

AGENDA

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

REGULAR BOARD MEETING

Tuesday, February 28, 2012

12:15 P.M.

M. L. LILLIE BUILDING

TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CALIFORNIA 90012-3140

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

3.1 Minutes of the January 24, 2012, Regular Board Meeting.

4.0 ACTION ITEM 1 (5 MINUTES)

Election of Board Officers. Ken Klein, Chair, Nominations Committee.

5.0 ACTION ITEM 2 (20 MINUTES)

Insurance Proposal. Jim Simmonds, CRIS and Jim Armitage, CPCU, Arroyo Insurance, present an overview of the insurance coverages recommended for the LA Law Library.

6.0 DISCUSSION ITEM 1 (20 MINUTES)

Board Policies. Sandra Levin, Colantuono & Levin, PC, discusses Board of Trustee approved policies as well as policies the Board may wish to consider for adoption.

7.0 EXECUTIVE DIRECTOR REPORT

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

8.0 AGENDA BUILDING

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

9.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees will be held on Tuesday, March 27, 2012.

POSTED FRIDAY, FEBRUARY 24, 2012 @ 10:00 A.M.

POSTED BY EUSTORGIO BARAJAS



CONSENT CALENDAR

**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.**

January 24, 2012

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, January 24, 2011 at 12:15 p.m., at the Los Angeles County Law Library Mildred L Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present:

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

Trustees Absent:

Staff Present:

Marcia J Koslov, Executive Director

Also Present:

Sandra Levin, Colantuono & Levin, PC

President Steinhauser determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

In accordance with Government Code Section 54953(b), (c), the Honorable Mark Juhas joined via teleconference from the Supreme Court of California 350 McAllister Street, San Francisco, CA, 94102.

1.0 PUBLIC COMMENT

During the five (5) minutes allocated, Mr. Lee Paradise commented on the Building envelope repair and exterior reconstruction project, the main library hours of operation, and thanked the Board for extending the branch hours of operation.

During the five (5) minutes allocated, Mr. Tut Hayes commented on the newly implemented library cards, the building envelope repair and exterior reconstruction project, and on the public comment procedure.

2.0 PRESIDENT'S REPORT

Part 1

President Steinhauser highlighted 2011 accomplishments including the completion of a 3-year Memorandum of Understanding with SEIU, Local 721 and the commencement of the Building Envelope Repairs and Exterior Reconstruction Project. President Steinhauser announced that Board meetings will start at 12:15 p.m. for 2012 year. The President also reminded the Board of Trustees of the annual Friends Gala to be held on April 3, 2012, at the Mildred L. Lillie Main Library. The 2012 Honoree, Chief Justice, Tani G. Cantil-Sakauye, will be awarded the Beacon of Justice Award.

Part 2 (presented following Discussion Item 1)

Following Discussion Item 1, the Ralph M Brown Act, President Steinhauser identified the following committees: The Nominating Committee chaired by Trustee Klein, and the Strategic Planning Committee, chaired by Trustee Juhas.

3.0 CONSENT CALENDAR

3.1 Minutes of the December 20, 2011, Regular Board Meeting.

Upon motion by Trustee Goetz, and seconded by Trustee Lavin, the minutes of the December 20, 2011, Regular Board Meeting were unanimously approved, 7-0.

4.0 DISCUSSION ITEM 1

Review of the Ralph M Brown Act – Sandra Levin, Levin & Colantuono

Sandra Levin presented an overview of the Ralph M. Brown Act:

- **Legislative Bodies.** The requirements of the Brown Act apply to “legislative bodies” of local government agencies. The term includes the governing body of a local agency (e.g., the Board of Directors, Board of Supervisors, Board, etc.) and any commission, committee, board or other body of the local agency, whether permanent or temporary, decision-making or advisory, created by formal action of a legislative body (Section 54952).
- **Committees.** Standing committees are subject to the requirements of the Act (Section 54952(b). However, the Brown Act does not apply to *ad hoc* committees, provided they are composed solely of members of the legislative body, do not comprise a quorum of that body, are advisory, do not have some “continuing subject matter jurisdiction,” and do not have a meeting schedule fixed by formal action of a legislative body. (Section 54952(b).) Thus, *ad hoc* committees would generally serve only a limited or single purpose, they are temporary and advisory and are dissolved when their work is done.

- **Meetings.** The central provision of the Brown Act requires that all “meetings” of a legislative body be open and public. A meeting is very broadly defined. Only six types of gatherings are not subject to the Brown Act: (1) individual contacts; (2) seminars and conferences; (3) open and publicized community meetings; (4) meetings of another legislative body for which an agenda has already been posted (like a county’s board of supervisors); (5) social or ceremonial occasions; and (6) attendance at a standing committee by a member who is not a committee member.
- **Serial Meetings.** The Brown Act prohibits a series of individual contacts if they result in a “serial meeting.” (Section 54952.2(b)(1)) These meetings commonly occur in two ways. (1) Hub and Spoke: One person (staff or member of the body) contacts a majority of the other members and shares ideas seeking consensus. (2) Daisy Chain: Member A contacts Member B who then contacts Member C and so on.
- **Staff Contact:** It is permissible to contact staff with questions and obtain information concerning agenda items, so long as the staff does not convey the opinions or positions of other Board Members. A staff member may contact a majority or all of the Board Members about a particular topic, as long as that staff member does not convey the opinion, view or discussion of another Board Member in an effort to collect concurrence or consensus on that topic.
- **Public Participation:** At a regular meeting of the body, public comment may be taken at any point in the meeting. There are two types of “public comment.” (1) Comment on any item within the subject matter jurisdiction of the local agency. (2) Comment on any specific item on the agenda. At a special meeting of the body, comment may be confined to the topic(s) on the agenda.

At this time, President Steinhauser continued her President’s Report. Upon conclusion of the President’s Report, Trustee Juhas left the teleconference at 12:56 p.m.

5.0 DISCUSSION ITEM 2

Board meeting dates and tentative agenda items.

At the December 20, 2011, Regular Board Meeting, the Board of Trustees approved the following Board meeting dates. In an effort to address topics of process or policy that were raised during 2011 meetings, the following tentative meeting topics have been identified.

<u>DATE</u>	<u>TENTATIVE TOPIC</u>
January 24	Brown Act Review, FY12 Budget Review
February 28	Insurance Proposal, Board Policies
March 27	Internal Procedures Audit, Board Bylaws
April 24	Branch / Partnership Report & Recommendation
May 22	Rare Books
June 26	Budget, FY 2012-2013
July 24	Executive Director Performance Evaluation

August 28	Final Report on Building Envelope Repairs and Exterior Reconstruction Project
September 25	Health Benefits for Non-represented Employees / OPEB – Prefund health benefits
October 23	FY 2012 Audit
November 20	Strategic Plan
December 18	

Trustee Plum left the meeting at 1:06 p.m.

6.0 **DISCUSSION ITEM 3**
Mid-year Financial Review

The Executive Director presented a mid-year review of the FY 2012 Budget. She noted that while filing fee income continued its decline from the high point in FY 2010, the FY 2012 budget took that decline into account. At the mid-point in the Fiscal Year, the Law Library financial reports indicate revenues over expenses of more than \$608,000, slightly below the \$676,000 predicted.

7.0 **EXECUTIVE DIRECTOR REPORT**
The Executive Director highlighted the following:

The new borrowing rules were implemented on January 1, 2012. Shortly after that, the Law Library introduced an all-in-one Library Card. The mag-stripped Library Card can be used for all Law Library services including computer sign-ups (1-hour on the database PC's, 20-minutes at the internet bar) and borrowing privileges. A card holder can add value to the Card and use it to make copies, pay for document delivery services, or register for a training class. Future equipment upgrade will allow the Card to be used at all branch locations as well as the Main Library. During the first three (3) days of institution, over 200 Library Cards were issued.

The Building Envelope Repair is generally complete except for the final punch-list items. Reconstruction of walls, planters, stairs and walkways has begun. Forms are in process of being built and the concrete pour will begin shortly. The First and Broadway corner will be reconstructed first so that that area will be ready for Friends Gala on April 3. A "Plan B" is being developed, in the event that the reconstruction of that area is not complete.

8.0 **AGENDA BUILDING**
Prior to the July, 2012 Board meeting, the Board of Trustees would like the Executive Director to report a recommended plan of action should there be a dramatic decrease or cessation of revenues.

The Board of Trustees would like the Executive Director to include updated web statistics in the Executive Director Report at the February, 2012 Board Meeting.

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:35 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, February 28, 2012.

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

DRAFT

AGENDA ITEM 4

ACTION ITEM 1

ELECTION OF BOARD OFFICERS

AGENDA ITEM 5

ACTION ITEM 2

MEMORANDUM

DATE: February 21, 2012
TO: Board of Law Library Trustees
FROM: Marcia J Koslov
RE: Insurance Proposal

At its October 25, 2011 Board meeting, the Board of Trustees requested that Arroyo Insurance place the proposed insurance coverage in a competitive bid process. Further, the Board of Trustees requested that all insurance coverage, including property, general liability, automobile, umbrella and employee benefits liability, be renewed at the same time of year, preferably in the spring so that it is not in conjunction with the annual audit that takes place in the fall. The Board requested that the results of a new bid process be presented at the February, 2012 Board meeting. All insurance coverage is now scheduled to renew on an April to April annual year.

As requested, Arroyo Insurance rebid the general package of insurance, including property, general liability, employee benefits liability, automobile, and an umbrella. The Board adopted the Earthquake coverage which was presented at the October, 2011 meeting for an 18 month period.

