

AGENDA

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

REGULAR BOARD MEETING

Tuesday, November 19, 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 October 22, 2013, Regular Board Meeting.
- 3.2 September 2013 Financials & October 2013 List of Checks and Warrants.
- 3.3 2014 Board Meeting Dates and Schedule.
- 3.4 Approval of Financial Policies & Procedures.

4.0 DISCUSSION ITEMS

- 4.1 Approval of Bid Package for Elevator Hardware & Control Systems Upgrade
- 4.2 Joint Powers Authority (JPA) Options re CCCLL.
- 4.3 Pro Bono Week After-Report.
- 4.4 Branch & Remote Location Operations Report.

5.0 AGENDA BUILDING

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

6.0 EXECUTIVE DIRECTOR REPORT

7.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, December 17, 2013.

POSTED FRIDAY, NOVEMBER 15, 2013 @ 6:00 P.M.

POSTED BY EUSTORGIO BARAJAS



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 MINUTES OF THE OCTOBER 22, 2013, REGULAR BOARD MEETING.
- 3.2 SEPTEMBER 2013 FINANCIALS & OCTOBER 2013 LIST OF CHECKS AND WARRANTS.
- 3.3 2014 BOARD MEETING DATES AND SCHEDULE.
- 3.4 APPROVAL OF FINANCIAL POLICIES & PROCEDURES.

**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.**

October 22, 2013

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, October 22, 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 Ann Jones
Judge Mark Juhas
Kenneth Klein, Esquire

Trustees Absent:

Judge Lee Smalley Edmon
Susan Steinhauser

Senior Staff Present:

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

Also Present:

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

1.0 PUBLIC COMMENT

During the five (5) minutes allocated, Mr. Lee Paradise commented on the Law Library's management team and auditing practices. Paradise also commented on the Library buildings ADA access and made reference 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 September 24, 2013, Regular Board Meeting.
- 3.2. August 2013 Financials & September 2013 List of Checks and Warrants.
- 3.3. Quarterly Statistics, July – September 2013.
- 3.4. Quarterly Strategic Plan Update.
- 3.5. Review and Approval of 2012-13 Fiscal Year Financial Audit, Bazilio Cobb Associates.

Staff recommended the Board approve the presented audited financial statements and SAS 114 Letter.

- 3.6. Review and Approval of CalPERS Health Resolution.

Staff recommended the Board adopt the presented resolution fixing the amounts the Law Library will contribute toward CalPERS health insurance on behalf of qualified employees and retirees.

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

4.0 DISCUSSION ITEMS

- 4.1. Quarterly Review of 2013-14 Fiscal Year Budget.

At this time, Patrick O'Leary Joined the table.

Staff recommended the Board a) continue to monitor the impact of filing fee revenue on the Law Library's net income and cash reserve; b) calendar to review the issue in depth at its regular January meeting; and c) suggest any revenue generating or cost savings opportunities not yet identified by Staff.

Following discussion, the Board agreed with the presented Staff Recommendation, there was no action taken.

- 4.2. Discussion of Legislative Options and Statewide Lobbying Efforts.

Staff recommended the Board discuss the options and impacts of the proposed lobbying activities and provide direction.

Following discussion, the Board provided ED Levin with direction and requested she revisit the Joint Powers Authority (JPA) for CCCLL. There was no action.

5.0 EXECUTIVE DIRECTOR REPORT

ED Levin reported to the Board that Senior Jaye Nelson would be changing his last name to Steinbrick; Jaye Steinbrick. She also announced to the Board the death of employee Rita Iboa Torres and asked that the Board adjourn in her memory. Rita was a talented and beloved employee for 19 years.

6.0 AGENDA BUILDING

Trustee Juhas proposed that ED Levin revisit the Joint Powers Authority (JPA) at an upcoming meeting.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned in memory of Rita Iboa Torres at 1:22 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, November 19, 2013.

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

Los Angeles Law Library

Balance Sheet

As of September 30, 2013

(Provisional and subject to year-end audit adjustments)

	6/30/2013	9/30/2013	Change
Assets			
Current Assets			
Cash and cash equivalents	8,626,122	9,012,573	386,451
Accounts receivable	1,497,101	1,600,369	103,268
Prepaid expenses	399,474	306,365	(93,108)
Total current assets	10,522,697	10,919,307	396,610
Restricted cash and cash equivalents	261,139	293,663	32,524
Capital assets, not being depreciated	580,333	580,333	-
Capital assets, being depreciated - net	23,462,542	23,121,921	(340,622)
Total assets	34,826,711	34,915,224	88,513
Liabilities and Net Assets			
Current Liabilities			
Accounts payable	233,134	215,380	(17,754)
Other liabilities	11,218	1,774	(9,445)
Payroll liabilities	28,627	15,838	(12,789)
Total current liabilities	272,980	232,992	(39,988)
Accrued sick and vacation liability	420,789	420,789	-
Borrowers' deposit	290,942	298,695	7,753
OPEB obligation	1,740,966	1,822,216	81,250
Total liabilities	2,725,677	2,774,692	49,015
Net assets			
Invested in capital assets, net of related debt	24,042,875	23,702,254	(340,622)
Unrestricted	8,058,158	8,438,279	380,120
Total net assets	32,101,034	32,140,532	39,499

Los Angeles Law Library

Income Statement for the Period Ended September 30, 2013

(Provisional and subject to year-end audit adjustments)

Sep 12 Actual	Sep 2013				FY 2012-13 YTD	FY 2013-14 YTD					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Income											
727,223	709,770	667,037	-42,733	-6.0%	L.A. Superior Court Fees	2,075,968	2,026,144	1,915,860	-110,284	-5.4%	
4,691	4,842	3,915	-927	-19.2%	Interest	13,606	14,526	11,440	-3,086	-21.2%	
44,498	46,444	53,061	6,617	14.2%	Parking	146,778	143,146	154,854	11,709	8.2%	
24,007	31,052	22,971	-10,686	-34.4%	Library Services	75,139	92,877	94,155	1,278	1.4%	
800,419	792,108	746,983	-47,729	-6.0%	Total Income	2,311,490	2,276,693	2,176,309	-100,384	-4.4%	
Expense											
335,637	327,931	334,356	-6,425	-2.0%	Staff	1,009,175	979,199	993,809	-14,610	-1.5%	
123,919	227,812	235,850	-8,038	-3.5%	Library Materials	521,367	685,855	488,227	-197,628	28.8%	
-123,919	-227,812	-235,850	8,038	-3.5%	Lib Materials Transferred to Assets	-521,367	-685,855	-488,227	-197,628	28.8%	
76,330	72,301	45,996	26,305	36.4%	Facilities	217,886	216,011	174,803	41,208	19.1%	
11,391	10,523	7,300	3,224	30.6%	Technology & Data	30,014	48,193	23,511	24,682	51.2%	
8,162	7,733	9,452	-1,720	-22.2%	General	24,168	28,102	20,181	7,921	28.2%	
10	0	230	-230	0.0%	Professional Development	16,217	7,080	4,884	2,196	31.0%	
2,678	4,292	750	3,542	82.5%	Communications & Marketing	3,728	16,375	1,350	15,025	91.8%	
412	300	76	224	74.7%	Travel & Entertainment	1,335	1,100	183	917	83.4%	
10,335	2,917	7,750	-4,833	-165.7%	Professional Services	27,409	8,750	7,990	760	8.7%	
310,177	259,386	277,671	-18,285	-7.0%	Depreciation	925,688	800,972	828,848	-27,877	-3.5%	
755,134	685,382	683,580	1,802	0.3%	Total Expenses	2,255,622	2,105,783	2,055,560	50,222	2.4%	
45,286	106,725	63,403	-43,322	-40.6%	Net Income	55,867	170,910	120,749	-50,161	-29.3%	
0	0	0	0	0.0%	Extraordinary Income	0	0	0	0	0.0%	
13,920	211,876	0	211,876	100.0%	Extraordinary Expense	16,240	211,876	0	211,876	100.0%	
24,332	27,083	27,083	0	0.0%	OPEB Expense	72,995	81,250	81,250	0	0.0%	
7,034	-132,234	36,320	168,554	-127.5%	Net Income (Loss) Including Extraordinary Items	-33,367	-122,216	39,499	161,715	-132.3%	
13,411	0	0	0	0.0%	Capitalized Expenditures	29,071	204,900	0	204,900	100.0%	
NA	53.62	51.42	2.20	4.1%	Full-Time Equivalent Employees	NA	53.95	51.65	2.30	4.3%	

Los Angeles Law Library
Income Statement for the Period Ended September 30, 2013
(Provisional and subject to year-end audit adjustments)

Sep 12 Actual	Sep 2013				ACC	FY 2012-13 YTD	FY 2013-14 YTD					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Detailed Budget:												
Income:												
727,223	709,770	667,037	-42,733	-6.0%	ACC	303300 L.A. Superior Court Fees	2,075,968	2,026,144	1,915,860	-110,284	-5.4%	Revenue for the month of October will be close to budget but year to date fees will continue to lag \$111k below budget after the first third of the year.
Interest:												
1,190	0	0	0	0.0%	ACC	311000 LAIF	1,190	0	0	0	0.0%	
3,415	4,680	3,766	-914	-19.5%	ACC	312000 General Fund	12,122	14,040	11,031	-3,009	-21.4%	Although actual interest rose from .61% in August to .65% in September, it remains below our budget of .7%.
85	162	149	-13	-8.1%	ACC	313000 Deposit Fund	293	486	409	-77	-15.7%	
4,691	4,842	3,915	-927	-19.2%		Subtotal	13,606	14,526	11,440	-3,086	-21.2%	
Parking:												
44,498	45,194	53,061	7,867	17.4%	FAC	330100 Parking	146,778	139,396	154,854	15,459	11.1%	
0	1,250	0	-1,250	-100.0%	FAC	330200 Valet Parking	0	3,750	0	-3,750	-100.0%	
44,498	46,444	53,061	6,617	14.2%		Subtotal	146,778	143,146	154,854	11,709	8.2%	Actual parking revenue exceeded our conservative budget. On 10/1/13, the Law Library changed vendors to Parking Concepts.
Library Services:												
1,400	500	65	-435	-87.0%	CIRC	330150 Annual Borrowing Fee	3,600	1,500	2,779	1,279	85.3%	This account tracks the fee to delegate borrowing privileges to a messenger company. The decision earlier this year to drop the fee from \$50 to \$16.25 per transaction stimulated an initial increase in demand that may be tapering.
5,491	5,491	4,740	-751	-13.7%	P&P	330140 Annual Members Fee	20,892	20,892	24,085	3,193	15.3%	The variance appears to be related to the timing of membership renewals as opposed to any increase in enrollment.
140	2,068	791	-1,277	-61.8%	R&R	330340 Course Registration	275	5,336	2,170	-3,166	-59.3%	Although revenue is better than in prior years, we have fallen behind in the number of MCLE courses offered and in attendance. The budget failed to take into account the \$5 per person registration cost.
6,437	4,750	4,883	133	2.8%	CIRC	330129 Copy Center	19,806	14,250	17,513	3,263	22.9%	Despite a 20% per copy decrease in rate, demand for photocopies has pushed revenue to close to last year's actual at the higher rate.
2,664	2,300	2,433	133	5.8%	CIRC	330205 Document Delivery	7,021	6,900	7,269	369	5.4%	
4,696	4,200	4,248	48	1.1%	CIRC	330210 Fines	13,007	12,600	16,245	3,645	28.9%	A \$3.8k fine incurred by a large downtown law firm produced the favorable variance.
184	300	1,677	1,377	458.8%	ACC	330310 Miscellaneous	442	900	15,475	14,575	1619.5%	Most of the variance resulted from a \$12.7k CalPERS refund related to Medicare Part D prescription subsidies.
1,575	10,000	987	-9,013	-90.1%	COM	330330 Room Rental	7,025	20,000	1,352	-18,648	-93.2%	The campaign to rent rooms is taking longer than expected to ramp up.
957	957	105	-852	-89.0%	CIRC	330350 Book Replacement	1,242	1,242	1,765	523	42.1%	
0	0	0	0	0.0%	ACC	330360 Forfeited Deposits	0	2,800	0	-2,800	-100.0%	The harvesting of forfeited deposits will occur later this year.
0	0	0	0	0.0%	ACC	330400 Friends of Law Library	0	0	0	0	0.0%	
0	0	0	0	0.0%	COM	330420 Grants	0	5,000	0	-5,000	-100.0%	Grant applications are in process.
465	486	439	-47	-9.7%	ACC	330450 Vending	1,831	1,457	1,398	-59	-4.1%	
0	0	2,605	2,605	0.0%	COM	330465 Special Events Income	0	0	4,105	4,105	0.0%	The favorable variance results from Pro Bono Week donations.
24,007	31,052	22,971	-10,686	-34.4%		Subtotal	75,139	92,877	94,155	1,278	1.4%	
800,419	792,108	746,983	(47,729)	-6.0%		Total Income	2,311,490	2,276,693	2,176,309	-100,384	-4.4%	
Expenses:												
Staff												
243,763	205,851	202,055	3,796	1.8%	ALL	501000 Salaries (benefits eligible)	728,936	609,515	607,115	2,399	0.4%	
	24,191	23,134	1,057	4.4%	ALL	501050 Salaries (benefits ineligible)	0	74,098	70,241	3,856	5.2%	
14,282	14,263	12,540	1,723	12.1%	ACC	502000 Social Security	43,195	42,384	39,107	3,277	7.7%	
3,393	3,336	3,093	243	7.3%	ACC	503000 Medicare	10,155	9,912	9,306	606	6.1%	
9,688	13,926	23,013	-9,087	-65.3%	ACC	511000 Retirement	29,064	41,778	68,934	-27,157	-65.0%	Unknown to the Law Library when the budget was approved, CalPERS recalculated the Library's retirement cost at 11.682% of qualified compensation compared with its original calculation of 7.26%. This will result in a \$131k adverse variance by EOY.
44,647	48,480	47,559	922	1.9%	ACC	512000 Health Insurance	134,942	145,441	141,267	4,174	2.9%	
377	366	426	-60	-16.3%	ACC	513000 Disability Insurance	-55	1,098	1,158	-60	-5.4%	

Los Angeles Law Library
Income Statement for the Period Ended September 30, 2013
(Provisional and subject to year-end audit adjustments)

