

AGENDA

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

REGULAR BOARD MEETING

Wednesday, October 22, 2025

12:15 PM

MILDRED L. LILLIE BUILDING TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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

AGENDA MATERIALS

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

LAND ACKNOWLEDGMENT

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

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

- ☐ Fernandeano Tataviam Band of Mission Indians
- ☐ Gabrielino Tongva Indians of California Tribal Council
- ☐ Gabrielino/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 September 24, 2025 Regular Board Meeting
- 3.2 Financials/ Checks & Warrants
- 3.3 FY 25 Quarter 1 Statistics

4.0 DISCUSSION ITEMS

- 4.1 Reference Statistics Update and Proposed Changes to Quarterly Statistical Reporting
- 4.2 Presentation by Alpha Structural: Rough Order of Magnitude for Seismic Retrofit Phase Two
- 4.3 Recommendation to establish Trustee Development Committee

5.0 CLOSED SESSION

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

6.0 RECONVENE IN OPEN SESSION/ CLOSED SESSION ANNOUNCEMENT

(Pursuant to Government Code §54957.1)-Katherine H. Chew

7.0 AGENDA BUILDING

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

8.0 EXECUTIVE DIRECTOR REPORT

9.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, November 19, 2025 at 12:15p.m.

POSTED OCTOBER 16, 2025 @ 5:00PM

POSTED BY DAN REINHOLD



**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF LAW LIBRARY TRUSTEES OF
LOS ANGELES COUNTY**

**A California Independent Public Agency Under
Business & Professions Code Section 6300 et sq.**

September 24, 2025

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, September 24, 2025 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/ QUORUM

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

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

President Juhas asked the Board if anyone would like an item removed from the Consent Calendar. Vice President Seigle requested Item 3.4 be removed. President Juhas requested a motion to approve the Consent Calendar, excepting Item 3.4. So moved by Vice President Seigle, seconded by Trustee Fregoso. The motion was approved unanimously 4 – 0.

Trustee Rosenfeld arrived at 12:17pm

3.4

Vice President Seigle pointed out that the end of the first paragraph of Item 3.4 reads, “the most powerful weapons available for an average citizen to exercise their basic civil and legal rights.” She discussed how the library serves more than just U.S. citizens, and suggested we replace the word “citizen” with a broader term such as “patron” or “community member”.

She went on to recommend that at the end of the introduction, that we should briefly discuss funding. Funding is covered later in the document, however, Vice President Seigle recommended that we add one or two sentences touching on how we are receiving less state funding than in the past, and that all of our goals are contingent on funding. She also recommends that we start messaging to the county that we have several major capitol projects that need to be done over the next few years that will cost millions of dollars.

Trustee DeWitt arrived at 12:19pm.

Vice President Seigle pointed out that most people will probably not read past the introduction, so it would be wise to include these items in that section.

President Juhas requested a motion to approve Item 3.4 with the changes suggested by Vice President Seigle. So moved by Trustee Nellon, seconded by Vice President Seigle. The motion was approved unanimously 6 – 0.

4.0 DISCUSSION ITEMS

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

Representatives of Labib Funk + Associates addressed the Board regarding a retrofit plan to repair the LALL parking structure. They discussed the tests their company have performed. Based on the results from these tests, their recommendations are as follows:

FRP Prep and Installation - \$858,000

Removal of Existing Traffic Deck Coating - \$65,000

Install New Traffic Deck Coating - \$105,000

Apply New Line Stripping - \$3,800

One of the representatives did state that he had believed that these numbers would be about half to 2/3's of what the numbers above show. He stated that he would do whatever he could to try and get the price down as much as possible.

Vice President Seigle asked how long the FRP would last.

The LFA Representative responded that the FRP would last a lifetime.

President Juhas asked if we should lift up problematic areas of the parking structure beforehand.

The LFA Representative responded that jacking can help, but is not an absolute must. He estimated costs 10 – 20% higher if we had to do any jacking.

