

AGENDA

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

SPECIAL BOARD MEETING

Thursday, October 4, 2012

12:15 P.M.

**M. L. LILLIE BUILDING
TRAINING CENTER
301 WEST FIRST STREET
LOS ANGELES, CALIFORNIA 90012-3140**

I, Susan Steinhauser, President, do hereby call a special meeting of the Board of Trustees of the Los Angeles County Law Library to be held at the time and place listed above to discuss the matters identified on this agenda.



Susan Steinhauser, President

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. Persons addressing the Board shall not make impertinent, slanderous or profane remarks to the Board, any member of the Board, staff or general public, nor utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Board Meeting. The President may order the removal of any person who disrupts or disturbs the orderly conduct of any Board Meeting.



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Minutes of the August 28, 2012, Regular Board Meeting
- 3.2 Minutes of the September 10, 2012, Special Board Meeting

4.0 ACTION ITEMS

Action Item 1. Approval of Annual Report to the Board of Supervisor, Los Angeles County, pursuant to California B&P Code, § 6349.

Action Item 2. Approval of participation in the Council of California County Law Librarians (CCCLL) discussion on the development of a Joint Powers Authority for county law libraries.

5.0 DISCUSSION

Exterior Repair and Rehabilitation Construction Project. Wrap up report. Jaye B Nelson, Senior Director, Information Services and Patrick O'Leary, Senior Director, Administrative Services.

6.0 EXECUTIVE DIRECTOR REPORT

- Financial Update
- Staff Update
- Outreach / Training Update

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 is scheduled for Tuesday, October 23, 2012.

POSTED MONDAY, OCTOBER 1, 2012 @ 12:00 P.M.

POSTED BY EUSTORGIO BARAJAS



AGENDA ITEM 3

CONSENT CALENDAR

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

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

August 28, 2012

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, August 28, 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 Ann Jones
Judge Mark Juhas
Kenneth Klein, Esquire
Judge Luis Lavin

Trustees Absent:

Judge Jan Plum

Staff Present:

Marcia J. Koslov, Executive Director

Also Present:

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 the Building Envelope and Exterior Restoration Project and the performance of the Law Library's Executive Director and its Board of Trustees.

During Agenda Item 5.0, Executive Director Report, President Steinhauser accepted a late request to speak from Mr. Tut Hayes.

During the five (3) minutes allocated, Mr. Tut Hayes commented on the availability a daily newspaper and the potential safety hazards of the glass entry doors.

2.0 PRESIDENTS REPORT

There was no President's Report.

3.0 CONSENT CALENDAR

3.1 Minutes of the July 31, 2012, Regular Board Meeting.

President Steinhauser requested a motion to approve the Consent Calendar, so moved by Trustee Jones and seconded by Trustee Goetz. The Consent Calendar was approved 5-0-1, with Trustee Lavin abstaining due to his absence at the July 31, 2012, Regular Board Meeting.

At this time, President Steinhauser requested that all persons present with the exception of the Executive Director and Legal Counsel to exit the room for Agenda Item 4.0, Closed Session.

4.0 CLOSED SESSION

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

4.2 Reconvene Open Session.

At 1:42 p.m. the Board concluded its closed session and reconvened open session. During the closed session, the Board met with Legal Counsel and discussed the Performance Evaluation of the Executive Director. President Steinhauser noted that the Performance Evaluation Committee Chair would meet with the Executive Director. There was no further action.

Trustee Goetz left the meeting at 1:30 p.m.

5.0 EXECUTIVE DIRECTOR REPORT

The Executive Director highlighted the following:

The Executive Director called the Board's attention to changes in parking availability due to the opening of Lot 10 to the public at a cost of \$10/day maximum. As a result, ABM Parking Services, who manage our parking garage, reported that parking service capacity reduced from 120% to 50% during the first 2 weeks of August. Following consultation with ABM, the daily maximum rate was reduced from \$25 to \$12, and ABM reported that the lot was full again. ABM will continue to monitor the capacity and the rates.

The Executive Director also called the Board's attention to a 2% decline from projections in filing fee revenues for the first 2 months of FY13. A detailed review of the first quarter revenues should be expected at the October Regular Board Meeting.

At this time, President Steinhauser accepted a late request to speak from the public.

6.0 AGENDA BUILDING

There were no items for Agenda Building.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:46 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, September 25, 2012.

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

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

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

September 10, 2012

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, September 10, 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 Ann Jones
Judge Mark Juhas
Kenneth Klein, Esquire
Judge Luis Lavin
Judge Jan Plum

Trustees Absent:

Staff Present:

Marcia J. Koslov, Executive Director

Also Present:

Sandra Levin, Colantuono & Levin, PC

President Steinhauser determined a quorum to be present, convened the meeting at 12:17 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

1.0 PUBLIC COMMENT

There were no requests for Public Comment.

At 12:19 p.m., President Steinhauser requested that all in persons in attendance with the exception of Legal Counsel exit the room for Agenda Item 2.0, Closed Session.

2.0 **CLOSED SESSION**

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

2.2 Reconvene Open Session.

At 1:30 p.m. the Board concluded its closed session and reconvened open session. During the closed session, the Board met with Legal Counsel and discussed the Performance Evaluation of the Executive Director. There was no action taken.

3.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:30 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, September 25, 2012.

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

AGENDA ITEM 4

ACTION ITEMS

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

The Board of Law Library Trustees of Los Angeles County presents to you its Annual Report for the fiscal year ending June 30, 2012.

The Board is composed of the following members:

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

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

Marcia J. Koslov, Secretary to the Board of Law Library Trustees of Los Angeles County, pursuant to Section 6350 of the Business and Professions Code, presents to the Honorable Board, an Annual Financial Statement, as Secretary of said Law Library Board, for the fiscal year ending on the 30th day of June, 2012.



LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF FINANCIAL POSITION
As of June 30, 2012
(Unaudited)

Assets

Assets in L. A. County and State Treasurers' Custody

Cash in L. A. County Treasurer - General Fund	\$	9,335,588
Cash in L. A. County Treasurer - Deposit Fund		231,234
Cash in Bank of America - Revolving Account		97,979
Cash in Bank of America - Payroll Account		47,736
Cash in Local Agency Investment Fund		1,331,761
Petty Cash		718
Operating Cash		11,045,015

Current Assets:

Accounts Receivable		50,835
Other Receivable		1,540,034
Other Current Assets		413,261

Other Assets:

Books & Other Library Collections	\$	43,013,003
Current Month Acquisitions		330,670
		43,343,673
Less: Accumulated Depreciation		-26,795,408
		16,548,265
Building Construction		4,216,987
Interior Building Improvement		1,323,072
Exterior Building Improvement		6,238,354
Furniture & Equipment		2,010,429
Computer Hardware & Software		667,607
		14,456,450
Less: Accumulated Depreciation		-6,949,353
		7,507,097
Construction In Progress - Interior		0
Construction In Progress - Exterior		0
Building Site (Land)		580,333

Total Assets **\$ 37,684,840**

Liabilities and Fund Balance

Current Liabilities

Accounts Payable	\$	1,234,832
Accrued Expense		1,555,695

Noncurrent Liabilities

Borrowers' Deposits		256,433
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Total Liabilities **3,046,960**

Fund Balance

Unappropriated		33,961,220
YTD Net Income		676,660

Total Liabilities and Fund Balance **\$ 37,684,840**

LAWLIBRARY



LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF REVENUES AND EXPENSES
As of June 30, 2012
(Unaudited)

Operating Revenues

L.A. Superior Court Fees	8,386,731	
Interest from Cash in California State Controller's Office - Local Agency Investment Fund	16,269	
Interest from Cash in L.A. County Treasure - General Fund	89,699	
Interest from Cash in L.A. County Treasure - Deposit Fund	2,382	
Miscellaneous Receipts (Document Delivery, Fines, Book Sales, Course Registrations Book Replacement, Vending, etc.)	132,586	
Copy Center	75,372	
Annual Borrowers Fee	10,475	
Annual Members Fee	76,632	
Parking Lot Revenue	718,308	
Friends of Law Library	143,000	<hr/>
Total Operating Revenues		9,651,454

