

AGENDA

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

REGULAR BOARD MEETING

Wednesday, September 24, 2025

12:15 PM

MILDRED L. LILLIE BUILDING TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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

AGENDA MATERIALS

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

LAND ACKNOWLEDGMENT

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

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

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

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the August 27, 2025 Board Meeting
- 3.2 Review of July 2025 Financials and List of August 2025 Checks and Warrants
- 3.3 Approval of Bilingual Pay Policy and Work From Home Policy
- 3.4 Approval of Annual Report to the Los Angeles County Board of Supervisors

4.0 DISCUSSION ITEMS

- 4.1 Presentation by Labib Funk + Associates-
Conceptual Retrofit Plan for Repairs to Parking Structure

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

9.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, October 22, 2025 at 12:15p.m.

POSTED THURSDAY, SEPTEMBER 18, 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 seq.**

August 27, 2025

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, August 27, 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 Susan DeWitt Judge Cherol Nellon Dan Rosenfeld
Trustees Absent:	Susan Steinhauser, Esq. Judge Rosa Fregoso
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 12:16 pm and thereafter presided. Executive Director, Katherine Chew, recorded the Minutes.

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

President Juhas let the Board know that Paul Fraidenburgh is stepping down from the Friends of the Los Angeles County Law Library Board of Directors. Therefore, the Board will need to appoint a new member to replace him.

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

President Juhas inquired if anyone would like an item taken off of the Consent Calendar. Trustee DeWitt requested Item 3.5 be removed from the Consent Calendar. President Juhas requested a motion to approve the Consent Calendar, with the exception of Item 3.5. So moved by Vice President Seigle, seconded by Trustee Rosenfeld. The motion was approved unanimously 5 – 0.

3.5 Trustee DeWitt inquired how notice will be given to employees regarding this change in policy. What is the protocol if a manager says the employee does not need this anymore? President Juhas decided to carry this item over into the next agenda for the meeting scheduled on September 24, 2025.

4.0 DISCUSSION ITEMS

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

The Board moved to Item 4.2 before Item 4.1 for the benefit of the representatives from Alpha Structural. The Board ran out of time and did not get to Item 4.1 during this meeting. This item will be tabled until the Board Meeting scheduled for October 22, 2025.

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

Three representatives from Alpha Structural gave a presentation on the seismic retrofit analysis of the Los Angeles County Law Library. They began by discussing the deadlines the library faces. The library has not received an Order to Comply yet. Once the library receives the Order to Comply, we will have 3 years to submit a completed checklist for review to determine if building is a non-ductile concrete building. Alpha Structural has confirmed that the library is a non-ductile building. Once the library receives the Order to Comply, we will have 10 years to submit proof of previous retrofit, or plans to retrofit, or plans to demolish the building. Once the library receives the Order to Comply, we will have 25 years to complete construction.

Alpha Structural quoted an estimated cost of one million dollars for the completion of Phase 2, and a timeline of 1.5 – 2 years. They also quoted an estimated cost of twelve to fifteen million dollars to complete Phase 3. Alpha Structural went on to discuss the library's various construction options moving forward with the retrofit process.

Vice President Seigle left the meeting at 1:20pm.

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

The Board convened in a closed session at 1:20pm.

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 1:33pm. No reportable action was taken.

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 Board ran out of time for this meeting, and did not get to the Executive Director Report.



9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:33pm by President Juhas. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, September 24, 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 July 31, 2025

(Provisional and subject to year-end audit adjustments)

	6/30/2025	7/31/2025	YTD
Assets			
Current assets			
Cash and cash equivalents	17,335,752	16,541,437	(794,315)
Accounts receivable	141,158	145,848	4,690
Other receivable	1,491,069	1,523,683	32,613
Prepaid expenses	300,944	647,251	346,307
Total current assets	19,268,923	18,858,219	(410,705)
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	6,720,672	6,735,249	14,577
Capital assets, not being depreciated	803,751	812,951	9,200
Capital assets, being depreciated - net	14,526,255	14,487,078	(39,177)
SBITA assets net of amortization	594,805	594,805	-
Total noncurrent assets	22,963,953	22,948,552	(15,400)
Total assets	42,232,876	41,806,771	(426,105)
Deferred Outflows of Resources			
Deferred Outflows of Resources	3,841,763	3,841,763	-
Total assets and deferred outflows of resources	46,074,639	45,648,534	(426,105)
Liabilities			
Current Liabilities			
Accounts payable	236,318	184,606	(51,712)
Other current liabilities	-	-	-
Payroll liabilities	18,937	18,642	(295)
Total current liabilities	255,255	203,248	(52,007)
Noncurrent Liabilities			
Accrued sick and vacation liability	214,988	214,988	-
Borrowers' deposit	206,608	205,654	(954)
OPEB liability	3,694,295	3,705,128	10,833
Net pension liability	6,001,413	6,043,080	41,667
SBITA liability	593,460	593,460	-
Total noncurrent liabilities	10,710,764	10,762,310	51,546
Total liabilities	10,966,019	10,965,557	(461)
Deferred Inflows of Resources			
Deferred Inflows of Resources	977,838	977,838	-
Total liabilities and Deferred inflows of resources	11,943,857	11,943,395	(461)
Net Position			
Invested in capital assets	15,330,006	15,300,029	(29,977)
Unrestricted	18,800,777	18,405,110	(395,666)
Total net position	34,130,782	33,705,139	(425,644)
Total liabilities and Deferred inflows of resources and net position	46,074,639	45,648,534	(426,105)

Los Angeles County Law Library
Income Statement for the Period Ending July 31, 2025
(Provisional and subject to year-end audit adjustments)

Jul-24 Actual	Jul-25			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
679,752	671,905	849,895	177,989	26.5%
56,537	45,651	50,224	4,573	10.0%
0	0	0	0	0.0%
28,394	29,347	24,456	(4,890)	-16.7%
764,683	746,903	924,575	177,672	23.8%
919,104	1,061,078	1,004,683	56,395	5.3%
25,342	59,514	20,647	38,867	65.3%
138,188	163,200	151,923	11,277	6.9%
(138,188)	(163,200)	(151,923)	(11,277)	6.9%
98,797	126,800	104,931	21,869	17.2%
16,781	34,823	22,036	12,788	36.7%
6,431	6,872	7,427	(555)	-8.1%
5,784	17,839	8,279	9,560	53.6%
2	3,969	2	3,967	99.9%
69	0	38	(38)	0.0%
2,045	14,375	5,653	8,722	60.7%
189,789	187,149	191,100	(3,951)	-2.1%
1,264,144	1,512,420	1,364,795	(147,624)	-9.8%
(499,461)	(765,516)	(440,220)	325,296	-42.5%
32,532	10,000	14,577	4,577	45.8%
0	0	0	0	0.0%
0	0	0	0	0.0%
(466,929)	(755,516)	(425,644)	329,873	-43.7%
0	0	0	0	0.0%

Summary:

Income

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

Expense

Staff (payroll + benefits)
Electronic Resource Subscriptions
SBITA Interest & Amortizaton 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 2024-25 YTD Actual	FY 2025-26 YTD				Annual Budget
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
679,752	671,905	849,895	177,989	26.5%	8,300,000
56,537	45,651	50,224	4,573	10.0%	567,702
0	0	0	0	0.0%	0
28,394	29,347	24,456	(4,890)	-16.7%	472,954
764,683	746,903	924,575	177,672	23.8%	9,340,656
919,104	1,061,078	1,004,683	56,395	5.3%	6,436,895
25,342	59,514	20,647	38,867	65.3%	714,169
0					
138,188	163,200	151,923	11,277	6.9%	1,958,400
(138,188)	(163,200)	(151,923)	(11,277)	6.9%	(1,958,400)
98,797	126,800	104,931	21,869	17.2%	1,251,320
16,781	34,823	22,036	11,778	33.8%	414,581
6,431	6,872	7,427	(555)	-8.1%	150,328
5,784	17,839	8,279	9,560	53.6%	44,336
2	3,969	2	3,967	99.9%	46,030
69	0	38	(38)	0.0%	2,500
2,045	14,375	5,653	8,722	60.7%	171,663
189,789	187,149	191,100	(3,951)	-2.1%	2,265,035
1,264,144	1,512,420	1,364,795	147,624	9.8%	11,496,856
(499,461)	(765,516)	(440,220)	325,296	42.5%	(2,156,200)
32,532	10,000	14,577	4,577	45.8%	120,000
0	0	0	0	0.0%	0
0	0	0	0	0.0%	0
(466,929)	(755,516)	(425,644)	329,873	43.7%	(2,036,200)
0	0	0	0	0.0%	2,149,806

Comments

(Provisional and subject to year-end audit adjustments)

CommentsPage 2 of 5

(Provisional and subject to year-end audit adjustments)

