

# AGENDA

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

**BOARD MEETING**  
**THURSDAY, MARCH 21, 2013**  
**12:15 PM**

**M. L. LILLIE BUILDING**  
**TRAINING CENTER**  
**301 WEST FIRST STREET**  
**LOS ANGELES, CA 90012-3140**

### **ACCOMMODATIONS**

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

### **AGENDA DESCRIPTIONS**

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

### **REQUESTS AND PROCEDURES TO ADDRESS THE BOARD**

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



**CALL TO ORDER**

**1.0 PUBLIC COMMENT**

**2.0 PRESIDENT'S REPORT**

**3.0 CONSENT CALENDAR**

- 3.1 Minutes of the February 14, 2013, Regular Board Meeting.
- 3.3 February 2013 Financial Statements and List of Checks and Warrants.
- 3.3 Branch Location Conversion Update.
- 3.4 Approval of Trustee Designated Member of the Friends of Los Angeles County Law Library Board of Directors.
- 3.5 Workers Compensation Insurance Approval.

**4.0 DISCUSSION ITEMS**

- 4.1 Approval of Employee Handbook and Personnel Policies Manual. Senior Director, Administrative Services, Patrick O'Leary.
- 4.2 Approval of Vision and Mission Statements as Recommended by the Strategic Planning Committee. Executive Director, Sandra Levin.

**5.0 CLOSED SESSION**

The Law Library Board of Trustees finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the local agency in the litigation.

- 5.1 Existing Litigation/Claim (G.C. 54956.9(a)), *SEIU Local 721 v. Los Angeles County Law Library*, PERB Case No. LA-CE-816-M
- 5.2 Liability / Administrative Claim (G.C. 54956.95), Claimant: Frank Rodriguez, Claim against: Los Angeles County Law Library (dated 2/13/2013)

**6.0 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.

**7.0 EXECUTIVE DIRECTOR REPORT**

**8.0 ADJOURNMENT**

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, April 24, 2013.

POSTED FRIDAY, MARCH 16, 2013 @ 12:00 P.M.

POSTED BY EUSTORGIO BARAJAS



# AGENDA ITEM 3

## CONSENT CALENDAR

- 3.1 MINUTES OF THE FEBRUARY 14, 2013, REGULAR BOARD MEETING.
- 3.2 FEBRUARY 2013 FINANCIAL STATEMENTS AND LIST OF CHECKS AND WARRANTS.
- 3.3 BRANCH LOCATION CONVERSION UPDATE.
- 3.4 APPROVAL OF TRUSTEE DESIGNATED MEMBER OF THE FRIENDS OF LOS ANGELES COUNTY LAW LIBRARY BOARD OF DIRECTORS.
- 3.5 WORKERS COMPENSATION INSURANCE APPROVAL.

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

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

**February 14, 2013**

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Thursday, February 14, 2013 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

**ROLL CALL/QUORUM**

**Trustees Present:** Judge Michelle Williams Court  
Judge Lee Smalley Edmon  
Judge Reva Goetz  
Judge Ann Jones  
Judge Mark Juhas  
Kenneth Klein, Esquire  
Susan Steinhauser, Esquire (via Teleconference as stated on the posted agenda)

**Trustees Absent:**

**Staff Present:** Sandra J. Levin, Executive Director  
Jaye Nelson, Senior Director, Information Services  
Patrick O'Leary, Senior Director, Administrative Services  
Malinda Muller, Interim Senior Director, Library Services

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

**1.0 PUBLIC COMMENT**

During the three (3) minutes allocated, Mr. Francisco Suarez objected to the closure of any Branch locations.

During the three (3) minutes allocated, Ms. Kay Mayorga objected to the closure of any Branch Locations.

During the three (3) minutes allocated, Ms. Victoria Ross commented on the Law Library Security Personnel.

During the five (5) minutes allocated, Mr. Lee Paradise commented on the LA Law Library Staff in addition to the objections of any Branch locations.

## **2.0 PRESIDENT'S REPORT**

President Steinhauser disclosed her location in Florida while joining the meeting via teleconference and made note of the Agenda being posted in accordance with the Brown Act.

## **3.0 CONSENT CALENDAR**

- 3.1 Minutes of the January 22, 2013, Regular Board Meeting.
- 3.2 Receipt of Employee Handbook & Personnel Policies Manual.
- 3.3 Approval of Strategic Planning Process and Schedule.
- 3.4 January 2013 Financial Statements and List of Checks and Warrants.

Vice-President Jones requested a motion to approve the Consent Calendar. So moved by Trustee Edmon and seconded by Trustee Goetz, the Consent Calendar was unanimously approved, 7-0.

## **4.0 DISCUSSION AND ACTION ITEMS**

- 4.1 Consideration of Branch Closures. Executive Director, Sandra Levin, and Interim Senior Director for Library Services, Malinda Muller.

Levin presented an overview on the realignment of the Court in addition to the court administrators whom requested the Law Library consider an immediate, cooperative transition. It was recommended that the Norwalk, Santa Monica and Pomona Branches close and explore new, collaborative service models at the aforementioned and other Branch locations going forward.

Following discussion, Vice-President Jones requested a motion to authorize the Executive Director to implement the proposed Santa Monica, Pomona and Norwalk branch closures, to expand the hours at the remaining locations and offer those hours to the branch assistants currently working in the locations that are closing, to undertake low-cost interim measures to mitigate the impacts of closure on Library patrons (including providing computer terminals or storing the core collections in the courthouse, where feasible) and to explore future service delivery options for the impacted service areas in conjunction with the strategic plan. So moved by Trustee Klein, seconded by Trustee Edmon, the motion was unanimously approved, 7-0.

- 4.2 FY2013-2014 Budget Forecast and Mid-Year Budget Adjustment. Senior Director for Administrative Services, Patrick K. O'Leary.

By request of the Board at the January 22, 2013, Regular Board Meeting, to propose budget adjustments with a goal of bringing revenue and costs into balance for the FY2013-2014, O'Leary presented to the Board a revised outline

with recommendations on budget changes in the current fiscal year and a balance forecast for the FY2013-2014.

Following discussion, Vice-President Jones requested a motion to adopt the FY2012-2013 forecast as the Library's revised FY2012-2013 budget and authorize revenue enhancing and cost saving tactics to bring revenues in line with expenses for the next fiscal year. So moved by Trustee Goetz, seconded by Trustee Court, the motion was unanimously approved, 7-0.

4.3 Consideration of Governance Resolution. Executive Director, Sandra Levin.

Levin recommended the Board adopt a governance resolution to set forth in one document the respective roles and responsibilities of the Board of Trustee and the Executive Director. In addition to this governance resolution, Levin noted the Law Library's variety of documented policies and procedures, including personnel, a collection development policy, rules of conduct within the Law Library, emergency preparedness procedures, etc.

Trustee Goetz requested a modification to Section 1.c.4. The modification would adjust the language as follows:

*"Review ~~and approve~~ invoices and sign checks and demands for warrants..."*

Following discussion, Vice-President Jones requested a motion that would modify the proposed governance resolution and approve as modified. So moved by Trustee Goetz, seconded by Trustee Edmon, the motion was unanimously approved, 7-0.

**5.0 AGENDA BUILDING**

There were no items for Agenda Building.

**6.0 EXECUTIVE DIRECTOR REPORT**

The Executive Director announced her upcoming vacation and plans for staff to keep moving forward in her absence.

**7.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:20 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Thursday, March 21, 2013.

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

**MEMORANDUM**

**DATE:** March 21, 2013

**TO:** Board of Law Library Trustees

**FROM:** Patrick K. O’Leary, Senior Director of Administrative Services

**RE:** February 2013 Financials and List of Checks and Warrants

Attached are the February 2013 Financial Statements which include: the Balance Sheet, Income Statement and Statement of Cash Flow. The list of Checks and Warrants is attached as well.

Note that the Income Statement compares actual results for the month of February 2013 and for the fiscal year-to-date with the amended budget as approved by the Board at its meeting on February 14.

**RECOMMENDATION**

Staff recommends that the Board review, receive and file the Financial Statements and list of Checks and Warrants.