Operating Expenses

Salaries and Related Expenses		
Salaries	3,120,438	
Social Security	181,290	
Medicare	43,562	
Retirement	150,837	
Accrued Sick Expense	1,803	
Accrued Vacation Expense	<u>(4,125)</u>	3,493,804
Employees' Benefits		
Health Insurance	550,361	
Disability Insurance	8,613	
Dental Insurance	57,087	
Life Insurance	1,729	
Workers Compensation Insurance	73,909	
Unemployment Insurance	33,147	
Vision Insurance	<u>9,806</u>	734,652
Other Expenses		
Building Occupancy	936,473	
Supplies & Services	428,466	
Copy Center	32,520	
Professional Services	<u>177,867</u>	1,575,326
Depreciation		
Depreciation Expense - Books	2,964,861	
Depreciation Expense - Fixed Assets	<u>206,151</u>	3,171,012
Total Operating Expenses		8,974,795
Net Operating Income		<u>676,659</u>

LAWLIBRARY



LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF CASH FLOWS
As of June 30, 2012
(Unaudited)

Cash flows from operations:	
Cash received from filing fees and services	8,573,069
Cash payments to suppliers and services	(1,394,513)
Cash payments to employees for services	(3,786,531)
Contributions received	143,000
Net cash flows from operations	3,535,025
Cash flows from capital activities	
Building and improvements	(20,821)
Books and reference materials	(3,549,150)
Furniture, fixture and other equipment	0
Computer Equipment and software	(86,693)
Net cash flows from capital activities	(7,799,168)
Cash flows from investing activities	
Interest received from LAIF	15,087
Interest received from LA County	87,225
Net cash flows from investing activities	102,311
Net inc (dec) in cash and cash equivalents	(4,161,832)
Cash and cash equivalents at beginning of year	15,073,559
Cash and cash equivalents at end of year	10,911,727



INTRODUCTORY INFORMATION

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

Today, the LA Law Library has become a global leader in providing state-of-the-art legal research combined with over 1,000,000 volume equivalents of Federal and State primary and practice materials, a comprehensive California law collection and, with over 277, 000 volumes, one of the nation's largest Foreign and International law collections.

The main Law Library is located in the Mildred L. Lillie Building at First & Broadway, 301 West First Street, Los Angeles, California, with branch locations in the courthouses in Norwalk; Pomona; Santa Monica; and Torrance. In addition, the LA Law Library shares its space with the LA Superior Court Self Help Center in Long Beach. In order to make its materials and services available throughout the Los Angeles County area, the LA Law Library is developing partnerships with both the Los Angeles County Public Library and the Los Angeles Public Library as well as with independent public libraries. Currently, the LA Law Library maintains partnerships with the Pasadena Public Library, the Compton Library, the Lancaster Public Library, and the Van Nuys Public Library, but is engaged in discussions with a number of other public libraries and community college libraries.

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



LIBRARY USAGE | FY –2011 – 2012

At the end of Fiscal Year 2011 – 2012, there were 2,003 persons registered for circulation privileges. 1,279 persons are registered as individual borrowers, including 952 attorneys. In addition, 200 law firm and business borrowers have identified 1,023 designated borrowers, including attorneys, librarians and messenger services. There are 346 judicial borrowers, 351 official borrowers, and 27 reduced deposit borrowers.

During FY11 – 12, the LA Law Library Reference staff fielded 46,761 requests for information, 32,540 of which were received at the Reference Desk. 10,288 requests were received by phone; 2,665 were email or live-chat; and 290 were letter requests, generally from the incarcerated. There were also 978 Foreign & International requests for information, 145 of which were web based. In addition to checking books out and in, the Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items and pages materials needed from closed stack areas. In FY11 -12, more than 38,699 requests were handled by the Circulation Desk staff, including 13,126 volumes circulated.

In response to requests for materials and information, the LA Law Library provides document delivery and e-delivery services. 1,387 such requests were received in FY11 – 12. The LA Law Library Copy Center responded to 16,111 requests and produced more than 344,927 photocopies while the branch locations produced an additional 118,748 photocopies.

The LA Law Library web site (www.lalawlibrary.org) was visited by more than 81,579 visitors in FY11 – 12. The average number of daily visits was 535 with an average visit duration of 21:13 minutes. 73.34% of the visitors were from the United States; 26.66% of the visitors were from other countries.



The LA Law Library subscribes to 24 online legal databases. These databases, including Lexis, Westlaw, and most recently WestlawNext, are available free of charge at 16 pc's located in the main library. Additionally, 10 pc's are available for internet and email use. The Law Library is a Wi-Fi ready facility with 20 multiplex table outlets throughout the reading room that enable library users to access the Law Library's website, as well as their own programs and documents, through personal computers.

COLLECTION / ACQUISITIONS | FY 2011 – 2012

Print Materials: During FY11 – 12, the Main Library added 7,642 volumes; the Branch locations added 968 volumes. During the same period, the library withdrew 3,046 volumes from the Main Library and 504 volumes from the Branch locations. At the end of FY11 – 12, the total number of print volumes in the LA Law Library collection was 727,947. The Main Library held 660,562; the Branch locations held 67,385.

Non-print Materials: During FY11 – 12, the main Library added 723 computer discs, 388 audio discs, and 14 video/DVD. Additionally, the Law Library added 48 rolls of microfilm and 19,443 microfiche to the collection. At the end of the fiscal year, the Library held 7,967 reels of microfilm, 1,340,024 microfiche, 1,249 computer discs, 1,278 audio discs, and 82 video/DVDs. The Branch locations do not maintain non-print collections.

Volume Equivalents: The volume equivalent of non-print materials is approximately 291,906 volumes. The grand total of volumes and volume equivalents in the LA Law Library collection is 1,019,853 volumes representing 194,906 titles.



GIFTS | FY 2011 – 2012

During FY11 – 12, the LA Law Library received the following gifts from the recipients listed below.

The Lillick Firm, John C. McHose, 1979.

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

Respectfully submitted,

Marcia J. Koslov, Secretary
Board of Law Library Trustees

LALAWLIBRARY



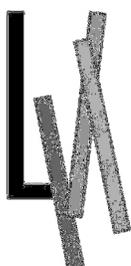
MEMORANDUM

DATE: September 28, 2012
TO: Board of Law Library Trustees
FROM: Marcia J Koslov
RE: Joint Powers Authority / CCCLL

Background: Over the past five years, the CCCLL (Council of California County Law Librarians) has struggled with finding appropriate ways in which the various libraries can work together and remain solvent and relevant in the future. I have participated in a Futures Planning Committee and a Strategic Planning Committee that included the development of a Business Plan. However, both of these processes seem to raise more questions than answers about the organizations directions and priorities. It became apparent that the impetus to adapt the current organization to increasing pressure for change from reduced funding or legislative initiatives was going to be a slow, evolving process.

At the same time last March, I spoke with Sandi Levin about finding new ways in which county law libraries could work together, since the traditional methods had not moved the organization forward. Sandi suggested that we look into the development of a Joint Powers Authority agreement. As she explained it, the JPA could take several permutations, but it would form an overarching entity that could, for example, negotiate contracts, engage in joint purchasing, create a single catalog and acquisitions system, and develop flexible exchanges/sharing of documents between the libraries. For example, the JPA could be funded by contributions from each member, or, it could establish a method by which each member made “in-kind” contributions with no exchange of funds. Alternatively, the JPA could have a set of central organizations which could contribute dollars, staff, expertise, etc. and then have others, who chose to participate, pay for those services. In other words, there was a good deal of flexibility in how one went about establishing a JPA.

