

LA Law Library Board of Trustees

Tuesday, June 28, 2011, Special Board Meeting

AGENDA

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

SPECIAL BOARD MEETING

Tuesday, June 28, 2011

4:30 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. All requests to address the Board must be submitted in person to the Board President prior to the start of the meeting. Public comments will be taken at the beginning of each meeting as Agenda Item 1.0. A member of the public will be allowed to address the Board for a total of three (3) minutes for a single item or a maximum of five (5) minutes for all items unless the President grants more or less time based on the number of people requesting to speak and the business of the Board. When members of the public address the Board on agenda items, the President determines the order in which speakers will be called.



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 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.

- 3.1 Minutes of the May 26, 2011, Regular Board Meeting
- 3.2 Minutes of the June 14, 2011 Special Board Meeting
- 3.3 Draft Financials: FY11, July-May, 2011
- 3.4 List of Checks and Warrants: May, 2011

4.0 ACTION ITEMS

- 4.1 Amendment of Borrower Rules to reflect adjusted Borrower Categories and Fees.
- 4.2 Amendment of Rules of Conduct to include prohibition against chewing gum in the library.

5.0 EXECUTIVE DIRECTOR'S DISCUSSION AND ACTION ITEM

FY2012 Budget, including presentation of 3-year (FY2012-2014) Executive Team Strategic Focus. Recommendation: Approve the FY2012 Budget as presented.

6.0 AGENDA BUILDING

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

7.0 ADJOURNMENT

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

POSTED MONDAY, JUNE 27, 2011 @ 3:15 P.M.

POSTED BY EUSTORGIO BARAJAS



CONSENT CALENDAR

**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.**

May 24, 2011

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, May 24, 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:

Judge Ann Jones
Judge Mark Juhas
Judge Luis Lavin
Kenneth Klein, Esquire
Judge Jan Plum

Trustees Absent:

Judge Reva Goetz
Susan Steinhauser, Esquire

Staff Present:

Marcia J Koslov, Executive Director

Also Present:

Benjamin Goldman, Littler Mendelson, P.C.
Yana Welinder, Colantuono & Levin, P.C.

Vice President, Trustee Plum determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes.

1.0 PUBLIC COMMENT

During the five (5) minutes allocated, Mr. Lee Paradise commented on President Steinhauser's tenure and her reappointment, the Library hours and the Branches.

2.0 CONSENT CALENDAR

Following discussion, the Board agreed that the minutes of the April 24, 2011 Regular Board Meeting were to be amended to reflect that during Agenda Item 1.0, Public Comment, Mr. Lee Paradise was allocated three (3) minutes to speak.

Vice President, Trustee Plum requested a motion to adopt the Consent Calendar as amended. Upon motion by Trustee Jones and seconded by Trustee Lavin, the Consent Calendar was approved, 4-0, with Trustee Jones abstaining.

3.0 PRESIDENT'S REPORT

There was no President's report.

4.0 ACTION ITEMS

Item 4.1 Resolution regarding Records Retention Schedule, was tabled.

5.0 EXECUTIVE DIRECTOR'S REPORT

Executive Director, Marcia Koslov highlighted the following:

- A partnership agreement between the City of Los Angeles Public Library and the Los Angeles County Law Library, dated April 26, 2011, was received and signed. The Van Nuys partnership library location is now open.
- The Programs and Partnership staff are creating a general training program for Public Librarians.
- Richard Ortega, Director, Facility Services, resigned effective May 27, 2011.
- The quarterly library statistics were presented.
- Prior to the start of the Executive Director's Discussion Item 6.0, the Executive Director reported that President Susan Steinhauser's reappointment was unanimously approved by the Los Angeles County Board of Supervisors at their May 17, 2011 meeting. Although this reappointment was delayed, in two separate conversations between Executive Director Koslov and the Executive Office of the Board of Supervisors, it was confirmed that all appointees serve until reappointed or replaced.

6.0 EXECUTIVE DIRECTOR'S DISCUSSION

Public Comment during Board of Trustee meetings.

Executive Director, Marcia Koslov presented a comparison of Public Comment rules from the Los Angeles County Board of Supervisors, Los Angeles City Council, the Board of Library Commissioners City of Los Angeles, with those of the LA Law Library Board of Trustees. Following discussion, it was determined that the Board's current policy on Public Comment is in compliance with the Brown Act, and will remain as is.

7.0 CLOSED SESSION

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

7.2 Reconvene Open Session. At 1:10 p.m. the Board concluded its closed session and reconvened in open session. During the closed session the Board provided direction to the Executive Director and to legal counsel regarding Labor Negotiations.

8.0 AGENDA BUILDING

Trustee Jones requested a review of the "Professional Fees" line item. Trustees Juhas requested a discussion of Board Meeting times. Trustee Lavin requested a strategic planning session as well as a calendar that identified issues to come before the Board at each meeting.

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:15 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, June 28, 2011.

Marcia J Koslov, Executive Director and Secretary
Los Angeles County Law Library Board of Trustees

**MINUTES OF THE SPECIAL 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.**

June 14, 2011

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, June 14, 2011 at 4:30 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 Reva Goetz
Judge Ann Jones
Judge Mark Juhas
Judge Luis Lavin
Kenneth Klein, Esquire
Judge Jan Plum

Trustees Absent:

Staff Present:

Marcia J Koslov, Executive Director

Also Present:

Benjamin Goldman, Littler Mendelson, P.C.
Sandra Levin, Colantuono & Levin, P.C.

President Steinhauser determined a quorum to be present, convened the meeting at 4:40 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes.

1.0 PUBLIC COMMENT

There were no requests for public comment.

2.0 **PRESIDENT'S REPORT**

There was no President's report.

3.0 **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, the lowest responsive and responsible bidder, and, authorize the Executive Director to negotiate and enter into a contract with Swinerton Builders for the completion of the project.

Trustee Klein entered the meeting at 4:55 p.m.

Marcia Koslov, Executive Director, Jaye Nelson, Senior Director and Jeff Fyffe, Principal, CLEO Management, Inc. addressed the Board and responded to numerous questions and concerns from Board members. Among the issues addressed were the overall cost of the project, comparison of the second bid to the first bid, explanation of the base bid as well as the deductive and additive items, time and length of the project, the development of the contract and oversight of the project. Following full discussion, Trustee Plum moved, and Trustee Juhas seconded, the adoption of the following resolution.

RESOLUTION:

WHEREAS, the Mildred L Lillie Main Library Building ("Building") was built in 1950-52 with an expansion added in 1970-71, and

WHEREAS, in 2007 several issues regarding the Building's (i) safety and security and (ii) structural integrity were brought to the attention of the Board of Trustees of the Los Angeles County Law Library ("Board"), and

WHEREAS, the Board hired Commercial Real Estate Inspectors, LLC ("CREI") to complete a Risk Assessment Review of the Building's interior and exterior, and CREI subsequently issued a report addressing the Building's structure, mechanics, plumbing, electrical, HVAC and roof, and assessing each component's soundness and useful life if well maintained, and

WHEREAS, CREI stated that the "typical life for a building of this size and type of construction with proper maintenance is at least 100 year, but acknowledged that many of the needed repairs and maintenance had been deferred for several years, and

WHEREAS, the Board engaged the services of building, architect and engineering professionals including PCW Contracting Services, Troller, Mayer Associates, Inc. (TMA), and Alana+Buick+Bers (ABB), CLEO Management, Inc. , and

WHEREAS, the LA Law Library staff worked in conjunction with the above named professionals and under the guidance of County Counsel and Colantuono & Levin to prepare a public bid proposal , including detailed specifications and drawings that would (i) resolve safety and security

issues, (ii) resolve structural issues, including water damage and roof repairs, that threaten the Building's integrity and the collection; and (iii) significantly improve access to the Building for all library users, including the disabled, and
WHEREAS, two independent bid proposals for the Building Envelope Repair and Exterior Restoration resulted in a number of bids;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of the Los Angeles County Law Library does hereby award the Building Envelope Repair and Exterior Restoration contract to Swinerton Builders, identified as the lowest responsive responsible bidder, and

BE IT FURTHER RESOLVED that the Board of Trustees of the Los Angeles County Law Library authorizes the Executive Director to negotiate and enter into an agreement with Swinerton Builders in a form acceptable to library's general counsel, not to exceed \$5,100,000 (including a 10% contingency) that includes the additives and deductives identified in Chart 2 a. and b. below.

CHART 2

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
Provide rear door ADA access	88,000
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 Additives	915,100

The Board approved the motion, 5-2, with Trustees Jones and Lavin voting "nay."

At 5:50 p.m. President Steinhauser requested that all persons, with the exception of counsel, to vacate the room for Closed Session, Item 4.1.

Trustee Goetz left the meeting at 5:52 p.m.

4.0 CLOSED SESSION

4.1 Closed Session. Conference with legal counsel – existing litigation. The Agency finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the local agency in the litigation. Government Code Section 54956.9(a). Grant v. Los Angeles Law Library, LASC Case # BC 452165.

Reconvene Open Session. The Board concluded its closed session and reconvened in open session at 6:02. Counsel Sandra Levin announced that the Board unanimously approved, 6-0, the settlement offer made by the plaintiff on the terms that were recorded in court at the settlement conference; further court approval is required, but no further Board action is needed.

At 6:03 p.m., President Steinhauser requested that all persons, with the exception of counsel, to vacate the room for Closed Session, Item 4.2.

4.2 Closed Session. Conference with labor negotiation (G.C. 54957.6) Labor Negotiator: Ben Goldman. Employee Organization: SEIU Local 721; Library Classifications 1 - 5. Non-represented Employees: All employees who are not represented by SEIU Local 721 (Library Classifications 4 (Support Supervisors / Executive Staff) and Classifications 6 – 10.); and Retirees.

Trustee Lavin left the meeting at 6:15 p.m.

Reconvene Open Session. At 6:30 p.m., the Board concluded its closed session and reconvened in open session. Labor Negotiator Ben Goldman announced that the board unanimously approved the MOU, 5-0, and that all employees will participate in the State Disability Insurance program.

5.0 AGENDA BUILDING

There were no items for Agenda Building.

6.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:30 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, July 28, 2011.

