

# AGENDA

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

### SPECIAL BOARD MEETING

Tuesday, June 19, 2012  
12:15 P.M.

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

*I, Susan Steinhauser, President, do hereby call a special meeting of the Board of Trustees of the Los Angeles County Law Library to be held at the time and place listed above to discuss the matters identified on this agenda.*



*Susan Steinhauser, President*

### 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 May 15, 2012 Special Board Meeting.

**4.0 DISCUSSION AND ACTION ITEM 1**

*FY 2012 – 2013 Budget.* Executive Director Marcia J Koslov and Patrick O'Leary, Senior Director, Administrative Services, discuss the development of the FY 2013 budget and presents recommendations for Board of Trustees approval.

*Recommendation:* Approve the FY 2013 Budget as presented.

**5.0 EXECUTIVE DIRECTOR REPORT**

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

**6.0 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.

**7.0 ADJOURNMENT**

The next Regular Meeting of the Board of Law Library Trustees scheduled for Tuesday, July 24, 2012.

POSTED FRIDAY, JUNE 15, 2012 @ 10:00 A.M.

POSTED BY EUSTORGIO BARAJAS



AGENDA ITEM 3

CONSENT CALENDAR

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

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

**May 15, 2012**

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, May 15, 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 Luis Lavin  
Judge Mark Juhas  
Kenneth Klein, Esquire  
Judge Jan Plum  
Judge Ann Jones

**Trustees Absent:**

Judge Reva Goetz

**Staff Present:**

Marcia J Koslov, Executive Director

**Also Present:**

Sandra Levin, Colantuono & Levin, PC

President Steinhauser determined a quorum to be present, convened the meeting at 12:18 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

**1.0 PUBLIC COMMENT**

There were no requests for public comment.

**2.0 PRESIDENT'S REPORT**

There was no President's Report.

### **3.0 CONSENT CALENDAR**

#### **3.1 Minutes of the May 3, 2012, Special Board Meeting.**

Upon motion by Trustee Juhas, and seconded by Trustee Lavin, the Minutes of the May 3, 2012, Regular Board Meeting were unanimously approved, 6-0.

### **4.0 DISCUSSION ITEM 1**

#### **Rare Book Assessment: Review and Discussion.**

As a result of a request made by the Board of Trustees in mid-2010, the Executive Director presented the findings and recommendations of the rare book assessment compiled by David Park and Luke Batterham, Bonhams, London in October, 2011.

Following extensive discussion, Trustee Plum moved to direct staff to look into the possibility of sale of the collection, to explore options and report back to the Board by end of year, 2012. Seconded by Trustee Klein, the motion was approved, 5-1, with President Steinhauser opposing. President Steinhauser thanked the board for a thoughtful discussion.

### **5.0 EXECUTIVE DIRECTOR REPORT**

The Executive Director highlighted a number of activities of staff, particularly those involved with working with the self-represented litigants and the general public.

Programs and Partnership staff have presented programs for both public libraries and for court personnel to resources available at LA Law Library. Janine Liebert attended the Central District Court's annual luncheon where Hon. Suzanne H. Segal, Chief United States Magistrate Judge, Central District of California, gratefully acknowledged the ongoing collaborative work of the LA Law Library and Public Counsel's Proskauer Federal Pro Se Clinic.

Reference & Research librarians have provided online legal research database classes, tours of the library and introductory sessions to the public. Classes on Westlaw and LexisNexis, as well as other databases are hands-on and always well received by attendees. Austin Stoub taught a practicum for LAPL staff that featured responses to actual questions posed by LAPL users. Both print and online options for answering real legal information requests were shared. Programs & Partnerships Senior Librarian, Linda Heichman Taylor, is working in conjunction with Christine Langteau to develop a "universal" paralegal curriculum that would provide legal reference and resource information to the many students who regularly use the LA Law Library as part of their paralegal program studies.

LA Law Library will be an exhibitor at the 2012 LegalTech West Coast Conference, the largest technology trade show for legal professionals. The exhibit booth was introduced in 2011 as a way to promote LA Law Library services and programs. With the many changes in both the technical and legal world, a large attendance is anticipated.

**6.0 AGENDA BUILDING**

The Executive Director, as directed by the Board, would research the possibilities for sale of the rare book collection and in which ways of sale there might be, thereafter reporting back to the Board by end of year, 2012.

**7.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:21 p.m. The next Regular Meeting of the Board of Law Library Trustees scheduled for Tuesday, June 26, 2012, is cancelled. A Special Board Meeting will be held on Tuesday, June 19, 2012.

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

DRAFT

## AGENDA ITEM 4

### DISCUSSION AND ACTION ITEM 1

**MEMORANDUM**

**DATE:** June 12, 2012

**TO:** Board of Law Library Trustees

**FROM:** Marcia J. Koslov

**RE:** Budget Fiscal Year 2013

This memo will describe and summarize recommendations for operating and capital budgets for the fiscal year July 1, 2012 - June 30, 2013. This budget is prepared knowing that the Strategic Planning Committee is developing a strategic plan for presentation to the Board later this calendar year. Staff considers this budget to be subject to revision pursuant to any plan the Board may adopt later this year.

Funding constraints will challenge the library's leadership during the upcoming fiscal year and beyond. The proposed budget assumes a \$625,000 (7.5%) reduction in civil filing fee revenue which, absent a deliberate response, would force the library into an operating deficit. To counter the reduction in fees, staff is recommending a number of steps to reduce operating costs, the most significant of which include the following:

- Closing court branch locations and eliminating associated costs.
- Reducing the size of the serial print collection and relying on database services which will precipitate a concomitant reduction in the workload of some staff.
- Reducing staff costs through natural attrition and other steps.
- Cancelling earthquake insurance coverage.

With funds available, the Library will continue to pursue partnerships with public libraries, the court, and bar associations as well as continue its investments generally in the Library's future. The budget assumes continued funding for the following initiatives:

- Developing digital access to the Library's materials through data kiosks placed in public libraries and other venues.
- Developing a LALL smart phone "app."
- Installing software to track and target new and potential members.
- Buying new copiers for the main branch.
- Upgrading scanning equipment to continue the brief digitizing project and expand digitization to other print titles.



## Fiscal 2012-13 Budget

### Income

Library revenue is composed of Superior Court civil filing fees (85% of total revenue), parking (8%), fees from library services such as document copying and delivery, memberships, and fines (6%), contributions from the Friends of the LALL (1%), and bank interest on cash holdings (1%). By the end of FY 2012, filing fee revenues will have dropped about 11% compared with the prior year. Since their peak in 2009, filing fee revenues are down 17%. The proposed budget projects a further decrease of 7.5% or \$625,000. In contrast to filing fees, Library services fees are projected to increase \$115,000 (27%) from higher members' fees and the acquisition of modest government or foundation grants. Total income, including civil filing fees, library services, interest earnings, and donations, is projected to be down \$540,000 (5.7%).

### Expenses

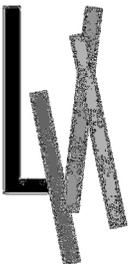
The Library's expenses are dominated by personnel costs (45% of total expenses) and books, online services, and other library materials (38%). Everything else accounts for less than 20% of costs. In response to the expected drop in revenue, staff is proposing a net reduction of 6.7 (11%) full-time equivalent staff which will generate \$292,000 (6.8%) savings in personnel costs. To achieve this reduction, the Library will eliminate 11 staff positions during the first quarter of the new fiscal year. In addition, staff proposes reducing the library materials costs by \$414,000 (10.9%). Provided the Board concurs, staff will analyze options to achieve desired reductions and implement those that would have least impact on a majority of users. As a result of these reductions, ordinary expenses will essentially remain unchanged compared with FY 2012, despite a \$550,000 (17.4%) spike in depreciation cost, \$376,000 of which will result from the exterior rehabilitation project. The budget includes an extraordinary expense of \$150,000 to account for one-time severance and unemployment costs related to the reduction in force.

### Capital Expenditures

The budget anticipates capital expenditures of \$629,000 to pilot data kiosks in 3 locations (\$234,000), improve library building security (\$132,000), replace worn out copiers (\$80,000), upgrade scanning equipment (\$73,000), improve the library's customer relations database (\$44,000), fix a potential safety issue with the elevators (\$40,000), replace some obsolete computer workstations (\$20,000), and treat the ground floor windows to reduce ultraviolet light intrusion and energy cost (\$6,000).

### Net Income and Cash Reserve

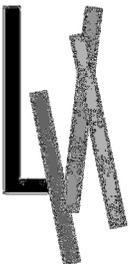
Net income will decrease \$540,000 (85%) to \$95,000. The cash reserve will decrease to \$9.5 million.



