

AGENDA

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

REGULAR BOARD MEETING
Tuesday, September 24, 2013
12:15 PM

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

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Minutes of the August 27, 2013, Special Board Meeting.
- 3.2 August 2013 List of Checks and Warrants.
- 3.3 Annual Report to the Board of Supervisors

4.0 DISCUSSION ITEMS

- 4.1 Approval of Safety & Emergency Preparedness Plan / Illness & Injury Prevention Program.
- 4.2 Approval of CalPERS Health Insurance and/or Salary Adjustment for Senior Management.
- 4.3 Pro Bono Week Update.

5.0 CLOSED SESSION

- 5.1 Existing Litigation/Claim (G.C. 54956.9(a)), *Cunje v. Los Angeles County Law Library, et al.* Case No. BC516090.

6.0 AGENDA BUILDING

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

7.0 EXECUTIVE DIRECTOR REPORT

8.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, October 22, 2013.

POSTED FRIDAY, AUGUST 23, 2013 @ 12:00 P.M.

POSTED BY EUSTORGIO BARAJAS



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 MINUTES OF THE AUGUST 27, 2013, REGULAR BOARD MEETING.
- 3.2 AUGUST 2013 LIST OF CHECKS AND WARRANTS.
- 3.3 ANNUAL REPORT TO THE BOARD OF SUPERVISORS.

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

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

August 27, 2013

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, August 27, 2013 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present:

Judge Michelle Williams Court
Judge Reva Goetz
Judge Mark Juhas
Susan Steinhauser

Trustees Absent:

Judge Ann Jones
Kenneth Klein, Esquire
Judge Lee Smalley Edmon

Senior Staff Present:

Sandra J. Levin, Executive Director
Jaye Nelson, Senior Director, Information Services
Patrick O'Leary, Senior Director, Administrative Services

Also Present:

President Steinhauser determined a quorum to be present, convened the meeting at 12:19 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

During the three (3) minutes allocated, Mr. Tut Hayes commented on ADA signage for wheelchairs in addition to the front entrance glass door.

During the five (5) minutes allocated, Mr. Lee Paradise commented on the building envelope repair & exterior restoration project in addition to his current tort claim against the Law Library and \$40M lawsuit.

2.0 PRESIDENT'S REPORT

There was no President's Report.

3.0 CONSENT CALENDAR

- 3.1 Minutes of the July 23, 2013, Special Board Meeting.
- 3.2 July 2013 Financial Statements and List of Checks and Warrants.
- 3.3 Interim Modifications to Members Program Policies.

Staff recommended the Board amend the Members Program Borrowing Rules to add the following borrower category:

“Non-Attorney – any individual holding a valid LA Law Library card. This category of Member is limited to a total of 10 individuals concurrently. Non-Attorney Members shall receive the same benefits and have the same obligations as Sole Practitioners.”

- 3.4 Waste Removal Contract Extension.

Staff recommended the Board amend the contract with Republic Services now, to extend the term by 20 months, reduce the cost by 44% and changing the basic service to twice weekly pick up of a 4 cubic yard bin. The cost of the new service agreement would be \$2,741 during the first year, including all surcharges and taxes. Over the term of the contract, the Law Library would save \$6,827 assuming 5% annual rate increases and that the Law Library would adopt the new 3-year 4 x 2 service agreement at the end of the current agreement.

- 3.5 Approval of Bazilio Cobb Engagement Letter to Audit the Law Library's Financial Statements for FY2012-13.

Staff recommended the Board approve Bazilio Cobb Associates as the Law Library's financial auditor for the fiscal year ended 6/30/13 under the terms and conditions set forth in the proposed engagement letter.

Per the President's prerogative, Steinhauser pulled Consent Item 3.5 from the Consent Calendar. Upon request for a motion to approve the Consent Calendar without Item 3.5, Trustee Goetz moved to approve and seconded by Trustee Juhas, the Consent Calendar was unanimously approved, 4-0.

At this time Steinhauser returned to and addressed Consent Item 3.5.

- 3.5 Approval of Bazilio Cobb Engagement Letter to Audit the Law Library's Financial Statements for FY2012-13.

President Steinhauser asked ED Levin to point out any changes in the engagement letter. ED Levin clarified that no changes were reflected other than a \$500

increase. ED Levin did note that in the coming year the Law Library would request proposals for its next annual audit.

Upon request for a motion by President Steinhauser to approve Consent Item 3.5, Trustee Court moved to approve and seconded by Trustee Juhas, item 3.5 was unanimously approved, 4-0.

4.0 DISCUSSION ITEMS

4.1 Approval of Parking Lot Management Vendor.

Staff recommended the Board authorize Staff to negotiate and execute a contract with Parking Concepts to manage the Law Library's parking facilities for a three-year term with an option to extend the term for an additional three years. Parking Concepts' superior qualifications, healthy portfolio of management reports, sterling references, and attractive financial proposal make it best qualified to manage the Law Library's parking facility. Staff recommended accepting Parking Concepts guaranteed minimum fee option that would provide greater budget predictability at the cost of a 4% lower share of revenue over \$630,000.

President Steinhauser inquired on valet parking services through Parking Concepts. ED Levin confirmed that valet was included at competitive rates. In addition to Parking Concepts' impressive proposal on executing their valet services, their comments and qualifications were also favorable.

Trustee Goetz recommended staff amend the terms and conditions to a 1-year agreement with the option to extend for a 2-year term and later a 3-year extension. Staff had no objection to the amendment and the Board concluded its discussion.

There being no further discussion, President Steinhauser requested a motion to adopt the staff recommendation as amended with the terms and conditions of a 1-year agreement with the option to extend for an additional 2-year term followed by an additional 3-year . So moved by Trustee Goetz and seconded by Trustee Court. The motion was unanimously approved, 4-0.

4.2 Approval of CalPERS Health Insurance And Salary Adjustment For Non-Represented Staff (Other Than Senior Staff).

Staff recommended the Board impose a limit effective 1/1/14 on the amount the Law Library will contribute on behalf of active and retired non-represented employees and their dependents to no more than the premium charged by the highest CalPERS LA region group HMO plan in effect on 1/1/12 and one half of any increase to that plan. Staff also recommended the Board approve an across-the-board salary increase of 2% for non-represented employees effective 1/1/14. These recommended actions would not apply to senior management.

President Steinhauser requested a motion to approve the staff recommendation as presented. So moved by Trustee Goetz and Seconded by Trustee Court. The motion was unanimously approved, 4-0.

4.3 Discussion Regarding Solar Proposal.

Staff recommended the Board discuss the issues and provide direction as to the level of interest in solar proposals and the parameters for investing capital dollars to reduce operating costs.

Following discussion, the Board provided direction to staff and requested that they move forward with the project and bring back additional information prior to issuing an RFP.

At this time, per the President's prerogative, additional Public Comment was allowed for Mr. Tut Hayes.

3.0 PUBLIC COMMENT

During the three (3) minutes allocated, Mr. Tut Hayes commented on the Law Library's alleged noncompliance with the ADA. Hayes recommended the Board revert to the once temporary use of the north-east elevator for access to persons in wheelchairs and an increase in security personnel.

5.0 EXECUTIVE DIRECTOR REPORT

There was no Executive Director Report.

6.0 AGENDA BUILDING

There were no items for Agenda Building.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:46 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, September 24, 2013.

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

MEMORANDUM

DATE: September 24, 2013

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: August 2013 Financial Statements and List of Checks and Warrants

Beginning this month, Staff will post the monthly financial statements one meeting later than was our prior practice. (The checks and warrants will not be affected and will continue to be presented to you at each meeting for the immediately preceding month.)

As you know, with this annual budget cycle we converted to a departmental budgeting process. An important part of that process is that we now have a department by department review of all significant variances. By analyzing the causes of any significant variances in actuals as compared to budget, we gain a deeper understanding of the Library's financials and operations, prevent surprises and create accountability. Of course, this process takes time – especially since most department heads have never been asked to engage in budgeting or financial analysis before. Given that finance does not have the data to prepare the financial statements until mid-month, our current schedule of reporting to the Board therefore leaves us only about 3 days to have the departments review and comment, synthesize and review those comments and then get the financials to you. We can't do a thorough job in that amount of time.

Accordingly, starting with the August reports, we will delay by one month the distribution of the financial packet to the Board. For example, the statements covering August transactions and activities will be distributed the week prior to the October Board meeting. This revised schedule will give managers additional time to research, analyze, and comment on budget variances affecting the accounts for which they are responsible.



LOS ANGELES COUNTY LAW LIBRARY
August 1, 2013 - August 31, 2013 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 2	HEATHER MARIE AUSTIN	REFUND	140.00	025723
	JORGE D CUIREL	REFUND	140.00	025724
	ANDRE MARTIN FEIJOO	REFUND	140.00	025725
	RICHARD SONG	REFUND	85.00	025726
	TIMOTHY KEVIN TRAINOR	REFUND	140.00	025727
August 5	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,034.19	025728
	BERNAN ASSOCIATES	BOOKS	621.44	025729
	BOOKS FROM MEXICO	BOOKS	106.30	025730
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	150.33	025731
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,159.15	025732
	CODE PUBLISHING COMPANY	BOOKS	65.00	025733
	COUTTS LIBRARY SERVICES	BOOKS	2,887.99	025734
	JURISNET LLC	BOOKS	86.50	025735
	LEXISNEXIS BUTTERWORTHS	BOOKS	625.62	025736
	LIBRERIA LINARDI Y RISSO A LINARDI	BOOKS	314.82	025737
	MUNICIPAL CODE CORPORATION	BOOKS	89.00	025738
	NATIONAL BOOK NETWORK	BOOKS	166.05	025739
	PRACTISING LAW INSTITUTE	BOOKS	150.56	025740
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	451.81	025741
YBP LIBRARY SERVICES	BOOKS	557.56	025742	
August 7	NEEL K AGRAWAL	REIMBURSEMENT	38.00	025743
	AMERICAN EXPRESS	TRAVEL	242.04	025744
	AT&T MOBILITY	TELECOM	174.96	025745
	BANDWIDTH.COM, INC.	TELECOM	595.13	025746
	CDW GOVERNMENT, INC.	SUPPLIES- LIB MATE	697.60	025747
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	643.81	025748
	DAVID DELMAN	COURSE REGISTRAT	20.00	025749
	GAYLORD BROS.	SUPPLIES- LIB MATE	1,137.60	025750
	GOURMET COFFEE SERVICE	VENDING SUPPLIES	253.95	025751
	GOLDEN STATE OVERNIGHT	DELIVERY & POSTAG	142.52	025752
	SONNY LEW	MILEAGE	53.51	025753
	MENTAL HEALTH ADVOCACY SERVICES IN	COURSE REGISTRAT	23.46	025754
	PACER SERVICE CENTER	DOC DEL	38.08	025755
	PAN AMERICAN PEST CONTROL CO.	BLDG SVCS	178.00	025756
	SECURITAS SECURITY	SECURITY	5,349.59	025757
	SEPCO EARTHSCAPE, INC	LANDSCAPING	1,050.00	025758
	SPRINGSHARE LLC	SERVICES	2,499.00	025759
	TIME WARNER CABLE	TELECOM	1,200.00	025760
	VERIZON	TELECOM	13.11	025761
	L A DEPT WATER & POWER	WATER/SANITATION	349.90	025762
August 12	AMERICAN BAR ASSOCIATION	BOOKS	14.96	025763