# Los Angeles Law Library

## Balance Sheet

As of February 28, 2013

	6/30/2012	2/28/2013	Change
<b>Assets</b>			
Current Assets			
Cash and cash equivalents	12,353,815	10,613,761	(1,740,054)
Accounts receivable	50,835	54,558	3,723
Prepaid expenses and other assets	415,542	261,705	(153,837)
Total current assets	12,820,192	10,930,024	(1,890,169)
Restricted cash and cash equivalents	231,234	261,139	29,905
Capital assets, not being depreciated	580,333	680,161	99,828
Capital assets, being depreciated - net	24,055,362	23,858,837	(196,526)
Total assets	<u>37,687,122</u>	<u>35,730,160</u>	(1,956,962)
<b>Liabilities and Net Assets</b>			
Current Liabilities			
Accounts payable	1,254,424	84,225	(1,170,199)
Other liabilities	499,237	-	(499,237)
Payroll liabilities	8,803	18,714	9,912
Total current liabilities	1,762,464	102,939	(1,659,525)
Accrued sick and vacation liability	477,661	477,661	-
Borrowers' deposit	256,433	279,310	22,877
OPEB obligation	1,448,988	1,448,988	-
Total liabilities	<u>3,945,546</u>	<u>2,308,898</u>	(1,636,648)
Net assets			
Invested in capital assets, net of related debt	24,635,695	24,538,997	(96,698)
Unrestricted	9,105,880	8,882,264	(223,616)
Total net assets	<u>33,741,576</u>	<u>33,421,262</u>	(320,314)

## Los Angeles Law Library

Income Statement for the Period Ended February 28, 2013

Feb 2012 Actual	Feb 2013				FY 2011-12 YTD	FY 2012-13 YTD					Comments
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
<b>Income</b>											
666,398	625,087	650,533	25,446	4.1%	L.A. Superior Court Fees	5,593,539	5,255,576	5,248,429	-7,147	-0.1%	
6,316	5,908	4,725	-1,183	-20.0%	Interest	81,106	47,851	46,234	-1,616	-3.4%	
54,795	47,133	47,404	271	0.6%	Parking	487,413	364,597	361,000	-3,597	-1.0%	
25,059	23,203	31,090	7,887	34.0%	Library Services	341,299	306,675	321,132	14,457	4.7%	
752,568	701,331	733,752	32,420	4.6%	Total Income	6,503,357	5,974,699	5,976,796	2,097	0.0%	
<b>Expense</b>											
318,764	330,387	332,334	-1,947	-0.6%	Personnel	2,778,632	2,780,089	2,783,585	-3,496	-0.1%	
344,097	257,335	701,433	-444,098	-172.6%	Library Materials	2,625,636	2,235,524	2,213,166	22,358	1.0%	
-344,097	-257,335	-701,433	444,098	-172.6%	Lib Materials Transferred to Assets	-2,625,636	-2,235,524	-2,213,166	-22,358	1.0%	
76,800	46,641	70,167	-23,526	-50.4%	Occupancy	572,063	515,449	542,061	-26,612	-5.2%	
55,262	35,948	26,419	9,529	26.5%	Supplies & Services	281,070	236,225	217,865	18,360	7.8%	
12,627	7,167	7,744	-577	-8.1%	Professional Services	117,068	99,798	98,363	1,434	1.4%	
227,874	309,575	299,041	10,534	3.4%	Depreciation	2,089,798	2,479,439	2,461,478	17,962	0.7%	
691,327	729,718	735,705	-5,987	-0.8%	Total Expenses	5,838,632	6,111,001	6,103,352	7,648	0.1%	
61,241	-28,387	-1,953	26,433	93.1%	<b>Net Income</b>	664,725	-136,302	-126,557	9,745	7.1%	
0	7,500	10,193	-2,693	-35.9%	<b>Extraordinary Expense</b>	0	240,249	219,193	21,056	8.8%	
0	10,000	0	10,000	100.0%	<b>Capitalized Expenditures</b>	4,697	286,500	51,786	234,714	81.9%	
NA	59	56	4	6.5%	<b>Full-Time Equivalent Employees</b>	NA	59	55	4	6.3%	

## Los Angeles Law Library

Income Statement for the Period Ended February 28, 2013

Feb 2012 Actual	Feb 2013					FY 2011-12 YTD	FY 2012-13 YTD				Comments
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
<b>Account Detail:</b>											
<b>Income:</b>											
666,398	625,087	650,533	25,446	4.1%	L.A. Superior Court Fees	5,593,539	5,255,576	5,248,429	-7,147	-0.1%	
Interest:											
0	0	0	0	0.0%	Interest - LAIF	10,203	1,190	2,272	1,082	90.9%	
6,145	5,700	4,590	-1,110	-19.5%	Interest - General Fund	69,072	45,323	42,780	-2,543	-5.6%	The interest rate for the General Fund has dropped .13% compared with budget.
171	208	136	-73	-34.9%	Interest - Deposit Fund	1,831	1,337	1,182	-155	-11.6%	
6,316	5,908	4,725	-1,183	-20.0%	Subtotal	81,106	47,851	46,234	-1,616	-3.4%	
54,795	47,133	47,404	271	0.6%	Parking:	487,413	364,597	361,000	-3,597	-1.0%	
Library Services:											
150	150	0	-150	-100.0%	Annual Borrowing Fee	8,625	5,500	5,200	-300	-5.5%	
9,735	8,000	9,040	1,040	13.0%	Annual Members Fee	49,518	58,876	58,931	55	0.1%	
551	750	3,828	3,078	410.4%	Course Registration	2,570	5,099	7,731	2,632	51.6%	
6,306	6,250	6,054	-196	-3.1%	Copy Center	48,952	49,192	49,524	332	0.7%	
3,487	2,250	1,698	-552	-24.5%	Document Delivery	18,432	16,996	16,376	-620	-3.6%	
3,754	4,450	4,087	-363	-8.2%	Fines	30,870	35,574	33,750	-1,824	-5.1%	
327	145	179	34	23.4%	Miscellaneous	5,386	1,177	1,295	118	10.0%	
0	83	5,901	5,818	6981.2%	Room Rental	-184	7,517	22,600	15,083	200.7%	The favorable variance resulted from the rental of the training room by a downtown firm during a trial.
220	625	0	-625	-100.0%	Book Replacement	1,134	2,735	2,110	-625	-22.9%	
0	0	0	0	0.0%	Forfeited Deposits	28,474	0	0	0	0.0%	
0	0	0	0	0.0%	Friends of Law Library	143,000	120,000	120,000	0	0.0%	
0	0	0	0	0.0%	Grants	0	0	0	0	0.0%	
529	500	303	-197	-39.4%	Vending	4,522	4,010	3,615	-394	-9.8%	
25,059	23,203	31,090	7,887	34.0%	Subtotal	341,299	306,675	321,132	14,457	4.7%	
752,568	701,331	733,752	32,420	4.6%	Total Income	6,503,357	5,974,699	5,976,796	2,097	0.0%	

**Los Angeles Law Library**

Income Statement for the Period Ended February 28, 2013

Feb 2012 Actual	Feb 2013				FY 2011-12 YTD	FY 2012-13 YTD					Comments
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
<b>Expenses:</b>											
Personnel:											
235,381	238,895	238,333	562	0.2%	Salaries	2,050,451	2,054,181	2,060,218	-6,037	-0.3%	Vacation payouts in January to several employees were not budgeted.
14,005	14,811	14,108	703	4.7%	Social Security	117,361	118,572	117,618	955	0.8%	
3,275	3,464	3,304	160	4.6%	Medicare	28,611	28,886	28,667	219	0.8%	
11,802	9,688	9,688	0	0.0%	Retirement	103,090	77,505	77,505	0	0.0%	
47,783	47,152	50,908	-3,756	-8.0%	Health Insurance	380,522	362,693	366,121	-3,428	-0.9%	The unfavorable variance resulted from retroactive payments in February for several employees.
719	815	289	526	64.6%	Disability Insurance	5,861	2,550	1,556	994	39.0%	
4,819	5,311	5,406	-95	-1.8%	Dental Insurance	38,409	41,100	41,391	-291	-0.7%	
149	136	125	11	8.1%	Life Insurance	1,184	1,127	1,131	-4	-0.3%	
0	9,353	9,353	0	0.0%	Workers Compensation Insurance	19,024	74,827	74,827	0	0.0%	
0	0	0	0	0.0%	Unemployment Insurance	27,311	12,600	8,400	4,200	33.3%	
831	761	820	-59	-7.8%	Vision Insurance	6,809	6,048	6,152	-104	-1.7%	
	0	0	0	0.0%	Accrued Sick Expense	0	0	0	0	0.0%	
	0	0	0	0.0%	Accrued Vacation Expense	0	0	0	0	0.0%	
318,764	330,387	332,334	-1,947	-0.6%	Total - Personnel	2,778,632	2,780,089	2,783,585	-3,496	-0.1%	

