

AGENDA

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

REGULAR BOARD MEETING

Wednesday, August 27, 2025

12:15 PM

MILDRED L. LILLIE BUILDING TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

<https://www.lalawlibrary.org>

Note: Physical copies of this Agenda and supporting documents are available for public inspection at the Library Reference Desk during normal business hours every Thursday, Friday, Saturday, Monday, and Tuesday before the scheduled Board Meeting.

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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

AGENDA MATERIALS

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

LAND ACKNOWLEDGMENT

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

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

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

To learn more about the First Peoples of Los Angeles County, please visit the Los Angeles City/County Native American Indian Commission website at 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 July 14, 2025 Regular Board Meeting
- 3.2 Review and Approval of May/June Financials and List of June/July Checks and Warrants
- 3.3 Review and Approval of 4th Quarterly Statistics
- 3.4 Review and Approval of Revisions to Members Program Borrowing Rules Re: Room Rental Discount
- 3.5 Review and Approval of Bilingual Pay Policy and Work from Home Policy

4.0 DISCUSSION ITEMS

4.1 Reference Statistics Update and review and approval of Proposed Changes to Quarterly Statistical Reporting

4.2 Presentation by Alpha Structural: Seismic Retrofit Analysis of LA Law Library

5.0 CLOSED SESSION

- 5.2 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

8.1 State Historical Resources Commission unanimous vote of approval to include LA Law Library on National Register of Historical Places (See Attachments)

8.2 Commercial Direct Install Program-LADWP-Free Upgrade and Installation of LED lighting

8.3 Progress of classroom and computer lab space in 70s section-Main Library

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, September 25, 2025 at 12:15p.m.

POSTED FRIDAY, AUGUST 22, 2025 @ 5:00 P.M.

POSTED BY DAN 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.**

July 14, 2025

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, July 14, 2025 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/ QUORUM

Trustees Present: Judge Mark Juhas
Judge Laura Seigle
Judge Rosa Fregoso
Judge Susan DeWitt
Judge Cherol Nellon
Susan Steinhauser, Esquire
Dan Rosenfeld

Trustees Absent: NA

Senior Staff Present: Katherine Chew, Executive Director

Also Present: Marcelino Juarez, Finance Director

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

1.0 PUBLIC COMMENT

Mary Garcia and Sharon Boone, library employees, addressed the Board. They spoke to the Board to reiterate their support for the library's recommendations for Items 4.1 and 4.2. They do not believe that the Board should delay efforts to proceed with the library's historic designation on August 8th. They also believe that the Trustees should delay any plan for the Gensler firm to assess the library until all of the matters laid out in Item 4.2 have been clarified. They went on to discuss how patrons must feel safe in visiting the library. These days the public is having trouble trusting the courts, and the justice system at large. They also pointed out that the court's timeline does not fit with the library's. They then discussed how many patrons have heard about the save the library website, and that they are concerned about the future status of the library. Patrons are concerned about the courts, and about ICE. The library receives calls from all over the country, and they believe that it is vital the library stays where it is, and remains autonomous.



Joe Edmiston addressed the Board. He discussed how since he has become associated with the effort to save the library, all kinds of people have been coming out of the woodwork to show their concern and offer their support. He believes the best thing those wishing to save the library can do is publicly recognize the historical importance of the library. Some supporters have suggested speaking with a legislator. Mr. Edmiston does not believe that is necessary at this point. He then asked the Board if we need to bring a legislator into this. Mr. Edmiston went on to say that the legislative session is still going on, and will continue through September. Mr. Edmiston suggested that an amendment could be put in the budget act saying that this kind of thing should not happen without further review. He then asked the Board again if we need to do that. Trustee Rosenfeld then inquired if it is proper protocol to have discussions during public comments, or just to listen. Mr. Edmiston then stated that he would leave the Board with that question. He went on to state that he has frequent contact with legislators. He does not want to preempt anything, but he believes that this is too important to leave to the Superior Court. The library is a resource for everybody.

2.0 PRESIDENT'S REPORT

President Juhas welcomed Dan Rosenfeld to the Board. He is a real estate investor who alternates between private and public sector service. President Juhas went on to discuss some of Trustee Rosenfeld's other accolades. Trustee Rosenfeld stated that he is happy to be here. He went on to say that nobody has done more to improve the county than Joe Edmiston. He believes that it is profound that he is taking interest. Trustee Rosenfeld went on to state that he has a history with the civic center, and keeping it a civic center. Being part of the law library, which is part of the civic center, is very meaningful to him. He looks forward to supporting the mission of the law library.

President Juhas then welcomed Chelsea-Leigh Flucus, the library's new Director of Public and Legal Education. E.D. Chew explained that Chelsea-Leigh started about 35 days ago. She received her J.D. from Brooklyn Law School. She went to the University of Wisconsin for her undergraduate degree. She worked at the UC Irvine School of Law as the Assistant Director of Career Development, and held the same title at St. Johns University School of Law. Chelsea-Leigh went on to state that she loves the library. Katie O'Laughlin helped her write a paper that was published in law school. She is excited to be here at the library. She also agrees with everything Sharon and Mary stated in their public comment.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the May 28, 2025 Regular Board Meeting
- 3.2 Approval of Minutes of the June 25, 2025 Regular Board Meeting
- 3.3 Approval of Revisions to Job Description-Managing Librarian, Legal Education; Support Supervisor, Branches; Library Associate, Branches; Library Associate, Public Interest; Librarian, Public Interest; Administrative Technician, Education; Community Resources Specialist; Senior IT Project Manager

President Juhas inquired if anyone would like an item taken off of the Consent Calendar. Hearing nothing, President Juhas requested a motion to approve the Consent Calendar. So moved by Vice President Seigle, seconded by Trustee Nellon. The motion was approved unanimously 7 – 0.

Trustee Fregoso requested for Item 4.3 from the June 2025 Board Agenda to be updated. The Item reads: Discussion of Los Angeles Superior Court Request to Delay Nomination of National Historic Landmark Designation for Los Angeles County Law Library. Trustee Fregoso requested the agenda be updated to reflect that the delay was not requested by the LA Superior Court, but by LALL Trustees. This inaccuracy is also reflected in today's agenda. President Juhas stated that we will make those changes to highlight that these were Board driven requests.

4.0 Discussion Items

4.1 Discussion of LA Law Library's Board of Trustees to Delay Nomination of National Historic Landmark Designation for Los Angeles County Law Library

Trustee Fregoso stated that, based on public comments, it seems that the belief is that a new library building would be located within a courthouse. In fact, LA Superior Court is not allowed to house any other agency within the site of LA Superior Court. A new library would not be built within a courthouse. President Juhas went on to confirm this. Trustee Steinhauser stated that her understanding was that all of the county courthouses ownership is transferring to the state. President Juhas confirmed this. Trustee Steinhauser then inquired if when we say judicial counsel, are we equating judicial counsel with the state? President Juhas stated that this was correct to the best of his knowledge. Trustee Steinhauser then asked isn't the issue today whether or not to go forward with the August 8th meeting for historical designation? President Juhas confirmed this. Trustee Steinhauser then stated that it is the recommendation of staff to go ahead and allow the recommendation to move forward. Trustee Steinhauser then asked the Board for their reasoning of moving forward or not with the historical designation.

Trustee Rosenfeld stated that the designation in question does not limit future options for the library, but enhances some of things we want to proceed with. It is an honor to be designated. He went on to discuss the pros and cons of the library receiving a historic designation. The designation does not prohibit demolition, but it does open funding opportunities. The library would become eligible for new grants with the designation. We could also possibly sell tax credits. Trustee Rosenfeld sees the historic designation as a plus for the institution without a downside. Trustee Steinhauser stated that she did not believe there had ever been discussions about selling the library, or moving locations, prior to learning about the civic center master plan several months ago. She went on to say that it seems that allowing the building to receive the historic designation would not impact whether or not we sell the library. She then stated that generally when a building receives a historic designation the value of the property increases. She went on to say that she is unaware of any committee or staff member looking into the possible sale and relocation of the library. If we were to do that, she believes it would be a very long undertaking.

Vice President Seigle asked what are the sources of grants we could get. Trustee Steinhauser stated that there is a list in the memo. Trustee Rosenfeld then stated that he recently helped procure a national trust for historic preservation grant for the Watts Happening Cultural Center. E.D. Chew then stated that there is a list of available grants attached to Item 4.1. Trustee Steinhauser then read off several of the grants listed. Trustee Seigle then inquired how much money would be included in those grants. Trustee Rosenfeld stated that it varies. He helped acquire a grant for the city recently that was \$150,000. Tax credits can also be sold. He stated that all of these are positive opportunities. Trustee Seigle then stated that the library's deficit is becoming an issue. If nothing changes, we will soon run out of money. She stated that additional sources of funding would be very important. Trustee Rosenfeld mentioned discussing with other Board members the need to develop a capitol plan for the operating and maintenance needs for this building.



Trustee Fregoso added that seismic retrofitting also needs to be addressed in any plan moving forward. E.D. Chew stated that we have already started the process of retrofitting the building. We have already moved past phase one of the retrofitting, and we are in phase two at the moment. Phase two includes paying a company to come up with a design to see if the building can be retrofitted, or if it needs to be demolished. Phase two will cost the library approximately \$385,000. Phase three will be acting on the findings of phase two. Trustee Fregoso asked if Item 4.2 on this agenda will be part of that. E.D. Chew responded no. We have not been told what Gensler would be assessing. We have requested a copy of the contract, but we do not know what David Slayton suggested to Gensler regarding the library. Trustee Steinhauser stated that it is important that we ask for a copy of the assessment between Gensler and the county. There could be a possible conflict of interest there. Trustee DeWitt then stated that there are two different issues. She clarified that Gensler may have a conflict of interest. This is a totally separate issue from whether or not LALL Board Members have any possible conflicts of interest.

E.D. Chew reiterated that we are already in phase 2 of our own seismic retrofit study. We have already paid the company conducting the study. We have also already begun bringing the building up to code on fire suppression. Facilities Supervisor, Mark Rangel, stated that we are just getting started on fire suppression. We are also still working on repairing the parking structure. Trustee Rosenfeld stated that he knows the Gensler company well. There is no such thing as a free lunch. They have a client much bigger and wealthier than us. He believes we should have our own independent assessment. He stated that the cost of retrofitting other buildings in the civic center have sometimes been surprisingly low in his experience. Trustee Fregoso pointed out that it is important to consider the longevity of the repairs as well as cost. Trustee Rosenfeld stated that seismic repairs are permanent, however, codes do sometimes change. Mechanical repairs do have a life span of about 75 years. He thinks that the Gensler offer sounds like a free lunch, but that we will be better off doing it ourselves for the objectivity of having our own study. We may also want a second peer review. He believes it is better to have one with no potential conflicts or other considerations other than what is best for the library. Vice President Seigle then asked why can we not do both. Trustee Rosenfeld responded that it gets confusing. Trustee DeWitt responded that it depends on the scope of what Gensler is offering. Trustee Steinhauser responded that they have never shown us the contract for what Gensler is offering. She feels a little like we are being strong armed into this. The courts have known about this since May of 2019. We first got notice of this in May 2025. The option the judges have talked to us about is an option where the library would sell its space. We do not have any experience in such a sale. She assumes the courts would buy our space because they want to be located here based on what Judge Tapia and Mr. Slayton showed us.





Trustee DeWitt responded that she thinks that is a little unfair. They came to say they want us to be part of the process. They would provide us with free consulting work no strings attached. They wanted us to be in the best position possible to consider all of our options as quickly as possible so we do not get left behind. To the best of her memory, the suggestion that they had a specific thought in mind as to what would happen to this building is inaccurate. The implications from some of the comments that the library would be closed down, or not accessible to the public, or that the library would be somewhere else has never been thought of, suggested, or desired by any of the Board Members. Trustee Steinhauser responded that she assumes the court has a number of options they are looking at. The way it was explained to her, one of the options they were looking at would require us to sell our building. The judge said we would get a lot of money for the building, and you can rebuild. We will find you a location across the street from City Hall. This is why there is some concern, fear, and panic about how quickly we can really move along these lines. Judge Tapia basically said if you do not come along with us we are going to do this anyways. That is not the sign of a patient individual. That is an individual who is fighting very hard for his cause, and I admire him, and I admire his leadership. But his job is to take care of the courts, not the law library.

Judge DeWitt responded that she took Judge Tapia's comments a little bit differently. There was never a suggestion that we would be required to do anything other than to act in the best interest of the law library. He said he was concerned about us falling behind. She did not take that as a strong arm. She interpreted that as them saying we have to move forward because we have certain deadlines. We want to make sure that you are in the best position to lobby for whatever decision you think is in the best interest of the law library. We may not be in the best position if we do not make those decisions earlier. They may make decisions that foreclose other options for us. That is how she took it. She just wants to make sure that we are in the best position to move quickly if we need to in order to maximize the advantage for the law library.

Vice President Seigle asked what a Gensler equivalent report would look like. Does it analyze the question is it more efficient and cost effective to fix up the current building or to build a new one? What is the scope of the report? How much do those things cost? How long do they take? Trustee Rosenfeld responded that is exactly what we don't know. Gensler is an architectural and planning firm. They are not structural engineers. They are not qualified to opine on structural integrity. To have a meaningful product from Gensler, there would need to be a structural engineer as part of their team. We do not know who that would be, and Gensler is not a cost estimator. Vice President Seigle clarified that she is talking about a separate report of our own. Trustee Rosenfeld responded that E.D. Chew has already started that process with a structural engineer. Vice President Seigle responded that that is just for seismic retrofitting. That does not include all of the other systems in the building. We need to make a long term decision about whether or not the building is worth putting money into. Trustee Fregoso mentioned the elevators. Vice President Seigle responded that everything seems to be a problem right now. E.D. Chew responded that we have already begun the elevator project. Trustee Steinhauser responded that everything is not a problem. There are certain things that have been designated in the capitol project that need to be addressed. Vice President Seigle responded that her overarching concern is that we do not have a huge amount money. On a long term basis, how much is it going to cost to keep the building going? Is it worth doing that versus having a long term plan to build a new building. How do we figure that out? Is there someone we can hire to do that analysis?



Trustee Rosenfeld responded that we have already started pieces of it. We have started structural repairs, HVAC, elevators. We could hire someone to fill in the blanks and prepare a complete capitol budget for the library covering 75 years. We could phase it out and look at what the capitol needs will be. That would help us answer the question of what does it take to keep the building. Replacing the building somewhere else is an extremely expensive proposition. Nobody that he is aware of has offered to build us a building. How would we raise the money for a new building? Trustee Fregoso responded that we could sell the current building. Trustee Rosenfeld responded that we could sell the land, but by his estimation, that money would not begin to cover the cost of a new building. E.D. Chew pointed out that other costs would also be accrued in the event we build a new building, such as moving costs. That might go into the strategic plan.

Trustee Steinhauser asked for clarification of the timeline. Her understanding from Judge Tapia's presentation was that we need to move ahead by December this year. She is uncertain if we can do all of this planning, and cost analyses done by then. We would also have to pay for these studies. President Juhas pointed out that some of the capitol projects will have to be done whether we wind up selling the building or not. There are pressing safety issues that must be addressed. He asked if we broke ground on a new building today, when would the certificate of occupancy typically be? Trustee Rosenfeld responded that construction would be about 2.5 years, but it would take about 2.5 years to get from where we are to a building permit. It would generally be about 4 or 5 years from when you decide you want a new building until you could move in. That is assuming that we could pay for it. Trustee Rosenfeld suggests that we follow President Juhas' suggestion that we consider retaining someone to fill in the blanks of our capitol plan. We should do a complete building plan for a 75 year life span if the decision is to keep this building. We need to determine the cost of such a project, and how it might be funded.

Trustee Nellon asked what the other side of the historic designation is. What is the downside for the library? Trustee Rosenfeld responded that he does not see a downside. People will tell you it is easier to get a demolition permit if you do not have a historic designation. It may slow somebody down who wants to tear this building down. It would not benefit us, not having a historic designation would benefit whoever wanted to knock us down. Trustee Steinhauser pointed out that the civic center is already under historic designation. She asked aren't we also subject to CEQA rules already? Wouldn't anyone who wanted to demolish us already be subject to CEQA rules? Trustee Rosenfeld responded that he believes that is correct. CEQA can be a nine-month process, or it can tie you up indefinitely. Agencies are vulnerable to being sued if they do not do CEQA appropriately. CEQA does not have to be an environmental impact report. It can be a categorical exemption, it can be mitigated negative declaration. There are abbreviated CEQA processes. None of that prevents someone from removing this building. It could only slow down demolition.

President Juhas pointed out that the Board is running low on time. He asked the Board if there are any other comments or concerns, or is the Board ready to vote. He personally thinks the Gensler vote is easier because he believes it is premature. We need to know conflict issues, what the scope is, what everyone has in mind. Trustee Rosenfeld added that the cost estimator is so key. He stated that when these things get out of control is when people start throwing around dollars. When someone comes in here and tells us it will cost billions to keep this building, that does not help the discussion. It is not billions. We do not know how much it is, but we know it is not billions. Vice President Seigle stated that if we do go ahead with Gensler, we need to make sure that the library is not going to pay anything. Trustee Steinhauser stated that we need a copy of the contract. Trustee Rosenfeld stated that he would want to know what they are doing, and who is doing it. Who is the structural engineer? Who is the cost estimator? Who is doing HVAC, elevators, fire?

Trustee Steinhauser, Vice President Seigle, and President Juhas pointed out that we need to have a discussion about development ideas for fundraising, and a strategic plan. We need to do agenda building for these issues.

President Juhas moved that we do not delay the nomination of National Historic Landmark Designation for the Los Angeles County Law Library. Seconded by Trustee Steinhauser. President Juhas, Trustee Steinhauser, Trustee DeWitt, and Trustee Rosenfeld voted in favor of the motion. Trustee Fregoso opposed the motion. Vice President Seigle, and Trustee Nellon abstained. The motion was passed 4 – 1.

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

President Juhas believes that there are too many unknowns at the moment to vote on Item 4.2. We need more information about what Gensler is doing, who is paying for it, what the scope is, etc. He stated that if someone wants to make a motion, he is happy to vote on it. Trustee Steinhauser stated that we need to know the scope of the work, who will be doing the work, costs, how the library is positioned in the contract. If we will be part of this, we must have better cooperation. Vice President Seigle stated that she suspects the scope will depend on what library is interested in. What kind of information will Gensler want?

Trustee Nellon left the meeting at 1:20pm.

Trustee Rosenfeld stated that he is worried about allegations showing up in the press or social media saying there is deficiencies with safety in the library. Until our study has been done, he worries that rumors about building safety might hurt us. If we did accept the Gensler study, how do we control the dissemination of that information? Vice President Seigle stated that should be a legal issue. Are studies public record? LALL Board Meetings are public record. Trustee Rosenfeld discussed how during his involvement with City Hall, they dealt with a lot of misinformation. Trustee Steinhauser asked what if studies come back with conflicting information? Trustee DeWitt stated that she believes more information is better. Trustee Fregoso stated that we would discuss that after seeing the reports. She discussed what should be included in our request from Gensler. What is more cost effective, retrofitting or rebuilding? Vice President Seigle suggested we put these items on next month's agenda. Trustee DeWitt suggested asking Gensler about conflicts of interest, cost promises, timeline, etc. Trustee Rosenfeld added that we should also ask who the consultants are.

No actionable measures were taken.

Trustee DeWitt left at 1:28pm.

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

The Board convened in a closed session at 1:28pm.

No actionable measures were taken.



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

The Board reconvened in open session at 1:40pm.

President Juhas and Trustee Fregoso left at 1:40pm.

7.0 AGENDA BUILDING

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

8.0 EXECUTIVE DIRECTOR REPORT

9.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:45pm by Vice President Seigle. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, August 27, 2025 at 12:15pm.