Marcia J Koslov, Executive Director and Secretary
Los Angeles County Law Library Board of Trustees

LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF FINANCIAL POSITION
As of May 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	\$	4,814,569.50
Cash in L. A. County Treasurer - Deposit Fund		222,063.00
Cash in Bank of America - Revolving Account		3,010.97
Cash in Bank of America - Payroll Account		140,933.38
Cash in Local Agency Investment Fund		10,304,445.01
Petty Cash		718.00
Operating Cash		15,485,739.86

Current Assets:

Accounts Receivable		43,855.69
Other Receivable		1,591,436.46
Other Current Assets		256,566.65

Other Assets:

Books & Other Library Collections	\$	38,885,002.17
Current Month Acquisitions		331,858.00
		39,216,860.17

Less: Accumulated Depreciation	(23,589,407.98)	15,627,452.19
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Building Construction	4,216,987.41	
Interior Building Improvement	1,293,931.32	
Furniture & Equipment	2,010,429.27	
Computer Hardware & Software	550,088.03	
	8,071,436.03	

Less: Accumulated Depreciation	(6,726,467.53)	1,344,968.50
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Construction In Progress - Interior		0.00
Construction In Progress - Exterior		522,007.84
Building Site (Land)		580,333.00
		1,102,340.84

Total Assets	\$	35,452,360.19
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Liabilities and Fund Balance

Current Liabilities

Accounts Payable	\$	161,968.52
Accrued Expense		440,749.78

Noncurrent Liabilities

Borrowers' Deposits		231,234.00
		231,234.00

Total Liabilities		833,952.30
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Fund Balance

Unappropriated		32,928,292.54
YTD Net Income		1,690,115.35
		34,618,407.89

Total Liabilities and Fund Balance	\$	35,452,360.19
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LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF INCOME AND EXPENDITURE
FY 2010/2011
D - R - A - F - T

INCOME	1ST & 2ND QUARTER			3RD QUARTER			MAY 2011			YTD TOTAL			
	BUDGET	YTD Budget	YTD Actual	YTD Variance	Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
L.A. Superior Court Fees	9,565,816	4,764,279	4,782,751	18,472	2,299,452	2,245,932	(53,520)	896,737	788,836	(107,901)	8,781,432	8,621,964	(159,468)
Total - Court Fees	9,565,816	4,764,279	4,782,751	18,472	2,299,452	2,245,932	(53,520)	896,737	788,836	(107,901)	8,781,432	8,621,964	(159,468)
Interest - LAIF	70,000	35,000	25,067	(9,933)	17,500	12,875	(4,625)	0	0	0	52,500	37,942	(14,558)
Interest - General Fund	70,000	35,000	34,723	(277)	17,500	17,763	263	5,833	5,785	(48)	64,167	64,782	615
Interest - Deposit Fund	4,000	2,000	1,678	(322)	1,000	747	(253)	333	255	(78)	3,667	2,956	(711)
Total - Interest	144,000	72,000	61,468	(10,532)	36,000	31,385	(4,615)	6,167	6,040	(127)	120,333	105,679	(14,654)
Parking Fee	685,000	349,876	360,392	10,516	158,991	149,945	(9,046)	58,324	63,982	5,658	628,520	643,031	14,511
Total - Parking	685,000	349,876	360,392	10,516	158,991	149,945	(9,046)	58,324	63,982	5,658	628,520	643,031	14,511
Annual Borrowing Fee	60,000	32,400	42,215	9,815	4,200	4,060	(140)	1,200	2,185	985	39,000	49,520	10,520
Annual Members Fee	200,000	140,000	28,870	(111,131)	30,000	14,785	(15,215)	10,000	5,925	(4,075)	190,000	52,606	(137,394)
Course Registration	5,000	2,500	3,067	567	1,250	2,012	762	417	(5)	(422)	4,583	6,774	2,191
Copy Center	85,000	43,470	42,670	(800)	20,262	20,742	480	6,727	4,926	(1,801)	78,063	77,758	(305)
Document Delivery	25,000	12,376	11,031	(1,345)	6,049	6,782	732	2,496	2,068	(428)	22,705	22,205	(499)
Fines	50,000	28,799	22,717	(6,082)	12,012	10,947	(1,065)	3,420	4,399	979	46,765	42,044	(4,720)
Miscellaneous	2,000	1,000	1,121	121	500	729	229	167	1,630	1,463	1,833	3,711	1,878
Room Rental	7,500	3,750	3,550	(200)	1,875	150	(1,725)	625	884	259	6,875	4,584	(2,291)
Book Replacement	5,000	2,500	3,064	564	1,250	2,006	756	417	521	104	4,583	5,833	1,250
Forfeited Deposits	10,000	10,000	17,619	7,619	0	0	0	0	0	0	10,000	17,619	7,619
Friends of Law Library	120,000	120,000	140,000	20,000	0	0	0	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	2,500	2,823	323	1,250	1,134	(116)	417	770	353	4,583	5,205	622
Total - Library Services	574,500	399,296	318,747	(80,549)	78,648	63,347	(15,301)	25,885	23,303	(2,582)	528,991	427,860	(101,131)
TOTAL INCOME	10,969,316	5,585,451	5,523,358	(62,093)	2,573,092	2,490,609	(82,483)	987,113	882,161	(104,952)	10,059,276	9,798,535	(260,742)

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

EXPENDITURE	BUDGET	1ST & 2ND QUARTER			3RD QUARTER			MAY 2011			YTD TOTAL		
		YTD Budget	YTD Actual	YTD Variance	Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
Salaries	3,237,609	1,669,559	1,403,595	265,964	734,953	659,925	75,028	244,074	234,992	9,082	2,894,449	2,533,238	361,211
Social Security	203,785	102,392	80,026	22,366	47,320	39,434	7,886	15,810	14,206	1,604	181,485	147,664	33,821
Medicare	49,144	25,492	19,735	5,758	11,038	9,223	1,816	3,688	3,322	366	43,942	35,553	8,389
Retirement	35,000	35,000	33,228	1,772	0	0	0	0	0	0	35,000	33,228	1,772
Health Insurance	500,000	206,928	266,749	(59,821)	145,215	139,756	5,459	50,093	53,369	(3,276)	451,707	507,372	(55,665)
Disability Insurance	9,500	4,814	4,012	802	2,353	2,136	217	1,578	841	737	9,500	7,745	1,755
Dental Insurance	63,615	31,786	26,570	5,216	16,018	13,878	2,141	5,788	4,881	907	58,758	49,849	8,909
Life Insurance	2,500	1,326	799	527	610	449	161	204	169	35	2,335	1,569	767
Workers Compensation Insurance	30,000	15,000	17,647	(2,647)	7,500	2,998	4,502	2,500	3,850	(1,350)	27,500	36,560	(9,060)
Unemployment Insurance	35,000	17,500	14,230	3,270	8,750	6,523	2,227	2,917	4,500	(1,583)	32,083	25,253	6,830
Vision Insurance	10,000	5,104	4,604	499	2,443	2,414	29	868	856	12	9,251	8,669	581
Accrued Sick Expense													
Accrued Vacation Expense													
Total - Personnel	4,176,153	2,114,901	1,871,196	243,705	976,201	876,735	99,466	327,520	320,986	6,534	3,746,011	3,386,702	359,309
American Continuations	2,200,000	1,231,377	918,952	312,426	496,723	1,020,652	(523,929)	177,346	221,132	(43,785)	2,014,976	2,192,907	(177,930)
American New Orders	150,000	58,659	87,134	(28,475)	28,561	27,278	1,283	36,908	6,682	30,227	141,408	130,566	10,842
Branch Continuations	350,000	220,700	94,081	126,619	48,963	168,274	(119,311)	16,466	46,943	(30,477)	316,343	321,538	(5,195)
Branch New Orders	20,000	5,195	14,897	(9,702)	3,092	637	2,456	297	725	(428)	12,276	16,259	(3,982)
Commonwealth Continuations	375,000	173,463	173,366	97	107,654	143,178	(35,524)	29,851	28,461	1,391	337,482	375,590	(38,109)
Commonwealth New Orders	7,500	3,679	1,530	2,149	1,420	2,329	(909)	583	1,651	(1,068)	5,979	5,511	468
Foreign Continuations	225,000	101,136	88,356	12,780	67,249	85,078	(17,829)	17,309	8,710	8,599	206,931	209,251	(2,320)
Foreign New Orders	25,000	10,191	10,370	(179)	8,238	14,627	(6,388)	1,908	3,807	(1,899)	21,370	29,858	(8,487)
International Continuations	150,000	77,672	70,802	6,870	36,746	37,842	(1,097)	11,537	7,812	3,726	135,148	127,293	7,855
International New Orders	15,000	5,623	5,695	(71)	4,685	4,524	161	1,418	1,243	174	12,094	12,507	(413)
General/Librarianship Continuations	55,000	29,663	41,838	(12,174)	14,950	14,111	839	1,553	3,886	(2,333)	49,338	66,594	(17,257)
General/Librarianship New Orders	2,000	695	631	65	732	320	412	64	806	(742)	1,637	1,757	(119)
Total - Library Materials	3,574,500	1,918,055	1,507,649	410,406	819,012	1,518,849	(699,836)	295,243	331,858	(36,615)	3,254,983	3,489,630	(234,647)
Library Materials Transferred to Assets			(1,507,649)			(1,518,849)			(331,858)			(3,489,630)	
Balance	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 & 2ND QUARTER			3RD QUARTER			MAY 2011			YTD TOTAL		
		YTD Budget	YTD Actual	YTD Variance	Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
Building / Cleaning Supplies	20,000	10,000	12,571	(2,571)	5,000	5,484	(484)	1,667	9,354	(7,687)	18,333	40,833	(22,500)
Building Maintenance	25,000	12,500	9,945	2,555	6,250	11,384	(5,134)	2,083	200	1,883	22,917	23,878	(961)
Building Services	27,500	13,750	6,870	6,880	6,875	8,763	(1,888)	2,292	699	1,593	25,208	18,616	6,592
Interior Improvements / Alterations	10,000	5,000	16,977	(11,977)	2,500	3,555	(1,055)	833	0	833	9,167	21,309	(12,142)
Electric & Water	110,000	59,961	58,760	1,202	23,055	32,096	(9,040)	8,181	9,234	(1,053)	99,426	108,541	(9,115)
Elevator Maintenance	15,000	7,500	7,435	65	3,750	3,479	271	1,250	1,160	90	13,750	13,233	517
Heating & Cooling	30,000	16,685	16,366	319	4,059	3,959	101	1,845	2,328	(483)	24,266	24,597	(331)
Insurance	280,000	142,066	134,226	7,839	73,581	65,934	7,647	24,706	22,026	2,680	255,113	243,845	11,268
Janitorial Services	90,000	45,000	43,337	1,663	22,500	21,880	620	7,500	7,293	207	82,500	80,164	2,336
Landscaping	15,000	7,500	7,200	300	3,750	5,310	(1,560)	1,250	2,400	(1,150)	13,750	16,110	(2,360)
Security	185,000	96,360	93,062	3,298	44,155	37,640	6,515	15,050	9,022	6,028	170,852	160,333	10,519
Total - Building Occupancy	807,500	416,322	406,749	9,573	195,475	199,482	(4,007)	66,657	63,716	2,941	735,282	751,460	(16,178)
Bank Charges / Other Fees	5,000	2,500	2,991	(491)	1,250	1,363	(113)	417	495	(78)	4,583	5,283	(700)
Bibliographical Services	450,000	225,000	276,632	(51,632)	112,500	128,073	(15,573)	0	21,068	(21,068)	450,000	469,359	(19,359)
Binding	50,000	27,076	16,713	10,363	11,889	368	11,521	6,092	0	6,092	50,000	17,081	32,919
Computer Services / Licensing	24,100	12,050	13,673	(1,623)	6,025	11,688	(5,663)	2,008	11,750	(9,742)	22,092	38,845	(16,753)
Continued Education	20,000	10,000	49,376	(39,376)	5,000	11,874	(6,874)	1,667	7,823	(6,156)	18,333	74,440	(56,107)
Copy Center	30,000	15,000	7,669	7,331	7,500	14,563	(7,063)	2,500	2,438	62	27,500	26,203	1,297
Electronics / Computer Hardware	15,000	7,500	10,169	(2,669)	3,750	13,205	(9,455)	1,250	500	750	13,750	27,427	(13,677)
Furniture / Appliances	7,500	3,750	8,261	(4,511)	1,875	4,508	(2,633)	625	221	404	6,875	16,287	(9,412)
Integrated Library System	40,000	20,000	22,570	(2,570)	20,000	9,763	10,237	0	3,254	(3,254)	40,000	39,112	888
Membership (Staff)	13,000	2,205	15,840	(13,635)	6,563	6,470	93	3,811	4,157	(346)	13,000	26,584	(13,584)
Office / Library Supplies	20,000	7,967	17,746	(9,779)	4,973	6,839	(1,866)	778	2,474	(1,696)	15,481	28,541	(13,060)
Other / Misc.	5,000	2,500	0	2,500	1,250	0	1,250	417	45,099	(44,682)	4,583	45,110	(40,527)
Outreach / Marketing	45,000	22,500	13,754	8,746	11,250	1,453	9,797	3,750	3,626	124	41,250	25,237	16,013
Postage / UPS / FedEx	18,000	8,380	10,030	(1,650)	4,753	4,201	552	2,289	2,181	108	16,147	19,253	(3,106)
Printing / Reproduction	9,000	4,500	2,245	2,255	2,250	1,927	323	750	6,635	(5,885)	8,250	11,762	(3,512)
Prior Year Voided Checks / Adj	0	0	0	0	0	0	0	0	0	0	0	0	0
Reimbursed Expenses	16,000	8,000	14,527	(6,527)	4,000	7,536	(3,536)	1,333	4,661	(3,327)	14,667	27,493	(12,826)
Staff Meetings / Activities	15,500	7,750	15,331	(7,581)	3,875	1,965	1,910	1,292	506	786	14,208	18,503	(4,295)
Telecommunications	30,000	16,593	14,172	2,421	6,647	7,162	(515)	1,761	2,201	(439)	27,685	25,883	1,802
Transportation Reimbursement	10,000	5,000	5,849	(849)	0	0	0	0	0	0	5,000	6,137	(1,137)
Vending	3,600	1,800	3,105	(1,305)	900	1,186	(286)	300	683	(383)	3,300	4,974	(1,674)
Total - Supplies & Services	826,700	410,070	520,653	(110,583)	216,249	234,145	(17,895)	31,040	119,771	(88,732)	796,704	953,517	(156,813)

