

AGENDA

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

REGULAR BOARD MEETING

Tuesday, August 28, 2012

12:15 P.M.

M. L. LILLIE BUILDING

TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CALIFORNIA 90012-3140

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

A member of the public has the right to address the Board on agenda items or on items of interest which are not on the agenda and which are within the subject matter jurisdiction of the Board. All requests to address the Board must be submitted in person to the Board President prior to the start of the meeting. Public comments will be taken at the beginning of each meeting as Agenda Item 1.0. A member of the public will be allowed to address the Board for a total of three (3) minutes for a single item or a maximum of five (5) minutes for all items unless the President grants more or less time based on the number of people requesting to speak and the business of the Board. When members of the public address the Board on agenda items, the President determines the order in which speakers will be called. Persons addressing the Board shall not make impertinent, slanderous or profane remarks to the Board, any member of the Board, staff or general public, nor utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Board Meeting. The President may order the removal of any person who disrupts or disturbs the orderly conduct of any Board Meeting.



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

3.1 Minutes of the July 31, 2012, Special Board Meeting.

4.0 CLOSED SESSION

4.1 Closed Session. Public Employee Performance Evaluation. Title: Executive Director. Government Code §54957.

4.2 Reconvene Open Session. Announcement of Action Taken in Closed Session, if needed.

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, September 25, 2012.

POSTED FRIDAY, AUGUST 24, 2012 @ 12:00 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.**

July 31, 2012

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, July 31, 2012 at 12:15 p.m., at the Los Angeles County Law Library Mildred L Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present:

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

Trustees Absent:

Judge Luis Lavin

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 12:21 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

1.0 PUBLIC COMMENT

During the three (3) minutes allocated, Ms. Sharon Boone requested consideration of other options instead of staff layoffs.

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

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

During the three (3) minutes allocated, Mr. Frank Rodriguez commented on library expenditures and objected to the FY2013 Budget as proposed.

During the three (3) minutes allocated, Mr. Niles Degrate objected to the closing of the Branch locations and commented on a prior incident at the Law Library.

During the three (3) minutes allocated, Mr. Jacob Berkowitz commented on the availability of Federal documents at the Law Library.

During the three (3) minutes allocated, Mr. Lee Paradise objected to the closing of the Branch locations and commented on the Building Envelope and Exterior Rehabilitation Project.

2.0 PRESIDENTS REPORT

There was no President's Report.

3.0 CONSENT CALENDAR

3.1 Minutes of the June 19, 2012, Special Board Meeting.

President Steinhauser requested a motion to approve Agenda Item 3.1, so moved by Trustee Juhas and seconded by Trustee Pluim, Agenda Item 3.1 was unanimously approved, 6-0.

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

President Steinhauser requested a motion to approve Agenda Item 3.2, so moved by Trustee Juhas and seconded by Trustee Pluim, Agenda Item 3.2 was approved, 5-0-1, with Trustee Goetz abstaining as she was absent from 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, discussed the development of the FY 2013 budget and the four options available to the Board of Trustees for consideration. The Executive Director explained that the Budget Proposal was prepared with the knowledge that a Strategic Plan for the Law Library was under development.

Option 1 was the original budget proposal, with a 7.5% decline in filing fee revenues. Option 2 modifies the personnel expenditures to include continuation of Branch location staff, either in their current location or, if practicable, reassignment. It also includes funds for temporary staff to cover Branch vacancies. Option 2 anticipates a net loss of \$165,413 to be funded out of reserves. Option 3 provides for a 6% decline in filing fee revenues and Option 4 provides for an 8.5% decline in those revenues.

During the discussion, Trustee Juhas, Chair of the Strategic Plan Committee, stated that a preliminary report to the Board could be expected by December 2012. He anticipated that the formal strategic plan would not be implemented until FY13-14. As a result, the Board elected to defer consideration of Branch closures until the Strategic Plan was presented and discussed.

At the request for a motion by President Steinhauser, Trustee Juhas moved to adopt FY12-13 Budget Proposal, Option 2 with a 7.5% decline in filing fee revenues as described in the July 25, 2012 memo with the stipulation that the Board of Trustees revisit the FY12-13 Budget on a quarterly basis to review actual revenues and expenditures and make any necessary adjustments to the adopted budget. Seconded by Trustee Goetz, the FY12-13 Budget Proposal, Option 2 was unanimously approved, 6-0.

