

AGENDA

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

REGULAR BOARD MEETING

Wednesday, February 26, 2025

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:

- Fernandeano 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 lanaic.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 January 29, 2025 Regular Board Meeting

3.2 Review of December Financials and List of January Checks and Warrants

4.0 DISCUSSION ITEMS

4.1 Review and Approval of FY2024-25 Mid-Year Budget and Financials

4.2 Review and Approval of Request for Bid Proposals-Elevator Upgrade Project

4.3 Presentation by Ryan Methany and Spencer Gales: AI Hallucinations in Legal Research

5.0 CLOSED SESSION

5.1 PERSONNEL: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(G.C. 54957) Title: Executive Director

6.0 RECONVENE IN OPEN SESSION/ CLOSED SESSION ANNOUNCEMENT

(Pursuant to Government Code §54957.1)-Judge Mark Juhas

7.0 AGENDA BUILDING

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

8.0 EXECUTIVE DIRECTOR REPORT

9.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 26, 2025.

POSTED THURSDAY, FEBRUARY 20, 2025 @ 5:00 P.M. 0

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.**

January 29, 2025

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, January 29, 2025 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 Mark Juhas
Judge Laura Seigle
Judge Rosa Fregoso
Judge Susan DeWitt
Judge Cherol Nellon

Trustees Absent: Kenneth Klein, Esquire
Susan Steinhauser, Esquire (Phoned in)

Senior Staff Present: Katherine Chew, Executive Director

Also Present: Marcelino Juarez, Finance Director

President Juhas determined a quorum to be present, convened the meeting at 12:17 pm and thereafter presided. Executive Director, Katherine Chew, recorded the Minutes.

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

President Juhas began the meeting by congratulating Judge Cherol Nellon on her appointment to the Board of Trustees.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the December 18, 2024 Regular Board Meeting
- 3.2 Review of November Financials and List of December Checks and Warrants
- 3.3 Review and Approval of FY25 2nd Quarter Statistics
- 3.4 Approval of Extension of Contract with Insurance Broker for 2024-2025 Property and Liability Insurance Renewal
- 3.5 Approval of Revised Job Description for Director, Public and Legal Education; Director, Reference and Collections; Librarian, Global Law and Language Access; Interim Senior Librarian, Interim Managing Librarian, Legal Education; Librarian, Public Interest; Administrative Technician, Education; Interim Support Supervisor, Branches; Library Associate, Branches; Library Associate, Public Interest; Community Resource Specialist

President Juhas asked the Board if anyone would like an item removed from the Consent Calendar. No items were requested. President Juhas requested a motion to approve the Consent Calendar. So moved by Vice President Seigle, seconded by Judge DeWitt. The motion was approved unanimously 5 – 0.

4.0 DISCUSSION ITEMS

4.1 Authorization to Bind Workers Compensation Insurance

Finance Director Marcelino Juarez addressed the Board. He discussed the workers compensation insurance proposal from Chubb. He discussed how the Library's Safety Committee, and active Facilities team were helping prevent Library losses. These initiatives by the Library helped contribute to a proposal that was cheaper than the previous year. Vice President Seigle pointed out that Library numbers have been good lately, and inquired if that was why the proposal was cheaper. Marcelino responded that claims have been substantially lower, and that the Library has done its best to mitigate claims. Judge DeWitt asked what the claims usually regard. Marcelino responded that they usually have to do with ergonomics and the like. He recommended that the Board approve Item 4.1. President Juhas requested a motion to approve Item 4.1. So moved by Vice President Seigle, seconded by Judge Fregoso. The motion was approved unanimously 5 – 0.

5.0 CLOSED SESSION

Closed session began at 12:24pm

**5.1 PERSONNEL: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (G.C. 54957)
Title: Executive Director**

**6.0 RECONVENE IN OPEN SESSION/ CLOSED SESSION ANNOUNCEMENT
(Pursuant to Government Code §54957.1)-Judge Mark Juhas**

Session was re-opened at 1:29pm. No reportable action was taken by the Board. Another closed session will take place at the next Board Meeting.

7.0 AGENDA BUILDING

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

8.0 EXECUTIVE DIRECTOR REPORT

9.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:32pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 26, 2025 at 12:15pm.



Los Angeles County Law Library

Balance Sheet

As of December 31, 2024

(Provisional and subject to year-end audit adjustments)

	6/30/2024	12/31/2024	YTD
Assets			
Current assets			
Cash and cash equivalents	16,327,547	16,364,026	36,480
Accounts receivable	106,141	148,191	42,051
Other receivable	1,459,580	1,424,236	(35,345)
Prepaid expenses	362,505	486,983	124,478
Total current assets	18,255,772	18,423,436	167,664
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	6,379,184	6,561,937	182,753
Capital assets, not being depreciated	749,532	931,006	181,474
Capital assets, being depreciated - net	14,377,557	14,152,909	(224,647)
Total noncurrent assets	21,824,742	21,964,322	139,580
Total assets	40,080,515	40,387,759	307,244
Deffered Outflows of Resources			
Deffered Outflows of Resources	3,841,763	3,841,763	-
Total assets and deffered outflows of resources	43,922,278	44,229,522	307,244
Liabilities			
Current Liabilities			
Accounts payable	160,489	91,546	(68,943)
Other current liabilities	-	-	-
Payroll liabilities	16,566	28,389	11,823
Total current liabilities	177,054	119,934	(57,120)
Noncurrent Liabilities			
Accrued sick and vacation liability	269,418	207,273	(62,145)
Borrowers' deposit	191,541	201,854	10,313
OPEB liability	3,564,295	3,629,295	65,000
Net pension liability	5,501,413	5,751,413	250,000
Total noncurrent liabilities	9,526,667	9,789,835	263,168
Total liabilities	9,703,721	9,909,769	206,048
Deffered Inflows of Resources			
Deffered Inflows of Resources	977,838	977,838	-
Total liabilities and Deffered inflows of resources	10,681,559	10,887,607	206,048
Net Position			
Invested in capital assets	15,127,088	15,083,915	(43,173)
Unrestricted	18,113,630	18,257,999	144,369
Total net position	33,240,718	33,341,914	101,196
Total liabilities and Deffered inflows of resources and net position	43,922,278	44,229,522	307,244

Los Angeles County Law Library
Income Statement for the Period Ending December 31, 2024
(Provisional and subject to year-end audit adjustments)

Dec 2023	Dec 2024			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
Actual				
640,847	650,624	746,702	96,078	14.8%
57,662	49,220	54,423	5,203	10.6%
0	0	0	0	0.0%
<u>22,895</u>	<u>31,645</u>	<u>59,193</u>	<u>27,548</u>	<u>87.1%</u>
721,405	731,489	860,317	128,829	17.6%
533,305	469,306	409,070	60,237	12.8%
71,878	71,533	73,674	(2,142)	-3.0%
151,375	159,775	150,698	9,077	5.7%
(151,375)	(159,775)	(150,698)	(9,077)	5.7%
		0		
82,913	108,586	72,023	36,563	33.7%
21,558	21,064	31,323	(10,259)	-48.7%
14,355	14,087	16,919	(2,832)	-20.1%
15	0	5,967	(5,967)	0.0%
2	352	2	350	99.4%
28	42	49	(7)	-17.2%
13,560	1,700	24,024	(22,324)	-1313.1%
<u>193,119</u>	<u>208,013</u>	<u>189,548</u>	<u>18,465</u>	<u>8.9%</u>
<u>930,732</u>	<u>894,683</u>	<u>822,598</u>	<u>(72,084)</u>	<u>-8.1%</u>
<u>(209,328)</u>	<u>(163,194)</u>	<u>37,719</u>	<u>200,913</u>	<u>-123.1%</u>
42,803	10,000	44,765	34,765	347.7%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>(166,525)</u>	<u>(153,194)</u>	<u>82,484</u>	<u>235,678</u>	<u>-153.8%</u>
0	120,000	0	120,000	100.0%

Summary:

Income

	FY 2023-24 YTD Actual	FY 2024-25 YTD				Annual Budget
		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
L.A. Superior Court Fees	4,102,799	3,740,600	4,455,067	714,467	19.1%	7,700,000
Interest	315,946	281,012	329,114	48,102	17.1%	562,152
Parking	0	0	0	0	0.0%	0
Library Services	<u>174,716</u>	<u>184,685</u>	<u>296,630</u>	<u>111,945</u>	<u>60.6%</u>	<u>513,631</u>
Total Income	4,593,461	4,206,297	5,080,811	874,514	20.8%	8,775,783

Expense

Staff (payroll + benefits)	2,887,980	3,470,532	3,097,725	372,807	10.7%	6,474,979
Electronic Resource Subscriptions	327,137	327,379	336,559	(9,179)	-2.8%	732,575
Library Materials	854,348	951,558	907,826	43,732	4.6%	2,439,258
Library Materials Transferred to Capital Assets	(854,348)	(951,558)	(907,826)	(43,732)	4.6%	(2,439,258)
Facilities	536,378	622,169	567,664	54,505	8.8%	1,231,345
Technology & Data	85,773	144,384	126,700	29,130	20.2%	285,207
General	45,380	50,188	59,674	(9,486)	-18.9%	89,352
Professional Development	13,903	26,830	22,052	4,779	17.8%	41,786
Communications & Marketing	97	10,415	2,457	7,958	76.4%	50,877
Travel & Entertainment	133	250	147	103	41.0%	500
Professional Services	48,922	50,380	44,502	5,878	11.7%	175,180
Depreciation	<u>1,157,621</u>	<u>1,213,556</u>	<u>1,136,528</u>	<u>77,028</u>	<u>6.3%</u>	<u>2,525,261</u>
Total Expenses	5,103,325	5,916,083	5,394,008	522,075	8.8%	11,607,062

Net Income (Loss)

	(509,864)	(1,709,786)	(313,197)	1,396,589	81.7%	(2,831,279)
Investment Gain (Loss) ¹	169,682	60,000	182,753	122,753	204.6%	120,000
Extraordinary Income	231,510	0	231,641	231,641	0.0%	0
Extraordinary Expense	0	0	0	0	0.0%	0
Net Income Including Extraordinary Items	<u>(108,672)</u>	<u>(1,649,786)</u>	<u>101,196</u>	<u>1,750,982</u>	<u>106.1%</u>	<u>(2,711,279)</u>

Capitalized Expenditures

	0	1,077,000	4,055	1,072,945	99.6%	2,457,000
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Comments

Los Angeles County Law Library
 Income Statement for the Period Ending December 31, 2024
 (Provisional and subject to year-end audit adjustments)

Dec 2023	Dec 2024			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

FY 2023-24	FY 2024-25 YTD				Annual Budget
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	