24,110.40

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2013 - August 31, 2013 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 14	GE MONEY BANK AMAZON	BOOKS	283.86	025764
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	375.00	025765
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,074.16	025766
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	528.70	025767
	BERNAN ASSOCIATES	BOOKS	53.00	025768
	BLOOMBERG BNA	BOOKS	178.86	025769
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	1,325.45	025770
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	946.60	025771
	COUTTS LIBRARY SERVICES	BOOKS	234.09	025772
	COUNCIL OF STATE GOVERNMENTS	BOOKS	62.74	025773
	DATA TRACE LEGAL PUBLISHERS	BOOKS	157.95	025774
	FRY COMMUNICATIONS INC	BOOKS	850.00	025775
	GAUNT	BOOKS	124.95	025776
	OTTO HARRASSOWITZ	BOOKS	1,598.21	025777
	INFORMATION TODAY INC	BOOKS	94.95	025778
	JAMES PUBLISHING INC	BOOKS	378.53	025779
	LAW PUBLISHERS	BOOKS	275.00	025780
	LEGISLATIVE COUNSEL BUREAU NEVADA	BOOKS	125.00	025781
	LEXISNEXIS BUTTERWORTHS	BOOKS	5,694.38	025782
	MANHATTAN PUBLISHING COMPANY	BOOKS	44.00	025783
	MUNICIPAL CODE CORPORATION	BOOKS	1,260.00	025784
	NATIONAL BOOK NETWORK	BOOKS	369.61	025785
	NATIONAL DIRECTORY OF EXPERT WITNES	BOOKS	52.00	025786
	PRACTISING LAW INSTITUTE	BOOKS	313.39	025787
	SPECIALTY TECHNICAL PUBLISHERS INC	BOOKS	392.50	025788
	YBP LIBRARY SERVICES	BOOKS	2,436.28	025789
	AMERICAN EXPRESS	BUSINESS CARD	1,148.43	025790
	AT&T	TELECOM	431.56	025791
	STATE BOARD OF EQUALIZATION	USE TAX	1,636.00	025792
	GRAINGER	REPAIR & MAINT	340.45	025793
	INDEPENDENT STATIONERS	SUPPL-OFFICE	133.02	025794
	KONICA MINOLTA BUSINESS	COPY CTR EXP	749.55	025795
	LA LAWYERS PHILHARMONIC	ADVERTISING	600.00	025796
OFFICE DEPOT	SUPPL-OFFICE	399.22	025797	
SECURITAS SECURITY	SECURITY	5,134.08	025798	
UNITED PARCEL SERVICE	POSTAGE	30.32	025799	
VALLEY WIDE AIR	BLDG MAINT	2,510.00	025800	
WLALA	ADVERTISING	500.00	025801	
August 15	COUNTY OF LOS ANGELES	HEATING/COOLING	4,025.65	025802
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,421.43	025803
August 16	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,895.19	025804
	BERNAN ASSOCIATES	BOOKS	450.41	025805

71,690.67

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2013 - August 31, 2013 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	BOOK HOUSE INC	BOOKS	229.61	025806
	CAMBRIDGE UNIVERSITY PRESS	BOOKS	549.78	025807
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	802.32	025808
	CODE PUBLISHING COMPANY	BOOKS	20.00	025809
	GAVILANES BOOKS FROM INDOAMERICA	BOOKS	41.00	025810
	OTTO HARRASSOWITZ	BOOKS	291.94	025811
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	218.74	025812
	INTERNATIONAL SPECIALIZED BOOK SERV	BOOKS	164.25	025813
	JURIS PUBLISHING INC	BOOKS	138.50	025814
	LEXISNEXIS BUTTERWORTHS	BOOKS	397.56	025815
	MANITOBA CULTURE HERITAGE TOURISM A	BOOKS	164.91	025816
	MARY MARTIN BOOKSELLERS	BOOKS	69.00	025817
	MARYLAND STATE BAR ASSOCIATION	BOOKS	40.00	025818
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	1,400.00	025819
	PRACTISING LAW INSTITUTE	BOOKS	318.30	025820
August 23	WATSON & HARRIS PLUMBING	BUILDING SVCS	295.00	025821
	CARA R BURNS	REFUND	140.00	025822
August 27	AIR-TEC	BLDG MAINT	2,100.00	025823
	AT&T MOBILITY	TELECOM	180.32	025824
	BRIDGES FILTER SERVICE, INC	BLDG MAINT	658.09	025825
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	642.82	025826
	CUMMINS PACIFIC LLC	BLDG MAINT	758.37	025827
	KONICA MINOLTA BUSINESS	COPY CTR	20.00	025828
	SECURITAS SECURITY	SECURITY	4,785.67	025829
	VALLEY WIDE AIR	BLDG MAINT	277.02	025830
	AMERICAN LAWYER MEDIA	BOOKS	1,230.00	025831
	AMERICAN LAW INSTITUTE	BOOKS	64.63	025832
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	59.40	025833
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	158.94	025834
	CAL OSHA REPORTER	BOOKS	395.00	025835
	CARSWELL COMPANY LTD	BOOKS	88.65	025836
	EBSCO PUBLISHING	BOOKS	3,411.00	025837
	JAMES PUBLISHING INC	BOOKS	72.74	025838
	JURIS PUBLISHING INC	BOOKS	246.00	025839
	RETTA LIBROS LIDERLAF S A	BOOKS	922.45	025840
	LAW JOURNAL PRESS	BOOKS	165.55	025841
	LAW REPORTS INTERNATIONAL LTD	BOOKS	55.00	025842
	LEXISNEXIS BUTTERWORTHS	BOOKS	379.63	025843
	LIBRERIA LINARDI Y RISSO A LINARDI	BOOKS	221.14	025844
	PAN PACIFICA	BOOKS	145.00	025845
	CITY OF THOUSAND OAKS	BOOKS	33.12	025846
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	238.27	025847
	LITERATURA DE VIENTOS TROPICALES	BOOKS	80.00	025848

95,174.17

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2013 - August 31, 2013 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 30	WILLIAM S HEIN & CO	BOOKS	1,043.39	025849
	YBP LIBRARY SERVICES	BOOKS	605.38	025850
	HEWLETT-PACKARD COMPANY	SUPPLIES - OFFICE	1,147.11	025851
			96,926.66	

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2013 - August 31, 2013 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 16	SEIU LOCAL 721	UNION DUES	868.64	001511

868.64

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2013 - August 31, 2013 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 1	CALPERS	HEALTH INS	54,537.78	TS00186266
August 15	L A DEPT WATER & POWER	ELECTRIC/FIRE	10,799.05	TS00187113
	THOMSON REUTERS	BOOKS	70,803.76	TS00187113
August 30	THOMSON REUTERS	BOOKS	30,722.56	TS00187953

166,863.15

TO THE HONORABLE BOARD OF SUPERVISORS
OF LOS ANGELES COUNTY, CALIFORNIA

The Board of Law Library Trustees of Los Angeles County presents to you its
Annual Report for the fiscal year ending June 30, 2013.

The Board is composed of the following members:

Susan Steinhauser <i>President</i>	- Attorney at Law
Ann I. Jones <i>Vice President</i>	- Judge of the Superior Court
Michelle Court	- Judge of the Superior Court
Lee Edmon	- Judge of the Superior Court
Reva G. Goetz	- Judge of the Superior Court
Mark Juhas	- Judge of the Superior Court
Kenneth Klein	- Attorney at Law
Sandra J. Levin	- Executive Director & Secretary to the Board

ANNUAL FINANCIAL STATEMENT
of the
Secretary of the Board of Law Library Trustees
of
Los Angeles County

Sandra J. Levin, Secretary to the Board of Law Library Trustees of Los Angeles County, pursuant to Section 6350 of the Business and Professions Code, presents to the Honorable Board, an Annual Financial Statement, as Secretary of said Law Library Board, for the fiscal year ending on the 30th day of June, 2013.