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

5.0 EXECUTIVE DIRECTOR REPORT

The Executive Director highlighted the following:

Marcia 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.

The Executive Director introduced Douglas J. Myers to the Board. 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.

LA Law Library is working with LACBA and other organizations on a series of events during Pro Bono Week, October 22-26, 2012, that will take place at the Mildred L Lillie Main Library Building. Events planned include speakers, workshops and training sessions and on-site clinics for self-represented litigants.

6.0 AGENDA BUILDING

There were no items for Agenda Building.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:20p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, August 28, 2012.

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

DRAFT

AGENDA ITEM 5

EXECUTIVE DIRECTOR REPORT

BOARD UPDATE

HILL STREET PARKING GARAGE AND LOT

On August 15, 2012, the Law Library was notified by ABM Parking Services, the tenant who holds the contract for our Hill Street parking garage/lot, that the opening of County Lot 10 to public parking had a significant impact on usage of our lot. In a June meeting with the County, we were told that Lot 10 would be available to the public after 5 p.m. on weekdays and on the weekend. Instead, in early August, County Lot 10, leased to Classic Parking, began operation for public parking throughout the day.

In keeping with other nearby lots, the maximum all-day charge for our lot was \$25 (\$8 after 12 p.m.). The Lot 10 charge is a maximum \$10 for all-day parking. After 2 weeks, our capacity dropped from 120-150% to less than 50%. Consequently, we took immediate steps to reduce our maximum all-day charge to \$12 (\$8 after 12 p.m.) ABM will keep us apprised of the impact on our capacity. This 50% reduction in fees will have a significant impact on our annual revenues from the parking garage; perhaps as much as \$350,000.

FACILITY UPDATE

The project is in the final stages of completion. Both ABB & TMA have submitted their “punchlists” to Swinerton and those items are being discussed and/or completed. There are a number of outstanding invoices and we are negotiating some costs. Once the punchlist issues are completed, the Law Library will receive all warranties and be able to determine final project costs.

FINANCIAL UPDATE

See attached July Financials and the July list of Checks and Warrants.

Bazilio Cobb Associates (previously Thompson, Cobb, Bazilio & Associates) was engaged to audit the financial records of LA Law Library for the fiscal year ending June 30, 2012. Audit work began on August 6, 2012, and concluded on August 15, sooner than expected. Bazilio Cobb is on schedule to deliver the Audit Report for presentation at the October 23, 2012, Board meeting.

STAFF UPDATE

Several staff members attended the AALL annual conference. **Janine Liebert** became the Chair of the AALL Legal Information Services for the Public (LISP) Special Interest Section (SIS). As a new Chair, Janine participated in a leadership training day at the recent AALL conference. **Malinda Muller** attended the PLL (Private Law Librarians’ section of the AALL) Summit which focused on the need for integrating the library resource center into the success strategies of institutions. As operations are becoming more centralized, outsourcing is more attractive, budgets and staff are being cut while at the same time expectations for individualized coaching and personalized service is increasing. **Meiling Li** attended meetings on technology, new cataloging formats and supervision services.



After five years of service, **Paula Hoffman**, Foreign & International Law Librarian, retired from the LA Law Library. During those five years, Paula re-energized our service as one of the few public foreign law collections in the country. She reviewed the collection and brought much of it current. She was able to reconnect the LA Law Library with foreign / international law colleagues in the academic law libraries and provide assistance and support to those colleagues as well as to the members of the legal community and the public who had requests for these much needed resources.

Josh Bonk resigned from his position as a Library Aide at Circulation. Josh will be pursuing a full time position with the Santa Monica Public Library. **Katherine Nunez**, **Brandon Edgar** and **Ashley King** joined LA Law Library's as Library Aides in Circulation. Katherine Nunez recently completed her SCALL internship here at LA Law Library and is currently a full time student at Manual Arts College Preparatory Magnet High School. Ashley is currently a student at the University of Southern California. Brandon is a graduate of California State University, Los Angeles with a B.A. in Philosophy Pre-Law and a Minor in Pan African Studies.