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Los Angeles County Law Library
Income Statement for the Period Ending July 31, 2025
(Provisional and subject to year-end audit adjustments)

Jul-24 Actual	Jul-25			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
0	50	0	50	100.0%
0	0	0	0	0.0%
2	3,969	2	3,967	99.9%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
69	0	38	(38)	0.0%
0	0	0	0	0.0%
69	0	38	(38)	0.0%
0	0	0	0	0.0%
1,745	5,625	0	5,625	100.0%
0	8,750	5,485	3,265	37.3%
300	0	168	(168)	0.0%
2,045	14,375	5,653	8,722	60.7%
160,709	158,121	157,284	836	0.5%
29,080	29,028	33,816	(4,788)	-16.5%
189,789	187,149	191,100	(3,951)	-2.1%
1,264,144	1,512,420	1,364,795	(147,624)	-9.8%
(499,461)	(765,516)	(440,220)	325,296	-42.5%

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

FY 2024-25 YTD Actual	FY 2025-26 YTD				Annual Budget
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
0	50	0	50	100.0%	30,958
0	0	0	0	0.0%	1,000
2	3,969	2	3,967	99.9%	46,030
0	0	0	0	0.0%	2,500
0	0	0	0	0.0%	0
0	0	0	0	0.0%	0
69	0	38	(38)	0.0%	0
0	0	0	0	0.0%	0
69	0	38	(38)	0.0%	2,500
0	0	0	0	0.0%	36,600
1,745	5,625	0	5,625	100.0%	100,063
0	8,750	5,485	3,265	37.3%	35,000
300	0	168	(168)	0.0%	0
2,045	14,375	5,653	8,722	60.7%	171,663
160,709	158,121	157,284	836	0.5%	1,899,788
29,080	29,028	33,816	(4,788)	-16.5%	365,247
189,789	187,149	191,100	(3,951)	-2.1%	2,265,035
1,264,144	1,512,420	1,364,795	(147,624)	-9.8%	11,496,856
(499,461)	(765,516)	(440,220)	325,296	-42.5%	(2,156,200)

Comments
Timing variance. Advertisement will take place later in 2025 year.
Timing variance

Los Angeles County Law Library
Income Statement for the Period Ending July 31, 2025
(Provisional and subject to year-end audit adjustments)

Jul-24		Jul-25						FY 2024-25		FY 2025-26 YTD					Comments
Actual		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Annual Budget		
32,532		10,000	14,577	4,577	45.8%	15	FIN 321000	Investment Gain (Loss) ¹	32,532	10,000	14,577	4,577	45.8%	120,000	Reflects gains/loss if sold at time of report (before maturity)
		0		0	0.0%	17	EXEC 401000	Extraordinary Income	0	0	0	0	0.0%	0	
		0		0	0.0%	17	EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	0	
(466,929)		(755,516)	(425,644)	329,873	-43.7%			Net Income Including Extraordinary Items	(466,929)	(755,516)	(425,644)	329,873	43.7%	(2,036,200)	
Capital Expenditures:															
0		0	0	0	0.0%	39	FAC 161100	Furniture / Appliances (>3k)	0	0	0	0	0.0%	0	
0		0	0	0	0.0%	33	TECH 161300	Electronics / Computer Hardware (>3k)	0	0	0	0	0.0%	530,000	
0		0	0	0	0.0%	39	FAC 164500	Exterior Building Repairs/ Improvements (>3k)	0	0	0	0	0.0%	1,044,806	
0		0	0	0	0.0%	39	FAC 164000	Interior Improvements / Alterations (>3k)	0	0	0	0	0.0%	575,000	
0		0	0	0	0.0%	33	TECH 168000	Computer Software	0	0	0	0	0.0%	0	
0		0	0	0	0.0%			Total - Capitalized Expenditures	0	0	0	0	0.0%	2,149,806	
CalPERS CERBT Trust Fund:															
								Beginning Balance			2,603,609				CalPERS CERBT program cost. Investment management cost. Fluctuating market conditions. Distribution from Fund.
								Administrative Expense			-59.79				
								Investment Expense			-95.23				
								Unrealized Gain/Loss			9,199.50				
								Distribution							
								Ending Balance			2,612,654				

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 July 31, 2025

(Provisional and subject to year-end audit adjustments)

	7/31/2025	YTD
Cash flows from operating activities		
L.A. Superior court fees	849,895	849,895
Parking fees	-	-
Library services	24,456	24,456
Extraordinary income	-	-
(Increase) decrease in accounts receivable	(4,690)	(4,690)
(Increase) decrease in other receivable	(32,613)	(32,613)
Increase (decrease) in borrowers' deposit	(954)	(954)
Cash received from filing fees and services	836,093	836,093
Facilities	(104,931)	(104,931)
Technology	(22,036)	(22,036)
General	(7,427)	(7,427)
Professional development	(8,279)	(8,279)
Communications & marketing	(2)	(2)
Travel & entertainment	(38)	(38)
Professional services	(5,653)	(5,653)
Electronic Resource Subscriptions (ERS)	(20,647)	(20,647)
(Increase) decrease in prepaid expenses	(346,307)	(346,307)
Increase (decrease) in accounts payable	(51,712)	(51,712)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(567,031)	(567,031)
Staff (payroll + benefits)	(1,004,683)	(1,004,683)
Increase (decrease) in payroll liabilities	(295)	(295)
Increase (decrease) in accrued sick and vacation liability	-	-
Increase (decrease) in OPEB liability	10,833	10,833
Increase (decrease) in net pension liability	41,667	41,667
Cash payments to employees for services	(952,478)	(952,478)
Contributions received	-	-
Net cash from operating activities	(683,416)	(683,416)
Cash flow from capital and related financing activities		
Library materials	(151,923)	(1,961,519)
Fixed assets	-	(472,840)
Capital - Work in Progress (WIP)	(9,200)	(14,830)
Cash flows from investing activities		
Investment	-	-
Investment earnings	50,224	50,224
Net cash increase (decrease) in cash and cash equivalents	(794,315)	(3,082,381)
Cash and cash equivalents, at beginning of period	17,654,222	17,654,222
Cash and cash equivalents, at end of period	16,859,907	14,571,841
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(490,444)	(490,444)
Adjustments for noncash effects:		
Depreciation	191,100	191,100
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(4,690)	(4,690)
(Increase) decrease in other receivable	(32,613)	(32,613)
(Increase) decrease in prepaid expenses	(346,307)	(346,307)
Increase (decrease) in accounts payable	(51,712)	(51,712)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	(295)	(295)
Increase (decrease) in accrued sick and vacation liability	-	-
Increase (decrease) in borrowers' deposit	(954)	(954)
Increase (decrease) in OPEB liability	10,833	10,833
Increase (decrease) in net pension liability	41,667	41,667
Net cash from operating activities	(683,416)	(683,416)

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105,438.93

Page 1

63.60

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

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 1	1ST JON INC	SECURITY	32.93	033712
	ABD OFFICE SOLUTIONS	COPY CENTER	1,331.74	033713
	ACCU-TEST STRUCTURAL	CAPITAL WIP	8,600.00	033714
	BUREAU OF STREET LIGHTING	BLDG SVCS	3,213.30	033715
	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT INS	2,488.00	033716
	COUNTY OF LOS ANGELES	HEATING/COOLING	9,321.19	033717
	LABIB FUNK + ASSOCIATES	CAPITAL WIP	600.00	033718
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	1,118.00	033719
	NATIONAL RECOVERY AGENCY	FINES	64.50	033720
	RJ ELECTRIC	REPAIR/MAINT	927.00	033721
	CHARTER COMMUNICATIONS	TELECOM	195.27	033722
August 4	LEXISNEXIS CANADA INC	BOOKS	249.39	033723
August 8	ERICK EDUARDO ALVIRDE PALMAS	REFUND	70.00	033724
	FLORENCE ROLLE BRESKA	REFUND	120.00	033725
	KELLI A CLIFT	REFUND	128.00	033726
	TIM JOO	REFUND	140.00	033727
	JASON STEVAN MINAMORA	REFUND	140.00	033728
	MARIA WAIYU TAM	REFUND	140.00	033729
	WILLIAM S HEIN & CO	BOOKS	163.00	033730
August 12	ADP SCREENING & SELECTION SVCS	RECRUITMENT	129.68	033731
	AFLAC REMITTANCE	CAFE PLAN-INSURAN	757.04	033732
	AT&T	TELECOM	591.11	033733
	LANGUAGE PEOPLE INC	OTHER	168.00	033734
	LEVITT & QUINN FAMILY LAW CENTER	ADVERTISING	700.00	033735
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	2,236.00	033736
	METROLINK	TMP	450.00	033737
	MOUNTAINS RECREATION	PREPAID EXP	1,000.00	033738
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	033739
August 15	OTTO HARRASSOWITZ	BOOKS	1,670.48	033740
August 22	OTTO HARRASSOWITZ	BOOKS	1,874.76	033741
August 25	CALIFORNIA DEPARTMENT OF TAX	USE TAX	5,638.00	033742
August 26	ABD OFFICE SOLUTIONS	COPY CENTER	1,229.40	033743
	COUNCIL OF CALIFORNIA COUNTY	REGISTRATION FEES	50.00	033744
	DYNAMICS WEST, INC.	PREPAID EXP	3,769.92	033745
	LABIB FUNK + ASSOCIATES	CAPITAL WIP	5,400.00	033746
	OCLC INC	PREPAID EXP	4,531.99	033747
	RJ ELECTRIC	BLDG SERVICES	1,807.00	033748

