

AGENDA

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

REGULAR BOARD MEETING
Tuesday, January 24, 2012
12:15 P.M.

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

In accordance with Government Code Section 54953(b), (c), the Honorable Mark Juhas will participate via teleconference from:

SUPREME COURT OF CALIFORNIA
350 MCALLISTER STREET,
SAN FRANCISCO, CA 94102

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

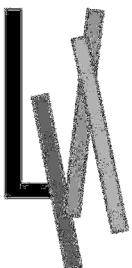
A member of the public has the right to address the Board on agenda items or on items of interest which are not on the agenda and which are within the subject matter jurisdiction of the Board. All requests to address the Board must be submitted in person to the Board President prior to the start of the 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** (10 Minutes)
2. **PRESIDENT'S REPORT** (7 Minutes)
3. **CONSENT CALENDAR** (3 Minutes)
3.1 Minutes of the December 20, 2011 Regular Board Meeting.
4. **DISCUSSION ITEM 1** (25 Minutes)
Brown Act Review, including formation of Committees – Sandra Levin, Levin & Colantuono
5. **DISCUSSION ITEM 2** (10 Minutes)
Establish Board meeting dates and agenda items
6. **DISCUSSION ITEM 3** (20 Minutes)
Mid-year Financial Review
7. **EXECUTIVE DIRECTOR REPORT** (10 Minutes)
 - Board Update
 - Facility Update
 - Financial Update
 - Staff Update
 - Outreach / Training Update
 - Statistics
8. **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.
9. **ADJOURNMENT**
The next Regular Meeting of the Board of Law Library Trustees will be held on Tuesday, February 28, 2012.

LAWLIBRARY



POSTED FRIDAY, JANUARY 20, 2011 @ 5:30 P.M.
POSTED BY EUSTORGIO BARAJAS

CONSENT CALENDAR

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

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

December 20, 2011

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, December 20, 2011 at 12:19 p.m., at the Los Angeles County Law Library Mildred L Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present:

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

Trustees Absent:

Judge Ann Jones

Staff Present:

Marcia J Koslov, Executive Director

Also Present:

Sandra Levin, Colantuono & Levin, PC

President Steinhauser determined a quorum to be present, convened the meeting at 12:19 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 Agenda Item 3, Review and Approval of revised Borrowing Rules.

President Steinhauser took into consideration a late request to speak. During the five (5) minutes allocated, Ms. Vicky Ross commented on the library's personnel, policies and security procedures.

2.0 PRESIDENT'S REPORT

There was no president's report.

3.0 CONSENT CALENDAR

3.1 Minutes of the October, 25, 2011, Regular Board Meeting

Upon motion by Trustee Plum, and seconded by Trustee Goetz, the minutes of the October 25, 2011, Regular Board Meeting were unanimously approved, 6-0. It was acknowledged that the November 15, 2011, Regular Meeting was cancelled due to a quorum not being present.

4.0 ACTION ITEM 1

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

The Executive Director presented to the Board the Financial Statements and Independent Auditor's Report for the Fiscal Year Ended June 30, 2011 from Thompson, Cobb, Bazilio & Associates. There being no discussion, Trustee Goetz made a motion to accept the Final Audit Report. The motion was seconded by Trustee Lavin and unanimously approved, 6-0.

5.0 ACTION ITEM 2

Approval of Regular Board of Trustee Meeting Dates for 2012.

During 2012 it is recommended that the Board continue to meet of the fourth Tuesday of each month except for November and December. During these two months, the Board will meet on the third Tuesday. There being no discussion, President Steinhauser requested a motion to accept the 2012 Board Meeting dates as presented:

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

Upon motion by Trustee Lavin, and seconded by Trustee Goetz, the 2012 Board Meeting dates were unanimously approved, 6-0.

6.0 ACTION ITEM 3

Review and Approval of revised Borrowing Rules.

The Executive Director presented the revised Borrowing Rules. The following elements were included: (1) the number of Borrower Categories was reduced from seven (7) to five

(5). The five continuing categories are: Individual, Corporate, Judicial, Government, and Reduced Deposit.

The Security Deposit will continue to be collected from Individual, Corporate, and Reduced Deposit Borrowers, but no Security Deposit is required from Judicial and Government borrowers. The security deposit, equal to \$20 per item, correlates to the number of items allowed for circulation by each category.

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

Circulation / Check Out

- Up to seven (7) items may be checked out at any given time by Individual, Judicial, Government and Reduced Borrowers.
- Up to twenty (20) items may be checked out at any given time by Corporate Borrowers.

Loan Periods and Renewals (no Change)

The loan period for materials will remain for 5 days. Materials in circulation can be renewed twice, unless an item is on hold for another user.

Following discussion, President Steinhauser requested a motion to adopt the revised Borrowing Rules. Upon motion by Trustee Plum, and seconded by Trustee Klein, the motion was unanimously approved, 6-0. (*The 2011 Borrower Rules are attached.*)

*Per the President's prerogative, Agenda Item 8,
The Executive Director Report, was taken up at this time.*

7.0 DISCUSSION ITEM 1

The introduction to strategic planning and establishment of a strategic planning process was tabled.

8.0 EXECUTIVE DIRECTOR REPORT

Per the Board recommendation during the October 25, 2011, Regular Board Meeting, Executive Director, Marcia Koslov, engage Thompson, Cobb, Bazilio & Associates, P.C., to review of the procedures used by the LA Law Library throughout its financial activities. TCBA has scheduled the audit for February, 2012. A report to the Board during its March 27, 2012, Regular Board Meeting, is anticipated.

Sandra Levin, Colantuono & Levin, addressed the Board and provided an update on the current litigation, Grant V. Los Angeles County Law Library Board of Trustees. As a result of the December 19, 2011 hearing, Judge Bauer amended the final approval of the class action settlement to the end of January.

The Executive Director provided an update on the Exterior Repair and Reconstruction project.

At this time, President Steinhauer allowed for a late public comment request by Ms. Vicky Ross, and thereafter continued with Agenda Item 7, Discussion Item 1.

9.0 AGENDA BUILDING

The Executive Director was directed to legal counsel regarding the procedure of Board derived committees.

10.0 ADJOURNMENT

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

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

LA LAW LIBRARY
BORROWING RULES
Effective 01/01/2012

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

REGISTRATION

To borrow books and materials: (1) Complete the Borrower Registration Application; (2) submit the appropriate Security Deposit; and (3) pay any additional established and approved fees.

BORROWER CATEGORIES

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

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

Judicial – any judge, commissioner, magistrate or referee of a State or Federal court located in Los Angeles County. A Judicial borrower may identify, in writing, a research attorney or other employee who does work of a legal nature in the performance of his/her duties.

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

Reduced Deposit – any individual who presents a Court approved “Waiver of Court Fees and Costs” for a specific, currently pending legal action in any State or Federal court within Los Angeles County. Photo identification with current name and current address is required.*

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

SECURITY DEPOSIT

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

Upon written request by a borrower, and following a three (3) month period from the date of Borrower Registration, a security deposit, less any outstanding fines or fees, will



be refunded, provided all borrowed materials have been returned. Borrowing privileges shall cease upon receipt of the written request for refund of the security deposit. Refund of security deposit will be issued in the form of a check. Security deposit is non-transferrable.

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

MESSENGER

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

LOAN PERIODS

Library materials are loaned for five (5) days.

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

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

RENEWING LIBRARY MATERIALS

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

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

FEES AND FINES

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

Library materials are not due on Sundays or on holidays when the Library is closed, but such days shall count as days of the circulation period and for calculation of overdue fines.

If Library material is overdue for more than 30 days, the item shall be deemed lost and replacement steps initiated. Replacement cost equal to the invoice price or the reproduction price of the item, and a processing fee of \$70 per item will be assessed and added to the overdue fines.



A borrower who reports an item as lost, and who confirms the loss in writing, shall be charged the amount of the fines accrued at the time of the initial report, plus the replacement cost and the processing fee. If an item deemed lost is returned before a replacement is ordered, the charges shall be reduced to the overdue fines as stated in the fee schedule.

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

SUSPENSIONS / TERMINATIONS

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

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

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

A borrower whose privileges have been suspended may in writing request the return of their Security Deposit, less any fines or fees accrued, at any time within 2 years after borrowing privileges have ceased. Any balance of the Security Deposit remaining and not requested in writing at the end of the 2 years shall become the property of the LA Law Library.

CIRCULATION SERVICES

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

BORROWING RULES | FEES AND FINES

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



AGENDA ITEM 4

DISCUSSION ITEM 1

MEMORANDUM

DATE: January 17, 2012
TO: Board of Law Library Trustees
FROM: Marcia J Koslov
RE: Brown Act

Throughout the Board meetings in 2011, members of the Board of Trustees identified questions and / or issues concerning the application of the Brown Act, California's local government open-meeting law, to actions of the Board. President Steinhauser and I thought it would be useful to have Sandi Levin, Legal Counsel for the Board, review the Brown Act at this initial meeting of 2012.

Sandi drafted two memos. The first memo is a summary of the basic provisions of the Brown Act. It provides an introduction to various legal requirements for public agency meetings, decisions and hearings. The memo also discusses rules about calling and holding various types of meetings and closed sessions, as well as guidelines for how to avoid illegal serial meetings.

In response to the specific question raised at the December Board meeting, the second memo provides advice regarding who has the authority to create, staff and support committees that assist the Board or its officers in the conduct of Library business.

Sandi will attend the meeting to discuss these memos and respond to any additional questions you may have concerning the Brown Act and its application to the LA Law Library Board of Trustees.



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MEMORANDUM

TO: BOARD OF TRUSTEES OF LOS ANGELES COUNTY LAW LIBRARY

FROM: SANDRA J. LEVIN, GENERAL COUNSEL

DATE: January 17, 2012

RE: Basic Brown Act Requirements

INTRODUCTION

This memorandum is prepared to provide you with an introduction to various legal requirements for public agency meetings, decisions and hearings and a summary of the basic provisions of the Ralph M. Brown Act, California's local government open-meeting law. It discusses rules about calling and holding various types of meetings and closed sessions, as well as guidelines for how to avoid illegal serial meetings.