Attached is the Acord Commercial Insurance Application, prepared for the bid. This application is the standard insurance form approved by the State's Commissioner on Insurance offices. Arroyo provided the previous carrier information and information on the claims made. Only upon specific request, would Arroyo advise the quoting companies of the previous year's premiums.

The attached Insurance Proposal, April 23, 2012 – April 23, 2013, was the result of the rebid process from Arroyo. There are four components to the insurance proposal: the General Package; Earthquake; Directors and Officers; and Workers Compensation.



General Package notes:

- CNA and Hartford have submitted bids for the general package.
- CNA covers Earthquake on the Electronic Data Processing and Valuable Papers, making it a broader form than Hartford. However, Hartford is clearly a significant reduction in price.
- Philadelphia Insurance Co did not resubmit a quote.
- Golden Eagle limits Earthquake up to \$2,000,000 and will not cover Valuable Papers.
- Travelers, Firemans Fund, Great American and Chubb declined to quote.

Earthquake Insurance:

- As mentioned, the Earthquake insurance (covered by several insurers) was previously approved for an 18 month period, with the full year proposal running in sync with the other insurances.

Directors and Officers Insurance:

- The Directors and Officers Liability insurance remains with Hiscox.

Workers Compensation:

- Workers Compensation Insurance is newly bid to State Fund. The Law Library was with State Fund for many years. Most recently, Employers Insurance covered the Workers Comp Insurance. However, due to high claims, Employers declined to renew their package. For the first time, this insurance is over \$100,000 and requires Board approval.

Staff Recommendation:

The LA Law Library Board of Trustees approve the 2012-2013 Insurance Proposals as presented by Arroyo Insurance Services as follows: General Package coverage quoted by Hartford, Workers Compensation quoted by State Fund, D & O Insurance quoted by Hiscox and Workers Compensation quoted by State Fund.



ACORDTM

COMMERCIAL INSURANCE APPLICATION
APPLICANT INFORMATION SECTION

DATE (MM/DD/YY)
 01/02/12

PRODUCER Arroyo Insurance Services Albert C. Simonds & Company 440 E. Huntington Dr. #100 Arcadia, CA 91006	PHONE (A/C, No, Ext): 626 799-9532	CARRIER	UNDERWRITER
POLICIES OR PROGRAM REQUESTED			
INDICATE SECTIONS ATTACHED		EQUIPMENT FLOATER	GARAGE AND DEALERS
<input checked="" type="checkbox"/>	PROPERTY	<input type="checkbox"/>	VEHICLE SCHEDULE
<input type="checkbox"/>	GLASS AND SIGN	<input checked="" type="checkbox"/>	INSTALLATION/BUILDERS RISK
<input checked="" type="checkbox"/>	ACCOUNTS RECEIVABLE/ VALUABLE PAPERS	<input checked="" type="checkbox"/>	ELECTRONIC DATA PROC
<input type="checkbox"/>	CRIME/MISCELLANEOUS CRIME	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY
<input checked="" type="checkbox"/>	TRANSPORTATION/ MOTOR TRUCK CARGO	<input type="checkbox"/>	BUSINESS AUTO
		<input checked="" type="checkbox"/>	TRUCKERS
		<input checked="" type="checkbox"/>	UMBRELLA
CODE: 240078678	SUB CODE:		
AGENCY CUSTOMER ID 10391			

STATUS OF SUBMISSION		PACKAGE POLICY INFORMATION			
<input checked="" type="checkbox"/>	QUOTE	ENTER THIS INFORMATION WHEN COMMON DATES AND TERMS APPLY TO SEVERAL LINES, OR FOR MONOLINE POLICIES.			
<input type="checkbox"/>	ISSUE POLICY	PROPOSED EFF DATE	PROPOSED EXP DATE	BILLING PLAN	PAYMENT PLAN
BOUND (Give Date and/or Attach Copy):		04/23/12	04/23/13	<input checked="" type="checkbox"/> DIRECT BILL	
DATE	TIME			<input checked="" type="checkbox"/> AGENCY BILL	AUDIT

APPLICANT INFORMATION

NAME (First Named Insured & Other Named Insureds)
 1. L.A. County Law Library
 &/or Board of Law Library Trustees of the Los Angeles County Law Library

MAILING ADDRESS (of First Named Insured) 301 W 1ST ST Los Angeles, CA 90012

INDIVIDUAL	CORPORATION	SUBCHAPTER "S" CORPORATION	<input checked="" type="checkbox"/>	NOT FOR PROFIT ORGANIZATION	YEARS IN BUSINESS
PARTNERSHIP	JOINT VENTURE				50+

INSPECTION CONTACT Marcia J. Koslov	PHONE (A/C, No, Ext): 213 629-3531 319	ACCOUNTING RECORDS CONTACT SAME	PHONE (A/C, No, Ext):
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PREMISES INFORMATION							
LOC #	BLD #	STREET, CITY, COUNTY, STATE, ZIP CODE	CITY LIMITS		INTEREST	YR BUILT	PART OCCUPIED
1	1	301 WEST FIRST STREET LOS ANGELES, CA 90012	<input checked="" type="checkbox"/>	INSIDE	<input checked="" type="checkbox"/> OWNER	1953	
			<input type="checkbox"/>	OUTSIDE	TENANT		
2	1	415 OCEAN BOULEVARD Long Beach, Los Angeles County, CA 90802	<input checked="" type="checkbox"/>	INSIDE	OWNER	1960	
			<input type="checkbox"/>	OUTSIDE	<input checked="" type="checkbox"/> TENANT		
		(See Attached Premises Schedule.)	<input type="checkbox"/>	INSIDE	OWNER		
			<input type="checkbox"/>	OUTSIDE	TENANT		

NATURE OF BUSINESS/DESCRIPTION OF OPERATIONS BY PREMISE(S)
 Los Angeles County Law Library / used by the Public (Attorney's)

GENERAL INFORMATION							
EXPLAIN ALL "YES" RESPONSES			YES	NO	EXPLAIN ALL "YES" RESPONSES	YES	NO
1. IS THE APPLICANT A SUBSIDIARY OF ANOTHER ENTITY OR DOES THE APPLICANT HAVE ANY SUBSIDIARIES?				<input checked="" type="checkbox"/>	4. ANY CATASTROPHE EXPOSURE?		<input checked="" type="checkbox"/>
2. IS A FORMAL SAFETY PROGRAM IN OPERATION?			<input checked="" type="checkbox"/>		5. ANY OTHER INSURANCE WITH THIS COMPANY OR BEING SUBMITTED?		<input checked="" type="checkbox"/>
3. ANY EXPOSURE TO FLAMMABLES, EXPLOSIVES, CHEMICALS?				<input checked="" type="checkbox"/>	6. ANY POLICY OR COVERAGE DECLINED, CANCELLED OR NON-RENEWED DURING THE PRIOR 3 YEARS?		<input checked="" type="checkbox"/>

REMARKS

APPLICANT'S SIGNATURE	PRODUCER'S SIGNATURE <i>Jana W. Sims</i>
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PRIOR CARRIER INFORMATION																
LINE	CATEGORY	YEARS: 2003-12			YEARS:			YEARS:			YEARS:			YEARS:		
GENERAL COMMERCIAL LIABILITY	CARRIER	CNA														
	POLICY NUMBER															
	POLICY TYPE	CLAIMS MADE		OCCURRENCE	CLAIMS MADE		OCCURRENCE	CLAIMS MADE		OCCURRENCE	CLAIMS MADE		OCCURRENCE	CLAIMS MADE		OCCURRENCE
	RETRO DATE															
	GENERAL AGGREGATE															
	PRODUCTS COMP OP AGGREGATE															
	PERSONAL & ADV INJ															
	EACH OCCURRENCE															
	FIRE DAMAGE															
	MEDICAL EXPENSE															
	BODILY INJURY	OCCURRENCE			OCCURRENCE			OCCURRENCE			OCCURRENCE			OCCURRENCE		
		AGGREGATE			AGGREGATE			AGGREGATE			AGGREGATE			AGGREGATE		
	PROPERTY DAMAGE	OCCURRENCE			OCCURRENCE			OCCURRENCE			OCCURRENCE			OCCURRENCE		
		AGGREGATE			AGGREGATE			AGGREGATE			AGGREGATE			AGGREGATE		
	COMBINED SINGLE LIMIT															
MODIFICATION FACTOR																
TOTAL PREMIUM																
AUTOMOBILE LIABILITY	CARRIER	CNA														
	POLICY NUMBER															
	POLICY TYPE															
	COMBINED SINGLE LIMIT															
	BODILY INJURY	EA PERSON			EA PERSON			EA PERSON			EA PERSON			EA PERSON		
		EA ACCIDENT			EA ACCIDENT			EA ACCIDENT			EA ACCIDENT			EA ACCIDENT		
	PROPERTY DAMAGE															
	MODIFICATION FACTOR															
	TOTAL PREMIUM															
	PROPERTY LIABILITY	CARRIER	CNA													
POLICY NUMBER																
POLICY TYPE																
BLD		PERS PROP	AMT													
MODIFICATION FACTOR																
TOTAL PREMIUM																
PROPERTY LIABILITY	CARRIER	CNA														
	POLICY NUMBER															
	POLICY TYPE	Umbrella														
	LIMIT															
	MODIFICATION FACTOR															
	TOTAL PREMIUM															

LOSS HISTORY														
ENTER ALL CLAIMS OR OCCURRENCES THAT MAY GIVE RISE TO CLAIMS FOR THE PRIOR 5 YEARS										CHECK HERE IF NONE		SEE ATTACHED LOSS SUMMARY		
DATE OF OCCURRENCE	LINE	TYPE/DESCRIPTION OF OCCURRENCE OR CLAIM			DATE OF CLAIM	AMOUNT PAID	AMOUNT RESERVED	CLAIM STATUS						
		ON FILE w/CNA						OPEN						
								CLOSED						
								OPEN						
								CLOSED						
								OPEN						
								CLOSED						
								OPEN						
								CLOSED						

REMARKS NOTE: FIDELITY REQUIRES A FIVE YEAR LOSS HISTORY

PREMISES INFORMATION (Continued from page 1.)