Comments

Dec 2023	Dec 2024 Budget	Dec 2024 Actual	\$ Fav (Unf)	% Fav (Unf)				FY 2023-24 YTD Actual	FY 2024-25 YTD Budget	FY 2024-25 YTD Actual	\$ Fav (Unf)	% Fav (Unf)	Annual Budget	Comments	
Detailed Budget:															
Income:															
640,847	650,624	746,702	96,078	14.8%	15	FIN	303300	L.A. Superior Court Fees	4,102,799	3,740,600	4,455,067	714,467	19.1%	7,700,000	Timing variance
Interest:															
3,950	3,569	4,777	1,208	33.9%	15	FIN	311000	Interest - LAIF	7,464	7,106	9,591	2,485	35.0%	14,340	Timing variance
52,668	45,000	48,676	3,676	8.2%	15	FIN	312000	Interest - General Fund	302,349	270,000	313,223	43,223	16.0%	540,000	Timing variance
1,044	651	970	319	49.0%	15	FIN	313000	Interest - Deposit Fund	6,133	3,906	6,300	2,394	61.3%	7,812	Timing variance
57,662	49,220	54,423	5,203	10.6%				Subtotal	315,946	281,012	329,114	48,102	17.1%	562,152	
Parking:															
0	0	0	0	0.0%	39	FAC	330100	Parking	0	0	0	0	0.0%	0	
0	0	0	0	0.0%				Subtotal	0	0	0	0	0.0%	0	
Library Services:															
0	49	0	(49)	-100.0%	27	CIRC	330150	Annual Designation Fee	1,089	1,127	1,495	368	32.7%	2,818	Timing variance
12,587	13,432	14,782	1,350	10.0%	25	PS	330140	Annual Members Fee	105,588	100,334	97,974	(2,360)	-2.4%	199,460	
3,827	4,064	1,828	(2,236)	-55.0%	25	PS	330340	Course Registration	15,888	31,414	24,950	(6,464)	-20.6%	48,458	Fewer MCLE class registrations than anticipated.
2,759	2,800	2,451	(349)	-12.5%	27	CIRC	330129	Copy Center	18,346	13,800	16,583	2,783	20.2%	23,300	Timing variance
968	900	990	90	9.9%	27	CIRC	330205	Document Delivery	2,966	5,400	7,687	2,287	42.4%	9,800	Timing variance
2,066	1,650	554	(1,096)	-66.4%	27	CIRC	330210	Fines	11,276	10,050	10,612	562	5.6%	20,000	Timing variance
120	7,600	38,367	30,767	404.8%	15	FIN	330310	Miscellaneous	12,318	15,600	50,042	34,442	220.8%	31,200	Timing variance
263	1,000	0	(1,000)	-100.0%	39	FAC	330330	Room Rental	5,319	6,000	10,945	4,945	82.4%	12,000	Timing variance
180	0	0	0	0.0%	23	COL	330350	Book Replacement	630	0	0	0	0.0%	0	
0	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	0	0	0	0	0.0%	15,000	
0	0	0	0	0.0%	17	EXEC	330400	Friends of Law Library	0	0	75,000	75,000	0.0%	150,000	
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	0	
126	150	222	72	48.0%	15	FIN	330450	Vending	1,296	960	1,342	382	39.8%	1,595	Timing variance
0	0	0	0	0.0%	39	FAC	330465	Special Events Income	0	0	0	0	0.0%	0	
22,895	31,645	59,193	27,548	87.1%				Subtotal	174,716	184,685	296,630	111,945	60.6%	513,631	
721,405	731,489	860,317	128,829	17.6%				Total Income	4,593,461	4,206,297	5,080,811	874,514	20.8%	8,775,783	
Expenses:															
Staff:															
378,505	265,556	226,491	39,065	14.7%	ALL	501000	Salaries (FT)	1,531,964	1,726,116	1,493,601	232,515	13.5%	3,452,231	Favorable variance due to vacancies and positions placed on hold.	
0	5,311	0	5,311	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	34,522	0	34,522	100.0%	69,045	
27,331	22,822	20,436	2,386	10.5%	ALL	501050	Salaries (PT)	120,235	148,344	129,859	18,485	12.5%	296,689	Favorable variance due to vacancies.	
0	456	0	456	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	2,967	0	2,967	100.0%	5,934	
22,033	14,996	15,273	(277)	-1.8%	15	FIN	502000	Social Security	95,136	97,472	98,555	(1,083)	-1.1%	194,944	
5,820	4,181	3,799	382	9.1%	15	FIN	503000	Medicare	23,232	27,180	23,531	3,649	13.4%	54,359	Timing variance
28,144	27,902	21,631	6,271	22.5%	15	FIN	511000	Retirement	559,253	682,244	637,866	44,378	6.5%	863,608	Favorable variance due to vacancies.
8,333	41,667	41,667	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	50,000	250,000	250,000	0	0.0%	500,000	
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	0	
45,438	59,500	54,645	4,855	8.2%	15	FIN	512000	Health Insurance	300,439	356,998	328,055	28,943	8.1%	724,229	Favorable variance due to vacancies.
419	482	439	43	8.9%	15	FIN	513000	Disability Insurance	2,513	2,892	2,525	367	12.7%	5,783	Favorable variance due to vacancies.
3,611	5,536	5,321	215	3.9%	15	FIN	514000	Dental Insurance	31,242	33,217	30,920	2,298	6.9%	66,435	Favorable variance due to vacancies.
552	658	637	21	3.2%	15	FIN	514500	Vision Insurance	3,528	3,948	3,545	402	10.2%	7,896	Favorable variance due to vacancies.
191	225	115	111	49.1%	15	FIN	515000	Life Insurance	1,155	1,351	1,056	295	21.8%	2,703	Favorable variance due to vacancies.
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	0	
2,121	1,940	1,938	2	0.1%	15	FIN	516000	Workers Compensation Insurance	18,056	11,640	9,763	1,877	16.1%	24,444	
(480)	1,500	3,426	(1,926)	-128.4%	15	FIN	517000	Unemployment Insurance	(858)	3,000	6,108	(3,108)	-103.6%	6,000	Timing variance
2,007	2,390	1,771	619	25.9%	ALL	514010	Temporary Employment	7,856	14,540	12,692	1,848	12.7%	29,180	Timing variance	
723	1,250	433	817	65.3%	13	HR	514015	Recruitment	90,096	2,500	2,627	(127)	-5.1%	5,000	
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	10,833	10,833	0	0.0%	15	FIN	518500	OPEB Expense	50,000	65,000	65,000	0	0.0%	130,000	
140	300	128	172	57.3%	15	FIN	518550	TMP	2,240	4,300	1,462	2,838	66.0%	8,600	Timing variance
83	1,800	87	1,713	95.2%	15	FIN	518560	Benefit Administration	1,896	2,300	561	1,739	75.6%	2,900	
533,305	469,306	409,070	60,237	12.8%				Total - Staff	2,887,980	3,470,532	3,097,725	372,807	10.7%	6,474,979	
Library Materials/Electronic Resources Subscription:															
118,303	127,000	123,713	3,287	2.6%	23	COL	601999	American Continuations	670,879	737,720	700,136	37,584	5.1%	1,817,720	Timing variance
1,656	2,370	1,212	1,158	48.9%	23	COL	602999	American New Orders	10,059	14,520	17,621	(3,101)	-21.4%	29,440	Timing variance
591	1,000	970	30	3.0%	23	COL	609199	Branch Continuations	4,694	9,026	6,045	2,981	33.0%	24,426	Timing variance
0	0	0	0	0.0%	23	COL	609299	Branch New Orders	0	150	0	150	100.0%	300	Timing variance
7,634	8,000	9,031	(1,031)	-12.9%	23	COL	603999	Commonwealth Continuations	82,509	89,772	96,451	(6,679)	-7.4%	186,772	Timing variance
272	140	0	140	100.0%	23	COL	604999	Commonwealth New Orders	1,240	840	31	809	96.4%	1,680	Timing variance
5,829	5,000	2,587	2,413	48.3%	23	COL	605999	Foreign Continuations	28,016	37,188	27,205	9,983	26.8%	182,188	Timing variance
1,251	357	0	357	100.0%	23	COL	606999	Foreign New Orders	4,605	4,142	538	3,604	87.0%	9,284	Timing variance
14,736	15,000	12,162	2,838	18.9%	23	COL	607999	International Continuations	45,894	51,538	53,389	(1,851)	-3.6%	162,538	
1,104	423	218	205	48.5%	23	COL	608999	International New Orders	3,195	3,538	3,303	235	6.7%	7,076	

Los Angeles County Law Library
 Income Statement for the Period Ending December 31, 2024
 (Provisional and subject to year-end audit adjustments)

Dec 2023	Dec 2024				FY 2023-24	FY 2024-25 YTD				Annual Budget	Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual			\$ Fav (Unf)	% Fav (Unf)
0	300	605	(305)	-101.7%	23 COL 609399	General/Librarianship Continuations	1,180	2,014	2,328	(314)	-15.6%	15,614	
0	185	200	(15)	-8.0%	23 COL 609499	General/Librarianship New Orders	2,076	1,110	780	330	29.7%	2,220	Timing variance
151,375	159,775	150,698	9,077	5.7%	23 COL 690000	Subtotal	854,348	951,558	907,826	43,732	4.6%	2,439,258	
(151,375)	(159,775)	(150,698)	(9,077)	5.7%	23 COL 690000	Library Materials Transferred to Assets	(854,348)	(951,558)	(907,826)	(43,732)	4.6%	(2,439,258)	
71,878	71,533	73,674	(2,142)	-3.0%	23 COL 685000	Electronic Resource Subscriptions (ERS)	327,137	327,379	336,559	(9,179)	-2.8%	732,575	
						Facilities:							
789	3,500	3,251	249	7.1%	39 FAC 801005	Repair & Maintenance	3,110	21,000	53,043	(32,043)	-152.6%	42,000	Includes unexpected plumbing repairs and deferred HVAC maintenance.
1,620	1,920	2,776	(856)	-44.6%	39 FAC 801010	Building Services	9,850	11,520	14,273	(2,753)	-23.9%	26,040	Includes unexpected bed bug service in reading room.
395	1,000	(281)	1,281	128.1%	39 FAC 801015	Cleaning Supplies	6,692	6,000	4,823	1,177	19.6%	12,000	Timing variance
15,667	15,500	1,282	14,218	91.7%	39 FAC 801020	Electricity & Water	90,595	93,000	72,419	20,581	22.1%	187,500	
1,065	1,070	1,118	(48)	-4.5%	39 FAC 801025	Elevator Maintenance	6,288	6,420	11,085	(4,665)	-72.7%	12,840	Unplanned elevator service call/repair.
0	3,383	0	3,383	100.0%	39 FAC 801030	Heating & Cooling	17,320	20,298	12,479	7,819	38.5%	40,596	Timing variance. Delay in receiving invoice from ISD.
34,489	39,675	34,993	4,682	11.8%	15 FIN 801035	Insurance	208,395	238,050	209,957	28,093	11.8%	476,100	Timing variance
11,962	10,350	12,561	(2,211)	-21.4%	39 FAC 801040	Janitorial Services	71,946	62,100	72,193	(10,093)	-16.3%	124,200	Timing variance.
0	2,000	0	2,000	100.0%	39 FAC 801045	Landscaping	0	12,000	0	12,000	100.0%	24,000	Included in janitorial cost line item.
16,700	19,900	15,795	4,105	20.6%	39 FAC 801050	Security	113,023	119,400	110,113	9,287	7.8%	240,700	
0	250	0	250	100.0%	39 FAC 801060	Room Rental Expenses	1,291	1,500	142	1,358	90.5%	3,000	Timing variance
100	8,500	0	8,500	100.0%	39 FAC 801065	Special Events Expenses	2,508	21,700	2,296	19,404	89.4%	24,700	PBW costs lower than budgeted.
0	250	0	250	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	0	1,500	294	1,206	80.4%	3,000	Timing variance
0	300	198	102	34.1%	39 FAC 801110	Equipment (<3K)	2,182	1,800	1,985	(185)	-10.3%	3,600	Timing variance
0	400	0	400	100.0%	39 FAC 801115	Building Alterations (<3K)	801	2,400	70	2,330	97.1%	4,800	Timing variance
30	313	330	(17)	-5.4%	39 FAC 801120	Delivery & Postage	1,180	1,831	1,452	379	20.7%	2,869	Timing variance
96	275	0	275	100.0%	39 FAC 801125	Kitchen supplies	1,197	1,650	1,040	610	37.0%	3,400	Timing variance
82,913	108,586	72,023	36,563	33.7%		Subtotal	536,378	622,169	567,664	54,505	8.8%	1,231,345	
						Technology:							
1,248	3,733	1,717	2,016	54.0%	33 TECH 801210	Software Maintenance	6,172	22,398	12,079	10,319	46.1%	44,795	Timing variance
2,308	4,029	1,229	2,800	69.5%	33 TECH 801212	Hardware Maintenance	13,755	24,174	13,398	10,776	44.6%	48,348	Timing variance
892	550	0	550	100.0%	33 TECH 801215	Software (<\$3k)	2,149	3,300	666	2,634	79.8%	6,600	Timing variance
1,945	1,000	6,684	(5,684)	-568.4%	33 TECH 801220	Hardware (<\$3k)	3,042	8,000	10,339	(2,339)	-29.2%	14,000	Timing variance
408	283	5,707	(5,424)	-1916.6%	33 TECH 801225	Computer Supplies	516	1,698	8,493	(6,795)	-400.2%	3,396	Timing variance
5,366	5,629	5,629	(0)	0.0%	33 TECH 801230	Integrated Library System	32,199	33,774	33,777	(3)	0.0%	67,548	Timing variance
975	1,980	3,831	(1,851)	-93.5%	33 TECH 801235	Telecommunications	8,625	11,880	12,045	(165)	-1.4%	23,760	Timing variance
197	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	197	1,000	405	595	59.5%	1,000	Timing variance
0	0	149	(149)	0.0%	33 TECH 801250	Services	0	15,000	891	14,109	94.1%	30,000	Timing variance
8,220	3,860	6,377	(2,517)	-65.2%	33 TECH 801275	Online Service Providers	19,119	23,160	34,607	(11,447)	-49.4%	45,760	Timing variance
21,558	21,064	31,323	(10,259)	-48.7%		Subtotal	85,773	144,384	126,700	29,130	20.2%	285,207	
						General:							
261	458	306	153	33.3%	15 FIN 801310	Bank Charges	1,882	2,750	2,740	10	0.3%	5,500	
871	906	908	(2)	-0.2%	35 CMS 801315	Bibliographical Services	6,467	6,730	6,714	16	0.2%	12,166	
544	0	0	0	0.0%	35 CMS 801320	Binding	4,009	4,000	339	3,661	91.5%	10,000	Timing variance due to shipping delays.
173	150	124	26	17.0%	17 EXEC 801325	Board Expense	609	900	641	259	28.8%	1,890	July meeting cancelled.
5,015	8,500	10,680	(2,180)	-25.6%	37 COM 801330	Staff meals & events	5,015	12,530	13,260	(730)	-5.8%	13,780	Timing variance
2,434	1,273	3,773	(2,500)	-196.3%	15 FIN 801335	Supplies - Office	3,750	9,428	10,956	(1,528)	-16.2%	17,766	Timing variance
2,741	2,300	2,279	21	0.9%	35 CMS 801337	Supplies - Library materials	4,591	4,600	4,572	28	0.6%	10,000	
0	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	0	600	0	600	100.0%	2,400	Timing variance. Ordering for new staff and current staff title changes estimated by March 2025
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	0	
190	500	(2,391)	2,891	578.2%	33 IT 801370	Copy Center Expense	5,027	7,150	6,186	964	13.5%	12,250	Increased color copy usage.
16	0	71	(71)	0.0%	15 FIN 801375	General - Misc	220	1,500	726	774	51.6%	3,000	Timing variance
2,110	0	1,170	(1,170)	0.0%	25 PS 801390	Course Registration	13,360	0	13,540	(13,540)	0.0%	0	Budget correction needed at mid-year.
0	0	0	0	0.0%	17 EXEC 801395	Friends of Law Library	450	0	0	0	0.0%	600	
14,355	14,087	16,919	(2,832)	-20.1%		Subtotal	45,380	50,188	59,674	(9,486)	-18.9%	89,352	
						Professional Development:							
15	0	44	(44)	0.0%	ALL 803105	Travel	6,229	14,150	6,781	7,369	52.1%	16,050	Timing variance. AALL travel costs offset by grants received.
0	0	0	0	0.0%	ALL 803110	Meals	0	0	0	0	0.0%	0	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	0	
0	0	0	0	0.0%	ALL 803115	Membership dues	741	620	555	65	10.5%	12,001	
0	0	4,843	(4,843)	0.0%	ALL 803120	Registration fees	6,933	6,709	13,286	(6,577)	-98.0%	8,384	Timing variance
0	0	1,080	(1,080)	0.0%	ALL 803125	Educational materials	0	5,351	1,429	3,922	73.3%	5,351	Timing variance
15	0	5,967	(5,967)	0.0%		Subtotal	13,903	26,830	22,052	4,779	17.8%	41,786	
						Communications & Marketing:							

