

AGENDA

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

REGULAR BOARD MEETING

Wednesday, June 25, 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:

- ☐ Fernandeno 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 May 28, 2025 Regular Board Meeting
- 3.2 Review of May Financials and List of April Checks and Warrants
- 3.3 Approval of Revisions to Job Description, Senior Librarian
- 3.4 Approval of FY2026 Property & Liability Insurance Estimates

4.0 Discussion Items

- 4.1 Recognition of Kathleen O'Laughlin with thanks for years of service and best wishes for her planned retirement on June 30, 2025 from LA Law Library
- 4.2 Approval of Operating and Capital Expenditures Budget for Fiscal Year 2025/2026
- 4.3 Discussion of Los Angeles Superior Court Request to Delay Nomination of National Historic Landmark Designation for Los Angeles County Law Library
- 4.4 Update: Superior Court Offer for Gensler Firm to Assess LA Law Library

5.0 CLOSED SESSION

- 5.1 Conference with Labor Negotiator (G.C. 54957.6). Library Negotiator: Executive Director Katherine H. Chew, with Finance Director Marcelino Juarez; Employee Organization: SEIU Local 721

6.0 RECONVENE IN OPEN SESSION/ CLOSED SESSION ANNOUNCEMENT
(Pursuant to Government Code §54957.1)-Katherine H. Chew

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, July 23, 2025 at 12:15p.m.

POSTED WEDNESDAY, JUNE 18, 2025 @ 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.**

May 28, 2025

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, May 28, 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 Laura Seigle
Judge Rosa Fregoso
Susan Steinhauser, Esquire (Arrived at 12:26pm)
Judge Susan DeWitt
Judge Cherol Nellon

Trustees Absent: Judge Mark Juhas

Senior Staff Present: Katherine Chew, Executive Director

Also Present: Marcelino Juarez, Finance Director

Vice President Seigle determined a quorum to be present, convened the meeting at 12:18 pm and thereafter presided. Executive Director, Katherine Chew, recorded the Minutes.

1.0 PUBLIC COMMENT

Library employee, Sharon Boone, spoke about the late, ex-Executive Director of LA Law Library, Richard Iamele. She spoke about what a kind, honest, fair man he was, and reminisced about their time working together.

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the April 23, 2025 Regular Board Meeting
- 3.2 Review of March Financials and List of April Checks and Warrants
- 3.3 Review of FY2026 Property & Liability Insurance Estimates
- 3.4 Approval of Revisions to Job Description, Library Aide, Communications

Vice President Seigle asked the Board if anyone would like an item removed from the Consent Calendar. No item was requested. Vice President Seigle requested a motion to approve the Consent Calendar. So moved by Trustee DeWitt, seconded by Trustee Nellon. The motion was approved unanimously 4 – 0.

4.0 DISCUSSION ITEMS

- 4.1 Approval of Operating Budget, FY26

Library Finance Director, Marclino Juarez, addressed the Board. He stated that Item 4.1 is just a discussion of the budget. We will bring the budget back in the June Board Meeting to finalize it. Trustee Steinhauser pointed out that the net income loss of the library is around \$2 million. She inquired how we are filling the net loss. Trustee DeWitt responded that the answer is the library's

reserves. Trustee Steinhauser then inquired which reserves? One time funding? How much is in our reserves. Marcelino responded that we have about \$21 million in reserves, and it takes about \$11 million to fund the library every year. Vice President Seigle then stated that with a \$2 million deficit in the proposed budget, the library will run out of money in ten years. In five years we will need a plan to address this deficit. Marcelino then stated that for the last three or four fiscal years we have had to tap into reserves. Trustee DeWitt then stated that the Budget Committee is developing a plan to try and reduce budgetary dependency on reserves.

4.2 Presentation: Proposed Master Facilities Plan

Guest Speakers David Slayton, Executive Officer/Clerk of the Court and Honorable Sergio C. Tapia II, Presiding Judge of the Superior Court, County of Los Angeles

Judge Tapia and Mr. David Slayton addressed the Board. Judge Tapia began by discussing the history of the Stanley Mosk Courthouse and the Civic Center at large. He discussed how the court had contracted with a private firm to see if it would be more cost effective to refurbish Stanley Mosk, or to replace it. They determined that it would be much more cost effective to replace the building. He went on to discuss how the court has engaged with the county to come up with a master plan for the entire Civic Center. This project will be funded by the state. Judge Tapia and Mr. Slayton would like to see how the library can fit into the master plan.

Trustee Steinhauser arrived at 12:26pm.

Mr. Slayton then discussed how the master plan project began in March 2025. The architectural firm Gensler was hired to oversee the project. Planning has begun, and the court is trying to gather feedback from affected stakeholders, including LA Law Library. Nothing has been finalized, including the future configuration of buildings in the Civic Center. Mr. Slayton spoke about how the court wants the library near the new courthouse. The court would like for Gensler to check the condition of the library to see what kind of work or retrofitting it would require. They have offered to pay for Gensler to come in and inspect the library.

Judge Tapia went on to clarify that even if Gensler were to come and inspect the library, the library would be under no obligations. Trustee Nellon pointed out that Stanley Mosk was built in 1958, and inquired if the building was considered historical. If so, how would that affect the master plan.

Mr. Slayton responded that the building is not under historical designation. He then stated that buildings that do have a historical designation could be limited in their ability to make modification, demolitions, etc. Judge Tapia then stated that none of the buildings in the Civic Center are historical landmarks.

Vice President Seigle then asked what the timeline was for getting the site plan chosen. She also asked for the timeline for confirming there will be money to complete the project. Mr. Slayton responded that the county, court, city, and/or library need to come up with a plan. They want to have plans finalized by the end of the 2025 calendar year. There will be no money at that point. The agreement will be in principle. The state has plans to fund the new Stanley Mosk Courthouse in the 2027/2028 fiscal year. Mr. Slayton stated that cost depends on where land parcel is going to be, then funding can be triggered.

Judge Tapia stated that this plan will move forward with or without the library. He thinks that it could be a good opportunity for the library. Refurbishing the library would be very costly. Gensler would work with the library so that we can make our own analysis. Trustee Steinhauser asked if the library chose not to go along with the plan, would the library be left alone. Mr. Slayton and Judge Tapia said that was correct. Trustee Steinhauser then asked who would pay for the new



library building. Judge Tapia answered that Gensler would need to determine the value of the library's parcel. He stated that our parcel may pay for a new parcel and a new building.

Trustee Steinhauser asked if there was any guarantee that state money will be there by the time the project was implemented. Mr. Slayton responded that the hope is to be ready. There is no guarantee of timeline. Trustee DeWitt pointed out that free consulting would be beneficial to the library. She then raised the concern of possible conflicts of interest using Gensler. Mr. Slayton responded that this is something we should consider. E.D. Chew stated that she would like for the library's special counsel to provide an opinion from the Fair Political Practices Commission to the Board regarding conflicts of interest, fiduciary duties in regard to potential library partners. She would like for this to occur before any agreement is made between the library and Gensler.

E.D. Chew then inquired if Gensler have any plans for the Civic Center. She stated that she would be willing to look at their options and share them with our Board. Mr. Slayton responded that it should be fine for E.D. Chew to engage with Gensler. Trustee Steinhauser then inquired what the next steps are. E.D. Chew responded that she wants to fully inform the Board about conflicts of interest. After that, it will be up to the Board to make a decision. Vice President Seigle asked if we could get a report from our outside counsel by the next board meeting. E.D. Chew responded that she spoke with them yesterday, but the process could be timely in that a formal opinion from the FPPC is necessary.

E.D. Chew asked for clarification on who was paying Gensler for their services. Mr. Slayton then discussed how the court and the county are splitting the cost of the master plan. The court is giving the county money, but the actual contract is between the county and Gensler. Vice President Seigle then asked if the court could go to Gensler and ask for a study about the library in order to bypass conflicts of interest. Mr. Slayton responded that they could probably do that, but do not want to overstep the library's boundaries.

Judge Tapia then reiterated that they would like for us to work with Gensler to determine the scope of the work needed on the library. He went on to state that he believes that having the library near the court is critical. He then voiced his concern that the library is vulnerable to earthquakes.

Trustee Steinhauser asked if E.D. Chew could contact them requesting information. Mr. Slayton responded that they are happy to help any way they can.

Trustee Fregoso left the meeting at 1:12pm.

Item 4.2 was discussed before Item 4.1.

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

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, June 25, 2025 at 12:15pm.



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

LALAWLIBRARY



Los Angeles County Law Library

Balance Sheet

As of April 30, 2025

(Provisional and subject to year-end audit adjustments)

	6/30/2024	4/30/2025	YTD
Assets			
Current assets			
Cash and cash equivalents	16,327,547	16,836,877	509,330
Accounts receivable	106,141	133,037	26,896
Other receivable	1,459,580	1,541,801	82,220
Prepaid expenses	362,505	371,911	9,406
Total current assets	18,255,772	18,883,625	627,852
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	6,379,184	6,682,762	303,579
Capital assets, not being depreciated	749,532	892,297	142,765
Capital assets, being depreciated - net	14,377,557	14,260,415	(117,142)
SBITA assets net of amortization	594,805	594,805	-
Total noncurrent assets	22,419,547	22,748,749	329,202
Total assets	40,675,320	41,632,374	957,055
Deferred Outflows of Resources			
Deferred Outflows of Resources	3,841,763	3,841,763	-
Total assets and deferred outflows of resources	44,517,083	45,474,137	957,055
Liabilities			
Current Liabilities			
Accounts payable	160,489	76,778	(83,710)
Other current liabilities	-	-	-
Payroll liabilities	16,566	17,617	1,051
Total current liabilities	177,054	94,395	(82,659)
Noncurrent Liabilities			
Accrued sick and vacation liability	269,418	192,449	(76,970)
Borrowers' deposit	191,541	212,448	20,907
OPEB liability	3,564,295	3,672,628	108,333
Net pension liability	5,501,413	5,918,080	416,667
SBITA liability	593,460	593,460	-
Total noncurrent liabilities	10,120,127	10,589,065	468,937
Total liabilities	10,297,181	10,683,459	386,278
Deferred Inflows of Resources			
Deferred Inflows of Resources	977,838	977,838	-
Total liabilities and Deferred inflows of resources	11,275,019	11,661,297	386,278
Net Position			
Invested in capital assets	15,127,088	15,152,712	25,624
Unrestricted	18,114,975	18,660,128	545,153
Total net position	33,242,063	33,812,840	570,777
Total liabilities and Deferred inflows of resources and net position	44,517,083	45,474,137	957,055

Los Angeles County Law Library
Income Statement for the Period Ending April 30, 2025
(Provisional and subject to year-end audit adjustments)

Mar 24	Apr 2023	Apr 2024			
Actual	Actual	Amended Budget	Actual	\$ Fav	% Fav
684,436	721,282	699,524	859,429	159,905	22.9%
57,311	54,961	51,000	49,119	(1,881)	-3.7%
0	0	0	0	0	0.0%
<u>35,216</u>	<u>176,898</u>	<u>24,822</u>	<u>49,782</u>	<u>24,960</u>	<u>100.6%</u>
776,964	953,141	775,346	958,329	182,984	23.6%
382,539	386,058	465,785	413,309	52,476	11.3%
57,484	57,049	59,552	49,698	9,854	16.5%
145,258	164,047	161,693	154,442	7,252	4.5%
<u>(145,258)</u>	<u>(164,047)</u>	<u>(161,693)</u>	<u>(154,442)</u>	<u>(7,252)</u>	<u>4.5%</u>
102,235	91,622	96,383	88,039	8,344	8.7%
24,522	21,198	28,608	18,735	9,872	34.5%
8,757	7,882	6,211	9,619	(3,409)	-54.9%
2,572	1,221	0	300	(300)	0.0%
766	2	490	151	339	69.2%
0	0	33	0	33	100.0%
1,400	4,810	333	15,723	(15,389)	-4616.8%
<u>191,215</u>	<u>189,323</u>	<u>193,343</u>	<u>189,478</u>	<u>3,865</u>	<u>2.0%</u>
<u>771,491</u>	<u>759,165</u>	<u>850,738</u>	<u>785,052</u>	<u>(65,687)</u>	<u>-7.7%</u>
<u>5,473</u>	<u>193,976</u>	<u>(75,393)</u>	<u>173,278</u>	<u>248,670</u>	<u>-329.8%</u>
24,351	18,350	10,000	34,844	24,844	248.4%
0	0	0	0	0	0.0%
0	0	0	0	0	0.0%
<u>29,824</u>	<u>212,326</u>	<u>(65,393)</u>	<u>208,122</u>	<u>273,514</u>	<u>-418.3%</u>
<u>29,981</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>

Summary:

Income

L.A. Superior Court Fees
Interest
Parking
Library Services
Total Income

Expense

Staff (payroll + benefits)
Electronic Resource Subscriptions
Library Materials
Library Materials Transferred to
Capital Assets
Facilities
Technology & Data
General
Professional Development
Communications & Marketing
Travel & Entertainment
Professional Services
Depreciation
Total Expenses

Net Income (Loss)

Investment Gain (Loss)¹

Extraordinary Income
Extraordinary Expense
Net Income Including Extraordinary Items

Capitalized Expenditures

FY 2023-24	FY 2024-25 YTD				
YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Amended Annual Budget
6,787,395	7,146,947	7,587,080	440,133	6.2%	8,556,630
543,678	538,114	532,628	(5,486)	-1.0%	645,114
0	0	0	0	0.0%	0
<u>447,435</u>	<u>416,009</u>	<u>532,202</u>	<u>116,193</u>	<u>27.9%</u>	<u>599,706</u>
7,778,508	8,101,069	8,651,909	550,840	6.8%	9,801,449
4,443,547	4,964,488	4,767,040	197,448	4.0%	6,004,421
571,565	573,790	550,093	23,697	4.1%	732,575
1,516,469	1,601,636	1,562,325	39,310	2.5%	1,964,302
<u>(1,516,469)</u>	<u>(1,601,636)</u>	<u>(1,562,325)</u>	<u>(39,310)</u>	<u>2.5%</u>	<u>(1,964,302)</u>
925,548	954,386	953,031	1,355	0.1%	1,152,622
168,171	256,630	205,606	50,159	19.5%	314,348
76,683	93,462	95,498	(2,036)	-2.2%	114,777
25,235	31,517	31,502	15	0.0%	37,708
963	6,753	2,978	3,775	55.9%	7,457
133	281	147	133	47.5%	347
74,235	120,385	120,406	(21)	0.0%	121,052
<u>1,926,307</u>	<u>1,894,539</u>	<u>1,890,051</u>	<u>4,488</u>	<u>0.2%</u>	<u>2,286,528</u>
8,212,385	8,896,230	8,616,351	279,879	3.1%	10,771,835
<u>(433,878)</u>	<u>(795,161)</u>	<u>35,558</u>	<u>830,718</u>	<u>104.5%</u>	<u>(970,386)</u>
250,216	222,753	303,579	80,826	36.3%	242,753
231,510	231,641	231,641	0	0.0%	231,641
0	0	0	0	0.0%	0
<u>47,848</u>	<u>(340,767)</u>	<u>570,777</u>	<u>911,544</u>	<u>267.5%</u>	<u>(495,993)</u>
82,084	12,055	144,068	(132,013)	-1095.1%	969,055

