

LA Law Library Board of Trustees

Tuesday, August 23, 2011, Regular Board Meeting

# AGENDA

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

### REGULAR BOARD MEETING

Tuesday, August 23, 2011  
12:15 P.M.

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

### ACCOMMODATIONS

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

### AGENDA DESCRIPTIONS

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

### REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

A member of the public has the right to address the Board on agenda items or on items of interest which are not on the agenda and which are within the subject matter jurisdiction of the Board. All requests to address the Board must be submitted in person to the Board President prior to the start of the meeting. Public comments will be taken at the beginning of each meeting as Agenda Item 1.0. A member of the public will be allowed to address the Board for a total of three (3) minutes for a single item or a maximum of five (5) minutes for all items unless the President grants more or less time based on the number of people requesting to speak and the business of the Board. When members of the public address the Board on agenda items, the President determines the order in which speakers will be called.



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

All items on the Consent Calendar are voted on with a single resolution. Any Board member or other person attending the meeting may request an item be removed from the Consent Calendar and placed on the Regular Calendar for discussion and any action which the Board deems to be appropriate.

3.1 Minutes of the July 19, 2011 Special Board Meeting

3.2 List of Checks and Warrants: July, 2011

4.0 ACTION ITEMS

4.1 Approval of Health Benefit Adjustment for Future Retirees.

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

4.3 Approval of Organizational Program/Project Guide: July, 2011 – June, 2012

5.0 EXECUTIVE DIRECTOR'S REPORT

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

6.0 EXECUTIVE DIRECTOR'S DISCUSSION AND ACTION ITEM

Branch and Partner Locations. Preliminary Report. Recommendation: Authorization for additional study and analysis of the Branch and Partnership locations and return to the Board in Spring, 2012 with a recommendation for future direction.

7.0 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.

8.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees will be held on Tuesday, September 27, 2011.

POSTED \_\_\_\_\_ FRIDAY, AUGUST 19, 2011 @ \_\_\_\_\_ 11:00 A.M.

POSTED BY \_\_\_\_\_ EUSTORGIO BARAJAS \_\_\_\_\_



## CONSENT CALENDAR

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

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

July 19, 2011

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, July 19, 2011 at 12:20 p.m., at the Los Angeles County Law Library Mildred L Lillie main library building at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present:

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

Trustees Absent:

Staff Present:

Marcia J Koslov, Executive Director

Also Present:

President Steinhauser determined a quorum to be present, convened the meeting at 12:20 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

1.0 PUBLIC COMMENT

During the five (5) minutes allocated, Mr. Lee Paradise commented on the Building Envelope Repair and Exterior Restoration Project.

During the five (5) minutes allocated Mr. Tut Hayes commented on the public comment policy of the Board of Trustees.

2.0 PRESIDENT'S REPORT

There was no President's report.

3.0 CONSENT CALENDAR

President Steinhauser divided the Consent Calendar and requested a motion for each.

There being no discussion for Item 3.1 (Minutes of the June 28, 2011 Special Board Meeting), Trustee Goetz moved to adopt Item number 3.1. Seconded by Trustee Klein, the motion was unanimously approved, 7-0.

Following discussion, Trustee Jones moved to adopt Item 3.2 (List of Checks and Warrants: June, 2011). Seconded by Trustee Plum, the motion was approved, 6-0-1. Trustee Goetz abstained from the vote.

4.0 ACTION ITEMS

4.1 The Executive Director, Marcia Koslov, presented to the Board, on behalf of all non-represented employees, the following recommendations:

Work Week

All current employees and new hires will move to a 40 hour work week beginning October 1. This will result in compensation for the additional 15 minutes a day.

Vacation for New Hires

Beginning June 1, 2011, all non-represented new hires will accrue vacation upon successful completion of a three (3) month introductory period at the following rate:

Years of Service 1-4 = 10 days

Years of Service 5-9 = 12 days

Years of Service 10+ = 15 days

Vacation accrual is negotiable upon hire.

Vacation Accrual & Payout

Non-represented employees are able to accrue no more than 200 hours of vacation. Between November 10 and November 30 of each year, full-time employees may request up to 1 week (40 hrs.) of earned but unused vacation to be paid out. To participate in the payout, an employee must have a minimum of 80 hrs. of accrued vacation time remaining in their account.

#### Sick Leave for New Hires

Beginning June 1, 2011, all non-represented new hires will accrue sick leave from the date of employment at the following rate:

Years of Service 1-4 = 10 days

Years of Service 5-9 = 12 days

Years of Service 10+ = 15 days

Sick leave accrual is negotiable upon hire.

#### Sick Leave Accruals

For both current employees and new hires, accruals will remain continuous throughout employment, as per CalPERS policy. However, the current cash payout, for non-represented employees hired prior to May 31, 2011, will be frozen at the accrued but unused sick leave as of May 31, 2011. Sick leave accrued after May 31, 2011 will be eligible for service credit.

#### Health Benefit

Beginning July 1, 2011, non-represented employees will receive health benefits upon successful completion of a three (3) month introductory period.

Beginning January 1, 2012; the Law Library will fund the full cost of the 2011 Premium of the highest CalPERS LA Region Group Health HMO, plus 50% of any cost increase to that plan for employee only benefits.

For dependents, the Law Library will fund 50% of the 2011 Premium of the highest CalPERS LA Region Group Health HMO, plus 50% of any cost increase to that plan.

This health benefit will remain continuous upon retirement.

Following discussion, President Steinhauser requested a motion to adopt Item 4.1.

Trustee Jones moved to adopt all recommended changes for non-represented employees with the exception of the Health Benefit. The Health Benefit for all non-represented employees would remain as is, but should be brought back to the Board in February 2012 for further review. Seconded by Trustee Juhas, the motion was approved, 6-1, with Trustee Plum voting "nay."

4.2 Approval of health benefit changes for retirees.  
Item 4.2 was tabled.

4.3 Approval of Resolution for health benefit changes to be sent to CalPERS  
Item 4.3 was tabled.

5.0 EXECUTIVE DIRECTOR'S REPORT

There was no discussion.

6.0 EXECUTIVE DIRECTOR'S DISCUSSION AND ACTION ITEM

Item 6.0 (Borrower History, Dues, Fees, and Security Deposits) was tabled.

7.0 AGENDA BUILDING

There were no items for Agenda Building.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:38 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, August 23, 2011.