LOC #	BLD #	STREET, CITY, COUNTY, STATE, ZIP CODE	CITY LIMITS		INTEREST	YR BUILT	PART OCCUPIED	
3	1	400 CIVIC CENTER PLAZA POMONA, CA 91766	<input checked="" type="checkbox"/>	INSIDE	<input type="checkbox"/>	OWNER	1968	
			<input type="checkbox"/>	OUTSIDE	<input checked="" type="checkbox"/>	TENANT		
4	1	1725 MAIN STREET SANTA MONICA, CA 90401	<input checked="" type="checkbox"/>	INSIDE	<input type="checkbox"/>	OWNER	1950	
			<input type="checkbox"/>	OUTSIDE	<input checked="" type="checkbox"/>	TENANT		
5	1	825 MAPLE AVENUE TORRANCE, CA 90503	<input checked="" type="checkbox"/>	INSIDE	<input type="checkbox"/>	OWNER	1967	
			<input type="checkbox"/>	OUTSIDE	<input checked="" type="checkbox"/>	TENANT		
6	1	6230 SYLMAR AVENUE VAN NUYS, CA 91401	<input checked="" type="checkbox"/>	INSIDE	<input type="checkbox"/>	OWNER	1964	
			<input type="checkbox"/>	OUTSIDE	<input checked="" type="checkbox"/>	TENANT		
7	1	12720 NORWALK BOULEVARD NORWALK, CA 90650	<input checked="" type="checkbox"/>	INSIDE	<input type="checkbox"/>	OWNER	1969	
			<input type="checkbox"/>	OUTSIDE	<input checked="" type="checkbox"/>	TENANT		
			<input type="checkbox"/>	INSIDE	<input type="checkbox"/>	OWNER		
			<input type="checkbox"/>	OUTSIDE	<input type="checkbox"/>	TENANT		
			<input type="checkbox"/>	INSIDE	<input type="checkbox"/>	OWNER		
			<input type="checkbox"/>	OUTSIDE	<input type="checkbox"/>	TENANT		
			<input type="checkbox"/>	INSIDE	<input type="checkbox"/>	OWNER		
			<input type="checkbox"/>	OUTSIDE	<input type="checkbox"/>	TENANT		
			<input type="checkbox"/>	INSIDE	<input type="checkbox"/>	OWNER		
			<input type="checkbox"/>	OUTSIDE	<input type="checkbox"/>	TENANT		
			<input type="checkbox"/>	INSIDE	<input type="checkbox"/>	OWNER		
			<input type="checkbox"/>	OUTSIDE	<input type="checkbox"/>	TENANT		
			<input type="checkbox"/>	INSIDE	<input type="checkbox"/>	OWNER		
			<input type="checkbox"/>	OUTSIDE	<input type="checkbox"/>	TENANT		
			<input type="checkbox"/>	INSIDE	<input type="checkbox"/>	OWNER		
			<input type="checkbox"/>	OUTSIDE	<input type="checkbox"/>	TENANT		
			<input type="checkbox"/>	INSIDE	<input type="checkbox"/>	OWNER		
			<input type="checkbox"/>	OUTSIDE	<input type="checkbox"/>	TENANT		



**INSURANCE PROPOSAL
PREPARED FOR:**

**Los Angeles County Law Library
Term 2012 to 2013**

PRESENTED BY:

Account Executive: James W. Simonds, CRIS and James T. Armitage, CPCU

License Number: 0735912

This presentation is designed to give you an overview of the insurance coverages we recommend for your company. It is meant only as a general understanding of your insurance needs and should not be construed as a legal interpretation of the insurance policies that will be written for you. Please refer to your specific insurance contracts for details on coverages, conditions and exclusions.

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SCHEDULE OF LOCATIONS

LOCATION No.	ADDRESS	CITY	STATE
1	301 W First Street	Los Angeles	CA
2	415 Ocean Blvd.	Long Beach	CA
3	400 Civic Center Plaza	Pomona	CA
4	1725 Main Street	Santa Monica	CA
5	825 Maple Avenue	Torrance	CA
6	6230 Sylmar Avenue	Van Nuys	CA
7	12720 Norwalk Blvd.	Norwalk	CA

PACKAGE RENEWAL OPTIONS
APRIL 23, 2012 TO APRIL 23, 2013

	<u>EXPIRING</u>		<u>RENEWAL</u>		<u>ALTERNATE OPTION</u>	
	C.N.A.	<u>PREMIUM</u>	C.N.A.	<u>PREMIUM</u>	C.N.A.	<u>PREMIUM</u>
PROPERTY						
Building (Agreed Amount)	\$33,721,747	\$40,104	\$33,721,747	\$59,704	\$33,721,747	\$47,370
Demolition and Increased Cost of Construction	\$3,950,000		\$3,950,000		\$1,000,000	
Business Personal Property (BLANKET)	\$2,072,351		\$2,072,351		\$22,982,940	**
Extra Expense (301 W. 1st St)	\$2,700,000		\$2,700,000		\$2,700,000	
BPP Away from Premises/In Transit	\$100,000		\$100,000		\$50,000	
Valuable Papers	\$17,896,434		\$17,896,434		Incl in BPP Blanket	
Valuable Papers/In Transit	\$15,000		\$15,000		\$50,000	
Surface Water, Backup of Sewers -Bldg	\$1,000,000		\$1,000,000		Policy Limits	
Surface Water, Backup of Sewers -BPP	Property Limits		Property Limits		Policy Limits	
EQSL* - Location Limit	\$9,721,560		\$9,721,560		\$6,895,904	
(EQSL at location no. 1 only)						
Valuable Papers Deductible	\$1,000		\$1,000		\$5,000	
Surface Water Deductible	\$5,000		\$5,000		\$5,000	
EQSL Deductible	\$5,000		\$5,000		\$50,000	
All Other Perils Deductible	\$5,000		\$5,000		\$5,000	
Boiler & Machinery	Property Limits	included	Property Limits	included	Property Limits	included
Boiler & Machinery Deductible Including Terrorism	\$5,000		\$5,000		\$5,000	
GENERAL LIABILITY						
General Aggregate (per location)	\$2,000,000	\$22,812	\$2,000,000	\$24,309	\$2,000,000	\$16,321
Products Completed Op's Aggregate	\$2,000,000		\$2,000,000		\$2,000,000	
Personal Injury & Advertising Injury	\$1,000,000		\$1,000,000		\$1,000,000	
Each Occurrence	\$1,000,000		\$1,000,000		\$1,000,000	
Fire Damage	\$300,000		\$300,000		\$300,000	
Medical Expense Including Terrorism	\$5,000		\$5,000		\$10,000	
EMPLOYEE BENEFITS LIABILITY						
Aggregate Limit	\$1,000,000	included	\$1,000,000	included	\$2,000,000	included
Each Claim Limit	\$1,000,000		\$1,000,000		\$1,000,000	
Deductible - Each Claim	None		None		None	
Retroactive Date:	11/7/2002		11/7/2002		4/23/2012	

** Total Value is Personal Property and Inland Marine Coverages

**PACKAGE RENEWAL OPTIONS
APRIL 23, 2012 TO APRIL 23, 2013**

	<u>EXPIRING</u>		<u>RENEWAL</u>		<u>ALTERNATE OPTION</u>	
	<u>PREMIUM</u>		<u>PREMIUM</u>		<u>PREMIUM</u>	
AUTOMOBILE	C.N.A.	\$636	C.N.A.	\$672	HARTFORD	\$333
Hired and Non-Owned Auto Liability incl Hired Physical Damage	\$1,000,000		\$1,000,000		\$1,000,000	
UMBRELLA	C.N.A.	\$10,833	C.N.A.	\$11,268	HARTFORD	\$6,160
Per Occurrence	\$10,000,000		\$10,000,000		\$10,000,000	
Aggregate	\$10,000,000		\$10,000,000		\$10,000,000	
Retained Limit	\$10,000		\$10,000		\$10,000	
INLAND MARINE	C.N.A.	\$5,865	C.N.A. incl W/PKG		HARTFORD	incl W/PKG
Rare Books*	\$1,555,988		\$1,555,988		INCL IN BPP Limit	
EDP Equip & Media / Phone System	\$1,466,429		\$1,466,429		INCL IN BPP Limit	
TOTAL ANNUAL PREMIUM		<u>\$80,250.00</u>		<u>\$95,953.00</u>		<u>\$70,184.00</u>

APPLES TO APPLES C.N.A. TO INCLUDE INLAND MARINE IN BPP	\$97,000 PLUS	\$70,184
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DIRECTORS AND OFFICERS LIABILITY	Hiscox		Hiscox		
Limits - Shared Limits Directors & Officers and Employment Practices				Indication Only	<u>Alternate Options to follow</u>
Each Claim and in the Aggregate	\$3,000,000	\$ 6,416	\$3,000,000	\$ 7,058	
Retention D&O and EPL	\$50,000		\$50,000		
Reputation Loss Limit	\$50,000		\$50,000		
Broker Fee		\$ 350		\$ 350	
		<u>\$ 6,766.00</u>		<u>\$ 7,408.00</u>	

*Coverage provides for duplication of record. Payment of Asset Loss requires Schedule of property for Carrier's records

