

AGENDA

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

REGULAR BOARD MEETING
Tuesday, December 18, 2012
12:15 P.M.

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

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

3.1 Minutes of the November 20, 2012, Regular Board Meeting.

3.2 Minutes of the December 10, 2012, Special Board Meeting.

4.0 ACTION ITEM 1

Approval of 2013 Meeting Dates

5.0 DISCUSSION AND ACTION ITEM 2

Discussion of Rare Book Options

6.0 DISCUSSION

Review of FY2012-2013 Budget. Senior Director, Administrative Services, Patrick K. O'Leary.

7.0 DISCUSSION

Transition Planning and Documents.

8.0 CLOSED SESSION

8.1 Conference with Labor Negotiator (G.C. 54957.6) Library Negotiator: Ben Goldman and/or Hon. Luis Lavin. Unrepresented employee: Executive Director Candidate(s).

8.2 Public Employee Appointment (G.C. 54957) Title: Executive Director.

8.3 Conference with Labor Negotiator (G.C. 54957.6) Library Negotiator: Ben Goldman. Employee Organization: SIEU, Local 721.

8.4 Reconvene Open Session: Approval of Employment Agreement for, and Appointment of, Executive Director. Announcement of Action Taken in the Closed Session.

9.0 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.

10.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees scheduled for Tuesday, January 22, 2013.

POSTED FRIDAY, DECEMBER 14, 2012 @ 4:00 P.M.

POSTED BY EUSTORGIO BARAJAS



AGENDA ITEM 3

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.**

November 20, 2012

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, November 20, 2012 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present:

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

Trustees Absent:

Judge Ann Jones

Staff Present:

Marcia J. Koslov, Executive Director

Also Present:

Benjamin Goldman, Esq., Littler Mendelson
Robert Conti, Esq., Littler Mendelson

President Steinhauser determined a quorum to be present, convened the meeting at 12:19 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

1.0 PUBLIC COMMENT

During the three (3) minutes allocated, Mr. Frank Rodriguez commented on Agenda Item 6.1, the Public Employment of the Executive Director (G.C. 54957).

During the five (5) minutes allocated, Mr. Lee Paradise commented on the Building Envelope and Exterior Rehabilitation Project, the Executive Director Recruitment, and the availability of handicap access into the library.

During the three (3) minutes allocated, Ms. Shohreh Saljooghi commented on the Executive Director Recruitment.

During the three (3) minutes allocated, Ms. Channa Cajero commented on the Executive Director Recruitment.

2.0 PRESIDENT'S REPORT

President Steinhauser announced that she and Executive Director, Marcia Koslov, met with the Alex Johnson, Justice Deputy for Supervisor Mark Ridley-Thomas, to discuss LA Law Library programs and services for the constituents of District 2.

3.0 CONSENT CALENDAR

3.1 Minutes of the October 23, 2012, Regular Board Meeting

President Steinhauser noted that the October 23, 2012, Board Meeting Minutes should be amended to remove the announcement of the appointment of Trustee Klein as Chair of the Search Committee, because the appointment did not occur at the meeting. Following discussion, Trustee Pluim moved, and Trustee Klein seconded that the October 23, 2012 Regular Board Meeting Minutes be approved as amended. The motion was unanimously approved, 5-0.

4.0 DISCUSSION AND ACTION ITEM 1

Receipt and Acceptance of 2012 Fiscal Year Financial Audit Report.

The Executive Director presented the Final Audit Report for the 2012 Fiscal Year. There was no discussion. President Steinhauser requested a motion to accept the Financial Audit Report. So moved by Trustee Lavin, seconded by Trustee Goetz, the 2012 Fiscal Year Financial Audit Report was unanimously accepted, 6-0.

5.0 DISCUSSION AND ACTION ITEM 2

Approval of Separation Agreement for Marcia J. Koslov, Sandra J. Levin, General Counsel; Kenneth D. Klein, Personnel Committee Chair.

Following discussion, President Steinhauser requested a motion to approve Agenda Item 5. Trustee Klein moved and Trustee Pluim seconded, approval of the Separation Agreement for Marcia J. Koslov. There were 4 ayes; 1 no; Trustee Goetz abstained.

President Steinhauser announced, at 12:45 p.m., that the Board would move to Agenda Item 6, Closed Session, and requested that all attendees exit with the exception of Legal Counsel, Benjamin Goldman and Robert Conti of Littler Mendelson.

**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.**

December 10, 2012

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Monday, December 10, 2012 at 4:00 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 Mark Juhas
Judge Ann Jones
Judge Luis Lavin
Judge Jan Plum

Trustees Absent:

Kenneth Klein, Esquire

Staff Present:

Marcia J. Koslov, Executive Director

Also Present:

Benjamin Goldman, Littler Mendelson

President Steinhauser determined a quorum to be present, convened the meeting at 4:21 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

1.0 PUBLIC COMMENT

During the three (3) minutes allocated, Mr. Lee Paradise commented on Agenda Item 2, Closed Session.

2.0 CLOSED SESSION

- 2.1 Public Employment (G.C. 54957) Title: Executive Director.
- 2.2 Conference with Labor Negotiator (G.C. 54957.6) Library Negotiator: Ben Goldman. Unrepresented Employee: Executive Director.
- 2.3 Reconvene Open Session: The Board reconvened Open Session at 6:37 p.m.

RE: 2.1 – President Steinhauser announced that during Closed Session the Board met with three (3) candidates who were interviewing for the position of Executive Director. Following discussion, there was a motion that no further search was required. The motion passed with 5 ayes, and 1 abstention (President Steinhauser).

3.0 AGENDA BUILDING

Trustee Lavin requested that a Discussion on the Executive Director Recruitment be added to the Agenda for the December 18, 2012 Board Meeting.

4.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:40 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, December 18, 2012.

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

6.0 **CLOSED SESSION**

- 6.1 Public Employment (G.C. 54957) Title: Executive Director.
- 6.2 Conference with legal counsel: Anticipated Litigation. (G.C. 54956.9(b))
Receipt of DFEH Claim from Frank Rodriguez.
- 6.3 Conference with Labor Negotiator (G.C. 54957.6): Library Negotiator: Ben Goldman, Esq; Marcia Koslov, Executive Director; Patrick O’Leary, Senior Director, Administrative Services. Employee Organization: SIEU, Local 721.

Trustee Goetz left the meeting at 1:40 p.m.

- 6.4 Reconvene Open Session: The Board reconvened Open Session at 1:57 p.m.

RE: 6.1 – President Steinhauser announced that in response to public comments the Board is mindful of the high standards here at the Library and in putting together the Executive Director job announcement it was the intention of the Board to cast as wide a net as possible to encourage applications. She noted that it is preferred that the candidates hold a JD, MLIS or MBA.

