

# AGENDA

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

### REGULAR BOARD MEETING

*Tuesday, October 25, 2011*

*12:15 P.M.*

*M. L. LILLIE BUILDING*

*TRAINING CENTER*

*301 WEST FIRST STREET*

*LOS ANGELES, CALIFORNIA 90012-3140*

### ACCOMMODATIONS

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

### AGENDA DESCRIPTIONS

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

### REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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



**CALL TO ORDER**

1. **PUBLIC COMMENT**
2. **PRESIDENT'S REPORT**
3. **CONSENT CALENDAR**
  - 3.1 Minutes of the September 27, 2011, Special Board Meeting.
  - 3.2 Minutes of the August 23, 2011 Regular Board Meeting.
4. **ACTION ITEM 1**

Review and Approval of the Monthly Financial Report and Monthly List of Checks & Warrants as part of the Monthly Executive Director's Report.
5. **ACTION ITEM 2**

Review and Approval of 2011 Fiscal Year Financial Audit. Helen Chu and Michael DeCastro, Thompson, Cobb, Bazilio & Associates, PC.
6. **ACTION ITEM 3**

Review and Approval of Insurance Coverage, 2011 - 2012. Jim Armitage and Jim Simmonds, Arroyo Insurance Services.
7. **EXECUTIVE DIRECTOR REPORT**
  - Board Update
  - Facility Update
  - Financial Update
  - Staff Update
  - Outreach / Training Update
  - Statistics
8. **ACTION ITEM 4**

Approval of Trustee Designated Member of the Friends of Los Angeles County law Library Board of Directors.
9. **AGENDA BUILDING**

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

The next Regular Meeting of the Board of Law Library Trustees will be held on Tuesday, November 15, 2011.



AGENDA ITEM 3

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.

September 27, 2011

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, September 27, 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 Luis Lavin

Trustees Absent:

Judge Mark Juhas  
Kenneth Klein, Esquire  
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 4:37 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

1.0 PUBLIC COMMENT

During the three (3) minutes allocated, Mr. Jerell Williams commented on the LA Law Library new staff time-keeping process and on the scheduling process of Securitas staff.

During the three (3) minutes allocated, Mr. Lee Paradise commented on the Building Envelope Repair and Exterior Restoration Project and the Library Branches and Main Library hours.

During the three (3) minutes allocated, Ms. Amber McKenney commented on the Main Library hours and on library expenditures.

During the three (3) minutes allocated, Ms. Deidra Duncan commented on the Main Library hours and on management of library expenditures.

At this time President Steinhauser announced that the Agenda Items will be taken in the following order:

- 5.0 Closed Session
- 6.0 Action Item 3
- 2.0 Approval of Minutes
- 4.0 Action Items 1&2
- 6.0 Action Item 4

At 4:45 p.m., President Steinhauser announced that the Board would move into closed session and requested that all members of the Public vacate the room.

2.0 PRESIDENT'S REPORT

There was no President's report.

3.0 APPROVAL OF MINUTES

The approval of the August 23, 2011, Regular Board Meeting Minutes was tabled.

4.0 ACTION ITEMS

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

Upon motion by Trustee Jones, and seconded by Trustee Lavin, the Resolution for CalPERS Health Benefit Adjustment for staff represented by SEIU, Local 721, was unanimously approved, 4-0.

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

Upon motion by Trustee Jones, and seconded by Trustee Lavin, the Annual Report to the Board of Supervisors, Los Angeles County, pursuant to California B&P Code, §6349, was unanimously approved, 4-0.

5.0 CLOSED SESSION

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

5.2 Reconvene Open Session. At 5:58 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.

## 6.0 ACTION ITEMS

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

There being no discussion, Trustee Jones moved, and Trustee Goetz seconded, to increase the Executive Director's compensation by 2% for the Fiscal Year 2011/2012, effective retroactively to July 1, 2011. The motion was unanimously approved, 4-0.

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

Trustee Jones requested that at each Board Meeting the Executive Director, rather than CLEO Construction Management, prepare and present a report concerning the status of all construction work progress during the previous 30 days, an anticipated schedule of work for the coming 30 days, and, a comparative budget and financial summary of expenditures to date.

The Executive Director reported on the status of the project, including the preparation of the roof for the new membrane, the removal of the granite from the face of the 1<sup>st</sup> Street side of the building, and the removal of all trees and plants from the property. Because of the noise and required hazardous waste abatement process, the initial preparatory roof work was done at night, after the library was closed. Permits were required and obtained for the construction of the fence surrounding the property, for the installation of the temporary driveway and the repositioning of the fire valves and standpipes.

The Executive Director reported on additional contracts and costs related to four areas of the Building Envelope Repair and Exterior Restoration Project: Construction Management, Construction Administration, Construction Monitoring and Materials Testing. In response to Trustee Lavin's request for an understanding of the process used to hire the particular named firms, it was explained that Alana Buick & Bers (ABB) developed the engineering drawings for the roof and below grade water repairs and Troller Mayer Associates (TMA) developed the drawings for the demolition and rehabilitation of the hardscape/landscape. CLEO Construction Management had been hired by the Board of Trustees to oversee the rebid process for the project. Arcadis purchased the firm LFR, who in 2006 provided a required Hazardous Materials Study and Report for the Law Library.

As requested by the Board of Trustees, the Executive Director presented all additional known contract costs to the Board. Because it was below the required \$100,000 threshold, the contract with Arcadis had been previously signed by the Executive Director, and that work had been performed. The contracts with CLEO CM, ABB and TMA were under review as to form by legal counsel and had not yet been signed.

Trustee Jones requested clarification of the need for a contingency amount for management services. Legal Counsel, Sandra Levin, explained that if the project ran into unforeseen delays, the required management services would necessarily be extended and the contingency amount covered that potential cost. President Steinhauser asked whether the additional contract costs were within a reasonable standard for a project of this size and scope. Jeff Fyffe, Principal, CLEO CM, responded that upon his review of the contracts and their associated costs, he concluded that the contracts and their attendant costs were well within the standard costs for a project of this size and scope.

Following the discussion, upon motion by Trustee Jones and seconded by President Steinhauser, that following review by legal counsel and the Executive Director, the Board of Trustees approve the contracts for CLEO Construction Management, Alana Buick & Bers and Troller Mayer Associates in the amounts of \$168,000, \$193,623, and \$120,000, respectively, and also approve additional contracts as needed for Arcadis and soil, concrete and rebar materials testing during the course of the construction for \$37,602 and \$25,000, respectively, and also approve an additional contingency amount of \$54,458. The motion passed 3-0 -1, with Trustee Lavin abstaining.

7.0 EXECUTIVE DIRECTOR REPORT

There was no discussion.

8.0 AGENDA BUILDING

There were no items for agenda building.

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:25 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, October 25, 2011.

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

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

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

August 23, 2011

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

ROLL CALL/QUORUM

Trustees Present:

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

Trustees Absent:

Susan Steinhauser, Esquire  
Judge Ann Jones

Staff Present:

Marcia J Koslov, Executive Director

Also Present:

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

1.0 PUBLIC COMMENT

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

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

2.0 PRESIDENT'S REPORT

There was no President's report.

3.0 CONSENT CALENDAR

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

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

4.0 ACTION ITEMS

4.1 Approval of Health Benefit Adjustment for Future Retirees.

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

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

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

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

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

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

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

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

5.0 EXECUTIVE DIRECTOR'S REPORT

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

6.0 EXECUTIVE DIRECTOR'S DISCUSSION AND ACTION ITEM

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

7.0 AGENDA BUILDING

There were no items for agenda building.

8.0 ADJOURNMENT

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

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

AGENDA ITEM 4

ACTION ITEM 1

MEMORANDUM

DATE: October 18, 2011  
TO: Board of Law Library Trustees  
FROM: Marcia J Koslov  
RE: Financial Reporting

The Board of Trustees has requested that the monthly Financial Report and the monthly list of Checks and Warrants be removed from the Consent Calendar and instead added to the Executive Director Report. In doing this, the Board would “receive” the reports and have the opportunity to inspect, review and ask questions, but would not be “approving” them. We have conferred with our auditors and legal counsel regarding this change. To be certain that the Board’s decisions in this regard are clearly stated and properly memorialized in the minutes, it is recommended that the Board confirm these decisions with the following motion.

**MOTION:**

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

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

**Whereas, the Executive Director monitors expenditures; and**

**Whereas, the Executive Director reviews and approves payments;**

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

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

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

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



AGENDA ITEM 5

ACTION ITEM 2

MEMORANDUM

DATE: October 17, 2011

TO: Board of Law Library Trustees

FROM: Marcia J Koslov

RE: Audit Report

As reported at the August, 2011 Board of Trustees meeting, the LA Law Library engaged Thompson, Cobb, Bazilio & Associates, P.C. to provide an independent audit report for the fiscal year, July 1, 2010 – June 30, 2011.

The Financial Statements and Independent Auditor's Report is presented with comparative totals for FY2010. Total revenues for FY2011 were \$10,645,130; total operating expenses for FY2011 were \$9,042,840. A positive change in net assets of \$1,602,289 was recorded bringing total year-end assets to \$33,961,222 compared with FY2010 year-end assets of \$32,358,933.

Michael DeCastro and Helen Chu, TCBA, will present the draft Audit Report to the Board of Trustees. Following questions and discussion, if the Board approves the draft, TCBA will restate the Audit Report as a final report and it will be brought to the Board for acceptance at the November, 2011 Board meeting.

**Staff Recommendation:**

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



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LOS ANGELES COUNTY LAW LIBRARY

FINANCIAL STATEMENTS  
AND INDEPENDENT AUDITOR'S REPORT

FOR THE YEAR ENDED JUNE 30, 2011  
(WITH COMPARATIVE TOTALS FOR 2010)

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DRAFT

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

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of  
Los Angeles County Law Library

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

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

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

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

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

Torrance, CA  
October 6, 2011

DRAFT

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

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

### FINANCIAL HIGHLIGHTS

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

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

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

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

### HIGHLIGHTS OF FISCAL YEAR 2011

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

The Reference & Research staff continued to expand library services, fielding 50,700 requests for information; 32,157 of which were received at the Reference Desk; 9,365 requests were received by phone; 8,223 were email or live-chat; and 225 were letter requests, generally from the incarcerated. There were also 730 Foreign & International requests for information, 88 of which were web based. In addition to checking books out and in, the Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items and pages materials needed from closed stack areas. In FY10-11, more than 43,986 requests were handled by the Circulation Desk staff, including 14,389 volumes circulated. The Law Library Copy Center responded to 14,510 requests and produced more than 467,000 photocopies.

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

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

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

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

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

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

### OVERVIEW OF THE FINANCIAL STATEMENTS

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

#### Statement of Net Assets

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

#### Statement of Revenues, Expenses and Change in Net Assets

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

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

Statement of Cash Flows

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

Notes to the Financial Statements

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

**FINANCIAL ANALYSIS**

The following table presents a condensed statement of net assets:

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

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

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

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

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

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

**BUDGETARY HIGHLIGHTS**

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

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

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

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

### CAPITAL ASSETS

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

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

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

### Contacting the Los Angeles County Law Library's Financial Management

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

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

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

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

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

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

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

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

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

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

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

**NOTE 1 – ORGANIZATION**

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

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

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

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

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

**Basis of Accounting and Measurement Focus**

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

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

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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

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

Cash and Cash Equivalents

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

|                                      |                      |
|--------------------------------------|----------------------|
| Cash and cash equivalents            | \$ 15,370,010        |
| Restricted cash and cash equivalents | <u>231,234</u>       |
|                                      | <u>\$ 15,601,244</u> |

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

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Capital Assets and Depreciation

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

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

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

Revenue Recognition

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

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

Operating Revenues and Non-Operating Revenues

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

Use of Estimates

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

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

NOTE 3 – CASH AND CASH EQUIVALENTS

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

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

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

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

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

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

Interest Rate Risk

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

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

NOTE 3 – CASH AND CASH EQUIVALENTS (Continued)

Credit Risk

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

Concentration of Credit Risk

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

Custodial Credit Risk

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

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

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

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

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

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

**NOTE 4 – CAPITAL ASSETS**

The investment in capital assets consists of the following:

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

**NOTE 5 – RETIREMENT PLAN**

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

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

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

**NOTE 5 – RETIREMENT PLAN (Continued)**

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

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

**Three-Year Trend Information for CalPERS**

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

\* Annual Required Contribution

**Required Supplementary Information**

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

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

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

NOTE 6 – OTHER POST EMPLOYMENT BENEFITS (OPEB)

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

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

NOTE 7 – RARE BOOK COLLECTION

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

NOTE 8 – RESTATEMENTS

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

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

NOTE 9 - COMPARATIVE FINANCIAL DATA

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

NOTE 10 – PENDING LITIGATION

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

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

To the Board of Trustees of  
Los Angeles County Law Library

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

#### Internal Control over Financial Reporting

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

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

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

## Compliance and Other Matters

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

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

Torrance, CA  
October 6, 2011

AGENDA ITEM 6

ACTION ITEM 3

MEMORANDUM

DATE: October 17, 2011  
TO: Board of Law Library Trustees  
FROM: Marcia J Koslov  
RE: 2011-2011 Insurance Proposal

Arroyo Insurance will present a renewal proposal for LA Law Library insurances. Included are insurance quotes for Property, General Liability, Employee Benefits Liability, Automobile, Umbrella, Inland Marine (Rare Books and Technology Equipment), Crime and Earthquake. This year, the Directors & Officers Insurance is proposed for the same time period.

As part of their due diligence, Arroyo Insurance did a market survey of eight (8) insurance companies. In the timeframe available, only one company, Philadelphia Insurance Co, submitted a quote. Their proposed option premiums are included with the renewal option from CNA. Although the Philadelphia quote is slightly lower than the CNA quote, the coverage is not quite as robust.

Overall, the CNA quote for all coverage is \$256,719.51; a reduction of \$827.31 from 2010-2011 premium. The quote for all insurance coverage except Earthquake/Flood is \$82,205; \$708.00 lower than 2010-2011 quote. The quote for Earthquake/Flood coverage is \$166,000; the same as quoted in 2010-2011. Fees and Taxes are \$8514.51.

**Staff Recommendation:**

**The LA Law Library Board of Trustees approve the 2011-2012 Insurance Proposal as presented by Arroyo Insurance Services for the Schedule of Insurance coverage quoted by CNA.**



LOS ANGELES COUNTY LAW LIBRARY  
RENEWAL PROPOSAL  
NOVEMBER 7, 2011 TO NOVEMBER 7, 2012

|                                       | EXPIRING        |                | RENEWAL             |                | ALTERNATE OPTION               |                 |
|---------------------------------------|-----------------|----------------|---------------------|----------------|--------------------------------|-----------------|
|                                       |                 | <u>PREMIUM</u> |                     | <u>PREMIUM</u> |                                | <u>PREMIUM</u>  |
| <b>PROPERTY</b>                       | C.N.A.          | \$40,162       | C.N.A.              | \$40,104       | <b>Philadelphia Ins</b>        | <b>\$46,904</b> |
| Building (Agreed Amount)              | \$33,521,747    |                | <b>\$33,721,747</b> |                | <b>\$33,721,747</b>            |                 |
| Ordinance or Law / Demolition         | \$3,950,000     |                | \$3,950,000         |                | <b>\$1,200,000/\$1,200,000</b> |                 |
| Business Personal Property (BLANKET)  | \$2,072,351     |                | \$2,072,351         |                | \$2,072,351                    |                 |
| Extra Expense (301 W. 1st St)         | \$2,700,000     |                | \$2,700,000         |                | \$2,700,000                    |                 |
| BPP Away from Premises/In Transit     | \$100,000       |                | \$100,000           |                | <b>\$100,000 / \$50,000</b>    |                 |
| Valuable Papers                       | \$17,888,172    |                | <b>\$17,896,434</b> |                | <b>\$17,896,434</b>            |                 |
| Valuable Papers/In Transit            | \$15,000        |                | \$15,000            |                | <b>\$25,000</b>                |                 |
| Surface Water, Backup of Sewers -Bldg | \$1,000,000     |                | \$1,000,000         |                | <b>Policy Limits</b>           |                 |
| Surface Water, Backup of Sewers -BPP  | Property Limits |                | Property Limits     |                | Policy Limits                  |                 |
| EQSL* - Building (capped limit)       | \$5,000,000     |                | \$5,000,000         |                | \$5,000,000                    |                 |
| EQSL - BPP**                          | Property Limits |                | Property Limits     |                | Property Limits                |                 |
| EQSL - Extra Expense                  | \$2,700,000     |                | \$2,700,000         |                | \$2,700,000                    |                 |
| <b>(EQSL at location no. 1 only)</b>  |                 |                |                     |                |                                |                 |
| Valuable Papers Deductible            | \$1,000         |                | \$1,000             |                | <b>\$5,000</b>                 |                 |
| Surface Water Deductible              | \$5,000         |                | \$5,000             |                | N/A                            |                 |
| EQSL Deductible                       | \$5,000         |                | \$5,000             |                | <b>2%</b>                      |                 |
| All Other Perils Deductible           | \$5,000         |                | \$5,000             |                | \$5,000                        |                 |
| Boiler & Machinery                    | Property Limits | included       | Property Limits     | included       | Property Limits                | included        |
| Boiler & Machinery Deductible         | \$5,000         |                | \$5,000             |                | \$5,000                        |                 |
| Including Terrorism                   |                 |                |                     |                |                                |                 |
| <b>GENERAL LIABILITY</b>              | C.N.A.          | \$22,503       | C.N.A.              | \$22,812       | <b>Philadelphia Ins</b>        | <b>\$13,934</b> |
| General Aggregate (per location)      | \$2,000,000     |                | \$2,000,000         |                | \$2,000,000                    |                 |
| Products Completed Op's Aggregate     | \$2,000,000     |                | \$2,000,000         |                | \$2,000,000                    |                 |
| Personal Injury & Advertising Injury  | \$1,000,000     |                | \$1,000,000         |                | \$1,000,000                    |                 |
| Each Occurrence                       | \$1,000,000     |                | \$1,000,000         |                | \$1,000,000                    |                 |
| Fire Damage                           | \$300,000       |                | \$300,000           |                | <b>\$1,000,000</b>             |                 |
| Medical Expense                       | \$5,000         |                | \$5,000             |                | <b>\$20,000</b>                |                 |
| Including Terrorism                   |                 |                |                     |                |                                |                 |
| <b>EMPLOYEE BENEFITS LIABILITY</b>    | C.N.A.          | included       | C.N.A.              | included       | <b>Philadelphia Ins</b>        | included        |
| Aggregate Limit                       | \$1,000,000     |                | \$1,000,000         |                | \$1,000,000                    |                 |
| Each Claim Limit                      | \$1,000,000     |                | \$1,000,000         |                | \$1,000,000                    |                 |
| Deductible - Each Claim               | None            |                | None                |                | None                           |                 |
| Retroactive Date:                     | 11/7/2002       |                | 11/7/2002           |                | <b>11/7/2011</b>               |                 |

