LA Law Library Board of Trustees

Tuesday, April 26, 2011, Regular Board Meeting
AGENDA
AGENDA

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

REGULAR BOARD MEETING
Tuesday, April 26, 2011
12:15 P.M.

M. L. LILLIE BUILDING
TRAINING CENTER
301 WEST FIRST STREET
LOS ANGELES, CALIFORNIA 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. 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.
CALL TO ORDER

1. PUBLIC COMMENT

2. CONSENT CALENDAR
   All items on the Consent Calendar are voted on with a single resolution. Any Board member or other person attending the meeting may request an item be removed from the Consent Calendar and placed on the Regular Calendar for discussion and any action which the Board deems to be appropriate.

   2.1 Minutes of the March 22, 2011, Regular Board Meeting
   2.2 Draft Financials: FY11, July-March, 2011
   2.3 List of Checks and Warrants: March, 2011

3. PRESIDENT'S REPORT

4. ACTION ITEMS
   4.1 Resolution regarding Presentation of Claims.
   4.2 Discussion regarding SB 221 and correspondence in potential support or opposition

5. EXECUTIVE DIRECTOR'S REPORT
   • Board Update
   • Staff Update
   • Outreach Update
   • 2011 First Quarter Statistics

6. EXECUTIVE DIRECTOR'S DISCUSSION AND ACTION ITEM
   Mildred L Lillie Main Library Building: Building Envelope Repair and Exterior Restoration. Discussion and Award of Contract. Recommendation: Award the Bid to Swinerton Builders and approve the recommended deductives and additives.

7. 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.

8. ADJOURNMENT
   The next Regular Meeting of the Board of Law Library Trustees will be held on Tuesday, May 26, 2011.

POSTED THURSDAY, APRIL 21, 2011 @ 7:00 P.M.
POSTED BY EUSTORIO BARAJAS
CONSENT CALENDAR
2.1 Minutes of the March 22, 2011, Regular Board Meeting
The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, March 22, 2011 at 12:15 p.m., at the Los Angeles County Law Library headquarters 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:  
Susan Steinhauser, Esquire  
Judge Ann Jones  
Judge Mark Juhas  
Kenneth Klein, Esquire  
Judge Luis Lavin  
Judge Jan Pluim

Trustees Absent:  
Judge Reva Goetz

Staff Present:  
Marcia J Koslov, Executive Director

Also Present:  
Sandra J Levin, Colantuono & Levin, P.C.  
Benjamin Goldman, Littler Mendelson, P.C.

President Steinhauser determined a quorum to be present, convened the meeting at 12:23 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes.

1.0 PUBLIC COMMENT

Mr. Tut Hayes commented on the availability of the Board agenda and the ability to make public comments at the Board meetings.
2.0 CONSENT CALENDAR
President Steinhauser requested a motion to adopt the Consent Calendar. Upon motion by Trustee Pluim and seconded by Trustee Klein, the Consent Calendar was unanimously approved, 6-0.

3.0 PRESIDENT’S REPORT
There was no President’s report.

4.0 ACTION ITEMS
4.1 Check Signature
The Executive Director presented a proposal to establish a signatory process for checks drafted by the Law Library. It was recommended that the Board approve a single signature for checks under $2500, but that for checks between $2500 and $10000 a second signature is required. Following Board discussion, Trustee Pluim made a motion and Trustee Jones seconded the motion to have all checks signed by the Executive Director, but all checks over $2500 also have the signature of the Senior Director.

4.2 Board Policies
General Counsel, Sandra Levin, presented four (4) proposed policies for Board consideration: Code of Conduct; Records Retention; Presentment of Claims against the Law Library; and Expense Reimbursement. Following discussion, the Board requested that Counsel review of these policies in light the library’s position as an independent public agency. The Board requested that the policies be individually considered beginning with Presentment of Claims at the April Board Meeting. The remaining policies would be considered at future meetings.

5.0 EXECUTIVE DIRECTOR’S REPORT
The Executive Director highlighted the following:

- The proposed Partnership Agreement has been reviewed by staff of both parties, LA Law Library and LA Public Library (LAPL). It is awaiting review by legal counsel and the City Attorney’s Office. We are hoping to present the Law Library / LAPL partnership proposal to the Board of Library Commissioners at their next meeting.

- In response to Board interest in receiving statistics on branch and partnership locations, President Steinhauser noted that the Executive Director would be including branch statistics as part of the quarterly statistics presented at the April Board meeting. In addition, it was noted that, as part of the year’s agenda, the Executive Director would be presenting a status report on both branch and partner locations.
6.0 EXECUTIVE DIRECTOR DISCUSSION
Ralph M Brown Act. Understanding the provisions and requirements of the Ralph M Brown Act. Sandra Levin, Colantuono and Levin, General Counsel prepared a summary of Brown Act requirements for public board meetings and activities and responded to Board questions. Discussion centered on the availability of Board materials as well as the opportunity for public comment during the Board meetings.

Public Comment
Mr. Tut Hayes commented on the Board discussion of the Brown Act.

Following discussion, the Board of Trustees provided the following direction to the Executive Director:

(1) Make the agenda and all non-closed session item materials available on the website
(2) Make ten (10) copies of the agenda and all non-closed session item materials available at the circulation desk. The first ten (10) copies are free of charge. Additional copies will be made at the expense of the person wishing to receive the copies.
(3) Comply with the 72-hour Brown Act notice requirement when making these materials available [and the 24-hour Brown Act notice requirement for special meetings]
(4) Make several copies of the agenda and all non-closed session item materials available at the start of the Board meeting.
(5) Continue the current policy to hear all public comments at the beginning of each Board meeting.

7.0 CLOSED SESSION
At 1:25 p.m. President Steinhauser announced that the Board would go into closed session for:


7.2 Reconvene Open Session. The Board concluded its closed session and reconvened in open session at 2:00 p.m. During the closed session the Board provided direction to the Executive Director and to legal counsel regarding Labor Negotiations.

8.0 AGENDA BUILDING
The Board requested that a policy for Presentment of Claims Against the Law Library be an action item on the April 26, 2011 agenda.
9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 2:00 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, April 26, 2011.

Marcia J Koslov, Executive Director and Secretary
Los Angeles County Law Library Board of Trustees
2.2 Draft Financials: FY11, July – March, 2011
LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF FINANCIAL POSITION
As of March 31, 2011
D - R - A - F - T

Assets

Assets in L. A. County and State Treasurers' Custody
Cash in L. A. County Treasurer - General Fund $ 5,055,015.68
Cash in L. A. County Treasurer - Deposit Fund 222,063.00
Cash in Bank of America - Revolving Account 1,584.63
Cash in Bank of America - Payroll Account 32,655.89
Cash in Local Agency Investment Fund 10,291,569.78
Petty Cash 718.00
Operating Cash 15,603,606.98

Current Assets:
Accounts Receivable 47,548.12
Other Receivable 1,544,846.90
Other Current Assets 303,845.14

Other Assets:
Books & Other Library Collections $ 37,823,966.32
Current Month Acquisitions 929,761.34

38,753,727.66

Less: Accumulated Depreciation (23,113,822.96) 15,639,844.70

Building Construction 4,216,987.41
Interior Building Improvement 1,188,950.70
Furniture & Equipment 2,010,429.27
Computer Hardware & Software 536,743.03

7,953,110.41

Less: Accumulated Depreciation (6,685,955.64) 1,267,154.77

Construction In Progress - Interior 73,214.85
Construction In Progress - Exterior 511,472.08
Building Site (Land) 580,333.00

Total Assets $ 35,571,866.54

Liabilities and Fund Balance

Current Liabilities
Accounts Payable $ 479,949.08
Accrued Expense 439,482.74

Noncurrent Liabilities
Borrowers' Deposits 227,230.00

Total Liabilities 1,146,661.82

Fund Balance
Unappropriated 32,928,292.54
YTD Net Income 1,496,912.18

Total Liabilities and Fund Balance $ 35,571,866.54
<table>
<thead>
<tr>
<th>Category</th>
<th>1ST QUARTER</th>
<th>2ND QUARTER</th>
<th>3RD QUARTER</th>
<th>YTD TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BUDGET</td>
<td>Cumulative Qty Budget</td>
<td>Cumulative Qty Actual</td>
<td>Cumulative Qty Variance</td>
</tr>
<tr>
<td>L.A. Superior Court Fees</td>
<td>9,565,816</td>
<td>2,447,622</td>
<td>2,524,739</td>
<td>77,116</td>
</tr>
<tr>
<td>Total - Court Fees</td>
<td>9,565,816</td>
<td>2,447,622</td>
<td>2,524,739</td>
<td>77,116</td>
</tr>
<tr>
<td>Interest - LAIF</td>
<td>70,000</td>
<td>17,500</td>
<td>13,259</td>
<td>(4,241)</td>
</tr>
<tr>
<td>Interest - General Fund</td>
<td>70,000</td>
<td>17,500</td>
<td>17,277</td>
<td>227</td>
</tr>
<tr>
<td>Interest - Deposit Fund</td>
<td>4,000</td>
<td>1,000</td>
<td>915</td>
<td>(85)</td>
</tr>
<tr>
<td>Total - Interest</td>
<td>144,000</td>
<td>36,000</td>
<td>31,902</td>
<td>(4,098)</td>
</tr>
<tr>
<td>Parking Fee</td>
<td>685,000</td>
<td>164,786</td>
<td>186,856</td>
<td>5,067</td>
</tr>
<tr>
<td>Total - Parking</td>
<td>685,000</td>
<td>164,786</td>
<td>186,856</td>
<td>5,067</td>
</tr>
<tr>
<td>Annual Borrowing Fee</td>
<td>60,000</td>
<td>27,000</td>
<td>36,650</td>
<td>9,630</td>
</tr>
<tr>
<td>Annual Members Fee</td>
<td>200,000</td>
<td>40,000</td>
<td>13,500</td>
<td>(26,501)</td>
</tr>
<tr>
<td>Course Registration</td>
<td>5,000</td>
<td>1,250</td>
<td>2,510</td>
<td>1,260</td>
</tr>
<tr>
<td>Copy Center</td>
<td>85,000</td>
<td>23,167</td>
<td>22,486</td>
<td>(682)</td>
</tr>
<tr>
<td>Document Delivery</td>
<td>25,000</td>
<td>7,101</td>
<td>5,435</td>
<td>(1,664)</td>
</tr>
<tr>
<td>Fines</td>
<td>50,000</td>
<td>13,547</td>
<td>12,405</td>
<td>(1,142)</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>2,000</td>
<td>500</td>
<td>451</td>
<td>(49)</td>
</tr>
<tr>
<td>Room Rental</td>
<td>7,500</td>
<td>1,875</td>
<td>225</td>
<td>(1,650)</td>
</tr>
<tr>
<td>Book Replacement</td>
<td>5,000</td>
<td>1,250</td>
<td>2,526</td>
<td>1,276</td>
</tr>
<tr>
<td>Forfeited Deposits</td>
<td>10,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Friends of Law Library</td>
<td>120,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grants</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vending</td>
<td>5,000</td>
<td>1,250</td>
<td>1,705</td>
<td>456</td>
</tr>
<tr>
<td>Total - Library Services</td>
<td>574,500</td>
<td>119,940</td>
<td>97,991</td>
<td>(19,049)</td>
</tr>
</tbody>
</table>

| TOTAL INCOME                   | 10,969,316  | 2,785,352   | 2,844,396   | 59,036      | 2,800,099   | 2,678,970   | (121,130)   | 2,573,052   | 2,490,809   | (82,483)    | 8,158,543   | 8,013,966   | (144,576)    |