Although this handbook is designed primarily for Board Members, it may also be useful for members of Library staff. We hope you will find it useful throughout your tenure in office. Should you have any questions about the information included in this handbook, please do not hesitate to contact me by phone at (213) 542-5707 or by email at SLevin@CLLAW.US.

SUMMARY OF THE MAJOR PROVISIONS AND REQUIREMENTS OF THE RALPH M. BROWN ACT

The Ralph M. Brown Act is California's "sunshine" law for local government. It is found in the California Government Code beginning at Section 54950.1 In a nutshell, it requires local government business to be conducted at open and public meetings, except in limited situations. The Brown Act is based upon state policy that the people must be informed so they can control their government.

¹ All citations refer to the Government Code unless otherwise noted.

A. Application of the Brown Act to “Legislative Bodies”

The requirements of the Brown Act apply to “legislative bodies” of local governmental agencies. This term includes the governing body of a local agency (*e.g.*, the Board of Directors, Board of Supervisors, Board, etc.) and any commission, committee, board or other body of the local agency, whether permanent or temporary, decision-making or advisory, created by formal action of a legislative body (Section 54952).

Standing committees which consist solely of less than a quorum of a legislative body are subject to the requirements of the Act. (Section 54952(b).) Some common examples include the finance, personnel, or similar policy subcommittees of the legislative body that have either some “continuing subject matter jurisdiction” or a meeting schedule fixed by formal action of the legislative body. Standing committees exist to make routine and regular recommendations on a specific subject matter; they survive resolution of any one issue or matter, and are a regular part of the governmental structure.

The Brown Act does not apply to *ad hoc* committees, provided they are composed solely of members of the legislative body, do not comprise a quorum of that body, are advisory, do not have some “continuing subject matter jurisdiction,” and do not have a meeting schedule fixed by formal action of a legislative body. (Section 54952(b).) Thus, *ad hoc* committees would generally serve only a limited or single purpose, they are temporary and advisory and are dissolved when their work is done.

Advisory and standing committees may, but are not required to, have regular meeting schedules. Even if such a committee does not have a regular meeting schedule, its agendas should be posted at least 72 hours in advance of the meeting. If this is done, the meeting is considered to be a regular meeting for all purposes. If not, the meeting must be treated as a special meeting, and all of the rules discussed below for special meetings apply, discussed below.²

B. Meetings

The central provision of the Brown Act requires that all “meetings” of a legislative body be open and public. “Meeting” (Section 54952.2) is very broadly defined and encompasses almost every gathering of a majority of the Board including:

“any congregation of a majority of the members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains.”

² The governing boards of private entities are also subject to the Brown Act if either of the following applies: (i) the entity is created by an elected legislative body to exercise lawfully delegated authority of the public agency, or (ii) the private entity receives funds from the local agency and the private entity’s governing body includes a member of the legislative body appointed to the private entity’s board by the legislative body (Section 54952).

In plain English, this means that a meeting is any gathering of a majority of members to hear *or* discuss any item of present or potential agency business.

Six specified types of gatherings are *not* subject to the Brown Act: (1) individual contacts; (2) seminars and conferences; (3) open and publicized community meetings; (4) meetings of another legislative body for which an agenda has already been posted (like a county's board of supervisors); (5) social or ceremonial occasions; and (6) attendance at a standing committee by a member who is not a committee member. Unless a gathering of a majority of members falls within one of the exceptions discussed below, if a majority of members are in the same room and *merely listen* to a discussion of agency business, they will be participating in a meeting that requires notice, an agenda, and opportunity for public comment.

1. The individual contact exception

Conversations, whether in person, by telephone or other means, between a member of a legislative body and any other person are not a meeting (Section 54952.2(c)(1)). However, such contacts may constitute a "serial meeting" in violation of the Brown Act if the individual makes a series of individual contacts (i.e. communications exchanging views) with other members of the legislative body "to discuss, deliberate, or take action upon any item of business that is within the subject matter jurisdiction of the legislative body." "Serial meetings" are discussed further below.

2. The seminar and conference exception

The attendance by a majority of board members at a seminar or conference or similar educational gathering is also generally exempt from Brown Act requirements (Section 54952.2(c)(2)). However, in order to qualify under this exception, the event must be open to the general public (and not merely to members of an organization) and be limited to issues of general interest to the public or to local agencies. Finally, this exception will not apply to a conference or seminar if a majority of board members discuss business of the Library, except as part of the program (*i.e.*, you cannot sit in the back of the seminar room and do library business out of sight of the public).

3. The community meeting exception

This exception allows members to attend neighborhood meetings, town halls, chamber of commerce lunches or other community meetings sponsored by an organization other than the library at which issues of local interest are discussed (Section 54952.2(c)(3)). Several rules limit this exception. First, the meeting must be "open and publicized." Therefore, for example, attendance by a majority of a body at a homeowners' association meeting limited to residents of a particular development and only publicized among members of that development would not qualify for this exemption. Also, as with other exceptions, a majority of members cannot discuss among themselves items of library business except as part of the program.

4. The other legislative body exception

This exception allows a majority of members of any legislative body to attend meetings of other legislative bodies (such as the county, library or joint powers agency) without treating such attendance as a meeting of their own legislative body (Section 54952.2(c)(4)). Of course, as with other exceptions, the members are prohibited from discussing library business among themselves except as part of the scheduled meeting.

5. The social or ceremonial occasion exception

Brown Act requirements do not apply to attendance by a majority of members at a purely social or ceremonial occasion, provided that a majority of members do not discuss among themselves matters of public business (Section 54942.2(c)(5)).

6. The standing committee exception

This exception allows members to attend a meeting of a standing committee of which they are not members without making the gathering a meeting of the full Board. This exception applies only if the attendance of the members of the legislative body who are not standing committee members would not create a gathering of a majority of the legislative body; if not, then there is no “meeting” of the larger Brown Act body. If their attendance does establish a quorum of the whole Board, the Board members who are not members of their respective standing committee may only attend as “observers” (Section 54952.2(c)(6)). This means that Board members who are not committee members may not speak, sit in their board seat or otherwise participate in the standing committee's meeting. To avoid this awkward situation, we generally recommend that, if a meeting of a standing committee is likely to be attended by other members, the meeting be agendized as a meeting of the whole Board. This will allow all members to participate.

C. Serial Meetings

In addition to regulating gatherings of a majority of members of a legislative body, the Brown Act also addresses some contacts between individual members of legislative bodies. On the one hand, the Brown Act specifically states that it is not intended to control individual contacts or conversations between a member of a legislative body and any other person (Section 54952.2(c)(1)). On the other, the Brown Act prohibits a series of such individual contacts if they result in a “serial meeting.” Section 54952.2(b)(1) states:

(1) A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.

Thus, a serial meeting is a series of meetings or communications between individuals in which ideas are exchanged among a majority of a legislative body (*e.g.*, four of seven Board Members) through one or more intermediaries or through a technological device (such as a telephone

answering machine, e-mail or voice mail), even though a majority of members never gathers in the same place at the same time.

Prohibited serial meetings commonly occur in one of two ways; either a staff member, a member of the body, or some other person individually contacts a majority of members of a body and shares ideas among the majority (“I’ve talked to Board members A and B and they will vote ‘yes.’ Will you?”) or, without the involvement of a third person, member A calls member B, who then calls member C, and so on, until a majority of the body has discussed, deliberated or taken action upon a matter of Board business. The first is known as a “hub and spoke” meeting and the second is known as a “daisy chain” meeting.

However, Section 54952.2(b)(1) expressly clarifies that the rule against serial meetings is *not* intended to prohibit informational briefings, question and answer and other communications with staff:

(2) Paragraph (1) shall not be construed as preventing an employee or official of a local agency, from engaging in separate conversations or communications outside of a meeting authorized by this chapter with members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency, if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body.

Thus, it is permissible (and often helpful) to contact staff with questions and obtain information concerning agenda items *so long as staff does not convey the opinions or positions of other board members.*

Accordingly, the rule against serial meetings does not prohibit all communication between individuals regarding library business. It does, however, prevent a majority of the members of a body subject to the Brown Act from discussing, deliberating or taking action upon an item within the subject matter of the that body, even if the discussion or deliberation involves the use of technology (email is a common problem) or individuals.

A common situation in which intermediaries can create a serial meeting problem is a serial briefing in which staff briefs each member of the Board in turn, or a constituent or developer lobbies each member of the Board. The Brown Act states that such serial briefings do not violate the Brown Act only if the staff member or other intermediary “does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body.” Accordingly, when you have the sense that someone is discussing an item of library business with you as one of a series of conversations with board members, you must prevent that person from sharing the views of other board members with you.

Moreover, we do recommend the following guidelines to avoid inadvertent serial meetings. These rules apply **only** when a majority of a legislative body is involved in a series of contacts or communications, such as contacts with local agency staff, constituents, developers, lobbyists and other Board members .

1. Contacts with staff

Staff can inadvertently become a conduit among a majority of a legislative body when providing briefings on local agency business. To avoid developing a collective concurrence through a staff briefing, board members should not ask staff to describe the views of other members of the body, and staff should not volunteer those views if known.

2. Contacts with constituents, developers and lobbyists

As with staff, a constituent or lobbyist can also inadvertently become an intermediary who causes an illegal serial meeting. Constituents' unfamiliarity with the Brown Act can aggravate this potential problem because they may expect a board member to be willing to commit to a position in a private conversation in advance of a meeting. To avoid development of a collective concurrence in constituent conversations:

- a. First, state the ground rules "up front." Ask if the constituent has or intends to talk with other members of the body about the same subject; if so, make it clear that the constituent should not disclose the views of other members during the conversation.
- b. Explain to the constituent that you will not make a final decision on a matter prior to the meeting. For example: "State law prevents me from giving you a commitment outside a meeting. I will listen to what you have to say and give it consideration as I make up my mind."
- c. Do more listening and asking questions than expressing opinions.
- d. If you disclose your thoughts about a matter, counsel the constituent not to share them with other members of the legislative body.
- e. Be aware that e-mails may constitute a serial meeting. E-mail may also be considered a disclosable public record. It is generally not advisable to use the "reply all" feature of email software when a message has been copied to a majority of the members of a Brown Act body. In addition, when an email is received that – on its face – has been copied to a quorum of a Brown Act body, we recommend the Board members copy the message to Library staff so it can be preserved as a public record in compliance with Government Code Section 54957.5.

