

AGENDA

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

REGULAR BOARD MEETING

Tuesday, April 24, 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 March 27, 2012 Regular Board Meeting.

3.2 Repeal of the 1891 Bylaws

4.0 ACTION ITEM 1

Election of Secretary. Ken Klein, Chair, Nominations Committee.

5.0 DISCUSSION ITEM 1

Branch and Partnerships: Study & Assessment, April, 2012, Executive Director Marcia J Koslov discusses the findings and recommendations of an 8 month study and assessment of the Branch and Partnership Libraries. Malinda Muller, Director, and Linda Heichman Taylor, Senior Librarian, Programs & Partnerships, LA Law Library, who conducted the study, will be present for the discussion.

6.0 EXECUTIVE DIRECTOR REPORT

- Board Update
- Facility Update
- Financial Update
- Staff Update
- Outreach / Training Update
- Quarterly Statistics

7.0 AGENDA BUILDING

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

8.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees will be held on Tuesday, May 22, 2012.

POSTED FRIDAY, APRIL 20 2012 @ 10:00 A.M.

POSTED BY EUSTORGIO BARAJAS



CONSENT CALENDAR

3.1 MINUTES OF THE MARCH 27, 2012

REGULAR BOARD MEETING

**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.**

March 27, 2012

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, March 27, 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:

Michael DeCastro, Thompson, Cobb, Bazilio & Associates, PC
Helen Chu, Thompson, Cobb, Bazilio & Associates, PC
Sandra Levin, Colantuono & Levin, PC

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

1.0 PUBLIC COMMENT

During the five (5) minutes allocated, Mr. Lee Paradise commented on funding and permits for the Building Envelope and Restoration Project in addition to the library hours of operation.

Late public comment request approved per President Steinhauser:

During the five minutes allocated, Ms. Zoe Muntanel expressed her distress and concerns over an unpleasant experience she had while entering the temporary entrance of the Law Library on March 8, 2012. The Board requested that, if they had not already done so, the staff should review the incident and take appropriate measures.

2.0 PRESIDENT'S REPORT

President Steinhauser reminded the Board of the 2012 Friends Gala honoring Chief Justice Tani Cantil-Sakauye on Tuesday, April 3, 2012, to begin at 5:30.

3.0 CONSENT CALENDAR

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

Upon motion by Trustee Jones, and seconded by Trustee Lavin, the minutes of the February 28, 2012, Regular Board Meeting were unanimously approved, 7-0.

4.0 ACTION ITEM 1

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

Staff recommends that the Board of Trustees invest up to 90% of the Law Library's cash reserve in the County Treasurer's Pool Surplus Fund in order to take advantage of the Pool's better interest return. Legal Counsel Sandi Levin clarified that all funds collected are deposited with the County and remain in the County Pool unless they are moved to the Local Agency Investment Fund (LAIF). The Executive Director stated that no fees are incurred for moving the funds either from the County or LAIF.

Following discussion, Trustee Goetz moved to authorize staff to invest up to 90% of the Law Library's cash reserve in the County Pool. Trustee Jones seconded the motion. Trustee Plum suggested amending the recommendation to authorize staff to invest up to 100% of the Law Library's cash reserves in the pool that provides the better rate of return. The amended motion was accepted by Trustees Goetz and Trustee Jones, and unanimously approved, 7-0.

5.0 ACTION ITEM 2

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

At the request of the Board of Trustees to have an independent audit of the internal controls used by the LA Law Library for financial accounting purposes, the LA Law Library engaged Thompson, Cobb, Bazilio & Associates, P.C. (TCBA). The result of the Internal Procedures Audit, conducted between February 22 and March 19, 2012 by TCBA was an opinion that "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)."

As part of the audit, TCBA issued a Management Letter recommending improvements in the following three areas: (1) Controls Over Cash Receipts Collected at the Circulation Desk; (2) Physical Inventory of Books; and (3) Accounting Policies and Procedures Manual. In each case, the Law Library agreed with the recommendations and reported that it had begun to implement the recommended improvements.

The Board requested that the Executive Director keep the Board informed of progress toward the completion of the three recommendations. In particular, it was confirmed that the amended and updated Accounting Policies and Procedures Manual would be reviewed as part of the annual financial audit.

There was no further discussion and no action was taken.

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.

Following initial presentation, discussion focused on the comparison between proposed Bylaws and California Business & Professions Code §6300 et seq. In addition, the Board discussed the need for adopting Bylaws. It was agreed that Trustee Jones would work with Legal Counsel, Sandra Levin, to (1) review both the B&P Code §6300 et seq. and the current Board Manual, and to (2) make recommendations for any topics or matters that should be specifically delineated within the Board Manual.

The Board requested that the election of the Secretary be placed on a future agenda.

Trustee Lavin left the meeting at 1:15 p.m.

7.0 EXECUTIVE DIRECTOR REPORT

The Executive Director reported on the financial status of the Building Envelope Repair & Reconstruction Project. Contingency expenditures included landscaping changes to meet all ADA requirements as well as approval of overtime to enable completion of the stairs and plazas at First and Broadway as well as the installation of the new front door prior to the Friends Beacon of Justice Award Gala. The Executive Director noted the hiring of a new construction foreman, Michael Charlson, who was conscientiously working to keep the project on schedule.

At this time, President Steinhauser allowed for a late public comment.

8.0 AGENDA BUILDING

Trustee Jones requested that the Board add the formal election of the Board Secretary to an upcoming agenda.

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:34 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, April 24, 2012.

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

DRAFT

CONSENT CALENDAR

3.2 REPEAL OF THE 1891 BYLAWS

LOS ANGELES COUNTY

LAW LIBRARY.

BY LAWS.

1891.

BY-LAWS

OF THE

Law Library of Los Angeles County.

SECTION I.

There shall be an Executive Committee, consisting of two Trustees to be appointed by the President, and the President; they shall serve for six months; they shall transact the ordinary current business which may arise between meetings of the Board.

SECTION II.

There shall be a Finance Committee, consisting of two members to be appointed by the President, and the President. They shall audit and certify to the Board all bills and claims against the Board. They shall serve for six months.

SECTION III.

There shall be a Librarian and an assistant Librarian, who shall be appointed by the Board, to serve during the pleasure of the Board, at salaries to be fixed by the Board.

SECTION IV.

The Librarian shall be ex-officio Recording and Corresponding Secretary of the Board, and as such shall attend all meetings of the Trustees and of the committees of the Board; enter

regular minutes of the proceedings at such meetings, and all orders and by-laws adopted, in a book to be kept for the purpose; having the custody, care and general supervision of the Library rooms and Library, see that all rules and regulations adopted by the Board of Trustees or by the Executive Committee are faithfully observed; collect and pay over to the County Treasurer all fines and moneys paid for dues; keep an account of all such moneys, and of all moneys reported as paid over to the Treasurer by the County Clerk; and of all orders drawn upon the Treasury, and the purposes for which they were drawn, and report the same to the Board of Trustees as often as required; make a report to the Board at each monthly meeting, of the condition of the Library, and of all transactions during the preceding month; and perform such other duties incident to his office as may be required of him by the Board of Trustees or by the Executive Committee.

The assistant Librarian shall perform such duties in the aid of the Librarian as may be prescribed by the Executive Committee.

SECTION V.

Any resident of the county of Los Angeles will be entitled to the use and enjoyment of the Library, subject to the rules, upon the payment of dues for every three months, of three dollars, payable in advance.

SECTION VI.

The Librarian shall enter in a book or register, to be kept in the Library for the purpose, the names of all members by payment of dues, and in another and separate list the names of all public officers who are entitled by statute to the use of the Library. And no book or books shall be consulted or used, nor shall the Library be frequented by any person, except his name be properly entered in such register, or except he be temporarily admitted, as a stranger, as hereinafter provided.

When any person ceases to be entitled to the use of the Library, by reason of the expiration of the term for which he has paid in advance, or by reason of the expiration of his term as a public officer, or for any other reason, his name shall be stricken from the register.

SECTION VII.

No books shall be taken from the Library rooms to any other place than to some Court room of a Court of Record, State or Federal, in the city of Los Angeles, or to the Chambers of a Judge of such Court of Record, and then only on the receipt of some person entitled to the use of the Library. Every such book so taken from the Library shall be returned the same day, unless upon the certificate of a Judge that he has detained the book. And in default of such return or of such certificate,

the party in default shall pay a fine of \$1.00, and make full compensation for the book, and to be suspended from the use of the Library until such fine be paid and such compensation made to the satisfaction of the Trustees, or the book returned.

SECTION VIII.

Any Trustee may direct the Librarian to issue to a stranger visiting the city, a complimentary ticket, admitting him to the Library during his sojourn in the city, for a period not exceeding two weeks; and upon such direction the Librarian shall issue such ticket, and the party receiving it shall have the free use of the Library for the term specified. The Librarian shall keep a list of all strangers so admitted, stating upon whose order the ticket was issued, and the time therein specified.

SECTION IX.

The Library shall be kept open for use from 9 o'clock A. M. until 10 o'clock P. M., of every day of the year, except New Year's Day, the Fourth of July, Christmas and Thanksgiving.

SECTION X.

Before entering upon his office, the Librarian shall execute to the Board a Bond in the penal sum of \$1,000, for the faithful performance of his duties.

AGENDA ITEM 4

ACTION ITEM 1

MEMORANDUM

DATE: April 17, 2012
TO: Board of Law Library Trustees
FROM: Marcia J Koslov
RE: Election of Secretary

At their March 27, 2012 Board meeting, during a discussion of Bylaws and the California Business and Professions Code, it was brought to the attention of the Board, that the Cal B&P Code, §6307, states that each board shall elect a secretary.

§6307. Each board shall elect a secretary, who shall keep a full statement and account of all property, money, receipts and expenditures, and shall keep a record and full minutes in writing, with the ayes and noes at length, of all proceedings of the board.

History:

The enabling legislation, Chapter CCXXV, Statutes of California, 1891, states in Section 10, "*They (the Board of Trustees) shall elect a Secretary, who shall keep a full statement and account of all property, money, receipts and expenditures, and a record and full minutes, in writing, of all their proceedings.*" On May 20, 1891, the Bylaws of the Law Library of Los Angeles County were approved. Section IV of those Bylaws contains the following language, "*The Librarian shall be ex-officio Recording and Corresponding Secretary of the Board and as such shall attend all meetings of the Trustees and of the committees of the Board...*"

At their July 9, 1980 meeting, the Board of Trustees appointed Richard Iamele to be Librarian and Secretary of the Board of Law Library Trustees. At their April 27, 2005 meeting, the Board of Trustees approved my appointment as Law Library Director Designate effective June 16, 2005 and Law Library Director on August 1, 2005. While the motion did not identify me as Library Director and Secretary, the offer letter for the position, as well as the 2005 position description included responsibilities as the Board's Secretary. The current position description for the Executive Director also states that one of the responsibilities under Board of Trustees is, "Serves as Secretary to the Board of Trustees."

Recommendation

It is recommended that the Executive Director, Marcia J Koslov, be elected Secretary for a term to run concurrent with her appointment as Executive Director.



AGENDA ITEM 5

DISCUSSION ITEM 1

MEMORANDUM

DATE: April 17, 2012

TO: Board of Law Library Trustees

FROM: Marcia J Koslov

RE: Branch and Partnerships: Study & Assessment, April 2012

Several times during the 2011 calendar year, the Board requested information about the Branch locations. In response, I proposed a full study of the Branches. Malinda Muller, Director and Linda Heichman Taylor, Senior Librarian, within the Programs and Partnerships team undertook the study. Over the course of 8 months, August, 2011 – March, 2012, Malinda and Linda identified stakeholders, developed strategies, visited each Branch and Partner location multiple times, worked as substitutes within each Branch, created training programs and presented them, developed survey instruments, and gathered data. Their documents including initial questions, organizational designs, studies, reports, charts and assessments were used to create the attached report: *Branch and Partnerships: Study and Assessment, April, 2012.*

In brief, the Assessment identifies a significant imbalance between effort and expense and “return on investment.” While it is possible to adjust, augment and revitalize the Branches, retaining the traditional model these libraries represent, may no longer be applicable. There are transformational changes taking place within library and informational services, with services delivered in many alternative ways. At the same time, costs for print materials and electronic licenses are increasing. Staff requirements are changing, and space, both for shelving and for study, is being redefined.