\*EQSL = Earthquake Sprinkler Leakage; \*\*BPP = Business Personal Property

LOS ANGELES COUNTY LAW LIBRARY  
RENEWAL PROPOSAL  
NOVEMBER 7, 2011 TO NOVEMBER 7, 2012

|   | <u>EXPIRING</u>        |                    | <u>RENEWAL</u>         |                    | <u>RENEWAL</u>   |                    |
|---|------------------------|--------------------|------------------------|--------------------|--|--------------------|
|   | C.N.A.                 | PREMIUM            | C.N.A.                 | PREMIUM            | C.N.A.   | PREMIUM            |
| <b>AUTOMOBILE</b>                                   |                        |                    |                        |                    |  |                    |
| Hired and Non-Owned Auto Liability                  | C.N.A.<br>\$1,000,000  | \$636              | C.N.A.<br>\$1,000,000  | \$636              | Philadelphia Ins<br>\$1,000,000                          | \$262              |
| <b>UMBRELLA</b>                                     |                        |                    |                        |                    |  |                    |
| Per Occurrence                                      | C.N.A.<br>\$10,000,000 | \$11,792           | C.N.A.<br>\$10,000,000 | \$10,833           | Philadelphia Ins<br>\$10,000,000                         | \$10,400           |
| Aggregate   | \$10,000,000           |                    | \$10,000,000           |                    | \$10,000,000   |                    |
| Retained Limit                                      | \$10,000               |                    | \$10,000               |                    | \$10,000   |                    |
| <b>INLAND MARINE</b>                                |                        |                    |                        |                    |  |                    |
| Rare Books*   | C.N.A.<br>\$1,555,988  | \$5,865            | C.N.A.<br>\$1,555,988  | \$5,865            | C.N.A. (Monoline)<br>(Phly Not providing)<br>\$1,555,988 | \$5,865            |
| EDP Equip & Media / Phone System                    | \$1,466,429            |                    | \$1,466,429            |                    | \$1,466,429  |                    |
|   | incl EQ & Flood        |                    | incl EQ & Flood        |                    | incl EQ & Flood  |                    |
| <b>CRIME**</b>                                      |                        |                    |                        |                    |  |                    |
| Employee Dishonesty                                 | TRAVELERS<br>\$500,000 | \$1,955            | TRAVELERS<br>\$500,000 | \$1,955            | TRAVELERS<br>\$500,000                                   | \$1,955            |
| Forgery   | \$500,000              | 3 Yr Inst'l        | \$500,000              | 3 Yr Inst'l        | \$500,000  | 3 Yr Inst'l        |
| Computer Fraud & Fund Transfer                      | \$500,000              |                    | \$500,000              |                    | \$500,000  |                    |
| Computer Restoration                                | \$50,000               |                    | \$50,000               |                    | \$50,000   |                    |
| Claims Expense                                      | \$5,000                |                    | \$5,000                |                    | \$5,000  |                    |
| Personal Accounts                                   | \$500,000              |                    | \$500,000              |                    | \$500,000  |                    |
| Deductible-Except for ERISA and Claim Exper         | \$5,000                |                    | \$5,000                |                    | \$5,000  |                    |
| <b>TOTAL ANNUAL PREMIUM <u>WITHOUT</u> EQ/FLOOD</b> |                        | <u>\$82,913.00</u> |                        | <u>\$82,205.00</u> |  | <u>\$79,320.00</u> |

\*Coverage provides for duplication of record. Payment of Asset Loss requires Schedule of Property for Carrier's records

\*\* Crime - 3 year prepaid or annual installments available

LOS ANGELES COUNTY LAW LIBRARY  
RENEWAL PROPOSAL  
NOVEMBER 7, 2011 TO NOVEMBER 7, 2012

|  | <u>EXPIRING</u>   | <u>RENEWAL</u>  | <u>RENEWAL</u>                               |
|--|---|---|--|
|  | <u>PREMIUM</u>  | <u>PREMIUM</u>  | <u>PREMIUM</u>                               |
| <b>Flood, Earthquake</b>                         |   |   |  |
| Building and Business Personal Property          | \$35,417,651  | <b>\$35,617,651</b>   | <b>SAME EQ Options<br/>with Phly Package</b> |
| Extra Expense                                    | \$2,700,000   | \$2,700,000   |  |
| Building Ordinance - SUBLIMIT                    | \$3,500,000   | <b>POLICY LIMIT<br/>SUBLIMIT REMOVED</b>                                |  |
| \$5,000,000 Primary                              | Aspen Specialty \$76,000.00   | Aspen Specialty \$76,000.00   | \$76,000.00                                  |
| \$5,000,000 XS \$5,000,000                       | Endurance Specialty \$31,000.00   | Endurance Specialty \$31,000.00   | \$31,000.00                                  |
| \$20,000,000 XS \$10,000,000                     | Axis Surplus - \$10M<br>Lloyds of London-\$5M<br>Essex-\$5M \$45,500.00 | Axis Surplus - \$10M<br>Lloyds of London-\$5M<br>Essex-\$5M \$45,500.00 | \$45,500.00                                  |
| \$5,800,000 XS \$30,000,000                      | QBE Specialty Ins.<br>Co. (\$8.1M XS \$30M) \$13,500.00                 | QBE Specialty Ins.<br>Co. (\$8.3M XS \$30M) \$13,500.00                 | \$13,500.00                                  |
| <b>Total EQ/Flood per occurrence/aggregate l</b> | \$38,117,651  | \$38,317,651  |  |
| E/Q Deductible                                   | 10% per unit/\$25,000<br>min. as respects EQ                            | 10% per unit/\$25,000<br>min. as respects EQ                            |  |
| Flood Deductible                                 | \$25,000  | \$25,000  |  |
| EQSL Deductible on \$5M XS \$5M                  | \$5,000   | \$5,000   |  |
| Terms  | 168 hr EQ occurrence<br>EQSL 5M xs 5M (C.N.A.)                          | 168 hr EQ occurrence<br><b>EQSL NOW FULL LIMITS</b>                     |  |
| Exclusions:                                      | 100-Year Flood Zone   | 100-Year Flood Zone   |  |
| <b>EARTHQUAKE/FLOOD***</b>                       | \$166,000.00 *  | <b>\$166,000.00 *</b>   | <b>\$166,000.00</b>                          |
| Fees/Taxes                                       | \$8,633.82  | <b>\$8,514.51</b>   | <b>\$8,514.51</b>                            |
| <b>Total Earthquake plus taxes and fees</b>      | <u>\$174,633.82</u>   | <u><b>\$174,514.51</b></u>  | <u><b>\$174,514.51</b></u>                   |
| <b>TOTAL ACCOUNT PREMIUM INCLUDING EQ/FLOOD</b>  | <b>\$257,546.82</b>   | <b>\$256,719.51</b>   | <b>\$253,834.51</b>                          |

\*25% Minimum Earned Premium

\*\*\*C.N.A. includes EQSL & Flood on Valuable Papers. The EQ/Flood quote excludes Valuable Papers (duplicate of coverage) and includes \$5M xs \$5M on EQSL to equal C.N.A.'s limit

**Location Covered for Earthquake insurance: 301 W. 1st Street, Los Angeles, CA**

**Branch Locations Business Personal Property Limits are below the Earthquake Deductible and not included in the Earthquake Coverage.**



**Schedule of Insurance**  
**Current Insurer: C.N.A.**

For  
**L.A. County Law Library and/or The  
Board of Law Library Trustees of the  
County of Los Angeles**

# PROPERTY COVERAGES

## SCHEDULE OF LOCATIONS

| LOCATION No. | ADDRESS                | CITY         | STATE |
|--------------|------------------------|--------------|-------|
| 1            | 301 W First Street     | Los Angeles  | CA    |
| 2            | 415 Ocean Blvd.        | Long Beach   | CA    |
| 3            | 400 Civic Center Plaza | Pomona       | CA    |
| 4            | 1725 Main Street       | Santa Monica | CA    |
| 5            | 825 Maple Avenue       | Torrance     | CA    |
| 6            | 6230 Sylmar Avenue     | Van Nuys     | CA    |
| 7            | 12720 Norwalk Blvd.    | Norwalk      | CA    |

## COMMERCIAL PROPERTY COVERAGE

### BLANKET PERSONAL PROPERTY LIMIT \$1,992,645

**Location Number: 1**

| BLDG # | SUBJECT OF INS    | AMOUNT OF INSURANCE | CAUSE   | VALUATION | DEDUCTIBLE |
|--------|-------------------|---------------------|---------|-----------|------------|
| 1      | BUILDING          | \$33,721,747        | SPECIAL | RC        | \$5,000    |
| 1      | PERSONAL PROPERTY | \$1,895,904         | SPECIAL | RC        | \$5,000    |
| 1      | ORDINANCE OR LAW  | \$3,950,000         | SPECIAL | RC        | \$5,000    |
| 1      | EXTRA EXPENSE     | \$2,700,000         | SPECIAL |           | \$5,000    |

**Location Number: 3**

| BLDG # | SUBJECT OF INS    | AMOUNT OF INSURANCE | CAUSE   | VALUATION | DEDUCTIBLE |
|--------|-------------------|---------------------|---------|-----------|------------|
| 1      | PERSONAL PROPERTY | \$51,844            | SPECIAL | RC        | \$5,000    |

**Location Number: 4**

| BLDG # | SUBJECT OF INS    | AMOUNT OF INSURANCE | CAUSE   | VALUATION | DEDUCTIBLE |
|--------|-------------------|---------------------|---------|-----------|------------|
| 1      | PERSONAL PROPERTY | \$41,392            | SPECIAL | RC        | \$5,000    |

## COMMERCIAL PROPERTY COVERAGE - CONTINUED

**Location Number: 5**

| BLDG # | SUBJECT OF INS    | AMOUNT OF INSURANCE | CAUSE   | VALUATION | DEDUCTIBLE |
|--------|-------------------|---------------------|---------|-----------|------------|
| 1      | PERSONAL PROPERTY | \$31,555            | SPECIAL | RC        | \$5,000    |

**Location Number: 7**

| BLDG # | SUBJECT OF INS    | AMOUNT OF INSURANCE | CAUSE   | VALUATION | DEDUCTIBLE |
|--------|-------------------|---------------------|---------|-----------|------------|
| 1      | PERSONAL PROPERTY | 51,656              | SPECIAL | RC        | \$5,000    |

## COMMERCIAL PROPERTY COVERAGE - CONTINUED

### PROPERTY COVERAGE EXTENSIONS

| DESCRIPTION   | AMOUNT OF INS   | DEDUCTIBLE |
|---|---|------------|
| Extended Water damage   | UP TO POLICY LIMITS,<br>EXCEPT \$1,000,000<br>MAX ON LOC #1           | \$5,000    |
| Earthquake – Sprinkler Leakage Only<br>(Building, Business Personal Property and Extra Expense) | \$5,000,000 MAX ON LOC #1<br>\$1,895,904 MAX ON PERS. PROPERTY LOC #1 | \$5,000    |
| Equipment Breakdown – Excluding Production Equipment  | POLICY LIMITS   | \$5,000    |
| Property in Transit   | \$100,000   | \$5,000    |
| Debris Removal – Additional Limit   | \$300,000   | \$5,000    |
| Accounts Receivable – On Premises   | \$250,000   | \$5,000    |
| Personal Effects  | \$25,000  | \$5,000    |
| Restoration of Valuable Papers and Records  | \$250,000   | \$5,000    |
| Information Technology Coverage Endorsement   | \$25,000  | \$5,000    |

## MISCELLANEOUS COVERAGES – CONTINUED

### VALUABLE PAPERS & RECORDS\*

| LOC# | SUBJECT OF INS   | AMOUNT OF INSURANCE | CAUSE                   | DEDUCTIBLE |
|------|--|---------------------|-------------------------|------------|
| 1    | BOOKS, PERIODICALS, TAPES,<br>MICROFICHE, MICROFILM, VIDEO TAPES | \$16,340,446        | SPECIAL INCL EQ & FLOOD | \$1,000    |
| 2    | BOOKS, PERIODICALS, MICROFICHE                                   | \$135,220           | SPECIAL INCL EQ & FLOOD | \$1,000    |
| 3    | BOOKS, PERIODICALS, MICROFICHE                                   | \$426,233           | SPECIAL INCL EQ & FLOOD | \$1,000    |
| 4    | BOOKS, PERIODICALS, MICROFICHE                                   | \$199,347           | SPECIAL INCL EQ & FLOOD | \$1,000    |
| 5    | BOOKS, PERIODICALS, MICROFICHE                                   | \$236,080           | SPECIAL INCL EQ & FLOOD | \$1,000    |
| 6    | BOOKS, PERIODICALS, MICROFICHE                                   | \$156,582           | SPECIAL INCL EQ & FLOOD | \$1,000    |
| 7    | BOOKS, PERIODICALS, MICROFICHE                                   | \$389,168           | SPECIAL INCL EQ & FLOOD | \$1,000    |

\*Property away from premises \$15,000 each location

### PROPERTY IN TRANSIT (TRANSPORTATION)\*\*

| LIMITS OF INSURANCE | MODES OF TRANSPORTATION | DEDUCTIBLE |
|---------------------|-------------------------|------------|
| \$15,000            | ANY ONE MOTOR VEHICLE   | \$1,000    |
| \$15,000            | ANY ONE RAILROAD CAR    | \$1,000    |
| \$15,000            | ANY ONE AIRCRAFT        | \$1,000    |

\*\*\$15,000 any one catastrophe

## INLAND MARINE

### VALUABLE PAPERS & RECORDS

| DESCRIPTION | AMOUNT OF INS | DEDUCTIBLE |
|-------------|---------------|------------|
| Rare Books  | \$1,555,988   | \$1,000    |

### ELECTRONIC DATA PROCESSING

| DESCRIPTION                                    | AMOUNT OF INS | DEDUCTIBLE |
|--|---------------|------------|
| Equipment (Hardware) and Media/Data (Software) | \$1,449,429   | \$1,000    |
| Communication Systems                          | \$17,000      | \$1,000    |

# Commercial General Liability

|                             |    |           |  |
|-----------------------------|----|-----------|--|
| <b>LIMITS OF LIABILITY:</b> | \$ | 1,000,000 | Bodily Injury and Property Damage Combined Single Limit of Liability-ea occurrence |
|                             | \$ | 2,000,000 | General Aggregate  |
|                             | \$ | 2,000,000 | Products & Completed Operations Aggregate  |
|                             | \$ | 1,000,000 | Personal & Advertising Injury  |
|                             | \$ | 300,000   | Fire Damage Liability  |
|                             | \$ | 5,000     | Medical Expense (Any One Person)   |

**ADDITIONAL COVERAGE:** Employee Benefits Liability - \$1,000,000 each employee  
\$1,000,000 aggregate  
Deductible \$1,000 each employee

(Auditable Exposures)

(S) Gross Sales      (A) Area      (M) Admissions      (P) Payroll      (C) Total Cost      (U) Unit

| LOC # | CODE  | CLASSIFICATION    | EXPOSURE | BASIS |
|-------|-------|-------------------|----------|-------|
| 1     | 66309 | LIBRARIES         | 202,188  | AREA  |
| 1     | 46622 | PARKING – PRIVATE | 24,400   | AREA  |
| 1     | 61217 | LEASED PARKING    | 12,675   | AREA  |
| 2     | 66309 | LIBRARIES         | 1,080    | AREA  |
| 3     | 66309 | LIBRARIES         | 2,970    | AREA  |
| 4     | 66309 | LIBRARIES         | 1,302    | AREA  |
| 5     | 66309 | LIBRARIES         | 1,360    | AREA  |
| 6     | 66309 | LIBRARIES         | 1,050    | AREA  |
| 7     | 66309 | LIBRARIES         | 3,192    | AREA  |



# Umbrella Liability

**LIMITS OF LIABILITY:**        \$        10,000,000    Each Occurrence  
    \$        10,000,000    Aggregate Limit

**RETENTION:**                    \$                10,000    each occurrence

# AGENDA ITEM 7

## EXECUTIVE DIRECTOR REPORT

**BOARD UPDATE**

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

- The lawsuit settlement was signed by Judge Bauer, Orange County Superior Court (Complex Division) on October 3, 2011, and was received by Colantuono & Levin on Oct 12, 2011. The Law Library has received the two documents that are required to be sent to any individual attorneys who registered as borrowers between December 1, 2008 and June 30, 2011. *(The order and claim form are attachments 1 & 2)*
- On October 20, 2011 the LA Law Library mailed the attached documents to the 700 registered borrowers.
- Upon receipt, the borrowers can:
  1. Request a refund of the borrower fee
  2. Request that the amount paid be donated to the Law Library (a receipt for the donation will be sent)
  3. Opt out of the settlement
  4. Object to the settlement. If there is an objection, the attorney may state their objection at a hearing scheduled for December 19, 2011.

Financial Policies: Requested by the Board at August 23, 2011 meeting.