Los Angeles County Law Library
Income Statement for the Period Ending December 31, 2024
(Provisional and subject to year-end audit adjustments)

Dec 2023	Dec 2024				FY 2023-24	FY 2024-25 YTD				Annual Budget	Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual			\$ Fav (Unf)	% Fav (Unf)
42,803	10,000	44,765	34,765	347.7%	15 FIN 321000	Investment Gain (Loss) ¹	169,682	60,000	182,753	122,753	204.6%	120,000	Reflects gains/loss if sold at time of report (before maturity)
0	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	231,510	0	231,641	231,641	0.0%	0	
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	0	
<u>(166,525)</u>	<u>(153,194)</u>	<u>82,484</u>	<u>235,678</u>	<u>-153.8%</u>		Net Income Including Extraordinary Items	<u>(108,672)</u>	<u>(1,649,786)</u>	<u>101,196</u>	<u>1,750,982</u>	<u>106.1%</u>	<u>(2,711,279)</u>	
Capital Expenditures:													
0	0	0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	0	0	0	0.0%	0	
0	0	0	0	0.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	0	582,000	4,055	577,945	99.3%	702,000	Timing variance.
0	120,000	0	120,000	100.0%	39 FAC 164500	Exterior Building Repairs/Improvements (>3k)	0	320,000	0	320,000	100.0%	870,000	Timing variance.
0	0	0	0	0.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	135,000	0	135,000	100.0%	845,000	Timing variance.
0	0	0	0	0.0%	33 TECH 168000	Computer Software	0	40,000	0	40,000	100.0%	40,000	
<u>0</u>	<u>120,000</u>	<u>0</u>	<u>(120,000)</u>	<u>-100.0%</u>		Total - Capitalized Expenditures	<u>0</u>	<u>1,077,000</u>	<u>4,055</u>	<u>1,072,945</u>	<u>99.6%</u>	<u>2,457,000</u>	
CalPERS CERBT Trust Fund:													
						Beginning Balance			2,664,626				
						Administrative Expense			-60.19				CalPERS CERBT program cost.
						Investment Expense			-95.84				Investment management cost.
						Unrealized Gain/Loss			-85,935.78				Fluctuating market conditions.
						Distribution							Distribution from Fund.
						Ending Balance			<u>2,578,534</u>				

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 December 31, 2024

(Provisional and subject to year-end audit adjustments)

	12/31/2024	YTD
Cash flows from operating activities		
L.A. Superior court fees	746,702	4,455,067
Parking fees	-	-
Library services	59,193	221,630
Extraordinary income	-	231,641
(Increase) decrease in accounts receivable	(34,359)	(42,051)
(Increase) decrease in other receivable	125,605	35,345
Increase (decrease) in borrowers' deposit	1,080	10,313
Cash received from filing fees and services	898,220	4,911,945
Facilities	(72,023)	(567,664)
Technology	(31,323)	(126,700)
General	(16,919)	(59,674)
Professional development	(5,967)	(22,052)
Communications & marketing	(2)	(2,457)
Travel & entertainment	(49)	(147)
Professional services	(24,024)	(44,502)
Electronic Resource Subscriptions (ERS)	(73,674)	(336,559)
(Increase) decrease in prepaid expenses	17,154	(124,478)
Increase (decrease) in accounts payable	(97,816)	(68,943)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(304,643)	(1,353,176)
Staff (payroll + benefits)	(409,070)	(3,097,725)
Increase (decrease) in payroll liabilities	400	11,823
Increase (decrease) in accrued sick and vacation liability	(24,678)	(62,145)
Increase (decrease) in OPEB liability	10,833	65,000
Increase (decrease) in net pension liability	41,667	250,000
Cash payments to employees for services	(380,848)	(2,833,047)
Contributions received	-	75,000
Net cash from operating activities	212,729	800,721
Cash flow from capital and related financing activities		
Library materials	(150,698)	(907,826)
Fixed assets	-	(4,055)
Capital - Work in Progress (WIP)	(54,053)	(181,474)
Cash flows from investing activities		
Investment	-	-
Investment earnings	54,423	329,114
Net cash increase (decrease) in cash and cash equivalents	62,401	36,480
Cash and cash equivalents, at beginning of period	16,620,095	16,646,017
Cash and cash equivalents, at end of period	16,682,496	16,682,496
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(16,704)	(410,671)
Adjustments for noncash effects:		
Depreciation	189,548	1,136,528
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(34,359)	(42,051)
(Increase) decrease in other receivable	125,605	35,345
(Increase) decrease in prepaid expenses	17,154	(124,478)
Increase (decrease) in accounts payable	(97,816)	(68,943)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	400	11,823
Increase (decrease) in accrued sick and vacation liability	(24,678)	(62,145)
Increase (decrease) in borrowers' deposit	1,080	10,313
Increase (decrease) in OPEB liability	10,833	65,000
Increase (decrease) in net pension liability	41,667	250,000
Net cash from operating activities	212,729	800,721

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2025 - January 31, 2025 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 10	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	11,436.38	TS00350022
January 24	OTTO HARRASSOWITZ	BOOKS	10,950.70	TS00350548
January 28	CDW GOVERNMENT INC	CAPITAL WIP	51,887.73	TS00350689
	EX LIBRIS (USA) INC.	PREPAID EXP	17,715.86	TS00350689
January 30	CENGAGE LEARNING INC/GALE	BOOKS	17,788.94	TS00350761

109,779.61

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2025 - January 31, 2025 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 24	SEIU LOCAL 721 SEIU LOCAL 721	UNION DUES UNION SUPPL	1,450.47 32.28	001746 001747

1,482.75

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2025 - January 31, 2025 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 3	WOLTERS KLUWER LAW & BUSINESS	BOOKS	216.48	V009225
	LEXISNEXIS MATTHEW BENDER	BOOKS	2,313.46	V009226
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,549.00	V009227
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,009.87	V009228
	INGRAM LIBRARY SERVICES	BOOKS	78.24	V009229
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,000.00	V009230
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	158.50	V009231
	NEW JERSEY LAW JOURNAL	BOOKS	454.43	V009232
	NATIONAL UNDERWRITER COMPANY	BOOKS	504.28	V009233
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	2,264.20	V009234
	UNITED NATIONS PUBLICATIONS	BOOKS	220.27	V009235
GOBI LIBRARY SOLUTIONS	BOOKS	1,315.86	V009236	
January 6	CORODATA	BLDG SVCS	66.27	V009257
	ISOLVED BENEFIT SERVICES	HR BENEFIT/ADMIN	655.99	V009258
	NASA SERVICES	BLDG SVCS	658.91	V009259
	ORKIN	BLDG SVCS	140.00	V009260
	PPLSI	CAFE PLAN-INS	798.63	V009261
	PURE PROCESS FILTRATION INC.	BLDG SVCS	2,008.74	V009262
	SECURITAS SECURITY	SECURITY	7,087.84	V009263
	STANLEY ACCESS TECH LLC	REPAIR & MAINT	1,156.00	V009264
January 7	SYNCB AMAZON	SUPPLIES-OFFICE	50.09	V009290
January 9	AMAZON WEB SERVICES	OSP	714.40	V009291
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	29.83	V009292
	MICROSOFT CORPORATION	OSP	29.00	V009344
January 11	STAMPS.COM	DELIVERY & POSTAG	29.99	V009293
January 13	HOME DEPOT	SUPPLIES-OFFICE	106.39	V009294
January 15	AMERICAN ASSOCIATION	REGISTRATION FEE	99.00	V009295
	SYNCB AMAZON	SUPPLIES-OFFICE	39.20	V009296
	LEXISNEXIS MATTHEW BENDER	BOOKS	34,538.57	V009297
	EPLUS TECHNOLOGY,INC	PREPAID EXP	52,921.66	V009345
January 16	WOLTERS KLUWER LAW & BUSINESS	BOOKS	107.31	V009265
	BLUE 360 MEDIA LLC	BOOKS	132.93	V009266
	LEXISNEXIS MATTHEW BENDER	BOOKS	1,433.54	V009267
	CENGAGE LEARNING INC/GALE ** VOIDED *****	BOOKS	0.00	V009268
	LAW JOURNAL PRESS	BOOKS	4,897.58	V009269
	LAW LIBRARY MICROFORM CONSORTIUM	BOOKS	10,306.00	V009270
	THOMSON REUTERS	BOOKS	125,200.88	V009271

