMENTS

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

Statement of Net Position

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

Statement of Revenues, Expenses and Change in Net Position

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

Statement of Cash Flows

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

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the statement of net position, statement of revenues, expenses and change in net position and statement of cash flows. The notes to the financial statements can be found on pages 13 through 29 of this report.

FINANCIAL ANALYSIS

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

	<u>2016</u>	<u>2015</u>
Assets		
Current and other assets	9,551,685	\$ 9,439,218
Capital assets (net)	19,647,743	20,481,316
Total assets	<u>29,199,428</u>	<u>29,920,534</u>
Deferred Outflows of Resources	<u>907,530</u>	403,501
Liabilities		
Current liabilities	237,912	241,309
Other liabilities	2,003,756	696,046
Total liabilities	<u>2,241,668</u>	<u>937,355</u>
Deferred Inflows of Resources	<u>895,773</u>	1,829,778
Net position		
Net investment in capital assets	19,647,743	20,481,316
Unrestricted	7,321,775	7,075,586
Total net position	<u>\$ 26,969,518</u>	<u>\$ 27,556,902</u>

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

Unrestricted net position of the Law Library increased in 2016 from \$7,075,586 to \$7,321,774. Even though the Law Library's total net position decreased during the year, the decrease was mainly attributable to depreciation of capital assets and therefore, affected primarily the balance of net investment in capital assets.

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

	<u>2016</u>	<u>2015</u>
Operating Revenues		
Court fees	6,604,626	\$ 6,336,433
Other operating revenues	1,209,660	1,133,294
Non-operating revenues		
Investment earnings	101,982	59,919
Miscellaneous	52,335	75,457
Total revenues	<u>7,968,602</u>	<u>7,605,103</u>
 Operating Expenses		
Salaries and benefits	3,838,898	3,741,754
Depreciation	2,952,940	2,881,638
Other operating expenses	1,764,148	1,631,834
Total expenses	<u>8,555,986</u>	<u>8,255,226</u>
 Change in net position	 (587,384)	 (650,123)
 Net position		
Net position at beginning of year	27,556,902	32,411,507
Prior period adjustments	-	(4,204,482)
Net position at beginning of year as restated	<u>27,556,902</u>	<u>28,207,025</u>
Net position at end of year	<u>\$ 26,969,518</u>	<u>\$ 27,556,902</u>

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

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

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

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

BUDGETARY HIGHLIGHTS

The comparison of the Fiscal Year 2016 actual results of operations against budget and the explanations of significant variances is presented below:

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Operating Revenues:			
Court fees	\$ 6,604,626	\$ 6,409,933	\$ 194,693
Other operating revenues	1,209,660	1,098,892	110,768
Non-operating revenues:			
Investment earnings	101,982	54,435	47,547
Miscellaneous	52,335	66,485	(14,150)
Total revenues	<u>7,968,602</u>	<u>7,629,745</u>	<u>338,857</u>
Operating Expenses:			
Salaries and benefits	3,838,898	4,062,859	223,961
Depreciation	2,952,940	3,497,517	544,577
Other operating expenses	1,764,148	1,190,772	(573,376)
Total expenses	<u>8,555,986</u>	<u>8,751,148</u>	<u>195,162</u>
Change in net position	<u>\$ (587,384)</u>	<u>\$ (1,121,403)</u>	<u>\$ 534,019</u>

The actual change in net position differed from budget by \$534,019.

The favorable variance in court fees was due to the slight increase in court fee revenue. Since its peak in 2009, court fees continuously decreased until FY 2015. In FY 2016, court fees increased slightly. There was a favorable variance in non-operating revenues because of higher investment earnings realized during the year. The favorable variance in salaries and benefits was due to unplanned vacancies and furlough savings. The favorable variance in depreciation expense resulted from less than planned capital purchases and adjustment made on capital assets. The unfavorable variance of \$573,376 in other operating expenses resulted mainly from change in accounting treatment for electronic resources which required certain subscription fees to be recorded as expense during the period those expenses were incurred and paid.

CAPITAL ASSETS

The Law Library had \$19,647,743 and \$20,481,316 invested in capital assets as of June 30, 2016 and 2015, respectively. The following schedule summarizes capital assets held by the Law Library:

	<u>2016</u>	<u>2015</u>
Capital assets, not being depreciated	<u>\$ 580,333</u>	<u>\$ 580,333</u>
Capital assets, being depreciated	<u>62,476,862</u>	60,394,856
Accumulated depreciation	<u>(43,409,452)</u>	(40,493,873)
Capital assets being depreciated, net	<u>19,067,410</u>	19,900,983
Total capital assets, net	<u>\$ 19,647,743</u>	<u>\$ 20,481,316</u>

Additional information on the Law Library's capital assets can be found in Note 5, page 21 of this report.

Contacting the Los Angeles County Law Library's Financial Management

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

	June 30	
	2016	2015
Assets		
Current assets		
Cash and cash equivalents	\$ 3,551,273	\$ 3,305,892
Accounts receivable	1,312,178	1,336,578
Prepaid expenses and other current assets	253,809	239,160
Total current assets	<u>5,117,260</u>	<u>4,881,630</u>
Noncurrent assets		
Restricted cash and cash equivalents	318,470	302,980
Investments	4,115,956	4,037,519
OPEB asset	-	47,304
Net pension asset	-	169,785
Capital assets, not being depreciated	580,333	580,333
Capital assets, being depreciated – net	19,067,410	19,900,983
Total noncurrent assets	<u>24,082,168</u>	<u>25,038,904</u>
Total assets	<u>29,199,428</u>	<u>29,920,534</u>
Deferred Outflows of Resources		
Deferred outflows of resources	<u>907,530</u>	403,501
Liabilities		
Current liabilities		
Accounts payable	225,599	219,034
Other current liabilities	12,313	22,275
Total current liabilities	<u>237,912</u>	<u>241,309</u>
Noncurrent liabilities		
Accrued sick and vacation liability	359,980	369,252
Borrowers' deposits	327,949	326,794
OPEB liability	81,954	-
Net pension liability	1,233,873	-
Total noncurrent liabilities	<u>2,003,756</u>	<u>696,046</u>
Total liabilities	<u>2,241,668</u>	<u>937,355</u>
Deferred Inflows of Resources		
Deferred inflows of resources	<u>895,773</u>	1,829,778
Net Position		
Net position		
Net investment in capital assets	19,647,743	20,481,316
Unrestricted	7,321,775	7,075,586
Total net position	<u>\$ 26,969,518</u>	<u>\$ 27,556,902</u>

	Years Ended June 30	
	2016	2015
Operating Revenues		
Court fees	\$ 6,604,626	\$ 6,336,433
Parking fees	715,481	668,472
Contributions	120,000	120,000
Annual fees	119,269	116,045
Copy center and document delivery	85,377	83,677
Other operating revenues	169,533	145,100
Total operating revenues	<u>7,814,285</u>	<u>7,469,727</u>
Operating Expenses		
Salaries and benefits	3,838,898	3,741,754
Depreciation	2,952,940	2,881,638
Services and supplies	1,282,666	1,180,231
Insurance	293,134	255,051
Utilities	156,896	152,518
Other operating expenses	31,452	44,034
Total operating expenses	<u>8,555,986</u>	<u>8,255,226</u>
Operating loss	(741,701)	(785,499)
Non-operating revenues		
Investment earnings	101,982	59,919
Miscellaneous income	52,335	75,457
Total non-operating revenues	<u>154,317</u>	<u>135,376</u>
Change in net position	(587,384)	(650,123)
Net position		
Net position at beginning of year, as reported	27,556,902	32,411,507
Prior period adjustments	-	(4,204,482)
Net position at beginning of year, as restated	<u>27,556,902</u>	<u>28,207,025</u>
Net position at end of year	<u>\$ 26,969,518</u>	<u>\$ 27,556,902</u>

	Years Ended June 30	
	2016	2015
Cash flows from operating activities		
Cash received from court fees and services	\$ 7,719,841	\$ 7,533,715
Cash payments to suppliers for goods and services	(1,772,233)	(1,798,476)
Cash payments to employees for services	(3,763,250)	(3,867,282)
Contributions received	120,000	120,000
Net cash from operating activities	<u>2,304,358</u>	<u>1,987,957</u>
Cash flows from capital and related financing activities		
Acquisition of capital assets	(2,119,367)	(2,310,834)
Net cash used in capital and related financing activities	<u>(2,119,367)</u>	<u>(2,310,834)</u>
Cash flows from non-capital and related financing activities		
Miscellaneous income	52,335	75,457
Net cash from non-capital and related financing activities	<u>52,335</u>	<u>75,457</u>
Cash flows from investing activities		
Investment in money market funds and government securities	(78,437)	(40,081)
Investment earnings	101,982	59,919
Net cash from investing activities	<u>23,545</u>	<u>19,838</u>
Net increase (decrease) in cash and cash equivalents	260,871	(227,582)
Cash and cash equivalents, at beginning of year	3,608,872	3,836,454
Cash and cash equivalents, at end of year	<u>\$ 3,869,743</u>	<u>\$ 3,608,872</u>
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income (loss)	\$ (741,701)	(785,499)
Adjustments to reconcile operating income to net cash from operating activities:		
Depreciation	2,952,940	2,881,638
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	24,400	159,200
(Increase) decrease in prepaid expenses and other current assets	(14,649)	(74,500)
Increase (decrease) in accounts payable	6,565	(92,142)
Increase (decrease) in other liabilities	(9,962)	9,382
Increase (decrease) in accrued sick and vacation liability	(9,272)	(12,482)
Increase (decrease) in borrowers' deposits	1,155	24,788
(Increase) decrease in OPEB asset/liability	129,258	153,074
(Increase) decrease in net pension asset/liability	1,403,658	(169,785)
(Increase) decrease in deferred outflows of resources	(504,029)	-
Increase (decrease) in deferred inflows of resources	(934,005)	-
Net effect of prior period adjustments	-	(105,717)
Net cash from operating activities	<u>\$ 2,304,358</u>	<u>\$ 1,987,957</u>

NOTE 1 ORGANIZATION AND PROFILE

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

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

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

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

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

Basis of Accounting and Measurement Focus

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

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**Basis of Accounting and Measurement Focus (Continued)**

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

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

Implementation of New Accounting Pronouncements

During the fiscal year ended June 30, 2016, the Library adopted the following new Statements of the Governmental Accounting Standards Board (GASB):

- GASB Statement No. 72, *Fair Value measurements and Applications*. This statement provides guidance for determining a fair value measurement for financial reporting purposes and for applying fair value to certain investments and disclosures related to all fair value measurements. The implementation of this statement did not have a significant impact on the Library's financial statements for the fiscal year ended June 30, 2016.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**Implementation of New Accounting Pronouncements (Continued)**

- GASB Statement No. 73, *Accounting and Financial Reporting for Pensions and Related Assets that are not within the Scope of GASB Statement 68, and Amendments* to certain provisions of GASB Statements 67 and 68. This statement establishes requirements for defined benefit pensions that are not within the scope of Statement No. 68, *Accounting and Financial Reporting for Pensions*, as well as for the assets accumulated for purposes of providing those pensions. In addition, it establishes requirements for defined contribution pensions that are not within the scope of Statement 68. It also amends certain provisions of Statement No. 67, *Financial Reporting for Pension Plans*, and Statement 68 for pension plans and pensions that are within their respective scopes. The implementation of this statement did not have a significant impact on the Library's financial statements for the fiscal year ended June 30, 2016.
- GASB Statement No. 76, *the Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. This statement supersedes Statement No. 55, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. The requirements of this statement are effective for financial statements for periods beginning after June 15, 2015, and should be applied retroactively. The implementation of this statement did not materially impact the Library's financial statements for the fiscal year ended June 30, 2016.

