

AGENDA

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

REGULAR BOARD MEETING

Wednesday, December 16, 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 Nov. 18, 2015, Regular Board Meeting.
- 3.2 Review of October Financials and list of November Checks and Warrants
- 3.3 Approval of Additions to Employee Handbook
- 3.4 Approval of 2016 Holiday Schedule

4.0 DISCUSSION ITEMS

- 4.1 Review of Investment Strategy and Status
- 4.2 Approval of Agreement with Bet Tzedek Regarding Operation of Conservatorship Clinic

5.0 AGENDA BUILDING

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

6.0 EXECUTIVE DIRECTOR REPORT

7.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 27, 2015.

POSTED THURSDAY, DEC. 10, 2015 @ 5:15 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the November 18, 2015, Regular Board Meeting
- 3.2 Review of October Financials and list of November Checks and Warrants
- 3.3 Approval of Additions to Employee Handbook
- 3.4 Approval of 2016 Holiday Schedule

**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.**

November 18, 2015

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, November 18, 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
Judge Dennis Landin
Judge Richard Rico

Trustees Absent: Kenneth Klein, Esquire
Susan Steinhauser, Esquire (Participated by speaker phone)

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 12:19 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 thanked and congratulated staff for a successful Pro Bono Week and requested an agenda item regarding investment strategy be placed on the December Board Meeting.

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

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

4.0 DISCUSSION ITEMS

4.1 Pro Bono Week After-Report and Acceptance of Presentation from Piece by Piece

Lisa Marsh, Terri Wroten and Daniel Villa from Piece by Piece presented a mosaic art piece to the Board of trustees and LA Law Library. Board of Trustees, Piece by Piece and ED Levin were photographed for newsletter. Staff presented a slideshow of Pro Bono Week photos. President Jones and ED Levin thanked all staff who participated and helped make Pro Bono Week a success.

4.2 Approval of Board of Trustees Meeting Dates & Schedule for CY2016

Trustee Steinhauser mentioned a conflict in her schedule and would not attend the January meeting and possibly the August meeting.

Moved by Trustee Juhas and seconded by Trustee Court to approve recommendation. The motion was unanimously approved 5-0.

5.0 AGENDA BUILDING

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)

No reportable action was taken.

7.0 EXECUTIVE DIRECTOR REPORT

ED Levin introduced Harrison Alfaro, the Library's new Facilities Manager. ED Levin also noted the success of the trial period hosting Bet Tzedek's conservatorship clinic and that a proposed agreement for regular use of the LA Law Library would likely be on December Board Meeting Agenda. President Jones inquired about the holiday party. ED Levin explained there would be an employee holiday celebration on Friday, December 18 and that various individuals, including Friends board members, would be donating out of pocket to help fund the celebration.

8.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 12:50 p.m.

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, December 16, 2015 at 12:15.

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

Los Angeles County Law Library

Balance Sheet

As of October 31, 2015

(Provisional and subject to year-end audit adjustments)

	6/30/2015	10/31/2015	Change
Assets			
Current assets			
Cash and cash equivalents	3,305,891	3,536,511	230,619
Accounts receivable	1,336,578	1,241,566	(95,012)
Prepaid expenses	239,161	379,636	140,476
Total current assets	4,881,630	5,157,713	276,083
Noncurrent assets			
Restricted cash and cash equivalents	302,980	302,980	-
Investments	4,037,519	4,048,496	10,977
Capital assets, not being depreciated	583,433	586,433	3,000
Capital assets, being depreciated - net	19,894,170	19,503,831	(390,339)
Total noncurrent assets	24,818,102	24,441,740	(376,362)
Total assets	29,699,731	29,599,453	(100,278)
Deferred Outflows of Resources			
Deferred Outflows of Resources	403,501	403,501	-
Total assets and deferred outflows of resources	30,103,232	30,002,954	(100,278)
Liabilities			
Current Liabilities			
Accounts payable	219,034	143,066	(75,969)
Other current liabilities	8,260	9,245	984
Payroll liabilities	14,015	18,947	4,932
Total current liabilities	241,310	171,258	(70,052)
Noncurrent Liabilities			
Accrued sick and vacation liability	369,252	367,626	(1,626)
Borrowers' deposit	326,794	312,234	(14,559)
OPEB liability	(47,304)	21,340	68,644
Net pension liability	(169,785)	(169,785)	-
Total noncurrent liabilities	478,956	531,415	52,458
Total liabilities	720,266	702,673	(17,594)
Deferred Inflows of Resources			
Deferred Inflows of Resources	1,829,778	1,829,778	-
Net Position			
Net position			
Invested in capital assets	20,477,603	20,090,264	(387,339)
Unrestricted	7,075,586	7,380,239	304,653
Total net position	27,553,189	27,470,503	(82,686)
Total liabilities, deferred inflows of resources, and net position	30,103,233	30,002,954	(100,279)

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

Oct 14 Actual	Oct 2015			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
556,810	542,889	557,054	14,165	2.6%
29,407	2,161	2,459	298	13.8%
64,187	55,750	62,657	6,907	12.4%
35,146	39,294	37,828	(1,466)	-3.7%
<u>685,549</u>	<u>640,095</u>	<u>659,998</u>	<u>19,903</u>	<u>3.1%</u>
449,279	446,069	412,940	33,130	7.4%
0	0	50,009	(50,009)	0.0%
89,665	208,622	111,310	97,312	46.6%
(89,665)	(208,622)	(112,175)	(96,446)	46.2%
		0		
74,436	73,183	56,609	16,574	22.6%
12,058	10,675	20,347	(9,672)	-90.6%
7,362	9,623	3,262	6,361	66.1%
1,141	1,644	270	1,374	83.6%
0	880	1,590	(710)	-80.6%
191	300	103	197	65.8%
2,675	2,898	18,605	(15,707)	-542.0%
<u>278,781</u>	<u>290,944</u>	<u>244,235</u>	<u>46,710</u>	<u>16.1%</u>
<u>825,923</u>	<u>836,217</u>	<u>807,968</u>	<u>(28,248)</u>	<u>-3.4%</u>
<u>(140,374)</u>	<u>(196,122)</u>	<u>(147,970)</u>	<u>48,152</u>	<u>-24.6%</u>
14,514	2,917	(3,672)	(6,589)	-225.9%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>(125,902)</u>	<u>(193,205)</u>	<u>(151,642)</u>	<u>41,563</u>	<u>-21.5%</u>
				0.0%
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>

	FY 2014-15	FY 2015-16 YTD				Comments
	YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
Summary:						
Income						
L.A. Superior Court Fees	2,279,437	2,222,451	2,264,616	42,166	1.9%	
Interest	(13,990)	6,208	6,483	275	4.4%	
Parking	233,524	223,000	253,143	30,143	13.5%	
Library Services	227,712	250,022	243,146	(6,876)	-2.8%	
Total Income	<u>2,726,683</u>	<u>2,701,680</u>	<u>2,767,388</u>	<u>65,708</u>	<u>2.4%</u>	
Expense						
Staff	1,440,232	1,429,405	1,340,361	89,044	6.2%	
Electronic Resource Subscriptions	0	0	177,858	(177,858)	0.0%	
Library Materials	630,086	834,668	567,357	267,310	32.0%	
Library Materials Transferred to Assets	(630,086)	(834,668)	(567,357)	(267,310)	32.0%	
Facilities	277,603	287,056	277,180	9,876	3.4%	
Technology & Data	35,841	45,100	39,594	5,506	12.2%	
General	20,390	27,533	14,644	12,889	46.8%	
Professional Development	6,927	8,007	3,515	4,492	56.1%	
Communications & Marketing	244	3,380	2,131	1,249	36.9%	
Travel & Entertainment	657	1,250	657	593	47.5%	
Professional Services	17,363	19,992	35,983	(15,991)	-80.0%	
Depreciation	1,109,759	1,151,931	969,126	182,805	15.9%	
Total Expenses	<u>2,909,014</u>	<u>2,973,653</u>	<u>2,861,048</u>	<u>112,606</u>	<u>3.8%</u>	
Net Income (Loss)	<u>(182,331)</u>	<u>(271,973)</u>	<u>(93,660)</u>	<u>130,161</u>	<u>-47.9%</u>	
Investment Gain (Loss)²	11,602	11,667	10,977	(690)	-5.9%	
Extraordinary Income	0	0	0	0	0.0%	
Extraordinary Expense	0	0	0	0	0.0%	
Net Income Including Extraordinary Items	<u>(170,879)</u>	<u>(263,223)</u>	<u>(82,683)</u>	<u>138,978</u>	<u>-52.8%</u>	
					0.0%	
Capitalized Expenditures	<u>44,374</u>	<u>773,000</u>	<u>11,430</u>	<u>761,570</u>	<u>98.5%</u>	