61,415.97

LOS ANGELES COUNTY LAW LIBRARY
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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 29	CHARTER COMMUNICATIONS	TELECOM	195.27	033749
	MICHAEL H YI	REFUND	140.00	033750
	1ST JON INC	SECURITY	32.93	033751
	CITY OF LA - BUILDING AND SAFETY	BUILDING SERVICES	706.32	033752
	GUARDIAN	PREPAID EXP	7,409.89	033753
	SKYLINE WINDOW COVERINGS, LLC	REPAIR/MAINT	1,365.45	033754
			71,070.56	

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

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 1	BRCK INC	TELECOM	886.78	V009819
	PPLSI	CAFE PLAN-INS	319.45	V009820
	PURE PROCESS FILTRATION INC.	BLDG SVCS	1,005.75	V009821
	SECURITAS SECURITY	SECURITY	9,179.20	V009822
	UPS	DELIVERY & POSTAG	10.11	V009823
	ZOOM VIDEO COMMUNICATIONS INC	OSP	223.12	V009824
August 2	AMAZON WEB SERVICES	OSP	815.82	V009858
August 3	CONSTANT CONTACT	OSP	315.00	V009870
August 4	AMERICAN BAR ASSOCIATION	BOOKS	1,277.74	V009825
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	470.00	V009826
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,670.95	V009827
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	464.05	V009828
	DAILY JOURNAL CORPORATION	BOOKS	1,946.98	V009829
	INGRAM LIBRARY SERVICES	BOOKS	84.99	V009830
	IMPRIMATUR PRESS	BOOKS	178.50	V009831
	JAMES PUBLISHING INC	BOOKS	510.34	V009832
	PRACTISING LAW INSTITUTE	BOOKS	2,264.11	V009833
	WILLIAM S HEIN & CO	BOOKS	281.48	V009834
August 7	SCALL	MEMBERSHIP DUES	50.00	V009859
	STAMPS.COM	DELIVERY & POSTAG	300.00	V009860
August 8	AMERICAN ASSOCIATION	MEMBERSHIP DUES	337.00	V009861
	EPLUS TECHNOLOGY,INC	OSP	1,996.00	V009886
August 9	MICROSOFT CORPORATION	OSP	29.00	V009945
August 11	AMERICAN LAW INSTITUTE	BOOKS	105.00	V009835
	STATE BAR OF ARIZONA	BOOKS	411.62	V009836
	LEXISNEXIS MATTHEW BENDER	BOOKS	514.47	V009837
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	301.70	V009838
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,480.00	V009839
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,306.03	V009840
	WEST ACADEMIC	BOOKS	136.09	V009841
	THOMSON REUTERS	BOOKS	96,474.08	V009843
	GOBI LIBRARY SOLUTIONS	BOOKS	1,062.00	V009844
	STAMPS.COM	DELIVERY & POSTAG	30.99	V009887
August 12	BRCK INC	TELECOM	889.54	V009862
	NASA SERVICES	BLDG SVCS	658.91	V009864
	SECURITAS SECURITY	SECURITY	4,461.84	V009865

165,297.06

LOS ANGELES COUNTY LAW LIBRARY
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Page 2

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 14	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	16,848.42	V009867
August 15	SYNCB AMAZON	BOOKS	109.64	V009879
	AMERICAN LAW INSTITUTE	BOOKS	285.00	V009871
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,434.88	V009872
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	179.40	V009873
	INGRAM LIBRARY SERVICES	BOOKS	58.66	V009874
	PRACTISING LAW INSTITUTE	BOOKS	1,562.43	V009875
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	608.34	V009876
	UNITED NATIONS PUBLICATIONS	BOOKS	175.49	V009877
	SYNCB AMAZON	BOOKS	265.63	V009908
August 16	RING.COM	OSP	19.99	V009946
	T-MOBILE	TELECOM	891.36	V009947
August 18	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	65.53	V009888
	ODP OFFICE SOLUTIONS, LLC	PREPAID EXP	1,806.05	V009899
August 19				
August 20	ZOOM VIDEO COMMUNICATIONS INC	OSP	223.12	V009889
	SYNCB AMAZON	COMPUTER SUPPLIE	536.40	V009900
	DELL MARKETING L P	COMPUTER SUPPLIE	987.72	V009901
	LEXISNEXIS MATTHEW BENDER	BOOKS	34,538.57	V009890
	MICROSOFT CORPORATION	OSP	390.00	V009891
	DUO SECURITY LLC	OSP	150.00	V009902
August 22	LEXISNEXIS MATTHEW BENDER	BOOKS	3,480.94	V009880
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,725.66	V009881
	PRACTISING LAW INSTITUTE	BOOKS	1,214.19	V009882
	PUBLIC UTILITIES REPORTS INC	BOOKS	500.00	V009883
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	939.63	V009884
	GOBI LIBRARY SOLUTIONS	BOOKS	2,750.17	V009885
	GURU PRINTERS	COLLATERAL MATER	197.80	V009892
	GOOGLE	SERVICES	1.99	V009948
August 26	ALTA FOODCRAFT	KITCHEN SUPPLIES	314.87	V009893
	CORODATA	BLDG SVCS	70.57	V009894
	HD SUPPLY FORMERLY HOME DEPOT ** VOIDED ****	CLEANING SUPPLIES	0.00	V009895
	ISOLVED BENEFIT SERVICES	HR BENEFIT/ADMIN	86.82	V009896
	JTC TECHNOLOGIES	PREPAID EXP	13,528.00	V009897
	SECURITAS SECURITY	SECURITY	8,891.49	V009898
August 27				
August 28	DOORDASH	BOARD EXP	126.74	V009903

246,562.14

LOS ANGELES COUNTY LAW LIBRARY
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Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 29	GET UP EDUCATION	REGISTRATION FEES	148.00	V009904
	SYNCB AMAZON	SUPPLIES-OFFICE	73.79	V009925
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	72.23	V009926
	PPLSI	CAFE PLAN-INS	299.19	V009905
	PURE PROCESS FILTRATION INC	BLDG SVCS	1,005.75	V009906
	SECURITAS SECURITY	SECURITY	4,424.00	V009907

252,437.10

MEMORANDUM

DATE: September 24, 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. At the August 27, 2025 Board Meeting, this matter was removed from the Consent Calendar. During the discussion, it was suggested that revisions to the proposed Bilingual Pay Policy would help clarify the process of notifying an employee when bilingual pay would be terminated. The matter was postponed until the September 24, 2025 meeting so that staff could make the necessary clarification.

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.

Staff has added language highlighted in the attached Bilingual Pay Policy to address the concerns raised at the August 27, 2025 meeting.

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 as amended and approve the Work From Home Policy attached to this staff report.



Agenda Item 3.0

Consent Item 3.3

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. In the event a supervisor determines programming or departmental needs do not require continuing the use of the employee's bilingual translation services, the supervisor must give the employee a minimum of 10 days written notice in accordance with the rules governing bilingual pay set forth in Section C.

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.
- 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. In the event bilingual services are no longer needed, the employee's supervisor will give a minimum 10 days written notice to the employee that such services are no longer needed. The written notice will state the month, date and year upon which services will terminate, and confirm that compensation will end as of the month following the date of termination of services stated in the written notice. (Example: On September 10, 2025 bilingual services are no longer needed. The Supervisor must give a minimum of 10 days notice and therefore sends written notice on August 31, 2025 the need for Bilingual Services will be terminated on September 10, 2025. The notice will also indicate that the employee will receive bilingual pay for the month of September, but will not receive bilingual pay in October or thereafter.)
- 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.

Bilingual pay policy-REV Sept 2, 2025

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: September 24, 2025

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Review and Approval of the Annual Report to the Board of Supervisors

The Los Angeles County Law Library is required by statute to submit an annual report to the Los Angeles County Board of Supervisors.

“Each board of law library trustees, on or before the 15th day of October of each year, shall make an annual report to the board of supervisors of the county in which the law library is maintained, for the preceding fiscal year ending on the 30th day of June.

...

The report shall give the condition of their trust, with full statements of all their property and money received, whence derived, how used and expended, the number of books, periodicals and other publications on hand, the number added by purchase, gift, or otherwise during the year, the number lost or missing, and other information as might be of interest.”