President Steinhauser reported that the Board does not intend to hire a search firm but will work with Counsel at Littler to ensure the job announcement is advertised to as wide a group of candidates as possible. The Executive Director was asked to survey the Board for dates during the week of December 10 when they would be available to interview candidates.

President Steinhauser requested a motion to authorize the Search Committee to inform candidates that, if incurred, reasonable travel costs would be reimbursed. Trustee Lavin moved and Trustee Plum seconded the motion which was unanimously approved, 4-0.

RE: 6.2 and 6.3 – President Steinhauser announced the Board did meet with legal counsel about strategies and how to best proceed.

7.0 **EXECUTIVE DIRECTOR REPORT**

Executive Director Marcia Koslov highlighted the following:

As part of the transition plan, Malinda Muller was asked to serve as interim Senior Director for Library Services. Malinda will be responsible for management and oversight of both Reference & Research and Programs & Partnerships services. To assist during the transition period, the Executive Director, together with the Senior Directors for Information Services, Library Services and Administrative Services, will create a briefing book identifying the current, continuing and anticipated projects.

8.0 AGENDA BUILDING

There were no items for Agenda Building.

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 2:03 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, December 18, 2012.

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

DRAFT

AGENDA ITEM 4

ACTION ITEM 1

2013 BOARD MEETING SCHEDULE

MEMORANDUM

DATE: December 12, 2012
TO: Board of Law Library Trustees
FROM: Marcia J Koslov
RE: 2013 Board Meeting Dates

During 2013 it is recommended that the Board continue to meet on the fourth Tuesday of each month except for November and December. During those two months, the Board will meet on the third Tuesday (indicated with *).

The Board may want to consider a new start time of 4:00 or 4:30 p.m. rather than the current 12:00 noon start time.

The 2013 dates and known topics are:

DATE	TENTATIVE TOPIC
January 22	FY12-13 Budget Review / Adjustment Selection of Insurance Broker
February 26	Insurance Proposal
March 26	
April 23	
May 28	
June 25	Budget, FY 2013-2014
July 23	
August 27	
September 24	
October 22	FY 2013 Audit
*November 19	
*December 17	



AGENDA ITEM 5

DISCUSSION AND ACTION ITEM 2

RARE BOOK OPTIONS

MEMORANDUM

DATE: December 11, 2012
TO: Board of Law Library Trustees
FROM: Marcia J Koslov
RE: Rare Books

As a result of a request made by the Board of Trustees in mid-2010, on May 15, 2012 the Executive Director presented the findings and recommendations of the rare book assessment compiled by David Park and Luke Batterham, Bonhams, London in October, 2011.

Following extensive discussion, Trustee Plum moved to direct staff to look into the possibility of sale of the collection, to explore options and report back to the Board by end of year, 2012. Seconded by Trustee Klein, the motion was approved, 5-1, with President Steinhauser opposing.

In an effort to present various options, between July and October, I contacted three organizations that represented three different ways to determine a future for the rare books at LA Law Library.

Please note that the rare books under discussion do not include any United States federal or state materials, including early constitutional law, early territorial law, and colonial law. Many of these titles are currently housed on the upper floor of the library in closed-stack shelving, but are not in the humidity and temperature controlled rare book room. By disposing of the titles in the rare book room, these US materials would be moved to the shelves in that room for more appropriate preservation.



Bonhams, London.

Bonhams, London would auction the entire collection. Because of the variation in the collection as well as the extensive number of titles, Bonhams is recommending two separate auctions, separated by several months.

The logistics are as follows: David Park, Director, and Luke Batterham, Book Specialist, at Bonhams, London would return to LA at their expense to oversee the packing and shipping of the books. At their suggestion, I contacted Bonhams, LA and had them send several shipping estimators to the Law Library. The estimate for sending the property in an organized and efficient manner to the UK was at a cost not to exceed \$15,000.

Bonhams is prepared to offer a preferential commission rate of 10%, and reduce the cost of loss and damage cover to 1%. In general their commission rate is 15% and the loss and damage cover is 1.5%. Further, they would agree to a fixed illustration budget for the development of a catalog of £3500 (current rate of \$5638). This is approximately ½ of their normal charge per illustration for the development of the catalog.

When we originally spoke, Bonhams recommended the first lot going on auction in January, following the holiday season; and the second lot going on auction in April. Those dates would need to be adjusted. Again, Bonhams felt that the collection could yield approximately \$1,500,000 - \$2,500,000. With commission and other costs, the Law Library would realize between \$1,325,000 and \$2,223,724. (These estimates are approximate, and no one can with certainty predict the specifics of the auction.)

Yale Law School

In July, I met with Michael Widener, Rare Book Librarian & Lecturer in Legal Research, at the Lillian Goldman Law Library, Yale Law School. Michael is one of the premier law librarians in the legal rare book field. (He was Rare Book Librarian at the University of Texas, Austin, Law School Library during the time I was Deputy Director there.) Michael offered the following assessment:

The collection is strong procedure and usury law, but does not offer much as an entire collection. Yale would be interested in purchasing approximately 60 of the titles. (There are more than 7000 titles, so this is a very small portion of the collection.) We would need to give them an approximate value of each title and they would need to determine if the price is agreeable.



Huntington Library

In October, I met with Laura Stalker, Avery Associate Director of the Library, and Steve Tabor, Curator of Early Printed Books, at the Huntington Library. They spent quite a bit of time reviewing our holdings (from the shelflist records) and then reviewing the actual volumes in the rare book room. Laura offered the following assessment:

The collection is substantial and significant, but of limited interest to most research libraries and collectors. Huntington would provide a suitable home for the English books and the incunables, if we were willing to offer them as a gift. They are not interested, nor do they have the space for, the post-1500 Continental books, although they offered to assist us in properly disposing of those volumes.

In Laura's email she wrote:

- Transferring the English books and the incunables to the Huntington would allow the books to be placed in a broader context of a wide-ranging collection that documents all aspects of public and private life in the Anglo-American world, thus multiplying their scholarly value.
- The Huntington's skilled cataloguers and conservators would ensure that the collection would receive the highest level of professional care, and would be stored in a state-of-the-art secure facility.
- There is remarkably little overlap between the Huntington's collection of pre-1801 English books and the LA Law Library's collection
- The 18 incunables in our collection would join the second-largest collection of 15th century books in the United States (after the Library of Congress). Of the 18, 11 represent editions new to the Huntington.

Previously Provided Assessment Information

Between October 17 and 21, 2011, David Park and Luke Batterham, Bonhams, London, reviewed the entire collection, shelf by shelf. A summary of their assessment is as follows:

Strengths

1. The rare book collection contains some interesting books, and there are a few areas, such as the English Yearbooks, where the coverage is impressive.
2. The collection "looks smart" and is large (occupying more than 1200 linear feet of shelving).
3. The internal condition of the books is generally good. Some titles have a perforated library stamp (which amounts to a defect) and others have a rather large stamp (also a defect), but for the most part, the texts (as distinct from the bindings) are clean.
4. The Continental European law is patchy in content, but contains books printed in unusual (almost exotic) locations.