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

EXPENDITURE	1ST & 2ND QUARTER				3RD QUARTER			MAY 2011			YTD TOTAL		
	BUDGET	YTD Budget	YTD Actual	YTD Variance	Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
Accounting	17,000	8,500	14,500	(6,000)	4,250	0	4,250	0	0	0	17,000	14,500	2,500
Consulting Services	20,000	10,000	2,480	7,521	5,000	2,925	2,075	0	0	0	20,000	8,405	11,596
Legal	100,000	50,000	8,132	41,868	25,000	22,235	2,765	0	14,025	(14,025)	100,000	79,695	20,305
Payroll / HR Services	17,000	8,500	5,862	2,638	4,250	4,791	(541)	0	1,108	(1,108)	17,000	13,123	3,877
Recruitment Costs	15,000	7,500	473	7,028	3,750	475	3,275	0	11,875	(11,875)	15,000	13,249	1,751
Temporary Services	40,000	20,000	32,237	(12,237)	10,000	29,900	(19,900)	0	11,641	(11,641)	40,000	87,532	(47,532)
Total - Professional Services	209,000	104,500	63,683	40,817	52,250	60,326	(8,076)	0	38,649	(38,649)	209,000	216,504	(7,504)
Depreciation - Library Materials	2,916,000	1,458,000	1,419,100	38,900	729,000	684,221	44,779	243,000	238,727	4,273	2,673,000	2,578,846	94,154
Depreciation - Fixed Assets	275,000	137,500	122,992	14,508	68,750	57,772	10,978	22,917	20,471	2,445	252,083	221,276	30,807
Total - Depreciation Expense	3,191,000	1,595,500	1,542,093	53,407	797,750	741,992	55,758	265,917	259,199	6,718	2,925,083	2,800,122	124,961
TOTAL EXPENSES	9,210,353	4,641,293	4,404,374	236,919	2,237,925	2,112,680	125,245	691,134	802,321	(111,187)	8,412,081	8,108,305	303,776
TOTAL INCOME	10,969,316	5,585,451	5,523,358	(62,093)	2,573,092	2,490,609	(82,483)	987,113	882,161	(104,952)	10,059,276	9,798,535	(260,742)
TOTAL EXPENSES	9,210,353	4,641,293	4,404,374	236,919	2,237,925	2,112,680	125,245	691,134	802,321	(111,187)	8,412,081	8,108,305	303,776
NET INCOME/(LOSS)	1,758,963	944,158	1,118,984	174,826	335,166	377,928	42,762	295,979	79,840	(216,139)	1,647,195	1,690,230	43,035
Furniture / Appliances	12,500	6,250	4,936	1,314	3,125	35,579	(32,454)	0	0	0	12,500	40,515	(28,015)
Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0
Electronics / Computer Hardware	216,200	108,100	49,827	58,273	54,050	13,379	40,671	0	0	0	216,200	76,552	139,648
Exterior Building Repairs/ Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0
Interior Improvements / Alterations	101,000	50,500	95,173	(44,673)	25,250	4,500	20,750	0	0	0	101,000	204,653	(103,653)
Computer Software	53,000	26,500	0	26,500	13,250	0	13,250	0	0	0	53,000	0	53,000
Total - Capitalized Expenditures	382,700	191,350	149,936	41,414	95,675	53,458	42,217	0	0	0	382,700	321,720	60,980

LOS ANGELES COUNTY LAW LIBRARY

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 2	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,033.54	020800
	CITY OF BAKERSFIELD CITY CLERKS OFF	BOOKS	68.00	020801
	BATTHYANY KULTUR PRESS	BOOKS	2,680.00	020802
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	55.39	020803
	BUILDERS BOOK INC BOOKSTORE	BOOKS	216.32	020804
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	2,972.88	020805
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	7,244.87	020807
	LEXISNEXIS ACADEMIC & LIBRARY SOLUT	BOOKS	2,290.00	020808
	CONTINUING LEGAL EDUCATION IN COLOR	BOOKS	91.00	020809
	COUTTS LIBRARY SERVICES	BOOKS	349.78	020810
	DAILY JOURNAL CORPORATION	BOOKS	1,080.94	020811
	JAMES PUBLISHING INC	BOOKS	295.00	020812
	JURIS PUBLISHING INC	BOOKS	106.50	020813
	JURISNET LLC	BOOKS	134.50	020814
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	2,013.43	020815
	KUBON & SAGNER	BOOKS	828.77	020816
	LOCAL GOVERNMENT PUBLICATIONS	BOOKS	239.12	020817
	MATERIALES ACADEMICOS DE CONSULTA H	BOOKS	52.97	020818
	MANHATTAN PUBLISHING COMPANY	BOOKS	44.00	020819
	METROPOLITAN NEWS COMPANY	BOOKS	546.55	020820
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	440.00	020821
	MICROJURIS	BOOKS	350.00	020822
	MUNICIPAL CODE CORPORATION	BOOKS	103.71	020823
	NATIONAL FIRE PROTECTION ASSOCIATIO	BOOKS	1,015.19	020824
	OXFORD UNIVERSITY PRESS	BOOKS	273.69	020825
	PUBLICATIONS DU QUEBEC	BOOKS	1,064.90	020826
	STAIR SOCIETY	BOOKS	69.28	020827
	JOHN WILEY & SONS INC	BOOKS	122.80	020828
	STATE BAR OF WISCONSIN	BOOKS	41.40	020829
	YBP LIBRARY SERVICES	BOOKS	267.20	020830
	HILLCREST PARTY RENTALS	OUTREACH	179.00	020831
	AMERICAN ASSOCIATION OF	MEMBERSHIP	4,027.00	020832
	BANC OF AMERICA LEASING	COPY CTR - LA	315.04	020833
	BAVCO	BLDG MAINT	74.00	020834
	CDW GOVERNMENT, INC.	COMP LIC	4,618.20	020835
	CLEAN SOURCE, INC.	BLDG SUPPL	977.75	020836
	COUNTY COUNSEL, L.A. COUNTY	LEGAL	934.84	020837
	COVAD COMMUNICATIONS	TELECOM	610.58	020838
	DLT SOLUTIONS	ILS	270.91	020839
	FEDEX	POSTAGE	55.81	020840
	GOURMET COFFEE SERVICE	STAFF	790.73	020841
	JOSE ANTONIO MUNOZ	BLDG SVCS	1,650.00	020842
	PAN AMERICAN PEST CONTROL CO.	BLDG SVCS	276.00	020843
	CALPERS L T CARE PROGRAM	LT CARE	51.69	020844

