

# AGENDA

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

### SPECIAL BOARD MEETING

*Tuesday, July 31, 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 June 19, 2012, Special Board Meeting.

3.2 Minutes of the July 2, 2012, Special Board Meeting.

**4.0 DISCUSSION AND ACTION ITEM 1.**

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

*Recommendation:* Approve Option 1, the FY 2013 Budget proposal at a 7.5% decline rate for the filing fee revenue projection, with a review of the budget to be scheduled following the Q1 (first quarter) of actual revenues and expenses.

**5.0 EXECUTIVE DIRECTOR REPORT**

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

**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, August 28, 2012.

POSTED WEDNESDAY, JULY 25, 2012 @ 6:00 P.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.**

**June 19, 2012**

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, June 19, 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:**

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

**Trustees Absent:**

**Staff Present:**

Marcia J Koslov, Executive Director

**Also Present:**

Sandra Levin, Colantuono & Levin, PC  
Ben Goldman, Littler Mendelson P.C.

President Steinhauser determined a quorum to be present, convened the meeting at 12:21 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

**1.0 PUBLIC COMMENT**

During the three (3) minutes allocated, Paula Hart commented on the Branch closure recommendation of the proposed FY13 Budget and the functionality partner locations.

During the three (3) minutes allocated, Judith Yontef commented that the savings from the Branch locations would be insufficient to warrant closure of all Branch locations.

During the three (3) minutes allocated, Mayra Frausto questioned the amount of time employees would have before being laid off. Executive Director, Marcia Koslov, responded to her inquiry.

During the three (3) minutes allocated, Frank Rodriguez commented on the Law Library's financial stability and the services available to library users.

During the three (3) minutes allocated, Kay Mayorga commented on the availability of materials and services at Branch locations as well as Partner locations.

During the three (3) minutes allocated, Jacob Berkowitz commented on the Law Library's collection, facility and services.

During the three (3) minutes allocated, Kathleen Warwick commented on the improvements in the Law Library, particularly the functional space, over the past several years of Marcia Koslov's tenure. Ms. Warwick stated that there should be more emphasis on the Main Library and less on the Member Study and Partner locations.

## **2.0 PRESIDENT'S REPORT**

There was no President's Report.

## **3.0 CONSENT CALENDAR**

3.1 Minutes of the May 15, 2012, Regular Board Meeting.

Upon motion by Trustee Juhas, and seconded by Trustee Pluim, the Minutes of the May 15, 2012, Regular Board Meeting were unanimously approved, 7-0.

## **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 presented recommendations for Board of Trustees approval of the FY 2013 budget.

Executive Director, Marcia Koslov, presented an overview of the proposed FY13 Budget. Following discussion, the Board requested verification of the Law Library's reduced revenue projections as compared with the number of civil litigation filings. Several members of the Board expressed surprise at the recommendation to close all of the branch locations and requested additional information relating to the consequences of branch closure and possible staff reductions as well as a review of alternatives to a "layoff" process. In particular, the Board encouraged a review of the budget for any opportunity to reduce expenditures elsewhere. There was a request for additional detail for discretionary expenditures as well as for print vs online expenditures. The Board requested assurance that the level and quality of service would not be impacted by the proposed reductions. The Board was in agreement that the earthquake insurance should be re-instated as a line item expenditure.

*Trustee Plum left the meeting at 1:15 p.m.  
Trustee Juhas left the meeting at 1:30 p.m.*

The Board was in agreement that the budget discussion would continue at another Board meeting, to be scheduled as soon as possible. President Steinhauser requested a motion to maintain the current financial status. Trustee Jones moved that the Executive Director be authorized to continue operations as usual and to make payments and meet payroll and other expenses consistent with past practice and the prior year's budget. Trustee Klein seconded the motion and it was unanimously approved, 5-0.

**5.0 EXECUTIVE DIRECTOR REPORT**

There was no Executive Director Report.

**6.0 AGENDA BUILDING**

The Board requested that the Executive Director revise the FY13 Budget to include items discussed at the meeting and establish another Budget meeting of the Board.

**7.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:38 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, July 24, 2012.

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

**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.**

**July 2, 2012**

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, July 2, 2012 at 4:00 p.m., at the Los Angeles County Law Library Mildred L Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

**ROLL CALL/QUORUM**

**Trustees Present:**

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:**

Ben Goldman, Littler Mendelson, P.C.

President Steinhauser determined a quorum to be present, convened the meeting at 4:04 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

Trustee Lavin stated his concern about the late distribution of the Board materials and reminded the Executive Director of his request to receive the materials one week prior to the meeting. Trustee Jones stated her concern about the notice of Agenda Item 2, Closed Session. President Steinhauser called for a brief recess to discuss the issues.

Following the recess, Trustee Lavin and Trustee Jones, exited the meeting. President Steinhauser called the meeting back into session at approximately 4:30.

**1.0 PUBLIC COMMENT**

During the three (3) minutes allocated, Mr. Lee Paradise objected to the closing of the Branch locations.

During the three (3) minutes allocated, Mr. John Lavine objected to the closing of the Branch locations.

During the three (3) minutes allocated, Ms. Paula Hart objected to the closing of the Branch locations.

During the three (3) minutes allocated, Mr. Frank Rodriguez objected to the downsizing of the library staff.

During the three (3) minutes allocated, Ms. Judith Yontef objected to the closing of the Branch locations.

**2.0 CLOSED SESSION**

Item 2.0 was tabled.

**3.0 DISCUSSION AND ACTION ITEM 1**

**4.0** 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 presented recommendations for Board of Trustees approval of the FY 2013 budget.

President Steinhauser requested that Board members take the opportunity to ask questions and provide comment on the proposed budget. Marcia Koslov and Patrick O’Leary responded.

In order to review the worst-case scenario, Trustee Plum requested that an additional budget option at an 8.58% decline be added to the proposals. Trustee Plum requested clarification on the stated depreciation of the library materials and capital expenditures.

Trustee Plum requested that the budget clearly identify the fiscal year savings from the Branch closures. The Executive Director stated that there would be approximately \$100,000 in personnel costs and approximately \$250,000 in library material costs. The Executive Director also discussed the greater use of technology to provide services to more people in more locations, particularly if it were paired with real-time, interactive responses from professional librarians.

2011 and 2012 statistics indicate that often fewer than 12 people each day use a branch location. Although only anecdotal information is currently available on the use of the partner locations, over the past year, the LA Law Library has provided in-service training to more than 270 public librarians who bring the questions they’ve been asked to the training sessions. Those public librarians are convinced that the partnership concept works. In this regard, President Steinhauser suggested that the Board look at the best and highest use of library funds.



Trustee Juhas commented that the digital world provides both an opportunity and a challenge. A Law Library digital research station might provide a real-time librarian in a Skype-type setting. This would enable the Law Library to serve more people in more places: a larger number of courthouses; in public libraries; on a 24x7 chat service; collaborative efforts across the country. There followed discussion about the relative costs between online and print services, staff costs attendant with both types of service, e-books, license fees, and training and assistance. In addition, the Board discussed the responsibilities of branch assistants versus those of professional librarians.

The Executive Director stated that the budget did not take into consideration any potential income from the sale of the rare books. In response to Board questions, she described the opportunity for the Law Library to serve as an educational venue: a place of activity and of learning; a conference location; and a center for workshops and seminars. She stated that the Law Library is looking at the development of an LA Law Library “app,” so that the Library can be “just-in-time” rather than “just-in-case.” In addition, the Law Library is actively looking for the best partner locations so that there is a Law Library presence throughout the city and the county.

**5.0 AGENDA BUILDING**

President Steinhauser requested that the Executive Director poll the Board for the next time the Board could meet to continue the discussion and vote on the FY 2013 budget.

**6.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 5:45 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, July 24, 2012.

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

## AGENDA ITEM 4

### DISCUSSION AND ACTION ITEM 1

**MEMORANDUM**

**DATE:** July 25, 2012

**TO:** Board of Law Library Trustees

**FROM:** Marcia J. Koslov

**RE:** Proposed Budget: Fiscal Year 2012 - 2013

This memo supersedes the Memos of June 12 and July 1, 2012. It presents adjusted operating and capital budget proposals that reflect changes precipitated by comments and concerns raised at the June 19<sup>th</sup> and July 2<sup>nd</sup> Board meetings. This budget proposal contains four (4) Options for revenues and expenses. All four Options reinstate earthquake insurance as recommended by the Board. All four Options include the same Capital Expenditure proposals.

**Option 1:** Option 1 is the July 1st budget proposal based on filing fee revenues continuing their decline at a reduced 7.5% rate. It includes reductions in all categories: personnel, library materials, building occupancy, supplies & services and professional services. Option 1 transitions the traditional courthouse branch location model to an operating model based on robust, digitally accessible services supported by professional staff. Option 1 provides a net loss of \$62,160 to be covered out of cash reserves.

**Option 2:** Option 2 is the Option 1 budget proposal, but adds a modified personnel expenditures that includes continuation of Branch location staff in their current locations, or, if practicable, reassignment. Option 2 includes Option 1 reductions in library materials, building occupancy and supplies & services. The professional services line reinstates funds for temporary services that cover Branch staff vacancies during vacation and sick leave. Option 2 provides a net loss of \$165,413 to be covered out of cash reserves.

**Option 3:** Option 3 is the July 1st budget proposal based on filing fee revenues declining at a 6% rate, rather than a 7.5% rate. Option 3 includes reductions in all categories (as recommended in Option 1) and includes the same earthquake insurance and Capital Expenditure proposals. Option 3 anticipates ending the year with a positive net income of \$63,642. However, if Option 2 personnel expenditures are added, Option 3 net income is reversed and becomes a net loss of \$38,811.

**Option 4:** Option 4 has been added to provide a perspective of filing fee revenues declining at a sharper 8.58% rate. Option 4 includes reductions in all categories (as recommended in Option 1) and includes the same earthquake insurance and Capital Expenditure proposals. Option 4 ends the year with a net loss of \$152,737. However, if Option 2 personnel expenditures are added, there is an increase in the net loss to \$255,990.



