

AGENDA

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

REGULAR BOARD MEETING

Wednesday, May 27, 2015

12:15 PM

MILDRED L. LILLIE BUILDING

TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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

AGENDA MATERIALS

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the April 22, 2015, Regular Board Meeting.
- 3.2 Review of March 2015 Financials & April 2015 List of Checks and Warrants.
- 3.3 Quarterly Strategic Plan Update.
- 3.4 Business Package and D&O Insurance Update.
- 3.5 Approval of Outside Auditor RFP.

4.0 CLOSED SESSION

- 4.1 Conference with Labor Negotiator (G.C. 54957.6).
Library Negotiators: Sandra J. Levin and Jaye Steinbrick;
Employee Organization: SEIU Local 721.

5.0 DISCUSSION ITEMS

- 5.1 Discussion and Approval of SEIU Memorandum of Understanding.
- 5.2 Discussion and Approval of Proposed Operating Budget, Fiscal year 2015-2016.
- 5.3 Law Week After-Report.

6.0 AGENDA BUILDING

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

7.0 EXECUTIVE DIRECTOR REPORT

8.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, June 24, 2015.

POSTED FRIDAY, MAY 22, 2015 @ 5:00 P.M.

POSTED BY EUSTORGIO BARAJAS



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the April 22, 2015, Regular Board Meeting.
- 3.2 Review of March 2015 Financials & April 2015 List of Checks and Warrants.
- 3.3 Quarterly Strategic Plan Update.
- 3.4 Business Package and D&O Insurance Update.
- 3.5 Approval of Outside Auditor RFP.

**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.**

April 22, 2015

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, April 22, 2015 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present:

Judge Michelle Williams Court
Judge Ann I. Jones
Judge Dennis Landin
Susan Steinhauser, Esquire

Trustees Absent:

Judge Reva Goetz (participated by speaker phone)
Judge Mark Juhas
Kenneth Klein, Esquire

Senior Staff Present:

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

Also Present:

Marcelino Juarez, Finance Manager

President Jones determined a quorum to be present, convened the meeting at 12:24 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

At this time, ED Levin announced that with the consent of the presiding officer, Judge Goetz would participate in the meeting by phone, however, Judge Goetz would not count toward the trustee quorum or any vote(s).

1.0 PUBLIC COMMENT

During the three (3) minutes allocated, Mr. Lee Paradise commented on the Library's operating, hiring and accounting practices and procedures in addition to his preparation of a lawsuit against the Library.

2.0 PRESIDENT'S REPORT

President Jones reported back on a "fabulous" gala event, specially thanking Trustee Steinhauser and Mr. Steinbrick for their work on making the gala another successful event.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the March 25, 2015, Regular Board Meeting.
- 3.2 Review of February 2015 Financials & March 2015 List of Checks and Warrants.
- 3.3 Review of Fiscal Year 2015 Statistics – Quarter 3.
- 3.4 Confirmation of Continuing Need to Undertake Emergency Repair of Security Gate to Staff Parking Area.

Staff recommended that the Board reconfirm by a four-fifths vote its prior determination that: 1) an emergency exists that requires the immediate expenditure of public money to safeguard life, health, or property; and 2) there is a need to continue the repair of the security gate that controls access to the Staff parking area.

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

Per the President's prerogative, Agenda Item 6.0, Executive Director Report, was moved up at this time.

6.0 EXECUTIVE DIRECTOR REPORT

ED Levin highlighted the upcoming events of Law Week, reminding the Board and the public of the kick-off reception and the various programs throughout the week.

President Jones proceeded with the Agenda and moved to Agenda Item 4.0, Closed Session, asking that all members of the public vacate the room.

4.0 CLOSED SESSION

- 4.1 Conference with Labor Negotiator (G.C. 54957.6)
Library Negotiators: Sandra J. Levin and Jaye Steinbrick;
Employee Organization: SEIU Local 721.

The Board reconvened Open Session at 1:11 p.m.; President Jones announced that there no were no action items to report.

5.0 AGENDA BUILDING

There were no items for Agenda Building.

7.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:11 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, May 27, 2015.

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

Los Angeles Law Library

Balance Sheet

As of March 31, 2015

(Provisional and subject to year-end audit adjustments)

	6/30/2014	3/31/2015	Change
Assets			
Current Assets			
Cash and cash equivalents	3,533,474	3,443,439	(90,034)
Accounts receivable	1,495,768	1,397,535	(98,233)
Prepaid expenses	164,660	166,783	2,123
Total current assets	5,193,902	5,007,758	(186,145)
Investments			
CalPERS CERBT Trust Fund	2,040,647	2,063,649	23,002
UBS Zero Coupon Treasury Fund	3,997,438	4,039,206	41,768
Total Investments	6,038,085	6,102,855	64,770
Restricted cash and cash equivalents	302,980	302,980	-
Capital assets, not being depreciated	583,433	583,433	-
Capital assets, being depreciated - net	23,100,529	22,779,149	(321,380)
Total assets	35,218,929	34,776,174	(442,755)
Liabilities and Net Assets			
Current Liabilities			
Accounts payable	311,176	240,759	(70,417)
Other liabilities	-	8,260	8,260
Payroll liabilities	12,894	11,670	(1,224)
Total current liabilities	324,070	260,689	(63,381)
Accrued sick and vacation liability	381,734	291,646	(90,088)
Borrowers' deposit	302,006	318,492	16,486
OPEB obligation	1,799,622	2,007,972	208,350
Total liabilities	2,807,432	2,878,799	71,367
Net assets			
Invested in capital assets, net of related debt	23,683,962	23,362,582	(321,380)
Unrestricted	8,727,535	8,534,794	(192,741)
Total net assets	32,411,497	31,897,375	(514,121)
Total liabilities and net assets	35,218,929	34,776,174	(442,755)

Los Angeles Law Library
Income Statement for the Period Ended March 31, 2015
(Provisional and subject to year-end audit adjustments)

Mar 14 Actual	March 2015			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
550,878	537,657	492,036	(45,621)	-8.5%
4,553	33,675	(8,896)	(42,571)	-126.4%
0	0	10,723	10,723	0.0%
43,750	44,167	58,199	14,033	31.8%
28,288	28,416	35,079	6,663	23.4%
627,469	643,915	587,142	(56,773)	-8.8%
335,861	341,078	334,996	6,082	1.8%
558,771	197,276	190,660	6,616	3.4%
(558,771)	(197,276)	(190,660)	(6,616)	3.4%
54,498	70,849	76,816	(5,967)	-8.4%
8,544	11,598	8,380	3,218	27.7%
38,518	5,083	8,581	(3,498)	-68.8%
2,554	924	781	143	15.4%
500	835	0	835	100.0%
192	340	257	83	24.3%
4,788	5,166	4,525	641	12.4%
267,900	273,466	271,168	2,299	0.8%
713,354	709,339	705,504	3,835	0.5%
(85,886)	(65,423)	(118,362)	(52,938)	-80.9%
472,334	0	0	0	0.0%
0	0	0	0	0.0%
386,449	(65,423)	(118,362)	(52,938)	-80.9%
15,134	0	0	0	0.0%

Summary:

Income

	FY 2013-14 YTD	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
L.A. Superior Court Fees	5,345,052	5,216,771	4,893,898	(322,872)	-6.2%
Interest	38,547	109,579	37,724	(71,855)	-65.6%
UBS (Zero Coupon Treasury)	0	0	41,276	41,276	0.0%
Parking	469,577	397,500	491,168	93,668	23.6%
Library Services	465,002	382,901	370,025	(12,876)	-3.4%
Total Income	6,318,179	6,106,750	5,834,092	(272,659)	-4.5%

Expense

	FY 2013-14 YTD	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
Staff	3,244,387	3,121,934	3,039,409	82,525	2.6%
Library Materials	2,447,175	2,254,724	2,114,677	140,048	6.2%
Library Materials Transferred to Assets	(2,447,175)	(2,254,724)	(2,114,677)	(140,048)	6.2%
Facilities	596,305	645,634	634,290	11,343	1.8%
Technology	78,628	98,263	79,831	18,431	18.8%
General	121,403	57,429	55,651	1,776	3.1%
Professional Development	15,871	12,443	15,864	(3,421)	-27.5%
Communications & Marketing	6,002	9,165	650	8,515	92.9%
Travel & Entertainment	1,297	2,825	1,478	1,347	47.7%
Professional Services	42,654	54,497	40,606	13,890	25.5%
Depreciation	2,447,741	2,498,311	2,480,431	17,881	0.7%
Total Expenses	6,554,289	6,500,501	6,348,212	152,289	2.3%
Net Income	(236,110)	(393,751)	(514,121)	(120,370)	-30.6%

Extraordinary Income	472,334	0	0	0	0.0%
Extraordinary Expense	186,407	0	0	0	0.0%
Net Income Including Extraordinary Items	49,818	(393,751)	(514,121)	(120,370)	-30.6%

Capitalized Expenditures	19,010	180,000	44,374	135,626	75.3%
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Comments

Los Angeles Law Library
Income Statement for the Period Ended March 31, 2015
(Provisional and subject to year-end audit adjustments)

Mar 14 Actual	March 2015								FY 2013-14 YTD	FY 2014-15 YTD					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)						Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Detailed Budget:															
Income:															
550,878	537,657	492,036	(45,621)	-8.5%	15	FIN	303300	L.A. Superior Court Fees	5,345,052	5,216,771	4,893,898	(322,872)	-6.2%	Even though the FY 2015 Budget reflects a decrease in revenue as compared to FY 2014, YTD revenue has decreased even more.	
Interest:															
0	0	0	0	0.0%	15	FIN	311000	Interest - LAIF	1,727	1,500	1,676	176	11.7%		
4,382	1,029	1,248	219	21.3%	15	FIN	312000	Interest - General Fund	35,482	9,263	10,985	1,722	18.6%	Greater than anticipated.	
170	146	162	16	10.8%	15	FIN	313000	Interest - Deposit Fund	1,339	1,316	1,569	253	19.2%		
0	32,500	(10,401)	(42,901)	-132.0%	15	FIN	313100	Interest - CalPERS CERBT	0	97,500	23,002	(74,498)	-76.4%	Increased compared to December 2014.	
0	0	95	95	0.0%	15	FIN	313200	Interest - Bonds	0	0	492	492	0.0%		
4,553	33,675	(8,896)	(42,571)	-126.4%				Subtotal	38,547	109,579	37,724	(71,855)	-65.6%		
Unrealized Invest. Gain/Loss															
0	0	10,723	10,723	0.0%	15	FIN	321000	UBS (Zero Coupon Treasury)	0	0	41,276	41,276	0.0%	Unrealized gain from bond investment. Value at maturity is fixed.	
Parking:															
43,750	43,750	58,199	14,449	33.0%	39	FAC	330100	Parking	469,577	393,750	491,168	97,418	24.7%	Positive effect of weekend, event, and after-hours parking.	
0	417	0	(417)	-100.0%	39	FAC	330105	Valet Parking	0	3,750	0	(3,750)	-100.0%	Event parking included in general parking revenue.	
43,750	44,167	58,199	14,033	31.8%				Subtotal	469,577	397,500	491,168	93,668	23.6%		
Library Services:															
16	0	49	49	0.0%	27	CIRC	330150	Annual Borrowing Fee	3,039	0	1,723	1,723	0.0%		
13,425	8,500	13,200	4,700	55.3%	25	P&P	330140	Annual Members Fee	81,525	76,500	81,710	5,210	6.8%	Number of renewals at each level deviated from budgeted numbers.	
631	2,350	1,341	(1,009)	-42.9%	23	R&R	330340	Course Registration	16,605	18,600	20,690	2,090	11.2%	Increased number of classes compared to number budgeted.	
5,846	5,000	4,042	(958)	-19.2%	27	CIRC	330129	Copy Center	49,330	45,000	45,221	221	0.5%		
2,552	2,100	2,005	(95)	-4.5%	27	CIRC	330205	Document Delivery	21,612	18,900	16,877	(2,023)	-10.7%	Less usage than anticipated.	
4,503	3,750	3,232	(518)	-13.8%	27	CIRC	330210	Fines	36,119	33,750	28,240	(5,510)	-16.3%	Timing.	
719	300	890	590	196.7%	15	FIN	330310	Miscellaneous	83,306	12,400	34,660	22,260	179.5%	Includes \$14,398 subsidy payment from CalPERS Medicare Part D program for retirees and \$9,060 dividend from State Fund.	
200	2,750	19,013	16,263	591.4%	39	FAC	330330	Room Rental	21,444	24,750	46,950	22,200	89.7%	Room rental activity continues to grow. Offset with Room Rental Expense.	
277	250	80	(170)	-68.0%	27	CIRC	330350	Book Replacement	4,150	2,250	2,479	229	10.2%	Timing.	
0	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	0	0	0	0	0.0%		
0	0	0	0	0.0%	17	EXEC	330400	Friends of Law Library	135,000	120,000	85,000	(35,000)	-29.2%	Timing.	
0	0	(8,907)	(8,907)	0.0%	25	P&P	330420	Grants	0	0	0	0	0.0%		
120	333	135	(198)	-59.4%	39	FAC	330450	Vending	2,519	3,000	2,904	(96)	-3.2%		
0	3,083	0	(3,083)	-100.0%	39	FAC	330465	Special Events Income	10,354	27,751	3,575	(24,176)	-87.1%	Offset with Special Evnets Expense.	
28,288	28,416	35,079	6,663	23.4%				Subtotal	465,002	382,901	370,025	(12,876)	-3.4%		
627,469	643,915	587,142	(67,496)	-10.5%				Total Income	6,318,179	6,106,750	5,834,092	(272,659)	-4.5%		
Expenses:															
Staff:															
186,501	195,458	189,953	5,505	2.8%	ALL	501000	Salaries (benefits eligible)	1,842,242	1,826,630	1,789,565	37,065	2.0%	Favorable variance is reduced by Vacancy Offsets and increases in Temporary Employment.		
0	(3,909)	0	(3,909)	100.0%	15	FIN	501025	Staff Vacancy Offset (Ben. Eligible)	0	(36,533)	0	(36,533)	100.0%	Actual reduction due to vacancies included in Salaries (Benefits Eligible).	
25,592	21,349	18,037	3,312	15.5%	ALL	501050	Salaries (benefits ineligible)	228,238	227,890	179,214	48,676	21.4%	Favorable variance is reduced by Vacancy Offsets and increases in Temporary Employment.		
0	(282)	0	(282)	100.0%	15	FIN	501075	Staff Vacancy Offset (Ben. Ineligible)	0	(3,008)	0	(3,008)	100.0%	Actual reduction due to vacancies included in Salaries (Benefits Ineligible).	
16,351	13,442	12,233	1,209	9.0%	15	FIN	502000	Social Security	121,160	127,380	115,386	11,994	9.4%	Due to vacancies.	
3,824	3,144	2,861	283	9.0%	15	FIN	503000	Medicare	29,762	29,791	28,144	1,646	5.5%	Due to vacancies.	
21,023	21,713	21,049	664	3.1%	15	FIN	511000	Retirement	210,239	206,272	202,712	3,560	1.7%		
38,487	44,626	42,819	1,807	4.0%	15	FIN	512000	Health Insurance	391,214	387,374	363,623	23,751	6.1%	Due to vacancies.	
420	375	437	(62)	-16.4%	15	FIN	513000	Disability Insurance	3,720	3,365	3,890	(525)	-15.6%	Timing.	
4,760	6,173	5,431	742	12.0%	15	FIN	514000	Dental Insurance	44,964	54,784	45,794	8,990	16.4%	Due to vacancies.	
699	814	625	189	23.2%	15	FIN	514500	Vision Insurance	6,400	7,324	5,660	1,664	22.7%	Due to vacancies.	
136	171	116	55	32.3%	15	FIN	515000	Life Insurance	922	1,044	892	151	14.5%	Due to vacancies.	
0	(1,809)	0	(1,809)	100.0%	15	FIN	515500	Vacancy Benefits Offset	0	(16,347)	0	(16,347)	100.0%	Actual reduction due to vacancies is reflected in benefits.	
8,578	13,963	15,191	(1,228)	-8.8%	15	FIN	516000	Workers Compensation Insurance	86,095	69,819	61,546	8,273	11.8%		
0	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	10,069	0	(19)	19	0.0%		

Los Angeles Law Library
 Income Statement for the Period Ended March 31, 2015
 (Provisional and subject to year-end audit adjustments)

