

LA Law Library Board of Trustees

Tuesday, July 19, 2011, Special Board Meeting

AGENDA

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

SPECIAL BOARD MEETING

Tuesday, July 19, 2011

12:15 P.M.

M. L. LILLIE BUILDING

TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CALIFORNIA 90012-3140

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

A member of the public has the right to address the Board on agenda items or on items of interest which are not on the agenda and which are within the subject matter jurisdiction of the Board. All requests to address the Board must be submitted in person to the Board President prior to the start of the meeting. Public comments will be taken at the beginning of each meeting as Agenda Item 1.0. A member of the public will be allowed to address the Board for a total of three (3) minutes for a single item or a maximum of five (5) minutes for all items unless the President grants more or less time based on the number of people requesting to speak and the business of the Board. When members of the public address the Board on agenda items, the President determines the order in which speakers will be called.



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

All items on the Consent Calendar are voted on with a single resolution. Any Board member or other person attending the meeting may request an item be removed from the Consent Calendar and placed on the Regular Calendar for discussion and any action which the Board deems to be appropriate.

1. Minutes of the June 28, 2011 Special Board Meeting
2. List of Checks and Warrants: June, 2011

4.0 ACTION ITEMS

1. Approval of workweek adjustments and benefit changes for non-represented employees.
2. Approval of health benefit changes for retirees.
3. Approval of Resolution for health benefit changes to be sent to CalPERS.

5.0 EXECUTIVE DIRECTOR'S REPORT

- Board Update
- Staff Update
- Technology Update
- Outreach / Training Update
- Statistics

6.0 EXECUTIVE DIRECTOR'S DISCUSSION AND ACTION ITEM

Borrower History, Dues, Fees, and Security Deposits. Recommendation: Authorize a study of borrowing privileges resulting in a recommendation for a complete set of circulation policies. In the interim, approve Staff recommended Borrower categories, Security Deposit schedule and the number of materials allowed for circulation per Borrower.

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 will be held on Tuesday, August 23, 2011.

POSTED MONDAY, JULY 18, 2011 @ 11:45 A.M.

POSTED BY EUSTORGIO BARAJAS



CONSENT CALENDAR

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

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

June 28, 2011

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, June 28, 2011 at 4:30 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
Judge Luis Lavin
Kenneth Klein, Esquire
Judge Jan Plum

Trustees Absent:

Staff Present:

Marcia J Koslov, Executive Director

Also Present:

President Steinhauser determined a quorum to be present, convened the meeting at 4:35 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

1.0 PUBLIC COMMENT

It was observed at the start of the Meeting that no requests for Public Comment had been submitted, and that there would be no Public Comment.

Per the Presidents prerogative, a late request submitted by Mr. Tut Hayes was accepted. During the five (5) minutes allocated, Mr. Tut Hayes commented on item numbers 1.0, 4.2, and the distribution of Board Materials.

2.0 PRESIDENT'S REPORT

There was no President's report.

3.0 CONSENT CALENDAR

President Steinhauser requested that Consent Calendar, item 3.1 be held for a separate vote.

Following discussion, the Board directed the Executive Director, Marcia Koslov, to consult with legal counsel regarding item number 3.3 (Draft Financials: FY11, July-May 2011) to determine if draft financials should be presented to the Board as part of a consent calendar package.

Upon motion by Trustee Lavin and seconded by Trustee Klein, item numbers 3.2 and 3.4 of the Consent Calendar were unanimously approved, 7-0.

Following discussion, upon motion by Trustee Pluim and seconded by Trustee Lavin, Consent Calendar, item 3.1, Minutes of the May 24, 2011 Regular Board Meeting, were approved, 5-0. President Steinhauser and Trustee Goetz abstained, as they were not present at the meeting.

4.0 ACTION ITEMS

4.1 Amendment of Borrower Rules to reflect adjusted Borrower Categories and Fees.

Following discussion, President Steinhauser requested a motion that per the Grant v. Board of Trustees of the Los Angeles County Law Library, LASC Case # BC 452165, settlement no borrower fee will be charged during Fiscal Year 2012, July 1, 2011 – June 30, 2012. Upon motion by Trustee Jones, and seconded by Trustee Pluim, the motion was unanimously approved, 7-0.

The remainder of Action Item 4.1 was tabled. The Board requested that the Executive Director further clarify the borrower categories and their definitions, the borrower security deposit and the number of items that are allowed to circulate within each borrower category.

At this time, President Steinhauser permitted a late request for Public Comment.

4.2 Amendment of Rules of Conduct to include prohibition against chewing gum in the library.

The Rules of Conduct, Section entitled “Personal Conduct in the Law Library,” includes the following language, “Beverages in covered, spill-proof containers are allowed. Food is not permitted.”

Following discussion, upon motion by Trustee Pluim ,and seconded by Trustee Jones, the Rules of Conduct, Section entitled, “Personal Conduct in the Law Library,” were amended to state: “Beverages in covered, spill-proof containers are allowed. The eating of food and the chewing of gum are prohibited.” The motion was unanimously approved, 7-0.

5.0 EXECUTIVE DIRECTOR’S DISCUSSION AND ACTION ITEM

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

The Executive Director presented to the Board a 3-year (FY2012-2014) Executive Team Strategic Focus. Six (6) goals were identified, priority order.