Weaknesses

1. The spines have all been varnished (a 20th Century preservation method to prevent deterioration, which has since been proven to be ineffective). This has the effect of making the collection look glamorous, but in terms of value and collectability, it will add difficulty and expense in the hands of conservators.
2. Although there are some areas that are “good” or “unusual,” with the exception of the English law Yearbooks and the substantial collection of seventeenth century reports, there was no area that they could highlight as being anywhere near comprehensive enough to attract a serious researcher.

Assessment

The collection as a whole has no cohesion. Because it does not fit together well, it would most likely not be able to support significant scholarly research in any particular area. David doubts that the collection would be of interest to an established law library, although such a library might be interested in particular volumes that were missing from their current collection. Similarly, the collection would not be of interest to a newer institution because it did not have the necessary depth to promote research in any single subject, geographical or political area.

The collection contains a number of incunables and other noteworthy volumes. These some 60 titles were identified individually with general estimates of value, if they were to be sold at auction. In addition, the collection contains a number of volumes with imprints (published) from unusual locations. For example, there is a Spanish law book published in France as well as a number of books published in Eastern Europe, which was somewhat uncommon for the time periods involved. These volumes might be of interest to someone collecting rare books, but not necessarily someone collecting rare law books.

The LA Law Library provides services and materials on a number of levels, from self-help to general practitioner to legal researcher. However, providing for scholarly research using a rare book collection is distinct from general research. The Law Library has neither a secure facility in which to use the volumes nor the adjunct materials required to support such a necessarily in-depth level of research. Most importantly, the LA Law Library does not have staff who are sufficiently knowledgeable to assist a researcher with that level of scholarly service needs.

Options Available to the Board:

1. Maintain status quo; retain the volumes in their current state.
2. Provide, through a gift, transfer or “permanent loan” arrangement, some of the collection to the Huntington Library. If this course of action is taken, the Board needs to determine what would happen to the remainder of the



collection, since the most important / valuable parts of the collection will have been separated.

3. Determine how much of the collection should or could be sold piecemeal.
4. Sell the entire 7400 title collection through Bonhams, London auction services. One of the advantages of an auction is that the outlined weaknesses do not matter as no one is going to purchase the entire collection. Bonhams has identified a mix of potential bidders including private, trade and institutional organizations that it has maintained since its previous successful law book auction.

Staff Recommendation: Secure arrangements with Bonhams, London, for sale of the collection through an auction process. Prior to any such sale, the Board may want to consider how the funds received would be used.



AGENDA ITEM 6

DISCUSSION

FY2012 – 2013 BUDGET REVIEW

Los Angeles Law Library

Balance Sheet as of November 30, 2012

	Jun-12	Nov-12	Change
Assets			
Current Assets			
Cash and cash equivalents	12,353,815	11,710,988	(642,827)
Accounts receivable	50,835	54,410	3,575
Prepaid expenses and other assets	415,542	341,137	(74,405)
Total current assets	12,820,192	12,106,535	(713,658)
Restricted cash and cash equivalents	231,234	261,139	29,905
Capital assets, not being depreciated	580,333	580,333	-
Capital assets, being depreciated - net	24,055,362	23,606,511	(448,851)
Total assets	<u>37,687,122</u>	<u>36,554,518</u>	(1,132,604)
Liabilities and Net Assets			
Current Liabilities			
Accounts payable	1,254,424	158,827	(1,095,597)
Other current liabilities	508,040	468,794	(39,246)
Total current liabilities	1,762,464	627,622	(1,134,843)
Accrued sick and vacation liability	477,661	477,661	-
Borrowers' deposit	256,433	278,260	21,827
OPEB obligation	1,448,988	1,448,988	-
Total liabilities	<u>3,945,546</u>	<u>2,832,530</u>	(1,113,016)
Net assets			
Invested in capital assets, net of related debt	24,635,695	24,186,844	(448,851)
Unrestricted	9,105,880	9,535,143	429,263
Total net assets	<u>33,741,576</u>	<u>33,721,987</u>	(19,588)

Los Angeles Law Library

Income Statement for the Period Ended November 30, 2012

Budget	Month			YTD		
	Actual	\$ Fav (Unf)		Budget	Actual	\$ Fav (Unf)
Income						
622,034	707,108	85,074	L.A. Superior Court Fees	3,347,415	3,379,315	31,900
5,908	5,043	(865)	Interest	30,492	31,348	857
61,799	49,774	(12,025)	Parking	318,682	235,593	(83,089)
64,791	139,447	74,655	Library Services	305,890	240,931	(64,959)
<u>754,533</u>	<u>901,372</u>	<u>146,839</u>	Total Income	<u>4,002,478</u>	<u>3,887,188</u>	<u>(115,291)</u>
Expense						
318,587	443,664	(125,076)	Personnel	1,711,653	1,776,259	(64,606)
215,729	324,980	(109,250)	Library Materials	1,216,392	1,061,363	155,029
(215,729)	(324,980)	109,250	Library Materials Transferred to Assets	(1,216,392)	(1,061,363)	(155,029)
66,177	63,419	2,757	Occupancy	320,801	338,246	(17,445)
34,705	23,427	11,278	Supplies & Services	152,088	134,461	17,627
32,082	24,967	7,115	Professional Services	96,658	106,461	(9,802)
310,384	313,961	(3,577)	Depreciation	1,530,815	1,551,348	(20,533)
<u>761,935</u>	<u>869,438</u>	<u>(107,503)</u>	Total Expenses	<u>3,812,015</u>	<u>3,906,776</u>	<u>(94,760)</u>
<u>(7,401)</u>	<u>31,934</u>	<u>39,335</u>	Net Income	<u>190,463</u>	<u>(19,588)</u>	<u>(210,051)</u>
0	0	0	Extraordinary Expense	40,889	0	40,889
<u>99,083</u>	<u>9,451</u>	<u>89,633</u>	Capitalized Expenditures	<u>117,167</u>	<u>12,063</u>	<u>105,103</u>