Mar 14 Actual	March 2015				FY 2013-14 YTD	FY 2014-15 YTD					Comments			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)					
200	200	1,428	(1,228)	-614.0%	ALL	514010	Temporary Employment	200	5,300	13,004	(7,704)	-145.4%	Temporary assistance due to long-term disability. Offset in Salaries (Benefit Eligible).	
330	0	175	(175)	0.0%	13	HR	514015	Recruitment	3,312	0	659	(659)		0.0%
0	0	0	0	0.0%	15	FIN	517500	Accrued Sick Expense	0	0	0	0		0.0%
0	0	0	0	0.0%	15	FIN	518000	Accrued Vacation Expense	0	0	0	0		0.0%
27,083	23,150	23,150	0	0.0%	15	FIN	518500	OPEB Expense	243,750	208,350	208,350	0		0.0%
613	1,250	585	665	53.2%	15	FIN	518550	TMP	8,482	11,250	9,595	1,655		14.7%
1,262	1,250	905	345	27.6%	15	FIN	518560	Payroll and Benefit Administration	13,619	11,250	11,394	(144)		-1.3%
335,861	341,078	334,996	6,082	1.8%			Total - Staff	3,244,387	3,121,934	3,039,409	82,525	2.6%		
Library Materials:														
455,612	138,089	159,053	(20,964)	-15.2%	23	R&R	601999	American Continuations	1,833,997	1,729,839	1,571,551	158,288		9.2%
1,411	6,186	2,066	4,120	66.6%	23	R&R	602999	American New Orders	56,049	54,859	23,795	31,064	56.6%	Careful selection of new materials.
797	3,902	2,141	1,761	45.1%	23	R&R	609199	Branch Continuations	37,347	35,115	27,989	7,127	20.3%	Timing.
0	83	0	83	100.0%	23	R&R	609299	Branch New Orders	172	750	0	750	100.0%	Expansion of print collection is not planned.
51,893	22,986	8,168	14,818	64.5%	23	R&R	603999	Commonwealth Continuations	236,145	203,372	218,529	(15,158)	-7.5%	Timing.
0	144	0	144	100.0%	23	R&R	604999	Commonwealth New Orders	0	1,300	87	1,213	93.3%	Careful selection of new materials.
33,617	13,908	7,003	6,905	49.6%	23	R&R	605999	Foreign Continuations	147,597	121,673	153,568	(31,895)	-26.2%	Timing and higher than anticipated cost of titles within this category.
76	1,237	77	1,160	93.8%	23	R&R	606999	Foreign New Orders	9,111	11,135	1,133	10,002	89.8%	Careful selection of new materials.
12,129	7,849	10,102	(2,253)	-28.7%	23	R&R	607999	International Continuations	99,480	70,640	93,927	(23,287)	-33.0%	Timing and higher than anticipated cost of titles within this category.
741	412	379	33	7.9%	23	R&R	608999	International New Orders	5,484	3,713	2,702	1,011	27.2%	Careful selection of new materials.
2,479	2,316	1,670	645	27.9%	23	R&R	609399	General/Librarianship Continuations	20,649	20,843	21,212	(369)	-1.8%	Timing.
16	165	0	165	100.0%	23	R&R	609499	General/Librarianship New Orders	1,144	1,485	183	1,302	87.7%	Careful selection of new materials.
558,771	197,276	190,660	6,616	3.4%			Subtotal	2,447,175	2,254,724	2,114,677	140,048	6.2%		
(558,771)	(197,276)	(190,660)	(6,616)	3.4%	15	FIN	690000	Library Materials Transferred to Assets	(2,447,175)	(2,254,724)	(2,114,677)	(140,048)	6.2%	
0	0	0	0	0.0%			Balance	0	0	0	0	0.0%		
Facilities:														
1,950	2,889	7,855	(4,966)	-171.9%	39	FAC	801005	Repair & Maintenance	29,699	26,001	29,826	(3,825)	-14.7%	Unforeseen lower garage roll-up door repairs, new lighting at Hill St. lot, and window repair in CMS area.
412	2,000	1,234	766	38.3%	39	FAC	801010	Building Services	16,217	18,000	14,402	3,598	20.0%	Timing.
21	1,292	1,181	111	8.6%	39	FAC	801015	Cleaning Supplies	8,276	11,628	10,127	1,502	12.9%	Discount negotiated with Supply Works (formerly Clean Source) effective February 2015.
0	11,000	9,052	1,948	17.7%	39	FAC	801020	Electricity & Water	74,535	99,000	90,365	8,635	8.7%	Timing.
1,267	1,250	966	284	22.7%	39	FAC	801025	Elevator Maintenance	11,281	11,250	10,957	293	2.6%	
1,573	2,375	2,269	106	4.5%	39	FAC	801030	Heating & Cooling	20,750	21,375	24,260	(2,885)	-13.5%	Unseasonably warmer temperatures.
20,808	22,888	21,071	1,817	7.9%	15	FIN	801035	Insurance	186,987	205,686	189,638	16,048	7.8%	Budgeted at 10% increase over FY 2014 actuals per broker. Actual cost is in line FY 2014 actuals.
8,421	8,755	8,674	81	0.9%	39	FAC	801040	Janitorial Services	75,793	78,795	78,818	(23)	0.0%	
4,575	1,200	1,050	150	12.5%	39	FAC	801045	Landscaping	12,975	10,800	10,521	279	2.6%	
13,972	13,500	14,625	(1,125)	-8.3%	39	FAC	801050	Security	127,605	121,500	133,735	(12,235)	-10.1%	Timing.
35	1,300	7,667	(6,367)	-489.8%	39	FAC	801060	Room Rental Expenses	12,518	11,700	27,772	(16,072)	-137.4%	Offset by Room Rental Income.
568	953	848	105	11.0%	39	FAC	801065	Special Events Expenses	10,803	15,724	7,120	8,604	54.7%	Offset by Special Events Income.
0	160	0	160	100.0%	39	FAC	801100	Furniture & Appliances (<3K)	30	1,440	598	842	58.5%	Timing.
387	300	0	300	100.0%	39	FAC	801110	Equipment (<3K)	2,083	2,700	623	2,077	76.9%	Timing.
0	375	0	375	100.0%	39	FAC	801115	Building Alterations (<3K)	0	3,375	0	3,375	100.0%	Timing.
223	325	71	254	78.2%	39	FAC	801120	Delivery & Postage	3,018	2,925	2,819	106	3.6%	Timing.
286	286	253	33	11.5%	39	FAC	801125	Kitchen supplies	3,735	3,735	2,711	1,024	27.4%	Snack machine removed, beverage vending outsourced effective February 2015.
54,498	70,849	76,816	(5,967)	-8.4%			Subtotal	596,305	645,634	634,290	11,343	1.8%		
Technology:														
1,397	1,236	1,059	177	14.3%	33	TECH	801210	Software Maintenance	21,158	10,620	11,567	(947)	-8.9%	801210 and 801212 are new GL categories split from a single GL in FY 13-14. Overage for 801210 is offset by 801212.
0	1,191	825	365	30.7%	33	TECH	801212	Hardware Maintenance	0	10,976	8,420	2,556	23.3%	Same as above.
1,176	3,000	0	3,000	100.0%	33	TECH	801215	Software (<\$3k)	2,430	11,850	269	11,581	97.7%	Timing.
352	0	0	0	0.0%	33	TECH	801220	Hardware (<\$3k)	1,309	4,500	2,139	2,361	52.5%	Timing.
0	0	0	0	0.0%	33	TECH	801225	Computer Supplies	476	1,200	0	1,200	100.0%	Timing.
3,699	3,750	3,865	(115)	-3.1%	33	TECH	801230	Integrated Library System	32,453	33,750	33,806	(56)	-0.2%	Slight increase in annual subscription cost.
1,921	1,921	2,631	(710)	-36.9%	33	TECH	801235	Telecommunications	20,767	20,767	22,250	(1,483)	-7.1%	Increase in services rates and telephone usage.
0	0	0	0	0.0%	33	TECH	801245	Tech & Data - Misc	35	600	26	574	95.7%	Timing.
0	500	0	500	100.0%	33	TECH	801250	Services	0	4,000	1,355	2,645	66.1%	Timing.
8,544	11,598	8,380	3,218	27.7%			Subtotal	3 78,628	98,263	79,831	18,431	18.8%		

Los Angeles Law Library
Income Statement for the Period Ended March 31, 2015
(Provisional and subject to year-end audit adjustments)

Mar 14 Actual	March 2015				FY 2013-14 YTD	FY 2014-15 YTD					Comments			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)					
General:														
659	659	585	74	11.2%	15	FIN	801310	Bank Charges	5,118	4,534	5,603	(1,069)	-23.6%	Higher than anticipated Visa/MasterCard fees as a result of increase in number of over-the-counter transactions.
608	725	656	69	9.5%	35	CMS	801315	Bibliographical Services	4,564	6,525	5,909	616	9.4%	
0	0	0	0	0.0%	35	CMS	801320	Binding	0	0	0	0	0.0%	
196	108	164	(55)	-50.9%	17	EXEC	801325	Board Expense	893	3,975	2,051	1,924	48.4%	Timing.
191	30	192	(162)	-541.4%	37	COM	801330	Staff meals & events	2,443	1,985	1,560	425	21.4%	No additional events at this time.
786	825	2,387	(1,562)	-189.3%	15	FIN	801335	Supplies - Office	9,019	9,471	12,060	(2,589)	-27.3%	
0	1,678	2,945	(1,267)	-75.5%	35	CMS	801337	Supplies - Library materials	6,455	7,849	5,292	2,557	32.6%	Timing variance. Supplies will be replenished as needed in later months.
196	125	0	125	100.0%	37	COM	801340	Stationery, business cards, etc.	494	965	665	300	31.1%	No additional prints requested at this time
0	0	0	0	0.0%	25	P&P	801365	Grant Application Expenses	0	0	0	0	0.0%	
787	787	969	(181)	-23.0%	27	CIRC	801370	Copy Center Expense	21,449	21,449	18,075	3,374	15.7%	Timing. Partially offset with Copy Center revenue.
35,096	96	0	96	100.0%	15	FIN	801375	General - Misc	70,970	526	590	(64)	-12.2%	Timing.
0	0	349	(349)	0.0%	15	FIN	801390	Course Registration	0	0	3,435	(3,435)	0.0%	Offset by Course Registration Income.
0	50	334	(284)	-568.1%	15	FIN	801395	Friends of Law Library	0	150	412	(262)	-174.7%	
38,518	5,083	8,581	(3,498)	-68.8%				Subtotal	121,403	57,429	55,651	1,777	3.1%	
Professional Development:														
649	700	313	387	55.3%	ALL	803105	Travel	3,644	3,850	3,571	280	7.3%		
0	0	0	0	0.0%	ALL	803110	Meals	122	0	140	(140)	0.0%		
1,905	0	0	0	0.0%	ALL	803113	Incidental and miscellaneous	1,905	0	0	0	0.0%		
0	0	344	(344)	0.0%	ALL	803115	Membership dues	6,895	6,795	9,934	(3,139)	-46.2%	Timing.	
0	224	125	99	44.2%	ALL	803120	Registration fees	3,305	1,798	1,955	(157)	-8.7%	Timing.	
0	0	0	0	0.0%	ALL	803125	Educational materials	0	0	264	(264)	0.0%		
2,554	924	781	143	15.4%				Subtotal	15,871	12,443	15,864	(3,421)	-27.5%	
Communications & Marketing:														
0	150	0	150	100.0%	37	COM	803205	Services	0	1,750	0	1,750	100.0%	No outside services required at this time.
0	100	0	100	100.0%	37	COM	803210	Collateral materials	207	1,000	0	1,000	100.0%	Positive variance due to in-house printing.
500	300	0	300	100.0%	37	COM	803215	Advertising	4,300	3,850	104	3,746	97.3%	Timing. Minimal external advertising opportunities at this time.
0	285	0	285	100.0%	37	COM	803220	Trade shows & Outreach	1,495	2,565	547	2,018	78.7%	No additional outreach is required at this time.
500	835	0	835	100.0%				Subtotal	6,002	9,165	650	8,515	92.9%	
Travel & Entertainment:														
0	0	0	0	0.0%	ALL	803305	Travel	51	0	22	(22)	0.0%		
0	0	0	0	0.0%	ALL	803310	Meals	0	0	0	0	0.0%		
0	0	0	0	0.0%	ALL	803315	Entertainment	0	0	0	0	0.0%		
192	340	257	83	24.3%	ALL	803320	Ground transportation & mileage reimb.	1,246	2,825	1,456	1,369	48.5%	Timing.	
0	0	0	0	0.0%	ALL	803325	Incidental travel expenses	0	0	0	0	0.0%		
192	340	257	83	24.3%				Subtotal	1,297	2,825	1,478	1,347	47.7%	
Professional Services:														
1,000	1,000	0	1,000	100.0%	15	FIN	804005	Accounting	16,500	17,000	16,000	1,000	5.9%	
3,788	3,333	4,525	(1,192)	-35.8%	17	EXEC	804008	Consulting Services	8,425	29,997	24,588	5,410	18.0%	Timing.
0	833	0	833	100.0%	17	EXEC	804010	Legal	17,729	7,500	18	7,482	99.8%	Handled in-house.
0	0	0	0	0.0%	15	FIN	804015	Other	0	0	0	0	0.0%	
4,788	5,166	4,525	641	12.4%				Subtotal	42,654	54,497	40,606	13,891	25.5%	
Depreciation:														
237,061	244,335	242,366	1,969	0.8%	15	FIN	806105	Depreciation - Library Materials	2,165,017	2,234,123	2,213,891	20,232	0.9%	
30,840	29,132	28,802	330	1.1%	15	FIN	806110	Depreciation Exp - FF&E	282,724	264,188	266,540	(2,352)	-0.9%	
267,900	273,466	271,168	2,299	0.8%				Subtotal	2,447,741	2,498,311	2,480,431	17,880	0.7%	
713,354	709,339	705,504	3,835	0.5%				Total Expense	6,554,289	6,500,501	6,348,212	152,289	2.3%	
(85,886)	(65,423)	(118,362)	(52,938)	-80.9%				Net Income Before Extraordinary Items	(236,110)	(393,751)	(514,121)	(120,370)	-30.6%	
472,334	0	0	0	0.0%	17	EXEC	401000	Extraordinary Income	472,334	0	0	0	0.0%	
0	0	0	0	0.0%	17	EXEC	901000	Extraordinary Expense	186,407	0	0	0	0.0%	
386,449	(65,423)	(118,362)	(52,938)	80.9%				999500 Net Income Including Extraordinary Items	49,818	(393,751)	(514,121)	(120,370)	-30.6%	
Capital Expenditures:														
0	0	0	0	0.0%	39	FAC	161100	Furniture / Appliances (>3k)	0	59,000	44,374	14,626	24.8%	Timing.
15,134	0	0	0	0.0%	33	TECH	161300	Electronics / Computer Hardware (>3k)	19,010	21,000	0	21,000	100.0%	

Los Angeles Law Library

Income Statement for the Period Ended March 31, 2015

(Provisional and subject to year-end audit adjustments)

Mar 14 Actual	March 2015								FY 2013-14 YTD	FY 2014-15 YTD				Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)						Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
0	0	0	0	0.0%	39	FAC	164500	Exterior Building Repairs/ Improvements (>3k)	0	40,000	0	40,000	100.0%	
0	0	0	0	0.0%	39	FAC	164000	Interior Improvements / Alterations (>3k)	0	55,000	0	55,000	100.0%	
0	0	0	0	0.0%	33	TECH	168000	Computer Software	0	5,000	0	5,000	100.0%	
<u>15,134</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>				Total - Capitalized Expenditures	<u>19,010</u>	<u>180,000</u>	<u>44,374</u>	<u>135,626</u>	<u>75.3%</u>	

Los Angeles Law Library
Statement of Cash Flows
As of March 31, 2015
(Provisional and subject to year-end audit adjustments)

	3/31/2015	YTD
Cash flows from operating activities		
LA Superior court fees	492,036	4,893,898
Parking fees	58,199	491,168
Library services	35,079	285,025
(Increase) decrease in accounts receivable	6,208	98,233
Increase (decrease) in borrowers' deposit	1,874	16,486
Cash received from filing fees and services	593,397	5,784,811
Facilities	(76,816)	(634,290)
Technology	(8,380)	(79,831)
General	(8,581)	(55,651)
Professional development	(781)	(15,864)
Communications & marketing	-	(650)
Travel & entertainment	(257)	(1,478)
Professional services	(4,525)	(40,606)
(Increase) decrease in prepaid expenses	8,807	(2,123)
Increase (decrease) in accounts payable	(2,620)	(70,417)
Increase (decrease) in other liabilities	8,907	8,260
Cash payments to suppliers for goods and services	(84,245)	(892,652)
Staff	(334,996)	(3,039,409)
Increase (decrease) in payroll liabilities	306	(1,224)
Increase (decrease) in accrued sick and vacation liability	(2,140)	(90,088)
Increase (decrease) in OPEB liability	23,150	208,350
Cash payments to employees for services	(313,680)	(2,922,371)
Contributions received	-	85,000
Net cash from operating activities	195,472	2,054,788
Cash flow from capital and related financing activities		
Library materials	(190,660)	(2,114,677)
Fixed assets	-	(44,374)
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment earnings	1,410	14,230
Net cash increase (decrease) in cash and cash equivalents	6,222	(90,034)
Cash and cash equivalents, at beginning of period	3,740,198	3,836,454
Cash and cash equivalents, at end of period	3,746,420	3,746,420
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(120,188)	(593,120)
Adjustments for noncash effects:		
Depreciation	271,168	2,480,431
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	6,208	98,233
(Increase) decrease in prepaid expenses	8,807	(2,123)
Increase (decrease) in accounts payable	(2,620)	(70,417)
Increase (decrease) in other liabilities	8,907	8,260
Increase (decrease) in payroll liabilities	306	(1,224)
Increase (decrease) in accrued sick and vacation liability	(2,140)	(90,088)
Increase (decrease) in borrowers' deposit	1,874	16,486
Increase (decrease) in OPEB liability	23,150	208,350
Net cash from operating activities	195,472	2,054,788

LOS ANGELES COUNTY LAW LIBRARY

April 1, 2015 - April 30, 2015 (CHECKS)

Account No.: 108000

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 2	BANKS & JORDAN	BOOKS	322.79	028448
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	316.91	028449
	JEREMY SAMLER	MILEAGE	34.77	028450
April 8	LUCY MATSUMOTO	FRIENDS	223.84	028451
April 9	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	532.21	028452
	CARSWELL COMPANY LTD	BOOKS	175.25	028453
	CASALINI LIBRI	BOOKS	557.72	028454
	EIBUN HOREI SHA INC	BOOKS	2,245.00	028455
	GAUNT	BOOKS	5,175.00	028456
	OTTO HARRASSOWITZ	BOOKS	2,857.36	028457
	LAW REPORTS INTERNATIONAL LTD	BOOKS	345.00	028458
	CITY OF LIVERMORE	BOOKS	29.40	028459
	MABROCHI INTERNATIONAL CO LTD	BOOKS	2,871.10	028460
	SASKATCHEWAN QUEENS PRINTER	BOOKS	23.97	028461
April 10	SYNCB AMAZON	BOOKS	175.28	028462
	BATTHYANY KULTUR PRESS	BOOKS	3,355.00	028463
	LOCAL GOVERNMENT PUBLICATIONS	BOOKS	97.43	028464
	DAVIS POLK & WARDWELL LLP	ROOM RENTAL EXPE	5,850.00	028465
April 16	DEAN KEITH MCADAMS	REFUND	140.00	028466
April 17	ALTA FOODCRAFT	KITCHEN SUPPLIES	253.32	028467
	AMERICAN EXPRESS	BUSINESS CARD	1,398.08	028468
	AMERICAN EXPRESS	TRAVEL	162.20	028469
	ANTHEM BLUE CROSS	HEALTH INSURANCE	660.05	028470
	AT&T	TELECOM	409.10	028471
	AT&T MOBILITY	TELECOM	172.44	028472
	BANDWIDTH.COM, INC.	TELECOM	278.14	028473
	STATE BOARD OF EQUALIZATION	USE TAX	1,930.00	028474
	BRIDGES FILTER SERVICE, INC	BUILDING SERVICES	614.19	028475
	BULBS.COM	REPAIR & MAINTENA	574.10	028476
	CDW GOVERNMENT INC	SUPPLIES- LIB MATE	409.84	028477
	COMPUTYPE INC	SUPPLIES- LIB MATE	675.19	028478
	REPUBLIC SERVICES #902	BLDG SVCS	238.20	028479
	GLOBAL CAPACITY	TELECOM	357.05	028480
	GLOBAL CAPACITY	TELECOM	76.42	028481
	GOLDEN STATE ELECTRIC	REPAIR & MAINTENA	3,400.00	028482
	INFINISOURCE INC	PAYROLL/HR ADMIN	3.00	028483
	COUNTY OF LOS ANGELES	HEATING/COOLING	2,268.99	028484
KONICA MINOLTA BUSINESS	COPY CENTER EXPE	580.31	028485	
L A DEPT WATER & POWER	ELECTRIC/FIRE	8,782.94	028486	

48,639.67

LOS ANGELES COUNTY LAW LIBRARY

April 1, 2015 - April 30, 2015 (CHECKS)

Account No.: 108000

Page 2

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	CHRISTINE R LANGTEAU	MILEAGE	68.08	028487
	LAWRENCE DOORS	REPAIR & MAINTENA	4,472.50	028488
	MANAGE EASE INCORPORATED	CONSULTING	4,525.00	028489
	METROLINK	TMP	1,069.25	028490
	OCLC INC	BIBLIOGRAPHICAL S	656.48	028491
	OFFICE DEPOT	ROOM RENTAL EXPE	2,009.80	028492
	ROMERO MAINTENANCE CO.	ROOM RENTAL EXPE	9,244.17	028493
	SECURITAS SECURITY	SECURITY	5,405.72	028494
	SEPCO EARTHSCAPE, INC	LANDSCAPING	1,050.00	028495
	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	8,733.50	028496
	JAYE B STEINBRICK	EQUIPMENT(<3k)	73.11	028497
	TIME WARNER CABLE	TELECOM	1,200.00	028498
	VALLEY WIDE AIR	BLDG SVCS	200.00	028499
	VORTEX INDUSTRIES INC	REPAIR & MAINTENA	413.00	028500
	L A DEPT WATER & POWER	WATER/SEWER	269.11	028501
	QUALITY CODE PUBLISHING	BOOKS	39.87	028502
April 20				
	ATLANTIC LAW BOOK COMPANY	BOOKS	157.40	028503
	CARSWELL COMPANY LTD	BOOKS	41.75	028504
	CASALINI LIBRI	BOOKS	69.13	028505
	GAUNT	BOOKS	172.55	028506
	OTTO HARRASSOWITZ	BOOKS	343.08	028507
April 24				
	UNITED NATIONS PUBLICATIONS	BOOKS	234.49	028508
April 27				
	OTTO HARRASSOWITZ	BOOKS	1,448.42	028509
	SYNCB AMAZON	BOOKS	109.71	028510
	CHANNA CAJERO	MILEAGE	26.45	028511
	COUNTY OF LOS ANGELES	BANK CHARGES	57.08	028512
	GUARDIAN	PREPAID EXP	7,606.30	028513
	MALINDA MULLER	MILEAGE	190.38	028514
	RICHARD ORTEGA	REIMBURSEMENT	219.42	028515
April 29				
	ESTHER EASTMAN	MILEAGE	37.38	028516
	INTERNET FOR LAWYERS	COURSE REGISTRAT	342.00	028517

99,056.72

LOS ANGELES COUNTY LAW LIBRARY

April 1, 2015 - April 30, 2015 (CHECKS)