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



Los Angeles County Law Library

Balance Sheet

As of June 30, 2025

(Provisional and subject to year-end audit adjustments)

	6/30/2024	5/31/2025	6/30/2025	YTD
Assets				
Current assets				
Cash and cash equivalents	16,327,547	16,837,157	17,335,752	1,008,205
Accounts receivable	106,141	141,629	141,158	35,018
Other receivable	1,459,580	1,565,761	1,491,069	31,489
Prepaid expenses	362,505	320,835	287,416	(75,089)
Total current assets	18,255,772	18,865,382	19,255,395	999,623
Noncurrent assets				
Restricted cash and cash equivalents	318,470	318,470	318,470	-
Investments	6,379,184	6,690,539	6,720,672	341,488
Capital assets, not being depreciated	749,532	917,933	803,751	54,219
Capital assets, being depreciated - net	14,377,557	14,365,208	14,526,255	148,698
SBITA assets net of amortization	594,805	594,805	594,805	-
Total noncurrent assets	22,419,547	22,886,954	22,963,953	544,406
Total assets	40,675,320	41,752,336	42,219,348	1,544,029
Deferred Outflows of Resources				
Deferred Outflows of Resources	3,841,763	3,841,763	3,841,763	-
Total assets and deferred outflows of resources	44,517,083	45,594,099	46,061,111	1,544,029
Liabilities				
Current Liabilities				
Accounts payable	160,489	68,467	212,215	51,726
Other current liabilities	-	-	-	-
Payroll liabilities	16,566	29,724	18,937	2,372
Total current liabilities	177,054	98,191	231,152	54,098
Noncurrent Liabilities				
Accrued sick and vacation liability	269,418	191,214	214,988	(54,430)
Borrowers' deposit	191,541	211,494	206,608	15,067
OPEB liability	3,564,295	3,683,462	3,694,295	130,000
Net pension liability	5,501,413	5,959,746	6,001,413	500,000
SBITA liability	593,460	593,460	593,460	-
Total noncurrent liabilities	10,120,127	10,639,376	10,710,764	590,636
Total liabilities	10,297,181	10,737,567	10,941,916	644,734
Deferred Inflows of Resources				
Deferred Inflows of Resources	977,838	977,838	977,838	-
Total liabilities and Deferred inflows of resources	11,275,019	11,715,405	11,919,754	644,734
Net Position				
Invested in capital assets	15,127,088	15,283,140	15,330,006	202,917
Unrestricted	18,114,975	18,595,554	18,811,352	696,377
Total net position	33,242,063	33,878,695	34,141,358	899,294
Total liabilities and Deferred inflows of resources and net position	44,517,083	45,594,099	46,061,111	1,544,029

Los Angeles County Law Library

Income Statement for the Period Ending June 30, 2025

(Provisional and subject to year-end audit adjustments)

May 2024	May 2025				Jun 2024	Jun 2025			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
777,830	694,186	884,984	190,798	27.5%	759,296	715,497	815,596	100,099	14.0%
55,728	51,000	49,538	(1,462)	-2.9%	62,731	56,000	55,800	(200)	-0.4%
0	0	0	0	0.0%	0	0	0	0	0.0%
<u>40,529</u>	<u>125,985</u>	<u>23,015</u>	<u>(102,970)</u>	<u>-81.7%</u>	<u>60,709</u>	<u>57,712</u>	<u>135,122</u>	<u>77,410</u>	<u>134.1%</u>
874,086	871,171	957,537	86,366	9.9%	882,736	829,209	1,006,517	177,308	21.4%
539,067	636,398	535,839	100,559	15.8%	1,221,700	403,535	345,580	57,955	14.4%
0	0	59,152	(59,152)	0.0%	(137,499)	0	93,618	(93,618)	0.0%
165,013	165,128	151,281	13,847	8.4%	200,454	197,538	234,178	(36,640)	-18.5%
(165,013)	(165,128)	(151,281)	(13,847)	8.4%	(200,454)	(197,538)	(234,178)	36,640	-18.5%
103,831	94,553	94,997	(444)	-0.5%	105,984	103,683	109,212	(5,529)	-5.3%
20,237	29,108	20,670	8,438	29.0%	19,334	28,611	22,943	5,668	19.8%
7,814	6,121	12,533	(6,413)	-104.8%	16,770	15,195	8,849	6,346	41.8%
1,712	6,191	1,291	4,900	79.1%	560	0	854	(854)	0.0%
122	102	577	(475)	-465.6%	2	602	1,121	(519)	-86.2%
71	33	21	13	37.8%	0	33	0	33	100.0%
2,358	333	419	(86)	-25.8%	3,017	333	25	308	92.5%
<u>189,280</u>	<u>196,107</u>	<u>190,091</u>	<u>6,016</u>	<u>3.1%</u>	<u>189,734</u>	<u>195,883</u>	<u>191,785</u>	<u>4,098</u>	<u>2.1%</u>
<u>922,506</u>	<u>1,028,498</u>	<u>915,590</u>	<u>(112,908)</u>	<u>-11.0%</u>	<u>1,660,628</u>	<u>847,107</u>	<u>773,987</u>	<u>(73,120)</u>	<u>-8.6%</u>
<u>(48,420)</u>	<u>(157,327)</u>	<u>41,947</u>	<u>199,273</u>	<u>-126.7%</u>	<u>(777,893)</u>	<u>(17,898)</u>	<u>232,530</u>	<u>250,428</u>	<u>-1399.2%</u>
27,998	10,000	7,776	(2,224)	-22.2%	29,763	10,000	30,133	20,133	201.3%
0	0	0	0	0.0%	0	0	0	0	0.0%
0	0	0	0	0.0%	0	0	0	0	0.0%
<u>(20,422)</u>	<u>(147,327)</u>	<u>49,723</u>	<u>197,050</u>	<u>-133.8%</u>	<u>(748,130)</u>	<u>(7,898)</u>	<u>262,663</u>	<u>270,561</u>	<u>-3425.5%</u>
<u>51,493</u>	<u>957,000</u>	<u>143,603</u>	<u>813,397</u>	<u>85.0%</u>	<u>0</u>	<u>0</u>	<u>118,654</u>	<u>(118,654)</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
SBITA Interest & Amortization Expense
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				Amended Annual Budget
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
YTD Actual					
8,324,520	8,556,630	9,287,659	731,029	8.5%	8,556,630
662,136	645,114	637,965	(7,149)	-1.1%	645,114
0	0	0	0	0.0%	0
<u>548,673</u>	<u>599,706</u>	<u>706,890</u>	<u>107,184</u>	<u>17.9%</u>	<u>599,706</u>
9,535,329	9,801,449	10,632,514	831,065	8.5%	9,801,449
6,204,313	6,004,421	5,648,459	355,962	5.9%	6,004,421
492,079	732,575	702,863	29,712	4.1%	732,575
241,027					
1,881,936	1,964,302	1,947,784	16,517	0.8%	1,964,302
(1,881,936)	(1,964,302)	(1,947,784)	(16,517)	0.8%	(1,964,302)
1,135,364	1,152,622	1,157,240	(4,618)	-0.4%	1,152,622
207,741	314,348	249,219	64,445	20.5%	314,348
101,267	114,777	116,880	(2,103)	-1.8%	114,777
27,506	37,708	34,004	3,703	9.8%	37,708
1,087	7,457	4,676	2,781	37.3%	7,457
204	347	168	179	51.6%	347
79,850	121,052	120,913	139	0.1%	121,052
<u>2,305,321</u>	<u>2,286,528</u>	<u>2,271,926</u>	<u>14,602</u>	<u>0.6%</u>	<u>2,286,528</u>
<u>10,795,759</u>	<u>10,771,835</u>	<u>10,306,349</u>	<u>465,487</u>	<u>4.3%</u>	<u>10,771,835</u>
<u>(1,260,430)</u>	<u>(970,386)</u>	<u>326,166</u>	<u>1,296,552</u>	<u>133.6%</u>	<u>(970,386)</u>
307,976	242,753	341,488	98,735	40.7%	242,753
231,510	231,641	231,641	0	0.0%	231,641
0	0	0	0	0.0%	0
<u>(720,944)</u>	<u>(495,993)</u>	<u>899,294</u>	<u>1,395,287</u>	<u>281.3%</u>	<u>(495,993)</u>
<u>133,577</u>	<u>969,055</u>	<u>406,325</u>	<u>562,731</u>	<u>58.1%</u>	<u>969,055</u>

Comments

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

May 2024	May 2025				Jun 2024	Jun 2025				FY 2023-24	FY 2024-25 YTD				Comments						
	Actual	Amended Budget	Actual	\$ Fav (Unf)		Actual	\$ Fav (Unf)	% Fav (Unf)	YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Amended Annual Budget							
777,830	694,186	884,984	190,798	27.5%	759,296	715,497	815,596	100,099	14.0%	15	FIN	303300	L.A. Superior Court Fees	8,324,520	8,556,630	9,287,659	731,029	8.5%	8,556,630	Civil filing increase particularly in unlimited civiling filings.	
0	0	0	0	0.0%	4,529	5,000	4,603	(397)	-7.9%	15	FIN	311000	Interest:	16,237	19,591	18,773	(818)	-4.2%	19,591		
54,631	50,000	48,592	(1,408)	-2.8%	57,075	50,000	50,227	227	0.5%	15	FIN	312000	Interest - LAIF	633,172	613,223	607,144	(6,079)	-1.0%	613,223		
1,097	1,000	946	(54)	-5.4%	1,127	1,000	970	(30)	-3.0%	15	FIN	313000	Interest - Deposit Fund	12,728	12,300	12,048	(252)	-2.0%	12,300		
55,728	51,000	49,538	(1,462)	-2.9%	62,731	56,000	55,800	(200)	-0.4%				Subtotal	662,136	645,114	637,965	(7,149)	-1.1%	645,114		
0	0	0	0	0.0%	0	0	0	0	0.0%	39	FAC	330100	Parking:	0	0	0	0	0.0%	0		
0	0	0	0	0.0%	0	0	0	0	0.0%				Subtotal	0	0	0	0	0.0%	0		
244	500	390	(110)	-22.0%	878	500	910	410	82.0%	27	CIRC	330150	Library Services:	2,259	2,995	2,844	(151)	-5.1%	2,995		
18,194	15,447	14,499	(948)	-6.1%	15,695	16,252	19,317	3,065	18.9%	25	PS	330140	Annual Designation Fee	203,275	197,100	204,755	7,654	3.9%	197,100		
2,782	2,333	1,571	(763)	-32.7%	2,741	2,333	1,209	(1,125)	-48.2%	25	PS	330340	Annual Members Fee	32,988	38,950	51,111	12,161	31.2%	38,950	Includes \$10K business series sponsorship.	
2,943	3,158	2,705	(453)	-14.3%	2,507	2,526	2,635	108	4.3%	27	CIRC	330129	Course Registration	31,627	31,583	30,577	(1,006)	-3.2%	31,583		
1,005	1,432	1,027	(405)	-28.3%	1,051	1,432	990	(442)	-30.9%	27	CIRC	330205	Copy Center	6,961	14,687	12,749	(1,938)	-13.2%	14,687	Decrease in requests in second half of FY.	
2,294	1,650	2,116	466	28.2%	1,787	1,700	2,140	440	25.9%	27	CIRC	330210	Document Delivery	23,395	20,562	24,420	3,858	18.8%	20,562	Data suggests patrons are holding on to their books for longer periods of time incurring overdue fines.	
12,892	219	470	251	114.4%	8,618	16,662	670	(15,992)	-96.0%	15	FIN	330310	Fines	59,429	84,242	108,820	24,578	29.2%	84,242	Includes \$19K Google reimbursement and \$7K Bank of America credit card rebate.	
0	1,000	0	(1,000)	-100.0%	1,418	1,000	1,750	750	75.0%	39	FAC	330330	Miscellaneous	9,806	16,945	36,220	19,275	113.8%	16,945	Includes a \$20K rental from one law firm.	
0	0	0	0	0.0%	0	0	0	0	0.0%	23	COL	330350	Room Rental	730	0	2,430	2,430	0.0%	0		
0	0	0	0	0.0%	25,877	15,000	5,338	(9,662)	-64.4%	15	FIN	330360	Book Replacement	25,737	15,000	5,338	(9,662)	-64.4%	15,000		
0	100,000	0	(100,000)	-100.0%	0	0	100,000	100,000	0.0%	17	EXEC	330400	Forfeited Deposits	150,000	175,000	225,000	50,000	28.6%	175,000	Includes prior year Gala contribution.	
0	0	0	0	0.0%	0	0	0	0	0.0%	25	PS	330420	Friends of Law Library	0	0	0	0	0.0%	0		
175	246	237	(9)	-3.5%	137	307	164	(143)	-46.6%	15	FIN	330450	Grants	2,467	2,642	2,626	(16)	-0.6%	2,642		
0	0	0	0	0.0%	0	0	0	0	0.0%	39	FAC	330465	Vending	0	0	0	0	0.0%	0		
40,529	125,985	23,015	(102,970)	-81.7%	60,709	57,712	135,122	77,410	134.1%				Special Events Income	548,673	599,706	706,890	107,184	17.9%	599,706		
874,086	871,171	957,537	86,366	9.9%	882,736	829,209	1,006,517	177,308	21.4%				Subtotal	9,535,329	9,801,449	10,632,514	831,065	8.5%	9,801,449		
													Total Income								
362,722	398,334	337,844	60,490	15.2%	238,088	265,556	273,890	(8,334)	-3.1%	ALL	501000	Expenses:	Salaries (FT)	3,087,294	3,219,716	3,018,743	200,974	6.2%	3,219,716	Budget savings due to attrition.	
0	7,967	0	7,967	100.0%	0	5,311	0	5,311	100.0%	15	FIN	501025	Staff:	0	34,522	0	34,522	100.0%	34,522		
28,478	34,233	32,487	1,747	5.1%	19,120	22,822	20,239	2,584	11.3%	ALL	501050	Staff Vacancy Offset (FT)	Salaries (PT)	236,046	278,203	272,783	5,420	1.9%	278,203		
0	685	0	685	100.0%	0	456	0	456	100.0%	15	FIN	501075	Salaries (PT)	0	2,967	0	2,967	100.0%	2,967		
23,379	22,494	21,991	502	2.2%	15,437	14,996	17,540	(2,544)	-17.0%	15	FIN	502000	Staff Vacancy Offset (PT)	197,044	196,027	198,269	(2,242)	-1.1%	196,027		
5,468	6,272	5,143	1,129	18.0%	3,610	4,181	4,102	79	1.9%	15	FIN	503000	Social Security	47,065	50,710	46,851	3,859	7.6%	50,710	Budget savings due to attrition.	
38,069	41,853	22,759	19,094	45.6%	25,011	27,902	34,065	(6,163)	-22.1%	15	FIN	511000	Medicare	738,142	819,230	797,998	21,232	2.6%	819,230		
8,333	41,667	41,667	0	0.0%	762,196	41,667	41,667	0	0.0%	15	FIN	511050	Retirement	853,863	500,000	500,000	0	0.0%	500,000	Reflects changes to pension liability during FY, a non-cash expense.	
0	0	0	0	0.0%	0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Actgct)	0	0	0	0	0.0%	0		
51,668	61,205	51,353	9,852	16.1%	57,937	(28,795)	(92,739)	63,944	-222.1%	15	FIN	512000	Health Insurance	637,381	605,286	518,085	87,201	14.4%	605,286	Includes \$150K disbursement from CalPERS CERBT fund to offset retiree medical costs.	
440	482	366	116	24.1%	479	482	396	86	17.9%	15	FIN	513000	Disability Insurance	5,110	5,416	4,895	521	9.6%	5,416	Budget savings due to attrition.	
5,329	5,167	5,254	(87)	-1.7%	6,371	5,167	3,659	1,508	29.2%	15	FIN	514000	Dental Insurance	63,979	61,920	61,338	582	0.9%	61,920		
560	658	494	164	24.9%	751	658	504	154	23.5%	15	FIN	514500	Vision Insurance	7,114	7,493	6,913	580	7.7%	7,493	Budget savings due to attrition.	
194	176	183	(7)	-3.9%	212	176	195	(19)	-10.5%	15	FIN	515000	Life Insurance	2,333	2,112	2,204	(92)	-4.3%	2,112		
0	0	0	0	0.0%	0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	0		
1,938	1,939	1,879	60	3.1%	1,938	1,939	1,879	60	3.1%	15	FIN	516000	Workers Compensation Insurance	30,052	21,394	21,155	238	1.1%	21,394		
0	0	0	0	0.0%	732	1,500	2,488	(988)	-65.9%	15	FIN	517000	Unemployment Insurance	(325)	9,108	11,571	(2,463)	-27.0%	9,108	Includes payment of prior year claims under pay-as-you go method.	
3,875	2,115	3,295	(1,180)	-55.8%	2,041	2,115	1,559	556	26.3%	ALL	514010	Temporary Employment	19,658	25,384	23,625	1,759	6.9%	25,384	Temporary help at reference desk lower than budgeted.		
110	0	218	(218)	0.0%	413	1,250	474	776	62.1%	13	HR	514015	Recruitment	92,190	5,127	3,907	1,219	23.8%	5,127	Reduced recruitment costs due to lower turnover rate this FY.	
0	0	0	0	0.0%	1,517	5,000	6,210	(1,210)	-24.2%	15	FIN	517500	Accrued Sick Expense	1,517	5,000	6,210	(1,210)	-24.2%	5,000	Reflect changes to sick liability during FY, a non-cash expense.	
0	0	0	0	0.0%	48,607	20,000	18,268	1,732	8.7%	15	FIN	518000	Accrued Vacation Expense	48,607	20,000	18,268	1,732	8.7%	20,000	Reflect changes to vacation liability during FY, a non-cash expense.	
8,333	10,833	10,833	0	0.0%	37,012	10,833	10,833	0	0.0%	15	FIN	518500	OPEB Expense	128,679	130,000	130,000	0	0.0%	130,000		
73	105	73	31	30.0%	128	105	128	(24)	-22.5%	15	FIN	518550	TMP	4,202	2,962	3,571	(609)	-20.6%	2,962	Represents greater participation leve in the Library's public transportation program.	
97	214	0	214	100.0%	97	214	224	(10)	-4.7%	15	FIN	518560	Benefit Administration	4,363	1,843	2,073	(230)	-12.5%	1,843	Includes unbudgeted one-time COBRA admin fee.	
539,067	636,398	535,839	100,559	15.8%	1,221,700	403,535	345,580	57,955	14.4%				Total - Staff	6,204,313	6,004,421	5,648,459	355,962	5.9%	6,004,421		
124,162	136,589	132,216	4,372	3.2%	174,104	166,765	206,405	(39,640)	-23.8%	23	COL	601999	Library Materials/Electronic Resources Subscription:	1,496,370	1,557,786	1,561,899	(4,114)	-0.3%	1,557,786		
4,253	2,194	2,162	32	1.5%	4,763	1,877	707	1,170	62.3%	23	COL	602999	American Continuations	24,796	29,440	24,875	4,565	15.5%	29,440	Fewer new orders needed than anticipated.	
2,382	3,150	1,561	1,588	50.4%	2,829	2,917	4,999	(2,083)	-71.4%	23	COL	609199	American New Orders	22,709	24,011	26,561	(2,550)	-10.6%	24,011	Fewer updates received than anticipated.	
0	300	0	300	100.0%	0	0	0	0	0.0%	23	COL	609299	Branch Continuations	0	300	0	300	100.0%	300	Fewer new orders needed than anticipated.	
5,874	2,509	1,129	1,381	55.0%	4,113	5,227	1,370	3,857	73.8%	23	COL	603999	Branch New Orders	112,663	116,733	120,639	(3,907)	-3.3%	116,733		
187	275	0	275	100.0%	309	275	0	275	100.0%	23	COL	604999	Commonwealth Continuations	2,254	1,680	31	1,649	98.2%	1,680	Fewer orders due to absence of global librarian.	
8,333	8,024	2,446	5,578	69.5%	2,133	7,552	2,508	5,044	66.8%	23	COL	605999	Commonwealth New Orders	91,592	95,649	81,823	13,826	14.5%	95,649	Updates received sooner than anticipated.	
676	2,308	577	1,731	75.0%	655	607	0	607	100.0%	23	COL	606999	Foreign Continuations	7,598	9,284	1,221	8,063	86.8%	9,284	Fewer orders due to absence of global librarian.	
18,789	8,447	8,212	2,325	2.8%	11,177	10,559	17,690	(7,131)	-67.5%	23	COL	607999	International Continuations	107,945	111,989	113,905	(1,916)	-1.7%	111,989		
356	451	2,043	(1,592)	-352.8%	202	451	384	67	14.9%	23	COL	608999	International New Orders	6,435	7,076	6,100	975	13.8%	7,076	Fewer orders due to absence of global librarian.	
0	640	919	(279)	-43.5%	168	1,067	0	1,067	100.0%	23	COL	609399	General/Librarianship Continuations	7,497	8,135	9,409	(1,274)	-15.7%	8,135	Fewer updates received than anticipated.	
0	240	15	225	93.8%	0	240	115	125	52.2%	23	COL	609499	General/Librarianship New Orders	2,076	2,220	1,320	900	40.5%	2,220	Fewer new orders needed than anticipated.	
165,013	165,128	151,281	13,847	8.4%	200,454	197,538	234,178	(36,640)	-18.5%	23	COL	690000	Subtotal	1,881,936	1,964,302	1,947,784	16,517	0.8%	1,964,302		
(165,013)	(165,128)	(151,281)	(13,847)	8.4%	(200,454)	(197,5															

