

AGENDA

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

SPECIAL BOARD MEETING
MONDAY, JUNE 3, 2013
12:15 PM

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

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


Susan Steinhauser, President

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Minutes of the April 23, 2013, Regular Board Meeting.
- 3.2 April 2013 Financial Statements and List of Checks and Warrants.
- 3.3 Approval of Trustee Designated Member of the Friends of Los Angeles County Law Library Board of Directors.
- 3.4 Approval for the Removal of Sign Re Firearms.

4.0 DISCUSSION ITEMS

- 4.1 Review and Approval of LA Law Library Strategic Planning Goals & Objectives.
- 4.2 Review and Approval of the MOU between LA Law Library and the Law Library Microfilm Consortium (LLMC).
- 4.3 Review of new LA Law Library Website.

5.0 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.

6.0 EXECUTIVE DIRECTOR REPORT

7.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, June 25, 2013.

POSTED FRIDAY, MAY 24, 2013 @ 5:00 P.M.

POSTED BY EUSTORGIO BARAJAS



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 MINUTES OF THE APRIL 23, 2013, REGULAR BOARD MEETING.
- 3.2 APRIL 2013 FINANCIAL STATEMENTS AND LIST OF CHECKS AND WARRANTS.
- 3.3 APPROVAL OF TRUSTEE DESIGNATED MEMBER OF THE FRIENDS OF LOS ANGELES COUNTY LAW LIBRARY BOARD OF DIRECTORS.
- 3.4 APPROVAL FOR THE REMOVAL OF SIGN RE FIREARMS.

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

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

April 23, 2013

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, April 23, 2013 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present: Judge Michelle Williams Court
Judge Lee Smalley Edmon
Judge Reva Goetz
Judge Ann Jones
Kenneth Klein, Esquire
Susan Steinhauser

Trustees Absent:
Judge Mark Juhas

Staff Present: Sandra J. Levin, Executive Director
Jaye Nelson, Senior Director, Information Services
Patrick O'Leary, Senior Director, Administrative Services
Malinda Muller, Interim Senior Director, Library Services
Keenan & Associates:
David Rendeiro, Vice President, Municipalities
Vanessa Pena, Sr. Account Manager
Sarah D'anjou, Manager - Property & Casualty Administration

President Steinhauser determined a quorum to be present, convened the meeting at 12:17 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

During the five (5) minutes allocated, Mr. Lee Paradise objected to the sale of the rare books in addition to commenting on the Library's business practices.

During the three (3) minutes allocated, Mr. Jacob Berkowitz commented on the roles and responsibilities of the Board.

2.0 PRESIDENT'S REPORT

President Steinhauser gave thanks to all those who assisted in making the 10th Annual Friends of the Los Angeles County Law Library a success. Steinhauser also acknowledged LA Law Library who staffed a booth at the LACBA Barristers meet & greet.

3.0 CONSENT CALENDAR

- 3.1 Minutes of the March 21, 2013, Regular Board Meeting.
- 3.2 March 2013 Financial Statements and List of Checks and Warrants.
Staff recommends that the Board review, receive and file the Financial Statements and list of Checks and Warrants.
- 3.3 Conflict of Interest Code Review and Approval.
Staff recommends the resolution and proposed amendments be approved.
- 3.4 Quarterly Statistics for January – March, 2013.
- 3.5 Branch Location Conversion Update.
- 3.6 Review and Approval of LA Law Library Borrowing Rules.
Staff recommends that the Board approve the attached borrowing rules with changes to take effect immediately.
- ~~3.7 Insurance Business Package.~~
- ~~3.8 Final Cost Approval / Project Close Out for Renovation Project.~~

Executive Director, Sandra Levin, recommended Consent Items 3.7 and 3.8 be drawn from Consent and moved up for Discussion.

President Steinhauser requested a motion to approve the Consent Calendar with exception to Consent items 3.7 & 3.8. So moved by Trustee Edmon and seconded by Trustee Goetz, the Consent Calendar was unanimously approved, 7-0.

4.0 ACTION ITEMS

- 3.7 Insurance Business Package.
Senior Director for Administrative Services, Patrick K. O'Leary and Executive Director, Sandra Levin, introduced David Rendeiro, Vice President, Municipalities; Vanessa Pena, Sr. Account Manager; Sarah D'anjou, Manager - Property & Casualty Administration. The representatives from Keenan presented a brief overview of the Insurance Business Package. An optional Cyber Liability Policy was discussed for recommendation.

Staff recommended that the Board authorize Keenan to bind coverage with Argonaut for the business package and D&O/EPLI and with the consortium for earthquake coverage. In addition, Staff recommends that the Board:

Authorize Keenan to bind an additional \$5M in excess liability coverage if the total premium for that additional layer does not exceed \$10,000;

Authorize Staff to extend coverage from April 23, 2013 through July 1, 2014 to preserve the option of participating in the planned CCCLL JPA; and

Authorize Keenan to bind an additional \$1M in cyber liability coverage.

Following discussion, President Steinhauser requested a motion to adopt the staff recommendation. So moved by Trustee Jones and seconded by Trustee Juhas, the motion was unanimously approve, 7-0.

4.1 Approval to Negotiate Terms of Sale (Auction) of the Foreign Rare Books Collection with Bonhams.

Executive Director Levin briefed the Board on a sales proposal provided by Bonhams and its plan for auctioning the foreign rare books collection.

Staff recommended the Board approve in concept the sale of the foreign rare books collection at auction and authorize the Executive Director to:

1) Refine the scope of materials to be included in the sale as indicated above;

2) Negotiate the terms of a contract for Bonhams to act as the Law Library's agent for the sale at auction; and

3) Develop a written agreement and scope for Board consideration.

Following discussion, President Steinhauser requested a motion to adopt the staff recommendation. So moved by Trustee Jones and seconded by Trustee Edmon, the motion was unanimously approved, 7-0.

4.2 Review and Approval of LA Law Library schedule of Fees & Charges.

Executive Director Levin presented the Board with proposed changes to the current schedule of fees and charges to either raise charges to cover the Library's costs or to reduce them to more accurately reflect actual costs. Staff also provided a considerable analysis and detail to support each of the fees and charges.

Staff recommended the Board approve the revised schedule of fees and charges.

Following discussion, President Steinhauser requested a motion to adopt staff's recommendation. So moved by Trustee Goetz, seconded by Trustee Klein, the motion was unanimously approved, 7-0.

3.8 Final Cost Approval / Project Close Out for Renovation Project.

Following a brief overview of the negotiations that addressed invoices received in excess of budgeted amounts, Staff was able to bring the final costs of the exterior rehabilitation project within the overall budget previously approved by the Board. However, because the costs of two of the individual vendors exceeded the line

items previously presented to the Board, Staff again presented the final costs for approval.

	Original Budget	10/4/12 Board Approval	Actual Final Costs	Abv (Bel) Approval
Construction- Swinerton Builders	4,622,900	5,146,075	5,125,777	(20,298)
Construction Admin & Monitoring- ABB	193,623	250,000	268,415	18,415
Construction Administration- TMA	120,350	200,000	200,875	875
Construction Management- CLEO CM	168,000	168,000	168,000	0
Environmental Monitoring/Testing	37,602	37,937	37,937	0
Testing- Soil, Concrete and Rebar	25,000	27,639	27,639	0
Owner Contingency @ 10% ¹	516,748	0	0	0
Total	5,684,223	5,829,651	5,828,643	(1,008)

Staff recommended that the Board approve the final costs of \$5,828,643, with the final costs for the individual vendors as presented; keeping the total amount within the range presented at the meeting on October 4, 2012, but adjusting the amount payable to each individual vendor.

Following discussion, President Steinhauser requested a motion to adopt the staff recommendation. So moved by Trustee Jones, seconded by Trustee Goetz, the motion was unanimously approved, 7-0.

Per the presidents prerogative, Agenda Item 7.0, Executive Director Report, was moved up at this time.

7.0 EXECUTIVE DIRECTOR REPORT

4.3 Establishment of Special Meeting or Board Subcommittee Regarding Upcoming Budget Cycle

Executive Director Levin queried the Board for their preference on a Special Meeting or to establish a sub-committee for discussing the upcoming budget cycle. As a result of scheduling conflicts the Board moved in favor of a sub-committee. Trustee Edmon, Goetz and Juhas volunteered as the sub-committee. The committee will make recommendations to staff. Staff will then provide the Board with a full report and recommendation on the FY2013-2014 budget.

At 1:20p.m., President Steinhauser announced that the Board would close Open Session and commence Closed Session, Agenda Item 5, requesting all staff and members of the public exit, with the exception of Sandra Levin, Executive Director.

Trustee Court left the meeting at 1:20p.m.

5.0 **CLOSED SESSION**

- 5.1 Existing Litigation/Claim (G.C. 54956.9(a)), SEIU Local 721 v. Los Angeles County Law Library, PERB Case No. LA-CE-816-M

- 5.2 Liability / Administrative Claim (G.C. 54956.95), Claimant: Frank Rodriguez, Claim against: Los Angeles County Law Library (dated 2/13/2013)

Trustee Edmon left the meeting at 1:23 p.m.

The Board reconvened Open Session at 1:45 p.m. There was no reportable action.

6.0 **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 1:46 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, May 28, 2013.

Sandra J. Levin, Executive Director and Secretary
Los Angeles County Law Library Board of Trustees

MEMORANDUM

DATE: June 3, 2013
TO: Board of Law Library Trustees
FROM: Patrick K. O’Leary, Senior Director for Administrative Services
RE: April 2013 Financials and List of Checks and Warrants

Attached are the April 2013 Financial Statements which include: the Balance Sheet, Income Statement and Statement of Cash Flow (*to be provided in advance of the Board Meeting*). The list of Checks and Warrants is attached as well.

Note that the Income Statement compares actual results for the month of April 2013 and for the fiscal year-to-date with the amended budget as approved by the Board at its meeting on February 14.

The income statement this month reflects two extraordinary one-time events:

1. As a result of the closure of the Norwalk, Pomona, and Santa Monica branch libraries at the end of March 2013, we wrote off approximately \$600k of undepreciated library materials. The write-off is posted to extraordinary expense. It will reduce our depreciation cost by about \$120k annually going forward.
2. With the concurrence of our auditors, we revised the estimated useful life of the exterior rehabilitation project. This change will result in a reduction in depreciation expense of approximately \$240k per year.

RECOMMENDATION

Staff recommends that the Board review, receive and file the Financial Statements and list of Checks and Warrants.



Los Angeles Law Library

Balance Sheet
As of April 30, 2013

	6/30/2012	4/30/2013	Change
Assets			
Current Assets			
Cash and cash equivalents	10,813,781	9,174,110	(1,639,671)
Accounts receivable	1,590,869	1,517,499	(73,370)
Prepaid expenses and other assets	415,542	159,490	(256,052)
Total current assets	12,820,192	10,851,099	(1,969,093)
Restricted cash and cash equivalents	231,234	261,139	29,905
Capital assets, not being depreciated	580,333	580,333	-
Capital assets, being depreciated - net	24,055,362	23,876,928	(178,434)
Total assets	<u>37,687,122</u>	<u>35,569,499</u>	(2,117,622)
Liabilities and Net Assets			
Current Liabilities			
Accounts payable	1,254,424	418,667	(835,757)
Other liabilities	499,237	20,179	(479,058)
Payroll liabilities	8,803	11,967	3,164
Total current liabilities	1,762,464	450,813	(1,311,651)
Accrued sick and vacation liability	477,661	477,661	-
Borrowers' deposit	256,433	285,091	28,658
OPEB obligation	1,448,988	1,448,988	-
Total liabilities	<u>3,945,546</u>	<u>2,662,553</u>	(1,282,993)
Net assets			
Invested in capital assets, net of related debt	24,635,695	24,457,261	(178,434)
Unrestricted	9,105,880	8,449,685	(656,195)
Total net assets	<u>33,741,576</u>	<u>32,906,947</u>	(834,629)

Los Angeles Law Library

Income Statement for the Period Ended April 30, 2013

Apr 12 Actual	Apr 2013				FY 2011-12 YTD	FY 2012-13 YTD					Comments
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Income											
681,888	649,817	653,506	3,689	0.6%	L.A. Superior Court Fees	6,954,137	6,520,999	6,470,234	-50,765	-0.8%	
5,832	5,908	4,168	-1,740	-29.4%	Interest	96,163	60,617	56,010	-4,606	-7.6%	
60,056	56,588	47,510	-9,078	-16.0%	Parking	604,973	468,391	451,783	-16,608	-3.5%	
13,733	22,528	23,359	831	3.7%	Library Services	374,812	351,681	370,480	18,799	5.3%	
761,509	734,841	728,543	-6,298	-0.9%	Total Income	8,030,085	7,401,688	7,348,508	-53,180	-0.7%	
Expense											
333,900	340,575	345,150	-4,575	-1.3%	Personnel	3,460,892	3,453,245	3,451,473	1,773	0.1%	
500,033	171,986	192,775	-20,789	-12.1%	Library Materials	3,625,702	2,887,508	3,023,457	-135,949	-4.7%	
-500,033	-171,986	-192,775	20,789	-12.1%	Lib Materials Transferred to Assets	-3,625,702	-2,887,508	-3,023,457	135,949	-4.7%	
69,902	68,635	58,927	9,708	14.1%	Occupancy	711,867	651,425	683,120	-31,695	-4.9%	
55,469	35,499	19,423	16,076	45.3%	Supplies & Services	392,008	307,223	263,826	43,397	14.1%	
5,040	7,167	1,240	5,927	82.7%	Professional Services	127,148	114,632	104,692	9,940	8.7%	
261,470	316,760	94,069	222,691	70.3%	Depreciation	2,612,738	3,109,076	2,860,083	248,993	8.0%	
725,781	768,636	518,809	249,827	32.5%	Total Expenses	7,304,654	7,635,602	7,363,194	272,407	3.6%	
35,728	-33,795	209,734	243,529	720.6%	Net Income	725,431	-233,913	-14,686	219,226	93.7%	
0	22,550	621,134	-598,584	-2654.5%	Extraordinary Expense	0	267,799	845,431	-577,632	-215.7%	
6,462	10,000	215,242	-205,242	-2052.4%	Capitalized Expenditures	17,621	75,786	267,028	-191,242	-252.3%	
NA	59	55	4	7.2%	Full-Time Equivalent Employees	NA	59	55	4	6.1%	

Los Angeles Law Library

Income Statement for the Period Ended April 30, 2013

Apr 12 Actual	Apr 2013				FY 2011-12 YTD	FY 2012-13 YTD					Comments
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Account Detail:											
Income:											
681,888	649,817	653,506	3,689	0.6%	L.A. Superior Court Fees	6,954,137	6,520,999	6,470,234	-50,765	-0.8%	
Interest:											
0	0	0	0	0.0%	Interest - LAIF	15,086	2,140	3,202	1,062	49.6%	
5,658	5,700	4,032	-1,668	-29.3%	Interest - General Fund	78,945	56,723	51,345	-5,378	-9.5%	Interest earned is below budget because invested funds and the actual interest rate earned were both lower than projected.
174	208	136	-72	-34.5%	Interest - Deposit Fund	2,132	1,753	1,463	-290	-16.5%	
5,832	5,908	4,168	-1,740	-29.4%	Subtotal	96,163	60,617	56,010	-4,606	-7.6%	
60,056	56,588	47,510	-9,078	-16.0%	Parking:	604,973	468,391	451,783	-16,608	-3.5%	
Library Services:											
100	100	200	100	100.0%	Annual Borrowing Fee	8,775	5,650	5,650	0	0.0%	
5,135	8,000	5,135	-2,865	-35.8%	Annual Members Fee	59,584	74,876	73,096	-1,780	-2.4%	
0	750	1,517	767	102.3%	Course Registration	2,570	6,599	12,469	5,871	89.0%	Course registration activity in the month and for the year have exceeded expectations.
6,386	6,250	6,228	-22	-0.3%	Copy Center	62,188	61,692	61,717	24	0.0%	
989	2,250	2,781	531	23.6%	Document Delivery	22,707	21,496	21,540	44	0.2%	
501	4,450	4,077	-373	-8.4%	Fines	35,202	44,474	42,431	-2,043	-4.6%	
106	145	171	26	17.9%	Miscellaneous	5,755	1,467	1,637	169	11.5%	
0	83	2,100	2,017	2430.1%	Room Rental	-184	7,683	24,778	17,096	222.5%	The favorable variance resulted from the rental of the training room by a downtown firm during a trial and by a local law school for a commencement ceremony.
0	0	815	815	0.0%	Book Replacement	1,015	2,735	2,925	190	6.9%	
0	0	0	0	0.0%	Forfeited Deposits	28,474	0	0	0	0.0%	
0	0	0	0	0.0%	Friends of Law Library	143,000	120,000	120,000	0	0.0%	
0	0	0	0	0.0%	Grants	0	0	0	0	0.0%	
516	500	334	-166	-33.2%	Vending	5,726	5,010	4,238	-772	-15.4%	
13,733	22,528	23,359	831	3.7%	Subtotal	374,812	351,681	370,480	18,799	5.3%	
761,509	734,841	728,543	-6,298	-0.9%	Total Income	8,030,085	7,401,688	7,348,508	-53,180	-0.7%	

Los Angeles Law Library

Income Statement for the Period Ended April 30, 2013

Apr 12 Actual	Apr 2013				FY 2011-12 YTD	FY 2012-13 YTD					Comments
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Expenses:											
Personnel:											
239,458	240,933	239,627	1,306	0.5%	Salaries	2,533,418	2,536,047	2,540,546	-4,499	-0.2%	Vacation payouts in January to several employees were not budgeted resulting in an unfavorable variance for the year.
14,260	14,602	14,164	438	3.0%	Social Security	146,204	148,112	146,338	1,774	1.2%	
3,335	3,415	3,313	103	3.0%	Medicare	35,357	35,795	35,384	411	1.1%	
11,994	9,688	10,089	-401	-4.1%	Retirement	127,346	96,881	97,576	-695	-0.7%	
43,173	47,152	48,909	-1,757	-3.7%	Health Insurance	466,534	456,997	462,458	-5,461	-1.2%	
762	815	388	427	52.4%	Disability Insurance	7,284	4,180	2,260	1,920	45.9%	
4,765	5,311	5,759	-448	-8.4%	Dental Insurance	47,962	51,722	52,624	-902	-1.7%	
154	136	193	-57	-41.6%	Life Insurance	1,479	1,399	1,461	-62	-4.4%	
9,353	13,562	21,959	-8,397	-61.9%	Workers Compensation Insurance	53,726	97,742	96,787	956	1.0%	
5,836	4,200	-72	4,272	101.7%	Unemployment Insurance	33,147	16,800	8,328	8,472	50.4%	Payment on behalf of employees laid off in 2012 are treated as extraordinary expense.
810	761	823	-62	-8.1%	Vision Insurance	8,436	7,570	7,711	-141	-1.9%	
0	0	0	0	0.0%	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	Accrued Vacation Expense	0	0	0	0	0.0%	
333,900	340,575	345,150	-4,575	-1.3%	Total - Personnel	3,460,892	3,453,245	3,451,473	1,773	0.1%	

Los Angeles Law Library

Income Statement for the Period Ended April 30, 2013

Apr 12 Actual	Apr 2013				FY 2011-12 YTD	FY 2012-13 YTD					Comments
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Library Materials:											
346,405	96,467	130,062	-33,595	-34.8%	American Continuations	2,357,976	2,089,374	2,184,137	-94,763	-4.5%	Payments to West Group for continuations were dominant in April.
6,893	8,281	8,154	127	1.5%	American New Orders	89,737	70,545	57,871	12,674	18.0%	
17,280	7,869	2,708	5,161	65.6%	Branch Continuations	280,212	75,140	74,914	226	0.3%	
548	0	0	0	0.0%	Branch New Orders	2,800	0	4,441	-4,441	0.0%	
74,463	25,000	24,602	398	1.6%	Commonwealth Continuations	452,189	336,451	360,810	-24,359	-7.2%	Payments to Westgroup, LexisUK, and Coutts were higher than planned.
462	198	734	-536	-270.9%	Commonwealth New Orders	4,568	2,368	3,054	-686	-29.0%	
39,705	17,433	14,623	2,810	16.1%	Foreign Continuations	229,919	158,945	185,342	-26,397	-16.6%	Harrassowitz, Aspen, Bach, and Hein were higher than expected.
0	1,709	271	1,438	84.2%	Foreign New Orders	28,702	9,718	3,241	6,477	66.6%	
10,248	11,310	7,639	3,671	32.5%	International Continuations	131,930	108,514	115,410	-6,895	-6.4%	
463	626	679	-53	-8.4%	International New Orders	10,890	5,660	4,511	1,148	20.3%	
3,445	2,918	2,575	343	11.7%	General/Librarianship Continuations	34,197	29,337	28,103	1,234	4.2%	
121	175	728	-553	-315.9%	General/Librarianship New Orders	2,582	1,457	1,624	-166	-11.4%	
500,033	171,986	192,775	-20,789	-12.1%	Subtotal	3,625,702	2,887,508	3,023,457	-135,949	-4.7%	
-500,033	-171,986	-192,775	20,789	-12.1%	Lib Materials Transferred to	-3,625,702	-2,887,508	-3,023,457	135,949	-4.7%	
0	0	0	0	0.0%	Assets	0	0	0	0	0.0%	
Building Occupancy:											
2,170	1,750	1,994	-244	-13.9%	Building / Cleaning Supplies	18,366	18,117	15,011	3,106	17.1%	
3,242	2,333	1,770	563	24.1%	Building Maintenance	54,826	26,546	30,845	-4,300	-16.2%	Costs for skateboard deterrents, fire extinguisher maintenance, and HVAC filter replacements caused an unfavorable variance for the month.
3,593	1,417	1,206	211	14.9%	Building Services	17,165	10,895	11,798	-903	-8.3%	
0	358		358	100.0%	Interior Improvements / Alterations	3,725	13,477	16,876	-3,399	-25.2%	Unanticipated expenses incurred to date were for painting, electrical wiring in the main reading room, and exterior lighting rework.
9,331	9,983	7,555	2,428	24.3%	Electric & Water	97,905	95,434	94,743	691	0.7%	
1,226	1,287	2,023	-736	-57.2%	Elevator Maintenance	21,003	-7,497	13,118	-20,615	275.0%	The budget assumed a cash payment from the exterior project's general contractor for damage he caused to our elevators. Instead, he reimbursed the Library in the form of a credit reducing the project's capital cost and creating an unfavorable variance for this line.
3,258	2,650	1,682	968	36.5%	Heating & Cooling	29,013	28,877	26,139	2,738	9.5%	
17,982	24,181	20,342	3,839	15.9%	Insurance	196,026	229,501	225,331	4,170	1.8%	
7,293	8,055	8,421	-366	-4.5%	Janitorial Services	72,933	71,569	81,331	-9,763	-13.6%	This account was budgeted in error and will be about \$10k over budget for the year.
0	1,417	1,050	367	25.9%	Landscaping	2,400	4,251	4,200	51	1.2%	
21,807	15,204	12,884	2,320	15.3%	Security	198,505	160,255	163,727	-3,472	-2.2%	
69,902	68,635	58,927	9,708	14.1%	Subtotal	711,867	651,425	683,120	-31,695	-4.9%	

Los Angeles Law Library

Income Statement for the Period Ended April 30, 2013

Apr 12 Actual	Apr 2013				FY 2011-12 YTD	FY 2012-13 YTD					Comments
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
0	22,550	621,134	-598,584	-2654.5%	Extraordinary Expense	0	267,799	845,431	-577,632	-215.7%	Extraordinary expense includes a one-time write-off in April 2013 related to the branch closures and payments to separated employees and employment-related legal fees.
<hr/>											
Capital Expenditures:											
0	10,000		10,000	100.0%	Furniture / Appliances (>3k)	0	20,000	0	20,000	100.0%	
0	0		0	0.0%	Electronics / Computer Hardware (>3k)	0	7,539	7,539	0	0.0%	
0	0	215,242	-215,242	0.0%	Exterior Building Repairs/Improvements (>3k)	0	0	215,242	-215,242	0.0%	Costs to complete punch list and close the exterior rehabilitation project were higher than planned.
6,462	0		0	0.0%	Interior Improvements / Alterations (>3k)	17,621	28,937	24,937	4,000	13.8%	
0	0		0	0.0%	Computer Software	0	19,311	19,311	0	0.0%	
6,462	10,000	215,242	-205,242	-2052.4%	Total - Expenditures	17,621	75,786	267,028	-191,242	-252.3%	
<hr/>											
NA	59	55	4	7.2%	Full-Time Equivalent Employees	NA	59	55	4	6.1%	

Los Angeles Law Library

Statement of Cash Flows

As of April 30, 2013

	4/30/2013	YTD
Cash flows from operating activities		
Court fees	653,506	6,470,234
Parking fees	47,510	451,783
Annual fees	5,335	78,746
Copy center and document delivery	9,009	83,257
Other operating income	9,014	88,530
(Increase) decrease in accounts receivable	(27,345)	73,370
Increase (decrease) in borrowers' deposit	2,302	28,658
Cash received from filing fees and services	699,332	7,274,578
Services and supplies	(48,771)	(600,733)
Insurance	(20,342)	(225,331)
Utilities	(9,237)	(120,882)
Other operating expenses	(13,538)	(332,294)
(Increase) decrease in prepaid expenses	57,782	256,052
Increase (decrease) in accounts payable	(18,082)	(835,757)
Increase (decrease) in other liabilities	20,179	(479,058)
Cash payments to suppliers for goods and services	(32,009)	(2,338,004)
Salaries and benefits	(345,150)	(3,460,466)
Increase (decrease) in payroll liabilities	1,452	3,164
Increase decrease in accrued sick and vacation liability	-	-
Increase decrease in OPEB liability	-	-
Cash payments to employees for services	(343,698)	(3,457,301)
Contributions received	-	120,000
Net cash from operating activities	323,625	1,599,272
Cash flow from capital and related financing activities		
Library materials	(192,775)	(3,023,457)
Other capital acquisitions	(115,414)	(241,591)
Cash flows from investing activities		
Investment earnings	4,168	56,010
Net cash increase (decrease) in cash and cash equivalents	19,603	(1,609,766)
Cash and cash equivalents, at beginning of period	9,415,646	11,045,015
Cash and cash equivalents, at end of period	9,435,249	9,435,249
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(415,567)	
Adjustments for noncash effects:		
Depreciation	94,069	
Extraordinary expense: book write-off	608,836	
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(27,345)	
(Increase) decrease in prepaid expenses and other assets	57,782	
Increase (decrease) in accounts payable	(18,082)	
Increase (decrease) in other liabilities	20,179	
Increase (decrease) in payroll liabilities	1,452	
Increase decrease in accrued sick and vacation liability	-	
Increase (decrease) in borrowers' deposit	2,302	
Increase decrease in OPEB liability	-	
Net cash from operating activities	323,625	