Our annual costs for the maintenance of both Branch and Partner locations runs approximately \$775,000. That cost includes staff (both at the Main Library and at the Branch locations), collections (both print and electronic), technology, equipment and supplies. This study and assessment affords an opportunity to revisit how best to provide services and extend the reach of the LA Law Library to both the legal and public communities. As part of the strategic planning process, it would be an appropriate time to re-envision the services, redefine the space and redepoly the resources devoted to both Branch and Partner locations.

Recommendation

Staff recommends that the Board discuss the Study and Assessment. If, following the discussion, the Board would like to develop a next step, among the options available are:

- (1) Direct the Strategic Planning Committee to consider alternative models based on the Study and Assessment, or
- (2) Direct the staff to develop alternatives for services and staffing and include those in the FY2012-2013 budget proposal, or
- (3) Direct staff and Strategic Planning Committee to work together to develop a plan that would manage the transition from traditional transactional model to one of engagement, continuous learning and knowledge sharing.



Branch and Partnerships

Study & Assessment

April 2012

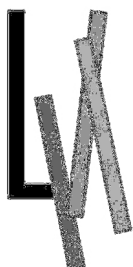
At the request of the Board, in August, 2011, the Law Library began an intensive study of our Branch and Partner locations, services, and resources. Programs & Partnerships Director Malinda Muller, and Senior Librarian, Linda Heichman Taylor, led the study. Linda is Branch Supervisor as well as lead coordinator for the LA Law Library partnerships. The resulting report is divided into several areas: Background, Methodology, Data Collection, Analysis, and Conclusions. Additional details, charts and notes from Malinda and Linda are attached in an Appendix and they are also available to respond to any questions or concerns. They will also join me for the April 24, 2012 Board meeting. We welcome your comments, suggestions and recommendations.

BACKGROUND

In August, 2011, the newly formed Programs & Partnerships (P&P) team was asked to conduct an assessment of the Law Library's remote locations. The initial focus of the assignment was to determine whether or not the existing model of Branch locations within the Courthouses, with the current collection, staff, and hours, was effectively providing sufficient resources and services to be measurably worth the annual investment of time, effort and funds by the Law Library.

Until P&P assumed responsibility for the Branch locations, they were managed by various librarians with the Reference & Research team. Historically, the management of the Branch locations was one of benign neglect. When Paula Hoffman, Senior Librarian, (Foreign & International Law) assumed responsibility in 2010, a more direct approach was implemented, including basic training, quarterly staff meetings and regularized monitoring and management. Nonetheless, in general, problems were handled when identified, but otherwise the Branches ran according to a 1980's (and earlier) model. As recently as 2011, there were no computers for the public to use, no electronic legal resources, no circulating materials and no assistants with professional Library degrees. To fill sick leave and vacation time vacancies, the Law Library contracted with a temporary service agency that sent hourly substitutes. Those substitutes often provided little more than very basic clerical support; they opened the Branch, filed loose-leaf services (moderately successfully), and maintained the access to the Law Library collection and space.

Shortly into the project, as discussions evolved, it became clear that to provide an accurate assessment of current practices, the study should be extended to include the Partner locations. Within P&P, Linda Taylor had also assumed responsibility for the day to day operations of the Partner locations and it seemed not only a logical extension of the Branch assessment, but a necessary component of it. Although relatively new (when compared to the Branch locations), the Partner locations afforded another set of



measurable observations for providing LA Law Library resources and services to various constituent groups.

METHODOLOGY

Stakeholders: To begin, P&P created a list of stakeholders who were prospective Branch clientele. For all Branch locations, the list included judges, research attorneys, self-represented litigants, and attorneys. For several of the locations, additional clientele included law, paralegal and criminal justice students. For the Partner locations, the stakeholders expanded to include public librarians as well as the general public.

Strategies: Strategy discussions identified the following issues: (1) how best to obtain feedback from the stakeholders; (2) how to gain firsthand knowledge of the Branch library day-to-day operations; (3) how to determine the successful use of both the environment and the professional librarians within the Partner locations; and (4) how to ensure both quantitatively and qualitatively sufficient data.

Branch / Partner Locations: In addition to general visits to each Branch, it was decided that rather than hire substitutes when Branch assistants were out, the P&P staff would fill the vacancy. This allowed both Malinda and Linda to gain firsthand knowledge of each location: who came into the Branch, how long they stayed and what information or service was requested. Malinda and Linda devised a brief set of survey questions asked directly to library users: (1) how often did they used the Branch; (2) how far they traveled to get there; and (3) what services would they appreciate having available when they arrived at the Branch. When it became apparent that there was no efficient way to interview judges or research attorneys about their library use, Malinda and/or Linda met with the court administrator for each Branch location and asked the usage questions that would have been asked of the judges. They also met with the self-help center staff in each Courthouse where a Branch was located, as well as with the self-help staff from locations the Law Library vacated, i.e. Compton and Pasadena. Conversations provided information that helped to clarify where the Law Library fit (or did not fit) with their programs.

Bar Associations: P&P created a CLE program as a way to introduce the Law Library to bar associations. During these sessions, brief surveys were distributed in order to obtain systematic feedback regarding potential services of use to attorneys.

Public Libraries: Last year, the Bill & Malinda Gates Foundation funded an Institute for Museum and Library Studies (IMLS) study that sought to identify the reasons for using a library. The resulting IMLS report stated that when asked why users visit a public library, the need for legal and government information ranked number five in importance. In response, P&P created an initial "legal reference basics" in-service workshop for city and county public librarians. Those trainings provided the opportunity for P&P to distribute a survey that ultimately was able to identify the top legal issues of the public who came to the public library seeking information and/or assistance. P&P was also able to determine the range of digital and legal information literacy skills of the public librarians as well as the frequency of user request for assistance on a legal issue.



P&P FIELD WORK AND DATA COLLECTION

The P&P staff field work experience included visits, interviews, substituting and instruction, as follows:

- Branch visits: *18 visits; 6 substitution work days.*
- Public librarian in-service workshops: *11 workshops; 236 public librarians participated in the training. (LAPL 163 / CoLAPL 105 / PPL (Pasadena) 40).*
- Attorneys: *6 events, including CLE seminars:
LACBA's Inn of Court. Social meet & greet; 5 min presentation.
San Fernando Valley Bar Association. Meet & greet.
Santa Clarita Valley Bar Association. Meet & greet.
San Gabriel Valley Bar Association CLE – How the LA Law Library can benefit your Law Practice: 39 attendees; survey distributed.
Women Lawyers of Long Beach CLE- How the LA Law Library can benefit your Law Practice: 28 attendees.
LACBA. Barristers Section. Panel Discussion: Finding a Job in the Recovering Economy.*
- Court Administrators: *8 interviews (Including Compton and Pasadena).*
- Self-Help Centers: *17 interviews (including Compton and Pasadena).*

DATA SUMMARY: BRANCH LOCATIONS

The LA Law Library maintains five Branch locations: Long Beach, Norwalk, Pomona, Santa Monica and Torrance.

General Environment

Hours. Reductions dating back to 2004 limited the Branch location hours to ½ time: 10 a.m. – 2 p.m. A recent change shifted the hours of the Branch to be open from 8:30 a.m. to 1:30 p.m. However, with the adjustment to morning hours, potential users now wait in line for the Courthouse to open and then move through a screening process in order to access the library.

Resources

Print Collections. Each Branch location maintains the same current collection, a combination of primary source materials for California and Federal, a practitioner collection of California treatises and a Nolo Press collection for the general public. All of the locations, except Long Beach, retain on the shelves large sets of titles that were cancelled more than 10 (and sometimes 15) years ago.

Digital Access. With the exception of Long Beach, the Law Library currently has connected each Branch assistant to the Main library's network for email, internet and legal databases. (New wiring within the Courthouse is required to complete the Long Beach installation.) However, all Courthouse requirements for IT do not easily enable the Law Library to establish public internet connections. In several Courthouse locations, new network wiring is required before an internet connection that supports



public terminals can be installed. Moreover, Courthouse regulations currently do not allow WiFi systems that are external to the Court network to be installed.

Staff

The Law Library employs a part time Branch assistant for each Courthouse location. The Branch assistants are non-professional staff members. Historically, the Branch “attendant” was employed to keep the doors open for attorneys and judges and update loose-leaf and subscription services. Despite the change in clientele and service needs over the years, no change was made in the professional requirements of the Branch assistants. Because of longevity, some Branch assistants have gained substantive knowledge of the courts and court processes. Nevertheless, Branch assistants remain isolated from the Main library and staff and opportunities for developing more advanced knowledge of legal materials and legal reference techniques are lost. Moreover, that knowledge is generally confined to the relatively small collection of print materials available within the Branch. Because technology has not been available in the Branches, there is only cursory knowledge of commercial legal databases or free legal websites.

Traditionally, the Library has used a temporary service agency to staff the Branch locations when either sick or vacation absences occurred. The substitutes sent by the temp agency have largely been directed to file loose-leaf services and shelve books. Although there have been exceptions, most substitutes have either no legal research knowledge or sub-par bibliographic skills.

The Main Library is responsible for providing management and administration of the Branch locations. However, it appears that for the most part, the Branch staff experienced a laissez-faire leadership or management style, and were often left on their own for long periods of time. During the last seven years, the Branch staff have been “managed” by four different librarians. As three of those librarians had full time reference and/or supervisory responsibilities at the Main Library, the amount of time and attention devoted to the Branch assistants varied widely but was considered a secondary responsibility. In the summer, 2011, Linda assumed management, administration and training for the Branch staff, marking the first time it was a primary focus of a supervising librarian.

The Main Library Reference & Research (R&R) staff generally serve as a back-up reference resource. Indications are that over the years, some Branch assistants have regularly contacted the R&R staff for assistance, but others have made little contact. The Collection Management staff provide acquisition, cataloging and processing services for the Branch locations. For the most part, this appears to be the most regular and consistent contact with the Main Library, if for no reason other than there has been a continual need to update the print materials and replace missing pages.

Clientele

The historical model of the Branch library was a robust collection created for the use of judges and attorneys. Court administrators indicate that this audience has significantly changed as judges and research attorneys have their own print materials as well as online resources.



Statistics kept by the Branch assistants confirm that there is little continuous walk-in or phone traffic at the Branch locations. All of the Branch locations, except Norwalk, report greater usage of the library during the lunch hour.

Although attorneys continue some use of the collection, significant research needs are not satisfied by the Branch materials. When an attorney does use the collection, he/she tends to use it for “just-in-time” court business. Often, the print material is used in combination with the attorney’s own computer, checking work product against the law or precedent.

All Branches estimate a 50%/50%, or greater, public to attorney ratio. The general self-represented population needs assistance with finding and understanding legal documents and sample forms. Although the Self-Help Centers and window clerks refer the public to the library, all indications are that only a fraction of those referred actually make it to the library. (It is possible that because they seek assistance completing forms, they believe that the library cannot help them.) In some of the Branch locations, a small, student population, primarily paralegal, is a consistent library user group. This user group generally does not require much assistance.

DATA SUMMARY: PARTNERSHIP LOCATIONS

There are four partnership locations: Pasadena, Compton, Van Nuys and Lancaster.