## Los Angeles Law Library

Income Statement for the Period Ended February 28, 2013

Feb 2012 Actual	Feb 2013				FY 2011-12 YTD	FY 2012-13 YTD					Comments
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Library Materials:											
239,852	180,000	594,472	-414,472	-230.3%	American Continuations	1,665,166	1,612,907	1,572,963	39,944	2.5%	Anticipated payments to M. Bender / Lexis-Nexis totaling \$484k were made in February resulting in unfavorable variances for the month in American, branch, foreign, and international continuations.
8,612	8,662	4,668	3,994	46.1%	American New Orders	75,951	53,983	45,777	8,206	15.2%	
3,029	8,230	23,583	-15,353	-186.5%	Branch Continuations	245,652	59,402	71,130	-11,728	-19.7%	
332	0	0	0	0.0%	Branch New Orders	1,704	0	0	0	0.0%	
51,687	25,000	21,388	3,612	14.4%	Commonwealth Continuations	303,263	261,451	268,297	-6,847	-2.6%	
1,022	207	0	207	100.0%	Commonwealth New Orders	3,644	1,972	2,215	-243	-12.3%	
24,959	18,235	32,782	-14,546	-79.8%	Foreign Continuations	150,509	124,079	128,540	-4,461	-3.6%	
262	1,787	167	1,621	90.7%	Foreign New Orders	28,702	6,300	2,892	3,408	54.1%	
12,018	11,831	21,012	-9,182	-77.6%	International Continuations	111,434	85,894	93,951	-8,057	-9.4%	
1,302	655	212	443	67.6%	International New Orders	9,964	4,408	3,526	882	20.0%	
916	2,620	3,089	-469	-17.9%	General/Librarianship Continuations	27,307	24,033	22,980	1,053	4.4%	
106	107	59	48	44.9%	General/Librarianship New Orders	2,340	1,096	896	201	18.3%	
344,097	257,335	701,433	-444,098	-172.6%	Subtotal	2,625,636	2,235,524	2,213,166	22,358	1.0%	
-344,097	-257,335	-701,433	444,098	-172.6%	Lib Materials Transferred to	-2,625,636	-2,235,524	-2,213,166	-22,358	1.0%	
0	0	0	0	0.0%	Assets	0	0	0	0	0.0%	
Building Occupancy:											
1,599	1,750	1,490	260	14.9%	Building / Cleaning Supplies	14,026	14,617	13,018	1,600	10.9%	
8,552	2,333	6,715	-4,381	-187.8%	Building Maintenance	48,342	21,880	27,098	-5,218	-23.8%	Costs for skateboard deterrents, fire extinguisher maintenance, and HVAC filter replacements caused an unfavorable variance for the month.
742	1,417	3,501	-2,084	-147.1%	Building Services	9,979	8,061	9,494	-1,432	-17.8%	
0	358	0	358	100.0%	Interior Improvements / Alterations	3,725	12,761	16,876	-4,115	-32.2%	Unanticipated expenses incurred to date were for painting, electrical wiring in the main reading room, and exterior lighting rework.
8,703	9,983	7,409	2,574	25.8%	Electric & Water	79,243	75,468	71,223	4,245	5.6%	
9,941	-18,713	1,247	-19,960	106.7%	Elevator Maintenance	18,551	-10,071	9,848	-19,919	197.8%	The budget assumed a cash payment from the exterior project's general contractor for damage he caused to our elevators. Instead, he reimbursed the Library in the form of a credit reducing the project capital cost and creating an unfavorable variance for this line.
0	1,950	1,047	903	46.3%	Heating & Cooling	22,497	23,577	22,105	1,472	6.2%	
17,982	22,887	22,777	110	0.5%	Insurance	160,062	182,433	182,213	221	0.1%	
7,293	8,055	8,421	-367	-4.6%	Janitorial Services	58,347	55,459	56,067	-608	-1.1%	
0	1,417	1,050	367	25.9%	Landscaping	2,400	1,417	1,050	367	25.9%	
21,988	15,204	16,511	-1,307	-8.6%	Security	154,891	129,847	133,071	-3,224	-2.5%	
76,800	46,641	70,167	-23,526	-50.4%	Subtotal	572,063	515,449	542,061	-26,612	-5.2%	

## Los Angeles Law Library

Income Statement for the Period Ended February 28, 2013

Feb 2012 Actual	Feb 2013				FY 2011-12 YTD	FY 2012-13 YTD					Comments
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Supplies & Services											
556	561	451	110	19.5%	Bank Charges / Other Fees	3,860	4,365	4,153	212	4.9%	
557	600	1,266	-666	-111.0%	Bibliographical Services	25,035	5,122	5,188	-66	-1.3%	
0	0	0	0	0.0%	Binding	0	0	0	0	0.0%	
11,423	2,519	3,451	-932	-37.0%	Computer Services / Licensing	35,233	19,501	21,765	-2,264	-11.6%	The adverse variance resulted from a payment in January for Libguide software.
6,045	3,000	170	2,830	94.3%	Continued Education	25,378	10,948	5,158	5,790	52.9%	
1,736	2,708	1,824	884	32.6%	Copy Center	25,372	14,285	21,050	-6,765	-47.4%	Unfavorable variance was caused by a \$9k sales tax on copy center income. This should resolve by EOY.
3,818	2,784	592	2,191	78.7%	Electronics / Computer Hardware	5,578	13,284	10,493	2,791	21.0%	
0	250	0	250	100.0%	Furniture / Appliances	975	1,642	1,142	500	30.5%	
3,378	3,513	3,557	-44	-1.3%	Integrated Library System	26,282	27,761	27,849	-88	-0.3%	
180	450	0	450	100.0%	Membership (Staff)	10,775	2,065	1,615	450	21.8%	
2,447	2,206	2,894	-687	-31.2%	Office / Library Supplies	17,589	21,625	21,432	193	0.9%	
13,546	3,750	0	3,750	100.0%	Other / Misc.	14,737	8,914	1,414	7,500	84.1%	
25	5,600	4,000	1,600	28.6%	Outreach / Marketing	15,340	27,861	17,877	9,984	35.8%	
3,647	1,692	1,309	383	22.6%	Postage / UPS / FedEx	14,194	11,392	9,950	1,442	12.7%	
582	714	174	540	75.6%	Printing / Reproduction	3,428	4,169	3,244	925	22.2%	
3,070	800	226	574	71.8%	Reimbursed Expenses	15,797	18,789	18,004	785	4.2%	
0	600	42	558	93.0%	Staff Meetings / Activities	8,210	7,230	8,533	-1,304	-18.0%	
2,185	2,410	4,370	-1,960	-81.3%	Telecommunications	17,568	24,153	26,519	-2,366	-9.8%	The Time Warner fiber bill for February was double the prior period.
985	1,000	1,641	-641	-64.1%	Transportation Reimbursement	8,110	7,632	7,798	-166	-2.2%	
1,082	792	451	340	43.0%	Vending	7,609	5,486	4,679	807	14.7%	
55,262	35,948	26,419	9,529	26.5%	Subtotal	281,070	236,225	217,865	18,360	7.8%	
Professional Services											
0	0	56	-56	0.0%	Accounting	14,175	15,000	15,056	-56	-0.4%	
8,136	1,000	0	1,000	100.0%	Consulting Services	16,272	26,741	25,390	1,351	5.1%	
1,902	3,000	39	2,961	98.7%	Legal	44,453	31,176	25,312	5,863	18.8%	Legal costs related to employment separations have been classified as extraordinary (see below).
1,074	1,500	1,689	-189	-12.6%	Payroll / HR Services	10,965	11,947	11,896	51	0.4%	
175	0	4,120	-4,120	0.0%	Recruitment Costs	750	742	5,372	-4,630	-624.4%	Costs for the month were for background verification checks
1,340	1,667	1,840	-173	-10.4%	Temporary Services	30,454	14,192	15,337	-1,145	-8.1%	
12,627	7,167	7,744	-577	-8.1%	Subtotal	117,068	99,798	98,363	1,434	1.4%	
Depreciation:											
220,962	247,307	246,173	1,134	0.5%	Depreciation - Library Materials	1,968,419	2,043,260	2,039,298	3,962	0.2%	
6,912	62,268	52,868	9,400	15.1%	Depreciation - Fixed Assets	121,379	436,180	422,180	14,000	3.2%	
227,874	309,575	299,041	10,534	3.4%	Subtotal	2,089,798	2,479,439	2,461,478	17,962	0.7%	
691,327	729,718	735,705	-5,987	-0.8%	Total Expense	5,838,632	6,111,001	6,103,352	7,648	0.1%	
61,241	-28,387	-1,953	26,433	93.1%	<b>Net Income</b>	664,725	-136,302	-126,557	9,745	7.1%	

## Los Angeles Law Library

Income Statement for the Period Ended February 28, 2013

Feb 2012	Feb 2013					FY 2011-12	FY 2012-13 YTD				Comments
	Actual	Amended Budget	Actual	\$ Fav (Unf)			% Fav (Unf)	YTD	Amended Budget	Actual	
0	7,500	10,193	-2,693	-35.9%	<b>Extraordinary Expense</b>	0	240,249	219,193	21,056	8.8%	Extraordinary expense includes payments to separated employees and employment-related legal fees.
<hr/>											
<b>Capital Expenditures:</b>											
0	10,000	0	10,000	100.0%	Furniture / Appliances (>3k)	0	10,000	0	10,000	100.0%	
0	0	0	0	0.0%	Electronics / Computer Hardware (>3k)	0	7,539	7,539	0	0.0%	
0	0	0	0	0.0%	Exterior Building Repairs/Improvements (>3k)	0	10,652	10,652	0	0.0%	
0	0	0	0	0.0%	Interior Improvements / Alterations (>3k)	4,697	14,285	14,285	0	0.0%	
0	0	0	0	0.0%	Computer Software	0	19,311	19,311	0	0.0%	
<hr/>											
0	10,000	0	10,000	100.0%	Total - Expenditures	4,697	61,786	51,786	10,000	16.2%	
<hr/>											
NA	59	56	4	6.5%	<b>Full-Time Equivalent Employees</b>	NA	59	55	4	6.3%	
<hr/>											