LOS ANGELES COUNTY LAW LIBRARY

April 1, 2013 - April 30, 2013 (CHECKS)

Account No.: 108000

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 2	JOHN SKALICKY	OUTREACH	500.00	025124
April 3	GALEEN LEIGH ROE	REFUND	140.00	025125
	LORRAINE TAFOYA	REFUND	109.00	025126
	VIDA LAW GROUP APC	REFUND	400.00	025127
April 8	JOSEPH A VERA	REPLACEMENT	125.00	025128
	AMERICAN SOCIETY OF INTERNATIONAL L	BOOKS	215.00	025129
	ATLANTIC LAW BOOK COMPANY	BOOKS	143.90	025130
	BLOOMBERG BNA	BOOKS	343.72	025131
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	2,325.41	025132
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	5,149.05	025134
	GAUNT	BOOKS	172.55	025135
	GOVERNMENT RESEARCH SERVICE	BOOKS	166.50	025136
	OTTO HARRASSOWITZ	BOOKS	518.15	025137
	JAMES PUBLISHING INC	BOOKS	104.86	025138
	JURISNET LLC	BOOKS	88.50	025139
	LAW JOURNAL PRESS	BOOKS	1,171.40	025140
	LAWPRESS CORPORATION	BOOKS	244.40	025141
	LAW REPORTS INTERNATIONAL LTD	BOOKS	225.00	025142
	LEXISNEXIS BUTTERWORTHS	BOOKS	341.62	025143
	PRACTISING LAW INSTITUTE	BOOKS	274.15	025144
	VERDICTSEARCH	BOOKS	439.98	025145
	JOHN WILEY & SONS INC	BOOKS	154.69	025146
	YBP LIBRARY SERVICES	BOOKS	373.62	025147
	GE MONEY BANK AMAZON	MKTG	239.98	025148
	AMERICAN EXPRESS	BUSINESS CARD	4,466.84	025149
	FEDEX	POSTAGE	24.31	025150
	GOURMET COFFEE SERVICE	KITCHEN	492.01	025151
	LINDA J HEICHMAN TAYLOR	REIMBURSEMENT	252.20	025152
	INDEPENDENT STATIONERS	SCAN SUPPL	51.67	025153
	MASAL ADVERTISING	OUTREACH	594.00	025154
	NATIONWIDE LEGAL EXPRESS, LLC	DELIVERY SVCS	23.05	025155
	JAYE B. NELSON	REIMBURSEMENT	276.15	025156
	OFFICE DEPOT	COPY CTR	2,227.92	025157
	JEREMY SAMLER	REIMBURSEMENT	35.97	025158
	SEPCO EARTHSCAPE, INC	LANDSCAPING	1,050.00	025159
	RALPH STAHLBERG	REGISTRATION	99.00	025160
	UP TO DATE FILING SERVICE	TEMP SVCS	1,610.00	025161
	VALLEY WIDE AIR	BLDG MAINT	200.00	025162
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	350.00	025163
April 10	COUNTY COUNSEL, L.A. COUNTY	LEGAL	115.72	025164
	DATA2, INC.	LIB SUPPL	196.31	025165

26,135.18

LOS ANGELES COUNTY LAW LIBRARY

April 1, 2013 - April 30, 2013 (CHECKS)

Account No.: 108000

Page 2

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 15	BANKS & JORDAN	BOOKS	103.55	025166
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	761.92	025167
	CARSWELL COMPANY LTD	BOOKS	36.72	025168
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	5,984.08	025170
	COUTTS LIBRARY SERVICES	BOOKS	2,690.44	025171
	DAILY JOURNAL CORPORATION	BOOKS	774.00	025172
	LEXISNEXIS BUTTERWORTHS	BOOKS	7,747.89	025173
	MARY MARTIN BOOKSELLERS	BOOKS	194.90	025174
	MUNICIPAL CODE CORPORATION	BOOKS	70.00	025175
	NATIONAL BOOK NETWORK	BOOKS	50.90	025176
	NATIONAL FIRE PROTECTION ASSOCIATIO	BOOKS	1,411.56	025177
	NOLO PRESS OCCIDENTAL	BOOKS	77.27	025178
	PRACTISING LAW INSTITUTE	BOOKS	187.36	025179
	SOUTH CAROLINA BAR	BOOKS	10.00	025180
	RPCD DBA SMARTRULES	BOOKS	6,000.00	025181
CITY OF THOUSAND OAKS	BOOKS	72.06	025182	
April 16	AT&T	TELECOM	401.32	025183
	BRIDGES FILTER SERVICE, INC	BLDG MAINT	658.09	025184
	COUNTY OF LOS ANGELES	HEAT/COOL	1,395.03	025185
	L A DEPT WATER & POWER	ELECTRIC/FIRE	8,132.48	025186
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,421.43	025187
	SECURITAS SECURITY	SECURITY	5,061.42	025188
	L A DEPT WATER & POWER	WATER/SANITATION	376.29	025189
April 17	BANDWIDTH.COM, INC.	TELECOM	287.08	025190
	CDW GOVERNMENT, INC.	PREPAID EXP	4,590.32	025191
	CLEAN SOURCE, INC.	CLEANING SUPPL	1,710.29	025192
	DLT SOLUTIONS	COMP SVCS	275.32	025193
	ENVISIONWARE, INC.	PREPAID EXP	4,253.19	025194
	GRAINGER	BLDG SUPPL	159.51	025195
	SCHINDLER ELEVATOR CORP.	ELEVATOR MAINT	3,740.40	025196
	TIME WARNER CABLE	TELECOM	1,200.00	025197
	SOUTH CAROLINA BAR	BOOKS	582.00	025198
April 19	AMERICAN BAR ASSOCIATION	BOOKS	761.88	025199
	AMERICAN SOCIETY OF INTERNATIONAL L	BOOKS	250.00	025200
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	34.87	025201
	HERTA BERENQUER L	BOOKS	600.00	025202
	BUREAU OF LEBANESE & ARAB DOCUMENTA	BOOKS	300.00	025203
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	203.07	025204
	CARSWELL COMPANY LTD	BOOKS	287.90	025205
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,578.01	025206
	COUTTS LIBRARY SERVICES	BOOKS	285.77	025207

107,961.53

LOS ANGELES COUNTY LAW LIBRARY
April 1, 2013 - April 30, 2013 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 23	OTTO HARRASSOWITZ	BOOKS	9,211.58	025208
	JAMES PUBLISHING INC	BOOKS	209.58	025209
	JURISNET LLC	BOOKS	86.50	025210
	LIBRERIA LINARDI Y RISSO A LINARDI	BOOKS	318.14	025211
	MANHATTAN PUBLISHING COMPANY	BOOKS	54.00	025212
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	58.00	025213
	PRACTISING LAW INSTITUTE	BOOKS	399.23	025214
	WILLIAM S HEIN & CO	BOOKS	3,138.74	025215
	YBP LIBRARY SERVICES	BOOKS	432.49	025216
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	117.93	025217
	AT&T MOBILITY	TELECOM	140.86	025218
	BLUE SHIELD OF CALIFORNIA	COBRA	3,748.71	025219
	STATE BOARD OF EQUALIZATION	USE TAX	2,189.00	025220
	CITY OF LA - BUILDING AND SAFETY	ELEVATOR MAINT	776.52	025221
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	652.16	025222
	CORCORAN QUALITY GRAPHICS	OUTREACH	1,652.44	025223
	FEDEX	POSTAGE	22.61	025224
	GOLDEN STATE OVERNIGHT	POSTAGE	176.22	025225
	INFINISOURCE INC	PAYROLL/HR	77.00	025226
	KONICA MINOLTA BUSINESS	COPY CTR - LA	860.12	025227
	KROLL BACKGROUND AMERICA, INC	PAYROLL/HR SVCS	100.00	025228
	METROLINK	TAP	1,175.75	025229
	OFFICE DEPOT	COPY CTR	215.43	025230
	PAN AMERICAN PEST CONTROL CO.	BLDG SVCS	276.00	025231
	SECURITAS SECURITY	SECURITY	4,993.24	025232
	STRONG IMAGE GRAPHIC SERVICES INC ** VOIDED	ADVERTISING	0.00	025233
	UNITED PARCEL SERVICE	POSTAGE	17.71	025234
	VERIZON	TELECOM	44.15	025235
	VORTEX INDUSTRIES INC	BLDG MAINT	1,409.70	025236
	XO COMMUNICATIONS LLC	TELECOM	792.59	025237

132,096.35

LOS ANGELES COUNTY LAW LIBRARY
April 1, 2013 - April 30, 2013 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 4	CCH INCORPORATED	BOOKS	171,590.05	TS00179282
	LEXISNEXIS ONLINE SERVICES	BOOKS	15,300.00	TS00179282
	THOMSON REUTERS	BOOKS	67,089.93	TS00179282
April 19	EX LIBRIS, (USA) INC.	ILS	10,437.99	TS00180181
	THOMSON REUTERS	BOOKS	23,690.74	TS00180181
April 26	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	21,959.23	TS00180548

310,067.94

MEMORANDUM

DATE: May 28, 2013

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Trustee Designated Member of the Friends of Los Angeles County Law Library Board of Directors.

The Board of Directors of the Friends of the Los Angeles County Law Library includes two groups of members. One group is appointed by the Board of Trustees of the LA Law Library. The second group is elected by the Friends Board itself.

The Board of Trustees Members are appointed for a two-year term. The Friends Board of Directors is seeking approval by the Board of Trustees for:

- **Richard J. Burdge, Jr.** to be reappointed for the two year term, November 1, 2013 to October 30, 2015.
- **Mark Epstein** to be reappointed for the two year term, October 26, 2012 to October 25, 2014
- **Terri D. Keville** to be reappointed for the two year term, October 26, 2012 to October 25, 2014
- **Marcellus McRae** to be reappointed for the two year term, September 1, 2013 to August 31, 2015
- **Gretchen Nelson** to be reappointed for the two year term, October 26, 2012 to October 25, 2014
- **Tyna Orren** to be reappointed for the two year term, September 1, 2013 to August 31, 2015
- **Jordan P. Weiss** to be reappointed for the two year term, October 26, 2012 to October 25, 2014

RECOMMENDATION

Staff recommends the Board approve the aforementioned Friends of the Los Angeles County Library Friends Board of Directors reappointments for the terms identified.



Richard J. Burdge, Jr

Admissions

California

FIRMS

Howrey LLP 2000-2011

Dewey Ballantine LLP 1986-2000

Lillick McHose & Charles 1979-1986

Education

UCLA School of Law (JD, 1979),

Order of the Coif

UCLA Law Review, Managing Editor

Yale University (BS, 1972)

cum laude

Highest Honors with Exceptional Distinction in Administrative Sciences

After litigating complex business disputes for more than 30 years at large law firms, Richard J. Burdge, Jr. opened The Burdge Law Firm PC on April 1, 2011. At the new firm he continues to litigate complex business disputes while being able to give personal attention to each client and matter. Because of his breadth of experience in different types of cases, he can handle or work with other lawyers to handle almost any business related dispute. By keeping his overhead low he is able to provide those services at lower rates than those charged by lawyers with similar backgrounds at large firms.

He is an experienced lead trial counsel in complex jury and arbitration cases in state and federal courts and before ADR providers. He has extensive class action and representative action experience. He has effectively represented clients in a broad range of industries, including energy companies, financial institutions, manufacturers, paper companies, professional service firms, real estate lenders, developers and owners, and solar power companies.

Mr. Burdge's cases involve a wide variety of substantive areas, including contract, corporate governance and control, consumer protection, employment discrimination and termination, fiduciary, fraud, international human rights laws and their enforcement against US corporations, insider trading, joint venture and partnership, legal malpractice, real estate, RICO, securities, trade secrets, trademark, unfair competition and wage and hour claims.

Mr. Burdge has held leadership roles in a number of bar organizations with an emphasis on litigation, professional responsibility and ethics, and serving the court system. He also devotes substantial efforts to help provide access to justice for disadvantaged members of the community. Mr. Burdge has been repeatedly recognized as one of Southern California's "Super Lawyers" in the area of business litigation and has been AV rated by Martindale-Hubbell® for more than 20 years.

Representative Matters

False Advertising Class Actions. Represented manufacturers, distributors and promoters of supplements in defending consumer class action litigation under the California Consumer Legal Remedies Act and the Business and Professions Code in several courts. Obtained dismissals of several actions; others are pending.

Appointment of Trustee Designated Member of the
Friends of Los Angeles County Law Library Board of Directors.

UnionBanCal Corp. tender offer litigation. Represented the Chairman, CEO and another director in defense of the three shareholder class actions in San Francisco Superior Court and a shareholder class action in Delaware Chancery Court contesting the tender offer by Mitsubishi UFJ Financial Group, Inc. for the shares of UnionBanCal Corp. All cases settled and the tender offer was completed successfully.

Corrie v Caterpillar, Inc. Obtained a dismissal for a US manufacturer of products allegedly used to commit violations of international law and the Torture Victim's Protection Act in the Israeli Occupied Territories. The dismissal was affirmed by the Ninth Circuit.

Confidential - consumer class action. For one of the nation's largest mortgage lenders, favorably settled a consumer class action alleging violations of the Real Estate Settlement Procedures Act (RESPA) in connection with the handling of millions of escrow accounts for the payment of taxes and insurance on mortgaged properties.

Kyocera Wireless et al. v. ITC. Served as appellate counsel for Kyocera Wireless in the landmark 2008 CAFC case holding that the ITC lacks jurisdiction to issue limited exclusion orders against nonrespondents. In striking down a broad limited exclusion order issued by the ITC, the CAFC held that the Act prevents the ITC from issuing a limited exclusion order that excludes products of those who are not "persons determined . . . to be violating [Section 337]".

Broadcaster, Inc. derivative litigation. Represented the Chairman, CFO, a director and the largest shareholder of Broadcaster, Inc. in related shareholder derivative actions claiming securities law violations, looting and mismanagement. Obtained dismissal of one action and defeated motions for a preliminary injunction and a receiver in the other. Settled favorably.

National Partnership Investments Corp. v. Battle Fowler LLP. Represented plaintiffs in a legal malpractice action against the lawyers who drafted proxy statements found to be materially misleading by a federal jury that awarded more than \$100 million in damages. A confidential settlement resulted.

Connecticut General Life Insurance Co. v. Luz Solar Partners Ltd., III. Served as lead trial lawyer for the winning defendants in a complex financing dispute. Lenders to two solar power projects sued to enjoin future profit distributions and to recover millions of dollars of completed profit distributions. They claimed that financial projections, as influenced by engineering performance and future energy rates, made such distributions fraudulent transfers.

Kirkwood v. Texaco Refining and Marketing Inc. As lead trial counsel, successfully defended an integrated energy company against claims of race discrimination and harassment for substantial damages and punitive damages in two jury trials in Los Angeles Superior Court.

Katayama v. The Phillipine National Bank and Tifkat L.P. v. KPMG. Prosecuted claims of fraud and conspiracy to defraud on behalf of an investor against an international accounting firm and a large Southeast Asian bank in state and federal court to recover a multimillion-dollar loss resulting from embezzlement and breach of trust by a business partner in a venture in Southeast Asia.

Courts & Adjudicative Bodies

United States District Court for the Central District of California
United States District Court for the Northern District of California

Appointment of Trustee Designated Member of the
Friends of Los Angeles County Law Library Board of Directors.

United States District Court for the Eastern District of California
United States District Court for the Southern District of California
United States Court of Appeals for the Ninth Circuit
United States Supreme Court
United States Court of Appeals for the Federal Circuit

Professional Affiliations

Member, American Bar Association, Litigation and Business Law Sections
Member, Association of Business Trial Lawyers, President, 1998-1999; Governor, 1989-1999
Member, Chancery Club
Member, Federal Bar Association
Member, Los Angeles County Bar Association, President-Elect, 2011-2012; Senior Vice President, 2010 - 2011; Vice President, 2009 - 2010; Board of Trustees, 1999-2001, 2009; Litigation Section, Chair, 2007-2008; Vice Chair, 2006-2007; Treasurer, 2005-2006; Secretary, 2004-2005; Executive Committee, 2001-present; Blue Ribbon Commission on Improving the Superior Court II, Member, 2005-2008; Judicial Election Evaluation Committee, Chair, 2008-2009, Vice-Chair, 2003-2008; Professional Responsibility and Ethics Committee, Member, 2002-present; Liaison to the Friends of the L.A. County Law Library (2009 - 2011)
Member, National Center for State Courts Lawyers Committee
Lawyer Representative for the Central District of California, Ninth Circuit Judicial Conference (2007-2010)
Member, Attorney Admissions Fund Committee, USDC for the Central District of California (2010-present)
Member, State Bar of California, Litigation and Business Law Sections

Pro Bono

Arbitrator, Dispute Resolution Services (DRS) Attorney Fee Arbitration Panel, 2001-present.
Neutral, DRS and predecessor Superior Court mediation and settlement programs, 1996-present. Public Counsel, Board Member, 2005-present. Handled or supervised numerous pro bono cases, including asylum, housing fraud, student loan issues, consumer protection, intellectual property and medical benefits.

Community Service

Served on the fundraising committees for Yale University, Dartmouth College, UCLA Law School and Polytechnic School.

Publications & Speaking Engagements

Books

Weil & Brown - California Practice Guide: Civil Procedure Before Trial. The Rutter Group (2010 & 2011). Contributing Editor.
Business and Commercial Litigation in Federal Courts. ABA/Thomson West, Second Edition (2005) (and third edition to be published in 2011), Chapter 83 "Partnerships", Contributing Author.

Articles

"Court Unification News." Los Angeles County Bar Update Vol. 20, No. 2 & 5 (2000).
"Do You Want to Keep a Secret? New Rules Call for Proactive Steps to Protect Confidential Information in Commercial Litigation." The Corporate Counselor (Winter 2001).

"Snatching Defeat from the Jaws of Victory: Improper Conduct During Closing Argument." ABTL Annual Seminar (1989).

Speeches

"Defense Perspective: Attacking Plaintiff's Credibility." Consumer Attorneys Association of Los Angeles Annual Convention, Las Vegas, NV (September 2010).

"Protecting Against Unfair Competition by Former Employees, Protecting Your Company Seminar." Howrey LLP, Los Angeles and Irvine, CA (April 2007).

"Amended Federal Rules for Electronic Discovery." Howrey LLP, Los Angeles and Irvine, CA (November 2006).

"The Confidentiality of Privileged Communications." Ethics Symposium of the Los Angeles County Bar Association, Los Angeles, CA (November 2004).

"Effective Use of Discovery at Trial." Association of Business Trial Lawyers, Santa Monica and Los Angeles, CA (May 2001).

"Law and Motion Argument." Los Angeles County Bar Association, Los Angeles, CA (1999, 2000).

"Preliminary Injunctions." Federal Bar Association, Los Angeles, CA (May 1998). Program Chair.

Mark H. Epstein

Mark Epstein is a partner in the law firm of Munger, Tolles & Olson LLP. His practice focuses on complex litigation matters (particularly class actions and labor law) and appellate work. His clients include a number of Fortune 500 companies in such diverse industries as health care, entertainment, energy, and finance.

Some of Mr. Epstein's recent litigation matters include:

- The representation of Alyeska Pipeline Service Company in a pair of state and federal wage and hour class action suits;
- The representation of California's Native American Tribes in the California Supreme Court litigation over Indian gaming;
- The representation of the Securities Investor Protection Corporation in a trial by which the client obtained a \$6 million judgment as well as several multi million dollar pre-trial settlements;
- The representation of former high ranking bank executives in a securities class action suit involving the merger of two major national banks;
- The representation of a major entertainment industry executive in a derivative action involving his employment contract;
- The representation of a major hospital chain in a wrongful discharge action following the termination of the company's three most senior executives;
- The representation of a life insurance company in class action litigation alleging improper insurance sales practices;
- The representation of Merrill Lynch in a variety of employment cases.

In his appellate practice, Mr. Epstein has been involved in more than 30 appeals, 20 of them as lead counsel, in various state and federal appellate courts. In addition, Mr. Epstein has taught appellate law at Loyola Law School.

Beyond his regular practice, Mr. Epstein has engaged in a number of pro bono activities. In addition to his regular pro bono matters, he currently serves on the board of Public Counsel and is General Counsel

Appointment of Trustee Designated Member of the
Friends of Los Angeles County Law Library Board of Directors.

to Coro Southern California. He has also served as Special Counsel to the Los Angeles Police Commission and was Deputy General Counsel to the Independent Commission on the Los Angeles Police Department (“Christopher Commission”).

Mr. Epstein received his undergraduate degree in Political Science from the University of California, Los Angeles in 1981, and his J.D. degree from the University of California, Berkeley (Boalt Hall) in 1985. Prior to beginning his practice at Munger, Tolles & Olson LLP, Mr. Epstein served as a judicial clerk to the Honorable Stanley A. Weigel, United States District Judge for the Northern District of California, the Honorable Edward A. Panelli, Associate Justice of the California Supreme Court, and the Honorable William J. Brennan, Jr., Associate Justice of the United States Supreme Court.

Education

University of California, Berkeley, School of Law (J.D., 1985); Order of the Coif,
Note and Comment Editor, California Law Review, 1984-85
University of California at Los Angeles (B.A., 1981)

Clerkships

Clerk to Judge Stanley A. Weigel, U.S. District Court, Northern District of California, 1985-1986
Clerk to Justice Edward Panelli, California Supreme Court, 1986-1987
Clerk to Justice William J. Brennan, Jr., U.S. Supreme Court, 1987-1988

Terri D. Keville

Terri Keville has extensive experience assisting health care clients in litigation and facility operations matters. Her litigation practice emphasizes case-dispositive motions and appeals in civil litigation involving hospitals, physician groups and other health care clients. Terri has made new law for California health care organizations in cases involving physician peer review, Medicare and ERISA pre-emption, and California’s Unfair Competition Law. She regularly advises clients on credentialing, peer review and other medical staff issues, consent (including end-of-life issues), confidentiality, EMTALA, ERISA and other operational matters.

Professional and Community Activities

Member; President, 2004-2005 – California Society for Healthcare Attorneys
Chair, Board of Directors, Friends of the Los Angeles County Law Library
Co-chair, Joint Committee on Biomedical Ethics, Los Angeles County Medical Association and Los Angeles County Bar Association
Member, Bioethics Committee, Appellate Courts Committee; Co-chair, Bioethics Committee, 2000-2002 – Los Angeles County Bar Association
American Health Lawyers Association
Health Law Section, American Bar Association

Professional Recognition

Named as one of the “Best Lawyers in America,” in Health Law by Woodward/White, 2007-present
Named as one of “America’s Leading Lawyers for Business,” Chambers USA, 2007-2010
Selected to “Southern California Super Lawyers” in Health Care and Appellate and Business Litigation, Law & Politics, 2010
Named in Who's Who in America, 2006-2009
Named in Who's Who in American Law, 2005 to Present
Named in Who's Who of American Women, 2007, 2010

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Friends of Los Angeles County Law Library Board of Directors.

Education

J.D., University of Southern California Law School, 1992

Order of the Coif

Articles Editor, Southern California Law Review

Graduate Studies, Philosophy, California State University, Northridge, 1974

B.A., Philosophy, University of Pennsylvania, 1972

Experience

Compliance counseling

Multiple health care providers

Ongoing

Reviewing and revising medical staff bylaws, rules, regulations and policies to bring them into compliance with legal and accreditation standards.

Credentialing

Multiple health care providers

Ongoing

Advising medical staffs on issues relating to credentialing for appointment, review and new privileges.

Peer review and disciplinary matters

Multiple health care providers

Ongoing

Assisting medical staff in addressing clinical and behavioral deficiencies of their members, including hearing proceedings as advocates or hearing officers.

Ellison v. Sequoia Health Services

2010

Represented hospital board of directors in internal appellate review proceeding that led to termination of a medical staff physician for lying on his application; both the trial court and the court of appeal upheld the hospital board's decision (183 Cal. App. 4th 1486, 2010).

Mileikowsky v. West Hills Hospital Medical Center

Multiple health care providers

2009

Represented Catholic Healthcare West and Tenet Healthcare as amici curiae in support of West Hills Hospital in this California Supreme Court case involving the authority of hearing officers in medical staff peer review hearings (45 Cal. 4th 1259, 2009)

Connor v. Long Beach Memorial Medical Center*

2008

Obtained dismissal of physician's wrongful peer review lawsuit, and award of attorneys' fees, by prevailing on anti-SLAPP motion (LASC, 2008).

Blau v. Northridge Hospital Medical Center*

2007

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Prevailed in mandamus action and on appeal by a physician challenging his exclusion from the hospital for disruptive behavior (Cal. App. 1st Dist. Div. 5, 2007).

