

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 _____ EUSTORGIO BARAJAS _____

LALAWLIBRARY



CONSENT CALENDAR

2.1 Minutes of the March 22, 2011, Regular Board Meeting

**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.**

March 22, 2011

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 Plum

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:

- 7.1 Closed Session. Conference with labor negotiator (G.C. 54957.6) Labor Negotiator: Benjamin Goldman. Employee Organization: SEIU Local 721.
- 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

DRAFT

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		<u>15,603,606.98</u>
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	<u>929,761.34</u>	
	38,753,727.66	
Less: Accumulated Depreciation	<u>(23,113,882.96)</u>	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	<u>536,743.03</u>	
	7,953,110.41	
Less: Accumulated Depreciation	<u>(6,685,955.64)</u>	1,267,154.77
Construction In Progress - Interior		73,214.85
Construction In Progress - Exterior		511,472.08
Building Site (Land)		<u>580,333.00</u>
Total Assets	\$	<u>35,571,866.54</u>

Liabilities and Fund Balance

Current Liabilities		
Accounts Payable	\$	479,949.08
Accrued Expense		439,482.74
Noncurrent Liabilities		
Borrowers' Deposits		<u>227,230.00</u>
Total Liabilities		<u>1,146,661.82</u>
Fund Balance		
Unappropriated		32,928,292.54
YTD Net Income		<u>1,496,912.18</u>
Total Liabilities and Fund Balance	\$	<u>35,571,866.54</u>

LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF INCOME AND EXPENDITURE
FY 2010/2011
D - R - A - F - T

INCOME	BUDGET	1ST QUARTER			2ND QUARTER			3RD QUARTER			YTD TOTAL		
		Cumulative Qty Budget	Cumulative Qty Actual	Cumulative Qty Variance	Cumulative Qty Budget	Cumulative Qty Actual	Cumulative Qty Variance	Cumulative Qty Budget	Cumulative Qty Actual	Cumulative Qty Variance	YTD Budget	YTD Actual	YTD Variance
L.A. Superior Court Fees	9,585,816	2,447,622	2,524,739	77,116	2,316,656	2,258,012	(58,644)	2,299,452	2,245,932	(53,520)	7,063,731	7,028,682	(35,048)
Total - Court Fees	9,585,816	2,447,622	2,524,739	77,116	2,316,656	2,258,012	(58,644)	2,299,452	2,245,932	(53,520)	7,063,731	7,028,682	(35,048)
Interest - LAIF	70,000	17,500	13,259	(4,241)	17,500	11,807	(5,693)	17,500	12,875	(4,625)	52,500	37,942	(14,558)
Interest - General Fund	70,000	17,500	17,727	227	17,500	16,995	(505)	17,500	17,763	263	52,500	52,486	(14)
Interest - Deposit Fund	4,000	1,000	915	(85)	1,000	763	(237)	1,000	747	(253)	3,000	2,425	(575)
Total - Interest	144,000	36,000	31,902	(4,098)	36,000	29,566	(6,434)	36,000	31,385	(4,615)	108,000	92,853	(15,147)
Parking Fee	685,000	184,789	189,856	5,067	185,088	170,536	(14,552)	158,991	149,945	(9,046)	508,868	510,337	1,469
Total - Parking	685,000	184,789	189,856	5,067	185,088	170,536	(14,552)	158,991	149,945	(9,046)	508,868	510,337	1,469
Annual Borrowing Fee	60,000	27,000	36,630	9,630	5,400	5,585	185	4,200	4,060	(140)	36,600	46,275	9,675
Annual Members Fee	200,000	40,000	13,500	(26,501)	100,000	15,370	(84,630)	30,000	14,785	(15,215)	170,000	43,655	(126,346)
Course Registration	5,000	1,250	2,510	1,260	1,250	557	(693)	1,250	2,012	762	3,750	5,079	1,329
Copy Center	85,000	23,167	22,486	(682)	20,303	20,185	(119)	20,262	20,742	480	63,733	63,412	(321)
Document Delivery	25,000	7,101	5,455	(1,646)	5,275	5,576	301	6,049	6,782	732	18,426	17,813	(613)
Fines	50,000	13,547	12,405	(1,142)	15,252	10,312	(4,940)	12,012	10,947	(1,065)	40,811	33,664	(7,147)
Miscellaneous	2,000	500	451	(49)	500	670	170	500	729	229	1,500	1,850	350
Room Rental	7,500	1,875	2,526	(1,650)	1,875	3,325	1,450	1,875	150	(1,725)	5,625	3,700	(1,925)
Book Replacement	5,000	1,250	2,526	1,276	1,250	538	(712)	1,250	2,006	756	3,750	5,070	1,320
Forfeited Deposits	10,000	0	0	0	10,000	17,619	7,619	0	0	0	10,000	17,619	7,619
Friends of Law Library	120,000	0	0	0	120,000	140,000	20,000	0	0	0	120,000	140,000	20,000
Grants	0	0	0	0	0	0	0	0	0	0	0	0	0
Vending	5,000	1,250	1,705	455	1,250	1,119	(132)	1,250	1,134	(116)	3,750	3,958	208
Total - Library Services	574,500	116,940	97,891	(19,049)	282,355	220,856	(61,500)	78,648	63,347	(15,301)	477,944	382,094	(95,850)
TOTAL INCOME	10,969,316	2,785,352	2,844,388	58,036	2,800,099	2,678,970	(121,130)	2,573,092	2,490,609	(82,483)	8,158,543	8,013,966	(144,576)

LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF INCOME AND EXPENDITURE

FY 2010/2011

D - R - A - F - T

EXPENDITURE	BUDGET	1ST QUARTER			2ND QUARTER			3RD QUARTER			YTD TOTAL		
		Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	YTD Budget	YTD Actual	YTD Variance
Salaries	3,237,609	765,764	639,848	125,917	903,795	763,748	140,047	734,953	659,925	2,404,512	2,063,520	340,992	
Social Security	203,785	49,066	38,346	10,720	53,326	41,679	11,646	47,320	39,434	149,711	119,460	30,252	
Medicare	49,144	11,589	8,995	2,604	13,893	10,740	3,153	11,038	9,223	36,530	28,957	7,573	
Retirement	35,000	35,000	33,228	1,772	0	0	0	0	0	35,000	33,228	1,772	
Health Insurance	500,000	139,221	136,727	2,494	67,707	130,023	(62,316)	145,215	139,756	352,143	406,505	(54,362)	
Disability Insurance	9,500	2,217	1,941	275	2,598	2,071	527	2,353	2,136	7,168	6,148	1,019	
Dental Insurance	63,615	17,712	12,430	5,282	14,074	14,140	(66)	16,078	13,878	47,804	40,447	7,357	
Life Insurance	2,500	678	399	279	648	401	248	610	449	1,936	1,248	688	
Workers Compensation Insurance	30,000	7,500	8,652	(1,152)	7,500	8,995	(1,495)	7,500	2,988	22,500	20,646	1,854	
Unemployment Insurance	35,000	8,750	0	8,750	8,750	14,230	(5,480)	8,750	6,523	26,250	20,753	5,497	
Vision Insurance	10,000	2,572	2,272	301	2,531	2,333	199	2,443	2,414	7,546	7,019	528	
Accrued Sick Expense													
Accrued Vacation Expense													
Total - Personnel	4,176,153	1,040,079	882,838	157,242	1,074,822	988,358	86,463	976,201	876,735	3,091,102	2,747,931	343,171	
American Continuations	2,200,000	410,486	417,777	(7,291)	820,892	501,175	319,716	496,723	1,020,652	1,728,100	1,939,604	(211,503)	
American New Orders	150,000	33,533	69,189	(35,656)	25,126	17,944	7,182	28,561	27,278	87,220	114,411	(27,191)	
Branch Continuations	350,000	56,308	46,261	10,047	164,392	47,819	116,572	48,963	168,274	269,663	262,355	7,308	
Branch New Orders	20,000	3,753	2,446	1,308	1,442	12,451	(11,010)	3,092	637	8,287	15,533	(7,246)	
Commonwealth Continuations	375,000	73,506	65,411	8,095	99,957	107,955	(7,998)	107,654	143,178	281,117	316,543	(35,426)	
Commonwealth New Orders	7,500	1,953	762	1,191	1,727	768	958	1,420	2,329	5,099	3,860	1,240	
Foreign Continuations	225,000	31,568	23,925	7,643	69,568	64,431	5,137	67,249	85,078	168,385	173,434	(5,050)	
Foreign New Orders	25,000	4,899	5,242	(342)	5,292	5,128	164	8,238	14,627	18,429	24,996	(6,567)	
International Continuations	150,000	21,658	18,897	2,760	56,015	51,905	4,110	36,746	37,842	114,418	108,644	5,774	
International New Orders	15,000	3,016	3,327	(311)	2,607	2,368	239	4,685	4,524	10,308	10,219	89	
General/Librarianship Continuations	55,000	11,843	15,100	(3,257)	17,820	26,738	(8,918)	14,950	14,111	44,613	55,948	(11,335)	
General/Librarianship New Orders	2,000	357	145	212	338	486	(148)	732	320	1,427	961	476	
Total - Library Materials	3,574,500	652,881	668,481	(15,601)	1,265,174	839,168	426,006	819,012	1,518,849	2,737,067	3,026,498	(289,431)	
Library Materials Transferred to Assets			(668,481)			(639,168)			(1,518,849)		(3,026,498)		
Balance	0	0	0	0	0	0	0	0	0	0	0	0	

LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF INCOME AND EXPENDITURE
FY 2010/2011