Pensions

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

Cash and Cash Equivalents

For purposes of the statement of cash flows, cash and cash equivalents have been defined as deposits and highly liquid investments with maturity of 90 days or less at the date of purchase. As of June 30, 2016 and 2015, cash and cash equivalents consist of:

	<u>2016</u>	<u>2015</u>
Cash and cash equivalents	\$ 3,551,273	\$ 3,305,892
Restricted cash and cash equivalents	318,470	302,980
	<u>\$ 3,869,743</u>	<u>\$ 3,608,872</u>

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

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**Capital Assets and Depreciation**

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

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

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

Revenue Recognition

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

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

Operating Revenues and Non-Operating Revenues

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

Use of Estimates

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

NOTE 3 CASH AND CASH EQUIVALENTS AND INVESTMENTS

As of June 30, 2016 and 2015, cash and cash equivalents and investments are composed of:

	2016	2015
<u>Cash and cash equivalents:</u>		
Local Agency Investment Fund	\$ 847,549	\$ 1,342,720
Cash deposited with the Los Angeles County Treasurer	2,396,288	1,951,629
Cash on hand and in bank	307,436	11,543
Restricted deposits	318,470	302,980
	3,869,743	3,608,872
<u>Investments:</u>		
Money market funds	953,245	2,002,561
Government securities	3,162,711	2,034,958
	4,115,956	4,037,519
Total	\$ 7,985,699	\$ 7,646,391

The Law Library is a voluntary participant in the Local Agency Investment Fund (LAIF), a special fund regulated by the California State Treasury through which each city, district or agency may invest up to \$40 million. As of June 30, 2016 and 2015, the total market value of LAIF, including accrued interest was approximately \$75.4 billion and \$69.6 billion, respectively. The Law Library's proportionate share of that value as of June 30, 2016 and 2015 is \$0.8 million and \$1.3 million, respectively. Investments in LAIF are highly liquid, as deposits can be converted to cash within twenty four (24) hours without loss of interest.

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

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

Funds deposited in the Los Angeles County Treasury Pool amounted to \$2,714,758 and \$2,254,609 as of June 30, 2016 and 2015, respectively. Of this amount, \$318,470 and \$302,980 represents restricted cash and cash equivalents relating to deposits received from members for their library privileges as of June 30, 2016 and 2015, respectively.

NOTE 3 CASH AND CASH EQUIVALENTS AND INVESTMENTS (CONTINUED)

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

Risk

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

Interest Rate Risk

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

Investment Type	Total	Remaining maturity in Months		
		12 Months Or Less	13 to 24 Months	25-60 Months
Money market funds	\$ 953,245	\$ 953,245	\$ -	\$ -
Government securities	3,162,711	505,342	513,851	2,143,518
	<u>\$ 4,115,956</u>	<u>\$ 1,458,587</u>	<u>\$ 513,851</u>	<u>\$ 2,143,518</u>

June 30, 2015

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

Credit Risk

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

NOTE 3 CASH AND CASH EQUIVALENTS AND INVESTMENTS (CONTINUED)**June 30, 2016**

<u>Investment Type</u>	<u>Total</u>	<u>Minimum Legal Rating</u>	<u>AA+/AA</u>
Money market funds	\$ 953,245	A	\$ 953,245
Government securities	3,162,711	A	3,162,711
	<u>\$ 4,115,956</u>		<u>\$ 4,115,956</u>

June 30, 2015

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

Concentration of Credit Risk

Under GASB Statement No. 40, concentration of credit risk is the risk of loss attributable to the magnitude of the Law Library's investment in a single issuer. As of June 30, 2016 and 2015, the Law Library was not exposed to concentration of credit risk.

Custodial Credit Risk

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

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

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

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

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

As of June 30, 2016 and 2015, the Law Library was not exposed to custodial credit risk.

NOTE 4 FAIR VALUE MEASUREMENTS

During the fiscal year ended June 30 2016, the Library implemented GASB Statement No. 72, *Fair Value Measurement and Application*. GASB 72 establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The Library categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; while Level 3 inputs are significant unobservable inputs.

- Level 1 inputs are quoted prices for identical assets or liabilities in active markets that government can access at the measurement date.
- Level 2 inputs are other than quoted prices included in Level 1 that are observable for an asset or liability, either directly or indirectly.
- Level 3 inputs are unobservable inputs for an asset or liability.

The following tables represent the Library's fair value hierarchy for its financial assets measured at fair value on a recurring basis:

Investment Type	June 30, 2016			
	Quoted Prices in Active Markets for Identical Assets	Significant other Observable Inputs	Significant Unobservable Inputs	Total
	Level 1	Level 2	Level 3	
Money market funds	\$ 953,245	\$ -	\$ -	\$ 953,245
Government securities	3,162,711	-	-	3,162,711
	<u>\$ 4,115,956</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,115,956</u>

Investment Type	June 30, 2015			
	Quoted Prices in Active Markets for Identical Assets	Significant other Observable Inputs	Significant Unobservable Inputs	Total
	Level 1	Level 2	Level 3	
Money market funds	\$ 2,002,561	\$ -	\$ -	\$ 2,002,561
Government securities	2,034,958	-	-	2,034,958
	<u>\$ 4,037,519</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,037,519</u>

The Library's investments in LAIF and LA County Pool as of June 30, 2016 and 2015 is reported at the Library's pro-rata share of the amortized cost provided by LAIF and LA County Treasurer for the entire portfolio. This amount approximates fair value.

NOTE 5 CAPITAL ASSETS

The investment in capital assets consists of the following:

	Balance June 30, 2015	Adjustment	Additions	Deletions	Balance June 30, 2016
Capital assets, not being depreciated:					
Land	\$ 580,333	\$ -	\$ -	\$ -	\$ 580,333
Total capital assets, not being depreciated	<u>580,333</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>580,333</u>
Capital assets, being depreciated:					
Building and improvements	12,133,023	-	3,000	-	12,136,023
Books and reference materials	45,453,837	(37,361)	2,101,012	-	47,517,488
Furniture, fixtures and other equipment	2,054,804	-	3,924	-	2,058,728
Computer equipment and software	753,192	-	11,431	-	764,623
Total capital assets, being depreciated	<u>60,394,856</u>	<u>(37,361)</u>	<u>2,119,367</u>	<u>-</u>	<u>62,476,862</u>
Accumulated depreciation	<u>(40,493,873)</u>	<u>37,361</u>	<u>(2,952,940)</u>	<u>-</u>	<u>(43,409,452)</u>
Capital assets being depreciated, net	<u>19,900,983</u>	<u>-</u>	<u>(833,573)</u>	<u>-</u>	<u>19,067,410</u>
Capital assets, net	<u>\$20,481,316</u>	<u>-</u>	<u>\$ (833,573)</u>	<u>\$ -</u>	<u>\$ 19,647,743</u>

	Balance June 30, 2014	Adjustment	Adjusted Balance June 30, 2014	Additions	Deletions	Balance June 30, 2015
Capital assets, not being depreciated:						
Land	\$ 580,333	\$ -	\$ 580,333	\$ -	\$ -	\$ 580,333
Total capital assets, not being depreciated	<u>580,333</u>	<u>-</u>	<u>580,333</u>	<u>-</u>	<u>-</u>	<u>580,333</u>
Capital assets, being depreciated:						
Building and improvements	12,133,023	-	12,133,023	-	-	12,133,023
Books and reference materials	47,293,558	(4,101,816)	43,191,742	2,262,095	-	45,453,837
Furniture, fixtures and other equipment	2,010,429	-	2,010,429	44,375	-	2,054,804
Computer equipment and software	748,828	-	748,828	4,364	-	753,192
Total capital assets, being depreciated	<u>62,185,838</u>	<u>(4,101,816)</u>	<u>58,084,022</u>	<u>2,310,834</u>	<u>-</u>	<u>60,394,856</u>
Accumulated depreciation	<u>(39,082,210)</u>	<u>1,469,975</u>	<u>(37,612,235)</u>	<u>(2,881,638)</u>	<u>-</u>	<u>(40,493,873)</u>
Capital assets being depreciated, net	<u>23,103,628</u>	<u>(2,631,841)</u>	<u>20,471,787</u>	<u>(570,804)</u>	<u>-</u>	<u>19,900,983</u>
Capital assets, net	<u>\$23,683,961</u>	<u>\$(2,631,841)</u>	<u>\$ 21,052,120</u>	<u>\$(570,804)</u>	<u>\$ -</u>	<u>\$ 20,481,316</u>

NOTE 6 RETIREMENT PLAN**A. General Information about the Pension Plans****Plan Description**

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

Classic participants (defined as eligible participants prior to January 1, 2013) are required to contribute 8% of their annual covered salary. New or Public Employees' Pension Reform Act of 2013 (PEPRA) participants (defined as eligible employees brought into CalPERS membership for the first time on or after January 1, 2013) contribute at least half the normal cost rate as determined by CalPERS. The Law Library contributes the remaining amounts necessary to fund the benefits for its employees, using the actuarial basis adopted by the CalPERS Board of Administration.

Benefits Provided

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

The Plans' provisions and benefits in effect at June 30, 2016 and 2015 are summarized as follows:

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

NOTE 6 RETIREMENT PLAN (CONTINUED)**Contributions**

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

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

For the year ended June 30, 2016 and 2015, the contributions recognized as part of pension expense for each Plan were as follows:

	2016		2015	
	Classic	PEPRA	Classic	PEPRA
Contributions - employer	\$ 258,449	\$ 19,727	\$ 252,560	\$ 20,823
Contributions - employee	163,226	19,820	172,042	21,124

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

As of June 30, 2016 and 2015, the Law Library reported net pension liabilities for its proportionate shares of the net pension liability of each Plan as follows:

	Proportionate Share of Net Pension Liability (Asset)	
	2016	2015
Miscellaneous (Classic)	\$ 1,236,782	\$ (170,833)
Miscellaneous (PEPRA)	(2,909)	1,048
Net Pension Liability	\$ <u>1,233,873</u>	\$ <u>(169,785)</u>

NOTE 6 RETIREMENT PLAN (CONTINUED)

Effective for measurement period 2015, CalPERS provides GASB 68 Accounting Valuation Report for the Miscellaneous risk pool and allocation methodology to be used by participants in the risk pool. The schedules of employer allocation include three ratios. It includes allocation for the Total Pension Liability, Plan Fiduciary Net Position and all others pension amounts (e.g. deferred outflows/inflows of resources and pension expense). The Total Pension Liability is allocated based on the Actuarial Accrued Liability from the most recent Actuarial Valuation Report as of June 30, 2014 used for funding purposes. The Plan Fiduciary Net Position is allocated based on the sum of the Market Value of Assets from the most recent Actuarial Valuation as of June 30, 2014 used for funding purposes plus supplemental payments made by employers during the current measurement period to reduce their unfunded actuarial accrued liabilities. All other pension amounts (deferred outflows/inflows of resources and pension expense) are allocated based on the legally or statutorily required employer contributions for the fiscal year ended June 30, 2015, including reported contribution adjustments and suspended payroll information.