Kibler v. Northern Inyo County Local Hospital District*

2006

Represented Catholic Healthcare West and the Regents of the University of California as amici curiae in support of the hospital district in this California Supreme Court case involving applicability of California's anti-SLAPP law to hospital peer review proceedings; the Supreme Court cited our brief in its opinion holding that the anti-SLAPP statute does protect peer review (39 Cal. 4th 192, 2006).

Medical Staff of Sharp Memorial Hospital v. Superior Court (Pancoast)*

2004

Represented the California Hospital Association as amicus curiae in support of the hospital in a writ proceeding. The court of appeal ordered the trial court to vacate its ruling requiring reinstatement of a medical staff physician, and recognized the hospital's legal authority to summarily suspend the physician based upon potential danger to unidentified patients (121 Cal. App. 4th 173, 2004).

Blau v. Catholic Healthcare West*

2003

Obtained dismissal of physician's damages action for alleged wrongful exclusion from the defendant hospital, and affirmance on appeal, because the physician had failed to exhaust his internal administrative remedies (Cal. App. 2nd Dist. Div. 1, 2003). * Denotes experience completed at a prior firm

News and Publications

Advisories

- 06.16.10 CDPH Issues \$675,000 in Fines to 5 Hospitals over Privacy Breaches
- 03.23.10 Disability Claims by Physicians: News for Physician Groups and Medical Staffs

Books/Publications

- April 2010 "When a Doctor Changes Groups, What Can the Doctor Tell Affected Patients?" California Health Law News
- Spring 2010 "After the Petition for Review: What to Expect in the California Supreme Court," San Francisco Lawyer
- February 2010 "Securing High-Court Review," California Lawyer
- September 2009 "Supreme Court Rules in Favor of Special Education Students," Davis Wright Tremaine Mid-Year Pro Bono Report
- July 2009 "Protecting Peer Review to Protect Patients," AHLA Connections
- April 2009 "Friend of the Court," Davis Wright Tremaine First Quarter Pro Bono Report
- 08.08.08 "5th Circ. Reversal of Poliner Restores Order," Health Law360
- August 2007 "Federal District Court Rules that New Hampshire's Broad Prohibition on Transfer and

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	Use of Physician Prescribing Data Violates the First Amendment,” Privacy & Data Security Law Journal
Summer 2007	“The UCL and You: Recent Developments in California’s Unfair Competition Law and Their Effect on Healthcare Providers and Payors,” California Health Law News 15
2005	“Bush v. Schiavo and the Separation of Powers: Why a State Legislature Cannot Empower a Governor to Order Medical Treatment When There Is a Final Court Judgment That the Patient Would Not Want It,” 7 Journal of Law and Social Challenges 101

Marcellus McRae

Marcellus Antonio McRae is a partner in the Los Angeles office of Gibson, Dunn & Crutcher. He is Co-Chair of the firm’s White Collar Defense and Investigations Practice Group and a member of the firm’s Litigation, Government and Commercial Contracts, and Media and Entertainment Practice Groups. Mr. McRae’s litigation and white-collar criminal defense practices focus on a wide variety of business disputes, internal investigations, and criminal prosecutions including defense of individuals and corporations in cases involving allegations of: financial fraud, false claims act violations, public corruption, violation of federal and state environmental laws, health care fraud, wrongful death, criminal antitrust violations, and other matters. He also represents and advises employers in wrongful termination, retaliation, and whistleblower claims.

Mr. McRae has first chaired numerous jury trials, bench trials, and arbitrations in both federal and state courts. He also writes and speaks on trial and litigation skills, white-collar criminal defense, labor and employment law, and other topics. From 1995 until joining Gibson, Dunn & Crutcher in February 1998, Mr. McRae served as an Assistant United States Attorney with the Criminal Division, Major Frauds Section, of the United States Attorney’s Office in Los Angeles. While he was an Assistant United States Attorney, Mr. McRae investigated and prosecuted complex white-collar crimes (tax, securities, bankruptcy, and other business frauds) and traditional crimes that involved both jury and non-jury trial experience with a 100 percent conviction rate at trial. He also drafted numerous appellate briefs filed in the Ninth Circuit Court of Appeals and had several arguments before the Ninth Circuit Court of Appeals. Prior to joining the United States Attorney’s Office, Mr. McRae was an associate with Debevoise & Plimpton.

Some of Mr. McRae’s achievements include:

Trials and Litigation

- Defending major corporations in qui tam litigations and parallel proceedings involving False Claim Act violation allegations.
- Successful defense at trial of Vestin Realty Mortgage I and II in a nationwide class action alleging that the merger of funds into the trusts constituted a “roll up.”
- Successful defense of Nutro Products, Inc. in an eight-week jury trial in a mass action in which homeowners claimed that the company’s production facility emitted a nuisance odor.
- Representation of an I.R.A. administrator in a class action against claims that it aided and abetted a fraud against investors.
- Representation of Pacific Maritime Association and members in a federal court action involving claims of gender and race discrimination, harassment and retaliation.

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- Successful defense of Dean Witter Reynolds, Inc. in a jury trial against allegations that it defrauded
- California Union Insurance Company into issuing performance and property coverage on several wind turbine farms.
- Successful defense at trial of a film and television celebrity in a palimony action.
- Representation of Deloitte & Touche LLP in a state court action involving allegations of age and race discrimination.
- Representation of PricewaterhouseCoopers in a state court action involving allegations of gender discrimination and failure to promote.
- Representation of United Parcel Service in a state court action involving allegations of sexual harassment.
- Successful defense of one of world's leading media and entertainment companies in a three-week arbitration involving claims for profit participation in a syndicated series.
- Successful defense of ConAgra Foods, Inc. in a four-week jury trial involving breach of contract and fraud claims arising from the termination of a beef distribution relationship.

White Collar Defense and Investigations

- Represented major corporations in federal grand jury investigations involving contract and payment disputes with various regulatory agencies.
- Defended municipality in a federal criminal investigation alleging Clean Water Act violations. No charges were filed.
- Defended retailers in civil class action and criminal proceedings involving pricing accuracy claims.
- Defended elected official in a public corruption investigation. No charges were filed.
- Defended food and beverage manufacturers in federal criminal investigations alleging Clean Water Act violations.
- Defended maritime company in federal criminal investigation alleging violation of the Act to Prevent Pollution from Ships. No charges were filed.
- Conducted a wide range of internal investigations concerning financial controls and procedures, executive misconduct, government contracting improprieties, and alleged violations of federal election campaign laws, federal communications commission rules and regulations, kickback, fraud, and other federal and state laws.

Professional and Community Associations

Mr. McRae was a 2003-04 co-chair of the Lawyer Delegates to the Ninth Circuit - Central District of California. He has also served as an adjunct professor of Advanced Trial Advocacy at Loyola Law School, teaches trial advocacy at Harvard Law School, and is an instructor at the national level of the National Institute of Trial Advocacy. Mr. McRae has conducted mock jury trial demonstrations at numerous national American Law Institute-American Bar Association conferences and has been a featured panelist at numerous professional seminars regarding a wide range of topics including trial advocacy, individual and corporate criminal defense, federal sentencing guidelines, and employment litigation. He also frequently appears on television and radio and in print media as a legal commentator.

Mr. McRae has also been a chair of the Environmental Crimes Committee for the West Coast Chapter of the American Bar Association and is a former member of the Board of Directors of the Federal Bar Association; the Executive Committee of the Criminal Justice Section of the Los Angeles County Bar Association; the Attorney Discipline Committee for the Central District of California; and the Attorney

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Admissions Fund Board for the Central District of California, the Steering Committee of the California Minority Counsel Program and the LAPD Police Commission Rampart Review Panel.

Mr. McRae is currently a member of the Board of Advocates of Human Rights First; the Los Angeles County Bar Association Committee on Diversity in the Profession; the Board of Directors of Public Counsel; Friends of the Los Angeles County Law Library; and the Board of Directors of Big Brothers Big Sisters.

Publications and Acknowledgments

Mr. McRae was listed among the top "20 Under 40" California lawyers by the Daily Journal in 2003. In January 2004, Mr. McRae was selected by Law & Politics magazine as one of California's "Superlawyers" in the area of Business Litigation, based on a survey of more than 65,000 California lawyers. He was named in 2006 among the "New Stars, New Worlds" by Lawdragon magazine, which features up-and-coming talent and lawyers with fascinating new practices. He has also authored several articles including "First Steps in Handling Federal Litigation," published by Practical Law Company in 2010; "Is Government Knowledge a Defense to False Claims Liability: A Discussion of the Role of Government Knowledge Under the California and Federal False Claims Acts," published by BNA, Inc., Federal Contracts Report, Volume 84, No. 11, September 27, 2005; "Gauging Organizational Exposure to Environmental Criminal Liability: A Comparison of the Proposed Environmental Sentencing Guidelines to the Organizational Guidelines and the Department of Justice's Revised Principles of Federal Prosecution of Business Organizations," published by the American Bar Association for the National Institute on White Collar Crime in March 2004; "Proof and Pretext: Reeves provides some clarification of the burden-shifting formula in employment discrimination lawsuits," published by the Los Angeles Lawyer in March 2004; "Seeking and Defeating Summary Judgment In Light Of Reeves v. Sanderson Plumbing Products And Its Progeny" which was published in the ALI-ABA Course of Study-Employment Discrimination and Civil Rights Actions in Federal and State Courts, Volume 1 in May 2003; and "Grace Under Pressure: Fifteen Steps You Should Take To Manage a Search of Your Client's Office Pursuant to a Federal Warrant" published in

Gretchen M. Nelson

Gretchen M. Nelson is a 1983 graduate of Georgetown University Law School. She received her B.A. degree from Smith College in 1976. She was admitted to the State Bar of California in January 1984. She is a member of the Board of Governors of the Consumer Attorneys of Los Angeles. She is a past Chair of the Litigation Section of the Los Angeles County Bar Association ("LACBA") and is presently the President-Elect of that association. Her term as President of LACBA will commence on July 1, 2007.

Following law school, she practiced for several years with the law firm of Morgan, Wenzel & McNicholas. In August 1988, she joined the law firm of Corinblit & Seltzer, a Professional Corporation, where she concentrated her practice in the prosecution of complex business litigation, with a strong emphasis on antitrust and securities class action cases. In February 1998, Ms. Nelson formed her own law firm where she devoted her practice to the litigation of complex class action cases, involving securities, antitrust, employment and consumer claims as well as other litigation on behalf of individuals and small businesses. In 2003, Ms. Nelson joined the law firm of Kreindler & Kreindler LLP when it opened the firm's first California office located in Los Angeles. She continues to practice in the area of complex class action litigation.

Ms. Nelson has lectured on class and class-related litigation issues for the Consumer Attorneys Association of Los Angeles, the Association of Trial Lawyers, the Practicing Law Institute, the National

Business Institute and Mealeys. She has published articles in the Advocate and the Forum and the American Bar Associations TIPS magazine The Brief on class and other issues.

Tyna Thall Orren

Tyna Thall Orren is an elder law and appellate attorney in Pasadena, California. She received a B.A. degree from the University of California at Berkeley, a Ph.D. in English literature and linguistics from the University of Minnesota, and a J.D., cum laude, from Loyola Law School of Los Angeles, California. She is a life member of Loyola Law School's St. Thomas More Law Honor Society. Ms. Orren is a former senior judicial attorney at the California Court of Appeal, Second Appellate District, and a former associate in the appellate law firm of Greines, Martin, Stein & Richland. She is a member of the National Academy of Elder Law Attorneys; the Appellate Courts Committee of the Los Angeles County Bar Association; and the Probate and Trust Section of the Pasadena Bar Association. She has successfully represented both appellants and respondents in numerous proceedings in the California Court of Appeal, including five cases that are published in California Appellate Reports.

Education

Loyola Law School - Los Angeles, California

J.D. cum laude, 1982

Honors: St. Thomas More Law Honor Society, life member
Dean's List, 1979 - 1982

University of Minnesota – Minneapolis, Minnesota

Ph.D., 1976 in English Literature and Linguistics; Minor - History

Honors: Ruud Scholarship, 1972; Dean's List, 1969 - 1976

University of California - Berkeley, California

B.A., 1968 in Art (Painting); Minor – English Literature

Honors: Summer English Honors Program, Dean' List, 1964 - 1968

Employment and Experience, Legal

Orren & Orren, 2001 to present

Firm emphasizes:

Appellate Law, Litigation – Tyna Thall Orren

Probate and Estate Planning – Lowell H. Orren

Tyna Thall Orren, Attorney at Law

Solo Practice, emphasizing appellate law, 1983 – 1988 and 2000 – 2001

Greines, Martin Stein & Richland, LLP

Associate Attorney, 1997 - 2000

California Court of Appeal, Second Appellate District

Senior Judicial Attorney, 1991 - 1997

California Appellate Project

Staff Attorney, 1989 – 1990

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Bet Tzedek Legal Services
Volunteer Attorney, 2001 - present

Legal Services Corporation of Pasadena
Volunteer Attorney, 1983 – 1985; Volunteer Law Clerk, 1982

Employment and Experience, general

Temple Beth David, Temple City, California
Member, Board of Directors, 2005 - 2008

Chaim Weizmann Community Day School (now Weizmann Day School)
Member, Board of Directors, 1986 – 1990

Pasadena City College
Instructor of Legal Assisting, 1984 – 1985

The Children's Center at Caltech
Member, Board of Directors, 1983 – 1984

The University of Minnesota Press
Editor, 1977 – 1978

The University of Wisconsin
Assistant Professor of English, 1976 – 1977

Professional Affiliations

State Bar of California
Trusts & Estates Section
Los Angeles County Bar Association
Treasurer and Member of Executive Committee, Appellate Courts Section, Member, Trusts & Estates Section
Pasadena Bar Association
Member, Litigation/ADR Section; Probate Section

Jordan P. Weiss

Jordan Weiss is Senior Vice President-Tax of Roll International Corporation, a multi-national enterprise which has operations in real estate, agriculture, shipping beverages and flower-by-wire, including Fiji water, Neptune Shipping Lines, POM Wonderful, Teleflora and Paramount international taxation and individual taxation.

Prior to joining Roll International he served as Chair of Arthur Anderson's Pacific Region Tax Controversies practice. Earlier in his career he was Managing Tax Counsel at Unocal Corporation. For more than 25 years, Mr. Weiss has handled a wide variety of tax controversies before the United States Tax Court, including the representation of numerous large-case CEP taxpayers in the Tax Court and before the Internal Revenue Service. He began his career at the office of Chief Counsel IRS as a trial attorney, and for several years thereafter had a private practice specializing in tax controversy matters. He graduated first in his class from the business school at the University of Florida and earned his law

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degree at Emory University. He is a past Chair of the Tax Procedure Committee for the ABA Section on Administrative Law, and has served as Vice Chair of the Business Cooperative and Agriculture Committee of the ABA Tax Section.

Jordan Weiss has been a featured lecturer at meetings of Tax Executives Institute, The American Bar Association, the World Trade Institute, University of Southern California International Tax Institute, the State Bar of California and the California Society of CPAs, as well as the UCLA Annual Tax Controversy Institute.

MEMORANDUM

DATE: June 3, 2013
TO: Board of Law Library Trustees
FROM: Sandra J. Levin, Executive Director
RE: Removal of Sign Re Firearms

SUMMARY

There is a large, red sign in the foyer of the Law Library stating that it is prohibited to bring firearms in to the Law Library. Specifically, the sign reads:

“Firearms and other weapons are prohibited in the library unless authorized by law. Any person causing a disturbance in the library will be required to leave the building.”

Members of Senior Staff believe that this sign is unwelcoming, increases rather than decreases concern about security issues and is of no significant impact in deterring crime in the Law Library. Put simply, those who are intent on committing armed crimes in the Law Library are unlikely to turn away because of the sign while nearly every new patron who walks past it wonders why the Law Library feels the need to post such a sign.

The sign was first placed in the foyer at the request of the Board of Trustees in 1992, following a murder-suicide incident at the Law Library. No further such incident has occurred and no weapons have been confiscated in recent memory.

The Library’s security firm has no objection to the removal of the sign. Weapons are now, and would continue to be, prohibited in the Law Library under our Rules of Conduct (posted on the website and available to patrons in hard copy in the Law Library).

Staff is therefore requesting that the Board of Trustees authorize the removal of the sign.

RECOMMENDATION

Continue the prohibition on weapons in the Law Library but remove the sign from the foyer.



AGENDA ITEM 4

ACTION ITEMS

- 4.1 REVIEW AND APPROVAL OF LA LAW LIBRARY STRATEGIC PLANNING GOALS & OBJECTIVES.
- 4.2 REVIEW AND APPROVAL OF THE MOU BETWEEN LA LAW LIBRARY AND THE LAW LIBRARY MICROFILM CONSORTIUM (LLMC).
- 4.3 REVIEW OF NEW LA LAW LIBRARY WEBSITE.
- 4.4 APPROVAL OF LA LAW LIBRARY SCHEDULE OF FEE & CHARGES.

MEMORANDUM

DATE: May 28, 2013

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Staff report re Strategic Plan Goals and Objectives

SUMMARY

Staff and the Strategic Planning Committee are very excited to present the next segment of the Law Library’s strategic plan: the Goals and Objectives. The Board is asked to discuss the Goals and Objectives, modify them as desired and approve them along with any changes or additions based upon the discussion. If approved, the next step will be for staff to identify implementation milestones and deadlines for each objective, compile the entire plan into a formal document and bring it back for approval at the meeting on June 25 (concurrently with the budget). Any final edits or additions could also be discussed at that time, but it is our hope that any major discussion points will have been ironed out prior to the final approval of the document itself.

BACKGROUND AND ANALYSIS

The Goals and Objectives were developed based upon our online and in print survey, workshops with all of the Law Library staff, discussions with other stakeholder groups, input developed during the concurrent budget process and meetings of the Board subcommittee on strategic planning.

Survey Results: Attached is a summary of the results of our strategic planning survey. We were very pleased with both the number of respondents and the diversity of user categories, geographic and demographic categories and areas of focus. We have now officially closed the survey and are no longer conducting formal outreach. (As always, however, the Library welcomes any additional suggestions or input. We found the process helpful and hope that the feedback will continue.) All of the numerical or multiple choice responses are reflected in the attached results and the free-form (qualitative) responses are summarized. We found the information useful, informative and interesting; some results were expected and unsurprising (e.g., the extent to which parking is an impediment to access), while others provided new insight (e.g., the number of people interested in volunteering in the Library).

There were many individual responses and comments that are not quoted here because the level of detail was not applicable to a strategic planning exercise. Nonetheless, Staff has reviewed all of the detailed responses and will incorporate many of the suggestions (e.g., suggested topics for future class offerings) into future Library programming and operations.



Draft Goals and Objectives: Attached you will also find the proposed Goals and Objectives. The goals are broken into six categories: collection, community, working environment, technology, fiscal goals and service goals. Under each goal, there is a list of objectives. These are the projects and programs that will implement that specific goal. Although some objectives implement more than one goal, to avoid redundancy and facilitate tracking of implementation efforts, each objective is listed under the *primary* goal it implements. (In one instance, the crossover of goals from other areas was noted in the document and will be filled in later.)

Deadlines and priorities for the proposed Goals and Objectives have not yet been identified. However, once the Goals and Objectives are approved, Staff will propose deadlines, based upon priorities and budget. Some objectives are expected to be completed within the upcoming fiscal year, while others may have timeframes of 3 to 5 years.

As a side note, although challenging, it has proven very helpful that the budgeting and planning processes have occurred concurrently. We were mindful of budget and able to be realistic in establishing the goals and objectives. The budget we present in June will include adequate staffing and resources to accomplish the objectives identified for the upcoming fiscal year. Some objectives will be identified for longer term implementation due to funding issues. Each objective will also have benchmarks identified so that progress can be monitored and evaluated on an ongoing basis. The Goals and Objectives incorporate suggestions and requests made by survey participants, Law Library employees, Law Library partners and other service agencies, as well as the Strategic Planning Committee. They have also been reviewed by the Strategic Planning Committee, who approved the list but identified one topic for further discussion by the Board.

The topic identified for further discussion several objectives in the fiscal goals section. These items all related to generating revenue from the sale of extraordinary services or naming opportunities. One committee member spoke eloquently about the inconsistency between these revenue-generating activities and the fundamental mission and purpose of a County Law Library in providing free public access. Staff explained that the objectives were included in the proposal as longer term programs to address the possibility of a further decline in revenues in future years. Should revenues decline much further, the Board would be forced to elect either significant service cuts or find material revenue-generating activities. The committee concluded that this conflict between economic need and dilution of the agency's public focus and open access was an important policy decision that should be made by the Board as a whole. We look forward to your discussion and input.

RECOMMENDATION

Staff and the Strategic Planning Committee recommend that the Board: 1) provide direction regarding the objectives identified for discussion; 2) identify any other changes or additions the Board would like to add; and 3) approve the goals and objectives with identified changes.



LOS ANGELES COUNTY LAW LIBRARY STRATEGIC PLAN

Vision

The LA Law Library is a vibrant community education center in Los Angeles County and a leader in providing public access to legal knowledge, putting national and international sources of law into the hands of those seeking legal information.

Mission

The LA Law Library proactively supports people's needs in a dynamic global environment, acting as the curator and cultivator of a superior collection of legal resources, a gateway to legal information and a navigator facilitating access to the legal system.

Goals and Objectives

Collection

Goal: Continue to build, disseminate, and make accessible a superior collection of local, California and American legal resources

- *[List crossover objectives from other sections here]*
- Track usage, visitors and performance metrics
- Conduct patron surveys and focus groups regarding legal resource materials needs
- Develop a comprehensive strategy for collection assessment and evaluation
- Showcase rare books, historical materials and memorabilia
- Develop resource materials and referrals for patrons needing translation
- Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")
- Develop, increase and advertise depository status and availability of local government agency legal material
- Establish material loan program between Main and branch locations

Goal: Continue to build a superior international and foreign collection

- Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration
- Conduct user needs survey and research to develop and expand FCIL programming
- Purchase FCIL materials that supplement FCIL programming
- Build strong relationships with vendors around the world
- Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials

Goal: Preserve legal resources for the future

- Develop digitization and archiving plan for the next 20 years
- Develop a rare book storage and access plan
- Conduct a space needs assessment
- Establish a schedule and conduct a regular, periodic inventory of collection materials
- Develop a plan for the preservation of gazettes and other loose periodicals

Community

Goal: Make the library a place where everyone wants to go

- Expand awareness of transportation and parking alternatives
- Maintain security levels in a respectful and non-threatening manner
- Provide vending machines to sell office supplies and sundries
- Develop member incentive programs with bar associations

- Continue and refine Members Program
- Automate parking reservations
- Resume used book sales

Goal: Strengthen community awareness of the role and value of the law library

- Publish articles on our own website and in journals, newsletters and the press
- Make presentations to potential users off-site
- Collaborate with Grand Park on programming and shared outreach
- Co-market with LACBA and other bar associations to promote events and programs
- Establish schedule for regular meetings of outside organizations
- Outreach to courts, SHCs and local bar associations re events and services at branches
- Coordinate programs with downtown arts community (e.g., Artwalk)

Goal: Become a center for educational and community activities

- Expand CLE classes
- Expand classes for self-represented persons
- Expand librarian training workshops
- Develop a high school student workshop series in the Library
- Develop a continuing education series on legal topics for non-lawyers
- Conversion of Torrance space to training facility
- Develop a law-related Film Series
- Conduct a book discussion group

Goal: Make legal education more accessible

- Create a mobile eBranch to deploy at events (amidst the food trucks...)
- Broadcast professional development and general public webinars
- Provide public computer classes for basic skill development
- Outreach to prison inmates and other homebound people

Working environment

Goal: Create a tranquil atmosphere that encourages and promotes trust, cooperation and mutual support

- Draft and implement Safety and Emergency Preparedness Plans
- Maintain high-quality, comfortable physical facilities and working conditions
- Improve accessibility
- Automate elevator functions

Goal: Make working here fun!