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

May 2024	May 2025				Jun 2024	Jun 2025				FY 2023-24	FY 2024-25 YTD				Comments							
	Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Amended Annual Budget						
2,952	1,920	1,875	45		2.3%	5,823	4,920	5,904	(984)	-20.0%	39	FAC	801010	Building Services	27,592	28,793	31,407	(2,615)	-9.1%	28,793	Unexpected bed bug incidents in reading room.	
0	833	0	833		100.0%	2,362	833	2,915	(2,082)	-249.9%	39	FAC	801015	Cleaning Supplies	14,093	9,823	12,593	(2,770)	-28.2%	9,823	3 major orders in second half of FY due to increased staff count.	
13,396	14,333	16,183	(1,850)		-12.9%	13,901	14,333	16,841	(2,508)	-17.5%	39	FAC	801020	Electricity & Water	169,338	158,419	175,147	(16,727)	-10.6%	158,419	Includes one month of services not accounted for during budget amendment process.	
1,065	1,267	1,118	149		11.7%	1,065	1,267	9,243	(7,976)	-629.7%	39	FAC	801025	Elevator Maintenance	13,230	18,685	25,918	(7,233)	-38.7%	18,685	Includes past due 5 year load test.	
4,320	3,417	2,887	530		15.5%	10,476	9,417	9,321	95	1.0%	39	FAC	801030	Heating & Cooling	47,266	44,979	40,748	4,231	9.4%	44,979	Steam cost less expensive than anticipated.	
34,489	35,000	34,993	7		0.0%	34,489	35,000	34,993	7	0.0%	15	FIN	801035	Insurance	415,332	419,957	419,914	43	0.0%	419,957		
13,012	12,083	12,311	(228)		-1.9%	12,312	12,083	11,436	647	5.4%	39	FAC	801040	Janitorial Services	152,422	144,693	142,749	1,945	1.3%	144,693		
0	0	0	0		0.0%	0	0	0	0	0.0%	39	FAC	801045	Landscaping	0	0	0	0	0.0%	0		
21,200	19,900	21,487	(1,587)		-8.0%	17,057	19,900	17,399	2,501	12.6%	39	FAC	801050	Security	223,374	231,413	223,464	7,949	3.4%	231,413		
0	333	0	333		100.0%	0	333	0	333	100.0%	39	FAC	801060	Room Rental Expenses	1,291	2,142	162	1,980	92.4%	2,142	Cost of room rental supplies much lower than anticipated.	
179	1,000	247	753		75.3%	216	1,000	189	811	81.1%	39	FAC	801065	Special Events Expenses	15,504	8,296	4,964	3,332	40.2%	8,296	PBW costs lower than anticipated.	
0	333	0	333		100.0%	386	333	114	219	65.8%	39	FAC	801100	Furniture & Appliances (<3K)	1,075	2,294	3,038	(743)	-32.4%	2,294	Includes 2 display cases.	
0	0	0	0		0.0%	42	500	0	500	100.0%	39	FAC	801110	Equipment (<3K)	3,022	3,485	2,354	1,131	32.5%	3,485		
0	250	0	250		100.0%	0	0	0	0	0.0%	39	FAC	801115	Building Alterations (<3K)	801	570	70	500	87.7%	570		
651	133	334	(201)		-151.4%	21	13	336	(323)	-2480.8%	39	FAC	801120	Delivery & Postage	2,640	2,490	2,868	(378)	-15.2%	2,490	First class postage rate and stamps.com fee increase.	
644	250	282	(32)		-13.0%	264	250	0	250	100.0%	39	FAC	801125	Kitchen supplies	3,633	2,540	2,243	297	11.7%	2,540		
103,831	94,553	94,997	(444)		-0.5%	105,984	103,683	109,212	(5,529)	-5.3%				Subtotal	1,135,364	1,152,622	1,157,240	(4,618)	-0.4%	1,152,622		
														Technology:								
1,095	3,733	1,456	2,277		61.0%	1,406	3,733	965	2,768	74.1%	33	TECH	801210	Software Maintenance	13,323	34,477	22,550	11,927	34.6%	34,477	Savings due to price negotiation	
2,358	4,029	1,229	2,800		69.5%	2,407	4,029	1,229	2,800	69.5%	33	TECH	801212	Hardware Maintenance	27,754	37,572	20,775	16,797	44.7%	37,572	Savings due to price negotiation vendor consolidation.	
340	550	58	493		89.5%	0	550	0	550	100.0%	33	TECH	801215	Software (<\$3k)	3,644	3,966	933	3,033	76.5%	3,966	Partial purchases due to competing projects.	
0	2,000	710	1,290		64.5%	0	2,000	0	2,000	100.0%	33	TECH	801220	Hardware (<\$3k)	15,127	22,339	13,945	8,395	37.6%	22,339	Partial purchases due to competing projects.	
3,100	2,000	1,715	286		14.3%	1,452	2,000	3,185	(1,185)	-59.3%	33	TECH	801225	Computer Supplies	6,550	20,493	14,827	5,666	27.7%	20,493	Partial purchases due to competing projects.	
5,629	5,629	5,905	(276)		-4.9%	7,186	5,632	7,538	(1,906)	-33.8%	33	TECH	801230	Integrated Library System	67,532	67,554	70,841	(3,288)	-4.9%	67,554		
1,491	4,000	2,597	1,403		35.1%	1,522	4,000	2,626	1,374	34.3%	33	TECH	801235	Telecommunications	17,706	36,045	28,651	7,394	20.5%	36,045	Partial purchases due to competing projects.	
0	500	0	500		100.0%	0	0	588	(588)	0.0%	33	TECH	801245	Tech & Data - Misc	610	1,405	993	412	29.3%	1,405		
74	0	149	(149)		0.0%	149	0	149	(149)	0.0%	33	TECH	801250	Services	2,277	15,891	1,782	14,109	88.8%	15,891	Some service implementation postponed to next FY.	
6,150	6,667	6,851	(184)		-2.8%	5,212	6,667	6,663	4	0.1%	33	TECH	801275	Online Service Providers	53,217	74,607	73,921	685	0.9%	74,607		
20,237	29,108	20,670	8,622		29.6%	19,334	28,611	22,943	5,668	19.8%				Subtotal	207,741	314,348	249,219	64,445	20.5%	314,348		
														General:								
420	458	1,040	(581)		-126.9%	339	458	553	(95)	-20.7%	15	FIN	801310	Bank Charges	3,934	5,490	5,817	(327)	-5.9%	5,490		
871	906	908	(2)		-0.2%	871	906	908	(2)	-0.2%	35	CMS	801315	Bibliographical Services	11,691	12,150	12,159	(9)	-0.1%	12,150		
0	0	5,397	(5,397)		0.0%	5,996	5,946	465	5,481	92.2%	35	CMS	801320	Binding	10,005	10,000	9,976	23	0.2%	10,000		
103	150	125	25		16.8%	111	150	125	25	16.4%	17	EXEC	801325	Board Expense	1,265	1,631	1,504	127	7.8%	1,631		
723	0	1,240	(1,240)		0.0%	72	0	894	(894)	0.0%	37	COM	801330	Staff meals & events	6,627	14,760	17,488	(2,728)	-18.5%	14,760	Includes 3 retiree luncheons, staff holiday party, and other related staff life events.	
867	1,273	498	775		60.9%	436	1,273	285	988	77.6%	15	FIN	801335	Supplies - Office	9,730	19,294	15,953	3,341	17.3%	19,294	Overall supply needs lower at each department. Includes corporate savings on copy paper and toner costs.	
0	0	0	0		0.0%	3,052	3,128	3,097	31	1.0%	35	CMS	801337	Supplies - Library materials	9,917	10,000	9,875	125	1.2%	10,000		
104	0	0	0		0.0%	0	0	0	0	0.0%	37	COM	801340	Stationery, business cards, etc.	496	1,000	211	789	78.9%	1,000	Business card orders for staff postponed to next FY.	
0	0	0	0		0.0%	0	0	0	0	0.0%	25	PS	801365	Grant Application Expenses	0	0	0	0	0.0%	0		
1,091	1,083	1,811	(728)		-67.2%	1,637	1,083	1,332	(248)	-22.9%	33	IT	801370	Copy Center Expense	14,760	12,686	14,708	(2,022)	-15.9%	12,686	Increased copying costs due to onsite classes/programs.	
1,175	0	203	(203)		0.0%	1,695	0	0	0	0.0%	15	FIN	801375	General - Misc	3,182	726	1,071	(345)	-47.6%	726	Includes prior year patron deposit refund requests.	
2,460	2,250	1,822	428		19.0%	2,560	2,250	1,190	1,060	47.1%	25	PS	801390	Course Registration	26,380	27,040	23,962	3,078	11.4%	27,040	Lower than expected subsidized CLB and WYB classes.	
0	0	(510)	510		0.0%	0	0	0	0	0.0%	17	EXEC	801395	Friends of Law Library	3,282	0	4,155	(4,155)	0.0%	0	2025 Gala event expenses offset by Friends contribution.	
7,814	6,121	12,533	(6,413)		-104.8%	16,770	15,195	8,849	6,346	41.8%				Subtotal	101,267	114,777	116,880	(2,103)	-1.8%	114,777		
														Professional Development:								
1,037	0	1,172	(1,172)		0.0%	0	0	0	0	0.0%	ALL	803105	Travel	7,831	7,381	7,953	(572)	-7.8%	7,381			
0	0	0	0		0.0%	0	0	0	0	0.0%	ALL	803110	Meals	0	0	0	0	0.0%	0			
0	0	0	0		0.0%	0	0	0	0	0.0%	ALL	803112	Incidental and miscellaneous	0	0	0	0	0.0%	0			
40	4,691	119	4,572		97.5%	40	0	854	(854)	0.0%	ALL	803115	Membership dues	11,058	11,936	10,712	1,224	10.3%	11,936	Includes AALL and SCALL membership renewals.		
635	0	0	0		0.0%	520	0	0	0	0.0%	ALL	803120	Registration fees	8,618	13,961	13,909	52	0.4%	13,961			
0	1,500	0	1,500		100.0%	0	0	0	0	0.0%	ALL	803125	Educational materials	0	4,429	1,429	3,000	67.7%	4,429	Budgeted IT expenses not materialized.		
1,712	6,191	1,291	4,900		79.1%	560	0	854	(854)	0.0%				Subtotal	27,506	37,708	34,004	3,703	9.8%	37,708		
														Communications & Marketing:								
122	2	2	0		0.5%	2	2	122	(120)	-9999.5%	37	COM	803205	Services	149	412	144	268	65.1%	412	Stock photo account not purchased this FY.	
0	0	0	0		0.0%	0	0	0	0	0.0%	37	COM	803210	Collateral materials	917	4,345	1,859	2,487	57.2%	4,345	Library brochures and bookmarks postponed to next FY.	
0	100	500	(400)		-400.0%	0	100	999	(899)	-899.0%	37	COM	803215	Advertising	22	1,700	2,599	(899)	-52.9%	1,700	Some ad purchases prepaid for next FY.	
0	0	75	(75)		0.0%	0	500	0	500	100.0%	37	COM	803220	Trade shows & Outreach	0	1,000	75	925	92.5%	1,000	Fewer elected official visit lunches than budgeted.	
122	102	577	(475)		-465.6%	2	602	1,121	(519)	-86.2%				Subtotal	1,087	7,457	4,676	2,781	37.3%	7,457		
														Travel & Entertainment								
0	0	0	0		0.0%	0	0	0	0	0.0%	ALL	803305	Travel	0	0	0	0	0.0%	0			
0	0	0	0		0.0%	0	0	0	0	0.0%	ALL	803310	Meals	0	0	0	0	0.0%	0			
0	0	0	0		0.0%	0	0	0	0	0.0%	ALL	803315	Entertainment	0	0	0	0	0.0%	0			
71	33	21	13		37.8%	0	33	0	33	100.0%	ALL	803320	Ground transportation & mileage reimb.	204	347	168	179	51.6%	347	Fewer branch visits and overall requests during FY.		
0	0	0	0		0.0%	0	0	0	0	0.0%	ALL	803325	Incidental travel expenses	0	0	0	0	0.0%	0			
71	33	21	13		37.8%	0	33	0	33	100.0%				Subtotal	204	347	168	179	51.6%	347		
														Professional Services								
6	0	42	(42)		0.0%	22	0	0	0	0.0%	15	FIN	804005	Accounting	27,188	34,592	34,653	(61)	-0.2%	34,592		
1,745	0	0	0		0.0%	1,400	0	0</														

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

May 2024	May 2025					Jun 2024	Jun 2025				
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
27,998	10,000	7,776	(2,224)	-22.2%		29,763	10,000	30,133	20,133	201.3%	
0	0	0	0	0.0%		0	0	0	0	0.0%	
0	0	0	0	0.0%		0	0	0	0	0.0%	
<u>(20,422)</u>	<u>(147,327)</u>	<u>49,723</u>	<u>197,050</u>	<u>-133.8%</u>		<u>(748,130)</u>	<u>(7,898)</u>	<u>262,663</u>	<u>270,561</u>	<u>-3425.5%</u>	
0	0	0	0	0.0%		0	0	0	0	0.0%	
0	822,000	120,203	701,797	85.4%		0	0	118,654	(118,654)	0.0%	
39,800	0	23,400	(23,400)	0.0%		0	0	0	0	0.0%	
0	135,000	0	135,000	100.0%		0	0	0	0	0.0%	
11,693	0	0	0	0.0%		0	0	0	0	0.0%	
<u>51,493</u>	<u>957,000</u>	<u>143,603</u>	<u>(813,397)</u>	<u>-85.0%</u>		<u>0</u>	<u>0</u>	<u>118,654</u>	<u>118,654</u>	<u>0.0%</u>	

			FY 2023-24	FY 2024-25 YTD				Amended Annual Budget	
			YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
15	FIN	321000	Investment Gain (Loss) ¹	307,976	242,753	341,488	98,735	40.7%	242,753
17	EXEC	401000	Extraordinary Income	231,510	231,641	231,641	0	0.0%	231,641
17	EXEC	901000	Extraordinary Expense	0	0	0	0	0.0%	0
Net Income Including Extraordinary Items				(720,944)	(495,993)	899,294	1,395,287	281.3%	(495,993)
Capital Expenditures:									
39	FAC	161100	Furniture / Appliances (>3k)	0	8,000	8,163	(163)	-2.0%	8,000
33	TECH	161300	Electronics / Computer Hardware (>3k)	82,084	826,055	242,912	583,144	70.6%	826,055
39	FAC	164500	Exterior Building Repairs/Improvements (>3k)	39,800	0	46,069	(46,069)	0.0%	0
39	FAC	164000	Interior Improvements / Alterations (>3k)	0	135,000	57,985	77,015	57.0%	135,000
33	TECH	168000	Computer Software	11,693	0	51,196	(51,196)	0.0%	0
Total - Capitalized Expenditures				133,577	969,055	406,325	562,731	58.1%	969,055
CalPERS CERBT Trust Fund:									
Beginning Balance						2,680,482			
Administrative Expense						-57.14			
Investment Expense						-90.98			
Unrealized Gain/Loss						73,275.21			
Distribution						(150,000)			
Ending Balance						2,603,609			

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 June 30, 2025
(Provisional and subject to year-end audit adjustments)

	5/31/2025	6/30/2025	YTD
Cash flows from operating activities			
L.A. Superior court fees	884,984	815,596	9,287,659
Parking fees	-	-	-
Library services	23,015	35,122	481,890
Extraordinary income	-	-	231,641
(Increase) decrease in accounts receivable	7,889	471	(35,018)
(Increase) decrease in other receivable	(23,961)	74,692	(31,489)
Increase (decrease) in borrowers' deposit	(954)	(4,886)	15,067
Cash received from filing fees and services	890,972	920,994	9,949,750
Facilities	(94,997)	(109,212)	(1,157,240)
Technology	(20,670)	(22,943)	(249,219)
General	(12,533)	(8,849)	(116,880)
Professional development	(1,291)	(854)	(34,004)
Communications & marketing	(577)	(1,121)	(4,676)
Travel & entertainment	(21)	-	(168)
Professional services	(419)	(25)	(120,913)
Electronic Resource Subscriptions (ERS)	(59,152)	(93,618)	(702,863)
(Increase) decrease in prepaid expenses	51,076	33,419	75,089
Increase (decrease) in accounts payable	(8,731)	143,747	51,726
Increase (decrease) in other liabilities	-	-	-
Cash payments to suppliers for goods and services	(147,315)	(59,456)	(2,259,148)
Staff (payroll + benefits)	(535,839)	(345,580)	(5,648,459)
Increase (decrease) in payroll liabilities	12,107	(10,787)	2,372
Increase (decrease) in accrued sick and vacation liability	(1,235)	23,774	(54,430)
Increase (decrease) in OPEB liability	10,833	10,833	130,000
Increase (decrease) in net pension liability	41,667	41,667	500,000
Cash payments to employees for services	(472,466)	(280,093)	(5,070,518)
Contributions received	-	100,000	225,000
Net cash from operating activities	271,191	681,446	2,845,084
Cash flow from capital and related financing activities			
Library materials	(151,281)	(234,178)	(1,947,784)
Fixed assets	(143,603)	(118,654)	(472,840)
Capital - Work in Progress (WIP)	(25,636)	114,182	(54,219)
Cash flows from investing activities			
Investment	-	-	-
Investment earnings	49,538	55,800	637,965
Net cash increase (decrease) in cash and cash equivalents	210	498,595	1,008,205
Cash and cash equivalents, at beginning of period	17,155,417	17,155,627	16,646,017
Cash and cash equivalents, at end of period	17,155,627	17,654,222	17,654,222
Reconciliation of Operating Income to Net Cash from Operating Activities			
Operating income	(7,591)	176,730	(80,159)
Adjustments for noncash effects:			
Depreciation	190,091	191,785	2,271,926
Extraordinary expense: book write-off			
Changes in operating assets and liabilities:			
(Increase) decrease in accounts receivable	7,889	471	(35,018)
(Increase) decrease in other receivable	(23,961)	74,692	(31,489)
(Increase) decrease in prepaid expenses	51,076	33,419	75,089
Increase (decrease) in accounts payable	(8,731)	143,747	51,726
Increase (decrease) in other liabilities	-	-	-
Increase (decrease) in payroll liabilities	12,107	(10,787)	2,372
Increase (decrease) in accrued sick and vacation liability	(1,235)	23,774	(54,430)
Increase (decrease) in borrowers' deposit	(954)	(4,886)	15,067
Increase (decrease) in OPEB liability	10,833	10,833	130,000
Increase (decrease) in net pension liability	41,667	41,667	500,000
Net cash from operating activities	271,191	681,446	2,845,084