Account No.: 102001

Page 1

VISA 7190

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 1	CHERRY PICK CAFE	COURSE REGISTRAT	42.93	V000156
April 2	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	788.00	V000105
	BERNAN ASSOCIATES	BOOKS	77.00	V000106
	BUREAU OF NATIONAL AFFAIRS INC	BOOKS	132.29	V000107
	CASTLE PUBLICATIONS	BOOKS	1,096.47	V000108
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,530.60	V000109
	DAILY JOURNAL CORPORATION	BOOKS	398.00	V000110
	DEFENSE RESEARCH INSTITUTE INC	BOOKS	83.50	V000111
	GALE CENGAGE LEARNING	BOOKS	1,201.70	V000112
	LAWPRESS CORPORATION	BOOKS	420.60	V000113
	THOMSON REUTERS	BOOKS	4,234.60	V000114
	WILLIAM S HEIN & CO	BOOKS	1,419.01	V000115
	CHERRY PICK CAFE	COURSE REGISTRAT	94.50	V000157
	CHERRY PICK CAFE	TRADE SHOWS & OU	57.15	V000158
April 6	C & N NURSEY, INC	FRIENDS	687.79	V000159
April 9	AMERICAN BAR ASSOCIATION	BOOKS	1,170.01	V000116
	SYNCB AMAZON ** VOIDED *****	BOOKS	0.00	V000117
	BATTHYANY KULTUR PRESS ** VOIDED *****	BOOKS	0.00	V000118
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	436.16	V000119
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	933.74	V000120
	ENERGY & MINERAL LAW FOUNDATION	BOOKS	98.00	V000121
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	1,535.55	V000122
	LOCAL GOVERNMENT PUBLICATIONS ** VOIDED ****	BOOKS	0.00	V000123
	PRACTISING LAW INSTITUTE	BOOKS	724.87	V000124
	WEST ACADEMIC	BOOKS	169.55	V000125
	WILLIAM S HEIN & CO ** VOIDED *****	BOOKS	0.00	V000126
April 10	WEBSTAUANTSTORE.COM	SPECIAL EVENTS EX	103.83	V000136
	CHERRY PICK CAFE	COURSE REGISTRAT	7.25	V000160
April 13	THOMSON REUTERS	BOOKS	65,152.84	V000137
	WILLIAM S HEIN & CO	BOOKS	2,278.95	V000138
April 14	WOLTERS KLUWER LAW & BUSINESS	BOOKS	41,880.29	V000139
	CCH INCORPORATED	BOOKS	46,648.44	V000140
	COUTTS LIBRARY SERVICES	BOOKS	703.54	V000141
	GALE CENGAGE LEARNING	BOOKS	1,382.81	V000142
	JAMES PUBLISHING INC	BOOKS	75.21	V000143
	JONES MCCLURE PUBLISHING ** VOIDED *****	BOOKS	0.00	V000144
	JURIS PUBLISHING INC	BOOKS	320.00	V000145
	JURISNET LLC	BOOKS	121.50	V000146

177,082.81

LOS ANGELES COUNTY LAW LIBRARY

April 1, 2015 - April 30, 2015 (CHECKS)

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
April 15	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	76.13	V000147	
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	540.12	V000148	
	MUNICIPAL CODE CORPORATION	BOOKS	148.50	V000149	
	PHYSICIAN'S DESK REFERENCE	BOOKS	65.35	V000150	
	PRACTISING LAW INSTITUTE	BOOKS	166.91	V000151	
	QUALITY CODE PUBLISHING ** VOIDED *****	BOOKS	0.00	V000152	
	THOMSON REUTERS	BOOKS	69,631.84	V000153	
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	37,655.56	V000191	
April 16	CAL-STATE RENT A FENCE INC	REPAIR & MAINTENA	395.00	V000192	
	SELF REPRESENTED LITIGATION NETWORK	REGISTRATION FEE	15.00	V000193	
	STAMPS.COM	DELIVERY & POSTAG	350.00	V000194	
April 17	CHERRY PICK CAFE	COURSE REGISTRAT	28.40	V000161	
	CHERRY PICK CAFE	COURSE REGISTRAT	106.40	V000162	
April 20	AMIGOS LIBRARY SERVICES	REGISTRATION FEE	620.00	V000195	
April 22	WOLTERS KLUWER LAW & BUSINESS	BOOKS	329.77	V000163	
	BERNAN ASSOCIATES	BOOKS	77.00	V000164	
	BLOOMBERG BNA	BOOKS	200.22	V000165	
	CALIF SUPREME COURT HISTORICAL SOCI	BOOKS	50.00	V000166	
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,237.36	V000167	
	CALIFORNIA MEDICAL ASSOCIATION	BOOKS	971.83	V000168	
	COMPASS PUB CO	BOOKS	80.00	V000169	
	JURIS PUBLISHING INC	BOOKS	94.50	V000170	
	JURISNET LLC	BOOKS	86.50	V000171	
	LEXISNEXIS ONLINE SERVICES	BOOKS	15,600.00	V000172	
	LRP PUBLICATIONS	BOOKS	169.50	V000173	
	NOLO PRESS OCCIDENTAL	BOOKS	218.04	V000174	
	PRACTISING LAW INSTITUTE	BOOKS	215.96	V000175	
	PUBLIC UTILITIES REPORTS INC	BOOKS	775.00	V000176	
	SUPREME COURT HISTORICAL SOCIETY	BOOKS	100.00	V000177	
	WEST ACADEMIC	BOOKS	119.90	V000178	
	THOMSON REUTERS	BOOKS	10,953.88	V000179	
	April 23	ALONTI CAFE & CATERING	BOARD EXPENSE	54.24	V000196
		OFFICESUPPLY.COM	SUPPLIES-OFFICE	105.33	V000197
	April 24	CHERRY PICK CAFE	COURSE REGISTRAT	24.73	V000233
April 24	AMERICAN BAR ASSOCIATION	BOOKS	1,032.01	V000180	
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	822.63	V000181	
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	174.56	V000182	
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,616.02	V000183	

324,993.32

LOS ANGELES COUNTY LAW LIBRARY

April 1, 2015 - April 30, 2015 (CHECKS)

Account No.: 102001

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	CONTINUING LEGAL EDUCATION IN	BOOKS	78.45	V000184
	JAMES PUBLISHING INC	BOOKS	420.74	V000185
	JURISNET LLC	BOOKS	86.50	V000186
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	835.29	V000187
	PRACTISING LAW INSTITUTE	BOOKS	158.74	V000188
	CITY OF SANTA FE SPRINGS	BOOKS	15.00	V000189
	THOMSON REUTERS	BOOKS	365.16	V000190
April 27				
	CHERRY PICK CAFE	COURSE REGISTRAT	121.20	V000234
April 28				
	GAYLORD BROS.	SUPPLIES - LIB MATE	213.86	V000198
	PAN AMERICAN PEST CONTROL CO	BUILDING SERVICE	276.00	V000199
	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	8,733.50	V000200
	UNITED PARCEL SERVICE	DELIVERY/POSTAGE	103.34	V000201
	VALLEY WIDE AIR	REPAIR & MAINTENA	465.00	V000202
April 29				
	CHERRY PICK CAFE	COURSE REGISTRAT	104.37	V000235
	CHERRY PICK CAFE	COURSE REGISTRAT	60.45	V000236
April 30				
	JONES MCCLURE PUBLISHING	BOOKS	200.00	V000203
	CHERRY PICK CAFE	COURSE REGISTRAT	53.53	V000237
	CHERRY PICK CAFE	COURSE REGISTRAT	96.10	V000238

337,302.10

LOS ANGELES COUNTY LAW LIBRARY
April 1, 2015 - April 30, 2015 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 28	SEIU LOCAL 721 SEIU LOCAL 721	UNION DUES UNION DENTAL	868.81 133.80	001547 001548

1,002.61

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 1	CALPERS	PREPAID EXP	51,552.31	TS00217033
April 3	EX LIBRIS (USA) INC.	ILS	11,343.99	TS00217140
	TYCO INTEGRATED SECURITY LLC	SECURITY	11,830.05	TS00217140
			74,726.35	

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GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C1(A)	Track usage, visitors and performance metrics						
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Identify technology needed	9/30/2013	Y		
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Research methods available	10/31/2013	Y		
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Formally implement programs	11/30/2013		12/31/2015	Planning and implementing programs pending ILS upgrade project T1(B).
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Evaluate results	12/31/2013		12/31/2015	Planning and implementing programs pending ILS upgrade project T1(B).
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Completion	1/31/2014		12/31/2015	Planning and implementing programs pending ILS upgrade project T1(B).
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs						
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Identify users	12/31/2013	Y		
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Set up and hold focus groups	12/31/2013	Y	2/15/2014	
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Draft and distribute surveys to user groups	2/28/2014	Y	2/28/2015	Item completed 3/8/2015. Survey availability extended to allow for additional responses. Survey dates: February 3 - March 8, 2015.
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Evaluate results	3/31/2014		5/31/2015	Extended date reflects new deadline to draft and distribute survey to user groups.
C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Completion	3/31/2014		5/31/2015	Extended date reflects new deadline to draft and distribute survey to user groups.
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation						
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Evaluate methods available	12/31/2013	Y		
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Select useful tools and technology	12/31/2013	Y		
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Collect data	3/31/2014	Y	12/31/2014	Date extended pending revision of Voyager reports for this project.
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Review results and make assessments	3/31/2014	Y	12/31/2014	Date extended pending revision of Voyager reports for this project.
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Present recommendations	6/30/2014		8/31/2015	Target date extended to coincide with new deadline for ILS product selection for project T1(B). Some recommendations contingent upon capabilities of new system.
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Completion	6/30/2014		8/31/2015	Target date extended to coincide with new deadline for ILS product selection for project T1(B). Some recommendations contingent upon capabilities of new system.
C1(E)	Develop resource materials and referrals for patrons needing translation						
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Research available resources	8/30/2013	Y		
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Contact translators, interpreters, other resources regarding potential partnerships (min 10 contacts)	9/30/2013	Y		
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		6/30/2015	Other priorities have delayed this project
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Completion	12/31/2013		6/30/2015	
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")						
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Research capabilities of current system	9/30/2013	Y		
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Test system	10/31/2013	y	4/1/2014	

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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")	Austin Stoub	Select areas to promote	11/30/2013	Y	4/1/2014	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	4/1/2014	
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Completion	12/31/2013		6/30/2015	Will address this topic at the next web committee meeting.
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material						
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Research other library methods	12/31/2014	Y	12/31/2014	s:\ADMINISTRATIVE_SERVICES\MANAGEMENT TEAM\Strategic Planning\docs\libsurvey.xlsx
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Select methods in consultation with communications	12/31/2013	Y		This is ongoing as themes present themselves; i.e. Constitution Day exhibit in September; Bill of Rights Day in December.
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Explore digitizing unique local government publications	3/31/2014	Y	6/30/2015	Limited interest externally. Will continue to explore options, especially in-house. Request to be included in Jaye's exploratory digitization committee.
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Develop training classes for specialized government databases	6/30/2014	Y	12/31/2014	Developed an ongoing Pacer class to be held at the Main Library, monthly. Would like to develop further classes in the future related to free government databases.
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Identify all state, county and city directives and/or laws for inclusion in OPAC or a libguide	9/30/2014		12/31/2015	This project has grown. The initial part requires an intern for extensive web searching and data entry of state primary documents. It is on hold for an intern in summer or fall 2015. Separately, I am creating a libguide for federal primary resources and I have updated the library website's government documents page. The date of completion should be extended to December 2015.
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Completion				
C1(H)	Establish material loan program between Main and branch locations						
C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	Needs assessment	3/31/2014		3/31/2015	Committee has been formed; possibilities under discussion.
C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	Pilot loan program	6/30/2014		9/30/2015	Extended to allow for continued discussion of possibilities.
C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	Launch formal material loan program	9/30/2014		10/1/2015	Extended previous milestone, so this milestone needs extension as well.
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		7/31/2015	Delayed due to other priorities
C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Identify priority acquisitions (see C2(D))	12/31/2014	Y		Primary law not held by LALL is priority.
C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Outreach to libraries with priority FCIL materials to donate	12/31/2014		10/1/2015	Under discussion with LLMC.
C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Completion	3/31/2015		1/1/2016	
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming						
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Identify patron groups	3/31/2014	Y		

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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	Create survey	5/31/2014		6/1/2015	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		7/1/2015	
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Hold focus groups	7/31/2014		8/1/2015	
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Assessment	12/31/2014		10/31/2015	
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Completion	3/31/2015		12/31/2015	
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		7/1/2015	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		9/1/2015	
C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Completion	9/30/2014		9/30/2015	
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		9/1/2015	Still need to complete country surveys. Need additional volunteers or staffing for country surveys.
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Revise collection development policy	3/31/2014		11/31/2015	Still need to complete country surveys. Need additional volunteers or staffing for country surveys.
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Completion	9/30/2014		1/1/2016	Still need to complete country surveys. Need additional volunteers or staffing for country surveys.
C2(E)	Build strong relationships with vendors around the world						
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Create a map/locator connecting regions with vendors	3/31/2014		10/30/2015	delayed due to the unresponsiveness or the delays in receipt of response from some of the FCIL vendors
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Organize site visits and training sessions to strengthen relationships (at least 1 per vendor)	6/30/2014	Y		ongoing
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Identify best practices and business models for complex business transactions with foreign vendors	9/30/2014		10/30/2015	facing some difficulties re e-payables due to OFAC (Office of Foreign Assets Control) and Los Angeles County regulations especially with troubled areas of the world from which we are acquire FCIL materials
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	

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GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	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		8/30/2015	Available space will be reevaluated upon return of books from Bonhams.
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Recommend a new rare book storage and access plan	6/30/2014		10/31/2015	
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Completion	6/30/2014		10/31/2015	
C3(C)	Conduct a space needs assessment for the collection						
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Evaluate current space needs	12/31/2014		12/31/2015	Waiting on completion of retro Cataloging project.
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Project space needs for next 5-10 years	6/30/2015		6/30/2016	
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Present draft of space needs assessment & recommendations	8/30/2015		6/30/2016	
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Completion	8/30/2015		6/30/2016	
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials						
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Assemble project team and develop detailed scope, methodology, and schedule	10/31/2014	Y		
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		6/16/2015	Deadline extended due to staff/project team shortage.
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Complete and document inventory	5/31/2015		7/31/2015	Deadline extended due to staff/project team shortage.
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		5/30/2015	Deadline extended due to other obligations.
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Compare costs for different methods of preservation.	1/30/2015		10/31/2015	Deadline extended due to other obligations.
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Initiate preservation plan.	6/30/2015		6/30/2016	Deadline extended due to other obligations.
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Completion	6/30/2015		6/30/2016	Deadline extended due to other obligations.
Comm1(B)	Maintain security levels in a respectful and non-threatening manner						
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Facilities Manager	Gather input from staff via survey on possible improvements.	7/15/2013		2/15/2015	Position currently vacant. Will be reassigned to new Facilities Manager
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Facilities Manager	Amend current post orders	9/30/2013		5/30/2015	Position currently vacant. Will be reassigned to new Facilities Manager
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Facilities Manager	Implement improvements	10/31/2013		7/1/2015	
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Facilities Manager	Complete regular training sessions with security staff	12/31/2013		9/1/2015	
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Facilities Manager	Completion	12/31/2013		9/30/2015	
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Establish rapport with bar association leaders	6/31/14	Y		Selected: WLALA, Westwood, KABA, BWLALA, SFVBA, GBA, SGVBA

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GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Select target organizations	6/31/14	Y	9/30/2014	Extended then completed; LACBA campaign and redesigned tiered membership program. Further implementation pending coordination with other departments on bar association-related objectives.
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Conduct needs assessments	9/30/2014	Y	7/10/2015	Meet with Sr. Exec and Communications
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			LACBA campaign implemented. Still considering how/whether to develop programs with other bar organizations.
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Completion	2/28/2015			LACBA campaign implemented. Still considering how/whether to develop programs with other bar organizations.
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	Y	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	Y	1/31/2015	Program will continue to be refined once parking and database management system is implemented
Comm1(E)	Continue and refine Members Program	Ryan Metheny	Completion	10/31/2014	Y	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		6/30/2015	Delayed due to new security access software. Now in process.
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Begin parallel testing of new system	12/2/2013		7/1/2015	
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Begin using new self-reservation system	1/1/2014		8/1/2015	
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Completion	12/31/2013		12/31/2015	
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		ongoing
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Identify channels for announcing to various layers of the community	8/15/2013		10/30/2015	need to work on various internal and external protocols
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Establish parameters for online sale and identify available venues	3/31/2014		10/30/2015	delayed due to the complexities and protocols
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Assess	6/30/2014		10/30/2015	
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Completion	8/30/14		10/30/2015	
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		6/30/2015	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		6/30/2015	
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Present to test sites	10/31/2013		9/30/2015	
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Evaluate effectiveness	11/30/2013		9/30/2015	

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Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Recommend program parameters	12/31/2013		12/31/2015	
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Completion	12/31/2013		12/31/2015	
Comm2(C)	Collaborate with Grand Park on programming and shared outreach						
Comm2(C)	Collaborate with Grand Park on programming and shared outreach	Sandi Levin	Attend regular meetings with Grand Park staff to share information/opportunities	7/1/2013	Y		We attend as invited.
Comm2(C)	Collaborate with Grand Park on programming and shared outreach	Sandi Levin	Establish a regular mechanism for sharing outreach and promotional information	12/31/2013	Y		
Comm2(C)	Collaborate with Grand Park on programming and shared outreach	Sandi Levin	Participate in at least one joint event	6/30/2014		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		5/31/2015	Process in place, but needs review for effectiveness and potential revision
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 (during 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	Y	6/30/2015	
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	Y	9/30/2015	Extended previous milestone, so this milestone needs extension as well.
Comm2(F)	Outreach to courts, SHCs and local bar associations re events and services at branches	Linda Heichman	Completion	7/31/2015	Y	9/30/2015	
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		5/31/2015	Other art programs offered; DTLA still pending
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		

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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	Y		
Comm3(B)	Expand classes for self-represented persons	Janine Liebert	Completion	1/31/2015	Y		
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	Y	3/31/2015	Classes especially appropriate for web-based format under discussion.
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		6/30/2015	Deferred to further develop program and 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	Y		Developing additional on-site program for target local schools & incorporating mentorship program participation for students interested in becoming lawyers.
Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Completion	12/31/2014	Y		Three programs, 2 which are in the implementation phase for fall, 2015
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers						
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Identify potential stakeholders	3/30/2015	Y		Civil lawsuits basics and summer series for small business owners and entrepreneurs
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Build rapport with prospective participants	3/30/2015	Y		Civil lawsuits basics and summer series for small business owners and entrepreneurs
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Conduct needs assessment	3/30/2015	Y		Civil lawsuits basics and summer series for small business owners and entrepreneurs
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Develop methodology for identification of speakers	6/30/2015	Y		
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Build list of potential speakers	6/30/2015	Y		
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Calendar classes	9/30/2015	Y		
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Implement programs	9/30/2015			
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	Y	8/1/2014	Launched August 2014; 2 screenings to date
Comm3(G)	Develop law-related Film Series	Leigh Garcia	Completion	6/30/2014	Y	8/31/2014	
Comm3(H)	Conduct a book discussion group						