Statement of Income and Expenditure: 1 of 4
4/19/2011
<p>|                                   | 1ST QUARTER | 2ND QUARTER | 3RD QUARTER | YTD TOTAL | BUDGET | Cumulative | Cumulative | Cumulative | Cumulative | Cumulative | YTD Variance |
|-----------------------------------|-------------|-------------|-------------|-----------|--------|------------|------------|------------|------------|------------|-------------|--------------|
| Salaries                          | 3,237,690   | 6,099,846   | 9,326,795   | 15,664,358| 14,047 | 7,801,078  | 2,284,114  | 9,304,095  | 6,471,927  | 2,832,168  | 10,274,225  |
| Social Security                   | 205,768     | 466,685     | 730,875     | 1,367,482 | 1,046 | 657,172    | 208,316    | 860,264    | 323,057    | 237,247    | 1,157,429   |
| Disability Insurance              | 79,228      | 146,670     | 213,273     | 392,276   | 687 | 213,273    | 160,000    | 373,273    | 262,996    | 110,723    | 687,007     |
| Unemployment Insurance            | 93,000      | 165,500     | 258,500     | 456,500   | 168 | 258,500    | 179,000    | 437,500    | 359,000    | 78,500     | 526,000     |
| Workers' Compensation Insurance   | 5,650       | 10,290      | 15,940      | 31,830    | 412 | 15,940     | 11,528     | 27,460     | 21,940     | 5,520      | 33,460      |
| Workers' Compensation Expense     | 5,650       | 10,290      | 15,940      | 31,830    | 412 | 15,940     | 11,528     | 27,460     | 21,940     | 5,520      | 33,460      |
| Temporary Assistance               | 3,000       | 5,000       | 7,000       | 15,000    | 100 | 7,000      | 4,000      | 11,000     | 6,000      | 5,000      | 16,000      |
| Total                               | 3,296,408   | 6,380,774   | 9,445,278   | 15,683,298| 14,047 | 8,612,898  | 2,350,132  | 9,962,028  | 6,520,078  | 2,442,050  | 10,962,128  |
| Total - Personnel                   | 4,176,473   | 7,040,012   | 10,410,623  | 17,591,308|        | 9,207,866  | 2,570,564  | 10,778,430 | 7,258,398  | 2,519,832  | 10,778,430  |
| Accrued Vacation Expense           | 10,000      | 2,290,000   | 5,000,000   | 5,790,000 | 412 | 5,000,000  | 4,987      | 5,527,000  | 3,579,000  | 1,948,000  | 5,527,000   |
| Total                               | 4,176,483   | 7,040,302   | 10,410,623  | 17,591,308|        | 9,207,866  | 2,570,564  | 10,778,430 | 7,258,398  | 2,519,832  | 10,778,430  |
| American Continuations             | 2,200,000   | 4,400,000   | 6,600,000   | 9,200,000 | 412 | 6,600,000  | 5,087      | 7,687,000  | 4,787,000  | 2,900,000  | 7,687,000   |
| American New Orders                | 200,000     | 300,000     | 500,000     | 800,000   | 412 | 500,000    | 4,087      | 6,087,000  | 4,787,000  | 2,900,000  | 7,687,000   |
| Commonwealth Continuations         | 220,000     | 4,000,000   | 5,220,000   | 7,440,000 | 412 | 5,220,000  | 4,140      | 6,360,000  | 4,787,000  | 2,900,000  | 7,687,000   |
| Foreign New Orders                 | 150,000     | 2,500,000   | 3,050,000   | 4,550,000 | 412 | 3,050,000  | 4,140      | 6,360,000  | 4,787,000  | 2,900,000  | 7,687,000   |
| General Intransitory Continuations | 50,000      | 1,100,000   | 1,600,000   | 2,100,000 | 412 | 1,600,000  | 4,140      | 6,360,000  | 4,787,000  | 2,900,000  | 7,687,000   |
| Total                               | 2,000,000   | 4,700,000   | 6,700,000   | 9,400,000 | 412 | 6,700,000  | 4,140      | 6,360,000  | 4,787,000  | 2,900,000  | 7,687,000   |
| Total - Library Materials Transferred to Assets | 62,940       | 125,080     | 187,720     | 352,740   | 412 | 187,720    | 4,140      | 6,360,000  | 4,787,000  | 2,900,000  | 7,687,000   |</p>
<table>
<thead>
<tr>
<th>EXPENDITURE</th>
<th>1ST QUARTER</th>
<th>2ND QUARTER</th>
<th>3RD QUARTER</th>
<th>YTD TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
<td>Qtly Budget</td>
<td>Qtly Actual</td>
<td>Qtly Variance</td>
</tr>
<tr>
<td>Building/Cleaning Supplies</td>
<td>20,000</td>
<td>5,500</td>
<td>6,679</td>
<td>(1,679)</td>
</tr>
<tr>
<td>Building Maintenance</td>
<td>25,000</td>
<td>6,250</td>
<td>6,889</td>
<td>(639)</td>
</tr>
<tr>
<td>Building Services</td>
<td>27,500</td>
<td>6,875</td>
<td>4,174</td>
<td>2,701</td>
</tr>
<tr>
<td>Interior Improvements/Alterations</td>
<td>10,000</td>
<td>2,500</td>
<td>4,288</td>
<td>(1,788)</td>
</tr>
<tr>
<td>Electric &amp; Water</td>
<td>110,000</td>
<td>31,753</td>
<td>32,938</td>
<td>(1,185)</td>
</tr>
<tr>
<td>Elevator Maintenance</td>
<td>15,000</td>
<td>3,750</td>
<td>3,291</td>
<td>459</td>
</tr>
<tr>
<td>Heating &amp; Cooling</td>
<td>30,000</td>
<td>10,239</td>
<td>6,558</td>
<td>3,681</td>
</tr>
<tr>
<td>Insurance</td>
<td>200,000</td>
<td>69,913</td>
<td>67,703</td>
<td>2,211</td>
</tr>
<tr>
<td>Janitorial Services</td>
<td>90,000</td>
<td>22,500</td>
<td>21,457</td>
<td>1,043</td>
</tr>
<tr>
<td>Landscaping</td>
<td>15,000</td>
<td>3,750</td>
<td>3,600</td>
<td>150</td>
</tr>
<tr>
<td>Security</td>
<td>185,000</td>
<td>47,050</td>
<td>46,231</td>
<td>819</td>
</tr>
<tr>
<td></td>
<td><strong>Total - Building Occupancy</strong></td>
<td>807,900</td>
<td>209,350</td>
<td>203,807</td>
</tr>
</tbody>
</table>

**Statement of Income and Expenditure: 3 of 4**

4/10/2011
<table>
<thead>
<tr>
<th>EXPENDITURE</th>
<th>BUDGET</th>
<th>1ST QUARTER</th>
<th>2ND QUARTER</th>
<th>3RD QUARTER</th>
<th>YTD TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Cumulative</td>
<td>Cumulative</td>
<td>Cumulative</td>
<td>Cumulative</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Only Budget</td>
<td>Only Actual</td>
<td>Only Variance</td>
<td>Only Budget</td>
</tr>
<tr>
<td>Accounting</td>
<td>17,000</td>
<td>4,250</td>
<td>0</td>
<td>4,250</td>
<td>4,250</td>
</tr>
<tr>
<td>Consulting Services</td>
<td>20,000</td>
<td>5,000</td>
<td>0</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Legal</td>
<td>100,000</td>
<td>25,000</td>
<td>1,186</td>
<td>23,814</td>
<td>25,000</td>
</tr>
<tr>
<td>Payroll / HR Services</td>
<td>17,000</td>
<td>4,250</td>
<td>2,347</td>
<td>1,903</td>
<td>4,250</td>
</tr>
<tr>
<td>Recruitment Costs</td>
<td>15,000</td>
<td>3,750</td>
<td>211</td>
<td>3,539</td>
<td>3,750</td>
</tr>
<tr>
<td>Temporary Services</td>
<td>40,000</td>
<td>10,000</td>
<td>15,242</td>
<td>(2,422)</td>
<td>10,000</td>
</tr>
<tr>
<td><strong>Total - Professional Services</strong></td>
<td>209,000</td>
<td>52,250</td>
<td>18,988</td>
<td>33,262</td>
<td>52,250</td>
</tr>
<tr>
<td>Depreciation - Library Materials</td>
<td>2,916,000</td>
<td>726,000</td>
<td>700,929</td>
<td>25,072</td>
<td>729,000</td>
</tr>
<tr>
<td>Depreciation - Fixed Assets</td>
<td>275,000</td>
<td>68,750</td>
<td>56,836</td>
<td>8,914</td>
<td>68,750</td>
</tr>
<tr>
<td><strong>Total - Depreciation Expense</strong></td>
<td>3,191,000</td>
<td>797,750</td>
<td>760,734</td>
<td>37,016</td>
<td>797,750</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>9,210,353</td>
<td>2,314,404</td>
<td>2,055,455</td>
<td>258,949</td>
<td>2,326,869</td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td>10,969,316</td>
<td>2,786,352</td>
<td>2,844,388</td>
<td>59,036</td>
<td>2,600,999</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>9,210,353</td>
<td>2,314,404</td>
<td>2,055,455</td>
<td>258,949</td>
<td>2,326,869</td>
</tr>
<tr>
<td><strong>NET INCOME/(LOSS)</strong></td>
<td>1,759,963</td>
<td>470,948</td>
<td>789,933</td>
<td>317,986</td>
<td>473,211</td>
</tr>
</tbody>
</table>