Los Angeles Law Library

Income Statement for the Period Ended November 30, 2012

Month			YTD			
Budget	Actual	\$ Fav (Unf)	Budget	Actual	\$ Fav (Unf)	
Account Detail:						
Income:						
622,034	707,108	85,074	L.A. Superior Court Fees	3,347,415	3,379,315	31,900
Interest:						
0	0	0	Interest - LAIF	950	1,190	240
5,700	4,898	(802)	Interest - General Fund	28,500	29,374	874
208	145	(63)	Interest - Deposit Fund	1,042	785	(257)
5,908	5,043	(865)	Subtotal	30,492	31,348	857
61,799	49,774	(12,025)	Parking:	318,682	235,593	(83,089)
Library Services:						
275	200	(75)	Annual Borrowing Fee	8,225	5,200	(3,025)
22,008	6,230	(15,778)	Annual Members Fee	73,998	34,626	(39,372)
750	703	(47)	Course Registration	3,750	3,444	(306)
6,250	5,198	(1,052)	Copy Center	31,250	31,098	(152)
2,250	2,147	(103)	Document Delivery	11,250	11,113	(137)
3,500	3,969	469	Fines	17,500	22,706	5,206
550	82	(468)	Miscellaneous	2,750	737	(2,013)
83	275	192	Room Rental	417	7,325	6,909
625	246	(379)	Book Replacement	1,250	2,095	845
28,000	0	(28,000)	Forfeited Deposits	28,000	0	(28,000)
0	120,000	120,000	Friends of Law Library	125,000	120,000	(5,000)
0	0	0	Grants	0	0	0
500	396	(104)	Vending	2,500	2,587	87
64,791	139,447	74,655	Subtotal	305,890	240,931	(64,959)
754,533	901,372	146,839	Total Income	4,002,478	3,887,188	(115,291)
Expenses:						
Personnel:						
232,847	352,641	(119,794)	Salaries	1,253,721	1,325,081	(71,361)
12,574	18,849	(6,275)	Social Security	71,875	75,372	(3,497)
3,260	4,905	(1,646)	Medicare	17,552	18,451	(899)
9,688	9,688	0	Retirement	48,440	48,440	0
43,863	43,068	795	Health Insurance	221,733	223,606	(1,874)
796	284	511	Disability Insurance	4,024	578	3,446
5,311	4,089	1,221	Dental Insurance	24,975	25,102	(127)
136	86	50	Life Insurance	688	708	(20)
9,353	9,353	0	Workers Compensation Insurance	46,767	46,767	0
0	0	0	Unemployment Insurance	18,030	8,400	9,630
761	700	61	Vision Insurance	3,848	3,753	95
0	0	0	Accrued Sick Expense	0	0	0
0	0	0	Accrued Vacation Expense	0	0	0
318,587	443,664	(125,076)	Total - Personnel	1,711,653	1,776,259	(64,606)

Los Angeles Law Library

Income Statement for the Period Ended November 30, 2012

Budget	Month			YTD		
	Actual	\$ Fav (Unf)		Budget	Actual	\$ Fav (Unf)
Library Materials:						
137,118	225,321	(88,203)	American Continuations	820,743	700,250	120,492
7,917	3,355	4,562	American New Orders	39,585	28,157	11,428
7,523	8,624	(1,101)	Branch Continuations	37,613	34,530	3,083
0	0	0	Branch New Orders	0	0	0
30,500	36,739	(6,239)	Commonwealth Continuations	152,500	167,614	(15,114)
189	0	189	Commonwealth New Orders	946	492	454
16,667	19,527	(2,860)	Foreign Continuations	83,333	58,152	25,181
1,634	195	1,439	Foreign New Orders	8,168	2,339	5,829
10,813	20,645	(9,832)	International Continuations	54,065	50,620	3,445
599	877	(278)	International New Orders	2,995	3,050	(55)
2,494	9,698	(7,204)	General/Librarianship Continuations	15,329	15,514	(185)
277	0	277	General/Librarianship New Orders	1,116	644	472
215,729	324,980	(109,250)	Subtotal	1,216,392	1,061,363	155,029
(215,729)	(324,980)	109,250	Library Materials Transferred to Assets	(1,216,392)	(1,061,363)	(155,029)
0	0	0	Balance	0	0	0
Building Occupancy:						
1,750	2,366	(616)	Building / Cleaning Supplies	8,750	8,253	497
2,333	1,782	551	Building Maintenance	11,667	16,327	(4,661)
1,417	747	670	Building Services	7,083	4,362	2,722
358	6,958	(6,600)	Interior Improvements / Alterations	1,792	12,044	(10,252)
9,983	0	9,983	Electric & Water	49,917	45,755	4,161
1,226	1,226	0	Elevator Maintenance	(13,870)	6,129	(19,999)
2,650	3,511	(861)	Heating & Cooling	15,000	18,109	(3,109)
22,887	22,777	110	Insurance	114,435	113,883	552
7,323	7,921	(599)	Janitorial Services	36,613	31,058	5,555
1,417	0	1,417	Landscaping	7,083	0	7,083
14,833	16,132	(1,299)	Security	82,332	82,326	6
66,177	63,419	2,757	Subtotal	320,801	338,246	(17,445)

Los Angeles Law Library

Income Statement for the Period Ended November 30, 2012

Budget	Month			YTD		
	Actual	\$ Fav (Unf)		Budget	Actual	\$ Fav (Unf)
Supplies & Services						
561	539	22	Bank Charges / Other Fees	2,805	2,742	63
600	636	(36)	Bibliographical Services	3,000	3,266	(266)
417	0	417	Binding	2,083	0	2,083
2,519	3,229	(710)	Computer Services / Licensing	12,595	10,835	1,759
2,000	10	1,990	Continued Education	10,000	4,938	5,062
2,708	1,713	995	Copy Center	13,542	7,235	6,306
2,784	1,448	1,335	Electronics / Computer Hardware	13,918	6,524	7,394
250		250	Furniture / Appliances	1,250	0	1,250
3,378	3,456	(78)	Integrated Library System	16,890	17,279	(389)
450	365	85	Membership (Staff)	900	1,115	(215)
2,206	2,403	(197)	Office / Library Supplies	11,031	14,375	(3,344)
3,750	393	3,357	Other / Misc.	(3,250)	1,172	(4,422)
4,208	2,122	2,086	Outreach / Marketing	21,042	16,552	4,490
1,692	2,241	(549)	Postage / UPS / FedEx	8,458	6,732	1,726
714	79	635	Printing / Reproduction	3,570	2,119	1,451
1,667	1,338	328	Reimbursed Expenses	8,333	16,397	(8,063)
600	30	570	Staff Meetings / Activities	3,000	267	2,733
2,410	2,228	182	Telecommunications	13,963	16,772	(2,809)
1,000	653	347	Transportation Reimbursement	5,000	2,960	2,040
792	544	247	Vending	3,958	3,181	778
34,705	23,427	11,278	Subtotal	152,088	134,461	17,627
Professional Services						
17,000	0	17,000	Accounting	17,000	7,500	9,500
6,582	0	6,582	Consulting Services	32,908	18,998	13,910
5,333	20,472	(15,138)	Legal	26,667	62,270	(35,603)
1,500	1,057	443	Payroll / HR Services	7,500	7,929	(429)
0	225	(225)	Recruitment Costs	4,250	742	3,508
1,667	3,213	(1,546)	Temporary Services	8,333	9,022	(689)
32,082	24,967	7,115	Subtotal	96,658	106,461	(9,802)
Depreciation:						
262,076	261,164	911	Depreciation - Library Materials	1,288,753	1,287,742	1,010
48,308	52,797	(4,488)	Depreciation - Fixed Assets	242,063	263,606	(21,543)
310,384	313,961	(3,577)	Subtotal	1,530,815	1,551,348	(20,533)
761,935	869,438	(107,503)	Total Expense	3,812,015	3,906,776	(94,760)
(7,401)	31,934	39,335	Net Income	190,463	(19,588)	(210,051)
0	0	0	Extraordinary Expense	40,889	0	40,889
Capital Expenditures:						
18,083	0	18,083	Furniture / Appliances (>3k)	90,417	0	90,417
10,000	0	10,000	Electronics / Computer Hardware (>3k)	20,000	7,539	12,461
12,000	0	12,000	Exterior Building Repairs/ Improvements (>3k)	32,000	0	32,000
3,000	5,800	(2,800)	Interior Improvements / Alterations (>3k)	6,000	14,285	(8,285)
56,000	3,651	52,349	Computer Software	100,000	19,311	80,689
99,083	9,451	89,633	Total - Expenditures	117,167	12,063	105,103