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

Oct 14 Actual	Oct 2015				FY 2014-15 YTD Actual	FY 2015-16 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
Detailed Budget:												
Income:												
556,810	542,889	557,054	14,165	2.6%	15 FIN 303300	L.A. Superior Court Fees	2,279,437	2,222,451	2,264,616	42,166	1.9%	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:												
817	813	1,082	269	33.2%	15 FIN 311000	Interest - LAIF	817	813	1,082	269	33.2%	
1,229	1,192	1,198	7	0.6%	15 FIN 312000	Interest - General Fund	4,657	4,767	4,695	(72)	-1.5%	
180	157	179	22	14.1%	15 FIN 313000	Interest - Deposit Fund	720	628	706	78	12.4%	
27,139	0	0	0	0.0%	15 FIN 313100	Interest - CalPERS CERBT ¹	(20,334)	0	0	0	0.0%	
42	0	0	0	0.0%	15 FIN 313200	Interest - Bonds ²	151	0	0	0	0.0%	
29,407	2,161	2,459	298	13.8%		Subtotal	(13,990)	6,208	6,483	275	4.4%	
Parking:												
64,187	55,750	62,657	6,907	12.4%	39 FAC 330100	Parking	233,524	223,000	253,143	30,143	13.5%	Favorable variance due in part to a \$14K payment from City of LA re: 2014's Made In America event.
64,187	55,750	62,657	6,907	12.4%		Subtotal	233,524	223,000	253,143	30,143	13.5%	
Library Services:												
65	200	0	(200)	-100.0%	27 CIRC 330150	Annual Borrowing Fee	1,430	800	1,528	728	90.9%	Income related to annual fee to designate a messenger.
13,010	9,165	9,775	610	6.7%	25 P&P 330140	Annual Members Fee	38,895	36,660	39,956	3,296	9.0%	Timing variance.
1,249	2,008	513	(1,495)	-74.5%	23 R&R 330340	Course Registration	8,504	8,032	4,984	(3,048)	-37.9%	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.
4,395	4,500	5,717	1,217	27.0%	27 CIRC 330129	Copy Center	21,234	18,000	22,461	4,461	24.8%	Better than anticipated performance.
1,390	1,900	1,963	63	3.3%	27 CIRC 330205	Document Delivery	7,211	7,600	12,027	4,427	58.2%	Better than anticipated performance.
692	3,200	4,855	1,655	51.7%	27 CIRC 330210	Fines	10,689	12,800	14,764	1,964	15.3%	
2,925	4,333	1,114	(3,219)	-74.3%	15 FIN 330310	Miscellaneous	29,994	20,178	7,422	(12,756)	-63.2%	Google reimbursement not yet realized due to a delay in payment and preliminary test period. Additional volume in future months may regain lost ground.
10,025	3,585	25	(3,560)	-99.3%	39 FAC 330330	Room Rental	19,220	14,340	4,638	(9,703)	-67.7%	Timing variance.
0	250	0	(250)	-100.0%	27 CIRC 330350	Book Replacement	738	1,000	429	(571)	-57.1%	
0	0	12,331	12,331	0.0%	15 FIN 330360	Forfeited Deposits	0	0	13,206	13,206	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%	
395	153	144	(9)	-5.8%	39 FAC 330450	Vending	1,722	612	340	(272)	-44.4%	
1,000	10,000	1,392	(8,608)	-86.1%	37 COM 330465	Special Events Income	3,075	10,000	6,392	(3,608)	-36.1%	Timing variance. A portion is offset by special event expense.
35,146	39,294	37,828	(1,466)	-3.7%		Subtotal	227,712	250,022	243,146	(6,876)	-2.8%	
685,549	640,095	659,998	19,903	3.1%		Total Income	2,726,683	2,701,680	2,767,388	65,708	2.4%	
Expenses:												
Staff:												
291,218	291,643	268,916	22,727	7.8%	ALL 501000	Salaries (benefits eligible)	866,127	874,928	807,136	67,792	7.7%	Favorable variance due to vacancies.
0	(5,833)	0	(5,833)	100.0%	15 FIN 501025	Staff Vacancy Offset (Ben. Eligible)	0	(17,499)	0	(17,499)	100.0%	Already reflected in reduced salary expense
27,638	27,570	27,531	39	0.1%	ALL 501050	Salaries (benefits ineligible)	90,449	82,709	82,926	(218)	-0.3%	
0	(551)	0	(551)	100.0%	15 FIN 501075	Staff Vacancy Offset (Ben. Ineligible)	0	(1,654)	0	(1,654)	100.0%	Already reflected in reduced salary expense
17,765	19,791	16,022	3,769	19.0%	15 FIN 502000	Social Security	56,236	59,373	50,211	9,162	15.4%	Favorable variance due to vacancies.
4,472	4,629	4,047	582	12.6%	15 FIN 503000	Medicare	13,603	13,886	12,175	1,711	12.3%	Favorable variance due to vacancies.
32,352	32,444	30,071	2,373	7.3%	15 FIN 511000	Retirement	97,143	110,443	103,774	6,670	6.0%	Favorable variance due to vacancies.
0	0	0	0	0.0%	15 FIN 511050	Pension Exp (Actuarial)	0	0	0	0	0.0%	

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

Oct 14 Actual	Oct 2015											FY 2014-15		FY 2015-16 YTD			Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)								YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%						
37,113	41,307	34,507	6,800	16.5%	15	FIN	512000	Health Insurance	154,944	165,227	151,028	14,200	8.6%	Favorable variance due to vacancies.					
427	381	415	(35)	-9.1%	15	FIN	513000	Disability Insurance	1,707	1,523	1,624	(101)	-6.6%						
4,521	5,526	4,322	1,203	21.8%	15	FIN	514000	Dental Insurance	21,600	21,839	19,710	2,129	9.7%	Favorable variance due to vacancies.					
469	631	531	99	15.7%	15	FIN	514500	Vision Insurance	2,523	2,492	2,237	256	10.3%	Favorable variance due to vacancies.					
(20)	140	(36)	176	125.8%	15	FIN	515000	Life Insurance	312	560	273	287	51.2%	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	27,926	34,934	34,934	0	0.0%						
(19)	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	(19)	0	(96)	96	0.0%						
1,280	0	0	0	0.0%	25	P&P	514010	Temporary Employment	7,563	2,000	1,916	84	4.2%						
395	0	106	(106)	0.0%	13	HR	514015	Recruitment	484	0	185	(185)	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	92,600	68,643	68,643	(0)	0.0%						
564	1,250	(208)	1,458	116.7%	15	FIN	518550	TMP	2,815	5,000	57	4,943	98.9%	Timing variance and reduction in usage of transportation reimbursement program					
972	1,250	821	429	34.3%	15	FIN	518560	Payroll and Benefit Administration	4,219	5,000	3,629	1,371	27.4%						
449,279	446,069	412,940	33,130	7.4%				Total - Staff	1,440,232	1,429,405	1,340,361	89,044	6.2%						
								Library Materials/Electronic Resources Subscription:											
67,594	165,833	79,216	86,617	52.2%	23	R&R	601999	American Continuations	475,423	663,333	383,069	280,264	42.3%	Timing variance.					
1,155	3,333	1,571	1,763	52.9%	23	R&R	602999	American New Orders	13,591	13,333	6,330	7,004	52.5%	Careful selection of new materials.					
664	3,067	981	2,086	68.0%	23	R&R	609199	Branch Continuations	7,158	12,267	14,934	(2,667)	-21.7%	Timing variance and ERS accounting change.					
0	75	0	75	100.0%	23	R&R	609299	Branch New Orders	0	481	0	481	100.0%	Expansion of print collection is not planned.					
6,210	15,000	3,795	11,205	74.7%	23	R&R	603999	Commonwealth Continuations	49,328	60,000	74,830	(14,830)	-24.7%	Timing variance and ERS accounting change.					
0	130	0	130	100.0%	23	R&R	604999	Commonwealth New Orders	87	520	0	520	100.0%	Careful selection of new materials.					
5,184	11,250	15,880	(4,630)	-41.2%	23	R&R	605999	Foreign Continuations	41,573	45,000	47,710	(2,710)	-6.0%	Timing variance and ERS accounting change.					
177	1,000	0	1,000	100.0%	23	R&R	606999	Foreign New Orders	788	4,000	398	3,602	90.0%	Careful selection of new materials.					
8,261	6,667	8,705	(2,039)	-30.6%	23	R&R	607999	International Continuations	35,977	26,667	35,475	(8,809)	-33.0%	Timing variance and ERS accounting change.					
0	333	0	333	100.0%	23	R&R	608999	International New Orders	2,034	1,333	0	1,333	100.0%	Careful selection of new materials					
342	1,833	1,162	671	36.6%	23	R&R	609399	General/Librarianship Continuations	3,968	7,333	4,611	2,722	37.1%	Timing variance and ERS accounting change.					
78	100	0	100	100.0%	23	R&R	609499	General/Librarianship New Orders	158	400	0	400	100.0%	Careful selection of new materials					
89,665	208,622	111,310	97,312	46.6%				Subtotal	630,086	834,668	567,357	267,310	32.0%						
(89,665)	(208,622)	(112,175)	(96,446)	46.2%	15	FIN	690000	Library Materials Transferred to Assets	(630,086)	(834,668)	(567,357)	(267,310)	32.0%						
0	0	50,009	(50,009)	0.0%	15	FIN	685000	Electronic Resource Subscriptions	0	0	177,858	(177,858)	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:											
880	2,900	592	2,308	79.6%	39	FAC	801005	Repair & Maintenance	12,996	11,600	13,309	(1,709)	-14.7%	Unexpected \$9K HVAC repair in July / timing variance.					
3,023	2,050	254	1,796	87.6%	39	FAC	801010	Building Services	6,607	8,200	2,489	5,711	69.6%	Timing variance.					
2,022	1,292	67	1,225	94.8%	39	FAC	801015	Cleaning Supplies	6,079	5,168	2,335	2,833	54.8%	Timing variance.					
10,382	10,356	295	10,061	97.1%	39	FAC	801020	Electricity & Water	45,025	41,424	33,386	8,038	19.4%	Increased usage due to higher temps.					
920	0	966	(966)	0.0%	39	FAC	801025	Elevator Maintenance	6,265	0	4,830	(4,830)	0.0%	Delay of Elevator Upgrade Project.					
6,930	4,352	0	4,352	100.0%	39	FAC	801030	Heating & Cooling	14,354	12,158	11,739	419	3.4%	Increased A/C usage due to higher temps. / timing variance.					
21,071	23,705	24,428	(723)	-3.1%	15	FIN	801035	Insurance	84,284	94,819	97,711	(2,892)	-3.1%						
8,829	8,755	8,674	81	0.9%	39	FAC	801040	Janitorial Services	35,447	35,020	34,697	323	0.9%						
1,050	1,200	0	1,200	100.0%	39	FAC	801045	Landscaping	4,200	4,800	3,150	1,650	34.4%	Timing variance.					
14,357	14,605	14,712	(107)	-0.7%	39	FAC	801050	Security	40,175	58,420	63,698	(5,278)	-9.0%	Offset by Room Rental income.					