## **STAFF RECOMMENDATION**

***Staff recommends that the Board approve Option 1, a 7.5% decline rate for filing fee revenues, modified by expenditures for some Branch locations as they transition during the first half of the fiscal year from a traditional courthouse branch location model to an operating model based on robust, digitally accessible services supported by professional staff. The staff recommends that the transition be fully developed by staff, but addressed as appropriate in the Strategic Plan. Because of the uncertainties in filing fee revenue generation, staff further recommends that the Board revisit FY 2013 budget after Q1 actual filing fee revenues and expenditures are known, rather than wait for a mid-year review in January, 2013.***

## **BUDGET BACKGROUND**

### **Strategic Plan**

This budget proposal is prepared with the knowledge that an LA Law Library Strategic Plan is in development. Meetings held during the spring of 2012 identified a number of prospective goals including court partnerships, distance and community based access to information, education and training, development of the Law Library as a knowledge center and as a resource / venue for programs and education, investment in digital versus print and “just in time” resources as needed, regardless of location. Thus, despite the decline in filing fee revenues, the library continues to move forward to determine how best to provide services that meet the needs of all its constituents and how to wisely expend resources over the coming years.

### **Measuring Change**

For the past two years, the Law Library has maintained statistics for various parts of its services. Between 2009 and 2010, circulation decreased 8%. Between 2010 and 2011, it decreased another 17%. Document delivery increased nearly 9% between 2009 and 2010. Between 2010 and 2011, doc delivery increased another 6%. Nonetheless, the number of document delivery requests received is approximately 1 every 2 hours.

The Law Library has seen an exponential increase in the number of treatise and looseleaf services available online. For example, all CEB books are now available online; most Matthew Bender / Lexis Nexis books are available online; most titles from Aspen Corporation and CCH are available online. For the most part, subscriptions to these titles have been purchased and maintained in both print and online formats. With the availability of these online services, and the reduction in circulation, it is possible to retain only a single copy in print, eliminate many duplicate print services and maintain the duplicate title only via the online service.



**Branch Locations**

The Branch and Partnership study issued in April, 2012, and discussed at the April 24th Board meeting, established the framework for a significant change in the remote services provided by the LA Law Library. Average daily branch statistics, Jan 2011 – Mar 2012 are as follows:

	Desk Requests	Phone Requests	Copier Assistance	Visitors
Long Beach	11.2	5.2	3.5	18.7
Norwalk	2.5	3.4	3.2	9.3
Pomona	3.3	0.5	3.0	8.4
Santa Monica	4.7	3.0	3.2	10.4
Torrance	5.1	2.2	4.7	13.2

The study detailed the opportunities for revitalizing services and extending the reach of the Law Library to both the legal and public communities through re-envisioned services and redeployed resources. At the April meeting, the Board directed staff to work with the Strategic Planning Committee to develop a plan that would manage the transition from the traditional branch model to a more “anywhere / anytime” accessible level of service. Also at that meeting, staff stated that it would provide recommendations about the branch locations as part of the budget proposal.

Current Branch costs are as follows:

Budget Item	FY 2012	
Salaries	120,415	Excludes costs at Main Library
Benefits	37,739	Excludes costs at Main Library
Library Materials	293,500	Generally “continuations”
Other	38,000	Temporary substitutes
<b>Total</b>	<b>489,654</b>	

Over the 2013 fiscal year, it is recommended that the LA Law Library move from the traditional courthouse branch locations to a database and digitally accessible service. Each Branch location costs approximately \$80,000 (\$25,000 for staff and \$55,000 for library materials). Closing four Branch locations over the course of the year will result in an annual savings of approximately \$450,000. It is anticipated that monies from that savings will be repurposed to provide a more comprehensive, multidimensional level of service.

Option 2, the modified 7.5% reduced filing fee rate, provides for increased FY 2013 personnel and temporary service costs that include the continuation of some level of staffing in Branch locations. If practicable, Branch location staff may be reassigned during FY 2013.



Long Beach: According to 2011 statistics, Long Beach is the most accessed Branch location – double that of the next most used Branch. As a result of collaborative efforts between the LA Law Library and the LA Superior Court’s self-help centers, the Law Library has been invited to provide legal information services within the self-help center space at the new Long Beach Courthouse. Therefore, it is recommended that we retain the Long Beach branch location, albeit with increased online services rather than print collections. ***Savings for FY 2013: approximately \$35,000.***

Norwalk and Pomona: According to 2011 statistics, Norwalk and Pomona were the least used of the Branch locations. First quarter 2012 statistics confirm the low use – less than 2 people each hour. It is recommended that the Norwalk location be closed during the first quarter of the fiscal year. Much like Long Beach, the Norwalk space would be redeveloped as a partnership between the Law Library and the Superior Court self-help center. The Law Library will pilot the use of digital and database services, developed and supported by professional librarians in both the Long Beach and Norwalk locations. These online services will be accessible to both the legal and the public communities. ***Savings for FY 2013: approximately \$70,000.***

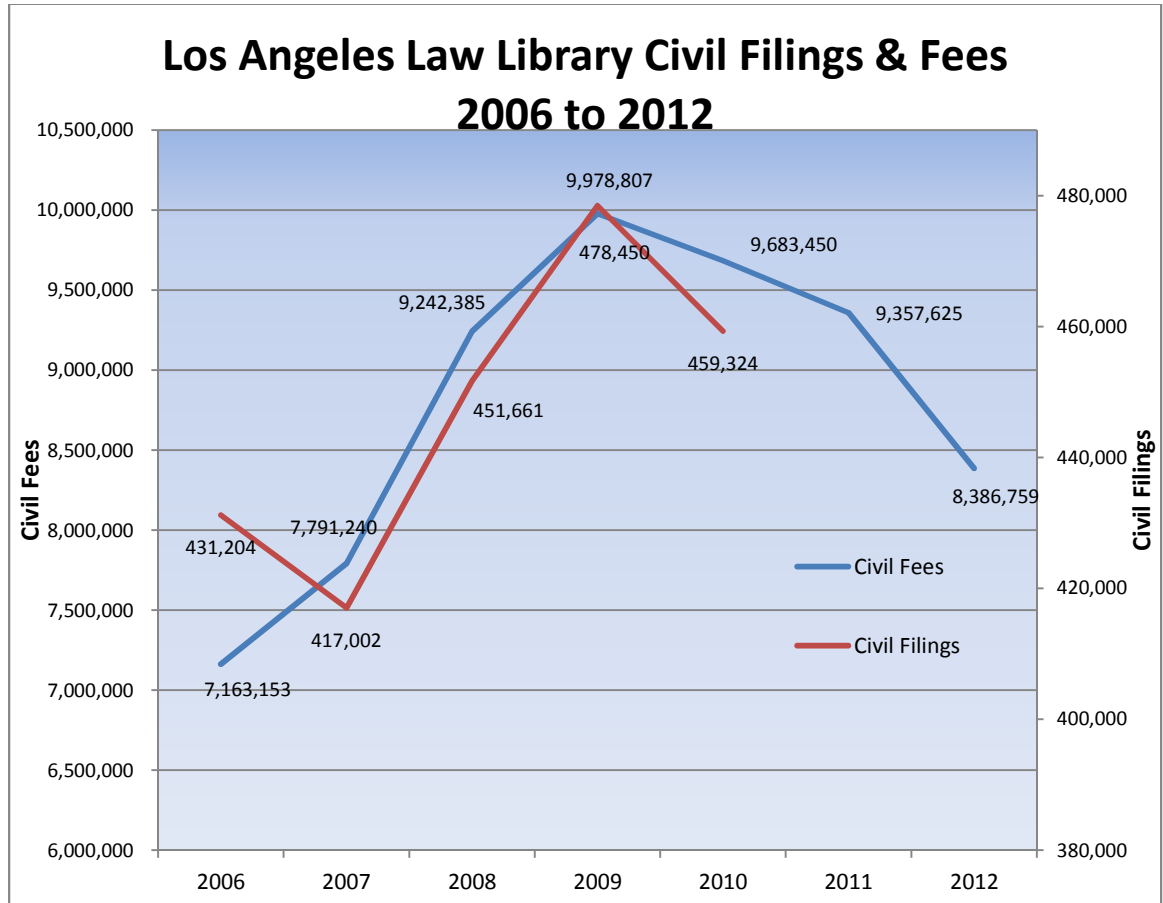
It is recommended that the Pomona branch be closed during the first quarter of the new fiscal year. The LA Law Library has been assessing options and partnership opportunities, including discussions with our LAPL and LACPL partners, to determine the best location(s) in which to maintain a presence in the eastern part of the county. ***Savings for FY 2013: approximately \$70,000.***

Santa Monica and Torrance: The Law Library anticipates closures in both Santa Monica and Torrance branch locations by the end 2012. The exact dates of the closures will be affected by our ability to develop partner relationships in the western and south bay areas. We have been in discussions with LAPL, LACPL, as well as independent public libraries in these communities. Any services developed will be accessible to both the legal and the public communities. ***Savings for FY 2013: approximately 95,000.***



**Filings**

Per the annual reports of the LA Superior Court, which are available online from FY06 through FY10, our revenues track a similar trajectory. ([www.lasuperiorcourt.org](http://www.lasuperiorcourt.org); News and Media; Annual Reports. Each of the annual reports identifies filings by case type.) The FY11 report has not yet been published.



