

AGENDA

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

REGULAR BOARD MEETING

Wednesday, October 19, 2016

12:15 PM

MILDRED L. LILLIE BUILDING

TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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

AGENDA MATERIALS

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

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

4.0 DISCUSSION ITEMS

- 4.1 Friends of the Los Angeles County Law Library Presentation
- 4.2 Approval of Amended Fiscal Year 2017 Budget, Patron Services Departmental Restructure and Revised Job Descriptions
- 4.3 Review and Receipt of Financial Statement Audit Report and SAS 114 Letter for the Fiscal Year Ended June 30, 2016

5.0 AGENDA BUILDING

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

6.0 EXECUTIVE DIRECTOR REPORT

7.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, November 16, 2016.

POSTED THURSDAY, OCTOBER 13, 2016 @ 5:00 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

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

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

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

September 28, 2016

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, September 28, 2016 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present: Judge Michelle Williams Court
Kenneth Klein, Esquire
Judge Dennis Landin
Judge Richard Rico
Susan Steinhauser, Esquire (via teleconference)

Trustees Absent: Judge Ann I. Jones
Judge Mark Juhas

Senior Staff Present: Sandra J. Levin, Executive Director
Jaye Steinbrick, Senior Director

Also Present: Marcelino Juarez, Finance Manager

Trustee Klein determined a quorum to be present, convened the meeting at 12:17 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

Mr. Lee Paradise commented on 2 issues: (1) Funds should come from County General Fund, not only from court filing fees. (2) Executive and Senior Directors should resign due to Conflict of Interest.

Second public comment sent in via fax from Nicloris Investigations praising Reference Librarian Kathleen O’Laughlin and recommending her for the Director of Reference & Research position.

2.0 PRESIDENT'S REPORT

Trustee Klein had no report.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the August 24, 2016 Regular Board Meeting.
- 3.2 Review of July 2016 Financials & August 2016 List of Checks and Warrants.
- 3.3 Approval of Crime Insurance Policy Renewal
- 3.4 Approval of Conflict of Interest and Disclosure Code for The Los Angeles County Law Library
- 3.5 Approval of Revised Job Description for Managing Librarian, Serials & Acquisitions

Trustee Klein requested comment on Item 3.3 (Crime Insurance). Trustee Klein requested a motion to approve the balance of the Consent Calendar. So moved by Trustee Landin, seconded by Trustee Court to approve the Consent Calendar except for item 3.3. The motion was unanimously approved, 4-0.

Regarding item 3.3, Trustee Klein asked questions regarding the Crime Insurance Policy Renewal and limiting the coverage to \$500,000. ED Levin clarified that the amount is not being cut at this time, but that the library is recommending refraining from adding \$500,000 to the policy limits. Trustee Court asked what types of incidents are covered. Finance Manager, Marcelino Juarez, clarified that the Crime Insurance Policy only covers white collar crimes. Trustee Court added if whether there has been any history in needing to use this type of insurance. ED Levin answered no.

Trustee Klein requested a motion to approve item 3.3 of the Consent Calendar. So moved by Trustee Klein, seconded by Trustee Rico. The motion was unanimously approved, 4-0.

4.0 DISCUSSION ITEMS

- 4.1 Overview of Patron Services Departmental Restructure and Budget Goals

ED Levin began with the announcement of Director of Reference & Research, Ralph Stahlberg's retirement as of December 30, 2016. ED Levin presented a restructure of Patron Services highlighting efficiencies and budget savings. Trustees commented that they appreciated the structure layout and agreed it was easy to follow. Trustee Steinhauser asked what cuts were being made from the collection and about reliance on online resources instead of print. ED Levin explained the factors used to decide which items to cut.

No action was taken.

- 4.2 Staff Presentation of Guardianship Clinic

Senior Public Interest Librarian, Janine Liebert, gave a brief presentation on the upcoming and likely regular presence of the Guardianship Clinic. Guardianship Clinic has limited space in the courthouses and would like to utilize LA Law

Library to hold the clinic. Guardianship Clinic will be available during the 2016 Pro Bono Week Event with a possible launch in 2017 for regular clinics held at LA Law Library.

No action was taken.

5.0 AGENDA BUILDING

There were no items for agenda building.

6.0 EXECUTIVE DIRECTOR REPORT

ED Levin announced the upcoming Pro Bono Week event at LA Law Library.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:10 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, October 19, 2016 at 12:15 pm.

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

LOS ANGELES COUNTY LAW LIBRARY
September 1, 2016 - September 30, 2016 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 6	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	120.02	029357
	CALIFORNIA BANKRUPTCY JOURNAL	BOOKS	75.00	029358
	OTTO HARRASSOWITZ	BOOKS	3,210.75	029359
September 8	MARK SAMUEL RAPAPORT	REFUND	140.00	029360
	PARIS SHAVON PAGE	REFUND	125.00	029361
September 12	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	171.17	029362
	SELDEN SOCIETY	BOOKS	90.00	029363
September 13	MARY L SCHANDER	REFUND	24.78	029364
September 14	CHRISTINE R LANGTEAU	MILEAGE	63.94	029365
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,674.17	029366
September 15	COUNTY OF LOS ANGELES	BANK CHARGES	55.60	029367
	MANAGE EASE INCORPORATED	CONSULTING	1,365.00	029368
September 16	AMERICAN OFFICE PRODUCTS INC	SUPPLIES-OFFICE	33.78	029369
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	632.60	029370
	CARSWELL COMPANY LTD	BOOKS	455.47	029371
	OTTO HARRASSOWITZ	BOOKS	1,830.80	029372
	MEXICO SUR	BOOKS	524.68	029373
	QUALITY CODE PUBLISHING	BOOKS	65.47	029374
	AT&T	TELECOM	485.12	029375
September 20	MARY L SCHANDER	REFUND	492.88	029376
September 22	SYNCB AMAZON	SUPPLIES -OFFICE	17.43	029377
	COUNTY OF LOS ANGELES	HEATING/COOLING	4,727.91	029378
	SUNSERI'S	ROOM RENTAL EXPE	200.00	029379
	SUNSERI'S	ROOM RENTAL EXPE	781.00	029380
	SUNSERI'S	ROOM RENTAL EXPE	212.55	029381
	TORTUGA BAY	ROOM RENTAL EXPE	2,390.13	029382
September 26	SYNCB AMAZON	BOOKS	88.95	029383
	LAW PUBLISHERS	BOOKS	750.00	029384
	MARY MARTIN BOOKSELLERS	BOOKS	4,785.00	029385
September 27	CONNIE ANN CARROAD	REFUND	140.00	029386
	STEPHEN RAY DELGADILLO	REFUND	134.00	029387
	COUNTY OF LOS ANGELES	BANK CHARGES	71.34	029388
	METROLINK	TMP	1,099.00	029389

34,033.54

LOS ANGELES COUNTY LAW LIBRARY
September 1, 2016 - September 30, 2016 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 6	WOLTERS KLUWER LAW & BUSINESS	BOOKS	832.00	V001568
	BLOOMBERG BNA	BOOKS	176.22	V001569
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	339.07	V001570
	DATA TRACE PUBLISHING COMPANY ** VOIDED *****	BOOKS	0.00	V001571
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	643.56	V001572
	JURISNET LLC	BOOKS	175.74	V001573
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,420.00	V001574
	OXFORD UNIVERSITY PRESS	BOOKS	248.02	V001575
	PRACTISING LAW INSTITUTE	BOOKS	570.24	V001576
	THOMSON REUTERS	BOOKS	60,669.29	V001577
September 7	THOMSON REUTERS		1,208.58	V001671
September 9	COSTCO WHOLESALE MEMBERSHIP	SUPPLIES	472.49	V001598
September 10	STAMPS.COM	DELIVERY & POSTAG	24.99	V001614
September 12	WOLTERS KLUWER LAW & BUSINESS	BOOKS	768.45	V001578
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	587.56	V001579
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	33.40	V001580
	KNOWLES PUBLISHING INC	BOOKS	127.66	V001581
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	1,249.79	V001582
	LAWPRESS CORPORATION	BOOKS	297.53	V001583
	PRACTISING LAW INSTITUTE	BOOKS	145.65	V001584
	VERDICTSEARCH	BOOKS	351.55	V001585
	WEST ACADEMIC	BOOKS	47.96	V001586
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	37,381.99	V001599
September 13	CHERRY PICK CAFE	ROOM RENTAL EXPE	89.55	V001600
September 15	CHERRY PICK CAFE	ROOM RENTAL EXPE	252.75	V001601
	FARONICS	SOFTWARE MAINT	798.75	V001602
September 16	BERNAN ASSOCIATES	BOOKS	59.00	V001587
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,144.18	V001588
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	63.30	V001589
	JURIS PUBLISHING INC	BOOKS	165.74	V001590
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,420.00	V001591
	OFFICE DEPOT	SUPPLIES-OFFICE	72.47	V001592
	CITY OF THOUSAND OAKS	BOOKS	123.61	V001593
	VERSA TAPE	BOOKS	859.75	V001594
	THOMSON REUTERS	BOOKS	12,084.00	V001595
	BANDWIDTH.COM, INC.	TELECOM	290.58	V001603
	BULBS.COM ** VOIDED *****	REPAIR & MAINTENA	0.00	V001604

151,466.41

LOS ANGELES COUNTY LAW LIBRARY
September 1, 2016 - September 30, 2016 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	REPUBLIC SERVICES #902	BLDG SVCS	270.99	V001605
	GLOBAL CAPACITY	TELECOM	142.94	V001606
	INFINISOURCE INC	PAYROLL/HR BENEFI	11.00	V001607
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	480.54	V001608
	OCLC INC	BIBLIOGRAPHICAL S	700.96	V001609
	SECURITAS SECURITY	SECURITY	10,873.84	V001610
	SUPPLYWORKS	CLEANING SUPPLIES	2,063.36	V001611
	UPS	DELIVERY & POSTAG	8.63	V001612
	VALLEY WIDE AIR	REPAIR & MAINTENA	200.00	V001613
September 20				
	DELL MARKETING L P	HARDWARE MAINT	3,845.05	V001615
September 21				
	AMERICAN FILTER COMPANY	REPAIR/MAINTENAC	217.99	V001616
September 22				
	BRIGHTVIEW	LANDSCAPING	1,250.00	V001617
	INFINISOURCE INC	PAYROLL/HR BENEFI	77.00	V001618
September 26				
	AMERICAN BAR ASSOCIATION	BOOKS	2,207.30	V001619
	WOLTERS KLUWER LAW & BUSINESS ** VOIDED ****	BOOKS	0.00	V001620
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	527.63	V001621
	BERNAN ASSOCIATES	BOOKS	77.00	V001622
	BLOOMBERG BNA	BOOKS	499.36	V001623
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	28,977.29	V001624
	DATA TRACE PUBLISHING COMPANY	BOOKS	158.95	V001625
	JAMES PUBLISHING INC	BOOKS	352.10	V001626
	KANSAS JUDICIAL COUNCIL	BOOKS	85.00	V001627
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	210.88	V001628
	MUNICIPAL CODE CORPORATION	BOOKS	1,670.00	V001629
	PRACTISING LAW INSTITUTE	BOOKS	216.51	V001630
	PROCESS SERVER INSTITUTE	BOOKS	148.63	V001631
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	397.14	V001632
	UNITED NATIONS PUBLICATIONS	BOOKS	942.24	V001633
	WEST ACADEMIC	BOOKS	95.92	V001634
	THOMSON REUTERS	BOOKS	4,931.51	V001635
	WILLIAM S HEIN & CO	BOOKS	1,902.13	V001636
	YBP LIBRARY SERVICES	BOOKS	557.47	V001637
September 27				
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	3,128.63	V001638
	STATE COMPENSATION INSURANCE FUND	PREPAID EXP	6,365.58	V001639
	FRANK R. THOROLD (PTY) LTD	BOOKS	3,765.68	V001640
	UPS	DELIVERY & POSTAG	15.25	V001641
September 28				
	LA CAFE	BOARD EXPENSE	37.93	V001655

228,607.85

LOS ANGELES COUNTY LAW LIBRARY
September 1, 2016 - September 30, 2016 (CHECKS)
Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 16	L A DEPT WATER & POWER	ELECTRIC/FIRE	11,555.80	V000062

11,555.80

LOS ANGELES COUNTY LAW LIBRARY
September 1, 2016 - September 30, 2016 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 16	FASTCASE INC	BOOKS	21,140.00	TS00239943
	VASQUEZ & COMPANY LLP	ACCOUNTING	11,500.00	TS00239943
September 19	CALPERS	PREPAID EXP	51,184.20	TS00239998

83,824.20

LA Law Library
Fiscal Year Quarterly Statistics

			FY16 1st Quarter	FY16 2nd Quarter	FY16 3rd Quarter	FY16 4th Quarter	FY17 1st Quarter	FY17 1st Quarter Notes
Reference and Research								
<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>								
Desk Inquiries			6135	6312	6338	6906	7,112	
Tuesday 6pm to 8pm - All Queries					59	125	108	
Phone			1960	1724	1815	1923	2,029	
Email/ Live Chat			78	212	331	404	355	
By Mail			71	26	56	67	61	
Global Law Inquires			156	149	130	105	25	
Global Law Web Inquires			136	88	109	73	0	
e-Branch Chat			59	33	41	43	45	
e-Branch Email			0	1	1	0	1	
		Total	8,595	8,545	8,880	9,646	9,736	
Circulation Services								
<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking books in and out.</i>								
Desk Inquiries			4,044	2,600	4,016	4,068	3,789	
Phone Inquiries			2,122	1,836	1,996	2,347	1,955	
		Total	6,166	4,436	6,012	6,415	5,744	
Books Circulated			2,576	2,204	2,952	2,874	2,572	
Library Card Sign-ups			517	508	545	550	514	
Members Program - Active Members			302	297	325	313	318	
Public Terminal Logins			11,520	10,798	9,496	11,001	10,403	
Document Delivery / E-Delivery/Copies								
<i>Document Delivery responds to requests for materials from the LA Law Library collection. Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-printer.</i>								
Phone Inquiries			286	275	286	298	314	
In-Person			3,723	2,164	2,509	2,701	2,890	
Email			230	221	194	154	119	
By Mail (As of 2013, included with R+R above)								
		Total	4,239	2,660	2,989	3,153	3,323	
Pages Delivered			9,135	5,524	8,073	6,269	6,013	

LA Law Library
Fiscal Year Quarterly Statistics

			FY16 1st Quarter	FY16 2nd Quarter	FY16 3rd Quarter	FY16 4th Quarter	FY17 1st Quarter	FY17 1st Quarter Notes
	Copies Made (Main Library)		91,743	96,313	79,318	78,655	72,162	Pending acceptance of maintenance agreement for c452
Collection Management Services								
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>							
	New Titles Added		132	111	154	124	108	Amount reduced due to budgetary constraints
	New Serials		18	19	23	23	25	
	Print Volumes Added		1,362	1,376	1,378	1,261	1,129	
	Non-Print Media Added		10,523	4,454	1,949	730	9,552	
	Books Cataloged/Reclassified		646	477	632	144	484	
	Print & Non-Print Withdrawn		601	578	1,091	1,319	505	
Brief Scanning Project								
	Briefs Scanned		7,499			1101	792	
	Pages Scanned		251,347			46,565	39,205	
	Briefs Logged (Google)			19308	N/A	8,984	7,561	
Website Statistics								
	Visitors		24,096	21,877	23,217	25,501	26,842	
	Visits		101,619	101,052	104,421	107,809	99,035	
	Average Daily Visits		1,105	1,099	1,135	1,185	1,076	
	Average Duration		4:09	4:00	3:51	2:49	2:59	
	Visitors: US		96.02%	97.54%	98.43%	98.34%	93.59%	
	Visitors: International / Unspecified		3.98	2.46%	1.57%	1.66%	6.41%	
Training and Events at Main Branch								
	Public Classes Held							
	Internal speaker		7	24	6	12	23	
	Guest speaker		9	19	11	41	38	
	MCLE Classes Held							
	Internal speaker		0	1	0	0	0	
	Guest speaker		5	18	7	7	6	
	Clinics/ Workshops Held		16	39	46	35	39	
		Total	37	101	70	95	106	
	Class Attendance Total (Estimated)		658	2,427	1,041	2,131	1,180	

MEMORANDUM

DATE: October 19, 2016

TO: Board of Law Library Trustees

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

RE: Approval of CalPERS Health Resolution

SUMMARY

Each time the share of health care costs to be charged to LA Law Library employee changes, CalPERS requires that the Board adopt a resolution memorializing the new rates and authorizing CalPERS to charge at those rates. This recommends that the Board adopt the attached resolution authorizing CalPERS to charge eligible retirees the appropriate share of health insurance premiums effective January 1, 2017.

