

AGENDA

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

REGULAR BOARD MEETING
Wednesday, November 18, 2015
12:15 PM
MILDRED L. LILLIE BUILDING
TRAINING CENTER
301 WEST FIRST STREET
LOS ANGELES, CA 90012-3140

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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

AGENDA MATERIALS

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the Oct. 28, 2015, Regular Board Meeting.
- 3.2 FY2016 Quarter 1 Financials and Review of October 2015 Checks and Warrants
- 3.3 FY15-16 1st Quarter Budget Review
- 3.4 Approval of Updated Job Descriptions
- 3.5 Google Project Update

4.0 DISCUSSION ITEMS

- 4.1 Pro Bono Week After-Report and Acceptance of Presentation from Piece by Piece
- 4.2 Approval of Board of Trustees Meeting Dates & Schedule for CY2016

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 CONFERENCE WITH LEGAL COUNSEL

The Library Board of Trustees finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the local agency in the litigation.

Existing Litigation (G.C. 54956.9(a))

Johnson vs. Los Angeles County Law Library (Case No. BC596902)

7.0 EXECUTIVE DIRECTOR REPORT

8.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, December 16, 2015.

POSTED _____ **THURSDAY, NOV. 12, 2015** _____ @ _____ **5:15 P.M.** _____

POSTED BY _____ **ANN MARIE GAMEZ** _____



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the October 28, 2015, Regular Board Meeting
- 3.2 FY2016 Quarter 1 Financials and Review of October 2015 Checks and Warrants
- 3.3 FY15-16 1st Quarter Budget Review
- 3.4 Approval of Updated Job Descriptions
- 3.5 Google Project Update

**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 28, 2015

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, October 28, 2015 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present: Judge Michelle Williams Court
Judge Ann I. Jones
Judge Mark Juhas
Kenneth Klein, Esquire
Judge Dennis Landin
Judge Richard Rico
Susan Steinhauser, Esquire

Trustees Absent: None

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

Also Present: Marcelino Juarez, Finance Manager

President Jones determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

No requests for public comment.

2.0 PRESIDENT'S REPORT

President Jones acknowledged and congratulated the LA Law Library on the success of Pro Bono Week. President Jones also recognized the successful outcome of the Pro Bono Welcome Reception as well as the resolution from the County Board of Supervisors and the City Council.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the Sept. 16, 2015, Regular Board Meeting.
- 3.2 FY2016 Quarter 1 Financials Update and Checks and Warrants Approval
- 3.3 Quarterly Strategic Plan Update
- 3.4 Approval of CalPERS Health Resolution
- 3.5 Quarterly Statistics

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

4.0 DISCUSSION ITEMS

- 4.1 Approval of Review and Receipt of Financial Statement Audit Report and SAS 114 letter for the Fiscal Year Ended June 30, 2015

Peggy McBride and Cristy Canieda from the Vasquez & Company Audit team were present to give a report. The Board discussed the report and changes to accounting practices.

Moved by Trustee Klein and seconded by Trustee Landin to approve the proposed recommendation. The motion was unanimously approved 7-0.

- 4.2 Update Re: Investment Strategy and investment Management Services

ED Levin announced a potential conflict due to personal investments with UBS and stepped outside during the discussion. Kelly Jay updated the Board on UBS investments and provided an update regarding the status of the Law Library investments in US Treasury obligations. Mr. Jay noted that LA Law Library is achieving a higher rate of return by investing in US Treasury obligations rather than the county pool.

The Board thanked Mr. Jay and requested a future agenda item to further discuss future investment options.

No action was taken.

4.3 Authorization to Donate Surplus Books to the Friends of the Los Angeles County Law Library.

President Jones explained the history and status of the Rare Book Collection and that the current books held at the library were previously removed from the active collection.

Moved by Trustee Juhas and seconded by Trustee Court to approve the proposed recommendation. The motion was unanimously approved 7-0.

5.0 AGENDA BUILDING

There were no items for agenda building.

EXECUTIVE DIRECTOR REPORT

ED Levin provided an update regarding vacancies and new hires.

6.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:12 p.m.

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, November 18, 2015 at 12:15.

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

Los Angeles County Law Library
Income Statement for the Period Ending September 30, 2015
(Provisional and subject to year-end audit adjustments)

Sep 14	Sep 2015			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
561,745	547,701	546,127	(1,574)	-0.3%
(62,884)	1,349	1,337	(12)	-0.9%
57,773	55,750	73,828	18,078	32.4%
<u>35,546</u>	<u>35,472</u>	<u>31,918</u>	<u>(3,554)</u>	<u>-10.0%</u>
592,180	640,272	653,211	12,938	2.0%
332,649	322,839	303,885	18,954	5.9%
0	0	52,511	(52,511)	0.0%
161,272	208,622	211,454	(2,832)	-1.4%
(161,272)	(208,622)	(211,454)	2,832	-1.4%
		0		
71,655	71,258	70,534	724	1.0%
7,139	10,675	6,304	4,371	41.0%
3,413	4,072	3,342	730	17.9%
855	629	237	393	62.4%
140	330	195	135	40.9%
145	350	164	186	53.1%
10,675	11,298	10,513	785	7.0%
<u>278,174</u>	<u>288,524</u>	<u>242,767</u>	<u>45,757</u>	<u>15.9%</u>
<u>704,844</u>	<u>709,975</u>	<u>690,451</u>	<u>(19,524)</u>	<u>-2.7%</u>
<u>(112,664)</u>	<u>(69,703)</u>	<u>(37,241)</u>	<u>32,462</u>	<u>-46.6%</u>
(5,757)	2,917	10,845	7,928	271.8%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>(118,453)</u>	<u>(66,786)</u>	<u>(26,396)</u>	<u>40,390</u>	<u>-60.5%</u>
<u>40,755</u>	<u>773,000</u>	<u>11,430</u>	<u>761,570</u>	<u>98.5%</u>

	FY 2014-15	FY 2015-16 YTD			
	YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
Summary:					
Income					
L.A. Superior Court Fees	1,722,627	1,679,561	1,707,563	28,001	1.7%
Interest	(43,397)	4,046	4,023	(23)	-0.6%
Parking	169,337	167,250	190,486	23,236	13.9%
Library Services	<u>192,566</u>	<u>210,728</u>	<u>205,318</u>	<u>(5,410)</u>	<u>-2.6%</u>
Total Income	<u>2,041,134</u>	<u>2,061,585</u>	<u>2,107,389</u>	<u>45,804</u>	<u>2.2%</u>
Expense					
Staff	990,953	983,336	927,422	55,914	5.7%
Electronic Resource Subscriptions	0	0	127,849	(127,849)	0.0%
Library Materials	540,421	626,046	455,182	170,864	27.3%
Library Materials Transferred to Assets	(540,421)	(626,046)	(455,182)	(170,864)	27.3%
Facilities	203,167	213,873	220,571	(6,698)	-3.1%
Technology & Data	23,782	34,425	19,247	15,178	44.1%
General	13,028	17,910	11,382	6,528	36.4%
Professional Development	5,787	6,363	3,245	3,118	49.0%
Communications & Marketing	244	2,500	542	1,958	78.3%
Travel & Entertainment	467	950	554	396	41.7%
Professional Services	14,688	17,094	17,378	(284)	-1.7%
Depreciation	830,978	860,986	724,891	136,095	15.8%
Total Expenses	<u>2,083,091</u>	<u>2,137,437</u>	<u>2,053,080</u>	<u>84,357</u>	<u>3.9%</u>
Net Income (Loss)	<u>(41,957)</u>	<u>(75,852)</u>	<u>54,310</u>	<u>130,161</u>	<u>-171.6%</u>
Investment Gain (Loss)²	(2,912)	8,750	14,649	5,899	67.4%
Extraordinary Income	0	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	<u>(44,977)</u>	<u>(70,018)</u>	<u>68,959</u>	<u>138,978</u>	<u>-198.5%</u>
Capitalized Expenditures	<u>44,374</u>	<u>773,000</u>	<u>11,430</u>	<u>761,570</u>	<u>98.5%</u>

Comments

Los Angeles County Law Library
Income Statement for the Period Ending September 30, 2015
(Provisional and subject to year-end audit adjustments)

Sep 14	Sep 2015							FY 2015-16 YTD					Comments	
	Actual	Budget	Actual	\$ Fav (Unf)				% Fav (Unf)	FY 2014-15 YTD Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)
Detailed Budget:														
Income:														
561,745	547,701	546,127	(1,574)	-0.3%	15	FIN	303300	L.A. Superior Court Fees	1,722,627	1,679,561	1,707,563	28,001	1.7%	For the first time in many quarters, court fees have come in above budget. Staff hopes this is an indication a more stable revenue stream.
Interest:														
0	0	0	0	0.0%	15	FIN	311000	Interest - LAIF	0	0	0	0	0.0%	
1,150	1,192	1,152	(39)	-3.3%	15	FIN	312000	Interest - General Fund	3,428	3,575	3,496	(79)	-2.2%	
181	157	185	28	17.6%	15	FIN	313000	Interest - Deposit Fund	540	471	527	56	11.8%	
(64,247)	0	0	0	0.0%	15	FIN	313100	Interest - CalPERS CERBT ¹	(47,472)	0	0	0	0.0%	
32	0	0	0	0.0%	15	FIN	313200	Interest - Bonds ²	108	0	0	0	0.0%	
(62,884)	1,349	1,337	(12)	-0.9%				Subtotal	(43,397)	4,046	4,023	(23)	-0.6%	
Parking:														
57,773	55,750	73,828	18,078	32.4%	39	FAC	330100	Parking	169,337	167,250	190,486	23,236	13.9%	Favorable variance due in part to a \$14K payment from City of LA re: 2014's Made In America event.
57,773	55,750	73,828	18,078	32.4%				Subtotal	169,337	167,250	190,486	23,236	13.9%	
Library Services:														
81	200	114	(86)	-43.1%	27	CIRC	330150	Annual Borrowing Fee	1,365	600	1,528	928	154.6%	Income related to annual fee to designate a messenger.
7,220	9,165	7,277	(1,888)	-20.6%	25	P&P	330140	Annual Members Fee	25,885	27,495	30,182	2,687	9.8%	Timing variance.
2,972	2,008	1,834	(174)	-8.7%	23	R&R	330340	Course Registration	7,255	6,024	4,471	(1,553)	-25.8%	Due to a \$1.3K payment to PCI for prior period parking by course attendees. A portion (approx 80%) will be offset by parking revenue from PCI 330100
5,943	4,500	6,225	1,725	38.3%	27	CIRC	330129	Copy Center	16,839	13,500	16,744	3,244	24.0%	Better than anticipated performance.
1,513	1,900	3,071	1,171	61.6%	27	CIRC	330205	Document Delivery	5,821	5,700	10,064	4,364	76.6%	Better than anticipated performance.
3,120	3,200	3,947	747	23.3%	27	CIRC	330210	Fines	9,997	9,600	9,909	309	3.2%	
9,408	10,511	4,679	(5,832)	-55.5%	15	FIN	330310	Miscellaneous	27,069	15,845	6,308	(9,537)	-60.2%	Google reimbursement not yet realized due to a delay in payment and preliminary test period. Additional volume in future months may regain lost ground.
2,437	3,585	1,365	(2,220)	-61.9%	39	FAC	330330	Room Rental	9,195	10,755	4,613	(6,143)	-57.1%	Timing variance.
374	250	0	(250)	-100.0%	27	CIRC	330350	Book Replacement	738	750	429	(321)	-42.7%	
0	0	875	875	0.0%	15	FIN	330360	Forfeited Deposits	0	0	875	875	0.0%	
0	0	0	0	0.0%	17	EXEC	330400	Friends of Law Library	85,000	120,000	115,000	(5,000)	-4.2%	
0	0	0	0	0.0%	25	P&P	330420	Grants	0	0	0	0	0.0%	
402	153	33	(120)	-78.6%	39	FAC	330450	Vending	1,327	459	196	(263)	-57.3%	
2,075	0	2,500	2,500	0.0%	37	COM	330465	Special Events Income	2,075	0	5,000	5,000	0.0%	Timing variance. A portion is offset by special event expense.
35,546	35,472	31,918	(3,554)	-10.0%				Subtotal	192,566	210,728	205,318	(5,410)	-2.6%	
592,180	640,272	653,211	12,938	2.0%				Total Income	2,041,134	2,061,585	2,107,389	45,804	2.2%	
Expenses:														
Staff:														
194,542	194,429	181,278	13,150	6.8%	ALL	501000	Salaries (benefits eligible)	574,909	583,286	538,220	45,066	7.7%	Favorable variance due to vacancies.	
0	(3,889)	0	(3,889)	100.0%	15	FIN	501025	Staff Vacancy Offset (Ben. Eligible)	0	(11,666)	0	(11,666)	100.0%	Already reflected in reduced salary expense
20,205	18,380	18,504	(124)	-0.7%	ALL	501050	Salaries (benefits ineligible)	62,811	55,139	55,396	(257)	-0.5%		
0	(368)	0	(368)	100.0%	15	FIN	501075	Staff Vacancy Offset (Ben. Ineligible)	0	(1,103)	0	(1,103)	100.0%	Already reflected in reduced salary expense
12,455	13,194	11,090	2,104	16.0%	15	FIN	502000	Social Security	38,471	39,582	34,189	5,393	13.6%	Favorable variance due to vacancies.
3,047	3,086	2,726	360	11.7%	15	FIN	503000	Medicare	9,132	9,257	8,128	1,129	12.2%	Favorable variance due to vacancies.
21,740	21,629	20,322	1,307	6.0%	15	FIN	511000	Retirement	64,791	77,999	73,703	4,297	5.5%	Favorable variance due to vacancies.
40,163	41,307	37,476	3,831	9.3%	15	FIN	512000	Health Insurance	117,831	123,920	116,521	7,400	6.0%	Favorable variance due to vacancies.
437	381	415	(34)	-9.0%	15	FIN	513000	Disability Insurance	1,280	1,142	1,209	(66)	-5.8%	