The following steps in the development of financial policies have been taken:

- I have had conversations with several financial professionals concerning the development of policies and procedures. Their recommendation is to hire a consultant to assist with this process.
- We have had conversation with our CPA firm, Thompson, Cobb, Bazilio & Associates, PC about our current documents. It is the opinion of TCBA that our written procedures are about 80% complete. Because they handle our annual audit, it would be a conflict of interest for them to assist with the finalization of written procedures and policies. Their recommendation is to bid out the development of written financial policies and procedures.
- In conversation with LACPL Director, Margaret Donnellan Todd, she suggested that a position similar to the one on her staff (administrative deputy) might be appropriate. The administrative deputy is responsible for finance, budget, payroll, contract administration, capital projects, procurement, and external funding, such as grants or endowments.
- Checked with Robert Half Finance & Accounting, Los Angeles. Robert Half International is ranked #1 in the financial recruitment industry by Fortune magazine. They can place a consultant at the Law Library for a specified time period to help us draft policies and finalize procedures.



**ELECTRONICALLY RECEIVED**  
Superior Court of California,  
County of Orange  
09/20/2011 at 03:13:42 PM  
Clerk of the Superior Court  
By Maarit H Nordman, Deputy Clerk

**FILED**  
SUPERIOR COURT OF CALIFORNIA  
COUNTY OF ORANGE  
CENTRAL JUSTICE CENTER

CCT 03 2011

ALAN CARLSON, Clerk of the Court  
*J Frausto*  
BY J FRAUSTO

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SUPERIOR COURT FOR THE STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

MINDI GRANT, on behalf of herself and  
all others similarly situated,

Plaintiff and Petitioner,

v.

THE BOARD OF TRUSTEES OF THE LA  
LAW LIBRARY; and DOES 1 through 20.

Defendants and  
Respondents.

Case No.: BC452165  
Judicial Council Assignment  
No.: 1016094-11  
CLASS ACTION  
Assigned To: Hon. Ronald L. Bauer  
Dept. CX103

~~PROPOSED~~ ORDER GRANTING  
PRELIMINARY APPROVAL OF CLASS  
SETTLEMENT; APPROVAL OF CLASS  
NOTICE; AND CONDITIONAL CLASS  
CERTIFICATION

Date: October 3, 2011  
Time: 10:30 a.m.  
Dept. CX103

On September 19, 2011, this Court heard plaintiff's unopposed motion for preliminary approval of class settlement and provisional class certification under California Rules of Court 3.769 (c) and (d). At that time, the Court requested that the parties correct and amend the proposed class notice, and the proposed order granting preliminary approval, and file the same with the Court. This Court, having now reviewed the amended class notice, and having reviewed the motion, including the Settlement Agreement and Release ("Agreement"), finds good cause to GRANT the motion.

///  
///

ORDER GRANTING PRELIMINARY APPROVAL OF CLASS SETTLEMENT

ORIGINAL

**FINDINGS:**

1  
2 1. Terms and phrases used in this Order shall have the same meaning as ascribed to  
3 them in the Agreement.

4 2. This Court has subject matter jurisdiction of this action and personal jurisdiction  
5 over all parties for purposes of this action, including all Class Members.

6 3. With respect to the settlement, the Court preliminarily finds that: (a) the class is  
7 ascertainable; (b) the Class Members are so numerous that joinder of all Class Members in the  
8 action is impracticable; (c) there are questions of law and fact common to the class that  
9 predominate over any individual questions; (d) the claims of plaintiff are typical of the claims  
10 of the class; (e) plaintiff and Class Counsel have fairly and adequately represented and  
11 protected the interests of all Class Members and will continue to do so; and (f) a class action is  
12 superior to other available methods for the fair and efficient adjudication of the action.

13 4. With respect to the proposed settlement, the Court preliminarily finds the  
14 Agreement has been negotiated at arms-length and appears to be the product of serious,  
15 informed, non-collusive negotiations, and falls within the range of possible approval.  
16 Accordingly, the Agreement is fair, reasonable, and adequate.

17 5. The revised Class Notice filed on or about September 20, 2011, and attached  
18 hereto as **Exhibit 1**, fully satisfies the requirements of California Code of Civil Procedure  
19 Section 382, California Rule of Court 3.769(f) and due process, and constitutes the best  
20 practicable notice under the circumstances to the Class Members because the notice is  
21 reasonably calculated to adequately apprise the Class Members of (i) the pending lawsuit, (ii)  
22 the proposed settlement, and (iii) their rights, including the right to participate in the settlement,  
23 exclude themselves from the settlement or object to the settlement.

**IT IS THEREFORE ORDERED THAT:**

24  
25 1. The Agreement, including the revised Class Notice (Ex. 1), is preliminary  
26 approved, subject to the right of Class Members to object to and be heard on the terms and the  
27 fairness, reasonableness and adequacy of the settlement at the Final Settlement Hearing.

28 ///

1           2.       The class is provisionally certified to include as Class Members:

2           **All attorneys who, from December 29, 2008 to October 3, 2011, paid \$50**  
3           **annual fees to the LA Law Library to be a borrowing member of the library**  
4           **and who at the time of payment of each annual fee were in good standing**  
5           **with the State Bar and living in Los Angeles County.**

6           Excluded from the class are Defendants, its corporate parents, subsidiaries and  
7 affiliates, agents, officers and directors, any entity in which Defendants has a controlling  
8 interest, and the legal representatives, successors or assigns of any such excluded persons or  
9 entities.

10          3.       Plaintiff Mindi Grant is conditionally certified as the Class Representative to  
11 implement the parties' settlement in accordance with the Agreement. The law firm of Fineman  
12 & Associates, through Neil B. Fineman, Esq., is appointed as Class Counsel.

13          4.       Defendant shall notify Class Members of the settlement in the manner specified  
14 under Section 3.1 of the Agreement and Defendant shall pay all costs associated with providing  
15 notice to Class Members.

16          5.       On **December 19, 2011, at 10:30 a.m.**, this Court will hold a Final Settlement  
17 Hearing to determine whether the Agreement should be finally approved as fair, reasonable,  
18 and adequate. All supporting papers, including briefs responding to any objections and  
19 addressing issues of fees, costs, and incentive payments, must be filed no later than **December**  
20 **5, 2011**. This Court may order the Final Settlement Hearing to be postponed, adjourned, or  
21 continued. If that occurs, notice to class members will not be required.

22          6.       Any Class Member who wants to object to the proposed settlement must serve a  
23 written objection to Class Counsel so that the written objection is mailed (and postmarked) no  
24 later than **November 28, 2011**. A written objection must include (a) the full name, address, and  
25 telephone number of the person objecting; (b) the name and case number of the Action as set  
26 forth above; (c) a statement that the person is a Class Member; (d) the words "Notice of  
27 Objection" or "Formal Objection"; (e) in clear and concise terms, the legal and factual  
28 arguments supporting the objection; (f) the signature of the objecting party or their attorney; (g)

1 whether the person intends to speak at the Final Settlement Hearing; and (h) if the person  
2 intends to present evidence at the hearing, a list of the witnesses the person may call to testify  
3 and true copies of any exhibits to be offered into evidence. The objection will not be valid if it  
4 only objects to the Action's appropriateness or merits. No Class Member shall be entitled to be  
5 heard at the Final Settlement Hearing (whether individually or through separate counsel) or to  
6 object to the settlement, and no written objections or briefs submitted by any objecting Class  
7 Member shall be received or considered by the Court at the Final Settlement Hearing, unless  
8 written notice of the Class Member's intention to appear at the Final Settlement Hearing has  
9 been served on Class Counsel. Class Members who fail to serve timely written objections in the  
10 manner specified above will: (1) be deemed to have waived their right to object to the  
11 Agreement; (2) be foreclosed from objecting (whether by appeal or any other process) to the  
12 Agreement; and (3) not be entitled to speak at the Final Settlement Hearing.

13         7. Any Class Member who wants to exclude himself or herself from the settlement  
14 class and not be bound by the Agreement must mail a written request for exclusion to Class  
15 Counsel so that it is postmarked no later than **November 28, 2011**. The written request for  
16 exclusion must include: (a) the full name, address, and signature of the person requesting  
17 exclusion, (b) the name of the lawsuit, and (c) a statement that the person is a Class Member  
18 and wishes to be excluded from the settlement class. A Class Member who desires to be  
19 excluded from the class but who fails to comply with this procedure shall not be excluded from  
20 the class.

21         8. If the Agreement terminates for any reason, the following will occur: (a) class  
22 certification will be automatically vacated; (b) plaintiff will stop functioning as Class  
23 Representative; and (c) this action will revert to its previous status in all respects as it existed  
24 immediately before the parties executed the Agreement. This Order will not waive or otherwise  
25 impact the parties' rights or arguments.

26         9. Pending final determination of whether the proposed settlement should be  
27 approved, neither plaintiff nor any Class Member, either directly, representatively or in any  
28 other capacity, nor any person or entity allegedly acting on behalf of plaintiff or Class

1 Members, shall commence or prosecute against Defendants or the other released parties, as  
 2 described in the Agreement, any action or proceeding in any court or tribunal asserting any of  
 3 the released claims, as described in the Agreement, provided, however, that this bar shall not  
 4 apply to individual claims of any Class Members who validly and timely exclude themselves  
 5 from the class. This injunction is necessary to protect and effectuate the proposed settlement,  
 6 this Order, and this Court's flexibility and authority to effectuate the proposed settlement and  
 7 to enter final judgment when appropriate.

8 10. The Court reserves the right to adjourn all dates set forth in this Order without  
 9 further notice to Class Members and retains jurisdiction to consider all further applications  
 10 arising out of or connected with the proposed settlement. The Court may approve the proposed  
 11 settlement with such modifications as may be agreed to by the parties, if appropriate, without  
 12 further notice to the Class Members.

13 11. Nothing in this Order is, or may be construed as, an admission or concession on  
 14 any point of fact or law by or against any party.

17 **IT IS SO ORDERED.**

18  
 19 Date: October 3, 2011 *Jessica Bauer*  
 20 JUDGE OF THE SUPERIOR COURT

21  
 22  
 23  
 24  
 25  
 26  
 27  
 28

**EXHIBIT 1**

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**NOTICE OF PENDENCY OF CLASS ACTION AND PROPOSED SETTLEMENT**

---

**TO:** All attorneys who, from December 29, 2008 to October 3, 2011, paid \$50 annual fees to the LA Law Library to be a borrowing member of the library and who at the time of payment of each annual fee were in good standing with the State Bar and living in Los Angeles County.

**IF YOU MEET THIS DESCRIPTION, YOU SHOULD READ THIS NOTICE  
CAREFULLY BECAUSE IT WILL AFFECT YOUR RIGHTS.**

**YOU MAY BE ENTITLED TO THE RETURN OF YOUR \$50 ANNUAL BORROWER'S  
FEE(S)**

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**PURPOSE OF THIS NOTICE**

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This notice informs you about the lawsuit described below and a proposed settlement on behalf of a certain class of persons. This notice advises you of the benefits that may be available to you under the proposed settlement if you are a member of the class and your rights and options as a potential class member, and notifies you that a court hearing will be held to approve the proposed settlement.

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**WHAT THE LAWSUIT IS ABOUT**

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There is currently pending in the Los Angeles County Superior Court a class action lawsuit entitled *Grant v. The Board of Trustees of the LA Law Library*. The plaintiff filed the lawsuit against the defendant on behalf of herself and those persons described above. The lawsuit alleges the defendant violated California Business and Professions Code section 6360 by charging plaintiff, and all others similarly situated, annual fees in the amount of \$50 to borrow materials from the LA Law Library, which is alleged to be in excess of the true cost of providing the service of loaning materials to Los Angeles County attorneys. The Board of Trustees of the LA Law Library denies that it has done anything wrong and denies that any class member has been injured or suffered damages.

A proposed settlement was reached in the lawsuit through lengthy arms-length negotiations between the parties and with the assistance of a Judge Francisco F. Firmat, Judge of the Superior Court of the State of California.

Judge Ronald L. Bauer, sitting on special assignment by the Judicial Council of California, has determined that the lawsuit should proceed as a class action, for purposes of settlement only, with plaintiff as the representative of the class, and granted preliminary approval of the settlement, subject to a final approval hearing discussed below.

If you are a member of the Class described above, you are eligible to participate in the benefits of the settlement.

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**THE PROPOSED SETTLEMENT**

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**The Court has preliminarily approved the following settlement terms:**

1. The Board of Trustees of the LA Law Library agrees to refund to settlement class members each \$50 annual borrower's fee paid by class members between December 29, 2008, through October 3, 2011.

All class members may make a claim for either the return of each \$50.00 annual borrower's fee he or she paid, or elect to donate the fee(s) to the LA Law Library and receive a receipt of donation. Claims may be made within 1 year from the date of entry of judgment in this action.

2. For at least 12 months after final approval of the settlement, the LA Law Library will not assess the standard \$50.00 borrowing fee for attorneys in good standing with the State Bar and who live in the County of Los Angeles.

Defendant also agreed to provide an incentive award of \$2,500.00 to the class representative, subject to Court approval, in recognition of the risk to plaintiff as the class representative in commencing the lawsuit, both financial and otherwise; the amount of time and effort spent by plaintiff as the class representative; and for serving the public interest. Defendant also agreed to provide class counsel with an award of attorneys' fees and costs of \$30,000.00, subject to Court approval, which Judge Firmat also found appropriate. Payment of the incentive award and attorneys' fees will not affect the benefits provided to the Settlement Class.

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**RELEASE OF ALL CLAIMS**

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If the proposed settlement is granted final approval by the court, plaintiff and each settlement class member shall release defendant from and against all claims arising from the facts or issues raised or alleged in the Action. Excluded from the released claims are claims unrelated to the factual allegations and claims asserted in the Action.

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**FINAL FAIRNESS HEARING**

---

A final fairness hearing will be held before the Honorable Judge Ronald L. Bauer on December 19, 2011, at 10:30 a.m. to determine whether the proposed settlement is fair, reasonable and adequate and should be finally approved by the court. The hearing will take place in Department CX103 of the Orange County Superior Court, located at 751 W. Santa Ana Blvd., Santa Ana, California. You may – but do not have to – appear at the hearing. **You are not required to attend the hearing in order to participate in the benefits of the settlement.**

---

**YOUR OPTIONS**

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1. **Claim Your \$50.00 Annual Borrower's Fee(s).** *If the Court grants final approval of the settlement, you may elect to receive each \$50.00 annual borrower's fee paid by you between December 29, 2008 through October 3, 2011, by completing the Claim Form which accompanies this notice.*

2. **Donate Your \$50 Annual Borrower's Fee(s).** *If the Court grants final approval of the settlement, you may elect to donate each \$50.00 annual borrower's fee paid by you between December 29, 2008 through October 3, 2011, to the LA Law Library and receive a receipt for the donation by completing the Claim Form that accompanies this notice*

The Claim Form must be delivered to the Claims Administrator no later than one (1) year after final approval has been granted by the Court. You may hand deliver or mail the Claim Form to:

THE LA LAW LIBRARY  
CLAIMS ADMINISTRATOR  
301 W. FIRST ST  
LOS ANGELES, CA 90012-2529

If you do not submit an accurately completed and timely delivered Claim Form, you shall not receive the \$50 annual borrower's fee(s). The date of delivery is deemed to be: (1) the date the form is deposited in the U.S. mail, postage pre-paid, as evidenced by the postmark; (2) the date the form is deposited with an overnight letter carrier guaranteeing delivery within two (2) days; or (3) the date the form is actually delivered to the Claims Administrator.

If the Claims Administrator determines from the information contained on the Claim Form that you are a class member, and the Court approves the settlement, you will receive by first class mail the benefits of the settlement provided to class members.

If you remain in the settlement class and do not request to exclude yourself (as described below), you will be bound by the judgment entered in the lawsuit and you will be prevented from pursuing any individual claims against the defendant based on the facts complained of in the lawsuit.

2. **To Exclude Yourself from the Settlement.** You have the right to exclude yourself from the lawsuit and the settlement. If you wish to be excluded, you must mail a letter or postcard postmarked no later than November 28, 2011, with the name of the lawsuit, your name, address, and telephone number, and a statement that you are a member of the settlement class and wish to be excluded from the settlement. **TO BE CONSIDERED VALID, A REQUEST FOR EXCLUSION MUST SET FORTH ALL OF THIS INFORMATION AND MUST BE POSTMARKED BY THE DEADLINE.** Your request must be sent to class counsel: Neil B. Fineman, Fineman & Associates, 155 North Riverview, Anaheim Hills, California 92808.

If you timely and validly request exclusion from the settlement class, you will be excluded from the settlement class and you will not be bound by the judgment entered in the lawsuit and you will not be prevented from pursuing any individual claim against the defendant based on the facts complained of in the lawsuit.

3. **Object to the Settlement.** If you object to the specific terms of the proposed settlement but do not wish to exclude yourself from the lawsuit and settlement, you may object to the proposed settlement. In order to object to the proposed settlement, you must mail a written objection to class counsel so that the written objection and copies are postmarked no later than November 28, 2011.

Attorneys for Plaintiff and the Settlement Class:

Neil B. Fineman  
Fineman & Associates  
155 N. Riverview Dr.  
Anaheim Hills, CA 92886

Your written objection must include (a) your full name, address, and telephone number, (b) a statement that you are a member of the settlement class, (c) a statement that you object to the proposed settlement, (d) a statement of the reasons you object, and (e) whether you intend to speak at the final approval hearing.

If you wish to object to the proposed settlement or appear at the final approval hearing, you may, but need not, object or appear through an attorney of your choice. If you do, you will be responsible for your personal attorney's fees and costs. If you intend to appear at the final approval hearing through your own attorney, you also must state in your written objection the name, address and telephone number of all attorneys representing you who will appear at the final approval hearing.

**SETTLEMENT CLASS MEMBERS WHO DO NOT TIMELY MAKE THEIR OBJECTIONS IN THIS MANNER WILL BE DEEMED TO HAVE WAIVED ALL OBJECTIONS AND WILL NOT BE ENTITLED TO SPEAK AT THE FINAL APPROVAL HEARING.**

If your objection is rejected by the court, you will be bound by the final judgment in the lawsuit just as if you had not objected and you will be prevented from pursuing any individual claims against the Board of Law Library Trustees based on the facts complained of in the lawsuit.

