

AGENDA

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

REGULAR BOARD MEETING

Tuesday, December 20, 2011

12:15 P.M.

M. L. LILLIE BUILDING

TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CALIFORNIA 90012-3140

ACCOMMODATIONS

A person with a disability may contact the Board Secretary's office at (213) 785-2511 at least 24 hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including aids or services, in order to participate in the public meeting. Later requests will be accommodated to the extent feasible.

AGENDA DESCRIPTIONS

The agenda descriptions are intended to give notice to members of the public of a brief general description of items of business to be transacted or discussed. The posting of the recommended actions does not indicate what action will be taken. The Board may take any action that it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action. The President reserves the right to discuss the items listed on the agenda in any order.

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

A member of the public has the right to address the Board on agenda items or on items of interest which are not on the agenda and which are within the subject matter jurisdiction of the Board. 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. **PUBLIC COMMENT**
2. **PRESIDENT'S REPORT**
3. **CONSENT CALENDAR**
 - 3.1 Minutes of the November 15, 2011, Regular Board Meeting.
 - 3.2 Minutes of the October 25, 2011, Regular Board Meeting.
4. **ACTION ITEM 1**

Acceptance of the Financial Statements and Independent Auditor's Report for the Fiscal Year Ended June 30, 2011.
5. **ACTION ITEM 2**

Approval of Regular Board of Trustee Meeting Dates for 2012.
6. **ACTION ITEM 3**

Review and Approval of revised Borrowers Rules.
7. **DISCUSSION ITEM 1**

Introduction to strategic planning and establishment of a strategic planning process; Honorable Mark Juhas, Chair, Strategic Planning Committee.
8. **EXECUTIVE DIRECTOR REPORT**
 - Board Update
 - Facility Update
 - Financial Update
 - Staff Update
 - Outreach / Training Update
9. **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.
10. **ADJOURNMENT**

The next Regular Meeting of the Board of Law Library Trustees will be held on Tuesday, January 24, 2012.

POSTED FRIDAY, DECEMBER 16, 2011 @ 10:00 A.M.

POSTED BY EUSTORGIO BARAJAS



AGENDA ITEM 3

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.**

November 15, 2011

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was not held on Tuesday, November 15, 2011, as schedule due to the lack of a quorum.

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, December 20, 2011, at the Los Angeles County Law Library Mildred L Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012.

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

**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.**

October 25, 2011

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, October 25, 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:

Susan Steinhauser, Esquire
Judge Reva Goetz
Judge Ann Jones
Judge Luis Lavin
Judge Mark Juhas
Kenneth Klein, Esquire
Judge Jan Plum

Trustees Absent:

Staff Present:

Marcia J Koslov, Executive Director

Also Present:

Helen Chu and Michael DeCastro, Thompson, Cobb, Bazilio & Associates, PC.
Jim Simmonds, Arroyo Insurance Services

President Steinhauser 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 the management of the LA Law Library.

2.0 PRESIDENT'S REPORT

President Steinhauser announced her attendance and outreach efforts at the Woman Lawyers Association of Los Angeles (WLALA) installation. She also recognized Robert Wright's retirement and thanked him for the 18 years of service at the Law Library. President Steinhauser announced that she had asked Trustee Juhas to lead a strategic planning process during the coming year.

Per the Presidents prerogative, Agenda Item 8, Action Item 4 was taken up at this time. All Agenda Items thereafter were taken up in the order presented.

3.0 CONSENT CALENDAR

- 3.1 Minutes of the September 27, 2011, Special Board Meeting
- 3.2 Minutes of the August 23, 2011, Regular Board Meeting

President Steinhauser requested a motion to adopt the Consent Calendar. Upon motion by Trustee Lavin, and seconded by Trustee Jones, the Consent Calendar was unanimously approved, 7-0.

4.0 ACTION ITEM 1

Review and Approval of the Monthly Financial Report and Monthly List of Checks & Warrants as part of the Monthly Executive Director's Report.

The Board of Trustees requested that the monthly Financials and the monthly List of Checks and Warrants be moved from the Consent Calendar to the Executive Director Report. The Executive Director and Sandra Levin, Legal Counsel, recommend that the Board confirm their request to receive, rather than approve, the financial reports with the following motion.

MOTION:

Whereas the Executive Director, as identified in her position description, is responsible for the preparation of the annual budget; and

Whereas, the Executive Director provides oversight and implementation of the approved budget; and

Whereas, the Executive Director monitors expenditures; and

Whereas, the Executive Director reviews and approves payments;

Now, therefore, the Board of Trustees hereby approves and authorizes the Executive Director to:

Continue to monitor expenditures and review and approve payments consistent with the approved budget;

Remove the monthly Financial Report and monthly List of Checks and Warrants from the Consent Calendar; and

Append the monthly Financial Report and monthly List of Checks and Warrants to the monthly Executive Director Report for inspection and review by the Board of Trustees.

There being no further discussion, Trustee Lavin moved and Trustee Goetz seconded, to approve the motion as stated. The motion was unanimously approved, 7-0.

5.0 ACTION ITEM 2

Review and Approval of 2011 Fiscal Year Financial Audit.

Michael DeCastro, Principal, and Helen Chu, CPA, Thomson, Cobb, Bazilio & Associates, PC presented the draft “Financial Statements and Independent Auditor’s Report for the year ended June 30, 2011.” Mr. DeCastro identified the sections of the Audit Report and stated that the LA Law Library had received an unqualified opinion. He further stated that the mandatory Government compliance section of the Audit found no significant deficiencies or material weaknesses in internal controls and no instances of non-compliance. In response to Trustee Lavin’s request for additional information about TCBA’s review of internal controls, Mr. DeCastro explained that a separate engagement might be beneficial to provide a high level of assurance that internal controls are operating as intended. Trustee Jones requested clarification on the identification of costs for rare book titles.

Following discussion, upon motion made by Trustee Klein and seconded by Trustee Plum, the LA Law Library 2011 Fiscal Year Financial Statement and Audit was accepted, 7-0, as presented with the Final Report to be distributed for acceptance at the next Board of Trustees meeting.

6.0 ACTION ITEM 3

Review and Approval of Insurance Coverage, 2011 - 2012.

Jim Simmonds presented the November, 2011 – November, 2012 proposal for scheduled insurance coverage for the LA Law Library. Accompanying Mr. Simmonds, were Kim Randall and Eric Delima, Worldwide Facilities, a wholesale brokerage that Arroyo Insurance uses to access the earthquake insurance markets.

Trustees Plum and Jones requested clarification on the process used by Arroyo Insurance to obtain quotes for the various insurance lines, in particular the release of both current coverage requirements and current pricing for that coverage. Mr. Simmonds discussed the process that Arroyo uses to obtain the quotes. Ms. Randall also discussed the quote process for the earthquake insurance. Arroyo was asked to consider the development of a more competitive bid process. President Steinhauser suggested that the current insurance be extended for a sufficient period of time that would enable Arroyo to return to the marketplace for additional bids. Mr. Simmonds agreed to provide the Board with additional information and bids at the February, 2012 Board meeting. He stated that bid proposals are generally good for a 30 to 60 day period.

At this point, 1:10 p.m., Trustee Plum left the meeting.

Board members also requested that the Executive Director consider bringing the Insurance proposal to a meeting separate from the Audit Report. It was suggested that the Insurance proposal be brought to the Board at their February meeting, so that all

insurance quotes, including the April renewal for the Director's and Officer's insurance quotes could be provided at a single meeting.

Trustee Goetz moved, and Trustee Jones seconded, that the Board approve the current Arroyo Insurance proposal for annual Earthquake Insurance with a 6-month extension to end April, 2013. The motion was unanimously approved, 6-0

Trustee Goetz moved, and Trustee Jones seconded, that the Board approve the current Arroyo Insurance proposal for CNA insurance coverage, that the LA Law Library pay the premiums on a quarterly basis, and the insurance coverage (except for the Earthquake coverage) be put to a competitive bid process that satisfies the Boards concern about fiduciary review of multiple bids and is good for not less than 60 days to be effective on April, 2012, conterminous with the Directors and Officers Liability Insurance. The motion was unanimously approved, 6-0.

7.0 EXECUTIVE DIRECTOR REPORT

President Steinhauser noted that this Executive Director Report included the monthly financials and the list of Checks and Warrants. She also noted that the quarterly statistics were part of the Report.

Trustee Jones requested that the Executive Director provide a Construction Report update. The Executive Director reported that the contracts with CLEO Construction Management, Troller Mayer & Associates and Alana, Buick & Bers had been reviewed by legal counsel and signed on October 24, 2011. In terms of work accomplished, the Executive Director reported on the progress on the Upper Roof and the Mid-Level (mechanical housing) Roof. She stated that the Hazardous Materials firm, Arcadis had been working as needed to monitor the removal of both asbestos and lead paint from the roof and exterior walls. All trees and shrubs have been removed and fencing now surrounds the Law Library. On Wednesday, October 19, 2011, the library was closed for an all-staff meeting and during that time, the front door was closed and covered by the screening. The temporary entrance, including new signage and striped walk-way, was ready for opening on October 20, 2011. Additional security has been hired to assist users entering and exiting the library from the temporary Broadway Street entrance.

One unforeseen problem unfolded. During the attempt to construct a temporary entrance that we hoped could be a permanent walkway, an 18" clay sewer pipe was uncovered. This pipe was not on the city planning documents. Although several proposals for alternative construction have been considered, the footings are unable to be poured where designed. Rather than continue to wait for alternate solutions, the Law Library decided to erect a temporary ramp walkway. If it is determined that a permanent solution is neither physically or economically feasible, the library may decide to eliminate that feature.

The Executive Director congratulated Robert Wright on his retirement after 18 years of service. The Executive Director also announced that Michele Lucero, Director, Communications would be leaving the Law Library to pursue her PhD and to return to the commercial sector.

Trustee Lavin left the meeting at 1:20 p.m.

8.0 ACTION ITEM 4

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

The Friends Board of Directors is seeking approval by the Board of Trustees for Richard J Burdge, Jr. to be appointed as a new member of the Friends Board of Directors for the two year term, November 1, 2011 to October 30, 2013. For the past two years, Dick has participated in the Friends Board as the liaison with the Los Angeles County Bar Association.

Trustee Jones moved, and Trustee Lavin seconded, the appointment of Richard J Burdge, Jr to a two-year term on the Board of Directors of the Friends of the Los Angeles County Law Library. The motion was unanimously approved, 7-0.

9.0 AGENDA BUILDING

The Board requested that the Executive Director work with Tompson, Cobb, Bazilio & Associates to develop a proposal for a review of the effectiveness of the internal controls used by the LA Law Library.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:25 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, November 15, 2011.

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

AGENDA ITEM 4

ACTION ITEM 1

MEMORANDUM

DATE: December 13, 2011
TO: Board of Law Library Trustees
FROM: Marcia J Koslov
RE: Audit Report

At the October 25, 2011 Board of Trustees meeting, Michael DeCastro, Principal and Helen Chu, CPA, Thompson, Cobb, Bazilio & Associates, P.C. presented an independent audit report for the fiscal year, July 1, 2010 – June 30, 2011.

The Board of Trustees approved the draft as presented. The Audit for Fiscal Year, 2010-2011 has been restated as a final report and is brought to the Board of Trustees for acceptance.

Staff Recommendation:

The LA Law Library Board of Trustees accepts the Financial Statements and Independent Auditor's Report for the Fiscal Year Ended June 30, 2011.



THOMPSON, COBB, BAZILIO & ASSOCIATES, PC

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October 6, 2011

To the Board of Trustees of
Los Angeles County Law Library

We have audited the financial statements of the Los Angeles County Law Library (the Law Library) as of and for the year ended June 30, 2011, and have issued our report thereon dated October 6, 2011. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility under Generally Accepted Auditing Standards (and when applicable, Government Auditing Standards)

Our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Law Library solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

There were no findings regarding significant control deficiencies over financial reporting and material noncompliance noted during our audit.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you on our engagement letter dated August 1, 2011.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Law Library is included in Note 2 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2011. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are depreciation. The provision for depreciation is computed using the straight-line method over the estimated service lives of the capital assets. Estimated service lives for the Law Library's capital assets are as follows:

Books and reference materials	10 years
Computer equipment	4 years
Furniture, fixtures and other equipment	4-7 years
Building improvements	15 years

We evaluated the key factors and assumptions used to develop estimates and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the Law Library's financial statements relate to Note 7, Rare Book Collection.

