

AGENDA

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

REGULAR BOARD MEETING

Tuesday, August 26, 2014

12:15 PM

M. L. LILLIE BUILDING

TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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

AGENDA MATERIALS

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the June 24, 2014, Regular Board Meeting.
- 3.2 Review of May 2014 Financials & June 2014 List of Checks and Warrants.
- 3.3 Review of June 2014 Financials & July 2014 List of Checks and Warrants.
- 3.4 Quarterly Statistics Update, April through June 2014.
- 3.5 Quarterly Strategic Plan Update, through July 2014.
- 3.6 Approval of Amended Accounting Policies & Procedures Manual.
- 3.7 Approval of Amended Employee Handbook & Personnel Policies Manual.
- 3.8 Approval of Amended Governance Resolution.

4.0 DISCUSSION ITEMS

- 4.1 Discussion Regarding Access to Justice Initiatives

5.0 AGENDA BUILDING

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

6.0 EXECUTIVE DIRECTOR REPORT

7.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, September 23, 2014.



POSTED THURSDAY, AUGUST 21, 2014 @ 1:00 P.M.

POSTED BY EUSTORGIO BARAJAS

AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the June 24, 2014, Regular Board Meeting.
- 3.2 Review of May 2014 Financials & June 2014 List of Checks and Warrants.
- 3.3 Review of June 2014 Financials & July 2014 List of Checks and Warrants.
- 3.4 Quarterly Statistics Update, April through June 2014.
- 3.5 Quarterly Strategic Plan Update, through July 2014.
- 3.6 Approval of Amended Accounting Policies & Procedures Manual.
- 3.7 Approval of Amended Employee Handbook & Personnel Policies Manual.
- 3.8 Approval of Amended Governance Resolution.

**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.**

June 24, 2014

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, June 24, 2014 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present:

Judge Michelle Williams Court
Judge Ann I. Jones
Kenneth Klein, Esquire
Judge Lee Smalley Edmon
Susan Steinhauser, Esquire

Trustees Absent:

Judge Reva Goetz
Judge Mark Juhas

Senior Staff Present:

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

Also Present:

John Kohl, Finance Director

President Jones determined a quorum to be present, convened the meeting at 12:18 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

During the five (5) minutes allocated, Mr. Lee Paradise commented on Agenda Item 3.4; Approval of Operating and Capital Expenditures Budget for Fiscal Year 2014-2015. Paradise also commented on the Law Library's Torrance Branch, parking charges and fundraising, among other topics.

During the three (3) minutes allocated, Ms. Sharon Boone commented on Agenda Item 3.4; Approval of Operating and Capital Expenditures Budget for Fiscal Year 2014-2015. Boone expressed her objection to the proposed furlough. Boone also expressed her concern on the furlough impact for part-time staff.

During the three (3) minutes allocated, Mr. Ruben Soto commented on Agenda Item 3.4; Approval of Operating and Capital Expenditures Budget for Fiscal Year 2014-2015. Soto expressed SEIU's objection to the proposed furlough. Soto also raised SEIU's understanding of budget impacts but still requested the Board of Trustees seek other alternatives that would have a lesser impact on staff.

2.0 PRESIDENT'S REPORT

President Jones gave a brief report that addressed Agenda Item 3.4; Approval of Operating and Capital Expenditures Budget for Fiscal Year 2014-2015. In her report, President Jones articulated the Board's efforts to minimize the budget impacts on staff, including the Board's review of several alternatives. Upon conclusion of the President's report, ED Levin reminded the Board how professional and productive the Law Library staff team is.

3.0 CONSENT CALENDAR

3.1 Minutes of the May 27, 2014, Regular Board Meeting.

3.2 April 2014 Financials & May 2014 List of Checks and Warrants.

3.3 Report Re: Implementation of Cash Rewards Payment System.

Staff recommended the Board implement an ePayables program in conjunction with Mastercard or VISA.

3.4 Approval of Operating and Capital Expenditures Budget for Fiscal Year 2014-2015.

Staff recommended that the Board of Trustees:

- 1) Approve the proposed budget for FY2015 (including Income and Expense Operations Summary, Cash Flow, Item Detail and Capital Projects); and
- 2) Place a cap on the use of reserves to offset operating losses not to exceed \$1M over the next two years. If losses are forecast to continue beyond FY2016 or to exceed the \$1M cap, then staff is directed to present cost reduction strategies and engage in discussion with the Board regarding service cuts necessary to balance the budget.

3.5 Liability, Long-term Disability (LTD), Life, Vision and Dental Insurance Renewal.

Staff recommended that the Board approve:

- 1) The renewal of long-term disability (LTD), basic life, voluntary life, dental, and vision insurance with Guardian; and
- 2) The renewal of the property & casualty package through the existing carrier as presented by Keenan & Associates.

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

4.0 DISCUSSION ITEMS

4.1 Update and Discussion Regarding Statewide Lobbying Efforts.

Staff recommended that the Board ask any questions it may have concerning current lobbying efforts and discuss options for future lobbying efforts, including those presented in the survey.

ED Levin presented a brief presentation on the status of CCCLL's lobbying efforts regarding B&P 6348.4, B&P 6360, B&P 6322.1, and the General Fund Appropriation. Following discussion, ED Levin was given direction to further collaborate with CCCLL in lobbying efforts. No further action was taken.

4.2 Discussion Regarding Formation of a Non-Profit for Delivery of Services.

Staff recommended that the Board discuss the possible advantages and disadvantages of forming a non-profit and provide direction as to whether to investigate the option of creating a non-profit for the delivery of services.

Following a brief presentation by ED Levin a discussion was held by the Board, no further action was taken.

5.0 AGENDA BUILDING

ED Levin highlighted the Library's CERBT investment return to date as well as the June filing fee revenue and announced the receipt of a revised liability insurance proposal that resulted in lower premiums than budget projections.

6.0 EXECUTIVE DIRECTOR REPORT

There was nothing more to report.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:26 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, July 24, 2014.

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

DRAFT

Los Angeles Law Library

Balance Sheet

As of May 31, 2014

(Provisional and subject to year-end audit adjustments)

	6/30/2013	5/31/2014	Change
Assets			
Current Assets			
Cash and cash equivalents	8,626,122	3,140,530	(5,485,592)
Accounts receivable	1,497,101	1,507,954	10,853
Prepaid expenses	399,474	136,912	(262,561)
Total current assets	10,522,697	4,785,397	(5,737,300)
Investments			
CalPERS CERBT Trust Fund	0	2,013,738	2,013,738
UBS Zero Coupon Treasury Fund	0	4,000,763	4,000,763
Total Investments	0	6,014,501	6,014,501
Restricted cash and cash equivalents	261,139	302,980	41,841
Capital assets, not being depreciated	580,333	583,433	3,100
Capital assets, being depreciated - net	23,462,542	23,218,933	(243,609)
Total assets	34,826,711	34,905,243	78,533
Liabilities and Net Assets			
Current Liabilities			
Accounts payable	233,134	167,965	(65,170)
Other liabilities	11,218	-	(11,218)
Payroll liabilities	28,627	12,051	(16,576)
Total current liabilities	272,980	180,016	(92,964)
Accrued sick and vacation liability	420,789	361,332	(59,457)
Borrowers' deposit	290,942	313,556	22,614
OPEB obligation	1,740,966	2,038,883	297,917
Total liabilities	2,725,677	2,893,786	168,109
Net assets			
Invested in capital assets, net of related debt	24,042,875	23,802,366	(240,509)
Unrestricted	8,058,158	8,209,091	150,933
Total net assets	32,101,034	32,011,457	(89,577)
Total liabilities and net assets	34,826,711	34,905,243	78,533

Los Angeles Law Library
Income Statement for the Period Ended May 31, 2014
(Provisional and subject to year-end audit adjustments)

May 13 Actual	May 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Income											
591,332	577,140	612,802	35,662	6.2%	L.A. Superior Court Fees	7,061,567	6,892,088	6,545,491	-346,597	-5.0%	
3,756	4,842	3,998	-844	-17.4%	Interest	59,766	55,062	47,622	-7,440	-13.5%	
52,861	48,279	50,327	2,048	4.2%	Parking	504,644	495,123	563,670	68,548	13.8%	
22,434	38,229	20,834	-17,481	-45.7%	Library Services	393,967	527,533	522,571	-4,962	-0.9%	
670,383	668,490	687,961	19,385	2.9%	Total Income	8,019,944	7,969,807	7,679,355	-290,452	-3.6%	
Expense											
446,739	465,735	437,256	28,478	6.1%	Staff	3,973,455	3,846,558	3,738,314	108,244	2.8%	
170,724	226,052	242,462	-16,409	-7.3%	Library Materials	3,194,183	3,073,948	2,869,556	204,392	6.6%	
-170,724	-226,052	-242,462	16,409	-7.3%	Lib Materials Transferred to Assets	-3,194,183	-3,073,948	-2,869,556	-204,392	6.6%	
51,941	72,712	60,931	11,781	16.2%	Facilities	737,616	768,493	696,646	71,846	9.3%	
9,604	19,440	7,990	11,450	58.9%	Technology & Data	113,782	144,566	96,496	48,071	33.3%	
60,219	8,527	5,139	3,388	39.7%	General	762,880	100,218	96,544	3,674	3.7%	
1,269	1,900	0	1,900	100.0%	Professional Development	29,693	17,690	16,415	1,275	7.2%	
2,214	1,842	1,119	722	39.2%	Communications & Marketing	25,963	36,208	7,236	28,973	80.0%	
240	300	187	113	37.6%	Travel & Entertainment	3,276	3,500	1,751	1,749	50.0%	
12,082	2,917	1,338	1,579	54.1%	Professional Services	78,188	47,833	32,580	15,253	31.9%	
278,883	284,608	273,153	11,455	4.0%	Depreciation	3,138,967	2,993,427	2,992,282	1,145	0.0%	
863,191	857,980	787,113	70,867	8.3%	Total Expenses	8,863,819	7,958,494	7,678,264	280,230	3.5%	
-192,808	-189,490	-99,152	90,338	47.7%	Net Income	-843,875	11,313	1,090	-10,222	-90.4%	
0	421,988	13,738	-408,250	-96.7%	Extraordinary Income	0	1,687,950	486,072	-1,201,878	-71.2%	
0	0	0	0	0.0%	Extraordinary Expense	209,000	238,201	279,570	-41,369	-17.4%	
0	0	748	748	0.0%	Unrealized Investment Gain/Loss	0	0	748	748	0.0%	
24,332	0	27,083	-27,083	0.0%	OPEB Expense	267,650	243,750	297,917	-54,167	-22.2%	
-216,393	232,498	-111,750	-344,248	-148.1%	Net Income (Loss) Including Extraordinary Items	-1,319,777	1,217,312	-89,577	-1,306,889	-107.4%	
<hr/>											
91,724	45,000	0	45,000	100.0%	Capitalized Expenditures	358,752	698,400	65,523	632,877	90.6%	
<hr/>											
NA	54.62	51.69	2.93	5.4%	Full-Time Equivalent Employees	NA	54.16	50.16	4.00	7.4%	

Los Angeles Law Library
Income Statement for the Period Ended May 31, 2014
(Provisional and subject to year-end audit adjustments)

May 13 Actual	May 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				
Detailed Budget:													
Income:													
591,332	577,140	612,802	35,662	6.2%	15 FIN	303300	L.A. Superior Court Fees	7,061,567	6,892,088	6,545,491	-346,597	-5.0%	Based on the most recent revenue information from the Superior Court, Staff expects fee revenue will fall about 5.2% below budget at EOY.
Interest:													
0	0	0	0	0.0%	15 FIN	311000	LAIF	3,202	1,800	2,488	688	38.2%	
3,632	4,680	3,835	-845	-18.0%	15 FIN	312000	General Fund	54,977	51,480	43,464	-8,016	-15.6%	The budget assumed an annual investment return of .7%. Actual return thus far has been about .6%. The rate should increase during the year as U.S. interest rates rise or as other investment options are selected.
124	162	147	-15	-9.2%	15 FIN	313000	Deposit Fund	1,587	1,782	1,654	-128	-7.2%	
0	0	16	16	0.0%	15 FIN	313200	Bonds	0	0	16	16	0.0%	Interest earnings from bond investment through UBS Financial Services, Inc.
3,756	4,842	3,998	-844	-17.4%			Subtotal	59,766	55,062	47,622	-7,440	-13.5%	
Parking:													
52,861	47,029	50,327	3,298	7.0%	39 FAC	330100	Parking	504,644	481,373	563,670	82,298	17.1%	The favorable variance resulted from a) a restructured vendor agreement that now requires payment in advance, b) a conservative budget that understated the demand for hourly and daily parking.
0	1,250	0	-1,250	-100.0%	39 FAC	330200	Valet Parking	0	13,750	0	-13,750	-100.0%	Delayed implementation of valet parking services.
52,861	48,279	50,327	2,048	4.2%			Subtotal	504,644	495,123	563,670	68,548	13.8%	
Library Services:													
0	500	33	-468	-93.5%	27 CIRC	330150	Annual Borrowing Fee	5,650	5,500	3,136	-2,364	-43.0%	
9,910	8,000	4,828	-3,173	-39.7%	25 P&P	330140	Annual Members Fee	83,007	83,962	95,688	11,726	14.0%	Increase possibly due to Member program sign-ups continue to rise above the number of non renewals. Also sign-ups numbers are higher in 2014 than this time last year.
1,331	2,068	2,070	2	0.1%	23 R&R	330340	Course Registration	13,800	20,144	24,817	4,673	23.2%	Favorable variance due to increase activity in public and MCLE classes as well as improved online registration and payment systems.
5,957	4,750	5,516	766	16.1%	27 CIRC	330129	Copy Center	67,674	52,250	60,321	8,071	15.4%	Actual copy center charges have not declined as much as the budget assumed.
2,070	2,300	2,098	-202	-8.8%	27 CIRC	330205	Document Delivery	23,611	25,300	26,602	1,302	5.1%	
4,398	4,200	4,512	312	7.4%	27 CIRC	330210	Fines	46,881	46,200	45,711	-489	-1.1%	
149	300	339	39	13.0%	13 FIN	330310	Miscellaneous	1,785	53,300	87,390	34,090	64.0%	Favorable variance primarily due to a \$12K CalPERS refund related to Medicare Part D prescription subsidies and a \$11K dividend from the State Compensation Insurance Fund.
-1,959	10,000	592	-9,408	-94.1%	27 COM	330330	Room Rental	23,820	90,000	24,238	-65,762	-73.1%	The campaign to rent rooms is taking longer than expected to reach target.
207	625	315	-310	-49.6%	27 CIRC	330350	Book Replacement	3,132	2,735	5,727	2,992	109.4%	
0	0	0	0	0.0%	15 FIN	330360	Forfeited Deposits	0	2,800	0	-2,800	-100.0%	The harvesting of forfeited deposits will occur later this year.
0	0	0	0	0.0%	15 FIN	330400	Friends of Law Library	120,000	120,000	135,000	15,000	12.5%	
0	5,000	0	-5,000	-100.0%	37 COM	330420	Grants	0	20,000	0	-20,000	-100.0%	Grant applications are in process, but grant revenues are difficult to predict.
371	486	445	-40	-8.3%	15 FIN	330450	Vending	4,609	5,342	3,502	-1,840	-34.4%	
0	0	86	86	0.0%	27 COM	330465	Special Events Income	0	0	10,440	10,440	0.0%	The favorable variance results from Pro Bono Week donations which were used to pay the event expenses.
22,434	38,229	20,834	-17,481	-45.7%			Subtotal	393,967	527,533	522,571	-4,962	-0.9%	
670,383	668,490	687,961	19,385	2.9%			Total Income	8,019,944	7,969,807	7,679,355	-290,452	-3.6%	
Expenses:													
Staff:													
351,762	309,797	296,123	13,674	4.4%	15 ALL	501000	Salaries (benefits eligible)	2,897,412	2,465,934	2,333,694	132,241	5.4%	Favorable variance due to unplanned vacancies and December 2013 furlough savings.
0	36,592	35,979	613	1.7%	15 ALL	501050	Salaries (benefits ineligible)	0	292,937	287,498	5,439	1.9%	
20,758	21,476	19,478	1,998	9.3%	15 FIN	502000	Social Security	167,097	171,050	153,461	17,589	10.3%	
4,855	5,023	4,555	467	9.3%	15 FIN	503000	Medicare	40,239	40,004	37,316	2,687	6.7%	
10,093	20,600	32,281	-11,681	-56.7%	15 FIN	511000	Retirement	107,669	165,235	264,014	-98,779	-59.8%	Unknown to the Law Library when the budget was approved, CalPERS recalculated the Library's retirement cost at 11.682% of qualified compensation compared with its original calculation of 7.26%. This will result in a \$97k adverse variance by EOY based on most recent data available.

Los Angeles Law Library
Income Statement for the Period Ended May 31, 2014
(Provisional and subject to year-end audit adjustments)

May 13 Actual	May 2014								FY 2012-13 YTD	FY 2013-14 YTD					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)						Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
43,623	52,165	34,379	17,786	34.1%	15	FIN	512000	Health Insurance	506,082	549,592	462,726	86,867	15.8%	Favorable variance due to unplanned vacancies.	
231	361	409	-48	-13.2%	15	FIN	513000	Disability Insurance	2,491	3,985	4,527	-542	-13.6%		
4,552	5,400	4,135	1,265	23.4%	15	FIN	514000	Dental Insurance	57,176	59,400	53,474	5,926	10.0%		
568	852	609	243	28.5%	15	FIN	514500	Vision Insurance	8,279	9,389	7,638	1,750	18.6%		
64	136	-26	162	119.2%	15	FIN	515000	Life Insurance	1,525	1,502	995	507	33.8%		
8,779	8,516	6,982	1,534	18.0%	15	FIN	516000	Workers Comp. Insurance	105,566	100,047	100,059	-12	0.0%		
0	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	30,819	0	441	-441	0.0%		
0	2,500	550	1,950	78.0%	25	P&P	514010	Temporary Employment	18,557	10,000	1,150	8,850	88.5%		
0	150	0	150	100.0%	13	HR	514015	Recruitment	5,584	1,650	3,312	-1,662	-100.7%		
0	0	0	0	0.0%	15	FIN	517500	Accrued Sick Expense	0	0	0	0	0.0%		
0	0	0	0	0.0%	15	FIN	518000	Accrued Vacation Expense	0	-50,000	0	-50,000	100.0%	Actuals are reflected in salaries line items.	
376	667	562	105	15.7%	15	FIN	518550	TMP	9,437	9,333	11,833	-2,499	-26.8%		
1,079	1,500	1,239	261	17.4%	15	FIN	518560	Payroll & Benefit Admin.	15,523	16,500	16,177	323	2.0%		
446,739	465,735	437,256	28,478	6.1%				Total - Staff	3,973,455	3,846,558	3,738,314	108,244	2.8%		
								Library Materials:							
118,692	153,964	173,476	-19,512	-12.7%	23	R&R	601999	American Continuations	2,302,829	2,265,471	2,142,063	123,408	5.4%		
4,293	8,248	2,929	5,319	64.5%	23	R&R	602999	American New Orders	62,164	90,729	65,745	24,983	27.5%		
2,544	4,674	643	4,031	86.2%	23	R&R	609199	Branch Continuations	77,458	51,413	39,807	11,606	22.6%		
110	110	0	110	100.0%	23	R&R	609299	Branch New Orders	4,551	1,210	172	1,038	85.8%		
30,135	29,143	30,608	-1,465	-5.0%	23	R&R	603999	Commonwealth Continuations	390,944	320,575	281,597	38,978	12.2%		
0	0	601	-601	0.0%	23	R&R	604999	Commonwealth New Orders	3,054	2,309	601	1,709	74.0%	New titles in commonwealth are rather expensive subsequently staff, mindful of budget constraints, has not identified new titles for purchase.	
3,981	16,496	19,433	-2,937	-17.8%	23	R&R	605999	Foreign Continuations	189,324	181,458	176,453	5,004	2.8%		
136	1,100	1,575	-475	-43.2%	23	R&R	606999	Foreign New Orders	3,377	18,696	10,720	7,975	42.7%		
9,177	9,348	12,163	-2,815	-30.1%	23	R&R	607999	International Continuations	124,586	102,826	121,756	-18,930	-18.4%		
834	0	860	-860	0.0%	23	R&R	608999	International New Orders	5,346	6,598	6,654	-55	-0.8%		
823	2,749	174	2,575	93.7%	23	R&R	609399	General/Librarianship	28,926	30,243	22,769	7,474	24.7%		
0	220	0	220	100.0%	23	R&R	609499	Continuations General/Librarianship New Orders	1,624	2,419	1,219	1,201	49.6%		
170,724	226,052	242,462	-16,409	-7.3%				Subtotal	3,194,183	3,073,948	2,869,556	204,392	6.6%		
-170,724	(226,052)	-242,462	16,409	-7.3%	15	FIN	690000	Lib Materials Transferred to Assets	-3,194,183	-3,073,948	-2,869,556	-204,392	6.6%		
0	0	0	0	0.0%				Facilities:	0	0	0	0	0.0%		
1,153	500	1,352	-852	-170.5%	39	FAC	801005	Repair & Maintenance	31,998	26,478	30,844	-4,366	-16.5%	Unexpected repair/replacement of HVAC pulleys @ \$2,100.00.	
2,143	699	382	317	45.4%	39	FAC	801010	Building Services	13,941	20,159	16,932	3,227	16.0%		
1,876	1,700	1,793	-93	-5.5%	39	FAC	801015	Cleaning Supplies	16,888	20,000	11,926	8,074	40.4%		
9,106	10,000	9,595	405	4.1%	39	FAC	801020	Electricity & Water	103,849	116,618	100,662	15,956	13.7%	Positive variance to a delay in receiving LA DWP's monthly invoice. Variance to be spent in June 2014.	
1,247	1,250	1,267	-17	-1.3%	39	FAC	801025	Elevator Maintenance	14,365	13,360	14,209	-849	-6.4%		
0	2,750	3,158	-408	-14.8%	39	FAC	801030	Heating & Cooling	26,139	32,700	26,269	6,431	19.7%		
18,841	23,677	20,808	2,870	12.1%	15	FIN	801035	Insurance	244,172	250,301	228,602	21,700	8.7%		
8,421	8,421	8,421	0	0.0%	39	FAC	801040	Janitorial Services	89,752	91,100	92,636	-1,536	-1.7%		
0	1,200	1,050	150	12.5%	39	FAC	801045	Landscaping	4,200	13,200	15,075	-1,875	-14.2%	Unfavorable variance due to trimming of Hill street trees in preparation for annual Gala.	
8,972	21,131	13,105	8,025	38.0%	39	FAC	801050	Security	172,698	166,545	154,766	11,779	7.1%		
183	417	0	417	100.0%	39	FAC	801100	Furniture & Appliances (<3K)	2,737	4,583	684	3,899	85.1%	Few furniture requirements in first half of fiscal year.	