OUTREACH / TRAINING UPDATE

The return of Legal Research Training seminars were well received by both members of the public and legal community. A total of 7 classes were held with nearly 100 registrants' total. Several Library users registered for all of the available courses.

During the month of August, LA Law Library gave instruction on several introductory courses such as: Print Resources (held on Aug. 11 & 15) was taught by **Christine Langteau**; Pacer Access & Education (held on Aug. 16) was taught by **Esther Eastman**; WestlawNext (held on Aug. 22) was taught by **Ralph Stahlberg** with assistance from Thomson-Reuters; and Electronic Resources (held on Aug. 25 & 29) was taught by **Austin Stoub**. Pacer was a new addition to the training schedule and was free of charge, per our agreement with the Federal Depository Program. WestlawNext was given twice on August 22, one for the public and another for CLE credit.

On August 7, 2012, **Austin Stoub** taught two Westlaw training sessions at the Pasadena Public Library. One session was open to the public and included hands-on exercises. The second was a 'practicum' for staff members that featured responses to actual questions posed by Pasadena Public Library users. Austin focused on print options and broad research strategies for providing assistance on legal information questions.

In response to a request from El Camino College for guidance on law collections, **Malinda Muller** and **Linda Heichman Taylor** visited that campus on August 9, 2012. While there, Malinda and Linda were able to have a "teachable moment" with the library staff. They were able to provide a conceptual overview of legal materials and their purpose while reviewing their law collection. P&P and El Camino Library staff explored opportunities as well as receptiveness for further collaborations between the two institutions. The visit demonstrated that LA Law Library has positioned itself as a sought-after resource regarding local law library knowledge and experience.



P&P hosted and monitored the first Trial Readiness Clinic held at LA Law Library for pro se litigants in family court on August 11. Instruction for the clinic was given by two attorneys affiliated with LACBA's family law section, Lynette Berg Robe and Roberta Bennett, both Certified Family Law Specialists (CFLS). The attendees were referred from the Stanley Mosk Courthouse to learn how to prepare for a Trial Setting Conference (TSC.) The clinic curriculum explained what a trial was, how it works and how to prepare for and present during the trial. LA Law Library and the clinic organizers have scheduled 8 more classes through December 2012. We anticipate that this program will expand as additional Self Help Centers participate in the referral program.

A local firm posted a request for a 1976 Civil Aeronautics Board Decision on the SCALL list-serv. Following our providing the case, this comment made the list-serv: "Old CAB Safety Decision – got it from good, old reliable LA Law Library! Thanks Much!"



Los Angeles Law Library

Income Statement for the Period Ended July 31, 2012

Budget	Month			YTD		
	Actual	\$ Fav (Unf)		Budget	Actual	\$ Fav (Unf)
Income						
709,359	688,315	(21,044)	L.A. Superior Court Fees	709,359	688,315	(21,044)
5,908	4,792	(1,116)	Interest	5,908	4,792	(1,116)
65,776	52,593	(13,183)	Parking	65,776	52,593	(13,183)
27,835	26,714	(1,122)	Library Services	27,835	26,714	(1,122)
<u>808,879</u>	<u>772,413</u>	<u>(36,465)</u>	Total Income	<u>808,879</u>	<u>772,413</u>	<u>(36,465)</u>
Expense						
287,217	328,423	(41,206)	Personnel	287,217	328,423	(41,206)
205,485	138,886	66,599	Library Materials	205,485	138,886	66,599
(205,485)	(138,886)	(66,599)	Library Materials Transferred t	(205,485)	(138,886)	(66,599)
Assets						
74,944	69,134	5,810	Occupancy	74,944	69,134	5,810
35,212	34,799	412	Supplies & Services	35,212	34,799	412
15,082	14,083	998	Professional Services	15,082	14,083	998
302,573	307,022	(4,449)	Depreciation	302,573	307,022	(4,449)
<u>715,027</u>	<u>753,461</u>	<u>(38,434)</u>	Total Expenses	<u>715,027</u>	<u>753,461</u>	<u>(38,434)</u>
<u>93,852</u>	<u>18,952</u>	<u>(74,900)</u>	Net Income	<u>93,852</u>	<u>18,952</u>	<u>(74,900)</u>
0	0	0	Extraordinary Expense	0	0	0
<u>18,083</u>	<u>0</u>	<u>18,083</u>	Capitalized Expenditures	<u>18,083</u>	<u>0</u>	<u>18,083</u>