Comments

Los Angeles County Law Library
Income Statement for the Period Ending April 30, 2025
(Provisional and subject to year-end audit adjustments)

Mar 24	Apr 2023	Apr 2024							FY 2023-24	FY 2024-25 YTD						
Actual	Actual	Amended Budget	Actual	\$ Fav	% Fav				YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Amended Annual Budget	Comments	
Detailed Budget:																
Income:																
684,436	721,282	699,524	859,429	159,905	22.9%	15	FIN	303300	L.A. Superior Court Fees	6,787,395	7,146,947	7,587,080	440,133	6.2%	8,556,630	Civil filing increase particularly in unlimited civiling filings.
Interest:																
4,244	0	0	0	0	0.0%	15	FIN	311000	Interest - LAIF	11,708	14,591	14,170	(421)	-2.9%	19,591	
52,024	53,873	50,000	48,169	(1,831)	-3.7%	15	FIN	312000	Interest - General Fund	521,466	513,223	508,326	(4,897)	-1.0%	613,223	
1,044	1,089	1,000	950	(50)	-5.0%	15	FIN	313000	Interest - Deposit Fund	10,504	10,300	10,132	(168)	-1.6%	12,300	
57,311	54,961	51,000	49,119	(1,881)	-3.7%				Subtotal	543,678	538,114	532,628	(5,486)	-1.0%	645,114	
Parking:																
0	0	0	0	0	0.0%	39	FAC	330100	Parking	0	0	0	0	0.0%	0	
0	0	0	0	0	0.0%				Subtotal	0	0	0	0	0.0%	0	
Library Services:																
16	0	500	16	(484)	-96.8%	27	CIRC	330150	Annual Designation Fee	1,138	1,995	1,544	(451)	-22.6%	2,995	Timing variance.
18,179	16,156	14,641	16,215	1,574	10.8%	25	PS	330140	Annual Members Fee	169,386	165,401	167,512	2,111	1.3%	197,100	
2,341	1,727	2,333	2,440	107	4.6%	25	PS	330340	Course Registration	27,465	34,283	48,332	14,048	41.0%	38,950	Timing variance
2,662	3,516	2,842	3,689	847	29.8%	27	CIRC	330129	Copy Center	26,177	25,899	25,238	(661)	-2.6%	31,583	Timing variance
655	1,404	1,432	918	(514)	-35.9%	27	CIRC	330205	Document Delivery	4,904	11,824	10,733	(1,091)	-9.2%	14,687	Timing variance
3,320	1,518	1,650	3,372	1,722	104.4%	27	CIRC	330210	Fines	19,314	17,212	20,164	2,952	17.2%	20,562	
8,046	229	219	691	472	215.1%	15	FIN	330310	Miscellaneous	37,920	67,361	94,555	27,194	40.4%	84,242	Includes \$19K Google reimbursement and \$7K Bank of America credit card rebate.
0	2,000	1,000	20,350	19,350	1935.0%	39	FAC	330330	Room Rental	8,388	14,945	34,470	19,525	130.6%	16,945	Includes a \$20K rental from one law firm.
0	90	0	1,800	1,800	0.0%	23	COL	330350	Book Replacement	730	0	2,430	2,430	0.0%	0	
(140)	0	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	(140)	0	0	0	0.0%	15,000	
0	150,000	0	0	0	0.0%	17	EXEC	330400	Friends of Law Library	150,000	75,000	125,000	50,000	66.7%	175,000	Timing variance. Final installment expected closer to end of fiscal year.
0	0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	0	
137	257	205	291	86	42.1%	15	FIN	330450	Vending	2,155	2,089	2,225	136	6.5%	2,642	Timing variance
0	0	0	0	0	0.0%	39	FAC	330465	Special Events Income	0	0	0	0	0.0%	0	
35,216	176,898	24,822	49,782	24,960	100.6%				Subtotal	447,435	416,009	532,202	116,193	27.9%	599,706	
776,964	953,141	775,346	958,329	182,984	23.6%				Total Income	7,778,508	8,101,069	8,651,909	550,840	6.8%	9,801,449	
Expenses:																
Staff:																
238,883	241,956	265,556	227,723	37,833	14.2%	ALL	501000	Salaries (FT)	2,486,483	2,555,826	2,407,008	148,817	5.8%	3,219,716	Budget savings due to attrition.	
0	0	5,311	0	5,311	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	21,245	0	21,245	100.0%	34,522	
16,578	17,232	22,822	22,229	593	2.6%	ALL	501050	Salaries (PT)	188,448	221,148	220,058	1,090	0.5%	278,203		
0	0	456	0	456	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	1,826	0	1,826	100.0%	2,967	
15,199	15,427	14,996	15,696	(700)	-4.7%	15	FIN	502000	Social Security	158,228	158,538	158,738	(200)	-0.1%	196,027	
3,555	3,608	4,181	3,671	511	12.2%	15	FIN	503000	Medicare	37,987	40,257	37,606	2,651	6.6%	50,710	Budget savings due to attrition.
25,170	25,431	27,902	23,036	4,866	17.4%	15	FIN	511000	Retirement	675,062	749,475	741,173	8,302	1.1%	819,230	
8,333	8,333	41,667	41,667	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	83,333	416,667	416,667	0	0.0%	500,000	
0	0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	0	
55,129	56,022	61,205	58,156	3,049	5.0%	15	FIN	512000	Health Insurance	527,776	572,876	559,471	13,405	2.3%	605,286	
509	427	482	430	52	10.9%	15	FIN	513000	Disability Insurance	4,191	4,452	4,134	319	7.2%	5,416	Timing variance
5,862	4,382	5,167	4,853	314	6.1%	15	FIN	514000	Dental Insurance	52,278	51,586	52,426	(839)	-1.6%	61,920	
639	534	658	616	42	6.4%	15	FIN	514500	Vision Insurance	5,802	6,177	5,916	262	4.2%	7,493	
202	187	176	213	(37)	-20.8%	15	FIN	515000	Life Insurance	1,927	1,760	1,827	(67)	-3.8%	2,112	
0	0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	0	
1,938	1,938	1,939	1,879	60	3.1%	15	FIN	516000	Workers Compensation Insurance	26,175	17,517	17,397	119	0.7%	21,394	
(199)	0	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	(1,057)	7,608	9,083	(1,475)	-19.4%	9,108	Payment of prior year claims under pay as you go method.
1,882	2,002	2,115	1,941	174	8.2%	ALL	514010	Temporary Employment	13,742	21,154	18,771	2,382	11.3%	25,384	Timing variance	
218	0	0	152	(152)	0.0%	13	HR	514015	Recruitment	91,667	3,877	3,215	662	17.1%	5,127	Increased recruitment costs due to specialized position advertising.
0	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	0.0%	15	FIN	518000	Accrued Vacation Expense	0	0	0	0	0.0%	20,000	
8,333	8,333	10,833	10,833	0	0.0%	15	FIN	518500	OPEB Expense	83,333	108,333	108,333	0	0.0%	130,000	
128	128	105	128	(24)	-22.5%	15	FIN	518550	TMP	4,001	2,753	3,370	(617)	-22.4%	2,962	Timing variance
178	117	214	87	127	59.4%	15	FIN	518560	Benefit Administration	4,169	1,416	1,849	(433)	-30.6%	1,843	Includes unbudgeted one-time COBRA admin fee.
382,539	386,058	465,785	413,309	52,476	11.3%				Total - Staff	4,443,547	4,964,488	4,767,040	197,448	4.0%	6,004,421	
Library Materials/Electronic Resources Subscription:																
122,681	144,617	136,589	133,185	3,404	2.5%	23	COL	601999	American Continuations	1,198,105	1,254,432	1,223,278	31,153	2.5%	1,557,786	
1,295	2,999	1,877	94	1,784	95.0%	23	COL	602999	American New Orders	15,780	25,368	22,006	3,362	13.3%	29,440	Timing variance
944	1,073	1,750	1,194	556	31.8%	23	COL	609199	Branch Continuations	17,498	17,945	20,000	(2,055)	-11.5%	24,011	Timing variance
0	0	0	0	0	0.0%	23	COL	609299	Branch New Orders	0	0	0	0	0.0%	300	
2,936	4,132	3,136	8,543	(5,407)	-172.4%	23	COL	603999	Commonwealth Continuations	102,676	108,996	118,141	(9,144)	-8.4%	116,733	Timing variance
0	137	275	0	275	100.0%	23	COL	604999	Commonwealth New Orders	1,758	1,130	31	1,099	97.3%	1,680	Timing variance
7,970	3,309	7,552	2,644	4,908	65.0%	23	COL	605999	Foreign Continuations	81,126	80,072	76,868	3,204	4.0%	95,649	Timing variance
79	46	607	106	501	82.5%	23	COL	606999	Foreign New Orders	6,267	6,368	644	5,724	89.9%	9,284	Timing variance

(Provisional and subject to year-end audit adjustments)

Communications & Marketing:

Los Angeles County Law Library
Income Statement for the Period Ending April 30, 2025
(Provisional and subject to year-end audit adjustments)

Mar 24	Apr 2023	Apr 2024			
Actual	Actual	Amended Budget	Actual	\$ Fav	% Fav
2	2	390	2	388	99.5%
764	0	0	149	(149)	0.0%
0	0	100	0	100	100.0%
0	0	0	0	0	0.0%
766	2	490	151	339	69.2%
0	0	0	0	0	0.0%
0	0	0	0	0	0.0%
0	0	0	0	0	0.0%
0	0	33	0	33	100.0%
0	0	0	0	0	0.0%
0	0	33	0	33	100.0%
0	0	0	0	0	0.0%
1,400	1,400	0	15,625	(15,625)	0.0%
0	0	0	0	0	0.0%
0	3,410	333	98	236	70.8%
1,400	4,810	333	15,723	(15,389)	-4616.8%
162,757	160,553	161,840	158,808	3,031	1.9%
28,459	28,771	31,503	30,670	834	2.6%
191,215	189,323	193,343	189,478	3,865	2.0%
771,491	759,165	850,738	785,052	65,687	7.7%
5,473	193,976	(75,393)	173,278	248,670	-329.8%

37	COM	803205	Services
37	COM	803210	Collateral materials
37	COM	803215	Advertising
37	COM	803220	Trade shows & Outreach
			Subtotal
			Travel & Entertainment
ALL		803305	Travel
ALL		803310	Meals
ALL		803315	Entertainment
ALL		803320	Ground transportation & mileage reimb.
ALL		803325	Incidental travel expenses
			Subtotal
			Professional Services
15	FIN	804005	Accounting
17	EXEC	804008	Consulting Services
17	EXEC	804010	Legal
15	FIN	804015	Other
			Subtotal
			Depreciation:
15	FIN	806105	Depreciation - Library Materials
15	FIN	806110	Depreciation Exp - FF&E
			Subtotal
			Total Expense
			Net Income Before Extraordinary Items

FY 2023-24	FY 2024-25 YTD				
YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Amended Annual Budget
25	408	20	388	95.1%	412
917	4,345	1,859	2,487	57.2%	4,345
22	1,500	1,100	400	26.7%	1,700
0	500	0	500	100.0%	1,000
963	6,753	2,978	3,775	55.9%	7,457
0	0	0	0	0.0%	0
0	0	0	0	0.0%	0
0	0	0	0	0.0%	0
133	281	147	133	47.5%	347
0	0	0	0	0.0%	0
133	281	147	133	47.5%	347
27,160	34,592	34,611	(19)	-0.1%	34,592
14,222	38,245	45,345	(7,100)	-18.6%	38,245
13,020	30,130	23,660	6,470	21.5%	30,130
19,833	17,418	16,790	628	3.6%	18,085
74,235	120,385	120,406	(21)	0.0%	121,052
1,649,598	1,611,633	1,601,962	9,670	0.6%	1,935,385
276,709	282,906	288,088	(5,182)	-1.8%	351,144
1,926,307	1,894,539	1,890,051	4,488	0.2%	2,286,528
8,212,385	8,896,230	8,616,351	279,879	3.1%	10,771,835
(433,878)	(795,161)	35,558	830,718	104.5%	(970,386)

Comments

Timing variance. Library brochures and folders pushed to May 2025.
Timing variance. Promotional branded material pushed to May 2025.

Timing variance.

Timing variance
Timing variance. Delay in billing.

Los Angeles County Law Library
Income Statement for the Period Ending April 30, 2025
(Provisional and subject to year-end audit adjustments)

Mar 24	Apr 2023	Apr 2024			
Actual	Actual	Amended Budget	Actual	\$ Fav	% Fav
24,351	18,350	10,000	34,844	24,844	248.4%
0	0	0	0	0	0.0%
0	0	0	0	0	0.0%
29,824	212,326	(65,393)	208,122	273,514	-418.3%

0	0	0	0	0	0.0%
29,981	0	0	0	0	0.0%
0	0	0	0	0	0.0%
0	0	0	0	0	0.0%
0	0	0	0	0	0.0%
29,981	0	0	0	0	0.0%

15	FIN	321000	Investment Gain (Loss) ¹
17	EXEC	401000	Extraordinary Income
17	EXEC	901000	Extraordinary Expense
			Net Income Including Extraordinary Items

Capital Expenditures:

39	FAC	161100	Furniture / Appliances (>3k)
33	TECH	161300	Electronics / Computer Hardware (>3k)
39	FAC	164500	Exterior Building Repairs/ Improvements (>3k)
39	FAC	164000	Interior Improvements / Alterations (>3k)
33	TECH	168000	Computer Software
			Total - Capitalized Expenditures

CalPERS CERBT Trust Fund:

Beginning Balance	2,612,637
Administrative Expense	-56.61
Investment Expense	-90.15
Unrealized Gain/Loss	4,102.09
Distribution	
Ending Balance	2,616,593

FY 2023-24	FY 2024-25 YTD				
YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Amended Annual Budget
250,216	222,753	303,579	80,826	36.3%	242,753
231,510	231,641	231,641	0	0.0%	231,641
0	0	0	0	0.0%	0
47,848	(340,767)	570,777	911,544	267.5%	(495,993)
0	8,000	8,163	(163)	-2.0%	8,000
82,084	4,055	4,055	0	0.0%	826,055
0	0	22,669	(22,669)	0.0%	0
0	0	57,985	(57,985)	0.0%	135,000
0	0	51,196	(51,196)	0.0%	0
82,084	12,055	144,068	(132,013)	-1095.1%	969,055

Comments

Reflects gains/loss if sold at time of report (before maturity)

Prior year CapEx purchases.