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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	y		first meeting scheduled for 11/18/2014
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Launch publicity	9/11/2013	y		flyer created; presentation made to staff; presentation made to Veterans Collaborative and contact made with other resources to help spread the word.
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	First Book Group Discussion	10/2/2013	y	11/18/2014	
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Evaluate and modify	11/20/2013	y	12/1/2014	
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Create plan for ongoing discussion group	11/25/2013	y	12/1/2014	
Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Completion	12/31/2013	y	12/1/2014	Successful, ongoing discussion group
Comm4(A)	Create a mobile eBranch to deploy at events						
Comm4(A)	Create a mobile eBranch to deploy at events	Linda Heichman	Analyze fixed eBranch locations and develop mobile eBranch model	3/31/2015		7/1/2016	Reevaluate FY1617 depending on budget.
Comm4(A)	Create a mobile eBranch to deploy at events	Linda Heichman	Secure funding/partners/landing spaces for mobile eBranch	6/30/2015		1/1/2017	
Comm4(A)	Create a mobile eBranch to deploy at events	Linda Heichman	Launch mobile eBranch	6/30/2016		7/1/2017	
Comm4(A)	Create a mobile eBranch to deploy at events	Linda Heichman	Completion	7/31/2016		7/1/2017	
Comm4(B)	Broadcast professional development and general public webinars						
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Work with staff to determine pilot content	2/1/2014		7/1/2015	Delayed due to staff vacancies. Will reevaluate in light of other priorities and potential video projects.
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Create pilot class on video	4/1/2014		7/1/2015	
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Review pilot with staff for final edits	4/29/2014		7/1/2015	
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Make pilot class available online	6/1/2014		4/30/2015	
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		12/30/2015	
Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Assess effectiveness and recommend ongoing program parameters	2/28/2014		4/1/2016	
Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Completion	3/31/2014		9/30/2016	
Comm4(D)	Outreach to prison inmates and other homebound people						
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Identify user groups	1/1/2015	Y		
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Determine information needs	3/3/2015	N		prisoners more specific, homebound runs large gamet
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Research methods to fulfill identified needs	6/30/2015	Y		Mail, and document delivery
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Create program to disseminate information to user groups	9/1/2015			Need to work with P&P to determine best outreach options
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(B)	Maintain high-quality, comfortable physical facilities and working conditions						

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W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Facilities Manager	Survey staff / conduct needs assessment	9/1/2013		6/30/2015	Informal assessment ongoing. Formal assessment delayed and aligned with security survey. Will be reassigned to new Facilities Manager
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Facilities Manager	Create needs list, and implement low or no-cost items	10/15/2013		8/15/2015	Informal adjustments ongoing. Balance delayed and aligned with security survey. Will be reassigned to new Facilities Manager
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Facilities Manager	Identify funding and timeframe for additional items	12/1/2013		12/1/2015	
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Facilities Manager	Completion	6/30/2014		7/15/2015	
W1(C)	Improve accessibility						
W1(C)	Improve accessibility	Technology Manager	Gather input from staff/patrons/experts - complete needs assessment	2/1/2014	Y		
W1(C)	Improve accessibility	Technology Manager	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	Technology Manager	Review accessibility software & hardware needs	3/31/2014		7/31/2015	Delayed until IT vacancies filled
W1(C)	Improve accessibility	Technology Manager	Complete software & hardware installations	4/15/2014		8/31/2015	
W1(C)	Improve accessibility	Technology Manager	Review facility accessibility needs – make budget recommendations	5/1/2014		12/31/2015	
W1(C)	Improve accessibility	Technology Manager	Completion	6/30/2015		6/30/2016	
W1(D)	Automate elevator functions						
W1(D)	Automate elevator functions	Facilities Manager	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	Facilities Manager	Send approved RFP out to public bid	8/5/2013	Y	1/27/2015	Sending out revised RFP, no responses recieved from first RFP due to timing.
W1(D)	Automate elevator functions	Facilities Manager	Award Bid, begin elevator updates	8/20/2013	Y	3/25/2015	March 25th Board Meeting agenda
W1(D)	Automate elevator functions	Facilities Manager	Completion	4/1/2014		6/15/2015	
W1(E)	Draft HR Procedures Manual						
W1(E)	Draft HR Procedures Manual	Terri Daniels	Outline Procedures Manual organization and content; develop a table of contents.	9/30/2013	Y		
W1(E)	Draft HR Procedures Manual	Terri Daniels	Outline each chapter	11/30/2013	Y	5/31/2014	
W1(E)	Draft HR Procedures Manual	Terri Daniels	Write draft	1/31/2014		6/30/2015	In process
W1(E)	Draft HR Procedures Manual	Terri Daniels	Solicit feedback from ED, Sr. Director, and other directors	2/28/2014		6/30/2015	
W1(E)	Draft HR Procedures Manual	Terri Daniels	Incorporate suggestions into final draft	3/31/2014		8/30/2015	
W1(E)	Draft HR Procedures Manual	Terri Daniels	Completion	4/30/2014		12/31/2015	
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)						
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	John Kohl	Poll directors and employees about desirable alternative work arrangements	12/31/2013	N		Project deferred indefinitely. Coordinator (Finance Manager) position eliminated. Scheduling options deemed not feasible due to ongoing budget limitations.
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	N		
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	N		
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	N		

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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	N		
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		6/30/2015	Pushed back due to short staffing and other HR and Administrative priorities
W2(D)	Provide stretch classes or other physical activities at break times	Eustorgio Barajas	Enlist employee leaders or acquire video classes	5/31/2014		8/31/2015	Pushed back due to short staffing and other HR and Administrative priorities
W2(D)	Provide stretch classes or other physical activities at break times	Eustorgio Barajas	Develop a schedule	6/30/2014		9/30/2015	Pushed back due to short staffing and other HR and Administrative priorities
W2(D)	Provide stretch classes or other physical activities at break times	Eustorgio Barajas	Completion	7/31/2014		12/31/2015	
W2(E)	Establish an employee of the month/year program						
W2(E)	Establish an employee of the month/year program	Terri Daniels	Enlist participation from managers and staff to develop nomination and selection criteria and procedures	6/30/2014	Y	10/1/2014	Alternative employee recognition programs implemented
W2(E)	Establish an employee of the month/year program	Terri Daniels	Write EOM/Y program for review by focus group and ED	9/30/2014	Y	12/31/2014	Alternative employee recognition programs implemented
W2(E)	Establish an employee of the month/year program	Terri Daniels	Announce program, develop schedule and implement	11/30/2014	Y	3/31/2015	Alternative employee recognition programs implemented
W2(E)	Establish an employee of the month/year program	Terri Daniels	Review success of program, revise as necessary	3/31/2015		6/30/2015	
W2(E)	Establish an employee of the month/year program	Terri Daniels	Completion	4/30/2015			
W3(A)	Cross-train employees in related positions						
W3(A)	Cross-train employees in related positions	Terri Daniels	Work with directors to identify opportunities for cross-training	2/28/2015			
W3(A)	Cross-train employees in related positions	Terri Daniels	Develop and document a plan and timeline for each area	4/30/2015			
W3(A)	Cross-train employees in related positions	Terri Daniels	Ensure plans are implemented	7/31/2015			
W3(A)	Cross-train employees in related positions	Terri Daniels	Assess success of cross-training and revise as necessary	9/30/2015			
W3(A)	Cross-train employees in related positions	Terri Daniels	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		7/31/2015	Stalled due to staffing changes and position elimination. Will be reassigned once vacancies are filled.
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		9/1/2015	
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		11/1/2015	
W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Implement no-cost improvements.	5/31/2014		12/1/2015	
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		2/1/2016	
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		2/1/2016	
W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Review changes and revise as necessary. Document revisions.	12/31/2014		5/1/2016	
W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Completion	1/15/2015		6/15/2016	
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		7/31/2015	Partially complete; balance deferred due to constraints on HR resources

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W3(C)	Merge Programs & Partnerships and Reference functions	Sandi Levin	Completion	2/28/2014		7/31/2015	
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	Y	9/30/2014	Took place over the summer program period
W3(E)	Establish a library student/recent graduate unpaid Internship program	Malinda Muller	Research, evaluate and implement best practices	9/30/2014	Y		
W3(E)	Establish a library student/recent graduate unpaid Internship program	Malinda Muller	Design and implement staff and participant feedback mechanism	12/31/2014	Y		
W3(E)	Establish a library student/recent graduate unpaid Internship program	Malinda Muller	Create handbook and guidelines	12/31/2014	Y		
W3(E)	Establish a library student/recent graduate unpaid Internship program	Malinda Muller	Completion	12/31/2014	Y		
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		6/30/2015	Ongoing by request. Draft survey in the process of being finalized
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		9/30/2015	Pushed back accordingly with draft survey
W4(A)	Provide continuing education and training opportunities	Eustorgio Barajas	Working with trainers, develop curricula and training materials	6/30/2014		12/31/2015	
W4(A)	Provide continuing education and training opportunities	Eustorgio Barajas	Schedule and promote training events	7/31/2014		1/31/2016	
W4(A)	Provide continuing education and training opportunities	Eustorgio Barajas	Completion	8/31/2014		3/31/2016	
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	Y	12/31/2014	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		6/30/2015	
W4(B)	Establish a volunteer program to provide additional support and outreach	Sandi Levin	Completion	3/31/2014		9/30/2015	
W4(C)	Expand the high school intern program						
W4(C)	Expand the high school intern program	Shohreh Saljooghi	Coordinate and complete current pilot project (4 interns)	8/2/2013	Y		ongoing
W4(C)	Expand the high school intern program	Shohreh Saljooghi	Identify partner organizations to maximize recruitment opportunities	3/31/2014		9/30/2015	LAEP seems to be the leading institution in downtown Los Angeles for this purpose. Testing coordinated high school volunteer intern program with FLACLL as well

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W4(C)	Expand the high school intern program	Shohreh Saljooghi	Build and refine program components	4/30/2014	Y	11/15/2015	
W4(C)	Expand the high school intern program	Shohreh Saljooghi	Document procedures for expanded program	5/31/2014	Y	12/15/2015	
W4(C)	Expand the high school intern program	Shohreh Saljooghi	Completion	6/30/2014		12/31/2015	
W4(E)	Conduct a space needs assessment for employee workspaces						
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Interview directors	9/30/2013	Y		
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Survey staff	10/31/2013	y	5/28/2014	Commenced but not completed.
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Analyze trends, future projects and anticipated changes	12/31/2013	Y	7/25/2014	
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Draft report with recommendations	1/31/2014		7/1/2015	Partially complete; undergoing refinement due to staffing changes
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Completion	2/28/2014		12/31/2015	
W4(F)	Install document management and/or collaboration software						
W4(F)	Install document management and/or collaboration software	Technology Manager	Acquire licensing	7/31/2013	Y		
W4(F)	Install document management and/or collaboration software	Technology Manager	Meet with staff and vendor to create implementation plan	11/15/2013		9/30/2015	Project on hold until IT vacancies are filled
W4(F)	Install document management and/or collaboration software	Technology Manager	Install software including required workflow definitions	12/1/2013		12/31/2015	
W4(F)	Install document management and/or collaboration software	Technology Manager	Completion	2/1/2014		3/31/2016	
T1(A)	Develop eBranches for distribution throughout the County						
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	SWOT assessment based upon pilot program	3/31/2014		7/1/2016	Reevaluate FY1617 depending on budget.
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Develop additional technology and tools	6/30/2014		10/1/2016	
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Pilot new tools	9/30/2014		1/1/2017	
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Launch "next phase" eBranch	12/31/2014		6/30/2017	
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Recommend program for ongoing implementation	3/31/2015		12/31/2017	5 month launch, 1 month compiling recommendation
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Completion	6/30/2015		12/31/2017	
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)						
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Establish committee to review requirements and begin creation of RFP	2/1/2014	Y	1/14/2015	As highlighted in staff report and discussion at 12/16/2014 Board meeting, re-aligned timeline with Accounting upgrade project to ensure compatibility and integration. Both projects underway concurrently.
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Complete LC re-classification and re-labeling project	6/30/2014	Y	10/30/2014	Initial target date extended due to impact on project workflow resulting from significant loss of key staff, but now completed
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Begin public bid process	12/31/2014		7/1/2015	
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		8/15/2015	
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		11/30/2015	
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		2/15/2016	

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T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Conduct staff training	8/31/2015		4/20/2016	
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Go live	9/30/2015		5/1/2016	
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Completion	10/31/2015		6/1/2016	
T1(C)	Develop a Law Library mobile application						
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Work with staff to determine content	7/1/2014	Y		Have spoken with Web committee and have started researching the best ways to turn website into a mobile version.
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Create beta web-app for testing	9/15/2014		6/15/2015	Working with a new version of Joomla. Looking to determine what is needed to create a mobile version with the information needed.
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Staff review of content & functionality	9/30/2014		7/15/2015	
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Go live - Make web-application available online	11/1/2014		7/30/2015	
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Develop ongoing program to review and expand content	12/31/2014		8/3/2015	Ongoing
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Completion	12/31/2014		8/31/2015	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	Technology Manager	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	Technology Manager	Review technology, create budget estimates & recommendation	5/1/2014		12/31/2015	Will reassign for evaluation once IT vacancies are filled. Budget constraints, discouraging assessment of available ebook platforms and other priorities may compel indefinite deferral of this project.
T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Technology Manager	Create 90 day pilot implementation plan / Order equipment	7/15/2014		1/30/2016	
T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Technology Manager	Test pilot configurations	9/15/2014		4/30/2016	
T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Technology Manager	Make available to patrons	10/15/2014		6/15/2016	
T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Technology Manager	Develop ongoing program to review and expand	12/31/2014		10/31/2016	
T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Technology Manager	Completion	12/31/2014		4/15/2017	
T2(A)	Upgrade Navision	Jaye Steinbrick	Needs assessment	10/30/2013		2/20/2015	Delayed due to staffing changes. Currently underway.
T2(A)	Upgrade Navision	Jaye Steinbrick	Hire IT Manager	New	Y	6/30/2014	
T2(A)	Upgrade Navision	Jaye Steinbrick	Focus Group	New		6/30/2015	Delayed due to staffing changes. Currently underway.
T2(A)	Upgrade Navision	Jaye Steinbrick	Confirm whether Navision is the right solution	11/30/2013		9/7/2015	
T2(A)	Upgrade Navision	Jaye Steinbrick	Conduct RFP	10/30/2013		10/31/2015	
T2(A)	Upgrade Navision	Jaye Steinbrick	Plan and implement data migration including software customization	1/31/2014		5/26/2016	
T2(A)	Upgrade Navision	Jaye Steinbrick	Plan for rollout and training	3/31/2014		5/31/2016	
T2(A)	Upgrade Navision	Jaye Steinbrick	Go live and document changes	4/30/2014		6/17/2016	
T2(A)	Upgrade Navision	Jaye Steinbrick	Completion	5/31/2014		6/20/2016	
T2(B)	Provide the option to pay fees, fines and charges online						
T2(B)	Provide the option to pay fees, fines and charges online	Technology Manager	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	Technology Manager	Determine system capabilities	7/31/2013	Y		
T2(B)	Provide the option to pay fees, fines and charges online	Technology Manager	Create workflow processing chart(s)	9/15/2013	Y		
T2(B)	Provide the option to pay fees, fines and charges online	Technology Manager	Begin programming/Implementation	10/1/2013	Y		The new website has integrated Paypal as payment option for class registration.

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T2(B)	Provide the option to pay fees, fines and charges online	Technology Manager	Test and assure functionality	9/30/2013		6/30/2015	Software issues with ILS system have delayed integration with Voyager. Project will be reassigned when IT vacancies have been filled
T2(B)	Provide the option to pay fees, fines and charges online	Technology Manager	Go live and document changes	2/1/2014		12/31/2015	
T2(B)	Provide the option to pay fees, fines and charges online	Technology Manager	Completion	2/28/2014		1/15/2016	
T2(C)	Provide the option to renew materials and manage Library user account online						
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Evaluate technical requirements	7/1/2013	Y		
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Turn-on/test Functionality	8/1/2013	Y		Database access problem arose on 1st test & needs to be addressed.
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Work with communications to notify borrowers	9/1/2013		3/31/2016	Software issues with ILS system continue to delay this project. Will await ILS upgrade
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Establish online payment options (see T2(B))	2/1/2014		5/15/2016	This function may be eliminated from project due to pending ILS upgrade
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Completion	2/15/2014		5/31/2016	
T2(E)	Provide catalog searching capabilities in closed stacks						
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		10/31/2015	Need additional equipment, budget item. Project to be reassigned
T2(E)	Provide catalog searching capabilities in closed stacks	Jeremy Samler	Completion	4/30/2014		12/31/2015	
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources						
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources	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		8/31/2015	Delayed due to staffing changes. Multiple contract negotiations currently underway notwithstanding
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		8/31/2015	
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		9/30/2015	
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources	John Kohl	Completion	4/30/2014		11/15/2015	
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		6/30/2015	Merit bonuses under discussion in conjunction with budget and MOU negotiations. Objective revised due to budget and staffing constraints
F1(E)	Consider annual merit increases	John Kohl	Make recommendation to ED subject to budget constraints	4/30/2014		6/30/2015	
F1(E)	Consider annual merit increases	John Kohl	Completion	6/30/2014		3/1/2016	
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); Incubator proposal.

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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	Y		Partially complete. A portion was signed into law. Balance is slated for next session; sponsor identified
F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Completion	6/30/2015			
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	
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	Y		
F2(D)	Develop conceptual plan for café						
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Identify footprint / services	5/14/2014		7/15/2015	Delayed due to staffing vacancies
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Identify potential vendors			11/15/2015	
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Identify funding resources and partner agencies	6/14/2014		2/29/2016	
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Present a conceptual plan to the Board of Trustees	9/1/2014		4/28/2016	
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Completion			4/28/2016	
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		6/30/2015	Identified potential service partners; further work required
F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Write proposal to coordinate notary services and training	4/30/2014		9/31/2015	
F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Work with notary candidates and coordinate training	8/30/2014		12/31/2015	
F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Write policies and procedures	9/30/2014		3/31/2016	
F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Announce and roll-out	11/30/2014		6/30/2016	
F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Evaluate effectiveness and usage	2/28/2015		9/31/2016	
F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Completion	3/31/2015		12/31/2016	
F2(F)	Provide e-filing for a fee						
F2(F)	Provide e-filing for a fee	Ryan Metheny	Research court requirements, existing needs and solutions	6/30/2014		7/10/2015	Reevaluate feasibility and alternatives due to constraints and limited staffing. Non-core function.
F2(F)	Provide e-filing for a fee	Ryan Metheny	Identify potential services and prospective user groups	8/30/2014			

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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		12/31/2015	Preliminary inquiries have not yielded favorable results. Exploring other options/avenues.
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Identify potential 'customers'	1/31/2014		12/31/2015	
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Negotiate test site contract /identify performance metrics	6/30/2014		12/31/2015	
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Evaluate success and performance metrics	2/28/2015			
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Recommend program for future contracts	4/30/2015			
F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Completion	5/31/2015			
F3(A)	Outreach to law firms & bar associations						
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		5/31/2015	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
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Devise mutually agreed upon programs	6/30/2014		5/31/2015	Commenced but not completed. Lawyers in the Library, meetings bar association execs, law firm reps commenced. Establishing outreach to law firms through publications.
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Implement programs	9/30/2014		7/31/2015	Some programs implemented. Will expand & refine outreach in coming year.
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Assess results & recommend ongoing programs	10/31/2014		9/30/2015	Some programs implemented. Will expand & refine outreach in coming year.
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Completion	11/30/2014		10/31/2015	Some programs implemented. Will expand & refine outreach in coming year.
F3(B)	Build relationships with relevant corporate entities						
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Identify candidate organizations	3/30/2014	Y	10/31/2014	Some candidates identified; further research needed
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Contact organizations and discuss opportunities (min 4)	6/30/2014		7/31/2015	Some candidates contacted; further outreach to be coordinated with FLACLL new staff
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Implement test programs	9/30/2014		7/31/2015	Commenced but not completed
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Assess results & recommend ongoing programs	10/31/2014		9/30/2015	
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Completion	11/30/2014		11/30/2015	
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		8/31/2015	To be developed in coordination with in-house MCLE programs; delayed due to other priorities
F3(C)	Establish a speakers' bureau	Sandi Levin	Announce program	1/31/2014		10/30/2015	
F3(C)	Establish a speakers' bureau	Sandi Levin	Conduct outreach	3/31/2014		11/30/2015	
F3(C)	Establish a speakers' bureau	Sandi Levin	Launch	4/30/2014		1/15/2016	
F3(C)	Establish a speakers' bureau	Sandi Levin	Assess and revise, as needed	6/30/2014		3/31/2016	
F3(C)	Establish a speakers' bureau	Sandi Levin	Completion	9/30/2014		6/30/2016	
S1(A)	Preserve service levels by maintaining adequate staffing						