# Los Angeles Law Library

## Statement of Cash Flows

As of February 28, 2013

	2/28/2013	YTD
<b>Cash flows from operating activities</b>		
Court fees	650,533	5,248,429
Parking fees	47,404	361,000
Annual fees	9,040	64,131
Copy center and document delivery	7,752	65,900
Other operating income	14,298	71,101
(Increase) decrease in accounts receivable	4,811	(3,723)
(Increase) decrease in borrowers' deposit	(2,790)	22,877
<b>Cash received from filing fees and services</b>	<b>731,048</b>	<b>5,829,715</b>
Services and supplies	(65,354)	(484,385)
Insurance	(22,777)	(182,213)
Utilities	(8,456)	(93,328)
Other operating expenses	(17,937)	(308,564)
Increase (decrease) in prepaid expenses and other assets	48,179	153,837
Increase (decrease) in accounts payable	(527,149)	(1,170,199)
Increase (decrease) in other liabilities	-	(499,237)
<b>Cash payments to suppliers for goods and services</b>	<b>(593,493)</b>	<b>(2,584,089)</b>
Salaries and benefits	(332,334)	(2,792,578)
Increase (decrease) in payroll liabilities	(4,898)	9,912
Increase decrease in accrued sick and vacation liability	-	-
Increase decrease in OPEB liability	-	-
<b>Cash payments to employees for services</b>	<b>(337,232)</b>	<b>(2,782,666)</b>
<b>Contributions received</b>	<b>-</b>	<b>120,000</b>
<b>Net cash from operating activities</b>	<b>(199,677)</b>	<b>582,960</b>
<b>Cash flow from capital and related financing activities</b>		
Acquisition of capital assets	(701,433)	(2,339,343)
<b>Cash flows from investing activities</b>		
Investment earnings	4,725	46,234
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>(896,385)</b>	<b>(1,710,149)</b>
Cash and cash equivalents, at beginning of period	10,231,251	11,045,015
Cash and cash equivalents, at end of period	9,334,866	9,334,866

**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2013 - February 28, 2013 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
February 1	WOLTERS KLUWER LAW & BUSINESS	BOOKS	359.26	024796	
	BERNAN ASSOCIATES	BOOKS	192.60	024797	
	BLOOMBERG BNA	BOOKS	198.58	024798	
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	980.73	024799	
	CALIF HIGHWAY PATROL DEPT OF	BOOKS	8.06	024800	
	CCH INCORPORATED	BOOKS	174.79	024801	
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	554.98	024802	
	COUTTS LIBRARY SERVICES	BOOKS	9,184.15	024803	
	GOURMET COFFEE SERVICE	OUTREACH	38.64	024804	
	JURIS PUBLISHING INC	BOOKS	39.50	024805	
	LAW JOURNAL PRESS	BOOKS	3,178.69	024806	
	MARY MARTIN BOOKSELLERS	BOOKS	697.00	024807	
	NATIONAL BOOK NETWORK	BOOKS	526.25	024808	
	PRACTISING LAW INSTITUTE	BOOKS	248.66	024809	
	PRIMARY RESEARCH GROUP INC	BOOKS	98.00	024810	
	STATE BAR OF TEXAS	BOOKS	81.25	024811	
	AFFORDABLE LIBRARY PRODUCTS	LIBRARY SUPPL	589.85	024812	
	AMERICAN EXPRESS	BUSINESS CARD	5,820.67	024813	
	BANC OF AMERICA LEASING	COPY CTR - LA	251.19	024814	
	BRIDGES FILTER SERVICE, INC	BLDG MAINT	159.99	024815	
	CARD INTEGRATORS CORPORATION	SECURITY SYSTEMS	770.36	024816	
	MEGAPATH	TELECOM	477.95	024817	
	METROLINK	TAP	975.50	024818	
	NETRONIX INTEGRATION INC	SECURITY SYS	1,594.28	024819	
	OFFICE DEPOT	OFFICE SUPPL	695.37	024820	
	SECURITAS SECURITY	SECURITY	7,131.42	024821	
	TRAK	TEMP SVCS	114.25	024822	
	TIME WARNER CABLE	TELECOM	2,400.00	024823	
	UP TO DATE FILING SERVICE	TEMP SVCS	1,610.00	024824	
	VALLEY WIDE AIR	BLDG MAINT	245.00	024825	
	February 8	WOLTERS KLUWER LAW & BUSINESS	BOOKS	559.00	024826
		BERNAN ASSOCIATES	BOOKS	670.01	024827
		BOOK HOUSE INC	BOOKS	627.88	024828
LEXISNEXIS CANADA BUTTERWORTHS CANA		BOOKS	1,038.65	024829	
CONTINUING EDUCATION OF THE BAR CAL		BOOKS	1,391.17	024830	
COMERCIAL CELIS LIMITADA		BOOKS	209.00	024831	
FORSTER LONG INC PUBLISHERS		BOOKS	517.76	024832	
OTTO HARRASSOWITZ		BOOKS	2,245.98	024833	
JURISNET LLC		BOOKS	530.00	024834	
KANSAS JUDICIAL COUNCIL		BOOKS	75.00	024835	
RETTA LIBROS LIDERLAF S A		BOOKS	425.02	024836	
LAW JOURNAL PRESS		BOOKS	2,679.35	024837	
MUNICIPAL CODE CORPORATION		BOOKS	98.00	024838	

50,712.51

**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2013 - February 28, 2013 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
February 13	OXFORD UNIVERSITY PRESS	BOOKS	248.72	024839	
	THOMSON REUTERS	BOOKS	2,625.36	024840	
	UNIVERSITY OF WISCONSIN LAW SCHOOL	BOOKS	79.00	024841	
	STATE BAR OF WISCONSIN	BOOKS	61.34	024842	
	AT&T	TELECOM	402.95	024843	
	BANDWIDTH.COM, INC.	TELECOM	281.16	024844	
	STATE BOARD OF EQUALIZATION	USE TAX	2,976.00	024845	
	DATA2, INC.	LIB SUPPL	1,529.64	024846	
	FEDEX	POSTAGE	26.51	024847	
	GOURMET COFFEE SERVICE	OUTREACH	544.88	024848	
	LINDA J HEICHMAN TAYLOR	REIMBURSEMENT	83.29	024849	
	L A DEPT WATER & POWER	ELECTRIC/FIRE	7,122.13	024850	
	OFFICE DEPOT	OFFICE SUPPL	373.31	024851	
	PACER SERVICE CENTER	COPY CTR	121.04	024852	
	PETTY CASH FUND	PETTY CASH	336.31	024853	
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,421.43	024854	
	SECURITAS SECURITY	SECURITY	6,232.33	024855	
	SEPCO EARTHSCAPE, INC	LANDSCAPING	1,050.00	024856	
	SHAW & SONS	BLDG MAINT	2,890.00	024857	
	SQBOX SOLUTIONS LTD	COMP SVCS	1,500.00	024858	
STATE FUND	WORKERS COMP	9,353.42	024859		
UNITED PARCEL SERVICE	POSTAGE	631.75	024860		
L A DEPT WATER & POWER	WATER/SANITATION	287.03	024861		
February 20	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,274.16	024862	
	SUSANNE BACH COMERCIO DE LIVROS LTD	BOOKS	4,238.00	024863	
	BLOOMBERG BNA INTERNATIONAL INC	BOOKS	2,184.00	024864	
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	547.69	024865	
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,756.38	024866	
	GOVERNMENT PRINTING & STATIONARY DE	BOOKS	356.00	024867	
	OTTO HARRASSOWITZ	BOOKS	760.44	024868	
	RETTA LIBROS LIDERLAF S A	BOOKS	68.00	024869	
	LAW REPORTS INTERNATIONAL LTD	BOOKS	55.00	024870	
	LEXISNEXIS BUTTERWORTHS	BOOKS	8,569.47	024871	
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	760.00	024872	
	NATIONAL BOOK NETWORK	BOOKS	125.54	024873	
	PRACTISING LAW INSTITUTE	BOOKS	276.60	024874	
	PROVINCIAL TREASURER OF PEI	BOOKS	64.58	024875	
	THOMSON REUTERS	BOOKS	2,568.68	024876	
	WILLIAM S HEIN & CO	BOOKS	3,575.74	024877	
	YBP LIBRARY SERVICES	BOOKS	1,200.46	024878	
	GOVERNMENT OF YUKON	BOOKS	158.97	024879	
	February 21	AT&T MOBILITY	TELECOM	203.31	024880