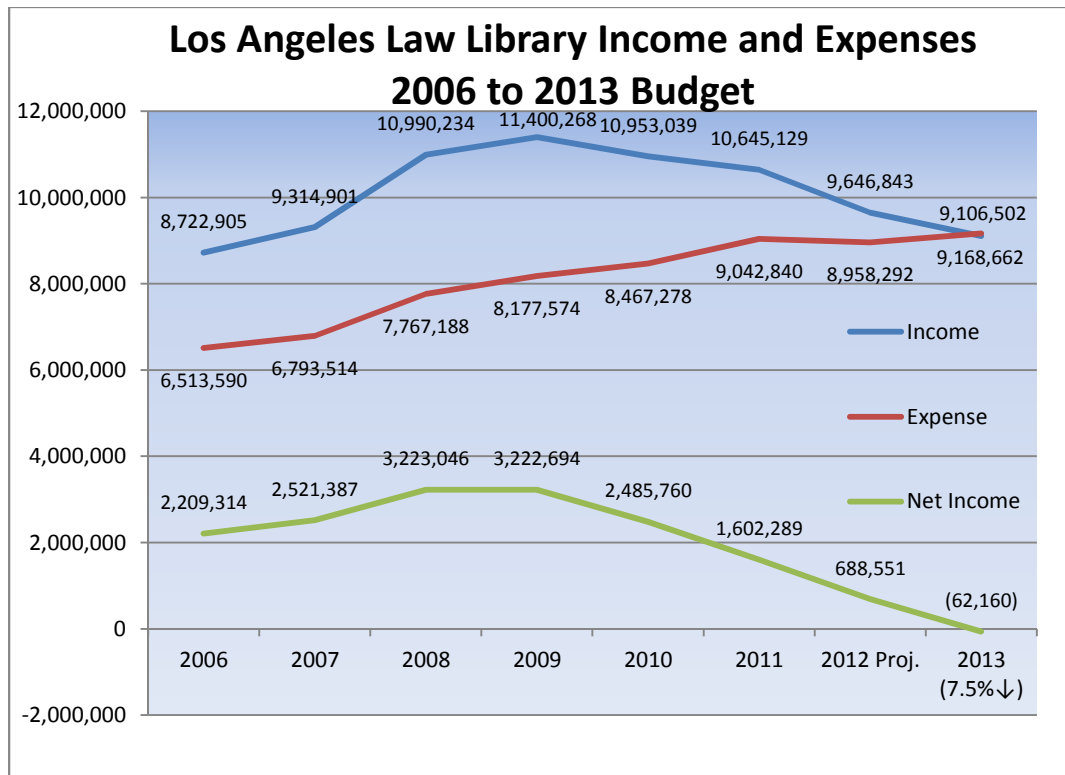
**FY 2012 Projected Actuals**

The “projected actual” revenues for FY 2012 are \$9,646,843. The “projected actual” expenditures for FY 2012 are \$8,958,292. The LA Law Library anticipates closing the 2012 Fiscal Year with net income of \$688,551.

**Revenues & Expenses, FY 2006 – FY 2012**

The chart below illustrates revenue’s steady increase between FY 2006 and FY 2009, and then its negative trajectory since that peak, dropping about 15% from FY 2009 to FY 2012.

During this same time period, even though expenses grew at a modest 3.6% annual rate, annual expenditures were budgeted to remain between the levels of income received in FY 2006 (\$8,722,905) and FY 2007 (\$9,213,901). Expenditures projected for FY 2013 remain in that same range.



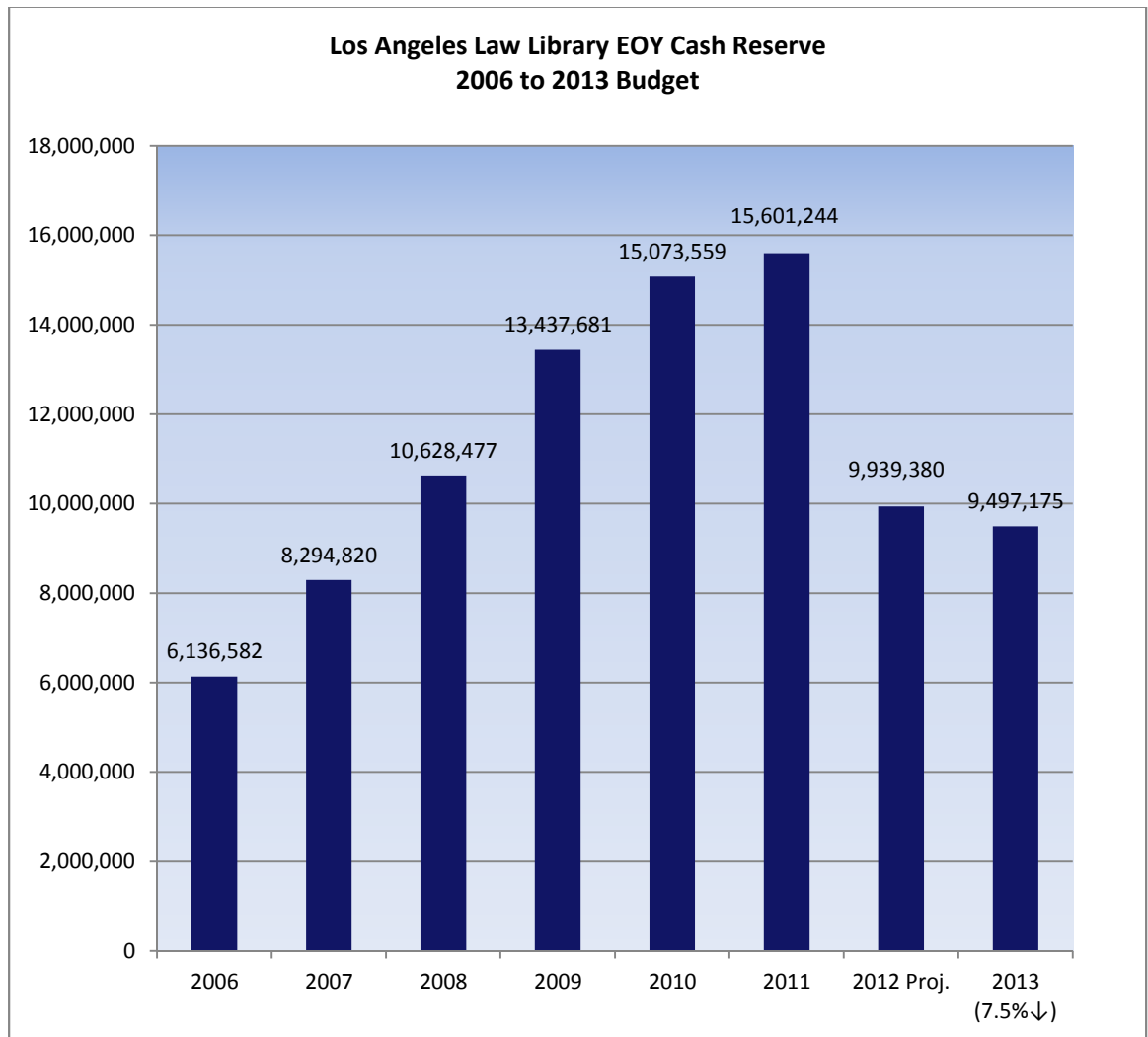
LALAWLIBRARY





**Cash Reserves , FY 2006 – FY 2013**

The cash reserve grew from \$6.1 million at the end of FY 2006 to \$15.6 million at the end of FY 2011. That reserve will be reduced by \$5.7 million to \$9.93 million at the end of FY 2012, primarily to fund the exterior rehabilitation construction project. Assuming the 7.5% filing fee revenue decrease, at end of FY 2013 the reserve is projected at \$9.5 million (a one-year operating budget reserve) 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.



LALAWLIBRARY



**BUDGET SUMMARY: FY 2013**

Following is the FY 2013 budget summary that includes the four filing fee revenue Options identified at the beginning of this document.

	<b>Actual 2011</b>	<b>Projected Actual 2012</b>	<b>Option 1 Budget 2013 @ 7.5%↓</b>	<b>Option 2 Budget 2013 @ 7.5% ↓ (Modified)</b>	<b>Option 3 Budget 2013 @ 6% ↓</b>	<b>Option 4 Budget 2013 @8.58% ↓</b>
<b>Income</b>						
L.A. Superior Court Fees	9,357,625	8,386,759	7,757,752	7,757,752	7,883,554	7,667,175
Interest	121,846	109,706	74,700	74,700	74,700	74,700
Parking	703,988	724,123	726,000	726,000	726,000	726,000
Library Services	461,671	426,254	548,050	548,050	548,050	548,050
<b>Total Income</b>	<b>10,645,130</b>	<b>9,646,843</b>	<b>9,106,502</b>	<b>9,106,502</b>	<b>9,232,304</b>	<b>9,015,925</b>
<b>Expense</b>						
Personnel	3,885,119	4,312,085	4,083,695	4,167,948	4,083,695	4,083,695
Library Materials	3,736,623	3,803,228	3,389,241	3,389,241	3,389,241	3,389,241
Library Materials	(3,736,623)	(3,803,228)	(3,389,241)	(3,389,241)	(3,389,241)	(3,389,241)
Transferred to Assets						
Occupancy	833,657	891,440	793,838	793,838	793,838	793,838
Supplies & Services	1,011,842	432,375	399,136	399,136	399,136	399,136
Professional Services	267,142	171,726	191,730	210,730	191,730	191,730
Depreciation	3,057,995	3,150,665	3,700,263	3,700,263	3,700,263	3,700,263
<b>Total Expenses</b>	<b>9,055,756</b>	<b>8,958,292</b>	<b>9,168,662</b>	<b>9,271,915</b>	<b>9,168,662</b>	<b>9,168,662</b>
<b>Net Income</b>	<b>1,589,374</b>	<b>688,551</b>	<b>(62,160)</b>	<b>(165,413)</b>	<b>63,642</b>	<b>(152,737)</b>
<b>Extraordinary Expense</b>	<b>0</b>	<b>0</b>	<b>118,067</b>	<b>86,114</b>	<b>118,067</b>	<b>118,067</b>
<b>Capitalized Expenditures</b>	<b>321,720</b>	<b>5,717,852</b>	<b>573,000</b>	<b>573,000</b>	<b>573,000</b>	<b>573,000</b>
<b>Full-Time Equivalent Employees</b>	<b>NA</b>	<b>60.7</b>	<b>55.8</b>	<b>59.1</b>	<b>55.8</b>	<b>55.8</b>