E.D. Chew requested approval to move forward with Phase 3 at a cost of \$61,370.00 for the parking structure retrofit. This figure was \$1370.00 over our initial estimated budget of \$60,000. Phase 3 includes production drawings which will provide the Board with a better understanding of this particular option for repairs. Phase 3 would need to be completed before LFA could provide the Board with an estimated cost for total repairs using the new fiber reinforced polymer design. Once an option for repair is selected—either the one proposed by LFA or the external support system proposed by All Star Post Tension-- the Library could put the job out for bid. After further discussion, LFA advised they would attempt to contact All Star for further information to determine what other costs (above the initial \$413,700.00 quoted) would need to be included to implement the external support system design they were proposing. Vice President Seigle then asked if we need to choose between LFA and All Star. E.D. Chew responded that eventually we will have to make that choice. Unfortunately, there are not many companies that do this kind of work in the area. The motion would be to just proceed with Phase 3 with LFA at this time for the cost of \$61, 370.00. So moved by President Juhas, seconded by Trustee Fregoso. The motion was approved unanimously 6 – 0.



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

Closed Session commenced at 12:55pm.

6.0 RECONVENE IN OPEN SESSION/ CLOSED SESSION ANNOUNCEMENT

(Pursuant to Government Code §54957.1)-Katherine H. Chew

The meeting was reconvened in Open Session at 1:28pm. 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

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:29pm by President Juhas. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, October 22, 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 August 31, 2025

(Provisional and subject to year-end audit adjustments)

	6/30/2025	8/31/2025	YTD
Assets			
Current assets			
Cash and cash equivalents	17,335,752	16,766,189	(569,563)
Accounts receivable	141,158	85,923	(55,236)
Other receivable	1,491,069	1,669,352	178,282
Prepaid expenses	300,944	589,636	288,693
Total current assets	19,268,923	19,111,099	(157,824)
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	6,720,672	6,775,493	54,821
Capital assets, not being depreciated	803,751	915,258	111,507
Capital assets, being depreciated - net	14,526,255	14,443,757	(82,498)
SBITA assets net of amortization	594,805	594,805	-
Total noncurrent assets	22,963,953	23,047,783	83,830
Total assets	42,232,876	42,158,882	(73,994)
Deferred Outflows of Resources			
Deferred Outflows of Resources	3,841,763	3,841,763	-
Total assets and deferred outflows of resources	46,074,639	46,000,645	(73,994)
Liabilities			
Current Liabilities			
Accounts payable	236,318	155,908	(80,410)
Other current liabilities	-	-	-
Payroll liabilities	18,937	18,830	(107)
Total current liabilities	255,255	174,738	(80,517)
Noncurrent Liabilities			
Accrued sick and vacation liability	214,988	214,988	-
Borrowers' deposit	206,608	209,624	3,016
OPEB liability	3,694,295	3,715,961	21,666
Net pension liability	6,001,413	6,084,747	83,334
SBITA liability	593,460	593,460	-
Total noncurrent liabilities	10,710,764	10,818,780	108,016
Total liabilities	10,966,019	10,993,518	27,499
Deferred Inflows of Resources			
Deferred Inflows of Resources	977,838	977,838	-
Total liabilities and Deferred inflows of resources	11,943,857	11,971,356	27,499
Net Position			
Invested in capital assets	15,330,006	15,359,015	29,009
Unrestricted	18,800,777	18,670,274	(130,502)
Total net position	34,130,782	34,029,289	(101,494)
Total liabilities and Deferred inflows of resources and net position	46,074,639	46,000,645	(73,994)

