

AGENDA

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

REGULAR BOARD MEETING

Tuesday, March 27, 2012

12:15 P.M.

M. L. LILLIE BUILDING

TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CALIFORNIA 90012-3140

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

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

4.0 ACTION ITEM 1

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

5.0 ACTION ITEM 2

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

6.0 ACTION ITEM 3

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

7.0 EXECUTIVE DIRECTOR REPORT

- Facility Update
- Financial Update
- Staff Update
- Outreach / Training Update

8.0 AGENDA BUILDING

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

9.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees will be held on Tuesday, April 24, 2012.

POSTED FRIDAY, MARCH 23, 2012 @ 10:00 A.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.**

February 28, 2012

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, February 28, 2012 at 12:15 p.m., at the Los Angeles County Law Library Mildred L Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present:

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

Trustees Absent:

Staff Present:

Marcia J Koslov, Executive Director

Also Present:

Jim Armitage, Arroyo Insurance Services
Jim Simmonds, Arroyo Insurance Services
Sandra Levin, Colantuono & Levin, PC

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

1.0 PUBLIC COMMENT

There were no requests for public comment.

2.0 PRESIDENT'S REPORT

President Steinhauser welcomed newly hired Senior Director, Administrative Services, Patrick K O'Leary. Patrick has senior level management experience in both the public and private sectors. Following nearly 30 years as a law firm administrator with 3 major Bay-area law firms, Patrick assumed the position of Chief Administrative Officer, UC Berkeley, University Relations. Most recently, he served as Director of Operations for LECG, LLC. His areas of expertise include financial operations, planning and budgeting, endowments and grants, and all aspects of human resources and staff services.

3.0 CONSENT CALENDAR

3.1 Minutes of the January 24, 2012, Regular Board Meeting.

Upon motion by Trustee Pluim, and seconded by Trustee Goetz, the minutes of the January 24, 2012, Regular Board Meeting were unanimously approved, 6-0.

4.0 ACTION ITEM 1

Election of Board Officers. Ken Klein, Chair, Nominations Committee.

Trustee Klein nominated Susan Steinhauser for President and Trustee Jones for Vice President. There being no additional nominations for either President or Vice President, Trustee Klein moved, and Trustee Pluim seconded, the approval of Susan Steinhauser for President. The motion was approved by acclamation, 6-0.

Trustee Klein moved, and Trustee Pluim seconded, the approval of Ann Jones for Vice President. The motion was approved by acclamation, 6-0.

5.0 ACTION ITEM 2

Insurance Proposal. Jim Simmonds, CRIS, and Jim Armitage, CPCU, Arroyo Insurance, presented insurance coverages recommended for the LA Law Library.

At the request of the Board of Trustees at their October 25, 2011, Regular Board Meeting, Jim Simmonds and Jim Armitage reported on the results of an additional bid request for insurance proposals that would renew on an annual April to April basis. Arroyo discussed the proposed insurance coverages including property, general liability, automobile, umbrella and employee benefits liability. In addition, they discussed the proposal for workers compensation insurance which had significant increase in cost due to high claims ratio.

Following full review and discussion, upon motion by Trustee Juhas and seconded by Trustee Lavin, the Board of Trustees approved CNA's proposal for general insurance coverages as presented by Arroyo Insurance Services. The motion was approved, 5-1, with Trustee Pluim opposed.

Upon motion by Trustee Juhas and seconded by Trustee Klein, the Board of Trustees approved the State Fund workers compensation insurance as presented by Arroyo Insurance Services. The motion was approved, 5-1, with Trustee Pluim opposed.

6.0 DISCUSSION ITEM 1

Board Policies. Sandra Levin, Colantuono & Levin, PC, reviewed the policies that the Board of Trustees had previously adopted and identified additional policies that the Board may wish to consider for adoption.

Following Ms. Levin's presentation and robust discussion, Discussion Item 1, Board Policies, was tabled to conclude at a later date.

Ann Jones joined the meeting at 1:10 p.m.

Trustee Plum left the meeting 1:12 p.m.

Trustee Lavin left the meeting at 1:20 p.m.

7.0 EXECUTIVE DIRECTOR REPORT

The Executive Director briefly highlighted that the construction project was running smoothly, on schedule and within budget. In addition, the Law Library received notice that on January 30, 2012, Judge Ronald L. Bauer approved the final order for the class action settlement (Grant v. Los Angeles County Law Library Board of Trustees). On February 16, 2012, the Library mailed checks to 170 claimants for a total of \$12,800 of the \$30,000 budgeted for the settlement.

8.0 AGENDA BUILDING

Discussion Item 1, Board Policies, was tabled to conclude at a later date.

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:31 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, March 27, 2012.

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

AGENDA ITEM 4

ACTION ITEM 1

MEMORANDUM

DATE: March 21, 2012
TO: Board of Law Library Trustees
FROM: Patrick O’Leary
RE: Cash Reserve Investment Return

At the end of January, we had about \$13.2 million in surplus cash, 60% of which was invested with the Los Angeles County Treasurer’s Pooled Surplus Fund (Pool) with the remainder invested in the State Treasurer’s Local Agency Investment Fund (LAIF).

Section 6348.5 of the California Business & Professions Code permits the Library’s Board to invest surplus funds in excess of \$100,000 with the State LAIF. It appears that we also have authority to invest surplus funds in the County Pool.

As demonstrated on the attached analysis, the Pool is generating superior returns. For example, for January 2012, the most current month available, the Pool’s return was .91%, 53 basis points higher than LAIF’s return. If we were to invest 90% of the surplus in the Pool, the incremental difference in interest income over 12 months would be \$21,000.

The Pool is conservatively invested in U.S. Government securities, commercial paper, and certificates of deposit. It also has a small portion of corporate bonds. The Pool is slightly riskier than LAIF, which invests more in U.S. Government securities and less in commercial paper, certificates of deposit and corporate bonds. Nevertheless, the risk of loss or temporary inaccessibility to funds held at the Pool seems to be very small.

At the June 28, 2011 Board meeting, the Trustees advised staff to transfer \$5 million from LAIF to the Pool to earn better interest, increasing the ratio of surplus cash at the Pool to 66%. This recommendation is consistent with the spirit of the Board’s earlier action, although it would be more aggressive in terms of concentration in the Pool.

Recommendation: Staff recommends that the Board of Trustees invest up to 90% of the Library’s cash reserve in the County Treasurer’s Pool in order to take advantage of the Pool’s better interest return.



Comparative Returns from LAIF and County Treasurer

	Avg. Balance YTD FY2012	Annual Rate of Return	Allocation Ratio	Projected Return	Increase Over Status Quo
Current Investment Return:					
LA County Treasurer	7,841,000	0.91%	59.5%	71,353	
CA Local Agency Investment Fund (LAIF)	5,327,000	0.38%	40.5%	20,243	
	<u>13,168,000</u>			<u>91,596</u>	<u>-</u>
Recommended Investment Return:					
LA County Treasurer	11,851,200	0.91%	90.0%	107,846	
CA Local Agency Investment Fund (LAIF)	1,316,800	0.38%	10.0%	5,004	
	<u>13,168,000</u>			<u>112,850</u>	<u>21,254</u>

Asset Allocation (at 1/31/12)

	CA LAIF	LA County Treasurer
U.S. Govt Obligations	63.1%	43.9%
Certificates of Deposits	11.5%	18.4%
Commercial Paper	11.3%	34.7%
AB 55 Loans	8.0%	0.0%
Time Deposits	6.0%	0.0%
Corporate Bonds	0.2%	2.9%
Total Portfolio	<u>100.0%</u>	<u>100.0%</u>
Average life of investments (Days)	256	574

AGENDA ITEM 5

ACTION ITEM 2

MEMORANDUM

DATE: March 20, 2012
TO: Board of Law Library Trustees
FROM: Marcia J Koslov
RE: Internal Procedures Audit

At their October 27, 2011 meeting, the Board of Trustees directed the Executive Director to engage an auditor for the purposes of providing an independent audit of the internal controls used by the LA Law Library for financial accounting purposes. Thompson, Cobb, Bazilio & Associates, P.C. was hired to perform that requested detailed audit of the procedures. The audit reviewed the financial procedures in detail and weighed those procedures against standards to determine whether or not they reached control objectives. At the conclusion of the audit, TCBA provided an opinion on whether the internal controls are operating effectively.

The audit began on February 22, 2012. During a three week period, the auditors on site reviewed documents, examined the processes employed by our financial services team and interviewed 12 staff members in various departments and with varying responsibilities for the internal financial procedures and records.

The attached Independent Auditor's Report, dated March 9, 2012, concludes with TCBA's opinion that "... the Law Library maintained, in all material respects, effective internal control over financial reporting..."

Also attached is a Management Letter that identifies three areas of internal control and operational matters that are recommended for improvement in operating efficiencies. That letter includes the TCBA recommendation as well as the LA Law Library response to the recommendation. Please note that the LA Law Library is in agreement with the recommendations and has taken the necessary steps to either initiate or implement the suggested procedure.

Michael deCastro, Principal, TCBA and Helen Chu, CPA, TCBA, will present the Auditor's Report, findings and conclusions at the March 27, 2012 Board of Trustees meeting.