Sep 12 Actual	Sep 2013				FY 2012-13 YTD	FY 2013-14 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
5,176	5,400	5,004	396	7.3%	ACC 514000	Dental Insurance	15,665	16,200	15,405	795	4.9%	
649	883	741	142	16.1%	ACC 514500	Vision Insurance	2,269	2,569	2,222	347	13.5%	
165	139	92	47	33.7%	ACC 515000	Life Insurance	458	417	278	139	33.3%	
9,353	8,779	8,779	0	0.0%	ACC 516000	Workers Comp. Insurance	28,060	26,338	26,338	0	0.0%	
0	0	3,836	-3,836	0.0%	ACC 517000	Unemployment Insurance	2,550	0	3,836	-3,836	0.0%	
2,159	0	0	0	0.0%	P&P 514010	Temporary Employment	5,810	2,500	0	2,500	100.0%	
489	150	2,052	-1,902	-1268.2%	HR 514015	Recruitment	517	450	2,198	-1,748	-388.4%	
0	0	0	0	0.0%	ACC 517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	ACC 518000	Accrued Vacation Expense	0	0	0	0	0.0%	
540	667	703	-37	-5.5%	ACC 518550	TMP	1,767	2,000	2,110	-110	-5.5%	
957	1,500	1,329	171	11.4%	ACC 518560	Payroll & Benefit Admin.	5,843	4,500	4,294	206	4.6%	
335,637	327,931	334,356	-6,425	-2.0%		Total - Staff	1,009,175	979,199	993,809	-14,610	-1.5%	
						Library Materials:	0	0	0			
68,343	153,964	183,141	-29,177	-19.0%	R&R 601999	American Continuations	334,076	461,892	339,468	122,424	26.5%	The favorable variance is illusory. The budget spread Library Materials costs evenly throughout the year whereas actual costs will likely be concentrated in certain months, particularly in November, February, and March.
8,132	8,248	10,831	-2,583	-31.3%	R&R 602999	American New Orders	20,198	24,744	20,903	3,841	15.5%	
1,775	4,674	649	4,025	86.1%	R&R 609199	Branch Continuations	25,848	14,022	3,715	10,306	73.5%	
0	110	0	110	100.0%	R&R 609299	Branch New Orders	0	330	143	187	56.6%	
19,977	29,143	25,024	4,119	14.1%	R&R 603999	Commonwealth Continuations	80,316	87,430	65,800	21,629	24.7%	
492	110	0	110	100.0%	R&R 604999	Commonwealth New Orders	492	1,650	0	1,650	100.0%	
14,272	16,496	4,163	12,333	74.8%	R&R 605999	Foreign Continuations	30,865	49,488	23,900	25,588	51.7%	
225	2,199	1,088	1,112	50.5%	R&R 606999	Foreign New Orders	1,636	6,598	3,006	3,592	54.4%	
8,582	9,348	8,105	1,243	13.3%	R&R 607999	International Continuations	22,623	28,043	25,223	2,820	10.1%	
644	550	683	-133	-24.2%	R&R 608999	International New Orders	1,384	2,749	1,903	846	30.8%	
1,268	2,749	2,124	625	22.7%	R&R 609399	General/Librarianship Continuations	3,285	8,248	3,837	4,411	53.5%	
210	220	42	178	81.0%	R&R 609499	General/Librarianship New Orders	644	660	326	334	50.6%	
123,919	227,812	235,850	-8,038	-3.5%		Subtotal	521,367	685,855	488,227	197,628	28.8%	
-123,919	(227,812)	-235,850	8,038	-3.5%	ACC 690000	Lib Materials Transferred to Assets	-521,367	-685,855	-488,227	-197,628	28.8%	
0	0	0	0	0.0%		Facilities:	0	0	0	0	0.0%	
3,519	4,175	2,279	1,896	45.4%	FAC 801005	Repair & Maintenance	12,360	6,889	5,444	1,445	21.0%	
836	913	838	75	8.3%	FAC 801010	Building Services	2,670	4,267	4,195	72	1.7%	
2,024	2,000	0	2,000	100.0%	FAC 801015	Cleaning Supplies	5,776	5,500	1,492	4,008	72.9%	Timing variance; bill payment was delayed.
12,371	12,371	0	12,371	100.0%	FAC 801020	Electricity & Water	36,028	36,028	21,942	14,086	39.1%	Timing variance; bill payment was delayed.
1,226	1,200	1,247	-47	-3.9%	FAC 801025	Elevator Maintenance	3,678	3,600	3,740	-140	-3.9%	
9,330	4,000	3,523	477	11.9%	FAC 801030	Heating & Cooling	14,598	14,000	7,826	6,174	44.1%	Timing variance; bill payment was delayed.
22,777	22,550	20,784	1,766	7.8%	ACC 801035	Insurance	68,330	67,649	62,351	5,298	7.8%	
7,921	8,421	8,421	0	0.0%	FAC 801040	Janitorial Services	23,136	25,263	25,264	-1	0.0%	
0	1,200	0	1,200	100.0%	FAC 801045	Landscaping	0	3,600	2,100	1,500	41.7%	Timing variance; bill payment was delayed.
16,325	14,087	8,904	5,183	36.8%	FAC 801050	Security	49,289	42,261	36,538	5,723	13.5%	
0	417		417	100.0%	FAC 801100	Furniture & Appliances (<3K)	0	1,250	0	1,250	100.0%	
0	0	0	0	0.0%	FAC 801110	Equipment (<3K)	0	2,800	3,910	-1,110	-39.6%	Office supplies vending machine and replacement urinals in the public men's room.
0	968		968	100.0%	FAC 801115	Building Alterations (<3K)	2,021	2,904	0	2,904	100.0%	
76,330	72,301	45,996	26,305	36.4%		Subtotal	217,886	216,011	174,803	41,208	19.1%	
						Technology & Data:						
1,159	3	1,698	-1,694	-50832.5%	IT 801210	Services	5,898	15,483	6,392	9,091	58.7%	The favorable variance is the result of timing and will be spent in December or January to upgrade the internet firewall & router.

Los Angeles Law Library
Income Statement for the Period Ended September 30, 2013
(Provisional and subject to year-end audit adjustments)

Sep 12 Actual	Sep 2013				FY 2012-13 YTD	FY 2013-14 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	3,200	475	2,725	85.1%	IT 801215	Software (<\$3k)	0	10,950	693	10,257	93.7%	Planned upgrades to Exchange and other products have yet to begin because the IT staff is dedicated to other projects. These upgrades will proceed in the next several months.
3,613	1,000	0	1,000	100.0%	IT 801220	Hardware (<\$3k)	4,687	2,000	0	2,000	100.0%	Planned upgrades were delayed due to staffing issues and competing projects.
0	0	0	0	0.0%	IT 801225	Computer Supplies	0	500	0	500	100.0%	This was a new fund category starting this FY. No purchase has been made YTD.
3,456	3,820	3,560	260	6.8%	IT 801230	Integrated Library System	10,368	11,460	10,679	781	6.8%	The favorable variance in part results from a slight over-projection of the annual increase of Voyager maintenance fees.
3,163	2,500	1,567	933	37.3%	IT 801235	Telecommunications	9,062	7,500	5,747	1,753	23.4%	Timing variance; ATT and Time Warner invoice payments were delayed.
0	0	0	0	0.0%	IT 801245	Tech & Data - Misc	0	300	0	300	100.0%	
11,391	10,523	7,300	3,224	30.6%		Subtotal	30,014	48,193	23,511	24,682	51.2%	
						General:						
535	495	470	25	5.0%	ACC 801310	Bank Charges	1,791	1,485	1,459	26	1.7%	
673	710	0	710	100.0%	CMS 801315	Bibliographical Services	1,982	3,080	668	2,412	78.3%	The favorable variance is in part the result of timing and will be resolved by EOY and in part from OCLC credits earned from the Library's contribution of original cataloging data to the consortium, and interest earned from deposit account.
0	0	0	0	0.0%	CMS 801320	Binding	0	0	0	0	0.0%	
114	83	104	-21	-24.9%	ACC 801325	Board Expense	181	250	226	24	9.4%	
38	0	214	-214	0.0%	ACC 801330	Staff Meals & Events	155	1,200	606	594	49.5%	
4,146	833	2,838	-2,004	-240.5%	ACC 801335	Supplies - Office	6,352	2,500	5,283	-2,783	-111.3%	Substantial toner purchases in September pushed this account over budget for the month and year-to-date. Much of the increase appears to be related to color printing related to community outreach and special events.
0	0	966	-966	0.0%	CMS 801337	Supplies - Library materials	1,734	1,454	2,742	-1,288	-88.5%	Timing due to the need to replenish our supplies of label protectors that normally expected later in the year.
0	500	114	386	77.1%	COM 801340	Stationery & business cards	1,370	1,500	114	1,386	92.4%	The Law Library is printing stationery in-house thereby reducing outside printing costs.
792	833	107	726	87.2%	ACC 801345	Delivery & Postage	3,805	2,500	860	1,640	65.6%	Favorable variance reflects a decrease in shipments of briefs from the Cal. Ct. of App. and price discounts negotiated with UPS and GSO.
704	486	392	94	19.3%	ACC 801350	Kitchen supplies	2,122	1,758	889	869	49.5%	The favorable variance results from a decrease in ordering to draw down kitchen supplies.
0	0	507	-507	0.0%	COM 801355	Room Rental Expenses	0	0	1,322	-1,322	0.0%	Charges relate to the CAALAC lunch and food provided during two MCLE sessions.
0	1,542	354	1,187	77.0%	COM 801360	Special Events Expenses	0	4,625	466	4,159	89.9%	
0	0	0	0	0.0%	COM 801365	Grant Application Expenses	0	1,000	0	1,000	100.0%	
1161	2,250	3,385	-1,135	-50.4%	IT 801370	Copy Center Expense	4,465	6,750	5,460	1,290	19.1%	Overage charges incurred in monthly copier maintenance fees fell below projection, resulting in a favorable variance.
0	0	0	0	0.0%	ACC 801375	Miscellaneous	210	0	85	-85	0.0%	
8,162	7,733	9,452	-1,720	-22.2%		Subtotal	24,168	28,102	20,181	7,921	28.2%	
						Professional Development:						
0	0	0	0	0.0%	ALL 803105	Travel	10,782	3,600	1,849	1,751	48.6%	The budget overestimated costs related to the July AALL conference.
0	0	0	0	0.0%	ALL 803110	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and Misc.	0	180	0	180	100.0%	
0	0	40	-40	0.0%	ALL 803115	Membership dues	750	0	50	-50	0.0%	
0	0	190	-190	0.0%	ALL 803120	Registration fees	4,665	2,500	2,985	-485	-19.4%	
10	0	0	0	0.0%	ALL 803125	Educational materials	20	800	0	800	100.0%	
10	0	230	-230	0.0%		Subtotal	16,217	7,080	4,884	2,196	31.0%	
						Communications & Marketing:						
0	1,500	0	1,500	100.0%	COM 803205	Services	0	5,000	0	5,000	100.0%	
0	1,000	0	1,000	100.0%	COM 803210	Collateral materials	0	6,000	0	6,000	100.0%	
500	1,000	750	250	25.0%	COM 803215	Advertising	500	3,000	1,350	1,650	55.0%	LA Lawyers Philharmonic; Mental Health celebration tribute; & WLALA awards dinner.
2,178	792	0	792	100.0%	COM 803220	Trade shows & Outreach	3,228	2,375	0	2,375	100.0%	
2,678	4,292	750	3,542	82.5%		Subtotal	3,728	16,375	1,350	15,025	91.8%	
						Travel & Entertainment:						
							4					

Los Angeles Law Library
Income Statement for the Period Ended September 30, 2013
(Provisional and subject to year-end audit adjustments)

Sep 12 Actual	Sep 2013				FY 2012-13 YTD	FY 2013-14 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	0	20	-20	0.0%	ALL 803305	Travel	631	0	20	-20	0.0%	
156	0	0	0	0.0%	ALL 803310	Meals	348	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	
257	300	56	244	81.3%	ALL 803320	Ground Transport.	356	900	163	737	81.9%	
0	0	0	0	0.0%	ALL 803325	Incidentals	0	200	0	200	100.0%	
412	300	76	224	74.7%		Subtotal	1,335	1,100	183	917	83.4%	
						Professional Services:						
0	0	7,750	-7,750	0.0%	ACC 804005	Accounting	0	0	7,810	-7,810	0.0%	Timing variance; Bazilio Cobb was scheduled to be paid its first installment in October.
5,580	417	0	417	100.0%	ACC 804008	Consulting Services	14,971	1,250	0	1,250	100.0%	
4,755	2,500	0	2,500	100.0%	EXEC 804010	Legal	12,438	7,500	180	7,320	97.6%	Timing variance; Liebert Cassidy was retained last month in connection with an employment claim.
0	0	0	0	0.0%	EXEC 804015	Other	0	0	0	0	0.0%	
10,335	2,917	7,750	-4,833	-165.7%		Subtotal	27,409	8,750	7,990	760	8.7%	
						Depreciation:						
257,502	225,777	245,870	-20,093	-8.9%	ACC 806105	Library Materials	767,664	703,401	733,133	-29,732	-4.2%	Actual depreciation is higher than budgeted because of the delay in the write off of the Van Nuys and Compton donated titles and because the write off will be two thirds of what we projected. We expect this variance to grow to about \$60K at EOY.
52,675	33,609	31,800	1,808	5.4%	ACC 806110	Fixed Assets	158,025	97,571	95,715	1,856	1.9%	
310,177	259,386	277,671	-18,285	-7.0%		Subtotal	925,688	800,972	828,848	-27,877	-3.5%	
755,134	685,382	683,580	1,802	0.3%		Total Expense	2,255,622	2,105,783	2,055,560	50,222	2.4%	
45,286	106,725	63,403	-43,322	-40.6%		Net Income	55,867	170,910	120,749	-50,161	-29.3%	
0	0	0	0	0.0%	EXEC	Extraordinary Income	0	0	0	0	0.0%	
13,920	211,876	0	211,876	100.0%	ACC	Extraordinary Expense	16,240	211,876	0	211,876	100.0%	Write-off of Van Nuys and Compton donated titles were delayed one month due to availability of supporting documentation in September.
24,332	27,083	27,083	0	0.0%	ACC 518500	OPEB Expense	72,995	81,250	81,250	0	0.0%	
7,034	(132,234)	36,320	168,554	-127.5%		Net Income (Loss) Including Extraordinary Items	-33,367	-122,216	39,499	161,715	-132.3%	
						Capital Expenditures:						
0	0	0	0	0.0%	FAC 161100	Furniture / Appliances (>3k)	0	82,500	0	82,500	100.0%	
7,539	0	0	0	0.0%	IT 161300	Electronics / Comp. Hardware (>3k)	7,539	0	0	0	0.0%	
0	0	0	0	0.0%	FAC 164500	Ext. Bldg. Repairs/ Improvements (>3k)	0	12,400	0	12,400	100.0%	
5,872	0	0	0	0.0%	FAC 164000	Interior Improvements / Alterations (>3k)	5,872	35,000	0	35,000	100.0%	
0	0	0	0	0.0%	IT 168000	Computer Software	15,660	75,000	0	75,000	100.0%	
13,411	0	0	0	0.0%		Total - Capitalized Expenditures	29,071	204,900	0	204,900	100.0%	
NA	53.6	51.4	2.2	4.1%		Full-Time Equivalent Employees	NA	54.0	51.7	2.3	4.3%	

Los Angeles Law Library
Statement of Cash Flows
As of September 30, 2013
(Provisional and subject to year-end audit adjustments)

	9/30/2013	YTD
Cash flows from operating activities		
LA Superior court fees	667,037	1,915,860
Parking fees	53,061	154,854
Library services	22,971	94,155
(Increase) decrease in accounts receivable	(75,604)	(103,268)
Increase (decrease) in borrowers' deposit	3,751	7,753
Cash received from filing fees and services	671,215	2,069,354
Facilities	(45,996)	(174,803)
Technology & data	(7,300)	(23,511)
General	(9,452)	(20,181)
Professional development	(230)	(4,884)
Communications & marketing	(750)	(1,350)
Travel & entertainment	(76)	(183)
Professional services	(7,750)	(7,990)
(Increase) decrease in prepaid expenses	(44,132)	93,108
Increase (decrease) in accounts payable	114,876	(17,754)
Increase (decrease) in other liabilities	1,455	(9,445)
Cash payments to suppliers for goods and services	645	(166,993)
Staff	(361,439)	(1,075,059)
Increase (decrease) in payroll liabilities	1,359	(12,789)
Increase decrease in accrued sick and vacation liability	-	-
Increase decrease in OPEB liability	27,083	81,250
Cash payments to employees for services	(332,997)	(1,006,599)
Contributions received	-	-
Net cash from operating activities	338,863	895,762
Cash flow from capital and related financing activities		
Library materials	(235,850)	(488,227)
Other capital acquisitions	-	-
Cash flows from investing activities		
Investment earnings	3,915	11,440
Net cash increase (decrease) in cash and cash equivalents	106,928	418,976
Cash and cash equivalents, at beginning of period	9,199,308	8,887,261
Cash and cash equivalents, at end of period	9,306,237	9,306,237
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	32,405	28,059
Adjustments for noncash effects:		
Depreciation	277,671	828,848
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(75,604)	(103,268)
(Increase) decrease in prepaid expenses	(44,132)	93,108
Increase (decrease) in accounts payable	114,876	(17,754)
Increase (decrease) in other liabilities	1,455	(9,445)
Increase (decrease) in payroll liabilities	1,359	(12,789)
Increase (decrease) in accrued sick and vacation liability	-	-
Increase (decrease) in borrowers' deposit	3,751	7,753
Increase (decrease) in OPEB liability	27,083	81,250
Net cash from operating activities	338,863	895,762