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



**LOS ANGELES COUNTY LAW LIBRARY**

**July 1, 2011 - July 31, 2011 (CHECKS)**

**Account No.: 108000**

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 1	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	20.00	021233
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,968.37	021234
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	448.59	021235
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,770.58	021236
	COUTTS LIBRARY SERVICES	BOOKS	768.37	021237
	DATA TRACE LEGAL PUBLISHERS	BOOKS	157.95	021238
	FRY COMMUNICATIONS INC	BOOKS	850.00	021239
	JAMES PUBLISHING INC	BOOKS	84.10	021240
	JURIS PUBLISHING INC	BOOKS	111.50	021241
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	433.17	021242
	MUNICIPAL CODE CORPORATION	BOOKS	448.04	021243
	NATIONAL BOOK NETWORK	BOOKS	60.00	021244
	NEW JERSEY LAW JOURNAL	BOOKS	157.50	021245
	NOLO COM	BOOKS	339.51	021246
	PRACTISING LAW INSTITUTE	BOOKS	792.31	021247
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,182.00	021248
	THOMSON REUTERS	BOOKS	552.27	021249
	WILLIAM S HEIN & CO	BOOKS	2,890.39	021250
	YBP LIBRARY SERVICES	BOOKS	108.54	021251
	ADVANCED INFORMATION	TEMP SVCS	1,344.00	021252
	AMERICAN EXPRESS	TRAVEL	25.00	021253
	BRIDGES FILTER SERVICE, INC	BLDG MAINT	175.92	021254
	CDW GOVERNMENT, INC.	COMP HARD	7,429.32	021255
	EX LIBRIS, (USA) INC.	ILS	9,762.98	021256
	GOURMET COFFEE SERVICE	STAFF	21.60	021257
	J. P. COOKE COMPANY	OFFICE SUPPL	305.00	021258
	SCHINDLER ELEVATOR CORP.	ELEVATOR MAINT	3,478.92	021259
	NATIONWIDE LEGAL, LLC	DOC DEL	44.75	021260
	OFFICE DEPOT	OFFICE SUPPL	224.65	021261
	CALPERS	MISC	300.00	021262
	CALPERS L T CARE PROGRAM	LT CARE	54.27	021263
	SECURITAS SECURITY	SECURITY	5,482.58	021264
	UNITED PARCEL SERVICE	POSTAGE	123.18	021265
	YOH SERVICES LLC	RECRUITMENT	2,747.00	021266
COVAD COMMUNICATIONS	TELECOM	552.63	021267	
July 8	WOLTERS KLUWER LAW & BUSINESS	BOOKS	419.32	021268
	BERNAN ASSOCIATES	BOOKS	51.00	021269
	CASALINI LIBRI	BOOKS	132.54	021270
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,829.95	021271
	GAUNT	BOOKS	82.97	021272
	GAVILANES BOOKS FROM INDOAMERICA	BOOKS	45.00	021273
	OTTO HARRASSOWITZ	BOOKS	288.77	021274
	JAMES PUBLISHING INC	BOOKS	105.52	021275

50,331.56

**LOS ANGELES COUNTY LAW LIBRARY**  
**July 1, 2011 - July 31, 2011 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	JURISNET LLC	BOOKS	161.50	021276
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	173.84	021277
	RETTA LIBROS LIDERLAF S A	BOOKS	111.18	021278
	MARY MARTIN BOOKSELLERS	BOOKS	158.95	021279
	PRACTISING LAW INSTITUTE	BOOKS	418.43	021280
	THOMSON REUTERS	BOOKS	636.55	021281
	MARQUIS WHOS WHO	BOOKS	324.20	021282
	YBP LIBRARY SERVICES	BOOKS	273.69	021283
	ADVANCED INFORMATION	TEMP SVCS	1,200.00	021284
	ALLANA BUICK & BERS, INC.	CIP-EXTERIOR	9.20	021285
	AMERICAN EXPRESS	BUSINESS CARD	7,246.68	021286
	AT&T	TELECOM	428.98	021287
	GRAINGER	BLDG SUPPL	421.18	021288
	MARCELINO JUAREZ	OUTREACH	40.13	021289
	KONICA MINOLTA BUSINESS	COPY CTR/POM	20.00	021290
	LA LAWYERS PHILHARMONIC	OUTREACH	500.00	021291
	MICHELE LUCERO	OUTREACH	149.94	021292
	OPTIONS FOR GROWTH	CONT EDU	3,610.59	021293
	SAGE SOFTWARE, INC.	PAYROLL/HR	1,457.82	021294
	JEREMY SAMLER	MILEAGE	17.63	021295
	SECURITAS SECURITY	SECURITY	5,415.20	021296
	SEPCO EARTHSCAPE, INC	LANDSCAPING	1,200.00	021297
	UNITED PARCEL SERVICE	POSTAGE	49.16	021298
July 12				
	KATZ CONSULTING & ASSOCIATES	CONT EDU	2,000.00	021301
	NINA ANTONOVA	REFUND	125.00	021302
	JON BRIAN HARDEN	REFUND	125.00	021303
July 14				
	LORENZO GALLARDO	BLDG SVCS	295.00	021304
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,052.80	021305
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	579.91	021306
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	3,387.57	021307
	CARSWELL COMPANY LTD	BOOKS	643.15	021308
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,061.78	021309
	CODE PUBLISHING COMPANY	BOOKS	25.00	021310
	HALT	BOOKS	16.95	021311
	HAWAII STATE BAR ASSOCIATION	BOOKS	575.00	021312
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	390.88	021313
	JAMES PUBLISHING INC	BOOKS	94.02	021314
	JURIS PUBLISHING INC	BOOKS	384.50	021315
	JURISNET LLC	BOOKS	84.50	021316
	LEXISNEXIS BUTTERWORTHS	BOOKS	4,144.63	021317
	MATERIALES ACADEMICOS DE CONSULTA H	BOOKS	54.99	021318
	MARY MARTIN BOOKSELLERS ** VOIDED *****	BOOKS	0.00	021319
	MEABOOKS INC	BOOKS	105.75	021320

90,473.84

LOS ANGELES COUNTY LAW LIBRARY

July 1, 2011 - July 31, 2011 (CHECKS)

Account No.: 108000

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 19	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	132.50	021321
	NATIONAL BOOK NETWORK	BOOKS	1,010.52	021322
	OXFORD UNIVERSITY PRESS	BOOKS	241.93	021323
	PAN PACIFICA	BOOKS	831.00	021324
	PRACTISING LAW INSTITUTE	BOOKS	200.93	021325
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	343.25	021326
	STATE BAR OF WISCONSIN	BOOKS	162.76	021327
	YBP LIBRARY SERVICES	BOOKS	397.49	021328
	LANGER'S RESTAURANT	BOARD EXP	119.06	021329
	ADVANCED INFORMATION	TEMP SVCS	2,106.00	021330
	ALTEC	PRINT/REPRO	405.47	021331
	AT&T MOBILITY	TELECOM	240.18	021332
	BANDWIDTH.COM, INC.	TELECOM	348.81	021333
	EUSTORGIO BARAJAS	REIMBURSEMENT	157.27	021334
	CDW GOVERNMENT, INC.	PREPAID EXP	71.57	021335
	CLEAN SOURCE, INC.	BLDG SUPPL	1,158.50	021336
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	525.14	021337
	FEDEX	POSTAGE	81.80	021338
	KONICA MINOLTA BUSINESS	COPY CTR - TOR	896.22	021339
	METROLINK	TAP	1,264.75	021340
	NATIONWIDE LEGAL, LLC	DOC DEL	37.80	021341
	JEREMY SAMLER	REIMBURSEMENT	57.59	021342
	TEAMONE EMPLOYMENT SPECIALISTS, LLC	TEMP SVCS	991.95	021343
	UNITED PARCEL SERVICE	POSTAGE	52.49	021344
	VALLEY WIDE AIR	BLDG MAINT	200.00	021345
	STATE BOARD OF EQUALIZATION	USE TAX	2,653.00	022770
	COLANTUONO LEVIN & ROZELL	LEGAL	6,774.11	022771
	EMPLOYERS INSURANCE GROUP	WORKERS COMP	3,170.59	022772
	COUNTY OF LOS ANGELES	HEAT/COOL	5,470.54	022773
	MARY MARTIN BOOKSELLERS	BOOKS	2,995.00	022774
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	7,293.43	022775
	SECURITAS SECURITY	SECURITY	5,435.71	022776
July 22	AMERICAN BAR ASSOCIATION	BOOKS	1,121.05	021346
	ALIBRIS INC	BOOKS	206.39	021347
	GE MONEY BANK AMAZON	BOOKS	20.99	021348
	AMERICAN SOCIETY OF INTERNATIONAL L	BOOKS	250.00	021349
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,611.00	021350
	AMERICAN ASSOCIATION FOR JUSTICE	BOOKS	160.00	021351
	BERNAN ASSOCIATES	BOOKS	162.00	021352
	BOOK HOUSE INC	BOOKS	80.41	021353
	ROGER W HAINES JR	BOOKS	217.56	021354
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	706.71	021355
	CCH INCORPORATED	BOOKS	242.46	021356