- 1) To develop and implement the technology to support our internal / external needs.
- 2) To create a tranquil atmosphere that encourages and promotes trust, cooperation and mutual support.
- 3) To build and maintain mutually beneficial relationships within the community.
- 4) To identify and sustain funding sources.
- 5) To explore and define the standard for delivery of information of the future.
- 6) To explore and optimize our place in the evolving development of Los Angeles (Civic Center Development)

With those goals as a framework, the Executive Director presented the FY2012 Budget. Income: Library income is identified from four sources: Filing Fees, Interest, Parking Garage Fees, and Miscellaneous Income. The main source of funding continues to be filing fees, which accounts for nearly 87% of the Law Library’s revenue. In calendar year 2011, filing fee revenues dropped 7%. In anticipation of filing fees continuing at the lower level, the Executive Director reduced revenue projections to the FY07-08 budget level.

Interest revenues from the County and LAIF were also anticipated to be slightly lower than the current year. The Board advised the Executive Director to move \$5 million in funds from LAIF to the County to enable the money to earn better interest. Parking fees were anticipated at the same rate as the current year. The Executive Director identified the various Library Services categories including members fees, course registration, Friends funds, etc.

Expenses: Personnel expenses account for approximately 45% of the budget. In addition to salaries and benefits, the personnel line also includes funds for a two-year projects to bring the reclassification relabeling project in-house. Library Materials account for 38% of the Library expenses and include print, media and online services. Building Occupancy and Supplies and Services together are 14.5% of the expenses. Building Occupancy includes building maintenance, building services, electric & water, custodial services and security services. Supplies and Services cover all categories such as computer licensing, copy center, continuing education, memberships, office and library supplies, outreach and marketing, staff meetings and reimbursed expenses and telecommunications. A final category of Professional Services includes expenses for accounting services, legal services, payroll and HR Services, recruitment and temporary services.

Capitalized Expenditures are budget but depreciated over the estimated life of the service or equipment. The Law Library is budgeting for \$179,000 in electronics /computer hardware and \$185,000 for computer software. As each of those have an estimated service life of 4 years, expenses are recognized as \$44,750 and \$46,250 respectively. The Capitalized Expenditures also includes the previously approved \$5.1 million for the Building envelope Repairs and Exterior Restoration project. With an anticipated service life of 15 years, following completion of this project, each fiscal year recognizes an expense of \$340,000.

Upon motion by Judge Jones and seconded by Judge Juhas, the Board approved the budget for FY 2011-2012. The motion was unanimously approved, 7-0.

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 6:30 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, July 26, 2011.

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

LOS ANGELES COUNTY LAW LIBRARY

June 1, 2011 - June 30, 2011 (CHECKS)

Account No.: 108000

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 3	AMERICAN BAR ASSOCIATION	BOOKS	1,117.26	021042
	GE MONEY BANK AMAZON	BOOKS	480.42	021043
	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	75.00	021044
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,453.89	021045
	BUILDERS BOOK INC BOOKSTORE	BOOKS	600.62	021046
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	136.20	021047
	CARSWELL COMPANY LTD	BOOKS	87.75	021048
	CCH INCORPORATED	BOOKS	129.30	021049
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	4,253.32	021050
	GAUNT	BOOKS	89.82	021051
	LAW JOURNAL PRESS	BOOKS	704.76	021052
	MUNICIPAL CODE CORPORATION	BOOKS	285.88	021053
	OXFORD UNIVERSITY PRESS	BOOKS	241.93	021054
	PRACTISING LAW INSTITUTE	BOOKS	129.33	021055
	PUBLIC UTILITIES REPORTS INC	BOOKS	134.00	021056
	SASKATCHEWAN QUEENS PRINTER	BOOKS	179.22	021057
	SPECIALTY TECHNICAL PUBLISHERS INC	BOOKS	563.00	021058
	THOMSON REUTERS	BOOKS	441.48	021059
	UNIVERSITY OF WISCONSIN LAW SCHOOL	BOOKS	60.00	021060
YBP LIBRARY SERVICES	BOOKS	124.95	021061	
June 9	AMERICAN BAR ASSOCIATION	BOOKS	312.12	021062
	ALEXANDER HAMILTON INSTITUTE INC	BOOKS	34.75	021063
	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	127.50	021064
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,643.44	021065
	BOOK HOUSE INC	BOOKS	119.52	021066
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	573.75	021067
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,818.41	021069
	COMPASS PUB CO	BOOKS	70.00	021070
	COUTTS LIBRARY SERVICES	BOOKS	5,242.63	021071
	OTTO HARRASSOWITZ	BOOKS	1,426.92	021072
	LAW PUBLISHERS	BOOKS	48.00	021073
	LEXISNEXIS BUTTERWORTHS	BOOKS	3,271.82	021074
	MANHATTAN PUBLISHING COMPANY	BOOKS	107.00	021075
PRACTISING LAW INSTITUTE	BOOKS	685.33	021076	
THOMSON REUTERS TAX & ACCOUNTING	BOOKS	822.50	021077	
June 13	ADVANCED INFORMATION	TEMP SVCS	2,364.00	021078
	AMERICAN EXPRESS	TRAVEL	2,442.20	021079
	AT&T	TELECOM	394.79	021080
	BANC OF AMERICA LEASING	COPY CTR - LA	252.92	021081
	BANDWIDTH.COM, INC.	TELECOM	347.16	021082
	ERIC BENDER	TAP	928.88	021083
	MELINDA CAMPOS	TAP	225.00	021084