Los Angeles Law Library

Income Statement for the Period Ended July 31, 2012

Month			YTD		
Budget	Actual	\$ Fav (Unf)	Budget	Actual	\$ Fav (Unf)
Account Detail:					
Income:					
709,359	688,315	(21,044)	L.A. Superior Court Fees	709,359	688,315 (21,044)
Interest:					
0	0	0	Interest - LAIF	0	0 0
5,700	4,681	(1,019)	Interest - General Fund	5,700	4,681 (1,019)
208	111	(97)	Interest - Deposit Fund	208	111 (97)
5,908	4,792	(1,116)	Subtotal	5,908	4,792 (1,116)
65,776	52,593	(13,183)	Parking:	65,776	52,593 (13,183)
Library Services:					
100	1,350	1,250	Annual Borrowing Fee	100	1,350 1,250
13,852	11,535	(2,317)	Annual Members Fee	13,852	11,535 (2,317)
750	20	(730)	Course Registration	750	20 (730)
6,250	6,044	(206)	Copy Center	6,250	6,044 (206)
2,250	2,631	381	Document Delivery	2,250	2,631 381
3,500	4,175	675	Fines	3,500	4,175 675
550	155	(395)	Miscellaneous	550	155 (395)
83	0	(83)	Room Rental	83	0 (83)
0	105	105	Book Replacement	0	105 105
0	0	0	Forfeited Deposits	0	0 0
0	0	0	Friends of Law Library	0	0 0
0	0	0	Grants	0	0 0
500	700	200	Vending	500	700 200
27,835	26,714	(1,122)	Subtotal	27,835	26,714 (1,122)
808,879	772,413	(36,465)	Total Income	808,879	772,413 (36,465)
Expenses:					
Personnel:					
201,134	240,242	(39,108)	Salaries	201,134	240,242 (39,108)
11,867	14,334	(2,467)	Social Security	11,867	14,334 (2,467)
2,816	3,352	(537)	Medicare	2,816	3,352 (537)
9,688	9,688	0	Retirement	9,688	9,688 0
45,678	46,474	(797)	Health Insurance	45,678	46,474 (797)
830	(760)	1,590	Disability Insurance	830	(760) 1,590
4,923	4,783	140	Dental Insurance	4,923	4,783 140
142	144	(2)	Life Insurance	142	144 (2)
9,353	9,353	0	Workers Compensation	9,353	9,353 0
Insurance					
0	0	0	Unemployment Insurance	0	0 0
785	811	(26)	Vision Insurance	785	811 (26)
0	0	0	Accrued Sick Expense	0	0 0
0	0	0	Accrued Vacation Expense	0	0 0
287,217	328,423	(41,206)	Total - Personnel	287,217	328,423 (41,206)