**4. Attend the Final Fairness Hearing.** If you do not request to be excluded from the lawsuit and settlement, you may appear at the final fairness hearing scheduled on December 19, 2011, at 10:30 a.m. to object to the proposed settlement and argue that the settlement should not be finally approved by the court, provided that you have mailed a written objection to class counsel with the required information, pursuant to the instructions above.

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**ADDITIONAL INFORMATION**

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The description of the lawsuit and proposed settlement in this notice is only a summary. If you would like to see the parties' complete settlement agreement or other documents filed with the court in the lawsuit, you may visit the office of the Clerk of the Court in Department CX103 of the Orange County Superior Court – Civil Complex Center. The Clerk will make the file relating to this lawsuit available to you for inspection and copying at your own expense.

**DO NOT ADDRESS ANY QUESTIONS ABOUT THE SETTLEMENT OR THE LAWSUIT TO THE CLERK OF THE COURT OR TO THE JUDGE. They are not permitted to answer your questions.**

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**CLAIM FORM REQUESTING RETURN OF \$50 ANNUAL BORROWER'S  
FEE**

---

Grant v. The Board of Trustees of the Los Angeles Law Library

If the Court grants final approval of the settlement, you may be eligible to receive each \$50.00 annual borrower's fee paid to the Los Angeles County Law Library by you between December 28, 2008 through October 3, 2011 returned to you OR you may elect to donate each \$50.00 annual borrower's fee refund to the LA Law Library. A receipt for the donation will be provided to you.

SELECT ONE CHOICE:

I wish to receive the \$50.00 annual borrower's fee(s) refunded to me.

I wish to have each \$50.00 annual borrower's fee(s) donated to the LA Law Library.

This Claim Form must be delivered to the Claims Administrator no later than one year after final approval of the settlement has been granted by the Court. You may hand deliver or mail the Claim Form to:

THE LA LAW LIBRARY  
CLAIMS ADMINISTRATOR  
301 W FIRST ST  
LOS ANGELES CA 90012-2529

If you do not submit an accurately completed and timely delivered Claim Form, you shall not receive the \$50.00 annual borrower's fee(s) refund. The date of delivery is deemed to be: (1) the date the form is deposited in the U.S. mail, postage pre-paid, as evidenced by the postmark; (2) the date the form is deposited with an overnight letter carrier guaranteeing delivery within two days; or (3) the date the form is actually delivered to the Claims Administrator.

If the Claims Administrator determines from the information contained on this Claim Form that you are a class member, and the Court approves the settlement, you will automatically receive the benefits of the settlement by first class mail within 45 days after you submit your claim.

Please provide the following information so that your claim may be verified and we can mail your returned annual borrower's fee or receipt of donation to the LA Law Library.

I. PERSONAL INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

California State Bar Number: \_\_\_\_\_

IF YOU HAVE ANY QUESTIONS, CONTACT CLASS COUNSEL: Neil B. Fineman, Esq.,  
FINEMAN & ASSOCIATES – 155 N. Riverview Dr., Anaheim Hills, California 92808

Tel. (714) 620-1125 – Fax (714) 701-0155 – Email: Neil@Finemanlaw.com

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CLAIM FORM REQUESTING RETURN OF \$50 ANNUAL BORROWER'S  
FEE

---

II. CERTIFICATION

I certify under penalty of perjury under the laws of the state of California that the following are true (both boxes must be checked:)

- G At the time I paid each \$50 annual borrower's fee between December 28, 2008 and [date of preliminary approval], I was a resident of Los Angeles County.
  
- G At the time I paid each \$50 annual borrower's fee between December 28, 2008 and [date of preliminary approval], I was a member in good standing of the State Bar of California.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

IF YOU HAVE ANY QUESTIONS, CONTACT CLASS COUNSEL: Neil B. Fineman, Esq.,  
FINEMAN & ASSOCIATES – 155 N. Riverview Dr., Anaheim Hills, California 92808  
Tel. (714) 620-1125 – Fax (714) 701-0155 – Email: Neil@Finemanlaw.com

**FACILITY UPDATE**

**Building Envelope Repair & Exterior Restoration Project**

- Contracts:  
Sandra Levin, Colantuono and Levin, reviewed the contracts for CLEO CM, ABB & TMA and delivered her comments on Oct 18, 2011. The identified issues were discussed with Tim Fyffe, Principal, CLEO CM, who reviewed the comments and adjusted the contracts as needed. I anticipate that the contracts will be signed on October 21, 2011.

**Work Completed Over the previous 30 days**

- Roof:
  - The upper roof floor was prepped and the elastomeric membrane was installed. Drains have been replaced and vents have been reconstructed and recapped.
  - Asbestos pipe insulation was removed. Lead abatement from paint on roof and parapet is nearing completion.
  - Existing wood sleepers (blocks on which the major pipes sit) were replaced with a rubber type block so that there is no chance of piercing the new membrane.
  - New supports for existing roof drain piping were installed.
- Exterior Walls:
  - Cracks resulting from spalling along the parapet and face of building were tested. If evidence of spalling was found, the cracks are ground, grouted and repaired. The parapet testing and repair is complete; 1<sup>st</sup> Street side is complete; work on the Broadway side is nearing completion.
- Exterior Reconstruction:
  - All trees and bushes were removed.
  - Swinerton subcontractor was contacted to identify and mark easements for underground utilities including water, gas, electric, cable.
  - Main fire pipe valve was relocated.
  - Planter and walkway by the Hill Street garage were demolished.
  - It was noted that an ADA required handrail at the stair from the Hill Street parking garage onto the property was missed in the original drawing. It was added as a change order.
  - Type D (garage area) light fixtures at the Library Garage wall area were changed from 270V to 120V. (This should result in a credit of approx. \$2000.)
  - Hill Street Plaza area, particularly the number and length of the steps needed to accommodate the required ADA slope, was redrawn and finalized.
  - Color and texture of the concrete walkway and planters were discussed. It was determined that samples will be created before the first pour of the concrete.



- Main Entrance / Temporary Entrance:
  - Main Entrance barrier was installed on October 19, 2011.
  - Temporary entrance opened on October 20, 2011. Signage directing users to the temporary entrance were placed on the barrier fencing and on the sidewalk. Awnings with the library logo and words “Main Entrance” were purchased and installed at the temporary entrance door. The hallway, staircase and elevator areas were cleaned and painted. A yellow-striped path was created across the parking apron. Additional Securitas officers have been hired on a temporary basis to work at the new entrance.
  - During demolition on the Broadway side, at the scheduled location of the new library side entrance ramp, Swinerton uncovered an 18” clay drain pipe. Although the Swinerton subcontractor had accurately identified underground utilities, this pipe was not listed on city documents. Clay pipes are extremely old. In addition, pipes such as this should not be found on “private” property, but should be under the city street or sidewalk. (It is possible that at some point in the past, Broadway might have been relocated 10’ to the east. It is also possible that the 1950’s building was placed just west of this major pipe.) TMA, ABB and Swinerton have developed several proposals to handle the needed footings or caissons to support a new ramp entrance. However, none of the proposed drawings could be easily implemented around the pipe or between the pipe and the building. In order to avoid delaying the project, a decision was made to use a temporary metal ramp until TMA, ABB & Swinerton, working together, could identify and evaluate options and costs for a more permanent ramp entrance.

**Work anticipated during the next 30 days**

- Roof:
  - The mid-level (mechanical penthouse) roof and the lower roof will be prepped and the elastomeric membrane installed. Drains will be replaced and vents reconstructed, as needed. The roof portion of the project is anticipated for completion by the end of October, 2011.
  - Parapet cap will be completed.
- Exterior Walls:
  - Testing and repair of cracks resulting from spalling along face of building will be completed. Where any evidence of spalling is found, the cracks are ground, grouted and repaired.
  - Walls will be cleaned and painting will begin.
- Exterior Reconstruction:
  - Granite removed from main entrance planters and stairwells. Granite will be stored off-site.
  - Main Entrance walkways, ramps, outside deck, staircase and planters will be demolished.
  - Excavation for below-grade water repair begins (in mid to late November).



**Budget /Financial Summary (as of 10/20/2011)**

| Project Description                        | Adjusted Budget  | Spent to Date  |
|--|------------------|----------------|
| Swinerton Builders                         | \$4,622,900      | 525,600        |
| Construction Admin & Monitoring – ABB      | 193,623          | 6,333          |
| Construction Admin – TMA                   | 120,350          | 16,386         |
| Construction Management - CLEO             | 168,000          | 16,000         |
| Environmental Monitoring/Testing – Arcadis | 37,602           | 15,695         |
| Soil , Concrete, Rebar Testing             | 25,000           | 0              |
| Contingency*                               | 516,748          | (21,172)       |
| <b>TOTAL</b>                               | <b>5,684,223</b> | <b>558,842</b> |

Percent of total project. The project is approximately 20% completed. Expenditures thus far are average about 15.87% of the total costs. Contingency usage status is a savings of \$21,172, due to a change in the Swinerton insurance requirement, which resulted in a savings of \$50,000. In addition, we anticipate additional savings of approximately \$15,000 because the upper roof slope (for drainage purposes) was sufficient to eliminate building of a tapered insulation underlay for the roof membrane. The \$15,000 has not yet been recorded as an “actual” cost savings.

\*Contingency: (\$50,000)

Identified Cost Savings:

- Insurance requirement changes to Swinerton contract - \$50,000 credit
- Upper roof slope (for drainage) was sufficient to eliminate building of tapered insulation – anticipate a credit of approximately \$15,000 (not yet recorded)

Contingency Costs: (\$28,828)

- Replace existing wood pipe supports with rubber supports - \$9,113
- Add supports for existing roof drain piping - \$14,604
- Add handrail at stair from parking garage - \$2,125
- Removal of asbestos pipe insulation - \$2,559
- Change glare shield on Type F (planter) light fixtures - \$427

**TimeLine Summary (as of 10/14/2011)**

*See attached Project Construction Timeline developed by CLEO CM.*

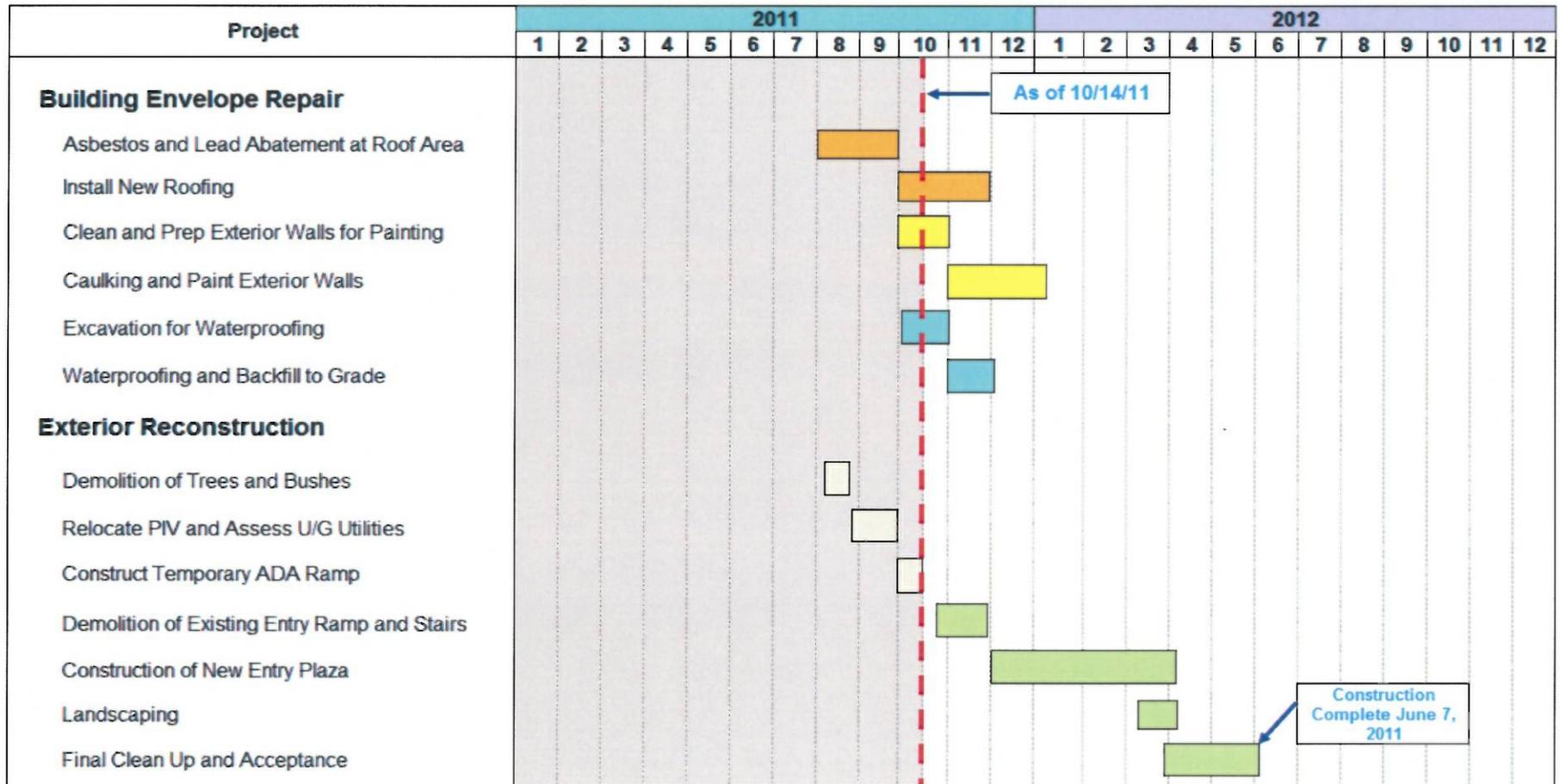




# Building Envelope Repair and Exterior Reconstruction Project



## Project Construction Timeline



**FINANCIAL UPDATE**

- September Financials *(please see Attachment 3)*
- August and September Checks and Warrants. *(please see Attachment 4)*



**LOS ANGELES COUNTY LAW LIBRARY**  
**STATEMENT OF FINANCIAL POSITION**  
**As of September 30, 2011**  
**D - R - A - F - T**

**Assets**

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

|   |    |                   |
|---|----|-------------------|
| Cash in L. A. County Treasurer - General Fund | \$ | 10,472,945        |
| Cash in L. A. County Treasurer - Deposit Fund |    | 231,234           |
| Cash in Bank of America - Revolving Account   |    | 63,101            |
| Cash in Bank of America - Payroll Account     |    | 30,454            |
| Cash in Local Agency Investment Fund          |    | 5,316,674         |
| Petty Cash                                    |    | 718               |
| Operating Cash                                |    | <u>16,115,125</u> |

## Current Assets:

|                      |           |
|----------------------|-----------|
| Accounts Receivable  | 45,268    |
| Other Receivable     | 1,578,065 |
| Other Current Assets | 149,249   |

## Other Assets:

|                                     |           |                                 |
|-------------------------------------|-----------|---------------------------------|
| Books & Other Library Collections   | \$        | 39,834,017                      |
| Current Month Acquisitions          |           | 290,066                         |
|                                     |           | <u>40,124,082</u>               |
| Less: Accumulated Depreciation      |           | <u>(24,564,432)</u> 15,559,650  |
| Building Construction               | 4,216,987 |                                 |
| Interior Building Improvement       | 1,293,931 |                                 |
| Furniture & Equipment               | 2,010,429 |                                 |
| Computer Hardware & Software        | 550,088   |                                 |
|                                     |           | <u>8,071,436</u>                |
| Less: Accumulated Depreciation      |           | <u>(6,792,356)</u> 1,279,080    |
| Construction In Progress - Exterior |           | 657,086                         |
| Building Site (Land)                |           | <u>580,333</u>                  |
| <b>Total Assets</b>                 | <b>\$</b> | <b><u><u>35,963,855</u></u></b> |

**Liabilities and Fund Balance**

## Current Liabilities

|                  |    |           |
|------------------|----|-----------|
| Accounts Payable | \$ | 335,447   |
| Accrued Expense  |    | 1,049,764 |

## Noncurrent Liabilities

|                     |  |                |
|---------------------|--|----------------|
| Borrowers' Deposits |  | <u>243,524</u> |
|---------------------|--|----------------|

**Total Liabilities****1,628,735**

## Fund Balance

|                |                |
|----------------|----------------|
| Unappropriated | 33,961,220     |
| YTD Net Income | <u>373,900</u> |