Statement of income and expenditure: 4 of 4
2.3 List of Checks and Warrants: March, 2011
<table>
<thead>
<tr>
<th>DATE</th>
<th>PAYEE</th>
<th>FOR</th>
<th>AMOUNT</th>
<th>CHECK NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 4</td>
<td>AMERICAN BAR ASSOCIATION</td>
<td>BOOKS</td>
<td>105.41</td>
<td>020402</td>
</tr>
<tr>
<td></td>
<td>ALABAMA BARICLE UNIV OF ALABAMA</td>
<td>BOOKS</td>
<td>210.00</td>
<td>020403</td>
</tr>
<tr>
<td></td>
<td>AMERICAN SOCIETY OF INTERNATIONAL L</td>
<td>BOOKS</td>
<td>210.00</td>
<td>020404</td>
</tr>
<tr>
<td></td>
<td>ASPEN PUBLISHERS INC</td>
<td>BOOKS</td>
<td>1,572.15</td>
<td>020405</td>
</tr>
<tr>
<td></td>
<td>BERKAN ASSOCIATES</td>
<td>BOOKS</td>
<td>740.00</td>
<td>020406</td>
</tr>
<tr>
<td></td>
<td>LEXISNEXIS CANADA BUTTERWORTHS CANA</td>
<td>BOOKS</td>
<td>1,627.33</td>
<td>020407</td>
</tr>
<tr>
<td></td>
<td>CARSWELL COMPANY LTD</td>
<td>BOOKS</td>
<td>14.75</td>
<td>020408</td>
</tr>
<tr>
<td></td>
<td>CONTINUING EDUCATION OF THE BAR CAL</td>
<td>BOOKS</td>
<td>7,170.44</td>
<td>020410</td>
</tr>
<tr>
<td></td>
<td>COUTTS LIBRARY SERVICES</td>
<td>BOOKS</td>
<td>1,302.31</td>
<td>020411</td>
</tr>
<tr>
<td></td>
<td>DATA TRACE LEGAL PUBLISHERS</td>
<td>BOOKS</td>
<td>127.95</td>
<td>020412</td>
</tr>
<tr>
<td></td>
<td>EBSCO PUBLISHING</td>
<td>BOOKS</td>
<td>3,680.00</td>
<td>020413</td>
</tr>
<tr>
<td></td>
<td>ERASMUS BOEKHANDEL BV</td>
<td>BOOKS</td>
<td>163.64</td>
<td>020414</td>
</tr>
<tr>
<td></td>
<td>GAUNT</td>
<td>BOOKS</td>
<td>5,508.87</td>
<td>020415</td>
</tr>
<tr>
<td></td>
<td>OTTO HARRASSOWITZ</td>
<td>BOOKS</td>
<td>187.65</td>
<td>020416</td>
</tr>
<tr>
<td></td>
<td>E ITURRIAGA Y CIA S A C</td>
<td>BOOKS</td>
<td>117.00</td>
<td>020417</td>
</tr>
<tr>
<td></td>
<td>JURIS PUBLISHING INC</td>
<td>BOOKS</td>
<td>194.00</td>
<td>020418</td>
</tr>
<tr>
<td></td>
<td>LAW JOURNAL PRESS</td>
<td>BOOKS</td>
<td>6,220.35</td>
<td>020420</td>
</tr>
<tr>
<td></td>
<td>LEXISNEXIS BUTTERWORTHS</td>
<td>BOOKS</td>
<td>347.55</td>
<td>020421</td>
</tr>
<tr>
<td></td>
<td>LIBROS CENTROAMERICANOS</td>
<td>BOOKS</td>
<td>177.00</td>
<td>020422</td>
</tr>
<tr>
<td></td>
<td>LIBRERIA LINARDI Y RISSO A LINARDI</td>
<td>BOOKS</td>
<td>444.14</td>
<td>020423</td>
</tr>
<tr>
<td></td>
<td>MARY MARTIN BOOKSELLERS</td>
<td>BOOKS</td>
<td>330.00</td>
<td>020424</td>
</tr>
<tr>
<td></td>
<td>INSTITUTE OF CONTINUING LEGAL EDUCATION</td>
<td>BOOKS</td>
<td>92.50</td>
<td>020425</td>
</tr>
<tr>
<td></td>
<td>ALAN MOSS LTD</td>
<td>BOOKS</td>
<td>350.00</td>
<td>020426</td>
</tr>
<tr>
<td></td>
<td>NOLO COM</td>
<td>BOOKS</td>
<td>142.71</td>
<td>020427</td>
</tr>
<tr>
<td></td>
<td>NOVA SCOTIA DEPARTMENT OF JUSTICE</td>
<td>BOOKS</td>
<td>91.93</td>
<td>020428</td>
</tr>
<tr>
<td></td>
<td>OXFORD UNIVERSITY PRESS</td>
<td>BOOKS</td>
<td>246.14</td>
<td>020429</td>
</tr>
<tr>
<td></td>
<td>PRACTISING LAW INSTITUTE</td>
<td>BOOKS</td>
<td>384.80</td>
<td>020430</td>
</tr>
<tr>
<td></td>
<td>THOMPSON PUBLISHING GROUP</td>
<td>BOOKS</td>
<td>348.10</td>
<td>020431</td>
</tr>
<tr>
<td></td>
<td>THOMSON REUTERS</td>
<td>BOOKS</td>
<td>8,279.34</td>
<td>020432</td>
</tr>
<tr>
<td></td>
<td>WILLIAM S HEIN &amp; CO</td>
<td>BOOKS</td>
<td>5,323.36</td>
<td>020433</td>
</tr>
<tr>
<td></td>
<td>YBP LIBRARY SERVICES</td>
<td>BOOKS</td>
<td>748.83</td>
<td>020434</td>
</tr>
<tr>
<td></td>
<td>BENTLEY CIRCLE, LTD</td>
<td>OUTREACH</td>
<td>550.00</td>
<td>020435</td>
</tr>
<tr>
<td></td>
<td>CCCLL</td>
<td>REGISTRATION</td>
<td>85.00</td>
<td>020436</td>
</tr>
<tr>
<td>March 7</td>
<td>ADVANCED ACCESS SYSTEMS, INC</td>
<td>BLDG MAINT</td>
<td>1,217.64</td>
<td>020437</td>
</tr>
<tr>
<td></td>
<td>ADVANCED INFORMATION</td>
<td>TEMP SVCS</td>
<td>1,361.10</td>
<td>020438</td>
</tr>
<tr>
<td></td>
<td>AT&amp;T</td>
<td>TELECOM</td>
<td>447.70</td>
<td>020439</td>
</tr>
<tr>
<td></td>
<td>EUSTORGIO BARAJAS</td>
<td>OFFICE SUPPL</td>
<td>197.48</td>
<td>020440</td>
</tr>
<tr>
<td></td>
<td>STATE BOARD OF EQUALIZATION</td>
<td>USE TAX</td>
<td>4,204.00</td>
<td>020441</td>
</tr>
<tr>
<td></td>
<td>BRIDGES FILTER SERVICE, INC</td>
<td>BLDG MAINT</td>
<td>700.60</td>
<td>020442</td>
</tr>
<tr>
<td></td>
<td>COVAD COMMUNICATIONS</td>
<td>TELECOM</td>
<td>964.11</td>
<td>020443</td>
</tr>
<tr>
<td></td>
<td>EX LIBRIS USERS OF NORTH AMERICA</td>
<td>MEMBERSHIP</td>
<td>200.00</td>
<td>020444</td>
</tr>
<tr>
<td></td>
<td>GAYLORD BROS.</td>
<td>LIB SUPPL</td>
<td>618.00</td>
<td>020445</td>
</tr>
<tr>
<td></td>
<td>GOURMET COFFEE SERVICE</td>
<td>STAFF</td>
<td>884.90</td>
<td>020446</td>
</tr>
</tbody>
</table>