THOMPSON, COBB, BAZILIO & ASSOCIATES, PC

CERTIFIED PUBLIC ACCOUNTANTS AND MANAGEMENT, SYSTEMS, AND FINANCIAL CONSULTANTS

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Independent Auditor's Report

To the Board of Trustees of
Los Angeles County Law Library

We have examined the Los Angeles County Law Library's (the Law Library) internal control over financial reporting as of December 31, 2011, based on criteria established in *Internal Control – Integrated Framework* issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO). The Law Library's management is responsible for maintaining effective internal control over financial reporting, and for its assertion of the effectiveness of internal control over financial reporting. Our responsibility is to express an opinion on the Law Library's internal control over financial reporting based on our examination.

We conducted our examination in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether effective internal control over financial reporting was maintained in all material respects. Our examination included obtaining an understanding of internal control over financial reporting, assessing the risk that a material weakness exists, and testing and evaluating the design and operating effectiveness of internal control based on the assessed risk. Our examination also included performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

An entity's internal control over financial reporting is a process effected by those charged with governance, management, and other personnel, designed to provide reasonable assurance regarding the preparation of reliable financial statements in accordance with accounting principles generally accepted in the United States of America. An entity's internal control over financial reporting includes those policies and procedures that (1) pertain to the maintenance of records that, in reasonable detail, accurately and fairly reflect the transactions and dispositions of the assets of the entity; (2) provide reasonable assurance that transactions are recorded as necessary to permit preparation of financial statements in accordance with accounting principles generally accepted in the United States of America, and that receipts and expenditures of the entity are being made only in accordance with authorizations of management and those charged with governance; and (3) provide reasonable assurance regarding prevention, or timely detection and correction of unauthorized acquisition, use, or disposition of the entity's assets that could have a material effect on the financial statements.

Because of the inherent limitations, internal control over financial reporting may not prevent, or detect and correct misstatements. Also, projections of any evaluation of effectiveness to future periods are subject to the risk that controls may become inadequate because of changes in conditions, or that the degree of compliance with the policies or procedures may deteriorate.

In our opinion, the Law Library maintained, in all material respects, effective internal control over financial reporting as of December 31, 2011 based on criteria established in *Internal Control – Integrated Framework* issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

Torrance, CA
March 9, 2012

Thompson, Cobb, Bazilia & Associates, PC

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Management Letter

To the Board of Trustees of
Los Angeles County Law Library

In planning and performing our examination to obtain reasonable assurance about whether effective internal control over financial reporting was maintained by the Los Angeles County Law Library (the Law Library) as of and for the year ended December 31, 2011, in accordance with attestation standards established by the American Institute of Certified Public Accountants, we noted certain matters involving internal control and operational matters that are presented for your consideration. The comments and recommendations, which have been discussed with the appropriate members of management, are intended to improve internal control or result in other operating efficiencies.

1. Controls Over Cash Receipts Collected at the Circulation Desk Need Improvement

At the downtown L.A. Law Library branch, we noted several control weaknesses with the current process of collecting cash receipts at the Circulation Desk. Cash receipts in the form of cash, check and credit cards collected at the Circulation Desk are not immediately recorded when collected from members. The receipts are collected from members for use of the Law Library's copy center, payment of annual membership dues, fines, fax machine use, book sales, and class fees. The Circulation Desk staff place all cash and checks received in an envelope for each payment received. A receipt is provided to the member only if requested. Each envelope is labeled by name, type, amount and date, and the envelope is placed in a pouch. No log listing the cash receipts received is maintained. Additionally, no accounting is done of the cash receipts until the Administrative Clerk picks up the pouch at the beginning of the day for the previous day's activity, and counts the cash receipts at her desk before submitting the cash receipts to the Administrative Technician for posting into the Navision financial system. Cash receipts collected at the downtown Circulation Desk totaled approximately \$8,000 in December 2011. Cash receipts are also collected at the other five library branches.

Recommendation

We recommend that the Law Library review the cash receipts collection process at all library locations and at a minimum ensure the following: 1) that all cash receipts be immediately recorded upon receipt by Circulation Desk staff, 2) all members be provided a receipt, and a copy of the receipt maintained with the cash, check, or credit card receipt supporting the transaction, and 3) cash receipts should be counted in the presence of two persons, and the

posting into the Navision financial system should be performed by someone other than the persons responsible for counting the cash receipts.

Management Response

Management agrees with the recommendation and will implement the recommended procedures.

2. Physical Inventory of Books Should be Performed

The Law Library has a large inventory of books, but has never performed a physical inventory count. Without an actual physical inventory record, detecting theft and/or loss of books cannot be determined in a timely manner. Currently, the Law Library's process for identifying missing books and replacing them is initiated by the members when books cannot be found. For calendar year 2011, 92 books were identified as missing and have been replaced.

Recommendation

We recommend that the Law Library develop a policy and procedure on conducting a physical inventory count of books to ensure proper accounting and safeguarding of library books. The inventory should be performed on a sample basis with a focus on those books in Voyager that have not been checked out in several years. The policy and procedure should include specific tasks to be performed by the Law Library personnel and specific tasks to be performed by the Accounting Department.

Management Response

The Law Library is in the closing stages of a comprehensive collection reclassification project that – when it is finished later this year – will have inventoried the entire collection. Going forward, management agrees with the recommendation and will develop and implement a cost-effective collection inventory policy and procedure based on a periodic random sample methodology.

3. Accounting Policies and Procedures Should be Updated and Finalized

We noted that the Law Library operates under a 2006 accounting and procedures manual that has been amended and supplemented from time-to-time through email messages from the Law Library's management. The Law Library is currently working on a comprehensive update of the manual. The purpose of such a manual is to ensure that proper accounting principles are being applied, that similar transactions are treated consistently, and that financial reports are produced in the form desired by management. A well-written accounting manual will aid in the training of new employees and assist management in delegating and segregating duties.

Recommendation

We recommend that the Law Library finalize its accounting policies and procedures manual.

Management Response

Management agrees with the recommendation and will complete the redraft of the policies and procedures manual presently in process.

This communication is intended solely for the information and use of management, the Board of Trustees, others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Thank you for the opportunity to serve the Law Library. We appreciate the courtesy and cooperation extended to us during our examination.

Torrance, California
March 9, 2012

Thompson, Cobb, Bazilio & Associates, PC

AGENDA ITEM 6

ACTION ITEM 3

MEMORANDUM

DATE: March 21, 2012

TO: Board of Law Library Trustees

FROM: Marcia J Koslov

RE: Proposed Board Bylaws

During the 2011 calendar year, the Board discussed the adoption of Bylaws for the Board of Trustees. A draft set of bylaws for Board review is attached as is background information below.

History. An original set of Bylaws, created in 1891, appears to have been abandoned at some point, although I have found neither a formal notice nor a resolution indicating that those Bylaws were withdrawn or discontinued. Nonetheless, rather than attempt to amend the original 120 year-old bylaws, it might be prudent as a first step, for the Board to acknowledge the existence of the 1891 bylaws and declare them discontinued and no longer practical for current Board operations. Since there has been no adherence to the 1891 bylaws for many decades, the Board may also choose to identify them solely as an historical document, with no instructive purpose for current Board operations.

Other California County Law Libraries. As an initial step, I requested the Bylaws for a number of counties, including Alameda, Contra Costa, Fresno, Orange, Sacramento, San Diego and San Francisco. Orange County does not have bylaws. With the assistance of Paula Hoffman, Foreign/International Law Librarian, we reviewed the various sets of bylaws, a CEB treatise, *Advising California Nonprofit Corporations*, (3rd Edition, 2011), and the statutory language of § 6300 et seq., B&P Code (provided in the Board Manual). The bylaws we reviewed were fairly rudimentary. Only those from Contra Costa provided a more thorough platform for crafting LA Law Library Board of Trustees bylaws.

Proposed Bylaws. A Board of Trustees may operate directly under the statutory laws that establish the Board, provide for funding operations, and direct the duties and powers of the Board. According to the CEB title, Nonprofit Corporation Law, bylaws serve three purposes:

- To provide rules for matters not covered by statute;
- To alter specific default rules that control by statute in the absence of a contrary bylaw; and
- To provide a ready reference to the governing laws and rules for the corporation's attorney, directors and officers.



Although the LA Law Library is an independent public agency, not a non-profit corporation, guidance from that venue may be applicable. Bylaws, in general, cover the following topics:

Directors:

- Duties and powers
- Method of election and qualification
- Length of terms and vacancies

Officers / Members / Committees / Staff:

- Manner of appointment, duties, and tenure of officers
- Relationship of Directors and Staff
- Standing and Ad Hoc committees

Meetings:

- Time, place and method of calling meetings of members, directors and committees
- Requirements for quorums and voting
- Reporting requirements for committees

General Provisions:

- Development of rules and regulations for corporation operations
- Financial direction
- Indemnification and Errors/Omissions Insurance

Recommendation

Staff recommends that the Board discuss the adoption of bylaws as a conceptual matter. If the Board chooses to adopt bylaws, one of several actions is available:

1. Adopt the proposed bylaws as presented
2. Adopt the proposed bylaws with changes made during the meeting
3. Refer the proposed bylaws to a Board committee for review and modification
4. Recommend changes and refer those to staff for language / concept modification and return to a future Board meeting.