Cal. Bus. & Prof. Code § 6349.

Each year, the Law Library submits the required information along with a summary of the many services provided to the public. The annual report for Fiscal year 2024/25 is submitted here for review and approval by the Board of Trustees. The report summarizes all of the law library’s functions, events, finances, gifts and statistics for the year.

RECOMMENDATION

Staff recommends that the board review and approve the attached cover letter and annual report to the Los Angeles County Board of Supervisors (Exhibit A).



Agenda Item 3.0

Consent Item 3.4

EXHIBIT A

Cover Letter

Los Angeles County Law Library

Board of Trustees

Annual Report and Financial Report

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

September 24, 2025

BOARD OF TRUSTEES

Hon. Mark A. Juhas
President
Los Angeles Superior Court

Hon. Laura A. Seigle
Vice President
Los Angeles Superior Court

Hon. Cherol J. Nellon
Los Angeles Superior Court

Hon. Susan J. De Witt
Los Angeles Superior Court

Hon. Rosa M. Fregoso
Los Angeles Superior Court

Susan Steinhauser, Esq.
Los Angeles County Board
of Supervisor Appointee

Daniel A. Rosenfeld
Los Angeles County Board
of Supervisor Appointee

Katherine H. Chew
Executive Director

Edward Yen, Executive Officer
Board of Supervisors of the County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Mr. Yen:

The Board of Trustees wish to thank the County Board of Supervisors for its support during the past Fiscal Year. We are especially grateful for the Board's assistance in appointing our newest Trustee, Dan Rosenfeld, after the retirement of our longstanding and respected Trustee, Kenneth Klein.

As you know, Cal. Bus. & Prof. Code § 6349 and § 6350 provide that the Board of Trustees submit an annual report and financial report to update the County Board of Supervisors on Law Library services. In accordance with this requirement, please find the Annual Report and Financial Statement for the July 1, 2024 – June 30, 2025 Fiscal Year for your review.

The Law Library remains committed to providing free access to its vast collection of legal resources to meet the legal needs of County departments, staff, and constituents. We look forward to working with you and your staff as we seek to provide meaningful services to all Los Angeles County residents in the next Fiscal Year.

Sincerely,

Katherine H. Chew
Executive Director
Secretary to the Board of Trustees of the Los Angeles County Law Library

Enclosure: Annual Report/Financial Report to the Board of Supervisors (Fiscal year 2024-25)

Cc: Hon. Lindsey P. Horvath, Chair and Supervisor, Third District
Hon. Janice Hahn, Supervisor, Fourth District
Hon. Kathryn Barger, Supervisor, Fifth District
Hon. Holly J. Mitchell, Supervisor, Second District
Hon. Hilda L. Solis, Supervisor, First District
Oscar Valdez, Auditor-Controller

LALAWLIBRARY



Los Angeles County Law Library

Board of Trustees

Annual Report and Financial Report

Katherine H. Chew, Secretary to the Board of Law Library Trustees of Los Angeles County, pursuant to Sections 6349 and 6350 of the Business and Professions Code, presents to the Honorable Board of Supervisors of Los Angeles County, the Annual Report and Financial Report of the Los Angeles County Law Library, for the Fiscal Year ending on the 30th day of June, 2025.

The Board of Trustees of the Los Angeles County Law Library is composed of the following members:

Hon. Mark A. Juhas <i>President</i>	Judge of the Superior Court
Hon. Laura A. Seigle <i>Vice-President</i>	Judge of the Superior Court
Hon. Cherol Nellon	Judge of the Superior Court
Hon. Susan J. DeWitt	Judge of the Superior Court
Hon. Rosa M. Fregoso	Judge of the Superior Court
Daniel A. Rosenfeld	Public/Private Sector/Real Estate Investments County Board of Supervisors Appointee
Susan Steinhauser	Attorney at Law County Board of Supervisors Appointee

The Board is staffed by: Katherine H. Chew
Executive Director & Secretary to the Board



ANNUAL REPORT

INTRODUCTORY INFORMATION

The act of "weaponization" dominates today's news cycle. While the topic may be the source of great consternation and divisiveness in our society, a different kind of weaponization wields positive inspiration and change on a daily basis at the Los Angeles County Law Library (LA Law Library). A place of growth, empowerment, and belonging, LA Law Library "stockpiles weapons" in the form of knowledge, ideas, and free legal resources-- the most powerful weapons available for an average citizen to exercise their basic civil and legal rights.

Since its establishment in 1891, LA Law Library has dedicated 134 years of providing free access to legal resources to empower city, state, national, and global communities. Beginning with a humble collection of 4,649 volumes, LA Law Library now maintains a collection of over one million print and digital resources-- including a comprehensive list of State and Federal resources, one of the nation's most comprehensive global law collections covering more than 200 countries, and a rare book collection unlike any other county law library in the state. Second only to the Library of Congress, LA Law Library is the largest public law library in the country spanning 175,000 square feet, the equivalent of 35 miles of shelving.

We serve over 100,000 patrons a year. Average citizens, legal professionals, business entrepreneurs, and the global community have relied upon LA Law Library to provide free access to legal resources and find answers to legal questions that impact their professional or personal lives. A safety net for those in our community who are overwhelmed with life challenges—financial troubles, social stress, language barriers, physical or mental disabilities, educational or technological inequity—LA Law Library is a safe landing place for those who cannot afford an attorney yet do not meet eligibility requirements for legal aid. We close this justice gap by filling it with knowledgeable reference staff, a



comprehensive legal collection, and legal professional partnerships committed to serving the community with their time and talent.

We make public computers available to those without, bridging a digital divide that continues to leave many behind in our increasingly technologically dependent world. Patrons have access to a wealth of the most current digital legal resources available, and these tools help to put them on equal footing with opponents when advocating for themselves in court.

Our help reaches beyond language barriers. If English is not a patron's primary language, we can provide language translation services or call upon the generous support of bilingual pro bono attorneys committed to giving back to the community with their translation skills. By seeking out ways to communicate with non-English speaking patrons, we provide vital support to help them advocate for themselves and remove language barriers blocking them from finding a path forward.

LA Law Library is a vital partner of the Los Angeles Superior Court and the United States Federal Court, providing much needed self-help services on legal topics that are not addressed in their self-help centers or require more in depth and personalized assistance for complex legal matters. We understand that many might find the Library to be a quiet public space that can be less intimidating and more accessible than a courthouse, and our staff can offer more assistance where self-help center services left off. We realize that effective assistance requires practical solutions: when the courthouse self-help centers are closed on weekends, LA Law Library stays open on Saturdays, providing more opportunities for those grappling with demanding jobs and family obligations during the weekdays to get the help they need on a weekend.

This year LA Law Library pursued efforts to be listed on the National Registry of Historic Places. Deemed eligible for listing in both the National and California Registers as a contributor to the Los Angeles Civic Center Historic District, the Library submitted an application in November 2024 for an individual listing on the National Registry. The application is in the final stages of approval from the



United States National Park Service, with the formal listing expected in the coming months. Once in place, this designation recognizes LA Law Library's historical significance locally, nationally, and globally. It illustrates the Library's commitment to the rule of law and serves as a symbol of access to justice for not just the citizens of Los Angeles but for the world. The building's architectural significance is one of pride for the city as it is a prominent example of a 1950's post moderne geometric design, a contributor to the Los Angeles Civic Center Historic District, and one of the foremost remaining architectural buildings of the renowned firm of Aust Fields and Fry. Finally, an individual formal listing on the National Registry will open opportunities for grant support and consultations for building preservation and upgrades.

LOCATIONS AND HOURS

The Main Branch is located in the Mildred L. Lillie Building, 301 West First Street in downtown Los Angeles. Conveniently located directly across the street from the Stanley Mosk Superior Courthouse and the United States Federal Courthouse, LA Law Library offers easy access to free services and a vast legal collection to surrounding businesses, law firms, city and county government staff, courthouse personnel, and the general public.

To assure service to communities beyond the downtown Civic Center, LA Law Library also maintains eleven (11) courthouse and public library partnership locations that offer in person assistance, eBranch access, or a combination of both. Locations offering eBranch assistance provide a walk-up computer based interactive research experience, allowing a patron to contact Reference Librarians remotely via live chat service.

The branch and partnership locations are as follows:

Four courthouse branch locations:

- Long Beach and Torrance (eBranch and staff)
- Norwalk and Pomona (eBranch only)



Seven public library partnership locations:

- Los Angeles Public Library in Van Nuys
- Pasadena Public Library (Hastings Branch)
- Pomona Public Library
- Santa Monica Public Library
- Compton, Lancaster, and West Covina (currently on hiatus)

During the first part of fiscal year 2024/2025, we offered a mix of in-person and remote services. The Main Law Library was open to the public Monday through Friday, 8:30 a.m. until 6:00 p.m., and on Saturdays from 9:00 a.m. to 5:00 p.m. Services were accessible via email, telephone, live chat, online classes, workshops and in-person pickup of collection materials.