**Total Liabilities and Fund Balance****\$ 35,963,855**

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

| INCOME                          | JULY 2011         |                |                | AUGUST 2011     |                |                | SEPTEMBER 2011   |                |                | 1ST QUARTER     |                         |                         |                           |
|---------------------------------|-------------------|----------------|----------------|-----------------|----------------|----------------|------------------|----------------|----------------|-----------------|-------------------------|-------------------------|---------------------------|
|                                 | BUDGET            | Budget         | Actual         | Variance        | Budget         | Actual         | Variance         | Budget         | Actual         | Variance        | Cumulative Qtrly Budget | Cumulative Qtrly Actual | Cumulative Qtrly Variance |
| L.A. Superior Court Fees        | 9,292,752         | 800,660        | 757,142        | (43,518)        | 816,542        | 690,845        | (125,697)        | 811,012        | 770,368        | (40,643)        | 2,428,213               | 2,218,355               | (209,859)                 |
| <b>Total - Court Fees</b>       | <b>9,292,752</b>  | <b>800,660</b> | <b>757,142</b> | <b>(43,518)</b> | <b>816,542</b> | <b>690,845</b> | <b>(125,697)</b> | <b>811,012</b> | <b>770,368</b> | <b>(40,643)</b> | <b>2,428,213</b>        | <b>2,218,355</b>        | <b>(209,859)</b>          |
| Interest - LAIF                 | 40,000            | 0              | 0              | 0               | 0              | 0              | 0                | 10,000         | 5,097          | (4,903)         | 10,000                  | 5,097                   | (4,903)                   |
| Interest - General Fund         | 75,000            | 6,250          | 9,303          | 3,053           | 6,250          | 5,842          | (408)            | 6,250          | 6,741          | 491             | 18,750                  | 21,886                  | 3,136                     |
| Interest - Deposit Fund         | 3,500             | 292            | 419            | 127             | 292            | 146            | (145)            | 292            | 153            | (139)           | 875                     | 718                     | (157)                     |
| <b>Total - Interest</b>         | <b>118,500</b>    | <b>6,542</b>   | <b>9,722</b>   | <b>3,180</b>    | <b>6,542</b>   | <b>5,988</b>   | <b>(553)</b>     | <b>16,542</b>  | <b>11,991</b>  | <b>(4,551)</b>  | <b>29,625</b>           | <b>27,701</b>           | <b>(1,924)</b>            |
| Parking Fee                     | 700,000           | 61,860         | 68,293         | 6,434           | 61,398         | 61,317         | (81)             | 65,523         | 66,617         | 1,093           | 188,781                 | 196,227                 | 7,446                     |
| <b>Total - Parking</b>          | <b>700,000</b>    | <b>61,860</b>  | <b>68,293</b>  | <b>6,434</b>    | <b>61,398</b>  | <b>61,317</b>  | <b>(81)</b>      | <b>65,523</b>  | <b>66,617</b>  | <b>1,093</b>    | <b>188,781</b>          | <b>196,227</b>          | <b>7,446</b>              |
| Annual Borrowing Fee            | 0                 | 0              | 100            | 100             | 0              | 4,650          | 4,650            | 0              | 2,700          | 2,700           | 0                       | 7,450                   | 7,450                     |
| Annual Members Fee              | 120,000           | 6,000          | 3,703          | (2,298)         | 6,000          | 3,555          | (2,445)          | 12,000         | 6,851          | (5,149)         | 24,000                  | 14,109                  | (9,892)                   |
| Course Registration             | 10,000            | 833            | 80             | (753)           | 833            | 420            | (413)            | 833            | 325            | (508)           | 2,500                   | 825                     | (1,675)                   |
| Copy Center                     | 85,000            | 8,425          | 6,633          | (1,792)         | 6,749          | 6,068          | (681)            | 7,278          | 6,111          | (1,167)         | 22,452                  | 18,812                  | (3,640)                   |
| Document Delivery               | 25,000            | 1,894          | 2,066          | 172             | 1,989          | 3,030          | 1,041            | 1,706          | 1,946          | 240             | 5,588                   | 7,041                   | 1,453                     |
| Fines                           | 46,000            | 4,491          | 3,780          | (711)           | 4,210          | 4,257          | 47               | 3,578          | 3,786          | 208             | 12,279                  | 11,823                  | (456)                     |
| Miscellaneous                   | 14,500            | 1,208          | 123            | (1,086)         | 1,208          | 94             | (1,114)          | 1,208          | 4,133          | 2,925           | 3,625                   | 4,350                   | 725                       |
| Room Rental                     | 7,500             | 625            | 0              | (625)           | 625            | 0              | (625)            | 625            | 0              | (625)           | 1,875                   | 0                       | (1,875)                   |
| Book Replacement                | 5,000             | 417            | 0              | (417)           | 417            | (59)           | (476)            | 417            | 0              | (417)           | 1,250                   | (59)                    | (1,309)                   |
| Forfeited Deposits              | 25,000            | 0              | 0              | 0               | 0              | 0              | 0                | 0              | 0              | 0               | 0                       | 0                       | 0                         |
| Friends of Law Library          | 120,000           | 0              | 0              | 0               | 0              | 0              | 0                | 0              | 0              | 0               | 0                       | 0                       | 0                         |
| Grants                          | 30,000            | 0              | 0              | 0               | 0              | 0              | 0                | 0              | 0              | 0               | 0                       | 0                       | 0                         |
| Vending                         | 5,500             | 458            | 476            | 18              | 458            | 703            | 244              | 458            | 545            | 86              | 1,375                   | 1,723                   | 348                       |
| <b>Total - Library Services</b> | <b>493,500</b>    | <b>24,351</b>  | <b>16,960</b>  | <b>(7,391)</b>  | <b>22,490</b>  | <b>22,717</b>  | <b>227</b>       | <b>28,104</b>  | <b>26,396</b>  | <b>(1,707)</b>  | <b>74,945</b>           | <b>66,074</b>           | <b>(8,871)</b>            |
| <b>TOTAL INCOME</b>             | <b>10,604,752</b> | <b>893,413</b> | <b>851,308</b> | <b>(42,105)</b> | <b>906,971</b> | <b>780,867</b> | <b>(126,104)</b> | <b>921,180</b> | <b>875,372</b> | <b>(45,808)</b> | <b>2,721,564</b>        | <b>2,507,547</b>        | <b>(214,017)</b>          |

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

Attachment 3

| EXPENDITURE                             | BUDGET           | JULY 2011      |                |               | AUGUST 2011    |                |                | SEPTEMBER 2011 |                |                  | 1ST QUARTER             |                         |                           |
|---|------------------|----------------|----------------|---------------|----------------|----------------|----------------|----------------|----------------|------------------|-------------------------|-------------------------|---------------------------|
|   |                  | Budget         | Actual         | Variance      | Budget         | Actual         | Variance       | Budget         | Actual         | Variance         | Cumulative Qtrly Budget | Cumulative Qtrly Actual | Cumulative Qtrly Variance |
| Salaries                                | 3,400,000        | 238,629        | 236,164        | 2,464         | 255,114        | 234,457        | 20,657         | 255,179        | 235,575        | 19,605           | 748,922                 | 706,196                 | 42,726                    |
| Social Security                         | 205,000          | 14,782         | 14,112         | 670           | 15,813         | 13,979         | 1,835          | 15,678         | 13,708         | 1,970            | 46,272                  | 41,799                  | 4,474                     |
| Medicare                                | 46,000           | 3,234          | 3,300          | (66)          | 3,460          | 3,269          | 190            | 3,461          | 3,283          | 177              | 10,154                  | 9,853                   | 301                       |
| Retirement                              | 155,332          | 12,944         | 12,300         | 644           | 12,944         | 12,233         | 712            | 12,944         | 12,251         | 693              | 38,833                  | 36,784                  | 2,049                     |
| Health Insurance                        | 600,000          | 47,834         | 49,092         | (1,258)       | 47,426         | 47,511         | (86)           | 52,703         | 49,781         | 2,922            | 147,963                 | 146,384                 | 1,578                     |
| Disability Insurance                    | 6,500            | 426            | 702            | (276)         | 488            | 773            | (285)          | 567            | 758            | (191)            | 1,481                   | 2,233                   | (753)                     |
| Dental Insurance                        | 55,000           | 3,995          | 4,448          | (454)         | 4,197          | 4,775          | (577)          | 4,296          | 4,982          | (686)            | 12,488                  | 14,205                  | (1,717)                   |
| Life Insurance                          | 2,000            | 127            | 140            | (13)          | 154            | 158            | (4)            | 185            | 155            | 30               | 465                     | 453                     | 13                        |
| Workers Compensation Insurance          | 30,000           | 2,500          | 3,171          | (671)         | 2,500          | 3,171          | (671)          | 2,500          | 3,171          | (671)            | 7,500                   | 9,512                   | (2,012)                   |
| Unemployment Insurance                  | 30,000           | 2,500          | 0              | 2,500         | 2,500          | 6,568          | (4,068)        | 2,500          | 0              | 2,500            | 7,500                   | 6,568                   | 932                       |
| Vision Insurance                        | 10,000           | 745            | 854            | (109)         | 708            | 840            | (132)          | 935            | 888            | 48               | 2,387                   | 2,581                   | (194)                     |
| Accrued Sick Expense                    |                  |                |                |               |                |                |                |                |                |                  |                         |                         |                           |
| Accrued Vacation Expense                |                  |                |                |               |                |                |                |                |                |                  |                         |                         |                           |
| <b>Total - Personnel</b>                | <b>4,539,832</b> | <b>327,715</b> | <b>324,284</b> | <b>3,431</b>  | <b>345,304</b> | <b>327,734</b> | <b>17,570</b>  | <b>350,948</b> | <b>324,552</b> | <b>26,396</b>    | <b>1,023,966</b>        | <b>976,569</b>          | <b>47,397</b>             |
| American Continuations                  | 2,400,000        | 147,946        | 112,504        | 35,442        | 167,083        | 79,352         | 87,732         | 116,572        | 177,354        | (60,782)         | 431,601                 | 369,210                 | 62,391                    |
| American New Orders                     | 150,000          | 5,442          | 9,451          | (4,010)       | 61,480         | 14,547         | 46,933         | 6,668          | 10,736         | (4,068)          | 73,590                  | 34,734                  | 38,856                    |
| Branch Continuations                    | 350,000          | 9,394          | 13,791         | (4,397)       | 17,373         | 19,923         | (2,550)        | 18,176         | 16,794         | 1,382            | 44,943                  | 50,507                  | (5,564)                   |
| Branch New Orders                       | 70,000           | 1,129          | 0              | 1,129         | 5,037          | 657            | 4,380          | 3,319          | 81             | 3,238            | 9,485                   | 738                     | 8,747                     |
| Commonwealth Continuations              | 400,000          | 20,284         | 20,067         | 216           | 18,737         | 35,880         | (17,143)       | 24,626         | 43,496         | (18,870)         | 63,647                  | 99,444                  | (35,797)                  |
| Commonwealth New Orders                 | 6,500            | 0              | 367            | (367)         | 293            | 901            | (608)          | 479            | 0              | 479              | 772                     | 1,269                   | (497)                     |
| Foreign Continuations                   | 230,000          | 9,123          | 9,463          | (340)         | 9,271          | 14,289         | (5,018)        | 6,773          | 22,731         | (15,958)         | 25,167                  | 46,483                  | (21,316)                  |
| Foreign New Orders                      | 35,000           | 1,655          | 11,854         | (10,199)      | 3,200          | 6,559          | (3,359)        | 591            | 1,795          | (1,204)          | 5,445                   | 20,207                  | (14,762)                  |
| International Continuations             | 140,000          | 7,040          | 5,394          | 1,646         | 5,428          | 7,601          | (2,173)        | 6,773          | 9,713          | (2,941)          | 19,240                  | 22,708                  | (3,468)                   |
| International New Orders                | 15,000           | 188            | 869            | (682)         | 2,781          | 822            | 1,959          | 645            | 2,059          | (1,414)          | 3,614                   | 3,751                   | (137)                     |
| General/Librarianship Continuations     | 55,000           | 4,867          | 793            | 4,075         | 4,654          | 3,712          | 942            | 2,212          | 5,027          | (2,816)          | 11,733                  | 9,532                   | 2,201                     |
| General/Librarianship New Orders        | 2,000            | 24             | 751            | (727)         | 83             | 616            | (533)          | 24             | 280            | (256)            | 131                     | 1,647                   | (1,516)                   |
| <b>Total - Library Materials</b>        | <b>3,853,500</b> | <b>207,091</b> | <b>185,305</b> | <b>21,787</b> | <b>295,420</b> | <b>184,859</b> | <b>110,562</b> | <b>186,857</b> | <b>290,066</b> | <b>(103,209)</b> | <b>689,368</b>          | <b>660,229</b>          | <b>29,139</b>             |
| Library Materials Transferred to Assets |                  |                | (185,305)      |               |                | (184,859)      |                |                | (290,066)      |                  |                         | (660,229)               |                           |
| <b>Balance</b>                          | <b>0</b>         |                | <b>0</b>       |               |                | <b>0</b>       |                |                | <b>0</b>       |                  |                         | <b>0</b>                |                           |

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

| EXPENDITURE                            | BUDGET         | JULY 2011     |               |               | AUGUST 2011   |               |                 | SEPTEMBER 2011 |               |                | 1ST QUARTER             |                         |                           |
|--|----------------|---------------|---------------|---------------|---------------|---------------|-----------------|----------------|---------------|----------------|-------------------------|-------------------------|---------------------------|
|  |                | Budget        | Actual        | Variance      | Budget        | Actual        | Variance        | Budget         | Actual        | Variance       | Cumulative Qtrly Budget | Cumulative Qtrly Actual | Cumulative Qtrly Variance |
| Building / Cleaning Supplies           | 25,000         | 2,083         | 1,812         | 271           | 2,083         | 1,738         | 346             | 2,083          | 2,598         | (515)          | 6,250                   | 6,148                   | 102                       |
| Building Maintenance                   | 25,000         | 2,083         | 376           | 1,707         | 2,083         | 14,180        | (12,097)        | 2,083          | 9,778         | (7,694)        | 6,250                   | 24,333                  | (18,083)                  |
| Building Services                      | 23,000         | 1,917         | 801           | 1,116         | 1,917         | 1,179         | 737             | 1,917          | 699           | 1,218          | 5,750                   | 2,680                   | 3,070                     |
| Interior Improvements / Alterations    | 15,000         | 1,250         | 0             | 1,250         | 1,250         | 0             | 1,250           | 1,250          | 3,245         | (1,995)        | 3,750                   | 3,245                   | 505                       |
| Electric & Water                       | 120,000        | 10,644        | 842           | 9,802         | 10,705        | 21,523        | (10,818)        | 11,640         | 11,691        | (52)           | 32,989                  | 34,057                  | (1,068)                   |
| Elevator Maintenance                   | 15,000         | 1,250         | 1,160         | 90            | 1,250         | 1,160         | 90              | 1,250          | 1,160         | 90             | 3,750                   | 3,479                   | 271                       |
| Heating & Cooling                      | 30,000         | 3,437         | 6,686         | (3,248)       | 3,778         | 4,072         | (294)           | 3,183          | 3,764         | (581)          | 10,398                  | 14,522                  | (4,124)                   |
| Insurance                              | 275,000        | 23,342        | 22,026        | 1,316         | 23,342        | 22,026        | 1,316           | 23,342         | 22,026        | 1,316          | 70,027                  | 66,078                  | 3,949                     |
| Janitorial Services                    | 92,000         | 7,667         | 7,293         | 373           | 7,667         | 7,293         | 373             | 7,667          | 7,293         | 373            | 23,000                  | 21,880                  | 1,120                     |
| Landscaping                            | 12,000         | 1,200         | 1,200         | 0             | 1,200         | 1,200         | 0               | 1,200          | 0             | 1,200          | 3,600                   | 2,400                   | 1,200                     |
| Security                               | 200,000        | 16,667        | 14,169        | 2,498         | 16,667        | 14,169        | 2,498           | 16,667         | 14,037        | 2,630          | 50,000                  | 42,375                  | 7,625                     |
| <b>Total - Building Occupancy</b>      | <b>832,000</b> | <b>71,540</b> | <b>56,365</b> | <b>15,175</b> | <b>71,942</b> | <b>88,540</b> | <b>(16,598)</b> | <b>72,282</b>  | <b>76,292</b> | <b>(4,010)</b> | <b>215,764</b>          | <b>221,197</b>          | <b>(5,433)</b>            |
| Bank Charges / Other Fees              | 7,000          | 583           | 472           | 112           | 583           | 497           | 86              | 583            | 414           | 170            | 1,750                   | 1,383                   | 367                       |
| Bibliographical Services               | 35,000         | 9,000         | 9,541         | (541)         | 9,000         | 11,626        | (2,626)         | 8,000          | 534           | 7,466          | 26,000                  | 21,701                  | 4,299                     |
| Binding                                | 50,000         | 1,000         | 0             | 1,000         | 1,000         | 0             | 1,000           | 1,000          | 0             | 1,000          | 3,000                   | 0                       | 3,000                     |
| Computer Services / Licensing          | 45,000         | 3,750         | 6,788         | (3,038)       | 3,750         | 1,349         | 2,401           | 3,750          | 974           | 2,776          | 11,250                  | 9,111                   | 2,139                     |
| Continued Education                    | 40,000         | 3,333         | 4,178         | (845)         | 3,333         | 1,968         | 1,366           | 3,333          | 2,797         | 536            | 10,000                  | 8,943                   | 1,058                     |
| Copy Center                            | 30,000         | 2,500         | 2,170         | 330           | 2,500         | 1,839         | 661             | 2,500          | 2,349         | 151            | 7,500                   | 6,359                   | 1,141                     |
| Electronics / Computer Hardware        | 30,000         | 2,500         | 203           | 2,297         | 2,500         | 541           | 1,959           | 2,500          | 198           | 2,302          | 7,500                   | 942                     | 6,558                     |
| Furniture / Appliances                 | 15,000         | 1,250         | 0             | 1,250         | 1,250         | 0             | 1,250           | 1,250          | 0             | 1,250          | 3,750                   | 0                       | 3,750                     |
| Integrated Library System              | 42,000         | 21,000        | 3,254         | 17,746        | 0             | 3,254         | (3,254)         | 0              | 3,254         | (3,254)        | 21,000                  | 9,763                   | 11,237                    |
| Membership (Staff)                     | 15,000         | 1,000         | 500           | 500           | 1,000         | 636           | 364             | 1,000          | 80            | 920            | 3,000                   | 1,216                   | 1,784                     |
| Office / Library Supplies              | 40,000         | 3,333         | 1,286         | 2,047         | 3,333         | 2,791         | 543             | 3,333          | 1,668         | 1,666          | 10,000                  | 5,744                   | 4,256                     |
| Other / Misc.                          | 75,000         | 6,250         | 1,118         | 5,132         | 6,250         | 43            | 6,207           | 6,250          | 0             | 6,250          | 18,750                  | 1,161                   | 17,589                    |
| Outreach / Marketing                   | 65,000         | 2,438         | 771           | 1,666         | 2,438         | 4,025         | (1,587)         | 2,438          | 2,153         | 285            | 7,313                   | 6,948                   | 364                       |
| Postage / UPS / FedEx                  | 22,000         | 2,197         | 600           | 1,596         | 640           | 3,115         | (2,475)         | 2,289          | 1,514         | 775            | 5,126                   | 5,229                   | (103)                     |
| Printing / Reproduction                | 15,000         | 1,250         | 645           | 605           | 1,250         | 458           | 792             | 1,250          | 0             | 1,250          | 3,750                   | 1,102                   | 2,648                     |
| Reimbursed Expenses                    | 38,000         | 3,167         | 4,970         | (1,804)       | 3,167         | 3,981         | (815)           | 3,167          | 539           | 2,627          | 9,500                   | 9,491                   | 9                         |
| Staff Meetings / Activities            | 15,000         | 1,250         | 847           | 403           | 1,250         | 527           | 723             | 1,250          | 116           | 1,134          | 3,750                   | 1,490                   | 2,260                     |
| Telecommunications                     | 42,000         | 2,567         | 2,736         | (169)         | 2,847         | 1,584         | 1,263           | 3,325          | 2,158         | 1,166          | 8,739                   | 6,479                   | 2,261                     |
| Transportation Reimbursement           | 12,000         | 1,000         | 1,265         | (265)         | 1,000         | (1,222)       | 2,222           | 1,000          | 670           | 330            | 3,000                   | 713                     | 2,287                     |
| Vending                                | 8,500          | 708           | 555           | 154           | 708           | 835           | (127)           | 708            | 668           | 40             | 2,125                   | 2,058                   | 67                        |
| <b>Total - Supplies &amp; Services</b> | <b>641,500</b> | <b>70,076</b> | <b>41,899</b> | <b>28,177</b> | <b>47,800</b> | <b>37,847</b> | <b>9,953</b>    | <b>48,926</b>  | <b>20,087</b> | <b>28,839</b>  | <b>166,803</b>          | <b>99,833</b>           | <b>66,970</b>             |