142,829.20

LOS ANGELES COUNTY LAW LIBRARY

July 1, 2011 - July 31, 2011 (CHECKS)

Account No.: 108000

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 26	COUTTS LIBRARY SERVICES	BOOKS	1,881.93	021357
	GAUNT	BOOKS	2,247.13	021358
	OTTO HARRASSOWITZ	BOOKS	500.14	021359
	JAMES PUBLISHING INC	BOOKS	83.36	021360
	KUBON & SAGNER	BOOKS	73.35	021361
	LOS ANGELES BUSINESS JOURNAL	BOOKS	99.95	021362
	LAW JOURNAL PRESS	BOOKS	149.14	021363
	LRP PUBLICATIONS	BOOKS	1,359.00	021364
	MATERIALES ACADEMICOS DE CONSULTA H	BOOKS	55.00	021365
	MARY MARTIN BOOKSELLERS	BOOKS	265.00	021366
	MEABOOKS INC	BOOKS	92.66	021367
	METROPOLITAN NEWS COMPANY	BOOKS	49.39	021368
	MEXICO SUR	BOOKS	1,494.85	021369
	NOLO COM	BOOKS	66.14	021370
	SPECIALTY TECHNICAL PUBLISHERS INC	BOOKS	351.00	021371
	YBP LIBRARY SERVICES	BOOKS	773.81	021372
	LEXISNEXIS BUTTERWORTHS	BOOKS	4,593.69	022777
	ALAN MOSS LTD	BOOKS	7,135.00	022778
	ADVANCED INFORMATION	TEMP SVCS	958.80	021373
	EUSTORGIO BARAJAS	REIMBURSEMENT	108.00	021374
	CHARLIE CHAN PRINTING	PRINT/REPRO	239.25	021375
	GOURMET COFFEE SERVICE	VENDING	602.12	021376
	INFINISOURCE INC	PAYROLL/HR	88.00	021377
	JOHN MATARAS	BLDG SUPPL	26.48	021378
	OFFICE DEPOT	COPY CTR	604.72	021379
	PACER SERVICE CENTER	DOC DEL	39.04	021380
CALPERS L T CARE PROGRAM	LT CARE	54.27	021381	
PITNEY BOWES	POSTAGE	274.00	021382	
RAYVERN LIGHTING SUPPLY CO INC	BLDG SUPPL	455.73	021383	
SUN LIFE FINANCIAL	LIFE/DISABILITY	978.30	021384	
UNITED PARCEL SERVICE	POSTAGE	38.43	021385	
VALLEY WIDE AIR	BLDG MAINT	200.00	021386	
VERIZON	TELECOM	38.68	021387	
XO COMMUNICATIONS LLC	TELECOM	494.97	021388	
YOH SERVICES LLC	TEMP SVCS	1,560.00	021389	
ZEE MEDICAL INC.	BLDG SUPPL	171.58	021390	
GUARDIAN	DENTAL/VISION	6,872.58	022779	
LITTLER MENDELSON, PC	LEGAL	3,600.00	022780	
July 29	AMERICAN LAW INSTITUTE	BOOKS	69.45	021391
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,585.58	021392
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	191.76	021393
	BERNAN ASSOCIATES	BOOKS	346.88	021394
	BUREAU OF NATIONAL AFFAIRS BOOKS	BOOKS	264.14	021395

183,028.42

LOS ANGELES COUNTY LAW LIBRARY

July 1, 2011 - July 31, 2011 (CHECKS)

Account No.: 108000

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	BUILDERS BOOK INC BOOKSTORE	BOOKS	947.85	021396
	CARSWELL COMPANY LTD	BOOKS	831.50	021397
	COUNCIL OF STATE GOVERNMENTS	BOOKS	62.74	021398
	CODED SYSTEMS LLC	BOOKS	186.00	021399
	LAW JOURNAL PRESS	BOOKS	148.04	021400
	MANHATTAN PUBLISHING COMPANY	BOOKS	29.00	021401
	MASSACHUSETTS CONTINUING LEGAL EDUC	BOOKS	117.00	021402
	NATIONAL BUSINESS INSTITUTE	BOOKS	675.15	021403
	PAN PACIFICA	BOOKS	417.50	021404
	PRACTISING LAW INSTITUTE	BOOKS	76.83	021405
	SASKATCHEWAN QUEENS PRINTER	BOOKS	15.60	021406
	CITY OF THOUSAND OAKS	BOOKS	38.73	021407
	WILLIAM S HEIN & CO	BOOKS	70.99	021408
	YBP LIBRARY SERVICES	BOOKS	30.40	021409
	CONTINUING EDUCATION OF THE BAR CAL ** VOIDE	BOOKS	0.00	022781
	COUTTS LIBRARY SERVICES	BOOKS	3,836.42	022782
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	144.54	021410
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	388.88	021411
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	388.88	021412
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	70.41	021413
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	476.79	021414
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	295.90	021415
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	320.54	021416
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	183.15	021417
	LIBRAIRIE DUCHEMIN	BOOKS	2,030.15	021418

193,863.56

**LOS ANGELES COUNTY LAW LIBRARY**  
**July 1, 2011 - July 31, 2011 (WARRANTS)**  
**Account No.: 102000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 7	LITTLER MENDELSON, PC	LEGAL	27,280.00	TS00142901
July 13	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	73,715.59	TS00143204
	L A DEPT WATER & POWER	WATER/SEWAGE	10,606.90	TS00143204
	LIBRARY ASSOCIATES COMPANIES	BIBLIO SVCS	17,115.75	TS00143204
July 20	THOMSON REUTERS	BOOKS	11,461.66	TS00143535
July 27	ADT SECURITY SERVICES	SECURITY	10,015.54	TS00143840
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	20,183.86	TS00143840
	PERS	HEALTH INS	53,236.58	TS00143840
July 29	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	105,132.85	TS00144011

328,748.73

## ACTION ITEMS

## MEMORANDUM

DATE: August 18, 2011

TO: Board of Law Library Trustees

FROM: Marcia J Koslov

RE: Retiree Health Benefits

Two issues have been raised in conjunction with retiree's health care and dental benefits.

1. Dependent eligibility.

There is currently no policy establishing a limit to the health care and dental coverage for a retiree. Retirees are not limited to the single or dependent care choice they have upon retirement; a retiree may add or remove health and dental coverage for a dependent at any time. If a retiree marries, or adopts a child, the Law Library may be required to fund health care and dental benefits for the dependent. Los Angeles County allows one year from the date of retirement for this type of benefit change.

**Recommendation 1:** An employee who retires after September 1, 2011 has one year from the date of retirement to add a dependent to either health or dental care benefit. If a named dependent is removed from the health care or dental benefit, the retiree may not add the same dependent to the health care or dental benefit at a later time.

2. Health care benefits.

The CalPERS health care benefit provided by to a retiree is based on the benefit provided to that employee's classification during their employment with the Los Angeles County Law Library.

The LA Law Library has 26 retiree participants in the CalPERS health care system. Of those 26, ten (10) retirees would be affected by changes to health benefit contributions by the Employer. The change to the health care employer contribution as applied to SEIU, Local 721 represented staff, affects three (3) retirees.

As with current employees, during the annual open enrollment period retirees may select a health care plan that falls within the contribution limit paid by the Law Library, or they may choose to pay the differential cost to continue a more expensive plan.

Once a retiree reaches the Medicare supplement age, all retiree health plans fall with the range for full funding by the Law Library.