General Environment / Hours and Resources

Pasadena. Pasadena Public Library (PPL) is an independent city public library. The collection, a combination of legal materials moved from the Pasadena Courthouse location and PPL owned government and legal resources, is small but robust. PPL supports access to LA Law Library legal databases, including Westlaw. The collection is housed in a quiet, semi-dedicated area that provides a scholarly ambiance. During visits only a few users were seated and working. However, numerous books on the tables and reshelving carts indicated that the collection is being used. PPL is open 9 a.m. – 9 p.m., Monday through Thursday; 9 a.m. – 6 p.m. Friday and Saturday; and 1 p.m. – 5 p.m. on Sunday.

Compton. Compton Library is a contracted service of the LA County Public Library. The small collection was moved in 2007 from the Courthouse into a newly renovated library that is located in the same civic plaza. Westlaw and the suite of legal databases offered by the Law Library are available on the public terminals. The library is a single large room, with no clear demarcation between the Children’s and Young Adult areas and the law collection. Due to budget reductions, the library is closed on Monday and Friday and opens at 10 a.m. Tuesday through Thursday. It is open on Saturdays. Visits generally found little use of the collection.

Van Nuys. The Van Nuys Courthouse Branch was moved in 2011 across the civic plaza to the Van Nuys Public Library, a Branch of the LA (city) Public Library. The collection of statutory and practice materials, as well as Nolo Press materials is the largest print



collection of all the Partner libraries. The collection is prominently placed adjacent to the reference area. However, because the library is a smaller, single room, the collection is also adjacent to the Children's and Young Adult collection. And, because the emphasis of that Branch is Children's / YA services, no adult services reference librarian is at the location. The print collection is supported by access to the Main library's legal databases. The Self-Help Center, as well as local public libraries from both the NE and NW Valley areas, has begun to refer the public to this collection. Library hours vary: Monday, Wednesday and Saturday it is open 10 a.m. – 5:30 p.m.; Tuesday and Thursday hours are 12:30 p.m. – 8:00 p.m. and Friday, 1:30 p.m. – 5:30 p.m.

Lancaster. Lancaster Public Library is a large regional location of the LA County Public Library. The Lancaster legal collection is small, consisting of West's Annotated California Code, Cal Jur and a circulating collection of Nolo Press titles, but it is located in the Adult / Reference / non-fiction area, away from the Children's and Young Adult section. The LA Law Library provides Lexis service which is available on all public terminals. Five full time reference librarians have been trained by LA Law Library staff. Although closed on Mondays, the library is open 10 a.m. – 8 p.m. Tuesday through Thursday, and 8 a.m. – 6 p.m. Friday and Saturday.

The resources in the Partner locations are, in general, adequate for the use. In some instances, the number of titles could be reduced. New titles are added only intermittently. Quite often entire sections of formbooks and chapters from practice books are taken and need to be replaced. Online databases, intended to supplement the practice materials, are available in three of the four locations, but are most heavily used in Lancaster and Pasadena.

Staff

While each of the Partners employ professional librarians, only two have identified an individual point person for the legal collections. P&P staff developed and held training sessions for both the partner staff members and, at the request of the Branch and regional managers, for any reference librarian within their system. These system-wide classes appear to be well received. In fact, the response from the librarians has been extremely positive; more than 230 public librarians have attended the training sessions.

Nonetheless, while the general information is welcomed by the professional librarians, in the Partner locations this does not necessarily translate into "excellent customer service." In some locations, the staff appear reluctant to assist clients using the legal collection. They are challenged by the learning curve associated with learning the legal materials and focused on day to day issues. In others, staff members may be somewhat more engaged in providing access to legal information but their attention is divided by multiple, ongoing user and administrative initiatives. In one location, Van Nuys, recently posted signs tell the story: "*NOTICE: Library employees DO NOT provide: Legal Advice, Legal Assistance or Document Preparation.*" Often, library users are directed to the Self-Help Center at the Courthouses. On the other hand, in Lancaster, recent discussions with staff and leadership indicate that they are interested in expanding a relationship with the LA Law Library.



Clientele

The Partner locations were established to serve both attorneys and the general public. Indications are that attorneys use the collections on occasion. Although they are generally self-sufficient, they have voiced concerns about the hours, lack of assistance and the noise level in several of the libraries. The public seeking to use the collections often need assistance and guidance, not only to find the materials, but also in understanding concepts and sample forms. And just as often, there are language barriers to using the collection.

Court administrators expressed gratitude to the library for relinquishing space in the Courthouse for the development of Self-Help Centers. The Partner locations were intended to continue to serve as an additional resource for the Self-Help Centers. However, SHC's reported that they prefer to refer the public to other local agencies rather than the libraries because they have a greater confidence that the agency can provide more meaningful assistance in filling out forms and helping users with low cost legal assistance.

DATA SUMMARY: FUNDING

The FY 2010-2011 library material expenditures for all Branch and Partner locations, including continuation upkeep and new purchases for the print materials was approximately \$370,000. Print expenditures within Branch locations were approximately equal at \$55,000. Partner location expenditures average about \$25,000 per location.

In addition, FY2011 personnel expenditures for Branch assistants equaled approximately \$125,000, including benefits. Substitute services for Branch assistants who are on leave, either sick or vacation, cost an additional \$10,000. Moreover, salaries (adjusted for time spent on Branch and Partner activities) for Main library staff who support both the Branch and Partner locations equals approximately \$255,000. The total personnel expenditures for Branch and Partner locations are approximately \$390,000.

Additional costs for Supplies & Services, including a portion of professional services such as Payroll, are approximately \$15,000. Total FY 2011 expenditures for all Branch and Partner activity equaled approximately \$775,000.

ANALYSIS

General Environment / Hours / Locations

Availability of the Branch and Partner locations is an ongoing concern. Current Courthouse Branch locations lack afternoon, evening and weekend accessibility. Although the Library recently shifted the Branch location hours to a consistent, daily 5-hour period, nonetheless, in all Branch locations, the attorneys, the public users and the Self-Help Centers have all requested extended hours.



All of the Branch libraries are in rather isolated locations and are dated in look and atmosphere. Several are located on floors with minimal activity and are away from a SHC or a clerk's window, the two main sources of referrals. Entrance through Security screening required in all Courthouses is a deterrent to easy access. In addition, doors at most of the locations are kept closed – a second deterrent to library use.

Most of the Branch locations include a disproportionate amount of space dedicated to subscription titles that were cancelled years ago. That space could be repurposed - either for additional seating for users or for access to digital services on public terminals, or for assistance from outside service providers for forms preparation, etc.

Partner locations have evening and weekend hours, but full, consistent schedules have been impacted by budget reductions. Thus, late openings, inconsistent opening and closing schedules, and reduced evening and weekend hours, all impact the potential user. On the other hand, attorneys have reported that weekend and evening hours at Pasadena have been useful. And, Lancaster has reported regular Friday use by two claims advisors from the Dept. of Consumer Affairs.

Courthouse Branch locations may no longer provide the best service location for either the current general or legal populations. For example, three Branch locations, Torrance, Long Beach and Norwalk are within 20 miles of each other. Although there are 11 courthouses within the geographic area, according to the State Bar data, there are only (approximately) 2,500 attorneys. On the other hand, the San Fernando Valley, combined with the Van Nuys and East Valley areas has 8 courthouses, but an attorney population of more than 6,500. According to the Executive Director of the San Fernando Valley Bar Association, 75% of these attorneys practice in solo and small firm situations. The SFV area also has a high general population density.

Two Branch locations, Pomona and Long Beach, are also served by other county law libraries that may be more strategically advantageous for library users. For users of the Pomona Branch, the Rancho Cucamonga Branch of the San Bernardino County Law Library is a 14 mile drive from the Pomona Courthouse, which means its radius too many potential users, is less than 7 or 8 miles. The San Bernardino Branch is professionally staffed, has legal database access, is open full days and has free parking. Likewise, for many citizens served by the Long Beach branch, the Orange County Law Library may be a better option. The Orange County Law Library holds a full law library collection, has significant database access, is professionally staffed, easily accessible and has free parking.

Resources

Print Collections. In general, both Branch and Partner locations maintain a combination of primary source materials for California and Federal, a practitioner collection of California treatises and a Nolo Press collection for the general public. While basically a similar collection exists in each location, the extent of the collection may vary slightly. None of the print materials circulate regardless of location. But, many of the locations report that the materials regularly "disappear" and need to be replaced. This is particularly true in the Partner locations. There is very little collection development or enhancement. The collections include the basic staples of legal practice in California



and new titles are purchased only if a significant new treatise or form book is published. Nevertheless, Branch assistants report that there are few instances where topic or resources were not fulfilled by the collection at hand.

Digital Access. While the staff at most of the Branch locations are networked to the Main Library, public access to online services maintained by the LA Law Library are not available. Staff that have access to Westlaw report discomfort using the service – primarily from minimal use. WiFi within the Branch locations is also not available. This is a significant hindrance to current research and is a disservice to users of these Branch locations.

In the area of digital access, the Partner locations are a significantly stronger resource venue. Public terminals are available with the potential to provide direct access to the LA Law Library digital services.

Staff and Service

Both Branch and Partner locations have a somewhat compromised service model. Branch assistants, despite years on the job, as well as most of the Partner location staff lack the subject specialty understanding required for an effective legal reference interview. Staff in both Branch and Partner locations vary in their interest, willingness or knowledge to provide full reference services, using either in print or online. In several of the Branch and Partner locations, there is little more than monitoring of users and collection.

As previously mentioned, in Branch locations, the staff are part time, 8:30 – 1:30 daily. If the Branch location hours were increased, even by 1 additional hour, the Law Library would be required to hire additional Branch assistants to cover lunch and break periods.

In Partner locations, where the emphasis is on Children's and Young Adult programming, it is difficult to make the transition to Adult services. Nevertheless, where professional public librarians are available and engaged they benefited from the personalized training provided by P&P staff and had a more positive attitude toward helping clientele through the print and digital collections. But despite the training, most public librarians tend to use the information gained to support assistance for a simple user inquiry, rather than to develop of a working knowledge of the use or content of legal resources.

Over time, several of the Branch assistants have built strong working relationships within the Courthouse. However, while both Self-Help Centers and Court administration say that they are always looking for more tools and resources to assist a self-represented litigant, both entities have also stated that they generally do not refer a self-represented litigant to a Branch or Partner location because the staff in those libraries are not prepared to assist the self-represented with his interactive, transactional-based needs. The service image the LA Law Library has worked to create at the Main Library through hands-on, nuts and bolts guidance is thus not supported by the current Branch/Partner model.



Funding

Funding for the Branch and Partner locations appear to be disproportionate to the services provided, particularly in the Branch locations, which accounts for more than two thirds of the \$775,000 expended. The majority of the Branch money is spent on the print collection with a smaller portion spent to make the online services available. Approximately one half of all funds were spent on personnel. Of that money, nearly 40% was spent on the staffing component at the Main Library, who provide the supporting services needed to maintain the Branch and Partner collections and services. Yet, in both Branch and Partner locations it is apparent that professional staffing is required to provide full reference and research services, whether the client is using print or online resources.

More importantly, the LA Law Library also pays for a number of digital subscriptions that are seldom, if at all, used at the Branch locations, and only sporadically used at the Partner libraries. These services should be available to any user of the LA Law Library, regardless of which location they have visited. Estimates are that an investment of approximately \$25,000 would be required to provide sufficient hardware and software for each Branch location to enable online services, including copy, print, download and email options.

CONCLUSION

In general, the findings point toward a significant imbalance between effort and expense and “return on investment.” The data gathered and analyzed are instructive.

Regarding the Branch locations, it is possible to increase the hours and expand staff to include professional reference librarians. It is possible to invest significant dollars in hardware and software to deliver the online services readily available at the Main Library. However, it is also possible to consider that the current Branch locations are no longer the correct place for the law library. Whether it be due to population shifts, or because Courthouse locations pose entrance barriers due to security, availability of parking, and hours, or because of the substantial investment required to develop staff and improve services, it is not a simple matter to upgrade, revitalize or expand.