126,479.41

**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2013 - February 28, 2013 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 22	CCCLL	REGISTRATION	95.00	024881
	CLEAN SOURCE, INC.	BLDG SUPPL	1,489.89	024882
	COLANTUONO & LEVIN	LEGAL	39.00	024883
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	647.95	024884
	COUNTY OF LOS ANGELES	HEAT/COOL	1,047.20	024885
	KROLL BACKGROUND AMERICA, INC	RECRUITMENT	4,119.75	024886
	LIQUID CATERING	OUTREACH	654.00	024887
	OFFICE DEPOT	OFFICE SUPPL	482.60	024888
	PENINSULA LIBRARY SYSTEM	REGISTRATION	75.00	024889
	UNITED PARCEL SERVICE	POSTAGE	42.46	024890
	UP TO DATE FILING SERVICE	TEMP SVCS	1,840.00	024891
	VALLEY WIDE AIR	BLDG MAINT	245.00	024892
	VERIZON	TELECOM	40.73	024893
	XO COMMUNICATIONS LLC	TELECOM	501.76	024894
	AMERICAN BAR ASSOCIATION	BOOKS	1,739.68	024895
	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	75.00	024896
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	397.00	024897
	BOOK HOUSE INC	BOOKS	110.99	024898
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	711.02	024899
	CARSWELL COMPANY LTD	BOOKS	484.50	024900
CASALINI LIBRI	BOOKS	1,161.34	024901	
CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,299.49	024902	
COMMONWEALTH OF THE NORTHERN MARIAN	BOOKS	160.00	024903	
THOMSON GALE	BOOKS	2,384.71	024904	
GAUNT	BOOKS	265.35	024905	
HOGARTH REPRESENTATION	BOOKS	879.33	024906	
INTERNATIONAL MUNICIPAL LAWYERS ASS	BOOKS	250.00	024907	
JAPAN PUBLICATIONS TRADING CO LTD	BOOKS	271.50	024908	
JURIS PUBLISHING INC	BOOKS	136.50	024909	
LEXISNEXIS BUTTERWORTHS	BOOKS	826.67	024910	
LIBROS CENTROAMERICANOS	BOOKS	850.00	024911	
CITY OF LIVERMORE	BOOKS	69.00	024912	
ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	990.00	024913	
P L D PUBLISHERS	BOOKS	175.00	024914	
TURPIN DISTRIBUTION	BOOKS	90.00	024915	
WILLIAM S HEIN & CO	BOOKS	232.67	024916	
YBP LIBRARY SERVICES	BOOKS	20.61	024917	
February 26	LOS ANGELES COUNTY	ACCOUNTING	56.00	024918
	GUARDIAN	DENTAL/VISION	7,372.10	024919
	KONICA MINOLTA BUSINESS	COPY CTR - LA	706.25	024920
	KAY MAYORGA	REIMBURSEMENT	17.00	024921
	METROLINK	TAP	1,312.25	024922
	NETRONIX INTEGRATION INC	BLDG MAINT	670.42	024923

161,933.81

**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2013 - February 28, 2013 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	OFFICE DEPOT	OFFICE/COPY CTR	514.68	024924
	RICHARD PACHECO	REIMBURSEMENT	125.40	024925
	SECURITAS SECURITY	SECURITY	6,735.35	024926
	JOHN SKALICKY	MKTG	800.00	024927
	SUN LIFE FINANCIAL	LIFE/DISABILITY	491.32	024928
	UNITED PARCEL SERVICE	POSTAGE	46.55	024929
	VALLEY WIDE AIR	BLDG MAINT	245.00	024930
			170,377.43	

**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2013 - February 28, 2013 (WARRANTS)**  
**Account No.: 102000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 6	SWINERTON BUILDERS	CIP-EXTERIOR	498,371.40	TS00175924
	THOMSON REUTERS	BOOKS	82,798.35	TS00175924
February 21	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	484,340.71	TS00176859
February 28	BUREAU OF NATIONAL AFFAIRS INC	BOOKS	82,392.98	TS00177248
	OTTO HARRASSOWITZ	BOOKS	12,574.86	TS00177248
	CALPERS	HEALTH INS	55,206.16	TS00177248
			<b>1,215,684.46</b>	

**MEMORANDUM**

**DATE:** March 21, 2013  
**TO:** Board of Law Library Trustees  
**FROM:** Patrick O'Leary  
**RE:** Branch Location Conversion

This is a report on the project to implement the Board's decision to convert the branches in Norwalk, Pomona, and Santa Monica from hard-copy book repositories to digital resources. A project team was formed to ensure the conversions happen in a planned, orderly, and timely manner. Attached is a project task list to give you an idea of the complexity of this task.

**TIMING**

The implementation of the reorganization has already begun and the branch courts have indicated that they will be experiencing significant impacts beginning later this month. The Norwalk and Pomona Courts have indicated that they will begin renovation and use immediately upon the Law Library vacating the space. Santa Monica has indicated that it intends to begin renovation and subsequent reuse starting April 15.

**STAFF**

The assistants in Norwalk and Santa Monica will transfer to one of the remaining branches in Long Beach and Torrance. The transfers will allow us to extend operations in those branches so that we will be open from 8:30 a.m. to 4:30 p.m. Monday through Friday. The Pomona assistant position, which was vacated in December 2012 will not be filled. SEIU has requested that the Law Library discuss these staffing changes but has not yet provided a date that they are available to meet.

**BOOK COLLECTION**

In each branch, a number of titles have been identified as having value either at the main library or in a partnership location and will be retained. The core collection in Santa Monica will be maintained on site in a location to be provided by the court; however it is not anticipated that it will be publically accessible at this time. The remainder of the collection in each branch has been offered at no cost to the judges and



officers at the respective courthouses and to a number of schools and colleges, self-help organizations, prison libraries, and other not-for-profit legal organizations in the County. The response has been positive and these worthy organizations are appreciative of the opportunity to utilize these materials for whatever useful life remains in them. Whatever is left at the end of the month will be offered to the bar and to the general public free of charge. All books to be removed from the collection have been stamped "withdrawn" and the Law Library records are being updated accordingly.

#### **ONGOING PRESENCE**

The team is in discussions with court administrators at the branches slated for conversion to ensure that the library maintains a presence at each location. In the Norwalk and Pomona courthouses, we plan to have public access Digital Resource Stations. The development of these stations is itself a tremendous undertaking and Staff is moving at an accelerated pace to try to minimize any gap in service. The request for data and electric lines has already been submitted by the courts, furniture and equipment has already been identified by the Library's IT and facilities staff and reference staff has made substantial progress in designing a self-help model user interface for use at these stations. In Santa Monica, the court is in process of identifying feasible locations for Digital Resource Stations but does not have any budget for providing electric or data lines in locations where none currently exist. The court is also working with Library Staff to evaluate the feasibility and cost of utilizing space next to the self-help center in Santa Monica for a Library facility.

#### **NOTICES AND COMMUNICATIONS**

The team is working closely with the court administrators in Norwalk, Pomona, and Santa Monica to ensure a transparent and coordinated process. Signs will be posted in all branches this week advising branch users' about the transition. Courthouse directories and other courthouse signage will be modified after the branch Library offices close. All vendors with business at the branches, including the library's insurance carriers, are also being notified.



## Branch Closures Project

	Date Assigned	Responsible	Task	Status
<b>Norwalk</b>				
<b>Withdrawn titles:</b>				
N1	2/14/2013	L. Taylor	Contact possible institution-based donees for library materials	Closed
N2	2/14/2013	L. Taylor	Document arrangement with court personnel to dispose of withdrawn materials	Closed
N3	2/28/2013	L. Taylor	Contact possible individual attorney donees for library materials	Open
N4	2/28/2013	L. Taylor / D. Myers	Email to individual attorneys re: "open house" giveaway of library materials	Open
N5	2/28/2013	D. Myers	Signage at branches for "open house" giveaway of library materials	Open
N6	2/14/2013	K. Terada	Schedule donee pickups (institutions)	Open
N7	2/14/2013	K. Terada	Coordinate institution-based donee pickups with branch assistants	Open
N8	2/14/2013	C. Gaiters, J. Yontef	Stamp "withdrawn" on all applicable library materials	Closed
N9	2/14/2013	Ct Admin	Removal of withdrawn books	Open
N10	3/7/2013	M. Muller	Confirm w/Ct Admin date Courthouse needs space	Closed
<b>Retained titles:</b>				
N11	2/14/2013	L. Taylor/S. Saljooghi	Determine dispensation of retained titles: partnerships or Main	Closed
<b>Cataloguing</b>				
N12	2/28/2013	M. Lu	Input notes in Voyager re: withdrawn branch titles	Open
<b>Computers, copiers, printers:</b>				
N13	2/28/2013	M. Li	Return Branch Asst computer and printer to Main	Open
N14	2/28/2013	J. Nelson	Placement of wiring/equipment needs for remote terminals	Closed
N15	3/7/2013	M. Muller	Confirm wiring/placement/logistics of terminals with Ct Admin	Closed
<b>Signage</b>				
N16	3/7/2013	L. Taylor	Confirm with Ct Admin specs re: courthouse signage, removal of old directional signage to Law Library	Open
N17	2/28/2013	D. Myers	Design/distribute applicable directional courthouse signage to research stations	Open
<b>Arrange moving company:</b>				
N18	2/14/2013	J. Mataras	Request bids from at least 3 moving companies (computer, printer, copier, tables, chairs)	Closed
N19	2/14/2013	P. O'Leary	Award moving bid and execute agreement	Open
N20	2/14/2013	Mover	Move furniture, copier and equipment to Main Branch as required	Open
<b>Notifications</b>				
N21	2/14/2013	L. Taylor	Notify branch assistants about Board's decision	Closed
N22	2/14/2013	D. Myers	Press release	Closed
N23	2/14/2013	L. Taylor	Email to Ct Administrators about board decision	Closed
N24	2/14/2013	D. Myers	Draft and distribute notices at branch	Open
N25	2/14/2013	D. Myers	Notify City Officials, if necessary	Open
N26	3/7/2013	K. Terada	List of organizations/number of volumes picked up (for BoT)	Open
<b>Contracts</b>				
N27	2/14/2013	E. Barajas/P. O'Leary	Identify relevant contracts to be terminated or modified	Open
N28	2/14/2013	S. Levin / P. O'Leary	Determine course of action for each agreement and implement	Open
N29	2/25/2013	S. Levin	Contact AOC re: termination of agreement, condition of room	Open
N30	2/25/2013	S. Levin	Union Negotiations	Open
<b>Insurance</b>				
N31	2/14/2013	P. O'Leary	Advise insurance broker and carriers about closure	Closed