39,074.77

LOS ANGELES COUNTY LAW LIBRARY

June 1, 2011 - June 30, 2011 (CHECKS)

Account No.: 108000

Page 2

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	YOCANDA CASTILLO	TAP	528.00	021085
	CDW GOVERNMENT, INC.	COMP LIC	7,599.66	021086
	CLEAN SOURCE, INC.	BLDG SUPPL	1,249.96	021087
	WILLIAM COLEMAN	TAP	798.00	021088
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	529.71	021089
	COVAD COMMUNICATIONS	TELECOM	610.58	021090
	ESTHER EASTMAN	TAP	150.00	021091
	FEDEX	POSTAGE	39.59	021092
	MAYRA FRAUSTO	TAP	324.00	021093
	CHRISTIAN GAITERS	TAP	120.00	021094
	LORENZO GALLARDO	BLDG MAINT	185.00	021095
	RAUL GONZALEZ	TAP	225.00	021096
	GRAINGER	BLDG SUPPL	1,341.67	021097
	LINDA J HEICHMAN TAYLOR	MILEAGE	64.89	021098
	RUBEN HERNANDEZ	TAP	565.50	021099
	PAULA P. HOFFMAN	TAP	895.13	021100
	COUNTY OF LOS ANGELES	HEAT/COOL	2,327.91	021101
	KONICA MINOLTA BUSINESS	PREPAID EXP	1,237.28	021102
	L A DEPT WATER & POWER	WATER/SEWAGE	9,234.12	021103
	LOS ANGELES EDUCATION PARTNERSHIP	TEMP SVCS	4,396.00	021104
	MEILING LI	TRAVEL	28.00	021105
	MING LU	TAP	440.00	021106
	MICHELE LUCERO	REIMBURSEMENT	88.03	021107
	MALINDA MULLER	TAP	150.00	021108
	NATIONWIDE LEGAL, LLC	DOC DEL	21.00	021109
	OPTIONS FOR GROWTH	CONT EDU	3,530.00	021110
	RITA PANG	TRAVEL	31.16	021111
	CALPERS L T CARE PROGRAM	LT CARE	51.69	021112
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	7,293.43	021113
	SHOHREH SALJOOGHI	TAP	674.38	021114
	JEREMY SAMLER	REIMBURSEMENT	32.45	021115
	PAUL SAMPLES	TAP	252.00	021116
	SEPCO EARTHSCAPE, INC	LANDSCAPING	1,200.00	021117
	RONALD SILVA	TAP	37.50	021118
	DORA SITU	TAP	42.00	021119
	RALPH STAHLBERG	TAP	252.00	021120
	UNITED PARCEL SERVICE	POSTAGE	191.64	021121
	FRANCISCO VALLE	TAP	42.00	021122
	ANA LAURA VILLAGRANA	TAP	51.00	021123
	YOH SERVICES LLC	TEMP SVCS	3,120.00	021124
	ZEE MEDICAL INC.	BLDG SUPPL	225.73	021125
	DORILA CORREA MENDEZ	BOOKS	847.00	021126
June 17	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,786.46	021127
	A S PRATT & SONS GROUP	BOOKS	451.74	021128

91,998.53

LOS ANGELES COUNTY LAW LIBRARY

June 1, 2011 - June 30, 2011 (CHECKS)

Account No.: 108000

Page 3

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	BOOK HOUSE INC	BOOKS	190.55	021129
	BUILDERS BOOK INC BOOKSTORE	BOOKS	454.37	021130
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	138.53	021131
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	6,337.90	021133
	COMERCIAL CELIS LIMITADA	BOOKS	238.00	021134
	COUTTS LIBRARY SERVICES	BOOKS	1,949.99	021135
	COUNCIL OF STATE GOVERNMENTS	BOOKS	62.74	021136
	GAUNT	BOOKS	35.99	021137
	OTTO HARRASSOWITZ	BOOKS	244.48	021138
	COUNTY OF IMPERIAL COUNTY COUNSEL	BOOKS	1.35	021139
	INFORMATION TODAY INC	BOOKS	337.55	021140
	E ITURRIAGA Y CIA S A C	BOOKS	199.00	021141
	JURISNET LLC	BOOKS	336.00	021142
	LAWPRESS CORPORATION	BOOKS	492.02	021143
	LAWYERS & JUDGES PUBLISHING COMPANY	BOOKS	175.12	021144
	LEXISNEXIS BUTTERWORTHS	BOOKS	1,747.77	021145
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	99.00	021146
	NATIONAL ARCHIVES TRUST FUND BOARD	BOOKS	53.10	021147
	NOLO COM	BOOKS	85.11	021148
	OXFORD UNIVERSITY PRESS	BOOKS	395.18	021149
	PRACTISING LAW INSTITUTE	BOOKS	465.34	021150
	REVERE LEGAL PUBLISHERS	BOOKS	36.00	021151
	SELDEN SOCIETY	BOOKS	90.00	021152
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	890.50	021153
	VERDICTSEARCH	BOOKS	353.76	021154
	THOMSON REUTERS	BOOKS	3,928.62	021155
	YBP LIBRARY SERVICES	BOOKS	220.16	021156
	AT&T MOBILITY	TELECOM	240.32	021157
	STATE BOARD OF EQUALIZATION	USE TAX	2,701.00	021158
	BRIDGES FILTER SERVICE, INC	BLDG MAINT	700.60	021159
	CDW GOVERNMENT, INC.	COMP HARD	933.02	021160
	CLEAN SOURCE, INC.	BLDG SUPPL	357.22	021161
	FEDEX	POSTAGE	22.83	021162
	INDEPENDENT STATIONERS	OFFICE SUPPL	33.89	021163
	INFINISOURCE INC	PAYROLL/HR	93.50	021164
	KAPCO	LIBRARY SUPPL	194.84	021165
	KONICA MINOLTA BUSINESS	COPY CTR - LA	1,490.61	021166
	KROLL	RECRUITMENT	74.55	021167
	L A DEPT WATER & POWER	ELECTRIC/FIRE	665.62	021168
	TAKE MY PICTURE INC	OUTREACH	500.00	021169
	MICHELE LUCERO	REIMBURSEMENT	44.58	021170
	NATIONWIDE LEGAL, LLC	OTHER	30.45	021171
	PAN AMERICAN PEST CONTROL CO.	BLDG SVCS	178.00	021172
	CALPERS L T CARE PROGRAM	LT CARE	51.69	021173
	STATEWIDE CALIFORNIA ELECTRONIC ** VOIDED ***	MEMBERSHIP	0.00	021174

