

AGENDA

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

REGULAR BOARD MEETING

Wednesday, April 24, 2024

12:15 PM

MILDRED L. LILLIE BUILDING TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 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

Each 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. Public comments will be taken at the beginning of the meeting as Agenda Item 1.0. Members of the public will be called upon at that time. 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 (by muting or disconnection of the telephone line) of any person who disrupts or disturbs the orderly conduct of the Board Meeting.

AGENDA MATERIALS

Unless otherwise exempt from disclosure, all materials relating to items on the agenda distributed to all, or a majority of the members of the Board less than 72 hours prior to the meeting shall be made available for public inspection at the time the writing is distributed in the Executive Office of the Law Library.

LAND ACKNOWLEDGMENT

The Los Angeles County Law Library and its Board of Trustees recognize that we occupy land originally and still inhabited and cared for by the Tongva, Tataviam, Serrano, Kizh, and Chumash Peoples. We honor and pay respect to their elders and descendants — past, present, and emerging — as they continue their stewardship of these lands and waters. We acknowledge that settler colonization resulted in land seizure, disease, subjugation, slavery, relocation, broken promises, genocide, and multigenerational trauma.

This acknowledgment demonstrates our responsibility and commitment to truth, healing, and reconciliation and to elevating the stories, culture, and community of the original inhabitants of Los Angeles County. We are grateful to have the opportunity to live and work on these ancestral lands. We are dedicated to growing and sustaining relationships with Native peoples and local tribal governments, including (in no particular order) the:

- Fernandño Tataviam Band of Mission Indians
- Gabrielino Tongva Indians of California Tribal Council
- Gabrieleno/Tongva San Gabriel Band of Mission Indians
- Gabrieleño Band of Mission Indians – Kizh Nation
- San Manuel Band of Mission Indians
- San Fernando Band of Mission Indians

To learn more about the First Peoples of Los Angeles County, please visit the Los Angeles City/County Native American Indian Commission website at anaic.lacounty.gov.



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the March 27, 2024 Regular Board Meeting
- 3.2 Review of February Financials and List of March Checks and Warrants
- 3.3 Review and Approval of FY24 3rd Quarter Statistics
- 3.4 Review and Approval of Increase in Membership Program Rates for Bronze and Silver Members
- 3.5 Review and Approval of Updates and Revisions to LA Law Library Employment Handbook

4.0 DISCUSSION ITEMS

- 4.1 Presentation by Los Angeles Conservancy on Historical Landmark Designations, Benefits and Limitations, and Application Process

5.0 AGENDA BUILDING

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

6.0 EXECUTIVE DIRECTOR REPORT

- 6.1 Recap on Beacon of Justice Gala-April 18, 2024
- 6.2 Recap of Valley Day of Service with Assembly Member Jesse Gabriel's Office-April 14, 2024
- 6.3 Recap of California County Public Law Libraries Spring Meeting and Leg Day –April 2 and 3, 2024
- 6.4 Future collaborations: Tour and Visit from Senator Lola Smallwood-Cuevas; Request from Assembly Member Mike A. Gipson's (65th District) to partner on expungement events

7.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, May 22, 2024.

POSTED WEDNESDAY, APRIL 17, 2024 @ 5:30 P.M.

POSTED BY DANIEL REINHOLD



**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.**

March 27, 2024

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, March 27, 2024 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present: Judge Michelle Williams Court
Judge Laura Seigle
Judge Rosa Fregoso
Judge Susan J. DeWitt
Judge Mark Juhas

Trustees Absent: Susan Steinhauser, Esquire
Kenneth Klein, Esquire

Senior Staff Present: Katherine Chew, Executive Director
Jaye Steinbrick, Deputy Director

Also Present: Marcelino Juarez, Finance Manager
Daniel Reinhold, Executive Assistant

President Court determined a quorum to be present, convened the meeting at 12:21pm and thereafter presided. Executive Director, Katherine Chew, recorded the Minutes.

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

President Court thanked the Board for her appointment as President, then took a moment to welcome Trustee DeWitt to the Board.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the February 28, 2024 Regular Board Meeting
- 3.2 Review of January Financials and List of February Checks and Warrants

President Court requested a motion to approve the Consent Calendar. So moved by Trustee Seigle, seconded by Trustee Fregoso. The motion was unanimously approved 5 – 0.

4.0 DISCUSSION ITEMS

- 4.1 Staff Presentation: Updates on Public & Legal Education Programs
By Janine Liebert, Director

Janine Liebert presented a PowerPoint updating the Board on Library programming and upcoming classes. Trustee Juhas inquired if we send class forms to the Self Help Center,

and Janine informed him that we do. Trustee Seigle expressed that she was impressed by the over 600 classes per year the Library offers. Janine went on to explain how we have had record turnout for the Lawyers in the Library program over the last two months. Trustee Seigle inquired about the most popular topics. Janine informed her that some of our most popular classes include the topics of: Landlord Tenant, Family Law, and Probate. Janine also discussed how effective our Community Connections program has been for patrons.

4.2 Staff Presentation: Updates on References & Collections
By Ryan Metheny, Director

Ryan Metheny presented a PowerPoint to the Board to update them on References & Collections. He discussed the process used to aid patrons: Listen, Issue spot, Access resources, Teach. He discussed how the Library is now fielding even more reference questions than before the pandemic. He mentioned how LALL is one of only three California public libraries to continue receiving federal depository library program material, including the code of federal regulations. President Court asked Ryan if we are seeing more complexity in patron's cases. He responded that the questions Reference receives are much more complex than in the past. He believes this is due to technological advancements, and ease of availability of information. Easy questions can now be readily found online. Trustee Juhas mentioned that the courses he sees in court are also more complex than in the past. President Court and E.D. Chew commended Ryan and the LALL staff for their efforts and success.

5.0 **AGENDA BUILDING**

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

Trustee Seigle mentioned that the Los Angeles Public Library is hosting a program on patents and art in September 2024. She discussed the possibility of LALL somehow being involved in this event. Offering legal advice on patents, passing out flyers for our own programs, etc.

Trustee Juhas mentioned doing a series on the legality of politics.

6.0 **EXECUTIVE DIRECTOR REPORT**

6.1 Updates on 2024 Beacon of Justice Award Gala-Thursday, April 18, 2024

E.D. Chew discussed how Kathleen O'Laughlin will be setting up honoree displays, already gathered mementos from their offices.

6.2 Programming enrollments-Freedom of Information Day and LA Times article

E.D. Chew discussed how there have been noticeable jumps in course enrollments since Freedom of Information Day, and the LALL article in the LA Times.

6.3 LA Law Library welcomes new Facilities Manager Paul Williams

E.D. Chew introduced Paul Williams to the Board, at which point he discussed his employment background.



6.4 Updates for upcoming Council of California County Law Librarians (CCLL) Spring Meeting and Legislation Day (April 2 and 3, 2024)

E.D. Chew discussed plans to meet with elected officers and to try and secure funding on state budget.

7.0 **ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 1:23pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, April 24, 2024.

Katherine Chew, Executive Director and Secretary
Los Angeles County Law Library Board of Trustees



Los Angeles County Law Library

Balance Sheet

As of February 29, 2024

(Provisional and subject to year-end audit adjustments)

| | 6/30/2023 | 2/29/2024 | YTD |
|--|-------------------|-------------------|------------------|
| Assets | | | |
| Current assets | | | |
| Cash and cash equivalents | 16,275,850 | 15,966,029 | (328,711) |
| Accounts receivable | 329,159 | 104,820 | (226,108) |
| Other receivable | 1,367,036 | 1,357,557 | (51,046) |
| Prepaid expenses | 279,523 | 586,894 | 326,359 |
| Total current assets | 18,251,568 | 18,015,300 | (279,505) |
| Noncurrent assets | | | |
| Restricted cash and cash equivalents | 318,470 | 318,470 | - |
| Investments | 6,071,207 | 6,278,722 | 195,809 |
| Capital assets, not being depreciated | 696,192 | 715,192 | - |
| Capital assets, being depreciated - net | 14,667,364 | 14,380,863 | (283,468) |
| Total noncurrent assets | 21,753,233 | 21,693,246 | (87,659) |
| Total assets | 40,004,801 | 39,708,546 | (367,163) |
| Deferred Outflows of Resources | | | |
| Deferred Outflows of Resources | 4,722,167 | 4,722,167 | - |
| Total assets and deferred outflows of resources | 44,726,968 | 44,430,713 | (367,163) |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts payable | 330,706 | 132,446 | (259,789) |
| Other current liabilities | - | - | - |
| Payroll liabilities | 10,834 | 17,283 | 5,892 |
| Total current liabilities | 341,540 | 149,729 | (253,897) |
| Noncurrent Liabilities | | | |
| Accrued sick and vacation liability | 279,625 | 221,954 | (57,303) |
| Borrowers' deposit | 203,004 | 217,445 | 13,701 |
| OPEB liability | 3,547,803 | 3,614,470 | 58,333 |
| Net pension liability | 5,061,711 | 5,128,378 | 58,333 |
| Total noncurrent liabilities | 9,092,143 | 9,182,246 | 73,064 |
| Total liabilities | 9,433,684 | 9,331,975 | (180,833) |
| Deferred Inflows of Resources | | | |
| Deferred Inflows of Resources | 1,331,894 | 1,331,894 | - |
| Total liabilities and Deferred inflows of resources | 10,765,578 | 10,663,869 | (180,833) |
| Net Position | | | |
| Invested in capital assets | 15,363,556 | 15,096,054 | (283,468) |
| Unrestricted | 18,597,834 | 18,670,789 | 97,137 |
| Total net position | 33,961,390 | 33,766,844 | (186,330) |
| Total liabilities and Deferred inflows of resources and net position | 44,726,968 | 44,430,713 | (367,163) |