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 7	CCCLL	REGISTRATION	90.00	025999
October 8	WOLTERS KLUWER LAW & BUSINESS	BOOKS	430.39	026000
	GEORGE T BISEL COMPANY	BOOKS	107.92	026001
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	928.79	026002
	CARSWELL COMPANY LTD	BOOKS	96.40	026003
	CASALINI LIBRI	BOOKS	643.30	026004
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,454.36	026005
	COUTTS LIBRARY SERVICES	BOOKS	1,736.26	026006
	EDUCATION LAW ASSOCIATION	BOOKS	140.62	026007
	JAMES PUBLISHING INC	BOOKS	72.74	026008
	JURIS PUBLISHING INC	BOOKS	84.50	026009
	JURISNET LLC	BOOKS	126.50	026010
	MANHATTAN PUBLISHING COMPANY	BOOKS	29.00	026011
	MARY MARTIN BOOKSELLERS	BOOKS	6,976.00	026012
	MASSACHUSETTS CONTINUING LEGAL EDUC	BOOKS	202.50	026013
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	420.00	026014
	NATIONAL UNDERWRITER COMPANY	BOOKS	264.72	026015
	PRACTISING LAW INSTITUTE	BOOKS	312.57	026016
	PROQUEST INFORMATION AND LEARNING ** VOIDE	BOOKS	0.00	026017
	STATE BAR OF NEVADA	BOOKS	139.00	026018
October 9	STUDIO 116 ** VOIDED *****	SPECIAL EVENTS	0.00	026019
October 16	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	106.42	026020
	BLOOMBERG BNA	BOOKS	212.39	026021
	BUILDERS BOOK INC BOOKSTORE	BOOKS	190.38	026022
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	1,276.01	026023
	CCH INCORPORATED	BOOKS	189.01	026024
	CIVIC RESEARCH INSTITUTE RSCR	BOOKS	159.50	026025
	COUTTS LIBRARY SERVICES	BOOKS	504.93	026026
	COUNCIL OF STATE GOVERNMENTS	BOOKS	120.66	026027
	DATA TRACE LEGAL PUBLISHERS	BOOKS	327.90	026028
	GAUNT	BOOKS	142.24	026029
	LAW JOURNAL PRESS	BOOKS	386.55	026030
	LEXISNEXIS BUTTERWORTHS	BOOKS	621.07	026031
	PRACTISING LAW INSTITUTE	BOOKS	423.76	026032
	RUTTER GROUP	BOOKS	130.80	026033
	THOMPSON PUBLISHING GROUP	BOOKS	536.99	026034
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	585.61	026035
	YBP LIBRARY SERVICES	BOOKS	118.83	026036
October 18	AMERICAN EXPRESS	BUSINESS CARD	4,503.23	026037
	AT&T MOBILITY	TELECOM	167.75	026038

25,619.17

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	659.57	026039
	CORCORAN QUALITY GRAPHICS	SPECIAL EVENTS	207.10	026040
	FEDEX	DELIVERY/POSTAGE	3.20	026041
	GOURMET COFFEE SERVICE	VENDING SUPPLIES	392.42	026042
	GRAINGER	REPAIR/MAINT	169.77	026043
	GOLDEN STATE OVERNIGHT	DELIVERY/ POSTAGE	132.34	026044
	GUARDIAN	DENTAL/VIS/LIFE/DIS	7,639.82	026045
	INFINISOURCE INC	PAYROLL/BENEFIT A	75.00	026046
	COUNTY OF LOS ANGELES	HEATING/COOLING	3,523.22	026047
	KROLL BACKGROUND AMERICA, INC	RECRUITMENT	43.00	026048
	MEXICAN AMERICAN BAR ASSOCIATION	ADVERTISING	250.00	026049
	MEGAPATH	TELECOM	1,428.20	026050
	METROLINK	TMP	1,306.00	026051
	PAN AMERICAN PEST CONTROL CO.	BLDG SVCS	178.00	026052
	PLAZA CARPET COMPANY	REPAIR/MAINT	650.00	026053
	QUILL CORPORATION	OFFICE SUPPL	755.83	026054
	SECURITAS SECURITY	SECURITY	5,188.42	026055
	UNITED PARCEL SERVICE	DELIVERY/ POSTAGE	11.63	026056
	VALLEY WIDE AIR	REPAIR/MAINT	200.00	026057
	AMERICAN BAR ASSOCIATION DIV FOR PU	BOOKS	157.50	026058
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,596.14	026059
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	71.82	026060
	BERNAN ASSOCIATES	BOOKS	73.75	026061
	CASALINI LIBRI	BOOKS	630.73	026062
	EAST VIEW INFORMATION SERVICES INC	BOOKS	434.28	026063
	JAMES PUBLISHING INC	BOOKS	104.76	026064
	JURISNET LLC	BOOKS	104.50	026065
	PRACTISING LAW INSTITUTE	BOOKS	160.37	026066
	PRISON LEGAL NEWS	BOOKS	16.00	026067
	PRINT2ASSIST	BOOKS	112.32	026068
	TOWER PUBLISHING	BOOKS	40.00	026069
October 21				
	CHIRON CENTER INC	PAYROLL/HR ADMIN	750.00	026070
October 25				
	ALEXANDERS LEGAL SEMINARS AND PUBLI	BOOKS	130.80	026071
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,159.58	026072
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	60.44	026073
	BLOOMBERG BNA	BOOKS	409.39	026074
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	576.61	026075
	CALIFORNIA HOSPITAL ASSOCIATION CAH	BOOKS	699.80	026076
	CAMBRIDGE UNIVERSITY PRESS	BOOKS	233.42	026077
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,975.53	026078
	COUTTS LIBRARY SERVICES	BOOKS	1,192.39	026079
	DAILY JOURNAL CORPORATION	BOOKS	270.00	026080
	JAMES PUBLISHING INC	BOOKS	72.71	026081

59,018.96

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 28	JURIS PUBLISHING INC	BOOKS	213.00	026082
	LAW JOURNAL PRESS	BOOKS	185.17	026083
	LEXISNEXIS BUTTERWORTHS	BOOKS	4,288.24	026084
	MANHATTAN PUBLISHING COMPANY	BOOKS	480.00	026085
	MONTANA LEGISLATIVE SERVICES DIVISI	BOOKS	390.00	026086
	MUNICIPAL CODE CORPORATION	BOOKS	136.24	026087
	NATIONAL BOOK NETWORK	BOOKS	151.29	026088
	PRACTISING LAW INSTITUTE	BOOKS	497.32	026089
	SASKATCHEWAN QUEENS PRINTER	BOOKS	86.66	026090
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	658.91	026091
	USC GOULD SCHOOL OF LAW	BOOKS	450.00	026092
	THOMSON REUTERS	BOOKS	263.24	026093
	WILLIAM S HEIN & CO	BOOKS	33.10	026094
	October 29	GE MONEY BANK AMAZON	BOOKS	1,907.79
BLUE SHIELD OF CALIFORNIA		HEALTH INS	1,082.74	026097
STATE BOARD OF EQUALIZATION		USE TAX	3,300.00	026098
COLANTUONO & LEVIN		LEGAL	179.00	026099
CORCORAN QUALITY GRAPHICS		STAFF	388.55	026100
GST		PREPAID EXP	2,344.36	026101
INDEPENDENT STATIONERS		SUPL-OFFICE	51.67	026102
INFINISOURCE INC		PAYROLL/BENEFIT A	75.00	026103
KAPCO		SUPPLIES - LIB MATE	559.13	026104
KONICA MINOLTA BUSINESS		COPY CTR	1,271.13	026106
KROLL BACKGROUND AMERICA, INC		RECRUITMENT	9.25	026107
LOS ANGELES COUNTY BAR		MEMBERSHIP DUES	285.00	026108
THE OFFICE DEALER ** VOIDED *****		SUPPLIES-OFFICE	0.00	026109
QUILL CORPORATION		SUPPLIES	487.03	026110
ROMERO MAINTENANCE CO.		JANITORIAL SVCS	8,796.43	026111
JEREMY SAMLER		REIMBURSEMENT	156.28	026112
October 30		STATE COMPENSATION INSURANCE FUND	WORKERS COMP	8,779.42
	UNITED PARCEL SERVICE	DELIVERY/ POSTAGE	33.86	026114
October 29	GUARDIAN	DENTAL/VIS/LIFE/DIS	7,368.07	026115
October 30	OFFICE DEPOT	SUPPLIES - OFFICE	801.36	026116

104,515.20

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 3	LEXISNEXIS ONLINE SERVICES	BOOKS	15,300.00	TS00189824
	CALPERS	HEALTH INS	55,360.97	TS00189824
October 7	THOMSON REUTERS	BOOKS	69,032.46	TS00189938
October 24	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	21,884.33	TS00190981
	TYCO INTEGRATED SECURITY LLC	SECURITY	11,147.54	TS00190981
	WILLIAM S HEIN & CO	BOOKS	12,155.00	TS00190981
			184,880.30	

MEMORANDUM

DATE: November 19, 2013

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: 2014 Board Meeting Dates & Schedule

During 2014 it is recommended that the Board continue to meet on the fourth Tuesday of each month except for November and December. During those two months, the Board generally meets on the third Tuesday (indicated with *) so as to avoid conflicts with holiday and vacation schedules.

The 2014 dates are:

2013 DATES	
January 28	July 22
February 25	August 26
March 25	September 23
April 22	October 28
May 27	*November 18
June 24	*December 16

For planning purposes, we have identified the following items to be discussed at Board meetings throughout 2014. Both the topics and the assigned dates are tentative, but we wanted to apprise you as to the status of our efforts to organize and plan upcoming agenda items. We will, of course, work with the Board President on specific scheduling as the year progresses.

DATE	TENTATIVE TOPIC
January 28	Position Descriptions Quarterly Strategic Plan Update
February 25	Mid-Year Budget Review SEIU MOU Solar Panel Review
March 25	Friends BoD Appointments Workers Comp Insurance
April 22	Quarterly Statistics Update Outside Auditor RFP Business Package and D&O Insurance (continued on next page)



May 27	
June 24	Budget, FY 2014 – 2015
July 22	Quarterly Strategic Plan Update
August 26	
September 23	Annual Report to the Board of Supervisors FY14-15 Budget Review
October 28	Quarterly Strategic Plan Update FY 2014 Audit
*November 18	2015 Board Meeting Dates / Schedule Health Resolution
*December 16	Executive Director Performance Evaluation



MEMORANDUM

DATE: November 19, 2013

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Accounting Policies and Procedures Manual

This will recommend that the Board of Trustees adopt the attached revised Accounting Policies and Procedures Manual reflecting changes in policy and procedures since the first edition of the manual in August 2012.

BACKGROUND

In August 2012, the Law Library completed a first draft of the manual upon the recommendation of its outside auditor. The auditor made the recommendation following its special examination of the Law Library's internal controls in March 2012. Staff did not ask the Board to review and approve the earlier version.

The manual is essential to ensuring that the Law Library's financial policies, procedures, and internal controls are known to all Law Library employees and are being followed and enforced. If approved, the revised manual will be circulated to all Law Library employees and will be made available on the Law Library's intranet.

Since the first draft was issued in August 2012, there have been a sufficient number of policy and procedural changes to justify the attached revised version.

SUMMARY OF CHANGES

This revision segregates policies and procedures into discrete sections. In the future, Staff will bring recommended policy changes to the Board for consideration and approval. In contrast, procedural changes will be documented and implemented immediately in the interests of clarity and financial integrity.

This version of the manual incorporates the following changes:

- Law Library supervisors' and managers' responsibility for drafting parts of the operating budget and for coding invoices for payment;
- The use of PayPal to receive payment for fines and fees;
- Cash handling procedures;
- Approvals for the purchase of goods and services;
- Travel expense approval;
- Mileage reimbursement;
- More secure check clearance procedures; and
- Asset write-off procedures.



OPTIONS

1. Approve the revised Accounting Policies and Procedures Manual.
2. Approve with modifications.
3. Continue the matter for further information and future discussion.
4. Reject the recommendation and take no action.

RECOMMENDATION

Staff recommends that the Board approve the revised Accounting Policies and Procedures Manual.



LA Law Library Accounting Policies and Procedures Manual

Effective August 1, 2012
(Revised _____, 2013)

Accounting Policies and Procedures Manual

Table of Contents

A.	Accounting Policies	
1.	Introduction	1
2.	Accounting Principles	1
3.	General Accounting Policies and Internal Controls	1
4.	Failure to Follow Policies	3
5.	Division of Duties and Levels of Authority	3
6.	Computer Systems and Security	5
B.	Accounting Procedures	
1.	Cash Management	7
2.	Billing & Accounts Receivable	8
3.	Receipts	9
4.	Purchasing and Accounts Payable	12
5.	Travel & Meals	13
6.	Reimbursable Expenses	15
7.	Accounts Payable	16
8.	Bank Statements	18
9.	Payroll	18
10.	Petty Cash Fund	20
11.	Month-End Close	20
12.	Monthly Reports	21
13.	Annual Close	21
14.	Annual Budget	21
15.	Annual Financial Audit	22
16.	GASB 45	22
17.	Fixed Assets and Inventory	22
18.	Grants	24
19.	Contracts	24

A. Accounting Policies

1. Introduction

This sets forth the accounting policies of the LA Law Library (“Library”). Its purpose is to ensure that:

- a. Assets are safeguarded,
- b. Financial statements conform to generally accepted accounting principles,
- c. Adequate financial controls are in place, and are being followed, and
- d. Finances are responsibly managed.

If not already in effect, all policies herein will become effective as of November 20, 2013.

The Library expects employees to follow the policies as they apply to their respective roles and responsibilities. These policies are promulgated under the authority of the Board of Trustees and were approved by the Board on _____, 2013.

2. Accounting Principles

The Library’s financial statements shall be prepared in accordance with the accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB). The Library applies all relevant GASB pronouncements and Financial Accounting Standards Board (FASB) Statements and Interpretations.

3. General Accounting Policies and Internal Controls

- a. The Executive Director, Senior Directors, and Finance Manager are responsible for establishing appropriate controls in all areas and for monitoring the effectiveness of controls.
- b. Employees are responsible for knowing and following the policies and procedures and for notifying supervisors about weaknesses in controls and opportunities to improve or enhance financial integrity.
- c. The Board will engage the services of a Certified Public Accountant to prepare a formal financial audit of the Library’s fiscal year-end. Every five years, the Board will consider whether to change the Library’s outside auditor.

- d. Every three years, the Board will engage the services of an outside actuarial firm to quantify the Library's liability pursuant to GASB 45, "Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions."
- e. In general, those who approve invoices or other documents supporting the payment of invoices, statements, reimbursement requests, payroll documents, etc., should not also be the sole signer on checks, wire transfer authorizations, warrants, etc., to satisfy payment of those obligations. No-one should approve her or his own expense reimbursement request.
- f. The Library will not cash checks of any kind through the petty cash fund.
- g. The Library does not make salary advances.
- h. The Library does not make travel cash advances except in special rare cases and with the Executive Director's approval.
- i. Library credit cards may not be used for personal expenses or any other purpose unrelated to the Library's business. Purchases made using the Library's credit cards, including reimbursable employee travel and meal expenses, require prior approval. Card holders are personally liable to the Library for all purchases unrelated to the Library's operations.
- j. Non-recurring purchases over \$10,000 require at least three bids except where the vendor or supplier is the sole source for the product or service, as is often the case with library materials. The Library's postage is not to be used for personal mailings under any circumstance. In addition, staff may not use the Library's UPS or FedEx accounts for personal shipping.
- k. Accounting staff are required to take at least one consecutive week of vacation annually.
- l. The Library requires adequate supporting documentation for all reimbursements. For meals reimbursement, the names of persons present, the date of the meal, and the business reason are required for reimbursement.
- m. Every effort will be made to pay vendors timely. As a matter of policy, the Library will take full advantage of all trade credit offered by its vendors.
- n. Bank statements are reconciled to the General Ledger monthly.
- o. Separate files are maintained for each bank account and each vendor. Files are kept separately for each fiscal year.

- p. Capital assets are recorded at cost. Assets, other than books and reference materials, with acquisition costs of \$3,000 or more are capitalized. Books and reference materials are capitalized regardless of the amount. Depreciation is computed using the straight-line method over the estimated service lives of the capital assets. Estimated service lives for the Library's capital assets may be found below.
 - i. Books and reference materials 10 years
 - ii. Computer equipment 4 years.
 - iii. Furniture, fixtures and other equipment 4-7 years.
 - iv. Building improvements 15-50 years.
- q. The general ledger's chart of accounts may only be changed with the Executive Director's written approval.

4. **Failure to Follow Policies**

- a) Failure to follow the Library's accounting policies is a serious matter that could result in discipline, including possible termination. Employees who commit fraud or misappropriate the Library's property will be subject to criminal prosecution.
- b) Employees are strongly encouraged to report to their supervisor, a director or senior director, the Executive Director or a member of the Board of Trustees any knowledge or suspicion of a violation of these policies, particularly if the violation involves fraud or misappropriation of the Library's property. Employees who make such reports will be protected from retaliation pursuant to Sec. 7.5 of the Library's Employee Handbook and Personnel Policies Manual.