I presented the concept to Mark Estes, John Adkins, San Diego County Law Library Director, and Sharon Borbon, Fresno County Law Library Director. Mark, John, Sharon and I believe that the development of a JPA could assist our libraries, other mid-size law libraries, and the many smaller county law libraries, through efficiencies derived from cooperative agreements and actions in areas of print and online collections, staff and technology.



The membership is planning to discuss the concept at our October 12, 2012 meeting and toward that end, the members have been asked to bring the concept to their respective Boards of Trustees to determine if interest exists to pursue the concept. The discussions at this stage would be conceptual only. No formal action approving terms or creating a JPA would occur during this meeting.

Given the declining revenues for County Law Libraries throughout the state, all of the law libraries are reducing collections, staff, hours and services. Many of the law libraries are using reserves to support their day-to-day operations. A number of the law libraries are reporting that, if the revenue decline continues, within a year or two they will cease to operate.

Recommendation: The Board of Trustees approve the LA Law Library's participation in discussions of the development of a Joint Powers Authority (JPA) by members of the CCCLL. The Executive Director will report back to the Board about those discussions and any subsequent initiatives developed to pursue the establishment of the JPA.

Please see:

Attachment A – Memo from Sandi Levin, Legal Counsel (Confidential)

Attachment B – FAQ's on JPA's (provided by Fresno County Law Library)

LALAWLIBRARY



AGENDA ITEM 4 | ATTACHMENT B

Frequently Asked Questions on Joint Powers Agreements For County Law Libraries in California

These are some of the questions that may be asked about joint powers agreements as a tool for meeting community access to legal information

Definition: What is a joint powers agreement (JPA)?

A JPA is a contract among units of local government to do whatever any one of those units of local government is authorized to do. A JPA permits county law libraries to complete their mission.

Characteristics: What are the characteristics of a JPA?

A JPA provides *flexibility* to meet law library goals, *protection* for local identity interests and *opportunity* to meet community needs for equitable access to legal information and resources.

Control: Who controls the JPA?

The JPA can be organized in any way the members wish. Most JPAs have a Governing Board made up of members and representatives of each participating government entities. The Governing Board sets the policy direction for the JPA.

Implementation: How are decisions of the JPA implemented?

The JPA can be organized in any way the members wish. Most JPAs have an Administrative Board. The Administrative Board implements the policies set by the Governing Board. A lead administrator is selected and approved by the Governing Board to coordinate the work of the Administrative Board for the Governing Board.

Core Local Interest Protections: What are the protections for the core local identity interests of small county law libraries?

The JPA can provide as many protections as the members want.

Most JPAs have a rule for all decisions of unanimity in the Governing Board, free exit provisions for each law library and agreement on what projects will be administered together and what projects will be administered separately. These protections assure the protection of the smallest county law library from larger libraries or majority control of such important issues as collection development and staffing.

Benefits: What are the benefits for county law libraries?

The JPA provides:

- Protection for **local authority** in public service decision making;
- Respect for local **community identity values**;
- Means to implement the statutory **purpose**;
- Improved patron and staff **education opportunities**;
- Increased **efficient use of county law library funding**;
- Improved links between law libraries and **industry partners**;
- A grassroots tool to meet statutory and strategic **needs of legislative leaders** for financial equity, data access equity and administrative efficiency; and
- Avoidance of significant additional **state mandates**.

Entry: How does a county law library join a JPA?

Each Board of Trustees passes a resolution to join the JPA and identifies a representative to serve on the Governing Board and Administrative Board.

Risks: What are the risks for county law libraries?

The JPA agreement, without a practical and significant track record of shared programs, risks dismissal by the legislature or stakeholders and disappointment by local library users.

Necessity: Is a JPA necessary for county law libraries to work together?

No, it is not a necessity and some avenues for collaboration have been used by county law libraries over the years. However, JPAs do utilize a comprehensive, “big picture” look at planning regionally as opposed to some consortia that deal strictly with one issue. JPAs also build trust among county law librarians and law library board members as they work together on issues of joint concern. JPAs also encourage the partnership of nontraditional entities to increase regional strength.

Exit: Is it easy to get out of the JPA?

County law libraries and cooperating parties make the JPA work through their agreements benefiting statewide access to legal information as a whole and as individual counties. If the JPA direction does not benefit the citizens of any county, the member gives notice of withdrawal as set out in the JPA.

Current Cooperative Program Effects: What effects will the JPA have on our current partnerships and cooperative arrangements through CCCLL? None. The JPA can accommodate the current partnerships and cooperative arrangements and provide opportunity for their coordination and improvement to meet local needs with less administrative effort.

Newness: Are JPAs new or old tools?

JPAs have been used between public libraries before for specific partnerships and resource sharing. JPAs have not been used in California by county law library leaders to position themselves for providing comprehensive and strategic legal reference services and acquisitions.

Governing Powers: What powers do individual Governing Board members have?

On behalf of their county, any Governing Board member may decide to support the idea and participate in its implementation, support the idea for the JPA without participating in its implementation, or veto any action by the JPA as a whole on that subject. All Governing Board members work to support the services of the joint powers agreement for all library users.

Challenges: How can a JPA assist law librarians and law library directors in meeting the challenges of providing law library services?

JPAs can provide the mechanism to address together the current challenges of access, collection development and organization, librarian and paraprofessional recruitment and retention, library facility standards and funding. The initial JPA may focus on the consortia acquisitions and licensing.

Avoidance: Is the JPA a strategy for consolidating county law libraries throughout the state?

No. The JPA is a supplemental tool available to county law librarians and trustees for providing legal information and services for the sustainable future. The JPA does not replace or compromise local entities. In addition the JPA does not prohibit county law libraries from the use of other tools, including consolidation, annexation, reorganization and dissolution if elected by the local board of trustees. The JPA can be used together with these tools or it can provide a framework to address important issues in a different way that can more effectively serve the local community identity values.

Minimum Standards and Other Recommended Goals: Can the JPA contribute to meeting goals identified by members of CCCLL?

JPAs are beneficial for the long-term improvement of legal reference services. JPAs are compatible and helpful with any other initiatives for improving the administration of justice or can become the central model for these improvements. JPAs can assist CCCLL members in efficiently and effectively meeting the standards development by CCCLL. JPAs can increase the efficiency of public fund usage for county law libraries. JPAs can contribute to the overall adequacy of law library services within regions of the state.

AGENDA ITEM 5

DISCUSSION

MEMORANDUM

DATE: September 28, 2012
TO: Board of Law Library Trustees
FROM: Marcia J Koslov
RE: Building Envelope Repair & Exterior Restoration Project

Attached please find a financial review of the budget for the Building Envelope Repair & Exterior Restoration Project. Until the 90 day maintenance period has concluded, there remain several outstanding invoices. Nevertheless, the summary of expenditures identifies all known costs.

Jaye B Nelson, Senior Director, Information Services and Patrick O’Leary, Senior Director, Administrative Services will provide an overview and respond to questions. Tim Fyffe, CLEO Construction Management will also be available at the Board meeting.