The Law Library's allocation bases for pension items are as follows:

	2016	
	<u>Classic</u>	<u>PEPRA</u>
Total pension liability	0.00163241	0.00000311
Plan fiduciary net position	0.00192992	0.00000416
All other pension amounts (deferred outflows/inflows of resources and pension expense)	0.00085861	0.00007079

For the year ended June 30, 2016, the Law Library recognized pension expense of \$235,038. At June 30, 2016 and 2015, the Law Library reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	2016		2015	
	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$ 278,176	\$ -	\$ 273,383	\$ -
Differences between actual and expected experience	17,521	-	-	-
Changes in assumptions	-	(165,772)	-	-
Change in employer's proportion	179,835	-	119,085	-
Differences between the employer's contributions and the employer's proportionate share of contributions	7,093	(221,992)	11,033	(257,166)
Net differences between projected and actual earnings on plan investments	<u>424,905</u>	<u>(508,009)</u>	<u>-</u>	<u>(1,572,612)</u>
Total	<u>\$ 907,530</u>	<u>\$ (895,773)</u>	<u>\$ 403,501</u>	<u>\$ (1,829,778)</u>

NOTE 6 RETIREMENT PLAN (CONTINUED)

\$278,176 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2017.

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

Year ended June 30	Amount
2017	\$ (144,784)
2018	(135,710)
2019	(92,150)
2020	106,225
2021	-
Thereafter	-

Actuarial Assumptions

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

Valuation Date	30-Jun-14
Measurement Date	30-Jun-15
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	7.65%
Inflation	2.75%
Payroll Growth	3.00%
Projected Salary Increase	(1)
Mortality	(2)
Post-Retirement Benefit Increase	(3)

- (1) Varies by entry age and service
- (2) Derived using CalPERS' Membership Data for all funds
- (3) Contract COLA up to 2.75% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.75% thereafter.

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

NOTE 6 RETIREMENT PLAN (CONTINUED)**Discount Rate**

The discount rate used to measure the total pension liability was 7.65 percent, gross of administrative expense. CalPERS pension discount rate is set equal to the long-term expected rate of return calculated using the capital market assumptions.

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

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

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

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

	Miscellaneous Plan	
	Classic	PEPRA
1% Decrease	6.65%	6.65%
Net Pension Liability	\$ 2,074,170	\$ 1,949
Current Discount Rate	7.65%	7.65%
Net Pension Liability (Asset)	\$ 1,236,782	\$ (2,909)
1% Increase	8.65%	8.65%
Net Pension Liability (Asset)	\$ 545,421	\$ (1,283)

NOTE 6 RETIREMENT PLAN (CONTINUED)**C. Pension Plan Fiduciary Net Position**

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

D. Payable to the Pension Plan

As of June 30, 2016 and 2015, the Law Library did not have outstanding amount of contributions to the pension plan required for the year ended June 30, 2016 and 2015.

NOTE 7 OTHER POSTEMPLOYMENT BENEFITS (OPEB)**Plan Description**

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

Funding Policy

The contribution requirements of plan members and the Law Library are established and may be amended by the Board of Trustees. During the fiscal year 2014, the Law Library joined the California Employers' Retiree Benefit Trust (CERBT) program and contributed \$2,000,000 to the Plan. At the end of fiscal year 2016, the Trust account balance was \$2,029,637. The Trust assets are dedicated to providing benefits to retirees and are legally protected from the creditors of the Library and the plan members. Therefore, the Trust assets are not reported in the Library's financial statements.

Annual OPEB Cost and Net OPEB Obligation

The Law Library's annual other post-employment benefit (OPEB) cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed 30 years.

NOTE 7 OTHER POSTEMPLOYMENT BENEFITS (OPEB) (CONTINUED)

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

	<u>2016</u>	<u>2015</u>
Annual required contribution	\$ 305,712	\$ 272,792
Interest on net OPEB obligation (asset)	(3,075)	(13,525)
Adjustment to annual required contribution	2,917	15,744
Annual OPEB cost (expense)	<u>305,554</u>	275,011
Contributions made	<u>(176,296)</u>	<u>(121,937)</u>
Increase in net OPEB obligation	129,258	153,074
Net OPEB obligation (asset) - beginning of year	<u>(47,304)</u>	<u>(200,378)</u>
Net OPEB obligation (asset) - end of year	<u>\$ 81,954</u>	<u>\$ (47,304)</u>

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

Fiscal Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation (Asset)
6/30/2014	\$ 246,213	888.5%	\$ (200,378)
6/30/2015	275,011	44.30%	(47,304)
6/30/2016	305,554	57.70%	81,954

Funded Status and Funding Progress

As of July 1, 2015, the most recent actuarial valuation date, the actuarial accrued liability for benefits was \$3,962,222 of which \$2,067,063 was funded. The covered payroll (annual payroll of active employees covered by the Plan) was \$2,373,610 and the ratio of the Unfunded Actuarial Accrued Liability (UAAL) to the covered payroll was 80%.

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

NOTE 7 OTHER POSTEMPLOYMENT BENEFITS (OPEB) (CONTINUED)

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Liability (AAL) -- Entry Age (b)	Unfunded AAL (UAAL) (b - a)	Funded Ratio (a / b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a) / c)
6/30/2013	\$ -	\$ 4,747,302	\$ 4,747,302	0%	\$2,873,367	165%
6/30/2014	2,000,000	3,770,557	1,770,557	53%	2,525,670	70%
7/1/2015	2,067,063	3,962,222	1,895,159	52%	2,373,610	80%

Actuarial Methods and Assumptions

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

In the July 1, 2015 actuarial valuation, the entry age actuarial cost method was used. The actuarial assumptions included a 6.5 percent investment rate of return (net of administrative expenses), which is a blended rate of the expected long-term investment returns on plan assets and on the employer's own investments calculated based on the funded level of the plan at the valuation date, and an annual healthcare cost trend rate of 4 percent. Both the interest and trend rates included a 2.75% inflation assumption. The Initial UAAL is being amortized as a level percentage of projected payroll on a 30-year closed basis and open 25-year amortization period for any resided UAAL. Actuarial gains/losses and other sources of AAL are being amortized as a level percentage of projected payroll on a 30-year closed basis.

NOTE 8 CONTINGENT LIABILITIES

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

NOTE 9 SUBSEQUENT EVENTS

In preparing these financial statements, the Law Library has evaluated events or transactions that occurred subsequent to the balance sheet date through October 19, 2016, the date the accompanying financial statements were available to be issued, for potential recognition or disclosure in the financial statements. The Law Library determined that no subsequent events required disclosure or adjustment to the accompanying financial statements.

FINAL DRAFT

REQUIRED SUPPLEMENTARY INFORMATION

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) -- Entry Age (b)	Unfunded AAL (UAAL) (b - a)	Funded Ratio (a / b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a) / c)
6/30/2013	\$ -	\$ 4,747,302	\$ 4,747,302	0%	\$2,873,367	165%
6/30/2014	2,000,000	3,770,557	1,770,557	53%	2,525,670	70%
7/1/2015	2,067,063	3,962,222	1,895,159	52%	2,373,610	80%

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

	Measurement Date			
	June 30, 2015		June 30, 2014	
	Classic	PEPRA	Classic	PEPRA
Proportion of the net pension liability (asset)	-0.00275%	0.00002%	-0.00275%	0.00002%
Proportionate Share of the net pension liability (asset)	\$ 1,236,782	\$ (2,909)	\$ (170,833)	\$ 1,048
Covered - employee payroll	\$ 2,090,465	\$ 283,145	\$ 2,447,858	\$ 79,187
Proportionate Share of the net pension liability (asset) as percentage of covered-employee payroll	59.16%	-1.03%	-6.98%	1.32%
Plan's Proportionate Share of the Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability	94.34%	103.72%	100.75%	83.01%
Plan's Proportionate Share of Aggregate Employer Contributions ⁽²⁾	\$ 323,613	\$ 26,681	\$ 618,974	\$ 139

Notes to Schedule

- ¹ GASB Statement Nos. 68 and 82 define covered-employee payroll as the total payroll of employees that are provided pensions through the pension plan or the payroll on which contributions are made.
- ² The Plan's proportionate share of aggregate employer contributions may not match the actual contributions made by the employer during the measurement period. The Plan's proportionate share of aggregate employer contributions is based on the Plan's proportion of fiduciary net position shown on line 5 of the table above as well as any additional side fund (or unfunded liability) contributions made by the employer during the measurement period.

* - Fiscal year 2015 was the 1st year of implementation, therefore only 2 years are shown.

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

	Measurement Date			
	June 30,2015		June 30,2014	
	Classic	PEPRA	Classic	PEPRA
Contractually required contribution (actuarially determined)	\$ 252,560	\$ 20,822	\$ 269,964	\$ 15,112
Contributions in relation to the actuarially determined contributions	(252,560)	(20,822)	(269,964)	(15,112)
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered-employee payroll	\$ 2,090,465	\$ 283,145	\$ 2,447,858	\$ 79,187
Contributions as a percentage of covered-employee payroll	11.03%	19.08%	11.03%	19.08%

Notes to Schedule

Valuation date 6/30/2014

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method	Entry-Age Normal Cost Method
Amortization method	Level percentage of payroll, closed
Remaining amortization period	15 years as of valuation date
Asset valuation method	5-year smoothed market
Inflation	2.75%
Salary increases	Varies by entry age and age
Investment rate of return	7.65%, net of pension plan investment expense; includes inflation
Retirement age	57 yrs.
Mortality Rate Table	Derived using CalPERS' membership Data for all funds

* - Fiscal year 2015 was the 1st year of implementation, therefore only 2 years are shown.

**Report of Independent Auditors on Internal Control Over Financial Reporting
and on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with Government Auditing Standards**

**To the Board of Trustees of
Los Angeles County Law Library**

We have audited, in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Los Angeles County Law Library (the Law Library) which comprise the statement of net position as of June 30, 2016 and 2015 and the related statements of revenues, expenses and changes in net position, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated, October 19, 2016.

Internal Control over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

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

Los Angeles, California
October 19, 2016



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MEMORANDUM

DATE: November 16, 2016

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Date Change for December Board Meeting

SUMMARY

For various reasons, we would like to move the Wednesday, December 21 Board Meeting to Thursday, December 15, 2016 from 12:00pm-2:00pm. We would also like to have a small public reception right after the meeting celebrating the success of our Overcoming Adversity video project.