Our investment in Partner locations over the past four years has been informative and valuable. Moving the print collection is not sufficient. Staff services are required, as is the availability of online services. We have found that attorneys and the general public alike will go where the information is available, but they will only be satisfied if both the resources and staff services align with their perception of a “library.” Otherwise, search alternatives, from Westlaw and Lexis to free government websites to Google, are available at their fingertips.

Instead, it is decision about re-envisioning the services, redeploying resources, and redefining spaces.

The current model of providing services in remote locations neither effectively represents nor replicates the public service reference and research standards available



and practiced at the Main Library. Moreover, no amount of “improvement” or redevelopment is possible today without thinking about the delivery of information in the 21st century. Recent studies and articles allude to “transformational change” in the information world. Legal publishers are talking about e-books, virtual discovery tools and “apps.” Users want “just-in-time” information – wherever they are, whenever they need it, and in a form that is easily accessible.

This assessment comes at a propitious moment given the opportunity for strategic planning. The Board of Trustees of the LA Law Library should consider re-envisioning the services, redefining library space, and redeploying resources: staff, collection and technology.



Programs & Partnerships Outreach Visits / Meetings: Branch Locations

Date	Location Type	Location Description	Purpose	Status
07/14/11	Branch	Long Beach Branch	Meet AIM Temp, observe activity, shelf read, collection maintenance & admin, intro to SHC	Completed 1st visit - stayed during entire operation hours
07/20/11	Branch	LALL	Initial Meet & Greet, find out about branch ops	Met with 3 permanent Branch Assts and learned about Branches and some recommendations
07/21/11	Branch	Pomona Branch	Meet Branch Staff, observe activity, shelf read, collection maintenance & admin	Completed 1st visit - stayed during entire operation hours
07/25/11	Branch	Norwalk Branch	Meet Branch Staff, observe activity, shelf read & admin	Completed 1st visit - stayed during entire operation hours
07/26/11	Branch	Santa Monica Branch	Meet Branch Staff, observe activity, shelf read & admin	Completed 1st visit - stayed during entire operation hours
07/27/11	Branch	Torrance Branch	Meet Branch Staff, observe activity, shelf read & admin	Completed 1st visit - stayed during entire operation hours
08/10/11	Branch	Pomona Branch	Meet AIM Temp, determine if viable candidate for part-time regular position, follow up with any collection maintenance	Completed 2nd visit
08/29/11	Branch	Long Beach Branch	Fix copier coin box	Unsuccessful - Help Desk need to fix
09/15/11	Branch	Long Beach Branch	Touch base with AIM Temp, observe progress of looseleaf filing in preparation for new regular hire, observe activity, check for anything that needs to be done before new hire arrives	Completed 2nd visit
10/26/11	Branch	Pomona Branch	Branch Assistant Training	Completed 1 of 3 onsite Branch Training for new hires
10/27/11	Branch	Long Beach Branch	Branch Assistant Training	Completed 3 of 3 onsite Branch Training for new hires
10/28/11	Branch	Pomona and LB Branches	Branch Assistant Training	Completed 1 of 3 onsite Branch Training for new hires
12/8/2011	Branch	Long Beach Branch	Observe activity	Branch Assessment project; observe activity at Branch
12/15/11	Branch	Pomona Branch	MM and LT observe activity	Branch Assessment project; observe activity at Branch
01/06/12	Branch	Norwalk Branch	Sub for Kay Mayorga	Branch Assessment project; observe activity at Branch; substitute for regular staff
01/26/12	Branch	Norwalk Branch	MM and LT observe activity; MM get feedback from Branch Assistant	Branch Assessment project; observe activity at Branch
01/27/12	Branch	Torrance Branch	Sub for Paula Hart	Branch Assessment project; observe activity at Branch; substitute for regular staff
01/30/12	Branch	Long Beach Branch	LT observe activity	Branch Assessment project; observe activity at Branch
02/03/12	Branch	Pomona	MM and LT observe activity	Branch Assessment project; observe activity at Branch

Programs & Partnerships Outreach Visits / Meetings: Branch Locations

Date	Location Type	Location Description	Purpose	Status
02/22/12	Branch	Santa Monica Branch	MM and LT observe activity; MM get feedback from Branch Assistant	Branch Assessment project; observe activity at Branch
02/24/12	Branch	Norwalk Branch	MM and LT observe activity	Branch Assessment project; observe activity at Branch
03/01/12	Branch	Santa Monica Branch	Sub for Judith Yontef	Branch Assessment project; observe activity at Branch; substitute for regular staff

Programs & Partnerships Outreach Visits / Meetings: Courthouses

Date	Location Type	Location Description	Purpose	Status
01/27/12	Court - SHC	AV(Lancaster); Pasadena; Pomona; San Fernando; Van Nuys SHCs	Introduce LALL to NLS-LA administered self-help centers; discussion of v.2 of self-help centers	Opportunity to obtain a broader perspective on the needs of the court-based self-help centers administered by NLS-LA and how we might be able to partner going forward, including roll-out of prescription pad
02/08/12	Court - Admin	Compton	Meet and Greet	Feedback on prior library and introduction to staff atty for Comm Legal Servs LA. Meeting with JL calendared for March
03/16/12	Court - SHC	Compton	Meet and Greet w/LAFLA SHC staff	
12/08/11	Court - Admin	Long Beach	Meet & Greet	Met to introduce & find out how LALL Branch is doing & ways in which LALL and Long Beach Court may be able to work together.
02/24/12	Court - Admin	Long Beach	Court Clerks training	Planning session; update on new courthouse
07/14/11	Court - SHC	Long Beach	Meet & Greet	Met to introduce & discuss possibilities of ways in which LALL can help move ppl thru cts
01/30/12	Court - SHC	Long Beach	Impromptu brief meeting	Short intro to LALL outreach efforts; opportunity for more follow up; A. Storey is co-Managing Atty of all LAFLA SHC and DV Clinics
02/24/2012	Court - SHC	Long Beach	Find out more about LALL and SHC synergy; meet new SHC Atty and Paralegal	Obtained perspective re library combination and prospective future programming as well as status re LAFLA staffing
01/26/12	Court - SHC	Norwalk	Meet & Greet	Met to introduce & discuss possibilities of ways in which LALL can help move ppl thru cts
02/07/12	Court - Admin	Pasadena	Meet and Greet	Ascertain value of library in or out of a courthouse
12/13/11	Court - SHC	Pasadena	Meet & Greet	Met to introduce & discuss possibilities of ways in which LALL can help move ppl thru cts
12/20/11	Court - SHC	Pasadena	Prescription Pad v. 2	Met to find ways in which SHC in Pasadena, PPL partnership and LALL can work together.
02/03/12	Court - Admin	Pomona	Drop in meeting	Discussed role and value of branch to court and ways to improve.
10/26/11	Court - SHC	Pomona	Meet & Greet	Met to introduce & discuss possibilities of ways in which LALL can help move ppl thru cts
12/15/11	Court - SHC	Pomona	Meet & Greet, Introduce SM	Met to introduce & discuss possibilities of ways in which LALL can help move ppl thru cts
02/03/12	Court - SHC	Pomona	Meet and Greet	Discussed role and value of branch to SHC and.
10/26/11	Court - SHC	Pomona	Meet & Greet	Met to introduce & find out how LALL Branch is doing & ways in which LALL and Pomona Court may be able to work together.
02/22/12	Court - Admin	Santa Monica	Meet & Greet	Obtained perspective re library value to court and future locations
02/22/2012	Court - SHC	Santa Monica	Meet & Greet w/SHC staff	Synergy between library and SHC as well as future collaboration potential between LAFLA and LALL

Programs & Partnerships Outreach Visits / Meetings: Courthouses

Date	Location Type	Location Description	Purpose	Status
07/19/11	Court - SHC	Stanley Mosk - Self Help Center	Brief visit to LA Superior Court Self-Help, potential partnership opportunities?	Meet & Greet, brief orientation to SHC
02/8/2012	Court - Admin	Torrance	Meet & Greet	Met to introduce & discuss possibilities of ways in which LALL can help move ppl thru cts
02/08/12	Court - SHC	Torrance	Meet & Greet w/SHC staff	Met to introduce & discuss possibilities of ways in which LALL can help move ppl thru cts
02/17/12	Court - Admin	Van Nuys	Training on LawHelpCalifornia.org	Trained Teresa who will train clerks
10/26/11	Court - SHC	Van Nuys	Learn what works / what doesn't between combined library / SHC	Met with Lazaro with questions. First hand view of operations.
11/03/11	Court - SHC	Van Nuys	Meet & Greet	Met to introduce & find out how LALL Branch is doing & ways in which LALL and Van Nuys Court may be able to work together.

Programs & Partnerships Outreach Visits / Meetings: Public Libraries

Acronyms: ARA = Assistant Regional Administrator; CLM = Community Library Manager

Date	Location Type	Location Description	Purpose	Status
04/29/11	Public Library	Van Nuys Partnership	Beginning Legal Research Training	Held training - staff felt overwhelmed. Rethink of material from legal <i>research</i> to legal <i>reference</i> .
05/03/11	Public Library	Norwalk Branch, CoLAPL	Law Week program - Legal Websites	Program conducted by RS - 1 member of general public and 2 librarians attended. Successful in that it provided outreach to Norwalk and gave P&P an understanding of a public class which might work in a public library setting.
05/04/11	Public Library	Van Nuys Partnership	Law Week festivities - promote VN partnership	MJK, Mlucero, MM and LT attended. Branch put up book display of legal titles. Not much interest among attys or general public, but a few people came by while we were there.
05/11/11	Public Library	Compton	Compton Partnership - 1st initial P&P visit	Meet & Greet with Compton staff and South Region administrator (Carolyn K.), view collection, inquire about desire for in-service training
05/19/11	Public Library	Van Nuys	Basic Tools to Know training (aka Top Tools)	Provide simpler, follow up legal reference training for VN staff.
05/26/11	Public Library	Van Nuys Partnership	Looseleaf filing training (with RP), shelf read, ad hoc shelver training (MM), observe use	Looseleaf filing training and collection maintenance
06/01/11	Public Library	Pasadena Partnership	Westlaw Public Class, admin meeting with Jean	Conduct & observe public class, initial admin meeting with Jean
06/02/11	Public Library	Van Nuys Partnership	Continued looseleaf filing training	Looseleaf filing training follow up completed
06/15/11	Public Library	Van Nuys Partnership	Basic Legal Reference	Completed 1st public library in-service
07/06/11	Public Library	Compton Partnership	Westlaw Staff Training, collection follow up, ref desk shadow	Provided 1st Compton Staff Training, shelf read collection, 1 hr ref desk observation
08/03/11	Public Library	Pasadena Partnership	Westlaw Public Class, admin meeting with Jean	Conduct & observe public class, follow up admin meeting with Jean and ref staff
09/14/11	Public Library	Pio Pico Branch, LAPL	Legal Reference Basics - hands-on	Completed "hands-on" training at branch with training center computers
09/21/11	Public Library	Lancaster Partnership	Meet & Greet, tour library, meet Ref Librarians, view Lexis set up and (non-LALL) print legal collection, visit Antelope Valley Court and SHC	Completed 1st visit; interviewed Ref Lib on duty, set stage for in-service training, potential public classes
09/28/11	Public Library	CoLAPL Library Headquarters (LHQ)	Intro to LALL presentation	Created awareness for and presented introduction to LALL for regional managers
09/29/11	Public Library	Van Nuys Partnership	Intro to LALL presentation	Increase awareness of LALL
10/05/11	Public Library	Pasadena Partnership	Westlaw Public Class, admin meeting with Jean	Conduct & observe public class, follow up admin meeting with Jean