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S1(A)	Preserve service levels by maintaining adequate staffing	John Kohl	Working with supervisors and employee groups, establish baseline productivity metrics	9/30/2014			Commenced but not completed. Deferred indefinitely due to staff vacancies.
S1(A)	Preserve service levels by maintaining adequate staffing	John Kohl	Benchmark productivity at comparable institutions	11/30/2014			
S1(A)	Preserve service levels by maintaining adequate staffing	John Kohl	Establish target metrics	1/31/2015			
S1(A)	Preserve service levels by maintaining adequate staffing	John Kohl	Recommend changes in staffing to achieve targets	3/31/2015			
S1(A)	Preserve service levels by maintaining adequate staffing	John Kohl	Completion	6/30/2015			
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		5/31/2015	Partially complete. Met with reps from Ravel to discuss onsite implementation, NCLC materials will be visible and available in law room.
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		6/30/2015	Will meet and discuss with Ralph/CMS regarding Law Journal Press resources.
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Implement new resources on test site	9/30/2014		6/30/2015	
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Develop metrics to evaluate user satisfaction and assess	10/31/2014		6/30/2015	
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		9/30/2015	
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Completion	6/31/15		9/30/2015	
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		5/11/2015	Implemented the basic framework, need to insert scripts into public website. Website Location not yet identified. Delayed due to IT vacancies
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Work with IT staff to test implementation	9/15/2013		5/25/2015	IT has implemented the basic framework. Waiting for approval before implementation and moving on to the next step. Delayed due to IT vacancies
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Training and testing with reference staff	9/30/2013		5/29/2015	
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Create promotional materials	10/1/2013		6/15/2015	
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Completion	11/15/2013		6/20/2015	
S1(D)	Provide self-serve scanning equipment in the Library						
S1(D)	Provide self-serve scanning equipment in the Library	Jaye Steinbrick & Technology Manager	Work with staff and patrons to evaluate technology requirements.	10/15/2014		11/15/2015	Deferred 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 & Technology Manager	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 & Technology Manager	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 & Technology Manager	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 & Technology Manager	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		

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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	Y	1/30/2015	Discussed strategies with staff. Determined formal policy is difficult to implement but an ongoing discussion and pointers on handling situations is vital, as is commitment to reference service
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	Y	3/31/2015	Ongoing, should not have an ending date
S1(E)	Establish and implement a policy for how to handle patrons with greater needs and time demands	Ralph Stahlberg	Completion	10/30/2014	y	10/30/2015	
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	Y	2/28/2015	This project is being coordinated with objective C1(B). Extended dates for focus groups and survey reflect extended dates for objective C1(B). Survey dates: February 3 - March 8, 2015.
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		5/31/2015	This project is being coordinated with objective C1(B). Extended date reflects new deadline to draft and distribute survey to user groups 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	Present recommendations	12/31/2014		8/31/2015	This project is being coordinated with objective T1(B). Extended date reflects new deadline for ILS product selection for objective T1(B).
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		8/31/2015	This project is being coordinated with objective T1(B). Extended date reflects new deadline for ILS product selection for objective T1(B).
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		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	Y	10/31/2015	Based on favorable response to reference service in initial Strategic Plan survey, additional surveying not recommended, although future periodic surveying will be explored.
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	Y	12/31/2015	Current formal and informal training for librarians that includes vendor programs, conference attendance, webinars, and professional reading keeps them prepared to deal with daily reference work. Additional training is always explored and encouraged.
S1(I)	Provide quality, comprehensive, face-to-face reference services by trained librarians	Ralph Stahlberg	Completion		Y	4/1/2015	
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	
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Generate report of findings and make recommendations	11/30/2013	Y		New A2J volunteer interns will review existing resources and develop recommendations for updating LALL's self-help section
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		12/31/2015	Need more clarification - funding resources may not be necessary to expand SHC section of website

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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		12/31/2015	this will take place in conjunction with reconvening of website committee and start of A2J interns.
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Develop content	6/30/2014		6/30/2015	
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		6/30/2015	
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Upload and implement	12/31/2014		9/30/2015	
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Completion	3/31/2015		12/31/2015	
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	Y	3/31/2015	Conversations underway with PLI who has hired an attorney to manage their pro bono programming. Topic under consideration is how to talk to a lawyer and tie-in to Lawyers in the Library. A2J interns will be doing competitive intelligence to see what video content has already been created that is relevant to this topic.
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Develop script and vet with stakeholder advisors	3/30/2014		6/30/2015	Subject to partnering with PLI who has all of the video recording equipment. Also, video recording equipment may be secured as part of RM's small business series by June 2015.
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Produce video	9/30/2014		9/30/2015	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		12/31/2015	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			
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		5/15/2015	Information collected, but needs updating. Will reevaluate scope of project in light of LASC web update
S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Assemble information into usable print and online resources / present draft	10/1/2013		6/15/2015	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		7/20/2015	
S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Completion	10/15/2013		7/20/2015	
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		6/30/2015	Delayed due to other priorities
S2(D)	Develop translation resource handouts	Linda Heichman	Evaluate effectiveness of existing process	9/30/2014		9/30/2015	
S2(D)	Develop translation resource handouts	Linda Heichman	Develop handout	12/31/2014		12/31/2015	
S2(D)	Develop translation resource handouts	Linda Heichman	Recommend plan for future improvements	3/31/2015		2/29/2016	Recommendation to follow 3 months after initial development of handout.
S2(D)	Develop translation resource handouts	Linda Heichman	Completion	3/31/2015		2/29/2016	
S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library						

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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	Y	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	Y		Lawyers in the Library is now regularized and no longer legal aid-based. Library has also agreed to support the County-wide incubator consortium, which has the potential to create referrals for unbundled or modest means fee-based services.
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	Y		Not necessary under model as implemented
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			Dates to be adjusted to coordinate with incubator
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			
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	Expungement Clinic ongoing on monthly basis. Discussions and test projects ongoing with trial readiness clinic, Public Counsel's appellate law project and immigration legal aid partners.
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Identify and seek funding sources	3/30/2014	Y		Firm sponsorship obtained for expungement clinic; application for TIG funding underway to expand name change workshop; trial readiness converted to fee-based model
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Launch pilot program(s)	9/30/2014	Y		adult name change workshop, family law trial prep and expungement clinic all regularized
S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Assess 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	y	12/1/2014	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	y	12/1/2014	
S2(H)	Offer more training from vendors and publishers	Katie O'Laughlin	Completion	2/28/2014	Y	12/1/2014	ongoing trainings
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.

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S3(B)	Confirm plan for new Long Beach Branch	Linda Heichman	Evaluate and assess LB presence	12/31/2013	Y	12/31/2014	Draft report underway.
S3(B)	Confirm plan for new Long Beach Branch	Linda Heichman	Completion	3/31/2014	Y	12/31/2014	Report completed.
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			
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		6/30/2015	Internal discussions ongoing; evaluating models to minimize exposure
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Assess components and recommend policies and procedures	3/30/2015			
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	P&P and Communications and roving members of the Reference staff 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	Y		Ref working with Communications and P&P actively posting and delivering library flyers, positive comments from court staff
S3(E)	Offer training and materials to the courts, including library resources, FAQ's and referral sheets	Ralph Stahlberg	Completion	9/30/2014	y		
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		7/1/2016	Reevaluate FY1617 depending on budget.
S4(A)	Establish eBranches throughout the County	Linda Heichman & Jaye Steinbrick	Develop additional technology and tools	6/30/2014		10/1/2016	
S4(A)	Establish eBranches throughout the County	Linda Heichman & Jaye Steinbrick	Identify strategic locations and develop partnerships	7/31/2014		1/1/2017	
S4(A)	Establish eBranches throughout the County	Linda Heichman & Jaye Steinbrick	Pilot new tools	9/30/2014		6/30/2017	
S4(A)	Establish eBranches throughout the County	Linda Heichman & Jaye Steinbrick	Launch "next phase" eBranch	12/31/2014		12/31/2017	5 month launch, 1 month compiling recommendation
S4(A)	Establish eBranches throughout the County	Linda Heichman & Jaye Steinbrick	Completion	Ongoing?		12/31/2017	
S4(B)	Expand training at partnership locations						

Los Angeles County Law Library Strategic Plan
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
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	Y	12/31/2014	
S4(B)	Expand training at partnership locations	Linda Heichman	Recommend program for ongoing, regular, public and staff training	6/30/2014	Y	3/31/2015	
S4(B)	Expand training at partnership locations	Linda Heichman	Completion	7/31/2014	Y	3/31/2015	

MEMORANDUM

DATE: May 27, 2015

TO: Board of Law Library Trustees

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

RE: 2015-2016 Property & Casualty Renewal Update

SUMMARY

This item is for information only, unless the Board would like to discuss the item or provide direction to alter the proposed marketing plan. Our property and casualty insurance will renew on July 1, 2015. We are in the third year of a three year contract with our brokers, Keenan & Associates, and are working with them to secure quotes that are both favorable and sensitive to our proposed FY 2016 budget. We will be formally presenting these quotes at the June 2015 meeting for your consideration but wanted to give you a preview of what may be expected. The following is a progress report based upon information submitted by Keenan on 5/19/2015:

The market outlook continues to be positive, however, we are faced with the issue that not many carriers are willing to underwrite public entity risks. The number of carriers shrinks even more when the public entity is in California due to the unique exposures and liability associated with the same. As a result, we strive to establish long term partnerships with carriers that provide the most comprehensive coverage at the most competitive price. We believe that we've been able to achieve this partnership for the Law Library and would recommend we continue to work on negotiating the most favorable renewal terms and pricing with incumbent carriers.

Keenan's marketing team informally reached out to a few underwriters to discuss the Law Library's program structure. Thus far, however, there are few prospects for more favorable quotes. Keenan recommends marketing to the existing carriers for one more year as it appears they will provide the most favorable rates and coverage. Keenan expects the result to be a modest increase of less than 3%.

*The 2014-2015 schedule of insurance is attached for your reference.



REAL PROPERTY APPRAISAL: BUILDING & CONTENTS

It has been many years since a formal appraisal of the building and its contents was conducted. As part of the renewal process, carriers have requested that the building be valued. We are working with a valuation firm to comply with the carriers' request. Properly valuating the building and its contents will allow DIC insurance carriers and the Library to provide adequate level of insurance. At the June meeting, the Board will be asked to review the valuations and to consider policy questions regarding the appropriate means to value the unique materials collection including many irreplaceable and unique items.

RECOMMENDATION

No action is needed at this time.



**Los Angeles County Law Library
Schedule of Insurance**

Coverage	Carrier	Policy Number	Policy Term	Policy Limits	Ded/SIR	Premium
Property*	Argonaut Insurance Co	4630501-01	7/1/14 - 7/1/2015	\$35,654,651 Property Limit	\$50,000	see below
Equipment Breakdown*				\$35,654,651 Equipment Breakdown Li	\$5,000	see below
General Liability*				\$1,000,000 Each Occurrence	\$50,000	see below
				\$3,000,000 Annual Aggregate		
Employee Benefits Liability*				\$1,000,000 Each Occurrence	\$50,000	see below
				\$3,000,000 Annual Aggregate		
Public Officials Liability*				\$1,000,000 Each Occurrence	\$50,000	see below
				\$3,000,000 Annual Aggregate		
Employment Practices*				\$1,000,000 Each Occurrence	\$50,000	see below
				\$3,000,000 Annual Aggregate		
Excess Liability (Primary Layer)*				\$10,000,000 Each Occurrence Limit	\$50,000	see below
				\$10,000,000 Annual Aggregate		
Total Annual Premium:						\$55,536.00
Excess Liability (Secondary Layer)	RSUI Indemnity Company	NHA235876	7/1/14 - 7/1/2015	\$5,000,000 Each Occurrence		
				\$5,000,000 Aggregate		
Total Annual Premium:						\$ 7,500.00
Cyber Liability	Underwriters at Lloyds Hiscox Insurance Agency	UCS2666704.13	7/1/14 - 7/1/2015	\$1,000,000 Breach Costs	\$10,000	
				\$1,000,000 Privacy Protection	\$10,000	
				\$1,000,000 Multi Media Protection	\$10,000	
				\$1,000,000 Hacker Damage	\$10,000	
				\$1,000,000 Cyber Business Interuptio	10 Hours	
				\$1,000,000 Cyber Extortion	\$10,000	
Annual Premium:						\$ 6,026.00
State Tax:						\$ 180.78
Stamping Fee:						\$ 12.05
Intermediary Fee:						\$ 375.00
Total Annual Premium:						\$ 6,593.83

* Package Policy

**Los Angeles County Law Library
Schedule of Insurance**

Coverage	Carrier	Policy Number	Policy Term	Policy Limits	Ded/SIR	Premium
DIC Insurance - Primary EQ & Flood	Aspen Specialty Insurance Co	PTACCC414A0Q	7/1/14 - 7/1/15	\$5,000,000 Per Occ & Agg	See note*	\$ 68,000.00
					Broker Fee (Not Keenan):	\$ 1,700.00
					State Tax:	\$ 2,040.00
					Stamping Fee:	\$ 136.00
					Total Estimated Annual Premium:	\$ 71,876.00
DIC Insurance - \$5M XS \$5M EQ & Flood	Endurance American Specialty Company	CPN10003940700	7/1/14 - 7/1/15	\$5,000,000 Per Occ & Agg	See note*	\$ 28,956.00
					Broker Fee (Not Keenan):	\$ 725.00
					Policy Fee:	\$ 150.00
					State Tax:	\$ 873.18
					Stamping Fee:	\$ 58.21
					Total Estimated Annual Premium:	\$ 30,762.39
DIC Insurance - \$15M XS \$10M EQ & Flood	Underwriters at Lloyds Western Re	LLO01069	7/1/14 - 7/1/15	\$15,000,000 Per Occ & Agg	See note*	\$ 30,000.00
					Broker Fee (Not Keenan):	\$ 750.00
					Policy Fee:	\$ 300.00
					State Tax:	\$ 909.00
					Stamping Fee:	\$ 60.60
					Total Estimated Annual Premium:	\$ 32,019.60
DIC Insurance - \$5M XS \$20M EQ & Flood	Essex Insurance Co	ESPW7258	7/1/14 - 7/1/15	\$5,000,000 Per Occ & Agg	See note*	\$ 10,000.00
					Broker Fee (Not Keenan):	\$ 250.00
					State Tax:	\$ 300.00
					Stamping Fee:	\$ 20.00
					Total Estimated Annual Premium:	\$ 10,570.00
DIC Insurance - \$9.6M XS \$30M EQ & Flood	Insurance Co of the West	XHO800088001	7/1/14 - 7/1/15	\$9,600,000 Loss Occurrence	See note*	\$ 13,800.00
					Broker Fee (Not Keenan):	\$ 350.00
					Total Estimated Annual Premium:	\$ 14,150.00
*\$25,000 Per Occurrence All Covered Perils, except: \$25k Per occurrence as respects the peril of Flood. 10% Per unit of insurance of the TIV at time of loss subject to a minimum of \$100,000 Per Occurrence as respects the perils of EQ/EQSL.						

MEMORANDUM

DATE: Wednesday, May 27, 2015

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Approval of Outside Auditor RFP

The Law Library has issued the attached Request for Proposals for financial audit services. Although the Law Library has been pleased with the service and quality of work of its present auditors, proposals have not been solicited in a number of years. Staff believes it is prudent and appropriate to engage in an open proposal process and obtain bids periodically to ensure quality and value. No action on the part of the Board is required at this time. Staff expects to present a recommendation for award of a contract at the June 2015 meeting.



LOS ANGELES COUNTY LAW LIBRARY

REQUEST FOR PROPOSALS FOR FINANCIAL AUDIT SERVICE

May 2015

I. INTRODUCTION & BACKGROUND

The Los Angeles County Law Library ("Library") is issuing this Request for Proposal (RFP) to solicit proposals for a contract with a CPA firm to perform its annual financial audit and prepare and submit audit reports together with accompanying management letters.

The Library is a public law library serving judges, attorneys, government officials and the general public of Los Angeles County. The Library is an independent public agency established pursuant to Sections 6300 et seq. of the California Business and Professions Code. The governing body is a seven (7) member Board of Trustees (Board). The Executive Director of the Library is appointed by the Board of Trustees.

Accounting records and financial statements are prepared and maintained by Library staff. The Library's financial statements are prepared on an accrual basis.

II. SCHEDULE & CONTRACT TERM

Proposals in response to this RFP are due by the close of business on June 10, 2015. See Section VI below for detailed information on submitting proposals.

It is anticipated that the Board of Trustees will award a contract no later than their June 24, 2015 Regular Board meeting.

Financial audit reports and management letters will be due in accordance with the following anticipated schedule:

Date	Description/Action
June 30	End of fiscal year
July 30 – Sep 30	Audit field work according to agreed schedule
October 14	Issuance of reports and letters to Library
October 28	Presentation of financial audit to Board of Trustees

III. CONTACT WITH LIBRARY PERSONNEL

All contact and questions on the content or intent of this RFP or on procedural matters regarding proposals must be in writing and may be mailed, e-mailed or faxed to:

Marcelino Juarez
Finance Manager
301 W First St.
Los Angeles, CA 90012
mjuarez@lalawlibrary.org
213-680-1727 (fax)

If it is discovered that the firm contacted and received information from any Library personnel, other than the person specified above, regarding this solicitation, Library, in its sole determination, may disqualify their proposal from further consideration.

IV. STATEMENT OF WORK

The purpose of this RFP is to solicit proposals for financial audits of the Library beginning with fiscal year, July 1, 2014 to June 30, 2015; preparation and submission of audit reports and accompanying management letters, as required, and a presentation of all financial audit reports and management letters to the Board of Trustees at a Regular meeting of the Board of Trustees as specified in the schedule under section II of this RFP.

A. General information regarding the Statement of Work

The examination of the Library's financial statements shall be conducted in accordance with Generally Accepted Auditing Standards (GAAS), standards set by the Governmental Accounting Standards Board (GASB), and Generally Accepted Accounting Principles (GAAP).

1. The audit must include all Library funds and fund accounts governed by the Board of Trustees.
2. The CPA firm must have a good understanding of all statements of governmental accounting standards issued by the Governmental Accounting Standards Board (GASB) including statement no. 68 (*Accounting and Financial Reporting for Pensions*) and no. 45 (*Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*).
3. No additional work will be compensated unless there is a written agreement identifying the scope of that additional work and signed by both parties.

B. Contract Deliverables

The selected firm must deliver fifteen (15) copies of the final financial audit report and management letter two weeks prior to the presentation of the said reports to the Board of Trustees in accordance with the schedule in section II of this RFP.

The Reports and the Letters shall be addressed to:

**Board of Law Library Trustees
Los Angeles County Law Library
301 West First Street
Los Angeles, CA 90012-3140**

1. Details regarding Reports on Examination of Financial Statements
 - a. The reports shall set forth the scope of the examination, together with an opinion
 - b. The reports shall include the financial statements customarily associated with reports of governmental units.
 - c. The reports shall include such explanatory footnotes as considered necessary to disclose all material items.
2. Details regarding Management Letters
 - a. Management letters shall include material findings and recommendations for improvement resulting from the survey of systems of internal control conducted as part of the examination.
 - b. Management letters shall include material findings and recommendations for improvements in accounting system that were noted during the conduct of examination.
 - c. Management letters shall include material findings and noncompliance with laws and regulations coming to the attention of the firm during the course of the examination.
 - d. Management letters shall include any other material items coming to the attention of the firm during the conduct of the examination.
3. Details regarding Presentation

A representative of the company will make a public presentation of the financial audit report, management letter, and any optional recommendations to the Board of Trustees at a regular meeting of the Board of Trustees in accordance with the schedule under section II of this RFP and be available to answer questions from the Board of Trustees and the Executive Director at that time.

C. Library Support and Obligations

The Library will provide assistance in locating and obtaining required records, documentation, supporting information and listings.

The Library will provide sufficient, secure space in which the audit staff can work and free access to the Library's parking garage.

V. CONTENTS OF PROPOSAL

Submitted proposals must address the areas identified in Parts A and B of this Section.