Los Angeles County Law Library
Income Statement for the Period Ending February 29, 2024
(Provisional and subject to year-end audit adjustments)

| Feb 2023 | Feb 2024 | | | |
|-----------------|------------------|-----------------|-----------------|---------------|
| | Actual | Amended Budget | Actual | \$ Fav (Unf) |
| 575,669 | 557,626 | 661,136 | 103,509 | 18.6% |
| 45,577 | 51,000 | 57,634 | 6,634 | 13.0% |
| 0 | 0 | 0 | 0 | 0.0% |
| <u>31,123</u> | <u>19,382</u> | <u>39,742</u> | <u>20,359</u> | <u>105.0%</u> |
| 652,370 | 628,009 | 758,512 | 130,503 | 20.8% |
| 366,072 | 425,860 | 381,795 | 44,065 | 10.3% |
| 62,487 | 61,161 | 72,715 | (11,554) | -18.9% |
| 150,825 | 249,470 | 158,044 | 91,426 | 36.6% |
| (150,825) | (249,470) | (158,044) | (91,426) | 36.6% |
| | | | 0 | |
| 62,545 | 96,915 | 101,881 | (4,966) | -5.1% |
| 15,123 | 34,024 | 19,840 | 14,184 | 41.7% |
| 11,012 | 7,140 | 6,031 | 1,109 | 15.5% |
| 221 | 1,431 | 666 | 765 | 53.4% |
| 120 | 126 | 2 | 124 | 98.4% |
| 0 | 26 | 0 | 26 | 100.0% |
| 4,304 | 4,150 | 1,690 | 2,460 | 59.3% |
| <u>197,743</u> | <u>195,662</u> | <u>193,625</u> | <u>2,037</u> | <u>1.0%</u> |
| <u>719,628</u> | <u>826,495</u> | <u>778,246</u> | <u>(48,250)</u> | <u>-5.8%</u> |
| <u>(67,259)</u> | <u>(198,487)</u> | <u>(19,734)</u> | <u>178,753</u> | <u>-90.1%</u> |
| 4,478 | 833 | 11,706 | 10,872 | 1304.7% |
| 0 | 0 | 0 | 0 | 0.0% |
| 0 | 0 | 0 | 0 | 0.0% |
| <u>(62,781)</u> | <u>(197,653)</u> | <u>(8,028)</u> | <u>189,625</u> | <u>-95.9%</u> |
| 0 | 0 | 32,547 | (32,547) | 0.0% |

| FY 2022-23 | FY 2023-24 YTD | | | | Amended Annual Budget | |
|--|--------------------|------------------|------------------|-----------------|-----------------------|--------------------|
| | YTD Actual | Amended Budget | Actual | \$ Fav (Unf) | | % Fav (-) |
| L.A. Superior Court Fees | 4,720,626 | 5,278,167 | 5,381,676 | 103,509 | 2.0% | 7,640,287 |
| Interest | 216,594 | 417,946 | 431,405 | 13,459 | 3.2% | 629,446 |
| Parking | 50,425 | 0 | 0 | 0 | 0.0% | 0 |
| Library Services | <u>287,138</u> | <u>213,664</u> | <u>235,321</u> | <u>21,658</u> | <u>10.1%</u> | <u>489,652</u> |
| Total Income | 5,274,783 | 5,909,776 | 6,048,403 | 138,626 | 2.3% | 8,759,385 |
| Expense | | | | | | |
| Staff (payroll + benefits) | 3,420,419 | 3,741,905 | 3,674,950 | 66,955 | 1.8% | 5,639,686 |
| Electronic Resource Subscriptions | 431,524 | 449,458 | 457,031 | (7,573) | -1.7% | 733,585 |
| Library Materials | 1,176,708 | 1,375,019 | 1,207,164 | 167,855 | 12.2% | 2,342,066 |
| Library Materials Transferred to Assets | (1,176,708) | (1,375,019) | (1,207,164) | (167,855) | 12.2% | (2,342,066) |
| Facilities | 640,410 | 739,175 | 731,695 | 7,479 | 1.0% | 1,150,605 |
| Technology & Data | 124,004 | 153,821 | 122,451 | 14,687 | 9.5% | 289,921 |
| General | 64,405 | 59,521 | 60,044 | (523) | -0.9% | 101,545 |
| Professional Development | 18,720 | 23,407 | 21,442 | 1,965 | 8.4% | 36,474 |
| Communications & Marketing | 1,228 | 3,196 | 195 | 3,001 | 93.9% | 3,997 |
| Travel & Entertainment | 65 | 173 | 133 | 40 | 23.4% | 333 |
| Professional Services | 58,493 | 74,962 | 68,265 | 6,698 | 8.9% | 84,817 |
| Depreciation | <u>1,597,419</u> | <u>1,548,473</u> | <u>1,545,768</u> | <u>2,705</u> | <u>0.2%</u> | <u>2,323,563</u> |
| Total Expenses | 6,356,688 | 6,794,090 | 6,681,974 | 112,116 | 1.7% | 10,364,526 |
| Net Income (Loss) | <u>(1,081,905)</u> | <u>(884,314)</u> | <u>(633,571)</u> | <u>250,743</u> | <u>28.4%</u> | <u>(1,605,141)</u> |
| Investment Gain (Loss) ¹ | 50,275 | 171,349 | 207,515 | 36,165 | 21.1% | 174,682 |
| Extraordinary Income | 3,745,798 | 231,510 | 231,510 | 0 | 0.0% | 231,510 |
| Extraordinary Expense | 100,000 | 0 | 0 | 0 | 0.0% | 0 |
| Net Income Including Extraordinary Items | <u>2,614,169</u> | <u>(481,455)</u> | <u>(194,546)</u> | <u>286,908</u> | <u>59.6%</u> | <u>(1,198,949)</u> |
| Capitalized Expenditures | <u>40,953</u> | <u>0</u> | <u>52,103</u> | <u>(52,103)</u> | <u>0.0%</u> | <u>916,000</u> |

Comments

Los Angeles County Law Library
Income Statement for the Period Ending February 29, 2024
(Provisional and subject to year-end audit adjustments)

| Feb 2023 | Feb 2024 | | | |
|----------|----------|----------------|--------|--------------|
| | Actual | Amended Budget | Actual | \$ Fav (Unf) |

| FY 2022-23 | FY 2023-24 YTD | | | | Amended Annual Budget |
|------------|----------------|----------------|--------|--------------|-----------------------|
| | YTD Actual | Amended Budget | Actual | \$ Fav (Unf) | |

