

# AGENDA

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

### REGULAR BOARD MEETING

*Tuesday, October 23, 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 CLOSED SESSION**

PERSONNEL: PUBLIC EMPLOYMENT (G.C. 54957):  
Title: Executive Director

**3.0 PRESIDENT'S REPORT**

3.1 Announcement of Composition of President's Executive Director Search Committee

**4.0 CONSENT CALENDAR**

4.1 Minutes of the October 4, 2012, Special Board Meeting

**5.0 ACTION ITEM 1**

Review and Approval of 2012 Fiscal Year Financial Audit. Helen Chu and Michael DeCastro, Bazilio Cobb Associates.

**6.0 DISCUSSION AND ACTION ITEM 2**

Quarterly Financial Review. Patrick O'Leary, Senior Director, Administrative Services.

**7.0 EXECUTIVE DIRECTOR REPORT**

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

**8.0 AGENDA BUILDING**

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

**9.0 ADJOURNMENT**

The next Regular Meeting of the Board of Law Library Trustees scheduled for Tuesday, November 20, 2012.

POSTED FRIDAY, OCTOBER 19, 2012 @ 12:00 P.M.

POSTED BY EUSTORGIO BARAJAS



## AGENDA ITEM 2

CLOSED SESSION

301 West First Street  
Los Angeles, CA 90012 3140  
Telephone 213.785.2529  
Fax 213.613.1329  
www.lalawlibrary.org

October 15, 2012

BOARD OF TRUSTEES

Susan Steinhauser, Esq.  
*President*

Hon. Reva G. Goetz  
*Los Angeles Superior Court*

Hon. Ann I. Jones  
*Los Angeles Superior Court*

Hon. Mark A. Juhas  
*Los Angeles Superior Court*

Kenneth Klein, Esq.  
*Jenior J. Block*

Hon. Luis A. Lavin  
*Los Angeles Superior Court*

Hon. Jan Pluim  
*Los Angeles Superior Court*

Marcia J. Koslov  
*Executive Director*

Susan Steinhauser  
President  
LA Law Library Board of Trustees  
425 North Bundy Drive  
Los Angeles, CA 90049

Dear Susan:

I write to inform you that, after careful thought and numerous discussions with Board members, staff and family, I have decided to leave my position as Executive Director of the LA Law Library and retire, effective December 31, 2012. As you well know, this is not an easy decision for me, but priorities change over time and after 7 ½ years, that shift has taken place.

During my tenure as Executive Director the LA Law Library has made enormous strides, following the vision set forth by the Board a number of years ago. That is, that "the LA Law Library is the leader in providing access to legal information." I have been proud to be associated with a Law Library that has so dramatically changed, professionally, physically and financially.

Professionally, I've instituted changes in staffing, the collection, and in the programs and services offered so that we are able to meet the changing needs of the legal and public communities.

- Professional staff:
  - We have developed a staff of librarians who are among the best, most well-regarded, and sought after;
  - The staff was reorganized into three service teams: Library Services, Information Services and Administrative Services.
  - We added professional financial and HR personnel;
  - We have a technology team that has brought new and emerging technologies to the library and added new, cost effective and secure services;
  - We added a topflight Communications team;
  - Individual teams meet regularly and we hold quarterly all-staff meetings, including one annual all-day program on topics ranging from customer service and communication exercises to harassment training.
  
- The collection:
  - A new collection development policy was drafted and approved, prompting the staff to take a hard look at the print collection and the online database services. The result is a more effective combination of print and online services, eliminating much duplication, while adding additional copies of titles that were in heavy demand. Access to online collections and database

LALAW LIBRARY



services not only enabled the Law Library to dispense with duplicate print materials, it freed up shelf space allowing for future growth and reduced purchase costs as well as related staff costs.

- The Law Library implemented a retrospective conversion process through which more than 90000 titles were added to the online catalog. Previously, those titles were only available through the onsite card catalog.
  - The collection was reclassified from a stand-alone system into the standard Library of Congress classification scheme, making it more accessible to the rest of the law library community and, making it easier to hire and orient new staff who were already familiar with the LC classification system.
  - The Law Library has partnered with the University of Michigan Law Library, the University of Illinois Law Library and LLMC, Digital to create as full a single collection as possible for Foreign, International and Comparative Law. LA Law will be the core collection, with Michigan and Illinois contributing to complete holdings and fill gaps. LLMC, Digital will use the LA Law Library's collection to create the scanned images that are available online.
- Programs and Services: Numerous new programs and services were introduced while others were expanded or reengineered.
    - We developed partnerships with public libraries including Los Angeles Public Library, the County of Los Angeles Public Library, and the Pasadena Public Library. Over the years, those partnerships have expanded and today not only include print and online access to the LA Law Library, but access to in-service training for public librarians and public classes for their users.
    - We developed model working relationships with the LA Superior Court's Self Help Centers and in several cases, enabled them to use library space to expand their services while continuing to provide reference assistance for those who were outside the scope of the Center. LA Law has participated in local, state and national Access to Justice as well as Self-Represented Litigant programs and we are viewed as one of the key leaders in promoting law library services in these areas.
    - We have extended our direct working relationships with non-profit law firms and pro-bono services. Our new Pro Bono week celebration has been well-received and several organizations are already discussing next year's programming.
    - In response to focus group requests, we created a Members Program for Members of the Bar. Aimed primarily at solo practitioners and small firms, this program provides numerous benefits including remote access to seven databases, a Members Study, a Members reference hotline, and reduced costs for e-delivery and citation checking. Today, the Program has more than 220 Members.
    - MCLE status was granted and we have a significant number of classes that qualify for CLE credit. We have created a cadre of public classes, and have taken those classes on-the-road. And, the Law Library has opened its doors as a facilitator and host for numerous non-profits and court based service trainings.



- The Law Library was rebranded to the LA Law Library, and that logo and all subsequent materials clearly mark the Law Library's significant reach into the local, state, national and international communities.
- The Law Library's web site was updated and upgraded. We introduced email reference, a web-chat service, and e-delivery of information. We began to scan the briefs of the California Supreme Court and Court of Appeals and today have more than 2,500,000 pages of briefs available on our website.

Physically, the library has undergone nothing less than an "extreme makeover." Over the years, every part of the library has been cleaned, repaired, or rehabilitated. From the public services areas on the main library floor to staff offices to the closed stacks, all areas have received attention.

- Renovated public areas include a revitalized lobby, new reference & circulation desks, a training center, conference rooms, a copy center, and a Members Study. 24 public computers are accessible to all users, and Wi-Fi is available throughout the library. In addition, the collection was shifted for easier access and immediate need usage. The California material is available in the 50's reading room area and Federal materials are available in the 70's side. A separate Self-Help collection was created.
- All Staff areas have ergonomically correct workstations; offices have been developed as needed for supervisory positions as well as for unique services such as communications, scanning or document delivery. An environmentally correct network control room was created. All closed stack areas were brought up to newer fire safety code regulations and movement triggered lighting makes the space more accessible. The staff kitchen, lounge and restrooms have all been cleaned and upgraded.
- For safety and security purposes, the guard station was renovated and now includes cameras and communication services. Nearly all keys have been eliminated and replaced with a key-card access system. The garage was cleaned, painted, and lighting was upgraded.
- The exterior rehabilitation and repair project was successfully concluded and the Mildred L Lillie main library building now has a new watertight roof system with a 20-25-year life, a replaced below grade building waterproofing system to provide 30 years of life, a new drainage and irrigation system and draught tolerant plants. The Law Library now has safer and more accessible walkways and stairways with appropriate railings, as well as a fully compliant lighting for all exterior and open plaza areas.

Financially, the LA Law Library is in a good position. Between Fiscal Year 2005/2006 and Fiscal Year 2011/2012, I managed each budget cycle to ensure that the Law Library completed the year with revenues over expenditures. As a result, more than 11 million dollars was added to the reserves over that time period.



- Internally, I provided guidance and direction regarding the Law Library's financial operations. Bids were developed and contracts awarded to a professional accounting firm. During the seven year period of my tenure, all audits were 'clean' and no management letters were issued.
- Financially accountable practices and procedures were developed, including a chart of accounts, divided responsibilities between purchase orders, receipt and approval of invoices and check signatures, and reducing to writing those practices and procedures. A recent internal procedures audit was successfully concluded.
- I reviewed all vendor / publisher contracts and favorably renegotiated nearly all of those contracts, both for publishers and facility agreements. Through the use of LMA's (licensed management agreements), I successfully held annual increase costs to a minimum and often, significantly reduced the overall costs of those agreements. All published LMA's were extended to include branch and partnership locations. Several agreements were developed to extend remote access services to participants in the Members Program.
- I engaged Bonham's, London, for an assessment /appraisal of the books in our rare book room, providing information so that the Board can determine the fate of those titles.
- As an ex-officio member of the Friends of the Los Angeles County Law Library Board of Directors, I assisted in the development of annual Beacon of Justice Award gala into major fundraising and social event. I identified uses of the Friends funds and advised Board members on additional programs and projects for potential development.

Susan, on a personal note, I wish to thank you for the generosity of time, energy and support over these 7 ½ years. It has been an honor and a pleasure to work with you and the Board of Trustees. As with all enterprises in the 21<sup>st</sup> century, change is a constant. Nevertheless, I hope that the vision and values established by the Board will continue to support the LA Law Library as an environment for continuous learning, for community engagement and for sharing knowledge.

My sincere regards,



Marcia J Koslov  
Executive Director

Cc: Board of Trustees



AGENDA ITEM 4

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.**

**October 4, 2012**

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Thursday, October 4, 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 Luis Lavin  
Judge Jan Plum

**Trustees Absent:**

**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 12:23 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

**1.0 PUBLIC COMMENT**

During the three (3) minutes allocated, Mr. Gregory Humphries read a letter he distributed to the Board concerning the layoff of Frank Rodriguez.

During the five (5) minutes allocated, Mr. Lee Paradise commented on the Building Envelope Repair & Exterior Restoration Project, ADA access to the Law Library's main entrance and staff layoffs.