Prior year CapEx purchases.

Prior year CapEx purchases.

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 April 30, 2025

(Provisional and subject to year-end audit adjustments)

	4/30/2025	YTD
Cash flows from operating activities		
L.A. Superior court fees	859,429	7,587,080
Parking fees	-	-
Library services	49,782	407,202
Extraordinary income	-	231,641
(Increase) decrease in accounts receivable	88,442	(26,896)
(Increase) decrease in other receivable	(143,196)	(82,220)
Increase (decrease) in borrowers' deposit	3,850	20,907
Cash received from filing fees and services	858,306	8,137,713
Facilities	(88,039)	(953,031)
Technology	(18,735)	(205,606)
General	(9,619)	(95,498)
Professional development	(300)	(31,502)
Communications & marketing	(151)	(2,978)
Travel & entertainment	-	(147)
Professional services	(15,723)	(120,406)
Electronic Resource Subscriptions (ERS)	(49,698)	(550,093)
(Increase) decrease in prepaid expenses	64,323	(9,406)
Increase (decrease) in accounts payable	(3,361)	(83,710)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(121,303)	(2,052,377)
Staff (payroll + benefits)	(413,309)	(4,767,040)
Increase (decrease) in payroll liabilities	(889)	1,051
Increase (decrease) in accrued sick and vacation liability	(14,824)	(76,970)
Increase (decrease) in OPEB liability	10,833	108,333
Increase (decrease) in net pension liability	41,667	416,667
Cash payments to employees for services	(376,523)	(4,317,959)
Contributions received	-	125,000
Net cash from operating activities	360,481	1,892,377
Cash flow from capital and related financing activities		
Library materials	(154,442)	(1,562,325)
Fixed assets	-	(210,584)
Capital - Work in Progress (WIP)	(76,781)	(142,765)
Cash flows from investing activities		
Investment	-	-
Investment earnings	49,119	532,628
Net cash increase (decrease) in cash and cash equivalents	178,377	509,330
Cash and cash equivalents, at beginning of period	16,976,970	16,646,017
Cash and cash equivalents, at end of period	17,155,347	17,155,347
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	124,159	(265,429)
Adjustments for noncash effects:		
Depreciation	189,478	1,890,051
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	88,442	(26,896)
(Increase) decrease in other receivable	(143,196)	(82,220)
(Increase) decrease in prepaid expenses	64,323	(9,406)
Increase (decrease) in accounts payable	(3,361)	(83,710)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	(889)	1,051
Increase (decrease) in accrued sick and vacation liability	(14,824)	(76,970)
Increase (decrease) in borrowers' deposit	3,850	20,907
Increase (decrease) in OPEB liability	10,833	108,333
Increase (decrease) in net pension liability	41,667	416,667
Net cash from operating activities	360,481	1,892,377

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134,633.87

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

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 22	SEIU LOCAL 721	UNION DUES	1,268.33	001752

1,268.33

Account No.: 102002

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 22	TELEFLORA.COM	MISCELLANEOUS	131.56	V000010
May 23	PANINI KABOB GRILL- DTLA	STAFF MEALS & EVE	1,240.09	V000011

1,371.65

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

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 1	SYNCB AMAZON	COMPUTER SUPPLIE	31.80	V009579
May 2	AMAZON WEB SERVICES	OSP	816.41	V009580
	SECURITAS SECURITY	SECURITY	4,461.84	V009581
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	72.00	V009584
	LEXISNEXIS MATTHEW BENDER	BOOKS	545.05	V009585
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,296.22	V009586
	INGRAM LIBRARY SERVICES	BOOKS	32.33	V009587
	JAMES PUBLISHING INC	BOOKS	204.14	V009588
	STATE BAR OF WISCONSIN	BOOKS	91.10	V009589
	SYNCB AMAZON	SUPPLIES-OFFICE	238.87	V009612
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	100.82	V009613
May 3	CONSTANT CONTACT	OSP	282.00	V009614
May 5	ALPHA STRUCTURAL INC.	PREPAID EXP	4,360.00	V009615
	HP	COMPUTER HARDW	23,372.05	V009616
May 6	HP	COMPUTER HARDW	96,830.46	V009617
May 9	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,863.24	V009590
	LAW JOURNAL PRESS	BOOKS	6,678.44	V009591
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,000.00	V009592
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,903.41	V009593
	WEST ACADEMIC	BOOKS	131.70	V009594
	THOMSON REUTERS	BOOKS	93,594.72	V009595
	GOBI LIBRARY SOLUTIONS	BOOKS	2,771.67	V009596
	STATE BAR OF CALIFORNIA	COURSE REGISTRAT	472.00	V009618
	MICROSOFT CORPORATION	OSP	29.00	V009694
May 10	STAMPS.COM	DELIVERY & POSTAG	30.99	V009619
May 13	SYNCB AMAZON	SUPPLIES-OFFICE	172.21	V009620
	MONOPRICE.COM	COMPUTER SUPPLIE	275.35	V009621
	CDW GOVERNMENT INC	COMPUTER SUPPLIE	477.74	V009653
May 14	SYNCB AMAZON	COMPUTER SUPPLIE	368.50	V009654
May 15	AMERICAN ASSOCIATION	MEMBERSHIP DUES	553.00	V009655
	CHERRY PICK CAFE	SPECIAL EVENTS EX	207.15	V009656
	DELTA AIRLINES	PREPAID EXP	215.21	V009657
May 16	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	300.00	V009597
	CAPITOL ENQUIRY	BOOKS	57.36	V009598

261,620.30

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

Page 2

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 17	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,783.52	V009599
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,357.28	V009600
	DATA TRACE PUBLISHING COMPANY	BOOKS	529.90	V009601
	KANSAS JUDICIAL COUNCIL	BOOKS	95.00	V009602
	PRACTISING LAW INSTITUTE	BOOKS	268.49	V009603
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	897.85	V009604
	STATE BAR OF WISCONSIN	BOOKS	64.10	V009605
	WILLIAM S HEIN & CO	BOOKS	1,219.92	V009606
	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	14,099.16	V009607
	LEXISNEXIS MATTHEW BENDER	BOOKS	34,538.57	V009658
	HILTON	TRAVEL	1,172.28	V009659
	STAMPS.COM	DELIVERY & POSTAG	300.00	V009660
May 19	JIMMY JOHN'S SANDWICHES	OUTREACH	74.93	V009661
May 20	ZOOM VIDEO COMMUNICATIONS INC	OSP	1,369.19	V009662
May 21	ALTA FOODCRAFT	KITCHEN SUPPLIES	282.41	V009622
	BRCK INC	TELECOM	890.04	V009623
	ISOLVED BENEFIT SERVICES	HR BENEFIT/ADMIN	86.82	V009624
	NASA SERVICES	BLDG SVCS	658.91	V009625
	PPLSI	CAFE PLAN-INS	319.45	V009626
	PURE PROCESS FILTRATION INC	BLDG SVCS	1,005.75	V009627
	SECURITAS SECURITY	SECURITY	8,923.68	V009628
	VITAL RECORDS HOLDING LLC	PREPAID EXP	2,235.95	V009629
	DUO SECURITY LLC	SOFTWARE (<3K)	30.00	V009663
	MICROSOFT CORPORATION	OSP	340.00	V009664
May 22	ARMIN INNOVATIVE PRODUCTS	BINDING	4,929.25	V009665
May 23	SYNCB AMAZON	BOOKS	284.96	V009641
	DUO SECURITY LLC	SOFTWARE (<3K)	27.50	V009666
	HOUSE OF TROPHIES AND AWARDS, INC	MISCELLANEOUS	71.34	V009667
	DOORDASH	BOARD EXP	102.93	V009630
	BUILDERS BOOK INC BOOKSTORE	BOOKS	7,321.33	V009631
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,186.37	V009632
	INGRAM LIBRARY SERVICES	BOOKS	45.49	V009633
	LAWDABLE PRESS	BOOKS	525.00	V009634
	MASSACHUSETTS CONTINUING LEGAL EDUC	BOOKS	203.50	V009635
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	158.50	V009636
	PRACTISING LAW INSTITUTE	BOOKS	561.70	V009637
	UNITED NATIONS PUBLICATIONS	BOOKS	298.38	V009638
	WILLIAM S HEIN & CO	BOOKS	518.80	V009639
	GOBI LIBRARY SOLUTIONS	BOOKS	2,901.25	V009640

352,580.95

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353,834.09

LOS ANGELES COUNTY LAW LIBRARY

May 1, 2025 - May 31, 2025 (CHECKS)

Account No.: 108000

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 2	AT&T	TELECOM	628.75	033596
	RICHARDS, WATSON & GERSHON	LEGAL	8,530.50	033597
May 8	JONATHAN CHAD GOMEZ CHAMPEAU	REFUND	140.00	033598
	MARIA MARGARITA ELMAGARISY	REFUND	140.00	033599
	LEONARDO GARCIA TORRES ** VOIDED *****	REFUND	0.00	033600
	LA SANDRA W HAMLIN	REFUND	140.00	033601
	HILLARY DIANE MUSHKIN	REFUND	140.00	033602
	ALFONSO FELIPE RUIZ	REFUND	70.00	033603
	LAMOND KEITH WALKER	REFUND	136.00	033604
May 9	MARY MARTIN BOOKSELLERS	BOOKS	710.00	033605
	WILLIAM S HEIN & CO	BOOKS	264.00	033606
May 16	CLE ALABAMA	BOOKS	48.80	033607
	OTTO HARRASSOWITZ	BOOKS	1,647.02	033608
May 20	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT INS	2,975.00	033609
	ABD OFFICE SOLUTIONS	COPY CENTER	1,162.83	033618
	ADP SCREENING & SELECTION SVCS	RECRUITMENT	287.28	033619
	AFLAC REMITTANCE	CAFE PLAN-INSURAN	1,106.31	033620
	LANGUAGE PEOPLE INC	OTHER	97.50	033621
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	1,118.00	033622
	METROLINK	TMP	238.00	033623
	CHARTER COMMUNICATIONS	TELECOM	195.32	033624
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	525.00	033625
May 22	CALIFORNIA DEPARTMENT OF TAX	USE TAX	872.00	033626
	GUARDIAN	PREPAID EXP	7,297.52	033627
	GUARDIAN	PREPAID EXP	7,632.72	033628
May 23	OTTO HARRASSOWITZ	BOOKS	2,213.40	033629

38,315.95

AGENDA ITEM 3.0/CONSENT ITEM 3.3

MEMORANDUM

DATE: June 25, 2025

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Approval of Revisions to Job Description-Senior Librarian

SUMMARY

As of June 30, 2025, Kathleen O’Laughlin, Managing Librarian, will be retiring from LA Law Library. Before moving forward with the recruitment process to fill the vacancy, staff have determined it would be beneficial to update and revise the job description to address current needs of the Reference and Collections team. The revisions include the following: changing the name from Managing Librarian to Senior Librarian; revising staff members to be supervised; updating supervision and leadership duties; training and outreach responsibilities; and further defining required and preferred qualifications. Attached to this staff report is the redlined proposed job description for Senior Librarian

RECOMMENDATION

Staff recommends that the Board approve the attached updated job description for Senior Librarian.



LA LAW LIBRARY JOB DESCRIPTION

Title:	Managing Senior Librarian
Department:	Reference & Collections
Focus:	Reference and Research & Stacks and Shelving
Reports to:	Director, Reference & Collections
Position Supervised:	Reference Librarians, Library Associate(s), and Shelving Aides
FLSA Status:	Exempt
Salary Grade:	76
Union Status:	Ineligible for Representation
Effective Date:	10/14/2023 5/28/2025

Position Summary

Under the direction of the ~~Director, Reference & Collections~~ Senior Librarian, Reference and Research, provides mentorship, training and supervision to reference librarians and other staff responsible for research services. Oversees day-to-day operation of the Library's busy reference desk. ~~Provides~~ Provides quality reference and instructional service to the Library's diverse group of users that includes individuals from the legal professional and ~~public~~ self-represented litigant communities. ~~Handles and coordinates collection development in assigned areas. Designs and presents public classes and prepares collateral instructional materials.~~ Directly supervises the Shelving Aides and is responsible for stack and shelving maintenance ~~in conjunction with Collection Management Services.~~ Acts as deputy to ~~the Director, Reference & Collections~~ Senior Librarian, Reference and Research, manages the library archives, and coordinates the library's outreach related to ongoing displays and other community inspired programming. Continually works to ensure quality reference service through participation in educational programs, workshops, seminars, and self-study.

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Responsibilities and Duties

Supervision and Leadership

- Oversees and supervises in-person and remote reference desk services, including workflows, procedures, and best practices utilized by staff, in accordance with Library policy.
- Oversees and supervises reference desk scheduling, in conjunction with the Director, Reference & Collections and other staff
- Coordinates and conducts internal training for librarians and other library staff on reference and research topics, including use of new or existing database products, print and other resources.
- Mentors newly hired reference librarians and associates, including orientation to procedures and best practices.



- Assists with job announcements, recruitment and hiring of staff. Oversees and participates in the hiring process for direct reports, in accordance with Library policy and under the direction of the Director, Reference & Collections.
- Evaluates staff performance through regularly scheduled and annual evaluation process, including recommendation of merit and promotional opportunities, and disciplinary measures up to and including termination of employment, in accordance with Library policy.
- Reports and acts on violations of Library policies including non-harassment.
- Monitors and advises on the effectiveness and efficiency of processes within the Reference & Collections department.
- Provides management, direction and guidance for specific assignments, projects and programs as needed.
- Supervision of Shelving Aides. Works closely with CMS to ensure orderly and efficient stack and shelving in all areas of the library.
- Takes on special projects related to the department, as required.

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Reference Assistance to Library Users

- Conducts complete reference interviews to determine appropriate print and electronic resources to meet user requests.
- Performs both immediate reference and in-depth research searches; refers users to ~~other~~ resources as appropriate.
- Directs users to requested publications; assists users with both print and electronic resources.
- Provides instruction and guidance for use of library catalog, legal databases, legal research methodology and procedures.
- Responds to in-library, phone, mail, email and live-chat reference questions.
- Develops and maintains pathfinders, bibliographic resources and research guides in print and on the self-help section of the library's website.