Los Angeles Law Library
Income Statement for the Period Ended May 31, 2014
(Provisional and subject to year-end audit adjustments)

May 13 Actual	May 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	0	0	0	0.0%	39 FAC 801110	Equipment (<3K)	0	2,800	4,041	-1,241	-44.3%	Unfavorable variance due to office supplies vending machine and replacement urinals in the public men's room.
0	968	0	968	100.0%	39 FAC 801115	Building Alterations (<3K)	16,876	10,648	0	10,648	100.0%	
51,941	72,712	60,931	11,781	16.2%		Subtotal	737,616	768,493	696,646	71,846	9.3%	
						Technology & Data:						
2,507	12,700	1,901	10,799	85.0%	33 IT 801210	Services	28,762	36,106	25,113	10,993	30.4%	
0	140	0	140	100.0%	33 IT 801215	Software (<\$3k)	0	30,000	2,605	27,395	91.3%	Software maintenance renewals originally budgeted here were posted to "Services" line item. Starting next FY separate categories will be used to better track hardware and software maintenance expenses.
0	0	0	0	0.0%	33 IT 801220	Hardware (<\$3k)	11,837	5,000	1,699	3,301	66.0%	Purchases delayed to June.
0	500	0	500	100.0%	33 IT 801225	Computer Supplies	0	2,000	476	1,524	76.2%	
3,557	3,600	3,699	-99	-2.7%	33 IT 801230	Integrated Library System	38,521	39,960	39,851	109	0.3%	
3,540	2,500	2,390	110	4.4%	33 IT 801235	Telecommunications	34,661	30,500	26,718	3,782	12.4%	
0	0	0	0	0.0%	33 IT 801245	Tech & Data - Misc	0	1,000	35	966	96.6%	
9,604	19,440	7,990	11,450	58.9%		Subtotal	113,782	144,566	96,496	48,071	33.3%	
						General:						
499	495	574	-79	-16.0%	15 FIN 801310	Bank Charges	5,768	5,445	6,360	-915	-16.8%	Unfavorable variance is a result of fees related to Bank of America's Positive Pay Service which was implemented after the budget was approved.
664	710	709	1	0.2%	35 CMS 801315	Bibliographical Services	7,067	8,760	5,926	2,834	32.3%	The favorable variance is in part the result of timing and will be resolved by EOY when one of the subscriptions invoiced annually due in June (\$1K) ; and in part from OCLC credits earned from the Library's contribution to the consortium.
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
62	83	2	81	97.8%	15 FIN 801325	Board Expense	784	917	1,047	-130	-14.2%	
605	0	0	0	0.0%	15 FIN 801330	Staff Meals & Events	9,420	2,600	2,465	135	5.2%	
3,769	833	705	128	15.4%	15 FIN 801335	Supplies - Office	25,843	9,167	10,255	-1,088	-11.9%	Increased toner and paper purchase resulting from "in-house" printing of collateral materials, flyers, stationaries, etc. is pushing this account over budget year-to-date.
0	794	1,373	-579	-72.9%	35 CMS 801337	Supplies - Library materials	3,376	10,309	8,111	2,198	21.3%	
0	500	0	500	100.0%	37 COM 801340	Stationery & business cards	4,389	5,500	821	4,679	85.1%	The Library is printing stationery in-house thereby reducing outside printing costs.
576	833	-8	842	101.0%	15 FIN 801345	Delivery & Postage	11,385	9,167	3,793	5,373	58.6%	Favorable variance reflects a decrease in shipments of briefs from the Cal. Ct. of App. and price discounts negotiated with UPS and Golden State Overnight (GSO).
701	486	498	-12	-2.4%	15 FIN 801350	Kitchen supplies	6,734	5,646	4,576	1,070	19.0%	The favorable variance results from a decrease in ordering to draw down kitchen supplies. This is expected to come closer to budget by EOY.
0	0	20	-20	0.0%	37 COM 801355	Room Rental Expenses	0	0	12,113	-12,113	0.0%	See 'Room Rental' revenue line item.
0	1,542	523	1,019	66.1%	37 COM 801360	Special Events Expenses	0	16,958	15,468	1,490	8.8%	Charges related to ProBono Week and the Legal Secretaries Lunch.
0	0	0	0	0.0%	37 COM 801365	Grant Application Expenses	0	1,000	0	1,000	100.0%	Possible grant opportunities for 2014 under review.
2,716	2,250	730	1,520	67.6%	33 IT 801370	Copy Center Expense	26,746	24,750	25,011	-261	-1.1%	Based on most recent data, actuals are expected to come in below budget at EOY.
50,627	0	14	-14	0.0%	15 FIN 801375	Miscellaneous	661,368	0	597	-597	0.0%	
60,219	8,527	5,139	3,388	39.7%		Subtotal	762,880	100,218	96,544	3,674	3.7%	
						Professional Development:						
1,170	800	0	800	100.0%	ALL 803105	Travel	15,274	4,800	3,891	909	18.9%	
0	0	0	0	0.0%	ALL 803110	Meals	793	0	122	-122	0.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and Misc.	0	440	1,905	-1,465	-333.0%	Charges related to safety and CPR training for staff.
0	0	0	0	0.0%	ALL 803115	Membership dues	7,595	6,200	6,895	-695	-11.2%	
99	500	0	500	100.0%	ALL 803120	Registration fees	6,001	3,250	3,602	-352	-10.8%	
0	600	0	600	100.0%	ALL 803125	Educational materials	30	3,000	0	3,000	100.0%	
1,269	1,900	0	1,900	100.0%		Subtotal	29,693	17,690	16,415	1,275	7.2%	
						Communications & Marketing:						
2,214	500	0	500	100.0%	37 COM 803205	Services	9,411	10,500	0	10,500	100.0%	No outside services required at this time.
0	250	517	-267	-106.7%	37 COM 803210	Collateral materials	0	9,500	723	8,777	92.4%	Positive variance due to in-house collateral material printing.

Los Angeles Law Library
Income Statement for the Period Ended May 31, 2014
(Provisional and subject to year-end audit adjustments)

May 13 Actual	May 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	300	600	-300	-100.0%	37 COM 803215	Advertising	500	7,500	5,014	2,486	33.1%	Program ads placed in publications for the Library including a room rental campaign ad and email marketing tier upgrade.
0	792	3	789	99.7%	37 COM 803220	Trade shows & Outreach	16,052	8,708	1,498	7,210	82.8%	No additional outreach activities required at this time.
2,214	1,842	1,119	722	39.2%		Subtotal	25,963	36,208	7,236	28,973	80.0%	
						Travel & Entertainment:						
0	0	0	0	0.0%	ALL 803305	Travel	631	0	51	-51	0.0%	
0	0	0	0	0.0%	ALL 803310	Meals	348	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	
240	300	187	113	37.6%	ALL 803320	Ground Transport.	2,297	3,300	1,700	1,600	48.5%	Actuals are expected to end closer to budget at EOY.
0	0	0	0	0.0%	ALL 803325	Incidentals	0	200	0	200	100.0%	
240	300	187	113	37.6%		Subtotal	3,276	3,500	1,751	1,749	50.0%	
						Professional Services:						
0	0	0	0	0.0%	15 FIN 804005	Accounting	15,056	15,750	16,560	-810	-5.1%	
1,550	417	1,338	-921	-221.0%	15 FIN 804008	Consulting Services	26,940	4,583	11,213	-6,629	-144.6%	Temporary HR services offset by the elimination of a senior level position.
10,532	2,500	0	2,500	100.0%	17 EXEC 804010	Legal	36,192	27,500	4,808	22,692	82.5%	Staff has cut back on outside legal services using internal resources.
0	0	0	0	0.0%	17 EXEC 804015	Other	0	0	0	0	0.0%	
12,082	2,917	1,338	1,579	54.1%		Subtotal	78,188	47,833	32,580	15,253	31.9%	
						Depreciation:						
246,434	246,333	241,899	4,434	1.8%	15 FIN 806105	Library Materials	2,782,321	2,602,119	2,647,054	-44,935	-1.7%	Actual depreciation is higher than budget because of the delay in the write-off of the Van Nuys and Compton donated titles and because the write-off was lower than expected. However, we expect actuals to come in closer to budget at EOY as we fully depreciate FY 2004 purchases.
32,449	38,275	31,254	7,021	18.3%	15 FIN 806110	Fixed Assets	356,646	391,308	345,228	46,080	11.8%	Positive variance due to minimal capital purchases .
278,883	284,608	273,153	11,455	4.0%		Subtotal	3,138,967	2,993,427	2,992,282	1,145	0.0%	
863,191	857,980	787,113	70,867	8.3%		Total Expense	8,863,819	7,958,494	7,678,264	280,230	3.5%	
-192,808	(189,490)	-99,152	90,338	47.7%		Net Income	-843,875	11,313	1,090	-10,222	-90.4%	
0	421,988	13,738	-408,250	-96.7%	17 EXEC	Extraordinary Income	0	1,687,950	486,072	-1,201,878	-71.2%	Unfavorable variance is due to a delay in the rare books auction as well as a lower than expected result in part I of the auction. Reflects a \$13.7K nterest income from CalPERS CERBT for the month.
0	0	748	748	0.0%	15 FIN 321000	UBS Zero Coupon Treasury Fund	0	0	748	748	0.0%	Unrealized gain from bond investment through UBS Financial Services, Inc.
0	0	0	0	0.0%	15 FIN	Extraordinary Expense	209,000	238,201	279,570	-41,369	-17.4%	Unfavorable variance is a result of a one month delay in the write-off of Van Nuys' and Compton's donated titles as well as other employee related expenses.
24,332	0	27,083	-27,083	0.0%	15 FIN 518500	OPEB Expense	267,650	243,750	297,917	-54,167	-22.2%	
-216,393	232,498	-111,750	-344,248	-148.1%		Net Income (Loss) Including Extraordinary Items	-1,319,777	1,217,312	-89,577	-1,306,889	-107.4%	
						Capital Expenditures:						
0	0	0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	126,500	0	126,500	100.0%	Scanner and security camera purchases were deferred to FY 2015.
4,647	0	0	0	0.0%	33 IT 161300	Electronics / Comp. Hardware (>3k)	12,186	12,500	19,010	-6,510	-52.1%	Timing variance due to eBranch expenses spanning from prior FYs and project getting closed out in current fiscal year.
0	0	0	0	0.0%	39 FAC 164500	Ext. Bldg. Repairs/ Improvements (>3k)	215,242	12,400	0	12,400	100.0%	Floor repair was deferred to FY 2015.
87,077	0	0	0	0.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	112,014	427,000	24,254	402,746	94.3%	
0	45,000	0	45,000	100.0%	33 IT 168000	Computer Software	19,311	120,000	22,259	97,741	81.5%	Several on-going projects have not been closed out.
91,724	45,000	0	45,000	100.0%		Total - Capitalized Expenditures	358,752	698,400	65,523	632,877	90.6%	
NA	54.6	51.7	2.9	5.4%		Full-Time Equivalent Employees	NA	54.2	50.2	4.0	7.4%	Favorable variance due to vacancies and to a delay in hiring replacements.

Los Angeles Law Library
Statement of Cash Flows
As of May 31, 2014
(Provisional and subject to year-end audit adjustments)

	5/31/2014	YTD
Cash flows from operating activities		
LA Superior court fees	612,802	6,545,491
Parking fees	50,327	563,670
Library services	20,834	859,906
(Increase) decrease in accounts receivable	(15,967)	(10,853)
Increase (decrease) in borrowers' deposit	(2,305)	22,614
Cash received from filing fees and services	665,691	7,980,828
Facilities	(60,931)	(696,646)
Technology & data	(7,990)	(96,496)
General	(5,139)	(183,460)
Professional development	-	(16,415)
Communications & marketing	(1,119)	(7,236)
Travel & entertainment	(187)	(1,751)
Professional services	(1,338)	(32,580)
(Increase) decrease in prepaid expenses	21,517	262,561
Increase (decrease) in accounts payable	(74,553)	(65,170)
Increase (decrease) in other liabilities	-	(11,218)
Cash payments to suppliers for goods and services	(129,740)	(848,411)
Staff	(464,340)	(4,042,477)
Increase (decrease) in payroll liabilities	2	(16,576)
Increase (decrease) in accrued sick and vacation liability	-	(59,457)
Increase (decrease) in OPEB liability	27,083	297,917
Cash payments to employees for services	(437,254)	(3,820,594)
Contributions received	-	135,000
Net cash from operating activities	98,696	3,446,823
Cash flow from capital and related financing activities		
Library materials	(242,462)	(2,869,556)
Fixed assets	-	(65,523)
Capital - Work in Progress (WIP)	-	(3,100)
Cash flows from investing activities		
Investment earnings	3,983	47,606
CalPERS CERBT Trust Fund	(2,000,000)	(2,000,000)
UBS Zero Coupon Treasury Fund	(4,000,000)	(4,000,000)
Net cash increase (decrease) in cash and cash equivalents	(6,139,783)	(5,443,751)
Cash and cash equivalents, at beginning of period	9,583,293	8,887,261
Cash and cash equivalents, at end of period	3,443,510	3,443,510
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(130,234)	(21,449)
Adjustments for noncash effects:		
Depreciation	273,153	2,719,129
Extraordinary expense: book write-off		186,407
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(15,967)	5,114
(Increase) decrease in prepaid expenses	21,517	241,045
Increase (decrease) in accounts payable	(74,553)	9,383
Increase (decrease) in other liabilities	-	(11,218)
Increase (decrease) in payroll liabilities	2	(16,578)
Increase (decrease) in accrued sick and vacation liability	-	(59,457)
Increase (decrease) in borrowers' deposit	(2,305)	24,919
Increase (decrease) in OPEB liability	27,083	270,833
Net cash from operating activities	98,696	3,348,127

LOS ANGELES COUNTY LAW LIBRARY

June 1, 2014 - June 30, 2014 (CHECKS)

Account No.: 108000

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 2	WOLTERS KLUWER LAW & BUSINESS	BOOKS	991.39	027187
	AUX AMATEUR DE LIVRES	BOOKS	132.15	027188
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	154.27	027189
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	698.69	027190
	CARSWELL COMPANY LTD	BOOKS	49.50	027191
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	331.98	027192
	COUTTS LIBRARY SERVICES	BOOKS	2,186.73	027193
	EQUINE LAW PRESS LLC	BOOKS	106.65	027194
	JURISNET LLC	BOOKS	210.50	027195
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	528.20	027196
	MANHATTAN PUBLISHING COMPANY	BOOKS	144.00	027197
	WILLIAM S HEIN & CO	BOOKS	667.31	027198
YBP LIBRARY SERVICES	BOOKS	418.14	027199	
June 6	WOLTERS KLUWER LAW & BUSINESS	BOOKS	430.39	027200
	BERNAN ASSOCIATES	BOOKS	97.00	027201
	GEORGE T BISEL COMPANY	BOOKS	71.80	027202
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	142.94	027203
	CASALINI LIBRI	BOOKS	87.30	027204
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,564.43	027205
	COUTTS LIBRARY SERVICES	BOOKS	459.45	027206
	D K AGENCIES P LTD	BOOKS	140.70	027207
	EMPLOYMENT LAW PUBLISHERS	BOOKS	169.41	027208
	GAUNT	BOOKS	100.54	027209
	JURIS PUBLISHING INC	BOOKS	159.50	027210
	JURISNET LLC	BOOKS	101.50	027211
	LAW REPORTS INTERNATIONAL LTD	BOOKS	345.00	027212
	MANHATTAN PUBLISHING COMPANY	BOOKS	57.00	027213
	MEXICO SUR	BOOKS	809.73	027214
	OXFORD UNIVERSITY PRESS	BOOKS	498.44	027215
	PRACTISING LAW INSTITUTE	BOOKS	781.44	027216
	CITY OF THOUSAND OAKS	BOOKS	32.90	027217
THOMSON REUTERS TAX & ACCOUNTING	BOOKS	303.84	027218	
UNIVERSITY OF WISCONSIN LAW SCHOOL	BOOKS	80.00	027219	
June 10	CHANNA CAJERO	MILEAGE	12.88	027220
	COUNTY OF LOS ANGELES	BANK CHARGES	57.52	027221
	COMPUTYPE INC	LIB SUPPL	416.73	027222
	DAILY JOURNAL CORPORATION	MISC	13.92	027223
	ESTHER EASTMAN	MILEAGE	37.41	027224
	GAYLORD BROS.	SUPPLIES- LIB MATE	956.36	027225
	GOURMET COFFEE SERVICE	KITCHEN SUPPL	497.61	027226
	CHRISTINE R LANGTEAU	MILEAGE	49.73	027227
	SONNY LEW	MILEAGE	8.68	027228

18,441.16

LOS ANGELES COUNTY LAW LIBRARY

June 1, 2014 - June 30, 2014 (CHECKS)

Account No.: 108000

Page 2

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 16	MANAGE EASE INCORPORATED	CONSULTING	1,337.50	027229
	OCLC INC	BIBLIOGRAPHICAL S	708.66	027230
	OFFICE DEPOT	SUPPLIES - OFFICE	167.45	027231
	JEREMY SAMLER	MILEAGE	17.36	027232
	AMERICAN BAR ASSOCIATION	BOOKS	1,136.34	027233
	ALABAMA BAR ICLE UNIV OF ALABAMA	BOOKS	100.00	027234
	AMERICAN MARITIME CASES INC	BOOKS	850.00	027235
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,038.85	027236
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	67.24	027237
	BERNAN ASSOCIATES	BOOKS	574.20	027238
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	319.74	027239
	CCH INCORPORATED	BOOKS	166.52	027240
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,547.85	027241
	CONTINUING LEGAL EDUCATION SOCIETY	BOOKS	218.05	027242
	COUTTS LIBRARY SERVICES	BOOKS	2,156.22	027243
	DATA TRACE LEGAL PUBLISHERS	BOOKS	469.44	027244
	GAUNT	BOOKS	894.10	027245
	GAVILANES BOOKS FROM INDOAMERICA	BOOKS	46.00	027246
	U S GPO SUPERINTENDENT OF DOCUMENTS	BOOKS	20.00	027247
	INTERNATIONAL CHAMBER OF COMMER INT	BOOKS	286.10	027248
	INTERNATIONAL TRANSLATIONS	BOOKS	800.00	027249
	JURISNET LLC	BOOKS	106.50	027250
	LEXISNEXIS BUTTERWORTHS	BOOKS	2,399.34	027251
	LUDWIG MAYER LTD	BOOKS	883.00	027252
	MASSACHUSETTS CONTINUING LEGAL EDUC	BOOKS	172.50	027253
	STATE BAR OF MONTANA	BOOKS	210.00	027254
	MUNICIPAL CODE CORPORATION	BOOKS	190.00	027255
	NATIONAL BUSINESS INSTITUTE	BOOKS	222.81	027256
	NEBRASKA CONTINUING LEGAL EDUCATION	BOOKS	100.00	027257
	NATIONAL FIRE PROTECTION ASSOCIATIO	BOOKS	1,411.56	027258
	PRACTISING LAW INSTITUTE	BOOKS	150.56	027259
	STUBBORN BLACK BEAR PRESS	BOOKS	19.00	027260
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	257.79	027261
	VERDICTSEARCH	BOOKS	353.76	027262
	THOMSON REUTERS	BOOKS	755.86	027263
	WILLIAM S HEIN & CO	BOOKS	5,976.38	027264
	RETTA LIBROS LIDERLAF S A	BOOKS	155.33	027265
	AT&T	TELECOM	436.14	027266
	BANDWIDTH.COM, INC.	TELECOM	328.61	027267
	BAVCO	SERVICES	143.00	027268
	CLEAN SOURCE, INC.	CLEANING	1,793.26	027269
	CONSOLIDATED DISPOSAL SVC	SERVICES	231.02	027270
	L A DEPT WATER & POWER	ELECTRIC/FIRE	9,270.34	027271
	LASERCARE	HARDWARE	759.38	027272

56,999.09

LOS ANGELES COUNTY LAW LIBRARY
June 1, 2014 - June 30, 2014 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 18	MEGAPATH	TELECOM	647.67	027273
	PAN AMERICAN PEST CONTROL CO	SERVICE	178.00	027274
	PARKING CONCEPTS INC	COURSE REGISTRAT	1,472.00	027275
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,726.43	027276
	SECURITAS SECURITY	SECURITY	4,845.93	027277
	SEPCO EARTHSCAPE, INC	LANDSCAPING	1,050.00	027278
	TIME WARNER CABLE	TELECOM	1,200.00	027279
	UNITED PARCEL SERVICE	POSTAGE	17.61	027280
	L A DEPT WATER & POWER	WATER/SEWER	324.47	027281
June 19	AMERICAN ASSOCIATION OF LAW LIBRARI	PREPAID EXPENSE	4,264.00	027282
	STATE BOARD OF EQUALIZATION	USE TAX	2,431.00	027283
	BULBS.COM	REPAIR & MAINTENA	317.66	027284
	LOS ANGELES COUNTY BAR	ADVERSTISING	235.00	027285
	PUBLIC COUNSEL	MISC	154.60	027286
	STATE BAR OF CALIFORNIA	ADVERSTISING	95.00	027287
June 20	MICHAEL B MONTGOMERY	REFUND	76.43	027288
	MICHAEL B MONTGOMERY	REFUND	63.57	027289
June 23	RANDOLPH LIM AGUON	REFUND	140.00	027290
	FRANCISCO FRIAS	REFUND	140.00	027291
	STACIE G GALLI	REFUND	140.00	027292
	HAIGHT BROWN & BONESTEEL LLP	REFUND	400.00	027293
	STEPHANIE ANN HARABEDIAN	REFUND	140.00	027294
	JAMES M JERRA	REFUND	140.00	027295
	JIN YOUNG LEE	REFUND	140.00	027296
	NELSON SANTIAGO	REFUND	140.00	027297
	DIANE J SHIM	REFUND	140.00	027298
June 23	GE MONEY BANK AMAZON	BOOKS	519.48	027299
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	973.66	027300
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	223.67	027301
	BLOOMBERG BNA	BOOKS	268.58	027302
	BOOK HOUSE INC	BOOKS	69.16	027303
	CAPITOL ENQUIRY	BOOKS	74.72	027304
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,833.83	027305
	COLDAW PUBLISHING	BOOKS	37.14	027306
	COUTTS LIBRARY SERVICES	BOOKS	712.31	027307
	GAUNT	BOOKS	191.56	027308
	OTTO HARRASSOWITZ	BOOKS	4,935.38	027309
	IMPRIMATUR PRESS	BOOKS	112.00	027310
	JAMES PUBLISHING INC	BOOKS	129.13	027311
	JURIS PUBLISHING INC	BOOKS	399.50	027312
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	1,245.00	027313

96,065.91

LOS ANGELES COUNTY LAW LIBRARY

June 1, 2014 - June 30, 2014 (CHECKS)

Account No.: 108000

Page 4

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 25	LAW PUBLISHERS	BOOKS	370.00	027314
	LIBRAIRIE DUCHEMIN	BOOKS	326.97	027315
	CITY OF LIVERMORE	BOOKS	4.80	027316
	MANHATTAN PUBLISHING COMPANY	BOOKS	444.00	027317
	MARY MARTIN BOOKSELLERS	BOOKS	1,365.00	027318
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	95.00	027319
	PRACTISING LAW INSTITUTE	BOOKS	149.21	027320
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	886.44	027321
	LITERATURA DE VIENTOS TROPICALES	BOOKS	83.50	027322
	WEST ACADEMIC	BOOKS	89.40	027323
	STATE BAR OF WISCONSIN	BOOKS	218.48	027324
	YBP LIBRARY SERVICES	BOOKS	336.42	027325
	CHANNA CAJERO	MILEAGE	25.76	027326
	GUARDIAN	PREPAID INS	7,348.77	027327
	INFINISOURCE INC	PAYROLL/HR ADMIN	75.00	027328
	J P COOKE COMPANY	SUPPLIES - OFFICE	33.69	027329
	MANAGE EASE INCORPORATED	CONSULTING	1,337.50	027330
	METROLINK	TMP	1,966.50	027331
OFFICE DEPOT	SUPPLIES - OFFICE	218.15	027332	
RISE AND SHINE CATERING	ROOM RENTAL EXPE	390.22	027333	
SOURCE ONE OFFICE PRODUCTS, INC	PREPAID EXPENSE	1,160.00	027334	
STATE COMPENSATION INSURANCE FUND	PREPAID INS	6,981.58	027335	
RISE AND SHINE CATERING	ROOM RENTAL EXP	200.56	027336	
June 26	RAYMOND R BARRERA	REFUND	125.00	027337
	ESTATE OF KAREN EVE DAILY	REFUND	125.00	027338
	GLORIA Y DUNN	REFUND	125.00	027339
	JOSEPH C GIRARD	REFUND	125.00	027340
	REBECCA ANN LEE	REFUND	125.00	027341
	JAMES LI	REFUND	125.00	027342
	SHERRILL YUKIE TANIBATA	REFUND	125.00	027343
	MICHAEL L BECKER	REFUND	125.00	027344
	ELIZABETH M CALCIANO	REFUND	125.00	027345
	MUKUND HARI SHARMA	REFUND	125.00	027346
	CHARLES ANDREW VER HOEVE	REFUND	125.00	027347
SRAGOW & SRAGOW	REFUND	400.00	027348	
June 27	GE MONEY BANK AMAZON	COMPUTER SUPPLIE	80.18	027349
	CDW GOVERNMENT INC	COMPUTER SUPPLIE	3,211.72	027350
	KONICA MINOLTA BUSINESS	COPY CENTER	636.93	027351
	AMERICAN EXPRESS	BUSINESS CARD	9,711.14	027352

135,217.83

LOS ANGELES COUNTY LAW LIBRARY
June 1, 2014 - June 30, 2014 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 6	OTTO HARRASSOWITZ	BOOKS	12,686.77	TS00202771
	LEXISNEXIS ONLINE SERVICES	BOOKS	15,300.00	TS00202771
	THOMSON REUTERS	BOOKS	78,118.32	TS00202771
June 20	OTTO HARRASSOWITZ	BOOKS	10,528.38	TS00203594

116,633.47

Los Angeles Law Library

Balance Sheet

As of June 30, 2014

(Provisional and subject to year-end audit adjustments)

	6/30/2013	6/30/2014	Change
Assets			
Current Assets			
Cash and cash equivalents	8,626,122	3,533,474	(5,092,648)
Accounts receivable	1,497,101	1,499,142	2,041
Prepaid expenses	399,474	164,660	(234,814)
Total current assets	10,522,697	5,197,275	(5,325,421)
Investments			
CalPERS CERBT Trust Fund	0	40,647	40,647
UBS Zero Coupon Treasury Fund	0	3,997,438	3,997,438
Total Investments	0	4,038,085	4,038,085
Restricted cash and cash equivalents	261,139	302,980	41,841
Capital assets, not being depreciated	580,333	583,433	3,100
Capital assets, being depreciated - net	23,462,542	23,100,529	(362,014)
Total assets	34,826,711	33,222,302	(1,604,409)
Liabilities and Net Assets			
Current Liabilities			
Accounts payable	233,134	268,931	35,797
Other liabilities	11,218	-	(11,218)
Payroll liabilities	28,627	12,894	(15,733)
Total current liabilities	272,980	281,825	8,845
Accrued sick and vacation liability	420,789	381,734	(39,055)
Borrowers' deposit	290,942	302,006	11,064
OPEB obligation	1,740,966	(200,378)	(1,941,344)
Total liabilities	2,725,677	765,187	(1,960,490)
Net assets			
Invested in capital assets, net of related debt	24,042,875	23,683,962	(358,914)
Unrestricted	8,058,158	8,773,153	714,995
Total net assets	32,101,034	32,457,115	356,081
Total liabilities and net assets	34,826,711	33,222,302	(1,604,409)

Los Angeles Law Library
 Income Statement for the Period Ended June 30, 2014
 (Provisional and subject to year-end audit adjustments)

