

AGENDA

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

SPECIAL BOARD MEETING
Tuesday, September 27, 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 APPROVAL OF MINUTES
Minutes of the August 23, 2011 Regular Board Meeting.

4.0 ACTION ITEMS
Action Item 1. Approval of Resolution for CalPERS Health Benefit Adjustment for staff represented by SEIU, Local 721.

Action Item 2. Approval of Annual Report to the Board of Supervisor, Los Angeles County, pursuant to California B&P Code, § 6349.

5.0 CLOSED SESSION

5.1 Closed Session. Public Employee Performance Evaluation. Title: Executive Director. Government Code §54957

5.2 Reconvene Open Session. Announcement of Action Taken in Closed Session, if needed.

6.0 ACTION ITEMS

Action Item 3. Discussion and approval of adjustment to Executive Director compensation.

Action Item 4. Discussion of Building Envelope Repair & Exterior Restoration Project and approval of funds for Construction Management, Construction Administration, Monitoring and Testing.

7.0 EXECUTIVE DIRECTOR REPORT

8.0 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.

9.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees will be held on Tuesday, October 25, 2011.

POSTED _____ MONDAY, SEPTEMBER 26, 2011 @ _____ 10:00 A.M. _____

POSTED BY _____ EUSTORGIO BARAJAS _____



APPROVAL OF MINUTES

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.

August 23, 2011

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, August 23, 2011 at 12:00 p.m., at the Los Angeles County Law Library Mildred L Lillie main library building at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present:

Judge Jan Pluim, Vice President
Judge Reva Goetz
Judge Mark Juhas
Judge Luis Lavin
Kenneth Klein, Esquire

Trustees Absent:

Susan Steinhauser, Esquire
Judge Ann Jones

Staff Present:

Marcia J Koslov, Executive Director

Also Present:

In President Steinhauser's absence, Vice President Pluim chaired the Board of Trustees meeting. Vice President Pluim determined a quorum to be present, convened the meeting at 12:20 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

1.0 PUBLIC COMMENT

During the three (3) minutes allocated, Mr. Lee Paradise commented on one item, the Building Envelope Repair and Exterior Restoration Project.

During the five (5) minutes allocated, Mr. Tut Hayes commented on two items, the removal of trees during the Building Envelope Repair and Exterior Restoration Project and the Law Library's security procedures.

2.0 PRESIDENT'S REPORT

There was no President's report.

3.0 CONSENT CALENDAR

Trustee Lavin requested that Item 3.2 (List of Checks and Warrants: July, 2011) be moved to the Action Items. Hearing no objection, Trustee Plum, moved Item 3.2 Action Item 4.4.

Trustee Plum requested a motion to adopt Item 3.1 (Minutes of the July 19, 2011, Special Board Meeting). Trustee Lavin moved to adopt Item 3.1 and seconded by Trustee Klein. The motion was unanimously approved, 5-0.

4.0 ACTION ITEMS

4.1 Approval of Health Benefit Adjustment for Future Retirees.

The Board of Trustees asked that this item be continued to the next Board meeting and directed Executive Director, Marcia Koslov, to discuss this item with legal counsel and SEUI, Local 721.

4.2 Approval of Trustee Designated Members of the Friends of Los Angeles County Law Library Board of Directors.

The following Members of the Friends Board of Directors seek reappointment for a continuing two-year term: Marcellus McRae September 2011-August, 2013; and Frank Cooley, October, 2011 – September, 2013. In addition, the Friends Board is seeking approval of a new member, Tyna Thall Orren, for a two year term, September, 2011 – August, 2013.

Trustee Plum moved to reappoint Marcellus McRae and Frank Cooley to a continuing two-year term, and to appoint Tyna Thall Orren as a new member of the Board of Directors of the Friends. The motion was seconded by Trustee Lavin and unanimously approved, 5-0.

4.3 Approval of Organizational Programs/Projects Guide: July, 2011 – June 2012.

The Executive Director presented her annual Organizational Programs/Project Guide for July, 2011-June, 2012. The Guide, based on the Executive Team Strategic Focus Goals that were presented during the budget process in June, 2011, identified six areas of concentration: Financial, Staff, Technology, Facility, Collection and Outreach/Marketing. Trustee Lavin recommended that a discussion of the need for financial policies and procedures be added to the Organizational Programs/Project guide during the month of October, 2011 and the Board agreed. Upon motion made by Trustee Plum and seconded by Trustee Juhas, the Board unanimously approved the 2011-2012 Organizational Programs/Project Guide, 5-0.

4.4 List of Checks and Warrants: July, 2011 (Previously Item 3.2)

During a discussion concerning the need to approve the List of Checks and Warrants, it was suggested that the List be provided as part of the monthly Executive Director's Report. Upon motion made by Trustee Plum and seconded by Trustee Juhas, the Board agreed that the List of Checks and Warrants for July, 2011 disbursements was presented. The motion was approved, 3-0-2, with Trustees Lavin and Goetz abstaining.