Los Angeles Law Library

Income Statement for the Period Ended July 31, 2012

Budget	Month			YTD		
	Actual	\$ Fav (Unf)		Budget	Actual	\$ Fav (Unf)
Library Materials:						
127,059	65,329	61,730	American Continuations	127,059	65,329	61,730
7,917	7,821	96	American New Orders	7,917	7,821	96
7,523	24,073	(16,550)	Branch Continuations	7,523	24,073	(16,550)
0	0	0	Branch New Orders	0	0	0
30,500	31,680	(1,180)	Commonwealth	30,500	31,680	(1,180)
			Continuations			
189	0	189	Commonwealth New	189	0	189
			Orders			
16,667	3,828	12,839	Foreign Continuations	16,667	3,828	12,839
1,634	508	1,125	Foreign New Orders	1,634	508	1,125
10,813	4,859	5,954	International	10,813	4,859	5,954
			Continuations			
599	316	283	International New Orders	599	316	283
2,214	215	1,999	General/Librarianship	2,214	215	1,999
			Continuations			
371	257	114	General/Librarianship New C	371	257	114
<u>205,485</u>	<u>138,886</u>	<u>66,599</u>	Subtotal	<u>205,485</u>	<u>138,886</u>	<u>66,599</u>
<u>(205,485)</u>	<u>(138,886)</u>	<u>(66,599)</u>	Library Materials Transfere	<u>(205,485)</u>	<u>(138,886)</u>	<u>(66,599)</u>
0	0	0	Balance	0	0	0
Building Occupancy:						
1,750	1,597	153	Building / Cleaning	1,750	1,597	153
			Supplies			
2,333	4,819	(2,486)	Building Maintenance	2,333	4,819	(2,486)
1,417	817	599	Building Services	1,417	817	599
358	2,021	(1,663)	Interior Improvements /	358	2,021	(1,663)
			Alterations			
9,983	12,260	(2,277)	Electric & Water	9,983	12,260	(2,277)
1,226	1,226	0	Elevator Maintenance	1,226	1,226	0
3,250		3,250	Heating & Cooling	3,250		3,250
22,887	22,777	110	Insurance	22,887	22,777	110
7,323	7,293	29	Janitorial Services	7,323	7,293	29
1,417		1,417	Landscaping	1,417		1,417
23,000	16,323	6,677	Security	23,000	16,323	6,677
<u>74,944</u>	<u>69,134</u>	<u>5,810</u>	Subtotal	<u>74,944</u>	<u>69,134</u>	<u>5,810</u>
Supplies & Services						
561	747	(186)	Bank Charges / Other Fees	561	747	(186)
600	664	(64)	Bibliographical Services	600	664	(64)
417		417	Binding	417		417
2,519	1,765	754	Computer Services /	2,519	1,765	754
			Licensing			
2,000	4,665	(2,665)	Continued Education	2,000	4,665	(2,665)
2,708	1,448	1,261	Copy Center	2,708	1,448	1,261
2,784	1,074	1,710	Electronics / Computer	2,784	1,074	1,710
			Hardware			
250		250	Furniture / Appliances	250		250

Los Angeles Law Library

Income Statement for the Period Ended July 31, 2012

Budget	Month			YTD		
	Actual	\$ Fav (Unf)		Budget	Actual	\$ Fav (Unf)
3,378	3,456	(78)	Integrated Library System	3,378	3,456	(78)
0	0	0	Membership (Staff)	0	0	0
2,206	2,690	(484)	Office / Library Supplies	2,206	2,690	(484)
3,750	50	3,700	Other / Misc.	3,750	50	3,700
4,208	1,050	3,158	Outreach / Marketing	4,208	1,050	3,158
1,692	1,125	567	Postage / UPS / FedEx	1,692	1,125	567
714	169	545	Printing / Reproduction	714	169	545
1,667	10,935	(9,269)	Reimbursed Expenses	1,667	10,935	(9,269)
600	600	600	Staff Meetings / Activities	600	600	600
3,367	3,758	(392)	Telecommunications	3,367	3,758	(392)
1,000	532	468	Transportation	1,000	532	468
792	671	121	Reimbursement	792	671	121
792	671	121	Vending	792	671	121
35,212	34,799	412	Subtotal	35,212	34,799	412
			Professional Services			
0	0	0	Accounting	0	0	0
6,582	3,751	2,831	Consulting Services	6,582	3,751	2,831
5,333	4,095	1,238	Legal	5,333	4,095	1,238
1,500	3,453	(1,953)	Payroll / HR Services	1,500	3,453	(1,953)
0	28	(28)	Recruitment Costs	0	28	(28)
1,667	2,756	(1,090)	Temporary Services	1,667	2,756	(1,090)
15,082	14,083	998	Subtotal	15,082	14,083	998
			Depreciation:			
253,870	254,253	(383)	Depreciation - Library	253,870	254,253	(383)
48,703	52,769	(4,066)	Materials	48,703	52,769	(4,066)
48,703	52,769	(4,066)	Depreciation - Fixed Assets	48,703	52,769	(4,066)
302,573	307,022	(4,449)	Subtotal	302,573	307,022	(4,449)
715,027	753,461	(38,434)	Total Expense	715,027	753,461	(38,434)
93,852	18,952	(74,900)	Net Income	93,852	18,952	(74,900)
0	0	0	Extraordinary Expense	0	0	0
			Capital Expenditures:			
18,083	0	(18,083)	Furniture / Appliances (>3k)	18,083	0	(18,083)
0	0	0	Electronics / Computer Hardware (>3k)	0	0	0
0	0	0	Exterior Building Repairs/Improvements (>3k)	0	0	0
0	0	0	Interior Improvements / Alterations (>3k)	0	0	0
0	0	0	Computer Software	0	0	0
18,083	0	18,083	Total - Expenditures	18,083	0	18,083

