

AGENDA

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

SPECIAL BOARD MEETING

Thursday, May 3, 2012

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

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

3.1 Minutes of the March 27, 2012 Regular Board Meeting.

3.2 Repeal of the 1891 Bylaws

4.0 ACTION ITEM 1

Election of Secretary. Ken Klein, Chair, Nominations Committee.

5.0 DISCUSSION ITEM 1

Branch and Partnerships: Study & Assessment, April, 2012, Executive Director Marcia J Koslov discusses the findings and recommendations of an 8 month study and assessment of the Branch and Partnership Libraries. Malinda Muller, Director, and Linda Heichman Taylor, Senior Librarian, Programs & Partnerships, LA Law Library, who conducted the study, will be present for the discussion.

6.0 EXECUTIVE DIRECTOR REPORT

- Board Update
- Facility Update
- Financial Update
- Staff Update
- Outreach / Training Update
- Quarterly Statistics

7.0 AGENDA BUILDING

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

8.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees scheduled for Tuesday, May 22, 2012, is cancelled. A Special Board Meeting will be held on Tuesday, May 15, 2012.

POSTED WEDNESDAY, MAY 2, 2012 @ 9:00 A.M.

POSTED BY EUSTORGIO BARAJAS



CONSENT CALENDAR

3.1 MINUTES OF THE MARCH 27, 2012

REGULAR BOARD MEETING

**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF LAW LIBRARY TRUSTEES OF
LOS ANGELES COUNTY**

**A California Independent Public Agency Under
Business & Professions Code Section 6300 et sq.**

March 27, 2012

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, March 27, 2012 at 12:15 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 Luis Lavin
Judge Mark Juhas
Kenneth Klein, Esquire
Judge Jan Plum
Judge Ann Jones

Trustees Absent:

Staff Present:

Marcia J Koslov, Executive Director

Also Present:

Michael DeCastro, Thompson, Cobb, Bazilio & Associates, PC
Helen Chu, Thompson, Cobb, Bazilio & Associates, PC
Sandra Levin, Colantuono & Levin, PC

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

1.0 PUBLIC COMMENT

During the five (5) minutes allocated, Mr. Lee Paradise commented on funding and permits for the Building Envelope and Restoration Project in addition to the library hours of operation.

Late public comment request approved per President Steinhauser:

During the five minutes allocated, Ms. Zoe Muntanel expressed her distress and concerns over an unpleasant experience she had while entering the temporary entrance of the Law Library on March 8, 2012. The Board requested that, if they had not already done so, the staff should review the incident and take appropriate measures.

2.0 PRESIDENT'S REPORT

President Steinhauser reminded the Board of the 2012 Friends Gala honoring Chief Justice Tani Cantil-Sakauye on Tuesday, April 3, 2012, to begin at 5:30.

3.0 CONSENT CALENDAR

3.1 Minutes of the February 28, 2012, Regular Board Meeting.

Upon motion by Trustee Jones, and seconded by Trustee Lavin, the minutes of the February 28, 2012, Regular Board Meeting were unanimously approved, 7-0.

4.0 ACTION ITEM 1

Cash Reserve Investment. Recommendation to move funds from LAIF to County Treasury. Patrick O'Leary, Senior Director, Administrative Services.

Staff recommends that the Board of Trustees invest up to 90% of the Law Library's cash reserve in the County Treasurer's Pool Surplus Fund in order to take advantage of the Pool's better interest return. Legal Counsel Sandi Levin clarified that all funds collected are deposited with the County and remain in the County Pool unless they are moved to the Local Agency Investment Fund (LAIF). The Executive Director stated that no fees are incurred for moving the funds either from the County or LAIF.

Following discussion, Trustee Goetz moved to authorize staff to invest up to 90% of the Law Library's cash reserve in the County Pool. Trustee Jones seconded the motion. Trustee Plum suggested amending the recommendation to authorize staff to invest up to 100% of the Law Library's cash reserves in the pool that provides the better rate of return. The amended motion was accepted by Trustees Goetz and Trustee Jones, and unanimously approved, 7-0.

5.0 ACTION ITEM 2

Review and Acceptance of Internal Procedures Audit. Helen Chu and Michael DeCastro, Thompson, Cobb, Bazilio & Associates, PC.

At the request of the Board of Trustees to have an independent audit of the internal controls used by the LA Law Library for financial accounting purposes, the LA Law Library engaged Thompson, Cobb, Bazilio & Associates, P.C. (TCBA). The result of the Internal Procedures Audit, conducted between February 22 and March 19, 2012 by TCBA was an opinion that "the Law Library maintained, in all material respects, effective internal control over financial reporting as of December 31, 2011 based on criteria established in *Internal Control – Integrated Framework* issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO)."

As part of the audit, TCBA issued a Management Letter recommending improvements in the following three areas: (1) Controls Over Cash Receipts Collected at the Circulation Desk; (2) Physical Inventory of Books; and (3) Accounting Policies and Procedures Manual. In each case, the Law Library agreed with the recommendations and reported that it had begun to implement the recommended improvements.

The Board requested that the Executive Director keep the Board informed of progress toward the completion of the three recommendations. In particular, it was confirmed that the amended and updated Accounting Policies and Procedures Manual would be reviewed as part of the annual financial audit.

There was no further discussion and no action was taken.

6.0 ACTION ITEM 3

Discussion of proposed bylaws for the Board of Trustees. Marcia J Koslov, Executive Director and Sandra Levin, Colantuono & Levin, PC.

Following initial presentation, discussion focused on the comparison between proposed Bylaws and California Business & Professions Code §6300 et seq. In addition, the Board discussed the need for adopting Bylaws. It was agreed that Trustee Jones would work with Legal Counsel, Sandra Levin, to (1) review both the B&P Code §6300 et seq. and the current Board Manual, and to (2) make recommendations for any topics or matters that should be specifically delineated within the Board Manual.

The Board requested that the election of the Secretary be placed on a future agenda.

Trustee Lavin left the meeting at 1:15 p.m.

7.0 EXECUTIVE DIRECTOR REPORT

The Executive Director reported on the financial status of the Building Envelope Repair & Reconstruction Project. Contingency expenditures included landscaping changes to meet all ADA requirements as well as approval of overtime to enable completion of the stairs and plazas at First and Broadway as well as the installation of the new front door prior to the Friends Beacon of Justice Award Gala. The Executive Director noted the hiring of a new construction foreman, Michael Charlson, who was conscientiously working to keep the project on schedule.

At this time, President Steinhauser allowed for a late public comment.

8.0 AGENDA BUILDING

Trustee Jones requested that the Board add the formal election of the Board Secretary to an upcoming agenda.

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:34 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, April 24, 2012.

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

DRAFT

CONSENT CALENDAR

3.2 REPEAL OF THE 1891 BYLAWS

LOS ANGELES COUNTY

LAW LIBRARY.

BY LAWS.

1891.

BY-LAWS

OF THE

Law Library of Los Angeles County.

SECTION I.

There shall be an Executive Committee, consisting of two Trustees to be appointed by the President, and the President; they shall serve for six months; they shall transact the ordinary current business which may arise between meetings of the Board.

SECTION II.

There shall be a Finance Committee, consisting of two members to be appointed by the President, and the President. They shall audit and certify to the Board all bills and claims against the Board. They shall serve for six months.

SECTION III.

There shall be a Librarian and an assistant Librarian, who shall be appointed by the Board, to serve during the pleasure of the Board, at salaries to be fixed by the Board.

SECTION IV.

The Librarian shall be ex-officio Recording and Corresponding Secretary of the Board, and as such shall attend all meetings of the Trustees and of the committees of the Board; enter

regular minutes of the proceedings at such meetings, and all orders and by-laws adopted, in a book to be kept for the purpose; having the custody, care and general supervision of the Library rooms and Library, see that all rules and regulations adopted by the Board of Trustees or by the Executive Committee are faithfully observed; collect and pay over to the County Treasurer all fines and moneys paid for dues; keep an account of all such moneys, and of all moneys reported as paid over to the Treasurer by the County Clerk; and of all orders drawn upon the Treasury, and the purposes for which they were drawn, and report the same to the Board of Trustees as often as required; make a report to the Board at each monthly meeting, of the condition of the Library, and of all transactions during the preceding month; and perform such other duties incident to his office as may be required of him by the Board of Trustees or by the Executive Committee.

The assistant Librarian shall perform such duties in the aid of the Librarian as may be prescribed by the Executive Committee.

SECTION V.

Any resident of the county of Los Angeles will be entitled to the use and enjoyment of the Library, subject to the rules, upon the payment of dues for every three months, of three dollars, payable in advance.

SECTION VI.

The Librarian shall enter in a book or register, to be kept in the Library for the purpose, the names of all members by payment of dues, and in another and separate list the names of all public officers who are entitled by statute to the use of the Library. And no book or books shall be consulted or used, nor shall the Library be frequented by any person, except his name be properly entered in such register, or except he be temporarily admitted, as a stranger, as hereinafter provided.

When any person ceases to be entitled to the use of the Library, by reason of the expiration of the term for which he has paid in advance, or by reason of the expiration of his term as a public officer, or for any other reason, his name shall be stricken from the register.

SECTION VII.

No books shall be taken from the Library rooms to any other place than to some Court room of a Court of Record, State or Federal, in the city of Los Angeles, or to the Chambers of a Judge of such Court of Record, and then only on the receipt of some person entitled to the use of the Library. Every such book so taken from the Library shall be returned the same day, unless upon the certificate of a Judge that he has detained the book. And in default of such return or of such certificate,

the party in default shall pay a fine of \$1.00, and make full compensation for the book, and to be suspended from the use of the Library until such fine be paid and such compensation made to the satisfaction of the Trustees, or the book returned.

SECTION VIII.

Any Trustee may direct the Librarian to issue to a stranger visiting the city, a complimentary ticket, admitting him to the Library during his sojourn in the city, for a period not exceeding two weeks; and upon such direction the Librarian shall issue such ticket, and the party receiving it shall have the free use of the Library for the term specified. The Librarian shall keep a list of all strangers so admitted, stating upon whose order the ticket was issued, and the time therein specified.

SECTION IX.

The Library shall be kept open for use from 9 o'clock A. M. until 10 o'clock P. M., of every day of the year, except New Year's Day, the Fourth of July, Christmas and Thanksgiving.

SECTION X.

Before entering upon his office, the Librarian shall execute to the Board a Bond in the penal sum of \$1,000, for the faithful performance of his duties.

AGENDA ITEM 4

ACTION ITEM 1

MEMORANDUM

DATE: April 17, 2012
TO: Board of Law Library Trustees
FROM: Marcia J Koslov
RE: Election of Secretary

At their March 27, 2012 Board meeting, during a discussion of Bylaws and the California Business and Professions Code, it was brought to the attention of the Board, that the Cal B&P Code, §6307, states that each board shall elect a secretary.

§6307. Each board shall elect a secretary, who shall keep a full statement and account of all property, money, receipts and expenditures, and shall keep a record and full minutes in writing, with the ayes and noes at length, of all proceedings of the board.

History:

The enabling legislation, Chapter CCXXV, Statutes of California, 1891, states in Section 10, *“They (the Board of Trustees) shall elect a Secretary, who shall keep a full statement and account of all property, money, receipts and expenditures, and a record and full minutes, in writing, of all their proceedings.”* On May 20, 1891, the Bylaws of the Law Library of Los Angeles County were approved. Section IV of those Bylaws contains the following language, *“The Librarian shall be ex-officio Recording and Corresponding Secretary of the Board and as such shall attend all meetings of the Trustees and of the committees of the Board...”*

At their July 9, 1980 meeting, the Board of Trustees appointed Richard Iamele to be Librarian and Secretary of the Board of Law Library Trustees. At their April 27, 2005 meeting, the Board of Trustees approved my appointment as Law Library Director Designate effective June 16, 2005 and Law Library Director on August 1, 2005. While the motion did not identify me as Library Director and Secretary, the offer letter for the position, as well as the 2005 position description included responsibilities as the Board’s Secretary. The current position description for the Executive Director also states that one of the responsibilities under Board of Trustees is, “Serves as Secretary to the Board of Trustees.”

Recommendation

It is recommended that the Executive Director, Marcia J Koslov, be elected Secretary for a term to run concurrent with her appointment as Executive Director.



AGENDA ITEM 5

DISCUSSION ITEM 1

MEMORANDUM

DATE: April 17, 2012

TO: Board of Law Library Trustees

FROM: Marcia J Koslov

RE: Branch and Partnerships: Study & Assessment, April 2012

Several times during the 2011 calendar year, the Board requested information about the Branch locations. In response, I proposed a full study of the Branches. Malinda Muller, Director and Linda Heichman Taylor, Senior Librarian, within the Programs and Partnerships team undertook the study. Over the course of 8 months, August, 2011 – March, 2012, Malinda and Linda identified stakeholders, developed strategies, visited each Branch and Partner location multiple times, worked as substitutes within each Branch, created training programs and presented them, developed survey instruments, and gathered data. Their documents including initial questions, organizational designs, studies, reports, charts and assessments were used to create the attached report: *Branch and Partnerships: Study and Assessment, April, 2012.*

In brief, the Assessment identifies a significant imbalance between effort and expense and “return on investment.” While it is possible to adjust, augment and revitalize the Branches, retaining the traditional model these libraries represent, may no longer be applicable. There are transformational changes taking place within library and informational services, with services delivered in many alternative ways. At the same time, costs for print materials and electronic licenses are increasing. Staff requirements are changing, and space, both for shelving and for study, is being redefined.

Our annual costs for the maintenance of both Branch and Partner locations runs approximately \$775,000. That cost includes staff (both at the Main Library and at the Branch locations), collections (both print and electronic), technology, equipment and supplies. This study and assessment affords an opportunity to revisit how best to provide services and extend the reach of the LA Law Library to both the legal and public communities. As part of the strategic planning process, it would be an appropriate time to re-envision the services, redefine the space and redepoly the resources devoted to both Branch and Partner locations.

Recommendation

Staff recommends that the Board discuss the Study and Assessment. If, following the discussion, the Board would like to develop a next step, among the options available are:

- (1) Direct the Strategic Planning Committee to consider alternative models based on the Study and Assessment, or
- (2) Direct the staff to develop alternatives for services and staffing and include those in the FY2012-2013 budget proposal, or
- (3) Direct staff and Strategic Planning Committee to work together to develop a plan that would manage the transition from traditional transactional model to one of engagement, continuous learning and knowledge sharing.