68.227.22
<table>
<thead>
<tr>
<th>DATE</th>
<th>PAYEE</th>
<th>FOR</th>
<th>AMOUNT</th>
<th>CHECK NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 11</td>
<td>GRAINGER</td>
<td>BLDG SUPPL</td>
<td>118.64</td>
<td>020447</td>
</tr>
<tr>
<td></td>
<td>KONICA MINolta BUSINESS</td>
<td>COPY CTR-POM</td>
<td>20.00</td>
<td>020448</td>
</tr>
<tr>
<td></td>
<td>MARCIA J KOSLOV</td>
<td>REIMBURSEMENT</td>
<td>57.98</td>
<td>020449</td>
</tr>
<tr>
<td></td>
<td>MALINDA MULLER ** VOIDED</td>
<td>TRAVEL</td>
<td>0.00</td>
<td>020450</td>
</tr>
<tr>
<td></td>
<td>OFFICE DEPOT</td>
<td>OFFICE SUPPL</td>
<td>105.62</td>
<td>020451</td>
</tr>
<tr>
<td></td>
<td>CALPERS LT CARE PROGRAM</td>
<td>LT CARE</td>
<td>51.89</td>
<td>020452</td>
</tr>
<tr>
<td></td>
<td>PITNEY BOWES</td>
<td>PCSTAGE</td>
<td>326.93</td>
<td>020453</td>
</tr>
<tr>
<td></td>
<td>ROMERO MAINTENANCE CO.</td>
<td>CIP-INTERIOR</td>
<td>2,305.00</td>
<td>020454</td>
</tr>
<tr>
<td></td>
<td>UNITED PARCEL SERVICE</td>
<td>POSTAGE</td>
<td>91.33</td>
<td>020455</td>
</tr>
<tr>
<td></td>
<td>YOH SERVICES LLC</td>
<td>TEMP SVCS</td>
<td>3,120.00</td>
<td>020456</td>
</tr>
<tr>
<td></td>
<td>AMERICAN BAR ASSOCIATION</td>
<td>BOOKS</td>
<td>1,244.84</td>
<td>020467</td>
</tr>
<tr>
<td></td>
<td>ALI ABA COM ON CONTINUING PROFESSION</td>
<td>BOOKS</td>
<td>134.00</td>
<td>020455</td>
</tr>
<tr>
<td></td>
<td>AMERICAN LEGAL PUBLISHING CORPORATI</td>
<td>BOOKS</td>
<td>990.00</td>
<td>020459</td>
</tr>
<tr>
<td></td>
<td>A S PRATT &amp; SONS GROUP</td>
<td>BOOKS</td>
<td>583.99</td>
<td>020460</td>
</tr>
<tr>
<td></td>
<td>MINISTER OF FINANCE CROWN PUBS QUEE</td>
<td>BOOKS</td>
<td>180.17</td>
<td>020461</td>
</tr>
<tr>
<td></td>
<td>BERMAN ASSOCIATES</td>
<td>BOOKS</td>
<td>293.00</td>
<td>020462</td>
</tr>
<tr>
<td></td>
<td>BUREAU OF NATIONAL AFFAIRS BOOKS</td>
<td>BOOKS</td>
<td>228.99</td>
<td>020463</td>
</tr>
<tr>
<td></td>
<td>LEXISNEXIS CANADA BUTTERWORTHS CANA</td>
<td>BOOKS</td>
<td>480.54</td>
<td>020464</td>
</tr>
<tr>
<td></td>
<td>CALIFORNIA PUBLIC SECTOR</td>
<td>BOOKS</td>
<td>681.95</td>
<td>020465</td>
</tr>
<tr>
<td></td>
<td>CARSWELL COMPANY LTD</td>
<td>BOOKS</td>
<td>273.57</td>
<td>020466</td>
</tr>
<tr>
<td></td>
<td>CASALINI LIBRI</td>
<td>BOOKS</td>
<td>1,470.57</td>
<td>020467</td>
</tr>
<tr>
<td></td>
<td>STATE BAR OF CALIFORNIA LITIGATION</td>
<td>BOOKS</td>
<td>50.00</td>
<td>020468</td>
</tr>
<tr>
<td></td>
<td>CCH INCORPORATED</td>
<td>BOOKS</td>
<td>75.80</td>
<td>020469</td>
</tr>
<tr>
<td></td>
<td>CONTINUING EDUCATION OF THE BAR CAL</td>
<td>BOOKS</td>
<td>1,396.34</td>
<td>020470</td>
</tr>
<tr>
<td></td>
<td>COURTROOM COMPENDIUMS</td>
<td>BOOKS</td>
<td>61.50</td>
<td>020471</td>
</tr>
<tr>
<td></td>
<td>COUTTS LIBRARY SERVICES</td>
<td>BOOKS</td>
<td>1,527.34</td>
<td>020472</td>
</tr>
<tr>
<td></td>
<td>CQ PRESS DIVISION OF SAGE PUBLICATI</td>
<td>BOOKS</td>
<td>567.00</td>
<td>020473</td>
</tr>
<tr>
<td></td>
<td>DARBY PRINTING COMPANY</td>
<td>BOOKS</td>
<td>85.16</td>
<td>020474</td>
</tr>
<tr>
<td></td>
<td>EBSCO INFORMATION SERVICES</td>
<td>BOOKS</td>
<td>2,207.05</td>
<td>020475</td>
</tr>
<tr>
<td></td>
<td>GAUNT</td>
<td>BOOKS</td>
<td>719.40</td>
<td>020476</td>
</tr>
<tr>
<td></td>
<td>GAVILANES BOOKS FROM INDOAMERICA</td>
<td>BOOKS</td>
<td>77.00</td>
<td>020477</td>
</tr>
<tr>
<td></td>
<td>INTERNATIONAL ASSOCIATION OF LAW LI</td>
<td>BOOKS</td>
<td>95.00</td>
<td>020478</td>
</tr>
<tr>
<td></td>
<td>COUNTY OF IMPERIAL COUNTY COUNSEL</td>
<td>BOOKS</td>
<td>3.75</td>
<td>020479</td>
</tr>
<tr>
<td></td>
<td>INTERNATIONAL RISK MANAGEMENT INSTI</td>
<td>BOOKS</td>
<td>283.00</td>
<td>020480</td>
</tr>
<tr>
<td></td>
<td>JAMES PUBLISHING INC</td>
<td>BOOKS</td>
<td>72.23</td>
<td>020481</td>
</tr>
<tr>
<td></td>
<td>JAPAN PUBLICATIONS TRADING CO LTD</td>
<td>BOOKS</td>
<td>286.00</td>
<td>020482</td>
</tr>
<tr>
<td></td>
<td>JURIS PUBLISHING INC</td>
<td>BOOKS</td>
<td>47.50</td>
<td>020483</td>
</tr>
<tr>
<td></td>
<td>RETTA LIBROS LIDERLAF S A</td>
<td>BOOKS</td>
<td>77.80</td>
<td>020484</td>
</tr>
<tr>
<td></td>
<td>LAW JOURNAL PRESS</td>
<td>BOOKS</td>
<td>2,758.57</td>
<td>020485</td>
</tr>
<tr>
<td></td>
<td>LAWPRESS CORPORATION</td>
<td>BOOKS</td>
<td>196.08</td>
<td>020486</td>
</tr>
<tr>
<td></td>
<td>LEXISNEXIS BUTTERWORTHS</td>
<td>BOOKS</td>
<td>3,346.44</td>
<td>020487</td>
</tr>
<tr>
<td></td>
<td>LRP PUBLICATIONS</td>
<td>BOOKS</td>
<td>808.00</td>
<td>020488</td>
</tr>
<tr>
<td></td>
<td>LUDWIG MAYER LTD</td>
<td>BOOKS</td>
<td>62.00</td>
<td>020489</td>
</tr>
<tr>
<td></td>
<td>MANHATTAN PUBLISHING COMPANY</td>
<td>BOOKS</td>
<td>138.00</td>
<td>020490</td>
</tr>
<tr>
<td>DATE</td>
<td>PAYEE</td>
<td>FOR</td>
<td>AMOUNT</td>
<td>CHECK NO.</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------</td>
<td>--------------</td>
<td>--------</td>
<td>-----------</td>
</tr>
<tr>
<td></td>
<td>MARYLAND STATE BAR ASSOCIATION</td>
<td>BOOKS</td>
<td>40.00</td>
<td>020491</td>
</tr>
<tr>
<td></td>
<td>ESPINOSA MARTIN DE JESUS SANCHEZ ME</td>
<td>BOOKS</td>
<td>911.00</td>
<td>020492</td>
</tr>
<tr>
<td></td>
<td>INSTITUTE OF CONTINUING LEGAL EDUCATION</td>
<td>BOOKS</td>
<td>92.50</td>
<td>020493</td>
</tr>
<tr>
<td></td>
<td>MUNICIPAL CODE CORPORATION</td>
<td>BOOKS</td>
<td>76.82</td>
<td>020494</td>
</tr>
<tr>
<td></td>
<td>OREGON STATE BAR CONTINUING LEGAL EDUC</td>
<td>BOOKS</td>
<td>291.50</td>
<td>020495</td>
</tr>
<tr>
<td></td>
<td>STATE NET</td>
<td>BOOKS</td>
<td>7.84</td>
<td>020496</td>
</tr>
<tr>
<td></td>
<td>STATE BAR OF NEVADA</td>
<td>BOOKS</td>
<td>119.00</td>
<td>020497</td>
</tr>
<tr>
<td></td>
<td>CHARLES C THOMAS PUBLISHER LTD</td>
<td>BOOKS</td>
<td>43.76</td>
<td>020498</td>
</tr>
<tr>
<td></td>
<td>THOMPSON PUBLISHING GROUP</td>
<td>BOOKS</td>
<td>430.50</td>
<td>020499</td>
</tr>
<tr>
<td></td>
<td>VERDICTSEARCH</td>
<td>BOOKS</td>
<td>404.98</td>
<td>020500</td>
</tr>
<tr>
<td></td>
<td>THOMSON REUTERS</td>
<td>BOOKS</td>
<td>87.36</td>
<td>020501</td>
</tr>
<tr>
<td></td>
<td>YBP LIBRARY SERVICES</td>
<td>BOOKS</td>
<td>36.22</td>
<td>020502</td>
</tr>
<tr>
<td></td>
<td>MALINDA MULLER</td>
<td>TRAVEL</td>
<td>616.10</td>
<td>020503</td>
</tr>
<tr>
<td>March 14</td>
<td>ADVANCED INFORMATION</td>
<td>TEMP SVCS</td>
<td>1,294.80</td>
<td>020504</td>
</tr>
<tr>
<td></td>
<td>ALLANA BUCK &amp; BERS, INC.</td>
<td>CIP-INTERIOR</td>
<td>800.00</td>
<td>020505</td>
</tr>
<tr>
<td></td>
<td>BANDWIDTH.COM, INC.</td>
<td>TELECOM</td>
<td>362.13</td>
<td>020506</td>
</tr>
<tr>
<td></td>
<td>CDW GOVERNMENT, INC.</td>
<td>COMP HARD</td>
<td>2,530.06</td>
<td>020507</td>
</tr>
<tr>
<td></td>
<td>CHARLIE CHAN PRINTING</td>
<td>PRINT/REPRO</td>
<td>1,927.21</td>
<td>020508</td>
</tr>
<tr>
<td></td>
<td>COLANTUONO LEVIN &amp; ROZELL</td>
<td>LEGAL</td>
<td>7,511.50</td>
<td>020509</td>
</tr>
<tr>
<td></td>
<td>CONSOLIDATED DISPOSAL SVC</td>
<td>BLDG SVCS</td>
<td>509.85</td>
<td>020510</td>
</tr>
<tr>
<td></td>
<td>COUNTY COUNSEL, L.A. COUNTY</td>
<td>LEGAL</td>
<td>681.66</td>
<td>020511</td>
</tr>
<tr>
<td></td>
<td>GOURMET COFFEE SERVICE</td>
<td>STAFF</td>
<td>17.00</td>
<td>020512</td>
</tr>
<tr>
<td></td>
<td>INDEPENDENT STATIONERS</td>
<td>SUPPLIES</td>
<td>139.52</td>
<td>020513</td>
</tr>
<tr>
<td></td>
<td>COUNTY OF LOS ANGELES</td>
<td>HEAT/COOL</td>
<td>1,161.32</td>
<td>020514</td>
</tr>
<tr>
<td></td>
<td>KONICA MINOLTA BUSINESS</td>
<td>COPY CTR-TOR</td>
<td>578.91</td>
<td>020515</td>
</tr>
<tr>
<td></td>
<td>L A DEPT WATER &amp; POWER</td>
<td>WATER/POWER</td>
<td>7,875.07</td>
<td>020516</td>
</tr>
<tr>
<td></td>
<td>OFFICE DEPOT</td>
<td>SUPPLIES</td>
<td>537.18</td>
<td>020517</td>
</tr>
<tr>
<td></td>
<td>OPTIONS FOR GROWTH</td>
<td>CONT EDU</td>
<td>1,275.00</td>
<td>020518</td>
</tr>
<tr>
<td></td>
<td>ROMERO MAINTENANCE CO.</td>
<td>JANITORIAL SVCS</td>
<td>9,338.43</td>
<td>020519</td>
</tr>
<tr>
<td></td>
<td>SECURITAS SECURITY</td>
<td>SECURITY</td>
<td>5,167.54</td>
<td>020520</td>
</tr>
<tr>
<td></td>
<td>SEPCO EARTHSCAPE, INC</td>
<td>LANDSCAPING</td>
<td>1,200.00</td>
<td>020521</td>
</tr>
<tr>
<td></td>
<td>SUNSET TELECOM</td>
<td>BLDG SVCS</td>
<td>2,252.50</td>
<td>020522</td>
</tr>
<tr>
<td></td>
<td>UNITED PARCEL SERVICE</td>
<td>POSTAGE</td>
<td>32.35</td>
<td>020523</td>
</tr>
<tr>
<td></td>
<td>VALLEY WIDE AIR</td>
<td>BLDG MAINT</td>
<td>3,732.00</td>
<td>020524</td>
</tr>
<tr>
<td>March 18</td>
<td>ALABAMA BAR ICLE UNIV OF ALABAMA</td>
<td>BOOKS</td>
<td>30.00</td>
<td>020525</td>
</tr>
<tr>
<td></td>
<td>MARYLAND OFF OF THE SEC OF STATE</td>
<td>BOOKS</td>
<td>2,180.00</td>
<td>020526</td>
</tr>
<tr>
<td></td>
<td>ASPEN PUBLISHERS INC</td>
<td>BOOKS</td>
<td>2,202.19</td>
<td>020527</td>
</tr>
<tr>
<td></td>
<td>SUSAN BACH LTDA</td>
<td>BOOKS</td>
<td>3,264.95</td>
<td>020528</td>
</tr>
<tr>
<td></td>
<td>HERTA BERENGUER L</td>
<td>BOOKS</td>
<td>1,173.00</td>
<td>020529</td>
</tr>
<tr>
<td></td>
<td>BERNAN ASSOCIATES</td>
<td>BOOKS</td>
<td>610.00</td>
<td>020530</td>
</tr>
<tr>
<td></td>
<td>BOOK HOUSE INC</td>
<td>BOOKS</td>
<td>342.76</td>
<td>020531</td>
</tr>
<tr>
<td></td>
<td>LEXISNEXIS CANADA BUTTERWORTHS CANA</td>
<td>BOOKS</td>
<td>714.76</td>
<td>020532</td>
</tr>
<tr>
<td></td>
<td>CASALINI LIBRI</td>
<td>BOOKS</td>
<td>603.87</td>
<td>020533</td>
</tr>
</tbody>
</table>

150,542.39
<table>
<thead>
<tr>
<th>DATE</th>
<th>PAYEE</th>
<th>FOR</th>
<th>AMOUNT</th>
<th>CHECK NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 21</td>
<td>ADT SECURITY SERVICES</td>
<td>SECURITY</td>
<td>6,546.41</td>
<td>020562</td>
</tr>
<tr>
<td>March 21</td>
<td>AFFORDABLE LIBRARY PRODUCTS</td>
<td>LIB SUPPL</td>
<td>140.00</td>
<td>020553</td>
</tr>
<tr>
<td>March 21</td>
<td>ADVANCED INFORMATION</td>
<td>TEMP SVCS</td>
<td>824.25</td>
<td>020554</td>
</tr>
<tr>
<td>March 21</td>
<td>AIR-TEC</td>
<td>BLDG MAINT</td>
<td>661.00</td>
<td>020555</td>
</tr>
<tr>
<td>March 21</td>
<td>AMERICAN RELOCATION &amp; LOGISTIC</td>
<td>BLDG SVCS</td>
<td>1,012.46</td>
<td>020556</td>
</tr>
<tr>
<td>March 21</td>
<td>JAMES ARNALL</td>
<td>CONSULTING</td>
<td>1,462.50</td>
<td>020557</td>
</tr>
<tr>
<td>March 21</td>
<td>AT&amp;T MOBILITY</td>
<td>TELECOM</td>
<td>214.58</td>
<td>020558</td>
</tr>
<tr>
<td>March 21</td>
<td>BUREAU OF STREET LIGHTING</td>
<td>BLDG SVCS</td>
<td>2,853.04</td>
<td>020559</td>
</tr>
<tr>
<td>March 21</td>
<td>CDW GOVERNMENT, INC.</td>
<td>COMP LIC</td>
<td>800.00</td>
<td>020560</td>
</tr>
<tr>
<td>March 21</td>
<td>DESERT BUSINESS INTERIORS</td>
<td>FURNITURE</td>
<td>625.58</td>
<td>020561</td>
</tr>
<tr>
<td>March 21</td>
<td>INFINSOURCE INC</td>
<td>PAYROLLHR</td>
<td>88.00</td>
<td>020562</td>
</tr>
<tr>
<td>March 21</td>
<td>KONICA MINOLTA BUSINESS</td>
<td>COPY CTR - LA</td>
<td>245.14</td>
<td>020563</td>
</tr>
<tr>
<td>March 21</td>
<td>CALPERS LT CARE PROGRAM</td>
<td>LT CARE</td>
<td>51.69</td>
<td>020564</td>
</tr>
<tr>
<td>March 21</td>
<td>PITNEY BOWES</td>
<td>POSTAGE</td>
<td>274.00</td>
<td>020565</td>
</tr>
<tr>
<td>March 21</td>
<td>JEREMY SANLER</td>
<td>REIMBURSEMENT</td>
<td>17.84</td>
<td>020566</td>
</tr>
<tr>
<td>March 21</td>
<td>VERIZON</td>
<td>TELECOM</td>
<td>39.49</td>
<td>020567</td>
</tr>
<tr>
<td>March 21</td>
<td>XO COMMUNICATIONS LLC</td>
<td>TELECOM</td>
<td>496.01</td>
<td>020568</td>
</tr>
<tr>
<td>March 21</td>
<td>YOH SERVICES LLC</td>
<td>TEMP SVCS</td>
<td>4,397.25</td>
<td>020569</td>
</tr>
<tr>
<td>March 22</td>
<td>LANGER'S RESTAURANT</td>
<td>BOARD EXP</td>
<td>136.88</td>
<td>020570</td>
</tr>
<tr>
<td>March 23</td>
<td>CAPRISHA C CLARK</td>
<td>REFUND</td>
<td>125.00</td>
<td>020571</td>
</tr>
<tr>
<td>March 25</td>
<td>ANDREW KELCEY STEENBOCK</td>
<td>REFUND</td>
<td>125.00</td>
<td>020572</td>
</tr>
<tr>
<td>March 25</td>
<td>TWEKSURY ASSOCIATES, INC.</td>
<td>FURNITURE</td>
<td>2,591.00</td>
<td>020573</td>
</tr>
<tr>
<td>March 25</td>
<td>ALI ABA COM ON CONTINUING PROFESSION</td>
<td>BOOKS</td>
<td>75.00</td>
<td>020574</td>
</tr>
</tbody>
</table>