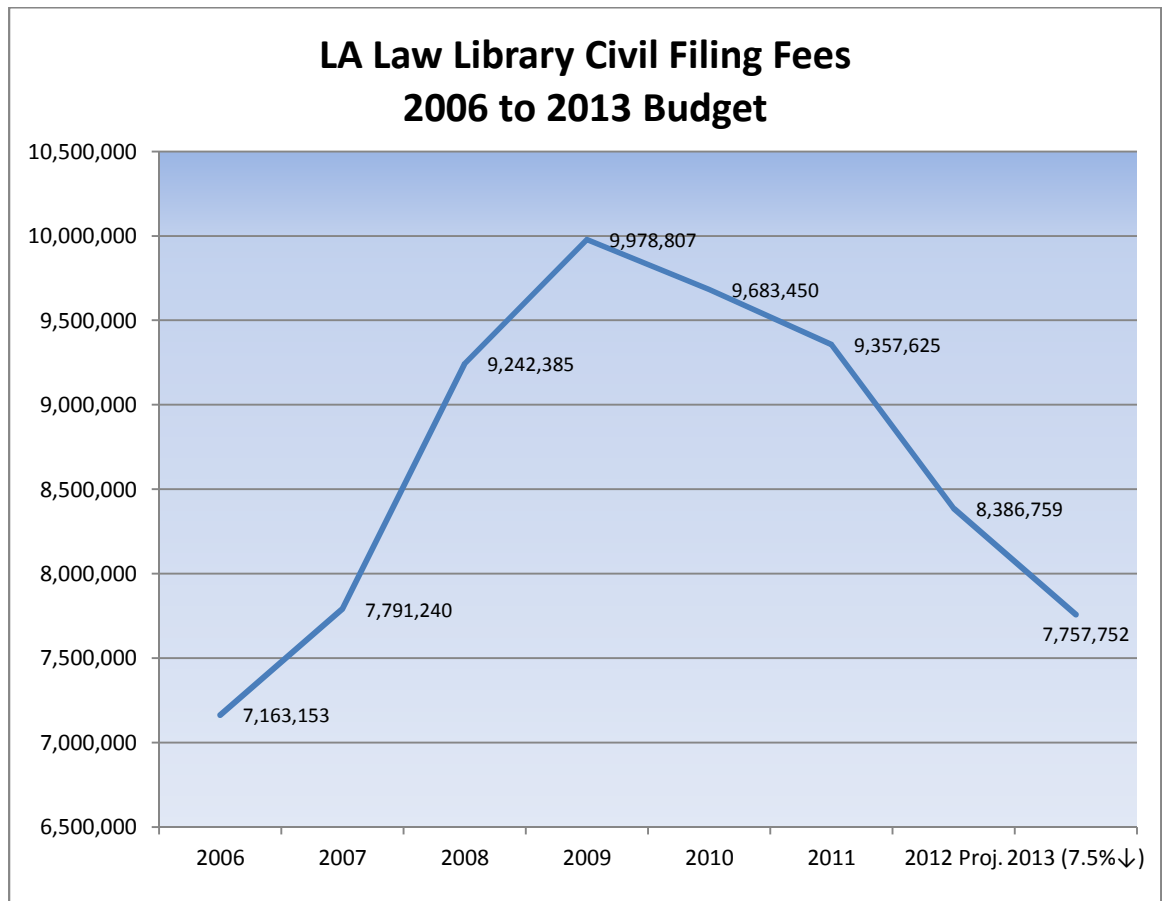
**FY 2013 PROJECTED INCOME**

**Income Statement Detail**

	Actual 2011	Projected Actual 2012	Option 1 Budget 2013 @ 7.5%↓	Option 2 Budget 2013 @ 7.5% ↓ (Modified)	Option 3 Budget 2013 @ 6% ↓	Option 4 Budget 2013 @8.58% ↓	
L.A. Superior Court Fees	9,357,625	8,386,759	7,757,752	7,757,752	7,883,554	7,667,175	See note 1
Interest:							
Interest – LAIF	50,171	16,712	3,800	3,800	3,800	3,800	
Interest - General Fund	68,548	90,553	68,400	68,400	68,400	68,400	
Interest - Deposit Fund	3,126	2,442	2,500	2,500	2,500	2,500	
Subtotal	121,846	109,706	74,700	74,700	74,700	74,700	See note 2
Parking:	703,988	724,123	726,000	726,000	726,000	726,000	
Library Services:							
Annual Borrowing Fee	50,795	13,925	13,950	13,950	13,950	13,950	
Annual Members Fee	59,493	73,079	182,000	182,000	182,000	182,000	See note 3
Course Registration	7,436	2,770	9,000	9,000	9,000	9,000	
Copy Center	85,126	75,405	75,000	75,000	75,000	75,000	
Document Delivery	24,403	29,160	27,000	27,000	27,000	27,000	
Fines	46,472	45,907	42,000	42,000	42,000	42,000	
Miscellaneous	14,055	6,334	6,600	6,600	6,600	6,600	
Room Rental	4,809	500	1,000	1,000	1,000	1,000	
Book Replacement	5,833	820	2,500	2,500	2,500	2,500	
Forfeited Deposits	17,619	28,474	28,000	28,000	28,000	28,000	
Friends of Law Library	140,000	143,000	125,000	125,000	125,000	125,000	
Grants	0	0	30,000	30,000	30,000	30,000	See note 4
Vending	5,631	6,880	6,000	6,000	6,000	6,000	
Subtotal	461,671	426,254	548,050	548,050	548,050	548,050	
Total Income	10,645,130	9,646,843	9,106,502	9,106,502	9,232,304	9,015,925	



**Note 1:** The FY2013 budget assumes continued erosion in court fee revenue.



Projecting Filing Fee Revenues

Staff recommends adoption of a projected 7.5% decline in civil filing fee revenues for FY13. That projection is based on a reduction in filing fee revenues over a 4-year period from a high of \$9,978,807 in FY09 to \$8,386,800 in FY12. The projection for FY13 was ascertained as follows:

- (1) A simple projection would take the four year decline (FY09-FY12) of 16% and conclude that there is an average decline of 4% per year.
- (2) A second projection more accurately identifies the decline in filing fee revenues between FY09 and FY 11 as 6.2%, but the decline in revenues from FY11 to FY12 as 10.3%. The average of those two reductions is 8.25%.
- (3) A third projection looks only at the decline in revenues from the past 5 months which appear to indicate that revenues have stabilized at an 8.58% reduction from the same period in FY11.
- (4) If point 1 and point 2 are averaged, the decline is 6.12%.
- (5) If the 6.12% decline is averaged with point 3, the past 5 month's decline of 8.25%, the result is 7.35%.

LALAWLIBRARY



If it is assumed that filing revenues will increase, or level out, the Board may want to project a decline closer to 6%. If it is assumed that filing revenues will continue to decrease, the Board may want to consider a projected decline at a more conservative 8.58%. Below are the revenue projections with the various filing fee options.

- Option 1: 7.5% decline in filing fee revenues
- Option 2: 7.5% decline (modified by expenditures, but not revenues)
- Option 3: 6.0% decline in filing fee revenues
- Option 4: 8.58% decline in filing fee revenues

Actual 2011	Projected Actual 2012	Option 1 Budget 2013 @ 7.5% ↓	Option 2 Budget 2013 @ 7.5% ↓ (Modified)	Option 3 Budget 2013 @ 6% ↓	Option 4 Budget 2013 @8.58% ↓
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L.A. Superior Court Fees                      9,357,625    8,386,759    7,757,752    7,757,752    7,883,554    7,667,175

**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 available 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 with digitization projects as well as to support self-represented litigants programs.



**FY 2013 PROJECTED EXPENSE**

**Personnel Expense Detail**

	Actual 2011	Projected Actual 2012	Option 1 Budget 2013 @ 7.5%	Option 2 Budget 2013 @ 7.5% ↓ (Modified)	Option 3 Budget 2013 @ 6% ↓	Option 4 Budget 2013 @8.58% ↓	
Salaries	2,904,818	3,182,373	2,968,816	3,037,046	2,968,816	2,968,816	See Note 5
Social Security	169,884	182,143	172,960	176,963	172,960	172,960	
Medicare	40,750	43,653	41,563	42,519	41,563	41,563	
Retirement	33,228	156,929	116,257	116,257	116,257	116,257	See note 6
Health Insurance	554,436	552,661	537,648	548,508	537,648	537,648	
Disability Insurance	8,522	8,643	9,689	9,712	9,689	9,689	
Dental Insurance	54,745	57,570	62,011	62,150	62,011	62,011	
Life Insurance	1,714	1,764	1,632	1,639	1,632	1,632	
Workers Compensation	36,560	83,263	124,868	124,868	124,868	124,868	See note 7
Unemployment Insurance	25,253	33,147	34,110	34,110	34,110	34,110	
Vision Insurance	9,515	9,939	9,139	9,176	9,139	9,139	
Accrued Sick Expense	30,977	(6,000)	2,500	2,500	2,500	2,500	
Accrued Vacation Expense	14,718	6,000	2,500	2,500	2,500	2,500	
<b>Total - Personnel</b>	<b>3,885,119</b>	<b>4,312,085</b>	<b>4,083,695</b>	<b>4,167,948</b>	<b>4,083,695</b>	<b>4,083,695</b>	

**Note 5:**

Salaries, Options 1, 3 and 4 assume:

- 9 positions (7.4 FTE) will be eliminated either through attrition or other steps during the fiscal year including the branch assistant positions;
- SEIU represented 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.

Salaries, Option 2 assumes:

- 5 positions (4.1 FTE) will be eliminated either through attrition or other steps during the fiscal year;
- Branch staff will continue at Branch locations to some extent throughout FY 2013, or if practicable, Branch staff will be reassigned.
- SEIU represented 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, the Board may want to direct staff to 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 has been working with our insurance broker to take steps -- including employee training and a safety awareness program -- to mitigate claims and manage the Library's cost and liability.

### **Library Materials Detail**

The FY 13 budget also anticipates reductions in expenditures for legal materials, both in print and electronic. Many duplicates will be eliminated, particularly if the title is available online. The Law Library has established a Print/Digital Working Group to assess the selection or de-selection of library collection resources. The Group has recommended a "collection assessment project," which would have at its core the development of a continuous, systematic method for determining the extent to which materials are used by various user groups. In addition to developing use statistics, the collection assessment project will systematically and comprehensively review titles available within the LA Law Library and in comparable institutions, both in print and online. The assessment will include determinations of user need, product availability, format, flexibility, licensing requirements and copyright issues, as well as the cost of acquiring, preserving and accessing the resources.