LOS ANGELES COUNTY LAW LIBRARY
June 1, 2025 - June 30, 2025 (CHECKS)
Account No.: 108000

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 2	CONKLE KREMER & ENGEL	REFUND	400.00	033630
	MICHAEL ZAC FREEDMAN	REFUND	140.00	033631
	ROBERT EDWARD GRAY	REFUND	140.00	033632
	TODD RYAN GREFFORY HILL	REFUND	140.00	033633
	JENNIFER LOUISE POLHEMUS	REFUND	140.00	033634
	CYNTHIA RIBAS	REFUND	140.00	033635
	GAUNT	BOOKS	228.67	033636
	LEXISNEXIS CANADA INC	BOOKS	120.66	033637
	JAMES ROGER HOWARD	REFUND	140.00	033638
	KAPLAN MARINO APC	REFUND	400.00	033639
	RICHARD SCOTT LYSLE	REFUND	140.00	033640
June 5	TERESA GRIMES	CONSULTING	2,500.00	033641
June 13	MINISTER OF FINANCE	BOOKS	94.89	033642
	1ST JON INC	SECURITY	532.93	033644
	ADP SCREENING & SELECTION SVCS	RECRUITMENT	218.47	033645
	AFLAC REMITTANCE	CAFE PLAN-INSURA	737.54	033646
	AT&T	TELECOM	620.36	033647
	COUNTY OF LOS ANGELES	HEATING/COOLING	4,291.56	033648
	LANGUAGE PEOPLE INC	OTHER	295.00	033649
	METROLINK	TMP	238.00	033650
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	350.00	033651
June 16	LEONARDO GARCIA TORRES	REPLACEMENT	128.00	033643
June 23	CALIFORNIA DEPARTMENT OF TAX	USE TAX	1,024.00	033652
	SHELLY B ALBERT	REFUND	140.00	033653
	JOHN THORNTON BARNARD	REFUND	140.00	033654
	MICHAEL D LUPPI	REFUND	125.00	033655
	JUVENTINO B CASAS ** VOIDED *****	REFUND	0.00	033656
	ROBERT DWIGHT EHLING	REFUND	140.00	033657
	JOSE MEDINA	REFUND	125.00	033658
	JOHN MURPHY MANN	REFUND	140.00	033659
	CHASE MELLEN III	REFUND	140.00	033660
	WILLIAM JAMES SMYTH	REFUND	140.00	033661
	WILLIAM NIBLE	REFUND	140.00	033662
June 27	NESTOR ALEJANDRO HERRERA PRADA	BOOKS	291.00	033663
	GAUNT	BOOKS	343.04	033664
	OTTO HARRASSOWITZ	BOOKS	3,148.93	033665
	LEXISNEXIS CANADA INC	BOOKS	1,091.19	033666
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	1,020.00	033667
	WILLIAM S HEIN & CO	BOOKS	687.00	033668

28,779.47

Page 1

54,185.32

LOS ANGELES COUNTY LAW LIBRARY
June 1, 2025 - June 30, 2025 (CHECKS)
Account No.: 102001

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 1	AMAZON WEB SERVICES	OSP	840.46	V009697
June 2	LEXISNEXIS MATTHEW BENDER	BOOKS	1,885.14	V009642
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,746.20	V009643
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	158.81	V009644
	INGRAM LIBRARY SERVICES	BOOKS	23.77	V009645
	JURIS PUBLISHING INC	BOOKS	302.57	V009646
	LAW JOURNAL PRESS	BOOKS	778.52	V009647
	PRACTISING LAW INSTITUTE	BOOKS	354.10	V009648
	STATE BAR OF TEXAS	BOOKS	308.00	V009649
	CITY OF THOUSAND OAKS	BOOKS	37.39	V009650
	WILLIAM S HEIN & CO	BOOKS	154.27	V009651
	GOBI LIBRARY SOLUTIONS	BOOKS	301.39	V009652
	ORKIN	BLDG SVCS	140.00	V009671
	PPLSI	CAFE PLAN-INS	479.18	V009672
	SECURITAS SECURITY	SECURITY	8,923.68	V009673
June 3	CONSTANT CONTACT	OSP	315.00	V009868
June 5	ALPHA STRUCTURAL INC.	PREPAID EXP	3,500.00	V009698
June 6	WOLTERS KLUWER LAW & BUSINESS	BOOKS	129.51	V009674
	GEORGE T BISEL COMPANY	BOOKS	151.14	V009675
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	545.24	V009676
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,000.00	V009677
	NEW JERSEY LAW JOURNAL	BOOKS	373.40	V009678
	PRACTISING LAW INSTITUTE	BOOKS	337.64	V009679
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	3,829.86	V009680
	WILLIAM S HEIN & CO	BOOKS	258.30	V009681
	ALPHA STRUCTURAL INC.	PREPAID EXP	800.00	V009699
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	173.55	V009700
June 9	SCALL	MEMBERSHIP DUES	50.00	V009701
	SYNCB AMAZON	COMPUTER SUPPLIE	266.76	V009728
	MICROSOFT CORPORATION	OSP	29.00	V009729
June 11	SCALL	MEMBERSHIP DUES	50.00	V009702
	STAMPS.COM	DELIVERY & POSTAG	30.99	V009703
June 12	DUO SECURITY LLC	OSP	7.30	V009730
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	62.02	V009731
	CANVA.COM	SERVICES	120.00	V009678
June 13	AMERICAN BAR ASSOCIATION	BOOKS	951.75	V009682

49,868.95

LOS ANGELES COUNTY LAW LIBRARY
June 1, 2025 - June 30, 2025 (CHECKS)
Account No.: 102001

Page 2

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 14	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	5,454.01	V009883
	DATA TRACE PUBLISHING COMPANY	BOOKS	264.95	V009884
	INGRAM LIBRARY SERVICES	BOOKS	71.83	V009885
	LAW JOURNAL PRESS	BOOKS	7,080.82	V009886
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	128.50	V009887
	PRACTISING LAW INSTITUTE	BOOKS	854.88	V009888
	UNITED NATIONS PUBLICATIONS	BOOKS	241.27	V009889
	WEST ACADEMIC	BOOKS	803.37	V009890
	THOMSON REUTERS	BOOKS	100,316.18	V009891
	CHERRY PICK CAFE	SPECIAL EVENTS EX	189.35	V009704
	YOURMEMBERSHIP.COM	RECRUITMENT	249.00	V009705
June 16	JOTFORM	OSP	408.00	V009804
June 17	BRCK INC	TELECOM	889.57	V009706
	DAILY JOURNAL CORPORATION	ACCOUNTING	41.75	V009707
	HD SUPPLY FORMERLY HOME DEPOT	CLEANING SUPPLIES	793.98	V009708
	ISOLVED BENEFIT SERVICES	HR BENEFIT/ADMIN	86.82	V009709
	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	16,183.40	V009710
	NASA SERVICES	BLDG SVCS	658.91	V009711
	ORKIN	BLDG SVCS	140.00	V009712
	PURE PROCESS FILTRATION INC.	BLDG SVCS	1,005.75	V009713
	SECURITAS SECURITY	SECURITY	7,846.06	V009714
	UPS	DELIVERY & POSTAG	31.89	V009715
	DEMCO	SUPPLIES-LIBRARY	3,096.82	V009732
June 18	T-MOBILE	TELECOM	891.37	V009733
	WORK FOR GOOD	RECRUITMENT	105.00	V009734
	RING.COM	OSP	19.99	V009805
	DUO SECURITY LLC	OSP	2.20	V009772
	LEXISNEXIS MATTHEW BENDER	BOOKS	34,538.57	V009773
	ZAPIER INC.	OSP	239.88	V009806
	ZOOM VIDEO COMMUNICATIONS INC	OSP	223.12	V009735
	MICROSOFT CORPORATION	OSP	340.00	V009736
	DUO SECURITY LLC	OSP	120.00	V009774
	GOOGLE	SERVICES	1.99	V009737
	SYNCB AMAZON	COMPUTER SUPPLIE	137.15	V009738
June 24	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	28.62	V009739
	STAMPS.COM	DELIVERY & POSTAG	300.00	V009740

231,660.97

LOS ANGELES COUNTY LAW LIBRARY
June 1, 2025 - June 30, 2025 (CHECKS)
Account No.: 102001

Page 3

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 25	BEST BUY	COMPUTER SUPPLIE	3,461.03	V009741
June 26	DOORDASH	BOARD EXP	125.40	V009742
June 27	FIREWALLA	COMPUTER SUPPLIE	1,991.21	V009743
	LEXISNEXIS MATTHEW BENDER	BOOKS	1,736.32	V009717
	GEORGE T BISEL COMPANY	BOOKS	204.05	V009718
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	5,885.40	V009719
	INGRAM LIBRARY SERVICES	BOOKS	94.20	V009720
	JURISNET LLC	BOOKS	242.32	V009721
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	158.50	V009722
	PRACTISING LAW INSTITUTE	BOOKS	1,461.99	V009723
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,575.90	V009724
	GOBI LIBRARY SOLUTIONS	BOOKS	1,587.39	V009725
	SYNCB AMAZON	COMPUTER SUPPLIE	921.87	V009744
	PIZZA NEXT DOOR	STAFF MEALS/EVEN	652.14	V009745
	SCALL	ADVERTISING	299.00	V009746
	SYNCB AMAZON	COMPUTER SUPPLIE	111.90	V009775
	DUO SECURITY LLC	OSP	22.70	V009776

248,731.26

Page 1

311,645.50

Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 17			680.19	CK-1131
July 29	SEIU LOCAL 721	UNION DUES	2,480.08	001755
	SEIU LOCAL 721	UNION SUPPL	32.28	001756

3,192.55

LOS ANGELES COUNTY LAW LIBRARY

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

Account No.: 102001

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 1	J P COOKE COMPANY	SUPPLIES-OFFICE	21.29	V009747
	SYNCB AMAZON	COMPUTER SUPPLIE	99.81	V009845
July 2	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	123.64	V009777
	ISC2 CYBERSECURITY CONFERENCE	REGISTRATION FEES	1,794.00	V009807
July 3	CORODATA	BLDG SVCS	70.57	V009748
	HD SUPPLY FORMERLY HOME DEPOT	CLEANING SUPPLIES	2,121.51	V009749
	MARX BROS. FIRE EXTINGUISHER CO.	BLDG SVCS	885.73	V009750
	NASA SERVICES	BLDG SVCS	658.91	V009751
	PPLSI	CAFE PLAN-INS	319.45	V009752
	PURE PROCESS FILTRATION INC.	BLDG SVCS	1,005.75	V009753
	SECURITAS SECURITY	SECURITY	12,659.24	V009754
	AMERICAN ASSOCIATION	MEMBERSHIP DUES	357.00	V009778
	SCALL	MEMBERSHIP DUES	50.00	V009779
	SYNCB AMAZON	COMPUTER SUPPLIE	302.30	V009846
	CONSTANT CONTACT	OSP	315.00	V009869
July 6	AMAZON WEB SERVICES	OSP	839.55	V009808
July 8	YOURMEMBERSHIP.COM	RECRUITMENT	249.00	V009780
	SYNCB AMAZON	HARDWARE (<3K)	570.45	V009847
	CANON USA INC.	HARDWARE (<3K)	1,630.87	V009848
July 10	AMERICAN ASSOCIATION	MEMBERSHIP DUES	317.00	V009781
	STAMPS.COM	DELIVERY & POSTAG	30.99	V009782
	TRAVELOCITY.COM	TRAVEL	343.15	V009783
July 14	DOORDASH	BOARD EXP	177.07	V009784
July 15	WOLTERS KLUWER LAW & BUSINESS	BOOKS	208.52	V009755
	LEXISNEXIS MATTHEW BENDER	BOOKS	8,510.53	V009756
	CASTLE PUBLICATIONS	BOOKS	218.40	V009757
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	4,329.58	V009758
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	657.74	V009759
	DATA TRACE PUBLISHING COMPANY	BOOKS	264.95	V009760
	EBSCO PUBLISHING	BOOKS	4,364.26	V009761
	INTERNATIONAL ASSOCIATION OF	BOOKS	200.00	V009762
	JAMES PUBLISHING INC	BOOKS	544.36	V009763
	LAW JOURNAL PRESS	BOOKS	3,515.70	V009764
	CONNECTICUT LAW TRIBUNE	BOOKS	428.15	V009765
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,000.00	V009766
	PRACTISING LAW INSTITUTE	BOOKS	338.46	V009767
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	10,272.85	V009768

75,638.66

LOS ANGELES COUNTY LAW LIBRARY

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

Account No.: 102001

Page 2

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 16	WEST ACADEMIC	BOOKS	842.88	V009769
	THOMSON REUTERS	BOOKS	95,614.40	V009770
	GOBI LIBRARY SOLUTIONS	BOOKS	6,917.96	V009771
	LEXISNEXIS MATTHEW BENDER	BOOKS	34,538.57	V009785
	CDW GOVERNMENT INC	PREPAID EXP	9,823.09	V009809
July 17	RING.COM	OSP	19.99	V009810
	T-MOBILE	TELECOM	891.37	V009811
July 18	SYNCB AMAZON	STAFF MEALS/EVEN	180.00	V009812
	NETGEAR.COM	HARDWARE (<3K)	2,304.72	V009849
July 19	CHERRY PICK CAFE	SPECIAL EVENTS EX	230.60	V009813
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	59.58	V009850
July 20	SYNCB AMAZON	REPAIR/MAINT	114.50	V009851
July 21	DUO SECURITY LLC	OSP	150.00	V009814
	MICROSOFT CORPORATION	OSP	405.00	V009815
July 22	ALTA FOODCRAFT	KITCHEN SUPPLIES	277.86	V009786
	ISOLVED BENEFIT SERVICES	HR BENEFIT/ADMIN	86.82	V009787
	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	16,841.12	V009788
	ORKIN	BLDG SVCS	140.00	V009789
	SECURITAS SECURITY	SECURITY	8,117.55	V009790
	UPS	BINDING	465.20	V009791
	VORTEX INDUSTRIES INC	REPAIR & MAINT	1,137.50	V009792
	IDEALIST.ORG	RECRUITMENT	125.00	V009852
July 23	LASTPASS US LP	SOFTWARE (<3K)	208.47	V009816
	GOOGLE	SERVICES	1.99	V009853
	HYATT	TRAVEL	1,122.88	V009854
July 24	RED LILLY PLUMBING, INC	REPAIR/MAINT	10,500.22	V009817
	HILTON	TRAVEL	793.12	V009855
July 25	SYNCB AMAZON	COMPUTER SUPPLIE	103.16	V009818
	LEXISNEXIS MATTHEW BENDER	BOOKS	1,532.90	V009793
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,019.89	V009794
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,161.79	V009795
	DR MYCOMMERCE INC DBA ESELLERATE	BOOKS	576.00	V009796
	INFORMATION TODAY INC	BOOKS	119.95	V009797
	JAMES PUBLISHING INC	BOOKS	170.11	V009798
	LOS ANGELES TIMES	BOOKS	389.88	V009799

273,958.35

LOS ANGELES COUNTY LAW LIBRARY

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

Account No.: 102001

Page 3

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 29	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	178.50	V009800
	UNITED NATIONS PUBLICATIONS	BOOKS	261.27	V009801
	WILLIAM S HEIN & CO	BOOKS	1,569.08	V009802
	GOBI LIBRARY SOLUTIONS	BOOKS	2,005.41	V009803
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	51.20	V009857
	SYNCB AMAZON	SUPPLIES-OFFICE	441.71	V009866
			278,287.02	

278,287.02

LOS ANGELES COUNTY LAW LIBRARY

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

Account No.: 108000

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 1	STACEY LYNN MORROW	REFUND	70.00	033669
	ABD OFFICE SOLUTIONS	COPY CENTER	1,630.71	033678
	AT&T	TELECOM	649.87	033679
	BET TZEDEK	ADVERTISING	500.00	033680
	LANGUAGE PEOPLE INC	OTHER	107.50	033681
	LABIB FUNK + ASSOCIATES	CAPITAL WIP	1,011.27	033682
	CHARTER COMMUNICATIONS	TELECOM	195.27	033683
July 3	ADP SCREENING & SELECTION SVCS	RECRUITMENT	119.80	033671
	BUILDING ELECTRONIC CONTROLS INC	SECURITY	213.75	033672
	COLANTUONO, HIGHSMITH	LEGAL	63.00	033673
	D&D WELDING	REPAIR/MAINT	2,500.00	033674
	COUNTY OF LOS ANGELES	HEATING/COOLING	2,887.04	033675
	OCLC INC	BIBLIOGRAPHIC SVC	1,294.38	033676
	TOTAL COMPENSATION SYSTEMS, INC	PREPAID EXP	2,115.00	033677
July 15	RPCD DBA SMARTRULES	BOOKS	7,436.88	033684
	WILLIAM S HEIN & CO	BOOKS	363.00	033685
	CARLOS GOMEZ	MISCELLANEOUS	293.00	033686
July 21	DANIEL M REINHOLD	MISCELLANEOUS	295.00	033687
	PETER SAID MITTIES BAKHYT	REFUND	140.00	033688
	AMEDEE ANTOINE GARISPE	REFUND	140.00	033689
	BRYAN HATHORN	REFUND	140.00	033690
	GARY MCNAIR ROBINSON	REFUND	140.00	033691
	SHEEN MYONG NAH	REFUND	140.00	033692
	RUDY AGUIRRE	REFUND	140.00	033693
	BOIES SCHILLER & FLEXNER LLP	REFUND	400.00	033694
	GARY S CASSELMAN	REFUND	140.00	033695
	LEIB MITCHELL LERNER	REFUND	125.00	033696
	MARIA LUCIA	REFUND	140.00	033697
	JOSEPH E MUETH	REFUND	125.00	033698
	AFLAC REMITTANCE	CAFE PLAN-INSURAN	737.54	033699
	ALLIANT INSURANCE SERVICES, INC	INSURANCE	1,593.60	033700
July 24	BUILDING ELECTRONIC CONTROLS INC	SECURITY	213.75	033701
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	8,125.00	033702
	METROLINK	TMP	238.00	033703
	PRISM PUBLIC RISK, INNOVATION	PREPAID EXP	8,015.00	033704
	SKYLINE WINDOW COVERINGS, LLC	PREPAID EXP	1,365.46	033705
	GUARDIAN	PREPAID EXP	7,769.74	033706
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	678.00	033707
	PAUL HASTINGS LLP	Security Deposit Refun	400.00	033708
	HUGO CAMPOS	Security Deposit Refun	128.00	033709

56,091.12

Account No.: 108000

[illegible]