272,294.65

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2025 - January 31, 2025 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 17	T-MOBILE	TELECOM	1,001.31	V009298
	CDW GOVERNMENT INC	SOFTWARE MAINT	1,417.68	V009315
	VIMEO	OSP	900.00	V009346
	AMERICAN SOCIETY OF INTERNATIONAL L	BOOKS	300.00	V009273
	BLUE 360 MEDIA LLC	BOOKS	166.69	V009274
	LEXISNEXIS MATTHEW BENDER	BOOKS	1,133.92	V009275
	CCH INCORPORATED	BOOKS	30,691.81	V009276
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,063.68	V009277
	DATA TRACE PUBLISHING COMPANY	BOOKS	197.95	V009278
	KLUWER LAW INTERNATIONAL	BOOKS	28,341.00	V009279
	PRACTISING LAW INSTITUTE	BOOKS	1,819.63	V009280
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	266.45	V009281
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	593.38	V009282
	UNITED NATIONS PUBLICATIONS	BOOKS	221.27	V009283
	WEST ACADEMIC	BOOKS	65.70	V009284
GOBI LIBRARY SOLUTIONS	BOOKS	766.01	V009285	
January 19	CHERRY PICK CAFE	SPECIAL EVENTS EX	286.40	V009299
January 20	MICROSOFT CORPORATION	OSP	50.00	V009300
	ZOOM VIDEO COMMUNICATIONS INC	OSP	223.12	V009301
January 22	MICROSOFT CORPORATION	OSP	340.00	V009302
January 23	GOOGLE	SERVICES	1.99	V009347
January 24	SYNCB AMAZON	HARDWARE(<3K)	145.80	V009316
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	109.52	V009317
	ODP OFFICE SOLUTIONS, LLC	PREPAID EXP	1,801.93	V009348
January 27	ALTA FOODCRAFT	KITCHEN SUPPLIES	251.05	V009303
	BRCK INC	TELECOM	890.00	V009304
	DIGITAL INSURANCE LLC	CONSULTING	1,400.00	V009305
	ISOLVED BENEFIT SERVICES	HR BENEFIT/ADMIN	86.82	V009306
	LA DEPT OF WATER & POWER	WATER/SEWER	1,281.53	V009307
	SECURITAS SECURITY	SECURITY	11,781.60	V009308
	STANLEY ACCESS TECH LLC	REPAIR & MAINT	426.00	V009309
	LEXISNEXIS MATTHEW BENDER	BOOKS	4,391.43	V009310
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,334.21	V009311
	GOBI LIBRARY SOLUTIONS	BOOKS	799.30	V009312
	January 28	STAMPS.COM	DELIVERY & POSTAG	300.00
YEARLI		ACCOUNTING	18.87	V009319
	J P COOKE COMPANY	SUPPLIES-OFFICE	403.29	V009349

367,655.56

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2025 - January 31, 2025 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 29	MENDOCINO FARMS	BOARD EXPENSE	92.88	V009320
January 30	SYNCB AMAZON	REPAIR/MAINT	219.40	V009350
	CDW GOVERNMENT INC	SUPPLIES-OFFICE	1,263.63	V009351
January 31	GRAINGER	REPAIR/MAINT	444.03	V009321
	HD SUPPLY FORMERLY HOME DEPOT	CLEANING SUPPLIES	2,565.92	V009322
	NASA SERVICES	BLDG SVCS	658.91	V009323
	ORKIN	BLDG SVCS	140.00	V009324
	SECURITAS SECURITY	SECURITY	3,591.83	V009325
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,761.14	V009326
	FOUNDATION FOR NATURAL RESOURCES AN	BOOKS	271.00	V009327
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	208.05	V009328
	JAMES PUBLISHING INC	BOOKS	407.34	V009329
	RETTA LIBROS LIDERLAF S A	BOOKS	184.59	V009330
	LAW JOURNAL PRESS	BOOKS	1,107.02	V009331
	GOBI LIBRARY SOLUTIONS	BOOKS	501.94	V009332

382,980.36

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2025 - January 31, 2025 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 6	LEXISNEXIS CANADA INC	BOOKS	538.12	033474
	MINISTER OF FINANCE	BOOKS	295.10	033475
	WILLIAM S HEIN & CO	BOOKS	593.50	033476
	DANIELA L ALVAREZ RODRIGUEZ	REFUND	140.00	033477
	EMILY D BOKOR	REFUND	70.00	033478
	GUNNARD RAUL GRAU	REFUND	140.00	033479
	TROY ELLIOT JOHNSON	REFUND	92.00	033480
	ADP SCREENING & SELECTION SVCS	RECRUITMENT	433.16	033481
	GUARDIAN	PREPAID EXP	7,643.52	033482
	LEGAL AID FOUNDATION OF	ADVERTISEMENT	1,000.00	033483
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	1,125.00	033484
January 13	CALIFORNIA DEPARTMENT OF TAX	USE TAX	1,998.00	033485
January 16	GAUNT	BOOKS	607.56	033486
	LIBROS CENTROAMERICANOS, INC.	BOOKS	1,650.00	033487
January 17	ALAMEDA COUNTY LAW LIBRARY	BOOKS	964.25	033488
	MARY MARTIN BOOKSELLERS	BOOKS	1,320.00	033489
January 23	1ST JON INC	SECURITY	2,389.84	033490
	ABD OFFICE SOLUTIONS	COPY CENTER	472.03	033491
	AFLAC REMITTANCE	CAFE PLAN-INSURA	737.54	033492
	AT&T	TELECOM	639.54	033493
	GUARDIAN	PREPAID EXP	7,487.92	033494
	LANGUAGE PEOPLE INC	OTHER	55.00	033495
	METROLINK	TMP	238.00	033496
	PRICE PAIGE & COMPANY	PREPAID EXP	1,410.00	033497
	CHARTER COMMUNICATIONS	TELECOM	195.32	033498
January 24	ABD OFFICE SOLUTIONS	COPY CENTER	827.43	033499
	ABD OFFICE SOLUTIONS	COPY CENTER	1,079.03	033500
	ABD OFFICE SOLUTIONS	COPY CENTER	937.74	033501
	GAUNT	BOOKS	1,084.63	033502
January 27	CALIFORNIA DEPARTMENT OF TAX	SALES TAX	4,314.00	033503
January 30	JENNIFER COSPER	REFUND	140.00	033504
	DANIELA SHOHK SHAMILIAN	REFUND	140.00	033505
January 31	LABIB FUNK + ASSOCIATES	CAPITAL WIP	570.00	033506
	RICHARDS, WATSON & GERSHON	LEGAL	7,568.50	033507
	COURTROOM COMPENDIUMS	BOOKS	170.00	033508
	LEXISNEXIS CANADA INC	BOOKS	365.85	033509

49,432.58

MEMORANDUM

DATE: February 26, 2024

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director
Marcelino Juarez, Finance Director

RE: Review and Approval of FY 2024-25 Mid-Year Budget and Financial Forecast

SUMMARY

Attached is the financial forecast for the current fiscal year based upon a detailed review of mid-year performance as compared to budget. This mid-year report is intended to provide a revised look at the financial picture for the current fiscal year. The last couple of fiscal years, were “recovery” year of sorts with court fees slowly stabilizing as the courts and the rest of economy began to open. This fiscal year, although still very much in recovery, we continue to see positive gains in court fee revenue and interest earnings.

This year, we are presenting the mid-year budget review and forecast in two tabs: the base budget, inclusive of all one-time funding (OTF) projects, and the capital expenditure. The capital expenditures represent the expenditures that after completion will be subject to depreciation.

One-Time Funding: Thanks to lobbying efforts by CCCLL the Library has received over \$11M in OTF funding since 2018; \$3.5M in FY19, \$1.2M in FY21, \$3.1M in FY22, and \$3.7 in FY23. OTF monies are used to cover salary increases approved by the Board in prior fiscal years as well as almost all capital expenditures. \$231K in OTF funding was received in FY24 and FY25.

Base budget: Without taking into account any one-time extraordinary income, the base budget forecast is projected to be ahead of the original budget expectations by \$1.8M. Revenue, primarily interest revenue is higher than originally planned due to increases in rate of returns. Court fees exceeded budget for the first half of the year, but are forecasted to be within budget expectations for the second half of the year to remain conservative.

In presenting the budget for the current year, Staff requested, and the Board approved, use of reserves to fund a \$2.7M deficit. As expected, the savings realized in some areas of our expense budget such as staff, facilities, and communications may be just enough to counter the loss in revenue, specifically parking revenue. The result is a projected net operating loss of just over \$970K (ahead of budget by \$1.8M). When taking into



account current year extraordinary income, we forecast a net loss of \$495K. Our reserves are being sustained by prior year OTF and the operational costs, such as staff increases, could be sustained for a number of years without depleting reserves.

Staff acknowledges that 1) the budget as approved, amended and forecast presents a deficit in operating income that is for the medium-term funded by State backfill funds, but must be stabilized in the long term and 2) costs in general continue to increase. Looking at the big picture, we are doing well financially; amounts provided by the State in prior years have allowed us to add to our reserves and fund other critical needs. However, if ongoing funding is not obtained from the State within the next several years, significant cuts would need to be made to maintain healthy reserves.

Capital Expenditures: Because of staff turnover, capital projects are still proceeding at a slower pace than originally planned. Approximately \$620K in capital projects will be carried forward to next fiscal year, resulting in lower-than-expected expenses (and related depreciation) this year.

Cash flow: The original budget projected a negative cash flow of approximately \$4.7M primarily due to \$2.4M capital projects carried over from prior fiscal years and \$870K in payroll cost increases. However, the delay in some of the proposed capital projects have allowed us to maintain the same levels of cash and cash equivalents as compared to the end of FY2024; \$16M. The capital projects will still need to occur, but will manifest in the next fiscal year.

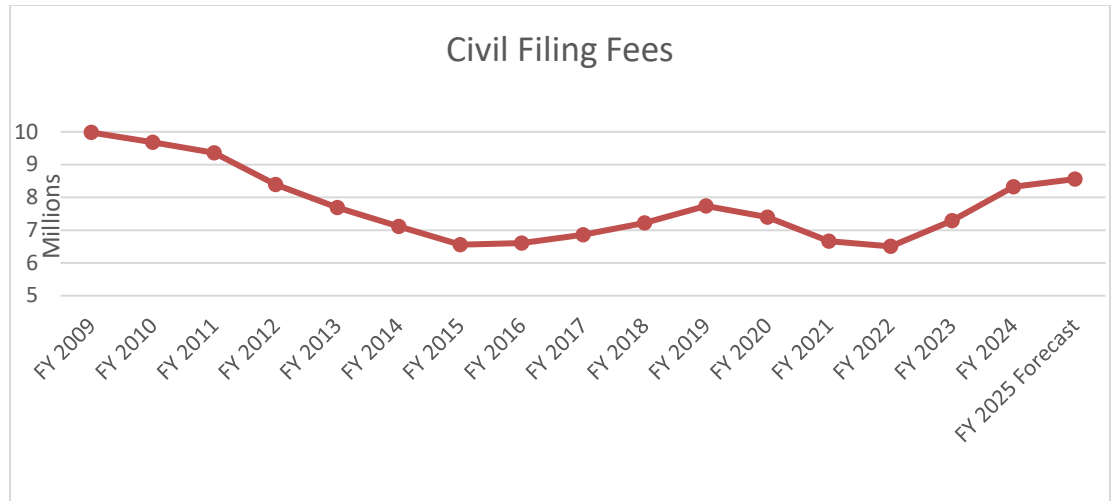
The attached mid-year budget review worksheet presenting actual income and expenses to date as well as the projected forecast for each general ledger account contains a comment field used to explain changes or revisions occurring since approval of the original budget.