Training and Outreach

- ~~Participates in the development of training programs for self-represented individuals~~
- ~~Identifies, develops, executes and implements relevant new classes, workshops, and clinics.~~
- ~~Selects and establishes policies for the collection and dissemination of relevant self-help tools and resources available through legal services partners and community-based service organizations.~~
- Applies project management knowledge, skills, tools, and techniques to library-wide events including Pro Bono Week and Law Week.
- Serves as an instructor or panelist in Library programs on select Reference & Research-related topics.
- Participates in professional seminars, workshops, and lectures.
- Participates in orientation and training of new staff members and non-professional staff.
- ~~Conducts-Provides input on~~ long range planning, identification and implementation of ~~prospective court-supportive~~ library programming including classes and workshops for self-represented litigants.

Collection Development



- Collaborates with collection development group and recommends retention policies for ~~self-help~~ materials in the collection.
- Monitors the California collection and resources; analyzes use and recommends additions or changes
- ~~Supervises the expansion, upkeep, and retention policies of the California collection.~~
- ~~Participates in collection development meetings.~~

Supervision

- Supervision of Shelving Aides
- Works closely with CMS to ensure orderly and efficient stack and shelving in all areas of the library.
- ~~Monitors shelving and space availability regarding space constraints~~
- ~~Manages major relocation projects.~~
- ~~Consults on staffing issues including placement, orientation, training, continuing education, performance review, discipline, and termination.~~
- ~~Monitors and advises on the effectiveness and efficiency of processes within the department.~~
- ~~Evaluates staff performance through regularly scheduled and annual evaluation process; recommend merit and promotional opportunities, discipline and termination.~~
- ~~Resolves personnel problems as required.~~
- ~~Report and act on violations of the Law Library's policies including its non-harassment policies.~~

Coordinates shelving and shifting projects

- ~~Monitors quantity of shelving and space availability taking appropriate corrective action for routine space constraints.~~
- ~~Receive and maintain record of staff notices of shelving difficulties and analyzes information in order to make recommendations regarding space requirements and solutions to Director of Collection Management Services (DOCMS).~~
- ~~Plans staff assignments and directs staff on shifting projects.~~
- ~~Executes major relocation projects.~~
- ~~Coordinates required staff training, orientation and program activities.~~
- ~~Provides management, direction and guidance for specific assignments, projects and programs including, but not limited to, the library's archives and at-risk materials.~~

Other Responsibilities

- ~~Serves as back-up support and management of reference services in the absence of the Senior Librarian, Reference and Research.~~
- Participates in library-wide projects and programs, including library displays, ~~book discussion groups~~, outreach events, staff development and budget planning.
- Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.
- Attends professional programs, activities and conferences.
- ~~Assists other reference and research services staff as required.~~
- Other duties as required.

Position Qualifications

Required

- Masters Degree in Library Science from an ALA-accredited institution.
- ~~1-25-7-to~~ years of law library experience.
- Knowledge of professional law librarianship concepts, principles, and practices.
- ~~Prior experience in the development and implementation of public interest programs~~
- Effective written and oral communication skills.
- Ability to work both independently and as part of a team.
- Ability to work at a busy reference desk with a professional and courteous demeanor.
- Ability to use computers and computer databases.

Preferred

- Masters Degree in Library Science from an ALA-accredited institution and advanced degree in law, judicial administration, political science, or other relevant field.
- Supervisory experience in a library or other relevant professional setting.
- Experience teaching in a classroom setting or online equivalent.
- Public or government law library experience.
- ~~Public law library experience.~~
- ~~Familiarity with collection development policies.~~
- Familiarity with a variety of legal databases.
- Ability to communicate ~~with vendors and other professional law librarians~~ the value of the Library's services via social media.

Work Environment

Will be working in an office environment and in reference public service counter areas. -May be required to work Saturdays.

Physical Abilities Required

- Lifting ability: Light, under 15 lbs. on a regular basis. Up to 50 lbs. on an occasional basis.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required



Approvals

Immediate Supervisor

Date

Senior Director

Date

Human Resources

Date

Executive Director

Date

Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature _____ Date _____

Print Name _____

Distribution: Original - Human Resources, Copies - Supervisor, Employee



MEMORANDUM

DATE: June 25, 2025

TO: Board of Law Library Trustees

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

RE: Review and Approval of 2025-26 Property & Liability Insurance Renewal

SUMMARY

Staff is requesting that the Board of Trustees formally approve the FY2025-26 property and liability insurance renewal. As a reminder, the May Board packet, including detailed insurance coverage information, can be found here: [Agenda_20250528.pdf](#))

Our broker has approached many of the same carriers as in previous years, with the same terms of coverage, and have now received final quotes.

Overall, we are very pleased with the results. The relationships we have established with incumbent carriers are helping us allay premium increases. At the May meeting, the anticipated premium increase was 6% over expiring premium. With updated quotes, that number is now 3%.

DISCUSSION

As detailed in the letter to the Board last month, our broker was hopeful in delivering lower number for some lines of coverages. Thanks to healthy competition in the DIC market, we were able to secure over 20% decrease renewal premium quotes. Over the last year, the Library has had no claims, this also contributed to a lower increase over expiring premiums.

The tables below summarizes the cost of each line of coverage including the table presented to Board at their May meeting for comparison purposes.



2025-2026 Law Library Premium Summary (May 2025 Presentation)							
Line of Coverage	Limit	Deductible	Carrier	Expiring Premium	NTE	\$ Var	% Var
General Liability	\$25M	\$50K	PRISM	167,463	195,000	27,537	19%
Property	\$100M	\$25K	Hartford	68,246	72,000	3,754	6%
DIC	\$15M	5%,					
Primary \$10M		\$100K	Lloyd's / Chaucer	101,570	90,000	-11,570	-11%
\$5M xs \$10M		Min.	Evanston	46,590	47,825	1,235	3%
Cyber Liability	\$18M*	\$10K	PRISM	7,547	9,500	1,953	26%
Crime	\$1M	\$2.5K	ACIP	1,532	1,686	154	10%
Total Premium				392,947	416,011	23,064	6%
*Per member aggregate limit							

2025-2026 Law Library Premium Summary (Updated Quotes)							
Line of Coverage	Limit	Deductible	Carrier	Expiring Premium	NTE	\$ Var	% Var
General Liability	\$25M	\$50K	PRISM	167,463	195,000	27,537	19%
Property	\$100M	\$25K	Hartford	68,246	70,519	2,274	3%
DIC	\$15M	5%,					
Primary \$10M		\$100K	Lloyd's / Chaucer	101,570	89,119	-12,451	-12%
\$5M xs \$10M		Min.	Evanston	46,590	42,447	-4,143	-9%
Cyber Liability	\$18M*	\$10K	PRISM	7,547	8,015	468	6%
Crime	\$1M	\$2.5K	ACIP	1,532	1,594	62	4%
Total Premium				392,947	406,694	13,747	3%
*Per member aggregate limit							

RECOMMENDATION

Staff recommends the Board to approve binding coverage with incumbent carriers with the same terms of coverage for the 2025-26 renewal cycle at cost not to exceed \$406,694.



MEMORANDUM

DATE: June 25, 2025

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Recognition of Kathleen O’Laughlin with thanks for years of service and best wishes for her planned retirement on June 30, 2025 from LA Law Library

SUMMARY

Katie (Kathleen) O’Laughlin, Managing Librarian, first came to work for LA Law Library on October 27, 2012. After twelve years and eight months sharing her extensive knowledge of legal resources with the public, guiding and mentoring team members, teaching legal classes, caring for the extensive rare book collection, and inspiring so many to love and explore social justice through the Library’s book club, she will be retiring on June 30, 2025.

Katie received her undergraduate degree from the University of Notre Dame, a Juris Doctor from Loyola Law School, and her Master of Library Science from the University of Southern California. From 1997 to 2011 she owned and operated Village Books, a beloved bookstore in the Pacific Palisades with the motto: “Large Enough to Serve You, Small Enough to Know You.”

To those in the larger community outside the Library, Katie is best known for her insightful and meaningful curations of Honorees’ mementos during the Library’s annual Beacon of Justice Gala, tenacious research skills and depth of knowledge as a reference librarian. To those inside the small world of the Library, she is fondly known for her graciousness, kindness, patience, and friendship. It is no surprise Katie was recognized as a nominee for an “I Love My Librarian” award in 2023. She will be missed by our patrons, partners, and staff.

Staff recommend the Board of Trustees recognize Kathleen O’Laughlin with a presentation of a commemorative crystal book and commendation for her longstanding service at the June 25, 2025 Board meeting.



MEMORANDUM

DATE: June 25, 2025

TO: Board of Law Library Trustees

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

RE: Approval of Operating and Capital Expenditures Budget for Fiscal Year 2025-2026

INTRODUCTION

Staff is requesting that the Board of Trustees formally approve the FY2025-26 Budget. Except as noted below, the budget is as recommended by the FY2025-26 Budget Committee and considered, discussed previously at the Board's May 28, 2025 regular meeting. (As a reminder, the May Board packet, including detailed budget materials, can be found here: [Agenda_20250528.pdf](#))

The proposed budget (Income Statement Summary, Cash Flow, and Capital Expenditures), including refinements to adjust for information received in that past month, is attached for review and approval.

BACKGROUND AND ANALYSIS

Overview

As explained at the May meeting, the recommendation to approve the budget is based upon a few key underlying principles:

1. There is a heightened need for the Law Library's services, a heightened need for access to justice. The current economic and social climate is filled with uncertainties and given these circumstances, the Law Library is closely monitoring filing fees and court operations and lobbying the State for supplemental ongoing funding.
2. Fortunately, due to supplemental funding from the state, the Law Library has adequate reserves to fund the deficit proposed by this budget and still be prepared for potential future financial needs. The recommendation of the Executive Director and the Finance Committee is therefore not to make major cuts to service levels unless and until the fiscal situation stabilizes and it appears that such cuts are still necessary.
3. Accordingly, the proposed operating budget presented here would result in a significant deficit and an expenditure of cash and reserves.



- a. Disregarding non-cash items such as depreciation, the operating budget generates positive cash flow of approximately \$917K.
 - b. The proposed capital expenditure budget anticipates spending \$1.7M from reserves. However, this budget includes more than \$1.4M deferred from fiscal years 2014 through 2025, with all of the cost to be funded by remaining monies from the State's one-time funding (OTF) allocations.
 - c. In total, this will result in an overall negative cash flow of \$2.3M for FY2026, with nearly all of that funded from OTF monies received in the past few years and set aside to fund ongoing operating costs.
4. Civil filings have varied considerably in recent years leading us to budget conservatively for fiscal year 2026. Civil filing fees are therefore projected to come in slightly below FY2025 levels despite some indicators of fiscal recovery and increased court activities.

Refinements

Budget refinements since the May Board meeting include:

- \$50K reduction in Friends' contribution.
- \$70K increase in consulting expense for the possibility of hiring a grant writer/development officer.
- \$10K increase in office supplies expense for the support of the conservatorship clinic growth.
- \$24K increase in repair and maintenance expense to complete the required Reg 4 testing.
- \$385K increase in capital expenditure purchase for phase 2 of the seismic retrofitting analysis.

Net impact of refinements since the May Board meeting:

- Increase net loss by an additional \$153K
- Decrease cash flows by an additional \$578K

SEIU Negotiations for New MOU

SEIU and Library management met on June 6, 2025. At that meeting, SEIU submitted proposals for the Board's consideration. Negotiations are currently ongoing. Outcome of a ratified MOU will impact the current budget as presented and an amendment may be presented at a future Board meeting if needed.

RECOMMENDATION

Staff recommends that the Board of Trustees approve the proposed budget for FY2025-26 (including Income Statement Summary, Cash Flow, and Capital Expenditures).



Los Angeles County Law Library: Income Statement

PROPOSED Budget: Fiscal Year Ending 6/30/26

				Original Budget 2025	Amended Budget 2025	Base Budget 2026	\$ Inc (Dec) relative to Amended Budget	% Inc (Dec) relative to Amended Budget
	2022	2023	2024					
Summary:								
Income								
Civil Filing Fees	6,503,138	7,285,121	8,324,520	7,700,000	8,556,630	8,300,000	(256,630)	-3.0%
Interest	72,075	413,070	662,136	562,152	645,114	567,702	(77,412)	-12.0%
Parking	555,429	50,425	0	0	0	0	0	0.0%
Library Services	488,373	588,595	548,673	513,631	599,706	472,954	(126,752)	-21.1%
Total Income	7,619,014	8,337,211	9,535,329	8,775,783	9,801,449	9,340,656	(460,793)	-4.7%
Expense								
Staff	2,039,850	6,070,224	6,204,313	6,325,023	5,929,442	6,436,895	507,452	8.6%
Library Materials	1,853,567	1,871,055	1,881,936	2,439,258	1,964,302	1,958,400	(5,902)	-0.3%
Library Materials Transferred to Assets	(1,853,567)	(1,871,055)	(1,881,936)	(2,439,258)	(1,964,302)	(1,958,400)	5,902	-0.3%
ERS net of SBITA	654,147	710,389	733,106	732,575	732,575	714,169	(18,406)	-2.5%
Facilities	917,105	999,323	1,135,364	1,231,345	1,152,622	1,251,320	98,698	8.6%
Technology & Data	168,109	182,356	207,741	285,207	314,348	414,581	100,232	31.9%
General	162,722	104,066	101,267	89,352	114,777	150,328	35,551	31.0%
Professional Development	15,614	24,555	27,506	41,786	37,708	44,336	6,629	17.6%
Communications & Marketing	645	3,403	1,087	50,877	7,457	46,030	38,573	517.3%
Travel	46	148	204	500	347	2,500	2,153	619.6%
Professional Services	64,291	83,757	79,850	175,180	121,052	171,663	50,611	41.8%
Depreciation	2,448,860	2,368,823	2,305,321	2,525,261	2,286,528	2,265,035	(21,494)	-0.9%
Total Expenses	6,471,388	10,547,041	10,795,759	11,457,106	10,696,857	11,496,856	799,999	7.5%
Net Income (Loss)	1,147,626	(2,209,830)	(1,260,430)	(2,681,323)	(895,408)	(2,156,200)	(1,260,792)	140.8%
Investment Gain (Loss) ¹	(63,326)	134,680	307,976	120,000	242,753	120,000	(122,753)	-50.6%
Extraordinary Income	3,175,330	3,977,308	231,510	0	231,641	0	(231,641)	-100.0%
Extraordinary Expense	0	200,000	0	0	0	0	0	0.0%
Net Income (loss) Including Extraordinary Item	4,259,629	1,702,158	(720,944)	(2,561,323)	(421,014)	(2,036,200)	(1,615,186)	383.6%
Capitalized Expenditures	309,975	40,953	133,577	2,457,000	969,055	2,149,806	1,180,751	121.8%