- Annual employee picnic
- Host occasional employee morale events (e.g., potlucks, tournaments and games)
- Hold occasional events open to family and friends
- Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)
- Provide a 15 minute stretch classes in lounge at break times
- Establish an employee of the month/year program

Goal: Be a creative, flexible, and smart organization in an ever-changing environment

- Cross-train employees in related positions
- Evaluate and improve process efficiency in all library functions
- Merge Programs & Partnerships and Reference functions
- Establish a law student intern program

- Establish a library student/recent graduate training program
- Establish an “on-call list” of contract employees available to cover occasional absences

Goal: Provide staff with tools & resources to support new library directions

- Provide continuing education and training opportunities
- Establish a volunteer program to provide additional support and outreach
- Expand the high school intern program
- Conduct a space needs assessment
- Install document management and/or collaboration software
- Establish an appointment system for help desk assistance

Technology

Goal: Explore and define the standard for delivery of information of the future

- Establish eBranches throughout the County
- Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)
- Develop a Law Library mobile app
- Non-circulating iPads with legal apps/ebooks

Goal: Safeguard the Library’s reputation for quality and competence

- Upgrade Navision
- Provide the option to pay fees, fines and charges online
- Provide the option to renew materials and manage Library user account online
- Improve and maintain user-friendly website with expanded audio-visual and interactive tools
- Provide catalog searching capabilities in closed stacks

Fiscal goals

Goal: Protect existing funding sources and create financial stability that is sustainable over time

- Promote awareness at local and state government levels through CCCLL and lobbying efforts
- Assist in development of statewide strategy to protect or enhance revenue stream
- Reevaluate, re-bid and expand parking services
- Evaluate and renegotiate relationships with vendors to maximize value/resources
- Consider annual merit increases

Goal: Develop new revenue streams

- Apply for grants
- Consider legislative proposal to authorize revenue-generating activities
- Promote conference room rentals and develop informational outreach
- Develop vending machine programs
- Develop conceptual plan for café
- Provide a notary service for a fee
- Provide e-filing for a fee
- Offer fee-based collection acquisition and management services to other libraries
- DISCUSSION ITEM: Develop additional, extraordinary reference services to be offered for a fee

Goal: Develop public private partnerships (L)

- Outreach to law firms & bar associations
- Build relationships with relevant corporate entities
- DISCUSSION ITEM: Create naming opportunities and a capital giving plan (with FLACLL)
- Establish a speakers’ bureau

- DISCUSSION ITEM: Develop fee-based program to provide after- hours reference and research to East Coast law firms and libraries

Service goals

Goal: Put national and international sources of law into the hands of those seeking legal information

- Preserve service levels by maintaining adequate staffing
- Make legal resources available & visible on the internet
- Create an advance reservation system for Library computers
- Provide self-serve scanning equipment in the Library
- Establish and implement a policy for how to handle patrons with greater needs and time demands
- Establish regular office hours at partnership libraries
- Present intermittent but regular, free classes
- Create a plan to provide ebooks in the Library, beginning with research to determine patron needs and preferences
- Provide quality, comprehensive, face-to-face reference services by trained librarians

Goal: Expand services to self-represented litigants

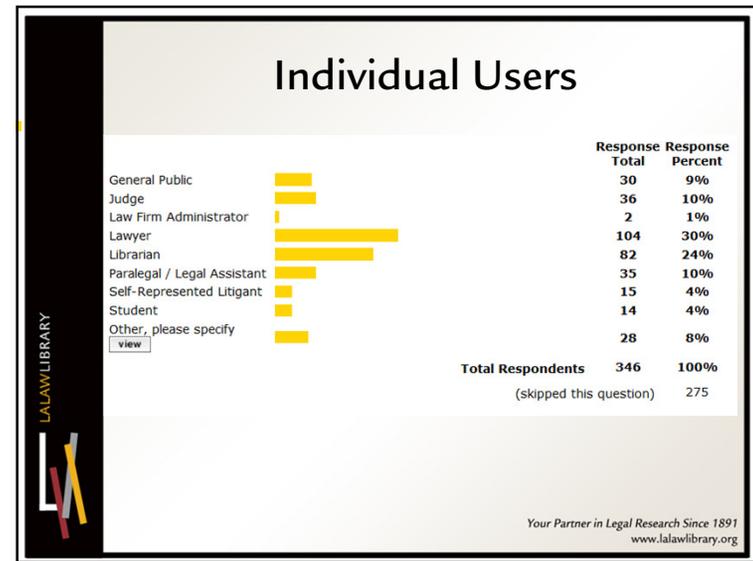
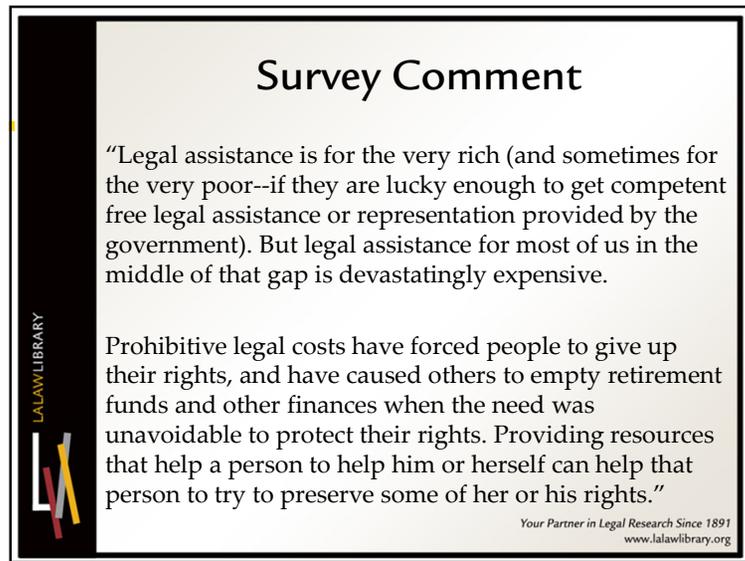
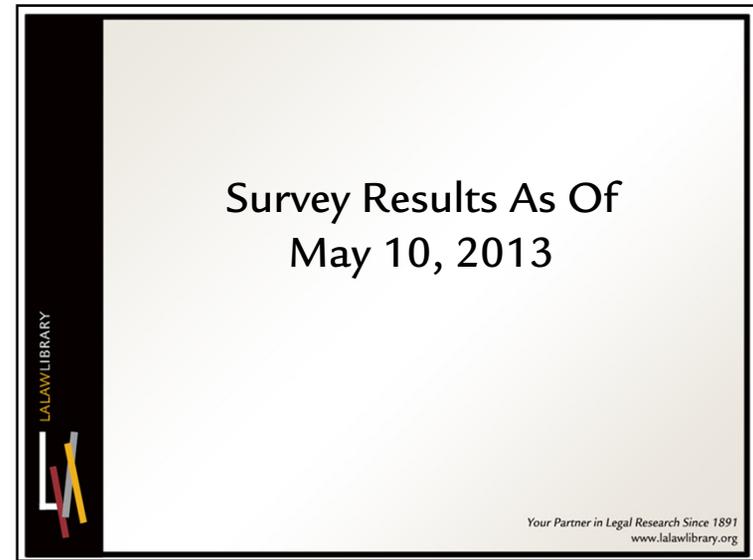
- Development of online self-help and lay-friendly substantive materials (similar to eBranch)
- Create video programs addressing basic legal issues (e.g., Courtroom Basics)
- Develop transportation resource handouts
- Develop translation resource handouts
- Establish regular “Lawyer in the Library” programs
- Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library
- Develop and implement model for library-based clinics and self-help center for delivery of civil self-help services (outside scope of current court-based SHCs)
- Offer more training from vendors and publishers

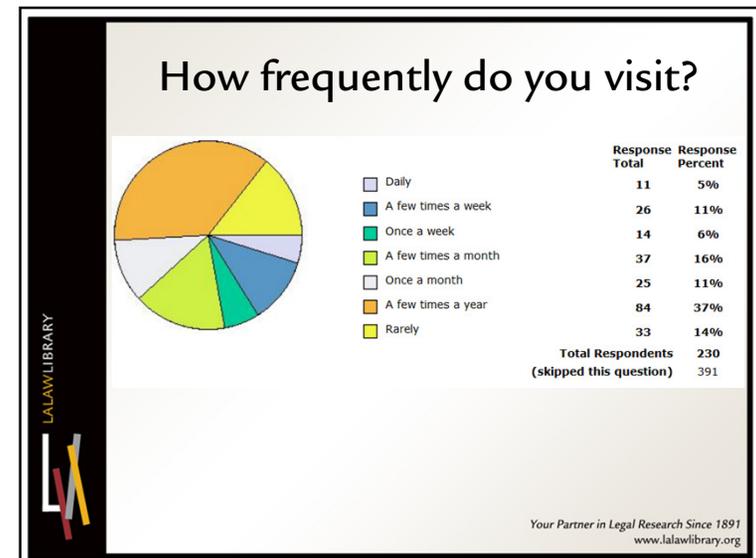
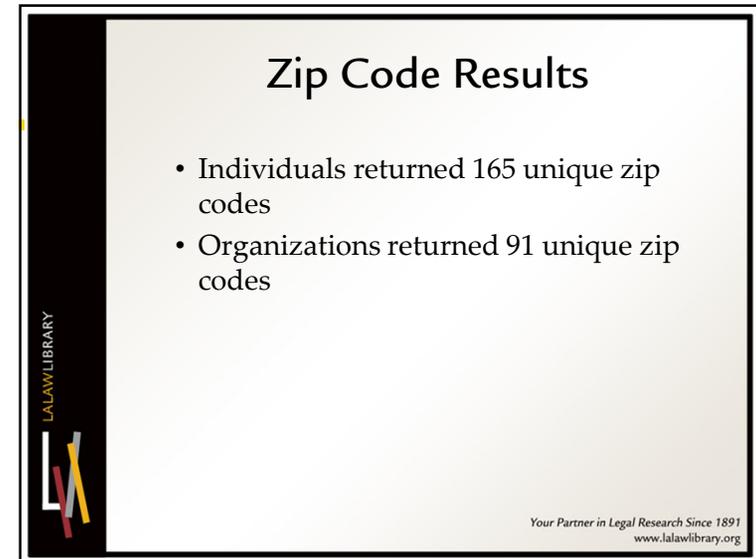
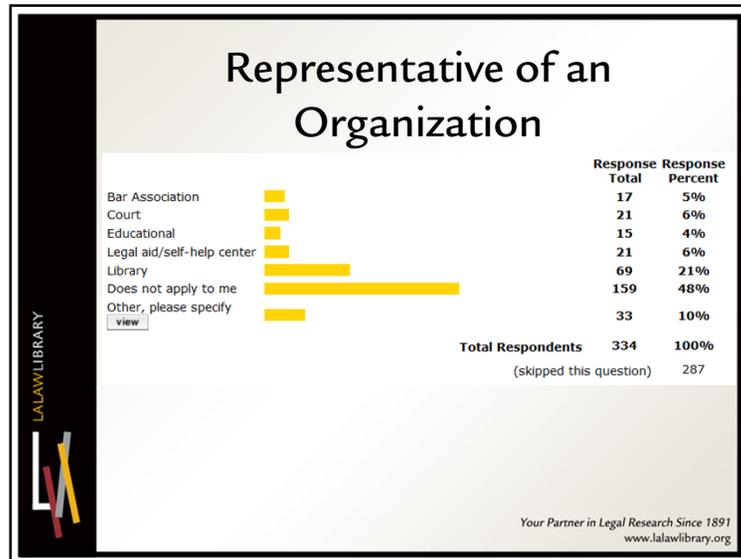
Goal: Help the courts process self-represented litigants

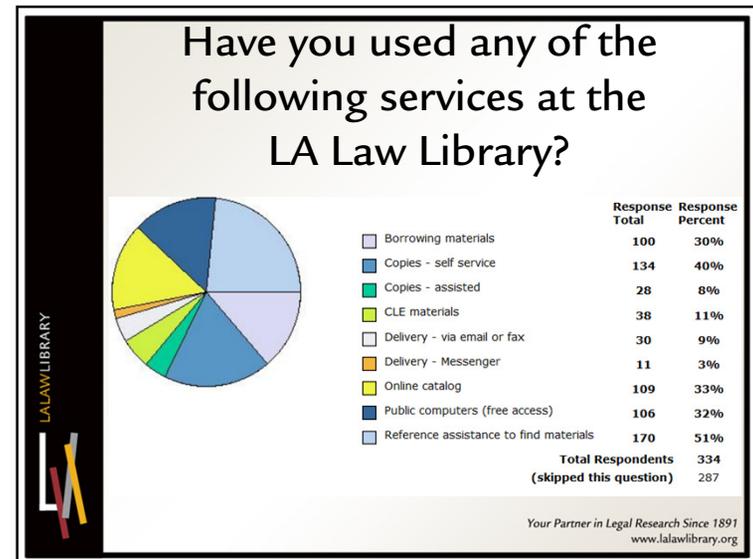
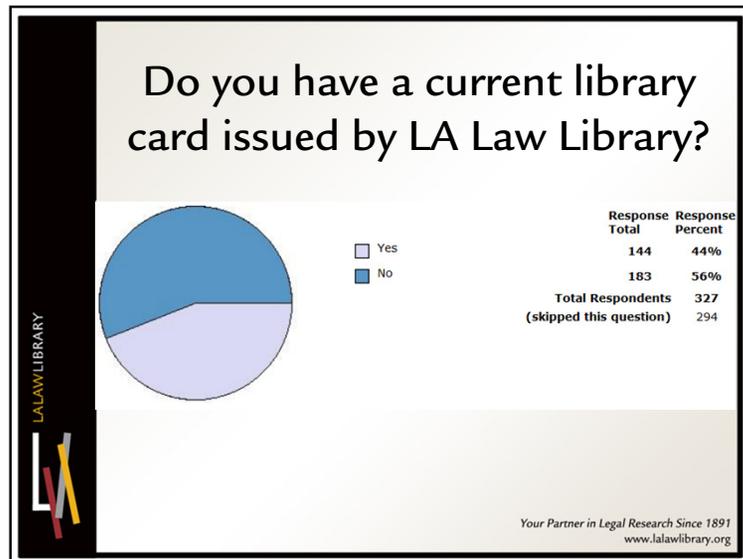
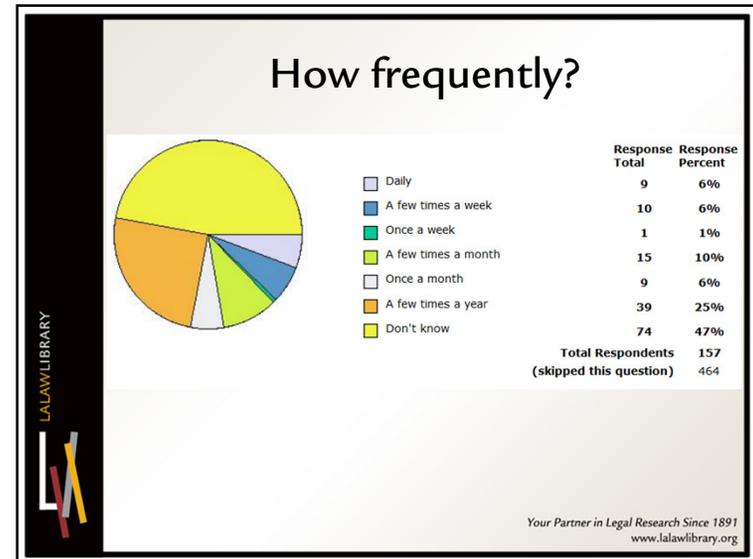
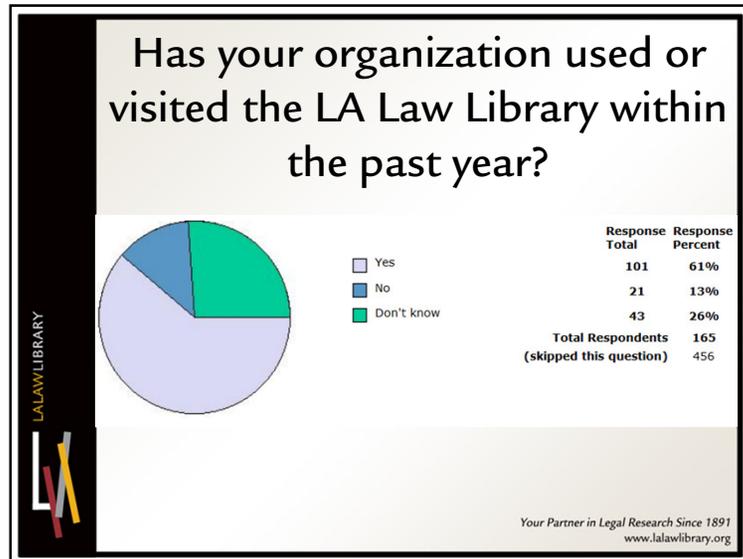
- *[List crossover objectives from other sections here]*
- Conversion of Torrance space to training and education facility
- Confirm space at new Long Beach court house
- Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions)
- Establish a program for legal document assistants in the library
- Offer training and materials to the courts, including library resources, FAQ’s and referral sheets

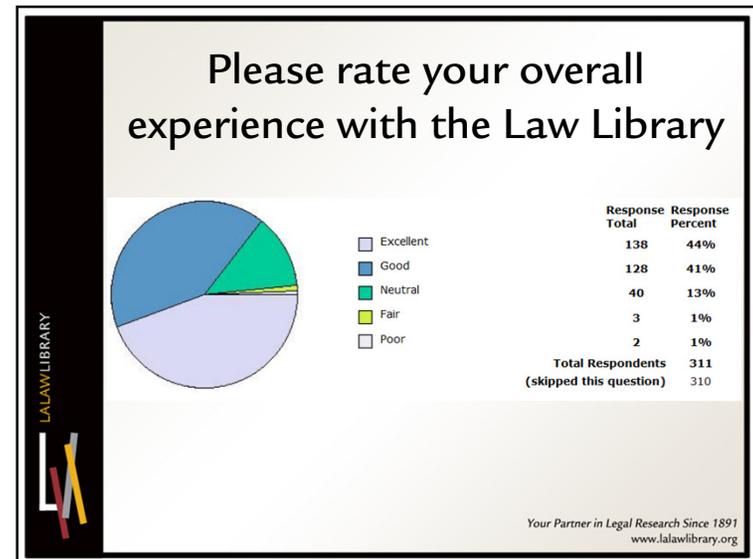
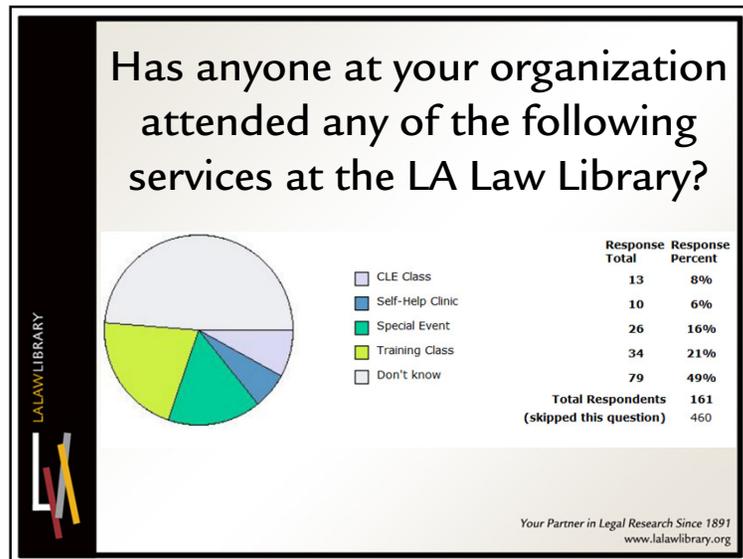
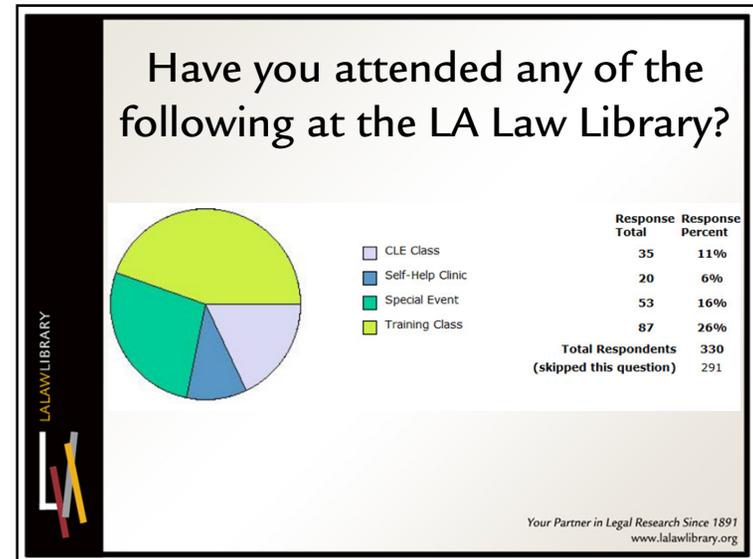
Goal: Serve customers who cannot get to one of our staffed physical locations

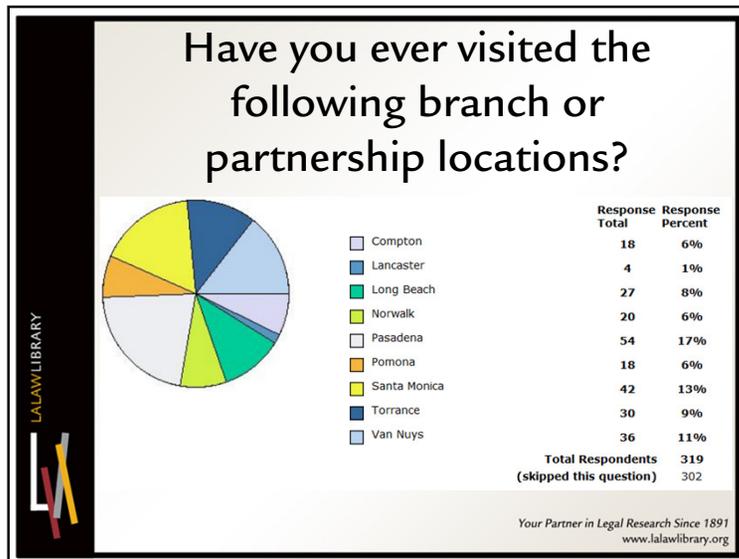
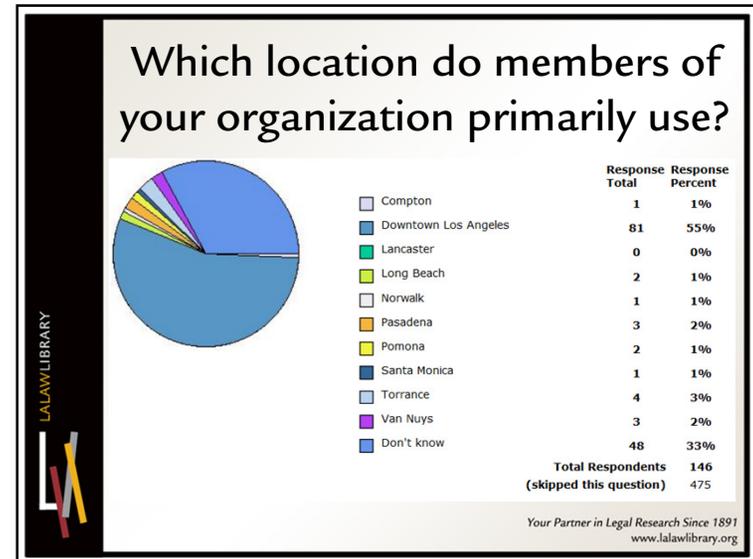
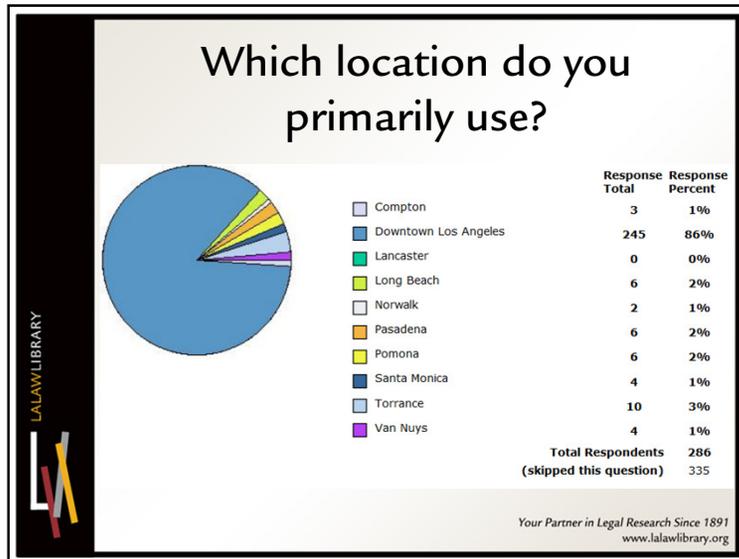
- Establish eBranches throughout the County
- Expand training at partnership locations

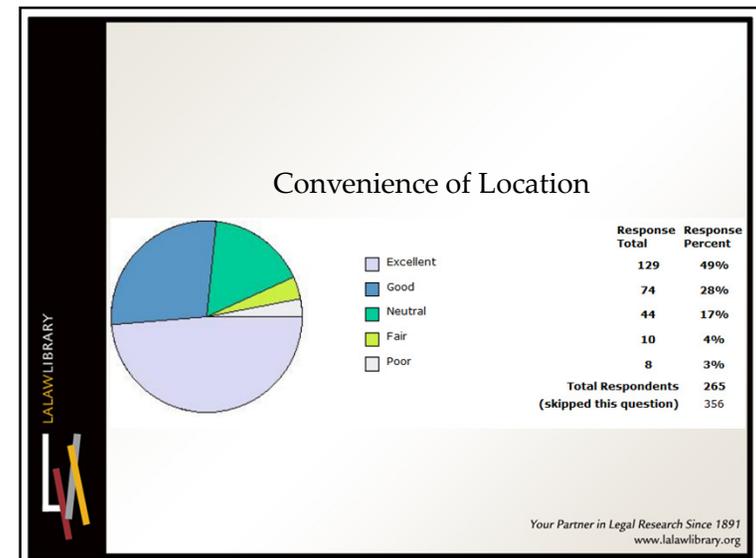
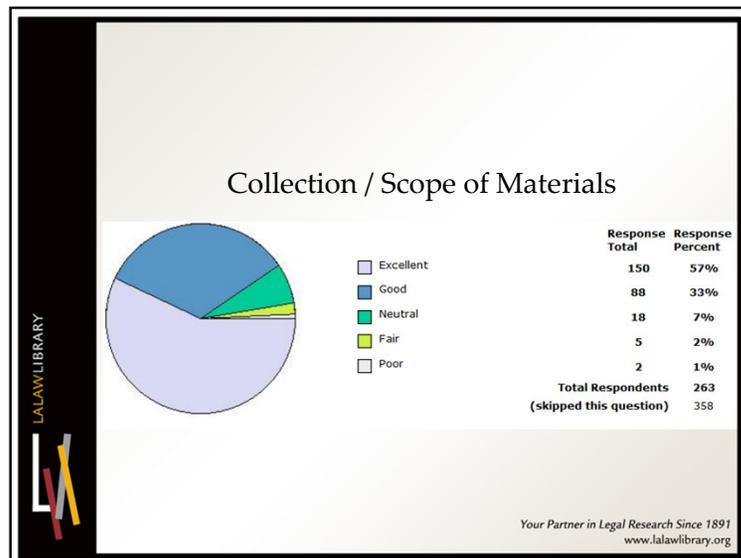
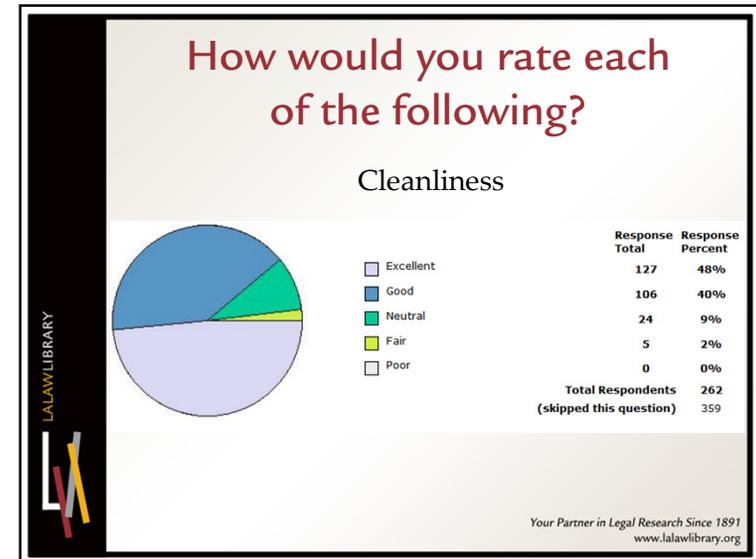
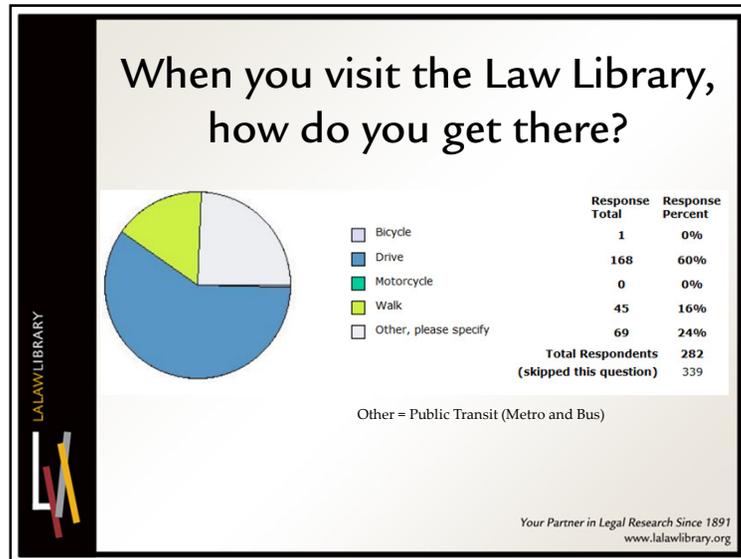