120,554.08

LOS ANGELES COUNTY LAW LIBRARY

June 1, 2011 - June 30, 2011 (CHECKS)

Account No.: 108000

Page 4

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 21	TEAMONE EMPLOYMENT SPECIALISTS, LLC	TEMP SVCS	875.25	021175
	UNITED PARCEL SERVICE	POSTAGE	133.81	021176
	VALLEY WIDE AIR	BLDG MAINT	200.00	021177
	VERIZON	TELECOM	38.71	021178
	XO COMMUNICATIONS LLC	TELECOM	495.45	021179
	YOH SERVICES LLC	TEMP SVCS	1,560.00	021180
	JANINE LIEBERT	REIMBURSEMENT	442.06	021181
June 24	OFFICE DEPOT	OFFICE SUPPL	572.49	021182
June 27	AMERICAN BAR ASSOCIATION	BOOKS	1,861.14	021183
	AMERICAN BANKRUPTCY INSTITUTE	BOOKS	95.00	021184
	GE MONEY BANK AMAZON	BOOKS	239.45	021185
	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	103.20	021186
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	662.00	021187
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,410.41	021188
	A S PRATT & SONS GROUP	BOOKS	428.99	021189
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	153.10	021190
	BERNAN ASSOCIATES	BOOKS	300.50	021191
	BUREAU OF NATIONAL AFFAIRS BOOKS	BOOKS	261.58	021192
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	1,168.32	021193
	CARSWELL COMPANY LTD	BOOKS	710.27	021194
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,445.91	021195
	COUTTS LIBRARY SERVICES	BOOKS	2,839.53	021196
	DAILY JOURNAL CORPORATION	BOOKS	7,121.70	021197
	DA INFORMATION SERVICES PTY LTD	BOOKS	689.27	021198
	EBSCO INFORMATION SERVICES	BOOKS	69.85	021199
	EIBUN HOREI SHA INC	BOOKS	1,774.00	021200
	GAUNT	BOOKS	254.21	021201
	OTTO HARRASSOWITZ	BOOKS	4,807.28	021202
	LAW JOURNAL PRESS	BOOKS	929.12	021203
	LAW PUBLISHERS	BOOKS	180.00	021204
	MUNICIPAL CODE CORPORATION	BOOKS	581.68	021205
	NATIONAL BOOK NETWORK	BOOKS	459.51	021206
	THOMPSON PUBLISHING GROUP	BOOKS	2,640.00	021207
	STATE BAR OF WISCONSIN	BOOKS	57.96	021208
YBP LIBRARY SERVICES	BOOKS	399.13	021209	
AFFORDABLE LIBRARY PRODUCTS	LIBRARY SUPPL	520.00	021210	
ADVANCED INFORMATION	TEMP SVCS	1,008.00	021211	
EMPLOYERS INSURANCE GROUP	WORKER COMP	3,170.59	021212	
LORENZO GALLARDO	BLDG MAINT	2,162.50	021213	
GOURMET COFFEE SERVICE	VENDING	554.33	021214	
GUARDIAN	DENTAL/VISION	6,614.90	021215	
COUNTY OF LOS ANGELES	BLDG MAINT	407.78	021216	

173,481.81

LOS ANGELES COUNTY LAW LIBRARY
June 1, 2011 - June 30, 2011 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	LOS ANGELES LAWYER	OUTREACH/MKTG	404.00	021217
	MICHELE LUCERO	REIMBURSEMENT	55.22	021218
	MALINDA MULLER	TRAVEL	137.53	021219
	NEUWASTE BUSINESS RECYCLING INC	BLDG SVCS	223.20	021220
	OFFICE DEPOT	BLDG SUPPL	905.80	021221
	PITNEY BOWES	POSTAGE	274.00	021222
	SECURITAS SECURITY	SECURITY	5,415.20	021223
	SUN LIFE FINANCIAL	LIFE/DISABILITY	889.88	021224
	TROLLER MAYER ASSOCIATES, INC	CIP-EXTERIOR	1,443.75	021225
	UNITED PARCEL SERVICE	POSTAGE	559.86	021226
	VALLEY WIDE AIR	BLDG MAINT	3,640.00	021227
	VORTEX INDUSTRIES INC	BLDG MAINT	2,055.92	021228
	RUDY YBARRA	STAFF	570.00	021229
June 30	PETTY CASH FUND	PETTY CASH	270.68	021230