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

Oct 14 Actual	Oct 2015				FY 2014-15 YTD Actual	FY 2015-16 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
600	1,750	430	1,320	75.4%	39 FAC 801060	Room Rental Expenses	13,473	7,000	1,324	5,676	81.1%	Timing variance.
3,478	988	4,572	(3,584)	-362.7%	37 COM 801065	Special Events Expenses	4,425	3,902	5,136	(1,234)	-31.6%	Timing variance / offset by PBW sponsorships.
0	100	0	100	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	419	400	0	400	100.0%	Timing variance.
0	300	0	300	100.0%	39 FAC 801110	Equipment (<3K)	276	1,200	0	1,200	100.0%	Timing variance.
0	140	0	140	100.0%	39 FAC 801115	Building Alterations (<3K)	0	560	0	560	100.0%	Timing variance.
620	450	1,367	(917)	-203.7%	35 CMS 801120	Delivery & Postage	1,639	1,425	2,539	(1,114)	-78.2%	Unbudgeted expense (\$1050) incurred by Oct return shipment of rare books from Bonhams.
274	240	252	(12)	-4.9%	39 FAC 801125	Kitchen supplies	1,941	960	837	123	12.9%	Timing variance.
74,436	73,183	56,609	16,574	22.6%		Subtotal	277,603	287,056	277,180	9,876	3.4%	
						Technology:						
1,089	1,321	1,350	(29)	-2.2%	33 TECH 801210	Software Maintenance	4,325	5,284	6,712	(1,428)	-27.0%	Software Upgrade originaly budgeted as Capital Expense.
1,030	1,491	1,183	308	20.7%	33 TECH 801212	Hardware Maintenance	3,507	5,964	4,596	1,368	22.9%	Timing variance.
144	1,200	0	1,200	100.0%	33 TECH 801215	Software (<\$3k)	144	4,800	0	4,800	100.0%	Timing variance.
1,064	0	0	0	0.0%	33 TECH 801220	Hardware (<\$3k)	1,826	2,400	2,439	(39)	-1.6%	
0	0	344	(344)	0.0%	33 TECH 801225	Computer Supplies	0	0	344	(344)	0.0%	Timing variance (Quarterly Invoice).
3,702	3,863	15,212	(11,349)	-293.8%	33 TECH 801230	Integrated Library System	14,808	15,452	15,474	(22)	-0.1%	Timing variance.
2,530	2,800	2,257	543	19.4%	33 TECH 801235	Telecommunications	9,876	11,200	10,029	1,171	10.5%	Timing variance.
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	0	0	0	0	0.0%	
2,499	0	0	0	0.0%	33 TECH 801250	Services	1,355	0	0	0	0.0%	
12,058	10,675	20,347	(9,672)	-90.6%		Subtotal	35,841	45,100	39,594	5,506	12.2%	
						General:						
454	700	599	101	14.4%	15 FIN 801310	Bank Charges	2,192	2,800	2,252	548	19.6%	
656	680	678	2	0.2%	35 CMS 801315	Bibliographical Services	2,627	3,730	3,695	35	0.9%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
70	90	89	1	1.7%	17 EXEC 801325	Board Expense	1,719	360	242	118	32.9%	
324	75	0	75	100.0%	37 COM 801330	Staff meals & events	656	750	126	624	83.2%	Timing variance.
3,029	2,878	1,581	1,297	45.1%	15 FIN 801335	Supplies - Office	5,888	5,693	3,785	1,908	33.5%	
1,078	1,200	0	1,200	100.0%	35 CMS 801337	Supplies - Library materials	1,637	2,400	0	2,400	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%	
1,565	4,000	201	3,799	95.0%	27 CIRC 801370	Copy Center Expense	3,282	8,500	3,300	5,200	61.2%	Offset by increased revenue
110	0	114	(114)	0.0%	15 FIN 801375	General - Misc	206	0	911	(911)	0.0%	
21	0	(0)	0	0.0%	23 R&R 801390	Course Registration	1,917	300	271	29	9.7%	
54	0	0	0	0.0%	17 EXEC 801395	Friends of Law Library	90	0	63	(63)	0.0%	
7,362	9,623	3,262	6,361	66.1%		Subtotal	20,390	27,533	14,644	12,889	46.8%	
						Professional Development:						
10	265	34	232	87.4%	ALL 803105	Travel	2,867	3,915	1,346	2,569	65.6%	Frugal planning and grant awards
140	0	0	0	0.0%	ALL 803110	Meals	140	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	
669	1,329	237	1,093	82.2%	ALL 803115	Membership dues	1,826	1,492	946	546	36.6%	Timing variance.
58	50	0	50	100.0%	ALL 803120	Registration fees	1,830	2,600	1,223	1,377	53.0%	Frugal planning and grant awards
264	0	0	0	0.0%	ALL 803125	Educational materials	264	0	0	0	0.0%	
1,141	1,644	270	1,374	83.6%		Subtotal	6,927	8,007	3,515	4,492	56.1%	
						Communications & Marketing:						
0	150	0	150	100.0%	37 COM 803205	Services	0	600	0	600	100.0%	Timing variance.
0	180	1,395	(1,215)	-674.8%	37 COM 803210	Collateral materials	0	1,030	1,395	(365)	-35.4%	Unexpected increase per unit.
0	250	195	55	22.0%	37 COM 803215	Advertising	104	1,450	712	738	50.9%	Timing variance.
0	300	0	300	100.0%	37 COM 803220	Trade shows & Outreach	140	300	25	275	91.7%	Unbudgeted expense.
0	880	1,590	(710)	-80.6%		Subtotal	244	3,380	2,131	1,249	36.9%	
						Travel & Entertainment						