REVENUE

Civil filing fees are continuing to show signs of stabilization and slight growth. Based on fees filed through January 2025, Staff conservatively projects filing fees to be well within budget and last fiscal year's actuals.

As depicted in the chart below, the overall positive upward trend that had begun in FY2014-15 was halted by the pandemic starting in FY2019-20 and continued well into FY2021-22. In FY2023-24 we are projecting a slight increase over last fiscal year.





Even during the years of improvement, though, the average annual percentage increase was only 3%. For comparison, the cost of collection materials increases by approximately 2-3% each year and minimum wage has gone from \$9.00 to \$17.87 over that same period.

Significantly, no parking income is expected due to the ongoing closure of the parking facility. Interest income from the County is forecasted to outperform budget expectations as a result of a better than expected rate of return on cash balance which one-time State funds held in our general fund at the County.

Investments

Investments held with UBS and CalPERS CERBT fluctuate and respond to market trends. However, both investments are performing well yielding positive unrealized gains.

The gain or loss from the UBS Treasury Bill investments is unrealized gain or loss to date. No cash will be realized until the actual sale of the bonds occurs and the Law Library is fully prepared to wait until maturity when full value is guaranteed. However, the income from that anticipated sale will not occur until a future period. In other words, the line item for UBS investment income, under investment gains (loss), does not reflect the expected long-term gain, but rather the gain or loss that would result *if* the bonds were sold now.

CalPERS CERBT gains are realized when the Library requests a distribution to offset paid retiree health insurance costs. This fiscal year, the Library is planning to request a \$90K distribution from the trust to allow offset increasing medical insurance cost for its retirees.

EXPENSES AND NET INCOME

Ordinary operating expenses are expected to be 7.2% below budget as a result of savings from staff vacancies, lower depreciation expense and savings in other expense categories, primarily facilities and communications and marketing.



NEXT STEPS

Staff will continue to limit expenditures within the current year and will propose needed course corrections in connection with the proposed budget for the next fiscal year. Additionally, Staff will also continue to work with CCCLL to secure additional funding from the State's budget and will closely monitor the continued impact of COVID-19 and its variants into future fiscal years.

Staff will meet with the Board's finance committee in April to discuss the midyear review and proposed budget options for FY2025-26.

RECOMMENDATION

Staff recommends that the Board adopt the attached, projected forecast for FY2024-25 as the amended budget.



Los Angeles County Law Library
FY2024-25 Mid-Year Budget Review

(Provisional and subject to year-end audit adjustments)

	July to December, 2024				January to June, 2025				Amended Annual Budget				Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	
Summary:													
Income													
L.A. Superior Court Fees	3,740,600	4,455,067	714,467	19.1%	3,959,400	4,101,563	142,163	3.6%	7,700,000	8,556,630	856,630	11.1%	
Interest	281,012	329,114	48,102	17.1%	281,140	316,000	34,860	12.4%	562,152	645,114	82,962	14.8%	
Parking	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
Library Services	184,685	296,630	111,945	60.6%	328,946	303,076	(25,870)	-7.9%	513,631	599,706	86,075	16.8%	
Total Income	4,206,297	5,080,811	874,514	20.8%	4,569,486	4,720,639	151,152	3.3%	8,775,783	9,801,449	1,025,666	11.7%	
Expense													
Staff (payroll + benefits)	3,470,532	3,097,725	372,807	10.7%	3,004,448	2,906,696	97,752	3.3%	6,474,979	6,004,421	470,559	7.3%	
Electronic Resource Subscriptions	327,379	336,559	(9,179)	-2.8%	405,195	396,016	9,179	2.3%	732,575	732,575	0	0.0%	
Library Materials	951,558	907,826	43,732	4.6%	1,487,700	1,056,476	431,224	29.0%	2,439,258	1,964,302	474,956	19.5%	
Library Materials Transferred to Capital Assets	(951,558)	(907,826)	(43,732)	4.6%	(1,487,700)	(1,056,476)	(431,224)	29.0%	(2,439,258)	(1,964,302)	(474,956)	19.5%	
Facilities	622,169	567,664	54,505	8.8%	609,176	584,958	24,218	4.0%	1,231,345	1,152,622	78,723	6.4%	
Technology & Data	144,384	126,700	29,130	20.2%	140,824	187,649	(46,825)	-33.3%	285,207	314,349	(29,142)	-10.2%	
General	50,188	59,674	(9,486)	-18.9%	39,164	55,103	(15,939)	-40.7%	89,352	114,777	(25,425)	-28.5%	
Professional Development	26,830	22,052	4,779	17.8%	14,956	15,656	(700)	-4.7%	41,786	37,708	4,079	9.8%	
Communications & Marketing	10,415	2,457	7,958	76.4%	40,462	5,000	35,462	87.6%	50,877	7,457	43,420	85.3%	
Travel & Entertainment	250	147	103	41.0%	250	200	50	20.0%	500	347	153	30.5%	
Professional Services	50,380	44,502	5,878	11.7%	124,800	76,550	48,250	38.7%	175,180	121,052	54,128	30.9%	
Depreciation	1,213,556	1,136,528	77,028	6.3%	1,311,705	1,150,000	161,705	12.3%	2,525,261	2,286,528	238,733	9.5%	
Total Expenses	5,916,083	5,394,008	522,075	8.8%	5,690,979	5,377,828	313,152	5.5%	11,607,062	10,771,836	835,227	7.2%	
Net Income (Loss)	(1,709,786)	(313,197)	1,396,589	81.7%	(1,121,493)	(657,189)	464,304	41.4%	(2,831,279)	(970,387)	1,860,893	65.7%	
Investment Gain (Loss) ¹	60,000	182,753	122,753	204.6%	60,000	60,000	0	0.0%	120,000	242,753	122,753	102.3%	
Extraordinary Income	0	231,641	231,641	0.0%	0	0	0	0.0%	0	231,641	231,641	0.0%	
Extraordinary Expense	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
Net Income Including Extraordinary Items	(1,649,786)	101,196	1,750,982	106.1%	(1,061,493)	(597,189)	464,304	43.7%	(2,711,279)	(495,993)	2,215,286	81.7%	
Capitalized Expenditures	1,077,000	4,055	1,072,945	99.6%	1,380,000	2,095,000	715,000	51.8%	2,457,000	2,099,055	(357,945)	-14.6%	

Los Angeles County Law Library
FY2024-25 Mid-Year Budget Review

(Provisional and subject to year-end audit adjustments)

				July to December, 2024				January to June, 2025				Amended Annual Budget				Comments
				Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	
Detailed Budget:																
Income:																
15	FIN	303300	L.A. Superior Court Fees Interest:	3,740,600	4,455,067	714,467	19.1%	3,959,400	4,101,563	142,163	3.6%	7,700,000	8,556,630	856,630	11.1%	Better than expected civil case filings.
15	FIN	311000	Interest - LAIF	7,106	9,591	2,485	35.0%	7,234	10,000	2,766	38.2%	14,340	19,591	5,251	36.6%	Increased rate of return.
15	FIN	312000	Interest - General Fund	270,000	313,223	43,223	16.0%	270,000	300,000	30,000	11.1%	540,000	613,223	73,223	13.6%	Increased rate of return along with higher balance at bank due to delay in capital expenditures.
15	FIN	313000	Interest - Deposit Fund	3,906	6,300	2,394	61.3%	3,906	6,000	2,094	53.6%	7,812	12,300	4,488	57.5%	Increased rate of return.
Subtotal				281,012	329,114	48,102	17.1%	281,140	316,000	34,860	12.4%	562,152	645,114	82,962	14.8%	
Parking:																
39	FAC	330100	Parking	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	A plan to bring the parking structure back into service is underway, however, it will most likely not be in this FY. Therefore, no revenue is budgeted.
Subtotal				0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
Library Services:																
27	CIRC	330150	Annual Designation Fee	1,127	1,495	368	32.7%	1,691	1,500	(191)	-11.3%	2,818	2,995	177	6.3%	
25	PS	330140	Annual Members Fee	100,334	97,974	(2,360)	-2.4%	99,126	99,126	0	0.0%	199,460	197,100	(2,360)	-1.2%	
25	PS	330340	Course Registration	31,414	24,950	(6,464)	-20.6%	17,044	14,000	(3,044)	-17.9%	48,458	38,950	(9,508)	-19.6%	
27	CIRC	330129	Copy Center	13,800	16,583	2,783	20.2%	9,500	15,000	5,500	57.9%	23,300	31,583	8,283	35.5%	Original budget was conservative, mid-year adjustment is a more accurate reflection of actual usage.
27	CIRC	330205	Document Delivery	5,400	7,687	2,287	42.4%	4,400	7,000	2,600	59.1%	9,800	14,687	4,887	49.9%	Elimination of "one free e-delivery" implemented during COVID-19 a factor in the favorable variance.
27	CIRC	330210	Fines	10,050	10,612	562	5.6%	9,950	9,950	0	0.0%	20,000	20,562	562	2.8%	
15	FIN	330310	Miscellaneous	15,600	50,042	34,442	220.8%	15,600	34,200	18,600	119.2%	31,200	84,242	53,042	170.0%	Includes Google project reimbursement and BOA rebate.
39	FAC	330330	Room Rental	6,000	10,945	4,945	82.4%	6,000	6,000	0	0.0%	12,000	16,945	4,945	41.2%	
23	COL	330350	Book Replacement	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
15	FIN	330360	Forfeited Deposits	0	0	0	0.0%	15,000	15,000	0	0.0%	15,000	15,000	0	0.0%	
17	EXEC	330400	Friends of Law Library	0	75,000	75,000	0.0%	150,000	100,000	(50,000)	-33.3%	150,000	175,000	25,000	16.7%	Includes revenue from annual Friend's gala.
25	PS	330420	Grants	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
15	FIN	330450	Vending	960	1,342	382	39.8%	635	1,300	665	104.7%	1,595	2,642	1,047	65.6%	
39	FAC	330465	Special Events Income	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
Subtotal				184,685	296,630	111,945	60.6%	328,946	303,076	(25,870)	-7.9%	513,631	599,706	86,075	16.8%	
Total Income				4,206,297	5,080,811	874,514	20.8%	4,569,486	4,720,639	151,152	3.3%	8,775,783	9,801,449	1,025,666	11.7%	
Expenses:																
Staff:																
ALL	501000		Salaries (FT)	1,726,116	1,493,601	232,515	13.5%	1,726,116	1,726,116	(0)	0.0%	3,452,231	3,219,717	232,515	6.7%	
15	FIN	501025	Staff Vacancy Offset (FT)	34,522	0	34,522	100.0%	34,522	34,522	0	0.0%	69,045	34,522	34,523	50.0%	
ALL	501050		Salaries (PT)	148,344	129,859	18,485	12.5%	148,344	148,344	0	0.0%	296,689	278,203	18,486	6.2%	
15	FIN	501075	Staff Vacancy Offset (PT)	2,967	0	2,967	100.0%	2,967	2,967	(0)	0.0%	5,934	2,967	2,967	50.0%	
15	FIN	502000	Social Security	97,472	98,555	(1,083)	-1.1%	97,472	97,472	(0)	0.0%	194,944	196,027	(1,083)	-0.6%	
15	FIN	503000	Medicare	27,180	23,531	3,649	13.4%	27,180	27,180	(0)	0.0%	54,359	50,711	3,649	6.7%	
15	FIN	511000	Retirement	682,244	637,866	44,378	6.5%	181,363	181,363	0	0.0%	863,608	819,229	44,378	5.1%	
15	FIN	511050	Pension Exp (Actuarial)	250,000	250,000	0	0.0%	250,000	250,000	0	0.0%	500,000	500,000	0	0.0%	Amount subject to year-end valuation report journal entries.
15	FIN	511100	Pension Exp (Acctg)	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
15	FIN	512000	Health Insurance	356,998	328,055	28,943	8.1%	367,231	277,231	90,000	24.5%	724,229	605,286	118,943	16.4%	Anticipate \$90K distribution from CERBT fund to cover a portion of retiree health insurance premiums.
15	FIN	513000	Disability Insurance	2,892	2,525	367	12.7%	2,892	2,892	(0)	0.0%	5,783	5,417	367	6.3%	
15	FIN	514000	Dental Insurance	33,217	30,920	2,298	6.9%	33,217	31,000	2,217	6.7%	66,435	61,920	4,515	6.8%	
15	FIN	514500	Vision Insurance	3,948	3,545	402	10.2%	3,948	3,948	(0)	0.0%	7,896	7,493	402	5.1%	
15	FIN	515000	Life Insurance	1,351	1,056	295	21.8%	1,351	1,056	295	21.9%	2,703	2,112	591	21.9%	
15	FIN	515500	Vacancy Benefits Offset	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
15	FIN	516000	Workers Compensation Insurance	11,640	9,763	1,877	16.1%	12,804	11,631	1,173	9.2%	24,444	21,394	3,050	12.5%	Anticipated renewal premium increase lower than budgeted.
15	FIN	517000	Unemployment Insurance	3,000	6,108	(3,108)	-103.6%	3,000	3,000	0	0.0%	6,000	9,108	(3,108)	-51.8%	Increased claims from former employees.
ALL	514010		Temporary Employment	14,540	12,692	1,848	12.7%	14,640	12,692	1,948	13.3%	29,180	25,384	3,796	13.0%	
13	HR	514015	Recruitment	2,500	2,627	(127)	-5.1%	2,500	2,500	0	0.0%	5,000	5,127	(127)	-2.5%	
15	FIN	517500	Accrued Sick Expense	0	0	0	0.0%	5,000	5,000	0	0.0%	5,000	5,000	0	0.0%	
15	FIN	518000	Accrued Vacation Expense	0	0	0	0.0%	20,000	20,000	0	0.0%	20,000	20,000	0	0.0%	
15	FIN	518500	OPEB Expense	65,000	65,000	0	0.0%	65,000	65,000	0	0.0%	130,000	130,000	0	0.0%	Amount subject to year-end valuation report journal entries.
15	FIN	518550	TMP	4,300	1,462	2,838	66.0%	4,300	1,500	2,800	65.1%	8,600	2,962	5,638	65.6%	
15	FIN	518560	Benefit Administration	2,300	561	1,739	75.6%	600	1,282	(682)	-113.6%	2,900	1,843	1,057	36.5%	COBRA services included free of cost with ADP package, no longer a paid service as of 2/1/24.
Total - Staff				3,470,532	3,097,725	372,807	10.7%	3,004,448	2,906,696	97,752	3.3%	6,474,979	6,004,421	470,559	7.3%	
Library Materials/Electronic Resources Subscription:																
23	COL	601999	American Continuations	737,720	700,136	37,584	5.1%	1,080,000	857,650	222,350	20.6%	1,817,720	1,557,786	259,934	14.3%	Surplus expected if no adjustment. Reduced by FY24 surplus % (14.3%) as approved by ED.
23	COL	602999	American New Orders	14,520	17,621	(3,101)	-21.4%	14,920	11,819	3,101	20.8%	29,440	29,440	(0)	0.0%	
23	COL	609199	Branch Continuations	9,026	6,045	2,981	33.0%	15,400	17,966	(2,566)	-16.7%	24,426	24,011	415	1.7%	
23	COL	609299	Branch New Orders	150	0	150	100.0%	150	300	(150)	-100.0%	300	300	0	0.0%	
23	COL	603999	Commonwealth Continuations	89,772	96,451	(6,679)	-7.4%	97,000	20,282	76,718	79.1%	186,772	116,733	70,039	37.5%	Surplus expected if no adjustment. Reduced by FY24 surplus % (37.5%) as approved by ED.