3. Contacts with fellow members of the same legislative body

Direct contacts concerning local agency business with fellow members of the same legislative body, whether through face-to-face or telephonic conversations, notes or letters, electronic mail or staff members, are the most obvious means by which an illegal serial meeting can occur. This is not to say that a member of a legislative body is precluded from discussing items of agency business with another member of the body outside of a meeting; as long as the

communication does not involve a quorum of the body (*i.e.*, three out of five board members), no “meeting” has occurred. There is, however, always the risk that one participant in the communication will disclose the views of the other participant to a third or fourth member, creating the possibility a collective concurrence will be achieved outside a public meeting. Therefore, we recommend you avoid discussing local agency business with a quorum of the body or communicating the views of other members outside a meeting.

These suggested rules of conduct may seem unduly restrictive and impractical, and may make acquisition of important information more difficult or time-consuming. Nevertheless, following them will help assure that your conduct comports with the Brown Act’s goal of open government. If you have questions about compliance with the Act in any given situation, please the Library Attorney’s office for advice.

D. Meeting Location and Teleconferencing

With a very few exceptions, all meetings of a legislative body must occur within the boundaries of the agency it governs (Section 54954). Exceptions to this rule allow a Board to meet outside the library’s jurisdiction to: (i) comply with a court order or attend a judicial proceeding, (ii) inspect real or personal property, (iii) attend a meeting with another legislative body in that other body’s jurisdiction, (iv) meet with a state or federal representative to discuss issues affecting the local agency over which the other officials have jurisdiction, (v) meet in a facility outside of, but owned by, the local agency, or (vi) visit the office of the local agency’s legal counsel for a closed session. These are meetings and in all other respects must comply with agenda and notice requirements.

“Teleconferencing” may be used to conduct meetings and to allow members of the body to be counted towards a quorum and to participate in a meeting from remote locations (Section 54953(b)). The following requirements apply: the remote locations must be connected to the main meeting location by audio or video or both; the notice and agenda of the meeting must identify the remote locations; the remote locations must be posted and accessible to the public; all votes must be by roll call; and the meeting must in all respects comply with the Act, including participation by members of the public present in remote locations. A quorum of the legislative body must participate from locations within the jurisdiction, but other members may participate from outside the jurisdiction. The Library cannot be compelled to allow teleconferencing. The teleconferencing rules only apply to members of the legislative body; they do not apply to staff members, attorneys or consultants who can participate remotely without following the posting and public access requirements.

E. Notice and Agenda Requirements

Two key provisions of the Brown Act that ensure that the public’s business is conducted openly are its requirements that legislative bodies post agendas prior to their meetings (Sections 54954.2, 54955 and 54956) and that no action or discussion occur on items not listed on the posted agenda (Section 54954.2). Limited exceptions to the rule are discussed below.

Legislative bodies, except advisory committees and standing committees, are required to establish a time and place for regular meetings (Section 54954(a)). Meeting agendas must contain a “brief, general description” of each item of business to be discussed (Section 54954.2(a)). A description need not exceed 20 words. Each agenda must be posted in a place freely accessible to the public. Starting January 1, 2012, all agendas for special or regular meetings must also be posted on the local agency’s internet website, if one exists. (The Library is already in compliance with this requirement.)

Other agenda posting requirements differ depending on the type of meeting to be conducted. If the meeting is a “regular meeting” (*i.e.*, occurs on the body’s regular meeting day, without a special meeting call), the agenda must be posted 72 hours in advance (Section 54954.2(a)). For “special meetings,” the “call” of the meeting and the agenda (which are typically one and the same) must be posted at least 24 hours in advance (Section 54956).

Each board member must personally receive written notice of the special meeting by personal delivery or by “any other means” (such as fax, email or U.S. mail) at least 24 hours before the special meeting, unless they have previously waived receipt of written notice. Journalists and other members of the public can also request written notice of special meetings and, if they have, that notice must be given at the same time notice is provided to members of the legislative body.

Both regular and special meetings may be adjourned to another time. Notices of adjournment of a meeting must be posted on the door of the room where the meeting occurred within 24 hours after adjournment (Section 54955). If the adjourned meeting occurs more than five days after the initial meeting, a new agenda for that adjourned meeting must be posted 72 hours in advance of the adjourned meeting (Section 54954.2(b)(3)).

The Brown Act requires the local agency to mail the agenda or the full agenda packet to any person making a written request and the agency must do so no later than the earlier of (i) when agenda is posted and (ii) when it is delivered to board members. The agency may charge a fee to recover its costs of copying and mailing. Any person may make a standing request to receive these materials, which an agency may require to be renewed annually. Failure by any requestor to receive the agenda does not constitute grounds to invalidate any action taken at a meeting (Section 54954.1).

All meetings must comply with the Americans with Disabilities Act of 1990 and, if requested, the agenda and documents in the agenda packet must be made available in the appropriate alternate format to persons with a disability. It is a good idea to post a notice on agendas that requests for accommodations of disability can be addressed to a specified agency representative and indicate how much lead time the agency needs to handle such requests (which should not be longer than necessary).

- F. Public Participation
 - 1. Regular meetings

Regular meeting agendas must allow for two types of public comment. The first is a general audience comment, a time when the public can comment on any item within the subject matter jurisdiction of the local agency. This general audience comment period may be placed anywhere on an agenda (Section 54954.3). In addition, regular meeting agendas must also allow comment on items on the agenda before or during the board member's consideration of each item (Section 54954.3).

Some public entities satisfy both requirements by placing a general audience comment period at the beginning of the agenda during which the public can comment on agenda and non-agenda items. Other public entities provide public comment periods as each item or group of items comes up on the agenda, and leave general public comment to the end of the agenda. Either method is permissible, though public comment on public hearing items must be taken during the hearing. Caution should also be taken with consent calendars. There should be a public comment period for consent calendar items before the Board acts on the consent calendar, unless it permits members of the audience to "pull" items from the calendar.

The Brown Act allows a body to preclude public comments on an agenda item if the item was considered by a committee of the body which held a meeting where public comments on that item were allowed. So, if the body has standing committees (which are required to have agendized and open meetings with an opportunity for the public to comment on items on that committee's agenda) and the committee has previously considered an item, then at the time the item comes before the full body, the body may choose not to take additional public comments on that item. However, if the version presented to the body is different from the version presented to, and considered by, the committee, the public must be given another opportunity to speak on that item at the meeting of the full body (Section 54954.3). This exception is not commonly relied upon by smaller local agencies and resort to it can be controversial.

2. Public comments at special meetings

The Brown Act requires that agendas for special meetings provide an opportunity for members of the public to address the body concerning any item listed on the agenda prior to the body's consideration of that item (Section 54954.3). Unlike regular meetings, a special meeting agenda need not provide for comment on items not on the agenda.

3. Limitations on the length and content of the public's comments

A legislative body may adopt reasonable limits on the time allocated to each member of the public. Common time limits are three or five minutes per speaker. A legislative body may also adopt reasonable regulations limiting the total of time allocated for public testimony on legislative matters, such as a zoning ordinance or other regulatory ordinance (Section 54954.3(b)). However, we do not recommend setting total time limits per item for any quasi-judicial matter such as an appeal of a staff decision or a decision regarding a permit application. Application of a total time limit to a quasi-judicial matter could violate the due process rights of those who are not able to speak.

The Brown Act precludes a legislative body from prohibiting public criticism of the policies, procedures, programs, or services of the agency or the acts or omissions of the Board (Section 54954.3 (c)). This does not mean that a member of the public may say anything. If the topic of the public's comments is not within the subject matter jurisdiction of the agency, he or she can be cut off.

The body also may adopt reasonable rules of decorum which preclude a speaker from disrupting, disturbing or otherwise impeding the orderly conduct of public meetings. Also, the right to publicly criticize a public official does not include the right to slander that official, though the line between criticism and slander is often difficult to determine in the heat of the moment. Care must be given to avoid violating the speech rights of speakers by suppressing opinions relevant to the business of the body.

The use of profanity may be a basis for stopping a speaker. However, it will depend upon what profane words or comments are made and the context of those comments in determining whether it rises to the level of impeding the orderly conduct of a meeting. While terms such as "damn" and "hell" may have been disruptive words thirty years ago, today's standards seem to accept a range of stronger language. Therefore, if the chair is going to rule someone out of order for profanity, the chair should make sure the language is truly objectionable *and* that it causes a disturbance or disruption in the proceeding before the chair cuts off the speaker. It is also generally better to warn someone on a first offense rather than to cut them off for breaking a rule of which they may have been unaware.

4. Discussion of non-agenda items

A Brown Act body may not take action or discuss any item that does not appear on the posted agenda (Section 54954.2). There are two exceptions to this rule. First, if the body determines by majority vote that an emergency situation exists the emergency can be discussed. The term "emergency" is limited to work stoppages, crippling disasters, or other dire emergency. (Section 54956.5.) Second, if the body finds by a two-thirds vote of those present, or if less than two-thirds of the body is present, by unanimous vote, that there is a need to take immediate action on an item and the need for action came to the attention *of the local agency* (not of the Board) after the agenda was posted (Section 54954.2 (b)). This means that if four members of a five-member body are present, three votes are required to add the item; if only three are present, a unanimous vote is required.

In addition to these exceptions, there are several *limited* exceptions to the rule prohibiting discussion of non-agenda items, which are most useful when public comment raises an issue which is not agendized and some reply to public is desirable. Those exceptions are:

- Members of the legislative body or staff may briefly respond to statements made or questions posed by persons during public comment periods;
- Members or staff may ask questions for clarification and provide a reference to staff or other resources for factual information;

- Members or staff may make a brief announcement, ask a question or make a brief report on his or her own activities;
- Members may, subject to any procedural rules adopted by the legislative body, request staff to report to the legislative body at a subsequent meeting concerning any matter; and
- The legislative body may, subject to the rules of procedures of the legislative body, direct staff to place a matter on a future agenda.

The body may not discuss non-agenda items to any significant degree under these exceptions. Comments *must* be brief. These exceptions do not allow long or wide-ranging question and answer sessions between the public and Board or between legislative body and staff. A useful rule of thumb is to prevent a quorum of the Board from commenting on such items, limiting, for example, discussion to two members of a five-member Board.