Comments

| Detailed Budget: | | | | | | | | | | | | | |
|--|---------|---------|---------|---------|----------------|--------------------------------|-----------|-----------|-----------|----------|--------|-----------|--|
| Income: | | | | | | | | | | | | | |
| 575,669 | 557,626 | 661,136 | 103,509 | 18.6% | 15 FIN 303300 | L.A. Superior Court Fees | 4,720,626 | 5,278,167 | 5,381,676 | 103,509 | 2.0% | 7,640,287 | |
| Interest: | | | | | | | | | | | | | |
| 0 | 0 | 0 | 0 | 0.0% | 15 FIN 311000 | Interest - LAIF | 3,292 | 7,464 | 7,464 | 0 | 0.0% | 14,964 | |
| 44,689 | 50,000 | 56,518 | 6,518 | 13.0% | 15 FIN 312000 | Interest - General Fund | 208,651 | 402,349 | 415,569 | 13,221 | 3.3% | 602,349 | |
| 888 | 1,000 | 1,116 | 116 | 11.6% | 15 FIN 313000 | Interest - Deposit Fund | 4,651 | 8,133 | 8,371 | 239 | 2.9% | 12,133 | |
| 45,577 | 51,000 | 57,634 | 6,634 | 13.0% | | Subtotal | 216,594 | 417,946 | 431,405 | 13,459 | 3.2% | 629,446 | |
| Parking: | | | | | | | | | | | | | |
| 0 | 0 | 0 | 0 | 0.0% | 39 FAC 330100 | Parking | 50,425 | 0 | 0 | 0 | 0.0% | 0 | |
| 0 | 0 | 0 | 0 | 0.0% | | Subtotal | 50,425 | 0 | 0 | 0 | 0.0% | 0 | |
| Library Services: | | | | | | | | | | | | | |
| 16 | 0 | 33 | 33 | 0.0% | 27 CIRC 330150 | Annual Designation Fee | 374 | 1,089 | 1,121 | 33 | 3.0% | 2,595 | |
| 19,989 | 11,781 | 14,644 | 2,863 | 24.3% | 25 PS 330140 | Annual Members Fee | 173,380 | 132,239 | 135,051 | 2,811 | 2.1% | 189,868 | |
| 6,865 | 2,667 | 2,595 | (71) | -2.7% | 25 PS 330340 | Course Registration | 32,990 | 21,221 | 23,397 | 2,176 | 10.3% | 31,888 | Includes OTF funded free classes. |
| 1,908 | 2,376 | 2,465 | 88 | 3.7% | 27 CIRC 330129 | Copy Center | 16,440 | 21,142 | 19,999 | (1,143) | -5.4% | 31,346 | Limited public copier availability. |
| 496 | 550 | 162 | (388) | -70.6% | 27 CIRC 330205 | Document Delivery | 4,442 | 3,516 | 2,845 | (672) | -19.1% | 5,716 | Continued free eDelivery provided to patrons. |
| 1,400 | 1,550 | 1,474 | (76) | -4.9% | 27 CIRC 330210 | Fines | 12,604 | 13,976 | 14,476 | 500 | 3.6% | 21,576 | |
| 87 | 208 | 17,124 | 16,916 | 8119.7% | 15 FIN 330310 | Miscellaneous | 16,878 | 12,735 | 29,644 | 16,909 | 132.8% | 32,318 | Includes \$9K book sale. |
| 188 | 0 | 1,013 | 1,013 | 0.0% | 39 FAC 330330 | Room Rental | 2,529 | 5,319 | 6,388 | 1,069 | 20.1% | 5,319 | |
| 90 | 0 | 10 | 10 | 0.0% | 23 COL 330350 | Book Replacement | 1,278 | 630 | 640 | 10 | 1.6% | 1,230 | |
| (130) | 0 | 0 | 0 | 0.0% | 15 FIN 330360 | Forfeited Deposits | (130) | 0 | 0 | 0 | 0.0% | 15,000 | |
| 0 | 0 | 0 | 0 | 0.0% | 17 EXEC 330400 | Friends of Law Library | 25,000 | 0 | 0 | 0 | 0.0% | 150,000 | |
| 0 | 0 | 0 | 0 | 0.0% | 25 PS 330420 | Grants | 0 | 0 | 0 | 0 | 0.0% | 0 | |
| 214 | 250 | 223 | (27) | -10.8% | 15 FIN 330450 | Vending | 1,353 | 1,796 | 1,761 | (35) | -1.9% | 2,796 | |
| 0 | 0 | 0 | 0 | 0.0% | 39 FAC 330465 | Special Events Income | 0 | 0 | 0 | 0 | 0.0% | 0 | |
| 31,123 | 19,382 | 39,742 | 20,359 | 105.0% | | Subtotal | 287,138 | 213,664 | 235,321 | 21,658 | 10.1% | 489,652 | |
| 652,370 | 628,009 | 758,512 | 130,503 | 20.8% | | Total Income | 5,274,783 | 5,909,776 | 6,048,403 | 138,626 | 2.3% | 8,759,385 | |
| Expenses: | | | | | | | | | | | | | |
| Staff: | | | | | | | | | | | | | |
| 228,859 | 260,091 | 236,227 | 23,865 | 9.2% | ALL 501000 | Salaries (FT) | 1,850,599 | 2,052,147 | 2,005,644 | 46,502 | 2.3% | 3,220,891 | |
| 0 | (5,202) | 0 | (5,202) | 100.0% | 15 FIN 501025 | Staff Vacancy Offset (FT) | 0 | (10,404) | 0 | (10,404) | 100.0% | (33,779) | |
| 16,841 | 30,503 | 16,903 | 13,600 | 44.6% | ALL 501050 | Salaries (PT) | 146,395 | 181,241 | 154,638 | 26,602 | 14.7% | 318,503 | |
| 0 | (610) | 0 | (610) | 100.0% | 15 FIN 501075 | Staff Vacancy Offset (PT) | 0 | (1,220) | 0 | (1,220) | 100.0% | (3,965) | |
| 14,552 | 14,938 | 15,010 | (72) | -0.5% | 15 FIN 502000 | Social Security | 122,389 | 125,011 | 127,601 | (2,591) | -2.1% | 192,230 | |
| 3,403 | 4,165 | 3,510 | 655 | 15.7% | 15 FIN 503000 | Medicare | 29,749 | 31,562 | 30,824 | 738 | 2.3% | 50,306 | |
| 23,981 | 29,846 | 24,923 | 4,923 | 16.5% | 15 FIN 511000 | Retirement | 640,912 | 618,945 | 624,461 | (5,516) | -0.9% | 753,253 | |
| 8,333 | 8,333 | 8,333 | 0 | 0.0% | 15 FIN 511050 | Pension Exp (Actuarial) | 66,667 | 66,667 | 66,667 | 0 | 0.0% | 100,000 | |
| 0 | 0 | 0 | 0 | 0.0% | 15 FIN 511100 | Pension Exp (Acctg) | 0 | 0 | 0 | 0 | 0.0% | 0 | |
| 51,054 | 63,834 | 58,431 | 5,403 | 8.5% | 15 FIN 512000 | Health Insurance | 379,114 | 428,107 | 416,625 | 11,482 | 2.7% | 683,441 | |
| 391 | 473 | 319 | 154 | 32.7% | 15 FIN 513000 | Disability Insurance | 3,077 | 3,459 | 3,255 | 203 | 5.9% | 5,351 | |
| 5,836 | 6,030 | 5,188 | 842 | 14.0% | 15 FIN 514000 | Dental Insurance | 42,848 | 43,302 | 42,034 | 1,269 | 2.9% | 67,422 | |
| 589 | 700 | 516 | 184 | 26.2% | 15 FIN 514500 | Vision Insurance | 4,456 | 4,928 | 4,629 | 299 | 6.1% | 7,728 | |
| 174 | 230 | 182 | 48 | 20.7% | 15 FIN 515000 | Life Insurance | 1,359 | 1,615 | 1,538 | 76 | 4.7% | 2,535 | |
| 0 | 0 | 0 | 0 | 0.0% | 15 FIN 515500 | Vacancy Benefits Offset | 0 | 0 | 0 | 0 | 0.0% | 0 | |
| 2,016 | 2,121 | 2,121 | 0 | 0.0% | 15 FIN 516000 | Workers Compensation Insurance | 16,125 | 22,298 | 22,298 | 0 | 0.0% | 32,055 | |
| 0 | 0 | 0 | 0 | 0.0% | 15 FIN 517000 | Unemployment Insurance | 1,321 | (858) | (858) | 0 | 0.0% | 1,142 | |
| 560 | 1,800 | 1,034 | 767 | 42.6% | ALL 514010 | Temporary Employment | 38,672 | 11,456 | 9,858 | 1,599 | 14.0% | 18,742 | Timing variance. |
| 263 | 0 | 637 | (637) | 0.0% | 13 HR 514015 | Recruitment | 2,204 | 90,846 | 91,449 | (604) | -0.7% | 91,596 | |
| 0 | 0 | 0 | 0 | 0.0% | 15 FIN 517500 | Accrued Sick Expense | 0 | 0 | 0 | 0 | 0.0% | 5,000 | |
| 0 | 0 | 0 | 0 | 0.0% | 15 FIN 518000 | Accrued Vacation Expense | 0 | 0 | 0 | 0 | 0.0% | 20,000 | |
| 8,333 | 8,333 | 8,333 | 0 | 0.0% | 15 FIN 518500 | OPEB Expense | 66,667 | 66,667 | 66,667 | 0 | 0.0% | 100,000 | |
| 720 | 174 | 128 | 46 | 26.5% | 15 FIN 518550 | TMP | 5,429 | 4,042 | 3,744 | 297 | 7.4% | 4,740 | Lower than expected public transit participation. |
| 165 | 100 | 0 | 100 | 100.0% | 15 FIN 518560 | Benefit Administration | 2,437 | 2,096 | 3,874 | (1,778) | -84.8% | 2,496 | Unforseen, unbudgeted FSA/COBRA admin costs. |
| 366,072 | 425,860 | 381,795 | 44,065 | 10.3% | | Total - Staff | 3,420,419 | 3,741,905 | 3,674,950 | 66,955 | 1.8% | 5,639,686 | |
| Library Materials/Electronic Resources Subscription: | | | | | | | | | | | | | |
| 115,307 | 174,706 | 124,889 | 49,817 | 28.5% | 23 COL 601999 | American Continuitions | 923,304 | 1,030,332 | 930,807 | 99,526 | 9.7% | 1,765,311 | Timing variance. |
| 398 | 3,201 | 853 | 2,349 | 73.4% | 23 COL 602999 | American New Orders | 10,359 | 15,607 | 11,486 | 4,122 | 26.4% | 26,905 | Timing variance. |
| 3,851 | 1,794 | 951 | 843 | 47.0% | 23 COL 609199 | Branch Continuitions | 16,098 | 13,545 | 15,482 | (1,937) | -14.3% | 23,113 | Funds from other New Orders categories can be used to cover overage. |
| 0 | 0 | 0 | 0 | 0.0% | 23 COL 609299 | Branch New Orders | 0 | 0 | 0 | 0 | 0.0% | 280 | |
| 1,992 | 14,282 | 554 | 13,727 | 96.1% | 23 COL 603999 | Commonwealth Continuitions | 91,236 | 110,101 | 95,608 | 14,493 | 13.2% | 173,155 | |
| 0 | 189 | 381 | (192) | -101.7% | 23 COL 604999 | Commonwealth New Orders | 325 | 1,901 | 1,621 | 280 | 14.7% | 2,800 | Timing variance. |
| 20,116 | 34,860 | 22,611 | 12,249 | 35.1% | 23 COL 605999 | Foreign Continuitions | 66,797 | 98,982 | 69,847 | 29,135 | 29.4% | 167,459 | Timing variance. |
| 146 | 69 | 382 | (313) | -451.3% | 23 COL 606999 | Foreign New Orders | 1,186 | 6,268 | 6,142 | 126 | 2.0% | 8,415 | Timing variance. |

Los Angeles County Law Library
Income Statement for the Period Ending February 29, 2024
(Provisional and subject to year-end audit adjustments)

| Feb 2023 | | Feb 2024 | | | | | | FY 2023-24 | | | | | Comments | | |
|----------|----------------|----------|--------------|-------------|-----|------|--------|--|----------------|-----------|--------------|-----------|----------|-----------------------|--|
| Actual | Amended Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | | | FY 2023-23 YTD Actual | Amended Budget | Actual | \$ Fav (Unf) | % Fav (-) | | Amended Annual Budget | |
| 2 | 67 | 2 | 65 | 97.0% | 37 | COM | 803205 | Services | 70 | 150 | 21 | 129 | 86.1% | 417 | Timing variance. Will start Canva subscription in May 2024 |
| 58 | 0 | 0 | 0 | 0.0% | 37 | COM | 803210 | Collateral materials | 1,098 | 2,558 | 153 | 2,406 | 94.0% | 2,558 | Timing variance; Bookmarks to be ordered May 2024. |
| 60 | 59 | 0 | 59 | 100.0% | 37 | COM | 803215 | Advertising | 60 | 487 | 22 | 465 | 95.6% | 1,022 | Timing variance; Digital ads on hold. |
| 0 | 0 | 0 | 0 | 0.0% | 37 | COM | 803220 | Trade shows & Outreach | 0 | 0 | 0 | 0 | 0.0% | 0 | |
| 120 | 126 | 2 | 124 | 98.4% | | | | Subtotal | 1,228 | 3,196 | 195 | 3,001 | 93.9% | 3,997 | |
| | | | | | | | | Travel & Entertainment | | | | | | | |
| 0 | 0 | 0 | 0 | 0.0% | ALL | | 803305 | Travel | 0 | 0 | 0 | 0 | 0.0% | 0 | |
| 0 | 0 | 0 | 0 | 0.0% | ALL | | 803310 | Meals | 0 | 0 | 0 | 0 | 0.0% | 0 | |
| 0 | 0 | 0 | 0 | 0.0% | ALL | | 803315 | Entertainment | 0 | 0 | 0 | 0 | 0.0% | 0 | |
| 0 | 26 | 0 | 26 | 100.0% | ALL | | 803320 | Ground transportation & mileage reimb. | 65 | 173 | 133 | 40 | 23.4% | 333 | Timing variance. |
| 0 | 0 | 0 | 0 | 0.0% | ALL | | 803325 | Incidental travel expenses | 0 | 0 | 0 | 0 | 0.0% | 0 | |
| 0 | 26 | 0 | 26 | 100.0% | | | | Subtotal | 65 | 173 | 133 | 40 | 23.4% | 333 | |
| | | | | | | | | Professional Services | | | | | | | |
| 0 | 0 | 0 | 0 | 0.0% | 15 | FIN | 804005 | Accounting | 21,556 | 27,160 | 27,160 | 0 | 0.0% | 27,160 | |
| 700 | 1,400 | 1,400 | 0 | 0.0% | 17 | EXEC | 804008 | Consulting Services | 15,920 | 11,077 | 11,422 | (345) | -3.1% | 16,677 | |
| 3,604 | 0 | 0 | 0 | 0.0% | 17 | EXEC | 804010 | Legal | 20,190 | 17,470 | 13,020 | 4,450 | 25.5% | 19,470 | Timing variance. |
| 0 | 2,750 | 290 | 2,460 | 89.5% | 15 | FIN | 804015 | Other | 828 | 19,255 | 16,663 | 2,593 | 13.5% | 21,510 | |
| 4,304 | 4,150 | 1,690 | 2,460 | 59.3% | | | | Subtotal | 58,493 | 74,962 | 68,265 | 6,698 | 8.9% | 84,817 | |
| | | | | | | | | Depreciation: | | | | | | | |
| 169,173 | 167,996 | 165,818 | 2,178 | 1.3% | 15 | FIN | 806105 | Depreciation - Library Materials | 1,368,210 | 1,330,007 | 1,326,288 | 3,719 | 0.3% | 1,989,155 | |
| 28,570 | 27,666 | 27,807 | (141) | -0.5% | 15 | FIN | 806110 | Depreciation Exp - FF&E | 229,209 | 218,466 | 219,480 | (1,014) | -0.5% | 334,408 | |
| 197,743 | 195,662 | 193,625 | 2,037 | 1.0% | | | | Subtotal | 1,597,419 | 1,548,473 | 1,545,768 | 2,705 | 0.2% | 2,323,563 | |
| 719,628 | 826,495 | 778,246 | 48,250 | 5.8% | | | | Total Expense | 6,356,688 | 6,794,090 | 6,681,974 | 112,116 | 1.7% | 10,364,526 | |
| (67,259) | (198,487) | (19,734) | 178,753 | -90.1% | | | | Net Income Before Extraordinary Items | (1,081,905) | (884,314) | (633,571) | 250,743 | 28.4% | (1,605,141) | |