As per the Board's previous decision for represented employee's health benefit stated in the MOU and the non-represented employee's health benefit decided at the July 19, 2011, the following health benefit is applicable to retirees:

- a. Represented Employees: Those retired employees who participated in SEIU, Local 721, during their employment will receive the health benefit identified in the MOU, May 31, 2011 – May 31, 2014.
- b. Non Represented Employees: Those employees who were not represented during their term of employment, will continue to receive the current non-represented health benefit.

**Recommendation 2: No action is needed by the Board of Trustees.**



## MEMORANDUM

**DATE:** August 17, 2011

**TO:** Board of Law Library Trustees

**FROM:** Marcia J Koslov

**RE:** Friends of the Los Angeles County Law Library – Election of Board of Directors Members

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 two-year terms. The following Members of the Friends Board of Director request reappointment for a continuing two-year term.

Marcellus McRae, September 2011 – August, 2013  
Frank Cooley, October 2011 – September, 2013

In addition, Tyna Thall Orren, is seeking approval by the Board of Trustees for a two year term as a new member of the Board.

Attached is Article 7, Bylaws of the Friends of the Los Angeles County Law Library that discusses the Board of Directors. Also attached are the bios for Marcellus McRae, Frank Cooley and Tyna Thall Orren.



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# Marcellus McRae

[Home](#) > [Lawyers](#) > [Marcellus McRae](#)

Partner

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Los Angeles Office  
333 South Grand Avenue  
Los Angeles, CA 90071-3197  
USA

## PRACTICES

Litigation  
Government  
and Commercial Contracts  
Media, Entertainment  
and Technology  
White Collar Defense  
and Investigations

## EDUCATION

Harvard University, 1988  
*Juris Doctor*  
University of California - Los  
Angeles, 1985  
*Bachelor of Arts*

## ADMISSIONS

California Bar

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.

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.

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**RECENT PUBLICATIONS**


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Webcast: A Gibson Dunn National Security Presentation: 2011 Mid-Year OFAC Update

2010 Year-End OFAC Update

Webcast: 2010 Year-End OFAC Update

First Steps in Handling Federal Litigation

Recent Decisions in Private Sector Qui Tam Cases

More Publications

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 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

the *Corporate Counsel's Quarterly* and *The Lawyer's Brief*, Volume 18, No. 3 in July 2002. He is also the co-author of "Closing Arguments," Chapter 37, *Business and Commercial Litigation Treatise*, West Publishing, 1998.

**Education**

Mr. McRae received his law degree from Harvard Law School in 1988. He earned a B.A. degree *summa cum laude* in 1985 from the University of California at Los Angeles, where he was elected to Phi Beta Kappa.

## Frank J. Cooley

Frank has served as a member of the Friends of the Los Angeles Law Library since 2009. He is Assistant General Counsel of Southern California Edison Company, where he has worked since 1980. Frank is a graduate of Occidental College (1968) and he received a Master of Arts Degree in Economics from California State University at Los Angeles in 1974. He received a Juris Doctor degree from Southwestern University School of Law in 1979.

Frank has worked on a variety of matters during his career at Edison. He has handled significant regulatory and transactional matters and he currently supervises attorneys working on nuclear and California regulatory matters. Frank is also responsible for managing the administrative and paralegal functions of the Edison Law Department.

Frank has been involved in many community service activities. He served as the Lead Attorney on the transition team reviewing the Civil, General and Outside Counsel Divisions of the Los Angeles City Attorney's office for City Attorney-elect Carmen Trutanich. He has provided pro bono service to the Constitutional Rights Foundation, Public Counsel, the Hopi Indian Reservation, and the Olive Crest Foundation. Frank is a member of the Chancery Club and is editor of the Harbour Rod and Reel Club newsletter the Flashes.

Frank is married to Charlene and they have two grown children, Brett and Eric. Frank and Charlene live in Huntington Beach, California.

Frank J. Cooley  
Assistant General Counsel  
Southern California Edison Company

### **Education**

**Occidental College**  
1968                      **Bachelor of Arts, Economics**

**California State University**  
1974                      **Master of Arts, Economics**

**Southwestern University School of Law**  
1979                      **Juris Doctor**

### **Work Experience**

**Southern California Edison Company**  
1980 to Present  
Assistant General Counsel

### **Community Activities**

**Los Angeles City Attorney Transition Team**  
Lead Attorney on Transition Team Review of  
Civil, General and Outside Counsel Divisions

**Constitutional Rights Foundation**  
Grader and Practice Judge

**Public Counsel**  
Employee Rights and Adoption Cases

**Volunteer Teacher and Financial Contributor**  
Hopi Indian Reservation

**Olive Crest Foundation**  
Financial and Volunteer Support

**Harbour Rod and Reel Club**  
Kids Activities Event Chairman

**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.



Resumé Of

Tyna Thall Orren, Attorney at Law  
Certified Specialist in Appellate Law  
State Bar of California Board of Legal Specialization  
ORREN & ORREN  
1100 East Green Street  
Pasadena, California 91106  
(626)793-7989; fax: (626)793-7990

## 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

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

For further information, please visit the Orren & Orren website, <http://www.orrenlaw.com>

References will be provided on request.

LA LAW LIBRARY  
JULY, 2011 – JUNE, 2012  
ORGANIZATIONAL PROGRAMS/PROJECTS GUIDE

FINANCIAL

- Contract for FY 2010-2011 Audit. [BOT, October, 2011](#)
- Monitor income and expenditures; identify and present FY11-12 budget adjustments. [BOT, January, 2012](#)
- Engage AON to perform an updated audit to provide analysis for prefunding of Health benefits in accordance with GASB 45 directive concerning OPEB (Post-Employment Benefits other than Pension); make recommendation to BOT. [BOT, April, 2012](#)
- Prepare and present FY 2012-2013 Budget [BOT, June, 2012.](#)
- Research sponsorships and grant opportunities
- Monitor state legislation and proposals from the AOC or other sources that have an impact on law libraries, particularly those affecting filing fees and facility use.

STAFF

- Complete review of staff files; gather historical data for former employees; finalize digitization of personnel records using Document Management Imaging system. Completion date set for December, 2011.
- Continue to add to library policies and procedures manual as the need arises. Develop training sessions for Executive and Supervisor team on basic policies.
- Monitor and analyze operational needs; adjust positions responsibilities as required; fill vacancies as needed.
- Analyze medical benefit package for non-represented employees; prepare recommendation for the BOT. [BOT, May, 2012](#)
- Continue community and team building through regular staff discussion on both a casual and formal basis: quarterly all-staff meetings; Tea at 10 on Thursdays.
- Regularize unit meetings and implement cross attendance for better communication and understanding. Develop shadowing and cross-training opportunities.
- Develop and maintain blog for staff concerning the Exterior Repair & Restoration project. Hold bi-weekly meetings as an opportunity for staff to ask questions and understand the project.



## TECHNOLOGY

- Upgrade the Members portal and management system
- Review, analyze, and install a Document Management System that would enable the library to digitize various records from invoices to personnel records to historical data.
- Redesign and institute a new Intranet using SharePoint software
- Upgrade the Law Library's website to next generation
- Upgrade the Accounting system software and add enhancements as needed
- Develop the process for using digital training tools such as webinars.
- Review, analyze and install a Contact Management System that can be used by both Communications and Programs & Partnerships
- Using Abra software (purchased in FY2011 from Sage, Inc) to implement the Human Resources Information System (HRIS) module and the payroll module by end of 2011 calendar year. Will enable us to move away from ADP services.
- Implement the Empower time keeping software that tracks leave time and works with the Abra software to transfer data. Empower will enable staff to view their available time, create leave time requests, and track supervisor approval.