Prior to fiscal year 2009, the rare book collection was recorded at their 1986 appraisal value of \$1,555,988. The rare book collection consists of historical law books either purchased or collected between 1891 (the year when the Law Library was established) and the 1960's. The Law Library did not retain records that identify each title, the date and acquisition cost of these books. Because the rare book collection is stated at 1986 appraisal values and not at acquisition cost, it does not conform to generally accepted accounting principles. Beginning in Fiscal Year 2009, the Law Library decided to remove the rare book collection from its financial statements.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. There are no uncorrected misstatements relating to the Law Library.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Law Library's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter dated October 6, 2011.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Findings or Issues

In the normal course of our professional association with the Law Library, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that

may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Law Library's auditors.

This report is intended for the information and use of the Board of Trustees, management, others within the Law Library, and the Los Angeles County Board of Supervisors, and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Thompson, Cobb, Bazilio & Associates, P.C.

Los Angeles County Law Library

**Financial Statements and Independent Auditor's Report
For the Year Ended June 30, 2011
(With Comparative Totals for 2010)**

TCBA

THOMPSON, COBB, BAZILIO & ASSOCIATES, P.C.

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**LOS ANGELES COUNTY LAW LIBRARY
FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR'S REPORT
FOR THE YEAR ENDED JUNE 30, 2011
(WITH COMPARATIVE TOTALS FOR 2010)**

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THOMPSON, COBB, BAZILIO & ASSOCIATES, PC

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of
Los Angeles County Law Library

We have audited the accompanying statement of net assets of the Los Angeles County Law Library (“the Law Library”) as of June 30, 2011 and the related statements of revenues, expenses and changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the Law Library’s management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year’s summarized comparative information has been derived from the 2010 financial statements and, in our report dated September 29, 2010 we expressed an unqualified opinion on those statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Law Library as of June 30, 2011, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 6, 2011, on our consideration of the Law Library’s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The Management's Discussion and Analysis, as listed in the accompanying table of contents, is not a required part of the Law Library's financial statements, but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Torrance, CA
October 6, 2011

Thompson, Cobb, Bazilio & Associates, P.C.

LOS ANGELES COUNTY LAW LIBRARY MANAGEMENT'S DISCUSSION AND ANALYSIS

This section is intended to provide the reader of this report with a general overview of the financial activities of the Law Library for the Fiscal year ended June 30, 2011. The information in this section should be read in conjunction with the accompanying financial statements and footnotes.

FINANCIAL HIGHLIGHTS

Total revenues for the Fiscal years ended June 30, 2011 and 2010 for the Law Library were \$10,645,130 and \$10,953,039, respectively. Of the total revenue amounts, \$9,357,625 and \$9,683,450 represent portions of filing fees paid by parties in civil cases in the Superior Court of California, County of Los Angeles.

Operating expenses for the years ended June 30, 2011 and 2010 totaled \$9,042,840 and \$8,467,279, respectively.

Depreciable capital assets aggregating \$4,058,237 and \$3,962,993 were acquired during the fiscal years 2011 and 2010.

The Law Library continues to have no long-term debt.

HIGHLIGHTS OF FISCAL YEAR 2011

During Fiscal Year 2011, the Law Library divided into three service teams: Administrative Services included Finance, Human Resources and Facility; Library Services included Reference & Research and a new Programs & Partnership team; and Information Services included Communications and Technology. Directors for each of these areas were identified and the full Executive team developed a three-year Strategic Focus with six identified goals and subsequent objectives.

The Reference & Research staff continued to expand library services, fielding 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. The Law Library Copy Center responded to 14,510 requests and produced more than 467,000 photocopies.

The Programs & Partnership team directed the expansion of services to lawyers practicing solo and in small firms, to public libraries and to self-represented litigants. The team continued to

LOS ANGELES COUNTY LAW LIBRARY MANAGEMENT'S DISCUSSION AND ANALYSIS

increase the number of solo and small firm attorneys in the Members Program to 180. They assisted in the development of a new partnership with the Los Angeles Public Library and subsequently moved the Van Nuys courthouse branch location to the LAPL, Van Nuys Branch. Staff also participated in local, state and national programs on equal justice and self-represented litigants.

The Law Library's Communication team created new brochures, bookmarks, and marketing pieces that were used in conjunction with programs, projects, and tradeshow. In addition, the library participated in sponsorships, awards, honors and acknowledgements with a number of legal organizations and associations. New signage as well as web enhancements were adopted. The web site was visited by nearly 80,000 visitors in FY 11; 30 % of the visitors were from outside the United States. The average number of daily visits was 410 with an average visit duration of nearly 22 minutes (a 160% increase over the previous year).

More than 250,000 print volumes were relabeled in the Library of Congress classification scheme, and those volumes were shifted into their newly identified shelving location.

The interior of Law Library reference offices as well as circulation and security areas were refurbished. The Law Library engaged CLEO Construction Management to oversee the re-bid process for the Building Envelope Repairs and Exterior Reconstruction Project to resolve below-grade water damage as well as needed roof repairs. The project was awarded to Swinerton Builders in mid-June, 2011.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of two parts: 1) Management's Discussion and Analysis and, 2) the Basic Financial Statements comprised of four components: a) statement of net assets, b) statement of revenues, expenses and change in net assets, c) statement of cash flows, and d) notes to the financial statements.

Statement of Net Assets

The statement of net assets presents information on all the Law Library's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Law Library is improving or deteriorating. The statement of net assets can be found on page 8.

Statement of Revenues, Expenses and Change in Net Assets

This statement presents information on the Law Library's revenues and expenses and the difference being the change in net assets during the year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. The statement of revenues, expenses and changes in net assets can be found on page 9.

LOS ANGELES COUNTY LAW LIBRARY MANAGEMENT'S DISCUSSION AND ANALYSIS

Statement of Cash Flows

This statement presents detailed information on the Law Library's three main sources and uses of funds which are classified as from operating, financing and investing activities. The statement of cash flows can be found on page 10.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the statement of net assets, statement of revenues, expenses and change in net assets and statement of cash flows. The notes to the financial statements can be found on pages 11 through 19 of this report.

FINANCIAL ANALYSIS

The following table presents a condensed statement of net assets:

	2011	2010
Assets		
Current and other assets	\$ 17,459,709	\$ 17,002,432
Capital assets (net)	18,065,335	16,999,343
Total assets	35,525,044	34,001,775
Liabilities and Net Assets		
Current liabilities	293,161	411,854
Other liabilities	1,270,661	1,230,988
Total liabilities	1,563,822	1,642,842
Net assets		
Invested in capital assets, net of related debt	18,065,335	16,999,343
Unrestricted	15,895,887	15,359,590
Total net assets	\$ 33,961,222	\$ 32,358,933

Unrestricted net assets represent that portion of net assets that can be used to finance daily operations without constraints established by debt covenants, enabling legislation, or other legal requirements.

Unrestricted net assets of the Law Library posted a moderate increase in 2011 from \$15,359,590 to \$15,895,887 due primarily from the net income. The condensed statement of revenues, expenses and change in net assets follows:

**LOS ANGELES COUNTY LAW LIBRARY
MANAGEMENT'S DISCUSSION AND ANALYSIS**

	<u>2011</u>	<u>2010</u>
Operating Revenues		
Court fees	\$ 9,357,625	\$ 9,683,450
Other operating revenues	1,165,659	1,132,311
Non-operating revenue		
Investment earnings	121,845	137,278
Total revenues	<u>10,645,129</u>	<u>10,953,039</u>
Operating Expenses		
Salaries and benefits	3,872,204	4,175,280
Depreciation	3,057,995	2,884,838
Other operating expenses	2,112,641	1,407,161
Total expenses	<u>9,042,840</u>	<u>8,467,279</u>
 Change in net assets	 1,602,289	 2,485,760
 Net assets		
Net assets at beginning of year	32,358,933	29,873,173
Net assets at end of year	<u>\$ 33,961,222</u>	<u>\$ 32,358,933</u>

The increase in the Law Library's net assets is attributable to containing expenses below generated revenues.

BUDGETARY HIGHLIGHTS

The comparison of the Fiscal Year 2011 actual results of operations against budget and the explanations of significant variances is presented below:

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Operating Revenues:			
Court fees	\$ 9,357,625	\$ 9,565,816	\$ (208,191)
Other operating revenues	1,165,659	1,259,500	(93,841)
Non-operating revenue:			-
Investment earnings	121,845	144,000	(22,155)
Total revenues	<u>10,645,129</u>	<u>10,969,316</u>	<u>(324,187)</u>
Operating Expenses:			
Salaries and benefits	3,872,204	4,176,153	(303,949)
Depreciation	3,057,995	3,191,000	(133,005)
Other operating expenses	2,112,641	1,843,200	269,441
Total expenses	<u>9,042,840</u>	<u>9,210,353</u>	<u>(167,513)</u>
Change in net assets	<u>\$ 1,602,289</u>	<u>\$ 1,758,963</u>	<u>\$ (156,674)</u>

LOS ANGELES COUNTY LAW LIBRARY MANAGEMENT'S DISCUSSION AND ANALYSIS

Actual expenditures differed from budget expectations by \$156,674, but nevertheless resulted in a net asset increase of \$1,602,289. The negative variance in court fees was due to fewer court filings resulting in lower revenue. Unfavorable financial market conditions continue to have a negative impact on investment earnings. The positive variance in salaries and benefits was due to position vacancies and adjustments throughout the year. There was an increase in the category "other operating expenses" over budget projections due to an increase in building occupancy costs including building maintenance, electric and water, insurance and security, as well as supplies and services cost particularly in bibliographic services for two projects (Retrospective Conversion of Catalog records and a Relabeling/Reclassification) with LAC Group.

CAPITAL ASSETS

The Law Library had \$18,065,335 invested in capital assets as of June 30, 2011. The following schedule summarizes capital assets held by the Law Library:

	<u>Amount</u>
Capital assets, not being depreciated	<u>\$ 1,103,794</u>
Capital assets, being depreciated and amortized	47,535,290
Accumulated depreciation and amortization	<u>(30,573,749)</u>
Capital assets being depreciated and amortized, net	<u>16,961,541</u>
Total Capital Assets, Net	<u>\$ 18,065,335</u>

Additional information on the Law Library's capital assets can be found in Note 4, page 16.

Contacting the Los Angeles County Law Library's Financial Management

This financial report is designed to provide citizens and other interested parties with a general overview of the Law Library's finances and to demonstrate its accountability for the money it receives. If you have any questions about this report or need additional financial information, contact the Los Angeles County Law Library Executive Office at (213) 785-2529.

LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF NET ASSETS
JUNE 30, 2011
(WITH COMPARATIVE TOTALS FOR 2010)

	2011	2010
Assets		
Current Assets		
Cash and cash equivalents	\$ 15,370,010	\$ 14,850,611
Accounts receivable	1,616,114	1,707,648
Prepaid expenses and other assets	242,351	221,225
Total current assets	17,228,475	16,779,484
Restricted cash and cash equivalents	231,234	222,948
Capital assets, not being depreciated	1,103,794	1,038,043
Capital assets, being depreciated – net	16,961,541	15,961,300
Total assets	\$ 35,525,044	\$ 34,001,775
Liabilities and Net Assets		
Current Liabilities		
Accounts payable	173,968	308,490
Other current liabilities	119,193	103,364
Total current liabilities	293,161	411,854
Accrued sick and vacation liability	479,983	434,289
Borrowers' deposits	234,232	227,339
OPEB obligation	556,446	569,360
Total liabilities	1,563,822	1,642,842
Net Assets		
Invested in capital assets, net of related debt	18,065,335	16,999,343
Unrestricted	16,895,887	15,359,590
Total net assets	\$ 33,961,222	\$ 32,358,933

The accompanying notes are an integral part of these financial statements.

LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS
YEAR ENDED JUNE 30, 2011
(WITH COMPARATIVE TOTALS FOR 2010)

	<u>2011</u>	<u>2010</u>
Operating Revenues		
Court fees	\$ 9,357,625	\$ 9,683,450
Parking fees	703,988	715,260
Contributions	140,000	100,000
Annual fees	110,288	119,226
Copy center and document delivery	109,530	108,027
Other operating revenue	<u>101,853</u>	<u>89,798</u>
Total operating revenues	<u>10,523,284</u>	<u>10,815,761</u>
Operating Expenses		
Salaries and benefits	3,872,204	4,175,280
Depreciation	3,057,995	2,884,838
Services and supplies	1,427,618	852,230
Insurance	265,871	255,762
Utilities	147,080	134,768
Other operating expenses	<u>272,072</u>	<u>164,401</u>
Total operating expenses	<u>9,042,840</u>	<u>8,467,279</u>
Operating income	1,480,444	2,348,482
Non-operating revenue		
Investment earnings	<u>121,845</u>	<u>137,278</u>
Change in net assets	1,602,289	2,485,760
Net assets		
Net assets at beginning of year	<u>32,358,933</u>	<u>29,873,173</u>
Net assets at end of year	<u>\$ 33,961,222</u>	<u>\$ 32,358,933</u>

The accompanying notes are an integral part of these financial statements.

LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF CASH FLOWS
YEAR ENDED JUNE 30, 2011
(WITH COMPARATIVE TOTALS FOR 2010)

	<u>2011</u>	<u>2010</u>
Cash flows from operating activities		
Cash received from filing fees and services	\$ 10,481,711	\$ 10,662,929
Cash payments to suppliers for goods and services	(2,268,287)	(1,276,440)
Cash payments to employees for services	(3,823,596)	(3,622,107)
Contributions received	140,000	100,000
Net cash from operating activities	<u>4,529,828</u>	<u>5,864,382</u>
 Cash flows from capital and related financing activities		
Acquisition of capital assets	(4,123,988)	(4,365,782)
 Cash flows from investing activities		
Investments earnings	<u>121,845</u>	<u>137,278</u>
Net increase in cash and cash equivalents	527,685	1,635,878
Cash and cash equivalents, at beginning of year	<u>15,073,559</u>	<u>13,437,681</u>
Cash and cash equivalents, end of year	<u><u>\$ 15,601,244</u></u>	<u><u>\$ 15,073,559</u></u>
 Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	\$ 1,480,444	\$ 2,348,482
Adjustments to reconcile operating income to net cash from operating activities:		
Depreciation	3,057,995	2,884,838
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	91,535	(59,766)
(Increase) decrease in prepaid expenses and other assets	(21,126)	74,676
Increase (decrease) in accounts payable	(134,522)	56,045
Increase (decrease) in other liabilities	15,830	(15,310)
Increase (decrease) in accrued sick and vacation liability	45,694	(877)
Increase (decrease) in borrowers' deposits	6,893	6,934
Increase (decrease) in OPEB liability	<u>(12,914)</u>	<u>569,360</u>
Net cash from operating activities	<u><u>\$ 4,529,828</u></u>	<u><u>\$ 5,864,382</u></u>

The accompanying notes are an integral part of these financial statements.

LOS ANGELES COUNTY LAW LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011

NOTE 1 – ORGANIZATION

The Los Angeles County Law Library (“the Law Library”) was established in 1891 under a California statute of that year. As do other county law libraries in California, it operates under §6300 of the California Business and Professions Code. The Law Library is an independent public agency and is not part of the county government. Its income is derived primarily from a portion of the filing fees paid by parties in civil cases in the Superior Court of California County of Los Angeles. Thus, it is supported by litigants who derive the main benefits from the Law Library, rather than by general tax funds.

The Law Library is governed by the Board of Trustees, which consists of five (5) Superior Court Judges, the Chairman of the Board of Supervisors (or his designee), and one member of the local bar appointed by the Board of Supervisors. The Trustees serve without compensation and meet monthly. The Law Library’s administrative officer is the Library Executive Director and is directly responsible to report to the Law Library’s Board of Trustees. The Library Executive Director also serves as Secretary of the Board.

The Library operates and maintains a central library in downtown Los Angeles, five (5) branches and four (4) public library partnerships throughout the County of Los Angeles. The Law Library provides books, online resources and other reference materials for use by judges and attorneys and is open to the public.

The accompanying financial statements reflect the Law Library’s financial activities. The Law Library has no component units.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Law Library’s financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental agencies. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The Law Library’s more significant accounting policies are described below.

Basis of Accounting and Measurement Focus

The Law Library is considered an enterprise fund for financial reporting purposes. The accompanying financial statements have been prepared using the total economic measurement focus and the accrual basis of accounting. Under this basis of accounting and measurement focus, revenues are recognized when they are earned and expenses are recognized when they are incurred.

LOS ANGELES COUNTY LAW LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The Law Library has elected not to apply the option allowed in Paragraph 7 of GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Activities* that is to apply all FASB Statements and Interpretations issued after November 30, 1989, except those that conflict with or contradict GASB pronouncements.

The Law Library’s financial statements are presented in accordance with the provisions of Governmental Accounting Standards Board Statement No. 34 *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*. Statement No. 34 established standards for external financial reporting for all state and local government entities. It requires the classification of net assets into three components – invested in capital assets, net of related debt; restricted; and unrestricted. These classifications are defined as follows:

- *Invested in capital assets, net of related debt* – This component of net assets consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds are not included in the calculation of invested in capital assets, net of related debt. Rather, that portion of the debt is included in the same net assets component as the unspent proceeds.
- *Restricted* – This component of net assets consists of constraints placed on net asset use through external constraints imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.
- *Unrestricted net assets* – This component of net assets consists of net assets that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

Cash and Cash Equivalents

For purposes of the statement of cash flows, cash and cash equivalents have been defined as deposits and highly liquid investments with maturity of 90 days or less at the date of purchase. As of June 30, 2011, cash and cash equivalents consist of:

Cash and cash equivalents	\$ 15,370,010
Restricted cash and cash equivalents	231,234
	\$ 15,601,244

LOS ANGELES COUNTY LAW LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Capital Assets and Depreciation

Capital assets are recorded at cost. Assets, other than books and reference materials, with acquisition costs of \$3,000 or more are capitalized. Books and reference materials are capitalized regardless of the amount.

The provision for depreciation is computed using the straight-line method over the estimated service lives of the capital assets. Estimated service lives for the Law Library's capital assets are as follows:

Books and reference materials	10 years
Computer equipment	4 years
Furniture, fixtures and other equipment	4-7 years
Building improvements	15 years

Revenue Recognition

The Law Library's revenues are recognized on an accrual basis. However, amounts collected from borrowers representing security deposits for their library privileges are reported in the accompanying financial statements as Borrower Deposits.

The Law Library derives its income primarily from a portion of the filing fee charged to parties engaged in civil litigation in the Superior Court of California County of Los Angeles.

Operating Revenues and Non-Operating Revenues

Operating revenues are those revenues that are generated directly from activities of the Law Library. Non-operating revenues are related to investment earnings.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

LOS ANGELES COUNTY LAW LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011

NOTE 3 – CASH AND CASH EQUIVALENTS

As of June 30, 2011, cash and cash equivalents are composed of:

Local Agency Investment Fund	\$ 10,304,445
Cash deposited with County Treasurer	5,029,004
Cash on hand and in bank	36,561
	<u>\$ 15,370,010</u>

The Law Library is a voluntary participant in the Local Agency Investment Fund (LAIF), a special fund regulated by the California State Treasury through which each city, district or agency may invest up to \$40 million. As of June 30, 2011, the total market value of LAIF, including accrued interest was approximately \$66.5 billion. The Law Library's proportionate share of that value is \$10.3 million. Investments in LAIF are highly liquid, as deposits can be converted to cash within twenty four (24) hours without loss of interest.

In accordance with the Government Code, cash balances of the Law Library are deposited with the County's investment pool and invested by the Los Angeles County Treasurer for the purpose of increasing interest earnings through investments activities. Interest earned on pooled investments is deposited to participating funds based upon each fund's average daily balance during the allocation period.

Statutes authorize the County of Los Angeles to invest pooled investments in obligations of the United States Treasury, federal agencies, municipalities, commercial paper rated A-1 by Standard and Poor's Corporation and P-1 by Moody's Commercial Paper Record, bankers' acceptances, negotiable certificates of deposit, floating rate notes, repurchase agreements and reverse repurchase agreements.

Funds deposited in the Los Angeles County Treasury Pool amounted to \$5,260,238 as of June 30, 2011. Of these amounts, \$231,234 represents restricted cash and cash equivalents relating to deposits received by members of their library privileges.

Interest Rate Risk

Interest rate risk, as defined under Governmental Accounting Standards Board (GASB) Statement No. 40, is the risk that changes in interest rates will adversely affect the fair value of an investment. As of June 30, 2011, the Law Library's funds are held as short-term deposits.

LOS ANGELES COUNTY LAW LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011

NOTE 3 – CASH AND CASH EQUIVALENTS (Continued)

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Included in the LAIF investments are certain derivative securities, or similar products, such as asset-backed securities totaling \$468 million. LAIF's (and the Law Library's) exposure to risk (credit, market or legal) is not currently available.

Concentration of Credit Risk

Under GASB Statement No. 40, concentration of credit risk is the risk of loss attributable to the magnitude of the Law Library's investment in a single issuer. As of June 30, 2011, the Law Library is not exposed to concentration of credit risk.

Custodial Credit Risk

GASB Statement No. 40 defines custodial credit risk as the risk that the Law Library will not be able to (a) recover deposits if the depository financial institution fails, or (b) recover the value of investments or collateral securities that are in the possession of an outside party.

The California Government Code requires California banks and savings and loan associations to secure a local government agency's (agency) deposit by pledging government securities as collateral. The market value of pledged securities must equal at least 110% of an agency's deposits. California law also allows financial institutions to secure an agency's deposit by pledging first trust deed mortgage notes having a value of 150% of an agency's total deposits. The agency may waive collateral requirements for deposits, which are fully insured up to \$250,000 by the Federal Deposit Insurance Corporation.

Deposits are exposed to custodial credit risk if they are uninsured and are either:

- a. Uncollateralized.
- b. Collateralized with securities held by the pledging financial institution, or by its trust department or agent but not in the depositor-government's name.

As of June 30, 2011, the Law Library was not exposed to custodial credit risk.

LOS ANGELES COUNTY LAW LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011

NOTE 4 – CAPITAL ASSETS

The investment in capital assets consists of the following:

	Balance June 30, 2010	Acquisitions/ Deletions	Balance June 30, 2011
Capital assets, not being depreciated:			
Land	\$ 580,333	\$ -	\$ 580,333
Construction in progress	457,710	65,751	523,461
Total capital assets, not being depreciated	1,038,043	65,751	1,103,794
Capital assets, being depreciated and amortized:			
Building and improvements	5,306,265	204,653	5,510,918
Books and reference materials	35,727,230	3,736,624	39,463,854
Furniture, fixtures and other equipment	1,971,914	38,515	2,010,429
Computer equipment and software	471,644	78,445	550,088
Total capital assets, being depreciated and amortized	43,477,053	4,058,237	47,535,290
Accumulated depreciation and amortization	(27,515,753)	(3,057,995)	(30,573,749)
Capital assets being depreciated and amortized, net	15,961,300	1,000,242	16,961,541
Total capital assets, net	\$ 16,999,343	\$ 1,065,993	\$ 18,065,335

NOTE 5 – RETIREMENT PLAN

The Law Library and its eligible employees contribute to the California Public Employees Retirement System (CalPERS), an agent multi-employer public employee retirement system. CalPERS provide retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. CalPERS act as a common investment and administrative agent for the participating public entities within the State of California. Benefits provisions and all other requirements are established by State statutes within the Public Employee's Retirement Law. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office at 400 P Street, Sacramento, CA 95814.

Participants are required to contribute 8% of their annual covered salary. The Law Library contributes the remaining amounts necessary to fund the benefits for its employees, using the actuarial basis adopted by the CalPERS Board of Administration. For Fiscal Year 2011, the Law Library did not incur any pension cost and was not required to make any contributions as determined by the June 30, 2009 actuarial valuation.

LOS ANGELES COUNTY LAW LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011

NOTE 5 – RETIREMENT PLAN (Continued)

The following is a summary of the actuarial assumptions and methods:

Actuarial Cost Method	Entry Age Actuarial Cost Method
Amortization Method	Level Percent of Payroll
Average Remaining Period	17 Years as of the Valuation Date
Asset Valuation Method	15 Year Smoothed Market
Actuarial Assumptions	
Investment Rate of Return	7.75% (net of administrative expenses)
Projected Salary Increases	3.55% to 14.45% depending on Age, Service and type of employment
Inflation	3.00%
Payroll Growth	3.25%
Individual Salary Growth	A merit scale varying by duration of employment coupled with an assumed annual inflation growth of 3.00% and an annual production growth of 0.25%.