Programs & Partnerships Outreach Visits / Meetings: Public Libraries

Acronyms: ARA = Assistant Regional Administrator; CLM = Community Library Manager

Date	Location Type	Location Description	Purpose	Status
10/26/11	Public Library	Van Nuys Partnership	Resources for Finding & Hiring a Lawyer	Completed 1st topical areas of law workshop for librarians
10/27/11	Public Library	Central Library, LAPL	LAPL Library Commissioners Meeting	6-month follow up - VN Partnership
11/03/11	Public Library	Cahuenga Branch, LAPL	Intro to LALL presentation	Increase awareness of LALL, gauge if interest in training/other programs
11/13/11	Public Library	Manhattan Beach Branch, CoLAPL	Legal Reference Basics	Completed 4th in series of in-service training for CoLAPL librarians.
11/15/11	Public Library	Van Nuys Partnership	Top Tools Hands-On Exercises	Completed hands-on exercises - very well received. Will create follow up & use as model.
11/29/11	Public Library	Central Library, LAPL	Reintroduce LALL = is there anything we can do for them, partner/training opps	Met with various Dept incl Soc Sci, Bus & Econ, Art. Most interest by Bus & Econ. May pursue Thursdays@Central public event. LT to follow up with brochures & bookmarks for Depts.
11/30/11	Public Library	Baldwin Hills Branch, LAPL	Intro to LALL presentation	Increase awareness of LALL, gauge if interest in training/other programs
12/01/11	Public Library	Norwalk Branch Library, CoLAPL	Legal Reference Basics	Completed 4th in series of in-service training for CoLAPL librarians.
12/01/11	Public Library	LaCrescenta Branch Library, CoLAPL	Legal Reference Basics	Completed 4th in series of in-service training for CoLAPL librarians.
12/13/11	Public Library	Pasadena Partnership	Remote Access Databases Overview in-service	Conduct 2 training sessions for staff; shelf read; observe use; discuss 2012 training ideas with Jean
12/14/11	Public Library	Valley Plaza Branch, LAPL	Intro to LALL presentation	Increased awareness of LALL, gauged if interest in training/other programs
01/05/12	Public Library	Vernon Branch Library	Intro to LALL presentation	Increase awareness of LALL, gauge if interest in training/other programs
01/12/12	Public Library	West Covina Branch, CoLAPL	Legal Reference Basics	Completed 4th in series of in-service training for CoLAPL librarians.
02/07/12	Public Library	Pasadena Partnership	CEBOnLaw and LIRC	Trained front line staff and senior librarian
02/07/12	Public Library	Pasadena Partnership	Westlaw Public Class	Trained front line staff and senior librarian
02/17/12	Public Library	Van Nuys Partnership	Reference desk triage	Observed (staffed) reference desk for 2.5 hrs.
02/29/12	Public Library	Lancaster Partnership	Lexis Staff Training	Trained reference librarians and library manager
03/07/12	Public Library	Van Nuys Partnership	In-service Finding Forms	18-20 attendees for in-service
03/14/12	Public Library	Compton Partnership	TBD - Hands-On Database training	
03/21/12	Public Library	LAPL Soc. Sci / Phil	Meet and greet, update re LAPL / LALL synergy	Meet and greet. Learned about outreach opportunities
03/29/12	Public Library	Pio Pico Branch, LAPL	Finding & Hiring a Lawyer Training	In-service, 12 attendees

Programs & Partnerships Outreach Visits / Meetings: Bar Associations

Date	Bar Association	Location Description	Purpose	Status
11/14/2011	Women Lawyers of Long Beach	MCLE class @ La Creperie in Long Beach	Outreach - MCLE class	
12/13/2011	San Fernando Valley Bar Assn	Holiday party @ SFVBA office	Outreach - mingle with attorneys	
1/24/2012	Santa Clarita Bar Assn	Mixer at Bar and Grill in Santa Clarita	Outreach - mingle with attorneys	
3/2/2012	San Gabriel Valley Bar Assn	MCLE class	Outreach - MCLE class	
3/22/2012	San Fernando Valley Bar Assn	Bellwood Baker	Meet and Greet	
4/4/2012	LACBA Barristers	Panel Discussion - Finding a job in the recovering economy	Follow trends in legal field, meet local attorneys	

Law Library Distances & Demographics

Proximity Between Southern Area Branches		
<i>From</i>	<i>To</i>	<i>Miles</i>
Long Beach	Torrance Branch	16
Long Beach	Norwalk Branch	17
Long Beach	Compton Branch	12
Compton	Norwalk Branch	13
Compton	Torrance Branch	12
Torrance	Norwalk Branch	23
LALL	Santa Monica Branch	15
Proximity Between Eastern Area Branch, Nearest Eastern County Law Library & a Potential Eastern Pocket Library Partner		
LALL	Pomona Branch	31
LALL	West Covina CoLAPL	19
Pomona Branch	Rancho Cucamonga	13
Pomona Branch	West Covina CoLAPL	11
Distance from LALL to Prospective Branch Library in the San Fernando Valley		
LALL	VN Courthouse	17.5
LALL	San Fernando Courthouse	22
LALL	Woodland Hills	24
Distances to San Fernando Prospective Branch Location From North / South / West SF Valley		
Van Nuys	San Fernando	10
Woodland Hills	San Fernando	20
Chatsworth	San Fernando	14
Valencia	San Fernando	13
Distances to Van Nuys Prospective Branch Location From North / South West SF Valley		
San Fernando	Van Nuys	11
Woodland Hills	Van Nuys	12
Chatsworth	Van Nuys	18
Valencia	Van Nuys	19
Large County Demographics and number of branches / partnerships		
<i>County</i>	<i>Square Miles / Persons per mile</i>	<i>Branches / Partnerships</i>
Los Angeles	4,000 / 2,400	5 / 4
San Diego	4,200 / 735	3 / 0
Orange	790 / 3,800	0 / 0
Alameda	739 / 2,000	1 / 0
Riverside	7,000 / 300	1 / 1
San Bernardino	20,000 / 100	2 / 0



AGENDA ITEM 6

EXECUTIVE DIRECTOR REPORT

BOARD UPDATE

Internal Procedures Audit. As a follow up to the three recommendations made by Thompson, Cobb, Bazilio & Associates as part of their Internal Procedures Audit, the LA Law Library has completed and implemented improvements to controls over cash receipts collected at the Circulation Desk.

The LA Law Library is in the process of completing the two additional recommendations:

1. Physical Inventory of Books, this will have been completed at the end of the LC relabeling project.
2. The Accounting Policies and Procedures Manual is currently being redrafted for completion by the end of this month.

FACILITY UPDATE

See attached Building Repair and Reconstruction Project report.

FINANCIAL UPDATE

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

STAFF UPDATE

The 9th Annual Friends of the Los Angeles County Law Library Beacon of Justice Award Gala was held on Tuesday evening, April 3, 2012 at the Mildred L Lillie Building Main Library Building. Over 250 attendees joined the Friends' Board of Directors and the Law Library's Board of Trustees to celebrate the 2012 honoree, Chief Justice Tani Cantil-Sakauye. Special recognition and thanks are extended to LA Law Library staff: Event Coordinator, **Leigh Garcia**; **Jaye Nelson** and **Meiling Li** who managed all technology aspects of the event, and to **Ralph Stahlberg**, **Channa Cajero**, **Shohreh Saljooghi** and **Betsy Warner** for the exhibit of the Chief Justice' memorabilia.

Channa Cajero, Collection Development Librarian, attended "Fundamentals of Collection Assessment" offered by the Association for Library Collections & Technical Services (ALCTS), a division of the American Library Association. This six-week online course introduced key concepts in collection assessment including: assessment methods; tools for understanding collection usage and value; analysis of print and electronic collections; and project design and management. Librarians from academic and public libraries throughout the U.S participated in the course.

On April 4, 2012, **Malinda Muller** and **Cathy Lintvedt** attended a panel discussion presented by the LACBA Barristers entitled, *How to Find a Job in the Midst of A Recovering Economy: The New Legal Landscape*. After the presentation, they had the opportunity to speak with John Ly, organizer of the panel. Mr. Ly suggested that LA Law Library join the panel next year, specifically to address the Law Library resources and staff available to assist new lawyers with their legal research needs.



On April 25, 2012, the LA Law Library will hold its quarterly All Staff meeting. Primary meeting topics include "2012 Strategic Initiatives" and the new "Empower Time Management System."

OUTREACH / TRAINING UPDATE

On April 17, 2012, forty VMware users attended the Los Angeles VM User Group meeting held in the LA Law Library Training Center. Discussion topics included: virtualization trends, best practices, and the latest technology.

Criminal Justice students of Westwood College visited the LA Law Library on April 13, 2012, for a tour presented by Ralph Stahlberg. Among several colleges in the Los Angeles area to regularly visit the LA Law Library, Westwood College professors state that they bring their students to the LA Law Library as a reminder that "real" research starts in the library.

On March 29, 2012, P&P presented an in-service training to 12 LAPL librarians entitled "Resources for Finding and Hiring a Lawyer." Presented for a second time, this training session focuses on a live tour of websites that could be used by public librarians to assist their patrons in need of legal assistance. Attendees expressed appreciation for the practical information and the focus on LA Law Library services and free online resources.

Between January and mid-April, 2012, 24 new members joined the Members Program. 25% of these new members joined as a direct result of MCLE presentations given to local bar associations. These presentations have proven successful in raising awareness of the LA Law Library and generating new members and borrowers.



FACILITY UPDATE

Building Envelope Repair & Exterior Restoration Project

Work Completed during the Previous 30 days

- Roof
 - 95% of sheet metal flashing installation on the roof was completed

- Exterior Walls
 - 85% of the preparation work to paint the building was completed
 - 40% of the exterior painting of the building

- Exterior Reconstruction
 - Completion of all underground waterproofing details, including punch list
 - Completed the Group 2 concrete walls
 - Completed the Main Entry Steps / Stairs
 - Completed the Flatwork at Main Entry
 - Completed 95% of Storefront at Main Entry
 - Completed 60% of all Concrete Walls/Planters on the project

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 painting of the building
 - Refurbish medallions on face of the building

- Exterior Reconstruction
 - Complete all Concrete walls and planters on project
 - Complete stairway and walkway in alley between Library and parking garage
 - Start western side flatwork
 - Start landscaping work
 - Complete front main entry, include flag pole
 - Start Granite work on planter walls



Budget /Financial Summary (as of 04/17/2012)

Project Description	Adjusted Budget	Spent to Date
Swinerton Builders	\$4,622,900	3,236,281
Construction Admin & Monitoring – ABB	193,623	175,398
Construction Admin – TMA	120,350	99,858
Construction Management - CLEO	168,000	112,000
Environmental Monitoring/Testing – Arcadis	37,602	37,937
Soil , Concrete, Rebar Testing	25,000	15,225
Contingency*	516,748	275,692
TOTAL	5,684,223	3,952,391

Percent of total project: The project is approximately 75% complete. Expenditures thus far are 69% of the total project cost.