40,965.53

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May 6	JEREMY SAMLER	REIMBURSEMENT	42.25	020845
	TEAMONE EMPLOYMENT SPECIALISTS, LLC	TEMP SVCS	486.25	020846
	UNITED PARCEL SERVICE	POSTAGE	181.82	020847
	ZEE MEDICAL INC.	BLDG SUPPL	203.02	020848
	AMERICAN IMMIGRATION LAWYERS ASSOCI	BOOKS	120.00	020849
	ALEXANDERS LEGAL SEMINARS AND PUBLI	BOOKS	82.32	020850
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	3,588.33	020852
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	165.20	020853
	BERNAN ASSOCIATES	BOOKS	3,043.04	020854
	BUREAU OF NATIONAL AFFAIRS BOOKS	BOOKS	180.47	020855
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	1,182.56	020856
	CCH INCORPORATED	BOOKS	405.10	020857
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,516.48	020858
	CONSUMER LAW BOOKS PUBLISHING HOUSE	BOOKS	61.96	020859
	COUTTS LIBRARY SERVICES	BOOKS	1,851.69	020860
	COUNCIL OF STATE GOVERNMENTS	BOOKS	62.74	020861
	DATA TRACE LEGAL PUBLISHERS	BOOKS	315.90	020862
	ENERGY & MINERAL LAW FOUNDATION	BOOKS	98.00	020863
	GAUNT	BOOKS	636.63	020864
	LEXISNEXIS BUTTERWORTHS	BOOKS	563.88	020865
	LIBRERIA LINARDI Y RISSO A LINARDI	BOOKS	224.79	020866
LIONEL SAWYER & COLLINS	BOOKS	269.00	020867	
NATIONAL BUSINESS INSTITUTE	BOOKS	76.69	020868	
NOLO COM	BOOKS	920.20	020869	
BOAST NYBERG	BOOKS	168.00	020870	
OXFORD UNIVERSITY PRESS	BOOKS	82.76	020871	
PRACTISING LAW INSTITUTE	BOOKS	667.21	020872	
C C THOMAS	BOOKS	30.37	020873	
THOMSON REUTERS TAX & ACCOUNTING	BOOKS	176.75	020874	
WASHINGTON STATE BAR ASSOCIATION CL	BOOKS	184.00	020875	
UNIVERSITY OF WISCONSIN LAW SCHOOL	BOOKS	75.00	020876	
WILLIAM S HEIN & CO	BOOKS	103.19	020877	
YBP LIBRARY SERVICES	BOOKS	666.13	020878	
May 9	BENTLEY CIRCLE, LTD	OUTREACH	550.00	020879
May 10	ADVANCED INFORMATION	TEMP SVCS	2,806.80	020880
	ALLANA BUICK & BERS, INC.	CIP-EXTERIOR	4,533.26	020881
	ARROYO INSURANCE SVCS, INC	INSURANCE	6,766.00	020882
	AT&T	TELECOM	537.71	020883
	EUSTORGIO BARAJAS	MEALS	58.45	020884
	DAILY JOURNAL CORPORATION	OUTREACH	459.00	020885
	FEDEX	POSTAGE	20.24	020886
	GOURMET COFFEE SERVICE	STAFF	33.50	020887

79,119.97

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	LEGAL TECH / ALM	MKTG	2,000.00	020888
	TAKE MY PICTURE INC	STAFF	200.00	020889
	JANINE LIEBERT	REIMBURSEMENT	65.22	020890
	MICHELE LUCERO	OUTREACH	52.67	020891
	OFFICE DEPOT	OFFICE SUPPL	304.24	020892
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	7,853.43	020893
	TEAMONE EMPLOYMENT SPECIALISTS, LLC	TEMP SVCS	486.25	020894
	UNITED PARCEL SERVICE	POSTAGE	203.51	020895
	VORTEX INDUSTRIES INC	BLDG MAINT	8,621.50	020896
	YOH SERVICES LLC	TEMP SVCS	4,368.00	020897
	L A DEPT WATER & POWER	ELECTRIC/FIRE	8,451.81	020898
May 11				
	DIRK SOUNG ANDERSON-BURLEY	REFUND	395.00	020899
May 12				
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,364.93	020900
	BERNAN ASSOCIATES	BOOKS	11.00	020901
	BOOK HOUSE INC	BOOKS	259.33	020902
	CASALINI LIBRI	BOOKS	120.63	020903
	CCH INCORPORATED	BOOKS	139.76	020904
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,431.28	020905
	HOLLYM INTERNATIONAL CORP	BOOKS	65.16	020906
	INFORMATION TODAY INC	BOOKS	87.50	020907
	JURIS PUBLISHING INC	BOOKS	28.00	020908
	JURISNET LLC	BOOKS	350.00	020909
	LAW JOURNAL PRESS	BOOKS	378.63	020910
	LIBRAIRIE DUCHEMIN	BOOKS	313.00	020911
	MARTINDALE HUBBELL LEXISNEXIS MARTI	BOOKS	1,237.38	020912
	MANHATTAN PUBLISHING COMPANY	BOOKS	79.00	020913
	MARY MARTIN BOOKSELLERS	BOOKS	407.00	020914
	NOLO COM	BOOKS	55.55	020915
	OXFORD UNIVERSITY PRESS	BOOKS	81.22	020916
	PRACTISING LAW INSTITUTE	BOOKS	851.67	020917
	SUPREME COURT HISTORICAL SOCIETY	BOOKS	100.00	020918
	THOMSON REUTERS	BOOKS	9,197.76	020919
	WILLIAM S HEIN & CO ** VOIDED *****	BOOKS	0.00	020920
	YBP LIBRARY SERVICES	BOOKS	1,212.17	020921
May 13				
	WILLIAM S HEIN & CO	BOOKS	7,903.76	020922
May 16				
	ADVANCED INFORMATION	TEMP SVCS	1,665.60	020923
	BANDWIDTH.COM, INC.	TELECOM	349.47	020924
	STATE BOARD OF EQUALIZATION	USE TAX	5,110.00	020925
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	520.88	020926
	DELL MARKETING L.P.	COMP HARD	414.57	020927
	FEDEX	POSTAGE	18.29	020928

145,088.59

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	GRAINGER	BLDG SUPPL	1,213.45	020929
	COUNTY OF LOS ANGELES	HEAT/COOL	1,944.85	020930
	KONICA MINOLTA BUSINESS	COPY CTR - POM	759.67	020931
	OFFICE DEPOT	SUPPLIES	625.19	020932
	CALPERS L T CARE PROGRAM	LT CARE	51.69	020933
	RESERVE ACCOUNT	POSTAGE	2,000.00	020934
	SECURITAS SECURITY	SECURITY	5,415.20	020935
	SEPCO EARTHSCAPE, INC	LANDSCAPING	1,200.00	020936
	SUN LIFE FINANCIAL	FICA / MEDICARE	234.80	020937
	TEAMONE EMPLOYMENT SPECIALISTS, LLC	TEMP SVCS	486.25	020938
	UNITED PARCEL SERVICE	POSTAGE	493.59	020939
	VALLEY WIDE AIR	BLDG MAINT	200.00	020940
	YOH SERVICES LLC	TEMP SVCS	1,560.00	020941
May 17				
	STEVEN DOUGLAS CHILDS	REFUND	125.00	020942
May 18				
	EUSTORGIO BARAJAS	OUTREACH	26.29	020943
May 20				
	AMERICAN BAR ASSOCIATION	BOOKS	31.00	020944
	ANA AHRENSBURG	BOOKS	73.50	020945
	AMERICAN LAW INSTITUTE	BOOKS	1,006.50	020946
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	3,004.19	020947
	A S PRATT & SONS GROUP	BOOKS	428.00	020948
	GOVERNMENT PRINTING DEPARTMENT OF B	BOOKS	259.00	020949
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	327.34	020950
	BERNAN ASSOCIATES	BOOKS	147.00	020951
	GEORGE T BISEL COMPANY	BOOKS	71.07	020952
	BOOK HOUSE INC	BOOKS	117.26	020953
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	187.57	020954
	CASALINI LIBRI	BOOKS	81.42	020955
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,879.13	020956
	COUTTS LIBRARY SERVICES	BOOKS	6,328.24	020957
	EQUITAS MEDIA	BOOKS	1,000.00	020958
	U S GOVERNMENT ACCOUNTABILITY OFFIC	BOOKS	47.00	020959
	OTTO HARRASSOWITZ	BOOKS	253.22	020960
	JAMES PUBLISHING INC	BOOKS	343.15	020961
	JAPAN PUBLICATIONS TRADING CO LTD	BOOKS	109.00	020962
	JOURNAL OF THE PATENT AND TRADEMARK	BOOKS	60.00	020963
	JURISNET LLC	BOOKS	119.50	020964
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	1,350.46	020965
	LAW PUBLISHERS	BOOKS	70.00	020966
	LEXISNEXIS BUTTERWORTHS	BOOKS	4,292.30	020967
	LRP PUBLICATIONS	BOOKS	142.00	020968
	MANITOBA CULTURE HERITAGE TOURISM A	BOOKS	175.01	020969
	MASSACHUSETTS STATE BOOKSTORE	BOOKS	300.00	020970