Los Angeles County Law Library
Income Statement for the Period Ending February 29, 2024
(Provisional and subject to year-end audit adjustments)

| Feb 2023 | | Feb 2024 | | | | | | FY 2022-23 | | | | | FY 2023-24 YTD | | | | | Comments |
|-----------------------------------|----------------|----------|--------------|-------------|----|-------------|--|----------------|-----------|--------------|-----------|-----------------------|----------------|--|--|--|---|----------|
| Actual | Amended Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | | YTD Actual | Amended Budget | Actual | \$ Fav (Unf) | % Fav (-) | Amended Annual Budget | | | | | | |
| 4,478 | 833 | 11,706 | 10,872 | 1304.7% | 15 | FIN 321000 | Investment Gain (Loss) ¹ | 50,275 | 171,349 | 207,515 | 36,165 | 21.1% | 174,682 | | | | Reflects gains/loss if sold at time of report (before maturity) | |
| 0 | 0 | 0 | 0 | 0.0% | 17 | EXEC 401000 | Extraordinary Income | 3,745,798 | 231,510 | 231,510 | 0 | 0.0% | 231,510 | | | | Reflects fee waivers backfill from the State. | |
| 0 | 0 | 0 | 0 | 0.0% | 17 | EXEC 901000 | Extraordinary Expense | 100,000 | 0 | 0 | 0 | 0.0% | 0 | | | | | |
| (62,781) | (197,653) | (8,028) | 189,625 | -95.9% | | | Net Income Including Extraordinary Items | 2,614,169 | (481,455) | (194,546) | 286,908 | 59.6% | (1,198,949) | | | | | |
| Capital Expenditures: | | | | | | | | | | | | | | | | | | |
| 0 | 0 | 0 | 0 | 0.0% | 39 | FAC 161100 | Furniture / Appliances (>3k) | 0 | 0 | 0 | 0 | 0.0% | 50,000 | | | | | |
| 0 | 0 | 32,547 | (32,547) | 0.0% | 33 | TECH 161300 | Electronics / Computer Hardware (>3k) | 40,953 | 0 | 52,103 | (52,103) | 0.0% | 115,000 | | | | Includes unplanned Dell server security upgrade (\$16K). | |
| 0 | 0 | 0 | 0 | 0.0% | 39 | FAC 164500 | Exterior Building Repairs/Improvements (>3k) | 0 | 0 | 0 | 0 | 0.0% | 220,000 | | | | | |
| 0 | 0 | 0 | 0 | 0.0% | 39 | FAC 164000 | Interior Improvements / Alterations (>3k) | 0 | 0 | 0 | 0 | 0.0% | 485,000 | | | | | |
| 0 | 0 | 0 | 0 | 0.0% | 33 | TECH 168000 | Computer Software | 0 | 0 | 0 | 0 | 0.0% | 46,000 | | | | | |
| 0 | 0 | 32,547 | 32,547 | 0.0% | | | Total - Capitalized Expenditures | 40,953 | 0 | 52,103 | (52,103) | 0.0% | 916,000 | | | | | |
| CalPERS CERBT Trust Fund: | | | | | | | | | | | | | | | | | | |
| Beginning Balance | | | | | | | | 2,406,252 | | | | | | | | | | |
| Administrative Expense | | | | | | | | (94) | | | | | | | | | | |
| Investment Expense | | | | | | | | (68) | | | | | | | | | | |
| Unrealized Gain/Loss Distribution | | | | | | | | 17,369 | | | | | | | | | | |
| Ending Balance | | | | | | | | 2,423,459 | | | | | | | | | | |

CalPERS CERBT program cost.
Investment management cost.
Fluctuating market conditions.
Distribution from Fund.

¹ UBS interest/dividend income and gains/losses is consolidated into Investment Gain (Loss) effective FY 2016. It was also moved to "non-operating income" section of the budget as recommended by outside auditors.

Los Angeles County Law Library

Statement of Cash Flows

As of February 29, 2024

(Provisional and subject to year-end audit adjustments)

| | 2/29/2024 | YTD |
|---|-------------------|--------------------|
| Cash flows from operating activities | | |
| L.A. Superior court fees | 661,136 | 5,381,676 |
| Parking fees | - | - |
| Library services | 39,742 | 235,321 |
| Extraordinary income | - | 231,510 |
| (Increase) decrease in accounts receivable | (1,768) | 224,340 |
| (Increase) decrease in other receivable | (41,567) | 9,478 |
| Increase (decrease) in borrowers' deposit | 740 | 14,441 |
| Cash received from filing fees and services | 658,282 | 6,096,766 |
| Facilities | (101,881) | (731,695) |
| Technology | (19,840) | (122,451) |
| General | (6,031) | (60,044) |
| Professional development | (666) | (21,442) |
| Communications & marketing | (2) | (195) |
| Travel & entertainment | - | (133) |
| Professional services | (1,690) | (68,265) |
| Electronic Resource Subscriptions (ERS) | (72,715) | (457,031) |
| (Increase) decrease in prepaid expenses | 18,988 | (307,371) |
| Increase (decrease) in accounts payable | 61,529 | (198,260) |
| Increase (decrease) in other liabilities | - | - |
| Cash payments to suppliers for goods and services | (122,308) | (1,966,886) |
| Staff (payroll + benefits) | (381,795) | (3,674,950) |
| Increase (decrease) in payroll liabilities | 557 | 6,449 |
| Increase (decrease) in accrued sick and vacation liability | (368) | (57,671) |
| Increase (decrease) in OPEB liability | 8,333 | 66,667 |
| Increase (decrease) in net pension liability | 8,333 | 66,667 |
| Cash payments to employees for services | (364,940) | (3,592,839) |
| Contributions received | - | - |
| Net cash from operating activities | 171,034 | 537,041 |
| Cash flow from capital and related financing activities | | |
| Library materials | (158,044) | (1,207,164) |
| Fixed assets | (32,547) | (52,103) |
| Capital - Work in Progress (WIP) | (19,000) | (19,000) |
| Cash flows from investing activities | | |
| Investment | - | - |
| Investment earnings | 57,634 | 431,405 |
| Net cash increase (decrease) in cash and cash equivalents | 19,077 | (309,821) |
| Cash and cash equivalents, at beginning of period | 16,265,422 | 16,594,320 |
| Cash and cash equivalents, at end of period | 16,284,499 | 16,284,499 |
| Reconciliation of Operating Income to Net Cash from Operating Activities | | |
| Operating income | (77,368) | (833,466) |
| Adjustments for noncash effects: | | |
| Depreciation | 193,625 | 1,545,768 |
| Extraordinary expense: book write-off | | |
| Changes in operating assets and liabilities: | | |
| (Increase) decrease in accounts receivable | (1,768) | 224,340 |
| (Increase) decrease in other receivable | (41,567) | 9,478 |
| (Increase) decrease in prepaid expenses | 18,988 | (307,371) |
| Increase (decrease) in accounts payable | 61,529 | (198,260) |
| Increase (decrease) in other liabilities | - | - |
| Increase (decrease) in payroll liabilities | 557 | 6,449 |
| Increase (decrease) in accrued sick and vacation liability | (368) | (57,671) |
| Increase (decrease) in borrowers' deposit | 740 | 14,441 |
| Increase (decrease) in OPEB liability | 8,333 | 66,667 |
| Increase (decrease) in net pension liability | 8,333 | 66,667 |
| Net cash from operating activities | 171,034 | 537,041 |

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2024 - March 31, 2024 (WARRANTS)
Account No.: 102000

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|----------|---------------------------------|-----------------|-----------|------------|
| March 6 | CHUBB | PREPAID EXP | 23,261.00 | TS00339308 |
| March 13 | ROMERO MAINTENANCE LLC | JANITORIAL SVCS | 11,086.85 | TS00339525 |
| March 15 | ALLIANT INSURANCE SERVICES, INC | PREPAID EXP | 26,967.00 | TS00339613 |
| March 27 | DYNAMICS WEST, INC. | COMPUTER SOFTWA | 19,000.00 | TS00340042 |
| | EX LIBRIS (USA) INC. | PREPAID EXP | 16,888.33 | TS00340042 |

97,203.18

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2024 - March 31, 2024 (CHECKS)
Account No.: 102004

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|----------|--------------------------|---------------|-----------|-----------|
| March 25 | LA DEPT OF WATER & POWER | ELECTRIC/FIRE | 12,545.52 | V000203 |

12,545.52

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2024 - March 31, 2024 (CHECKS)
Account No.: 102001

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. | |
|----------|-------------------------------------|--------------------------|-------------------|-----------|---------|
| March 4 | CONTINUING EDUCATION OF THE BAR CAL | BOOKS | 2,732.14 | V008424 | |
| | THOMSON REUTERS TAX & ACCOUNTING | BOOKS | 1,077.70 | V008425 | |
| | WILLIAM S HEIN & CO | BOOKS | 712.84 | V008426 | |
| | GOBI LIBRARY SOLUTIONS | BOOKS | 642.08 | V008427 | |
| | HP | COMPUTER HARDW | 29,981.36 | V008509 | |
| March 5 | PURE PROCESS FILTRATION INC. | BLDG SVCS | 961.38 | V008436 | |
| | SECURITAS SECURITY | SECURITY | 3,695.28 | V008437 | |
| | DEMCO | SUPPLIES-LIBRARY | 167.42 | V008450 | |
| | KAPCO | SUPPLIES-LIBRARY | 1,923.90 | V008451 | |
| March 8 | CONTINUING EDUCATION OF THE BAR CAL | BOOKS | 2,681.13 | V008438 | |
| | HARRIETT BUHAI CENTER FOR FAMILY | BOOKS | 603.78 | V008439 | |
| | INGRAM LIBRARY SERVICES | BOOKS | 120.13 | V008440 | |
| | JAMES PUBLISHING INC | BOOKS | 203.67 | V008441 | |
| | JURIS PUBLISHING INC | BOOKS | 52.20 | V008442 | |
| | RETTA LIBROS LIDERLAF S A | BOOKS | 150.00 | V008443 | |
| | LEXISNEXIS ONLINE SERVICES | BOOKS | 16,971.66 | V008444 | |
| | MASSACHUSETTS CONTINUING LEGAL EDUC | BOOKS | 203.50 | V008445 | |
| | ROWMAN & LITTLEFIELD PUBLISHING GRO | BOOKS | 619.01 | V008446 | |
| | WEST ACADEMIC | BOOKS | 190.53 | V008447 | |
| March 8 | THOMSON REUTERS | BOOKS | 941.70 | V008448 | |
| | GOBI LIBRARY SOLUTIONS | BOOKS | 184.84 | V008449 | |
| | ODP OFFICE SOLUTIONS, LLC | SUPPLIES-OFFICE | 113.36 | V008452 | |
| | AMAZON | BOOKS | 17.38 | V008456 | |
| | March 9 | AMAZON | BOOKS | 449.68 | V008457 |
| | | AMAZON | BOOKS | 449.68 | V008457 |
| | March 10 | STAMPS.COM | DELIVERY & POSTAG | 29.99 | V008453 |
| | March 11 | GURU PRINTERS | COLLATERAL MATER | 764.41 | V008454 |
| | | CDW GOVERNMENT INC | COMPUTER SUPPLIE | 222.18 | V008510 |
| | March 12 | ISOLVED BENEFIT SERVICES | HR BENEFIT/ADMIN | 89.18 | V008455 |
| AMAZON | | BOOKS | 147.75 | V008477 | |
| March 15 | LEXISNEXIS MATTHEW BENDER | BOOKS | 952.11 | V008458 | |
| | CONTINUING EDUCATION OF THE BAR CAL | BOOKS | 2,211.14 | V008459 | |
| | FORSTER LONG LLC | BOOKS | 571.00 | V008460 | |
| | INGRAM LIBRARY SERVICES | BOOKS | 25.70 | V008461 | |
| | JAMES PUBLISHING INC | BOOKS | 203.67 | V008462 | |
| | KANSAS JUDICIAL COUNCIL | BOOKS | 95.00 | V008463 | |
| | NEW JERSEY LAW JOURNAL | BOOKS | 454.43 | V008464 | |
| | PRACTISING LAW INSTITUTE | BOOKS | 811.94 | V008465 | |