Branch and Partnerships

Study & Assessment

April 2012

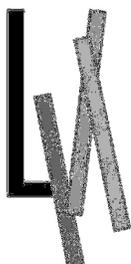
At the request of the Board, in August, 2011, the Law Library began an intensive study of our Branch and Partner locations, services, and resources. Programs & Partnerships Director Malinda Muller, and Senior Librarian, Linda Heichman Taylor, led the study. Linda is Branch Supervisor as well as lead coordinator for the LA Law Library partnerships. The resulting report is divided into several areas: Background, Methodology, Data Collection, Analysis, and Conclusions. Additional details, charts and notes from Malinda and Linda are attached in an Appendix and they are also available to respond to any questions or concerns. They will also join me for the April 24, 2012 Board meeting. We welcome your comments, suggestions and recommendations.

BACKGROUND

In August, 2011, the newly formed Programs & Partnerships (P&P) team was asked to conduct an assessment of the Law Library's remote locations. The initial focus of the assignment was to determine whether or not the existing model of Branch locations within the Courthouses, with the current collection, staff, and hours, was effectively providing sufficient resources and services to be measurably worth the annual investment of time, effort and funds by the Law Library.

Until P&P assumed responsibility for the Branch locations, they were managed by various librarians with the Reference & Research team. Historically, the management of the Branch locations was one of benign neglect. When Paula Hoffman, Senior Librarian, (Foreign & International Law) assumed responsibility in 2010, a more direct approach was implemented, including basic training, quarterly staff meetings and regularized monitoring and management. Nonetheless, in general, problems were handled when identified, but otherwise the Branches ran according to a 1980's (and earlier) model. As recently as 2011, there were no computers for the public to use, no electronic legal resources, no circulating materials and no assistants with professional Library degrees. To fill sick leave and vacation time vacancies, the Law Library contracted with a temporary service agency that sent hourly substitutes. Those substitutes often provided little more than very basic clerical support; they opened the Branch, filed loose-leaf services (moderately successfully), and maintained the access to the Law Library collection and space.

Shortly into the project, as discussions evolved, it became clear that to provide an accurate assessment of current practices, the study should be extended to include the Partner locations. Within P&P, Linda Taylor had also assumed responsibility for the day to day operations of the Partner locations and it seemed not only a logical extension of the Branch assessment, but a necessary component of it. Although relatively new (when compared to the Branch locations), the Partner locations afforded another set of



measurable observations for providing LA Law Library resources and services to various constituent groups.

METHODOLOGY

Stakeholders: To begin, P&P created a list of stakeholders who were prospective Branch clientele. For all Branch locations, the list included judges, research attorneys, self-represented litigants, and attorneys. For several of the locations, additional clientele included law, paralegal and criminal justice students. For the Partner locations, the stakeholders expanded to include public librarians as well as the general public.

Strategies: Strategy discussions identified the following issues: (1) how best to obtain feedback from the stakeholders; (2) how to gain firsthand knowledge of the Branch library day-to-day operations; (3) how to determine the successful use of both the environment and the professional librarians within the Partner locations; and (4) how to ensure both quantitatively and qualitatively sufficient data.

Branch / Partner Locations: In addition to general visits to each Branch, it was decided that rather than hire substitutes when Branch assistants were out, the P&P staff would fill the vacancy. This allowed both Malinda and Linda to gain firsthand knowledge of each location: who came into the Branch, how long they stayed and what information or service was requested. Malinda and Linda devised a brief set of survey questions asked directly to library users: (1) how often did they used the Branch; (2) how far they traveled to get there; and (3) what services would they appreciate having available when they arrived at the Branch. When it became apparent that there was no efficient way to interview judges or research attorneys about their library use, Malinda and/or Linda met with the court administrator for each Branch location and asked the usage questions that would have been asked of the judges. They also met with the self-help center staff in each Courthouse where a Branch was located, as well as with the self-help staff from locations the Law Library vacated, i.e. Compton and Pasadena. Conversations provided information that helped to clarify where the Law Library fit (or did not fit) with their programs.

Bar Associations: P&P created a CLE program as a way to introduce the Law Library to bar associations. During these sessions, brief surveys were distributed in order to obtain systematic feedback regarding potential services of use to attorneys.

Public Libraries: Last year, the Bill & Malinda Gates Foundation funded an Institute for Museum and Library Studies (IMLS) study that sought to identify the reasons for using a library. The resulting IMLS report stated that when asked why users visit a public library, the need for legal and government information ranked number five in importance. In response, P&P created an initial “legal reference basics” in-service workshop for city and county public librarians. Those trainings provided the opportunity for P&P to distribute a survey that ultimately was able to identify the top legal issues of the public who came to the public library seeking information and/or assistance. P&P was also able to determine the range of digital and legal information literacy skills of the public librarians as well as the frequency of user request for assistance on a legal issue.



P&P FIELD WORK AND DATA COLLECTION

The P&P staff field work experience included visits, interviews, substituting and instruction, as follows:

- Branch visits: *18 visits; 6 substitution work days.*
- Public librarian in-service workshops: *11 workshops; 236 public librarians participated in the training. (LAPL 163 / CoLAPL 105 / PPL (Pasadena) 40).*
- Attorneys: *6 events, including CLE seminars:
LACBA's Inn of Court. Social meet & greet; 5 min presentation.
San Fernando Valley Bar Association. Meet & greet.
Santa Clarita Valley Bar Association. Meet & greet.
San Gabriel Valley Bar Association CLE – How the LA Law Library can benefit your Law Practice: 39 attendees; survey distributed.
Women Lawyers of Long Beach CLE- How the LA Law Library can benefit your Law Practice: 28 attendees.
LACBA. Barristers Section. Panel Discussion: Finding a Job in the Recovering Economy.*
- Court Administrators: *8 interviews (Including Compton and Pasadena).*
- Self-Help Centers: *17 interviews (including Compton and Pasadena).*

DATA SUMMARY: BRANCH LOCATIONS

The LA Law Library maintains five Branch locations: Long Beach, Norwalk, Pomona, Santa Monica and Torrance.

General Environment

Hours. Reductions dating back to 2004 limited the Branch location hours to ½ time: 10 a.m. – 2 p.m. A recent change shifted the hours of the Branch to be open from 8:30 a.m. to 1:30 p.m. However, with the adjustment to morning hours, potential users now wait in line for the Courthouse to open and then move through a screening process in order to access the library.

Resources

Print Collections. Each Branch location maintains the same current collection, a combination of primary source materials for California and Federal, a practitioner collection of California treatises and a Nolo Press collection for the general public. All of the locations, except Long Beach, retain on the shelves large sets of titles that were cancelled more than 10 (and sometimes 15) years ago.

Digital Access. With the exception of Long Beach, the Law Library currently has connected each Branch assistant to the Main library's network for email, internet and legal databases. (New wiring within the Courthouse is required to complete the Long Beach installation.) However, all Courthouse requirements for IT do not easily enable the Law Library to establish public internet connections. In several Courthouse locations, new network wiring is required before an internet connection that supports



public terminals can be installed. Moreover, Courthouse regulations currently do not allow WiFi systems that are external to the Court network to be installed.

Staff

The Law Library employs a part time Branch assistant for each Courthouse location. The Branch assistants are non-professional staff members. Historically, the Branch “attendant” was employed to keep the doors open for attorneys and judges and update loose-leaf and subscription services. Despite the change in clientele and service needs over the years, no change was made in the professional requirements of the Branch assistants. Because of longevity, some Branch assistants have gained substantive knowledge of the courts and court processes. Nevertheless, Branch assistants remain isolated from the Main library and staff and opportunities for developing more advanced knowledge of legal materials and legal reference techniques are lost. Moreover, that knowledge is generally confined to the relatively small collection of print materials available within the Branch. Because technology has not been available in the Branches, there is only cursory knowledge of commercial legal databases or free legal websites.

Traditionally, the Library has used a temporary service agency to staff the Branch locations when either sick or vacation absences occurred. The substitutes sent by the temp agency have largely been directed to file loose-leaf services and shelve books. Although there have been exceptions, most substitutes have either no legal research knowledge or sub-par bibliographic skills.

The Main Library is responsible for providing management and administration of the Branch locations. However, it appears that for the most part, the Branch staff experienced a laissez-faire leadership or management style, and were often left on their own for long periods of time. During the last seven years, the Branch staff have been “managed” by four different librarians. As three of those librarians had full time reference and/or supervisory responsibilities at the Main Library, the amount of time and attention devoted to the Branch assistants varied widely but was considered a secondary responsibility. In the summer, 2011, Linda assumed management, administration and training for the Branch staff, marking the first time it was a primary focus of a supervising librarian.

The Main Library Reference & Research (R&R) staff generally serve as a back-up reference resource. Indications are that over the years, some Branch assistants have regularly contacted the R&R staff for assistance, but others have made little contact. The Collection Management staff provide acquisition, cataloging and processing services for the Branch locations. For the most part, this appears to be the most regular and consistent contact with the Main Library, if for no reason other than there has been a continual need to update the print materials and replace missing pages.

Clientele

The historical model of the Branch library was a robust collection created for the use of judges and attorneys. Court administrators indicate that this audience has significantly changed as judges and research attorneys have their own print materials as well as online resources.



Statistics kept by the Branch assistants confirm that there is little continuous walk-in or phone traffic at the Branch locations. All of the Branch locations, except Norwalk, report greater usage of the library during the lunch hour.

Although attorneys continue some use of the collection, significant research needs are not satisfied by the Branch materials. When an attorney does use the collection, he/she tends to use it for “just-in-time” court business. Often, the print material is used in combination with the attorney’s own computer, checking work product against the law or precedent.

All Branches estimate a 50%/50%, or greater, public to attorney ratio. The general self-represented population needs assistance with finding and understanding legal documents and sample forms. Although the Self-Help Centers and window clerks refer the public to the library, all indications are that only a fraction of those referred actually make it to the library. (It is possible that because they seek assistance completing forms, they believe that the library cannot help them.) In some of the Branch locations, a small, student population, primarily paralegal, is a consistent library user group. This user group generally does not require much assistance.

DATA SUMMARY: PARTNERSHIP LOCATIONS

There are four partnership locations: Pasadena, Compton, Van Nuys and Lancaster.

General Environment / Hours and Resources

Pasadena. Pasadena Public Library (PPL) is an independent city public library. The collection, a combination of legal materials moved from the Pasadena Courthouse location and PPL owned government and legal resources, is small but robust. PPL supports access to LA Law Library legal databases, including Westlaw. The collection is housed in a quiet, semi-dedicated area that provides a scholarly ambiance. During visits only a few users were seated and working. However, numerous books on the tables and reshelving carts indicated that the collection is being used. PPL is open 9 a.m. – 9 p.m., Monday through Thursday; 9 a.m. – 6 p.m. Friday and Saturday; and 1 p.m. – 5 p.m. on Sunday.

Compton. Compton Library is a contracted service of the LA County Public Library. The small collection was moved in 2007 from the Courthouse into a newly renovated library that is located in the same civic plaza. Westlaw and the suite of legal databases offered by the Law Library are available on the public terminals. The library is a single large room, with no clear demarcation between the Children’s and Young Adult areas and the law collection. Due to budget reductions, the library is closed on Monday and Friday and opens at 10 a.m. Tuesday through Thursday. It is open on Saturdays. Visits generally found little use of the collection.

Van Nuys. The Van Nuys Courthouse Branch was moved in 2011 across the civic plaza to the Van Nuys Public Library, a Branch of the LA (city) Public Library. The collection of statutory and practice materials, as well as Nolo Press materials is the largest print



collection of all the Partner libraries. The collection is prominently placed adjacent to the reference area. However, because the library is a smaller, single room, the collection is also adjacent to the Children's and Young Adult collection. And, because the emphasis of that Branch is Children's / YA services, no adult services reference librarian is at the location. The print collection is supported by access to the Main library's legal databases. The Self-Help Center, as well as local public libraries from both the NE and NW Valley areas, has begun to refer the public to this collection. Library hours vary: Monday, Wednesday and Saturday it is open 10 a.m. – 5:30 p.m.; Tuesday and Thursday hours are 12:30 p.m. – 8:00 p.m. and Friday, 1:30 p.m. – 5:30 p.m.

Lancaster. Lancaster Public Library is a large regional location of the LA County Public Library. The Lancaster legal collection is small, consisting of West's Annotated California Code, Cal Jur and a circulating collection of Nolo Press titles, but it is located in the Adult / Reference / non-fiction area, away from the Children's and Young Adult section. The LA Law Library provides Lexis service which is available on all public terminals. Five full time reference librarians have been trained by LA Law Library staff. Although closed on Mondays, the library is open 10 a.m. – 8 p.m. Tuesday through Thursday, and 8 a.m. – 6 p.m. Friday and Saturday.

The resources in the Partner locations are, in general, adequate for the use. In some instances, the number of titles could be reduced. New titles are added only intermittently. Quite often entire sections of formbooks and chapters from practice books are taken and need to be replaced. Online databases, intended to supplement the practice materials, are available in three of the four locations, but are most heavily used in Lancaster and Pasadena.

Staff

While each of the Partners employ professional librarians, only two have identified an individual point person for the legal collections. P&P staff developed and held training sessions for both the partner staff members and, at the request of the Branch and regional managers, for any reference librarian within their system. These system-wide classes appear to be well received. In fact, the response from the librarians has been extremely positive; more than 230 public librarians have attended the training sessions.

Nonetheless, while the general information is welcomed by the professional librarians, in the Partner locations this does not necessarily translate into "excellent customer service." In some locations, the staff appear reluctant to assist clients using the legal collection. They are challenged by the learning curve associated with learning the legal materials and focused on day to day issues. In others, staff members may be somewhat more engaged in providing access to legal information but their attention is divided by multiple, ongoing user and administrative initiatives. In one location, Van Nuys, recently posted signs tell the story: "*NOTICE: Library employees DO NOT provide: Legal Advice, Legal Assistance or Document Preparation.*" Often, library users are directed to the Self-Help Center at the Courthouses. On the other hand, in Lancaster, recent discussions with staff and leadership indicate that they are interested in expanding a relationship with the LA Law Library.



Clientele

The Partner locations were established to serve both attorneys and the general public. Indications are that attorneys use the collections on occasion. Although they are generally self-sufficient, they have voiced concerns about the hours, lack of assistance and the noise level in several of the libraries. The public seeking to use the collections often need assistance and guidance, not only to find the materials, but also in understanding concepts and sample forms. And just as often, there are language barriers to using the collection.