D - R - A - F - T

EXPENDITURE	BUDGET	1ST QUARTER			2ND QUARTER			3RD QUARTER			YTD TOTAL		
		Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	YTD Budget	YTD Actual	YTD Variance
Building / Cleaning Supplies	20,000	5,000	6,879	(1,679)	5,000	5,892	(892)	5,000	5,484	(484)	15,000	18,054	(3,054)
Building Maintenance	25,000	6,250	6,889	(639)	6,250	3,056	3,194	6,250	11,384	(5,134)	18,750	21,328	(2,578)
Building Services	27,500	6,875	4,174	2,701	6,875	2,686	4,179	6,875	8,763	(1,888)	20,625	15,633	4,992
Interior Improvements / Alterations	10,000	2,500	4,288	(1,788)	2,500	12,689	(10,189)	2,500	3,555	(1,055)	7,500	20,532	(13,032)
Electric & Water	110,000	31,753	32,938	(1,185)	28,209	25,822	2,386	23,055	32,096	(9,040)	83,017	90,855	(7,838)
Elevator Maintenance	15,000	3,750	3,291	459	3,750	4,144	(394)	3,750	3,479	271	11,250	10,914	336
Heating & Cooling	30,000	10,239	6,558	3,681	6,446	9,808	(3,362)	4,059	3,959	101	215,646	200,160	15,486
Insurance	280,000	68,913	67,703	2,211	72,152	66,523	5,629	73,581	65,934	7,647	215,646	200,160	15,486
Janitorial Services	90,000	22,500	21,457	1,043	22,500	21,880	620	22,500	21,880	620	67,500	65,217	2,283
Landscaping	15,000	3,750	3,600	150	3,750	3,600	150	3,750	5,310	(1,560)	11,250	12,510	(1,260)
Security	185,000	47,050	46,231	819	49,310	46,831	2,478	44,155	37,640	6,515	140,515	130,702	9,813
Total - Building Occupancy	807,500	209,580	203,807	5,773	206,742	202,941	3,801	195,475	198,482	(4,007)	611,797	606,231	5,566
Bank Charges / Other Fees	5,000	1,250	1,618	(368)	1,250	1,372	(122)	1,250	1,363	(113)	3,750	4,353	(603)
Bibliographical Services	450,000	112,500	96,090	16,410	112,500	180,542	(68,042)	112,500	128,073	(15,573)	337,500	404,705	(67,205)
Binding	50,000	14,080	0	14,080	12,996	16,713	(3,717)	11,889	388	11,521	38,965	17,081	21,884
Computer Services / Licensing	24,100	6,025	7,616	(1,591)	6,025	6,057	(32)	6,025	11,688	(5,663)	18,075	25,361	(7,286)
Continued Education	20,000	5,000	15,858	(10,858)	5,000	33,518	(28,518)	5,000	11,874	(6,874)	15,000	61,250	(46,250)
Copy Center	30,000	7,500	3,966	3,534	7,500	3,702	3,798	7,500	14,563	(7,063)	22,500	22,232	268
Electronics / Computer Hardware	15,000	3,750	5,389	(1,639)	3,750	4,771	(1,021)	3,750	13,205	(9,455)	11,250	23,374	(12,124)
Furniture / Appliances	7,500	1,875	1,914	(39)	1,875	6,347	(4,472)	1,875	4,508	(2,633)	5,625	12,769	(7,144)
Integrated Library System	40,000	20,000	12,998	7,002	0	9,572	(9,572)	20,000	9,763	10,237	40,000	32,333	7,667
Membership (Staff)	13,000	1,459	2,171	(712)	746	13,669	(12,923)	6,563	6,470	93	8,767	22,310	(13,543)
Office / Library Supplies	20,000	4,440	3,977	463	3,527	13,769	(10,242)	4,973	6,839	(1,866)	12,940	24,585	(11,646)
Other / Misc.	5,000	1,250	0	1,250	1,250	0	1,250	1,250	0	1,250	3,750	0	3,750
Outreach / Marketing	45,000	11,250	9,071	2,179	11,250	4,683	6,567	11,250	1,453	9,797	33,750	15,207	18,543
Postage / UPS / FedEx	18,000	4,345	4,759	(413)	4,035	5,271	(1,237)	4,753	4,201	552	13,133	14,230	(1,098)
Printing / Reproduction	9,000	2,250	2,050	200	2,250	195	2,055	2,250	1,927	323	6,750	4,173	2,577
Prior Year Voided Checks / Adj	0	0	0	0	0	0	0	0	0	0	0	0	0
Reimbursed Expenses	16,000	4,000	8,033	(4,033)	4,000	6,495	(2,495)	4,000	7,536	(3,536)	12,000	22,064	(10,064)
Staff Meetings / Activities	15,500	3,875	6,481	(2,606)	3,875	8,850	(4,975)	3,875	1,965	1,910	11,625	17,296	(5,671)
Telecommunications	30,000	8,996	5,915	3,081	7,597	8,257	(660)	6,847	7,162	(515)	23,239	21,334	1,906
Transportation Reimbursement	10,000	0	0	0	5,000	5,849	(849)	0	0	0	5,000	5,849	(849)
Vending	3,600	900	1,171	(271)	900	1,933	(1,033)	900	1,186	(286)	2,700	4,291	(1,591)
Total - Supplies & Services	826,700	214,745	189,088	25,657	195,325	331,565	(136,241)	216,249	234,145	(17,895)	626,319	754,798	(128,478)