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

Oct 14 Actual	Oct 2015				FY 2014-15 YTD Actual	FY 2015-16 YTD					Comments			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)					
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%		
191	300	103	197	65.8%	ALL	803320	Ground transportation & mileage reimb.	645	1,250	657	593	47.5%		
0	0	0	0	0.0%	ALL	803325	Incidental travel expenses	0	0	0	0	0.0%		
191	300	103	197	65.8%			Subtotal	657	1,250	657	593	47.5%		
							Professional Services							
0	0	15,930	(15,930)	0.0%	15	FIN	804005	Accounting	8,000	8,400	23,945	(15,545)	-185.1%	Timing variance. Fees related to FY15 financial audit.
2,675	2,898	2,675	223	7.7%	17	EXEC	804008	Consulting Services	9,363	11,592	12,038	(446)	-3.8%	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%	
2,675	2,898	18,605	(15,707)	-542.0%			Subtotal	17,363	19,992	35,983	(15,991)	-80.0%		
							Depreciation:							
249,087	258,208	216,009	42,199	16.3%	15	FIN	806105	Depreciation - Library Materials	988,810	1,032,831	856,565	176,266	17.1%	Change in accounting for ERS
29,694	32,737	28,226	4,511	13.8%	15	FIN	806110	Depreciation Exp - FF&E	120,948	119,099	112,560	6,539	5.5%	
278,781	290,944	244,235	46,710	16.1%			Subtotal	1,109,759	1,151,931	969,126	182,805	15.9%		
825,923	836,217	807,968	28,248	3.4%			Total Expense	2,909,014	2,973,653	2,861,048	112,606	3.8%		
(140,374)	(196,122)	(147,970)	48,152	-24.6%			Net Income Before Extraordinary Items	(182,331)	(271,973)	(93,660)	130,161	-47.9%		
14,472	2,917	(3,672)	(6,589)	-225.9%	15	FIN	321000	Investment Gain (Loss) ²	11,452	11,667	10,977	(690)	-5.9%	
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%	
(125,902)	(193,205)	(151,642)	41,563	-21.5%			Net Income Including Extraordinary Items	(170,879)	(263,223)	(82,683)	138,978	-52.8%		
							Capital Expenditures:	0	0	0	0			
0	0	0	0	0.0%	39	FAC	161100	Furniture / Appliances (>3k)	44,374	5,000	0	5,000	100.0%	Timing variance.
0	0	0	0	0.0%	33	TECH	161300	Electronics / Computer Hardware (>3k)	0	40,000	0	40,000	100.0%	
0	0	0	0	0.0%	39	FAC	164500	Exterior Building Repairs/ Improvements (>3k)	0	400,000	0	400,000	100.0%	Timing variance.
0	0	0	0	0.0%	39	FAC	164000	Interior Improvements / Alterations (>3k)	0	28,000	0	28,000	100.0%	Timing variance.
0	0	0	0	0.0%	33	TECH	168000	Computer Software	0	300,000	11,430	288,570	96.2%	Portion expensed to "Software Maintenance GL 801210.
0	0	0	0	0.0%			Total - Capitalized Expenditures	44,374	773,000	11,430	761,570	98.5%		
							CalPERS CERBT Trust Fund ¹ :							
							Beginning Balance		1,889,504					
							Administrative Expense		(81)				CalPERS CERBT program cost.	
							Investment Expense		(59)				Investment management cost.	
							Unrealized Gain/Loss		67,634				Fluctuating market conditions.	
							Ending Balance		1,956,999					

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

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

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

	10/31/2015	YTD
Cash flows from operating activities		
LA Superior court fees	557,054	2,264,616
Parking fees	62,657	253,143
Library services	37,828	128,146
(Increase) decrease in accounts receivable	39,601	95,012
Increase (decrease) in borrowers' deposit	(10,691)	(14,559)
Cash received from filing fees and services	686,449	2,726,357
Facilities	(56,609)	(277,180)
Technology	(20,347)	(39,594)
General	(3,262)	(14,644)
Professional development	(270)	(3,515)
Communications & marketing	(1,590)	(2,131)
Travel & entertainment	(103)	(657)
Professional services	(18,605)	(35,983)
Electronic Resource Subscriptions	(50,009)	(177,858)
(Increase) decrease in prepaid expenses	65,529	(140,476)
Increase (decrease) in accounts payable	37,659	(75,969)
Increase (decrease) in other liabilities	2,588	984
Cash payments to suppliers for goods and services	(45,017)	(767,021)
Staff	(412,940)	(1,340,361)
Increase (decrease) in payroll liabilities	1,072	4,932
Increase (decrease) in accrued sick and vacation liability	-	(1,626)
Increase (decrease) in OPEB liability	17,161	68,644
Increase (decrease) in net pension liability	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(394,707)	(1,268,412)
Contributions received	-	115,000
Net cash from operating activities	246,725	805,925
Cash flow from capital and related financing activities		
Library materials	(112,175)	(567,357)
Fixed assets	-	(11,430)
Capital - Work in Progress (WIP)	-	(3,000)
Cash flows from investing activities		
Investment earnings	2,459	6,483
Net cash increase (decrease) in cash and cash equivalents	137,009	230,620
Cash and cash equivalents, at beginning of period	3,702,482	3,608,871
Cash and cash equivalents, at end of period	3,839,491	3,839,491
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(150,429)	(100,143)
Adjustments for noncash effects:		
Depreciation	244,235	969,126
Extraordinary expense: book write-off	-	-
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	39,601	95,012
(Increase) decrease in prepaid expenses	65,529	(140,476)
Increase (decrease) in accounts payable	37,659	(75,969)
Increase (decrease) in other liabilities	2,588	984
Increase (decrease) in payroll liabilities	1,072	4,932
Increase (decrease) in accrued sick and vacation liability	-	(1,626)
Increase (decrease) in borrowers' deposit	(10,691)	(14,559)
Increase (decrease) in OPEB liability	17,161	68,644
Increase (decrease) in net pension liability	-	-
Net cash from operating activities	246,725	805,925

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2015 - November 30, 2015 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 3	SYNCB AMAZON	BOOKS	394.89	028881
	CHANNA CAJERO	MILEAGE	27.72	028882
	COUNTY OF LOS ANGELES	BANK CHARGES	56.46	028883
	ESTHER EASTMAN	MILEAGE	36.80	028884
	COUNTY OF LOS ANGELES	HEATING/COOLING	4,553.74	028885
	JAGNIC ENTERTAINMENT	ROOM RENTAL	550.00	028886
	CHRISTINE R LANGTEAU	MILEAGE	68.08	028887
	LUXURY LOGISTICS GROUP	DELIVERY & POSTAG	1,050.00	028888
	MANAGE EASE INCORPORATED	CONSULTING	1,337.50	028889
	PEOPLEG2	RECRUITMENT	105.99	028890
	RITE AID	MISCELLANEOUS	50.00	028891
	SEPCO EARTHSCAPE, INC	LANDSCAPING	1,050.00	028892
	ANA MARIA VASQUEZ ** VOIDED *****	ACCOUNTING	0.00	028893
	ELIZABETH WARNER	MILEAGE	74.93	028894
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	476.44	028895
	CARSWELL COMPANY LTD	BOOKS	183.01	028896
	LAW REPORTS INTERNATIONAL LTD	BOOKS	345.00	028897
	LIBRERIA LINARDI Y RISSO A LINARDI	BOOKS	74.84	028898
November 5	SHERRY XIU YU DONG	REFUND	140.00	028899
	VASQUEZ & COMPANY LLP	ACCOUNTING	4,965.00	028900
November 9	ANTHEM BLUE CROSS	HEALTH BENEFITS	1,980.16	028901
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	301.39	028902
	STATE BAR OF SOUTH DAKOTA	BOOKS	150.00	028903
	SELDEN SOCIETY	BOOKS	180.00	028904
	AT&T	TELECOM	432.81	028905
	STATE BOARD OF EQUALIZATION	USE TAX	561.00	028906
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	028907
	ALFRED CHACON	MILEAGE	33.41	028908
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,674.17	028909
November 17	STRIKEOUT STUDIO	GRANTS	1,992.50	028910
	COMERCIAL CELIS LIMITADA	BOOKS	248.00	028911
	CODED SYSTEMS LLC	BOOKS	80.00	028912
	LEXISNEXIS BUTTERWORTHS	BOOKS	113.49	028913
	MEXICO SUR	BOOKS	1,500.19	028914
	STATE BAR OF CALIFORNIA	RENEWAL	300.00	028915
	LINDA J HEICHMAN	REIMBURSEMENT	161.30	028916
	MALINDA MULLER	MILEAGE	50.26	028917
	PUBLIC COUNSEL	COURSE REGISTRAT	49.00	028918
November 20	SYNCB AMAZON	BOOKS	112.62	028919
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	369.76	028920

33,961.46

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2015 - November 30, 2015 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 25	GAUNT	BOOKS	165.00	028921
	ESPINOSA MARTIN DE JESUS SANCHEZ ME ** VOID	BOOKS	0.00	028922
	QUALITY CODE PUBLISHING ** VOIDED *****	BOOKS	0.00	028923
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	84.00	028924
	QUALITY CODE PUBLISHING	BOOKS	42.55	028925
	GUARDIAN	PREPAID EXP	7,778.39	028926
	MANAGE EASE INCORPORATED	CONSULTING	1,337.50	028927
	MALINDA MULLER	TRAVEL	33.50	028928
	PACER SERVICE CENTER	DOC DEL	196.70	028929
	CITY OF SALINAS CITY CLERKS OFFICE	BOOKS	120.87	028930