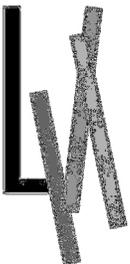
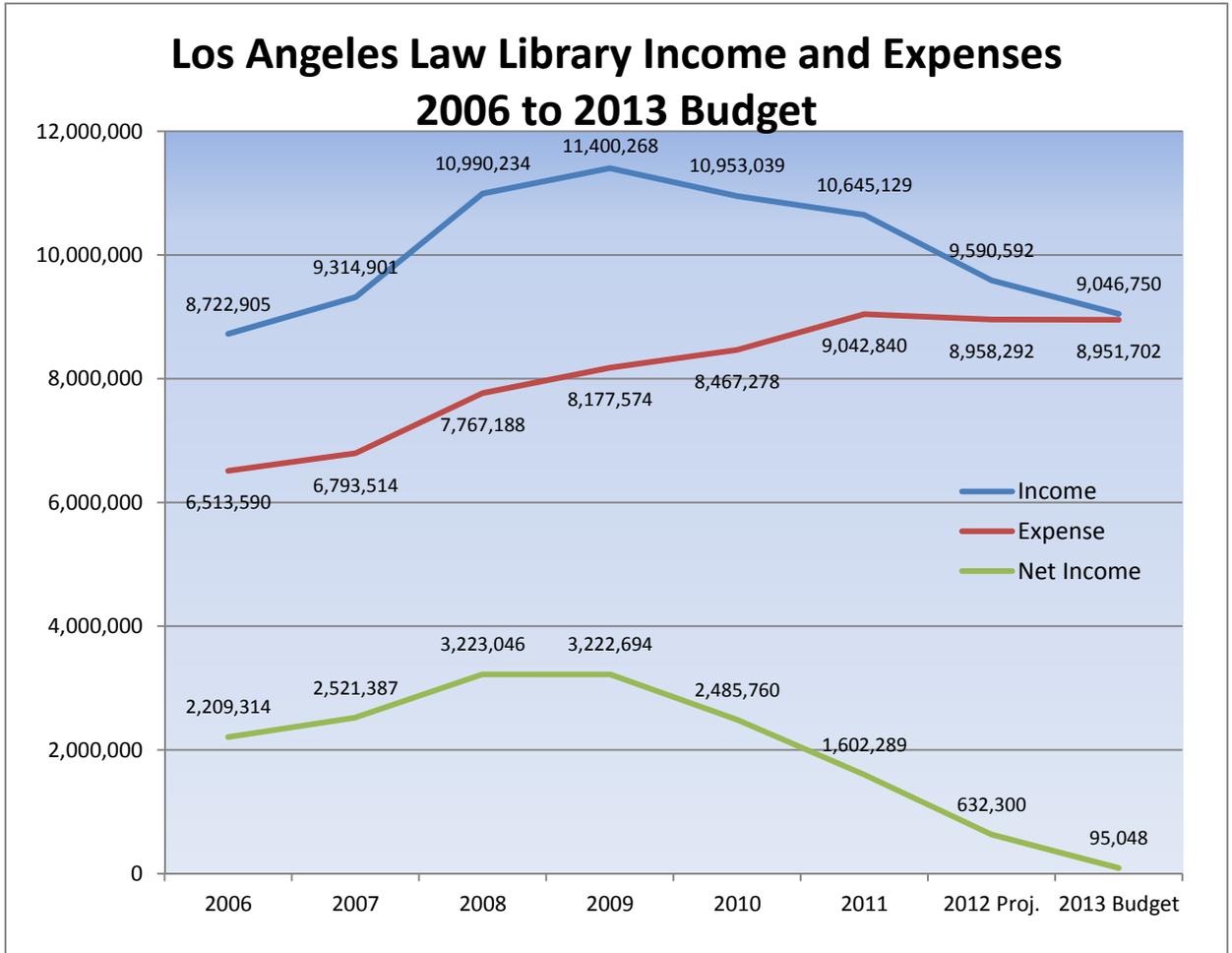
Summary

Following is a summary of the FY 2013 budget.

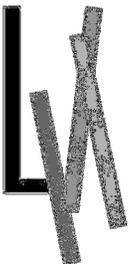
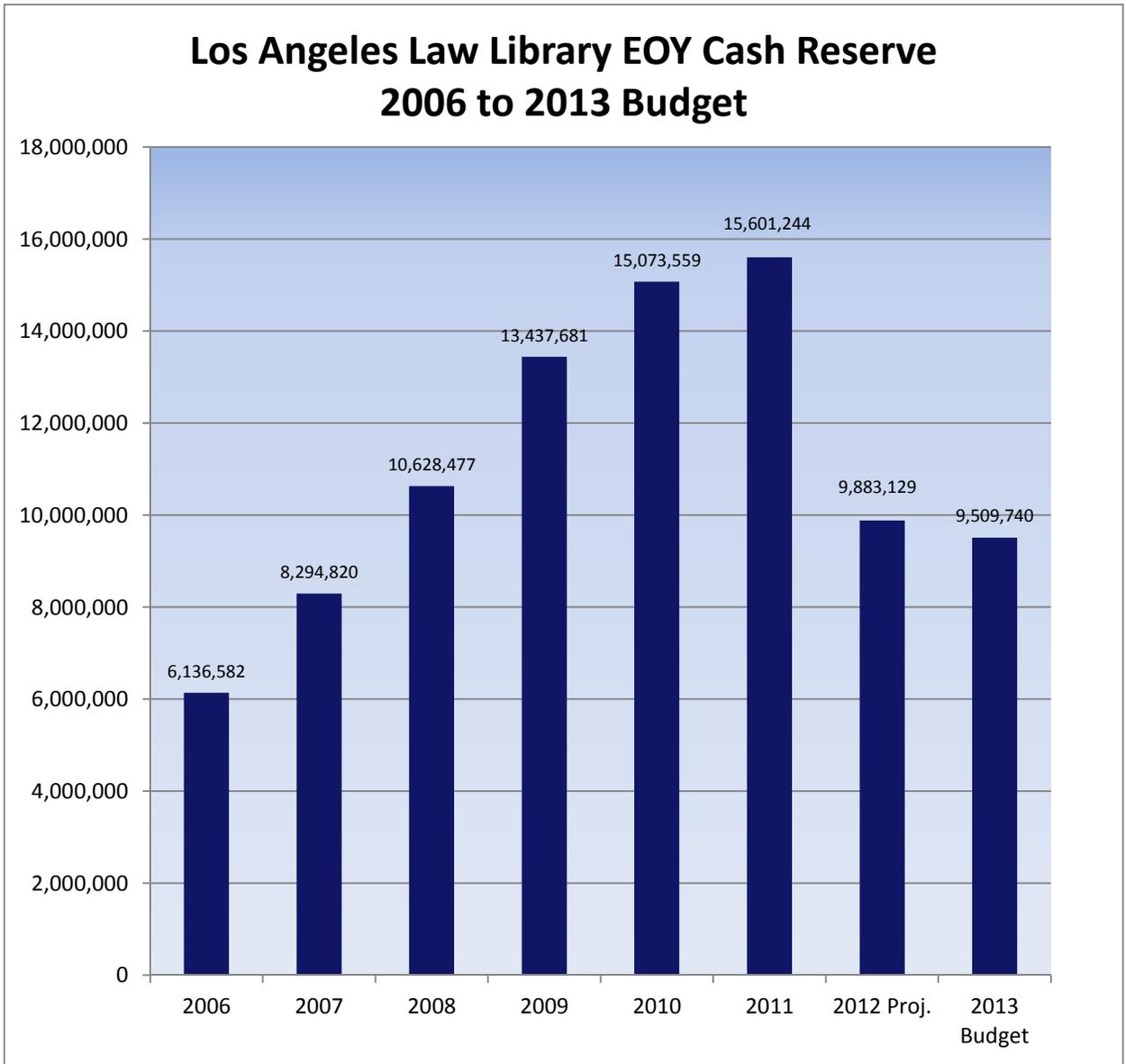
	<b>Actual 2011</b>	<b>Budget 2012</b>	<b>Projected Actual 2012</b>	<b>Budget 2013</b>
<b>Income</b>				
L.A. Superior Court Fees	9,357,625	9,292,752	8,330,508	7,705,000
Interest	121,846	118,500	109,706	74,700
Parking	703,988	700,000	724,123	726,000
Library Services	461,671	493,500	426,254	541,050
<b>Total Income</b>	<b>10,645,130</b>	<b>10,604,752</b>	<b>9,590,592</b>	<b>9,046,750</b>
<b>Expense</b>				
Personnel	3,885,119	4,539,832	4,312,085	4,019,641
Library Materials	3,736,623	3,853,500	3,803,228	3,389,241
Library Materials Transferred to Assets	-3,736,623	(3,853,500)	(3,803,228)	(3,389,241)
Occupancy	833,657	832,000	891,440	618,232
Supplies & Services	1,011,842	641,500	432,375	417,586
Professional Services	267,142	237,000	171,726	195,980
Depreciation	3,057,995	3,391,800	3,150,665	3,700,263
<b>Total Expenses</b>	<b>9,055,756</b>	<b>9,642,132</b>	<b>8,958,292</b>	<b>8,951,702</b>
<b>Net Income</b>	<b>1,589,374</b>	<b>962,620</b>	<b>632,300</b>	<b>95,048</b>
<b>Extraordinary Expense</b>	0	0	0	150,459
<b>Capitalized Expenditures</b>	321,720	364,000	5,717,852	629,000
<b>Full-Time Equivalent Employees</b>	NA	NA	60.7	54.0



The following chart illustrates revenue's negative trajectory since its peak in FY 2009. From the end of FY 2009 through FY 2012, it will have dropped about 17%. In the meantime, although expenses have grown at a modest 3.6% annual rate during the same period, the convergence of the revenue and expense curves has driven down net income by 98% since its high-water mark in FY 2009.



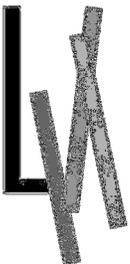
The cash reserve, which had grown from \$6.1 million at the end of FY 2006 to \$15.6 million at the end of FY 2011, will be reduced by \$5.7 million to \$9.88 million at the end of FY 2012, mainly to fund the exterior rehabilitation construction project. We project the reserve will decrease further in FY 2013 to \$9.5 million because capital expenditures and the one-time position reduction expenses will exceed net cash flows from operations. The following chart traces the cash reserve balance at the end of each year from 2006 through the 2013 budget.