5.0 EXECUTIVE DIRECTOR'S REPORT

The Executive Director highlighted the construction kick-off meeting held at the LA Law Library on July 26, 2011, with all parties in attendance: Swinerton, CLEO, ABB and TMA. It is anticipated that at the September meeting, CLEO Construction Management will identify the responsibilities of each party, the schedule of work and the contract costs for the various parties. CLEO will review and coordinate the contracts submitted by ABB and TMA and any additional third parties and present those contracts and costs to the Board of Trustees at their September 27, 2011 meeting.

6.0 EXECUTIVE DIRECTOR'S DISCUSSION AND ACTION ITEM

The Executive Director briefly presented the Report on Branch and Partnership Locations. The report provides background on the services available at the Law Library's branch and partnership locations. She requested that the Board review the Report and direct any questions to her. Staff will engage in additional study and analysis over the next six months and return to the Board in the Spring, 2012 with recommendations for future directions.

7.0 AGENDA BUILDING

There were no items for agenda building.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:20 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, September 27, 2011.

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

ACTION ITEMS

RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

WHEREAS, (1) Government Code Section 22892(a) provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act, and

WHEREAS, (2) Los Angeles County Law Library is a local agency contracting under the Act; now, therefore be it

RESOLVED, (a) That the employer's contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

CODE	BARGAINING UNIT	CONTRIBUTION PER MONTH
001	Unrepresented Employees	100% premium plus 50% for dependents.
002	Represented Employees	<p>For Employee: Up to 100% of the 2011 premium of the most expensive CALPERS LA Region Group Health HMO (\$496.93), plus 50% of any increase to that plan throughout the term of this agreement.</p> <p>For Dependents: 50% of the 2011 premium of the most expensive CALPERS LA Region Group Health HMO plan for dependents, plus 50% of the cost of any increase to that plan throughout the term of this agreement.</p>

Plus administrative fees and Contingency Fund Assessments; and be it further

RESOLVED, (b) That Los Angeles County Law Library has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

Adopted at a regular/special meeting of the _____
at _____ this _____ day of _____ 20____.

Signed: _____
(President, Chairman, etc.)

Attest: _____
(Secretary or appropriate officer)

TO THE HONORABLE BOARD OF SUPERVISORS
OF LOS ANGELES COUNTY, CALIFORNIA

The Board of Law Library Trustees of Los Angeles County presents to you its Annual Report for the fiscal year ending June 30, 2011.

The Board is composed of the following members:

- | | |
|--------------------------------|--|
| Susan Steinhauser
President | - Attorney at Law |
| Reva G. Goetz | - Judge of the Superior Court |
| Ann I. Jones | - Judge of the Superior Court |
| Mark Juhas | - Judge of the Superior Court |
| Kenneth Klein | - Attorney at Law |
| Luis Lavin | - Judge of the Superior Court |
| Jan Plum | - Judge of the Superior Court |
| Marcia J. Koslov | - Executive Director &
Secretary to the Board |



ANNUAL FINANCIAL STATEMENT
of the
Secretary of the Board of Law Library Trustees
of
Los Angeles County

Marcia J. Koslov, Secretary to the Board of Law Library Trustees of Los Angeles County, pursuant to Section 6350 of the Business and Professions Code, presents to the Honorable Board, an Annual Financial Statement, as Secretary of said Law Library Board, for the fiscal year ending on the 30th day of June, 2011.



INTRODUCTORY INFORMATION

FOR over 120 years the Los Angeles County Law Library (LA Law Library) has served the Los Angeles County government, legal and business communities and the general public, including self-represented litigants.

Today, the LA Law Library has become a global leader in providing state-of-the-art legal research combined with over 1,000,000 volume equivalents of Federal and State Primary and Practice materials, a Comprehensive California Law Collection and, with over 275,000 volumes, one of the nation's largest Foreign and International Law Collections.

The main Law Library is located in the Mildred L. Lillie Building at First & Broadway, 301 West First Street, Los Angeles, California, with branch locations in the Southeast Superior Courts Building, Norwalk; County Courthouse, Pomona; County Building, Santa Monica; and Torrance South Bay County Building, Torrance. The LA Law Library shares its space with the LA Superior Court Self Help Center in Long Beach. In addition, the LA Law Library maintains partnerships with the Pasadena Public Library, the Compton Library, the Lancaster Public Library, and more recently, the Van Nuys Public Library in order to make its materials and services available in those locations.

The Main Library is open from 8:30 a.m. until 6:00 p.m., Monday through Friday; and from 9:00 a.m. to 5:00 p.m. on Saturday. The LA Law Library is closed on most state legal holidays, but maintains reduced hours (9:00 a.m. – 4:00 p.m.) on Cesar Chavez Day and Veterans Day.



LIBRARY USAGE | FY 2010 - 2011

At the end of Fiscal Year 2010-2011, there were 3,137 persons registered for circulation privileges. 1,052 persons are registered as individual borrowers, including 829 attorneys. In addition, 207 law firm and business borrowers have identified 1,191 designated borrowers, including attorneys, librarians and messenger services. There are 343 judicial borrowers, 347 official borrowers, and 10 reduced deposit borrowers.