Jun 13 Actual	June 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	(Unf)	% Fav (Unf)	
Income											
622,974	628,068	567,123	-60,945	-9.7%	L.A. Superior Court Fees	7,684,540	7,520,156	7,112,614	-407,542	-5.4%	
4,521	5,442	3,980	-1,462	-26.9%	Interest	64,287	60,504	51,601	-8,903	-14.7%	
51,537	44,877	54,716	9,838	21.9%	Parking	556,181	540,000	618,386	78,386	14.5%	
26,341	32,604	40,755	7,958	24.4%	Library Services	420,308	560,137	563,326	3,189	0.6%	
705,372	710,991	666,573	-44,611	-6.3%	Total Income	8,725,316	8,680,797	8,345,928	-334,869	-3.9%	
Expense											
271,222	331,572	308,645	22,927	6.9%	Staff	4,244,677	4,178,130	4,046,959	131,171	3.1%	
206,538	226,052	156,162	69,890	30.9%	Library Materials	3,400,721	3,300,000	3,025,718	274,282	8.3%	
-206,538	-226,052	-156,162	-69,890	30.9%	Lib Materials Transferred to Assets	-3,400,721	-3,300,000	-3,025,718	-274,282	8.3%	
80,814	76,433	65,261	11,172	14.6%	Facilities	818,430	844,925	761,907	83,019	9.8%	
10,023	6,478	17,351	-10,873	-167.8%	Technology & Data	123,805	151,045	113,847	37,197	24.6%	
10,894	8,527	9,909	-1,382	-16.2%	General	113,820	108,745	106,453	2,292	2.1%	
3,541	725	344	381	52.6%	Professional Development	33,234	18,415	16,759	1,656	9.0%	
712	1,792	2,351	-560	-31.2%	Communications & Marketing	26,675	38,000	9,587	28,413	74.8%	
269	300	75	225	74.8%	Travel & Entertainment	3,545	3,800	1,827	1,973	51.9%	
36,080	2,917	4,013	-1,096	-37.6%	Professional Services	114,268	50,750	36,593	14,157	27.9%	
273,849	286,929	274,566	12,363	4.3%	Depreciation	3,412,816	3,280,356	3,266,848	13,508	0.4%	
687,403	715,673	682,515	33,158	4.6%	Total Expenses	8,891,269	8,674,167	8,360,780	313,387	3.6%	
17,969	-4,682	-15,942	-11,260	-240.5%	Net Income	-165,952	6,631	-14,852	-21,482	-324.0%	
Extraordinary Items											
0	0	225,703	225,703	0.0%	Extraordinary Income	0	1,687,950	711,775	-976,175	-57.8%	
339,096	8,775	0	8,775	100.0%	Extraordinary Expense	1,205,428	246,976	279,570	-32,594	-13.2%	
0	0	-3,364	-3,364	0.0%	Unrealized Investment Gain/Loss	0	0	-2,617	-2,617	0.0%	
24,332	325,000	-239,261	564,261	173.6%	OPEB Expense	291,978	568,750	58,656	510,094	89.7%	
-348,822	-338,457	445,658	784,115	-231.7%	Net Income (Loss) Including Extraordinary Items	-1,665,975	878,855	356,081	-522,774	-59.5%	
Capitalized Expenditures											
8,456	0	0	0	0.0%	Capitalized Expenditures	367,208	698,400	65,523	632,877	90.6%	
Full-Time Equivalent Employees											
NA	54.62	52.30	2.32	4.2%	Full-Time Equivalent Employees	NA	54.20	50.34	3.86	7.1%	

Los Angeles Law Library
Income Statement for the Period Ended June 30, 2014
(Provisional and subject to year-end audit adjustments)

Jun 13 Actual	June 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)					
Detailed Budget:														
Income:														
622,974	628,068	567,123	-60,945	-9.7%	15	FIN	303300	L.A. Superior Court Fees	7,684,540	7,520,156	7,112,614	-407,542	-5.4%	Based on the most recent revenue information from the Superior Court, Staff expects fee revenue will fall about 5.2% below budget at EOY.
Interest:														
811	600	739	139	23.1%	15	FIN	311000	LAIF	4,013	2,400	3,226	826	34.4%	
3,586	4,680	3,042	-1,638	-35.0%	15	FIN	312000	General Fund	58,563	56,160	46,507	-9,653	-17.2%	The budget assumed an annual investment return of .7%. Actual return thus far has been about .6%. The rate should increase during the year as U.S. interest rates rise or as other investment options are selected.
123	162	159	-3	-1.7%	15	FIN	313000	Deposit Fund	1,710	1,944	1,813	-131	-6.7%	
0		39	39	0.0%	15	FIN	313200	Bonds	0	0	55	55	0.0%	Interest earnings from bond investment through UBS Financial Services, Inc.
4,521	5,442	3,980	-1,462	-26.9%				Subtotal	64,287	60,504	51,601	-8,903	-14.7%	
Parking:														
51,537	43,627	54,716	11,088	25.4%	39	FAC	330100	Parking	556,181	525,000	618,386	93,386	17.8%	The favorable variance resulted from a) a restructured vendor agreement that now requires payment in advance, b) a conservative budget that understated the demand for hourly and daily parking.
0	1,250	0	-1,250	-100.0%	39	FAC	330200	Valet Parking	0	15,000	0	-15,000	-100.0%	Delayed implementation of valet parking services.
51,537	44,877	54,716	9,838	21.9%				Subtotal	556,181	540,000	618,386	78,386	14.5%	
Library Services:														
-50	500	959	459	91.8%	27	CIRC	330150	Annual Borrowing Fee	5,600	6,000	4,095	-1,905	-31.8%	
12,110	8,000	8,580	580	7.3%	25	P&P	330140	Annual Members Fee	95,117	91,962	104,268	12,306	13.4%	Increase possibly due to Member program sign-ups continue to rise above the number of non renewals. Also sign-ups numbers are higher in 2014 than this time last year.
1,224	2,068	2,417	349	16.9%	23	R&R	330340	Course Registration	15,024	22,212	27,234	5,022	22.6%	Favorable variance due to increase activity in public and MCLE classes as well as improved online registration and payment systems.
6,283	4,750	6,714	1,964	41.4%	27	CIRC	330129	Copy Center	73,958	57,000	67,035	10,035	17.6%	Actual copy center charges have not declined as much as the budget assumed.
2,070	2,300	2,512	212	9.2%	27	CIRC	330205	Document Delivery	25,681	27,600	29,114	1,514	5.5%	
3,081	4,200	3,812	-388	-9.2%	27	CIRC	330210	Fines	49,961	50,400	49,523	-877	-1.7%	
244	300	865	565	188.3%	13	FIN	330310	Miscellaneous	2,029	53,600	88,255	34,655	64.7%	Favorable variance primarily due to a \$12K CalPERS refund related to Medicare Part D prescription subsidies and a \$11K dividend from the State Compensation Insurance Fund.
902	10,000	195	-9,805	-98.1%	27	COM	330330	Room Rental	24,722	100,000	24,433	-75,567	-75.6%	The campaign to rent rooms is taking longer than expected to reach target.
118	0	570	570	0.0%	27	CIRC	330350	Book Replacement	3,250	2,735	6,296	3,561	130.2%	
0	0	13,495	13,495	0.0%	15	FIN	330360	Forfeited Deposits	0	2,800	13,495	10,695	382.0%	The harvesting of forfeited deposits will occur later this year.
0	0	-39	-39	0.0%	15	FIN	330400	Friends of Law Library	120,000	120,000	134,961	14,961	12.5%	
0	0	0	0	0.0%	37	COM	330420	Grants	0	20,000	0	-20,000	-100.0%	Grant applications are in process, but grant revenues are difficult to predict.
358	486	482	-3	-0.7%	15	FIN	330450	Vending	4,967	5,828	3,985	-1,843	-31.6%	
0	0	194	194	0.0%	27	COM	330465	Special Events Income	0	0	10,634	10,634	0.0%	The favorable variance results from Pro Bono Week donations which were used to pay the event expenses.
26,341	32,604	40,755	7,958	24.4%				Subtotal	420,308	560,137	563,326	3,189	0.6%	
705,372	710,991	666,573	(44,611)	-6.3%				Total Income	8,725,316	8,680,797	8,345,928	-334,869	-3.9%	
Expenses:														
Staff:														
231,376	206,532	191,976	14,555	7.0%	15	ALL	501000	Salaries (benefits eligible)	3,128,788	2,672,466	2,525,670	146,796	5.5%	Favorable variance due to unplanned vacancies and December 2013 furlough savings.
0	24,394	23,516	878	3.6%	15	ALL	501050	Salaries (benefits ineligible)	0	317,332	311,014	6,317	2.0%	
13,632	14,317	12,641	1,676	11.7%	15	FIN	502000	Social Security	180,728	185,367	166,102	19,265	10.4%	
3,188	3,348	2,956	392	11.7%	15	FIN	503000	Medicare	43,427	43,352	40,273	3,079	7.1%	
10,096	13,733	21,265	-7,532	-54.8%	15	FIN	511000	Retirement	117,765	178,968	285,279	-106,311	-59.4%	Unknown to the Law Library when the budget was approved, CalPERS recalculated the Library's retirement cost at 11.682% of qualified compensation compared with its original calculation of 7.26%. This will result in a \$97k adverse variance by EOY based on most recent data available.

Los Angeles Law Library
Income Statement for the Period Ended June 30, 2014
(Provisional and subject to year-end audit adjustments)

Jun 13 Actual	June 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)					
45,841	52,165	37,197	14,969	28.7%	15	FIN	512000	Health Insurance	551,923	601,757	499,922	101,835	16.9%	Favorable variance due to unplanned vacancies.
307	361	409	-48	-13.2%	15	FIN	513000	Disability Insurance	2,797	4,347	4,936	-589	-13.6%	
4,557	5,400	4,894	506	9.4%	15	FIN	514000	Dental Insurance	61,733	64,800	58,368	6,432	9.9%	
737	852	666	187	21.9%	15	FIN	514500	Vision Insurance	9,016	10,241	8,304	1,937	18.9%	
134	136	101	34	25.3%	15	FIN	515000	Life Insurance	1,660	1,638	1,096	541	33.1%	
8,779	8,516	-13,647	22,163	260.2%	15	FIN	516000	Workers Comp. Insurance	114,345	108,563	86,412	22,151	20.4%	
0	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	30,819	0	441	-441	0.0%	
3,994	0	400	-400	0.0%	25	P&P	514010	Temporary Employment	22,551	10,000	1,550	8,450	84.5%	
0	150	112	38	25.3%	13	HR	514015	Recruitment	5,584	1,800	3,424	-1,624	-90.2%	
-46,026	(2,500)	1,834	-4,334	173.4%	15	FIN	517500	Accrued Sick Expense	-46,026	-2,500	1,834	-4,334	173.4%	
-10,846	0	18,569	-18,569	0.0%	15	FIN	518000	Accrued Vacation Expense	-10,846	-50,000	18,569	-68,569	137.1%	Actuals are reflected in salaries line items.
4,378	2,667	4,523	-1,856	-69.6%	15	FIN	518550	TMP	13,815	12,000	16,356	-4,356	-36.3%	
1,076	1,500	1,233	267	17.8%	15	FIN	518560	Payroll & Benefit Admin.	16,599	18,000	17,410	590	3.3%	
271,222	331,572	308,645	22,927	6.9%				Total - Staff	4,244,677	4,178,130	4,046,959	131,171	3.1%	
								Library Materials:						
133,680	153,964	72,159	81,805	53.1%	23	R&R	601999	American Continuations	2,436,509	2,419,435	2,214,222	205,213	8.5%	
2,159	8,248	5,609	2,639	32.0%	23	R&R	602999	American New Orders	64,322	98,977	71,354	27,622	27.9%	
5,021	4,674	7,771	-3,097	-66.3%	23	R&R	609199	Branch Continuations	82,479	56,087	47,578	8,509	15.2%	
711	110	179	-69	-62.5%	23	R&R	609299	Branch New Orders	5,262	1,320	351	969	73.4%	
26,208	29,143	20,422	8,721	29.9%	23	R&R	603999	Commonwealth Continuations	417,152	349,718	302,020	47,699	13.6%	
0	0	330	-330	0.0%	23	R&R	604999	Commonwealth New Orders	3,054	2,309	930	1,379	59.7%	New titles in commonwealth are rather expensive subsequently staff, mindful of budget constraints. has not identified new titles for purchase.
20,062	16,496	32,737	-16,241	-98.5%	23	R&R	605999	Foreign Continuations	209,385	197,954	209,190	-11,237	-5.7%	
1,677	1,100	823	277	25.2%	23	R&R	606999	Foreign New Orders	5,054	19,795	11,543	8,252	41.7%	
13,676	9,348	12,796	-3,448	-36.9%	23	R&R	607999	International Continuations	138,262	112,174	134,552	-22,378	-19.9%	
1,410	0	130	-130	0.0%	23	R&R	608999	International New Orders	6,756	6,598	6,784	-186	-2.8%	
1,936	2,749	2,810	-61	-2.2%	23	R&R	609399	General/Librarianship	30,862	32,992	25,579	7,413	22.5%	
0	220	395	-175	-79.6%	23	R&R	609499	Continuations General/Librarianship New Orders	1,624	2,639	1,614	1,026	38.9%	
206,538	226,052	156,162	69,890	30.9%				Subtotal	3,400,721	3,300,000	3,025,718	274,282	8.3%	
-206,538	(226,052)	-156,162	-69,890	30.9%	15	FIN	690000	Lib Materials Transferred to Assets	-3,400,721	-3,300,000	-3,025,718	-274,282	8.3%	
0	0	0	0	0.0%				Facilities:	0	0	0	0	0.0%	
560	9,582	3,374	6,208	64.8%	39	FAC	801005	Repair & Maintenance	32,558	36,060	34,218	1,842	5.1%	Unexpected repair/replacement of HVAC pulleys @ \$2,100.00.
1,186	931	507	424	45.5%	39	FAC	801010	Building Services	15,128	21,090	17,439	3,651	17.3%	
2,449	1,700	25	1,675	98.5%	39	FAC	801015	Cleaning Supplies	19,336	21,700	11,952	9,748	44.9%	
10,179	10,000	10,359	-359	-3.6%	39	FAC	801020	Electricity & Water	114,028	126,618	111,021	15,597	12.3%	Positive variance to a delay in receiving LA DWP's monthly invoice. Variance to be spent in June 2014.
1,247	1,250	1,267	-17	-1.3%	39	FAC	801025	Elevator Maintenance	15,612	14,610	15,476	-866	-5.9%	
7,459	3,200	4,492	-1,292	-40.4%	39	FAC	801030	Heating & Cooling	33,597	35,900	30,761	5,139	14.3%	
20,784	23,677	20,808	2,870	12.1%	15	FIN	801035	Insurance	264,956	273,978	249,409	24,569	9.0%	
8,421	9,421	8,421	1,000	10.6%	39	FAC	801040	Janitorial Services	98,174	100,521	101,057	-536	-0.5%	
2,100	1,200	1,050	150	12.5%	39	FAC	801045	Landscaping	6,300	14,400	16,125	-1,725	-12.0%	Unfavorable variance due to trimming of Hill street trees in preparation for annual Gala.
25,177	14,087	13,776	311	2.2%	39	FAC	801050	Security	197,875	180,632	168,542	12,090	6.7%	
275	417	1,182	-765	-183.6%	39	FAC	801100	Furniture & Appliances (<3K)	3,012	5,000	1,866	3,134	62.7%	Few furniture requirements in first half of fiscal year.

Los Angeles Law Library
Income Statement for the Period Ended June 30, 2014
(Provisional and subject to year-end audit adjustments)

Jun 13 Actual	June 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				
0	0	0	0	0.0%	39 FAC	801110	Equipment (<3K)	0	2,800	4,041	-1,241	-44.3%	Unfavorable variance due to office supplies vending machine and replacement urinals in the public men's room.
978	968	0	968	100.0%	39 FAC	801115	Building Alterations (<3K)	17,853	11,616	0	11,616	100.0%	
80,814	76,433	65,261	11,172	14.6%			Subtotal	818,430	844,925	761,907	83,019	9.8%	
Technology & Data:													
1,714	3	1,461	-1,458	-43740.5%	33 IT	801210	Services	30,476	36,110	26,575	9,535	26.4%	
0	375	1,451	-1,076	-286.8%	33 IT	801215	Software (<\$3k)	0	30,375	4,055	26,320	86.6%	Software maintenance renewals originally budgeted here were posted to "Services" line item. Starting next FY separate categories will be used to better track hardware and software maintenance expenses.
978	0	7,061	-7,061	0.0%	33 IT	801220	Hardware (<\$3k)	12,815	5,000	8,759	-3,759	-75.2%	Purchases delayed to June.
0	0	432	-432	0.0%	33 IT	801225	Computer Supplies	0	2,000	908	1,092	54.6%	
3,557	3,600	3,699	-99	-2.7%	33 IT	801230	Integrated Library System	42,078	43,560	43,549	11	0.0%	
3,774	2,500	3,249	-749	-29.9%	33 IT	801235	Telecommunications	38,435	33,000	29,966	3,034	9.2%	
0	0	0	0	0.0%	33 IT	801245	Tech & Data - Misc	0	1,000	35	966	96.6%	
10,023	6,478	17,351	-10,873	-167.8%			Subtotal	123,805	151,045	113,847	37,197	24.6%	
General:													
508	495	604	-109	-22.1%	15 FIN	801310	Bank Charges	6,276	5,940	6,965	-1,025	-17.3%	Unfavorable variance is a result of fees related to Bank of America's Positive Pay Service which was implemented after the budget was approved.
1,598	710	1,556	-846	-119.1%	35 CMS	801315	Bibliographical Services	8,665	9,470	7,482	1,988	21.0%	The favorable variance is in part the result of timing and will be resolved by EOY when one of the subscriptions invoiced annually due in June (\$1K) ; and in part from OCLC credits earned from the Library's contribution to the consortium.
0	0	0	0	0.0%	35 CMS	801320	Binding	0	0	0	0	0.0%	
218	83	144	-60	-72.3%	15 FIN	801325	Board Expense	1,001	1,000	1,190	-190	-19.0%	
0	0	264	-264	0.0%	15 FIN	801330	Staff Meals & Events	9,420	2,600	2,729	-129	-5.0%	
1,053	833	1,523	-690	-82.8%	15 FIN	801335	Supplies - Office	26,896	10,000	11,778	-1,778	-17.8%	Increased toner and paper purchase resulting from "in-house" printing of collateral materials, flyers, stationaries, etc. is pushing this account over budget year-to-date.
0	794	1,280	-486	-61.2%	35 CMS	801337	Supplies - Library materials	3,376	11,103	9,391	1,712	15.4%	
0	500	0	500	100.0%	37 COM	801340	Stationery & business cards	4,389	6,000	821	5,179	86.3%	The Library is printing stationery in-house thereby reducing outside printing costs.
722	833	577	256	30.8%	15 FIN	801345	Delivery & Postage	12,107	10,000	4,370	5,630	56.3%	Favorable variance reflects a decrease in shipments of briefs from the Cal. Ct. of App. and price discounts negotiated with UPS and Golden State Overnight (GSO).
3,367	486	187	299	61.5%	15 FIN	801350	Kitchen supplies	10,101	6,132	4,763	1,369	22.3%	The favorable variance results from a decrease in ordering to draw down kitchen supplies. This is expected to come closer to budget by EOY.
0	0	907	-907	0.0%	37 COM	801355	Room Rental Expenses	0	0	13,021	-13,021	0.0%	See 'Room Rental' revenue line item.
0	1,542	555	987	64.0%	37 COM	801360	Special Events Expenses	0	18,500	16,023	2,477	13.4%	Charges related to ProBono Week and the Legal Secretaries Lunch.
0	0	0	0	0.0%	37 COM	801365	Grant Application Expenses	0	1,000	0	1,000	100.0%	Possible grant opportunities for 2014 under review.
2,108	2,250	1,838	412	18.3%	33 IT	801370	Copy Center Expense	28,855	27,000	26,849	151	0.6%	Based on most recent data, actuals are expected to come in below budget at EOY.
1,320	0	474	-474	0.0%	15 FIN	801375	Miscellaneous	2,734	0	1,071	-1,071	0.0%	
10,894	8,527	9,909	-1,382	-16.2%			Subtotal	113,820	108,745	106,453	2,292	2.1%	
Professional Development:													
-995	300	0	300	100.0%	ALL	803105	Travel	14,279	5,100	3,891	1,209	23.7%	
257	0	0	0	0.0%	ALL	803110	Meals	1,050	0	122	-122	0.0%	
0	125	0	125	100.0%	ALL	803113	Incidental and Misc.	0	565	1,905	-1,340	-237.2%	Charges related to safety and CPR training for staff.
4,080	0	344	-344	0.0%	ALL	803115	Membership dues	11,675	6,200	7,239	-1,039	-16.8%	
199	300	0	300	100.0%	ALL	803120	Registration fees	6,200	3,550	3,602	-52	-1.5%	
0	0	0	0	0.0%	ALL	803125	Educational materials	30	3,000	0	3,000	100.0%	
3,541	725	344	381	52.6%			Subtotal	33,234	18,415	16,759	1,656	9.0%	
Communications & Marketing:													
712	700	1,784	-1,084	-154.9%	37 COM	803205	Services	10,123	11,200	1,784	9,416	84.1%	No outside services required at this time.
0	0	254	-254	0.0%	37 COM	803210	Collateral materials	0	9,500	978	8,522	89.7%	Positive variance due to in-house collateral material printing.

Los Angeles Law Library
Income Statement for the Period Ended June 30, 2014
(Provisional and subject to year-end audit adjustments)

Jun 13 Actual	June 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)					
0	300	95	205	68.3%	37	COM	803215	Advertising	500	7,800	5,109	2,691	34.5%	Program ads placed in publications for the Library including a room rental campaign ad and email marketing tier upgrade. No additional outreach activities required at this time.
0	792	218	574	72.5%	37	COM	803220	Trade shows & Outreach	16,052	9,500	1,716	7,784	81.9%	
712	1,792	2,351	-560	-31.2%				Subtotal	26,675	38,000	9,587	28,413	74.8%	
								Travel & Entertainment:						
0	0	0	0	0.0%	ALL	803305	Travel	631	0	51	-51	0.0%		
141	0	0	0	0.0%	ALL	803310	Meals	489	0	0	0	0.0%		
0	0	0	0	0.0%	ALL	803315	Entertainment	0	0	0	0	0.0%		
128	300	75	225	74.8%	ALL	803320	Ground Transport.	2,425	3,600	1,776	1,824	50.7%	Actuals are expected to end closer to budget at EOY.	
0	0	0	0	0.0%	ALL	803325	Incidentals	0	200	0	200	100.0%		
269	300	75	225	74.8%				Subtotal	3,545	3,800	1,827	1,973	51.9%	
								Professional Services:						
0	0	0	0	0.0%	15	FIN	804005	Accounting	15,056	15,750	16,560	-810	-5.1%	
0	417	4,013	-3,596	-863.0%	15	FIN	804008	Consulting Services	26,940	5,000	15,225	-10,225	-204.5%	Temporary HR services offset by the elimination of a senior level position.
36,080	2,500	0	2,500	100.0%	17	EXEC	804010	Legal	72,272	30,000	4,808	25,192	84.0%	Staff has cut back on outside legal services using internal resources.
0	0	0	0	0.0%	17	EXEC	804015	Other	0	0	0	0	0.0%	
36,080	2,917	4,013	-1,096	-37.6%				Subtotal	114,268	50,750	36,593	14,157	27.9%	
								Depreciation:						
241,924	248,902	243,560	5,342	2.1%	15	FIN	806105	Library Materials	3,024,244	2,851,021	2,890,614	-39,593	-1.4%	Actual depreciation is higher than budget because of the delay in the write-off of the Van Nuys and Compton donated titles and because the write-off was lower than expected. However, we expect actuals to come in closer to budget at EOY as we fully depreciate FY 2004 purchases.
31,925	38,027	31,007	7,021	18.5%	15	FIN	806110	Fixed Assets	388,571	429,335	376,235	53,101	12.4%	Positive variance due to minimal capital purchases .
273,849	286,929	274,566	12,363	4.3%				Subtotal	3,412,816	3,280,356	3,266,848	13,508	0.4%	
687,403	715,673	682,515	33,158	4.6%				Total Expense	8,891,269	8,674,167	8,360,780	313,387	3.6%	
17,969	(4,682)	-15,942	-11,260	-240.5%				Net Income	-165,952	6,631	-14,852	-21,482	-324.0%	
0	0	225,703	225,703	0.0%	17	EXEC		Extraordinary Income	0	1,687,950	711,775	-976,175	-57.8%	Unfavorable variance is due to a delay in the rare books auction as well as a lower than expected result in part I of the auction. Reflects a \$13.7K interest income from CalPERS CERBT for the month.
0		-3,364	-3,364	0.0%	15	FIN	321000	UBS Zero Coupon Treasury Fund	0	0	-2,617	-2,617	0.0%	Unrealized gain from bond investment through UBS Financial Services, Inc.
339,096	8,775		8,775	100.0%	15	FIN		Extraordinary Expense	1,205,428	246,976	279,570	-32,594	-13.2%	Unfavorable variance is a result of a one month delay in the write-off of Van Nuys' and Compton's donated titles as well as other employee related expenses.
24,332	325,000	-239,261	564,261	173.6%	15	FIN	518500	OPEB Expense	291,978	568,750	58,656	510,094	89.7%	Due to reduced annual required contribution resulting from \$2M CalPERS Trust.
-348,822	(338,457)	445,658	784,115	-231.7%				Net Income (Loss) Including Extraordinary Items	-1,665,975	878,855	356,081	-522,774	-59.5%	
								Capital Expenditures:						
0	0	0	0	0.0%	39	FAC	161100	Furniture / Appliances (>3k)	0	126,500	0	126,500	100.0%	Scanner and security camera purchases were deferred to FY 2015.
0	0	0	0	0.0%	33	IT	161300	Electronics / Comp. Hardware (>3k)	12,186	12,500	19,010	-6,510	-52.1%	Timing variance due to eBranch expenses spanning from prior FYs and project getting closed out in current fiscal year.
0	0	0	0	0.0%	39	FAC	164500	Ext. Bldg. Repairs/ Improvements (>3k)	215,242	12,400	0	12,400	100.0%	Floor repair was deferred to FY 2015.
0	0	0	0	0.0%	39	FAC	164000	Interior Improvements / Alterations (>3k)	112,014	427,000	24,254	402,746	94.3%	
8,456	0	0	0	0.0%	33	IT	168000	Computer Software	27,766	120,000	22,259	97,741	81.5%	Several on-going projects have not been closed out.
8,456	0	0	0	0.0%				Total - Capitalized Expenditures	367,208	698,400	65,523	632,877	90.6%	
NA	54.6	52.3	2.3	4.2%				Full-Time Equivalent Employees	NA	54.2	50.3	3.9	7.1%	Favorable variance due to vacancies and to a delay in hiring replacements.