Los Angeles County Law Library: Income Statement

PROPOSED Budget: Fiscal Year Ending 6/30/26

				Original Budget 2025	Amended Budget 2025	Base Budget 2026	\$ Inc (Dec) relative to Amended Budget	% Inc (Dec) relative to Amended Budget
	2022	2023	2024					
Detailed Budget:								
Income:								
Civil Filing Fees	6,503,138	7,285,121	8,324,520	7,700,000	8,556,630	8,300,000	(256,630)	-3.0%
Interest:								
Interest - LAIF	1,460	8,916	16,237	14,340	19,591	19,890	299	1.5%
Interest - General Fund	68,841	395,767	633,172	540,000	613,223	540,000	(73,223)	-11.9%
Interest - Deposit Fund	1,773	8,387	12,728	7,812	12,300	7,812	(4,488)	-36.5%
Subtotal	72,075	413,070	662,136	562,152	645,114	567,702	(77,412)	-12.0%
Parking:								
Parking	555,429	50,425	0	0	0	0	0	0.0%
Subtotal	555,429	50,425	0	0	0	0	0	0.0%
Library Services:								
Annual Designation Fee	2,129	2,064	2,259	2,818	2,995	3,009	14	0.5%
Annual Members Fee	192,380	259,833	203,275	199,460	197,100	195,920	(1,180)	-0.6%
Course Registration	31,003	39,727	32,988	48,458	38,950	38,950	0	0.0%
Copy Center	18,179	28,106	31,627	23,300	31,583	31,200	(383)	-1.2%
Document Delivery	7,489	5,720	6,961	9,800	14,687	13,800	(887)	-6.0%
Fines	19,013	20,818	23,395	20,000	20,562	20,000	(562)	-2.7%
Miscellaneous	37,666	70,963	59,429	31,200	84,242	36,500	(47,742)	-56.7%
Room Rental	3,538	2,951	9,806	12,000	16,945	16,000	(945)	-5.6%
Book Replacement	1,810	2,008	730	0	0	0	0	0.0%
Forfeited Deposits	22,777	24,440	25,737	15,000	15,000	15,000	0	0.0%
Friends of Law Library	145,000	125,000	150,000	150,000	175,000	100,000	(75,000)	-42.9%
Grants	0	0	0	0	0	0	0	0.0%
Vending	890	1,967	2,467	1,595	2,642	2,575	(67)	-2.5%
Special Events Income	6,500	5,000	0	0	0	0	0	0.0%
Subtotal	488,373	588,595	548,673	513,631	599,706	472,954	(126,752)	-21.1%
Total Income	7,619,014	8,337,211	9,535,329	8,775,783	9,801,449	9,340,656	(460,793)	-4.7%
Expenses:								
Staff:								
Salaries (FT)	2,498,449	2,852,462	3,087,294	3,452,231	3,219,716	3,497,310	277,593	8.6%
Staff Vacancy Offset (FT)	0	0	0	(69,045)	(34,522)	(69,946)	(35,424)	102.6%
Salaries (PT)	215,076	224,610	236,046	296,689	278,203	331,809	53,606	19.3%
Staff Vacancy Offset (PT)	0	0	0	(5,934)	(2,967)	(6,636)	(3,669)	123.7%
Social Security	152,070	186,228	197,044	194,944	196,027	203,739	7,712	3.9%
Medicare	36,929	44,679	47,065	54,359	50,710	55,828	5,117	10.1%
Retirement	626,055	749,395	738,142	863,608	819,230	934,922	115,692	14.1%
Pension Exp (Actuarial)	(2,299,293)	1,129,459	853,863	500,000	500,000	500,000	0	0.0%
Pension Exp (Acctg)	0	0	0	0	0	0	0	0.0%

Los Angeles County Law Library: Income Statement

PROPOSED Budget: Fiscal Year Ending 6/30/26

				Original Budget 2025	Amended Budget 2025	Base Budget 2026	\$ Inc (Dec) relative to Amended Budget	% Inc (Dec) relative to Amended Budget
	2022	2023	2024					
Health Insurance	547,438	578,039	637,381	724,229	605,286	683,535	78,249	12.9%
Disability Insurance	4,233	4,639	5,110	5,783	5,416	5,784	368	6.8%
Dental Insurance	54,841	62,558	63,979	66,435	61,920	66,432	4,512	7.3%
Vision Insurance	5,488	6,803	7,114	7,896	7,493	7,896	403	5.4%
Life Insurance	1,915	2,086	2,333	2,703	2,112	2,700	588	27.8%
Vacancy Benefits Offset	0	0	0	0	0	0	0	0.0%
Workers Compensation Insurance	24,798	30,997	30,052	24,444	21,394	23,674	2,281	10.7%
Unemployment Insurance	3,140	943	(325)	6,000	9,108	10,000	892	9.8%
Temporary & RA Employment	10,875	40,374	19,658	29,180	25,384	21,068	(4,316)	-17.0%
Recruitment	3,822	3,501	92,190	5,000	5,127	5,000	(127)	-2.5%
Accrued Sick Expense	2,953	(16,721)	1,517	5,000	5,000	5,000	0	0.0%
Accrued Vacation Expense	6,708	34,446	48,607	20,000	20,000	20,000	0	0.0%
OPEB Expense	126,827	126,908	128,679	130,000	130,000	130,000	0	0.0%
TMP	3,937	6,053	4,202	8,600	2,962	7,000	4,038	136.3%
Benefit Administration ¹	13,588	2,768	4,363	2,900	1,843	1,780	(63)	-3.4%
Total - Staff	2,039,850	6,070,224	6,204,313	6,325,023	5,929,442	6,436,895	507,452	8.6%
Library Materials:								
American Continuations	1,468,540	1,495,575	1,496,370	1,817,720	1,557,786	1,581,438	23,652	1.5%
American New Orders	21,453	30,935	24,796	29,440	29,440	24,000	(5,440)	-18.5%
Branch Continuations	19,737	23,722	22,709	24,426	24,011	23,611	(400)	-1.7%
Branch New Orders	894	0	0	300	300	300	0	0.0%
Commonwealth Continuations	108,395	121,145	112,663	186,772	116,733	109,713	(7,020)	-6.0%
Commonwealth New Orders	998	1,574	2,254	1,680	1,680	1,200	(480)	-28.6%
Foreign Continuations	97,622	87,870	91,592	182,188	95,649	91,186	(4,463)	-4.7%
Foreign New Orders	2,329	1,307	7,598	9,284	9,284	1,200	(8,084)	-87.1%
International Continuations	120,530	96,758	107,945	162,538	111,989	111,605	(384)	-0.3%
International New Orders	2,922	2,713	6,435	7,076	7,076	6,000	(1,076)	-15.2%
General/Librarianship Continuations	9,225	8,001	7,497	15,614	8,135	5,747	(2,388)	-29.4%
General/Librarianship New Orders	922	1,456	2,076	2,220	2,220	2,400	180	8.1%
Subtotal	1,853,567	1,871,055	1,881,936	2,439,258	1,964,302	1,958,400	(5,902)	-0.3%
Library Materials Transferred to Assets	(1,853,567)	(1,871,055)	(1,881,936)	(2,439,258)	(1,964,302)	(1,958,400)	5,902	-0.3%
Electronic Resource Subscriptions (ERS)	654,147	710,389	492,079	732,575	732,575	714,169	(18,406)	-2.5%
SBITA Amortization Expense			198,269					
SBITA Interest Expense			42,758					
Facilities:								
Repair & Maintenance	78,777	24,863	44,751	42,000	74,043	76,585	2,542	3.4%

Los Angeles County Law Library: Income Statement

PROPOSED Budget: Fiscal Year Ending 6/30/26

				Original Budget 2025	Amended Budget 2025	Base Budget 2026	\$ Inc (Dec) relative to Amended Budget	% Inc (Dec) relative to Amended Budget
	2022	2023	2024					
Building Services	22,319	30,163	27,592	26,040	28,793	26,000	(2,793)	-9.7%
Cleaning Supplies	8,252	16,830	14,093	12,000	9,823	12,000	2,177	22.2%
Electricity & Water	128,513	147,543	169,338	187,500	158,419	180,000	21,581	13.6%
Elevator Maintenance	11,592	12,072	13,230	12,840	18,685	13,818	(4,867)	-26.0%
Heating & Cooling	38,376	49,445	47,266	40,596	44,979	45,400	421	0.9%
Insurance	290,255	350,583	415,332	476,100	419,957	482,901	62,944	15.0%
Janitorial Services	128,860	139,315	152,422	124,200	144,693	143,449	(1,244)	-0.9%
Landscaping	13,730	2,830	0	24,000	0	0	0	0.0%
Security	182,092	208,624	223,374	240,700	231,413	240,000	8,587	3.7%
Room Rental Expenses	0	426	1,291	3,000	2,142	2,000	(142)	-6.6%
Special Events Expenses	3,181	4,606	15,504	24,700	8,296	15,350	7,054	85.0%
Furniture & Appliances (<3K)	651	556	1,075	3,000	2,294	4,000	1,706	74.4%
Equipment (<3K)	7,242	6,036	3,022	3,600	3,485	3,000	(485)	-13.9%
Building Alterations (<3K)	0	210	801	4,800	570	600	30	5.3%
Delivery & Postage	2,813	2,766	2,640	2,869	2,490	2,916	426	17.1%
Kitchen supplies	452	2,456	3,633	3,400	2,540	3,300	760	29.9%
Subtotal	917,105	999,323	1,135,364	1,231,345	1,152,622	1,251,320	98,698	8.6%
Technology:								
Software Maintenance	17,360	17,767	13,323	44,795	34,477	44,796	10,319	29.9%
Hardware Maintenance	34,259	28,604	27,754	48,348	37,572	52,572	15,000	39.9%
Software (<\$3k)	3,050	2,336	3,644	6,600	3,966	6,600	2,634	66.4%
Hardware (<\$3k)	12,644	17,442	15,127	14,000	22,339	22,339	(0)	0.0%
Computer Supplies	2,032	173	6,550	3,396	20,493	20,493	(0)	0.0%
Integrated Library System	62,114	65,793	67,532	67,548	67,554	67,554	0	0.0%
Telecommunications	19,822	20,669	17,706	23,760	36,045	96,048	60,003	166.5%
Tech & Data - Misc	258	816	610	1,000	1,405	1,405	0	0.0%
Services	688	306	2,277	30,000	15,891	15,891	0	0.0%
Online Service Providers	15,882	28,449	53,217	45,760	74,607	86,883	12,276	16.5%
Subtotal	168,109	182,356	207,741	285,207	314,348	414,581	100,232	31.9%
General:								
Bank Charges	5,564	4,033	3,934	5,500	5,490	5,500	10	0.2%
Bibliographical Services	10,690	11,214	11,691	12,166	12,150	12,648	498	4.1%
Binding	11,544	19,358	10,005	10,000	10,000	10,000	0	0.0%
Board Expense	321	1,290	1,265	1,890	1,631	2,370	739	45.3%
Staff meals & events	2,579	3,368	6,627	13,780	14,760	19,200	4,440	30.1%
Supplies - Office	6,184	8,824	9,730	17,766	19,294	30,826	11,532	59.8%
Supplies - Library materials	9,156	8,913	9,917	10,000	10,000	10,000	0	0.0%
Stationery, business cards, etc.	0	516	496	2,400	1,000	1,500	500	50.0%
Grant Application Expenses	14,675	0	0	0	0	0	0	0.0%

Los Angeles County Law Library: Income Statement

PROPOSED Budget: Fiscal Year Ending 6/30/26

				Original Budget 2025	Amended Budget 2025	Base Budget 2026	\$ Inc (Dec) relative to Amended Budget	% Inc (Dec) relative to Amended Budget
	2022	2023	2024					
Copy Center Expense	9,314	20,650	14,760	12,250	12,686	12,684	(2)	0.0%
General - Misc	72,932	8,837	3,182	3,000	726	45,000	44,274	6097.8%
Course Registration	11,150	14,730	26,380	0	27,040	0	(27,040)	-100.0%
Friends of Law Library	8,614	2,332	3,282	600	0	600	600	0.0%
Subtotal	162,722	104,066	101,267	89,352	114,777	150,328	35,551	31.0%
Professional Development:								
Travel	2,355	7,815	7,831	16,050	7,381	13,000	5,619	76.1%
Meals	0	0	0	0	0	0	0	0.0%
Incidental and miscellaneous	0	0	0	0	0	0	0	0.0%
Membership dues	11,082	12,360	11,058	12,001	11,936	12,658	722	6.0%
Registration fees	2,177	4,380	8,618	8,384	13,961	12,684	(1,277)	-9.2%
Educational materials	0	0	0	5,351	4,429	5,994	1,565	35.3%
Subtotal	15,614	24,555	27,506	41,786	37,708	44,336	6,629	17.6%
Communications & Marketing:								
Services	20	78	149	494	412	672	260	63.1%
Collateral materials	0	1,332	917	7,350	4,345	13,400	9,055	208.4%
Advertising	625	1,993	22	42,033	1,700	30,958	29,258	1721.3%
Trade shows & Outreach	0	0	0	1,000	1,000	1,000	0	0.0%
Subtotal	645	3,403	1,087	50,877	7,457	46,030	38,573	517.3%
Other Travel								
Travel	0	0	0	0	0	2,500	2,500	0.0%
Meals	0	0	0	0	0	0	0	0.0%
Entertainment	0	0	0	0	0	0	0	0.0%
Ground transportation & mileage reimb	46	148	204	500	347	0	(347)	-100.0%
Incidental travel expenses	0	0	0	0	0	0	0	0.0%
Subtotal	46	148	204	500	347	2,500	2,153	619.6%
Professional Services								
Accounting	22,917	21,586	27,188	26,680	34,592	36,600	2,008	5.8%
Consulting Services	22,980	21,520	17,367	16,800	38,245	100,063	61,818	161.6%
Legal	2,084	24,205	14,010	25,000	30,130	35,000	4,870	16.2%
Other	16,310	16,445	21,285	106,700	18,085	0	(18,085)	-100.0%
Subtotal	64,291	83,757	79,850	175,180	121,052	171,663	50,611	41.8%
Depreciation:								
Depreciation - Library Materials	2,115,522	2,028,112	1,970,606	1,965,150	1,935,385	1,899,788	(35,597)	-1.8%
Depreciation Exp - CapEx	333,339	340,711	334,715	560,111	351,144	365,247	14,103	4.0%
Subtotal	2,448,860	2,368,823	2,305,321	2,525,261	2,286,528	2,265,035	(21,494)	-0.9%
Total Expense	6,471,388	10,547,041	10,795,759	11,457,106	10,696,857	11,496,856	799,999	7.5%
Net Income Before Extraordinary Items	1,147,626	(2,209,830)	(1,260,430)	(2,681,323)	(895,408)	(2,156,200)	(1,260,792)	140.8%