BACKGROUND

The Memorandum of Understanding (MOU) between the Law Library and the SEIU obligates the Law Library to pay a share of the cost of health insurance for eligible represented employees and their dependents and for eligible retired employees who were represented prior to retirement and their dependents. The MOU limits the Law Library's contribution to a maximum amount indexed to the rates that were in effect on 1/1/11 for CalPERS' highest cost LA Region HMO, adjusted for annual increases. In 2013, the Board extended this cap on premiums to unrepresented employees and retired employees, and their dependents.

No subsequent changes have been made to the formula for calculating the cap on premiums. However, due to changes in the cost of health care, the caps nonetheless need to be adjusted each year.

RESOLUTION

The attached resolution is in the form requested by CalPERS and implements the formula by informing CalPERS about the maximum amount the Law Library will pay for health insurance on behalf of eligible employees and retirees and their dependents.

RECOMMENDATION

Staff recommends that the Board adopt the attached resolution for health insurance premiums that will take effect on January 1, 2017.



To: California Public Employees' Retirement System
Health Contracts Unit, Employer Account Management Division
PO BOX 942714
Sacramento, CA 94229-2714

From:

CalPERS ID #	5612780823
Agency Name	Los Angeles County Law Library

HEALTH RESOLUTION

Please staple on top of your health resolution(s) or cover letter. This will ensure that the CalPERS mailroom expedites delivery to our office.

LOS ANGELES COUNTY LAW LIBRARY
RESOLUTION NO. 2016-1

FIXING THE EMPLOYER CONTRIBUTION AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS
UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT

- WHEREAS, (1) Los Angeles County Law Library is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”); and
- WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and
- RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of:

Medical Group	Monthly Employer Contribution		
	Single	Two-Party	Family
701 Unrepresented Employees	\$586.46	\$924.45	\$1,127.24
702 Represented Employees	\$586.46	\$924.45	\$1,127.24

Plus administrative fees and Contingency Reserve Fund assessments; and be it further

- RESOLVED, (b) Los Angeles County Law Library has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (c) That the participation of the employees and annuitants of Los Angeles County Law Library shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Los Angeles County Law Library would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer.

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, the Executive Director to file with the Board a verified copy of this resolution, and to perform on behalf of Los Angeles County Law Library all functions required of it under the Act.

Adopted at a regular meeting of the Board of Trustees of the Los Angeles County Law Library at 301 W. 1st Street, Los Angeles, CA 90012, this 19 day of October, 2016.

Signed: _____
Hon. Ann I. Jones, President

Attest: _____
Sandra J. Levin, Executive Director

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Friends of the Los Angeles County Law Library Presentation
- 4.2 Approval of Amended Fiscal Year 2017 Budget, Patron Services Departmental Restructure and Revised Job Descriptions
- 4.3 Review and Receipt of Financial Statement Audit Report and SAS 114 Letter for the Fiscal Year Ended June 30. 2016

MEMORANDUM

DATE: October 19, 2016

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Friends of the Los Angeles County Law Library

DESCRIPTION

Representatives of the Friends of the Los Angeles County Law Library will be present to address the Board regarding new developments and answer questions. Among other things, the Friends organization, with the help of a new and enthusiastic Advisory Council, is working on developing new projects and plans to support the Law Library.

RECOMMENDATION

Staff recommends that the Board ask questions and offer input as desired, and thank the Friends for their ongoing and crucial support of the Law Library.



MEMORANDUM

DATE: October 19, 2016

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

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

SUMMARY

At its September 2016 meeting, the Board reviewed a proposal to merge and restructure the Reference & Research and Programs & Partnerships departments, reduce expenses to meet adjusted budgetary needs and address certain compensation issues. The Board commented favorably.

Staff next met with the FY17 Budget and Finance Committee (the “Committee”) to discuss the proposed amendments to the FY17 and FY18 budgets. The Committee examined the proposed changes in detail and recommended approval. Accordingly, the Amended Budget and revised job descriptions are now submitted for approval.

EXHIBITS

1. Amended FY2017 Budget
2. Cash Flow Projection
3. Chart of Proposed Changes with Fiscal Impact
4. Filing Fee Analysis
5. Summary Reorganization Chart
6. Job Descriptions

BACKGROUND

Budget Goals: Given the rapid decline in revenues over the past 7 years and the large collection depreciation numbers that reflect past spending (as opposed to current impact), the Board and Staff have focused on cash flows more than net revenue. Over the past several years, 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. This approach has been working and the current year (FY17) budget was therefore based upon this approach. In particular, the goal has been to stabilize both revenue and operational expense by FY18 such that operations could generate positive cash flow in order to fund current capital expenses and savings towards future capital needs.



Patron Services Department: As discussed at the September 2016 Board Meeting, a number of recent events coincided to make amendment of the Budget and the restructuring of the patron services departments (Ref and P&P) a high priority. To recap, the Director of Reference & Research announced his retirement effective December 30, 2016, collection acquisition costs were significantly higher than expected for Fiscal Year 2016 and the budget for FY2017 was created prior to identifying the cost overrun for Fiscal Year 2016. The conceptual plan for merging the two departments into one Patron Services Department and adjusting the budget was well received at the last Board Meeting.

The attached chart reflects the new structure as previously discussed: a Patron Services department, with five operational units reporting to a single Director. In particular, the plan includes:

1. Merging the Reference & Research and Programs & Partnerships departments by mid-year (effective 1/1/17);
2. Eliminating any structural deficit and achieving a positive operational cash flow by the end of FY18 (June 30, 2018);
3. Creating operational efficiencies and improving data collection, analytics, reporting and accountability;
4. Modest compensation increases for those assuming supervisory duties. Compensation increases to bring those more than 20% below market to a more competitive level in FY18.
5. Providing appropriate professional development and growth opportunities for staff, including modest compensation increases for those taking on new positions and assuming significant new duties as a result of the elimination of other positions.
6. Eliminating the Director of Reference and Research position (once vacant), but giving three in-house positions additional supervisory roles and creating a part-time contract position on Saturdays;
7. Eliminating the vacant FCIL Library Tech position, but increasing the Facilities Clerk hours to full time to cover mailroom duties;
8. Not renewing the Special Projects Supervisor position (end of FY17) but creating a new Library Associate position (beginning FY18); and
9. Cutting collection costs as contracts come up for renewal (approx. \$330,000 in cuts have been identified for implementation over FY17 and FY18).

BUDGET AMENDMENT

A more detailed proposal, including a line-by-line review of the proposed budgetary changes, cuts and augmentations was presented to the Committee for review. A summary of those changes, with fiscal impacts, is attached here. Not all of the savings can be realized in FY17, however, and the full impact of the savings will not be realized until FY18. The estimated cost savings resulting from these changes would be a net savings in FY17 of approximately \$200,000 over FY16 and a net savings in FY18 and beyond of approximately \$400,000 over FY16.



Importantly, the result of incorporating these changes into the budget yields similar positive cash flow from operations: \$197,424 in FY17 and \$398,086 in FY18 and beyond. (See the green line for Operational Cash flow in the attached Cash Flow Projection.)

The Amended Budget incorporates the changes described above and presented in the attached Chart of Proposed Changes with Fiscal Impact. The Committee and Staff recommend approval.

As always, we will provide monthly reports throughout the fiscal year, as well as a more in depth mid-year budget review.

RESTRUCTURE AND JOB DESCRIPTIONS

Attached are new and amended Job Descriptions as needed to implement the Fiscal Year 2017 components of the reorganization described in the Summary Reorganization Chart (e.g., creation of two Managing Librarian positions, transfer of mailroom duties from CMS to Facilities, etc.). Components to be implemented in Fiscal Year 2018 will be addressed closer to implementation.

Where a position title was new or the changes to the position's duties were extensive, the Job Description is presented as a new 'clean' document. Where position duties were changed in limited ways, the Job Description is presented as a redline. The duties of all other positions within the Reference & Research and Programs & Partnerships Departments shall remain the same except that they will be modified to reflect the department name "Patron Services".

Consistent with these changes, the following positions would be eliminated:

Immediately: FCIL Library Technician

As of 1/1/17: Director, Reference & Research; Librarian, Public Interest; and Librarian, Members Services

After approval, SEIU may also wish to discuss these changes with management.

RECOMMENDATION

Staff recommends that the Board approve:

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



Los Angeles County Law Library: Summary

Amended Budget: Fiscal Year Ending 6/30/17 (as of 10/19/16)

GL No.		FY 2017 Original Budget	FY 2017 Amended Budget	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
Summary:					
Income					
	L.A. Superior Court Fees	6,459,933	6,545,083	85,150	1.3%
	Interest	23,688	23,688	0	0.0%
	Parking	680,000	691,231	11,231	1.7%
	Library Services	524,120	524,120	0	0.0%
	Total Income	7,687,740	7,784,121	96,381	1.3%
Expense					
	Staff	4,127,544	4,038,026	(89,518)	-2.2%
	Library Materials	1,847,217	1,940,279	93,061	5.0%
	Library Materials Transferred to Assets	(1,847,217)	(1,940,279)	(93,061)	5.0%
	Electronic Resource Subscriptions (ERS)	651,969	691,386	39,417	6.0%
	Facilities	856,368	856,368	0	0.0%
	Technology & Data	164,400	164,400	0	0.0%
	General	67,049	67,049	0	0.0%
	Professional Development	21,325	21,325	0	0.0%
	Communications & Marketing	8,355	8,355	0	0.0%
	Travel & Entertainment	3,048	3,048	0	0.0%
	Professional Services	56,063	56,063	0	0.0%
	Depreciation	2,955,050	2,960,377	5,327	0.2%
	Total Expenses	8,911,171	8,866,397	(44,774)	-0.5%
	Net Income (Loss)	(1,223,431)	(1,082,276)	141,155	-11.5%
	Investment Gain (Loss) ²	35,000	35,000	0	0.0%
	Extraordinary Income	0	55,000	55,000	0.0%
	Extraordinary Expense	0	0	0	0.0%
	Net Income Including Extraordinary Items	(1,188,431)	(992,276)	196,155	-16.5%
	Capitalized Expenditures	1,569,500	1,569,500	0	0.0%

Los Angeles County Law Library: Summary

Amended Budget: Fiscal Year Ending 6/30/17 (as of 10/19/16)

GL No.		FY 2017 Original Budget	FY 2017 Amended Budget	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
Detailed Budget:					
Income:					
303300	L.A. Superior Court Fees	6,459,933	6,545,083	85,150	1.3%
Interest:					
311000	Interest - LAIF	4,810	4,810	0	0.0%
312000	Interest - General Fund	16,500	16,500	0	0.0%
313000	Interest - Deposit Fund	2,378	2,378	0	0.0%
313100	Interest - CalPERS CERBT ¹	0	0	0	0.0%
313200	Interest - Bonds ²	0	0	0	0.0%
	Subtotal	23,688	23,688	0	0.0%
Parking:					
330100	Parking	680,000	691,231	11,231	1.7%
	Subtotal	680,000	691,231	11,231	1.7%
Library Services:					
330150	Annual Borrowing Fee	3,800	3,800	0	0.0%
330140	Annual Members Fee	110,004	110,004	0	0.0%
330340	Course Registration	32,617	32,617	0	0.0%
330129	Copy Center	52,700	52,700	0	0.0%
330205	Document Delivery	24,000	24,000	0	0.0%
330210	Fines	46,500	46,500	0	0.0%
330310	Miscellaneous	65,999	65,999	0	0.0%
330330	Room Rental	45,600	45,600	0	0.0%
330350	Book Replacement	4,200	4,200	0	0.0%
330360	Forfeited Deposits	7,500	7,500	0	0.0%
330400	Friends of Law Library	120,000	120,000	0	0.0%
330420	Grants	0	0	0	0.0%
330450	Vending	1,200	1,200	0	0.0%
330465	Special Events Income	10,000	10,000	0	0.0%
	Subtotal	524,120	524,120	0	0.0%
	Total Income	7,687,740	7,784,121	96,381	1.3%
Expenses:					
Staff:					
501000	Salaries (benefits eligible)	2,519,571	2,464,901	(54,671)	-2.2%
501025	Staff Vacancy Offset (Ben. Eligible)	(49,446)	(48,386)	1,060	-2.1%
501050	Salaries (benefits ineligible)	294,665	274,726	(19,939)	-6.8%
501075	Staff Vacancy Offset (Ben. Ineligible)	(5,549)	(5,379)	170	-3.1%
502000	Social Security	167,074	163,338	(3,736)	-2.2%
503000	Medicare	39,074	38,200	(874)	-2.2%
511000	Retirement	320,063	313,639	(6,424)	-2.0%

Los Angeles County Law Library: Summary

Amended Budget: Fiscal Year Ending 6/30/17 (as of 10/19/16)

GL No.		FY 2017 Original Budget	FY 2017 Amended Budget	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
511050	Pension Exp (Actuarial)	0	0	0	0.0%
511100	Pension Exp (Acctg)	0	0	0	0.0%
512000	Health Insurance	506,524	502,614	(3,909)	-0.8%
513000	Disability Insurance	4,655	4,551	(103)	-2.2%
514000	Dental Insurance	66,241	65,338	(903)	-1.4%
514500	Vision Insurance	8,170	8,016	(154)	-1.9%
515000	Life Insurance	1,577	1,542	(35)	-2.2%
515500	Vacancy Benefits Offset	0	0	0	0.0%
516000	Workers Compensation Insurance	87,935	87,935	0	0.0%
517000	Unemployment Insurance	0	0	0	0.0%
514010	Temporary Employment	3,200	3,200	0	0.0%
514015	Recruitment	500	500	0	0.0%
517500	Accrued Sick Expense	5,000	5,000	0	0.0%
518000	Accrued Vacation Expense	20,000	20,000	0	0.0%
518500	OPEB Expense	108,289	108,289	0	0.0%
518550	TMP	15,000	15,000	0	0.0%
518560	Payroll and Benefit Administration	15,000	15,000	0	0.0%
	Total - Staff	4,127,544	4,038,026	(89,518)	-2.2%
	Library Materials:				
601999	American Continuations	1,412,908	1,509,965	97,057	6.9%
602999	American New Orders	14,429	16,382	1,953	13.5%
609199	Branch Continuations	40,896	51,663	10,767	26.3%
609299	Branch New Orders	600	600	0	0.0%
603999	Commonwealth Continuations	111,904	112,107	203	0.2%
604999	Commonwealth New Orders	1,560	1,560	0	0.0%
605999	Foreign Continuations	156,904	137,470	(19,434)	-12.4%
606999	Foreign New Orders	1,200	1,200	0	0.0%
607999	International Continuations	84,601	87,234	2,632	3.1%
608999	International New Orders	4,000	4,000	0	0.0%
609399	General/Librarianship Continuations	17,015	16,897	(118)	-0.7%
609499	General/Librarianship New Orders	1,200	1,200	0	0.0%
	Subtotal	1,847,217	1,940,279	93,061	5.0%
690000	Library Materials Transferred to Assets	(1,847,217)	(1,940,279)	(93,061)	5.0%
685000	Electronic Resource Subscriptions (ERS)	651,969	691,386	39,417	6.0%
	Facilities:				
801005	Repair & Maintenance	45,000	45,000	0	0.0%
801010	Building Services	12,000	12,000	0	0.0%
801015	Cleaning Supplies	12,996	12,996	0	0.0%

Los Angeles County Law Library: Summary

Amended Budget: Fiscal Year Ending 6/30/17 (as of 10/19/16)