189,922.85

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 2	AMERICAN EXPRESS	BUSINESS CARD	14,953.38	TS00141008
	THOMSON REUTERS	BOOKS	70,935.93	TS00141008
June 16	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	130,490.96	TS00141806
	LIBRARY ASSOCIATES COMPANIES	BIBLIO SVCS	19,793.65	TS00141806
June 22	LEXISNEXIS ONLINE SERVICES	BOOKS	14,200.00	TS00142119
June 29	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	100,832.39	TS00142547
	PERS	HEALTH INS	54,816.88	TS00142547
	THOMSON REUTERS	BOOKS	118,307.20	TS00142547
	WILLIAM S HEIN & CO	BOOKS	22,470.51	TS00142547
			546,800.90	

EXECUTIVE DIRECTOR'S REPORT

EXECUTIVE DIRECTOR'S REPORT

June – July, 2011

Board Update

- Legislation:

- Senate Bill 221. Author: Sen Joe Simitian, D- Palo Alto. Approved by Governor, July 7, 2011; Filed with Secretary of State July 8, 2011.

SB221 increases the jurisdiction of the small claims court by increasing the amount from \$7500 to \$10,000. Also gives the small claims court jurisdiction in an action brought for damages for bodily injuries resulting from an automobile accident, if the amount of demand does not exceed \$7500 (applicable only if a defendant is covered by an automobile insurance policy that includes a duty to defend). SB221 is operative from January 1, 2012 to January 1, 2015.

- Senate Bill 445. Author: Sen Joe Simitian, D-Palo Alto. Approved by Governor, July 11, 2011; Filed with Secretary of State July 12, 2011.

SB445 ensures that written and electronic patron use information and borrowing records are confidential, and are restricted from disclosure by a public library or a third party that stores information for the library. This legislation covers privacy of circulation records, reference requests received via email as well as electronic resources used to provide for such services as literacy programs, credit repair, forms, etc.

- Financial Reporting:

At the June 28 Board meeting, I was asked to look into whether the distribution of the monthly financial report as a draft should be included as part of the consent calendar materials. Following discussion with legal counsel, it is my understanding that public agencies include check & warrant lists but draft financials are not included. Calendar-wise, the budget is presented in June; the annual CPA audit is presented at the October meeting; a budget review/adjustment is scheduled for the January meeting. There is generally no budget report during July, as we are closing one year and establishing a new fiscal year. Beginning in August, a financial summary update will be included as part of the monthly Executive Director Report. Additional information is available at any time upon request.

- Settlement Agreement

A Settlement Agreement and Release in the action entitled *Mindi Grant, on behalf of herself and all others similarly situated v. The Board of Trustees of the LA Law Library* was signed on Friday, July 15, 2011. The agreement accurately states the terms and conditions of the settlement.



Staff Update

- Janine Liebert, Malinda Muller and Marcia Koslov attended the California Conference on Self-Represented Litigants, sponsored by the AOC and held in San Francisco, June 8-10, 2011. The conference brought together self-help center providers, court administrators, legal aid providers and law librarians. Developed and led by Janine, the LA Law Library presented three workshops: Developing Online Tools to Assist SRLs: The FAQ Approach; Grant Seeking: A Little Goes a Long Way in Technology; and Finding Forms – What Free Resources are Available at the Law Library.
- Jaye Nelson and Celia Leon attended the 2011 Society for Human Resource Management (SHRM) Conference, June 26-29, in Las Vegas. SHRM is the world's largest association devoted to human resource management. Sessions covered included Compliance Information, Social Media, FMLA, Employment Law, Harassment Training Requirements, and Employment Verifications.
- A mandatory Sexual Harassment Training for all Supervisors and Executive Staff was conducted by Jody Katz Pritikin, Esq. of Katz Consulting & Associates on July 13, 2011. Jody's expertise lies in unlawful harassment prevention, diversity awareness, investigating complaints, counseling Human Resources and in designing and developing policies to protect corporations from lawsuits. The 3 ½ hour session covered prevention of unlawful economic and environmental harassment, intent, legal notice, and social media. The training maintains AB1825 Compliance.

Technology Update

- The library has successfully completed a joint project with the LA County Treasurers Office enabling us to accept credit cards through our website and collect payments in "real-time". Library users can now purchase or add value to copy cards to make copies at the main library and Stanley Mosk Courthouse. Soon, patrons will be able to purchase items such as thumb drives and book bags from our online gift shop as well as paying their library fines and fees.
- All library servers have been upgraded to the latest version of Windows. Technology has begun the process of updating all staff workstations to Microsoft Office 2010. A September 1, 2011 completion is anticipated.

Outreach / Training Update

- Since early June, the Main Library has been busy hosting tours for nearly 100 students from colleges in the Los Angeles area including Long Beach Charter College, Pasadena City College, Westwood College, and UCLA's Paralegal Program.
- For a second year, on July 12, 2011, Ralph Stahlberg, Director, Reference & Research, and Paula Hoffman, Senior Librarian, Foreign & International Law, presented an introduction to the Law Library and provided a tour of the facility to a group of Italian jurists from Milan who are studying in Los Angeles for the summer.