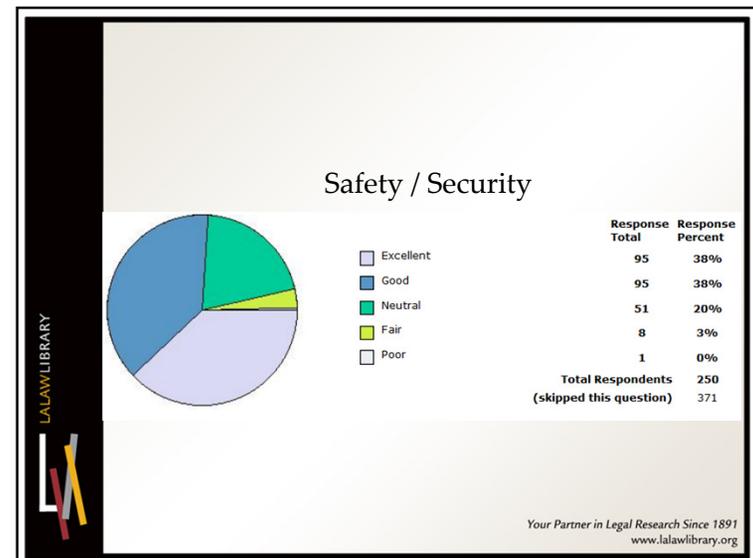
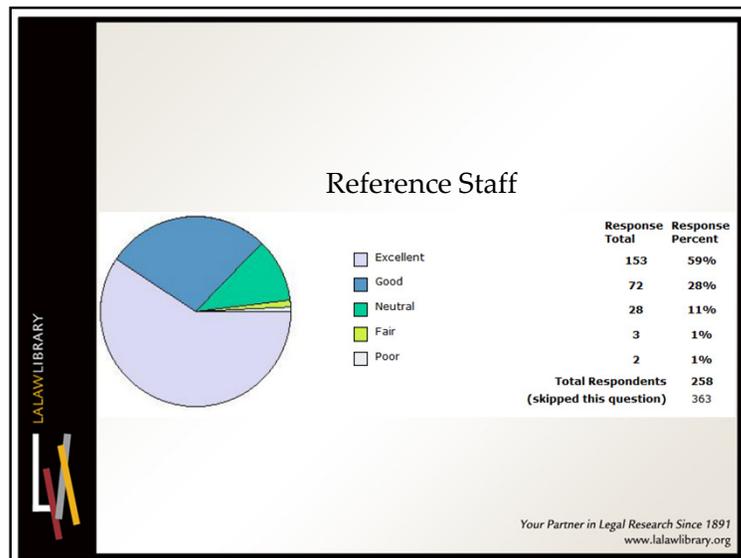
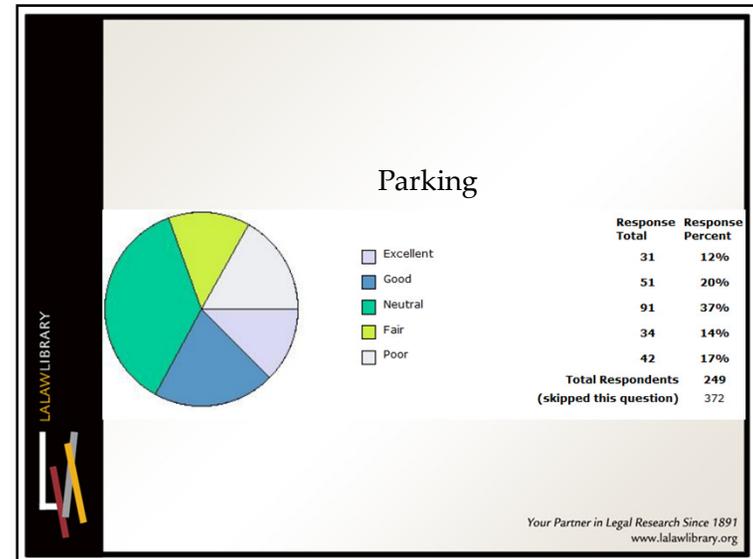
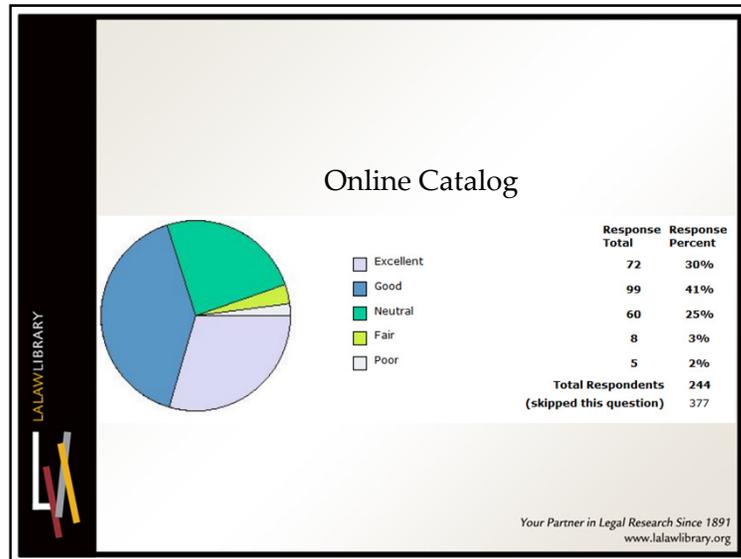


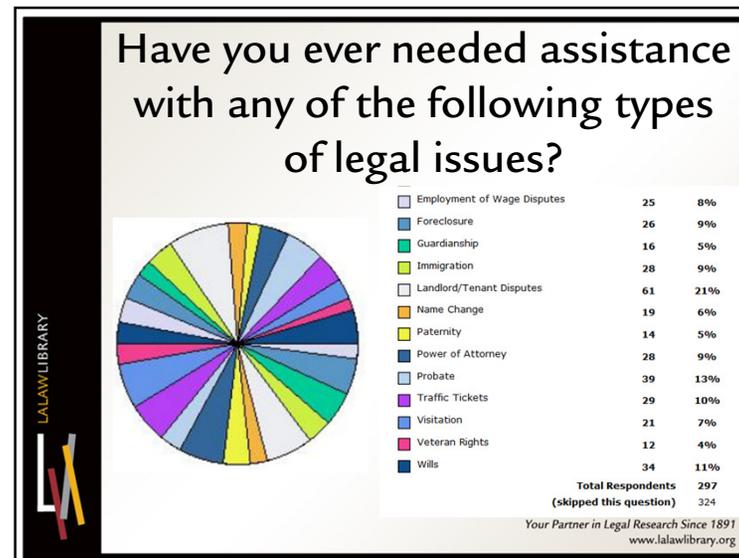
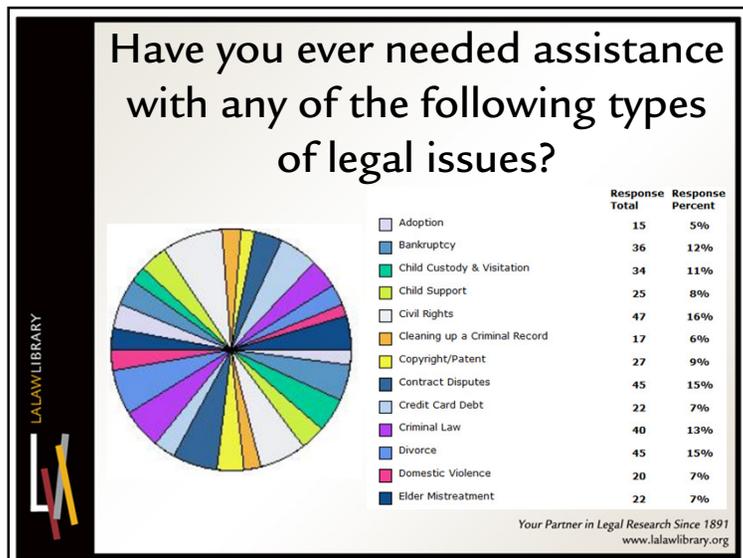
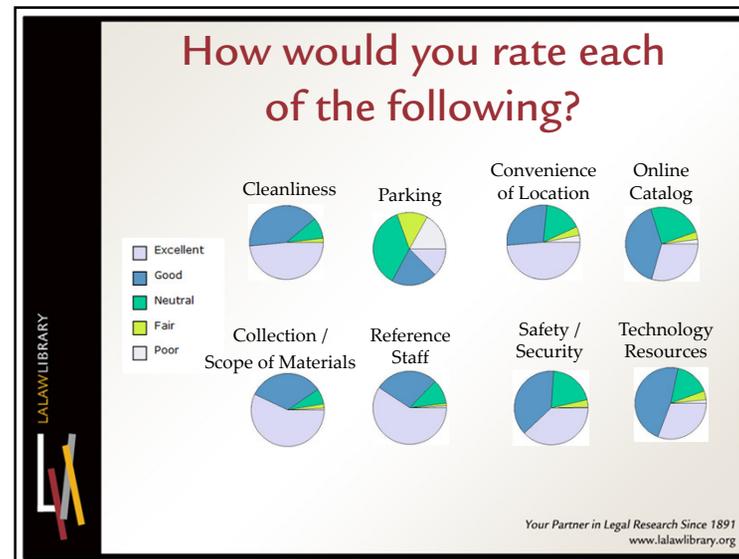
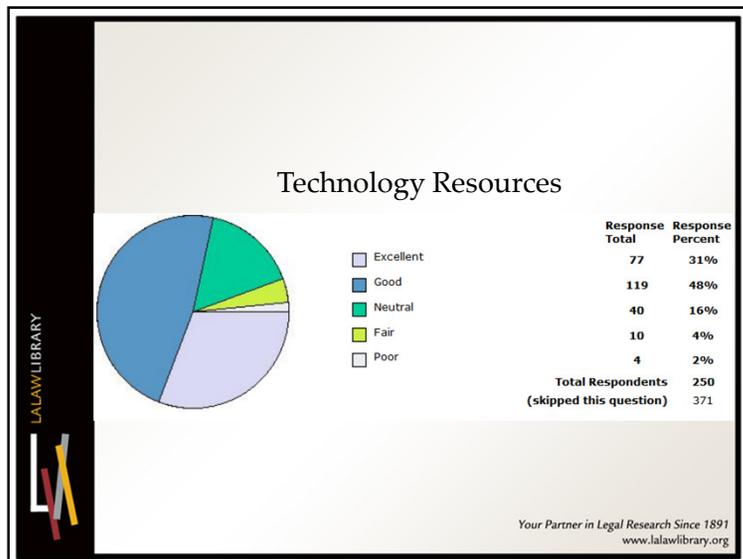


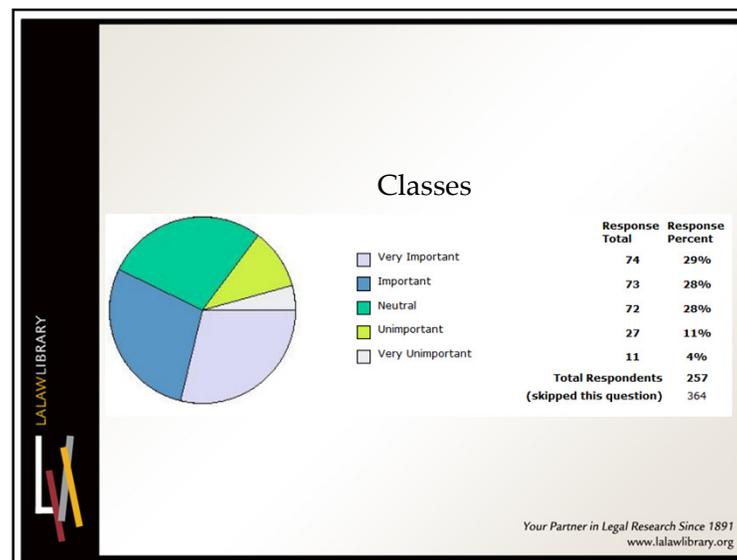
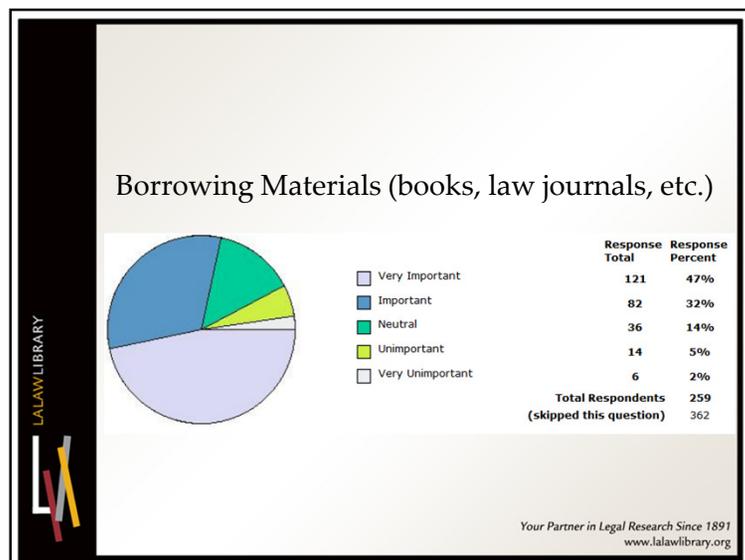
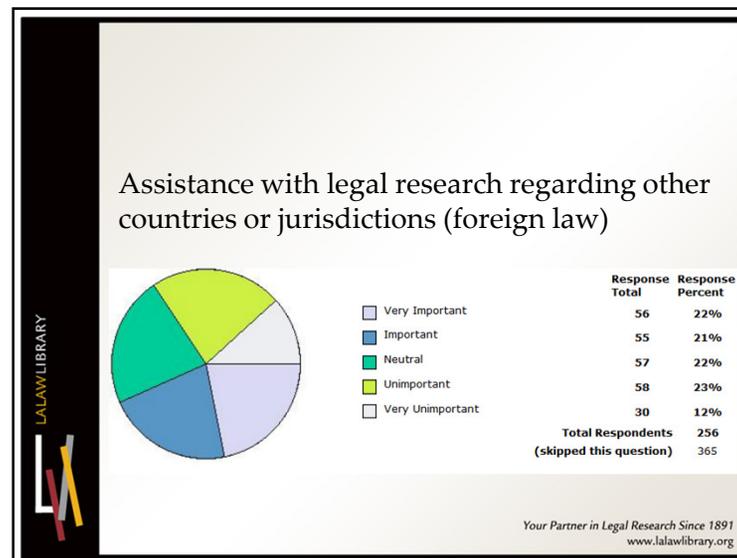
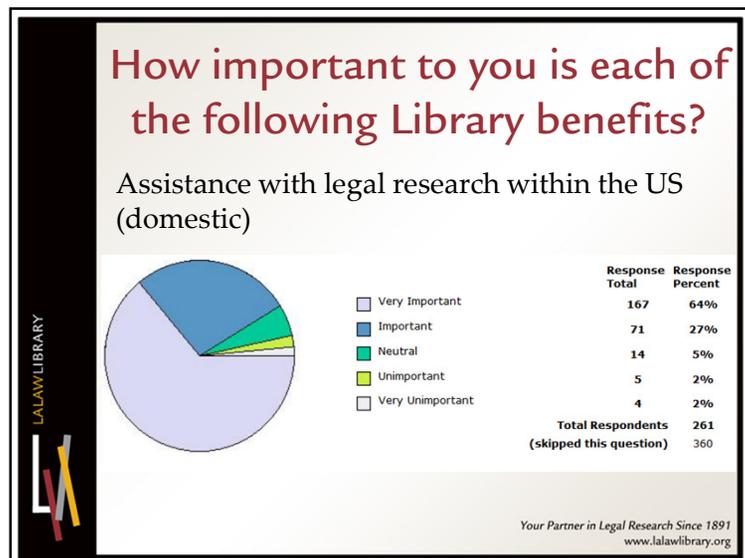


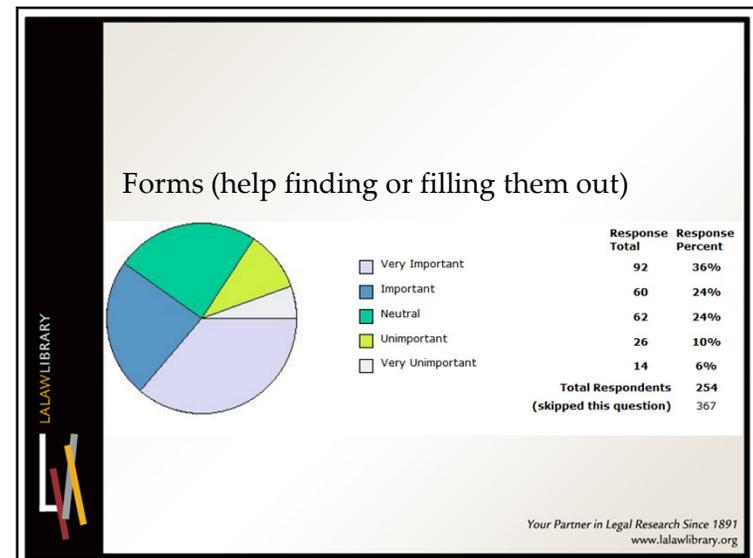
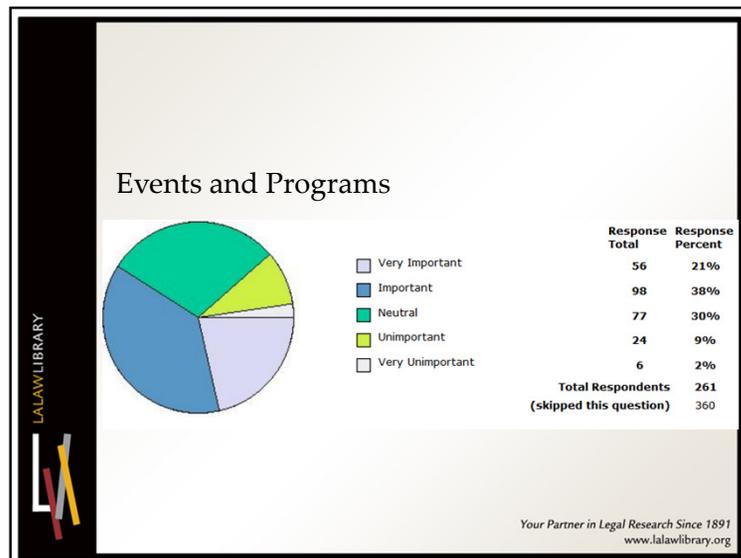
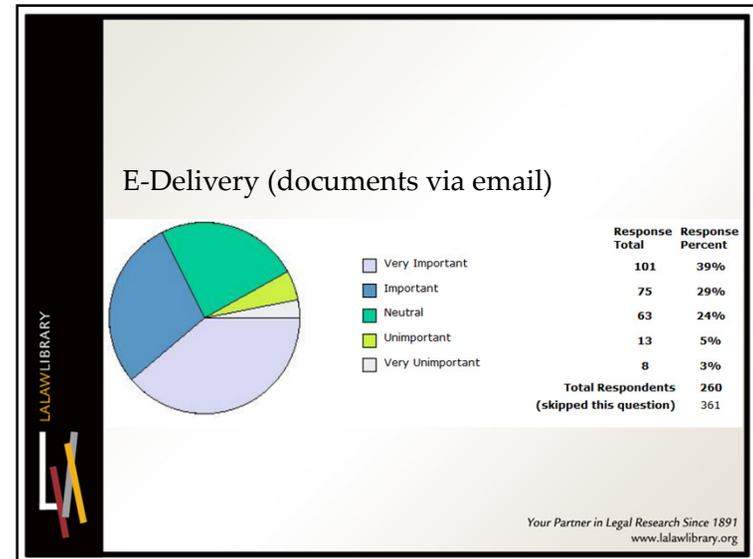
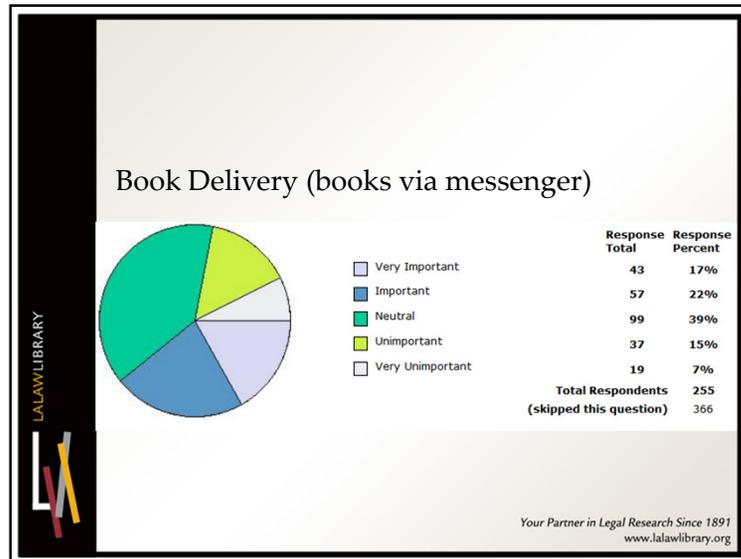


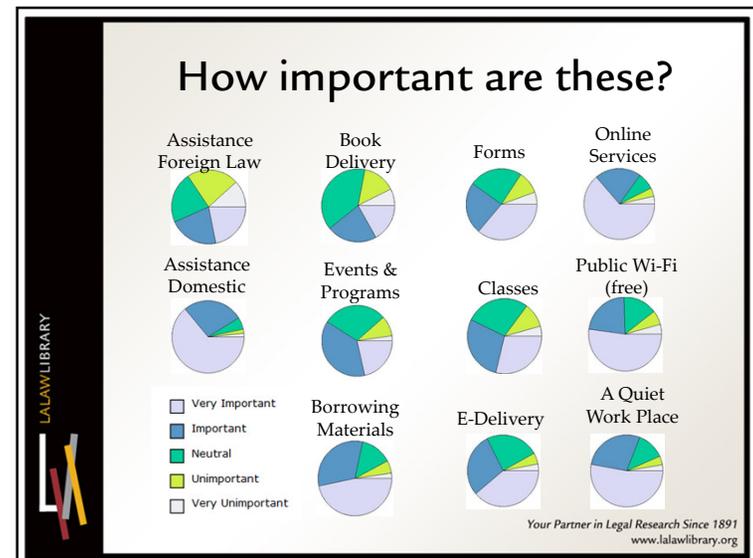
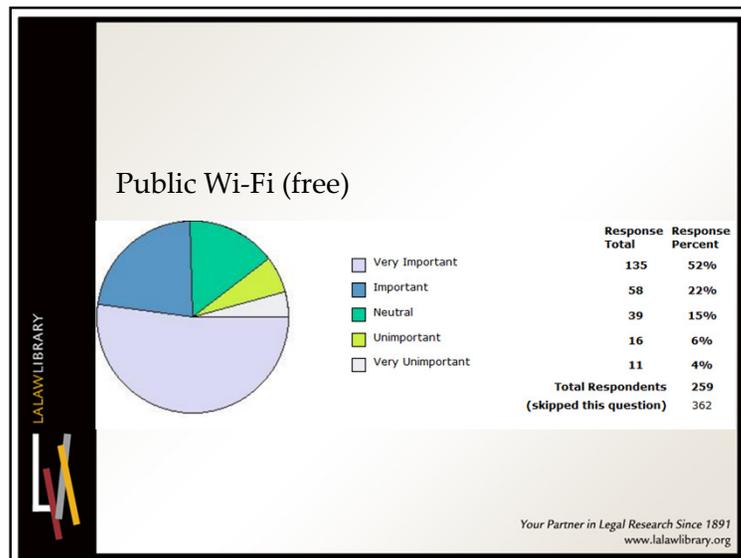
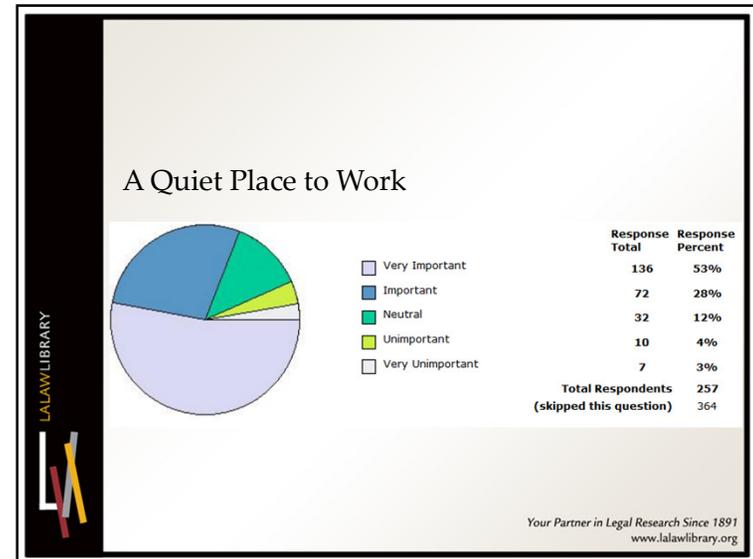
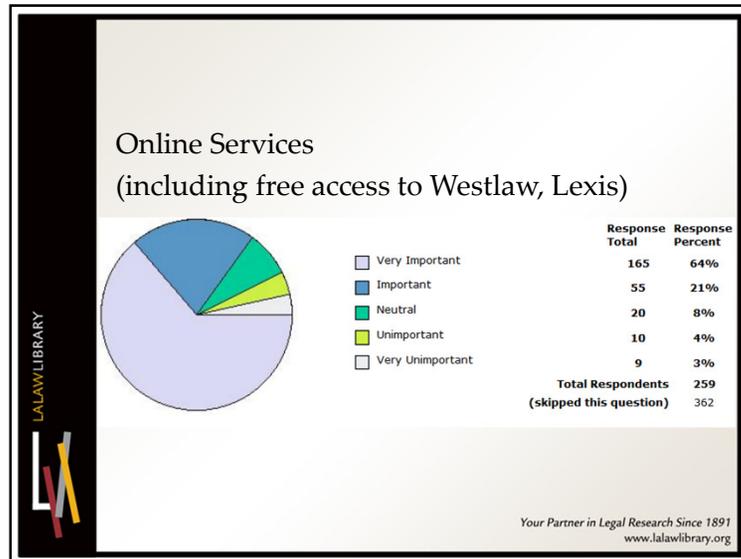












What Other Services Are Important

- Too many sites are blocked on the internet.
- Continue with having a librarian in the branch that I visit.
- More free and unrestricted classes where any person can attend
- Access to the library resources via internet
- Help for law students
- Returning library material at any branch location.
- Ability to scan books (using a scanner that will not destroy the binding)
- Convenient, and SAFE, parking
- Law Library tours are excellent especially for students
- Downtown branch open later on one or two nights

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Would you be interested in:

[As you look through this series of answers, focus not on whether there were more yeses than noes, but rather on the number of yeses (as an indication of interest in the service or program).]