58,546.31

LA Law Library
Fiscal Year Quarterly Statistics

			FY19 4th Quarter	FY20 4th Quarter	FY21 4th Quarter	FY22 4th Quarter	FY23 4th Quarter	FY24 4th Quarter	FY25 4th Quarter	FY25 4th Quarter Notes
Reference and Research										
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>									
	Desk Inquiries		5,745	0	191	4,543	7,871	8,582	10,268	
	Walk-Ins Sent From Court								1,233	
	Print Requests - General								3,563	
	Print Requests - Stacks and Archive								314	
	Tuesday 6pm to 8pm—All Queries		92	0	0	0	0	0		
	Phone		1,474	1,504	3,395	2,946	6,041	6,927	4,966	
	Email/ Live Chat		469	1,603	2,135	1,050	1,918	1,735	1,004	
	By Mail		57	73	67	35	36	61	90	
	Global Law Inquires		25	0	0	36	20	37	19	Global stats down due to absence of Global Librarian
	Global Law Web Inquiries		14	0	0	0	0	0		
	e-Branch Chat		43	0	0	0	0	0	0	
	e-Branch Email		0	0	0	0	0	0	0	
	Totals	Total	7,919	3,180	5,788	8,610	15,886	17,342	16,347	
Circulation Services										
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking books in and out.</i>									
	Desk Inquiries		5,566	0	395	3,388	3,846	2,735	4,267	
	Phone Inquiries		2,247	405	1,901	934	1,234	1,319	1,266	
	Totals	Total	7,813	405	2,296	4,322	5,080	4,054	5,533	
	Books Circulated		1,865	78	617	970	2,046	2,361	3,553	Includes 1,076 e-books, 964 print books, and 1,513 print renewals
	Books Used Onsite								4,794	
	Library Card Sign-ups		478	0	20	254	468	408	446	
	Members Program - Active Members		323	260	216	234	242	228	215	
	Public Terminal Logins		6,665	0	148	2,089	4,737	3,873	3,339	
Document Delivery / E-Delivery/Copies										
	<i>Document Delivery responds to requests for materials from the LA Law Library collection. Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-printer.</i>									
	Phone Inquiries		569	150	295	554	680	481	598	
	In-Person		2,508	0	65	737	565	204	258	
	Email (Includes Members Program)		336	907	1,218	692	731	603	1,763	1,336 of these were for Members
	Totals	Total	3,476	1,057	1,578	1,983	1,976	1,288	2619	

LA Law Library
Fiscal Year Quarterly Statistics

			FY19 4th Quarter	FY20 4th Quarter	FY21 4th Quarter	FY22 4th Quarter	FY23 4th Quarter	FY24 4th Quarter	FY25 4th Quarter	FY25 4th Quarter Notes
	Pages Delivered		12,096	6,648	9,660	10,527	9,305	6,327	5,019	859 of these were for Members
	Copies Made (Main Library)		76,600	0	6,703	58,713	56,496	79,391	104,045	
Collection Management Services										
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>									
	New Titles Added		430	113	145	204	183	192	123	
	Print Volumes Added		1,811	832	1,693	1,588	1,100	1,177	1320	
	New Serials		27	5	6	6	6	29	37	
	Non-Print Media Added		109	8	112	1,189	162	8	0	
	Records Cataloged/Updated		373	1,644	776	275	267	282	735	
	Print & Non-Print Withdrawn		955	175	350	378	215	296	240	
Brief Scanning Project										
	Briefs Logged (Google)		16,800	0	0	0	0	0	0	
Website Statistics										
	Visitors		29,734	21,720	33,494	27,444	35,752	53,013	44,757	
	Visits (previously counted as "Pages Viewed")		84,545	61,626	70,939	78,104	104,287	144,682	108,851	
	Average Daily Visits		334	238	318	258	327	387	313	
	Average Duration		4:40	3:08	2:34	0	3:02	2:47	1:58	
	Visitors: US		97.88%	95.63%	83.21%	95	95.73%	92.33%	95.64%	
	Visitors: International / Unspecified		2.12%	4.37%	16.79%	5	4.27%	7.67%	4.36%	
Training and Events (Includes Online,Prerecorded/Live via ZOOM)										
	Public Classes Held Online								130	
	Internal speaker		0	33	20	38	43	50	33	
	Guest speaker		0	50	101	104	121	131	97	
	MCLE Classes Held Online		0						27	
	Internal speaker		0	0	0	0	3	3	0	
	Guest speaker		0	0	20	31	39	49	27	
	Clinics/ Workshops Held Online		0	3	1	1	5	3	3	
	Public Classes Held at Main & Branches								6	
	Internal speaker		43	0	0	2	6	10	6	
	Guest speaker		37	0	0	5	10	2	0	
	MCLE Classes Held								0	
	Internal speaker		0	0	0	0	0	0	0	
	Guest speaker		8	0	0	0	0	0	0	
	Clinics/ Workshops Held		50	0	0	3	3	18	20	
	Totals	Total	138	86	142	184	230	266	186	
	Class Attendance in Person Total (Estimated)		2,423	0	0	257	478	458	374	
	Live Class Attendance: Online/Remote		N/A		777	529	828	1,061	237	
	Live Class Registration: Online/Remote			1,202	1519	1,058	1,343	2,081	523	

LA Law Library
Fiscal Year Quarterly Statistics

			FY19 4th Quarter	FY20 4th Quarter	FY21 4th Quarter	FY22 4th Quarter	FY23 4th Quarter	FY24 4th Quarter	FY25 4th Quarter	FY25 4th Quarter Notes
	Number of plays of prerecorded Classes			1,327	NA	1,031		1600	1,979	
	Class Attendance Branches (Estimated)			0	0	0	0	0	0	
Visits to Main Branch										
	Number of Patron Visits (front door)		25,632	0	0	14,047	17,037	17,654	12,517	

MEMORANDUM

DATE: August 27, 2025

TO: Board of Law Library Trustees

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

RE: Revisions to Members Program Borrowing Rules Re: Room Rental Discount

SUMMARY AND BACKGROUND

Participants in the Library's Members Program receive many valuable benefits, including generously discounted rates on rentals of office, conference room, and classroom spaces. The current room rental discount rates for members are set at 50% off listed prices. As the Library works to maximize revenue from room rental services, staff has assessed that this discounted rental rate should be adjusted in order to harmonize the discount with other Members Program benefits, and with the low overall cost of membership itself.

Under current rules, law firms and other room rental customers can select one individual in their group to join as a member, and then make the reservation in that individual's name. This drastically reduces (by 50%) the revenue earned by the Library. For a long-term room rental on a larger space, this scenario can reduce Library revenue by up to \$10,000 or more, without commensurate value to the Library in gaining only one additional, individual member.

The proposed new Members Program Borrowing Rules, attached, include changes to prevent further instances of this scenario, while also providing for a more appropriate room rental discount rate for members. The changes will:

- Eliminate the "Individual Attorney in a Law Firm" borrower categories. This will prevent one attorney in a firm from joining solely so their firm may take advantage of the room rental discount. These categories have also presented issues in relation to impermissible sharing of other benefits like parking and remote database access.
- Reduce the room rental discount rates for all members to a more reasonable and commensurate 20%.

Staff assess that the impact of these changes on current members will be minimal. Current members use their room rental discount relatively infrequently, and only a



handful of members have joined in the “Individual Attorney in a Law Firm” categories. By maintaining a discount at a still-generous 20%, however, the Library can continue to include an attractive benefit package to prospective members, as well as current members who may view the discount as a valuable “just in case” benefit.

ADDITIONAL CHANGES PROPOSED

The proposed rules also include clarifications related to: lapsed members who wish to claim their security deposit; how to renew checked-out Library material; and, the discount rate for attendance at MCLE and other public classes. These changes are for clarity only and do not affect existing member benefits.

RECOMMENDATION

Staff recommends that the Board approve the revised Members Borrowing Rules, effective September 1, 2025, attached hereto.



Effective ~~July~~ September 1, 2025

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

Registration

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

Annual Membership Charges and Renewals

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

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

Members Program Borrower Categories

- **Sole Practitioner** – Individual attorney in a solo practice. Sole practitioners are eligible to join as Bronze, Silver, or Gold Members (see "Membership Levels and Parking Benefit," below). *

- ~~• **Individual Attorney in a Law Firm** – An attorney in a law firm who wishes to join the program on an individual basis is eligible to join as a Bronze or Silver Member. *~~

- **Law Firm** – Any law firm, corporate legal department, private law firm or public interest law office with two (2) or more attorneys. A firm may join collectively (all attorneys and / or librarians in the firm) as a Bronze, Silver, or Gold Member.

- **Non-Attorney** – Any individual holding a valid LA Law Library card is eligible to join as a Bronze, Silver, or Gold Member and shall receive the same benefits and have the same obligations as Sole Practitioners within that category. *

- **Judge or Research Attorney** – Any superior court, appellate court or federal district court judge located within Los Angeles County or his or her judicial research attorney may join the program as a Bronze Member at no charge. *

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

Membership Levels and Parking Benefit

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

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

Affiliates

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

Messengers

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

Security Deposit

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

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

After three (3) years of inactivity on an account, any security deposit that remains unclaimed despite notice to the Member's address on file will become the property of LA Law Library (Gov. Code, § 50050).

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

Reference Services

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

Circulation Services

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

Loan Periods

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

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

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

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

Renewing Library Materials

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

[Materials may be renewed online, in person or over the phone by calling 213-785-2529 or emailing: members@lalawlibrary.org.](#)

~~[Materials may be renewed in person or over the phone by calling 213-785-2529 or emailing: members@lalawlibrary.org.](#)~~

Fees and Charges

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

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

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

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

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

Suspensions / Terminations

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

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

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

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

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

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

Members Program Charges and Deposits

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

Charge Name	Specifics	Charge
Overdue Fines	5-day Loan	\$2.00 / day
	Special Loan	\$25.00 / day
	Maximum, 5-day Loan	\$60.00 / item
	Maximum, Special Loan	\$750.00 / item
Replacement Charges	In-Print item	Invoice Price plus processing charge

	Out-of-Print Item	\$300.00 plus processing charge
Processing Charges	For each lost item/volume	\$90.00
	Binding (if applicable)	\$25.00 / volume
Collection Agency Fees	Initiation Fee	\$13.50
	Transaction Charge	\$135.00
Audio / Disc	Box Replacement	\$10.00 / item
Library Card	Replacement	\$35.00
e-Document Delivery	Scanned document	\$12.00 / document For the first 50 pages, 20¢ per page thereafter
	Key Cite or Shepard's Report	\$2.00 / citation
	Case or Annotated Statute	\$3.00 / citation
	Case/Statute and Key Cite/Shepard's Report	\$4.00 / citation
Classes	Public	\$18.00 / class 10% listed price
(Usual Cost. May be	MCLE	\$31.50 / 1 credit hour 10% listed price
adjusted by E.D. as	MCLE	\$45.00 / 1.5 credit hours
appropriate)	MCLE	\$63.00 / 2 credit hours
	MCLE — Live Zoom	\$27.00 / 1 credit hour As adjusted by the Executive Director 11/30/21
	MCLE — On-Demand (pre-recorded)	\$22.50 / 1 credit hour As adjusted by the Executive Director 11/30/21
Photocopy Service	Self-service copies	15¢ b&w copy / 25¢ color copy
	Staff-assisted copies	20¢ b&w copy / 30¢ color copy
	Copy Confirmation Letter	\$15.00

Formatted Table

Expedited Delivery of Library Materials	Library's Carrier Account	For each box of up to ten items: \$15 for the first volume plus \$1 for each additional volume, plus cost of shipping
	Member's Carrier Account	For each box of up to ten items: \$15 for the first volume plus \$1 for each additional volume
Public Fax	Pages sent or received	\$1 / page
Annual Fee to Designate a Messenger	First two designations at no cost	\$16.25 / designated messenger
Parking Violations	Failure to show for reservation	\$25.00
	Overstay of reservation	\$50.00
Violation of a Rule of Conduct	First offense	Warning
	Second offense	\$50.00
	Third offense	\$200.00
Room Rental	<u>Private Office Space Any listed available room or space</u>	\$12.50 / hour 20% off listed price \$50 / half day \$100 / all day
	<u>Conference Room (Medium)</u>	\$25.00 / hour \$100 / half day \$200 / all day
	<u>Conference Room (Large)</u>	\$37.50 <u>\$50.00</u> / hour \$150 / half day \$225 <u>\$350</u> / all day
	<u>Training Center</u>	\$150 <u>\$100</u> / hour \$450 / half day \$800 <u>\$700</u> / all day

Formatted Table

MEMORANDUM

DATE: August 27, 2025

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Approval of Bilingual Pay Policy and Work From Home Policy

INTRODUCTION AND SUMMARY

The Board is asked to approve the attached Policies addressing Bilingual Pay and Work from Home at LA Law Library.

BACKGROUND

Bilingual Pay Policy:

The current description of the Library's Bilingual Pay Policy is as follows: "Whenever an appointing authority requires an Employee to converse fluently in a language other than English, or proficiently write and interpret a language other than English, for more than 10% of the Employee's workweek, said Employee shall receive a bilingual bonus of \$50.00 per month."

Applying the above stated policy in an equitable and measurable manner has proved difficult. How to calculate what constitutes "10% of the Employee's workweek" has varied from unit to unit in consistency. There is no objective measurement for what constitutes proficiency in a foreign language or who on the staff is qualified to make that determination. At times the policy has not been uniformly applied and equity in allowing for this compensation has been challenging. It has become apparent that clearer guidelines are needed to fairly administer the policy. Attached is a proposed revised policy for the Board's consideration.

Work from Home Policy:

In the wake of the Covid 19 Pandemic, LA Law Library quickly pivoted to remote operations by allowing employees to work from home while still providing services to the public. Since the lifting of lock down protocols and the re-opening of LA Law Library to the public, management has continued with the work from home model, allowing staff to choose one day a week to work from home. The policy is considered a benefit rather than a right, however. As no formal policy has been approved by the Board, staff recommends that the Work From Home Policy be formalized by a Board vote. Attached is a proposed Work From Home Policy for the Board's consideration.



OPTIONS

The Board may, as to each policy: 1) approve the policy as presented; 2) modify the policy and then approve; 3) request additional information and continue the item; or 4) reject the policy.

RECOMMENDATION

It is Staff's recommendation that the Board approve the Bilingual Pay Policy and the Work From Home Policy attached to this staff report.



LA LAW LIBRARY
BOARD OF TRUSTEES MEETING
AUGUST 27, 2025
ATTACHMENTS TO
CONSENT CALENDAR 3.0- CONSENT ITEM 3.5
BILINGUAL PAY POLICY
WORK FROM HOME POLICY

BILINGUAL PAY POLICY

The Library recognizes that in order to provide effective services to a diverse population and maintain a comprehensive foreign legal resource collection, fluency in English and a foreign language is a valued skill set. Utilizing staff bilingual skills not only widens outreach in public-facing communication roles, but also supports non-public facing roles that expand accessibility and availability of foreign written and print materials curated by the Library.

Library employees who are deemed proficient in bilingual translation services and are assigned to a position and/or special project requiring use of such services for a minimum of two hours per assignment, shall be compensated at a flat rate of fifty dollars (\$50.00) per month per foreign language for providing such services on behalf of the Library so long as the immediate supervisor or manager determines that the criteria described below are met:

A. There is a need for bilingual skills:

- 1) Offering bilingual translation services will better serve the public, increase efficiency in departmental operations, and or measurably contributes to the success or completion of the project.
- 2.) The need for the employee's bilingual translation services is a continuing and frequent one which measurably contributes to the efficiency of the position and/or special project and calling upon the employee's services is preferred over an external third- party translation service.
- 3) It is within the supervisor's sole discretion as to whether programming or departmental needs warrant continuing use of the employee's bilingual translation services for any position or special project.

B. Selection of employees entitled to bilingual pay:

- 1) The candidate must achieve a passing score (70% or above) on an objective language proficiency test administered by a language translation service used by the Library
- 2) Basic knowledge of and sensitivity to the culture and needs of the designated foreign language group to be served is an added value for consideration and will be considered depending on the level of detail and information provided to the supervisor in the employee's application.
- 3) The candidate must submit an application for bilingual pay to their immediate supervisor or manager before commencing the work requiring bilingual skill.

Bilingual pay policy-August 20, 2025

- 4) The supervisor or manager will review the application and approve or disapprove of the application within 5 business days of the date of application.
- 5) If approved, the supervisor or manager will submit a copy of the application to the HR Generalist and Finance Department.

C. Rules governing bilingual pay:

- 1) Compensation will not be effective before the application is approved by the supervisor or manager.
- 2) An applicant who has been approved for bilingual pay in a certain foreign language will be considered qualified in that foreign language and need not repeat any testing in that particular language thereafter.
- 3) An applicant who has not been approved for bilingual pay in a certain foreign language may attempt to re-submit an application and re-take the objective test to be qualified at any time.
- 4) The flat rate of fifty-dollars (\$50.00) per month will be paid for each foreign language for which the employee is deemed fluent. An employee seeking to qualify for bilingual pay for more than one foreign language must submit an application and passing score for each separate foreign language to be paid the \$50.00 flat rate per month for each foreign language competency.
- 5) Compensation will remain in effect only as long as such services are needed for the assignment or until the special project is completed.
- 6) A paid temporary absence of the employee which does not exceed 60 calendar days shall not affect the employee's entitlement to the bilingual pay. If the employee is absent more than 60 calendar days the additional compensation shall be suspended during such absence.

Any employee deemed qualified to receive the bilingual pay under the former MOU of April 1, 2023 to June 30, 2025 will continue to be deemed qualified in that foreign language and is not subject to criteria for section "B. Selection of employees entitled to bilingual pay" described above. All employees receiving bilingual pay are subject to criteria described in Sections "A. There is a need for bilingual skills" and "C. Rules governing bilingual pay" described above.

WORK FROM HOME POLICY

The Library recognizes that working from home in some positions (but not all positions) can provide a valuable work/life balance and flexibility during the workweek. If an employee's job duties can sometimes allow for assignments that do not require a physical presence at the Library on all days of the normal workweek, the benefit of working from home one day a week may be available under certain circumstances. It is understood, however, that this option of working from home is a privilege that comes with certain responsibilities and requires the acknowledgement of certain policies to assure daily operations and services can be delivered seamlessly and safely for staff, patrons, and the Library.

WFH is neither a right nor guaranteed. A supervisor may require a staff member, regardless of tenure, to be current on their work obligations and deadlines before granting an employee's request to work from home. In addition, all staff should recognize that if the Library has an operational or staff coverage need that requires them to be on site, WFH will not be allowed.

While some special circumstances may present the need for a policy modification with approval from the Executive Director, the criteria and acknowledgements set forth must be present to work from home:

1. An employee may request approval to work from home to their immediate supervisor, stating the day of the week of their preference. The request to WFH must be approved by the employee's immediate supervisor. The immediate supervisor will make best efforts to work with the employee to select a mutually agreeable schedule. However, the immediate supervisor will have final authority to determine the schedule for WFH in keeping with departmental and Library operational needs.
2. Supervisors are authorized to suspend or terminate a WFH schedule for their staff member if operational needs or shift coverage necessitate such a suspension or termination, or the

employee no longer meets the criteria to be eligible for WFH. Managers are expected to assess Library needs and suspend their own WFH days without waiting for their supervisors to request a suspension.

3. The WFH schedule is limited to one day a week and should be scheduled on a Tuesday, Wednesday, or Thursday for employees who work a regular shift from Monday through Friday. For employees who work on Saturdays, the WFH schedule is limited to one day a week and should be scheduled on a Wednesday, Thursday, or Friday.
4. In special circumstances or emergencies, and with prior approval from a supervisor, an employee may deviate from their regular WFH schedule and take a WFH day on any other day of the week. It is understood that this flexibility in scheduling will be afforded only on a limited basis to accommodate either a special request of the employee or meet the coverage needs of the Library. The necessity to deviate from a different WFH schedule is within the discretion of the immediate supervisor and approval can be withdrawn at any time by the supervisor.
5. Employees approved for remote work are expected to maintain their regular work hours and availability as agreed upon with their immediate supervisor. All changes to this schedule must be approved in advance.
6. Regular communication is essential. The WFH day generally requires the employee to be available by phone or online during the entire shift and employees are expected to respond to email or phone communications promptly, generally within 30 minutes. If the employee is scheduled to be engaged in another work related meeting or activity and cannot respond promptly to communications promptly during such time, the employee is expected to notify their supervisor in advance if possible. If the employee is unexpectedly unavailable due to a work related meeting or activity, the employee should make best efforts to make contact with those requesting a response as soon as it is reasonable. Teams are encouraged to have regular

check-ins on a schedule set by the supervisor. Employees are expected to virtually participate in team meetings scheduled on their WFH days.