RECOMMENDATION

Staff recommends that the Board approve the date and time change for the December Board meeting to Thursday, December 15, 2016 from 12:00pm-2:00pm.



MEMORANDUM

DATE: November 16, 2016

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of 2017 Holiday Schedule

SUMMARY

Each year, the Library observes 13 federal and state holidays during the year. If one of the holidays falls on Saturday, it is observed on the preceding Friday. If one of the holidays falls on Sunday, it is observed on the following Monday.

Attached you will find the proposed 2017 holiday schedule.

In any year, the Library may elect to use December 24 or December 31, or both, as designated holidays in lieu of Lincoln Day or Columbus Day, or both. However, the Library prefers to align its holiday schedule with the courts in order to provide service while the courts are open and is therefore not recommending any “in lieu” days in 2017.

RECOMMENDATION

Staff recommends the Board approved the attached 2017 holiday schedule.



ATTACHMENT

2017 HOLIDAY SCHEDULE

Monday	January 2, 2017	New Year's Day (Observance)
Monday	January 16, 2017	Martin Luther King, Jr. Birthday
Monday	February 13, 2017	Lincoln's Birthday (Observance)
Monday	February 20, 2017	Presidents' Day
Friday	March 31, 2017	Cesar Chavez Day
Monday	May 29, 2017	Memorial Day
Tuesday	July 4, 2017	Independence Day
Monday	September 4, 2017	Labor Day
Monday	October 9, 2017	Columbus Day (Indigenous People's Day)
Friday	November 10, 2017	Veterans Day (Observance)
Thursday	November 23, 2017	Thanksgiving Day
Friday	November 24, 2017	Day after Thanksgiving
Monday	December 25, 2017	Christmas Day
Monday	January 1, 2018	New Year's Day (2018)



MEMORANDUM

DATE: November 16, 2016

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Revised Job Description for Cataloging Librarian

INTRODUCTION AND SUMMARY

One of the Law Library cataloging librarians resigned effective November 28 (to take a supervisory position elsewhere). Before recruiting to fill the position, Staff would like to make minor changes to update the position description, including the duties and requirements. The attached job description reflects the proposed changes.

Once a job description is approved, the Law Library will commence recruitment for the position.

RECOMMENDATION

Staff recommends that the Board approve the attached updated job description.



LA LAW LIBRARY JOB DESCRIPTION

Title:	Librarian
Department:	Collection Management Services (CMS)
Focus:	Cataloging
Reports to:	Senior Librarian Cataloging Director of Collection Management Services
Position Supervised:	None
FLSA Status:	Exempt
Salary Grade:	5
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

Under the general supervision of the ~~Head of Cataloging~~ **Director of Collection Management Services**, the Cataloging Librarian is responsible for creating and maintaining a current catalog of the Library's collection which describes the Library's holdings and provides accurate access for users.

Responsibilities and Duties

Maintains current and accurate catalog of the Library's collection

- Catalogs library materials, original and copy, including description, classification, subject analysis and authority work demonstrating thorough understanding of Cataloging policies and procedures in order to exercise independent judgments in decisions.
- ~~Catalogs in all kinds of formats including integrating resources, serials, etc. to library and national standards.~~
- Performs original and copy cataloging for all formats, including print, non-print, and digital resources - ensuring compliance with national and local standards, such as, MARC21, RDA, AACR2, CONSER, NACO, LCSH, OCLC, and LC cataloging and classification practices and other appropriate cataloging and metadata standards.
- Coordinates cataloging processes, procedures and statistics, participating with library colleagues in developing use of appropriate standards and quality assurance workflows for all collections.
- Searches bibliographic databases and utilizes the record creation and maintenance features.
- Creates and modifies local holdings and item records interpreting various national and local policies and procedures.
- Performs continuous review of the catalog and its authority databases to implement changes and maintenance of data.

- Performs retrospective conversion of designated materials.
- Prepares related statistics.
- Other duties as assigned.

Assists the ~~Head of Cataloging~~ Director of Collection Management Services in coordinating work activities of other Cataloging staff

- Proof reads work performed by Cataloging Department staff.
- Initiates and coordinates maintenance of cataloging data.
- Revises the work of other Cataloging Staff.
- Assists with preparation, review and revision of departmental procedures and forms.
- Assists with training of new hires, library externs and other volunteers

Participates in professional activities (approx. 5% of time)

- Continues professional reading and writing activities in the law library or cataloging arena.
- Stays up to date on library trends, national standards and Voyager enhancements.
- Represents the Library at various meetings and conferences.

Position Qualifications

Required

- A graduate degree from a school accredited by the American Library Association or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities.
- Broad knowledge of cataloging and metadata workflows and services; knowledge of MARC21, RDA, AACR2, CONSER, NACO, LCSH, and LC classification; familiarity with standards-based non-MARC metadata schemas, such as, Dublin Core, MODS, MADS, METS, TEI, EAD.
- Ability to search and utilize OCLC in Connexion Client, RDA Toolkit, Classification Web, Cataloger's Desktop.
- Excellent verbal and written communication skills.
- Aptitude for complex, analytical, detailed work.
- ~~Knowledge of standard cataloging tools.~~
- Significant experience working with bibliographic data bases, utilizing the record creation and maintenance features.
- Knowledge of basic statistics.
- Working knowledge of an integrated library system such as Ex Libris Voyager.
- Ability to work in a team environment with diverse staff ~~and to work closely with the Head of Cataloging~~ to achieve the Department's goals.
- Ability to plan, coordinate and implement projects.
- Ability to exercise sound judgment and make independent decisions in accordance with established policies and procedures related to cataloging.
- Working knowledge in one or more foreign languages.

Preferred

- 1-3 years post-MLS professional ~~previous~~ cataloging experience.
- Experience in a law library.
- An in-depth knowledge of cataloging rules in general and the interest in training and professional development in a constantly changing and dynamic professional environment.
- Involvement in professional legal associations.
- Ability to create, design and develop handouts for presentations.
- ~~Working knowledge in one or more foreign languages.~~

Work Environment

Will be working in an office environment.

Physical Abilities Required

- Ability to push, pull and/or lift up to 35 lbs.
- Ability to stoop, kneel, and/or bend. Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals.
- Must be able to move from one library branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Sitting at a desk for long periods of 45+ min. may be required.
- Extensive use of a computer, keyboard, and mouse.

Approvals

Immediate Supervisor

Date

Senior Director

Date

Human Resources

Date

Executive Director

Date

Statement of Employee



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

Signature _____ Date _____

Print Name _____

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

AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the October 19, 2016, Regular Board Meeting.
- 3.2 Review of September Financials and List of October Checks and Warrants
- 3.3 Approval of Employee Handbook Updates
 - (a) Dress Code
 - (b) Paid Sick Leave
 - (c) Attendance and Punctuality
 - (d) Emergency Closing
 - (e) Vacation Cash Out
- 3.4 Acceptance of Financial Statement Audit Report for the Fiscal Year Ended June 30, 2016
- 3.5 Approval of Date Change for December Board Meeting
- 3.6 Approval of 2017 Holiday Schedule
- 3.7 Approval of Revised Job Description for Cataloging Librarian

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Approval of Board of Trustees Meeting Dates & Schedule for CY2017
- 4.2 First Quarter FY16-17 Budget Review
- 4.3 Pro Bono Week After-Report
- 4.4 Presentation Regarding Overcoming Adversity Video Project

MEMORANDUM

DATE: November 16, 2016

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Board of Trustees Meeting Dates & Schedule for CY17

During 2017 it is recommended that the Board continue to meet on the fourth Wednesday of each month except for November and December. During those two months, the Board generally meets on an earlier Wednesday (indicated with *) so as to avoid conflicts with holiday and vacation schedules.

The 2017 dates are:

2016 DATES	
January 25	July 26
February 22	August 23
March 22	September 27
April 26	October 25
May 24	*November 15
June 28	*December 13

For planning purposes, we have identified the following items to be discussed at Board meetings throughout 2017. Both the topics and the assigned dates are tentative, but we wanted to apprise you as to the status of our efforts to organize and plan upcoming agenda items. We will, of course, work with the Board President on specific scheduling as the year progresses.

DATE	TENTATIVE TOPIC
January 25	FY17 Quarter 2 Statistics Workers Comp Insurance
February 22	Mid-Year Budget Review SEIU MOU Negotiations (if needed)
March 22	Friends Board of Director Appointments Elevator Project Status Update
April 26	FY17 Quarterly 3 Statistics Update Business Package and D&O Insurance



May 24	Discussion of Operating Budget, FY 2017-2018 Law Week After Report
June 28	Final Budget Approval FY 2017 – 2018 Insurance Renewal –LTD, Life, Dental, Vision
July 26	Fiscal Year-2017 Statistics
August 23	Approval of Revised Rules of Conduct Annual Report to the Board of Supervisors Approval of Audit Engagement Letter
September 27	Approval of Revised Borrower Rules FY2016-17 Budget Review
October 25	FY18 Quarterly 1 Statistics Update Review & Acceptance of FY 2016-17 Audit Report Health Resolution Amendment
*November 15	2017 BoT Meeting Dates / Schedule Pro Bono Week After-Report Update to Employee Handbook & Personnel Policies Manual
*December 20	Holiday Schedule Executive Director Performance Evaluation



MEMORANDUM

DATE: November 16, 2016
TO: Board of Law Library Trustees
FROM: Marcelino Juarez, Finance Manager
VIA: Sandra Levin, Executive Director
RE: 1st Quarter Budget Review FY16-17

Staff is pleased to report the financial activities for the first quarter of fiscal year 2017 and that the Law Library’s budget variance year-to-date has been favorable. The first quarter financial statements were provided concurrently as Item 3.2 on the Agenda.

Actual results for first quarter were compared to the *amended* budget as adopted at the October Board meeting. Details and explanations of significant items are provided below.

Income

Court fees – As budgeted. However, we are 3.3% (\$57K) over last fiscal year’s actuals. Our hope is that this is a reflection of court fees leveling out and perhaps inching up. Staff is cautiously optimistic.

Library Services – As budgeted despite a delay in Google project reimbursements and lower course registration revenues. Room rental performed better than expected as a result of increased events. (There will be a corresponding, but smaller, increase in room rental expenses.)

Parking – As budgeted.

Expense

Staff – The favorable variance in staff expense (salaries and benefits) is primarily due to vacancies, including the Data Manager, Global Law Librarian, Senior Librarian, Serials & Acquisitions and Administrative Clerk, Finance. Recruiting efforts for these positions are under way.

Electronic Resource Subscriptions (ERS) – As budgeted. Bundled print and digital invoices were lower expected in the quarter, but this is likely a timing variance rather than actual savings.

Library Materials – As budgeted despite increased costs in commonwealth continuations as a result of unanticipated new editions issued in the Common Law Library treatises. Efforts are being made to identify cuts in this category which will allow us stay on track with budget for the remainder of the fiscal year.