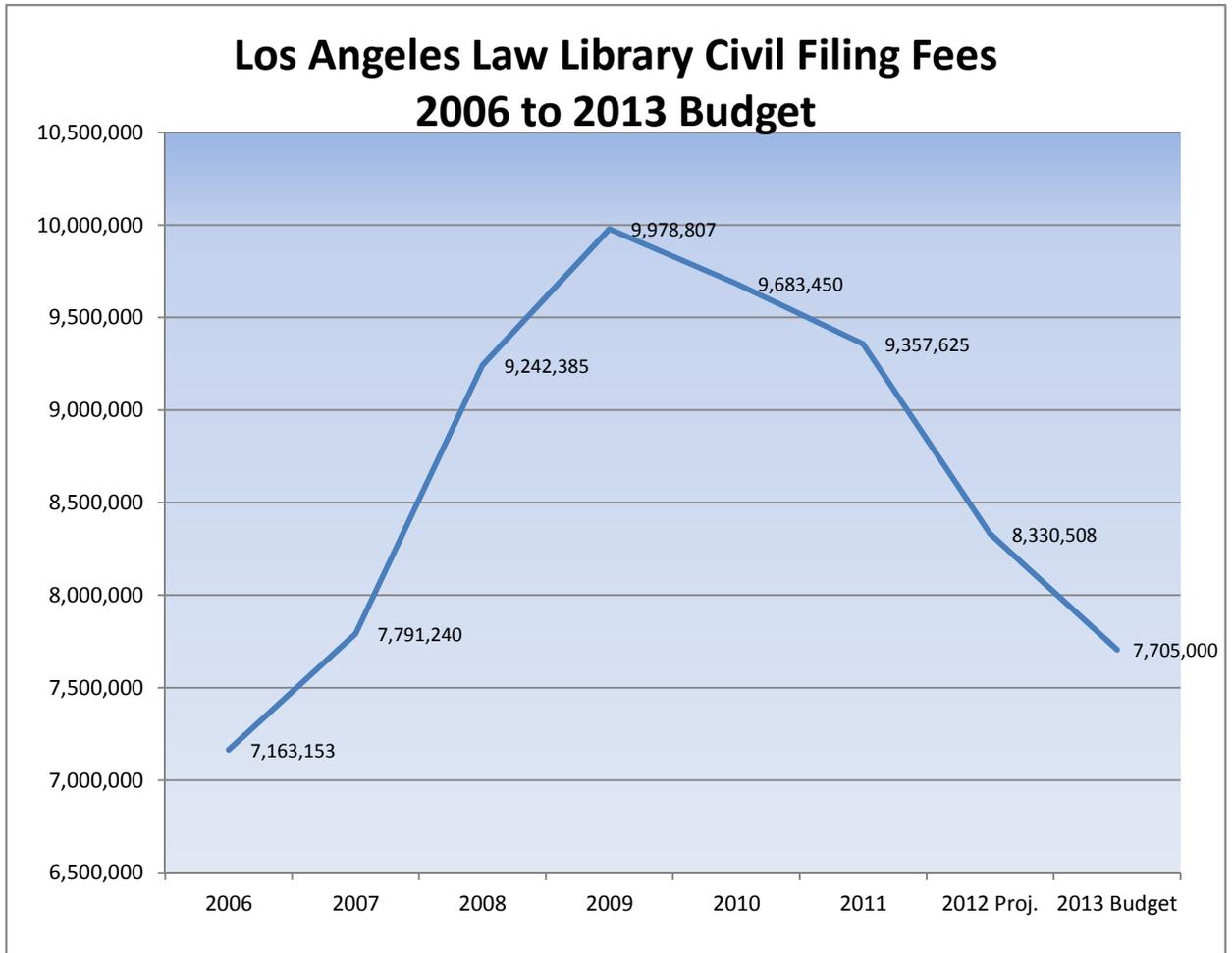


Income Statement Detail

	Actual 2011	Budget 2012	Projected Actual 2012	Budget 2013	
<b>Income:</b>					
L.A. Superior Court Fees	9,357,625	9,292,752	8,330,508	7,705,000	See note 1
Interest:					
Interest - LAIF	50,171	40,000	16,712	3,800	
Interest - General Fund	68,548	75,000	90,553	68,400	
Interest - Deposit Fund	3,126	3,500	2,442	2,500	
Subtotal	121,846	118,500	109,706	74,700	See note 2
Parking:	703,988	700,000	724,123	726,000	
Library Services:					
Annual Borrowing Fee	50,795	0	13,925	13,950	
Annual Members Fee	59,493	120,000	73,079	182,000	See note 3
Course Registration	7,436	10,000	2,770	9,000	
Copy Center	85,126	85,000	75,405	75,000	
Document Delivery	24,403	25,000	29,160	27,000	
Fines	46,472	46,000	45,907	42,000	
Miscellaneous	14,055	14,500	6,334	6,600	
Room Rental	4,809	7,500	500	4,000	
Book Replacement	5,833	5,000	820	2,500	
Forfeited Deposits	17,619	25,000	28,474	28,000	
Friends of Law Library	140,000	120,000	143,000	120,000	
Grants	0	30,000	0	25,000	See note 4
Vending	5,631	5,500	6,880	6,000	
Subtotal	461,671	493,500	426,254	541,050	
Total Income	10,645,130	10,604,752	9,590,592	9,046,750	

**Note 1:** The budget assumes continued erosion in court fee revenue. In correlation with reduced business activity, high unemployment, lower individual and corporate income, and reduced state revenue and funding, civil fees dropped 3% respectively in FY 2010 and FY 2011 and then plummeted 11% during the current fiscal year. With the recently announced drastic cuts in court funding and a persistently tepid economic recovery, we anticipate filing fee revenues to fall 7.5% further in the next fiscal year.

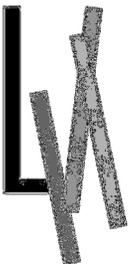




**Note 2:** The interest revenue assumes a \$9 million average balance at the Los Angeles County Treasurer's office at a .76% rate of return paid monthly and a \$1 million average balance at the State's Local Agency Investment Fund (LAIF) at a .38% rate of return paid quarterly.

**Note 3:** The increase in Annual Members fees assumes a successful campaign in partnership with the Los Angeles County Bar Association (LACBA) to make LACBA's members aware of automatically offered library privileges and to inform them of the valuable advantages afforded through the Members Program

**Note 4:** Staff will dedicate some resources in the new fiscal year to seek and obtain grant funding from either government or foundation sources to assist self-represented litigants.



**Personnel Expenses:**

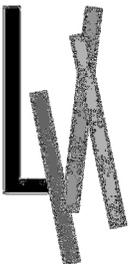
	<b>Actual 2011</b>	<b>Budget 2012</b>	<b>Projected Actual 2012</b>	<b>Budget 2013</b>	
Salaries	2,904,818	3,400,000	3,182,373	2,899,708	See Note 5
Social Security	169,884	205,000	182,143	169,025	
Medicare	40,750	46,000	43,653	40,596	
Retirement	33,228	155,332	156,929	116,257	See note 6
Health Insurance	554,436	600,000	552,661	546,610	
Disability Insurance	8,522	6,500	8,643	9,795	
Dental Insurance	54,745	55,000	57,570	62,704	
Life Insurance	1,714	2,000	1,764	1,662	
Workers Compensation	36,560	30,000	83,263	124,868	See note 7
Unemployment Insurance	25,253	30,000	33,147	34,110	
Vision Insurance	9,515	10,000	9,939	9,306	
Accrued Sick Expense	30,977	0	(6,000)	2,500	
Accrued Vacation Expense	14,718	0	6,000	2,500	
<b>Total - Personnel</b>	<b>3,885,119</b>	<b>4,539,832</b>	<b>4,312,085</b>	<b>4,019,641</b>	

**Note 5:** The salary budget assumes:

- 11 positions (7.4 FTE) will be eliminated either through attrition or other steps during the fiscal year including the branch assistant positions;
- SEIU staff and non-represented, non-supervisory staff will receive 1.5% cost of living adjustments during FY 2013, half of which will take effect on July 1, 2012 with the remainder to take effect on January 1, 2013.

**Note 6:** The amount of retirement contribution is based on October 2011 information from CalPERS' Retirement Systems' Actuarial Office. The budget does not plan any changes to the retirement benefits or to other benefits. Should revenue fall further than expected, staff will evaluate the possibility of reductions in the scope and cost of employee benefits.

**Note 7:** Workers' compensation expense is based on an analysis of pending workplace injury claims by the Library's insurance broker. The Library will retain a consultant to take steps -- including employee training and a safety awareness program -- to mitigate claims and manage the Library's cost and liability.



**Library Materials:**

	<b>Actual 2011</b>	<b>Budget 2012</b>	<b>Projected Actual 2012</b>	<b>Budget 2013</b>	
American Continuations	2,323,126	2,400,000	2,403,576	2,403,600	See note 8
American New Orders	141,030	150,000	105,440	90,000	
Branch Continuations	360,265	350,000	340,270	156,182	See note 9
Branch New Orders	18,048	70,000	2,580	0	
Commonwealth Continuations	411,086	400,000	480,158	370,853	
Commonwealth New Orders	6,417	6,500	4,248	2,270	
Foreign Continuations	218,653	230,000	231,534	182,192	
Foreign New Orders	33,692	35,000	34,103	19,603	
International Continuations	137,504	140,000	145,480	117,804	
International New Orders	13,811	15,000	16,264	7,187	
General/Librarianship Continuations	70,782	55,000	36,547	36,550	
General/Librarianship New Orders	2,210	2,000	3,028	3,000	
Subtotal	3,736,623	3,853,500	3,803,228	3,389,241	
Library Materials to Assets	-3,736,623	(3,853,500)	(3,803,228)	(3,389,241)	See note 10
Balance	0	0	0	0	

**Note 8:** The budget assumes a \$414,000 (10.9%) reduction in library materials costs to be determined by the professional staff. In determining reductions, staff will endeavor to minimize the impact on the Library's mission to serve its users. Nevertheless, reductions will likely affect most areas of the collection including duplicate copies of American law continuations, print copies of law reviews and other serial publications, and significant components of the foreign law and international law collections. New orders will be more critically scrutinized than in the past.

**Note 9:** The plan to close branches will reduce collection costs by \$187,000 (-54%). The collections at partnership public libraries may be reduced, but in general will continue to be maintained.

**Note 10:** As is the Library's practice, the finance department transfers the cost of library materials to capital assets and depreciates the cost over ten years.



**Building Occupancy:**

	Actual 2011	Budget 2012	Projected Actual 2012	Budget 2013	
Building / Cleaning Supplies	42,019	25,000	20,353	21,000	
Building Maintenance	33,406	25,000	67,843	28,000	See note 11
Building Services	19,547	23,000	16,604	17,000	
Interior Improvements / Alterations	21,309	15,000	4,430	4,300	
Electric & Water	119,814	120,000	117,371	119,800	
Elevator Maintenance	14,393	15,000	36,335	(4,920)	See note 12
Heating & Cooling	27,267	30,000	30,604	32,100	
Insurance	265,871	275,000	281,656	98,526	See note 13
Janitorial Services	87,458	92,000	73,254	92,264	
Landscaping	17,310	12,000	2,400	17,000	See note 14
Security	185,265	200,000	240,590	193,163	See note 15
Subtotal	833,657	832,000	891,440	618,232	

**Note 11:** The budget for building maintenance incorporates exterior paint and wall repair in the event of graffiti or vandalism, HVAC balancing and adjustments, HVAC belt replacement, lower garage maintenance, and the application of a parking surface slurry coat and re-striping. The budget assumes that several big ticket items in FY 2012 – including elevator repair and parking gate replacement – will not recur.

**Note 12:** We expect the exterior rehabilitation project’s general contractor Swinerton will reimburse the Library \$20,000 for elevator damage they caused.

**Note 13:** The budget assumes earthquake coverage will be cancelled effective 7/1/12 saving \$183,000 (65%). Consequently, in the event of an earthquake that causes damage in excess of the Library’s current \$2.5 million deductible, the Library will be forced to decide whether to cover the excess out of its reserve, borrow from federal disaster loans, or take an alternate course.

**Note 14:** The budget assumes that newly planted landscaping should require the same or less work than in the past. Landscaping was halted temporarily in FY 2012 with the commencement of the exterior rehabilitation project.