*Following Public Comment, President Steinhauser noted for the record that all Labor and Brown Act procedural matters were handled with guidance from legal counsel.*

## **2.0 PRESIDENT'S REPORT**

President Steinhauser announced that the 10<sup>th</sup> Annual Friends Gala was scheduled for April 3, 2013. The Honorees are Presiding Judge Lee Edmon and Richard Burdge, President of the Los Angeles County Bar Association. Additionally, LA Law Library will honor attorney pro bono services during its first annual Pro Bono Week Celebration, October 22 – 26, 2012. A kick-off reception will be held on October 18, 2012.

## **3.0 CONSENT CALENDAR**

- 3.1 Minutes of the August 28, 2012, Regular Board Meeting
- 3.2 Minutes of the September 10, 2012, Special Board Meeting

Upon motion by Trustee Lavin and seconded by Trustee Jones, the Consent Calendar was unanimously approved, 7-0.

## **4.0 ACTION ITEMS**

Action Item 1. Approval of Annual Report to the Board of Supervisor, Los Angeles County, pursuant to California B&P Code, § 6349.

Upon motion by Trustee Lavin, and seconded by Trustee Jones, Action Item 1 was unanimously approved, 7-0.

Action Item 2. Approval of participation in the Council of California County Law Librarians (CCCLL) discussion on the development of a Joint Powers Authority for county law libraries.

Executive Director, Marcia Koslov, and Sandi Levin presented an overview of the Joint Powers Authority (JPA). The Board considered the LA Law Library's participation in JPA discussions with members of CCCLL at their annual meeting. The Board recommended that the Executive Director follow CCCLL discussions, but make no commitments on participation at this time. No formal action was taken.

## **5.0 DISCUSSION**

Building Envelop Repair and Exterior Rehabilitation Construction Project. Wrap up report.

Jaye Nelson, Senior Director, Information Services, Patrick O'Leary, Senior Director, Administrative Services, and Tim Fyffe, Principal, CLEO Construction Management, reviewed the Building Envelope Repair & Exterior Restoration Project, Mr Nelson presented an overview of the entire project, highlighting the roof repairs, the excavation and elevation processes and findings, drainage and irrigation, the paint, and the remaining punchlist items. Mr O'Leary presented a budget analysis, and Mr Fyffe confirmed the financial expenditures, including the anticipated contingency funds.

*Trustee Lavin left the meeting at 1:20 p.m.  
Trustee Juhas left the meeting at 1:25 p.m.*

**6.0 EXECUTIVE DIRECTOR REPORT**

The Executive Director discussed the Pro Bono Week Celebration honoring the many attorney's and organizations that provide pro bono services. The first of its kind, the full week of activities, October 18-26, include several collaborations with Public Counsel, the Harriett Buhai Center, the Southern California Pro Bono Managers, and CitizenshipWorks.org. The various programs are directed at lawyer, librarians and the public. A reception, featuring the Barrister's Big Band and Justice Arthur Gilbert at the piano, on Thursday evening, October 18, 2012 will start the celebration.

The Executive Director also highlighted the LA Law Library's new Para-Legal Lit training program developed by Linda Heichman Taylor and Christine Langteau in response to the significant increase in requests from paralegal schools for introductions and orientations to the Law Library and law materials. This session will be available to both practicing paralegals and paralegal students starting November 3.

**7.0 AGENDA BUILDING**

There were no items for Agenda Building.

**8.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:40 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, October 23, 2012.

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

## AGENDA ITEM 5

### ACTION ITEM 1

MEMORANDUM

DATE: October 16, 2012  
TO: Board of Law Library Trustees  
FROM: Marcia J Koslov  
RE: Audit Report

The LA Law Library engaged Bazilio Cobb Associates to provide an independent audit report for the fiscal year, July 1, 2011 – June 30, 2012.

The Financial Statements and Independent Auditor’s Report is presented with comparative totals for FY2011. Total revenues for FY2012 were \$9,651,455, an unfavorable variance of 10% from the budget. However, total operating expenses for FY2012 were \$9,301,740, a favorable variance of \$119,504. Net assets increased \$349,715 to \$33,741,576 compared with \$33,391,861 in FY2011.

Michael DeCastro and Helen Chu, Bazilio Cobb Associates, will present the draft Audit Report to the Board of Trustees. Following questions and discussion, if the Board approves the draft, TCBA will restate the Audit Report as a final report and it will be brought to the Board for acceptance at the November, 2012 Board meeting.

**Staff Recommendation:**

**The LA Law Library Board of Trustees approve the Financial Statements and Independent Auditor’s Report for the Fiscal Year, July 1, 2011 – June 30, 2012.**



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**LOS ANGELES COUNTY LAW LIBRARY**

**FINANCIAL STATEMENTS  
AND INDEPENDENT AUDITOR'S REPORT**

**FOR THE YEAR ENDED JUNE 30, 2012  
(WITH COMPARATIVE TOTALS FOR 2011)**

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*Draft*

***BAZILIO COBB ASSOCIATES***  
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Torrance, CA 90503  
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**LOS ANGELES COUNTY LAW LIBRARY  
FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT  
FOR THE YEAR ENDED JUNE 30, 2012  
(WITH COMPARATIVE TOTALS FOR 2011)**

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## INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of  
Los Angeles County Law Library

We have audited the accompanying statement of net assets of the Los Angeles County Law Library ("the Law Library") as of June 30, 2012 and the related statements of revenues, expenses and changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the Law Library's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year's summarized comparative information has been derived from the 2011 financial statements and, in our report dated October 6, 2011 we expressed an unqualified opinion on those statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Law Library as of June 30, 2012, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 10, 2012, on our consideration of the Law Library's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The Management's Discussion and Analysis, as listed in the accompanying table of contents, is not a required part of the Law Library's financial statements, but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Torrance, CA  
October 10, 2012

Draft

## **LOS ANGELES COUNTY LAW LIBRARY MANAGEMENT'S DISCUSSION AND ANALYSIS**

This section is intended to provide the reader of this report with a general overview of the financial activities of the Law Library for the Fiscal Year ended June 30, 2012. The information in this section should be read in conjunction with the accompanying financial statements and footnotes.

### **FINANCIAL HIGHLIGHTS**

Total revenues for the Fiscal Years ended June 30, 2012 and 2011 for the Law Library were \$9,651,455 and \$10,645,130, respectively. Of the total revenue amounts, \$8,386,731 and \$9,357,625 represent portions of filing fees paid by parties in civil cases in the Superior Court of California, County of Los Angeles.

Operating expenses for the years ended June 30, 2012 and 2011 totaled \$9,301,740 and \$9,612,201, respectively.

Depreciable capital assets aggregating \$10,264,834 and \$4,058,237 were acquired during the fiscal years 2012 and 2011.

The Law Library continues to have no long-term debt.

### **HIGHLIGHTS OF FISCAL YEAR 2012**

During Fiscal Year 2012, the Law Library focused on two specific areas: the facility and reach out into the community, particularly the public library community. In addition, the executive office worked with legal counsel to respond to Board of Trustee interest in the development of Board Bylaws, the completion of an internal financial audit and a review of the rare books.

Following the awarding of the project to Swinerton Builders in June, 2011, the Mildred L Lillie Main Library Building underwent significant repairs to both the roof and the foundation of the building. The Exterior Repair and Rehabilitation project replaced the roof and the below grade waterproofing of the original library building. Reconstruction of the south and east grounds of the library included replacement of the drainage system and irrigation system, a fully ADA compliant walkway and stairs to the entrance of the library, the use of drought tolerant plants in keeping with the City's desire for native desert plants, and new lighting and signage. In addition, the building was painted with an elastomeric paint to ensure waterproofing on the entire building.

The Reference & Research staff responded to 46,761 requests for information 32,540 of which were received at the Reference Desk. 10,288 requests were received by phone; 2,665 were email or live-chat; and 290 were letter requests. There were also 833 Foreign & International requests for information, 145 of which were web based. In January, 2012 the Library instituted new

## **LOS ANGELES COUNTY LAW LIBRARY MANAGEMENT'S DISCUSSION AND ANALYSIS**

borrower rules as well as self-check in for computer use in the library. The Library circulated more than 13,000 volumes; Document Delivery responded to 1,387 requests; and the Main Library Copy Center produced nearly 345,000 copies.

The Programs & Partnership team continued to expand services to lawyers practicing solo & in small firms, to public libraries and to self-represented litigants. The Members Program grew to over 220 members of the Bar. They established a series of in-service training programs for public librarians and subsequently provided training for more than 270 public librarians. P&P staff and the Executive Director participated as speakers or attendees at state and national programs on equal justice and on self-represented litigants. An eight-month review of the branch and partnership locations resulted in an in-depth report presented to the Board of Trustees in April, 2012.

The Administrative Services Team added a Senior Director, who managed the completion of an internal financial audit. In conjunction with the Library's Information Services Team, Administrative Services implemented both an online timekeeping and a human resources information system that included payroll and benefit information. The Administrative team developed an Accounting Policies and Procedures Manual documenting the library's fiscal policies, financial controls, and accounting procedures. An in-depth review of the Employee Handbook, begun in FY 2012, will culminate in a new edition in mid FY 2013.

The Law Library's Information Services Team continued an aggressive scanning process, digitizing more than 2 million pages of California Supreme Court and Court of Appeal briefs. The Law Library upgraded the technology for the key-card access system and the entry/exit of the elevators as well the security book-gate systems. The web site was visited by more than 81,500 visitors in FY 2012; 30% of the visitors were from outside the United States. The average number of daily visits was 559 with an average visit duration of 20 minutes.

More than 300,000 print volumes were relabeled in the Library of Congress classification scheme, and those volumes were shifted into their newly identified shelving location. This brought the reclassification/relocation project to approximately 60% completion.

### **OVERVIEW OF THE FINANCIAL STATEMENTS**

This annual report consists of two parts: 1) Management's Discussion and Analysis and, 2) the Basic Financial Statements composed of four components: a) statement of net assets, b) statement of revenues, expenses and change in net assets, c) statement of cash flows, and d) notes to the financial statements.