Three-Year Trend Information for CalPERS

Fiscal Year	Annual Pension Cost (ARC*)	Percentage of ARC* Contributed	Net Pension Obligation
June 30, 2009	\$ -	100%	\$ -
June 30, 2010	-	100%	-
June 30, 2011	-	100%	-

* Annual Required Contribution

Required Supplementary Information

The Schedule of Funding Progress below shows the recent history of the risk pool's actuarial value of assets, accrued liability, their relationship, and the relationship of the unfunded liability (UL) to payroll.

Actuarial Valuation Date	Accrued Liabilities (A)	Actuarial Value of Assets (B)	Unfunded Liabilities (UL) [(B)-(A)] (C)	Funded Ratio [(B)/(A)] (D)	Annual Covered Payroll (E)	UL As a % of Payroll [(C)/(E)] (F)
June 30, 2005	579,276,103	500,388,523	78,887,580	86.4%	129,379,492	61.0%
June 30, 2006	912,988,585	787,758,909	125,229,676	86.3%	200,320,145	62.5%
June 30, 2007	1,315,454,361	1,149,247,298	166,207,063	87.4%	289,090,187	57.5%
June 30, 2008	1,537,909,933	1,337,707,835	200,202,098	87.0%	333,307,600	60.1%
June 30, 2009	1,834,424,640	1,493,430,831	340,993,809	81.4%	355,150,151	96.0%

LOS ANGELES COUNTY LAW LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011

NOTE 6 – OTHER POST EMPLOYMENT BENEFITS (OPEB)

The Law Library provides benefits for employees who retire with California Public Employees Retirement System (CalPERS) pension benefits immediately upon termination of employment from the Law Library. Eligible retirees must elect coverage through the CalPERS healthcare plan. The Law Library provides post-employment medical and dental insurance benefits to eligible retirees and their spouses. No contributions are required for retiree coverage, although contributions equal 50% of dependent premiums are required.

GASB 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions, requires state and local government employers to move from accounting for OPEB costs from a pay-as-you-go basis to an accrual basis for the actuarially annual OPEB cost, which is referred to as the annual required contribution (ARC). Accordingly, the Law Library recognized the additional OPEB yearly costs of \$733,446 as of June 30, 2011. The net annual payment for this health benefit was \$556,446. This includes the reductions for the pay-as-you-go amount of \$177,000 and an additional charge to the ARC of \$733,446. The total Unfunded Actuarial Accrued Liability (UAAL) of the OPEB liability based on a recent OPEB Actuarial Valuation Study dated May 20, 2008 in effect as of July 1, 2008 covering the medical and dental benefits of eligible retirees is \$5,830,000 based on the entry age normal cost method amortized over 30 years using 4.5% discount rate.

NOTE 7 – RARE BOOK COLLECTION

Prior to Fiscal Year 2009, the rare book collection was recorded at their 1986 appraisal value of \$1,555,988. The rare book collection consists of historical law books either purchased or collected between 1891 (the year when the Law Library was established) and the 1960's. The Law Library did not retain records that identify each title, the date and acquisition cost of these books. Because the rare book collection is stated at 1986 appraisal values and not at acquisition cost, it does not conform to generally accepted accounting principles. Beginning in Fiscal Year 2009, the Law Library decided to remove the rare book collection from its financial statements.

NOTE 8 – RESTATEMENTS

The amount of other post-employment benefit (OPEB), salaries and benefits expenses and net assets for the Fiscal Year 2010 has been re-stated to properly account for OPEB liability.

LOS ANGELES COUNTY LAW LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011

NOTE 9 - COMPARATIVE FINANCIAL DATA

The amounts shown for 2010 in the accompanying financial statements are included only to provide a basis for comparison with 2011 and are not intended to present all information necessary for a fair presentation in accordance with generally accepted accounting principles.

NOTE 10 – PENDING LITIGATION

Suit has been filed against the Law Library in Grant v. Board of Trustees of the LA Law Library alleging that the Library violated California Business and Professions Code section 6360 by charging plaintiff and others annual fees in the amount of \$50 to borrow materials from the Law Library. Plaintiff contends that \$50 fee is in the excess of the true cost of providing the service of loaning materials to attorneys who reside in the Los Angeles County. The Law Library contends the fees were appropriate and reasonable, denies that it has done anything wrong and denies that any class member has been injured or suffered damages. A settlement was reached in the lawsuit through arms-length negotiations. The settlement documents have been completed, approved by the parties and are awaiting court approval. If approved, the settlement would require the Library to notify members who paid the annual borrower's fee between December 29, 2008 and the date of approval of the settlement of their right to make a claim. Class members may then make a claim for either the return of the \$50 annual borrower's fee paid, or elect to donate the fee to the Law Library. The cost to the Library of the settlement would not exceed \$30,000 in attorney's fees plus refunds claimed, which would not exceed \$60,000 in the aggregate.

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Trustees of
Los Angeles County Law Library

We have audited the accompanying basic financial statements of the Los Angeles County Law Library ("the Law Library") as of June 30, 2011, and have issued our report thereon dated, October 6, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Law Library's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Law Library's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Law Library's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Law Library's basic financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, and contracts, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended for the information and use of the Board of Trustees, management, others within the Law Library, and the Los Angeles County Board of Supervisors, and is not intended to be and should not be used by anyone other than these specified parties.

Torrance, CA
October 6, 2011

Thompson, Cobb, Bazilio & Associates, P.C.

AGENDA ITEM 5

ACTION ITEM 2

MEMORANDUM

DATE: December 13, 2011

TO: Board of Law Library Trustees

FROM: Marcia J Koslov

RE: 2012 Board Meeting Dates

During 2012 it is recommended that the Board continue to meet on the fourth Tuesday of each month except for November and December. During those two months, the Board will meet on the third Tuesday (indicated with *).

The 2012 Tuesday dates are:

DATE
January 24
February 28
March 27
April 24
May 22
June 26
July 24
August 28
September 25
October 23
*November 20
*December 18

Staff Recommendation:

The LA Law Library Board of Trustees approves the 2012 Tuesday dates for its regular Board meetings with a 12:15 p.m. start time.



AGENDA ITEM 6

ACTION ITEM 3

MEMORANDUM

DATE: December 13, 2011

TO: Board of Law Library Trustees

FROM: Marcia J Koslov

RE: Borrowing Rules, Revised 2011

For the July 2011 Board of Trustees meeting, staff prepared of a legislative history of the Borrower fees; a review of the Minutes of the Board of Trustees since 1891; a cost analysis of the replacement for lost / missing materials; and a comparative review of law library borrowing practices and charges. The current LA Law Library Borrowing Rules date from April, 2004, when the Board of Trustees adopted them. Over the past several months, we have reviewed our rules and compared them with those of other public law libraries. We believe that the attached revised Borrowing Rules presents as open a circulation policy as is available in any medium to large public law library. The following changes are noted:

BORROWER CATEGORIES have been reduced from the current seven (7) to five (5): Individual, Corporate, Judicial, Government, and Reduced Deposit.

The **SECURITY DEPOSIT** is collected from Individual, Corporate and Reduce Deposit borrowers, but no Security Deposit is required from Judicial and Government borrowers. The Security Deposit now correlates to the number of items allowed for circulation for each category, and is equal to \$20 per item.

- Current Individual Borrowers are grandfathered in at \$125. New Individual Borrowers would provide a Security Deposit of \$140 (7 items).
- Corporate Borrowers continue at the \$400 Security Deposit rate (20 items).

CIRCULATION / CHECK OUT

- Individual, Judicial, Government and Reduced Borrowers can check out up to 7 items.
- Corporate Borrowers can check out up to 20 items total.

LOAN PERIODS AND RENEWALS (no change)

- Materials are loaned for 5 days
- Materials can be renewed twice, unless an item is on hold for another user.



FEES / FINES

- If materials are returned or renewed late, overdue fines accrue at a rate of \$2.00 per day per item (no change).
- If an Individual Borrower has accumulated more than \$30 in overdue fines, or a Corporate Borrower has accumulated more than \$60 in overdue fines, that Borrower will not be allowed to check out additional items until the fine is paid in full.
- If an item is more than 30 days overdue, the item will be considered “lost” and a replacement cost and processing fee, as well as accrued fines, will be assessed.

EFFECTIVE DATES

For existing accounts, these rules are effective on January 1, 2012. For new borrowers, these rules are effective immediately.



LA LAW LIBRARY
BORROWING RULES
Effective 01/01/2012

Books and materials may be borrowed from the LA Law Library in accordance with the following Borrowing Rules.

REGISTRATION

Library users may register to borrow books and materials should: (1) Complete the Borrower Registration Application; (2) submit the appropriate Security Deposit; and (3) pay any additional established and approved fees.

BORROWER CATEGORIES

Individual – any individual 18 years of age or older. Photo identification with current name and current address is required.*

Corporate – any law firm, corporate legal department, public interest law office, corporation or other business entity. A corporate borrower may identify, in writing, partners, associates or other employees as designated borrowers. Fines and fees accrued shall be the responsibility of the corporate borrower.

Judicial – any judge, commissioner, magistrate or referee of a State or Federal court located in Los Angeles County.

Government – any elected or appointed State, Federal, County, Municipal, or special district official who maintains an office in Los Angeles County. A government borrower may identify, in writing, associates or other employees who do work of a legal nature in the performance of his/her duties.

Reduced Deposit – 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. Photo identification with current name and current address is required.*

** Photo Identification: A California driver’s license or an ID card issued by the DMV. If no driver’s license or ID card has been issued by the DMV, a registrant may use a current Passport, a School ID card, or other government issued ID together with proof of a current address.*

SECURITY DEPOSIT

The appropriate security deposit for each borrower category shall be collected and placed in a trust account. Any interest earned on the trust account shall be paid to the Law Library and used for its expenses.

Upon written request by a borrower, and following a three (3) month period from the date of Borrower Registration, a security deposit, less any outstanding fines or fees, will be refunded, provided all borrowed materials have been returned. Borrowing privileges



shall cease upon receipt of the 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.

The Security Deposit shall be waived for Judicial Borrowers and Government Borrowers.

MESSENGER

An Individual, Corporate, Judicial, or Government Borrower may, in writing, designate persons or services to function as messengers to retrieve and return books or materials for the Borrower. The messenger must present proper identification when borrowing materials. The Borrower will be responsible for all fines and fees. Messenger services must be renewed on an annual basis, July 1 – June 30, at a rate of \$50 per messenger service listed on the account.

LOAN PERIODS

Library materials are loaned for five (5) days.

Individual, Judicial, Government, and Reduced Deposit Borrowers may check out and have up to 7 items in their possession at any one time. Corporate borrowers may check out and have up to 20 items in their possession at any one time.

Library materials may be returned in person or through a book drop at the Main Library. A freestanding book drop is located at the service entrance on Broadway.

RENEWING LIBRARY MATERIALS

Items may be renewed a maximum of two (2) times. However, items may not be renewed if there is a pending “hold” on the item. If the item is overdue at the time of a renewal, the standard overdue fine will be assessed.

Materials may be renewed in person or over the phone by calling 213-785-2529.

FEES AND FINES

If materials are returned or renewed late, overdue fines will be assessed at the rate of \$2 per day per item, with a maximum of \$60 per item. Special Loans accrue overdue fines of \$25 per day per item, with a maximum of \$225 per item. Failure to pay accrued fines may result in the Borrower’s account being suspended and/or turned over to a collection agency.

Library materials are not due on Sundays or on holidays when 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. Replacement cost equal to the invoice price or the reproduction price of the item, and a processing fee of \$70 per item will be assessed and added to the overdue fines.



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 fee. 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.

Lost library cards may be replaced at a cost of \$6.

SUSPENSIONS / TERMINATIONS

Once an Individual Borrower reaches a fine equal to \$30, or a Corporate Borrower reaches a fine equal to \$60, no additional circulation privileges will be allowed until the fine is paid in full.