PROPOSED BYLAWS

Board of Trustees

LA Law Library

March 27, 2012

The Board of Trustees of the LA Law Library is established pursuant to and by virtue of Section 6300 et seq. of the Business and Professions Code of the State of California. The Board of Trustees, empowered by Section 6343 of the Business and Professions Code, may make and enforce all rules, regulations and by-laws necessary for the administration, government and protection of the law library and its property. The Board of Trustees hereby adopts the following articles as its By-Laws.

Article 1 – Name

The organization shall be called the “Board of Trustees of the LA Law Library,” hereinafter referred to as the “Board.”

Article 2 – Members

Section 1. The members of the Board shall be appointed according to the California Business and Professions Code, §6301, 6302.5, and 6305. The full membership of the Board is seven.

Section 2. On behalf of the judges of the California Superior Court, Los Angeles County, the Presiding Judge appoints five Members of the Board.

Section 3. The Board of Supervisors appoints two Members of the Board who shall be a member of the State Bar or any resident of the County.

Article 3 – Terms

Section 1. The term of members appointed by the Presiding Judge shall begin on January 1. Members appointed by the Presiding Judge each serve a term of four years. The terms of no more than three judge-appointed members shall expire in the same year.

Section 2. The term of members appointed by the Board of Supervisors shall begin on January 1. Members appointed by the Board of Supervisors each serve a term of two years. The term of one member appointed by the Board of Supervisors shall expire each year.

Section 3. In accordance with Statute §6305, Business and Professions Code, the Board of Trustees may remove any trustee who is absent from three consecutive meetings of the board.

Section 4. In accordance with Statute §6305, Business and Professions Code, the Board of Trustees may fill all vacancies that occur from any cause. Any Member appointed to fill a vacancy shall serve the full term of that vacancy.

Article 4 - Officers

Section 1. The Officers shall be a President and a Vice-President elected from among the appointed Trustees.

Section 2. Elections shall be held during a regular meeting of the Board of Trustees, generally in January or February of each year. Officers shall serve until the next election.

Section 3. The President shall call the meetings to order and preside thereafter. The President may also authorize calls for special meetings. The President may establish ad-hoc committees and appoint all committee members. The President shall execute all documents required by law from the Board, or documents authorized by the Board.

Section 4. The Vice-President of the Board shall perform the duties of the President in the event of the absence or disability of the President.

Section 5. The Executive Director of the LA Law Library shall serve as the Secretary to the Board of Trustees. The Secretary shall record the minutes for all Board meetings, except those meetings held in closed session. The position is Ex-Officio and does not participate in any vote taken by the Board.

Article 5. Meetings

Section 1. In accordance with §6304, Business and Professions Code, the Board shall hold such regular meetings as it deems necessary, but regular meetings shall be scheduled on a monthly basis.

Section 2. The Board may meet at such other times as, from time to time, it deems necessary.

Section 3. Four Members of the Board shall constitute a quorum for the transaction of business at any meeting. An affirmative vote of the majority of Members at any duly constituted meeting shall be deemed approval of the action requested.

Section 4. Meetings shall be conducted in conformity with the Ralph M. Brown Act (Open Meeting Law), §§54950-54962, Government Code. Conduct of the meeting shall be in accordance with *Standard Code of Parliamentary Procedure*, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with these Bylaws, or with any provision of law.

Article 6. Executive Director / Staff

Section 1. The Board shall appoint an Executive Director who shall be the executive and administrative officer of the library on behalf of the Board. The Executive Director responsibilities will be identified in a formal position description, but may include development and implementation of library programs, projects and services, ensuring that the library remains financially sound, maintenance of the facility at the highest possible levels and oversight of the daily operations of the Library, including any branch or partnership locations.

Section 2. The Executive Director serves at the discretion of the Board with compensation recommended by the Personnel Committee and approved by the Board.

Section 3. The Executive Director shall appoint and specify the duties of other employees and shall be responsible for the direction and supervision of such staff.

Section 4. The Executive Director shall serve Ex Officio as Secretary to the Board of Trustees, but shall not have voting privileges.

Article 7. Committees

Section 1. Committees may be appointed by the President or by resolution of the Board of Trustees. Committees may be comprised of one or more members and shall act in an advisory capacity unless specific authority is granted by the Board of Trustees. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after a final report is made to the Board.

Section 2. The following committees shall be standing committees with appointments made annually:

- a. Personnel Committee. The Personnel Committee shall provide an annual review of the Executive Director's performance. The committee shall make such recommendations as it deems appropriate for the consideration of the Board.
- b. Audit, Insurance & Budget Committee. The Audit, Insurance & Budget Committee shall serve in an advisory capacity during the development of the annual budget. The committee may be asked to participate in the annual audit and insurance process.
- c. Nominating Committee. The Nominating Committee shall present a slate of candidates for the officer positions of President and Vice-President.

Section 3. The President by appointment, or the Board of Trustees by resolution, may create such Ad Hoc Committees as may be deemed necessary for the implementation of Board policies or planning. The charge for the Ad Hoc Committee will specify the term of the committee. An ad hoc committee may not become a standing committee without a change in the Board's bylaws.

Article 8. General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board.

Section 2. The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been transmitted to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3. In accordance with Statute §6360, Business and Professions Code, the Board of Trustees may make such rules and regulations for use of the library, for the development and maintenance of the library collection, and for implementation of library services and programs as it considers necessary.

Article 9. Financial

Section 1. The fiscal year shall be July 1 to June 30.

Section 2. The annual budget shall be approved by the Board prior to the beginning of the fiscal year, but the Law Library may continue operation in the event that there is a delay in approving a new fiscal budget. The Board may adjust the budget during the fiscal year.

Section 3. At the end of each fiscal year, there shall be an annual audit of the financial records. A complete report will be presented to the Board for their acceptance.

Article 10. Errors and Omissions

Section 1. In so far as permitted by law, a member of the Board of Trustees, acting within the course and scope of their authority, shall be indemnified against expenses, judgments, fines, settlements, personal loss and other amounts actually or reasonably incurred in connection with any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative or investigative.

Section 2. Trustees shall be covered by an Errors and Omissions insurance policy in an amount established by the Board in consultation with the insurance advisors.

AGENDA ITEM 7

EXECUTIVE DIRECTOR REPORT

FACILITY UPDATE

See attached Building Repair and Reconstruction Project report.

FINANCIAL UPDATE

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

STAFF UPDATE

On March 9 and 10th, the 4th Annual All-California Law Library Joint Institute was held in San Diego. Staff from **Reference & Research, Programs & Partnerships, and Technology** attended. The Keynote speaker, Hon Judith McConnell, spoke about the “Crisis in the Courts – Access to Justice Imperiled?” I participated in a program entitled, California County Law Libraries: How Are They Faring?” addressing LA Law Library’s governance, funding, staffing and collection in the current economic climate.

I was invited to attend the annual Los Angeles County Asian American Employee Association reception and dinner that introduces new county department heads. More than 100 department heads, employees and officers of the county were in attendance for the March 15, 2012, event.

The LA Law Library participated in the PLA (Public Library Association) 2012 virtual conference held March 15-16. Staff attended seminars on social media and technology in the library; the transformation of libraries from institutions of the industrial age to a networked society; and marketing, personnel and transitional workshops. The virtual conference was broadcast live in the Law Library Training Center throughout the two days and staff was able to participate as topics of interest were presented.

Austin Stoub will attend a 2-day American Management Association (AMA) seminar, “Transition from Staff Member to Supervisor,” in San Francisco on March 24-25, 2012. The seminar will provide knowledge and support as Austin assumes his supervisory responsibilities for Circulation, Document Delivery and Copy Center. Topics covered are intended to assist a new supervisor in setting goals, developing time management skills, training employees, and understanding how to motivate effectively.

OUTREACH / TRAINING UPDATE

On February 23, 2012, **Malinda Muller** and I attended the San Fernando Valley Bar Association’s 2012 Annual Judges’ Night honoring Chief Justice Tani Cantil-Sakauye and Presiding Judge Lee Edmon.



On February 28, 2012, the LA Law Library sponsored a LACBA appellate court section meeting. In their presentation, "Briefs and More," **Ralph Stahlberg** and **Cathy Lintvedt** introduced approximately 40 attorneys to the LA Law Library collection and services. Of particular focus was the vast briefs collection and the benefits and services of the Members Program.

The Los Angeles City College, paralegal program, will visit the Law Library on March 26, 2012, for an introductory presentation followed by a tour of the library and collection.

Programs & Partnerships staff presented an MCLE program on the LA Law Library's collection and services to the San Gabriel Valley Bar Association. Approximately 40 attorneys attended the presentation. In the days following the presentation, one 2-person law firm and 2 solo practitioners joined the Members Program. Another prospective 5-lawyer firm has shown interest.