Total: 199,351.36
<table>
<thead>
<tr>
<th>DATE</th>
<th>PAYEE</th>
<th>FOR</th>
<th>AMOUNT</th>
<th>CHECK NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ASPEN PUBLISHERS INC</td>
<td>BOOKS</td>
<td>1,335.24</td>
<td>020575</td>
</tr>
<tr>
<td></td>
<td>BERNAN ASSOCIATES</td>
<td>BOOKS</td>
<td>19.00</td>
<td>020576</td>
</tr>
<tr>
<td></td>
<td>BUREAU OF NATIONAL AFFAIRS BOOKS</td>
<td>BOOKS</td>
<td>354.01</td>
<td>020577</td>
</tr>
<tr>
<td></td>
<td>LEXISNEXIS CANADA BUTTERWORTHS CANA</td>
<td>BOOKS</td>
<td>177.00</td>
<td>020578</td>
</tr>
<tr>
<td></td>
<td>CAMBRIDGE UNIVERSITY PRESS</td>
<td>BOOKS</td>
<td>205.41</td>
<td>020579</td>
</tr>
<tr>
<td></td>
<td>CANADA LAW BOOK INC</td>
<td>BOOKS</td>
<td>1,287.09</td>
<td>020580</td>
</tr>
<tr>
<td></td>
<td>CCH INCORPORATED</td>
<td>BOOKS</td>
<td>152.38</td>
<td>020581</td>
</tr>
<tr>
<td></td>
<td>CONTINUING EDUCATION OF THE BAR CAL</td>
<td>BOOKS</td>
<td>296.95</td>
<td>020582</td>
</tr>
<tr>
<td></td>
<td>CONTINUING LEGAL EDUCATION SOCIETY</td>
<td>BOOKS</td>
<td>398.00</td>
<td>020583</td>
</tr>
<tr>
<td></td>
<td>COUTTS LIBRARY SERVICES</td>
<td>BOOKS</td>
<td>935.13</td>
<td>020584</td>
</tr>
<tr>
<td></td>
<td>GREY HOUSE PUBLISHING</td>
<td>BOOKS</td>
<td>630.00</td>
<td>020585</td>
</tr>
<tr>
<td></td>
<td>HAWAII STATE BAR ASSOCIATION</td>
<td>BOOKS</td>
<td>900.00</td>
<td>020586</td>
</tr>
<tr>
<td></td>
<td>HOGARTH REPRESENTATION</td>
<td>BOOKS</td>
<td>474.49</td>
<td>020587</td>
</tr>
<tr>
<td></td>
<td>LEXISNEXIS BUTTERWORTHS</td>
<td>BOOKS</td>
<td>9,540.53</td>
<td>020588</td>
</tr>
<tr>
<td></td>
<td>NOLO PRESS OCCIDENTAL</td>
<td>BOOKS</td>
<td>466.18</td>
<td>020589</td>
</tr>
<tr>
<td></td>
<td>OXFORD UNIVERSITY PRESS</td>
<td>BOOKS</td>
<td>305.72</td>
<td>020590</td>
</tr>
<tr>
<td></td>
<td>QUALITY CODE PUBLISHING</td>
<td>BOOKS</td>
<td>38.66</td>
<td>020591</td>
</tr>
<tr>
<td></td>
<td>THOMSON REUTERS TAX &amp; ACCOUNTING</td>
<td>BOOKS</td>
<td>532.00</td>
<td>020592</td>
</tr>
<tr>
<td></td>
<td>JOHN WILEY &amp; SONS INC</td>
<td>BOOKS</td>
<td>131.83</td>
<td>020593</td>
</tr>
<tr>
<td></td>
<td>STATE BAR OF WISCONSIN</td>
<td>BOOKS</td>
<td>148.86</td>
<td>020594</td>
</tr>
</tbody>
</table>

March 28

<table>
<thead>
<tr>
<th>DATE</th>
<th>PAYEE</th>
<th>FOR</th>
<th>AMOUNT</th>
<th>CHECK NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADVANCED INFORMATION</td>
<td>TEMP SVCS</td>
<td>1,077.60</td>
<td>020595</td>
</tr>
<tr>
<td></td>
<td>BUSINESS CARD</td>
<td>BOOKS</td>
<td>277.19</td>
<td>020596</td>
</tr>
<tr>
<td></td>
<td>CDW GOVERNMENT, INC.</td>
<td>COMP HARD</td>
<td>6,337.71</td>
<td>020597</td>
</tr>
<tr>
<td></td>
<td>GUARDIAN</td>
<td>DENTAL/VISION</td>
<td>6,650.64</td>
<td>020598</td>
</tr>
<tr>
<td></td>
<td>ROMERO MAINTENANCE CO.</td>
<td>BLDG IMPROV</td>
<td>850.00</td>
<td>020599</td>
</tr>
<tr>
<td></td>
<td>SECUROTAS SECURITY</td>
<td>SECURITY</td>
<td>5,415.20</td>
<td>020600</td>
</tr>
<tr>
<td></td>
<td>SEPCO EARTHSCAPE, INC</td>
<td>LANDSCAPING</td>
<td>2,910.00</td>
<td>020601</td>
</tr>
<tr>
<td></td>
<td>SUN LIFE FINANCIAL</td>
<td>LIFE/DISABILITY</td>
<td>958.53</td>
<td>020602</td>
</tr>
<tr>
<td></td>
<td>SUNSET TELECOM</td>
<td>CIP-INTERIOR</td>
<td>439.50</td>
<td>020603</td>
</tr>
<tr>
<td></td>
<td>UNITED PARCEL SERVICE</td>
<td>POSTAGE</td>
<td>574.39</td>
<td>020604</td>
</tr>
<tr>
<td></td>
<td>VELASQUEZ DRYWALL INC.</td>
<td>CIP-INTERIOR</td>
<td>4,700.00</td>
<td>020605</td>
</tr>
</tbody>
</table>

246,535.36

Date Printed: 04/19/11
<table>
<thead>
<tr>
<th>DATE</th>
<th>PAYEE</th>
<th>FOR</th>
<th>AMOUNT</th>
<th>CHECK NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2</td>
<td>LOS ANGELES COUNTY LAW LIBRARY</td>
<td>REIMBURSEMENT</td>
<td>89,069.67</td>
<td>TSO0135974</td>
</tr>
<tr>
<td>March 2</td>
<td>PERS</td>
<td>HEALTH INS</td>
<td>50,188.76</td>
<td>TSO0135974</td>
</tr>
<tr>
<td>March 2</td>
<td>VELASQUEZ DRYWALL INC.</td>
<td>CIP-INTERIOR</td>
<td>14,090.28</td>
<td>TSO0135974</td>
</tr>
<tr>
<td>March 14</td>
<td>AMERICAN EXPRESS</td>
<td>BUSINESS CARD</td>
<td>10,417.26</td>
<td>TSO0136603</td>
</tr>
<tr>
<td>March 14</td>
<td>MATTHEW BENDER LEXISNEXIS MATTHEW B</td>
<td>BOOKS</td>
<td>582,085.17</td>
<td>TSO0136603</td>
</tr>
<tr>
<td>March 14</td>
<td>LOS ANGELES COUNTY LAW LIBRARY</td>
<td>REIMBURSEMENT</td>
<td>85,018.20</td>
<td>TSO0136603</td>
</tr>
<tr>
<td>March 14</td>
<td>TEWKSBUry ASSOCIATES, INC.</td>
<td>FURNITURE</td>
<td>12,131.77</td>
<td>TSO0136603</td>
</tr>
<tr>
<td>March 17</td>
<td>OTTO HARRASSOWITZ</td>
<td>BOOKS</td>
<td>19,035.17</td>
<td>TSO0136830</td>
</tr>
<tr>
<td>March 17</td>
<td>INTERIOR REMOVAL SPECIALIST INC</td>
<td>CIP-INTERIOR</td>
<td>10,190.00</td>
<td>TSO0136830</td>
</tr>
<tr>
<td>March 17</td>
<td>LOS ANGELES COUNTY LAW LIBRARY</td>
<td>REIMBURSEMENT</td>
<td>73,571.79</td>
<td>TSO0136830</td>
</tr>
<tr>
<td>March 17</td>
<td>LEXISNEXIS ONLINE SERVICES</td>
<td>BOOKS</td>
<td>14,200.00</td>
<td>TSO0136830</td>
</tr>
<tr>
<td>March 23</td>
<td>LIBRARY ASSOCIATES COMPANIES</td>
<td>BIBLIO SVCS</td>
<td>18,275.40</td>
<td>TSO0137170</td>
</tr>
<tr>
<td>March 23</td>
<td>VELASQUEZ DRYWALL INC.</td>
<td>CIP-INTERIOR</td>
<td>27,631.94</td>
<td>TSO0137170</td>
</tr>
</tbody>
</table>

Date Printed: 04/19/11

985,885.41
ACTION ITEMS
4.1 Resolution establishing policies for the operation of the LA Law Library.

Staff recommends that the Board consider and adopt a resolution establishing a policy for responding to Claims Against the Law Library.
MEMORANDUM

DATE:    April 20, 2011

TO:      Board of Law Library Trustees

FROM:    Marcia J Koslov

RE:      Board Policies

In review of LA Law Library general operations, Board General Counsel, Sandra Levin, Colantuono & Levin, has advised that the Board establish a policy for the Presentment of Claims Against the Law Library.

The California Government Claims Act (the "Claims Act") provides the procedures and deadlines for asserting a claim against a public agency in the state of California. The Claims Act applies to all public agencies except the state and therefore applies to the Los Angeles County Law Library as well. (Govt Code §900.4.) The Claims Act generally applies to all claims for money or damages, but excepts certain kinds of claims (listed in Govt. Code §905) and grants authority to local agencies to adopt claiming regulations for those claims that are excepted under §905 (Govt Code §935). In the absence of a local claiming regulation, there would be no clear set of deadlines or procedures for the submission of certain excepted claims. Moreover, the Library would forego the opportunity to adopt more precise and protective claiming requirements.
A RESOLUTION OF THE LOS ANGELES COUNTY LAW LIBRARY BOARD OF TRUSTEES ADOPTING PROCEDURE FOR PRESENTMENT OF CLAIMS

WHEREAS, Section 935 of the Government Code allows the Los Angeles County Law Library (the "Library") to adopt a procedure for presentment of claims against the Library;

WHEREAS, the Library Board of Trustees considered the procedure set out in this resolution at a duly noticed meeting of the Board;

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees:

Section 1. Claims

(a) Authority

This resolution is adopted pursuant to Section 935 of the California Government Code.

(b) Claims Required

All claims against the Library for money or damages for which the Government Claims Act (California Government Code Sections 900 et seq.) or another state law authorizes local agencies to prescribe procedures (hereinafter in this ordinance, "claims") shall be presented within the time, and in the manner, prescribed by Part 3 of Division 3.6 of Title 1 of the California Government Code (commencing with Section 900 thereof) for the claims to which that Part applies by its own terms, as those provisions now exist or shall hereafter be amended, and as further provided by this ordinance.

(c) Form of Claim

All claims shall be made in writing and verified by the claimant or by his or her guardian, conservator, executor or administrator. In addition, all claims shall contain the information required by California Government Code Section 910. The foregoing reference to Government Code Section 910 shall not be construed to authorize a class claim, and no claim may be filed on behalf of a class of persons unless verified by every member of that class.

(d) Claim Prerequisite to Suit

In accordance with California Government Code Sections 935(b) and 945.6, all claims shall be presented as provided in this section and acted upon by the Library prior to the filing of any action on such claims and no such action may be maintained by a person who has not complied with the requirements of subdivisions (b) and (c) of this section.