- Part A Statement of Work
Part B Costs Associated with the Statement of Work

A. Statement of Work

1. Company Organization and Contact Information

Interested and qualified firms should provide the following:

- a. Identify the name, address, telephone, fax numbers.
- b. If established, provide the address of the company web site.
- c. Provide the name, title, telephone number and email address of the person or persons authorized to represent the company in the proposal process.
- d. If different from your response in number 3, provide the name, title, telephone number and email address of the person designated as the company contact.

2. Minimum Mandatory Requirements

a. The firm must have sufficient background and experience providing auditing, tax and management consulting services to government organizations. Firms should provide the following:

1. A statement of the company's background and experience providing auditing, tax and management consulting services for government organizations and or non-profit organizations.
2. References for similar work performed for other government or non-profit organizations.
3. Identify appropriate, current licenses.

b. The individual(s) assigned to perform the work for this contract must be qualified to perform an audit of a government unit, and auditing in general. Firms should provide the following:

1. A statement identifying the lead person(s) for this project and provide a description of their background, particularly noting similar assignments, specialized expertise or experience with government organizations.
2. A statement identifying all key personnel assigned to this project, their names and participation level. Provide a summary of each person's background, particularly noting similar assignments, specialized expertise or experience with government organizations.
3. If applicable, a statement identifying all subcontractors who will be used and the work to be performed by them. Provide a summary of each person's background, particularly noting similar assignments, specialized expertise or experience with government organizations.

3. Work to be Performed

State the approach to the audits, including the objective(s) and scope of work to be performed. Firms should provide the following:

- a. Identify the phases and work performed within each phase.
- b. Identify each milestone.
- c. Identify each person involved in each phase and the level and type of work to be performed.
- d. Provide the approximate amount of time required to complete each phase.

4. Retention of Working Papers

Include a statement acknowledging that if your company is awarded a contract, you will retain the audit work papers and related audit reports for a minimum period of five (5) years.

5. Additional Data

Provide other essential data that may assist in the evaluation of your company's proposal.

B. Costs Associated with the Statement of Work

The Contractor shall propose a fixed fee for completion of the identified scope of work which fee shall remain firm and fixed for the audit of fiscal year 2014-2015. The Contractor shall propose a maximum permissible annual increase in the fixed fee for completion of the identified scope of work for the audits of fiscal years 2015-2016 and 2016-2017.

Proposals must also include cost sheets that address the following:

1. Financial Audit & Management Letter

- a. Labor: For each person assigned to the project, identify the approximate number of hours they will devote to the project and their hourly rate.
- b. Subcontractor Costs: Identify subcontractors by name, list their cost per hour or per day, and the number of hours or days their services will be used.
- c. Travel Costs: The Library will not reimburse travel costs.
- d. Miscellaneous Costs: Identify any miscellaneous costs or expenses that will be charged to the project. Any applied discounts or surcharges must be clearly identified.
- e. Summary: Summarize the total number of hours, subcontractor costs and miscellaneous costs.
- f. Maximum Fee: A maximum fee amount (not to exceed amount) must be clearly stated.

VI. PROPOSAL SUBMISSION AND RFP AMENDMENTS

A. Adherence to requirements, cancellation of RFP, and rejection of all or some proposals.

All proposals must be submitted in accordance with the requirements outlined in this RFP. Failure to adhere to these specifications may be cause for rejection of proposal. The Library may, at its sole discretion, reject any or all proposals submitted in response to this RFP. The Library may, at its sole discretion, cancel this RFP at any time. The Library shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. The Library reserves the right to waive inconsequential disparities in a submitted proposal.

B. Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

C. Signature

Proposals must be signed by an authorized representative of the company.

D. Number of Copies

The company shall submit ten (10) complete copies of the proposal.

E. Due Date and Method of Delivery

All proposals must be received by close of business on **June 10, 2015** and be directed to:

Sandra J. Levin
Executive Director
Los Angeles County Law Library
301 West First Street
Los Angeles, CA 90012-3140

Any correction or resubmission provided by the company will not extend the submittal due date.

F. Amendments to the RFP

The Library has the right to modify the RFP by written addendum up until three (3) days before the proposals are due. It is the Proposer's responsibility to obtain all addenda relating to this RFP. The Library will provide all addenda relating to this RFP to those individuals or entities that Library records indicate has received copies of this RFP.

G. Notice to Proposers Regarding the Public Records Act

All proposals become the exclusive property of the Library. All proposals are subject to the California Public Records Act and when a recommendation to award a contract appears on the Board of Trustee's agenda, all such proposals submitted in response to this RFP become a matter of public record, with the exception of those parts of each proposal which are defined by the Contractor as business or trade secrets, and plainly marked as "Trade Secret," "Confidential," or "Proprietary." The Library shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of exception. The Proposer must specifically label only those provisions of the proposal which are "Trade Secrets," "Confidential," or "Proprietary" in nature.

H. Modifications or Withdrawals of Responses

Amendments may be submitted until the deadline for the RFP. Proposals may be withdrawn until the deadline for the RFP. After the deadline, proposals are only revocable with the consent of the Library.

VII. PROPOSAL EVALUATION AND SELECTION

The Library reserves the right to review, evaluate and select the successful proposal submitted pursuant to this RFP. The selection process will begin after the due date for Proposals on June 5, 2015.

Evaluation of the proposals will be made by Executive Director to determine the most overall qualified, cost-effective and responsive Proposer. The Executive Director will recommend a Proposer to the Board of Trustees and negotiate a contract for consideration, approval and award by the Board of Trustees. If a satisfactory contract cannot be negotiated or approved, the Library may, at its sole discretion, begin contract negotiations with the next qualified Proposer, as determined by the Library. The recommendation to award a contract does not and cannot bind the Board of Trustees to award a contract to any prospective contractor.

VIII. AWARD OF THE CONTRACT

Award of the contract will be made upon approval of the Board of Trustees at a Regular Board meeting. All companies submitting proposals will be notified of the Board's action.

The final contract shall consist of terms and conditions consistent with this RFP and the selected proposal as well as terms including, but not limited to, the following:

A. Indemnification and Insurance

Contractor shall indemnify, defend and hold harmless the Library, its officers, employees, and agents from and against any and all liability, including, but not limited to, demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees) arising from or connected with the Contractor's acts and/or omissions arising from and/or relating to the contract.

The Contractor shall procure, maintain, and provide to the Library proof of insurance coverage for all the programs of insurance along with associated amounts.

B. Conflict of Interest

No Library employee whose position at the Library enables him/her to influence the selection of a Contractor for this RFP, or any competing RFP, nor any spouse of economic dependent of such employees, shall be employed in any capacity by a Proposer or have any other direct or indirect financial interest in the selection of a Contractor.

IX. PAYMENT OF FEES

Payment will be made following completion of the work, submission of the required audit report and management letter and presentation to the Board of Trustees. The Library may consider a progress payment if the work is in accordance with the proposed schedule of phases and milestones.

AGENDA ITEM 4

CLOSED SESSION

- 4.1 Conference with Labor Negotiator (G.C. 54957.6).
Library Negotiators: Sandra J. Levin and Jaye Steinbrick;
Employee Organization: SEIU Local 721.

AGENDA ITEM 5

DISCUSSION ITEMS

- 5.1 Discussion and Approval of SEIU Memorandum of Understanding.
- 5.2 Discussion and Approval of Proposed Operating Budget, Fiscal year 2015-2016.
- 5.3 Law Week After-Report.

MEMORANDUM

DATE: May 27, 2015

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: SEIU Negotiations

Staff is still working through some of the final points and will have a last negotiating meeting with SEIU on Friday, May 22. We will provide an update and – hopefully – a proposed MOU for approval prior to the meeting on Wednesday.

There is a closed session scheduled, so that if SEIU and staff do not reach an agreement suitable for presentation to the Board or if the Board has concerns about a proposed agreement, you can discuss it in closed session and provide negotiating instructions to try to reach agreement on terms.

There is also an open session item scheduled so that you may take action on any proposed agreement if/when you are prepared to do so.



MEMORANDUM

DATE: May 27, 2015

TO: Board of Trustees

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

RE: Discussion and Approval of Fiscal Year 2015/16 Budget

SUMMARY AND BACKGROUND INFORMATION

The Financial Planning Committee met several times to review and discuss the preliminary FY2016 Budget information compiled by staff. Information presented included Income and Expense Operations Summary, Cash Flow, Alternative Options for possible additional cuts and enhancements, and a listing of proposed capital expenditures. On April 23, 2015 the Committee discussed each of these budget categories as well as the short-term and long-term financial picture for the Law Library and recommended approval. The recommendation is based upon a few key underlying principles:

1. The proposed budget incorporates significant cuts that will affect service levels.
2. The proposed operating budget, although resulting in a deficit in accounting terms, does not drain cash.
 - a. The operating budget generates positive cash flow of approximately \$135K.
 - b. The proposed capital budget is \$1,310K and results in a negative cash flow overall of \$1,160K for FY2016. However, the capital budget includes significant items deferred from fiscal years 2014 and 2015.
 - c. The result is that total reserves have remained stable, increasing over FY2013 by approximately \$75K.
3. If revenue does not increase, additional cuts will be required in the future (in order to generate sufficient cash flow to cover future capital needs) but cuts can be managed more effectively if implemented slowly over time.

Attached for your consideration are: the proposed FY2016 budget, including capital costs; the projected FY2016 cash flows; a memorandum describing the changes included in that budget; and a memorandum describing alternatives not recommended at this time (and not included in the base budget).

A summary of significant items follows here.



BUDGET PROCESS AND OVERVIEW

The budgeted FY 2016 Net Income before Extraordinary Income and Expense is presented at a loss of \$1,156,404 as compared to a forecasted loss of \$650,836 for the current fiscal year, FY 2015. Similar to last year, this loss is largely due to 1) a continued reduction in L.A. Superior Court Filing Fees income; and 2) the time lag in cuts to the collection appearing as savings in the income statement due to depreciation rules. Both items are discussed further below.

As part of the budgeting process, each of the operating departments was requested to propose expenditure reductions and all proposed reductions were discussed and evaluated. Those cuts recommended for approval because of their lesser effect on levels of service were included in the proposed budget resulting in projected savings from the FY2015 forecast of \$432,233. (The changes in job descriptions necessary to implement the proposed reductions in expenses will be presented for approval at the June meeting.) Unfortunately, these cuts are almost entirely offset by projected increases in costs due to inflation, market changes and other factors beyond our control (e.g., projected increases in health care, utilities, etc). Those cuts more significantly affecting level of service were presented as alternatives for the Committee's consideration.

Staff noted, and the Committee agreed, that in light of the cuts already made in recent years, the opportunities to reduce expenses without affecting patron service are minimal. Past efforts to stem financial losses included staffing reductions and layoffs, furloughs, contract cost reductions through RFPs and contract re-negotiations, and in-house legal representation. Past efforts to increase revenue, included new investment strategies, increased room rentals, increased course registrations and revised parking options. These efforts have been significant but cannot compensate for the multi-million dollar loss in filing fee revenue over the past several years.

CHANGES IN ACCOUNTING PRESENTATION

Changes relating to UBS investment income and interest income from the CERBT account result in the appearance of a material decrease in investment income, when in reality these are merely changes in accounting presentation. Specifically, the gain or loss from the UBS Treasury Bill investments has been removed from operating revenue and is now listed 'below the line' as extraordinary income. Interest on the CERBT investments has also been removed from the interest income line item and is, instead, reflected as a reduction in the health insurance costs since that is where the accrued interest is applied. The latter change offsets the 5% projected increase in health care costs.

FILING FEES

The primary reason for the proposed Net Income loss is the continued decline in income from civil filing fees. From FY 2009, L.A. Superior Court Filing Fees have decreased from \$9,978,807 to a budgeted FY 2016 amount of \$6,409,933. It is hoped that the filing fees decrease will level off during FY 2016, but no increase is predicted. As a result, filing fee revenue is budgeted to be approximately \$135,957 less than the current year.



CHANGES INCLUDED IN BASE BUDGET

Although the attached memo describes the changes included in the base budget, a few items warrant separate highlighting:

- a. Elimination of Finance Director position (addition of PT accounting clerk);
- b. Elimination of Supervisor, Stacks and Shelving Position and Long Beach Branch Assistant position (addition of limited term Supervisor, Special Projects and Support position)
- c. IT Department restructure
- d. Conversion of facilities and mailroom clerk to part-time
- e. Significant collection cuts, including both digital and print content
- f. 5 day holiday furlough

In addition to the cuts presented by staff, one alternative cut was recommended to be integrated into the base budget: the cap on the transportation allowance reimbursement at the maximum non-taxable benefit allowed by the IRS of \$130/month.

ALTERNATIVE OPTIONS

Additional cuts from the Alternatives list were not recommended by staff or the committee due to the negative impact on service levels (and the ability to achieve a positive operating cash flow without these cuts).

CAPITAL EXPENDITURES

Proposed capital expenditures were presented totaling \$1,200,000 (see attached) of which \$470,000 were carryover projects from prior years. Staff also identified other potential capital projects not recommended for inclusion, including: (1) replacement of book detection gates near security desk for a more reliable system (\$32,000); (2) replacement of 8 bathroom counter and sink replacements and updates (\$20,000); and (3) completion of the classroom in the 70s section (\$14,000). The Committee concurred that the recommended capital expenditures were necessary for health and safety reasons, to sustain existing operations or to complete pending projects. One additional capital expenditure was identified subsequent to the Committee meeting: a significant computer software update (Desktop and Server Operating System updates) due to the end of life of the current product. This increases the capital expense for FY2016 to \$1,310,000 as reflected in the proposed budget.

CASH FLOW

Based on the budget without alternatives, cash and cash equivalents at the end of FY 2016 are projected to be \$2,924,138, a net decrease of \$1,156,149 over the prior year. In addition to the \$2,924,138, the Library holds a \$2M trust fund with CalPERS CERBT and a \$4M investment with UBS, bringing the total investments, cash and cash equivalents at \$8,959,138. This is approximately \$75,000 more than the total reserves at the end of the 2013 fiscal year.

In other words, the operating budget generates positive cash flow of approximately \$135K which, when combined with the proposed capital budget of \$1.3M results in a negative cash flow overall of \$1.1M for FY2016. However, the capital budget includes



significant items deferred from fiscal years 2014 and 2015 during which years positive cash flow was also generated. The result is that net reserves have increased slightly over FY2013.

FUTURE YEARS

Last year, the Board and Staff discussed the outlook over a roughly 3 year period, noting that if Filing Fee revenue continued to decline without offsetting income increases in other categories, current service levels could not be maintained. The general consensus was that filing fee revenue was likely to level off but not regain historic levels. Staff recommended and the Board agreed that increased revenue from pending initiatives (room rentals, class registration, investment opportunities, etc), moderate cuts and cost savings due to staff changes as a result of natural attrition, would allow the Law Library to maintain service levels without further depleting reserves over time and that drastic cuts should not be implemented immediately.

The Board further agreed that a 3 year course of making modest cuts, implementing new revenue initiatives and reducing staffing through attrition was the most prudent course to achieve a balanced budget – and would be re-evaluated at least twice each year at budget adoption and review.

The Board also recommended a cap on the use of reserves to offset potential losses over time. **In particular, the Board recommended that the combined impact on the reserves of losses for FY2015 and FY2016 not exceed \$1M.**

Staff has pursued that approach, and Staff and the Committee recommend continuing with it. The reserves are not only stable, but increasing slightly over time; making cuts slowly is allowing the Law Library to adjust and provide maximum service levels given the revenue situation. As always, we will provide monthly reports throughout the fiscal year, as well as a more in depth mid-year budget review.

RECOMMENDATION

With the support of the Budget Committee, Staff recommends that the Board approve the proposed budget for FY2016, including the Operating Income and Expense Statement, the proposed capital expenditures and the cash flows. If the Board approves the current proposal, then final documentation, including the job descriptions necessary to implement the budget changes, will be presented on the consent calendar at the June 2015 board meeting.

If the Board would like to make changes, then staff will bring back any changes at the June 2015 Board meeting for discussion and approval.



Los Angeles Law Library: Summary

Forecast: Fiscal Year Ending 6/30/16

GL No.				Budget 2015	Forecast 2015	Budget 2016	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
	2012	2013	2014					
Summary:								
Income								
L.A. Superior Court Fees	8,386,731	7,684,540	7,112,614	6,941,911	6,545,890	6,409,933	(135,957)	-2.1%
Interest	108,349	64,286	92,248	147,105	20,680	19,435	(1,245)	-6.0%
UBS (Zero Coupon Treasury)	0	0	(2,617)	87,200	0	0	0	0.0%
Parking	718,308	556,182	618,386	530,000	655,962	669,000	13,038	2.0%
Library Services	438,065	420,309	563,148	466,850	489,861	496,377	6,515	1.3%
Total Income	9,651,454	8,725,317	8,383,780	8,173,066	7,789,625	7,594,744	(194,881)	-2.5%
Expense								
Staff	4,642,773	4,509,067	4,105,615	4,258,871	4,010,827	4,062,859	52,032	1.3%
Library Materials	3,879,820	3,400,726	3,035,273	2,846,538	2,706,490	2,503,641	(202,849)	-7.5%
Library Materials Transferred to Assets	(3,879,820)	(3,400,726)	(3,035,273)	(2,846,538)	(2,706,490)	(2,503,641)	202,849	-7.5%
Facilities	969,439	840,637	800,083	865,423	846,546	851,455	4,909	0.6%
Technology & Data	145,052	123,805	113,847	131,759	116,371	177,636	61,265	52.6%
General	157,129	92,729	68,276	74,064	77,694	70,198	(7,496)	-9.6%
Professional Development	73,013	29,557	16,759	17,937	18,024	22,557	4,533	25.1%
Communications & Marketing	39,237	26,675	9,587	11,420	5,015	9,710	4,695	93.6%
Travel & Entertainment	5,301	7,221	1,827	3,755	2,381	3,941	1,560	65.5%
Professional Services	105,032	78,188	36,593	66,996	53,672	55,275	1,603	3.0%
Depreciation	3,171,013	3,412,815	3,266,848	3,330,588	3,309,929	3,497,517	187,588	5.7%
Total Expenses	9,307,990	9,120,694	8,419,436	8,760,814	8,440,461	8,751,149	310,688	3.7%
Net Income (Loss)	343,464	(395,377)	(35,656)	(587,747)	(650,836)	(1,156,404)	(505,568)	77.7%
Investment Gain (Loss)²								
Extraordinary Income	0	0	671,128	0	77,848	35,000	(42,848)	-55.0%
Extraordinary Expense	0	1,270,607	279,570	0	16,000	0	(16,000)	-100.0%
Net Income Including Extraordinary Items	343,464	(1,665,984)	355,903	(587,747)	(634,836)	(1,121,404)	(486,568)	76.6%
								0.0%
Capitalized Expenditures	6,385,014	358,753	65,523	815,000	75,374	1,310,000	1,234,626	1638.0%