LOS ANGELES COUNTY LAW LIBRARY
 STATEMENT OF INCOME AND EXPENDITURE
 FY 2010/2011
 D - R - A - F - T

EXPENDITURE	BUDGET	1ST QUARTER			2ND QUARTER			3RD QUARTER			YTD TOTAL		
		Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	YTD Budget	YTD Actual	YTD Variance
Accounting	17,000	4,250	0	4,250	14,500	(10,250)	4,250	0	4,250	12,750	14,500	(1,750)	
Consulting Services	20,000	5,000	0	5,000	2,480	2,521	5,000	2,925	2,075	15,000	5,405	9,596	
Legal	100,000	25,000	1,188	23,812	6,944	18,056	25,000	22,235	2,765	75,000	30,367	44,633	
Payroll / HR Services	17,000	4,250	2,347	1,903	3,515	735	4,250	4,791	(541)	12,750	10,653	2,097	
Recruitment Costs	15,000	3,750	211	3,539	261	3,489	3,750	475	3,275	11,250	948	10,303	
Temporary Services	40,000	10,000	15,242	(5,242)	16,995	(6,995)	10,000	29,900	(19,900)	30,000	62,137	(32,137)	
Total - Professional Services	209,000	52,250	18,988	33,262	44,895	7,555	52,250	60,326	(8,076)	156,750	124,009	32,741	
Depreciation - Library Materials	2,916,000	729,000	700,929	28,072	718,172	10,828	729,000	684,221	44,779	2,187,000	2,103,321	83,679	
Depreciation - Fixed Assets	275,000	68,750	59,806	8,944	63,187	5,563	68,750	57,772	10,978	206,250	180,764	25,486	
Total - Depreciation Expense	3,191,000	797,750	760,734	37,016	781,359	16,391	797,750	741,992	55,758	2,393,250	2,284,085	109,165	
TOTAL EXPENSES	9,210,353	2,314,404	2,055,455	288,949	2,348,919	(22,030)	2,237,925	2,112,680	125,245	6,879,218	6,517,054	362,164	
TOTAL INCOME	10,969,316	2,785,352	2,844,388	69,036	2,678,970	(121,130)	2,573,092	2,490,609	(82,483)	8,158,543	8,013,966	(144,576)	
TOTAL EXPENSES	9,210,353	2,314,404	2,055,455	288,949	2,348,919	(22,030)	2,237,925	2,112,680	125,245	6,879,218	6,517,054	362,164	
NET INCOME/(LOSS)	1,758,963	470,948	788,933	317,986	330,051	(143,160)	335,166	377,928	42,762	1,279,325	1,496,912	217,588	

2.3 List of Checks and Warrants: March, 2011

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2011 - March 31, 2011 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 4	AMERICAN BAR ASSOCIATION	BOOKS	105.41	020402
	ALABAMA BAR ICLE UNIV OF ALABAMA	BOOKS	210.00	020403
	AMERICAN SOCIETY OF INTERNATIONAL L	BOOKS	210.00	020404
	ASPEN PUBLISHERS INC	BOOKS	1,572.15	020405
	BERNAN ASSOCIATES	BOOKS	740.00	020406
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	1,827.33	020407
	CARSWELL COMPANY LTD	BOOKS	14.75	020408
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	7,170.44	020410
	COUTTS LIBRARY SERVICES	BOOKS	1,302.31	020411
	DATA TRACE LEGAL PUBLISHERS	BOOKS	127.95	020412
	EBSCO PUBLISHING	BOOKS	3,680.00	020413
	ERASMUS BOEKHANDEL BV	BOOKS	163.64	020414
	GAUNT	BOOKS	5,508.87	020415
	OTTO HARRASSOWITZ	BOOKS	187.65	020416
	E ITURRIAGA Y CIA S A C	BOOKS	117.00	020417
	JURIS PUBLISHING INC	BOOKS	194.00	020418
	LAW JOURNAL PRESS	BOOKS	6,220.35	020420
	LEXISNEXIS BUTTERWORTHS	BOOKS	347.55	020421
	LIBROS CENTROAMERICANOS	BOOKS	177.00	020422
	LIBRERIA LINARDI Y RISSO A LINARDI	BOOKS	444.14	020423
	MARY MARTIN BOOKSELLERS	BOOKS	330.00	020424
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	92.50	020425
	ALAN MOSS LTD	BOOKS	350.00	020426
	NOLO COM	BOOKS	142.71	020427
	NOVA SCOTIA DEPARTMENT OF JUSTICE	BOOKS	91.93	020428
	OXFORD UNIVERSITY PRESS	BOOKS	246.14	020429
	PRACTISING LAW INSTITUTE	BOOKS	384.60	020430
	THOMPSON PUBLISHING GROUP	BOOKS	348.10	020431
	THOMSON REUTERS	BOOKS	8,279.34	020432
	WILLIAM S HEIN & CO	BOOKS	5,323.36	020433
	YBP LIBRARY SERVICES	BOOKS	748.83	020434
	BENTLEY CIRCLE, LTD	OUTREACH	550.00	020435
	CCCLL	REGISTRATION	85.00	020436
March 7	ADVANCED ACCESS SYSTEMS, INC	BLDG MAINT	1,217.64	020437
	ADVANCED INFORMATION	TEMP SVCS	1,361.10	020438
	AT&T	TELECOM	447.70	020439
	EUSTORGIO BARAJAS	OFFICE SUPPL	197.48	020440
	STATE BOARD OF EQUALIZATION	USE TAX	4,204.00	020441
	BRIDGES FILTER SERVICE, INC	BLDG MAINT	700.60	020442
	COVAD COMMUNICATIONS	TELECOM	984.11	020443
	EX LIBRIS USERS OF NORTH AMERICA	MEMBERSHIP	200.00	020444
	GAYLORD BROS.	LIB SUPPL	618.00	020445
	GOURMET COFFEE SERVICE	STAFF	884.90	020446