Los Angeles Law Library

Statement of Cash Flows

As of Jun 30, 2014

(Provisional and subject to year-end audit adjustments)

	6/30/2014	YTD
Cash flows from operating activities		
LA Superior court fees	567,123	7,112,614
Parking fees	54,716	618,386
Library services	239,588	1,099,494
(Increase) decrease in accounts receivable	8,813	(2,041)
Increase (decrease) in borrowers' deposit	(11,550)	11,064
Cash received from filing fees and services	858,689	8,839,517
Facilities	(65,261)	(761,907)
Technology & data	(17,351)	(113,847)
General	(9,909)	(193,369)
Professional development	(344)	(16,759)
Communications & marketing	(2,351)	(9,587)
Travel & entertainment	(75)	(1,827)
Professional services	(4,013)	(36,593)
(Increase) decrease in prepaid expenses	(27,748)	234,814
Increase (decrease) in accounts payable	100,966	35,797
Increase (decrease) in other liabilities	-	(11,218)
Cash payments to suppliers for goods and services	(26,085)	(874,497)
Staff	(69,384)	(4,111,862)
Increase (decrease) in payroll liabilities	843	(15,733)
Increase (decrease) in accrued sick and vacation liability	20,402	(39,055)
Increase (decrease) in OPEB liability	(239,261)	(1,941,344)
Cash payments to employees for services	(287,400)	(6,107,994)
Contributions received	(39)	134,961
Net cash from operating activities	545,165	1,991,988
Cash flow from capital and related financing activities		
Library materials	(156,162)	(3,025,718)
Fixed assets	-	(65,523)
Capital - Work in Progress (WIP)	-	(3,100)
Cash flows from investing activities		
Investment earnings	3,940	51,546
UBS Zero Coupon Treasury Fund	-	(4,000,000)
Net cash increase (decrease) in cash and cash equivalents	392,943	(5,050,807)
Cash and cash equivalents, at beginning of period	3,443,510	8,887,261
Cash and cash equivalents, at end of period	3,836,454	3,836,454
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	418,133	266,450
Adjustments for noncash effects:		
Depreciation	274,566	3,266,848
Extraordinary expense: book write-off		186,407
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	8,813	(2,041)
(Increase) decrease in prepaid expenses	(27,748)	234,814
Increase (decrease) in accounts payable	100,966	35,797
Increase (decrease) in other liabilities	-	(11,218)
Increase (decrease) in payroll liabilities	843	(15,733)
Increase (decrease) in accrued sick and vacation liability	20,402	(39,055)
Increase (decrease) in borrowers' deposit	(11,550)	11,064
Increase (decrease) in OPEB liability	(239,261)	(1,941,344)
Net cash from operating activities	545,165	1,991,988

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 2	AT&T MOBILITY	TELECOM	178.49	027353
	BRIDGES FILTER SERVICE, INC	REPAIR & MAINT	575.29	027354
	COUNTY OF LOS ANGELES	HEATING/COOLING	3,158.08	027355
	MEGAPATH	TELECOM	296.47	027356
	VALLEY WIDE AIR	REPAIR & MAINT	200.00	027357
	ARYEH GREENFIELD A G PUBLICATIONS	BOOKS	140.00	027358
	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	75.00	027359
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,419.42	027360
	AMERICAN ASSOCIATION FOR JUSTICE	BOOKS	160.00	027361
	CITY OF BAKERSFIELD CITY CLERKS OFF	BOOKS	68.00	027362
	BOOK HOUSE INC	BOOKS	215.04	027363
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	2,512.67	027364
	STATE BAR OF CALIFORNIA OFF OF PROF	BOOKS	140.00	027365
	CARSWELL COMPANY LTD	BOOKS	134.90	027366
	CASALINI LIBRI	BOOKS	588.81	027367
	CCH INCORPORATED	BOOKS	260.99	027368
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	5,497.76	027370
	CALIFORNIA MEDICAL ASSOCIATION	BOOKS	1,075.75	027371
	COUTTS LIBRARY SERVICES	BOOKS	1,088.68	027372
	GAUNT	BOOKS	111.03	027373
	INTERNATIONAL ASSOCIATION OF LAW LI	BOOKS	130.00	027374
	INFORMATION TODAY INC	BOOKS	385.53	027375
	INGRAM LIBRARY SERVICES	BOOKS	439.32	027376
	INTERNATIONAL CIVIL AVIATION ORGANI	BOOKS	95.00	027377
	JAMES PUBLISHING INC	BOOKS	505.42	027378
	LOS ANGELES BUSINESS JOURNAL	BOOKS	114.95	027379
	RETTA LIBROS LIDERLAF S A	BOOKS	1,790.23	027380
	LUDWIG MAYER LTD	BOOKS	927.00	027381
	METROPOLITAN NEWS COMPANY	BOOKS	65.40	027382
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	690.00	027383
	MUNICIPAL CODE CORPORATION	BOOKS	1,196.00	027384
	NIBONDH & COMPANY LIMITED	BOOKS	670.00	027385
	THOMPSON PUBLISHING GROUP	BOOKS	2,123.96	027386
THOMSON REUTERS TAX & ACCOUNTING	BOOKS	8,597.99	027387	
UNITED NATIONS PUBLICATIONS	BOOKS	232.88	027388	
WEST ACADEMIC	BOOKS	460.32	027389	
THOMSON REUTERS	BOOKS	535.97	027390	
July 8	CHRISTINE R LANGTEAU	MILEAGE	49.73	027391
	STUDIO 116	ROOM RENTAL EXPE	1,100.00	027392
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	369.35	027393
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	193.74	027394
	BERNAN ASSOCIATES	BOOKS	2,058.49	027395
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	496.79	027396

41,159.20

LOS ANGELES COUNTY LAW LIBRARY

July 1, 2014 - July 31, 2014 (CHECKS)

Account No.: 108000

Page 2

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 11	BUSINESS MANAGEMENT DAILY ALEXANDER	BOOKS	34.75	027397
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	1,153.68	027398
	THOMSON REUTERS	BOOKS	388.36	027399
	YBP LIBRARY SERVICES	BOOKS	281.46	027400
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	287.19	027401
	BERNAN ASSOCIATES	BOOKS	69.00	027402
	BOOK HOUSE INC	BOOKS	1,019.20	027403
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	1,247.22	027404
	CARSWELL COMPANY LTD	BOOKS	45.00	027405
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	628.90	027406
	COPWARE INC	BOOKS	98.00	027407
	DATA TRACE LEGAL PUBLISHERS	BOOKS	179.95	027408
	GALLAGHER LAW LIBRARY	BOOKS	295.00	027409
	GAUNT	BOOKS	50.10	027410
	E ITURRIAGA Y CIA S A C	BOOKS	218.50	027411
	JAMES PUBLISHING INC	BOOKS	191.35	027412
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	5,613.04	027414
	LAW REPORTS INTERNATIONAL LTD	BOOKS	140.00	027415
	MABROCHI INTERNATIONAL CO LTD	BOOKS	72.00	027416
	July 17	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	530.00
OXFORD UNIVERSITY PRESS		BOOKS	666.02	027418
PRACTISING LAW INSTITUTE		BOOKS	935.95	027419
THOMSON REUTERS TAX & ACCOUNTING		BOOKS	288.31	027420
JOHN WILEY & SONS INC		BOOKS	94.80	027421
YBP LIBRARY SERVICES		BOOKS	564.26	027422
AMERICAN EXPRESS		TRAVEL	456.00	027423
CDW GOVERNMENT INC		SOFTWARE (<3K)	4,906.93	027424
CONSOLIDATED DISPOSAL SVC		BLDG SVCS	234.40	027425
DEMCO		SUPPLIES- LIB MATE	661.52	027426
FEDEX		DELIVERY/POSTAGE	191.47	027427
LORENZO GALLARDO		REPAIR & MAINTENA	1,897.50	027428
GAYLORD BROS.		SUPPLIES- LIB MATE	128.42	027429
GOURMET COFFEE SERVICE		KITCHEN SUPPL	186.89	027430
MANAGE EASE INCORPORATED		CONSULTING	1,337.50	027431
MEGAPATH		TELECOM	357.05	027432
OCLC INC		BIBLIOGRAPHICAL S	1,555.88	027433
OFFICE DEPOT		SUPPLIES - OFFICE	287.88	027434
PAN AMERICAN PEST CONTROL CO		BUILDING SERVICE	276.00	027435
PARKING CONCEPTS INC		PARKING	616.00	027436
PEOPLEG2	RECRUITMENT	111.99	027437	
PETTY CASH FUND	PETTY CASH	329.98	027438	
ROMERO MAINTENANCE CO.	JANITORIAL	8,421.43	027439	
SEPCO EARTHSCAPE, INC	LANDSCAPING	1,050.00	027440	

80,423.33

LOS ANGELES COUNTY LAW LIBRARY

July 1, 2014 - July 31, 2014 (CHECKS)

Account No.: 108000

Page 3

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
July 18	TIME WARNER CABLE	TELECOM	1,200.00	027441	
	UNITED PARCEL SERVICE	DELIVERY/POSTAGE	16.24	027442	
	VALLEY WIDE AIR	REPAIR & MAINTENA	200.00	027443	
	COUNTY OF LOS ANGELES	BANK CHARGES	57.10	027444	
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	827.39	027445	
	CARSWELL COMPANY LTD	BOOKS	170.75	027446	
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,237.03	027447	
	COUTTS LIBRARY SERVICES	BOOKS	17.10	027448	
	DR MYCOMMERCE INC DBA ESELLERATE	BOOKS	513.00	027449	
	GAUNT	BOOKS	50.10	027450	
	CONNECTICUT LAW TRIBUNE	BOOKS	212.05	027451	
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	420.00	027452	
	PENNSYLVANIA BAR INSTITUTE	BOOKS	107.00	027453	
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	486.96	027454	
	THOMSON REUTERS	BOOKS	413.56	027455	
	YBP LIBRARY SERVICES	BOOKS	896.94	027456	
	STATE BOARD OF EQUALIZATION	USE TAX	1,675.00	027457	
	July 23	AMALIA BAGRATYAN	Security Deposit Refun	140.00	027458
AVA MARIE PAQUETTE		Security Deposit Refun	140.00	027459	
ALIIA PRENOVA		Security Deposit Refun	140.00	027460	
AARON DAVID RAFELLE		Security Deposit Refun	140.00	027461	
DENISE SANCHEZ-HUERTA		Security Deposit Refun	140.00	027462	
HENK TEN BRINK		Security Deposit Refun	140.00	027463	
JING WANG		Security Deposit Refun	140.00	027464	
WASSERMAN & WASSERMAN LLP		Security Deposit Refun	140.00	027465	
July 25		ABOUT THYME	ROOM RENTAL EXP	8,545.00	027466
		ABOUT THYME	SPECIAL EVENTS EX	5,020.00	027467
	GUARDIAN	PREPAID INS	8,180.54	027468	
July 28	MABROCHI INTERNATIONAL CO LTD	BOOKS	1,195.30	027469	
July 28	AMERICAN BAR ASSOCIATION	BOOKS	2,102.57	027470	
	AMERICAN LAW INSTITUTE	BOOKS	291.50	027471	
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	397.00	027472	
	STATE BAR OF CALIFORNIA	BOOKS	40.00	027473	
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	924.18	027474	
	COUTTS LIBRARY SERVICES	BOOKS	387.54	027475	
	INGRAM LIBRARY SERVICES	BOOKS	51.26	027476	
	JURIS PUBLISHING INC	BOOKS	692.00	027477	
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	132.50	027478	
	PAN PACIFICA	BOOKS	98.00	027479	
	ROCKY MOUNTAIN MINERAL LAW FOUNDATI	BOOKS	206.00	027480	
UNITED NATIONS PUBLICATIONS	BOOKS	188.61	027481		

117,341.33

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 30	WEST ACADEMIC	BOOKS	45.78	027482
	JOHN WILEY & SONS INC	BOOKS	305.32	027483
	WILLIAM S HEIN & CO	BOOKS	1,633.18	027484
July 31	ANTHEM BLUE CROSS	COBRA	2,548.32	027485
July 31	WASSERMAN & WASSERMAN LLP	REFUND	260.00	027486

122,088.15

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 3	EX LIBRIS (USA) INC.	ILS	11,856.19	TS00204339
	THOMSON REUTERS	BOOKS	24,168.15	TS00204339
July 8	CALPERS	PREPAID INS	46,791.74	TS00204450
July 10	IMAGE ACCESS INC	PREPAID EXPENSE	40,755.00	TS00204685
	LEXISNEXIS ONLINE SERVICES	BOOKS	15,300.00	TS00204685
	TYCO INTEGRATED SECURITY LLC	SECURITY	11,760.66	TS00204685
	WILLIAM S HEIN & CO	BOOKS	20,524.19	TS00204685
July 22	LEXISNEXIS BUTTERWORTHS	BOOKS	12,320.88	TS00205214
	SECURITAS SECURITY	SECURITY	10,038.39	TS00205214
	THOMSON REUTERS	BOOKS	68,497.32	TS00205214

262,012.52

			2010 Year	2011 Year	2012 Year	2013 Year	2014 1st Quarter	2014 2nd Quarter	Notes
Reference and Research									
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>								
	Desk Inquiries		27,920	32,380	30,473	28,293	7,220	6,674	
	Phone		10,272	9,435	10,403	9,233	2,408	2,151	
	Email/ Live Chat		7,989	5,097	1,702	1,732	589	472	
	By Mail		167	277	246	201	44	61	
	Global Law Inquires		204	842	640	597	146	137	
	Global Law Web Inquires		29	119	133	429	170	154	
	e-Branch Chat		n/a	n/a	n/a	n/a	17	51	
	e-Branch Email		n/a	n/a	n/a	n/a	2	1	
		Total	46,581	48,150	43,597	40,485	10,596	9,701	
Circulation Services									
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking books in and out.</i>								
	Desk Inquiries		36,152	41,731	23,044	18,904	4,420	5,483	
	Phone Inquiries		5,039	6,703	9,681	9,013	1,598	1,857	
		Total	41,191	48,434	32,725	27,917	6,018	7,340	
	Books Circulated		16,616	13,723	13,520	13,889	3,700	3,803	
Document Delivery / E-Delivery Services									
	<i>Document Delivery responds to requests for materials from the LA Law Library collection.</i>								
	Phone Inquiries		765	731	764	287	156	175	
	Email		216	252	249	605	54	56	
	In-Person		340	377	264	234	86	61	
	By Mail		46	89	28	0	0	0	Refer to R+R mail above.
		Total	1,367	1,449	1,305	1,126	296	292	
	Pages Delivered		21,461	44,832	48,812	55,570	15,218	11,506	

LA Law Library Statistics

			2010 Year	2011 Year	2012 Year	2013 Year	2014 1st Quarter	2014 2nd Quarter	Notes
Copy Center									
	<i>Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-printer.</i>								
	Phone		175	862	908	1,009	222	275	
	In-Person		15,279	15,368	10,647	11,239	2,790	3,424	
		Total	15,454	16,230	11,555	12,248	3,012	3,699	
	Copies Made (Main Library)		261,918	378,684	357,999	295,837	48,870	68,131	
Collection Management Services									
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>								
	New Titles		912	1,276	791	504	134	88	
	New Continuations		242	331	202	325	39	14	
	Book Volumes Added		7,678	7,652	7,289	6,908	1,760	1,486	
	Microfiche / Media Added		32,417	12,927	7,598	16,821	2,313	857	
	Books Cataloged/Reclassed		20,492	39,374	14,322	11,563	1,499	1,699	
	Volumes / Media Withdrawn		4,087	3,682	5,391	4,444	941	1,169	
Scan Project									
	Briefs Scanned		35,669	56,467	34,208	61,747	14,241	12,840	
Web Statistics									
	Visitors		82,291	73,586	71,754	83,259	34,936	19,285	
	Visits		151,300	147,785	181,682	190,036	93,977	106,964	
	Average Daily Visits		397	404	496	380	1,044	212	
	Average Duration		9:10	32:29	13:47	Unavailable	5:24	4:42	
	Visitors: US		68.64%	71.75%	75.70%	Unavailable	98.86%	98.99%	
	Visitors: International / Unspecified		31.36%	28.25%	24.30%	Unavailable	1.14%	1.01%	

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C1(A)	Track usage, visitors and performance metrics						
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Identify technology needed	9/30/2013	Y		
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Research methods available	10/31/2013	Y		
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Formally implement programs	11/30/2013		12/31/2014	Project coordinators still working with Circulation and Technology Services staff on planning and implementing programs. The Voyager reports are being developed for this project .
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Evaluate results	12/31/2013		12/31/2014	
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Completion	1/31/2014		12/31/2014	
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs						
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Identify users	12/31/2013	Y		
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Set up and hold focus groups	12/31/2013	Y	2/15/2014	
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Draft and distribute surveys to user groups	2/28/2014		8/15/2014	
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Evaluate results	3/31/2014		12/31/2014	
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Completion	3/31/2014		12/31/2014	
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation						
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Evaluate methods available	12/31/2013	Y		
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Select useful tools and technology	12/31/2013	Y		
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Collect data	3/31/2014		7/31/2014	The Voyager reports that are being developed for this project will run at the end of FY.
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Review results and make assessments	3/31/2014		7/31/2014	The Voyager reports that are being developed for this project will run at the end of FY.
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Present recommendations	6/30/2014		10/31/2014	Extended date reflects new deadline for data collection and assessment.
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Completion	6/30/2014		10/31/2014	Extended date reflects new deadline for data collection and assessment.
C1(D)	Showcase rare books, historical materials and memorabilia						
C1(D)	Showcase rare books, historical materials and memorabilia	Ralph Stahlberg & Betsy Warner	Evaluate our collection	9/30/2013	Y		
C1(D)	Showcase rare books, historical materials and memorabilia	Ralph Stahlberg & Betsy Warner	Select materials	10/31/2013	Y		
C1(D)	Showcase rare books, historical materials and memorabilia	Ralph Stahlberg & Betsy Warner	Prepare exhibit	12/31/2013	Y		
C1(D)	Showcase rare books, historical materials and memorabilia	Ralph Stahlberg & Betsy Warner	Completion	3/31/2014	Y		
C1(E)	Develop resource materials and referrals for patrons needing translation						
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Research available resources	8/30/2013	Y		
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Contact translators, interpreters, other resources regarding potential partnerships (min 10 contacts)	9/30/2013	Y		
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Prepare resource sheet for patrons	10/31/2013	Y		
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Translate resource sheet	11/30/2013		9/1/2014	Dates extended pending response to requests for assistance in translating materials
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Completion	12/31/2013		9/1/2014	

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")						
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Research capabilities of current system	9/30/2013	Y		
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Test system	10/31/2013	y		
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Select areas to promote	11/30/2013	Y		I have identified legal topical areas to begin and, as completed, will add additional legal topics to our treatise finder list.
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Develop content and tools	12/31/2013	Y		
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Completion	12/31/2013		9/1/2014	have made progress on treatise finders, and anticipate launching in the near future.
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Research other library methods	12/31/2014	Y	12/31/2014	s:\ADMINISTRATIVE_SERVICES\MANAGEMENT TEAM\Strategic Planning\docslibsurvey.xlsx
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Select methods in consultation with communications	12/31/2013	Y		Ongoing.
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Explore digitizing unique local government publications	3/31/2014	Y		Limited interest externally. Will continue to explore options, especially in-house.
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Develop training classes for specialized government databases	6/30/2014		10/31/2014	
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Identify all state, county and city directives and/or laws for inclusion in OPAC	9/30/2014		12/31/2014	
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Implement in library	12/31/2014			
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Completion	12/31/2014			
C1(H)	Establish material loan program between Main and branch locations						
C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	Needs assessment	3/31/2014		12/31/2014	Committee established to brainstorm possibilities and assess needs.
C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	Pilot loan program	6/30/2014		6/30/2015	
C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	Launch formal material loan program	9/30/2014		7/1/2015	
C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	Evaluate loan program	3/31/2015		1/1/2016	6 month Pilot; 1 month evaluation
C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	Completion			3/31/2016	Adjust & retool as necessary.
C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration						
C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Finalize LLMC agreement re donation, storage and scanning of materials	6/30/2013	Y		
C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Create a set of expectations and anticipations for potential FCIL donations	9/30/2014			
C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Identify priority acquisitions (see C2(D))	12/31/2014			
C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Outreach to libraries with priority FCIL materials to donate	12/31/2014			
C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Completion	3/31/2015			
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming						
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Identify patron groups	3/31/2014	Y		
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Create survey	5/31/2014		1/1/2015	Commenced informally; formal survey deferred in light of other projects/priorities and pending evaluation of ongoing programming
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Send survey	6/30/2014		3/1/2015	

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Hold focus groups	7/31/2014		5/1/2015	
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Assessment	12/31/2014		7/31/2015	
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Completion	3/31/2015		9/30/2015	
C2(C)	Purchase FCIL materials that supplement FCIL programming						
C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Identify programs	12/31/2013	Y		
C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Identify appropriate materials	3/31/2014	Y		
C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Revise collection development policy for FCIL (see C2(D))	6/30/2014		1/1/2015	Deferred in light of budget and other projects/priorities
C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Purchase after evaluating current library holdings	9/30/2014		7/1/2015	
C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Completion	9/30/2014		6/30/2015	
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials						
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Create template for priority materials for systematic review	12/31/2013	Y		
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Begin country review	1/15/2014	Y		
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Evaluate results	2/15/2014		8/30/2014	A summer law student intern will be assisting with this project.
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Revise collection development policy	3/31/2014		10/31/2014	To be completed after the summer law student intern completes previous step.
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Completion	9/30/2014		12/31/2014	
C2(E)	Build strong relationships with vendors around the world						
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Create a map/locator connecting regions with vendors	3/31/2014		5/31/2014 1/30/2015	In light of priorities I have to extend the deadline on this line shohreh
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Organize site visits and training sessions to strengthen relationships (at least 1 per vendor)	6/30/2014	Y		This activity is an ongoing annual activity; jobbers are more readily available for site visits.
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Identify best practices and business models for complex business transactions with foreign vendors	9/30/2014		10/31/2015	Coordinating with e-payables system and vendor negotiations
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Present recommendation	11/30/2015			
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Completion	11/30/2015			
C3(A)	Develop digitization and archiving plan for the next 20 years						
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Assemble committee of stakeholders / departments	2/1/2014	Y	3/1/2015	Delayed - Prioritized Accounting and ILS software upgrades before starting this project.
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Identify what is currently being digitized and by whom	5/1/2014		6/1/2015	
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Determine collection & priorities to be scanned	9/1/2014		10/1/2015	
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Present draft of plan to staff for evaluation	10/31/2014		11/1/2015	
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Create scan program for image storage and accessibility.	2/1/2015		3/1/2016	
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Completion	3/1/2015		4/1/2016	
C3(B)	Develop a rare book storage and access plan						
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Review LALL's former rare book access plan	9/30/2013	Y		
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Review rare book access plans from other institutions	1/30/2014	Y		
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Confer with affected staff	3/31/2014		10/31/2014	Deadlines extended due to other priorities and pending rare book sales and return

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Recommend a new rare book storage and access plan	6/30/2014		11/30/2014	
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Completion	6/30/2014		11/30/2014	
C3(C)	Conduct a space needs assessment for the collection						
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Evaluate current space needs	12/31/2014			
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Project space needs for next 5-10 years	6/30/2015			
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Present draft of space needs assessment & recommendations	8/30/2015			
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Completion	8/30/2015			
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials						
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Assemble project team and develop detailed scope, methodology, and schedule	10/31/2014			
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Commence inventory process and debug issues or problems	12/31/2014			
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Complete and document inventory	5/31/2015			
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Report to auditor	9/30/2015			
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Completion	10/31/2015			
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals						
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Survey other libraries to find out if they are binding or preserving with some other method.	6/30/2014		11/30/2014	Deadline extended due to other priorities.
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Compare costs for different methods of preservation.	1/30/2015			
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Initiate preservation plan.	6/30/2015			
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Completion	6/30/2015			
Comm1(A)	Expand awareness of transportation and parking alternatives						
Comm1(A)	Expand awareness of transportation and parking alternatives	Adam Rosenblum	Collect and evaluate available information	9/1/2013	Y		Have Metro & parking information.
Comm1(A)	Expand awareness of transportation and parking alternatives	Adam Rosenblum	Assemble information into usable print and online resources / present draft	10/31/2013	Y	3/21/2014	
Comm1(A)	Expand awareness of transportation and parking alternatives	Adam Rosenblum	Make information available to the public.	11/15/2013	Y	4/15/2014	
Comm1(A)	Expand awareness of transportation and parking alternatives	Adam Rosenblum	Completion	11/15/2013	Y	4/15/2014	
Comm1(B)	Maintain security levels in a respectful and non-threatening manner						
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Richard Ortega	Gather input from staff via survey on possible improvements.	7/15/2013		9/15/2014	Re-assigned to new facilities Manager.
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Richard Ortega	Amend current post orders	9/30/2013		11/30/2014	Dates aligned with dates for Goal W1B since they will happen using the same survey process.
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Richard Ortega	Implement improvements	10/31/2013		12/18/2014	
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Richard Ortega	Complete regular training sessions with security staff	12/31/2013		2/19/2015	
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Richard Ortega	Completion	12/31/2013		2/19/2015	
Comm1(C)	Provide vending machines to sell office supplies and sundries						
Comm1(C)	Provide vending machines to sell office supplies and sundries	Marcelino Juarez	Establish product specifications and identify vendors	7/31/2013	Y		
Comm1(C)	Provide vending machines to sell office supplies and sundries	Marcelino Juarez	Develop and write procedures (stocking, cash-handling, ordering)	7/31/2013	Y		
Comm1(C)	Provide vending machines to sell office supplies and sundries	Marcelino Juarez	Purchase and install office supplies vending machine	8/31/2013	Y		