During FY10-11, the LA Law Library Reference staff fielded 50,700 requests for information, 32,157 of which were received at the Reference Desk. 9,365 requests were received by phone; 8,223 were email or live-chat; and 225 were letter requests, generally from the incarcerated. There were also 730 Foreign & International requests for information, 88 of which were web based. In addition to checking books out and in, the Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items and pages materials needed from closed stack areas. In FY10-11, more than 43,986 requests were handled by the Circulation Desk staff, including 14,389 volumes circulated.

In response to requests for materials and information, the LA Law Library provides document delivery and e-delivery services. 1,489 such requests were received in FY10-11. The LA Law Library Copy Center responded to 14,510 requests and produced more than 398,000 photocopies while the branch locations produced an additional 69,836 photocopies.

The LA Law Library web site (www.lalawlibrary.org) was visited by more than 79,090 visitors in FY10-11. The average number of daily visits was 410 with an average visit duration of 21.59 minutes, a 160% increase from FY09-10. 69.41% of the visitors were from the United States; 30.59% of the visitors were from other countries.



The LA Law Library subscribes to 24 online legal databases. These databases, including Westlaw and Lexis, are available free of charge at 16 pc's located in the main library. The Law Library has also installed 10 additional pc's for internet and email use. The Law Library had previously installed a Wi-Fi network, but during FY10 the LA Law Library installed 20 multiplex table outlets to enable library users to access the LA Law Library databases, as well as their own programs and documents, through personal computers.

COLLECTION / ACQUISITIONS | FY 2010 - 2011

Print Materials: During the July 2010– June 2011 fiscal year, the Main Library added 7,105 volumes; the Branch locations added 1,277 volumes. During the same period, the library withdrew 2,817 volumes from the Main Library and 2,998 volumes from the Branch locations. At the end of FY10-11, the total number of print volumes in the LA Law Library collection was 720,933. The Main Library held 648,717; the Branch locations held 72,276.

Non-print Materials: During the July 2010 – June 2011 fiscal year, the main Library added 729 computer discs, 229 audio discs, and 18 video/DVD. Additionally, the Law Library added 35 rolls of microfilm and 24,333 microfiche to the collection. At the end of the fiscal year, the Library held 7,934 reels of microfilm, 1,314,931 microfiche, 1,083 computer discs and 68 video/DVDs. The Branch locations do not maintain non-print collections.

Volume Equivalents: The volume equivalent of non-print materials is approximately 286,788 volumes. The grand total of volumes and volume equivalents in the LA Law Library collection is 1,015,020 volumes representing 194,017 titles.



GIFTS | FY 2010 – 2011

During FY10-11, the LA Law Library received the following gifts from the recipients listed below.

Patricia M. Mannatt:

Elements of Law, Logic for Lawyers, Legal Writing

Blakely Sokoloff Taylor & Zafman, per Gloria Sheehan:

West's California Reporter, Third Series (v.1-73) and associated advance sheets
May 2008 – June 2010

David Michael Homsy:

Los Angeles County Bar Family Law Symposium (1974) and the
Beverly Hills Bar Association Family Law Symposium (misc. vols. 1981-1988)

The materials were added to the collection in support of the services offered to our library users.

Respectfully submitted,

Marcia J. Koslov, Secretary
Board of Law Library Trustees



ACKNOWLEDGEMENT

(SEAL)

The LA Law Library Board of Trustees desires to acknowledge the support and assistance given to the LA Law Library by the Los Angeles County Board of Supervisors during the past year.

By order of the Board of
Law Library Trustees of
Los Angeles County

Los Angeles, California

Respectfully submitted,

President of the Board of Law Library Trustees

Secretary of the Board of Law Library Trustees



CLOSED SESSION

- 5.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION.
TITLE: EXECUTIVE DIRECTOR. GOVERNMENT CODE §54957
- 5.2 RECONVENE OPEN SESSION. ANNOUNCEMENT OF
ACTION TAKEN IN CLOSED SESSION, IF NEEDED.

(MATERIALS PREVIOUSLY DISTRIBUTED)

ACTION ITEMS

Discussion and Approval of adjustment
to Executive Director compensation.



MEMORANDUM

DATE: September 22, 2011

TO: Board of Law Library Trustees

FROM: Marcia J Koslov

RE: Construction Management / Construction Administration

The Board of Trustees has indicated that they would like CLEO Construction Management, Jeff Fyffe and Tim Fyffe, Principals, to serve as LA Law Library Representatives during the Building Envelope Repair and Exterior Reconstruction process. In this capacity, Jeff and Tim have worked with Library staff to develop comprehensive AIA contracts for their Construction Management work as well as for the Construction Administration requirements of the bid contract awarded to the Contractor, Swinerton Builders.