Los Angeles Law Library

Balance Sheet

As of June 30, 2013

(Unaudited)

	2013	2012
Assets		
Current Assets		
Cash and cash equivalents	8,626,122	10,813,781
Accounts receivable	1,497,101	1,590,869
Prepaid expenses	399,474	415,542
Total current assets	10,522,697	12,820,192
Restricted cash and cash equivalents	261,139	231,234
Capital assets, not being depreciated	580,333	580,333
Capital assets, being depreciated - net	23,462,542	24,055,362
Total assets	34,826,711	37,687,122
Liabilities and Net Assets		
Current Liabilities		
Accounts payable	233,134	1,254,424
Other liabilities	11,218	499,237
Payroll liabilities	28,627	8,803
Total current liabilities	272,980	1,762,464
Accrued sick and vacation liability	420,789	477,661
Borrowers' deposit	290,942	256,433
OPEB obligation	1,740,966	1,448,988
Total liabilities	2,725,677	3,945,546
Net assets		
Invested in capital assets, net of related debt	24,042,875	24,635,695
Unrestricted	8,063,705	9,105,880
Total net assets	32,106,580	33,741,576



Los Angeles Law Library
Income Statement for the Period Ended June 30, 2013
(Unaudited)

	2013	2012
Income		
L.A. Superior Court Fees	7,684,540	8,386,731
Interest	64,287	108,349
Parking	556,181	718,307
Library Services	419,307	438,067
Total Income	8,724,316	9,651,455
Expense		
Personnel	4,158,532	4,557,684
Library Materials	3,400,719	4,104,304
Lib Materials Transferred to Assets	-3,400,719	-4,104,304
Occupancy	815,417	891,893
Supplies & Services	318,022	471,466
Professional Services	122,922	152,539
Depreciation	3,412,816	3,167,764
Total Expenses	8,827,709	9,241,346
Net Income	-103,393	410,108
Extraordinary Expense	1,270,607	0
OPEB Expense	291,978	0
Net Income After Extraordinary Expense	-1,665,978	410,108
 Capitalized Expenditures	 367,208	 184,865
 Full-Time Equivalent Employees	 54.87	 NA



Los Angeles Law Library

Statement of Cash Flows

As of June 30, 2013

(Unaudited)

	2013
Cash flows from operating activities	
Court fees	7,684,540
Parking fees	556,181
Annual fees	100,716
Copy center and document delivery	99,638
Other operating income	98,953
(Increase) decrease in accounts receivable	93,768
Increase (decrease) in borrowers' deposit	34,509
Cash received from filing fees and services	8,668,306
Services and supplies	(720,858)
Insurance	(264,955)
Utilities	(147,626)
Other operating expenses	(436,604)
(Increase) decrease in prepaid expenses	16,069
Increase (decrease) in accounts payable	(1,021,290)
Increase (decrease) in other liabilities	(488,019)
Cash payments to suppliers for goods and services	(3,063,283)
Salaries and benefits	(4,459,503)
Increase (decrease) in payroll liabilities	19,824
Increase decrease in accrued sick and vacation liability	(56,872)
Increase decrease in OPEB liability	291,978
Cash payments to employees for services	(4,204,573)
Contributions received	120,000
Net cash from operating activities	1,520,450
 Cash flow from capital and related financing activities	
Library materials	(3,400,719)
Other capital acquisitions	(341,771)
 Cash flows from investing activities	
Investment earnings	64,287
 Net cash increase (decrease) in cash and cash equivalents	(2,157,754)
 Cash and cash equivalents, at beginning of period	11,045,015
 Cash and cash equivalents, at end of period	8,887,261
 Reconciliation of Operating Income to Net Cash from Operating Activities	
Operating income	(1,730,265)
Adjustments for noncash effects:	
Depreciation	3,412,816
Extraordinary expense: book write-off	947,932
Changes in operating assets and liabilities:	
(Increase) decrease in accounts receivable	93,768
(Increase) decrease in prepaid expenses and other assets	16,069
Increase (decrease) in accounts payable	(1,021,290)
Increase (decrease) in other liabilities	(488,019)
Increase (decrease) in payroll liabilities	19,824
Increase decrease in accrued sick and vacation liability	(56,872)
Increase (decrease) in borrowers' deposit	34,509
Increase decrease in OPEB liability	291,978
Net cash from operating activities	1,520,450



INTRODUCTORY INFORMATION

For over 120 years the Los Angeles County Law Library (LA Law Library) has served the Los Angeles County government, legal and business communities and the general public, including self-represented litigants.

Today, the LA Law Library has become a global leader in providing state-of-the-art legal research based upon a collection of nearly one million volume equivalents of Federal and State primary and practice materials, a comprehensive California law collection and one of the nation's largest Foreign and International law collections.

Towards the end of the fiscal year, the LA Law Library Board of Trustees adopted a new Strategic Plan, including the following vision and mission statements, intended to help guide the Library during this period of significant technological, social and economic change:

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

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

LOCATIONS

The main Law Library is located in the Mildred L. Lillie Building at First & Broadway, 301 West First Street, Los Angeles, California. The Main Library is open from 8:30 a.m. until 6:00 p.m., Monday through Friday; and from 9:00 a.m.



to 5:00 p.m. on Saturday. The LA Law Library is closed on most state legal holidays, Cesar Chavez Day and Veterans Day.

The Law Library also maintained branch locations in the courthouses in Norwalk; Pomona; Santa Monica; and Torrance. In addition, the LA Law Library shared its space with the LA Superior Court Self Help Center in the Long Beach courthouse. Towards the end of the fiscal year, LA Law Library began a significant transformation of its branch locations. Each branch location is being converted to a new model of service. A few of our locations will have an electronic presence, called an eBranch, which is being developed as a walk-up computer-based, interactive research experience with only occasional in-person law librarian assistance. However, eBranch users will be able to contact LA Law Reference Librarians remotely via chat service. Other branch locations, will maintain a hybrid model of service combining elements of a traditional physical library with the eBranch facilities.

In order to make its materials and services available throughout the Los Angeles County area, the LA Law Library also has ongoing library partnerships with the Los Angeles County Public Library, the Los Angeles Public Library as well as with independent public libraries. Currently, the LA Law Library maintains partnerships with the Pasadena Public Library, the Compton Library, the Lancaster Public Library, and the Van Nuys Public Library and is establishing partnerships with other public libraries proximate to existing branch locations. In addition, LA Law Library has initiated a program of law-related informational and clinical classes and workshops for librarians and the public to be held in these partnership locations.

LIBRARY USAGE | FY 2012 – 2013

LA Law Library provides onsite access to legal reference materials to the general public, borrowing privileges to registered borrowers and wide variety of classes,



trainings, electronic services and reference assistance to patrons throughout the world.

At the end of Fiscal Year 2012 – 2013, there were 1,262 persons registered as individual borrowers, including 930 attorneys. In addition, 211 law firm and business borrowers have identified 1,095 designated borrowers, including attorneys, librarians and messenger services. There are 346 judicial borrowers, 360 government borrowers, and 22 self-represented borrowers.

During FY12 – 13, the LA Law Library Reference staff fielded 39,872 requests for information, 27,859 of which were received at the Reference Desk. 9,594 requests were received by phone; 1,517 were email or live-chat; and 200 were letter requests (generally from the incarcerated). There were also 702 requests for Foreign & International information, 240 of which were web based. In addition to checking books out and in, the Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items and pages materials needed from closed stack areas. In FY12 -13, more than 23,535 in-person requests were handled by the Circulation Desk staff and 11,920 telephone requests, a total of 13,453 volumes circulated.

In response to requests for materials and information, the LA Law Library provides document delivery and e-delivery services. 1,336 such requests were received in FY12 – 13. The LA Law Library Copy Center responded to 10,737 requests and produced more than 521,356 photocopies while the branch locations produced an additional 105,274 photocopies.

The LA Law Library web site (www.lalawlibrary.org) was visited by more than 64,245 visitors in FY12 – 13. The average number of daily visits was 385 with an average visit duration of 16:28 minutes. 83.72% of the visitors were from the United States; 16.28% of the visitors were from other countries.



The LA Law Library subscribes to 24 online legal databases. These databases, including Lexis, Westlaw, and most recently WestlawNext , are available free of charge at 22 pc's located in the main library. The Law Library is a Wi-Fi ready facility with 20 multiplex table outlets throughout the reading room that enable library users to access the Law Library's website, as well as their own programs and documents, through personal computers.

COLLECTION / ACQUISITIONS | FY 2012-2013

Print Materials: During FY12 – 13, the Main Library added 7,416 volumes; the Branch locations added 497 (all remote locations: branches-357, others-140) volumes. During the same period, the library withdrew 5,553 volumes from the Main Library and 66,101 volumes from the Branch locations. At the end of FY12–13, the total number of print volumes in the LA Law Library collection was 674,117. The Main Library held 655,186; the Branch locations held 18,931.

Non-print Materials: During FY12 – 13, the main Library added 681 computer discs, 233 audio discs, and 4 video/DVDs. Additionally, the Law Library added 54 rolls of microfilm and 4,626 microfiche to the collection. At the end of the fiscal year, the Library held 8,021 reels of microfilm, 1,344,650 microfiche, 1,318 computer discs, 1, 463 audio discs, and 86 video/DVDs. The Branch locations do not maintain non-print collections (apart from access to online legal databases).

Volume Equivalents: The volume equivalent of non-print materials is approximately 292,993 volumes. The grand total of volumes and volume equivalents in the LA Law Library collection is 974,349 volumes representing 195,343 titles.



PROGRAMS AND SERVICES

The Law Library has increased outreach efforts with a focus on developing workshops and classes for the public in partnership with legal aid providers, government agencies, bar associations and public libraries. Topics covered included family law trial readiness, mediation, divorce, deferred action, legal planning for low-income seniors, debt collection and effective self-representation in the local courts. The reference staff also presents legal research training classes for the public including training on print and electronic legal research. The newest addition to the library's slate of classes is ParaLegal-Lit, a class designed for students currently enrolled in paralegal programs.

In celebration of National Law Day on May 1, 2013, LA Law Library and its partners offered a full "Law Week" of legal seminars, classes and clinics including partnering with a local bar association to provide free one-on-one consults to residents. These events were held both at the Main Library and at partnership locations throughout the county. All Law Week events were free and open to the public. October 2012 marked the first annual Pro Bono week celebration offering a week long slate of free legal information classes and workshops for the public, staff development for our county and city community public libraries, and continuing legal education classes for law students and the legal community.

GIFTS | FY 2012 – 2013

During FY12 – 13, although many offers were given, most duplicated items already in the Collection and were not accepted. The Law Library did accept the following:

100 volumes of foreign and international materials from Fordham Law School and the New York Law Institute donated as part of an agreement with LLMC (Law Library Microform Consortium);



700 volumes of foreign law journals donated by the University of Washington; and
a current copy (2013) of the Martindale-Hubbell Bar Register of Preeminent Lawyers donated by Sheppard, Mullin.

Respectfully submitted,

Sandra J. Levin, Secretary
Board of Law Library Trustees

LALAWLIBRARY



ACKNOWLEDGEMENT

(SEAL)

By order of the Board of
Law Library Trustees of
Los Angeles County

Los Angeles, California

The Los Angeles County Law Library Board of Trustees
desires to acknowledge the support and assistance given to the
Law Library by the Los Angeles County Board of Supervisors
during the past year.