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
Comm1(C)	Provide vending machines to sell office supplies and sundries	Marcelino Juarez	Monitor and revise procedures as required	9/30/2013	Y		
Comm1(C)	Provide vending machines to sell office supplies and sundries	Marcelino Juarez	Assess utilization	6/30/2014	Y		
Comm1(C)	Provide vending machines to sell office supplies and sundries	Marcelino Juarez	Completion	9/30/2013	Y	Vending machine was stocked and available for use on 9/27/13	
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Establish rapport with bar association leaders	6/31/14	Y		Selected: WLALA, Westwood, KABA, BWLALA, SFVBA
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Select target organizations	6/31/14		9/30/2014	Need additional time to select due to other projects
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Conduct needs assessments	9/30/2014			
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Establish interest level and engagement	10/31/2014			
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Devise mutually beneficial options with participants	10/31/2014			
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Create and formalize agreements	11/30/2014			
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Implement program	12/31/2014			
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Assess results	1/31/2015			
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Completion	2/28/2015			
Comm1(E)	Continue and refine Members Program						
Comm1(E)	Continue and refine Members Program	Ryan Metheny	Revise parking and pricing	9/30/2013	Y	11/1/2013	Extended to allow time to analyze options by new staff member (Ryan). Implementation of parking/pricing revisions will be dependent on IT issues (installation of parking self-reservation software, etc.)
Comm1(E)	Continue and refine Members Program	Ryan Metheny	Research / assess existing program models	3/31/2014	Y		
Comm1(E)	Continue and refine Members Program	Ryan Metheny	Devise and document options / SWOT	4/30/2014	Y		
Comm1(E)	Continue and refine Members Program	Ryan Metheny	Finalize and coordinate resources for implementation	6/30/2014	Y		
Comm1(E)	Continue and refine Members Program	Ryan Metheny	Implement	7/31/2014		12/31/2014	Ongoing due to parking program implementation phase
Comm1(E)	Continue and refine Members Program	Ryan Metheny	Monitor and assess	9/30/2014		1/31/2015	
Comm1(E)	Continue and refine Members Program	Ryan Metheny	Completion	10/31/2014		1/31/2015	
Comm1(F)	Automate parking reservations						
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Assess parking requirements with staff	9/1/2013	Y		
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Acquire online reservation software	10/1/2013	Y		
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Installation and customization of software	11/29/2013		10/31/2014	Delayed due to new security access software.
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Begin parallel testing of new system	12/2/2013		11/15/2014	
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Begin using new self-reservation system	1/1/2014		12/31/2014	
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Completion	12/31/2013		1/31/2015	
Comm1(G)	Resume used book sales						
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Evaluate prior process for book sales, document possible efficiencies	7/15/2013	Y		
Comm1(G)	Resume used book sales	Shohreh Saljooghi	List and price current materials available for sale, place on sale shelves.	8/15/2013	Y		completed four book sales with total sale of \$4208.10; fifth book sale is on at this time and staff have prepared the 6th book sale
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Identify channels for announcing to various layers of the community	8/15/2013		3/31/2015	
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Establish parameters for online sale and identify available venues	3/31/2014		3/31/2015	
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Assess	6/30/2014		3/31/2015	
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Completion	8/30/14		3/31/2015	
Comm2(A)	Publish articles on our own website and in journals, newsletters and the press						
Comm2(A)	Publish articles on our own website and in journals, newsletters and the press	Leigh Garcia	Identify possible articles/promotion topics	9/1/2013	Y	11/15/2013	
Comm2(A)	Publish articles on our own website and in journals, newsletters and the press	Leigh Garcia	Identify key publications to pitch for articles	11/1/2013	Y	11/15/2013	
Comm2(A)	Publish articles on our own website and in journals, newsletters and the press	Leigh Garcia	Work with staff to complete articles (min 3 per quarter)	12/31/2013	Y		

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
Comm2(A)	Publish articles on our own website and in journals, newsletters and the press	Leigh Garcia	Create a repository of articles to facilitate reuse and retrieval	12/31/2013	Y		
Comm2(A)	Publish articles on our own website and in journals, newsletters and the press	Leigh Garcia	Pitch articles / place on our website	3/31/2014	Y		
Comm2(A)	Publish articles on our own website and in journals, newsletters and the press	Leigh Garcia	Completion	6/30/2014	Y		On-going
Comm2(B)	Make presentations to potential users off-site						
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Identify potential users	9/30/2013		9/30/2014	Deferred until after other strategic plan priorities. Potentially usable data may be collected during focus groups.
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Identify presenters	9/30/2013		9/30/2014	
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Present to test sites	10/31/2013		12/30/2014	
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Evaluate effectiveness	11/30/2013		12/30/2014	
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Recommend program parameters	12/31/2013		12/30/2014	
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Completion	12/31/2013		12/30/2014	
Comm2(C)	Collaborate with Grand Park on programming and shared outreach						
Comm2(C)	Collaborate with Grand Park on programming and shared outreach	Sandi Levin	Attend regular meetings with Grand Park staff to share information/opportunities	7/1/2013	Y		There has been limited opportunity, but we attend as invited.
Comm2(C)	Collaborate with Grand Park on programming and shared outreach	Sandi Levin	Establish a regular mechanism for sharing outreach and promotional information	12/31/2013	Y		
Comm2(C)	Collaborate with Grand Park on programming and shared outreach	Sandi Levin	Participate in at least one joint event	6/30/2014		6/30/2015	Established collaboration (and reimbursement) for GP events; joint events delayed due to transitional issues at GP
Comm2(C)	Collaborate with Grand Park on programming and shared outreach	Sandi Levin	Completion	6/30/2014		6/30/2015	
Comm2(D)	Co-market with LACBA and other bar associations to promote events and programs						
Comm2(D)	Co-market with LACBA and other bar associations to promote events and programs	Sandi Levin & Leigh Garcia	Evaluate opportunities and document partnership with LACBA	9/30/2013	y	4/30/2014	
Comm2(D)	Co-market with LACBA and other bar associations to promote events and programs	Sandi Levin & Leigh Garcia	Identify top 10 opportunities for other bar associations / create prospects list	9/1/2013	y	4/30/2014	
Comm2(D)	Co-market with LACBA and other bar associations to promote events and programs	Sandi Levin & Leigh Garcia	Reach out to 10 key contacts / meet to compare calendars & identify opportunities	11/1/2013	Y	2/28/2014	Working with: BHBA, SBBA, SFVBA, WBA, WLALA, BWL, AABA, CAALAC, KABA, GBA, PBA
Comm2(D)	Co-market with LACBA and other bar associations to promote events and programs	Sandi Levin & Leigh Garcia	Create proposed shared marketing calendar for 2014	12/1/2013	y	4/30/2014	Using WLALA format
Comm2(D)	Co-market with LACBA and other bar associations to promote events and programs	Sandi Levin & Leigh Garcia	Completion	12/1/2013		5/31/2014	
Comm2(E)	Establish schedule for regular meetings of outside organizations						
Comm2(E)	Establish schedule for regular meetings of outside organizations	Leigh Garcia	Establish committee to identify potential target organizations	1/30/2014	Y	2/14/2014	Along with P&P and Exec office we have several organizations with whom we meet with and with whom we are continuing to grow the partnership. LSALA, LAPA, City Attorneys, CLA, CAALAC
Comm2(E)	Establish schedule for regular meetings of outside organizations	Leigh Garcia	Develop sales/marketing materials -	3/15/2014	Y	4/15/2014	Room rental flyer complete; developing additional materials on-going
Comm2(E)	Establish schedule for regular meetings of outside organizations	Leigh Garcia	Conduct community reach-out program	5/1/2014	Y		On-going
Comm2(E)	Establish schedule for regular meetings of outside organizations	Leigh Garcia	Completion	6/30/2014	Y		on-going
Comm2(F)	Outreach to courts, SHCs and local bar associations re events and services at branches						
Comm2(F)	Outreach to courts, SHCs and local bar associations re events and services at branches	Linda Heichman	Develop expanded events and services at branches, including deepening relationships with courts, SHCs, local bar associations. (see also Transition of Torrance Branch)	12/31/2013	Y	6/30/2014	
Comm2(F)	Outreach to courts, SHCs and local bar associations re events and services at branches	Linda Heichman	Slate events/services at branches (no cost)	4/31/14	Y	9/30/2014	Law Week - TOR; Divorce Options - TOR, LB; SHC Default Clinic - TOR; think about Pro Bono Week?
Comm2(F)	Outreach to courts, SHCs and local bar associations re events and services at branches	Linda Heichman	Evaluate success of events/services at branches, budget FY2015	6/30/2014		12/31/2014	

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
Comm2(F)	Outreach to courts, SHCs and local bar associations re events and services at branches	Linda Heichman	Schedule ongoing regular events/services at branches	6/30/2014		6/30/2015	
Comm2(F)	Outreach to courts, SHCs and local bar associations re events and services at branches	Linda Heichman	Completion	7/31/2015		6/30/2015	
Comm2(G)	Coordinate programs with downtown arts community (e.g., Artwalk)						
Comm2(G)	Coordinate programs with downtown arts community (e.g., Artwalk)	Jaye Steinbrick	Contact Art-Walk coordinators to identify 2014 opportunities	9/1/2013	Y		
Comm2(G)	Coordinate programs with downtown arts community (e.g., Artwalk)	Jaye Steinbrick	Attend regular Art-Walk & Community Meetings to promote 2014 library involvement.	11/1/2013	Y		
Comm2(G)	Coordinate programs with downtown arts community (e.g., Artwalk)	Jaye Steinbrick	Develop a partnership recommendation	1/1/2014	Y	5/14/2014	Ongoing - Met with DTLA board members to determine ways we might work together and cross-promote events using social media
Comm2(G)	Coordinate programs with downtown arts community (e.g., Artwalk)	Jaye Steinbrick	Completion	2/1/2014		10/16/2014	
Comm3(A)	Expand CLE classes						
Comm3(A)	Expand CLE classes	Ryan Metheny	Research other public law library offerings	9/30/2013	Y		
Comm3(A)	Expand CLE classes	Ryan Metheny	Develop methodology for identification of speakers and topics of interest	9/30/2013	Y		
Comm3(A)	Expand CLE classes	Ryan Metheny	Build ongoing list of potential speakers	12/30/2013	Y		
Comm3(A)	Expand CLE classes	Ryan Metheny	Calendar bi-monthly classes	9/30/2013	Y		
Comm3(A)	Expand CLE classes	Ryan Metheny	Implement regularized programs	1/30/2014	Y		
Comm3(A)	Expand CLE classes	Ryan Metheny	Completion	1/31/2014	Y		
Comm3(B)	Expand classes for self-represented persons						
Comm3(B)	Expand classes for self-represented persons	Janine Liebert	Develop relationships with potential presenters	3/31/2014	Y		
Comm3(B)	Expand classes for self-represented persons	Janine Liebert	Outline structure of program delivery	6/30/2014	Y		
Comm3(B)	Expand classes for self-represented persons	Janine Liebert	Implement classes	6/30/2014	Y		
Comm3(B)	Expand classes for self-represented persons	Janine Liebert	Assess and evaluate	12/31/2014			
Comm3(B)	Expand classes for self-represented persons	Janine Liebert	Completion	1/31/2015			
Comm3(C)	Expand librarian training workshops						
Comm3(C)	Expand librarian training workshops	Linda Heichman	Develop slate of workshops.	12/31/2013	Y	3/31/2014	Full year of public classes launched @ partnerships; public librarians at partnerships are attending these classes.
Comm3(C)	Expand librarian training workshops	Linda Heichman	Develop web-based public librarian training	8/31/2014			
Comm3(C)	Expand librarian training workshops	Linda Heichman	Launch web-based public librarian training	6/30/2016			
Comm3(C)	Expand librarian training workshops	Linda Heichman	Completion	7/31/2016			
Comm3(D)	Develop a high school student workshop series in the Library						
Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Identify outreach coordinators and stakeholders in LAUSD	9/30/2013	Y		
Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Identify prospective pilot series with applicable schools	9/30/2013	Y		
Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Build program structures in conjunction with school partners	12/30/2013	Y		
Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Implement programs	1/31/2014-3/30/2014	Y		
Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Assess programs	3/30/2014	Y		
Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Expand to one or two additional workshop pilots	6/30/2014	Y		
Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Identify funders for at risk career education / school success programs	6/30/2014	Y		Partial: Mannatt Phelps funded school program; occasional teen law workshops and workplace tours
Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Write grant for funding to expand programs	6/30/2014		9/30/2014	Deferred to coordinate with grant writer on staff
Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Expand programs to additional schools	9/30/2014			
Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Completion	12/31/2014			

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers						
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Identify potential stakeholders	3/30/2015			
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Build rapport with prospective participants	3/30/2015			
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Conduct needs assessment	3/30/2015			
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Develop methodology for identification of speakers	6/30/2015			
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Build list of potential speakers	6/30/2015			
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Calendar classes	9/30/2015			
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Implement programs	9/30/2015			
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Completion	10/31/2015			
Comm3(G)	Develop law-related Film Series						
Comm3(G)	Develop law-related Film Series	Leigh Garcia	Acquire films and inventory	11/31/13	Y	2/12/2014	
Comm3(G)	Develop law-related Film Series	Leigh Garcia	Complete marketing tools	1/15/2014	y	5/1/2014	flyers, posters, in-house marketing tools in development
Comm3(G)	Develop law-related Film Series	Leigh Garcia	Develop calendar	2/15/2014	y	5/15/2014	
Comm3(G)	Develop law-related Film Series	Leigh Garcia	Develop cost structure	3/1/2014	Y	6/1/2014	
Comm3(G)	Develop law-related Film Series	Leigh Garcia	Launch	4/20/2014		8/1/2014	Launch to begin August 2014
Comm3(G)	Develop law-related Film Series	Leigh Garcia	Completion	6/30/2014		8/31/2014	
Comm3(H)	Conduct a book discussion group						
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Define goals of Book Group	6/19/2013	Y		
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Create overview of different Book Group Models	7/10/2013	Y		
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Meet and discuss/choose model for initial Book Group	7/24/2013	Y		
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Identify potential participants in Book Group & targeted publicity				
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Create format for initial Book Group	8/7/2013	Y		
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Formulate publicity	8/28/2013		8/8/2014	First meeting planned for 1st or 2nd week of Nov/Veterans Day
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Launch publicity	9/11/2013		9/1/2014	working with Communications and publicity to confirm launch date, and then create publicity. Author of first book agreed to attend if possible
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	First Book Group Discussion	10/2/2013		11/1/2014	
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Evaluate and modify	11/20/2013		12/1/2014	
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Create plan for ongoing discussion groups	11/25/2013		12/1/2014	
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Completion	12/31/2013		12/1/2014	
Comm4(A)	Create a mobile eBranch to deploy at events						
Comm4(A)	Create a mobile eBranch to deploy at events	Linda Heichman	Analyze fixed eBranch locations and develop mobile eBranch model	3/31/2015			
Comm4(A)	Create a mobile eBranch to deploy at events	Linda Heichman	Secure funding/partners/landing spaces for mobile eBranch	6/30/2015			
Comm4(A)	Create a mobile eBranch to deploy at events	Linda Heichman	Launch mobile eBranch	6/30/2016			
Comm4(A)	Create a mobile eBranch to deploy at events	Linda Heichman	Completion	7/31/2016			
Comm4(B)	Broadcast professional development and general public webinars						
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Work with staff to determine pilot content	2/1/2014		1/1/2015	Delayed due to other projects.
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Create pilot class on video	4/1/2014		2/28/2015	
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Review pilot with staff for final edits	4/29/2014		3/31/2015	
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Make pilot class available online	6/1/2014		4/30/2015	

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Develop program to review and expand content	6/30/2014		6/30/2015	
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Completion	12/31/2014		8/30/2015	Ongoing
Comm4(C)	Provide public computer classes for basic skill development						
Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Create three proposed 30 minute computer class outlines	10/1/2013		11/30/2015	Delayed to other projects/weekly help desk duties. looking into online computer tutorials.
Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Schedule the first of three rotating classes, one per month	1/1/2014		1/1/2015	
Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Assess effectiveness and recommend ongoing program parameters	2/28/2014		4/1/2015	
Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Completion	3/31/2014		9/30/2015	
Comm4(D)	Outreach to prison inmates and other homebound people						
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Identify user groups	1/1/2015			
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Determine information needs	3/3/2015			
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Research methods to fulfill identified needs	6/30/2015			
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Create program to disseminate information to user groups	9/1/2015			
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Evaluate and assess	1/1/2016			
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Completion	3/31/2016			
W1(A)	Draft and implement Safety and Emergency Preparedness Plans						
W1(A)	Draft and implement Safety and Emergency Preparedness Plans	Richard Ortega	Review and edit existing plan as needed.	8/1/2013	Y		
W1(A)	Draft and implement Safety and Emergency Preparedness Plans	Richard Ortega	Present plan to BOT for adoption	8/20/2013	Y		
W1(A)	Draft and implement Safety and Emergency Preparedness Plans	Richard Ortega	Conduct quarterly safety committee meetings	9/30/2013	Y		Ongoing
W1(A)	Draft and implement Safety and Emergency Preparedness Plans	Richard Ortega	Completion	9/30/2013	Y		
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions						
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Richard Ortega	Survey staff / conduct needs assessment	9/1/2013		9/15/2014	Delayed due to staffing changes. Aligned dates with security survey.
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Richard Ortega	Create needs list, and implement low or no-cost items	10/15/2013		10/30/2014	
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Richard Ortega	Identify funding and timeframe for additional items	12/1/2013		12/31/2014	
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Richard Ortega	Completion	6/30/2014		7/15/2015	
W1(C)	Improve accessibility						
W1(C)	Improve accessibility	Henry Gunawan	Gather input from staff/patrons/experts - complete needs assessment	2/1/2014	Y		
W1(C)	Improve accessibility	Henry Gunawan	Develop accessibility checklist for use in all future projects/programs	2/15/2014	Y	6/15/2014	This project was place on hold as we evaluate new technology for accessibility. The time to evaluate products is more time consuming than originally anticipated.
W1(C)	Improve accessibility	Henry Gunawan	Review accessibility software & hardware needs	3/31/2014		9/30/2014	
W1(C)	Improve accessibility	Henry Gunawan	Complete software & hardware installations	4/15/2014		12/31/2014	
W1(C)	Improve accessibility	Henry Gunawan	Review facility accessibility needs – make budget recommendations	5/1/2014		3/31/2015	
W1(C)	Improve accessibility	Henry Gunawan	Completion	6/30/2015		6/30/2015	
W1(D)	Automate elevator functions						
W1(D)	Automate elevator functions	Richard Ortega	Create RFP	8/1/2013	Y	1/29/2014	Preliminary bid request yielded no response. Exploring other options with updated bid package.
W1(D)	Automate elevator functions	Richard Ortega	Send approved RFP out to public bid	8/5/2013		8/30/2014	Sending out revised RFP second time, no responses recieved from first RFP due to timing.
W1(D)	Automate elevator functions	Richard Ortega	Award Bid, begin elevator updates	8/20/2013		10/28/2014	Board Meeting Date - October
W1(D)	Automate elevator functions	Richard Ortega	Completion	4/1/2014		6/15/2015	
W1(E)	Draft HR Procedures Manual						

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
W1(E)	Draft HR Procedures Manual	Finance Director	Outline Procedures Manual organization and content; develop a table of contents.	9/30/2013	Y		
W1(E)	Draft HR Procedures Manual	Terri	Outline each chapter	11/30/2013	Y	5/31/2014	
W1(E)	Draft HR Procedures Manual	Terri	Write draft	1/31/2014		10/31/2014	Delayed due to staffing changes. New HR consultant has commenced.
W1(E)	Draft HR Procedures Manual	Terri	Solicit feedback from ED, Sr. Director, and other directors	2/28/2014		11/30/2014	
W1(E)	Draft HR Procedures Manual	Terri	Incorporate suggestions into final draft	3/31/2014		12/30/2014	
W1(E)	Draft HR Procedures Manual	Terri	Completion	4/30/2014		1/31/2014	
W2(A)	Annual employee picnic						
W2(A)	Annual employee picnic	Leigh Garcia	Survey employees about venue, date, and activities	6/15/2013	Y		
W2(A)	Annual employee picnic	Leigh Garcia	Confirm venue	6/30/2013	Y		
W2(A)	Annual employee picnic	Leigh Garcia	Coordinate potluck, arrange paper products, enlist volunteers, communicate event	7/15/2013	Y		
W2(A)	Annual employee picnic	Leigh Garcia	Conduct event and debrief	8/31/2013	Y		
W2(A)	Annual employee picnic	Leigh Garcia	Completion	8/31/2013	Y		
W2(B)	Hold occasional events open to family and friends						
W2(B)	Hold occasional events open to family and friends	Leigh Garcia	Survey employees about frequency and suggested activities	10/31/2013	y		
W2(B)	Hold occasional events open to family and friends	Leigh Garcia	Develop and propose events schedule to ED	11/30/2013	Y	1/30/2014	
W2(B)	Hold occasional events open to family and friends	Leigh Garcia	Calendar and plan events	12/31/2013	y		
W2(B)	Hold occasional events open to family and friends	Leigh Garcia	Assess success and propose ongoing program	3/31/2014	Y		
W2(B)	Hold occasional events open to family and friends	Leigh Garcia	Completion	6/30/2014	Y		Ongoing. Annual holiday party, family picnic and public events
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)						
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	John Kohl	Poll directors and employees about desirable alternative work arrangements	12/31/2013		9/1/2014	
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	John Kohl	Analyze costs and feasibility and write proposal	2/28/2014		10/1/2014	
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	John Kohl	Discuss proposal with union	3/31/2014		12/1/2014	
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	John Kohl	Implement program	6/30/2014		2/1/2015	
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	John Kohl	Completion	7/31/2014		3/1/2015	
W2(D)	Provide stretch classes or other physical activities at break times						
W2(D)	Provide stretch classes or other physical activities at break times	Eustorgio Barajas	Research and propose a stretch program to ED	3/31/2014		11/28/2014	Pushed back due to other HR and Administrative tasks
W2(D)	Provide stretch classes or other physical activities at break times	Eustorgio Barajas	Enlist employee leaders or acquire video classes	5/31/2014		12/31/2014	
W2(D)	Provide stretch classes or other physical activities at break times	Eustorgio Barajas	Develop a schedule	6/30/2014		1/30/2015	
W2(D)	Provide stretch classes or other physical activities at break times	Eustorgio Barajas	Completion	7/31/2014		1/30/2015	
W2(E)	Establish an employee of the month/year program						
W2(E)	Establish an employee of the month/year program	Terri	Enlist participation from managers and staff to develop nomination and selection criteria and procedures	6/30/2014		10/1/2014	Outsourced HR onsite 4 hours per week. Working to incorporate this task in weekly workload
W2(E)	Establish an employee of the month/year program	Terri	Write EOM/Y program for review by focus group and ED	9/30/2014			

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
W2(E)	Establish an employee of the month/year program	Terri	Announce program, develop schedule and implement	11/30/2014			
W2(E)	Establish an employee of the month/year program	Terri	Review success of program, revise as necessary	3/31/2015			
W2(E)	Establish an employee of the month/year program	Terri	Completion	4/30/2015			
W3(A)	Cross-train employees in related positions						
W3(A)	Cross-train employees in related positions	Terri	Work with directors to identify opportunities for cross-training	2/28/2015			
W3(A)	Cross-train employees in related positions	Terri	Develop and document a plan and timeline for each area	4/30/2015			
W3(A)	Cross-train employees in related positions	Terri	Ensure plans are implemented	7/31/2015			
W3(A)	Cross-train employees in related positions	Terri	Assess success of cross-training and revise as necessary	9/30/2015			
W3(A)	Cross-train employees in related positions	Terri	Completion	10/31/2015			
W3(B)	Evaluate and improve process efficiency in all library functions						
W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Work with directors to map function processes	12/31/2013		9/1/2014	Delayed due to staffing changes. Now underway.
W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Analyze process maps within and between departments and identify opportunities for streamlining, simplification, automation, or elimination	3/31/2014		12/1/2014	
W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Benchmark other libraries/organizations and document best practices and appropriate metrics	3/31/2014		2/1/2015	
W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Implement no-cost improvements.	5/31/2014		5/1/2015	
W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Propose and budget for other improvements including costs and impacts on other departments	5/31/2014		5/31/2015	
W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Plan, document, and implement process changes and success metrics	9/30/2014		9/30/2015	
W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Review changes and revise as necessary. Document revisions.	12/31/2014		12/31/2015	
W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Completion	1/15/2015		1/15/2016	
W3(C)	Merge Programs & Partnerships and Reference functions						
W3(C)	Merge Programs & Partnerships and Reference functions	Sandi Levin	Reconfigure desk/office locations	9/1/2013	Y		
W3(C)	Merge Programs & Partnerships and Reference functions	Sandi Levin	Adjust reference desk schedule	9/1/2013	Y		
W3(C)	Merge Programs & Partnerships and Reference functions	Sandi Levin	Develop project teams comprised of both groups	12/31/2013	Y		
W3(C)	Merge Programs & Partnerships and Reference functions	Sandi Levin	Conduct cross-training	12/31/2013		9/30/2014	Partially complete.
W3(C)	Merge Programs & Partnerships and Reference functions	Sandi Levin	Completion	2/28/2014		12/31/2014	
W3(D)	Establish a law student intern / extern program						
W3(D)	Establish a law student intern / extern program	Malinda Muller	Identify partner schools	6/30/2013	Y		
W3(D)	Establish a law student intern / extern program	Malinda Muller	Build program components	6/30/2013	Y		
W3(D)	Establish a law student intern / extern program	Malinda Muller	Implement pilot program	6/30/2013	Y		
W3(D)	Establish a law student intern / extern program	Malinda Muller	Assess	9/30/2013	Y		
W3(D)	Establish a law student intern / extern program	Malinda Muller	Create handbook and guidelines	12/31/2013	Y		
W3(D)	Establish a law student intern / extern program	Malinda Muller	Recruit and expand program to new institutions if applicable	3/31/2014	Y		Complete. Recruited to University of Illinois and USC (new) programs. Future to consider Pasadena City and other library tech programs if CMS is interested.
W3(D)	Establish a law student intern / extern program	Malinda Muller	Completion	3/31/2014	Y		
W3(E)	Establish a library student/recent graduate unpaid Internship program	Malinda Muller	Identify current practices and assess strengths and weaknesses	12/30/2013	Y		
W3(E)	Establish a library student/recent graduate unpaid Internship program	Malinda Muller	Redesign, incorporate and expand on current practices	3/30/2014		9/30/2014	The process will take place over the summer program period and reportable at the end of Sept. when there is information to assess and the program in it's implementation test can be evaluated.
W3(E)	Establish a library student/recent graduate unpaid Internship program	Malinda Muller	Research, evaluate and implement best practices	9/30/2014			
W3(E)	Establish a library student/recent graduate unpaid Internship program	Malinda Muller	Design and implement staff and participant feedback mechanism	9/30/2014			