The LA & San Diego offices of Ballard Spahr joined the Members Program. Based in Philadelphia, with 13 offices including western regional offices in Nevada, Utah Colorado and Arizona, Ballard Spahr is the first national law firm to join the Members Program.

Programs & Partnerships developed, "Finding Forms," a new in-service workshop for public librarians. Held at the Van Nuys Branch on March 7, the Los Angeles Public Library (LAPL) brought together 20 branch managers and librarians from across the LAPL system. **Janine Liebert** conducted the "Finding Forms" presentation and **Malinda Muller** led a discussion on the value of LA Law Library In-Service Workshops. Nearly all participants responded positively to a survey requesting future workshops.



FACILITY UPDATE

Building Envelope Repair & Exterior Restoration Project

Work Completed during the Previous 30 days

- Roof
 - The remaining punch list items were resolved.
 - 95% of sheet metal flashing installation on the roof was completed

- Exterior Walls
 - 75% of the preparation work to paint the building was completed
 - The Exterior painting of the building began

- Exterior Reconstruction
 - Completion of 90% of the underground waterproofing details/punch list
 - Completed the Group 1 concrete walls (planters / retaining walls at First and Broadway).
 - Completed the forms, rebar and pouring of concrete Main entry Stairs at First and Broadway
 - Completed 50% of Group 2 footings (planters/ retaining walls at First and Hill)
 - Ordered and Received Storefront at Main Entry; installed 3/23/2012

Anticipated during the Next 30 days.

- Building Envelope Repair
 - Complete installation of sheet metal flashing
 - Complete punchlist / non-compliance list associated with the Roof
 - Complete 60% painting of the building

- Exterior Reconstruction
 - Complete all the underground waterproofing details
 - Complete Group 2 concrete pour – planters and entry steps / stairs at First & Hill
 - Complete the Flatwork at main entry (entry plaza)
 - Complete storefront at main entry (doors and glass windows at the front entrance)
 - Complete 75% of all concrete walls, planters & steps on the project



Budget /Financial Summary (as of 03/15/2012)

Project Description	Adjusted Budget	Spent to Date
Swinerton Builders	\$4,622,900	2,578,630
Construction Admin & Monitoring – ABB	193,623	150,104
Construction Admin – TMA	120,350	85,439
Construction Management - CLEO	168,000	80,000
Environmental Monitoring/Testing – Arcadis	37,602	35,596
Soil , Concrete, Rebar Testing	25,000	9,661
Contingency*	516,748	
TOTAL	5,684,223	2,939,430

Percent of total project: The project is approximately 60% complete. Expenditures thus far are 45% of the total project cost.

*Contingency usage status is at \$241,481. Usage includes:
 \$57,991 for demolition & underground work;
 \$12,302 for the exterior building skin;
 \$46,424 for roof work (including \$21,133 for site inspection work by Arcadis)
 \$174,764 for additional hardscape/landscape work
 (\$50,000) savings approved

Approximately \$190,000 in contingency funds is under consideration for approval for additional work on the building exterior, demolition and underground work and hardscape/landscape.



LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF FINANCIAL POSITION
As of February, 29 2012
D - R - A - F - T

Assets

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

Cash in L. A. County Treasurer - General Fund	\$	7,710,952
Cash in L. A. County Treasurer - Deposit Fund		231,234
Cash in Bank of America - Revolving Account		1,461
Cash in Bank of America - Payroll Account		128
Cash in Local Agency Investment Fund		5,326,878
Petty Cash		718
Operating Cash		13,271,371

Current Assets:

Accounts Receivable		46,024
Other Receivable		1,469,015
Other Current Assets		370,620

Other Assets:

Books & Other Library Collections	\$	41,745,392
Current Month Acquisitions		344,096
		42,089,488

Less: Accumulated Depreciation	(25,798,967)	16,290,521
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Building Construction	4,216,987	
Interior Building Improvement	1,298,628	
Furniture & Equipment	2,010,429	
Computer Hardware & Software	562,821	
	8,088,866	

Less: Accumulated Depreciation	(6,864,580)	1,224,286
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Construction In Progress - Exterior		3,439,548
Building Site (Land)		580,333

Total Assets	\$	36,691,718
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Liabilities and Fund Balance

Current Liabilities

Accounts Payable	\$	803,485
Accrued Expense		1,040,713

Noncurrent Liabilities

Borrowers' Deposits		235,089
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Total Liabilities		2,079,287
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Fund Balance

Unappropriated		33,961,220
YTD Net Income		651,210

Total Liabilities and Fund Balance	\$	36,691,718
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LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF INCOME AND EXPENDITURE
FY 2011/2012

INCOME	1ST & 2ND QUARTER			JANUARY 2012			FEBRUARY 2012			YTD TOTAL			
	BUDGET	YTD Budget	YTD Actual	YTD Variance	Budget	Actual	Variance	Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
L.A. Superior Court Fees	9,292,752	4,688,216	4,256,145	(432,071)	807,198	670,996	(136,202)	714,852	666,398	(48,454)	6,210,266	5,593,539	(616,727)
Total - Court Fees	9,292,752	4,688,216	4,256,145	(432,071)	807,198	670,996	(136,202)	714,852	666,398	(48,454)	6,210,266	5,593,539	(616,727)
Interest - LAIF	40,000	20,000	10,203	(9,797)	0	0	0	0	0	0	20,000	10,203	(9,797)
Interest - General Fund	75,000	37,500	52,228	14,728	6,250	10,699	4,449	6,250	6,145	(105)	50,000	69,072	19,072
Interest - Deposit Fund	3,500	1,750	1,400	(350)	292	260	(32)	292	171	(120)	2,333	1,831	(502)
Total - Interest	118,500	59,250	63,831	4,581	6,542	10,959	4,418	6,542	6,316	(226)	72,333	81,106	8,773
Parking Fee	700,000	358,351	386,046	27,696	43,083	46,572	3,488	52,575	54,795	2,220	454,009	487,413	33,405
Total - Parking	700,000	358,351	386,046	27,696	43,083	46,572	3,488	52,575	54,795	2,220	454,009	487,413	33,405
Annual Borrowing Fee	0	0	8,375	8,375	0	100	100	0	150	150	0	8,625	8,625
Annual Members Fee	120,000	84,000	32,543	(51,457)	6,000	7,241	1,241	6,000	9,735	3,735	96,000	49,518	(46,482)
Course Registration	10,000	5,000	1,799	(3,201)	833	220	(613)	833	551	(283)	6,667	2,570	(4,097)
Copy Center	85,000	42,607	36,286	(6,321)	8,213	6,360	(1,854)	5,543	6,306	763	56,363	48,952	(7,411)
Document Delivery	25,000	11,301	12,911	1,610	2,291	2,035	(257)	2,379	3,487	1,108	15,971	18,432	2,461
Fines	46,000	22,486	24,453	1,966	4,284	2,663	(1,621)	2,696	3,754	1,058	29,467	30,870	1,403
Miscellaneous	14,500	7,250	4,650	(2,600)	1,208	409	(799)	1,208	327	(882)	9,667	5,386	(4,281)
Room Rental	7,500	3,750	225	(3,525)	625	400	(225)	625	0	(625)	5,000	625	(4,375)
Book Replacement	5,000	2,500	689	(1,811)	417	225	(192)	417	220	(197)	3,333	1,134	(2,200)
Forfeited Deposits	25,000	25,000	28,474	3,474	0	0	0	0	0	0	25,000	28,474	3,474
Friends of Law Library	120,000	120,000	143,000	23,000	0	0	0	0	0	0	120,000	143,000	23,000
Grants	30,000	0	0	0	15,000	0	(15,000)	0	0	0	15,000	0	(15,000)
Vending	5,500	2,750	3,380	630	458	613	155	458	529	70	3,667	4,522	855
Total - Library Services	493,500	326,644	296,784	(29,861)	39,330	20,265	(19,065)	20,160	25,058	4,898	386,135	342,107	(44,027)
TOTAL INCOME	10,604,752	5,432,461	5,001,997	(430,465)	896,153	748,792	(147,361)	794,129	752,568	(41,561)	7,122,743	6,503,357	(619,386)