Facilities – The small unfavorable variance in Facilities is due primarily to an unbudgeted \$1,900 elevator maintenance expense which was expected to be covered through the elevator & upgrade project which has been delayed. Additionally, the special events budget to celebrate the Library’s 125th anniversary was slightly short of actuals. Utility costs were a combined \$8K higher than anticipated as a result of warmer summer



weather. Nevertheless, the negative variance was softened by lower than expected purchases in Repair & Maintenance, Landscaping, Security, and Delivery & Postage.

Technology & Data – Favorable variance in Technology & Data is primarily due to a delay in receipt of certain vendor invoices totaling \$3,600 and minimal purchases in software and hardware, \$3K under budget combined.

Professional Development – AALL conference expenses have not all been accounted for, however, we expect to come within budget thanks to staff's frugality.

Communications & Marketing – As budgeted with a timing variance in Collateral Materials and Advertising.

Travel & Entertainment – As budgeted.

Professional Services – As budgeted.

Depreciation – Favorable \$4.4K variance in depreciation expense is primarily due a delay in fixed asset capital projects including roof repair and elevator repair & upgrade.

Summary

Staff is pleased with this quarter's results. Although Court Fees seem to have stabilized, staff is still cautious and taking every measure to control costs and diversify its revenue streams. Staff welcomes the Board's comments and suggestions in any areas of this report.



FY 2015-16 1 st Quarter	FY 2016-17 1 st Quarter			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

Summary:

Income

L.A. Superior Court Fees	1,707,563	1,764,711	1,764,711	(0)	0.0%
Interest	4,023	4,719	5,168	448	9.5%
Parking	190,486	181,231	182,315	1,084	0.6%
Library Services	205,318	97,616	97,368	(248)	-0.3%
Total Income	2,107,389	2,048,277	2,049,562	1,284	0.1%

Expense

Staff (payroll + benefits)	927,422	1,095,908	1,036,218	59,690	5.4%
Electronic Resource Subscriptions	127,849	172,847	138,600	34,247	19.8%
Library Materials	456,048	485,070	451,077	33,993	7.0%
Library Materials Transferred to Assets	(455,182)	(485,070)	(451,077)	(33,993)	7.0%
Facilities	220,571	212,771	214,998	(2,227)	-1.0%
Technology & Data	19,247	37,350	27,092	10,258	27.5%
General	11,382	14,736	11,185	3,551	24.1%
Professional Development	3,245	9,500	6,215	3,285	34.6%
Communications & Marketing	542	3,280	58	3,222	98.2%
Travel & Entertainment	554	762	515	247	32.5%
Professional Services	17,378	20,000	19,690	310	1.6%
Depreciation	724,891	740,600	736,170	4,430	0.6%
Total Expenses	2,053,080	2,307,753	2,190,740	117,013	5.1%

Net Income (Loss)

	54,310	(259,476)	(141,179)	118,297	-45.6%
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Investment Gain (Loss)	14,649	8,750	(7,189)	(15,939)	-182.2%
Extraordinary Income	0	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	68,959	(250,726)	(148,368)	102,358	-40.8%
					0.0%

Capitalized Expenditures

	11,430	1,263,000	6,480	1,256,520	99.5%
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MEMORANDUM

DATE: November 16, 2016

TO: Board of Law Library Trustees

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

RE: Staff Report re: Pro Bono Week After-Report

INTRODUCTION AND SUMMARY

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

As you are aware, during the National Pro Bono Celebration, LA Law Library hosted its fifth annual Pro Bono Week (PBW) Celebration October 22 through October 28, 2016. The week began with a Public Legal Services Fair on Saturday, October 22, after which the Law Library offered daily events throughout the rest of the week.

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

VISION AND MISSION

The Law Library’s vision and mission statements call for the Library to be a “vibrant community education center in Los Angeles County,” “a leader in providing public access to legal knowledge” and “a navigator facilitating access to the legal system.” Once again, Pro Bono Week publicly and effectively implemented those goals across a broad segment of the legal community and the general public.

GENERAL STATISTICS

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

- More than 25 booths at the Public Legal Services Fair
- More than 40 different events, classes and programs;
- More than 50 different subject areas covered;
- More than 50 service providers participating;
- More than 50 different blogs posted;
- More than 100 Print and Electronic News articles;
- More than 500 online calendars;
- More than 1300 registrations for events; and

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

Number of sessions on the PBW website in a 2 month period: 3,012



Number of page views: 5,498

The Pro Bono Week site was visited by 268 different cities across the world. Los Angeles had the most hits with 64.41%. Santa Monica, Long Beach, Glendale and Pasadena were the next highest audiences.

More than 839,000 Google hits for “LA Law Library Pro Bono Week 2016”

We hit number 2 on Google when searching Free Legal Help+Los Angeles+2016

SPONSORS AND FINANCES

The vision we had of promoting Pro Bono efforts and assisting those in need was shared by our many sponsors: The Friends of the Los Angeles County Law Library, Thomson Reuters West, Lexis, CEB, Wolters Kluwer, Cherry Pick, Harvard University Press and Manufacturers Bank. We are grateful for their generosity which made these events possible and look forward to their continued support of PBW in the future. Nearly all have stated that they would like to sponsor again next year. Through the generosity of these sponsors, the Law Library was able to cover all of its out of pocket costs including overtime and security (see attached Financial Report) and recoup some of the lost revenue from waiving certain fees and charges. Of course, tens of thousands of dollars of additional staff time went into the Pro Bono Week effort without reimbursement, but that is consistent with our Mission and Vision.

PUBLIC LEGAL SERVICES FAIR

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

Classes and Workshops: The classes and workshops during the fair covered an even wider scope of topics than last year’s fair. See attached list of partnering organizations and map handed out on the day of the event. More than 160 people were served at Lawyers in the Library alone. We added a morning session featuring the Library’s regular roster of volunteers and once again, Beverly Hills Bar Association Barristers hosted the afternoon session. Between the two, LITL was available – and busy -- all day long. In addition, numerous clients (with their families) were served by the four providers at the citizenship assistance workshop.

Classes on child custody and support, how to talk to a lawyer, unbundled legal services, writs, the Brown Act, and brief writing were once again popular. New offerings included classes on dependency court, Court Appointed Special Advocates for children in foster care, representing unaccompanied minors in removal proceedings, service of process under the Hague Convention and more.

Tours: During the 125th anniversary celebration, the Library offered three behind the scenes tours that were quite popular and “sold out”. As an experiment, the three tours were added as a new feature of the Fair this year as well. The Global Tour, the California Gold Tour, and the Ghost tour were each offered once an hour for a total of 3 times throughout the morning of the Public Legal Services Fair. Unfortunately, the tours were not well attended, leading us to conclude that they do not mix well with the more urgent and serious issues generally addressed at the Fair. We will likely repeat the Tours at future entertainment or social events, but not at the PBW Fair.

Book Discussion: The Library held one session of the third year of the book discussion series during the Public Legal Services Fair. The theme was corruption in government. Participants were invited to read and discuss *Corruption in America: From*



Benjamin Franklin's Snuff Box to Citizens United, by Zephyr Teachout. While the turnout for the Saturday discussion was not as large as prior discussions on weekday evenings, all of the participants were new to the discussion series and several registered for the next discussion regularly-scheduled session in November. Everyone contributed to the lively and enlightening discussion of the history of corruption in our government and how it has been treated by the courts; the pros and cons of lobbying and campaign contributions; and the aftermath of **Citizens United**.

Booths: Booths participants included legal aid organizations and lawyer referral services, disability rights and fair housing advocates, mental health providers, community development organizations, consumer protection agencies, grassroots community action organizations and city and county public library systems. Booths provided information and services to:

- Self-represented family law litigants
- Consumers resolving health access and service problems
- Disabled people seeking information about their individual rights
- Grandparents seeking information about their rights as caregivers for grandchildren
- Immigrant and low-income communities needing assistance
- Low-income and special needs children accessing the public education system
- Tenants facing eviction and other emergency housing problems
- Homeless individuals and families in need of housing and other emergency services

New booth participants included Cancer Legal Resource Center, Children's Law Center of California, Court Appointed Special Advocates (CASA) of Los Angeles, Esperanza Immigrant Rights Project, Levitt & Quinn Family Law Center, Los Angeles County Department of Mental Health, Los Angeles City Attorney's Office Dispute Resolution Program, Loyola Immigrant Justice Clinic, My Vote My Voice and Smartlaw.

CLASSES AND PROGRAMS

After the Fair, programming continued throughout the week, with an overall increase in the number and scope of classes for both the public and legal community. Programs conducted by existing partners included a class on the appeals process taught by clerks from the California Court of Appeal, the ever popular landlord-tenant series and classes from the internally taught Civil Lawsuit Basics and Business Series.

Based on popular demand, the Library repeated the two classes focused on criminal law – *How Criminal Courts Work*, taught by the Alternate Public Defenders Office and *Know Your Rights When Interacting with the Police*, taught by two civil rights attorneys and the Public Information Officer from the Los Angeles County Sheriff's Department. (See discussion below regarding high school student participation.)

Importantly, the week also marked the anniversary of the Library's new collaboration hosting Bet Tzedek's clinics to provide assistance with conservatorship petition preparation (formerly held in the courthouse). The week also marked the introduction of a possible new collaboration hosting Public Counsel's clinic assisting with guardianship petition preparation (currently held in the courthouse).

There were 9.0 hours of free MCLE classes during Pro Bono Week. The trainings gave the legal community, including prospective volunteer attorneys and members of the general public, an opportunity to learn about a variety of timely and practical legal



topics. Classes were offered on subjects including representation of unaccompanied minors in immigration proceedings, assisting families with conservatorship petitions, and representing clients with challenging behaviors.

Highlights of the week included sessions on topics especially relevant with Election Day then approaching. Experts in public ethics discussed anti-corruption laws and the standards of conduct that should govern public officials. The panel discussing Ethics and Corruption in Public Office was particularly impressive, comprised of Prof. Laurie Levenson (moderator), Max Huntsman, Inspector General for the County of Los Angeles and Andrea Ordin, Los Angeles City Ethics Commissioner and former Chief Assistant Attorney General for the state of California.

The week also marked the fifth year in a row for several key collaborations:

- Public Counsel provided free one-on-one counseling by pro bono attorneys regarding debt and bankruptcy.
- SoCal Pro Bono Managers held their annual Pro Bono Week event featuring an in depth discussion of the pro bono skills required to effectively represent clients with challenging behaviors. The discussion was led by a panel of speakers from legal aid and private practice.
- Southern California Medical Legal Partnerships Collaborative once again presented a discussion led by a panel of Medical/Legal Partnership attorneys on how to overcome bias to improve health and legal outcomes for vulnerable clients.

STUDENT PARTICIPATION

A unique highlight of this year's Pro Bono Week was the extensive student participation on Friday. Through the efforts of our partner, Los Angeles Education Partnership, five busloads of high school students from Los Angeles area at-risk high schools came to the library presentation of "Overcoming Adversity: Real Stories," including a panel discussion, exhibit and film screening.

Funded by a California Humanities Community Stories grant, this program represented the culmination of a two-year effort to nominate, honor and film prominent individuals who have overcome great challenges to achieve success in their legal careers.