## Branch Closures Project

	Date Assigned	Responsible	Task	Status
<b>Pomona</b>				
<b>Withdrawn titles:</b>				
P1	2/14/2013	L. Taylor	Contact possible institution-based donees for library materials	Done
P2	2/14/2013	L. Taylor	Document arrangement with court personnel to dispose of withdrawn materials	Done
P3	2/28/2013	L. Taylor	Contact possible individual attorney donees for library materials	Pending
P4	2/28/2013	L. Taylor / D. Myers	Email to individual attorneys re: "Pending house" giveaway of library materials	Pending
P5	2/28/2013	D. Myers	Signage at branches for "Pending house" giveaway of library materials	Pending
P6	2/14/2013	K. Terada	Schedule donee pickups (institutions)	Pending
P7	2/14/2013	K. Terada	Coordinate institution-based donee pickups with branch assistants	Pending
P8	2/14/2013	Branch temps	Stamp "withdrawn" on all applicable library materials	Pending
P9	2/14/2013	Court Admin	Removal of withdrawn books	Pending
P10	3/7/2013	M. Muller	Confirm w/Ct Admin date Courthouse needs space	Done
<b>Retained titles:</b>				
P11	2/14/2013	L. Taylor/S. Saljooghi	Determine dispensation of retained titles: partnerships or Main	Done
<b>Cataloguing</b>				
P12	2/28/2013	M. Lu	Input notes in Voyager re: withdrawn branch titles	Pending
<b>Computers, copiers, printers:</b>				
P13	2/28/2013	M. Li	Return Branch Asst computer and printer to Main	Pending
P14	2/28/2013	J. Nelson	Placement of wiring/equipment needs for remote terminals	Done
P15	3/7/2013	M. Muller	Confirm wiring/placement/logistics of terminals with Court Admin	Pending
<b>Signage</b>				
P16	3/7/2013	L. Taylor	Confirm with Court Admin specs re: courthouse signage, removal of old directional signage to Law Library	Pending
P17	2/28/2013	D. Myers	Design/distribute applicable directional courthouse signage to research stations	Pending
<b>Arrange moving company:</b>				
P18	2/14/2013	J. Mataras	Request bids from at least 3 moving companies (West Ann CA Codes, computer, computer tables, printer)	Done
P19	2/14/2013	P. O'Leary	Award moving bid and execute agreement	Pending
P20	2/14/2013	Mover	Move books, computer, copier, computer tables to Main Branch as required	Pending
<b>Notifications</b>				
P21	2/14/2013	L. Taylor	Notify branch assistants about Board's decision	Done
P22	2/14/2013	D. Myers	Press release	Done
P23	2/14/2013	L. Taylor	Email to Court Administrators about board decision	Done
P24	2/14/2013	D. Myers	Draft and distribute notices at branch	Pending
P25	2/14/2013	D. Myers	Notify City Officials, if necessary	Pending
P26	3/7/2013	K. Terada	List of organizations/number of volumes picked up (for BoT)	Pending
<b>Contracts</b>				
P27	2/14/2013	E. Barajas/P. O'Leary	Identify relevant contracts to be terminated or modified	Pending
P28	2/14/2013	S. Levin / P. O'Leary	Determine course of action for each agreement and implement	Pending
P29	2/25/2013	S. Levin	Contact AOC re: termination of agreement, condition of room	Pending
P30	2/25/2013	S. Levin	Union Negotiations	Pending
<b>Insurance</b>				
P31	2/14/2013	P. O'Leary	Advise insurance broker and carriers about closure	Done

## Branch Closures Project

	Date Assigned	Responsible	Task	Status
<b>Santa Monica</b>				
<b>Withdrawn titles:</b>				
S1	2/14/2013	L. Taylor	Contact possible institution-based donees for library materials	Done
S2	2/14/2013	L. Taylor	Document arrangement with court personnel to dispose of withdrawn materials	Done
S3	2/28/2013	L. Taylor	Contact possible individual attorney donees for library materials	Pending
S4	2/28/2013	L. Taylor / D. Myers	Email to individual attorneys re: "Pending house" giveaway of library materials	Pending
S5	2/28/2013	D. Myers	Signage at branches for "Pending house" giveaway of library materials	Pending
S6	2/14/2013	K. Terada	Schedule donee pickups (institutions)	Pending
S7	2/14/2013	K. Terada	Coordinate institution-based donee pickups with branch assistants	Pending
S8	2/14/2013	R. Pang, D. Situ, P. Orellana	Stamp "withdrawn" on all applicable library materials	Done
S9	2/14/2013	Court Admin	Removal of withdrawn books	Pending
S10	3/7/2013	M. Muller	Confirm w/Ct Admin date Courthouse needs space (4/1/2013)	Done
<b>Retained titles:</b>				
S11	2/14/2013	L. Taylor/S. Saljooghi	Determine dispensation of retained titles: partnerships or Main	Done
S12	3/7/2013	M. Muller	Confirm with Court Admin that "core collection" OK for SHC to use	Done
S13	3/7/2013	L. Taylor	Draft email for S. Levin re: agreement with SHC to utilize core collection, if necessary	Pending
S14	3/7/2013	M. Li	Move boxes to courthouse to store core collection titles, if necessary	Pending
S15	3/7/2013	Branch Asst or LALL staff	Box core collection titles, if necessary	Pending
<b>Cataloguing</b>				
S16	2/28/2013	M. Lu	Input notes in Voyager re: withdrawn branch titles	Pending
<b>Computers, copiers, printers:</b>				
S17	2/28/2013	M. Li	Return copier, Branch Asst computer and printer to Main	Pending
S18	3/7/2013	M. Muller	Determine court interest in retaining copier (court does not have interest)	Done
S19	3/7/2013	M. Muller	Confirm wiring/placement/logistics of terminals with Court Admin	Pending
<b>Signage</b>				
S20	3/7/2013	L. Taylor (compl by M. Muller and J. Nelson)	Confirm with Court Admin specs re: courthouse signage, removal of old directional signage to Law Library	Done
S21	2/28/2013	D. Myers	Design/distribute applicable directional courthouse signage to research stations	Pending
<b>Arrange moving company:</b>				
S22	2/14/2013	J. Mataras	Request bids from at least 3 moving companies	Done
S23	2/14/2013	P. O'Leary	Award moving bid and execute agreement	Pending
S24	2/14/2013	M. Li	Schedule move of books and other items, if necessary	Pending
S25	2/14/2013	Mover	Execute move of books and other items, if necessary	Pending
S26	2/14/2013	Mover	Move copier to Main	Pending
<b>Notifications</b>				
S27	2/14/2013	L. Taylor	Notify branch assistants about Board's decision	Done
S28	2/14/2013	D. Myers	Press release	Done
S29	2/14/2013	L. Taylor	Email to Court Administrators about board decision	Done
S30	2/14/2013	D. Myers	Draft and distribute notices at branch re: reconfiguration/closure	Pending

## Branch Closures Project

	<b>Date Assigned</b>	<b>Responsible</b>	<b>Task</b>	<b>Status</b>
S31	2/14/2013	D. Myers	Notify City Officials, if necessary	Pending
S32	3/7/2013	K. Terada	List of organizations/number of volumes picked up (for BoT)	Pending
<b>Contracts</b>				
S33	2/14/2013	E. Barajas/P. O'Leary	Identify relevant contracts to be terminated or modified	Pending
S34	2/14/2013	S. Levin / P. O'Leary	Determine course of action for each agreement and implement	Pending
S35	2/25/2013	S. Levin	Contact AOC re: amendment of agreement	Pending
S36	2/25/2013	S. Levin	Union Negotiations	Pending
<b>Insurance</b>				
S39	2/14/2013	P. O'Leary	Advise insurance broker and carriers about closure	Done

**MEMORANDUM**

**DATE:** March 21, 2013

**TO:** Board of Law Library Trustees

**FROM:** Sandra J. Levin, Executive Director

**RE:** Approval of Trustee Designated Member of the Friends of Los Angeles County law Library Board of Directors.

The Board of Trustees is asked to approve the appointments of Ellen A. Pansky and Jennifer Hasbrouck (resumes attached) to the Board of the Friends of the Los Angeles County Law Library (FLACLL). The FLACLL board has nominated these accomplished and enthusiastic individuals to fill vacancies in positions previously appointed by the Law Library Board of Trustees. Each individual has agreed to serve on the board.