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

EXPENDITURE	1ST & 2ND QUARTER			JANUARY 2012			FEBRUARY 2012			YTD TOTAL			
	BUDGET	YTD Budget	YTD Actual	YTD Variance	Budget	Actual	Variance	Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
Salaries	3,400,000	1,642,865	1,553,492	89,373	256,599	261,578	(4,978)	254,816	235,381	19,435	2,154,280	2,050,450	103,830
Social Security	205,000	96,567	87,724	8,843	15,813	15,632	182	15,706	14,005	1,701	128,087	117,361	10,726
Medicare	46,000	22,277	21,680	597	3,460	3,656	(196)	3,436	3,275	161	29,173	28,611	562
Retirement	155,332	77,666	79,579	(1,913)	12,944	11,709	1,235	12,944	11,802	1,143	103,555	103,090	465
Health Insurance	600,000	288,671	289,449	(778)	51,566	43,290	8,276	51,608	47,783	3,825	391,845	380,521	11,323
Disability Insurance	6,500	3,060	4,414	(1,353)	562	728	(166)	534	719	(186)	4,156	5,861	(1,705)
Dental Insurance	55,000	26,694	28,768	(2,074)	4,274	4,822	(548)	4,807	4,819	(12)	35,775	38,409	(2,634)
Life Insurance	2,000	933	880	53	185	155	29	169	149	20	1,287	1,184	103
Workers Compensation Insurance	30,000	15,000	19,024	(4,024)	2,500	0	2,500	2,500	0	2,500	20,000	19,024	976
Unemployment Insurance	30,000	15,000	17,477	(2,477)	7,500	9,834	(2,334)	0	0	0	22,500	27,312	(4,812)
Vision Insurance	10,000	4,839	5,113	(274)	841	865	(24)	841	831	10	6,521	6,809	(288)
Accrued Sick Expense													
Accrued Vacation Expense													
Total - Personnel	4,539,832	2,193,572	2,107,599	85,973	356,244	352,268	3,976	347,361	318,764	28,597	2,897,177	2,778,632	118,546
American Continuations	2,400,000	949,361	1,247,773	(298,412)	169,854	177,541	(7,687)	209,051	239,852	(30,801)	1,328,266	1,665,166	(336,900)
American New Orders	150,000	92,675	54,731	37,944	11,968	12,608	(640)	5,487	8,612	(3,125)	110,131	75,952	34,179
Branch Continuations	350,000	91,400	210,726	(119,326)	25,301	31,897	(6,595)	2,231	3,029	(798)	118,933	245,652	(126,720)
Branch New Orders	70,000	57,778	1,372	56,406	1,639	0	1,639	830	332	498	60,248	1,704	58,544
Commonwealth Continuations	400,000	168,690	214,676	(45,986)	28,188	36,900	(8,712)	65,958	51,687	14,271	262,836	303,263	(40,427)
Commonwealth New Orders	6,500	1,550	2,622	(1,072)	0	0	0	1,492	1,022	470	3,042	3,644	(602)
Foreign Continuations	230,000	92,941	91,330	1,611	9,104	34,220	(25,116)	31,537	24,959	6,579	133,583	150,508	(16,926)
Foreign New Orders	35,000	10,772	28,368	(17,596)	4,810	72	4,738	1,652	262	1,390	17,234	28,702	(11,468)
International Continuations	140,000	72,087	75,144	(3,057)	11,077	24,272	(13,195)	9,940	12,018	(2,077)	93,104	111,433	(18,329)
International New Orders	15,000	6,185	7,950	(1,764)	1,381	712	669	1,270	1,302	(33)	8,836	9,964	(1,128)
General/Librarianship Continuations	55,000	32,509	18,914	13,595	5,975	7,477	(1,502)	2,328	916	1,413	40,813	27,307	13,506
General/Librarianship New Orders	2,000	571	2,234	(1,663)	69	0	69	0	106	(106)	640	2,340	(1,700)
Total - Library Materials	3,853,500	1,576,521	1,955,840	(379,320)	269,367	325,699	(56,332)	331,777	344,096	(12,319)	2,177,665	2,625,635	(447,970)
Library Materials Transferred to Assets			(1,955,840)			(325,699)			(344,096)			(2,625,635)	
Balance	0		0			0			0			0	

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

EXPENDITURE	1ST & 2ND QUARTER			JANUARY 2012			FEBRUARY 2012			YTD TOTAL			
	BUDGET	YTD Budget	YTD Actual	YTD Variance	Budget	Actual	Variance	Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
Building / Cleaning Supplies	25,000	12,500	11,792	708	2,083	635	1,448	2,083	1,599	484	16,667	14,027	2,640
Building Maintenance	25,000	12,500	36,946	(24,446)	2,083	2,844	(761)	2,083	16,251	(14,167)	16,667	56,041	(39,374)
Building Services	23,000	11,500	6,614	4,886	1,917	2,623	(706)	1,917	742	1,175	15,333	9,979	5,355
Interior Improvements / Alterations	15,000	7,500	3,725	3,775	1,250		1,250	1,250	0	1,250	10,000	3,725	6,275
Electric & Water	120,000	66,217	62,194	4,023	8,416	8,346	70	7,887	8,703	(816)	82,520	79,243	3,277
Elevator Maintenance	15,000	7,500	7,384	116	1,250	1,226	24	1,250	2,242	(992)	10,000	10,852	(852)
Heating & Cooling	30,000	18,007	21,404	(3,397)	1,422	1,093	329	1,278	0	1,278	20,707	22,497	(1,790)
Insurance	275,000	138,835	124,098	14,737	22,733	17,982	4,751	22,733	17,982	4,751	184,300	160,062	24,238
Janitorial Services	92,000	46,000	43,761	2,239	7,667	7,293	373	7,667	7,293	373	61,333	58,347	2,986
Landscaping	12,000	3,600	2,400	1,200	1,400	0	1,400	1,400	0	1,400	6,400	2,400	4,000
Security	200,000	100,000	110,465	(10,465)	16,667	22,438	(5,771)	16,667	21,988	(5,322)	133,333	154,891	(21,558)
Total - Building Occupancy	832,000	424,158	430,783	(6,625)	66,888	64,480	2,408	66,214	76,801	(10,587)	557,260	572,064	(14,804)
Bank Charges / Other Fees	7,000	3,500	2,888	612	583	416	167	583	556	28	4,667	3,859	807
Bibliographical Services	35,000	29,000	23,872	5,128	1,000	606	394	1,000	557	443	31,000	25,036	5,964
Binding	50,000	20,000	0	20,000	5,000	0	5,000	5,000	0	5,000	30,000	0	30,000
Computer Services / Licensing	45,000	22,500	18,788	3,712	3,750	5,022	(1,272)	3,750	11,423	(7,673)	30,000	35,234	(5,234)
Continued Education	40,000	20,000	19,115	885	3,333	218	3,116	3,333	6,045	(2,712)	26,667	25,378	1,289
Copy Center	30,000	15,000	11,828	3,172	2,500	11,808	(9,308)	2,500	1,736	764	20,000	25,372	(5,372)
Electronics / Computer Hardware	30,000	15,000	1,368	13,632	2,500	392	2,108	2,500	3,818	(1,318)	20,000	5,578	14,422
Furniture / Appliances	15,000	7,500	975	6,525	1,250	0	1,250	1,250	0	1,250	10,000	975	9,025
Integrated Library System	42,000	21,000	19,526	1,474	21,000	3,378	17,622	0	3,378	(3,378)	42,000	26,282	15,718
Membership (Staff)	15,000	6,000	10,230	(4,230)	1,000	365	635	1,000	180	820	8,000	10,775	(2,775)
Office / Library Supplies	40,000	20,000	12,737	7,263	3,333	2,405	929	3,333	2,447	887	26,667	17,589	9,078
Other / Misc.	75,000	37,500	1,191	36,309	6,250	0	6,250	6,250	13,546	(7,296)	50,000	14,737	35,263
Outreach / Marketing	65,000	14,625	13,587	1,038	2,438	1,728	709	11,375	25	11,350	28,438	15,340	13,097
Postage / UPS / FedEx	22,000	10,803	9,060	1,743	1,424	1,487	(64)	1,984	3,647	(1,663)	14,211	14,195	16
Printing / Reproduction	15,000	7,500	2,820	4,680	1,250	26	1,224	1,250	582	668	10,000	3,428	6,572
Prior Year Voided Checks / Adj	0	0	0	0	0	0	0	0	0	0	0	0	0
Reimbursed Expenses	38,000	19,000	12,522	6,478	3,167	205	2,962	3,167	3,070	96	25,333	15,797	9,536
Staff Meetings / Activities	15,000	7,500	7,199	301	1,250	1,011	239	1,250	0	1,250	10,000	8,210	1,790
Telecommunications	42,000	20,940	13,243	7,696	3,496	2,140	1,356	3,273	2,185	1,087	27,708	17,569	10,139
Transportation Reimbursement	12,000	9,000	6,273	2,727	0	852	(852)	0	985	(985)	9,000	8,110	890
Vending	8,500	4,250	5,066	(816)	708	1,461	(752)	708	1,082	(374)	5,667	7,608	(1,942)
Total - Supplies & Services	641,500	310,618	192,288	118,329	65,232	33,520	31,712	53,507	55,263	(1,756)	429,357	281,072	148,285