Interviews were edited into a 45-minute film which featured clips of 20 different honorees.

The students viewed the film and heard from the following honorees who participated in a panel discussion designed to inspire high school students to achieve their dreams despite adversity.

Introduction:

Jackie Lacey, the first female and first African American Los Angeles County District Attorney

Panelists:

Betty Boyd, blind lawyer and legal scholar, former high school dropout

Martha Carrillo, Deputy District Attorney raised in Los Angeles as an undocumented immigrant



Luis Rodriguez, Assistant Public Defender and first Latino President of the State Bar of California

Hon. Deborah Sanchez, Judge and Native American Elder, who overcame challenges of being a teenage single mother

Janeen Steel, founder, Learning Rights Law Center, who struggled with an undiagnosed learning disability

After the film screening, the students asked questions which were answered by the panelists. Several panelists stayed after the program to meet one-on-one and have lunch with the students.

An exhibit highlighting issues within the stories was created from story sharers' personal artifacts and items from the Library's legal history collection. The exhibit conveys the highlights of the project participants' stories, and also deeply enriched the experience of those who viewed the video and panel discussion. The exhibit was available to students on the way into the Law Library, and will be up for several weeks in the front lobby display case.

Following a short lunch break, the students attended the interactive panel discussion *Know Your Rights When Interacting with the Police*. They participated enthusiastically, asking interesting and knowledgeable questions.

The students were remarkably attentive, enthusiastic and well-behaved. Students and teachers alike gave the program positive reviews.

PRO BONO WEEK DISPLAY

A concise display about pro bono week is set up on the glass shelves near the circulation desk. This display is meant to convey information about Pro Bono Week and includes the definition of "pro bono," the history of legal services offered for the public good, and the section of the California Business and Professions Code which declares the expectation of attorneys to offer pro bono services.

Highlighted in the display are also two commemorative proclamations received by the Law Library specifically for Pro Bono Week 2016. One is a certificate of recognition from the California State Assembly and the other is a certificate of commendation to the law library from the City of Los Angeles, signed by all council members.

VOLUNTEER PARTICIPATION

The week of events took a veritable army of volunteers to implement. For the Public Legal Services Fair alone, 40 individuals helped with registration, child care, tours, information booths, directional guidance and many other tasks. The volunteer pool drew from staff (on their own time), family of staff, friends, interns, sponsors, high school students, attorneys and others seeking opportunities to volunteer. In addition, all of the class presenters and attorneys providing patron consultations were unpaid and add at least another 30 names to the list of dedicated volunteers needed to make PBW a success!

During the rest of Pro Bono Week, we had 16 staff members, three interns and one outside volunteer help with registration tables and the Overcoming Adversity Panel



event. We received positive and constructive feedback from all volunteers regarding duties, procedures, expectations and enjoyment.

NETWORKING AND NEW CONNECTIONS

In advance of Pro Bono Week we hosted a webinar to provide information about logistics and expectations. During Pro Bono Week, we hosted a networking reception to give the many providers an opportunity to meet and establish referral connections. This year, there were more than 35 organizations represented at the networking reception. Michelle Farnsworth (Project Manager, LA Superior Court) addressed the group about Guide & File and other recent developments at the Superior Court affecting self-represented litigants and legal aid providers. Presiding Judge Kuhl provided opening remarks.

Once again, we provided an online resource directory where participant organizations could find the main contact information, website and description for each organization, as well as handouts, forms and other useful information for provider participants in the week's events.

Throughout the course of the week, the Library also established and reinforced many new connections. Hundreds of new patrons signed up for the Library's email list. Once again, schools with paralegal programs offered extra credit to students who attended our pro bono week classes, introducing many new prospective attendees to the resources offered at the Library. Attorneys who were exposed to our programs for the first time signed up to support future Lawyers in the Library programs, expanding our volunteer base.

In addition, Supreme Court Justice Cuellar arranged for the videotaping of 8 classes throughout PBW as part of a new collaboration with the Judicial Council and others to expand multilingual access. The ultimate goal of Justice Cuellar's proposal is to develop short videotapes in multiple languages on the topics discussed during the eight classes, using some of the content from those classes, to be made available to the general public on various websites, including the courts' self-help site and the Law Library's site as well. Those interested in a more in depth session would be able to access the full class by videotape on LA Law Library's website. A full timeline for completion has not yet been developed, however the successful videotaping of the first 8 classes was a great start.

MEDIA AND OUTREACH

Over 50 articles appeared in local, city, state and national print and electronic media and nearly 200 announcements appeared on-line or in E-News. Over 500 on-line calendars across Southern California, statewide and nationally announced the events.

10,000 flyers were posted in courthouses, elected official offices or distributed to the public via Neighborhood Councils, public libraries, police departments, churches, senior centers and our partner organizations. (Los Angeles Public Library delivered packets to 73 different libraries for us!) Flyers made their way into neighborhood coffee shops, schools and other community buildings never directly contacted by LA Law Library. Staff distributed flyers at conferences as well, which boosted CLE attendance throughout the week.

We were also honored to receive a proclamation from the Los Angeles City Council declaring the week of October 22-28 as National Pro Bono Week throughout the County



and recognizing the services provided by LA Law Library to the community. This was preceded by an unprecedented 5 minute allocation of time to address the City Council at a weekly meeting, a one-on-one with Councilman Jose Huizar and staff, and with Council President Herb Wesson, whose support allowed us to have time to address the city council.

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

- Hon. Eric Garcetti
- Hon. Herb Wesson
- Hon. Jose Huizar
- Hon Paul Krekorian
- Hon. Nury Martinez
- Hon. Ben Allen
- Hon. Autumn Burke
- Hon. Cristina Garcia
- Hon. Mike Gatto
- Hon. Marqueece Harris-Dawson
- Hon. Roger Hernandez
- Hon. Patti Lopez
- Hon. Sebastian Ridley-Thomas

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

LOGISTICS AND SIGNAGE

Although it never ceases to amaze us how much time and effort it takes to plan a large event and account for all the contingencies – parking, signage, security, room set ups, AV equipment, catering, directions and clean up -- the results were incredible. Patrons found their classes and events without difficulty and the providers were well taken care of. Having learned from previous Pro Bono Week events, we minimized the number of set-up changes, adjusted the schedule to allow for greater participation and streamlined the process.

Facilities took care of all the set ups for PBW. This included moving tables and chairs around the library for different class room set ups.

Fair set up began at 4:00 a.m. and included setting all the tents, tables and chairs. Facilities also set up the stage and taped signage to every room and location for easy visibility by patrons. We hired two temporary support staff to help during the fair as runners. The signage worked beautifully and allowed us to use every square inch of available space. (See attached Map and Schedule.) In fact, all available space both inside and outside was fully booked all day the day of the Fair (including the Training Center, Members Study, Annex, open classroom space in the 70's section, a new "makeshift" classroom in the 50's section and various other activities in the Reading Room).

The networking reception in the members study was a first time set up with a bar, cheese trays, audio and screen projector. The set up for the Groundbreaking Stories panel in the main reading room was the largest seating configuration the Library has



hosted to date. We had seating for 185 people, a stage to seat six panelists and a moderator, a 12'X 9' screen and a projector.

The few changes that we did make this year included an additional 20-foot banner that hung from the booths on the corner of 1st and Broadway stating, "Today Only! Special Program; Free Legal Resources for the Public!" This is in addition to the banner that hung on the railing in front of the library, increased the visibility of the exciting upcoming event to those that walked and drove by the Library. Additionally, each booth at the Fair had matching header signs to easily identify our partner – giving it a consistent look and feel.

TECHNOLOGY

IT played a vital role in ensuring the success of the Library's Pro Bono Week events. IT staff set up equipment used by presenters, staff, and patrons including computers, laptops, projectors, and audio equipment. This year we added the capability to host a webinar. This streamlined logistics for all participants allowing remote access to the information for those not able to visit the library.

IT was responsible for setting up all presentation equipment for presenters at 5 designated areas in the library: the training center, 50's reading room, 70's reading room, computer lab, and the Member's study.

Helpdesk and troubleshooting support was available at all times during the Saturday fair and for the week's events. IT staff also updated news feeds to promote attendance and set up audio and visual equipment for panel discussions, including a sound mixing board, 4 microphones, a laptop, projector, and 9 x 12 projection screen.

ATTENDANCE

This year's event brought in more than 1000 people in attendance. There were approximately 1,300 pre-registrations, 317 walk-ins and an estimated 550 patrons at events for which we did not offer pre-registration (Lawyers in the Library, Citizenship Assistance Workshop, conservatorship and guardianship clinics)

LOGO

A new logo was created this year for the event. The image is of a person giving someone a hand up as they climb; the theme being helping someone in need. By using our primary colors of blue, red and yellow it ties into our other collateral materials giving it a uniform look recognizable as LA Law Library material.

The verbiage on the new logo states, "LA Law Library's Pro Bono Week, October 22-28, 2016, All events are FREE and OPEN to the public."

WEBSITE

Much like the logo, this year's Pro Bono Week website went through a major redesign. Stylizing the site to only one page allowed visitors to look at all of the week's happenings without leaving the landing page (<http://probonoweek.lalawlibrary.org/>).

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

- Public Legal Services Fair
- Weekday Events



- Tours
- Frequently Asked Questions
- Partners
- Sponsors
- Downloads
- Contact Us

A new part of this year's site was that the short description for classes was given on the main page with a pop-up giving more detailed information on the class if requested. From this pop-up, visitors could then go directly to the registration page in a new window. This again allowed for visitors to stay on the site gaining greater attention for the classes and events without splitting focus.

CONCLUSION

Pro Bono Week was a tremendous success. Please do not hesitate to ask any questions or make any suggestions. We look forward to next year being even bigger and better!

RECOMMENDATION:

Staff is not requesting any action at this time.



EXHIBIT A: QUOTES FROM PARTICIPANTS ABOUT THEIR EXPERIENCES WITH PRO BONO WEEK 2015

“Thank you for putting on such a wonderful event for the community. Everything ran smoothly and I was able to speak with so many people about our programs...the event itself and everyone at the LA Law Library were superb. We look forward to exhibiting again with you next year!”

“Thank you so much for having us at the Pro Bono fair! We love being able to share our artwork to patrons of the library. Networking with the other organizations, and being able to refer clients is valuable to us.”

“Our thanks to you and all the terrific staff at the library for making these opportunities possible and making the week progress so seamlessly. We appreciate the continuing partnership.”

“We are so proud and appreciative of our partnership with the LA Law Library. Thank you for supporting our initiatives and helping expand pro bono service to those in need. We very much look forward to growing the Guardianship Intakes program and other initiatives in collaboration with your wonderful team. And yes, yes – we are excited about planning for and being included in next year’s Pro Bono Week. Cheers to Janine, Sandi, Malinda and all of your colleagues at the Law Library for making last week such a special celebration.”

“Thanks for inviting me. I had a great time. I like to think I know my case law, but an event like yours made me study just a little more.”