58,227.22

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2011 - March 31, 2011 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 11	GRAINGER	BLDG SUPPL	118.64	020447
	KONICA MINOLTA BUSINESS	COPY CTR-POM	20.00	020448
	MARCIA J KOSLOV	REIMBURSEMENT	57.96	020449
	MALINDA MULLER ** VOIDED *****	TRAVEL	0.00	020450
	OFFICE DEPOT	OFFICE SUPPL	105.62	020451
	CALPERS L T CARE PROGRAM	LT CARE	51.69	020452
	PITNEY BOWES	POSTAGE	326.93	020453
	ROMERO MAINTENANCE CO.	CIP-INTERIOR	2,305.00	020454
	UNITED PARCEL SERVICE	POSTAGE	91.33	020455
	YOH SERVICES LLC	TEMP SVCS	3,120.00	020456
	AMERICAN BAR ASSOCIATION	BOOKS	1,244.84	020457
	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	134.00	020458
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	990.00	020459
	A S PRATT & SONS GROUP	BOOKS	583.99	020460
	MINISTER OF FINANCE CROWN PUBS QUEE	BOOKS	180.17	020461
	BERNAN ASSOCIATES	BOOKS	293.00	020462
	BUREAU OF NATIONAL AFFAIRS BOOKS	BOOKS	228.99	020463
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	480.54	020464
	CALIFORNIA PUBLIC SECTOR	BOOKS	681.95	020465
	CARSWELL COMPANY LTD	BOOKS	273.57	020466
	CASALINI LIBRI	BOOKS	1,470.57	020467
	STATE BAR OF CALIFORNIA LITIGATION	BOOKS	50.00	020468
	CCH INCORPORATED	BOOKS	75.80	020469
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,396.34	020470
	COURTROOM COMPENDIUMS	BOOKS	61.50	020471
	COUTTS LIBRARY SERVICES	BOOKS	1,527.34	020472
	CQ PRESS DIVISION OF SAGE PUBLICATI	BOOKS	567.00	020473
	DARBY PRINTING COMPANY	BOOKS	85.16	020474
	EBSCO INFORMATION SERVICES	BOOKS	2,207.05	020475
	GAUNT	BOOKS	719.40	020476
	GAVILANES BOOKS FROM INDOAMERICA	BOOKS	77.00	020477
	INTERNATIONAL ASSOCIATION OF LAW LI	BOOKS	95.00	020478
	COUNTY OF IMPERIAL COUNTY COUNSEL	BOOKS	3.75	020479
	INTERNATIONAL RISK MANAGEMENT INSTI	BOOKS	283.00	020480
	JAMES PUBLISHING INC	BOOKS	72.23	020481
JAPAN PUBLICATIONS TRADING CO LTD	BOOKS	266.00	020482	
JURIS PUBLISHING INC	BOOKS	47.50	020483	
RETTA LIBROS LIDERLAF S A	BOOKS	77.60	020484	
LAW JOURNAL PRESS	BOOKS	2,758.57	020485	
LAWPRESS CORPORATION	BOOKS	196.08	020486	
LEXISNEXIS BUTTERWORTHS	BOOKS	3,346.44	020487	
LRP PUBLICATIONS	BOOKS	808.00	020488	
LUDWIG MAYER LTD	BOOKS	62.00	020489	
MANHATTAN PUBLISHING COMPANY	BOOKS	138.00	020490	