For purposes of this document, the following firms are involved:

1. CLEO CM – Jeff Fyffe and Tim Fyffe, principals, CLEO Construction Management. Owners Representatives. Construction management and consulting services include oversight & control, maintain schedules and performance management protocols, monitor progress and project development, integrate reporting to management levels, and issue identification and resolution.
2. ABB – Alana Buick & Bers. Architectural engineering firm specializing in roofing, waterproofing, building envelope, structural engineering, and mechanical engineering. Among their specializations are roofing, waterproofing and below-grade waterproofing.
3. TMA – Troller Mayer Associates. Landscape architecture firm including site planning and design, restoration and revitalization of landscape, ecological planning, evaluation and research reports for environmental impacts and preservation, rehabilitation, restoration and reconstruction of culturally significant sites.
4. Arcadis – An international Company providing consultancy, design, engineering and management services in the areas of infrastructure, water, environment and buildings. Arcadis purchased the firm LFR, who in 2006 provided a required Hazardous Materials Study and Report for the Law Library.
5. Swinerton Builders – Following a public bid process, Swinerton Builders was awarded the construction contract for the Building Envelope Repair and Exterior Reconstruction project, at a cost not to exceed \$5.1 million dollars, including proposed additives and contingency.



The following four responsibilities have been identified by CLEO CM. There are costs related to each of the four areas of responsibility.

1. Construction Management
2. Construction Administration
3. Construction Monitoring
4. Materials Testing

Construction Management

CLEO Construction Management will serve as the LA Law Library representatives throughout the construction project. In this capacity, CLEO will:

- Review, negotiate and recommend approval of contract agreements with ABB, TMA and any other consultants as required;
- Monitor responses to Requests for Information (RFI) answered by ABB & TMA to Swinerton and Swinerton designated sub-contractors for potential cost and schedule impacts;
- Maintain due diligence on contract schedule and monitor progress;
- Coordinate appropriate inspection requirements and make sure that inspections are performed;
- Review all invoice submittals to determine construction completion and approved inspections prior to recommending payment;
- Provide monthly reports to the Board of Trustees.

Construction Administration

ABB and TMA will provide construction administration services in conformity with the bid documents and the AIA contract that was signed with Swinerton Builders. In this capacity, ABB and TMA will:

- Provide regular site visits to monitor progress and quality of work with the authority to reject work that does not conform to bid specifications and request CLEO CM to withhold payment for rejected work;
- Respond to all requests for information on drawing and specifications from Swinerton Builders and Swinerton designated sub-contractors;
- Provide interpretation of construction documents and contract drawings and specifications;
- Review and approve Contractor submittals;
- Act as initial decision maker on entitlement and issue change orders and directives as required;
- Conduct inspections to determine substantial completion;
- Endeavor to resolve claims and disputes.

Conformance

ABB will monitor installation of roofing and below grade waterproofing. They will issue observation reports regarding progress of work as well as conformance and ensure that the work is performed in accordance with the Contract specifications.



Arcadis was hired to provide environmental monitoring and testing prior to the initiation of the roof repair. As opposed to other sub-contractors (who are hired by Swinerton), the Law Library was required by law to directly provide this monitoring and testing.

Material Testing

Prior to construction of the hardscape (walkways and plaza areas), a company will be hired to perform testing of the soil compaction. A second company will be hired to provide concrete and rebar strength testing.

COSTS

Construction Management: CLEO CM has submitted a contract proposal for \$168,000 for services identified above.

Construction Administration/Construction Monitoring: During their initial work with the Law Library, CLEO CM was informed that construction administration and monitoring had been previously approved and awarded. The required work of construction administration and monitoring was incorporated into the bid documents and subsequent awarded contract.

ABB: A 2009 agreement with ABB included four phases: field investigation, design and bid, construction administration and construction monitoring. That is, ABB would be available to Swinerton Builders throughout the project for construction administration and monitoring. For those services, the initial agreement with ABB identified a cost of \$180,000. However, that agreement also provided that the cost would be revisited following the award of the construction contract. The contract proposal for ABB's construction administration and construction monitoring is \$193,623.

TMA: The Law Library's initial agreements with TMA included the demolition, design and reconstruction drawings required for the bid package. However, as with ABB, the bid documents require that TMA be available to Swinerton Builders for construction administration throughout the project work. TMA's estimate of their construction administration services throughout the project include demolition, reconstruction of the hardscape and landscape, lighting, railings, doors, planters, ADA compliance, and plantings as well as final development and completion of a punch list at the conclusion of the project. The contract proposal for TMA's construction administration is \$120,350.

CLEO CM has performed an assessment of the additional fees requested by ABB & TMA for the services listed above and have found that the amounts are consistent with current market conditions for similar projects. The typical range of fees for Construction Administration Services is approximately 4% - 6% of Construction Cost.



Environmental Monitoring / Testing: Arcadis was hired to perform necessary hazardous materials monitoring and testing prior to and during the initial work on the roof. Their contract for the work was \$37,602.

Soil, Concrete & Rebar Testing: CLEO CM estimates that the testing for soil compaction, as well as concrete and rebar strength will cost \$25,000.

Contingency: CLEO CM recommends that a 10% contingency be added to the cost of these additional services.