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

Aug-24 Actual	Aug-25			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

726,955	661,091	1,000,138	339,047	51.3%
56,172	45,651	50,883	5,232	11.5%
0	0	0	0	0.0%
<u>29,900</u>	<u>29,333</u>	<u>25,458</u>	<u>(3,875)</u>	<u>-13.2%</u>
813,026	736,075	1,076,479	340,404	46.2%
414,565	461,255	403,461	57,794	12.5%
63,986	59,514	51,819	7,695	12.9%
162,960	163,200	146,956	16,244	10.0%
(162,960)	(163,200)	(146,956)	(16,244)	10.0%
104,805	100,415	115,313	(14,898)	-14.8%
16,351	34,523	22,833	11,690	33.9%
9,563	7,907	5,652	2,255	28.5%
213	3,395	198	3,197	94.2%
1,347	517	263	253	49.0%
0	0	11	(11)	0.0%
5,700	700	2,747	(2,047)	-292.4%
<u>189,400</u>	<u>187,323</u>	<u>190,276</u>	<u>(2,953)</u>	<u>-1.6%</u>
<u>805,931</u>	<u>855,550</u>	<u>792,573</u>	<u>(62,977)</u>	<u>-7.4%</u>
<u>7,095</u>	<u>(119,475)</u>	<u>283,906</u>	<u>403,381</u>	<u>-337.6%</u>
33,365	10,000	40,244	30,244	302.4%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>40,460</u>	<u>(109,475)</u>	<u>324,150</u>	<u>433,625</u>	<u>-396.1%</u>
0	0	0	0	0.0%

Summary:

Income

L.A. Superior Court Fees	1,406,707	1,332,997	1,850,033	517,036	38.8%	8,300,000
Interest	112,709	91,302	101,107	9,805	10.7%	567,702
Parking	0	0	0	0	0.0%	0
Library Services	<u>58,294</u>	<u>58,680</u>	<u>49,915</u>	<u>(8,765)</u>	<u>-14.9%</u>	<u>472,954</u>
Total Income	<u>1,577,709</u>	<u>1,482,979</u>	<u>2,001,054</u>	<u>518,075</u>	<u>34.9%</u>	<u>9,340,656</u>

Expense

Staff (payroll + benefits)	1,333,669	1,522,333	1,408,144	114,189	7.5%	6,436,895
Electronic Resource Subscriptions	89,328	119,028	72,466	46,562	39.1%	714,169
SBITA Interest & Amortization Expense	0					
Library Materials	301,148	326,400	298,879	27,521	8.4%	1,958,400
Library Materials Transferred to Capital Assets	(301,148)	(326,400)	(298,879)	(27,521)	8.4%	(1,958,400)
Facilities	203,602	227,216	220,244	6,972	3.1%	1,251,320
Technology & Data	33,132	69,347	44,869	24,324	35.1%	414,581
General	15,994	14,780	13,079	1,700	11.5%	150,328
Professional Development	5,997	21,234	8,477	12,757	60.1%	44,336
Communications & Marketing	1,349	4,485	265	4,220	94.1%	46,030
Travel & Entertainment	69	0	48	(48)	0.0%	2,500
Professional Services	7,745	15,075	8,400	6,675	44.3%	171,663
Depreciation	<u>379,190</u>	<u>374,472</u>	<u>381,377</u>	<u>(6,904)</u>	<u>-1.8%</u>	<u>2,265,035</u>
Total Expenses	<u>2,070,075</u>	<u>2,367,970</u>	<u>2,157,369</u>	<u>210,601</u>	<u>8.9%</u>	<u>11,496,856</u>
Net Income (Loss)	<u>(492,366)</u>	<u>(884,991)</u>	<u>(156,315)</u>	<u>728,676</u>	<u>82.3%</u>	<u>(2,156,200)</u>

Investment Gain (Loss) ¹	65,896	20,000	54,821	34,821	174.1%	120,000
Extraordinary Income	0	0	0	0	0.0%	0
Extraordinary Expense	0	0	0	0	0.0%	0
Net Income Including Extraordinary Items	<u>(426,470)</u>	<u>(864,991)</u>	<u>(101,494)</u>	<u>763,498</u>	<u>88.3%</u>	<u>(2,036,200)</u>

Capitalized Expenditures

FY 2024-25 YTD Actual	FY 2025-26 YTD				Annual Budget
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
0	0	0	0	0.0%	2,149,806