*Contingency usage status is at \$275,692. Usage includes:
 \$57,991 for demolition & underground work;
 \$25,780 for the exterior building skin;
 \$46,424 for roof work (including \$21,133 for site inspection work by Arcadis)
 \$195,497 for additional hardscape/landscape work
 (\$50,000) savings approved

Approximately \$195,000 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 March 31, 2012
D - R - A - F - T

Assets

Assets in L. A. County and State Treasurers' Custody		
Cash in L. A. County Treasurer - General Fund	\$	10,731,589
Cash in L. A. County Treasurer - Deposit Fund		231,234
Cash in Bank of America - Revolving Account		9,843
Cash in Bank of America - Payroll Account		5,544
Cash in Local Agency Investment Fund		1,326,878
Petty Cash		718
Operating Cash		12,305,805
Current Assets:		
Accounts Receivable		48,449
Other Receivable		1,486,335
Other Current Assets		330,049
Other Assets:		
Books & Other Library Collections	\$ 42,089,488	
Current Month Acquisitions	500,034	
	42,589,522	
Less: Accumulated Depreciation	(26,044,273)	16,545,250
Building Construction	4,216,987	
Interior Building Improvement	1,305,090	
Furniture & Equipment	2,010,429	
Computer Hardware & Software	562,821	
	8,095,328	
Less: Accumulated Depreciation	(6,880,744)	1,214,585
Construction In Progress - Exterior		4,174,588
Building Site (Land)		580,333
Total Assets	\$	<u><u>36,685,394</u></u>

Liabilities and Fund Balance

Current Liabilities		
Accounts Payable	\$	765,937
Accrued Expense		1,040,820
Noncurrent Liabilities		
Borrowers' Deposits		241,227
Total Liabilities		<u><u>2,047,985</u></u>
Fund Balance		
Unappropriated		33,961,220
YTD Net Income		676,189
Total Liabilities and Fund Balance	\$	<u><u>36,685,394</u></u>

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

INCOME	BUDGET	1ST QUARTER			2ND QUARTER			3RD QUARTER			YTD TOTAL		
		Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	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)	2,240,516	2,016,104	(224,412)	6,928,732	6,272,249	(656,483)
Total - Court Fees	9,292,752	2,428,213	2,218,355	(209,859)	2,260,003	2,037,790	(222,213)	2,240,516	2,016,104	(224,412)	6,928,732	6,272,249	(656,483)
Interest - LAIF	40,000	10,000	5,097	(4,903)	10,000	5,107	(4,893)	10,000	4,883	(5,117)	30,000	15,087	(14,913)
Interest - General Fund	75,000	18,750	21,886	3,136	18,750	30,342	11,592	18,750	21,059	2,309	56,250	73,287	17,037
Interest - Deposit Fund	3,500	875	718	(157)	875	682	(193)	875	559	(316)	2,625	1,958	(667)
Total - Interest	118,500	29,625	27,701	(1,924)	29,625	36,130	6,505	29,625	26,501	(3,124)	88,875	90,332	1,457
Parking Fee	700,000	188,781	196,227	7,446	169,570	189,820	20,250	149,095	158,871	9,775	507,446	544,917	37,471
Total - Parking	700,000	188,781	196,227	7,446	169,570	189,820	20,250	149,095	158,871	9,775	507,446	544,917	37,471
Annual Borrowing Fee	0	0	7,450	7,450	0	925	925	0	300	300	0	8,675	8,675
Annual Members Fee	120,000	24,000	14,109	(9,892)	60,000	18,434	(41,566)	18,000	21,907	3,907	102,000	54,449	(47,551)
Course Registration	10,000	2,500	825	(1,675)	2,500	974	(1,526)	2,500	771	(1,729)	7,500	2,570	(4,930)
Copy Center	85,000	22,452	18,812	(3,640)	20,155	17,474	(2,681)	20,711	19,516	(1,195)	63,318	55,802	(7,516)
Document Delivery	25,000	5,588	7,041	1,453	5,713	5,869	157	6,948	8,808	1,860	18,249	21,718	3,470
Fines	46,000	12,279	11,823	(456)	10,207	12,630	2,422	10,836	10,248	(588)	33,322	34,701	1,379
Miscellaneous	14,500	3,625	4,350	725	3,625	300	(3,325)	3,625	999	(2,626)	10,875	5,649	(5,226)
Room Rental	7,500	1,875	0	(1,875)	1,875	225	(1,650)	1,875	400	(1,475)	5,625	625	(5,000)
Book Replacement	5,000	1,250	(59)	(1,309)	1,250	748	(502)	1,250	325	(925)	3,750	1,014	(2,736)
Forfeited Deposits	25,000	0	0	0	25,000	28,474	3,474	0	0	0	25,000	28,474	3,474
Friends of Law Library	120,000	0	0	0	120,000	143,000	23,000	0	0	0	120,000	143,000	23,000
Grants	30,000	0	0	0	0	0	0	30,000	0	(30,000)	30,000	0	(30,000)
Vending	5,500	1,375	1,723	348	1,375	1,657	282	1,375	1,829	454	4,125	5,210	1,085
Total - Library Services	493,500	74,945	66,074	(8,871)	251,700	230,710	(20,990)	97,120	65,103	(32,017)	423,764	361,886	(61,878)
TOTAL INCOME	10,604,752	2,721,564	2,507,547	(214,017)	2,710,898	2,494,450	(216,448)	2,516,356	2,266,578	(249,778)	7,948,818	7,268,575	(680,242)

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

EXPENDITURE	BUDGET	1ST QUARTER			2ND QUARTER			3RD QUARTER			YTD TOTAL		
		Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	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	847,295	46,648	772,422	740,468	31,954	2,415,287	2,293,959	121,328
Social Security	205,000	46,272	41,799	4,474	50,295	45,926	4,369	47,585	44,220	3,365	144,153	131,944	12,208
Medicare	46,000	10,154	9,853	301	12,123	11,827	296	10,411	10,342	69	32,688	32,022	666
Retirement	155,332	38,833	36,784	2,049	38,833	42,794	(3,961)	38,833	35,773	3,060	116,499	115,352	1,147
Health Insurance	600,000	147,963	146,384	1,578	140,708	143,065	(2,356)	151,241	133,912	17,329	439,912	423,361	16,551
Disability Insurance	6,500	1,481	2,233	(753)	1,580	2,180	(600)	1,629	2,108	(478)	4,689	6,521	(1,832)
Dental Insurance	55,000	12,488	14,205	(1,717)	14,205	14,563	(358)	13,942	14,428	(486)	40,636	43,197	(2,561)
Life Insurance	2,000	465	453	13	468	427	41	524	446	78	1,456	1,325	131
Workers Compensation Insurance	30,000	7,500	9,512	(2,012)	7,500	9,512	(2,012)	7,500	25,349	(17,849)	22,500	44,373	(21,873)
Unemployment Insurance	30,000	7,500	6,568	932	7,500	10,909	(3,409)	7,500	9,834	(2,334)	22,500	27,312	(4,812)
Vision Insurance	10,000	2,387	2,581	(194)	2,451	2,532	(81)	2,537	2,512	25	7,376	7,626	(250)
Accrued Sick Expense													
Accrued Vacation Expense													
Total - Personnel	4,539,832	1,023,966	976,569	47,397	1,169,606	1,131,030	38,576	1,054,124	1,019,392	34,732	3,247,696	3,126,991	120,705
American Continuations	2,400,000	431,601	369,210	62,391	517,760	878,563	(360,803)	1,054,426	763,798	290,629	2,003,787	2,011,571	(7,784)
American New Orders	150,000	73,590	34,734	38,856	19,086	19,997	(911)	29,013	28,113	899	121,688	82,845	38,843
Branch Continuations	350,000	44,943	50,507	(5,564)	46,457	160,219	(113,762)	163,479	52,206	111,273	254,879	262,933	(8,053)
Branch New Orders	70,000	9,485	738	8,747	48,293	634	47,659	2,469	880	1,589	60,248	2,252	57,996
Commonwealth Continuations	400,000	63,647	99,444	(35,797)	105,043	115,232	(10,189)	139,316	163,050	(23,734)	308,006	377,726	(69,720)
Commonwealth New Orders	6,500	772	1,269	(497)	778	1,354	(575)	2,359	1,485	875	3,909	4,107	(197)
Foreign Continuations	230,000	25,167	46,483	(21,316)	67,775	44,847	22,928	89,493	98,884	(9,390)	182,435	190,214	(7,779)
Foreign New Orders	35,000	5,445	20,207	(14,762)	5,327	8,161	(2,834)	15,194	334	14,861	25,967	28,702	(2,735)
International Continuations	140,000	19,240	22,708	(3,468)	52,847	52,436	411	38,529	46,538	(8,009)	110,616	121,682	(11,066)
International New Orders	15,000	3,614	3,751	(137)	2,572	4,199	(1,627)	4,914	2,477	2,437	11,099	10,427	673
General/Librarianship Continuations	55,000	11,733	9,532	2,201	20,776	9,382	11,394	10,964	11,838	(873)	43,474	30,752	12,721
General/Librarianship New Orders	2,000	131	1,647	(1,516)	440	586	(147)	290	227	63	860	2,461	(1,601)
Total - Library Materials	3,853,500	689,368	660,229	29,139	887,152	1,295,611	(408,459)	1,550,448	1,169,829	380,619	3,126,968	3,125,669	1,299
Library Materials Transferred to Assets			(660,229)			(1,295,611)			(1,169,829)			(3,125,669)	
Balance	0		0			0			0			0	

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

EXPENDITURE	BUDGET	1ST QUARTER			2ND QUARTER			3RD QUARTER			YTD TOTAL		
		Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	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	5,644	606	6,250	4,404	1,846	18,750	16,196	2,554
Building Maintenance	25,000	6,250	24,333	(18,083)	6,250	12,613	(6,363)	6,250	22,337	(16,087)	18,750	59,283	(40,533)
Building Services	23,000	5,750	2,680	3,070	5,750	3,934	1,816	5,750	6,958	(1,208)	17,250	13,572	3,678
Interior Improvements / Alterations	15,000	3,750	3,245	505	3,750	480	3,270	3,750	0	3,750	11,250	3,725	7,525
Electric & Water	120,000	32,989	34,057	(1,068)	33,228	28,137	5,091	24,780	26,381	(1,601)	90,996	88,574	2,422
Elevator Maintenance	15,000	3,750	3,479	271	3,750	3,906	(156)	3,750	4,693	(943)	11,250	12,078	(828)
Heating & Cooling	30,000	10,398	14,522	(4,124)	7,608	6,882	727	4,355	4,351	5	22,362	25,754	(3,392)
Insurance	275,000	70,027	66,078	3,949	68,808	58,020	10,787	68,198	53,946	14,252	207,033	178,044	28,988
Janitorial Services	92,000	23,000	21,880	1,120	23,000	21,880	1,120	23,000	21,880	1,120	69,000	65,641	3,359
Landscaping	12,000	3,600	2,400	1,200	0	0	0	4,200	0	4,200	7,800	2,400	5,400
Security	200,000	50,000	42,375	7,625	50,000	68,090	(18,090)	50,000	66,234	(16,234)	150,000	176,699	(26,699)
Total - Building Occupancy	832,000	215,764	221,197	(5,433)	208,394	209,585	(1,192)	200,283	211,184	(10,901)	624,441	641,966	(17,525)
Bank Charges / Other Fees	7,000	1,750	1,383	367	1,750	1,505	245	1,750	1,554	196	5,250	4,441	809
Bibliographical Services	35,000	26,000	21,701	4,299	3,000	2,172	828	3,000	1,740	1,260	32,000	25,613	6,387
Binding	50,000	3,000	0	3,000	17,000	0	17,000	15,000	0	15,000	35,000	0	35,000
Computer Services / Licensing	45,000	11,250	9,111	2,139	11,250	9,677	1,573	11,250	17,420	(6,170)	33,750	36,208	(2,458)
Continued Education	40,000	10,000	8,943	1,058	10,000	10,173	(173)	10,000	7,963	2,037	30,000	27,078	2,922
Copy Center	30,000	7,500	6,359	1,141	7,500	5,469	2,031	7,500	15,240	(7,740)	22,500	27,068	(4,568)
Electronics / Computer Hardware	30,000	7,500	942	6,558	7,500	426	7,074	7,500	5,889	1,611	22,500	7,258	15,242
Furniture / Appliances	15,000	3,750	0	3,750	3,750	975	2,775	3,750	600	3,150	11,250	1,575	9,675
Integrated Library System	42,000	21,000	9,763	11,237	0	9,763	(9,763)	21,000	10,134	10,866	42,000	29,660	12,340
Membership (Staff)	15,000	3,000	1,216	1,784	3,000	9,014	(6,014)	3,000	545	2,455	9,000	10,775	(1,775)
Office / Library Supplies	40,000	10,000	5,744	4,256	10,000	6,993	3,007	10,000	7,381	2,619	30,000	20,119	9,881
Other / Misc.	75,000	18,750	1,161	17,589	18,750	30	18,720	18,750	46,216	(27,466)	56,250	47,407	8,843
Outreach / Marketing	65,000	7,313	6,948	364	7,313	6,638	674	25,188	2,062	23,125	39,813	15,649	24,163
Postage / UPS / FedEx	22,000	5,126	5,229	(103)	5,677	3,831	1,846	4,524	6,711	(2,187)	15,327	15,771	(444)
Printing / Reproduction	15,000	3,750	1,102	2,648	3,750	1,718	2,032	3,750	1,016	2,734	11,250	3,836	7,414
Prior Year Voided Checks / Adj	0	0	0	0	0	0	0	0	0	0	0	0	0
Reimbursed Expenses	38,000	9,500	9,491	9	9,500	3,031	6,469	9,500	6,047	3,453	28,500	18,569	9,931
Staff Meetings / Activities	15,000	3,750	1,490	2,260	3,750	5,709	(1,959)	3,750	1,081	2,669	11,250	8,279	2,971
Telecommunications	42,000	8,739	6,479	2,261	12,200	6,765	5,436	10,583	6,562	4,021	31,522	19,805	11,717
Transportation Reimbursement	12,000	3,000	713	2,287	3,000	5,560	(2,560)	3,000	2,876	124	9,000	9,149	(149)
Vending	8,500	2,125	2,058	67	2,125	3,008	(883)	2,125	3,214	(1,089)	6,375	8,279	(1,904)
Total - Supplies & Services	641,500	166,803	99,833	66,970	140,815	92,456	48,359	174,920	144,252	30,668	482,537	336,540	145,997