72,277.26

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2024 - March 31, 2024 (CHECKS)
Account No.: 102001

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|----------|-------------------------------------|-------------------|-----------|-----------|
| March 22 | ROWMAN & LITTLEFIELD PUBLISHING GRO | BOOKS | 302.09 | V008466 |
| | THOMSON REUTERS | BOOKS | 88,643.30 | V008467 |
| | GOBI LIBRARY SOLUTIONS | BOOKS | 226.13 | V008468 |
| | CHERRY PICK CAFE | SPECIAL EVENTS EX | 229.18 | V008470 |
| | AMAZON | COMPUTER SUPPLIE | 124.29 | V008511 |
| | GRAINGER | REPAIR/MAINT | 321.81 | V008471 |
| | NASA SERVICES | BLDG SVCS | 627.53 | V008472 |
| | ORKIN | BLDG SVCS | 540.00 | V008473 |
| | PURE PROCESS FILTRATION INC. | BLDG SVCS | 961.38 | V008474 |
| | SECURITAS SECURITY | SECURITY | 12,299.62 | V008475 |
| March 25 | THE HOME DEPOT PRO | CLEANING SUPPLIES | 2,162.94 | V008476 |
| | LEXISNEXIS MATTHEW BENDER | BOOKS | 34,019.74 | V008512 |
| | GOOGLE | SERVICES | 1.99 | V008513 |
| | ODP OFFICE SOLUTIONS, LLC | SUPPLIES-OFFICE | 57.95 | V008514 |
| | STAMPS.COM | DELIVERY & POSTAG | 300.00 | V008515 |
| | AMERICAN LAW INSTITUTE | BOOKS | 105.00 | V008478 |
| | LEXISNEXIS MATTHEW BENDER | BOOKS | 1,242.51 | V008479 |
| | CCH INCORPORATED | BOOKS | 1,164.80 | V008480 |
| | CONTINUING EDUCATION OF THE BAR CAL | BOOKS | 2,373.83 | V008481 |
| | ROWMAN & LITTLEFIELD PUBLISHING GRO | BOOKS | 91.48 | V008482 |
| March 26 | WILLIAM S HEIN & CO | BOOKS | 1,357.99 | V008483 |
| | AFFORDABLE OPENERS | REPAIR & MAINT | 151.01 | V008516 |
| March 27 | DOORDASH | BOARD EXP | 118.66 | V008517 |
| March 28 | AMERICAN ASSOCIATION | MEMBERSHIP DUES | 674.00 | V008527 |
| March 29 | HOME DEPOT | MISCELLANEOUS | 413.28 | V008518 |
| | AMERICAN ASSOCIATION | MEMBERSHIP DUES | 327.00 | V008528 |

220,812.68

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2024 - March 31, 2024 (CHECKS)
Account No.: 108000

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|-------------------------|----------------------------------|------------------------------|----------|-----------|
| March 4 | ATLANTIC LAW BOOK COMPANY | BOOKS | 218.05 | 033123 |
| | QUALITY CODE PUBLISHING | BOOKS | 44.00 | 033124 |
| | GOVERNMENT OF YUKON | BOOKS | 118.50 | 033125 |
| March 5 | LANGUAGE PEOPLE INC | OTHER | 117.50 | 033126 |
| | PORTER BOILER SERVICE, INC. | REPAIR/MAINT | 6,458.00 | 033127 |
| | ACCUSOURCEHR, INC | RECRUITMENT | 636.73 | 033128 |
| | WOODS MAINTENANCE SERVICES, INC | JANITORIAL SVCS | 1,400.00 | 033129 |
| March 8 | CASALINI LIBRI | BOOKS | 1,431.00 | 033130 |
| | LEXISNEXIS CANADA INC | BOOKS | 634.07 | 033131 |
| | MONTANA LEGISLATIVE SERVICES | BOOKS | 400.00 | 033132 |
| | WILLIAM S HEIN & CO | BOOKS | 865.00 | 033133 |
| March 12 | DIGITAL INSURANCE LLC | CONSULTING | 1,400.00 | 033134 |
| | METROLINK | TMP | 238.00 | 033135 |
| March 14 | CALIFORNIA DEPARTMENT OF TAX | USE TAX | 1,472.00 | 033136 |
| March 15 | BANKS & JORDAN | BOOKS | 136.66 | 033137 |
| | OTTO HARRASSOWITZ | BOOKS | 4,049.17 | 033138 |
| | LIBROS CENTROAMERICANOS, INC. | BOOKS | 1,650.00 | 033139 |
| March 22 | AT&T | TELECOM | 552.84 | 033140 |
| | BRCK INC | TELECOM | 743.32 | 033141 |
| | CITY OF LA - BUILDING AND SAFETY | BLDG SVCS | 861.10 | 033142 |
| | GUARDIAN | PREPAID EXP | 7,501.09 | 033143 |
| | COUNTY OF LOS ANGELES | HEATING/COOLING | 5,303.44 | 033144 |
| | JLB PLUMBING | REPAIR/MAINT | 525.00 | 033145 |
| | LIFTECH ELEVATOR SERVICES INC | ELEVATOR MAINT | 1,065.00 | 033146 |
| | CHARTER COMMUNICATIONS | TELECOM | 195.32 | 033147 |
| | WOODS MAINTENANCE SERVICES, INC | JANITORIAL SVCS | 700.00 | 033148 |
| | March 25 | NANCY LISETTE ABRIL ESCOBEDO | REFUND | 84.00 |
| LYNNEL CONOL GO | | REFUND | 140.00 | 033150 |
| ASMA SULAIMAN MANDILAWI | | REFUND | 140.00 | 033151 |
| JUN KAWAKUBO | | REFUND | 189.15 | 033152 |
| BRIAN SHEW | | REFUND | 480.15 | 033153 |
| ANDREA GARCIA | | REFUND | 140.00 | 033154 |
| CASALINI LIBRI | | BOOKS | 479.81 | 033155 |
| GAUNT | | BOOKS | 362.71 | 033156 |
| LEXISNEXIS CANADA INC | | BOOKS | 143.84 | 033157 |
| MARY MARTIN BOOKSELLERS | | BOOKS | 1,755.00 | 033158 |
| March 26 | | | | |

42,680.45

LA Law Library
Fiscal Year Quarterly Statistics

| | | | FY19 3rd Quarter | FY20 3rd Quarter | FY21 3rd Quarter | FY22 3rd Quarter | FY23 3rd Quarter | FY24 3rd Quarter | FY24 3rd Quarter Notes |
|--|--|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------------|
| Reference and Research | | | | | | | | | |
| | <i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i> | | | | | | | | |
| | Desk Inquiries | | 5,556 | 4,275 | 0 | 3,047 | 8,283 | 9,159 | |
| | Tuesday 6pm to 8pm - All Queries | | 88 | 73 | 0 | 0 | 0 | 0 | |
| | Phone | | 1,453 | 1,429 | 2,733 | 2,573 | 6,984 | 7,348 | |
| | Email/ Live Chat | | 521 | 218 | 1,763 | 794 | 2,511 | 2,311 | |
| | By Mail | | 56 | 246 | 46 | 52 | 43 | 38 | |
| | Global Law Inquires | | 18 | 12 | 0 | 12 | 28 | 176 | |
| | Global Law Web Inquires | | 19 | 0 | 0 | 0 | 0 | 0 | |
| | e-Branch Chat | | 33 | 18 | 0 | 0 | 0 | 0 | |
| | e-Branch Email | | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Totals | Total | 7,823 | 6,271 | 4,542 | 6,478 | 17,849 | 19,032 | |
| Circulation Services | | | | | | | | | |
| | <i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking books in and out.</i> | | | | | | | | |
| | Desk Inquiries | | 3,687 | 3,575 | 0 | 2,938 | 3,943 | 3,127 | |
| | Phone Inquiries | | 1,173 | 1,339 | 1,567 | 820 | 1,350 | 1,383 | |
| | Totals | Total | 4,860 | 4,914 | 1,567 | 3,758 | 5,293 | 4,348 | |
| | Books Circulated | | 2,208 | 1,453 | 516 | 985 | 1,909 | 1,901 | Included E Books |
| | Library Card Sign-ups | | 502 | 372 | 0 | 296 | 347 | 335 | |
| | Members Program - Active Members | | 335 | 296 | 211 | 230 | 238 | 230 | |
| | Public Terminal Logins | | 5,803 | 2,369 | 0 | 6,960 | 3,688 | 4,216 | |
| Document Delivery / E-Delivery/Copies | | | | | | | | | |
| | <i>Document Delivery responds to requests for materials from the LA Law Library collection. Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-printer.</i> | | | | | | | | |
| | Phone Inquiries | | 311 | 398 | 229 | 392 | 468 | 550 | |
| | In-Person | | 2,776 | 2,219 | 0 | 554 | 230 | 280 | |
| | Email (Includes Members Program) | | 802 | 367 | 781 | 774 | 824 | 2,618 | |
| | Totals | Total | 3,889 | 2,984 | 1,010 | 1,720 | 1,522 | 3,448 | |