LA Law Library Construction Budget

	Best Case			Worst Case		
	Approved	Adjustments	Total Cost	Approved	Adjustments	Total Cost
Construction- Swinerton Builders	4,622,900	489,881	5,112,781	4,622,900	523,175	5,146,075
Construction Admin & Monitoring- ABB	193,623	56,377	250,000	193,623	56,377	250,000
Construction Administration- TMA	120,350	79,650	200,000	120,350	79,650	200,000
Construction Management- CLEO CM	168,000	0	168,000	168,000	0	168,000
Environmental Monitoring/Testing	37,602	335	37,937	37,602	335	37,937
Testing- Soil, Concrete and Rebar	25,000	2,639	27,639	25,000	2,639	27,639
Owner Contingency @ 10% ¹	516,748	-516,748	0	516,748	-516,748	0
Total	5,684,223	112,134	5,796,357	5,684,223	145,428	5,829,651

Notes:

1. Allocation of Owner's Contingency:

	Best Case	Worst Case
Approved	516,748	516,748
Allocation:		
Cost Benefits - Value Engineering	-33,436	-33,436
Owner Elected / Initiated	-50,000	-50,000
Demolition & Underground ²	71,104	71,104
Exterior Building Skin ³	200,522	221,261
Roofing ⁴	46,424	59,413
Hardscape & Landscaping ⁵	393,834	393,834
Total Allocation	628,448	662,176
Amount over Budget	111,700	145,428

- Demolition: Remove trees to provide construction clearance (\$10.6k); remove unforeseen underground utilities at 1st & Broadway (\$9.5k); add drains and connection pipes to move water away from foundation (\$8.8k); relocate storm drain (\$8.7k); provide fiber conduit on Broadway (\$7.6k); remove unforeseen wall (\$4k).
- Exterior skin: Specify and select appropriate water-resistant paint (\$115k); additional caulking (\$37.5k); add necessary skim coat on existing walls (\$18k).
- Roofing: Additional site inspections because of environmental testing and oversight of roof system (\$21k); add supports for drain piping (\$15k); replace wood sleepers with rubber (\$9k).
- Hardscape & landscaping: Apply Eurotard finish to walks and retaining walls (\$67k); unforeseen sitework revisions @ 1st & Hill (\$60k); widen walkway from 1st & Hill to main entrance and add electrical outlets (\$27k); change handrail type and add handrails at 1st & Hill for ADA compliance (\$22k); OT to finish entry in time for Friends Gala (\$15k); add necessary concrete apron on Broadway (\$13k); remove concrete light pole bases & replace (\$13k); details at stairway and landing (\$12k); main entrance landing detail (\$11k); sidewalk repairs on Broadway (\$10k).

AGENDA ITEM 6

EXECUTIVE DIRECTOR REPORT

FINANCIAL UPDATE

See attached August Financials and the August list of Checks and Warrants.

STAFF UPDATE

The Communications Team has begun work to update and upgrade the LA Law Library website. As an initial step, the Reference & Research staff have been asked to provide weekly updates on use of the collection. The new “Tip of the Week” section premiered with information to the online Self-Help publications.

Staff trainings were recently held on Google-Scholar (September 21) and Wolters Kluwer IntelliConnect (September 26) online services. Google representative, Anurag Acharya, who works with Google Scholar demonstrated the legal materials, including case law and legal journals, available free of charge through Google Scholar. Susan Ashby, from Wolters Kluwer, held a follow-up training on the newer features of IntelliConnect, which includes both Aspen and CCH titles. IntelliConnect is available on public terminals within the Law Library.

OUTREACH / TRAINING UPDATE

Pro Bono Week:

The LA Law Library is hosting our first annual Pro Bono Week celebration with a series of events aimed at Pro Bono volunteers, public librarians, and the general public. The week begins with a “kick-off” reception on October 18, 2012, from 5:30 – 7:30. Each day of the following week, October 22 – 26 will provide a different program (*See the attached flyer*).

As part of this celebration, on Wednesday, October 24, the Law Library will host the Pro Bono Managers annual meeting. That day has also been set aside for our annual all-day all-staff meeting. Library staff will join the Pro Bono Managers for lunch and have an opportunity to hear Erwin Chemerinsky, Dean, UC Irvine Law School deliver a keynote address on pro bono challenges and the ever growing justice gap. Following the lunch, a number of the non-profit organizations will speak to the Library staff and provide information on their particular agency. **Janine Liebert** and **Malinda Muller** as well as the entire **Communications team** are to be congratulated for putting this amazing, first-of-its-kind-in-the-nation week together.

In honor of National Pro Bono Week (Oct 22 – 26) and in time for the events hosted by LA Law Library, **Ralph Stahlberg**, **Channa Cajero** and **Shohreh Saljooghi** are creating a new exhibit on the history of and development of pro bono services. Included are rules, regulations and laws about Pro Bono, including ABA Model Rules; Pro Bono initiatives, including the recent San Francisco Civil Gideon project; and excerpts from the speeches of Chief Justice John Roberts, Justice Ruth Bader Ginsberg and Attorney General Eric Holder. The display will be available for viewing by mid-October.



Los Angeles County Bar Association (LACBA) Borrower Campaign:

As part of the LACBA 2013 membership drive, we are offering new and renewing LACBA the opportunity to register for an LA Law Library borrower card. The campaign is specifically targeted to LACBA members who are not current Law Library borrowers. The LACBA membership drive begins on October 1. However, an initial LACBA mailing yielded more than 1000 renewing members with 40% of them requesting the LA Law Library borrower card. Instrumental in the development of this initiative were **Jaye Nelson, Meiling Li** and **Austin Stoub**.

State Bar Conference:

LA Law Library will be an exhibitor at the State Bar Annual Meeting October 11-14, in Monterey, CA. Attended by over 2,000 members of the bench and bar, the State Bar Annual Meeting is an opportunity to reach out to the legal community and provide them with information about our collection and services. Although the emphasis is on our Members Program, this venue allows our staff to discuss our reference services via email, phone and e-delivery. **Cathy Lintvedt** and **Ana Villagrana** will “staff” the booth.

Paralegal Outreach:

Over the past few years, the Law Library has had a significant increase in the number of requests from paralegal schools for introductions / orientations to the Law Library and law materials. In response, **Linda Heichman Taylor** and **Christine Langteau** have worked together to develop a paralegal training program called, “Para-Legal Lit.” The session is available to both practicing paralegals and paralegal students. The first session is scheduled for November 3.

In conjunction with the Para-legal Lit class, **Christine** revised the “tour” program of the LA Law Library. A Law Library orientation now includes a more comprehensive introduction to the collection and services available in print and online. Directed at local professional paralegal programs, these sessions are a lead in into the Para-legal Lit class. They were presented to paralegal students of National University (Sep 22) and Charter College (Sep 27). Los Angeles City College paralegal students are expected to visit LA Law Library in the near future.

Linda is also developing new working relationships with paralegal school program administrators and library directors to further expand our services to their students. She will present “Free Legal Websites” at the Los Angeles Paralegal Association (LAPA) Conference on October 13. In addition, we will have an exhibit booth at that Conference, which is expected to draw more than 300 attendees.

Training Classes:

On August 31, the LA Law Library hosted an immigration law training session sponsored by Christian Legal Aid of Los Angeles. Matt Spaulding, an active member of LACBA’s Immigration Section, conducted the training for 20 attorneys, giving a broad overview of the immigration process, necessary paperwork and frequently encountered issues. During opening remarks, Patricia Oliver, Christian Legal Aid’s Executive Director, gratefully acknowledged LA Law Library for providing the venue and facilitating the opportunity.



During the month of September, LA Law Library presented several introductory Legal Research training sessions with approximately 40 students attending them. (The Law Library has published its selection of Legal Research and CLE trainings on the web through December, 2012.)

- Free Legal Websites (Sep 8 & 12), taught by **Channa Cajero**.
- Basic Lexis (held twice on Sep 19), the morning public session was taught by **Ralph Stahlberg**; Lexis Nexis representative taught the afternoon MCLE class.
- Finding Forms (Sep. 29), taught by **Janine Liebert**.

The Legal Aid Foundation of Los Angeles (LAFLA) worked with **Janine Liebert** to present a new debt collection answer workshop at the Inglewood Public Library on September 21. The pilot workshop provided ten litigants direct interviews with attorneys who helped screen their cases for prospective representation. The workshop was well received by the directing attorney and her consumer law team. Going forward, discussion is underway to identify additional public library locations for monthly workshops.

Prospective Partners:

On September 14, **Malinda Muller** and I met with the City Librarian and the Head of Reference Services for the City of Beverly Hills Public Library. The Beverly Hills Public Library is a prospective strategic location to support the Westside's legal community as it sits in the midst of the largest autonomous private bar (The Beverly Hills Bar Association) in the county and is within easy reach of Century City's legal community. The meeting included a discussion of current and prospective library directions and partnering possibilities.