Comments

(Provisional and subject to year-end audit adjustments)

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Income Statement for the Period Ending August 31, 2025

(Provisional and subject to year-end audit adjustments)

Aug-24								FY 2024-25		FY 2025-26 YTD							
Actual	Budget		Actual	\$ Fav (Unf)	% Fav (Unf)				YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Annual Budget	Comments		
114	479	354	125	26.1%	23	COL	609399	General/Librarianship Continuations	114	958	1,286	(328)	-34.2%	5,747	Timing variance		
81	200	(126)	326	163.2%	23	COL	609499	General/Librarianship New Orders	81	400	751	(351)	-87.8%	2,400	Timing variance		
162,960	163,200	146,956	16,244	10.0%				Subtotal	301,148	326,400	298,879	27,521	8.4%	1,958,400	Timing variance		
(162,960)	(163,200)	(146,956)	(16,244)	10.0%	23	COL	690000	Library Materials Transferred to Assets	(301,148)	(326,400)	(298,879)	(27,521)	8.4%	(1,958,400)	Timing variance		
63,986	59,514	51,819	7,695	12.9%	23	COL	685000	Electronic Resource Subscriptions (ERS)	89,328	119,028	72,466	46,562	39.1%	714,169	Timing variance		
							685100	SBITA Amortization Expense	0	0	0	0	0.0%		Year-end audit JE.		
							685200	SBITA Interest Expense	0	0	0	0	0.0%		Year-end audit JE.		
								Facilities:									
7,697	4,167	1,799	2,367	56.8%	39	FAC	801005	Repair & Maintenance	23,421	34,918	17,172	17,746	50.8%	76,585	Timing variance		
2,843	2,167	24,390	(22,223)	-1025.7%	39	FAC	801010	Building Services	4,614	4,333	27,145	(22,812)	-526.4%	26,000	Timing variance		
2,744	1,000	2,329	(1,329)	-132.9%	39	FAC	801015	Cleaning Supplies	2,744	2,000	2,329	(329)	-16.5%	12,000			
14,904	15,000	17,830	(2,830)	-18.9%	39	FAC	801020	Electricity & Water	30,008	30,000	34,678	(4,678)	-15.6%	180,000	Timing variance		
5,548	1,152	1,118	34	2.9%	39	FAC	801025	Elevator Maintenance	6,613	2,303	2,236	67	2.9%	13,818			
0	2,700	0	2,700	100.0%	39	FAC	801030	Heating & Cooling	0	5,400	0	5,400	100.0%	45,400			
34,993	40,242	32,863	7,379	18.3%	15	FIN	801035	Insurance	69,986	80,484	67,320	13,164	16.4%	482,901	Actual cost for some lines of coverage lower than budgeted and approved.		
12,136	11,954	12,661	(707)	-5.9%	39	FAC	801040	Janitorial Services	24,273	23,908	24,273	(365)	-1.5%	143,449			
0	0	0	0	0.0%	39	FAC	801045	Landscaping	0	0	0	0	0.0%	0			
22,026	20,000	18,694	1,306	6.5%	39	FAC	801050	Security	38,995	40,000	40,912	(912)	-2.3%	240,000	Timing variance		
0	167	0	167	100.0%	39	FAC	801060	Room Rental Expenses	0	333	0	333	100.0%	2,000			
355	1,550	383	1,167	75.3%	39	FAC	801065	Special Events Expenses	684	1,850	613	1,237	66.8%	15,350			
42	0	0	0	0.0%	39	FAC	801100	Furniture & Appliances (<3K)	42	0	0	0	0.0%	4,000			
1,213	0	0	0	0.0%	39	FAC	801110	Equipment (<3K)	1,213	750	0	750	100.0%	3,000			
0	0	2,600	(2,600)	0.0%	39	FAC	801115	Building Alterations (<3K)	70	0	2,600	(2,600)	0.0%	600			