LA Law Library
Fiscal Year Quarterly Statistics

| | | | FY19 3rd Quarter | FY20 3rd Quarter | FY21 3rd Quarter | FY22 3rd Quarter | FY23 3rd Quarter | FY24 3rd Quarter | FY24 3rd Quarter Notes |
|--|---|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------------|
| | Pages Delivered | | 4,769 | 6,121 | 9,672 | 9,062 | 10,397 | 36,581 | |
| | Copies Made (Main Library) | | 66,700 | 45,822 | 0 | 30,943 | 65,357 | 79,684 | |
| | | | | | | | | | |
| | | | | | | | | | |
| Collection Management Services | | | | | | | | | |
| | <i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i> | | | | | | | | |
| | New Titles Added | | 83 | 173 | 176 | 218 | 100 | 116 | |
| | Print Volumes Added | | 1,212 | 1,473 | 1,422 | 1,827 | 1,238 | 976 | |
| | New Serials | | 21 | 10 | 13 | 42 | 11 | 46 | |
| | Non-Print Media Added | | 1,487 | 109 | 51 | 25 | 65 | 85 | |
| | Records Cataloged/Updated | | 304 | 292 | 578 | 148 | 240 | 350 | |
| | Print & Non-Print Withdrawn | | 280 | 330 | 567 | 450 | 229 | 365 | |
| | | | | | | | | | |
| Brief Scanning Project | | | | | | | | | |
| | Briefs Logged (Google) | | 11,640 | 14,532 | 4,415 | 0 | 0 | 0 | |
| | | | | | | | | | |
| Website Statistics | | | | | | | | | |
| | Visitors | | 30,386 | 27,620 | 29,237 | 27,141 | 34,421 | 56,361 | |
| | Visits (previously counted as "Pages Viewed") | | 87,874 | 77,382 | 78,697 | 81,407 | 111,791 | 148,350 | |
| | Average Daily Visits | | 415 | 281 | 389 | 283 | 366 | 401 | |
| | Average Duration | | 4:22 | 4:33 | 2:21 | 3:08 | 3:15 | 3:01 | |
| | Visitors: US | | 96.08% | 95.43% | 86.89% | 95.34% | 95.49% | 91.32% | |
| | Visitors: International / Unspecified | | 3.92% | 4.57% | 13.11 | 4.66% | 4.51% | 8.68% | |
| | | | | | | | | | |
| Training and Events (Includes Online,Prerecorded/Live via ZOOM) | | | | | | | | | |
| | Public Classes Held Online | | | | | | | | |
| | Internal speaker | | 0 | 0 | 20 | 24 | 43 | 46 | |
| | Guest speaker | | 0 | 0 | 93 | 92 | 114 | 113 | |
| | MCLE Classes Held Online | | | | | | | | |
| | Internal speaker | | 0 | 0 | 0 | 0 | 5 | 3 | |
| | Guest speaker | | 0 | 0 | 25 | 31 | 43 | 49 | |
| | Clinics/ Workshops Held Online | | 0 | 0 | 1 | 1 | 3 | 3 | |
| | | | | | | | | | |
| | Public Classes Held at Main & Branches | | | | | | | | |
| | Internal speaker | | 36 | 87 | 0 | 0 | 4 | 11 | |
| | Guest speaker | | 47 | 27 | 0 | 0 | 1 | 3 | |
| | MCLE Classes Held | | | | | | | | |
| | Internal speaker | | 1 | 0 | 0 | 0 | 1 | 0 | |

LA Law Library
Fiscal Year Quarterly Statistics

| | | | FY19 3rd Quarter | FY20 3rd Quarter | FY21 3rd Quarter | FY22 3rd Quarter | FY23 3rd Quarter | FY24 3rd Quarter | FY24 3rd Quarter Notes |
|------------------------------|--|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------------|
| | Guest speaker | | 12 | 7 | 0 | 0 | 0 | 0 | |
| | Clinics/ Workshops Held | | 44 | 37 | 0 | 0 | 9 | 16 | |
| | Totals | Total | 140 | 158 | 139 | 148 | 223 | 244 | |
| | Class Attendance in Person Total (Estimated) | | 2,014 | 1,573 | 0 | 0 | 422 | 446 | |
| | Live Class Attendance: Online/Remote | | N/A | N/A | 941 | 316 | 614 | 887 | |
| | Live Class Registration: Online/Remote | | N/A | N/A | 1,802 | 607 | 901 | 1,626 | |
| | Number of plays of prerecorded Classes | | N/A | N/A | NA | 1,383 | 2,587 | 2,419 | |
| | Class Attendance Branches (Estimated) | | N/A | 63 | 0 | 0 | 0 | 0 | |
| Visits to Main Branch | | | | | | | | | |
| | Number of Patron Visits (front door) | | 25,240 | 19,929 | 0 | 21,199 | 12,891 | 16,347 | |

MEMORANDUM

DATE: April 24, 2024

TO: Board of Law Library Trustees

FROM: Katherine Chew, Executive Director
Ryan Metheny, Director, Reference and Collections

RE: Revisions to Annual Members Program Charges

SUMMARY AND BACKGROUND

Since its inception, the Members Program has provided a valuable suite of services to participating patrons, who include primarily solo and small firm legal practitioners. The services encompass use of the private Members Study, remote database access, discounted document delivery, extended borrowing privileges, and onsite parking. In addition, the program has served to connect a community of attorneys to the Library, with members serving as public and MCLE class speakers, as volunteers at Lawyers in the Library and other programs, and as participants in the Friends of LA Law Library. Library staff believe the program also serves to advance the Library’s access to justice mission by providing attorneys who represent clients of more modest means with a level of legal research and other resources normally available only to larger firms.

The original Members Program, established in 2008, included a single all-inclusive membership option for the full suite of services. The program was amended in 2013 to provide a more flexible three-tier membership to fit individual member needs, and to more closely tie annual member charges to the value of the services used by each member. At that time, the program was also opened to non-attorneys. (A separate program, the Platinum Members Program, was established in 2018 to serve the needs of large firms. The Platinum program is not affected by the changes proposed herein.)

The annual membership rates for individuals and firms as stated in the Members Program Charges and Deposits in the Members Borrowing Rules have not been revised since 2013. Since that time, of course, the value of these services and the cost to the Library of providing them has increased markedly. Services for members have also been expanded, including increased database access, greater MCLE class offerings, and exclusive access to the Members Networking Directory.

PROPOSED REVISIONS

Staff recommend modest increases to the annual fees charged to the two lower tiers of membership, Bronze and Silver. The membership tiers and their benefits under this proposal would be as follows:



AGENDA ITEM 3.0 | CONSENT ITEM 3.4

Gold Membership Level (annual fee unchanged, \$995 per year) – Gold Members receive unlimited parking in the Members Parking Lot, subject to availability and reservation rules. Gold Members also receive a Gold Member card and may check out and have up to 30 items in their possession at any one time. In addition, Gold Members have direct access to the Members Reference phone line and email address for expedited reference service and E-delivery.

Silver Membership Level (increase to \$595 per year, from \$495) – Silver Members receive 30 parking sessions per membership year, subject to availability and reservation rules. Silver Members may check out and have up to 15 items in their possession at any one time. In addition, Silver Members have direct access to the Members Reference phone line and email address for expedited reference service and E-delivery.

Bronze Membership Level (increase to \$295 per year, from \$195) – Bronze members do not receive a parking benefit or have access to the Members Reference phone line or email address, but receive all other benefits, including remote database access. Bronze Members may check out and have up to 15 items in their possession at any one time.

This proposal will keep the all-inclusive Gold level membership at an attractive price (\$995) given the value provided. The Silver level membership will also remain an excellent value given the steady increase in local parking rates since 2013, while the smaller relative difference between Silver and Gold under this proposal may encourage more members to join at the Gold level. Under this proposal the Bronze level annual fee, which was originally set at a relatively low level to attract potential members, would increase only modestly to bring it more in line with the value of the services, including the suite of remote databases available to all members.

The proposed changes would take effect with the new fiscal year, starting July 1, 2024. Once in effect, the new membership rates would apply to new members immediately and to existing members upon expiration of their existing membership terms.

RECOMMENDATION

Staff recommends that the Board approve the revised Members Program Charges and Deposits, attached hereto as Exhibit A with the Members Borrowing Rules.



EXHIBIT A: *Effective ~~November 1, 2021~~ July 1, 2024*

Members may borrow books and materials from the LA Law Library in accordance with the following Borrowing Rules. By agreeing to these Borrowing Rules, Members acknowledge that Membership is a privilege and not a right, and that Membership may be suspended or revoked as provided herein. Specifically, violation of the Library's Rules of Conduct may result in charges, suspension or termination of Membership privileges, in addition to the consequences that apply to non-Member patrons. Members must be at least 18 years of age and present a current, government-issued ID.

Registration

To borrow books and materials as a Member of the LA Law Library: (1) complete the Members Program Application; (2) submit the appropriate Security Deposit (if applicable); (3) provide a photo; and (4) pay the annual charge, and any additional established and approved charges. Any subsequent changes to the Members Program account must be made in writing.

Annual Membership Charges and Renewals

Annual Membership fees are neither refundable nor transferrable. The annual Membership year is on an individual anniversary basis, beginning the day the Members Program account is opened. All Members Program benefits will be terminated if the annual renewal is not paid within 30 days of the date the renewal is due.

Prior to renewing a Members Program account, all outstanding fees and charges must be paid in full and the Security Deposit made whole.

Members Program Borrower Categories

- **Sole Practitioner** – Individual attorney in a solo practice. Sole practitioners are eligible to join as Bronze, Silver, or Gold Members (see "Membership Levels and Parking Benefit," below). *
- **Individual Attorney in a Law Firm** – An attorney in a law firm who wishes to join the program on an individual basis is eligible to join as a Bronze or Silver Member. *
- **Law Firm** – Any law firm, corporate legal department, private law firm or public interest law office with two (2) or more attorneys. A firm may join collectively (all attorneys and / or librarians in the firm) as a Bronze, Silver, or Gold Member.
- **Non-Attorney** – Any individual holding a valid LA Law Library card is eligible to join as a Bronze, Silver, or Gold Member and shall receive the same benefits and have the same obligations as Sole Practitioners within that category. *
- **Judge or Research Attorney** – Any superior court, appellate court or federal district court judge located within Los Angeles County or his or her judicial research attorney may join the program as a Bronze Member at no charge. *

**Photo Identification Is Required: A current California driver's license or an ID card issued by the DMV. If no driver's license or ID card has been issued by the DMV, a registrant may use a current Passport, a School ID card, or other government-issued ID together with proof of a current United States address.*

Membership Levels and Parking Benefit

Access to the Members Parking Lot and certain other Membership benefits varies based upon the Membership level selected by the Member.

- **Gold Membership Level** – Gold Members receive unlimited parking in the Members Parking Lot, subject to availability and reservation rules. Gold Members also receive a Gold Member card, are permitted to check out a greater number of library items at a given time (see “Loan Periods,” below). Gold Members also have access to the Members Study, remote databases, discounted E-delivery and room rental, and all of the other Members benefits described herein. In addition, Gold Members have direct access to the Members Reference phone line and email address for expedited reference service and E-delivery.
- **Silver Membership Level** – Silver Members receive 30 parking sessions per Membership year, subject to availability and reservation rules. A “parking session” means a reservation for a session or portion of a session in the Members lot, with each session consisting of either a morning (8:30 a.m. – 12:30 p.m.), afternoon (1:00 p.m. – close) or Saturday full-day reservation. Silver Members also have access to the Members Study, remote databases, discounted E-delivery and room rental, and all of the other Members benefits described herein. In addition, Silver Members have direct access to the Members Reference phone line and email address for expedited reference service and E-delivery.
- **Bronze Membership Level** – Bronze Members have access to the Members Study, remote databases, discounted E-delivery and room rental, and all of the other Members benefits described herein. Bronze level does not include parking or access to the Members Reference phone line or email address. Certain remote databases are restricted to Members within Los Angeles County and Members at law firms of fewer than 50 attorneys. For a current list, please inquire.