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

EXPENDITURE	BUDGET	1ST QUARTER			2ND QUARTER			3RD QUARTER			YTD TOTAL		
		Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	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	0	225	(225)	17,000	14,400	2,600
Consulting Services	70,000	17,500	0	17,500	17,500	0	17,500	17,500	8,136	9,364	52,500	8,136	44,364
Legal	65,000	16,250	27,326	(11,076)	16,250	13,323	2,927	16,250	10,511	5,739	48,750	51,160	(2,410)
Payroll / HR Services	15,000	3,750	3,491	259	3,750	5,326	(1,576)	3,750	4,177	(427)	11,250	12,995	(1,745)
Recruitment Costs	20,000	5,000	0	5,000	5,000	400	4,600	5,000	15,775	(10,775)	15,000	16,175	(1,175)
Temporary Services	50,000	17,500	22,191	(4,691)	12,500	5,582	6,918	10,500	4,982	5,518	40,500	32,756	7,744
Total - Professional Services	237,000	60,000	53,008	6,992	72,000	38,806	33,194	53,000	43,806	9,194	185,000	135,621	49,379
Depreciation - Library Materials	3,061,800	765,450	733,885	31,565	765,450	753,748	11,702	765,450	726,092	39,358	2,296,350	2,213,725	82,625
Depreciation - Fixed Assets	330,000	82,500	49,154	33,346	82,500	48,935	33,565	82,500	39,453	43,047	247,500	137,542	109,958
Total - Depreciation Expense	3,391,800	847,950	783,039	64,911	847,950	802,683	45,267	847,950	765,545	82,405	2,543,850	2,351,268	192,582
TOTAL EXPENSES	9,642,132	2,314,483	2,133,647	180,836	2,438,765	2,274,560	164,205	2,330,277	2,184,180	146,097	7,083,525	6,592,386	491,138
TOTAL INCOME	10,604,752	2,721,564	2,507,547	(214,017)	2,710,898	2,494,450	(216,448)	2,516,356	2,266,578	(249,778)	7,948,818	7,268,575	(680,242)
TOTAL EXPENSES	9,642,132	2,314,483	2,133,647	180,836	2,438,765	2,274,560	164,205	2,330,277	2,184,180	146,097	7,083,525	6,592,386	491,138
NET INCOME/(LOSS)	962,620	407,081	373,900	(33,181)	272,133	219,890	(52,243)	186,079	82,399	(103,680)	865,293	676,189	(189,104)
Furniture / Appliances	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0
Electronics / Computer Hardware	179,000	44,750	0	44,750	44,750	0	44,750	44,750	12,733	32,017	134,250	12,733	121,517
Exterior Building Repairs/ Improvements	5,100,000	1,275,000	0	1,275,000	1,275,000	0	1,275,000	1,275,000	0	1,275,000	3,825,000	0	3,825,000
Interior Improvements / Alterations	0	0	0	0	0	4,697	(4,697)	0	6,462	(6,462)	0	11,159	(11,159)
Computer Software	185,000	46,250	0	46,250	46,250	0	46,250	46,250	0	46,250	138,750	0	138,750
Total - Capitalized Expenditures	5,464,000	1,366,000	0	1,366,000	1,366,000	4,697	1,361,303	1,366,000	19,195	1,346,805	4,098,000	23,892	4,074,108

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 5	WOLTERS KLUWER LAW & BUSINESS	BOOKS	320.00	022673
	ATLANTIC LAW BOOK COMPANY	BOOKS	138.45	022674
	BERNAN ASSOCIATES	BOOKS	216.00	022675
	BOOK HOUSE INC	BOOKS	41.35	022676
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	1,558.86	022677
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,239.04	022678
	CONTINUING LEGAL EDUCATION SOCIETY	BOOKS	198.34	022679
	EAST VIEW INFORMATION SERVICES INC	BOOKS	102.00	022680
	EBSO INFORMATION SERVICES	BOOKS	153.42	022681
	ENERGY & MINERAL LAW FOUNDATION	BOOKS	98.00	022682
	GAUNT	BOOKS	245.43	022683
	OTTO HARRASSOWITZ	BOOKS	486.05	022684
	HAWAII OFFICE OF THE LIEUTENANT GOV	BOOKS	126.65	022685
	JURIS PUBLISHING INC	BOOKS	153.50	022686
	LAW JOURNAL PRESS	BOOKS	2,332.88	022687
	LAWPRESS CORPORATION	BOOKS	212.54	022688
	LEXISNEXIS BUTTERWORTHS	BOOKS	587.44	022689
	LIONEL SAWYER & COLLINS	BOOKS	269.00	022690
	MANHATTAN PUBLISHING COMPANY	BOOKS	148.00	022691
	NOLO COM	BOOKS	153.24	022692
	OXFORD UNIVERSITY PRESS	BOOKS	47.85	022693
	ROCKY MOUNTAIN MINERAL LAW FOUNDATI	BOOKS	166.00	022694
	STATE BAR OF NEVADA	BOOKS	149.00	022695
	UNIVERSITY OF WISCONSIN LAW SCHOOL	BOOKS	75.00	022696
	YBP LIBRARY SERVICES	BOOKS	23.34	022697
	COUTTS LIBRARY SERVICES	BOOKS	2,586.02	022964
	THOMSON REUTERS	BOOKS	6,625.15	022965
	ADVANCED INFORMATION	TEMP SVCS	470.00	022698
	AT&T	TELECOM	428.99	022699
	BANC OF AMERICA LEASING	COPY CTR - LA	250.61	022700
	BRIDGES FILTER SERVICE, INC	BLDG MAINT	700.60	022701
	CLEAN SOURCE, INC.	BLDG SUPPL	1,208.18	022702
	DATA2, INC.	LIBRARY SUPPL	194.35	022703
	FEDEX	POSTAGE	22.90	022704
	GAYLORD BROS.	LIBRARY SUPPL	1,090.20	022705
	GRAINGER	BLDG SUPPL	31.71	022706
	METROLINK	TPA	1,582.50	022707
	NATIONWIDE LEGAL EXPRESS, LLC	DELIVERY SVCS	21.00	022708
	OFFICE DEPOT	SUPPLIES	314.12	022709
	RICHARD PACHECO	MILEAGE	37.34	022710
	RESERVE ACCOUNT	POSTAGE	1,000.00	022711
	UNITED PARCEL SERVICE	POSTAGE	43.24	022712
	LITTLER MENDELSON, PC	LEGAL	3,160.00	022966
	OPTIONS FOR GROWTH	CONT EDU	5,865.00	022967

44,373.29

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 8	SQBOX SOLUTIONS LTD	COMP LIC	8,500.00	022968
March 9	PAUL DOUGLAS CASS	REFUND	50.00	022713
	AMERICAN LAW INSTITUTE	BOOKS	92.45	022714
	A S PRATT & SONS GROUP	BOOKS	438.99	022715
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	66.65	022716
	BERNAN ASSOCIATES	BOOKS	610.00	022717
	GEORGE T BISEL COMPANY	BOOKS	208.44	022718
	BLOOMBERG BNA	BOOKS	473.45	022719
	BRB PUBLICATIONS INC	BOOKS	39.25	022720
	BUREAU OF LEBANESE & ARAB DOCUMENTA	BOOKS	300.00	022721
	CARSWELL COMPANY LTD	BOOKS	91.40	022722
	COUTTS LIBRARY SERVICES	BOOKS	1,322.80	022723
	COUNCIL OF STATE GOVERNMENTS	BOOKS	62.74	022724
	DAILY JOURNAL CORPORATION	BOOKS	774.00	022725
	GAVILANES BOOKS FROM INDOAMERICA	BOOKS	113.00	022726
	GREY HOUSE PUBLISHING	BOOKS	661.50	022727
	CITY OF HAYWARD	BOOKS	122.00	022728
	JAMES PUBLISHING INC	BOOKS	138.03	022729
	JURIS PUBLISHING INC	BOOKS	289.50	022730
	JURISNET LLC	BOOKS	101.50	022731
	MUNICIPAL CODE CORPORATION	BOOKS	76.12	022732
	SAN DIEGO DAILY TRANSCRIPT	BOOKS	229.30	022733
	CITY OF THOUSAND OAKS	BOOKS	35.10	022734
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,820.85	022735
	YBP LIBRARY SERVICES	BOOKS	386.73	022736
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	3,101.72	022969
	CCH INCORPORATED	BOOKS	84.50	022970
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,351.06	022971
	GAUNT	BOOKS	5,024.26	022972
	LEXISNEXIS BUTTERWORTHS	BOOKS	4,254.94	022973
	LIBRAIRIE DUCHEMIN	BOOKS	2,596.75	022974
	WILLIAM S HEIN & CO	BOOKS	5,724.44	022975
March 12	MINDI GRANT	OTHER	2,500.00	022737
	ADVANCED INFORMATION	TEMP SVCS	470.00	022738
	CUMMINS CAL PACIFIC LLC	BLDG MAINT	386.00	022739
	FEDEX	POSTAGE	12.85	022740
	LORENZO GALLARDO	BLDG MAINT	325.00	022741
	GOURMET COFFEE SERVICE	KITCHEN	1,088.60	022742
	LINDA J HEICHMAN TAYLOR	REIMBURSEMENT	55.84	022743
	COUNTY OF LOS ANGELES	COOLING	1,774.99	022744
	L A DEPT WATER & POWER	WATER	266.63	022745
	SCHINDLER ELEVATOR CORP.	ELEVATOR MAINT	1,016.24	022746