Court administrators expressed gratitude to the library for relinquishing space in the Courthouse for the development of Self-Help Centers. The Partner locations were intended to continue to serve as an additional resource for the Self-Help Centers. However, SHC's reported that they prefer to refer the public to other local agencies rather than the libraries because they have a greater confidence that the agency can provide more meaningful assistance in filling out forms and helping users with low cost legal assistance.

DATA SUMMARY: FUNDING

The FY 2010-2011 library material expenditures for all Branch and Partner locations, including continuation upkeep and new purchases for the print materials was approximately \$370,000. Print expenditures within Branch locations were approximately equal at \$55,000. Partner location expenditures average about \$25,000 per location.

In addition, FY2011 personnel expenditures for Branch assistants equaled approximately \$125,000, including benefits. Substitute services for Branch assistants who are on leave, either sick or vacation, cost an additional \$10,000. Moreover, salaries (adjusted for time spent on Branch and Partner activities) for Main library staff who support both the Branch and Partner locations equals approximately \$255,000. The total personnel expenditures for Branch and Partner locations are approximately \$390,000.

Additional costs for Supplies & Services, including a portion of professional services such as Payroll, are approximately \$15,000. Total FY 2011 expenditures for all Branch and Partner activity equaled approximately \$775,000.

ANALYSIS

General Environment / Hours / Locations

Availability of the Branch and Partner locations is an ongoing concern. Current Courthouse Branch locations lack afternoon, evening and weekend accessibility. Although the Library recently shifted the Branch location hours to a consistent, daily 5-hour period, nonetheless, in all Branch locations, the attorneys, the public users and the Self-Help Centers have all requested extended hours.



All of the Branch libraries are in rather isolated locations and are dated in look and atmosphere. Several are located on floors with minimal activity and are away from a SHC or a clerk's window, the two main sources of referrals. Entrance through Security screening required in all Courthouses is a deterrent to easy access. In addition, doors at most of the locations are kept closed – a second deterrent to library use.

Most of the Branch locations include a disproportionate amount of space dedicated to subscription titles that were cancelled years ago. That space could be repurposed - either for additional seating for users or for access to digital services on public terminals, or for assistance from outside service providers for forms preparation, etc.

Partner locations have evening and weekend hours, but full, consistent schedules have been impacted by budget reductions. Thus, late openings, inconsistent opening and closing schedules, and reduced evening and weekend hours, all impact the potential user. On the other hand, attorneys have reported that weekend and evening hours at Pasadena have been useful. And, Lancaster has reported regular Friday use by two claims advisors from the Dept. of Consumer Affairs.

Courthouse Branch locations may no longer provide the best service location for either the current general or legal populations. For example, three Branch locations, Torrance, Long Beach and Norwalk are within 20 miles of each other. Although there are 11 courthouses within the geographic area, according to the State Bar data, there are only (approximately) 2,500 attorneys. On the other hand, the San Fernando Valley, combined with the Van Nuys and East Valley areas has 8 courthouses, but an attorney population of more than 6,500. According to the Executive Director of the San Fernando Valley Bar Association, 75% of these attorneys practice in solo and small firm situations. The SFV area also has a high general population density.

Two Branch locations, Pomona and Long Beach, are also served by other county law libraries that may be more strategically advantageous for library users. For users of the Pomona Branch, the Rancho Cucamonga Branch of the San Bernardino County Law Library is a 14 mile drive from the Pomona Courthouse, which means its radius too many potential users, is less than 7 or 8 miles. The San Bernardino Branch is professionally staffed, has legal database access, is open full days and has free parking. Likewise, for many citizens served by the Long Beach branch, the Orange County Law Library may be a better option. The Orange County Law Library holds a full law library collection, has significant database access, is professionally staffed, easily accessible and has free parking.

Resources

Print Collections. In general, both Branch and Partner locations maintain a combination of primary source materials for California and Federal, a practitioner collection of California treatises and a Nolo Press collection for the general public. While basically a similar collection exists in each location, the extent of the collection may vary slightly. None of the print materials circulate regardless of location. But, many of the locations report that the materials regularly "disappear" and need to be replaced. This is particularly true in the Partner locations. There is very little collection development or enhancement. The collections include the basic staples of legal practice in California



and new titles are purchased only if a significant new treatise or form book is published. Nevertheless, Branch assistants report that there are few instances where topic or resources were not fulfilled by the collection at hand.

Digital Access. While the staff at most of the Branch locations are networked to the Main Library, public access to online services maintained by the LA Law Library are not available. Staff that have access to Westlaw report discomfort using the service – primarily from minimal use. WiFi within the Branch locations is also not available. This is a significant hindrance to current research and is a disservice to users of these Branch locations.

In the area of digital access, the Partner locations are a significantly stronger resource venue. Public terminals are available with the potential to provide direct access to the LA Law Library digital services.

Staff and Service

Both Branch and Partner locations have a somewhat compromised service model. Branch assistants, despite years on the job, as well as most of the Partner location staff lack the subject specialty understanding required for an effective legal reference interview. Staff in both Branch and Partner locations vary in their interest, willingness or knowledge to provide full reference services, using either in print or online. In several of the Branch and Partner locations, there is little more than monitoring of users and collection.

As previously mentioned, in Branch locations, the staff are part time, 8:30 – 1:30 daily. If the Branch location hours were increased, even by 1 additional hour, the Law Library would be required to hire additional Branch assistants to cover lunch and break periods.

In Partner locations, where the emphasis is on Children's and Young Adult programming, it is difficult to make the transition to Adult services. Nevertheless, where professional public librarians are available and engaged they benefited from the personalized training provided by P&P staff and had a more positive attitude toward helping clientele through the print and digital collections. But despite the training, most public librarians tend to use the information gained to support assistance for a simple user inquiry, rather than to develop of a working knowledge of the use or content of legal resources.

Over time, several of the Branch assistants have built strong working relationships within the Courthouse. However, while both Self-Help Centers and Court administration say that they are always looking for more tools and resources to assist a self-represented litigant, both entities have also stated that they generally do not refer a self-represented litigant to a Branch or Partner location because the staff in those libraries are not prepared to assist the self-represented with his interactive, transactional-based needs. The service image the LA Law Library has worked to create at the Main Library through hands-on, nuts and bolts guidance is thus not supported by the current Branch/Partner model.



Funding

Funding for the Branch and Partner locations appear to be disproportionate to the services provided, particularly in the Branch locations, which accounts for more than two thirds of the \$775,000 expended. The majority of the Branch money is spent on the print collection with a smaller portion spent to make the online services available. Approximately one half of all funds were spent on personnel. Of that money, nearly 40% was spent on the staffing component at the Main Library, who provide the supporting services needed to maintain the Branch and Partner collections and services. Yet, in both Branch and Partner locations it is apparent that professional staffing is required to provide full reference and research services, whether the client is using print or online resources.

More importantly, the LA Law Library also pays for a number of digital subscriptions that are seldom, if at all, used at the Branch locations, and only sporadically used at the Partner libraries. These services should be available to any user of the LA Law Library, regardless of which location they have visited. Estimates are that an investment of approximately \$25,000 would be required to provide sufficient hardware and software for each Branch location to enable online services, including copy, print, download and email options.

CONCLUSION

In general, the findings point toward a significant imbalance between effort and expense and “return on investment.” The data gathered and analyzed are instructive.

Regarding the Branch locations, it is possible to increase the hours and expand staff to include professional reference librarians. It is possible to invest significant dollars in hardware and software to deliver the online services readily available at the Main Library. However, it is also possible to consider that the current Branch locations are no longer the correct place for the law library. Whether it be due to population shifts, or because Courthouse locations pose entrance barriers due to security, availability of parking, and hours, or because of the substantial investment required to develop staff and improve services, it is not a simple matter to upgrade, revitalize or expand.

Our investment in Partner locations over the past four years has been informative and valuable. Moving the print collection is not sufficient. Staff services are required, as is the availability of online services. We have found that attorneys and the general public alike will go where the information is available, but they will only be satisfied if both the resources and staff services align with their perception of a “library.” Otherwise, search alternatives, from Westlaw and Lexis to free government websites to Google, are available at their fingertips.

Instead, it is decision about re-envisioning the services, redeploying resources, and redefining spaces.

The current model of providing services in remote locations neither effectively represents nor replicates the public service reference and research standards available



and practiced at the Main Library. Moreover, no amount of “improvement” or redevelopment is possible today without thinking about the delivery of information in the 21st century. Recent studies and articles allude to “transformational change” in the information world. Legal publishers are talking about e-books, virtual discovery tools and “apps.” Users want “just-in-time” information – wherever they are, whenever they need it, and in a form that is easily accessible.

This assessment comes at a propitious moment given the opportunity for strategic planning. The Board of Trustees of the LA Law Library should consider re-envisioning the services, redefining library space, and redeploying resources: staff, collection and technology.



Programs & Partnerships Outreach Visits / Meetings: Branch Locations

| Date | Location Type | Location Description | Purpose | Status |
|-----------|---------------|------------------------|--|---|
| 07/14/11 | Branch | Long Beach Branch | Meet AIM Temp, observe activity, shelf read, collection maintenance & admin, intro to SHC | Completed 1st visit - stayed during entire operation hours |
| 07/20/11 | Branch | LALL | Initial Meet & Greet, find out about branch ops | Met with 3 permanent Branch Assts and learned about Branches and some recommendations |
| 07/21/11 | Branch | Pomona Branch | Meet Branch Staff, observe activity, shelf read, collection maintenance & admin | Completed 1st visit - stayed during entire operation hours |
| 07/25/11 | Branch | Norwalk Branch | Meet Branch Staff, observe activity, shelf read & admin | Completed 1st visit - stayed during entire operation hours |
| 07/26/11 | Branch | Santa Monica Branch | Meet Branch Staff, observe activity, shelf read & admin | Completed 1st visit - stayed during entire operation hours |
| 07/27/11 | Branch | Torrance Branch | Meet Branch Staff, observe activity, shelf read & admin | Completed 1st visit - stayed during entire operation hours |
| 08/10/11 | Branch | Pomona Branch | Meet AIM Temp, determine if viable candidate for part-time regular position, follow up with any collection maintenance | Completed 2nd visit |
| 08/29/11 | Branch | Long Beach Branch | Fix copier coin box | Unsuccessful - Help Desk need to fix |
| 09/15/11 | Branch | Long Beach Branch | Touch base with AIM Temp, observe progress of looseleaf filing in preparation for new regular hire, observe activity, check for anything that needs to be done before new hire arrives | Completed 2nd visit |
| 10/26/11 | Branch | Pomona Branch | Branch Assistant Training | Completed 1 of 3 onsite Branch Training for new hires |
| 10/27/11 | Branch | Long Beach Branch | Branch Assistant Training | Completed 3 of 3 onsite Branch Training for new hires |
| 10/28/11 | Branch | Pomona and LB Branches | Branch Assistant Training | Completed 1 of 3 onsite Branch Training for new hires |
| 12/8/2011 | Branch | Long Beach Branch | Observe activity | Branch Assessment project; observe activity at Branch |
| 12/15/11 | Branch | Pomona Branch | MM and LT observe activity | Branch Assessment project; observe activity at Branch |
| 01/06/12 | Branch | Norwalk Branch | Sub for Kay Mayorga | Branch Assessment project; observe activity at Branch; substitute for regular staff |
| 01/26/12 | Branch | Norwalk Branch | MM and LT observe activity; MM get feedback from Branch Assistant | Branch Assessment project; observe activity at Branch |
| 01/27/12 | Branch | Torrance Branch | Sub for Paula Hart | Branch Assessment project; observe activity at Branch; substitute for regular staff |
| 01/30/12 | Branch | Long Beach Branch | LT observe activity | Branch Assessment project; observe activity at Branch |
| 02/03/12 | Branch | Pomona | MM and LT observe activity | Branch Assessment project; observe activity at Branch |

Programs & Partnerships Outreach Visits / Meetings: Branch Locations

| Date | Location Type | Location Description | Purpose | Status |
|-------------|----------------------|-----------------------------|---|---|
| 02/22/12 | Branch | Santa Monica Branch | MM and LT observe activity; MM get feedback from Branch Assistant | Branch Assessment project; observe activity at Branch |
| 02/24/12 | Branch | Norwalk Branch | MM and LT observe activity | Branch Assessment project; observe activity at Branch |
| 03/01/12 | Branch | Santa Monica Branch | Sub for Judith Yontef | Branch Assessment project; observe activity at Branch; substitute for regular staff |

Programs & Partnerships Outreach Visits / Meetings: Courthouses

| Date | Location Type | Location Description | Purpose | Status |
|------------|---------------|--|---|--|
| 01/27/12 | Court - SHC | AV(Lancaster); Pasadena; Pomona; San Fernando; Van Nuys SHCs | Introduce LALL to NLS-LA administered self-help centers; discussion of v.2 of self-help centers | Opportunity to obtain a broader perspective on the needs of the court-based self-help centers administered by NLS-LA and how we might be able to partner going forward, including roll-out of prescription pad |
| 02/08/12 | Court - Admin | Compton | Meet and Greet | Feedback on prior library and introduction to staff atty for Comm Legal Servs LA. Meeting with JL calendared for March |
| 03/16/12 | Court - SHC | Compton | Meet and Greet w/LAFLA SHC staff | |
| 12/08/11 | Court - Admin | Long Beach | Meet & Greet | Met to introduce & find out how LALL Branch is doing & ways in which LALL and Long Beach Court may be able to work together. |
| 02/24/12 | Court - Admin | Long Beach | Court Clerks training | Planning session; update on new courthouse |
| 07/14/11 | Court - SHC | Long Beach | Meet & Greet | Met to introduce & discuss possibilities of ways in which LALL can help move ppl thru cts |
| 01/30/12 | Court - SHC | Long Beach | Impromptu brief meeting | Short intro to LALL outreach efforts; opportunity for more follow up; A. Storey is co-Managing Atty of all LAFLA SHC and DV Clinics |
| 02/24/2012 | Court - SHC | Long Beach | Find out more about LALL and SHC synergy; meet new SHC Atty and Paralegal | Obtained perspective re library combination and prospective future programming as well as status re LAFLA staffing |
| 01/26/12 | Court - SHC | Norwalk | Meet & Greet | Met to introduce & discuss possibilities of ways in which LALL can help move ppl thru cts |
| 02/07/12 | Court - Admin | Pasadena | Meet and Greet | Ascertain value of library in or out of a courthouse |
| 12/13/11 | Court - SHC | Pasadena | Meet & Greet | Met to introduce & discuss possibilities of ways in which LALL can help move ppl thru cts |
| 12/20/11 | Court - SHC | Pasadena | Prescription Pad v. 2 | Met to find ways in which SHC in Pasadena, PPL partnership and LALL can work together. |
| 02/03/12 | Court - Admin | Pomona | Drop in meeting | Discussed role and value of branch to court and ways to improve. |
| 10/26/11 | Court - SHC | Pomona | Meet & Greet | Met to introduce & discuss possibilities of ways in which LALL can help move ppl thru cts |
| 12/15/11 | Court - SHC | Pomona | Meet & Greet, Introduce SM | Met to introduce & discuss possibilities of ways in which LALL can help move ppl thru cts |
| 02/03/12 | Court - SHC | Pomona | Meet and Greet | Discussed role and value of branch to SHC and. |
| 10/26/11 | Court - SHC | Pomona | Meet & Greet | Met to introduce & find out how LALL Branch is doing & ways in which LALL and Pomona Court may be able to work together. |
| 02/22/12 | Court - Admin | Santa Monica | Meet & Greet | Obtained perspective re library value to court and future locations |
| 02/22/2012 | Court - SHC | Santa Monica | Meet & Greet w/SHC staff | Synergy between library and SHC as well as future collaboration potential between LAFLA and LALL |