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 1	STATE BOARD OF EQUALIZATION	USE TAX	517.36	024265
November 2	AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP	365.00	024266
	AMERICAN EXPRESS	TRAVEL	65.00	024267
	NANCY CLOSSON	REIMBURSEMENT	16.82	024268
	GUARDIAN	DENTAL/VISION	6,803.43	024269
	CATHRYN E LINTVEDT	REIMBURSEMENT	384.47	024270
	RICHARD PACHECO	MILEAGE	60.54	024271
	SUN LIFE FINANCIAL	LIFE/DISABILITY	426.34	024272
	UNITED PARCEL SERVICE	POSTAGE	54.60	024273
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	177.52	024274
	BERNAN ASSOCIATES	BOOKS	62.40	024275
	BOOK HOUSE INC	BOOKS	20.12	024276
	CARSWELL COMPANY LTD	BOOKS	67.75	024277
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	937.44	024278
	COUTTS LIBRARY SERVICES	BOOKS	5,019.27	024279
	GAUNT	BOOKS	85.63	024280
	JURIS PUBLISHING INC	BOOKS	32.00	024281
	JURISNET LLC	BOOKS	86.50	024282
	LAW JOURNAL PRESS	BOOKS	171.46	024283
	LIBRERIA LINARDI Y RISSO A LINARDI	BOOKS	185.90	024284
	LUDWIG MAYER LTD	BOOKS	948.00	024285
	MEXICO SUR	BOOKS	1,772.28	024286
	PRACTISING LAW INSTITUTE	BOOKS	420.65	024287
	SASKATCHEWAN QUEENS PRINTER	BOOKS	73.47	024288
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	272.04	024289
November 8	ALLANA BUICK & BERS, INC.	CIP-EXTERIOR	6,445.00	024290
	AMERICAN EXPRESS	BUSINESS CARD	3,239.08	024291
	AMERICAN EXPRESS	TRAVEL	1,502.21	024292
	AT&T	TELECOM	411.25	024293
	BANC OF AMERICA LEASING	COPY CTR	250.61	024294
	EUSTORGIO BARAJAS	MILEAGE	53.83	024295
	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT INS	5,850.00	024296
	FEDEX	POSTAGE	28.49	024297
	FORERUNNER FIRE PREVENTION INC.	BLDG MAINT	1,500.00	024298
	LEIGH ANN GARCIA	REIMBURSEMENT	53.39	024299
	MARCIA J KOSLOV	REIMBURSEMENT	354.18	024300
	L A DEPT WATER & POWER	WATER/SANITATION	384.75	024301
	JAYE B. NELSON	BOOKS	43.49	024302
	OFFICE DEPOT	OFFICE SUPPL	254.27	024303
	OPTIONS FOR GROWTH	CONSULTING	2,887.00	024304
	RICHARD PACHECO	MILEAGE	115.86	024305
	PETTY CASH FUND	PETTY CASH	337.53	024306

43,411.93

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
November 9	PLAZA CARPET COMPANY	BLDG IMPROV	675.00	024307	
	SECURITAS SECURITY	SECURITY	6,856.06	024308	
	STATE FUND	WORKERS COMP	9,353.42	024309	
	TROLLER MAYER ASSOCIATES, INC	CIP-EXTERIOR	2,909.00	024310	
	UNITED PARCEL SERVICE	POSTAGE	27.56	024311	
	L A DEPT WATER & POWER	ELECTRIC/FIRE	9,342.08	024312	
	GE MONEY BANK AMAZON	BOOKS	14.84	024313	
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	273.00	024314	
	BERNAN ASSOCIATES	BOOKS	97.00	024315	
	BLOOMBERG BNA	BOOKS	110.35	024316	
	CAMBRIDGE UNIVERSITY PRESS	BOOKS	232.65	024317	
	CARSWELL COMPANY LTD	BOOKS	115.65	024318	
	CASALINI LIBRI	BOOKS	602.23	024319	
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	773.50	024320	
	COUTTS LIBRARY SERVICES	BOOKS	4,011.85	024321	
	JAMES PUBLISHING INC	BOOKS	83.38	024322	
	JURIS PUBLISHING INC	BOOKS	98.50	024323	
	November 14	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	1,035.32	024324
KUBON & SAGNER		BOOKS	206.90	024325	
PRACTISING LAW INSTITUTE		BOOKS	692.68	024326	
TOWER PUBLISHING		BOOKS	40.00	024327	
YBP LIBRARY SERVICES		BOOKS	129.41	024328	
CDW GOVERNMENT, INC.		SOFTWARE	6,041.13	024339	
CLEAN SOURCE, INC.		BLDG SUPPL	1,491.50	024340	
COLANTUONO & LEVIN		LEGAL	6,160.50	024341	
CONSOLIDATED DISPOSAL SVC		BLDG SVCS	568.74	024342	
NATIONWIDE LEGAL EXPRESS, LLC		BOOK DEL	18.00	024343	
ROMERO MAINTENANCE CO.		JANITORIAL SVCS	7,921.43	024344	
SJM INDUSTRIAL RADIO		ELECTRONICS	87.00	024345	
SOLAR ART		BLDG IMPROV	2,800.00	024346	
UNITED PARCEL SERVICE		POSTAGE	43.72	024347	
VALLEY WIDE AIR		BLDG MAINT	864.50	024348	
November 15		UP TO DATE FILING SERVICE	TEMP SVCS	2,645.00	024351
		VELASQUEZ DRYWALL INC.	BLDG IMPROV	5,800.00	024352
November 16		AT&T MOBILITY	TELECOM	248.75	024367
	BANDWIDTH.COM, INC.	TELECOM	19.16	024368	
	STATE BOARD OF EQUALIZATION	USE TAX	1,964.00	024369	
	DYNAELECTRIC	BLDG IMPROV	2,971.00	024370	
	GOURMET COFFEE SERVICE	KITCHEN	544.44	024371	
	INFINISOURCE INC	PAYROLL/HR	86.25	024372	
	KONICA MINOLTA BUSINESS	COPY CTR - LA	1,156.44	024373	