LOS ANGELES COUNTY LAW LIBRARY

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

Account No.: 108000

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 3	ADVANCED INFORMATION	TEMP SVCS	799.00	023621
	AMERICAN EXPRESS	BUSINESS CARD	5,800.54	023622
	CLEAN SOURCE, INC.	BLDG SUPPL	1,532.71	023623
	ENVISIONWARE, INC.	COMP LIC	3,859.10	023624
	FEDEX	POSTAGE	54.42	023625
	LORENZO GALLARDO	BLDG MAINT	2,588.18	023626
	KONICA MINOLTA BUSINESS	COPY CTR	446.51	023627
	MEGAPATH	TELECOM	547.12	023628
	METROLINK	TAP	1,267.25	023629
	NETRONIX INTEGRATION INC	PREPAID EXPENSE	7,845.54	023630
	OFFICE DEPOT	OFFICE SUPPL	737.37	023631
	RENEE Y PENG	TAP	85.00	023632
	JEREMY SAMLER	REIMBURSEMENT	161.96	023633
	SCHINDLER ELEVATOR CORP.	ELEVATOR MAINT	3,677.25	023634
	SECURITAS SECURITY	SECURITY	9,239.72	023635
	UNITED PARCEL SERVICE	POSTAGE	62.06	023636
	ANA LAURA VILLAGRANA	TAP	63.00	023637
	BANC OF AMERICA LEASING	BLDG SVCS	250.61	023638
	GUARDIAN	DENTAL/VISION	6,891.07	023639
	TIME WARNER CABLE	TELECOM	2,400.00	023640
CELIA LEON	REIMBURSEMENT	81.39	023641	
July 6	WOLTERS KLUWER LAW & BUSINESS	BOOKS	262.08	023642
	BERNAN ASSOCIATES	BOOKS	97.00	023643
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	134.49	023644
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,725.81	023645
	CONTINUING LEGAL EDUCATION IN COLOR	BOOKS	77.50	023646
	JURIS PUBLISHING INC	BOOKS	136.50	023647
	LAW JOURNAL PRESS	BOOKS	843.90	023648
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	102.50	023649
	PRACTISING LAW INSTITUTE	BOOKS	485.78	023650
	THOMSON SCIENTIFIC	BOOKS	28.00	023651
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	297.75	023652
THOMSON REUTERS	BOOKS	153.12	023653	
July 9	AMERICAN EXPRESS	TRAVEL	1,096.56	023654
	AT&T	TELECOM	437.23	023655
	BANDWIDTH.COM, INC.	TELECOM	287.85	023656
	L A DEPT WATER & POWER	WATER/SANITATION	925.61	023657
	CATHRYN E LINTVEDT	TRAVEL/MILEAGE	69.70	023658
	OFFICE DEPOT	OFFICE SUPPL	694.13	023659
	OPTIONS FOR GROWTH	CONT EDU	2,380.00	023660
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	7,293.43	023661
	STATE FUND	WORKERS COMP	9,353.42	023662