When the body is considering whether to direct staff to add an item to a subsequent agenda, these exceptions do not allow the body to discuss the merits of the matter or to engage in a debate about the underlying issue.

To protect the body from problems in this area, legislative bodies may wish to adopt a rule that any one or two members may request an item to be placed on a subsequent agenda, so that discussion of the merits of the issue can be easily avoided. If the legislative body does not wish to adopt this rule, then the body's consideration and vote on the matter must take place with essentially no discussion of the merits of the proposal.

It is important to interpret these exceptions narrowly so that an important and complex action is not tainted by a non-agendized discussion.

5. The public's right to photograph, videotape, tape-record and broadcast open meetings

The public may videotape, film, photograph or broadcast a public meeting (Section 54953.5). However, a body may prohibit or limit recording of a meeting if the body finds that the recording cannot continue without noise, illumination, or view obstruction that would disrupt the meeting (Section 54953.5). Disruption must be narrowly interpreted to mean actual interference with the ability of the Board to discuss agency business or members of the audience to hear that discussion.

Any audio or video record of an open and public meeting made, for whatever purpose, by or at the direction of the agency is a public record and subject to inspection by the public under the Public Records Act. The Library must not destroy the record for at least 30 days following the meeting. Members of the public must be able to view or listen to the record at no charge on equipment provided by the agency (Section 54953.5).

If a member of the public requests a copy of the tape, the agency must provide it, but may charge a fee to cover the cost of duplication.

The Brown Act requires written material distributed to a majority of the body by *any person* to be provided to the public without delay, including provision of the materials in an alternate format if requested by a person with a disability. If it is distributed less than 72 hours before a meeting and pertains to an item of business at that meeting, it must be made available to the public (typically at the circulation desk) when it is made available to members of the legislative body (Section 54957.5).

One problem in applying this rule arises when written materials are distributed directly to a majority of the body without knowledge of staff, or even without the members knowing that a majority has received it. The law still treats these materials as public records. Thus, it is a good idea for at least one member of the body to ensure that staff gets a copy of such documents so that copies can be made for the agency's records and for the public.

G. Closed Sessions

The Brown Act allows a legislative body to convene a closed session during a meeting in order to meet privately with its advisors on specifically enumerated topics, although the Board will rarely convene in closed session during the course of its business. Sometimes people refer to closed sessions as “executive sessions,” a term used in the Brown Act’s early days. Business that may be conducted in closed session includes personnel evaluations, labor negotiations, pending litigation, and real estate negotiations (see Sections 54956.7 through 54957 and Sections 54957.6 and 54957.8). The political sensitivity of an item is not a lawful reason for a closed session discussion and no exception allows closed discussion of contracts other than labor agreements, settlement agreements and real estate contracts.

The Brown Act specifically protects the confidentiality of closed session discussions. A person who acquires confidential information during a closed session may not disclose that information to a person not entitled to receive it unless the legislative body has authorized disclosure. However, there are relatively few remedies for violations of this rule, as discussed below (Section 54963).

The Brown Act requires that closed session business be described on the public agenda. If the agency uses statutorily prescribed language, legal challenges to the adequacy of the description are barred (Section 54954.5). This so-called “safe harbor” encourages local governments to use very similar agenda formats and often requires legal assistance in preparing a closed session agenda.

A legislative body must reconvene a public meeting after a closed session and publicly report specified actions and the vote taken on those actions in closed session (Section 54957.1). There are limited exceptions for certain kinds of litigation decisions, and to protect the victims of sexual misconduct or child abuse.

Contracts, settlement agreements or other documents that are finally approved or adopted in closed session must be disclosed when the closed session ends to any person who has made a standing request for all documentation in connection with a request for notice of meetings

(typically journalists) and to any person who makes a request within 24 hours of the posting of the agenda, if the requestor is present when the closed session ends (Section 54957.1).

The Brown Act also includes detailed requirements describing when litigation is considered “pending” for the purposes of a closed session (Section 54956.9). These requirements involve detailed factual determinations that will probably be made in the first instance by the Library Attorney.

Closed sessions may be called to order in a different location than the Board’s usual meeting place if the location is noted on the agenda and the public can be present when the meeting begins. Moreover, public comment on closed session items must be allowed before the closed session begins.

One common question is whether a body may discuss salary and benefits of an individual employee (such as a general manager) as part of an evaluation session under Section 54957. It may not. However, the body may designate a negotiator to negotiate with that employee and meet with its negotiator in closed session under Section 54957.6 to provide directions. The employee in question may not be present in such a closed session (although he or she can be present to discuss his or her evaluation).

In this post-9/11 world, the Brown Act now also recognizes the need to respond to security threats. While former law prohibited closed sessions during emergency meetings, the law now permits discussion of emergency situations in closed session if approved by a two-thirds vote of the members of the legislative body present, or if less than two-thirds of the members are present, by a unanimous vote of the members present. In such a session, the legislative body may consider matters posing a threat to water supplies, waste treatment facilities and gas and electrical service. In addition, security consultants and security managers are now permitted to be present in closed session to discuss these issues. (Sections 54956.5 and 54957.)

H. Enforcement

There are both civil remedies and criminal misdemeanor penalties for Brown Act violations. Civil remedies include injunctions against further violations, orders nullifying an unlawful action, and orders determining the validity of any rule to penalize or discourage the expression of a member of the legislative body (Section 54960.1). The provision relating to efforts to penalize expression may come up in the context of measures by the legislative body to censure or penalize one of its members for breaching confidentiality or other violations. This area of law is charged with difficult free-speech, due process and attorney-client-privilege issues. The tape recording of closed sessions is not required unless a court orders such taping after finding a closed session violation (Section 54960).

Prior to filing suit to challenge an alleged Brown Act violation, a complaining party must make a written demand that the legislative body “cure” or correct the alleged violation. The demand must be made within 90 days after the challenged action was taken in open session unless the violation involves the agenda requirements under Section 54954.2, in which case the written demand must be made within 30 days. The legislative body is required to cure the

challenged action and to inform the party who filed the demand of its correcting actions, or its decision not to cure or correct, within 30 days. A suit must be filed by the complaining party within 15 days after receipt of the written notice from the legislative body, or if there is no written response, within 15 days after the 30-day cure period expires. No suit can be filed unless a demand for cure is first made.

A member of the legislative body is *criminally* liable for a violation of the Brown Act if he or she intends to deprive the public of information to which he or she knows or has reason to know the public is entitled under the Brown Act (Section 54959). This standard took effect in 1994 and is different from most criminal standards; it has yet to be applied in a published appellate decision and it is therefore unclear what evidence is needed to provide a criminal violation of the Brown Act.

In addition to the remedies noted above, a member of the legislative body who willfully releases confidential information obtained in closed session without the body's permission may be referred to the grand jury, which can bring a civil charge of misconduct in office, which, if proved, results in loss of office. (A more complete description of the remedial provisions of the Brown Act appears in a paper posted at www.cllaw.us under "papers.")

I. Conclusion

The Brown Act contains many rules and some ambiguities; it can be confusing and compliance can be difficult. In the event that you have any questions regarding any provision of the law, you should contact the Library Executive Director or our office.

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MEMORANDUM

TO: Susan Steinhauser, President
Board of Trustees, Los Angeles County Law Library

CC: Marcia Koslov, Executive Director

FROM: Sandra J. Levin, General Counsel

DATE: January 17, 2012

RE: Formation of Committees

INTRODUCTION

You have asked us to provide you with advice regarding who has the authority to create, staff and support committees to assist the Board or its officers in the conduct of Library business. For example, it is customary historically for the Board President to appoint a nominating committee to assist in the nomination of officers. In addition, certain members of the Board have volunteered to provide advice and analysis regarding Strategic Planning for the Library.

This memorandum is intended to provide you with a brief summary of the legal constraints and requirements relating to the formation of committees that include members of the board. Should you have any questions about the information included in this memorandum, please do not hesitate to contact me by phone at (213) 542-5707 or by email at SLevin@CLLAW.US.

SUMMARY OF REQUIREMENTS

Board member participation in committees is voluntary. There is no legal requirement that any board member serve on a committee. Therefore, if requested to serve, any board member has the right to decline.

The process to appoint depends upon the function of the committee. No special authority is required to appoint a committee. Much like an “association” in private business, a committee is

merely a collection of people with a shared purpose or task. The pertinent legal questions are whether that committee has been imbued with the necessary authority and provided the necessary resources to perform its functions.

Thus, for example, the Executive Director has both operational and spending authority within certain limits. Therefore, she would be able to form a committee to advise her regarding ways to improve public outreach, because the tasks that she would request of such a committee (providing advice) do not require any specific legal authority. Similarly, she would be able to form a committee to select and engage a consultant to assist in community outreach because the responsibilities and spending authority are within her authority and can therefore be delegated. By contrast, she would not have the authority to appoint a committee to approve a contract for the construction of a new wing of the Library, because she does not possess the authority to approve such a contract.

The Board President, has no spending authority assigned her under either the authorizing statute or by Board action. Therefore, she cannot delegate spending authority to a committee or spend money in support of a committee. She is however, free to appoint any *advisory* committee she finds useful, so long as they either do not require resources (e.g., a nominating committee) or resources are within the authority of the Executive Director and authorized by her (e.g., a strategic planning committee). Such advisory committees would provide advice only and would not be authorized to bind the Library in any respect. Although not legally required, the President would presumably ask the committee to share its advice and recommendations with the Board (since there would be little point in an advisory committee that did not share its advice).

Of course, the Board may appoint committees and task those committees with providing advice or exercising any authority the Board chooses to delegate to the committee. The Brown Act requires that any appointment of committees by the Board be agendaized and occur in public at a duly noticed board meeting. Apart from the Brown Act (discussed further below), there are few constraints on the Board's authority to form committees.

The Board is not bound by advice received from advisory committees. As a legislative body, the Board can delegate authority but cannot abdicate its authority. As a result, the Board retains full authority to act on all matters within its jurisdiction. Furthermore, advisory bodies are just that: advisory. Each board member is free to accept or reject the advice offered by any committee.