# LOS ANGELES COUNTY LAW LIBRARY MANAGEMENT'S DISCUSSION AND ANALYSIS

## Statement of Net Assets

The statement of net assets presents information on all the Law Library's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Law Library is improving or deteriorating. The statement of net assets can be found on page 9.

## Statement of Revenues, Expenses and Change in Net Assets

This statement presents information on the Law Library's revenues and expenses with the difference being the change in net assets during the year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. The statement of revenues, expenses and changes in net assets can be found on page 10.

## Statement of Cash Flows

This statement presents detailed information on the Law Library's three main sources and uses of funds which are classified as from operating, financing and investing activities. The statement of cash flows can be found on page 11.

## Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the statement of net assets, statement of revenues, expenses and change in net assets and statement of cash flows. The notes to the financial statements can be found on pages 12 through 22 of this report.

## **FINANCIAL ANALYSIS**

The following table presents a condensed statement of net assets:

	<b>2012</b>	<b>2011</b>
<b>Assets</b>		
Current and other assets	\$ 13,051,426	\$ 17,459,709
Capital assets (net)	24,635,695	18,065,335
Total assets	37,687,121	35,525,044
<b>Liabilities and Net Assets</b>		
Current liabilities	1,762,463	293,161
Other liabilities	2,183,082	1,840,022
Total liabilities	3,945,545	2,133,183

**LOS ANGELES COUNTY LAW LIBRARY  
MANAGEMENT'S DISCUSSION AND ANALYSIS**

Net assets		
Invested in capital assets, net of related debt	24,635,695	18,065,335
Unrestricted	9,105,881	15,326,526
Total net assets	\$ 33,741,576	\$ 33,391,861

Unrestricted net assets represent that portion of net assets that can be used to finance daily operations without constraints established by debt covenants, enabling legislation, or other legal requirements.

Unrestricted net assets of the Law Library posted a decrease in 2012 from \$15,326,525 to \$9,105,881 due primarily from additional capital assets acquired which are moved from unrestricted to invested in capital assets. The condensed statement of revenues, expenses and change in net assets follows:

	2012	2011
Operating Revenues		
Court fees	\$ 8,386,731	\$ 9,357,625
Other operating revenues	1,156,374	1,165,659
Non-operating revenue		
Investment earnings	108,350	121,845
Total revenues	9,651,455	10,645,129
Operating Expenses		
Salaries and benefits	4,557,682	4,441,565
Depreciation	3,171,012	3,057,995
Other operating expenses	1,573,046	2,112,641
Total expenses	9,301,740	9,612,201
Change in net assets	349,715	1,032,928
<b>Net assets</b>		
Net assets at beginning of year	33,391,861	32,358,933
Net assets at end of year	\$ 33,741,576	\$ 33,391,861

The increase in the Law Library's net assets is attributable to containing expenses below generated revenues.

**LOS ANGELES COUNTY LAW LIBRARY  
MANAGEMENT'S DISCUSSION AND ANALYSIS**

**BUDGETARY HIGHLIGHTS**

The comparison of the Fiscal Year 2012 actual results of operations against budget and the explanations of significant variances is presented below:

	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
Operating Revenues:			
Court fees	\$ 8,386,731	\$ 9,292,752	\$ (906,021)
Other operating revenues	1,156,374	1,193,500	(37,126)
Non-operating revenue:			
Investment earnings	108,350	118,500	(10,150)
Total revenues	9,651,455	10,604,752	(953,297)
Operating Expenses:			
Salaries and benefits	4,557,682	4,539,832	(17,850)
Depreciation	3,171,012	3,171,012	-
Other operating expenses	1,573,046	1,710,400	137,354
Total expenses	9,301,740	9,421,244	119,504
Change in net assets	\$ 349,715	\$ 1,183,508	\$ (833,793)

The actual change in net assets differed from budgetary by \$833,793. Nevertheless, net assets increase by \$349,715. The negative variance in court fees was due to fewer court filings resulting in lower revenue. The negative variance in other operating revenues resulted from a suspension of borrowing fees. Unfavorable financial market conditions reduced investment earnings. The negative variance in salaries and benefits was due to position vacancies and adjustments throughout the year. Other operating costs were below budget primarily because of decisions to reduce spending for outside consultants, book binding, and outreach/marketing.

**CAPITAL ASSETS**

The Law Library had \$24,635,695 invested in capital assets as of June 30, 2012. The following schedule summarizes capital assets held by the Law Library:

**LOS ANGELES COUNTY LAW LIBRARY  
MANAGEMENT'S DISCUSSION AND ANALYSIS**

	<u>Amount</u>
Capital assets, not being depreciated	<u>\$ 580,333</u>
Capital assets, being depreciated and amortized	57,800,123
Accumulated depreciation and amortization	<u>(33,744,761)</u>
Capital assets being depreciated and amortized, net	<u>24,055,362</u>
Total Capital Assets, Net	<u>\$ 24,635,695</u>

Additional information on the Law Library's capital assets can be found in Note 4, page 17.

Contacting the Los Angeles County Law Library's Financial Management

This financial report is designed to provide citizens and other interested parties with a general overview of the Law Library's finances and to demonstrate its accountability for the money it receives. If you have any questions about this report or need additional financial information, contact the Los Angeles County Law Library Executive Office at (213) 785-2529.

**LOS ANGELES COUNTY LAW LIBRARY**  
**STATEMENT OF NET ASSETS**  
**JUNE 30, 2012**  
**(WITH COMPARATIVE TOTALS FOR 2011)**

<b>Assets</b>	<b>2012</b>	<b>2011</b>
Current Assets		
Cash and cash equivalents	\$ 10,788,582	\$ 15,370,010
Accounts receivable	1,590,869	1,616,114
Prepaid expenses and other assets	415,542	242,351
Total current assets	<u>12,794,993</u>	<u>17,228,475</u>
Restricted cash and cash equivalents	256,433	231,234
Capital assets, not being depreciated	580,333	1,103,794
Capital assets, being depreciated – net	24,055,362	16,961,541
Total assets	<u>\$ 37,687,121</u>	<u>\$ 35,525,044</u>
<b>Liabilities and Net Assets</b>		
Current Liabilities		
Accounts payable	\$ 1,753,661	\$ 173,968
Other current liabilities	8,802	119,193
Total current liabilities	<u>1,762,463</u>	<u>293,161</u>
Accrued sick and vacation liability	477,661	479,984
Borrowers' deposits	256,433	234,232
OPEB obligation	1,448,988	1,125,806
Total liabilities	<u>3,945,545</u>	<u>2,133,183</u>
Net Assets		
Invested in capital assets, net of related debt	24,635,695	18,065,335
Unrestricted	9,105,881	15,326,526
Total net assets	<u>\$ 33,741,576</u>	<u>\$ 33,391,861</u>

The accompanying notes are an integral part of these financial statements.

**LOS ANGELES COUNTY LAW LIBRARY**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS**  
**YEAR ENDED JUNE 30, 2012**  
**(WITH COMPARATIVE TOTALS FOR 2011)**

	<u>2012</u>	<u>2011</u>
<b>Operating Revenues</b>		
Court fees	\$ 8,386,731	\$ 9,357,625
Parking fees	718,308	703,988
Contributions	143,000	140,000
Annual fees	87,107	110,288
Copy center and document delivery	105,491	109,530
Other operating revenue	102,468	101,853
Total operating revenues	<u>9,543,105</u>	<u>10,523,284</u>
<b>Operating Expenses</b>		
Salaries and benefits	4,557,682	4,441,565
Depreciation	3,171,012	3,057,995
Services and supplies	921,470	1,427,618
Insurance	285,074	265,871
Utilities	154,018	147,080
Other operating expenses	212,484	272,072
Total operating expenses	<u>9,301,740</u>	<u>9,612,201</u>
Operating income	241,365	911,083
Non-operating revenue		
Investment earnings	108,350	121,845
Change in net assets	<u>349,715</u>	<u>1,032,928</u>
<b>Net assets</b>		
Net assets at beginning of year	33,391,861	32,358,933
Net assets at end of year	<u>\$ 33,741,576</u>	<u>\$ 33,391,861</u>

The accompanying notes are an integral part of these financial statements.

**LOS ANGELES COUNTY LAW LIBRARY**  
**STATEMENT OF CASH FLOWS**  
**YEAR ENDED JUNE 30, 2012**  
**(WITH COMPARATIVE TOTALS FOR 2011)**

	<b>2012</b>	<b>2011</b>
<b>Cash flows from operating activities</b>		
Cash received from filing fees and services	\$ 9,425,350	\$ 10,481,711
Cash payments to suppliers for goods and services	(276,935)	(2,268,287)
Cash payments to employees for services	(4,214,621)	(3,823,596)
Contributions received	143,000	140,000
Net cash from operating activities	5,076,794	4,529,828
<b>Cash flows from capital and related financing activities</b>		
Acquisition of capital assets	(9,741,373)	(4,123,988)
<b>Cash flows from investing activities</b>		
Investments earnings	108,350	121,845
Net increase in cash and cash equivalents	(4,556,229)	527,685
Cash and cash equivalents, at beginning of year	15,601,244	15,073,559
Cash and cash equivalents, end of year	\$ 11,045,015	\$ 15,601,244
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	\$ 241,365	\$ 911,083
Adjustments to reconcile operating income to net cash from operating activities:		
Depreciation	3,171,012	3,057,995
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	25,246	91,534
(Increase) decrease in prepaid expenses and other assets	(173,191)	(21,126)
Increase (decrease) in accounts payable	1,579,692	(134,521)
Increase (decrease) in other liabilities	(110,391)	15,830
Increase (decrease) in accrued sick and vacation liability	(2,322)	45,694
Increase (decrease) in borrowers' deposits	22,201	6,893
Increase (decrease) in OPEB liability	323,182	556,446
Net cash from operating activities	\$ 5,076,794	\$ 4,529,828

The accompanying notes are an integral part of these financial statements.