5. **Division of Duties and Levels of Authority**

- a) Board of Trustees ("Board"): The Board governs the Library under the provisions of Cal. Bus & Prof §6300 et seq. in accordance with the Governance Resolution duly adopted by the Board.
- b) Executive Director: The Executive Director is appointed by the Board and serves as the Library's chief executive as well as the Board's Secretary. The Executive Director is authorized by the Board to exercise authority on behalf of the Library in any manner consistent with in accordance with the Governance Resolution duly adopted by the Board.
- c) Senior Director Administrative Services:
 - i) In the Executive Director's absence or when a second signature is required, reviews and approves invoices and signs checks and demands for warrants.

- ii) Reviews and approves invoices and reimbursement requests (except for the Senior Director's out-of-pocket expenses) related to the Senior Director's budget responsibility for final approval by the Executive Director.
 - iii) In the Executive Director's absence, authorizes fund transfers between the Library's various bank accounts.
 - iv) Reviews and approves bank and account reconciliations, trial balances, and journal entries.
 - v) Reviews and approves financial reports.
- d) Senior Director, Information Services:
- i) Signs checks and demands for warrants when the Executive Director and Senior Director Administrative Services are absent.
 - ii) Reviews and approves invoices and reimbursement requests (except for the Senior Director's out-of-pocket expenses) related to the Senior Director's budget responsibility for final approval by the Executive Director.
- e) Directors: Review, code, and sign their approval on check requests & purchase approval forms related to their areas of budget responsibility, subject to final approval by the Executive Director.
- f) Finance Manager:
- i) Reconciles bank statements.
 - ii) Submits payroll data to the ADP payroll system ("ADP") and posts payroll withholding and obligation information to the Library's accounting software.
 - iii) Prepares the payroll fund transfer request each pay period.
 - iv) Maintains and reconciles the general ledger.
 - v) Prepares monthly financial reports for the Senior Director Administrative Services' review.
 - vi) Reconciles statements of merchant credit card deposits and service charges.
 - vii) Prepares the State sales tax report and tax payment.
 - viii) Implements transfers among the general fund, Investment Pool, and LAIF.
- g) Administrative Technician:
- i) Processes receipts.
 - ii) Processes accounts receivable monthly.
 - iii) Prepares security deposit refund requests.
 - iv) Maintains revenue logs for copiers/printers and vending machines.
 - v) Processes payroll.

- vi) Oversees collection agency transactions and activities.
- vii) Maintains prepaid accounts for participating prisoners.
- h) Administrative Clerk:
 - i) Processes disbursements.
 - ii) Processes accounts payable.
 - iii) Collects daily cash revenue.
 - iv) Mails checks for payments.
 - v) Prepares demands for warrants for invoices of \$10,000 or more.
 - vi) In the Administrative Technician's absence maintains revenue logs for copier/printers and vending machines.
 - vii) Oversees the Petty Cash fund.
 - viii) Prepares the Use Tax filing monthly.
- i) Executive Assistant:
 - i) Receives incoming mail -- including invoices and bank statements -- and distributes it to the appropriate recipients.
 - ii) Maintains the log of the Library's blank check stock. Records the numerical range of blank checks issued to the Finance Manager and the Administrative Clerk.
- j) Mail Room Technician
 - i) Receives and opens incoming mail, including overnight mail.
 - ii) Logs and restrictively endorses checks received.
 - iii) Delivers invoices, bank statements, and other accounting-related mail to the Executive Assistant.
 - iv) Delivers checks to the Administrative Technician.

6. Computer Systems and Security: The Library's finance and accounting function includes the following computer systems:

- a) Accounting
 - i) Full access to the accounting computer system is limited to the Executive Director, Finance Manager, the Senior Directors, and the Director of Technology Services. The Administrative Technician and Administrative Clerk have access only to accounts payable and accounts receivable. The Copy Center and Circulation Supervisor, the Library Associate, and the Library Clerk, Circulation have access to accounts receivable.

- ii) The Technology Department performs a full system backup daily and stores the tapes outside the Library's server room.
- b) Payroll: The Library's payroll service provider processes the Library's payroll and compensation withholding.
 - i) Access to the Library's payroll service provider is limited to the Senior Director Administrative Services, Finance Manager, and Administrative Technician.
 - ii) The Library relies on payroll service provider's information technology group to maintain secure data integrity and ensure system availability.
- c) Group Benefits: The Library's various group benefits providers include CalPERS, Guardian, and Infinisource. All offer online management and access.
 - i) Access to group benefits systems is limited to the Executive Director, Finance Manager, the Senior Directors, the Director of Technology Services and the Executive Assistant.
 - ii) The Library relies on its various benefits providers to maintain secure data integrity and ensure system availability.
- d) Collection Management: The Library relies on the ILS as its collection management system including acquisition ordering, payment tracking, serials tracking, cataloging, and circulation management.
 - i) In addition to those directly responsible for collection management, the Administrative Technician has access to ILS's circulation module.
 - ii) The Technology Department performs a full system backup daily and stores the tapes outside the Library's server room.
- e) Time Records: Employees record time worked and time away from work on the time management system.
 - i) Access to the time management system's database and management modules is limited to the Executive Director, Finance Manager, the Human Resources Manager, the Senior Directors, and the Director of Technology Services.
 - ii) The Technology Department performs a full system backup daily and stores the tapes outside the Library's server room.

B. Accounting Procedures

1. **Cash Management:** The Library manages several cash and investment accounts: general, revolving, payroll, borrowers' security deposit, the Los Angeles County Treasurer's investment pool ("Investment Pool"), and the State of California's local agency investment fund ("LAIF").
 - b) The general fund is the Library's primary operating fund. All deposits flow into this fund and disbursements of \$10,000 or more are made from it. The general fund includes two subaccounts with Bank of America:
 - i) A revolving account for payments below \$10,000.
 - ii) A payroll account for staff payroll and withholdings including group benefits, retirement benefits, payroll taxes, and union dues.
 - c) The Los Angeles County Treasurer's investment pool ("Investment Pool") contains surplus library funds not immediately required for operations.
 - d) The State of California's local agency investment fund ("LAIF") also contains surplus library funds not immediately required for operations.
 - e) Security deposits from the Library's borrowers and special members are kept in a segregated deposit fund held and invested by the County Treasurer. The deposit fund's interest income is paid into the Library's general fund. If a borrower's account remains dormant for three years, and efforts to contact the borrower are fruitless, the Library will publish a notice in the Los Angeles Times once a week for two successive weeks after which, if the deposit remains unclaimed after forty-five days, the Library will take the deposit into income.
 - f) The Library's check stock is stored in the onsite vault, access to which is limited to the Executive Director, Senior Director Administrative Services, Finance Manager, and Administrative Technician.
 - g) Inter-Fund Transfers:
 - i) Payroll: The Finance Manager verifies the payroll account balance and for each payroll prepares a Fund Transfer Request form ("FTR") signed by the Executive Director to transfer funds from the general account (S11) to the payroll account to fund payroll. The Manager faxes the FTR to the Treasurer and Tax Collector's office. In the absence of the Executive Director, the Senior Director Administrative Services may authorize wire transfers.

- ii) LAIF: At the discretion of the Executive Director and the Board, funds may be transferred into or out of the LAIF. The Finance Manager telephones LAIF to request a transfer and faxes to the County's Treasurer and Tax Collector a deposit information form to deposit the transfer into the General Fund.
- iii) Revolving: The Library's Revolving Fund is established not to exceed \$50,000. When pending disbursements exceed \$30,000, the Administrative Clerk prepares an FTR signed by the Executive Director transferring funds from the general account (S11) to replenish the Revolving Account. The Clerk faxes the FTR to the County Treasurer and Tax Collector's office. In the absence of the Executive Director, the Senior Director Administrative Services may authorize wire transfers.
- iv) Security Deposit: When security deposits in the General Fund exceed \$5,000, the Finance Manager transfers the deposits to the Deposit Fund by emailing to the County's Auditor-Controller (with subsequent hand-delivery of the original) a journal voucher request signed by the Executive Director. In the absence of the Executive Director, the Senior Director Administrative Services may authorize the transfer.

2. Billing & Accounts Receivable: The Library sends invoices to registered Library users for such things as membership renewal, overdue fines, book replacement, and document delivery.

- a) Each month the Circulation Department submits to the Administrative Technician pre-bill worksheets documenting overdue fines, book replacement costs, and membership renewal fees.
- b) Each month the Copy Center submits to the Administrative Technician pre-bill worksheets regarding document delivery charges.
- c) The Administrative Technician enters fine, fee, and cost information into the accounting computer system and generates and mails invoices to users, retaining a copy of each invoice for Accounting's records.
- d) The Finance Manager reviews the invoices for accuracy and posts them to the accounting system which simultaneously updates the general ledger and the accounts receivable module.
- e) If payment is not received within 30 days, the Technician sends a reminder to each delinquent user.
- f) If payment is not received within 60 days, and the amount exceeds \$100, the Technician forwards the receivable to an outside agency for collection.

- g) Regardless of the amount due, after 60 days the Library deducts the amount owed from the borrower's security deposit and sends instruction to the Circulation Department to close the account.
- h) Upon the closure of a client's account, the Circulation Department will flag the delinquent and now-closed account for special handling in the event the suspended user attempts to open a subsequent account.
- i) The Finance Manager reviews delinquent accounts receivable quarterly to determine whether accounts over 180 days should be written off as uncollectible.

3. Receipts

- a) Receipts via mail:
 - i) The Mail Room Technician receives incoming mail including overnight delivery; enters cash receipts into a log (noting the department to which the income is attributed); and restrictively endorses all checks.
 - ii) The Aide emails daily a copy of the cash receipts log to the Administrative Technician who reconciles the log against the total payments entered into the accounting system.
- b) Receipts via PayPal:
 - i) Payments made via PayPal are deposited directly into the Library's PayPal account. Daily, the Administrative Technician summarizes PayPal transactions and enters the transactions into patrons' accounting system and ILS accounts.
 - ii) The Library withdraws funds from the PayPal account weekly via check request.
- c) Cash received from circulation and the copy center:
 - i) Circulation and copy center staff are responsible for recording cash received in ledgers kept at the Circulation desk and at the Library Technician's desk. "Cash receipts" include cash, checks and credit cards.
 - (1) For each receipt, staff record date, amount of payment, a description of the transaction, and the method of payment. Library users retain the white receipt copy. If payment is by credit card, staff will staple the white copy to the customer's credit card receipt. Staff will attach the pink copy to the cash, check, or merchant's credit card receipt and place the receipts in the blue pouch kept at the Circulation Supervisor's desk or at the Library Technician's desk. The yellow copy will remain in the receipt book.

- (2) The blue Circulation pouch must have \$75 in currency at all times to make change and break large bills. The blue Copy Center pouch must have \$50 at all times. Daily, the Administrative Clerk will run a tape on the available currency in each pouch to verify the requisite amounts.
 - (3) Both Circulation and Copy Center pouches are placed in the safe deposit box at the end of each day.
 - (4) The safe deposit box is located at Circulation. At the beginning of each work day, the Administrative Clerk retrieves from the safe deposit box the blue pouches containing the cash receipts from the prior day's transactions.
 - (a) In the continuous presence of a circulation staff employee, the Administrative Clerk:
 - (i) Runs a tape on the pink copy receipts.
 - (ii) Runs a tape on the cash, checks and credit card receipts.
 - (iii) Compares the totals and reconciles any differences.
 - (b) The Administrative Clerk submits the reconciled cash receipts batches to the Administrative Technician for posting to the accounting financial system.
- d) Vending Machines
- i) Weekly, the Administrative Clerk retrieves coins and currency from the vending machines in the reading room and lunchroom.
 - ii) The Administrative Clerk and the Administrative Technician retrieve the vending machine keys from the Finance Manager and, together, retrieve the vending machine cash, count it in the accounting department, and sign the vending machine cash log.
 - iii) The Administrative Technician enters the vending machine receipts into the accounting system.
 - iv) Machine Malfunction:
 - (1) Office Supplies: the Copy Center Technician is responsible for handling patrons' claims about supplies items failing to drop to the machine's retrieval tray. The Technician either retrieves the desired material for the patron or reports suspicious claims to a supervisor for resolution.
 - (2) Kitchen Vending Machines: the Mailroom Technician is responsible for handling employees' claims that a vending product failed to drop to the machine's retrieval tray. The Technician retrieves the desired material for the employee.
- e) Branch locations cash from copier use:

- i) During the course of each week, branch assistants record the use of the copier by-pass keys and email to the Administrative Technician the number of copies made in by-pass mode. The Administrative Technician will use this information to reconcile any discrepancies on the branch copier log.
 - ii) At each branch, the help desk assistant records the copier meter readings, retrieves coins and currency from the locking coin box, resets the meter, replenishes the coin reservoir, closes and locks the coin machine, and turns the copier back on.
 - iii) Upon return to the main branch, the help desk assistant counts the contents of the drop bags, enters into the branch copier log the cash total and ending meter reading for each branch. The Administrative Technician verifies the drop bag totals and reconciles any discrepancies.
- f) Receipts Posting:
- i) Where cash receipts are related to an invoice, the Administrative Technician retrieves the invoice information from the accounting system, verifies the invoice number and the patron's name, and writes the invoice number on the check.
 - ii) The Administrative Technician records all payments in batch and then posts the batch to the database.
 - iii) After posting, the Administrative Technician prints the report for each batch, bundles the batches, and secures them in the vault for subsequent deposit.
 - iv) Where receipts are unrelated to an invoice, the Finance Manager codes the payments, and entrusts them to the Administrative Technician for posting and safekeeping in the vault.
- g) Bank Deposit:
- i) Each Tuesday, or the next banking day if Tuesday falls on a holiday, the Administrative Technician retrieves and totals the batches and requests by email a deposit permit from the County Treasurer listing the amount of cash and checks to be deposited.
 - ii) Upon receipt of the deposit permit, the Technician places the permit and batches in a pouch for hand delivery to the bank by the Mail Room Technician.
 - iii) After depositing the receipts, the Mail Room Technician delivers the bank deposit receipt to the Administrative Technician for attachment to the cash receipts journal reports.
 - iv) The Technician files the cash receipts journal reports and deposit receipt for bank statement reconciliation purposes.

- v) If for some reason the Mail Room Technician cannot make the deposit on the day it is prepared, the deposit will be kept locked in the vault until it is deposited the next banking day.

4. Purchasing and Accounts Payable

- a) Library funds, equipment, supplies (including printed stationery), titles, and staff time must only be used for authorized Library business.
- b) Library employees charged with responsibility for purchasing should exercise best practices to minimize the Library's costs and maximize value, including use of federal, state, or local discounts available to governmental entities, online comparison shopping, use of online discount vendors, e.g., Amazon, eBay, Costco, Wal-Mart, etc., competitive bidding, price negotiation, and economic order quantity purchasing.
- c) Library purchases are segregated into two categories: collection acquisition and other purchases.
- d) Collection Acquisition:
 - i) Reference librarians select new titles for purchase and ask the Senior Librarian Serials & Acquisitions to confirm the purchase price and verify that the order would not duplicate other titles in the collection. If appropriate, the Senior Librarian enters the request into the acquisition spreadsheet.
 - ii) The Reference & Research Director reviews the acquisition spreadsheet and approves acceptable acquisitions.
 - iii) Where a contract or subscription is involved, the Director of Research and Reference requests the Executive Director's approval.

Upon approval, the Senior Librarian Serials & Acquisitions assigns a general ledger code to the purchase request and the Library Technician prepares and sends to the vendor a purchase order.

- iv) invoices for collection materials – including new and recurring acquisitions – are received, Serials and Acquisitions staff verify in the integrated library system database (ILS) that incoming materials have been approved for addition to the collection, note in the ILS that the material has been received, indicate on material invoices whether California sales and use tax should be assessed, initial the invoice, and forward it to Accounts Payable for payment.