“As I have told you before I probably get more satisfaction out of volunteering than the recipients of my advice do. Thanks for giving me this wonderful opportunity.”

“It was a great pleasure participating and volunteering for such a great cause! Please keep me on your mailing list as I am looking forward to continue my support to the LA Law Library.”

“Thank you for putting together such a great resource for the public! We were so happy we were able to contribute. “

“... thank you for the opportunity to participate in Pro Bono week at the L.A. Law Library. I received great feedback from both individuals seeking legal assistance and volunteer attorneys. And, we had several individuals subsequently visit the BK self help desk and/or sign up for the Chapter 7 pro se clinic. Thank you for conducting all the client outreach and making this event such a well-attended program.

We look forward to collaborating with you on future programs!”



Question: In what way did your meeting with a lawyer in the Lawyer in the Library clinic meet or not your expectations today?

Answer: "...met expectations by giving me a couple of different options and a plan!"

Answer: "Attorney gave us very good advice"

Answer: "...gave me very important information regarding my probate case"

Answer: "He was very informative with what we were/are to expect with the case"

Answer: "Answering my questions on my documents"

Answer: "Thoroughly answered my questions"

Question: How did speaking with a lawyer help you today?

Answer: "She solved all my problems. I feel I can breathe again – such a relief. It was a real pleasure working with her."

Answer: "Helped to figure out a plan with options!"

Answer: "Found out steps to take to reverse a judgment"

Answer: "Helped me to know what type of evidence and information I need to move forward with my case"

Answer: "Understanding the forms and process needed for my case"

Answer: "Gave me a solution, a plan of action and hope!"

Answer: "It provided the next path to follow!"

Question: What is the impact on your attitude and outlook after speaking to a lawyer for free today?

Answer: "She was very competent, professional. It was very comfortable. Each step of the resolution was gone into good detail. I understand everything."

Answer: "Grateful & empowered!"

Answer: "I feel that I have hope, that I will find an attorney"

Answer: "It really gave me an appreciation of how attentive and helpful the lawyer was in spite of seeing so many people"

Answer: "I feel more certain of my case"

Answer: "100% good experience"

Answer: "Clarity and confidence"

Answer: "POSITIVE!"

Question: Tell us about your overall experience meeting with a lawyer today:

Answer: "Excellent from start to finish"

Answer: "I feel I have a chance to win my fight to get back possession"

Answer: "Overall, I feel that a lot of the questions we had were answered"

Answer: "Grateful for the service, we know what steps to take now"

Answer: "I am so glad I waited!"

Answer: "It was really helpful. I usually have no access to legal resources other than Google."

Answer: "The lawyer was kind and patient and made me feel less stressed."

Answer: "Warm, respectful of the law – all the knowledge to proceed with my case."



EXHIBIT B: EXAMPLES OF PROMOTIONAL LINKS – PRO BONO WEEK 2016

<https://www.eventbrite.com> › Things to do in Los Angeles, CA › Class › Business

losangeles.eventful.com/events/lawyers-library-free-legal...-/E0-001-096434836-6

<https://www.probono.net/celebrateprobono/events/>

www.piecebypiece.org/events/2016/10/22/pro-bono-week-fair-kick-off

www.callawyer.com/pro-bono/

<https://onejustice.org/justicematters/>

www.duanemorris.com/attorneys/cyndiemchang.html

www.laweekly.com/event/la-law-library-public-legal-services-fair-5137124

http://lacity.granicus.com/TranscriptViewer.php?view_id=130&clip_id=16257

<https://evnnt.com/los-angeles/22077557/>

<https://chillwall.com/events/talk-to-a-lawyer-online-for-free-la-law-library-7531282>

<https://www.facebook.com> › Places › Los Angeles, California › Technical Institute



EXHIBIT C: EXISTING PARTNERS, PARTICIPANTS AND COLLABORATIONS

Bet Tzedek Legal Services
Beverly Hills Bar Association Barristers
California Court of Appeal for the Second Appellate District
California Lawyers for the Arts
California-Pacific Neighborhood Immigration Clinic
Central American Resource Center (CARECEN)
Christian Legal Aid of Los Angeles
Colantuono, Highsmith & Whatley, PC
County of Los Angeles Public Library
Debra Zimmerman, Attorney at Law
Disability Rights California
Disability Rights Legal Center
Grandparents as Parents
Housing Rights Center
Kimball, Tirey & St. John LLP
Law Office of Michelle C. Hopkins
Legal Aid Foundation of Los Angeles (LAFLA)
Loyola Law School
The Loyola Law School Center For Conflict Resolution
Los Angeles County Department of Consumer and Business Affairs (DCBA)
Los Angeles Public Library, Central Library
Maria Hall, Attorney at Law
Mental Health Advocacy Services (MHAS)
National Association of Latino Elected and Appointed Officials (NALEO)
Neighborhood Legal Services of Los Angeles (NLSLA)
Office of the Alternate Public Defender
Pacific Asian Consortium in Employment (PACE)
People Assisting the Homeless (PATH)
Piece by Piece
Public Counsel
Rite Aid
San Fernando Valley Bar Association
SoCal Pro Bono Managers
SoCal MLP Collaborative

NEW PBW PARTICIPANTS AND COLLABORATIONS

Andrea Ordin
Cancer Legal Resource Center
CASA of Los Angeles
Children's Law Center of California
County of Los Angeles Office of the Inspector General
Esperanza Immigrant Rights Project
Karen Rooney Law
Levitt & Quinn Family Law Center
Los Angeles City Attorney's Office, Dispute Resolution Program
Los Angeles County Department of Mental Health
Los Angeles County Sheriff's Department
Loyola Immigrant Justice Clinic
My Vote, My Voice



Robert W. Pendergrass, Attorney at Law
Shaw Koepke & Satter
SmartLaw



Financial Report

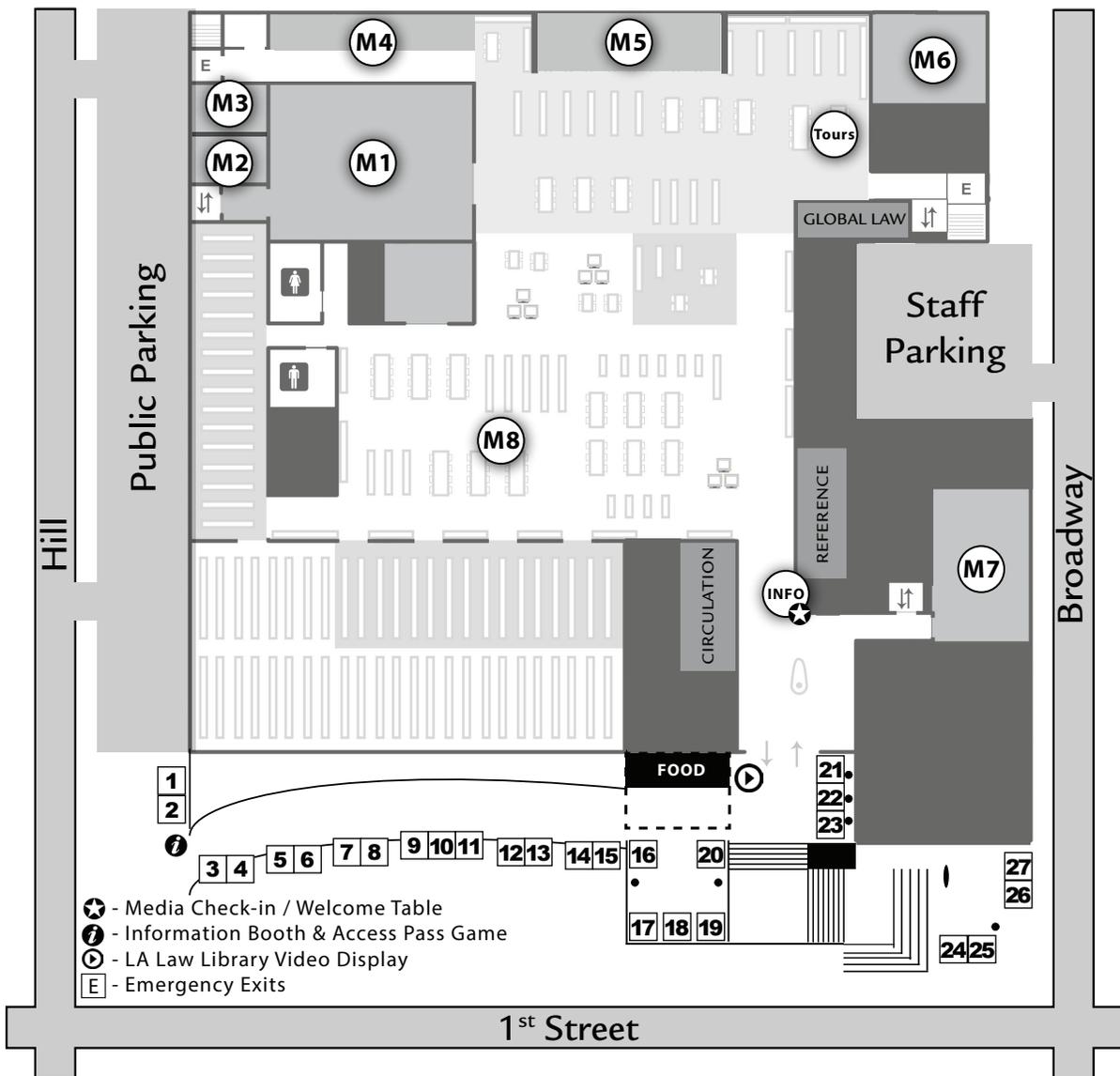
Account	Vendor	Description	Amount
330465			
Special Events Revenue	CEB	Sponsorship	1,000.00
	FRIENDS	Sponsorship	5,000.00
	LEXISNEXIS(OH)	Sponsorship	2,500.00
	MANUFACTURERS	Sponsorship	100.00
	THOMSONR	Sponsorship	2,500.00
	WOLTERS	Sponsorship	1,000.00
330465 Total			12,100.00
801065			
Special Events Expense	BJPARTY	PBW Table, Chairs & Tent Rentals	-3,251.44
	CARECEN	PBW Labor, PLSF Setup	-154.00
	CHERRYPICK	PBW Staff & Volunteers PLSF	-45.00
	COSMOS	PBW AV Equipment Rental	-120.99
	COSTCO	PBW Water and other beverages	-346.30
		PBW Volunteer Rm, Kids Rm, Reception Food	-167.08
	OFFICEDEP	PBW (3 bx) 10x13 Tyvek Envelopes	-127.50
	PATTONS	PBW 8hrs Child Care Svcs, Parking Reimbursement	-168.00
	ROMERO	PBW Power Wash, Clean-Up	-230.00
	SMART&FINAL	PBW Ice/Tubs	-41.34
	SMARTLEVELS	PBW (10K) Flyers	-592.92
		PBW Schedule/Pub Legal Svc Fair	-58.34
		PBW Signs/Banner	-727.88
		PBW Vinyl Banner	-111.51
	STAMPS.COM	PBW Flyers Postage	-123.58
	TRADERJOE'S	PBW Kids Project Pumpkin, Food	-87.81
	(blank)	PBW Internal Printing Costs: Maps, Signage, Flyers, Game	-814.50
		PBW Microphones / Mixer	-1,243.00
		PBW Staff OT	-377.68
	MAGNIFY	PBW Video Editing Lectures	-300.00
	SECURITAS	PBW Security Cost PLSF	-342.08
801065 Total			-9,430.95
Grand Total			2,669.05

NOTE: Expenses related to Overcoming Adversity program were funded by CalHumanities grant and are not included here.