PROGRAMS AND SERVICES

Reference Assistance:

Our Reference Desk is one of the most valued services we can provide the community. Knowledgeable librarians are available at the reference desk to provide assistance and research guidance during all operational hours. They answer questions in-person and by phone, email, postal mail, and live web-chat. These services are available at no charge to all users of the library, including attorneys, legal professionals, students and the general public.

Although Reference Librarians do not provide legal advice, they are knowledgeable about the law and are specially trained in legal research and resources. The Library's vast collection contains instructions, explanations, and guidance on virtually any legal issue in any jurisdiction. By listening to a patron's story, asking questions, and identifying relevant facts, the Reference Librarians help connect the patron to the resource they need to take the next step in the legal process, and, ultimately, access the justice system in a meaningful way.

Most importantly, a Reference Librarian is often the first person a patron



encounters who will truly listen to their legal question and respond in a respectful and compassionate way. Most users of the Library are self-represented litigants or others without legal training with seemingly no other choice but to address their legal situation alone. This is a vital public service to Los Angeles County constituents trying to navigate a complex legal system that can be overwhelming and intimidating. Library staff are acutely aware that LA Law Library is often the first and last resource many turn to for help.

Addressing the Digital Divide with Support Services:

We are fully cognizant that LA Law Library may be the only place many in the community can rely upon to close the digital divide. To address existing inequities in access to modern telecommunications technology, we provide free public access to computers and Wi-Fi, as well as copiers, printers, office supplies, faxing service, document delivery and e-delivery for a small fee.

This service has become especially important in election cycles. Many patrons who do not have computers or struggle with computer literacy have expressed frustration in attempting to register to vote as they are often directed to do so “online.” LA Law Library is sensitive to the need to make print copies of voter registration applications available. We provide these forms to any patron wishing to use the print forms to exercise their civil right and responsibility.

Classes, Clinics, Workshops and Programs:

Supported by many partners within the legal community—legal aid organizations, community agencies, legal professionals, judges, and bar associations-- LA Law Library is an educational center dedicated to meet the needs of a diverse patron population.

For Attorneys, Paralegals and Certified Court Interpreters: The Law Library provides State Bar-certified Minimum Continuing Legal Education (MCLE) classes on a diverse set of topics designed to serve the needs of attorneys and paralegals in all practice areas, with an emphasis on subjects that expand access to justice for disadvantaged groups or those unable to afford legal



representation. The Library also offers Court Interpreter Minimum Continuing Education (CIMCE) credit for classes on court procedures and common legal issues to help court interpreters better serve their clients and the courts.

Fiscal Year 2024-25 featured 14 live MCLE certified class sessions, plus 33 pre-recorded programs available to watch online. Sessions covered topics such as how to assist immigrant survivors of abuse; the impact of artificial intelligence on legal practice; discretionary protections available to undocumented workers; and how to help victims of natural disasters. The year also featured 46 CIMCE-certified class sessions covering fundamental legal topics such as filing and responding to civil complaints, representing oneself in civil trials, basics of landlord-tenant law, dealing with debt, and probate court procedures.

For Self-Represented Individuals: The Law Library provides workshops, clinics and programs on a frequent recurring basis through a mixture of in-person and remote sessions, including:

- Weekly: Ask a Lawyer/Expert (subject-specific town-hall style Zoom sessions) and legal assistance in answering unlawful detainer complaints presented by Tenant Power Toolkit and a Section 8 Ombudsperson from LAC Housing Authority;
- Bi-weekly: Civil Lawsuit Basics/Common Legal Issues: Where You Begin and Adult Legal Conservatorship workshop presented in English and Spanish;
- Monthly offerings: Lawyers in the Library (free consultations with volunteer lawyers).
- Quarterly offerings: Adult Name Change Workshop

Lawyers in the Library: This program is offered in-person on the third Friday of the month or on an ongoing basis by remote consultations via internet and telephone. In either format, volunteer attorneys provide free 15 to 20 minute consultations with members of the public. The program has grown so



dramatically – due in part to the housing crisis and the increased need to keep people housed – that many regular volunteers now provide consultations on an ongoing monthly basis. The most heavily requested topics are landlord-tenant, family law and immigration. Recently, there has been an increase in requests for assistance on topics including criminal matters, small business issues, employment law, real estate, probate, consumer debt, contracts.

Ask A Lawyer: In response to the need for remote, but individualized, legal assistance, the Library also hosts “Ask a Lawyer” sessions. These sessions are subject-specific, “town-hall”-style Zoom sessions, where anyone can direct their question to a lawyer with experience in that area. This type of program is highly efficient and allows our volunteers to help many people during an hour-long session. Since launching with a session on landlord-tenant protections during the COVID-19 pandemic, the program has expanded to include not just landlord-tenant sessions, but also monthly sessions on Section 8, probate, wills and trusts, and civil harassment.

Conservatorships & Alternatives to Conservatorships: We launched a new collaboration with the ABA Accredited West LA College Paralegal Program to hold a self-help clinic for patrons wishing to petition for appointment for conservatorships. With a class of ten to fifteen paralegal students, the Library is able to provide individualized assistance to a large number of self-help litigants as they navigate through a complex court process. At the same time, the paralegal students receive real world experiences as they hone their professional legal skills while receiving class credit towards their paralegal certificate. The Library’s Executive Director and a college faculty member teach the students valuable and practical skills such as case screening, client intakes, public speaking, and document preparation while students assist self-represented patrons seeking to petition for the appointment of a conservator. With a successful semester now completed, this collaboration will continue into the next fiscal year with a new cohort joining the Library in the fall semester.



For Business People and Entrepreneurs: The Law Library provides classes and workshops, including:

- **Starting & Growing a Business: Legal & Financial Knowledge You Need to Succeed** (14-part biannual series) in partnership with L.A. County Department of Consumer & Business Affairs, L.A. Ports TradeConnect, and the L.A. Mayor's Office of Economic Development

These classes are now offered online in live Zoom format and as on-demand recordings.

For the Entire Community: The Law Library provides free community events, aimed at promoting equal access to justice throughout Los Angeles County:

- **Community Outreach Events:** The Library celebrates the rule of law with a series of legal holiday events held throughout the year where everyone is invited to learn how the law and the legal system work to ensure justice in our society and throughout the world. In Fiscal Year 2024-2025, the Library marked Constitution & Citizenship Day, Freedom of Information Day, Law Day and Pride Month with full line-ups of in-person and remote programs. LA Law Library's Constitution & Citizenship Day celebration featured an in-person citizenship assistance workshop in collaboration with NALEO Educational Fund. The Library celebrated Freedom of Information Day with classes on artificial intelligence and the law, and a live Zoom "town-hall"-style Ask a Lawyer session about the Public Records Act. The Library celebrated Law Day with a virtual event about advancing social justice through mediation, and a combined class-Ask A Lawyer session about writs of mandate. Fiscal Year 2024-2025 also marked the Library's second celebration of Pride Month in June 2024, with programs celebrating legal rights in the LGBTQ+ community.



- **Pro Bono Week in October:** Every October since 2009, legal organizations across America participate in the National Celebration of Pro Bono to draw attention to the professional responsibility and individual ethical commitment of each lawyer to meet the demand of pro bono services to the community. In keeping with this tradition, LA Law Library dedicates a week in October to programming for unrepresented individuals who need help understanding their rights, representing themselves, and accessing the justice system.

During our Pro Bono Week celebration, the Library hosts free events offering opportunities for one-on-one assistance, consultation with an attorney, education about the law and discussions on timely topics in the law. In recognition of the increased need for pro bono services during harsh economic times, the program also includes training for volunteers interested in meeting the demand for pro bono services, providing them with tools and skills to be actively involved in helping the community with much needed legal assistance. Topics covered in Fiscal Year 2024-2025 included the following: helping tenants facing eviction; challenging government agency decisions; religious tradition and legal principles; enforcing custody orders and domestic violence issues; applying for public benefits; paths to citizenship; building an appeals case; responding to civil discovery requests.

- **Off-Site Staff Training:** The Library is often called upon as a resource for special staff trainings in targeted topics. This year the Executive Director was asked to provide staff trainings through in-person and hybrid (in-person/virtual) formats on the topics of Probate Conservatorships, Alternatives to Conservatorships, and the newest law on Supported Decision-Making Agreements. These trainings were for medical staff and resident students at the VA of Greater Los Angeles, the medical/counseling staff with Children's



Hospital of Orange County, and parents of disabled adults associated with Children's Hospital.