TOTAL COSTS

Construction Management: CLEO CM	\$168,000
Construction Administration & Monitoring: ABB	\$193,623
Construction Administration: TMA	\$120,350
Environmental Monitoring / Testing: Arcadis	\$ 37,602
Testing – Soil, Concrete & Rebar	<u>\$ 25,000</u>
Sub Total	\$544,575
10% Contingency	<u>\$ 54,458</u>
TOTAL	\$599,033

Recommendation: Staff recommends approval of additional contracts for CLEO Construction Management, Alana Buick & Bers and Troller Mayer Associates in the amounts of \$168,000, \$193,623, and \$120,000, respectively, following review by legal counsel and the Executive Director. Staff also recommends the approval of additional contracts as needed for Arcadis and soil, concrete and rebar materials testing during the course of the construction of \$37,602 and \$25,000, respectively. Staff recommends approval of an additional contingency amount of \$54,458.



EXECUTIVE DIRECTOR REPORT

EXECUTIVE DIRECTOR'S REPORT

September, 2011

Board Update

Building Envelope Repair & Exterior Restoration Project

- Hazardous Materials. The roof of the original Library building contained hazardous materials. In 2005-2006, LFR was hired to review the entire Law Library Building and identify hazardous materials within the Building. Any new work on the original Library roof would be impacted by hazardous material. Arcadis, the company that bought LFR, was contacted to monitor the initial roof work. As required by law, the Law Library had to directly contract with Arcadis to provide the needed work. On August 17, 2011, the Law Library contracted with Arcadis to perform the monitoring work at a cost of \$37,602.
- Contracts with CLEO Construction Management, ABB and TMA. CLEO was initially brought in by the Board of Trustees in August of 2010 to act on the Library's behalf throughout the second bid process. CLEO CM will continue as the Library's representative throughout the construction project. In their role of Construction Management, CLEO CM will have responsibility for general oversight of the entire project and determination that the work is performed in accordance with the requirements of the Contract Documents. CLEO CM will review requests for interpretations, information and changes, prepare written progress reports, develop cash flow reports and forecasts for the project, maintain accounting records on authorized work and certify the amounts due for payment. CLEO will review and coordinate the contracts submitted by the ABB and TMA and any additional third parties necessary (such as Arcadis) prior to acceptance.

Financial Update

- August Financials are not attached this month because Finance Manager, Marcelino Juarez, is on his honeymoon! The List of August Checks and Warrants are attached.
- Audit. Thompson Cobb Bazilio & Associates (TCBA), PC, completed their on-site audit field work on schedule and are on schedule to deliver the Audit Report for presentation at the October 25, 2011 Board meeting.

Staff Update

- Labeling Project. Jennifer Auld, Library Technician with the LA Law Library was hired as Cataloger for the Labeling Project. Jennifer completed her MLS in 2008 and has worked in Collection Management Services since 2005. Amanda Sandoval and Francisco Marquez joined the staff as part-time aides working on the LC relabeling project. Amanda formerly worked on the relabeling project as a contractor with LAC and Francisco was a temporary employee working on the shifting project.
- Vivian Lopez joined the LA Law Library as a Library Aide in circulation. Vivian is a graduate of California State University, Fullerton with a B.A. in Fine Arts. She



currently works part-time as a circulation assistant at the Pasadena City College Shatford Library, where she is also enrolled in the Library Technology certification program.

Outreach / Training Update

- Ralph Stahlberg, Channa Cajero and Betsy Warner worked with Judge Michael Stern on an exhibit for the newly renovated Panorama cafeteria on the 9th floor of the Stanley Mosk Courthouse. "Notorious Los Angeles Trials," previously exhibited in the Law Library's display case, was well received at the official grand opening of the Cafeteria on Monday afternoon, August 29.
- Two public training classes were held during the month of September. On September 10, Janine Liebert taught "Finding Forms"; on September 24, Eric Bender taught "Locating Legal Documents." 10 persons attended each class.
- On September 14, Malinda Muller, Eric Bender and Cathy Lintvedt conducted an in-service workshop on legal reference and the LA Law Library for the Los Angeles Public Library. The session was held at the Pio Pico Branch Library of LAPL. Approximately 20 LAPL Librarians from 5 different regional areas of Los Angeles were in attendance. Evaluations were extremely complimentary and several requests for follow-up and additional classes were received.
- The State Bar of California Conference held its 84th Annual Meeting at the Long Beach Convention Center from September 15-18. LA Law Library hosted a booth at the exhibit hall. Located across from the registration desk, the booth received a good deal of attention. Nearly 300 attorneys requested information on the Members Program. Staff who assisted in working the booth included: Ralph Stahlberg and Paula Hoffman, Reference & Research; Michele Lucero and Leigh Garcia, Communications; Malinda Muller, Linda Heichman Taylor, Ana Villagrana, and Cathy Lintvedt, Programs & Partnerships. Jaye Nelson deserves significant kudos for the eye-catching booth!
- Jaye Nelson, Michele Lucero and Malinda Muller attended the Neighborhood Legal Services 6th Annual Just Neighbors Celebration.
- CCCLL. Jaye Nelson and I attended the CCCLL Annual Meeting held in Long Beach on September 16. The major topic was presentation of a Business Plan, presented by Christine Hamilton-Pennell. Christine conducted research, open sessions and drafted the plan on an LSTA Grant that Mark Estes, Alameda County Law Library and I wrote on behalf of CCCLL. I was re-elected to serve as Secretary of CCCLL for another year.
- On September 14, 2011, Malinda Muller and Cathy Lintvedt, Programs and Partnerships, attended the LACBA Litigation Section Open House. This Open House serves as an annual recruitment social for the Inn of Court which focuses on trial practice educational programs, stewardship and cultivating professional relationships.