**Note 15:** Security costs presume a reduction in force starting in August when the exterior rehabilitation project concludes. During construction extra guards were necessary to monitor the temporary public and employee entrances.



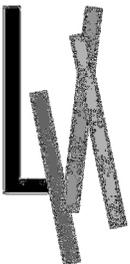
**Supplies & Services:**

	<b>Actual 2011</b>	<b>Budget 2012</b>	<b>Projected Actual 2012</b>	<b>Budget 2013</b>	
Bank Charges / Other Fees	5,768	7,000	6,275	6,732	
Bibliographical Services	487,014	35,000	27,448	7,200	See note 16
Binding	17,081	50,000	0	5,000	
Computer Services / Licensing	44,828	45,000	42,138	30,227	
Continued Education	78,139	40,000	36,533	30,000	
Copy Center	27,372	30,000	32,230	32,500	
Electronics/Computer Hardware	31,530	30,000	21,262	33,402	
Furniture / Appliances	16,287	15,000	2,377	3,000	
Integrated Library System	42,367	42,000	39,794	41,350	
Membership (Staff)	26,584	15,000	16,205	10,000	
Office / Library Supplies	31,148	40,000	26,112	26,475	
Other / Misc.	45,410	75,000	48,007	23,000	See note 17
Outreach / Marketing	27,020	65,000	27,881	50,500	See note 18
Postage / UPS / FedEx	20,425	22,000	18,986	20,300	
Printing / Reproduction	11,762	15,000	5,209	8,567	
Reimbursed Expenses	29,911	38,000	23,933	25,000	
Staff Meetings / Activities	19,037	15,000	9,279	12,000	
Telecommunications	28,425	42,000	26,531	30,833	
Transportation Reimbursement	14,142	12,000	11,563	12,000	
Vending	7,592	8,500	10,610	9,500	
Subtotal	1,011,842	641,500	432,375	417,586	

**Note 16:** In contrast to FY 2012, bibliographic services in FY 2013 will exclude the wind down payments to LAC Group for reclassifying and relabeling the collection. That work is now performed by Library staff. We will continue to purchase cataloging information from the OCLC.

**Note 17:** Other/Miscellaneous is a reserve for unknown contingencies net of a \$22,000 insurance coverage reimbursement in the Grant v. Board of Trustees matter.

**Note 18:** The budget for Outreach / Marketing includes costs to exhibit at professional association meetings, LA Law Library events, ad placements, attendance at professional association meetings, and signage.



**Professional Services:**

	Actual 2011	Budget 2012	Projected Actual 2012	Budget 2013	
Accounting	14,500	17,000	26,400	17,000	
Consulting Services	8,405	70,000	8,136	78,980	See note 19
Legal	117,349	65,000	66,256	64,000	
Payroll / HR Services	14,125	15,000	15,551	18,000	
Recruitment Costs	14,436	20,000	17,119	17,000	
Temporary Services	98,327	50,000	38,265	1,000	See note 20
Subtotal	267,142	237,000	171,726	195,980	

**Note 19:** Consulting services include retention of Website and app developers, professional training on Windows 2010 for most Library staff, email marketing consulting, and social media creation.

**Note 20:** In 2012 and prior years, the Library incurred temporary services costs primarily to cover branch assistants' on vacation and sick leave. The 2013 budget assumes that without branch locations temporary services will not be used.

**Depreciation:**

	Actual 2011	Budget 2012	Projected Actual 2012	Budget 2013	
Depreciation - Library Materials	2,819,986	3,061,800	2,964,542	3,062,380	
Depreciation - Fixed Assets	238,010	330,000	186,124	637,883	See note 21
Subtotal	3,057,995	3,391,800	3,150,665	3,700,263	

**Note 21:** The exterior rehabilitation project will be depreciated over 15 years and will engender a \$376,000 annual increase in depreciation cost.

**Extraordinary Expense:**

	Actual 2011	Budget 2012	Projected Actual 2012	Budget 2013	
Extraordinary Expense	0	0	0	150,459	See note 22

**Note 22:** The position eliminations will result in separation and unemployment expenses of \$150,000 spread throughout the fiscal year starting in August 2012.



**Capital Expenditures:**

	Actual 2011	Budget 2012	Projected Actual 2012	Budget 2013	
Furniture / Appliances (>3k)	40,515	0	0	217,000	See note 23
Electronics / Computer (>3k)	76,552	179,000	86,693	214,000	See note 24
Exterior Building Repairs/ Improvements (>3k)	0	0	5,600,000	52,000	See note 25
Interior Improvements / Alterations (>3k)	204,653	0	11,159	6,000	See note 26
Computer Software	0	185,000	20,000	140,000	See note 27
<b>Total - Capitalized Expenditures</b>	<b>321,720</b>	<b>364,000</b>	<b>5,717,852</b>	<b>629,000</b>	

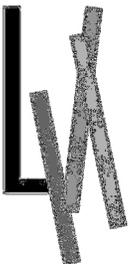
**Note 23:** The furniture and appliances budget provides for security cameras and access control for the main branch (\$120,000); replacement of dilapidated photocopiers (\$80,000); and bar code scanners for library material collection control (\$17,000).

**Note 24:** The electronics budget provides for purchase of 3 data kiosks for pilot testing in 3 partnership locations (\$194,000; an additional \$40,000 for kiosk software is included in "computer software"). This budget also includes the replacement of a number of obsolete staff workstations (\$20,000).

**Note 25:** Exterior buildings expenditures will include new travel cable and door sensors for the elevators as required by the fire marshal (\$40,000) and the rekeying of exterior and interior doors (\$12,000).

**Note 26:** The interior improvements budget is for the application of UV film to the ground floor windows (\$6,000) to reduce energy consumption and cost.

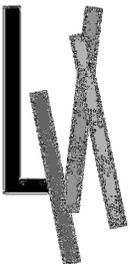
**Note 27:** New computer software in FY 2013 includes Raiser's Edge member database software (\$44,000), data kiosk software (\$40,000), and enhanced scanning software for the scanning project (\$56,000).



**Cash Reserve:**

Projected cash flows in FY 2013 from operations will fall short of expenditures for library materials, computers, software, copiers, and extraordinary expense, reducing the cash reserve to \$9.5 million.

	<b>FY 2011</b>	<b>FY 2012 Projected Actual</b>	<b>FY 2013 Budget</b>
<b>Cash flows from operations:</b>			
Cash received from filing fees and services	10,481,711	9,337,885	8,852,050
Cash payments to suppliers and services	(2,268,287)	(1,495,542)	(1,231,798)
Cash payments to employees for services	(3,823,596)	(4,312,085)	(4,019,641)
Contributions received	140,000	143,000	120,000
Net cash flows from operations	4,529,828	3,673,259	3,720,611
<b>Cash flows from capital activities:</b>			
Building and improvements		(5,611,159)	(58,000)
Books and reference materials	(4,123,988)	(3,803,228)	(3,389,241)
Furniture, fixture and other equipment		0	(217,000)
Computer Equipment and software		(86,693)	(354,000)
Construction in progress – exterior		0	0
Net cash flows from capital activities	(4,123,988)	(9,501,080)	(4,018,241)
<b>Cash flows from investing activities:</b>			
Interest received from LAIF		16,712	3,800
Interest received from LA County		92,995	70,900
Net cash flows from investing activities	121,845	109,706	74,700
<b>Extraordinary Expense</b>	0	0	(150,459)
<b>Net inc (dec) in cash and cash equivalents</b>	527,685	(5,718,115)	(373,389)
<b>Cash and cash equivalents at beginning of period</b>	15,073,559	15,601,244	9,883,129
<b>Cash and cash equivalents at end of period</b>	15,601,244	9,883,129	9,509,740



### Reduction in Filing Fee Revenue

At its meeting on 1/24/12, the Board requested from staff a plan of action that would address (1) a dramatic decrease in revenues and (2) a cessation in revenues. A “dramatic decrease” in revenues is defined as a 25% reduction in filing fee revenue. A “cessation” of revenues is defined as the sudden elimination of all filing fee revenue. Each of these scenarios individually addressed. In either circumstance, staff would recommend that the Board immediately impanel an ad hoc advisory team to evaluate continued services, economic options and political support.

### 25% Reduction

A 25% reduction in fees in FY 2013 would result in a \$2 million decrease in revenue compared with the prior year. In response, the Library would consider the following steps:

- Migrate away from print materials and toward digital resources and aggressively prune the entire collection, particularly the foreign and international collections, with a goal of reducing collection costs by \$1 million
- Reduce headcount by about 45% or about \$1 million focusing on keeping as many client-facing professional staff as well as technology and communications/development staff as possible
- Reduce hours of operation from the present 55.5 hours Monday through Saturday to 40 hours Monday through Friday with a concomitant reduction in staffing requirements.
- Seek to reduce the cost and scope of employee benefits.
- Press diligently to establish partnerships with public libraries, self-help centers, local bar associations, and other entities to position the library as a valuable resource for self-represented litigants and the general public.
- Affirmatively seek alternative sources of revenue including gifts, grants, service fees, building rents, parking revenue, etc. Toward that end, the Library would use some of its \$9.8 million reserve to mount a campaign in search of alternative revenue sources including:
  - Hire contract grant writers to develop, process and follow-up on grant proposals
  - Bolster the size and experience communications/marketing staff to enable it to work effectively with the Friends of the LACLL to significantly increase donations and gifts from individuals, law firms, corporations, and foundations.
  - Pursue alternative opportunities and funding sources that would identify consistent revenue stream to replace missing filing fee revenues.

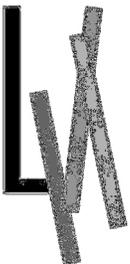


## Cessation

Were civil filing fee revenues to be completely eliminated as a source of funding, the Library would cease to function in its present form. A significant question would be whether or not the entire B&P Code, §6300 et seq., establishing the county law libraries was repealed, or whether only §6321 “Superior court filing fees; distribution to counties” was eliminated or unfunded. The distinction is significant on several counts: the governance, the status as an independent public agency, and most importantly, the availability of the reserves as public funds.