85,828.13

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2011 - March 31, 2011 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 14	MARYLAND STATE BAR ASSOCIATION	BOOKS	40.00	020491
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	911.00	020492
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	92.50	020493
	MUNICIPAL CODE CORPORATION	BOOKS	76.82	020494
	OREGON STATE BAR CONTINUING LEGAL E	BOOKS	291.50	020495
	STATE NET	BOOKS	7.84	020496
	STATE BAR OF NEVADA	BOOKS	119.00	020497
	CHARLES C THOMAS PUBLISHER LTD	BOOKS	43.76	020498
	THOMPSON PUBLISHING GROUP	BOOKS	438.50	020499
	VERDICTSEARCH	BOOKS	404.98	020500
	THOMSON REUTERS	BOOKS	87.36	020501
	YBP LIBRARY SERVICES	BOOKS	36.22	020502
	MALINDA MULLER	TRAVEL	616.10	020503
March 18	ADVANCED INFORMATION	TEMP SVCS	1,294.80	020504
	ALLANA BUICK & BERS, INC.	CIP-INTERIOR	800.00	020505
	BANDWIDTH.COM, INC.	TELECOM	362.13	020506
	CDW GOVERNMENT, INC.	COMP HARD	2,530.06	020507
	CHARLIE CHAN PRINTING	PRINT/REPRO	1,927.21	020508
	COLANTUONO LEVIN & ROZELL	LEGAL	7,511.50	020509
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	509.65	020510
	COUNTY COUNSEL, L.A. COUNTY	LEGAL	681.66	020511
	GOURMET COFFEE SERVICE	STAFF	17.00	020512
	INDEPENDENT STATIONERS	SUPPLIES	139.52	020513
	COUNTY OF LOS ANGELES	HEAT/COOL	1,161.32	020514
	KONICA MINOLTA BUSINESS	COPY CTR-TOR	578.91	020515
	L A DEPT WATER & POWER	WATER/POWER	7,875.07	020516
	OFFICE DEPOT	SUPPLIES	537.18	020517
	OPTIONS FOR GROWTH	CONT EDU	1,275.00	020518
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	9,338.43	020519
	SECURITAS SECURITY	SECURITY	5,167.54	020520
	SEPCO EARTHSCAPE, INC	LANDSCAPING	1,200.00	020521
	SUNSET TELECOM	BLDG SVCS	2,252.50	020522
	UNITED PARCEL SERVICE	POSTAGE	32.35	020523
VALLEY WIDE AIR	BLDG MAINT	3,732.00	020524	
March 18	ALABAMA BAR ICLE UNIV OF ALABAMA	BOOKS	30.00	020525
	MARYLAND OFF OF THE SEC OF STATE DI	BOOKS	2,180.00	020526
	ASPEN PUBLISHERS INC	BOOKS	2,202.19	020527
	SUSAN BACH LTDA	BOOKS	3,264.95	020528
	HERTA BERENGUER L	BOOKS	1,173.00	020529
	BERNAN ASSOCIATES	BOOKS	610.00	020530
	BOOK HOUSE INC	BOOKS	342.76	020531
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	714.76	020532
	CASALINI LIBRI	BOOKS	603.87	020533

150,542.39

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2011 - March 31, 2011 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 21	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,543.32	020534
	COUTTS LIBRARY SERVICES	BOOKS	3,534.44	020535
	EBSCO INFORMATION SERVICES	BOOKS	1,531.20	020536
	GAUNT	BOOKS	450.82	020537
	OTTO HARRASSOWITZ	BOOKS	97.01	020538
	JERUSALEM BOOKS LTD	BOOKS	310.00	020539
	JURIS PUBLISHING INC	BOOKS	571.50	020540
	JURISNET LLC	BOOKS	77.50	020541
	LEXISNEXIS BUTTERWORTHS	BOOKS	6,414.03	020542
	MARY MARTIN BOOKSELLERS	BOOKS	1,088.00	020543
	METROPOLITAN NEWS COMPANY	BOOKS	65.85	020544
	MUNICIPAL CODE CORPORATION	BOOKS	1,323.85	020545
	OREGON STATE BAR CONTINUING LEGAL E	BOOKS	27.00	020546
	REALPRACTICE INC	BOOKS	3,000.00	020547
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	623.50	020548
	THOMSON REUTERS	BOOKS	1,195.40	020549
	JOHN WILEY & SONS INC	BOOKS	128.29	020550
	YBP LIBRARY SERVICES	BOOKS	113.22	020551
	ADT SECURITY SERVICES	SECURITY	9,549.41	020552
	AFFORDABLE LIBRARY PRODUCTS	LIB SUPPL	140.00	020553
	ADVANCED INFORMATION	TEMP SVCS	824.25	020554
	AIR-TEC	BLDG MAINT	661.00	020555
	AMERICAN RELOCATION & LOGISTIC	BLDG SVCS	1,012.46	020556
	JAMES ARNALL	CONSULTING	1,462.50	020557
	AT&T MOBILITY	TELECOM	241.58	020558
	BUREAU OF STREET LIGHTING	BLDG SVCS	2,853.04	020559
	CDW GOVERNMENT, INC.	COMP LIC	890.00	020560
DESERT BUSINESS INTERIORS	FURNITURE	625.58	020561	
INFINISOURCE INC	PAYROLL/HR	88.00	020562	
KONICA MINOLTA BUSINESS	COPY CTR - LA	245.14	020563	
CALPERS L T CARE PROGRAM	LT CARE	51.69	020564	
PITNEY BOWES	POSTAGE	274.00	020565	
JEREMY SAMLER	REIMBURSEMENT	17.84	020566	
VERIZON	TELECOM	39.49	020567	
XO COMMUNICATIONS LLC	TELECOM	496.01	020568	
YOH SERVICES LLC	TEMP SVCS	4,397.25	020569	
March 22	LANGER'S RESTAURANT	BOARD EXP	136.88	020570
March 23	CAPRISHA C CLARK	REFUND	125.00	020571
	ANDREW KELCEY STEENBOCK	REFUND	125.00	020572
March 25	TEWKSBUURY ASSOCIATES, INC.	FURNITURE	2,591.00	020573
	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	75.00	020574