LA LAW LIBRARY'S PUBLIC LEGAL SERVICE FAIR OCTOBER 22, 2016

ALL EVENTS ARE FREE AND OPEN TO THE PUBLIC



Organization's Name	Booth
American Immigration Lawyers Association	15
Attorney Referral Service of the San Fernando Valley Bar Association	4
Bet Tzedek Legal Services	23
California Lawyers for the Arts	10
Cancer Legal Resource Center	24
Christian Legal Aid of Los Angeles	3
Children's Law Center of California	6
County of Los Angeles Public Library	16
Court Appointed Special Advocates (CASA) of Los Angeles	6
Disability Rights California	17
Disability Rights Legal Center	7
Esperanza Immigrant Rights Project	19
Grandparents as Parents	9
Housing Rights Center	11
Legal Aid Foundation of Los Angeles (LAFLA)	21
Levitt & Quinn Family Law Center	5
Los Angeles City Attorney's Office, Dispute Resolution Program	13
Los Angeles County Department of Consumer and Business Affairs	12
Los Angeles County Department of Mental Health	25
Los Angeles Public Library, Central Library	20
My Vote, My Voice	27
Loyola Immigrant Justice Clinic	18
Loyola Law School Center For Conflict Resolution	8
Pacific Asian Consortium of Employment (PACE)	14
People Assisting the Homeless	2
Piece by Piece	1
Rite Aid	26
SmartLaw	22

For information on classes, events, and workshops offered, please see reverse side.

Time	Classes, Workshops, and Lawyers in the Library	Location
9:30 a.m. - 11:30 a.m.	Citizenship Assistance Workshop	M1
9:30 a.m. - 11:30 a.m.	Lawyers in the Library	M4
9:30 a.m. - 10:30 a.m.	Volunteer Advocates for Children in Foster Care	M6
9:30 a.m. - 10:30 a.m.	Fair Housing: It's the Law!	M7
9:30 a.m. - 10:30 a.m.	Giving Notice of Court Proceedings Outside the U.S.	M8
9:30 a.m. - 10:30 a.m.	How to Talk to a Lawyer	M5
11:00 a.m. - 12:00 p.m.	Brief Writing Basics for Non-lawyers	M7
11:00 a.m. - 12:00 p.m.	Immigration Relief Under DACA	M6
11:00 a.m. - 12:00 p.m.	Stay Out of Court! Mediation Workshop	M8
11:00 a.m. - 12:00 p.m.	Working With a Lawyer on a Budget	M5
12:00 p.m. - 1:00 p.m.	Lunch Break - Please visit the information booths in front of the library for important information	
1:00 p.m. - 4:00 p.m.	Citizenship Assistance Workshop	M1
1:00 p.m. - 4:00 p.m.	Lawyers in the Library	M4
1:00 p.m. - 2:00 p.m.	Child Custody, Support and Visitation	M5
1:00 p.m. - 2:00 p.m.	Learn to Assist Immigrants Facing Deportation	M7
1:30 p.m. - 2:30 p.m.	Holistic Approaches to Veterans' Legal Services	M6
1:30 p.m. - 2:30 p.m.	The Brown Act: California's Open Government Law	M8
2:15 p.m. - 3:45 p.m.	Representing Unaccompanied Minors in Removal Proceedings	M7
2:30 p.m. - 3:30 p.m.	Section 8 and Subsidized Housing	M5
3:00 p.m. - 4:00 p.m.	ABC's of Special Education	M6
3:00 p.m. - 4:00 p.m.	Writs: How to Challenge Government Decisions	M8
4:00 p.m. - 5:00 p.m.	Book Discussion Group: Corruption in America	M1
4:00 p.m. - 5:00 p.m.	Civil Lawsuit Basics: Motions for Summary Judgment	M5
4:00 p.m. - 5:00 p.m.	Reducing Felonies to Misdemeanors (Prop 47) and Clearing Criminal Records	M7

Notes:

LA Law Library
301 W. 1st Street
Los Angeles, 90012
213-785-2529





LA LAW LIBRARY'S

PUBLIC LEGAL SERVICE FAIR

OCTOBER 22, 2016

ALL EVENTS ARE **FREE** AND **OPEN** TO THE PUBLIC

BOOTHS

- Child Identification Kits
- Divorce, Families & Children
- Education Law
- Food Stamps
- General Legal Aid
- Government Benefits
- Health Advocacy
- Homeless Services
- Housing & Landlords / Tenants
- Immigration & Citizenship
- Individual Rights & Discrimination
- Legal Referral Services
- Mediation & Small Claims
- Public Library Services
- Small Business

Citizenship Assistance Workshop

9:30 a.m. - 11:30 a.m. | 1:00 p.m. - 4:00 p.m.

Call 888-839-8682 to register

Lawyers in the Library

9:30 a.m. - 11:30 a.m. | 1:00 p.m. - 4:00 p.m.

Free 20-minute consultations, featuring volunteer attorneys from the Beverly Hills Bar Association Barristers

SATURDAY

Volunteer Advocates for Children in Foster Care

9:30 a.m. - 10:30 a.m.

Fair Housing: It's the Law!

9:30 a.m. - 10:30 a.m.

Giving Notice of Court Proceedings Outside the U.S.

9:30 a.m. - 10:30 a.m.

How to Talk to a Lawyer

9:30 a.m. - 10:30 a.m.

Brief Writing Basics for Non-lawyers

11:00 a.m. - 12:00 p.m.

Immigration Relief Under DACA

11:00 a.m. - 12:00 p.m.

Stay Out of Court! Mediation Workshop

11:00 a.m. - 12:00 p.m.

Working With a Lawyer on a Budget

11:00 a.m. - 12:00 p.m.

Child Custody, Support and Visitation

1:00 p.m. - 2:00 p.m.

Learn to Assist Immigrants Facing Deportation

1:00 p.m. - 2:00 p.m.

Holistic Approaches to Veterans' Legal Services

1:30 p.m. - 2:30 p.m.

The Brown Act: California's Open Government Law

1:30 p.m. - 2:30 p.m.

Representing Unaccompanied Minors in Removal Proceedings

2:15 p.m. - 3:45 p.m.

Section 8 and Subsidized Housing

2:30 p.m. - 3:30 p.m.

ABC's of Special Education

3:00 p.m. - 4:00 p.m.

Writs: How to Challenge Government Decisions

3:00 p.m. - 4:00 p.m.

Book Discussion Group: Corruption in America

4:00 p.m. - 5:00 p.m.

Civil Lawsuit Basics: Motions for Summary Judgment

4:00 p.m. - 5:00 p.m.

Reducing Felonies to Misdemeanors (Prop 47) and Clearing Criminal Records

4:00 p.m. - 5:00 p.m.

OCT 22

 Piece by Piece Mosaic workshop on-site  Food available for purchase

 Behind-the-scenes Library tours available Saturday morning. See website for details.

Classes fill up fast. Register today to reserve your seat! You must check-in 15 minutes prior to class time to ensure your seat is not reassigned to waiting list and walk-in attendees.



For more information or to register, visit us at:
probonoweb.lalawlibrary.org

probonoweb@lalawlibrary.org or call: 213.784.7372
301 W. 1st Street,
Los Angeles, CA 90012

LALAWLIBRARY



LA LAW LIBRARY'S

PRO BONO WEEK

OCTOBER 22-28, 2016

ALL EVENTS ARE **FREE** AND **OPEN** TO THE PUBLIC

SATURDAY

Public Legal Services Fair All Day!

OCT 22

Learn what no cost and low cost legal services are available. The Fair will feature midday booths and presentations on a wide range of topics.

See reverse side for additional information on the **FREE** classes, and workshops taking place at the Fair.

MONDAY

How to Become an Adult's Legal Conservator

OCT 24

Representing Clients with Challenging Behaviors in MLPs

12:30 p.m. - 1:30 p.m.
Earn 1 hour Elimination of Bias credit.

How Criminal Court Works

12:30 p.m. - 1:30 p.m.

Landlords and Tenants: Rights and Responsibilities

1:15 p.m. - 2:15 p.m.

Learn How to Be a Volunteer in a Conservatorship Clinic

2:00 p.m. - 3:00 p.m.

TUESDAY

Volunteer Training: Learn How to Assist with Probate Guardianships

OCT 25

11:30 a.m. - 12:30 p.m.

Business Series: Legal Do's and Don'ts for Employers

12:00 p.m. - 2:00 p.m.

How to Become a Minor's Legal Guardian

12:30 p.m. - 3:30 p.m.

Ethical Dilemmas of Government Attorneys

1:00 p.m. - 2:00 p.m.

Earn 1 hour Legal Ethics credit.

Using PACER to Access U.S. Court Dockets

6:00 p.m. - 7:00 p.m.

Volunteer Training: Counseling on Debt and Bankruptcy

6:30 p.m. - 7:30 p.m.

Individual Counseling on Debt and Bankruptcy

7:30 p.m. - 8:30 p.m.

All classes marked with the MCLE symbol are approved for 1-hour of general MCLE credit unless otherwise noted.

Classes fill up fast. Register today to reserve your seat! You must check-in 15 minutes prior to class time to ensure your seat is not reassigned to waiting-list and walk-in attendees.

WEDNESDAY

SoCal Pro Bono Managers Attorney Training

OCT 26

12:15 p.m. - 1:15 p.m.
Earn 1 hour Elimination of Bias credit.

Ripped from the Headlines: Public Corruption Cases

12:30 p.m. - 1:30 p.m.

Talk to a Lawyer Online: Free Consultations

2:00 p.m. - 5:00 p.m.

THURSDAY

Panel Discussion: Ethics & Corruption in Public Office

OCT 27

12:00 p.m. - 1:30 p.m.

CLB: Getting Another Party to Answer Questions in Writing

12:15 p.m. - 1:45 p.m.

Representing Yourself in the California Courts of Appeal

2:00 p.m. - 3:00 p.m.

FRIDAY

Overcoming Adversity: Real Stories

OCT 28

11:00 a.m. - 12:30 p.m.

A Primer on Dependency Court

12:00 p.m. - 1:00 p.m.

Know Your Rights When Interacting With Police

1:00 p.m. - 2:00 p.m.



For more information or to register, visit us at: probonowee.lalawlibrary.org

probonowee@lalawlibrary.org or call: 213.784.7372
301 W. 1st Street,
Los Angeles, CA 90012

LALAWLIBRARY

**Overcoming Adversity Video Project
Presentation**

**Presented by:
Senior Librarian,
Linda Heichman**

November 16, 2016