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

Attachment 3

| EXPENDITURE                             | BUDGET            | JULY 2011        |                |                  | AUGUST 2011    |                |                  | SEPTEMBER 2011 |                |                 | 1ST QUARTER             |                         |                           |
|---|-------------------|------------------|----------------|------------------|----------------|----------------|------------------|----------------|----------------|-----------------|-------------------------|-------------------------|---------------------------|
|   |                   | Budget           | Actual         | Variance         | Budget         | Actual         | Variance         | Budget         | Actual         | Variance        | Cumulative Qtrly Budget | Cumulative Qtrly Actual | Cumulative Qtrly Variance |
| Accounting                              | 17,000            | 0                | 0              | 0                | 0              | 0              | 0                | 0              | 0              | 0               | 0                       | 0                       | 0                         |
| Consulting Services                     | 70,000            | 17,500           | 0              | 17,500           | 0              | 0              | 0                | 0              | 0              | 0               | 17,500                  | 0                       | 17,500                    |
| Legal                                   | 65,000            | 16,250           | 6,932          | 9,318            | 0              | 20,394         | (20,394)         | 0              | 0              | 0               | 16,250                  | 27,326                  | (11,076)                  |
| Payroll / HR Services                   | 15,000            | 1,250            | 989            | 261              | 1,250          | 1,207          | 43               | 1,250          | 1,296          | (46)            | 3,750                   | 3,491                   | 259                       |
| Recruitment Costs                       | 20,000            | 5,000            | 0              | 5,000            | 0              | 0              | 0                | 0              | 0              | 0               | 5,000                   | 0                       | 5,000                     |
| Temporary Services                      | 50,000            | 9,167            | 13,602         | (4,436)          | 4,167          | 3,972          | 194              | 4,167          | 4,616          | (450)           | 17,500                  | 22,191                  | (4,691)                   |
| <b>Total - Professional Services</b>    | <b>237,000</b>    | <b>49,167</b>    | <b>21,523</b>  | <b>27,644</b>    | <b>5,417</b>   | <b>25,573</b>  | <b>(20,157)</b>  | <b>5,417</b>   | <b>5,912</b>   | <b>(496)</b>    | <b>60,000</b>           | <b>53,008</b>           | <b>6,992</b>              |
| Depreciation - Library Materials        | 3,061,800         | 255,150          | 242,168        | 12,982           | 255,150        | 245,255        | 9,895            | 255,150        | 246,462        | 8,688           | 765,450                 | 733,885                 | 31,565                    |
| Depreciation - Fixed Assets             | 330,000           | 27,500           | 16,385         | 11,115           | 27,500         | 16,385         | 11,115           | 27,500         | 16,385         | 11,115          | 82,500                  | 49,154                  | 33,346                    |
| <b>Total - Depreciation Expense</b>     | <b>3,391,800</b>  | <b>282,650</b>   | <b>258,553</b> | <b>24,097</b>    | <b>282,650</b> | <b>261,640</b> | <b>21,010</b>    | <b>282,650</b> | <b>262,846</b> | <b>19,804</b>   | <b>847,950</b>          | <b>783,039</b>          | <b>64,911</b>             |
| <b>TOTAL EXPENSES</b>                   | <b>9,642,132</b>  | <b>801,148</b>   | <b>702,624</b> | <b>98,524</b>    | <b>753,113</b> | <b>741,334</b> | <b>11,779</b>    | <b>760,222</b> | <b>689,689</b> | <b>70,533</b>   | <b>2,314,483</b>        | <b>2,133,647</b>        | <b>180,836</b>            |
| <b>TOTAL INCOME</b>                     | <b>10,604,752</b> | <b>893,413</b>   | <b>851,308</b> | <b>(42,105)</b>  | <b>906,971</b> | <b>780,867</b> | <b>(126,104)</b> | <b>921,180</b> | <b>875,372</b> | <b>(45,808)</b> | <b>2,721,564</b>        | <b>2,507,547</b>        | <b>(214,017)</b>          |
| <b>TOTAL EXPENSES</b>                   | <b>9,642,132</b>  | <b>801,148</b>   | <b>702,624</b> | <b>98,524</b>    | <b>753,113</b> | <b>741,334</b> | <b>11,779</b>    | <b>760,222</b> | <b>689,689</b> | <b>70,533</b>   | <b>2,314,483</b>        | <b>2,133,647</b>        | <b>180,836</b>            |
| <b>NET INCOME/(LOSS)</b>                | <b>962,620</b>    | <b>92,265</b>    | <b>148,684</b> | <b>56,419</b>    | <b>153,858</b> | <b>39,533</b>  | <b>(114,325)</b> | <b>160,958</b> | <b>185,683</b> | <b>24,725</b>   | <b>407,081</b>          | <b>373,900</b>          | <b>(33,181)</b>           |
| Furniture / Appliances                  | 0                 | 0                | 0              | 0                | 0              | 0              | 0                | 0              | 0              | 0               | 0                       | 0                       | 0                         |
| Equipment                               | 0                 | 0                | 0              | 0                | 0              | 0              | 0                | 0              | 0              | 0               | 0                       | 0                       | 0                         |
| Electronics / Computer Hardware         | 179,000           | 44,750           | 0              | 44,750           | 0              | 0              | 0                | 0              | 0              | 0               | 44,750                  | 0                       | 44,750                    |
| Exterior Building Repairs/ Improvements | 5,100,000         | 1,275,000        | 0              | 1,275,000        | 0              | 0              | 0                | 0              | 0              | 0               | 1,275,000               | 0                       | 1,275,000                 |
| Interior Improvements / Alterations     | 0                 | 0                | 0              | 0                | 0              | 0              | 0                | 0              | 0              | 0               | 0                       | 0                       | 0                         |
| Computer Software                       | 185,000           | 46,250           | 0              | 46,250           | 0              | 0              | 0                | 0              | 0              | 0               | 46,250                  | 0                       | 46,250                    |
| <b>Total - Capitalized Expenditures</b> | <b>5,464,000</b>  | <b>1,366,000</b> | <b>0</b>       | <b>1,366,000</b> | <b>0</b>       | <b>0</b>       | <b>0</b>         | <b>0</b>       | <b>0</b>       | <b>0</b>        | <b>1,366,000</b>        | <b>0</b>                | <b>1,366,000</b>          |

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

41,357.22

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|-----------|-------------------------------------|-----------------|----------|-----------|
|           | CALPERS L T CARE PROGRAM            | LT CARE         | 54.27    | 021459    |
|           | PRACTISING LAW INSTITUTE            | BOOKS           | 719.42   | 021460    |
|           | SEPCO EARTHSCAPE, INC               | LANDSCAPING     | 1,200.00 | 021461    |
|           | TEAM SOFTWARE                       | COMP LIC        | 375.00   | 021462    |
|           | TROLLER MAYER ASSOCIATES, INC       | CIP EXTERIOR    | 1,400.54 | 021463    |
|           | UNITED PARCEL SERVICE               | POSTAGE         | 36.27    | 021464    |
|           | VITAL SERVICES                      | COMP SVCS       | 95.00    | 021465    |
|           | STATE BOARD OF EQUALIZATION         | USE TAX         | 2,879.00 | 022785    |
|           | COLANTUONO LEVIN & ROZELL           | LEGAL SVCS      | 6,931.70 | 022786    |
|           | COUTTS LIBRARY SERVICES             | BOOKS           | 5,375.56 | 022787    |
|           | ENVISIONWARE, INC.                  | COMP SVCS       | 5,788.65 | 022788    |
|           | OTTO HARRASSOWITZ                   | BOOKS           | 5,143.00 | 022789    |
|           | ROMERO MAINTENANCE CO.              | JANITORIAL SVCS | 7,293.43 | 022790    |
|           | THOMSON REUTERS TAX & ACCOUNTING    | BOOKS           | 3,087.40 | 022791    |
|           | AMERICAN BAR ASSOCIATION            | BOOKS           | 97.20    | 021466    |
|           | WOLTERS KLUWER LAW & BUSINESS       | BOOKS           | 1,414.63 | 021467    |
|           | MATTHEW BENDER LEXISNEXIS MATTHEW B | BOOKS           | 46.40    | 021468    |
|           | BOOK HOUSE INC                      | BOOKS           | 1,006.50 | 021469    |
|           | LEXISNEXIS CANADA BUTTERWORTHS CANA | BOOKS           | 1,149.07 | 021470    |
|           | COUNCIL OF STATE GOVERNMENTS        | BOOKS           | 120.66   | 021471    |
|           | DAILY JOURNAL CORPORATION           | BOOKS           | 1,480.00 | 021472    |
|           | INTRANS BOOK SERVICE                | BOOKS           | 393.00   | 021473    |
|           | JAMES PUBLISHING INC                | BOOKS           | 94.11    | 021474    |
|           | JONES MCCLURE PUBLISHING            | BOOKS           | 102.00   | 021475    |
|           | LEXISNEXIS BUTTERWORTHS             | BOOKS           | 946.58   | 021476    |
|           | NOLO COM                            | BOOKS           | 33.44    | 021477    |
|           | PRACTISING LAW INSTITUTE            | BOOKS           | 267.85   | 021478    |
|           | STATE BAR OF TEXAS                  | BOOKS           | 231.00   | 021479    |
|           | YBP LIBRARY SERVICES                | BOOKS           | 502.98   | 021480    |
|           | BERNAN ASSOCIATES                   | BOOKS           | 2,726.96 | 022792    |
|           | CONTINUING EDUCATION OF THE BAR CAL | BOOKS           | 3,060.56 | 022793    |
|           | GAUNT                               | BOOKS           | 5,414.00 | 022794    |
|           | THOMSON REUTERS                     | BOOKS           | 9,394.56 | 022795    |
| August 19 | AMERICAN BAR ASSOCIATION            | BOOKS           | 35.95    | 021481    |
|           | ALI ABA COM ON CONTINUING PROFESSIO | BOOKS           | 226.20   | 021482    |
|           | WOLTERS KLUWER LAW & BUSINESS       | BOOKS           | 751.24   | 021483    |
|           | MATTHEW BENDER LEXISNEXIS MATTHEW B | BOOKS           | 205.49   | 021484    |
|           | CONTINUING LEGAL EDUCATION SOCIETY  | BOOKS           | 209.30   | 021485    |
|           | COUTTS LIBRARY SERVICES             | BOOKS           | 881.95   | 021486    |
|           | DATA TRACE LEGAL PUBLISHERS         | BOOKS           | 157.95   | 021487    |
|           | GAUNT                               | BOOKS           | 187.33   | 021488    |
|           | U S GPO SUPERINTENDENT OF DOCUMENTS | BOOKS           | 20.00    | 021489    |
|           | JAMES PUBLISHING INC                | BOOKS           | 166.71   | 021490    |
|           | LEGISLATIVE COUNSEL BUREAU NEVADA   | BOOKS           | 125.00   | 021491    |

113,198.24

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

152,048.35

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

211,833.28

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| August 31 | LITTLER MENDELSON, PC         | LEGAL        | 9,440.00 | 022821    |
|           | SECURITAS SECURITY            | SECURITY     | 5,415.20 | 022822    |
|           | TROLLER MAYER ASSOCIATES, INC | CIP-EXTERIOR | 2,964.00 | 022823    |
|           | OTTO HARRASSOWITZ             | BOOKS        | 509.22   | 021565    |
|           | OTTO HARRASSOWITZ             | BOOKS        | 685.72   | 021566    |

221,407.42

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

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| DATE                             | PAYEE                               | FOR                      | AMOUNT   | CHECK NO. |
|----------------------------------|-------------------------------------|--------------------------|----------|-----------|
| September 2                      | ALEXANDERS LEGAL SEMINARS AND PUBLI | BOOKS                    | 88.50    | 021567    |
|                                  | AMERICAN LEGAL PUBLISHING CORPORATI | BOOKS                    | 18.00    | 021568    |
|                                  | WOLTERS KLUWER LAW & BUSINESS       | BOOKS                    | 1,682.90 | 021569    |
|                                  | A S PRATT & SONS GROUP              | BOOKS                    | 2,459.95 | 021570    |
|                                  | BERNAN ASSOCIATES                   | BOOKS                    | 2,415.72 | 021571    |
|                                  | BUREAU OF NATIONAL AFFAIRS BOOKS    | BOOKS                    | 650.79   | 021572    |
|                                  | CARSWELL COMPANY LTD                | BOOKS                    | 238.00   | 021573    |
|                                  | CONTINUING EDUCATION OF THE BAR CAL | BOOKS                    | 4,330.55 | 021575    |
|                                  | CITY OF COMPTON                     | BOOKS                    | 15.00    | 021576    |
|                                  | COUTTS LIBRARY SERVICES             | BOOKS                    | 1,064.10 | 021577    |
|                                  | THOMSON GALE                        | BOOKS                    | 1,648.22 | 021578    |
|                                  | COUNTY OF IMPERIAL COUNTY COUNSEL   | BOOKS                    | 1.80     | 021579    |
|                                  | JAMES PUBLISHING INC                | BOOKS                    | 231.46   | 021580    |
|                                  | JURISNET LLC                        | BOOKS                    | 244.00   | 021581    |
|                                  | LAW JOURNAL PRESS                   | BOOKS                    | 170.70   | 021582    |
|                                  | LAWPRESS CORPORATION                | BOOKS                    | 213.09   | 021583    |
|                                  | ESPINOSA MARTIN DE JESUS SANCHEZ ME | BOOKS                    | 589.00   | 021584    |
|                                  | MUNICIPAL CODE CORPORATION          | BOOKS                    | 348.00   | 021585    |
|                                  | NATIONAL BOOK NETWORK               | BOOKS                    | 166.82   | 021586    |
|                                  | PRACTISING LAW INSTITUTE            | BOOKS                    | 143.32   | 021587    |
|                                  | QUALITY CODE PUBLISHING             | BOOKS                    | 38.87    | 021588    |
|                                  | THOMPSON PUBLISHING GROUP           | BOOKS                    | 438.50   | 021589    |
| THOMSON REUTERS TAX & ACCOUNTING | BOOKS                               | 596.25                   | 021590   |           |
| LEXISNEXIS BUTTERWORTHS          | BOOKS                               | 3,945.35                 | 022824   |           |
| September 7                      | ADVANCED INFORMATION                | TEMP SVCS                | 1,156.80 | 021591    |
|                                  | AT&T                                | TELECOM                  | 399.22   | 021592    |
|                                  | CHARLIE CHAN PRINTING               | PRINT/REPRO              | 344.74   | 021593    |
|                                  | LINDA J HEICHMAN TAYLOR             | REIMBURSEMENT            | 49.40    | 021594    |
|                                  | KONICA MINOLTA BUSINESS             | COPY CTR - LA            | 223.30   | 021595    |
|                                  | MEGAPATH                            | TELECOM                  | 547.12   | 021596    |
|                                  | MALINDA MULLER                      | REIMBURSEMENT            | 560.26   | 021597    |
|                                  | OFFICE DEPOT                        | SCAN/OFFICE SUPPL        | 1,294.03 | 021598    |
|                                  | OPTIONS FOR GROWTH                  | CONT EDU                 | 1,555.00 | 021599    |
|                                  | RITA PANG                           | REIMBURSEMENT            | 50.14    | 021600    |
|                                  | PETTY CASH FUND                     | PETTY CASH               | 353.26   | 021601    |
|                                  | JEREMY SAMLER                       | REIMBURSEMENT            | 30.70    | 021602    |
|                                  | SOUTHERN CALIF ASSOC OF LAW LIBRARY | MEMBERSHIP               | 526.00   | 021603    |
|                                  | SUN LIFE FINANCIAL                  | LIFE/DISABILITY          | 961.81   | 021604    |
|                                  | UNITED PARCEL SERVICE               | POSTAGE                  | 91.38    | 021605    |
|                                  | AMERICAN EXPRESS                    | BUSINESS CARD            | 6,155.07 | 022825    |
|                                  | GUARDIAN                            | DENTAL/VISION            | 6,842.48 | 022826    |
|                                  | September 9                         | AMERICAN BAR ASSOCIATION | BOOKS    | 1,554.00  |