- e) Other Purchases: All other purchases are approved by departmental directors and managers as follows:
- i) Where payment is by check:
 - (1) Recurring and budgeted invoices and check requests are coded and approved by the directors and managers responsible for the relevant General Ledger account and sent to Accounts Payable for check processing.
 - (2) Non-recurring or unbudgeted invoices and check requests are approved by the Executive Director after the General Ledger account manager has reviewed and coded the invoice or check request/disbursement approval form.
 - (3) The Executive Director reviews and signs all checks. The Senior Directors also sign when amounts exceed \$2,500 or in the Executive Director's absence.
 - ii) Where payment is by credit card:
 - (1) Recurring and budgeted invoices and purchase approval forms are coded and approved by the directors and managers responsible for the relevant General Ledger account and sent to the appropriate credit card holder for payment.
 - (2) Non-recurring or unbudgeted invoices and purchase approval forms are approved by the Executive Director after the General Ledger account manager has approved and coded the check request/disbursement approval form.
- f) The Accounts Payable department matches the disbursement backup to the appropriate credit card company invoice, and processes a check for payment. The Executive Director and Senior Directors are assigned credit cards for the payment of goods and services related to the Library's operations. The card may only be used for purchases related to Library business (see §A(3)(i) above). The Library is responsible for all charges on the cards except those clearly unrelated to the Library's business.
- g) Library credit card purchases are subject to the same rules, authorization limits, and approvals as other purchases (See §B(4)(a) and (b) above).

5. Travel & Meals

- a) Authorized Expenses: The Executive Director authorizes reimbursement for travel and meals. Employees should seek approval in advance using the Travel Approval form found on the intranet. Failure to do so may result in a denial of the employee's request for reimbursement.

- b) Examples of expenses that the Library will not reimburse include, but are not limited to:
 - i) The personal portion of any trip;
 - ii) Personal political or charitable contributions or events;
 - iii) Family expenses, including a partner's expenses when accompanying an employee on the Library's business, as well as children- or pet-related expenses;
 - iv) Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or cultural events;
 - v) Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
 - vi) Personal losses incurred while on Library business.
- c) Questions regarding the propriety of a particular expense should be resolved in consultation with the Executive Director before the expense is incurred.
- d) Cost Control: To conserve Library resources, employees should book their travel through the Executive Assistant who generally will follow the guidelines found below.
- e) Should travel expenses exceed the guidelines, the cost borne or reimbursed by the Library will be limited to amounts that fall within the guidelines.
- f) Airfare: Airfare is arranged by the Executive Assistant using the lower of special government discounts available to the Library or rates available on internet travel sites.
- g) Lodging: Lodging is arranged by the Executive Assistant.
- h) Conferences / Meetings: Lodging in connection with a conference must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking.
- i) Car Rental: Employees should only rent a car when that is the least expensive alternative. Although employees should seek the lowest practical rental rates, rates that are less than or equal to those available through STAMMP are acceptable.
- j) Taxis / Shuttles: Taxis or shuttles fares may be reimbursed, including a 15 percent gratuity per fare, when the costs of such fares is equal or less than the cost of car rentals, gasoline, and parking combined, or when such transportation is necessary for time-efficiency.
- k) Meals: Reimbursable meal expenses and associated gratuities will be reimbursed at cost but should not exceed the maximum meal reimbursement rates in IRS Publication 1542. The names of persons present, date, and the business reason are required for reimbursement.
- l) Alcoholic Beverages: The Library will not pay for alcohol or mini bar expenses.

- m) Airport Parking: The Library will reimburse for airport parking if that is the least costly alternative. Long-term parking should be used.
- n) Baggage: Handling fees of up to \$1 per bag and gratuities of up to 15 percent will be reimbursed.
- o) Cash Advance: The Library does not make travel cash advances except in special cases with the Executive Director's approval.
- p) Payment and Reimbursement: Airfare and Hotel costs are charged to the Library's American Express Business Travel Account ("BTA"). Conferences, Seminars, and Conventions: The Executive Director approves requests to attend professional conferences, seminars, and conventions and determines the amount of the Library's contribution toward the total cost. Employees may be asked to either pay some of the travel cost or seek an outside grant to offset some of the cost.

6. Reimbursable Expenses: Employees request reimbursement for out-of-pocket expenses by submitting a reimbursement form found on the Library's Intranet.

- a) Requests should comply with the Library's policies relating to reimbursable expenses. Penalties for violating the Library's policies and misusing public resources include loss of reimbursement privileges, restitution, civil and criminal penalties, additional income tax liability, and possible discipline up to and including suspension and termination.
- b) Expense reports must document that expenses meet the requirements of these policies.
- c) With the exception of mileage reimbursement which is approved by employees' supervisors, employees should submit expense reimbursement requests to the Executive Director for approval as soon as possible but not more than three business days after the end of the month in which the expense was incurred, accompanied by receipts documenting each expense. Original receipts, such as hotel statements, restaurant checks, etc., in addition to any credit card receipts, are required for reimbursement. The Library will not reimburse expenses without adequate documentation.
- d) Automobile mileage:
 - i) Is reimbursed at Internal Revenue Service rates presently in effect (www.irs.gov). For 2013, the rate is 56.5 cents per mile. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This mileage rate does not include bridge and road tolls, which are also reimbursable. The

Internal Revenue Service rates will not be paid for rental vehicles; only receipted fuel expenses for rental cars will be reimbursed. Commute travel will not be reimbursed. Commute travel is defined as between home and any destination within the Los Angeles metropolitan area including the main library and branch or partnership libraries. For example travel from:

- (1) Home to a branch or partnership library is not reimbursable.
 - (2) The main library to a branch or partnership library is reimbursable.
 - (3) Home to a meeting in Costa Mesa is reimbursable.
- ii) Except where it would be impractical to do so because of road closures, accidents, excessive congestion, etc., employees should use the shortest distance according to Google maps to determine mileage amounts and attach a printout from Google as documentation.
- iii) Supervisors approve mileage reimbursement requests in accordance with the Library's policy.

7. Accounts Payable

- a) When an invoice approved for payment is received by the Accounts Payable Department, the Administrative Clerk enters the invoice data into the accounting system's purchase journal and, after final review by the Finance Manager, posts the invoices to the purchase journal.
- b) Payment Journal:
- i) The Administrative Clerk transfers invoice batches to the payment journal where the invoices are segregated according to amount.
 - ii) For invoices under \$10,000, the Clerk prints the checks, posts the payments to the accounting system, matches the checks to the invoice copies, and delivers the batches to the Executive Assistant to obtain signatures. After the checks have been signed, the Clerk mails them.
 - iii) For invoices of \$10,000 or more the Clerk prepares a warrant demand letter, matches the invoices to the letter, and delivers the batch to the Executive Assistant to obtain requisite signatures. Once the letter is signed, the Clerk holds the batch for the Mail Room Technician's weekly delivery to the County Treasurer. The Mail Room Technician returns one copy of the demand letter to the Administrative Clerk, date-stamped by the County Treasurer. Typically within three business days, the County Treasurer notifies the Administrative Clerk about the availability of the warrants whereupon the Clerk dispatches

- the Mail Room Technician to retrieve them. Upon receiving the warrants, the Administrative Clerk posts the payments to the accounting system and mails the warrants.
- iv) To write checks, the Finance Manager or Administrative Clerk obtains blank checks from the Executive Assistant who retrieves the checks and check log from the locked vault and logs the beginning and ending check numbers, the date, and the name of the person requesting the checks.
 - v) The invoice copies and accompanying documents are kept with the Administrative Clerk until the Clerk processes the use tax report following the end of each month. After filing the use tax report, the Clerk delivers the collection-related payment documentation to the Library Clerk for filing. The Administrative Clerk files the remaining invoices in the accounting office.
- c) Check and Warrant Signers: Signers should verify the date on the check and warrant, that the payee and amount on the documentation match the check or warrant, that the payment was properly approved, and that the expenditure seems reasonable and necessary.
- d) Bank of America's Positive Pay: The Library uses Bank of America's Positive Pay service to minimize the risk of fraud for checks under \$10,000. (Payments of \$10,000 or more are processed through the County Treasurer and receive a higher level of scrutiny (see Sec. 12(c)(iii)). When a payee presents a check to the bank for payment, the bank verifies the check number, payee, and dollar amount against a control list that the Administrative Clerk provides. If everything verifies, the bank will pay the check. Otherwise, the Bank alerts us by email about the discrepancy.
- i) The Finance Manager (or, in his or her absence, the Senior Director Administrative Services) verifies that the Bank's control list of checks imported into its system agrees with the control list of checks we sent and investigates and reconciles any differences. The Finance Manager will initial and retain the control list reconciliations.
 - ii) When an unlisted check is presented for payment, the Bank emails a request for direction. Either the Finance Manger or the Administrative Clerk investigates the discrepancy and directs the Bank's to take action through the Bank's online positive pay system. The Executive Director or Senior Director Administrative Services approves the directive.

8. Bank Statements

- a) The Finance Manager reconciles the bank statements monthly for all Library accounts including the general fund, borrower's deposits, payroll, and revolving funds.
- b) Following the end of each month, the Manager receives, via email from the County Treasurer, bank statements for the general account and deposits account. The Manager receives via U.S. Post the statements for the payroll account and revolving account.
- c) The Manager gathers requisite bank documents including deposit slips, wire transfers, check registers, etc., and posts general ledger journal entries and adjusting journal entries to account for any unposted transactions.
- d) The Manager runs the accounting system's reconciliation module and compares the general ledger against the various bank statements, reconciling all differences.
- e) As part of the reconciliation process, the Manager:
 - i) Compares the dates and amounts of deposits as shown on the bank statements with the cash receipts journal.
 - ii) Compares inter-organization bank transfers to be certain that both sides of transactions have been recorded.
 - iii) Investigates items rejected by the bank, i.e., returned checks or deposits.
 - iv) Compares wire transfers dates received with dates sent.
 - v) Compares canceled checks with the disbursement journal as to check number, payee and amount.
 - vi) Accounts for the sequence of checks both from one month to the next and within a month.
 - vii) Examines canceled checks for authorized signatures, irregular endorsements, and alterations.
 - viii) Reviews and properly destroys void checks.
 - ix) Investigates and writes off checks which have been outstanding for more than 180 days.
- f) The Manager submits reconciliation documents for each account to the Senior Director for approval.
- g) The Manager files the reconciliation documents for future reference.

9. Payroll

- a) Library employees are paid every two weeks through the payroll service ADP which processes employee payroll and withholds and pays out federal and state taxes and garnishments.

- b) The Executive Director determines employee salaries and salary changes. Whenever there is a pay change, HR prepares and delivers to Payroll a change notice form signed by the Executive Director and kept in employees' personnel files.
- c) The Executive Assistant is responsible for entering personnel changes in the Abra HR database including hires, rehires, leaves of absence, terminations, promotions, demotions, new titles, department transfers, dependent additions and deletions, marital status, benefit enrollment, benefit rate changes, address changes, beneficiary designations, etc. HR provides a copy of the change source document to the Administrative Technician to proof the Abra data and make necessary changes.
- d) Employees are required to submit time records daily using the EmpowerTime online time record system. Supervisors review and approve their employees' time records and requests for time off. If a supervisor is away or otherwise unable to approve time records, the supervisor's immediate superior will do so.
- e) On the Wednesday before each payday, the Technician uploads the hours and benefits accrual information from Empower into ADP. After validating the upload, the Technician generates the "employee change report," the "coded earnings by employee report for full time employees," and the "pay data summary report for part time employees (main location and branches)" and submits them to the Finance Manager for approval.
- f) The Finance Manager creates a payroll data file in ADP, reviews a preliminary payroll register, and instructs ADP to process payment to employees via automatic deposit.
- g) After ADP has processed the payroll, the Manager reviews the final payroll register for accuracy, completeness, and reasonableness and files it in the Manager's office.
- h) At the beginning of each pay period, the Manager prepares a funds transfer request form ("FTR") for the Executive Director's signature, faxes the FTR to the County Treasurer's office to fund current payroll and messengers the original and a copy to the Treasurer's office which date stamps the copy for the Library's records.
- i) Following each pay period, the Manager generates from ADP's general ledger interface the retirement contribution report and §457 plan report and compares that information to the My CalPERS reports to ensure all transactions are accurate, complete and reasonable. The Manager submits the reports to the Senior Director who, after approving the payments, forwards the check request to Accounts Payable for payment.

- j) The Manager prepares a check request based on the amounts provided by ADP to transfer to the SEIU union dues withheld from employees.
- k) When employees terminate employment or cash out their unused vacation, the department issues a manual check for unpaid salary and other payroll obligations. Accounts Payable pays group benefits insurance withholdings each month to the relevant provider.
- l) The manager reports each month to the California Labor and Workforce Development Agency the Library's employee headcount based on the payroll journal.

10. Petty Cash Fund

- a) The petty cash fund is an imprest account of \$375 entrusted to the custody of the Administrative Clerk.
- b) Employees at the director level or above are allowed to use petty cash. They are required to complete and sign a petty cash voucher and provide all receipts.
- c) When the fund falls to around \$50, the Finance Manager prepares a check request to replenish the account to its maximum. The Manager will attach a copy of the petty cash log detailing all withdrawals and assigning appropriate general ledger codes. The check request will be handled in the same manner as any accounts payable transaction.
- d) The petty cash box is kept in the vault and is locked at the end of each day.
- e) At least once annually, the Finance Manager will conduct a surprise review of the fund. The Manager should count the monies on hand and the total amount of receipts in the petty cash box and resolve discrepancies immediately.

11. Month-End Close

- a) The Finance Manager prepares journal entries (JEs) for the preparation of financial statements and bank account reconciliation and submits them to the Senior Director Administrative Services for review. Typically, JEs include court fee revenue, interest earned on cash reserves and members' deposits, bank and merchant fee expenses, inter-fund transfers, account mispostings, depreciation expenses for books and fixed assets, and pre-paid expense amortization.
- b) The Finance Manger generates in the Accounting System a detailed trial balance; updates the depreciation schedules for library materials and other capitalized assets; updates the prepaid expense schedule; accrues and expenses the liabilities for vacation and sick leave; and prepares month-end financial reports.

- c) The Finance Manager files the month-end close work papers in the appropriate files for retention in the Manager's office for two years after which they are removed to the 1st level storage until destruction after seven years.

12. Monthly Reports

- a) The Finance Manager prepares monthly financial reports for distribution to the Executive Director and the Board of Trustees. The report package includes a balance sheet, a statement of income and expenses, a statement of cash flows, and a list of checks and warrants. The Finance Manager also prepares a budget-to-actual variance report for the Executive Director's review.
- b) The monthly statements are reviewed by the Senior Director prior to distribution to the Executive Director. After the Executive Director's approval, the Executive Assistant emails the reports to the Board as part of the monthly Board meeting agenda.
- c) There is a one-month delay in the distribution of monthly financial statements to allow the accounting staff and all managers and directors with budget responsibility adequate time to prepare complete and meaningful reports, e.g., the results for July financial results are reported to the Board in September.

13. Annual Close

- a) In addition to the Month-End Close procedures described above the annual close requires additional steps in the accounting system to close the income statement accounts and transfer the account balances to the balance sheet.
- b) Immediately after the Annual Close, the Technology Department performs a full backup of the Accounting System for possible future retrieval.

14. Budget

- a) Each year in advance of the next fiscal year, the Executive Director submits a budget report to Board of Trustees for its review, comment, and approval.
- b) The budget is prepared through the combined efforts of the Executive Director and the Library's directors and managers using budget worksheets and detailed expense reports generated by the Finance Manager.
- c) The Board may assign a subset of its members to work with the Executive Director to forge a final draft budget for submission to the full Board.

- d) Upon Board approval of the budget, the Finance Manager enters the budget amounts into the budget spreadsheets, posts the final budget on the Library's intranet, and distributes copies to the Library's directors and managers.

15. Annual Financial Audit

- a) Near the end of each fiscal year, the Executive Director engages the Library's outside auditor.
- b) After fiscal year-end the Finance Manager and Senior Director work with the Library's auditor to conduct an audit of the Library's financial records and transactions and prepare an annual audit report.
- c) Upon receipt of the auditors' a list of schedules and worksheets to be provided by client ("PBC"), the Finance Manager and accounting staff prepare the PBC schedules within the time limits prescribed by the audit project plan.
- d) The outside auditor prepares the year-end audit report summarizing the prior fiscal year's financial results and meets with the Board to discuss its report and findings.
- e) Every five years, the Board considers whether to replace the auditor.

16. GASB 45 Report: Every three years, the Board engages the services of an outside actuarial firm to quantify the Library's liability pursuant to GASB 45, "Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions." The Finance Manager will provide information, documentation, calculations, and other information required by the actuarial firm in connection with its report.