122,416.97

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	LIBRARY ASSOCIATES, INC.	TEMP SVCS	568.10	024374
	LITTLER MENDELSON, PC	LEGAL	9,514.00	024375
	OFFICE DEPOT	OFFICE/COPY CTR	379.73	024376
	UNITED PARCEL SERVICE	POSTAGE	51.20	024377
	VALLEY WIDE AIR	BLDG IMPROV	1,187.00	024378
	VERIZON	TELECOM	46.24	024379
	XO COMMUNICATIONS LLC	TELECOM	510.66	024380
	STATE BOARD OF EQUALIZATION	MISC	143.22	024381
	AMERICAN LEGALNET INC	BOOKS	7,253.00	024382
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,047.49	024383
	BERNAN ASSOCIATES	BOOKS	90.00	024384
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	2,873.78	024385
	CALIF DEPT OF TRANSPORTATION	BOOKS	113.14	024386
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,720.11	024387
	COUTTS LIBRARY SERVICES	BOOKS	3,029.61	024388
	OTTO HARRASSOWITZ	BOOKS	603.96	024389
	INDEXMASTER	BOOKS	395.00	024390
	JURIS PUBLISHING INC	BOOKS	106.50	024391
	JURISNET LLC	BOOKS	141.50	024392
	LIBRAIRIE DUCHEMIN	BOOKS	514.94	024393
	NATIONAL BOOK NETWORK	BOOKS	478.51	024394
	PRACTISING LAW INSTITUTE	BOOKS	465.71	024395
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,459.42	024396
	WISCONSIN DEPT OF ADMINISTRATION	BOOKS	435.00	024397
	YBP LIBRARY SERVICES	BOOKS	211.06	024398
November 19				
	AMERICAN EXPRESS	BUSINESS CARD	3,636.44	024399
November 20				
	LANGER'S RESTAURANT	BOARD EXP	148.68	024400
	CARLOS ANTONIO DELGADO	REFUND	140.00	024401
	MARIA VICTORIA GRABHORN	REFUND	125.00	024402
	BRIAN DIEUHON LAW	REFUND	140.00	024403
	NANCY MCCULLOUGH	REFUND	140.00	024404
	LAN P NGUYEN	REFUND	140.00	024405
	NGOC H NGUYEN	REFUND	44.00	024406
	MARTA L RODRIGUEZ	REFUND	140.00	024407
	DEBORAH ARLENE TURNBULL	REFUND	140.00	024408
	SEAN P WOFFORD	REFUND	140.00	024409
	ERNESTINE FORREST	Grant v. LA Law Librar	100.00	024410
	RANDY ALEXANDER	Grant v. LA Law Librar	50.00	024411
November 26				
	AMERICAN MARITIME CASES INC	BOOKS	950.00	024412
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	591.55	024413
	A S PRATT & SONS GROUP	BOOKS	1,616.93	024414
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	583.34	024415

166,481.05

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	BERNAN ASSOCIATES	BOOKS	2,467.36	024416
	BLOOMBERG BNA	BOOKS	490.36	024417
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	137.75	024418
	CARSWELL COMPANY LTD	BOOKS	161.50	024419
	CASALINI LIBRI	BOOKS	563.18	024420
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	778.40	024421
	THOMSON GALE	BOOKS	300.36	024422
	OTTO HARRASSOWITZ	BOOKS	2,427.70	024423
	IDAHO STATE BAR	BOOKS	42.50	024424
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	637.18	024425
	INGRAM LIBRARY SERVICES	BOOKS	145.24	024426
	JAMES PUBLISHING INC	BOOKS	155.98	024427
	JURIS PUBLISHING INC	BOOKS	488.50	024428
	KUBON & SAGNER	BOOKS	4,311.59	024429
	LEXISNEXIS BUTTERWORTHS	BOOKS	615.06	024430
	CHIEF LOC CDS	BOOKS	525.00	024431
	LIBROS CENTROAMERICANOS	BOOKS	97.00	024432
	LIBRERIA LINARDI Y RISSO A LINARDI	BOOKS	119.14	024433
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	82.50	024434
	NATIONAL UNDERWRITER COMPANY	BOOKS	242.34	024435
	OXFORD UNIVERSITY PRESS	BOOKS	248.72	024436
	PRACTISING LAW INSTITUTE	BOOKS	511.18	024437
	PUBLIC UTILITIES REPORTS INC	BOOKS	1,695.00	024438
	SASKATCHEWAN QUEENS PRINTER	BOOKS	55.20	024439
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	688.12	024440
	THOMSON REUTERS	BOOKS	1,491.43	024441
	GUARDIAN	DENTAL/VISION	7,163.85	024442
	SUN LIFE FINANCIAL	LIFE/DISABILITY	525.62	024443
November 27				
	GE MONEY BANK AMAZON	BOOKS	351.97	024444
	FEDEX	POSTAGE	20.36	024445
	KAPCO	LIB SUPPL	268.75	024446
November 28				
	MELINDA CAMPOS	TAP	187.50	024447
	SUPERIOR COURT JUDGES'	OUTREACH	80.00	024448
November 30				
	AMERICAN BAR ASSOCIATION	BOOKS	955.22	024449
	APPELLATE DEFENDERS INC	BOOKS	65.00	024450
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,467.00	024451
	BERNAN ASSOCIATES	BOOKS	118.00	024452
	BOOK HOUSE INC	BOOKS	1,285.13	024453
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	795.55	024454
	STATE OF CALIFORNIA DEPARTMENT OF C	BOOKS	20.00	024455
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,983.21	024456
	COUTTS LIBRARY SERVICES	BOOKS	1,997.49	024457

200,934.58

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	DATA TRACE LEGAL PUBLISHERS	BOOKS	157.95	024458
	JAMES PUBLISHING INC	BOOKS	83.29	024459
	MARY MARTIN BOOKSELLERS	BOOKS	41.00	024460
	NATIONAL LAW FOUNDATION	BOOKS	138.00	024461
	PRACTISING LAW INSTITUTE	BOOKS	155.95	024462
	RUTTER GROUP	BOOKS	364.31	024463
	SOLANO PRESS BOOKS	BOOKS	71.81	024464
	YBP LIBRARY SERVICES	BOOKS	528.98	024465
			202,317.92	