75,316.05

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 12	UNITED PARCEL SERVICE	POSTAGE	43.89	023663
	AMERICAN BAR ASSOCIATION	BOOKS	3,067.02	023664
	AMERICAN LAW INSTITUTE	BOOKS	276.50	023665
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	926.34	023666
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	635.13	023667
	BLOOMBERG BNA	BOOKS	161.18	023668
	BOOK HOUSE INC	BOOKS	921.94	023669
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	1,271.53	023670
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,147.28	023671
	CODE PUBLISHING COMPANY	BOOKS	11.00	023672
	CONTINUING LEGAL EDUCATION SOCIETY	BOOKS	213.47	023673
	COUNCIL OF STATE GOVERNMENTS	BOOKS	125.48	023674
	GAUNT	BOOKS	46.65	023675
	JAMES PUBLISHING INC	BOOKS	83.38	023676
	RETTA LIBROS LIDERLAF S A	BOOKS	640.94	023677
	LEXISNEXIS BUTTERWORTHS	BOOKS	3,063.37	023678
	LIBRAIRIE DUCHEMIN	BOOKS	207.85	023679
	MARY MARTIN BOOKSELLERS	BOOKS	190.00	023680
	PRACTISING LAW INSTITUTE	BOOKS	1,066.33	023681
	PROQUEST INFORMATION AND LEARNING	BOOKS	2,450.00	023682
	SASKATCHEWAN QUEENS PRINTER	BOOKS	93.03	023683
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	378.50	023684
	STATE BAR OF WISCONSIN	BOOKS	60.55	023685
	YBP LIBRARY SERVICES	BOOKS	851.65	023686
July 16	ADVANCED INFORMATION	TEMP SVCS	799.00	023687
	STATE BOARD OF EQUALIZATION	USE TAX	3,148.00	023688
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	566.78	023689
	GST	COMP HARD	214.89	023690
	COUNTY OF LOS ANGELES	HEAT/COOL	5,342.11	023691
	KAPCO	LIB SUPPL	385.88	023692
	KONICA MINOLTA BUSINESS	COPY CTR - LA	388.13	023693
	LOS ANGELES EDUCATION PARTNERSHIP	TEMP SVCS	1,728.00	023694
	NATIONWIDE LEGAL EXPRESS, LLC	BOARD EXP	41.50	023695
	OFFICE DEPOT	OFFICE/COPY CTR	384.54	023696
	RICHARD PACHECO	REIMBURSEMENT	124.04	023697
	PETTY CASH FUND	PETTY CASH	286.28	023698
	RESERVE ACCOUNT	POSTAGE	1,000.00	023699
	SECURITAS SECURITY	SECURITY	9,040.85	023700
	SEPCO EARTHSCAPE, INC	LANDSCAPING	2,400.00	023701
	UNITED PARCEL SERVICE	POSTAGE	87.78	023702
July 20	AMERICAN LIBRARY ASSOCIATION	BOOKS	256.96	023703
	BERNAN ASSOCIATES	BOOKS	452.20	023704

124,952.55

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July 24	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	3,100.44	023705
	CARSWELL COMPANY LTD	BOOKS	300.07	023706
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,511.60	023707
	FRY COMMUNICATIONS INC	BOOKS	850.00	023708
	GAUNT	BOOKS	668.77	023709
	U S GPO SUPERINTENDENT OF DOCUMENTS	BOOKS	20.00	023710
	INFORMATION TODAY INC	BOOKS	89.95	023711
	JURIS PUBLISHING INC	BOOKS	109.50	023712
	RETTA LIBROS LIDERLAF S A	BOOKS	195.55	023713
	LAW JOURNAL PRESS	BOOKS	998.58	023714
	LEXISNEXIS BUTTERWORTHS	BOOKS	8,411.73	023715
	LIBROS LATINOS	BOOKS	43.00	023716
	NATIONAL BOOK NETWORK	BOOKS	78.18	023717
	CITY OF PALOS VERDES ESTATES	BOOKS	82.95	023718
	THOMSON REUTERS	BOOKS	270.24	023719
	YBP LIBRARY SERVICES	BOOKS	248.47	023720
	ALLANA BUICK & BERS, INC.	CIP-EXTERIOR	7,600.00	023721
	AT&T MOBILITY	TELECOM	241.65	023722
	BRIDGES FILTER SERVICE, INC	BLDG MAINT	159.99	023723
	DYNAELECTRIC	BLDG MAINT	4,651.00	023724
GOURMET COFFEE SERVICE	VENDING	687.31	023725	
GRAINGER	BLDG SUPPL	134.48	023726	
GUARDIAN	DENTAL/VISION	7,198.78	023727	
HUTdogs	CONSULTING	1,750.00	023728	
INFINISOURCE INC	PAYROLL/HR	92.00	023729	
KONICA MINOLTA BUSINESS	COPY CTR	20.03	023730	
LITTLER MENDELSON, PC	LEGAL	8,160.00	023731	
OFFICE DEPOT	OFFICE SUPPL	64.96	023732	
PITNEY BOWES	POSTAGE	274.00	023733	
SMITH-EMERY LABORATORIES	CIP-EXTERIOR	1,240.00	023734	
STANLEY ACCESS INC	BLDG MAINT	374.50	023735	
VERIZON	TELECOM	45.01	023736	
XO COMMUNICATIONS LLC	TELECOM	501.38	023737	
MELANIE PIERCE WALKER	REFUND	50.00	023738	
July 27	MALINDA MULLER	MILEAGE	99.38	023739
July 30	FRANK GOODWIN	REFUND	140.00	023740
	JEFFERY W JOHNSON	REFUND	140.00	023741
	RADHA KHERA	REFUND	125.00	023742
	WANDA JOYCE ODEN	REFUND	140.00	023743
	SAM ESMERAGDO VILLALOBOS	REFUND	140.00	023744
	JONES DAY	REFUND	400.00	023745
	AMERICAN BAR ASSOCIATION	BOOKS	2,534.40	023746