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

EXPENDITURE	1ST & 2ND QUARTER				JANUARY 2012			FEBRUARY 2012			YTD TOTAL		
	BUDGET	YTD Budget	YTD Actual	YTD Variance	Budget	Actual	Variance	Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
Accounting	17,000	17,000	14,175	2,825	0	0	0	0	0	0	17,000	14,175	2,825
Consulting Services	70,000	35,000	0	35,000	17,500	8,136	9,364	0	0	0	52,500	8,136	44,364
Legal	65,000	32,500	40,649	(8,149)	16,250	1,902	14,348	0	6,396	(6,396)	48,750	48,946	(196)
Payroll / HR Services	15,000	7,500	8,817	(1,317)	1,250	1,074	176	1,250	1,561	(311)	10,000	11,451	(1,451)
Recruitment Costs	20,000	10,000	400	9,600	5,000	175	4,825	0	15,600	(15,600)	15,000	16,175	(1,175)
Temporary Services	50,000	30,000	27,774	2,226	4,167	1,340	2,827	3,167	2,585	582	37,333	31,698	5,635
Total - Professional Services	237,000	132,000	91,814	40,186	44,167	12,626	31,541	4,417	26,141	(21,725)	180,583	130,581	50,002
Depreciation - Library Materials	3,061,800	1,530,900	1,487,633	43,267	255,150	259,824	(4,674)	255,150	220,962	34,188	2,041,200	1,968,420	72,780
Depreciation - Fixed Assets	330,000	165,000	98,089	66,911	27,500	16,378	11,122	27,500	6,912	20,588	220,000	121,379	98,621
Total - Depreciation Expense	3,391,800	1,695,900	1,585,722	110,178	282,650	276,202	6,448	282,650	227,874	54,776	2,261,200	2,089,798	171,402
TOTAL EXPENSES	9,642,132	4,756,248	4,408,207	348,041	815,180	739,097	76,084	754,149	704,844	49,306	6,325,577	5,852,147	473,431
TOTAL INCOME	10,604,752	5,432,461	5,001,997	(430,465)	896,153	748,792	(147,361)	794,129	752,568	(41,561)	7,122,743	6,503,357	(619,386)
TOTAL EXPENSES	9,642,132	4,756,248	4,408,207	348,041	815,180	739,097	76,084	754,149	704,844	49,306	6,325,577	5,852,147	473,431
NET INCOME/(LOSS)	962,620	676,213	593,790	(82,423)	80,972	9,695	(71,277)	39,979	47,724	7,745	797,165	651,210	(145,955)
Furniture / Appliances	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0
Electronics / Computer Hardware	179,000	89,500	0	89,500	44,750	12,733	32,017	0	0	0	134,250	12,733	121,517
Exterior Building Repairs/ Improvements	5,100,000	2,550,000	0	2,550,000	1,275,000	0	1,275,000	0	0	0	3,825,000	0	3,825,000
Interior Improvements / Alterations	0	0	4,697	(4,697)	0	0	0	0	0	0	0	4,697	(4,697)
Computer Software	185,000	92,500	0	92,500	46,250	0	46,250	0	0	0	138,750	0	138,750
Total - Capitalized Expenditures	5,464,000	2,732,000	4,697	2,727,303	1,366,000	12,733	1,353,267	0	0	0	4,098,000	17,430	4,080,570

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 1	LEIGH ANN GARCIA	MISCELLANEOUS	645.96	022346
February 3	ALLENS ARTHUR ROBINSON PTE LTD	BOOKS	1,200.00	022347
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	694.00	022348
	A S PRATT & SONS GROUP	BOOKS	583.99	022349
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	54.36	022350
	BOOK HOUSE INC	BOOKS	98.50	022351
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	1,201.65	022352
	CARSWELL COMPANY LTD	BOOKS	372.25	022353
	CONTINUING LEGAL EDUCATION SOCIETY	BOOKS	212.32	022354
	DARBY PRINTING COMPANY	BOOKS	87.38	022355
	DATA TRACE LEGAL PUBLISHERS	BOOKS	127.95	022356
	OTTO HARRASSOWITZ	BOOKS	1,104.95	022357
	JURISNET LLC	BOOKS	350.00	022358
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	1,313.45	022359
	KNOWLES PUBLISHING INC	BOOKS	56.96	022360
	LAW PUBLISHERS	BOOKS	108.00	022361
	LAW REPORTS INTERNATIONAL LTD	BOOKS	55.00	022362
	MUNICIPAL CODE CORPORATION	BOOKS	271.88	022363
	OXFORD UNIVERSITY PRESS	BOOKS	241.93	022364
	STATE BAR OF WISCONSIN	BOOKS	140.76	022365
	YBP LIBRARY SERVICES	BOOKS	115.92	022366
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	4,229.53	022940
	COUTTS LIBRARY SERVICES	BOOKS	4,481.53	022941
	LAW JOURNAL PRESS	BOOKS	2,986.73	022942
	LEXISNEXIS BUTTERWORTHS	BOOKS	6,985.60	022943
February 8	AT&T	TELECOM	453.22	022367
	BANC OF AMERICA LEASING	COPY CTR - LA	250.61	022368
	COUNTY COUNSEL, L.A. COUNTY	LEGAL	47.45	022369
	GEOTECHNOLOGIES INC	CIP-EXTERIOR	1,173.00	022370
	LINDA J HEICHMAN TAYLOR	REIMBURSEMENT	17.14	022371
	INDEPENDENT STATIONERS	OFFICE SUPPL	104.13	022372
	MEGAPATH	TELECOM	547.12	022373
	MALINDA MULLER	REIMBURSEMENT	62.32	022374
	RICHARD PACHECO	REIMBURSEMENT	60.09	022375
	LOS ANGELES COUNTY DEPARTMENT	BLDG SVCS	20.00	022376
	RAYVERN LIGHTING SUPPLY CO INC	BLDG SUPPL	208.63	022377
	UNITED PARCEL SERVICE	POSTAGE	188.53	022378
	BONHAMS 1793 LTD	CONSULTING	8,135.89	022944
	EMPLOYMENT DEVELOPMENT DEPT	UI	9,834.10	022945
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	7,293.43	022946
February 10	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	75.00	022379

56,401.26

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	AMERICAN SOCIETY OF INTERNATIONAL L	BOOKS	210.00	022380
	MINISTER OF FINANCE CROWN PUBS QUEE	BOOKS	175.81	022381
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	163.12	022382
	BLOOMBERG BNA	BOOKS	157.76	022383
	CARSWELL COMPANY LTD	BOOKS	108.75	022384
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,017.44	022385
	COURTROOM COMPENDIUMS	BOOKS	170.00	022386
	DAILY JOURNAL CORPORATION	BOOKS	311.00	022387
	GOVERNMENT PRINTING & STATIONARY DE	BOOKS	201.14	022388
	OTTO HARRASSOWITZ	BOOKS	1,062.64	022389
	JURIS PUBLISHING INC	BOOKS	92.50	022390
	JURISNET LLC	BOOKS	86.50	022391
	LAW JOURNAL PRESS	BOOKS	634.29	022392
	CONNECTICUT LAW TRIBUNE	BOOKS	334.50	022393
	LEXISNEXIS BUTTERWORTHS	BOOKS	955.23	022394
	LIBROS CENTROAMERICANOS	BOOKS	76.00	022395
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	710.00	022396
	MUNICIPAL CODE CORPORATION	BOOKS	217.51	022397
	NATIONAL BUSINESS INSTITUTE	BOOKS	838.82	022398
	NEW JERSEY LAW JOURNAL	BOOKS	163.69	022399
	OREGON STATE BAR CONTINUING LEGAL E	BOOKS	78.00	022400
	OXFORD UNIVERSITY PRESS	BOOKS	191.40	022401
	PRACTISING LAW INSTITUTE	BOOKS	289.05	022402
	PROVINCIAL TREASURER OF PEI	BOOKS	65.30	022403
	YBP LIBRARY SERVICES	BOOKS	215.64	022404
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	7,625.52	022947
	COUTTS LIBRARY SERVICES	BOOKS	5,613.36	022948
	THOMSON REUTERS	BOOKS	3,570.66	022949
	ANDREW CHRISTOPHER CHANG	REFUND	125.00	022405
	LAUREN DUNNING ** VOIDED *****	REFUND	0.00	022406
	FRANK WILLIAM GUZMAN	REFUND	125.00	022407
	GERNAN A MARCUCCI	REFUND	125.00	022408
	NEWAY MENGISTU	REFUND	54.00	022409
	SIRARPI MNATSAKANYAN	REFUND	125.00	022410
	YECENIA OLMOS	REFUND	93.00	022411
	ANTONY TUNG	REFUND	125.00	022412
February 14	BANDWIDTH.COM, INC.	TELECOM	353.26	022413
	CCCLL	REGISTRATION	170.00	022414
	CDW GOVERNMENT, INC.	OFFICE SUPPL	728.40	022415
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	563.87	022416
	CUMMINS CAL PACIFIC LLC	BLDG MAINT	297.93	022417
	FEDEX	POSTAGE	6.48	022418
	GOURMET COFFEE SERVICE	VENDING	718.44	022419
	GRAINGER	BLDG SUPPL	216.30	022420