Respectfully submitted,

President of the Board of Law Library Trustees

Secretary of the Board of Law Library Trustees

LALAWLIBRARY



AGENDA ITEM 4

ACTION ITEMS

- 4.1 APPROVAL OF SAFETY & EMERGENCY PREPAREDNESS PLAN / ILLNESS & INJURY PREVENTION PROGRAM.
- 4.2 APPROVAL OF CALPERS HEALTH INSURANCE AND/OR SALARY ADJUSTMENT FOR SENIOR MANAGEMENT.
- 4.3 PRO BONO WEEK UPDATE.

MEMORANDUM

DATE: September 17th, 2013

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Jaye Nelson, Senior Director, Information Services

RE: Law Library Illness & Injury Prevention Plan and Emergency Action Plan

SUMMARY AND BACKGROUND

The Law Library has established a new Employee Safety Committee. This new committee was charged with the creation of an Emergency Action Plan (EAP) and a new Illness & Injury Prevention Plan (IIPP). The proposed EAP and IIPP are consistent with the 1991 California legislation requiring businesses and various institutions to implement an Injury & Illness Prevention Program (IIPP).

The IIPP has 5 main goals:

1. Protect the health and safety of employees.
2. Improve employee morale.
3. Reduce workers' compensation claims.
4. Reduce the time spent to replace or reassign injured workers.
5. Minimize the potential for code-violation penalties from regulatory agencies.

The new EAP replaces the library's former Emergency Procedures and Evacuation Manual which had not been updated since April of 1995. This new EAP sets guidelines for emergency response procedures such as:

1. Who is responsible for safety in different areas
2. When and how to evacuate the building
3. Who to contact in different types of emergencies
4. Earthquake / Disaster preparedness.

Both the IIPP and EAP have been reviewed by our insurance broker. The Employee Safety Committee will meet at least quarterly going forward to review and recommend updates to the IIPP and EAP. The committee will also conduct annual emergency drills and staff safety training.

OPTIONS

- Approve both plans as presented.
- Approve with modifications.
- Continue the matter for further information and future discussion.
- Reject the recommendation and take no action.

RECOMMENDATION

Staff recommends that the Board adopt Option1, approving both the Illness & Injury Prevention Plan and the Emergency Action Plan as presented by the Law Library Safety Committee.



LA Law Library

Injury and Illness
Prevention Program

Effective: October 1st, 2013

LA Law Library Injury and Illness Prevention Program

Library Safety Coordinator: **Executive Assistant**

Computer Workstation Evaluator: **Senior Director, information Services**

Safety Related Items:

Location of minutes from Safety Committee Meeting (see Section II): **Intranet Website**

'Report of Unsafe Condition' Forms **Executive Office**

Person who assists injured employees with appropriate paperwork (see Section VI):
Executive Assistant

Documents related to IIPP – safe, convenient record keeping location: **Executive Office**

Location of Training Records for IIPP (see Section IX): **Executive Office**, (Training Documentation Form can be found in Appendix A of this document.)

The Safety Committee meets quarterly and members may be removed or appointed by the Executive Director from time to time.

Please see "EXHIBIT A" for a complete list of current safety committee members.

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LA Law Library Injury and Illness Prevention Program

I. INTRODUCTION AND PURPOSE

Consistent with California Code of Regulations, Title 8, §3203, it is the policy of the LA Law Library to maintain a safe and healthy work environment for each employee, and to comply with all applicable occupational health and safety regulations. This Injury and Illness Prevention Program (IIPP) is intended to establish a framework for identifying and correcting workplace hazards within the Library.

II. RESPONSIBILITIES

Executive Director

The Executive Director has primary authority and responsibility to ensure implementation of the IIPP and to ensure the health and safety of the Library's employees. This is accomplished by communicating the Library's emphasis on health and safety, analyzing work procedures for hazard identification and correction, ensuring regular workplace inspections, providing health and safety training, and encouraging prompt employee reporting of health and safety concerns without fear of reprisal.

Library Safety Committee

The Safety Committee has the ongoing responsibility to maintain and update this IIPP, to assess compliance with applicable regulations and Library policies, to evaluate reports of unsafe conditions, and to coordinate any necessary corrective actions. The Safety Committee meets at least quarterly and includes representatives from various sections of the Library. Each employee will have a designated representative on the committee. The Safety Committee membership may change periodically.

Unsafe minor conditions that cannot be immediately corrected by an employee or supervisor should be reported to the Library Safety Coordinator or any Safety Committee member.

Timely correction of workplace hazards will be tracked by the Safety Committee which will receive and review reports of unsafe conditions, workplace inspection reports, and injury reports. Specifically, the Safety Committee will:

- Review the results of periodic, scheduled workplace inspections to identify any needed safety procedures or programs and to track specific corrective actions.
- Review supervisors' investigations of accidents and injuries to ensure that all causes have been identified and corrected.
- Where appropriate, submit suggestions to Library management for the prevention of future incidents.

- Review alleged hazardous conditions brought to the attention of any committee member, determine necessary corrective actions, and assign responsible parties and correction deadlines.
- When determined necessary by the Committee, the Committee may conduct its own investigation of accidents and/or alleged hazards to assist in establishing corrective actions.
- Submit recommendations to assist Library management in the evaluation of employee safety suggestions.

The Safety Committee shall prepare and make available to all Library personnel written minutes of issues discussed at the meetings. The Committee meeting minutes shall be documented on IIPP Form 2, "Safety Committee Meeting Documentation," or a similar form. These minutes shall be posted or made available in a convenient location and maintained on file for at least one year.

Library Safety Coordinator

The Safety Coordinator is responsible for:

- Ensuring that the Safety Committee is aware of all accidents that have occurred, and all hazards that have been observed since the last meeting.
- Working with the Building Coordinator to address facility-related safety concerns.
- Assisting in the coordination of required health and safety training.
- Ensuring periodic, documented inspection of workspaces under their authority.
- Maintaining copies of Safety Committee minutes and other safety-related records.

The Safety Coordinator may seek assistance from other members of the Library as necessary to meet these responsibilities.

Supervisors

Supervisors play a key role in the implementation of the Library's IIPP. Supervisors may be Senior Directors, Directors, Senior Librarians, Managers, or Coordinators. Under the guidance of the Safety Committee, they are responsible for:

- Communicating to their staff the Library's emphasis on health and safety.
- Promptly correcting identified hazards.
- Enforcing safe and healthful work practices.
- Providing training so that staff may perform their jobs in a safe manner and avoid injury.

- Implementing measures to eliminate or control workplace hazards.
- Stopping any employee's work that poses an imminent hazard to either the employee or any other individual.
- Encouraging employees to report health and safety issues to the Safety Committee without fear of reprisal.

All Employees

It is everyone's responsibility to comply with all applicable health and safety regulations, Library policies, and established work practices. This includes, but is not limited to:

- Observing health and safety-related signs, posters, warning signals and directions.
- Reviewing the building emergency plan and assembly area.
- Learning about the potential hazards of assigned tasks and work areas.
- Taking part in appropriate health and safety training.
- Following all safe operating procedures and precautions.
- Reporting unsafe conditions immediately to a supervisor, and stopping work if an imminent hazard is presented.
- Participating in workplace safety inspections.

III. IDENTIFYING WORKPLACE HAZARDS

The Safety Committee will conduct regular, annual workplace safety inspections. The first of these inspections must take place when the Library first adopts the IIPP. The inspections should be noted on IIPP Form 3 or other documentation, and the Library should maintain copies of this documentation. These regular inspections will be supplemented with additional inspections whenever new substances, processes, procedures, or equipment introduced into the workplace present a new occupational safety and health hazard or whenever supervisors are made aware of a new or previously unrecognized hazard.

Generally, supervisors are responsible for identifying and correcting hazards and ensuring that work areas over which they exercise control are inspected at least annually. Supervisors should check for safe work practices with each visit to the workplace and should provide immediate verbal feedback where hazards are observed.

The "Report of Unsafe Condition" Form 1 should be filled out when a referral is made to the Safety Committee as a result of a condition discovered during an inspection for which the responsible supervisor could not determine an immediate remedy. The "Report of Unsafe Condition" form can also be obtained by any employee, filled out and turned in anonymously.

IV. COMMUNICATING WORKPLACE HAZARDS

Supervisors are responsible for communicating with all workers about safety and health issues in a form readily understandable by all workers. All Library personnel are encouraged to communicate safety concerns to their supervisor without fear of reprisal. Alternatively, employees may report health and safety issues to the Safety Committee. Additionally, Safety Committee minutes and other safety-related items are posted or made available at a convenient location. Employees will also be informed about safety matters by e-mail, voice mail, the Library's intranet site, or through the W.A.A.G. Occasionally, the Safety Committee may sponsor seminars or speakers or coordinate other means to communicate with employees regarding health and safety matters.

Supervisors are responsible for ensuring that employees are supplied access to hazard information pertinent to their work assignments. Information concerning the health and safety hazards of tasks performed by Library staff is available from a number of sources. These sources include, but are not limited to, Material Safety Data Sheets (MSDSs, see below), equipment operating manuals, the Library Safety Coordinator, container labels, and work area postings.

Material Safety Data Sheets

Material Safety Data Sheets (MSDSs) provide information on the potential hazards of products or chemicals. Hard copies of MSDSs for the chemicals used in the Library are available to all employees and kept in the executive office. If an MSDS is found to be missing, a new one can be obtained by submitting a request to the Building Engineer who will fax a written request to the manufacturer. A copy of this request should be kept until the MSDS arrives.

MSDSs are also available over the Internet from a variety of sources.

Equipment Operating Manuals

All equipment will be operated in accordance with the manufacturer's instructions, as specified in the equipment's operating manual. Copies of operating manuals should be kept with each piece of equipment in the Library. Persons who are unfamiliar with the operation of a piece of equipment and its potential hazards must at least read the operating manual before using the equipment. Training should also be sought from an experienced operator or supervisor.

V. CORRECTING WORKPLACE HAZARDS

Hazards discovered either as a result of a scheduled periodic inspection or during normal operations must be corrected by the supervisor in control of the work area, or by cooperation between the Library in control of the work area and the supervisor of the employees working in that area. Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard, based on the severity of the hazard.