- Jaye Nelson, Malinda Muller, Michele Lucero and I have held several meetings with LACBA Executive Director Sally Suchil, and Associate Directors Bruce Berra and Clark Johnson, to discuss ways in which our two organizations can collaborate. As a first step, we are looking forward to a communication about the Law Library during LACBA's upcoming membership drive.
- The Law Library placed tribute ads for the following events:

The Women Lawyers Association of Los Angeles, 2011 Awards Installation Dinner, recognizing Hon. Diane Wayne (retired), Amgen Inc. and Kathleen McDowell, Partner, Munger, Tolles & Olson LLP.

The Western Center on Law & Poverty, 2011 Garden Party, recognizing Hon. Ronald M. George, Chief Justice, California Supreme Court (retired), Jack Londen, Partner at Morrison and Forrester, and Bill Powers, Western Center Advocate (retired).

Levitt & Quinn, 30th Anniversary Awards Dinner honoring Honorable Lee Smalley Edmon, Presiding Judge, Los Angeles Superior Court, and Harold J. Cohn, Esq.



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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 1	ADVANCED INFORMATION	TEMP SVCS	1,042.80	021419
	BANC OF AMERICA LEASING	COPY CTR - LA	503.53	021420
	BRIDGES FILTER SERVICE, INC	BLDG MAINT	175.92	021421
	FEDEX	POSTAGE	51.58	021422
	KONICA MINOLTA BUSINESS	COPY CTR - POM	20.00	021423
	MEGAPATH	TELECOM	547.12	021424
	OFFICE DEPOT	SCAN	171.90	021425
	PAN AMERICAN PEST CONTROL CO.	BLDG SVCS	276.00	021426
	UNITED PARCEL SERVICE	POSTAGE	125.46	021427
	AMERICAN EXPRESS	BUSINESS CARD	5,582.64	022783
SECURITAS SECURITY	SECURITY	5,415.20	022784	
August 11	STATE BAR OF CALIFORNIA	OUTREACH	1,875.00	021428
August 15	AMERICAN BAR ASSOCIATION	BOOKS	2,306.01	021429
	ADVANCED INFORMATION	TEMP SVCS	1,468.80	021430
	AMERICAN EXPRESS	TRAVEL	409.80	021431
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,776.55	021432
	AT&T	TELECOM	442.17	021433
	SUSAN BACH LTDA	BOOKS	810.00	021434
	BARDON DATA SYSTEMS	COMP LIC	700.20	021435
	BERNAN ASSOCIATES	BOOKS	2,428.02	021436
	BOOK HOUSE INC	BOOKS	261.94	021437
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	899.00	021438
	CALI	CONT EDU	250.00	021439
	CARSWELL COMPANY LTD	BOOKS	218.07	021440
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,033.49	021441
	DIGITAL RIVER GLOBAL DIRECT INC	BOOKS	380.00	021442
	FRANCISCO SUINAGA ANDRADE	BOOKS	903.00	021443
	EX LIBRIS, (USA) INC.	COMP SVCS	1,120.00	021444
	DORILA CORREA MENDEZ ** VOIDED *****	BOOKS	0.00	021445
	INTERNATIONAL CIVIL AVIATION ORGANI	BOOKS	59.00	021446
	INTERNATIONAL TRANSLATIONS	BOOKS	225.00	021447
	JAMES PUBLISHING INC	BOOKS	188.24	021448
	L A DEPT WATER & POWER	FIRE/POWER	842.33	021449
	LEXISNEXIS BUTTERWORTHS	BOOKS	5,607.38	021450
	CATHRYN E LINTVEDT	REIMBURSEMENT	22.14	021451
	MARY MARTIN BOOKSELLERS	BOOKS	264.40	021452
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	580.00	021453
	ALAN MOSS LTD	BOOKS	35.00	021454
	MYBINDING	SCAN SUPPL	229.82	021455
	NATIONAL CONSUMER LAW CENTER	BOOKS	787.00	021456
	NATIONWIDE LEGAL, LLC	DELIVERY SVCS	49.90	021457
	NOLO COM	BOOKS	218.54	021458