Committees and committee members may not hold themselves out to third parties as possessing greater authority than that delegated to them. Of course, it is prohibited for any committee member to mislead third parties by misrepresenting the scope of their authority. Accordingly, when dealing with third parties, it is important that committee members not overstate their authority or imply that they have decision making authority when they are merely advisory.

Committees formed or appointed by the Board as a body are generally subject to the Brown Act. The requirements of the Brown Act apply to "legislative bodies" of local governmental agencies. This term includes the governing body of a local agency (e.g., the Board of Directors, Board of Supervisors, Board, etc.) and any commission, committee, board or other body of the local

agency, whether permanent or temporary, decision-making or advisory, created by formal action of a legislative body (Section 54952).

However, the Brown Act does not apply to *ad hoc* committees, provided they are composed solely of members of the legislative body, do not comprise a quorum of that body, are advisory, do not have some “continuing subject matter jurisdiction,” and do not have a meeting schedule fixed by formal action of a legislative body. (Section 54952(b).) Thus, *ad hoc* committees would generally serve only a limited or single purpose, they are temporary and advisory and are dissolved when their work is done.

Assuming they would dissolve once their primary purpose is accomplished, both a nominating committee and a strategic planning committee would likely be considered *ad hoc* and therefore exempt from the Brown Act, provided fewer than four board members would participate.

CONCLUSION

Anyone may appoint a committee; their authority to act or to utilize Library resources is limited to the authority conferred by whoever formed the committee.

AGENDA ITEM 5

DISCUSSION ITEM 2

MEMORANDUM

DATE: January 17, 2012
TO: Board of Law Library Trustees
FROM: Marcia J Koslov
RE: 2012 Board Meeting Dates

In December, 2011, the Board of Trustees approved the following Board meeting dates. This memo confirms those dates and suggests a general topic for each of the meetings. The initial topics are derived from issues raised in 2011 concerning either Board procedure or policy and should enable the Board to reach consensus and agreement on these procedural issues.

Between January and June, each meeting will also include an update on the exterior repair and reconstruction project. The August Board meeting will provide a final report on the project, including funding status.

The 2012 dates and general topics are:

DATE	TENTATIVE TOPIC
January 24	Brown Act Review FY12 Budget Review
February 28	Insurance Proposal Board Policies
March 27	Internal Procedures Audit Board Bylaws
April 24	Branch / Partnership Report & Recommendation
May 22	Rare Books



June 26	Budget, FY 2012-2013
July 24	Executive Director, Performance Evaluation
August 28	Final Report on Exterior Repairs and Reconstruction Project
September 25	Health Benefits for Non-represented Employees** / OPEB – Prefund health benefits
October 23	FY 2012 Audit
*November 20	Strategic Plan
*December 18	‘ -

** Please note that the Board requested review of this benefit in February, 2012. Upon inquiry, we discovered that the benefit cannot be altered until January, 2013. By taking it up later in the year, the Library will know any health care rate adjustment that will be effective in 2013.



AGENDA ITEM 6

DISCUSSION ITEM 3

Memo will be emailed separately.

AGENDA ITEM 7

EXECUTIVE DIRECTOR REPORT

BOARD UPDATE

Borrowing Rules

Following Board approval in December, 2011, the new Borrowing Rules went into effect on January 1, 2012. Signage was made and the new borrower rules were available at the circulation desk as well as distributed via email announcement and on our website.

In response to a concern raised by a participant in the Members Program, it was clarified that our agreement with Members, signed by the participant as he/she enrolls in the Program, allows “enhanced borrowing” which enables the Member to check out more items than the 7 allowed to general borrowers.

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

On October 21, 2011 the Law Library mailed 699 settlement claim forms as directed by the Court. As of Tuesday, January 17, 2012, the Law Library had received 270 responses. 27 of the letters were returned as undeliverable.

Of the remaining 270 responses, 161 requested a refund for a total of \$12,400. 82 requested that the amount be donated to the Law Library for a total of \$6,800.

At the December 19, 2011 hearing, the Court set a further hearing for 1/30/12 for final approval. There is a chance the court will issue the order in advance of the hearing and eliminate the need for that additional hearing.

Library Cards

On January 20, 2012, the LA Law Library introduced the “LA Law Library Card.” Each person wishing to use library services must hold a current Library Card. The branded Library Card is a magnetic stripe card and will be required for a number of library services including Circulation and use of the computers. The card will hold dollar values and can be used for copier and printer purposes as well as for registration for seminars and other services. Registration for the Library Card requires a picture ID and a current address. The first card is free of charge; subsequent, or lost, cards will be charged at \$6.00 per card.

FACILITY UPDATE

See attached Building Repair and Reconstruction Project report.

FINANCIAL UPDATE

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



STAFF UPDATE

Cataloging Librarian, **Christopher Thomas**, announced his separation from the Law Library late December to accept a position with UC Irvine School of Law. His last day was December 30, 2011. An announcement of the vacancy was placed and interviews are in process.

Austin Stoub, Reference Librarian, will assume temporary responsibility for the User Services team while **Angelica Buenrostro**, Support Supervisor, User Services, is on maternity leave. The User Services team includes Circulation, Document Delivery, and Copy Center. Over the upcoming weeks, Austin will work together with Angelica, and all of the team staff, to learn first-hand the operations of these interactive services. One of the Library's major goals is to provide opportunities for collaboration and cross-training among the various library service teams. Austin's acceptance of this assignment is a step in that direction.

As in past years, the LA Law Library held a food drive during the holiday season. We thank all those who contributed to the approximately 90 pounds of non-perishable goods. All foods have been donated to the Los Angeles Regional Food Bank.

OUTREACH / TRAINING UPDATE

Reference & Research:

On January 21, the Law Library will hold its Annual MCLE Cram Course for active members of the state bar. The MCLE Cram is an annual course held in the Law Library's Training Center. This course offers a total of 6-hours MCLE credit; 1 hour Substance Abuse and Attorney Well Being; 1 hour Elimination of Bias: Age Bias/Discrimination in the Legal Profession; 1 hour Professionalism: A Useful Guide; and 3 hours Legal Ethics 2011 produced by the Rutter Group.

Programs & Partnerships:

The outreach meetings with LA Public Library (LAPL) regional branch locations continued on January 5, when **Malinda Muller** presented an introduction to the LA Law Library to 14 LAPL Branch Managers. The session included a number of handouts. In particular, several senior LAPL staff stated that they greatly appreciated receiving the list of electronic resources provided to Law Library users.

On January 11, the fourth Legal Reference Basics workshop was presented for Los Angeles County Public Library (CoLAPL) staff. This session, held in CoLAPL's eastern region and hosted by the West Covina Library, has been well received by the CoLAPL, and the registration for this final workshop was closed at 40 participants. Surveys of the CoLAPL participants throughout the four workshops identified interest in a number of topical law areas. As a result, during 2012, new workshops focused on information tools for these topical areas will be under development.



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

			2009 Year	2010 Year	2011 Year
Copy Center					
	<i>Copy Center responds to requests for photocopies, printouts from our computers as well as</i>				
	Phone			175	862
	In-Person			15,279	15,368
		Total	19,000	15,454	16,230
	Copies Made (Main Library)		455,760	261,918	378,684
Collection Management Services					
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as</i>				
	New Titles		918	912	1,276
	New Continuations			242	331
	Book Volumes Added		7,330	7,678	7,652
	Microfiche / Media Added		51,565	32,417	12,927
	Books Cataloged/Reclassed		15,575	20,492	39,374
	Volumes / Media Withdrawn		9,615	4,087	3,682
Scan Project					
	Briefs Scanned		48,418	35,669	56,467
Web Statistics*					
	Visitors		74,809	82,291	51,986
	Visits		139,331	151,300	104,448
	Average Daily Visits		381	397	
	Average Duration		8:25	9:10	
	Visitors: US		69.76%	68.64%	
	Visitors: Other Countries /Unspecified		30.24%	31.36%	
*Updated Web Statistics will be available at the Board Meeting					

			2011 Year
Branch Locations			
	Book Volumes Added		1,087
	Volumes Withdrawn		2,803
	Total Copies Made		125,672
Long Beach			
	Desk Requests		921
	Phone Requests		391
	Copier Assistance		226
	Copies Made		36,536
	Visitors		4,563
Norwalk			
	Desk Requests		173
	Phone Requests		203
	Copier Assistance		141
	Copies Made		11,319
	Visitors		2,606
Pomona			
	Desk Requests		127
	Phone Requests		10
	Copier Assistance		177
	Copies Made		14,809
	Visitors		1,960

			2011 Year
<u>Santa Monica</u>			
	Desk Requests		244
	Phone Requests		169
	Copier Assistance		180
	Copies Made		14,535
	Visitors		2,738
<u>Torrance</u>			
	Desk Requests		261
	Phone Requests		139
	Copier Assistance		336
	Copies Made		18,290
	Visitors		3,173

FACILITY UPDATE

Building Envelope Repair & Exterior Restoration Project

Work Completed during the Previous 30 days

- Roof
 - A plan to resolve the remaining punch list items was developed by Swinerton and approved by ABB; in particular, several drainage issues were identified and resolved.
 - Installation of the sheet metal flashing on the roof continued.
 - Received completed hazardous waste report from Arcadis

- Exterior Walls
 - Identified two binder options and painted mock-ups on existing paint to determine if chalkiness of original paint can be reduced so that elastomeric paint will not peel. Decision is to be made on Friday, January 20, 2012.

- Exterior Reconstruction
 - Installation of waterproofing is approximately 95% complete.
 - Installed drainage and plumbing pipes on south side of Building.
 - Backfilled site next to building (deepest part of the hole) to subgrade level.
 - Began excavation and backfill of entire site to subgrade level.
 - Began forming, rebar and pouring of concrete Group 1 (planters, which serve as retaining walls, and stairs at First and Broadway).
 - Concrete colors mock-ups for walkway were poured and two colors were agreed upon.
 - Concrete mock-ups of planter walls and monuments were poured and reviewed. Following visit to new park site (on North side of Library building), a decision was made to match the concrete finish and skateboard deterrent design. (We are waiting on a cost estimate on these items.)
 - Following cost estimate of new design, the decision was made not to install the permanent Broadway ramp.
 - Hired Rolf Jensen Associates to determine person capacity of building and exit requirements.
 - Successfully brought down power to entire building and engaged to new power grid.
 - Removed upper half of old flag pole.