Los Angeles Law Library: Summary

Forecast: Fiscal Year Ending 6/30/16

GL No.					Budget 2015	Forecast 2015	Budget 2016	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2012	2013	2014					
Detailed Budget:									
Income:									
303300	L.A. Superior Court Fees	8,386,731	7,684,540	7,112,614	6,941,911	6,545,890	6,409,933	(135,957)	-2.1%
Interest:									
311000	Interest - LAIF	16,269	4,013	3,226	3,000	3,267	3,250	(17)	-0.5%
312000	Interest - General Fund	89,699	58,563	46,507	12,350	14,649	14,300	(349)	-2.4%
313000	Interest - Deposit Fund	2,382	1,710	1,813	1,755	2,147	1,885	(262)	-12.2%
313100	Interest - CalPERS CERBT ¹	0	0	40,647	130,000	0	0	0	0.0%
313200	Interest - Bonds ²	0	0	55	0	617	0	(617)	-100.0%
	Subtotal	108,349	64,286	92,248	147,105	20,680	19,435	(1,245)	-6.0%
Unrealized Invest. Gain/Loss									
321000	UBS (Zero Coupon Treasury) ²	0	0	(2,617)	87,200	77,232	0	0	0.0%
Parking:									
330100	Parking	718,308	556,182	618,386	525,000	655,962	669,000	13,038	2.0%
330105	Valet Parking	0	0	0	5,000	0	0	0	0.0%
	Subtotal	718,308	556,182	618,386	530,000	655,962	669,000	13,038	2.0%
Library Services:									
330150	Annual Borrowing Fee	10,475	5,600	4,095	0	2,510	2,400	(110)	-4.4%
330140	Annual Members Fee	76,632	95,117	104,268	102,000	107,210	109,980	2,770	2.6%
330340	Course Registration	2,570	15,024	27,056	24,350	27,765	24,096	(3,669)	-13.2%
330129	Copy Center	75,371	73,958	67,035	60,000	60,168	54,000	(6,168)	-10.3%
330205	Document Delivery	30,176	25,734	29,114	25,200	23,177	22,800	(377)	-1.6%
330210	Fines	45,980	49,962	49,523	45,000	39,490	38,400	(1,090)	-2.8%
330310	Miscellaneous	18,102	1,975	88,255	13,300	35,560	66,845	31,285	88.0%
330330	Room Rental	(309)	24,722	24,433	33,000	57,950	43,020	(14,930)	-25.8%
330350	Book Replacement	720	3,250	6,296	3,000	3,479	3,000	(479)	-13.8%
330360	Forfeited Deposits	28,474	0	13,495	0	0	0	0	0.0%
330400	Friends of Law Library	143,000	120,000	134,961	120,000	120,000	120,000	0	0.0%
330420	Grants	0	0	0	0	0	0	0	0.0%
330450	Vending	6,874	4,967	3,985	4,000	2,978	1,836	(1,142)	-38.4%
330465	Special Events Income	0	0	10,634	37,000	9,575	10,000	425	4.4%
	Subtotal	438,065	420,309	563,148	466,850	489,861	496,377	6,515	1.3%
	Total Income	9,651,454	8,725,317	8,383,780	8,173,066	7,789,625	7,594,744	(117,649)	(0)
Expenses:									
Staff:									
501000	Salaries (benefits eligible)	3,120,437	2,774,611	2,525,670	2,514,375	2,383,708	2,527,571	143,863	6.0%
501025	Staff Vacancy Offset (Ben. Eligible)	0	0	0	(50,288)	0	(50,551)	(50,551)	0.0%
501050	Salaries (benefits ineligible)	0	349,078	311,014	302,613	259,214	238,936	(20,278)	-7.8%
501075	Staff Vacancy Offset (Ben. Ineligible)	0	0	0	(3,994)	0	(4,779)	(4,779)	0.0%

Los Angeles Law Library: Summary

Forecast: Fiscal Year Ending 6/30/16

GL No.					Budget 2015	Forecast 2015	Budget 2016	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2012	2013	2014					
502000	Social Security	181,290	180,729	166,102	174,653	153,918	171,523	17,605	11.4%
503000	Medicare	43,562	43,427	40,273	40,846	37,825	40,114	2,290	6.1%
511000	Retirement	156,881	117,765	285,279	282,267	271,746	294,291	22,545	8.3%
512000	Health Insurance	550,361	551,922	499,922	521,252	413,348	414,188	840	0.2%
513000	Disability Insurance	8,613	2,797	4,936	4,519	5,140	4,570	(570)	-11.1%
514000	Dental Insurance	57,087	61,733	58,368	73,303	62,131	66,043	3,912	6.3%
514500	Vision Insurance	9,805	9,016	8,304	9,676	7,521	7,537	16	0.2%
515000	Life Insurance	1,729	1,660	1,096	1,282	1,144	1,680	536	46.8%
515500	Vacancy Benefits Offset	0	0	0	(22,156)	0	0	0	0.0%
516000	Workers Compensation Insurance	73,908	114,345	86,412	90,819	85,296	107,808	22,513	26.4%
517000	Unemployment Insurance	33,147	8,328	441	0	(19)	0	19	-100.0%
514010	Temporary Employment	37,417	22,551	1,550	5,900	16,004	2,000	(14,004)	-87.5%
514015	Recruitment	17,038	5,584	3,424	0	1,159	0	(1,159)	-100.0%
517500	Accrued Sick Expense	1,803	(46,026)	1,834	3,000	3,000	3,000	0	0.0%
518000	Accrued Vacation Expense	(4,125)	(10,846)	18,569	3,000	3,000	3,000	0	0.0%
518500	OPEB Expense	323,182	291,978	58,656	277,804	277,804	205,928	(71,876)	-25.9%
518550	TMP	14,539	13,815	16,356	15,000	13,595	15,000	1,405	10.3%
518560	Payroll and Benefit Administration	16,099	16,600	17,410	15,000	15,294	15,000	(294)	-1.9%
	Total - Staff	4,642,773	4,509,067	4,105,615	4,258,871	4,010,827	4,062,859	52,032	1.3%
	Library Materials:								
601999	American Continuations	2,456,456	2,436,509	2,214,222	2,144,105	1,985,816	1,990,000	4,184	0.2%
602999	American New Orders	104,494	64,323	80,909	73,418	42,354	40,000	(2,354)	-5.6%
609199	Branch Continuations	364,945	82,479	47,578	46,818	39,691	36,800	(2,891)	-7.3%
609299	Branch New Orders	2,580	5,262	351	999	249	1,081	832	334.1%
603999	Commonwealth Continuations	475,894	417,153	302,020	272,323	287,481	180,000	(107,481)	-37.4%
604999	Commonwealth New Orders	5,474	3,053	930	1,732	519	1,560	1,041	200.5%
605999	Foreign Continuations	236,912	209,387	209,190	163,397	195,292	135,000	(60,292)	-30.9%
606999	Foreign New Orders	32,572	5,055	11,543	14,846	4,844	12,000	7,156	147.7%
607999	International Continuations	144,425	138,264	134,552	94,183	117,469	80,000	(37,469)	-31.9%
608999	International New Orders	15,397	6,756	6,784	4,949	3,938	4,000	62	1.6%
609399	General/Librarianship Continuations	37,736	30,861	25,579	27,790	28,159	22,000	(6,159)	-21.9%
609499	General/Librarianship New Orders	2,935	1,624	1,614	1,979	677	1,200	523	77.3%
	Subtotal	3,879,820	3,400,726	3,035,273	2,846,538	2,706,490	2,503,641	(202,849)	-7.5%
690000	Library Materials Transferred to Assets	(3,879,820)	(3,400,726)	(3,035,273)	(2,846,538)	(2,706,490)	(2,503,641)	202,849	-7.5%
	Balance	0	0	0	0	0	0	0	0.0%
	Facilities:								
801005	Repair & Maintenance	67,701	32,558	36,528	34,668	39,757	34,800	(4,957)	-12.5%
801010	Building Services	16,209	15,127	17,439	24,000	22,323	24,600	2,277	10.2%
801015	Cleaning Supplies	20,566	19,336	11,952	15,504	14,184	15,504	1,320	9.3%

Los Angeles Law Library: Summary

Forecast: Fiscal Year Ending 6/30/16

GL No.					Budget 2015	Forecast 2015	Budget 2016	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2012	2013	2014					
801020	Electricity & Water	118,730	114,028	111,021	132,000	119,864	124,272	4,408	3.7%
801025	Elevator Maintenance	44,034	15,612	15,476	15,000	15,107	0	(15,107)	-100.0%
801030	Heating & Cooling	35,288	33,598	30,761	29,117	33,260	34,724	1,464	4.4%
801035	Insurance	285,074	264,955	249,409	280,664	249,639	277,229	27,591	11.1%
801040	Janitorial Services	87,841	98,174	101,057	105,060	104,950	105,060	110	0.1%
801045	Landscaping	4,800	6,300	16,125	14,400	14,036	14,400	365	2.6%
801050	Security	252,126	197,875	168,542	162,000	174,235	174,860	625	0.4%
801060	Room Rental Expenses	0	0	13,446	15,600	30,272	21,000	(9,272)	-30.6%
801065	Special Events Expenses	0	0	15,598	18,662	9,870	11,496	1,626	16.5%
801100	Furniture & Appliances (<3K)	2,176	3,012	1,866	1,920	1,259	1,200	(59)	-4.7%
801110	Equipment (<3K)	0	0	1,731	3,600	2,207	3,600	1,393	63.1%
801115	Building Alterations (<3K)	4,105	17,853	0	4,500	2,250	1,680	(570)	-25.3%
801120	Delivery & Postage	20,337	12,108	4,370	3,900	9,678	4,150	(5,528)	-57.1%
801125	Kitchen supplies	10,451	10,100	4,763	4,828	3,655	2,880	(775)	-21.2%
	Subtotal	969,439	840,637	800,083	865,423	846,546	851,455	4,909	0.6%
	Technology:								
801210	Software Maintenance	53,459	30,476	26,575	15,883	15,314	18,128	2,814	18.4%
801212	Hardware Maintenance	0	0	0	14,748	12,950	18,252	5,302	40.9%
801215	Software (<\$3k)	0	0	4,055	15,000	7,634	14,900	7,266	95.2%
801220	Hardware (<\$3k)	23,361	12,815	8,759	4,500	2,139	4,800	2,661	124.4%
801225	Computer Supplies	0	0	908	1,500	750	1,000	250	33.3%
801230	Integrated Library System	39,794	42,078	43,549	45,000	45,200	46,356	1,156	2.6%
801235	Telecommunications	28,438	38,435	29,966	29,328	29,523	39,200	9,677	32.8%
801245	Tech & Data - Misc	0	0	35	800	826	0	(826)	-100.0%
801250	Services	0	0	0	5,000	2,035	35,000	32,965	1619.9%
	Subtotal	145,052	123,805	113,847	131,759	116,371	177,636	61,265	52.6%
	General:								
801310	Bank Charges	6,222	6,276	6,965	6,203	7,835	8,400	565	7.2%
801315	Bibliographical Services	28,347	8,666	7,482	9,700	9,774	9,170	(604)	-6.2%
801320	Binding	0	0	0	0	0	0	0	0.0%
801325	Board Expense	2,102	1,001	1,190	4,300	2,376	1,080	(1,296)	-54.5%
801330	Staff meals & events	8,485	9,420	2,729	2,115	1,979	2,115	136	6.9%
801335	Supplies - Office	27,187	18,214	11,778	11,779	14,305	12,133	(2,172)	-15.2%
801337	Supplies - Library materials	0	12,056	9,391	9,993	9,115	9,500	385	4.2%
801340	Stationery, business cards, etc.	4,734	4,388	821	1,340	1,073	3,000	1,927	179.7%
801365	Grant Application Expenses	0	0	0	0	0	0	0	0.0%
801370	Copy Center Expense	32,521	28,855	26,849	27,681	25,228	24,500	(728)	-2.9%
801375	General - Misc	47,531	3,852	1,071	753	671	0	(671)	-100.0%
801390	Course Registration	0	0	0	0	4,865	300	(4,565)	-93.8%
801395	Friends of Law Library	0	0	0	200	473	0	(473)	-100.0%
	Subtotal	157,129	92,729	68,276	74,064	77,694	70,198	(7,496)	-9.6%

Los Angeles Law Library: Summary

Forecast: Fiscal Year Ending 6/30/16

GL No.					Budget 2015	Forecast 2015	Budget 2016	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2012	2013	2014					
Professional Development:									
803105	Travel	17,577	11,652	3,891	4,800	4,698	6,681	1,983	42.2%
803110	Meals	0	0	122	0	140	0	(140)	-100.0%
803113	Incidental and miscellaneous	0	0	1,905	0	0	0	0	0.0%
803115	Membership dues	16,085	11,675	7,239	9,614	10,467	11,561	1,094	10.4%
803120	Registration fees	39,351	6,230	3,602	3,523	2,455	4,315	1,860	75.8%
803125	Educational materials	0	0	0	0	264	0	(264)	-100.0%
	Subtotal	73,013	29,557	16,759	17,937	18,024	22,557	4,533	25.1%
Communications & Marketing:									
							0		
803205	Services	6,250	0	1,784	2,350	1,175	1,800	625	53.2%
803210	Collateral materials	32,987	26,675	978	1,300	650	2,460	1,810	278.5%
803215	Advertising	0	0	5,109	4,350	1,004	4,350	3,346	333.4%
803220	Trade shows & Outreach	0	0	1,716	3,420	2,187	1,100	(1,087)	-49.7%
	Subtotal	39,237	26,675	9,587	11,420	5,015	9,710	4,695	93.6%
Travel & Entertainment									
803305	Travel	0	3,257	51	0	22	0	(22)	-100.0%
803310	Meals	2,587	1,539	0	0	0	0	0	0.0%
803315	Entertainment	0	0	0	0	0	0	0	0.0%
803320	Ground transportation & mileage reimb	2,715	2,425	1,776	3,755	2,359	3,941	1,582	67.1%
803325	Incidental travel expenses	0	0	0	0	0	0	0	0.0%
	Subtotal	5,301	7,221	1,827	3,755	2,381	3,941	1,560	65.5%

Los Angeles Law Library: Summary

Forecast: Fiscal Year Ending 6/30/16

GL No.					Budget 2015	Forecast 2015	Budget 2016	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2012	2013	2014					
Professional Services									
804005	Accounting	26,400	15,056	16,500	17,000	16,000	18,500	2,500	15.6%
804008	Consulting Services	8,136	26,940	15,225	39,996	37,154	34,775	(2,379)	-6.4%
804010	Legal	70,496	36,192	4,868	10,000	518	2,000	1,482	285.9%
804015	Other	0	0	0	0	0	0	0	0.0%
	Subtotal	105,032	78,188	36,593	66,996	53,672	55,275	1,603	3.0%
Depreciation:									
806105	Depreciation - Library Materials	2,964,861	3,024,243	2,890,614	2,976,990	2,954,696	3,098,494	143,798	4.9%
806110	Depreciation Exp - FF&E	206,152	388,572	376,235	353,598	355,233	399,024	43,790	12.3%
	Subtotal	3,171,013	3,412,815	3,266,848	3,330,588	3,309,929	3,497,517	187,588	5.7%
	Total Expense	9,307,990	9,120,694	8,419,436	8,760,814	8,440,461	8,751,149	310,688	3.7%
	Net Income Before Extraordinary Items	343,464	(395,377)	(35,656)	(587,747)	(650,836)	(1,156,404)	(505,568)	77.7%
321000	Investment Gain (Loss) ²						35,000	35,000	0.0%
401000	Extraordinary Income	0	0	671,128	0	16,000	0	(16,000)	-100.0%
901000	Extraordinary Expense	0	1,270,607	279,570	0	0	0	0	0.0%
	Net Income Including Extraordinary Items	343,464	(1,665,984)	355,903	(587,747)	(634,836)	(1,121,404)	(521,568)	(0)
Capital Expenditures:									
161100	Furniture / Appliances (>3k)	0	0	0	59,000	44,374	35,000	(9,374)	-21.1%
161300	Electronics / Computer Hardware (>3k)	86,693	12,186	19,010	21,000	21,000	40,000	19,000	90.5%
164500	Exterior Building Repairs/ Improvements (>3k)	6,238,354	215,242	0	40,000	5,000	455,000	450,000	9000.0%
164000	Interior Improvements / Alterations (>3k)	29,141	112,014	24,254	455,000	0	435,000	435,000	0.0%
168000	Computer Software	30,826	19,311	22,259	240,000	5,000	345,000	340,000	6800.0%
	Total - Capitalized Expenditures	6,385,014	358,753	65,523	815,000	75,374	1,310,000	1,234,626	1638.0%

¹ CalPERS CERBT income account removed from FY 2016 budget as recommended by outside auditors. The account will be monitored and reported independently from the Library's operating budget.

² UBS interest/dividend income and gains/losses is consolidated into Investment Gain (Loss) for FY 2016. It was also moved to "non-operating income" section of the budget as recommended by outside auditors.

Los Angeles Law Library: Capital Purchases

Budget: Fiscal Year Ending 6/30/16

Vendor or Description of Item	Category of Asset	Qtr of purchase	Acquisition cost including consulting, design, overtime, etc.	Reason or comment
New ILS System	Computer Software	1	190,000	Per Strategic Plan objective to upgrade to next generation ILS system. First year maintenance included. (Carryover)
Navision Upgrade - Bring accounting software to latest version	Computer Software	2	45,000	Cost to bring software to current version including all custom programming. (Carryover)
Dekstop OS updates / Server OS updates	Computer Software	1	110,000	Required due to end of life of current product
Network Storage Device	Electronics / Computer Hardware (>3k)	2	40,000	Replacement of existing SAN which is now 5 years old and vendor support "End Of Live" is October 2015.
New Roof - North (1970) Stacks	Exterior Building Repairs/Improvement	1	400,000	Existing roof material is failing. 20 year roof material was last replaced in 1980s.
Rear Entrance Retaining Wall	Exterior Building Repairs/Improvement	2	20,000	Remove and Replace existing retaining wall near rear entrance, existing wall has spalling and starting to fail. This wall supports the exterior apron/book drop area.
Exterior Security Gate	Exterior Building Repairs/Improvements	3	35,000	Security gate mechanism needs replaced since parts are not available to repair existing unit. (\$17K carried over from FY 2015, \$18K additional to reflect updated cost estimates)
Chairs - Public Computers	Furniture / Appliances >3K	1	5,000	Replacement of 25 armless task chairs for reading room @\$200.00 each.
Exterior Cameras	Furniture / Appliances >3K	2	30,000	Exterior building cameras - Includes all camera hardware and installation of data lines to south roof-line.
Flooring - Public Stacks	Interior Improvements / Alterations >\$3K	1	28,000	Carpet to seal existing tiles. (Carryover)
Seal CMS Floor	Interior Improvements / Alterations >\$3K	2	7,000	Carpet to seal existing tiles. (Carryover)

Los Angeles Law Library: Capital Purchases

Budget: Fiscal Year Ending 6/30/16

Vendor or Description of Item	Category of Asset	Qtr of purchase	Acquisition cost including consulting, design, overtime, etc.	Reason or comment
Elevator Repair & Upgrade	Interior Improvements / Alterations >\$3K	3	400,000	Upgrade all elevators to code per bid award at March 2015 board meeting. (Carryover)
			1,310,000	

Capital Purchase Guideline:

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

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

Books and reference materials	10 years
Computer equipment	4 years
Furniture, fixtures and other equipment	4-7 years
Interior Building improvements	15 years
Exterior Building Improvements	15-50 years