(e) Suit

Any action brought against the Library upon any claim or demand shall conform to the requirements of Sections 940-949 of the California Government Code. Any action brought against any employee of the Library shall conform with the requirements of Section 950-951 of the California Government Code.
Section 2. Severability

Should any provision of this resolution, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any other provision of this resolution or the application of this resolution to any other person or circumstance and, to that end, the provisions hereof are severable.

Section 3. Effective Date

This resolution shall take effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED, this _____th day of ____________2011.

______________________________
President

ATTEST:

______________________________
Executive Director

APPROVED AS TO FORM:

______________________________
General Counsel
4.2 Discussion regarding SB 221 and correspondence in potential support or opposition
MEMORANDUM

DATE: April 21, 2010

TO: Board of Law Library Trustees

FROM: Marcia J Koslov

RE: SB 221

SB 221 (attached) would raise the ceiling on small claims filings from $7500 to $10,000. The bill was introduced by Senator Simitian and is currently awaiting a hearing in the Senate Judiciary Committee. The analysis published identifies the Judicial Council as the sole supporter and the Association of California Insurance Companies as the only listed opposition. The bill is tagged, “non-fiscal” and Senator Simitian has until May 13 to get it through the Senate Judiciary Committee. An April 12 hearing was cancelled and the legislature is currently in recess.

CCCLL is in a quandary about what to do. On the one hand, there is a possibility of loss of revenue. For small claims cases, all law libraries receive only $2.00 of the filing fees, rather than their statutorily individual specified amount for civil jurisdiction cases. For example, LA Law Library receives $24 per civil filing, from both parties. However, it is difficult to determine the impact of the loss of jurisdiction. In some jurisdictions it was reported that the majority of limited cases up to $10,000 are collection lawsuits and subrogation and those do not qualify for small claims court.

On the other hand, this issue could be easily viewed as one of “access to justice.” Small claims litigants are often those people with modest to low income and just as often are the people many Law Libraries serve. As strong supporters of “access to justice,” neither the individual law libraries nor CCCLL, as an organization, are inclined to request fees that negatively affect this group of litigants.

A number of the various County Law Library Boards of Trustees have taken a neutral position on SB 221, waiting to see what comes out of the Senate Judiciary hearing.
BILL NUMBER: SB 221       INTRODUCED
BILL TEXT

INTRODUCED BY    Senator Simitian

FEBRUARY 9, 2011

An act to amend and repeal Section 116.221 of the Code of Civil Procedure, relating to small claims court.

LEGISLATIVE COUNSEL’S DIGEST

SB 221, as introduced, Simitian. Small claims court: jurisdiction.

Existing law specifies that the jurisdiction of the small claims court includes various actions in which the demand does not exceed $7,500, with specified exceptions.

This bill would increase the jurisdiction of the small claims court by increasing that amount to $10,000. The bill would also make a technical change by deleting a duplicate code section that contains identical provisions.


THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 116.221 of the Code of Civil Procedure, as added by Section 2 of Chapter 600 of the Statutes of 2005, is amended to read:

116.221. In addition to the jurisdiction conferred by Section 116.220, the small claims court has jurisdiction in an action brought by a natural person, if the amount of the demand does not exceed seven thousand five hundred dollars ($7,500), ten thousand dollars ($10,000), except for actions otherwise prohibited by subdivision (c) of Section 116.220 or subdivision (a) of Section 116.231.

SEC. 2. Section 116.221 of the Code of Civil Procedure, as added by Section 2 of Chapter 618 of the Statutes of 2005, is repealed.

— 116.221. In addition to the jurisdiction conferred by Section 116.220, the small claims court has jurisdiction in an action brought by a natural person, if the amount of the demand does not exceed seven thousand five hundred dollars ($7,500), except for actions otherwise prohibited by subdivision (c) of Section 116.220 or subdivision (a) of Section 116.231.
EXECUTIVE DIRECTOR'S REPORT
EXECUTIVE DIRECTOR’S REPORT
April 26, 2011

Board Update

- LAPL – Van Nuys Branch. On April 14, 2011 Cheryl Collins, Interim Director, LAPL Branch Locations, and I had the opportunity to make a presentation to the LA Public Library Board of Library Commissioners about the potential partnership between the LA Law Library and LAPL. Following discussion, the Board of Library Commissioners approved the partnership agreement. The required 30-day notice of our intent to terminate our license for the Van Nuys Courthouse space was sent on April 15, 2011 to the Administrative Office of Courts. Presiding Judge Lee Edmon and Supervising Judge Richard Kirschner were also notified of our pending move to the public library, which we anticipate will take place before the end of April.

- The Annual Friends of the Los Angeles County Law Library Beacon of Justice Award Gala was held on Tuesday evening, April 12, 2011 at the ML Lillie Building Main Library Building. Nearly 300 attendees joined the Friends’ Board of Directors and the Law Library’s Board of Trustees to celebrate this year’s honoree, Ron Olson, Munger Tolles and Olson. Special introductory remarks were given by Alan Steinbrecher, President of the Los Angeles County Bar Association, and Olson colleagues and friends, Robert L. Adler, Louise Bryson, Hon. Carolyn B. Kuhl, and Alan V. Friedman.

Special recognition and thanks are extended to LA Law Library staff Ralph Stahlberg, Channa Cajero, and Betsy Warner who put together an incredible exhibit of Ron Olson memorabilia, to Jaye Nelson who created the video presentation, to Leigh Garcia and Jonathan Hindi who developed the signage and presentations, and to Michele Lucero who attended to every event detail and led the team of staff volunteers who helped to make the evening perfect.

Staff Update

- Senior Librarian Paula Hoffman and Reference Librarian Eric Bender attended the American Association of Law Libraries (AALL) Management Institute, May 7-9, 2011. Both Paula and Eric deemed it “an excellent conference” for both practicing managers and aspiring ones. Topics covered included: Managerial Leadership, Building and Nurturing a Professional Network, Strategic Planning, Leading Change, Handling Difficult Situations, and Developing Effective Communication Skills. Paula received a scholarship from SCALL to support her attendance.
• Randall Quinesares was hired to fill one of the Library Aide – Scanning positions. Under the supervision of Sonny Lew, Scanning Coordinator, Randall will assist in the digital processing of court briefs.

Outreach / Training Update

• The LA Law Library helped to organize a week-long celebration of National Law Week, May 2-7, 2011. Partners in the celebration include the Administrative Office of the Courts, the LA County Bar Association, Los Angeles Public Library and Los Angeles County Public Library. Highlights include:

> Throughout the week, we will sponsor “Law Suits” by serving as a collection point for Clothes the Deal, a 501(c)3 non-profit organization that provides professional clothing to men, women and at-risk youth who wish to enter the workforce.

> Throughout the week, the LA Law Library also serves as a drop-off location for Food from the Bar, a food drive campaign for the LA Food Bank started by lawyers to fight hunger among children in our community.

> On May 2, we sponsor the 3rd Annual Concert by the LA Lawyers Philharmonic Orchestra. As in past years, there is no charge for attending the concert, but attendees are requested to donate professional clothing to “Clothes the Deal.”

> On May 3rd, Malinda Muller and Ralph Stahlberg will hold a training session on free legal websites at LACPL’s Norwalk Regional Library.

> On May 4th, LAPL Van Nuys Branch and the LA Law Library will sponsor a “grand opening” to celebrate the partnership between the two libraries. In addition to featuring an introduction to the law collection, there will be public classes on Loislaw, one of our free online legal databases.

> On May 5th, we will host a public tour of the Law Library Mildred L Lillie Building.

> On May 7th, LA Law Library, LAPL, and LACPL will host JusticeCorps representatives who will provide information on self-help center services available to the public.

• The Reference & Research staff and Programs & Partnership staff attended in-service trainings on WestlawNext, the new generation of Westlaw and BNA’s online Tax Portfolios, a new addition to our legal database subscriptions.

• Esther Eastman, Reference Librarian, developed and taught a new public course, “Introduction to Government Documents.” The class, focused on freely available federal information, was held on Saturday, April 9, 2011; 9 registrants attended.
• On Saturday, April 16, 2011, the Library held two public classes. “Basic Westlaw” was taught by Janine Liebert, Librarian, Programs & Partnerships and “Basic Lexis” was taught by Eric Bender, Reference Librarian. 8 registrants attended each course.

• On Thursday, April 14, 2011, Westwood College, Criminal Justice Class, visited the Law Library. Following an introduction to legal materials, Ralph Stahlberg, Director, Reference & Research, took the class on a tour of the Law Library. Approximately 30 students attended.

• The second in a three-part series of the “Master Techniques for ADR Advocates”, entitled “Master Techniques for Winning the Large Complex Arbitrated Cases” was held on Wednesday, April 20, 2011. Reginald Holmes, a participant in our Members Program, led the class.
<table>
<thead>
<tr>
<th><strong>Reference and Research</strong></th>
<th><strong>2009 Year</strong></th>
<th><strong>2010 Year</strong></th>
<th><strong>2011 1st Quarter</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk Inquiries</td>
<td>31,585</td>
<td>27,920</td>
<td>8,412</td>
</tr>
<tr>
<td>Phone</td>
<td>10,515</td>
<td>10,272</td>
<td>2,400</td>
</tr>
<tr>
<td>Email/Live Chat</td>
<td>2,930</td>
<td>7,989</td>
<td>1,899</td>
</tr>
<tr>
<td>Letter</td>
<td>130</td>
<td>167</td>
<td>72</td>
</tr>
<tr>
<td>Foreign/International</td>
<td>--</td>
<td>204</td>
<td>213</td>
</tr>
<tr>
<td>Foreign/International Web</td>
<td>--</td>
<td>29</td>
<td>23</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>45,160</td>
<td>46,581</td>
<td>13,019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Circulation Services</strong></th>
<th><strong>2009 Year</strong></th>
<th><strong>2010 Year</strong></th>
<th><strong>2011 1st Quarter</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk Inquiries</td>
<td>--</td>
<td>36,152</td>
<td>10,713</td>
</tr>
<tr>
<td>Phone Inquiries</td>
<td>--</td>
<td>5,039</td>
<td>1,696</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>0</td>
<td>41,191</td>
<td>12,409</td>
</tr>
</tbody>
</table>

| **Books Circulated**      | 18,110        | 16,616        | 16,922               |

<table>
<thead>
<tr>
<th><strong>Registered Borrowers</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Borrowers</td>
<td>1,099</td>
</tr>
<tr>
<td>Law Firms</td>
<td>213</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Document Delivery / E-Delivery Services</strong></th>
<th><strong>2009 Year</strong></th>
<th><strong>2010 Year</strong></th>
<th><strong>2011 1st Quarter</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Inquiries</td>
<td>833</td>
<td>765</td>
<td>211</td>
</tr>
<tr>
<td>Email</td>
<td>218</td>
<td>216</td>
<td>70</td>
</tr>
<tr>
<td>In-Person</td>
<td>205</td>
<td>340</td>
<td>137</td>
</tr>
<tr>
<td>Letter</td>
<td>46</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,256</td>
<td>1,367</td>
<td>443</td>
</tr>
</tbody>
</table>

| **Pages Delivered**                      | 2,760         | 21,461        | 10,301               |
### Copy Center
*Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-printer.*

<table>
<thead>
<tr>
<th></th>
<th>2009 Year</th>
<th>2010 Year</th>
<th>2011 1st Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>---</td>
<td>175</td>
<td>58</td>
</tr>
<tr>
<td>In-Person</td>
<td>---</td>
<td>15,279</td>
<td>3,281</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19,000</strong></td>
<td><strong>15,454</strong></td>
<td><strong>3,339</strong></td>
</tr>
<tr>
<td>Copies Made (Main Library)</td>
<td>455,760</td>
<td>261,918</td>
<td>90,596</td>
</tr>
</tbody>
</table>

### Collection Management Services
*Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.*

<table>
<thead>
<tr>
<th></th>
<th>2009 Year</th>
<th>2010 Year</th>
<th>2011 Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Titles</td>
<td>918</td>
<td>912</td>
<td>308</td>
</tr>
<tr>
<td>New Continuations</td>
<td>---</td>
<td>242</td>
<td>56</td>
</tr>
<tr>
<td>Book Volumes Added</td>
<td>7,330</td>
<td>7,678</td>
<td>1,770</td>
</tr>
<tr>
<td>Microfiche / Media Added</td>
<td>51,565</td>
<td>32,417</td>
<td>8,048</td>
</tr>
<tr>
<td>Books Cataloged/Reclassed</td>
<td>15,575</td>
<td>20,492</td>
<td>10,730</td>
</tr>
<tr>
<td>Volumes Withdrawn</td>
<td>9,615</td>
<td>4,087</td>
<td>1,012</td>
</tr>
</tbody>
</table>