17. Fixed Assets and Inventory: The Accounting Department maintains fixed asset and library material depreciation schedules incorporating a description of the item; the in-service date; total acquisition cost (including all fees, taxes, surcharges, delivery, installation, implementation, documentation, etc. costs to place the asset in service), the useful life, and monthly depreciation expense. The Finance Manager updates the schedules monthly to reflect additions, deletions, and depreciation expense.

- a) Fixed assets:
 - i) When the Library processes payment for the acquisition of a fixed asset, the Finance Manager scrutinizes accounts payable records monthly to determine whether the prior month's acquisitions qualify as capital expenditures and confirm the projected useful life and in-service date. In many cases, the Finance Manager contacts the Library employee to

- make a proper determination. In some cases, the Manager may consult with experts such as architects, engineers, contractors, manufacturers, and maintenance companies to determine the reasonable useful life of specific assets in accordance with GASB standards.
- ii) The Manager enters a general journal entry to book the acquisition to Assets.
 - iii) The Manager enters the acquisition into the depreciation schedule. The Manager assumes a mid-month convention when determining the date assets are placed into service.
- b) **Library Materials:** As part of the closing procedures each month, the Finance Manager transfers library acquisition amounts from the income statement to the balance sheet and posts the acquisitions in lump sum into the depreciation schedule.
- c) **Inventory:** Every three years beginning in FY 2015, the Finance Manager in conjunction with the Collection Services Supervisor will conduct an inventory of the collection by selecting a random sample of 400 titles (5% margin of error) from the Library's catalog and noting the number of titles missing from the shelves or indefinitely checked out. Based on the results of the sample inventory, the library will adjust its assets and depreciation schedule.
- d) **Write-offs:** When the Library retires an asset prior to its full depreciation, the asset is written off as follows:
- i) **Library Materials:**
 - (1) When the Director of Reference and Research approves the weeding of materials, a Library Aide withdraws the material from the collection, notes the date of withdrawal on the write-off form and sends the form to the Serials and Acquisitions staff who research the age and price. If the material is less than 10 years old, Serials and Acquisitions staff completes the write-off form and sends it to Accounting to record the write-off.
 - (2) When new material replaces existing material, the Serials and Acquisitions staff researches the age and price of the material. If the material is less than 10 years old, Serials and Acquisitions staff completes a write-off form, sends to a Library Aide to pull the material, note the date of withdrawal on the write-off form, and send the form to Accounting to record the write-off.
 - ii) **Other Assets:** If the Law Library disposes of other assets, the person responsible for the disposal notifies the Accounting staff who will research the age of the item and remaining asset value and record the write-off.

18. Grants

- a) No one shall apply for a grant, accept a grant or sign grant documents on behalf of the Library without the approval of the Executive Director.
- b) When the Library receives a grant, the grant's applicant will forward a copy of the executed grant documents to the Finance Manager.
- c) The Finance Manager will set up a file for the grant and maintain the contract along with any other financial correspondence regarding the grant.
- d) The Finance Manager will review the grant contract and other documents, meet with the grant applicant, and calendar critical dates on which financial or accounting information is required by the grantor.
- e) The Finance Manager will establish account numbers and subsidiary ledgers as required to track grant receipts and expenditures.
- f) The Finance Manager will oversee grant fund expenditures to ensure compliance with the grant contract and any restrictions imposed by the grantor.

19. Contracts

- a) The Executive Assistant maintains a copy in paper and PDF of the Library's contracts, including Library materials contracts, leases, license agreements, insurance policies, consulting agreements, engagement letters, etc.
- b) The Executive Director, Senior Directors, and Finance Manager have access to the PDFs. Others have access to select PDFs on a need to know basis. The Assistant maintains an access list showing those who may access the PDFs and what PDFs they are entitled to view.
- c) The Assistant maintains a shared calendar of contract termination dates and notifies the Executive Director, Senior Directors, and Finance Manager about calendar modifications.

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 APPROVAL OF ELEVATOR RFP.
- 4.2 JOINT POWERS AUTHORITY (JPA) OPTIONS RE CCCLL.
- 4.3 PRO BONO WEEK AFTER-REPORT.
- 4.4 BRANCH & REMOTE LOCATION OPERATIONS REPORT.

MEMORANDUM

DATE: November 19, 2013

TO: Board of Law Library Trustees

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

RE: Bid Package Approval: Elevator Hardware & Control Systems Upgrade

INTRODUCTION

Staff is requesting approval to solicit bids to upgrade all four elevators with new controllers, pumps, signals, door-openers, wiring, button panels and annunciators. This effort will address significant performance concerns, avoid future safety risks and bring the elevators up to current fire life safety codes. This is a budgeted item. The recommended action does not constitute a bid award. Award of the bid will require Board approval and is anticipated to occur no sooner than the January Board meeting.

BACKGROUND

Staff received written notice on January 25th, 2013 from ERM, the manufacturer of the elevator controllers currently in use at our main library building stating that parts are no longer available for these older relay-based controllers and any remaining outdated controllers still in service should be replaced with newer intelligent controllers. After an onsite inspection by Schindler Elevator, our current elevator service vendor, to assess current conditions, we received a written inspection report from Schindler Elevator on February 11th, 2013 (attached) stating:

“As of today, we are not aware of any immediate existing unsafe conditions with the controllers; however we have been experiencing faulty relays and selector functions that have caused the elevator to stop at incorrect floors multiple times. These types of faults could deliver passengers to incorrect floors and if a relay fails it could cause passengers to become entrapped between floors. This is not to say unsafe conditions will not occur, only to express that we have not experienced them to this point.”

At this time all four elevators are fairly functional. On occasion, the elevator doors will close on staff or patrons unexpectedly and one of the elevators (north-west members study elevator) will stop one floor higher than the requested floor causing a bit of confusion. We have also experienced numerous service interruptions due to frequent



equipment failure and maintenance issues requiring repair. As confirmed by our maintenance vendor, the elevators show significant signs of age and deterioration, are expensive to maintain, are subject to frequent service interruptions and are at risk for irreparable failure due to lack of parts. Accordingly, Staff recommended and the Board budgeted for the upgrade of the elevators.

UPGRADE PROJECT

The project to be constructed consists of the modernization and upgrade of Elevators #1 through 4, including installation of new car controllers and related machine room, door, hoistway and pit equipment, fixtures and communications equipment, provision of manufacturer warranties. The project scope also includes ongoing repair, maintenance, and inspections for a period of 3 years with an option, at the Agency's sole discretion, to extend an additional 3 years. The reason to include maintenance and inspections in the initial bid is that companies are reluctant to maintain work performed by another and therefore it is extremely difficult to obtain competitive pricing once the construction and upgrade work has been awarded. Moreover, it is inefficient and often challenging to assign responsibility and manage a vendor who is maintaining the work of another. Once the upgrades are completed the elevators will provide more intelligent access control so patrons will be able to enter and exit the building and parking structure without requiring assistance from security or library staff. The elevators will also be connected the facility security control and fire life safety systems. (Although budgeted, the work to link the separate control systems for emergency stop and card key access control is not included in this bid package as it would be performed by other vendors.) It is estimated the upgrades will take approximately 4-6 weeks per elevator to complete (in series to maintain access throughout the project).

ALTERNATIVES

After questions and discussion, the Board may choose to: proceed as recommended; amend the project description or bid documentation; or defer action concerning the elevator upgrade.

RECOMMENDATION

Staff recommends that the Board:

- 1) Designate Jaye Steinbrick as the Owner's Representative for this project;
- 2) Approve hiring a consultant to assist in review of the bid specifications and proposals (not to exceed \$5,000); and
- 3) Approve release of the bid package in substantially the form presented with complete technical specifications added.

Link to proposed Bid Package:

<http://www.lalawlibrary.org/pdfs/LALL-Elevator-Modernization-Bid-Doc.pdf>



Schindler Elevator Corporation

16450 Foothill Blvd.
Sylmar, CA 91342-1036
Phone: 818-336-3021
Fax: 818-336-3076

February 11, 2013

Mr. Jaye Nelson
L A Law Library
301 W 1St St
Los Angeles, CA 90012-3140

Attn: Mr. Jaye Nelson
Re: L A Law Library

Dear Mr. Nelson,

Per our phone conversations, this letter serves as clarification to the ERM/Oliver & Williams obsolete controller letters that were sent to you in January 2013. We are confirming that these controllers are obsolete and we can no longer get support or parts for these controllers. The manufacturer has stated due to the age of this equipment the controllers have a greater chance of failing and can create unsafe conditions. As of today, we are not aware of any immediate existing unsafe conditions with the controllers; however we have been experiencing faulty relays and selector functions that have caused the elevator to stop at incorrect floors multiple times. These types of faults could deliver passengers to incorrect floors and if a relay fails it could cause passengers to become entrapped between floors. This is not to say unsafe conditions will not occur, only to express that we have not experienced them to this point.

Our meeting on January 23, 2013 was to inform you that these controllers should be upgraded to reduce the current problems stated above. This upgrade will also reduce the chances of an unsafe malfunction down the road. There is no way for us to predict when this unsafe condition can happen or that it will happen. During our meeting, your interest in modernizing and upgrading these controllers was expressed and we are in the process of sending you a proposal for this type of upgrade. We will work together with you to upgrade these elevators and do our best to keep your elevators reliable and safe for existing and future passengers.

The letters provided by ERM/Oliver & Williams and by Schindler Elevator were intended to inform you that an "unsafe" condition is increased with older, outdated controllers. As mentioned above, we have not experienced nor foresee these conditions however the possibility is increased with this type of controller. Unsafe conditions are present with any vintage elevator as it is a mechanical machine that has multiple moving parts. Our intent is to decrease this safety concern as much as possible and this upgrade will assist all of us.

If you have any additional questions or need additional clarification please do not hesitate to contact me at 818-355-8110.

Thank you,

Gilbert Moreno
Sales Representative

AGENDA ITEM 4.0 | DISCUSSION ITEM 4.2

MEMORANDUM

DATE: November 19, 2013

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Discussion Regarding Opportunities for Collaboration Among County Law Libraries

No action is requested of the Board at this time. However, Staff seeks the benefit of discussion and direction regarding the Board's interest in pursuing collaborative opportunities with other County law libraries.

BACKGROUND

For a number of years, the Council of California County Law Librarians (CCCLL) has struggled with finding ways in which the various libraries can work together and remain both solvent and relevant. Given the declining revenues for County Law Libraries throughout the state, all of the law libraries are reducing collections, staff, hours and services. Many are using reserves to support their day-to-day operations and some are reporting that they are on the verge of ceasing to operate. Legislative solutions do not appear promising.

A year ago, the Board considered whether to pursue formation of a Joint Powers Authority (JPA) with other County Law Libraries. (Two attachments presented to the Board at that time are attached here for reference.) The consensus at that time was that the timing was not right, that LA Law Library should not take the lead and that prior to participation further work would need to be done to identify the specific benefit to LA Law Library in forming a JPA.

More recently, other County Law Libraries have expressed renewed interest in collaborative efforts for the benefit of all CCCLL members and the Board requested that the item be brought back for further consideration.

OPTIONS FOR CONSIDERATION

Working with other library directors, we have identified the following options for consideration. All items are entirely preliminary and conceptual.

1. Forming a JPA to negotiate for reduced rates for the purchases by libraries on an individual, as-needed basis. This might include:
 - a. goods (e.g., supplies and furniture)



- b. services (e.g., insurance coverage)
 - c. legal reference materials (e.g., books and online resources).
2. Forming a JPA to make a single statewide purchase on behalf of all member libraries. This might include:
 - a. services (e.g., insurance coverage)
 - b. legal reference materials (e.g., books and online resources).
3. Providing expedited delivery or e-delivery from LA Law Library to other County Law Libraries (so that they might minimize their collection while still providing access to resources). Payment for these services might be:
 - a. At standard rates
 - b. At a reduced rate to pro se litigants but full rate to others
 - c. At a reduced rate across the board
4. LA Law Library providing online services directly to the patrons of other County Law Libraries. Payment for these services might be:
 - a. At standard rates
 - b. At a reduced rate to pro se litigants but full rate to others
 - c. At a reduced rate across the board
5. LA Law Library providing other library services (e.g., collection acquisition and development services) to smaller County Law Libraries. (This is unlikely to be feasible as the smaller libraries have no revenue to pay for such services and are not engaged in significant collection development at this time.)

Thoughts regarding these ideas as well as suggestions of additional possibilities are welcome.

Please note that we are also pursuing additional non-revenue-based collaborative efforts (e.g., sharing resources for development of Law Day programming; identifying and documenting the role of County Law Libraries in the Chief Justice's Access 3D program; and sharing policies, marketing materials and other administrative materials).

RECOMMENDATION

That the Board of Trustees discuss the LA Law Library's participation in the development of a Joint Powers Authority (JPA) or other collaborative efforts by members of the CCCLL. .

Please see:

Attachment A – Memo from Sandi Levin, Legal Counsel (Confidential)

Attachment B – FAQ's on JPA's (provided by Fresno County Law Library)



DISCUSSION ITEM 4.2 | ATTACHMENT B

Frequently Asked Questions on Joint Powers Agreements For County Law Libraries in California

These are some of the questions that may be asked about joint powers agreements as a tool for meeting community access to legal information

Definition: What is a joint powers agreement (JPA)?

A JPA is a contract among units of local government to do whatever any one of those units of local government is authorized to do. A JPA permits county law libraries to complete their mission.

Characteristics: What are the characteristics of a JPA?

A JPA provides *flexibility* to meet law library goals, *protection* for local identity interests and *opportunity* to meet community needs for equitable access to legal information and resources.

Control: Who controls the JPA?

The JPA can be organized in any way the members wish. Most JPAs have a Governing Board made up of members and representatives of each participating government entities. The Governing Board sets the policy direction for the JPA.

Implementation: How are decisions of the JPA implemented?

The JPA can be organized in any way the members wish. Most JPAs have an Administrative Board. The Administrative Board implements the policies set by the Governing Board. A lead administrator is selected and approved by the Governing Board to coordinate the work of the Administrative Board for the Governing Board.

Core Local Interest Protections: What are the protections for the core local identity interests of small county law libraries?

The JPA can provide as many protections as the members want.

Most JPAs have a rule for all decisions of unanimity in the Governing Board, free exit provisions for each law library and agreement on what projects will be administered together and what projects will be administered separately. These protections assure the protection of the smallest county law library from larger libraries or majority control of such important issues as collection development and staffing.

Benefits: What are the benefits for county law libraries?

The JPA provides:

- Protection for **local authority** in public service decision making;
- Respect for local **community identity values**;
- Means to implement the statutory **purpose**;
- Improved patron and staff **education opportunities**;
- Increased **efficient use of county law library funding**;
- Improved links between law libraries and **industry partners**;
- A grassroots tool to meet statutory and strategic **needs of legislative leaders** for financial equity, data access equity and administrative efficiency; and
- Avoidance of significant additional **state mandates**.

Entry: How does a county law library join a JPA?

Each Board of Trustees passes a resolution to join the JPA and identifies a representative to serve on the Governing Board and Administrative Board.

Risks: What are the risks for county law libraries?

The JPA agreement, without a practical and significant track record of shared programs, risks dismissal by the legislature or stakeholders and disappointment by local library users.

Necessity: Is a JPA necessary for county law libraries to work together?

No, it is not a necessity and some avenues for collaboration have been used by county law libraries over the years. However, JPAs do utilize a comprehensive, “big picture” look at planning regionally as opposed to some consortia that deal strictly with one issue. JPAs also build trust among county law librarians and law library board members as they work together on issues of joint concern. JPAs also encourage the partnership of nontraditional entities to increase regional strength.

Exit: Is it easy to get out of the JPA?

County law libraries and cooperating parties make the JPA work through their agreements benefiting statewide access to legal information as a whole and as individual counties. If the JPA direction does not benefit the citizens of any county, the member gives notice of withdrawal as set out in the JPA.

Current Cooperative Program Effects: What effects will the JPA have on our current partnerships and cooperative arrangements through CCCLL? None. The JPA can accommodate the current partnerships and cooperative arrangements and provide opportunity for their coordination and improvement to meet local needs with less administrative effort.

Newness: Are JPAs new or old tools?

JPAs have been used between public libraries before for specific partnerships and resource sharing. JPAs have not been used in California by county law library leaders to position themselves for providing comprehensive and strategic legal reference services and acquisitions.

Governing Powers: What powers do individual Governing Board members have?