Book discussions (during lunch)

Response	Total	Response Percent
Yes	90	36%
No	161	64%
Total Respondents	251	
(skipped this question)	370	

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Commercial Legal Services (offering or purchasing them)?

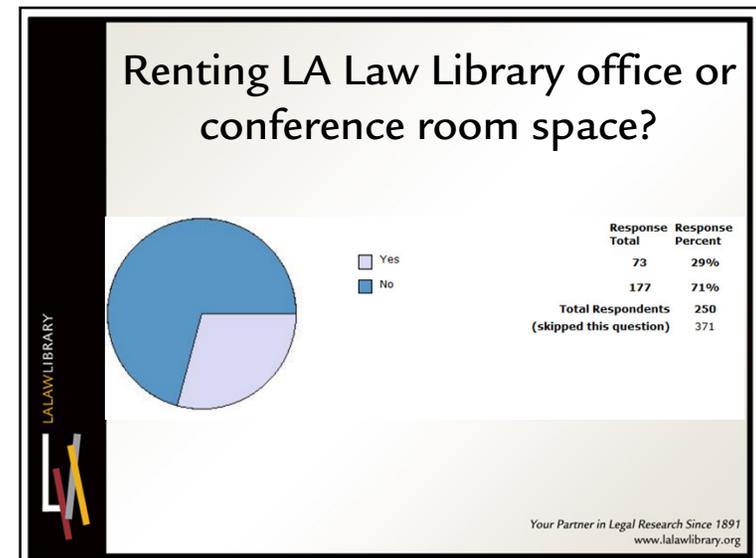
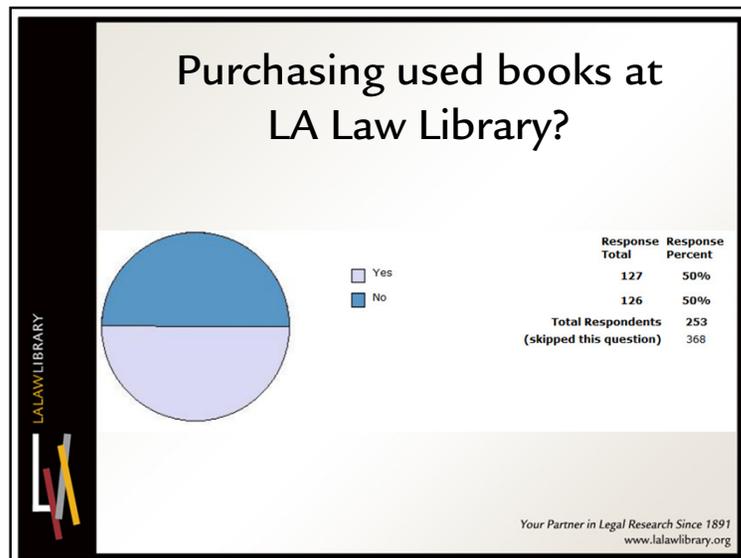
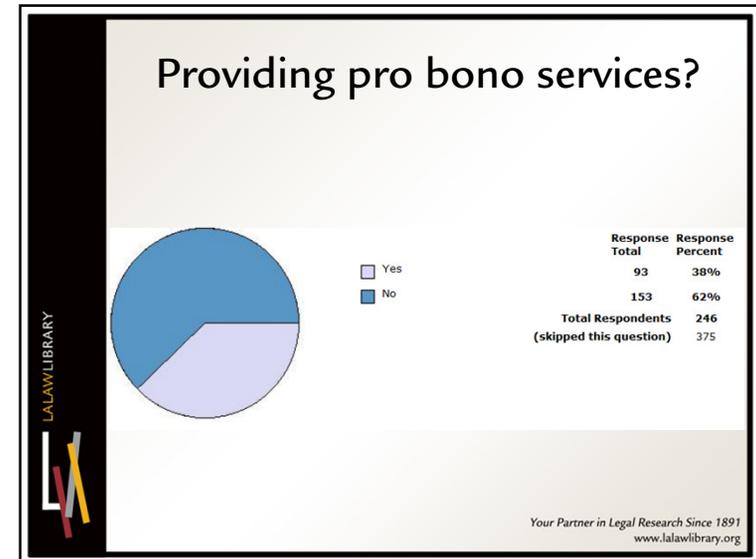
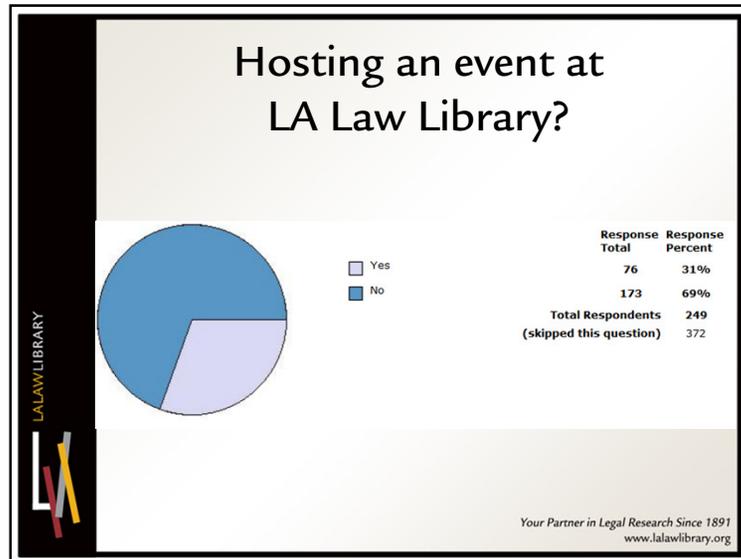
Response	Total	Response Percent
Yes	84	34%
No	164	66%
Total Respondents	248	
(skipped this question)	373	

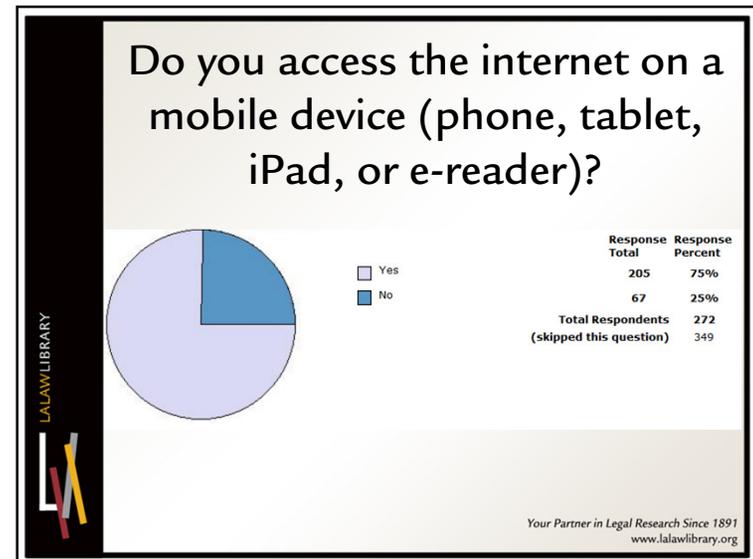
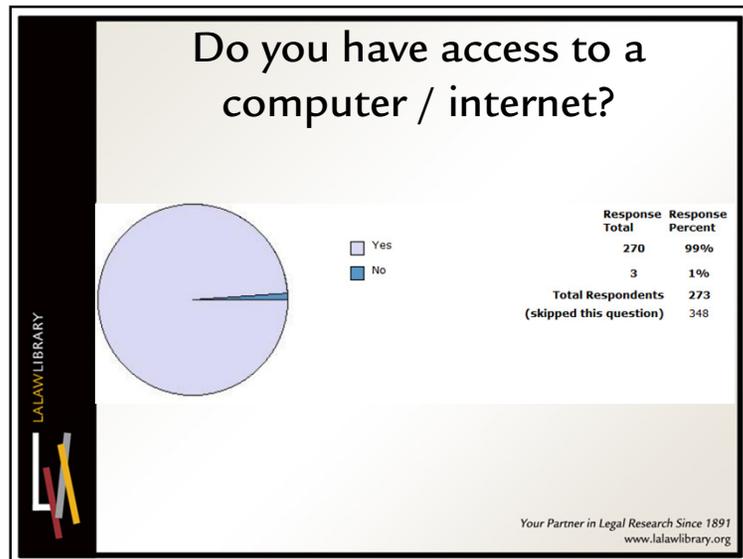
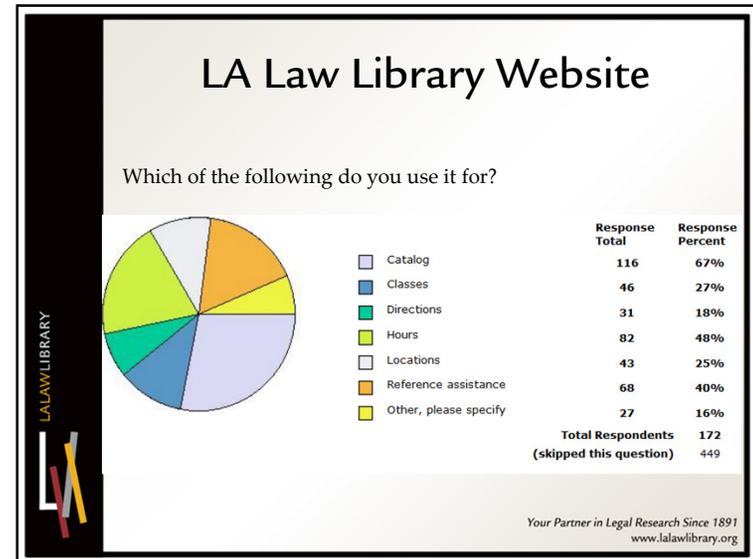
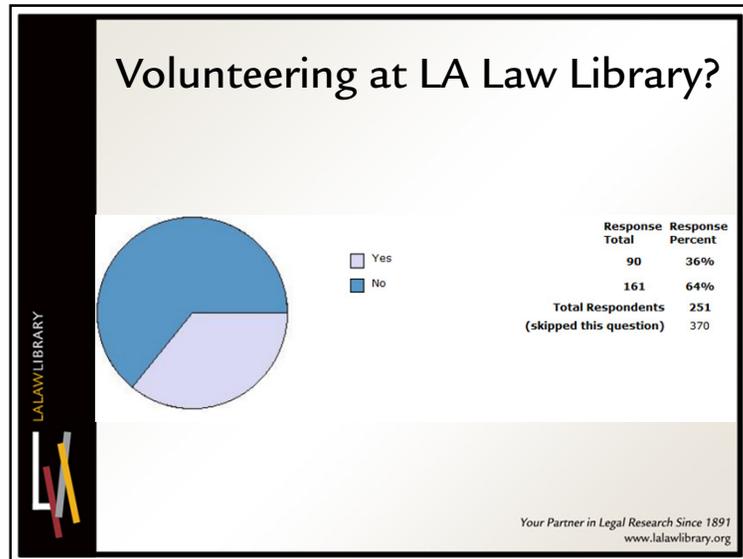
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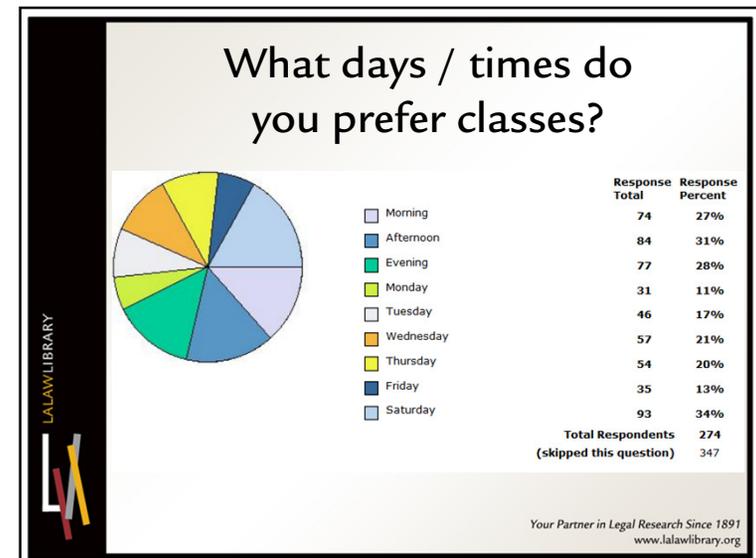
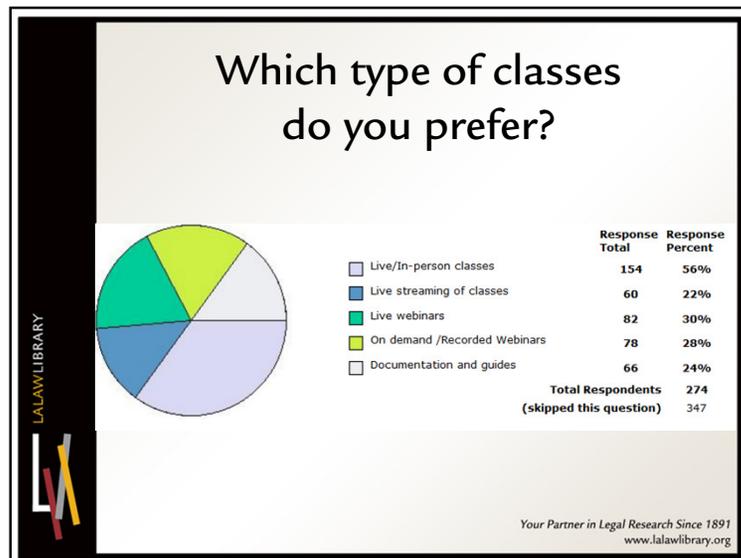
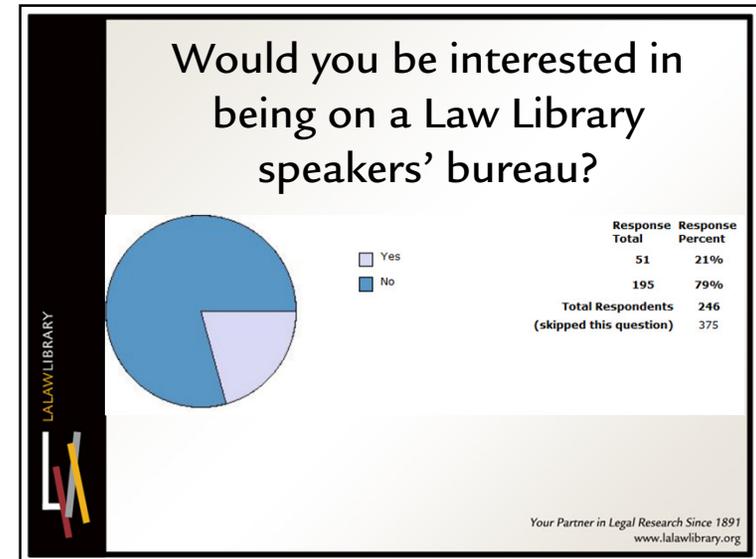
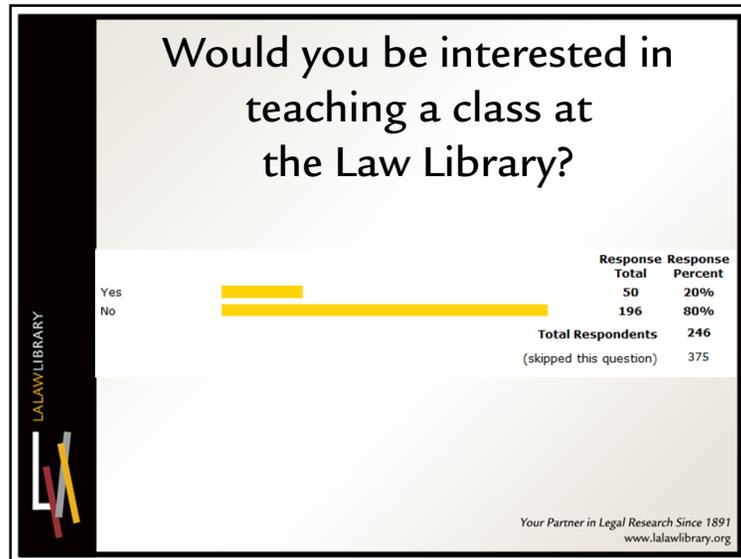
Interning at the LA Law Library?

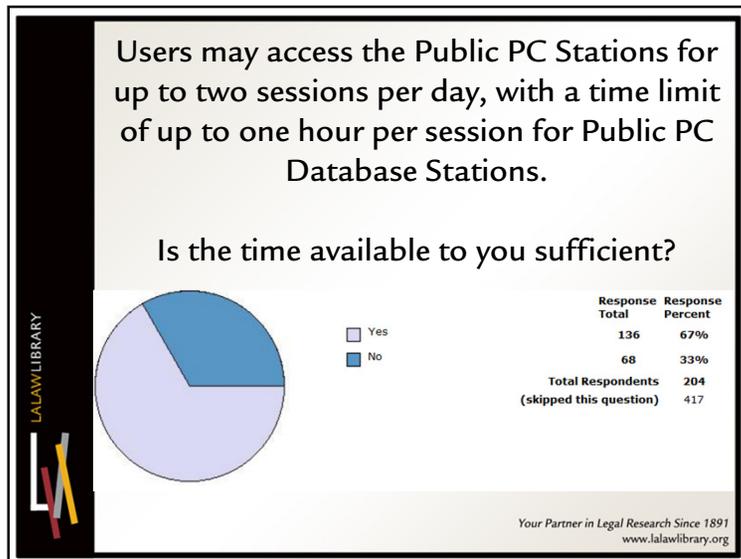
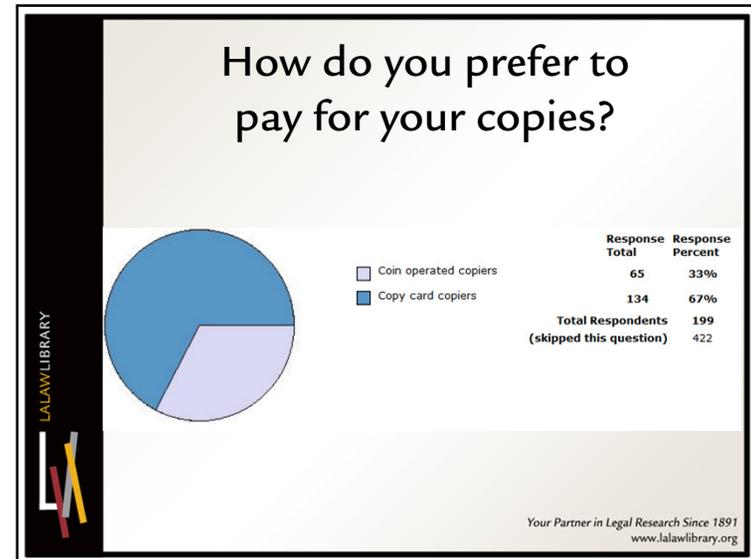
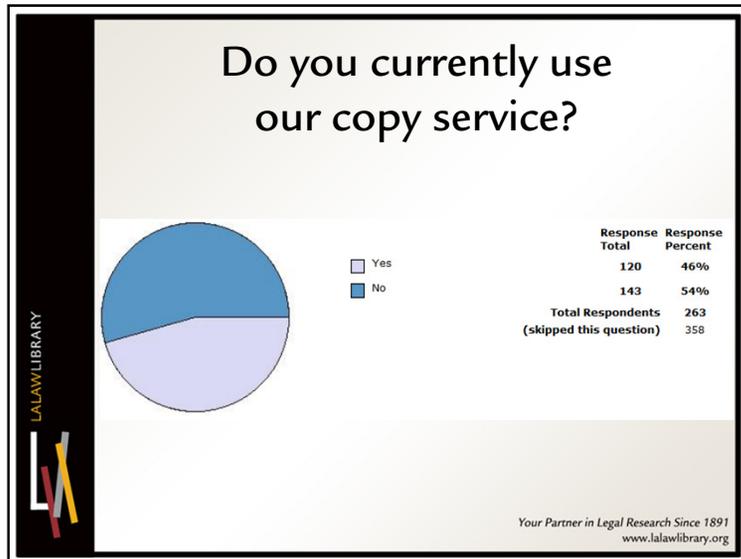
Response	Total	Response Percent
Yes	77	31%
No	175	69%
Total Respondents	252	
(skipped this question)	369	