On September 20, **Malinda Muller** and **Linda Heichman Taylor** visited Cerritos College, located a few short miles from the Norwalk Courthouse, to discuss the school's paralegal program and its associated library's print and online collection and services. Cerritos' paralegal program is strongly supported by an advisory group comprised of area judges and members of the Southeast Bay legal community. As with the Beverly Hills Public Library, this location is a prospective strategic partnership serving the Southeastern Bar, Long Beach Bar and the Whittier Bar.



Join Us During Our Week-Long Pro Bono Celebration!

Thursday, October 18, 2012
CELEBRATE: Pro Bono
Thank You Reception,
5:30-7:30 pm



To kick off the week's events, the LA Law Library will host a reception on its recently rehabilitated front plaza. Gary Greene Esq. and his Big Band of Barristers will be performing, featuring CA Court of Appeals Justice Arthur Gilbert on piano.



Monday, October 22, 2012
Free Consumer Law Clinic,
6:00 – 8:00pm

Business specialists and litigators who serve on Public Counsel Law Center's pro bono panel will mentor Los Angeles area law students in providing free legal assistance to the general public on consumer law issues. Assistance will be provided on a pre-scheduled appointment basis.

Tuesday, October 23, 2012
Free "Family Law 101"
MCLE Family Law Training Session,
5:00 – 8:00 pm



Presented by the Harriett Buhai Center for Family Law, "Family Law 101" will be a hands-on overview for lawyers who want to build a family law practice and/or volunteer in the field, covering both the substance of custody, domestic violence, support and property, as well as procedure and forms.

CaliforniaProBono.org
California Lawyers Serving the Public Good

Wednesday, October 24, 2012
Southern California Pro Bono Managers'
National Pro Bono Celebration & CLE Event,
12:00 - 2:00pm

Erwin Chemerinsky, Dean of UCI Law School, will provide a keynote address over lunch on pro bono challenges and the ever-growing justice gap followed by a one hour ethics CLE Training in which pro bono attorneys working in local law firms will discuss ethical challenges. This event is sponsored by SoCal Pro Bono Managers.



Thursday, October 25, 2012
CitizenshipWorks In-Service Training
for Public Librarians,
9:00am – 12:00pm

Presented by the Immigration Advocates Network (IAN), the National Association of Elected and Appointed Officials (NALEO) and the Asian Pacific American Legal Center (APALC), this workshop will introduce librarians from the greater Los Angeles area to CitizenshipWorks (www.citizenshipworks.org), a multilingual online resource to help immigrants learn about their eligibility for citizenship and the naturalization process.

Friday, October 26, 2012
California Professional Ethics,
4:00 – 5:00pm

 **LexisNexis®**
JUST ADDED!

This Course focuses on the Rules of Professional Conduct for attorneys. Additionally, the course will review some rules, decisions and discuss relevant cases that directly relate to Legal Ethics. Finally, the course will also review some relevant lexis content that can be used to assist you with legal ethics dilemmas.

register:
probonoweb.lalawlibrary.org

Los Angeles Law Library

Balance Sheet as of August 31, 2012

Assets

Assets in L. A. County and State Treasurers' Custody

Cash in L. A. County Treasurer - General Fund	\$	8,491,662
Cash in L. A. County Treasurer - Deposit Fund		261,139
Cash in Bank of America - Revolving Account		54,431
Cash in Bank of America - Payroll Account		39,020
Cash in Local Agency Investment Fund		1,332,943
Petty Cash		<u>718</u>
Operating Cash		10,179,913

Current Assets:

Accounts Receivable		55,180
Other Receivable		1,463,029
Prepaid Expenses		402,850

Other Assets:

Books & Other Library Collections	\$	43,482,559
Current Month Acquisitions		<u>258,561</u>
		43,741,120
Less: Accumulated Depreciation		<u>(27,305,569)</u>
		16,435,551
Building Construction		4,216,987
Interior Building Improvement		1,323,072
Exterior Building Improvement		6,238,354
Furniture & Equipment		2,010,429
Computer Hardware & Software		<u>683,267</u>
		14,472,110
Less: Accumulated Depreciation		<u>(7,054,702)</u>
		7,417,407
Construction In Progress - Interior		0
Construction In Progress - Exterior		0
Building Site (Land)		<u>580,333</u>

Total Assets \$ **36,534,265**

Liabilities and Fund Balance

Current Liabilities

Accounts Payable	\$	118,594
Accrued Expense		1,506,797

Noncurrent Liabilities

Borrowers' Deposits		<u>266,494</u>
---------------------	--	----------------

Total Liabilities **1,891,885**

Fund Balance

Unappropriated		34,634,118
YTD Net Income		<u>8,263</u>

Total Liabilities and Fund Balance \$ **36,534,265**

Los Angeles Law Library

Income Statement for the Period Ended August 31, 2012

Month			YTD			
Budget	Actual	\$ Fav (Unf)		Budget	Actual	\$ Fav (Unf)
Income						
654,711	660,429	5,718	L.A. Superior Court Fees	1,364,071	1,348,745	(15,326)
5,908	4,123	(1,786)	Interest	11,817	8,915	(2,902)
64,074	49,687	(14,388)	Parking	129,850	102,279	(27,571)
27,101	24,418	(2,683)	Library Services	54,936	51,132	(3,805)
<u>751,795</u>	<u>738,656</u>	<u>(13,138)</u>	Total Income	<u>1,560,673</u>	<u>1,511,070</u>	<u>(49,604)</u>
Expense						
457,737	335,323	122,414	Personnel	744,954	663,746	81,208
223,391	258,561	(35,171)	Library Materials	428,876	397,448	31,428
(223,391)	(258,561)	35,171	Library Materials Transferred to Assets	(428,876)	(397,448)	(31,428)
66,777	72,422	(5,645)	Occupancy	141,721	141,555	165
35,662	19,237	16,425	Supplies & Services	70,873	54,036	16,837
15,082	14,006	1,076	Professional Services	30,163	27,958	2,205
303,963	308,489	(4,526)	Depreciation	606,536	615,511	(8,975)
<u>879,221</u>	<u>749,477</u>	<u>7,330</u>	Total Expenses	<u>1,594,247</u>	<u>1,502,807</u>	<u>91,441</u>
<u>(127,426)</u>	<u>(10,820)</u>	<u>116,606</u>	Net Income	<u>(33,574)</u>	<u>8,263</u>	<u>41,837</u>
24,240	0	24,240	Extraordinary Expense	24,240	0	0
<u>75,083</u>	<u>15,660</u>	<u>59,423</u>	Capitalized Expenditures	<u>93,167</u>	<u>15,660</u>	<u>77,507</u>