**WORKERS COMPENSATION
MARCH 1, 2012 TO MARCH 1, 2013**

Class Code	Description	Expiring Employers			Renewal State Fund		
		Payroll	Rate	Premium	Payroll	Rate	Premium
8742	Salespersons	\$ 561,459	0.86	\$ 4,829.00	\$ 561,459	1.29	\$ 7,243.00
9015	Property Mgmt/Bldg Operations	\$ 71,253	7.94	\$ 5,657.00	\$ 71,253	17.55	\$ 12,505.00
8810	Clerical Office Employees	\$ 2,236,059	0.74	\$ 16,547.00	\$ 2,236,059	1.15	\$ 25,715.00
				\$ 27,033.00			\$ 45,463.00
	Experience Mod		1.21	\$ 32,710		2.27	\$ 103,201
	Premium Modification Factors		-	\$ -			\$ 22,702
	Premium Discount		-	\$ -			\$ (13,662)
	Terrorism Risk Act			\$ 861			\$ -
	ESTIMATED ANNUAL PREMIUM			\$ 33,571			\$ 112,241
	State Assessments			\$ 1,858			\$ 4,772
				\$ 35,429			\$ 117,013

MARKETING:

Travelers-Declined Class
Employers - Non-Renewed
Seabright - No response
to date

The following declined loss history:

TowerSelect
Tokio Marine & Fire
CompWest
Zenith
FirstComp
MidWest Insurance
C.N.A.
Hartford
Travelers
Republic Indemnity
Majestic

EARTHQUAKE COVERAGE
NOVEMBER 7, 2011 TO APRIL 23, 2013

	EXPIRING "ANNUAL"	PREMIUM	RENEWAL "17+MTH"	PREMIUM
Flood, Earthquake				
Building and Business Personal Property	\$35,417,651		\$35,617,651	
Extra Expense	\$2,700,000		\$2,700,000	
Building Ordinance Coverage A - Loss to Undamaged Portion of the Bldg.	Sublimit \$3,500,000		Policy Limits	
Building Ordinance Coverage B - Increased Demolition Cost and Coverage C - Increased Cost of Construction	Combined Sublimit \$3,500,000		Combined Sublimit \$3,500,000	
\$5,000,000 Primary	Aspen Specialty	\$76,000.00	Aspen Specialty	\$110,808.00
\$5,000,000 XS \$5,000,000	Endurance Specialty	\$31,000.00	Endurance Specialty	\$45,198.00
\$20,000,000 XS \$10,000,000	Axis Surplus - \$10M Lloyds of London-\$5M Essex-\$5M	\$45,500.00	Axis Surplus - \$10M Lloyds of London-\$5M Essex-\$5M	\$66,339.00
\$5,800,000 XS \$30,000,000	QBE Specialty Ins. Co. (\$8.1M XS \$30M)	\$13,500.00	QBE Specialty Ins. Co. (\$8.3M XS \$30M)	\$19,683.00
Total EQ/Flood per occurrence/aggregate limit	\$38,117,651		\$38,317,651	
E/Q Deductible	10% per unit/\$25,000 min. as respects EQ		10% per unit/\$25,000 min. as respects EQ	
Flood Deductible	\$25,000		\$25,000	
EQSL Deductible on \$5M XS \$5M	\$5,000		\$5,000	
Terms	168 hr EQ occurrence EQSL 5M xs 5M (C.N.A.) 100-Year Flood Zone		168 hr EQ occurrence EQSL NOW FULL LIMITS 100-Year Flood Zone	
Exclusions:				
EARTHQUAKE/FLOOD* (25% Minimum Premium)		\$166,000.00		\$242,028.00
Fees/Taxes		\$8,633.82		\$10,985.41
Total Earthquake plus taxes and fees		\$174,633.82		\$253,013.41

**FIDUCIARY – CRIME
NOVEMBER 7, 2010 TO NOVEMBER 7, 2013**

	Expiring Travelers	Renewal Travelers
Employee Theft	\$500,000	\$500,000
ERISA	\$500,000	\$500,000
Forgery	\$500,000	\$500,000
Computer Fraud	\$500,000	\$500,000
Computer Restoration	\$50,000	\$50,000
Personal Accounts	\$500,000	\$500,000
Claim Expense	\$5,000	\$5,000
Deductible	\$5,000	\$5,000
Policy Premium	<u>\$6,204</u>	<u>\$5,865</u>

TOTAL INSURANCE PREMIUMS COMPARISON

OPTION 1

Package – C.N.A. \$97,000.00*

Work Comp – State Fund \$117,013.00

Earthquake – Various \$253,013.41

Directors and Officers/EPL
(Renewal Indication Only) \$7,408.00

Fiduciary / Crime \$5,865.00

TOTAL PROGRAM PREMIUM \$482,999.41

OPTION 2

Package – Hartford \$70,184.00*

Work Comp – State Fund \$117,013.00

Earthquake – Various \$253,013.41

Directors and Officers/EPL
(Renewal Indication Only) \$7,408.00

Fiduciary / Crime \$5,865.00

TOTAL PROGRAM PREMIUM \$453,483.41

*C.N.A. indication includes Inland Marine in BPP, which is less coverage than C.N.A. Inland Marine Form.

Hartford includes Inland Marine in BPP, and adds Inland Marine coverage clauses to their SPICE Coverage form (included in this quote).

NOTE: Fiduciary/Crime was prepaid for the 3 years,

PACKAGE MARKETING RESULTS

INSURANCE COMPANY	RESPONSE
C.N.A.	Quoted
Hartford	Quoted – Carrier also insures Orange County Law Library and Richard Nixon Library
Golden Eagle	Indication of \$83,454.00. EQSL is limited to \$2,000,000 and will not cover Valuable Papers (Incl Rare Books).
Philadelphia	In talks with carrier for re-quote. They quoted back in October, but could not provide Inland Marine/Rare Books coverage.
Travelers	Declined to write class of business. Further advised that if class was desirable, they would have an issue with the age of the bldg and the lack of full sprinklers
Firemans Fund	Declined. Per underwriter, the buildings are old and only partially sprinklered. They find rare books difficult to value. Based on the characteristics of the account it doesn't meet minimum underwriting standards. This risk really is not within their appetite.
Great American	Declined. Per underwriter, he cannot offer comparable coverage and limits up to the current values required and covered by C.N.A.
Chubb Group	Declined. Per the underwriter, Chubb wrote this in 2001 & 2002 and attempted to rewrite unsuccessfully since. The real deciding factor was C.N.A'S ability to provide EQ coverage on the collections (books) which Chubb cannot provide. A separate EQ policy would be needed, which is cost prohibitive. I must make difficult decisions on which accounts to pursue. I don't have the resources to provide proposals that have little chance for success.

AGENDA ITEM 6

DISCUSSION ITEM 1

MEMORANDUM

DATE: February 21, 2012

TO: Board of Law Library Trustees

FROM: Marcia J Koslov

RE: Board Policies

During the 2011 calendar year, the Board discussed the adoption of Board policies for both Board operations and administrative operations. In addition to adopting several Board and administrative operations policies, the Board adopted two policies for Law Library users. All of the adopted policies are included in the Board of Trustees Board Manual.

Board Policies:

Sandra Levin, Colantuono and Levin, identified four policies that were commonly adopted by Boards in the public sector: Claims against the Law Library, Code of Conduct, Records Management and Reimbursement Expense. The Board adopted a Presentment of Claims policy in April, 2011.

Administrative Policies:

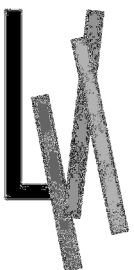
Previous policies adopted by the Board include Check Signatures (March, 2011); Collection Development (April, 2010); Contract Approval (Sept, 2009); Employee Handbook (Sept, 2007).

Library User Policies:

Borrower Rules (Updated, December, 2011); Library Rules of Conduct (Updated, June, 2011)

From time to time, procedures have been accepted by the Board through either a simple resolution process, or, through a discussion without a formal resolution or policy. Two examples are (1) the change from a modified cash accounting basis to an accrual basis (in conjunction with the FY 2006 audit) and (2) the participation of the public at the beginning of each Board meeting. The Board may wish to consider additional policies such as those recommended by Legal Counsel, or, as may be determined to be needed for administrative or financial operations, such as a policy on GASBY 45 compliance (prefunding retiree healthcare benefits).

Sandi Levin will discuss various policies and options that the Board may want to explore.



AGENDA ITEM 7

EXECUTIVE DIRECTOR REPORT

BOARD UPDATE

Litigation: Grant v Los Angeles County Law Library Board of Trustees

On February 13, 2012, we received notice from Holly Whatley, Colantuono & Levin, PC, that on January 30, 2012, Judge Ronald L. Bauer approved the final order for the class action settlement. On February 16, 2012, the Library mailed checks to 170 claimants for a total of \$12,800. An additional 85 registered individual borrowers requested that the amount of their borrowing fee be donated to the Law Library. The total donation was \$7,100. Those borrowers will receive a letter from the library acknowledging their donation.

390 registered individual borrowers did not respond to the settlement claim form. 27 settlement claim form letters were returned as undeliverable.

Library Cards

Since introducing the "LA Law Library Card", more than 830 users have registered for the card. As anticipated, the Card has proven to simplify the computer registration process as well as to ease the workflow at the circulation desk. Most importantly, the Card has eliminated the majority of issues library users had with the allocation of computer time, copy services, print jobs, and the registration process in general.

Internal Audit Controls

Thompson, Cobb, Bazilio & Associates, PC, began their internal controls audit process on Wednesday, February 22, 2012. The audit, which will review all internal financial procedures and policies, is expected to take approximately three to four weeks. A final report will be presented at the March 27, 2012, Regular Board Meeting.

FACILITY UPDATE

See attached Building Repair and Reconstruction Project report.