Los Angeles County Law Library
Income Statement for the Period Ending September 30, 2015
(Provisional and subject to year-end audit adjustments)

Sep 14	Sep 2015					FY 2014-15	FY 2015-16 YTD					Comments		
	Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
6,365	5,526	4,884	641	11.6%	15	FIN	514000	Dental Insurance	17,078	16,314	15,388	926	5.7%	Favorable variance due to vacancies.
775	631	607	23	3.7%	15	FIN	514500	Vision Insurance	2,054	1,862	1,705	157	8.4%	Favorable variance due to vacancies.
120	140	107	33	23.9%	15	FIN	515000	Life Insurance	331	420	309	111	26.4%	Favorable variance due to vacancies.
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
6,982	8,734	8,734	0	0.0%	15	FIN	516000	Workers Compensation Insurance	20,945	26,201	26,201	0	0.0%	
0	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	0	0	(96)	96	0.0%	
1,104	0	0	0	0.0%	25	P&P	514010	Temporary Employment	6,283	2,000	1,916	84	4.2%	
0	0	0	0	0.0%	13	HR	514015	Recruitment	89	0	79	(79)	0.0%	
0	0	0	0	0.0%	15	FIN	517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	15	FIN	518000	Accrued Vacation Expense	0	0	0	0	0.0%	
23,150	17,161	17,161	0	0.0%	15	FIN	518500	OPEB Expense	69,450	51,482	51,482	0	0.0%	
591	1,250	(229)	1,479	118.3%	15	FIN	518550	TMP	2,250	3,750	265	3,485	92.9%	Timing variance and reduction in usage of transportation reimbursement program
972	1,250	811	439	35.1%	15	FIN	518560	Payroll and Benefit Administration	3,248	3,750	2,808	942	25.1%	
332,649	322,839	303,885	18,954	5.9%				Total - Staff	990,953	983,336	927,422	55,914	5.7%	
Library Materials/Electronic Resources Subscription:														
108,096	165,833	237,263	(71,429)	-43.1%	23	R&R	601999	American Continuations	407,829	497,500	428,472	69,028	13.9%	Timing variance.
3,840	3,333	1,651	1,682	50.5%	23	R&R	602999	American New Orders	12,436	10,000	4,759	5,241	52.4%	Careful selection of new materials.
1,390	3,067	2,815	252	8.2%	23	R&R	609199	Branch Continuations	6,494	9,200	13,954	(4,754)	-51.7%	Timing variance and ERS accounting change.
0	75	0	75	100.0%	23	R&R	609299	Branch New Orders	0	406	0	406	100.0%	Expansion of print collection is not planned.
17,269	15,000	6,518	8,482	56.5%	23	R&R	603999	Commonwealth Continuations	43,118	45,000	71,035	(26,035)	-57.9%	Timing variance and ERS accounting change.
57	130	0	130	100.0%	23	R&R	604999	Commonwealth New Orders	87	390	0	390	100.0%	Careful selection of new materials.
20,691	11,250	5,236	6,014	53.5%	23	R&R	605999	Foreign Continuations	36,389	33,750	31,830	1,920	5.7%	Timing variance and ERS accounting change.
23	1,000	164	836	83.6%	23	R&R	606999	Foreign New Orders	611	3,000	398	2,602	86.7%	Careful selection of new materials.
8,043	6,667	9,225	(2,559)	-38.4%	23	R&R	607999	International Continuations	27,717	20,000	27,336	(7,336)	-36.7%	Timing variance and ERS accounting change.
1,414	333	0	333	100.0%	23	R&R	608999	International New Orders	2,034	1,000	0	1,000	100.0%	Careful selection of new materials
447	1,833	1,093	741	40.4%	23	R&R	609399	General/Librarianship Continuations	3,627	5,500	5,247	253	4.6%	
0	100	0	100	100.0%	23	R&R	609499	General/Librarianship New Orders	81	300	0	300	100.0%	Careful selection of new materials
161,272	208,622	263,965	(55,343)	-26.5%				Subtotal	540,421	626,046	583,031	43,015	6.9%	
(161,272)	(208,622)	(211,454)	(2,832)	1.4%	15	FIN	690000	Library Materials Transferred to Assets	(540,421)	(626,046)	(455,182)	(170,864)	27.3%	
0	0	52,511	(58,175)	0.0%				Electronic Resources Subscription	0	0	127,849	(127,849)	0.0%	To reflect changes in accounting treatment of subscription fees for electronic resources, this line item was added starting this FY per auditor's recommendation. Fund was originally budgeted across multiple funds earmarked for library materials purchases
Facilities:														
2,000	2,900	1,203	1,697	58.5%	39	FAC	801005	Repair & Maintenance	12,116	8,700	12,717	(4,017)	-46.2%	Unexpected \$9K HVAC repair in July.
612	2,050	1,108	943	46.0%	39	FAC	801010	Building Services	3,584	6,150	2,235	3,915	63.7%	Timing variance.
230	1,292	2,268	(976)	-75.5%	39	FAC	801015	Cleaning Supplies	4,057	3,876	2,268	1,608	41.5%	Timing variance.
11,490	10,356	11,367	(1,011)	-9.8%	39	FAC	801020	Electricity & Water	34,642	31,068	33,091	(2,023)	-6.5%	Increased usage due to higher temps.
4,568	0	966	(966)	0.0%	39	FAC	801025	Elevator Maintenance	5,345	0	3,864	(3,864)	0.0%	Delay of Elevator Upgrade Project.
0	2,602	4,554	(1,952)	-75.0%	39	FAC	801030	Heating & Cooling	7,424	7,806	11,739	(3,933)	-50.4%	Increased A/C usage due to higher temps.
21,071	23,705	24,428	(723)	-3.1%	15	FIN	801035	Insurance	63,213	71,114	73,284	(2,169)	-3.1%	
8,869	8,755	8,674	81	0.9%	39	FAC	801040	Janitorial Services	26,618	26,265	26,023	242	0.9%	
1,050	1,200	1,050	150	12.5%	39	FAC	801045	Landscaping	3,150	3,600	3,150	450	12.5%	Timing variance.
18,577	14,605	14,288	317	2.2%	39	FAC	801050	Security	25,818	43,815	48,986	(5,171)	-11.8%	Offset by Room Rental income.
1,726	1,750	52	1,698	97.0%	39	FAC	801060	Room Rental Expenses	12,873	5,250	893	4,357	83.0%	Timing variance.
677	938	0	938	100.0%	37	COM	801065	Special Events Expenses	947	2,914	565	2,349	80.6%	Timing variance.
0	100	0	100	100.0%	39	FAC	801100	Furniture & Appliances (<3K)	419	300	0	300	100.0%	Timing variance.
276	300	0	300	100.0%	39	FAC	801110	Equipment (<3K)	276	900	0	900	100.0%	Timing variance.

Los Angeles County Law Library
Income Statement for the Period Ending September 30, 2015
(Provisional and subject to year-end audit adjustments)

Sep 14	Sep 2015				FY 2014-15	FY 2015-16 YTD					Comments	
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)
0	140	0	140	100.0%	39 FAC 801115	Building Alterations (<3K)	0	420	0	420	100.0%	Timing variance.
462	325	346	(21)	-6.4%	35 CMS 801120	Delivery & Postage	1,019	975	1,172	(197)	-20.2%	Mass-mailings for security deposit project and Pro Bono Week.
<u>46</u>	<u>240</u>	<u>230</u>	<u>10</u>	<u>4.0%</u>	39 FAC 801125	Kitchen supplies	<u>1,666</u>	<u>720</u>	<u>585</u>	<u>135</u>	<u>18.8%</u>	Timing variance.
71,655	71,258	70,534	724	1.0%		Subtotal	203,167	213,873	220,571	(6,698)	-3.1%	
						Technology:						
1,089	1,321	2,337	(1,016)	-76.9%	33 TECH 801210	Software Maintenance	3,236	3,963	5,362	(1,399)	-35.3%	Software Upgrade originally budgeted as Capital Expense
825	1,491	1,337	154	10.3%	33 TECH 801212	Hardware Maintenance	2,476	4,473	3,413	1,060	23.7%	Timing variance.
0	1,200	0	1,200	100.0%	33 TECH 801215	Software (<\$3k)	0	3,600	0	3,600	100.0%	Timing variance.
214	0	0	0	0.0%	33 TECH 801220	Hardware (<\$3k)	763	2,400	2,439	(39)	-1.6%	
0	0	0	0	0.0%	33 TECH 801225	Computer Supplies	0	0	0	0	0.0%	
3,702	3,863	87	3,776	97.7%	33 TECH 801230	Integrated Library System	11,106	11,589	261	11,328	97.7%	Timing variance.
2,508	2,800	2,542	258	9.2%	33 TECH 801235	Telecommunications	7,346	8,400	7,772	628	7.5%	Timing variance.
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	0	0	0	0	0.0%	
(1,200)	0	0	0	0.0%	33 TECH 801250	Services	(1,144)	0	0	0	0.0%	
<u>7,139</u>	<u>10,675</u>	<u>6,304</u>	<u>4,371</u>	<u>41.0%</u>		Subtotal	<u>23,782</u>	<u>34,425</u>	<u>19,247</u>	<u>15,178</u>	<u>44.1%</u>	
						General:						
571	700	605	95	13.6%	15 FIN 801310	Bank Charges	1,739	2,100	1,653	447	21.3%	
656	680	678	2	0.2%	35 CMS 801315	Bibliographical Services	1,971	3,050	3,016	34	1.1%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
78	90	94	(4)	-4.7%	17 EXEC 801325	Board Expense	1,648	270	153	117	43.3%	
97	50	95	(45)	-89.5%	37 COM 801330	Staff meals & events	332	675	126	549	81.3%	Timing variance.
1,108	1,052	1,289	(237)	-22.5%	15 FIN 801335	Supplies - Office	2,858	2,815	2,204	611	21.7%	
0	0	0	0	0.0%	35 CMS 801337	Supplies - Library materials	559	1,200	0	1,200	100.0%	Reduction in incoming print materials. Supplies will be replenished as needed. Expecting favorable variance in coming months.
0	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	175	3,000	0	3,000	100.0%	Timing variance.
0	0	0	0	0.0%	25 P&P 801365	Grant Application Expenses	0	0	0	0	0.0%	
379	1,500	410	1,090	72.7%	27 CIRC 801370	Copy Center Expense	1,717	4,500	3,099	1,401	31.1%	Offset by increased revenue
0	0	78	(78)	0.0%	15 FIN 801375	General - Misc	96	0	797	(797)	0.0%	
488	0	93	(93)	0.0%	23 R&R 801390	Course Registration	1,897	300	271	29	9.6%	
<u>36</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>	17 EXEC 801395	Friends of Law Library	<u>36</u>	<u>0</u>	<u>63</u>	<u>(63)</u>	<u>0.0%</u>	
<u>3,413</u>	<u>4,072</u>	<u>3,342</u>	<u>730</u>	<u>17.9%</u>		Subtotal	<u>13,028</u>	<u>17,910</u>	<u>11,382</u>	<u>6,528</u>	<u>36.4%</u>	
						Professional Development:						
386	450	0	450	100.0%	ALL 803105	Travel	2,857	3,650	1,312	2,338	64.1%	Frugal planning and grant awards
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 miscellaneous	0	0	0	0	0.0%	
344	29	237	(207)	-710.8%	ALL 803115	Membership dues	1,157	163	710	(547)	-336.6%	Timing variance.
125	150	0	150	100.0%	ALL 803120	Registration fees	1,772	2,550	1,223	1,327	52.0%	Frugal planning and grant awards
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	0	0	0.0%	
<u>855</u>	<u>629</u>	<u>237</u>	<u>393</u>	<u>62.4%</u>		Subtotal	<u>5,787</u>	<u>6,363</u>	<u>3,245</u>	<u>3,118</u>	<u>49.0%</u>	
						Communications & Marketing:						
0	150	0	150	100.0%	37 COM 803205	Services	0	450	0	450	100.0%	Timing variance.
0	180	0	180	100.0%	37 COM 803210	Collateral materials	0	850	0	850	100.0%	Timing variance.
0	0	195	(195)	0.0%	37 COM 803215	Advertising	104	1,200	517	683	56.9%	Timing variance.
<u>140</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>	37 COM 803220	Trade shows & Outreach	<u>140</u>	<u>0</u>	<u>25</u>	<u>(25)</u>	<u>0.0%</u>	Unbudgeted expense
<u>140</u>	<u>330</u>	<u>195</u>	<u>135</u>	<u>40.9%</u>		Subtotal	<u>244</u>	<u>2,500</u>	<u>542</u>	<u>1,958</u>	<u>78.3%</u>	
						Travel & Entertainment						
0	0	0	0	0.0%	ALL 803305	Travel	12	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803310	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	

Los Angeles County Law Library
Income Statement for the Period Ending September 30, 2015
(Provisional and subject to year-end audit adjustments)