199,351.36

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2011 - March 31, 2011 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	ASPEN PUBLISHERS INC	BOOKS	1,335.24	020575
	BERNAN ASSOCIATES	BOOKS	19.00	020576
	BUREAU OF NATIONAL AFFAIRS BOOKS	BOOKS	354.01	020577
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	177.00	020578
	CAMBRIDGE UNIVERSITY PRESS	BOOKS	205.41	020579
	CANADA LAW BOOK INC	BOOKS	1,287.09	020580
	CCH INCORPORATED	BOOKS	152.38	020581
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	296.95	020582
	CONTINUING LEGAL EDUCATION SOCIETY	BOOKS	398.00	020583
	COUTTS LIBRARY SERVICES	BOOKS	935.13	020584
	GREY HOUSE PUBLISHING	BOOKS	630.00	020585
	HAWAII STATE BAR ASSOCIATION	BOOKS	900.00	020586
	HOGARTH REPRESENTATION	BOOKS	474.49	020587
	LEXISNEXIS BUTTERWORTHS	BOOKS	9,540.53	020588
	NOLO PRESS OCCIDENTAL	BOOKS	466.18	020589
	OXFORD UNIVERSITY PRESS	BOOKS	305.72	020590
	QUALITY CODE PUBLISHING	BOOKS	38.66	020591
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	532.00	020592
	JOHN WILEY & SONS INC	BOOKS	131.83	020593
	STATE BAR OF WISCONSIN	BOOKS	148.86	020594
March 28	ADVANCED INFORMATION	TEMP SVCS	1,077.60	020595
	BUSINESS CARD	BOOKS	277.19	020596
	CDW GOVERNMENT, INC.	COMP HARD	6,337.71	020597
	GUARDIAN	DENTAL/VISION	6,650.64	020598
	ROMERO MAINTENANCE CO.	BLDG IMPROV	850.00	020599
	SECURITAS SECURITY	SECURITY	5,415.20	020600
	SEPCO EARTHSCAPE, INC	LANDSCAPING	2,910.00	020601
	SUN LIFE FINANCIAL	LIFE/DISABILITY	958.53	020602
	SUNSET TELECOM	CIP-INTERIOR	439.50	020603
	UNITED PARCEL SERVICE	POSTAGE	574.39	020604
	VELASQUEZ DRYWALL INC.	CIP-INTERIOR	4,700.00	020605

246,535.36

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2011 - March 31, 2011 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 2	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	89,069.67	TS00135874
	PERS	HEALTH INS	50,188.76	TS00135874
	VELASQUEZ DRYWALL INC.	CIP-INTERIOR	14,090.28	TS00135874
March 14	AMERICAN EXPRESS	BUSINESS CARD	10,417.26	TS00136603
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	582,065.17	TS00136603
	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	65,018.20	TS00136603
	TEWKSBURY ASSOCIATES, INC.	FURNITURE	12,131.77	TS00136603
March 17	OTTO HARRASSOWITZ	BOOKS	19,035.17	TS00136830
	INTERIOR REMOVAL SPECIALIST INC	CIP-INTERIOR	10,190.00	TS00136830
	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	73,571.79	TS00136830
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,200.00	TS00136830
March 23	LIBRARY ASSOCIATES COMPANIES	BIBLIO SVCS	18,275.40	TS00137170
	VELASQUEZ DRYWALL INC.	CIP-INTERIOR	27,631.94	TS00137170

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.

Vote: majority. Appropriation: no. Fiscal committee: no.
State-mandated local program: no.

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.