Work Anticipated during the Next 30 days.

- Roof
 - Complete the punch list / non-compliance list and ensure all needed corrective action is taken.
 - Complete installation of all sheet metal flashing.
 - Install the painted-to-match metal flashing on the parapet.
- Exterior Walls
 - Resolve the paint bonding / texture issue per the mock-ups and make a decision on the paint to be used for the Building.
 - Begin to paint the Library building and Hill St garage.
- Exterior Reconstruction
 - Complete the remaining waterproofing.
 - Complete the Group 1 concrete walls (planters / stairs at First and Broadway).
 - Complete the excavation and backfill of site to subgrade level.
 - Start Group 2 walls and stair (planters / stairs at First and Hill).
 - Finalize look of storefront (front doors/glass walls).

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

Project Description	Adjusted Budget	Spent to Date
Swinerton Builders	\$4,622,900	1,996,676
Construction Admin & Monitoring – ABB	193,623	69,804
Construction Admin – TMA	120,350	42,921
Construction Management - CLEO	168,000	64,000
Environmental Monitoring/Testing – Arcadis	37,602	35,596
Soil , Concrete, Rebar Testing	25,000	4,619
Contingency*	516,748	
TOTAL	5,684,223	2,213,616

Percent of total project: The project is approximately 45-50% complete. Expenditures thus far are 42% of the total project cost.

*Contingency usage status is at \$139,311. Usage includes:
 \$45,697 for demolition & underground work;
 \$11,104 for the exterior building skin;
 \$45,569 for roof work (including \$21,133 for site inspection work by Arcadis)
 \$86,941 for additional hardscape/landscape work (including \$50,170 for additional site work revisions at Hill & First and \$21,711 for handrail type and manufacturer changes).



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

INCOME	BUDGET	1ST QUARTER			2ND QUARTER			1ST & 2ND QUARTER		
		Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	YTD Budget	YTD Actual	YTD Variance
L.A. Superior Court Fees	9,292,752	2,428,213	2,218,355	(209,859)	2,260,003	2,037,790	(222,213)	4,688,216	4,256,145	(432,071)
Total - Court Fees	9,292,752	2,428,213	2,218,355	(209,859)	2,260,003	2,037,790	(222,213)	4,688,216	4,256,145	(432,071)
Interest - LAIF	40,000	10,000	5,097	(4,903)	10,000	5,107	(9,816)	20,000	10,203	(9,797)
Interest - General Fund	75,000	18,750	21,886	3,136	18,750	30,342	11,592	37,500	52,228	14,728
Interest - Deposit Fund	3,500	875	718	(157)	875	682	(193)	1,750	1,400	(350)
Total - Interest	118,500	29,625	27,701	(1,924)	29,625	36,130	6,505	59,250	63,831	4,581
Parking Fee	700,000	188,781	196,227	7,446	169,570	189,820	20,250	358,351	386,046	27,696
Total - Parking	700,000	188,781	196,227	7,446	169,570	189,820	20,250	358,351	386,046	27,696
Annual Borrowing Fee	0	0	7,450	7,450	0	925	925	0	8,375	8,375
Annual Members Fee	120,000	24,000	14,109	(9,892)	60,000	18,434	(41,566)	84,000	32,543	(51,457)
Course Registration	10,000	2,500	825	(1,675)	2,500	974	(1,526)	5,000	1,799	(3,201)
Copy Center	85,000	22,452	18,812	(3,640)	20,155	17,474	(2,681)	42,607	36,286	(6,321)
Document Delivery	25,000	5,588	7,041	1,453	5,713	5,926	213	11,301	12,967	1,666
Fines	46,000	12,279	11,823	(456)	10,207	12,775	2,568	22,486	24,598	2,112
Miscellaneous	14,500	3,625	4,350	725	3,625	300	(3,325)	7,250	4,650	(2,600)
Room Rental	7,500	1,875	0	(1,875)	1,875	225	(1,650)	3,750	225	(3,525)
Book Replacement	5,000	1,250	(59)	(1,309)	1,250	748	(502)	2,500	689	(1,811)
Forfeited Deposits	25,000	0	0	0	25,000	28,409	3,409	25,000	28,409	3,409
Friends of Law Library	120,000	0	0	0	120,000	143,000	23,000	120,000	143,000	23,000
Grants	30,000	0	0	0	0	0	0	0	0	0
Vending	5,500	1,375	1,723	348	1,375	1,657	282	2,750	3,380	630
Total - Library Services	493,500	74,945	66,074	(8,871)	251,700	230,847	(20,853)	326,644	296,920	(29,724)
TOTAL INCOME	10,604,752	2,721,564	2,507,547	(214,017)	2,710,898	2,494,587	(216,311)	5,432,461	5,002,134	(430,328)

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

EXPENDITURE	BUDGET	1ST QUARTER			2ND QUARTER			1ST & 2ND QUARTER		
		Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	YTD Budget	YTD Actual	YTD Variance
Salaries	3,400,000	748,922	706,196	42,726	893,943	847,477	46,467	1,642,865	1,553,673	89,192
Social Security	205,000	46,272	41,799	4,474	50,295	45,926	4,369	96,567	87,724	8,843
Medicare	46,000	10,154	9,853	301	12,123	11,827	296	22,277	21,680	597
Retirement	155,332	38,833	36,784	2,049	38,833	42,794	(3,961)	77,666	79,579	(1,913)
Health Insurance	600,000	147,963	146,384	1,578	140,708	143,065	(2,356)	288,671	289,449	(778)
Disability Insurance	6,500	1,481	2,233	(753)	1,580	2,180	(600)	3,060	4,414	(1,353)
Dental Insurance	55,000	12,488	14,205	(1,717)	14,205	14,667	(461)	26,694	28,872	(2,178)
Life Insurance	2,000	465	453	13	468	427	41	933	880	53
Workers Compensation Insurance	30,000	7,500	9,512	(2,012)	7,500	9,512	(2,012)	15,000	19,024	(4,024)
Unemployment Insurance	30,000	7,500	6,568	932	7,500	10,909	(3,409)	15,000	17,477	(2,477)
Vision Insurance	10,000	2,387	2,581	(194)	2,451	2,560	(109)	4,839	5,141	(302)
Accrued Sick Expense										
Accrued Vacation Expense										
Total - Personnel	4,539,832	1,023,966	976,569	47,397	1,169,606	1,131,343	38,263	2,193,572	2,107,912	85,660
American Continuations	2,400,000	431,601	369,210	62,391	517,760	878,563	(360,803)	949,361	1,247,773	(298,412)
American New Orders	150,000	73,590	34,734	38,856	19,086	19,997	(911)	92,675	54,731	37,944
Branch Continuations	350,000	44,943	50,507	(5,564)	46,457	160,219	(113,762)	91,400	210,726	(119,326)
Branch New Orders	70,000	9,485	738	8,747	48,293	634	47,659	57,778	1,372	56,406
Commonwealth Continuations	400,000	63,647	99,444	(35,797)	105,043	115,232	(10,189)	168,690	214,676	(45,986)
Commonwealth New Orders	6,500	772	1,269	(497)	778	1,354	(575)	1,550	2,622	(1,072)
Foreign Continuations	230,000	25,167	46,483	(21,316)	67,775	44,847	22,928	92,941	91,330	1,611
Foreign New Orders	35,000	5,445	20,207	(14,762)	5,327	8,161	(2,834)	10,772	28,368	(17,596)
International Continuations	140,000	19,240	22,708	(3,468)	52,847	52,436	411	72,087	75,144	(3,057)
International New Orders	15,000	3,614	3,751	(137)	2,572	4,199	(1,627)	6,185	7,950	(1,764)
General/Librarianship Continuations	55,000	11,733	9,532	2,201	20,776	9,382	11,394	32,509	18,914	13,595
General/Librarianship New Orders	2,000	131	1,647	(1,516)	440	586	(147)	571	2,234	(1,663)
Total - Library Materials	3,853,500	689,368	660,229	29,139	887,152	1,295,611	(408,459)	1,576,521	1,955,840	(379,320)
Library Materials Transferred to Assets			(660,229)			(1,295,611)			(1,955,840)	
Balance	0		0			0			0	