FINANCIAL UPDATE

See attached January Financials and the January List of Checks and Warrants.

STAFF UPDATE

The LA Law Library has hired **Patrick O'Leary** to serve as Senior Director, Administrative Services. In this additional Senior Director position, Patrick will have responsibility for Finance and Human Resources. Patrick has senior level management experience in both the public and private sectors. Following nearly 30 years as a law firm administrator with 3 major Bay-area law firms, Patrick assumed the position of Chief Administrative Officer, UC Berkeley, University Relations. Most recently, he served as Director of Operations for LECG, LLC. His areas of expertise include financial operations, planning and budgeting, endowments and grants, and all aspects of human resources and staff services. Patrick started on Tuesday, February 21, 2012.



Jaye Nelson assumes the position of Senior Director, Information Services with responsibility for Technology, Communications and Facility. Over the past 5 years, Jaye has worn a number of hats and has accepted each new task with energy and dynamic leadership. In each, he has been extremely successful, and, of invaluable assistance to me. Jaye's focus on Information Services will enable the Law Library to meet a number of the goals that were established in 2011, including a revitalized Intranet, the development of a document management system, upgrade to the Website, the creation of a systematic approach to marketing and promotion of Law Library services, and the ability to support and enhance partnership opportunities. Jaye will continue to provide oversight of the Building envelope repair and exterior reconstruction project.

OUTREACH / TRAINING UPDATE

On January 27, staff attended a Wolters Kluwer introductory training session for their new online services, LoisLawConnect and IntelliConnect. The new database features are also available to Law Library users.

The Law Library has earned a "valuable asset" place in the schedule for many local college students. In January, **Ralph Stahlberg** and **Paula Hoffman** presented an introduction and tour of library materials and services to students enrolled in Political Science classes at Cal State LA. On February 4, and again on February 25, **Christine Langteau** and **Linda Taylor** collaborated on a tour and introductory class for paralegal students at Cal State LA. Also on February 4, **Christine** provided an introduction to the Law Library for a group of UCLA students. On February 9, **Ralph** provided a tour to US Courts Library interns.

On February 14, **Ralph Stahlberg**, **Channa Cajero**, and **Jaye Nelson** attended a Lexis Nexis presentation on their eBook program. In addition to their scheduled update, LexisNexis shared thoughts on eBooks evolution within the legal world. However, it was mentioned that their eBook procedures for public law libraries have yet to be finalized.

In December, Austin **Stoub**, Reference Librarian, introduced a model class for training on the remote databases provided at the Pasadena Partnership. In collaboration with **Programs & Partnerships**, and based on that model, on February 7, Austin provided a Westlaw class to 20 Pasadena Public librarians. He also presented an overview of both CEBOOnLaw and the Legal Information Resource Center Library. The training sessions will be repeated on February 29, for librarians at the Lancaster Public Library partnership.

On February 17, **Janine Liebert** provided a Power Point presentation and conducted an electronic tour of the Self-Help website, LawHelpCa.org to the Window Clerk supervisors at the Van Nuys Courthouse. The presentation was requested by the clerk's office because on a daily basis they are asked, "What do I do?" Knowledge of the LawhelpCa.org website provides an optional resource for the Clerks to offer to self-represented litigants when they are not able to provide direct assistance.



FACILITY UPDATE

Building Envelope Repair & Exterior Restoration Project

Work Completed during the Previous 30 days

- Roof
 - The remaining punch list items were resolved.
 - 80% of sheet metal flashing installation on the roof was completed
- Exterior Walls
 - There was agreement on the identified binder agent for the paint and a decision was made to proceed with the painting of the building.
- Exterior Reconstruction
 - Installation of waterproofing completed.
 - Completed the Group 1 concrete footings Complete the Group 1 concrete walls (planters / stairs at First and Broadway).
 - Began forming, rebar and pouring of concrete Group 1 (planters, which serve as retaining walls, and stairs at First and Broadway).
 - Decision was made on the use of Eurotard concrete, to match the Eurotard concrete used in the county park area (on the North side of Library building).
 - Rolf Jensen Associates issued a report on the person capacity of building and exit requirements. It was determined that with the additional exits marked and available, 9 feet of exit space at the library “storefront” would be sufficient.
 - Group 2 footings and walls were started.
 - Finalized look of storefront (front doors/glass walls).

Anticipated during the Next 30 days.

- Roof
 - Complete the punch list / non-compliance list
 - Complete installation of all sheet metal flashing.
- Exterior Walls
 - Complete 50 % of the painting of the building
- Exterior Reconstruction
 - Complete all the underground waterproofing details, particularly at the “storefront” entrance.
 - Complete Group 1 concrete pour – planters and main entry steps / stairs at First & Broadway.
 - Complete the Flatwork at main entry (entry plaza)
 - Remove and replace the “storefront” (doors and glass windows at the front entrance)
 - Complete Group 2 footings, walls & steps (planters / stairs at First and Hill).



Budget /Financial Summary (as of 2/17/2011)

Project Description	Adjusted Budget	Spent to Date
Swinerton Builders	\$4,622,900	2,263,180
Construction Admin & Monitoring – ABB	193,623	109,022
Construction Admin – TMA	120,350	85,439
Construction Management - CLEO	168,000	80,000
Environmental Monitoring/Testing – Arcadis	37,602	35,596
Soil , Concrete, Rebar Testing	25,000	8,131
Contingency*	516,748	
TOTAL	5,684,223	2,581,368

Percent of total project: The project is approximately 60% complete. Expenditures thus far are 45% of the total project cost.

*Contingency usage status is at \$213,723. Usage includes:

- \$57,991 for demolition & underground work;
- \$12,302 for the exterior building skin;
- \$45,569 for roof work (including \$21,133 for site inspection work by Arcadis)
- \$147,861 for additional hardscape/landscape work (including \$67,702 for Eurotard concrete finish, and a \$49,022 credit for the Broadway ramp that was not built).



LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF FINANCIAL POSITION
As of January 31, 2012
D - R - A - F - T

Assets

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

Cash in L. A. County Treasurer - General Fund	\$	7,840,838
Cash in L. A. County Treasurer - Deposit Fund		231,234
Cash in Bank of America - Revolving Account		29,989
Cash in Bank of America - Payroll Account		8,488
Cash in Local Agency Investment Fund		5,326,878
Petty Cash		718
Operating Cash		13,438,144

Current Assets:

Accounts Receivable		48,936
Other Receivable		1,475,392
Other Current Assets		379,372

Other Assets:

Books & Other Library Collections	\$	41,419,693
Current Month Acquisitions		325,699
		41,745,392

Less: Accumulated Depreciation	(25,578,005)	16,167,387
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Building Construction	4,216,987	
Interior Building Improvement	1,298,628	
Furniture & Equipment	2,010,429	
Computer Hardware & Software	562,821	
	8,088,866	

Less: Accumulated Depreciation	(6,857,669)	1,231,198
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Construction In Progress - Exterior		3,106,980
Building Site (Land)		580,333

Total Assets	\$	36,427,742
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Liabilities and Fund Balance

Current Liabilities

Accounts Payable	\$	589,163
Accrued Expense		1,040,473

Noncurrent Liabilities

Borrowers' Deposits		230,782
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Total Liabilities		1,860,418
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Fund Balance

Unappropriated		33,961,220
YTD Net Income		606,104

Total Liabilities and Fund Balance	\$	36,427,742
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LOS ANGELES COUNTY LAW LIBRARY
STATEMENT OF INCOME AND EXPENDITURE
FY 2011/2012

INCOME	BUDGET	1ST QUARTER			2ND QUARTER			JANUARY 2012			YTD TOTAL		
		Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
L.A. Superior Court Fees	9,292,752	2,428,213	2,218,355	(209,859)	2,260,003	2,037,790	(222,213)	807,198	670,996	(136,202)	5,495,414	4,927,141	(568,273)
Total - Court Fees	9,292,752	2,428,213	2,218,355	(209,859)	2,260,003	2,037,790	(222,213)	807,198	670,996	(136,202)	5,495,414	4,927,141	(568,273)
Interest - LAIF	40,000	10,000	5,097	(4,903)	10,000	5,107	(4,893)	0	0	0	20,000	10,203	(9,797)
Interest - General Fund	75,000	18,750	21,886	3,136	18,750	30,342	11,592	6,250	10,699	4,449	43,750	62,927	19,177
Interest - Deposit Fund	3,500	875	718	(157)	875	682	(193)	292	260	(32)	2,042	1,660	(382)
Total - Interest	118,500	29,625	27,701	(1,924)	29,625	36,130	6,505	6,542	10,959	4,418	65,792	74,790	8,998
Parking Fee	700,000	188,781	196,227	7,446	169,570	189,820	20,250	43,083	46,572	3,488	401,434	432,618	31,184
Total - Parking	700,000	188,781	196,227	7,446	169,570	189,820	20,250	43,083	46,572	3,488	401,434	432,618	31,184
Annual Borrowing Fee	0	0	7,450	7,450	0	925	925	0	100	100	0	8,475	8,475
Annual Members Fee	120,000	24,000	14,109	(9,892)	60,000	18,434	(41,566)	6,000	7,241	1,241	90,000	39,783	(50,217)
Course Registration	10,000	2,500	825	(1,675)	2,500	974	(1,526)	833	220	(613)	5,833	2,019	(3,815)
Copy Center	85,000	22,452	18,812	(3,640)	20,155	17,474	(2,681)	8,213	6,360	(1,854)	50,820	42,646	(8,175)
Document Delivery	25,000	5,588	7,041	1,453	5,713	5,869	157	2,291	2,035	(257)	13,592	14,945	1,353
Fines	46,000	12,279	11,823	(456)	10,207	12,630	2,422	4,284	2,663	(1,621)	26,770	27,116	345
Miscellaneous	14,500	3,625	4,350	725	3,625	300	(3,325)	1,208	409	(799)	8,458	5,059	(3,399)
Room Rental	7,500	1,875	0	(1,875)	1,875	225	(1,650)	625	400	(225)	4,375	625	(3,750)
Book Replacement	5,000	1,250	(59)	(1,309)	1,250	748	(502)	417	225	(192)	2,917	914	(2,003)
Forfeited Deposits	25,000	0	0	0	25,000	28,474	3,474	0	0	0	25,000	28,474	3,474
Friends of Law Library	120,000	0	0	0	120,000	143,000	23,000	0	0	0	120,000	143,000	23,000
Grants	30,000	0	0	0	0	0	0	15,000	0	(15,000)	15,000	0	(15,000)
Vending	5,500	1,375	1,723	348	1,375	1,657	282	458	613	155	3,208	3,993	785
Total - Library Services	493,500	74,945	66,074	(8,871)	251,700	230,710	(20,990)	39,330	20,265	(19,065)	365,975	317,049	(48,926)
TOTAL INCOME	10,604,752	2,721,564	2,507,547	(214,017)	2,710,898	2,494,450	(216,448)	896,153	748,792	(147,361)	6,328,614	5,750,789	(577,825)