Members Program: The Law Library offers a Members Program, which uses an affordable fee-for-service model to provide quiet work and meeting space adjacent to the downtown courthouses; unlimited access to the law collection and legal databases on-site; off-site access to certain databases; priority reference service; plus, discounts on services, classes, and parking. While open to the general public, the program serves to provide affordable support to attorneys serving modest-means clients, especially newer members of the bar, who are engaged in offering new and innovative representation models for litigants who might otherwise be unable to afford legal help. In addition to the established Members Program, a second Platinum Members Program is offered to address the needs of larger firms by providing unlimited access to LA Law Library's unparalleled collection. In addition to several of the benefits afforded the core individual Members Program, the flat-fee based Platinum Membership model provides all-inclusive, unlimited e-delivery of digital documents, as well as e-delivery of scanned material from our extensive LA Law Library collection, all for a flat monthly fee.

Law and Library School Internship Programs:

LA Law Library traditionally hosts law and library school interns 3-4 times per year. Under the supervision of professional librarians, an internship at the library offers an optimal field environment for obtaining practical hands-on experience working with an approximate 1 million equivalent volume collection. Through these field experiences, students have the opportunity to learn effective reference skills, hone their communication techniques for interacting with a diverse public, and explore collection development and management practices. Within the framework of these internships, library school students benefit from the real world exposure to career options as a special librarian. Law school students have the opportunity to interact with and learn how and where public service can fit into building a successful law practice.



In 2020, a long-time Law Library Member left a generous bequest in her estate to support the training of future lawyers and librarians. This has allowed LA Law Library to offer paid internships, expanding opportunities for a diverse pool of students. Those facing financial challenges that might not initially consider a career in law or librarianship now can be exposed to the Library's work with greatly needed financial support. Opening new doors to these students provides them with practical hands-on experience and a threshold to career choices they might not have otherwise considered reachable.

Library Tours and Orientations:

Library staff also give library orientations and tours to outside groups including bar associations, paralegal students, law-related student groups and academic institutions. The Law Library also hosts field trips from several local high schools, leading students on explorations of the library's resources, holding panel discussions on legal issues relevant to teens, and hosting career talks where students get the chance to learn about different career paths available to them in the legal field. Tours can be general or customized for a particular audience. Some popular tour subjects include our deep collection of foreign and international law and our historical California materials.

In the Fiscal Year 2024-2025, these tours have also served to be a meaningful introduction to Library services with elected officials, government agencies, and the legal community. Staff made a concerted effort to reach out to elected officials to build stronger relationships and new partnerships by inviting their staff for tours and orientations. This fiscal year included tours with staff from the offices of Assemblymember Jesse Gabriel (46th District) and Senator Caroline Menjivar (20th District). Connections with the federal bench included a tour with U.S. District Court Judge Maame Ewusi-Mensah Frimpong and CJA Supervising Attorney/Pro Bono Panel Coordinator Lauren Eskanazi Ihrig with subsequent discussions on collaborating with the federal self-help center and Federal Bar Association for future programming.



On the global front, the Library had the honor of hosting a tour sponsored by the International Citizen Diplomacy of Los Angeles office, in coordination with the United States Department of State-International Visitor Leadership Program. This group included judges, lawyers, and other legal professionals from Albania, Argentina, Armenia, Barbados, Czech Republic, Ecuador, Georgia, Iraq, Jamaica, Moldova, Mongolia, Montenegro, Palestinian Territories, Peoples Republic of China, Poland, Romania, Saudi Arabia, Serbia, South Africa, Thailand, and Uganda.

Room Rentals:

LA Law Library serves as a public space for those wishing to meet and confer with colleagues, hold a training conference, or prepare for a legal case scheduled for trial. The Library's prime location in the center of downtown Los Angeles is comparable to none: proximity to the downtown civil, criminal, and Federal courthouses; centrally located in the heart of city and county government offices; a convenient and short commute by walking, vehicle or public transportation from downtown businesses, embassies, or law firms. The Library can provide secured, ready to use, professional conference and office space for rent. Rental amenities include free Wi-Fi, unlimited computer usage, privacy, access to our copy center, standard Audio/visual capabilities, and free access to Lexis+ or Advance®, Westlaw®, WestlawNext® and other popular exclusive online legal resources. Small conference rooms and a larger Training Center can be rented for daily, short term or hourly rental. Staff can assist with catering for those wishing to rent space for consecutive days, such as helping with a list of nearby restaurants, set up and clean up. There is a discount on rental rates for those participating in the Library's Members Program.

The Library has also been a prime location for law firms wishing to prepare for trial and prepare witnesses when slated for trial at the Stanley Mosk Courthouse. In addition, production companies have rented space for a staging area when planning special events at Grand Park or other civic center programs.



In the past year, requests for rental space have steadily increased, providing a much needed funding resource to support programming, facility repairs, and capital improvements.

Capital Projects:

The Library has undergone a remodeling project in the main reading room to include the installation of moveable glass partitions, providing flexibility in creating spaces for a future computer lab and classroom area. Plans include renting these added spaces when not in use for regular programming.

Other facility capital projects included adding two additional offices in the Collection Management Services department, replacement of aging automatic garage doors, and consultations for future modernization to the Library's four hydraulic elevators. Other planned projects include obtaining a seismic retrofit analysis, and upgrading the Library's fire suppression and life and safety systems.

The Library has also embarked on initial efforts to upgrade its internet networking infrastructure, public announcement systems, security camera networks, and alarm systems.

LIBRARY USAGE

LA Law Library provides in-person and remote legal research assistance and instruction to tens of thousands of individuals who need help researching legal issues and accessing the legal system. In Fiscal Year 2024-2025, Reference Librarians responded to 65,967 questions from our patrons. Assistance from Reference Librarians is provided at no cost.

The Library is open to all members of the public, and use of the library materials, including the computers and legal databases, is free. A library card is needed to access the computers (2-hour limit per day) and to borrow print or digital books. Borrowing of print materials requires a refundable security deposit, while e-books access is available using a free version of our library card.



At the end of Fiscal Year 2024-2025 there were 23,067 library cardholders without borrowing privileges of print materials. At the end of Fiscal Year 2024-2025, there were also 971 persons registered as individual borrowers, including 472 attorneys. This group of borrowers added 31 messengers to their account. In addition, 108 law firm and business borrowers have identified 488 designated borrowers, including attorneys, librarians and messenger services. There are 351 judicial borrowers, 414 government borrowers and 2,512 special promotions borrowers.

The circulation department staff issue library cards, check books in and out, respond to requests for computer sign-ups, place books on hold, handle questions about overdue fines and page materials as needed from the library's closed stack areas. In Fiscal Year 2024-2025, the Circulation desk handled 18,772 requests. Of these requests, 13,555 were at the desk, 250 by email, and 5,217 were by telephone. A total of 952 physical items were placed on hold and 9,455 books were circulated and /or loans renewed. In fiscal year 2024-2025, 4,395 e-books were borrowed by patrons and 331 e-books were placed on hold.

In response to requests for materials and information, LA Law Library provides document delivery and e-delivery services. LA Law Library resumed charging for this service shortly prior to the start of the fiscal year. Requests delivered in fiscal year 2024-2025 totaled 605 and included 17,083 pages. The Copy Center also responded to 3,172 requests, producing 361,126 photocopies.

During Fiscal Year 2024-2025, LA Law Library reference staff fielded 65,697 requests for information. This continued a strong upward trend in the number of questions fielded by staff, roughly double the number of inquiries typically tracked in the years preceding the pandemic. 37,150 were in-person inquiries (an uptick of approximately of 1,000 from the previous year); 21,497 requests were received by phone; 6,423 were email or live-chat; and 353 were letter requests, generally from the incarcerated (an increase over 50% from the prior year in this category). The questions came from a diverse group of users that includes self-



represented litigants, attorneys, paralegals, judges, students and the general public. The greatest sources of increase over pre-pandemic years continues to be a large uptick in questions from self-represented patrons referred to us by the Superior Court or Self-Help Centers

LA Law Library's website (www.lalawlibrary.org) had more than 117,934 visitors in Fiscal Year 2024-25. The average number of daily visits was 309 with an average visit duration of 2:14 minutes. 95.87% of the visitors were from the United States; 4.13% of the visitors were from other countries.

COLLECTION / ACQUISITIONS

Print Materials: During Fiscal Year 2024-25, the Main Library added 4,913 volumes; the Branch locations added 62 volumes. During the same period, the library withdrew 919 volumes and media from the Main Library and 53 volumes from the Branch locations. At the end of Fiscal Year 2024-25, the total number of print volumes in the LA Law Library collection was 708,888. The Main Library held 708,163; the Branch locations held 725.