Assuming that the Board remains the governing body and the reserves remain, the Law Library would immediately move from a traditional model to a substantially smaller core of staff who would:

- Continue to provide minimal service as the Library transitions to a radically different model of operation
- Shrink the size and scope of the collection to essential resources, primarily relying on digital services
- Wind down and settle contractual obligations that the Library would no longer be able to afford
- Affirmatively seek alternative sources of revenue including gifts, grants, service fees, building rents, parking revenue, etc. Toward that end, the Library would use some of its \$9.8 million reserve to mount a campaign in search of alternative revenue sources including:
  - Hire contract grant writers to develop, process and follow-up on grant proposals
  - Bolster the size and experience communications/marketing staff to enable it to work effectively with the Friends of the LACLL to significantly increase donations and gifts from individuals, law firms, corporations, and foundations.
  - Pursue alternative opportunities and funding sources that would identify consistent revenue stream to replace missing filing fee revenues.
  - Provide fee-based legal reference and research services on a State-wide basis, assuming the cessation in revenues would similarly impact other county law libraries, most of which do not have emergency reserves to continue operation.
  - Ally with the State Bar to obtain financial support from State bar members as part of the annual membership renewal (again assuming that no other county law libraries continue).
  - Strike a partnership with a real property developer to seek alternative profit-generating uses of the 1970’s addition to the building.



# AGENDA ITEM 5

## EXECUTIVE DIRECTOR REPORT

**FACILITY UPDATE**

See attached Building Repair and Reconstruction Project report.

**FINANCIAL UPDATE**

See attached May Financials and May List of Checks and Warrants.

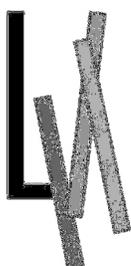
**STAFF UPDATE**

On June 4 and 5, 2012, I participated in a meeting of 18 law school libraries and the Law Library of Congress held at Georgetown Law School. The discussion focused on the reductions / eliminations of serial titles both for general law research purposes and for research in the foreign, comparative and international law areas. Many of the larger law schools have moved from print to online services. Among the discussion topics were new and ongoing collaboration efforts, retention of a single print copy and, if needed, the availability of that print “on demand.” The libraries agreed to identify areas of strength, particularly in the foreign law area, so that better coordination of resources can be developed.

I have been invited to participate in a “Summit on the Use of Technology to Expand Access to Justice,” hosted by the Legal Services Corporation (LSC). The Summit will address a number of areas of service that promote access to justice, including educational resources, both full and limited scope representation, court or other entity provided assistance for persons representing themselves and the triage tools to assist in directing persons to the most appropriate services.

**Janine Liebert** has had a busy month. She attended both the Equal Justice Conference in Jacksonville, FL (May 16-18) and the Pathways to Justice Conference held in San Francisco (June 7-8). At EJC she moderated a panel of federal judges, clerks and legal aid providers on the resources under development in the federal courts for self-represented litigants. She coordinates the Federal Self-Help Innovations Working Group. Janine served on the planning committee for the Pathways conference and was actively involved in helping to organize and guide the workshops which ranged from family law to technology to pro bono resources to collaborative efforts.

**Malinda Muller, Linda Heichman Taylor, and Shohreh Saljooghi** will attend the American Library Association (ALA) Annual Conference June 23 to 25, 2012 in Anaheim. They anticipate participating in sessions ranging from community outreach to mobile technologies to collaboration and library space design to new enhancements in Integrated Library Systems. In addition, they will take time to view the extensive exhibits available during the conference.



## OUTREACH / TRAINING UPDATE

As a direct result of our exhibit at the recent **Legal Technology Show**, 5 attorneys joined the Members Program.

**Christine Langteau** provided an introduction and tour of the Law Library for paralegal students attending ICDC College (May 29) and Cal State LA Paralegal Program (June 2). Approximately 20 students attended each session.

In May 2012 P&P, in partnership with The Loyola Law School Center For Conflict Resolution, launched a new series of educational programs in public libraries called "Stay Out of Court." The program supports Law Library's efforts to assist in the public's understanding of the courts by providing information and education on alternatives to civil litigation, such as mediation. The program debuted during Law Week on May 5, 2012 at the West Covina Library (part of LACPL). A second event was held June 2 at the Monrovia Public Library, and a third program is scheduled for June 23, 2012 at LAPL's North Hollywood Branch. Legal aid providers in the greater Los Angeles area have a mandate to conduct public outreach. This new program is an opportunity for the LA Law Library to facilitate a connection between the legal aid provider and the public library that is often called upon to respond to the legal information needs of the general public.

On May 24, 2012 P&P presented "Legal Reference Basics" as an in-service program for the Exposition Park regional branch of the LAPL. The enthusiastic response prompted a request for P&P to present a follow-up program, "Finding Forms," for their June 22 in-service.

Outreach to local bar associations continues to raise awareness about LA Law Library. On May 30, 2012, a P&P presentation to the Antelope Valley Bar Association provided attendees with information about the collection and services of LA Law Library. Many were surprised (and pleased) to learn that they could access our Lexis service through our partnership with Lancaster Public Library. One attendee, a professor in the paralegal program at the College of the Canyons expressed interest in pursuing LA Law Library benefits for her paralegal students.

The last of 8 regional presentations was made on June 8, 2012 to all 13 branch managers and senior librarians of the North East region of LAPL. P&P staff focused the discussion on ways in which LA Law Library can support these public libraries. A diverse area, there were requests to provide future public programs for Spanish speakers as well as Chinese and Cantonese. Additionally, the Arroyo Seco branch traditionally has the highest door counts (indication of usage) and is in a prominent location to reach out to the eastern-most quadrant of LA as a prospective future partner.



**FACILITY UPDATE**

**Building Envelope Repair & Exterior Restoration Project**

Work Completed during the Previous 30 days

- Envelope Repair
  - Complete installation of sheet metal flashing
  - Complete 100% of the prep work to paint the building
  - 90% of the painting of the building was completed
  - Refurbish gold medallions on the face of the building
  - Substantially complete all building envelope repair
  
- Exterior Reconstruction
  - Complete all concrete wall and planters
  - Complete stairway and walkway in alley between Library and parking garage
  - 90% granite work on planter walls completed
  - 70% complete installation of handrails
  - 75% complete western side concrete flat work
  - 50% complete landscaping

Anticipated during the Next 30 days.

- Building Envelope Repair
  - Complete punch list / non-compliance list associated with the Roof
  - Complete painting of the building including punch list
  
- Exterior Reconstruction
  - Complete western flat work (concrete)
  - Complete landscape work
  - Complete front main entry including flag poles
  - Complete granite work on planter walls
  - Complete Installation of Handrails
  - Substantially Complete Exterior Reconstruction, create punch list



**Budget /Financial Summary (as of 06/12/2011)**

Project Description	Adjusted Budget	Spent to Date
Swinerton Builders	\$4,622,900	4,053,249
Construction Admin & Monitoring – ABB	193,623	220,032
Construction Admin – TMA	120,350	161,501
Construction Management - CLEO	168,000	128,000
Environmental Monitoring/Testing – Arcadis	37,602	37,937
Soil , Concrete, Rebar Testing	25,000	26,145
Contingency*	516,748	438,304
<b>TOTAL</b>	<b>5,684,223</b>	<b>5,065,168</b>

Percent of total project: The project is approximately 92% complete. Expenditures thus far are 89% of the total project cost.

**Contingency increase:** Strategic planning discussions have included the extended use of the library as an education and community resource “venue.” Toward that end, I made the decision to include electrical and audio systems, as well as security cameras on the exterior of the building. The cost to include these systems will add approximately \$50,000 (1%) to the cost of the project.



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

INCOME	1ST & 2ND QUARTER			3RD QUARTER			MAY 2012			YTD TOTAL			
	BUDGET	QTD Budget	QTD Actual	QTD Variance	QTD Budget	QTD Actual	QTD Variance	Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
L.A. Superior Court Fees	9,292,752	4,688,216	4,256,145	(432,071)	2,240,516	2,016,104	(224,412)	833,556	696,343	(137,213)	8,556,097	7,650,480	(905,617)
<b>Total - Court Fees</b>	9,292,752	4,688,216	4,256,145	(432,071)	2,240,516	2,016,104	(224,412)	833,556	696,343	(137,213)	8,556,097	7,650,480	(905,617)
Interest - LAIF	40,000	20,000	10,203	(9,797)	10,000	4,883	(5,117)	0	0	0	30,000	15,087	(14,913)
Interest - General Fund	75,000	37,500	52,228	14,728	18,750	21,059	2,309	6,250	6,008	(242)	68,750	84,953	16,203
Interest - Deposit Fund	3,500	1,750	1,400	(350)	875	559	(316)	292	140	(152)	3,208	2,272	(936)
<b>Total - Interest</b>	118,500	59,250	63,831	4,581	29,625	26,501	(3,124)	6,542	6,148	(394)	101,958	102,311	353
Parking Fee	700,000	358,351	386,046	27,696	149,095	158,871	9,775	63,619	58,649	(4,970)	639,389	663,623	24,234
<b>Total - Parking</b>	700,000	358,351	386,046	27,696	149,095	158,871	9,775	63,619	58,649	(4,970)	639,389	663,623	24,234
Annual Borrowing Fee	0	0	8,375	8,375	0	300	300	0	150	150	0	8,925	8,925
Annual Members Fee	120,000	84,000	32,543	(51,457)	18,000	21,907	3,907	6,000	7,495	1,495	114,000	67,079	(46,921)
Course Registration	10,000	5,000	1,799	(3,201)	2,500	771	(1,729)	833	0	(833)	9,167	2,570	(6,597)
Copy Center	85,000	42,607	36,286	(6,321)	20,711	19,516	(1,195)	4,919	7,017	2,098	77,643	69,205	(8,438)
Document Delivery	25,000	11,301	12,911	1,610	6,948	8,808	1,860	2,119	4,153	2,034	22,749	26,860	4,111
Fines	46,000	22,486	24,453	1,966	10,836	10,248	(588)	4,354	7,238	2,883	41,617	42,439	822
Miscellaneous	14,500	7,250	4,650	(2,600)	3,625	999	(2,626)	1,208	129	(1,079)	13,292	5,884	(7,408)
Room Rental	7,500	3,750	225	(3,525)	1,875	400	(1,475)	625	(125)	(750)	6,875	500	(6,375)
Book Replacement	5,000	2,500	689	(1,811)	1,250	325	(925)	417	(295)	(711)	4,583	720	(3,864)
Forfeited Deposits	25,000	25,000	28,474	3,474	0	0	0	0	0	0	25,000	28,474	3,474
Friends of Law Library	120,000	120,000	143,000	23,000	0	0	0	0	0	0	120,000	143,000	23,000
Grants	30,000	0	0	0	30,000	0	(30,000)	0	0	0	30,000	0	(30,000)
Vending	5,500	2,750	3,380	630	1,375	1,829	454	458	585	126	5,042	6,310	1,269
<b>Total - Library Services</b>	493,500	326,644	296,784	(29,861)	97,120	65,103	(32,017)	20,934	26,347	5,413	469,967	401,966	(68,001)
<b>TOTAL INCOME</b>	10,604,752	5,432,461	5,001,997	(430,465)	2,516,356	2,266,578	(249,778)	924,651	787,486	(137,164)	9,767,411	8,817,571	(949,839)