GL No.		FY 2017 Original Budget	FY 2017 Amended Budget	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
801020	Electricity & Water	124,272	124,272	0	0.0%
801025	Elevator Maintenance	6,306	6,306	0	0.0%
801030	Heating & Cooling	31,224	31,224	0	0.0%
801035	Insurance	259,200	259,200	0	0.0%
801040	Janitorial Services	106,638	106,638	0	0.0%
801045	Landscaping	18,000	18,000	0	0.0%
801050	Security	184,992	184,992	0	0.0%
801060	Room Rental Expenses	21,000	21,000	0	0.0%
801065	Special Events Expenses	17,000	17,000	0	0.0%
801100	Furniture & Appliances (<3K)	2,400	2,400	0	0.0%
801110	Equipment (<3K)	4,800	4,800	0	0.0%
801115	Building Alterations (<3K)	1,200	1,200	0	0.0%
801120	Delivery & Postage	6,844	6,844	0	0.0%
801125	Kitchen supplies	2,496	2,496	0	0.0%
	Subtotal	856,368	856,368	0	0.0%
	Technology:				
801210	Software Maintenance	20,880	20,880	0	0.0%
801212	Hardware Maintenance	17,892	17,892	0	0.0%
801215	Software (<\$3k)	14,400	14,400	0	0.0%
801220	Hardware (<\$3k)	9,800	9,800	0	0.0%
801225	Computer Supplies	960	960	0	0.0%
801230	Integrated Library System	48,468	48,468	0	0.0%
801235	Telecommunications	42,000	42,000	0	0.0%
801245	Tech & Data - Misc	0	0	0	0.0%
801250	Services	10,000	10,000	0	0.0%
	Subtotal	164,400	164,400	0	0.0%
	General:				
801310	Bank Charges	8,400	8,400	0	0.0%
801315	Bibliographical Services	9,410	9,410	0	0.0%
801320	Binding	0	0	0	0.0%
801325	Board Expense	1,080	1,080	0	0.0%
801330	Staff meals & events	2,184	2,184	0	0.0%
801335	Supplies - Office	12,000	12,000	0	0.0%
801337	Supplies - Library materials	9,025	9,025	0	0.0%
801340	Stationery, business cards, etc.	1,000	1,000	0	0.0%
801365	Grant Application Expenses	0	0	0	0.0%
801370	Copy Center Expense	22,500	22,500	0	0.0%
801375	General - Misc	500	500	0	0.0%
801390	Course Registration	850	850	0	0.0%
801395	Friends of Law Library	100	100	0	0.0%
	Subtotal	67,049	67,049	0	0.0%

Los Angeles County Law Library: Summary

Amended Budget: Fiscal Year Ending 6/30/17 (as of 10/19/16)

GL No.		FY 2017 Original Budget	FY 2017 Amended Budget	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
Professional Development:					
803105	Travel	9,100	9,100	0	0.0%
803110	Meals	0	0	0	0.0%
803113	Incidental and miscellaneous	0	0	0	0.0%
803115	Membership dues	6,160	6,160	0	0.0%
803120	Registration fees	6,065	6,065	0	0.0%
803125	Educational materials	0	0	0	0.0%
	Subtotal	21,325	21,325	0	0.0%
Communications & Marketing:					
803205	Services	1,800	1,800	0	0.0%
803210	Collateral materials	2,830	2,830	0	0.0%
803215	Advertising	3,100	3,100	0	0.0%
803220	Trade shows & Outreach	625	625	0	0.0%
	Subtotal	8,355	8,355	0	0.0%
Travel & Entertainment					
803305	Travel	0	0	0	0.0%
803310	Meals	0	0	0	0.0%
803315	Entertainment	0	0	0	0.0%
803320	Ground transportation & mileage reimb	3,048	3,048	0	0.0%
803325	Incidental travel expenses	0	0	0	0.0%
	Subtotal	3,048	3,048	0	0.0%

Los Angeles County Law Library: Summary

Amended Budget: Fiscal Year Ending 6/30/17 (as of 10/19/16)

GL No.		FY 2017 Original Budget	FY 2017 Amended Budget	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
Professional Services					
804005	Accounting	18,063	18,063	0	0.0%
804008	Consulting Services	38,000	38,000	0	0.0%
804010	Legal	0	0	0	0.0%
804015	Other	0	0	0	0.0%
	Subtotal	56,063	56,063	0	0.0%
Depreciation:					
806105	Depreciation - Library Materials	2,519,459	2,524,786	5,327	0.2%
806110	Depreciation Exp - FF&E	435,591	435,591	0	0.0%
	Subtotal	2,955,050	2,960,377	5,327	0.2%
	Total Expense	8,911,171	8,866,397	(44,774)	-0.5%
	Net Income Before Extraordinary Items	(1,223,431)	(1,082,276)	141,155	-11.5%
321000	Investment Gain (Loss) ²	35,000	35,000	0	0.0%
401000	Extraordinary Income	0	55,000	55,000	0.0%
901000	Extraordinary Expense	0	0	0	0.0%
	Net Income Including Extraordinary Items	(1,188,431)	(992,276)	196,155	(0)
Capital Expenditures:					
161100	Furniture / Appliances (>3k)	30,000	30,000	0	0.0%
161300	Electronics / Computer Hardware (>3k)	157,000	157,000	0	0.0%
164500	Exterior Building Repairs/ Improvements (>3k)	452,500	452,500	0	0.0%
164000	Interior Improvements / Alterations (>3k)	535,000	535,000	0	0.0%
168000	Computer Software	395,000	395,000	0	0.0%
	Total - Capitalized Expenditures	1,569,500	1,569,500	0	0.0%

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 County Law Library
Statement of Cash Flows
6/30/2012 through 6/30/2018 & Beyond

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016 (Draft Audit)	FY 2017 (Amended Budget)	FY 2018 & Beyond ³
Cash flows from operating activities							
Cash received from filing fees and services	9,425,350	8,634,796	8,160,521	7,587,825	7,772,176	7,775,433	7,775,433
Cash payments to suppliers for goods and services	-276,935	-2,870,681	-853,929	-1,274,535	-1,105,282	-1,161,608	-1,161,608
Electronic Resource Subscriptions (ERS) ¹				-523,941	-666,951	-691,386	-691,386
Cash payments to employees for services	-4,214,621	-4,363,664	-4,084,807	-3,867,282	-3,763,250	-3,904,736	-3,941,074
Contributions received	143,000	120,000	134,961	120,000	120,000	120,000	120,000
Net cash from operating activities	5,076,794	1,520,451	3,356,746	2,042,067	2,356,693	2,137,703	2,101,365
Cash flows from capital and related financing activities							
Acquisition of capital assets:							
Books and Reference Materials	-3,879,820	-3,400,719	-3,025,718	-2,262,095	-2,101,013	-1,940,279	-1,703,279
Net increase in reserves from operating activities	1,196,974	-1,880,268	331,028	-220,028	255,680	197,424	398,086
Fixed Assets - PP&E	-5,861,553	-367,208	-68,623	-48,739	-18,354	-1,569,500	0
Prior period adjustment	0	25,436	-35,885				
Net cash from (used in) capital and related financing activities	-5,861,553	-341,772	-104,508	-48,739	-18,354	-1,569,500	0
Cash flows from non-capital and related financing activities							
Sales of rare books collection							
Net cash from non-capital and related financing activities	0	0	671,129	21,347	0	0	0
Cash flows from investing activities							
Investment in money market and government securities ²							
CalPERS CERBT Trust Account ²	0	0	-3,997,438	0	0	0	0
Investments earnings	108,350	64,287	89,630	59,919	101,982	58,688	58,688
Investment earnings -- not yet realized				-40,081	-78,437	-35,000	-35,000
Net cash from (used in) investing activities	108,350	64,287	-3,907,808	-2,020,809	23,545	23,688	23,688
Net increase in cash and cash equivalents	-4,556,229	-2,157,753	-3,010,159	-2,268,229	260,871	-1,348,388	421,774
Cash and cash equivalents, at beginning of year	15,601,244	11,045,015	8,887,262	5,877,102	3,608,873	3,869,744	2,521,356
Cash and cash equivalents, end of year	11,045,015	8,887,262	5,877,102	3,608,873	3,869,744	2,521,356	2,943,130
Cash and cash equivalents, end of year including items accounted for separately:							
Cash and cash equivalents, end of year	11,045,015	8,887,262	5,877,102	3,608,873	3,869,744	2,521,356	2,943,130
Items accounted for separately:							
CalPERS CERBT Account ²	0	0	0	1,973,064	2,029,637	1,995,000	1,995,000
UBS money market and government securities ²	0	0	3,997,438	4,037,519	4,115,956	4,150,956	4,185,956
Cash and cash equivalents, end of year including items accounted for separately	11,045,015	8,887,262	9,874,541	9,619,456	10,015,337	8,667,312	9,124,086
Δ in cash and cash equivalents		-2,157,753	987,279	-255,085	395,881	-1,348,025	456,774

¹ Following auditors recommendation, subscription fees for licensed access to legal databases historically capitalized as "electronic resources" are now expensed as ERS in accordance with GAAP.

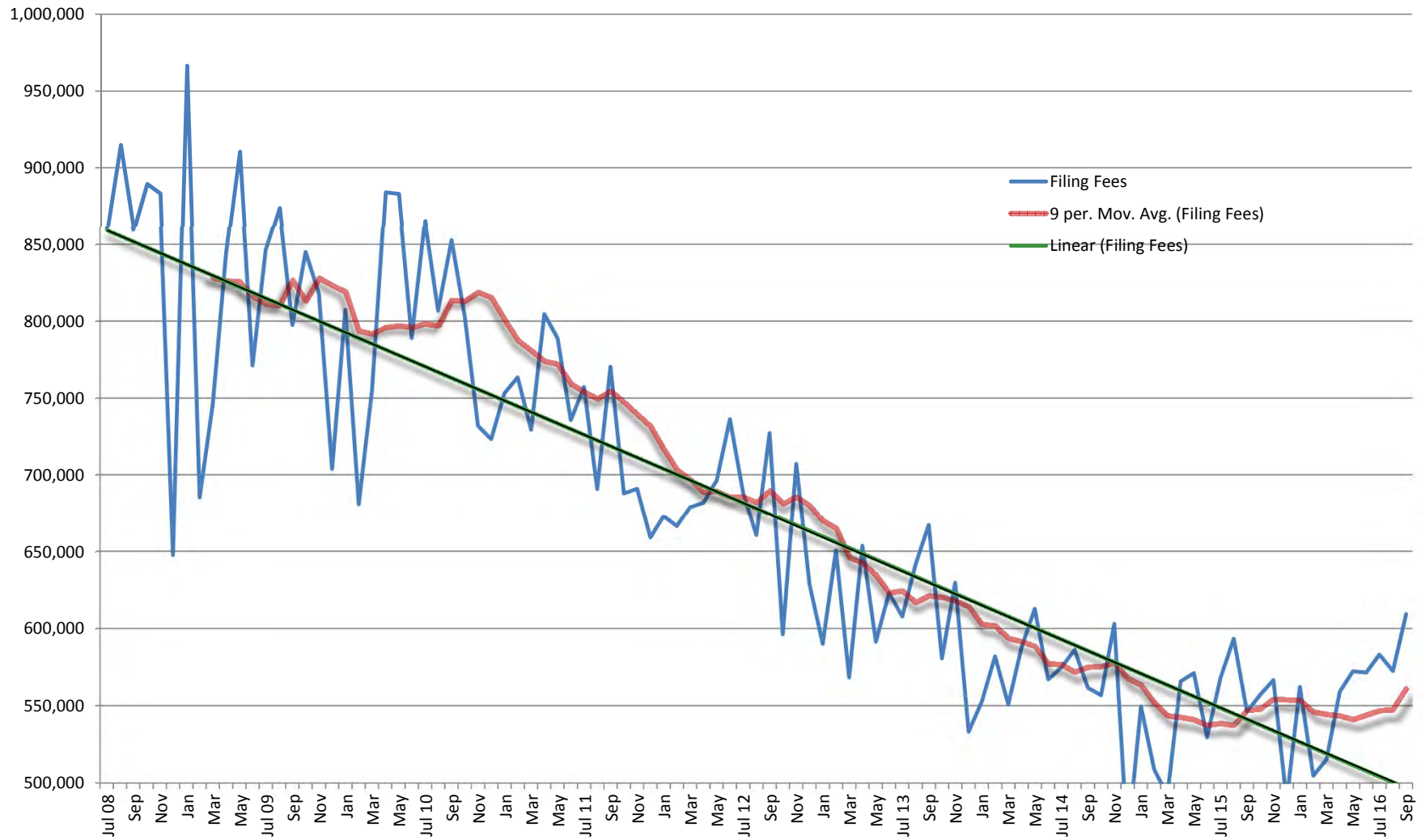
² Items accounted for separately.

³ FY18 projection based upon implementing the identified cuts and all other factors remaining the same as FY17

Chart of Proposed Changes with Fiscal Impact
Restructure Savings and Costs, Collection Cuts and Additional Factors for FY 2017 and 2018

FY2017 Changes	Description	Annual Salary or Change to Annual Salary	Benefits (45% of Salary)	FY17 Impact	Annual Impact After FY17	Notes
FCIL Library Tech	Eliminate position starting in FY17.	33,000	14,850	(47,850)	(47,850)	Currently vacant; collection cuts have reduced workload; Fac Clerk will resume mailroom duties to free up some additional resources in CMS
Dir Ref & Research	Position will be eliminated.	97,706	43,968	(70,837)	(141,674)	RS will retire 12/30/2016
Comm Aide	Position to remain vacant	11,440	0	(11,440)	(11,440)	
Director, Patron Services (estimated Δ)	Salary increase due to additional duties.					Additional compensation for positions assuming supervisory duties and new titles
Managing Librarian, Legal Education (estimated Δ)	Salary increase due to additional duties.	28,405	18,857	27,807	47,262	
Managing Librarian, Public Interest (estimated Δ)	Salary increase due to additional duties.					
Facilities Clerk (estimated Δ)	Change from PT to FT.					Currently vacant; will resume mailroom duties
Contract Librarian (Saturdays)	Contracted.			5,000	10,000	
Estimated Salary Cost (Savings)				(97,320)	(143,702)	
Additional FY2018 Changes						
Supervisor, Special Projects	Position will be eliminated	59,869	26,941	0	(86,810)	Limited term position to end June 2017 (BW)
Library Associate, Public Interest	New position					Public interest programming; branch and vacancy support
Managing Librarian, Reference (estimated Δ)	Salary increase due to additional duties.	48,000	21,600	0	69,600	Additional compensation for positions assuming supervisory duties and new titles
Senior Librarian Ref (estimated Δ)	Salary increase due to additional duties.					
Librarian, Coll Dev (estimated Δ)	Salary increase due to additional duties.					
Raises for personnel <80% of market				0	100,000	Estimated based upon comp survey used for merit bonuses; Specifics TBD
Estimated Salary Cost (Savings)				0	82,790	
Net Estimated Salary Cost (Savings)				(97,320)	(60,912)	
Collection Cuts						
LNMB	Negotiate new 3yr LMA which begins on September 2016.					
Other print	Predominantly Global materials			(100,000)	(337,000)	
Digital	Eliminate lower usage databases where duplicative of print (FY18 because awaiting contract expiration)					Low usage, high cost; overlaps with print materials
Estimated Collection Cost (Savings)				(100,000)	(337,000)	
Net Estimated Salary Cost (Savings) + Collection Cost (Savings)				(197,320)	(397,912)	
Additional Factors:						
Increased revenue	Civil Filing Fees			85,150		Difference between actual YTD as of Sep and budget; no increase in future projection
	Parking			11,200		Difference between actual YTD as of Aug and budget; no increase in future projection
COMPARE TO FISCAL YEAR 2017 projected budget understatement of collection expense						(232,478.58)

Filing Fees



Reorganization
Patron Services Department
Director

Public Interest Programs Managing Librarian	Reference & Research		Collection & Branches		Legal Education Managing Librarian	Global Law Librarian ¹
	Senior Librarian		Senior Librarian			
Library Associate (new FY18)	Librarians (2)	Librarian/ Manager (starting FY18)	Circulation Support Supervisor	Branch Assistants (3)	Library Associate (Members)	
Public Interest Interns	Supervisor, Special Projects (ends FY17)	Library Clerk	Library Clerk	Librarian (Collection Development)	Law School Interns	
	Library School Interns	Library Aides (2)	Library Technician (Copy Center)			
	Saturday Temp (new)		Library Aides (3)			
<i>Public Interest Partnerships</i>	<i>Reference Desk</i>	<i>Reference Desk</i>	<i>Circulation</i>	<i>Collection Development</i>	<i>CLE Programs</i>	<i>Global Law Programming</i>
<i>Special Events</i>	<i>Live Chat</i>	<i>Shelving & Paging</i>	<i>Copy Center</i>	<i>Budget</i>	<i>Classes Taught In-House</i>	<i>Reference Desk</i>
<i>Reference Desk</i>	<i>Scheduling</i>	<i>Displays</i>	<i>Back Up for Shelving & Paging</i>	<i>Remote Locations</i>	<i>Members Program</i>	<i>Teaching</i>
<i>Outreach & Public Speaking</i>	<i>Digital Services</i>	<i>Teaching</i>		<i>Reference Desk</i>	<i>Reference Desk</i>	<i>Outreach & Public Speaking</i>
<i>Teaching</i>	<i>Teaching</i>	<i>Usage Data & Statistics</i>		<i>Teaching</i>	<i>Teaching</i>	<i>Collection Development Support</i>
<i>Branch Support (FY18)</i>	<i>Outreach & Public Speaking</i>	<i>Back Up for Circulation</i>		<i>Collection Data & Statistics</i>	<i>Outreach & Public Speaking</i>	
				<i>Grants & Special Projects</i>		

Effective: 1/1/17

Draft: 9/21/16

¹ Currently vacant

LA LAW LIBRARY JOB DESCRIPTION

Title:	Director
Department:	Programs & Partnerships Patron Services
Focus:	Development and implementation of Law Library initiatives and external relations Reference, Research, Legal Education & Public Programming
Reports to:	Executive Director
Position Supervised:	Senior and Managing Librarians and Global Law Librarian Librarians, Member Relations Coordinator
FLSA Status:	Exempt
Salary Grade:	8
Union Status:	Ineligible for Representation
Effective Date:	

Position Summary

Under the general supervision of the Executive Director, the Director, ~~Programs and Partnerships of Patron Services~~ is responsible for ~~is responsible for the provision of~~ circulation, reference and research, legal education and public interest services in a timely and professional manner in accordance with established goals. The Director of Patron Services also provides guidance and direction for the continued development of the collection, departmental budgeting and the implementation of specific projects and programs to provide comprehensive patron service at multiple locations.