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
W3(E)	Establish a library student/recent graduate unpaid Internship program	Malinda Muller	Create handbook and guidelines	12/31/2014			
W3(E)	Establish a library student/recent graduate unpaid Internship program	Malinda Muller	Completion	12/31/2014			
W3(F)	Establish an "on-call list" of contract employees available to cover occasional absences						
W3(F)	Establish an "on-call list" of contract employees available to cover occasional absences	Eustorgio Barajas	Working with supervisors, identify critical needs and timing	2/28/2015			
W3(F)	Establish an "on-call list" of contract employees available to cover occasional absences	Eustorgio Barajas	Document on-call agreements and compensation schedules	4/30/2015			
W3(F)	Establish an "on-call list" of contract employees available to cover occasional absences	Eustorgio Barajas	Recruit on-call staff	6/30/2015			
W3(F)	Establish an "on-call list" of contract employees available to cover occasional absences	Eustorgio Barajas	Review program's success and revise as necessary	9/30/2015			
W3(F)	Establish an "on-call list" of contract employees available to cover occasional absences	Eustorgio Barajas	Completion	10/31/2015			
W4(A)	Provide continuing education and training opportunities						
W4(A)	Provide continuing education and training opportunities	Eustorgio Barajas	Working with staff, identify training needs and desires	2/28/2014		1/31/2015	Ongoing by request. Formal survey delayed due to staffing changes and HR responsibilities
W4(A)	Provide continuing education and training opportunities	Eustorgio Barajas	Develop schedule of training events and nominate trainers (in-house or from the outside)	4/30/2014		3/31/2015	
W4(A)	Provide continuing education and training opportunities	Eustorgio Barajas	Working with trainers, develop curricula and training materials	6/30/2014		4/30/2015	
W4(A)	Provide continuing education and training opportunities	Eustorgio Barajas	Schedule and promote training events	7/31/2014		6/30/2015	
W4(A)	Provide continuing education and training opportunities	Eustorgio Barajas	Completion	8/31/2014		7/31/2015	
W4(B)	Establish a volunteer program to provide additional support and outreach						
W4(B)	Establish a volunteer program to provide additional support and outreach	Sandi Levin	Research existing public/nonprofit/govt programs	7/31/2013	Y		
W4(B)	Establish a volunteer program to provide additional support and outreach	Sandi Levin	Participate in available trainings and workshops	8/30/2013	Y		
W4(B)	Establish a volunteer program to provide additional support and outreach	Sandi Levin	Build program components and Develop handbook	9/1/2013	Y		
W4(B)	Establish a volunteer program to provide additional support and outreach	Sandi Levin	Develop recruitment procedures	10/31/2013	Y	2/28/2014	
W4(B)	Establish a volunteer program to provide additional support and outreach	Sandi Levin	Recruit and Implement	12/31/2013		9/30/2014	Partially implemented; still under revision
W4(B)	Establish a volunteer program to provide additional support and outreach	Sandi Levin	Assess effectiveness, SWOT	3/31/2014		11/30/2014	
W4(B)	Establish a volunteer program to provide additional support and outreach	Sandi Levin	Completion	3/31/2014		3/31/2015	
W4(C)	Expand the high school intern program						
W4(C)	Expand the high school intern program	Shohreh Saljooghi	Coordinate and complete current pilot project (4 interns)	8/2/2013	Y		shohreh
W4(C)	Expand the high school intern program	Shohreh Saljooghi	Identify partner organizations to maximize recruitment opportunities	3/31/2014		4/15/2015	<i>Los Angeles Education Partner (LAEP) seems to be the leading agency that has streamlined recruiting high school seniors. I have modeled my research based on the ICYP program and its criteria in order to identify other agencies that assist with recruiting high school seniors that are in need of exposure to a professional environment</i>
W4(C)	Expand the high school intern program	Shohreh Saljooghi	Build and refine program components	4/30/2014	Y		
W4(C)	Expand the high school intern program	Shohreh Saljooghi	Document procedures for expanded program	5/31/2014	Y		
W4(C)	Expand the high school intern program	Shohreh Saljooghi	Completion	6/30/2014		4/15/2015	
W4(E)	Conduct a space needs assessment for employee workspaces						
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Interview directors	9/30/2013	Y		
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Survey staff	10/31/2013	y	5/28/2014	Commenced but not completed.

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Analyze trends, future projects and anticipated changes	12/31/2013	Y	7/25/2014	
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Draft report with recommendations	1/31/2014		8/15/2014	
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Completion	2/28/2014		9/28/2014	
W4(F)	Install document management and/or collaboration software						
W4(F)	Install document management and/or collaboration software	Henry Gunawan	Acquire licensing	7/31/2013	Y		
W4(F)	Install document management and/or collaboration software	Henry Gunawan	Meet with staff and vendor to create implementation plan	11/15/2013		2/30/2015	Initial component complete; additional components in development. Transition of external vendor support for the project and internal re-alignment of IT support managerial responsibilities have taken longer than anticipated. Project assigned to new IT Manager, dates updated.
W4(F)	Install document management and/or collaboration software	Henry Gunawan	Install software including required workflow definitions	12/1/2013		3/31/2015	
W4(F)	Install document management and/or collaboration software	Henry Gunawan	Completion	2/1/2014		5/31/2015	
T1(A)	Develop eBranches for distribution throughout the County						
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	SWOT assessment based upon pilot program	3/31/2014		9/30/2014	Delay in eBranch deployment (est late Feb 2014); need at least 6 months operation of eBranch before SWOT assessment take place.
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Develop additional technology and tools	6/30/2014		3/31/2015	Longer lead time for technology development
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Pilot new tools	9/30/2014		9/30/2015	6 month pilot after tool development
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Launch "next phase" eBranch	12/31/2014		12/31/2015	3 month launch after tools piloted
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Recommend program for ongoing implementation	3/31/2015		5/1/2016	6 month launch, 1 month compiling recommendation
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Completion	6/30/2015		5/1/2016	Completion to correspond with recommendation for ongoing implementation
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)						
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Establish committee to review requirements and begin creation of RFP	2/1/2014		8/30/2014	Preliminary cost was gathered and submitted for FY2015 budget approval. Date extended due to staff change and re-alignment of IT support managerial responsibilities.
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Complete LC re-classification and re-labeling project	6/30/2014		10/30/2014	Impact on project workflow resulting from significant loss of key staff
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Begin public bid process	12/31/2014			
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	RFP and vendor product demonstrations	1/31/2015			
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Sign contract /set implementation schedule	3/31/2015			
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Conduct data load tests and assess integrity	7/31/2015			
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Conduct staff training	8/31/2015			
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Go live	9/30/2015			
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Completion	10/31/2015			
T1(C)	Develop a Law Library mobile application						

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Work with staff to determine content	7/1/2014	Y		Have spoken with Web committee and have started researching the best ways to turn website into a mobile version.
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Create beta web-app for testing	9/15/2014		4/15/2015	
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Staff review of content & functionality	9/30/2014		4/30/2015	
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Go live - Make web-application available online	11/1/2014		6/1/2015	
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Develop ongoing program to review and expand content	12/31/2014		8/1/2015	Ongoing
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Completion	12/31/2014		8/1/2015	Ongoing
T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks						
T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Henry Gunawan	Determine available, relevant content	3/1/2014	Y		In the process of working with staff to determine content.
T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Henry Gunawan	Review technology, create budget estimates & recommendation	5/1/2014		9/1/2014	Reassigned to new IT Manager - Dates revised.
T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Henry Gunawan	Create 90 day pilot implementation plan / Order equipment	7/15/2014		11/15/2014	
T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Henry Gunawan	Test pilot configurations	9/15/2014		1/15/2015	
T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Henry Gunawan	Make available to patrons	10/15/2014		2/15/2015	
T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Henry Gunawan	Develop ongoing program to review and expand	12/31/2014			
T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Henry Gunawan	Completion	12/31/2014		4/15/2015	
T2(A)	Upgrade Navision/Voyager	John Kohl / Meiling Li	Needs assessment	10/30/2013		11/30/2014	Delayed due to staffing changes. Currently underway.
T2(A)	Upgrade Navision/Voyager	Jaye Steinbrick	Hire IT Manager	New	Y	6/30/2014	
T2(A)	Upgrade Navision/Voyager	John Kohl / Meiling Li	Focus Group	New		12/1/2014	
T2(A)	Upgrade Navision/Voyager	John Kohl / Meiling Li	Confirm whether Navision/Voyager are the right solutions	11/30/2013		4/1/2015	
T2(A)	Upgrade Navision/Voyager	John Kohl / Meiling Li	Conduct RFP	10/30/2013		6/1/2015	
T2(A)	Upgrade Navision/Voyager	John Kohl / Meiling Li	Plan and implement data migration including software customization	1/31/2014		9/1/2015	
T2(A)	Upgrade Navision/Voyager	John Kohl / Meiling Li	Plan for rollout and training	3/31/2014		11/1/2015	
T2(A)	Upgrade Navision/Voyager	John Kohl / Meiling Li	Go live and document changes	4/30/2014		12/15/2015	
T2(A)	Upgrade Navision/Voyager	John Kohl / Meiling Li	Completion	5/31/2014		1/15/2016	
T2(B)	Provide the option to pay fees, fines and charges online						
T2(B)	Provide the option to pay fees, fines and charges online	Henry Gunawan	Finalize PayPal account banking requirements	6/30/2013	Y		Project assigned to new IT Manager, dates updated.
T2(B)	Provide the option to pay fees, fines and charges online	Henry Gunawan	Determine system capabilities	7/31/2013	Y		
T2(B)	Provide the option to pay fees, fines and charges online	Henry Gunawan	Create workflow processing chart(s)	9/15/2013	Y		
T2(B)	Provide the option to pay fees, fines and charges online	Henry Gunawan	Begin programming/Implementation	10/1/2013	Y		The new website has integrated Paypal as payment option for class registration.
T2(B)	Provide the option to pay fees, fines and charges online	Henry Gunawan	Test and assure functionality	9/30/2013		12/30/2014	Software issues with ILS system have delayed integration with Voyager. Project assigned to new IT Manager, dates updated.
T2(B)	Provide the option to pay fees, fines and charges online	Henry Gunawan	Go live and document changes	2/1/2014		11/30/2014	
T2(B)	Provide the option to pay fees, fines and charges online	Henry Gunawan	Completion	2/28/2014		12/15/2014	
T2(C)	Provide the option to renew materials and manage Library user account online						
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Evaluate technical requirements	7/1/2013	Y		
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Turn-on/test Functionality	8/1/2013	Y		Database access problem arose on 1st test & needs to be addressed.
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Work with communications to notify borrowers	9/1/2013		9/19/2014	Software issues with ILS system continue to delay this project.
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Establish online payment options (see T2(B))	2/1/2014		10/25/2014	
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Completion	2/15/2014		11/17/2014	

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
T2(D)	Improve and maintain user-friendly website with expanded audio-visual and interactive tools						
T2(D)	Improve and maintain user-friendly website with expanded audio-visual and interactive tools	Jaye Steinbrick & Adam Rosenblum	Go Live with newly expanded website	8/15/2013	Y		Online payment obstacles delayed project.
T2(D)	Improve and maintain user-friendly website with expanded audio-visual and interactive tools	Jaye Steinbrick & Adam Rosenblum	Assess effectiveness and accessibility	9/30/2013	Y		
T2(D)	Improve and maintain user-friendly website with expanded audio-visual and interactive tools	Jaye Steinbrick & Adam Rosenblum	Develop ongoing program to review and expand content	10/30/2013	Y	1/30/2014	Staff web committee now meets quarterly to assess content and recommend additions/changes/deletions to web content as well as discuss emerging technologies.
T2(D)	Improve and maintain user-friendly website with expanded audio-visual and interactive tools	Jaye Steinbrick & Adam Rosenblum	Completion	10/30/2013	Y	1/30/2014	Ongoing
T2(E)	Provide catalog searching capabilities in closed stacks						
T2(E)	Provide catalog searching capabilities in closed stacks	Jeremy Samler	Identify locations in the stacks for deployment	7/1/2013	Y		
T2(E)	Provide catalog searching capabilities in closed stacks	Jeremy Samler	Verify and/or expand Wi-Fi coverage	9/1/2013	Y		
T2(E)	Provide catalog searching capabilities in closed stacks	Jeremy Samler	Repurpose existing, available hardware as search stations	10/1/2013	Y		
T2(E)	Provide catalog searching capabilities in closed stacks	Jeremy Samler	Installation and training	3/31/2014		10/31/2014	Cascade plan for equipment and WiFi configuration issues have caused delays
T2(E)	Provide catalog searching capabilities in closed stacks	Jeremy Samler	Completion	4/30/2014		12/31/2014	
F1(A)	Promote awareness at local and state government levels through CCCLL and lobbying efforts						
F1(A)	Promote awareness at local and state government levels through CCCLL and lobbying efforts	Sandi Levin	Develop talking points	9/30/2013	Y		
F1(A)	Promote awareness at local and state government levels through CCCLL and lobbying efforts	Sandi Levin	Identify contacts, key legislators	10/31/2013	Y		
F1(A)	Promote awareness at local and state government levels through CCCLL and lobbying efforts	Sandi Levin	Meet with each at least once	2/15/2014	Y		
F1(A)	Promote awareness at local and state government levels through CCCLL and lobbying efforts	Sandi Levin	Develop program for follow up in FY 15	3/15/2014	Y		
F1(A)	Promote awareness at local and state government levels through CCCLL and lobbying efforts	Sandi Levin	Completion/report to BOT	4/30/2014	Y		Ongoing.
F1(B)	Assist in development of statewide strategy to protect or enhance revenue stream						
F1(B)	Assist in development of statewide strategy to protect or enhance revenue stream	Sandi Levin	Confer with CCCLL directors	10/31/2013	Y		
F1(B)	Assist in development of statewide strategy to protect or enhance revenue stream	Sandi Levin	Meet with CCCLL lobbyist	11/30/2013	Y		
F1(B)	Assist in development of statewide strategy to protect or enhance revenue stream	Sandi Levin	Present proposal for BOT review	12/31/2013	Y		
F1(B)	Assist in development of statewide strategy to protect or enhance revenue stream	Sandi Levin	Present proposal to CCCLL executive board for consideration	1/31/2014	Y		
F1(B)	Assist in development of statewide strategy to protect or enhance revenue stream	Sandi Levin	Present proposal to CCCLL at annual conference	3/30/2014	Y		
F1(B)	Assist in development of statewide strategy to protect or enhance revenue stream	Sandi Levin	Completion		Y		Similar efforts will be required annually.
F1(C)	Reevaluate, re-bid and expand parking services						
F1(C)	Reevaluate, re-bid and expand parking services	Finance Director	Update and issue RFP to current provider and other qualified parking management companies	6/30/2013	Y		
F1(C)	Reevaluate, re-bid and expand parking services	Finance Director	Summarize proposals, reconcile inconsistencies, and recommend vendor	8/31/2013	Y		
F1(C)	Reevaluate, re-bid and expand parking services	Finance Director	Execute contract (Board Approval)	9/30/2013	Y		
F1(C)	Reevaluate, re-bid and expand parking services	Finance Director	Commence with new vendor and implement service and hours changes, if necessary	11/1/2013	Y		
F1(C)	Reevaluate, re-bid and expand parking services	Finance Director	Completion	12/31/2013	Y		New vendor commenced service on 10/1/13. Revenues have increased. Signage and service have improved.
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources						

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources	John Kohl	Working with department heads, produce a vendor contract negotiation plan including negotiation schedule, annual spend, contract renewal dates, if any, and the point person for each vendor	10/31/2013		9/1/2014	Delayed due to staffing changes. Currently underway.
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources	John Kohl	Develop a negotiation protocol for each vendor including expected outcomes	11/30/2013		10/1/2014	
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources	John Kohl	Evaluate interim success with vendor negotiations and revise as necessary	3/31/2014		11/1/2014	
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources	John Kohl	Completion	4/30/2014		12/1/2014	
F1(E)	Consider annual merit increases						
F1(E)	Consider annual merit increases	John Kohl	Document salary adjustment history for staff and benchmark comparable institutions	2/28/2014		1/1/2015	
F1(E)	Consider annual merit increases	John Kohl	Make recommendation to ED subject to budget constraints	4/30/2014		2/1/2015	
F1(E)	Consider annual merit increases	John Kohl	Completion	6/30/2014		4/1/2015	
F2(A)	Apply for grants						
F2(A)	Apply for grants	Linda Heichman	Identify areas/ projects for desired grant funding	10/31/2013	Y	12/31/2013	
F2(A)	Apply for grants	Linda Heichman	Determine slate of potential grants and grant cycles through FY2015	12/31/2013	Y	3/31/2014	List of grants compiled.
F2(A)	Apply for grants	Linda Heichman	Develop schedule of grant opportunities and assign responsibilities	1/31/2014	Y	6/30/2014	
F2(A)	Apply for grants	Linda Heichman	Apply for minimum of 3 grants	6/30/2014	Y	12/31/2014	IMLS Sparks!, Community Stories, project partner on TIG (LAFLA lead).
F2(A)	Apply for grants	Linda Heichman	Target budget line item, forecast for grants.	6/30/2015			
F2(A)	Apply for grants	Linda Heichman	Completion	Ongoing		6/30/2015	
F2(B)	Consider legislative proposal to authorize revenue-generating activities						
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Confer with CCCLL directors	10/31/2013	Y		
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Meet with CCCLL lobbyist	11/30/2013	Y		
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Present proposal for BOT review	1/31/2014	Y		
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Present proposal to CCCLL executive board for consideration	3/31/2014	Y		
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Identify sponsors	4/30/2014	Y		
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Present proposal to CCCLL at annual conference	9/30/2014	Y		
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Lobby legislators	12/31/2014			Partially complete. A portion was signed into law. Balance is slated for next session.
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Completion	6/30/2015			
F2(C)	Promote conference room rentals and develop informational outreach						
F2(C)	Promote conference room rentals and develop informational outreach	Leigh Garcia	Finalize marketing material, content	8/1/2013	Y		
F2(C)	Promote conference room rentals and develop informational outreach	Leigh Garcia	Identify key marketing opportunities	8/15/2013	Y		
F2(C)	Promote conference room rentals and develop informational outreach	Leigh Garcia	Create marketing campaign/timeline / kick-off campaign	9/1/2013	Y	4/1/2014	
F2(C)	Promote conference room rentals and develop informational outreach	Leigh Garcia	Evaluate/ measure success	12/31/2013	Y	6/1/2014	

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
F2(C)	Promote conference room rentals and develop informational outreach	Leigh Garcia	Recommend budget line item for FY2015	3/31/2014	y		
F2(C)	Promote conference room rentals and develop informational outreach	Leigh Garcia	Completion	Ongoing			
F2(D)	Develop conceptual plan for café						
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Identify footprint / services	5/14/2014		12/15/2014	Delayed due to other projects and pending legislation.
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Identify potential vendors			2/29/2015	
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Identify funding resources and partner agencies	6/14/2014		2/29/2015	
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Present a conceptual plan to the Board of Trustees	9/1/2014		4/28/2015	
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Completion			4/28/2015	
F2(E)	Provide a notary service for a fee						
F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Identify options (in-house; contract; etc.)	3/31/2014		10/31/2014	Pushed back due to other HR and Administrative tasks
F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Write proposal to coordinate notary services and training	4/30/2014		12/31/2014	
F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Work with notary candidates and coordinate training	8/30/2014		2/28/2015	
F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Write policies and procedures	9/30/2014		4/30/2015	
F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Announce and roll-out	11/30/2014		6/30/2015	
F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Evaluate effectiveness and usage	2/28/2015		10/31/2015	
F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Completion	3/31/2015		12/31/2015	
F2(F)	Provide e-filing for a fee						
F2(F)	Provide e-filing for a fee	Ryan Metheny	Research court requirements, existing needs and solutions	6/30/2014		10/31/2014	Deferred due to other priorities
F2(F)	Provide e-filing for a fee	Ryan Metheny	Identify potential services and prospective user groups	8/30/2014		11/30/2014	
F2(F)	Provide e-filing for a fee	Ryan Metheny	Draft procedures and policy	11/30/2014			
F2(F)	Provide e-filing for a fee	Ryan Metheny	Present recommendation to Board of Trustees	1/31/2015			
F2(F)	Provide e-filing for a fee	Ryan Metheny	Implement	3/31/2015			
F2(F)	Provide e-filing for a fee	Ryan Metheny	Assess and revise as needed	5/31/2015			
F2(F)	Provide e-filing for a fee	Ryan Metheny	Completion	6/30/2015			
F2(G)	Offer fee-based collection acquisition and management services to other libraries						
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Assess capacity for contract services and performance standards	12/31/2013	Y		
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Identify costs and constraints	12/31/2013		12/31/2014	Preliminary inquiries have not yielded favorable results. Exploring other options/avenues.
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Identify potential 'customers'	1/31/2014		12/31/2014	
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Negotiate test site contract /identify performance metrics	6/30/2014		12/31/2014	
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Evaluate success and performance metrics	2/28/2015			
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Recommend program for future contracts	4/30/2015			
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Completion	5/31/2015			
F3(A)	Outreach to law firms & bar associations						
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Establish rapport with bar association leaders	1/31/2014	Y		
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Select target organizations to work with	3/30/2014	Y		
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Conduct needs assessments	3/30/2014	Y		
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Assess and document options	6/30/2014		9/30/2014	Partial. Business development for law firms and speakers bureau for library for MCLE programs; Writing for legal secretary associations, bar journals and magazines, for example, Los Angeles Lawyer and Valley Lawyer

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Devise mutually agreed upon programs	6/30/2014		9/30/2014	Commenced but not completed. Lawyers in the Library, meetings bar association execs, law firm reps commenced. Establishing outreach to law firms through publishers.
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Implement programs	9/30/2014		12/31/2014	
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Assess results & recommend ongoing programs	10/31/2014		2/28/2015	
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Completion	11/30/2014		3/31/2015	
F3(B)	Build relationships with relevant corporate entities						
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Identify candidate organizations	3/30/2014		10/31/2014	Deferred while establishing stronger foundation for project and focussing on relationships with government and legal service organizations.
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Contact organizations and discuss opportunities (min 4)	6/30/2014		12/31/2014	
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Implement test programs	9/30/2014		2/28/2015	
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Assess results & recommend ongoing programs	10/31/2014		4/30/2015	
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Completion	11/30/2014		6/30/2015	
F3(C)	Establish a speakers' bureau						
F3(C)	Establish a speakers' bureau	Sandi Levin	Research and review existing models	9/30/2013	Y		
F3(C)	Establish a speakers' bureau	Sandi Levin	Develop parameters, incentives and program	12/31/2013		3/31/2015	Awaiting further development of in-house MCLE programs; delayed due to other priorities
F3(C)	Establish a speakers' bureau	Sandi Levin	Announce program	1/31/2014		4/30/2015	
F3(C)	Establish a speakers' bureau	Sandi Levin	Conduct outreach	3/31/2014		5/31/2015	
F3(C)	Establish a speakers' bureau	Sandi Levin	Launch	4/30/2014		6/30/2015	
F3(C)	Establish a speakers' bureau	Sandi Levin	Assess and revise, as needed	6/30/2014		8/31/2015	
F3(C)	Establish a speakers' bureau	Sandi Levin	Completion	9/30/2014			
S1(A)	Preserve service levels by maintaining adequate staffing						
S1(A)	Preserve service levels by maintaining adequate staffing	John Kohl	Working with supervisors and employee groups, establish baseline productivity metrics	9/30/2014		10/30/2014	Delayed due to staff transition. Commenced but not completed.
S1(A)	Preserve service levels by maintaining adequate staffing	John Kohl	Benchmark productivity at comparable institutions	11/30/2014		12/30/2014	
S1(A)	Preserve service levels by maintaining adequate staffing	John Kohl	Establish target metrics	1/31/2015		2/28/2015	
S1(A)	Preserve service levels by maintaining adequate staffing	John Kohl	Recommend changes in staffing to achieve targets	3/31/2015		4/1/2015	
S1(A)	Preserve service levels by maintaining adequate staffing	John Kohl	Completion	6/30/2015		7/1/2015	
S1(B)	Expand legal resources available & visible on the internet						
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Assess current internet-based resources for gaps in coverage	12/31/2013	Y		
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Identify potential resources that can be added to collection	3/31/2014		9/30/2014	Delayed due to other priorities
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Assess technical feasibility and negotiate with vendors; budget for additional resources	6/30/2014		13/31/14	
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Implement new resources on test site	9/30/2014		12/31/2014	
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Develop metrics to evaluate user satisfaction and assess	10/31/2014		12/31/2014	
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Launch resources on website	12/31/2014			
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Survey users for feedback on usability and revise as needed	3/31/2015			
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Completion	6/31/15			
S1(C)	Create an advance reservation system for Library computers						
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Add option into public website	9/1/2013		11/14/2014	Implemented the basic framework, need to insert scripts into public website. Website Location not yet identified.
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Work with IT staff to test implementation	9/15/2013		11/26/2014	IT has implemented the basic framework. Waiting for approval before implementation and moving on to the next step.
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Training and testing with reference staff	9/30/2013		12/15/2014	Need to schedule training sessions with reference staff.
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Create promotional materials	10/1/2013		12/20/2014	Above steps need to be completed before promotional materials can be created.