The bylaws of the FLACLL provide that the Law Library Board of Trustees shall appoint a majority of the directors of the board of the FLACLL (called the “Board of Trustees group” under the bylaws) and that each vacancy occurring in the Board of Trustees group shall be filled by the Board of Trustees. Accordingly, the Board of Trustees is authorized under the bylaws to fill the two vacant positions. In the event the Board of Trustees does not fill the vacant positions, then the bylaws provide that the remaining directors may temporarily reduce the number of positions on the board for a period of 90 days and fill the positions thereafter.

**OPTIONS**

1. Approve the appointments of Ellen A. Pansky and Jennifer Hasbrouck to the Board of the Friends of the Los Angeles County Law Library;
2. Approve the appointments of [insert names] to the Board of the Friends of the Los Angeles County Law Library;
3. Take no action.

**RECOMMENDATION**

Staff recommends that the Board of Trustees approve the appointments of Ellen A. Pansky and Jennifer Hasbrouck to the Board of the Friends of the Los Angeles County Law Library and thank them in advance for their service.



# PANSKY 2013 BIO

**Ellen A. Pansky** is a partner in the law firm of Pansky Markle Ham LLP, South Pasadena, California, specializing in professional liability litigation, State Bar disciplinary defense, legal ethics consultations and expert testimony. She is a California State Bar Certified Legal Malpractice Specialist. She is a former prosecutor for the State Bar of California. Ms. Pansky has extensive experience before the California Supreme Court, the Court of Appeals, the State Bar Court and State Superior Courts, is admitted to several districts of the U.S. District Court, and to the Ninth Circuit Court of Appeal. Ms. Pansky is a member of the ABA Standing Committee on Ethics and Professional Responsibility (2012-2015). She previously served as a member of the Los Angeles County Bar Association Board of Trustees (2005-2012), and serves on the L.A.C.B.A Professional Responsibility and Ethics Committee (chair 1996-97). She has published extensively in the areas of legal ethics and professional responsibility, and is a California State Bar certified MCLE provider. She is past president of the Association of Professional Responsibility Lawyers; a charter member of the ABA's Center for Professional Responsibility; and is an Inaugural Founder of the National Institute for Teaching Ethics and Professionalism (NIFTEP). She is a longtime member of the ABA, and served as a member of the Editorial Board of the ABA/BNA Lawyers' Manual on Professional Conduct (2004-2007). She is a member of the United States District Court, Central District, Standing Committee on Discipline (2008-2013). Ms. Pansky served as chair of the State Bar of California's Committee on Women in the Law, as president of the National Association of Women Lawyers, and is a lifetime member of WLALA and of CWL. Ms. Pansky graduated summa cum laude from the University of California at Los Angeles in 1974, and received her J.D. degree from Loyola University School of Law in Los Angeles in 1977. She has been rated a "preeminent" lawyer by Martindale Hubble, a Los Angeles Times best lawyer, a SuperLawyer, and a Southern California Top 50 woman lawyer.



### **Jennifer Hasbrouck**

Assistant General Counsel  
Law Department  
Southern California Edison

Jennifer Hasbrouck is Assistant General Counsel in SCE's Law Department. She oversees the Transmission and Wholesale Markets, Real Estate and Licensing, and Environmental sections of the SCE Law Department. She also serves as Compliance Counsel.

Prior to this role, as SCE's Director and Managing Attorney of the Transmission and Wholesale Markets section, Ms. Hasbrouck directed the group of attorneys responsible for legal issues concerning transmission rates and incentives, transmission planning, FERC compliance, interconnection to the transmission grid, and wholesale market design and tariff issues.

Previously within SCE, Ms. Hasbrouck was co-lead counsel on the CPUC General Rate Case and served as lead counsel on demand response issues and the advanced metering initiative. She also served as SCE's Affiliates Counsel under the CPUC Affiliate Transaction Rules. In addition, Ms. Hasbrouck participated in the Edison Executive Edge program in 2011-2012. Ms. Hasbrouck also participated in SCE's Executive Leadership Development Program in 2005-2006 and managed the Tariff Programs and Services department within the Customer Service Organization.

Prior to joining SCE in 1999, Ms. Hasbrouck was an associate at a large international law firm, Graham & James LLP (which has subsequently merged into Squire Sanders & Dempsey).

Ms. Hasbrouck earned an MBA from the University of Southern California, a JD from the University of California Los Angeles, and a BA from the University of Notre Dame.

*Updated February 2013*

**MEMORANDUM**

**DATE:** March 21, 2013  
**TO:** Board of Law Library Trustees  
**FROM:** Patrick O'Leary, Senior Director, Administrative Services  
**RE:** Workers' Compensation Insurance Approval

The Library's previous workers' compensation insurance policy expired on February 28. Pursuant to the Board's approval of Keenan & Associates as our broker, Keenan asked ten carriers to submit proposals for workers' compensation insurance. Those companies either declined to submit a bid or provided higher bids than the current provider. Accordingly, the Library renewed its workers' compensation insurance with the State Fund on the first of this month. We are pleased to report that our forecast of a 10% rate increase proved to be conservative and the renewal premium remained unchanged at \$112,241.

Keenan believes that the Library's past workers' compensation claims discouraged companies from submitting competitive bids and that we will be able to obtain additional, more competitive bids in the future. Keenan is working with the library's managers to reduce the number of workplace injury claims by:

- Managing open claims to expeditious conclusion,
- Providing workplace safety training (at no additional cost to the Library) to reduce preventable injuries, and
- Advising about workplace changes to minimize future claims.

By taking these steps in partnership with Keenan, staff is reasonably confident that the Library will be in a position at the next renewal to present itself in a more attractive light to potential insurers and, consequently, reduce its workers' compensation insurance cost starting in March 2014.

**OPTIONS**

1. Approve and ratify the renewal and direct staff to continue working with Keenan and seek alternative proposals for the period commencing March 2014;
2. Direct staff to seek alternative proposals immediately; or
3. Provide other direction.

**RECOMMENDATION**

Staff recommends Option 1, that the Board approve the renewal of the library's insurance policy with the State Fund at no change in premium expense with the understanding that staff and the Library's insurance broker will take the steps described above to reduce preventable injuries, manage outstanding claims and seek competitive bids for the following policy year.



# AGENDA ITEM 4

## ACTION ITEMS

- 4.1 APPROVAL OF EMPLOYEE HANDBOOK AND PERSONNEL POLICIES MANUAL. SENIOR DIRECTOR, ADMINISTRATIVE SERVICES, PATRICK O'LEARY.
- 4.2 APPROVAL OF VISION AND MISSION STATEMENTS AS RECOMMENDED BY THE STRATEGIC PLANNING COMMITTEE. EXECUTIVE DIRECTOR, SANDRA LEVIN.

**MEMORANDUM**

**DATE:** March 21, 2013

**TO:** Board of Law Library Trustees

**FROM:** Patrick O'Leary, Senior Director, Administrative Services

**RE:** Approval of Employee Handbook and Personnel Policies Manual

At the Board's February 14, 2013 meeting, staff presented for the Board's advance review an Employee Handbook and Personnel Policies Manual (the "Manual"). Staff is now requesting that the Board discuss and approve the Manual or provide direction as to any requested changes.

For your assistance, below is a summary of the new policies incorporated in the proposed Manual.

**BACKGROUND**

This Manual was developed in 2012. Prior to the development of this Manual, the Library's personnel policies and procedures were contained in numerous different documents and locations. The various documents were overlapping, difficult to decipher and out of date.

In 2012, with the assistance of labor counsel, Staff consolidated the following into a single document:

- The Personnel Policies Manual (previously approved by the Board)
- The Employee Handbook (previously prepared by Staff)
- Negotiated changes with SEIU (previously approved by the Board)
- Changes required by developments in laws and regulations (as recommended by labor counsel), and
- New policies to document existing practices, address new technology, and fill in gaps in the standard personnel policies applicable to public agencies.

**NEW CONTENT**

Policies and procedures introduced in this new version are itemized and summarized below. We would be happy to provide more expansive and detailed information as the Board requires.