Specific procedures that can be used to correct hazards include, but are not limited to, the following:

- Tagging unsafe equipment “Do Not Use Until Repaired,” and providing a list of alternatives for employees to use until the item is repaired.
- Stopping unsafe work practices and providing retraining on proper procedures before work resumes.
- Reinforcing and explaining the need for proper personal protective equipment and ensuring its availability.
- Barricading areas that have chemical spills or other hazards and reporting the hazardous conditions to a supervisor or Building Coordinator.

Supervisors should use the "Hazard Correction Report" (IIPP Form 4) to document corrective actions, including projected and actual completion dates. If necessary, supervisors can seek assistance in developing appropriate corrective actions by submitting a "Report of Unsafe Condition" to the Safety Committee.

If an imminent hazard exists, work in the area should cease, and the appropriate supervisor must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to be removed from the area except those qualified and necessary to correct the condition. These qualified individuals will be equipped with necessary safeguards before addressing the situation.

VI. INVESTIGATING INJURIES AND ILLNESSES

Injury Reporting

Employees who are injured at work must report the injury immediately to their supervisor. If immediate medical treatment beyond first aid is needed, call 911. The injured party will be taken to the appropriate hospital or medical center.

The supervisor of the injured employee must work with HR to ensure that the "Employer's Report of Occupational Injury or Illness" and a "Workers' Compensation Claim Form" are completed properly and submitted to the insurance carrier.

If the injured employee saw a physician, the supervisor should obtain a medical release form before allowing the employee to return to work. The health care provider may stipulate work tasks that must be avoided or work conditions that must be altered before the employee resumes his or her full duties.

Injury Investigation

The employee's supervisor is responsible for performing an investigation to determine and correct the cause(s) of the incident. Specific procedures that can be used to investigate workplace accidents and hazardous substance exposures include:

- Interviewing injured personnel and witnesses.
- Examining the injured employee's workstation for causative factors.
- Reviewing established procedures to ensure they are adequate and were followed.
- Reviewing training records of affected employees.
- Determining all contributing causes to the accident.
- Taking corrective actions to prevent the accident/exposure from reoccurring.
- Recording all findings and actions taken.

The supervisor's findings and corrective actions should be documented and presented to the Safety Committee using the "Occupational Accident, Injury or Illness Investigation Report" (IIPP Form 5). If the supervisor is unable to determine the cause(s) and appropriate corrective actions, he or she should seek assistance from the Library's Safety Committee.

The Safety Committee will review each accident or injury report to ensure that the investigation was reasonable and that all corrective actions are completed. Investigations and/or corrective actions that are found to be incomplete will be routed back to the supervisor for further follow-up, with specific recommendations noted by the committee. The Library Safety Coordinator will bring corrective actions that are not implemented in a reasonable period of time to the attention of the Executive Director.

VII. EMPLOYEE HEALTH AND SAFETY TRAINING

Employee safety training is provided at no cost to the employee and is conducted during the employee's normal working hours on Library time. Safety training may be presented by a knowledgeable supervisor, or other Library personnel. Regardless of the instructor, all safety training should be documented using the "Safety Training Attendance Record" (IIPP Form 6) or an equivalent record that includes all the information required on IIPP Form 6.

Initial IIPP Training

When the IIPP is first implemented, all Library personnel will be trained on the structure of the IIPP (Appendix A), including individual responsibilities under the program, and the availability of the written program. Training will also be provided on how to report unsafe conditions, how to access the Safety Committee, and where to obtain information on workplace safety and health issues.

Personnel hired after the initial training session will be oriented on this material as soon as possible by the Safety Coordinator or appropriate supervisor. These individual training sessions should be documented using IIPP Form 7, "New Employee Safety Training Record," or the equivalent.

Training on Specific Hazards

Supervisors are required to be trained on the hazards to which the employees under their immediate control may be exposed. This training aids a supervisor in understanding and enforcing proper protective measures.

All supervisors must ensure that the personnel they supervise receive appropriate training on the specific hazards of work they perform, and the proper precautions for protection against those hazards. Training is particularly important for new employees and whenever a new hazard is introduced into the workplace. Such hazards may include new equipment, hazardous materials, or procedures. Health and Safety training is also required when employees are given new job assignments on which they have not previously been trained and whenever a supervisor is made aware of a new or previously unrecognized hazard.

Specific topics which may be appropriate to Library personnel include, but are not limited to, the following:

- Fire prevention techniques and fire extinguisher use.
- Obtaining emergency medical assistance and first aid.
- Disaster preparedness and response, including building evacuation procedures.
- Health and safety for computer users.
- Back care, body mechanics, and proper lifting techniques.
- Hazard communication, including training on MSDSs, chemical hazards and container labeling.
- Proper housekeeping.
- Chemical spill reporting procedures.

VIII. ENSURING COMPLIANCE

All Library personnel have responsibility for complying with safe and healthful work practices, including applicable regulations, Library policy, and Library safety procedures. Overall performance in maintenance of a safe and healthy work environment should be recognized by the supervisor and noted in performance evaluations. Employees will not be discriminated

against for work-related injuries, and injuries will not be included in performance evaluations, unless the injuries were a result of an unsafe act on the part of the employee.

Standard progressive disciplinary measures in accordance with the applicable personnel policy or labor contract will result when employees fail to comply with applicable regulations, Library policy, or Library safety procedures. All personnel will be given instruction and an opportunity to correct unsafe behavior. Repeated failure to comply or willful and intentional noncompliance may result in disciplinary measures up to and including termination.

IX. RECORD KEEPING

Documents related to the IIPP are maintained by the Executive Assistant in a safe and convenient location for record keeping. Documents that should be kept on file include:

- Records of scheduled and periodic workplace inspections, including the persons conducting the inspection, any identified unsafe conditions or work practices, and corrective actions (IIPP Form 3 or equivalent).
- Employee safety training records, including the names of all attendees and instructors, the training date, and material covered (IIPP Forms 6 and 7 or equivalent).
- Reports of Unsafe Conditions or Hazards (IIPP Form 1).
- Safety Committee Meeting Documentation (IIPP Form 2).
- Hazard Correction Reports (IIPP Form 4).
- Accident, Injury or Illness Investigation Reports (IIPP Form 5).

Appendix A: Training Documentation

Training on this Injury and Illness Prevention Program (IIPP) will be provided for all current and new employees. This training can be provided by allowing each employee to read the IIPP on their own, with the Library Safety Coordinator available to answer any questions. **Completion of this training must be documented by having each employee sign the training record below.** This record must be maintained, along with the written IIPP in the Library for a minimum of one year, and must be made available to Cal/OSHA inspectors.

I verify that I have read this Injury and Illness Prevention Program, that I understand its contents, and that I agree to comply with its requirements:

Name	Training Date(s)	Name	Training Date(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name

Training Date(s)

Name

Training Date(s)

DRAFT

REPORT OF UNSAFE CONDITION OR HAZARD (IIPP Form 1)

Department: __

I. Unsafe Condition or Hazard

Name: (optional) _____ Job: _____

Title: _____

Location of Hazard: _____

Building: _____ Floor: _____ Room: _

Date and time the condition or hazard was observed:

Description of unsafe condition or hazard: _____

What changes would you recommend to correct the condition or hazard?

Employee Signature: (optional) _____

Date: _____

II. Management/Safety Committee Investigation

Name of person investigating unsafe condition or hazard:

Results of investigation (What was found? Was condition unsafe or a hazard?): (Attach additional sheets if necessary.)

Proposed action to be taken to correct hazard or unsafe condition: (Complete and attach a Hazard Correction Report, IIPP Form 4)

Signature of Investigating Party: _____

Date: _____

SAFETY COMMITTEE MEETING DOCUMENTATION (IIPP Form 2)

NOTE: This form, meeting minutes, or a similar record must be completed for each Safety Committee meeting held.

Department: _____
Meeting Date: _____ Meeting Chair: _____
Title: _____
Other Attendees: _____
Attach any additional supporting documentation to this form.

Issue Discussed: _____
Required Actions and Schedule: _____

Responsible Party: _____

Issue Discussed: _____
Required Actions and Schedule: _____

Responsible Party: _____

Issue Discussed: _____
Required Actions and Schedule: _____

Responsible Party: _____

Issue Discussed: _____
Required Actions and Schedule: _____

Responsible Party: _____

ASSESSMENT FORM (IIPP Form 3)

Office Location _____	Date of Inspection _____
Department _____	
Assessor's Name (print) _____	Signature _____
Supervisor's Name (print) _____	Signature _____

1. Do all powerstrips have a circuit breaker? (Only powerstrips with a circuit breaker reset switch should be used. Extension cords are not allowed as permanent wiring.)
 Yes (Satisfactory) No (Needs Correction) Date Corrected: _____ N/A

Corrective Action: Replace powerstrips without circuit breaker with ones that have them. Do not connect power strips and/or extension cords in series. Dispose of or repair all electrical cords that are not in good condition, and install permanent wiring to replace those that have been used for more than 30 days.

2. Is furniture and equipment over 4 feet tall braced to prevent tipping in an earthquake?
 Yes (Satisfactory) No (Needs Correction) Date Corrected: _____ N/A

Corrective Action: Contact your supervisor or the Safety Coordinator for assistance in installing seismic restraints, or remove items in question.

3. Is the floor free of slip or trip hazards?
 Yes (Satisfactory) No (Needs Correction) Date Corrected: _____ N/A

Corrective Action: Remove stored material and extension cords from exit paths and clean up any spilled material immediately. Ensure that exit paths are maintained free of obstructions and hazards.

4. Have computer workstations been ergonomically evaluated for all employees who spend four or more hours at their computer each day?
 Yes (Satisfactory) No (Needs Correction) Date Corrected: _____ N/A

Corrective Action: Contact your supervisor or the Safety Coordinator to have a trained workstation evaluator assess the workstation.

5. Do self-closing devices and door latches on fire-rated doors (doors that open into corridors or stairwells) work properly? (Doorstops are not permitted.)
 Yes (Satisfactory) No (Needs Correction) Date Corrected: _____ N/A

Corrective Action: Contact the Safety Coordinator to arrange for door repairs.