43,554.97

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2015 - November 30, 2015 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 3	WOLTERS KLUWER LAW & BUSINESS	BOOKS	707.52	V000688
	BERNAN ASSOCIATES	BOOKS	148.00	V000689
	BLOOMBERG BNA	BOOKS	993.01	V000690
	CAMBRIDGE UNIVERSITY PRESS	BOOKS	233.93	V000691
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,707.65	V000692
	DATA TRACE PUBLISHING COMPANY	BOOKS	192.95	V000693
	EQUINE LAW PRESS LLC	BOOKS	68.00	V000694
	JURIS PUBLISHING INC	BOOKS	508.50	V000695
	JURISNET LLC	BOOKS	86.50	V000696
	PRACTISING LAW INSTITUTE	BOOKS	344.46	V000697
	THOMSON REUTERS	BOOKS	17,650.90	V000698
STATE BAR OF WISCONSIN	BOOKS	73.40	V000699	
November 5	AT&T MOBILITY	TELECOM	189.89	V000701
	BJ PARTY SUPPLIES	SPECIAL EVENTS	3,157.94	V000702
	REPUBLIC SERVICES #902	BLDG SVCS	253.66	V000703
	GLOBAL CAPACITY	TELECOM	357.05	V000704
	INFINISOURCE INC	PAYROLL/HR ADMIN	77.00	V000705
	OFFICE DEPOT	SUPPLIES-OFFICE	316.94	V000706
	SECURITAS SECURITY	SECURITY	5,211.00	V000707
	TEAM SOFTWARE ** VOIDED *****	SOFTWARE MAINTENANCE	0.00	V000708
	UNITED PARCEL SERVICE	DELIVERY & POSTAGE	13.61	V000709
	CHERRY PICK CAFE	COURSE REGISTRAR	48.98	V000735
	November 9	ALTA FOODCRAFT	KITCHEN SUPPLIES	251.79
CDW GOVERNMENT INC		COMPUTER SUPPLIES	344.31	V000711
GLOBAL CAPACITY		TELECOM	71.47	V000712
OFFICE DEPOT		SUPPLIES-OFFICE	956.78	V000713
SECURITAS SECURITY		SECURITY	5,365.44	V000714
SUPPLYWORKS		CLEANING SUPPLIES	1,605.37	V000715
TIME WARNER CABLE		TELECOM	1,200.00	V000716
WOLTERS KLUWER LAW & BUSINESS		BOOKS	1,454.24	V000717
CALIF COURT ASSOCIATION		BOOKS	34.00	V000718
CONTINUING EDUCATION OF THE BAR CAL		BOOKS	778.41	V000719
COUNCIL OF STATE GOVERNMENTS		BOOKS	183.40	V000720
DAILY JOURNAL CORPORATION		BOOKS	278.00	V000721
NEUBAUER & ASSOCIATES		BOOKS	50.00	V000722
PRACTISING LAW INSTITUTE		BOOKS	710.17	V000723
THOMSON REUTERS TAX & ACCOUNTING		BOOKS	10,730.60	V000724
THOMSON REUTERS		BOOKS	68,665.62	V000725
November 12		OCLC INC	BIBLIOGRAPHICAL SERVICES	678.40
	STAMPS.COM	DELIVERY & POSTAGE	300.00	V000728
	UNITED PARCEL SERVICE	DELIVERY & POSTAGE	12.24	V000729

135,744.63

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2015 - November 30, 2015 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 13	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	8,733.50	V000730
November 17	EX LIBRIS USERS OF NORTH AMERICA	MEMBERSHIP	200.00	V000736
	AMERICAN BAR ASSOCIATION	BOOKS	1,059.68	V000737
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,086.46	V000738
	BERNAN ASSOCIATES	BOOKS	72.00	V000739
	BLOOMBERG BNA	BOOKS	234.01	V000740
	CCH INCORPORATED	BOOKS	199.91	V000741
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,454.36	V000742
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,122.32	V000743
	DAILY JOURNAL CORPORATION	BOOKS	670.44	V000744
	DATA TRACE PUBLISHING COMPANY	BOOKS	158.95	V000745
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	210.88	V000746
	METROPOLITAN NEWS COMPANY	BOOKS	49.05	V000747
	PRACTISING LAW INSTITUTE	BOOKS	354.94	V000748
	ROCKY MOUNTAIN MINERAL LAW FOUNDATI	BOOKS	156.00	V000749
	UNITED NATIONS PUBLICATIONS	BOOKS	157.25	V000750
	WORKCOMP CENTRAL	BOOKS	90.30	V000751
	WEST ACADEMIC	BOOKS	125.35	V000752
	THOMSON REUTERS	BOOKS	54.94	V000753
November 20	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,822.70	V000754
	BERNAN ASSOCIATES	BOOKS	507.49	V000755
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,724.68	V000756
	EBSCO INFORMATION SERVICES	BOOKS	181.50	V000757
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	172.90	V000758
	JURIS PUBLISHING INC	BOOKS	101.50	V000759
	PRACTISING LAW INSTITUTE	BOOKS	805.27	V000760
	CITY OF SALINAS CITY CLERKS OFFICE ** VOIDED **	BOOKS	0.00	V000761
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	831.95	V000762
	THOMSON REUTERS	BOOKS	12,084.00	V000763
	JOHN WILEY & SONS INC	BOOKS	185.20	V000764
	INFINISOURCE INC	PAYROLL/HR ADMIN	77.00	V000768
	OFFICE DEPOT	SUPPLIES-OFFICE	498.30	V000769
November 24	MUSIC CITY SUPPLY	SUPPLIES-OFFICE	85.37	V000770

162,279.33

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 16	EX LIBRIS (USA) INC.	ILS	11,343.99	TS00227113

11,343.99

MEMORANDUM

DATE: December 16, 2015

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Approval of Additions to Employee Handbook and Personnel Policies Manual

BACKGROUND

As you are aware, once or twice per year, Staff presents revisions to the Employee Handbook reflecting changes in law or other clarifications to maintain the Handbook as an accurate and timely reflection of Law Library practice and policy. Accordingly, attached please find three proposed additions to the Employee Handbook for the Board’s consideration and approval. (The entire Handbook is also available upon request.)

In summary, the proposed additions are:

1. Policy regarding fraternization with coworkers and contact with minors: Over the course of the Law Library’s history there have been a number of “office romances” but no clear policy in the Employee Handbook. The proposed policy does not prohibit such relationships, but does require disclosure so that the Library can engage in appropriate protection of employees and risk management. In addition, as the Law Library has expanded its intern programs, it has become more important to have a policy and guidelines regarding the appropriate interaction with minors.
2. Policy regarding uncontrolled standby time: For certain positions the Law Library schedules uncontrolled standby time when necessary to meet the needs of the business. In particular, there are times when IT and Facilities must be monitored to ensure the security of the facility or the continued functioning of the IT systems. This policy addresses what is expected of employees during standby hours and how compensation will be provided.
3. Addition to conflict of interest code: This amendment adds a requirement that staff disclose when they are a party to, or called as a witness in, a matter pending before the Los Angeles Superior Court, for the purpose of avoiding any conflict or appearance of impropriety involving the members of the Board.



The proposed changes have also been provided to SEIU for their review and may be subject to discussion with SEIU prior to implementation.

RECOMMENDATION

Staff recommends that the Board APPROVE and ADOPT the attached additions to the Employee Handbook and Personnel Policies Manual.



Add:

6.8 FRATERNIZATION

General: The Library recognizes that working relationships may also become social or romantic relationships. Sometimes these social or romantic relationships can result in misunderstandings, conflicts of interest, complaints of favoritism, claims of sexual harassment, and employee morale and dissention problems. Therefore, the Library requests that an employee who is romantically involved with another employee, an intern, a customer or a vendor, or an employee of a customer or a vendor, whether or not involvement is with a Supervisor or other management official, immediately and fully disclose the relevant circumstances to Human Resources or the Executive Director. The Library may take appropriate action appears when, in the opinion of the Library, a social or romantic relationship may create a conflict of interest, cause disruptions, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security, or morale. Failure by an employee to disclose facts may lead to disciplinary action, up to and including separation from employment.

Interns: It is also the policy of the Library to prohibit any type of sexual relationship, sexual contact, or sexually-nuanced behavior between an employee and a student intern without regard to the student's age. This includes sexual or sexually-nuanced communications via computer e-mail or internet, cell phones, and all other forms of electronic or other forms of communication. This prohibition applies to employees and interns of the same or the opposite sex. It also applies regardless of whether the intern or the employee initiated the sexual behavior, and whether or not the intern welcomes the sexual behavior and/or reciprocates the attention.

Minors: The relationship between Library employees and minors who are either employed or serving as interns at the Library should be one of professional cooperation and respect. All employees have a responsibility to conduct themselves in a manner conducive to working in a productive and harmonious environment.

It is the policy of the Library to prohibit any type of close personal relationship between an employee and a minor intern or employee that may reasonably be perceived as unprofessional, including, but not limited to the perception of a dating relationship. Employees shall not entertain, socialize with, or spend time with minor employees or interns in such a manner as to reasonably create the impression to other employees, other interns, parents of the interns, or the public that an unprofessional relationship exists, on or off the premises.

Violations: Failure by an employee to comply with this policy may lead to disciplinary action, up to and including termination.

If an employee is aware of a violation of this policy by a supervisor, intern or employee of the Library, that employee must report the violation to a member of management, Human Resources or to the Executive Director as soon as possible. The Library shall

promptly conduct an internal investigation and shall utilize the investigation procedures followed for complaints of harassment or any other type of inappropriate behavior within the Library and, if appropriate, report the incident to a law enforcement agency. If an employee is unsure as to whether they may be in violation, they should discuss the circumstances with a supervisor, Human Resources or the Executive Director.