Sep 14	Sep 2015					YTD Actual	FY 2015-16 YTD					Comments		
	Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				
145	350	164	186	53.1%	ALL	803320	Ground transportation & mileage reimb.	455	950	554	396	41.7%		
0	0	0	0	0.0%	ALL	803325	Incidental travel expenses	0	0	0	0	0.0%		
145	350	164	186	53.1%			Subtotal	467	950	554	396	41.7%		
8,000	8,400	9,175	(775)	-9.2%	15	FIN	804005	Professional Services Accounting	8,000	8,400	10,690	(2,290)	-27.3%	Timing variance. Fees related to FY15 financial audit.
2,675	2,898	1,338	1,560	53.8%	17	EXEC	804008	Consulting Services	6,688	8,694	6,688	2,006	23.1%	Timing variance.
0	0	0	0	0.0%	17	EXEC	804010	Legal	0	0	0	0	0.0%	
0	0	0	0	0.0%	15	FIN	804015	Other	0	0	0	0	0.0%	
10,675	11,298	10,513	785	7.0%			Subtotal	14,688	17,094	17,378	(284)	-1.7%		
248,042	258,208	214,660	43,547	16.9%	15	FIN	806105	Depreciation:	739,723	774,623	640,556	134,067	17.3%	Change in accounting for ERS
30,132	30,317	28,107	2,210	7.3%	15	FIN	806110	Depreciation Exp - FF&E	91,255	86,363	84,335	2,028	2.3%	
278,174	288,524	242,767	45,757	15.9%			Subtotal	830,978	860,986	724,891	136,095	15.8%		
704,844	709,975	690,451	19,524	2.7%			Total Expense	2,083,091	2,137,437	2,053,080	84,357	3.9%		
(112,664)	(69,703)	(37,241)	32,462	-46.6%			Net Income Before Extraordinary Items	(41,957)	(75,852)	54,310	130,161	-171.6%		
(5,789)	2,917	10,845	7,928	271.8%	15	FIN	321000	Investment Gain (Loss) ²	(3,020)	8,750	14,649	5,899	67.4%	
0	0	0	0	0.0%	17	EXEC	401000	Extraordinary Income	0	0	0	0	0.0%	
0	0	0	0	0.0%	17	EXEC	901000	Extraordinary Expense	0	0	0	0	0.0%	
(118,453)	(66,786)	(26,396)	40,390	-60.5%			Net Income Including Extraordinary Items	(44,977)	(70,018)	68,959	138,978	-198.5%		
Capital Expenditures:														
40,755	5,000	0	5,000	100.0%	39	FAC	161100	Furniture / Appliances (>3k)	44,374	5,000	0	5,000	100.0%	Timing variance.
0	40,000	0	40,000	100.0%	33	TECH	161300	Electronics / Computer Hardware (>3k)	0	40,000	0	40,000	100.0%	
0	400,000	0	400,000	100.0%	39	FAC	164500	Exterior Building Repairs/Improvements (>3k)	0	400,000	0	400,000	100.0%	Timing variance.
0	28,000	0	28,000	100.0%	39	FAC	164000	Interior Improvements / Alterations (>3k)	0	28,000	0	28,000	100.0%	Timing variance.
0	300,000	11,430	288,570	96.2%	33	TECH	168000	Computer Software	0	300,000	11,430	288,570	96.2%	Portion expensed to "Software Maintenance GL 801210"
40,755	773,000	11,430	(761,570)	-98.5%			Total - Capitalized Expenditures	44,374	773,000	11,430	761,570	98.5%		
CalPERS CERBT Trust Fund ¹ :														
Beginning Balance								1,973,064						
Administrative Expense								(240)					CalPERS CERBT program cost.	
Investment Expense								(176)					Investment management cost.	
Unrealized Gain/Loss								(83,144)					Fluctuating market conditions. October month-end balance is \$1,956,998.	
Ending Balance								1,889,504						

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

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

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2015 - October 31, 2015 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 8	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	737.09	028845
	GAUNT	BOOKS	129.47	028846
	OTTO HARRASSOWITZ	BOOKS	1,418.35	028847
	KUBON & SAGNER	BOOKS	1,614.17	028848
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	520.00	028849
	SYNCB AMAZON	SUPPLIES-OFFICE	331.60	028850
	CHANNA CAJERO	MILEAGE	34.64	028851
	ESTHER EASTMAN	MILEAGE	27.60	028852
	CHRISTINE R LANGTEAU	MILEAGE	68.08	028853
	VASQUEZ & COMPANY LLP	ACCOUNTING	5,000.00	028854
October 9	DIANA M RIVERA	REFUND	125.00	028855
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	701.55	028856
	OTTO HARRASSOWITZ	BOOKS	871.32	028857
October 14	AT&T	TELECOM	402.00	028858
	BRIDGES FILTER SERVICE, INC	BUILDING SERVICES	511.59	028859
	CALCHAMBER OF COMMERCE	OFFICE SUPPLIES	261.59	028860
	CALIBER ELEVATOR	REPAIR & MAINTENA	3,388.00	028861
	COUNTY OF LOS ANGELES	BANK CHARGES	56.26	028862
	METROLINK	TMP	476.00	028863
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,674.17	028864
	STATE BOARD OF EQUALIZATION	USE TAX	309.00	028865
October 23	GUARDIAN	PREPAID EXP	7,510.88	028866
	MANAGE EASE INCORPORATED	CONSULTING	1,337.50	028867
	JENNIFER SEIDMAN	SPECIAL EVENTS EX	80.00	028868
	SOURCE ONE OFFICE PRODUCTS, INC	PREPAID EXP	1,351.60	028869
	CASALINI LIBRI	BOOKS	563.04	028870
	LIBROS CENTROAMERICANOS	BOOKS	68.45	028871
	LIBRERIA LINARDI Y RISSO A LINARDI	BOOKS	274.61	028872
	MARC CHRISTOPHER JOYCE	REFUND	140.00	028873
	VALERIE MALLA	REFUND	120.00	028874
	LESLIE L MULLEN	REFUND	140.00	028875
	JANICE PARIKH	REFUND	140.00	028876
	DOROTHY VINSKY	REFUND	140.00	028877
	AMERICAN EXPRESS ** VOIDED *****	BUSINESS CARD	0.00	028878
October 26	WELLINGTON Y KWAN	REFUND	125.00	028879
October 28	AMERICAN EXPRESS	BUSINESS CARD	853.74	028880

38,502.30

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2015 - October 31, 2015 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 2	CALIFORNIA LIBRARY ASSOCIATION	REGISTRATION FEE	160.00	V000634
October 6	CHERRY PICK CAFE	COURSE REGISTRAT	23.30	V000635
	STAMPS.COM	DELIVERY & POSTAG	300.00	V000636
October 8	WOLTERS KLUWER LAW & BUSINESS	BOOKS	951.00	V000624
	BLOOMBERG BNA	BOOKS	333.23	V000625
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,090.77	V000626
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	2,192.33	V000627
	JAMES PUBLISHING INC	BOOKS	129.71	V000628
	JURIS PUBLISHING INC	BOOKS	146.50	V000629
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	307.53	V000630
	WEST ACADEMIC	BOOKS	92.65	V000631
	THOMSON REUTERS	BOOKS	1,471.00	V000632
	YBP LIBRARY SERVICES	BOOKS	533.35	V000633
	OCLC INC	BIBLIOGRAPHICAL S	678.40	V000637
	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	8,733.50	V000638
	UNITED PARCEL SERVICE	DELIVERY & POSTAG	20.65	V000639
October 9	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	40.61	V000640
	AMERICAN SOCIETY OF ASSOCIATION	BOOKS	240.38	V000641
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	764.09	V000642
	BLOOMBERG BNA	BOOKS	242.83	V000643
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	68.37	V000644
	DATA TRACE PUBLISHING COMPANY	BOOKS	192.95	V000645
	JURIS PUBLISHING INC	BOOKS	84.50	V000646
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	455.60	V000647
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,000.00	V000648
	PRACTISING LAW INSTITUTE	BOOKS	378.52	V000649
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	369.13	V000650
	UNITED NATIONS PUBLICATIONS	BOOKS	279.49	V000651
	THOMSON REUTERS	BOOKS	68,607.35	V000652
	WILLIAM S HEIN & CO	BOOKS	1,980.05	V000653
October 14	ALTA FOODCRAFT	KITCHEN SUPPLIES	148.61	V000654
	BANDWIDTH.COM, INC.	TELECOM	284.20	V000655
	GLOBAL CAPACITY	TELECOM	363.05	V000656
	GLOBAL CAPACITY	TELECOM	71.47	V000657
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	696.39	V000658
	PAN AMERICAN PEST CONTROL CO	BUILDING SERVICE	276.00	V000659
	SECURITAS SECURITY	SECURITY	5,329.26	V000660
	STAMPS.COM	DELIVERY & POSTAG	24.99	V000661
	TEAM SOFTWARE	SOFTWARE MAINTEN	125.00	V000662
	TIME WARNER CABLE	TELECOM	1,200.00	V000663

114,804.96

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2015 - October 31, 2015 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 16	AMERICAN BAR ASSOCIATION	BOOKS	1,418.20	V000666
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,127.96	V000667
	BERNAN ASSOCIATES	BOOKS	82.00	V000668
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	609.46	V000669
	JURIS PUBLISHING INC	BOOKS	382.50	V000670
	OXFORD UNIVERSITY PRESS	BOOKS	74.67	V000671
	PRACTISING LAW INSTITUTE	BOOKS	530.03	V000672
	WILLIAM S HEIN & CO	BOOKS	458.43	V000673
October 23	WOLTERS KLUWER LAW & BUSINESS	BOOKS	404.00	V000678
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	90.78	V000679
	BERNAN ASSOCIATES	BOOKS	70.00	V000680
	BLOOMBERG BNA	BOOKS	221.01	V000681
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	719.55	V000682
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	397.01	V000683
	JURIS PUBLISHING INC	BOOKS	171.50	V000684
	PRACTISING LAW INSTITUTE	BOOKS	533.45	V000685
	TOWER PUBLISHING	BOOKS	40.00	V000686
	YBP LIBRARY SERVICES	BOOKS	253.06	V000687

120,970.37

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2015 - October 31, 2015 (CHECKS)
Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 14	L A DEPT WATER & POWER	ELECTRIC/FIRE	11,367.06	V000020

11,367.06

LOS ANGELES COUNTY LAW LIBRARY
October 1, 2015 - October 31, 2015 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 9	EX LIBRIS (USA) INC.	SOFTWARE MAINTE	11,343.99	TS00225558
October 27	MARY MARTIN BOOKSELLERS	BOOKS	12,792.00	TS00226402
	CALPERS	PREPAID EXP	47,447.26	TS00226434
			71,583.25	

MEMORANDUM

DATE: November 18, 2015
TO: Board of Law Library Trustees
FROM: Marcelino Juarez, Finance Manager
VIA: Sandra Levin, Executive Director
RE: FY15-16 1st Quarter Budget Review

Staff is pleased to report financial activities for the 1st quarter in fiscal year 2016 and that the Law Library’s budget variance year-to-date has been favorable. The first quarter financial statements were provided concurrently as Item 3.2 on the Agenda. Details and explanations of significant items are provided below.

Income

Court fees – Staff is pleased report a \$28K favorable variance. Our hope is that this is a reflection of court fees leveling out.

Library Services – The unfavorable variance in Library Services is primarily due to timing of receipts. Overall, Staff expects Library Services to meet budget expectations.

Parking – Continuing its trend from the prior fiscal year, parking revenue exceeded budget by \$23K. This is a reflection of increased weekend and after-hour traffic. Better lighting and signage implemented in FY2015 is also a factor.

Expense

Staff – The favorable variance in staff expense (salaries and benefits) is primarily due to vacancies, including the Facility Manager, IT Help Desk, Facility Clerk and Library Aides. Some of these positions have since been filled.

Electronic Resource Subscriptions (ERS) – As recommended by the Library’s outside auditors, the Library will now expense in current year database subscription fees previously capitalized and amortized over 10 years. This quarter, the Library will expense \$127K in subscription fees. The budget for this category is currently rolled into Library Materials.

Library Materials – This quarter the Library purchased \$455K in library materials, net of ERS budgeted here which are now expensed. The \$170K favorable variance must be further reduced by the \$127K ERS purchases. Doing this, the net favorable variance is \$43K.

Facilities – The small unfavorable variance in Facilities is due primarily to an unbudgeted and unexpected \$9K pneumatic controls calibration expense to maintain and correct our “unique” HVAC system. Additionally, the chilled water budget was also \$4K short of actuals, as a result of the unusually high temperatures this Fall. This budget item may be amended mid-year. Nevertheless, the negative variance was softened by lower than expected purchases in Building Services, Cleaning Supplies, Room Rental and Special Events.



Technology & Data – As budgeted except for a \$11K timing variance in Integrated Library Services and \$3K timing variance in Hardware.

General – As budgeted, with a \$4.2K timing variance in Office and Library Material Supplies.

Professional Development – Staff continue to be frugal. Conference expenses were lower than expected.

Communications & Marketing – As budgeted with a timing variance in Services, Collateral Materials and Advertising.

Travel & Entertainment – As budgeted.

Professional Services – As budgeted.

Depreciation – Favorable \$134K variance in depreciation expense in Library Materials as direct result of the prior period adjustment for Electronic Resource Subscription in the Library's fiscal year 2015 financial audit. This budget item may be revised mid-year. Depreciation expense for Fixed Assets is in line with budget.

Investment Gain (Loss) – The Library's Zero-Coupon Treasury Bill investment with UBS performed better than expected this first quarter at \$5K over budget.

Summary

Staff is pleased with this quarter's results. If Court Fees stabilize and parking revenue continues to grow, we may be looking at a model year for benchmarking the Library's future financial outlook. Staff welcomes the Board's comments and suggestions in any areas of this report.



FY 2014-15 1 st Quarter	FY 2015-16 1 st Quarter			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

Summary:

Income

L.A. Superior Court Fees	1,722,627	1,679,561	1,707,563	28,001	1.7%
Interest	(43,397)	4,046	4,023	(23)	-0.6%
Parking	169,337	167,250	190,486	23,236	13.9%
Library Services	192,566	210,728	205,318	(5,410)	-2.6%
Total Income	2,041,134	2,061,585	2,107,389	45,804	2.2%

Expense

Staff	990,953	983,336	927,422	55,914	5.7%
Electronic Resource Subscriptions	0	0	127,849	(127,849)	0.0%
Library Materials	540,421	626,046	455,182	170,864	27.3%
Library Materials Transferred to Assets	(540,421)	(626,046)	(455,182)	(170,864)	27.3%
Facilities	203,167	213,873	220,571	(6,698)	-3.1%
Technology & Data	23,782	34,425	19,247	15,178	44.1%
General	13,028	17,910	11,382	6,528	36.4%
Professional Development	5,787	6,363	3,245	3,118	49.0%
Communications & Marketing	244	2,500	542	1,958	78.3%
Travel & Entertainment	467	950	554	396	41.7%
Professional Services	14,688	17,094	17,378	(284)	-1.7%
Depreciation	830,978	860,986	724,891	136,095	15.8%
Total Expenses	2,083,091	2,137,437	2,053,080	84,357	3.9%

Net Income (Loss)

	(41,957)	(75,852)	54,310	130,161	-171.6%
Investment Gain (Loss)	(2,912)	8,750	14,649	5,899	67.4%
Extraordinary Income	0	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	(44,977)	(70,018)	68,959	138,978	-198.5%

0.0%

Capitalized Expenditures

	44,374	773,000	11,430	761,570	98.5%
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MEMORANDUM

DATE: November 18, 2015

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Updated Job Descriptions

SUMMARY

Staff recommends that the Board review and approve the updates of the nine job descriptions attached.