## FACILITY

- Implement the Exterior Repair and Reconstruction project; monitor all activities; provide oversight and guidance as required. [BOT, Monthly Report, 2011-2012](#)
- Develop and implement a contract for CLEO Construction Management for management of the Exterior Repair and Reconstruction project. [BOT, Sept, 2011](#)
- Keep staff apprised of Exterior project activities and timelines; ensure that both staff and library users are safe and are fully aware of potential disruptions during the process.
- Establish new entrance, including signage, book security gates, and repositioning security during construction project.
- Complete the new security and key-card access system including installation of cameras and security monitoring station.
- Participate in meetings and conferences on Civic Center redevelopment. Monitor Grand Avenue Project.



## COLLECTION

- Continue, as an in-house project, to relabel the books in LC Classification for the reclassified and retro'd collection ; continue to shift books and materials in accordance with the developed floor by floor plans
- Implement the recommendation to shift the responsibility for collection development to a single professional librarian position.
- Review the print collections at the branch and partnership locations; determine what online services would be most beneficial to supplement or replace print materials.
- Review the binding parameters for print materials; analyze what is being done by other like institutions; provide recommendations for future.
- Continue to enhance the collection
- Present rare book assessment and findings to [BOT, November, 2011](#)

## OUTREACH / MARKETING

- Review, analyze and recommend future direction for the Branch and Partnership libraries. [BOT, March, 2012](#)
- Establish a library of marketing materials and collateral pieces about the library, the services and the programs/partnerships. These materials will create a consistent, unified message; the materials will be available for distribution at multiple venues.
- Establish the annual calendar for marketing promotions and advertisement; prepare press releases, journal ads, sponsorship ads, and tributes; establish marketing campaigns.
- Build new partnerships; identify target audiences; establish priorities for development of services; initiate contacts and follow up support and services.
- Define, recruit and retain participants in the Members Program; focus on solo and small firms.
- Create awareness and service opportunities for Judiciary and public interest groups.
- Identify partnership opportunities with the public library community including placement of collections and online services; training for staff development; training for the public.
- Monitor state legislation, judicial council and statewide library activities.
- Professional Activities: Secretary of CCCLL; serve on CCCLL Strategic Planning Committee; Board of Directors, LLMC Digital; participate in Membership / Subscription Law Libraries group; participate in Self Represented Litigants Network; AALL/SCCLL/SCALL memberships



FY 2011-2012 Board Of Trustees Meetings

- July – Borrower History, Dues, Fees & Security Deposits
- August – Annual Organizational Program Guide;  
Branch & Partnership Preliminary Report
- September – Performance Evaluation;  
CLEO Construction Management contract
- October – Annual Insurance Proposal;  
FY 10 Financial Audit
- November – Rare Book Assessment
- December – Strategic Planning Introduction
- January – Adjusted FY10 Budget
- February – Strategic Planning
- March – Branch & Partnership Report & Recommendation
- April – Borrower Fees
- May – OPEB – prefund health benefits  
Health Benefit for Non-Represented Employees
- June – Budget, 2012-2013



## EXECUTIVE DIRECTOR'S REPORT

## EXECUTIVE DIRECTOR'S REPORT

### August, 2011

#### Board Update

##### Building Envelope Repair & Exterior Restoration Project

- A kick-off meeting was held on Tuesday, July 26, 2011 with all parties in attendance: Swinerton, CLEO, ABB and TMA. Jaye Nelson, Senior Director and lead for the Law Library on the project and I attended. Over the next several weeks, the various sub-contractor teams visited the library to review their area of specialization, drawings and construction requirements were discussed and RFI's were issued and responses were given. In keeping with the bid requirements, the AIA standard form contracts will be used throughout the project. Following a final review of contract language by CLEO and legal counsel, the contract with Swinerton Builders was signed on August 11, 2011.
- During the week of August 8-11, Swinerton established a preliminary construction schedule for the first month of work and set up headquarter offices on the first floor of the library. The new bridge entrance will be the first order of construction. At the same time the roof work will begin.
- Following the receipt of City permits required for fencing an area and the construction of a temporary driveway off of First St., on Monday, August 15, 2011, Swinerton erected the fence that surrounds the area of construction. Swinerton was also required to fence off the city trees on First St and on Broadway. TMA contacted 3 nurseries who visited the property to determine if any of them were interested in taking the trees on the property for reuse, but none thought the value was advantageous. On Tuesday and Wednesday, August 16 and 17, 2011, the trees on the property were taken down.
- Hazardous Materials. The roof of the original Library building contains hazardous materials. As required by law, Arcadis, the company that bought LFR who was used in 2005-2006 to identify hazardous materials within the Law Library building, was contacted to monitor the roof work. A contract with Arcadis was signed on August 17, 2011 at a cost of \$37,602.
- Contracts with CLEO Construction Management, ABB and TMA. CLEO was initially brought in by the Board of Trustees in August of 2010 to act on the Library's behalf throughout the second bid process. CLEO will continue on the Library behalf to serve as construction management. Among their responsibilities will be general oversight of the entire project, determination that the work is performed in accordance with the requirements of the Contract Documents, review requests for interpretations, information and changes, prepare written progress reports, develop cash flow reports and forecasts for the project, maintain accounting records on authorized work and certify the amounts due for payment. CLEO will review and coordinate the contracts submitted by the ABB and TMA and any additional third parties necessary (such as Arcadis) prior to acceptance. Upon completion, the contracts will be brought to the Board of Trustees at their September 27, 2011 meeting.





### Financial Update

- July Financials are attached to this Report.  
Income Notes:
  - (1) The monthly projection for Court Fee Income is based on the percentage of receipts for a 3-year period.
  - (2) The General Fund interest includes the \$5,000,000 moved from LAIF to the County Treasurer.Expense Notes:
  - (1) The electric & water bills are now sent separately; the water bill was delayed from Dept of Water & Power.
  - (2) Many Building Occupancy and Supplies/Services budget items are projected as regular monthly or quarterly expenses throughout the year.
- Audit. Thompson Cobb Bazilio & Associates (TCBA), PC, was engaged to audit the financial records of the LA Law Library for the fiscal year ending June 30, 2011. Audit work began on Thursday, August 11, 2011, with approximately two (2) weeks of on-site audit field work headed by Rustico Cabilin and Julie Ta. Completion of the audit is anticipated by the end of September, with a report to the Board presented at the October 25, 2011, Board meeting.

### Staff Update

- The Law Library held its second quarterly staff meeting of the year on July 20, 2011. Major agenda items included review of the work schedule and benefit changes agreed to between SEIU, Local 721 and the Board of Trustees, and the Building Envelope Repair & Exterior Restoration project.
- Ralph Stahlberg, Meiling Li, Malinda Muller, Paula Hoffman, Ming Lu, Esther Eastman and I attended the American Association of Law Libraries (AALL) Annual Meeting held in Philadelphia, July 22-26, 2011. Esther received a scholarship to attend the conference. Paula and Ming participated in an ancillary two-day Chinese-American Forum on Legal Information and Law Libraries, where Ming provided translation. Significant topics covered during the conference included Collection Development & Cataloging, Information Technology, Library Management & Administration, and Reference, Research and Client Services and Teaching Skills.
- Jaye Nelson and I attended an all-day seminar on Records Retention and Destruction that focused on both legal requirements and best practices.
- An EBSCO database training session was held for Library staff on August 12, 2011 in the Law Library Training Center. Librarians in attendance learned the more advanced features of the database with an emphasis on the Nolo Press titles available through EBSCO.
- As part of their continuing management education program through the American Management Association, Malinda Muller and Ralph Stahlberg attended a 3-day AMA course on Management Skills for the New Manager.



- Celia Leon, HR and Marcelino Juarez, Finance, attend a "MyCalPERS" training session on August 18, 2011 for the new online CalPERS system. The day-long session covered enrollment, billing, payroll and retirement.