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

EXPENDITURE	BUDGET	1ST QUARTER			2ND QUARTER			JANUARY 2012			YTD TOTAL		
		Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Budget	Actual	Variance	YTD Total	YTD Actual	YTD Variance
Salaries	3,400,000	748,922	706,196	42,726	893,943	847,295	46,648	256,599	261,578	(4,978)	1,899,464	1,815,069	84,395
Social Security	205,000	46,272	41,799	4,474	50,295	45,926	4,369	15,813	15,632	182	112,381	103,356	9,025
Medicare	46,000	10,154	9,853	301	12,123	11,827	296	3,460	3,656	(196)	25,737	25,336	401
Retirement	155,332	38,833	36,784	2,049	38,833	42,794	(3,961)	12,944	11,709	1,235	90,610	91,288	(678)
Health Insurance	600,000	147,963	146,384	1,578	140,708	143,065	(2,356)	51,566	43,290	8,276	340,237	332,739	7,498
Disability Insurance	6,500	1,481	2,233	(753)	1,580	2,180	(600)	562	728	(166)	3,622	5,141	(1,519)
Dental Insurance	55,000	12,488	14,205	(1,717)	14,205	14,563	(358)	4,274	4,822	(548)	30,968	33,590	(2,622)
Life Insurance	2,000	465	453	13	468	427	41	185	155	29	1,117	1,035	82
Workers Compensation Insurance	30,000	7,500	9,512	(2,012)	7,500	9,512	(2,012)	2,500	0	2,500	17,500	19,024	(1,524)
Unemployment Insurance	30,000	7,500	6,568	932	7,500	10,909	(3,409)	7,500	9,834	(2,334)	22,500	27,312	(4,812)
Vision Insurance	10,000	2,387	2,581	(194)	2,451	2,532	(81)	841	865	(24)	5,680	5,978	(298)
Accrued Sick Expense													
Accrued Vacation Expense													
Total - Personnel	4,539,832	1,023,966	976,569	47,397	1,169,606	1,131,030	38,576	356,244	352,268	3,976	2,549,816	2,459,867	89,949
American Continuations	2,400,000	431,601	369,210	62,391	517,760	878,563	(360,803)	169,854	177,541	(7,687)	1,119,215	1,425,314	(306,099)
American New Orders	150,000	73,590	34,734	38,856	19,086	19,997	(911)	11,968	12,608	(640)	104,643	67,339	37,304
Branch Continuations	350,000	44,943	50,507	(5,564)	46,457	160,219	(113,762)	25,301	31,897	(6,595)	116,701	242,623	(125,922)
Branch New Orders	70,000	9,485	738	8,747	48,293	634	47,659	1,639	0	1,639	59,417	1,372	58,045
Commonwealth Continuations	400,000	63,647	99,444	(35,797)	105,043	115,232	(10,189)	28,188	36,900	(8,712)	196,879	251,576	(54,697)
Commonwealth New Orders	6,500	772	1,269	(497)	778	1,354	(575)	0	0	0	1,550	2,622	(1,072)
Foreign Continuations	230,000	25,167	46,483	(21,316)	67,775	44,847	22,928	9,104	34,220	(25,116)	102,045	125,550	(23,504)
Foreign New Orders	35,000	5,445	20,207	(14,762)	5,327	8,161	(2,834)	4,810	72	4,738	15,582	28,440	(12,858)
International Continuations	140,000	19,240	22,708	(3,468)	52,847	52,436	411	11,077	24,272	(13,195)	83,164	99,416	(16,252)
International New Orders	15,000	3,614	3,751	(137)	2,572	4,199	(1,627)	1,381	712	669	7,566	8,662	(1,096)
General/Librarianship Continuations	55,000	11,733	9,532	2,201	20,776	9,382	11,394	5,975	7,477	(1,502)	38,484	26,392	12,093
General/Librarianship New Orders	2,000	131	1,647	(1,516)	440	586	(147)	69	0	69	640	2,234	(1,594)
Total - Library Materials	3,853,500	689,368	660,229	29,139	887,152	1,295,611	(408,459)	269,367	325,699	(56,332)	1,845,888	2,281,539	(435,651)
Library Materials Transferred to Assets			(660,229)			(1,295,611)			(325,699)			(2,281,539)	
Balance	0		0			0			0				

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

EXPENDITURE	BUDGET	1ST QUARTER			2ND QUARTER			JANUARY 2012			YTD TOTAL		
		Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Budget	Actual	Variance	YTD Total	YTD Actual	YTD Variance
Building / Cleaning Supplies	25,000	6,250	6,148	102	6,250	5,644	606	2,083	635	1,448	14,583	12,427	2,156
Building Maintenance	25,000	6,250	24,333	(18,083)	6,250	12,613	(6,363)	2,083	2,844	(761)	14,583	39,790	(25,207)
Building Services	23,000	5,750	2,680	3,070	5,750	3,934	1,816	1,917	2,623	(706)	13,417	9,237	4,180
Interior Improvements / Alterations	15,000	3,750	3,245	505	3,750	480	3,270	1,250		1,250	8,750	3,725	5,025
Electric & Water	120,000	32,989	34,057	(1,068)	33,228	28,137	5,091	8,416	8,346	70	74,633	70,540	4,093
Elevator Maintenance	15,000	3,750	3,479	271	3,750	3,906	(156)	1,250	1,226	24	8,750	8,610	140
Heating & Cooling	30,000	10,398	14,522	(4,124)	7,608	6,882	727	1,422	1,093	329	19,429	22,497	(3,068)
Insurance	275,000	70,027	66,078	3,949	68,808	58,020	10,787	22,733	17,982	4,751	161,567	142,080	19,487
Janitorial Services	92,000	23,000	21,880	1,120	23,000	21,880	1,120	7,667	7,293	373	53,667	51,054	2,613
Landscaping	12,000	3,600	2,400	1,200	0	0	0	1,400	0	1,400	5,000	2,400	2,600
Security	200,000	50,000	42,375	7,625	50,000	68,090	(18,090)	16,667	22,438	(5,771)	116,667	132,903	(16,236)
Total - Building Occupancy	832,000	215,764	221,197	(5,433)	208,394	209,585	(1,192)	66,888	64,480	2,408	491,046	495,263	(4,217)
Bank Charges / Other Fees	7,000	1,750	1,383	367	1,750	1,505	245	583	416	167	4,083	3,304	779
Bibliographical Services	35,000	26,000	21,701	4,299	3,000	2,172	828	1,000	606	394	30,000	24,479	5,521
Binding	50,000	3,000	0	3,000	17,000	0	17,000	5,000	0	5,000	25,000	0	25,000
Computer Services / Licensing	45,000	11,250	9,111	2,139	11,250	9,677	1,573	3,750	5,022	(1,272)	26,250	23,811	2,439
Continued Education	40,000	10,000	8,943	1,058	10,000	10,173	(173)	3,333	218	3,116	23,333	19,333	4,000
Copy Center	30,000	7,500	6,359	1,141	7,500	5,469	2,031	2,500	11,808	(9,308)	17,500	23,636	(6,136)
Electronics / Computer Hardware	30,000	7,500	942	6,558	7,500	426	7,074	2,500	392	2,108	17,500	1,760	15,740
Furniture / Appliances	15,000	3,750	0	3,750	3,750	975	2,775	1,250	0	1,250	8,750	975	7,775
Integrated Library System	42,000	21,000	9,763	11,237	0	9,763	(9,763)	21,000	3,378	17,622	42,000	22,904	19,096
Membership (Staff)	15,000	3,000	1,216	1,784	3,000	9,014	(6,014)	1,000	365	635	7,000	10,595	(3,595)
Office / Library Supplies	40,000	10,000	5,744	4,256	10,000	6,993	3,007	3,333	2,405	929	23,333	15,142	8,191
Other / Misc.	75,000	18,750	1,161	17,589	18,750	30	18,720	6,250	0	6,250	43,750	1,191	42,559
Outreach / Marketing	65,000	7,313	6,948	364	7,313	6,638	674	2,438	1,728	709	17,063	15,315	1,747
Postage / UPS / FedEx	22,000	5,126	5,229	(103)	5,677	3,831	1,846	1,424	1,487	(64)	12,227	10,547	1,679
Printing / Reproduction	15,000	3,750	1,102	2,648	3,750	1,718	2,032	1,250	26	1,224	8,750	2,846	5,904
Prior Year Voided Checks / Adj	0	0	0	0	0	0	0	0	0	0	0	0	0
Reimbursed Expenses	38,000	9,500	9,491	9	9,500	3,031	6,469	3,167	205	2,962	22,167	12,727	9,440
Staff Meetings / Activities	15,000	3,750	1,490	2,260	3,750	5,709	(1,959)	1,250	1,011	239	8,750	8,210	540
Telecommunications	42,000	8,739	6,479	2,261	12,200	6,765	5,436	3,496	2,140	1,356	24,435	15,383	9,052
Transportation Reimbursement	12,000	3,000	713	2,287	6,000	5,560	441	0	852	(852)	9,000	7,125	1,875
Vending	8,500	2,125	2,058	67	2,125	3,008	(883)	708	1,461	(752)	4,958	6,526	(1,568)
Total - Supplies & Services	641,500	166,803	99,833	66,970	143,815	92,456	51,359	65,232	33,520	31,712	375,850	225,808	150,041