Non-Print Materials (Other Than Subscription Databases): During Fiscal Year 2024-25, the Main Library added 2 computer discs, and 934 ebooks. Additionally, the Library added 5,171 microfiche to the collection (reflecting a decline in the use of microfilm/microfiche as a commonly-used production medium). At the end of the Fiscal Year 2024-25, the Library held 8,216 reels of microfilm, 1,440,250 microfiche, 1,084 computer discs, 4,545 ebooks, 213 audio discs, and 132 video/DVDs. The Branch locations do not maintain non-print collections (other than subscription databases).

Volume Equivalents: The volume equivalent of non-print materials available in microform and ebooks is approximately 317,243 volumes. The grand total of volumes and volume equivalents in the LA Law Library collection is 1,026,131 volumes representing 200,650 titles.



Rare Book Collection: As one of the premier public law libraries in the country with a long history of responsible stewardship of a vast collection, LA Law Library acquired a substantial collection of rare and historical material through private donations. This aspect of our collection makes us a unique and valuable resource for academic and historical research throughout the state, country, and the world. Our rare and historical collection includes such treasures as: English common law compilations dating back to the 1300s; centuries old Roman canon, and other religious law; wartime laws from the occupying Allied powers after the fall of Nazi Germany; transcripts of famous historic trials such as the Clarence Darrow bribery case, Daniel Elisberg Pentagon Papers trial, O.J. Simpson murder trial; laws of the original thirteen colonies and early California; and, one of the only extant collections of North Korean law. When Haiti was devastated by hurricanes and faced total destruction of its laws, government representatives sought out LA Law Library to replenish copies from our print collection. With one time funding from the State to identify, assess, and preserve these rare books and materials, staff have begun to take additional steps to protect and preserve these fragile gems so we can continue making them accessible to researchers and display notable items for public viewing.

In Fiscal Year 2024-2025 the American Bar Association selected LA Law Library to be the first west coast location to exhibit a nationwide traveling exhibit entitled "Lawyers Without Rights." Based on a book entitled "Lawyers Without Rights: The Fate of Jewish Lawyers in Berlin After 1933," this exhibit focuses on the discrimination, degradation, and defiance of Jewish lawyers in Nazi Germany. The Library had the opportunity to enhance the lessons learned from this historical tragedy by displaying many of the Nazi law books from the Rare Book Collection for the months of April through June 2025.

FUNDING

The great majority of the Law Library's services are free of charge, including in-person access to the highly valuable digital and print collection, reference assistance and borrowing. To cover rising costs of operations, LA Law Library



continues to try to develop additional revenue sources including fees for extraordinary library services (such as electronic delivery, room rentals, etc.), professional development and training (such as MCLE classes), and programming focusing on community interests of current events and legal topics.

We are happy that there has been progress this past year in getting a primary source of additional revenue back on track. For the past few years the Library's parking structure on Hill Street has been in disrepair, resulting in a significant loss of outside revenue for the Library. We have retained a structural engineering company to assess the structure, and received a report with a plan to reinforce the top level to make it functional again. Plans for this coming fiscal year include moving forward with the work so that the Library can call upon this very important source of revenue. The Library also remains on the waitlist to participate in a grant program with LADWP to install EV charging stations in the lower level. Once the structure is repaired and the charging stations are installed, we anticipate much needed funding in the coming fiscal year.

County Law Libraries are funded by a formula established by the Legislature which allocates a small portion of the fees generated from initial civil filings in each county to that county's Law Library. In recent months, civil filing fees continue to fluctuate but seem to be trending upwards. The State Legislature has determined that the fiscal year 25/26 Budget should include backfill funding to offset the lost filing fee revenue from expansion of eligibility for fee waivers for County Law Libraries statewide. A total of \$937,000 will be divided on a pro rata share to all County Law Libraries statewide. Of this amount, LA Law Library will receive its pro rata share of \$231,641 in funding.



GIFTS AND SPECIAL RECOGNITION

Gifts

During the Fiscal Year 2024/2025 many recognized LA Library's critical role by generously donating legal resources and financial support to allow us to continue and grow our programming for the community. In addition to receiving gifts, the Library also refers patrons wishing to donate books to the Books for Prisoners Programs and to the Los Angeles County Public Library.

This year the Library formed a new partnership with SRLN (Self-Represented Litigation Network) with plans to support its web based educational information and articles in the coming years. SRLN consists of a network of judges, lawyers, and allied professionals seeking to create innovative solutions for self-represented litigants so they may have meaningful access to the courts and get the legal help they need. With a donation of \$20,000 dedicated to support the hosting and maintenance of the SRLN link on LA Law Library's website, Library staff will be able to provide a forum for legal professionals to share ideas and create new ways to improve access to justice for self-represented individuals.

Donations of books to the collection from individuals include the following:

- Donated by Kelly Brennan and the Estate of Andrew H. Struve

Commentaries on the Laws of England: In Four Books, 11th Edition by Sir William Blackstone

Law: A Treasury of Art and Literature edited by Sara Robbins

Lawyers of Los Angeles: A History of the Los Angeles Bar Association and of the Bar of Los Angeles County by W.W. Robinson

- Donated by Judge Shannon K. Cooley and the Estate of Judge Eric E. Younger

50 copies of the classic California legal treatise *Younger on California Motions* to be used as gifts for attorneys who provide pro bono services at the library's educational and legal aid programs.



- Donated by the author Giuseppe Maria Meloni

Il Mondo Della Pena: Diario di Un Lungo Viaggio Alla Ricerca di Un Equilibrio Tra Sicurezza e Diritti Dell'uomo (The World of Punishment: Diary of a Long Journey in Search of a Balance Between Security and Human Rights)

Special Recognition

Federal Depository Library Program

The Federal Depository Library Program (FDLP) has recently been converted to a primarily digital program, and only a small number of selected libraries in the country were chosen to continue to preserve printed copies of the most critical publications of United States law. After a rigorous review of best practices among libraries in consideration, the United States Government Publishing Office awarded LA Law Library the prestigious honor of receiving one of only 50 print copies of the Code of Federal Regulations (CFR) in the United States along with other law titles. LA Law Library is only one of three in California (along with California State Library and the University of California, Berkeley) selected to be preservation stewards of these important print copies for the entire nation.

Partnership Study-Los Angeles Superior Court and Stanford Law School

In January 2024, the Superior Court of Los Angeles County launched a groundbreaking new partnership with Stanford Law School's Deborah L. Rhode Center on the Legal Profession and Legal Design Lab to research, design and implement innovative, evidence-based approaches to reduce barriers to participation in the judicial process and to improve access to justice for all court users. This unique partnership between the Court and Stanford's leading legal scholars examined the barriers to full participation across the judicial system.

As the study progressed into the Fiscal Year 2024-2025, the research team focused on case types with high percentages of self-represented litigants, including unlawful detainer (eviction), child support and debt collection actions. LA Law Library was



LOS ANGELES COUNTY LAW LIBRARY

Balance Sheet as of Year Ending June 30, 2025
(Provisional and subject to year-end adjustments)

	2025	2024 (audited)
Assets		
Current Assets		
Cash and cash equivalents	17,335,752	16,327,547
Accounts receivable	1,632,228	1,565,721
Prepaid expenses	300,944	362,505
Total current assets	19,268,923	18,255,772
Noncurrent assets		
Restricted cash and cash equivalents	318,470	318,470
Investments	6,720,672	6,379,184
Capital assets, not being depreciated	803,751	749,532
Capital assets, being depreciated - net	14,526,255	14,377,557
SBITA assets net of amortization	594,805	594,805
Total noncurrent assets	22,963,953	22,419,547
Total assets	42,232,876	40,675,320
Deferred Outflow of Resources		
Deferred outflow of resources	3,841,763	3,841,763
Total assets and deferred outflows of resources	46,074,639	44,517,083
Liabilities		
Current Liabilities		
Accounts payable	236,318	160,489
Other liabilities	0	0
Payroll liabilities	18,937	16,566
Total current liabilities	255,255	177,054
Noncurrent liabilities		
Accrued sick and vacation liability	214,988	269,418
Borrowers' deposit	206,608	191,541
OPEB liability	3,694,295	3,564,295
Net pension liability	6,001,413	5,501,413
SBITA Liability	593,460	593,460
Total noncurrent liabilities	10,710,764	10,120,127
Total liabilities	10,966,019	10,297,181
Deferred inflows of resources		
Deferred inflows of resources	977,838	977,838
Total liabilities and deferred inflows of resources	11,943,857	11,275,019
Net position		
Invested in capital assets	15,330,006	15,127,088
Unrestricted	18,800,777	18,114,975
Total net position	34,130,782	33,242,063
Total liabilities and deferred inflows of resources and net position	46,074,639	44,517,083



LOS ANGELES COUNTY LAW LIBRARY

Statement of Cash Flows as of Year Ending June 30, 2025
(Provisional and subject to year-end audit adjustments)