Los Angeles County Law Library: Income Statement

PROPOSED Budget: Fiscal Year Ending 6/30/26

				Original Budget 2025	Amended Budget 2025	Base Budget 2026	\$ Inc (Dec) relative to Amended Budget	% Inc (Dec) relative to Amended Budget
	2022	2023	2024					
Investment Gain (Loss)	(63,326)	134,680	307,976	120,000	242,753	120,000	(122,753)	-50.6%
Extraordinary Income	3,175,330	3,977,308	231,510	0	231,641	0	(231,641)	-100.0%
Extraordinary Expense	0	200,000	0	0	0	0	0	0.0%
Net Income Including Extraordinary Items	4,259,629	1,702,158	(720,944)	(2,561,323)	(421,014)	(2,036,200)	(1,492,433)	0

Capital Expenditures:

Furniture / Appliances (>3k)	0	0	0	0	8,000	0	(8,000)	-100.0%
Electronics / Computer Hardware (>3k)	309,975	40,953	82,084	702,000	826,055	530,000	(296,055)	-35.8%
Exterior Building Repairs/ Improvements (>3k)	0	0	39,800	870,000	0	1,044,806	1,044,806	0.0%
Interior Improvements / Alterations (>3k)	0	0	0	845,000	135,000	575,000	440,000	325.9%
Computer Software	0	0	11,693	40,000	0	0	0	0.0%
Total - Capitalized Expenditures	309,975	40,953	133,577	2,457,000	969,055	2,149,806	1,180,751	121.8%

Los Angeles County Law Library: Capital Expenditure

PROPOSED Budget: Fiscal Year Ending 6/30/26

Vendor or Description of Item	Category of Asset (select from dropdown menu)	Anticipated Completion Month (select from dropdown menu)	YTD Approved Prior Year Spend	Acquisition Cost (including consulting, design, implementation, etc.)	Carryover from prior fiscal year(s)? (select from dropdown menu)	OTF Project Code (if applicable)	Department Code	Reason or comment
PC Computer for Staff	Electronics / Computer Hardware >3K	Jun-26		100,000	No		33	We will not replace or upgrade our VMWare Infrastrctue for our VMs because of higher cost
Internet WiFi Upgrade and Expansion Coverage	Electronics / Computer Hardware >3K	Jun-26		150,000	No		33	FCC E-Rate Program may fund up to 85%
Security Camera Phase 2 and 3	Electronics / Computer Hardware >3K	Jun-26	25,025	70,000	Yes	3918003	33	\$70K for completion of phase 2 and 3
Desk Phone Replacement	Electronics / Computer Hardware >3K	Jun-26	6,259	150,000	Yes	33OF-003	33	We will replace our old Polycom desk phone and update VoIP phone server
3 x Xerox Printer	Electronics / Computer Hardware >3K	Jun-26		45,000	No		33	Each of them cost \$15000, we will use it for Copy Center Replacement and Training Center for Patron and Staff
Emergency Generator Replacement	Exterior Building Repairs/ Improvements >\$3K	Mar-26		160,000	Yes	39OTF2-007	39	Replace existing 1973 generator with modern unit, rewire emergency lighting as required by Code 4 regulations. (39OTF2-007)
Hill Street Parking Structure	Exterior Building Repairs/ Improvements >\$3K	Feb-26	26,407	500,000	Yes	39OTF2-006	39	Structural Repair
Earthquake Retrofit Phase 2 - Non Ductile Seismic Analysis	Exterior Building Repairs/ Improvements >\$3K	Nov-25		384,806	No		39	
Elevator Modernization Project (2 cabs out 4)	Interior Improvements / Alterations >\$3K	Apr-26	12,120	500,000	Yes	3914001	39	Update all four elevators including cab mechanicals and interior. Integrate with building fire safety systems.
Building Security System	Electronics / Computer Hardware >3K	Oct-25		15,000	No		39	Harware installation. Service for panic button, door sensors. Monitoring service additional and expensed.
Ballistic Resistant Partitions (reference, circulation, and security)	Interior Improvements / Alterations >\$3K	Apr-26		75,000	No		39	Increased security for public facing staff.
				2,149,806				

Los Angeles County Law Library: Capital Expenditure

PROPOSED Budget: Fiscal Year Ending 6/30/26

Vendor or Description of Item	Category of Asset (select from dropdown menu)	Anticipated Completion Month (select from dropdown menu)	YTD Approved Prior Year Spend	Acquisition Cost (including consulting, design, implementation, etc.)	Carryover from prior fiscal year(s)? (select from dropdown menu)	OTF Project Code (if applicable)	Department Code	Reason or comment
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Capital Expenditure Guideline:

Capital assets are recorded at cost. Assets, other than books and reference materials, with acquisition cost of \$3,000 or more are capitalized. Books and reference materials are capitalized regardless of the amount.

The provision for depreciation is computed using the straight-line method over the estimated service lives of the capital assets. Estimated service lives for the Law Library's capital assets are as follows.

Books and reference materials	10 years
Computer equipment	4 years
Furniture, fixtures and other equipment	4-7 years
Interior Building improvements	15 years
Exterior Building Improvements	15-50 years

Los Angeles County Law Library
Statement of Cash Flows Forecast
6/30/2013 through 6/30/2026 (Projected)

	FY 2013	FY 2014	FY 2015	FY 2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY 2025 Forecast	FY 2026 PROPOSED Budget
Cash flows from operating activities														
Cash received from filing fees and services	8,634,796	8,160,521	7,587,825	7,772,176	8,002,013	8,124,540	8,890,747	8,605,581	6,930,380	7,492,386	7,596,943	9,392,488	9,026,743	8,667,702
Cash payments to suppliers for goods and services	-2,870,681	-853,929	-1,274,535	-1,109,047	-1,263,838	-907,688	-1,380,641	-1,144,938	-1,142,105	-1,254,745	-1,516,915	-1,732,532	-1,748,312	-2,080,757
Electronic Resource Subscriptions (ERS)			-523,941	-666,951	-702,725	-658,347	-593,946	-552,484	-658,164	-654,147	-710,389	-492,079	-732,575	-714,169
Cash payments to employees for services	-4,363,664	-4,084,807	-3,867,282	-3,763,250	-4,114,938	-3,470,480	-3,667,600	-4,086,294	-3,955,954	-4,214,226	-4,820,906	-5,223,997	-5,349,421	-5,781,895
Contributions received	120,000	134,961	120,000	120,000	157,289	145,000	140,000	145,000	145,000	145,000	125,000	150,000	175,000	150,000
Net cash from operating activities	1,520,451	3,356,746	2,042,067	2,352,928	2,077,801	3,233,025	3,388,560	2,966,865	1,319,157	1,514,268	673,733	2,093,880	1,371,435	240,881
Cash flows from capital and related financing activities														
Acquisition of capital assets:														
Books and Reference Materials	-3,400,719	-3,025,718	-2,262,095	-2,097,247	-1,841,721	-1,808,061	-1,910,800	-1,844,790	-1,933,780	-1,853,567	-1,871,056	-1,898,303	-1,964,302	-1,958,400
Fixed Assets - CapEX	-367,208	-68,623	-48,739	-18,354	-12,768	-50,189	-512,242	-19,272	-30,489	-64,428	-72,966	-186,918	-969,055	-2,149,806
Principal payments of SBITA liability												-203,664		
Interest payments												-38,708		
Prior period adjustment	25,436	-35,885												
Net cash from (used in) capital and related financing activities	-3,742,491	-3,130,226	-2,310,834	-2,115,601	-1,854,489	-1,858,250	-2,423,042	-1,864,062	-1,964,269	-1,917,994	-1,944,022	-2,327,593	-2,933,357	-4,108,206
Cash flows from non-capital and related financing activities														
One-time Extraordinary Income	0	671,129	21,347	0	0	0	3,543,270		1,354,174	3,175,330	3,813,769		231,641	0
Net cash from non-capital and related financing activities	0	671,129	21,347	0	0	0	3,543,270		1,354,174	3,175,330	3,813,769		231,641	0
Cash flows from investing activities														
Payment to acquire Treasury securities	0	-3,997,438	-40,081		-500,000		-223,954		-399,309		-747,792	-743,220		
Receipts from matured Treasury securities								550,000	565,000	790,000	800,000	820,000	500,000	500,000
CalPERS CERBT Trust Account ¹	0		-2,040,647											
Investments earnings	64,287	89,630	59,919	23,545	35,106	63,870	386,558	204,234	59,378	74,129	524,253	845,528	599,706	522,954
Net cash from (used in) investing activities	64,287	-3,907,808	-2,020,809	23,545	-464,894	63,870	162,604	754,234	225,069	864,129	576,461	922,308	1,099,706	1,022,954
Net increase in cash and cash equivalents	-2,157,753	-3,010,159	-2,268,229	260,872	-241,582	1,438,645	4,671,392	1,857,037	934,131	3,635,733	3,119,941	688,595	-230,575	-2,844,371
Cash and cash equivalents, at beginning of year	11,045,015	8,887,262	5,877,102	3,608,873	3,869,745	3,628,164	6,145,285	10,816,677	12,673,714	13,607,844	17,243,577	20,655,021	20,363,518	20,132,943
Cash and cash equivalents, end of year	8,887,262	5,877,102	3,608,873	3,869,745	3,628,164	5,066,809	10,816,677	12,673,714	13,607,844	17,243,577	20,363,518	21,343,616	20,132,943	17,288,572
¹ Items accounted for separately:														
Cash and cash equivalents, end of year	8,887,262	5,877,102	3,608,873	3,869,745	3,628,164	5,066,809	10,816,677	12,673,714	13,607,844	17,243,577	20,363,518	21,343,616	20,132,943	17,288,572
CalPERS CERBT Account	0	0	1,973,064	2,029,637	2,135,363	2,116,022	2,114,145	2,201,040	2,544,277	2,223,900	2,302,041	2,489,768	2,400,000	2,400,000
UBS money market and government securities	0	3,997,438	4,037,519	4,115,956	4,577,287	4,564,722	4,788,676	5,997,413	5,999,853	5,936,527	6,071,207	6,379,184	6,400,000	6,400,000
Cash and cash equivalents, end of year including items accounted for separately	8,887,262	9,874,541	9,619,456	10,015,338	10,340,813	11,747,553	17,719,498	20,872,166	22,151,974	25,404,004	28,736,766	30,212,568	28,932,943	26,088,572
Δ in cash and cash equivalents		987,279	-255,085	395,882	325,475	1,406,740	5,971,945	3,152,669	1,279,808	3,252,030	3,332,762	1,475,802	3,528,939	-2,844,371
Budgeted Income (Loss)	95,048	1,122,605	-566,343	-1,121,404	-1,188,431	-659,230	-484,822	-620,006	-1,567,633	-1,996,760	-27,879	-1,111,827	-2,711,279	-1,882,615
Actual Income (Loss)	-1,665,978	346,358	-650,123	-587,384	-1,609,452	346,127	4,631,314	-164,263	-164,263	4,275,064	1,703,777	-759,349		

AGENDA ITEM 4.0/DISCUSSION ITEM 4.3

MEMORANDUM

DATE: June 25, 2025

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Discussion of Los Angeles Superior Court Request to Delay
Nomination of National Historic Landmark Designation for Los
Angeles County Law Library

INTRODUCTION:

On April 24, 2024, the LA Conservancy gave a presentation to the Board of Trustees about the benefits of applying for a historic landmark designation for the Los Angeles County Law Library. Staff suggested that such a designation could play a vital role in ensuring the protection and preservation of the Library, possibly open avenues for grant funding, and allow for technical assistance in preservation for aging infrastructure. In light of the Library's critical outreach on a local, state, national and global level, staff determined that a listing in the National Register of Historic Places would be most appropriate.

At the board meeting on November 20, 2024, the Trustees approved staff's recommendation to retain the services of Historic Preservationist Teresa Grimes to apply for a National Historic Landmark Designation. The cost to the Library for this endeavor included the following: \$12,000 for the first and second drafts, \$2,500 for the final, and \$500 for expenses such as parking, printing, and postage. This list of incurred expenditures does not include attendance at the State Historical Resource Commission meeting, which is typically held in Sacramento, and is currently scheduled.

On May 28, 2025 Executive Director Katherine Chew and Ms. Grimes received notice that the State Historical Resources Commission intends to consider and act on the nomination of the Library to the National Register of Historic Places (National Register). The hearing is set for Friday, August 8, 2025 at 9:00 am at the Secretary of State Building Auditorium, 1500 11th Street, Sacramento, CA 95814. Ms. Grimes advised staff that she would virtually appear for the meeting and therefore the expected cost for her services to attend the Sacramento meeting via Zoom is minimal.

In accordance with Federal Regulations 36 CFR Part 60.6 (c) and Certified Local Government Agreement between the Office of Historic Preservation and the Office of Historic Resources, Los Angeles Planning Department, official notices of the hearing were also sent to the Los Angeles County Board of Supervisors and Principal City Planner and Manager Ken Bernstein. In addition, the Office of Historic Preservation sent official notice to Mayor Karen Bass. (Attached to this Staff Report are the Official Notices sent to all parties.)



REQUEST OF LOS ANGELES SUPERIOR COURT:

At the board meeting on May 28, 2025, Executive Officer/Clerk of the Court David Slayton, and the Honorable Sergio C. Tapia II, Presiding Judge of the Superior Court, County of Los Angeles, gave a presentation of the proposed Master Facilities Plan to re-develop the civic center corridor. It was suggested that one option would be for the Library to sell its current parcel and move to another location so that the Superior Court could demolish the Library building and use the parcel for a new courthouse. The court has requested the Trustees delay the Nomination of National Historic Landmark Designation for the Los Angeles County Law Library.

Staff have invited Lindsay Mulcahy and Andrew Salimian from the LA Conservancy, as well as Ken Bernstein, Principal City Planner and Manager of the Los Angeles Office of Historic Resources, to answer questions and assist the Board of Trustees as they deliberate whether to delay the scheduled nomination on August 8, 2025 per the Court's request.