If a Borrower fails to return library materials or to pay the due amount of fines or fees within 30 days of a mailed notice, all borrowing privileges shall be suspended until the amount due is paid. If the outstanding amount is not paid within 30 days following the date of the suspension, the amount owed shall be deducted from the Borrower's Security Deposit. If the outstanding amount is greater than the Security Deposit, the entire deposit will be taken and the Borrower's account will be closed.

A Borrower whose privileges have been suspended shall not qualify for another Borrower category until the suspension has been removed, outstanding amounts have been paid in full and the Security Deposit has been made whole.

A borrower whose privileges have been suspended may in writing request the return of their Security Deposit, less any fines or fees accrued, at any time within 2 years after borrowing privileges have ceased. 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.

CIRCULATION SERVICES

Circulation staff are available during Library open hours to help Borrowers as follows: (1) review a Borrower's record; (2) provide a list of items checked out; (3) identify due dates for items checked out; (4) provide a status report on items requested to be reserved; and (5) provide a status report on any fines or fees that are owed.

BORROWING RULES | FEES AND FINES

Borrower Category	Security Deposit
Individual	\$140.00
Corporate	\$400.00
Reduced Deposit	\$70.00
Judicial	None
Government	None



LOS ANGELES COUNTY LAW LIBRARY

301 WEST FIRST STREET
LOS ANGELES, CALIFORNIA 90012-3100
(213) 629-3531 * FAX (213) 613-1329



**LOS ANGELES COUNTY LAW LIBRARY
BORROWING RULES**

Effective April 1, 2004

**BOOKS AND MATERIALS MAY BE
BORROWED FROM THE LAW LIBRARY
IN ACCORDANCE WITH THE FOLLOWING
RULES**

1. Members of the following classes who submit a proper application, and who pay the appropriate fees/dues and security deposit, may borrow books and materials. No person shall be a member of more than one class of borrower at the same time.

(a) INDIVIDUAL BORROWER. Any individual 18 years of age or older residing in the county of Los Angeles, or a member of the State Bar of California residing in or maintaining an office in the County of Los Angeles, provided that he/she is not a member or employee of a law firm or corporate legal department with 2 or more attorneys located in Los Angeles County.

(b) LAW FIRM BORROWER. Any law firm or corporate legal department with two or more attorneys located in Los Angeles County. A Law Firm Borrower may designate, in writing, members of the firm or employees as Designated Borrowers. Fines and charges shall be the responsibility of the Law Firm Borrower. Members and employees of a Law Firm Borrower shall not register as a member of any other class of Borrower.

(c) BUSINESS BORROWER. Any partnership, corporation or other business entity, other than a law firm or corporate legal department, maintaining an office in Los Angeles County. A Business Borrower may designate, in writing, members or employees of the business entity as Designated Borrowers. Fines and charges shall be the responsibility of the Business Borrower.

(d) JUDICIAL BORROWER. Any judge, commissioner, magistrate or referee of a State or Federal court located in Los Angeles County. Any retired State court judge sitting on assignment by order of the Chief Justice. Any State or Federal administrative law judge who conducts judicial or quasi-judicial proceedings in Los Angeles County.

(e) OFFICIAL 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.

(f) REDUCED DEPOSIT BORROWER. Any individual residing in the County of Los Angeles who presents a Court approved Waiver of Court Fees and Costs for a specific legal action and demonstrates that the legal action is a current matter in the Los Angeles Superior Court.

2. SECURITY DEPOSIT.

(a) Members of the classes of Borrowers shall maintain the appropriate security deposit for their class as stated in the Circulation Charges Schedule (Schedule). Security deposits shall be placed in a trust account with the County Treasurer. Interest earned on the security deposits trust account shall be paid to the Law Library to be used for its expenses.

(b) A security deposit, less any outstanding charges, fees or fines, will be refunded to the Borrower upon written request after 3 months from the date of registration, provided that all borrowed books and materials have been returned. Borrowing privileges shall cease upon receipt of a written request for a refund of the security deposit. Allow 10 business days to process a refund.

3. ANNUAL BORROWING FEES/DUES.

(a) Members of the classes of Borrowers shall pay the appropriate annual borrowing fees/dues as stated in the Schedule. Annual borrowing fees/dues are not refundable.

(b) The annual borrowing year shall begin on April 1 and end on March 31 of the following calendar year. Borrowers will be billed in advance for the new borrowing year. Borrowers registering after

October 1 of each year will have their borrowing fees/dues reduced by 50% for the current borrowing year.

4. MESSENGERS.

An Individual Borrower, Law Firm Borrower, Business Borrower, Judicial Borrower or Official Borrower may, in writing, designate up to two persons or services to function as messengers to take possession of books or materials for the Borrower. The Borrower shall be responsible for any fines, fees or charges. The messenger must not be the user of the books or materials, and must present proper identification when borrowing books or materials. Designated Borrowers designated by Law Firm Borrowers or Business Borrowers shall not be considered messengers. A messenger shall not be a member of the State Bar of California.

5. BOOKS AND MATERIALS LOANED.

(a) Reference books, loose-leaf services, digests, citators, certain statutes, rare books, unique items and any item designated as non-circulating by the Law Library may not be borrowed. Books and materials which ordinarily may be borrowed, may be made non-circulating under conditions and at times and for periods determined by the Library Director or his/her designee to be reasonable circumstances requiring such action.

(b) No Borrower may have a quantity of books or materials at any time that appears in the judgment of the Library Director or his/her designee to be unreasonable. An Individual Borrower, Judicial Borrower, or Official Borrower may not have more than 15 items in his/her possession at any one time. A Reduced Deposit Borrower may not have more than 4 items in his/her possession at any one time. A Business Borrower may not have more than 15 items per card in its possession at any one time. A Law Firm Borrower may not have more than the following number of items in its possession at any one time depending on the size of the firm:

2-3	attorneys	30 items
4-10	attorneys	35 items
11-30	attorneys	40 items
31-50	attorneys	45 items
51-100	attorneys	50 items
100+	attorneys	55 items

(c) Books and other materials borrowed are only for the personal use of the Borrower. Violation of this provision will constitute grounds for the revocation of borrowing privileges

6. LOAN PERIOD.

(a) Generally, books and materials which circulate may be borrowed for 5 calendar days; books and materials of a philosophical, historical or biographical nature may generally be borrowed for a period of 14 calendar days. The Library Director or his/her designee may establish other loan periods based on the nature of specific books or materials. Books and materials are not due on Sundays or on holidays on which the Library is closed, but such days shall count as days of the circulation period and for calculation of overdue fines.

(b) Books and materials may not be renewed. A Borrower may not borrow the same copy of a book or other item on the same day on which it was returned. Books and materials must be returned to the Library or Branch Library from which they were borrowed.

7. FINES AND CHARGES.

(a) A daily fine, as stated in the Schedule, shall be charged to all Individual Borrowers, Law Firm Borrowers, Business Borrowers, Official Borrowers and Reduced Deposit Borrowers for each overdue book or piece of material, provided that the fine shall not exceed the amount stated in the Schedule.

(b) If the overdue period for an item exceeds 30 days, the item shall be deemed lost and replacement steps initiated. Borrowers shall be charged a replacement charge, accrued fines and a processing charge as stated in the Schedule.

(c) 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 charge 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 Schedule

(d) In lieu of ordering a replacement, a Borrower may replace a lost item with a copy acceptable to the Library. The Borrower shall be responsible for the processing charge and accrued fines.

(e) Books and materials lost but later found remain the property of the Law Library and must be returned, even if they have been replaced. No credit adjustments will be made for a lost item returned after a replacement has been ordered.

(f) An item which, in the judgment of the Library Director or his/her designee, is substantially damaged or defaced shall be deemed lost unless it may be suitably repaired, in which case a charge equal to the cost of making the repairs shall be made against the Borrower.

(g) Judicial Borrowers shall pay all charges other than fines.

8. PAYMENT OF FINES AND CHARGES

As fines and charges become due, they shall be charged against the account of the Borrower. Borrowers shall be billed periodically for accrued fines and charges.

9. SUSPENSIONS AND TERMINATIONS

(a) Borrowing privileges cease when a Borrower no longer qualifies under Rule 1.

(b) If a Borrower fails to pay the amount of fines or charges due, within 30 days of the mailing of a billing, his/her borrowing privileges shall be suspended until the sum due is paid. Outstanding amounts due which are less than the Borrower's security deposit and which are not paid within 14 days after suspension shall be deducted from the security deposit, the remaining balance refunded and the account closed. Outstanding amounts due which exceed the Borrower's security deposit and which are not paid within 14 days after suspension shall result in forfeiture of the security deposit. A collection agency may be employed to collect the amount in excess of the security deposit.

(c) If a Borrower fails to return an item within 30 days after its due date, his/her borrowing privileges shall be suspended until the item is returned. *

(d) A Borrower who flagrantly or persistently violates the Borrowing Rules shall have his/her borrowing privileges suspended or terminated by the Board of Law Library Trustees.

(e) A Borrower whose borrowing privileges have been suspended or terminated shall not qualify as a member of another class of Borrower until the suspension or termination has been removed.

Please note: under Federal law fines are not eligible for dismissal in a bankruptcy.**

(f) A Borrower whose borrowing privileges have been terminated for any reason, may in writing request the return of his/her security deposit, less any fines or charges accrued, at any time within 2 years after he/she ceased to have borrowing privileges. Any balance of the security deposit remaining and not demanded at the end of the 2 years period shall become the property of the Law Library.

10. CASH WILL NOT BE ACCEPTED AT ANY BRANCH LIBRARY FOR ANY PAYMENTS.

*Education Code of the State of California Section 19911. Any person who willfully detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading room, museum, or other educational institution, for 30 days after notice in writing to return the article or property, given after the expiration of the time for which by the rules of the institution the article or property may be kept, is guilty of a misdemeanor. The parent or guardian of a minor who willfully and maliciously commits any act within the scope of this section shall be liable for all damages so caused by the minor.

** 11 USC 523(a)(7)

AGENDA ITEM 7

DISCUSSION ITEM 1

AGENDA ITEM 8

EXECUTIVE DIRECTOR REPORT

BOARD UPDATE

Internal Control Audit

The LA Law Library has engaged Law Library auditors, Thompson, Cobb, Bazilio & Associates, P.C. to provide an independent audit of the internal controls used by the LA Law Library. The audit will examine procedures used by the Law Library throughout its financial activities. Following their examination, TCBA will provide an opinion on whether the Law Library maintains effective internal controls over financial reporting. The review will also evaluate the effectiveness of the internal controls in all material respects, in conformity with established criteria.

Litigation: Grant v Los Angeles County Law Library Board of Trustees

On October 21, 2011 the Law Library mailed 699 settlement claim forms as directed by the Court. As of Tuesday, December 13, 2011, the Law Library had received 226 responses. In addition, 26 letters were returned as undeliverable.

Of the 226 responses, 147 requested a refund for a total of \$11,500. 79 requested that the amount be donated to the Law Library for a total of \$6550.

At least one attorney requested information concerning the final settlement hearing on December 19, 2011.



FACILITY UPDATE

Members Study

For one firm, the LA Law Library Members Study proved its value following the unfortunate aftermath of the recent windstorm. Our largest account, Vincent W. Davis & Associates, suffered damage to their building and was without any electricity. Without access to their building, the attorneys expressed how grateful they were to have the Study and our services available to them in an 'office like' setting.

Building Envelope Repair & Exterior Restoration Project

Work Completed during the Previous 30 days

- Roof
 - All upper and lower roof membrane work has been completed.
 - Metal flashing has been installed in the non-parapet areas.
 - The upper roof parapet metal capping was installed.
 - As part of their contract monitoring, ABB inspected the entire roof work. A punch list was created and that corrective work is nearing completion
 - During recent rainstorms, one seam along the expansion joint where the 50's and 70's building meet was found leaking and that was resolved.
 - During recent rainstorms, one upper roof drain was found to be clogged; Swinerton cleared the drain and is working to find and resolve the cause. Other roof drainage systems were found to be working properly.

- Exterior Walls
 - All exterior cleaning and prep work for painting was completed.
 - The paint color, Sahara Sand, was selected. This color is reminiscent of the original "Red Sandstone" courthouse which housed the first Law Library. We believe that this color will also reflect the heritage of the area and will blend perfectly with the blue pearl granite, the blue tile on the east side of the building and the drought tolerant native plants that have been selected for the building. It also is a match of the Saltillo tile wall mosaic that is in the lobby of the Law Library. After a review of buildings in the area, the color was taken from that on the Colburn School of Music Building.