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Completion	11/15/2013		12/24/2014	All of the above steps need to be completed.
S1(D)	Provide self-serve scanning equipment in the Library						
S1(D)	Provide self-serve scanning equipment in the Library	Jaye Steinbrick & Henry Gunawan	Work with staff and patrons to evaluate technology requirements.	10/15/2014		11/15/2015	Deffered to fiscal year 2015-16 budget to combine with copier replacements for cost-savings and efficiency.
S1(D)	Provide self-serve scanning equipment in the Library	Jaye Steinbrick & Henry Gunawan	Evaluate existing solutions and make final recommendation, proceed with purchasing.	11/15/2014		12/15/2015	
S1(D)	Provide self-serve scanning equipment in the Library	Jaye Steinbrick & Henry Gunawan	Install public scanner with signage and print materials	2/1/2015		3/1/2016	
S1(D)	Provide self-serve scanning equipment in the Library	Jaye Steinbrick & Henry Gunawan	Assess effectiveness of implementation and make adjustments as needed.	5/31/2015		5/1/2016	
S1(D)	Provide self-serve scanning equipment in the Library	Jaye Steinbrick & Henry Gunawan	Completion	5/31/2015		5/1/2016	
S1(E)	Establish and implement a policy for how to handle patrons with greater needs and time demands						
S1(E)	Establish and implement a policy for how to handle patrons with greater needs and time demands	Ralph Stahlberg	Survey other libraries and internal staff for best practices	10/31/2013	Y		Little feedback from other public law libraries, but good info from library publications
S1(E)	Establish and implement a policy for how to handle patrons with greater needs and time demands	Ralph Stahlberg	Identify successful alternatives	10/31/2013	Y		
S1(E)	Establish and implement a policy for how to handle patrons with greater needs and time demands	Ralph Stahlberg	Recommend policies and conduct training	12/31/2013		9/30/2014	
S1(E)	Establish and implement a policy for how to handle patrons with greater needs and time demands	Ralph Stahlberg	Assess effectiveness and revise as needed	9/30/2014			
S1(E)	Establish and implement a policy for how to handle patrons with greater needs and time demands	Ralph Stahlberg	Completion	10/30/2014			
S1(F)	Establish regular office hours at partnership libraries						
S1(F)	Establish regular office hours at partnership libraries	Linda Heichman	Develop possibilities for office hours at partnership libraries	9/30/2013	Y		
S1(F)	Establish regular office hours at partnership libraries	Linda Heichman	Evaluate options and select viable model(s)	1/31/2014	Y		
S1(F)	Establish regular office hours at partnership libraries	Linda Heichman	Formalize Branch Assistant-office hours/professional training	3/30/2014	Y	6/30/2014	Need full six month pilot to evaluate, report to Board, determine next steps for overall project.
S1(F)	Establish regular office hours at partnership libraries	Linda Heichman	Completion	7/30/2014	Y		
S1(G)	Present intermittent but regular, free classes						
S1(G)	Present intermittent but regular, free classes	Janine Liebert	Assess success of existing free classes and information sessions	11/30/2013	Y		
S1(G)	Present intermittent but regular, free classes	Janine Liebert	Identify and prioritize new class/information session offerings	1/31/2014	Y		
S1(G)	Present intermittent but regular, free classes	Janine Liebert	Determine frequency and assess impact on existing fee-based classes	1/31/2014		5/31/2014	Commenced but extended due to scheduling of classes in Feb-Mar and during Law Week
S1(G)	Present intermittent but regular, free classes	Janine Liebert	Identify and confirm partner organizations and presenters	2/28/2014	Y		
S1(G)	Present intermittent but regular, free classes	Janine Liebert	Implement	3/28/2014	Y		
S1(G)	Present intermittent but regular, free classes	Janine Liebert	Assess	6/28/2014	Y		
S1(G)	Present intermittent but regular, free classes	Janine Liebert	Completion	6/28/2014	Y		Free during Law Week and Pro Bono Week and SoCal Pro Bono Mngrs' summer series for law clerks and fellows - other classes fee-based
S1(H)	Create a plan to provide ebooks in the Library, beginning with research to determine patron needs and preferences						
S1(H)	Create a plan to provide ebooks in the Library, beginning with research to determine patron needs and preferences	Channa Cajero	Identify patron groups	12/31/2013	Y		
S1(H)	Create a plan to provide ebooks in the Library, beginning with research to determine patron needs and preferences	Channa Cajero	Set up and hold focus groups	12/31/2013	Y	2/15/2014	This project is being coordinated with objective C1(B). Extended dates for focus groups and survey reflect extended dates for objective C1(B).
S1(H)	Create a plan to provide ebooks in the Library, beginning with research to determine patron needs and preferences	Channa Cajero	Draft and distribute survey to user groups	3/31/2014		8/15/2014	This project is being coordinated with objective C1(B). Extended dates for focus groups and survey reflect extended dates for objective C1(B).
S1(H)	Create a plan to provide ebooks in the Library, beginning with research to determine patron needs and preferences	Channa Cajero	Review results and make assessments	12/31/2014			
S1(H)	Create a plan to provide ebooks in the Library, beginning with research to determine patron needs and preferences	Channa Cajero	Present recommendations	12/31/2014			

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S1(H)	Create a plan to provide ebooks in the Library, beginning with research to determine patron needs and preferences	Channa Cajero	Completion	1/31/2015			
S1(I)	Provide quality, comprehensive, face-to-face reference services by trained librarians						
S1(I)	Provide quality, comprehensive, face-to-face reference services by trained librarians	Ralph Stahlberg	Identify a set of effective reference standards/techniques	9/30/2013	Y		
S1(I)	Provide quality, comprehensive, face-to-face reference services by trained librarians	Ralph Stahlberg	Evaluate current staff performance	12/31/2013	Y		Ongoing as part of regular duties
S1(I)	Provide quality, comprehensive, face-to-face reference services by trained librarians	Ralph Stahlberg	Develop training regimen for current librarians and new hires	1/31/2014	Y	6/30/2014	Not yet shared formally with staff; needs to be integrated with intern/extern/volunteer initiatives. Major components implemented as part of regular reference work, e.g., trainings from vendors and attendance at workshops, conferences, webinars.
S1(I)	Provide quality, comprehensive, face-to-face reference services by trained librarians	Ralph Stahlberg	Evaluate effectiveness of new standards/techniques by surveying users	10/31/2014			
S1(I)	Provide quality, comprehensive, face-to-face reference services by trained librarians	Ralph Stahlberg	Amend training regime as needed based upon survey results.	11/30/2014			
S1(I)	Provide quality, comprehensive, face-to-face reference services by trained librarians	Ralph Stahlberg	Completion	1/30/2015			
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)						
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Identify and assess virtual self-help center models	8/30/2013	Y	11/30/2013	Delayed due to other priorities.
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Generate report of findings and make recommendations	11/30/2013		9/30/2014	Phase 1 was part of the launch of the new website in the Fall of 2013. Report of Findings/Recommendations to address priority topic areas for expansion, integration of videos, blog, downloadable referral sheets, et cetera. Commenced but not completed. Delayed due to other priorities.
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Identify and seek funding sources	6/30/2014		12/30/2014	delayed due to other priorities
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Garner input (technology, staff, funding)	6/30/2014		12/30/2014	delayed due to other priorities
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Develop content	6/30/2014		12/30/2014	delayed due to other priorities
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Design look and feel for target audience	9/30/2014		12/30/2014	delayed due to other priorities and reconvening of website committee meetings.
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Upload and implement	12/31/2014			
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Completion	3/31/2015			
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)						
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Assess feasibility	9/30/2013	Y	11/30/2013	
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Identify and assess model videos	9/30/2013	Y	11/30/2013	
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Identify and establish cooperative legal aid partner	12/30/13	y	6/30/2014	Bet Tzedek and the California Coalition on Consumer Justice are interested in partnering with us if we are able to secure funding and the equipment to create the videos
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Identify and seek funding sources	3/30/2014		9/30/2014	Commenced but not completed. Potential interest from major publisher.
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Develop script and vet with stakeholder advisors	3/30/2014		11/30/2014	Deferred because source of funding and equipment needs still need to be identified and confirmed.
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Produce video	9/30/2014		12/30/2014	Deferred because source of funding and equipment needs still need to be identified and confirmed.
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Publish and create distribution plan	9/30/2014		12/30/2014	Deferred because source of funding and equipment needs still need to be identified and confirmed.
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Duplicate in Spanish and other languages	3/30/2015			
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Completion	4/30/2015			

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S2(C)	Develop transportation resource handouts for litigants						
S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Collect and evaluate available information	8/1/2013	Y		
S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Assemble information into usable print and online resources / present draft	10/1/2013		9/15/2014	Delay due to complex layout and other priorities.
S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Make information available to the public.	10/15/2013		10/15/2014	
S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Completion	10/15/2013		10/15/2014	
S2(D)	Develop translation resource handouts						
S2(D)	Develop translation resource handouts	Linda Heichman	Establish committee to assess needs	1/31/2014	Y		
S2(D)	Develop translation resource handouts	Linda Heichman	Identify existing resources	6/30/2014		9/30/2014	Delayed to other priorities.
S2(D)	Develop translation resource handouts	Linda Heichman	Evaluate effectiveness of existing process	9/30/2014			
S2(D)	Develop translation resource handouts	Linda Heichman	Develop handout	12/31/2014			
S2(D)	Develop translation resource handouts	Linda Heichman	Recommend plan for future improvements	3/31/2015			Recommendation to follow 3 months after initial development of handout.
S2(D)	Develop translation resource handouts	Linda Heichman	Completion	3/31/2015			
S2(E)	Establish regular "Lawyer in the Library" programs (mediators, collaborative divorce, small claims advisor, etc.)						
S2(E)	Establish regular "Lawyer in the Library" programs (mediators, collaborative divorce, small claims advisor, etc.)	Janine Liebert	Identify models and scope of services	8/30/2013	Y		
S2(E)	Establish regular "Lawyer in the Library" programs (mediators, collaborative divorce, small claims advisor, etc.)	Janine Liebert	Identify prospective partners and gauge interest	9/30/2013	Y	11/30/2013	Commenced but not completed. Pilot programs in progress.
S2(E)	Establish regular "Lawyer in the Library" programs (mediators, collaborative divorce, small claims advisor, etc.)	Janine Liebert	Identify potential host locations (including the Law Library)	9/30/2013	Y	11/30/2013	
S2(E)	Establish regular "Lawyer in the Library" programs (mediators, collaborative divorce, small claims advisor, etc.)	Janine Liebert	Design, structure and plan program	12/30/2013	Y		
S2(E)	Establish regular "Lawyer in the Library" programs (mediators, collaborative divorce, small claims advisor, etc.)	Janine Liebert	Implement soft launch	3/30/2014	Y		
S2(E)	Establish regular "Lawyer in the Library" programs (mediators, collaborative divorce, small claims advisor, etc.)	Janine Liebert	Assess	3/30/2014	Y		
S2(E)	Establish regular "Lawyer in the Library" programs (mediators, collaborative divorce, small claims advisor, etc.)	Janine Liebert	Expand	6/30/2014	Y		
S2(E)	Establish regular "Lawyer in the Library" programs (mediators, collaborative divorce, small claims advisor, etc.)	Janine Liebert	Completion	12/30/2014	Y		
S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library						
S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Further investigate working models	6/30/2014	Y		
S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Identify prospective partners and gauge interest with applicable bar associations	9/30/2014		10/31/2014	Commenced vis a vis Los Angeles Collaborative Consortium discussions (modest means training and referral service) and meetings and regularized Lawyers in the Library.
S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Design structure and plan program	12/30/2014			
S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Establish MOU	12/30/2014			
S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Implement soft launch	1/30/2015			
S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Assess	3/30/2015			
S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Expand program	6/30/2015			

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Completion	6/31/15			
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.						
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Conduct Needs Assessment	12/30/2013	Y		
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Assess feasibility	12/30/2013	Y	3/31/2014	Commenced but not completed. Expungement Clinic ongoing on monthly basis. Discussions underway with trial readiness clinic, Public Counsel's appellate law project and immigration legal aid partners.
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Identify and seek funding sources	3/30/2014	Y		Firm sponsorship obtained for expungement clinic; application for TIG funding underway to expand name change workshop; trial readiness converted to fee-based model
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Launch pilot program(s)	9/30/2014	Y		adult name change workshop, family law trial prep and expungement clinic all regularized
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Assess and document outcomes	3/30/2015			
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Expand programs	9/30/2015			
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Completion	12/30/2015			
S2(H)	Offer more training from vendors and publishers						
S2(H)	Offer more training from vendors and publishers	Katie O'Laughlin	Identify training needs	7/22/2013	Y		
S2(H)	Offer more training from vendors and publishers	Katie O'Laughlin	Develop contact list of vendors and publishers	8/26/2013	Y		
S2(H)	Offer more training from vendors and publishers	Katie O'Laughlin	Create schedule of training events and intended audience	9/23/2013	y	6/1/2014	Regular Lexis and Westlaw classes now scheduled - need more time to develop other classes
S2(H)	Offer more training from vendors and publishers	Katie O'Laughlin	Develop and distribute summary of training opportunities	10/21/2013		10/1/2014	Continuing to contact vendors other than Lexis & Westlaw and investigate possibility of public training classes
S2(H)	Offer more training from vendors and publishers	Katie O'Laughlin	Administer training events	12/31/2013		12/1/2014	
S2(H)	Offer more training from vendors and publishers	Katie O'Laughlin	Completion	2/28/2014		12/1/2014	
S3(A)	Conversion of Torrance space to training and education facility						
S3(A)	Conversion of Torrance space to training and education facility	Linda Heichman	Assess needs and resources, develop plan for conversion	12/31/2013	Y		
S3(A)	Conversion of Torrance space to training and education facility	Linda Heichman	Establish relationships with local bar associations, legal service agencies, other groups and identify programing	3/31/2014	Y		
S3(A)	Conversion of Torrance space to training and education facility	Linda Heichman	Secure funding for conversion	6/30/2014	Y		LALL used own labor and funds, donated furniture.
S3(A)	Conversion of Torrance space to training and education facility	Linda Heichman	Conduct programming	6/30/2015			Commenced: Monthly workshops: Divorce Options (A Better Divorce); Divorce Default (Paternity and Dissolution) (SHC).
S3(A)	Conversion of Torrance space to training and education facility	Linda Heichman	Completion	7/30/2015			
S3(B)	Confirm plan for new Long Beach Branch						
S3(B)	Confirm plan for new Long Beach Branch	Linda Heichman	Discuss options for Long Beach presence	7/31/2013	Y		
S3(B)	Confirm plan for new Long Beach Branch	Linda Heichman	Pilot eBranch and/or mini-branch (LBPL)	9/30/2013	Y	12/31/2013	Delayed due to 90-day moratorium on room alteration; delay in installing data lines.
S3(B)	Confirm plan for new Long Beach Branch	Linda Heichman	Evaluate and assess LB presence	12/31/2013		10/31/2014	Assessment/evaluation criteria are being determined.
S3(B)	Confirm plan for new Long Beach Branch	Linda Heichman	Completion	3/31/2014		12/31/2014	Additional time needed for evaluation/assessment.
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).						
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Asses needs and models of delivery	3/30/2015			
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Identify potential partners	3/30/2015			
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Identify technology requirements and distribution framework	9/30/2015			
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Identify and seek funding sources	9/30/2015			
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Implement soft launch / Test usability	3/30/2016			

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Implement full launch	6/30/2016			
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Assess	12/31/2016			
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Completion	12/31/2016			
S3(D)	Establish a program for legal document assistants in the library						
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Identify and assess viability with organization leaders	12/30/2014			
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Assess components and recommend policies and procedures	3/30/2015			
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Determine liability, write contracts / MOU	3/30/2015			
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Soft launch program	6/30/2015			
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Create feedback mechanism and metrics	6/30/2015			
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Assess success of program	9/30/2015			
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Completion	12/30/2015			
S3(E)	Offer training and materials to the courts, including library resources, FAQ's and referral sheets						
S3(E)	Offer training and materials to the courts, including library resources, FAQ's and referral sheets	Ralph Stahlberg	Research court needs and FAQ's	12/31/2013	Y	4/1/2014	
S3(E)	Offer training and materials to the courts, including library resources, FAQ's and referral sheets	Ralph Stahlberg	Develop resource/referral sheets for distribution by court personnel	3/31/2014	Y	4/30/2014	Working to refine current referral sheet, P&P and Communications distribute flyers at courthouse
S3(E)	Offer training and materials to the courts, including library resources, FAQ's and referral sheets	Ralph Stahlberg	Develop curriculum for judicial education seminars	3/31/2014	Y		Info from Court administrator was that their needs are currently met; annual judicial webinar ongoing
S3(E)	Offer training and materials to the courts, including library resources, FAQ's and referral sheets	Ralph Stahlberg	Assess efficacy and seek feedback from courts	6/30/2014			Working with Communications and P&P
S3(E)	Offer training and materials to the courts, including library resources, FAQ's and referral sheets	Ralph Stahlberg	Completion	9/30/2014			
S4(A)	Establish eBranches throughout the County						
S4(A)	Establish eBranches throughout the County	Linda Heichman & Jaye Steinbrick	SWOT assessment based upon pilot program	3/31/2014		9/30/2014	5 locations in place as pilot. Need at least 6 months operation of eBranch before SWOT assessment take place.
S4(A)	Establish eBranches throughout the County	Linda Heichman & Jaye Steinbrick	Develop additional technology and tools	6/30/2014		3/31/2015	Longer lead time for technology development
S4(A)	Establish eBranches throughout the County	Linda Heichman & Jaye Steinbrick	Identify strategic locations and develop partnerships	7/31/2014		9/30/2015	6 month pilot after tool development
S4(A)	Establish eBranches throughout the County	Linda Heichman & Jaye Steinbrick	Pilot new tools	9/30/2014		12/31/2015	3 month launch after tools piloted
S4(A)	Establish eBranches throughout the County	Linda Heichman & Jaye Steinbrick	Launch "next phase" eBranch	12/31/2014		5/1/2016	6 month launch, 1 month compiling recommendation
S4(A)	Establish eBranches throughout the County	Linda Heichman & Jaye Steinbrick	Completion	Ongoing?			Completion to correspond with recommendation for ongoing implementation
S4(B)	Expand training at partnership locations						
S4(B)	Expand training at partnership locations	Linda Heichman	Develop slate of public and staff training	9/30/2013	Y	12/31/2013	Delayed due to staff changes/lack of engaged interest among some partnership libraries.
S4(B)	Expand training at partnership locations	Linda Heichman	Launch public and staff training	1/31/2014	Y	3/31/2014	Classes underway
S4(B)	Expand training at partnership locations	Linda Heichman	Assess and revise as needed	4/30/2014		9/30/2014	6 month evaluation period
S4(B)	Expand training at partnership locations	Linda Heichman	Recommend program for ongoing, regular, public and staff training	6/30/2014		12/31/2014	3 month recommendation after evaluation
S4(B)	Expand training at partnership locations	Linda Heichman	Completion	7/31/2014		12/31/2014	

MEMORANDUM

DATE: August 26, 2014

TO: Board of Law Library Trustees

FROM: John F. Kohl, Finance Director

RE: Approval of Amended Accounting Policies and Procedures Manual

BACKGROUND AND DISCUSSION

In November, 2013, the Board of Trustees approved a revised Accounting Policies and Procedures Manual establishing roles and responsibilities, signature authority for payments, cash and receipt processing, and accounting functions. Since that time, changes in organizational structure, investments, and credit systems created a need to make minor revisions to the Accounting Policies and Procedures Manual. Most notably, (i) the Senior Administrative Services Director position was replaced by a Finance Director position and Human Resources consultant; (ii) the Director of Technology Services position was modified and a new Technology Manager position created; (iii) the Board recently approved an e-payables program; and (iv) the Board approved investments in UBS Zero-Coupon U.S. Treasury obligations and CalPERS California Employers' Retiree Benefit Trust.

Accordingly, a redlined, revised Accounting Policies and Procedures Manual is posted on the Law Library website for consideration and approval at:
http://www.lalawlibrary.org/pdfs/Agenda_20140826_3.6.1_Attachment.pdf.

RECOMMENDATION

Staff recommends the Board approve the amended Accounting Policies and Procedures Manual posted on the Law Library website at:
http://www.lalawlibrary.org/pdfs/Agenda_20140826_3.6.1_Attachment.pdf.



MEMORANDUM

DATE: August 26, 2014

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Amended Employee Handbook and Personnel Policies Manual

BACKGROUND AND DISCUSSION

In November, 2012, the Board of Trustees approved a revised Employee Handbook and Personnel Policies Manual. Since that time, changes in law and circumstances at the Law Library have occurred warranting revisions to the Manual. Also since that time, the Law Library has retained a human resources consultant (with cost savings resulting from personnel changes and approved by the Board as part of the 2014 restructure). As part of the Law Library's annual contract for services, the library's Human Resources consultant has reviewed the Manual and recommended changes.

Accordingly, a redlined, revised Employee Handbook and Personnel Policies Manual is posted on the Law Library website for consideration and approval at: http://www.lalawlibrary.org/pdfs/Agenda_20140826_3.7.1_Attachment.pdf.

In particular, the redline reflects revisions due to:

- 1) Personnel changes;
- 2) Changes mandated by law, such as PEPR and shortening of the permissible waiting periods for health coverage; and
- 3) Clarification of existing practices.

To the extent these changes affect represented employees, they are still under discussion with SEIU.

RECOMMENDATION

Staff recommends the Board approve the amended Employee Handbook and Personnel Policies Manual posted at http://www.lalawlibrary.org/pdfs/Agenda_20140826_3.7.1_Attachment.pdf.



MEMORANDUM

DATE: August 26, 2014

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Amended Governance Resolution

BACKGROUND AND DISCUSSION

In February 2013, the Board of Trustees approved a Governance Resolution establishing roles and responsibilities, delegating authority for certain functions and adopting purchasing and expense policies. Since that time, changes in organizational structure and credit systems created a need to make minor revisions to the Resolution. Most notably, (i) the Senior Administrative Services Director position was replaced by a Finance Director position and Human Resources consultant; and (ii) last month the Board approved an e-payables program.

Accordingly, a redlined, revised governance resolution is attached for consideration and approval.

RECOMMENDATION

Staff recommends the Board approve the attached Resolution Establishing Roles And Responsibilities, Delegating Authority For Certain Functions and Adopting Purchasing and Expense Policies.



A RESOLUTION OF THE LOS ANGELES COUNTY LAW LIBRARY BOARD OF TRUSTEES ESTABLISHING ROLES AND RESPONSIBILITIES, DELEGATING AUTHORITY FOR CERTAIN FUNCTIONS AND ADOPTING PURCHASING AND EXPENSE POLICIES

WHEREAS, the Board of Trustees of the Los Angeles County Law Library (the “Library” or “L.A. Law Library”) wishes to adopt policies clarifying the respective roles and responsibilities of the Board of Trustees and the Executive Director;

WHEREAS it is the policy of the Library to take its stewardship over the use of its limited public resources seriously, using such resources in a manner which derives a substantial benefit to the Library.

WHEREAS, the Library Board of Trustees (“Board”) governs the Library under the provisions of Cal. Bus & Prof §6300 et seq. and nothing in this Resolution is intended to conflict or supersede such statute;

WHEREAS the Board considered this resolution at a duly noticed meeting of the Board;

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of the Los Angeles County Law Library:

SECTION 1. DIVISION OF DUTIES AND DELEGATION OF AUTHORITY

- A. Broadly stated, it is the role of the Board to establish the policy of the Library after considering its budgetary constraints, while it is the role of the Executive Director and Library staff to implement that policy. This policy is intended to further define and clarify the respective duties and obligations of the Board and the Executive Director.
- B. The Board governs the Library under the provisions of Cal. Bus & Prof §6300 et seq. and its responsibilities and authority include the following:
1. Establishment of policy direction and approval of all policies and substantial policy changes affecting the Library;
 2. Appointment of the Executive Director, evaluation of the Executive Director’s performance and approval of the Executive Director’s compensation;
 3. Approval of the annual budget for the Library;
 4. Authorization and approval of an annual audit of the Library’s financial statements, including hiring the Library’s outside auditors;
 5. Review of monthly financial reports showing receipts and disbursements of money;
 6. Approval of contracts and purchases not expressly delegated to the Executive Director;
 7. Authorization and direction regarding the investment of surplus Library funds;
 8. Authorization and approval of the Library’s insurance coverage and policies; and
 9. Providing direction to its negotiator in connection with negotiations with employee unions or collective bargaining units and approval of agreements between the Library and employee unions or collective bargaining units.