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

EXPENDITURE	BUDGET	1ST QUARTER			2ND QUARTER			JANUARY 2012			YTD TOTAL		
		Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Budget	Actual	Variance	YTD Total	YTD Actual	YTD Variance
Accounting	17,000	0	0	0	17,000	14,175	2,825	0	0	0	17,000	14,175	2,825
Consulting Services	70,000	17,500	0	17,500	17,500	0	17,500	17,500	8,136	9,364	52,500	8,136	44,364
Legal	65,000	16,250	27,326	(11,076)	16,250	13,323	2,927	16,250	1,902	14,348	48,750	42,550	6,200
Payroll / HR Services	15,000	3,750	3,491	259	3,750	5,326	(1,576)	1,250	1,074	176	8,750	9,891	(1,141)
Recruitment Costs	20,000	5,000	0	5,000	5,000	400	4,600	5,000	175	4,825	15,000	575	14,425
Temporary Services	50,000	17,500	22,191	(4,691)	12,500	5,582	6,918	4,167	1,340	2,827	34,167	29,113	5,054
Total - Professional Services	237,000	60,000	53,008	6,992	72,000	38,806	33,194	44,167	12,626	31,541	176,167	104,440	71,727
Depreciation - Library Materials	3,061,800	765,450	733,885	31,565	765,450	753,748	11,702	255,150	259,824	(4,674)	1,786,050	1,747,457	38,593
Depreciation - Fixed Assets	330,000	82,500	49,154	33,346	82,500	48,935	33,565	27,500	16,378	11,122	192,500	114,467	78,033
Total - Depreciation Expense	3,391,800	847,950	783,039	64,911	847,950	802,683	45,267	282,650	276,202	6,448	1,978,550	1,861,925	116,625
TOTAL EXPENSES	9,642,132	2,314,483	2,133,647	180,836	2,441,765	2,274,560	167,205	815,180	739,097	76,084	5,571,428	5,147,303	424,125
TOTAL INCOME	10,604,752	2,721,564	2,507,547	(214,017)	2,710,898	2,494,450	(216,448)	896,153	748,792	(147,361)	6,328,614	5,750,789	(577,825)
TOTAL EXPENSES	9,642,132	2,314,483	2,133,647	180,836	2,441,765	2,274,560	167,205	815,180	739,097	76,084	5,571,428	5,147,303	424,125
NET INCOME/(LOSS)	962,620	407,081	373,900	(33,181)	269,133	219,890	(49,243)	80,972	9,695	(71,277)	757,186	603,486	(153,700)
Furniture / Appliances	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0
Electronics / Computer Hardware	179,000	44,750	0	44,750	44,750	0	44,750	44,750	12,733	32,017	134,250	12,733	121,517
Exterior Building Repairs/ Improvements	5,100,000	1,275,000	0	1,275,000	1,275,000	0	1,275,000	1,275,000	1,275,000	0	3,825,000	0	3,825,000
Interior Improvements / Alterations	0	0	0	0	0	4,697	(4,697)	0	0	0	0	4,697	(4,697)
Computer Software	185,000	46,250	0	46,250	46,250	0	46,250	46,250	46,250	0	138,750	0	138,750
Total - Capitalized Expenditures	5,464,000	1,366,000	0	1,366,000	1,366,000	4,697	1,361,303	1,366,000	12,733	1,353,267	4,098,000	17,430	4,080,570

LOS ANGELES COUNTY LAW LIBRARY
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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 3	WOLTERS KLUWER LAW & BUSINESS ** VOIDED ****	BOOKS	0.00	022188
	BUREAU OF NATIONAL AFFAIRS BOOKS	BOOKS	217.24	022189
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	916.06	022190
	CLAITORS LAW BOOKS & PUBLISHING DIV	BOOKS	75.89	022191
	DATA TRACE LEGAL PUBLISHERS	BOOKS	157.95	022192
	LAW JOURNAL PRESS	BOOKS	397.58	022193
	NATIONAL CONSUMER LAW CENTER	BOOKS	171.00	022194
	OREGON STATE BAR CONTINUING LEGAL E	BOOKS	92.00	022195
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	289.50	022196
	YBP LIBRARY SERVICES	BOOKS	101.20	022197
	WOLTERS KLUWER LAW & BUSINESS ** VOIDED ****	BOOKS	0.00	022907
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,810.64	022908
	GE MONEY BANK AMAZON	BOOKS	187.32	022198
	METROPOLITAN NEWS COMPANY	MKTG	600.00	022199
BET TZEDEK	MKTG	500.00	022200	
January 6	AFFORDABLE LIBRARY PRODUCTS ** VOIDED *****	LIB SUPPL	0.00	022201
	ADVANCED INFORMATION ** VOIDED *****	TEMP SVCS	0.00	022202
	ARTCRAFTERS CABINETS INC	FURNITURE	595.00	022203
	AT&T	TELECOM	203.81	022204
	BANC OF AMERICA LEASING	COPY CTR - LA	250.61	022205
	BRIDGES FILTER SERVICE, INC	BLDG MAINT	700.60	022206
	COLANTUONO LEVIN & ROZELL	LEGAL	595.50	022207
	LITTLER MENDELSON, PC	LEGAL	401.28	022208
	OFFICE DEPOT	OFFICE SUPPL	137.85	022209
	UNITED PARCEL SERVICE	POSTAGE	147.16	022210
	AMERICAN BAR ASSOCIATION	BOOKS	120.00	022211
	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	113.85	022212
	AMERICAN LAW INSTITUTE	BOOKS	102.08	022213
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	80.36	022214
	BERNAN ASSOCIATES	BOOKS	82.00	022215
	BIG FOOT PRESS	BOOKS	378.50	022216
	BUREAU OF NATIONAL AFFAIRS BOOKS	BOOKS	1,249.37	022217
	BOOK HOUSE INC	BOOKS	227.30	022218
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	1,908.36	022219
	CCH INCORPORATED	BOOKS	764.67	022220
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,350.44	022221
	COUTTS LIBRARY SERVICES	BOOKS	192.51	022222
	DATA TRACE LEGAL PUBLISHERS	BOOKS	157.95	022223
	ELSEVIER	BOOKS	849.81	022224
	GAUNT	BOOKS	247.95	022225
	INTERNATIONAL BAR ASSOCIATION	BOOKS	442.75	022226
	JAMES PUBLISHING INC	BOOKS	438.21	022227
	JAPAN PUBLICATIONS TRADING CO LTD	BOOKS	279.00	022228

18,967.06

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
January 9	LAW JOURNAL PRESS	BOOKS	433.76	022229	
	LEXISNEXIS BUTTERWORTHS	BOOKS	1,091.93	022230	
	MEILING LI	BOOKS	202.91	022231	
	LIBROS DE HONDURAS	BOOKS	950.00	022232	
	LIVRARIA PORTUGAL	BOOKS	139.74	022233	
	QUALITY CODE PUBLISHING	BOOKS	38.83	022234	
	ST KITTS AND NEVIS INFORMATION SERV	BOOKS	16.67	022235	
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	257.25	022236	
	YBP LIBRARY SERVICES	BOOKS	306.68	022237	
	GOVERNMENT OF YUKON	BOOKS	88.50	022238	
January 17	WOLTERS KLUWER LAW & BUSINESS	BOOKS	4,512.12	022910	
	CDW GOVERNMENT, INC.	COMP LIC	2,964.60	022911	
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	7,293.43	022912	
	SCHINDLER ELEVATOR CORP.	ELEVATOR MAINT	3,677.25	022913	
	SECURITAS SECURITY	SECURITY	9,113.67	022914	
	WILLIAM S HEIN & CO	BOOKS	5,562.08	022915	
	January 18	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	111.13	022239
BUREAU OF NATIONAL AFFAIRS BOOKS		BOOKS	583.20	022240	
CALIF SUPREME COURT HISTORICAL SOCI		BOOKS	50.00	022241	
JAMES PUBLISHING INC		BOOKS	104.78	022242	
JURIS PUBLISHING INC		BOOKS	349.00	022243	
LAW JOURNAL PRESS		BOOKS	1,423.00	022244	
LAWPRESS CORPORATION		BOOKS	181.31	022245	
LEGAL INFORMATION SERVICES		BOOKS	65.00	022246	
LEXISNEXIS BUTTERWORTHS		BOOKS	338.71	022247	
MARY MARTIN BOOKSELLERS		BOOKS	82.00	022248	
NATIONAL CONSUMER LAW CENTER		BOOKS	546.00	022249	
NATIONAL BOOK NETWORK		BOOKS	38.75	022250	
PRACTISING LAW INSTITUTE		BOOKS	47.47	022251	
ROCKY MOUNTAIN MINERAL LAW FOUNDATI		BOOKS	206.00	022252	
WOLTERS KLUWER LAW & BUSINESS		BOOKS	5,702.09	022917	
COUTTS LIBRARY SERVICES		BOOKS	3,469.14	022918	
OTTO HARRASSOWITZ		BOOKS	9,297.38	022919	
January 18		AFFORDABLE LIBRARY PRODUCTS	LIB SUPPL	280.00	022253
		ADVANCED INFORMATION	TEMP SVCS	399.52	022254
January 19	ADVANCED INFORMATION	TEMP SVCS	599.25	022255	
	BANDWIDTH.COM, INC.	TELECOM	355.29	022256	
	CONTINUING EDUCATION OF THE BAR CAL ** VOIDE	BOOKS	0.00	022257	
	LEIGH ANN GARCIA	STAFF	50.22	022258	
	GEOTECHNOLOGIES INC	CIP-EXTERIOR	2,266.00	022259	
	GOURMET COFFEE SERVICE	KITCHEN	764.42	022260	