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

EXPENDITURE	BUDGET	1ST QUARTER			2ND QUARTER			1ST & 2ND QUARTER		
		Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	YTD Budget	YTD Actual	YTD Variance
Building / Cleaning Supplies	25,000	6,250	6,148	102	6,250	5,162	1,088	12,500	11,310	1,190
Building Maintenance	25,000	6,250	24,333	(18,083)	6,250	12,413	(6,163)	12,500	36,746	(24,246)
Building Services	23,000	5,750	2,680	3,070	5,750	3,934	1,816	11,500	6,614	4,886
Interior Improvements / Alterations	15,000	3,750	3,245	505	3,750	480	3,270	7,500	3,725	3,775
Electric & Water	120,000	32,989	34,057	(1,068)	33,228	28,137	5,091	66,217	62,194	4,023
Elevator Maintenance	15,000	3,750	3,479	271	3,750	3,906	(156)	7,500	7,384	116
Heating & Cooling	30,000	10,398	14,522	(4,124)	7,608	5,457	2,152	18,007	19,979	(1,972)
Insurance	275,000	70,027	66,078	3,949	68,808	58,020	10,787	138,835	124,098	14,737
Janitorial Services	92,000	23,000	21,880	1,120	23,000	21,880	1,120	46,000	43,761	2,239
Landscaping	12,000	3,600	2,400	1,200	0	0	0	3,600	2,400	1,200
Security	200,000	50,000	42,375	7,625	50,000	56,071	(6,071)	100,000	98,446	1,554
Total - Building Occupancy	832,000	215,764	221,197	(5,433)	208,394	195,460	12,934	424,158	416,657	7,501
Bank Charges / Other Fees	7,000	1,750	1,383	367	1,750	1,409	341	3,500	2,791	709
Bibliographical Services	35,000	26,000	21,701	4,299	3,000	2,172	828	29,000	23,872	5,128
Binding	50,000	3,000	0	3,000	17,000	0	17,000	20,000	0	20,000
Computer Services / Licensing	45,000	11,250	9,111	2,139	11,250	9,567	1,683	22,500	18,678	3,822
Continued Education	40,000	10,000	8,943	1,058	10,000	10,019	(19)	20,000	18,962	1,038
Copy Center	30,000	7,500	6,359	1,141	7,500	4,449	3,051	15,000	10,808	4,192
Electronics / Computer Hardware	30,000	7,500	942	6,558	7,500	347	7,153	15,000	1,289	13,711
Furniture / Appliances	15,000	3,750	0	3,750	3,750	975	2,775	7,500	975	6,525
Integrated Library System	42,000	21,000	9,763	11,237	0	9,763	(9,763)	21,000	19,526	1,474
Membership (Staff)	15,000	3,000	1,216	1,784	3,000	9,014	(6,014)	6,000	10,230	(4,230)
Office / Library Supplies	40,000	10,000	5,744	4,256	10,000	5,975	4,025	20,000	11,719	8,281
Other / Misc.	75,000	18,750	1,161	17,589	18,750	30	18,720	37,500	1,191	36,309
Outreach / Marketing	65,000	7,313	6,948	364	7,313	6,077	1,235	14,625	13,026	1,599
Postage / UPS / FedEx	22,000	5,126	5,229	(103)	5,677	3,831	1,846	10,803	9,060	1,743
Printing / Reproduction	15,000	3,750	1,102	2,648	3,750	1,682	2,068	7,500	2,785	4,715
Prior Year Voided Checks / Adj	0	0	0	0	0	0	0	0	0	0
Reimbursed Expenses	38,000	9,500	9,491	9	9,500	1,894	7,606	19,000	11,385	7,615
Staff Meetings / Activities	15,000	3,750	1,490	2,260	3,750	7,609	(3,859)	7,500	9,099	(1,599)
Telecommunications	42,000	8,739	6,479	2,261	12,200	6,451	5,749	20,940	12,930	8,010
Transportation Reimbursement	12,000	3,000	713	2,287	6,000	5,560	441	9,000	6,273	2,727
Vending	8,500	2,125	2,058	67	2,125	3,050	(925)	4,250	5,108	(858)
Total - Supplies & Services	641,500	166,803	99,833	66,970	143,815	89,873	53,942	310,618	189,706	120,912

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

EXPENDITURE	BUDGET	1ST QUARTER			2ND QUARTER			1ST & 2ND QUARTER		
		Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	YTD Budget	YTD Actual	YTD Variance
Accounting	17,000	0	0	0	17,000	14,175	2,825	17,000	14,175	2,825
Consulting Services	70,000	17,500	0	17,500	17,500	0	17,500	35,000	0	35,000
Legal	65,000	16,250	27,326	(11,076)	16,250	12,963	3,287	32,500	40,289	(7,789)
Payroll / HR Services	15,000	3,750	3,491	259	3,750	7,086	(3,336)	7,500	10,578	(3,078)
Recruitment Costs	20,000	5,000	0	5,000	5,000	0	5,000	10,000	0	10,000
Temporary Services	50,000	17,500	22,191	(4,691)	12,500	3,766	8,734	30,000	25,957	4,043
Total - Professional Services	237,000	60,000	53,008	6,992	72,000	37,990	34,010	132,000	90,998	41,002
Depreciation - Library Materials	3,061,800	765,450	733,885	31,565	765,450	750,827	14,623	1,530,900	1,484,712	46,188
Depreciation - Fixed Assets	330,000	82,500	49,154	33,346	82,500	49,189	33,311	165,000	98,344	66,656
Total - Depreciation Expense	3,391,800	847,950	783,039	64,911	847,950	800,016	47,934	1,695,900	1,583,055	112,845
TOTAL EXPENSES	9,642,132	2,314,483	2,133,647	180,836	2,441,765	2,254,682	187,083	4,756,248	4,388,329	367,919
TOTAL INCOME	10,604,752	2,721,564	2,507,547	(214,017)	2,710,898	2,489,480	(221,418)	5,432,461	4,997,027	(435,435)
TOTAL EXPENSES	9,642,132	2,314,483	2,133,647	180,836	2,441,765	2,254,682	187,083	4,756,248	4,388,329	367,919
NET INCOME/(LOSS)	962,620	407,081	373,900	(33,181)	269,133	234,798	(34,335)	676,213	608,698	(67,515)
Furniture / Appliances	0	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0	0
Electronics / Computer Hardware	179,000	44,750	0	44,750	44,750	0	44,750	89,500	0	89,500
Exterior Building Repairs/ Improvements	5,100,000	1,275,000	0	1,275,000	1,275,000	0	1,275,000	2,550,000	0	2,550,000
Interior Improvements / Alterations	0	0	0	0	0	4,697	(4,697)	0	4,697	(4,697)
Computer Software	185,000	46,250	0	46,250	46,250	0	46,250	92,500	0	92,500
Total - Capitalized Expenditures	5,464,000	1,366,000	0	1,366,000	1,366,000	4,697	1,361,303	2,732,000	4,697	2,727,303

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2011 - December 31, 2011 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
December 2	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	449.11	022017	
	BOOK HOUSE INC	BOOKS	147.51	022018	
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	126.13	022019	
	CALIF COURT ASSOCIATION	BOOKS	131.00	022020	
	CALIFORNIA CHAMBER OF COMMERCE	BOOKS	355.98	022021	
	CARSWELL COMPANY LTD	BOOKS	57.50	022022	
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,164.47	022023	
	EAST VIEW INFORMATION SERVICES INC	BOOKS	30.69	022024	
	EUROMONEY TRADING LIMITED	BOOKS	502.00	022025	
	GAUNT	BOOKS	156.07	022026	
	OTTO HARRASSOWITZ	BOOKS	96.39	022027	
	HARRIETT BUHAI CENTER FOR FAMILY LA	BOOKS	125.00	022028	
	ILLINOIS INSTITUTE FOR CONTINUING L	BOOKS	59.00	022029	
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	1,491.61	022030	
	JAMES PUBLISHING INC	BOOKS	140.99	022031	
	JURIS PUBLISHING INC	BOOKS	471.50	022032	
	JURISNET LLC	BOOKS	84.50	022033	
	CONNECTICUT LAW TRIBUNE	BOOKS	101.89	022034	
	MARY MARTIN BOOKSELLERS	BOOKS	46.00	022035	
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	102.50	022036	
	NEW JERSEY LAW JOURNAL	BOOKS	304.50	022037	
	PAN PACIFICA	BOOKS	93.00	022038	
	PRACTISING LAW INSTITUTE	BOOKS	715.29	022039	
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,238.75	022040	
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	6,453.99	022879	
	COUTTS LIBRARY SERVICES	BOOKS	2,782.86	022880	
	LEXISNEXIS BUTTERWORTHS	BOOKS	4,054.83	022881	
	PROQUEST INFORMATION AND LEARNING	BOOKS	3,255.00	022882	
	December 9	WOLTERS KLUWER LAW & BUSINESS	BOOKS	3,658.71	022042
		MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	359.62	022043
		BNA INTERNATIONAL INC	BOOKS	2,215.00	022044
		LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	813.04	022045
		CCH INCORPORATED	BOOKS	407.68	022046
CONTINUING EDUCATION OF THE BAR CAL		BOOKS	1,522.61	022047	
COUTTS LIBRARY SERVICES		BOOKS	849.60	022048	
DATA TRACE LEGAL PUBLISHERS		BOOKS	315.90	022049	
OTTO HARRASSOWITZ		BOOKS	378.72	022050	
JURIS PUBLISHING INC		BOOKS	106.50	022051	
RETTA LIBROS LIDERLAF S A		BOOKS	1,376.52	022052	
LAW JOURNAL PRESS		BOOKS	847.75	022053	
MARY MARTIN BOOKSELLERS		BOOKS	171.00	022054	
MEABOOKS INC		BOOKS	1,090.75	022055	
INSTITUTE OF CONTINUING LEGAL EDUCA		BOOKS	82.50	022056	

39,119.16

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2011 - December 31, 2011 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 13	NATIONAL BOOK NETWORK	BOOKS	185.20	022057
	PRACTISING LAW INSTITUTE	BOOKS	592.79	022058
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	625.94	022059
	YBP LIBRARY SERVICES	BOOKS	675.37	022060
	LAW JOURNAL PRESS	BOOKS	2,772.18	022883
	LEXISNEXIS BUTTERWORTHS	BOOKS	5,950.83	022884
	LORENZO GALLARDO	REPLACEMENT	295.00	022061
	AFFORDABLE LIBRARY PRODUCTS	OFFICE SUPPL	550.00	022062
	ADVANCED INFORMATION	TEMP SVCS	99.88	022063
	AMERICAN MANAGEMENT ASSOCIATION	MEMBERSHIP	1,995.00	022064
	GE MONEY BANK AMAZON	BOOKS	566.84	022065
	AT&T	TELECOM	673.68	022066
	BANC OF AMERICA LEASING	COPY CTR - LA	250.61	022067
	BANDWIDTH.COM, INC.	TELECOM	354.22	022068
	BRIDGES FILTER SERVICE, INC	BLDG MAINT	175.92	022069
	CDW GOVERNMENT, INC.	LIB SUPPL	793.14	022070
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	556.40	022071
	COUNTY COUNSEL, L.A. COUNTY	LEGAL	1,035.63	022072
	EX LIBRIS USERS OF NORTH AMERICA	MEMBERSHIP	200.00	022073
	GOURMET COFFEE SERVICE	VENDING	1,028.42	022074
	LINDA J HEICHMAN TAYLOR	REIMBURSEMENT	68.91	022075
	JONATHAN HINDI	REIMBURSEMENT	35.00	022076
	INFINISOURCE INC	PAYROLL/HR	1,665.00	022077
	COUNTY OF LOS ANGELES	HEAT/COOL	1,369.18	022078
	LOS ANGELES COUNTY BAR	MEMBERSHIP	135.00	022079
	L A DEPT WATER & POWER	FIRE	212.39	022080
	MEGAPATH	TELECOM	547.12	022081
	METROLINK	TAP	1,371.75	022082
	NEW WORLD CASES, INC	OFFICE SUPPL	128.19	022083
	OFFICE DEPOT	OFFICE SUPPL	744.39	022084
	OPTIONS FOR GROWTH	CONT EDU	1,125.00	022085
	PAN AMERICAN PEST CONTROL CO.	BLDG SVCS	178.00	022086
	PITNEY BOWES	POSTAGE	274.00	022087
	RAYVERN LIGHTING SUPPLY CO INC	BLDG SUPPL	811.49	022088
	SHRM	MEMBERSHIP	180.00	022089
	SUN LIFE FINANCIAL	LIFE/DISABILITY	854.37	022090
	UNITED PARCEL SERVICE	POSTAGE	299.86	022091
	VERIZON	TELECOM	44.34	022092
	VORTEX INDUSTRIES INC	BLDG MAINT	288.98	022093
	ZEE MEDICAL INC.	BLDG SUPPL	339.98	022094
	COLANTUONO LEVIN & ROZELL	LEGAL	2,775.10	022885
	GEOTECHNOLOGIES INC	CIP-EXTERIOR	1,901.00	022886
	OMNI LOS ANGELES HOTEL	STAFF	5,606.00	022887
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	7,773.43	022888