~~the facilitation, oversight, development and implementation of Library initiatives including the Member Program, branch (including ebranch) locations, and relationships with legal service providers, courts, law schools, library school and certificate programs, paralegal programs, bar associations, and the business community. The Director, Programs and Partnerships, is also responsible for development and guidance of public library partnerships as well as partnerships and activities related to the California State Library, other county law libraries and professional organizations and agencies.~~

Responsibilities and Duties

~~Responsibilities are divided into 3 categories: planning, development of library programs and partnerships; and staff responsibilities.~~

Planning

- Assist the Executive Director and the executive team with long range planning and the development of operational and staff goals
- Analyze user needs and recommend new projects, programs and services for various ~~partnership opportunities~~ patron groups
- Develop comprehensive understanding local community needs in order to provide access to legal

information throughout the Los Angeles community and beyond

- Participate in staff meetings, departmental committees and library-wide team activities
- Participate in cooperative and professional association activities to maintain professional awareness and ensure high level of currency in all services
- Prepare analysis of monthly / quarterly statistics, data and activities and regularly report on ROI (return on investment).
- Propose and monitor departmental budget and coordinate revenue and expense tracking with Finance Department.
- Assist with the development of policies and procedures for responding to needs/comments/complaints/questions from patrons. ~~of individuals, firms and organizations in the partnership programs~~

Development of Programs and Partnerships

- ~~Develop comprehensive understanding local community needs in order to provide access to legal information throughout the Los Angeles community and beyond~~
- ~~Initiate contact, develop and maintain relationships with public libraries, courts, law schools, library schools and certificate programs, bar associations and law firms. Analyze needs and make recommendations for the development and implementation of both formal and informal partnerships~~
- ~~Identify materials in all formats, as well as space and staff requirements, for partnership agreements~~
- ~~Establish training programs and classes for both the staff and the users of partnership organizations~~
- ~~Monitor bar, court and other agency activities, focusing on structure, organization and attendance~~
- ~~Monitor California State Library and other public library activities and recommend LA Law Library participation of resources and services~~
- ~~Coordinate Library Program activities with Communications team to support the communications strategy for messaging and awareness of LA Law Library. Prepare articles, announcements and press releases concerning programs and partnerships~~
- ~~Participate in both local and statewide professional activities, including attendance at meetings, seminars, and conferences~~

Supervision and Staff Leadership

- Supervise Global Law Librarian, Senior Librarians and Managing Librarians and provide management, direction and guidance for specific assignments, projects and programs.
- ~~Provide management, direction and guidance for specific assignments, projects and programs~~
- ~~Ensure instruction and training for new products and services developed for LA Law Library partners and their users~~
- Coordinate required staff training, develop team and cross training process activities through in-service training, continuous education and extended learning opportunities
- In conjunction with Human Resources, assist with job announcements, recruitment and hiring of staff
- Mentor ~~newly hired librarians and assistants~~departmental staff; provide orientation and program development guides and goals
- Evaluate staff performance through regularly scheduled and annual evaluation process; recommend

merit and promotional opportunities, discipline and termination

- Participate in hiring, evaluation, counseling, and disciplining of direct reports.
- Report and act on violations of the Law Library's policies including its non-harassment policies.

Collection Development

- Provide direction, advice and oversight for the selection of new materials in all formats to maintain a comprehensive and current collection in conformity with the Collection Development Policy and the approved budget.
- Provide direction and guidance for the development and maintenance of a preservation and retention policy.
- Coordinate Collection Development activities with other departments.
- Analyze Collection Development Policy and make recommendations for changes, additions or deletions as needed.
- Provide recommendations for format changes, additional copies, replacements and weeding the collection.

Other Responsibilities

- Participate in seminars, workshops, lectures, tours and orientations for users
- Attend professional activities and conferences; represent the Law Library in local, state and national associations
- Read professional literature and contribute to professional publications
- Other related duties as required

Position Qualifications

Required

- MLS from an accredited ALA approved library school
- Advanced degree in law, judicial administration or business (experience may be substituted for advanced degree)
- Three (3) years demonstrated organization and management of a law library patron services program or department.
- Seven (7) years of advanced reference / research experience in a law library
- Demonstrated outreach and communications experience within a legal or public community
- Demonstrated organization and management skills
- Thorough understanding and use of legal and law-related databases
- Prior experience sSupervising of professional and paraprofessional staff
- Familiarity with applicable software and technology including MS Office suite, including PowerPoint, etc.
- Ability to communicate clearly and concisely.
- Demonstrated writing ability, including full report analysis and comparison

Preferred

- Knowledge of professional law librarianship concepts, principles and practices
- Reference service in a law library with both legal and general public clientele
- ~~Ability to communicate clearly and concisely~~
- ~~Demonstrated writing ability, including full report analysis and comparison~~
- Teaching or training experience

Work Environment

Will be working in an office environment and in reference public service counter areas.

Physical Abilities Required

- Lifting ability: Light, under 15 lbs. on a regular basis.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director	Date
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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

LA LAW LIBRARY JOB DESCRIPTION

Title:	Senior Librarian
Department:	Reference & Research
Focus:	Reference and Stacks and Shelving
Reports to:	Director, <u>Reference & Research Patron Services</u>
Position Supervised:	Reference aides and Reference Clerk
FLSA Status:	Exempt
Salary Grade:	7
Union Status:	Ineligible for Representation
Effective Date:	

Position Summary

Under the direction of the Director of Reference and Research Patron Services, zealously provides quality reference and instructional service to the Library's diverse group of users that includes individuals from the legal and public communities. Handles and coordinates collection development in assigned areas. Designs and presents public classes and prepares collateral instructional materials. Continually works to ensure quality reference service through participation in educational programs, workshops, seminars, and self-study. Directly supervises the Reference Librarians and staff responsible for stack and shelving maintenance. Librarian Manager who is Aides and Reference Clerks and is responsible for stack and shelving maintenance. Assists the Director of Reference and Research as needed with scheduling and staffing.

Responsibilities and Duties

Core Responsibilities and Duties:

Services to Library Users

- Ensure quality reference and research services through appropriate and knowledgeable use of reference tools and resources by all reference librarians.
- Develop bibliographies, pathfinders, legislative histories and other user aids and guides.
- Provide instruction and guidance for use of library catalog, computer databases, bibliographic resources and general legal research procedure.
- Provide expert reference services, detailed research and user assistance to both the legal and general public communities through walk-up, phone, email or other electronic methods.
- Provide oversight for specialized reference services, including self-help and Foreign International Law.
- Assure proper collection and handling of revenues derived from patron services consistent with Library

policy.

- Coordinate Reference and Research Services activities with Information Technology team and Facility Services to support the development of training, classes, tours and events for public and legal groups.
- Monitor use and requirements of branch activities; analyze branch needs and services; make recommendations for changes and additions to staff, services and collection.
- Assist with development of policies and procedures for responding to user comments, complaints and questions
- Resolve customer complaints.

Reference Assistance to Library Users

- Conducts complete reference interviews to determine appropriate print and electronic resources to meet user requests.
- Performs both immediate reference and in-depth research searches; refers users to other resources as appropriate.
- Directs users to requested publications; assists users with both print and electronic resources.
- Provides instruction and guidance for use of library catalog, legal databases, legal research methodology and procedures.
- Responds to in-library, phone, mail, email and live-chat reference questions.
- Develops and maintains pathfinders, bibliographic resources and research guides.

Training and Outreach

- Participates in the development of training programs; designs new classes.
- Teaches classes and updates class materials for both legal and general public users.
- Participates in professional seminars, workshops, and lectures.
- Gives library tours to the public and school groups.
- Participates in orientation and training of new staff members and non-professional staff.
- Travels weekly or as assigned to a branch or partnership library to provide on-site reference and research services.

Collection Development

- Reviews print and electronic materials in assigned subject areas and makes recommendations for additions, deletions and enhancements to the collection.
- Analyzes subject areas of the collection as assigned and prepares comparative data.
- Participates in collection development meetings.

Other Responsibilities

- ~~Participates in library-wide projects and programs.~~
- ~~Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.~~
- ~~Attends professional programs, activities and conferences.~~
- ~~Assists other reference and research services staff as required.~~

- ~~Other duties as required.~~

Staff Supervision and Leadership

- Oversee and Supervise the daily reference desk workflow including scheduling desk and chat assignments
- Supervises reference librarians and staff responsible for stacks and shelving
- Provide management, direction and guidance for specific assignments, projects and programs.
- Schedule, assign, supervise and monitor reference desk, phone and online service points.
- Ensure instruction and training for new products and services developed for LA Law Library users.
- Coordinate required staff training, develop team and cross training process activities through in-service training, continuous education and extended learning opportunities.
- In conjunction with Human Resources, assist with job announcements, recruitment and hiring of staff.
- Mentor newly hired librarians and assistants; provide orientation and program development guides and goals.
- Evaluate staff performance through regularly scheduled and annual evaluation process; recommend merit and promotional opportunities, discipline and termination.
- Participate in hiring, evaluation, counseling, and disciplining of direct reports.
- Report and act on violations of the Law Library's policies including its non-harassment policies.
- ~~Oversees and Supervises the daily reference desk workflow including scheduling desk and chat assignments and chat~~
- ~~Supervises reference librarians responsible for stack and shelving~~
- ~~Consults on staffing issues including placement, orientation, training, continuing education, performance review, discipline, and termination.~~
- Monitors and advises on the effectiveness and efficiency of processes within the department.
- Resolves problems as required.
- Takes on special projects related to the department, as required.
- ~~Participate in hiring, evaluation, counseling, and disciplining of direct reports.~~
- Report and act on violations of the Law Library's policies including its non-harassment policies.

Coordinates shifting projects

- Monitors quantity of shelving and space availability taking appropriate corrective action for routine space constraints;
- Receive and maintain record of staff notices of shelving difficulties and analyzes information in order to make recommendations regarding space requirements and solutions to Director of Collection Management S
- Plans staff assignments and directs staff on shifting projects.
- Executes major relocation projects.
- Supervises LC relabeling project.

- ~~Troubleshoots cataloging and call number issues related to relabeling project.~~

- ~~Withdraws titles from collection per instruction of Director of Reference and Research~~

Other Responsibilities

- Participates in library-wide projects and programs.
- Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.
- Attends professional programs, activities and conferences.
- Assists other reference and research services staff as required.
- Other duties as required.

○

Position Qualifications

Required

- Masters Degree in Library Science from an ALA accredited institution.
- 1-2 to years of Law library experience.
- Knowledge of professional law librarianship concepts, principles, and practices.
- Effective written and oral communication skills.
- Ability to work both independently and as part of a team.
- Ability to work at a busy reference desk with a professional and courteous demeanor.
- Ability to use computers and computer databases.

Preferred

- Familiarity with collection development policies.
- Familiarity with standard legal databases.
- Familiarity with social media use in library environment.

Work Environment

Will be working in an office environment and in reference and circulation public service counter areas.

Physical Abilities Required

- Lifting ability: Light, under 15 lbs. on a regular basis. Up to 50 lbs. on an occasional basis.
- May require bending, stooping, reaching.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.

Approvals

_____ Immediate Supervisor	_____ Date	_____ Senior Director	_____ Date
_____ Human Resources	_____ Date	_____ Executive Director	_____ Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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

LA LAW LIBRARY JOB DESCRIPTION

Title:	Senior Librarian Collection & Branches
Department:	Patron Services
Focus:	Collection Development, Budgeting and Remote Locations
Reports to:	Director, Patron Services
Position(s) Supervised:	Branch Staff, Circulation Support Supervisor, Librarian (Collection Development)
FLSA Status:	Exempt
Salary Grade:	7
Union Status:	Ineligible for Representation
Effective Date:	

Position Summary

Under the general supervision of the Director of Patron Services, the Senior Librarian, Collection & Branches assists with needs assessment, design, development, and implementation of new and existing remote locations, takes the lead on developing and monitoring the Patron Services budget, manages collection data and statistics, and supervises of Circulation. The librarian in this position also participates in reference services provided to the Law Library's users.

Responsibilities and Duties

Core Responsibilities and Duties:
Collection Development and Management

- Provide recommendations for the selection of new materials in all formats to maintain a comprehensive and current collection in conformity with the Collection Development Policy and the approved budget.
- Provide recommendations in the selection, evaluation and maintenance of branch materials in all formats that support the Collection Development Policy.
- Provide recommendations for the development and maintenance of a preservation and retention policy.
- Coordinate Collection Development activities with other departments.
- Gather data and statistics to support Patron Services Department initiatives and Circulation Department activities;
- Analyze collected data and project impact of statistics on Patron Services Department budget, collection, and services
- Analyze Collection Development Policy and make recommendations for changes, additions or deletions as needed.

- Provide recommendations for format changes, additional copies, replacements and weeding of the collection.
- Analyzes subject areas of the collection and prepares comparative data.

Branches

- Assist Patron Services Director with long range planning and identification of prospective partnerships and programs,
- Supervise remote location programs and services, coordinate programs and trainings, mentor staff under direct supervision, assist with setting and implementing policies and procedures
- Provide field support and onsite visits for remote location program implementation and initiatives;
- Coordinate new opportunities with partnership organizations

Supervision & Leadership

- Supervises branch and partnership staff, Collection Development Librarian and Circulation Support Supervisor.
- Coordinates required staff training, orientation and program activities; mentors newly hired staff
- Provides management, direction and guidance for specific assignments, projects and programs
- In conjunction with Human Resources, assists with job announcements, recruitment and hiring of needed staff
- Evaluates staff performance through regularly scheduled and annual evaluation process; recommends merit and promotional opportunities, discipline and termination.
- Participates in hiring, counseling, and discipline of direct reports.
- Reports and acts on violations of the Law Library's policies including its non-harassment policies.