**LOS ANGELES COUNTY LAW LIBRARY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2012**

**NOTE 1 – ORGANIZATION**

The Los Angeles County Law Library (“the Law Library”) was established in 1891 under a California statute of that year. As do other county law libraries in California, it operates under §6300 of the California Business and Professions Code. The Law Library is an independent public agency and is not part of the county government. Its income is derived primarily from a portion of the filing fees paid by parties in civil cases in the Superior Court of California County of Los Angeles. Thus, it is supported by litigants who derive the main benefits from the Law Library, rather than by general tax funds.

The Law Library is governed by the Board of Trustees, which consists of five (5) Superior Court Judges, the Chairman of the Board of Supervisors (or his designee), and one member of the local bar appointed by the Board of Supervisors. The Trustees serve without compensation and meet monthly. The Law Library’s administrative officer is the Library Executive Director and is directly responsible to report to the Law Library’s Board of Trustees. The Library Executive Director also serves as Secretary of the Board.

The Library operates and maintains a central library in downtown Los Angeles, five (5) branches and four (4) public library partnerships throughout the County of Los Angeles. The Law Library provides books, online resources and other reference materials for use by judges and attorneys and is open to the public.

The accompanying financial statements reflect the Law Library’s financial activities. The Law Library has no component units.

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Law Library’s financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental agencies. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The Law Library’s more significant accounting policies are described below.

***Basis of Accounting and Measurement Focus***

The Law Library is considered an enterprise fund for financial reporting purposes. The accompanying financial statements have been prepared using the total economic measurement focus and the accrual basis of accounting. Under this basis of accounting and measurement focus, revenues are recognized when they are earned and expenses are recognized when they are incurred.

**LOS ANGELES COUNTY LAW LIBRARY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2012**

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

The Law Library has elected not to apply the option allowed in Paragraph 7 of GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Activities* that is to apply all FASB Statements and Interpretations issued after November 30, 1989, except those that conflict with or contradict GASB pronouncements.

The Law Library’s financial statements are presented in accordance with the provisions of Governmental Accounting Standards Board Statement No. 34 *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*. Statement No. 34 established standards for external financial reporting for all state and local government entities. It requires the classification of net assets into three components – invested in capital assets, net of related debt; restricted; and unrestricted. These classifications are defined as follows:

- *Invested in capital assets, net of related debt* – This component of net assets consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds are not included in the calculation of invested in capital assets, net of related debt. Rather, that portion of the debt is included in the same net assets component as the unspent proceeds.
- *Restricted* – This component of net assets consists of constraints placed on net asset use through external constraints imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.
- *Unrestricted net assets* – This component of net assets consists of net assets that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

***Cash and Cash Equivalents***

For purposes of the statement of cash flows, cash and cash equivalents have been defined as deposits and highly liquid investments with maturity of 90 days or less at the date of purchase. As of June 30, 2012, cash and cash equivalents consist of:

Cash and cash equivalents	\$ 10,788,582
Restricted cash and cash equivalents	256,433
	\$ 11,045,015

**LOS ANGELES COUNTY LAW LIBRARY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2012**

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

***Capital Assets and Depreciation***

Capital assets are recorded at cost. Assets, other than books and reference materials, with acquisition costs of \$3,000 or more are capitalized. Books and reference materials are capitalized regardless of the amount.

The provision for depreciation is computed using the straight-line method over the estimated service lives of the capital assets. Estimated service lives for the Law Library's capital assets are as follows:

Books and reference materials	10 years
Computer equipment	4 years
Furniture, fixtures and other equipment	4-7 years
Building improvements	15 years

***Revenue Recognition***

The Law Library's revenues are recognized on an accrual basis. However, amounts collected from borrowers representing security deposits for their library privileges are reported in the accompanying financial statements as Borrower Deposits.

The Law Library derives its income primarily from a portion of the filing fee charged to parties engaged in civil litigation in the Superior Court of California County of Los Angeles.

***Operating Revenues and Non-Operating Revenues***

Operating revenues are those revenues that are generated directly from activities of the Law Library. Non-operating revenues are related to investment earnings.

***Use of Estimates***

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

**LOS ANGELES COUNTY LAW LIBRARY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2012**

**NOTE 3 – CASH AND CASH EQUIVALENTS**

As of June 30, 2012, cash and cash equivalents are composed of:

Local Agency Investment Fund	\$ 1,331,761
Cash deposited with County Treasurer	9,566,531
Cash on hand and in bank	146,723
	<u>\$ 11,045,015</u>

The Law Library is a voluntary participant in the Local Agency Investment Fund (LAIF), a special fund regulated by the California State Treasury through which each city, district or agency may invest up to \$40 million. As of June 30, 2012, the total market value of LAIF, including accrued interest was approximately \$60.5 billion. The Law Library's proportionate share of that value is \$1.3 million. Investments in LAIF are highly liquid, as deposits can be converted to cash within twenty four (24) hours without loss of interest.

In accordance with the Government Code, cash balances of the Law Library are deposited with the County's investment pool and invested by the Los Angeles County Treasurer for the purpose of increasing interest earnings through investments activities. Interest earned on pooled investments is deposited to participating funds based upon each fund's average daily balance during the allocation period.

Statutes authorize the County of Los Angeles to invest pooled investments in obligations of the United States Treasury, federal agencies, municipalities, commercial paper rated A-1 by Standard and Poor's Corporation and P-1 by Moody's Commercial Paper Record, bankers' acceptances, negotiable certificates of deposit, floating rate notes, repurchase agreements and reverse repurchase agreements.

Funds deposited in the Los Angeles County Treasury Pool amounted to \$9,566,531 as of June 30, 2012. Of these amounts, \$256,433 represents restricted cash and cash equivalents relating to deposits received by members of their library privileges.

***Interest Rate Risk***

Interest rate risk, as defined under Governmental Accounting Standards Board (GASB) Statement No. 40, is the risk that changes in interest rates will adversely affect the fair value of an investment. As of June 30, 2012, the Law Library's funds are held as short-term deposits.

**LOS ANGELES COUNTY LAW LIBRARY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2012**

**NOTE 3 – CASH AND CASH EQUIVALENTS (Continued)**

***Credit Risk***

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Included in the LAIF investments are certain derivative securities, or similar products, such as asset-backed securities totaling \$378 million. LAIF's (and the Law Library's) exposure to risk (credit, market or legal) is not currently available.

***Concentration of Credit Risk***

Under GASB Statement No. 40, concentration of credit risk is the risk of loss attributable to the magnitude of the Law Library's investment in a single issuer. As of June 30, 2012, the Law Library is not exposed to concentration of credit risk.

***Custodial Credit Risk***

GASB Statement No. 40 defines custodial credit risk as the risk that the Law Library will not be able to (a) recover deposits if the depository financial institution fails, or (b) recover the value of investments or collateral securities that are in the possession of an outside party.

The California Government Code requires California banks and savings and loan associations to secure a local government agency's (agency) deposit by pledging government securities as collateral. The market value of pledged securities must equal at least 110% of an agency's deposits. California law also allows financial institutions to secure an agency's deposit by pledging first trust deed mortgage notes having a value of 150% of an agency's total deposits. The agency may waive collateral requirements for deposits, which are fully insured up to \$250,000 by the Federal Deposit Insurance Corporation.

Deposits are exposed to custodial credit risk if they are uninsured and are either:

- a. Uncollateralized.
- b. Collateralized with securities held by the pledging financial institution, or by its trust department or agent but not in the depositor-government's name.

As of June 30, 2012, the Law Library was not exposed to custodial credit risk.

**LOS ANGELES COUNTY LAW LIBRARY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2012**

**NOTE 4 – CAPITAL ASSETS**

The investment in capital assets consists of the following:

	Balance June 30, 2011	Acquisitions/ Deletions	Balance June 30, 2012
Capital assets, not being depreciated:			
Land	\$ 580,333	\$ -	\$ 580,333
Construction in progress	523,461	(523,461)	-
Total capital assets, not being depreciated	1,103,794	(523,461)	580,333
Capital assets, being depreciated and amortized:			
Building and improvements	5,510,918	6,267,495	11,778,413
Books and reference materials	39,463,854	3,879,820	43,343,674
Furniture, fixtures and other equipment	2,010,429	-	2,010,429
Computer equipment and software	550,088	117,519	667,607
Total capital assets, being depreciated and amortized	47,535,290	10,264,834	57,800,123
Accumulated depreciation and amortization	(30,573,749)	(3,171,012)	(33,744,761)
Capital assets being depreciated and amortized, net	16,961,541	7,093,822	24,055,362
Total capital assets, net	\$ 18,065,335	\$ 6,570,361	\$ 24,635,695

**NOTE 5 – RETIREMENT PLAN**

The Law Library and its eligible employees contribute to the California Public Employees Retirement System (CalPERS), an agent multi-employer public employee retirement system. CalPERS provide retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. CalPERS act as a common investment and administrative agent for the participating public entities within the State of California. Benefits provisions and all other requirements are established by State statutes within the Public Employee's Retirement Law. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office at 400 P Street, Sacramento, CA 95814.

Participants are required to contribute 8% of their annual covered salary. The Law Library contributes the remaining amounts necessary to fund the benefits for its employees, using the actuarial basis adopted by the CalPERS Board of Administration. For Fiscal Year 2012, the Law Library incurred \$156,880 in pension cost and was required to make \$161,239 in pension contributions as determined by the June 30, 2010 actuarial valuation.

**LOS ANGELES COUNTY LAW LIBRARY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2012**

**NOTE 5 – RETIREMENT PLAN (Continued)**

The following is a summary of the actuarial assumptions and methods:

Actuarial Cost Method	Entry Age Actuarial Cost Method
Amortization Method	Level Percent of Payroll
Average Remaining Period	19 Years as of the Valuation Date
Asset Valuation Method	15 Year Smoothed Market
Actuarial Assumptions	
Investment Rate of Return	7.75% (net of administrative expenses)
Projected Salary Increases	3.55% to 14.45% depending on Age, Service and type of employment
Inflation	3.00%
Payroll Growth	3.25%
Individual Salary Growth	A merit scale varying by duration of employment coupled with an assumed annual inflation growth of 3.00% and an annual production growth of 0.25%.