- Sec. 3.1 Equal Employment Opportunity Employer – Expands the definition of protected classes to include gender identity, gender expression, gender appearance, domestic partnership status, and sexual orientation.
- Sec. 4.3 Background Check – Adds that the Library reserves the right to conduct credit checks on management employees, check signers, those with access to the Library’s bank accounts, and those with access to confidential employee information.
- Sec. 5.3 Death – Sets forth management procedures in the event of an employee’s death.
- Sec. 5.4 Discharge – Confers on the Executive Director the final decision about an employee discharge.
- Sec. 5.5 Employment References – States the Library’s policy of giving limited references on current or former employees.
- Sec. 6.3 Harassment – Expands the definition of protected classes to include gender identity, gender expression, gender appearance, domestic partnership status, and sexual orientation.
- Sec. 6.6 Drug-Free Workplace – Requires employees to notify their supervisors if they are taking prescription or over-the-counter drugs that may impair their safety or their co-workers’ safety.
- Sec. 7.4 Grievance – Presents a grievance procedure for non-represented employees that includes a timetable and graduated appeal process leading ultimately to the Executive Director, whose decision would be final.
- Sec. 7.5 Whistleblower – Encourages employees and applicants for employment to disclose violations of law or policy and provides for their protection from retaliation by any Library employee.
- Sec. 9.3 Safety – States the Library’s safety policy and rules, requires employees to report unsafe conditions, and refers employees to the Library’s Injury and Illness Prevention Plan.
- Sec. 10.11 Personal Electronic Devices – Restricts the use of smartphones, tablets, etc. during the workday
- Sec. 10.6 Misuse of computers – Clarifies and expands the definition of computer system misuse including accessing systems to which the employees is not authorized, sharing passwords, accessing third party networks without consent through the Library’s network, damaging or interfering with the library’s computers or networks, etc.



- Sec. 10.9 Email Signatures – Requires employees to use standard email signatures and to avoid personal or non-business sayings, quotes, philosophies, etc.
- Sec. 10.10 Social Media – States the policies and restrictions governing employees' use of social media to serve users and reach out to the community; establishes guidelines for engaging in social media activity during the workday; prohibits unauthorized employees' from representing that they are speaking on behalf of the Library; and prohibits posting about the Library, management, co-workers or users that is vulgar, obscene, threatening, intimidating, defamatory, harassing, or a violation of the Library's policies against discrimination, harassment, or hostility on account of race, color, religion, creed, sex, or gender.
- Sec. 11 – Introduces several categories of acceptable leave as required by federal or state law including pregnancy disability leave, civil air patrol leave, family military leave, school activities leave, and time off for bone marrow and organ donation, domestic violence victims, crime victims, volunteer firefighters, reserve police officers, emergency rescue personnel, and adult literacy programs.
- Sec. 11.1 Holidays – Affirms that employees must work the day before or after a holiday to qualify for vacation pay unless their supervisor excuses the absence.
- Sec. 11.2 Vacation – Documents the reduced vacation benefit for employees hired on or after 5/31/11.
- Sec. 11.3 Sick Leave – Documents the reduced sick leave benefit for employees hired on or after 5/31/11.
- Sec. 12.5 Attendance recordkeeping – Documents procedures introduced at the implementation of the Library's Empower attendance recordkeeping system.
- Sec. 12.9 Payday – Codifies payment by automatic deposit for all employees.
- Sec. 13.10 Family Temporary Disability Insurance – Describes paid benefits available for the birth, adoption, or placement of a child or to care for a seriously ill family member.
- Sec. 15 Contact with the Media – Delineates the process for responding to the media and confines to the Executive Director the authority to make or approve public comments on the Library's behalf.

**RECOMMENDATION**

Staff recommends that the Board approve the Employee Handbook and Personnel Policies Manual.



**MEMORANDUM**

**DATE:** March 21, 2013

**TO:** Board of Law Library Trustees

**FROM:** Sandra J. Levin, Executive Director

**RE:** Approval of Vision and Mission Statements as Recommended by the Strategic Planning Committee.

**INTRODUCTION**

Two of the basic components of a strategic plan consist of the Vision and Mission Statements. A Vision Statement is a future oriented statement that clearly articulates what we wish our Library to become; it should convey the core values of the Library and identify the community that the Library wishes to serve. A Mission Statement is something that can be done today; it should address what we do, who we do it for as well as how and why we do it. In other words, the Mission Statement says who we are, while the Vision Statement expresses who we want to become.

The language the Board chooses for a Vision Statement provides direction – most particularly to Staff - as to where the Board wants to take the organization in the future. There are an infinite number of policy choices and a variety of ways to express each choice. There is no one “right answer” but the choice is important as it has a powerful impact on the direction of the organization. It is also important that the Mission Statement recognizes the value of the organization and its role in the existing environment. This recognition is a useful tool in setting expectations and acknowledging challenges and accomplishments of the organization. In short, it helps set the tone for the Board’s relationship with the Staff and the organization as a whole.

Today, the Strategic Planning Committee (SPC) is asking the Board to discuss, and potentially approve, the Committee’s recommended Vision and Mission Statements. If approved, the proposed statements would guide the strategic planning process and provide the working direction for Staff as we move forward. Please note that approval now does not preclude future discussion or modification in the context of the ongoing strategic planning process. Staff continues to reach out to the Law Library’s stakeholders for input and the Board could elect to modify the final vision and mission statements at the end of the process in light of insights and observations from that outreach. Final approval will occur in the context of approval of the Strategic Plan as a whole.



## **BACKGROUND**

The LA Law Library has had a variety of vision and mission statements over the years. For example, in October 2006, the Board adopted the following vision statement:

*The LA Law Library is the leader in providing public access to legal information.*

In 2011, the following vision statements were presented by the Executive Director and adopted by the executive team:

*10 Year VISION: LA Law Library is the de facto State Law Library, providing excellent cutting edge 24x7 services to constituents and all other libraries.*

*3 Year VISION: LALL is the premier architect transforming experiences in the delivery of services and information.*

Similarly, in January 2007, the Board approved the following mission statement:

*The LA Law Library provides access to legal information through effective, efficient and collaborative services in order to support current and emerging user needs in a dynamic legal environment.*

In 2011, the following mission statement was presented by the Executive Director and adopted by the executive team:

*Our mission is to be the central source for legal information, research and continuous learning, providing services & relationships for success whenever and wherever needed.*

The SPC reviewed these as well as numerous other options and examples presented by Staff. (Some of the examples discussed by the SPC are attached as an exhibit to this report.) The SPC also reviewed vision and mission statements from 50+ other public law libraries nationwide. (It should be noted that, although the SPC met as a whole about the objectives and premises of the Law Library's vision and mission statements, only two of the three members of the SPC were able to attend the final meeting to vote on the recommendation.)

Some of the significant objectives and premises articulated by the SPC in drafting its recommended statements were:

1. The vision should inspire and motivate; it should reflect a goal of something more than what is already being accomplished at the Law Library.
2. The Law Library is not merely a building full of books; it should be busy, vibrant and active and serve as an educational center.
3. The Law Library does not serve only lawyers, citizens, customers or residents; it serves people, all those seeking legal knowledge or information.
4. The language of the statements should be inclusive, not exclusive; the collection is meant to be shared and used.



5. The role of the Library (and librarians) expands and changes as the needs of the community change; the reorganization of the courts will intensify the need for flexibility.
6. The Law Library should not expand beyond its area of expertise, but should recognize its position as an integral part of a larger system and network of justice and social services, partnering with other agencies and embracing a role as a facilitator and guide.
7. The statements should recognize the Law Library's location in, and relationship to, the County of Los Angeles, but also the importance of operating within a global environment where geographic boundaries are becoming less and less significant.
8. The statements should recognize the importance of the LA Law collection as a unique and valuable resource.
9. The language of the statements should be plain English, without pretense or jargon.

#### **RECOMMENDATION**

The Strategic Planning Committee – with Staff's enthusiastic support – is recommending approval of the following Vision and Mission Statements:

**Vision:** The LA Law Library is a vibrant community education center in Los Angeles County and a leader in providing public access to legal knowledge, putting national and international sources of law into the hands of those seeking legal information.

**Mission:** The LA Law Library proactively supports people's needs in a dynamic global environment, acting as the curator and cultivator of a superior collection of legal resources, a gateway to legal information and a navigator facilitating access to the legal system.



**SOME EXAMPLES DISCUSSED BY THE SPC**

Vision/Policy Direction	Language
Focus on position and reputation among libraries	<i>[Existing] The LA Law Library is the leader in providing public access to legal information.</i>
Seek a statewide role and focus on relationships with other law libraries	<i>[Previous admin proposal] LA Law Library is the de facto State Law Library, providing excellent cutting edge 24x7 services to constituents and all other libraries.</i>
Be an agent for change among public law libraries	<i>[Previous admin proposal] LALL is the premier architect transforming experiences in the delivery of services and information.</i>
Status quo; maintain and hold	<i>The LA Law Library is a leader in providing public access to legal information.</i>
Be more active in outreach and access to justice	<i>The LA Law Library is a leader in facilitating access to legal information and the justice system.</i>
Be more active in outreach and access to justice AND broaden geographic scope	<i>The LA Law Library is a global leader in facilitating access to legal information and the justice system.</i>
Expand reputation for access to justice and focus on SRLs	<i>LALL is a consistent, reliable and trustworthy link between citizens and the administration of justice</i>
Focus locally but maintain a broad collection	<i>The LA Law Library is the center of community access to legal knowledge in Los Angeles County, putting national and international sources of law into the hands of those seeking legal information.</i>
Increase activity level and expand educational role in community	<i>The LA Law Library is a vibrant community education center and a leader in providing public access to legal information.</i>