Work Field Trips: Field trips of educational or cultural value are encouraged, but all minors must provide prior written permission from a parent or guardian and dates must first be cleared with the Executive Director.

Anyone driving interns to and from a field trip must be at least twenty-one (21) years of age. All drivers must present a valid California drivers' license and current proof of insurance. Copies of drivers' license and insurance coverage will be kept in the Human Resources office for future trips.

12.13 UNCONTROLLED STANDBY TIME

It is the policy of LA Law Library to schedule uncontrolled standby when necessary to meet the needs of the business.

Employees whose job duties include uncontrolled standby time will be not compensated during standby and will be free to use this time for their benefit, but will be required to carry a cellular phone and respond within thirty minutes (30) of a call during the scheduled standby period. Employees are required to report to the worksite within one (1) hour after being summoned to report to work. Employees may not consume alcohol and must be in a suitable condition to report to work when on standby.

Employees on standby who are called in to work will be paid their regular rate of pay for the hours actually worked as well as for the time it takes to travel both to and from the worksite from the point at which the Employee is summoned to report to work. If an Employee on standby is called in to work from a remote location, and is furnished less than two (2) hours of compensable time, the Employee shall be paid for a minimum two (2) hours at the Employee's regular rate of pay.

Uncontrolled standby hours will be scheduled by the Employee's immediate supervisor or the department head and must be documented as uncontrolled standby on the Employee's schedule and on the Employee's timekeeping record.

It is the responsibility of the Employee to inform their supervisor of all changes in address and/or phone number.

Employees on an approved leave of absence or other approved time off will not be scheduled for standby.

ADD the following to the end of:

6.1 CONFLICT OF INTEREST CODE

Any employee who is a party to, or is called as a witness in, a matter pending before the Los Angeles Superior Court should notify management of the matter, including the name of the case, the department to which it is assigned and, if possible, the case number. This disclosure will be used solely for the purpose of avoiding any conflict or appearance of impropriety involving the superior court judges who serve as Trustees of the Law Library.

MEMORANDUM

DATE: December 16, 2015

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of 2016 Holiday Schedule

SUMMARY

Each year, the Library observes 13 federal and state holidays during the year. If one of the holidays falls on Saturday, it is observed on the preceding Friday. If one of the holidays falls on Sunday, it is observed on the following Monday.

Attached you will find the proposed 2016 holiday schedule.

In any year, the Library may elect to use December 24 or December 31, or both, as designated holidays in lieu of Lincoln Day or Columbus Day, or both. However, the Library prefers to align its holiday schedule with the courts in order to provide service while the courts are open and is therefore not recommending any “in lieu” days in 2016.

RECOMMENDATION

Staff recommends the Board approved the attached 2016 holiday schedule.



ATTACHMENT

2016 HOLIDAY SCHEDULE

Friday	January 1, 2016	New Year's Day
Monday	January 18, 2016	Martin Luther King, Jr. Birthday
Friday	February 12, 2016	Lincoln Day
Monday	February 15, 2016	Presidents' Day
Thursday	March 31, 2016	Cesar Chavez Day
Monday	May 30, 2016	Memorial Day
Monday	July 4, 2016	Independence Day
Monday	September 5, 2016	Labor Day
Monday	October 10, 2016	Columbus Day
Friday	November 11, 2016	Veterans Day
Thursday	November 24, 2016	Thanksgiving Day
Friday	November 25, 2016	Day after Thanksgiving
Monday	December 26, 2016	Christmas Day Observance
Monday	January 2, 2017	New Year's Day (2017) Observance



AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Review of Investment Strategy and Status
- 4.2 Approval of Agreement with Bet Tzedek Regarding Operation of Conservatorship Clinic

MEMORANDUM

DATE: December 16, 2015

TO: Board of Law Library Trustees

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

RE: Review of Investment Strategy and Status

SUMMARY

The Board has asked to review the investment strategy previously approved by the Board and to receive a status report regarding the Law Library’s investments. Staff does not recommend any changes to the approved investment plan at this time.

BACKGROUND

The Law Library has very limited options with regard to investing excess funds. Pursuant to Business and Professions Code Section 6320, funds collected by the Law Library must be initially placed with the County. Subsequently, pursuant to Business and Professions Code Section 6348.5, excess funds of more than \$100,000 may be invested in the Local Agency Investment Fund (LAIF) or state or federal bonds. No other investment options are permitted under the statute. Historically, the Law Library had invested its excess funds in the County pool and LAIF, which in recent years earned a return of significantly less than 1%.

In December 2013, Staff recommended that the Board authorize acquisition of a AA or better rated bond portfolio for up to 70% of the Law Library’s cash surplus. The Board referred the matter to the Finance Committee for review.

The Finance Committee met in January 2014 and reviewed and approved the concept of investing some of the Law Library’s cash reserves in 5-year and 10-year U.S. Treasury Notes as “a sound and safe way to increase the Law Library’s return on its cash reserve over the current LAIF and County pool investments.” (See Attached Memo dated January 28, 2014.) The Committee also recommended that the Library obtain expert guidance about the timing, amounts and structure of the investments and from an experienced investment advisor.

In February 2014, Kelly Jay, Managing Director – Wealth Management at UBS Financial Services, Inc. presented the Zero-Coupon U.S. Treasury obligations investment concept to the Board in detail. The purpose of Mr. Jay’s presentation was to demonstrate the ability for the Law Library to maximize return on investment from using safe U.S. Treasury obligations.



At its April 22, 2014 regular meeting the Board unanimously approved the recommended investment strategy and the retention of investment management services. Specifically, the Board approved

- 1) engaging an investment advisor at a cost not-to-exceed \$200;
- 2) investing up to \$4 million in Zero-Coupon U.S. Treasury obligations with annual maturity dates over the four year period from 2016 to 2019;
- 3) the sale (with the advice of the Finance Director and financial advisor) of the obligations prior to maturity date should the value increase; and
- 4) use of the proceeds of these investments to purchase additional U.S. Treasury obligations with laddered annual maturity dates to continue the investment strategy over time.

Pursuant to this authorization, the Finance Director retained UBS and began placing investments. At its February 27, 2015 special meeting, following the resignation of the Finance Director, the Board approved a transfer of UBS investment responsibility from the Finance Director to the Finance Manager who has continued the implementation of the approved investment strategy.

At the October 2015 Board meeting, Staff and UBS presented an update regarding the status of the investments. The Board requested a further discussion regarding the overall strategy and any recommendation for a change in the amount of the investment.

Note: due to a potential for the appearance of a conflict of interest, the Executive Director does not authorize transactions in LA Law Library's UBS account, award new business to UBS on behalf of LA Law Library or participate in Board discussions regarding the award of business to UBS. Because the instant discussion concerns the overall investment strategy and level of investment, the Executive Director intends to participate. However, should the Board wish to discuss specific investments or any alteration to the relationship with UBS.

DISCUSSION

Investment Strategy

On May 22, 2014, \$4,000,000 was deposited into the LA Law Library's UBS account. Approximately one-half of the funds were placed into direct U.S. Treasury Zero Coupon Obligations distributed in the following manner –

- \$499,513.77 @ 0.522% annual YTM rate to mature on 11-15-16 at \$506,000
- \$499,813.09 @ 1.031% annual YTM rate to mature on 11-15-17 at \$518,000
- \$499,755.90 @ 1.357% annual YTM rate to mature on 11-15-18 at \$531,000, and
- \$499,201.25 @ 1.777% annual YTM rate to mature on 11-15-19 at \$550,000

Thus, a grand total of \$1,998,284.01 (gross total including all fees and charges) were committed into direct U.S. Treasury Zero Coupon Obligations. The rates noted are



minimum returns (If held to maturity). Because the Law Library does not anticipate needing these funds prior to maturity, the rate at maturity is virtually guaranteed. Furthermore, improved returns may be realized if the bonds are sold prior to maturity under favorable conditions, as recommended by the investment advisor.

The remaining one-half will also be invested in laddered Treasury obligations pursuant to the approved investment strategy, based upon timing recommended by the investment advisor. In particular, an additional \$1,000,000 will be committed to additional U.S. Treasury Zero Coupon Obligations when interest rates rise (10-20 basis points in a rising rate environment). As explained by the investment advisor at the October, 2015 meeting, it is anticipated that this strategy will yield a much more favorable return than either LAIF or the County Pool, with minimal risk.

Accordingly, Staff does not recommend any change in investment strategy at this time.

Cash Reserves and Current Obligations

At the end of October 2015, the Library's cash reserve (not including the UBS investments) is approximately \$4.9M, reflecting an increase of approximately \$230K since June 2015. Staff believes this is a prudent liquid reserve even considering worst-case scenarios. For example, were the Library to need an immediate roof replacement or other urgent capital repair, existing reserves would be sufficient without the need for an immediate sale of investments. Similarly, under a scenario where no additional revenue is generated, the Library would have enough cash reserve to cover up to 7 months of operating expense at roughly \$680K per month. Furthermore, Staff anticipates no major surge in operating expenses and manageable capital expenses, and operating income is holding fairly steady as evidenced in our monthly financial statements.