On behalf of their county, any Governing Board member may decide to support the idea and participate in its implementation, support the idea for the JPA without participating in its implementation, or veto any action by the JPA as a whole on that subject. All Governing Board members work to support the services of the joint powers agreement for all library users.

Challenges: How can a JPA assist law librarians and law library directors in meeting the challenges of providing law library services?

JPAs can provide the mechanism to address together the current challenges of access, collection development and organization, librarian and paraprofessional recruitment and retention, library facility standards and funding. The initial JPA may focus on the consortia acquisitions and licensing.

Avoidance: Is the JPA a strategy for consolidating county law libraries throughout the state?

No. The JPA is a supplemental tool available to county law librarians and trustees for providing legal information and services for the sustainable future. The JPA does not replace or compromise local entities. In addition the JPA does not prohibit county law libraries from the use of other tools, including consolidation, annexation, reorganization and dissolution if elected by the local board of trustees. The JPA can be used together with these tools or it can provide a framework to address important issues in a different way that can more effectively serve the local community identity values.

Minimum Standards and Other Recommended Goals: Can the JPA contribute to meeting goals identified by members of CCCLL?

JPAs are beneficial for the long-term improvement of legal reference services. JPAs are compatible and helpful with any other initiatives for improving the administration of justice or can become the central model for these improvements. JPAs can assist CCCLL members in efficiently and effectively meeting the standards development by CCCLL. JPAs can increase the efficiency of public fund usage for county law libraries. JPAs can contribute to the overall adequacy of law library services within regions of the state.

MEMORANDUM

DATE: November 19, 2013

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Pro Bono Week After-Report

This is an informational item only and no action by the Board is required.

INTRODUCTION AND SUMMARY

As you are aware, as part of the National Pro Bono Celebration, LA Law Library hosted its second annual Pro Bono Week Celebration (October 21-26, 2013). This year's Pro Bono Week Celebration expanded to include additional events promoting and delivering legal services for the public good. The week's calendar included multiple clinics, a volunteer recognition and networking reception and several free continuing legal education presentations. For the grand finale to the week-long celebration, we hosted a Public Legal Services fair where more than 25 legal aid organizations, social services, government agencies and community and faith-based groups participated and more than 1,000 members of the public received services and information.

In sum, this was a unique experiment that became a very visible, active and participatory weeklong countywide program that brought over a thousand new stakeholders to our doors. By almost any measure, the week was an enormous success. This report looks at a few of those measures to provide some perspective and a summary review of the week-long effort. Questions and comments from the Board are welcome.

STATISTICS

Although we did not have the ability to track service statistics in detail because of the large number of providers participating, some very basic statistics are that there were:

- More than 20 different events and programs;
- More than 25 service providers participating;
- More than 30 Print and Electronic News articles;
- More than 50 different subject areas covered;
- More than 100 different blogs posted;
- More than 200 online calendars;
- More than 300 Media Outlets picking up the story;
- More than 600 registrations for events;
- More than 1000 attendees at the Legal Services Fair; and
- More than 7,000 Google hits for "LA law library" "pro bono week" 2013.



VISION AND MISSION

The Law Library's new vision and mission statements call for the Library to be a "vibrant community education center in Los Angeles County," "a leader in providing public access to legal knowledge" and "a navigator facilitating access to the legal system." These words provide a near-perfect description of Pro Bono Week.

SPONSORS AND FINANCES

Remarkably – given the breadth and novelty of the programs – the Law Library was able to cover nearly all of its out of pocket costs through sponsorships and donations. (See attached Financial Report.) Of course, tens of thousands of dollars of staff time went into the Pro Bono Week effort without reimbursement, but that is consistent with our Mission and Vision.

The vision we had of promoting Pro Bono efforts and assisting those in need was shared by our many sponsors: The Friends of the Los Angeles County Law Library, Thomson Reuters, CEB, Bonhams, Ogletree Deakins, Community Trust Prospera Credit Union, former Los Angeles Dodgers pitcher, Bobby Castillo (whose participation led to the donation of a PSA by Fox Sports and Clear Channel), Maria's Italian Kitchen, Retrieve-it (an information retrieval company owned by one of our regular patrons) and the Printery. We are grateful for their generosity which made these events possible and look forward to their continued support for the Pro Bono Week mission and vision in the future. Nearly all have stated that they would like to sponsor again next year.

THE FAIR

The Public Legal Services Fair was organized to provide people of all ages the ability to receive service and to learn what no-cost and low-cost services are available to them.

Eliminating obstacles: One of the most significant challenges of pro bono work – for providers as well as those in need of service -- is how best to pair the individuals providing pro bono assistance with their prospective clients. The legal services fair was a novel, experimental concept that ultimately demonstrated the importance of putting numerous service providers in one place. Through the Public Legal Services Fair, the Library created opportunities to connect service providers to people throughout the county who need their help most.

Numerous providers commented regarding how helpful it was to learn what services **other** agencies provide in order to make effective referrals and create collaborations. (A mandatory networking lunch earlier in the week for the Fair participants helped establish the connections and initial exchange of information. A printed Directory of participants facilitated referrals as well.) Patrons commented as to how helpful it was to have multiple providers in one location so that they could find the correct source of assistance (which is particularly challenging for those unfamiliar with legal terminology). One patron surveyed the list of providers present, and stated that he would be grateful for the opportunity we had provided **even if he received no legal assistance**. He explained that just the process of contacting each of the various organizations and getting an appointment to speak with someone to determine if he was eligible for service was taking him weeks and was daunting; the Legal Services Fair shortened that process to under an hour.



The interrelationship of legal and social issues: One of the themes that emerged was the effectiveness of cooperation and collaboration between and amongst nonprofit legal services providers as well as community-based and social services providers. People came to the fair with legal problems but frequently these problems were intertwined with social-economic problems. As one of our partners told us when sharing lessons learned, many people showed up at her booth not only with their legal problems, but also because they needed help getting food stamps, disability payments and finding emergency shelter. Pulling in social services linked the legal services providers and their volunteer attorney to the means of addressing these needs while still addressing the legal problems. Indeed, some of the same women who came for haircuts and makeovers also attended a free information session on custody, domestic violence and child welfare. And others who came for programs on expungements, claiming unpaid wages and clearing juvenile citations also found help learning how to avoid credit scams, finding housing and locating mental health services. Social services providers who participated included the city and county public library systems, emergency housing assistance providers, mental health professionals, consumer protection agencies and grassroots community action organizations.

Promoting the Role of the Law Library: Another significant challenge to those providing pro bono and low-cost legal services is how to respond to those who do not qualify for service. Providers generally have very strict constraints on both subject matter and eligibility requirements. Depending on the severity of the constraints, a majority of the inquiries they receive may fall outside the scope of the provider's services – or they may simply be limited in the number of clients they can assist. The result is often frustration on both sides. At the Fair, by contrast, all of the providers were asked to refer patrons who were not able to locate free legal assistance to the reference desk for self-help services. They did so and many patrons successfully received assistance this way. For example, some people who were turned away from the expungement clinic because of high demand or ineligibility were able to receive assistance from Reference Librarians who had participated in expungement training (which now takes place regularly at the Law Library). Perhaps more importantly, though, the service providers who referred individuals to reference librarians overcame their discomfort with doing so, received positive feedback from patrons and developed a referral practice that they can now carry forward even when they are not physically present at the Library.

Feedback: Individual booths reported serving from 45 to over 200 visitors. Some examples of comments from providers about the Public Legal Services Fair:

“Thank you for including us in your event Saturday. It was so well orchestrated and well done. We appreciate your involving us! Please keep us on the list for next year.”

“I just wanted to tell you what a great event you hosted. It was really well run and informative. “

“I am amazed at how well run it was. I hope to work with you again in the future.”

“Congratulations to you and LA Law Library Staff! It was a great event. Our tally came out to 86, which really means we had close to hundred people drop by our table. I am so happy we got to be a part of it.”



CLASSES

This year's in-service training for public librarians was organized to educate public librarians throughout greater Los Angeles about legal services and referral resources for vulnerable populations. That connection allowed the providers and public librarians to become aware of the programming opportunities in public libraries that would benefit the clients we all serve. Due to the success of this training, we will be holding another in-service training for public librarians regarding online self-help risk assessment tools for consumers and individuals impacted by the foreclosure crisis.

There were a lot of hot topics on the agenda for the free series of MCLE trainings during Pro Bono Week. The trainings gave the legal community and experts in the field a venue to discuss and learn about collaborative family law, the ethics of unbundled legal services and comprehensive immigration reform in an informal setting. As one of our presenters from the Los Angeles Collaborative Family Law Association (LACFLA) shared on the LACFLA website: "I recently participated on a panel with my LACFLA colleagues, Fred Glassman, Mary Lund and Woody Mosten, for the Los Angeles Law Library Pro Bono Week. We presented to over sixty attendees on 'what is collaborative law?' The reception was overwhelming as attendees were attentive, asked questions and were very much involved. Most importantly, the LA Law Library staff was appreciative and thankful for our generous time and devotion to informing and educating the community."

Paralegals and law students were especially grateful for the opportunity to attend free classes.

MEDIA AND OUTREACH

As noted in the statistics above, the outreach and media coverage in both Spanish and English was phenomenal. There were on-air announcements on both television and radio. Over 20 news stations across the nation, including the Univision/ABC News fusion channel and Fox Sports Network provided announcements or coverage. Over 50 articles appeared in local, city, state and national print media and over 300 articles and announcements appeared on-line or in E-News. Over 200 on-line calendars across Southern California, statewide and nationally announced the events. Attached is a partial list of links to coverage.

Ten thousand flyers were posted in courthouses and libraries or distributed to the public via Neighborhood Councils, public libraries, churches, senior centers and our partner organizations. (Los Angeles Public Library delivered packets to 73 different libraries for us!) Flyers in Spanish and English somehow made their way into neighborhood coffee shops, schools and other community buildings never directly contacted by LA Law Library. Staff distributed flyers at conferences as well, which boosted CLE attendance throughout the week.

Given the success this year, we would expect even more media attention next year and hope for greater participation by elected officials as well.



LOGISTICS

The process had a few bumps and challenges along the way, but far fewer than expected for a first time effort, and we learned a lot. Having never done this before, everything from childcare to directional signage to booth placement was brand new. Assigning booths was like planning a wedding! However, the results were spectacular. The close quarters facilitated new relationships among the service providers and several new collaborative efforts (future joint websites, combined programs and educational efforts, etc) were immediately created.

The signage worked beautifully and allowed us to use every square inch of available space. (See attached Map and Schedule.) In fact, all available space both inside and outside was fully booked all day the day of the Fair. Additional service providers who wanted to teach classes or host a booth were turned away for lack of space. (A wonderful problem to have!)

The versatility of the Training Center was tested to its limits. The room transformations from theater style to clinic space to classroom and back again were phenomenal but labor-intensive. Lesson learned: order the programs to align similar set-ups and avoid late night or early morning transformations!

The directory of participating providers turned out to be much more work than originally anticipated – because rounding up the information was like herding grasshoppers. Still, it came out beautifully and was a huge hit with the providers. We have already revised procedures and forms to capture this vital information more efficiently next year.

The phone began ringing off the hook as soon as the week began and remained constant up until Fair day. Thank goodness technology services had created a separate pro bono telephone line and message box. By the middle of the week, we set up a system for routing, monitoring and returning calls (often providing information in Spanish).

Although childcare is well outside the scope of services normally provided at a Law Library, the children's area was well-staffed and beautifully arranged. The activities were diverse, robust and inviting. There were children's DVDs (donated by LAPL), an entire children's book library (purchased by staff roaming weekend library book sales), art projects (donated) and healthy snacks. Of course, there was also a waiver and release form and a set of written instructions for the parent or guardian. All ran smoothly. Now that we know what to expect, next year we can advertise the children's area more.

THE TEAM

It was certainly an 'all hands on deck' testimonial to the talents of the Law Library staff. So many people played important roles that I can't possibly list them all. The Pro Bono Week Committee – Janine Liebert, Malinda Muller, Jaye Steinbrick, Leigh Garcia and Adam Rosenblum– did a phenomenal job with all of the planning, logistics and just plain hard work that goes into a series of events like this! The committee's focus, tenacity, and long hours over the last several months succeeded in helping so many people in the community learn about their legal rights, options for help and the amazing human capital available at the Law on a daily basis.



Beyond that core group, though, the effort reached every department of the Library. Countless people volunteered at the events, gave introductions, acted like caterers and waiters, hauled furniture around, answered questions, made signs, posted signs and helped the public read the signs, those who answered the phones, redirected phones, escorted visitors in and out, set up computers and equipment and broke down computers and equipment, directed people into and out of parking, collected money, collected trash and collected business cards, talked to the press, talked to patrons and talked to our partner organizations and held down the fort while the rest of us were running around like crazy doing all these things.

Reference staff served as the face of the library providing introductions and serving as stewards at classes. The week's success created unexpected but wonderful consequences. Circulation stepped up whenever asked (often last-minute) to process the huge build-up of Constant Contacts additions, create 100s of sets of collateral materials, efficiently and with a great attitude.

Technology Services magically made clinics out of conference rooms and empty spaces, provided WiFi, equipment and even printing services wherever and whenever needed. Facilities kept everything working and coordinated parking and all manner of building services. (Sleep deprivation does not seem to compromise the creativity of our technology group.) Communications addressed each new challenge with talent, skills, patience, composure, creativity and a collaborative mind set. Communications put the finishing touches on logistics and signage, food platters, sign-in sheets, tent locations, press placement, perfecting the legal services fair map, printing the provider booth directories, final Constant Contact publicizing, coordinating volunteers, and making runs to the store for supplies. As the Fair approached, one had to wonder if the communications staff ever went home. But the result was terrific we received endless complements on every event.

Staff throughout the Library, including the Branch attendants, helped reach out to the community. Security patiently helped, moving unprecedented number s of patrons in and through the Library, with patience and respect.

Even friends, former employees and family helped out, translating flyers into Spanish, moving furniture and volunteering the fair, as examples.

The outcome was the recognition and value of our talents, the expansion of our relationship with the legal services community and the ability to capitalize on each other's strengths and common interests. The week, as a whole, opened new doors for future collaborations in the provision of education, information and programming through our library.

CONCLUSION

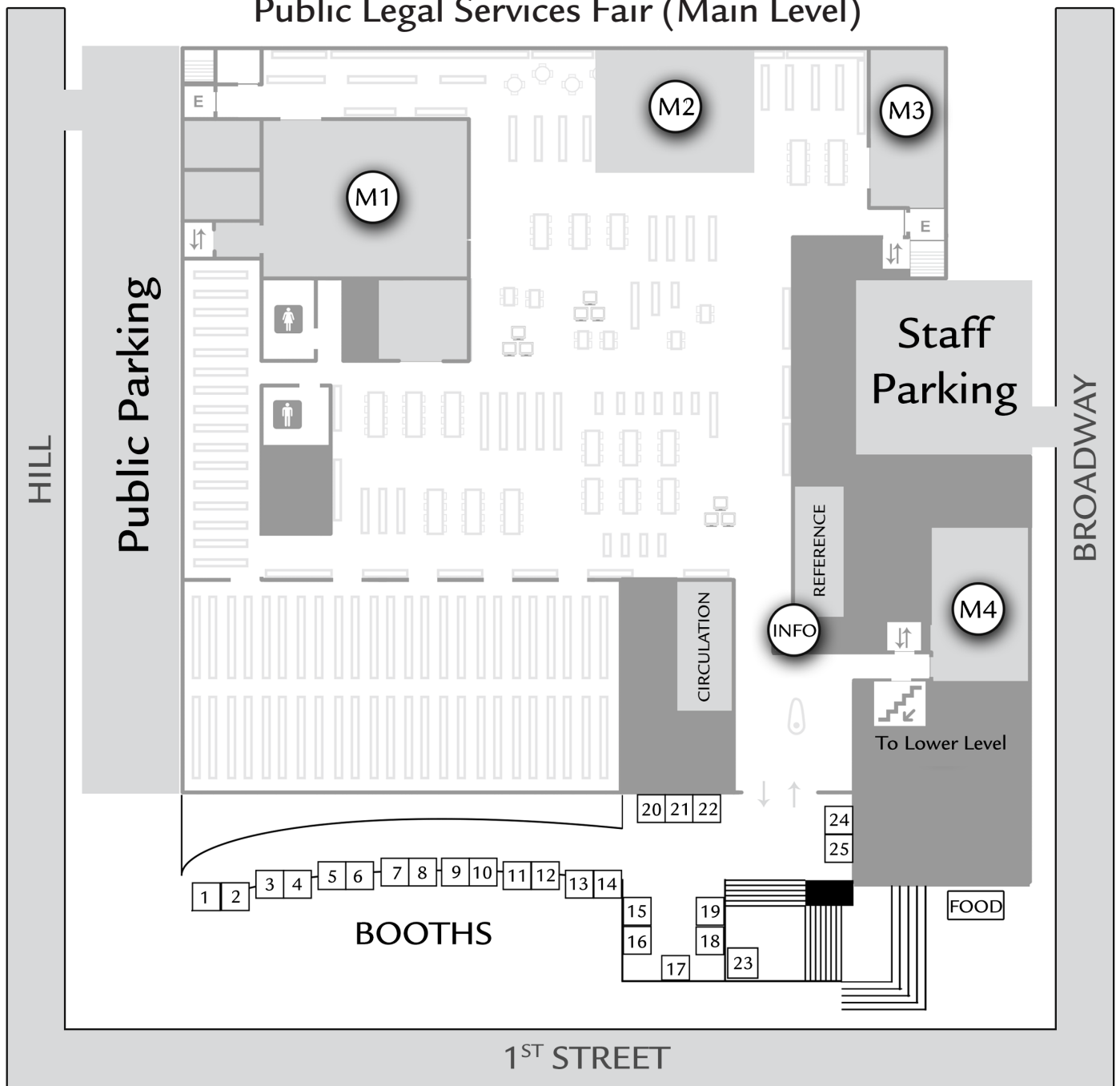
We were thrilled with the outcome and hope you are too. Staff representatives will be in attendance and welcome any questions or comments you may have.