Three-Year Trend Information for CalPERS

Fiscal Year	Annual Pension Cost (ARC*)	Percentage of ARC* Contributed	Net Pension Obligation
June 30, 2010	\$ -	100%	\$ -
June 30, 2011	33,228	100%	-
June 30, 2012	161,239	97.3%	4,359

\* Annual Required Contribution

Required Supplementary Information

The Schedule of Funding Progress below shows the recent history of the risk pool's actuarial value of assets, accrued liability, their relationship, and the relationship of the unfunded liability (UL) to payroll.

Actuarial Valuation Date	Accrued Liabilities (A)	Actuarial Value of Assets (B)	Unfunded Liabilities (UL) [(B)-(A)] (C)	Funded Ratio [(B)/(A)] (D)	Annual Covered Payroll (E)	UL As a % of Payroll [(C)/(E)] (F)
June 30, 2006	912,988,585	787,758,909	125,229,676	86.3%	200,320,145	62.5%
June 30, 2007	1,315,454,361	1,149,247,298	166,207,063	87.4%	289,090,187	57.5%
June 30, 2008	1,537,909,933	1,337,707,835	200,202,098	87.0%	333,307,600	60.1%
June 30, 2009	1,834,424,640	1,493,430,831	340,993,809	81.4%	355,150,151	96.0%
June 30, 2010	1,972,910,641	1,603,482,152	369,428,489	81.3%	352,637,380	104.8%

**LOS ANGELES COUNTY LAW LIBRARY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2012**

**NOTE 6 – OTHER POST EMPLOYMENT BENEFITS (OPEB)**

*Plan Description.* The Library offers medical and dental insurance to eligible retirees and their spouses. CalPERS and Guardian, single-employer defined benefit plans, administer the Library’s medical and dental plans, respectively. The Library’s Board of Trustees has the authority to establish and amend benefit provisions for its employees. CalPERS and Guardian issue publicly available annual financial reports that include financial statements and required supplementary information for their benefit plans. Those reports may be obtained through their websites at [www.calpers.ca.gov](http://www.calpers.ca.gov) and [www.guardianlife.com](http://www.guardianlife.com).

*Funding Policy.* The contribution requirements of plan members and the Library are established and may be amended by the Board of Trustees. The required contribution is based on projected pay-as-you-go financing requirements. For fiscal year 2012, the Library contributed \$159,000 to the plan for current premiums or approximately 92 percent of total premiums. Plan members receiving benefits contributed \$14,000, or approximately 8 percent of the total premiums, through their required contribution for spouse coverage.

*Annual OPEB Cost and Net OPEB Obligation.* The Library’s annual other post-employment benefit (OPEB) cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The following table shows the components of the Library’s annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Library’s net OPEB obligation to CalPERS (dollar amounts in thousands):

Annual required contribution	\$ 476,490
Interest on net OPEB obligation	50,661
Adjustment to annual required contribution	(44,978)
Annual OPEB cost (expense)	482,173
Contributions made	(158,991)
Increase in net OPEB obligation	323,182
Net OPEB obligation—beginning of year	1,125,806
Net OPEB obligation—end of year	\$ 1,448,988

**LOS ANGELES COUNTY LAW LIBRARY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2012**

**NOTE 6 – OTHER POST EMPLOYMENT BENEFITS (OPEB) – (Continued)**

The Library’s annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for fiscal year 2012 and the two preceding fiscal years were as follow:

Fiscal Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
6/30/10	\$ 710,360	19.8%	\$ 569,360
6/30/11	\$ 733,446	24.1%	\$ 1,125,806
6/30/12	\$ 482,173	32.9%	\$ 1,448,988

*Funded Status and Funding Progress.* As of August 1, 2012, the most recent actuarial valuation date, the plan was partially unfunded. The actuarial accrued liability for benefits was \$4,747,302 which is all unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$3,120,438 and the ratio of the unfunded actuarial accrual liability (UAAL) to the covered payroll was 152 percent.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) -- Entry Age (b)	Unfunded AAL (UAAL) (b - a)	Funded Ratio (a / b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a) / c)
6/30/2008	\$ -	\$ 5,830,000	\$ 5,830,000	0%	\$ 2,380,000	245%
6/30/2012	-	4,747,302	4,747,302	0%	3,120,438	152%

**LOS ANGELES COUNTY LAW LIBRARY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2012**

**NOTE 6 – OTHER POST EMPLOYMENT BENEFITS (OPEB) – (Continued)**

*Actuarial Methods and Assumptions.* Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the August 1, 2012, actuarial valuation, the entry age actuarial cost method was used. The actuarial assumptions included a 4.5 percent investment rate of return (net of administrative expenses), which is a blended rate of the expected long-term investment returns on plan assets and on the employer's own investments calculated based on the funded level of the plan at the valuation date, and an annual healthcare cost trend rate of 4 percent. Both the interest and trend rates included a 3 percent inflation assumption. The Initial UAAL is being amortized as a level percentage of projected payroll on a 30 year closed basis. Actuarial gains/losses and other sources of AAL are being amortized as a level percentage of projected payroll on a 30 year closed basis.

**NOTE 7 – RARE BOOK COLLECTION**

Prior to Fiscal Year 2009, the rare book collection was recorded at their 1986 appraisal value of \$1,555,988. The rare book collection consists of historical law books either purchased or collected between 1891 (the year when the Law Library was established) and the 1960's. The Law Library did not retain records that identify each title, the date and acquisition cost of these books. Because the rare book collection is stated at 1986 appraisal values and not at acquisition cost, it does not conform to generally accepted accounting principles. Beginning in Fiscal Year 2009, the Law Library decided to remove the rare book collection from its financial statements.

**NOTE 8 – RESTATEMENTS**

The amount of other post-employment benefit (OPEB) liabilities, salaries and benefits expenses and net assets for the Fiscal Year 2011 has been re-stated to properly account for OPEB liability.

**NOTE 9 - COMPARATIVE FINANCIAL DATA**

The amounts shown for 2011 in the accompanying financial statements are included only to provide a basis for comparison with 2012 and are not intended to present all information necessary for a fair presentation in accordance with generally accepted accounting principles.

**LOS ANGELES COUNTY LAW LIBRARY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2012**

**NOTE 10 – PENDING LITIGATION**

Suit has been filed against the Law Library in Grant v. Board of Trustees of the LA Law Library alleging that the Library violated California Business and Professions Code section 6360 by charging plaintiff and others annual fees in the amount of \$50 to borrow materials from the Law Library. Plaintiff alleged that the \$50 fee is in the excess of the true cost of providing the service of loaning materials to attorneys who reside in the Los Angeles County. The Law Library contends the fees were appropriate and reasonable, denies that it has done anything wrong and denies that any class member has been injured or suffered damages. A settlement was reached in the lawsuit through arms-length negotiations and with the assistance of a judge of the Superior Court. The settlement documents were approved by the court and judgment was entered approving the settlement which required the Law Library to notify members who paid the annual borrower's fee between December 29, 2008 and the date of approval of the settlement of their right to make a claim. Class members may then make a claim for either the return of the \$50 annual borrower's fee paid, or elect to donate the fee to the Law Library. The cost to the Library of the settlement would not exceed \$30,000 in attorney's fees plus refunds claimed, which would not exceed \$60,000 in the aggregate.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Trustees of  
Los Angeles County Law Library

We have audited the accompanying basic financial statements of the Los Angeles County Law Library ("the Law Library") as of June 30, 2012, and have issued our report thereon dated, October 10, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control over Financial Reporting**

In planning and performing our audit, we considered the Law Library's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Law Library's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Law Library's internal control over financial reporting.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Law Library's basic financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, and contracts, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended for the information and use of the Board of Trustees, management, others within the Law Library, and the Los Angeles County Board of Supervisors, and is not intended to be and should not be used by anyone other than these specified parties.

Torrance, CA  
October 10, 2012

## AGENDA ITEM 6

DISCUSSION AND ACTION ITEM 2

**MEMORANDUM**

**Date:** October 18, 2012  
**To:** Board of Library Trustees  
**From:** Patrick O'Leary  
**Re:** LA Law Library Budget Summary for the Period Ending 9/30/12

This will summarize the LA Law Library budget for the period ending 9/30/12.

**SUMMARY**

Revenue during the first quarter was \$2.3m, \$61.7k (3%) below budget YTD primarily as a result of a drop in parking revenue.

Expenses were \$2.2m, \$20k (1%) below budget.

Net income was \$39k, \$41k (51%) lower than budget.

**CAPITAL EXPENDITURES**

Capital expenditures were \$102k (78%) below budget after three months. To offset the anticipated decrease in parking revenue, staff will defer the following planned expenditures: computer work stations, inventory control software, replacement photocopiers, and a security upgrade in one of the elevators. These steps will reduce capital expenditures by \$77k.

I will be available during the agenda item discussion to respond to questions and discuss line item variances.