HAZARD CORRECTION REPORT (IIPP Form 4)

Department: _____

This form should be used in conjunction with the "Report of Unsafe Condition" form (IIPP Form 1), as appropriate, to track the correction of identified hazards.

All hazards should be corrected as soon as possible, based on the severity of the hazard. If a serious imminent hazard cannot be immediately corrected, remove personnel from the area and restrict access until the hazard can be addressed.

Supervisor/Safety Coordinator Name: _____ Telephone Ext.: _____

Supervisor/Safety Coordinator Signature

Date

Description and Location of Unsafe Condition	Date Discovered	Required Action and Responsible Party	Completion Date	
			Projected	Actual

OCCUPATIONAL ACCIDENT, INJURY OR ILLNESS INVESTIGATION REPORT (IIPP Form 5)

Department: _____		
Supervisor's Name/Phone: _____		
Person(s) involved: (include titles) _____		

Location: _____	Time: _____	Date: _____
Task being performed when accident occurred: _____		

NOTE: This form is intended to serve only as a local record of the investigation conducted within the department. Should an injury or illness occur, required forms must be submitted to the Department of Workers Compensation (DWC). Also, an IIPP Form 4, "Hazard Correction Report" must be completed in conjunction with any accident, injury or illness.

Describe the accident, illness, or injury and the probable root cause(s) of the incident. Include the nature of the injury or illness, any eyewitness accounts, and any property damage which may have occurred. Be sure to include the names and phone numbers of any witnesses. Attach a separate sheet if necessary.

Describe what corrective actions need to be taken to ensure this type of incident does not recur. Also, include the name(s) and phone number(s) of those who will ensure that these corrective actions are done in a timely manner.

Signature of Supervisor Conducting Investigation Date

Signature of Safety Coordinator Date

SAFETY TRAINING ATTENDANCE RECORD (IIPP Form 6)

Department: __

Topic of Training Session: _
(attach a copy of the training session curriculum)

Instructor(s):	Location:	Date:	Time:	Length:
----------------	-----------	-------	-------	---------

We are required to maintain records regarding our safety training activities. Please assist us by providing the information indicated below to document your attendance. Thank you.

Name <i>(Please Print)</i>	Department	Phone	Employee I.D. (if available)	Official Payroll Title	Signature
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

NEW EMPLOYEE SAFETY TRAINING RECORD (IIPP Form 7)

Department:_____
Instructor/Supervisor:_____
This completed form should be retained in the individual's personnel file as evidence of initial training required under the Injury and Illness Prevention Program.

Employee Name:_____ (Please Print)
O New Hire O Transfer O Other:_____
Date of Hire / New Assignment:_____

I, _____, hereby certify that this employee has (Instructor) been trained on the following: (Check appropriate boxes.)

I. Initial Training on Department's IIPP, Including: _____ Date:_____

- My right to ask any question, or report any safety hazards, either directly or anonymously without any fear of reprisal.
- The location of departmental safety bulletins and required safety postings (i.e., summary of occupational injuries and illnesses, and Safety and Health Protection Poster).
- Disciplinary procedures that may be used to ensure compliance with safe work practices.
- Reporting safety concerns.
- Accessing the department safety committee.
- Reporting occupational injuries and illnesses.

II. Hazard Communication Training _____ Date:_____

- The potential occupational hazards in the work area associated with my job assignment.
- The safe work practices and personal protective equipment required for my job title.
- The location and availability of Material Safety Data Sheets (MSDS).
- The hazards of any chemicals to which I may be exposed, and my right to the information contained on MSDSs for those chemicals.

III. Building Emergency Plan (BEP) _____ Date:_____

- Emergency escape routes and procedures and Emergency Assembly Area (EAA)
- How to report a fire and other emergencies
- Names or regular job titles of persons to be contacted for further information.

III. Other:_____ Date:_____

Employee Signature:_____ Date: _____

EXHIBIT A

COMMITTEE MEMBER NAMES AND PHONE NUMBERS

Coordinator:

Eustorgio Barajas (213) 785-2511

Members:

Angelica Buenrostro (213) 785-2571

Christian Gaiters Radio/Paging Only

Janine Liebert (213) 785-2538

John Mataras (213) 785-2526

Jaye Nelson (213) 785-2515

Patrick O'Leary (213) 785-2520

Adam Rosenblum (213) 785-2546

Austin Stoub (213) 785-2534

Kim Thach (213) 785-2522

Ana Villagrana (213) 785-2564

Betsy Warner (213) 785-2598

LA Law Library

Emergency Action Plan

Effective: October 1st, 2013

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EMERGENCY PERSONNEL

DESIGNATED AUTHORIZED OFFICIAL:

Senior Director, Information Services

EMERGENCY COORDINATORS:

Senior Director, Administrative Services

Building Engineer

EAP COMMITTEE MEMEBRS:

Emergency Action Plan Committee members and future vacancies shall be appointed by the Executive Director.

A complete list of current committee members at the time of plan adoption has been attached to this document; please see "Exhibit A".

MEETINGS & RECORDS

MEETING FREQUENCY:

EAP Committee members shall meet as needed but not less than quarterly for training, to review procedures and recommend updates to the EAP and other documentation.

RECORDS:

All EAP records shall be kept on file in the executive office.

- Inspection records shall be kept for a minimum of one year.
- Training records shall be kept for a minimum of three years.

DRAFT

EVACUATION ROUTES

The following information is marked on posted evacuation maps:

1. Emergency exits
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Fire alarm pull station locations
5. Assembly points

Employees should know at least two evacuation routes.

DESIGNATED EMERGENCY ASSEMBLY POINT:

In most cases, after evacuation, employees should assemble on the lower concrete area in front of the Library at the corner of 1st & Broadway, check-in with your working group and a supervisor and wait for further instructions from the Emergency Coordinator, Executive Director, or other person in authority.

EMERGENCY PHONE NUMBERS

In emergency situations dial 911 immediately. You should also contact the **Security Desk Ext. 2500** so they are aware of the situation and can direct emergency personnel as they arrive onsite. For non-emergency general information, please use the telephone numbers below:

SECURITY:

Extension 2500

From outside the building, dial: (213) 785-2529, Ext 2500

FIRE DEPARTMENT:

(323) 881-2455

PARAMEDICS:

(323) 881-2455

POLICE:

(877) 275-5273

SHERRIFF:

(323) 820-6700

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UTILITY COMPANY EMERGENCY CONTACTS

In the event of a serious water leak, you should call 911 for emergency response.

PLUMBING, ELECTRICAL, STEAM:

LOS ANGELES COUNTY – INTERNAL SERVICES DIVISION
(213) 974-1234

WATER:

LOS ANGELES COUNTY - DEPARTMENT OF WATER & POWER
(213) 367-9857

THERE ARE NO GAS LINES ON LIBRARY PROPERTY.

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel include:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE CLIMBING/DESCENDING
- EXTENDED POWER LOSS
- VIOLENT ATTACK
- TERRORIST ATTACK
- HOSTAGE SITUATION
- EXTENDED POWER LOSS

MEDICAL EMERGENCY

Call 911.

Provide the following information:

- a. Nature of medical emergency,
- b. Location of the emergency (address, building, floor, room number), and
- c. Your name and phone number from which you are calling.

Do not move victim unless absolutely necessary.

Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Security Personnel Phone: Ext. 2500

If personnel trained in First Aid are not available, at a minimum, attempt to provide the following assistance:

1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
2. Clear the air passages using the Heimlich Maneuver in case of choking.

In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

FIRE EMERGENCY

When fire is discovered:

Activate the nearest fire alarm

Notify security or, if unable to reach security, notify the local Fire Department by **calling emergency 911**.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area and stay with your working group.
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must:

- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.

Area/Floor Monitors must:

- Ensure that all employees have evacuated the Library including the stacks, restrooms, break room, etc., Security staff will evacuate library patrons from public areas.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees and patrons in emergency evacuation.

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____ TIME : _____ DATE: _____

CALLER'S IDENTITY SEX: Male _____ Female _____ Adult _____ Juvenile _____

APPROXIMATE AGE: _____

ORIGIN OF CALL: Local _____ Long Distance _____ Telephone Booth _____

VOICE CHARACTERISTICS

Loud Soft
 High Pitch Deep
 Raspy Pleasant
 Intoxicated _____
Other _____

SPEECH

Fast Slow
 Distinct Distorted
 Stutter Nasal
 Slurred _____ Other _____

LANGUAGE

Excellent Good
 Fair Poor
 Foul _____ Other _____

ACCENT

Local Not Local
 Foreign Region
 Race _____

MANNER

Calm Angry
 Rational Irrational
 Coherent Incoherent
 Deliberate Emotional
 Righteous Laughing

BACKGROUND NOISES

Factory Trains
 Machines Quiet
 Music Voices
 Office Airplanes
 Machines Airplanes
 Street Animals
 Traffic Party

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour ____ Time Remaining

Where is it located? Building _____ Area

What kind of bomb? _____

What kind of package? _____

How do you know so much about the bomb? ____

What is your name and address?

If building is occupied, inform caller that detonation could cause injury or death.

Call Security at Extension 2500 immediately and relay information about call.

Did the caller appear familiar with the library building (by his/her description of the bomb location)?

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.