#### Outreach / Training Update

- Several hands-on database classes were presented during August. These classes are limited to 10 persons. On August 9, 2011 the Law Library sponsored an MCLE course on Westlaw, taught by West Representative. On August 24, Eric Bender will teach a general public class on Basic Lexis.
- On August 10, 2011, I had the opportunity to present an overview of the LA Law Library to LA Superior Court judges during their monthly Judicial Education Seminar. An immediate result was that a judge in attendance contacted us to assist with a legislative history question.
- I have had two conversations with LACBA Executive Director, Sally Suchil, about the development of a closer working relationship and a potential partnership between our organizations. The partnership discussions center around an upcoming LACBA membership campaign that would offer the LA Law Library Member Program as a LACBA benefit. This would be an excellent marketing opportunity for the LA Law Library to put its services forward to the nearly 60,000 attorneys in the LACBA database.
- A Programs & Partnerships developed program has been accepted for the upcoming California Library Association Conference in Pasadena in November. The program, entitled "Tackling Legal Questions in a Public Library Setting," combines basic legal reference skills with successful partnership services and includes a section on providing answers rather than advice.



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

INCOME	BUDGET	JULY 2011			YTD TOTAL		
		Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
L.A. Superior Court Fees	9,292,752	800,660	757,142	(43,518)	800,660	757,142	(43,518)
<b>Total - Court Fees</b>	<b>9,292,752</b>	<b>800,660</b>	<b>757,142</b>	<b>(43,518)</b>	<b>800,660</b>	<b>757,142</b>	<b>(43,518)</b>
Interest - LAIF	40,000	0	0	0	0	0	0
Interest - General Fund	75,000	6,250	9,303	3,053	6,250	9,303	3,053
Interest - Deposit Fund	3,500	292	419	127	292	419	127
<b>Total - Interest</b>	<b>118,500</b>	<b>6,542</b>	<b>9,722</b>	<b>3,180</b>	<b>6,542</b>	<b>9,722</b>	<b>3,180</b>
Parking Fee	700,000	61,860	68,293	6,434	61,860	68,293	6,434
<b>Total - Parking</b>	<b>700,000</b>	<b>61,860</b>	<b>68,293</b>	<b>6,434</b>	<b>61,860</b>	<b>68,293</b>	<b>6,434</b>
							0
Annual Borrowing Fee	0	0	100	100	0	100	100
Annual Members Fee	120,000	6,000	3,703	(2,298)	6,000	3,703	(2,298)
Course Registration	10,000	833	80	(753)	833	80	(753)
Copy Center	85,000	8,425	6,629	(1,796)	8,425	6,629	(1,796)
Document Delivery	25,000	1,894	2,146	252	1,894	2,146	252
Fines	46,000	4,491	3,872	(619)	4,491	3,872	(619)
Miscellaneous	14,500	1,208	47	(1,161)	1,208	47	(1,161)
Room Rental	7,500	625	809	184	625	809	184
Book Replacement	5,000	417	0	(417)	417	0	(417)
Forfeited Deposits	25,000	0	0	0	0	0	0
Friends of Law Library	120,000	0	0	0	0	0	0
Grants	30,000	0	0	0	0	0	0
Vending	5,500	458	476	18	458	476	18
<b>Total - Library Services</b>	<b>493,500</b>	<b>24,351</b>	<b>17,861</b>	<b>(6,491)</b>	<b>24,351</b>	<b>17,861</b>	<b>(6,491)</b>
<b>TOTAL INCOME</b>	<b>10,604,752</b>	<b>893,413</b>	<b>853,017</b>	<b>(40,396)</b>	<b>893,413</b>	<b>853,017</b>	<b>(40,396)</b>

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

EXPENDITURE	BUDGET	JULY 2011			YTD TOTAL		
		Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
Salaries	3,400,000	238,629	236,164	2,464	238,629	236,164	2,464
Social Security	205,000	14,782	14,112	670	14,782	14,112	670
Medicare	46,000	3,234	3,300	(66)	3,234	3,300	(66)
Retirement	155,332	12,944	12,300	644	12,944	12,300	644
Health Insurance	600,000	47,834	49,092	(1,258)	47,834	49,092	(1,258)
Disability Insurance	6,500	426	702	(276)	426	702	(276)
Dental Insurance	55,000	3,995	4,448	(454)	3,995	4,448	(454)
Life Insurance	2,000	127	188	(61)	127	188	(61)
Workers Compensation Insurance	30,000	2,500	3,171	(671)	2,500	3,171	(671)
Unemployment Insurance	30,000	2,500	0	2,500	2,500	0	2,500
Vision Insurance	10,000	745	979	(234)	745	979	(234)
Accrued Sick Expense							
Accrued Vacation Expense							
<b>Total - Personnel</b>	<b>4,539,832</b>	<b>327,715</b>	<b>324,456</b>	<b>3,258</b>	<b>327,715</b>	<b>324,456</b>	<b>3,258</b>
American Continuations	2,400,000	147,946	122,921	25,025	147,946	122,921	25,025
American New Orders	150,000	5,442	9,451	(4,010)	5,442	9,451	(4,010)
Branch Continuations	350,000	9,394	13,790	(4,397)	9,394	13,790	(4,397)
Branch New Orders	70,000	1,129	0	1,129	1,129	0	1,129
Commonwealth Continuations	400,000	20,284	20,067	216	20,284	20,067	216
Commonwealth New Orders	6,500	0	367	(367)	0	367	(367)
Foreign Continuations	230,000	9,123	9,463	(340)	9,123	9,463	(340)
Foreign New Orders	35,000	1,655	11,854	(10,199)	1,655	11,854	(10,199)
International Continuations	140,000	7,040	5,394	1,646	7,040	5,394	1,646
International New Orders	15,000	188	869	(682)	188	869	(682)
General/Librarianship Continuations	55,000	4,867	793	4,075	4,867	793	4,075
General/Librarianship New Orders	2,000	24	751	(727)	24	751	(727)
<b>Total - Library Materials</b>	<b>3,853,500</b>	<b>207,091</b>	<b>195,722</b>	<b>11,370</b>	<b>207,091</b>	<b>195,722</b>	<b>11,370</b>
Library Materials Transferred to Assets			(195,722)			(195,722)	
<b>Balance</b>	<b>0</b>		<b>0</b>				