- The Law Library continues to provide public training classes. On five separate dates between May 21 and July 16, 2011, classes were held on Locating Legal Documents, Researching California Legislative History, Free Legal Websites, and Introductions to Print and Electronic Resources (2 classes). More than 60 registrants attended the classes.
- On July 7 and 8, 2011, the Law Library introduced three new BNA classes for MCLE credit. The BNA representative covered Tax & Accounting, Labor & Employment, and Corporate Practice.
- As requested by LAPL, Malinda Muller and Linda Heichman-Taylor returned to the Van Nuys Public Library to provide in-service training to approximately 25 LAPL Librarians on the legal collection and the online databases available through the new partnership.
- In partnership with the UCLA downtown Paralegal program, more than 20 students have been taking advantage of the training center and the main reading room. Introductory classes included understanding of basic legal research as well as print and online databases.
- On Friday, July 1, the LA Law Library celebrated its 120th anniversary with balloons, cake and an exceptional display of historical information, pictures and artifacts documenting the growth of the Law Library. The display, in both the front lobby and throughout the Training Center, was compiled and presented by Ralph Stahlberg, Betsy Warner, Channa Cajero and Shohreh Saljooghi . Customers reminisced and appreciate the historical and current value of the library. Some of the congratulatory comments left by customers:
 - “Thank you LA Law Library for providing facilities and great services all these years!”
 - “Congratulations and continue being the best. The L.A. Law Library is a most important, most valuable and necessary treasure.
 - “The reference and support staff are amazing! I have been coming here for the last 17 years.”
 - “The law library and its staff have done a wonderful job. Many thanks!”
 - “Excellent facility. Friendly and helpful staff. Another 100 years!”



LA Law Library Statistics

			2009 Year	2010 Year	2011 1st Quarter	2011 2nd 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	8,412	8,063
	Phone		10,515	10,272	2,400	2,375
	Email/ Live Chat		2,930	7,989	1,899	1,486
	By Mail		130	167	72	58
	Foreign/International		--	204	213	225
	Foreign/International Web		--	29	23	36
		Total	45,160	46,581	13,019	12,243
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	10,713	10,275
	Phone Inquiries		---	5,039	1,696	1,591
		Total	0	41,191	12,409	11,866
	Books Circulated		18,110	16,616	3,922	3,496
Document Delivery / E-Delivery Services						
	<i>Document Delivery responds to requests for materials from the LA Law Library collection.</i>					
	Phone Inquiries		833	765	211	175
	Email		218	216	70	73
	In-Person		205	340	137	80
	By Mail			46	25	21
		Total	1,256	1,367	443	349
	Pages Delivered		2,760	21,461	10,301	15,708

LA Law Library Statistics

			2009 Year	2010 Year	2011 1st Quarter	2011 2nd Quarter
Copy Center						
	<i>Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-printer.</i>					
	Phone		---	175	58	166
	In-Person		---	15,279	3,281	3,849
		Total	19,000	15,454	3,339	4,015
	Copies Made (Main Library)		455,760	261,918	90,596	
Collection Management Services						
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>					
	New Titles		918	912	308	352
	New Continuations		---	242	56	88
	Book Volumes Added		7,330	7,678	1,770	1,881
	Microfiche / Media Added		51,565	32,417	8,048	2,507
	Books Cataloged/Reclassified		15,575	20,492	10,730	12,017
	Volumes Withdrawn		9,615	4,087	1,012	874
Scan Project						
	Briefs Scanned		48,418	35,669	12,073	
Web Statistics						
	Visitors		74,809	82,291	19,562	18,455
	Visits		139,331	151,300	38,540	36,823
	Average Daily Visits		381	397	428	404
	Average Duration		8:25	9:10	32:33	34:11
	Visitors: US		69.76%	68.64%	70.78%	71.72%
	Visitors: Other Countries /Unspecified		30.24%	31.36%	29.22%	28.28%
Branch Locations						
	Book Volumes Added		---	721	298	258
	Volumes Withdrawn		---	460	141	2,397

LA Law Library Statistics

		2011 1st Quarter	2011 2nd Quarter
<u>Long Beach</u>			
	Desk Requests	921	1,159
	Phone Requests	391	415
	Copier Assistance	226	166
	Copies Made	10,309	
	Visitors	1,189	1,221
<u>Norwalk</u>			
	Desk Requests	173	200
	Phone Requests	203	240
	Copier Assistance	141	176
	Copies Made	2,074	
	Visitors	670	730
<u>Pomona</u>			
	Desk Requests	127	237
	Phone Requests	10	5
	Copier Assistance	177	214
	Copies Made	3,409	
	Visitors	333	527
<u>Santa Monica</u>			
	Desk Requests	244	322
	Phone Requests	169	212
	Copier Assistance	180	201
	Copies Made	3,607	
	Visitors	659	708
<u>Torrance</u>			
	Desk Requests	261	365
	Phone Requests	139	181
	Copier Assistance	336	294
	Copies Made	4,170	
	Visitors	879	865

[Metropolitan News-Enterprise](#)

Friday, July 1, 2011

Page 3

L.A. Law Library Celebrates 120th Anniversary Today

By a MetNews Staff Writer

The local law library is slated to celebrate its 120th anniversary today, and is fêting the event with food, drink and guided tours of archival materials normally not available for public viewing.