Budget

- Under the direction of the Director, Patron Services, develops and recommends an annual budget for the Patron Services Department and library collection; produces and distributes budget documents.
- Monitors performance under and compliance with the annual budget; identifies and resolves variances between budget and actual expenditures.
- Assists with implementation of the annual budget as approved by the Board of Trustees

Circulation

- Supervises and works closely with the Support Supervisor, User Services, to ensure the smooth and efficient operation of the Circulation Department
- Consults and advises regarding staffing including placement, orientation, training, continuing education, performance review, discipline, and termination.
- In conjunction with the Support Supervisor, User Services, develops and monitors the Circulation division FY budget, data collection and analysis
- Responsible for the effectiveness and efficiency of processes within the department
- Resolves problems and directs special projects

Reference Assistance to Library Users

- Conducts complete reference interviews to determine appropriate print and electronic resources to meet user requests.
- Performs both immediate reference and in-depth research searches; refers users to other resources as appropriate.
- Directs users to requested publications; assists users with both print and electronic resources.
- Provides instruction and guidance for use of library catalog, legal databases, legal research methodology and procedures.
- Responds to in-library, phone, mail, email and live-chat reference questions.
- Develops and maintains pathfinders, bibliographic resources and research guides.

Training and Outreach

- Participates in the development of training programs and new classes in remote locations
- Teaches classes and updates class materials for both legal and general public users.
- Participates in professional seminars, workshops, and lectures.
- Participates in orientation and training of new staff members and non-professional staff.
- Travels as assigned to a remote location to provide on-site supervision and oversight of services and programs,

Other Responsibilities

- Participates in library-wide projects and programs.
- Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.
- Attends professional programs, activities and conferences.
- Assists other reference and research services staff as required.
- Participate in speaking engagements; make presentations to large and small groups / organizations
- Other duties as required.

Position Qualifications

Required:

- MLS, JD or other advanced degree from an accredited institution
- Knowledge of professional law librarianship concepts, principles and practices
- At least 2 years demonstrated law library reference experience
- Strong analytical, interpersonal and organizational skills
- Ability to think and work strategically
- Ability to communicate clearly and concisely, both orally and in writing
- Experience with statistical data gathering using Microsoft Office environment; facility with Excel
- Online database research experience using Lexis, Westlaw, etc.
- Valid CA driver's license and willingness to drive personal vehicle on library related business.

Preferred:

- Administrative or project planning and implementation experience in a special library setting.
- Writing, speaking and teaching or training experience.

Work Environment

Will be working in an office environment and in reference public service counter areas.

Physical Abilities Required

- Lifting ability: Light, under 15 lbs. on a regular basis. Up to 50 lbs. on an occasional basis.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director	Date
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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



LA LAW LIBRARY JOB DESCRIPTION

Title:	Managing Librarian
Department:	Patron Services
Focus:	Self-Represented & Public Interest Organizations
Reports to:	Director, Patron Services
Position Supervised:	Public Interest Interns
FLSA Status:	Exempt
Salary Grade:	6
Union Status:	Ineligible for Representation
Effective Date:	

Position Summary

Under the direction of the Director, Patron Services, participates in the identification, planning and implementation of reference, programs and instructional services provided to self-represented members of the public and public interest organizations and agencies. In addition, this position supports LA Law Library initiatives in conjunction with the programs developed by Courts, at national, state and local levels.

Responsibilities and Duties

Reference Assistance to Library Users

- Conducts complete reference interviews to determine appropriate print and electronic resources to meet user requests.
- Performs both immediate reference and in-depth research searches; refers users to other resources as appropriate.
- Directs users to requested publications; assists users with both print and electronic resources.
- Provides instruction and guidance for use of library catalog, legal databases, legal research methodology and procedures.
- Responds to in-library, phone, mail, email and live-chat reference questions.
- Develops and maintains pathfinders, bibliographic resources and research guides in print and on the self-help section of the library's website.

Training and Outreach

- Participates in the development of training programs for self-represented individuals
- Identifies, develops, executes and implements relevant new classes, workshops, and clinics.
- Selects and establishes policies for the collection and dissemination of relevant self-help tools and

resources available through legal services partners and community based service organizations.

- Applies project management knowledge, skills, tools, and techniques to library-wide events including Pro Bono Week and Law Week.
- Participates in professional seminars, workshops, and lectures.
- Participates in orientation and training of new staff members and non-professional staff.
- Conducts long range planning, identification and implementation of prospective court supportive programming.

Self-Represented Services

- Investigates, identifies, plans, develops and implements programs for the self-represented and modest means individuals in all Library locations.
- Participates in self-represented and public library staff training services; recommends programs and instructors.
- Designs educational and self-help programs and services to address specific legal problems.
- Responds to self-represented phone, email and on-site reference questions
- Coordinates training and class programs offered by legal aid and community services providers
- Identify potential public interest partners; assess opportunities for collaborative initiatives
- Coordinate and contribute to external network of access to justice advocate and working groups
- Monitor Court based programs and initiatives; identify opportunities for collaboration and participation
- Collaborates with Communications to create presentations and materials for public speaking engagements and conferences
- Coordinates enhancements and updates to the self-help section of website

Collection Development

- Collaborates with collection development group and recommends retention policies for self-help materials in the collection.
- Monitors self-represented collection and resources; analyzes use and recommends additions or changes
- Identifies online databases available to the self-represented; evaluates web-based models and makes recommendations for additions and changes
- Analyzes self-help subject areas of the collection as assigned and prepares comparative data.
- Supervises the expansion, upkeep, and retention policies of the self-help library.
- Collaborates on the selection of self-help websites, resources and referrals offered by the library's e-branches.
- Participates in collection development meetings.

Supervision

- Supervision of Library Associate, Public Interest and Interns
- Coordinates required staff training, orientation and program activities
- Provides management, direction and guidance for specific assignments, projects and programs
- In conjunction with Human Resources, assist with job announcements, recruitment and hiring of

needed staff

- Evaluates staff performance through regularly scheduled and annual evaluation process; recommend merit and promotional opportunities, discipline and termination.
- Participates in hiring, counseling, and disciplining of direct reports.
- Reports and acts on violations of the Law Library's policies including its non-harassment policies.

Other Responsibilities

- Develops and cultivates strategic relationships with public interest leaders, the courts, legal and community social service providers.
- Participates in library-wide projects and programs, including staff development and budget planning.
- Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.
- Maintains board reporting statistics and contributes to the budgeting process as each relates to the library's public interest programs, resources and services.
- Attends professional programs, activities and conferences.
- Assists other reference and research services staff as required.
- Other duties as required.

Position Qualifications

Required

- Masters Degree in Library Science from an ALA accredited institution.
- 1-2 to years of Law library experience.
- Knowledge of professional law librarianship concepts, principles, and practices.
- Prior experience in the development and implementation of public interest programs
- Effective written and oral communication skills.
- Ability to work both independently and as part of a team.
- Ability to work at a busy reference desk with a professional and courteous demeanor.
- Ability to use computers and computer databases.

Preferred

- Public law library experience.
- Familiarity with collection development policies.
- Familiarity with a variety of legal databases.
- Ability to communicate with vendors and other professional law librarians via social media.

Work Environment

Will be working in an office environment and in reference public service counter areas..

Physical Abilities Required

- Lifting ability: Light, under 15 lbs. on a regular basis. Up to 50 lbs. on an occasional basis.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director	Date
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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

LA LAW LIBRARY JOB DESCRIPTION

Title:	Managing Librarian
Department:	Patron Services
Focus:	Legal Education and Members Program
Reports to:	Director, Patron Services
Position Supervised:	Library Associate, Patron Services
FLSA Status:	Exempt
Salary Grade:	6
Union Status:	Ineligible for Representation
Effective Date:	

Position Summary

Under the direction of the Director of Patron Services, oversees planning and implementation of professional, lay person, self-represented litigant, and law school student legal literacy and continuing legal education classes. Coordinates law school internship program and Members Program and provides direct reference assistance to patrons.

Responsibilities and Duties

Legal Education

- Supports and guides the goals and content development for classes taught by Patron Services staff.
- Teaches classes and develops associated class support materials for various patron groups.
- Provides reference and instructional services for attorneys
- Analyzes and identifies user legal education needs and guides the development of general public and legal professional training programs provided by both in-house and outside instructors.
- Ensures continuity and accuracy of LA Law Library instructed class content.
- Establishes timelines and monitors calendaring of educational classes in main and remote locations.
- Develops and implements policies and procedures regarding the library's MCLE program.
- Manages and coordinates MCLE programs planning, calendaring, and execution; serves as liaison for the California State Bar MCLE renewal process
- Collects MCLE and general public educational class and workshop statistics.
- Establishes relationships with legal professionals and organizations to develop educational workshops, classes and information sessions.
- Establishes and maintains a speakers' bureau.

Members Program

- Supervises the Members program, including the management and maintenance of the Members database.
- Creates Members program monthly newsletter.
- Reviews and makes recommendations for improvement on the delivery of Members services.
- Coordinates with the Library Associate, Legal Education, to address issues impacting Members.
- Participates in the development and execution of Member training programs, pathfinders and research guides
- Conducts tours and responds to inquiries from prospective Members
- Collaborates with Communications to create materials for library wide outreach, public speaking engagements and conferences
- Identifies, develops and recommends services, policies and procedures that improve the Members experience.
- Initiates, creates and institutes effective practices for expanding participation in the program.
- Ensures policies, procedures and guidelines are accurate and up-to-date.

Professional Development and Outreach

- Attends professional events, programs, conferences; Presents information about the Members Program and Law Library services
- Ensures efficient scheduling of library's legal education classes and coordinates promotion through Communications.
- Coordinates legal education activities with Communications to support messaging and awareness of LA Law Library.
- Presents classes and participates in speaking engagements for the general public, legal professionals, and professional groups and organizations.
- Increases library visibility through speaking engagements and publishing articles.
- Implements outreach and communication efforts regarding Members Program benefits and services.

Collection Development

- Reviews Members Program print and electronic materials areas and makes recommendations for additions, deletions and enhancements to the collection.
- Analyzes subject areas of the Members Program collection, evaluates delivery options and prepares comparative data between print and electronic services.
- Participates in Members Program related collection development meetings.

Supervision & Leadership

- Supervision of Library Associate, Legal Education, and Law School Interns
- Coordinates law school internship program between the law library and participating law schools.
- Provides management, direction and guidance for specific assignments, projects and programs
- In conjunction with Human Resources, assists with job announcements, recruitment and hiring of needed staff

- Evaluates staff performance through regularly scheduled and annual evaluation process; recommend merit and promotional opportunities, discipline and termination.
- Participates in hiring, counseling, and disciplining of direct reports.
- Reports and acts on violations of the Law Library's policies including its non-harassment policies.
- Participates in orientation and training of new staff members and non-professional staff.
- Travels as assigned to remote locations to provide on-site education, reference and research services.

Reference Assistance to Library Users

- Conducts complete reference interviews to determine appropriate print and electronic resources to meet user requests.
- Performs both immediate reference and in-depth research searches; -refers users to other resources as appropriate.
- Directs users to requested publications; assists users with both print and electronic resources.
- Provides instruction and guidance for use of library catalog, legal databases, legal research methodology and procedures.
- Responds to in-library, phone, mail, email and live-chat reference questions.
- Develops and maintains pathfinders, bibliographic resources and research guides.

Other Responsibilities

- Develops high school legal literacy curriculum and coordinates site visits and tours.
- Participates in library-wide projects and programs including major events such as Pro Bono and Law Weeks.
- Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.
- Assists other patron services staff as required.
- Other duties as required.

Position Qualifications

Required

- Masters Degree in Library Science from an ALA accredited institution or Juris Doctor degree from an accredited institution
- 1-2 to years of Law library experience.
- Knowledge of professional law librarianship concepts, principles, and practices.
- Effective written and oral communication skills.
- Ability to work both independently and as part of a team.
- Ability to work at a busy reference desk with a professional and courteous demeanor.
- Ability to use computers and computer databases.

Preferred

- Masters Degree in Library Science from an ALA accredited institution, and advanced degree in law, judicial administration, political science, business or history.
- Law Firm or Corporate Law Library experience.
- Familiarity with collection development policies.
- Familiarity with a variety of legal databases.
- Ability to communicate with vendors and other professional law librarians via social media.

Work Environment

Will be working in an office environment and in reference public service counter areas.

Physical Abilities Required

- Lifting ability: Light, under 15 lbs. on a regular basis. Up to 50 lbs. on an occasional basis.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director	Date
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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

LA LAW LIBRARY JOB DESCRIPTION

Title:	Support Supervisor
Department:	Circulation
Focus:	User Services
Reports to:	Director, Reference and Research <u>Senior Librarian, Collection & Branches</u>
Position(s) Supervised:	Circulation, Copy Center, and Document Delivery Departments
FLSA Status:	Exempt
Salary Grade:	4
Union Status:	Ineligible for Representation
Effective Date:	

Position Summary

The Support Supervisor is responsible for supervising all aspects of the Circulation, Copy Center, and Document Delivery Departments, such as overseeing the performance and scheduling of staff as well as managing all services provided to our patrons. This supervisor must also exhibit a consistently high level of sound business judgment and people skills in order to effectively provide outstanding customer service skills.

Responsibilities and Duties

- Develop and implement Circulation Department policies and procedures.
- Supervise handling of cash, renewals, overdue notices, and the reserve collection.
- Provide excellent customer service and resolve customer service issues with users.
- Supervision of the duties and performance of the department's staff, including appropriate scheduling.
- Assist with the implementation and application of LA Law Library's new integrated library circulation system.
- Cross train employees so that the desks are always competently staffed.
- Evaluate library user needs in order to improve users' services.
- Participate actively in the achievement of departmental and divisional goals.
- Develops and implements training programs for circulation services.
- Develops and supervises library cash handling policies and procedures at the circulation desk included in second bullet point.
- Assists in the development of budget and user fees for circulation services.
- Provides assistance at public service desks as needed.
- Participate in hiring, evaluation, counseling, and disciplining of direct reports.
- Report and act on violations of the Law Library's policies including its non-harassment policies.
- Organize and record E-Delivery, room rental and other fees associated with borrower and member

accounts in Voyager.

- Explain policies and procedures to staff and patrons.
- Identify and resolve problems with user services.
- Assist as backup with Member Services.
- Assist as backup for circulation aides, document delivery and copy center.
- Prepare LACBA borrower account cards.
- Assist with class sign-ups and rosters.
- Organize and file payment receipts. .
- Performs other related work as assigned.

Position Qualifications

Required:

- Bachelor's Degree, or Associate's Degree and 1 year of related supervisory and customer service experience, or two to three years of related supervisory and customer service experience in lieu of formal education.

Knowledge of:

- Principles and techniques of supervision and training.
- Strong customer service, library, and/or public service experience.
- Public law library processes, particularly circulation.
- Current law library integrated computer systems.
- Law Library policies, terminology, practices, and management.

Work Environment

Busy public law library including a large reading room, general office environment, and open and closed book stacks. Some exposure to adverse environmental conditions such as dust and/or odors.

Physical Abilities Required

Requires the ability to lift, push, pull up to 50 lbs.

- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one Library branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director	Date
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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

LA LAW LIBRARY JOB DESCRIPTION

Title:	Librarian
Department:	Reference & Research Patron Services
Focus:	Collection Development
Reports to:	Director, Reference & Research Services Senior Librarian, Collection & Branches
Position Supervised:	None
FLSA Status:	Exempt
Salary Grade:	5
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

Under the direction of the ~~Director of Reference and Research Senior Librarian, Branches and Collection~~, manages and develops library collection including preparation and projection of Library Collections budget, creates and develops tools and mechanisms to effectively administer budgets, track collection usage and reference activity, and zealously provides quality reference and instructional service to the Library's diverse group of users that includes individuals from the legal and public communities ~~with a focus on collection development~~. Designs and presents public classes and prepares collateral instructional materials. Continually works to ensure quality reference service through participation in educational programs, workshops, seminars, and self-study.

Responsibilities and Duties

Core Responsibilities and Duties:

Reference Assistance to Library Users

- Conducts complete reference interviews to determine appropriate print and electronic resources to meet user requests.
- Performs both immediate reference and in-depth research searches; refers users to other resources as appropriate.
- Directs users to requested publications; assists users with both print and electronic resources.
- Provides instruction and guidance for use of library catalog, legal databases, legal research methodology and procedures.
- Responds to in-library, phone, mail, email and live-chat reference questions.
- Develops and maintains pathfinders, bibliographic resources and research guides.

Training and Outreach

- Participates in the development of training programs; designs new classes.
- Teaches classes and updates class materials for both legal and general public users.
- Participates in professional seminars, workshops, and lectures.
- Gives library tours to the public and school groups.
- Participates in orientation and training of new staff members and non-professional staff.
- Travels weekly or as assigned to a ~~branch or partnership library~~ remote location to provide on-site reference and research services.