EARTHQUAKE AND FLOOD

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If Outdoors :

- Get to high ground such as the Music Center and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

DRAFT

TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Name	Title	Responsibility	Date

DRAFT

EXHIBIT A

EAP COMMITTEE MEMBER NAMES AND PHONE NUMBERS

DESIGNATED AUTHORIZED OFFICIAL:

Name: Jaye Nelson Phone: (213) 785-2515

EMERGENCY COORDINATOR:

Name: Patrick O'Leary Phone: (213) 785-2520

Name: John Mataras Phone: (213) 785-2526

AREA/FLOOR MONITORS (If applicable):

Area/Floor: CMS / 2 ND Floor	Name: Betsy Warner	Phone: (213) 785-2598
Area/Floor: 2 nd Floor	Name: John Mataras	Phone: (213) 785-2526
Area/Floor: P&P / 3 rd Floor	Name: Janine Liebert	Phone: (213) 785-2538
Area/Floor: P&P / 3 rd Floor	Name: Ana Villagrana	Phone: (213) 785-2564
Area/Floor: reference / 3 rd Floor	Name: Austin Stoub	Phone: (213) 785-2534
Area/Floor: Comm / 3 rd Floor	Name: Adam Rosenblum	Phone: (213) 785-2546
Area/Floor: Circulation / 3 rd Floor	Name: Angelica Buenrostro	Phone: (213) 785-2571
Area/Floor: Finance / 3 rd Floor	Name: Kim Thach	Phone: (213) 785-2522
Area/Floor: Exec Office / 3 rd Floor	Name: Eustorgio Barajas	Phone: (213) 785-2511
Area/Floor: Upper Floor Stacks	Name: Christian Gaiters	Phone: Radio/Paging Only

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: Security Staff Phone: Extension 2500

MEMORANDUM

DATE: September 24, 2013

TO: Board of Law Library Trustees

FROM: J. Scott Tiedemann, Managing Partner, Liebert Cassidy Whitmore

RE: CalPERS Health Insurance Cap and Salary Adjustment for Non-Represented Senior Staff and Retirees

SUMMARY

Staff reports are generally prepared by the Law Library's senior staff. I was asked to provide an impartial report on this issue as it deals with senior staff compensation. I have no financial stake in the Board's ultimate decision on this matter.

Represented staff are subject to a cap on health insurance premium costs, but have received regular salary increases. Conversely, non-represented staff were not subject to the cap but have not received regular salary increases. On August 27, 2013, the Board created greater parity between represented staff and non-represented staff (other than senior staff) by approving a cap on health insurance premiums for active and retired non-represented employees and their dependents effective 1/1/14, as well as a 2% salary adjustment for the employees in that group who have not been given salary increases. This report contains a recommendation to further the parity between non-represented and represented staff by extending the cap on health insurance premiums and the 2% salary adjustment to senior management.

BACKGROUND¹

Health Insurance: Starting 1/1/12, the Law Library's contribution on behalf of represented employees and their dependents has been limited to the premium charged by the highest CalPERS LA region group HMO plan in effect on 1/1/12 and one half of any increase to that plan. Non-represented employees have not been subject to the cap.

CalPERS recently announced the rates for the upcoming year (2014) and the premiums for many of the plans, including some of the PPO plans providing the greatest coverage and flexibility, will be significantly reduced (by up to 34.5%). A few of the plans, however, will see significant rate increases.

The Law Library's open enrollment period runs from 9/16/13 to 10/11/13, with any changes made to take effect as of January 1, 2014.

¹ All of the background information was provided to me by Law Library staff, which I assume to be true and accurate. As outside counsel, I have no personal knowledge of these facts.



Salaries: As a category, non-represented employees have not received a cost of living salary increase for a number of years. In July 2011, some non-represented employees received small adjustments but the average across the group was only .66%. In fiscal year 2013, some non-represented employees received performance or cost of living adjustments but the average across the group was only .22%. No compensation increases were budgeted for non-represented staff for fiscal year 2014 prior to the Board's approval of the salary increase for non-senior unrepresented staff in August 2013. During the same period, the MOU with represented staff establishes increases totaling 1.5% in fiscal year 2013 and 2% in fiscal year 2014 for the entire represented group.

ANALYSIS

Health Insurance Employer Cap

The cap makes sense and has been effective. As premiums for some plans offered by CalPERS have increased, the cap on the Law Library's obligation has given represented employees an economic incentive to be more rate-sensitive when choosing a health plan for their families.

The numbers bear this out: the average health insurance premium for represented employees is \$539 per month (of which the Law Library pays \$456) and \$799 per month for non-represented employees (all of which is paid by the Law Library). Because they lack an incentive to factor the cost of coverage into their plan selection decisions, many non-represented staff have remained with higher cost plans as premiums have risen, as the Law Library absorbs all or most of the increase.

By imposing the same cap on non-represented senior staff as applies now to represented staff and will apply to all other non-represented employees in 2014, the Law Library stands to save approximately \$8,400 per year in health insurance costs over not placing a cap (not including possible savings from retirees). Savings may be greater if non-represented senior staff switch plans during the upcoming open enrollment to avoid increases in out-of-pocket costs.

My recommendation is that the cap take effect on 1/1/2014. This timing accomplishes two important objectives. First, employees would have the option to change plans during the open enrollment period in response to the cap. Second, because the rates for many excellent plans will decrease on January 1, anyone with a fixed income or a planned budget should have no difficulty maintaining or reducing their health coverage costs.

Salary Adjustment

In our experience, senior staff in a public agency work as hard and put in the same or longer hours as represented staff and make important contributions to the agency's success. We believe that to be the case at the Law Library as well. Consequently, they deserve adequate compensation. Moreover, equity would not be served by imposing the constraints on health insurance contributions applicable to represented employees without also providing some of the benefit.

My recommendation is a 2% salary increase for non-represented senior staff effective 1/1/14, the same increase already approved for all other non-represented staff at the



Law Library. Annualized, this increase will be approximately \$9,177, plus rollup costs that will likely increase it to approximately \$11,930 (assuming rollup costs, e.g., higher PERS contributions, payroll taxes, etc., of approximately 30%).

OPTIONS

1. Approve the same 2% salary increase and health insurance contribution cap already approved for all other non-represented staff;
2. Modify the recommendation by changing the mechanics of the cap, the amount of recommended salary increase, or in some other manner;
3. Continue the matter for future discussion or further analysis; or
4. Reject the recommendation and take no action.

RECOMMENDATION

I recommend that the Board approve Option 1, imposing a cap effective 1/1/14 on the amount the Law Library will contribute on behalf of active and retired non-represented senior staff, their dependents and non-represented senior staff retirees to no more than the premium charged by the highest CalPERS LA region group HMO plan in effect on 1/1/12 and one half of any subsequent increase to that plan. I also recommend that the Board approve an across-the-board salary increase of 2% for non-represented senior staff effective 1/1/14.



MEMORANDUM

DATE: September 24, 2013

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Pro Bono Week Update

This is an update only and no action by the Board is required. However, time permitting, Staff would like to update the Board at the meeting as to how the exciting plans for Pro Bono Week are developing. We are very proud of the content as well as the outreach and publicity; together, they provide remarkable service to the public and exposure for the Law Library.

As you are aware, as part of the National Pro Bono Celebration, LA Law Library is hosting its second annual Pro Bono Week Celebration (October 21-26, 2013). Building on the enthusiastic response from last year, this year's Pro Bono Week Celebration has expanded to include additional events promoting and delivering legal services for the public good. The week's calendar includes multiple clinics, a volunteer recognition and networking reception and several free continuing legal education presentations. For a listing of all the events, please visit www.probonoweek.lalawlibrary.org.

For the grand finale to the week-long celebration, we are hosting a Public Legal Services fair which will take place at the LA Law Library on Saturday, October 26, 2013. More than 25 legal aid organizations, social services, government agencies and community and faith-based groups will be represented at the event. The following is a listing of participants with very brief descriptions of the services and information to be provided:

FREE Services: Walk-Ins Welcome

10:00 AM – 4:00 PM

Booths providing information, free legal consultations with attorneys, community services, information and assistance from:

Bet Tzedek Legal Services

Information regarding the legal services provided by Bet Tzedek and how to secure services from the agency's project areas; legal referrals will be provided when appropriate.

California Lawyers for the Arts

Attorney consultations for arts-related questions and intakes for mediation and lawyer referral service.

Christian Legal Aid of Los Angeles (CLA-LA)

Free legal services to the most vulnerable in our community who meet income eligibility guidelines. No religious affiliation required.



Community Legal Services

Information about free legal services in Southeast Los Angeles County. Attorney consultations for family law and domestic violence.

Federal Trade Commission

Information regarding consumer protection and consumer legal resources.

Inner City Law Center

Information on the services offered by Inner City Law Center, including eviction defense, tenants' rights, public benefits and veterans' benefits. Information on healthy homes and improving indoor air quality will also be provided.

Legal Aid Foundation of Los Angeles (LAFLA)

Attorney consultations and information on the different free legal services that LAFLA provides to the community.

Los Angeles County Bar Association (LACBA) Barristers

Information regarding the services that LACBA provides to the community for both attorneys and non-attorneys.

Los Angeles County Department of Consumer Affairs

Assistance with small claims court procedures and consumer protection issues.

Los Angeles Center for Law and Justice

Domestic violence assistance and attorney consultations for family law, particularly for separating parents with family law needs.

Los Angeles Community Action Network (LA CAN)

LA CAN is a grassroots organization that has been involved in community-legal partnerships for many years. Basic health education materials and referrals, housing rights information and assistance, and referrals to legal partners if needed will be provided.

The Loyola Law School Center For Conflict Resolution

Community mediation services to Los Angeles County residents to resolve conflicts, empower community members and allow individuals to resolve their conflicts outside of court.

Makeovers that Matter

Free makeovers and haircuts for homeless and low-income women.

Mental Health Advocacy Services

Attorney consultations for parents and caregivers needing special education services for their children.



**FREE Information Sessions: Walk-Ins Welcome
Custody, Domestic Violence and Child Welfare**

12:30pm – 2:00pm

Legal experts will provide information about custody and domestic violence in family cases. Child welfare in children's court will also be covered.

Presented by: the Harriett Buhai Center for Family Law

Guardianships for Children: Know Your Rights.

2:00pm – 3:00pm

"Know your rights" legal information for caregivers seeking to obtain guardianship of a minor child.

Presented by: Bet Tzedek Legal Services

FREE Workshops: Advance Registration Required

Clearing Criminal Records

9:30 AM – 12:00 PM

Free legal assistance in filing a petition to clear a criminal record. Clearing a criminal record allows individuals to move on with their lives and seek jobs and other opportunities that would otherwise not be available.

Presented by: Legal Aid Foundation of Los Angeles (LAFLA)

Interested individuals should call (323) 801-7950 to be pre-screened for the clinic. Eligible candidates will be seen by appointment ONLY. Candidates must not be on probation or owe fees, fines or restitution. Candidates must also have a copy of his/her criminal transcript from the court or a criminal history report (a 'RAP' sheet) from the California Department of Justice. You may request a criminal history report by doing a live scan at locations found at <http://www.livescan-locations.com>.