183,690.16

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May 23	MEXICO SUR	BOOKS	1,276.18	020971
	ALAN MOSS LTD	BOOKS	1,445.00	020972
	OXFORD UNIVERSITY PRESS	BOOKS	38.29	020973
	SWETS INFORMATION SERVICES	BOOKS	2,455.13	020974
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	6,280.95	020975
	WILLIAM S HEIN & CO	BOOKS	22.47	020976
	AT&T MOBILITY	TELECOM	240.32	020977
	CDW GOVERNMENT, INC.	COMP LIC	2,852.60	020978
	CLEO ENTERPRISES LLC	CIP-EXTERIOR	2,300.00	020979
	STATE OF CALIFORNIA, AOC	REGISTRATION	60.00	020980
	EMPLOYMENT DEVELOPMENT DEPT	UI	4,500.00	020981
	EMPLOYERS INSURANCE GROUP	WORKERS COMP	3,170.59	020982
	FEDEX	POSTAGE	22.71	020983
	GAYLORD BROS.	LIB SUPPL	657.00	020984
	GRAINGER	BLDG SUPPL	502.93	020985
	GUARDIAN	DENTAL / VISION	7,274.34	020986
	INFINISOURCE INC	PAYROLL/HR	88.00	020987
	KAPCO	LIBRARY SUPPL	86.90	020988
	KONICA MINOLTA BUSINESS	COPY CTR - LA	20.00	020989
	MARCIA J KOSLOV	REIMBURSEMENT	62.63	020990
	LOS ANGELES LAWYER	MKTG	524.00	020991
	MEILING LI	REIMBURSEMENT	235.20	020992
	MICHELE LUCERO	MKTG	126.48	020993
	NATIONWIDE LEGAL, LLC	DOC DEL	193.60	020994
	OFFICE DEPOT	OFFICE SUPPL	356.89	020995
	CALPERS L T CARE PROGRAM	LT CARE	51.69	020996
	PITNEY BOWES	POSTAGE	274.00	020997
	SAFETY-MAP LLC	PREPAID EXP	1,044.54	020998
	SECURITAS SECURITY	SECURITY	5,839.02	020999
	TEAMONE EMPLOYMENT SPECIALISTS, LLC	TEMP SVCS	486.25	021000
	TEWKSBURY ASSOCIATES, INC.	FURNITURE	57.07	021001
	UNITED PARCEL SERVICE	POSTAGE	71.21	021002
	VERIZON	TELECOM	38.71	021003
	XO COMMUNICATIONS LLC	TELECOM	495.45	021004
YOH SERVICES LLC	TEMP SVCS	1,560.00	021005	
May 24				
	LANGER'S RESTAURANT	BOARD EXP	138.00	021006
May 25				
	UBC LAW REVIEW SOCIETY	REPLACEMENT	66.48	021007
May 26				
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	3,093.33	021009
	AUX AMATEUR DE LIVRES	BOOKS	129.29	021010
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	34.84	021011
	BOOK HOUSE INC	BOOKS	782.49	021012

231,560.35

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 31	CASALINI LIBRI	BOOKS	191.79	021013
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	5,808.94	021014
	GAUNT	BOOKS	130.97	021015
	WALTER DE GRUYTER INC	BOOKS	230.44	021016
	OTTO HARRASSOWITZ	BOOKS	397.26	021017
	JURIS PUBLISHING INC	BOOKS	238.50	021018
	LAW JOURNAL PRESS	BOOKS	560.78	021019
	LEXISNEXIS BUTTERWORTHS	BOOKS	767.86	021020
	QUALITY CODE PUBLISHING	BOOKS	33.76	021021
	REALPRACTICE INC	BOOKS	3,000.00	021022
	VIRGINIA CONTINUING LEGAL EDUCATION	BOOKS	175.00	021023
	WILLIAM S HEIN & CO	BOOKS	374.54	021024
	YBP LIBRARY SERVICES	BOOKS	1,244.71	021025
	AFFORDABLE LIBRARY PRODUCTS	LIB SUPPL	640.00	021026
	ADVANCED INFORMATION	TEMP SVCS	1,092.00	021027
	ALLANA BUICK & BERS, INC.	CIP-EXTERIOR	560.00	021028
	CHARLIE CHAN PRINTING	PRINT/REPRO	2,102.81	021029
	COLANTUONO LEVIN & ROZELL	LEGAL	5,664.90	021030
	FEDEX	POSTAGE	54.13	021031
	GOURMET COFFEE SERVICE	STAFF	957.60	021032
	LITTLER MENDELSON, PC	LEGAL	8,360.00	021033
	OPTIONS FOR GROWTH	CONT EDU	1,050.00	021034
	PAN AMERICAN PEST CONTROL CO.	BLDG SVCS	178.00	021035
	RESERVE ACCOUNT	POSTAGE	1,000.00	021036
	JEREMY SAMLER	REIMBURSEMENT	41.21	021037
	SEPCO EARTHSCAPE, INC	LANDSCAPING	1,200.00	021038
	SUN LIFE FINANCIAL	LIFE/STD	994.76	021039
	TEAMONE EMPLOYMENT SPECIALISTS, LLC	TEMP SVCS	486.25	021040
	UNITED PARCEL SERVICE	POSTAGE	80.31	021041

268,985.08

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 5	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	103,862.51	TS00139534
May 12	AMERICAN EXPRESS	BUSINESS CARD	11,679.77	TS00139891
	LAW JOURNAL PRESS	BOOKS	15,518.54	TS00139891
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,200.00	TS00139891
	THOMSON REUTERS	BOOKS	90,016.27	TS00139891
May 13	COLANTUONO LEVIN & ROZELL	LEGAL	11,128.45	TS00139967
	CUSTOM WOODWORKS	CIP-INTERIOR	12,935.00	TS00139967
	LIBRARY ASSOCIATES COMPANIES	BIBLIO SVCS	43,097.50	TS00139967
	O'BRYANT ELECTRIC INC	CIP-INTERIOR	17,724.49	TS00139967
	SECURITAS SECURITY	SECURITY	12,010.18	TS00139967
May 20	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	117,495.21	TS00140349
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,200.00	TS00140349
	LITTLER MENDELSON, PC	LEGAL	23,240.00	TS00140349
May 26	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	67,064.30	TS00140673
	LIBRARY ASSOCIATES COMPANIES	RECRUITMENT	11,800.00	TS00140673
	PERS	HEALTH INS	55,607.03	TS00140673
	THOMSON REUTERS	BOOKS	30,986.51	TS00140673

652,565.76

ACTION ITEMS

MEMORANDUM

DATE: June 24, 2011

TO: Board of Law Library Trustees

FROM: Marcia J Koslov

RE: Borrower Rules and Fees

Borrower Categories.

Currently, there are six Borrower categories: Individual, Corporate, Judicial, Government, Non-profit, and Reduced Deposit. In keeping with the Litigation Settlement concerning fees for borrowing privileges, staff recommends that the Board approve the following changes to the Borrower Rule Categories and Fees.

<i>Borrower Category</i>	<i>Deposit</i>	<i>Borrowing Limit</i>	<i>Overdue Fines</i>
Individual	\$125.00	7 items	\$2.00/day
Law Firm / Corporate	\$400.00	15 items	\$2.00/day
Judge / Public Officials	No deposit	7 items	No overdue fine
Individual - Court Fee Waived	\$60.00	3 items	\$2.00/day

Borrower Fees.

During FY2012, July 1, 2011-June 30, 2012, no Borrower Fees will be charged.

All other Borrower Rules concerning loan periods, renewals, messenger services, fines and charges, suspension and terminations remain in effect.



LA Law Library | Borrowing Rules

Books and materials may be borrowed from the Law Library in accordance with the following rules:

BORROWER CATEGORIES

If you fall into one of the following borrower categories, submit a proper application and pay the appropriate fees and security deposit, you may borrow books and materials.

Individual Borrower – any individual 18 years of age or older. You must present photo identification with your name and current address.*

Corporate Borrower – any law firm, corporate legal department, corporation, or other business entity. A corporate borrower may designate, in writing, members or employees as designated borrowers. Fines and charges accrued shall be the responsibility of the corporate borrower.

Judicial Borrower – any judge, commissioner, magistrate or referee of a State or Federal court located in Los Angeles County or any State or Federal administrative law judge who conducts judicial or quasi-judicial proceedings in Los Angeles County.

Government Borrower – any elected or appointed State, Federal, County, Municipal, or special district official who maintains an office in Los Angeles County and who does work of a legal nature in the performance of his/her duties, and who presents a letter of verification from a superior official.

Non-profit Borrower – any partnership, corporation or other business entity that qualifies for federal 501(c)(3) status or California non-profit corporation status. The organization must submit a Determination Letter issued by IRS granting non-profit status. A non-profit borrower may designate, in writing, members or employees as designated borrowers. Fines and charges accrued shall be the responsibility of the non-profit borrower.

Reduced Deposit Borrower – any individual who presents a Court approved “Waiver of Court Fees and Costs” for a specific, currently pending legal action in any State or Federal court within Los Angeles County. You must present photo identification with your name and current address. *

Members Program – attorneys in good standing with the California State Bar are eligible to join the program.

* Photo Identification can be a California driver’s license or an ID card issued by the DMV. If you do not have a driver’s license or ID card, then present two of the following, one of which must be a photo ID and one of which must have your current address: Passport, school ID card, other government issued photo ID, employee ID card, printed personal check, credit card statement or business mail with current postmark.

SECURITY DEPOSIT

You must maintain the appropriate security deposit for your borrower category. Security deposits shall be placed in a trust account. Any interest earned on the trust account shall be paid to the Law Library and used for its expenses.

A security deposit, less any outstanding charges, fees or fine, will be refunded to you upon written request after three (3) months from the date of registration, provided all borrowed materials have been returned. Your borrowing privileges shall cease upon written request for refund of the security deposit. Refund of security deposit will be issued in the form of a check. Security deposit is non-transferrable.

ANNUAL BORROWING FEES

All registered borrowers shall pay the appropriate annual borrowing fees. Annual borrowing fees are neither refundable nor transferrable.

The annual borrowing year shall begin on July 1 and end on June 30 of the following calendar year.

MESSENGERS

An Individual, Corporate, Judicial, or Government Borrower may, in writing, designate up to two (2) persons or services to function as messengers to take possession of book or materials for the Borrower. The borrower will be responsible for all fines, fees, and charges. The messenger must present proper identification when borrowing materials.