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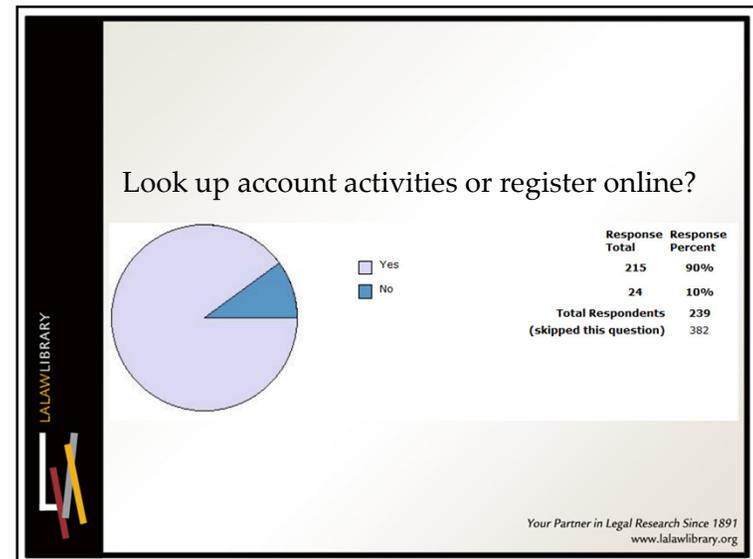
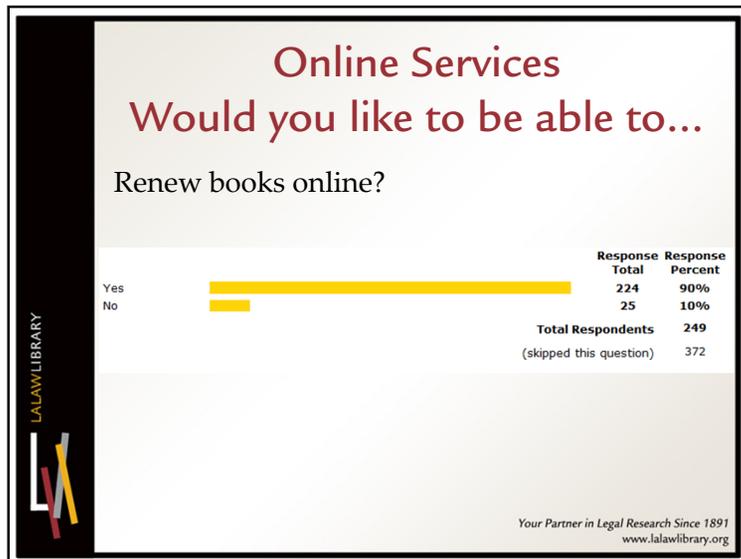
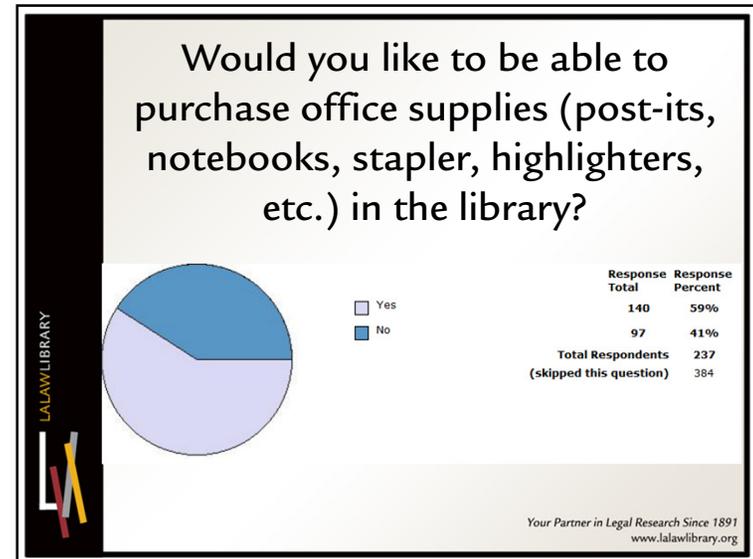
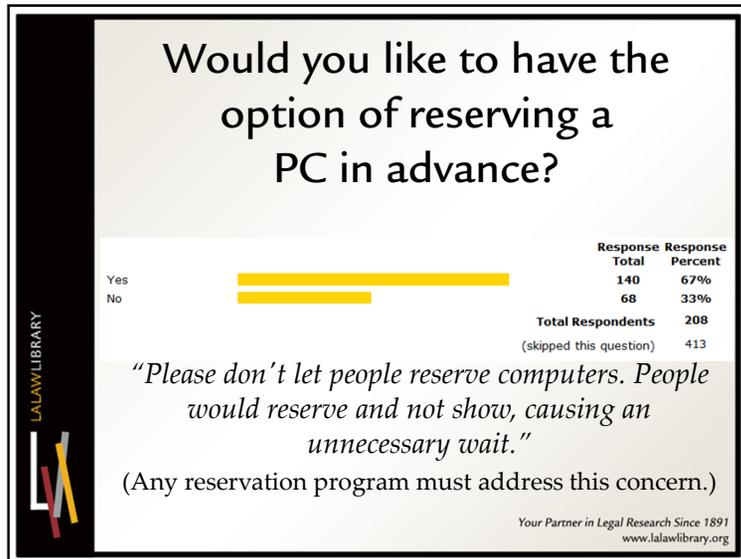


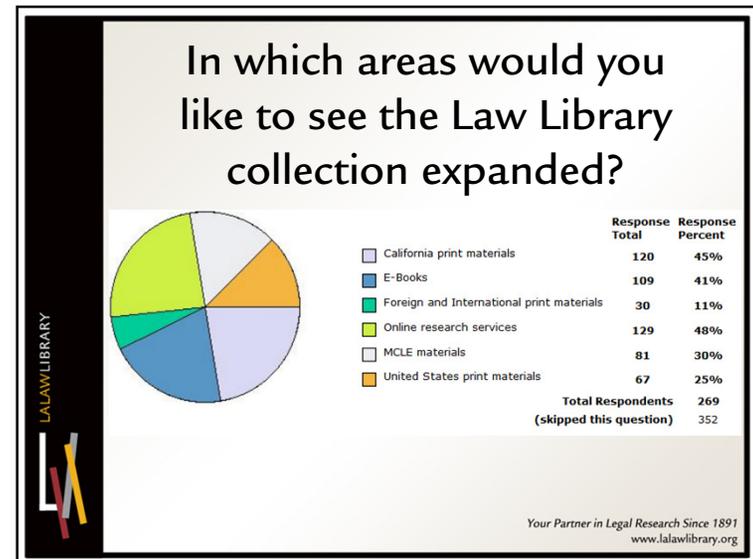
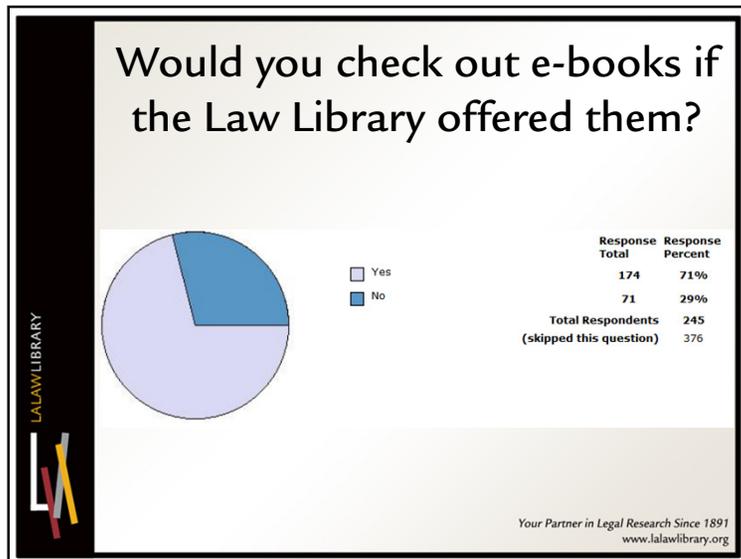
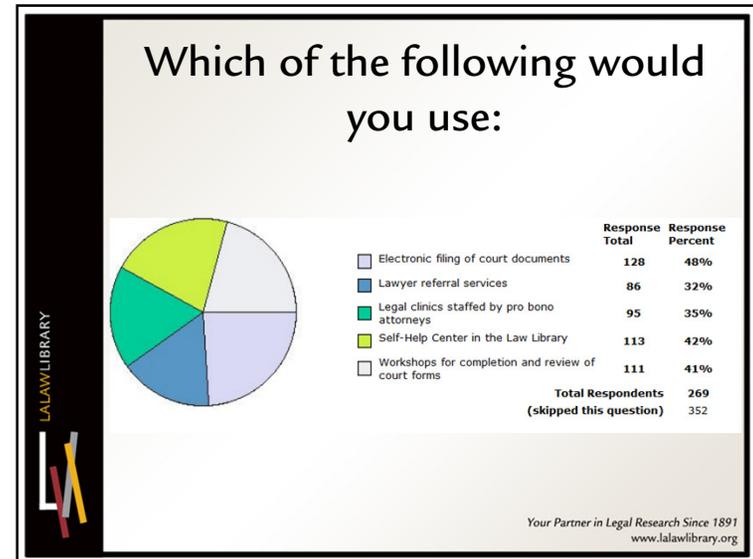
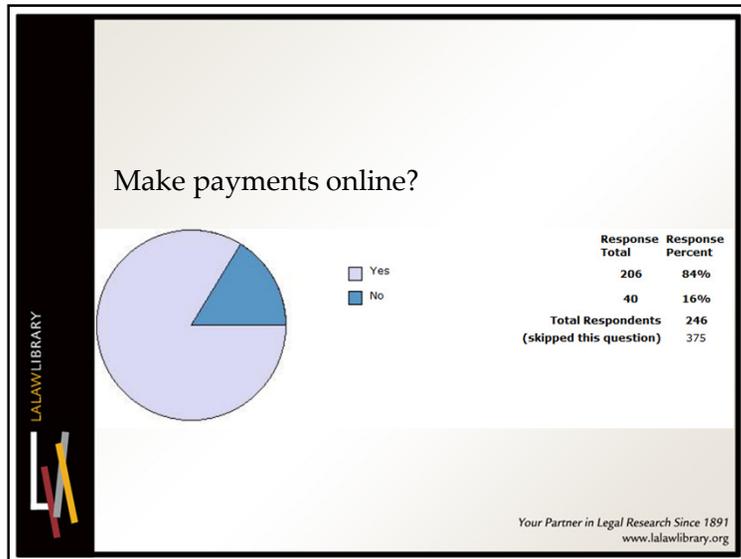


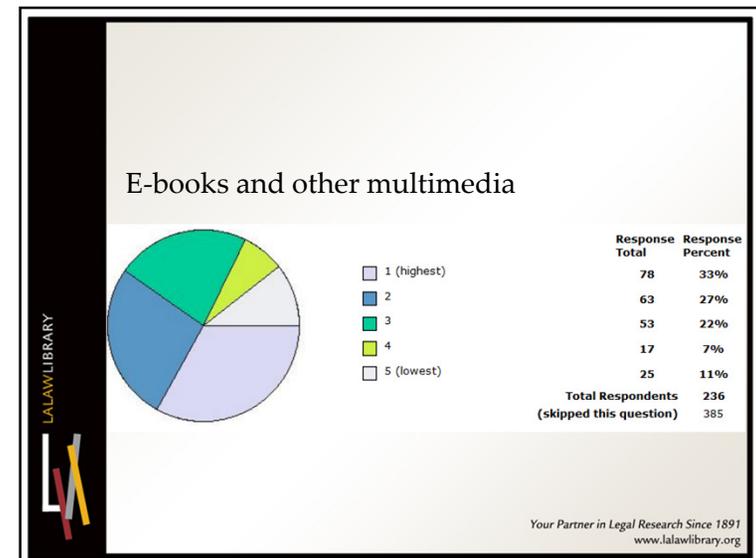
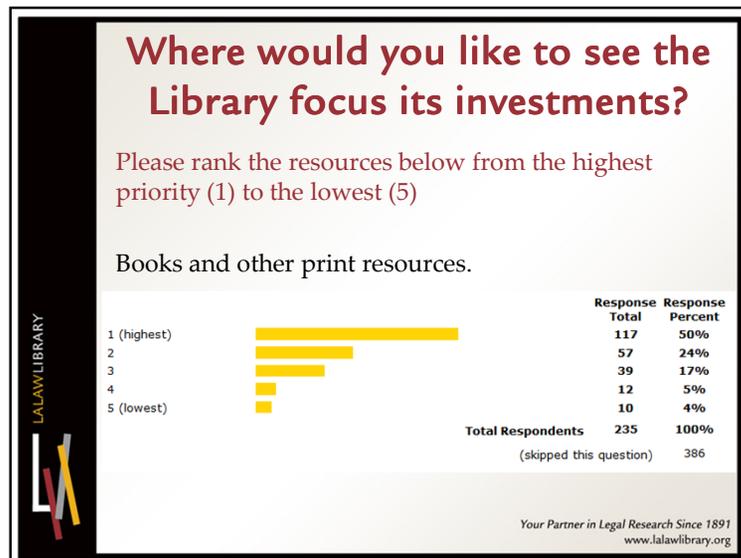
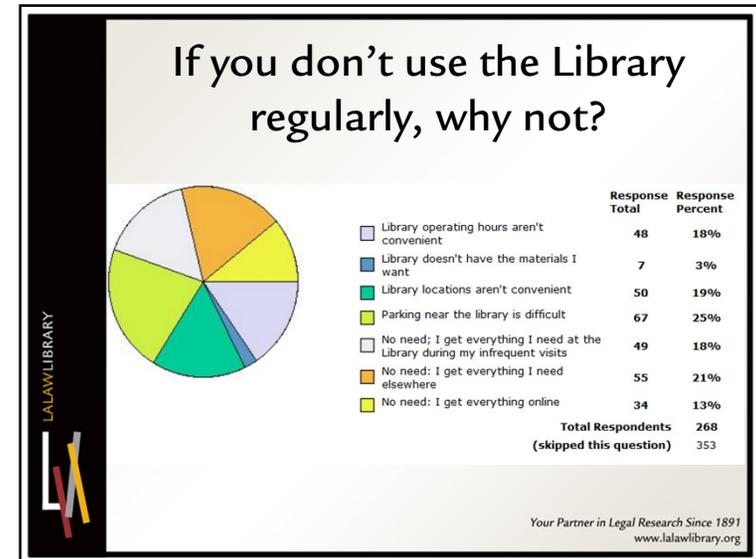
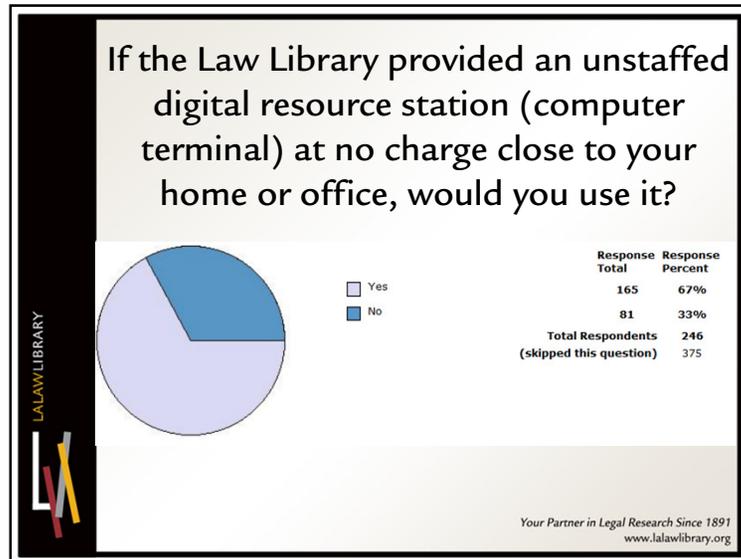


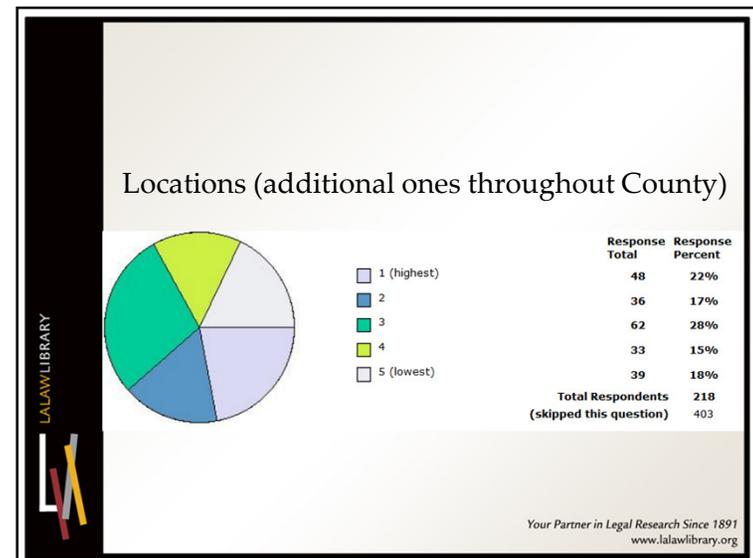
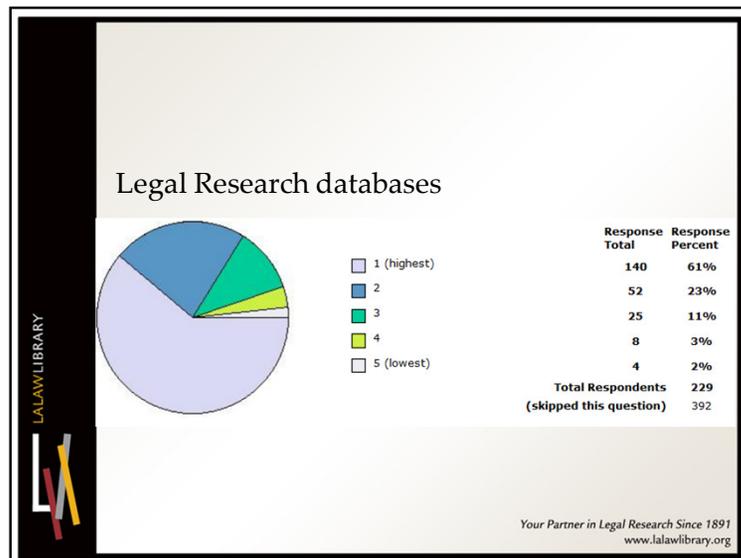
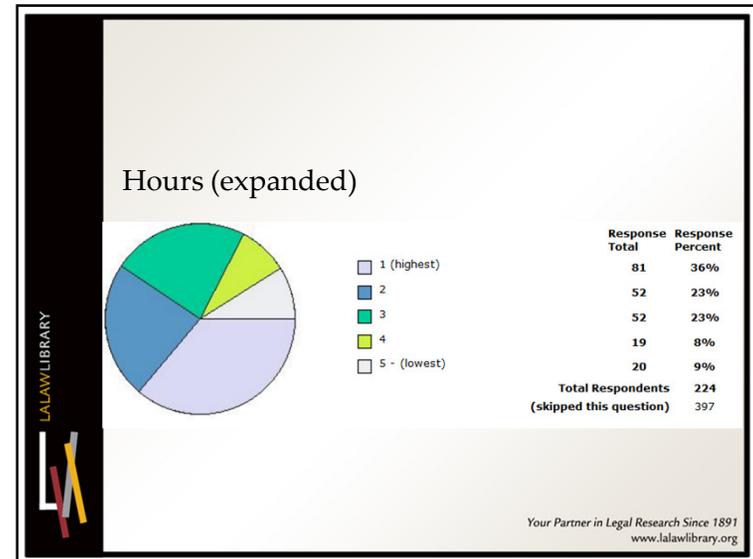
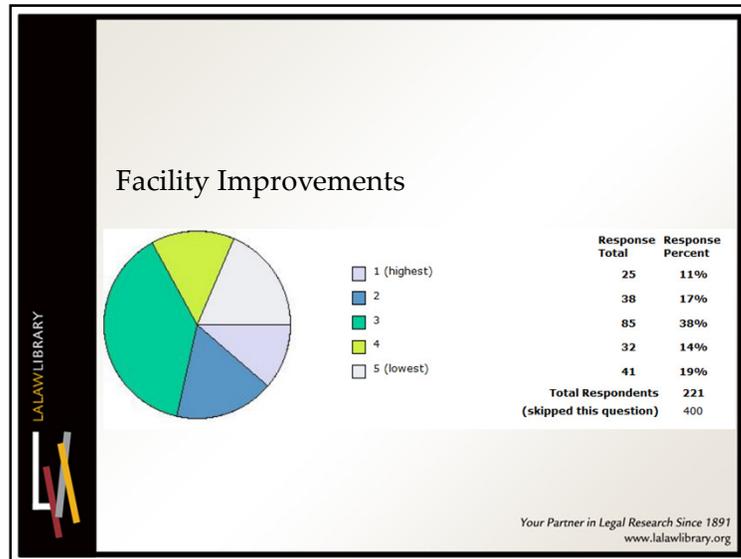


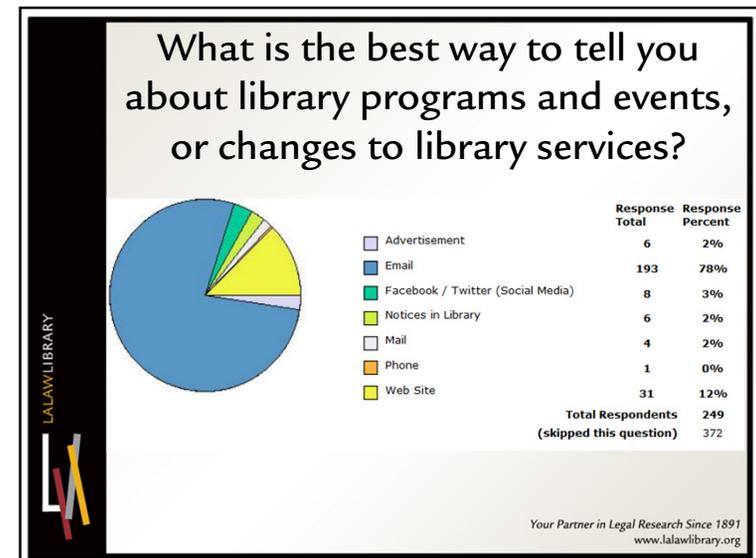
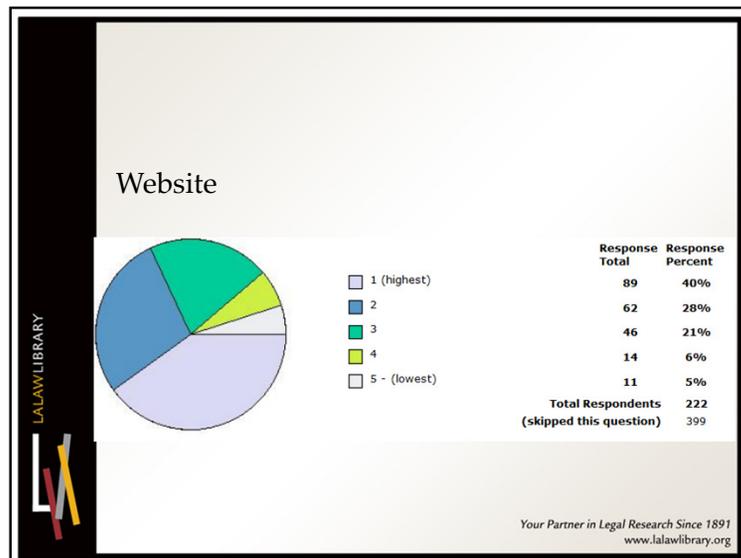
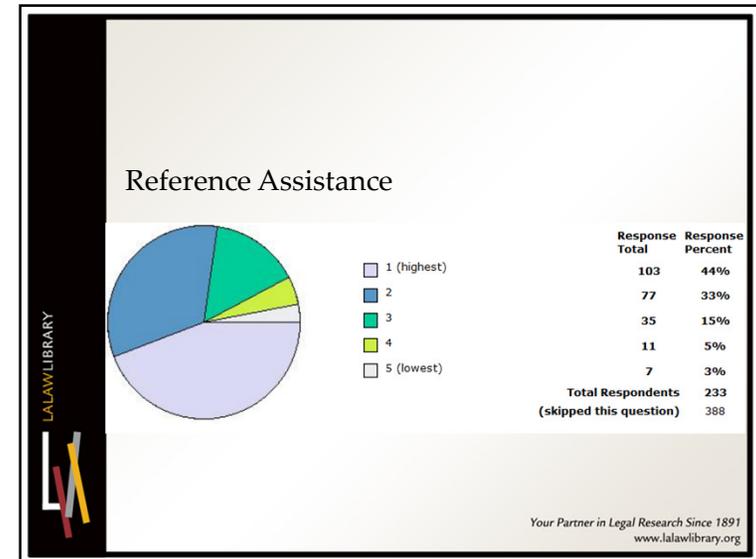
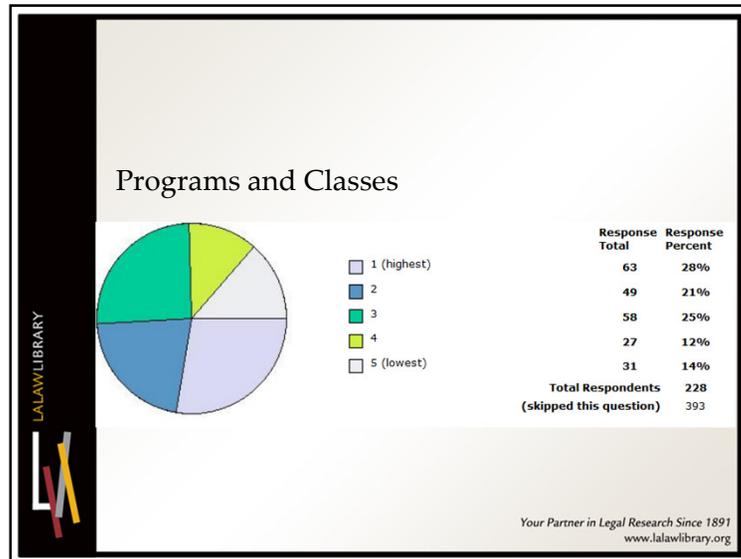
- ### How much time would you like?
- 1-3 additional hours (many)
 - 4 hours total
 - 90 additional minutes
 - 2 consecutive hours will be better
 - 3 hours -- first 2 hours free and 3rd hour \$5 or \$10.
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What service, program, or resource do you wish the library offered?

- Pro Bono Assistance
- More help with forms and filings for non-professionals
- Extended hours
- Classes on Sundays
- E-books
- Remote access to online research databases
- Job announcements, social network events and job fairs
- Webinars and on-demand videos
- Off-site class/training programs

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What service, program, or resource do you wish the library offered?

- Longer hours at the computers for research.
- Increased electronic resources
- A way for lawyers to connect to potential clients.
- Public records research on Westlaw or Lexis.
- Lunch or snack area for Members.
- Ability to borrow MCLE tapes of programs put on by the State Bar.
- Program to sell outdated books
- Self-serve scanning
- Specific class subjects recommended

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What do you believe is the Library's mission?

Please rank the below from the highest priority (1) to lowest priority (5).