Programs & Partnerships Outreach Visits / Meetings: Courthouses

| Date | Location Type | Location Description | Purpose | Status |
|-----------|---------------|---------------------------------|--|--|
| 07/19/11 | Court - SHC | Stanley Mosk - Self Help Center | Brief visit to LA Superior Court Self-Help, potential partnership opportunities? | Meet & Greet, brief orientation to SHC |
| 02/8/2012 | Court - Admin | Torrance | Meet & Greet | Met to introduce & discuss possibilities of ways in which LALL can help move ppl thru cts |
| 02/08/12 | Court - SHC | Torrance | Meet & Greet w/SHC staff | Met to introduce & discuss possibilities of ways in which LALL can help move ppl thru cts |
| 02/17/12 | Court - Admin | Van Nuys | Training on LawHelpCalifornia.org | Trained Teresa who will train clerks |
| 10/26/11 | Court - SHC | Van Nuys | Learn what works / what doesn't between combined library / SHC | Met with Lazaro with questions. First hand view of operations. |
| 11/03/11 | Court - SHC | Van Nuys | Meet & Greet | Met to introduce & find out how LALL Branch is doing & ways in which LALL and Van Nuys Court may be able to work together. |

Programs & Partnerships Outreach Visits / Meetings: Public Libraries

Acronyms: ARA = Assistant Regional Administrator; CLM = Community Library Manager

| Date | Location Type | Location Description | Purpose | Status |
|----------|----------------|-----------------------------------|---|--|
| 04/29/11 | Public Library | Van Nuys Partnership | Beginning Legal Research Training | Held training - staff felt overwhelmed. Rethink of material from legal <i>research</i> to legal <i>reference</i> . |
| 05/03/11 | Public Library | Norwalk Branch, CoLAPL | Law Week program - Legal Websites | Program conducted by RS - 1 member of general public and 2 librarians attended. Successful in that it provided outreach to Norwalk and gave P&P an understanding of a public class which might work in a public library setting. |
| 05/04/11 | Public Library | Van Nuys Partnership | Law Week festivities - promote VN partnership | MJK, Mlucero, MM and LT attended. Branch put up book display of legal titles. Not much interest among attys or general public, but a few people came by while we were there. |
| 05/11/11 | Public Library | Compton | Compton Partnership - 1st initial P&P visit | Meet & Greet with Compton staff and South Region administrator (Carolyn K.), view collection, inquire about desire for in-service training |
| 05/19/11 | Public Library | Van Nuys | Basic Tools to Know training (aka Top Tools) | Provide simpler, follow up legal reference training for VN staff. |
| 05/26/11 | Public Library | Van Nuys Partnership | Looseleaf filing training (with RP), shelf read, ad hoc shelver training (MM), observe use | Looseleaf filing training and collection maintenance |
| 06/01/11 | Public Library | Pasadena Partnership | Westlaw Public Class, admin meeting with Jean | Conduct & observe public class, initial admin meeting with Jean |
| 06/02/11 | Public Library | Van Nuys Partnership | Continued looseleaf filing training | Looseleaf filing training follow up completed |
| 06/15/11 | Public Library | Van Nuys Partnership | Basic Legal Reference | Completed 1st public library in-service |
| 07/06/11 | Public Library | Compton Partnership | Westlaw Staff Training, collection follow up, ref desk shadow | Provided 1st Compton Staff Training, shelf read collection, 1 hr ref desk observation |
| 08/03/11 | Public Library | Pasadena Partnership | Westlaw Public Class, admin meeting with Jean | Conduct & observe public class, follow up admin meeting with Jean and ref staff |
| 09/14/11 | Public Library | Pio Pico Branch, LAPL | Legal Reference Basics - hands-on | Completed "hands-on" training at branch with training center computers |
| 09/21/11 | Public Library | Lancaster Partnership | Meet & Greet, tour library, meet Ref Librarians, view Lexis set up and (non-LALL) print legal collection, visit Antelope Valley Court and SHC | Completed 1st visit; interviewed Ref Lib on duty, set stage for in-service training, potential public classes |
| 09/28/11 | Public Library | CoLAPL Library Headquarters (LHQ) | Intro to LALL presentation | Created awareness for and presented introduction to LALL for regional managers |
| 09/29/11 | Public Library | Van Nuys Partnership | Intro to LALL presentation | Increase awareness of LALL |
| 10/05/11 | Public Library | Pasadena Partnership | Westlaw Public Class, admin meeting with Jean | Conduct & observe public class, follow up admin meeting with Jean |

Programs & Partnerships Outreach Visits / Meetings: Public Libraries

Acronyms: ARA = Assistant Regional Administrator; CLM = Community Library Manager

| Date | Location Type | Location Description | Purpose | Status |
|----------|----------------|------------------------------------|--|--|
| 10/26/11 | Public Library | Van Nuys Partnership | Resources for Finding & Hiring a Lawyer | Completed 1st topical areas of law workshop for librarians |
| 10/27/11 | Public Library | Central Library, LAPL | LAPL Library Commissioners Meeting | 6-month follow up - VN Partnership |
| 11/03/11 | Public Library | Cahuenga Branch, LAPL | Intro to LALL presentation | Increase awareness of LALL, gauge if interest in training/other programs |
| 11/13/11 | Public Library | Manhattan Beach Branch, CoLAPL | Legal Reference Basics | Completed 4th in series of in-service training for CoLAPL librarians. |
| 11/15/11 | Public Library | Van Nuys Partnership | Top Tools Hands-On Exercises | Completed hands-on exercises - very well received. Will create follow up & use as model. |
| 11/29/11 | Public Library | Central Library, LAPL | Reintroduce LALL = is there anything we can do for them, partner/training opps | Met with various Dept incl Soc Sci, Bus & Econ, Art. Most interest by Bus & Econ. May pursue Thursdays@Central public event. LT to follow up with brochures & bookmarks for Depts. |
| 11/30/11 | Public Library | Baldwin Hills Branch, LAPL | Intro to LALL presentation | Increase awareness of LALL, gauge if interest in training/other programs |
| 12/01/11 | Public Library | Norwalk Branch Library, CoLAPL | Legal Reference Basics | Completed 4th in series of in-service training for CoLAPL librarians. |
| 12/01/11 | Public Library | LaCrescenta Branch Library, CoLAPL | Legal Reference Basics | Completed 4th in series of in-service training for CoLAPL librarians. |
| 12/13/11 | Public Library | Pasadena Partnership | Remote Access Databases Overview in-service | Conduct 2 training sessions for staff; shelf read; observe use; discuss 2012 training ideas with Jean |
| 12/14/11 | Public Library | Valley Plaza Branch, LAPL | Intro to LALL presentation | Increased awareness of LALL, gauged if interest in training/other programs |
| 01/05/12 | Public Library | Vernon Branch Library | Intro to LALL presentation | Increase awareness of LALL, gauge if interest in training/other programs |
| 01/12/12 | Public Library | West Covina Branch, CoLAPL | Legal Reference Basics | Completed 4th in series of in-service training for CoLAPL librarians. |
| 02/07/12 | Public Library | Pasadena Partnership | CEBOnLaw and LIRC | Trained front line staff and senior librarian |
| 02/07/12 | Public Library | Pasadena Partnership | Westlaw Public Class | Trained front line staff and senior librarian |
| 02/17/12 | Public Library | Van Nuys Partnership | Reference desk triage | Observed (staffed) reference desk for 2.5 hrs. |
| 02/29/12 | Public Library | Lancaster Partnership | Lexis Staff Training | Trained reference librarians and library manager |
| 03/07/12 | Public Library | Van Nuys Partnership | In-service Finding Forms | 18-20 attendees for in-service |
| 03/14/12 | Public Library | Compton Partnership | TBD - Hands-On Database training | |
| 03/21/12 | Public Library | LAPL Soc. Sci / Phil | Meet and greet, update re LAPL / LALL synergy | Meet and greet. Learned about outreach opportunities |
| 03/29/12 | Public Library | Pio Pico Branch, LAPL | Finding & Hiring a Lawyer Training | In-service, 12 attendees |

Programs & Partnerships Outreach Visits / Meetings: Bar Associations

| Date | Bar Association | Location Description | Purpose | Status |
|------------|------------------------------|--|--|--------|
| 11/14/2011 | Women Lawyers of Long Beach | MCLE class @ La Creperie in Long Beach | Outreach - MCLE class | |
| 12/13/2011 | San Fernando Valley Bar Assn | Holiday party @ SFVBA office | Outreach - mingle with attorneys | |
| 1/24/2012 | Santa Clarita Bar Assn | Mixer at Bar and Grill in Santa Clarita | Outreach - mingle with attorneys | |
| 3/2/2012 | San Gabriel Valley Bar Assn | MCLE class | Outreach - MCLE class | |
| 3/22/2012 | San Fernando Valley Bar Assn | Bellwood Baker | Meet and Greet | |
| 4/4/2012 | LACBA Barristers | Panel Discussion - Finding a job in the recovering economy | Follow trends in legal field, meet local attorneys | |

Law Library Distances & Demographics

| Proximity Between Southern Area Branches | | |
|---|--|--------------------------------|
| <i>From</i> | <i>To</i> | <i>Miles</i> |
| Long Beach | Torrance Branch | 16 |
| Long Beach | Norwalk Branch | 17 |
| Long Beach | Compton Branch | 12 |
| Compton | Norwalk Branch | 13 |
| Compton | Torrance Branch | 12 |
| Torrance | Norwalk Branch | 23 |
| LALL | Santa Monica Branch | 15 |
| | | |
| Proximity Between Eastern Area Branch, Nearest Eastern County Law Library & a Potential Eastern Pocket Library Partner | | |
| LALL | Pomona Branch | 31 |
| LALL | West Covina CoLAPL | 19 |
| Pomona Branch | Rancho Cucamonga | 13 |
| Pomona Branch | West Covina CoLAPL | 11 |
| | | |
| Distance from LALL to Prospective Branch Library in the San Fernando Valley | | |
| LALL | VN Courthouse | 17.5 |
| LALL | San Fernando Courthouse | 22 |
| LALL | Woodland Hills | 24 |
| | | |
| Distances to San Fernando Prospective Branch Location From North / South / West SF Valley | | |
| Van Nuys | San Fernando | 10 |
| Woodland Hills | San Fernando | 20 |
| Chatsworth | San Fernando | 14 |
| Valencia | San Fernando | 13 |
| | | |
| Distances to Van Nuys Prospective Branch Location From North / South West SF Valley | | |
| San Fernando | Van Nuys | 11 |
| Woodland Hills | Van Nuys | 12 |
| Chatsworth | Van Nuys | 18 |
| Valencia | Van Nuys | 19 |
| | | |
| Large County Demographics and number of branches / partnerships | | |
| <i>County</i> | <i>Square Miles / Persons per mile</i> | <i>Branches / Partnerships</i> |
| Los Angeles | 4,000 / 2,400 | 5 / 4 |
| San Diego | 4,200 / 735 | 3 / 0 |
| Orange | 790 / 3,800 | 0 / 0 |
| Alameda | 739 / 2,000 | 1 / 0 |
| Riverside | 7,000 / 300 | 1 / 1 |
| San Bernardino | 20,000 / 100 | 2 / 0 |



AGENDA ITEM 6

EXECUTIVE DIRECTOR REPORT

BOARD UPDATE

Internal Procedures Audit. As a follow up to the three recommendations made by Thompson, Cobb, Bazilio & Associates as part of their Internal Procedures Audit, the LA Law Library has completed and implemented improvements to controls over cash receipts collected at the Circulation Desk.

The LA Law Library is in the process of completing the two additional recommendations:

1. Physical Inventory of Books, this will have been completed at the end of the LC relabeling project.
2. The Accounting Policies and Procedures Manual is currently being redrafted for completion by the end of this month.

LA Law Library Brand. In response to the Board's request for information concerning the LA Law Library brand, I have attached information from Siegel+Gale, internationally considered to be one of the premier marketing companies, who worked with Law Library staff in the fall of 2006 to develop a new, more contemporary logo for the Law Library. Siegel+Gale used the Vision, Values and Mission developed by the Board of Trustees in 2006 to design a logo and brand mark. The goal of the logo development was to shift public perception of the Law Library from a building full of books to an environment for continuous learning, community engagement and sharing knowledge.

During the development of the logo and brand mark, Siegel+Gale pointed out that "LA" was recognized as an international city, while "LA County" was less well recognized. The final logo and brand mark, according to Siegel+Gale, was "sophisticated in its simplicity, consists of an abstract representation of books that draws on architectural spaces and hints at the Library's acronym. The mark expresses concepts of interactivity and engagement, capturing at once the Library's functions, vision and value to the community."

At its meeting on Jan 10, 2007, the Board of Trustees heard a presentation by Siegel+Gale. They provided information on the background of the company, and their approach to development of a creative message for the private, non-profit and government sectors. They presented the new logo and brand mark and explained how they arrived at the final construction of the "mark" that would, in their opinion, enable the Law Library to clearly symbolize its message and uniquely identify the Law Library in its future marketing.

The minutes of the January 10, 2007 Board meeting state, "The Board of Trustees approved in principle the adoption and use of the logo and brand "mark" created by Siegel+Gale. *Please see attachment A, for additional information about Siegel+Gale.*

FACILITY UPDATE

See attached Building Repair and Reconstruction Project report.



FINANCIAL UPDATE

See attached March Financials and the March List of Checks and Warrants.