*(Chart Follows)*



	Actual 2011	Projected Actual 2012	Option 1 Budget 2013 @ 7.5%	Option 2 Budget 2013 @ 7.5% ↓ (Modified)	Option 3 Budget 2013 @ 6% ↓	Option 4 Budget 2013 @8.58% ↓	
American Continuations	2,323,126	2,403,576	2,403,600	2,403,600	2,403,600	2,403,600	See note 8
American New Orders	141,030	105,440	95,000	95,000	95,000	95,000	
Branch Continuations	360,265	340,270	90,270	90,270	90,270	90,270	See note 9
Branch New Orders	18,048	2,580	0	0	0	0	
Commonwealth Cont	411,086	480,158	402,000	402,000	402,000	402,000	
Common. New Orders	6,417	4,248	2,270	2,270	2,270	2,270	
Foreign Continuations	218,653	231,534	200,000	200,000	200,000	200,000	
Foreign New Orders	33,692	34,103	19,603	19,603	19,603	19,603	
International Cont's	137,504	145,480	129,760	129,760	129,760	129,760	
Int'l New Orders	13,811	16,264	7,187	7,187	7,187	7,187	
Gen'l/Librarianship Cont	70,782	36,547	36,550	36,550	36,550	36,550	
Gen'l/Libr. New Orders	2,210	3,028	3,000	3,000	3,000	3,000	
Subtotal	3,736,623	3,803,228	3,389,241	3,389,241	3,389,241	3,389,241	
Library Materials to Assets	(3,736,623)	(3,803,228)	(3,389,241)	(3,389,241)	(3,389,241)	(3,389,241)	See note 10
Balance	0	0	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. In particular, the reductions will focus on print and online duplicate American law continuations, law reviews and other serial publications, including those in foreign and international law collections. New orders will be carefully analyzed before a purchase order request is issued.

**Note 9:** Branch collection costs will be reduced by \$250,000 (-73%).

**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 Detail:**

	Actual 2011	Projected Actual 2012	Option 1 Budget 2013 @ 7.5%	Option 2 Budget 2013 @ 7.5% ↓ (Modified)	Option 3 Budget 2013 @ 6% ↓	Option 4 Budget 2013 @8.58% ↓	
Building / Cleaning Supplies	42,019	20,353	21,000	21,000	21,000	21,000	
Building Maintenance	33,406	67,843	28,000	28,000	28,000	28,000	See note 11
Building Services	19,547	16,604	17,000	17,000	17,000	17,000	
Interior Improvements / Alterations	21,309	4,430	4,300	4,300	4,300	4,300	
Electric & Water	119,814	117,371	119,800	119,800	119,800	119,800	
Elevator Maintenance	14,393	36,335	(4,920)	(4,920)	(4,920)	(4,920)	See note 12
Heating & Cooling	27,267	30,604	32,100	32,100	32,100	32,100	
Insurance	265,871	281,656	278,526	278,526	278,526	278,526	See note 13
Janitorial Services	87,458	73,254	87,870	87,870	87,870	87,870	
Landscaping	17,310	2,400	17,000	17,000	17,000	17,000	See note 14
Security	185,265	240,590	193,163	193,163	193,163	193,163	See note 15
Subtotal	833,657	891,440	793,838	793,838	793,838	793,838	

**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 FY 2012 large expenditures – including elevator repair and parking gate replacement – will not recur.

**Note 12:** The exterior rehabilitation project’s general contractor Swinerton is expected to reimburse the Library \$20,000 for elevator damage caused during construction.

**Note 13:** The budget assumes premiums for D&O, property, liability, and earthquake coverage will be flat for the FY 2013. All extant coverage will be continued.

**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 additional guards were necessary to monitor the temporary public and employee entrances.



**Supplies & Services Detail:**

	Actual 2011	Projected Actual 2012	Option 1 Budget 2013 @ 7.5%	Option 2 Budget 2013 @ 7.5% ↓ (Modified)	Option 3 Budget 2013 @ 6% ↓	Option 4 Budget 2013 @8.58% ↓	
Bank / Other Fees	5,768	6,275	6,732	6,732	6,732	6,732	
Bibliographical Services	487,014	27,448	7,200	7,200	7,200	7,200	See note 16
Binding	17,081	0	5,000	5,000	5,000	5,000	
Comp. Services / Licensing	44,828	42,138	30,227	30,227	30,227	30,227	
Continued Education	78,139	36,533	24,000	24,000	24,000	24,000	
Copy Center	27,372	32,230	32,500	32,500	32,500	32,500	
Electronics/Computers	31,530	21,262	33,402	33,402	33,402	33,402	
Furniture / Appliances	16,287	2,377	3,000	3,000	3,000	3,000	
Integrated Library Sys.	42,367	39,794	41,350	41,350	41,350	41,350	
Membership (Staff)	26,584	16,205	7,350	7,350	7,350	7,350	
Office / Library Supplies	31,148	26,112	26,475	26,475	26,475	26,475	
Other / Misc.	45,410	48,007	23,000	23,000	23,000	23,000	See note 17
Outreach / Marketing	27,020	27,881	50,500	50,500	50,500	50,500	See note 18
Postage / UPS / FedEx	20,425	18,986	20,300	20,300	20,300	20,300	
Printing / Reproduction	11,762	5,209	8,567	8,567	8,567	8,567	
Reimbursed Expenses	29,911	23,933	20,000	20,000	20,000	20,000	
Staff Mtgs / Activities	19,037	9,279	7,200	7,200	7,200	7,200	
Telecommunications	28,425	26,531	30,833	30,833	30,833	30,833	
Transportation Reimb.	14,142	11,563	12,000	12,000	12,000	12,000	
Vending	7,592	10,610	9,500	9,500	9,500	9,500	
Subtotal	1,011,842	432,375	399,136	399,136	399,136	399,136	

**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 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 develop communication activities, including key messages and strategies for reaching new and existing audiences. Anticipated activities include media relations, e-marketing, LA Law Library events, participation in professional association meetings, ad placements, and development of print materials.



**Professional Services Detail:**

	Actual 2011	Projected Actual 2012	Option 1 Budget 2013 @ 7.5%	Option 2 Budget 2013 @ 7.5% ↓ (Modified)	Option 3 Budget 2013 @ 6% ↓	Option 4 Budget 2013 @8.58% ↓	
Accounting	14,500	26,400	17,000	17,000	17,000	17,000	
Consulting Services	8,405	8,136	78,980	78,980	78,980	78,980	See note 19
Legal	117,349	66,256	64,000	64,000	64,000	64,000	
Payroll / HR Services	14,125	15,551	18,000	18,000	18,000	18,000	
Recruitment Costs	14,436	17,119	12,750	12,750	12,750	12,750	
Temporary Services	98,327	38,265	1,000	20,000	1,000	1,000	See note 20
Subtotal	267,142	171,726	191,730	210,730	191,730	191,730	

**Note 19:** Consulting services include contracting for staff training, including harassment training and Windows 2010, website and app developers, email marketing, and social media creation.

**Note 20:** In FY 2012 and prior years, the Library incurred temporary services costs to cover branch assistants' vacation and sick leave time. Options 1, 3 & 4 assume that temporary employment will be significantly curtailed. Option 2 assumes that the temporary services line will be reinstated to cover absences during portions of the fiscal year.

**Depreciation**

	Actual 2011	Projected Actual 2012	Option 1 Budget 2013 @ 7.5%	Option 2 Budget 2013 @ 7.5% ↓ (Modified)	Option 3 Budget 2013 @ 6% ↓	Option 4 Budget 2013 @8.58% ↓	
Depreciation - Library Materials	2,819,986	2,964,542	3,062,380	3,062,380	3,062,380	3,062,380	
Depreciation - Fixed Assets	238,010	186,124	637,883	637,883	637,883	637,883	See note 21
Subtotal	3,057,995	3,150,665	3,700,263	3,700,263	3,700,263	3,700,263	

**Note 21:** The exterior rehabilitation project will be depreciated over 15 years and will generate a \$376,000 annual increase in depreciation cost. In response to our request to review the depreciation schedule, our CPA firm indicated that since most of the exterior project work would be considered "building maintenance," the 15 year depreciation schedule is correct.



**Extraordinary Expense:**

Actual 2011	Projected Actual 2012	Option 1 Budget 2013 @ 7.5%	Option 2 Budget 2013 @ 7.5% ↓ (Modified)	Option 3 Budget 2013 @ 6% ↓	Option 4 Budget 2013 @ 8.58% ↓
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Extraordinary Expense                      0                      0                      118,067                      86,114                      118,067                      118,067                      See note 22

**Note 22:** Extraordinary Expense Options 1, 3 and 4 assume: Position eliminations will result in separation and unemployment expenses of \$118,067 spread throughout the fiscal year starting in August 2012.

Extraordinary Expense Option 2 assumes: Position eliminations will result in separation and unemployment expenses of \$86,114 spread throughout the fiscal year starting in August 2012.

**Capital Expenditures Detail:**

Actual 2011	Projected Actual 2012	Option 1 Budget 2013 @ 7.5%	Option 2 Budget 2013 @ 7.5% ↓ (Modified)	Option 3 Budget 2013 @ 6% ↓	Option 4 Budget 2013 @ 8.58% ↓
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Furniture / Appliances (>3k)	40,515	0	217,000	217,000	217,000	217,000	See note 23
Electronics / Computer (>3k)	76,552	86,693	158,000	158,000	158,000	158,000	See note 24
Exterior Building Repairs/ Improvements (>3k)	0	5,600,000	52,000	52,000	52,000	52,000	See note 25
Interior Improvements / Alterations (>3k)	204,653	11,159	6,000	6,000	6,000	6,000	See note 26
Computer Software	0	20,000	140,000	140,000	140,000	140,000	See note 27
<b>Total - Capitalized Expenditures</b>	<b>321,720</b>	<b>5,717,852</b>	<b>573,000</b>	<b>573,000</b>	<b>573,000</b>	<b>573,000</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 and development of digital resource stations for pilot testing in partner locations (\$138,000). The 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 electronic 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 database software to track users, members and donors (\$44,000), self-service management software (\$40,000), and enhanced scanning software for the scanning project (\$56,000).