	2009 Year	2010 Year	2011 1st Quarter
Reference and Research			
<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>			
Desk Inquiries	31,585	27,920	8,412
Phone	10,515	10,272	2,400
Email/ Live Chat	2,930	7,989	1,899
Letter	130	167	72
Foreign/International	--	204	213
Foreign/International Web	--	29	23
Total	45,160	46,581	13,019
Circulation Services			
<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking books in and out.</i>			
Desk Inquiries	---	36,152	10,713
Phone Inquiries	---	5,039	1,696
Total	0	41,191	12,409
Books Circulated	18,110	16,616	16,922
Registered Borrowers			
Individual Borrowers	1,099	1,122	---
Law Firms	213	214	---
Document Delivery / E-Delivery Services			
<i>Document Delivery responds to requests for materials from the LA Law Library collection.</i>			
Phone Inquiries	833	765	211
Email	218	216	70
In-Person	205	340	137
Letter		46	25
Total	1,256	1,367	443
Pages Delivered	2,760	21,461	10,301

Branch Locations	2011 1st Quarter
Book Volumes Added	298
Volumes Withdrawn	141
<u>Long Beach</u>	
Desk Requests	921
Phone Requests	391
Copier Assistance	226
Copies Made	10,309
Visitors	1,189
<u>Norwalk</u>	
Desk Requests	173
Phone Requests	203
Copier Assistance	141
Copies Made	2,074
Visitors	670
<u>Pomona</u>	
Desk Requests	127
Phone Requests	10
Copier Assistance	177
Copies Made	3,409
Visitors	333
<u>Santa Monica</u>	
Desk Requests	122
Phone Requests	100
Copier Assistance	113
Copies Made	3,607
Visitors	444

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

Description	Swinerton Builders	Ehberhard	Best Contracting Services
Base Bid	3,989,000	4,836,786	3,986,000
Alternates: Deductives			
Parking Structure Work	-189,500	-43,563	-30,750
Elastomeric Paint in Lieu of Elastomeric Coating	-15,200	-23,273	-12,160
Replacement of Sealant	-76,500	-15,060	-25,000
Plant Types	-16,000	-82,181	-30,600
Unpolished Granite in Lieu of Polished Granite	---	---	20,200
Alternates: Additives			
Negative Side Waterproofing	112,600	117,322	66,500
Localized Positive & Negative side repairs at north wall	27,100	64,450	30,750
Wet seal south strip of Admin Office	8,800	3,279	3,300
Replace insulation, pipe hangers, protective jacketing at lower roof	51,600	19,213	22,194
Power wash existing aggregate panels	30,900	14,919	9,800
Provide rear door ADA Access	88,000	86,171	82,900
Rehabilitation of Rear Side of Parapets of Book Stacks roof	68,700	132,593	126,000

LALAWLIBRARY



Roof Replacement, Book Stacks & Upper Roofs of Original library bldg.	393,300	485,848	490,000
Roof Replacement, Lower Roof of Original Bldg	215,300	268,693	310,920
Apply Roofing Material at rear side of Parapets of the Book Stacks	58,500	80,039	35,000
Total: Base with Deductives	3,691,800	4,672,709	3,867,290
Total: Base with Additives	5,043,800	6,109,313	5,163,364
Total: Base with Deductives & Additives	4,746,600	5,945,236	5,044,654

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 \$4,746,60, 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:

Parking Structure Work	-189,500
Elastomeric Paint in Lieu of Elastomeric Coating	-15,200
Replacement of Sealant	-76,500
Total Deductives	281,200

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

Wet seal south strip of Admin Office	8,800
Replace insulation, pipe hangers, protective jacketing at lower roof	51,600
Power wash existing aggregate panels	30,900
Total Additives	91,300

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 / warranties.
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.
7. Cost:

Rehabilitation of Rear Side of Parapets of Book Stacks roof	68,700
Roof Replacement, Book Stacks & Upper Roofs of Original library bldg.	393,300
Roof Replacement, Lower Roof of Original Bldg	215,300
Apply Roofing Material at rear side of Parapets of the Book Stacks	58,500
Total Roof Cost	735,800

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:

CONTRACT AWARD		
1.	Swinerton Builders base bid	3,989,000
2.	Total Deductives	(281,200)
3.	Total Additives	91,300
4.	SUB-TOTAL	\$3,799,100
5.	Contingency of 10%	380,000
6.	TOTAL	\$4,179,100
7.	LA Law Library Budgeted Amount	\$3,690,000
8.	Additional Funds	489,100

BUILDING MAINTENANCE	
Roof Replacement	\$735,800



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.

Income Statement	FY 2006	FY2007	FY2008	FY2009	FY2010
Income	8,722,904	9,314,902	10,990,233	11,400,268	10,974,754
Expense	(6,513,590)	(6,721,777)	(7,767,187)	(8,132,496)	(7,821,557)
Net Income	2,209,314	2,593,125	3,223,046	3,267,772	3,153,197
	FY 2006	FY2007	FY2008	FY2009	FY2010
Cash/Cash Equivalents					
LAIF	3,648,732	3,831,822	4,053,910	7,172,691	10,265,290
County Treasurer	2,420,272	4,361,466	6,488,453	6,087,263	4,349,055
Cash B of A	64,578	101,532	86,114	177,727	90,000
Total	6,133,582	8,294,820	10,628,477	13,437,681	14,704,345

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.

LALAWLIBRARY