Affiliates

A Member may, in writing, designate their support staff as affiliates on the account. Affiliates may not be members of the Bar. Affiliates may retrieve and return books for the Member. The affiliate must present proper identification when borrowing materials. The Member will be responsible for all fees and charges. Affiliates may use all areas of the library open to the general public; however, they may not use the Members Study or park in the Members Parking area.

Messengers

A Member may, in writing, designate persons or services to function as messengers to retrieve and return books for the Member. The messenger must present proper identification when borrowing materials. The Member will be responsible for all fees and charges. There is no cost for designating up to two (2) messenger services on the account.

Security Deposit

The appropriate security deposit for each Member category will be collected and placed in a trust account with the treasurer of the county (Cal. Bus. & Prof. Code § 6320). Any interest earned on the trust account will be paid to the Law Library and used for its expenses.

Upon written request by a Member, and no sooner than two (2) weeks after the return of all borrowed materials a security deposit, less any outstanding fees or charges, will be refunded. All Members Program and borrowing privileges will cease upon receipt of the written request for refund of the security deposit. Refund of the security deposit will be issued in the form of a check. The security deposit is non-transferrable.

If the Security Deposit is not claimed within three (3) years after the member account has expired, it will become the property of the LA Law Library (Gov. Code § 50050).

Reference Services

Reference staff is available to suggest materials in print or electronic format on a particular topic and to arrange for those materials to be placed on hold, or sent to the member via e-delivery or UPS. To avoid engaging in the unauthorized practice of law (Cal. Bus. & Prof. Code § 6125) reference staff does not conduct legal research, but will provide assistance in locating and using materials.

Circulation Services

Circulation staff are available during Library open hours to help Members as follows: (1) review a Member's record; (2) provide a list of items checked out; (3) identify due dates for items checked out; (4) provide a status report on items requested to be reserved; and (5) provide a status report on any fees or charges that are owed.

Loan Periods

Library materials that circulate are loaned for five (5) days. Sole Practitioner, Individual Attorney in a Law Firm, Non-Attorney and Judge or Research Attorney Bronze and Silver Members may check out and have up to 15 items in their possession at any one time. Gold Members may check out and have up to 30 items in their possession at any one time. Law Firms may check out and have up to 30 items in their possession at any one time. A maximum of five (5) non-book items may be checked out at any given time.

Library materials may be returned in person inside the Law Library or through a book drop at the Main Library. A freestanding book drop is located at the driveway entrance on Broadway.

Library staff may grant special loans for items that do not circulate as a courtesy to registered borrowers. Decisions are made by the Patron Services staff and factors considered include but are not limited to borrower history and physical condition, uniqueness, age and popularity of the item. Special loans must be returned to the Circulation desk by the date and time indicated at checkout. A Member may not borrow an item on the same day in which it is returned.

If a Member fails to return an item within 30 days after its due date, his/her borrowing privileges will be suspended.

Renewing Library Materials

Items that circulate may be renewed a maximum of two (2) times. However, items may not be renewed if there is a pending "hold" on the item. If the item is overdue at the time of renewal, the standard overdue fine will be assessed. Special loan items may not be renewed.

Materials may be renewed in person or over the phone by calling 213-785-2529 or emailing: members@lalawlibrary.org.

Fees and Charges

Fees and charges for services are assessed at the rate set forth in the current Members Program Schedule of Fees and Charges approved by the Board of Trustees (attached hereto). Failure to pay accrued fees or charges may result in the Member's account being suspended and/or turned over to a collection agency.

Library materials are not due on Sundays or on holidays when the Library is closed, but such days will count as days of the circulation period and for calculation of overdue fines.

If Library material is overdue for more than 30 days, the item will be deemed lost and replacement steps initiated. Replacement costs in the amount set forth in the Members Program Schedule of Fees and Charges will be assessed and added to the overdue fines.

A Member who reports an item as lost, and who confirms the loss in writing, will be charged the amount of the fines accrued at the time of the initial report, plus the replacement cost and the processing charge. If an item deemed lost is returned before a replacement is ordered, the charges will be reduced to the overdue fines as stated in the Members Program Schedule of Fees and Charges.

The Library will charge a replacement fee for lost library cards in the amount set forth in the Members Program Schedule of Fees and Charges.

Suspensions / Terminations

If a Member fails to return library materials or to pay the due amount of fees or charges within 30 days of a mailed invoice, all Membership privileges will be suspended until the amount due is paid. If the outstanding amount is not paid within 30 days following the date of the suspension, the amount owed will be deducted from the Member's Security Deposit. Membership privileges will remain suspended until the outstanding amount is paid. If the outstanding amount is greater than the Security Deposit, the entire deposit will be taken and the Member's account will be closed.

For members who were not required to provide a Security Deposit, accrual of unpaid fines or charges in excess of the standard deposit for the individual or Law Firm member, as applicable, or failure to pay fines or charges within 30 days of a mailed invoice, will result in account closure.

All Members Program related services will cease during the time of suspension. The Members Program account will be reinstated upon payment of all outstanding fees and charges, and replenishment of the Security Deposit, if one was initially required.

A Member whose privileges have been suspended or closed, including those whose accounts have been transferred to a collection agency, will not qualify for another borrowing category until the suspension has been removed, outstanding amounts have been paid in full and the Security Deposit has been made whole.

A Member whose privileges have been suspended or closed may, in writing, request the return of their security deposit, less any fines or charges accrued, at any time within three (3) years after their borrowing privileges have ceased. Any balance of the Security Deposit remaining and not requested in writing at the end of the three (3) years will become the property of the LA Law Library.

Membership privileges are also subject to suspension or termination at the discretion of the Library, in addition to the consequences that apply to non-Member patrons, due to: habitual late payment of charges; damaged or lost library items; violation of the Library Rules of Conduct; or other violations of the Membership agreement, Members Borrowing Rules, or terms of service of the Members Portal.

Members Program Charges and Deposits

| Member Category | Annual Member Charge (not including security deposit) |
|-------------------------|--|
| Bronze Level | \$ 1 295.00 |
| Silver Level | \$ 4 595.00 |
| Gold Level | \$995.00 |
| Law Firm – Bronze Level | \$ 1 295.00 for first attorney |
| | \$ 150 225.00/each for attorneys 2-10; |
| | \$ 100 150.00/each for attorneys 11-25; |
| | \$ 50 75.00/each for any additional attorneys |
| Law Firm – Silver Level | \$ 4 595.00 for first attorney |
| | \$ 375 450.00/each for attorneys 2-10; |
| | \$ 250 300.00/each for any additional attorneys |
| Law Firm – Gold Level | \$995.00 for first attorney |
| | \$750.00/each for attorneys 2-10; |
| | \$500.00/each for any additional attorneys |

| Charge Name | Specifics | Charge |
|---------------------|---------------------------|--------------------------------------|
| Overdue Fines | 5-day Loan | \$2.00 / day |
| | Special Loan | \$25.00 / day |
| | Maximum, 5-day Loan | \$60.00 / item |
| | Maximum, Special Loan | \$750.00 / item |
| Replacement Charges | In-Print item | Invoice Price plus processing charge |
| | Out-of-Print Item | \$300.00 plus processing charge |
| Processing Charges | For each lost item/volume | \$90.00 |

| | | |
|--|--|---|
| | Binding (if applicable) | \$25.00 / volume |
| Collection Agency Fees | Initiation Fee | \$13.50 |
| | Transaction Charge | \$135.00 |
| Audio / Disc | Box Replacement | \$10.00 / item |
| Library Card | Replacement | \$35.00 |
| e-Document Delivery | Scanned document | \$12.00 / document For the first 50 pages, 20¢ per page thereafter |
| | Key Cite or Shepard's Report | \$2.00 / citation |
| | Case or Annotated Statute | \$3.00 / citation |
| | Case/Statute and Key Cite/Shepard's Report | \$4.00 / citation |
| Classes | Public | \$18.00 / class |
| (Usual Cost. May be | MCLE | \$31.50 / 1 credit hour |
| adjusted by E.D. as | MCLE | \$45.00 / 1.5 credit hours |
| appropriate) | MCLE | \$63.00 / 2 credit hours |
| | MCLE – Live Zoom | \$27.00 / 1 credit hour As adjusted by the Executive Director 11/30/21 |
| | MCLE – On Demand (pre-recorded) | \$22.50 / 1 credit hour As adjusted by the Executive Director 11/30/21 |
| Photocopy Service | Self-service copies | 15¢ b&w copy / 25¢ color copy |
| | Staff-assisted copies | 20¢ b&w copy / 30¢ color copy |
| | Copy Confirmation Letter | \$15.00 |
| Expedited Delivery of Library Materials | Library's Carrier Account | For each box of up to ten items: \$15 for the first volume plus \$1 for each additional volume, plus cost of shipping |

| | | |
|--|-----------------------------------|--|
| | Member's Carrier Account | For each box of up to ten items: \$15 for the first volume plus \$1 for each additional volume |
| Public Fax | Pages sent or received | \$1 / page |
| Annual Fee to Designate a Messenger | First two designations at no cost | \$16.25 / designated messenger |
| Parking Violations | Failure to show for reservation | \$25.00 |
| | Overstay of reservation | \$50.00 |
| Violation of a Rule of Conduct | First offense | Warning |
| | Second offense | \$50.00 |
| | Third offense | \$200.00 |
| Room Rental | Private Office Space | \$12.50 / hour \$50 / half day \$100 / all day |
| | Conference Room (Medium) | \$25.00 / hour \$100/half day \$200/all day |
| | Conference Room (Large) | \$37.50 / hour \$150 / half day \$225 / all day |
| | Training Center | \$150/hour \$450 / half day \$800 / all day |

301 West First Street
Los Angeles, CA 90012-3140
Telephone 213.785.2529
Fax 213.680.1727
www.lalawlibrary.org

MEMORANDUM

DATE: April 24, 2024

TO: Board of Law Library Trustees

FROM: Katherine Chew, Executive Director

RE: Review and Approval of Updates and Revisions to LA Law Library Employment Handbook

BACKGROUND AND DISCUSSION

The LA Law Library makes revisions to the Employment Handbook on a regular basis to maintain the Handbook as an accurate and timely reflection of LA Law Library practice, policy, and current law. Regulatory updates, described below and effective as of January 1, 2024, must be incorporated into the Employment Handbook to make it current.