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 5	LEXISNEXIS ONLINE SERVICES	BOOKS	15,300.00	TS00170858
	CALPERS	HEALTH INS	52,818.96	TS00170858
	PROQUEST INFORMATION AND LEARNING	BOOKS	13,804.00	TS00170858
	THOMSON REUTERS	BOOKS	106,199.86	TS00170858
November 16	LEXISNEXIS BUTTERWORTHS	BOOKS	13,787.22	TS00171567
	LITTLER MENDELSON, PC	LEGAL	13,120.00	TS00171567
	THOMSON REUTERS	BOOKS	73,064.24	TS00171567
November 20	THOMSON REUTERS	BOOKS	14,695.74	TS00171842
November 29	LEXISNEXIS ONLINE SERVICES	BOOKS	15,300.00	TS00172211
	CALPERS	HEALTH INS	51,154.80	TS00172284
	WILLIAM S HEIN & CO	BOOKS	12,501.74	TS00172211

381,746.56

AGENDA ITEM 7

DISCUSSION

TRANSITION PLANNING

MEMORANDUM

DATE: December 13, 2012
TO: Board of Law Library Trustees
FROM: Marcia J Koslov
RE: Transition

As requested by the Board of Trustees during our discussions over the past several months, I have been working with the Executive team to create a document that identifies current and active programs, projects and services. In addition, the document commits to writing the numerous programs, projects and services that are still in the planning process as well as those under initial discussion, both internally and externally.

One outcome of the process will be as full an understanding as possible by the Senior Director team – Patrick O’Leary, Administrative Services, Jaye Nelson, Information Services and Malinda Muller, Library Services – of (1) the day to day activities and services of the library; (2) the calendar of events, programs and projects for the coming year; (3) the numerous opportunities at varying levels of discussion concerning the development of programs and partnerships over time; (4) the list of decision items that may need to be made and when; and (5) the priorities for a January – March transition.



AGENDA ITEM 8

CLOSED SESSION

EXECUTIVE DIRECTOR
EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into as of the ____ day of December, 2012, by and between the LOS ANGELES COUNTY LAW LIBRARY, an independent public agency formed pursuant to the California Business and Professions Code, Section 6300 et seq., hereinafter called the "Library," and, _____, hereinafter called "Employee."

RECITALS

A. The Library Board of Trustees desires to retain the services of Employee in the position of Executive Director, and Employee desires employment as Executive Director of the Library;

B. The Library Board of Trustees desires to:

- (1) Retain the services of Employee;
- (2) Encourage the highest standards of fidelity and public service on the part of Employee;
- (3) Provide a just means for terminating Employee's employment and this Agreement when Library may desire to do so; and

C. The parties further desire to establish Employee's conditions of employment and the terms of Employee's compensation and benefits.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained the parties agree as follows:

1. Duties. Library hereby employs Employee as Executive Director of the Library to perform the functions and duties of the Executive Director as specified in the job description and applicable Board resolutions and to perform such other legally permissible and proper duties and functions as the Library Board of Trustees may from time to time assign to Employee. In addition, Employee is an attorney and licensed member of the State Bar and may act as counsel to the Library from time to time as requested by the Board of Trustees and provide legal advice, analysis or consultation.

2. Exempt Status. The position of Executive Director is exempt under the FLSA and state law. Employee's duties may involve expenditures of time in excess of eight (8) hours per day and/or forty (40) hours per week, and may also include time outside normal office hours such as attendance at Library functions or meetings. Employee shall not be entitled to additional compensation for such time.

3. Term. This Agreement shall be effective December __, 2012, and will remain in force and effect until terminated as provided herein.

4. Salary; Merit Bonus. Effective December __, 2012, Employee's annual salary shall be \$185,000. Salary and/or benefit adjustments shall be considered in good faith by the Library Board of Trustees annually in conjunction with Employee's annual performance evaluation pursuant to paragraph 11 of this Agreement; however, any salary or benefit adjustment is in the sole discretion of the Library Board of Trustees and Employee shall not be

automatically entitled to any salary or benefit adjustments. Library may at any time during the term of this Agreement, reduce Employee's salary or benefits if such reduction is imposed across-the-board for all employees of the Library.

5. Benefits. Except as otherwise set forth herein, Employee shall be entitled to those benefits, including but not limited to holidays, bereavement, temporary disability, jury duty, vacation, sick leave, disability, health and life insurance, 457 plan and retirement, provided in the Employee Handbook and Personnel Policies Manual as may be amended for all employees and/or all exempt employees from time to time and is made part of this Agreement, for full-time employees hired before May 31, 2011. For purposes of determining such benefits, Employee shall be considered to have five (5) years of tenure for only vacation purposes and 80 hours of accrued vacation as of the effective date of this Agreement.

6. Membership in CalPERS. Upon commencement of employment, Employee shall be immediately eligible to participate in the Library's CalPERS Retirement Plan and the Library shall take immediate steps to enroll Employee in the CalPERS plan upon commencement of employment. Employee's participation in the plan shall begin immediately.

7. Business Equipment. Library shall provide Employee with use of a lap-top computer, and reimbursement for the portion of cellular phone charges, used for the conduct of Library business based upon a reasonable estimate and supported by expense receipts, statements or personal affidavits.

8. Other Benefits. Library shall provide to Employee any other benefits mandated by state or federal law.

9. General Expenses. Library recognizes that certain expenses of a non-personal and job-related nature may be incurred by Employee. Library agrees to reimburse Employee for reasonable expenses which are authorized by the Library budget, submitted to the Library Board of Trustees for approval, and which are supported by expense receipts, statements or personal affidavits, and audit thereof in like manner as other demands against the Library. Employee agrees not to incur such expenses without the approval of the Library Board of Trustees.

10. Official and Professional Development Expenses. Library shall pay reasonable sums for professional dues and subscriptions for Employee necessary in the judgment of the Library Board of Trustees for Employee's continued participation in associations and organizations, which memberships are necessary and desirable for the continued professional development of Employee and for the good of the Library, such as the AALL. Notwithstanding the foregoing, the Library Board of Trustees shall have discretion to establish appropriate amounts, in the annual Library budget or otherwise, for official and professional development expenses and travel costs.

11. Performance Evaluation. The Library Board of Trustees shall review and evaluate Employee's performance at least once annually. The Library Board of Trustees shall establish performance goals and criteria which the Library Board of Trustees shall use in reviewing Employee's performance in the following year. It shall be Employee's responsibility to initiate this review each year. Employee will be afforded an adequate opportunity to discuss each evaluation with the Library Board of Trustees.

12. Indemnification. Library shall defend, hold harmless and indemnify Employee against any claim, demand, judgment, or action of any type or kind arising within the course and scope of Employee's employment to the extent required by Government Code Sections 825 and 995.