STAFF UPDATE

The 9th Annual Friends of the Los Angeles County Law Library Beacon of Justice Award Gala was held on Tuesday evening, April 3, 2012 at the Mildred L Lillie Building Main Library Building. Over 250 attendees joined the Friends' Board of Directors and the Law Library's Board of Trustees to celebrate the 2012 honoree, Chief Justice Tani Cantil-Sakauye. Special recognition and thanks are extended to LA Law Library staff: Event Coordinator, **Leigh Garcia**; **Jaye Nelson** and **Meiling Li** who managed all technology aspects of the event, and to **Ralph Stahlberg**, **Channa Cajero**, **Shohreh Saljooghi** and **Betsy Warner** for the exhibit of the Chief Justice' memorabilia.

Channa Cajero, Collection Development Librarian, attended "Fundamentals of Collection Assessment" offered by the Association for Library Collections & Technical Services (ALCTS), a division of the American Library Association. This six-week online course introduced key concepts in collection assessment including: assessment methods; tools for understanding collection usage and value; analysis of print and electronic collections; and project design and management. Librarians from academic and public libraries throughout the U.S participated in the course.

On April 4, 2012, **Malinda Muller** and **Cathy Lintvedt** attended a panel discussion presented by the LACBA Barristers entitled, *How to Find a Job in the Midst of A Recovering Economy: The New Legal Landscape*. After the presentation, they had the opportunity to speak with John Ly, organizer of the panel. Mr. Ly suggested that LA Law Library join the panel next year, specifically to address the Law Library resources and staff available to assist new lawyers with their legal research needs.

On April 25, 2012, the LA Law Library will hold its quarterly All Staff meeting. Primary meeting topics include "2012 Strategic Initiatives" and the new "Empower Time Management System."

OUTREACH / TRAINING UPDATE

On April 17, 2012, forty VMware users attended the Los Angeles VM User Group meeting held in the LA Law Library Training Center. Discussion topics included: virtualization trends, best practices, and the latest technology.

Criminal Justice students of Westwood College visited the LA Law Library on April 13, 2012, for a tour presented by Ralph Stahlberg. Among several colleges in the Los Angeles area to regularly visit the LA Law Library, Westwood College professors state that they bring their students to the LA Law Library as a reminder that "real" research starts in the library.



On March 29, 2012, P&P presented an in-service training to 12 LAPL librarians entitled "Resources for Finding and Hiring a Lawyer." Presented for a second time, this training session focuses on a live tour of websites that could be used by public librarians to assist their patrons in need of legal assistance. Attendees expressed appreciation for the practical information and the focus on LA Law Library services and free online resources.

Between January and mid-April, 2012, 24 new members joined the Members Program. 25% of these new members joined as a direct result of MCLE presentations given to local bar associations. These presentations have proven successful in raising awareness of the LA Law Library and generating new members and borrowers.





simple is smart

Industries Served

Automotive



Consumer brands and retail



Education



Energy



Financial services



Government



Healthcare



Hospitality and travel



Manufacturing



Media and entertainment



Nonprofits



Professional services



Real estate



Telecommunications



Technology



Transportation



Utilities



FACILITY UPDATE

Building Envelope Repair & Exterior Restoration Project

Work Completed during the Previous 30 days

- Roof
 - 95% of sheet metal flashing installation on the roof was completed

- Exterior Walls
 - 85% of the preparation work to paint the building was completed
 - 40% of the exterior painting of the building

- Exterior Reconstruction
 - Completion of all underground waterproofing details, including punch list
 - Completed the Group 2 concrete walls
 - Completed the Main Entry Steps / Stairs
 - Completed the Flatwork at Main Entry
 - Completed 95% of Storefront at Main Entry
 - Completed 60% of all Concrete Walls/Planters on the project

Anticipated during the Next 30 days.

- Building Envelope Repair
 - Complete installation of sheet metal flashing
 - Complete punchlist / non-compliance list associated with the Roof
 - Complete painting of the building
 - Refurbish medallions on face of the building

- Exterior Reconstruction
 - Complete all Concrete walls and planters on project
 - Complete stairway and walkway in alley between Library and parking garage
 - Start western side flatwork
 - Start landscaping work
 - Complete front main entry, include flag pole
 - Start Granite work on planter walls



Budget /Financial Summary (as of 04/17/2012)

| Project Description | Adjusted Budget | Spent to Date |
|--|------------------|------------------|
| Swinerton Builders | \$4,622,900 | 3,236,281 |
| Construction Admin & Monitoring – ABB | 193,623 | 175,398 |
| Construction Admin – TMA | 120,350 | 99,858 |
| Construction Management - CLEO | 168,000 | 112,000 |
| Environmental Monitoring/Testing – Arcadis | 37,602 | 37,937 |
| Soil , Concrete, Rebar Testing | 25,000 | 15,225 |
| Contingency* | 516,748 | 275,692 |
| TOTAL | 5,684,223 | 3,952,391 |
| | | |

Percent of total project: The project is approximately 75% complete. Expenditures thus far are 69% of the total project cost.

*Contingency usage status is at \$275,692. Usage includes:
 \$57,991 for demolition & underground work;
 \$25,780 for the exterior building skin;
 \$46,424 for roof work (including \$21,133 for site inspection work by Arcadis)
 \$195,497 for additional hardscape/landscape work
 (\$50,000) savings approved

Approximately \$195,000 in contingency funds is under consideration for approval for additional work on the building exterior, demolition and underground work and hardscape/landscape.



LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF FINANCIAL POSITION
As of March 31, 2012
D - R - A - F - T

Assets

| | | | |
|--|----|---------------------|---------------------------------|
| Assets in L. A. County and State Treasurers' Custody | | | |
| Cash in L. A. County Treasurer - General Fund | | \$ | 10,731,589 |
| Cash in L. A. County Treasurer - Deposit Fund | | | 231,234 |
| Cash in Bank of America - Revolving Account | | | 9,843 |
| Cash in Bank of America - Payroll Account | | | 5,544 |
| Cash in Local Agency Investment Fund | | | 1,326,878 |
| Petty Cash | | | 718 |
| Operating Cash | | | <u>12,305,805</u> |
| | | | |
| Current Assets: | | | |
| Accounts Receivable | | | 48,449 |
| Other Receivable | | | 1,486,335 |
| Other Current Assets | | | 330,049 |
| | | | |
| Other Assets: | | | |
| | | | |
| Books & Other Library Collections | \$ | 42,089,488 | |
| Current Month Acquisitions | | <u>500,034</u> | |
| | | 42,589,522 | |
| | | | |
| Less: Accumulated Depreciation | | <u>(26,044,273)</u> | 16,545,250 |
| | | | |
| Building Construction | | 4,216,987 | |
| Interior Building Improvement | | 1,305,090 | |
| Furniture & Equipment | | 2,010,429 | |
| Computer Hardware & Software | | <u>562,821</u> | |
| | | 8,095,328 | |
| | | | |
| Less: Accumulated Depreciation | | <u>(6,880,744)</u> | 1,214,585 |
| | | | |
| Construction In Progress - Exterior | | | 4,174,588 |
| Building Site (Land) | | | <u>580,333</u> |
| | | | |
| Total Assets | | \$ | <u><u>36,685,394</u></u> |

Liabilities and Fund Balance

| | | | |
|---|--|-----------|---------------------------------|
| Current Liabilities | | | |
| Accounts Payable | | \$ | 765,937 |
| Accrued Expense | | | 1,040,820 |
| | | | |
| Noncurrent Liabilities | | | |
| Borrowers' Deposits | | | <u>241,227</u> |
| | | | |
| Total Liabilities | | | <u>2,047,985</u> |
| | | | |
| Fund Balance | | | |
| Unappropriated | | | 33,961,220 |
| YTD Net Income | | | <u>676,189</u> |
| | | | |
| Total Liabilities and Fund Balance | | \$ | <u><u>36,685,394</u></u> |

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

| INCOME | BUDGET | 1ST QUARTER | | | 2ND QUARTER | | | 3RD QUARTER | | | YTD TOTAL | | |
|---------------------------------|------------|-------------------------|-------------------------|---------------------------|-------------------------|-------------------------|---------------------------|-------------------------|-------------------------|---------------------------|------------|------------|--------------|
| | | Cumulative Qtrly Budget | Cumulative Qtrly Actual | Cumulative Qtrly Variance | Cumulative Qtrly Budget | Cumulative Qtrly Actual | Cumulative Qtrly Variance | Cumulative Qtrly Budget | Cumulative Qtrly Actual | Cumulative Qtrly Variance | YTD Budget | YTD Actual | YTD Variance |
| L.A. Superior Court Fees | 9,292,752 | 2,428,213 | 2,218,355 | (209,859) | 2,260,003 | 2,037,790 | (222,213) | 2,240,516 | 2,016,104 | (224,412) | 6,928,732 | 6,272,249 | (656,483) |
| Total - Court Fees | 9,292,752 | 2,428,213 | 2,218,355 | (209,859) | 2,260,003 | 2,037,790 | (222,213) | 2,240,516 | 2,016,104 | (224,412) | 6,928,732 | 6,272,249 | (656,483) |
| Interest - LAIF | 40,000 | 10,000 | 5,097 | (4,903) | 10,000 | 5,107 | (4,893) | 10,000 | 4,883 | (5,117) | 30,000 | 15,087 | (14,913) |
| Interest - General Fund | 75,000 | 18,750 | 21,886 | 3,136 | 18,750 | 30,342 | 11,592 | 18,750 | 21,059 | 2,309 | 56,250 | 73,287 | 17,037 |
| Interest - Deposit Fund | 3,500 | 875 | 718 | (157) | 875 | 682 | (193) | 875 | 559 | (316) | 2,625 | 1,958 | (667) |
| Total - Interest | 118,500 | 29,625 | 27,701 | (1,924) | 29,625 | 36,130 | 6,505 | 29,625 | 26,501 | (3,124) | 88,875 | 90,332 | 1,457 |
| Parking Fee | 700,000 | 188,781 | 196,227 | 7,446 | 169,570 | 189,820 | 20,250 | 149,095 | 158,871 | 9,775 | 507,446 | 544,917 | 37,471 |
| Total - Parking | 700,000 | 188,781 | 196,227 | 7,446 | 169,570 | 189,820 | 20,250 | 149,095 | 158,871 | 9,775 | 507,446 | 544,917 | 37,471 |
| Annual Borrowing Fee | 0 | 0 | 7,450 | 7,450 | 0 | 925 | 925 | 0 | 300 | 300 | 0 | 8,675 | 8,675 |
| Annual Members Fee | 120,000 | 24,000 | 14,109 | (9,892) | 60,000 | 18,434 | (41,566) | 18,000 | 21,907 | 3,907 | 102,000 | 54,449 | (47,551) |
| Course Registration | 10,000 | 2,500 | 825 | (1,675) | 2,500 | 974 | (1,526) | 2,500 | 771 | (1,729) | 7,500 | 2,570 | (4,930) |
| Copy Center | 85,000 | 22,452 | 18,812 | (3,640) | 20,155 | 17,474 | (2,681) | 20,711 | 19,516 | (1,195) | 63,318 | 55,802 | (7,516) |
| Document Delivery | 25,000 | 5,588 | 7,041 | 1,453 | 5,713 | 5,869 | 157 | 6,948 | 8,808 | 1,860 | 18,249 | 21,718 | 3,470 |
| Fines | 46,000 | 12,279 | 11,823 | (456) | 10,207 | 12,630 | 2,422 | 10,836 | 10,248 | (588) | 33,322 | 34,701 | 1,379 |
| Miscellaneous | 14,500 | 3,625 | 4,350 | 725 | 3,625 | 300 | (3,325) | 3,625 | 999 | (2,626) | 10,875 | 5,649 | (5,226) |
| Room Rental | 7,500 | 1,875 | 0 | (1,875) | 1,875 | 225 | (1,650) | 1,875 | 400 | (1,475) | 5,625 | 625 | (5,000) |
| Book Replacement | 5,000 | 1,250 | (59) | (1,309) | 1,250 | 748 | (502) | 1,250 | 325 | (925) | 3,750 | 1,014 | (2,736) |
| Forfeited Deposits | 25,000 | 0 | 0 | 0 | 25,000 | 28,474 | 3,474 | 0 | 0 | 0 | 25,000 | 28,474 | 3,474 |
| 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 | 30,000 | 0 | (30,000) | 30,000 | 0 | (30,000) |
| Vending | 5,500 | 1,375 | 1,723 | 348 | 1,375 | 1,657 | 282 | 1,375 | 1,829 | 454 | 4,125 | 5,210 | 1,085 |
| Total - Library Services | 493,500 | 74,945 | 66,074 | (8,871) | 251,700 | 230,710 | (20,990) | 97,120 | 65,103 | (32,017) | 423,764 | 361,886 | (61,878) |
| TOTAL INCOME | 10,604,752 | 2,721,564 | 2,507,547 | (214,017) | 2,710,898 | 2,494,450 | (216,448) | 2,516,356 | 2,266,578 | (249,778) | 7,948,818 | 7,268,575 | (680,242) |