Reference staff will take visitors for a “behind the scenes look” at a “closed stack collection of historical and foreign legal materials,” including public presidential papers dating back to George Washington, one of the smallest books in the library’s collection—the Italian Penal Code—and one of the largest—the Dutch Gazettes, a spokesperson for the library said.

Library Executive Director Marcia Koslov said the facility “strives to meet the needs of both the legal community and the public community through continuous growth, expanded services and community engagement” and extended an invitation to all to “join us as we celebrate this milestone in our history.”

The library began undergoing a reorganization of its collection and renovations to its facility in 2009, which included the addition of public computer terminals and wi-fi in the main reading room. It now holds nearly 1 million volume equivalents in print, media, microfilm and microfiche.

It is located at 301 W. First Street, Los Angeles at the corner of First and Broadway. Library tours are scheduled at 9:30 a.m., 11 a.m., 1:30 p.m., and 3 p.m.

Articles of incorporation for a “Law Library of Los Angeles” were filed in 1886, according to W.W. Robinson’s “Lawyers of Los Angeles.”

Any attorney who had purchased a share of stock—listed at a price of \$100 but later advertised at discounted rates—could use the library, then located at Temple and New High Street and housing 4,649 tomes.

In 1891, these volumes were acquired by the state-sponsored Los Angeles County Law Library, along with the 5,000-some-odd books then reposing in Room 6 of the Law Building at 21 Temple Street.

This library was supported in large part by legislation adopted that same year calling for a \$1 contribution to the “Law Library Fund” from those filing state court actions.

Aided by this revenue, the library made its first purchase of foreign law books in 1894 and by 1898 had acquired the “reports of last resort” of all the states then admitted to the union.

The library continued to grow rapidly over the next several decades under the leadership of Thomas W. Robinson, who served as librarian from 1896 until 1938.

A bust of Robinson adorns the library lobby today.

By 1905, the library held 15,000 volumes and cash reserves of \$5,000 and had relocated to the Merchants Trust Building at 207 South Broadway.

Four years later it reached the 20,000-volume mark and moved to the International Savings Bank Building on Temple Street. In 1912 it moved again to the Hall of Records.

As the collection moved past the 204,000 mark in 1950, the site of the present library structure at the northwest corner of First Street and Broadway was acquired and construction began in 1952. The building, designed by the architectural firm of Austin, Field & Fry, opened its doors to the public the next year.

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EXECUTIVE DIRECTOR'S DISCUSSION

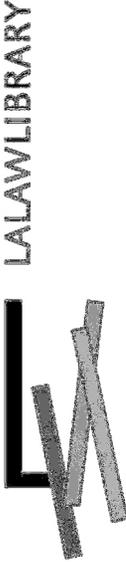
MEMORANDUM

DATE: July 19, 2011
TO: Board of Law Library Trustees
FROM: Marcia J Koslov
RE: Borrower History, Dues, Fees and Security Deposits

As directed by the Board of Trustees at their June 28, 2011 meeting, the following is the beginning of a review of Law Library borrower practices. Law Library staff* assisted with the development of (1) a legislative history of the Borrower fees; (2) a review of the Minutes of the Board of Trustees since 1891; (3) a cost analysis of the replacement for lost / missing materials; and (4) a comparative review of law library borrowing practices and charges.

LEGISLATIVE HISTORY CHART

Category	1891	Free to Use	Dues	1907	Free to Use	Dues	1941	Free to Use	Dues	Security	1990	Free to Use	Dues	Security	Fees
Judiciary	X	Yes	No	X	Yes	No	X	Yes	No	No	X	Yes	No	No	No
County officials	X	Yes	No	X	Yes	No	X	Yes	No	No	X	Yes	No	No	No
Inhabitants of county	X	Yes	Yes	X	Yes	Yes									
Members of bar of said county				X	Yes	No		(Not named)	No	Yes		(Not named)	No	Yes	Yes
State officials							X	Yes	Yes	Yes	X	Yes	Yes	Yes	No
Members of State Bar							X	Yes	Yes	Yes	X	Yes	Yes	Yes	No
Residents of county							X	Yes	Yes	Yes	X	Yes	Yes	Yes	No



LEGISLATIVE HISTORY:

1891: Statutes 1891, Chapter CCXXV, §11. “Said library shall be free to the judiciary and county officials of said county without payment of dues, and free to all inhabitants of said county, upon payment of such dues as may be ordained by said Board of Trustees, and under such rules and regulations as may be by them provided.”

1907: California Political Code, §4200. “Said libraries shall be free to the judiciary, county officials, and members of the bar of said county, and to all inhabitants of said county; but the board of trustees may provide that no books shall be removed from said libraries, except by the judiciary, county officials and members of the bar, without the payment of such dues as the board of trustees may ordain, and under such rules or regulations as may be by them provided.”

1941: California Business & Professions Code, §6360. (Stats. 1941, c. 453, p 1749, §10) “A law library established under the provisions of this chapter shall be free to the judiciary, to State and county officials, to members of the State Bar, and to all residents of the county, for the examination of books and other publications at the library or its branches.

The board of law library trustees may permit the removal of such books and other publications from the library and its branches as it considers proper, subject to such rules, and, in its discretion, the giving of such security, as it may provide to insure the safekeeping and prompt return thereof, but no security shall be required of members of the judiciary or county officials. The board may provide for the levying of fines and charges for violation of the rules, and may make charges to cover the cost of special services, such as the making of photo copies of pages of library books, and messenger service.