Los Angeles County Law Library
FY2024-25 Mid-Year Budget Review

(Provisional and subject to year-end audit adjustments)

				July to December, 2024				January to June, 2025				Amended Annual Budget				Comments
		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)			
23	COL	604999	Commonwealth New Orders	840	31	809	96.4%	840	1,649	(809)	-96.3%	1,680	1,680	0	0.0%	
23	COL	605999	Foreign Continuations	37,188	27,205	9,983	26.8%	145,000	68,444	76,556	52.8%	182,188	95,649	86,539	47.5%	Surplus expected if no adjustment. Reduced by FY24 surplus % (47.5%) as approved by ED.
23	COL	606999	Foreign New Orders	4,142	538	3,604	87.0%	5,142	8,746	(3,604)	-70.1%	9,284	9,284	0	0.0%	
23	COL	607999	International Continuations	51,538	53,389	(1,851)	-3.6%	111,000	58,600	52,400	47.2%	162,538	111,989	50,549	31.1%	Surplus expected if no adjustment. Reduced by FY24 surplus % (31.1%) as approved by ED.
23	COL	608999	International New Orders	3,538	3,303	235	6.7%	3,538	3,773	(235)	-6.6%	7,076	7,076	0	0.0%	
23	COL	609399	General/Librarianship Continuations	2,014	2,328	(314)	-15.6%	13,600	5,807	7,793	57.3%	15,614	8,135	7,479	47.9%	Surplus expected if no adjustment. Reduced by FY24 surplus % (47.9%) as approved by ED.
23	COL	609499	General/Librarianship New Orders	1,110	780	330	29.7%	1,110	1,440	(330)	-29.7%	2,220	2,220	0	0.0%	
Subtotal				951,558	907,826	43,732	4.6%	1,487,700	1,056,476	431,224	29.0%	2,439,258	1,964,302	474,956	19.5%	
				(951,558)	(907,826)	(43,732)	4.6%	(1,487,700)	(1,056,476)	(431,224)	29.0%	(2,439,258)	(1,964,302)	(474,956)	19.5%	
23	COL	685000	Electronic Resource Subscriptions (ERS)	327,379	336,559	(9,179)	-2.8%	405,195	396,016	9,179	2.3%	732,575	732,575	0	0.0%	
Facilities:																
39	FAC	801005	Repair & Maintenance	21,000	53,043	(32,043)	-152.6%	21,000	21,000	0	0.0%	42,000	74,043	(32,043)	-76.3%	Includes extraordinary HVAC maintenence costs in the first haf of FY, not expected in the second half.
39	FAC	801010	Building Services	11,520	14,273	(2,753)	-23.9%	14,520	14,520	0	0.0%	26,040	28,793	(2,753)	-10.6%	
39	FAC	801015	Cleaning Supplies	6,000	4,823	1,177	19.6%	6,000	5,000	1,000	16.7%	12,000	9,823	2,177	18.1%	
39	FAC	801020	Electricity & Water	93,000	72,419	20,581	22.1%	94,500	86,000	8,500	9.0%	187,500	158,419	29,081	15.5%	
39	FAC	801025	Elevator Maintenance	6,420	11,085	(4,665)	-72.7%	6,420	7,600	(1,180)	-18.4%	12,840	18,685	(5,845)	-45.5%	Includes extraordinary elevator service calls. A project to upgrade all elevators is currently in the works.
39	FAC	801030	Heating & Cooling	20,298	12,479	7,819	38.5%	20,298	32,500	(12,202)	-60.1%	40,596	44,979	(4,383)	-10.8%	
15	FIN	801035	Insurance	238,050	209,957	28,093	11.8%	238,050	210,000	28,050	11.8%	476,100	419,957	56,143	11.8%	Planned premium increases lower than originally budgeted.
39	FAC	801040	Janitorial Services	62,100	72,193	(10,093)	-16.3%	62,100	72,500	(10,400)	-16.7%	124,200	144,693	(20,493)	-16.5%	Includes waste removal around the perimeter of the Library due to encampments.
39	FAC	801045	Landscaping	12,000	0	12,000	100.0%	12,000	0	12,000	100.0%	24,000	0	24,000	100.0%	
39	FAC	801050	Security	119,400	110,113	9,287	7.8%	121,300	121,300	0	0.0%	240,700	231,413	9,287	3.9%	
39	FAC	801060	Room Rental Expenses	1,500	142	1,358	90.5%	1,500	2,000	(500)	-33.3%	3,000	2,142	858	28.6%	Offset by room rental income.
39	FAC	801065	Special Events Expenses	21,700	2,296	19,404	89.4%	3,000	6,000	(3,000)	-100.0%	24,700	8,296	16,404	66.4%	Original budget was duplicative the first 6 months of the fiscal year.
39	FAC	801100	Furniture & Appliances (<3K)	1,500	294	1,206	80.4%	1,500	2,000	(500)	-33.3%	3,000	2,294	706	23.5%	Includes new display case for special events.
39	FAC	801110	Equipment (<3K)	1,800	1,985	(185)	-10.3%	1,800	1,500	300	16.7%	3,600	3,485	115	3.2%	
39	FAC	801115	Building Alterations (<3K)	2,400	70	2,330	97.1%	2,400	500	1,900	79.2%	4,800	570	4,230	88.1%	
39	FAC	801120	Delivery & Postage	1,831	1,452	379	20.7%	1,038	1,038	0	0.0%	2,869	2,490	379	13.2%	
39	FAC	801125	Kitchen supplies	1,650	1,040	610	37.0%	1,750	1,500	250	14.3%	3,400	2,540	860	25.3%	
Subtotal				622,169	567,664	54,505	8.8%	609,176	584,958	24,218	4.0%	1,231,345	1,152,622	78,723	6.4%	
Technology:																
33	TECH	801210	Software Maintenance	22,398	12,079	10,319	46.1%	22,398	22,398	(0)	0.0%	44,795	34,477	10,318	23.0%	
33	TECH	801212	Hardware Maintenance	24,174	13,398	10,776	44.6%	24,174	24,174	0	0.0%	48,348	37,572	10,776	22.3%	
33	TECH	801215	Software (<\$3k)	3,300	666	2,634	79.8%	3,300	3,300	0	0.0%	6,600	3,966	2,634	39.9%	
33	TECH	801220	Hardware (<\$3k)	8,000	10,339	(2,339)	-29.2%	6,000	12,000	(6,000)	-100.0%	14,000	22,339	(8,339)	-59.6%	Adjustment anticipates pricing increase by vendors
33	TECH	801225	Computer Supplies	1,698	8,493	(6,795)	-400.2%	1,698	12,000	(10,302)	-606.7%	3,396	20,493	(17,097)	-503.5%	Additional purchases for essential IT needs for LACLL operation.
33	TECH	801230	Integrated Library System	33,774	33,777	(3)	0.0%	33,774	33,777	(3)	0.0%	67,548	67,554	(6)	0.0%	
33	TECH	801235	Telecommunications	11,880	12,045	(165)	-1.4%	11,880	24,000	(12,120)	-102.0%	23,760	36,045	(12,285)	-51.7%	Adjustment anticipates price increase by vendors and includes mobile devices services.
33	TECH	801245	Tech & Data - Misc	1,000	405	595	59.5%	0	1,000	(1,000)	0.0%	1,000	1,405	(405)	-40.5%	
33	TECH	801250	Services	15,000	891	14,109	94.1%	15,000	15,000	0	0.0%	30,000	15,891	14,109	47.0%	
33	TECH	801275	Online Service Providers	23,160	34,607	(11,447)	-49.4%	22,600	40,000	(17,400)	-77.0%	45,760	74,607	(28,847)	-63.0%	Adjustment anticipates price increase by vendors and more purchase for essential IT need for LACLL operation.
Subtotal				144,384	126,700	29,130	20.2%	140,824	187,649	(46,825)	-33.3%	285,207	314,349	(29,142)	-10.2%	
General:																
15	FIN	801310	Bank Charges	2,750	2,740	10	0.3%	2,750	2,750	0	0.0%	5,500	5,490	10	0.2%	
35	CMS	801315	Bibliographical Services	6,730	6,714	16	0.2%	5,436	5,436	0	0.0%	12,166	12,150	16	0.1%	
35	CMS	801320	Binding	4,000	339	3,661	91.5%	6,000	9,661	(3,661)	-61.0%	10,000	10,000	0	0.0%	
17	EXEC	801325	Board Expense	900	641	259	28.8%	990	990	0	0.0%	1,890	1,631	259	13.7%	
37	COM	801330	Staff meals & events	12,530	13,260	(730)	-5.8%	1,250	1,500	(250)	-20.0%	13,780	14,760	(980)	-7.1%	
15	FIN	801335	Supplies - Office	9,428	10,956	(1,528)	-16.2%	8,338	8,338	0	0.0%	17,766	19,294	(1,528)	-8.6%	Increased paper/toner costs.
35	CMS	801337	Supplies - Library materials	4,600	4,572	28	0.6%	5,400	5,428	(28)	-0.5%	10,000	10,000	0	0.0%	
37	COM	801340	Stationery, business cards, etc.	600	0	600	100.0%	1,800	1,000	800	44.4%	2,400	1,000	1,400	58.3%	
25	PS	801365	Grant Application Expenses	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
33	IT	801370	Copy Center Expense	7,150	6,186	964	13.5%	5,100	6,500	(1,400)	-27.5%	12,250	12,686	(436)	-3.6%	Increased color copy usage library wide.
15	FIN	801375	General - Misc	1,500	726	774	51.6%	1,500	0	1,500	100.0%	3,000	726	2,274	75.8%	
25	PS	801390	Course Registration	0	13,540	(13,540)	0.0%	0	13,500	(13,500)	0.0%	0	27,040	(27,040)	0.0%	Offset by course registration income.
17	EXEC	801395	Friends of Law Library	0	0	0	0.0%	600	0	600	100.0%	600	0	600	100.0%	
Subtotal				50,188	59,674	(9,486)	-18.9%	39,164	55,103	(15,939)	-40.7%	89,352	114,777	(25,425)	-28.5%	
Professional Development:																
ALL	803105	Travel	14,150	6,781	7,369	52.1%	1,900	600	1,300	68.4%	16,050	7,381	8,669	54.0%	Travel costs offset by grants received by staff.	
ALL	803110	Meals	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%		