Los Angeles Law Library

Income Statement for the Period Ended August 31, 2012

Month			YTD			
Budget	Actual	\$ Fav (Unf)		Budget	Actual	\$ Fav (Unf)
Account Detail:						
Income:						
654,711	660,429	5,718	L.A. Superior Court Fees	1,364,071	1,348,745	(15,326)
Interest:						
0	0	0	Interest - LAIF	0	0	0
5,700	4,026	(1,674)	Interest - General Fund	11,400	8,707	(2,693)
208	97	(112)	Interest - Deposit Fund	417	208	(209)
5,908	4,123	(1,786)	Subtotal	11,817	8,915	(2,902)
64,074	49,687	(14,388)	Parking:	129,850	102,279	(27,571)
Library Services:						
4,650	850	(3,800)	Annual Borrowing Fee	4,750	2,200	(2,550)
7,943	3,866	(4,077)	Annual Members Fee	21,795	15,401	(6,394)
750	115	(635)	Course Registration	1,500	135	(1,365)
6,250	7,326	1,076	Copy Center	12,500	13,369	869
2,250	1,726	(524)	Document Delivery	4,500	4,357	(143)
3,500	4,136	636	Fines	7,000	8,311	1,311
550	103	(447)	Miscellaneous	1,100	258	(842)
83	5,450	5,367	Room Rental	167	5,450	5,283
625	180	(445)	Book Replacement	625	285	(340)
0	0	0	Forfeited Deposits	0	0	0
0	0	0	Friends of Law Library	0	0	0
0	0	0	Grants	0	0	0
500	666	166	Vending	1,000	1,366	366
27,101	24,418	(2,683)	Subtotal	54,936	51,132	(3,805)
751,795	738,656	(13,138)	Total Income	1,560,673	1,511,070	(49,604)
Expenses:						
Personnel:						
355,003	244,931	110,072	Salaries	556,137	485,173	70,964
20,945	14,579	6,366	Social Security	32,812	28,913	3,899
4,970	3,410	1,561	Medicare	7,786	6,762	1,024
9,688	9,688	0	Retirement	19,376	19,376	0
44,468	43,821	647	Health Insurance	90,145	90,295	(150)
807	328	479	Disability Insurance	1,637	(431)	2,069
4,784	5,706	(921)	Dental Insurance	9,708	10,489	(782)
139	149	(10)	Life Insurance	281	293	(12)
9,353	9,353	0	Workers Compensation Insurance	18,707	18,707	0
6,800	2,550	4,250	Unemployment Insurance	6,800	2,550	4,250
780	809	(29)	Vision Insurance	1,565	1,620	(55)
0	0	0	Accrued Sick Expense	0	0	0
0	0	0	Accrued Vacation Expense	0	0	0
457,737	335,323	122,414	Total - Personnel	744,954	663,746	81,208

Los Angeles Law Library

Income Statement for the Period Ended August 31, 2012

Budget	Month			YTD		
	Actual	\$ Fav (Unf)		Budget	Actual	\$ Fav (Unf)
			Library Materials:	0	0	
144,387	200,403	(56,016)	American Continuations	271,446	265,732	5,714
7,917	4,245	3,672	American New Orders	15,834	12,066	3,768
7,523	0	7,523	Branch Continuations	15,045	24,073	(9,028)
0	0	0	Branch New Orders	0	0	0
30,500	28,660	1,840	Commonwealth Continuations	61,000	60,340	660
189	0	189	Commonwealth New Orders	378	0	378
16,667	12,765	3,902	Foreign Continuations	33,333	16,593	16,740
1,634	903	731	Foreign New Orders	3,267	1,411	1,856
10,813	9,183	1,631	International Continuations	21,626	14,041	7,585
599	424	175	International New Orders	1,198	740	458
2,868	1,802	1,066	General/Librarianship Continuations	5,082	2,017	3,065
295	177	118	General/Librarianship New Orders	666	434	232
<u>223,391</u>	<u>258,561</u>	<u>(35,171)</u>	Subtotal	<u>428,876</u>	<u>397,448</u>	<u>31,428</u>
<u>(223,391)</u>	<u>(258,561)</u>	<u>35,171</u>	Library Materials Transferred to Assets	<u>(428,876)</u>	<u>(397,448)</u>	<u>(31,428)</u>
0	0	0	Balance	0	0	0
			Building Occupancy:			
1,750	2,155	(405)	Building / Cleaning Supplies	3,500	3,752	(252)
2,333	4,021	(1,687)	Building Maintenance	4,667	8,840	(4,173)
1,417	1,016	401	Building Services	2,833	1,833	1,000
358	0	358	Interior Improvements / Alterations	717	2,021	(1,304)
9,983	11,397	(1,414)	Electric & Water	19,967	23,657	(3,691)
1,226	1,226	0	Elevator Maintenance	2,452	2,452	1
3,250	5,268	(2,018)	Heating & Cooling	6,500	5,268	1,232
22,887	22,777	110	Insurance	45,774	45,553	221
7,323	7,921	(599)	Janitorial Services	14,645	15,215	(570)
1,417	0	1,417	Landscaping	2,833	0	2,833
14,833	16,641	(1,808)	Security	37,833	32,964	4,869
<u>66,777</u>	<u>72,422</u>	<u>(5,645)</u>	Subtotal	<u>141,721</u>	<u>141,555</u>	<u>165</u>

Los Angeles Law Library

Income Statement for the Period Ended August 31, 2012

Month			YTD			
Budget	Actual	\$ Fav (Unf)		Budget	Actual	\$ Fav (Unf)
			Supplies & Services			
561	509	52	Bank Charges / Other Fees	1,122	1,256	(134)
600	645	(45)	Bibliographical Services	1,200	1,309	(109)
417	0	417	Binding	833	0	833
2,519	2,974	(455)	Computer Services / Licensing	5,038	4,738	299
2,000	10	1,990	Continued Education	4,000	4,675	(675)
2,708	1,856	852	Copy Center	5,417	3,304	2,113
2,784	0	2,784	Electronics / Computer Hardware	5,567	1,074	4,493
250	0	250	Furniture / Appliances	500	0	500
3,378	3,456	(78)	Integrated Library System	6,756	6,912	(156)
450	750	(300)	Membership (Staff)	450	750	(300)
2,206	1,250	956	Office / Library Supplies	4,413	3,940	472
3,750	160	3,590	Other / Misc.	7,500	210	7,290
4,208	0	4,208	Outreach / Marketing	8,417	1,050	7,367
1,692	1,889	(198)	Postage / UPS / FedEx	3,383	3,014	369
714	1,201	(487)	Printing / Reproduction	1,428	1,370	58
1,667	837	829	Reimbursed Expenses	3,333	11,773	(8,439)
600	117	483	Staff Meetings / Activities	1,200	117	1,083
3,367	2,141	1,225	Telecommunications	6,733	5,900	834
1,000	695	305	Transportation Reimbursement	2,000	1,227	773
792	747	45	Vending	1,583	1,418	165
<u>35,662</u>	<u>19,237</u>	<u>16,425</u>	Subtotal	<u>70,873</u>	<u>54,036</u>	<u>16,837</u>
			Professional Services			
0	0	0	Accounting	0	0	0
6,582	5,640	942	Consulting Services	13,163	9,391	3,772
5,333	5,908	(575)	Legal	10,667	10,003	664
1,500	1,564	(64)	Payroll / HR Services	3,000	4,886	(1,886)
0	0	0	Recruitment Costs	0	28	(28)
1,667	894	773	Temporary Services	3,333	3,650	(317)
<u>15,082</u>	<u>14,006</u>	<u>1,076</u>	Subtotal	<u>30,163</u>	<u>27,958</u>	<u>2,205</u>
			Depreciation:			
255,613	255,909	(296)	Depreciation - Library Materials	509,483	510,161	(678)
48,350	52,580	(4,230)	Depreciation - Fixed Assets	97,053	105,350	(8,296)
<u>303,963</u>	<u>308,489</u>	<u>(4,526)</u>	Subtotal	<u>606,536</u>	<u>615,511</u>	<u>(8,975)</u>
<u>879,221</u>	<u>749,477</u>	<u>129,744</u>	Total Expense	<u>1,594,247</u>	<u>1,502,807</u>	<u>91,441</u>
			Net Income			
<u>(127,426)</u>	<u>(10,820)</u>	<u>116,606</u>		<u>0</u>	<u>0</u>	
			Net Income	<u>(33,574)</u>	<u>8,263</u>	<u>41,837</u>
24,240	0	24,240	Extraordinary Expense	24,240	0	0
			Capital Expenditures:			
18,083	0	18,083	Furniture / Appliances (>3k)	36,167	0	(36,167)
10,000	0	10,000	Electronics / Computer Hardware (>3k)	10,000	0	(10,000)
0	0	0	Exterior Building Repairs/ Improvements (>3k)	0	0	0
3,000	0	3,000	Interior Improvements / Alterations (>3k)	3,000	0	(3,000)
44,000	15,660	28,340	Computer Software	44,000	15,660	(28,340)
<u>75,083</u>	<u>15,660</u>	<u>59,423</u>	Total - Expenditures	<u>93,167</u>	<u>15,660</u>	<u>77,507</u>