Staff also provides the below general information to assist the Trustees in its deliberations.

GENERAL INFORMATION PERTINENT TO THE DISCUSSION:

A. STATUTORY AND COMMON LAW GUIDELINES TO FOLLOW: What statutory or other law provides guidance to the Board of Trustees in considering the Court's request while remaining transparent in their public role?

The Los Angeles County Law Library (LA Law Library) operates under the California Business and Professions Code Section 6300 et seq. as an independent public agency. (*Board of Law Library Trustees of Los Angeles County v. Lowery* (1945) 67 Cal.App.2d 480, 482) It's seven-member Board of Trustees set policy and appoint the Executive Director. The Board consists of five Superior Court judges appointed by the Presiding Judge of the Superior Court of Los Angeles County and two members are appointed by the County Board of Supervisors.

BUSINESS AND PROFESSIONS CODE §6343: The Board of Trustees "may make and enforce all rules, regulations, and by-laws necessary for the administration, government, and protection of the law library."

Though not defined in statutes creating county law libraries, a "Trustee" serving on a Board under common law is understood to mean one occupying a position of trust and having the same fiduciary duty a trustee owes to a trust. Trustees' duty of loyalty is to the Library when acting in their capacity as Library Trustees; not to their employer or the individual or entity that appointed them. Under this standard, a Trustee may not favor the agency or the person who appointed them to Library's Board over the Library's interests. To do so would run afoul of the fiduciary obligations owed to the Library.



A. COMMON QUESTIONS HOW THE HISTORIC LANDMARK DESIGNATION OF LA LAW LIBRARY WILL AFFECT FUTURE DEVELOPMENT

(BASED ON INFORMATION PROVIDED BY *The Top Ten Myths About Historic Preservation*, Bernstein, Ken, [Top Ten Myths_0.pdf](#); and *The (Economic) Value of National Register Listing*, Rypkema, Donovan D., *CRW, No.1-2002*)

1. LOS ANGELES CIVIC CENTER HISTORICAL DISTRICT: Are the Stanley Mosk Courthouse and Library subject to California historic preservation laws and California Environmental Quality Act (CEQA) in the event of future construction?

Yes. In 2009 both were determined to be contributors to the Los Angeles Civic Center Historical District as part of the Los Angeles County Metropolitan Transportation Authority Regional Connector Transit Corridor project. Both the Stanley Mosk Courthouse and Los Angeles County Law Library were deemed eligible for California and National designation.

Hence, a CEQA review applies to projects involving either building, in that proposed construction may cause a substantial adverse change in the significance of historical resources. The City of Los Angeles must evaluate the potential environmental impacts associated with planning approvals.

2. DEED OF DEDICATION: Does the Deed of Dedication for the Library parcel provide insight to the intended use of the property?

Yes. In the Deed of Dedication, dated March 3, 1950 provides as follows: "The purpose for which said property is set aside and dedicated is to enable the Grantee to erect and maintain thereon, permanently, a Law Library Building, and to provide access from the surrounding public streets and public places to such building...Grantee agrees not to disturb, move, or demolish any existing building or improvement on said property until it becomes necessary to do so in order to carry out such purposes economically."

3. ABILITY TO DEMOLISH THE PROPERTY IF DESIGNATED: If the Library is designated as a historical landmark, is it protected forever and can never be demolished?

No. Landmark designation ensures a more thorough review of demolition proposals, but it does not prohibit demolition outright. In Los Angeles, designation as a landmark allows the City's Cultural Heritage Commission to object to the issuance of a demolition permit, but only for 180 days. The City Council may then extend the objection to demolition for an additional 180 days.

4. ABILITY TO CHANGE THE PROPERTY IF DESIGNATED: If the Library is designated as a historical landmark, will this prevent any changes or updates to the property?

No. Owners of Landmark designation structures may make very significant changes to their structures. Historic preservation laws are not meant to prevent change but rather to manage change. Only the most significant or "character defining" historic elements of a property should be retained. New additions are



allowed so long as they are compatible with the site's historic architecture. Repair of deteriorated historic features are preferred, but do allow for replacement where the severity of deterioration leaves no other option.

5. EFFECT OF LANDMARK DESIGNATION ON PROPERTY VALUE: If the Library is designated as a historical landmark, what is the effect of the property value?

Studies across the nation conclusively demonstrate that historic designation and the creation of historic districts actually increase property values. It has been found in studies using a variety of methodologies by independent researchers that property values in local historic districts appreciate significantly faster than the market as a whole in the vast majority of cases, and appreciate at rates equivalent to the market in the worst case. In other words, local historic districts enhance property values.

Given the above, a landmark designation would likely enhance the value of the Library's parcel. In the future, should the Trustees later wish to entertain offers from the State on behalf of the Court as potential buyers, a landmark designation would add value to any purchase price in negotiations. Conversely, delaying designation at the request of a potential buyer (the Court) could be perceived as weakening the Library's position in any future negotiations and a possible conflict of interest and breach of fiduciary duty.

6. PRESERVATION IS MORE EXPENSIVE THAN NEW CONSTRUCTION: If the Library is designated as a historical landmark, will the costs to preserve the property be more expensive than new construction?

Not necessarily. Historic preservation is typically more cost effective than new construction. This is because upgrades are usually less expensive than the costs of building all-new foundations, structural systems, roofs and building finishes.

The Los Angeles Superior Court has expressed safety concerns during an earthquake in its current building. The Court determined the cost to renovate or retrofit the Stanley Mosk Courthouse is so cost prohibitive that it is necessary to effectuate a complete teardown and build a new structure. This conclusion has led the Court to believe the Library faces the same challenges and therefore suggests that the Library participate in its master plan to tear down both buildings and build new structures.

However, the Library building's design differs substantially from the Stanley Mosk Courthouse although they were both constructed near in time. Given the differences in shape, design, and purpose, consultants have advised they cannot be compared as equal in assessing vulnerabilities in the event of an earthquake. Currently the Library is awaiting an assessment from an earthquake retrofit assessment consultant. Preliminary visual inspection reports suggest that the Library's structure, construction, and design may require only retrofitting of a few floors as opposed to an entire tear down. More information from the consultant is pending.

RECOMMENDATION:

Staff recommends that the nomination of the Library to the National Register of Historic Places (National Register), scheduled for August 8, 2025, move forward without delay. This designation, largely honorific, recognizes the Library's



outstanding historical significance locally, nationally, and globally. It illustrates the Library's 134-year significance in the commitment to the rule of law and would serve as a symbol of commitment to access to justice for not just the citizens of Los Angeles but for the world. In addition, it's architectural significance is one of pride for the city as it is considered a prominent example of a civic building with Modernist geometric details, a contributor to the Los Angeles Civic Center Historic District, and one of the foremost remaining architectural designs of the renowned firm of Austin, Fields and Fry.

In addressing the Los Angeles Superior Court's request for delay, staff recommends that there are reasons-both practical and socially impactful-- to move forward without delaying the designation:

1. The Library is an independent government agency established under the California Business and Professions Code §6300 et al. and owns both the property and the building by virtue of the Deed of Dedication. By statute and common law, its Board of Trustees owe a fiduciary duty to protect the Library assets. This position of trust dictates that they avoid actual or perceived conflicts of interest, and their duty of loyalty is to the Library and not to the entity that appointed them. The Board has sought designation in the interest of the Library, and any decision to delay must be based on the Library's best interests and not out of loyalty to the Court or County Board of Supervisors who appointed them.
2. Moving forward with the August 8, 2025 hearing will have no effect on slowing or expediting the Court's ability to execute its plans for its vision of its Facilities Master Plan for a new courthouse;
3. Both the Stanley Mosk Courthouse and the Library will be subject to CEQA and California Historical Preservation laws in any construction project moving forward: they are both contributors of the Los Angeles Civic Center Historic District and an integral part of the planning, design, development, and operations of the mid-20th century city and county governmental complex part of the Civic Center Historical District. Hence, a historical landmark designation for the Library will be of no consequence for the Court's expected development schedule: the Court will still need to comply with CEQA historic preservation review regardless of the Library's designation.
4. The intent expressed in the Deed of Dedication provides that the Library building was to be erected and maintained permanently for the purposes of public access rather than demolished upon request of a stakeholder in the civic center corridor.
5. The designation does not prevent the Trustees from later determining, if necessary and in the best interests of the Library, that the property should be demolished, upgraded, improved, or otherwise changed in any way.
6. The designation will add value to the property, placing the Library in a stronger bargaining position in the event the Trustees choose to engage in negotiations for the sale or improvement of the property;
7. The August 8, 2025 hearing will allow for public comment either supporting or in opposition of the designation, so delay is not necessary.



June 25, 2025 Board of Trustees Meeting

ATTACHMENTS TO DISCUSSION ITEM 4.0-ITEM 4.3

NOTIFICATION LETTERS

Office of Historic Preservation



DEPARTMENT OF PARKS AND RECREATION
OFFICE OF HISTORIC PRESERVATION

Armando Quintero, Director

Julianne Polanco, State Historic Preservation Officer
1725 23rd Street, Suite 100, Sacramento, CA 95816-7100
Telephone: (916) 445-7000 FAX: (916) 445-7053
calshpo.ohp@parks.ca.gov www.ohp.parks.ca.gov

May 28, 2025

Teresa Grimes
Teresa Grimes | Historic Preservation
40 Arroyo Drive, Unit 101
Pasadena, CA 91105

RE: National Register of Historic Places Nomination for Los Angeles County Law Library

Dear Ms. Grimes:

I am pleased to inform you that the State Historical Resources Commission (SHRC), at its next meeting, intends to consider and take action on the nomination of the above-named property to the National Register of Historic Places (National Register). Details regarding the meeting are enclosed.

The National Register is the United States' official list of historic properties worthy of preservation. Listing in the National Register assures review of federal projects that might adversely affect the character of the historic property. As of January 1, 1993, all National Register properties, including properties formally determined eligible for the National Register, are automatically listed in the California Register of Historical Resources and afforded consideration during the State (CEQA) environmental review process. Additional information may be found on our website at https://ohp.parks.ca.gov/?page_id=21237

The SHRC welcomes attendance at the meeting, at which time it will consider and act upon the nomination. One may participate in person or virtually per the enclosed **Meeting Notice**. Written comments regarding the nomination may be submitted to California State Parks, Attn: Office of Historic Preservation, Julianne Polanco, State Historic Preservation Officer, P.O. Box 94296, Sacramento, California 94296-0001 OR via email to calshpo.shrc@parks.ca.gov. To allow the SHRC adequate time to consider the comments, it is requested that written comments be received by the Office of Historic Preservation seven (7) days in advance of the SHRC's meeting. Written comments received within seven days of the meeting will still be included in the nomination file as sent to the Keeper of the National Register.

A copy of the most recent draft of the nomination is available on our website at https://ohp.parks.ca.gov/?page_id=24368. The nomination may be modified with minor, non-material changes throughout the nomination process. Should material changes occur, the nomination may be held for re-noticing. If you have questions, contact the Registration Unit at 916-445-7000.

Sincerely,

Julianne Polanco
State Historic Preservation Officer

Enclosures Meeting Notice



**DEPARTMENT OF PARKS AND RECREATION
OFFICE OF HISTORIC PRESERVATION**

Armando Quintero, Director

Julianne Polanco, State Historic Preservation Officer

1725 23rd Street, Suite 100, Sacramento, CA 95816-7100

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www.ohp.parks.ca.gov

May 28, 2025

Katherine Chew
Executive Director
LA Law Library
301 W. 1st Street
Los Angeles, CA 90012

RE: National Register of Historic Places Nomination for Los Angeles County Law Library

Dear Ms. Chew:

I write to inform you that the State Historical Resources Commission (SHRC) intends to consider and take action on the nomination of the above-named property to the National Register of Historic Places (National Register). Details regarding the meeting are enclosed.

The National Register is the United States' official list of historic properties worthy of preservation. Listing in the National Register assures review of federal projects that might adversely affect the character of the historic property. As of January 1, 1993, all National Register properties, including properties formally determined eligible for the National Register, are automatically listed in the California Register of Historical Resources and afforded consideration during the State (CEQA) environmental review process. Additional information may be found on our website at https://ohp.parks.ca.gov/?page_id=21237.

The SHRC welcomes attendance at the meeting, at which time it will consider and act upon the nomination. One may participate in person or virtually per the enclosed **Meeting Notice**. Written comments regarding the nomination may be submitted to California State Parks, Attn: Office of Historic Preservation, Julianne Polanco, State Historic Preservation Officer, P.O. Box 94296, Sacramento, California 94296-0001 OR via email to calshpo.shrc@parks.ca.gov per the enclosed **How to Support or Object to Listing**. To allow the SHRC adequate time to consider the comments, it is requested that written comments be received by the Office of Historic Preservation seven (7) days in advance of the SHRC's meeting. Written comments received within seven days of the meeting will still be included in the nomination file as sent to the Keeper of the National Register.

A copy of the most recent draft of the nomination is available on our website at https://ohp.parks.ca.gov/?page_id=24368. The nomination may be modified with minor, non-material changes throughout the nomination process. Should material changes occur, the nomination may be held for re-noticing. If you have questions, contact the Registration Unit at amy.crain@parks.ca.gov.

Sincerely,

Julianne Polanco
State Historic Preservation Officer

Enclosures: Meeting Notice, How to Support or Object to Listing



**DEPARTMENT OF PARKS AND RECREATION
OFFICE OF HISTORIC PRESERVATION**

Armando Quintero, Director

Julianne Polanco, State Historic Preservation Officer

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calshpo.ohp@parks.ca.gov www.ohp.parks.ca.gov

May 29, 2025

Mayor Karen Bass
City of Los Angeles
City Hall
200 N. Spring Street
Los Angeles, CA 90012

RE: National Register of Historic Places Nomination for Los Angeles County Law Library

Dear Mayor Bass:

The State Historical Resources Commission (SHRC) at its next meeting intends to consider and take action on the nomination of the above-named property to the National Register of Historic Places (National Register). Details of that meeting are on the enclosed notice. The National Register is the federal government's official list of historic buildings and other cultural resources worthy of preservation. Listing in the National Register provides recognition and assists in preserving California's cultural heritage. If the item is removed from the scheduled agenda, you will be notified by mail.

Local government comments regarding the national Register eligibility of this property are welcomed. Written comments regarding the nomination may be submitted to California State Parks, Attn: Office of Historic Preservation, Julianne Polanco, State Historic Preservation Officer, P.O. Box 94296, Sacramento, California 94296-0001 OR via email to calshpo.shrc@parks.ca.gov. To allow the SHRC adequate time to consider the comments, it is requested that written comments be received by the Office of Historic Preservation seven (7) days in advance of the SHRC's meeting. Written comments received within seven days of the meeting will still be included in the nomination file as sent to the Keeper of the National Register. Interested parties are encouraged to attend the SHRC meeting and present oral testimony.