DISCUSSION

The Board is asked to approve the attached, redlined job descriptions. The revised job descriptions reflect the following updates:

- *Converting the IT Project Manager position from interim to regular:* The Interim IT Project Manager successfully completed the transition period and confirmed that the new structure is not only viable, but efficient and productive. We are pleased to now convert the interim position into a regular position.
- *Transfer of Scan Operation to IT Department:* The IT Project Manager, Library Technician Scanning and Support Supervisor Collection Maintenance job descriptions have all been modified to reflect that the scanning operation will now be part of the IT Department and report directly to the IT Project Manager. Since the Google Project is up and running and the IT Project Manager position is no longer interim, the scanning operation is more appropriately placed in Information Technology.
- *Modification of the Library Aide position descriptions:* The various Library Aide positions and Library Clerk (Reference) position have been updated to reflect the increasing need for cross-coverage and flexibility across positions and clarification regarding the preferences for experience and education for those positions.
- *Adjustment of responsibilities for event management and room rentals:* The Facilities Manager and Communications Manager (formerly Communications Coordinator) positions have been updated to reflect a division of responsibilities for events, placing client relations within



Communications and day-to-day event management within Facilities. This will allow Communications to focus on marketing, developing and maintaining relationships and Facilities to focus on maintenance and building operations.

Caveat: Because these changes affect the Library Aide positions, the proposed changes have been provided to SEIU for review. Once the Board has acted, SEIU will determine whether they wish to meet and confer regarding these changes. Should SEIU wish to discuss them, the changes will not be implemented until the meet and confer process has been completed.

RECOMMENDATION:

Staff recommends that the Board approve the attached job description for the positions of IT Project Manager, Support Supervisor Collection Maintenance, Library Technician Scanning, Library Aide Scanning, Library Aide Circulation, Library Aide Reference, Library Clerk Reference, Facilities Manager and Communications Manager.

Attachments:

1. Drafts of nine revised job descriptions.



LA LAW LIBRARY JOB DESCRIPTION

Title:	IT Project Manager (Limited Term)
Department:	Technology Services
Focus:	Information Technology Services
Reports to:	Senior Director, Information Services
Position(s) Supervised:	Senior Helpdesk Analyst, Helpdesk Analyst, <u>Library Technician, Library Aides (Scan)</u>
FLSA Status:	Exempt
Salary Grade:	6
Union Status:	Ineligible for Representation
Effective Date:	

Position Summary

Under the general supervision of the Sr. Director, Information Services, the IT Project Manager is responsible for providing a reliable, accurate, responsive, efficient, safe and secure information systems platform for library service delivery and hands-on management and support for our LA Library Data Center in a heterogeneous computing environment. Duties include troubleshooting system and LAN/WAN problems, routine administration tasks, performance tuning, capacity planning, security administration, documentation, end-user support and software installs and upgrades.

Responsibilities and Duties

Planning

- Assist the Executive Director and the executive team with long range planning and the development of operational and staff goals.
- Analyze user needs and recommend new projects, programs and services for various user groups.
- Participate in staff meetings, departmental committees and library-wide team activities.
- Assist with development of policies and procedures for responding to user comments, complaints and questions.

Technology

- Manage data and voice network operations; including staff and public computing, application software and telecommunications, as well as specific facility, meeting room and materials management systems.

- Monitor overall system performance; recommend improvements, and works with the management team to develop long-range technology plans.
- Develop, document and implement IT policies and processes.
- Maintain and troubleshoot hardware, software, and network issues. Ensure system integrity, reliability, responsiveness, security and compliance with library policies, e.g., Internet use. Develop and maintain a regular backup schedule and off-site backup storage.
- Develop and implement technology plans. Deploy sound project management practices including goal/problem identification and decision analyses.
- Ability to administer MS solutions, an active directory domain, group policies, roaming profiles, remote desktop terminal services, firewalls, VOIP, backups, content filtering, MS Exchange, meeting room control systems, library automation systems and other applications used in legal organizations and large libraries.
- Responsible for troubleshooting system and LAN/WAN problems, routine administration and maintenance of a computer network system in a heterogeneous computing environment.
- Responsible for repairing, diagnosing, maintenance and installation of all micro-computer/network hardware and software.
- Responsible for developing and maintaining help-desk and computer operator procedures.
- Responsible for maintaining all server and network device documentation and maintaining system administration logs.
- Review and maintain existing service contracts for hardware, software and telco/data service providers.

Staff Responsibilities

- Provide management, direction and guidance for specific assignments, projects and programs and ensure communications of project plans to supervisors and involved co-workers.
- Ensure instruction and training for new products and services developed for LA Law Library users.
- Coordinate required staff training, develop team and cross training process activities through in-service training, continuous education and extended learning opportunities.
- In conjunction with Human Resources, assist with job announcements, recruitment and hiring of staff
- Evaluate staff performance through regularly scheduled and annual evaluation process; recommend merit and promotional opportunities, discipline and termination.
- Participate in hiring, evaluation, counseling, and disciplining of direct reports.
- Report and act on violations of the Law Library's policies including its non-harassment policies.

Supervises technician and aide staff who handle and process scanning

- Coordinates scanning projects
- Oversees the flow of materials and makes appropriate task assignments to ensure they run smoothly and efficiently.
- Retrieves materials based on work lists, assigns long ID for each book, and sets up scanner.
- Participates in hiring, discipline and evaluation of scanning staff
- Develops written instructions and keeps them current

Other Responsibilities

- Attend professional activities and conferences.
- Read professional literature and contribute to professional publications.
- Foster team management by establishing and nurturing a work environment that will establish and maintain a high level of morale and productivity.
- Other duties as required.

Position Qualifications

Required

- B.S. in computer science or related studies.
- Demonstrated leadership skills and supervisory experience with an interest in long range planning and other administrative functions.
- Demonstrated proficiency in standard PC applications including as Microsoft Office, e-mail, web browsers, Adobe Acrobat and the ability to learn and implement new technologies.
- Ability to balance priorities and meet deadlines; Strong commitment to enhancing service through teamwork and proactive approach to library services.
- A strong technical background and familiarity with Internet, network hardware and software protocols and database applications. A solid understanding of information technology and its applicability to the library's internal operations and the provision of member services.
- The ability to work effectively under pressure and to manage multiple priorities under deadlines.
- Excellent interpersonal, written and verbal communication skills, problem-solving, organizational and mediation skills. A demonstrated ability to work harmoniously in a team setting.
- A high degree of creativity and flexibility. Must be able to work independently with minimum supervision, possess the flexibility to work off-hours, be available by SMS and able to handle numerous projects simultaneously.
- The ability to manage technical staff.

Preferred

- At least seven (7) years of related experience with at least three (3) years in a management capacity.
- Experience with native VOIP/SIP/STUN configuration and QOS.
- Experience working with integrated library systems (ILS) and any major accounting database systems.
- Demonstrated writing ability, including full report analysis and comparison.
- Teaching or training experience

Work Environment

Will be working in an office environment.

Physical Abilities Required

- Requires the ability to lift, push, and pull up to 50 lbs.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.
- Must be able to travel from one branch or partnership location to another.

Approvals

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

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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



LA LAW LIBRARY JOB DESCRIPTION

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

Position Summary

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

Responsibilities and Duties

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

Supervises clerk and aide staff who file and update materials

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

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

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

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

~~Supervises technician and aide staff who handle and process scanning~~

- ~~• Coordinates scanning projects~~
- ~~• Oversees the flow of materials and makes appropriate task assignments to ensure they run smoothly and efficiently.~~
- ~~• Retrieves materials based on work lists, assigns long ID for each book, and sets up scanner.~~
- ~~• Participates in hiring, discipline and evaluation of scanning staff~~
- ~~• Develops written instructions and keeps them current~~

Supervises clerical staff in support of Mail Room services

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

Participates in achieving divisional and departmental goals

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

Other miscellaneous duties

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

Position Qualifications

Required:

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

management and shelving activities.

Preferred:

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

Work Environment

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

Physical Abilities Required

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

Approvals

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

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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



LA LAW LIBRARY JOB DESCRIPTION

Title:	Library Technician
Department:	Scanning (CMS) Information Services
Focus:	Scanning
Reports to:	Supervisor, Collection Maintenance IT Project Manager
Position Supervised:	None
FLSA Status:	Nonexempt
Salary Grade:	3
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

The Quality Assurance & Scanning Technician supports the overall scanning processes of library scan projects performing various tasks including quality assurance by inspecting scanned images quality and entering data (copied from within the text of the scanned images) into our custom web-based software applications. This position will gather and organize printed materials identified to be digitized and see them through the defined scan process which includes entering material identification into log files, de-binding materials as needed, cropping/cutting pages to correct size, scanning via high-speed scanners and packaging scanned materials for recycling.

Responsibilities and Duties

- Prepares scanned materials by placing them in labeled boxes with printed manifest to be stored in house until ready for recycling.
- Examines and corrects scanned files for flawed images, missing pages, and other errors done by library scan aides. Reviews content of scanned materials to identify specific data to be copied into our custom web-based applications.
- Uses web-based applications to identify materials and associate categories, search criteria, etc. to the scanned files.
- Checks for accuracy and consistency of data entered and images scanned by library scan aides.
- Communicates discrepancies to Collection Maintenance Supervisor and documents appropriate note fields within custom web-based applications to identify the need for additional re-processing before packaging.
- Handles eBriefs: downloading, renaming, logging, and converting.
- Uploads files to FTP server to submit scanned images to other organizations.
- Creates CDs and makes backups for archiving purpose

- Other duties as assigned by the Collection Maintenance Supervisor.

Position Qualifications

Required:

- High School Diploma or GED
- Computer proficiency (Windows)
- Ability to type at least 40 wpm
- Excellent verbal and written communication skills
- Experience with digital imaging software
- Experience creating/manipulating PDF/TIF images

Preferred:

- Associate's Degree or higher
- Experience working with legal documents
- Experience working in a library environment

Work Environment

- Part-time office environment, part-time stack(shelf) space and warehouse areas of library
- Extensive data input
- Prolonged periods of viewing images on an LCD monitor
- Use of heavy equipment for removal of bindings and a large cutting machine.

Physical Abilities Required

- Must be able to lift 10 - 50 lbs.
- Ability to, but not limited to, walk, sit, stand, bend, stoop, push, pull, kneel, reach overhead as needed throughout the full work day.
- Strength, agility, and dexterity to remove document bindings using a specific tool.

Approvals

Immediate Supervisor

Date

Senior Director

Date

Human Resources

Date

Executive Director

Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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

LA LAW LIBRARY JOB DESCRIPTION

Title:	Library Aide
Department	Scanning (CMS) Information Services
Focus:	Scanning
Reports to:	Support Supervisor Collection Maintenance IT Project Manager
Position Supervised:	None
FLSA Status:	Non-Exempt
Salary Grade:	1
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

Assists in the scanning of briefs and other materials as directed.

Responsibilities and Duties

The following responsibilities of the Scanning Aide are performed under general supervision:

- Retrieves printed materials from multiple locations within the library and transports them in boxes to the Scanning Department.
- Enters meta-data into database using web-interface for briefs to be scanned offsite while maintaining a minimum average of 50 briefs per hour or higher.
- Enters meta-data into database using web-interface for briefs to be scanned onsite while maintaining a minimum average of 30 briefs per hour or higher including the logging, chopping, and scanning processes.
- Maintains a minimum of a 95% accuracy rate or higher.
- Prepares material for logging, scanning, removing binding if necessary.
- Scans printed materials with the high speed scanners checking material to ensure scan quality.
- Prepares material for logging, scanning, removing binding if necessary
- ~~Retrieves printed materials from multiple locations within the library and transports them in boxes to the Scanning Department.~~
- ~~Enters into scanned document database appropriate meta-data for matter to be scanned~~
- ~~Scans printed materials with the high speed scanners.~~
- ~~Checks scanned material to ensure quality.~~
 - Dispatches scanned material as instructed.
 - Recycles scanned briefs and boxes when QC process is complete.
 - Other assignments as needed.

Position Qualifications

Required:

- Must be able to read and understand written and oral instructions
- Requires the ability to spend focused attention for extended periods to minimize errors
- Careful attention to detail; good organization skills.
- Ability to operate scanning and binding equipment.
- High School Graduate or GED.

Preferred:

- Associate's Degree or higher
- Prior 1–2 years work experience in a Law Library

Work Environment

High volume scanning room. Some exposure to adverse environmental conditions such as dust and/or odors.

Physical Abilities Required

- Requires the ability to lift, push, pull up to 50 lbs
- May require bending, stooping, reaching, twisting and crawling
- Use of heavy equipment for removal of bindings and a large cutting machine.

Approvals

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

Statement of Employee



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

Signature _____ Date _____

Print Name _____

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

LA LAW LIBRARY JOB DESCRIPTION

Title:	Library Aide
Department:	Circulation
Focus:	Circulation
Reports to:	User Services Supervisor
Position(s) Supervised:	None
FLSA Status:	Non-Exempt
Salary Grade:	1
Union Status:	Eligible for representation
Effective Date:	September 25, 2015

Position Summary

Saturdays only, 9:00 AM – 5:15 PM. The purpose of this position is to be a direct, initial contact with Library users by professionally providing circulation services; performing other daily operational tasks including document delivery, looseleaf filing, and book shelving; and providing excellent customer service to library users whether in person, via telephone, facsimile, or e-mail.