# Los Angeles Law Library

Balance Sheet as of September 30, 2012

## Assets

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

Cash in L. A. County Treasurer - General Fund	\$	8,740,861
Cash in L. A. County Treasurer - Deposit Fund		261,139
Cash in Bank of America - Revolving Account		73,749
Cash in Bank of America - Payroll Account		54,598
Cash in Local Agency Investment Fund		1,332,943
Petty Cash		<u>718</u>
Operating Cash		10,464,008

### Current Assets:

Accounts Receivable		56,484
Other Receivable		1,531,013
Prepaid Expenses		419,611

### Other Assets:

Books & Other Library Collections	\$	43,741,121
Current Month Acquisitions		<u>123,919</u>
		43,865,040
Less: Accumulated Depreciation	<u>(27,563,071)</u>	16,301,969
Building Construction		4,216,987
Interior Building Improvement		1,328,944
Exterior Building Improvement		6,238,354
Furniture & Equipment		2,010,429
Computer Hardware & Software		<u>690,806</u>
		14,485,520
Less: Accumulated Depreciation	<u>(7,107,378)</u>	7,378,143
Construction In Progress - Interior		0
Construction In Progress - Exterior		0
Building Site (Land)		<u>580,333</u>

**Total Assets** \$ **36,731,561**

## Liabilities and Fund Balance

### Current Liabilities

Accounts Payable	\$	276,514
Accrued Expense		2,402,926

### Noncurrent Liabilities

Borrowers' Deposits		<u>270,917</u>
---------------------	--	----------------

**Total Liabilities** **2,950,356**

### Fund Balance

Unappropriated		33,741,576
YTD Net Income		<u>39,629</u>

**Total Liabilities and Fund Balance** \$ **36,731,561**

# Los Angeles Law Library

Income Statement for the Period Ended September 30, 2012

Month			YTD			
Budget	Actual	\$ Fav (Unf)		Budget	Actual	\$ Fav (Unf)
<b>Income</b>						
709,585	727,223	17,638	L.A. Superior Court Fees	2,073,656	2,075,968	2,312
6,858	4,691	(2,168)	Interest	18,675	13,605	(5,070)
63,464	44,498	(18,966)	Parking	193,314	146,777	(46,537)
32,690	24,007	(8,683)	Library Services	87,626	75,139	(12,488)
<u>812,598</u>	<u>800,419</u>	<u>(12,179)</u>	Total Income	<u>2,373,271</u>	<u>2,311,489</u>	<u>(61,782)</u>
<b>Expense</b>						
317,829	331,492	(13,664)	Personnel	1,062,783	995,238	67,545
222,711	123,919	98,792	Library Materials	651,587	521,367	130,220
(222,711)	(123,919)	(98,792)	Library Materials Transferred to Assets	(651,587)	(521,367)	(130,220)
46,727	76,330	(29,603)	Occupancy	188,447	217,886	(29,438)
12,255	23,193	(10,938)	Supplies & Services	83,128	77,229	5,899
15,082	27,860	(12,779)	Professional Services	45,245	55,818	(10,573)
305,778	310,177	(4,399)	Depreciation	912,314	925,688	(13,374)
<u>697,670</u>	<u>769,054</u>	<u>(57,720)</u>	Total Expenses	<u>2,291,918</u>	<u>2,271,860</u>	<u>20,058</u>
<u>114,928</u>	<u>31,366</u>	<u>(83,562)</u>	<b>Net Income</b>	<u>81,354</u>	<u>39,629</u>	<u>(41,725)</u>
0	0	0	<b>Extraordinary Expense</b>	24,240	0	0
<u>38,083</u>	<u>13,411</u>	<u>24,673</u>	<b>Capitalized Expenditures</b>	<u>131,250</u>	<u>29,071</u>	<u>102,179</u>

# Los Angeles Law Library

## Income Statement for the Period Ended September 30, 2012

Month			YTD		
Budget	Actual	\$ Fav (Unf)	Budget	Actual	\$ Fav (Unf)
<b>Account Detail:</b>					
<b>Income:</b>					
709,585	727,223	17,638	2,073,656	2,075,968	2,312
			0	0	
950	1,190	240	950	1,190	240
5,700	3,415	(2,285)	17,100	12,122	(4,978)
208	85	(123)	625	293	(332)
6,858	4,691	(2,168)	18,675	13,605	(5,070)
63,464	44,498	(18,966)	193,314	146,777	(46,537)
<b>Account Detail:</b>					
<b>Income:</b>					
			7,450	3,600	(3,850)
2,700	1,400	(1,300)	37,901	20,891	(17,010)
16,107	5,491	(10,616)	2,250	275	(1,975)
750	140	(610)	18,750	19,806	1,056
6,250	6,437	187	6,750	7,021	271
2,250	2,664	414	10,500	13,007	2,507
3,500	4,696	1,196	1,650	442	(1,208)
550	184	(366)	250	7,025	6,775
83	1,575	1,492	625	1,242	617
0	957	957	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
500	465	(35)	1,500	1,831	331
32,690	24,007	(8,683)	87,626	75,139	(12,488)
812,598	800,419	(12,179)	2,373,271	2,311,489	(61,782)
<b>Expenses:</b>					
<b>Personnel:</b>					
231,890	243,763	(11,873)	788,027	728,936	59,091
13,450	14,282	(832)	46,262	43,195	3,067
3,246	3,393	(146)	11,032	10,155	878
9,688	9,688	0	29,064	29,064	0
43,863	44,647	(785)	134,008	134,942	(935)
796	377	419	2,433	(55)	2,488
4,646	5,176	(530)	14,353	15,665	(1,311)
136	165	(29)	417	458	(41)
9,353	9,353	0	28,060	28,060	0
0	0	0	6,800	2,550	4,250
761	649	113	2,326	2,268	58
0	0	0	0	0	0
0	0	0	0	0	0
317,829	331,492	(13,664)	1,062,783	995,238	67,545

# Los Angeles Law Library

## Income Statement for the Period Ended September 30, 2012

Budget	Month			YTD		
	Actual	\$ Fav (Unf)		Budget	Actual	\$ Fav (Unf)
<b>Library Materials:</b>						
143,869	68,343	75,526	American Continuations	415,315	334,075	81,240
7,917	8,132	(215)	American New Orders	23,751	20,199	3,552
7,523	1,775	5,748	Branch Continuations	22,568	25,848	(3,280)
0	0	0	Branch New Orders	0	0	0
30,500	19,977	10,523	Commonwealth Continuations	91,500	80,317	11,183
189	492	(303)	Commonwealth New Orders	568	492	76
16,667	14,272	2,394	Foreign Continuations	50,000	30,865	19,135
1,634	225	1,409	Foreign New Orders	4,901	1,636	3,265
10,813	8,582	2,231	International Continuations	32,439	22,623	9,816
599	644	(45)	International New Orders	1,797	1,383	413
2,909	1,268	1,641	General/Librarianship Continuations	7,991	3,285	4,706
92	210	(118)	General/Librarianship New Orders	758	644	114
<u>222,711</u>	<u>123,919</u>	<u>98,792</u>	Subtotal	<u>651,587</u>	<u>521,367</u>	<u>130,220</u>
<u>(222,711)</u>	<u>(123,919)</u>	<u>(98,792)</u>	Library Materials Transferred to Assets	<u>(651,587)</u>	<u>(521,367)</u>	<u>(130,220)</u>
0	0	0	Balance	0	0	0
<b>Building Occupancy:</b>						
1,750	2,024	(274)	Building / Cleaning Supplies	5,250	5,776	(526)
2,333	3,519	(1,186)	Building Maintenance	7,000	12,359	(5,359)
1,417	836	580	Building Services	4,250	2,670	1,580
358	0	358	Interior Improvements / Alterations	1,075	2,021	(946)
9,983	12,371	(2,388)	Electric & Water	29,950	36,028	(6,078)
(18,774)	1,226	(20,000)	Elevator Maintenance	(16,322)	3,677	(19,999)
3,200	9,330	(6,130)	Heating & Cooling	9,700	14,598	(4,898)
22,887	22,777	110	Insurance	68,661	68,330	331
7,323	7,921	(599)	Janitorial Services	21,968	23,136	(1,169)
1,417	0	1,417	Landscaping	4,250	0	4,250
14,833	16,325	(1,492)	Security	52,666	49,290	3,376
<u>46,727</u>	<u>76,330</u>	<u>(29,603)</u>	Subtotal	<u>188,447</u>	<u>217,886</u>	<u>(29,438)</u>

## Los Angeles Law Library

Income Statement for the Period Ended September 30, 2012

Month			YTD			
Budget	Actual	\$ Fav (Unf)		Budget	Actual	\$ Fav (Unf)
			<b>Supplies &amp; Services</b>			
561	535	27	Bank Charges / Other Fees	1,683	1,791	(108)
600	673	(73)	Bibliographical Services	1,800	1,983	(183)
417	0	417	Binding	1,250	0	1,250
2,519	1,159	1,360	Computer Services / Licensing	7,557	5,898	1,659
2,000	10	1,990	Continued Education	6,000	4,685	1,315
2,708	1,161	1,547	Copy Center	8,125	4,465	3,660
2,784	3,613	(830)	Electronics / Computer Hardware	8,351	4,687	3,663
250	0	250	Furniture / Appliances	750	0	750
3,378	3,456	(78)	Integrated Library System	10,134	10,368	(234)
0	0	0	Membership (Staff)	450	750	(300)
2,206	4,146	(1,940)	Office / Library Supplies	6,619	8,086	(1,467)
(18,250)	0	(18,250)	Other / Misc.	(10,750)	210	(10,960)
4,208	2,678	1,530	Outreach / Marketing	12,625	3,728	8,897
1,692	792	900	Postage / UPS / FedEx	5,075	3,806	1,269
714	0	714	Printing / Reproduction	2,142	1,370	772
1,667	526	1,141	Reimbursed Expenses	5,000	12,299	(7,299)
600	38	562	Staff Meetings / Activities	1,800	155	1,645
2,410	3,163	(753)	Telecommunications	9,143	9,062	81
1,000	540	460	Transportation Reimbursement	3,000	1,767	1,233
792	704	88	Vending	2,375	2,122	253
<u>12,255</u>	<u>23,193</u>	<u>(10,938)</u>	Subtotal	<u>83,128</u>	<u>77,229</u>	<u>5,899</u>
			<b>Professional Services</b>			
0	0	0	Accounting	0	0	0
6,582	5,580	1,002	Consulting Services	19,745	14,971	4,774
5,333	18,675	(13,342)	Legal	16,000	28,678	(12,678)
1,500	957	543	Payroll / HR Services	4,500	5,843	(1,343)
0	489	(489)	Recruitment Costs	0	517	(517)
1,667	2,159	(493)	Temporary Services	5,000	5,809	(809)
<u>15,082</u>	<u>27,860</u>	<u>(12,779)</u>	Subtotal	<u>45,245</u>	<u>55,818</u>	<u>(10,573)</u>
			<b>Depreciation:</b>			
257,428	257,502	(74)	Depreciation - Library Materials	766,911	767,663	(753)
48,350	52,675	(4,325)	Depreciation - Fixed Assets	145,404	158,025	(12,621)
<u>305,778</u>	<u>310,177</u>	<u>(4,399)</u>	Subtotal	<u>912,314</u>	<u>925,688</u>	<u>(13,374)</u>
<u>697,670</u>	<u>769,054</u>	<u>(71,383)</u>	Total Expense	<u>2,291,918</u>	<u>2,271,860</u>	<u>20,058</u>
<u>114,928</u>	<u>31,366</u>	<u>(83,562)</u>	Net Income	<u>81,354</u>	<u>39,629</u>	<u>(41,725)</u>
0	0%	0	Extraordinary Expense	24,240	0	0
			<b>Capital Expenditures:</b>			
18,083		18,083	Furniture / Appliances (>3k)	54,250	0	(54,250)
0	7,539	(7,539)	Electronics / Computer Hardware (>3k)	10,000	7,539	(2,461)
20,000		20,000	Exterior Building Repairs/Improvements (>3k)	20,000	0	(20,000)
0	5,872	(5,872)	Interior Improvements / Alterations (>3k)	3,000	5,872	2,872
0		0	Computer Software	44,000	15,660	(28,340)
<u>38,083</u>	<u>13,411</u>	<u>24,673</u>	Total - Expenditures	<u>131,250</u>	<u>29,071</u>	<u>102,179</u>