177,170.01

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	375.00	023747
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	559.10	023748
	A S PRATT & SONS GROUP	BOOKS	428.99	023749
	AMERICAN ASSOCIATION FOR JUSTICE	BOOKS	160.00	023750
	GEORGE T BISEL COMPANY	BOOKS	189.48	023751
	BOOK HOUSE INC	BOOKS	36.88	023752
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,370.21	023753
	CLAITORS LAW BOOKS & PUBLISHING DIV	BOOKS	36.70	023754
	COUTTS LIBRARY SERVICES	BOOKS	3,517.72	023755
	DATA TRACE LEGAL PUBLISHERS	BOOKS	157.95	023756
	EQUITAS MEDIA	BOOKS	900.00	023757
	OTTO HARRASSOWITZ	BOOKS	773.42	023758
	INTERNET FOR LAWYERS	BOOKS	49.95	023759
	JAMES PUBLISHING INC	BOOKS	177.25	023760
	JURIS PUBLISHING INC	BOOKS	184.50	023761
	LAW JOURNAL PRESS	BOOKS	156.50	023762
	LEXISNEXIS BUTTERWORTHS	BOOKS	573.44	023763
	LRP PUBLICATIONS	BOOKS	1,374.00	023764
	MANITOBA CULTURE HERITAGE TOURISM A	BOOKS	166.94	023765
	MASSACHUSETTS CONTINUING LEGAL EDUC	BOOKS	117.00	023766
	THOMPSON PUBLISHING GROUP	BOOKS	428.50	023767
	YBP LIBRARY SERVICES	BOOKS	1,829.23	023768
July 31	LANGER'S RESTAURANT	BOARD EXP	123.79	023769

192,481.56

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 2	CALPERS	HEALTH INS	52,568.96	TS00163533
July 9	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	59,724.70	TS00163783
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,900.00	TS00163783
	THOMSON REUTERS	BOOKS	40,170.19	TS00163783
July 13	ALLANA BUICK & BERS, INC.	CIP-EXTERIOR	10,974.45	TS00164090
	CDW GOVERNMENT, INC.	COMP HARD	12,598.50	TS00164090
	L A DEPT WATER & POWER	ELECTRIC/FIRE	10,415.98	TS00164090
July 20	ARROYO INSURANCE SVCS, INC	INSURANCE	21,429.53	TS00164459
	CLEO ENTERPRISES LLC	CIP-EXTERIOR	16,000.00	TS00164459
	EX LIBRIS, (USA) INC.	ILS	11,068.17	TS00164459
	SWINERTON BUILDERS	CIP-EXTERIOR	24,452.29	TS00164459
	VALLEY WIDE AIR	BLDG MAINT	12,432.73	TS00164460
	THOMSON REUTERS	BOOKS	12,788.09	TS00164460
July 27	CALPERS	HEALTH	50,574.05	TS00164849
	SWINERTON BUILDERS	CIP-EXTERIOR	914,820.30	TS00164849
	TROLLER MAYER ASSOCIATES, INC	CIP-EXTERIOR	25,032.25	TS00164849
	WILLIAM S HEIN & CO	BOOKS	17,366.50	TS00164849

1,307,316.69