LOAN PERIODS

Library materials are loaned for five (5) days. Fines are charged only if materials are returned or renewed late. Failure to pay accrued fines may result in the borrower’s account being suspended and/or turned over to a collection agency.

Individual, Judicial, Government, and Non-Profit borrowers may check out and have up to 15 items in their possession at any one time. Corporate borrowers may check out and have up to 30 items in their possession at any one time. Reduced Deposit borrowers may check out and have up to four (4) items in their possession at any one time.

Library materials may be returned in person or through a book drop. At the Main Library, the book drops are located at 1st Street entrance and the freestanding drop at the service entrance on Broadway Book drops are available for drop-off when the Library is closed.

RENEWING LIBRARY MATERIALS

Items may be renewed a maximum of two (2) times. However, you may not renew an item if there is a pending hold. If the item you renew is overdue, a fine will be posted to your account.

You may renew your library materials in person or over the phone. You can renew items by telephone by calling 213-785-2529. You may also speak to a Circulation staff member to review your library record, to find out what you have checked out, when it is due, if items you reserved are being held for you, and if you have any unpaid fines or fees.

FINES AND CHARGES

Library materials are not due on Sundays or holidays on which the Library is closed, but such days shall count as days of the circulation period and for calculation of overdue fines.

If Library material is overdue for more than 30 days, the item shall be deemed lost and replacement steps initiated. You will be charged replacement cost, accrued fines, and a processing charge.

A Borrower who reports an item as lost, and who confirms the loss in writing, shall be charged the amount of the fines accrued at the time of the initial report, plus the replacement cost and the processing charge. If an item deemed lost is returned before a replacement is ordered, the charges shall be reduced to the overdue fines as stated in the fee schedule.

Judicial borrowers shall pay all charges other than overdue fines.

SUSPENSIONS / TERMINATIONS

If you fail to return library materials or pay the amount of fines or charges due within 30 days of a mailed notice, your privileges shall be suspended until the amount due is paid. Outstanding amounts due which are not paid within 30 days of the suspension shall be deducted from your security deposit. If the outstanding amount is greater than your security deposit, the entire deposit will be taken and your account closed.

A borrower whose privileges have been suspended or terminated shall not qualify for another borrower category until the suspension or termination has been removed.

A borrower whose privileges have been terminated for any reason may in writing request the return of their security deposit, less any fines or fees accrued, at any time within 2 years after their borrowing privileges have expired. Any balance of the security deposit remaining and not requested in writing at the end of the 2 years shall become the property of the LA Law Library.

Fines and Fees

CIRCULATION CHARGES | BORROWING FEES AND DEPOSITS

	Annual Borrowing Fee	Security Deposit
Individual	\$50.00	\$125.00
Corporate	\$200.00	\$400.00
Reduced Deposit	None	\$60.00
Judicial	None	None
Official / Government	None	None
Non-Profit	None	None

MISCELLANEOUS CHARGES

Fee Name	Specifics	Fee
Overdue Fines	5-day	\$2.00 / day
	Special Loan	\$25.00 / day
	Maximum, 5-day	\$90.00 / item
	Maximum, Special Loan	\$225.00 / item
Replacement Charges	In-Print item	Invoice Price
	Out-of-Print Item	\$150.00 (not replaced) or Reproduction Price
Processing Charges	For each item/volume	\$70.00
	Binding (if applicable)	\$25.00 / volume
Collection Agency Fees	Initiation Fee	\$10.00
	Transaction Charge	\$13.75
Audio / Disc	Box Replacement	\$10.00 / item
Library Card	Replacement	\$6.00

MISCELLANEOUS CHARGES

Fee Name	Specifics	Fee
Document Delivery	Standard	\$15.00 / document
	Rush	\$25.00 / document
Legal Research Classes	Public	\$20.00 / class
	MCLE (borrower)	\$35.00 / credit hour
	MCLE (non-borrower)	\$50.00 / credit hour
Photocopy Service	Copy Card	\$1/\$5/\$10/\$20/\$50/\$100
	Self-service copies	15¢ / copy
	Staff-assisted copies	25¢ / copy

MEMORANDUM

DATE: June 24, 2011

TO: Board of Law Library Trustees

FROM: Marcia J Koslov

RE: Rules of Conduct

Jaye Nelson and I have had discussions with both Law Library Security services and custodial crew concerning an increase in the frequency of gum found in the main reading room – on the carpet and on furniture. Because it is both a health (sanitation) and safety issue, staff recommends that the Library’s Rules of Conduct be amended to include a statement about prohibition of gum in the library.

Section:
PERSONAL CONDUCT IN THE LAW LIBRARY

Fifth paragraph amended to state:

“Beverages in covered, spill-proof containers are allowed. Food, *including gum*, is not permitted.”



USE OF LIBRARY AND PERSONAL COMPUTERS

Law Library computers are reserved for legal research and access to the online catalog. Email use is not permitted, except to email work product to a user's home, office or client.

Computer use is limited to a one-hour session. If no users are waiting, a second one-hour session may be requested. Users may only access computers assigned in their name.

Accessing the library computer system, programs or data without authorization is prohibited. Peripheral devices (printers, CD-ROM drives, jump drives, cameras, keyboards, scanners, etc) may not be attached without prior authorization.

Users may use laptop or notebook computers in the library, provided their use does not disturb other users. Personal electronic devices including but not limited to copiers, scanners, cameras, audio and/or video recorders and VOIP telephones may not be used without prior authorization.

Users may not use electrical outlets designated for Library equipment. Electrical outlets may be used for laptop and cell phones as long as no hazard or obstacle is posed by their use.

UNAUTHORIZED AREAS

Opening emergency exits (except in emergency situations), entering unauthorized or off-limit areas of the library, remaining in the library after closing or during emergency drills or evacuations is prohibited and may result in immediate suspension of library privileges

FAILURE TO COMPLY

Failure to comply with library rules, the directives of library staff, or to cooperate with the staff in their enforcement of these rules may result in the loss or suspension of library privileges, including but not limited to temporary or permanent removal from the library premises.

Rules of Conduct

Guidelines for Law Library Use

www.lalawlibrary.org



301 West First Street
Los Angeles, California 90012-3140
Phone 213.78.LALAW
Fax 213.613.1329
www.lalawlibrary.org

*Board of Trustees
Approved June 2007*

LALAWLIBRARY



*The LA Law Library staff
welcomes you.*

*The LA Law Library provides public
access to legal information. We are here
to assist your use of the resources and
services offered. Please help us keep the
library safe and pleasant for everyone
by following these rules of conduct.*

RESPECT THE RIGHTS OF OTHERS

Users shall respect the rights of other library users and library staff. The Library shall not be used in lieu of an office for the practice of law or any other professional or business activity. Soliciting, harassing, offending, intimidating or disturbing library patrons or staff is strictly prohibited.

[California Penal Code 602.1(b)]

THEFT, ABUSE AND VANDALISM

The theft, abuse, vandalism, mutilation, marring, marking, defacing, or otherwise damaging of the books, building, equipment, furniture or other objects in the Law Library is prohibited.

[California Penal Code 490.5 & 594: Education Code 19910 & 19911]

SAFETY AND SECURITY

Users should limit their carry-in items to those materials necessary to accomplish their legal research. For safety and security, the library reserves the right to limit users to one bag and one purse or a briefcase.

Briefcases, backpacks, packages and outer garments may be subject to inspection at any time.

- v With the exception of wheelchairs, large objects such as carts, luggage, bicycles or parcels that collectively exceed 26" x 19" x 9" are not permitted in the library.
- v Walkways and aisles shall be kept clear and unobstructed by personal items.
- v The Law Library is not responsible for, nor shall it have any liability for, the personal items that users bring into the library.
- v Security personnel will remove unattended items.

PERSONAL CONDUCT IN THE LAW LIBRARY

In consideration of others, quiet is expected throughout the Library. Users may engage in quiet conversation as long as other users are not disturbed. Pagers, cell phones and PDAs should be turned to vibrate. Photocopiers/ scanners or other equipment should be used as quietly as possible.

Appropriate attire, including shirts and shoes must be worn in the library.

Animals, other than service animals assisting persons with disabilities, are not permitted in the library.

Children must be under the control and supervision of a responsible adult at all times

Beverages in covered, spill-proof containers are allowed. Food is not permitted.

The following are not permitted in the LA Law Library:

- v Smoking, including smoking within 20' of any entrance to the Law Library.
[California Government Code 7597]
- v Weapons
- v Loitering, sleeping, lying on the Law Library floor or furniture.
- v Bathing, shaving, and washing clothes in the library restrooms are not permitted.

Persons under the influence of alcohol or drugs are not permitted in the library.

Persons whose parcels or bodily hygiene or odor is so offensive as to constitute a nuisance or disrupt others' work shall be required to leave the library.

USE OF LIBRARY MATERIALS

Users shall not conceal or hide library materials for their exclusive use. Pocket parts or loose-leaf pages may not be removed from books except for photocopy purposes. When copying is complete, the pages used shall be returned promptly to their correct location in the book.

No materials shall be removed from the library unless they have been properly checked out. Failure to return materials when due may result in payment of fines, replacement costs and administrative costs and/or loss of Law Library privileges.

Users should not reshelve their used materials. Materials left unattended for long periods of time, will be reshelved by Law Library staff. Users wishing to keep pulled materials for later use, should place a reserve sign on the items, including a date and time when the user will return to the item(s).