84,996.47

LOS ANGELES COUNTY LAW LIBRARY
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Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 13	UNITED PARCEL SERVICE	POSTAGE	85.56	022747
	VALLEY WIDE AIR	BLDG MAINT	400.00	022748
	STATE BOARD OF EQUALIZATION	USE TAX	2,960.00	022976
	COLANTUONO LEVIN & ROZELL	LEGAL	3,235.58	022977
	L A DEPT WATER & POWER	ELECTRIC	8,436.60	022978
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	7,293.43	022979
	SECURITAS SECURITY	SECURITY	8,974.28	022980
March 14	PHYSICIANS DISABILITY SERVICES INC	BOOKS	24.70	022749
March 16	RICHARD E CAHILL	REFUND	125.00	022750
	STEVEN P CHANG	REFUND	125.00	022751
	STEVEN E CREAMER	REFUND	37.00	022752
	JENNIFER YU SACRO	REFUND	125.00	022753
	DAVID J SUTTON	REFUND	140.00	022754
	DAVID TREYMAN	REFUND	125.00	022755
	DAVID YOUNG	REFUND	125.00	022756
	LAUREN DUNNING	REFUND	125.00	022757
March 16	AMERICAN BAR ASSOCIATION	BOOKS	50.95	022981
	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	127.20	022982
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,116.00	022983
	A S PRATT & SONS GROUP	BOOKS	105.00	022984
	BATTHYANY KULTUR PRESS	BOOKS	2,760.00	022985
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	359.83	022986
	BOOK HOUSE INC	BOOKS	288.32	022987
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	2,654.98	022988
	CARSWELL COMPANY LTD	BOOKS	475.07	022989
	CASALINI LIBRI	BOOKS	387.89	022990
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,790.25	022991
	CIVIC RESEARCH INSTITUTE RSCR	BOOKS	149.50	022992
	COMMONWEALTH OF THE NORTHERN MARIAN	BOOKS	160.00	022993
	COUTTS LIBRARY SERVICES	BOOKS	5,847.57	022994
	INTERNATIONAL CHAMBER OF COMMER INT	BOOKS	275.92	022995
	INGRAM LIBRARY SERVICES	BOOKS	59.40	022996
	JAMES PUBLISHING INC	BOOKS	104.74	022997
	JURIS PUBLISHING INC	BOOKS	811.50	022998
	LAWDABLE PRESS	BOOKS	662.50	022999
	LAW JOURNAL PRESS	BOOKS	469.51	023000
	LEXISNEXIS BUTTERWORTHS	BOOKS	5,635.45	023001
	LIBRERIA LINARDI Y RISSO A LINARDI	BOOKS	266.16	023002
	NATIONAL BOOK NETWORK	BOOKS	78.55	023003
	NOLO PRESS OCCIDENTAL	BOOKS	246.09	023004
	OREGON STATE BAR CONTINUING LEGAL E	BOOKS	252.00	023005
	OXFORD UNIVERSITY PRESS	BOOKS	241.93	023006

142,679.34

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 19	QUALITY CODE PUBLISHING	BOOKS	54.97	023007
	JOHN WILEY & SONS INC	BOOKS	129.09	023008
	WILLIAM S HEIN & CO	BOOKS	6,414.92	023009
	YBP LIBRARY SERVICES	BOOKS	27.13	023010
	ADVANCED INFORMATION	TEMP SVCS	1,645.00	022758
	ALM MEDIA EVENTS	OUTREACH	2,000.00	022759
	ALQUEST TECHNOLOGIES INC	COMP SVCS	140.00	022760
	BANDWIDTH.COM, INC.	TELECOM	293.23	022761
	CDW GOVERNMENT, INC.	COMP LIC	1,809.00	022762
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	561.91	022763
	DELL BUSINESS CREDIT	COMP HARD	2,434.31	022764
	GEOTECHNOLOGIES INC	CIP-EXTERIOR	638.00	022765
	KONICA MINOLTA BUSINESS	COPY CTR - LA	752.31	022766
	CELIA LEON	REIMBURSEMENT	81.39	022767
	MEILING LI	REIMBURSEMENT	184.79	022768
	MALINDA MULLER	REIMBURSEMENT	385.32	022769
	NATIONWIDE LEGAL EXPRESS, LLC	BOARD EXP	10.50	023011
	RESERVE ACCOUNT	POSTAGE	1,000.00	023012
	RALPH STAHLBERG	REIMBURSEMENT	122.79	023013
UNITED PARCEL SERVICE	POSTAGE	59.42	023014	
XO COMMUNICATIONS LLC	TELECOM	503.48	023015	
March 22	PETTY CASH FUND	PETTY CASH	274.96	023016
March 23	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	229.83	023017
	BRIDGE PUBLISHING GROUP LLC	BOOKS	83.50	023018
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	7,021.89	023020
	COUTTS LIBRARY SERVICES	BOOKS	2,399.12	023021
	CQ PRESS DIVISION OF SAGE PUBLICATI	BOOKS	831.75	023022
	EBSCO INFORMATION SERVICES	BOOKS	60.69	023023
	U S GPO SUPERINTENDENT OF DOCUMENTS	BOOKS	16.00	023024
	OTTO HARRASSOWITZ	BOOKS	370.89	023025
	IDAHO STATE BAR	BOOKS	429.50	023026
	JAMES PUBLISHING INC	BOOKS	83.32	023027
	JURIS PUBLISHING INC	BOOKS	210.50	023028
	LAW JOURNAL PRESS	BOOKS	1,992.06	023029
	MASSACHUSETTS STATE BOOKSTORE	BOOKS	300.00	023030
	PRACTISING LAW INSTITUTE	BOOKS	199.17	023031
	RPCD DBA SMARTRULES	BOOKS	6,000.00	023032
	TOWER PUBLISHING	BOOKS	72.00	023033
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	7,334.50	023034
	THOMSON REUTERS	BOOKS	1,859.75	023035
March 26	YBP LIBRARY SERVICES	BOOKS	528.45	023036

192,829.81

LOS ANGELES COUNTY LAW LIBRARY
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Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	AFFORDABLE LIBRARY PRODUCTS	LIBRARY SUPPL	660.00	023037
	AT&T MOBILITY	TELECOM	247.96	023038
	BAVCO	BLDG MAINT	838.00	023039
	BUREAU OF STREET LIGHTING	BLDG SVCS	2,853.04	023040
	GUARDIAN	DENTAL/VISION	6,920.53	023041
	INFINISOURCE INC	HR SVCS	92.00	023042
	MASAL ADVERTISING	PREPAID EXP	595.00	023043
	OFFICE DEPOT	OFFICE SUPPL	625.67	023044
	PAN AMERICAN PEST CONTROL CO.	BLDG SVCS	178.00	023045
	PITNEY BOWES	POSTAGE	274.00	023046
	SECURITAS SECURITY	SECURITY	9,334.57	023047
	SUN LIFE FINANCIAL	LIFE/DISABILITY	973.66	023048
	UNITED PARCEL SERVICE	POSTAGE	118.47	023049
	VERIZON	TELECOM	38.96	023050
	OFFICE DEPOT	SUPPLIES	511.28	023051
March 27				
	LANGER'S RESTAURANT	BOARD EXP	106.78	023052
March 28				
	CAROLYN M DUNNETT	REFUND	100.00	023053
March 29				
	JONATHAN HINDI	TAP	40.00	023054
	PETTY CASH FUND	PETTY CASH	358.77	023055

217,036.50

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2012 - March 31, 2012 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 1	CCH INCORPORATED	BOOKS	163,666.00	TS00156386
	OTTO HARRASSOWITZ	BOOKS	21,021.53	TS00156386
	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	104,358.47	TS00156386
	CALPERS	HEALTH INS	49,023.80	TS00156386
	THOMSON REUTERS	BOOKS	12,642.46	TS00156386
March 5	STATE FUND	WORKERS COMP	25,349.42	TS00156569
March 8	LIBRARY ASSOCIATES COMPANIES	RECRUITMENT	15,600.00	TS00156707
March 15	NEIL B FINEMAN	OTHER	30,000.00	TS00157103
March 19	BUREAU OF NATIONAL AFFAIRS INC	BOOKS	78,841.75	TS00157282
	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	120,935.12	TS00157282
	SWINERTON BUILDERS	CIP-EXTERIOR	315,450.00	TS00157282
	THOMSON REUTERS	BOOKS	121,731.77	TS00157282
	CLEO ENTERPRISES LLC	CIP-EXTERIOR	16,000.00	TS00157282
March 22	CLEO ENTERPRISES LLC	CIP-EXTERIOR	16,000.00	TS00157523
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,900.00	TS00157523
	THOMSON REUTERS	BOOKS	17,630.30	TS00157523
March 29	ADT SECURITY SERVICES	SECURITY	10,074.63	TS00158004
	ALLANA BUICK & BERS, INC.	CIP-EXTERIOR	41,082.05	TS00158004
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	37,496.51	TS00158004
	CCH INCORPORATED	BOOKS	110,546.97	TS00158004
	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	100,109.89	TS00158004
	CALPERS	HEALTH INS	49,354.64	TS00158004

1,471,815.31

LA Law Library Statistics

			2009 Year	2010 Year	2011 Year	2012 1st Quarter
Reference and Research						
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>					
	Desk Inquiries		31,585	27,920	32,380	6,005
	Phone		10,515	10,272	9,435	2,815
	Email/ Live Chat		2,930	7,989	5,097	514
	By Mail		130	167	277	90
	Foreign/International			204	842	193
	Foreign/International Web			29	119	36
		Total	45,160	46,581	48,150	9,653
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	5,260
	Phone Inquiries			5,039	6,703	1,485
		Total	0	41,191	48,434	6,745
	Books Circulated		18,110	16,616	13,723	3,402
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	250
	Email		218	216	252	56
	In-Person		205	340	377	50
	By Mail			46	89	20
		Total	1,256	1,367	1,449	376
	Pages Delivered		2,760	21,461	44,832	9,524

LA Law Library Statistics

			2009 Year	2010 Year	2011 Year	2012 1st Quarter
Copy Center						
	<i>Copy Center responds to requests for photocopies, printouts from our computers as well as</i>					
	Phone			175	862	370
	In-Person			15,279	15,368	3,902
		Total	19,000	15,454	16,230	4,272
	Copies Made (Main Library)		455,760	261,918	378,684	82,757
Collection Management Services						
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any</i>					
	New Titles		918	912	1,276	207
	New Continuations			242	331	53
	Book Volumes Added		7,330	7,678	7,652	1,781
	Microfiche / Media Added		51,565	32,417	12,927	3,105
	Books Cataloged/Reclassified		15,575	20,492	39,374	2,933
	Volumes / Media Withdrawn		9,615	4,087	3,682	906
Scan Project						
	Briefs Scanned		48,418	35,669	56,467	9,592
Web Statistics						
	Visitors		74,809	82,291	73,586	26,418
	Visits		139,331	151,300	147,785	81,898
	Average Daily Visits		381	397	404	899
	Average Duration		8:25	9:10	32:29	16:07
	Visitors: US		69.76%	68.64%	71.75%	79.66%
	Visitors: International / Unspecified		30.24%	31.36%	28.25%	20.33%

LA Law Library Statistics

	2011 Year	2012 1st Quarter
Long Beach		
Desk Requests	3,824	444
Phone Requests	1,452	286
Copier Assistance	663	270
Visitors	4,563	1,197
Norwalk		
Desk Requests	720	137
Phone Requests	890	203
Copier Assistance	687	227
Visitors	2,606	508
Pomona		
Desk Requests	851	198
Phone Requests	74	48
Copier Assistance	738	193
Visitors	1,960	562
Copier Assistance	663	270
Visitors	4,563	1,197
Santa Monica		
Desk Requests	1,300	268
Phone Requests	807	170
Copier Assistance	853	185
Visitors	2,738	615
Torrance		
Desk Requests	1,247	320
Phone Requests	549	141
Copier Assistance	1,197	291
Visitors	3,173	860

	2011 Year	2012 1st Quarter
Branch Collections		
Book Volumes Added	1,087	163
Volumes Withdrawn	2,803	53
Branch Copies		
Long Beach	36,536	10,644
Norwalk	11,319	2,465
Pomona	14,809	3,837
Santa Monica	14,535	4,602
Torrance	18,290	5,330
Van Nuys	30,183	4,795
Total Copies Made	125,672	31,673