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

EXPENDITURE	BUDGET	1ST & 2ND QUARTER			3RD QUARTER			MAY 2012			YTD TOTAL		
		QTD Budget	QTD Actual	QTD Variance	QTD Budget	QTD Actual	QTD Variance	Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
Salaries	3,400,000	1,642,865	1,553,492	89,373	772,422	740,468	31,954	275,051	235,984	39,067	2,965,078	2,769,401	195,676
Social Security	205,000	96,567	87,724	8,843	47,585	44,220	3,365	17,142	14,189	2,953	178,187	160,393	17,794
Medicare	46,000	22,277	21,680	597	10,411	10,342	69	3,750	3,318	432	40,134	38,675	1,459
Retirement	155,332	77,666	79,579	(1,913)	38,833	35,773	3,060	12,944	11,834	1,111	142,388	139,179	3,209
Health Insurance	600,000	288,671	289,449	(778)	151,241	133,912	17,329	57,755	43,127	14,628	549,068	509,661	39,407
Disability Insurance	6,500	3,060	4,414	(1,353)	1,629	2,108	(478)	641	680	(38)	5,908	7,963	(2,055)
Dental Insurance	55,000	26,694	28,768	(2,074)	13,942	14,428	(486)	4,904	4,843	61	50,081	52,805	(2,724)
Life Insurance	2,000	933	880	53	524	446	78	198	143	55	1,831	1,622	209
Workers Compensation Insurance	30,000	15,000	19,024	(4,024)	7,500	25,349	(17,849)	2,500	10,829	(8,329)	27,500	64,556	(37,056)
Unemployment Insurance	30,000	15,000	17,477	(2,477)	7,500	9,834	(2,334)	0	0	0	30,000	33,147	(3,147)
Vision Insurance	10,000	4,839	5,113	(274)	2,537	2,512	25	900	694	206	9,111	9,129	(18)
Accrued Sick Expense													
Accrued Vacation Expense													
<b>Total - Personnel</b>	<b>4,539,832</b>	<b>2,193,572</b>	<b>2,107,599</b>	<b>85,973</b>	<b>1,054,124</b>	<b>1,019,392</b>	<b>34,732</b>	<b>375,785</b>	<b>325,640</b>	<b>50,145</b>	<b>3,999,285</b>	<b>3,786,531</b>	<b>212,754</b>
American Continuations	2,400,000	949,361	1,247,773	(298,412)	1,054,426	763,798	290,629	228,449	51,369	177,080	2,265,472	2,243,576	21,896
American New Orders	150,000	92,675	54,731	37,944	29,013	28,113	899	7,107	5,828	1,279	138,870	98,440	40,429
Branch Continuations	350,000	91,400	210,726	(119,326)	163,479	52,206	111,273	45,605	29,278	16,327	312,376	315,270	(2,894)
Branch New Orders	70,000	57,778	1,372	56,406	2,469	880	1,589	2,813	328	2,485	63,060	2,580	60,480
Commonwealth Continuations	400,000	168,690	214,676	(45,986)	139,316	163,050	(23,734)	27,693	39,716	(12,023)	365,461	445,158	(79,696)
Commonwealth New Orders	6,500	1,550	2,622	(1,072)	2,359	1,485	875	1,673	141	1,531	5,582	4,248	1,334
Foreign Continuations	230,000	92,941	91,330	1,611	89,493	98,884	(9,390)	9,162	10,915	(1,753)	220,111	221,534	(1,423)
Foreign New Orders	35,000	10,772	28,368	(17,596)	15,194	334	14,861	3,955	1,198	2,757	31,017	31,603	(586)
International Continuations	140,000	72,087	75,144	(3,057)	38,529	46,538	(8,009)	7,953	4,805	3,149	129,604	135,280	(5,676)
International New Orders	15,000	6,185	7,950	(1,764)	4,914	2,477	2,437	1,350	3,998	(2,648)	13,584	15,064	(1,480)
General/Librarianship Continuations	55,000	32,509	18,914	13,595	10,964	11,838	(873)	3,020	336	2,684	51,746	33,639	18,107
General/Librarianship New Orders	2,000	571	2,234	(1,663)	290	227	63	730	20	710	1,590	2,758	(1,168)
<b>Total - Library Materials</b>	<b>3,853,500</b>	<b>1,576,521</b>	<b>1,955,840</b>	<b>(379,320)</b>	<b>1,550,448</b>	<b>1,169,829</b>	<b>380,619</b>	<b>339,510</b>	<b>147,932</b>	<b>191,578</b>	<b>3,598,473</b>	<b>3,549,150</b>	<b>49,323</b>
Library Materials Transferred to Assets			(1,955,840)			(1,169,829)			(147,932)			(3,549,150)	
<b>Balance</b>	<b>0</b>		<b>0</b>			<b>0</b>			<b>0</b>			<b>0</b>	

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

EXPENDITURE	BUDGET	1ST & 2ND QUARTER			3RD QUARTER			MAY 2012			YTD TOTAL		
		QTD Budget	QTD Actual	QTD Variance	QTD Budget	QTD Actual	QTD Variance	Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
Building / Cleaning Supplies	25,000	12,500	11,792	708	6,250	4,404	1,846	2,083	1,038	1,045	22,917	18,603	4,314
Building Maintenance	25,000	12,500	36,946	(24,446)	6,250	14,638	(8,388)	2,083	1,523	560	22,917	57,644	(34,727)
Building Services	23,000	11,500	6,614	4,886	5,750	6,958	(1,208)	1,917	747	1,170	21,083	15,462	5,622
Interior Improvements / Alterations	15,000	7,500	3,725	3,775	3,750	0	3,750	1,250	0	1,250	13,750	3,920	9,830
Electric & Water	120,000	66,217	62,194	4,023	24,780	26,381	(1,601)	9,248	18,258	(9,009)	108,710	107,388	1,322
Elevator Maintenance	15,000	7,500	7,384	116	3,750	12,392	(8,642)	1,250	1,226	24	13,750	42,808	(29,058)
Heating & Cooling	30,000	18,007	21,404	(3,397)	4,355	4,351	5	2,561	1,850	711	27,063	27,604	(541)
Insurance	275,000	138,835	124,098	14,737	68,198	53,946	14,252	22,782	26,188	(3,406)	252,218	258,886	(6,668)
Janitorial Services	92,000	46,000	43,761	2,239	23,000	21,880	1,120	7,667	0	7,667	84,333	73,254	11,079
Landscaping	12,000	3,600	2,400	1,200	4,200	0	4,200	1,400	0	1,400	10,600	2,400	8,200
Security	200,000	100,000	110,465	(10,465)	50,000	66,234	(16,234)	16,667	21,640	(4,974)	183,333	220,948	(37,614)
<b>Total - Building Occupancy</b>	<b>832,000</b>	<b>424,158</b>	<b>430,783</b>	<b>(6,625)</b>	<b>200,283</b>	<b>211,184</b>	<b>(10,901)</b>	<b>68,909</b>	<b>72,471</b>	<b>(3,562)</b>	<b>760,674</b>	<b>828,917</b>	<b>(68,243)</b>
Bank Charges / Other Fees	7,000	3,500	2,888	612	1,750	1,554	196	583	442	141	6,417	5,547	869
Bibliographical Services	35,000	29,000	23,872	5,128	3,000	1,740	1,260	1,000	612	388	34,000	26,860	7,140
Binding	50,000	20,000	0	20,000	15,000	0	15,000	5,000	0	5,000	45,000	0	45,000
Computer Services / Licensing	45,000	22,500	18,788	3,712	11,250	17,420	(6,170)	3,750	1,255	2,495	41,250	38,438	2,812
Continued Education	40,000	20,000	19,115	885	10,000	7,963	2,037	3,333	(30)	3,363	36,667	33,533	3,134
Copy Center	30,000	15,000	11,828	3,172	7,500	15,240	(7,740)	2,500	1,560	940	27,500	30,430	(2,930)
Electronics / Computer Hardware	30,000	15,000	1,368	13,632	7,500	5,889	1,611	2,500	315	2,185	27,500	19,077	8,423
Furniture / Appliances	15,000	7,500	975	6,525	3,750	600	3,150	1,250	0	1,250	13,750	1,976	11,774
Integrated Library System	42,000	21,000	19,526	1,474	21,000	10,134	10,866	0	3,378	(3,378)	42,000	36,416	5,584
Membership (Staff)	15,000	6,000	10,230	(4,230)	3,000	545	2,455	4,000	4,521	(521)	14,000	16,085	(2,085)
Office / Library Supplies	40,000	20,000	12,737	7,263	10,000	7,381	2,619	3,333	1,707	1,627	36,667	23,912	12,755
Other / Misc.	75,000	37,500	1,191	36,309	18,750	46,216	(27,466)	6,250	50	6,200	68,750	47,507	21,243
Outreach / Marketing	65,000	14,625	13,587	1,038	25,188	2,062	23,125	11,375	1,599	9,776	62,563	25,481	37,081
Postage / UPS / FedEx	22,000	10,803	9,060	1,743	4,524	6,711	(2,187)	2,349	587	1,762	20,737	17,336	3,402
Printing / Reproduction	15,000	7,500	2,820	4,680	3,750	1,016	2,734	1,250	134	1,116	13,750	4,734	9,016
Reimbursed Expenses	38,000	19,000	12,522	6,478	9,500	6,047	3,453	3,167	897	2,269	34,833	21,863	12,970
Staff Meetings / Activities	15,000	7,500	7,199	301	3,750	1,081	2,669	1,250	0	1,250	13,750	8,279	5,471
Telecommunications	42,000	20,940	13,243	7,696	10,583	6,562	4,021	3,252	2,360	892	38,244	24,331	13,913
Transportation Reimbursement	12,000	6,000	6,273	(273)	3,000	2,876	124	1,000	530	470	11,000	10,563	437
Vending	8,500	4,250	5,066	(816)	2,125	3,214	(1,089)	708	634	75	7,792	9,710	(1,919)
<b>Total - Supplies &amp; Services</b>	<b>641,500</b>	<b>307,618</b>	<b>192,288</b>	<b>115,329</b>	<b>174,920</b>	<b>144,252</b>	<b>30,668</b>	<b>57,851</b>	<b>20,551</b>	<b>37,300</b>	<b>596,169</b>	<b>402,080</b>	<b>194,090</b>