Responsibilities and Duties

Assists patrons with the utilization of the Library materials and resources in a courteous and professional manner as needed:

- Registers new borrowers including review of completed application, collection of appropriate deposit and annual fees, and current proxy list based on established process and procedures;
- Re-opens closed borrower accounts based on established process and procedures;
- Charge and discharge library materials;
- Process requested material holds, renewals and items flagged for review;
- Issue library cards and complete non-borrower account records;
- Assists with use of library computers or equipment by patrons;
- Assists staff and users in efficiently finding appropriate materials and using library resources such as library computers and other equipment;
- Add items to item records and create on-the-fly records as needed
- Maintain accurate records of book sales and other supplies sold at Circulation Desk
- Assists in performing general tasks related to library operations, which may include opening library facilities, turning equipment on/off, [raising/lowering the flag](#), loading/unloading or moving book carts.
- [File and retrieve patron files](#)

Re-shelving:

- Re-shelves and retrieves library materials as directed to assist patrons, maintain order in the reading room and keep work spaces available for staff and users.
- Collects and organizes materials to be shelved.
- Shifts materials behind the Circulation desk as instructed.

Looseleaf filing:

- Files replacement pages in various looseleaf services as directed.
- Maintain an average productivity of 4 services per hour with an accuracy of 99%.

Maintain organization of hold, reserve, and re-shelving areas:

- Organizes and maintains shelves of library books, newspapers, CDs and audio materials
- Places library books/materials in appropriate shelving areas and files in appropriate order, reads labels to ensure materials are arranged in proper order.
- Shelf reads assigned areas on a regular basis

Participates in the achievement of division and departmental goals:

- May be requested to provide input on changes in policies and procedures;
- Collaborates with divisional staff to increase borrower base through new services and non-borrower usage.
- Communicates with supervisor, employees, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems;
- Performs other duties as assigned, which includes but is not limited to assisting with duties of other library departments.

Position Qualifications

Required

- High School diploma or GED
- Ability to think and work independently and be a self-starter
- Able to understand and follow-through with job tasks as assigned, complete tasks despite continuous interruptions, and organize workload according to established priorities to ensure timely completion of jobs.
- Ability to provide quality customer service through effective oral and written communication and interpersonal skills which demonstrate ordinary courtesy, respect, and tact. Ability to work on team projects when appropriate.
- Must be able to communicate and be understood in order to provide circulation services for Library including check-in and check-out of resources; maintain circulation desk area; update patron records

as needed.

- Must be able to read and understand written and oral instructions to assist users effectively; retrieve and re-shelve hold, reserve materials; organize books to be re-shelved; and other duties as assigned.
- Must be able to correctly organize materials according to the library's classification scheme. Possess the ability to use a personal computer. Ability to understand, retain, and recall instructions. Ability to concentrate and pay close attention to detail for extended periods in order to ensure accuracy when handling paperwork, materials, money, and files of all types.

Preferred:

- Associate's Degree or higher
- Prior 1-2 workyears experience in a Law Library
- Ability to use computers, especially as relates to library systems, office productivity tools and the Internet
- Knowledge of a foreign language
- Post-high school education
- Previous experience in customer service
- Previous experience shelving library materials
- Knowledge of Library of Congress Classification system
- Prior experience working in a Law Library.

Work Environment

Will be working in a busy office environment open to the public including a large reading room, general office environment and open and closed book stacks.

Physical Abilities Required

- Requires the ability to lift, push, and pull up to 50 lbs., including library materials, furniture, facilities equipment.
- May require physical activities such as bending, stooping, reaching, twisting and crawling.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Must be able to move to, and work in, different areas of the library as needed

Approvals

Immediate Supervisor

Date

Senior Director

Date

Human Resources

Date

Executive Director

Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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

LA LAW LIBRARY JOB DESCRIPTION

Title:	Library Aide
Department	Reference and Research
Focus:	Shelving, stacks, collection management, circulation services
Reports to:	Senior Librarian, Reference and Research
Position Supervised:	None
FLSA Status:	Non-Exempt
Salary Grade:	1
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

Assists Senior Reference Librarian, Collection Maintenance and Stack & Shelving Supervisors in providing quality customer services by keeping library materials up to date and in the correct location on the shelves.

Responsibilities and Duties

The following responsibilities of the Collection Management Aide are performed under general supervision:

Assists Collection Maintenance

- Retrieves volumes for filing, updating, binding, etc.
- May create Voyager item records and process materials utilizing established procedures
- ~~Files loose leaf material, pocket parts, microfiche, etc.~~
- Processes materials by targeting, stamping, etc.
- Retrieves recalled superseded materials from shelves.
- ~~Scans titles in the LLMC project.~~
- ~~Takes materials to the recycling bins.~~
- ~~Helps keep kitchen in order.~~
- ~~Other related assignments as needed.~~

Assists ~~Stack & Shelving Supervisor~~ Senior Reference Librarian

- Collects and organizes materials to be shelved
- Shelves materials in all areas of the collection
- Monitors shelving space and communicates the need for shifting materials
- Participates in shifting projects
- ~~Shelves a variety of materials in assigned locations~~
- Re-shelves used microfiches and microfilms
- Shifts materials as instructed
- ~~Scans titles in the LLMC project.~~
- Shelf reads assigned areas on a regular basis
- ~~Retrieves materials for CMS staff.~~
- Retrieves materials for Reference and Circulation staff.
- Other related assignments as needed.

Assists Continuations Supervisor

- Receives designated materials in Voyager check in and processes per established guidelines
- Checks shelves or pulls materials following specific instructions
- Files loose-leaf material, pocket parts, microfiche, etc.
- Provides backup to Mail Room
- Assists with shipping & receiving of Bindery materials
- ~~Scans materials for LLMC~~

Assists Circulation Supervisor

- Provide circulation desk coverage in the event of staff shortage
- Charge and discharge library materials
- ~~Assists with use of library computers or equipment by patrons~~
- Assists staff and users in efficiently finding appropriate materials and using library resources such as library computers and other equipment

Assists Facilities Manager

- Provides assistance with event set up and clean up
- Provides assistance with moving furniture or other heavy objects
- Assists with special projects requiring physical strength and exertion
- Takes materials being recycled to large recycling bins and informs Building Engineer when bins need to be emptied
- Helps keep kitchen in order.
- Other related assignments as needed.

Position Qualifications

Required:

- High School Graduate or GED.
- Must be able to read and understand written and oral instructions in order to be able to file and shelve correctly
- Requires the ability to spend focused attention on alpha and numerical details for extended periods to minimize errors in shelving and filing
- Ability to communicate effectively with users and staff. Careful attention to detail; good organization skills. Ability to work in a team environment with diverse staff

Preferred:

- Associate's Degree or higher
- 1-2 Prior work years experience in a Law-Library
- Ability to use computers, especially as relates to library systems, office productivity tools and the Internet
- Knowledge of a foreign language
- Post high school education
- Previous experience shelving library materials
- Knowledge of Library of Congress Classification system

Work Environment

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

Physical Abilities Required

- Requires the ability to lift, push, pull up to 50 lbs., including library materials, furniture, facilities equipment
- May require physical activities such as bending, stooping, reaching, twisting and crawling
- Must be able to move to, and work in, different areas of the library as needed

Approvals

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

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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

LA LAW LIBRARY JOB DESCRIPTION

Title:	Library Clerk
Department:	Collection Management Services (CMS) <u>Reference and Research (RRSD)</u>
Focus:	Collection maintenance, stacks, or shelving , <u>and circulation services</u>
Reports to:	Collection Maintenance Supervisor and/or Stack and Shelving Supervisor <u>Senior Librarian, Reference and Research</u>
Position(s) Supervised:	None
FLSA Status:	Nonexempt
Salary Grade:	2
Union Status:	Eligible for representation
Effective Date:	

Position Summary

Maintains files and updates more complex library materials and ensures that they are correctly housed on the shelves, and assists with circulation services as needed.

Responsibilities and Duties

The following activities are within the responsibilities of the Collection Management Clerk performed under general supervision:

Assists Collection Maintenance staff in updating material

- Retrieves volumes for filing, binding, etc.
- May create Voyager item records and process materials utilizing established procedures
- Takes materials being recycled to large recycling bins and informs Building Engineer when bins need to be emptied

Assists ~~Stack & Shelving Supervisor~~ Senior Librarian Reference & Research

- Organizes and shelves various areas of the collection per Library procedures
- Routinely communicates the need for shifting per guidelines and participates in shifting projects under general supervision
- Applies knowledge of Library's classification system by shelf reading assigned areas
- Scans materials for LLMC
- Work as a team leader in major shifting projects
- Retrieves materials from closed stacks for Reference and Circulation staff

- Other assignments as needed

Assists Continuations Supervisor

- Receives designated materials in Voyager check in and processes per established guidelines
- Checks shelves or pulls materials following specific instructions
- Provides backup to Mail Room
- ~~Assists with shipping & receiving of Bindery materials~~

Assists Circulation Supervisor

- Provide circulation desk coverage and copy center backup as needed
- Charge and discharge library materials
- Assist patrons with the use of library computers and equipment and with locating materials

Position Qualifications

Required:

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

Preferred:

- Associate's Degree or higher
- Previous work experience working in a law library or law firm
- Knowledge of a foreign language

Work Environment

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

Physical Abilities Required

- Requires the ability to lift, push, pull up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one job location to another.

Approvals

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

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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

LA LAW LIBRARY JOB DESCRIPTION

Title:	Facilities Manager
Department:	Facilities
Focus:	Facilities
Reports to:	Senior Director, Information Services
Position(s) Supervised:	Library Clerk (Facilities)
FLSA Status:	Exempt
Salary Grade:	6
Union Status:	Ineligible for Representation
Effective Date:	

Position Summary

Under the general supervision of the Senior Director, the Facilities Manager is responsible for the oversight and coordination of maintenance for all library equipment, building, and property. Manages and coordinates changes, renovations, new construction and alterations to the main downtown library building and branch locations. This position will also manage and coordinate all capital. In addition, this position will work closely with administrative staff to resolve facility related issues at all library locations. This position assists the Communications Manager to handles event and room rental coordination with staff and vendors, budget, and logistics ~~and space rental services~~. Finally, this position manages the planning, control, prioritization and completion of all activities for assigned areas.

Responsibilities and Duties

This list is intended to represent the main functions and not to be all inclusive.

Planning

- Conducts all pre-planning and coordination of office moves, additions, and/or changes; coordinates all necessary work to accomplish move/addition/change including but limited to cost estimates, bid sheets, CAD layouts, and contracts for construction and acquisitions
- Plans for utilization of space and facilities; inspects building and office areas to evaluate suitability for occupancy, ADA accessibility and Ergonomic compliance.

Facilities

- Develops, implements and monitors department budget; manages expenses within approved budget constraints
- Manages and coordinates the regular inspection of library equipment, building, and property; oversees maintenance including but not limited to offices, production areas, public areas and equipment

through development and implementation of preventative maintenance program.

- Responsible for managing the daily facility and grounds maintenance and custodial services pertaining to all library locations.
- Ensures all maintenance and repairs are completed in a timely, cost-effective manner according to all specification and enters maintenance service history into online maintenance tracking system
- Oversees maintenance of organization's physical operation including but not limited to refrigeration, heating, ventilation and air conditioning, kitchen equipment, emergency generator, plumbing, water treatment and electrical systems
- Interfaces with appropriate staff/managers, engineers and outside contractors to review, manage and coordinate communication with and work of outside contractors
- Gathers quotations from vendors for required repairs; schedules and coordinates repairs with service vendors ensuring jobs are completed on time and within approved spending limits
- manage and coordinates workers engaged in moving furniture and equipment, preparing facilities for occupancy, maintenance and repair of equipment, building and property
- Interfaces with library contracted parking vendor to periodically review performance and overall operations to ensure vendor compliance with contracted agreement.
- Prepare accurate and timely reports as required

Events

- In coordination with the Executive Director, Senior Director, and other departments, is responsible for planning, scheduling, and implementing special events at the Law Library
- Develops event budgets including outside resources, supplies, equipment, etc.
- Communicates with ~~third parties~~ outside vendors to confirm arrangements, obtain proper approvals, and ensure that Law Library policies are understood and followed
- Supervises or monitors the event to ensure success.
- Provide staff support for the annual Friends of the LA Law Library annual award event; ~~coordinate staff participation for the event~~

Safety

- Perform regular physical inspections of library grounds, buildings, equipment, and operations; identify hazards and incidents of regulatory non-compliance, and recommend corrective measures.
- Manages security vendor to maintain adequate coverage, library policies and security procedures.
- Provide ongoing safety and loss prevention training to various departments to reduce the frequency and severity of accidental losses.
- Ensures all fire and safety inspections are completed and any discrepancies corrected; ensures property is in compliance with all safety and sanitation policies, procedures and regulations
- Coordinates library employee safety programs, including the Safety Committee, and ensures staff training for emergence preparedness.

Other Responsibilities

- Oversees other special events and projects as needed.

Position Qualifications

Required

- Bachelor degree in a related field or equivalent related experience.
- Previous experience in facilities management, preferably in a library or multi-location setting; ability to read blue prints and mechanical drawings; ability to negotiate; good arithmetic skills; good computer skills; strong interpersonal skills.
- Previous project management experience; ability to conceptualize project responsibilities, analyze issues and problems, and develop solutions; ability to prioritize effectively and to manage multiple projects simultaneously.
- Strong proven supervisory skills and the ability to lead in a strong team-oriented work environment.
- Ability to communicate effectively and diplomatically with staff and patrons throughout the library as well as outside contractors and vendors.
- As demonstrated by experience, good judgment and ability to set and keep deadlines.

Preferred

- AutoCAD software experience.
- Previous experience with digital HVAC control system management.

Work Environment

Will be working in a busy office environment.

Physical Abilities Required

- Lifting ability: Medium, under 50 lbs. on a regular basis.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.