The board of law library trustees may require persons other than members of the judiciary, county officials, and members of the bar resident in the county, to pay such dues as the board may fix for the privilege of removing books and other publications from the library.”

1990: California Business & Professions Code, §6360. (c. 56 (S.B. 1609) §2, eff. April 20, 1990) “A law library established under the provisions of this chapter shall be free to the judiciary, to state and county officials, to members of the State Bar, and to all residents of the county, for the examination of books and other publications at the library or its branches.

The board of law library trustees may permit the removal of such books and other publications from the library and its branches as it considers proper, subject to such rules, and, in its discretion, the giving of such security, as it may provide to insure the



safekeeping and prompt return thereof, but no security shall be required of members of the judiciary or county officials. The board may provide for the levying of fines and charges for violation of the rules, and may make charges to cover the cost of special services, such as the making of photo copies of pages of library books, and messenger service.

The board of law library trustees may require persons other than members of the judiciary, county officials, and members of the bar resident in the county, to pay such dues as the board may fix for the privilege of removing books and other publications from the library. With the approval of the board of supervisor, the board of law library trustees may charge individual members of the bar resident in the county fees for the removal of books and other publications from the library. These fees shall not exceed the cost of providing the service.”

MINUTES OF THE BOARD OF TRUSTEES

The minutes of the Board of Trustees reflect changes over the years from the payment of regular dues, to charges for individual book check-outs, to payment of deposits for the privilege of borrowing materials to payment of fees. In addition, the minutes identify changes to the categories of people who were authorized for circulation privileges as well as those who requested privileges but were denied by the Board. The Board Minutes are extensive and a spreadsheet was created to track the numerous references to dues, deposits, borrower categories and annual fees. In addition, various versions of the borrowing rules have been identified and collected.

COST ANALYSIS FOR LOST / REPLACED MATERIALS

A cost analysis was based on the data collected during the past 5 ½ years, January 1, 2006 – July 7, 2011. The analysis identified the 400 most heavily circulated items, many of which belonged to large sets. List prices, excluding tax and shipping and handling costs, were used to extrapolate a per item purchase cost.

- The title most circulated went out 2701 times; the cost of the set was \$4554 (\$80 per volume).
- The title least circulated went out 31 times; the cost of this set was \$313 (\$156.50 per volume).



- The overall purchase price on a per item basis ranged from \$62.07 to \$502.71. The average per item purchase price was \$179.95.

Replacement costs: The total number of items lost was 176. Total item replacement costs were \$18,012.14. The most expensive item replaced was \$850.56; the least expensive item was \$7.00. The average per item replacement cost was **\$102.34**.

Itemized labor costs: Staff time and costs required to replace lost items included Circulation desk staff (Supervisor and Clerk), Acquisitions and Serials staff (Librarian, Library Technician, Library Clerk) for orders, processing and bindery; and Accounting staff. Total cost of labor per item lost is estimated at **\$70.85**.

Total per volume replacement cost estimate: **\$173.19**.

COMPARATIVE LAW LIBRARY CIRCULATION PRACTICES

Staff reviewed law library circulation practices at 10 county law libraries, 4 academic law libraries, 3 member/subscription law libraries and 1 public library system. County Law Library practices most closely fit our circumstances.

County Law Libraries:

- The largest county law library held approximately 325,000 volumes; the smallest, 15,000. 4 libraries held between 135,000 and 325,000 volumes; 3 held between 50,000 and 100,000; 3 held between 15,000 and 30,000.
- Although the majority identified 4 borrower categories, the categories varied. Categories included Attorneys, Judicial, Public Official, Law Firm, Government, General Public, Out-of-state or Out-of-county attorney; Corporate or Business. No county law library identified an "indigent /court fee waived" category.
- All law libraries charged a deposit fee to the public; most charged a deposit for attorneys, law firm, business, or corporation.
- Limits for items to be circulated ranged from 4 to 20 to "reasonable number."
- Circulation periods ranged from 3 to 7 days with available renewals to 14 and 21 days with no renewals permitted.
- All of the larger libraries charged the replacement cost plus a processing fee for lost items.



STAFF RECOMMENDATION:

Based on this preliminary review, staff recommends that the Board authorize an in-depth study of the history of borrowers and borrowing privileges over the next 4 to 6 months. The study would result in the development of a report and recommendations for a new set of circulation policies. In the interim, staff recommends that the Board retain the five current borrower categories with the following definitions and applicable deposit fees and borrowing limits.

<i>Borrower Category</i>	<i>Deposit</i>	<i>Borrowing Limit</i>
Individual – Attorney, General Public, Students	\$140.00	7 items
Law Firm / Corporate / Business	\$400.00	20 items
Official / Government – Judge, Commissioner, Referee, Elected or Appointed Federal, State, County, Municipal or Special District	No deposit	7 items
Non-Profit – Qualified public interest law firm	No deposit	7 items
Reduced Fee Borrower - Court approved waiver of fees and costs for a specific pending legal action in LA Superior Courts.	\$60.00	3 items

*Staff who worked on the project: Ralph Stahlberg, Paula Hoffman, Alyssa Thurston (student intern), Esther Eastman, Christopher Thomas, Michele Lucero, Betsy Warner, Meiling Li, Marcelino Juarez, Shohreh Saljooghi, Angelica Buenrostro, Channa Cajero.