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

EXPENDITURE	1ST & 2ND QUARTER			3RD QUARTER			MAY 2012			YTD TOTAL			
	BUDGET	QTD Budget	QTD Actual	QTD Variance	QTD Budget	QTD Actual	QTD Variance	Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
Accounting	17,000	17,000	14,175	2,825	0	225	(225)	0	0	0	17,000	26,400	(9,400)
Consulting Services	70,000	35,000	0	35,000	17,500	8,136	9,364	0	0	0	70,000	8,136	61,864
Legal	65,000	32,500	40,649	(8,149)	16,250	10,511	5,739	0	7,495	(7,495)	65,000	60,756	4,244
Payroll / HR Services	15,000	7,500	8,817	(1,317)	3,750	4,177	(427)	1,250	2,803	(1,553)	13,750	16,741	(2,991)
Recruitment Costs	20,000	10,000	400	9,600	5,000	15,775	(10,775)	0	444	(444)	20,000	16,619	3,381
Temporary Services	50,000	30,000	27,774	2,226	10,500	4,982	5,518	3,167	823	2,344	46,833	34,865	11,969
<b>Total - Professional Services</b>	<b>237,000</b>	<b>132,000</b>	<b>91,814</b>	<b>40,186</b>	<b>53,000</b>	<b>43,806</b>	<b>9,194</b>	<b>4,417</b>	<b>11,565</b>	<b>(7,148)</b>	<b>232,583</b>	<b>163,516</b>	<b>69,067</b>
Depreciation - Library Materials	3,061,800	1,530,900	1,487,633	43,267	765,450	726,092	39,358	255,150	250,302	4,848	2,806,650	2,712,565	94,085
Depreciation - Fixed Assets	330,000	165,000	98,089	66,911	82,500	39,453	43,047	27,500	16,979	10,521	302,500	170,703	131,797
<b>Total - Depreciation Expense</b>	<b>3,391,800</b>	<b>1,695,900</b>	<b>1,585,722</b>	<b>110,178</b>	<b>847,950</b>	<b>765,545</b>	<b>82,405</b>	<b>282,650</b>	<b>267,281</b>	<b>15,369</b>	<b>3,109,150</b>	<b>2,883,267</b>	<b>225,883</b>
<b>TOTAL EXPENSES</b>	<b>9,642,132</b>	<b>4,753,248</b>	<b>4,408,207</b>	<b>345,041</b>	<b>2,330,277</b>	<b>2,184,180</b>	<b>146,097</b>	<b>789,611</b>	<b>697,507</b>	<b>92,104</b>	<b>8,697,862</b>	<b>8,064,311</b>	<b>633,551</b>
<b>TOTAL INCOME</b>	<b>10,604,752</b>	<b>5,432,461</b>	<b>5,001,997</b>	<b>(430,465)</b>	<b>2,516,356</b>	<b>2,266,578</b>	<b>(249,778)</b>	<b>924,651</b>	<b>787,486</b>	<b>(137,164)</b>	<b>9,767,411</b>	<b>8,817,571</b>	<b>(949,839)</b>
<b>TOTAL EXPENSES</b>	<b>9,642,132</b>	<b>4,753,248</b>	<b>4,408,207</b>	<b>345,041</b>	<b>2,330,277</b>	<b>2,184,180</b>	<b>146,097</b>	<b>789,611</b>	<b>697,507</b>	<b>92,104</b>	<b>8,697,862</b>	<b>8,064,311</b>	<b>633,551</b>
<b>NET INCOME/(LOSS)</b>	<b>962,620</b>	<b>679,213</b>	<b>593,790</b>	<b>(85,423)</b>	<b>186,079</b>	<b>82,399</b>	<b>(103,680)</b>	<b>135,040</b>	<b>89,979</b>	<b>(45,060)</b>	<b>1,069,549</b>	<b>753,260</b>	<b>(316,289)</b>
Furniture / Appliances	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0
Electronics / Computer Hardware	179,000	89,500	0	89,500	44,750	12,733	32,017	0	73,960	(73,960)	179,000	86,693	92,307
Exterior Building Repairs/ Improvements	5,100,000	2,550,000	0	2,550,000	1,275,000	0	1,275,000	0	0	0	5,100,000	0	5,100,000
Interior Improvements / Alterations	0	0	4,697	(4,697)	0	6,462	(6,462)	0	9,662	(9,662)	0	20,821	(20,821)
Computer Software	185,000	92,500	0	92,500	46,250	0	46,250	0	0	0	185,000	0	185,000
<b>Total - Capitalized Expenditures</b>	<b>5,464,000</b>	<b>2,732,000</b>	<b>4,697</b>	<b>2,727,303</b>	<b>1,366,000</b>	<b>19,195</b>	<b>1,346,805</b>	<b>0</b>	<b>83,621</b>	<b>(83,621)</b>	<b>5,464,000</b>	<b>107,514</b>	<b>5,356,486</b>

**LOS ANGELES COUNTY LAW LIBRARY**  
**STATEMENT OF FINANCIAL POSITION**  
**As of May 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	\$	9,631,994
Cash in L. A. County Treasurer - Deposit Fund		231,234
Cash in Bank of America - Revolving Account		74,914
Cash in Bank of America - Payroll Account		44,374
Cash in Local Agency Investment Fund		1,331,761
Petty Cash		718
Operating Cash		11,314,994

Current Assets:

Accounts Receivable		53,315
Other Receivable		1,498,971
Other Current Assets		292,432

Other Assets:

Books & Other Library Collections	\$	42,865,071
Current Month Acquisitions		147,932
		43,013,003

Less: Accumulated Depreciation	-26,543,112	16,469,891
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Building Construction	4,216,987	
Interior Building Improvement	1,314,752	
Furniture & Equipment	2,010,429	
Computer Hardware & Software	636,781	
	8,178,950	

Less: Accumulated Depreciation	-6,913,904	1,265,046
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Construction In Progress - Exterior		4,665,965
Building Site (Land)		580,333

<b>Total Assets</b>	\$	<b>36,140,948</b>
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**Liabilities and Fund Balance**

Current Liabilities

Accounts Payable	\$	115,838
Accrued Expense		1,042,849

Noncurrent Liabilities

Borrowers' Deposits		249,522
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<b>Total Liabilities</b>		<b>1,408,209</b>
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Fund Balance

Unappropriated		33,961,220
YTD Net Income		771,519

<b>Total Liabilities and Fund Balance</b>	\$	<b>36,140,948</b>
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**LOS ANGELES COUNTY LAW LIBRARY**  
**May 1, 2012 - May 31, 2012 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 3	LANGER'S RESTAURANT	BOARD EXP	92.83	023253
May 4	WOLTERS KLUWER LAW & BUSINESS	BOOKS	679.27	023254
	BERNAN ASSOCIATES	BOOKS	1,159.60	023255
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	294.24	023256
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	5,315.95	023257
	COUTTS LIBRARY SERVICES	BOOKS	5,409.38	023258
	JURIS PUBLISHING INC	BOOKS	306.00	023259
	JURISNET LLC	BOOKS	404.25	023260
	MARY MARTIN BOOKSELLERS	BOOKS	61.00	023261
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	149.00	023262
	OXFORD UNIVERSITY PRESS	BOOKS	2,859.94	023263
	PRACTISING LAW INSTITUTE	BOOKS	148.61	023264
	SPECIALTY TECHNICAL PUBLISHERS INC	BOOKS	563.00	023265
	THOMPSON PUBLISHING GROUP	BOOKS	2,034.00	023266
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	5,640.90	023267
	YBP LIBRARY SERVICES	BOOKS	80.32	023268
	UNA LEE JOST	REFUND	50.00	023269
May 7	ADVANCED INFORMATION	TEMP SVCS	687.38	023270
	AMERICAN EXPRESS	TRAVEL	805.93	023271
	AT&T	TELECOM	504.88	023272
	CDW GOVERNMENT, INC.	COMP HARD	8,374.58	023273
	COLANTUONO LEVIN & ROZELL	LEGAL	1,381.50	023274
	EMPLOYMENT DEVELOPMENT DEPT	UI	6,150.00	023275
	GOURMET COFFEE SERVICE	KITCHEN	797.41	023276
	GRAINGER	BLDG SUPPL	254.93	023277
	JAYE B NELSON	FURNITURE	40.00	023278
	KONICA MINOLTA BUSINESS	PREPAID EXP	1,467.69	023279
	L A DEPT WATER & POWER	FIRE SVCS	212.39	023280
	LITTLER MENDELSON, PC	LEGAL	720.00	023281
	MEGAPATH	TELECOM	697.12	023282
	NATIONWIDE LEGAL EXPRESS, LLC	DELIVERY SVCS	41.00	023283
	OFFICE DEPOT	OFFICE SUPPL	291.83	023284
	OPTIONS FOR GROWTH	CONT EDU	2,605.00	023285
	RAYVERN LIGHTING SUPPLY CO INC	BLDG SUPPL	810.39	023286
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	7,293.43	023287
	SECURITAS SECURITY	SECURITY	9,174.12	023288
	UNITED PARCEL SERVICE	POSTAGE	76.19	023289
	WISCONSIN STATE LAW LIBRARY	POSTAGE	8.29	023290
	L A DEPT WATER & POWER	WATER/SANITATION	343.51	023291
May 8	ARROYO INSURANCE SVCS, INC	PREPAID INS	7,048.00	023292
May 11				

75,632.49

LOS ANGELES COUNTY LAW LIBRARY

May 1, 2012 - May 31, 2012 (CHECKS)

Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	598.63	023293
	AUX AMATEUR DE LIVRES	BOOKS	104.79	023294
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	271.53	023295
	BERNAN ASSOCIATES	BOOKS	97.00	023296
	BOOK HOUSE INC	BOOKS	20.12	023297
	BUILDERS BOOK INC BOOKSTORE	BOOKS	421.87	023298
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	758.93	023299
	CAPITOL ENQUIRY	BOOKS	20.19	023300
	CCH INCORPORATED	BOOKS	147.00	023301
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,431.93	023302
	COUTTS LIBRARY SERVICES	BOOKS	62.36	023303
	INGRAM LIBRARY SERVICES	BOOKS	142.57	023304
	JAMES PUBLISHING INC	BOOKS	83.29	023305
	JURIS PUBLISHING INC	BOOKS	154.50	023306
	JURISNET LLC	BOOKS	325.00	023307
	LAW JOURNAL PRESS ** VOIDED *****	BOOKS	0.00	023309
	LEXISNEXIS BUTTERWORTHS	BOOKS	6,805.25	023310
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	102.50	023311
	NATIONAL HOUSING LAW PROJECT	BOOKS	27.19	023312
	BOAST NYBERG	BOOKS	174.50	023313
	PRACTISING LAW INSTITUTE	BOOKS	1,056.40	023314
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	418.25	023315
	UNIVERSITY OF WISCONSIN LAW SCHOOL	BOOKS	60.00	023316
	STATE BAR OF WISCONSIN	BOOKS	60.55	023317
	LAW JOURNAL PRESS	BOOKS	7,167.83	023319
May 15				
	LANGER'S RESTAURANT	BOARD EXP	96.19	023320
May 16				
	ADVANCED INFORMATION	TEMP SVCS	117.50	023321
	BANDWIDTH.COM, INC.	TELECOM	301.51	023322
	CDW GOVERNMENT, INC.	LIB SUPPL	767.04	023323
	CHARLIE CHAN PRINTING	PRINT/REPRO	675.34	023324
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	568.97	023325
	GEOTECHNOLOGIES INC	CIP-EXTERIOR	1,276.00	023326
	GRAINGER	BLDG SUPPL	100.00	023327
	COUNTY OF LOS ANGELES	HEAT/COOL	1,849.98	023328
	KONICA MINOLTA BUSINESS	COPY CTR - LA	556.48	023329
	CHRISTINE R LANGTEAU	REIMBURSEMENT	152.31	023330
	RICHARD PACHECO	REIMBURSEMENT	60.51	023331
	SJM INDUSTRIAL RADIO	HARDWARE	3,015.42	023332
	UNITED PARCEL SERVICE	POSTAGE	127.70	023333
	VALLEY WIDE AIR	BLDG MAINT	1,363.50	023334
May 18				
	AMERICAN BAR ASSOCIATION	BOOKS	1,533.47	023335
	ALEXANDERS LEGAL SEMINARS AND PUBLI	BOOKS	65.80	023336

111,823.76

LOS ANGELES COUNTY LAW LIBRARY

May 1, 2012 - May 31, 2012 (CHECKS)

Account No.: 108000

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,650.00	023337
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	179.56	023338
	BERNAN ASSOCIATES	BOOKS	35.00	023339
	GEORGE T BISEL COMPANY	BOOKS	71.60	023340
	BOOK HOUSE INC	BOOKS	119.58	023341
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	1,318.45	023342
	CALIF COURT ASSOCIATION	BOOKS	203.00	023343
	CAMBRIDGE UNIVERSITY PRESS	BOOKS	221.01	023344
	CARSWELL COMPANY LTD	BOOKS	173.50	023345
	CASALINI LIBRI	BOOKS	378.31	023346
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,718.85	023347
	COUTTS LIBRARY SERVICES	BOOKS	3,963.98	023348
	DATA TRACE LEGAL PUBLISHERS	BOOKS	157.95	023349
	EIBUN HOREI SHA INC	BOOKS	877.50	023350
	GAUNT	BOOKS	122.84	023351
	OTTO HARRASSOWITZ	BOOKS	152.02	023352
	JAPAN PUBLICATIONS TRADING CO LTD	BOOKS	119.00	023353
	JURIS PUBLISHING INC	BOOKS	113.50	023354
	JURISNET LLC	BOOKS	108.50	023355
	LAW JOURNAL PRESS	BOOKS	944.24	023356
	LAWPRESS CORPORATION	BOOKS	510.46	023357
	NATIONAL BOOK NETWORK	BOOKS	347.58	023358
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	508.75	023359
	THOMSON REUTERS	BOOKS	4,256.50	023360
	WILLIAM S HEIN & CO	BOOKS	52.00	023361
	YBP LIBRARY SERVICES	BOOKS	190.31	023362
May 21	ISABELLE ELLIS FLUHART	REFUND	140.00	023363
	ANTOINETTE C LIPMAN	REFUND	125.00	023364
	NICOLE CRISTINA MANZO	REFUND	140.00	023365
	ROBERT MICHAEL SNIDER	REFUND	140.00	023366
May 22	AMERICAN ASSOCIATION OF LAW LIBRARI	MEMBERSHIP	4,436.00	023367
	AT&T MOBILITY	TELECOM	241.93	023368
	STATE BOARD OF EQUALIZATION	USE TAX	1,519.00	023369
	FEDEX	POSTAGE	23.39	023370
	GEOTECHNOLOGIES INC	CIP-EXT	904.00	023371
	GUARDIAN	DENTAL/VISION	6,388.64	023372
	INFINISOURCE INC	PAYROLL/HR	92.00	023373
	KONICA MINOLTA BUSINESS	COPY CTR - LA	20.00	023374
	MULTIVIEW INC	OUTREACH	2,500.00	023375
	OFFICE DEPOT	OFFICE SUPPL	374.28	023376
	PAN AMERICAN PEST CONTROL CO.	BLDG SVCS	178.00	023377
	RITA PANG	MILEAGE	12.63	023378
	PITNEY BOWES	POSTAGE	274.00	023379

155,541.85

LOS ANGELES COUNTY LAW LIBRARY

May 1, 2012 - May 31, 2012 (CHECKS)

Account No.: 108000

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 29	SECURITAS SECURITY	SECURITY	9,365.23	023380
	SUN LIFE FINANCIAL	FICA / MEDICARE	179.16	023381
	SMITH-EMERY LABORATORIES	CIP-EXT	156.00	023382
	STATE FUND	WORKERS COMP	9,353.42	023383
	UNITED PARCEL SERVICE	POSTAGE	37.87	023384
	XO COMMUNICATIONS LLC	TELECOM	503.00	023385
	R D DICKEY-O'BRIEN	REFUND	79.50	023386
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	66.76	023387
	BERNAN ASSOCIATES	BOOKS	132.00	023388
	BOOK HOUSE INC	BOOKS	174.33	023389
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	2,397.40	023390
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,428.97	023391
	COUTTS LIBRARY SERVICES	BOOKS	521.95	023392
	DATA TRACE LEGAL PUBLISHERS	BOOKS	157.95	023393
	GAUNT	BOOKS	275.16	023394
	JAMES PUBLISHING INC	BOOKS	295.00	023395
	JOURNAL OF THE PATENT AND TRADEMARK	BOOKS	60.00	023396
	JURIS PUBLISHING INC	BOOKS	1,413.00	023397
	JURISNET LLC	BOOKS	123.50	023398
	May 30	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	1,178.88
LAW PUBLISHERS		BOOKS	1,058.00	023400
LAW REPORTS INTERNATIONAL LTD		BOOKS	350.00	023401
MANHATTAN PUBLISHING COMPANY		BOOKS	154.00	023402
MARY MARTIN BOOKSELLERS		BOOKS	720.00	023403
NATIONAL BUSINESS INSTITUTE		BOOKS	540.90	023404
NIBONDH & COMPANY LIMITED		BOOKS	480.00	023405
PRACTISING LAW INSTITUTE		BOOKS	260.89	023406
STAIR SOCIETY		BOOKS	66.31	023407
THOMSON REUTERS TAX & ACCOUNTING		BOOKS	242.52	023408
STATE BAR OF WISCONSIN		BOOKS	60.55	023409
ADVANCED INFORMATION		TEMP SVCS	352.50	023410
ARCADIS US, INC.		CIP-EXTERIOR	2,341.18	023411
BANC OF AMERICA LEASING		COPY CTR	250.61	023412
CLEAN SOURCE, INC.		BLDG SUPPL	938.47	023413
DLT SOLUTIONS		COMP LIC	275.32	023414
GEOTECHNOLOGIES INC		CIP-EXTERIOR	1,708.00	023415
GOURMET COFFEE SERVICE		KITCHEN	633.73	023416
METROLINK		TAP	1,267.25	023417
MALINDA MULLER		REIMBURSEMENT	327.77	023418
NATIONAL CONSUMER LAW CENTER ** VOIDED *****	BOARD EXP	0.00	023419	
NATIONWIDE LEGAL EXPRESS, LLC	DELIVERY SVCS	28.35	023420	
SJM INDUSTRIAL RADIO	COMP HARD	315.15	023421	
SUN LIFE FINANCIAL	LIFE/DISABILITY	841.27	023422	

190,424.47

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	SMITH-EMERY LABORATORIES	CIP-EXTERIOR	1,136.00	023423
	UNITED PARCEL SERVICE	POSTAGE	25.96	023424
	VELASQUEZ DRYWALL INC.	CIP-INTERIOR	9,661.64	023425
	VERIZON	TELECOM	38.93	023426
			200,151.00	

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 1	ARROYO INSURANCE SVCS, INC	PREPAID INS	31,664.39	TS00159964
	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	61,755.28	TS00159964
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,900.00	TS00159964
	SECURITAS SECURITY	SECURITY	10,076.47	TS00159964
	THOMPSON COBB BAZILIO & ASSOCIATES	ACCOUNTING	12,000.00	TS00159964
	THOMSON REUTERS	BOOKS	12,802.46	TS00159964
May 3	AMERICAN EXPRESS	BUSINESS CARD	10,070.76	TS00160079
	CALPERS	HEALTH INS	49,425.41	TS00160079
	TROLLER MAYER ASSOCIATES, INC	CIP-EXTERIOR	14,553.30	TS00160079
	THOMSON REUTERS	BOOKS	10,877.48	TS00160079
May 11	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	114,715.10	TS00160629
	SCHINDLER ELEVATOR CORP.	ELEVATOR MAINT	20,579.64	TS00160629
	THOMSON REUTERS	BOOKS	74,052.53	TS00160629
May 18	SWINERTON BUILDERS	CIP-EXTERIOR	375,339.00	TS00161003
	THOMSON REUTERS	BOOKS	16,841.41	TS00161003
May 24	CLEO ENTERPRISES LLC	CIP-EXT	16,000.00	TS00161268
	DELL MARKETING L.P.	COMP HARD	57,975.90	TS00161353
	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	97,785.44	TS00161353
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,900.00	TS00161268
	TROLLER MAYER ASSOCIATES, INC	CIP-EXTERIOR	13,290.50	TS00161268
May 31	ALLANA BUICK & BERS, INC.	CIP-EXTERIOR	25,294.42	TS00161757
	CALPERS	HEALTH INS	50,309.67	TS00161757

1,105,209.16