Likewise, Staff does not recommend investing additional funds beyond the \$4 million previously authorized. Committing funds to longer term investments that might be needed for operations or capital projects introduces an unnecessary, higher level of risk.

In short, Staff foresees no short term need for the funds invested at UBS nor any significant excess in freely accessible cash reserves. With this in mind, staff does not see an immediate need to reduce or increase the amount of its \$4M investment.

RECOMMENDATION

Staff recommends that the Board make no changes in the previously approved \$4M UBS investment amount or investment strategy.



ATTACHMENT

MEMORANDUM

DATE: January 28, 2014

TO: Board of Law Library Trustees

FROM: Reva Goetz, Chair of Budget and Finance Committee
Sandra Levin, Executive Director

RE: Investment Options: Recommendation from the Finance Committee

SUMMARY

At its meeting in December, the Board asked the Budget and Finance Committee to review Staff's recommendation to prefund retiree health insurance costs through the California Employers' Retirement Benefit Trust (CERBT) managed by CalPERS and to invest a substantial portion of the Law Library's cash reserve in U.S. Treasury notes. The Committee recommends: 1) prefunding OPEB through the CERBT in the amount of \$2,000,000; and 2) investing a substantial portion of the Law Library's cash reserve in U.S. Treasury notes pursuant to a laddered structure to be determined based upon expert advice from an investment professional.

BACKGROUND

The Finance Committee met on January 13, 2014 at the Law Library to discuss these issues.

CERBT

The Committee believes there is considerable merit to prefunding up to \$2 million of the Law Library's:

- Prefunding retiree health insurance costs addresses the net unfunded OPEB obligation that Staff expects will grow to \$2 million by the end of the current fiscal year.
- Investments in CalPERS's CERBT, which is designed to achieve long term capital appreciation through asset diversification, will almost certainly earn considerably more over time than the Law Library's current investment at the State's Local Agency Investment Fund (LAIF) or the Los Angeles County's pooled investments (County pool) which are conservatively invested in short-duration debt instruments such as treasury bills, bankers acceptances, certificates of deposit, etc. In fact, the Committee expects earnings from the Law Library's



CERBT investment will be sufficient to fund most of the Law Library's annual contributions toward retiree health insurance costs.

- There is little risk that the Law Library's other post-employment benefit (OPEB) obligations will ever fall below the level of \$2 million. To the contrary, the Committee expects the liability will continue to grow to more than \$6 million over time based upon the last actuarial analysis prepared for the Law Library.
- A decision by the Board to prefund through a CERBT will not limit it from making future decisions to prefund additional amounts should the Board determine that additional amounts are necessary and prudent.

The Finance Committee recommends the investment be made in the most moderate (neither the least risky nor the most risky) of three risk/return investment options offered by CalPERS.

Attached are the written agreement to prefund other post-employment benefits through CalPERS and a delegation of authority to the Executive Director and senior Law Library staff to request disbursements from the prefunded balance, both of which will require the President's signature. These forms, along with other information are required to establish a prefunding account.

U.S. TREASURY NOTES

The Finance Committee believes the concept of investing some of the Law Library's cash reserves in 5-year and 10-year U.S. Treasury Notes would be a sound and safe way to increase the Law Library's return on its cash reserve over the current LAIF and County pool investments:

- Treasury notes, backed by the full faith and credit of the U.S. government, are undeniably safe investments (although not immune to the vicissitudes of the marketplace should the Law Library be forced to liquidate its investments to meet unplanned needs).
- A laddered structure would create some investment diversity and allow for some liquidity -- as a result of the staggered due dates -- to accommodate necessary future expenses.
- The current yield on 10-year treasury notes is about 2.9%, almost 5 times the return the Law Library's assets are currently earning at LAIF or the County pool. The current difference over one year between treasury notes and LAIF or the County pool would be over \$100,000 on an investment of \$5 million. This difference would provide useful investment income during the Law Library's ongoing fiscal challenges.

The Finance Committee desires expert guidance about the timing, amounts and structure of the investments and believes the Committee and the Board would benefit from the guidance of an experienced investment advisor. The Committee directed Staff to invite an investment advisor to give the full Board a presentation about various ways to structure an investment in treasury notes. That presentation has been scheduled for the February 25 meeting.



RECOMMENDATION

Approve the Law Library's participation in the CalPERS CERBT to prefund retiree health insurance expense with a lump sum contribution of \$2 million and delegate authority to the Executive Director to complete all necessary forms and execute all necessary agreements.



MEMORANDUM

DATE: December 16, 2015

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Approval of Agreement with Bet Tzedek Regarding Operation of Conservatorship Clinic

BACKGROUND

Bet Tzedek Legal Services has been operating a Self-Help Conservatorship Clinic (hereinafter “the Clinic”) in partnership with the Los Angeles County Superior Court since 2007. The Clinic is managed by two full time Bet Tzedek staff members with the assistance of volunteers. The services provided include pre-hearing assistance (general information, referrals, and petition preparation) and post-hearing assistance (processing of post-hearing documents).

However, space within the courthouse is limited and the environment is often chaotic, which is not ideal for serving those in need of assistance with conservatorships. Bet Tzedek seeks to better serve the growing demand for such services and to increase efficiencies by partnering with the Law Library in a quiet, convenient location that is adjacent to the courthouse, near public transportation, and can accommodate self-represented individuals seeking to petition for conservatorship over a disabled adult.

The Los Angeles County Superior Court and Self-Help Resource Center administration support this new partnership.

DISCUSSION

Bet Tzedek and the Law Library have tested the proposed arrangement over the past 6 weeks, during which time Bet Tzedek has conducted clinics on Mondays and Thursdays according to the schedule and process described in the attached agreement. The trial period has not created any problems for the Law Library and has been helpful to the attorneys and clients of the clinic. In particular, the peaceful environment of the Law Library and the availability of supplemental reference assistance and legal resources have improved the level of service to the clients.

Accordingly, Staff recommends entering into the attached Space Sharing Agreement to memorialize the parties’ intention to provide conservatorship clinics at the Law Library for a longer term.



Although the full Agreement is attached for the Board's review, the following are some of the more significant provisions:

- The Agreement is terminable by either party on 90 days' notice.
- Bet Tzedek will provide the information contained in, and ask Clinic participants to sign, the Law Library's disclosure form, explaining that the Law Library does not provide legal advice and that the clinic is provided by Bet Tzedek.
- Clinic operations at the Law Library will occur on Mondays (10:00 am to Noon) in the Training Center and Thursdays (9:00 am to Noon) in the Computer Lab.
- LA Law Library will be acknowledged as the location when promoting the library clinic, but all materials mentioning the Law Library must be pre-approved by the Law Library.

RECOMMENDATION

Staff recommends that the Board approve and authorize the Executive Director to execute, the attached Agreement with Bet Tzedek Regarding Operation of Conservatorship Clinic.



Space Sharing Agreement between Bet Tzedek Legal Services and LA Law Library

WHEREAS, Bet Tzedek Legal Services has been operating a Self-Help Conservatorship Clinic (hereinafter “the Clinic”) in partnership with the Los Angeles County Superior Court since 2007. The Clinic offers services in the Self-Help Resource Centers located at five courthouses in Los Angeles County: Stanley Mosk (Central) courthouse, Norwalk, Long Beach, Pasadena, and Antelope Valley. The Clinic is managed by two full time Bet Tzedek staff members with the assistance of volunteers. The services provided include pre-hearing assistance (general information, referrals, and petition preparation) and post-hearing assistance (processing of post-hearing documents).

WHEREAS, LA Law Library (hereinafter “the Law Library”) seeks to introduce the self-represented public to available educational and legal resources in its collection. The Law Library has a dedicated Copy Center and a reference section with a collection of legal books and resources that cover various topics particularly relevant to the self-represented individual. There is easy access to numerous self-help legal resources and use of the reference desk for visitors. In addition, the Law Library has paid parking available for visitors and is in close proximity to the Stanley Mosk courthouse, the Metro station and other public transportation. The entrance has a Disabled Access ramp, and this, coupled with the quiet and calm atmosphere of the Law Library, makes it an ideal location for the disabled and caregiver population that seeks the services of the Clinic.

WHEREAS, Bet Tzedek seeks to better serve the growing demand for such services and to increase efficiencies by partnering with the Law Library with a location that is adjacent to the courthouse, near public transportation, and can accommodate self-represented individuals seeking to petition for conservatorship over a disabled adult.