**Cash Reserve Detail:**

In FY 2013, regardless of the various decline rate assumptions, projected cash flows from operations will fall short of expenditures for library materials, computers, software, copiers, and extraordinary expense, reducing the cash reserve to approximately \$9.5 million.

	Projected Actual	Option 1 Budget 2013	Option 2 Budget 2013	Option 3 Budget 2013	Option 4 Budget 2013
	2012	@ 7.5% ↓	@ 7.5% ↓ (Modified)	@ 6% ↓	@8.58% ↓
<b>Cash flows from operations:</b>					
Cash received from filing fees and services	9,394,136	8,906,802	8,906,802	9,032,604	8,816,225
Cash payments to suppliers and services	(1,495,542)	(1,384,704)	(1,403,704)	(1,384,704)	(1,384,704)
Cash payments to employees for services	(4,312,085)	(4,083,695)	(4,167,948)	(4,083,695)	(4,083,695)
Contributions received	143,000	125,000	125,000	125,000	125,000
Net cash flows from operations	3,729,510	3,563,403	3,460,150	3,689,205	3,472,826
<b>Cash flows from capital activities</b>					
Building and improvements	(5,611,159)	(58,000)	(58,000)	(58,000)	(58,000)
Books and reference materials	(3,803,228)	(3,389,241)	(3,389,241)	(3,389,241)	(3,389,241)
Furniture, fixture and other equipment	0	(217,000)	(217,000)	(217,000)	(217,000)
Computer Equipment and software	(86,693)	(298,000)	(298,000)	(298,000)	(298,000)
Construction in progress - exterior	0	0	0	0	0
Net cash flows from capital activities	(9,501,080)	(3,962,241)	(3,962,241)	(3,962,241)	(3,962,241)
<b>Cash flows from investing activities</b>					
Interest received from LAIF	16,712	3,800	3,800	3,800	3,800
Interest received from LA County	92,995	70,900	70,900	70,900	70,900
Net cash flows from investing activities	109,706	74,700	74,700	74,700	74,700
<b>Extraordinary Expense</b>					
Net inc (dec) in cash and cash equivalents	(5,661,864)	(442,204)	(513,505)	(316,403)	(532,781)
Cash at beginning of period	15,601,244	9,939,380	9,939,380	9,939,380	9,939,380
Cash at end of period	9,939,380	9,497,175	9,425,875	9,622,977	9,406,598



**A RESOLUTION OF THE LOS ANGELES COUNTY LAW LIBRARY BOARD OF TRUSTEES ADOPTING THE FISCAL YEAR 2012 - 2013 BUDGET.**

**RESOLUTION:**

**Whereas**, the Board of Trustees has responsibility to adopt an annual budget for the LA Law Library, and

**Whereas**, the Board of Trustees acknowledges that staff have distributed a memo dated July 25, 2012 that identifies Four Options from which to choose an annual budget for FY 2013, and

**Whereas**, the Board of Trustees believes that it is an opportune time to transition from a traditional courthouse branch location model to an operating model based on robust, digitally accessible services supported by professional staff,

**Now therefore be it resolved**, that the Board of Trustees adopts a Budget for Fiscal Year 2012-2013 based on Option 1, with a 7.5% decline rate for filing fee revenues as described in the July 25, 2012 memo, and

**Be it further resolved** that the Board of Trustees seeks to continue development of partnerships with remote location sites such as courts, self-help centers and public libraries, and

**Be it further resolved** that the Board of Trustees directs staff to implement the transition, and

**Be it further resolved** that the Strategic Planning Committee address the transition as appropriate in their written report, and

**Be it further resolved** that the Board of Trustees will revisit the FY 2013 budget after the first fiscal quarter, as well as during a mid-year review, of actual filing fee revenues and expenditures to make any necessary adjustments in the adopted budget.



# AGENDA ITEM 5

EXECUTIVE DIRECTOR REPORT

**FACILITY UPDATE**

See attached Building Repair and Reconstruction Project report.

The LA Law Library front door re-opened on June 24<sup>th</sup>. The temporary entrance on the Broadway side of the Library closed when the front door opened so that repair and rehabilitation work could be done on the East side of the Building.

**FINANCIAL UPDATE**

See attached June List of Checks and Warrants. No financials are available at this time.

**STAFF UPDATE**

**Marcia J Koslov** was recently named to the 2012 “Fastcase 50” honoring the law’s smartest, most courageous innovators, techies, visionaries and leaders. For the second time, Fastcase sponsored nominations for the fifty most interesting, provocative, and courageous leaders in the world of law, scholarship, and legal technology. Fastcase selected the winners from lawyers, judges, librarians and government servant nominees.

**Jennifer Auld**, transferred from Cataloger for the retrospective project to a fill a Cataloger vacancy. **Alex Kern** was hired as a Cataloger for the retrospective project. Alex received his MLS degree from San Jose State University. He previously spent 7 years with the Stanislaus County Law Library, assisting with both reference and cataloging.

In early July, SCALL summer interns, **Alex Gonzalez** and **Katherine Nunez**, began their internships with the LA Law Library. **Alex** and **Katherine** attend the Manual Arts College Preparatory Magnet High School, participating in the Academy of Finance program. During the 5-week internship, Alex will be working on projects within Collection Management Services and Katherine will be working on projects within Reference and Circulation.

On July 18, 2012 **Douglas J. Myers** joined the LA Law Library as the Director of Communications. Douglas has over 16 years of communications experience. His early career in communications was with PricewaterhouseCoopers and MONY group. For the past 6 years he has been a consultant with clients ranging from Deloitte to Union Bank to LAN Airlines. From April 2006 to March 2007 he served as Communications Director for AIDS Walks of LA, NYC and SF. Douglas earned his BA degree from the University of Delaware and earned his MBA from Fordham University. In his new position, Douglas will be responsible for defining and promoting a positive image of the LA Law Library and crafting engaging public-relations messages through online social media channels, campaigns, events, user groups, in-person meetings with stakeholders, and other means.





**Esther Eastman** prepared a presentation on how to search Pacer, the federal government's searchable database of federal case dockets and information from U.S. appellate, district and bankruptcy courts as well as an electronic court filing system. As part of an agreement to allow public access to the database, the presentation was presented to staff on July 12, and will be presented for the public in August.

#### **OUTREACH / TRAINING UPDATE**

**Janine Liebert** presented an in-service training, "Finding Forms," on June 21 at the Los Angeles Public Library (LAPL), Exposition Park Branch. Based on feedback received, this training raised awareness of online resources available for locating forms as well as of the LA Law Library as a resource for public librarians who are unsure how to begin their searches.

**LA Law Library** hosted a table at both the CalBar Solo and Small Firm Summit, June 21-22, and the LACBA Family Law Trial Advocacy Program, June 30. Between the two events, P&P spoke with over 75 attorneys who expressed interest in the library's collection and services. In the two weeks following the events three attorneys registered for the Members Program and an additional eight attorneys contacted the Law Library for more information about the Program. During the LACBA event, moderator Supervising Judge Scott M. Gordon, LA Superior Court, Family Law Department, publicly acknowledged LA Law Library and Judge Mark Juhas for their efforts in supporting the family court.

The LA Law Library, P&P staff and the Loyola Center For Conflict Resolution staff have developed a "Stay Out of Court" series for presentation at public libraries. The initial program on mediation was held June 23 at the LAPL North Hollywood Branch Library had high attendance. One result was a request for Spanish language sessions which P&P is in the process of coordinating with LAPL Branch locations in Pacoima and Sylmar. Additional meetings with LAPL managers have opened discussions and exploration of other areas of "legal literacy" such as family law, veterans' rights, expungement, citizenship, debt collection issues and landlord/tenant. Also discussed were prospective Teens and the Law program for young adults.

Westwood College Criminal Justice students visited the Law Library on July 2. **Christine Langteau** presented an overview of services available both online and in print, the introduction was followed with a tour of the Law Library. 10 students were in attendance. On July 7, **Christine** also provided a tour and information to students from the UCLA Extension Paralegal Program. The LA Law Library anticipates that this tour/information session will be regularly scheduled during the fall and in future months.



**FACILITY UPDATE**

**Building Envelope Repair & Exterior Restoration Project**

Work Completed during the Previous 30 days

- Envelope Repair
  - Complete non-compliance list associated with Roof
  - Complete painting of the building envelope
  
- Exterior Reconstruction
  - Substantially complete exterior reconstruction
  - Opened front entry for use

Anticipated during the Next 30 days.

- Building Envelope Repair
  - Complete punch list / non-compliance list
  
- Exterior Reconstruction
  - Complete punchlist for exterior reconstruction
  - Complete Exterior Reconstruction for Broadway side of building



**Budget /Financial Summary (as of 7/20/2012)**

Project Description	Adjusted Budget	Spent to Date
Swinerton Builders	\$4,622,900	4,526,352
Construction Admin & Monitoring – ABB	193,623	238,606
Construction Admin – TMA	120,350	186,534
Construction Management - CLEO	168,000	160,000
Environmental Monitoring/Testing – Arcadis	37,602	37,937
Soil , Concrete, Rebar Testing	25,000	27,281
Contingency*	516,748	346,697
<b>TOTAL</b>	<b>5,684,223</b>	<b>5,523,407</b>

Percent of total project: The project is approximately 99% complete. Expenditures thus far are 97% of the total project cost.

\*Approximately \$160,000 in contingency expenditures has not yet been invoiced.