Approvals

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

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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

LA LAW LIBRARY JOB DESCRIPTION

Title:	Communications Coordinator <u>Manager</u>
Department:	Communications
Focus:	Communications
Reports to:	Senior Director, Information Services
Position Supervised:	Media Designer
FLSA Status:	Exempt
Salary Grade:	4
Union Status:	Ineligible for representation
Effective Date:	

Position Summary

The Communication ~~Coordinator~~Manager provides daily oversight and management ~~administrative support~~ for the Communications and Marketing function within Information Services. Duties include ~~general~~ research, analysis, strategy, planning, implementation~~coordination~~ and project based work. The Communications ~~Coordinator~~Manager projects a positive and professional ~~company~~library image through in-person, written and telephone interactions. The Communications ~~Coordinator~~Manager ~~also~~ supervises and ~~directs~~prioritizes the work of the Media Designer and department interns to assure timelines are met.

Responsibilities and Duties

Market Research

- Determine unmet needs and market structure (channels)
- Research new market opportunities and map out potential customers & competitors
- Contact and conduct initial follow-ups on prospective markets

Marketing Campaigns

- ~~Coordinate~~Strategize, plan and implement marketing campaigns for online, interactive media, and print publications.
- Confer with creative teams on brand imaging, product line development, and go-to-market plans.
- Coordinate with ~~marketing outreach~~, management, and technical groups to facilitate marketing functions (i.e. brochures, ~~trade shows~~collateral pieces, etc.)
- ~~Supervise~~Prioritize and direct the work of the Media Designer in the development of all materials for marketing campaigns with set timelines.

Support Services

- Provide status reports to ~~library senior~~ management on overall communications and marketing

activities

- ~~Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.~~
- Maintain hard copy and electronic filing systems.
- ~~Setup and coordinate staff attendance at meetings and conferences.~~
- ~~Support staff in assigned project based work, including but not limited to:~~
 - Develop procedures for contacting and qualifying leads
 - Develop procedures for updating prospect information
 - Develop procedures for competitive research and analysis
 - Researching and purchasing of target advertising in all media for niche markets
 - Correspondence to prospects and clients and prospects
 - ~~Coordination of~~ Oversee development of marketing pieces for print, internet, television and radio, including supervision of Media Designer
 - Develop procedures for E-Marketing/Internet marketing services for clients
- ~~Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.~~
- ~~Setup accommodations and arrangements for meetings with visitors.~~

Special Event & Room Rentals Coordination

- ~~Negotiates, drafts and finalizes all agreements/contracts with clients for library hosted events and room rentals.~~
- ~~Communicates event and room rental requests to~~ Assists the Facilities Manager for with planning, scheduling, and implementation and provides assistance where needed. ~~ing special events at the Law Library~~
- ~~Assists in the development of event budgets including outside resources, supplies, equipment, etc.~~

Performs other duties as assigned and required.

Position Qualifications

- Bachelor's degree (B. A.) from four-year College or University; or ~~one to two~~ four years related experience ~~and/or training~~; or equivalent combination of education and experience.
- Create and modify documents using Microsoft Office, Excel, PowerPoint and Abode ~~Illustrator~~ CS4 Creative Cloud.
- Experience ~~/Interest~~ in management of Internet media, publishing, software development, marketing and sales.
- ~~Knowledge of web development and content management systems a plus.~~
- Ability to read, analyze, and interpret general & legal business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must have strong organizational skills and pay close attention to detail

Work Environment

Will be working in an office environment.

Physical Abilities Required

- Requires the ability to lift, push, pull up to 25 lbs.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.

Approvals

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

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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



MEMORANDUM

DATE: November 18, 2015

TO: Board of Law Library Trustees

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

RE: Google Project Update

SUMMARY

This report provides a project update for the Google digitization project whereby Google is digitizing and making available to the public a portion of the Law Library's California briefs and records collection.

BACKGROUND

LA Law Library maintains what is believed to be the best and largest publicly accessible collection of California appellate briefs and records in the world, including material dating back to the 1850's. For approximately 6 years the Law Library worked on digitizing this collection in partnership with the Law Library Microform Consortium (LLMC). The project was considered a success in that the digitized briefs are useful to patrons and law libraries and highlight a unique resource in our collection which brings positive attention to the Law Library. However, the project was also expensive and time-consuming; after 5 years we digitized current materials and retrospective material back to the early 1990's. The vast majority of the briefs collection remained untouched.

In February 2015, the Board approved terms and authorized the Executive Director to negotiate agreements with Google to assist with the digitization of materials in the collection and make them available to the public at no charge on the Google site. At the July 22, 2015 Board of Trustees meeting, the 2015-16 Operating Budget was approved which included implementation of the Google Digitization project. The agreements were subsequently finalized and executed to implement the Board's direction.

DISCUSSION

The first test shipment took place in August and included 1 case of 40 volumes; this test batch was manually scanned by Google staff and our metadata loaded into the Google Books database. Our second shipment in September increased to 25 cases of 1,240 volumes which loaded successfully using a Google automated scan process. Our most recent October shipment included 128 cases, 5,423 volumes with no errors or exceptions. As we continue to improve and



streamline the process our monthly shipments are expected to increase. To date, 10,284 individual briefs have been processed, already a significant speed increase over processing and scanning all the materials in-house.

Moreover, part of the agreement with Google includes reimbursement at a specified rate for the time spent by the Law Library creating the metadata. To date, the cost of creating the metadata has not exceeded the reimbursement rate. Based on this experience, future processing should yield reimbursement consistent with budget.

To view a sample brief loaded on the google website please visit <https://books.google.com/books?vid=LALL:CA-B073734-AR>

RECOMMENDATION:

Staff is not requesting any action at this time.



AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Pro Bono Week After-Report and Acceptance of Presentation from Piece by Piece
- 4.2 Approval of Board of Trustees Meeting Dates & Schedule for CY2016

MEMORANDUM

DATE: November 18, 2015

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director
Janine Liebert, Senior Public Interest Librarian

RE: Staff Report re: Pro Bono Week After-Report

INTRODUCTION AND SUMMARY

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

As you are aware, as part of the National Pro Bono Celebration, LA Law Library hosted its fourth annual Pro Bono Week (PBW) Celebration October 24 through October 30, 2015. The week began with a Public Legal Services Fair on Saturday, October 24, after which the Law Library offered daily events throughout the rest of the week.

The week was an enormous success. This report summarizes the activities and provides some perspective on 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 events and providers participating, some very basic statistics about the week are:

- More than 20 Media Outlets picking up the story;
- More than 35 different events, classes and programs;
- More than 45 service providers participating;
- More than 50 Print and Electronic News articles;
- More than 50 different subject areas covered;
- More than 100 different blogs posted;
- More than 500 online calendars;
- More than 1100 registrations for events;
- Nearly 2000 attendees throughout Pro Bono Week; and
- More than 36,000 Google hits for "LA law library pro bono week 2015."

Pro Bono Week events were also selected for more than a dozen, front-page "on-line calendar picks" and made the top 10 out of 18M+ Google hits on "Free legal help+Los Angeles+2015".

The following statistics about the Pro Bono Week website were impressive as well:

- Number of sessions on the PBW website (Sept. 1 - Oct 30): 3,263
- Number of page views: 6,311 (up 20% over last year)
- Average session: 2 minutes 36 seconds



Locations: The Pro Bono Week site was visited by 268 different cities across the world. Los Angeles had the most hits with 63.04%. San Diego, Long Beach, and Pasadena were the next highest audiences.

VISION AND MISSION

The Law Library's 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

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 West, Lexis, CEB, Wolters Kluwer, The Kitchen for Exploring Foods, Cherry Pick, Penguin Random House and Bank of America. We are grateful for their generosity which made these events possible and look forward to their continued support of PBW in the future. Nearly all have stated that they would like to sponsor again next year. Through the generosity of these sponsors, the Law Library was able to cover all of its out of pocket costs including overtime. (See attached Financial Report.) Of course, tens of thousands of dollars of additional staff time went into the Pro Bono Week effort without reimbursement, but that is consistent with our Mission and Vision.

PRO BONO WEEK KICK-OFF RECEPTION

The Library kicked off Pro Bono Week with a Welcome Reception on Thursday evening, October 22, 2015. The evening featured music by Gary Greene, Esq. and his Big Band of Barristers, appetizers compliments of The Kitchen of Exploring Foods, and original mosaic artwork provided by Piece by Piece, an affiliate of Skid Row Housing Trust. The mission of Piece by Piece is to empower individuals living in poverty to develop marketable skills, self-confidence and a path to earned income through training in mosaic art. Numerous unique and beautiful mosaic pieces were featured throughout the Library during the entire week, and representatives of Piece by Piece, including artists, were present at the reception. Piece by Piece also had a booth at the Legal Services Fair, which was located at the Broadway entrance to the Library and featured a "work in progress". Members of the public were invited to observe and participate in creating a mosaic. The finished art piece, entitled "Justice" was created specifically for the Library, and will be displayed in the Library in recognition of the ongoing partnership between the Library and Piece by Piece.

PUBLIC LEGAL SERVICES 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.

Classes and Workshops: The classes and workshops during the fair covered an even wider scope of topics than last year's fair. See attached list of partnering organizations. Over 40 clients (with their families) were served by the five providers at the citizenship assistance clinic while Lawyers in the Library program sponsored by the Beverly Hills Bar Association Barristers served more than 80 people. Late arrivals and those few who could not be served due to subject matter coverage were referred to our reference staff and the Library's regular monthly Lawyers in the Library the following Friday.



Booths: Booths participants included legal aid organizations and lawyer referral services, disability rights and fair housing advocates, community development organizations, consumer protection agencies, grassroots community action organizations and city and county public library systems. Booths provided information and services to:

- Self-represented family law litigants
- Consumers resolving health access and service problems
- Runaway and homeless youth accessing services
- Disabled people seeking information about their individual rights
- Grandparents seeking information about their rights as caregivers for grandchildren
- Immigrant and low-income communities needing assistance
- Low-income and special needs children accessing the public education system
- Tenants facing eviction and other emergency housing problems
- Homeless individuals and families in need of housing and other emergency services

New booth participants included Advancing Justice – LA, Coalition for Humane Immigrant Rights of Los Angeles, Learning Rights Law Center, the Los Angeles Family Law Help Center, Our Children LA, Pacific Asian Consortium in Employment (PACE) and Rite-Aid (providing flu shots).

Eligibility and Screenings Booth: New this year, the Eligibility and Screenings Tent provided the opportunity for low-income individuals to determine their eligibility for legal aid. Attorneys from the Los Angeles Incubator Consortium and the Library's monthly Lawyers in the Library program assisted our legal aid partners with conducting the screenings and intakes.

CLASSES AND PROGRAMS

After the Fair, programming continued throughout the week, with an overall increase in the number and scope of classes for both the public and legal community.

Programs and clinics conducted by existing partners included a class on the appeals process taught by clerks from the California Court of Appeal, the ever popular landlord-tenant series and a class from the internally taught Civil Lawsuit Basics series. Classes on child custody and support and fair housing were once again popular as well.

New offerings included classes on how to talk to a lawyer, unbundled legal services, writs, summary judgment procedure in the federal courts and brief writing. For the first time, the Library also offered two new classes focused on criminal law – *Understanding Criminal Court Process & Terminology*, taught by the Alternate Public Defenders Office and *Know Your Rights When Interacting with the Police*, taught by a public interest attorney from the Los Angeles Incubator Consortium. Both classes were very well attended and reflected the need for public education in basic aspects of criminal law.

Importantly, the week also included the first trial run of the Library's new collaboration hosting Bet Tzedek's clinics to provide assistance with conservatorship petition preparation (formerly held in the courthouse).

There were 9.0 hours of free MCLE trainings during Pro Bono Week. The trainings gave the legal community, experts in the field and members of the general public with an interest in a particular subject a venue to discuss and learn about topics as varied as the



ethics of trauma-informed advocacy, medical/legal partnerships, domestic violence in the family law context, and high-need areas of pro bono practice, like expungement and probate.

The week also marked the fourth year in a row for several key collaborations:

- Public Counsel provided free one-on-one counseling by pro bono attorneys regarding debt, foreclosure and fraud-related issues.
- SoCal Pro Bono Managers held their annual Pro Bono Week event featuring an in depth discussion of the role of pro bono in serving local communities, led by a panel of speakers from the judiciary, legal aid and private practice. The Board's own Judge Mark Juhas of the L.A. Superior Court moderated the opening remarks.
- Southern California Medical Legal Partnerships Collaborative once again presented a discussion led by a panel of Medical/Legal Partnership attorneys on how to overcome bias to improve health and legal outcomes for vulnerable clients.

The Library held its second year of the book discussion series during Pro Bono Week with a new theme: social justice. Participants were invited to read and discuss *Just Mercy: A Story of Justice and Redemption*, by Bryan Stevenson, founder of the Equal Justice Initiative in Alabama. Participants included several attorneys, law students, a law professor, an employee of the Dept. of Corrections, a high school teacher, and several other attendees from a variety of backgrounds. The discussion was lively and enlightening – consistent with the Law Library's vision to be a "vibrant community education center in Los Angeles County"!

NETWORKING AND NEW CONNECTIONS

In advance of Pro Bono Week we hosted a networking meeting to provide information about logistics and expectations and to give the many providers an opportunity to meet and establish referral connections. This year, there were more than 30 organizations represented at the networking meeting which featured Presiding Judge Carolyn Kuhl as guest speaker.

Once again, we provided an online resource directory where participant organizations could find the main contact information, website and description for each organization, as well as handouts, forms and other useful information for provider participants in the week's events.

Throughout the course of the week, the Library also established and reinforced many new connections. Hundreds of new patrons signed up for the Library's email list. Once again, schools with paralegal programs offered extra credit to students who attended our pro bono week classes, introducing many new prospective attendees to the resources offered at the Library. Attorneys who were exposed to our programs for the first time signed up to support future Lawyers in the Library programs, expanding our volunteer base.