46,532.86

Date Printed: 10/17/11

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

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| DATE         | PAYEE                               | FOR             | AMOUNT   | CHECK NO. |
|--------------|-------------------------------------|-----------------|----------|-----------|
|              | WOLTERS KLUWER LAW & BUSINESS       | BOOKS           | 2,099.26 | 021607    |
|              | MATTHEW BENDER LEXISNEXIS MATTHEW B | BOOKS           | 118.73   | 021608    |
|              | BERNAN ASSOCIATES                   | BOOKS           | 240.32   | 021609    |
|              | LEXISNEXIS CANADA BUTTERWORTHS CANA | BOOKS           | 1,656.16 | 021610    |
|              | CONTINUING EDUCATION OF THE BAR CAL | BOOKS           | 70.41    | 021611    |
|              | CODE PUBLISHING COMPANY             | BOOKS           | 10.00    | 021612    |
|              | GAUNT                               | BOOKS           | 240.44   | 021613    |
|              | OTTO HARRASSOWITZ                   | BOOKS           | 198.82   | 021614    |
|              | JAMES PUBLISHING INC                | BOOKS           | 255.68   | 021615    |
|              | JURIS PUBLISHING INC                | BOOKS           | 201.50   | 021616    |
|              | MASSACHUSETTS CONTINUING LEGAL EDUC | BOOKS           | 367.50   | 021617    |
|              | NOLO COM                            | BOOKS           | 138.01   | 021618    |
|              | PRACTISING LAW INSTITUTE            | BOOKS           | 792.61   | 021619    |
|              | YBP LIBRARY SERVICES                | BOOKS           | 2,740.51 | 022827    |
| September 12 | ARMANDO CUSTOM CASES                | LIBRARY SUPPL   | 429.56   | 021620    |
|              | PROMOTIONAL DESIGN CONCEPTS, INC    | LIBRARY SUPPL   | 1,507.65 | 021621    |
| September 13 | CASE KNOWLSON JORDON & WRIGHT       | REFUND          | 400.00   | 021622    |
|              | MARK LEEN                           | REFUND          | 115.00   | 021623    |
| September 16 | ADT SECURITY SERVICES               | BLDG MAINT      | 1,509.00 | 021624    |
|              | AMERICAN EXPRESS                    | TRAVEL          | 226.87   | 021625    |
|              | BANDWIDTH.COM, INC.                 | TELECOM         | 351.93   | 021626    |
|              | CCCLL                               | REGISTRATION    | 230.00   | 021627    |
|              | LEVITT & QUINN FAMILY LAW CENTER    | MARKETING       | 500.00   | 021628    |
|              | NATIONWIDE LEGAL, LLC               | BOOK DEL        | 16.80    | 021629    |
|              | OFFICE DEPOT                        | OFFICE SUPPL    | 36.01    | 021630    |
|              | UNITED PARCEL SERVICE               | POSTAGE         | 50.98    | 021631    |
|              | WLALA                               | MARKETING       | 500.00   | 021632    |
|              | WLALA ** VOIDED *****               | MARKETING       | 0.00     | 021633    |
|              | STATE BOARD OF EQUALIZATION         | USE TAX         | 3,089.00 | 022828    |
|              | ROMERO MAINTENANCE CO.              | JANITORIAL SVCS | 7,293.43 | 022829    |
|              | SECURITAS SECURITY                  | SECURITY        | 5,415.20 | 022830    |
|              | AMERICAN BAR ASSOCIATION            | BOOKS           | 180.91   | 021634    |
|              | ALI ABA COM ON CONTINUING PROFESSIO | BOOKS           | 79.20    | 021635    |
|              | AMERICAN LEGAL PUBLISHING CORPORATI | BOOKS           | 162.38   | 021636    |
|              | WOLTERS KLUWER LAW & BUSINESS       | BOOKS           | 520.87   | 021637    |
|              | ATLANTIC LAW BOOK COMPANY           | BOOKS           | 126.02   | 021638    |
|              | BERNAN ASSOCIATES                   | BOOKS           | 293.00   | 021639    |
|              | BUREAU OF NATIONAL AFFAIRS BOOKS    | BOOKS           | 548.11   | 021640    |
|              | LEXISNEXIS CANADA BUTTERWORTHS CANA | BOOKS           | 876.14   | 021641    |
|              | STATE BAR OF CALIFORNIA OFF OF PROF | BOOKS           | 150.00   | 021642    |
|              | CAL OSHA REPORTER                   | BOOKS           | 427.00   | 021643    |
|              | CITY OF CHICO                       | BOOKS           | 75.00    | 021644    |

78,831.56

Date Printed: 10/17/11

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

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| DATE         | PAYEE  | FOR      | AMOUNT   | CHECK NO. |
|--------------|--|----------|----------|-----------|
|              | DATA TRACE LEGAL PUBLISHERS                    | BOOKS    | 157.95   | 021645    |
|              | FLORES ARTURO A                                | BOOKS    | 2,075.00 | 021646    |
|              | GREY HOUSE PUBLISHING                          | BOOKS    | 1,120.75 | 021647    |
|              | INFORMATION TODAY INC                          | BOOKS    | 89.50    | 021648    |
|              | JAMES PUBLISHING INC                           | BOOKS    | 104.69   | 021649    |
|              | KUBON & SAGNER                                 | BOOKS    | 426.46   | 021650    |
|              | PHOTODUPLICATION SERVICE LIBRARY OF            | BOOKS    | 1,944.00 | 021651    |
|              | OXFORD UNIVERSITY PRESS                        | BOOKS    | 241.93   | 021652    |
|              | PRACTISING LAW INSTITUTE                       | BOOKS    | 248.11   | 021653    |
|              | PUBLIC UTILITIES REPORTS INC                   | BOOKS    | 148.00   | 021654    |
|              | OVID SILVERPLATTER INFORMATION INC             | BOOKS    | 966.00   | 021655    |
|              | THOMSON REUTERS TAX & ACCOUNTING               | BOOKS    | 297.98   | 021656    |
|              | WEST VIRGINIA SECRETARY OF STATE               | BOOKS    | 150.00   | 021657    |
|              | CONTINUING EDUCATION OF THE BAR CAL            | BOOKS    | 2,797.81 | 022831    |
|              | COUTTS LIBRARY SERVICES                        | BOOKS    | 6,640.61 | 022832    |
| September 22 |  |          |          |           |
|              | CALIFORNIA LIBRARY ASSOCIATION ** VOIDED ***** | CONT EDU | 0.00     | 021658    |
| September 23 |  |          |          |           |
|              | AMERICAN BAR ASSOCIATION                       | BOOKS    | 2,481.23 | 021659    |
|              | A S PRATT & SONS GROUP                         | BOOKS    | 578.99   | 021660    |
|              | MATTHEW BENDER LEXISNEXIS MATTHEW B            | BOOKS    | 147.39   | 021661    |
|              | BUREAU OF NATIONAL AFFAIRS BOOKS               | BOOKS    | 709.18   | 021662    |
|              | LEXISNEXIS CANADA BUTTERWORTHS CANA            | BOOKS    | 504.93   | 021663    |
|              | CONTINUING EDUCATION OF THE BAR CAL            | BOOKS    | 1,737.43 | 021664    |
|              | CONTINUING LEGAL EDUCATION SOCIETY             | BOOKS    | 197.85   | 021665    |
|              | COUTTS LIBRARY SERVICES                        | BOOKS    | 1,828.22 | 021666    |
|              | DISTRICT OF COLUMBIA BAR                       | BOOKS    | 225.00   | 021667    |
|              | OTTO HARRASSOWITZ                              | BOOKS    | 695.69   | 021668    |
|              | HOGARTH REPRESENTATION                         | BOOKS    | 515.89   | 021669    |
|              | INTERNATIONAL LAW ASSOCIATION AMERI            | BOOKS    | 175.00   | 021670    |
|              | E ITURRIAGA Y CIA S A C                        | BOOKS    | 171.00   | 021671    |
|              | JAMES PUBLISHING INC                           | BOOKS    | 72.51    | 021672    |
|              | JERUSALEM BOOKS LTD                            | BOOKS    | 152.50   | 021673    |
|              | JURIS PUBLISHING INC                           | BOOKS    | 275.00   | 021674    |
|              | JURISNET LLC                                   | BOOKS    | 84.50    | 021675    |
|              | LAW JOURNAL PRESS                              | BOOKS    | 348.03   | 021676    |
|              | LEGAL PUBLICATIONS IN SPANISH                  | BOOKS    | 38.90    | 021677    |
|              | INSTITUTE OF CONTINUING LEGAL EDUCA            | BOOKS    | 122.50   | 021678    |
|              | MONTANA LEGISLATIVE SERVICES DIVISI            | BOOKS    | 380.00   | 021679    |
|              | STATE BAR OF MONTANA                           | BOOKS    | 300.00   | 021680    |
|              | NOLO COM                                       | BOOKS    | 21.65    | 021681    |
|              | STATE BAR ASSOCIATION OF NORTH DAKO            | BOOKS    | 80.00    | 021682    |
|              | SASKATCHEWAN QUEENS PRINTER                    | BOOKS    | 90.93    | 021683    |
|              | THOMSON REUTERS TAX & ACCOUNTING               | BOOKS    | 450.75   | 021684    |
|              | YBP LIBRARY SERVICES                           | BOOKS    | 561.83   | 021685    |

113,681.40

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**LOS ANGELES COUNTY LAW LIBRARY**  
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| DATE         | PAYEE                               | FOR       | AMOUNT   | CHECK NO. |
|--------------|-------------------------------------|-----------|----------|-----------|
|              | WOLTERS KLUWER LAW & BUSINESS       | BOOKS     | 4,652.10 | 022833    |
|              | KUBON & SAGNER                      | BOOKS     | 4,306.07 | 022834    |
|              | LEXISNEXIS BUTTERWORTHS             | BOOKS     | 3,360.59 | 022835    |
|              | WILLIAM S HEIN & CO                 | BOOKS     | 2,639.75 | 022836    |
| September 27 | LANGER'S RESTAURANT                 | BOARD EXP | 105.73   | 021686    |
| September 30 | ALIBRIS INC                         | BOOKS     | 88.94    | 021687    |
|              | ASHGATE PUBLISHING COMPANY          | BOOKS     | 109.76   | 021688    |
|              | WOLTERS KLUWER LAW & BUSINESS       | BOOKS     | 240.24   | 021689    |
|              | BERNAN ASSOCIATES                   | BOOKS     | 71.00    | 021690    |
|              | GEORGE T BISEL COMPANY              | BOOKS     | 97.24    | 021691    |
|              | BOOK HOUSE INC                      | BOOKS     | 1,788.00 | 021692    |
|              | CARSWELL COMPANY LTD                | BOOKS     | 88.65    | 021693    |
|              | CONTINUING EDUCATION OF THE BAR CAL | BOOKS     | 5,128.30 | 021694    |
|              | CONTINUING LEGAL EDUCATION SOCIETY  | BOOKS     | 200.21   | 021695    |
|              | COUTTS LIBRARY SERVICES             | BOOKS     | 2,419.30 | 021696    |
|              | GAUNT                               | BOOKS     | 268.28   | 021697    |
|              | OTTO HARRASSOWITZ                   | BOOKS     | 1,663.71 | 021698    |
|              | INTERNATIONAL CHAMBER OF COMMER INT | BOOKS     | 270.31   | 021699    |
|              | JAMES PUBLISHING INC                | BOOKS     | 270.56   | 021700    |
|              | JURIS PUBLISHING INC                | BOOKS     | 157.50   | 021701    |
|              | KINOKUNIYA BOOK STORES OF AMERICA   | BOOKS     | 901.54   | 021702    |
|              | KUBON & SAGNER                      | BOOKS     | 1,003.95 | 021703    |
|              | LEXISNEXIS BUTTERWORTHS             | BOOKS     | 2,160.77 | 021704    |
|              | LIBRERIA LINARDI Y RISSO A LINARDI  | BOOKS     | 312.08   | 021705    |
|              | MANHATTAN PUBLISHING COMPANY        | BOOKS     | 160.00   | 021706    |
|              | MARY MARTIN BOOKSELLERS             | BOOKS     | 170.00   | 021707    |
|              | ALAN MOSS LTD                       | BOOKS     | 225.00   | 021708    |
|              | NATIONAL BOOK NETWORK               | BOOKS     | 897.97   | 021709    |
|              | PRACTISING LAW INSTITUTE            | BOOKS     | 159.21   | 021710    |
|              | THOMSON REUTERS TAX & ACCOUNTING    | BOOKS     | 239.00   | 021711    |
|              | WYOMING STATE BAR                   | BOOKS     | 208.00   | 021712    |
|              | YBP LIBRARY SERVICES                | BOOKS     | 174.00   | 021713    |

143,567.06

Date Printed: 10/17/11

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

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| DATE         | PAYEE                          | FOR           | AMOUNT     | CHECK NO.  |
|--------------|--------------------------------|---------------|------------|------------|
| September 1  | LOS ANGELES COUNTY LAW LIBRARY | REIMBURSEMENT | 106,289.79 | TS00145778 |
| September 9  | L A DEPT WATER & POWER         | ELECTRIC/FIRE | 21,523.28  | TS00146224 |
|              | PERS                           | HEALTH INS    | 54,519.98  | TS00146224 |
|              | THOMSON REUTERS                | BOOKS         | 23,576.08  | TS00146224 |
| September 15 | THOMSON REUTERS                | BOOKS         | 68,036.96  | TS00146532 |
| September 21 | OTTO HARRASSOWITZ              | BOOKS         | 14,616.86  | TS00146846 |
|              | LOS ANGELES COUNTY LAW LIBRARY | REIMBURSEMENT | 98,277.34  | TS00146846 |
|              | THOMSON REUTERS                | BOOKS         | 14,580.44  | TS00146846 |
| September 30 | LEXISNEXIS ONLINE SERVICES     | BOOKS         | 14,900.00  | TS00147335 |
|              | THOMSON REUTERS                | BOOKS         | 10,816.50  | TS00147335 |

427,137.23

Date Printed: 10/17/11

STAFF UPDATE

- **Michele Lucero**, Director, Communications, has resigned to complete her dissertation in Dispute Resolution and to begin work with a commercial company, handling recruitment and business development. Working under the guidance of Senior Director Jaye Nelson, during her time at LA Law, Michele established a solid foundation for the new Communications team. Among the accomplishments were the establishment of a consistent marketing message, development of ads, sponsorship and tribute notices, creation of uniform collateral material, and implementation of the staff “WAAG” (Week-At-A-Glance) report. Michele’s last day with the LA Law Library is October 21, 2011.
- **Robert Wright**, Reference Librarian, has announced his retirement from the Law Library after 19 years of service. During his tenure, Robert provided excellent reference assistance at the reference desk and responded to users via email and web chat. He was responsible for collection development in State jurisdictions. Robert’s last day is scheduled for October 28, 2011.
- The Law Library will be closed on October 19, 2011 for full day in-service training as part of our quarterly All-Staff meetings. The full day session included a 3-hour workshop on unlawful harassment prevention, an introductory session on providing excellent customer service, and a presentation by the LA Police Department on recognizing and working through difficult situations, with a focus on library users with special needs.
- Branch assistants were hired to fill vacancies in two of our branch locations beginning October 17, 2011. **Pedro Orellana** previously worked as a Library Assistant at Cerritos Public Library and as a Library Technician at the Anaheim Central Library. Pedro holds a BA in Liberal Studies from the California State University, Los Angeles. **Stephanie Maldonado** received her MLIS from San Jose State and her BA in English from UCLA. She previously worked at the East Los Angeles County Library and for the Los Amigos retail book collection of East Los Angeles Library. Pedro will staff our Long Beach Branch; Stephanie will staff the Pomona Branch.
- On October 17, 2011, **Ron Silva**, currently a library aide in our scanning project, and **Min Cho** joined the Law Library’s LC relabeling project as library aides under the supervision of Betsy Warner.
- **Sandi Li**, a student in the San Jose State Library School master’s degree program, is serving a 15-week internship in Reference and Research. Austin Stoub, Reference Librarian, is coordinating the internship which includes project work as well as exposure to the Reference Desk and providing legal reference assistance.



**OUTREACH / TRAINING UPDATE**

- **Reference and Research:**
  - Two public training classes were held during the month of October. On October 8, 2011, Eric Bender taught Legal Research, Print Resources, followed by Austin Stoub's Introduction to Electronic Resources and Research Strategies on October 15, 2011. Eric's class of 15 and Austin's class of 20 received very positive responses.
  - Approximately 25 paralegal students from Mission College visited the LA Law Library on October 10, 2011. Ralph Stahlberg and Paula Hoffman provided an introduction and tour of the Law Library.
  
- **Programs and Partnerships:**
  - On September 28, Cathy Lintvedt, Member Services Librarian, visited the newest law firm to join our Members Program. She met with firm members and discussed the benefits and services available through the Program.
  - Janine Liebert taught a Westlaw class at Pasadena Public Library on October 5, 2011.
  - On October 10, 2011, Malinda Muller, Director, Programs & Partnerships and Cathy Lintvedt, Member Services Librarian, presented a workshop, "Locating and Hiring a Lawyer" at LAPL, Van Nuys branch.
  - On October 14, 2011, Malinda Muller presented a "Legal Reference Basics" workshop for Los Angeles County Public Library, Regional Administrators and Librarian meeting in Manhattan Beach. 30 public librarians, library managers and library administrators attended the program. Response was so positive that additional programs are planned for other regional meetings.
  
- I attended the Western Center on Law & Poverty Annual Garden Party on October 4, 2011. This year's honorees included former Chief Justice Ron George, who received the Earl Johnson Equal Justice Award; Jack Londen, Partner at Morrison and Foerster received the Brinsley Award; and Bill Powers, retired Western Center Advocate received the Advocate's Award.
  
- Malinda Muller, Director, Programs & Partnerships and I attended the grand opening of the new West Hollywood Public Library on Saturday, October 1, 2011.