13. Other Terms and Conditions of Employment.

(A) The Library Board of Trustees may from time to time fix other terms and conditions of employment relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provision of this Agreement, the Government Code or other applicable law.

(B) If the specific provisions of this Agreement conflict with the Library's Employee Handbook and Personnel Policies Manual which may be amended for all employees and/or all exempt employees from time to time and is made part of this agreement and attached hereto, the terms of this Agreement shall prevail.

(C) All data, studies, reports and other documents prepared by Employee while performing his/her duties during the term of this Agreement shall be furnished to and become the property of the Library, without restriction or limitation on their use. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other materials either created by or provided to Employee in connection with the performance of this Agreement shall be held confidential by Employee. Such materials shall not, without the prior written consent of the Board of Trustees, be used by Employee for any purposes other than the performance of his/her duties. Nor shall such materials be disclosed to any person or entity not connected with the performance of services under this Agreement, except as required by law.

14. Moonlighting. Employee will focus his/her professional time, ability, and attention on Library business during the term of this Agreement. To the extent consistent with applicable law, Employee shall not engage in any other business duties or pursuits whatsoever or, directly or indirectly, render any services of a business, commercial, or professional nature to any other person or organization, whether for compensation or otherwise, without the prior consent of the Library Board of Trustees, except that:

(A) The expenditure of reasonable amounts of time not in conflict with the Library's needs and interests, for educational, charitable, community, and professional activities, shall not be deemed a breach of this Agreement and shall not require prior consent;

(B) Employee may continue to expend reasonable amounts of time not in conflict with the Library's needs and interests working for _____ in an of counsel capacity for a period not to exceed three (3) months unless extended by the President of the Board of Trustees; and

(C) This Agreement shall not be interpreted to prohibit Employee from making passive personal investments or conducting private business affairs if those activities do not materially interfere with the services required under this Agreement or create conflicts of interest.

15. General Provisions.

(A) This Agreement constitutes the entire agreement between the parties. Library and Employee hereby acknowledge that they have neither made nor accepted any other promise or obligation with respect to the subject matter of this Agreement. This Agreement may be amended only by a writing signed by Employee, approved by the Library Board of Trustees, and executed on behalf of the Library.

(B) If any provision or any portion of this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of the Agreement shall be deemed severable and shall not be affected and shall remain in full force and effect.

(C) This Agreement may be terminated by either party with or without notice and with or without cause subject only to the requirements of paragraph 16 below regarding severance and paragraph 17 regarding notice. Notice of termination to Library shall be given in writing to Library, either by personal service or by registered or certified mail, postage prepaid, addressed to Library as follows:

President of the Board of Trustees
LOS ANGELES COUNTY LAW LIBRARY
301 WEST FIRST STREET
LOS ANGELES, CALIFORNIA 90012-3140

Any notice to Employee shall be given in a like manner, and, if mailed, shall be addressed to Employee at the address then shown in Library's personnel records.

(D) If an action at law or in equity is necessary to enforce or interpret this Agreement, the prevailing party in that action shall be entitled to reasonable attorneys' fees and costs with respect to the prosecution or defense of the action.

(E) A waiver of any of the terms and conditions of this Agreement shall not be construed as a general waiver by the Library and the Library shall be free to enforce any term or condition of this Agreement with or without notice to Employee notwithstanding any prior waiver of that term or condition.

(F) Each Party to this Agreement warrants to the other Party that it has either had the assistance of counsel in negotiation for, and preparation of, this Agreement or could have had such assistance and voluntarily declined to obtain such assistance.

16. Severance. If Library terminates this Agreement without cause, then Library shall pay Employee severance equal to three months' salary. The Library shall have cause to terminate Employee without payment of severance under this paragraph 16 if Employee engages in any of the following conduct: theft or destruction of Library property; conviction of a felony, or of a misdemeanor adversely reflecting on Employee's fitness to perform assigned duties; unauthorized absence from employment or abuse of leave privileges; reporting for work, or being at work, under the influence of, or in the possession of, alcoholic beverages, or non-prescribed "controlled substances" as that term is defined in the federal Comprehensive Drug Abuse Prevention and Control Act of 1970 as amended to date (excluding possession of alcoholic beverages in compliance with the Rules); improper or unauthorized use of Library funds or Library property; acceptance by Employee of any valuable consideration from any person or entity other than the Library for the regular performance of Employee's duties; or engaging in harassment or conduct prohibited by local state or federal law.

17. Notice of Resignation. In the event Employee voluntarily resigns his/her position with the Library, then Employee shall give Library at least two (2) months' notice in advance, unless the Parties otherwise agree. Upon voluntary resignation, Employee shall be entitled to benefits as provided herein through the effective date of the resignation, but not to the Severance Payment described in Paragraph 16 above.

18. Disputes. All disputes arising out or relating to this Agreement and to Executive's employment shall be subject to final and binding arbitration. This agreement to arbitrate is governed by the Federal Arbitration Act, 9 U.S.C. §§ 1 et seq. The arbitration shall

be conducted pursuant to the then current Employment Arbitration Rules of the American Arbitration Association (“AAA”), which may be found at the AAA’s web site (www.adr.org<<http://www.adr.org>>), by using an internet search engine after typing in “AAA Employment Arbitration Rules,” or upon request being made to President of the Library Board of Trustees, Los Angeles County Law Library, 301 West 1st Street, Los Angeles, CA 90012. A demand for arbitration must be in writing and delivered by hand or first class mail to the other party within the applicable statute of limitations period. The demand shall provide the factual and legal basis for the claim being made in arbitration. Any demand made to the Los Angeles County Law Library shall be provided to President of the Board of Trustees located at Los Angeles County Law Library, 301 West 1st Street, Los Angeles, CA 90012. Each party will pay the fees for his, her or its own attorneys, subject to any remedies to which that party may later be entitled under applicable law. However, in all cases where required by law, the Library will pay the arbitrator’s and arbitration fees. If, under applicable law, Library is not required to pay the Arbitrator’s and/or arbitration fees, such fee(s) will be apportioned between the parties by the arbitrator. Within thirty (30) days of the close of the arbitration hearing, each party will have the right to prepare, serve and file with the arbitrator a brief. The arbitrator may award any party any remedy to which that party is entitled under applicable law, but such remedies shall be limited to those that would be available to a party in a court of law for the claims heard in arbitration. The arbitrator will issue a decision or award in writing, stating the essential findings of fact and conclusions of law. A court of competent jurisdiction shall have the authority to enter a judgment upon the award made pursuant to the arbitration.

IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year first above written.

EMPLOYEE

LOS ANGELES COUNTY LAW LIBRARY

PRESIDENT, LIBRARY BOARD OF TRUSTEES

Approved as to form:

Benjamin Goldman
LIBRARY EMPLOYMENT COUNSEL

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