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

| EXPENDITURE | BUDGET | 1ST QUARTER | | | 2ND QUARTER | | | 3RD QUARTER | | | YTD TOTAL | | |
|---|------------------|-------------------------|-------------------------|---------------------------|-------------------------|-------------------------|---------------------------|-------------------------|-------------------------|---------------------------|------------------|------------------|----------------|
| | | Cumulative Qtrly Budget | Cumulative Qtrly Actual | Cumulative Qtrly Variance | Cumulative Qtrly Budget | Cumulative Qtrly Actual | Cumulative Qtrly Variance | Cumulative Qtrly Budget | Cumulative Qtrly Actual | Cumulative Qtrly Variance | YTD Budget | YTD Actual | YTD Variance |
| Salaries | 3,400,000 | 748,922 | 706,196 | 42,726 | 893,943 | 847,295 | 46,648 | 772,422 | 740,468 | 31,954 | 2,415,287 | 2,293,959 | 121,328 |
| Social Security | 205,000 | 46,272 | 41,799 | 4,474 | 50,295 | 45,926 | 4,369 | 47,585 | 44,220 | 3,365 | 144,153 | 131,944 | 12,208 |
| Medicare | 46,000 | 10,154 | 9,853 | 301 | 12,123 | 11,827 | 296 | 10,411 | 10,342 | 69 | 32,688 | 32,022 | 666 |
| Retirement | 155,332 | 38,833 | 36,784 | 2,049 | 38,833 | 42,794 | (3,961) | 38,833 | 35,773 | 3,060 | 116,499 | 115,352 | 1,147 |
| Health Insurance | 600,000 | 147,963 | 146,384 | 1,578 | 140,708 | 143,065 | (2,356) | 151,241 | 133,912 | 17,329 | 439,912 | 423,361 | 16,551 |
| Disability Insurance | 6,500 | 1,481 | 2,233 | (753) | 1,580 | 2,180 | (600) | 1,629 | 2,108 | (478) | 4,689 | 6,521 | (1,832) |
| Dental Insurance | 55,000 | 12,488 | 14,205 | (1,717) | 14,205 | 14,563 | (358) | 13,942 | 14,428 | (486) | 40,636 | 43,197 | (2,561) |
| Life Insurance | 2,000 | 465 | 453 | 13 | 468 | 427 | 41 | 524 | 446 | 78 | 1,456 | 1,325 | 131 |
| Workers Compensation Insurance | 30,000 | 7,500 | 9,512 | (2,012) | 7,500 | 9,512 | (2,012) | 7,500 | 25,349 | (17,849) | 22,500 | 44,373 | (21,873) |
| Unemployment Insurance | 30,000 | 7,500 | 6,568 | 932 | 7,500 | 10,909 | (3,409) | 7,500 | 9,834 | (2,334) | 22,500 | 27,312 | (4,812) |
| Vision Insurance | 10,000 | 2,387 | 2,581 | (194) | 2,451 | 2,532 | (81) | 2,537 | 2,512 | 25 | 7,376 | 7,626 | (250) |
| Accrued Sick Expense | | | | | | | | | | | | | |
| Accrued Vacation Expense | | | | | | | | | | | | | |
| Total - Personnel | 4,539,832 | 1,023,966 | 976,569 | 47,397 | 1,169,606 | 1,131,030 | 38,576 | 1,054,124 | 1,019,392 | 34,732 | 3,247,696 | 3,126,991 | 120,705 |
| American Continuations | 2,400,000 | 431,601 | 369,210 | 62,391 | 517,760 | 878,563 | (360,803) | 1,054,426 | 763,798 | 290,629 | 2,003,787 | 2,011,571 | (7,784) |
| American New Orders | 150,000 | 73,590 | 34,734 | 38,856 | 19,086 | 19,997 | (911) | 29,013 | 28,113 | 899 | 121,688 | 82,845 | 38,843 |
| Branch Continuations | 350,000 | 44,943 | 50,507 | (5,564) | 46,457 | 160,219 | (113,762) | 163,479 | 52,206 | 111,273 | 254,879 | 262,933 | (8,053) |
| Branch New Orders | 70,000 | 9,485 | 738 | 8,747 | 48,293 | 634 | 47,659 | 2,469 | 880 | 1,589 | 60,248 | 2,252 | 57,996 |
| Commonwealth Continuations | 400,000 | 63,647 | 99,444 | (35,797) | 105,043 | 115,232 | (10,189) | 139,316 | 163,050 | (23,734) | 308,006 | 377,726 | (69,720) |
| Commonwealth New Orders | 6,500 | 772 | 1,269 | (497) | 778 | 1,354 | (575) | 2,359 | 1,485 | 875 | 3,909 | 4,107 | (197) |
| Foreign Continuations | 230,000 | 25,167 | 46,483 | (21,316) | 67,775 | 44,847 | 22,928 | 89,493 | 98,884 | (9,390) | 182,435 | 190,214 | (7,779) |
| Foreign New Orders | 35,000 | 5,445 | 20,207 | (14,762) | 5,327 | 8,161 | (2,834) | 15,194 | 334 | 14,861 | 25,967 | 28,702 | (2,735) |
| International Continuations | 140,000 | 19,240 | 22,708 | (3,468) | 52,847 | 52,436 | 411 | 38,529 | 46,538 | (8,009) | 110,616 | 121,682 | (11,066) |
| International New Orders | 15,000 | 3,614 | 3,751 | (137) | 2,572 | 4,199 | (1,627) | 4,914 | 2,477 | 2,437 | 11,099 | 10,427 | 673 |
| General/Librarianship Continuations | 55,000 | 11,733 | 9,532 | 2,201 | 20,776 | 9,382 | 11,394 | 10,964 | 11,838 | (873) | 43,474 | 30,752 | 12,721 |
| General/Librarianship New Orders | 2,000 | 131 | 1,647 | (1,516) | 440 | 586 | (147) | 290 | 227 | 63 | 860 | 2,461 | (1,601) |
| Total - Library Materials | 3,853,500 | 689,368 | 660,229 | 29,139 | 887,152 | 1,295,611 | (408,459) | 1,550,448 | 1,169,829 | 380,619 | 3,126,968 | 3,125,669 | 1,299 |
| Library Materials Transferred to Assets | | | (660,229) | | | (1,295,611) | | | (1,169,829) | | | (3,125,669) | |
| Balance | 0 | | 0 | | | 0 | | | 0 | | | 0 | |

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

| EXPENDITURE | BUDGET | 1ST QUARTER | | | 2ND QUARTER | | | 3RD QUARTER | | | YTD TOTAL | | |
|--|----------------|-------------------------|-------------------------|---------------------------|-------------------------|-------------------------|---------------------------|-------------------------|-------------------------|---------------------------|----------------|----------------|-----------------|
| | | Cumulative Qtrly Budget | Cumulative Qtrly Actual | Cumulative Qtrly Variance | Cumulative Qtrly Budget | Cumulative Qtrly Actual | Cumulative Qtrly Variance | Cumulative Qtrly Budget | Cumulative Qtrly Actual | Cumulative Qtrly Variance | YTD Budget | YTD Actual | YTD Variance |
| Building / Cleaning Supplies | 25,000 | 6,250 | 6,148 | 102 | 6,250 | 5,644 | 606 | 6,250 | 4,404 | 1,846 | 18,750 | 16,196 | 2,554 |
| Building Maintenance | 25,000 | 6,250 | 24,333 | (18,083) | 6,250 | 12,613 | (6,363) | 6,250 | 22,337 | (16,087) | 18,750 | 59,283 | (40,533) |
| Building Services | 23,000 | 5,750 | 2,680 | 3,070 | 5,750 | 3,934 | 1,816 | 5,750 | 6,958 | (1,208) | 17,250 | 13,572 | 3,678 |
| Interior Improvements / Alterations | 15,000 | 3,750 | 3,245 | 505 | 3,750 | 480 | 3,270 | 3,750 | 0 | 3,750 | 11,250 | 3,725 | 7,525 |
| Electric & Water | 120,000 | 32,989 | 34,057 | (1,068) | 33,228 | 28,137 | 5,091 | 24,780 | 26,381 | (1,601) | 90,996 | 88,574 | 2,422 |
| Elevator Maintenance | 15,000 | 3,750 | 3,479 | 271 | 3,750 | 3,906 | (156) | 3,750 | 4,693 | (943) | 11,250 | 12,078 | (828) |
| Heating & Cooling | 30,000 | 10,398 | 14,522 | (4,124) | 7,608 | 6,882 | 727 | 4,355 | 4,351 | 5 | 22,362 | 25,754 | (3,392) |
| Insurance | 275,000 | 70,027 | 66,078 | 3,949 | 68,808 | 58,020 | 10,787 | 68,198 | 53,946 | 14,252 | 207,033 | 178,044 | 28,988 |
| Janitorial Services | 92,000 | 23,000 | 21,880 | 1,120 | 23,000 | 21,880 | 1,120 | 23,000 | 21,880 | 1,120 | 69,000 | 65,641 | 3,359 |
| Landscaping | 12,000 | 3,600 | 2,400 | 1,200 | 0 | 0 | 0 | 4,200 | 0 | 4,200 | 7,800 | 2,400 | 5,400 |
| Security | 200,000 | 50,000 | 42,375 | 7,625 | 50,000 | 68,090 | (18,090) | 50,000 | 66,234 | (16,234) | 150,000 | 176,699 | (26,699) |
| Total - Building Occupancy | 832,000 | 215,764 | 221,197 | (5,433) | 208,394 | 209,585 | (1,192) | 200,283 | 211,184 | (10,901) | 624,441 | 641,966 | (17,525) |
| Bank Charges / Other Fees | 7,000 | 1,750 | 1,383 | 367 | 1,750 | 1,505 | 245 | 1,750 | 1,554 | 196 | 5,250 | 4,441 | 809 |
| Bibliographical Services | 35,000 | 26,000 | 21,701 | 4,299 | 3,000 | 2,172 | 828 | 3,000 | 1,740 | 1,260 | 32,000 | 25,613 | 6,387 |
| Binding | 50,000 | 3,000 | 0 | 3,000 | 17,000 | 0 | 17,000 | 15,000 | 0 | 15,000 | 35,000 | 0 | 35,000 |
| Computer Services / Licensing | 45,000 | 11,250 | 9,111 | 2,139 | 11,250 | 9,677 | 1,573 | 11,250 | 17,420 | (6,170) | 33,750 | 36,208 | (2,458) |
| Continued Education | 40,000 | 10,000 | 8,943 | 1,058 | 10,000 | 10,173 | (173) | 10,000 | 7,963 | 2,037 | 30,000 | 27,078 | 2,922 |
| Copy Center | 30,000 | 7,500 | 6,359 | 1,141 | 7,500 | 5,469 | 2,031 | 7,500 | 15,240 | (7,740) | 22,500 | 27,068 | (4,568) |
| Electronics / Computer Hardware | 30,000 | 7,500 | 942 | 6,558 | 7,500 | 426 | 7,074 | 7,500 | 5,889 | 1,611 | 22,500 | 7,258 | 15,242 |
| Furniture / Appliances | 15,000 | 3,750 | 0 | 3,750 | 3,750 | 975 | 2,775 | 3,750 | 600 | 3,150 | 11,250 | 1,575 | 9,675 |
| Integrated Library System | 42,000 | 21,000 | 9,763 | 11,237 | 0 | 9,763 | (9,763) | 21,000 | 10,134 | 10,866 | 42,000 | 29,660 | 12,340 |
| Membership (Staff) | 15,000 | 3,000 | 1,216 | 1,784 | 3,000 | 9,014 | (6,014) | 3,000 | 545 | 2,455 | 9,000 | 10,775 | (1,775) |
| Office / Library Supplies | 40,000 | 10,000 | 5,744 | 4,256 | 10,000 | 6,993 | 3,007 | 10,000 | 7,381 | 2,619 | 30,000 | 20,119 | 9,881 |
| Other / Misc. | 75,000 | 18,750 | 1,161 | 17,589 | 18,750 | 30 | 18,720 | 18,750 | 46,216 | (27,466) | 56,250 | 47,407 | 8,843 |
| Outreach / Marketing | 65,000 | 7,313 | 6,948 | 364 | 7,313 | 6,638 | 674 | 25,188 | 2,062 | 23,125 | 39,813 | 15,649 | 24,163 |
| Postage / UPS / FedEx | 22,000 | 5,126 | 5,229 | (103) | 5,677 | 3,831 | 1,846 | 4,524 | 6,711 | (2,187) | 15,327 | 15,771 | (444) |
| Printing / Reproduction | 15,000 | 3,750 | 1,102 | 2,648 | 3,750 | 1,718 | 2,032 | 3,750 | 1,016 | 2,734 | 11,250 | 3,836 | 7,414 |
| Prior Year Voided Checks / Adj | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Reimbursed Expenses | 38,000 | 9,500 | 9,491 | 9 | 9,500 | 3,031 | 6,469 | 9,500 | 6,047 | 3,453 | 28,500 | 18,569 | 9,931 |
| Staff Meetings / Activities | 15,000 | 3,750 | 1,490 | 2,260 | 3,750 | 5,709 | (1,959) | 3,750 | 1,081 | 2,669 | 11,250 | 8,279 | 2,971 |
| Telecommunications | 42,000 | 8,739 | 6,479 | 2,261 | 12,200 | 6,765 | 5,436 | 10,583 | 6,562 | 4,021 | 31,522 | 19,805 | 11,717 |
| Transportation Reimbursement | 12,000 | 3,000 | 713 | 2,287 | 3,000 | 5,560 | (2,560) | 3,000 | 2,876 | 124 | 9,000 | 9,149 | (149) |
| Vending | 8,500 | 2,125 | 2,058 | 67 | 2,125 | 3,008 | (883) | 2,125 | 3,214 | (1,089) | 6,375 | 8,279 | (1,904) |
| Total - Supplies & Services | 641,500 | 166,803 | 99,833 | 66,970 | 140,815 | 92,456 | 48,359 | 174,920 | 144,252 | 30,668 | 482,537 | 336,540 | 145,997 |