STATISTICS

- September, 2011, 1<sup>st</sup> – 3<sup>rd</sup> Quarter Statistics (*please see Attachment 5*)



## EXECUTIVE DIRECTOR REPORT OCTOBER, 2011 | STATISTICS

|  |   |              | 2010<br>Year  | 2011<br>1st Quarter | 2011<br>2nd Quarter | 2011<br>3rd Quarter |
|--|---|--------------|---------------|---------------------|---------------------|---------------------|
| <b>Reference and Research</b>                  |   |              |               |                     |                     |                     |
|  | <i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i> |              |               |                     |                     |                     |
|  | Desk Inquiries  |              | 27,920        | 8,412               | 8,063               | 8,295               |
|  | Phone   |              | 10,272        | 2,400               | 2,375               | 2,372               |
|  | Email/ Live Chat  |              | 7,989         | 1,899               | 1,486               | 1,236               |
|  | By Mail   |              | 167           | 72                  | 58                  | 64                  |
|  | Foreign/International   |              | 204           | 213                 | 225                 | 195                 |
|  | Foreign/International Web   |              | 29            | 23                  | 36                  | 37                  |
|  |   | <b>Total</b> | <b>46,581</b> | <b>13,019</b>       | <b>12,243</b>       | <b>12,199</b>       |
| <b>Circulation Services</b>                    |   |              |               |                     |                     |                     |
|  | <i>The Circulation Desk responds to requests for computer sign-up, books on reserve,</i>                                |              |               |                     |                     |                     |
|  | Desk Inquiries  |              | 36,152        | 10,713              | 10,275              | 10,512              |
|  | Phone Inquiries   |              | 5,039         | 1,696               | 1,591               | 1,796               |
|  |   | <b>Total</b> | <b>41,191</b> | <b>12,409</b>       | <b>11,866</b>       | <b>12,308</b>       |
|  | Books Circulated  |              | 16,616        | 3,922               | 3,496               | 3,107               |
| <b>Document Delivery / E-Delivery Services</b> |   |              |               |                     |                     |                     |
|  | <i>Document Delivery responds to requests for materials from the LA Law Library collection.</i>                         |              |               |                     |                     |                     |
|  | Phone Inquiries   |              | 765           | 211                 | 175                 | 53                  |
|  | Email   |              | 216           | 70                  | 73                  | 18                  |
|  | In-Person   |              | 340           | 137                 | 80                  | 33                  |
|  | By Mail   |              | 46            | 25                  | 21                  | 335                 |
|  |   | <b>Total</b> | <b>1,367</b>  | <b>443</b>          | <b>349</b>          | <b>439</b>          |
|  | Pages Delivered   |              | 21,461        | 10,301              | 15,708              | 10,438              |

## EXECUTIVE DIRECTOR REPORT OCTOBER, 2011 | STATISTICS

|   |  |              | 2010<br>Year  | 2011<br>1st Quarter | 2011<br>2nd Quarter | 2011<br>3rd Quarter |
|---|--|--------------|---------------|---------------------|---------------------|---------------------|
| <b>Copy Center</b>  |  |              |               |                     |                     |                     |
| <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                 | 317                 |
|   | In-Person                              |              | 15,279        | 3,281               | 3,849               | 4,209               |
|   |  | <b>Total</b> | <b>15,454</b> | <b>3,339</b>        | <b>4,015</b>        | <b>4,526</b>        |
|   | Copies Made (Main Library)             |              | 261,918       | 90,596              | 110,848             | 90,835              |
| <b>Collection Management Services</b>   |  |              |               |                     |                     |                     |
| <i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i> |  |              |               |                     |                     |                     |
|   | New Titles                             |              | 912           | 308                 | 352                 | 362                 |
|   | New Continuations                      |              | 242           | 56                  | 88                  | 80                  |
|   | Book Volumes Added                     |              | 7,678         | 1,770               | 1,881               | 2,172               |
|   | Microfiche / Media Added               |              | 32,417        | 8,048               | 2,507               | 2,120               |
|   | Books Cataloged/Reclassified           |              | 20,492        | 10,730              | 12,017              | 10,583              |
|   | Volumes / Media Withdrawn              |              | 4,087         | 1,012               | 874                 | 1,009               |
| <b>Scan Project</b>   |  |              |               |                     |                     |                     |
|   | Briefs Scanned                         |              | 35,669        | 12,073              | 13,888              | 16,532              |
| <b>Web Statistics</b>   |  |              |               |                     |                     |                     |
|   | Visitors                               |              | 82,291        | 19,562              | 18,455              | 13,969              |
|   | Visits                                 |              | 151,300       | 38,540              | 36,823              | 29,085              |
|   | Average Daily Visits                   |              | 397           | 428                 | 404                 | 316                 |
|   | Average Duration                       |              | 9:10          | 32:33               | 34:11               | 31:19               |
|   | Visitors: US                           |              | 68.64%        | 70.78%              | 71.72%              | 73.48%              |
|   | Visitors: Other Countries /Unspecified |              | 31.36%        | 29.22%              | 28.28%              | 18.07%              |

## EXECUTIVE DIRECTOR REPORT OCTOBER, 2011 | STATISTICS

|                         |                    |  | 2010<br>Year | 2011<br>1st Quarter | 2011<br>2nd Quarter | 2011<br>3rd Quarter |
|-------------------------|--------------------|--|--------------|---------------------|---------------------|---------------------|
| <b>Branch Locations</b> |                    |  |              |                     |                     |                     |
|                         | Book Volumes Added |  | 721          | 298                 | 258                 | 343                 |
|                         | Volumes Withdrawn  |  | 460          | 141                 | 2,397               | 189                 |
|                         | Total Copies Made  |  |              | 36,695              | 32,141              | 31,217              |
| <b>Long Beach</b>       |                    |  |              |                     |                     |                     |
|                         | Desk Requests      |  | ---          | 921                 | 1,159               | 1,286               |
|                         | Phone Requests     |  | ---          | 391                 | 415                 | 359                 |
|                         | Copier Assistance  |  | ---          | 226                 | 166                 | 159                 |
|                         | Copies Made        |  | ---          | 10,309              | 8,820               | 9,797               |
|                         | Visitors           |  | ---          | 1,189               | 1,221               | 1,340               |
| <b>Norwalk</b>          |                    |  |              |                     |                     |                     |
|                         | Desk Requests      |  | ---          | 173                 | 200                 | 192                 |
|                         | Phone Requests     |  | ---          | 203                 | 240                 | 220                 |
|                         | Copier Assistance  |  | ---          | 141                 | 176                 | 199                 |
|                         | Copies Made        |  | ---          | 2,074               | 3,036               | 3,195               |
|                         | Visitors           |  | ---          | 670                 | 730                 | 632                 |
| <b>Pomona</b>           |                    |  |              |                     |                     |                     |
|                         | Desk Requests      |  | ---          | 127                 | 237                 | 307                 |
|                         | Phone Requests     |  | ---          | 10                  | 5                   | 29                  |
|                         | Copier Assistance  |  | ---          | 177                 | 214                 | 201                 |
|                         | Copies Made        |  | ---          | 3,409               | 3,909               | 4,061               |
|                         | Visitors           |  | ---          | 333                 | 527                 | 606                 |

## EXECUTIVE DIRECTOR REPORT OCTOBER, 2011 | STATISTICS

|                     |                   |  | 2010<br>Year | 2011<br>1st Quarter | 2011<br>2nd Quarter | 2011<br>3rd Quarter |
|---------------------|-------------------|--|--------------|---------------------|---------------------|---------------------|
| <u>Santa Monica</u> |                   |  |              |                     |                     |                     |
|                     | Desk Requests     |  | ---          | 244                 | 322                 | 399                 |
|                     | Phone Requests    |  | ---          | 169                 | 212                 | 232                 |
|                     | Copier Assistance |  | ---          | 180                 | 201                 | 250                 |
|                     | Copies Made       |  | ---          | 3,607               | 3,552               | 3,824               |
|                     | Visitors          |  | ---          | 659                 | 708                 | 758                 |
| <u>Torrance</u>     |                   |  |              |                     |                     |                     |
|                     | Desk Requests     |  | ---          | 261                 | 365                 | 331                 |
|                     | Phone Requests    |  | ---          | 139                 | 181                 | 117                 |
|                     | Copier Assistance |  | ---          | 336                 | 294                 | 315                 |
|                     | Copies Made       |  | ---          | 4,170               | 5,623               | 4,361               |
|                     | Visitors          |  | ---          | 879                 | 865                 | 783                 |
| <u>Van Nuys</u>     |                   |  |              |                     |                     |                     |
|                     | Desk Requests     |  | ---          | 238                 | 0                   | 0                   |
|                     | Phone Requests    |  | ---          | 197                 | 0                   | 0                   |
|                     | Copier Assistance |  | ---          | 215                 | 0                   | 0                   |
|                     | Copies Made       |  | ---          | 13,126              | 7,201               | 5,979               |
|                     | Visitors          |  | ---          | 812                 | 0                   | 0                   |

# AGENDA ITEM 8

ACTION ITEM 4

MEMORANDUM

DATE: October 20, 2011

TO: Board of Law Library Trustees

FROM: Marcia J Koslov

RE: Friends of the Los Angeles County Law Library – Approval of Board of Directors Member

The Board of Directors of the Friends of the Los Angeles County Law Library includes two groups of members. One group is appointed by the Board of Trustees of the LA Law Library. The second group is elected by the Friends Board itself.

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



## Richard J. Burdge, Jr

### **ADMISSIONS**

California

### **FIRMS**

Howrey LLP 2000-2011

Dewey Ballantine LLP 1986-2000

Lillick McHose & Charles 1979-1986

### **EDUCATION**

UCLA School of Law (JD, 1979),

*Order of the Coif*

*UCLA Law Review*, Managing Editor

Yale University (BS, 1972)

*cum laude*

Highest Honors with Exceptional Distinction  
in Administrative Sciences

After litigating complex business disputes for more than 30 years at large law firms, Richard J. Burdge, Jr. opened The Burdge Law Firm PC on April 1, 2011. At the new firm he continues to litigate complex business disputes while being able to give personal attention to each client and matter. Because of his breadth of experience in different types of cases, he can handle or work with other lawyers to handle almost any business related dispute. By keeping his overhead low he is able to provide those services at lower rates than those charged by lawyers with similar backgrounds at large firms.

He is an experienced lead trial counsel in complex jury and arbitration cases in state and federal courts and before ADR providers. He has extensive class action and representative action experience. He has effectively represented clients in a broad range of industries, including energy companies, financial institutions, manufacturers, paper companies, professional service firms, real estate lenders, developers and owners, and solar power companies.

Mr. Burdge's cases involve a wide variety of substantive areas, including contract, corporate governance and control, consumer protection, employment discrimination and termination, fiduciary, fraud, international human rights laws and their enforcement against US corporations, insider trading, joint venture and partnership, legal malpractice, real estate, RICO, securities, trade secrets, trademark, unfair competition and wage and hour claims.

Mr. Burdge has held leadership roles in a number of bar organizations with an emphasis on litigation, professional responsibility and ethics, and serving the court system. He also devotes substantial efforts to help provide access to justice for disadvantaged members of the community. Mr. Burdge has been repeatedly recognized as one of Southern California's "Super Lawyers" in the area of business litigation and has been AV rated by Martindale-Hubbell® for more than 20 years.

# THE BURDGE LAW FIRM PC

## REPRESENTATIVE MATTERS

*False Advertising Class Actions.* Represented manufacturers, distributors and promoters of supplements in defending consumer class action litigation under the California Consumer Legal Remedies Act and the Business and Professions Code in several courts. Obtained dismissals of several actions; others are pending.

*UnionBanCal Corp. tender offer litigation.* Represented the Chairman, CEO and another director in defense of the three shareholder class actions in San Francisco Superior Court and a shareholder class action in Delaware Chancery Court contesting the tender offer by Mitsubishi UFJ Financial Group, Inc. for the shares of UnionBanCal Corp. All cases settled and the tender offer was completed successfully.

*Corrie v Caterpillar, Inc.* Obtained a dismissal for a US manufacturer of products allegedly used to commit violations of international law and the Torture Victim's Protection Act in the Israeli Occupied Territories. The dismissal was affirmed by the Ninth Circuit.

*Confidential - consumer class action.* For one of the nation's largest mortgage lenders, favorably settled a consumer class action alleging violations of the Real Estate Settlement Procedures Act (RESPA) in connection with the handling of millions of escrow accounts for the payment of taxes and insurance on mortgaged properties.

*Kyocera Wireless et al. v. ITC.* Served as appellate counsel for Kyocera Wireless in the landmark 2008 CAFC case holding that the ITC lacks jurisdiction to issue limited exclusion orders against nonrespondents. In striking down a broad limited exclusion order issued by the ITC, the CAFC held that the Act prevents the ITC from issuing a limited exclusion order that excludes products of those who are not "persons determined . . . to be violating [Section 337]".

*Broadcaster, Inc. derivative litigation.* Represented the Chairman, CFO, a director and the largest shareholder of Broadcaster, Inc. in related shareholder derivative actions claiming securities law violations, looting and mismanagement. Obtained dismissal of one action and defeated motions for a preliminary injunction and a receiver in the other. Settled favorably.

*National Partnership Investments Corp. v. Battle Fowler LLP.* Represented plaintiffs in a legal malpractice action against the lawyers who drafted proxy statements found to be materially misleading by a federal jury that awarded more than \$100 million in damages. A confidential settlement resulted.

*Connecticut General Life Insurance Co. v. Luz Solar Partners Ltd., III.* Served as lead trial lawyer for the winning defendants in a complex financing dispute. Lenders to two solar power projects sued to enjoin future profit distributions and to recover millions of dollars of completed profit distributions. They claimed that financial projections, as influenced by engineering performance and future energy rates, made such distributions fraudulent transfers.

*Kirkwood v. Texaco Refining and Marketing Inc.* As lead trial counsel, successfully defended an integrated energy company against claims of race discrimination and harassment for substantial damages and punitive damages in two jury trials in Los Angeles Superior Court.

*Katayama v. The Phillipine National Bank and Tifkat L.P. v. KPMG.* Prosecuted claims of fraud and conspiracy to defraud on behalf of an investor against an international accounting firm and a large Southeast Asian bank in state and federal court to recover a multimillion-dollar loss resulting from embezzlement and breach of trust by a business partner in a venture in Southeast Asia.

# THE BURDGE LAW FIRM PC

## COURTS & ADJUDICATIVE BODIES

United States District Court for the Central District of California  
United States District Court for the Northern District of California  
United States District Court for the Eastern District of California  
United States District Court for the Southern District of California  
United States Court of Appeals for the Ninth Circuit  
United States Supreme Court  
United States Court of Appeals for the Federal Circuit

## PROFESSIONAL AFFILIATIONS

Member, American Bar Association, Litigation and Business Law Sections  
Member, Association of Business Trial Lawyers, President, 1998-1999; Governor, 1989-1999  
Member, Chancery Club  
Member, Federal Bar Association  
Member, Los Angeles County Bar Association, President-Elect, 2011-2012; Senior Vice President, 2010 - 2011; Vice President, 2009 - 2010; Board of Trustees, 1999-2001, 2009; Litigation Section, Chair, 2007-2008; Vice Chair, 2006-2007; Treasurer, 2005-2006; Secretary, 2004-2005; Executive Committee, 2001-present; Blue Ribbon Commission on Improving the Superior Court II, Member, 2005-2008; Judicial Election Evaluation Committee, Chair, 2008-2009, Vice-Chair, 2003-2008; Professional Responsibility and Ethics Committee, Member, 2002-present; Liaison to the Friends of the L.A. County Law Library (2009 - 2011)  
Member, National Center for State Courts Lawyers Committee  
Lawyer Representative for the Central District of California, Ninth Circuit Judicial Conference (2007-2010)  
Member, Attorney Admissions Fund Committee, USDC for the Central District of California (2010-present)  
Member, State Bar of California, Litigation and Business Law Sections

## PRO BONO

Arbitrator, Dispute Resolution Services (DRS) Attorney Fee Arbitration Panel, 2001-present.  
Neutral, DRS and predecessor Superior Court mediation and settlement programs, 1996-present.  
Public Counsel, Board Member, 2005-present. Handled or supervised numerous *pro bono* cases, including asylum, housing fraud, student loan issues, consumer protection, intellectual property and medical benefits.

## COMMUNITY SERVICE

Served on the fundraising committees for Yale University, Dartmouth College, UCLA Law School and Polytechnic School.

# THE BURDGE LAW FIRM PC

## PUBLICATIONS & SPEAKING ENGAGEMENTS

### BOOKS

*Weil & Brown - California Practice Guide: Civil Procedure Before Trial.* The Rutter Group (2010 & 2011). Contributing Editor.  
*Business and Commercial Litigation in Federal Courts.* ABA/Thomson West, Second Edition (2005) (and third edition to be published in 2011), Chapter 83 "Partnerships", Contributing Author.

### ARTICLES

"Court Unification News." *Los Angeles County Bar Update* Vol. 20, No. 2 & 5 (2000).  
"Do You Want to Keep a Secret? New Rules Call for Proactive Steps to Protect Confidential Information in Commercial Litigation." *The Corporate Counselor* (Winter 2001).  
"Snatching Defeat from the Jaws of Victory: Improper Conduct During Closing Argument." *ABTL Annual Seminar* (1989).

### SPEECHES

"Defense Perspective: Attacking Plaintiff's Credibility." Consumer Attorneys Association of Los Angeles Annual Convention, Las Vegas, NV (September 2010).  
"Protecting Against Unfair Competition by Former Employees, Protecting Your Company Seminar." Howrey LLP, Los Angeles and Irvine, CA (April 2007).  
"Amended Federal Rules for Electronic Discovery." Howrey LLP, Los Angeles and Irvine, CA (November 2006).  
"The Confidentiality of Privileged Communications." Ethics Symposium of the Los Angeles County Bar Association, Los Angeles, CA (November 2004).  
"Effective Use of Discovery at Trial." Association of Business Trial Lawyers, Santa Monica and Los Angeles, CA (May 2001).  
"Law and Motion Argument." Los Angeles County Bar Association, Los Angeles, CA (1999, 2000).  
"Preliminary Injunctions." Federal Bar Association, Los Angeles, CA (May 1998). Program Chair.