41,357.22

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	CALPERS L T CARE PROGRAM	LT CARE	54.27	021459
	PRACTISING LAW INSTITUTE	BOOKS	719.42	021460
	SEPCO EARTHSCAPE, INC	LANDSCAPING	1,200.00	021461
	TEAM SOFTWARE	COMP LIC	375.00	021462
	TROLLER MAYER ASSOCIATES, INC	CIP EXTERIOR	1,400.54	021463
	UNITED PARCEL SERVICE	POSTAGE	36.27	021464
	VITAL SERVICES	COMP SVCS	95.00	021465
	STATE BOARD OF EQUALIZATION	USE TAX	2,879.00	022785
	COLANTUONO LEVIN & ROZELL	LEGAL SVCS	6,931.70	022786
	COUTTS LIBRARY SERVICES	BOOKS	5,375.56	022787
	ENVISIONWARE, INC.	COMP SVCS	5,788.65	022788
	OTTO HARRASSOWITZ	BOOKS	5,143.00	022789
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	7,293.43	022790
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	3,087.40	022791
	AMERICAN BAR ASSOCIATION	BOOKS	97.20	021466
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,414.63	021467
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	46.40	021468
	BOOK HOUSE INC	BOOKS	1,006.50	021469
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	1,149.07	021470
	COUNCIL OF STATE GOVERNMENTS	BOOKS	120.66	021471
	DAILY JOURNAL CORPORATION	BOOKS	1,480.00	021472
	INTRANS BOOK SERVICE	BOOKS	393.00	021473
	JAMES PUBLISHING INC	BOOKS	94.11	021474
	JONES MCCLURE PUBLISHING	BOOKS	102.00	021475
	LEXISNEXIS BUTTERWORTHS	BOOKS	946.58	021476
	NOLO COM	BOOKS	33.44	021477
	PRACTISING LAW INSTITUTE	BOOKS	267.85	021478
	STATE BAR OF TEXAS	BOOKS	231.00	021479
	YBP LIBRARY SERVICES	BOOKS	502.98	021480
	BERNAN ASSOCIATES	BOOKS	2,726.96	022792
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,060.56	022793
	GAUNT	BOOKS	5,414.00	022794
	THOMSON REUTERS	BOOKS	9,394.56	022795
August 19	AMERICAN BAR ASSOCIATION	BOOKS	35.95	021481
	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	226.20	021482
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	751.24	021483
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	205.49	021484
	CONTINUING LEGAL EDUCATION SOCIETY	BOOKS	209.30	021485
	COUTTS LIBRARY SERVICES	BOOKS	881.95	021486
	DATA TRACE LEGAL PUBLISHERS	BOOKS	157.95	021487
	GAUNT	BOOKS	187.33	021488
	U S GPO SUPERINTENDENT OF DOCUMENTS	BOOKS	20.00	021489
	JAMES PUBLISHING INC	BOOKS	166.71	021490
	LEGISLATIVE COUNSEL BUREAU NEVADA	BOOKS	125.00	021491

113,198.24

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 22	MUNICIPAL CODE CORPORATION	BOOKS	67.43	021492
	PRACTISING LAW INSTITUTE	BOOKS	131.48	021493
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,244.50	021494
	YBP LIBRARY SERVICES	BOOKS	682.23	021495
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,594.81	022796
	WILLIAM S HEIN & CO	BOOKS	4,253.88	022797
	DORILA CORREA MENDEZ	BOOKS	458.00	021496
	DORILA CORREA MENDEZ	BOOKS	287.00	021497
	DORILA CORREA MENDEZ	BOOKS	856.00	021498
	DORILA CORREA MENDEZ	BOOKS	460.00	021499
	DORILA CORREA MENDEZ	BOOKS	460.00	021500
	DORILA CORREA MENDEZ	BOOKS	468.00	021501
	DORILA CORREA MENDEZ	BOOKS	302.00	021502
	DORILA CORREA MENDEZ	BOOKS	468.00	021503
	AT&T MOBILITY	TELECOM	240.18	021504
	BANDWIDTH.COM, INC.	TELECOM	339.44	021505
	BRIDGES FILTER SERVICE, INC	BLDG MAINT	700.60	021506
	CLEAN SOURCE, INC.	BLDG SUPPL	954.02	021507
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	521.33	021508
	CUMMINS CAL PACIFIC LLC	BLDG MAINT	720.16	021509
	GOURMET COFFEE SERVICE	KITCHEN	840.85	021510
	GRAINGER	BLDG SUPPL	740.54	021511
	HARVARD LAW SCHOOL LIBRARY	ILL	30.00	021512
	LINDA J HEICHMAN TAYLOR	REIMBURSEMENT	193.63	021513
	PAULA P. HOFFMAN	REIMBURSEMENT	1,050.00	021514
	INFINISOURCE INC	PAYROLL/HR	88.00	021515
	KONICA MINOLTA BUSINESS	COPY CTR - LA	567.08	021516
	MARCIA J KOSLOV	REIMBURSEMENT	84.50	021517
	MEILING LI	REIMBURSEMENT	488.20	021518
	LEGAL INFORMATION PRESERVATION	MEMBERSHIP	500.00	021519
	MING LU	REIMBURSEMENT	656.64	021520
	JOHN MATARAS	BLDG SUPPL	43.17	021521
	METROLINK	TRANSIT	1,264.75	021522
	OFFICE DEPOT	OFFICE SUPPL	731.85	021523
	OPTIONS FOR GROWTH	CONT EDU	1,930.00	021524
	CALPERS L T CARE PROGRAM	LT CARE	54.27	021525
	RESERVE ACCOUNT	POSTAGE	2,000.00	021526
	JEREMY SAMLER	REIMBURSEMENT	14.82	021527
	RALPH STAHLBERG	REIMBURSEMENT	318.62	021528
	UNITED PARCEL SERVICE	POSTAGE	42.32	021529
	VERIZON	TELECOM	38.68	021530
	XO COMMUNICATIONS LLC	TELECOM	494.97	021531
	ADVANCED INFORMATION	TEMP SVCS	2,616.00	022798
	EMPLOYERS INSURANCE GROUP	WORKERS COMP	3,170.59	022799