Los Angeles County Law Library
FY2024-25 Mid-Year Budget Review

(Provisional and subject to year-end audit adjustments)

			July to December, 2024				January to June, 2025				Amended Annual Budget				Comments	
			Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)		
ALL	803113	Incidental and miscellaneous	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%		
ALL	803115	Membership dues	620	555	65	10.5%	11,381	11,381	0	0.0%	12,001	11,936	65	0.5%		
ALL	803120	Registration fees	6,709	13,286	(6,577)	-98.0%	1,675	675	1,000	59.7%	8,384	13,961	(5,577)	-66.5%	Budget augmентаion requested to provide staff professional development opportunities.	
ALL	803125	Educational materials	5,351	1,429	3,922	73.3%	0	3,000	(3,000)	0.0%	5,351	4,429	922	17.2%		
		Subtotal	26,830	22,052	4,779	17.8%	14,956	15,656	(700)	-4.7%	41,786	37,708	4,079	9.8%		
		Communications & Marketing:														
37	COM	803205	Services	482	12	470	97.5%	12	400	(388)	-3233.3%	494	412	82	16.6%	
37	COM	803210	Collateral materials	3,000	1,345	1,655	55.2%	4,350	3,000	1,350	31.0%	7,350	4,345	3,005	40.9%	Planned third party filers on hold pending further evaluation.
37	COM	803215	Advertising	6,433	1,100	5,333	82.9%	35,600	600	35,000	98.3%	42,033	1,700	40,333	96.0%	Planned Metro ad carried over the next FY.
37	COM	803220	Trade shows & Outreach	500	0	500	100.0%	500	1,000	(500)	-100.0%	1,000	1,000	0	0.0%	Elected official outreach expense
		Subtotal	10,415	2,457	7,958	76.4%	40,462	5,000	35,462	87.6%	50,877	7,457	43,420	85.3%		
		Travel & Entertainment														
ALL	803305	Travel	0	0	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	0.0%		
ALL	803315	Entertainment	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%		
ALL	803320	Ground transportation & mileage reimb.	250	147	103	41.0%	250	200	50	20.0%	500	347	153	30.5%	Fewer anticipated trips to brnck/partnership locations.	
ALL	803325	Incidental travel expenses	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%		
		Subtotal	250	147	103	41.0%	250	200	50	20.0%	500	347	153	30.5%		
		Professional Services														
15	FIN	804005	Accounting	26,680	2,692	23,988	89.9%	0	31,900	(31,900)	0.0%	26,680	34,592	(7,912)	-29.7%	Increased audit costs related to component unit audit.
17	EXEC	804008	Consulting Services	8,400	10,595	(2,195)	-26.1%	8,400	27,650	(19,250)	-229.2%	16,800	38,245	(21,445)	-127.6%	Includes work approved by BOT for national register nomination and HR consulting firm.
17	EXEC	804010	Legal	12,500	15,130	(2,630)	-21.0%	12,500	15,000	(2,500)	-20.0%	25,000	30,130	(5,130)	-20.5%	
15	FIN	804015	Other	2,800	16,085	(13,285)	-474.5%	103,900	2,000	101,900	98.1%	106,700	18,085	88,615	83.1%	
		Subtotal	50,380	44,502	5,878	11.7%	124,800	76,550	48,250	38.7%	175,180	121,052	54,128	30.9%		
		Depreciation:														
15	FIN	806105	Depreciation - Library Materials	981,960	965,385	16,575	1.7%	983,190	970,000	13,190	1.3%	1,965,150	1,935,385	29,765	1.5%	
15	FIN	806110	Depreciation Exp - Capital Projects	231,596	171,144	60,452	26.1%	328,515	180,000	148,515	45.2%	560,111	351,144	208,967	37.3%	Lower depreciation expense due to delay in completion of capital purchases.
		Subtotal	1,213,556	1,136,528	77,028	6.3%	1,311,705	1,150,000	161,705	12.3%	2,525,261	2,286,528	238,733	9.5%		
		Total Expense	5,916,083	5,394,008	522,075	8.8%	5,690,979	5,377,828	313,152	5.5%	11,607,062	10,771,836	835,227	7.2%		
		Net Income Before Extraordinary Items	(1,709,786)	(313,197)	1,396,589	81.7%	(1,121,493)	(657,189)	464,304	41.4%	(2,831,279)	(970,387)	1,860,893	65.7%		

Los Angeles County Law Library

FY2024-25 Mid-Year Budget Review

(Provisional and subject to year-end audit adjustments)

		July to December, 2024				January to June, 2025				Amended Annual Budget				Comments	
		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)		
15	FIN 321000	Investment Gain (Loss) ¹	60,000	182,753	122,753	204.6%	60,000	60,000	0	0.0%	120,000	242,753	122,753	102.3%	Reflects gains/loss if sold at time of report (before maturity)
17	EXEC 401000	Extraordinary Income	0	231,641	231,641	0.0%	0	0	0	0.0%	0	231,641	231,641	0.0%	
17	EXEC 901000	Extraordinary Expense	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
		Net Income Including Extraordinary Items	(1,649,786)	101,196	1,750,982	106.1%	(1,061,493)	(597,189)	464,304	43.7%	(2,711,279)	(495,993)	2,215,286	81.7%	
Capital Expenditures:															
39	FAC 161100	Furniture / Appliances (>3k)	0	0	0	0.0%	0	8,000	8,000	0.0%	0	8,000	(8,000)	0.0%	Includes 10 booktrucks for CMS.
33	TECH 161300	Electronics / Computer Hardware (>3k)	582,000	4,055	577,945	99.3%	120,000	822,000	702,000	585.0%	702,000	826,055	(124,055)	-17.7%	
39	FAC 164500	Exterior Building Repairs/Improvements (>3k)	320,000	0	320,000	100.0%	550,000	500,000	(50,000)	-9.1%	870,000	500,000	370,000	42.5%	
39	FAC 164000	Interior Improvements / Alterations (>3k)	135,000	0	135,000	100.0%	710,000	765,000	55,000	7.7%	845,000	765,000	80,000	9.5%	
33	TECH 168000	Computer Software	40,000	0	40,000	100.0%	0	0	0	0.0%	40,000	0	40,000	100.0%	
		Total - Capitalized Expenditures	1,077,000	4,055	1,072,945	99.6%	1,380,000	2,095,000	715,000	51.8%	2,457,000	2,099,055	(357,945)	-14.6%	

¹UBS 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.

DEPT	Project Code	Description	GL #	GL Name	July - December, 2024				January - June, 2025				Annual Budget				Comment
					Budget	Actual	\$ Diff	% Diff	Budget	Forecast	\$ Diff.	% Diff.	Budget	Forecast	\$ Diff	% Diff	
39	3918003	Security Cameras	161300	Electronics / Computer Hardware >3K	\$60,000	\$0	\$60,000	100.0%	\$0	\$130,000	(\$130,000)	0.0%	\$60,000	\$130,000	(\$70,000)	-116.7%	Budget augmentation requested to complete all 3 phases of camera install. Original budgeted only included Phase 1 at \$60K
33	39OF-006	PA System	161300	Electronics / Computer Hardware >3K	\$0	\$0	\$0	0.0%	\$60,000	\$60,000	\$0	0.0%	\$60,000	\$60,000	\$0	0.0%	Project expected to be completed by May 2024.
33	33OTF2-005	Network Firewall & Switches	161300	Electronics / Computer Hardware >3K	\$492,000	\$0	\$492,000	100.0%	\$0	\$492,000	(\$492,000)	0.0%	\$492,000	\$492,000	\$0	0.0%	This is for the Palo Alto firewall to replace PFSense and Juniper Switch to replace HPE
33	33OF-005	Telephone System	161300	Electronics / Computer Hardware >3K	\$30,000	\$0	\$30,000	100.0%	\$0	\$80,000	(\$80,000)	0.0%	\$30,000	\$80,000	(\$50,000)	-166.7%	Budget augmentation need to replace desk phones and VoIP phone server.
33	33OTF2-006	Public Computers	161300	Electronics / Computer Hardware >3K	\$0	\$0	\$0	0.0%	\$60,000	\$60,000	\$0	0.0%	\$60,000	\$60,000	\$0	0.0%	To replace all public facing computer and replace PC reservation with Pharos solution
39	3914001	Elevator modernization Project	164000	Interior Improvements / Alterations >\$3K	\$0	\$0	\$0	0.0%	\$500,000	\$550,000	(\$50,000)	-10.0%	\$500,000	\$550,000	(\$50,000)	-10.0%	Amount to cover Phase 1 of project.
39	3918007	LED Lighting Conversion - Phase 2	164000	Interior Improvements / Alterations >\$3K	\$0	\$0	\$0	0.0%	\$50,000	\$0	\$50,000	100.0%	\$50,000	\$0	\$50,000	100.0%	Roll over to next fiscal year.
39	3919001	Public Restroom Reconfig	164000	Interior Improvements / Alterations >\$3K	\$0	\$0	\$0	0.0%	\$40,000	\$0	\$40,000	100.0%	\$40,000	\$0	\$40,000	100.0%	Roll over to next fiscal year.
39	39OF-001	70s Classroom, Computer Lab & IT Reconfiguration	164000	Interior Improvements / Alterations >\$3K	\$135,000	\$0	\$135,000	100.0%	\$0	\$135,000	(\$135,000)	0.0%	\$135,000	\$135,000	\$0	0.0%	Project expected to be completed by May 2025.
39		Safety Partitions for Reference and Circulation	164000	Interior Improvements / Alterations >\$3K	\$0	\$0	\$0	0.0%	\$0	\$80,000	(\$80,000)	0.0%	\$0	\$80,000	(\$80,000)	0.0%	Project expected to be completed by June 2025.
39	39OF-002	HVAC Digital Control System	164000	Interior Improvements / Alterations >\$3K	\$0	\$0	\$0	0.0%	\$120,000	\$0	\$120,000	100.0%	\$120,000	\$0	\$120,000	100.0%	Roll over to next fiscal year.
39	39OTF2-002	Exterior Landscape Repair	164500	Exterior Building Repairs/ Improvements >\$3K	\$50,000	\$0	\$50,000	100.0%	\$0	\$0	\$0	0.0%	\$50,000	\$0	\$50,000	100.0%	Roll over to next fiscal year.
39	39OTF2-004	Front Entrance Repair	164500	Exterior Building Repairs/ Improvements >\$3K	\$120,000	\$0	\$120,000	100.0%	\$0	\$0	\$0	0.0%	\$120,000	\$0	\$120,000	100.0%	Roll over to next fiscal year.
39	39OTF2-005	Exterior Building Facade Repairs	164500	Exterior Building Repairs/ Improvements >\$3K	\$0	\$0	\$0	0.0%	\$50,000	\$0	\$50,000	100.0%	\$50,000	\$0	\$50,000	100.0%	Roll over to next fiscal year.
39	39OTF2-006	Hill Street Parking Structure	164500	Exterior Building Repairs/ Improvements >\$3K	\$0	\$0	\$0	0.0%	\$500,000	\$500,000	\$0	0.0%	\$500,000	\$500,000	\$0	0.0%	Completion of project expected next fiscal year.
39	39OTF2-007	Emergency Generator Replacement	164500	Exterior Building Repairs/ Improvements >\$3K	\$150,000	\$0	\$150,000	100.0%	\$0	\$0	\$0	0.0%	\$150,000	\$0	\$150,000	100.0%	Roll over to next fiscal year.
33	25OF-001	Website - Representing Yourself	168000	Computer Software	\$20,000	\$0	\$20,000	100.0%	\$0	\$0	\$0	0.0%	\$20,000	\$0	\$20,000	100.0%	Roll over to next fiscal year.