87,355.17

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 15	KONICA MINOLTA BUSINESS	COPY CTR - LA	1,001.60	022421
	L A DEPT WATER & POWER	WATER	321.23	022422
	OFFICE DEPOT	OFFICE/COPY CTR	535.46	022423
	SANTA CLARITA VALLEY BAR ASSOC	OUTREACH	40.00	022424
	UNITED PARCEL SERVICE	POSTAGE	565.47	022425
	STATE BOARD OF EQUALIZATION	USE TAX	6,618.00	022950
	L A DEPT WATER & POWER	ELECTRIC	8,025.02	022951
	SECURITAS SECURITY	SECURITY	9,749.22	022952
	HEROICO M AGUILUZ	REFUND	100.00	022426
	PAUL ANTHONY AHLES	REFUND	100.00	022427
	DAVID JOHN ALVAREZ	REFUND	50.00	022428
	CHERYL R AVIROM	REFUND	100.00	022429
	SASHA EDWARD BARBOUR	REFUND	100.00	022430
	POLLAK, VIDA & FISHER ** VOIDED *****	REFUND	0.00	022431
	BETTY BARRINGTON	REFUND	100.00	022432
	REMY MATHIEU BICKOFF	REFUND	50.00	022433
	KIM D BLANCHARD	REFUND	100.00	022434
	LISA JEAN BORODKIN	REFUND	50.00	022435
	DONALD J BOSS	REFUND	100.00	022436
	SANDOR T BOXER	REFUND	50.00	022437
	CHRISTOPHER M BRAINARD	REFUND	50.00	022438
	DAVID MARSHALL BRANDON	REFUND	50.00	022439
	UZZELL S BRANSON	REFUND	50.00	022440
	ROBERT S BRAZELTON	REFUND	50.00	022441
	FRANCES MILLER CAMPBELL	REFUND	50.00	022442
	PO-CHIEN CHEN	REFUND	50.00	022443
	RUSSELL WILLIAM CLAMPITT	REFUND	100.00	022444
	DENNIS G CLARK	REFUND	100.00	022445
	CASSIDY E COLE	REFUND	50.00	022446
	CRAIG M COLLINS	REFUND	50.00	022447
	DONALD CONWAY	REFUND	100.00	022448
	RONDA LYNN CROWLEY	REFUND	50.00	022449
	JAY J DAVIS	REFUND	100.00	022450
	MOIRA DOHERTY	REFUND	100.00	022451
	FRANJO M DOLENAC	REFUND	100.00	022452
CHARLES A DOMOKOS	REFUND	50.00	022453	
CHARISSA DORIAN	REFUND	50.00	022454	
AUSTIN RICHARD DOVE	REFUND	50.00	022455	
CLARA M DRISCOLL	REFUND	50.00	022456	
BRUCE A DYBENS	REFUND	100.00	022457	
LARRY J EASTERWOOD	REFUND	100.00	022458	
KAMIL SAMIOUL ELIAS	REFUND	50.00	022459	
JACK ERNANDES	REFUND	50.00	022460	
CHRISTINE JOAN ESSER	REFUND	100.00	022461	

115,809.57

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	DONALD ETRA	REFUND	50.00	022462
	THOMAS W FALVEY	REFUND	50.00	022463
	NEAL FIALKOW	REFUND	50.00	022464
	R KEVIN FISHER	REFUND	50.00	022465
	MERRILL W FRANCIS	REFUND	100.00	022466
	DON ERIK FRANZEN	REFUND	50.00	022467
	JOEL S FREEMAN	REFUND	50.00	022468
	CHARLES WILLIAM FUNARO III	REFUND	100.00	022469
	JASON CHARLES GAGE	REFUND	50.00	022470
	JAMES R GALLIVER	REFUND	100.00	022471
	STEVEN HOWARD GARDNER	REFUND	100.00	022472
	STUART H GARRISON	REFUND	100.00	022473
	LANIA GLAUDE	REFUND	50.00	022474
	LLOYD J GOLDWATER	REFUND	100.00	022475
	STEPHEN R GORDON	REFUND	100.00	022476
	LOUIS ECHO GREENWALD	REFUND	100.00	022477
	CHARLES LATHAM GROTTTS	REFUND	50.00	022478
	RAPHAEL ALEJANDRO GUTIERREZ	REFUND	50.00	022479
	PHILIP DANIEL HACHE	REFUND	50.00	022480
	MICHAEL HAILU	REFUND	100.00	022481
	WILLIAM J HAMILTON	REFUND	50.00	022482
	SEAN MICHAEL HARDY	REFUND	50.00	022483
	HARTWELL VIRGINIA HARRIS	REFUND	50.00	022484
	GINA MARIE HATTENBACH	REFUND	100.00	022485
	ROSS S HECKMANN	REFUND	100.00	022486
	SHIRLEY ANN HENDERSON	REFUND	100.00	022487
	AMANDA K HILL	REFUND	50.00	022488
	GLENN W HOIBY	REFUND	50.00	022489
	GERALD V HOLLINGSWORTH	REFUND	100.00	022490
	M WALTER HULKOWER	REFUND	50.00	022491
	B PAUL HUSBAND	REFUND	50.00	022492
	RONALD W ITO	REFUND	100.00	022493
	RUBEN ALEXANDER JACINTO	REFUND	50.00	022494
	JEROME M JACKSON	REFUND	100.00	022495
	SHELDON M JAFFE	REFUND	100.00	022496
	ELIZABETH M JANSS	REFUND	100.00	022497
	ERIC L JONES	REFUND	50.00	022498
	CARLOS R JUELLE	REFUND	100.00	022499
	DARREN CHOZEN KAMEYA	REFUND	50.00	022500
	FRANK J KARL	REFUND	100.00	022501
	JEFFREY EARL KATZ	REFUND	50.00	022502
	DEIAN V KAZACHKI	REFUND	50.00	022503
	SOLANGE KEA	REFUND	100.00	022504
	DAVID KESTNER	REFUND	50.00	022505
	ANDREW S KIM	REFUND	50.00	022506

119,059.57

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	DANIEL D KIM	REFUND	50.00	022507
	JOHN M KIRWAN	REFUND	100.00	022508
	LINDA S KLIBANOW	REFUND	50.00	022509
	EUGENE L KRAMER	REFUND	100.00	022510
	SHERVIN LALEZARY	REFUND	50.00	022511
	HELYN CHRISTYNE LAU	REFUND	100.00	022512
	JOSE YUJUICO LAUCHENGCO JR	REFUND	100.00	022513
	R GORDON LAUGHLIN	REFUND	50.00	022514
	PHILIP C LAW	REFUND	100.00	022515
	JUSTIN EARL LEDDEN	REFUND	100.00	022516
	CONNIE LEE	REFUND	50.00	022517
	JOHN YOUNGJIN LEE	REFUND	150.00	022518
	RICHARD LEUNG	REFUND	100.00	022519
	PETER KENNETH LEVINE	REFUND	50.00	022520
	JENNIFER S LIM	REFUND	100.00	022521
	BRUCE MICHAEL LORMAN	REFUND	100.00	022522
	MICHAEL D LUPPI	REFUND	50.00	022523
	GRAHAM THOMAS MACLEAN JR	REFUND	100.00	022524
	STEPHEN R MCLEOD	REFUND	50.00	022525
	RICHARD W MEAGLIA	REFUND	100.00	022526
	JEAN-PAUL MENARD	REFUND	50.00	022527
	LOREN MICHAEL MERLIN	REFUND	100.00	022528
	JOAN M MILLER	REFUND	100.00	022529
	ERIK MORALES	REFUND	50.00	022530
	STEVEN W MURRAY	REFUND	50.00	022531
	DAVID ALLEN MYERS	REFUND	50.00	022532
	MAZEN NABULSI	REFUND	50.00	022533
	GEORGE I NAGLER	REFUND	100.00	022534
	NICHOLAS S NASSIF	REFUND	100.00	022535
	JOSHUA CHARLES NEEDLE	REFUND	50.00	022536
	LOUISE NEMSCHOFF	REFUND	50.00	022537
	RAYMOND NEWMAN	REFUND	100.00	022538
	JEFFREY A NORTON	REFUND	50.00	022539
	HYUN JOHN OH	REFUND	50.00	022540
	THOMAS TOSHIO ONO	REFUND	100.00	022541
	DAVID PAIK	REFUND	50.00	022542
	DEMETRIOS PAPANIKOLAS	REFUND	100.00	022543
	RICHARD ANTHONY PECH	REFUND	50.00	022544
	CARL J PENTIS	REFUND	50.00	022545
	DEBORAH PERLMAN	REFUND	100.00	022546
	JENNIFER C PETERS	REFUND	50.00	022547
	MICHAEL BRENT PICKELSIMER	REFUND	100.00	022548
	PHYLLIS G POLLACK	REFUND	100.00	022549
	FAYE E RANSOM	REFUND	100.00	022550
	TERRY LYNN RHODES	REFUND	100.00	022551