Providing relevant legal materials to legal practitioners

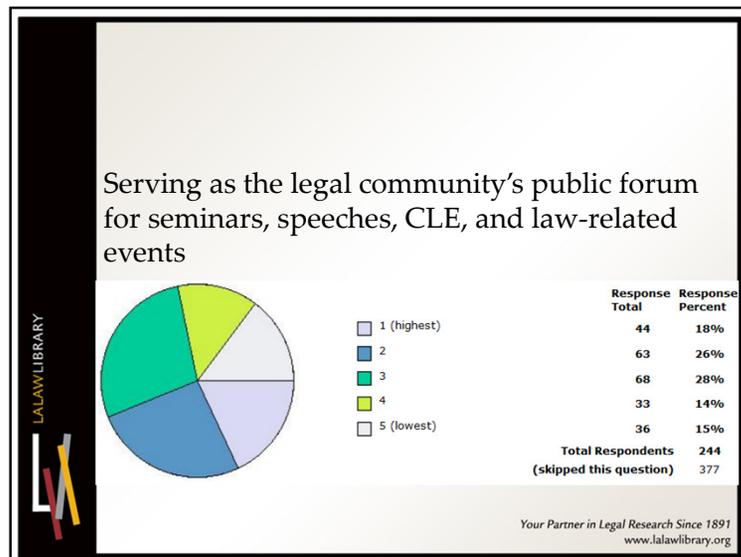
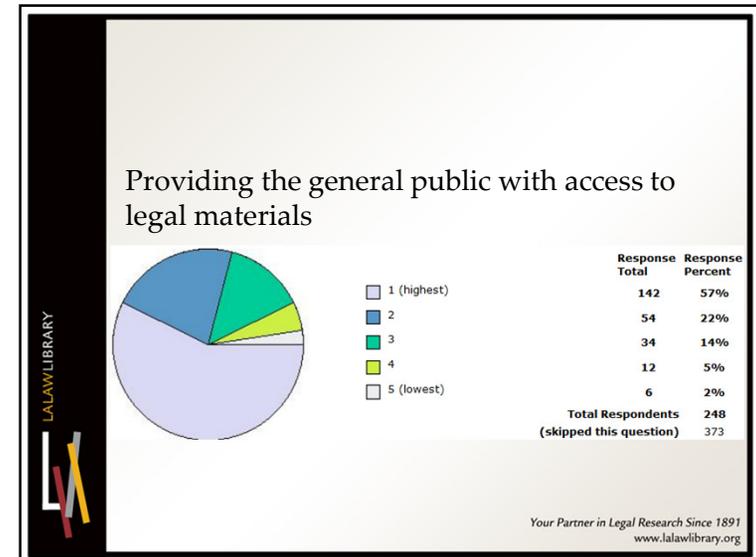
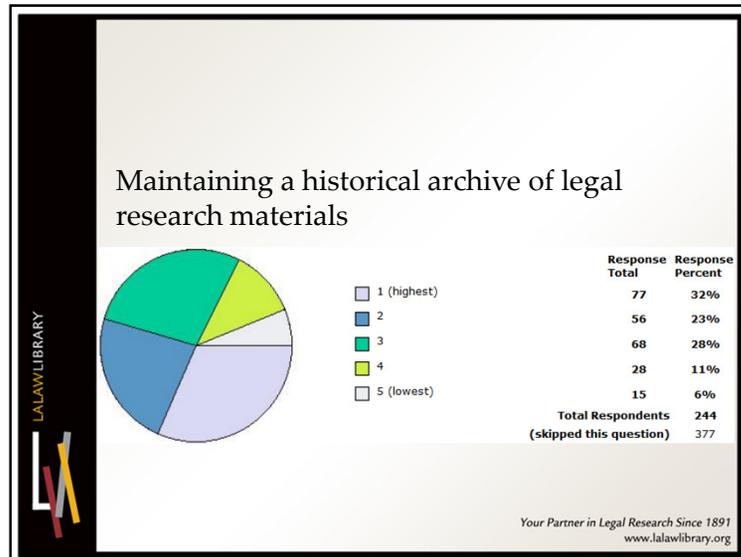
	Response Total	Response Percent
1 (highest)	160	64%
2	48	19%
3	30	12%
4	5	2%
5 (lowest)	6	2%
Total Respondents	249	100%
(skipped this question)		372

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Helping self-represented litigants navigate the courts

Priority	Response Total	Response Percent
1 (highest)	87	35%
2	70	28%
3	58	23%
4	23	9%
5 (lowest)	10	4%
Total Respondents	248	
(skipped this question)		373

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- ### What, if anything, would make you use the LA Law Library more?
- Cheaper parking (many comments)
 - Longer hours (many comments)
 - More locations
 - Knowing more about your services.
 - Ability to use one's own computer at the library to access resources
 - Fewer homeless, smelly, and crazy people there
 - Fewer people who talk on their cell phone in the library.
 - Social connections
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What, if anything, would make you use the LA Law Library more?

- Loan books for a longer time.
- If I could scan documents without paying the copying costs
- Private telephone conversation area for members
- More law school study related materials
- Move regional reporters back to the first floor
- Nothing. I love the law library :)

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Are you interested in:

Sharing resources with the Law Library?

	Response Total	Response Percent
Yes	42	47%
No	47	53%
Total Respondents	89	
(skipped this question)		532

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Partnering on programs and services for the public?

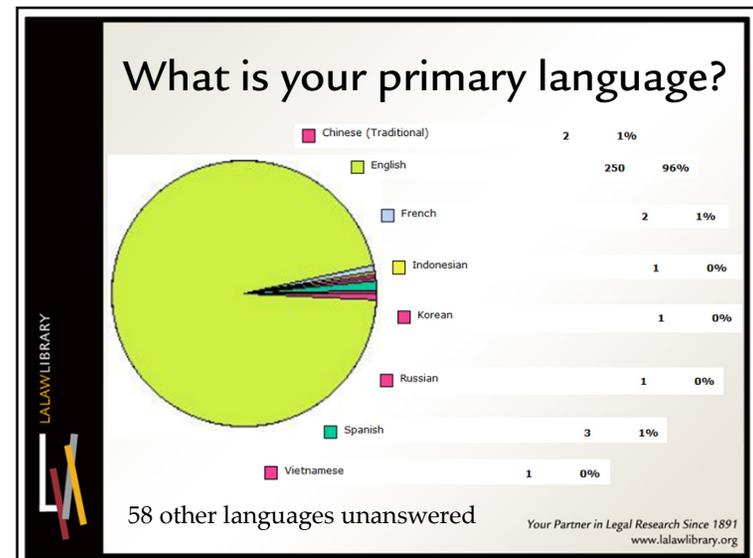
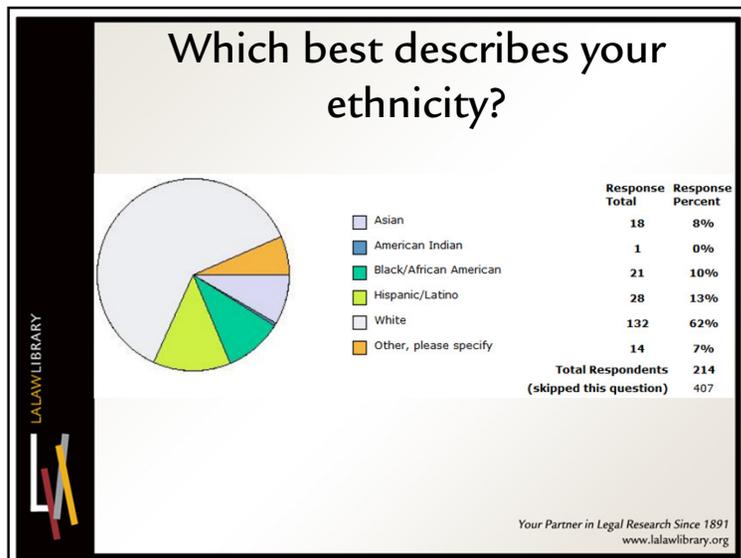
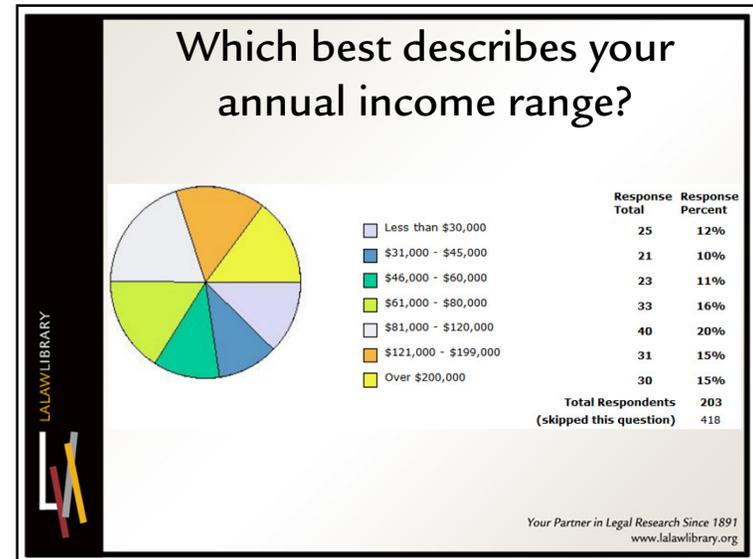
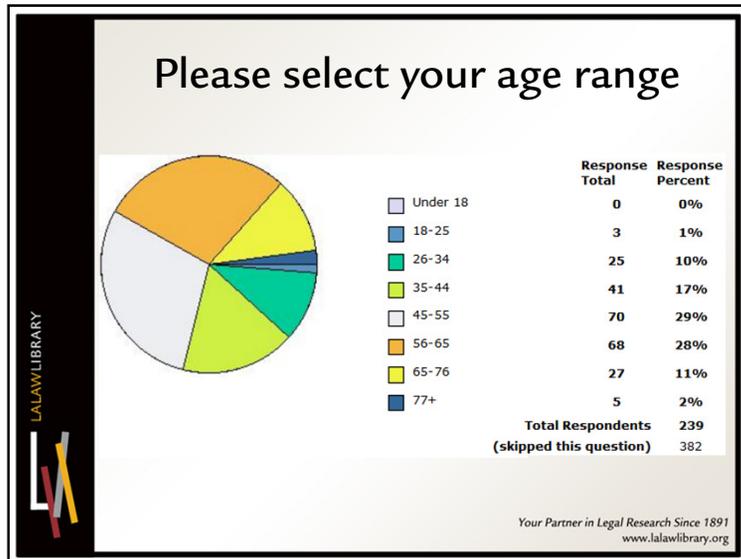
	Response Total	Response Percent
Yes	41	45%
No	50	55%
Total Respondents	91	
(skipped this question)		530

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Collaborating on grant applications?

	Response Total	Response Percent
Yes	33	38%
No	53	62%
Total Respondents	86	
(skipped this question)		535

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What additional comments would you like to share?

- Thank you (many responses)
- You have a great staff (many responses)
- You provide peace and quiet and space that I don't find in my law office to do the work I need to get done. Thank you for being here. Long may you live.
- Clone Ralph because he is extremely important

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MEMORANDUM

DATE: June 3, 2013

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of agreement with LLMC for the Shipping, Storage and Digitization of Foreign, Comparative & International Law Print Materials

SUMMARY

Law Library Microform Consortium (“LLMC”) preserves legal documents and makes digital copies inexpensively available on-line. LLMC and LA Law Library share a common goal of wanting to preserve and protect access to legal resources. Many law libraries are divesting their foreign, comparative and international law (FCIL) holdings. LLMC would like to digitize and make available those holdings, but the materials are still within copyright. There is therefore a need to store the materials until they can be digitized. LA Law Library would like to build its FCIL collection and has the capacity to store materials. Accordingly, the Board is asked to consider approval of an agreement between LLMC and LA Law Library for the storage, shipping and digitization of these materials.

DISCUSSION

LLMC is a non-profit library cooperative of libraries – of which LA Law Library is a member -- engaged in implementing the mass migration of the historical print backfiles of U.S. and foreign legal materials held by North American law libraries into digital format for the purposes of enhanced access and content preservation. The digitization of these materials at appropriate quality levels will likely take several decades. Meanwhile, economic pressures are forcing many library sources to downsize and divest their holdings, creating a real danger that, unless a suitable interim storage solution can be found, many titles will not survive until a time that they can be digitized. There is therefore a need for interim storage that is also accessible while materials are in the waiting process for digitization and, in particular, for FCIL titles. LLMC is not equipped, either organizationally, or with the requisite infrastructure, to provide orderly and safe interim storage for the large amount of FCIL materials awaiting digitization in future years. LA Law Library, on the other hand, is one of the nation’s principal repositories for in-depth collections of FCIL titles and has some available space, with the prospect of future available space as the California briefs and other materials are digitized and rare books currently housed in the stacks are moved to the Rare Books Room.



Accordingly, LLMC and LA Law Library have negotiated an agreement (attached) that contains the following material terms:

1. LLMC will facilitate donations of FCIL materials to LA Law Library. As materials become available, LLMC will provide LA Law Library with itemized listings of materials available for donation and LA Law Library will decide, in its sole discretion, whether to accept the identified materials, taking into consideration available space, utility and useful life of the materials and any special preservation or storage requirements.
2. LLMC will pay all reasonable charges for the accepted materials to be shipped to LA Law Library.
3. LA Law Library store the materials it chooses to accept and maintain those materials until either the materials have been scanned or LA Law Library has provided LLMC reasonable notice and opportunity to take possession of the materials.
4. Once digitized, LA Law Library may, in its discretion, either retain the hard copy materials or consign them to permanent storage at LLMC's expense in LLMC's archival storage facility.
5. Any title that is the last-known, final copy of its kind will be given "protected status" and will no longer be available for off-site circulation or use.
6. LA Law Library will integrate the materials it accepts into its collection through cataloging and classification.
7. LA Law Library will provide LLMC access to the materials for purposes of scanning.
8. LLMC will pay \$ 50,000 to LA Law Library for the purpose of acquiring a high-speed step and repeat scanner and/or defraying other costs of the agreement.
9. Copies of digital images created pursuant to the Agreement will be made available to both LLMC and LA Law Library and each shall have perpetual access to and joint ownership of the images.

In short, under the Agreement as proposed, LA Law Library retains full control over the content of its collection and assumes no obligation to accept materials unless there is adequate space and the materials are useful to building the Library's FCIL collection. Meanwhile, the Library would enjoy a tremendous opportunity to build its collection and play an important role in the preservation of legal resources -- and public access to those legal resources -- at a time when the threat of those resources vanishing is very real.

RECOMMENDATION

Staff recommends that the Board approve the attached Agreement with LLMC for the Shipping, Storage and Digitization of Foreign, Comparative & International Law Print Materials and authorize the Executive Director to sign the Agreement.



**Agreement Regarding Shipping, Storage and Digitization of
Foreign, Comparative & International Law Print Materials**

(between LALL & LLMC)

This Agreement Regarding Shipping, Storage and Digitization of Foreign, Comparative & International Law Print Materials ("Agreement") is made and entered into by and between the Los Angeles County Law Library ("LA Law Library") and Law Library Microform Consortium ("LLMC"), a non-profit library cooperative, collectively referred to as "the Parties."

WHEREAS, LLMC is a non-profit library cooperative engaged in implementing the mass migration of the historical print backfiles of U.S. and foreign legal materials held by North American law libraries into digital format for the purposes of enhanced access and content preservation;

WHEREAS, the corpus of law books to be digitized numbers in the hundreds of thousands of volumes and methodical digitization of the backfiles at appropriate quality levels will likely take several decades;

WHEREAS, economic pressures are forcing many library sources to downsize and divest their holdings, creating a real danger that, unless a suitable interim storage solution can be found, many titles will not survive until a time that they can be digitized;

WHEREAS, there is a need for interim storage that is also accessible while materials are in the waiting process for digitization and, in particular, for titles within the categories of Foreign, Comparative, and International Law ("FCIL") where major holders of the original print materials are few, and where the loss of even one or two of the present repositories poses a significant threat to the survival of many titles;

WHEREAS, LLMC is not equipped, either organizationally, or with the requisite infrastructure, to provide orderly and safe interim storage for the large amount of FCIL materials awaiting digitization in future years and seeks a partner in the traditional library world which can take on that role;

WHEREAS, LA Law Library is one of the nation's principal repositories for in-depth collections of FCIL titles and has a deep interest in the survival of the literature upon which its historical mission and its standing in the world research community was established;

WHEREAS, the survival and methodical modernization of LA Law Library's FCIL collection is a key component of the Law Library's plans for its future direction;

WHEREAS, with LLMC's support, LA Law Library has undertaken the digitization of massive holdings of California Supreme Court and Court of Appeal Records and Briefs, which endeavor, while worthy on its own terms, also has the effect of freeing up shelving space to be used for other projects;

WHEREAS, LLMC can provide digitization capacity that will eventually enable LA Law Library to migrate considerable portions of its collection, especially its uniquely valuable FCIL collection, at low cost, to a modern, searchable, and enduring format;

WHEREAS, LLMC has in place a permanent archival storage facility that can absorb print materials post-digitization and thus ensure their permanent preservation;

WHEREAS, LA Law Library has the capacity to offer interim storage of titles that become homeless elsewhere, but fully deserve eventual digitization and can thus ensure both that the imperiled materials will survive long enough to be digitized and also they can be used to enhance the completeness of the Library's own holdings; and

WHEREAS, LLMC and LA Law Library have concluded that the potential exists to combine their respective advantages in a long-range effort to secure a common end and provide for the shipping, storage, archival and eventual digitization of FCIL materials that might otherwise be lost from public view.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the Parties hereto do hereby agree as follows:

1. Purpose. The Parties are committed to a progressive storage and scanning program, with the goal that over time, hundreds of thousands of print FCIL volumes will be preserved, stored and scanned.
2. Donations. LLMC will facilitate donations of FCIL materials to LA Law Library from LLMC's member and associate libraries. As materials become available, LLMC will provide LA Law Library with itemized listings of materials available for donation pursuant to this Agreement. LA Law Library will identify those volumes or titles it will, in its sole discretion, accept ("Accepted Materials"), taking into consideration available space, utility and useful life of the materials and any special preservation or storage requirements. Prior to donating materials, each donating institution will sign a donation form and acknowledgement in the form attached hereto as Exhibit A.
3. Shipping. LLMC will pay reasonable charges for all Accepted Materials to be shipped to LA Law Library.
4. Storage. The responsibilities of the Parties concerning storage shall be as follows:
 - a. LA Law Library will devote book-storage capacity for FCIL materials donated to LA Law Library pursuant to this Agreement, up to a volume and quantity determined by LA Law Library in its sole discretion. LA Law Library shall only accept: (1) full sets of titles not presently held by the Law Library or (2) gap-filling volumes needed to complete its existing holdings.

- b. LA Law Library shall maintain titles accepted by LA Law Library pursuant to this Agreement until either the materials have been scanned or LA Law Library has provided LLMC reasonable notice and opportunity to take possession of the materials.
 - c. Post-digitization, LA Law Library may, in its discretion, either retain the paper blocks or other hard copy materials resulting from the scanning process or consign them to permanent storage at LLMC's expense in LLMC's archival storage facility (the current facility is in Hutchinson, KS and is known as the "Salt Mine Archive").
 - d. If, during the course of this Agreement, any title, individual item or series, donated to LA Law Library pursuant to this Agreement is identified as the final existing copy held by the Partner libraries, that title will be given "protected status" and will no longer be available for off-site circulation or use.
5. Technical Services. Once received, LA Law Library will integrate the Accepted Materials into its collection through cataloging and classification. A note will be made on the holding record of each of the Accepted Materials indicating the source of the donation and that it is subject to this Agreement. Upon request, LLMC shall provide bibliographic records for all titles in the LLMC collection to LA Law Library at no charge.
6. Registry. The Parties agree to make good faith efforts to participate in a joint registry designed to identify, for preservation purposes, the last known copy of legal materials (e.g., the Center for Research Library's Legal Print Archives Preservation Registry). The Parties will endeavor to create and populate a joint registry to facilitate the continued retention of at least one scanning set within the mutual holdings of LLMC's member and associate libraries. The Parties will negotiate in good faith to share the burden and cost of entering the data into the registry and to determine work flow and timing for the registration effort.
7. Scanning. LA Law Library shall provide LLMC access to the Accepted Materials for purposes of scanning. LLMC anticipates that:
 - a. It will await the expiration of any copyright or other applicable intellectual property restriction prior to scanning;
 - b. Those materials suitable for disbanding and scanning via high-speed process, will be scanned at LLMC's plant in Hawaii, unless LA Law Library agrees to scan the material at LA Law Library;
 - c. Unique materials that are too rare or artifactual to withstand the high-speed scanning process, will either be scanned at the LA Law Library or made available to LLMC for scanning at another location of LLMC's choosing; and

- d. LLMC will pay \$ 50,000 to LA Law Library for the purpose of acquiring a high-speed step and repeat scanner and/or defraying other costs of cataloguing and scanning Accepted Materials at LA Law Library.
8. Ownership. Copies of the digital images of the Accepted Materials created pursuant to this Agreement will be made available to LLMC and LA Law Library and each shall have perpetual access to and joint ownership of the images. LA Law Library will also have the option, if desired, of retaining formal ownership of the Accepted Materials or paper blocks resulting from the disbanding of the Accepted Materials.
9. Termination. This Agreement may be terminated by either Party at any time upon six months written notice. In the event of termination, the Parties will strive to reach a mutually acceptable plan to unwind the relationship as set forth in this Agreement. If the Parties cannot mutually determine an acceptable plan to unwind the Agreement, those steps necessary to untangle the relations between the Parties will be decided by arbitration within the jurisdiction of Los Angeles, California, with the arbitrator's decision to be guided by the overriding principle that the termination be effectuated under those terms best calculated to carry forward the mission of preservation that motivated the original Agreement.
10. Waiver; Modification. No provisions of this Agreement may be waived or modified, unless in writing and signed by all the parties.
11. Governing Law; Venue. This Agreement shall be interpreted in accordance with the laws of the State of California. Any legal action arising out of this Agreement shall be filed and prosecuted in Los Angeles County Superior Court. Any alternative dispute resolution proceeding arising out of this Agreement shall be heard within Los Angeles County.
12. Notice.
 - a. Notices to LA Law Library shall be addressed to Los Angeles County Law Library, ATTN: Executive Director, 301 W. First Street, Los Angeles, CA 90012.
 - b. Notices to LLMC shall be addressed to LLMC, ATTN: Executive Director, P.O. Box 1599, Kaneohe, HI 96744, or other such address as LLMC may, from time to time, provide to the AGENCY in writing.
13. Authority. Each of the Parties represents that he or she has the authority to bind the Party on whose behalf he or she is entering into and signing this Agreement.
14. Severability. If any section, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable by any court of competent jurisdiction, the said ruling shall negate only the applicable section, or portion thereof, and the balance of the agreement shall stand as written and remain in full force and effect and, to that end, the parties agree that the provisions of this agreement are severable.

15. Counterparts. This Agreement may be executed in counterparts, and when each Party has signed and delivered at least one such counterpart, each counterpart shall be deemed an original; and when taken together with other signed counterparts, shall constitute one agreement, which shall be binding upon and effective as to all parties. Facsimile signatures are to be deemed equivalent to original signatures.

16. Headings. The paragraph headings are not a part of this Agreement and shall have no effect upon the construction or interpretation of any part of this Agreement.

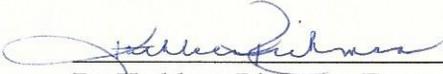
IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year set forth below.

Los Angeles County Law Library

By Sandra J. Levin, Executive Director

Date _____

LLMC (Law Library Microform Consortium)



By Kathleen Richman, Executive Director

Date 5-24-2013

EXHIBIT A

Donation Submission and Acknowledgement of Agreement
Regarding Shipping, Storage and Digitization Between LLMC and LA Law Library

I have read and am familiar with the Agreement Regarding Shipping, Storage and Digitization of Foreign, Comparative & International Law Print Materials ("Agreement") dated May __, 2013 between LLMC and LA Law Library.

_____ ("Donor") intends to donate the titles on the attached list to LA Law Library for handling pursuant to the Agreement.

Once transferred to LA Law Library under the terms of the Agreement, all materials on the attached list shall become the property of LA Law Library and shall be subject to the terms of the Agreement.

Donor shall have a right of first refusal prior to any of the donated hard-copy materials being discarded, sold or otherwise transferred to persons other than LA Law Library or LLMC.

Agreed and acknowledged:

Donor: _____

Date _____

By _____

MEMORANDUM

DATE: June 3, 2013

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director, and
Jaye Nelson, Senior Director for Information Services

RE: New Website for LA Law Library

Over the last few months, LA Law Library staff has been working to develop a new website that is scheduled to be launched in mid-June 2013. Led by the Communications Team, a website committee was formed with representation from each department which includes Neel Agrawal, Alex Kern, Sonny Lew, Janine Liebert, Doug Myers, Jaye Nelson, Adam Rosenblum, Austin Stoub and Betsy Warner.

The Committee began with a needs assessment which included an online survey for users of our current website to express their needs. Based on the survey results and an internal needs assessment, the committee identified the core focus areas of the site, set strategic goals and outlined a schedule for accomplishing these goals. The subsequent stages included developing a site map, wireframe and the current layout design you'll see during the June 3rd Board Meeting.

Serving as content coordinators, Doug, Austin, Neel and Janine worked with library staff from all departments to produce site content. A behind the scenes Content Management System will make updates and further adaptations to the website more convenient also allowing departmental staff to update their sections of the site. A new layout offers a more intuitive user experience with information easily accessible at various "touch points" throughout the site. Not only are services and the catalog highlighted but information is also presented in an audience-specific way, highlighting "self-represented litigants", "students" and "legal community." The new site will adhere to guidelines of the American Disabilities Act including accessibility testing by representatives from the Braille Institute.

The new lalawlibrary.org site is a completely redesigned online presence for the library which will not only expand the accessibility of our core services including catalog access, reference assistance, circulation privileges, but also include new resources for self-represented litigants.

We are proud to present a mock-up of our progress to date and hope you enjoy our new look as the site continues to evolve. As always, we welcome your comments and suggestions.