AGENDA ITEM 7

EXECUTIVE DIRECTOR REPORT

### FINANCIAL UPDATE

September list of Checks and Warrants.

### STAFF UPDATE

I attended the Western Center on Law & Poverty Annual Garden Party on October 3, 2012. This year Alan N. Braverman, on behalf of The Legal Department of the Walt Disney Company, received the Brinsley Award; the Hon. Terry J. Hatter Jr. received the Earl Johnson Equal Justice Award; and Dara Schur received the Advocates' Award.

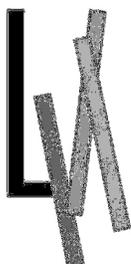
**Ralph Stahlberg** and **Cathy Lintvedt** coordinated a training session for the Reference/Research and Programs/Partnership staff by Sarah Joshi, CEB Representative. The CEB OnLaw database provides comprehensive access to CEB's California practice books, with full-text search capabilities, citation links to primary law and downloadable forms. CEB OnLaw is available free of charge on the public PC's and the training session enables the staff to better assist library users.

On October 4th, **Malinda Muller** presented a statewide Webinar entitled "Legal Research Resources: Great Legal Reference and Referral in the Public Library." The webinar was coordinated by Infopeople, a federally-funded grant project administered by the California State Library to provide training to those who work in California libraries. More than 65 librarians throughout the state attended and returned surveys indicating high approval and value for the presentation. This introductory webinar was the first in a series of legal literacy programs developed and managed by P&P in partnership with the AOC and legal service providers. Additional webinars will be presented January through April, 2013 and will cover family law, landlord/tenant, small claims and finding forms. The webinar is archived at the Infopeople website: <http://infopeople.org/training/legal-research-resources>.

**Sherry Leysen** will join the Law Library on October 29, 2012, as Senior Librarian, FCIL (Foreign, International & Comparative Law). Sherry holds a MLIS from the University of Washington and a JD from Loyola Law School, Los Angeles. Most recently Sherry was a reference librarian at the University of Washington School of Law, Gallagher Law Library. Prior to entering Library school, Sherry was the Licensing Director at John Wayne Enterprises, LLC.

### OUTREACH / TRAINING UPDATE

On the LA Law Library plaza at 1<sup>st</sup> and Hill, the Law Library has been hosting a table from the League of Women Voters. Beginning on Constitution Day, September 17, 2012, and continuing on two additional Wednesdays in October, the League has provided information about voter registration and ballot propositions and registered more than a dozen new voters during the 11 am-1 pm period.



### **Training Classes:**

As part of our ongoing public training programs, **Austin Stoub** presented “Locating Legal Documents” on October 13, 2012 to about 10 members of the public. **Esther Eastman** will repeat an introductory session on PACER and how to search Federal case dockets on Oct 20, 2012. 25 registrants are expected.

### **Pro Bono Week:**

The Law Library has had excellent response to all the programs offered during the Pro Bono Week Celebration, October 18-26, 2012. Nearly 200 attendees are registered for the initial “kick-off” reception on October 18, 2012, and all individual programs, Consumer Law, Family Law, CitizenshipWorks.org, and the Lexis Ethics training have full attendance.

### **Conference Participation:**

**Malinda Muller** and **Linda Heichman Taylor** attended in the Los Angeles Paralegal Association (LAPA) Conference, a one-day gathering of over 250 local paralegals, as exhibitor and presenter. The exhibitor table was visited by more than 75 paralegals who expressed great interest in the Library’s services, educational programs and Members Program. In addition, several paralegal instructors inquired about the possibility of LA Law Library participating in on-site instruction at their respective colleges.

Also at the conference, **Linda** presented a session entitled, “Why Pay for It? Navigating Value from Free Legal Websites.” The session, attended by 1/3 of conference participants, together with our exhibitor presence proved extremely valuable in the continuing effort to build and enhance LA Law Library’s relationship with the paralegal community.

The LA Law Library was an exhibitor at the California State Bar Annual Meeting in Monterey, October 11-13, 2012. Programs and Partnership staff, **Cathy Lintvedt** and **Ana Villagrana, Jaye Nelson and I** staffed the booth, providing information about LA Law Library’s collection and services to convention attendees. The booth provided the opportunity to gain exposure on a state-wide level. In addition to the Members Program, the e-delivery service, online databases and the email/phone reference service were the most popular services discussed.

### **Prospective Partners:**

On October 2nd, Malinda Muller and I met with the Torrance City Librarian, Hillary Thayer, and Library Commissioner Gavin Wasserman at the Torrance Public Library. Torrance Public Library, which focuses on the general public user, expressed interest in discussing the potential mutual benefits of having a LA Law Library presence in the main and branch libraries.



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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 7	AMERICAN EXPRESS	BUSINESS CARD	3,376.94	023966
	AMERICAN EXPRESS	TRAVEL	15.00	023967
	AT&T	TELECOM	394.42	023968
	BANC OF AMERICA LEASING	COPY CTR	250.61	023969
	COLANTUONO & LEVIN	LEGAL	3,588.00	023970
	FEDEX	POSTAGE	388.54	023971
	KUBON & SAGNER	BOOKS	657.80	023972
	L A DEPT WATER & POWER	WATER/SANITATION	830.32	023973
	MARK KASHIRSKY	CONSULTING	2,460.00	023974
	OFFICE DEPOT	OFFICE SUPPL	80.91	023975
	RAYVERN LIGHTING SUPPLY CO INC	BLDG SUPPL	281.18	023976
	STATE FUND	WORKERS COMP	9,353.42	023977
	SUNSET TELECOM	SECURITY SYSTEM	1,137.96	023978
	TIME WARNER CABLE	TELECOM	1,200.00	023979
	UNITED PARCEL SERVICE	POSTAGE	41.53	023980
	VALLEY WIDE AIR	BLDG MAINT	2,734.12	023981
	AMERICAN BAR ASSOCIATION	BOOKS	1,847.45	023982
	AMERICAN LIBRARY ASSOCIATION	BOOKS	141.50	023983
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	199.99	023984
	BLOOMBERG BNA	BOOKS	406.93	023985
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	155.38	023986
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,143.07	023987
	COMERCIAL CELIS LIMITADA	BOOKS	257.00	023988
	CITY OF COMPTON	BOOKS	7.50	023989
	JAMES PUBLISHING INC	BOOKS	252.11	023990
	LAW JOURNAL PRESS	BOOKS	583.13	023991
	LAWPRESS CORPORATION	BOOKS	232.98	023992
	LEXISNEXIS BUTTERWORTHS	BOOKS	4,317.51	023993
	NATIONAL CONSUMER LAW CENTER	BOOKS	486.00	023994
	OXFORD UNIVERSITY PRESS	BOOKS	68.60	023995
	PRACTISING LAW INSTITUTE	BOOKS	518.68	023996
	RODEY LAW FIRM	BOOKS	30.00	023997
THOMSON REUTERS TAX & ACCOUNTING	BOOKS	217.78	023998	
WILLIAM S HEIN & CO	BOOKS	1,148.38	023999	
September 10	LANGER'S RESTAURANT	BOARD EXP	113.82	024000
September 11	NEEL K AGRAWAL	RECRUITMENT	288.60	024001
September 14	LORENZO GALLARDO	BLDG MAINT	1,485.00	024002
	OFFICE DEPOT	OFFICE/COPY CTR	284.23	024003
	OPTIONS FOR GROWTH	CONSULTING	2,380.00	024004
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	7,921.43	024005
	SECURITAS SECURITY	SECURITAS	6,552.42	024006