MEDIA AND OUTREACH

Over 50 articles appeared in local, city, state and national print and electronic media and nearly 200 announcements appeared on-line or in E-News. Over 500 on-line calendars across Southern California, statewide and nationally announced the events.



12,000 flyers were posted in courthouses, elected official offices or distributed to the public via Neighborhood Councils, public libraries, police departments, churches, senior centers and our partner organizations. (Los Angeles Public Library delivered packets to 73 different libraries for us!) Flyers 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.

The media highlights came in the form of a 3-minute live radio interview on KNX News 1070 and a 2-hour special filming with the nation's largest Asian news network NTD Global TV Network. (See <http://probonoweb.lalawlibrary.org/media/KNX1070.mp3> to listen to the radio broadcast and <http://probonoweb.lalawlibrary.org/> to view the televised interview.)

We were also honored to receive a proclamation from the Los Angeles County Board of Supervisors declaring the week of October 24th – 30th as National Pro Bono Week throughout the County and recognizing the services provided by LA Law Library to the community. The Law Library was also presented a Special Recognition from the City of Los Angeles, arranged by Hon. Herb Wesson, President of the Los Angeles City Council and signed by Mayor Eric Garcetti. Assemblywomen Patty Lopez's office showed support by offering opening comments at the Medical Legal Partnership class, also praising the work of LA Law Library in providing access to justice.

The reach of these organizations and offices exceeds five million people locally.

LOGISTICS AND SIGNAGE

Although it never ceases to amaze us how much time and effort it takes to plan a large event and account for all the contingencies – parking, signage, security, room set ups, AV equipment, catering, directions and clean up -- the results were incredible. Patrons found their classes and events without difficulty and the providers were well taken care of. Having learned from previous Pro Bono Week events, we minimized the number of set-up changes and streamlined the process.

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 (including the Training Center, Members Study, Annex, open classroom space in the 70's section and various other sections of the Reading Room).

The few changes that we did make this year included a 20-foot banner that hung from the railing in front of the library facing 1st street. The highly-visible banner promoted the Public Legal Services Fair with the website and phone number, ensuring all that walked and drove by the library were informed of the exciting upcoming event. Additionally, on the day of the event each booth at the Fair had matching header signs to easily identify our partner – giving it a consistent look and feel.

ATTENDANCE

This year's attendance was the highest Pro Bono Week to date with nearly 2,000 people in attendance. There were approximately 1,100 pre-registrations, 350 walk-ins and an estimated 550 patrons at events for which we did not offer pre-registration (Lawyers in



the Library; Conservatorship Petition Preparation Clinic; Individual Counseling on Debt, Foreclosure and Fraud; Citizenship Assistance Workshop and Eligibility Screening Tent). The highest attended event was the Welcome Reception which had more than 175 people in attendance.

VOLUNTEER PARTICIPATION

Volunteer recruitment for Pro Bono Week 2015 was more successful than ever. We were able to recruit more than 30 volunteers for the Public Legal Services Fair. The volunteer pool drew from staff and friends and family of staff; previous interns and library employees; high school students seeking service credit; and attorneys and others seeking opportunities to volunteer.

During the rest of Pro Bono Week, we had 19 staff members, two interns and two outside volunteers help with Registration Tables, Lawyers in the Library, So Cal Pro Bono Welcome and the SoCal Pro Bono Managers' National Pro Bono Celebration/CLE event. We received positive and constructive feedback from all volunteers regarding duties, procedures, expectations and enjoyment.

CONCLUSION

Pro Bono Week was a tremendous success. Please do not hesitate to ask any questions or make any suggestions. We look forward to next year being even bigger and better!

RECOMMENDATION:

Staff is not requesting any action at this time.



EXHIBIT A: QUOTES FROM PARTICIPANTS ABOUT THEIR EXPERIENCES WITH PRO BONO WEEK 2015

“Thank you for coordinating and producing such an outstanding pro bono week!”

“Very informative!”

“Today is the first day I felt I have hope!”

“My expectations were met beyond three-fold! Worth its weight in gold!”

“I would recommend to all persons. They don’t have anything like this anywhere else.”

“Great service.”

“It helps to be able to talk with a person who has legal expertise.” [Probate question at Lawyers in the Library]

“I was given all the information I wanted. It was appositive experience.”

“It provided me with certainty on what I did not know. Now I know the procedure to follow.”

“Answered every question with understanding. You guys are awesome!”

“I got to talk to an actual lawyer!”

“Thank you for providing a wonderful service for the people!”

“It was an excellent experience to me. I’ll recommend this program to others like my friends and neighbors!”

“Cared for; taken care of; questions understood and answered.”

“Your clinic is strategically located in the Law Library where research can prepare person to ask succinct questions specifically addressing issue. The Library environmental resources from books to research computers to personnel to references – just excellent.”

“I must say it was truly a great event which was well-thought out in every way. I hope we can participate again in the future.”

“It was a pleasure to be a part of such an inspiring day of service you helped organize so well!”

“It was my personal pleasure to make a small dent in a notably-considerable amount of need. And I'm honored to be associated with our board members who took up the laboring oar on making this program work. I look forward to continuing what is rapidly becoming an annual event for our Barristers.”



“On behalf of SoCal Pro Bono Managers, thank you again for all your support this year on ABA Pro Bono Week. Your generosity in hosting the post-event reception worked out very well. We appreciate your ongoing support with SCPBM events and look forward to the future.”

“On behalf of the SoCal MLP Collaborative, thank you for hosting the MCLE today. We really appreciate the opportunity to work with the library. We also appreciate you coordinating with Assembly Member Lopez's office to enable us to highlight pro bono work to her staff.”

“The support from the entire Law Library team, both last night and every year, is something for which we at Public Counsel are so grateful. By coordinating the client outreach, and providing the Library’s exceptional and conveniently located resources, you enable us to activate and engage large numbers of talented lawyers and legal professionals to help some of the most troubled individuals in our community. That really **is** such sweet music. We look forward to many more collaborations with you and the entire Law Library staff. It is such a privilege to work with you all.

“In addition to great coordination for an excellent week of events, we admire you and the entire LA Law Library staff for excellent follow-up!”

“Through teaching the subsidized housing portion of the class on landlord-tenant housing issues, we educated and increased the awareness of subsidized housing issues among over 30 audience members and made meaningful connections with attorneys at Housing Rights Center and the Eviction Defense Network. We truly value this opportunity to do educational outreach to the community and collaborate with other attorneys in housing law. We look forward to continuing to partner with the LA Law Library on similar educational presentations!”



EXHIBIT B: EXAMPLES OF PROMOTIONAL LINKS – PRO BONO WEEK 2015

Pasadena Star News: http://events.pasadenastarnews.com/losangeles_ca/events/adult-name-change-work-/E0-001-084027635-8@2015100911

Cal Lawyers Magazine: <http://www.callawyer.com/pro-bono/>

City Pulse: <http://www.citypulse.io/event/4522349/business-professional/la-law-library/citizenship-assistance-workshop/24-oct-15>

LA Weekly: <http://www.laweekly.com/event/la-law-library-public-legal-services-fair-6078923>

<http://www.free-los-angeles-lawyers.com/free-legal-advice-in-los-angeles>

Altadena Public Library: <http://www.altadenalibrary.org/legal-resources>

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

Craigslist: <http://losangeles.craigslist.org/lac/eve/5246014749.html>

Altadena Public Library: <http://www.altadenalibrary.org/legal-resources>

BHBA: <http://www.bhbaweb.com/barristers/>

K-Earth: <http://events.kearth101.cbslocal.com/search?when=future&q=LA+LAW+Library>



EXHIBIT C: EXISTING PARTNERS, PARTICIPANTS AND COLLABORATIONS

Advancing Justice – LA
Bet Tzedek Legal Services
Beverly Hills Bar Association Barristers
California Court of Appeal for the Second Appellate District
California Lawyers for the Arts
Central American Resource Center (CARECEN)
Christian Legal Aid of Los Angeles
County of Los Angeles Public Library
Disability Rights Legal Center
Grandparents as Parents
Housing Rights Center
Law Office of Michelle C. Hopkins
Legal Aid Foundation of Los Angeles (LAFLA)
Los Angeles Collaborative Family Law Association (LACFLA)
Los Angeles County Department of Consumer and Business Affairs (DCBA)
Los Angeles Food Bank – CalFresh Dept
Los Angeles Incubator Consortium (LAIC)
Los Angeles Public Library (LAPL)
Mental Health Advocacy Services (MHAS)
Mindful Warrior Project
National Association of Latino Elected and Appointed Officials (NALEO)
Neighborhood Legal Services of Los Angeles (NLSLA)
Our Children LA
People Assisting the Homeless (PATH)
Piece by Piece
Public Counsel
San Fernando Valley Bar Association
SoCal Pro Bono Managers
SoCal MLP Collaborative
USC Small Business Clinic

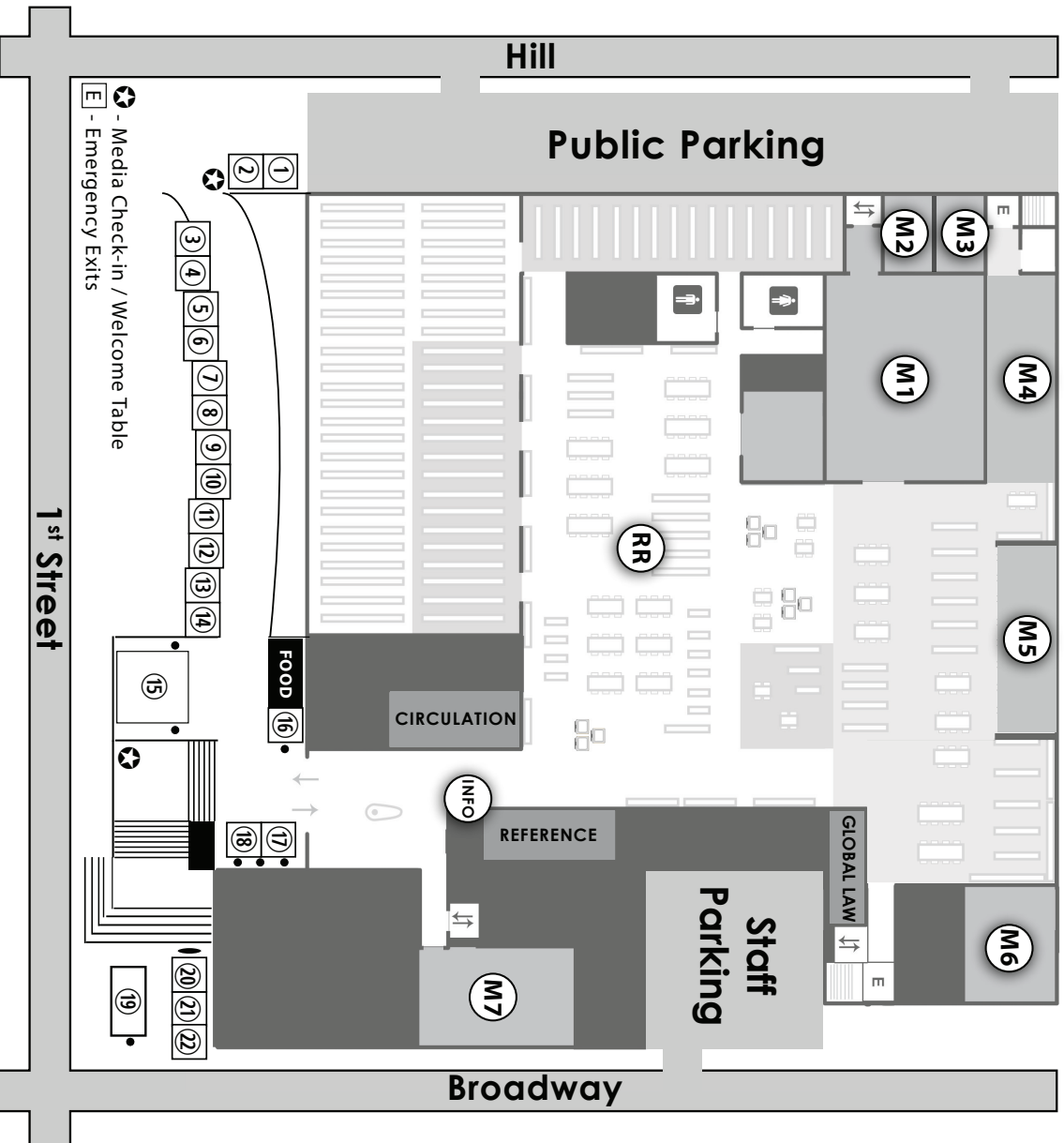
NEW PBW PARTICIPANTS AND COLLABORATIONS

Coalition for Humane Immigration Rights of Los Angeles (CHIRLA)
Colantuono, Highsmith & Whatley, PC
Debra Zimmerman Attorney at Law
Feinberg & Waller
Kimball, Tirey & St. John LLP
Law Offices of Vivek Mittal
Law Offices of Stuart D. Zimring
Learning Rights Law Center
Los Angeles Family Law Help Center
Los Angeles Incubator Consortium (LAIC)
Office of the Alternate Public Defender
Our Children LA
Pacific Asian Consortium in Employment (PACE)
Restoration Law Center
Rite Aid
Stephen Kane Law
V. Soma Law



Public Legal Services Fair

October 24, 2015
9:00 a.m. - 3:00 p.m.



For information on classes, events, and workshops offered, please see reverse side.