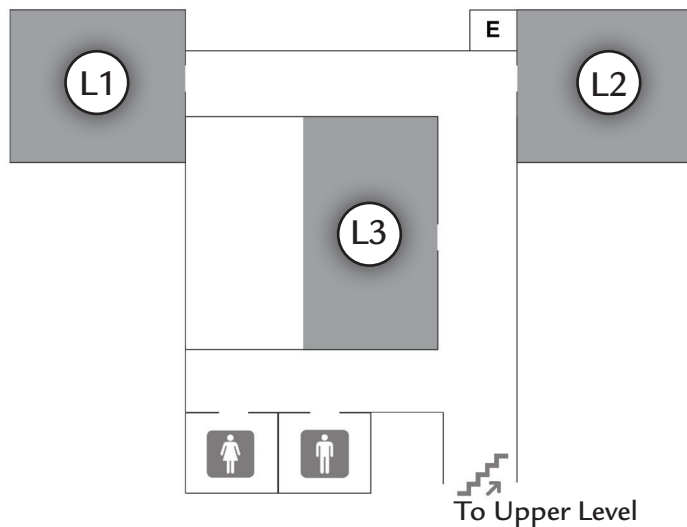
2013 PRO BONO WEEK SUMMARY OF REVENUE AND EXPENSES

Account No.	Account Name	Source No.	Description	Total		
Account: 330465	Special Events	BONHAMS	National Westminster Bank Fee	(25.00)		
			Sponsorship	1,000.00		
		CEB	Sponsorship	1,000.00		
		LACLL	Reception Revenue	153.00		
		MARIAS	In-kind Donation	500.00		
		OGLETREE(LA)	Sponsorship	500.00		
		SHELVIT	Sponsorship	100.00		
		THOMSON	Sponsorship	1,500.00		
		PUBLIC COUNSEL LAW CENTER	Reimbursement	600.00		
		JEFF THOMAS	Donation	5.00		
		MAKE OVERS THAT MATTER	Donation	15.00		
		COMMUNITY TRUST PROSPERA	Sponsorship	500.00		
	FRIENDS	Sponsorship	5,000.00			
Account: 330465 Total				10,848.00		
Account: 801360	Special Events Expenses	ALBERTSONS	Networking Lunch	(15.98)		
		BJ PARTY SUPPLIES	Chairs & Table Linens	(213.65)		
			Chairs & Tables	(2,272.05)		
		CHERRY PICK	Networking Lunch	(296.30)		
			Reception - Judge's Lunch	(32.95)		
		CORCORAN	Posters - (1) Logo & (1) Fair	(207.10)		
			Posters - (1) Welcome, (2) Sponsors Signs	(310.65)		
		COSTCO	Reception - Water, Cups, Plate	(250.42)		
		LACLL	In-house Printing	(452.10)		
		LIQUID CATERING	Bartender & Liquor Liability	(530.00)		
		MARIAS	Public Counsel Dinner - Catering	(454.09)		
			Reception - Catering	(940.36)		
		STUDIO 116	Reception - Audio/Visual	(1,120.00)		
		THE PRINTERY	Public Service Fair Flyers	(552.63)		
		LA LAWYERS PHILHARMONIC	Big Band Orchestra	(2,500.00)		
		OFFICE DEPOT	Name Badges	(5.98)		
		SECURITAS	Security	(150.00)		
		ROMERO MAINTENANCE SVC	Janitorial Service	(240.00)		
		MULLER/SMART&FINAL	Food Service at Events	(14.95)		
		MULLER/COSTCO	Food Service at Events	(29.37)		
		MULLER/USPS	Postage (PL flyers)	(18.65)		
		LEVIN/COSTCO	Food Service at Events	(403.46)		
		SMART&FINAL	Reception/Public Counsel Dinner - Supplies	(96.60)		
			Reception - Supplies	(116.98)		
		Account: 801360 Total				(11,224.27)
		Grand Total				(376.27)

Public Legal Services Fair (Main Level)



Public Legal Services Fair (Lower Level)



- MAIN LEVEL**
- INFO - Information Desk
 - M1 - Meeting Area 1
 - M2 - Meeting Area 2
 - M3 - Meeting Area 3
 - M4 - Meeting Area 4

- LOWER LEVEL**
- L1 - Clothes the Deal
 - L2 - Makeovers That Matter
 - L3 - Children's Room
 - S1 - Stairway



Time	Classes and Workshops	Location
09:30 am - 12:00 pm	Workshop: Clearing Criminal Records Presented By: Legal Aid Foundation of Los Angeles (LAFLA)	M4
10:00 am - 03:00 pm	Information Session: Citizenship Application Processing Workshop 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.	M1
11:00 am - 12:00 pm	Clothes the Deal - Morning Session Presented By: Clothes the Deal	L1
10:00 am - 04:00 pm	Makeovers That Matter Presented By: Makeovers That Matter	L2
10:00 am - 04:00 pm	Children's Room Presented By: LA Law Library Volunteers	L3
12:00 pm - 03:00 pm	Workshop: Legal Assistance with Juvenile Ticket Fines - No Appointment Needed Presented By: Public Counsel Law Center	M3
12:30 pm - 02:00 pm	Information Session: Custody, Domestic Violence and Child Welfare Presented By: The Harriett Buhai Center for Family Law	M4
01:00 pm - 02:00 pm	Clothes the Deal - Afternoon Presented By: Clothes the Deal	L1
02:00 pm - 03:00 pm	Information Session: Guardianships for Children: Know Your Rights Presented By: Bet Tzedek Legal Services	M4
02:00 pm - 03:00 pm	MCLE: Wage Claims Presented By: Neighborhood Legal Services of Los Angeles (NLSLA)	M2
03:00 pm - 05:30 pm	Workshop: Receive Assistance in Claiming Unpaid Wages Presented By: Neighborhood Legal Services of Los Angeles (NLSLA)	M4

Time	Booths	Location
10:00 am - 04:00 pm	Clothes the Deal	Booth 2
10:00 am - 04:00 pm	County of Los Angeles Public Library (CoLAPL)	Booth 3
10:00 am - 04:00 pm	Los Angeles Community Action Network (LA CAN)	Booth 4
10:00 am - 04:00 pm	People Assisting the Homeless (Path)	Booth 5
10:00 am - 04:00 pm	Inner City Law Center	Booth 6
10:00 am - 04:00 pm	Department of Consumer Affairs (DCA)	Booth 7
10:00 am - 04:00 pm	Federal Trade Commission (FTC)	Booth 8
10:00 am - 04:00 pm	Los Angeles Center for Law and Justice	Booth 9
10:00 am - 04:00 pm	Community Legal Services	Booth 10
10:00 am - 04:00 pm	Mental Health Advocacy Services	Booth 11
10:00 am - 04:00 pm	Christian Legal Aid of Los Angeles	Booth 12
10:00 am - 04:00 pm	Legal Aid Foundation of Los Angeles (LAFLA)	Booth 13
10:00 am - 04:00 pm	LACBA Barristers	Booth 14
10:00 am - 04:00 pm	Bet Tzekek Legal Services / California Consumer Justice Coalition (CCJC)	Booth 15
10:00 am - 04:00 pm	Harriett Buhai Center for Family Law	Booth 16
10:00 am - 04:00 pm	Grandparents as Parents	Booth 17
10:00 am - 04:00 pm	California Lawyers for the Arts	Booth 18
10:00 am - 04:00 pm	American Immigration Lawyers Association (AILA)	Booth 19
10:00 am - 04:00 pm	Los Angeles Public Library (LAPL)	Booth 20
10:00 am - 04:00 pm	Community Trust Prospera (CT Prospera)	Booth 21
10:00 am - 04:00 pm	Loyola Law School Center For Conflict Resolution	Booth 22
10:00 am - 04:00 pm	Press Booth	Booth 23
10:00 am - 04:00 pm	Bobby "Babo" Castillo - Former Dodger's Pitcher	Booth 24
10:00 am - 04:00 pm	CEB	Booth 25

DISCUSSION ITEM 4.3 | MEDIA COVERAGE ATTACHMENT

MEDIA COVERAGE

<http://astronomyandlaw.com/2013/10/16/adraft-51/>

http://events.sgvtribune.com/losangeles_ca/events/la-law-library-public-legal-services-fair-/E0-001-060175187-4

<http://southpark.la/event/la-law-library-pro-bono-week-public-legal-services-fair/>

https://www.facebook.com/MakeMusicLA?hc_location=timeline

<https://www.facebook.com/BellGardensLibrary>

http://www.ladowntownnews.com/news/legal-fair-coming-saturday/article_f378f6aa-3aaf-11e3-86d4-001a4bcf887a.html

<http://westhollywood.patch.com/groups/events/p/free-legal-services-clinics--fair--la-law-library>

<http://calibnews.wordpress.com/>

https://www.facebook.com/pages/The-Printery/109494719084209?hc_location=timeline

<http://ridley-thomas.lacounty.gov/index.php/free-legal-help/>

<http://mincla.org/2013/10/07/free-legal-services-at-la-law-library/>

<http://events.losangeles.cbslocal.com/search?when=next+30+days&q=LA+Law+Library>

<http://www.211la.org/public-legal-services-fair/>

http://abclocal.go.com/kabc/feature?section=resources/lifestyle_community/community/events&id=5885737

<http://www.probono.net/celebrateprobono/events/location.2013-10-01.California>

<http://www.artsforla.org/forum/pro-bono-week-la-law-library-oct-20-26>

<http://coloradoboulevard.net/?event=pro-bono-week-free-mcla-series>

<https://stonecanyonneighborhoodwatch.wordpress.com/2013/10/04/october-4-2013-newsletter-from-tom-labonge/>

<http://blog.publiccounsel.org/will-you-celebrate-national-pro-bono-week-with-us/>

<http://northhollywood.patch.com/groups/events/p/free-legal-services-fair-and-clinics--la-law-library>

[http://www.californiaprobono.org/socal/calendar/event.484530-SoCal MLP Collaborative Announces ABA Pro Bono Week MCLE Event](http://www.californiaprobono.org/socal/calendar/event.484530-SoCal_MLP_Collaborative_Announces_ABA_Pro_Bono_Week_MCLE_Event)

DISCUSSION ITEM 4.3 | MEDIA COVERAGE ATTACHMENT

<http://www.lafla.org/newsletter.php>

http://www.ladowntownnews.com/calendar/events/pro-bono-week-celebration/event_be13f874-2237-11e3-84c1-ffdbd96dc760.html

http://events.la.com/losangeles_ca/events/la-law-library-public-legal-services-fair-/E0-001-060175187-4

<http://losangeles.about.com/od/educationgovernment/a/Free-Legal-Advice-Law-Resources-Los-Angeles.htm>

<http://empowerla.org/alliance-of-river-communities-news/>

<http://empowerla.org/free-legal-services-at-la-law-library/>

<https://stonecanyonneighborhoodwatch.wordpress.com/2013/10/11/october-11-2013-newsletter-from-tom-labonge/>

8TH DISTRICT E-NEWS # 40/2013, October 10, 2013

http://w3.reddit.com/r/LosAngeles/comments/1nsot3/la_law_library_offers_free_classes_and_workshops/

<http://namisouthbay.com/2013/10/16/los-angeles-public-legal-services-fair-l-a-law-library/>

<http://empowerla.org/free-legal-services-at-la-law-library/>

http://cd12.lacity.org/AboutCouncilDistrict12/Calendar/LACITYP_026981

http://www.downtownla.com/0_01_eventDetail.asp?EventID=6778

MEMORANDUM

DATE: November 19, 2013

TO: Board of Law Library Trustees

FROM: Linda Heichman Taylor, Senior Librarian
Sandra Levin, Executive Director

RE: Branches, Partnerships and Remote Service Locations

SUMMARY

LA Law Library has commenced exciting, revitalizing changes to its branches and partnerships as part of its newly-adopted mission as a vibrant community education center in Los Angeles County. This report will update the Board regarding the changes that are underway to expand reference service and training classes to members of the community throughout Los Angeles County.

SERVICE MODELS

LA Law Library has 9 branch or remote locations in courthouses and public libraries in various parts of the county. Historically, some branches (e.g., Long Beach and Torrance) were staffed by branch assistants assigned solely to those branch locations, while others have had no staffing at all (e.g., Van Nuys, Pasadena).

To create more flexible, versatile and cost-effective operations at branch locations, while still maintaining the quality and consistency of LA Law Library service wherever located, the Law Library has developed several new service models.

Physical Site or Space: Branch locations take one of three forms:

- The eBranch is an interactive, walk-up computer experience with a robust self-help portal, a direct chat link to LA Law Librarians at the Main Branch, and video tutorials on how to perform computer functions. The self-help portal contains links to LA Law Library practice guides, court forms and legal websites pertaining to the most prevalent areas of law in which our visitors need assistance. There are no hard copy materials. eBranches will debut in Norwalk and Pomona soon.
- The eBranch hybrid combines the eBranch with a small Core Collection of law books. The hybrid also includes a copy machine. When the hybrid eBranch is unstaffed, visitors will have access to public computers and copier on a self-service basis. The hard copy materials are available for use when staff are present. This model opened at the new George Deukmejian Courthouse in Long Beach in early October. It is staffed nearly full time by LA Law Library branch assistants.



- The Library Partnership model is a small Core Collection of law books and public access computers located in a public library (partner) facility.

Staffing: The new system is based upon librarians roving to each of the LA Law Library locations throughout the County. Accordingly, all of the above service models will include at least one half-day each week at a regularly scheduled time where a law librarian will be present to assist and answer questions. The Law Librarians from the Main Location in downtown were offered the opportunity to “rove” one day per week to an alternate branch location (of their choice) to provide reference assistance, training and education (see below). Most opted to do so. Branch Assistants were also offered the opportunity to “rove” to the downtown Main Branch for training and development with the reference librarians. One has opted to do so.

Education: Each of the remote locations will also be developed as an educational and training center providing trainings for the public or other librarians. In some cases, trainings will be conducted in the same facility in which the branch is located (e.g., Torrance, Pasadena and potentially Santa Monica), while in others, the trainings will be held in nearby public library locations (e.g., Long Beach and Pomona) through cooperative agreements with those libraries.

Starting in January 2014, LA Law Librarians will begin providing monthly public classes at branch locations. Over time as opportunities arise, additional workshops and educational opportunities will be developed at the branch locations as well. For example, starting soon a walk-in, weekly Unlawful Detainer clinic will be hosted by the Pasadena Public Library on Thursdays. Also upcoming is a free expungement processing clinic for veterans to be hosted at the Lancaster Public Library partnership.

CONCLUSION

Staff is very excited about the new developments and wanted to share them with the Board. The Board is invited to share any comments, questions or direction at this time. No action is required.