57,944.49

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 17	TRAK	TEMP SVCS	114.25	024007
	VALLEY WIDE AIR	BLDG MAINT	200.00	024008
	VORTEX INDUSTRIES INC	BLDG MAINT	385.95	024009
	AMERICAN BAR ASSOCIATION	BOOKS	815.00	024010
	ALIBRIS INC	BOOKS	30.94	024011
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	181.83	024012
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,805.60	024013
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	91.28	024014
	BERNAN ASSOCIATES	BOOKS	429.07	024015
	BUREAU OF NATIONAL AFFAIRS INC	BOOKS	69.15	024016
	BLOOMBERG BNA	BOOKS	178.35	024017
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	943.17	024018
	CAL OSHA REPORTER	BOOKS	395.00	024019
	CARSWELL COMPANY LTD	BOOKS	391.82	024020
	CASTLE PUBLICATIONS	BOOKS	88.56	024021
	COUTTS LIBRARY SERVICES	BOOKS	7,872.45	024022
	DISTRICT OF COLUMBIA BAR	BOOKS	225.00	024023
	EBSCO INFORMATION SERVICES	BOOKS	219.98	024024
	INTERNATIONAL BUREAU OF FISCAL DOCU	BOOKS	114.00	024025
	INGRAM LIBRARY SERVICES	BOOKS	107.25	024026
	JAMES PUBLISHING INC	BOOKS	165.66	024027
	JURIS PUBLISHING INC	BOOKS	59.50	024028
	JURISNET LLC	BOOKS	483.00	024029
	LAW REPORTS INTERNATIONAL LTD	BOOKS	335.00	024030
	MARY MARTIN BOOKSELLERS	BOOKS	7,100.00	024031
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	480.00	024032
	NATIONAL BUSINESS INSTITUTE	BOOKS	308.95	024033
	NEW JERSEY LAW JOURNAL	BOOKS	181.85	024034
	OXFORD UNIVERSITY PRESS	BOOKS	249.16	024035
	PUBLIC UTILITIES REPORTS INC	BOOKS	258.30	024036
	SWAZILAND PRINTING & PUBLISHING CO	BOOKS	419.00	024037
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	239.52	024038
	VIRGINIA CONTINUING LEGAL EDUCATION	BOOKS	135.00	024039
	THOMSON REUTERS	BOOKS	1,402.04	024040
	WILLIAM S HEIN & CO	BOOKS	808.83	024041
	YBP LIBRARY SERVICES	BOOKS	1,896.27	024042
	ADVANCED INFORMATION	TEMP SVCS	94.00	024043
	BANDWIDTH.COM, INC.	TELECOM	548.97	024044
	BRIDGES FILTER SERVICE, INC	BLDG MAINT	159.99	024045
	CDW GOVERNMENT, INC.	COMP HARD	1,042.48	024046
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	560.45	024047
	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT INS	2,550.00	024048
KONICA MINOLTA BUSINESS	COPY CTR - LA	833.96	024049	
NATIONWIDE LEGAL EXPRESS, LLC	DOC DEL	118.50	024050	

93,213.65

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 25	RAYVERN LIGHTING SUPPLY CO INC	BLDG SUPPL	294.33	024051
	TRAK	TEMP SVCS	228.50	024052
	UNITED PARCEL SERVICE	POSTAGE	115.59	024053
	AMERICAN BAR ASSOCIATION	BOOKS	1,833.73	024054
	ALIBRIS INC	BOOKS	34.88	024055
	GE MONEY BANK AMAZON	BOOKS	122.08	024056
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	32.63	024057
	BLOOMBERG BNA	BOOKS	810.74	024058
	BOOK HOUSE INC	BOOKS	572.16	024059
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	330.66	024060
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	104.85	024061
	CONNECTICUT BAR ASSOCIATION	BOOKS	98.50	024062
	GREY HOUSE PUBLISHING	BOOKS	1,179.00	024063
	OTTO HARRASSOWITZ	BOOKS	8,340.11	024064
	INGRAM LIBRARY SERVICES	BOOKS	176.46	024065
	JAMES PUBLISHING INC	BOOKS	238.25	024066
	JURIS PUBLISHING INC	BOOKS	101.50	024067
	JURISNET LLC	BOOKS	350.00	024068
	LEXISNEXIS BUTTERWORTHS	BOOKS	360.53	024069
	LUDWIG MAYER LTD	BOOKS	38.00	024070
	MUNICIPAL CODE CORPORATION	BOOKS	84.83	024071
	NATIONAL CONSUMER LAW CENTER	BOOKS	308.80	024072
	OFFICE OF LEGISLATIVE COUNSEL NAVAJ	BOOKS	114.00	024073
	CITY OF THOUSAND OAKS	BOOKS	76.70	024074
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	3,311.89	024075
	YBP LIBRARY SERVICES	BOOKS	145.26	024076
	GE MONEY BANK AMAZON	COMP HARD	393.78	024077
	AXELROTH & ASSOCIATES	CONSULTING	800.00	024078
	STATE BOARD OF EQUALIZATION	USE TAX	2,387.00	024079
	GOURMET COFFEE SERVICE	KITCHEN	703.95	024080
	GUARDIAN	DENTAL/VISION	7,235.56	024081
	INFINISOURCE INC	PAYROLL/HR	92.00	024082
	JAGNIC ENTERTAINMENT	OUTREACH	250.00	024083
KNAUER PIANOS	OUTREACH	800.00	024084	
METROLINK	TAP	975.50	024085	
SUN LIFE FINANCIAL	LIFE/DISABILITY	560.30	024086	
TOTAL COMPENSATION SYSTEM INC	CONSULTING	3,200.00	024087	
UNITED PARCEL SERVICE	POSTAGE	31.22	024088	

129,752.61

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 14	THOMSON REUTERS	BOOKS	72,326.62	TS00167499
September 17	L A DEPT WATER & POWER	ELECTRIC/FIRE	10,566.71	TS00167593

82,893.33

LA Law Library Statistics

			2010 Year	2011 Year	2012 1st Quarter	2012 2nd Quarter	2012 3rd 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	7,393	24,028
	Phone		10,272	9,435	2,815	2,813	2,490	8,118
	Email/ Live Chat		7,989	5,097	514	439	351	1,304
	By Mail		167	277	90	53	56	199
	Foreign/International		204	842	193	235	153	581
	Foreign/International Web		29	119	36	49	35	120
		<b>Total</b>	<b>46,581</b>	<b>48,150</b>	<b>12,653</b>	<b>11,219</b>	<b>10,478</b>	<b>34,350</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	5,292	16,354
	Phone Inquiries		5,039	6,703	1,485	1,993	2,769	6,247
		<b>Total</b>	<b>41,191</b>	<b>48,434</b>	<b>6,745</b>	<b>7,795</b>	<b>8,061</b>	<b>22,601</b>
	Books Circulated		16,616	13,723	3,402	3,419	3,512	10,333
<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	Not Available	468
	Email		216	252	56	77	Not Available	133
	In-Person		340	377	50	56	Not Available	106
	By Mail		46	89	20	6	Not Available	26
		<b>Total</b>	<b>1,367</b>	<b>1,449</b>	<b>376</b>	<b>357</b>	<b>0</b>	<b>733</b>
	Pages Delivered		21,461	44,832	9,524	12,859	Not Available	22,383

LA Law Library Statistics

			2010 Year	2011 Year	2012 1st Quarter	2012 2nd Quarter	2012 3rd 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	Not Available	568	
	In-Person		15,279	15,368	3,902	2,765	Not Available	6,667	
		<b>Total</b>	<b>15,454</b>	<b>16,230</b>	<b>4,272</b>	<b>2,963</b>	<b>0</b>	<b>7,235</b>	
	Copies Made (Main Library)		261,918	378,684	82,757	84,930	92,098	259,785	
<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	198	644	
	New Continuations		242	331	53	60	37	150	
	Book Volumes Added		7,678	7,652	1,781	1,860	1,710	5,351	
	Microfiche / Media Added		32,417	12,927	3,105	2,435	1,328	6,868	
	Books Cataloged/Reclassified		20,492	39,374	2,933	3,113	4,614	10,660	
	Volumes / Media Withdrawn		4,087	3,682	906	893	1,055	2,854	
<b>Scan Project</b>									
	Briefs Scanned		35,669	56,467	9,592	9,886	8,016	27,494	
<b>Web Statistics</b>									
	Visitors		82,291	73,586	26,418	19,592	Not Available	46,010	
	Visits		151,300	147,785	81,898	41,822	Not Available	123,720	
	Average Daily Visits		397	404	899	550	Not Available	740	
	Average Duration		9:10	32:29	16:07	11:20	Not Available	14:27	
	Visitors: US		68.64%	71.75%	79.66%	62.80%	Not Available	73.96%	
	Visitors: International / Unspecified		31.36%	28.25%	20.33%	37.19%	Not Available	26.03%	

LA Law Library Statistics

		2011 Year	2012 1st Quarter	2012 2nd Quarter	2012 3rd Quarter	2012 Y-T-D
<b>Branch Collections</b>						
	Book Volumes Added	1,087	163	498	340	1,001
	Volumes Withdrawn	2,803	53	186	142	381
<b>Branch Copies</b>						
	Long Beach	36,536	10,644	9,589	10,056	30,289
	Norwalk	11,319	2,465	4,024	1,557	8,046
	Pomona	14,809	3,837	3,293	2,439	9,569
	Santa Monica	14,535	4,602	3,689	3,177	11,468
	Torrance	18,290	5,330	5,058	3,472	13,860
	Van Nuys	30,183	4,795	4,586	1,399	10,780
	<b>Total Copies Made</b>	<b>125,672</b>	<b>31,673</b>	<b>30,239</b>	<b>22,100</b>	<b>84,012</b>
					*Sep. Copy Stats Not Available	
<b>Long Beach</b>						
	Desk Requests	3,824	444	615	721	1,780
	Phone Requests	1,452	286	276	218	780
	Copier Assistance	663	270	396	250	916
	Visitors	4,563	1,197	1,393	1,759	4,349
<b>Norwalk</b>						
	Desk Requests	720	137	170	145	452
	Phone Requests	890	203	197	167	567
	Copier Assistance	687	227	226	211	664
	Visitors	2,606	508	549	484	1,541
<b>Pomona</b>						
	Desk Requests	851	198	242	314	754
	Phone Requests	74	48	24	24	96
	Copier Assistance	738	193	189	224	606
	Visitors	1,960	562	590	565	1,717
<b>Santa Monica</b>						
	Desk Requests	1,300	268	445	421	1,134
	Phone Requests	807	170	238	230	638
	Copier Assistance	853	185	259	268	712
	Visitors	2,738	615	747	817	2,179
<b>Torrance</b>						
	Desk Requests	1,247	320	334	440	1,094
	Phone Requests	549	141	114	128	383
	Copier Assistance	1,197	291	290	343	924
	Visitors	3,173	860	830	920	920