	2025	2024 (audited)
Cash flows from operating activities		
LA Superior court fees	9,287,659	8,324,520
Parking fees	0	0
Library services	713,530	630,183
(Increase) decrease in accounts receivable	-66,507	130,474
Increase (decrease) in borrowers' deposit	15,067	-11,463
Cash received from filing fees and services	9,949,750	9,073,713
Facilities	-1,157,947	-1,135,364
Technology	-249,219	-207,741
General	-116,880	-101,267
Professional development	-34,004	-27,506
Communications & marketing	-4,676	-1,087
Travel & entertainment	-168	-204
Professional services	-130,782	-79,850
Electronic Resource Subscriptions (ERS)	-702,863	-733,106
(Increase) decrease in prepaid expenses	61,561	-82,982
Increase (decrease) in accounts payable	75,829	-170,217
Increase (decrease) in other liabilities	0	0
Cash payments to suppliers for goods and services	-2,259,148	-2,539,325
Staff (payroll + benefits)	-5,648,459	-6,204,313
Increase (decrease) in payroll liabilities	2,372	5,731
Increase (decrease) in accrued sick and vacation liability	-54,430	-10,207
Increase (decrease) in OPEB liability	130,000	16,492
Increase (decrease) in net pension liability	500,000	439,702
Cash payments to employees for services	-5,070,518	-5,752,595
Contributions received	225,000	150,000
Net cash from operating activities	2,845,084	931,794
Cash flow from capital and related financing activities		
Library materials	-1,947,784	-1,881,936
Fixed assets	-472,840	-133,577
Capital - Work in Progress (WIP)	-54,219	-53,340
Cash flows from investing activities		
Deferred inflows/outflows adjustment	0	526,620
Investment earnings	637,965	662,136
Net cash increase (decrease) in cash and cash equivalents	1,008,205	51,697
Cash and cash equivalents, at beginning of period	16,594,320	16,594,320
Cash and cash equivalents, at end of period	16,646,017	16,646,017



LOS ANGELES COUNTY LAW LIBRARY

Statement of Cash Flows as of Year Ending June 30, 2025 (Continued) (Provisional and subject to year-end audit adjustments)

	2025	2024 (audited)
Reconciliation of Operating Income to Net Cash		
from Operating Activities		
Operating income	-90,734	-1,691,057
Adjustments for noncash effects:		
Depreciation	2,271,926	2,305,321
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	-66,507	130,474
(Increase) decrease in prepaid expenses	61,561	-82,982
Increase (decrease) in accounts payable	75,829	-170,217
Increase (decrease) in other liabilities	0	0
Increase (decrease) in payroll liabilities	2,372	5,731
Increase (decrease) in accrued sick and vacation liability	-54,430	-10,207
Increase (decrease) in borrowers' deposit	15,067	-11,463
Increase (decrease) in OPEB liability	130,000	16,492
Increase (decrease) in net pension liability	500,000	439,702
Impact of GASB 68 adjustments		
Net cash from operating activities	2,845,084	931,794



Respectfully submitted,

Katherine H. Chew, Executive Director & Secretary to the
Board of Law Library Trustees

ACKNOWLEDGEMENT

(Seal)

The Los Angeles County Law Library Board of Trustees desires to acknowledge the support and assistance given to the Law Library by the Los Angeles County Board of Supervisors during the past year.

By order of the Board of
Law Library Trustees of
Los Angeles County

Los Angeles, California

Respectfully submitted,

President of the Board of Law Library Trustees

Secretary of the Board of Law Library Trustees



MEMORANDUM

DATE: September 24, 2025

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Presentation by Labib Funk+Associates-
Conceptual Retrofit Plan for Repairs to Parking Structure

BACKGROUND INFORMATION

LA Law Library has operated a free- standing parking structure located on its property at the corner of 1st Street and Hill Street until 2022 when it was deemed inoperable and in need of repairs. Prior to 2022, the structure served as a convenient and popular location for patrons and others to park when visiting the Civic Center Corridor and nearby courthouses. It also generated supplemental revenue for continued operations and programming. The Fiscal year 2023/2024 approved budget reserved the amount of \$60,000 as the estimated cost of retaining professional consulting services for repairs.

In 2024, Staff began efforts to consult with various structural engineering companies to conduct a discovery assessment and recommend viable and cost- effective methods to repair the parking structure. Although a contract for professional services was entered into in March, that first post tension repair company failed to timely perform after several extensions, and therefore staff determined that contract should not be renewed and other consultants pursued.

In October 2024, All Star Post Tension performed three separate on-site inspections. They concluded that approximately 75% of the tendons within the cement slab had significant corrosion and most likely the remaining 25% had at least some stages of corrosion. The company observed shear cracks in the slab that they surmised likely appeared over the years from stresses to the structure, allowing water to seep in and corrode the tendons within the concrete slab. This company did not test the concrete, but concluded this would not be necessary because the structure could be repaired by installing an external support system. The repairs would consist of mounts to the outside wall anchoring the overall structure. This would be done by having two adjacent beams supporting the center span of the upper concrete slab and they opined this would be the best solution for the long-term lifespan of the structure. This company did not charge the Library for the on-site inspections, but did provide an estimate of the cost for installing the external support system in the amount of \$413, 700.00.



After receiving this proposal, staff sought a second professional services opinion from another civil engineering company, Labib Funk + Associates. Labib Funk + Associates (LFA) is a consulting engineering firm that offers structural, shoring, civil, and EBM (External Building Maintenance) Services. Since opening its doors in 2003, LFA describes itself as a structural/civil/shoring/EBM engineering company that is focused on providing service-oriented and cost-conscious construction. In 2016, LFA merged with Burnett + Young Shoring Engineers, the premier shoring design firm in the Greater Los Angeles area. In 2018, LFA started its Civil Engineering division and is experienced in both New Design and Renovations & Seismic Retrofits. With over 80 engineers on staff, the company has the ability to deliver projects of any size. Commercial projects of LFA include large projects such as the INTUIT Dome and NFL Media Headquarters in Inglewood, and the Lakers and LA Clippers Training Centers in El Segundo and Playa Del Rey. They have also worked on smaller projects such as the Annenberg Petspace in Playa Vista and the Potrero Heights Senior and Community Center in Montebello. For more information about this company, see their website at [Labib Funk + Associates](#).

This company will be appearing at the Board Meeting to give a presentation on an alternative conceptual retrofit plan for repairs to the Library's parking structure. This conceptual retrofit plan consists of reinforcing the concrete slab above and below with less construction and cost, allowing for a quicker turnaround in completion of repairs. Specifically, they propose using fiber reinforced polymer (FRP) on the topside and bottom side of the slab, as well as waterproofing the top slab followed by a three-inch topping of concrete over the FRP. The final retrofit measure would include waterproofing for extra protection on the top deck.

LFA has provided its assessment in three different phases, and Phases 1 and 2 have been completed. Phase 1 covered the investigation phase. This consisted of a site visit for a visual inspection of the damaged concrete slab. The consultants then reviewed existing structural drawings and reports of the building. They then compiled a summary of their findings and potential methods of repair. The cost for Phase 1 was \$3,800.00.

Phase 2 of the assessment involved preparing a materials testing plan to explore the materials existing properties of the exterior walls, slabs, columns, and footings. An assessment of the structure and removal of finishes to expose the structure for non-destructive testing was performed by a sub-contractor. Based on the testing results, they developed a concept retrofit plan. The cost for Phase 2 was \$10,000. The Materials Testing cost was \$22,570.00.

Phase 3 of the assessment will be discussed at the September 24, 2025 board meeting. This Phase will involve providing a design for a new fiber reinforced polymer (FRP) on the bottom and top of the existing slab to retrofit the existing slab. The contract work includes preparing construction documents to develop initial design parameters with a Project Architect. Other drawings and plans will be produced to facilitate the permitting process. This will then be followed by the construction administration process to manage the actual project. The cost of proceeding with Phase 3 is quoted at \$25,000.



The cost for all three Phases are summarized below:

Phase I - \$3,800
Phase 2- \$10,000
Material testing - \$22,570.00
Phase 3 - \$25,00.00

Total - \$61,370.00

SUMMARY:

The estimated amount originally budgeted in 2023/2024 for professional services was \$60,000, and moving forward with Phase 3 is \$1,370.00 over that budget estimate. However, the method recommended, compared to the proposal for an external support system, is expected to be far less costly at the construction phase. In addition, the method recommended is expected to allow for a quicker turnaround in completion of repairs.

As Phase 3 will need to be completed before Labib Funk+ Associates can provide the Board with an estimated cost for repairs using the new fiber reinforced polymer design, Staff is making no recommendations to the Board at this time. The presentation at the September 24, 2025 meeting is to provide the Board with another option for repairs to the parking structure. Upon completion of Phase 3, staff will later present both options to the Board at a subsequent meeting for a vote on what method to pursue to bring the parking structure back into operation.



LALAWLIBRARY