- Exterior Reconstruction
 - Granite removal was completed.
 - All concrete planters, stairs and walkways, including rebar, were demolished and removed.
 - Excavation for the below grade water repair required a small area of shoring along the Southwest corner of the library. The excavation work along the majority of the First Street side of the building was completed.
 - Sandblasting of the original waterproofing materials cleaned the below grade areas of the walls in preparation for the new elastomeric coating. Unfortunately, this work concluded the day before the rain on Monday, December 12. A pump was installed to keep the area from filling with water, but several sunny days will be required to be sure the concrete is completely dry prior to adding the elastomeric waterproof coating.



Work Anticipated during the Next 30 days.

- Roof
 - Complete the punch list and ensure all needed corrective action is taken.
 - Install the painted-to-match metal flashing on the parapet.

- Exterior Walls
 - The elastomeric paint has been tested on a large area of the southeast corner of the building. The paint is thicker and heavier than regular paint and the walls were painted using large rollers. The test painting showed two issues: (1) where the cracks in the walls were repair, the paint surface is smooth, and shows differently from the textured surface; and (2) wherever the current wall paint had bubbled over the year, the new, heavier paint exaggerates the bubbling effect. Testing is being done to determine corrective action. One option is to clean the walls thoroughly (sandblast the walls), and eliminate the older paint completely. Another option may be to use regular paint that is sprayed on over the current paint, and test that paint to determine if the same effect happens with lighter, thinner paint. The first option is no doubt an additional expense. Not only does it require a step we had not anticipated, but the current paint contains lead and additional haz-mat monitoring will be involved. The second option will not completely waterproof the building. However, the concrete itself has not leaked caused any leaking over the years and the elastomeric paint may be a “belt and suspenders” approach that is not necessary.

- Exterior Reconstruction
 - The elastomeric coating will be installed below grade on the South side of the building.
 - Plumbing pipes and drainage will be installed on the South side of the building.
 - The dirt will be replaced and compacted.
 - New concrete will be poured for the walkway between the Main Library and the Hill Street Parking Garage.
 - New concrete pours will begin at both the Hill Street and Broadway entrances. These pours include the planters, which will serve as retaining walls, as well as the stairs at each of the entrances to the property.
 - A decision will be made on the construction of the originally intended permanent ADA ramp. When an old clay pipe was discovered below ground, the placement of the footings for this ramp became problematic. The permanent ramp was replaced by a temporary ramp to allow access to the library during construction.



Budget /Financial Summary (as of 12/15/2011)

Project Description	Adjusted Budget	Spent to Date
Swinerton Builders	\$4,622,900	1,709,348
Construction Admin & Monitoring – ABB	193,623	65,004
Construction Admin – TMA	120,350	34,205
Construction Management - CLEO	168,000	48,000
Environmental Monitoring/Testing – Arcadis	37,602	35,596
Soil , Concrete, Rebar Testing	25,000	1901
Contingency*	516,748	
TOTAL	5,684,223	1,894,054

Percent of total project: The project is approximately 40% complete. Expenditures thus far are 33% of the total project cost.

Contingency usage status is at 110,563, and includes a savings of \$32,332 for Demolition & Underground work; \$11,104 for the exterior skin; \$44,850 for additional Roof work (including \$21,133 for site inspection work by Arcadis) and 86,941 for additional Hardscape/Landscape work (including \$50,170 for additional site work revisions at Hill & First and \$21,711 for handrail type and manufacturer changes).



FINANCIAL UPDATE

Attached are the November Financials and the November List of Checks and Warrants.



LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF INCOME AND EXPENDITURE
FY 2011/2012

INCOME	BUDGET	1ST QUARTER			OCTOBER 2011			NOVEMBER 2011			YTD TOTAL		
		Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Budget	Actual	Variance	Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
L.A. Superior Court Fees	9,292,752	2,428,213	2,218,355	(209,859)	791,402	687,905	(103,497)	791,167	687,899	(103,268)	4,010,783	3,594,159	(416,624)
Total - Court Fees	9,292,752	2,428,213	2,218,355	(209,859)	791,402	687,905	(103,497)	791,167	687,899	(103,268)	4,010,783	3,594,159	(416,624)
Interest - LAIF	40,000	10,000	5,097	(4,903)	0	0	0	0	0	0	10,000	5,097	(4,903)
Interest - General Fund	75,000	18,750	21,886	3,136	6,250	12,603	6,353	6,250	9,604	3,354	31,250	44,093	12,843
Interest - Deposit Fund	3,500	875	718	(157)	292	282	(10)	292	215	(76)	1,458	1,215	(243)
Total - Interest	118,500	29,625	27,701	(1,924)	6,542	12,885	6,344	6,542	9,819	3,277	42,708	50,405	7,697
Parking Fee	700,000	188,781	196,227	7,446	65,516	65,979	464	54,834	64,519	9,685	309,131	326,725	17,595
Total - Parking	700,000	188,781	196,227	7,446	65,516	65,979	464	54,834	64,519	9,685	309,131	326,725	17,595
Annual Borrowing Fee	0	0	7,450	7,450	0	500	500	0	150	150	0	8,100	8,100
Annual Members Fee	120,000	24,000	14,109	(9,892)	12,000	7,598	(4,402)	24,000	6,016	(17,984)	60,000	27,722	(32,278)
Course Registration	10,000	2,500	825	(1,675)	833	433	(401)	833	438	(396)	4,167	1,695	(2,471)
Copy Center	85,000	22,452	18,812	(3,640)	8,684	7,092	(1,592)	5,883	4,446	(1,437)	37,020	30,350	(6,669)
Document Delivery	25,000	5,588	7,041	1,453	1,683	1,633	(51)	2,605	1,964	(642)	9,877	10,637	761
Fines	46,000	12,279	11,823	(456)	3,264	4,096	832	3,224	5,143	1,919	18,767	21,062	2,295
Miscellaneous	14,500	3,625	4,350	725	1,208	204	(1,004)	1,208	61	(1,148)	6,042	4,615	(1,427)
Room Rental	7,500	1,875	0	(1,875)	625	150	(475)	625	25	(600)	3,125	175	(2,950)
Book Replacement	5,000	1,250	(59)	(1,309)	417	134	(283)	417	0	(417)	2,083	75	(2,008)
Forfeited Deposits	25,000	0	0	0	0	0	0	25,000	27,000	2,000	25,000	27,000	2,000
Friends of Law Library	120,000	0	0	0	120,000	143,000	23,000	0	0	0	120,000	143,000	23,000
Grants	30,000	0	0	0	0	0	0	0	0	0	0	0	0
Vending	5,500	1,375	1,723	348	458	592	134	458	572	114	2,292	2,888	596
Total - Library Services	493,500	74,945	66,074	(8,871)	149,173	165,432	16,259	64,253	45,815	(18,439)	288,371	277,320	(11,051)
TOTAL INCOME	10,604,752	2,721,564	2,507,547	(214,017)	1,012,632	932,201	(80,431)	916,797	808,052	(108,745)	4,650,993	4,247,800	(403,193)

LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF INCOME AND EXPENDITURE
FY 2011/2012

EXPENDITURE	BUDGET	1ST QUARTER			OCTOBER 2011			NOVEMBER 2011			YTD TOTAL		
		Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Budget	Actual	Variance	Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
Salaries	3,400,000	748,922	706,196	42,726	255,551	241,079	14,472	255,534	248,522	7,011	1,260,007	1,195,798	64,209
Social Security	205,000	46,272	41,799	4,474	14,947	13,289	1,658	14,202	13,424	778	75,421	68,511	6,910
Medicare	46,000	10,154	9,853	301	3,466	3,363	103	3,465	3,472	(7)	17,085	16,688	397
Retirement	155,332	38,833	36,784	2,049	12,944	12,523	421	12,944	12,176	768	64,722	61,483	3,238
Health Insurance	600,000	147,963	146,384	1,578	46,273	48,795	(2,522)	48,255	48,503	(248)	242,491	243,682	(1,191)
Disability Insurance	6,500	1,481	2,233	(753)	527	1,516	(990)	527	0	527	2,534	3,750	(1,216)
Dental Insurance	55,000	12,488	14,205	(1,717)	4,215	10,762	(6,547)	5,579	(1,151)	6,730	22,282	23,816	(1,535)
Life Insurance	2,000	465	453	13	166	358	(193)	166	(49)	215	797	762	35
Workers Compensation Insurance	30,000	7,500	9,512	(2,012)	2,500	3,171	(671)	2,500	3,171	(671)	12,500	15,853	(3,353)
Unemployment Insurance	30,000	7,500	6,568	932	2,500	10,909	(8,409)	2,500	0	2,500	12,500	17,477	(4,977)
Vision Insurance	10,000	2,387	2,581	(194)	846	1,865	(1,019)	836	(170)	1,005	4,069	4,276	(207)
Accrued Sick Expense													
Accrued Vacation Expense													
Total - Personnel	4,539,832	1,023,966	976,569	47,397	343,934	347,629	(3,696)	346,507	327,899	18,608	1,714,407	1,652,098	62,309
American Continuations	2,400,000	431,601	369,210	62,391	134,562	129,266	5,296	137,570	137,399	171	703,733	635,875	67,858
American New Orders	150,000	73,590	34,734	38,856	5,371	4,219	1,152	5,285	5,063	222	84,246	44,016	40,230
Branch Continuations	350,000	44,943	50,507	(5,564)	30,684	15,293	15,392	659	2,003	(1,343)	76,287	67,803	8,484
Branch New Orders	70,000	9,485	738	8,747	2,282	0	2,282	7,160	0	7,160	18,927	738	18,189
Commonwealth Continuations	400,000	63,647	99,444	(35,797)	21,796	20,926	870	32,150	44,441	(12,291)	117,592	164,810	(47,218)
Commonwealth New Orders	6,500	772	1,269	(497)	122	370	(248)	0	123	(123)	894	1,761	(867)
Foreign Continuations	230,000	25,167	46,483	(21,316)	14,198	13,018	1,180	14,701	17,902	(3,201)	54,066	77,403	(23,337)
Foreign New Orders	35,000	5,445	20,207	(14,762)	1,082	2,598	(1,515)	868	3,993	(3,124)	7,396	26,797	(19,401)
International Continuations	140,000	19,240	22,708	(3,468)	9,939	7,611	2,327	25,279	30,346	(5,067)	54,458	60,665	(6,208)
International New Orders	15,000	3,614	3,751	(137)	1,413	2,326	(912)	310	0	310	5,337	6,076	(739)
General/Librarianship Continuations	55,000	11,733	9,532	2,201	7,142	151	6,991	3,402	2,953	448	22,277	12,636	9,641
General/Librarianship New Orders	2,000	131	1,647	(1,516)	36	180	(144)	404	150	254	571	1,977	(1,406)
Total - Library Materials	3,853,500	689,368	660,229	29,139	228,626	195,956	32,671	227,788	244,372	(16,584)	1,145,783	1,100,557	45,226
Library Materials Transferred to Assets			(660,229)			(195,956)			(244,372)			(1,100,557)	
Balance	0		0			0			0			0	

LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF INCOME AND EXPENDITURE
FY 2011/2012