Organization's Name	Booth
Advancing Justice - LA	7
Bet Tzedek Legal Services	15
California Lawyers for the Arts	9
Cherry Pick Cafe	FOOD
Christian Legal Aid of Los Angeles	6
Coalition for Humane Immigrant Rights of Los Angeles	5
County of Los Angeles Public Library	16
Department of Consumer and Business Affairs	10
Disability Rights Legal Center	3
Grandparents As Parents	11
Housing Rights Center (Hours - 9:00 a.m. - 1:00 p.m.)	12
Law Office of Michelle Hopkins	15
Learning Rights Law Center	14
Legal Aid Foundation of Los Angeles (LAFILA)	1, 15
Lituo Huang Law	15
Los Angeles Incubator Consortium (LAIC)	15
Los Angeles Regional Food Bank	17
Los Angeles Regional Food Bank	4
Mindful Warrior Project	20
National Veterans Foundation	21
Neighborhood Legal Services of Los Angeles County	2
Our Children LA	13
Pacific Asian Consortium in Employment (PACE)	8
People Assisting the Homeless (PATH)	22
Piece by Piece	19
Restoration Law Center	15
Rite Aid (Hours - 9:00 a.m. - 12:00 p.m.)	18
San Fernando Valley Bar Association (SFVA)	15
The Center for Conflict Resolution - Loyola Law School	15
The Los Angeles Family Law Help Center	12
USC Small Business Clinic	8

Time	Classes and Workshops	Location
9:00 a.m. - 3:00 p.m.	Piece by Piece Mosaic Workshop	19
9:00 a.m. - 3:00 p.m.	Citizenship Assistance Workshop	M1
10:00 a.m. - 11:00 a.m.	How to Keep Your Kids Out of Foster Care	M6
10:30 a.m. - 11:30 a.m.	Child Custody, Support & Visitation	M5
10:30 a.m. - 11:30 a.m.	How to Become a Child's Legal Guardian	M7
11:15 a.m. - 12:15 p.m.	Fair Housing: It's the Law!	M6
11:45 a.m. - 12:45 p.m.	MCLE: Trauma-Informed Advocacy	M7
12:00 p.m. - 1:00 p.m.	How to Talk to a Lawyer	M5
12:30 p.m. - 1:30 p.m.	Working with an Attorney on a Budget	M6
1:00 p.m. - 4:00 p.m.	Lawyers in the Library	M4
1:00 p.m. - 2:00 p.m.	Prop 47: Reducing Felonies to Misdemeanors	M7
1:15 p.m. - 2:15 p.m.	Writs: How to Challenge Government Agency Decisions	M5
1:45 p.m. - 2:45 p.m.	Divorce Options - You Do Have Choices	M6
2:30 p.m. - 3:30 p.m.	MCLE: Brief Writing Basics - Tips and Strategies	M5
2:30 p.m. - 3:30 p.m.	Caring for a Loved One at Home: Legal Issues and Options	M7
3:00 p.m. - 4:00 p.m.	Legal Resources for Women Veterans	M6

Notes:

LA Law Library
301 W. 1st Street
Los Angeles, 90012
213-785-2529
30103405.1,2,10,15



CALENDAR

LA Law Library is celebrating National Pro Bono Week again this year **October 24-30, 2015** by providing access to legal resources for those facing civil legal problems that affect basic living conditions such as housing, government benefits, family safety and consumer debt.

All events are FREE and OPEN to the public.

THURSDAY, OCT. 22, 2015

Pro Bono Welcome Reception

6:00 p.m. - 7:30 p.m.

Join us for an inspiring art display from Piece by Piece and a swinging performance by Gary Greene and his Big Band of Barristers. Light refreshments served.

TUESDAY

Landlord-Tenant Law: Rights, Discrimination & Section 8

12:00 p.m. - 2:15 p.m.

Free Legal Research on the Internet

12:00 p.m. - 1:00 p.m.

M**C** Probate Basics

L**E** 12:15 p.m. - 1:15 p.m.

M**C** The Brown Act: California's

L**E** Open Government Law

1:30 p.m. - 2:30 p.m.

THURSDAY (CONTINUED)

Representing Yourself in the California Court of Appeal

2:00 p.m. - 3:00 p.m.

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

5:00 p.m. - 6:30 p.m.

Book Discussion Group

7:00 p.m. - 9:00 p.m.

Read NY Times bestseller *Just Mercy: A Story of Justice and Redemption*. Join us and share your thoughts.

Individual Counseling on Debt, Foreclosure and Fraud

7:00 p.m. - 9:00 p.m.

Appointment Required - Please contact Public Counsel at 213.385.2977 ext. 703.

SATURDAY

Public Legal Services Fair

9:00 a.m. - 3:00 p.m.

Learn what no cost and low cost legal services are available. The Fair will feature booths and presentations on a wide range of topics.

For additional information on the **FREE** services, classes, and workshops taking place, please see reverse side.

WEDNESDAY

M**C** Domestic Violence in

L**E** Family Law Cases

11:45 a.m. - 12:45 p.m.

M**C** Training for Expungement

L**E** Clinic Volunteers

1:15 p.m. - 2:15 p.m.

FRIDAY

M**C** Settlement Best Practices

L**E** 12:15 p.m. - 1:15 p.m.

Understanding Criminal Court Process & Terminology

12:15 p.m. - 1:15 p.m.

Know Your Rights When Interacting With Police

1:30 p.m. - 2:30 p.m.

MONDAY

How to Become an Adult's Legal Conservator

9:00 a.m. - 12:00 p.m.

M**C** Ethical Considerations in

L**E** Medical-Legal Partnerships

12:30 p.m. - 1:30 p.m.

Earn 1 hour Legal Ethics credit

Making Motions for Summary Judgment in Federal Court

1:00 p.m. - 2:00 p.m.

THURSDAY

Conservatorship Petition Preparation Clinic

9:00 a.m. - 12:00 p.m.

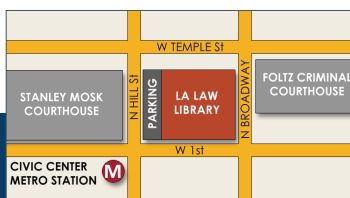
Appointment Required - Please contact Bet Tzedek at 323-939-0506.

Civil Lawsuit Basics: Vacating Defaults & Setting Aside Mistakes

12:15 p.m. - 1:45 p.m.

M**C** All classes marked with the MCLE
L**E** symbol are approved for 1-hour of general MCLE credit.

Classes fill up fast. Register today to reserve your seat! You must check-in 10 minutes prior to class time to ensure your seat is not reassigned to waiting list and walk-in attendees.



For more information or to register, visit us at:
probonoweb.lalawlibrary.org

probonoweb@lalawlibrary.org or call: 213.784.7372
301 W. 1st Street,
Los Angeles, CA 90012



LALAWLIBRARY

PUBLIC LEGAL SERVICES FAIR

SATURDAY, OCT. 24, 2015

The Fair brings together legal aid organizations, government agencies, social services and community-based groups to provide free services, information and classes for the public. All workshops, classes and services are free and open to the public.

BOOTHS

9:00 a.m. – 3:00 p.m. Booths providing free information and assistance regarding:

- Child Identification Kits
- Divorce, Families & Children
- Education Law
- Food Stamps
- General Legal Aid
- Government Benefits
- Health Advocacy
- Homeless Services
- Housing & Landlords / Tenants
- Immigration & Citizenship
- Individual Rights & Discrimination
- Kinship Caregiver Issues
- Mediation & Small Claims
- Public Library Services
- Small Business
- Veterans & Military Families

Eligibility Screenings & Referrals: Learn what no cost and low cost legal services are available to you.

Citizenship Assistance Workshop

9:00 a.m. - 12:00 p.m.
Call 888-839-8682 to register

Lawyers in the Library

1:00 p.m. - 4:00 p.m.
20-minute consultations with Beverly Hills Bar Association Barristers attorneys

FREE CLASSES AND WORKSHOPS

How to Keep Your Kids Out of Foster Care

10:00 a.m. - 11:00 a.m.

Child Custody, Support & Visitation

10:30 a.m. - 11:30 a.m.

How to Become a Child's Legal Guardian

10:30 a.m. - 11:30 a.m.

Fair Housing: It's the Law!

11:15 a.m. - 12:15 p.m.

M C Trauma-Informed **L E** Advocacy

11:45 a.m. - 12:45 p.m.

How to Talk to a Lawyer

12:00 p.m. - 1:00 p.m.

Working with an Attorney on a Budget

12:30 p.m. - 1:30 p.m.

Prop 47: Reducing Felonies to Misdemeanors

1:00 p.m. - 2:00 p.m.

Writs: How to Challenge Government Agency Decisions

1:15 p.m. - 2:15 p.m.

Divorce Options - You Do Have Choices

1:45 p.m. - 2:45 p.m.

M C Brief Writing Basics - **L E** Tips and Strategies

2:30 p.m. - 3:30 p.m.

Caring for a Loved One at Home: Legal Issues and Options

2:30 p.m. - 3:30 p.m.

Legal Resources for Women Veterans

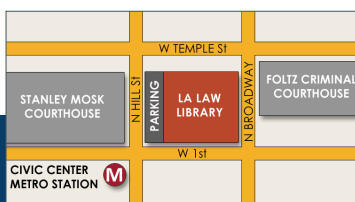
3:00 p.m. - 4:00 p.m.

Piece by Piece Mosaic Workshop

9:00 a.m. - 3:00 p.m.

M C All classes marked with the MCLE
L E symbol are approved for 1-hour of general MCLE credit.

Classes fill up fast. Register today to reserve your seat! You must check-in 10 minutes prior to class time to ensure your seat is not reassigned to waiting list and walk-in attendees.



For more information or to register, visit us at:
probonoweb.lalawlibrary.org

probonoweb@lalawlibrary.org or call: 213.784.7372
301 W. 1st Street,
Los Angeles, CA 90012

EXHIBIT G: Pro Bono Week Budget Recap

Posting Date	Document Type	Document No.	Source Code	Source Type	Source No.	Description	Balance
8/26/2015	Invoice	636791		Customer	LEXISNEXIS(OH)	Sponsorship	2,500.00
9/4/2015	Invoice	636813		Customer	REUTERS	Sponsorship	2,500.00
10/6/2015	Invoice	637121		Customer	CEB	Sponsorship	1,000.00
					WOLTERSKLUWER	Sponsorship	300.00
					BOFA	Sponsorship	500.00
					FRIENDS	Sponsorship	5,000.00
10/24/2015	Invoice	637302	SALES	Customer	LACLL	PBW Food Sale	92.31
							<u>11,892.31</u>
8/14/2015	Invoice	239787	PURCHJNL	Vendor	SMARTLEVELS	(10K) PBW Flyer: Full Color, Full Pg, Dbl Sided	564.84
			PURCHJNL	Vendor	SMARTLEVELS	(2.5K) PBW Flyers	247.32
			PURCHJNL	Vendor	SMARTLEVELS	PBW Poster	40.50
			PURCHJNL	Vendor	FEDEX	PBW Tent Signage	417.96
			PURCHJNL	Vendor	BYTOPS	PBW Banner	136.25
			PURCHJNL	Vendor	COSTCO	PBW Misc Posters	226.67
			PURCHJNL	Vendor	COSTCO	PBW Sponsorship Posters	53.98
					GARYGREEN	PBW Entertainment/concert	750.00
					SMART&FINAL	PBW Tumbler, Ice, Lemonade	29.51
					OFFCEDEP	PBW ticket roll, name badge, 1K Flyers	74.58
					COSTCO	PBW volunteer snacks/reception	128.65
					TRADERJOES	PBW volunteer food	31.07
					SMART&FINAL	PBW Ice	34.79
					SMART&FINAL	PBW Water/Coke	46.48
					ESTIMATED	First Class Mail Postage	250.00
					ESTIMATED	Staff Time (non-exempt, after-hours)	600.00
					ESTIMATED	Copying	200.00
					PARTYCTY	PBW (3ea) double ticket roll	43.56
					EQUIPMENT	Projector (to be used at future events as well)	435.99
10/8/2015	Invoice	794286628001	PURCHJNL	Vendor	OFFCEDEP	PBW (2bx) 10x13 Tweek Envelopes	103.40
10/23/2015	Invoice	J5-102315	PURCHJNL	Vendor	SEIDMAN	PBW Children's Room Staffing, 8hrs	80.00
10/24/2015	Invoice	32840	PURCHJNL	Vendor	BIPARTY	PBW: Table, Chairs & Tent Rentals	80.00
							<u>3,157.94</u>
							<u>7,653.49</u>

[NOTE: In addition, damage to the Library/landscaping was sustained during the week at an estimated cost of \$1700.]

MEMORANDUM

DATE: November 18, 2016

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Board of Trustees Meeting Dates & Schedule for CY16

During 2016 it is recommended that the Board continue to meet on the fourth Wednesday of each month except for November and December. During those two months, the Board generally meets on the third Wednesday (indicated with *) so as to avoid conflicts with holiday and vacation schedules.

The 2016 dates are:

2016 DATES	
January 27	July 27
February 24	August 24
March 23	September 28
April 27	October 26
May 25	*November 16
June 22	*December 21

For planning purposes, we have identified the following items to be discussed at Board meetings throughout 2016. 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 27	FY16 Quarter 2 Statistics Quarterly Strategic Plan Update Voyager Upgrade RFP
February 24	Mid-Year Budget Review SEIU MOU Negotiations (if needed) Workers Comp Insurance
March 23	Friends Board of Director Appointments Elevator Project Status Update
April 27	FY16 Quarterly 3 Statistics Update Quarterly Strategic Plan Update Business Package and D&O Insurance



May 25	Discussion of Operating Budget, FY 2016-2017 Update to Job Descriptions
June 22	Law Week After-Report Final Budget Approval FY 2016 – 2017 Insurance Renewal –LTD, Life, Dental, Vision Accounting Software Upgrade
July 27	Quarterly Strategic Plan Update Fiscal Year-2016 Statistics
August 24	Approval of Revised Rules of Conduct Annual Report to the Board of Supervisors
September 28	Approval of Revised Borrower Rules FY2016-17 Budget Review
October 26	Quarterly Strategic Plan Update FY17 Quarterly 1 Statistics Update FY 2015-16 Audit Report Health Resolution Amendment
*November 16	2017 BoT Meeting Dates / Schedule Pro Bono Week After-Report Update to Job Descriptions
*December 21	Update to Employee Handbook & Personnel Policies Manual Approval of Revised Schedule of Fines and Fees Executive Director Performance Evaluation