EXECUTIVE DIRECTOR'S DISCUSSION

Executive Team Strategic Focus
FY 2012 – FY 2014

GOAL 1	GOAL 2	GOAL 3
<i>To develop and implement the technology to support our internal / external needs</i>	<i>To create a tranquil atmosphere that encourages and promotes trust, cooperation and mutual support</i>	<i>To build and maintain mutually beneficial relationships within the community</i>
<ol style="list-style-type: none"> 1. Members portal and management system 2.0 2. DMS – Document Management System 3. Intranet / SharePoint implementation 4. Website 3.0 5. Accounting System upgrade and enhancement 6. Digital training tools 7. CMS – Contact Management System 8. HR Online System 	<ol style="list-style-type: none"> 1. Promote opportunities to spotlight individuals 2. Promote understanding of various teams – establish cross-training process 3. Create possibilities for developing camaraderie among staff 4. Develop systematic methods for communication from top down 5. Provide opportunities for collaboration 	<ol style="list-style-type: none"> 1. Define, recruit & retain members 2. Support and enhance current partnerships; build new partnerships 3. Create awareness and service opportunities for Judiciary and public interest groups 4. Establish a strategy for a networking plan for and between the relationships we have created

GOAL 4	GOAL 5	GOAL 6
<i>To identify and sustain funding sources</i>	<i>To explore and define the standard for delivery of information of the future</i>	<i>To explore and optimize our place in the evolving development of Los Angeles (Civic Center Development)</i>
<ol style="list-style-type: none"> 1. Research sponsorship & naming opportunities, including planned giving 2. Identify the type of Rare Book collection the LA Law Library should have; determine what to do with materials that are not retained 3. Explore new “Friends” opportunities; create a “Donate Now” button for website 4. Research grants available to like public institutions 5. Explore use of LALL for law and library related events 6. Package & market current library services to a wider audience 	<ol style="list-style-type: none"> 1. Identify potential professionals who could lead the research / discussion on the delivery of information in the future 2. Establish five (5) working groups to explore the current “best thinking” on libraries in the future: Facility - Technology - Collection - Collection Maintenance - Users 3. Hold focus groups to determine their perspective on future library needs and uses 4. Compile a report for presentation to the Board of Trustees 	<ol style="list-style-type: none"> 1. Be Present – At meetings (of all kinds) that discuss various issues 2. Identify key players / departments and make introductions 3. Host key players – strategic groups – affiliated organizations 4. Explore Options for our Building



**LA LAW LIBRARY
FY 2011 / 2012 Budget Proposal**

SUMMARY	FY 11 Budget	FY 11 Projected Actual	FY 12 Budget
INCOME			
Total - Court Filing Fee	9,565,816	9,396,182	9,292,752
Total - Interest	144,000	124,558	118,500
Total - Parking Fee	685,000	705,176	700,000
Total - Library Services	574,500	464,371	493,500
Total - Income	10,969,316	10,690,287	10,604,752
OPERATING EXPENSE			
Total - Personnel	4,176,153	3,872,904	4,539,832
Total - Library Materials	3,524,500	3,802,634	3,865,000
Total - Building Occupancy	807,500	814,513	832,000
Total - Supplies & Services	826,700	1,018,009	641,500
Total - Professional Services	209,000	253,333	237,000
Total - Expenses	9,543,853	9,761,392	10,115,232
BUDGET TOTALS			
TOTAL INCOME	10,969,316	10,690,287	10,604,752
TOTAL OPERATING EXPENSE	9,543,853	9,761,392	10,115,232
Net Income (Loss)	1,425,463	928,895	489,520

INCOME	FY11 Budget	FY 11 Projected Actual	FY 12 Budget
FILING FEES			
L.A. Superior Court Filing Fee	9,565,816	9,396,182	9,292,752
Total - Court Fees	9,565,816	9,396,182	9,292,752

Note 1; Table 1 and 2

Note 1: *Historical Note. LA Law Library filing fee revenues have increased as follows:*

Jan 00: \$12 /filing; Jan 01: \$14 /filing; Jan 04: \$16 /filing; Jan 05: \$18 /filing; Jan 06: \$21 /filing; Jan 07: \$24 /filing.

5 year average filings: FY07 – FY11: 395,100 x \$24= \$9,482,400

FY12 Projected Filing Income: \$9,482,400. Minus 2%.... \$9,292,752

Table 1 – Historical - Monthly Filing Fee Income, FY 2006/2007 – 2010/2011

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
2006-2007	565,109	653,784	573,429	599,851	566,844	559,093	681,754	631,482	720,608	726,716	728,897	709,055	7,716,622
2007-2008	726,582	811,385	675,757	813,334	705,975	713,263	776,391	767,391	742,586	882,389	799,973	831,005	9,246,031
2008-2009	906,870	844,430	874,528	889,241	696,410	943,460	736,441	746,563	844,205	910,941	771,678	846,980	10,011,747
2009-2010	873,808	797,383	846,478	818,558	703,985	807,298	680,917	754,759	884,259	883,500	789,288	865,386	9,705,619
2010-2011	806,742	852,730	802,797	731,926	723,320	753,216	763,370	729,372	804,458	788,836	728,592	798,838	9,284,197

Table 2 – Historical - Monthly Number of Filings (Income Divided by Filing Fee Allocation)

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
# of filings 06-07	28,077	32,406	28,454	29,548	27,845	28,960	29,390	27,251	28,508	31,421	31,450	31,756	355,066
# of filings 07-08	31,367	35,688	29,339	35,331	30,546	30,745	33,535	33,535	32,164	38,115	34,658	35,794	400,817
# of filings 08-09	39,148	36,470	37,547	38,245	29,985	41,241	32,004	32,624	36,699	39,370	33,458	36,690	395,934
# of filings 09-10	37,810	35,009	36,846	35,571	30,484	35,091	29,415	32,854	38,352	38,106	34,002	37,532	421,072
# of filings 10-11	34,906	37,058	34,840	31,900	31,489	32,776	33,480	32,104	35,657	34,755	30,358	33,285	402,608
Average # of filings:													
06/07 – 10/11	34,262	35,326	25,896	34,119	30,070	33,763	31,565	31,674	34,276	36,353	32,785	35,011	395,100
average filings x \$24/filing	822,276	847,831	621,500	818,854	721,675	810,300	757,555	760,164	822,624	872,482	786,844	840,273	9,482,378

INCOME	FY 11 Budget	FY 11 Projected Actual	FY 12 Budget
INTEREST			
Interest – LAIF	70,000	50,589	40,000
Interest - General Fund	70,000	70,756	75,000
Interest - Deposit Fund	4,000	3,212	3,500
Total - Interest	144,000	124,558	118,500

Note 2; Table 3

Note 2

Law Library funds may be invested in the Local Agency Investment Fund (LAIF) or bonds of the government (US or CA) (§6348.5 B&P Code). During FY11, the LA Law Library had approximately \$4.5 M with the County Treasurer's Office and \$10 M with LAIF. Interest earned from funds with LAIF was significantly lower than interest earned from the County Treasury. Staff recommends that the Board consider the advantages / disadvantages of moving funds from LAIF into the County Treasury during FY12.

Table 3 – Historical Data on Interest Earned

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
INTEREST: LAIF													
FY 06/07			45,751			48,007			48,205			48,250	
FY 07/08			51,024			48,908			41,278			31,008	
FY 08/09			39,916			45,312			33,553			26,958	
FY 09/10			22,996			15,580			14,065			14,213	
FY 10/11			13,259			11,807			12,875			12,647	50,588
INTEREST: GF													
FY 06/07	5,895	9,340	6,914	9,187	8,611	9,724	11,829	16,512	10,814	15,788	13,756	19,235	
FY 07/08	15,404	17,794	16,289	24,452	17,949	21,860	26,739	14,544	17,306	22,517	21,517	11,337	
FY 08/09	22,610	13,915	12,297	10,534	23,945	10,726	9,954	7,291	5,457	6,173	8,487	4,747	
FY 09/10	11,034	7,049	5,985	4,827	7,072	3,570	4,849	3,904	6,006	4,110	5,900	2,597	
FY 10/11	4,394	5,957	6,065	7,315	3,616	6,437	5,698	5,628	6,511	5,785	5,975	6,090	69,471
INTEREST: DF													
FY 06/07	2,187	3,381	2,288	2,766	1,532	1,302	1,318	1,646	1,042	1,512	1,271	1,589	
FY 07/08	1,121	1,173	999	1,416	965	1,130	1,334	701	824	1,053	953	566	
FY 08/09	979	596	512	557	1,310	754	665	485	316	322	412	216	
FY 09/10	475	286	300	275	416	210	275	218	339	235	343	148	
FY 10/11	223	286	281	325	157	268	240	239	275	255	256	262	3067

INCOME	FY 11 Budget	FY 11 Projected Actual	FY 12 Budget	
PARKING				
Parking Fee	685,000	705,176	700,000	
Total - Parking	685,000	705,176	700,000	<i>Note 3 Table 4</i>

Note 3

LA Law Library leased its Hill Street parking structure to Five Star Parking. In October, 2010, Five Star sold their company to Ampco Parking Systems. Ampco continued the same contract with the LA Law Library. The Law Library receives a monthly distribution equal to 84% of total collected revenues. Average annual income for the past five years is \$709,000.

Table 4 – Historical Data: Monthly Revenues

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
FY 06/07	50,809	60,969	56,251	60,824	62,212	62,145	62,030	51,084	63,680	63,677	60,269	60,655	714,605
FY 07/08	57,139	64,473	55,700	65,648	54,420	49,331	60,703	54,429	61,832	64,384	57,621	57,621	703,301
FY 08/09	62,652	61,467	53,934	56,631	61,424	46,634	59,078	52,999	53,345	67,924	67,033	56,784	699,905
FY 09/10	64,444	66,406	62,102	60,459	60,938	60,983	56,610	56,494	52,911	64,037	60,901	58,975	725,260
FY 10/11	61,748	65,896	65,889	55,147	49,500	43,329	52,874	53,742	68,712	63,982	60,957	64,550	706,326

INCOME	FY 11 Budget	FY 11 Projected Actual	FY 12 Budget	
LIBRARY SERVICES				
Annual Borrowing Fee	60,000	49,520	0	
Annual Members Fee	200,000	62,606	120,000	<i>Note 4</i>
Course Registration	5,000	7,396	10,000	
Copy Center	85,000	84,862	85,000	
Document Delivery	25,000	24,411	25,000	
Fines	50,000	46,154	46,000	
Miscellaneous	2,000	14,615	14,500	<i>Note 5</i>
Room Rental	7,500	4,912	7,500	
Book Replacement	5,000	6,449	5,000	
Forfeited Deposits	10,000	17,619	25,000	
Friends of Law Library	120,000	140,000	120,000	
Grants	0	0	30,000	
Vending	5,000	5,827	5,500	
Total - Library Services	574,500	464,371	493,500	

Note 4

Members Fee: During FY2011, nearly 175 attorneys joined the Members Program, but the Program did not grow as fast as anticipated. With the institution of the Programs & Partnerships and Communications Teams, the Law Library is developing more professional and systematic opportunities to let the legal community know about this service. Although the first milestone goal is 500 Members, we anticipate that the number of participants will double rather than triple over the next fiscal year. Therefore, there is an anticipated decrease in projected revenues from FY11 budget, but an increase over FY11 Projected Actuals.