WHEREAS, the Los Angeles County Superior Court and Self-Help Resource Center administration supports this new partnership, Bet Tzedek and the Law Library enter into this Space Sharing Agreement, as set forth below:

1. Relocation of Pre-Hearing Operations. Bet Tzedek will relocate the Clinic’s pre-hearing operations to the Law Library and shall continue to hold operations at the Law Library until the parties mutually agree to terminate this arrangement. This agreement may be terminated for any reason or no reason upon 90 days written notice by either party.
2. Disclosure Form. Bet Tzedek will provide the information contained in and ask Clinic participants to sign the Law Library’s Disclosure and Agreement form, attached as Exhibit B hereto.
3. Clinic Hours. Clinic operations at the Law Library will occur on Mondays (10:00 am to Noon) and Thursdays (9:00 am to Noon) every week, except for designated holidays when either the Law Library or Bet Tzedek is closed for business.

- a. Each December, Bet Tzedek and the Law Library will exchange their annual holiday schedules for the following calendar year.
4. Use of Rooms. The Law Library agrees to allow Bet Tzedek to use the following rooms at its facility for Clinic pre-hearing operations, during the times set forth in Exhibit A.
 - a. Rooms.
 - i. The Training Center Room. This room has the capacity to seat 30 individuals with the use of tables and chairs and can also seat 70 individuals using chairs only. The room is equipped with a screen and projector for display of Power Point presentations and other educational materials.
 - ii. The Computer Lab. This room is equipped with 12 computers, which can be used by the public in a clinic setting. The Computer Lab computers will provide Internet access but do not include word processing or other Microsoft Office Suite software.
 - iii. Smaller Conference Rooms. These rooms can seat up to 8 individuals.
 - b. Use. A full description of how Bet Tzedek will use the allotted Law Library space for the Clinic is set forth in Exhibit A.
 - i. In general, intake and orientation will occur in the Training Center on Mondays and will use the Computer Lab on Thursdays. The small conference rooms will be used, as available, for individual meetings with pro per litigants who are returning for a pre-scheduled appointment and/or need to meet one-on-one with a translator.
5. Printer. Because conservatorship petitions require printing voluminous documents, Bet Tzedek will provide a Bet Tzedek owned business model multi-functional printer and office supplies for Clinic use. On non-Clinic days, the Law Library will store the printer and office supplies in a protected area not accessible to the public. On Clinic days, the Law Library will ensure that the printer and office supplies are moved to an agreed upon location easily accessible by Bet Tzedek staff and volunteers. The Law Library is not responsible for loss, theft or breakage of the equipment or supplies.
6. No Employee, Agent or Contract Relationship. No employee, agent or contract relationship between the Law Library and any individual shall be formed or implied from this Agreement or the operation of the Clinic. All Clinic personnel – staff or volunteers - will be provided by and report to Bet Tzedek.
7. Scope of Services; Law Library. The Law Library provides legal resources and assistance with legal research as an educational service but does not provide legal advice. The Law Library is pleased to offer its patrons the opportunity to obtain

assistance from Bet Tzedek and its volunteers at the clinic and other events within the Law Library. However, the Law Library does not control and is not responsible for the content or scope of any assistance given by Bet Tzedek.

8. Modification. Dates and hours of service, as well as any other element of this agreement, are subject to change. However, changes must be agreed upon mutually and must be confirmed in writing.
9. Use of Names. Both parties shall use best efforts to include Bet Tzedek and the Law Library in promoting clinic services that occur at the Law Library. However, it is understood that the name of the Law Library or of Bet Tzedek is not to be used in any publication, advertisement or news release without the prior written approval of the parties. All such material must be approved in advance by the communications and/or marketing staff of each party.

Agreed as to form and content.

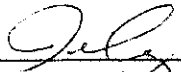
BET TZEDEK LEGAL SERVICES

LA LAW LIBRARY

Dated: 12/10, 2015

Dated: _____, 2015

By:



Jessie Kornberg
President and CEO

By:

Sandra J. Levin
Executive Director

EXHIBIT A

MONDAYS IN THE TRAINING CENTER

New Visitor Orientation and Signing Appointments

This day will be reserved for assistance for first time visitors and returning visitors with pre-scheduled appointments. Assistance for first time visitors will take place on Mondays from 10:00 a.m. to 12 noon in the Training Center. On rare occasions, the Training Center may not be available on Monday morning, in which case another space will be provided and in which case the Law Library will provide Bet Tzedek with as much advance notice as possible.

To avoid disturbing Law Library patrons, and if available, a small conference room will also be provided where Bet Tzedek will confer with individuals who have a pre-scheduled appointment to sign petition documents or who might need assistance with a Spanish interpreter.

The Clinic will be responsible for handling all registrations for first time visitors. First time visitors will be encouraged to download the Conservator and Co-Conservator questionnaires on the Bet Tzedek website and complete them in advance.

The Monday Clinic will aim for a capacity of 25 people, including potential conservatees that visitors bring with them. Each visitor will be given a number, in order of arrival, to allow staff to provide service in an orderly manner. Service will be provided on a first come, first served basis.

Visitors will then be walked through the following process:

1. Pre-screening by volunteers with referrals and direction to Law Library resource materials, as appropriate.
2. Signing of the Law Library Disclosure and Agreement Form and distribution of the Clinic Questionnaire if the visitor did not print and complete one in advance.
3. Viewing an orientation presentation in the Training Room to include an educational PowerPoint presentation on conservatorship law, the petitioning process, the responsibilities of the conservator and the rights of a conservatee.
4. In depth screening (aka formal intake) with Clinic volunteers.
5. Scheduling of follow up appointments to prepare and sign petition documents for either electronic filing or for manual filing at the courthouse.

THURSDAYS IN THE COMPUTER LAB

Petition Preparation Workshop and Signing Appointments

This day will be reserved for a Petition Preparation Workshop and for returning visitors with prescheduled appointments. Assistance will be provided from 9:00 A.m. to 12 noon. The workshop will be available to individuals who attended the Monday orientation and are ready to prepare their petition documents on the computer in the Computer Lab. If available, a small conference room will also be provided to confer with individuals who have a pre-scheduled

appointment to sign petition documents or who might need assistance with a Spanish interpreter. Activities will occur as follows:

The Law Library will give access to the Computer Lab for petitioners to use the California Judicial Council's web based LawHelp HotDocs software program. This program will be used to prepare the necessary documents for conservatorship appointment. It is understood between the parties that some computers may not always be available if they require servicing, but when possible, the Clinic anticipates use of 8 to 12 computers during each workshop.

Petitioners participating in the workshop will meet in the Computer Lab with an assigned volunteer. The volunteer will either assist the petitioner in logging onto the computer to access the program, or will generate the petition documents for the petitioner if he/she is not computer literate. Law Library computers will provide internet access but do not include word processing or other office suite software.

When the documents are completed, the volunteer will assist the petitioner in printing out the necessary petition documents. These documents will be printed on the Bet Tzedek printer installed at the Law Library.

After the documents are printed, the petitioner will meet with a volunteer to go over the documents and sign them. This can be done in the Computer Lab, or if available, in the small conference room to free up a computer for use by another visitor scheduled on that day. The volunteer will then explain the next steps concerning service of the citation/petition, appointment of the PVP and court investigator, and processing of post hearing documents.

Files with petitioners that qualify for Fee Waivers will be taken back to the office and prepared for e-delivery. Files that do not qualify for a Fee Waiver, or require special handling, cannot be e-delivered. In cases that do not qualify for a Fee Waiver, the petitioner will be sent to the courthouse across the street to manually file his or her petition documents.

If available, the Law Library will provide a smaller conference room for volunteers to meet with returning visitors who have begun the process and are returning to review and sign petition documents for filing with the court. These signing appointments will take place in the smaller conference room while the Petition Workshop is being conducted in the Training Center for new visitors.

Depending on network connectivity in the Computer Lab, and as efficiencies in this partnership improves, the Clinic anticipates the potential to schedule petitioners in two shifts during the 3 hour use of the Computer Lab. As it takes an average of approximately 1 and a half hours to complete the Law Help HotDocs program, there is a potential to increase service to individuals in both computer use and public access to Law Library resources and materials.

LA LAW LIBRARY DISCLOSURE AND AGREEMENT

SELF-HELP CONSERVATORSHIP CLINIC

Welcome to the Bet Tzedek Self-Help Conservatorship Clinic at the LA Law Library!

While the LA Law Library is pleased to host this program, the personnel presenting the clinic and assisting you work for Bet Tzedek or are Bet Tzedek volunteers.

The LA Law Library Staff do not provide legal advice and there is no attorney-client relationship between you and any person at the LA Law Library. The LA Law Library may provide information and assistance to other litigants or individuals whose interests are not aligned with yours.

The LA Law Library is not responsible for the content or accuracy of any legal information or advice you may receive during the program or the outcome of your case or matter. You should consult with your own attorney if you want personalized advice or strategy or to be represented by an attorney in court.

If you disturb other people in the library, you may be asked to leave, and you will forfeit your appointment.

CONFIRMATION

I have read this Disclosure or have had it read to me.

I understand this document and hereby release the LA Law Library and any attorneys present from any claim, liability or damages arising out of or in connection with receiving information or assistance under this program.

PRINT NAME

SIGNATURE

DATE