LOS ANGELES COUNTY LAW LIBRARY

June 1, 2012 - June 30, 2012 (CHECKS)

Account No.: 108000

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 1	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	287.00	023427
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	1,565.28	023428
	CALIFORNIA BANKRUPTCY JOURNAL	BOOKS	75.00	023429
	CCH INCORPORATED	BOOKS	249.77	023430
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,087.13	023431
	OTTO HARRASSOWITZ	BOOKS	915.67	023432
	JAMES PUBLISHING INC	BOOKS	447.37	023433
	JURIS PUBLISHING INC	BOOKS	126.50	023434
	LAW JOURNAL PRESS	BOOKS	586.59	023435
	LRP PUBLICATIONS	BOOKS	199.50	023436
	MARYLAND STATE BAR ASSOCIATION	BOOKS	40.00	023437
	METROPOLITAN NEWS COMPANY	BOOKS	541.57	023438
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	980.00	023439
	MISSOURI SUPREME COURT PUBLICATIONS	BOOKS	175.00	023440
	MUNICIPAL CODE CORPORATION	BOOKS	119.89	023441
	NATIONAL BOOK NETWORK	BOOKS	238.88	023442
	NATIONAL DIRECTORY OF EXPERT WITNES	BOOKS	45.00	023443
	PRACTISING LAW INSTITUTE	BOOKS	440.93	023444
	THOMPSON PUBLISHING GROUP	BOOKS	807.00	023445
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	251.20	023446
TURPIN DISTRIBUTION	BOOKS	90.00	023447	
WILLIAM S HEIN & CO	BOOKS	5,501.73	023448	
YBP LIBRARY SERVICES	BOOKS	381.72	023449	
June 5	ADVANCED INFORMATION	TEMP SVCS	352.50	023450
	BRIDGES FILTER SERVICE, INC	BLDG MAINT	159.99	023451
	COLANTUONO LEVIN & ROZELL	LEGAL	975.00	023452
	EMPLOYERS INSURANCE GROUP	WORKERS COMP	1,476.00	023453
	INDEPENDENT STATIONERS	OFFICE SUPPL	244.69	023454
	L A DEPT WATER & POWER	WATER/SANITATION	512.02	023455
	LITTLER MENDELSON, PC	LEGAL	6,520.00	023456
	MEGAPATH	TELECOM	547.12	023457
	OFFICE DEPOT	OFFICE/COPY CTR	415.74	023458
	SECURITAS SECURITY	SECURITY	8,916.92	023459
	STATE FUND	WORKERS COMP	9,353.42	023460
	TROLLER MAYER ASSOCIATES, INC	CIP-EXTERIOR	6,452.50	023461
	UNITED PARCEL SERVICE	POSTAGE	146.92	023462
June 8	NATIONWIDE LEGAL EXPRESS, LLC	BOARD EXP	20.50	023463
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	273.00	023464
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	170.57	023465
	BOOK HOUSE INC	BOOKS	192.21	023466
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	974.37	023467
	CARSWELL COMPANY LTD	BOOKS	452.00	023468

59,307.44

**LOS ANGELES COUNTY LAW LIBRARY**  
**June 1, 2012 - June 30, 2012 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,999.24	023469
	CONTINUING LEGAL EDUCATION SOCIETY	BOOKS	209.25	023470
	COUTTS LIBRARY SERVICES	BOOKS	2,820.70	023471
	EBS CO PUBLISHING	BOOKS	3,312.00	023472
	OTTO HARRASSOWITZ	BOOKS	463.48	023473
	JAMES PUBLISHING INC	BOOKS	177.30	023474
	JURIS PUBLISHING INC	BOOKS	293.00	023475
	LAW JOURNAL PRESS	BOOKS	441.02	023476
	LEXISNEXIS BUTTERWORTHS	BOOKS	5,897.57	023477
	MANHATTAN PUBLISHING COMPANY	BOOKS	70.00	023478
	MARY MARTIN BOOKSELLERS	BOOKS	285.00	023479
	MEXICO SUR	BOOKS	1,837.61	023480
	PRACTISING LAW INSTITUTE	BOOKS	625.40	023481
	THOMSON SCIENTIFIC	BOOKS	320.00	023482
	SWETS INFORMATION SERVICES	BOOKS	123.19	023483
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	788.84	023484
	JOHN WILEY & SONS INC	BOOKS	245.49	023485
	YBP LIBRARY SERVICES	BOOKS	288.44	023486
June 11				
	AMERICAN EXPRESS	BUSINESS CARD	8,987.39	023487
June 14				
	ADVANCED INFORMATION ** VOIDED *****	TEMP SVCS	0.00	023488
	AT&T	TELECOM	423.55	023489
	BANDWIDTH.COM, INC.	TELECOM	291.30	023490
	BAVCO	BLDG MAINT	74.00	023491
	STATE BOARD OF EQUALIZATION	USE TAX	2,237.00	023492
	STATE BAR OF CALIFORNIA	OUTREACH	1,000.00	023493
	CDW GOVERNMENT, INC.	COMP HARD	8,213.08	023494
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	568.97	023495
	DATA2, INC.	LIBRARY SUPPL	1,529.64	023496
	KONICA MINOLTA BUSINESS	COPY CTR - LA	707.49	023497
	LA LAWYERS PHILHARMONIC	OUTREACH	600.00	023498
	MALINDA MULLER	REIMBURSEMENT	125.05	023499
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	7,293.43	023500
	JEREMY SAMLER	REIMBURSEMENT	39.82	023501
	SPECTRA COMPANY ** VOIDED *****	CIP-EXTERIOR	0.00	023502
	UNITED PARCEL SERVICE	POSTAGE	472.88	023503
	VALLEY WIDE AIR	BLDG MAINT	445.00	023504
June 15				
	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	75.00	023505
	AMERICAN LAW INSTITUTE	BOOKS	1,056.50	023506
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	287.40	023507
	BERNAN ASSOCIATES	BOOKS	2,523.21	023508
	BLOOMBERG BNA	BOOKS	230.35	023509
	CAPITOL ENQUIRY	BOOKS	35.27	023510

114,797.99

**LOS ANGELES COUNTY LAW LIBRARY**  
**June 1, 2012 - June 30, 2012 (CHECKS)**  
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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	CASALINI LIBRI	BOOKS	75.93	023511
	CASTLE PUBLICATIONS	BOOKS	88.56	023512
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	4,229.91	023513
	CONTINUING LEGAL EDUCATION SOCIETY	BOOKS	207.14	023514
	COUTTS LIBRARY SERVICES	BOOKS	4,245.62	023515
	CODED SYSTEMS LLC	BOOKS	63.00	023516
	INFORMATION TODAY INC	BOOKS	356.55	023517
	INGRAM LIBRARY SERVICES	BOOKS	263.21	023518
	INTERNATIONAL CIVIL AVIATION ORGANI	BOOKS	104.00	023519
	JONES MCCLURE PUBLISHING	BOOKS	192.00	023520
	JURISNET LLC	BOOKS	175.50	023521
	LEXISNEXIS BUTTERWORTHS	BOOKS	352.28	023522
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	972.00	023523
	MUNICIPAL CODE CORPORATION	BOOKS	1,103.82	023524
	OXFORD UNIVERSITY PRESS	BOOKS	668.61	023525
	QUALITY CODE PUBLISHING	BOOKS	96.60	023526
	TRUSTS & ESTATES	BOOKS	38.06	023527
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	943.50	023528
	THOMSON REUTERS	BOOKS	2,697.09	023529
	WILLIAM S HEIN & CO	BOOKS	4,793.28	023530
	YBP LIBRARY SERVICES	BOOKS	1,034.90	023531
	JOELLE S BAILARD	REFUND	125.00	023532
	YESENIA KARAMANOS, EXECUTOR	REFUND	125.00	023533
	SMAIL MANA	REFUND	140.00	023534
	MICHAEL J ROLLINS	REFUND	140.00	023535
	MARK DALE ROSENBAUM	REFUND	125.00	023536
	GARY LEE SNOKE	REFUND	140.00	023537
	JAYE B. NELSON	FURNITURE	200.00	023538
June 18				
	AT&T MOBILITY	TELECOM	241.93	023539
	EUSTORGIO BARAJAS	TAP	225.00	023540
	MELINDA CAMPOS	TAP	225.00	023541
	WILLIAM COLEMAN	TAP	798.00	023542
	ESTHER EASTMAN	TAP	65.00	023543
	MAYRA FRAUSTO	TAP	372.00	023544
	CHRISTIAN GAITERS	TAP	186.75	023545
	LINDA J HEICHMAN TAYLOR	TAP	125.00	023546
	COUNTY OF LOS ANGELES	HEAT/COOL	2,342.11	023547
	KONICA MINOLTA BUSINESS	COPY CTR	20.00	023548
	STEPHEN LEW ** VOIDED *****	TAP	0.00	023549
	MING LU ** VOIDED *****	TAP	0.00	023550
	PATRICK O'LEARY	TAP	168.50	023551
	OFFICE DEPOT	OFFICE SUPPL	285.92	023552
	PAN AMERICAN PEST CONTROL CO.	BLDG SVCS	178.00	023553
	PITNEY BOWES	POSTAGE	274.00	023554