Note 5

Miscellaneous: The Law Library has been receiving a Medicare supplement of approximately \$10,000 for the past 4 years. I anticipate that the program will continue in FY12.

OPERATING EXPENSE	FY 11 Budget	FY 11 Projected Actual	FY 12 Budget	
PERSONNEL				
Salaries	3,237,609	2,874,142	3,400,000	<i>Note 6</i>
Social Security	203,785	226,503	205,000	
Medicare	49,144	40,290	46,000	
Retirement	35,000	33,228	155,332	<i>Note 7</i>
Health Insurance	500,000	555,800	600,000	
Disability Insurance	9,500	8,511	6,500	<i>Note 8</i>
Dental Insurance	63,615	54,596	55,000	
Life Insurance	2,500	1,724	2,000	
Workers Compensation Insurance	30,000	41,865	30,000	
Unemployment Insurance	35,000	26,753	30,000	
Vision Insurance	10,000	9,491	10,000	
Total - Personnel	4,176,153	3,872,904	4,539,832	

Note 6:

Project Staff:

The Law Library recommends bringing the reclassification relabeling project in-house. With the cooperation of SEIU, Local 721, the two year project would include 1 Cataloger and 5 Library Aides for a total cost of \$130,000 per year. We anticipate that the temporary project team, working under the direction of current staff, would have the sole focus of relabeling approximately 250,000 volumes each year.

Salary Adjustments:

A 1% increase in overall salary budget covers all salary adjustments including wage adjustments for a 40 hour work week starting in the 2nd quarter of the fiscal year (Oct 1, 2011) and merit adjustments equaling \$10,000,

Note 7:

Retirement:

Based on June 30, 2009 actuarial valuation of our pension plan, CalPERS eliminated our superfund status and requires payment of \$155,332 (lump sum prepayment option). The remainder of employer required funds (\$280,162) will be made out of our CalPERS "Side Fund."

Note 8:

Disability Insurance:

The LA Law Library will participate in the State Disability Insurance program. Because staff are not covered until 3 quarters of payments have been made, the library will continue to fund short term disability insurance until that time has run.

OPERATING EXPENSE	FY 11 Budget	FY 11 Projected Actual	FY 12 Budget
LIBRARY MATERIALS			
American Continuations	2,200,000	2,344,007	2,400,000
American New Orders	150,000	139,572	150,000
Branch/Partnership Continuations	350,000	387,910	350,000
Branch/Partnership New Orders	20,000	16,500	70,000
Commonwealth Continuations	375,000	410,747	400,000
Commonwealth New Orders	7,500	6,347	6,500
Foreign Continuations	225,000	236,671	230,000
Foreign New Orders	25,000	34,281	35,000
International Continuations	150,000	139,243	140,000
International New Orders	15,000	13,964	15,000
General/Librarianship Continuations	55,000	71,284	55,000
General/Librarianship New Orders	2,000	2,107	2,000
Total - Library Materials	3,574,500	3,802,634	3,853,500

Note 9

Note 10

Note 9

The Law Library anticipates establishing two new partnership collections at \$25,000 / collection. Friends contributions are used for this purpose, but the expense is placed in Library Materials.

Note 10

The Library Materials budget is increased to reflect a 5%-8% increase in publisher pricing and handle exchange rate discrepancies for foreign and international materials.

All "Library Materials" categories include both print and non-print (online, CD, DVD, tapes, video, microfilm, microfiche, etc).

OPERATING EXPENSE	FY 11 Budget	FY 11 Projected Actual	FY 12 Budget	
BUILDING OCCUPANCY				
Building / Cleaning Supplies	20,000	34,504	25,000	
Building Maintenance	25,000	35,905	25,000	
Building Services	27,500	21,938	23,000	
Building Improvements / Alterations	10,000	21,818	15,000	
Electric & Water	110,000	117,257	120,000	
Elevator Maintenance	15,000	14,393	15,000	
Heating & Cooling	30,000	26,523	30,000	
Insurance	280,000	265,733	275,000	
Janitorial Services	90,000	87,578	92,000	
Landscaping	15,000	18,280	12,000	<i>Note 11</i>
Security Services	185,000	170,584	200,000	<i>Note 12</i>
Total - Building Occupancy	807,500	814,513	832,000	

Note 11

During the Exterior Building project, landscaping services will be suspended.

Note 12

Security Services:

The Law Library anticipates the increased use of Securitas services during the Exterior Building project, particularly at the temporary entrance.

OPERATING EXPENSE	FY 11 Budget	FY 11 Projected Actual	FY 12 Budget	
SUPPLIES & SERVICES				
Bank Charges / Other Fees	5,000	5,408	7,000	
Bibliographical Services	450,000	497,439	35,000	<i>Note 13</i>
Binding	50,000	17,081	50,000	
Computer Services / Licensing	24,100	43,532	45,000	
Continuing Education	20,000	80,285	40,000	
Copy Center	30,000	25,533	30,000	
Electronics / Computer Hardware	15,000	30,482	30,000	
Furniture / Appliances	7,500	17,920	15,000	
Integrated Library System	40,000	42,457	42,000	
Membership (staff)	13,000	28,119	15,000	
Office / Library Supplies	20,000	30,016	40,000	
Other / Misc.	5,000	46,110	75,000	<i>Note 14</i>
Outreach / Marketing	45,000	27,940	65,000	
Postage / UPS / FedEx	18,000	21,094	22,000	
Printing / Reproduction	9,000	9,996	15,000	
Prior Year Voided Checks / Adjustment	0	0	0	
Reimbursed Expenses	16,000	29,796	38,000	
Staff Meetings / Activities	15,500	19,068	15,000	
Telecommunications	30,000	28,260	42,000	
Transportation Reimbursement	10,000	12,137	12,000	
Vending	3,600	5,336	8,500	
Total - Supplies & Services	826,700	1,018,009	641,500	<i>Note 15</i>

Note 13

Bibliographical Services: The retrospective conversion of the library's print catalog records to online records is now complete. However, the relabeling project which includes physical handling of every volume, removing old labels, printing and affixing new spine labels, adding bar code labels and updating the Voyager records with the new information, is approximately 1/3 complete with approximately 230,000 volumes labeled. In FY11, the relabeling project was outsourced. Provided that an agreement for temporary positions is reached with SEIU, Local 721, the Law Library recommends bringing the project in-house and has allocated funds in Personnel to do so.

Note 14

Includes funds expended as a result of litigation settlement.

Note 15

The Communications Team and Programs & Partnerships Team are working together to arrange for collateral material (both print and non-print), placement of articles, ads and sponsorships, attendance at exhibits, events and conferences as well as visits to current partners, branch locations, and potential partners and the development and presentation of training programs, both in person and on-line.

OPERATING EXPENSE	FY 11 Budget	FY 11 Projected Actual	FY 12 Budget	
PROFESSIONAL SERVICES				
Accounting	17,000	14,500	17,000	
Consulting Services	20,000	9,892	70,000	<i>Note 16</i>
Legal Services	100,000	98,133	65,000	<i>Note 17</i>
Payroll / HR Services	17,000	13,923	15,000	
Recruitment Costs	15,000	17,250	20,000	
Temporary Services	40,000	99,635	50,000	<i>Note 18</i>
Total - Professional Services	209,000	253,333	237,000	

Note 16

Includes the development of the Members Portal Website and upgrade of LA Law Library's website.

Note 17

The Legal Services line was increased in FY11 to cover SEIU, Local 721 MOU negotiations.

Note 18

Temporary Services were required to cover vacancies due to Workers Compensation issues in FY11. Those issues have now been resolved.

FIXED ASSETS	FY12 Budget	
CAPITALIZED EXPENDITURES		
Electronics / Computer Hardware		
Scanner Replacements	57,000	<i>Note 19</i>
Public copy and print system	92,000	<i>Note 20</i>
Staff PC Replacements	30,000	<i>Note 21</i>
Total - Electronics / Computer Hardware	179,000	
Computer Software		
Software Upgrades	80,000	<i>Note 22</i>
New Software	105,000	<i>Note 23</i>
Total - Computer Software	185,000	

Note 19

Current scanner models are nearing “end of life” with no additional support offered by Canon. Replace 2 systems at \$16,000 each. Add new ‘camera style” scanner to scan odd size books and papers at \$25,000.

Note 20

Replace copiers, vending service equipment and printers for public use. The current systems are past their 4-year life-cycle.

Note 21

Staff PC replacement continues on a 4-year life cycle schedule.

Note 22

Supports upgrades for current systems, including replacement of Microsoft products that are no longer supported, server firewalls and upgrade of accounting system to be Microsoft compatible.

Note 23

Purchase of new software that supports digital document management, communications and copy center services.

Electronics / Computer Hardware and Computer Software expenditures are depreciated over their estimated service life of 4 years. After purchase of the equipment, each fiscal year recognizes an expense of \$44,750. After purchase of the software, each fiscal year recognizes an expense of \$46,250.

FIXED ASSETS	FY12 Budget
CAPITALIZED EXPENDITURES	
Exterior Building Repairs / Improvement	
Building Envelope Repairs & Exterior Restoration Project	5,100,000
Total - Exterior Building Repairs / Improvement	
	5,100,000

Note 24

Note 24

The Board of Trustees approved a Building Envelope Repairs & Exterior Restoration Project award to Swinerton Builders for a total project of 5,100,000. \$800,000 was approved in FY09. \$2,890,000 was approved in FY10. The Building Repairs / Improvements was increased by \$1,410,000 to fund the project. .

Building Repair / Improvement expenditures are depreciated over their estimated service life of 15 years. Following the completion of this project, each fiscal year recognizes an expense of \$340,000.