As of January 1, 1993, all National Register properties are automatically included in the California Register of Historical Resources (California Register) and afforded consideration in accordance with state and local environmental review procedures.

A copy of the nomination has been included for your review. Supplemental information on the National register and the California Register programs is available on our website at the following address: https://ohp.parks.ca.gov/?page_id=21237. The federal requirements covering the National Register program are to be found in the National Preservation Act of 1966, as amended, and in Federal Regulations 36 CFR Part 60. State law regarding the California Register is in the Public Resources Code, Section 5024. Should you have questions regarding this nomination, please contact the Registration Unit at 916-445-7000.

Sincerely,

Julianne Polanco
State Historic Preservation Officer

Enclosures: Nomination, Meeting Notice



**DEPARTMENT OF PARKS AND RECREATION
OFFICE OF HISTORIC PRESERVATION**

Armando Quintero, Director

Julianne Polanco, State Historic Preservation Officer

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calshpo.ohp@parks.ca.gov

www.ohp.parks.ca.gov

May 29, 2025

Los Angeles County Board of Supervisors
Kenneth Hahn Hall of Administration
500 W Temple Street, Room B-50
Los Angeles, CA 90012

RE: National Register of Historic Places Nomination for Los Angeles County Law Library

Dear Board of Supervisors:

Pursuant to Federal Regulations 36 CFR Part 60.6(c) I am notifying you that the State Historical Resources Commission (SHRC) at its next meeting intends to consider and take action on the nomination of the above-named property to the National Register of Historic Places (National Register). Details of that meeting are on the enclosed notice. The National Register is the federal government's official list of historic buildings and other cultural resources worthy of preservation. Listing in the National Register provides recognition and assists in preserving California's cultural heritage. If the item is removed from the scheduled agenda, you will be notified by mail.

Local government comments regarding the National Register eligibility of this property are welcomed. Written comments regarding the nomination may be submitted to California State Parks, Attn: Office of Historic Preservation, Julianne Polanco, State Historic Preservation Officer, P.O. Box 94296, Sacramento, California 94296-0001 OR via email to calshpo.shrc@parks.ca.gov. To allow the SHRC adequate time to consider the comments, it is requested that written comments be received by the Office of Historic Preservation seven (7) days in advance of the SHRC's meeting. Written comments received within seven days of the meeting will still be included in the nomination file as sent to the Keeper of the National Register. Interested parties are encouraged to attend the SHRC meeting and present oral testimony.

As of January 1, 1993, all National Register properties are automatically included in the California Register of Historical Resources (California Register) and afforded consideration in accordance with state and local environmental review procedures.

The federal requirements covering the National Register program are to be found in the National Preservation Act of 1966, as amended, and in Federal Regulations 36 CFR Part 60. State law regarding the California Register is in the Public Resources Code, Section 5024. Should you have questions regarding this nomination, or would like a copy of the nomination, please contact the Registration Unit at 916-445-7000.

Sincerely,

Julianne Polanco
State Historic Preservation Officer

Enclosure: Meeting Notice



**DEPARTMENT OF PARKS AND RECREATION
OFFICE OF HISTORIC PRESERVATION**

Armando Quintero, Director

Julianne Polanco, State Historic Preservation Officer

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www.ohp.parks.ca.gov

May 28, 2025

Ken Bernstein
Manager, Office of Historic Resources
Planning Department, City Hall
200 N. Spring Street
Los Angeles, CA 90012

RE: National Register of Historic Places Nomination for Los Angeles County Law Library

Dear Mr. Bernstein:

Pursuant to the Certified Local Government Agreement between the Office of Historic Preservation (OHP) and your governmental entity, we are providing you as the chief elected local official with a sixty (60) day review and comment period before the State Historical Resources Commission (SHRC) takes action on the above stated National Register of Historic Places (National Register) nomination at its next meeting. Details on the meeting are enclosed.

Please review the enclosed nomination and send your comments to OHP. Pursuant to the National Historic Preservation Act of 1966, as amended, we have also provided a copy of the nomination to your local preservation commission. Your local preservation commission may comment on whether or not the nominated property, in its opinion, meets the criteria for the National Register and forward their comments to you. Please transmit your local preservation commission's comments with your comments to California State Parks, Attn: Office of Historic Preservation, Julianne Polanco, State Historic Preservation Officer, P.O. Box 942896, Sacramento, CA 94296-0001. To allow the SHRC adequate time to consider the comments, it is requested that written comments be received by the Office of Historic Preservation seven (7) days in advance of the SHRC's meeting. Written comments received within seven days of the meeting will still be included in the nomination file as sent to the Keeper of the National Register. If you have questions or require further information, please contact the Registration Unit at (916) 445-7000.

As of January 1, 1993, all National Register properties are automatically included in the California Register of Historical Resources and afforded consideration in accordance with state and local environmental review procedures.

Supplemental information on the National Register is available on our website at the following address:
http://www.ohp.parks.ca.gov/?page_id=24368.

Thank you for your assistance in this program.

Sincerely,

Julianne Polanco
State Historic Preservation Officer

Enclosures: Nomination, Meeting Notice



**DEPARTMENT OF PARKS AND RECREATION
OFFICE OF HISTORIC PRESERVATION**

Armando Quintero, *Director*

Julianne Polanco, State Historic Preservation Officer

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NATIONAL REGISTER OF HISTORIC PLACES HOW TO SUPPORT OR OBJECT TO LISTING

Under federal law, a privately owned property may not be listed in the National Register over the objection of its owner or, in the case of a property with multiple owners, over the objection of a majority of owners. A district may not be listed in the National Register over the objection of a majority of owners of private property within the proposed district. Each owner or partial owner of private property has one vote regardless of what part of the property that person owns. Within a district, each owner has one vote regardless of how many buildings/parcels he or she owns.

If a private property owner, or a majority of private property owners, should object, the property or district will not be listed. In such cases, the State Historic Preservation Officer will not submit the nomination to the Keeper of the National Register for *listing* in the National Register and may submit the nomination for a *determination of eligibility* for the National Register. If the property or district is *determined eligible* for listing, although not formally listed, it will be given the same protection as a listed property in the federal environmental review process. A property determined eligible for listing is not eligible for federal tax benefits until the objections are withdrawn and the property is actually listed. The laws and regulations regarding this process are covered in the National Historic Preservation Act Amendments of 1980 and in 36 CFR (Code of Federal Regulations), Part 60.

Supporting a National Register Nomination:

Private owners who seek National Register listing for their properties are not required to submit statements of concurrence. However, letters of support, from owners, or any others, are welcome and become a permanent part of the nomination file.

Objecting to a National Register Nomination:

If objecting to the listing of a property for which one is the owner, it is necessary to submit either (1) a notarized statement certifying that you are the sole or partial owner of the property, as appropriate, and that you object to the listing, or (2) a signed letter with the same statement including the following language: "I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on (date). (Signature)."

Owners who wish to object are encouraged to submit statements of objection prior to the meeting of the State Historical Resources Commission at which the nomination is being considered. However, statements of objection may be submitted and will be counted up until the actual date of listing. Listing usually takes place 45 days after the

nomination is received, reviewed, and approved by the Keeper of the National Register following the State Historical Resources Commission meeting. Letters are added to the nomination file and become part of the public record.

Duplicate Copies Are Unnecessary:

If sending a letter of support or objection to the Office of Historic Preservation via email, it is not necessary to send a hardcopy letter as well. Emails and letters must be received 7 days prior to the commission meeting when a nomination is scheduled. Letters received after the hearing but prior to forwarding to the Keeper of the National Register will be included with the nomination and all other comments.

Send emails of support or objection to:

calshpo.shrc@parks.ca.gov

Or

Send letters of support or objection to:

State Historic Preservation Officer
Office of Historic Preservation
1725 23rd Street, Suite 100
Sacramento, CA 95816-7100

AGENDA ITEM 4.0/CONSENT ITEM 4.4

MEMORANDUM

DATE: June 25, 2025

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Update: Superior Court Offer for Gensler Firm to Assess LA Law Library

GENSLER CONTRACT WITH COUNTY ASSET MANAGEMENT BRANCH

At the May 28, 2025 Board of Trustees meeting, Executive Officer/Clerk of the Court of the Los Angeles Superior Court, David Slayton, advised the Board that the County has entered into a contract with Gensler, a global architecture, design, and planning firm to assist with the implementation of its Facilities Master Plan for the upper end of Grand Park in the Civic Center District. Mr. Slayton did not provide details concerning the scope of work that is covered under this contract. However, Allen Leslein, Director of the Court's Facilities Services and Capital Projects, has since represented that the County's Asset Management Branch hired the Gensler firm in 2019 and amended its scope of work to include the "Civic Center Masterplan." According to Mr. Leslein, the Court is "not contractually linked" to the Gensler contract, but is partnering with the County in overseeing and paying for this work.

As far as staff is aware, official design plans for the Court's vision of its new planned courthouse and proposed relocation of other buildings in the District are not finalized and dates are still to be scheduled for public comment. Given this, appraisals of parcels and existing structures, expected costs of construction, zoning and permitting considerations for new structures, and formal negotiations concerning the sale of any parcel have yet to occur. The Board was informed at the May meeting that State funds for the planned redevelopment are not expected to be available until two to three years into the future.

Despite these unknown factors, the Court intends to develop a site selection design plan by the end of this year. One of the Court's expressed preferences is to assume control over the Library's parcel and demolish its building, clearing the way for construction of the new courthouse. Mr. Slayton has surmised that selling the Library parcel would be so profitable that the Trustees could use the proceeds to build a new multi-story building at another unspecified location as part of the overall Masterplan. To this end, the Court is offering the Library the services of Gensler to complete an "assessment" of the Library, free of charge. This offer for free services, however, is apparently conditioned upon keeping the Court's urgent timeline and allowing Gensler immediate access to the Library to perform its work.



INFORMATION AND CLARIFICATION NEEDED

Currently there is limited information available concerning the scope of work assigned to Gensler under the contract. Staff has not been informed as to purpose of an assessment of the Library building, and why there is an immediate need to have the assessment done. Staff suggests it would be helpful to obtain further clarification to address the below before the Board can reasonably respond to Mr. Slayton's offer:

1. Signatories to the Gensler contract: The Court has stated it is "not contractually linked" to the Gensler contract. Rather, the signatories to the contract are the County's Asset Management Branch and Gensler firm. Given this, there is a question how the Court can offer Gensler services free of charge to the Library. Neither the Court nor the Library are signatories to the Contract, so presumably neither would have any contractual obligations to abide by its terms of performance, liabilities, insurance coverage, prevailing wages, and other basic contractual elements. A copy of the Gensler contract might clear up whether it is possible for the Court to offer, and the Library to accept, free services.
2. The Library's independence: The Library is an independent public agency, not a County "asset." The County's Asset Management Branch is the actual signatory with Gensler. It would appear that only County assets would fall within the scope of work, not an independent public agency like the Library. The Library has no guarantee that Gensler would perform its services on a gratuitous basis for the Library on the basis of the Court's promise to cover the costs. If Gensler performs the assessment as suggested by a non-signatory party (the Court), will Gensler later expect payment from the Library since the assessment would be work outside of the Contract terms? Clarification of this is necessary.
3. What would the proposed assessment entail?
The contract describing the scope of work contemplated has not been provided to staff to date. It is unclear what would be assessed as a result. Is the proposed assessment to determine design or retrofitting? Is the proposed assessment to focus on earthquake vulnerabilities? Is the intent to ascertain preservation of aging infrastructure or to support the need for complete demolition? At this point the Library is unclear of the proposed scope of work and the access needed in terms of time and space of its facility.
4. How will a Gensler assessment now benefit the Library in the future?
As a practical matter, it is difficult to know how an assessment from Gensler performed now will have any value or usefulness two to three years into the future. The Court does not expect funding until two to three years and construction would not begin until then. Whether free of charge or at a cost, the Gensler services are not particularly needed by the Library presently. The Library parcel and property are currently not for sale. No construction of a new building is contemplated at this time. An assessment based on today's construction costs could be useless in two to three years given the volatility in the markets and global economy. While it is understood the Court is committed to meeting a time sensitive deadline for its purposes, the Library does not have an immediate deadline to meet. Finally, if there is a need for an assessment in



the Library's future, it would be in the Library's best interests to consult with an architectural and design firm of its choice, particularly one with expertise in the design of libraries and possibly historical buildings.

5. The Library has already commenced consultations with experts concerning safety of its facility:

The Library has been engaging in efforts to assure the safety of its patrons and staff on an ongoing basis for the past year and a half. For instance, as part of its due diligence, it has contracted with structural civil engineer experts for an assessment of what would be needed to retrofit the building to address any vulnerabilities in the event of an earthquake. The project is ongoing. If the intent of the Gensler assessment offer is to address the building's safety, such an assessment is not necessary and duplicative. While the proposal is that the Library would not be charged for a Gensler assessment, there is a concern it would nonetheless be an unnecessary expenditure of public funds on the County and Court's part with the Library being a beneficiary at the public's expense. It is clear all parties would want to avoid such a public perception.

6. Conflict of interests issues:

The Board of Trustees are a governing body of an independent public agency, and as such must consider any conflict of interest issues that arise when contracting with the State or County given the statutory framework for appointments. Special Counsel have advised the Library that it would be best to first seek an opinion from the Fair Political Practices Commission (FPPC) on certain conflict of interest issues that could arise before entering into any contractual relationships. This is particularly important here because if the Trustees become the signatories to any contract with the State and County, certain scenarios would trigger various requirements for disclosure of potential conflicts, the need for recusal, and procedures to follow for decision-making if the number of recusals prevents the lack of a quorum for the governing body.

It is important to note that advice from private attorneys cannot immunize the Trustees from subsequent civil or criminal consequences regarding conflicts of interest; however, a formal opinion on these issues from the Fair Political Practices Commission ("FPPC") can provide certain immunities from enforcement actions by the FPPC in the event the Trustees enter into a contract with the State, County, or third party hired by the State or County. Seeking a formal opinion may take some time as staff anticipate there may be a need for follow up information than what has already been provided for a complete analysis.

RECOMMENDATION

Staff recommends that the Trustees delay any plan for the Gensler firm to assess the Library until the above matters have been clarified. Furthermore, obtaining a formal opinion from the FPPC first before proceeding will assure the Board of immunity protections that would not otherwise be available should the Trustees agree to contract with the State, Court, County, or Gensler firm.