82,516.94

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	LINDA J HEICHMAN TAYLOR	REIMBURSEMENT	24.56	022261
	J. P. COOKE COMPANY	OFFICE SUPPL	247.05	022262
	KONICA MINOLTA BUSINESS	COPY CTR - LA	546.86	022263
	MEGAPATH	TELECOM	697.12	022264
	NATIONWIDE LEGAL, LLC	DOC DEL	10.50	022265
	OFFICE DEPOT	OFFICE/COPY CTR	363.08	022266
	OPTIONS FOR GROWTH	CONT EDU	1,800.00	022267
	AMERICAN EXPRESS	BUSINESS CARD	4,334.63	022920
	SECURITAS SECURITY	SECURITY	8,680.21	022921
	VORTEX INDUSTRIES INC	BLDG MAINT	7,181.85	022922
January 20				
	CALIFORNIA PUBLIC SECTOR	BOOKS	681.95	022268
January 23				
	AMERICAN BAR ASSOCIATION	BOOKS	930.79	022269
	AMERICAN LAWYER MEDIA	BOOKS	737.75	022270
	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	75.00	022271
	A S PRATT & SONS GROUP	BOOKS	1,801.22	022272
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	165.16	022273
	CARSWELL COMPANY LTD	BOOKS	1,453.02	022274
	CIVIC RESEARCH INSTITUTE RSCR	BOOKS	135.95	022275
	DAILY JOURNAL CORPORATION	BOOKS	163.13	022276
	GOVERNMENT RESEARCH SERVICE	BOOKS	165.50	022277
	JAMES PUBLISHING INC	BOOKS	163.54	022278
	JURIS PUBLISHING INC	BOOKS	262.00	022279
	LAW JOURNAL PRESS	BOOKS	1,701.65	022280
	MARTINDALE HUBBELL LEXISNEXIS MARTI	BOOKS	1,226.88	022281
	NEUBAUER & ASSOCIATES	BOOKS	50.00	022282
	P L D PUBLISHERS	BOOKS	173.00	022283
	SWAZILAND PRINTING & PUBLISHING CO	BOOKS	371.81	022284
	VERDICTSEARCH	BOOKS	569.00	022285
	THOMSON REUTERS	BOOKS	673.98	022286
	YBP LIBRARY SERVICES	BOOKS	63.84	022287
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,779.70	022923
	BUREAU OF NATIONAL AFFAIRS BOOKS	BOOKS	3,127.85	022924
	AT&T MOBILITY	TELECOM	242.14	022288
	CCH INCORPORATED	BOOKS	2,004.76	022289
	CLEAN SOURCE, INC.	BLDG SVCS	1,254.85	022290
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	565.81	022291
	GEOTECHNOLOGIES INC	CIP-EXTERIOR	1,000.00	022292
	INFINISOURCE INC	PAYROLL/HR	88.00	022293
	J. P. COOKE COMPANY	OFFICE SUPPL	188.30	022294
	MALINDA MULLER	REIMBURSEMENT	312.91	022295
	OFFICE DEPOT	OFFICE SUPPL	241.84	022296
	PAN AMERICAN PEST CONTROL CO.	BLDG SVCS	178.00	022297
	PITNEY BOWES	POSTAGE	274.00	022298

130,589.57

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	STATE WATER RESOURCES CONTROL BOARD	BLDG SVCS	388.00	022299
	UNITED PARCEL SERVICE	POSTAGE	225.98	022300
	VALLEY WIDE AIR	BLDG MAINT	200.00	022301
	VERIZON	TELECOM	44.52	022302
	XO COMMUNICATIONS LLC	TELECOM	503.48	022303
	STATE BOARD OF EQUALIZATION	USE TAX	3,435.00	022925
	COUNTY OF LOS ANGELES	HEAT/COOL	2,825.06	022926
	METROLINK	TAP	3,165.00	022927
	TROLLER MAYER ASSOCIATES, INC	CIP-EXTERIOR	5,489.50	022928
	KONICA MINOLTA BUSINESS	COPY CTR - LA	20.00	022304
January 24				
	LANGER'S RESTAURANT	BOARD EXP	96.71	022305
January 27				
	STEVEN JOHN HARROLD	REFUND	125.00	022306
	MICHELE SANTOPIETRO	REFUND	125.00	022307
	JUSTIN LEE WILSON	REFUND	125.00	022308
January 30				
	ADVANCED INFORMATION	TEMP SVCS	1,992.75	022309
	BRIDGES FILTER SERVICE, INC	BLDG MAINT	175.92	022310
	COLANTUONO LEVIN & ROZELL	LEGAL	1,854.10	022311
	FORERUNNER FIRE PREVENTION INC.	BLDG MAINT	2,100.00	022312
	GEOTECHNOLOGIES INC	CIP-EXTERIOR	1,339.00	022313
	MEILING LI	REIMBURSEMENT	182.81	022314
	LITTLER MENDELSON, PC	LEGAL	360.00	022315
	NATIONWIDE LEGAL, LLC	DOC DEL	10.50	022316
	OFFICE DEPOT	OFFICE/SCAN	339.85	022317
	PETTY CASH FUND	PETTY CASH	354.49	022318
	SUN LIFE FINANCIAL	LIFE/DISABILITY	926.14	022319
	UNITED PARCEL SERVICE	POSTAGE	239.11	022320
	AMERICAN EXPRESS	BUSINESS CARD	5,274.42	022929
	STATE BOARD OF EQUALIZATION	SALES TAX	9,823.00	022930
	CDW GOVERNMENT, INC.	COMP LIC	2,612.98	022931
	GUARDIAN	DENTAL/VISION	6,848.60	022932
	SECURITAS SECURITY	SECURITY	9,330.61	022933
	TROLLER MAYER ASSOCIATES, INC	CIP-EXTERIOR	9,787.23	022934
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	1,038.00	022321
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	374.00	022322
	GEORGE T BISEL COMPANY	BOOKS	167.72	022323
	BUREAU OF NATIONAL AFFAIRS BOOKS	BOOKS	330.65	022324
	CARSWELL COMPANY LTD	BOOKS	21.00	022325
	CASALINI LIBRI	BOOKS	769.56	022326
	COUTTS LIBRARY SERVICES	BOOKS	890.29	022327
	DAILY JOURNAL CORPORATION	BOOKS	784.09	022328
	DAILY REPORT FULTON COUNTY	BOOKS	224.42	022329
	GAUNT	BOOKS	871.62	022330

206,187.99

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2012 - January 31, 2012 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	OTTO HARRASSOWITZ	BOOKS	195.31	022331
	INTERNATIONAL LAW ASSOCIATION AMERI	BOOKS	175.00	022332
	INTERNATIONAL MUNICIPAL LAWYERS ASS	BOOKS	250.00	022333
	LAW JOURNAL PRESS	BOOKS	670.64	022334
	LAWPRESS CORPORATION	BOOKS	245.96	022335
	LIBROS CENTROAMERICANOS	BOOKS	750.00	022336
	NATIONAL BOOK NETWORK	BOOKS	861.55	022337
	PUBLIC UTILITIES REPORTS INC	BOOKS	775.00	022338
	STEWART JAMES T	BOOKS	119.00	022339
	THOMAS MAPS	BOOKS	27.95	022340
	WILLIAM S HEIN & CO	BOOKS	157.67	022341
	YBP LIBRARY SERVICES	BOOKS	23.37	022342
	GOVERNMENT OF YUKON	BOOKS	99.21	022343
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	5,216.31	022936
	OTTO HARRASSOWITZ	BOOKS	5,405.48	022937
	LEXISNEXIS BUTTERWORTHS	BOOKS	4,583.13	022938
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	279.52	022344
	EBSO INFORMATION SERVICES	BOOKS	2,417.99	022345

228,245.77

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2012 - January 31, 2012 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 13	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	114,564.14	TS00153395
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,900.00	TS00153395
	SWINERTON BUILDERS	CIP-EXTERIOR	726,077.70	TS00153395
January 24	ALLANA BUICK & BERS, INC.	CIP-EXTERIOR	18,985.85	TS00153898
	EX LIBRIS, (USA) INC.	ILS	10,133.97	TS00153898
	L A DEPT WATER & POWER	ELECTRIC	17,466.97	TS00153898
	CALPERS	HEALTH INS	53,967.11	TS00153898
	THOMSON REUTERS	BOOKS	25,780.79	TS00153898
	WILLIAM S HEIN & CO	BOOKS	70,947.13	TS00153898
January 26	CDW GOVERNMENT, INC.	COMP HARD	12,733.44	TS00154134
	CLEO ENTERPRISES LLC	CIP-EXTERIOR	16,000.00	TS00154134
	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	91,839.88	TS00154134
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,900.00	TS00154134

1,188,296.98