DEPT	Project Code	Description	GL #	GL Name	July - December, 2024				January - June, 2025				Annual Budget				Comment
					Budget	Actual	\$ Diff	% Diff	Budget	Forecast	\$ Diff.	% Diff.	Budget	Forecast	\$ Diff	% Diff	
33	25OF-002	Website Update - Ebranch	168000	Computer Software	\$20,000	\$0	\$20,000	100.0%	\$0	\$0	\$0	0.0%	\$20,000	\$0	\$20,000	100.0%	Roll over to next fiscal year.
					\$1,077,000	\$0	\$1,077,000	100.0%	\$1,380,000	\$2,087,000	(\$707,000)	-51.2%	\$2,457,000	\$2,087,000	\$370,000	15.1%	

MEMORANDUM

DATE: February 26, 2025

TO: Board of Law Library Trustees

FROM: Katherine Chew, Executive Director

RE: Review and Approval of Request for Bid Proposals for Elevator Upgrade Project

BACKGROUND

At its November 19, 2013 meeting, Staff advised the Board that the library would be conducting a sealed bid process to select a qualified vendor to perform required system modifications to all four library elevators. In March 2015, the Board approved awarding a bid to Liftech Elevator Services, but a contract was never entered into with this vendor.

Although no action was taken over the past ten years for elevator upgrades, the Library has continued to budget a total of \$500,000 for this particular capital improvement.

INCREASED COSTS OVER THE PAST TEN YEARS

The Library building consists of a structure completed in 1953 with an addition completed in 1971. Two elevators were installed in the section of the building constructed in 1953, and two others were installed in the 1971 addition. In 2014, the Library entered into a maintenance, service and repair agreement with Caliber Elevator which was later acquired by Liftech Elevator Services. To date, the Library continues to have regular maintenance of the original cabs through Liftech Elevator Services.



All four elevators at Library operate on a hydraulic system. This system uses hydraulic fluid to move the cab, and they can be prone to increased wear and tear if not properly maintained. Hydraulic elevators typically last between 20 to 25 years. Factors influencing elevator lifespan include maintenance practices, frequent usage, and aging components. Obsolete equipment and parts pose safety and efficiency risks. The need for updated building code compliance can also drive repair costs higher and signal the need to modernize. Warning signs that elevators are approaching the end of their effective lifespan include the following (See *Elevator Lifespan: How Long Do Elevators Stay Efficient?*, by Clark Elevator Company, October 20, 2024);

1. Increased service calls;
2. Decreased responsiveness; and
3. Safety concerns.

The costs of elevator cab modernization have increased over the years and can be attributed to several factors: labor and expertise, safety and regulatory compliance, supply chain challenges and rising material costs for steel, electronics, glass and metals. (See *Extravaqant Prices in the Elevator Industry: An In-Depth Analysis*, by Mountain Cross Consulting, May 8, 2024)

Recognizing that the costs to modernize the elevators have no doubt increased over the past ten years, Staff recently re-visited the effort to upgrade all four elevator cabs by consulting with Carmen Galante of Mountain Cross Consulting, a company that specializes in knowledge of obsolete elevator parts and elevator restoration projects. This consulting company strives to integrate contemporary technology with enhanced safety and efficiency without compromising any historic value of older elevators. On July 25, 2025, Mountain Cross Consulting submitted a proposal to evaluate the current state of all four elevators, determining what needed to be done for the modernization of the four hydraulic elevators. The total cost for performing this site inspection was \$5,450.00 which has been paid to Mountain Cross Consulting.



On August 13, 2025, Mountain Cross Consulting submitted a proposal to create the specifications that will be used for the bids, oversee the bidding process, and provide general consulting and project management services for the elevator upgrade project. The amount for this work is \$19,050.

On August 6, 2024 Carmen Galante of Mountain Cross Consulting performed an inspection of all four elevators. Attached to this staff report are inspection reports with a summary report of the estimated costs of upgrading all four cabs based in today's standards. Also attached is a proposed rendering of the interior cabs as part of the upgrade. The elevator upgrade was designed by a licensed civil engineer in accordance with applicable standards. The plans and specifications, which will be part of the bid package, were made available for the Board's review. His reports conclude the following:

1. Inspection Report of Elevators 1 and 2: These cabs were installed in the 1950s and besides the power units, all equipment appears to be original. Both are powered by dry power units that appear to be 10 years old. The elevators do not meet current ADA standards though they comply with codes enacted and in effect at the time of installation.
2. Inspection Report of Elevators 3 and 4: These cabs were installed in the 1970s and all equipment appears to be original. The elevators do not meet current ADA standards though they comply with codes enacted and in effect at the tie of installation.
3. Summary Report: All four cabs have lived their useful life. To modernize cabs 1 and 2, including new mechanicals, buttons and wiring, the estimated cost is \$190,000 each. To modernize cabs 3 and 4, including new mechanicals, buttons, wiring and power units, the cost is estimated to be \$200,000 each. To modernize the interiors of each cab, the estimated cost would be \$28,000 each.

Based on the reports discussed above, the total estimated cost to upgrade all four cabs in today's market, including the interiors, would



be \$892,000. The amount currently budgeted to upgrade the elevators is \$500,000. Given that the budgeted amount is far below the estimated costs provided by Mountain Cross Consulting to perform the upgrades, Staff recommends that the project be spread out in two phases, with only two cabs being upgraded in the first phase, and the remaining two cabs upgraded in the second phase. This will allow for more accurate and manageable budget projections over time.

CEQA

The proposed work does not constitute a project under CEQA pursuant to CEQA Guidelines Section 15061(b)(3) as it will not result in any direct or reasonably foreseeable indirect physical change in the environment. Moreover, the proposed work is maintenance and repair of mechanical equipment in an existing facility and is therefore exempt pursuant to Categorical Exemption, Class 1: Existing Facilities, CEQA Guidelines Section 15301.

RECOMMENDATION

Staff recommends that the Board do the following:

- 1) Approve putting the Elevator Upgrade Project out to bid.
- 2) Authorize the Executive Director to execute a contract with MountainCross Consulting to provide engineering consulting services at the cost of up to \$19,050.00, which includes commencing with the bidding process and providing project management for the modernization of all four elevators, including upgrading the interior cabs;
- 3) Find and declare that the project is exempt from CEQA pursuant to CEQA Guidelines Sections 15061(b)(3) and 15301; and
- 4) Authorize the Executive Director to execute all necessary agreements and documents.



MOUNTAIN CROSS CONSULTING

1153 Bergen Parkway, Suite I, PMB 181 • Evergreen, CO 80439 • 224.500.0321



Inspection Report

LA Law Library

DATE: August 6, 2024

PLACE: LA Law Library

SUBJECT: Equipment Due Diligence

IN ATTENDANCE: Katherine H. Chew – Executive Director

On August 6, 2024, we did an inspection of the elevators 1 and 2 at the LA Law Library. The purpose of the inspection was to verify the age, condition, and code compliance.

The elevator equipment was installed in the 1950s by UECO. The elevators are hydraulic and run at a speed of 145FPM. The elevator capacities are 1,350 pounds.

Elevator 1 serves four openings with one opening being manual swing.

Elevator 2 serves 6 openings and has two openings being manual swing.

Both cars have door equipment manufactured by GAL, with power car doors. Both elevators are powered by dry power units. These power units appear to be 10 years old. The elevators do not meet ADA codes. The elevators operate per the code that they were installed under. The elevators level well.

Both elevators are powered by dry hydraulic units with Maxton valves and these were installed about 10-15 years ago. Besides the power units, all equipment appears to be original. The equipment meets the code for which they were installed under. The elevators do not meet ADA codes.

Sincerely,

Carmen Galante

MOUNTAIN CROSS CONSULTING

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Inspection Report

LA Law Library

DATE: August 6, 2024

PLACE: LA Law Library

SUBJECT: Equipment Due Diligence

IN ATTENDANCE: Katherine H. Chew – Executive Director

On August 6, 2024, we did an inspection of the elevators 3 and 4 at the LA Law Library. The purpose of the inspection was to verify the age, condition, and code compliance.

The elevator equipment is ERM and they were installed in the 1970s. The elevators are hydraulic and run at a speed of 133FPM. The elevator capacities are 2500 pounds. Both elevators service 6 landings. The door equipment was manufactured by GAL and is 42 inch center parting.

Both elevators are powered by dry hydraulic units with EECO valves. All equipment appears to be original. The elevators level well. The equipment meets the code for which they were installed under. The elevators do not meet ADA codes.

Sincerely,

Carmen Galante

MOUNTAIN CROSS CONSULTING

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Summary Report

LA Law Library

DATE: August 6, 2024
PLACE: LA Law Library
SUBJECT: Elevator Summary
IN ATTENDANCE: Katherine H. Chew – Executive Director

All four elevators have lived their useful life. The budget cost to modernize cars 1 and 2 will be \$190,000 each. This includes all new mechanicals, buttons and wiring. This also includes the work by others. We would retain the power units.

The budget cost to modernize cars 3 and 4 will be \$200,000 each. This includes all new mechanical, buttons, wiring and power units. This also includes the work by others.

If you would like to modernize the elevators interiors add an additional \$28,000 to your budget costs.

Sincerely,

Carmen Galante



Board of Trustees Meeting

February 26, 2025

Agenda Item 4.00-Discussion Item 4.3

“AI Hallucinations in Legal Research”

Presentation by

Ryan Methany & Spencer Gales