Collection Development

- Reviews print and electronic materials in assigned subject areas and makes recommendations for additions, deletions and enhancements to the collection.
- Analyzes ~~subject areas of the library~~ collection ~~as assigned~~ and prepares comparative data.
- Participates in Leads collection development meetings.
- Working with Circulation and/or Senior Librarian, Reference and Research, designs processes, workflows and tracking mechanisms for comparative data on collection usage and reference activity.

Budget

- Assists Senior Librarian, Branches and Collections with preparation of Library Collections budget.
- Creates workflows to effectively track spending and project budget forecasting.
- Works closely with Library Manager – Serials and Acquisitions to obtain and collate relevant data and prepare reports on current and projected collection spending.
- Recommends collection enhancements or reductions for a variety of budget scenarios.

Other Responsibilities

- Participates in library-wide projects and programs.
- Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.
- Attends professional programs, activities and conferences.
- Assists other reference and research services staff as required.
- Participates in contract negotiations as needed
- Participates in developing and implementing library's materials preservation policies and procedures
- Other duties as required.

Focus Responsibilities and Duties:

Collection Development

- Under the guidance of the collection development policy, monitor, review and analyze announcements and advertisements for new titles, new editions and released supplementations.
- Actively monitor library, bar, and organizational publications and websites to identify new acquisitions.
- Compare print and electronic /digital information for any new titles under consideration.

- Work collaboratively with ~~programs & partnerships staff~~ Senior Librarian, Branches and Collection to support collection development for ~~branch and partner~~ remote and main library -locations.
- Develop recommendations for new titles/new areas of law.
- ~~Coordinate and conduct~~ Lead collection development meetings.
- On an annual basis identify three to four subject areas for special consideration and evaluation for print versus digital.
- In conjunction with CMS monitor collection budget expenditures and develop projections for annual budget process.
- Maintain current awareness of law library collection development trends and innovations.
- Make recommendations for changes and amendments to the Library's Collection Development Policy.
- Participate in projects to analyze and evaluate historical LA Law Library acquisition records.

Budget

- Works closely with Senior Librarian, Branches and Collection and Manager – Serials and Acquisitions to monitor and forecast library collection spending.
- Identifies subject areas or formats for enhancement or reduction, depending on budget projections.
- Creates tracking mechanisms and tools to streamline budget reporting process.
- Drafts quarterly budget reports on library collection.
- Provides budget analysis & reports, and ensures budget projections are achieved

Position Qualifications

Required

- Masters Degree in Library Science from an ALA accredited institution.
- 1-2 to years of Law library experience.
- Knowledge of professional law librarianship concepts, principles, and practices.
- Proficiency with Microsoft Excel.
- Ability to perform mathematical calculations and manage complex spreadsheets as they relate to the position
- Specific knowledge of an integrated library system and experience with managing G/L, budget and forecasting
- Effective written and oral communication skills.
- Ability to work both independently and as part of a team.
- Ability to work at a busy reference desk with a professional and courteous demeanor.
- Ability to use computers and computer databases.

Preferred

- Law Firm or Corporate Law Library experience.
- Advanced degree in law, judicial administration, political science, business or history.
- Familiarity with collection development policies.

- Familiarity with a variety of legal databases.
- Ability to communicate with vendors and other professional law librarians via social media.
- Experience with electronic resource licensing practices and protocols.

Work Environment

Will be working in an office environment and in reference public service counter areas.

Physical Abilities Required

- Lifting ability: Light, under 15 lbs. on a regular basis. Up to 50 lbs. on an occasional basis.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director	Date
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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

LA LAW LIBRARY JOB DESCRIPTION

Title:	Librarian
Department:	Reference & Research
Focus:	Reference & Research
Reports to:	Director, Reference & ResearchPatron Services
Position Supervised:	None
FLSA Status:	Exempt
Salary Grade:	5
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

Under the direction of the Director of ~~Reference and Research~~Patron Services, zealously provides quality reference and instructional service to the Library's diverse group of users that includes individuals from the legal and public communities. Handles and coordinates collection development in assigned areas. Designs and presents public classes and prepares collateral instructional materials. Continually works to ensure quality reference service through participation in educational programs, workshops, seminars, and self-study.

Responsibilities and Duties

Core Responsibilities and Duties:

Reference Assistance to Library Users

- Conducts complete reference interviews to determine appropriate print and electronic resources to meet user requests.
- Performs both immediate reference and in-depth research searches; refers users to other resources as appropriate.
- Directs users to requested publications; assists users with both print and electronic resources.
- Provides instruction and guidance for use of library catalog, legal databases, legal research methodology and procedures.
- Responds to in-library, phone, mail, email and live-chat reference questions.
- Develops and maintains pathfinders, bibliographic resources and research guides.

Training and Outreach

- Participates in the development of training programs; designs new classes.
- Teaches classes and updates class materials for both legal and general public users.
- Participates in professional seminars, workshops, and lectures.

- Gives library tours to the public and school groups.
- Participates in orientation and training of new staff members and non-professional staff.
- Travels weekly or as assigned to a branch or partnership library to provide on-site reference and research services.

Collection Development

- Reviews print and electronic materials in assigned subject areas and makes recommendations for additions, deletions and enhancements to the collection.
- Analyzes subject areas of the collection as assigned and prepares comparative data.
- Participates in collection development meetings.

Other Responsibilities

- Participates in library-wide projects and programs.
- Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.
- Attends professional programs, activities and conferences.
- Assists other reference and research services staff as required.
- Other duties as required.

Position Qualifications

Required

- Master's Degree in Library Science from an ALA accredited institution.
- 1-2 to years of Law library experience.
- Knowledge of professional law librarianship concepts, principles, and practices.
- Effective written and oral communication skills.
- Ability to work both independently and as part of a team.
- Ability to work at a busy reference desk with a professional and courteous demeanor.
- Ability to use computers and computer databases.

Preferred

- Law Firm or Corporate Law Library experience.
- Advanced degree in law, judicial administration, political science, business or history.
- Familiarity with collection development policies.
- Familiarity with standard of legal databases.
- Knowledge of social media use in libraries

Work Environment

Will be working in an office environment and in reference public service counter areas.

Physical Abilities Required

- Lifting ability: Light, under 15 lbs. on a regular basis. Up to 50 lbs. on an occasional basis.
- May require bending, stooping, reaching.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director	Date
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date

Statement of Employee

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Signature _____ Date _____

Print Name _____

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



LA LAW LIBRARY JOB DESCRIPTION

Title:	Library Associate
Department:	Patron Services
Focus:	Administrative Support & Coordination
Reports to:	Managing Librarian, Legal Education
Position(s) Supervised:	None
FLSA Status:	Nonexempt
Salary Grade:	4
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

Under the direction of the Managing Librarian, Legal Education, the Library Associate, Patron Services, coordinates and supports the planning, implementation, outreach and administrative activities of the Patron Services department. This position requires initiative, judgment and creative problem solving skills to support the overall success of the Patron Services department's daily operations and programs as well as the implementation of new and developing patron services initiatives.

Responsibilities and Duties

The Library Associate responsibilities are divided into four (4) categories: Members Program, Outreach and Development, Administrative, other responsibilities. These activities are performed under limited supervision and employ proactive thinking, sound judgment and diplomacy.

Members Program

- Assists with the planning, development and implementation of Members Program
- Coordinates and conduct Member Program tours, registration and orientations
- Responds to prospective and current Members direct-line phone, email and on-site inquiries
- Triage reference and research questions received from Members, and provide basic reference services when able
- Participates in the development of Members Program policies and procedures
- Compiles and retain Member Program services statistics
- Coordinates support staffing to ensure seamless coverage of services provided to Members
- Investigates and recommend solutions to unique issues arising from Members Program participants
- Participates in the review and development of current and future Members Program enhancements
- Enrolls and process new Members and handout or mail new member kit.

- Oversees and implement Members' -invoicing system through the Members Portal, working with other departments as required.
- Coordinates responses to all Member billing questions with Finance and other departments
- Coordinates the reservation of all member requests for rental of Touchdown-Spaces, Training Center & Conference Rooms and parking.
- Maintains and updates Members database; -monitor and implement enhancements and upgrades.
- Maintains and updates Members Program handbook.
- Supports introductions to the Members Program, including the development of promotional materials and conducting prospective Member tours.

Legal Education

- Provides administrative support for legal education programs and initiatives.
- Assists in coordination and creation of in-house legal education programming, including calendaring, preparation of promotional materials, and day-of support at live events.
- Assists in coordination of outreach efforts to potential and current speakers and partnering organizations.

Outreach and Development

- Supports partnerships with outside organizations, including off-site classes, bar association initiatives, high school workshops, and attorney incubators.
- Assists with development and preparation of materials and programs for Spanish and other non-English language speakers.
- Assists in providing translation services to patrons with reference questions.

Administrative

- Participates in the development and implementation of strategic plans and documentation of projects and objectives.
- Responds to inquiries, prioritizes requests, and consults with the Managing Librarian, Legal Education, on non-routine issues and activities.
- Assists Patron Services librarians as requested: conduct research, gather and organize information; report results
- Participates in the development of best practices for the administrative operations of Patron Services
- Recommends solutions to issues arising from Members and Legal Education operations

Other Responsibilities

- Assist in delivery of library services to other Patron Services constituencies as needed
- Participate in orientation and training of new staff members
- Participate in library-wide projects and programs
- Other related duties as required

Position Qualifications

Required

- BA with course work emphasis in Libraries or related field; any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities associated with coordinating and supporting library administrative work
- Aptitude for complex, analytical, detailed work
- Interest in marketing and promotion of new and innovative program ideas
- Effective written and oral communication skills
- Experience working directly with the public

Preferred

- Ability to work independently, exercising independent judgment
- Ability to work as part of a team, across divisional lines
- Demonstrated work in a public office setting with a professional and courteous demeanor
- Familiarity with Microsoft office software

Work Environment

Will be working in a busy office environment. Must be able to move between library offices and stack areas.

Physical Abilities Required

- Lifting ability: Up to 50 lbs. on rare occasions.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.
- Standing, sitting, walking: periods of 15-30 min. May require bending, stooping, reaching, twisting and crawling Stairs: 5-15 min. retrieving materials in stacks for library users.
- Some exposure to adverse environmental conditions such as dust and/or odors.

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director	Date
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date



Statement of Employee

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Signature _____ Date _____

Print Name _____

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

LA LAW LIBRARY JOB DESCRIPTION

Title:	Support Supervisor
Department:	Collection Management Services (CMS)
Focus:	Collection Maintenance & Scanning
Reports to:	Director of Collection Management Services
Position(s) Supervised:	Staff responsible for making materials shelf ready and keeping those materials current <u>Library Clerk, Collection Maintenance; Library Aide(s), Collection Maintenance</u>
FLSA Status:	Exempt
Salary Grade:	4
Union Status:	Ineligible for Representation
Effective Date:	

Position Summary

Responsible for making materials shelf ready, keeping those materials current and arranging for logical and accessible organization of collection materials within the Library; and coordinating scanning activities ~~and Mail Room services.~~

Responsibilities and Duties

The following activities are within the responsibilities of the Collection Maintenance Supervisor performed under limited supervision:

Supervises clerk and aide staff who file and update materials

- Assigns updates to appropriate staff for filing; provides instruction and training as needed
- Oversees the flow of materials and makes appropriate task assignments to ensure materials are filed and updated accurately, efficiently and as quickly as possible.
- Monitors quality of filing activities and determines appropriate corrective measures.
- Analyzes workload to evaluate appropriate staffing levels.
- Participates in hiring, discipline and evaluation of collection maintenance staff decisions.
- Develops written instructions and keeps them current.

Supervises clerk and aide staff who process materials to make them shelf-ready.

- Assigns materials to staff for appropriate processing; provides instruction and training as needed
- Oversees the flow of materials and makes appropriate task assignments to ensure that materials are appropriately prepared to reach the shelves in an efficient and timely manner.
- Monitors quality of work for both bound and unbound, newly received materials prepared in

processing, bindery, and targeting activities and determines appropriate corrective measures.

- Analyzes workload to evaluate appropriate levels of staff.
- Participates in hiring, discipline and evaluation of collection maintenance staff
- Develops written instructions and keeps them current

Supervises clerical staff in support of Mail Room services

- Develops and maintains written procedures
- Supervises library clerk on Mail Room services to ensure accuracy and timeliness of all mail, supplies, and equipment deliverables and receipts into the Library

Participates in achieving divisional and departmental goals

- Coordinates activities with other Collection Management personnel
- Collaborates with Stack and Shelving Supervisor to organize, prioritize and assign processing, updating, targeting activities.
- Assists in maintaining cataloging records for various projects.
- Provides input for departmental and divisional policies and procedures
- Provides reports, statistics and data analysis as required.
- Participates in staff meetings, group activities or committee assignments

Other miscellaneous duties

- Provides backup for Stacks and Shelving Supervisor during his/her absence.
- Assists Order Department with missing book reports and replacement page request.
- Participates in hiring, evaluation, counseling, and disciplining of direct reports.
- Reports and acts on violations of the Law Library's policies including its non-harassment policies.
- Other duties as needed.

Position Qualifications

Required:

- Knowledge of legal materials and overall operation of a law library.
- Experience with integrated library systems.
- Associate's degree with course work emphasis in Library Technology or related field; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities.
- Three or more years in a library obtaining direct knowledge and understanding of collection management and shelving activities.

Preferred:

- Specific knowledge of Voyager and previous supervisory or lead experience.
- Experience in collection management and shelving activities in a law library.

Work Environment

Busy public law library including a large reading room, general office environment, open and closed book stacks, and loading dock. Some exposure to adverse environmental conditions such as dust and/or odors.

Physical Abilities Required

- Requires the ability to lift, push, pull up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one job location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director	Date
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date

Statement of Employee

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Signature _____ Date _____

Print Name _____

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

LA LAW LIBRARY JOB DESCRIPTION

Title:	Library Technician
Department:	Collection Management Services (CMS)
Focus:	Serials
Reports to:	Senior <u>Managing</u> Librarian, Serials and Acquisitions
Position(s) Supervised:	None
FLSA Status:	Nonexempt
Salary Grade:	3
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

Maintains the library's subscription and standing order records insuring timely receipt, claims and payments of materials in all formats (including electronic resources).

Responsibilities and Duties

Records materials that are received on the basis of subscriptions, standing orders, and depository programs

- Receives issues, pocket parts, and other similar updates utilizing the Integrated Library System (ILS)
- Updates MARC holdings when appropriate
- Revises other library files associated with materials record keeping

Claims materials that should have been received

- Generates and records claims in the local system
- Transmits and monitors claims to make sure material is received exercising judgment to resolve problems
- Revises the component data to assure accurate system prediction

Authorizes payment for materials

- Confirms receipt of material in the local ILS
- Creates invoices in the local ILS if not received electronically
- Verifies information on invoices, adds budget and tax codes and approves them for payment
- Communicates with vendors to resolve any discrepancies in invoices and statements

Creates or updates records in the local ILS to maintain accuracy and currency

- Updates purchase order and check in component information when changes occur
- Monitors vendor information to update vendor records
- Creates or re-links item records as needed
- Handles vendor correspondence and closure of records associated with cancellations authorized by appropriate supervisory staff
- Communicates needed bibliographic record changes to Cataloging Department after consultation on non-routine changes

Participates in other Collection Management Services activities

- Assists in routine problem solving by searching various library catalogs and publishers web sites to verify publication status, costs, etc.
- Collects and organizes information to better suggest possible solutions to problems
- Assists in missing book activities
- Prepares all Bindery materials and performs related activities
- Maintains related statistical records
- Assists in training and revision of tasks performed
- Other assignments as needed

Position Qualifications

Required:

- Associate's degree with course work emphasis in Library Technology or related field; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities.
- 2-3 years Library work experience in library
- Ability to work in a team environment with diverse staff
- Knowledge of legal materials, publishers, and vendors
- Ability to communicate effectively with vendors and staff
- Proficiency in operating general office and library equipment including personal computer and software programs typically associated with library operations
- Ability to read and interpret procedures in order to exercise independent judgment
- An aptitude for complex, analytical, detailed work
- Ability to effectively organize files

Preferred:

- One or more years law library experience
- Working knowledge of one or more foreign languages
- Ability to work with flexibility in a changing environment
- Familiarity with an integrated library system like Voyager and standard office software like MS Office

Hours will depend on agreed upon schedule to meet Library operational needs.