EXPENDITURE	BUDGET	1ST QUARTER			OCTOBER 2011			NOVEMBER 2011			YTD TOTAL		
		Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Budget	Actual	Variance	Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
Building / Cleaning Supplies	25,000	6,250	6,148	102	2,083	562	1,521	2,083	3,201	(1,117)	10,417	9,911	505
Building Maintenance	25,000	6,250	24,333	(18,083)	2,083	1,269	815	2,083	465	1,618	10,417	26,067	(15,650)
Building Services	23,000	5,750	2,680	3,070	1,917	5,061	(3,144)	1,917	729	1,188	9,583	8,469	1,114
Interior Improvements / Alterations	15,000	3,750	3,245	505	1,250	0	1,250	1,250	480	770	6,250	3,725	2,525
Electric & Water	120,000	32,989	34,057	(1,068)	14,717	10,193	4,524	10,591	476	10,115	58,297	44,727	13,571
Elevator Maintenance	15,000	3,750	3,479	271	1,250	1,160	90	1,250	1,160	90	6,250	5,798	452
Heating & Cooling	30,000	10,398	14,522	(4,124)	2,678	0	2,678	1,968	1,369	599	15,045	15,891	(846)
Insurance	275,000	70,027	66,078	3,949	23,342	22,056	1,286	22,733	22,027	706	116,102	110,161	5,941
Janitorial Services	92,000	23,000	21,880	1,120	7,667	7,293	373	7,667	7,293	373	38,333	36,467	1,866
Landscaping	12,000	3,600	2,400	1,200	0	0	0	0	0	0	3,600	2,400	1,200
Security	200,000	50,000	42,375	7,625	16,667	16,026	641	16,667	18,496	(1,830)	83,333	76,897	6,436
Total - Building Occupancy	832,000	215,764	221,197	(5,433)	73,655	63,620	10,034	68,209	55,696	12,513	357,628	340,514	17,114
Bank Charges / Other Fees	7,000	1,750	1,383	367	583	534	49	583	530	53	2,917	2,447	470
Bibliographical Services	35,000	26,000	21,701	4,299	1,000	599	401	1,000	556	444	28,000	22,856	5,144
Binding	50,000	3,000	0	3,000	5,000	0	5,000	7,000	0	7,000	15,000	0	15,000
Computer Services / Licensing	45,000	11,250	9,111	2,139	3,750	4,265	(515)	3,750	974	2,776	18,750	14,351	4,399
Continued Education	40,000	10,000	8,943	1,058	3,333	6,985	(3,652)	3,333	1,135	2,198	16,667	17,063	(396)
Copy Center	30,000	7,500	6,359	1,141	2,500	1,754	746	2,500	984	1,516	12,500	9,096	3,404
Electronics / Computer Hardware	30,000	7,500	942	6,558	2,500	57	2,443	2,500	26	2,474	12,500	1,025	11,475
Furniture / Appliances	15,000	3,750	0	3,750	1,250	0	1,250	1,250	0	1,250	6,250	0	6,250
Integrated Library System	42,000	21,000	9,763	11,237	0	3,254	(3,254)	0	3,254	(3,254)	21,000	16,272	4,728
Membership (Staff)	15,000	3,000	1,216	1,784	1,000	564	436	1,000	335	665	5,000	2,115	2,885
Office / Library Supplies	40,000	10,000	5,744	4,256	3,333	851	2,482	3,333	2,703	630	16,667	9,299	7,367
Other / Misc.	75,000	18,750	1,161	17,589	6,250	30	6,220	6,250	0	6,250	31,250	1,191	30,059
Outreach / Marketing	65,000	7,313	6,948	364	2,438	6,077	(3,639)	2,438	0	2,438	12,188	13,025	(838)
Postage / UPS / FedEx	22,000	5,126	5,229	(103)	1,144	2,220	(1,077)	2,016	700	1,316	8,285	8,149	137
Printing / Reproduction	15,000	3,750	1,102	2,648	1,250	1,295	(45)	1,250	0	1,250	6,250	2,397	3,853
Reimbursed Expenses	38,000	9,500	9,491	9	3,167	467	2,700	3,167	545	2,622	15,833	10,503	5,330
Staff Meetings / Activities	15,000	3,750	1,490	2,260	1,250	108	1,142	1,250	0	1,250	6,250	1,598	4,652
Telecommunications	42,000	8,739	6,479	2,261	3,348	2,371	977	5,674	2,153	3,521	17,762	11,002	6,760
Transportation Reimbursement	12,000	3,000	713	2,287	0	777	(777)	0	754	(754)	3,000	2,245	756
Vending	8,500	2,125	2,058	67	708	1,064	(356)	708	958	(249)	3,542	4,080	(538)
Total - Supplies & Services	641,500	166,803	99,833	66,970	43,805	33,273	10,532	49,002	15,607	33,365	259,610	148,713	110,866

LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF INCOME AND EXPENDITURE
FY 2011/2012

EXPENDITURE	BUDGET	1ST QUARTER			OCTOBER 2011			NOVEMBER 2011			YTD TOTAL		
		Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Budget	Actual	Variance	Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
Accounting	17,000	0	0	0	17,500	0	0	17,000	14,175	2,825	17,000	14,175	2,825
Consulting Services	70,000	17,500	0	17,500	17,500	0	17,500	0	0	0	35,000	0	35,000
Legal	65,000	16,250	27,326	(11,076)	16,250	8,155	8,095	0	3,811	(3,811)	32,500	39,292	(6,792)
Payroll / HR Services	15,000	3,750	3,491	259	1,250	1,407	(157)	1,250	1,954	(704)	6,250	6,852	(602)
Recruitment Costs	20,000	5,000	0	5,000	5,000	0	5,000	0	0	0	10,000	0	10,000
Temporary Services	50,000	17,500	22,191	(4,691)	4,167	2,479	1,687	4,167	100	4,067	25,833	24,770	1,063
Total - Professional Services	237,000	60,000	53,008	6,992	44,167	12,041	32,126	22,417	20,040	2,377	126,583	85,090	41,494
Depreciation - Library Materials	3,061,800	765,450	733,885	31,565	255,150	248,487	6,663	255,150	249,000	6,150	1,275,750	1,231,372	44,378
Depreciation - Fixed Assets	330,000	82,500	49,154	33,346	27,500	16,358	11,142	27,500	16,500	11,000	137,500	82,012	55,488
Total - Depreciation Expense	3,391,800	847,950	783,039	64,911	282,650	264,845	17,805	282,650	265,500	17,150	1,413,250	1,313,384	99,866
TOTAL EXPENSES	9,642,132	2,314,483	2,133,647	180,836	788,210	721,409	66,801	768,785	684,742	84,012	3,871,478	3,539,798	331,649
TOTAL INCOME	10,604,752	2,721,564	2,507,547	(214,017)	1,012,632	932,201	(80,431)	916,797	808,052	(108,745)	4,650,993	4,247,800	(403,193)
TOTAL EXPENSES	9,642,132	2,314,483	2,133,647	180,836	788,210	721,409	66,801	768,785	684,742	84,043	3,871,478	3,539,798	331,680
NET INCOME/(LOSS)	962,620	407,081	373,900	(33,181)	224,422	210,792	(13,630)	148,012	123,310	(24,702)	779,515	708,002	(71,512)
Furniture / Appliances	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0
Electronics / Computer Hardware	179,000	44,750	0	44,750	44,750	0	44,750	0	0	0	89,500	0	89,500
Exterior Building Repairs/ Improvements	5,100,000	1,275,000	0	1,275,000	1,275,000	0	1,275,000	0	0	0	2,550,000	0	2,550,000
Interior Improvements / Alterations	0	0	0	0	0	4,697	(4,697)	0	0	0	0	4,697	(4,697)
Computer Software	185,000	46,250	0	46,250	46,250	0	46,250	0	0	0	92,500	0	92,500
Total - Capitalized Expenditures	5,464,000	1,366,000	0	1,366,000	1,366,000	4,697	1,361,303	0	0	0	2,732,000	4,697	2,727,303

LOS ANGELES COUNTY LAW LIBRARY
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Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 4	AMERICAN BAR ASSOCIATION	BOOKS	85.07	021882
	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	79.20	021883
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	254.37	021884
	BUREAU OF NATIONAL AFFAIRS BOOKS	BOOKS	197.78	021885
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	152.65	021886
	CAMBRIDGE UNIVERSITY PRESS	BOOKS	221.01	021887
	CARSWELL COMPANY LTD	BOOKS	161.50	021888
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,974.89	021889
	ROLL CALL INC	BOOKS	2,099.00	021890
	DAILY JOURNAL CORPORATION	BOOKS	2,155.72	021891
	DORILA CORREA MENDEZ	BOOKS	1,858.00	021892
	U S GPO SUPERINTENDENT OF DOCUMENTS	BOOKS	116.00	021893
	JAMES PUBLISHING INC	BOOKS	64.71	021894
	LAW REPORTS INTERNATIONAL LTD	BOOKS	396.00	021895
	LEXISNEXIS BUTTERWORTHS	BOOKS	2,122.13	021896
	LUDWIG MAYER LTD	BOOKS	37.00	021897
	NATIONAL BOOK NETWORK	BOOKS	86.75	021898
	SWETS INFORMATION SERVICES	BOOKS	1,646.01	021899
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	254.75	021900
	YBP LIBRARY SERVICES	BOOKS	1,455.13	021901
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,641.83	022868
	COUTTS LIBRARY SERVICES	BOOKS	3,248.14	022869
	OTTO HARRASSOWITZ	BOOKS	5,529.56	022870
WILLIAM S HEIN & CO	BOOKS	8,600.83	022871	
November 7	ADVANCED INFORMATION	TEMP SVCS	846.00	021902
	AMERICAN PAYROLL ASSOCIATION	MEMBERSHIP	219.00	021903
	AT&T	TELECOM	366.82	021904
	BANC OF AMERICA LEASING	COPY CTR - LA	250.62	021905
	CALCHAMBER OF COMMERCE	HR SVCS	315.22	021906
	DELL MARKETING L.P.	COMP SVCS	678.52	021907
	DYNAELECTRIC	BLDG SVCS	1,520.00	021908
	FEDEX	POSTAGE	27.93	021909
	LINDA J HEICHMAN TAYLOR	REIMBURSEMENT	33.46	021910
	LOS ANGELES COUNTY BAR ** VOIDED *****	MEMBERSHIP	0.00	021911
	MEGAPATH	TELECOM	547.12	021912
	METROLINK	TRANSIT	1,371.75	021913
	OFFICE DEPOT	OFFICE/COPY CTR	579.38	021914
	PAN AMERICAN PEST CONTROL CO.	BLDG SVCS	276.00	021915
	CALPERS L T CARE PROGRAM	LT CARE	54.27	021916
	RESERVE ACCOUNT	POSTAGE	1,000.00	021917
	JEREMY SAMLER	REIMBURSEMENT	32.65	021918
	SOUTHERN CALIF ASSOC OF LAW LIBRARY	MEMBERSHIP	120.00	021919
	UNITED PARCEL SERVICE	POSTAGE	40.67	021920

48,272.44

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 14	COLANTUONO LEVIN & ROZELL	LEGAL	4,555.00	022872
	OPTIONS FOR GROWTH	CONT EDU	2,980.00	022873
	SECURITAS SECURITY	SECURITY	8,594.04	022874
	BANDWIDTH.COM, INC.	TELECOM	356.50	021921
	STATE BOARD OF EQUALIZATION	USE TAX	2,079.00	021922
	CDW GOVERNMENT, INC.	COMP LIC	1,458.00	021923
	HARVARD LAW SCHOOL LIBRARY	ILL	30.00	021924
	KONICA MINOLTA BUSINESS	COPY CTR - LA	730.34	021925
	PETTY CASH FUND	PETTY CASH	364.49	021926
	RAYVERN LIGHTING SUPPLY CO INC	BLDG SUPPL	529.24	021927
	UNITED PARCEL SERVICE	POSTAGE	88.06	021928
	VALLEY WIDE AIR	BLDG MAINT	200.00	021929
	VORTEX INDUSTRIES INC	BLDG MAINT	368.18	021930
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	7,293.43	022875
	LOS ANGELES COUNTY BAR	MEMBERSHIP	265.00	021931
	AMERICAN MARITIME CASES INC	BOOKS	975.00	021932
	BERNAN ASSOCIATES	BOOKS	159.00	021933
	BUREAU OF NATIONAL AFFAIRS BOOKS	BOOKS	384.94	021934
	BOOK HOUSE INC	BOOKS	94.29	021935
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	555.94	021936
	CAMBRIDGE UNIVERSITY PRESS	BOOKS	221.01	021937
	CASALINI LIBRI	BOOKS	571.33	021938
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	907.53	021939
	COUTTS LIBRARY SERVICES	BOOKS	1,495.53	021940
	COMPUTER TECHNOLOGY SERVICES	BOOKS	56.95	021941
	EBSCO PUBLISHING	BOOKS	1,785.00	021942
	ESTEVA PEDRO GARCIA MORENO	BOOKS	533.82	021943
	INDEXMASTER	BOOKS	395.00	021944
	JURIS PUBLISHING INC	BOOKS	165.00	021945
	KANSAS JUDICIAL COUNCIL	BOOKS	75.00	021946
	LIBRAIRIE DUCHEMIN	BOOKS	243.23	021947
	LIBROS CENTROAMERICANOS	BOOKS	73.00	021948
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	340.00	021949
	NATIONAL LAW FOUNDATION	BOOKS	138.00	021950
	OREGON SECRETARY OF STATE ARCHIVES	BOOKS	550.00	021951
	OXFORD UNIVERSITY PRESS	BOOKS	204.66	021952
	PRACTISING LAW INSTITUTE	BOOKS	854.94	021953
	RUTTER GROUP	BOOKS	233.81	021954
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	218.25	021955
	YBP LIBRARY SERVICES	BOOKS	385.08	021956
WOLTERS KLUWER LAW & BUSINESS	BOOKS	5,005.60	022806	
CARSWELL COMPANY LTD	BOOKS	2,529.57	022807	
OTTO HARRASSOWITZ	BOOKS	4,738.50	022808	
MARY MARTIN BOOKSELLERS	BOOKS	3,449.50	022809	