### Scan Project

<table>
<thead>
<tr>
<th></th>
<th>2009 Year</th>
<th>2010 Year</th>
<th>2011 Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Briefs Scanned</td>
<td>48,418</td>
<td>35,669</td>
<td>12,073</td>
</tr>
</tbody>
</table>

### Web Statistics

<table>
<thead>
<tr>
<th></th>
<th>2009 Year</th>
<th>2010 Year</th>
<th>2011 Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitors</td>
<td>74,809</td>
<td>82,291</td>
<td>19,562</td>
</tr>
<tr>
<td>Visits</td>
<td>139,331</td>
<td>151,300</td>
<td>38,540</td>
</tr>
<tr>
<td>Average Daily Visits</td>
<td>381</td>
<td>397</td>
<td>428</td>
</tr>
<tr>
<td>Average Duration</td>
<td>8:25</td>
<td>9:10</td>
<td>32:33</td>
</tr>
<tr>
<td>Visitors: US</td>
<td>69.76%</td>
<td>68.64%</td>
<td>70.78%</td>
</tr>
<tr>
<td>Visitors: Other Countries /Unspecified</td>
<td>30.24%</td>
<td>31.36%</td>
<td>29.22%</td>
</tr>
<tr>
<td>Branch Locations</td>
<td>2011 1st Quarter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book Volumes Added</td>
<td>298</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volumes Withdrawn</td>
<td>141</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Long Beach**

<table>
<thead>
<tr>
<th>Service</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk Requests</td>
<td>921</td>
</tr>
<tr>
<td>Phone Requests</td>
<td>391</td>
</tr>
<tr>
<td>Copier Assistance</td>
<td>226</td>
</tr>
<tr>
<td>Copies Made</td>
<td>10,309</td>
</tr>
<tr>
<td>Visitors</td>
<td>1,189</td>
</tr>
</tbody>
</table>

**Norwalk**

<table>
<thead>
<tr>
<th>Service</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk Requests</td>
<td>173</td>
</tr>
<tr>
<td>Phone Requests</td>
<td>203</td>
</tr>
<tr>
<td>Copier Assistance</td>
<td>141</td>
</tr>
<tr>
<td>Copies Made</td>
<td>2,074</td>
</tr>
<tr>
<td>Visitors</td>
<td>670</td>
</tr>
</tbody>
</table>

**Pomona**

<table>
<thead>
<tr>
<th>Service</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk Requests</td>
<td>127</td>
</tr>
<tr>
<td>Phone Requests</td>
<td>10</td>
</tr>
<tr>
<td>Copier Assistance</td>
<td>177</td>
</tr>
<tr>
<td>Copies Made</td>
<td>3,409</td>
</tr>
<tr>
<td>Visitors</td>
<td>333</td>
</tr>
</tbody>
</table>

**Santa Monica**

<table>
<thead>
<tr>
<th>Service</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk Requests</td>
<td>122</td>
</tr>
<tr>
<td>Phone Requests</td>
<td>100</td>
</tr>
<tr>
<td>Copier Assistance</td>
<td>113</td>
</tr>
<tr>
<td>Copies Made</td>
<td>3,607</td>
</tr>
<tr>
<td>Visitors</td>
<td>444</td>
</tr>
<tr>
<td></td>
<td>Torrance</td>
</tr>
<tr>
<td>----------------</td>
<td>----------</td>
</tr>
<tr>
<td>Desk Requests</td>
<td></td>
</tr>
<tr>
<td>Phone Requests</td>
<td></td>
</tr>
<tr>
<td>Copier Assistance</td>
<td></td>
</tr>
<tr>
<td>Copies Made</td>
<td></td>
</tr>
<tr>
<td>Visitors</td>
<td></td>
</tr>
<tr>
<td>Van Nuys</td>
<td></td>
</tr>
<tr>
<td>Desk Requests</td>
<td></td>
</tr>
<tr>
<td>Phone Requests</td>
<td></td>
</tr>
<tr>
<td>Copier Assistance</td>
<td></td>
</tr>
<tr>
<td>Copies Made</td>
<td></td>
</tr>
<tr>
<td>Visitors</td>
<td></td>
</tr>
</tbody>
</table>
EXECUTIVE DIRECTOR'S DISCUSSION
MEMORANDUM

DATE: April 21, 2010

TO: Board of Law Library Trustees

FROM: Marcia J Koslov

RE: Building Envelope Repair and Exterior Restoration

As directed by the Board of Trustees at their August 26, 2010 meeting, the Law Library hired CLEO Construction Management, Tim and Jeff Fyffe, Principals, to validate the scope of the Building Envelope Repairs and Exterior Restoration project. CLEO reviewed the original project estimates; assessed the original contractor bid results; and assisted with the development of cost reduction options so that the project would remain within the established budget of $3,690,000.

A number of adjustments were made to the original bid proposal, and the project was put out for rebid in early February, 2011. Six contractors participated in the “job walk” held on Thursday, February, 17, 2011. Of those six contractors, three completed bids were received. Those bids were reviewed by Jeff Fyffe, principal, CLEO. Below is the re-bid analysis and budget comparison.

1. **Base Bid.** The base bid identified in the Contract Documents includes:

   1. Below grade waterproofing and drainage system replacement along the south elevation of the Library and Hill Street Parking structure;
   2. Granite panel modification along the south elevation of the Library and Hill Street Parking Structure to accommodate the new entry reconfiguration and landscaping work;
   3. Building envelope rehabilitation, Library and Parking Structure;
   4. Removal and in-place treatment of hazardous materials, including asbestos-containing materials, lead base paint and lead containing materials;
   5. Landscape development surrounding LA Law Library and Parking Structure including walkways, steps, planter wall, drainage, landscaping and irrigation.

2. **Alternates, both additive and deductive.** 15 items were specified as alternates. Those alternates are identified in Chart 1 below.

3. **Award.** The contract is awarded to the lowest responsive responsible bidder. In accordance with the instructions to Bidders, “The lowest responsive Bid Proposal shall be the lowest total of the bid price on the base contract and all additive
and/or deductive items stipulated in the Bidding Documents. The responsible bidder who submits the lowest responsive Bid Proposal as determined by this criterion shall be awarded the contract, if it is awarded.” Following the award of the bid, the Board of Trustees may then determine which alternates it wishes to have the contractor complete or eliminate. It is important to note that the base bid is a single line item amount. It is not available for item by item review or reconsideration.

4. **Responsive Bids.** The three contractor base bids were:

1. Swinerton Builders: $4,746,600
2. Ehberhard: $5,945,236
3. Best Contracting Services: $5,044,654

5. **Alternates.** The additives and deductives are identified as follows:

### CHART 1

<table>
<thead>
<tr>
<th>Description</th>
<th>Swinerton Builders</th>
<th>Ehberhard</th>
<th>Best Contracting Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base Bid</strong></td>
<td>3,989,000</td>
<td>4,836,786</td>
<td>3,986,000</td>
</tr>
<tr>
<td><strong>Alternates: Deductives</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking Structure Work</td>
<td>-189,500</td>
<td>-43,563</td>
<td>-30,750</td>
</tr>
<tr>
<td>Elastomeric Paint in Lieu of Elastomeric Coating</td>
<td>-15,200</td>
<td>-23,273</td>
<td>-12,160</td>
</tr>
<tr>
<td>Replacement of Sealant</td>
<td>-76,500</td>
<td>-15,060</td>
<td>-25,000</td>
</tr>
<tr>
<td>Plant Types</td>
<td>-16,000</td>
<td>-82,181</td>
<td>-30,600</td>
</tr>
<tr>
<td>Unpolished Granite in Lieu of Polished Granite</td>
<td></td>
<td></td>
<td>20,200</td>
</tr>
<tr>
<td><strong>Alternates: Additives</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negative Side Waterproofing</td>
<td>112,600</td>
<td>117,322</td>
<td>66,500</td>
</tr>
<tr>
<td>Localized Positive &amp; Negative side repairs at north wall</td>
<td>27,100</td>
<td>64,450</td>
<td>30,750</td>
</tr>
<tr>
<td>Wet seal south strip of Admin Office</td>
<td>8,800</td>
<td>3,279</td>
<td>3,300</td>
</tr>
<tr>
<td>Replace insulation, pipe hangers, protective jacketing at lower roof</td>
<td>51,600</td>
<td>19,213</td>
<td>22,194</td>
</tr>
<tr>
<td>Power wash existing aggregate panels</td>
<td>30,900</td>
<td>14,919</td>
<td>9,800</td>
</tr>
<tr>
<td>Provide rear door ADA Access</td>
<td>88,000</td>
<td>86,171</td>
<td>82,900</td>
</tr>
<tr>
<td>Rehabilitation of Rear Side of Parapets of Book Stacks roof</td>
<td>68,700</td>
<td>132593</td>
<td>126,000</td>
</tr>
<tr>
<td>Description</td>
<td>Amount 1</td>
<td>Amount 2</td>
<td>Amount 3</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Roof Replacement, Book Stacks &amp; Upper Roofs of Original library bldg.</td>
<td>393,300</td>
<td>485,848</td>
<td>490,000</td>
</tr>
<tr>
<td>Roof Replacement, Lower Roof of Original Bldg</td>
<td>215,300</td>
<td>268,693</td>
<td>310,920</td>
</tr>
<tr>
<td>Apply Roofing Material at rear side of Parapets of the Book Stacks</td>
<td>58,500</td>
<td>80,039</td>
<td>35,000</td>
</tr>
<tr>
<td><strong>Total: Base with Deductives</strong></td>
<td><strong>3,691,800</strong></td>
<td><strong>4,672,709</strong></td>
<td><strong>3,867,290</strong></td>
</tr>
<tr>
<td><strong>Total: Base with Additives</strong></td>
<td><strong>5,043,800</strong></td>
<td><strong>6,109,313</strong></td>
<td><strong>5,163,364</strong></td>
</tr>
<tr>
<td><strong>Total: Base with Deductives &amp; Additives</strong></td>
<td><strong>4,746,600</strong></td>
<td><strong>5,945,236</strong></td>
<td><strong>5,044,654</strong></td>
</tr>
</tbody>
</table>

**STAFF RECOMMENDATION:** In accordance with the bid documents, staff recommends that the Board award the contract to Swinerton Builders, who at a total bid price of $4,746,600, is the lowest responsive responsible bidder.

6. **Project Budget.** The project budget was $3,690,000. Swinerton’s base bid was $3,989,000. Of the identified deductives and additives identified in the bid, the following items are recommended to be eliminated or added to the base bid.

   a) **Deductives:** Staff recommends deducting the following alternates:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Structure Work</td>
<td>-189,500</td>
</tr>
<tr>
<td>Elastomeric Paint in Lieu of Elastomeric Coating</td>
<td>-15,200</td>
</tr>
<tr>
<td>Replacement of Sealant</td>
<td>-76,500</td>
</tr>
<tr>
<td><strong>Total Deductives</strong></td>
<td><strong>281,200</strong></td>
</tr>
</tbody>
</table>

b) **Additive:** Staff recommends adding the following alternates:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wet seal south strip of Admin Office</td>
<td>8,800</td>
</tr>
<tr>
<td>Replace insulation, pipe hangers, protective</td>
<td>51,600</td>
</tr>
<tr>
<td>jacketing at lower roof</td>
<td></td>
</tr>
<tr>
<td>Power wash existing aggregate panels</td>
<td>30,900</td>
</tr>
<tr>
<td><strong>Total Additives</strong></td>
<td><strong>91,300</strong></td>
</tr>
</tbody>
</table>

c) **Additive: Roof Replacement.** The majority of the additive costs are for the replacement of the Law Library roof. There are two distinct roofs over the Law Library building. The roof over the 1950’s building (south side) is
composition covered by tar and rock. The roof over the 1970’s building addition (north side) is composition, but is not covered with the tar and rock.