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

| EXPENDITURE | BUDGET | 1ST QUARTER | | | 2ND QUARTER | | | 3RD QUARTER | | | YTD TOTAL | | |
|---|-------------------|-------------------------|-------------------------|---------------------------|-------------------------|-------------------------|---------------------------|-------------------------|-------------------------|---------------------------|------------------|------------------|------------------|
| | | Cumulative Qtrly Budget | Cumulative Qtrly Actual | Cumulative Qtrly Variance | Cumulative Qtrly Budget | Cumulative Qtrly Actual | Cumulative Qtrly Variance | Cumulative Qtrly Budget | Cumulative Qtrly Actual | Cumulative Qtrly Variance | YTD Budget | YTD Actual | YTD Variance |
| Accounting | 17,000 | 0 | 0 | 0 | 17,000 | 14,175 | 2,825 | 0 | 225 | (225) | 17,000 | 14,400 | 2,600 |
| Consulting Services | 70,000 | 17,500 | 0 | 17,500 | 17,500 | 0 | 17,500 | 17,500 | 8,136 | 9,364 | 52,500 | 8,136 | 44,364 |
| Legal | 65,000 | 16,250 | 27,326 | (11,076) | 16,250 | 13,323 | 2,927 | 16,250 | 10,511 | 5,739 | 48,750 | 51,160 | (2,410) |
| Payroll / HR Services | 15,000 | 3,750 | 3,491 | 259 | 3,750 | 5,326 | (1,576) | 3,750 | 4,177 | (427) | 11,250 | 12,995 | (1,745) |
| Recruitment Costs | 20,000 | 5,000 | 0 | 5,000 | 5,000 | 400 | 4,600 | 5,000 | 15,775 | (10,775) | 15,000 | 16,175 | (1,175) |
| Temporary Services | 50,000 | 17,500 | 22,191 | (4,691) | 12,500 | 5,582 | 6,918 | 10,500 | 4,982 | 5,518 | 40,500 | 32,756 | 7,744 |
| Total - Professional Services | 237,000 | 60,000 | 53,008 | 6,992 | 72,000 | 38,806 | 33,194 | 53,000 | 43,806 | 9,194 | 185,000 | 135,621 | 49,379 |
| Depreciation - Library Materials | 3,061,800 | 765,450 | 733,885 | 31,565 | 765,450 | 753,748 | 11,702 | 765,450 | 726,092 | 39,358 | 2,296,350 | 2,213,725 | 82,625 |
| Depreciation - Fixed Assets | 330,000 | 82,500 | 49,154 | 33,346 | 82,500 | 48,935 | 33,565 | 82,500 | 39,453 | 43,047 | 247,500 | 137,542 | 109,958 |
| Total - Depreciation Expense | 3,391,800 | 847,950 | 783,039 | 64,911 | 847,950 | 802,683 | 45,267 | 847,950 | 765,545 | 82,405 | 2,543,850 | 2,351,268 | 192,582 |
| TOTAL EXPENSES | 9,642,132 | 2,314,483 | 2,133,647 | 180,836 | 2,438,765 | 2,274,560 | 164,205 | 2,330,277 | 2,184,180 | 146,097 | 7,083,525 | 6,592,386 | 491,138 |
| TOTAL INCOME | 10,604,752 | 2,721,564 | 2,507,547 | (214,017) | 2,710,898 | 2,494,450 | (216,448) | 2,516,356 | 2,266,578 | (249,778) | 7,948,818 | 7,268,575 | (680,242) |
| TOTAL EXPENSES | 9,642,132 | 2,314,483 | 2,133,647 | 180,836 | 2,438,765 | 2,274,560 | 164,205 | 2,330,277 | 2,184,180 | 146,097 | 7,083,525 | 6,592,386 | 491,138 |
| NET INCOME/(LOSS) | 962,620 | 407,081 | 373,900 | (33,181) | 272,133 | 219,890 | (52,243) | 186,079 | 82,399 | (103,680) | 865,293 | 676,189 | (189,104) |
| 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 | 44,750 | 12,733 | 32,017 | 134,250 | 12,733 | 121,517 |
| Exterior Building Repairs/ Improvements | 5,100,000 | 1,275,000 | 0 | 1,275,000 | 1,275,000 | 0 | 1,275,000 | 1,275,000 | 0 | 1,275,000 | 3,825,000 | 0 | 3,825,000 |
| Interior Improvements / Alterations | 0 | 0 | 0 | 0 | 0 | 4,697 | (4,697) | 0 | 6,462 | (6,462) | 0 | 11,159 | (11,159) |
| Computer Software | 185,000 | 46,250 | 0 | 46,250 | 46,250 | 0 | 46,250 | 46,250 | 0 | 46,250 | 138,750 | 0 | 138,750 |
| Total - Capitalized Expenditures | 5,464,000 | 1,366,000 | 0 | 1,366,000 | 1,366,000 | 4,697 | 1,361,303 | 1,366,000 | 19,195 | 1,346,805 | 4,098,000 | 23,892 | 4,074,108 |

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2012 - March 31, 2012 (CHECKS)
Account No.: 108000

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|---------|-------------------------------------|---------------|----------|-----------|
| March 5 | WOLTERS KLUWER LAW & BUSINESS | BOOKS | 320.00 | 022673 |
| | ATLANTIC LAW BOOK COMPANY | BOOKS | 138.45 | 022674 |
| | BERNAN ASSOCIATES | BOOKS | 216.00 | 022675 |
| | BOOK HOUSE INC | BOOKS | 41.35 | 022676 |
| | LEXISNEXIS CANADA BUTTERWORTHS CANA | BOOKS | 1,558.86 | 022677 |
| | CONTINUING EDUCATION OF THE BAR CAL | BOOKS | 2,239.04 | 022678 |
| | CONTINUING LEGAL EDUCATION SOCIETY | BOOKS | 198.34 | 022679 |
| | EAST VIEW INFORMATION SERVICES INC | BOOKS | 102.00 | 022680 |
| | EBS CO INFORMATION SERVICES | BOOKS | 153.42 | 022681 |
| | ENERGY & MINERAL LAW FOUNDATION | BOOKS | 98.00 | 022682 |
| | GAUNT | BOOKS | 245.43 | 022683 |
| | OTTO HARRASSOWITZ | BOOKS | 486.05 | 022684 |
| | HAWAII OFFICE OF THE LIEUTENANT GOV | BOOKS | 126.65 | 022685 |
| | JURIS PUBLISHING INC | BOOKS | 153.50 | 022686 |
| | LAW JOURNAL PRESS | BOOKS | 2,332.88 | 022687 |
| | LAWPRESS CORPORATION | BOOKS | 212.54 | 022688 |
| | LEXISNEXIS BUTTERWORTHS | BOOKS | 587.44 | 022689 |
| | LIONEL SAWYER & COLLINS | BOOKS | 269.00 | 022690 |
| | MANHATTAN PUBLISHING COMPANY | BOOKS | 148.00 | 022691 |
| | NOLO COM | BOOKS | 153.24 | 022692 |
| | OXFORD UNIVERSITY PRESS | BOOKS | 47.85 | 022693 |
| | ROCKY MOUNTAIN MINERAL LAW FOUNDATI | BOOKS | 166.00 | 022694 |
| | STATE BAR OF NEVADA | BOOKS | 149.00 | 022695 |
| | UNIVERSITY OF WISCONSIN LAW SCHOOL | BOOKS | 75.00 | 022696 |
| | YBP LIBRARY SERVICES | BOOKS | 23.34 | 022697 |
| | COUTTS LIBRARY SERVICES | BOOKS | 2,586.02 | 022964 |
| | THOMSON REUTERS | BOOKS | 6,625.15 | 022965 |
| | ADVANCED INFORMATION | TEMP SVCS | 470.00 | 022698 |
| | AT&T | TELECOM | 428.99 | 022699 |
| | BANC OF AMERICA LEASING | COPY CTR - LA | 250.61 | 022700 |
| | BRIDGES FILTER SERVICE, INC | BLDG MAINT | 700.60 | 022701 |
| | CLEAN SOURCE, INC. | BLDG SUPPL | 1,208.18 | 022702 |
| | DATA2, INC. | LIBRARY SUPPL | 194.35 | 022703 |
| | FEDEX | POSTAGE | 22.90 | 022704 |
| | GAYLORD BROS. | LIBRARY SUPPL | 1,090.20 | 022705 |
| | GRAINGER | BLDG SUPPL | 31.71 | 022706 |
| | METROLINK | TPA | 1,582.50 | 022707 |
| | NATIONWIDE LEGAL EXPRESS, LLC | DELIVERY SVCS | 21.00 | 022708 |
| | OFFICE DEPOT | SUPPLIES | 314.12 | 022709 |
| | RICHARD PACHECO | MILEAGE | 37.34 | 022710 |
| | RESERVE ACCOUNT | POSTAGE | 1,000.00 | 022711 |
| | UNITED PARCEL SERVICE | POSTAGE | 43.24 | 022712 |
| | LITTLER MENDELSON, PC | LEGAL | 3,160.00 | 022966 |
| | OPTIONS FOR GROWTH | CONT EDU | 5,865.00 | 022967 |

44,373.29

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2012 - March 31, 2012 (CHECKS)
Account No.: 108000

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|----------|-------------------------------------|----------------|----------|-----------|
| March 8 | SQBOX SOLUTIONS LTD | COMP LIC | 8,500.00 | 022968 |
| March 9 | PAUL DOUGLAS CASS | REFUND | 50.00 | 022713 |
| | AMERICAN LAW INSTITUTE | BOOKS | 92.45 | 022714 |
| | A S PRATT & SONS GROUP | BOOKS | 438.99 | 022715 |
| | MATTHEW BENDER LEXISNEXIS MATTHEW B | BOOKS | 66.65 | 022716 |
| | BERNAN ASSOCIATES | BOOKS | 610.00 | 022717 |
| | GEORGE T BISEL COMPANY | BOOKS | 208.44 | 022718 |
| | BLOOMBERG BNA | BOOKS | 473.45 | 022719 |
| | BRB PUBLICATIONS INC | BOOKS | 39.25 | 022720 |
| | BUREAU OF LEBANESE & ARAB DOCUMENTA | BOOKS | 300.00 | 022721 |
| | CARSWELL COMPANY LTD | BOOKS | 91.40 | 022722 |
| | COUTTS LIBRARY SERVICES | BOOKS | 1,322.80 | 022723 |
| | COUNCIL OF STATE GOVERNMENTS | BOOKS | 62.74 | 022724 |
| | DAILY JOURNAL CORPORATION | BOOKS | 774.00 | 022725 |
| | GAVILANES BOOKS FROM INDOAMERICA | BOOKS | 113.00 | 022726 |
| | GREY HOUSE PUBLISHING | BOOKS | 661.50 | 022727 |
| | CITY OF HAYWARD | BOOKS | 122.00 | 022728 |
| | JAMES PUBLISHING INC | BOOKS | 138.03 | 022729 |
| | JURIS PUBLISHING INC | BOOKS | 289.50 | 022730 |
| | JURISNET LLC | BOOKS | 101.50 | 022731 |
| | MUNICIPAL CODE CORPORATION | BOOKS | 76.12 | 022732 |
| | SAN DIEGO DAILY TRANSCRIPT | BOOKS | 229.30 | 022733 |
| | CITY OF THOUSAND OAKS | BOOKS | 35.10 | 022734 |
| | THOMSON REUTERS TAX & ACCOUNTING | BOOKS | 1,820.85 | 022735 |
| | YBP LIBRARY SERVICES | BOOKS | 386.73 | 022736 |
| | LEXISNEXIS CANADA BUTTERWORTHS CANA | BOOKS | 3,101.72 | 022969 |
| | CCH INCORPORATED | BOOKS | 84.50 | 022970 |
| | CONTINUING EDUCATION OF THE BAR CAL | BOOKS | 3,351.06 | 022971 |
| | GAUNT | BOOKS | 5,024.26 | 022972 |
| | LEXISNEXIS BUTTERWORTHS | BOOKS | 4,254.94 | 022973 |
| | LIBRAIRIE DUCHEMIN | BOOKS | 2,596.75 | 022974 |
| | WILLIAM S HEIN & CO | BOOKS | 5,724.44 | 022975 |
| March 12 | MINDI GRANT | OTHER | 2,500.00 | 022737 |
| | ADVANCED INFORMATION | TEMP SVCS | 470.00 | 022738 |
| | CUMMINS CAL PACIFIC LLC | BLDG MAINT | 386.00 | 022739 |
| | FEDEX | POSTAGE | 12.85 | 022740 |
| | LORENZO GALLARDO | BLDG MAINT | 325.00 | 022741 |
| | GOURMET COFFEE SERVICE | KITCHEN | 1,088.60 | 022742 |
| | LINDA J HEICHMAN TAYLOR | REIMBURSEMENT | 55.84 | 022743 |
| | COUNTY OF LOS ANGELES | COOLING | 1,774.99 | 022744 |
| | L A DEPT WATER & POWER | WATER | 266.63 | 022745 |
| | SCHINDLER ELEVATOR CORP. | ELEVATOR MAINT | 1,016.24 | 022746 |

84,996.47

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2012 - March 31, 2012 (CHECKS)
Account No.: 108000

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|----------------|-------------------------------------|-----------------|----------|-----------|
| March 13 | UNITED PARCEL SERVICE | POSTAGE | 85.56 | 022747 |
| | VALLEY WIDE AIR | BLDG MAINT | 400.00 | 022748 |
| | STATE BOARD OF EQUALIZATION | USE TAX | 2,960.00 | 022976 |
| | COLANTUONO LEVIN & ROZELL | LEGAL | 3,235.58 | 022977 |
| | L A DEPT WATER & POWER | ELECTRIC | 8,436.60 | 022978 |
| | ROMERO MAINTENANCE CO. | JANITORIAL SVCS | 7,293.43 | 022979 |
| | SECURITAS SECURITY | SECURITY | 8,974.28 | 022980 |
| March 14 | PHYSICIANS DISABILITY SERVICES INC | BOOKS | 24.70 | 022749 |
| March 16 | RICHARD E CAHILL | REFUND | 125.00 | 022750 |
| | STEVEN P CHANG | REFUND | 125.00 | 022751 |
| | STEVEN E CREAMER | REFUND | 37.00 | 022752 |
| | JENNIFER YU SACRO | REFUND | 125.00 | 022753 |
| | DAVID J SUTTON | REFUND | 140.00 | 022754 |
| | DAVID TREYMAN | REFUND | 125.00 | 022755 |
| | DAVID YOUNG | REFUND | 125.00 | 022756 |
| LAUREN DUNNING | REFUND | 125.00 | 022757 | |
| March 16 | AMERICAN BAR ASSOCIATION | BOOKS | 50.95 | 022981 |
| | ALI ABA COM ON CONTINUING PROFESSIO | BOOKS | 127.20 | 022982 |
| | WOLTERS KLUWER LAW & BUSINESS | BOOKS | 1,116.00 | 022983 |
| | A S PRATT & SONS GROUP | BOOKS | 105.00 | 022984 |
| | BATTHYANY KULTUR PRESS | BOOKS | 2,760.00 | 022985 |
| | MATTHEW BENDER LEXISNEXIS MATTHEW B | BOOKS | 359.83 | 022986 |
| | BOOK HOUSE INC | BOOKS | 288.32 | 022987 |
| | LEXISNEXIS CANADA BUTTERWORTHS CANA | BOOKS | 2,654.98 | 022988 |
| | CARSWELL COMPANY LTD | BOOKS | 475.07 | 022989 |
| | CASALINI LIBRI | BOOKS | 387.89 | 022990 |
| | CONTINUING EDUCATION OF THE BAR CAL | BOOKS | 1,790.25 | 022991 |
| | CIVIC RESEARCH INSTITUTE RSCR | BOOKS | 149.50 | 022992 |
| | COMMONWEALTH OF THE NORTHERN MARIAN | BOOKS | 160.00 | 022993 |
| | COUTTS LIBRARY SERVICES | BOOKS | 5,847.57 | 022994 |
| | INTERNATIONAL CHAMBER OF COMMER INT | BOOKS | 275.92 | 022995 |
| | INGRAM LIBRARY SERVICES | BOOKS | 59.40 | 022996 |
| | JAMES PUBLISHING INC | BOOKS | 104.74 | 022997 |
| | JURIS PUBLISHING INC | BOOKS | 811.50 | 022998 |
| | LAWDABLE PRESS | BOOKS | 662.50 | 022999 |
| | LAW JOURNAL PRESS | BOOKS | 469.51 | 023000 |
| | LEXISNEXIS BUTTERWORTHS | BOOKS | 5,635.45 | 023001 |
| | LIBRERIA LINARDI Y RISSO A LINARDI | BOOKS | 266.16 | 023002 |
| | NATIONAL BOOK NETWORK | BOOKS | 78.55 | 023003 |
| | NOLO PRESS OCCIDENTAL | BOOKS | 246.09 | 023004 |
| | OREGON STATE BAR CONTINUING LEGAL E | BOOKS | 252.00 | 023005 |
| | OXFORD UNIVERSITY PRESS | BOOKS | 241.93 | 023006 |