7. To be eligible for WFH, an employee must meet the following conditions:

- a. The employee has successfully completed their introductory period;
- b. The employee has been assigned projects or regular tasks that can be done off site, and these projects or tasks are comprehensive in scope to devote a full shift of one day;
- c. The employee acknowledges and accepts, as a general rule, the Library does not provide Library owned laptops, cell phones, computers, or other devices to employees who wish to WFH;
- d. The employee is willing to use personal devices such as their cell phone, laptop, home computer, and WiFi access to WFH and it is the employee's responsibility to ensure a secure and effective work environment.
- e. The employee acknowledges and accepts the Library will not provide an allowance or pay for any utilities expense incurred to avail themselves of the privilege to WFH;
- f. The employee is willing to install the Library's VPN on all personal devices and personal computers which will be used to access Library's server during their scheduled WFH day;
- g. The employee is willing to shut off any personal VPN to access the Library's VPN during their shift for WFH activities and assignments;
- h. The employee is willing to follow best practice protocols for cyber security as recommended by the Library, including Multi-Factor Authentication for access to Library databases, protecting Library data by using secure networks, and following all data privacy protocols.
- i. The employee has demonstrated the ability to work independently without a high degree of oversight or supervision. Indicators of the ability to work independently include:

- 1) History of demonstrated punctuality in arriving to work, meetings, and other scheduled obligations
- 2) Completion of assignments on time
- 3) Familiarity and compliance with Library protocols including reporting absences, late arrivals, out sick reporting, and other regular reporting requirements
- 4) Regular and unsolicited production of updates and status reports, both voluntary and required
- 5) Prompt responses to calls or emails from supervisorial or management staff
- 6) Ability to work collaboratively with fellow team members and across departments and demonstrated initiative to be of help to fellow co-workers
- 7) Possesses a willingness to engage in WFH assignments and tasks during unexpected Library closures or emergencies when their supervisor requests such assistance in the interest of providing uninterrupted services or operations to meet Library or patron needs.

j. Work From Home Internet Access:

- 1) On a case-by-case basis, the Library may, depending on special circumstances and within budgetary capabilities, loan certain Library owned equipment to facilitate internet access for an employee to WFH. These case by case circumstances will need approval from the Executive Director and IT department.
- 2) In the event of an internet outage, employees are to notify their supervisor immediately and make alternate arrangements to complete their work, including returning to the Library to complete their shift or working with their supervisor on other assignments that do not require internet access.

Revised 8/6/2025

This policy is subject to review and may be modified to adapt to the changing needs of our workforce and organization. Employees are required to acknowledge that they have read, understood, and agree to comply with the above policy provisions.

Dated:_____

Employee Signature:_____

Employee Name (Please Print) _____

MEMORANDUM

DATE: August 27, 2025

TO: Board of Law Library Trustees

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

RE: Reference Statistics Update and Review and Approval of Proposed Changes to Quarterly Statistical Reporting

SUMMARY AND BACKGROUND

The Library's quarterly statistical updates provide quantitative means to measure the extent and value of the Library's service to our patrons. Currently, these statistics report the number of questions answered by staff in several different categories capturing medium and location of each reference question asked by patrons in the preceding quarter. Staff propose eliminating some defunct categories currently being reported, and expanding others to more accurately capture the impact of Reference service and the Library's collection.

Categories to eliminate:

- "Tuesday 6 pm to 8 pm – All Queries."
- "Global Law – Web Inquiries."

The Library experimented with Tuesday evening hours briefly before the pandemic but does not plan to revive this program in the near future. The Library now tracks overall Global Law questions rather than breaking this category down further by medium.

Categories to add:

- "Walk-ins sent from court"
- "Print requests – general"
- "Print requests – stacks and archive"
- "Books used onsite" (Circulation statistic)

Staff began tallying the number of in-person questions from patrons who self-identify as having been "sent over by the court," earlier this month (May 2025). Anecdotally, Reference staff noticed a large uptick in the number of patrons referred directly by the civil clerk, Self-Help Center, or other court personnel



after the Library reopened following the pandemic closure, a trend which has continued since. This statistic will provide one measure of the value of providing immediate, in-person service to such patrons, which the Library is able to do thanks to a convenient location in close proximity to the major downtown courthouses.

Staff also propose reporting statistics on referrals to print items. Reference staff began tallying the number of times they refer patrons to a print resource in mid-February 2025. Specifically, staff tally each time they refer a patron to: (1) *any* print resource in the Library, whether or not such resource is also available online or in electronic format (“Print requests – general”), and (2) a print resource available *only* in physical format from the Library’s vast print archive (“Print requests – stacks and archive”).

Staff believe the first sub-category will capture the continued use and value of print resources generally, which can provide convenient, intuitive means of understanding legal concepts, especially for self-represented patrons unfamiliar with electronic legal research tools. The second category, “stacks and archive” will provide a measure of the continued relevance of the Library’s vast collection of specialized, historical, and rare legal books, briefs and microfiche from the library stacks, the vast majority of which are not available anywhere in digital format.

Lastly, Circulation staff plan to begin collecting statistics on the number of books re-shelved in the Reading Room. This will provide an additional, more inclusive measure for “Books used onsite” by capturing instances of patrons who use print items without staff assistance.

NEW STATISTICS COLLECTED TO DATE

	Desk Inquiries	Print requests – general	Print requests – stacks and archive
February*	1,258	513	33
March	3,189	1,415	131
April	2,984	1,150	121

* Partial month, February 17 – 28.

“Desk Inquiries” is provided for context and sense of how many questions involve referrals to a print resource. However, a single print resource will often answer multiple inquiries. Patrons referred to print are also typically referred to appropriate online and electronic resources.

Staff will provide further statistics gathered after agenda posting at the meeting, including initial “Walk-ins sent from court” numbers for May.



CONCLUSION

With the Board's approval, staff will eliminate the defunct statistical categories and add the new statistical categories discussed above to the Library's quarterly statistical updates.



MEMORANDUM

DATE: August 27, 2025

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Presentation by Alpha Structural: Seismic Retrofit Analysis of LA Law Library

SUMMARY

The City of Los Angeles recently passed [Ordinance 183893](#) (See attached Exhibit A-Text of Ordinance), which requires the retrofit of pre-1978 wood-frame soft-story buildings and non-ductile concrete buildings. The goal of the mandatory retrofit programs, under the ordinance, is to reduce these structural deficiencies and improve the performance of these buildings during earthquakes. Without proper strengthening, these vulnerable buildings may be subjected to structural failure during and/or after an earthquake.

Any concrete building, as defined in the retrofit ordinance, and built pursuant to a permit application for a new building that was submitted before January 13, 1977 is subject to the retrofit ordinance whether the building has been identified by LADBS or not. Upon receipt of the Order to Comply, a property owner must abide by the following time limits:

- **PHASE ONE-Three (3) years:** Submit completed checklist for review to determine if the building is a non-ductile concrete building
- **PHASE TWO-Ten (10) years:** Submit proof of previous retrofit, or plans to retrofit or plans to demolish the building
- **PHASE THREE-Twenty-five (25) years:** Complete construction

The Library has not yet been served with the Order to Comply. However, in the interest of safety for the public and staff, the Library has determined it is important to be pro-active and has taken the first steps in seeking a seismic retrofit analysis.

On May 1, 2025 Staff retained the consulting services of Alpha Structural, Inc., an Earthquake and Structural Rehabilitation Contractor, to advise the Library through Phase One of the Order to Comply analysis. The cost to complete the checklist for review to determine if the building is a non-ductile concrete building was \$8660.00. Phase One was completed on June 4, 2025 and the Non-Ductile Concrete Building Checklist is attached in Exhibit A.



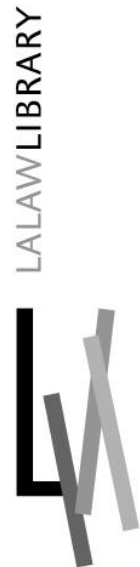
The Library is now poised to proceed with Phase Two which involves assessing whether retrofitting the building is feasible and submitting plans, or, in the alternative, whether demolition of the building will be necessary.

Representatives from Alpha Structural will provide the Trustees with a presentation of the steps in the Seismic Retrofit Analysis of the Library. Included in the presentation will be what is recommended insofar as proceeding with Phase Two of the analysis. Included in the attached Exhibit A is this consultant's Design/Bid/Build Proposal and Contract describing the scope of work for Phase Two at a contract price of \$384,806.00. The schedule of payments is as follows:

\$1000.00	Down Payment
\$76,000.00	Commence Engineering
\$76,000.00	Material Testing Program Issued
\$76,000.00	Seismic Analysis Complete
\$76,000.00	Rough Draft Complete
\$76,000.00	Plans Submitted
\$3,806.00	Plans RTI (Request for Technical Information)-Retrofit design plans such as drawings, structural engineering calculations, or specifications

RECOMMENDATION

Staff recommend that the Board approve moving forward with Phase Two and retain the work of Alpha Structural to perform the Phase Two analysis.





NON-DUCTILE CONCRETE BUILDING CHECKLIST



Order to Comply No./Reference No.: NOTICE NOT ISSUED

Order to comply date: _____

BUILDING DATA

Building Address: 301 W 1ST ST, LOS ANGELES, CA 90012 Date: 06/03/25

Building Name: LOS ANGELES LAW LIBRARY

Owner Name: L.A. COUNTY LAW LIBRARY

Email: MRANGEL@LALAWLIBRARY.COM Phone #: (213) 785-2521 , (213) 785-2521

Owner Address: 301 W 1ST ST, LOS ANGELES, CA 90012

Engineer's Name: ANWAR ALAM

Email: ANWAR@ALPHASTRUCTURAL.COM Phone #: (323) 537-7760

Engineer's Address: 8334 FOOTHILL BLVD. SUNLAND, CA 91040

Building Use: LIBRARY

Year Built: 1953 Original Design building Code: _____

No. of Stories: 4 Length (ft): 222 Width (ft): 223

Levels below grade: 2 (PARTIAL) Story Height: VARIES, (15.0 MAX, 7.5 MIN.) Total Height: 44.0 FT.

CONSTRUCTION DATA

Building designed to 1977 LABC (1976 UBC) or later building code: ☐ Yes ☒ No
(If yes, supporting documentation required to be provided with checklist)

Building elements supporting:
concrete floor or roof

<input checked="" type="checkbox"/> Structural Concrete Wall	<input checked="" type="checkbox"/> Concrete Column
<input type="checkbox"/> Unreinforced Masonry Wall	<input type="checkbox"/> Reinforced Masonry Wall
<input checked="" type="checkbox"/> Steel Columns	<input type="checkbox"/> Steel Columns encased in Concrete
<input type="checkbox"/> Other _____	

	Structural Concrete		Other
Type of Floor/Roof:	<input checked="" type="checkbox"/>	()
Roof Materials/Framing:	<input type="checkbox"/>	()
Intermediate Floors/Framing:	<input checked="" type="checkbox"/>	()
Ground Floor:	<input checked="" type="checkbox"/>	(Slab on grade)

Please complete information on page-2 and -3.

Previous Building Retrofit: Date: _____ City of Los Angeles Building Permit No.: _____

Standard Used: _____

Note: Substantiating documentation is required to be included with the checklist

LATERAL-FORCE-RESISTING SYSTEM

		Longitudinal (Long side of Building)	Transverse (Short side of Building)
Vertical Elements:	Shear Wall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Moment Resisting Frame	<input type="checkbox"/>	<input type="checkbox"/>
	Other	_____	_____
Diaphragms:	Concrete	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Other material	_____	

IRREGULARITIES

Identify irregularities of building:

<u>Horizontal Irregularities</u>	<u>Vertical Irregularities</u>
<input type="checkbox"/> Possible Torsional	<input checked="" type="checkbox"/> Possible Stiffness-Soft Story
<input type="checkbox"/> Possible Extreme Torsional	<input type="checkbox"/> Possible Stiffness-Extreme Soft Story
<input type="checkbox"/> Reentrant Corner	<input type="checkbox"/> Possible Weight (Mass)
<input type="checkbox"/> Diaphragm Discontinuity	<input type="checkbox"/> Possible Vertical Geometric
<input type="checkbox"/> Out-of-Plane Offset	<input type="checkbox"/> In-Plane Discontinuity in Vertical Lateral Force-Resisting element
<input type="checkbox"/> Nonparallel System	<input type="checkbox"/> Possible Discontinuity in Lateral Strength-Weak Story
	<input type="checkbox"/> Possible Discontinuity in Lateral Strength-Extreme Weak Story

If the building is determined to be a "**Non-Ductile Concrete Building**", within ten (10) years after service of the "order to comply", submit a detailed evaluation of the building documenting whether the building meets or exceeds the requirements set forth in Section 91.9508 of Ordinance No. 183,893. The evaluation shall include one of the following:

- Proof that the building was previously retrofitted in conformity with the provisions in either Chapter 85 or former Chapter 95 (Ordinance No. 171,260; No. 179,324; No. 172,592; and No. 182,850) of the Los Angeles Building Code; or
- Proof that the building was previously retrofitted in conformity with the engineering requirements of this provision; or
- A report consisting of a structural analysis that shows the building meets the engineering requirements of this provision; or

- (d) A report consisting of a structural analysis and detailed plans for the proposed structural alteration of the building to comply with the engineering requirements of this provision of Chapter-95 (Ordinance-183893); or
- (e) Plans for demolition of the building.

STATEMENT FROM ENGINEER OF RECORD

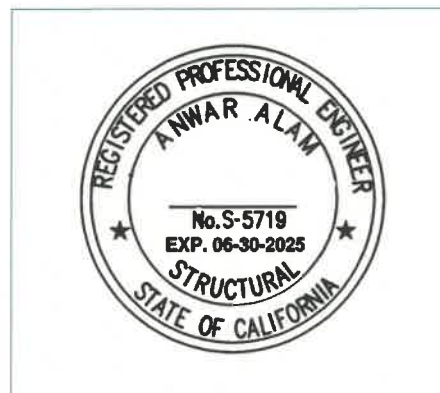
"I, ANWAR ALAM as the licensed Engineer/Architect for the completion of the
(Print Name)

LADBS Non-Ductile Building Checklist, have performed the necessary investigation of the building, have reviewed the available construction documents of the building, and have determined that the subject building **(IS)** (IS NOT) within the scope of LABC Chapter 95, Mandatory Earthquake Hazard Reduction in Existing Non-Ductile Concrete Building (Ordinance No. 183893, effective Nov. 22, 2015).

Signature: 

Seal:

Date: 06 / 04 / 2025



What information is needed to exempt affected building from Non-Ductile Concrete Ordinance:

- 1) Copy of Building Permit showing application for a new building was submitted to LADBS after January 13, 1977.
- 2) Copy of historical building plans showing building construction does not include concrete floors and/or roofs supported by concrete walls, concrete columns, or concrete frames with or without masonry infills or any combination thereof. Specific areas of the building construction will need to be verified by non-destructive testing or visual exposure and inspections made by LADBS to verify the building construction is consistent with the building plans. Within 3 years from the service date of the order to comply, a building permit application will need to be submitted to the structural plan check section along with all supporting documentations to verify information provided.
- 3) Where historical building plans are not available, schematic diagrams showing materials of construction may be used in lieu of historical building plans.

PURPOSE: The purpose of this form is to confirm that this building is within the scope of the ordinance.

DEPARTMENT USE ONLY	
REVIEWED BY:	RECEIVED DATE: ____/____/____

ORDINANCE NO. 183893

An ordinance amending Divisions 93 and 95 of Article I of Chapter IX of the Los Angeles Municipal Code to establish mandatory standards for earthquake hazard reduction in existing wood-frame buildings with soft, weak, or open-front walls and existing non-ductile concrete buildings, and amending Sections 152.02, 152.04, 152.05 and 152.08 of Article 2 of Chapter XV of the Los Angeles Municipal Code to grant authority to the Rental Adjustment Commission to modify Tenant Habitability Program requirements for purposes of implementing seismic retrofit mandates.

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

Section 1. Division 93 of Article 1 of Chapter IX of the Los Angeles Municipal Code is amended in its entirety to read as follows:

ARTICLE 1, DIVISION 93

**MANDATORY EARTHQUAKE HAZARD REDUCTION IN EXISTING WOOD-FRAME
BUILDINGS WITH SOFT, WEAK OR OPEN-FRONT WALLS**

SEC. 91.9301. PURPOSE.

The purpose of this division is to promote public welfare and safety by reducing the risk of death or injury that may result from the effects of earthquakes on existing wood-frame multi-story buildings with soft, weak or open front walls. In the Northridge Earthquake, many multi-story wood-frame buildings with tuck-under parking performed poorly and collapsed, causing the loss of human life, personal injury and property damage. It has been determined that the structural vulnerability of this building type is typically due to soft, weak or open front walls. This division creates minimum standards to mitigate hazards from these deficiencies. Adherence to these minimum standards will improve the performance of these buildings during earthquakes and reduce, but not necessarily prevent, the loss of life, injury or earthquake-related damage.

SEC. 91.9302. SCOPE.

The provisions of this division shall apply to all existing buildings of wood-frame construction, or wood-frame portions thereof, where:

1. A permit for construction of a new building was applied for before January 1, 1978, or, if no permit can be located, the structure is determined by the Department to have been built under building code standards enacted before January 1, 1978; and

2. The ground floor portion of the structure contains parking or other similar open floor space that causes soft, weak or open-front wall lines, and there exists one or more stories above.

EXCEPTIONS: This division shall not apply to any building containing three dwelling units or less if the building is used solely for residential purposes. Moreover, notwithstanding any provision of this Code, compliance with this division shall not require existing electrical, plumbing, mechanical or fire-safety systems to be altered to comply with existing code unless they constitute a hazard to life or property.

SEC. 91.9303. DEFINITIONS.

The following words and phrases, whenever used in this division, shall be construed as defined in this section. Words and phrases not defined here shall be construed as defined in Division 2 of this Code.

CRIPPLE WALL is a wood-framed stud wall extending from the top of the foundation wall to the underside of the lowest floor framing of the building.

DWELLING UNIT shall include any individual residential unit within either an R-1 or R-2 occupancy building, including a mixed-occupancy building when part of it is either an R-1 or R-2 occupancy. A dwelling unit shall include the area of a building that is occupied as a dwelling unit, whether the building is approved or unapproved for residential use.

GROUND FLOOR is any floor within the wood-frame portion of a building whose elevation is immediately accessible from an adjacent grade by vehicles or pedestrians. The ground floor portion of the structure does not include any floor that is completely below adjacent grades.

OPEN-FRONT WALL LINE is an exterior wall line, without vertical elements of the lateral force-resisting system, which requires tributary seismic forces to be resisted by diaphragm rotation or excessive cantilever beyond parallel lines of shear walls. Diaphragms that cantilever more than 25 percent of the distance between lines of lateral force resisting elements from which the diaphragm cantilevers shall be considered excessive. Exterior exit balconies of six feet or less in width shall not be considered excessive cantilevers.

QUALIFIED HISTORICAL BUILDING is any building designated or currently in the process of being designated as a "qualified historical building" as defined in Part 8, Title 24 of the California Code of Regulations.

RETROFIT is an improvement of the lateral force-resisting system by alteration of existing structural elements or addition of new structural elements.

SOFT WALL LINE is a wall line, the lateral stiffness of which is less than what is required by story drift limitations or deformation compatibility requirements of this division. In lieu of the engineering analysis required by this division to determine whether a wall line's lateral stiffness is less than the aforementioned story drift limitations or deformation compatibility requirements, a soft wall line may be defined as a wall line in a story where the wall stiffness is less than 70 percent of the stiffness of the exterior wall above for the direction under consideration.

STORY is as defined in this Code, but includes any basement or underfloor space of a building with cripple walls exceeding four feet in height.

STORY STRENGTH is the total strength of all seismic-resisting elements sharing the same story shear in the direction under consideration.

WALL LINE is any length of a wall along a principal axis of the building used to provide resistance to lateral loads.

WEAK WALL LINE is a wall line at the ground floor where the wall strength is less than 80 percent of the strength of the wall above in the direction under consideration.