144,110.83

LOS ANGELES COUNTY LAW LIBRARY

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	PLAZA CARPET COMPANY	BLDG IMPROV	185.00	023555
	RESERVE ACCOUNT	POSTAGE	1,000.00	023556
	JEREMY SAMLER	TAP	187.50	023557
	PAUL SAMPLES	TAP	258.00	023558
	SECURITAS SECURITY	SECURITY	9,539.95	023559
	DORA SITU	TAP	42.00	023560
	SMITH-EMERY LABORATORIES	CIP-EXTERIOR	204.00	023561
	RALPH STAHLBERG	TAP	252.00	023562
	UNITED PARCEL SERVICE	POSTAGE	50.18	023563
	ANA LAURA VILLAGRANA ** VOIDED *****	TAP	0.00	023564
	XO COMMUNICATIONS LLC	TELECOM	503.00	023565
	SONNY LEW	TAP	225.00	023566
June 19				
	LANGER'S RESTAURANT	BOARD EXP	192.18	023567
June 20				
	SIGN ZONE	CIP EXTERIOR	4,163.57	023568
June 22				
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	746.00	023569
	BERNAN ASSOCIATES	BOOKS	21.00	023570
	BLOOMBERG BNA	BOOKS	69.83	023571
	BOOK HOUSE INC	BOOKS	1,014.70	023572
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	549.87	023573
	COUTTS LIBRARY SERVICES	BOOKS	916.81	023574
	OTTO HARRASSOWITZ	BOOKS	125.61	023575
	JAMES PUBLISHING INC	BOOKS	83.28	023576
	KUBON & SAGNER	BOOKS	127.40	023577
	OXFORD UNIVERSITY PRESS	BOOKS	241.93	023578
	PROQUEST INFORMATION AND LEARNING	BOOKS	20.60	023579
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	888.25	023580
	VERDICTSEARCH	BOOKS	353.76	023581
	WILLIAM S HEIN & CO	BOOKS	6,946.76	023582
	YBP LIBRARY SERVICES	BOOKS	1,017.62	023583
June 26				
	ADVANCED INFORMATION	TEMP SVCS	490.00	023584
	AMERICAN EXPRESS	BUSINESS CARD	6,197.19	023585
	AMERICAN EXPRESS	TRAVEL	3,649.53	023586
	BRIDGES FILTER SERVICE, INC	BLDG MAINT	700.60	023587
	CDW GOVERNMENT, INC.	COMP SVCS	1,549.20	023588
	COLANTUONO LEVIN & ROZELL	LEGAL	1,579.50	023589
	CUSTOM WOODWORKS	PREPAID EXP	2,021.00	023590
	GAYLORD BROS.	LIBRARY SUPPL	123.20	023591
	GOURMET COFFEE SERVICE	KITCHEN	741.01	023592
	INFINISOURCE INC	HR SVCS	92.00	023593
	OPTIONS FOR GROWTH	CONT EDU	3,260.00	023594
	ROY HOPP & COMPANY	BLDG SUPPL	89.89	023595

195,196.75

LOS ANGELES COUNTY LAW LIBRARY

June 1, 2012 - June 30, 2012 (CHECKS)

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 27	SMITH-EMERY LABORATORIES	CIP-EXTERIOR	852.00	023596
	TIME WARNER CABLE	TELECOM	1,200.00	023597
	UNITED PARCEL SERVICE	POSTAGE	42.27	023598
	VERIZON	TELECOM	38.93	023599
	ZEE MEDICAL INC.	BLDG SUPPL	285.61	023600
	ADVANCED INFORMATION	TEMP SVCS	464.13	023601
June 29	MING LU	TAP	452.00	023602
	SPECTRA COMPANY	CIP-EXTERIOR	7,832.00	023603
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	384.00	023604
BERNAN ASSOCIATES	BOOKS	627.12	023605	
BLOOMBERG BNA	BOOKS	261.83	023606	
LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	58.48	023607	
CARSWELL COMPANY LTD	BOOKS	342.07	023608	
CONTINUING EDUCATION OF THE BAR CAL	BOOKS	4,373.39	023609	
ALEXANDER HAMILTON INSTITUTE	BOOKS	34.75	023610	
COUTTS LIBRARY SERVICES	BOOKS	619.32	023611	
GAUNT	BOOKS	2,247.13	023612	
INGRAM LIBRARY SERVICES	BOOKS	657.33	023613	
JAMES PUBLISHING INC	BOOKS	83.26	023614	
NORTHERN NEW ENGLAND LAW PUBLISHERS	BOOKS	137.25	023615	
OREGON STATE BAR CONTINUING LEGAL E	BOOKS	217.00	023616	
OXFORD UNIVERSITY PRESS	BOOKS	34.16	023617	
PUBLICATIONS DU QUEBEC	BOOKS	1,032.70	023618	
THOMSON REUTERS TAX & ACCOUNTING	BOOKS	300.50	023619	
WILLIAM S HEIN & CO	BOOKS	45.00	023620	

216,966.98



**LOS ANGELES COUNTY LAW LIBRARY**  
**June 1, 2012 - June 30, 2012 (WARRANTS)**  
**Account No.: 102000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 8	ALLANA BUICK & BERS, INC.	CIP-EXTERIOR	27,389.60	TS00162177
	CDW GOVERNMENT, INC.	PREPAID EXP	15,728.02	TS00162177
	L A DEPT WATER & POWER	ELECTRIC/FIRE	17,745.63	TS00162177
	THOMSON REUTERS	BOOKS	17,364.25	TS00162177
June 18	ALLANA BUICK & BERS, INC.	CIP-EXTERIOR	17,244.23	TS00162656
	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	153,110.66	TS00162744
	TROLLER MAYER ASSOCIATES, INC	CIP-EXTERIOR	14,591.50	TS00162656
	THOMSON REUTERS	BOOKS	109,398.92	TS00162744
June 22	ADJAMIAN AFFILIATED INC	PREPAID EXP	11,129.42	TS00163003
	OTTO HARRASSOWITZ	BOOKS	10,506.11	TS00163003
	TROLLER MAYER ASSOCIATES, INC	CIP-EXTERIOR	12,145.33	TS00163003
June 25	CDW GOVERNMENT, INC.	PREPAID EXP	27,045.74	TS00163082
June 28	ADT SECURITY SERVICES	SECURITY	10,566.39	TS00163345
	CLEO ENTERPRISES LLC	CIP-EXT	16,000.00	TS00163345
	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	86,819.73	TS00163345
	CALPERS	RETIREMENT	116,257.00	TS00163345
	THOMSON REUTERS	BOOKS	71,509.57	TS00163345

734,552.10

LA Law Library Statistics

			2010 Year	2011 Year	2012 1st Quarter	2012 2nd Quarter	2012 Y-T-D
<b>Reference and Research</b>							
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>						
	Desk Inquiries		27,920	32,380	9,005	7,630	16,635
	Phone		10,272	9,435	2,815	2,813	5,628
	Email/ Live Chat		7,989	5,097	514	439	953
	By Mail		167	277	90	53	143
	Foreign/International		204	842	193	235	428
	Foreign/International Web		29	119	36	49	85
		<b>Total</b>	<b>46,581</b>	<b>48,150</b>	<b>12,653</b>	<b>11,219</b>	<b>23,872</b>
<b>Circulation Services</b>							
	<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	5,802	11,062
	Phone Inquiries		5,039	6,703	1,485	1,993	3,478
		<b>Total</b>	<b>41,191</b>	<b>48,434</b>	<b>6,745</b>	<b>7,795</b>	<b>14,540</b>
	Books Circulated		16,616	13,723	3,402	3,419	6,821
<b>Document Delivery / E-Delivery Services</b>							
	<i>Document Delivery responds to requests for materials from the LA Law Library collection.</i>						
	Phone Inquiries		765	731	250	218	468
	Email		216	252	56	77	133
	In-Person		340	377	50	56	106
	By Mail		46	89	20	6	26
		<b>Total</b>	<b>1,367</b>	<b>1,449</b>	<b>376</b>	<b>357</b>	<b>733</b>
	Pages Delivered		21,461	44,832	9,524	12,859	22,383

LA Law Library Statistics

			2010 Year	2011 Year	2012 1st Quarter	2012 2nd Quarter	2012 Y-T-D
<b>Copy Center</b>							
	<i>Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-printer.</i>						
	Phone		175	862	370	198	568
	In-Person		15,279	15,368	3,902	2,765	6,667
		<b>Total</b>	<b>15,454</b>	<b>16,230</b>	<b>4,272</b>	<b>2,963</b>	<b>7,235</b>
	Copies Made (Main Library)		261,918	378,684	82,757	84,930	167,687
<b>Collection Management Services</b>							
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>						
	New Titles		912	1,276	207	239	446
	New Continuations		242	331	53	60	113
	Book Volumes Added		7,678	7,652	1,781	1,860	3,641
	Microfiche / Media Added		32,417	12,927	3,105	2,435	5,540
	Books Cataloged/Reclassed		20,492	39,374	2,933	3,113	6,046
	Volumes / Media Withdrawn		4,087	3,682	906	893	1,799
<b>Scan Project</b>							
	Briefs Scanned		35,669	56,467	9,592	9,886	19,478
<b>Web Statistics</b>							
	Visitors		82,291	73,586	26,418	19,592	46,010
	Visits		151,300	147,785	81,898	41,822	123,720
	Average Daily Visits		397	404	899	550	740
	Average Duration		9:10	32:29	16:07	11:20	14:27
	Visitors: US		68.64%	71.75%	79.66%	62.80%	73.96%
	Visitors: International / Unspecified		31.36%	28.25%	20.33%	37.19%	26.03%

LA Law Library Statistics

		2011 Year	2012 1st Quarter	2012 2nd Quarter	2012 Y-T-D
<b>Branch Collections</b>					
	Book Volumes Added	1,087	163	498	661
	Volumes Withdrawn	2,803	53	186	239
<b>Branch Copies</b>					
	Long Beach	36,536	10,644	9,589	20,233
	Norwalk	11,319	2,465	4,024	6,489
	Pomona	14,809	3,837	3,293	7,130
	Santa Monica	14,535	4,602	3,689	8,291
	Torrance	18,290	5,330	5,058	10,388
	Van Nuys	30,183	4,795	4,586	9,381
	<b>Total Copies Made</b>	<b>125,672</b>	<b>31,673</b>	<b>30,239</b>	<b>61,912</b>
<b>Long Beach</b>					
	Desk Requests	3,824	444	615	1,059
	Phone Requests	1,452	286	276	562
	Copier Assistance	663	270	396	666
	Visitors	4,563	1,197	1,393	2,590
<b>Norwalk</b>					
	Desk Requests	720	137	170	307
	Phone Requests	890	203	197	400
	Copier Assistance	687	227	226	453
	Visitors	2,606	508	549	1,057
<b>Pomona</b>					
	Desk Requests	851	198	242	440
	Phone Requests	74	48	24	72
	Copier Assistance	738	193	189	382
	Visitors	1,960	562	590	1,152
<b>Santa Monica</b>					
	Desk Requests	1,300	268	445	713
	Phone Requests	807	170	238	408
	Copier Assistance	853	185	259	444
	Visitors	2,738	615	747	1,362
<b>Torrance</b>					
	Desk Requests	1,247	320	334	654
	Phone Requests	549	141	114	255
	Copier Assistance	1,197	291	290	581
	Visitors	3,173	860	830	1,690