152,048.35

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
August 23	ENVISIONWARE, INC.	COMP LIC	3,749.00	022800	
	COUNTY OF LOS ANGELES	HEAT/COOL	3,884.44	022801	
	LIBRARY ASSOCIATES COMPANIES	BIBLIO SVCS	8,969.40	022802	
	SECURITAS SECURITY	SECURITY	5,415.20	022803	
	YOH SERVICES LLC	TEMP SVCS	3,120.00	022804	
August 26	LANGER'S RESTAURANT	BOARD EXP	116.33	021532	
August 29	GE MONEY BANK AMAZON	BOOKS	327.03	021533	
	AMERICAN LAW INSTITUTE	BOOKS	151.30	021534	
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,582.08	021535	
	BUREAU OF NATIONAL AFFAIRS BOOKS	BOOKS	237.07	021536	
	CARSWELL COMPANY LTD	BOOKS	300.75	021537	
	CASALINI LIBRI	BOOKS	633.68	021538	
	COMERCIAL CELIS LIMITADA	BOOKS	247.00	021539	
	COUTTS LIBRARY SERVICES	BOOKS	517.25	021540	
	EBSO INFORMATION SERVICES	BOOKS	249.29	021541	
	LIBRAIRIE ERASMUS BV	BOOKS	73.88	021542	
	GAUNT	BOOKS	288.50	021543	
	OTTO HARRASSOWITZ	BOOKS	501.18	021544	
	LEXISNEXIS BUTTERWORTHS	BOOKS	375.97	021545	
	MARY MARTIN BOOKSELLERS	BOOKS	332.00	021546	
	PRACTISING LAW INSTITUTE	BOOKS	137.18	021547	
	UNIVERSITY OF SOUTH DAKOTA BOOKSTOR	BOOKS	207.44	021548	
	THOMSON REUTERS	BOOKS	309.72	021549	
	WYOMING STATE BAR	BOOKS	96.00	021550	
	YBP LIBRARY SERVICES	BOOKS	938.72	021551	
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	5,031.93	022817	
	August 30	JEFFREY VIDAL HERNANDEZ	REFUND	59.21	021552
	August 30	ADVANCED INFORMATION	TEMP SVCS	870.00	021553
BANC OF AMERICA LEASING		COPY CTR - LA	250.61	021554	
CALIFORNIA LIBRARY ASSOCIATION		OUTREACH	425.00	021555	
CUMMINS CAL PACIFIC LLC		BLDG MAINT	15.11	021556	
LITTLER MENDELSON, PC		LEGAL	360.00	021557	
METROLINK		TAP	1,264.75	021558	
PAN AMERICAN PEST CONTROL CO.		BLDG SVCS	424.00	021559	
CALPERS L T CARE PROGRAM		LT CARE	54.27	021560	
PITNEY BOWES		POSTAGE	274.00	021561	
SEPCO EARTHSCAPE, INC		LANDSCAPING	1,200.00	021562	
STANLEY ACCESS TECH LLC		BLDG MAINT	240.00	021563	
UNITED PARCEL SERVICE		POSTAGE	682.64	021564	
COLANTUONO LEVIN & ROZELL		LEGAL	3,782.00	022819	
FORERUNNER FIRE PREVENTION INC.		BLDG MAINT	6,400.00	022820	

211,833.28

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 31	LITTLER MENDELSON, PC	LEGAL	9,440.00	022821
	SECURITAS SECURITY	SECURITY	5,415.20	022822
	TROLLER MAYER ASSOCIATES, INC	CIP-EXTERIOR	2,964.00	022823
	OTTO HARRASSOWITZ	BOOKS	509.22	021565
	OTTO HARRASSOWITZ	BOOKS	685.72	021566

221,407.42

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 3	LEXISNEXIS ONLINE SERVICES	BOOKS	14,900.00	TS00144223
	THOMSON REUTERS	BOOKS	81,032.38	TS00144223
August 17	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	124,872.49	TS00144944
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,900.00	TS00144944
August 25	BUREAU OF NATIONAL AFFAIRS INC	BOOKS	26,150.00	TS00145314
	PERS	HEALTH INS	55,506.49	TS00145314
	THOMSON REUTERS	BOOKS	11,383.84	TS00145314
			328,745.20	