Legal Assistance with Juvenile Ticket Fines

12:00 PM – 3:00 PM

Free legal assistance for young people who are dealing with unpaid fines or cannot obtain a driver's license because of tickets issued under 18 years of age.

Presented by: Public Counsel Law Center

Advance registration required. To register, call 213-385-2977 x502 to determine if your juvenile ticket fines qualify for free legal services. To qualify for the juvenile ticket legal clinic, you must have received a juvenile ticket before April 2012. Tickets after that date are being handled through a Probation Diversion Program.

Citizenship Processing Workshop

10:00 PM – 3:00 PM

Free legal assistance with citizenship application (N-400) preparation. Eligible applications will receive individualized screening for eligibility; assistance with N-400 application; application review by an immigration attorney; step-by-step review of naturalization process and passport photos. A fee waiver of the \$680 application fee is available for low-income applicants that qualify based on receipt of a means-tested benefit or income at or below 150% of the federal poverty guideline.

Presented by: Asian Americans Advancing Justice - Los Angeles, National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund, the Central American Resource Center (CARECEN) and the Korean Resource Center.



For more information about what to bring and to register, please contact Asian Americans Advancing Justice – Los Angeles at 888.349.9695 or National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund at 888.839.8682.

Protecting Workers' Rights to be Paid

3:00 PM – 5:30 PM

Free legal assistance for workers in pursuing claims for unpaid wages and other benefits required by law. Workers are provided advice regarding their rights to be paid and assistance with filing claims through the Office of the Labor Commissioner.

Presented by: Neighborhood Legal Services of Los Angeles (NLSLA).

For more information about what to bring and to register, please call Neighborhood Legal Services of Los Angeles at 626.307.3640.



EVENTS CALENDAR

COLLABORATE, EDUCATE, VOLUNTEER

Building on the success of the Pro Bono Week Celebration in 2012, the LA Law Library is celebrating National Pro Bono Week again this year October 21-26, 2013. The National Pro Bono Celebration showcases the great difference that pro bono services make, and highlights the growing need for free and low cost legal aid for those facing civil legal problems that affect basic living conditions such as housing, government benefits, family safety and consumer debt. The week's calendar includes clinics, volunteer recognition events and continuing legal education presentations.

For the grand finale to the week-long celebration, LA Law Library is hosting a Public Legal Services Fair on Saturday, October 26, 2013.

Monday, October 21, 2013

Medical / Legal Partnerships and Vulnerable Populations

12:00 pm – 1:00 pm | This training discusses the medical/legal partnership (MLP) model of legal services delivery and how MLP's address the needs of vulnerable populations in the changing health care environment. MCLE Credit: 1 hour

Free Consumer Law Clinic

6:00 pm – 8:00 pm | Business specialists and litigators who serve on Public Counsel Law Center's pro bono panel will mentor Los Angeles area law students in providing free legal assistance to the general public on consumer law issues. Assistance will be provided on a pre-scheduled appointment basis.

Tuesday, October 22, 2013

"Vulnerable Populations"

In-Service Training for Public Librarians

9:00 am – 11:30 am | This workshop will introduce librarians from the greater Los Angeles area to referral resources for vulnerable populations and will concentrate on: homelessness, at-risk youth, low-income seniors, veterans, the disabled, public benefits and mental health advocacy.

Wednesday, October 23, 2013

Networking Lunch

12:00 pm – 1:00 pm | Networking round-table lunch for representatives of legal aid organizations, social services, government agencies and community and faith-based groups who will be participating in the Public Legal Services Fair on Saturday, October 26, 2013.

Free MCLE series

5:00 pm – 8:00 pm | Free series of three MCLE (1 hour each) trainings focused on "hot topics" in the legal community. The first in the series is a panel discussion on collaborative family law presented by a family law expert, financial expert and a mental health professional. The second program will look at the ethical and risk management issues related to unbundled legal services. The final topic in the series is comprehensive immigration reform with a focus on the prevention of consumer fraud in immigration.

Thursday, October 24, 2013

Free Expungement Training

2:30 pm - 3:30 pm | Join the Legal Aid Foundation of Los Angeles (LAFLA) for a free CLE Expungement training. Learn how to assist our community members with cleaning up their criminal records and get inspired to volunteer at a future LAFLA expungement clinic. MCLE Credit: 1 hour

Thursday, October 24, 2013

SoCal Pro Bono Managers' National Pro Bono Celebration and CLE Event

4:00 pm – 5:30 pm | Distinguished panel of law school deans, attorneys and judges will lead a dialogue on how LA's legal community can respond to the growing challenges of ensuring that low-income individuals and families with legal problems can access justice. This event is sponsored by SoCal Pro Bono Managers and will offer 1-hour of MCLE ethics credit.

Pro Bono Thank You Reception

5:30 pm – 7:30 pm | Open to the Public! To celebrate the week's events, the LA Law Library and its co-sponsors will host a reception. Gary Greene, Esq. and his Big Band of Barristers will be performing.

Friday, October 25, 2013

Trial Preparation Class for Law School Students

12:00 pm – 2:00 pm | Open to all area law school students, this class is designed to help law students understand how to prepare for trial and appear before a judge. Presented by a panel of judges from LA Superior Court.

Saturday, October 26, 2013

Public Legal Services Fair

10:00 am – 4:00 pm

For the grand finale to the week-long celebration, LA Law Library is hosting a Public Legal Services Fair. More than 25 legal aid organizations, government agencies, social services and community and faith-based groups will be represented. Legal aid and lawyer referral programs will be available to provide free consultations and referrals for those in need of legal assistance.

For more information, please contact:

Janine Liebert
213.784.7372

Visit: probonoweek.lalawlibrary.org

301 W. 1st Street
Los Angeles, CA 90012



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LA Law Library
• CELEBRATES •

**PRO
BONO**
WEEK
OCT 20
OCT 26 2013

PUBLIC LEGAL SERVICES FAIR

COLLABORATE, EDUCATE, VOLUNTEER

For the grand finale to the week-long celebration, LA Law Library is hosting a Public Legal Services Fair on Saturday, October 26, 2013. More than 25 legal aid organizations, government agencies, social services and community and faith-based groups will be represented at the Public Legal Services Fair. Legal aid and lawyer referral programs will be available to provide free consultations and referrals for those in need of legal assistance.

The fair will also provide an opportunity for people of all ages to learn what no cost and low cost social services are available to them. There will be a variety of resources for job seekers including resume reviews, interview and wardrobe consultations and free makeovers.

This fair puts all of these resources in one place. But this is not just for people who need help – it is also an opportunity to check out all the exhibitors and get inspired to volunteer. Finally, this fair is designed for participating organizations to learn from each other, collaborate and coordinate resources.

SATURDAY, OCTOBER 26, 2013

Time: 10:00 am - 4:00 pm

Location: LA Law Library - Main Patio
301 West First Street
Los Angeles, CA 90012

For more information, or to sign-up, please contact:
213.784.7372 or e-mail: probonoweb@lalawlibrary.org

Visit: probonoweb.lalawlibrary.org



We would like to thank our 2013 Sponsors and Partners:



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Your contribution helps showcase the great difference that pro bono services make, and highlights the growing need for free and low cost legal aid for those facing legal problems that affect basic living conditions such as housing, government benefits, family safety and consumer debt.

Levels & Benefits

	Rare Book \$5,000 (Max 3)	First Edition \$2500 (Max 3)	Bestseller \$1,000 (Unlimited)	Editor's Pick \$500 (Unlimited)	Classic \$300 (Unlimited)	Featured \$100 (Unlimited)
Name listed on dedicated web page	✓	✓	✓	✓	✓	✓
Inclusion in Pro Bono Week "Networking Directory"	✓	✓	✓	✓	✓	✓
Sponsor Board listing at every event	✓	✓	✓	✓	✓	✓
Thursday Evening Reception						
· Food or Beverage station sponsor	✓	✓	✓	✓	✓	
· Information table	✓	✓	✓	✓		
· Speaking opportunity	✓	✓	✓			
· VIP parking spot	✓	✓	✓			
Free booth at Public Legal Services Fair	✓	✓	✓	✓		
Name and logo on LA Law Library event page with link to sponsors site	✓	✓				
Information table in prime location at all events	✓	✓				
Name and logo listed: invites, E-Materials, press releases, displays and posters	✓	✓				
Free event parking for all events	✓					
Present a class/information session in the Training Center*	✓					
Name listed on Social Media outreach	✓					
Speaking opportunity at Public Legal Services Fair	✓					
Banner - Inclusion of sponsor's logo on banner hanging on the side of the LA Law Library Building	✓					

*Subject to availability

For sponsorship information, please contact:

Leigh Garcia
213.784.7372

Visit: probonoweek.lalawlibrary.org

301 W. 1st Street
Los Angeles, CA 90012



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Yes! We would like to be a sponsor of the LA Law Library's Pro Bono Week Celebration.

Organization or Individual Sponsor Name: _____

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1. In the Networking Directory (70 characters max.):

2. On the Sponsor Board (70 characters max.):

3. On the Website (70 characters max.):

Our level of financial support is checked. Please make checks payable to the LA LAW LIBRARY.

To pay by credit card (Visa, MasterCard and American Express), please contact Leigh Garcia at 213.784.7372

Deadline for Sponsorships: October 1, 2013

Donation Level:

- Rare Book \$5,000
- First Edition \$2,500
- Bestseller: \$1,000
- Editor's Pick \$ 500
- Classic \$ 300
- Featured \$ 100

I'm not able to make a monetary donation at this time, however I would like to make an in-kind donation or volunteer. Please have someone contact me.

Donation Type:

- Unrestricted
- Restricted for any of the following categories:
 - Education
 - Equipment
 - Food & Beverage
 - Public Legal Services Fair
 - Reception
 - Please specify a specific Pro Bono Week event:

Promotional Outreach:

E-Marketing Campaign:	55,000 +
Print Media:	20,000 +
Weekly Website Views:	14,000
Average Main Library Visitors Per Day:	500
People Traffic in Downtown LA Per Day:	50,000
Expected Attendance for Pro Bono Week:	7,000 +
Expected Attendance for Evening Reception:	500 +

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