Staff recommends the Board of Trustees approve the attached proposed revisions to the LA Law Library Employment Handbook and Personnel Policies Manual (presented in redline format, hereinafter referred to as “the Employment Handbook”) which can be found at the following link:

<http://www.lalawlibrary.org/pdfs/Redlined%20LA%20Law%20Library%20Employment%20Handbook.pdf>

A hardcopy of the redlined format is also available for public review at the April 24, 2024 Board Meeting. A copy of the redlined version with changes has also been provided to SEIU Representatives for review and comment prior to the April 24, 2024 Board Meeting.

SUMMARY OF PROPOSED UPDATES TO HANDBOOK

The revisions to the Employee Handbook are the following:

- Change effective date to April 24, 2024 (proposed date of adoption)
- Renumber of pages for Table of Contents for formatting



AGENDA ITEM 3.0 | CONSENT ITEM 3.5

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- Change of name of Executive Director to Katherine H. Chew in “Welcome to LA Law Library” section
- Updating Section 3.1 for description of Equal Employment Opportunity Employer
- Changing “termination” to “separation” throughout Handbook
- Changing references using numerical descriptions to word descriptions (Example: “3” changed to word “three”) throughout Handbook
- Updating Section 6.3 for description of Non-Harassment, Discrimination and Retaliation
- Updating Section 7.7 to set a mutually agreeable date for access to a personnel file beyond 30 calendar days but not longer than 35 calendar days from the Library’s receipt of the written request and to make compensation records available as soon as practicable but no later than within 21 calendar days from the Library’s receipt of the written request
- Addition of “8.Workplace” on page 29 as title for sections to follow
- Updating 8.17 Lactation Accommodation language setting forth guidelines for the lactation period to run, if possible, concurrently with scheduled meal and rest periods and changing reference from “nursing child” to “Employee’s infant”
- Addition of “9.Health and Safety” on page 35 as title for sections to follow and to update language describing practices for disease prevention while eliminating references of periods High-Risk or imposition of CDC requirements relevant during Covid 19 pandemic; adding language stating employee medical information will be kept confidential in accordance with federal, state and local requirements
- Addition of “10. Technology and Telecommunications” on page 38 as title for sections that follow
- Addition of “11.Leaves & Disability” in page 48 as title for sections that follow
- Addition of Section 11.6 Reproductive Loss Leave-adding language consistent with California’s new law SB848 to describe entitlement to leave of absence for Reproductive Loss, a leave distinct from bereavement leave, family and medical leave, pregnancy disability leave, and other leaves of absence
- Changing section 11.6 to section 11.7 to cover Bereavement Leave
- Changing section 11.7 to section 11.8 to cover Disability Leave
- Changing section 11.8 to section 11.9 to cover Jury Leave
- Changing 11.9 to 11.10 to cover Leave of Absence
- Changing 11.10 to 11.11 to cover Military Leave

LALAWLIBRARY



AGENDA ITEM 3.0 | CONSENT ITEM 3.5

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- Changing 11.11 to 11.12 to cover Civil Air Patrol Leave
- Changing 11.12 to 11.13 to cover Family Military Leave
- Changing 11.13 to 11.14 to cover Voting Leave
- Changing 11.14 to 11.15 to cover School Activities Leave
- Changing 11.15 to 11.16 to cover Time Off for Bone Marrow Donation: changing length of leave language to “five workdays off” in any one period without loss of pay; defining “one year period” as 12 consecutive months from the date leave begins and allowing for leave in one or more periods as long as leave does not exceed five days in any one year period; eligibility allowed if employee worked for at least 90 continuous days prior to start of leave; allows use of available accrued sic/and vacation concurrently; any remaining days of leave will be with pay by the Library up to five workdays; leave not counted against any available FMLA/CFRA time if applicable
- Changing 11.16 to 11.17 for Time Off for Organ Donation: changing length of leave not to exceed 30 workdays instead of “business” days without loss in pay and an additional 30 days off without pay in any one year period; defining one year period as 12 consecutive months from the date leave begins; may take leave in one or more periods as long as leave does not exceed 60 days in any one year period; may use all available accrued sick and vacation concurrently with leave; if not enough accrued vacation any remaining days of leave will be with pay by Library up to 30 workdays
- Changing 11.17 to 11.18 for Time off for Domestic Violence Victims
- Changing 11.18 to 11.19 for Time off for Victims of Crime
- Changing 11.19 to 11.20 for Time off for Volunteer Firefighters, Reserve Peace Officers or Emergency
- Changing 11.20 to 11.21 for Time off for Adult Literacy Programs
- Addition of “12. Attendance, Wage & Hours, and Compensation” on page 72 as title for sections that follow
- Addition of “13. Benefits” on page 80 as title for sections that follow
- Addition of “14. HR Records” on page 87 as title for sections that follow
- Addition of “15. Contact with Media” on page 89 for sections that follow
- Addition of “16. Miscellaneous” on page 90 for sections that follow

RECOMMENDATION

To include the new law, described above and effective as of January 1, 2024, Staff recommends that the Board approve the revisions to the Employment Handbook as



AGENDA ITEM 3.0 | CONSENT ITEM 3.5

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set forth in the redline format accessible through the link above or shown in the hardcopy made available to the public during the Board meeting.

LALAWLIBRARY



MEMORANDUM

DATE: April 24, 2024

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Presentation by Los Angeles Conservancy on Historical Landmark Designations, Benefits and Limitations, and Application Process

HISTORICAL LANDMARK DESIGNATION OVERVIEW:

Staff have invited the LA Conservancy to give a presentation on historical landmark designations to the Board. Historic landmark designation can play a vital role in ensuring the protection and preservation of historically significant buildings, open avenues for grant funding, and allow for technical assistance in preservation for aging infrastructure. Such designations can happen at the local, state, and federal levels. The LA Law Library's role in access to justice in city, state, and federal arenas, as well as the possibility of additional funding through grants, may warrant the Board's consideration of seeking historical landmark designation.

Federal Designation: Federal historic landmark designation falls to one of two designation categories: National Register of Historic Places (NR) and the National Historic Landmarks Program (NHL). The National Parks Service operates both, but each carry slightly different goals. The NHL seeks to preserve properties and landmarks that are of specific significance to American history and culture. The NR includes properties and places of historic and architectural importance. The NHL program is more appropriate for public places tied to historic figures, events or periods. The NR can be used for buildings of architectural, artistic, or archaeological significance.

Listing of private property as a National Historic Landmark or in the National Register does not prohibit under Federal law or regulations any actions that may otherwise be taken by the property owner with respect to the property. The National Park Service may recommend to owners various preservation actions but owners are not obligated to carry out these recommendations. Property owners are free to make whatever changes they wish if Federal funding, licensing, or permits are not involved. Owners should keep in mind that state laws or local ordinances may affect National Historic Landmarks if



these legal mechanisms recognize and protect Landmarks, independent of Federal law.

Limited Federal grants through the Historic Preservation Fund are available and some state and local governments have grant and loan programs available for historic preservation. Some funding sources give NHL higher priority for funding than NR properties. As funding permits, some NHL properties may be selected to receive in –depth site inspections funded and coordinated by the National Park Service regional offices to analyze the specific condition of the Landmark, identify and prioritize recommended work treatments, and estimate the costs of carrying out this work.

State Designation: To be designated as a California Historical Landmark, a resource must meet at least one of the criteria listed; have approval of the property owner; be recommended by the State Historical Resources Commission, and be officially designated by the Director of California State Parks. Criteria can include one of the following:

- the property is the first, last, only or most significant of its type in the state or within a large geographic region;
- or the property is associated with an individual or group having a profound influence on the history of California;
- or the property is a prototype of or outstanding example of a period, style, architectural movement or construction
- or is one of the more notable works or the best surviving work in a region of a pioneer architect, designer or master builder.

Effects of state designation provides limited protection, tax incentives, local building inspection code adjustments, listing on the California Register of Historical Resources, and a bronze plaque at the site.

Local Designation: Los Angeles City Planning's Office of Historic Resources has a process for designation of Historic-Cultural Monuments. The City's Cultural Heritage Ordinance details the process for designation along with the procedures for review of projects. Designation does not guarantee that the building cannot be demolished, but it does allow the Commission to delay demolition in order to create opportunities for preservation solutions to emerge. Benefits include the following: recognition the property is important to the history of the city, state or nation; tax reduction; flexible performance based means of achieving building code compliance; Commission review of proposed exterior and interior alterations; technical assistance in complying with preservation standards; civic pride and a plaque.



SUMMARY OF LA LAW LIBRARY'S HISTORICAL SIGNIFICANCE

The LA Law Library holds historical significance in its design as one of Los Angeles' post war civic buildings. Designed by one of the most distinguished architecture firms of the twentieth-century, Austin, Field & Fry, the Library's "Late Modernism" design is representative of the city's early development and public identity in the 1950's. Distinctive features of buildings from this period include horizontal oriented building plans, "ribbon windows", flat or shed roofs, and use of industrial materials with little or no ornamentation.

The first phase of construction of the LA Law Library took place from 1951 to 1953, with an addition added from 1969 to 1970. Consistent with the period design, there is little ornamentation on the exterior other than the six seals above our entrance, representing important governing entities for that period. There is the Great Seal of the State of California, and five seals of official courts operating at the time. Two of the seals have historical relevance: one seal represents that of the Municipal Court, which no longer exists, and another represents the Southern District of which Los Angeles was a part. However, with time and growth, Los Angeles is now in the Central District of California.

In addition to its architectural history, the LA Law Library's iconic role as an institution and the development of the nation's public law library system and access to justice is significant. The Library is a curator of significant moments in state and national legal history, and has been a compelling resource for global patronage as well. Los Angeles' successful early efforts in the 1880s to seek State funding to support any county in California to develop a law library created a momentum for the entire public law library system in the United States, with other states following California's lead into the 20th Century. The Library is a curator of some of the nation's most significant legal trial transcripts, including transcripts of the Daniel Ellsberg Pentagon Papers trials, the bribery trials of Clarence Darrow, and the O.J. Simpson murder trial. When a hurricane destroyed the entire collection of legal records of Haiti, the country looked to the LA Law Library for print copies to rebuild its legal infrastructure.



As the downtown Los Angeles area continues to grow and change, recognition of the LA Law Library's state, national, and global presence in history—warrants a closer look at the possibility of a historical landmark designation for its physical building. Such a designation also may assist in preserving and/or rehabilitating its aging infrastructure through available grants.

In light of the Library's important role in history, staff has invited the LA Conservancy to give a presentation to the Board on historical landmark designations, the benefits of such a designation, any limitations of a designation, and the application process.

RECOMMENDATION

Staff recommends the Board consider the presentation and deliberate whether seeking historical landmark designation for the LA Law Library will offer a viable avenue for preservation and/or rehabilitation of its building and possible future funding to support such efforts.



Presentation

HISTORICAL LANDMARK
DESIGNATIONS,
BENEFITS & LIMITATIONS,
& APPLICATION PROCESS

Presented by:

Los Angeles Conservancy

BOARD OF TRUSTEES MEETING

April 24, 2024