Records indicate that the roof over the 1950’s building was repaired or replaced in 1975 and 1992. The roof over the 1970’s building was last repaired in the fall of 1998. Life expectancy of a composition roof is approximately 10 years.

Neither the 1950’s nor the 1970’s roof meet today’s code for compliance with Title 24 roof coating. Both sides have leakage through the roof material and into the walls of the library itself. In particular, the joint where the two distinctive roofs meet is permeable, and in fact, during this season’s rain there was significant leakage into the 3rd floor reading room over the public computer area.

The staff recommends that the Board approve an additional $735,800 out of the current budget to fund the replacement of the total building roof for the following reasons:

1. Normal building maintenance would have the roof replaced on a regular maintenance schedule. Both the original 1950’s roof and the 1970’s roof are past the end of their life-cycle.
2. A new roof would come with 10 year guarantees / warrantees.
3. While the roof was not part of the initial project, it would be less costly to replace the roof while the parapet is under repair for spalling. Crews would already be place and equipment would be on location.
4. No additional bid process would be required.
5. The Law Library has the funds available in either its current LA County account or in its Local Agency Investment Fund (LAIF) account.
6. A new roof would be Title 24 compliant.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehabilitation of Rear Side of Parapets of Book Stacks roof</td>
<td>68,700</td>
</tr>
<tr>
<td>Roof Replacement, Book Stacks &amp; Upper Roofs of Original library bldg.</td>
<td>393,300</td>
</tr>
<tr>
<td>Roof Replacement, Lower Roof of Original Bldg</td>
<td>215,300</td>
</tr>
<tr>
<td>Apply Roofing Material at rear side of Parapets of the Book Stacks</td>
<td>58,500</td>
</tr>
<tr>
<td><strong>Total Roof Cost</strong></td>
<td><strong>735,800</strong></td>
</tr>
</tbody>
</table>

12. **Contingency.** These bids do not include any contingency funds. Although change orders are not generally welcome, nor necessarily approved, it is important that the Board be aware that contingency funds for a project of this scope are a
necessary part of the process. Staff recommends that the Board approve a 10% contingency fund.

13. Summary Recommendations:

<table>
<thead>
<tr>
<th></th>
<th>CONTRACT AWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Swinerton Builders base bid</td>
</tr>
<tr>
<td>2.</td>
<td>Total Deductives</td>
</tr>
<tr>
<td>3.</td>
<td>Total Additives</td>
</tr>
<tr>
<td>4.</td>
<td>SUB-TOTAL</td>
</tr>
<tr>
<td>5.</td>
<td>Contingency of 10%</td>
</tr>
<tr>
<td>6.</td>
<td>TOTAL</td>
</tr>
<tr>
<td>7.</td>
<td>LA Law Library Budgeted Amount</td>
</tr>
<tr>
<td>8.</td>
<td>Additional Funds</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>BUILDING MAINTENANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Roof Replacement</td>
</tr>
</tbody>
</table>
Building Envelope Repair and Exterior Restoration

Background Information
MEMORANDUM

DATE: April 21, 2010

TO: Board of Law Library Trustees

FROM: Marcia J Koslov

RE: Building Envelope Repair and Exterior Restoration Background Information

Because there are three new Board members, I thought it might be useful to provide background information on the building repair and restoration project. Toward that end, I have attached information from several memos written between 2008 and 2010 that describe the background and progress of the project.

May, 2007
At the Board of Trustees meeting, Troller Mayer Associate, Inc. (TMA) was asked to expand their work with the LA Law Library for a landscape project. The expanded project was to incorporate a complete renovation of the lawn and front entrance landing and the inclusion of xeriscaping that used drought tolerant plants. The project was also to review options for the addition of a coffee cart or coffeehouse on the property.

June, 2007
FY 2007-2008 Budget included $133,000 for work to revise the library grounds, including alteration of the front entrance. The project called for a landscape survey, preliminary design, design and construction documents, engineering consultants and city review of the plans.

February, 2008
Following the development of a Scope of Services, TMA hired Soloff Surveying and Consulting to perform a full boundary survey of the parcel. In early September, TMA met with Richard Ortega and me on a conceptual plan and plant concepts. Agreement was reached to proceed with a preliminary design development. In mid-December, TMA presented the preliminary design and they were given approval to move into the preliminary construction documents phase. This phase called for hiring a civil engineer as well as a mechanical engineer. In addition, the TMA agreed to assist the Law Library with a search for an architect for the design of a coffee facility.

Spring, 2008
TMA and I identified building exterior concerns and structure issues. Those issues included safety and security, lighting, stairs and walkways, drainage, irrigation and plant elements. TMA developed a proposal that would correct those issues and at the
same time, significantly upgrade the exterior stairs, walkways and main entrance to the library.

**Summer, 2008**
During the FY09 budget discussions the Board requested a comprehensive review of the safety, security and long term viability of the Mildred L Lillie main library building. The Library hired Commercial Real Estate Inspectors, LLC (CREI) to perform a Risk Assessment. Their report of July 22, 2008 identified moisture, drainage, and weathering issues that required further investigation.

**February, 2009**
With the CREI report confirming many of the issues initially raised by TMA, they sought the assistance of PCW, Contracting Services, a company that specializes in waterproofing, roofing, and concrete and stucco maintenance and repairs. At the February 24, 2009 Board Meeting, PCW provided an in-depth review of the repairs needed to ensure the continued health, safety and security of the Mildred L Lillie building. The repairs included both stand-alone projects (roof repairs and the detached parking garage) as well as projects that will require integration with additional contract repair and renovation work.

**Spring-Fall, 2009**
In order to seek a comprehensive plan for the suggested repairs, the Library hired Alana+Buick + Bers (ABB), an engineering firm with expertise in the needed areas. During the fall of 2009, ABB systematically inspected all areas of the ML Lillie Bldg., both interior and exterior. TMA continued to develop their plans to reconstruct the areas identified. Each company was instructed to prepare their specifications with the assumption that the Building would continue to be usable for the next 30–50 years. In addition, both companies were directed to develop their specifications in accordance with current LEED certified and environmentally responsive standards. Together ABB & TMA created the design drawings and detailed specifications that were the basis of the bid process.

**Winter-Spring, 2010**
The Law Library worked with County Counsel to develop a bid process for the project. Following their recommendations, the project went out for bid in January, 2010. Three contractors bid the project. However, the contract bids far exceeded the funds that had been set aside for the project and at their May, 2010 meeting, the Board asked the following questions: 1. How did the project grow? 2. What is essential? 3. Can the project be adjusted to meet the budget projection? 4. Is it reasonable to add funds to the budget to complete the project as developed and designed?

In responding to question 2, “essential” elements were identified as follows: The first level includes three specific areas of concern: (1) Roof parapet. The roof parapet has developed spalling, a process in which the rebar expands and cracks the surrounding concrete. (2) Front staircase. The front staircase is covered with paint and sealer coating. Because the concrete underneath the coating is getting wet from water leaking from the planters, the coating is cracked and peeling. (3) Pedestrian exit from the parking structure. The walkway between the Library and the detached parking structure has sunk 5-6 inches, causing the walkway to crack and the staircase
to detach from the building. All of these three elements have high safety and security risks attached.

A second level of “essential” elements includes two areas that require repair and maintenance. (1) Below grade water damage. Engineer testing has determined that there is substantial below grade water damage throughout the building as follows: (a) water intrusion into the ML Lillie Bldg itself on the south and north sides of the building. (b) water intrusion into the main retaining wall along First Street; (c) water intrusion into the retaining wall planters on both the west and east sides of the front of the building along First Street and the retaining wall planter on the north east side of the property along Broadway. (2) Roof membrane. Engineer testing has concluded that the roof membrane has passed its life cycle and should be replaced within the next few years.

The next level “essential” elements are in the reconstruction and restoration of the exterior hardscape and landscape. Both the first and second elements require reconstruction of the hardscape and surrounding landscape. The repair of the below grade water damage will require significant reconstruction as the front walkway, ADA ramp, stairs, landing, planters and plants will be part of the demolition work required to get to the 20+ feet of building structure below grade.

Fall, 2010
In response to the questions concerning adjusting the project and/or adjusting the budget for the project, both ABB and TMA reviewed their designs and specifications and were able to identify areas of possible savings and reduced costs. In addition, CLEO Construction Management was hired to review the original project estimates; assess the original contractor bid results; and assist with the development of cost reduction options so that the project would remain within the established budget of $3,690,000. CLEO also assisted with the re-bid process and evaluation of contract bidders.

Winter-Spring, 2011
A second bid process was initiated earlier this year. Six contractors responded to the RFP. Three contractors submitted proposals. Those bid proposals, while not as far from the budgeted amount as the first set of proposals, are still higher than the budgeted amount.

To the question of whether it is reasonable to add funds to the budget to complete the project as developed and designed, there may be reasons to do so. The Library has invested considerable time, effort and funds to the development of a complete set of plans, designs and specifications. Over the years of this project, the Library funds have been spent for consultation with companies, government agencies and organizations, including survey engineers, geotechnical engineers, civil engineers, structural engineers, electrical engineers, mechanical engineers, irrigation engineers, tree relocation companies, City of Los Angeles Fire Department and a number of others. Each of the engineers on the project were licensed and signed off on the drawings. Where applicable, the engineers submitted calculations and written reports. It is also important to note that the Library plans are in keeping with those of the park proposal that is part of the Grand Avenue Project. In reviewing the reconstruction
plans, Tony Paradowski, Senior Associate, Rios, Clementi, Hale Studios stated, “the proposed landscape plans ... [are] very much in the character of the planned Grand Avenue Civic Park. The color and texture of the plantings along with the drought tolerant nature of the plantings, make them a suitable match for the plantings we are proposing for the Park.”

**Financial Information**

In 2005, the Library had approximately $4,000,000 in Local Agency Investment Fund (LAIF). For several years, the Fund was used to supplement the day-to-day activities. However, over the past 6 years, the LA Law Library has generated significant revenues over expenses which have been used to replenish the LAIF as well as to ensure that sufficient funds remain in the Trust fund at the County Treasurer’s office. Although filing fee revenues have dropped slightly during this past fiscal year, our expenditures have held steady. The FY2010-2011 budget continues the same financial pattern indicated below. That is, the current financial statement indicates revenues over expenses for FY2011.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>8,722,904</td>
<td>9,314,902</td>
<td>10,990,233</td>
<td>11,400,268</td>
<td>10,974,754</td>
</tr>
<tr>
<td>Expense</td>
<td>(6,513,590)</td>
<td>(6,721,777)</td>
<td>(7,767,187)</td>
<td>(8,132,496)</td>
<td>(7,821,557)</td>
</tr>
<tr>
<td>Net Income</td>
<td>2,209,314</td>
<td>2,593,125</td>
<td>3,223,046</td>
<td>3,267,772</td>
<td>3,153,197</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LAIF</td>
<td>3,648,732</td>
<td>3,831,822</td>
<td>4,053,910</td>
<td>7,172,691</td>
<td>10,265,290</td>
</tr>
<tr>
<td>County Treasurer</td>
<td>2,420,272</td>
<td>4,361,466</td>
<td>6,488,453</td>
<td>6,087,263</td>
<td>4,349,055</td>
</tr>
<tr>
<td>Cash B of A</td>
<td>64,578</td>
<td>101,532</td>
<td>86,114</td>
<td>177,727</td>
<td>90,000</td>
</tr>
<tr>
<td>Total</td>
<td>6,133,582</td>
<td>8,294,820</td>
<td>10,628,477</td>
<td>13,437,681</td>
<td>14,704,345</td>
</tr>
</tbody>
</table>

In our Assets and Liabilities Statement, the Law Library identifies the above funds as cash and cash equivalent assets. The expenditure of funds for building improvements moves cash assets to building assets. When invoices are paid, the costs are attributed to the “construction in progress” line that is part of an Assets and Liabilities statement. When the project is completed, the depreciation “clock” begins. On the financial statement (the Assets and Liabilities Statement) the Library retains the same level of Assets, trading “cash” for “building improvements.” Our balance sheet retains the same value.