SEC. 91.9304. PRIORITY DESIGNATIONS.

The Department shall prioritize its enforcement of this division as follows:

- Priority I. Buildings containing 16 or more dwelling units.
- Priority II. Buildings with three stories or more, containing fewer than 16 dwelling units.
- Priority III. Buildings not falling within the definition of Priority I or II.

SEC. 91.9305. COMPLIANCE REQUIREMENTS.

91.9305.1. General. The owner of each building within the scope of this division shall cause a structural analysis to be made of the building by a civil or structural engineer or architect licensed by the state of California, and if the building does not meet the minimum earthquake standards specified in this division, the owner shall cause the building to be structurally altered to conform to such standards or, at the owner's option, cause it to be demolished within the time limits stated in Section 91.9305.2.

91.9305.2. Time Limits for Compliance. The owner of a building within the scope of this division shall comply with its requirements within the following time limits:

1. Within one (1) year after service of the order described in Section 91.9306, submit to the Department for review and approval:

a. A structural analysis and plans which shall demonstrate the building, as is, meets or exceeds the requirements set forth in Section 91.9309; or

b. A structural analysis and plans which shall demonstrate that the proposed structural alteration of the building meets or exceeds the requirements set forth in Section 91.9309; or

c. Plans for the demolition of the building.

2. Within two (2) years after service of the order, obtain all necessary permits for rehabilitation or demolition.

3. Within seven (7) years after service of the order, complete construction or demolition work under all necessary permits.

Time limits for compliance shall be based on the service date of the original order from the Department. Transfer of title shall not change compliance dates.

SEC. 91.9306. ADMINISTRATION.

91.9306.1. Issuance of Order. When the Department determines that a building is within the scope of this division, the Department shall issue an order as described in Section 91.9306.4 to the owner of the building.

91.9306.2. Service of Order. The Department shall serve the order in writing, either personally or by certified or registered mail, upon the owner as shown on the last equalized assessment roll. Service by mail shall be deemed complete at the time of deposit in the post office. Proof of giving notice may be made by an affidavit of an employee of the City that shows service in conformity with this division.

91.9306.3. Failure to Receive Order. Failure of the owner to receive an order shall not relieve the owner of any obligation to comply with this division.

91.9306.4. Contents of Order. The order shall specify that the building has been determined by the Department to be within the scope of this division and, therefore, is required to meet the minimum seismic standards described in Section 91.9309. The order shall specify the priority designation of the building and shall be accompanied by a copy of Section 91.9305, which sets forth the owner's alternatives and time limits for compliance.

91.9306.5. Appeal from Order. The owner of any building subject to this division may appeal the Department's initial determination that the building is within the scope of this division to the Board of Building and Safety Commissioners. Such appeal shall be filed with the Board within 60 days from the service date of the order. Any such appeal shall be decided by the Board no later than 60 days after the date that the appeal is

filed. Such appeal shall be made in writing upon appropriate forms provided by the Department, and the grounds of the appeal shall be stated clearly and concisely. Each appeal shall be accompanied by a filing fee as set forth in Table No. 4-A of Division 4 of Article 8 of Chapter IX of the Los Angeles Municipal Code.

Requests for slight modifications from any other determinations, orders or actions by the Department pursuant to this division shall be made in accordance with the procedures established in Section 98.0403.2 of the Los Angeles Municipal Code.

91.9306.6. Recordation. At the time that the Department serves the order described in this section, the Department shall file with the Office of the County Recorder a certificate stating that the subject building has been determined to be within the scope of this division, and that it has been ordered to be structurally analyzed and structurally altered or demolished (if the owner so decides), pursuant to Section 91.9305.2, if the Department determines that it does not conform to the minimum design standards of this division.

The Department shall file with the Office of the County Recorder a certificate terminating the above recorded status of the subject building if the building is thereafter demolished by owner pursuant to Section 91.9305.2, found not to be within the scope of this division, or is determined to be structurally capable of resisting minimum seismic forces as a result of structural alterations or analysis required by this division.

SEC. 91.9307. OCCUPANT AND TENANT ADVISORY.

91.9307.1. Notification to Tenants and Occupants. When the Department determines that a building falls within the scope of this division, the owner shall advise all current and prospective residential and non-residential tenants, subtenants, lessees, sublessees, or any other person(s) entitled to the use and/or occupancy of the building of such determination. With respect to current and prospective residential tenants, subtenants, lessees, sublessees, or other person(s) entitled to the use and/or occupancy of the building, the property owner shall advise such persons of the Department's determination in a method and written format approved and promulgated by the Los Angeles Housing and Community Investment Department. With respect to current and prospective non-residential tenants, subtenants, lessees, sublessees, or other person(s) entitled to the use and/or occupancy of the building, the owner shall advise such persons of the Department's determination in a method and written format approved and promulgated by the Department.

91.9307.2. Tenant Habitability Plan. If required by the Rent Stabilization Ordinance, the property owner shall be required to submit to the Los Angeles Housing and Community Investment Department a Tenant Habitability Plan pursuant to Article 2, Chapter XV of the Los Angeles Municipal Code (L.A.M.C. Section 152.03B). If, upon review of the Tenant Habitability Plan, it is determined by the Los Angeles Housing and Community Investment Department that work required under this division affects the tenantability of any building or residential unit as defined in California Civil Code Section

1941.1, the owner shall be required to pay relocation benefits pursuant to Article 1, Chapter XV of the Los Angeles Municipal Code (L.A.M.C. Section 151.09G) to any tenant, subtenant, lessee, sublessee, or other person(s) entitled to the use and/or occupancy of the building that is affected by the untenable conditions or displaced from the residential unit. However, the mere undertaking and completion of work performed by the owner pursuant to this division shall not, in and of itself, result in any building or residential unit being deemed untenable or uninhabitable as defined in California Civil Code Section 1941.1.

SEC. 91.9308. HISTORICAL BULDINGS.

Qualified historical buildings shall comply with requirements of the California Historical Building Code established under Part 8, Title 24 of the California Code of Regulations.

SEC. 91.9309. ENGINEERING ANALYSIS.

91.9309.1. Scope of Analysis. This division requires the alteration, repair, replacement or addition of structural elements and their connections to meet the strength and stiffness in conformance with this Code except as modified herein. The lateral-load-path analysis shall include the resisting elements and connections from the wood diaphragm immediately above any soft, weak or open wall lines to the foundation. Stories above the weak wall line shall be considered in the analysis but need not be modified.

91.9309.2. Design Base Shear and Design Parameters. The design force in a given direction shall be 75% of the design base shear specified in the seismic provision of ASCE 7.

91.9309.3. Lateral Vertical Systems. Strengthening systems with concrete walls or masonry walls, or steel braced frames shall be not be permitted.

91.9309.4. Horizontal Structural Irregularities in Buildings with Three or More Stories. Structures with three or more stories having horizontal structural irregularities of either type 2, 3, 4, or 5 listed in ASCE 7, "Horizontal Structural Irregularities" Table, shall be altered to meet the additional requirements of those sections referenced in the table for the entire story with weak or open wall lines.

91.9309.5. Alternate Analysis, Base Shear and Design Parameters. Pursuant to Section 91.104.2.6, the Department may approve alternate design methodologies that improve the whole first story seismic performance that are at least equivalent to those prescribed by this division and that achieve the life safety objectives established by this division.

91.9309.6. Additional Anchorage Requirements for Buildings on Hillsides. Where any portion of a building within the scope of this division is constructed on or into a

slope steeper than one unit vertical in three units horizontal (33-percent slope), the lateral-force-resisting system, at and below the base level diaphragm, shall also be analyzed for the effects of concentrated lateral loads caused at the building base from the hillside conditions and comply with the provisions of Chapter 94 of the Los Angeles Building Code.

91.9309.7. Story Drift Limitations. The calculated story drift for each retrofitted story shall not exceed the allowable deformation compatible with all vertical load-resisting elements and 0.025 times the story height. The calculated story drift shall not be reduced by the effects of horizontal diaphragm stiffness, but shall be increased when these effects produce rotation. Drift calculations shall be in accordance with ASCE 7 requirements.

91.9309.8. Pole Structures. The effects of rotation and soil stiffness shall be included in the calculated story drift where lateral loads are resisted by vertical elements whose required depth of embedment is determined by pole formulas. The coefficient of subgrade reaction used in deflection calculations shall be based on an approved geotechnical investigation conducted in accordance with approved geotechnical engineering reports.

91.9309.9. P-Delta Effect. The requirements of the Los Angeles Building Code shall apply, except as modified herein. All structural framing elements and their connections not required by the design to be part of the lateral force resisting system shall be designed and detailed to be adequate to maintain support of design dead plus live loads when subject to the expected deformations caused by seismic forces. The stress analysis of cantilever columns shall use an effective length factor of 2.1 for the direction normal to the axis of the beam.

91.9309.10. Ties, Continuity and Collectors. All parts of the structure included in the scope of analysis shall be interconnected and the connection shall be capable of resisting the seismic force created by the parts being connected as required per the Los Angeles Building Code.

SEC. 91.9310. INFORMATION REQUIRED ON PLANS.

91.9310.1. General. For existing and new construction, the plans and specifications shall be of sufficient clarity to indicate the nature, design methodology, and extent of the proposed work and to show in detail that it will conform to the provisions of this division and the Los Angeles Building Code.

91.9310.2. Engineer's or Architect's Statement. The responsible engineer or architect shall provide the following statements on the approved plans:

1. I am responsible for designing this building's seismic strengthening in compliance with the minimum standards of the Mandatory Earthquake Hazard

Reduction In Existing Wood-Frame Buildings with Soft, Weak or Open-Front Walls (Ordinance No. _____).”

SEC. 91.9311. VIOLATION/PENALTY.

Notwithstanding any other provision of this Code to the contrary, it shall be unlawful for any person, firm or corporation to maintain, use or occupy any building within the scope of this division that fails to meet the minimum earthquake standards specified in this division after receiving an order described in Section 91.9306.

Any person who violates or causes or permits another person to violate this division is guilty of a misdemeanor, and shall be subject to prosecution and/or administrative enforcement under the Los Angeles Municipal Code. For purposes of this paragraph, “any person” includes an owner, lessor, sublessor, manager or person in control of a building subject to this division. This term shall not include any person who is merely a tenant or other individual occupying any dwelling unit, efficiency dwelling unit, guest room or suite in a building. The legal owner of a building is that person, firm, corporation, partnership or other entity whose name or title appears on the record with the Office of the County Recorder, as well as all successors or assignees of these persons.

EXCEPTION: This section shall not apply to any building on which work is proceeding in compliance with the time limits set forth in this division, or in compliance with any extensions of time granted by the Department or the Board; or any action, order or determination made by the Department or the Board in the implementation of this division.

SEC. 91.9312. SEVERABILITY.

If any subsection, sentence, clause or phrase of this article is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction or by reason of any preemptive legislation, such decision or legislation shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have adopted this section, and each and every subsection, sentence, clause and phrase thereof not declared invalid or unconstitutional, without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

Sec. 2. Division 95 of Article 1 of Chapter IX of the Los Angeles Municipal Code is amended in its entirety to read as follows:

ARTICLE 1, DIVISION 95

MANDATORY EARTHQUAKE HAZARD REDUCTION IN EXISTING NON-DUCTILE CONCRETE BUILDINGS

SEC. 91.9501. PURPOSE.

The purpose of this division is to promote the public welfare and safety by reducing the risk of death or injury that may result from the effects of earthquakes on existing concrete buildings. In the Northridge Earthquake, many concrete buildings constructed prior to the 1976 Los Angeles City Building Code provisions performed poorly and collapsed, causing loss of human life, personal injury and property damage. Similar loss of life, injury and property damage occurred in the Great Hanshin Earthquake, Mexico City Earthquake, and Christchurch New Zealand Earthquake due to the outdated building codes in those communities. The poor performance of these older concrete buildings is typically due to deficiencies in the lateral force resisting system (beams, columns and joints) that render the building incapable of sustaining gravity loads when the building is subjected to earthquake-induced lateral displacements. This division creates minimum standards to mitigate hazards from these structural deficiencies. Adherence to these minimum standards will improve the performance of these buildings during earthquakes and reduce, but not necessarily prevent, the loss of life, injury or earthquake-related damage.

SEC. 91.9502. SCOPE.

The provisions of this division shall apply to any existing concrete building built pursuant to a permit application for a new building that was submitted before January 13, 1977, or, if no permit can be located, the structure is determined by the Department to have been built under building code standards enacted before January 13, 1977.

EXCEPTIONS: This division shall not apply to detached single-family dwellings or detached duplexes. Moreover, notwithstanding any provision of this Code, compliance with this division shall not require existing electrical, plumbing, mechanical or fire-safety systems to be altered to comply with existing code unless they constitute a hazard to life or property.

SEC. 91.9503. DEFINITIONS.

The following words and phrases, whenever used in this division, shall be construed as defined in this section. Words and phrases not defined here shall be construed as defined in Division 2 of this Code.

CONCRETE BUILDING is a building having concrete floors and/or roofs, either with or without beams, supported by concrete walls and/or concrete columns, and/or concrete frames with or without masonry infills, or any combination thereof.

DUPLEX is a building containing only two single-family dwelling units.

DWELLING UNIT shall include any individual residential unit within either an R-1 or R-2 occupancy building, including a mixed-occupancy building when part of it is either an R-1 or R-2 occupancy. A dwelling unit shall include the area of a building that is occupied as a dwelling unit, whether the building is approved or unapproved for residential use.

QUALIFIED HISTORICAL BUILDING is any building designated or currently in the process of being designated as a "qualified historical building" as defined in Part 8, Title 24 of the California Code of Regulations.

MASONRY INFILL is the unreinforced or reinforced masonry wall construction within a reinforced concrete frame.

RETROFIT is an improvement of the lateral force-resisting system by alteration of existing structural elements or addition of new structural elements.

SINGLE-FAMILY DWELLING is any building with one dwelling unit which contains living facilities, including provisions for sleeping, eating, cooking and sanitation, as required by this Code.

SEC. 91.9504. COMPLIANCE REQUIREMENTS.

91.9504.1. General. The owner of each building within the scope of this division shall cause a structural analysis to be made of the building by a civil or structural engineer or architect licensed by the state of California, and if the building does not meet the minimum engineering standards specified in this division, the owner shall cause the building to be structurally altered to conform to such standards or, at the owner's option, cause it to be demolished within the time limits stated in Section 91.9504.2.

91.9504.2. Time Limits for Compliance. The owner of a building within the scope of this division shall comply with its requirements by completing the following actions within the time limits stated below:

1. Within three (3) years after service of the order described in Section 91.9505, submit on the form provided by the Department a completed checklist for the Department to review and approve.
2. If the building is determined to be a non-ductile concrete building pursuant to Subdivision (1), within ten (10) years after service of the order,

submit a detailed evaluation of the building documenting whether the building meets or exceeds the requirements set forth in Section 91.9508. The evaluation shall include one of the following:

- (a) Proof that the building was previously retrofitted in conformity with the provisions in either Chapter 85 or former Chapter 95 (Ordinance No. 171,260; No. 179,324; No. 172,592; and No. 182,850) of the Los Angeles Building Code; or
- (b) Proof that the building was previously retrofitted in conformity with the engineering requirements of this division; or
- (c) A report consisting of a structural analysis that shows the building meets the engineering requirements of this division; or
- (d) A report consisting of a structural analysis and plans for the proposed structural alteration of the building to comply with the engineering requirements of this division; or
- (e) Plans for demolition of the building.

3. Within twenty-five (25) years after service of the order, complete all necessary demolition or retrofit work on the building.

Time limits for compliance shall be based on the service date of the original order from the Department. Transfer of title shall not change compliance dates.

SEC. 91.9505. ADMINISTRATION.

91.9505.1. Issuance of Order. When the Department determines that a building is within the scope of this division, the Department shall issue an order to the owner as described in Sections 91.9505.2 and 91.9505.4.

91.9505.2. Service of Order. The Department shall serve the order in writing, either personally or by certified or registered mail, upon the owner as shown on the last equalized assessment roll. Service by mail shall be deemed complete at the time of deposit in the post office. Proof of giving notice may be made by an affidavit of an employee of the City that shows service in conformity with this division.

91.9505.3. Failure to Receive Order. Failure of the owner to receive an order shall not relieve the owner of any obligation to comply with the provisions of this division.

91.9505.4. Contents of Order. The order shall specify that the building has been determined by the Department to be within the scope of this division and, therefore, is required to meet the minimum seismic standards described in Section 91.9508. The

order shall be accompanied by a copy of Section 91.9504, which sets forth the owner's alternatives and time limits for compliance.

91.9505.5. Appeal from Order. The owner of any building subject to this division may appeal the Department's initial determination that the building is within the scope of this division to the Board of Building and Safety Commissioners. Such appeal shall be filed with the Board within 60 days from the service date of the order. Any such appeal shall be decided by the Board no later than 60 days after the date that the appeal is filed. Such appeal shall be made in writing upon appropriate forms provided by the Department, and the grounds of the appeal shall be stated clearly and concisely. Each appeal shall be accompanied by a filing fee as set forth in Table No. 4-A of Division 4 of Article 8 of Chapter IX of the Los Angeles Municipal Code.

Requests for slight modifications from any other determinations, orders or actions by the Department pursuant to this division shall be made in accordance with the procedures established in Section 98.0403.2 of the Los Angeles Municipal Code.

91.9505.6. Recordation. At the time that the Department serves the order described in Section 91.9505.1, the Department shall file with the Office of the County Recorder a certificate stating that the subject building has been determined to be within the scope of this division, and that it has been ordered to be structurally analyzed and structurally altered or demolished (if the owner so decides), pursuant to Section 91.9504.2, if the Department determines that it does not conform to the minimum design standards of this division.

The Department shall file with the Office of the County Recorder a certificate terminating the above recorded status of the subject building if the building is thereafter demolished by owner pursuant to Section 91.9504.2, found not to be within the scope of this division, or is determined to be structurally capable of resisting minimum seismic forces as a result of structural alterations or analysis required by this division.

SEC. 91.9506. OCCUPANT AND TENANT ADVISORY.

91.9506.1. Notification to Tenants and Occupants. When the Department determines that a building falls within the scope of this division, the owner shall advise all current and prospective residential and non-residential tenants, subtenants, lessees, sublessees, or any other person(s) entitled to the use and/or occupancy of the building of such determination. With respect to current and prospective residential tenants, subtenants, lessees, sublessees, or other person(s) entitled to the use and/or occupancy of the building, the property owner shall advise such persons of the Department's determination in a method and written format approved and promulgated by the Los Angeles Housing and Community Investment Department. With respect to current and prospective non-residential tenants, subtenants, lessees, sublessees, or other person(s) entitled to the use and/or occupancy of the building, the owner shall

advise such persons of the Department's determination in a method and written format approved and promulgated by the Department.

91.9506.2. Tenant Habitability Plan. If required by the Rent Stabilization Ordinance, the property owner shall be required to submit to the Los Angeles Housing and Community Investment Department a Tenant Habitability Plan pursuant to Article 2, Chapter XV of the Los Angeles Municipal Code (L.A.M.C. Section 152.03B). If, upon review of the Tenant Habitability Plan, it is determined by the Los Angeles Housing and Community Investment Department that work required under this division affects the tenantability of any building or residential unit as defined in California Civil Code Section 1941.1, the owner shall be required to pay relocation benefits pursuant to Article 1, Chapter XV of the Los Angeles Municipal Code (L.A.M.C. Section 151.09G) to any tenant, subtenant, lessee, sublessee, or other person(s) entitled to the use and/or occupancy of the building that is affected by the untenable conditions or displaced from the residential unit. However, the mere undertaking and completion of work performed by the owner pursuant to this division shall not, in and of itself, result in any building or residential unit being deemed untenable or uninhabitable as defined in California Civil Code Section 1941.1.

SEC. 91.9507. HISTORICAL BUILDINGS.