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

EXPENDITURE	BUDGET	JULY 2011			YTD TOTAL		
		Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
Building / Cleaning Supplies	25,000	2,083	1,812	271	2,083	1,812	271
Building Maintenance	25,000	2,083	376	1,707	2,083	376	1,707
Building Services	23,000	1,917	801	1,116	1,917	801	1,116
Interior Improvements / Alterations	15,000	1,250	0	1,250	1,250	0	1,250
Electric & Water	120,000	10,644	842	9,802	10,644	842	9,802
Elevator Maintenance	15,000	1,250	1,160	90	1,250	1,160	90
Heating & Cooling	30,000	3,437	2,801	636	3,437	2,801	636
Insurance	275,000	23,342	22,026	1,316	23,342	22,026	1,316
Janitorial Services	92,000	7,667	7,293	373	7,667	7,293	373
Landscaping	12,000	1,200	1,200	0	1,200	1,200	0
Security	200,000	19,721	5,415	14,306	19,721	5,415	14,306
<b>Total - Building Occupancy</b>	<b>832,000</b>	<b>74,595</b>	<b>43,727</b>	<b>30,868</b>	<b>74,595</b>	<b>43,727</b>	<b>30,868</b>
Bank Charges / Other Fees	7,000	583	472	112	583	472	112
Bibliographical Services	35,000	8,750	8,969	(219)	8,750	8,969	(219)
Binding	50,000	1,000	0	1,000	1,000	0	1,000
Computer Services / Licensing	45,000	3,750	2,064	1,686	3,750	2,064	1,686
Continued Education	40,000	3,333	2,248	1,085	3,333	2,248	1,085
Copy Center	30,000	2,500	968	1,532	2,500	968	1,532
Electronics / Computer Hardware	30,000	2,500	203	2,297	2,500	203	2,297
Furniture / Appliances	15,000	1,250	0	1,250	1,250	0	1,250
Integrated Library System	42,000	21,000	3,254	17,746	21,000	3,254	17,746
Membership (Staff)	15,000	207	0	207	207	0	207
Office / Library Supplies	40,000	2,508	661	1,846	2,508	661	1,846
Other / Misc.	75,000	6,250	1,118	5,132	6,250	1,118	5,132
Outreach / Marketing	65,000	2,438	771	1,666	2,438	771	1,666
Postage / UPS / FedEx	22,000	2,197	558	1,639	2,197	558	1,639
Printing / Reproduction	15,000	1,250	645	605	1,250	645	605
Reimbursed Expenses	38,000	3,167	2,923	244	3,167	2,923	244
Staff Meetings / Activities	15,000	1,250	277	973	1,250	277	973
Telecommunications	42,000	2,567	2,496	71	2,567	2,496	71
Transportation Reimbursement	12,000	1,000	0	1,000	1,000	0	1,000
Vending	8,500	708	602	106	708	602	106
<b>Total - Supplies &amp; Services</b>	<b>641,500</b>	<b>68,207</b>	<b>28,230</b>	<b>39,977</b>	<b>68,207</b>	<b>28,230</b>	<b>39,977</b>

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

EXPENDITURE	BUDGET	JULY 2011			YTD TOTAL		
		Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
Accounting	17,000	0	0	0	0	0	0
Consulting Services	70,000	17,500	0	17,500	17,500	0	17,500
Legal	65,000	16,250	6,932	9,318	16,250	6,932	9,318
Payroll / HR Services	15,000	1,250	1,157	93	1,250	1,157	93
Recruitment Costs	20,000	5,000	0	5,000	5,000	0	5,000
Temporary Services	50,000	4,167	4,394	(228)	4,167	4,394	(228)
<b>Total - Professional Services</b>	<b>237,000</b>	<b>44,167</b>	<b>12,483</b>	<b>31,683</b>	<b>44,167</b>	<b>12,483</b>	<b>31,683</b>
Depreciation - Library Materials	3,061,800	255,150	243,000	12,150	255,150	243,000	12,150
Depreciation - Fixed Assets	330,000	27,500	17,500	10,000	27,500	17,500	10,000
<b>Total - Depreciation Expense</b>	<b>3,391,800</b>	<b>282,650</b>	<b>260,500</b>	<b>22,150</b>	<b>282,650</b>	<b>260,500</b>	<b>22,150</b>
<b>TOTAL EXPENSES</b>	<b>9,642,132</b>	<b>797,333</b>	<b>669,397</b>	<b>127,936</b>	<b>797,333</b>	<b>669,397</b>	<b>127,936</b>
<b>TOTAL INCOME</b>	<b>10,604,752</b>	<b>893,413</b>	<b>853,017</b>	<b>(40,396)</b>	<b>893,413</b>	<b>853,017</b>	<b>(40,396)</b>
<b>TOTAL EXPENSES</b>	<b>9,642,132</b>	<b>797,333</b>	<b>669,397</b>	<b>127,936</b>	<b>797,333</b>	<b>669,397</b>	<b>127,936</b>
<b>NET INCOME/(LOSS)</b>	<b>962,620</b>	<b>96,079</b>	<b>183,620</b>	<b>87,541</b>	<b>96,079</b>	<b>183,620</b>	<b>87,541</b>
Furniture / Appliances	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0
Electronics / Computer Hardware	179,000	44,750	0	44,750	44,750	0	44,750
Exterior Building Repairs/ Improvements	5,100,000	1,275,000	0	1,275,000	1,275,000	0	1,275,000
Interior Improvements / Alterations	0	0	0	0	0	0	0
Computer Software	185,000	46,250	0	46,250	46,250	0	46,250
<b>Total - Capitalized Expenditures</b>	<b>5,464,000</b>	<b>1,366,000</b>	<b>0</b>	<b>1,366,000</b>	<b>1,366,000</b>	<b>0</b>	<b>1,366,000</b>

## EXECUTIVE DIRECTOR'S DISCUSSION

## MEMORANDUM

**DATE:** August 18, 2011

**TO:** Board of Law Library Trustees

**FROM:** Marcia J Koslov

**RE:** Report on Branch and Partnership Locations

The following report provides the Board of Trustees background on the services available at the Law Library's branch and partnership locations and the costs associated with those services.

### INTRODUCTION

The first branch library was established in Long Beach in 1925 at the request of the Long Beach Bar Association as part of the building of the first Superior Court Branch. Between that time and 1968 nine branch locations were established as new courthouses were built. Initially, these libraries were presumed to be collections for the judges and lawyers in the courthouse. Branches were staffed with part-time attendants whose primary jobs were custodial. The clientele would know what they needed and would only need to be directed to its location. Branch attendants also filed loose-leaf services and reshelved the used materials.

The 1980's saw a sharp increase in the use of these collections by the public, including the self-represented and students from paralegal programs. Because the layperson had no knowledge of legal materials or their use, the branch attendants were increasingly called upon to provide a level of reference service for which they had no training. Over the years, it appears that the library attempted to hire a librarian to supervise and assist the branch attendants, but that position did not continue. As technology was introduced to the main library, it appears that the branch locations were left out of the process. During my tenure, I have designated a Librarian position to supervise and assist with training for the branch staff. In July, Linda Heichman Taylor, Senior Librarian, Programs & Partnerships was assigned this responsibility.

The Law Library currently has five branch locations: Long Beach, Norwalk, Pomona, Santa Monica and Torrance. Linda has visited each of the branch locations, interviewed staff, examined the collections, signage and general visibility, and observed overall operations. As part of budget reduction measures in August, 2004, the hours of the branch locations were adjusted from 8:30 – 4:30 to 10 – 2. Each branch is opened 20 hours per week, 4 hours per day, Monday – Friday. Branch Assistants are paid for 22.5 hours of work per work including a 15 minute segment before and after operating hours. There are currently 3 branch assistants and two vacancies for which recruitments have been posted. In the interim, the Law Library uses Advanced Information Management (AIM) for temporary workers. The





three current branch assistants are long term employees, with one having more than 38 years of service, one with 27 years and one with 12 years.

Branch staff assist in-person users by directing them to books in the branch collection and responding to phone inquiries. Occasionally Westlaw is used to assist, but the skill level varies from staff to staff. Staff update all print materials and assist with use of the copiers. Because of the Court's network system, neither public computers nor Wi-Fi is available at the branch locations.

After her initial visits to the branch locations, Linda made the following observations:

*Strengths:*

- Remote point-of-service: there is a need among legal professionals and the public to have access to legal information in locations closer to their homes or places of business.
- Staff engagement: Overall the branch staff are engaged in the activities of their branches, enjoy helping users and keep their collections up to date and organized.
- Self Help Center synergy: the Self Help Center/Law Library dynamic works well (Long Beach location) as each department helps to satisfy user needs. User needs often overlap between self-help and legal information/research.