95,790.46

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2011 - December 31, 2011 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 14	SECURITAS SECURITY	SECURITY	8,750.97	022889
	L A DEPT WATER & POWER	WATER	264.08	022095
December 15	U S GOVERNMENT ACCOUNTABILITY OFFIC	BOOKS	47.00	022096
December 16	OREGON SECRETARY OF STATE ARCHIVES	BOOKS	550.00	022097
December 20	AMERICAN BAR ASSOCIATION	BOOKS	705.08	022098
	AMERICAN IMMIGRATION LAWYERS ASSOCI	BOOKS	411.00	022099
	AMERICAN EXPRESS	BUSINESS CARD	910.16	022100
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,373.70	022101
	BUREAU OF NATIONAL AFFAIRS BOOKS	BOOKS	911.99	022102
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	967.64	022103
	CARSWELL COMPANY LTD	BOOKS	170.00	022104
	COUTTS LIBRARY SERVICES	BOOKS	2,261.85	022105
	GAUNT	BOOKS	106.03	022106
	CARLOS E GIBBS	BOOKS	509.00	022107
	E ITURRIAGA Y CIA S A C	BOOKS	209.00	022108
	JAMES PUBLISHING INC	BOOKS	83.33	022109
	LIBRAIRIE DUCHEMIN	BOOKS	325.72	022110
	MANHATTAN PUBLISHING COMPANY	BOOKS	532.00	022111
	MUNICIPAL CODE CORPORATION	BOOKS	961.35	022112
	PRACTISING LAW INSTITUTE	BOOKS	1,225.70	022113
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	164.75	022114
	AMERICAN LEGALNET INC	BOOKS	6,594.00	022890
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,867.43	022891
	LAW JOURNAL PRESS	BOOKS	3,292.23	022892
	THOMSON REUTERS	BOOKS	4,232.58	022893
	JAGNIC ENTERTAINMENT	STAFF	800.00	022115
	LANGER'S RESTAURANT	BOARD EXP	115.86	022116
	ADVANCED INFORMATION	TEMP SVCS	188.01	022117
	AT&T MOBILITY	TELECOM	241.11	022118
	EUSTORGIO BARAJAS	TAP	175.00	022119
	MELINDA CAMPOS	TAP	225.00	022120
	WILLIAM COLEMAN	TAP	798.00	022121
	ESTHER EASTMAN	TAP	95.00	022122
	MAYRA FRAUSTO	TAP	339.00	022123
	CHRISTIAN GAITERS	TAP	177.75	022124
	GEOTECHNOLOGIES INC	CIP-EXTERIOR	452.00	022125
	RAUL GONZALEZ	TAP	75.00	022126
LINDA J HEICHMAN TAYLOR	TAP	80.00	022127	
JONATHAN HINDI	TAP	140.00	022128	
INDIE PRINTING INC	PRINT/REPRO	70.69	022129	
KONICA MINOLTA BUSINESS	COPY CTR - LA	727.93	022130	

131,316.43

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2011 - December 31, 2011 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	VIVIAN LOPEZ	TAP	150.00	022131
	MING LU	TAP	400.00	022132
	FRANCISCO MARQUEZ	TAP	150.00	022133
	OFFICE DEPOT	OFFICE SUPPL	354.40	022134
	RENEE Y PENG	TAP	10.00	022135
	PAUL SAMPLES	TAP	252.00	022136
	DORA SITU	TAP	21.00	022137
	RALPH STAHLBERG	TAP	252.00	022138
	CHRISTOPHER THOMAS	TAP	150.00	022139
	UNITED PARCEL SERVICE	POSTAGE	509.22	022140
	FRANCISCO VALLE	TAP	42.00	022141
	ANA LAURA VILLAGRANA	TAP	51.00	022142
	XO COMMUNICATIONS LLC	TELECOM	501.00	022143
	AMERICAN EXPRESS	BUSINESS CARD	3,648.49	022894
	STATE BOARD OF EQUALIZATION	USE TAX	4,382.00	022895
	SECURITAS SECURITY	SECURITY	9,096.55	022896
	TROLLER MAYER ASSOCIATES, INC	CIP-EXTERIOR	8,714.97	022897
	OFFICE DEPOT	OFFICE/COPY CTR	107.15	022144
December 21				
	THOMAS H MOORE	REFUND	125.00	022145
	ANDREW ONDREJ SVITEK	REFUND	3.00	022146
December 22				
	CITY OF LA - BUILDING AND SAFETY	ELEVATOR MAINT	426.60	022147
	CLEAN SOURCE, INC.	BLDG SUPPL	872.46	022148
	INFINISOURCE INC	HR SVCS	88.00	022149
	KONICA MINOLTA BUSINESS	COPY CTR - LA	20.00	022150
	OFFICE DEPOT	OFFICE/COPY CTR/S	84.09	022151
	PAN AMERICAN PEST CONTROL CO.	BLDG SVCS	276.00	022152
	PITNEY BOWES	POSTAGE	274.00	022153
	SUN LIFE FINANCIAL	LIFE/DISABILITY	940.80	022154
	VALLEY WIDE AIR	BLDG MAINT	200.00	022155
	VERIZON	TELECOM	38.78	022156
	CCCLL	MEMBERSHIP	5,940.00	022898
	GUARDIAN	DENTAL/VISION	6,881.85	022899
	VORTEX INDUSTRIES INC	BLDG MAINT	2,596.69	022900
	AMERICAN BAR ASSOCIATION	BOOKS	145.10	022157
	MONTANA ADMINISTRATIVE RULES BUREAU	BOOKS	300.00	022158
	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	127.20	022159
	AUX AMATEUR DE LIVRES	BOOKS	110.64	022160
	BERNAN ASSOCIATES	BOOKS	70.00	022161
	GEORGE T BISEL COMPANY	BOOKS	157.60	022162
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	964.39	022163
	CARSWELL COMPANY LTD	BOOKS	276.00	022164
	CASALINI LIBRI	BOOKS	45.70	022165
	CCH INCORPORATED	BOOKS	683.29	022166

181,929.47

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2011 - December 31, 2011 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	DAILY JOURNAL CORPORATION	BOOKS	324.07	022167
	DATA TRACE LEGAL PUBLISHERS	BOOKS	197.95	022168
	DEFENSE RESEARCH INSTITUTE INC	BOOKS	65.00	022169
	U S GPO SUPERINTENDENT OF DOCUMENTS	BOOKS	35.00	022170
	OTTO HARRASSOWITZ	BOOKS	2,285.66	022171
	JAMES PUBLISHING INC	BOOKS	292.57	022172
	LAW JOURNAL PRESS	BOOKS	1,454.30	022173
	LEXISNEXIS BUTTERWORTHS	BOOKS	667.74	022174
	LIBROS CENTROAMERICANOS	BOOKS	133.00	022175
	LIBRERIA LINARDI Y RISSO A LINARDI	BOOKS	228.86	022176
	MEXICO SUR	BOOKS	1,159.23	022177
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	92.50	022178
	NEBRASKA OFFICE OF THE SECRETARY OF	BOOKS	500.00	022179
	NOLO COM	BOOKS	348.73	022180
	PRACTISING LAW INSTITUTE	BOOKS	509.61	022181
	PROQUEST INFORMATION AND LEARNING	BOOKS	1,615.95	022182
	SOLANO PRESS BOOKS	BOOKS	79.71	022183
	THOMPSON PUBLISHING GROUP	BOOKS	463.41	022184
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	442.75	022185
	YBP LIBRARY SERVICES	BOOKS	380.88	022186
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,693.60	022901
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,639.25	022902
	ALEXANDER HAMILTON INSTITUTE ** VOIDED *****	BOOKS	0.00	022903
	COUTTS LIBRARY SERVICES	BOOKS	9,106.19	022904
	LAW LIBRARY MICROFORM CONSORTIUM	BOOKS	7,554.00	022905
	WILLIAM S HEIN & CO	BOOKS	2,750.00	022906
December 23	ALEXANDER HAMILTON INSTITUTE	BOOKS	34.75	022187

218,660.11

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2011 - December 31, 2011 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 1	SWINERTON BUILDERS	CIP-EXTERIOR	744,998.40	TS00151097
December 5	ARROYO INSURANCE SVCS, INC	INSURANCE	40,326.00	TS00151232
	CLEO ENTERPRISES LLC	CIP-EXTERIOR	16,000.00	TS00151232
	CALPERS	HEALTH INS	53,916.67	TS00151232
December 16	ALLANA BUICK & BERS, INC.	CIP-EXTERIOR	20,618.90	TS00152006
	ARCADIS US, INC.	CIP-EXTERIOR	19,900.75	TS00152006
	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	110,651.67	TS00152007
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,900.00	TS00152006
	TROLLER MAYER ASSOCIATES, INC	CIP-EXTERIOR	12,330.14	TS00152007
	THOMSON REUTERS	BOOKS	95,578.59	TS00152007
December 22	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	598,178.33	TS00152289
	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	63,306.67	TS00152289
	THOMPSON COBB BAZILIO & ASSOCIATES	ACCOUNTING	14,175.00	TS00152289
December 29	ADT SECURITY SERVICES	SECURITY	10,074.63	TS00152579
	CALPERS	HEALTH INS	49,474.26	TS00152579
	THOMSON REUTERS	BOOKS	99,223.94	TS00152579

1,963,653.95