Qualified historical buildings shall comply with requirements of the California Historical Building Code established under Part 8, Title 24 of the California Code of Regulations.

SEC. 91.9508. ENGINEERING ANALYSIS.

91.9508.1. Scope of Analysis. This division requires the alteration, repair, replacement or addition of structural elements and their connections to meet the following requirements in this section.

91.9508.2. Building Structural Analysis, Design and Evaluation. The building shall meet one of the following criteria:

1. Strength of the lateral-force resisting system shall meet or exceed seventy-five percent (75%) of the base shear specified in the current Los Angeles Building Code seismic provisions. Elements not designated to be part of the lateral-force resisting system shall be adequate for gravity load effects and seismic displacement due to the full (100%) of the design story drift specified in the current Los Angeles Building Code seismic provisions.

2. Meet or exceed the requirements specified for "Basic Safety Objectives" using ground motions and procedures established by the Department based on ASCE 41.

3. Pursuant to Section 91.104.2.6, other methods approved by the Department deemed to be equivalent to the standards set forth in Subdivisions 1 and 2 of this subsection.

SEC. 91.9509. INFORMATION REQUIRED ON PLANS.

91.9509.1. General. For existing and new construction, the plans and specifications shall be of sufficient clarity to indicate the nature and extent of the proposed work and to show in detail that it will conform to the provisions of this division and the Los Angeles Building Code.

91.9509.2. Engineer's or Architect's Statement. The responsible engineer or architect shall provide the following statements on the approved plans:

1. "I am responsible for designing this building's seismic strengthening in compliance with the minimum standards of Chapter 95 of the Los Angeles Building Code using the design criteria of (75% of ASCE 7 or ASCE 41)."

and when applicable:

2. "The Registered Deputy Inspector, required as a condition of the use of structural design stresses requiring continuous inspection, will be responsible to me as required by Section 1704 of the Los Angeles Building Code."

3. "Structural Observation will be performed in accordance with the current Los Angeles Building Code."

SEC. 91.9510. VIOLATION/PENALTY.

Notwithstanding any other provision of this Code to the contrary, it shall be unlawful for any person, firm, or corporation to maintain, use, or occupy any building within the scope of this division that fails to meet the minimum earthquake standards specified in this division after receiving an order described in Section 91.9505.

Any person who violates or causes or permits another person to violate this division is guilty of a misdemeanor, and shall be subject to prosecution and/or administrative enforcement under the Los Angeles Municipal Code. For purposes of this paragraph, "any person" includes an owner, lessor, sublessor, manager or person in control of a building subject to this division. This term shall not include any person who is merely a tenant or other individual occupying any dwelling unit, efficiency dwelling unit, guest room or suite in a building. The legal owner of a building is that person, firm, corporation, partnership or other entity whose name or title appears on the record with the Office of the County Recorder, as well as all successors or assignees of these persons.

EXCEPTION: This section shall not apply to any building on which work is proceeding in compliance with the time limits set forth in this division, or in compliance with any extensions of time granted by the Department or the Board; or any action, order or determination made by the Department or the Board in the implementation of this division.

SEC. 91.9511. SEVERABILITY.

If any subsection, sentence, clause or phrase of this article is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction or by reason of any preemptive legislation, such decision or legislation shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have adopted this section, and each and every subsection, sentence, clause and phrase thereof not declared invalid or unconstitutional, without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

Sec. 3. Section 152.02 of Article 2 of Chapter XV of the Los Angeles Municipal Code is amended to read as follows:

SEC. 152.02. DEFINITIONS.

Notice of Primary Renovation Work. Written notice, served by the landlord upon a tenant or tenant household at least 60 days, or as otherwise modified pursuant to Section 152.04, prior to the commencement of any Primary Renovation Work or Related Work and using a form established by the Department, advising the tenant of forthcoming Primary Renovation Work and Related Work, the impact of such work on the tenant, and measures the landlord will take to mitigate the impact on the tenant.

Sec. 4. A second paragraph is added to Section 152.04 of Article 2 of Chapter XV of the Los Angeles Municipal Code to read as follows:

For purposes of the Mandatory Earthquake Reduction requirements in LAMC Sections 91.9301, et seq., and 91.9501, et seq., and as authorized by Section 152.08 of this article, the Commission shall have the authority by regulation to modify the service and notice requirements.

Sec. 5. Subsection A to Section 152.05 of Article 2 of Chapter XV of the Los Angeles Municipal Code is amended and Subsection D is added to read as follows:

A. If the Primary Renovation Work and any Related Work will impact the **tenantability** of a rental unit for 30 days or more, any tenant affected by the Primary Renovation Work and Related Work shall have the option to voluntarily terminate the tenancy in exchange for permanent relocation assistance pursuant to Section 151.09G of this Code and the return of any security deposit that cannot be retained by the landlord under applicable law. If the Primary Renovation Work and Related Work continues for 30 days longer than the projected completion date set forth in the later of

either the Tenant Habitability Plan or any modifications thereto accepted by the Department, the tenant's option to accept permanent relocation assistance shall be renewed.

D. For purposes of the Mandatory Earthquake Reduction requirements in LAMC Sections 91.9301, et seq., and 91.9501, et seq., and as authorized by Section 152.08 of this article, the Commission shall have the authority by regulation to extend the time provisions by up to the maximum of an additional 180 days.

Sec. 6. Section 152.08 of Article 2 of Chapter XV of the Los Angeles Municipal Code is amended to read as follows:

SEC. 152.08. AUTHORITY OF COMMISSION TO REGULATE.

A. The Commission shall be responsible for carrying out the provisions of this article and shall have the authority to issue orders and promulgate policies, rules and regulations to effectuate the purposes of this article. All such rules and regulations shall be published once in a daily newspaper of general circulation in the City of Los Angeles, and shall take effect upon such publication. The Commission may make such studies and investigations, conduct such hearings, and obtain such information as it deems necessary to promulgate, administer and enforce any regulation, rule or order adopted pursuant to this article.

B. In order to provide sufficient time for owners to comply with the Mandatory Earthquake Hazard Reduction requirements in LAMC Sections 91.9301, et seq., and 91.9501, et seq., the Commission may do the following:

1. Modify the service and notice requirements set forth in Section 152.04 this article; and/or

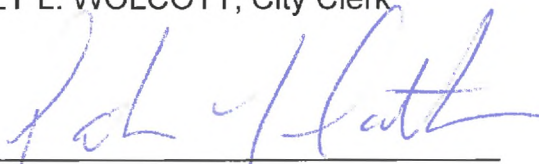
2. Grant, upon request by owner, an extension of up to 180 days beyond the original project completion date without triggering the permanent relocation assistance requirements set forth at Section 151.09G of this Code. Prior to granting an owner's request to extend project completion dates, the Commission shall notify the Department of Building and Safety of the request. If work performed pursuant to Mandatory Earthquake Hazard Reduction Requirements is not completed by the original project completion date or by a subsequent date authorized by RAC, any tenant, subtenant, lessee, sublessee, or other person(s) entitled to use and/or occupy the building or residential unit affected by such work shall have the option to voluntarily terminate the tenancy in exchange for permanent relocation assistance, pursuant to Section 151.09G, and the return of any security deposit that cannot be retained by the owner under applicable law.

C. Before modifying service and notice requirements and/or granting time extensions under its authority in subparagraph B of this section, the Commission shall find that the modifications and/or time extensions are necessary to carry out the purpose of the Mandatory Earthquake Hazard Reduction requirements of this Code.


Sec. 7. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

I hereby certify that this ordinance was passed by the Council of the City of Los Angeles, at its meeting of OCT 09 2015.

HOLLY L. WOLCOTT, City Clerk

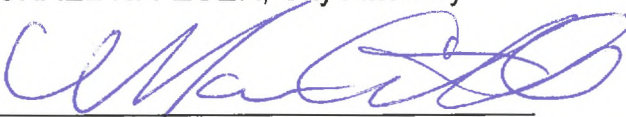
By 
Deputy

Approved 09 OCT 2015


Mayor

Approved as to Form and Legality

MICHAEL N. FEUER, City Attorney

By 
MONICA D. CASTILLO
Deputy City Attorney

Date 10-8-15

File No. CF 14-1697-S1

DECLARATION OF POSTING ORDINANCE

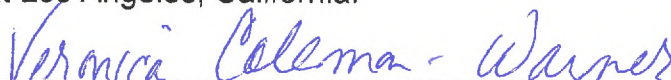
I, VERONICA COLEMAN-WARNER, state as follows: I am, and was at all times hereinafter mentioned, a resident of the State of California, over the age of eighteen years, and a Deputy City Clerk of the City of Los Angeles, California.

Ordinance No.183893 – Amending Division 93 and 95 of Article I of Chapter IX of the LAMC to establish mandatory standards for earthquake hazard reduction in existing wood-frame buildings with soft, weak, or open-front walls and existing non-ductile concrete buildings, and amending Sections 152.02, 152.04, 152.05 and 152.08 of Article 2 of Chapter XV of the LAMC to grant authority to the Rental Adjustment Commission to modify Tenant Habitability Program requirements for purposes of implementing seismic retrofit mandates - a copy of which is hereto attached, was finally adopted by the Los Angeles City Council on October 9, 2015, and under the direction of said City Council and the City Clerk, pursuant to Section 251 of the Charter of the City of Los Angeles and Ordinance No. 172959, on October 13, 2015 I posted a true copy of said ordinance at each of the three public places located in the City of Los Angeles, California, as follows: 1) one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; 2) one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; 3) one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

Copies of said ordinance were posted conspicuously beginning on October 13, 2015 and will be continuously posted for ten or more days.

I declare under penalty of perjury that the foregoing is true and correct.

Signed this 13th day of October, 2015 at Los Angeles, California.


Veronica Coleman-Warner, Deputy City Clerk

Ordinance Effective Date: November 22, 2015

Council File No. 14-1697-S1

LA LAW LIBRARY
BOARD OF TRUSTEES MEETING
AUGUST 27, 2025
ATTACHMENTS FOR EXECUTIVE
DIRECTOR SUMMARY

LA Conservancy Website-Featuring LA Law Library

[Los Angeles County Law Library - LA Conservancy](#)

Letters of Support for Nomination to the National
Register of Historical Places:

LA Conservancy

Sarah Martin, LA Law Librarian, Global Law/Language Access



Los Angeles County Law Library

PLACE

Los Angeles County Law Library

The largest public law library on the West Coast, the L.A. County Law Library is a historic resource within the Civic Center Historic District.

Active

Support the L.A. County Law Library's designation to the National Register of Historic Places on August 8th



Place Details

ADDRESS

301 West 3rd Street,
Los Angeles, California 90013

[Get directions](#)

PHONE NUMBER

[\(213\) 785-2529](tel:(213)785-2529)

WEBSITE

- www.lalawlibrary.org

ARCHITECT

- [Austin, Field & Fry](#)

NEIGHBORHOOD

Downtown

YEAR

1953

STYLE

- Modern

DECADE

- 1950s

DESIGNATION

- Eligible For CA Register
- Eligible For National Register

PROPERTY TYPE

- Government

COMMUNITY

- [Los Angeles](#)

LOOKING TO CONTACT THE LOS ANGELES COUNTY COURTHOUSE?

The Conservancy does not own or operate the L.A. County Law Library. For any requests, please contact the **LA Law Library** directly at (213) 785-2529.



LA County Law Library, circa 1975. | Los Angeles Public Library, Security Pacific National Bank Collection

Overview

UPDATE: On August 8, the L.A. Law Library nomination was recently approved by the California State Historical Resources Commission (SHRC) for listing in the National Register of Historic Places. The nomination now goes to the Keeper of the National Register for final approval.

The L.A. County Law Library is largest public law library on the West Coast, and second only to the Library of Congress in size of collection. The geometric Modernist building designed in 1953 by the architect firm Austin, Field, & Fry. The building is a contributor to the L.A. Civic Center Historic District.

Today, L.A. County Law Library offers free classes, workshops, and 1-1 assistance to Angelenos seeking legal information and services. In 2003, the Law Library was dedicated as the Mildred L. Lillie Building. Lillie was the second woman to serve on the Court of Appeals in 1958, where she served until her death in 2002.

The building was identified as a contributor to the L.A. Civic Center Historic District in 2009. This year, the LA Law Library Board of Trustees nominated their building to the National Register of Historic Places.

About This Place

About This Place

The origins of the L.A. County Law Library date back to 1878 with the founding of the Los Angeles Bar Association. In 1868, the Association founded a private law library — the Law Library Association of Los Angeles — modeled after East Coast membership libraries. After the passage of the 1891 Act to Establish Law Libraries, the public Los Angeles County Law Library was formed and acquired the nascent collection from the Law Library Association. It is operates as an independent state agency governed by a board of trustees.

Today, the LA Law Library boasts one of the most robust catalogues of foreign law books and treaties– fitting for L.A.'s international reputation.

The L.A. County Law Library was originally housed within the Los Angeles County Courthouse at the corner of Spring and Temple Street, but relocated to several different properties throughout downtown until the construction of the existing building in 1953.

The [Austin, Field & Fry](#) building was realized as part of the 1947 Civic Center Master Plan, a monumental effort that transformed a large portion of Bunker Hill and created the east-west axis of government buildings that frame today's Grand Park. While the library initially proposed to be integrated into the new [Stanley Mosk Courthouse](#), the Library trustees decided to finance the construction of the own separate building just across the street from the court. Austin, Field & Fry, one of the main firms behind the Civic Center Master Plan, designed the original building and the 1968 addition in the Late Moderne style.

Our Position

The LA Law Library is a significant asset to Southern California region. It holds key collections and democratizes access to legal information. The building that serves as the home to this institution is rare and valuable Late Moderne-style building by master architects Austin, Field & Fry and is a contributor to the Civic Center Historic District.

We applaud the LA Law Library Trustees for their commitment to honor their legacy and invest in their historic building. In the wake of the L.A. County Board of Supervisors move out of the Kenneth Hahn Hall of Administration and uncertainty about the future of the Stanley Mosk Courthouse, we hope this National Register designation reaffirms the significance of the Civic Center Historic District.

How You Can Help

The L.A. County Law Library nomination will be heard by the State Historic Resource Commission on Friday, August 8th at 9am. Please email a letter of support to the Commission by August 1st at 9am:



**LOS ANGELES
CONSERVANCY**

July 30, 2025

Submitted Electronically
State Historic Resources Commission
1725 23rd Street, Suite 100
Sacramento, CA 95816
Email: CalSHPO.shrc@parks.ca.gov

523 West Sixth Street, Suite 826
Los Angeles, CA 90014

213 623 2489 OFFICE
213 623 3909 FAX
laconservancy.org

**RE: Letter of Support for National Register Listing for the Los
Angeles County Law Library**

Dear Members of the State Historic Resources Commission,

On behalf of the Los Angeles Conservancy, I am pleased to support the inclusion of the Los Angeles County Law Library in the National Register of Historic Places. Located at 301 West 1st Street, the L.A. County Law Library is eligible for designation under both Criterion A and C as a major public law library that holds key collections and democratizes access to legal information. It is a rare and valuable Late Moderne-style building by master architects Austin, Field & Fry and is a contributor to the Civic Center Historic District.

The L.A. County Law Library is eligible under Criteria A for its association with the development of the L.A. County Law Library, the largest public law library in the United States second to the Library of Congress. Founded by the Los Angeles Bar Association in 1878 as the Law Library Association, it has been a public institution since 1886. The L.A. County Law Library boasts one of the most robust catalogues of foreign law books and treaties, reflecting L.A.'s position as a global city. It is used for research by scholars and legal professionals, and, increasingly, for educational purposes for Angelenos who represent themselves in legal matters.

The development of the L.A. County Law Library has understandably always been closely tied to the L.A. County Court. The Library was first housed in the original L.A. County Court building on Spring and Temple Streets (not extant) then relocated to several different properties throughout downtown until the construction of the existing building in 1953. The Austin, Field & Fry-designed building was realized as a critical component of the 1947 Civic Center Master Plan. This monumental plan redeveloped a large portion of Bunker Hill through the westward expansion of the Civic Center and created the east-west axis of government buildings that frame today's Grand Park. While the library was initially proposed to be integrated into the new Stanley Mosk Courthouse, Library trustees decided to finance the construction of a distinct building just across Hill Street from the court.

Designed by Austin, Field & Fry in 1953 and expanded in 1968, the L.A. County Law Library was the first building to be completed in the new Civic Center. It is an excellent expression of Late-Moderne-style that influenced succeeding buildings including the Los Angeles County Courthouse and Los Angeles County



Hall of Administration. Austin, Field & Fry were a renown architectural firm responsible for designing many of Los Angeles' institutional and educational buildings in the post-war period. They were one of several firms behind the Civic Center Master Plan.

We applaud the LA Law Library Trustees for their commitment to honor their legacy and invest in their historic building.

About the Los Angeles Conservancy:

The Los Angeles Conservancy is the largest local historic preservation organization in the United States, with nearly 5,000 members throughout the Los Angeles area. Established in 1978, the Conservancy works to preserve and revitalize the significant architectural and cultural heritage of Los Angeles County through advocacy and education.

Sincerely,

Andrew Salimian



Director of Advocacy



From: Sarah Martin
To: SHRC, CalSHPO@Parks
Subject: Comment in Support of LA Law Library's Nomination to the National Register of Historic Places
Date: Saturday, July 26, 2025 11:52:14 AM

You don't often get email from sarahmaranmartin@gmail.com. [Learn why this is important](#)

To be presented at the quarterly meeting on August 8, 2025:

Hello to Julianne Polanco and all of the State Historical Resources Commission Members.

My name is Sarah Martin, and I am writing in support of adding the Los Angeles County Law Library to the National Register. Ever since I started my employment at the Law Library as the Librarian for Global Law and Language Access, I have steadily built a feeling of reverence for the history and gravitas of this building and its collection of historical legal materials. I hope to impart on you a bit of this feeling in this letter.

I'm sure you have heard and will hear many important pieces of our history from others, but I wanted to tell you about something I have discovered in particular in my role. I am in an extremely unique position in the field, in fact, a set of one, as the only Foreign & International Law specialist at a county law library in the entire country. This is in large part due to the first person to ever hold my position at the Law Library, and the founder of our Global Law collection, William Stern. He is also one of the foundational members of the field of foreign and international legal research and collection development in libraries across the U.S.

A German Jew who came to Los Angeles in the wake of World War II, he found a place at the Law Library, and stayed there for almost half a century. He wrote countless articles and left a deep mark on the values and historical record of the field, as well as greatly increasing the prestige of the Law Library that still persists to this day. Although I am very new to the field, I am still asked to present and publish reports on the state of our collection, due solely to the reputation that Stern originated and his successors continued. But in my opinion, his greatest legacy is in the daily work that he tirelessly did within the walls of our library.

He developed a great passion for preserving the historical laws of countries across the globe, and built a collection of legal materials perhaps unique in all the world; indeed, comparable to the Foreign & International Law collection at the Law Library of Congress, as told to me personally by its former employees whom I have given tours to, but freely accessible to all who come through our doors. In the fallout of World War II, when many European libraries were selling off or discarding their collections of legal materials, he traveled around Europe buying up anything he could find, and sending it back to our stacks. I have personally gotten emails from librarians in Germany and the Netherlands, as well as international lawyers in the U.S., shocked to find that we have certain very rare materials in our collection and wondering how and why. And I have told them about its progenitor, the great but humble William Stern.

We have extensive laws from many defunct states like Rhodesia, East Germany, Yugoslavia, Czechoslovakia, and the USSR; hard-to-access historical laws that have shocked lawyers that have traveled from those areas of the world, like pre-Communist China, North Korea, and Indonesia; as well as laws, surveys, and maps of California from when it was a Mexican territory. I have personally been told that we have laws that they don't even have in Mexico City or Jakarta. I say all this to highlight that this is a crown jewel of our Law Library's collection, only existing due to the passion and dedication of Stern. He was a man that