101,049.25

LOS ANGELES COUNTY LAW LIBRARY
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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 15	LANGER'S RESTAURANT	BOARD EXP	101.05	021957
November 16	ROBERTA DAPHNE COYL	REFUND	125.00	021958
	ARMEN DEREK GREGORIAN	REFUND	125.00	021959
	DEVANAND JOHNATHAN SINGH	REFUND	53.00	021960
	CINDY NGUYET TRAN	REFUND	125.00	021961
	CHEN & TUNG	REFUND	400.00	021962
November 18	ALLANA BUICK & BERS, INC.	CIP-EXTERIOR	800.00	021963
	AT&T MOBILITY	TELECOM	240.06	021964
	CLEAN SOURCE, INC.	BLDG SUPPL	1,489.99	021965
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	550.67	021966
	DATA2, INC.	LIB SUPPL	1,528.27	021967
	GOURMET COFFEE SERVICE	VENDING	957.73	021968
	INFINISOURCE INC	PAYROLL/HR	88.00	021969
	J. P. COOKE COMPANY	OFFICE SUPPL	140.37	021970
	KONICA MINOLTA BUSINESS	COPY CTR - LA	20.00	021971
	LITTLER MENDELSON, PC	LEGAL	1,720.00	021972
	UNITED PARCEL SERVICE	UPS	69.15	021973
	XO COMMUNICATIONS LLC	TELECOM	501.00	021974
	EMPLOYERS INSURANCE GROUP	WORKERS COMP	3,170.63	022810
	GUARDIAN	DENTAL/VISION	7,551.94	022811
	COUNTY OF LOS ANGELES	BLDG SVCS	2,687.48	022812
	SECURITAS SECURITY	SECURITY	9,745.40	022813
	AMERICAN BAR ASSOCIATION	BOOKS	1,013.33	021975
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,136.00	021976
	BERNAN ASSOCIATES	BOOKS	163.00	021977
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	150.57	021978
	CARSWELL COMPANY LTD	BOOKS	24.25	021979
	CCH INCORPORATED	BOOKS	158.27	021980
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	504.65	021981
	DATA TRACE LEGAL PUBLISHERS	BOOKS	157.95	021982
	OTTO HARRASSOWITZ	BOOKS	396.88	021983
	INTERNATIONAL CIVIL AVIATION ORGANI	BOOKS	171.00	021984
	JAMES PUBLISHING INC	BOOKS	94.05	021985
	LAWDABLE PRESS	BOOKS	93.00	021986
	CATALOGING DISTRIBUTION SERVICE LOC	BOOKS	525.00	021987
	LIBROS CENTROAMERICANOS	BOOKS	89.06	021988
	MANHATTAN PUBLISHING COMPANY	BOOKS	108.00	021989
	MARY MARTIN BOOKSELLERS	BOOKS	630.00	021990
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	252.00	021991
	NOLO COM	BOOKS	290.85	021992
	NATIONAL UNDERWRITER COMPANY	BOOKS	201.06	021993
	PRACTISING LAW INSTITUTE	BOOKS	612.36	021994

140,312.22

LOS ANGELES COUNTY LAW LIBRARY
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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 28	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	403.00	021995
	WILLIAM S HEIN & CO	BOOKS	262.36	021996
	THOMSON GALE	BOOKS	8,481.62	022814
	GAUNT	BOOKS	3,688.38	022815
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	776.90	021997
	BERNAN ASSOCIATES	BOOKS	367.82	021998
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	852.08	021999
	CAMBRIDGE UNIVERSITY PRESS	BOOKS	221.01	022000
	CARSWELL COMPANY LTD	BOOKS	1,740.00	022001
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,499.87	022002
	DATA TRACE LEGAL PUBLISHERS	BOOKS	285.90	022003
	EBSCO INFORMATION SERVICES	BOOKS	2,274.24	022004
	THOMSON GALE	BOOKS	286.72	022005
	JAMES PUBLISHING INC	BOOKS	80.18	022006
	JURIS PUBLISHING INC	BOOKS	182.50	022007
	LAWDABLE PRESS	BOOKS	815.63	022008
	MUNICIPAL CODE CORPORATION	BOOKS	179.44	022009
	NATIONAL BOOK NETWORK	BOOKS	320.63	022010
	PRACTISING LAW INSTITUTE	BOOKS	474.63	022011
	SASKATCHEWAN QUEENS PRINTER	BOOKS	91.48	022012
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	355.25	022013
	WISCONSIN DEPT OF ADMINISTRATION	BOOKS	435.00	022014
	WILLIAM S HEIN & CO	BOOKS	969.28	022015
	YBP LIBRARY SERVICES	BOOKS	122.09	022016
	PROQUEST INFORMATION AND LEARNING	BOOKS	2,561.48	022876

167,636.71

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2011 - November 30, 2011 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 2	CLEO ENTERPRISES LLC	CIP-EXTERIOR	16,000.00	TS00149470
	TROLLER MAYER ASSOCIATES, INC	CIP-EXTERIOR	16,385.93	TS00149470
	THOMSON REUTERS	BOOKS	81,388.63	TS00149470
November 10	CALPERS	HEALTH INS	54,167.55	TS00149937
November 14	ALLANA BUICK & BERS, INC.	CIP-EXTERIOR	12,676.06	TS00149938
	AMERICAN EXPRESS	BUSINESS CARD	11,888.17	TS00149938
	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT INS	10,909.00	TS00149938
	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	95,161.54	TS00149938
	L A DEPT WATER & POWER	WATER	10,193.29	TS00149938
	THOMSON REUTERS	BOOKS	12,942.40	TS00149938
November 17	LEXISNEXIS BUTTERWORTHS	BOOKS	13,868.67	TS00150267
November 29	ARROYO INSURANCE SVCS, INC	PREPAID INS	253,013.41	TS00150949
	CLEO ENTERPRISES LLC	CIP-EXTERIOR	16,000.00	TS00150949
	INTERNATIONAL BUREAU OF FISCAL DOCU	BOOKS	18,995.00	TS00150949
	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	92,798.10	TS00150949
	THOMSON REUTERS	BOOKS	32,268.58	TS00150949

748,656.33

STAFF UPDATE

Jaye Nelson and **Meiling Li** attended a 'Time Management' seminar presented by the American Management Association, December 1-2, 2011. The two day seminar introduced the participants to effective tools that help to develop clarity and focus in both day to day management and long range planning. Covered topics included goal setting, establishing plans, prioritizing, delegating, organizing, and setting boundaries.

Ralph Stahlberg and **Malinda Muller** attended a Hearing on California's Civil Justice Crisis, December 2, at Southwestern Law School. The hearing, which was one of four held in California, was co-sponsored by the California Chamber of Commerce, the California Commission on Access to Justice, and the State Bar of California. Los Angeles Superior Court Presiding Judge Lee Edmon stated that due to the current financial situation, the Los Angeles Superior Court would be facing a \$160 million deficit for 2012 and that 600 layoffs were possible by October.

The Reference staff will be active in the Southern California Association of Law Libraries (SCALL) in 2012. **Ralph Stahlberg** is serving as Chair of the Archives Committee, **Eric Bender** is serving as Co-Chair of the Inner City Youth Committee, and **Esther Eastman** is a member of the Public Access to Legal Information Committee.

The most recent edition of the Locating the Law guide includes contributions from **Esther Eastman** who revised the Appendix on California's County Law Libraries and **Janine Liebert** for her work on the Bibliography of Self- Help Resources.



OUTREACH / TRAINING UPDATE

Reference & Research:

On December 2nd, **Paula Hoffman** and **Ralph Stahlberg** gave a tour to a group of paralegal students from LA City College. 15 students attended and the tour was well received.

The November / December issue of the SCALL Newsletter includes an article on California's "Ask a Law Librarian" live chat service. **Ralph Stahlberg** is co-coordinator of the popular service which is a collaborative effort of 11 California's County Law Libraries including LA Law Library. The live chat service continues to grow and currently responds to approximately 400 inquiries each month.

Conversations with management at our Pasadena partnership revealed that there was significant interest in providing staff training on the remote databases offered by LA Law Library as part of our partnership agreement. In the first of several collaborations between R&R and P&P, reference librarian, **Austin Stoub**, created a model for this training. On December 13, 2011, Austin will conduct the initial staff training on remote databases for the Pasadena partnership. He plans to continue to work with P&P to take this program to our other partnerships in 2012.

Programs & Partnerships:

Throughout the past month, P&P staff, **Malinda Muller, Linda Taylor, and Janine Liebert** participated in meetings or presented training programs to public library staff.

November 15th: A workshop for frontline staff at the Van Nuys library provided hands-on practice exercises to the five most popular resources for the lay person or self-represented litigant. The basic reference workshop was so well-received by the participants, Linda is now creating a 'Top Tools 2' workshop. P&P intends to replicate this workshop model with our other partnerships as well as with new ones as they develop.

November 17th: P&P staff and I met NLS-LA project coordinator and staff attorneys for preliminary discussions regarding a partnership on the Sargent Shriver Civil Counsel Act pilot project to fund a landlord / tenant eviction clinic. As initially agreed upon, the LA Law Library will provide the secondary clinic location for deferral clients who do not meet the 'Shriver Act criterion' but are eligible to receive follow up information and pro bono attorney assistance as they move through the eviction process.

November 29th: Staff met with senior librarians from the Social Sciences, Business and Economics, and Art [Entertainment law] departments at the Los Angeles Public Library's central library for a discussion about legal collections and reference service. Both sides developed a greater understanding about the services provided by each library. In a follow-up communication, LAPL staff expressed their new awareness of LALL's availability to provide both professional and patron support and stated, 'your presence as a neighbor is important to us.'



November 30th: An “Introduction to LA Law Library” was presented at the LAPL western area managers’ meeting in the Baldwin Hills Branch library. The presentation introduced participants to the reference and public services available at LALL, including e-mail and chat. She encouraged the public libraries to refer users to the LA Law Library. In addition to receiving a number of emails expressing “thanks for the outreach,” P&P received an invitation from one of the attending branch managers requesting an in-service training class after the first of the year. This opportunity connects the LA Law Library to public librarians on the westside of LA, including such community libraries as Brentwood, the Palisades, West LA and Venice. A similar reach-out to LAPL East Valley area managers and supervisors is planned for December 14, 2011.

December 1st: A workshop on “Legal Reference Basics for Public Librarians” was presented in two separate LA County Public Library locations, La Crescenta and Norwalk. Due to high winds, La Crescenta’s library had no power. Nonetheless, the attendees insisted on hearing the presentation, and after pushing the tables next to the windows, the workshop took place under battery operated tea lights. The Norwalk workshop meeting room was filled and extra chairs were brought in to accommodate attendees. In total, more than 40 librarians attended the two workshops.

As part of the goal to make recommendations on branch and partnership locations in the late spring, 2012, **Malinda Muller** and **Linda Taylor** are spending significant amounts of time in each of the branch locations. At a December 8th visit to the Long Beach branch, they met with the new branch attendant, the self-help staff and the court administrator. They reported an extremely positive synergy and working relationship between the self-help center and the LA Law Library. Deidre Robertson, Court Administrator expressed interest in P&P training for the court clerks to expand their knowledge of referral sources for SRL’s, including the use of online sites such as the California Court’s self-help center and LAHelp California. A program will be scheduled after the first of the New Year. A similar visit is planned for the Pomona branch location on December 15, 2011.