LA Law Library
Statement of Cash Flows
6/30/2012 through 6/30/2016 Forecast

	FY 2012	FY 2013	FY 2014	FY 2015 (Forecast)	FY 2016 (Budget)	Comments
Cash flows from operating activities						
Cash received from filing fees and services	9,425,350	8,634,796	8,160,521	7,571,713	7,455,310	
Cash payments to suppliers for goods and services	-276,935	-2,870,681	-853,929	-1,009,703	-1,080,322	
Cash payments to employees for services	-4,214,621	-4,363,664	-4,084,807	-3,733,023	-3,856,931	
Contributions received	143,000	120,000	134,961	120,000	120,000	
Net cash from operating activities	5,076,794	1,520,451	3,356,746	2,948,987	2,638,057	
Cash flows from capital and related financing activities						
Acquisition of capital assets	-9,741,373	-3,767,928	-3,094,342	-2,781,864	-3,813,641	
Prior period adjustment	0	25,436	-35,885			
Net cash from (used in) capital and related financing activities	-9,741,373	-3,742,492	-3,130,227	-2,781,864	-3,813,641	
Cash flows from non-capital and related financing activities						
Sales of rare books collection	0	0	671,129	16,000	0	
Net cash from non-capital and related financing activities	0	0	671,129	16,000	0	
Cash flows from investing activities						
Investment in money market and government securities	0	0	-3,997,438	0	0	
CalPERS CERBT Trust Account	0	0	0	-2,000,000	0	Based on recommendation from outside auditors, \$2M CalPERS CERBT investment to be accounted for in a separate schedule, independent from the Library's balance sheet.
Investments earnings	108,350	64,287	89,630	20,063	19,435	Investment earnings on CalPERS CERBT account for FY 2015 & FY 2016 are reflected as a reduction in health care cost. Based on recommendation from outside auditors, investment earnings on UBS account for FY 2015 & FY 2016 are reinvested have no impact on cash flows and considered as non-operating revenue.
Net cash from (used in) investing activities	108,350	64,287	-3,907,808	-1,979,937	19,435	
Net increase in cash and cash equivalents	-4,556,229	-2,157,754	-3,010,160	-1,796,814	-1,156,149	
Cash and cash equivalents, at beginning of year	15,601,244	11,045,015	8,887,261	5,877,101	4,080,287	
Cash and cash equivalents, end of year	11,045,015	8,887,261	5,877,101	4,080,287	2,924,138 ¹	
Reconciliation of Operating Income to Net Cash from Operating Activities						
Operating income	241,365	-1,730,265	-414,401	-815,698	-1,175,839	
Adjustments to reconcile operating income to net cash from operating activities:						
Depreciation	3,171,012	3,412,816	3,266,848	3,309,929	3,497,517	
Books written-off	0	947,932	186,407	0	0	
Changes in operating assets and liabilities:						
(Increase) decrease in accounts receivable	25,246	93,768	1,323	25,620	3,132	
(Increase) decrease in prepaid expenses and other assets	-173,191	83,140	167,742	35,000	24,000	
Increase (decrease) in accounts payable	1,579,692	-1,576,380	133,895	102,850	50,744	
Increase (decrease) in other liabilities	-110,391	19,825	-15,733	16,000	18,000	
Increase (decrease) in accrued sick and vacation liability	-2,322	-56,872	-39,055	-12,000	5,600	
Increase (decrease) in borrowers' deposits	22,201	34,509	11,064	9,482	8,975	
Increase (decrease) in OPEB liability	323,182	291,978	58,656	277,804	205,928	
Net cash from operating activities	5,076,794	1,520,451	3,356,746	2,948,987	2,638,057	
¹ Items accounted for separately:						
Cash and cash equivalents, end of year	11,045,015	8,887,261	5,877,101	4,080,287	2,924,138	
CalPERS CERBT Account	0	0	0	2,000,000	2,000,000	
UBS money market and government securities	0	0	3,997,438	4,040,000	4,035,000	
Cash and cash equivalents, end of year including items accounted for separately	11,045,015	8,887,261	9,874,539	10,120,287	8,959,138	

Changes Included in Base Budget

Changes to expense items:

Finance department restructure – As recently approved, we have eliminated the Finance Director position and instead created a lower level Accounting Clerk position. *In addition, we have now reduced the Accounting Clerk to a part-time un-benefitted position for increased savings.*

Approximate savings: \$103,000

Elimination of Supervisor, Stacks & Shelving position – We propose eliminating both the Supervisor position and the currently vacant Long Beach branch assistant position. Instead, we would do three things: 1) create a limited term, transition position, Supervisor, Special Projects and Support (to be filled by the current Supervisor, Stacks & Shelving) that would report to the Director of Reference, supervise short-term projects, replace existing contract labor, cover extended absences in public facing positions and provide additional coverage at branch and partnership locations; 2) transfer daily supervision of shelving aides to Senior Reference Librarian; and 3) eliminate contract labor costs and a branch assistant position.

Approximate savings: \$27,000 this year; additional savings upon expiration of the limited term position

IT Restructure -- As you know, two of our three IT positions are currently vacant. We have promoted an existing employee who staffed the help desk in the IT department to a limited-term position of IT Project Manager. We intend to recruit and backfill the IT Help Desk position he previously occupied. We will create a new Senior Help Desk position and recruit and fill that on a limited term basis with the possibility of a long-term hire. The limited term nature allows for some flexibility in assessing this new structure. We will reevaluate once all three positions have been filled and in place for a few months. We have prepared the base budget assuming these positions continuing long-term. This restructure results in a savings in each of the three positions. However, it would also require a networking consultant (also budgeted). The cost of the consultant is expected to diminish over time but still remain in a lesser amount. The net result is a savings this year and a greater savings in future years.

Approximate savings: \$26,600 this fiscal year; additional savings in future years

Conversion of Facilities Clerk position to part-time – With the reduction in the collection that has occurred over time, the number of items to be processed has also declined. Moreover, although it is critical that some materials be processed and made available to the public immediately, foreign materials already undergo a significant delay in transit and are not in such immediate demand. Accordingly, the CMS department has agreed to assume responsibility for mail processing. As a result, the clerk position previously assigned to facilities and mailroom (and currently vacant) can be reduced to part time with only minimal impact on service levels.

Approximate savings: \$25,633

Changes Included in Base Budget

Collection budget -- The budget includes a \$200,000 reduction in the total collection budget over current year. Note that the reduction in collection costs cannot be accomplished by eliminating duplicate content. The proposed budget includes the elimination of many state digests in print, all print materials in Long Beach (consistent with the reduction in staffing there) and all print materials in Van Nuys (with the planned establishment of an eBranch there in the next fiscal year to provide expanded content). Other cost savings will be possible in future years as contracts come up for renewal.

Approximate savings: \$200,000

Holiday Furlough of 5 days – We are including a holiday furlough of five days (12/24, 12/28-31). As detailed in the Alternatives memo, we are not recommending additional floating furlough days (implemented in the current fiscal year).

Approximate savings: \$50,000

Cap on Transportation Allowance – The budget includes a cap on monthly transportation reimbursement amount at the maximum non-taxable amount permitted by the IRS of \$130/month. Currently, the Library pays 50% of an employee's public transportation costs with no cap. When this allowance was initially implemented years ago, costs were much lower and parking was in short supply. Now, the reimbursement per employee ranges from \$8 per month to \$150 per month and the annual cost for the 16 participating employees is \$13,500. Other employees receive \$0 towards their transportation costs, but are provided free parking. As background, the IRS considers parking reimbursement in excess of \$130 as additional taxable compensation; Gold Membership at the Library at \$83/month includes unlimited parking. Implementing a cap would reduce costs slightly, prevent against future escalation and promote equity.

Approximate savings: \$1,100

Merit/Market Bonuses – We have budgeted \$50,000, or approximately 2% of total payroll (not including the ED who would not be eligible), for one-time merit bonuses and market adjustments.

Benefits – Health insurance premiums are budgeted to increase by 5% in January 2016. Dental and vision premiums are budgeted to increase by 5% in August 2015. No changes in life and disability premiums are anticipated. CalPERS retirement costs will also increase (to 11.736%) pursuant to the most recent CalPERS annual report.

Property & Casualty Insurance – Premiums are budgeted to increase 10% on July 2015. However, early indications from our insurance broker are pointing to a more modest increase. Until quotes are received we will proceed with the conservative budget estimate.

Changes to Revenues:

Google revenue – We are projecting \$40,000 in reimbursement from the Google project.

Changes Included in Base Budget

Credit card rebate revenue – After the first quarter of results from the new credit card program, we are conservatively projecting \$16,000 in revenue from rebates.

Filing fee revenue – As always, the ‘wild card’ in budgeting for the Law Library is predicting filing fee revenue. We do not anticipate filing fees recovering, or even stabilizing, this year. Accordingly, we have predicted a continued decline in filing fees, but at a lesser rate of 2.5%.

CERBT income – Interest on the CERBT investments is estimated at \$70,000 this fiscal year and is projected to be \$95,000 in FY16. Per advice from our auditors, however, it is not reflected in the interest income line item. Instead, it is reflected as a reduction in the health insurance costs since that is where the accrued interest will be applied.

UBS investment income – The gain or loss from the UBS Treasury Bill investments reflected in the financial statements each month is unrealized gain or loss to date. No cash will be realized until the actual sale of the bonds occurs. Moreover, even though the sale price at maturity is known, the income from that anticipated sale may not occur until a future period and cannot be included in the income statement. As a result, the line item for UBS investment income is not a complete picture. Rather than reflecting the expected long-term gain, it reflects the current sale price of the bonds. It is now listed ‘below the line’ as extraordinary income.

Budget Alternatives Not Recommended at This Time

Floating Furlough – 7 additional days: Although we imposed a floating furlough in the current fiscal year, the negative impact on employee morale and heavy administrative cost were problematic. It requires extensive labor and tracking by accounting, supervisors and human resources – yet there were still a number of errors or misunderstandings that were difficult to address. Moreover, floating furloughs are not a long-term solution to a revenue shortfall; if implemented repeatedly, they amount to a pay or benefit cut.

Approximate savings: \$70,000

Convert the Foreign Serials & Acquisitions position to part-time: As noted in the explanation regarding CMS assuming mailroom duties (in the proposed Changes exhibit), the reduction in the collection also creates capacity within CMS and if processing is to be delayed, the impact of delaying the global materials creates the least impact on service levels. Reducing this position to part-time would create delays and might make it difficult to retain or recruit an employee of the caliber currently in the position.

Approximate savings: \$31,350

Eliminate a full time position in circulation or copy center: The remaining position would be responsible for day-to-day functions of both circulation and copy center including new account data entry, circulation desk backup coverage, copy center backup coverage, copy center operations, and document delivery services. This is not recommended as it would create delays and greatly impact patron service.

Approximate savings: \$50,000

Eliminate a part time circulation aide: We could shift schedules and responsibilities at circulation, but this would still entail some hours with limited or no service at the circulation desk. The circulation and copy center full time staff could provide some additional coverage at the circulation desk, in addition to what they are handling already.

Approximate savings: \$10,000

Cut a Reference Librarian position: This would result in delays in serving the public in the library, by phone, email, and chat. Depending on which position is cut, there would be impacts on specific projects as well.

Approximate savings: \$90,000

Early retirement of Director of Reference and Research: The Director of Ref stated that because of the impacts of cutting a reference librarian position, he would prefer to retire early should a position cut be required. A vacancy in this position would create opportunities for restructure to achieve significant cost savings. Of course, this would also result in the loss of a valued long term employee with strong working relationships with patrons and excellent historical knowledge of the library.

Approximate savings: \$71,000 in the first year [increasing to up to \$140,000 in future years]

Budget Alternatives

Elimination of reimbursement for AALL dues – The budget as proposed to the Financial Planning Committee did not include reimbursement for membership in AALL. The recommendation at that time was that it would become the responsibility of each individual librarian to pay dues if s/he chose to belong to this professional organization. Historically, this benefit was provided to librarians, but there appears to be a trend away from reimbursing employees for membership in professional organizations. After presentation to the Committee, it was discovered that payment is (was) made in May of the prior year, meaning that the cut would occur *after* the payment and come as a surprise. As a result, the Library paid the invoice for the upcoming year but invited those who could afford to do so to pay their own dues and gave notice that in future years these dues may become the responsibility of each member. Some savings will be realized this year as a result of voluntary opt-outs. Now that notice has been provided, the change may again be recommended next year.

Approximate savings: \$3,340 if mandatory

MEMORANDUM

DATE: May 27, 2015

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Law Week After-Report

INTRODUCTION AND SUMMARY

LA Law Library staff once again organized a successful week-long series of events to celebrate Law Day, a national holiday declared by the President of the United States to help youth and adults understand how law keeps us free and how our legal system strives to achieve justice. This year's theme was "*Magna Carta: Symbol of Freedom Under Law*".

The Law Library celebrated with an entire week of events from April 27 through May 2, encouraging Californians to honor the rule of law, the 800th anniversary of the signing of the Magna Carta and the individual rights that it inspired. The celebration included classes and lectures, art and music, a teen trivia challenge, student tours of the Library and back-to-back panels on corporate personhood and the Magna Carta's 800th anniversary. The annual Law Week celebration is intended to stimulate new partnerships and increased collaboration with existing partners, community engagement activities, student participation and draw from as many of the Library's stakeholder groups as possible.

This year's celebration was especially notable for the expanded scope of programming and collaborations generated by the Library in putting the week-long celebration together. Collaborations throughout the week involved attorneys from law firms, the private bar, law professors, judges, legal aid and public interest agencies, local schools and public libraries. From academic to practical, expert to layperson, there was something for everyone! Excellent coverage by the media and outreach via public libraries throughout Los Angeles, community-based organizations and elected officials contributed to the overall success of the week resulting in high attendance at every single event.

For photos and downloads, go to: <http://lawweek.lalawlibrary.org/index.html>



STATISTICS

Although we do not have the ability to track service statistics in detail because of the large number of programs and participating providers, some very basic statistics from Law Week are:

- More than 20 print articles;
- More than 50 different subject areas covered;
- More than 75 online calendars listing LA Law Library events;
- More than 1100 Media Outlets picking up the story;
- More than 100 online articles;
- More than 800 pre-registrations for events;
- More than 1,000 attendees at the events; and
- More than 73,900,000 results Google hits for the search: "LA Law Library Law Week 2015"!!

PROGRAMMING

The Library offered daily events throughout the week, beginning with a popular three-part series on landlord tenant issues. More than 100 people registered and (some of them waitlisted) and there were 30+ walk-ins in addition. Since there were some no-shows, we were able to accommodate almost everyone (all who registered or waitlisted online, as well as some of the walk-ins). Every single chair we could lawfully squeeze into the Training Center was filled. The Library continued to celebrate Law Day each day with various classes and events on a wide range of topics.

Once again, much effort went into the range of programming to be covered. Classes taught by existing partners addressed common legal matters such as the civil appeals process, income tax disputes, the nuts and bolts of starting a nonprofit and deferred action. Law Week 2015 also marked LA Law Library's first-ever collaboration with the Office of the Los Angeles County Public Defender to address the newly passed prison sentencing forgiveness program (Prop 47). Staff taught classes on legal research, public records requests, resources on the California Courts website, landmark Supreme Court cases and drafting complaints and answers in civil lawsuits. This latter class on complaints was part of the second iteration of the Library's popular Civil Lawsuit Basics series, which aims to benefit both the courts and litigants by helping self-represented individuals learn essential civil court procedures.

STUDENT PARTICIPATION

The Library continued its tradition of bringing students into the Library to learn about the different types of law, how law is made and how the law can help people address their legal issues. Through our established relationship with LAEP, LA Education Partnership, Washington Prep High School sent a busload of students on a field trip to participate in the Teens and the Law program. The students participated in an in-depth tour of the library, and had the chance to hear from Judge Drew Edwards of the L.A. Superior Court about the legal system and legal issues important to them. Students also



had the opportunity to participate in LA Law Library's fun, new, interactive trivia game and test their knowledge of individual rights for teens in California. If you want to take the challenge, the game is available at: <http://lawweek.lalawlibrary.org/trivia.html>. It's fun, fast-paced and interesting. This year, LA Law Library also created a human rights exercise to engage students in discussion about human rights violations around the world. Students identified human rights legal protections from international treaties that protect people against gross violations of fundamental rights.

MUSIC AND ART

Every great event has a great beginning and this year's Law Week kick-off event was no exception. On Thursday, April 23, 2015 more than 100 attendees listened, and more than a few danced, to the harmonious sounds of America's #1 legal band, Gary S. Greene Esq. and his Big Band of Barristers as they played and sang some of the nation's most popular songs from the swing era – plus a fun compilation of tunes from the Beach Boys.

The music & arts celebration also featured the unveiling of a limited edition signed print of the iconic Norman Rockwell painting, *The Problem We All Live With*. The print came to the Library through the generosity of Judge Arnold Gold, who gave an emotional speech about how he acquired the Rockwell print and what it meant to him and his wife.

The painting itself depicts 6-year-old Ruby Bridges on her way to a newly desegregated public school in New Orleans, LA in 1960. The wall behind Ruby is smeared with racial epithets and splattered tomatoes, which you can imagine being hurled by an angry jeering mob lining the streets as she walked past. The print reflects the racial tensions surrounding the desegregation of public schools in the south after the landmark 1954 Supreme Court ruling in *Brown v Board of Education*, ending segregation, not only in public schools, but throughout a wide variety of public venues.

The Library also celebrated its unveiling of the Rockwell print with a lecture featuring photography historian Colin Westerbeck, former curator of photography at the Art Institute of Chicago. Westerbeck provided an historical to Rockwell's iconic depiction of one little girl on her way to school and the 1000 photographs of what it took to get her there.

PANELS

Given the theme for Law Day, the natural choice for the culminating events were the two back-to-back panels of experts on individual rights, global law and the influence of the Magna Carta. The panels, "Individual Rights: From the Magna Carta to Corporations As People" and "Around the World in 800 Years: The Magna Carta's Global Influence on the Rule of Law" featured some of the foremost legal scholars in the Los Angeles area. Panelists discussed the historical development of individual rights starting with the signing of the Magna Carta in 1215 to the recent extension of constitutional rights to corporations by the U.S. Supreme Court; and, the global influence of Magna Carta



among common law countries around the world. The panelists even stayed on after the conclusion of each session to answer additional questions from an enthusiastic audience.

The panelists included:

- Adam Winkler (UCLA School of Law)
- Dan Klerman (USC-Gould School of Law)
- Manual Klausner (Reason Foundation)
- Elizabeth Pollman (Loyola Law School)
- Jeff Daar (Daar & Newman)
- Jessica Peake (UCLA School of Law, International and Comparative Law Program)
- Alison Renteln (USC School of Anthropology and Policy, Planning, Development and Law)
- Helge Dedek (USC-Gould School of Law, Institute of Comparative Law)

SPONSORS AND FINANCES

Law Week was the result of many partnerships and collaborations, with dozens of organizations donating services and participating in outreach. Los Angeles Public Library distributed Law Week flyers to all 72 branches within the city and the County of Los Angeles Public Library distributed Law Week flyers to all of its branch locations (roughly 80). Our outstanding relationships with our ongoing legal aid partners, self-help centers and other community-based partners also helped to get the word out. Reason Foundation founder Manny Klausner promoted the back-to-back panels to his entire network via the Libertarian Law Council listserv. Our law school externship program contacts got our flyer over to the student affairs department who then posted the programs on the schools' events calendar.

Councilmember Jose Huizar's new on-line community calendar featured all of the law week events allowing us to reach people who were previously unaware of the library. Online event calendars such as Eventbrite, Events.Org, Experience LA and Eye Spy LA drew hundreds who are now looking at the library as their new "community resource." Both the Pasadena Police Department and the Alhambra Police Department offered our flyers to their cities citizens while on patrol. The LA Area Chamber of Commerce calendar of events also featured our events and assisted us with reaching members of the public previously unaware of us. The American Bar Association continues to feature our Law Week activities on their website.

Thanks to all of the many people who donated their time and services -- from the musicians to the presenters and speakers, all of whom volunteered, the total out of pocket cost of Law Week was less than \$1,000.



THE IN-HOUSE TEAM

The Law Week committee, led by Janine Liebert, included representatives from Communications, P&P, Reference, Facilities and IT. Staff members attended classes, assisted at the registration table, distributed promotional materials and provided other forms of assistance throughout the week as needed.

Undergraduate student interns (part of the Library's access to justice internship program) pitched in on developing content for the games, promoting the individual events, distributing promotional materials and providing other forms of assistance as needed throughout the course of their internships.

FUTURE OPPORTUNITIES

Programs and events throughout the week raised many interesting opportunities for future collaborations. The landlord-tenant series once again drew a standing room only crowd and discussions are already underway to offer regularized programming for landlords and tenants in collaboration with Kimball, Tirey & St. John, a firm that specializes in the representation of landlords. Discussions are also underway to develop more programming around Prop 47, given the popularity of the Public Defender's training during Law Week. Additional promotion for the online teen trivia game is also being planned based on feedback from students and educators. This includes opportunities to cross-promote the game on the California Courts website.



APPENDIX A: Existing Partners and New Collaborations

Existing Partners:

Asian Americans Advancing Justice
Bet Tzedek Legal Services
California Court of Appeal
Gary Greene, Esq. and his Big Band of Barristers
Housing Rights Center
LAEP (LA Education Partnership)
Law Offices of Kimball, Tirey & St. John LLP
Legal Aid Foundation of Los Angeles
Loyola Law School
Public Counsel
UCLA School of Law
USC School of Law

New Collaborations:

Daar & Newman
Inside the Story
Law Office of the Los Angeles County Public Defender
Reason Foundation
USC School of Anthropology and Policy, Planning, Development and Law