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
August 6	STATE FUND	WORKERS COMP	9,353.42	023785	
	STATE BAR OF CALIFORNIA	OUTREACH	1,875.00	023786	
	SIGN ZONE	CIP EXTERIOR	4,163.56	023787	
	UNITED PARCEL SERVICE	POSTAGE	733.87	023788	
	VALLEY WIDE AIR	BLDG MAINT	3,014.30	023789	
	ALEXANDERS LEGAL SEMINARS AND PUBLI	BOOKS	59.82	023790	
	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	103.20	023791	
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	273.00	023792	
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	25.82	023793	
	BERNAN ASSOCIATES	BOOKS	144.00	023794	
	BLOOMBERG BNA	BOOKS	422.35	023795	
	BOOK HOUSE INC	BOOKS	359.05	023796	
	CAMBRIDGE UNIVERSITY PRESS	BOOKS	219.81	023797	
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	649.87	023798	
	JAMES PUBLISHING INC	BOOKS	83.35	023799	
	KANSAS JUDICIAL COUNCIL	BOOKS	140.00	023800	
	GE MONEY BANK AMAZON	OFFICE SUPPL	128.84	023770	
	AMERICAN EXPRESS	BUSINESS CARD	4,285.87	023771	
	BANC OF AMERICA LEASING	COPY CTR	250.61	023772	
	COLANTUONO & LEVIN	LEGAL	4,095.00	023773	
	EMPOWER SOFTWARE SOLUTIONS	PAYROLL/HR	1,554.53	023774	
	GAYLORD BROS.	OFFICE SUPPL	1,068.50	023775	
	PAULA P. HOFFMAN	TRAVEL	1,298.16	023776	
	L A DEPT WATER & POWER	WATER/SANITATION	1,036.29	023777	
	MEGAPATH	TELECOM	547.12	023778	
	METROLINK	TAP	1,122.75	023779	
	MALINDA MULLER	TRAVEL	524.20	023780	
	OFFICE DEPOT	OFFICE SUPPL	318.09	023781	
	OPTIONS FOR GROWTH	CONSULTING	2,001.00	023782	
	PACER SERVICE CENTER	COPY CTR	20.24	023783	
	SECURITAS SECURITY	SECURITY	6,319.22	023784	
	August 13	AMERICAN BANKRUPTCY INSTITUTE	BOOKS	95.00	023801
		WOLTERS KLUWER LAW & BUSINESS	BOOKS	768.00	023802
MATTHEW BENDER LEXISNEXIS MATTHEW B		BOOKS	575.56	023803	
BERNAN ASSOCIATES		BOOKS	116.00	023804	
BOOK HOUSE INC		BOOKS	67.05	023805	
LEXISNEXIS CANADA BUTTERWORTHS CANA		BOOKS	388.05	023806	
CCH INCORPORATED		BOOKS	137.84	023807	
CONTINUING EDUCATION OF THE BAR CAL		BOOKS	766.87	023808	
CODE PUBLISHING COMPANY		BOOKS	100.00	023809	
OTTO HARRASSOWITZ		BOOKS	185.01	023810	
JAMES PUBLISHING INC		BOOKS	156.01	023811	
JURIS PUBLISHING INC		BOOKS	138.50	023812	

49,841.23

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August 14	LAW JOURNAL PRESS	BOOKS	156.50	023813
	LEGISLATIVE MAIL SOUTH DAKOTA	BOOKS	188.69	023814
	LEXISNEXIS BUTTERWORTHS	BOOKS	3,771.76	023815
	LIBROS LATINOS	BOOKS	358.00	023816
	LIBRERIA LINARDI Y RISSO A LINARDI	BOOKS	131.24	023817
	MARY MARTIN BOOKSELLERS	BOOKS	357.00	023818
	MAINE STATE BAR ASSOCIATION	BOOKS	69.05	023819
	OXFORD UNIVERSITY PRESS	BOOKS	242.16	023820
	PRACTISING LAW INSTITUTE	BOOKS	649.23	023821
	YBP LIBRARY SERVICES	BOOKS	178.33	023822
August 17	AFFORDABLE LIBRARY PRODUCTS	LIBRARY SUPPL	280.00	023823
	AMERICAN EXPRESS	TRAVEL	5,394.80	023824
	AT&T	TELECOM	422.70	023825
	CALI	MEMBERSHIP	250.00	023826
	CLEAN SOURCE, INC.	BLDG SUPPL	1,547.71	023827
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	561.67	023828
	KONICA MINOLTA BUSINESS	COPY CTR - LA	684.43	023829
	LOS ANGELES PARALEGAL ASSOCIATION	OUTREACH	780.00	023830
	OFFICE DEPOT	OFFICE/COPY CTR	619.29	023831
	RAYVERN LIGHTING SUPPLY CO INC	BLDG SUPPL	862.45	023832
	RGA ENVIRONMENTAL INC	BLDG MAINT	1,395.00	023833
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	7,543.43	023834
	SECURITAS SECURITY	SECURITY	6,481.69	023835
	TRAK	TEMP SVCS	1,028.25	023836
	UNITED PARCEL SERVICE	POSTAGE	64.60	023837
	ROBERT K OATES	REFUND	50.00	023838
	August 17	MARYLAND OFF OF THE SEC OF STATE DI	BOOKS	700.00
WOLTERS KLUWER LAW & BUSINESS		BOOKS	2,282.67	023840
A S PRATT & SONS GROUP		BOOKS	2,459.95	023841
BERNAN ASSOCIATES		BOOKS	65.00	023842
BOOK HOUSE INC		BOOKS	280.50	023843
LEXISNEXIS CANADA BUTTERWORTHS CANA		BOOKS	2,060.29	023844
CARSWELL COMPANY LTD		BOOKS	17.00	023845
CONTINUING EDUCATION OF THE BAR CAL		BOOKS	1,537.56	023846
J NOE HERRERA		BOOKS	768.00	023847
COUTTS LIBRARY SERVICES		BOOKS	3,022.75	023848
U C REGENTS CPER		BOOKS	27.70	023849
DAILY JOURNAL CORPORATION		BOOKS	1,598.64	023850
DATA TRACE LEGAL PUBLISHERS		BOOKS	127.95	023851
GAUNT		BOOKS	173.27	023852
OTTO HARRASSOWITZ		BOOKS	620.34	023853
IGI GLOBAL		BOOKS	177.00	023854
JURIS PUBLISHING INC		BOOKS	136.50	023855