- C. The Executive Director is appointed by the Board and serves as the Library's chief executive. The Executive Director also serves as the Board's Secretary. The Board hereby delegates to the Executive Director the following responsibilities and authority:
1. Overall conduct and oversight of the operations of the Law Library, including direction and guidance for all Law Library operations, programs and activities and all that is necessary and proper to implement the policies established by the Board;
 2. Subject to the approved budget and to the limits described herein, operate the Library, hire staff, contract for goods and services and disburse library funds for the purchase of collection materials and other expenses required to fulfill the Library's mission and goals;
 3. Approve and sign contracts, agreements, engagement letters, and other binding documents within the budget approved by the Board. Except for the purchase of Library collection material and resources, any contract, agreement, engagement letter, or other binding document of \$100,000 value or greater requires prior Board approval.
 4. Review and approve invoices and sign checks and demands for warrants, except that payments of more than \$2,500, but less than \$100,000, require a second signature by [the Finance Director or Senior Director of Information Services](#) and payments of \$10,000 or more require ~~approval~~[processing](#) by the County.
 5. Negotiate agreements with employee unions and collective bargaining units pursuant to the direction of the Board.
 6. Prepare the Library's annual budget and submit to the Board for approval.
 7. Authorize inter-fund transfers between Law Library accounts.
 8. Engage the Library's audit, accounting and finance service providers including its outside auditors and insurance brokers once authorized by the Board.
 9. Determine the Library's organization, structure, compensation and benefits, subject to the approved budget and employment policies of the Board.
 10. Approve all employment actions including hiring, promotion, salary adjustment, transfers, discipline and termination.

SECTION 2. PURCHASING POLICY

- A. Library funds, equipment, supplies (including printed stationery), titles, and staff time must only be used for authorized Library business. The Library shall secure supplies, services, and equipment at the lowest total cost commensurate with the quality and scope needed, and subject to any limitations imposed by state law. Notwithstanding the foregoing, the Library shall secure professional services based upon demonstrated competence, professional qualifications and suitability for the project in general. Although not determinative, the Library should consider the cost of professional services. The rationale for selecting a vendor other than the lowest bidder must be approved by the Executive Director or the Board.
- B. The Executive Director (or designee), in accordance with the policies set forth herein and any other written policies approved by the Board, shall have the power to:
1. Prepare and implement procedures governing the bidding, contracting, purchasing, storing, distribution and disposal of supplies, services and equipment for the Library;
 2. Prescribe and maintain such forms as may be reasonably necessary for the proper implementation of this resolution and any other procedures approved by the Executive Director consistent with this resolution;
 3. Inspect or supervise the inspection of purchased supplies, services and equipment to ensure conformity with any specifications established or required by the Library;



4. Sell any supplies and equipment not needed for Library use or that may become unsuitable for their intended use;
 5. Develop and maintain any bidder's list, contractors list or vendor's catalog file necessary to the operation of this resolution and any other procedures approved by the Executive Director consistent with this resolution.
- C. Library purchases are segregated into two categories: collection acquisition and other purchases.
1. Collection Acquisition: Collection acquisition includes new titles and continuations. Consistent with the budget approved by the Board, the Executive Director (or designee) approves contracts and new subscriptions for materials to be included in the Law Library collection, and the Senior Director of Library Information Services (or designee) approves other collection acquisitions.
 2. Other Purchases:
 - a. Competitive Bidding: In purchasing, supplies, services, and equipment, the Library shall make use of competitive bidding, direct, formal, or informal, whenever required by law, this resolution or any procedures approved by the Executive Director.
 - b. Formal Purchasing Procedure: This formal purchasing procedure shall be used for purchases greater than \$50,000 (other than collection acquisition discussed in Section C.2. above), or whenever formal competitive purchasing is required by law.
 - i. The formal competitive purchasing procedure shall comply with all aspects of state and local law governing formal competitive bidding, including, but not limited to, the Public Contract Code, Government Code, Labor Code and resolutions of the Board as may be adopted from time to time.
 - ii. Distribution of Notice Inviting Formal Bids. The Library shall issue a notice inviting formal bids, which, at a minimum, shall: (1) describe the purchase or project in general terms; (2) state how to obtain more detailed information about the purchase or project; (3) state the date, time, and place for the submission of sealed bids; (4) state the date, time, and place for the opening of the sealed bids; and, (5) include any other information required by state or local law.
 - iii. Bid opening. Bids shall remain sealed until the time specified for opening and thereafter shall be opened at a location accessible to the public.
 - iv. Library's Authority. The Library may reject any or all bids received, and may waive any minor irregularities in each bid received. If no bids are received, the authorized contracting party may award the contract by any alternative purchasing procedure.
 - c. Exceptions: in the following situations, an alternative purchasing procedure which results in a negotiated contract, purchase order or any other procedure determined by the Executive Director to be in the best interests of the Library and in compliance with the Library's policies and procedures may be used where permissible under state law:
 - i. In situations determined by the Executive Director to constitute an emergency.
 - ii. When purchasing professional services.



- iii. When purchasing computer software, hardware maintenance services or software maintenance services.
 - iv. When a competitive bid procedure has been conducted by another public agency (e.g. through California Multiple Award Schedules (CMAS) or the General Services Administration (GSA)) and the price to the Library is equal to or better than the price to that public agency.
 - v. When the purchase is made on behalf of the Library by the State Department of General Services.
 - vi. When the Executive Director determines that a competitive market does not exist, such as, but not limited to, with memberships in certain professional organizations, meetings, conventions, some forms of travel, legal advertising or when the needed supplies, services and equipment are proprietary and can only be provided by one source.
 - vii. When the Board, on recommendation of the Executive Director, determines that an alternative procedure will be in the best interests of the Library and the policies set forth in this chapter.
- d. Surplus supplies and equipment. The Executive Director shall have authority to sell or otherwise dispose of all supplies and equipment which cannot be used by the Law Library, or which have become unsuitable for Library use.

SECTION 3. AUTHORIZED EXPENSES

- A. This policy provides authority and guidance to reimburse eligible persons for expenses incurred in the performance of their official duties. This Policy applies to the Members of the Board of Trustees and the Executive Leadership of the Library.
- B. Library funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized Library business.
- C. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as they are consistent with the approved budget, authorized by either the Executive Director or the Board prior to being incurred and consistent with the other requirements of this Resolution:
 1. Communicating with representatives of regional, state and national government on Library adopted policy positions;
 2. Attending educational seminars designed to improve officials' skills and information levels;
 3. Participation in regional, state and national organizations the activities of which affect the Library's interests;
 4. Recognizing service to the Library;
 5. Attending certain Library events;
 6. Implementing a Library-approved strategy for attracting or retaining business for the Library, including expenses which will typically arise from a meeting or other event which involves at least one staff member; and
- D. The following expenses require prior Board approval:
 1. International travel; and
 2. Expenses exceeding \$2,000 per trip/per person, not including registration costs.
- E. Examples of personal expenses that the Library will not reimburse include, but are not limited to:
 1. The personal portion of any trip;
 2. Personal political or charitable contributions or events;



3. Family expenses, including partner's expenses when accompanying official on agency-related business, as well as children- or pet-related expenses;
 4. Entertainment expenses, including theatre, movies (either in-room or at the theatre), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
 5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
 6. Personal losses incurred while on Library business.
- F. Any questions regarding the propriety of a particular expense should be resolved by the Executive Director or the Board before the expense is incurred. All expense reports are subject to verification that they comply with this Policy.
- G. Officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All Library related expenditures are public records subject to disclosure under the Public Records Act.
- H. Use of public resources or falsifying expense reports in violation of this Policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a duty to make restitution to the Library, 3) the Library's reporting of expenses as income to the person requesting reimbursement to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, 5) prosecution for misuse of public resources, and 6) removal for official misconduct.
- I. Each person subject to this policy is individually responsible for complying with this policy.

SECTION 4. FINANCIAL REPORTING AND AUDIT

- A. The Finance Manager prepares monthly financial reports for distribution to the Executive Director and the Board of Trustees. The report package includes a balance sheet, a statement of income and expenses, a statement of cash flows, and a list of checks and warrants.
- B. The outside auditor prepares the year-end audit report summarizing the prior fiscal year's financial results and meets with the Board at least annually to discuss its report and findings.
- C. The Board reviews, approves or rejects the year-end audit report.
- D. Each year, the Board presents to the Los Angeles County Board of Supervisors, pursuant to Section 6350 of the Business and Professions Code, an Annual Financial Statement for the fiscal year ending on the 30th day of June prior to the presentation.

SECTION 5. CREDIT CARD USE POLICY

- A. The Library ~~holds one~~ maintains systems for purchasing on credit, including an e-payable system and credit card accounts, ~~with several credit cards~~ that are managed by executive staff members charged with purchasing supplies and equipment for the Library. ~~E-~~ payable accounts and credit cards may only be used for the purchase of goods and services related to the Library's operations and ~~-Library credit cards~~ may not be used for personal expenses or any other purpose unrelated to the Library's business, even if the official subsequently reimburses the Library.



- B. Library credit card holders are responsible for substantiating the business purpose of all transactions charged to credit cards and providing original receipts and a sufficient description to explain and justify the purchase. Library credit card and e-payable purchases are subject to the same rules, authorization limits, and approvals as any other purchase, except that, because of the nature of credit ~~card~~ purchases, approval or authorization by the executive director in advance of use is required unless it is impractical to do so. ~~Card holders~~Employees making purchases on credit are personally liable to the Library for all purchases unrelated to the Library's operations.
- C. All credit ~~card~~ expenses and expense reimbursement requests must be submitted on an expense report form provided by the Library. Expenses of employees other than the Executive Director must be approved by the Executive Director. Expenses of the Executive Director must be approved by the Board or the President of the Board.

~~Section 6.~~ **REPEAL OF BYLAWS**

~~The bylaws of the Los Angeles County Law Library previously adopted in 1891 are hereby repealed.~~

~~Section 7.~~ **SECTION 6. SEVERABILITY**

Should any provision of this resolution, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any other provision of this resolution or the application of this resolution to any other person or circumstance and, to that end, the provisions hereof are severable.

~~Section 8.~~ **SECTION 7. EFFECTIVE DATE**

This resolution shall take effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED, this ~~14~~26th-day of ~~February~~August 201~~3~~4.

Hon. Ann I. Jones, President

ATTEST:

Sandra J. Levin, Executive Director



AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Discussion Regarding Access to Justice Initiatives

MEMORANDUM

DATE: August 26, 2014

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Discussion Regarding Access to Justice Initiatives

INTRODUCTION

The Law Library's role, programming and services in the areas of access to justice and self-help assistance have expanded dramatically in recent years. This agenda item will provide an update on current programs, outreach and communications efforts, a reminder of efforts currently underway to further expand programming and a platform for discussion of additional priorities and initiatives. It is intended to be an informal, informational session and we look forward to the Board's input and comments.

DISCUSSION

Staff will present orally at the meeting to update the Board briefly on recent developments in the following areas.

Existing Services: The Library continues to provide exceptional reference desk service to self-represented individuals in person, by phone, via email and through live chat. Reference staff also respond to written requests for assistance, primarily from incarcerated individuals. The scope of workshops, clinics and classes addressing the needs of unrepresented individuals has expanded dramatically. Attached is a list of recurring programs now available at LA Law Library. (The newest addition is a regular Lawyers in the Library program!) In addition, each year, the Library provides free programming and services throughout Law Week (in May) and Pro Bono Week (in October). These signature events to continue to grow (and an update concerning October 2014 Pro Bono Week will be provided).

Other Efforts Currently in Process: We will soon be offering additional programs at branch and partnership locations (e.g., Divorce Options Workshop will be offered in Torrance starting later this year). Law Library staff continues to create new course offerings based upon identified needs. Two prime examples are the upcoming two series: i) Litigation 101, a series of classes each focusing on an area of litigation basics with an emphasis on procedure, from filing a complaint to handling subpoenas and presenting evidence at trial; and ii) Problems with Money and Credit, an 8 part series addressing foreclosure prevention, credit repair, fair debt collection, bankruptcy and



other consumer protection topics. Staff is also working on developing the Name Change workshop in Spanish.

Strategic Plan Objectives: Also attached is a list of Strategic Plan objectives that pertain to access to justice and self-represented litigant services.

Communications and Outreach: In addition to posting flyers in the Law Library's various locations, courthouses and public libraries, Communications has been successful in obtaining coverage and promotion in a variety of e-newsletters and social media, online calendars and print materials. The programming available at branch and partnership locations has expanded to the point that a separate flyer for satellite location programming is being developed.

Topics for discussion:

Do you see gaps in service or additional programs that the Law Library should consider?

Of the planned projects, are some a higher priority for you than others?

Do you have suggestions for further outreach and promotion to prospective patrons (self-represented individuals)? To judges and court personnel? To other stakeholders?

RECOMMENDATION

Staff recommends that the Board ask questions, discuss priorities and objectives and provide direction, as desired.



Exhibit A

Recurring Programs / Clinics			
Program / Clinic	Organization / Speaker	Day / Time	Misc. Notes
Divorce Options Workshop	Los Angeles Collaborative Family Law Association	2 nd Thursday of the month. 12:00 – 1:30 PM. @ LA Law Library. Launched February 13, 2014.	<ul style="list-style-type: none"> Information about the divorce process and the options available to anyone considering divorce or separation Litigation, mediation and collaboration – the risks and the benefits of each process Legal, financial, psychological and social issues of divorce How to talk about divorce with your children
Facing Eviction? Eviction defense counseling	Public Counsel Law Center	Weekly. Thursdays. 3-7PM. @ Pasadena public library. Launched November 14, 2013	<ul style="list-style-type: none"> Free one-on-one consultations Learn what to expect the day of trial Reduced fee representation available Assistance is limited to eviction cases filed in the Pasadena courthouse Actual numbers are not reported to LALL staff. Anecdotal from staff attorney: 7-10 clients per week
Expungement Clinic	Legal Aid Foundation of Los Angeles	Second Tuesday of the month. 6:00 – 8:00 PM. @ LA Law Library. Launched December 10, 2013	<ul style="list-style-type: none"> Free legal assistance in filing a petition to clear a criminal record Individuals pre-screened by LAFLA Candidates must not be on probation or owe fees, fines or restitution
Adult Name Change Workshop	LA Law Library & Michelle Hopkins	First Tuesday of the month. 11:30 AM – 1:30 PM @ LA Law Library. Launched March 4, 2014	<ul style="list-style-type: none"> A walk through of all the court forms necessary for an adult to petition the LA superior court for a name change For adults willing to fill out the paperwork themselves without legal representation Open to LA county residents 18 years or older



<p>Family Trial Preparation</p>	<p>LA Law Library, LA Superior Court, LACBA Family Law Section/Tigran Palyan and Merlyn Hernandez</p>	<p>Second Wednesday & fourth Saturday of the month @ LA Law Library. Second program rotation launched June 11, 2014</p>	<p>This class is intended for people who have a date scheduled for a Trial Readiness Conference (TRC) or Mandatory Settlement Conference (MSC).</p> <p>Covers</p> <ul style="list-style-type: none"> • How to present the case at trial • What to expect at trial • How to present the evidence • How to prepare witness testimony • How to present exhibits
<p>Lawyers in the Library</p>	<p>LA Law Library in partnership with legal aid organizations, solo practitioners and local bar associations</p>	<p>Second Friday of the month. Launching Friday, August 8. Dates currently scheduled through November 7, 2014</p>	<ul style="list-style-type: none"> • Free legal guidance (20 minute consults) and information provided by volunteer attorneys. If legal help is required, referrals will be made. • No advance phone reservations or appointments. Participants register on day of program. • Topics may vary, however the current goal is to cover the following areas: <ul style="list-style-type: none"> • Bankruptcy/Credit • Child Custody & Support • Clearing Criminal Records • Divorce - Family Law • Employment • Government Benefits • Landlord /Tenant • Probate/Wills • Small Business • Small Claims • Traffic Tickets and Warrants



DISCUSSION ITEM 4.1 | ATTACHMENT

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.

Goals and Objectives Related to Access to Justice

C1(E): Develop resource materials and referrals for patrons needing translation

Project Scope: In order to better serve non-English speakers, LALL will locate reliable materials, interpretation and translation services, preferably with a legal focus or experience and improve access by providing this resource information to patrons. Ideally, this initiative will also yield a sustainable relationship with translation services and provide the opportunity to offer additional translated materials in the future.

C1(F): Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")

Project Scope: While the catalog offers the most accurate, robust system for locating legal resources, in an age of Google, consumers are looking for lean, quick methods for finding information. LALL will develop web-based tools to assist patrons in locating treatises and materials on particular topics. As currently envisioned, these systems could rely on drop-down menus or clickable links that would generate lists of treatises, with additional options to further identify specific titles on narrow topics.

Comm2(F): Outreach to courts, SHCs and local bar associations re events and services at branches

Project Scope: This objective involves strengthening and/or establishing relationships with local bar associations, court-based Self-Help Centers and legal service agencies to create and promote events and services at LALL branch locations. Events and services will be developed, conducted and evaluated so that more litigants, general public and legal professionals will utilize the resources and services at branch locations. Potential ideas include Lawyer-in-the-Library, MCLE and how-to programs.

Comm3(B): Expand classes for self-represented persons

Project Scope: Provide public classes and information sessions to self-represented litigants and the general public as part of the Law Library's community legal education program. This project will identify internal resources and partnerships with community based organizations, develop schedules and promote a coordinated and regularized set of offerings.

Comm3(D): Develop a high school student workshop series in the Library

Project Scope: This project aims to open the law library to support and enhance school curricula, 'at risk' youth and 'stay in school' programs through cooperatively designed workplace tours and other social and intellectual skills based experiences, such as a dispute resolution program, created and implemented by LALL in conjunction with high school class instructors.

Comm3(F): Develop a continuing education series on legal topics for non-lawyers

Project Scope: This project will expand the opportunity to provide legal information and resources to non-lawyers with continuing education requirements or professional educational needs that include law-related information. LALL will identify professionals in the legal field who can deliver useful information sessions on a variety of topics which address a legal component of a non-legal field and provide insights and explanations for best practices useful to a specified non-legal audience.

Comm4(A): Create a mobile eBranch to deploy at events

Project Scope: Based upon analysis of effectiveness of onsite eBranch locations and best practices as well as weaknesses, LALL will develop a mobile eBranch model to serve litigants, general public, and legal professionals in a more facile, flexible, mobile environment. Funding/partners/prospective sites will be assessed during the planning stages.

Comm4(B): Broadcast professional development and general public webinars

Project Scope: Create a new area of the library website to host internally produced training videos. These videos will be made available to the public for on-demand instruction of simple classes such as "Online Legal Research" and "Finding Forms".

Comm4(C): Provide public computer classes for basic skill development

Project Scope: Educate and inform users about the technology resources available to them through LALL, by providing short classes related to using both general and library-specific technology for legal research and documentation.

Comm4(D): Outreach to prison inmates and other homebound people

Project Scope: Outreach to prison inmates and homebound patrons will address the legal research needs of patrons who cannot visit LALL's facility in person due to incarceration or that are homebound to disability such as chronically ill, physical impairment or frailness. Although each is a disparate group, the means of acquiring responses to information needs is similar due to reduced mobility or inability to travel. In collaboration with prison librarians and social service agencies, patrons will be identified, their information needs determined and programs identified to address those needs.

T1(A): Develop eBranches for distribution throughout the County

Project Scope: This objective addresses the technological component of LALL's eBranches development. (S4(A) addresses implementation throughout the County.) Test model eBranches including a lay-friendly interface and topical access to content materials will be developed and piloted. Pilot onsite eBranches will be analyzed for effectiveness and needed improvement and a needs assessment conducted in order to determine technological enhancements. Potential ideas include video-based training, chat/remote reference "app", optional audio or multilingual components.

T1(C): Develop a Law Library mobile application

Project Scope: Using the new website as a basis, work with staff and outside stakeholders to determine what information would be most useful in a mobile version and create a version that is accessible on handheld devices, such as the iPhone and Android phones as well as tablets. This new version of the site will ensure that we can continue to help our patrons, whether they are in the Library, in their offices or sitting in court.

S1(D): Provide self-serve scanning equipment in the Library

Project Scope: Install a public page scanner to be used by patrons to scan printed materials as needed for self-service.

S1(F): Establish regular office hours at partnership libraries

Project Scope: In conjunction with partnership libraries, provide and promote regular office hours from LALL "roving" staff, so that legal reference, training and ongoing relationship-building are incorporated into the partnership location model.

S1(G): Present intermittent but regular, free classes

Project Scope: Provide occasional free public classes and information sessions as one component of LALL's community legal education program. This project will develop a schedule and establish content, seek funding sources or partnerships and assess the effectiveness of free classes as outreach and educational tools. This program is a supplement to, and not replacement of, the low-cost public programming offered by LALL.

S2(A): Development of online self-help and lay-friendly substantive materials (similar to eBranch)

Project Scope: The new website will provide an enhanced self-help section, including the expansion of frequently asked questions ("FAQs") in the areas of law in which self-represented litigants are most likely to need assistance. Additional improvements include the addition of a self-help section with a distinct look and feel (mirroring the eBranch model), archived video and audio recordings and expanded range of links to court-based services and legal aid. LALL will continue to explore opportunities to collaborate with, and gather content from, the bar, courts and legal aid in developing this countywide virtual self-help website.

S2(B): Create video programs addressing basic legal issues (e.g., Courtroom Basics)

Project Scope: Produce video and audio recordings, including recorded LALL trainings, that help unrepresented litigants prepare for court. The LALL will collaborate with judicial officers of the LA Superior Court and legal aid to produce videos appropriate for low literacy levels and minimal legal literacy. Programs will be available for viewing on the LALL website and multilingual versions will be available subsequent to the initial release.

S2(D): Develop translation resource handouts

Project Scope: Develop methods within our scope of service to help visitors who have limited or no fluency in English, many of whom are trying to navigate a court system which functions heavily using English language. LALL will perform a needs assessment and identify and evaluate existing resources in order to develop a handout which details resources for those in need of translation services.

S2(E): Establish regular "Lawyer in the Library" programs (mediators, collaborative divorce, small claims advisor, etc.)

Project Scope: Conduct regular workshops and clinics in which topic specific court proceedings, and legal issues are explained followed by one-on-one assistance to address litigants' more specific legal problems. The design of the programs varies and depends upon the type of case, and will include processes such as an initial intake and interview or a screening element to allow providers to identify appropriate cases for workshops versus one-on-one assistance. This project will also explore programming for litigants that incorporates batch processing workshops that provide line by line support for filling out forms under supervision and final review by legal aid and volunteer attorneys.

S2(F): Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library

Project Scope: Develop models for delivery of unbundled services to LALL patrons. One model is to train and equip reference librarians to identify unbundling resources in the community, including limited scope lawyer referral programs, so that they can facilitate referrals to limited-scope legal services for pro se litigants by. Another model is to facilitate discrete legal services for self-represented litigants, including document drafting assistance and document review, using technology-based programs in the library to generate forms and attorney review of the generated forms either at LALL or remotely. LALL will provide education and training programs for public and professional understanding and use of unbundling.

S2(G): Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.

Project Scope: This project builds on the concept of S2(E) to provide direct client services beyond traditional reference services. Research and feasibility studies will identify opportunities to serve litigants who fall outside the scope of the Self Help Centers using technology, partnerships with clinics and other service providers and form banks. LALL will act as facilitator and host for direct service models to unrepresented litigants.

S2(H): Offer more training from vendors and publishers

Project Scope: The vendor/publisher training program will create a contact list with information about training services available from each vendor/publisher and coordinate public classes, either by the vendor/publisher, if available, or by LALL reference staff. This will be an ongoing program that will assist our patrons in meeting their research needs, and help LALL assess and evaluate its subscription databases.

S3(A): Conversion of Torrance space to training and education facility

Project Scope: The Torrance Branch has sufficient space to serve as a training and educational facility, but is not currently configured appropriately to do so. This project includes both facilities and programming components. LALL will develop a plan to renovate the space to accommodate classes, workshops and programs, including seeking grant funding. LALL will also develop programming internally and with the court and other agencies (e.g., the South Bay Bar Association).

S3(C): Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).

Project Scope: This project will identify paper-based and interactive models for generating forms that can be used by self-represented litigants in the Law Library. This may include collection of samples from partner agencies, expansion of access to existing programs or development of new materials. This project will also explore opportunities and feasibility of expanding access to interactive court-based forms assembly software.

S3(D): Establish a program for legal document assistants in the library

Project Scope: This project aims (in conjunction with S2(F)) to fill the justice gap between locating and applying the law and accessing the court properly and affordably through identifying and connecting litigants and lay persons with reliable and reputable limited scope service providers such as LDAs (Legal Document Assistants.)

S3(E): Offer training and materials to the courts, including library resources, FAQ's and referral sheets

Project Scope: In order to mitigate some of the impacts of reduced court funding, LALL will work with the courts to identify potential areas of need and offer training, FAQ's, self-help materials and other services as needed.

S4(A): Establish eBranches throughout the County

Project Scope: EBranch pilots will soon be launched in Pomona and Norwalk locations, with plans pending for Santa Monica and Long Beach (hybrid staffed and eBranch facility in new courthouse). Pending effectiveness assessment and resulting adjustments, eBranches will be established in strategic locations throughout the County. (See also objective T1(A)).

S4(B): Expand training at partnership locations

Project Scope: A more formalized slate of public and staff training at partnership locations shall be developed to provide greater educational support to our partners and increase public awareness of LALL through public classes.