Work Environment

Will be working in a busy office environment

Physical Abilities Required

- Requires the ability to lift, push, pull up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one job location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Sitting at a desk for long periods of 45+ min. may be required.
- Extensive use of a computer, keyboard, and mouse.

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director	Date
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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LA LAW LIBRARY JOB DESCRIPTION

Title:	Library Technician
Department:	Collection Management Services (CMS)
Focus:	Acquisitions
Reports to:	Serials & Acquisitions Librarian Managing Librarian, Serials & Acquisitions
Position(s) Supervised:	None
FLSA Status:	Nonexempt
Salary Grade:	3
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

Prepares, transmits and monitors new and replacement orders in all formats (including electronic resources).

Responsibilities and Duties

The following activities are within the responsibilities of the Acquisitions Technician performed under limited supervision and per established guidelines.

Verifies bibliographic and order information

- Searches various databases such as the local Integrated Library System (ILS), bibliographic databases, and publishers web sites demonstrating an understanding of the functional requirements for bibliographic records
- Confirms availability and cost of the requested materials
- Researches most cost effective prices for acquiring requested materials (comparative acquisitions)

Creates and transmits purchase orders for firm, standing, subscription, replacement orders and gifts

- Reviews vendor assignment when needed with supervisor
- Creates and approves routine purchase orders
- Transmits purchase orders by a variety of means
- Coordinates replacement of materials with Collection Maintenance Supervisor

Updates records for library materials purchased

- Receives orders using the local ILS

- Updates MARC holdings when appropriate demonstrating an understanding of the library's utilization of Marc holdings
- Revises other library files associated with materials record keeping
- Creates invoices in the local ILS for approval
- Communicates with publishers/vendors to resolve any discrepancies in invoices and statements.

Claims materials that should have been received

- Records claims in the local ILS
- Transmits and monitors claims to make sure material is received exercising judgment to resolve problems

Creates or updates records when appropriate

- Monitors vendor information and updates records exercising independent judgment
- Creates bibliographic, holdings and items records as needed in the local ILS
- Handles vendor correspondence and closure of records associated with cancellations authorized by appropriate supervisory staff
- Communicates needed bibliographic record changes to Cataloging Department exercising independent judgment
- Coordinates with Continuations staff various Depository activities

Assists with other Collection Management tasks and activities

- Oversees organization of binders and other duplicates that are used for replacements
- Searches duplicates when needed for replacements as instructed
- Manages the sales of withdrawn materials on ALIBRIS and preparation for in-house book sales
- Assists with training
- Provides back up for Serials staff when needed
- Other assignments as needed

Position Qualifications

Required:

- Associate's degree with course work emphasis in Library Technology or related field; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities
- 2-3 years Library work experience Ability to work in a team environment with diverse staff
- Knowledge of legal materials, publishers, and vendors
- Ability to communicate effectively with vendors and staff
- Proficiency in operating general office and library equipment including personal computer and software programs typically associated with library operations including MS Office
- Ability to read and interpret procedures in order to exercise independent judgment
- An aptitude for complex, analytical, detailed work
- Ability to effectively organize files

Preferred:

- One or more years law library experience.
- Working knowledge of one or more foreign languages
- Ability to work with flexibility in a changing environment
- Familiarity with an integrated library system such as Voyager

Work Environment

Will be working in a busy office environment.

Physical Abilities Required

- Requires the ability to lift, push, pull up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one job location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Sitting at a desk for long periods of 45+ min. may be required.
- Extensive use of a computer, keyboard, and mouse.

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director	Date
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____



| [May 2015](#) [October 2016](#)

Library Technician, Acquisitions

Job Description

Page 4

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LA LAW LIBRARY JOB DESCRIPTION

Title:	Library Clerk
Department:	Collection Management Services (CMS)
Focus:	Serials & Acquisitions (CMS) <u>Collection Maintenance</u>
Reports to:	Senior Librarian Serials & Acquisitions <u>Collection Maintenance Supervisor</u>
Position(s) Supervised:	None
FLSA Status:	Nonexempt
Salary Grade:	2
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

Processes library materials in all formats in a timely fashion; ~~supports the development and maintenance of the Mail Room to ensure accuracy and timeliness for all mail, supplies, and equipment deliverables and receipts into the Library and coordinates all aspects of Mail Room operation;~~ performs clerical tasks on record management in Collection Management Services.

Responsibilities and Duties

The following activities are within the responsibilities of the Collection Management Clerk performed under general supervision per established guidelines.

Assists ~~Serials and Acquisitions Librarian~~ Collection Maintenance Supervisor with CMS record management; processing library materials; and managing supplies

- Processes library materials in all formats, such as print, audio, visual, CD-ROMs, and DVDs, etc., to be shelf-ready, including labeling, property-stamping, targeting, and barcoding
- Applies appropriate binding treatment to unbound materials under supervision
- Performs repairs on damaged items and follows preservation standards
- Checks shelves or pulls materials as instructed
- Maintains and organizes materials in the Duplicates collection
- Manages and fulfills supplies requests for CMS staff

Assists Serials and Acquisitions staff with record management, serials check-ins, and replacement orders:

- Routinely searches various databases such as local Integrated Library System (ILS), bibliographic databases, and publishers web sites

- Creates and receives routine orders and invoices
- Searches the Duplicates collection when replacements are needed
- Works closely with CMS staff in problem solving missing pages, etc.
- Manages replacement page requests, by ordering, claiming, and fulfilling
- Orders and maintains files on replacement pages and binders
- Checks-in designated materials in the local ILS, and claims skipped issues
- Creates simple invoices in the local ILS
- Updates local ILS records such as item, holdings and bibliographic records under supervision
- Files various records such as correspondence, invoices, etc.
- Searches invoices to assist in problem solving account statements
- Organizes invoices approved by CMS staff and submits with Navision file to Finance staff
- Processes and files GPO materials
- Other assignments as needed

Assists Collection Maintenance Support Supervisor with Mail Room services:

Maintains internal mail distribution processes:

- Supports the development and maintenance of Mailroom Delivery processes to insure they're updated and accurate
- Establishes mail delivery schedule to meet customer needs
- Establishes set time for mail that is picked up to be sent out
- Coordinates library aides to make delivery, or pick-up for inter-office distribution
- Serves as the primary contact for FedEx, UPS and other courier service shipments to ensure accuracy of paperwork and timeliness of pick-ups

Designs / develops tracking records for the following types of Library receipts:

- Incoming checks
- Briefs
- Supplies / inventory

Distributes internal mail / supplies:

- Opens and sorts mail identifying areas for delivery
- Maintains daily check/receipts log ins
- Delivers checks/receipts to Circulation Finance daily
- Boxes advertisements from Ref/Res for routing
- Supports the boxing and preparation of materials for shipment to Branches and partnership locations.

Focal point for all County / Court warrants, County Administration Office deliverables, and any other outside source deliveries:

- Receives all phone calls from County/Courts and coordinate pickup and delivery to the Library
- Coordinates library aides to make deposit, delivery, or pick-up from county offices

- Facilitates final delivery to appropriate Division/Department within the Library
- Supports various projects as assigned

Hours will depend on agreed upon schedule to meet Library operational needs.

Position Qualifications

Required:

- High school diploma or GED minimum requirement
- One to three years of library work experience or general office environment experience
- Work in a team environment with diverse staff
- Read and interpret procedures
- Communicate effectively with vendors and staff
- Operate proficiently general office and library equipment including personal computer and software programs typically associated with library operations
- Demonstrate an aptitude for complex, analytical, detailed work
- Understand the Library filing system in order to effectively sort, organize, alphabetize, and file

Preferred:

- 2+ years previous experience in a law library or law firm and associate degree

Work Environment

Will be working in a busy office environment.

Physical Abilities Required

- Requires the ability to lift, push, pull up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling
- Must be able to move from one job location to another
- Some exposure to adverse environmental conditions such as dust and/or odors
- Sitting at a desk for long periods of 45+ min. may be required
- Extensive use of a computer, keyboard, and mouse

Approvals

_____ Immediate Supervisor	_____ Date	_____ Senior Director	_____ Date
_____ Human Resources	_____ Date	_____ Executive Director	_____ Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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LA LAW LIBRARY JOB DESCRIPTION

Title:	Facilities Clerk
Department:	Facilities
Focus:	Main Library Building
Reports to:	Facilities Manager
Position(s) Supervised:	None
FLSA Status:	Non-Exempt
Salary Grade:	2
Union Status:	Eligible for Representation
Effective Date:	January 21, 2015

Position Summary

~~Supports the maintenance of the facility, and equipment and mailroom to e~~Ensures a safe and well-maintained facility by- performing various maintenance tasks. ~~Maintains mailroom operations following established policies and procedures to assure the timely and accurate processing of library mail and materials for shipping and receiving.~~

Responsibilities and Duties

The following activities are within the responsibilities of the Facilities Clerk working under general supervision:

Facilities and Events

- ~~Assists with the setup and breakdown of library Set up the training center and other~~ facilities for ~~internal and external events and internal events, classes, and meetings.~~
- Works closely with ~~Executive Office and Communications~~Facility Manager to execute plans for special events including assisting ~~staff and outside vendors, third party caterers, bartenders, musicians, etc.~~
- ~~Assist with post-event breakdown and cleanup.~~
- Replaces batteries, light bulbs and ~~water~~ filters facility wide ~~as requested.~~
- Daily monitoring of public restrooms; cleans and stocks paper goods as needed
- Walks perimeter of library grounds and monitors for graffiti and trash, ~~reports graffiti if found to Facilities Manager and picks up/removes trash when if necessary.~~
- ~~Monitors complete facility for burnt out light bulbs and replaces when found. If ballasts are burnt out creates document to track and reports to Facilities Manager.~~
- ~~Meets with contractors and vendors for estimates, repairs or deliveries as requested by Facilities~~

Manager.

- Assists Facilities Manager with staff relocations, library equipment and furniture moves.
- Assists with identifying safety hazards throughout the facility, documents and rectifies situation if possible, and reports any unsafe conditions immediately to the Facility Manager.

Supports Facility Inventory Control

- Assists with inventory control spreadsheets to maintain established minimum supply quantities on hand at all times. ~~ing inventory control spreadsheet~~
- ~~Assists with tracking inventory of coffee, tea and other items provided for staff in kitchen~~
- Restocks supplies as needed
- Communicates low volume inventory in a timely manner to Facility Manager for ordering.
- ~~Ability to operate/utilize general office equipment, library equipment, personal computer and software programs typically associated with library operations.~~
- ~~Must be mechanically inclined and able to handle small power tools~~
- ~~Requires an aptitude for detailed and accurate work. Ability to effectively sort, organize, alphabetize, and file.~~
- ~~Ability to work in a team environment with diverse staff.~~
- ~~Must be customer focused; possess the ability to remain calm under pressure.~~

Mailroom Processing :

- ~~Supports the development maintenance of Mailroom Delivery processes to insure they're updated and accurate~~
- Establishes-Maintains internal mail delivery schedule to meet customer needs
- ~~Establishes set time for mail that is picked up to be sent out~~
- ~~Coordinates library aides to make delivery, or pick up for inter office distribution~~
- Serves as the primary contact for FedEx, UPS, and other courier services shipments to ensure accuracy of paperwork and timeliness of requests for package pickup ~~pic ups~~
- Acts as library representative/messenger to external locations as needed for priority mail pickup and delivery adjacent to the library.
- Opens and sorts mail identifying areas for delivery
- Maintains records to track incoming mail for payments and specific library materials.
- Maintains daily check/receipts log ins
- Delivers checks/receipts to Circulation Finance designated departments on a daily basis.
- ~~Boxes advertisements from Ref/Res for routing~~
- Supports the boxing and preparation of materials for shipments to Branches and partnerhips locations.
- ~~Focal point for all County / Court warrants, County Administration Office deliverables, and any other outside source deliveries:~~
- ~~Receives all phone calls from County/Courts and coordinates pickup and delivery to the library~~
- ~~Coordinates library aides to make deposits, delivery, or pickup from county offices~~

Facilitates final delivery to appropriate Division/Department within the library

Position Qualifications

Required

- High School diploma or GED
- Ability to operate/utilize general office equipment, library equipment, personal computer and software programs typically associated with library operations.
- Must be mechanically inclined and able to handle small power tools
- Requires an aptitude for detailed and accurate work. Ability to effectively sort, organize, alphabetize, and file.
- Ability to work in a team environment with diverse staff.
- Must be customer focused; possess the ability to remain calm under pressure.
- 1 to 2 years' experience in general clerical work.

Preferred

- Previous experience in facilities maintenance
- 1 to 2 years' experience in general clerical work.

Work Environment

Will be working in a busy environment and performing maintenance tasks facility wide.

Physical Abilities Required

- Requires the ability to lift, push, and pull up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Use of light power tools to perform facility related tasks.
- Requires climbing and standing on a ladder to perform facility related tasks.

MEMORANDUM

DATE: October 19, 2016

TO: Board of Law Library Trustees

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

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

SUMMARY

Staff recommends that the Board review and accept the audited financial statement report and SAS 114 Letter for the fiscal year ended June 30, 2016.

DISCUSSION

Staff is pleased to report that the LA Law Library's outside auditors, Vasquez & Company, LLP, with the assistance of the Library's finance staff, have completed their audit of the Law Library's financial statements for the fiscal year ended June 30, 2016 and issued an unqualified opinion. No material weaknesses were identified. The proposed audited financial statement report and SAS 114 letter are attached.

This audit year, there were no changes in accounting practice and implementation of newly released statements by the Governmental Accounting Standard Board (GASB) resulted in no significant accounting adjustments. These new statements are:

- Governmental Accounting Standards (GASB) Statement No. 72: This statement provides guidance for determining a fair value measurement for financial reporting purposes and for applying fair value to certain investments and disclosures related to all fair value measurements. The implementation of this statement did not have a significant impact on the Library's financial statements for the fiscal year ended June 30, 2016.
- Governmental Accounting Standards (GASB) Statement No. 73: This statement establishes requirements for defined benefit pensions that are not within the scope of Statement No. 68, Accounting and Financial Reporting for Pensions, as well as for the assets accumulated for purposes of providing those pensions. In addition, it establishes requirements for defined contribution pensions that are not within the scope of Statement 68. It also amends certain provisions of Statement No. 67, Financial Reporting for Pension Plans, and Statement 68 for pension plans and pensions that are within their respective scopes. The implementation of this statement did not have a significant impact on the Library's financial statements for the fiscal year ended June 30, 2016.



- Governmental Accounting Standards (GASB) Statement No. 76: This statement supersedes Statement No. 55, The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments. The requirements of this statement are effective for financial statements for periods beginning after June 15, 2015, and should be applied retroactively. The implementation of this statement did not materially impact the Library's financial statements for the fiscal year ended June 30, 2016.

In terms of cash position, the Library went from a cash position of \$7.6M at the end of fiscal year 2015 to \$7.9M at the end of the fiscal year 2016. This increase is primarily due to a slight increase in filing fee revenue, lower payroll as a result of unplanned vacancies, better than expected return on investments, and delays in capital expenditures.

RECOMMENDATION

Staff recommends that the Board review the attached audited financial statements and SAS 114 Letter, ask any questions, discuss and then accept the report.

Attachments:

1. Draft Los Angeles County Law Library Financial Statement and Independent Auditor's Report for the Year Ended June 30, 2016 (with Comparative Totals for 2015)
2. Draft SAS 114 Letter



DRAFT



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

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Report of Independent Auditors

To the Board of Trustees of Los Angeles County Law Library

Report on the Financial Statements

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

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

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

Other Matters

Required Supplementary Information

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

Other Reporting Required by Government Auditing Standards

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

Los Angeles, California
October 19, 2016

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

FINANCIAL HIGHLIGHTS

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

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

Depreciable capital assets aggregating \$2,082,005 and \$2,310,834 were acquired during the fiscal years 2016 and 2015, respectively.