*Areas for Improvement:*

- Underutilization : Visits to the branch are less robust than desired and the collection does not seem to get as much use as could be possible. Number of users is fairly low and some materials, such as case reporters and digests, have very little use. Quantitative review of branch activity is provided at the conclusion of narrative section of this report.
- Temporary employees: Some temporary employees sent by AIM are not as well-qualified to serve as branch staff. LALL staff will work closely with AIM to identify the best candidates to serve as temporary workers.
- Signage/visibility : Each branch has a unique floor plan, square footage and location within the courthouse. Signage and visibility need to be improved.
- Technology: Branches are limited in their ability to provide assistance on electronic legal research. Options are under discussion.
- Collateral Material: Each branch has a variety of brochures, court announcements and informational material from different court-based and public service entities as well as standard information from the Law Library. Guidelines for both LALL-provided and outside agency-provided materials, posting and retention should be developed.



**STATISTICS**

Statistics collected for Branch use during FY10-11 are not definitive. Phone inquiries were collected for the full fiscal year; but at branch locations using temporary AIM workers, data was not kept. Desk inquiries statistics were only recorded from Feb, 2011 – June, 2011. Copier transactions were more consistent because of meter counts. Overall, adjusting the number of transactions to the five month period when all three types of transactions were monitored yielded an average of 3.85 transactions per hour.

The number of user visits to the branches during FY10-11 yielded the following. Over all branches, 42.6% of the visits were from Attorneys; 54.6% were identified as non-attorney; 2.8% were identified as judges. Torrance and Long Beach visits accounted for 27% each of the total visits. Norwalk and Santa Monica accounted for 19% each; Pomona accounted for 9% of the total visits.

The collections in each of the branch locations vary in size depending upon the space available. Long Beach holds the smallest collection, approximately 6600 volumes. Pomona has the largest collection, approximately 20,600 volumes. However, many of the volumes in the larger collections are from titles that are no longer kept current, primarily West Reporters and law reviews.

Branch	# of Titles	# of Volumes	\$\$ per Branch
Long Beach	187	6,636	\$62,930
Norwalk	271	18,378	\$55,760
Pomona	275	20,626	\$55,804
Santa Monica	178	9,775	\$56,120
Torrance	229	11,508	\$55,851
<b>Total</b>	<b>1140</b>	<b>66,923</b>	<b>\$286,466</b>

**FY 2010-2011 Costs**

Total Cost of maintaining the Branch locations in FY 2010-2011:

Salaries	\$ 71,000
Medical	\$ 7,350
Vacation / Sick Leave	\$ 7,706
AIM Temporary Workers	\$ 53,690
Supplies, Postage, Telecommunications	\$ 2,968
Materials	\$286,466
<b>Total</b>	<b>\$429,180</b>



## PARTNERSHIP LOCATIONS

### Lancaster:

In 2005, the Law Library applied for a grant to install the Lexis service at the Lancaster Regional Library, a branch of the Los Angeles County Public Library. The grant was not received, but the Law Library chose to extend the Lexis Service to the library as part of its general contract. Training for the staff as well as the public was provided. No print materials were part of the service.

### Long Beach:

In 2005, the Law Library was approached by the Court's Self Help Services with a request to share the Law Library's space with a Self-Help Center run through a contract with Neighborhood Legal Services. Over the course of 7 months, the Law Library reduced its collection size, disposing of many of the sets that had not been updated since the mid-90's, enabling the self-help center to add a service counter and table / chairs for the clients. The Court funded the refurbishing of the 2650 square foot space, installed technology, and purchased carpeting and furniture. The shared facility held a grand opening on April 21, 2006. The Library service counter and all the user chairs were replaced as well. In addition, the Library was able to install Westlaw services on the computers provided by the self-help center for use by attorneys in a quiet secondary study space.

### Pasadena:

In November, 2006, the LA Law Library established a collaborative partnership with the Pasadena Public Library (PPL). The base of this partnership was formed by integrating current print materials from the Pasadena Courthouse Law Library with the public library's complimentary government documents and Nolo Press materials. In addition to the print materials, PPL would have access to a number of online databases to which the Law Library subscribed, including Westlaw, CEB Onlaw and Hein Online. PPL would provide the technology required to access these databases as well as a prominent link to the Law Library's website and catalog. The Law Library would continue subscriptions to the materials that were transferred, provide in-service training for PPL librarians and for the general public at the public library. In addition to providing reference services, PPL agreed to open 70 linear feet of shelf space and to update and supplement the collection in a timely manner.

### Compton:

In July, 2008, the Law Library received a letter from Supervising Judge John Cheroske , Compton Courthouse, requesting the transfer of the LA Law Library branch space of nearly 3500 square feet of space to the use of the Alternate Public Defender. Following numerous discussions, this request was approved by the Board of Trustees. In collaboration with the Los Angeles County Public Library, it was decided that the Compton collection would be moved to the Compton Library which was in the process of renovation. The LA County Public Library agreed to update and focus their purchases on books for the self-represented, to ensure that the Law Library's collection was maintained, and to provide professional reference services as well as access to the LA Law Library website, catalog and legal databases. The Law Library would continue subscriptions to the materials that were transferred and provide in-service training for the library staff and the public.



#### Van Nuys:

Shortly after the successful opening of the Long Beach Law Library / Self Help facility, the Law Library was again approached by the Court's Self-Help Services with a request to establish a similar partnership in the Van Nuys Courthouse branch space. The Library agreed and that collaborative effort opened in 2007. During the summer of 2010, the LA Law Library received a letter from Neighborhood Legal Services requesting full use of the Van Nuys space for the Self-Help Legal Access Center. The LA Law Library worked with the Los Angeles Public Library to relocate nearly 100 linear feet of materials into the Van Nuys Public Library branch. Under terms similar to those with the Los Angeles County Public Library, the Law Library was able to affect the move and re-opened its collection and services the first week of May, 2011.

#### DIRECTIONS FOR CONTINUED ASSESSMENT

The present branch structure attempts to serve the needs of the legal community and the public simultaneously through traditional brick-and-mortar library presence at Courthouse locations throughout Los Angeles County. Branch users fall into 2 primary categories: law or law-related professionals (judges, attorneys, paralegals, clerks, etc.) and the public (self-represented and general public). The hours and services at the branch locations are limited at this time. The Courthouse locations may also be limiting because the public may not immediately equate a Courthouse with library services.

#### Strategies:

1. Separate the 2 primary users to better determine their individual category needs.
  - Law & law-related Professionals. Conduct a needs assessment to understand the legal information and service needs of judges and attorneys. Based on findings, identify service options, necessary resources and best locations for providing access to legal information.
  - Self-Represented and General Public. Needs of the general public and the self-represented users may be easier to assess based on reference desk interactions at the Main Library and at partnership libraries. Avenues already in process such as public classes held at the Main Library and partnership libraries, live web-chat and email requests, and regular interviews with public librarians should provide sufficient data to formulate service options and needed resources for this user category.
2. Review and analyze the demographics of Los Angeles County. Where are the general population centers and where are the legal population centers. Are the current locations of the current branch and partnership libraries located in the best locations for maximum service?
3. Explore the concept of on-demand or just-in-time legal information services for attorneys and judges; providing legal information services through technology, including e-delivery of information in a pay-for-service model.



4. Assess the costs involved in revitalizing the branch libraries in their current locations. Identify collections, resources, staff and services that would be needed to make them fully operational.
5. Assess the costs involved in maintaining the current partnership libraries and in developing additional partnerships. Identify collections, resources, staff and services that would be needed to continue or extend the partnerships.
6. Analyze real-time reference assistance through web-chat, instant messaging and email or other electronic means.
7. Assess the potential for additional partnerships and alliances with legal organizations, public libraries, community based organizations, and other public service agencies.

#### **RECOMMENDATION**

The Law Library staff recommends that the Board of Trustees authorize additional study and analysis of the Branch and Partnership locations and return to the Board in Spring, 2012 with a recommendation for future direction.