142,679.34

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2012 - March 31, 2012 (CHECKS)
Account No.: 108000

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. | |
|----------------------------------|-------------------------------------|-----------------------|---------------|-----------|--------|
| March 19 | QUALITY CODE PUBLISHING | BOOKS | 54.97 | 023007 | |
| | JOHN WILEY & SONS INC | BOOKS | 129.09 | 023008 | |
| | WILLIAM S HEIN & CO | BOOKS | 6,414.92 | 023009 | |
| | YBP LIBRARY SERVICES | BOOKS | 27.13 | 023010 | |
| | ADVANCED INFORMATION | TEMP SVCS | 1,645.00 | 022758 | |
| | ALM MEDIA EVENTS | OUTREACH | 2,000.00 | 022759 | |
| | ALQUEST TECHNOLOGIES INC | COMP SVCS | 140.00 | 022760 | |
| | BANDWIDTH.COM, INC. | TELECOM | 293.23 | 022761 | |
| | CDW GOVERNMENT, INC. | COMP LIC | 1,809.00 | 022762 | |
| | CONSOLIDATED DISPOSAL SVC | BLDG SVCS | 561.91 | 022763 | |
| | DELL BUSINESS CREDIT | COMP HARD | 2,434.31 | 022764 | |
| | GEOTECHNOLOGIES INC | CIP-EXTERIOR | 638.00 | 022765 | |
| | KONICA MINOLTA BUSINESS | COPY CTR - LA | 752.31 | 022766 | |
| | CELIA LEON | REIMBURSEMENT | 81.39 | 022767 | |
| | MEILING LI | REIMBURSEMENT | 184.79 | 022768 | |
| | MALINDA MULLER | REIMBURSEMENT | 385.32 | 022769 | |
| | NATIONWIDE LEGAL EXPRESS, LLC | BOARD EXP | 10.50 | 023011 | |
| | RESERVE ACCOUNT | POSTAGE | 1,000.00 | 023012 | |
| | March 22 | RALPH STAHLBERG | REIMBURSEMENT | 122.79 | 023013 |
| | | UNITED PARCEL SERVICE | POSTAGE | 59.42 | 023014 |
| March 23 | XO COMMUNICATIONS LLC | TELECOM | 503.48 | 023015 | |
| | PETTY CASH FUND | PETTY CASH | 274.96 | 023016 | |
| March 26 | MATTHEW BENDER LEXISNEXIS MATTHEW B | BOOKS | 229.83 | 023017 | |
| | BRIDGE PUBLISHING GROUP LLC | BOOKS | 83.50 | 023018 | |
| | CONTINUING EDUCATION OF THE BAR CAL | BOOKS | 7,021.89 | 023020 | |
| | COUTTS LIBRARY SERVICES | BOOKS | 2,399.12 | 023021 | |
| | CQ PRESS DIVISION OF SAGE PUBLICATI | BOOKS | 831.75 | 023022 | |
| | EBSCO INFORMATION SERVICES | BOOKS | 60.69 | 023023 | |
| | U S GPO SUPERINTENDENT OF DOCUMENTS | BOOKS | 16.00 | 023024 | |
| | OTTO HARRASSOWITZ | BOOKS | 370.89 | 023025 | |
| | IDAHO STATE BAR | BOOKS | 429.50 | 023026 | |
| | JAMES PUBLISHING INC | BOOKS | 83.32 | 023027 | |
| | JURIS PUBLISHING INC | BOOKS | 210.50 | 023028 | |
| | LAW JOURNAL PRESS | BOOKS | 1,992.06 | 023029 | |
| | MASSACHUSETTS STATE BOOKSTORE | BOOKS | 300.00 | 023030 | |
| | PRACTISING LAW INSTITUTE | BOOKS | 199.17 | 023031 | |
| | RPCD DBA SMARTRULES | BOOKS | 6,000.00 | 023032 | |
| | TOWER PUBLISHING | BOOKS | 72.00 | 023033 | |
| THOMSON REUTERS TAX & ACCOUNTING | BOOKS | 7,334.50 | 023034 | | |
| THOMSON REUTERS | BOOKS | 1,859.75 | 023035 | | |
| YBP LIBRARY SERVICES | BOOKS | 528.45 | 023036 | | |

192,829.81

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2012 - March 31, 2012 (CHECKS)
Account No.: 108000

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|----------|-------------------------------|-----------------|----------|-----------|
| | AFFORDABLE LIBRARY PRODUCTS | LIBRARY SUPPL | 660.00 | 023037 |
| | AT&T MOBILITY | TELECOM | 247.96 | 023038 |
| | BAVCO | BLDG MAINT | 838.00 | 023039 |
| | BUREAU OF STREET LIGHTING | BLDG SVCS | 2,853.04 | 023040 |
| | GUARDIAN | DENTAL/VISION | 6,920.53 | 023041 |
| | INFINISOURCE INC | HR SVCS | 92.00 | 023042 |
| | MASAL ADVERTISING | PREPAID EXP | 595.00 | 023043 |
| | OFFICE DEPOT | OFFICE SUPPL | 625.67 | 023044 |
| | PAN AMERICAN PEST CONTROL CO. | BLDG SVCS | 178.00 | 023045 |
| | PITNEY BOWES | POSTAGE | 274.00 | 023046 |
| | SECURITAS SECURITY | SECURITY | 9,334.57 | 023047 |
| | SUN LIFE FINANCIAL | LIFE/DISABILITY | 973.66 | 023048 |
| | UNITED PARCEL SERVICE | POSTAGE | 118.47 | 023049 |
| | VERIZON | TELECOM | 38.96 | 023050 |
| | OFFICE DEPOT | SUPPLIES | 511.28 | 023051 |
| March 27 | | | | |
| | LANGER'S RESTAURANT | BOARD EXP | 106.78 | 023052 |
| March 28 | | | | |
| | CAROLYN M DUNNETT | REFUND | 100.00 | 023053 |
| March 29 | | | | |
| | JONATHAN HINDI | TAP | 40.00 | 023054 |
| | PETTY CASH FUND | PETTY CASH | 358.77 | 023055 |

217,036.50

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2012 - March 31, 2012 (WARRANTS)
Account No.: 102000

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|----------|--------------------------------|---------------|------------|------------|
| March 1 | CCH INCORPORATED | BOOKS | 163,666.00 | TS00156386 |
| | OTTO HARRASSOWITZ | BOOKS | 21,021.53 | TS00156386 |
| | LOS ANGELES COUNTY LAW LIBRARY | REIMBURSEMENT | 104,358.47 | TS00156386 |
| | CALPERS | HEALTH INS | 49,023.80 | TS00156386 |
| | THOMSON REUTERS | BOOKS | 12,642.46 | TS00156386 |
| March 5 | STATE FUND | WORKERS COMP | 25,349.42 | TS00156569 |
| March 8 | LIBRARY ASSOCIATES COMPANIES | RECRUITMENT | 15,600.00 | TS00156707 |
| March 15 | NEIL B FINEMAN | OTHER | 30,000.00 | TS00157103 |
| March 19 | BUREAU OF NATIONAL AFFAIRS INC | BOOKS | 78,841.75 | TS00157282 |
| | LOS ANGELES COUNTY LAW LIBRARY | REIMBURSEMENT | 120,935.12 | TS00157282 |
| | SWINERTON BUILDERS | CIP-EXTERIOR | 315,450.00 | TS00157282 |
| | THOMSON REUTERS | BOOKS | 121,731.77 | TS00157282 |
| | CLEO ENTERPRISES LLC | CIP-EXTERIOR | 16,000.00 | TS00157282 |
| March 22 | CLEO ENTERPRISES LLC | CIP-EXTERIOR | 16,000.00 | TS00157523 |
| | LEXISNEXIS ONLINE SERVICES | BOOKS | 14,900.00 | TS00157523 |
| | THOMSON REUTERS | BOOKS | 17,630.30 | TS00157523 |
| March 29 | ADT SECURITY SERVICES | SECURITY | 10,074.63 | TS00158004 |
| | ALLANA BUICK & BERS, INC. | CIP-EXTERIOR | 41,082.05 | TS00158004 |
| | WOLTERS KLUWER LAW & BUSINESS | BOOKS | 37,496.51 | TS00158004 |
| | CCH INCORPORATED | BOOKS | 110,546.97 | TS00158004 |
| | LOS ANGELES COUNTY LAW LIBRARY | REIMBURSEMENT | 100,109.89 | TS00158004 |
| | CALPERS | HEALTH INS | 49,354.64 | TS00158004 |

1,471,815.31

LA Law Library Statistics

| | | | 2009 Year | 2010 Year | 2011 Year | 2012 1st Quarter |
|--|--|--------------|---------------------|---------------------|---------------------|----------------------------|
| Reference and Research | | | | | | |
| | <i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i> | | | | | |
| | Desk Inquiries | | 31,585 | 27,920 | 32,380 | 6,005 |
| | Phone | | 10,515 | 10,272 | 9,435 | 2,815 |
| | Email/ Live Chat | | 2,930 | 7,989 | 5,097 | 514 |
| | By Mail | | 130 | 167 | 277 | 90 |
| | Foreign/International | | | 204 | 842 | 193 |
| | Foreign/International Web | | | 29 | 119 | 36 |
| | | Total | 45,160 | 46,581 | 48,150 | 9,653 |
| Circulation Services | | | | | | |
| | <i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking books in and out.</i> | | | | | |
| | Desk Inquiries | | | 36,152 | 41,731 | 5,260 |
| | Phone Inquiries | | | 5,039 | 6,703 | 1,485 |
| | | Total | 0 | 41,191 | 48,434 | 6,745 |
| | Books Circulated | | 18,110 | 16,616 | 13,723 | 3,402 |
| Document Delivery / E-Delivery Services | | | | | | |
| | <i>Document Delivery responds to requests for materials from the LA Law Library collection.</i> | | | | | |
| | Phone Inquiries | | 833 | 765 | 731 | 250 |
| | Email | | 218 | 216 | 252 | 56 |
| | In-Person | | 205 | 340 | 377 | 50 |
| | By Mail | | | 46 | 89 | 20 |
| | | Total | 1,256 | 1,367 | 1,449 | 376 |
| | Pages Delivered | | 2,760 | 21,461 | 44,832 | 9,524 |

LA Law Library Statistics

| | | | 2009 Year | 2010 Year | 2011 Year | 2012 1st Quarter |
|---------------------------------------|---|--------------|---------------------|---------------------|---------------------|----------------------------|
| Copy Center | | | | | | |
| | <i>Copy Center responds to requests for photocopies, printouts from our computers as well as</i> | | | | | |
| | Phone | | | 175 | 862 | 370 |
| | In-Person | | | 15,279 | 15,368 | 3,902 |
| | | Total | 19,000 | 15,454 | 16,230 | 4,272 |
| | Copies Made (Main Library) | | 455,760 | 261,918 | 378,684 | 82,757 |
| Collection Management Services | | | | | | |
| | <i>Collection Management handles all new acquisitions, continuation and updates, as well as any</i> | | | | | |
| | New Titles | | 918 | 912 | 1,276 | 207 |
| | New Continuations | | | 242 | 331 | 53 |
| | Book Volumes Added | | 7,330 | 7,678 | 7,652 | 1,781 |
| | Microfiche / Media Added | | 51,565 | 32,417 | 12,927 | 3,105 |
| | Books Cataloged/Reclassified | | 15,575 | 20,492 | 39,374 | 2,933 |
| | Volumes / Media Withdrawn | | 9,615 | 4,087 | 3,682 | 906 |
| Scan Project | | | | | | |
| | Briefs Scanned | | 48,418 | 35,669 | 56,467 | 9,592 |
| Web Statistics | | | | | | |
| | Visitors | | 74,809 | 82,291 | 73,586 | 26,418 |
| | Visits | | 139,331 | 151,300 | 147,785 | 81,898 |
| | Average Daily Visits | | 381 | 397 | 404 | 899 |
| | Average Duration | | 8:25 | 9:10 | 32:29 | 16:07 |
| | Visitors: US | | 69.76% | 68.64% | 71.75% | 79.66% |
| | Visitors: International / Unspecified | | 30.24% | 31.36% | 28.25% | 20.33% |

LA Law Library Statistics

| | 2011 Year | 2012 1st Quarter |
|-------------------|--------------|---------------------|
| Long Beach | | |
| Desk Requests | 3,824 | 444 |
| Phone Requests | 1,452 | 286 |
| Copier Assistance | 663 | 270 |
| Visitors | 4,563 | 1,197 |
| | | |
| Norwalk | | |
| Desk Requests | 720 | 137 |
| Phone Requests | 890 | 203 |
| Copier Assistance | 687 | 227 |
| Visitors | 2,606 | 508 |
| | | |
| Pomona | | |
| Desk Requests | 851 | 198 |
| Phone Requests | 74 | 48 |
| Copier Assistance | 738 | 193 |
| Visitors | 1,960 | 562 |
| | | |
| Santa Monica | | |
| Desk Requests | 1,300 | 268 |
| Phone Requests | 807 | 170 |
| Copier Assistance | 853 | 185 |
| Visitors | 2,738 | 615 |
| | | |
| Torrance | | |
| Desk Requests | 1,247 | 320 |
| Phone Requests | 549 | 141 |
| Copier Assistance | 1,197 | 291 |
| Visitors | 3,173 | 860 |

| | 2011 Year | 2012 1st Quarter |
|--------------------|----------------|---------------------|
| Branch Collections | | |
| Book Volumes Added | 1,087 | 163 |
| Volumes Withdrawn | 2,803 | 53 |
| | | |
| Branch Copies | | |
| Long Beach | 36,536 | 10,644 |
| Norwalk | 11,319 | 2,465 |
| Pomona | 14,809 | 3,837 |
| Santa Monica | 14,535 | 4,602 |
| Torrance | 18,290 | 5,330 |
| Van Nuys | 30,183 | 4,795 |
| Total Copies Made | 125,672 | 31,673 |