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

HIGHLIGHTS OF FISCAL YEAR 2016

Board of Trustees Composition

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

Acceptance of Cal Humanities Grant

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

Google Digitization Project

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

Award of Contract for Financial Audit

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

Implementation of Cash Rewards Payment System

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

California Employer's Retirement Benefit Trust (CERBT)

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

Hill Street Parking Revenue

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

Change in Accounting Practice for Electronic Resources

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

Investment

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

OVERVIEW OF THE FINANCIAL STATEMENTS

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

Statement of Net Position

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

Statement of Revenues, Expenses and Change in Net Position

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

Statement of Cash Flows

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

Notes to the Financial Statements

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

FINANCIAL ANALYSIS

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

	<u>2016</u>	<u>2015</u>
Assets		
Current and other assets	\$ 9,551,685	\$ 9,439,218
Capital assets (net)	<u>19,647,743</u>	<u>20,481,316</u>
Total assets	<u>29,199,428</u>	<u>29,920,534</u>
Deferred Outflows of Resources	<u>907,530</u>	403,501
Liabilities		
Current liabilities	237,912	241,309
Other liabilities	<u>2,003,756</u>	<u>696,046</u>
Total liabilities	<u>2,241,668</u>	<u>937,355</u>
Deferred Inflows of Resources	<u>895,773</u>	1,829,778.00
Net position		
Net investment in capital assets	19,647,743	20,481,316
Unrestricted	<u>7,321,774</u>	<u>7,075,586</u>
Total net position	<u>\$ 26,969,517</u>	<u>\$ 27,556,902</u>

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

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

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

	<u>2016</u>	<u>2015</u>
Operating Revenues		
Court fees	\$ 6,604,626	\$ 6,336,433
Other operating revenues	1,209,659	1,133,294
Non-operating revenue		
Investment earnings	101,982	59,919
Miscellaneous	52,335	75,457
Total revenues	<u>7,968,602</u>	<u>7,605,103</u>
Operating Expenses		
Salaries and benefits	3,838,898	3,741,754
Depreciation	2,952,940	2,881,638
Other operating expenses	1,764,148	1,631,834
Total expenses	<u>8,555,986</u>	<u>8,255,226</u>
Change in net position	(587,385)	(650,123)
Net position		
Net position at beginning of year	27,556,902	32,411,507
Prior period adjustments	-	(4,204,482)
Net position at beginning of year as restated	<u>27,556,902</u>	<u>28,207,025</u>
Net position at end of year	<u>\$ 26,969,517</u>	<u>\$ 27,556,902</u>

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

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

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

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

BUDGETARY HIGHLIGHTS

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

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Operating Revenues:			
Court fees	\$ 6,604,626	\$ 6,409,933	\$ 194,693
Other operating revenues	1,209,659	1,098,892	110,767
Non-operating revenue:			
Investment earnings	101,982	54,435	47,547
Miscellaneous	52,335	66,485	(14,150)
Total revenues	<u>7,968,602</u>	<u>7,629,745</u>	<u>338,857</u>
Operating Expenses:			
Salaries and benefits	3,838,898	4,062,859	223,961
Depreciation	2,952,940	3,497,517	544,577
Other operating expenses	1,764,148	1,190,772	(573,376)
Total expenses	<u>8,555,986</u>	<u>8,751,148</u>	<u>195,162</u>
Change in net position	<u>\$ (587,385)</u>	<u>\$ (1,121,403)</u>	<u>\$ 534,018</u>

The actual change in net position differed from budget by \$534,018.

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

CAPITAL ASSETS

The Law Library had \$19,643,993 and \$20,481,317 invested in capital assets as of June 30, 2016 and 2015, respectively. The following schedule summarizes capital assets held by the Law Library:

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

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

Contacting the Los Angeles County Law Library's Financial Management

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

	June 30	
	2016	2015
Assets		
Current assets		
Cash and cash equivalents	\$ 3,551,273	\$ 3,305,892
Accounts receivable	1,312,177	1,336,578
Prepaid expenses and other current assets	253,809	239,160
Total current assets	<u>5,117,260</u>	<u>4,881,630</u>
Noncurrent assets		
Restricted cash and cash equivalents	318,470	302,980
Investments	4,115,956	4,037,519
OPEB asset	-	47,304
Net pension asset	-	169,785
Capital assets, not being depreciated	580,333	580,333
Capital assets, being depreciated – net	19,067,410	19,900,983
Total noncurrent assets	<u>24,082,168</u>	<u>25,038,904</u>
Total assets	<u>29,199,428</u>	<u>\$ 29,920,534</u>
Deferred Outflows of Resources		
Deferred outflows of resources	<u>907,530</u>	403,501
Liabilities		
Current liabilities		
Accounts payable	225,599	\$ 219,034
Other current liabilities	12,313	22,275
Total current liabilities	<u>237,912</u>	<u>241,309</u>
Noncurrent liabilities		
Accrued sick and vacation liability	359,980	369,252
Borrowers' deposits	327,949	326,794
OPEB liability	81,954	-
Net pension liability	1,233,873	-
Total noncurrent liabilities	<u>2,003,756</u>	<u>696,046</u>
Total liabilities	<u>2,241,668</u>	<u>937,355</u>
Deferred Inflows of Resources		
Deferred inflows of resources	<u>895,773</u>	1,829,778
Net Position		
Net position		
Net investment in capital assets	19,647,743	20,481,316
Unrestricted	7,321,774	7,075,586
Total net position	<u>\$ 26,969,517</u>	<u>\$ 27,556,902</u>

Los Angeles County Law Library
Statements of Revenues, Expenses and Changes in Net Position

	Years Ended June 30	
	2016	2015
Operating Revenues		
Court fees	\$ 6,604,626	\$ 6,336,433
Parking fees	715,481	668,472
Contributions	120,000	120,000
Annual fees	119,269	116,045
Copy center and document delivery	85,377	83,677
Other operating revenues	169,533	145,100
Total operating revenues	7,814,285	7,469,727
Operating Expenses		
Salaries and benefits	3,838,898	3,741,754
Depreciation	2,952,940	2,881,638
Services and supplies	1,282,666	1,180,231
Insurance	293,134	255,051
Utilities	156,896	152,518
Other operating expenses	31,452	44,034
Total operating expenses	8,555,986	8,255,226
Operating loss	(741,701)	(785,499)
Non-operating revenues		
Investment earnings	101,982	59,919
Miscellaneous income	52,335	75,457
Total non-operating revenues	154,317	135,376
Change in net position	(587,385)	(650,123)
Net position		
Net position at beginning of year, as reported	27,556,902	32,411,507
Prior period adjustments	-	(4,204,482)
Net position at beginning of year, as restated	27,556,902	28,207,025
Net position at end of year	\$ 26,969,517	\$ 27,556,902

**Los Angeles County Law Library
Statements of Cash Flows**

	Years Ended June 30	
	2016	2015
Cash flows from operating activities		
Cash received from court fees and services	\$ 7,719,841	\$ 7,533,715
Cash payments to suppliers for goods and services	(1,772,233)	(1,798,476)
Cash payments to employees for services	(3,763,250)	(3,867,282)
Contributions received	120,000	120,000
Net cash from operating activities	2,304,358	1,987,957
Cash flows from capital and related financing activities		
Acquisition of capital assets	(2,119,367)	(2,310,834)
Net cash used in capital and related financing activities	(2,119,367)	(2,310,834)
Cash flows from non-capital and related financing activities		
Miscellaneous income	52,335	75,457
Net cash from non-capital and related financing activities	52,335	75,457
Cash flows from investing activities		
Investment in money market funds and government securities	(78,437)	(40,081)
Investments earnings	101,982	59,919
Net cash from investing activities	23,545	19,838
Net increase (decrease) in cash and cash equivalents	260,871	(227,582)
Cash and cash equivalents, at beginning of year	3,608,872	3,836,454
Cash and cash equivalents, at end of year	\$ 3,869,743	\$ 3,608,872
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income (loss)	\$ (741,701)	(785,499)
Adjustments to reconcile operating income to net cash from operating activities:		
Depreciation	2,952,940	2,881,638
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	24,401	159,200
(Increase) decrease in prepaid expenses and other current assets	(14,649)	(74,500)
Increase (decrease) in accounts payable	6,565	(92,142)
Increase (decrease) in other liabilities	(9,962)	9,382
Increase (decrease) in accrued sick and vacation liability	(9,272)	(12,482)
Increase (decrease) in borrowers' deposits	1,155	24,788
(Increase) decrease in OPEB asset/liability	129,258	153,074
(Increase) decrease in net pension asset/liability	1,403,658	(169,785)
(Increase) decrease in deferred outflows of resources	(504,029)	-
Increase (decrease) in deferred inflows of resources	(934,005)	-
Net effect of prior period adjustments	-	(105,717)
Net cash from operating activities	\$ 2,304,358	\$ 1,987,957

NOTE 1 ORGANIZATION AND PROFILE

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

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

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

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

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

Basis of Accounting and Measurement Focus

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

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

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

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

Implementation of New Accounting Pronouncements

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

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

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Implementation of New Accounting Pronouncements (Continued)

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

Pensions

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

Cash and Cash Equivalents

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

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

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

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Capital Assets and Depreciation

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

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

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

Revenue Recognition

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

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

Operating Revenues and Non-Operating Revenues

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

Use of Estimates

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

NOTE 3 CASH AND CASH EQUIVALENTS AND INVESTMENTS

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

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

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

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

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

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

NOTE 3 CASH AND CASH EQUIVALENTS AND INVESTMENTS (CONTINUED)

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

Risk

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

Interest Rate Risk

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

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

June 30, 2015

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

Credit Risk

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

NOTE 3 CASH AND CASH EQUIVALENTS AND INVESTMENTS (CONTINUED)

June 30, 2016

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

June 30, 2015

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

Concentration of Credit Risk

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

Custodial Credit Risk

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

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

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

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

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

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

NOTE 4 FAIR VALUE MEASUREMENTS

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

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

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

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

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

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

NOTE 5 CAPITAL ASSETS

The investment in capital assets consists of the following:

	Balance June 30, 2015	Additions	Deletions	Balance June 30, 2016
Capital assets, not being depreciated:				
Land	\$ 580,333	\$ -	\$ -	\$ 580,333
Total capital assets, not being depreciated	<u>580,333</u>	<u>-</u>	<u>-</u>	<u>580,333</u>
Capital assets, being depreciated:				
Building and improvements	12,133,023	3,000	-	12,136,023
Books and reference materials	45,453,837	2,063,651	-	47,517,488
Furniture, fixtures and other equipment	2,054,804	3,924	-	2,058,728
Computer equipment and software	753,192	11,431	-	764,623
Total capital assets, being depreciated	<u>60,394,856</u>	<u>2,082,006</u>	<u>-</u>	<u>62,476,862</u>
Accumulated depreciation	<u>(40,493,873)</u>	<u>(2,915,579)</u>	<u>-</u>	<u>(43,409,452)</u>
Capital assets being depreciated, net	<u>19,900,983</u>	<u>(833,573)</u>	<u>-</u>	<u>19,067,410</u>
Total capital assets, net	<u>\$ 20,481,316</u>	<u>\$ (833,573)</u>	<u>\$ -</u>	<u>\$ 19,647,743</u>

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

NOTE 6 RETIREMENT PLAN

A. General Information about the Pension Plans

Plan Description

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

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

Benefits Provided

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

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

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

NOTE 6 RETIREMENT PLAN (CONTINUED)

Contributions

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

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

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

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

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

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

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

NOTE 6 RETIREMENT PLAN (CONTINUED)

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

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

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

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

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

NOTE 6 RETIREMENT PLAN (CONTINUED)

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

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

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

Actuarial Assumptions

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

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

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

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

NOTE 6 RETIREMENT PLAN (CONTINUED)

Discount Rate

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

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

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

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

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

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

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

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

D. Payable to the Pension Plan

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

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

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

Funding Policy

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

Annual OPEB Cost and Net OPEB Obligation

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

NOTE 7 OTHER POSTEMPLOYMENT BENEFITS (OPEB) (CONTINUED)

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

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

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

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

Funded Status and Funding Progress

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

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

NOTE 7 OTHER POSTEMPLOYMENT BENEFITS (OPEB) (CONTINUED)

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

Actuarial Methods and Assumptions

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

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

NOTE 8 CONTINGENT LIABILITIES

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

NOTE 9 SUBSEQUENT EVENTS

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

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REQUIRED SUPPLEMENTARY INFORMATION

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

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

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

Notes to Schedule

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

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

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

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

Notes to Schedule

Valuation date 6/30/2014

Methods and assumptions used to determine contribution rates:

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

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

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

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

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

Internal Control over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

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

Los Angeles, California
October 19, 2016

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**Los Angeles County Law Library
Communication to the Board of Trustees Regarding
The Results of the Audit
*Year ended June 30, 2016***

**To the Board of Trustees of Los Angeles County Law Library
301 W. First Street
Los Angeles, CA 90012**

We have audited the financial statements of the Los Angeles County Law Library (Law Library) for the year ended June 30, 2016. Generally accepted auditing standards require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process of the Law Library.

Communications Required Under SAS 114

Overview of the Planned Scope and Timing of the Financial Statement Audit

We have issued a separate communication regarding the planned scope and timing of our audit in our letter dated July 28, 2016.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Law Library are described in Note 2 to the financial statements. The application of existing accounting policies was not changed during the year ended June 30, 2016.

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

- GASB Statement No. 72, *Fair Value measurements and Applications*. This statement provides guidance for determining a fair value measurement for financial reporting purposes and for applying fair value to certain investments and disclosures related to all fair value measurements. The implementation of this statement did not have a significant impact on the Library's financial statements for the fiscal year ended June 30, 2016.
- GASB Statement No. 73, *Accounting and Financial Reporting for Pensions and Related Assets that are not within the Scope of GASB Statement 68, and Amendments to certain provisions of GASB Statements 67 and 68*. This statement establishes requirements for defined benefit pensions that are not within the scope of Statement No. 68, *Accounting and Financial Reporting for Pensions*, as well as for the assets accumulated for purposes of providing those pensions. In addition, it establishes requirements for defined contribution pensions that are not within the scope of Statement 68. It also amends certain provisions of Statement No. 67, *Financial Reporting for Pension Plans*, and Statement 68 for pension plans and pensions that are within their respective scopes. The implementation of this



statement did not have a significant impact on the Library's financial statements for the fiscal year ended June 30, 2016.

- GASB Statement No. 76, *the Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. This statement supersedes Statement No. 55, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. The requirements of this statement are effective for financial statements for periods beginning after June 15, 2015, and should be applied retroactively. The implementation of this statement did not materially impact the Library's financial statements for the fiscal year ended June 30, 2016.

Significant or Unusual Transactions

We noted no transactions entered into by the Law Library during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the Law Library's financial statements were the useful lives for capital assets, pension and OPEB liability and the valuation of investments as of June 30, 2016. Our comments with respect to those estimates are as follows:

- The estimated useful lives of the Law Library's capital assets were based on management's best estimate and prevailing practices in the industry.
- The pension and OPEB liability are based on the report of CalPERS and the Law Library's actuarial consultants.
- Estimated fair values for investments are obtained from quoted market prices where available.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

There were no corrected and uncorrected misstatements noted during our audit.

Disagreements with Management

We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures included in the financial statements.



Management Representations

We will request certain representations from management that are included in the management representation letter which will be dated October 19, 2016, the target date of the issuance of the report.

Management Consultations with Other Independent Accountants

We are not aware of any consultations management had with other accountants about accounting or auditing matters.

Other Information in Documents Containing Audited Financial Statements

Our responsibility relates to the Law Library’s financial statements and other information as identified in the auditor’s report. We have no responsibility for any other information that may be included in documents containing those audited financial statements. We do not have an obligation to perform any procedures to corroborate other information contained in these documents. We read the management’s discussion and analysis and nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information or manner of its presentation appearing in the financial statements.

Independence

We confirm that we are independent of the Law Library within the meaning of the independence, integrity and objectivity rules, regulations, interpretations, and rulings of the AICPA, the State of California Board of Accountancy, the Comptroller General as set forth in *Government Auditing Standards*, and other regulatory agencies.

This information is intended solely for the use of the Board of Trustees and management of the Los Angeles County Law Library and is not intended to be and should not be used by anyone other than these specified parties.

Vasquez + Company LLP

**Los Angeles, California
October 12, 2016**



www.vasquezcpa.com

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