100,826.44

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August 23	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	1,018.61	023856
	LEXISNEXIS BUTTERWORTHS	BOOKS	374.58	023857
	MUNICIPAL CODE CORPORATION	BOOKS	475.90	023858
	NATIONAL BOOK NETWORK	BOOKS	193.22	023859
	PRACTISING LAW INSTITUTE	BOOKS	138.00	023860
	RAND CORPORATION	BOOKS	27.35	023861
	THOMPSON PUBLISHING GROUP	BOOKS	438.50	023862
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,309.50	023863
	JOHN WILEY & SONS INC	BOOKS	230.58	023864
	YBP LIBRARY SERVICES	BOOKS	534.40	023865
	ADJAMIAN AFFILIATED INC	PREPAID EXP	9,500.00	023866
	AT&T MOBILITY	TELECOM	245.04	023867
	BANDWIDTH.COM, INC.	TELECOM	281.16	023868
	STATE BOARD OF EQUALIZATION	USE TAX	2,393.00	023869
	BRIDGES FILTER SERVICE, INC	BLDG MAINT	700.60	023870
	CLEO ENTERPRISES LLC	CIP-EXTERIOR	8,000.00	023871
	GOURMET COFFEE SERVICE	VENDING	746.78	023872
	INDEPENDENT STATIONERS	OFFICE SUPPL	124.37	023873
	INFINISOURCE INC	PAYROLL/HR	92.00	023874
COUNTY OF LOS ANGELES	HEAT/COOL	5,268.35	023875	
KONICA MINOLTA BUSINESS	COPY CTR - LA	20.00	023876	
OFFICE DEPOT	OFFICE/COPY CTR	574.41	023877	
PITNEY BOWES	POSTAGE	274.00	023878	
RESERVE ACCOUNT	POSTAGE	1,000.00	023879	
SMITH-EMERY LABORATORIES	CIP-EXTERIOR	358.00	023880	
SPRINGSHARE LLC	COMP LIC	2,499.00	023881	
RALPH STAHLBERG	TRAVEL	1,048.36	023882	
TRAK	TEMP SVCS	228.50	023883	
TROLLER MAYER ASSOCIATES, INC	CIP-EXTERIOR	5,579.27	023884	
ULINE	LIB SUPPL	129.81	023885	
UNITED PARCEL SERVICE	POSTAGE	63.54	023886	
WESTERN CENTER ON LAW AND	PREPAID EXP	750.00	023887	
XO COMMUNICATIONS LLC	TELECOM	501.38	023888	
August 24	AMERICAN BAR ASSOCIATION	BOOKS	129.20	023889
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	192.19	023890
	ATLANTIC LAW BOOK COMPANY	BOOKS	131.87	023891
	BLOOMBERG BNA	BOOKS	169.18	023892
	BRIDGE PUBLISHING GROUP LLC	BOOKS	233.00	023893
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,835.91	023894
	COUTTS LIBRARY SERVICES	BOOKS	173.68	023895
	ROLL CALL INC	BOOKS	2,499.00	023896
	COUNCIL OF STATE GOVERNMENTS	BOOKS	120.66	023897
	DATA TRACE LEGAL PUBLISHERS	BOOKS	315.90	023898

150,755.84

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August 27	LIBRAIRIE ERASMUS BV	BOOKS	29.21	023899
	OTTO HARRASSOWITZ	BOOKS	263.71	023900
	COUNTY OF IMPERIAL COUNTY COUNSEL	BOOKS	6.95	023901
	INGRAM LIBRARY SERVICES	BOOKS	52.79	023902
	JAMES PUBLISHING INC	BOOKS	172.22	023903
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	1,177.08	023904
	LEXISNEXIS BUTTERWORTHS	BOOKS	837.31	023905
	STATE BAR OF MONTANA	BOOKS	230.00	023906
	PRACTISING LAW INSTITUTE	BOOKS	142.08	023907
	TAX INSTITUTE	BOOKS	504.53	023908
	TRIAL GUIDES LLC	BOOKS	211.47	023909
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	475.24	023910
	WILLIAM S HEIN & CO	BOOKS	2,009.78	023911
	YBP LIBRARY SERVICES	BOOKS	75.04	023912
	RUDY BALDERAMA	REFUND	140.00	023913
	CARLOS FERNANDO CASTILLO	REFUND	140.00	023914
	GEORGE B DOMIO	REFUND	140.00	023915
	ROBERT LUTHER IVEY	REFUND	140.00	023916
	MARY S JONES	REFUND	125.00	023917
	LORCAN THOMAS KILROY	REFUND	140.00	023918
LEWIS R LANDAU	REFUND	132.00	023919	
R GORDON LAUGHLIN	REFUND	125.00	023920	
SANDRA LOREN PARK	REFUND	128.00	023921	
MICHAEL BRENT PICKELSIMER	REFUND	117.00	023922	
FEDERICO RACANCOJ	REFUND	125.00	023923	
DAIVD WOO YOUNG SUH	REFUND	125.00	023924	
GUARDIAN	DENTAL/VISION	7,381.62	023925	
LEGAL INFORMATION PRESERVATION	MEMBERSHIP	500.00	023926	
LITTLER MENDELSON, PC	LEGAL	2,320.00	023927	
METROLINK	TAP	1,311.50	023928	
OFFICE DEPOT	OFFICE SUPPL	94.76	023929	
PAN AMERICAN PEST CONTROL CO.	BLDG SVCS	454.00	023930	
SECURITAS SECURITY	SECURITY	6,566.63	023931	
SUN LIFE FINANCIAL	LIFE/DISABILITY	571.97	023932	
TRAK	TEMP SVCS	457.00	023933	
UNITED PARCEL SERVICE	POSTAGE	96.02	023934	
VERIZON	TELECOM	40.65	023935	
ZEE MEDICAL INC.	BLDG SUPPL	325.98	023936	
August 28				
	LANGER'S RESTAURANT	BOARD EXP	115.82	023937
August 29				
	PAULA P. HOFFMAN	DENTAL	386.04	023938
August 31				
	AMERICAN BAR ASSOCIATION	BOOKS	2,722.14	023939

183,394.88

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	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,559.71	023940
	SUSAN BACH LTDA	BOOKS	364.00	023941
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	144.35	023942
	BLOOMBERG BNA	BOOKS	371.01	023943
	CASALINI LIBRI	BOOKS	79.41	023944
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,664.17	023945
	DIGITAL RIVER GLOBAL DIRECT INC	BOOKS	380.00	023946
	THOMSON GALE	BOOKS	2,384.71	023947
	GAUNT	BOOKS	126.14	023948
	HARRIETT BUHAI CENTER FOR FAMILY LA	BOOKS	216.50	023949
	INTERNATIONAL TRANSLATIONS	BOOKS	400.00	023950
	JURIS PUBLISHING INC	BOOKS	59.50	023951
	KUBON & SAGNER ** VOIDED *****	BOOKS	0.00	023952
	LEGISLATIVE COUNSEL BUREAU NEVADA	BOOKS	125.00	023953
	LEXISNEXIS BUTTERWORTHS	BOOKS	1,927.77	023954
	LIBRAIRIE DUCHEMIN	BOOKS	2,702.35	023955
	LIBRERIA LINARDI Y RISSO A LINARDI	BOOKS	257.38	023956
	MANHATTAN PUBLISHING COMPANY	BOOKS	184.00	023957
	MARY MARTIN BOOKSELLERS	BOOKS	900.00	023958
	METROPOLITAN NEWS COMPANY	BOOKS	48.94	023959
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	30.00	023960
	PRACTISING LAW INSTITUTE	BOOKS	803.78	023961
	QUALITY CODE PUBLISHING	BOOKS	39.92	023962
	SPECIALTY TECHNICAL PUBLISHERS INC	BOOKS	358.00	023963
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	2,721.00	023964
	UBC LAW REVIEW SOCIETY	BOOKS	75.83	023965

199,758.64

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 2	LEXISNEXIS ONLINE SERVICES	BOOKS	14,900.00	TS00165158
	THOMSON REUTERS	BOOKS	33,384.52	TS00165158
August 9	L A DEPT WATER & POWER	ELECTRIC/FIRE	11,223.97	TS00165518
	NETRONIX INTEGRATION INC	SECURITY SYSTEM	15,619.11	TS00165518
August 17	NETRONIX INTEGRATION INC	PREPAID EXP	15,619.11	TS00165955
	THOMSON REUTERS	BOOKS	73,340.98	TS00165955
August 28	SWINERTON BUILDERS	CIP-EXTERIOR	21,208.01	TS00166427
	THOMSON REUTERS	BOOKS	12,756.09	TS00166427
August 31	EMPOWER SOFTWARE SOLUTIONS	SOFTWARE	15,660.00	TS00166703
	LEXISNEXIS ONLINE SERVICES	BOOKS	15,300.00	TS00166703
	CALPERS	HEALTH INS	51,400.54	TS00166703
	THOMSON REUTERS	BOOKS	15,651.38	TS00166704

296,063.71