122,559.57

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	SEAN P ROANEY	REFUND	50.00	022552
	VICTOR RODRIGUEZ	REFUND	100.00	022553
	PAUL RAPHAEL ROSENBAUM	REFUND	50.00	022554
	LAURA ERIN RUBIN	REFUND	50.00	022555
	KELLY FRANCIS RYAN	REFUND	100.00	022556
	SVITLANA SANGARY	REFUND	50.00	022557
	SILVIA SAUCEDO	REFUND	50.00	022558
	THOMAS CARTER SEABAUGH	REFUND	50.00	022559
	SHAHIEDAH M SHABAZZ	REFUND	150.00	022560
	DORISA SHAHMIRZAI	REFUND	50.00	022561
	ANA HIT SHIROYAN	REFUND	50.00	022562
	DEVANAND JOHNATHAN SINGH	REFUND	50.00	022563
	JERRY SMILOWITZ	REFUND	100.00	022564
	ERNEST SOSNICK	REFUND	50.00	022565
	STAN STERN	REFUND	100.00	022566
	RANDALL G STEVENS	REFUND	50.00	022567
	JOHN J STUMREITER	REFUND	100.00	022568
	RICHARD WARREN SWARTZ	REFUND	100.00	022569
	KENNETH TANJI JR	REFUND	50.00	022570
	JENNIFER L TELL	REFUND	100.00	022571
	MICHAEL LEE TOM	REFUND	100.00	022572
	LILLIAN TOMICH	REFUND	100.00	022573
	JOHN C TORJESEN	REFUND	100.00	022574
	CHERYL C TURNER	REFUND	50.00	022575
	JOHN J URIBE	REFUND	100.00	022576
	STEVEN D VALENTINE	REFUND	100.00	022577
	RUBEN A VASSOLO	REFUND	50.00	022578
	SABRINA DIANE VENSKUS	REFUND	50.00	022579
	CHRISTINE VENTO	REFUND	100.00	022580
	JAMES ADAM VICKMAN	REFUND	100.00	022581
	BRIAN IRA VOGEL	REFUND	50.00	022582
	RISHI H WADHWANI	REFUND	50.00	022583
	ASHTON RYAN WATKINS	REFUND	100.00	022584
	DAVID M WEINSTEIN	REFUND	100.00	022585
	BRYAN MICHAEL WEISS	REFUND	50.00	022586
	HELEN DORROH WHITE	REFUND	100.00	022587
	PAULINE WHITE	REFUND	100.00	022588
	SCOTT L WHITMAN	REFUND	50.00	022589
	HOWARD WIEN	REFUND	50.00	022590
	NORMA WILLIAMS	REFUND	100.00	022591
	MARK A WITTE	REFUND	50.00	022592
	WEI C WONG	REFUND	100.00	022593
	KELLY LYNN WOODSON	REFUND	50.00	022594
	KEITH ALEXANDER YEOMANS	REFUND	150.00	022595
February 17				

126,009.57

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 21	POLLAK, VIDA & FISHER	REFUND	100.00	022596
	ROBERTA DAPHNE COYL	REFUND	50.00	022597
	ADVANCED INFORMATION	TEMP SVCS	1,868.25	022598
	AT&T MOBILITY	TELECOM	242.14	022599
	INFINISOURCE INC	PAYROLL/HR	92.00	022600
	COUNTY OF LOS ANGELES	COOLING	1,092.93	022601
	KONICA MINOLTA BUSINESS	COPY CTR - LA	20.00	022602
	PAN AMERICAN PEST CONTROL CO.	BLDG SVCS	178.00	022603
	PITNEY BOWES	POSTAGE	274.00	022604
	RESERVE ACCOUNT	POSTAGE	2,000.00	022605
	UNITED PARCEL SERVICE	POSTAGE	90.70	022606
	VERIZON	TELECOM	38.96	022607
	VORTEX INDUSTRIES INC	BLDG MAINT	270.00	022608
	XO COMMUNICATIONS LLC	TELECOM	503.48	022609
	ZEE MEDICAL INC.	BLDG SUPPL	264.42	022610
	AMERICAN ASSOCIATION OF LAW LIBRARI	BOOKS	205.00	022611
	ALABAMA BAR ICLE UNIV OF ALABAMA	BOOKS	83.50	022612
	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	127.20	022613
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	384.00	022614
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	305.86	022615
	BERNAN ASSOCIATES	BOOKS	304.66	022616
	BUREAU OF NATIONAL AFFAIRS INC	BOOKS	235.56	022617
	BOOK HOUSE INC	BOOKS	177.69	022618
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	142.31	022619
	CARSWELL COMPANY LTD	BOOKS	17.00	022620
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,422.21	022621
	DAILY JOURNAL CORPORATION	BOOKS	190.00	022622
	FORSTER LONG INC PUBLISHERS	BOOKS	517.76	022623
	GAUNT	BOOKS	506.50	022624
	OTTO HARRASSOWITZ	BOOKS	1,582.85	022625
	JURIS PUBLISHING INC	BOOKS	199.00	022626
	LAW JOURNAL PRESS	BOOKS	323.36	022627
	LAWPRESS CORPORATION	BOOKS	603.19	022628
	LAWYERS DIARY AND MANUAL	BOOKS	65.00	022629
	MARY MARTIN BOOKSELLERS	BOOKS	178.00	022630
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	92.50	022631
	NATIONAL BUSINESS INSTITUTE	BOOKS	96.45	022632
	NOLO PRESS OCCIDENTAL	BOOKS	211.77	022633
	PAN PACIFICA	BOOKS	228.50	022634
	THOMPSON PUBLISHING GROUP	BOOKS	438.50	022635
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	417.00	022636
	JOHN WILEY & SONS INC	BOOKS	253.85	022637
	YBP LIBRARY SERVICES	BOOKS	553.15	022638
	COUTTS LIBRARY SERVICES	BOOKS	4,647.43	022953

156,203.25

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 24	SCHINDLER ELEVATOR CORP.	BLDG MAINT	7,699.00	022954
	AGAVNI GINA HOGTANIAN	REFUND	50.00	022639
	AMERICAN BAR ASSOCIATION	BOOKS	844.30	022640
	GE MONEY BANK AMAZON	BOOKS	84.96	022641
	AMERICAN LAWYER MEDIA L P RECORDER	BOOKS	369.00	022642
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,536.00	022643
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	144.46	022644
	BERNAN ASSOCIATES	BOOKS	1,938.70	022645
	BOOK HOUSE INC	BOOKS	60.29	022646
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,025.70	022647
	CONTINUING LEGAL EDUCATION SOCIETY	BOOKS	214.63	022648
	U C REGENTS CPER	BOOKS	183.51	022649
	GAUNT	BOOKS	958.60	022650
	INTERNATIONAL ASSOCIATION OF LAW LI	BOOKS	95.00	022651
	INTERNATIONAL RISK MANAGEMENT INSTI	BOOKS	297.00	022652
	JURISNET LLC	BOOKS	438.50	022653
	MABROCHI INTERNATIONAL CO LTD	BOOKS	1,067.90	022654
	MANHATTAN PUBLISHING COMPANY	BOOKS	96.00	022655
	MARY MARTIN BOOKSELLERS	BOOKS	1,780.00	022656
	NATIONAL TAX ASSOCIATION	BOOKS	230.00	022657
	NATIONAL FIRE PROTECTION ASSOCIATIO	BOOKS	1,033.13	022658
	NIBONDH & COMPANY LIMITED	BOOKS	440.00	022659
	OREGON STATE BAR CONTINUING LEGAL E	BOOKS	38.25	022660
	PAN PACIFICA	BOOKS	93.00	022661
	CITY OF THOUSAND OAKS	BOOKS	40.48	022662
	STATE BAR OF WISCONSIN	BOOKS	60.54	022663
	COUTTS LIBRARY SERVICES	BOOKS	9,432.59	022955
	LAW JOURNAL PRESS	BOOKS	6,162.55	022957
	WILLIAM S HEIN & CO	BOOKS	3,440.68	022958
	February 28	GE MONEY BANK AMAZON	OFFICE SUPPL	151.40
CDW GOVERNMENT, INC.		COMP HARD	100.96	022665
OFFICE DEPOT		OFFICE/SCAN	130.77	022666
PEDRO ORELLANA		REIMBURSEMENT	7.00	022667
SUN LIFE FINANCIAL		LIFE/DISABILITY	859.12	022668
SMITH-EMERY LABORATORIES		CIP-EXTERIOR	892.00	022669
UNITED PARCEL SERVICE		POSTAGE	97.13	022670
AMERICAN EXPRESS		TRAVEL	2,460.41	022959
GUARDIAN		DENTAL/VISION	6,644.81	022960
ROLF JENSEN & ASSOCIATES INC		BLDG MAINT	7,065.21	022961
SECURITAS SECURITY		SECURITY	9,655.83	022962
LANGER'S RESTAURANT		BOARD EXP	144.38	022671
February 29		INDIE PRINTING INC	PRINT/REPRO	350.72

222,206.80

LOS ANGELES COUNTY LAW LIBRARY
February 1, 2012 - February 29, 2012 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 2	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	80,444.51	TS00154504
	THOMSON REUTERS	BOOKS	16,952.92	TS00154504
February 10	ALLANA BUICK & BERS, INC.	CIP-EXTERIOR	39,217.61	TS00155072
	CCH INCORPORATED	BOOKS	21,200.00	TS00155072
	SWINERTON BUILDERS	CIP-EXTERIOR	266,503.50	TS00155072
	TROLLER MAYER ASSOCIATES, INC	CIP-EXTERIOR	21,813.35	TS00155072
	THOMSON REUTERS	BOOKS	69,907.76	TS00155072
February 16	CLEO ENTERPRISES LLC ** VOIDED *****	CIP-EXTERIOR	0.00	TS00155474
	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	113,334.57	TS00155474
February 24	LEXISNEXIS ONLINE SERVICES	BOOKS	14,900.00	TS00155932
	TROLLER MAYER ASSOCIATES, INC	CIP-EXTERIOR	10,917.72	TS00155932

655,191.94