44	43	331	(288)	-669.7%	39	FAC	801120	Delivery & Postage	370	386	372	14	3.6%	2,916	Timing variance		
261	275	315	(40)	-14.5%	39	FAC	801125	Kitchen supplies	571	550	593	(43)	-7.8%	3,300			
104,805	100,415	115,313	(14,898)	-14.8%				Subtotal	203,602	227,216	220,244	6,972	3.1%	1,251,320			
								Technology:									
1,717	3,733	2,469	1,264	33.9%	33	TECH	801210	Software Maintenance	3,454	7,466	5,795	1,671	22.4%	44,796	Timing variance		
2,407	4,381	1,229	3,152	71.9%	33	TECH	801212	Hardware Maintenance	4,815	8,762	2,459	6,303	71.9%	52,572	Timing variance		
666	550	0	550	100.0%	33	TECH	801215	Software (<\$3k)	666	1,100	208	892	81.0%	6,600	Timing variance		
0	1,862	0	1,862	100.0%	33	TECH	801220	Hardware (<\$3k)	0	3,723	4,506	(783)	-21.0%	22,339	Purchased networking Branch Location and Restock several Printer		
0	1,708	1,524	184	10.8%	33	TECH	801225	Computer Supplies	0	3,416	57	3,358	98.3%	20,493	Timing variance		
5,629	5,630	5,905	(276)	-4.9%	33	TECH	801230	Integrated Library System	11,259	11,259	11,811	(552)	-4.9%	67,554			
917	8,004	3,486	4,518	56.5%	33	TECH	801235	Telecommunications	3,034	16,008	5,159	10,849	67.8%	96,048	Timing variance		
0	117	0	117	100.0%	33	TECH	801245	Tech & Data - Misc	0	234	0	234	100.0%	1,405	Timing variance		
149	1,324	149	1,176	88.8%	33	TECH	801250	Services	297	2,649	297	2,352	88.8%	15,891	Timing variance		
4,866	7,215	8,071	(856)		33	TECH	801275	Online Service Providers	9,607	14,731	14,577	154	1.0%	86,883	Timing variance		
16,351	34,523	22,833	11,690	33.9%				Subtotal	33,132	69,347	44,869	24,324	35.1%	414,581			
								General:									
398	458	301	157	34.3%	15	FIN	801310	Bank Charges	852	917	808	108	11.8%	5,500	Timing variance		
908	944	946	(2)	-0.2%	35	CMS	801315	Bibliographical Services	3,084	3,208	3,187	21	0.7%	12,648			
0	0	0	0	0.0%	35	CMS	801320	Binding	16	0	0	0	0.0%	10,000			
147	175	127	48	27.6%	17	EXEC	801325	Board Expense	147	445	304	141	31.7%	2,370	Timing variance		
1,266	2,000	2,005	(5)	-0.3%	37	COM	801330	Staff meals & events	2,029	2,300	2,185	115	5.0%	19,200	Timing variance		
1,369	2,523	508	2,015	79.8%	15	FIN	801335	Supplies - Office	1,645	5,046	1,066	3,980	78.9%	30,826	Timing variance		
0	0	0	0	0.0%	35	CMS	801337	Supplies - Library materials	0	0	0	0	0.0%	10,000			
0	750	0	750	100.0%	37	COM	801340	Stationery, business cards, etc.	0	750	0	750	100.0%	1,500	Timing variance. Next round business cards November.		
0	0	0	0	0.0%	25	PS	801365	Grant Application Expenses	0	0	0	0	0.0%	0			
1,217	1,057	1,601	(544)	-51.5%	33	IT	801370	Copy Center Expense	2,143	2,114	3,056	(942)	-44.6%	12,684	Timing variance		
409	0	163	(163)	0.0%	15	FIN	801375	General - Misc	429	0	163	(163)	0.0%	45,000			
3,850	0	0	0	0.0%	25	PS	801390	Course Registration	5,650	0	2,310	(2,310)	0.0%	0	Timing variance		
0	0	0	0	0.0%	17	EXEC	801395	Friends of Law Library	0	0	0	0	0.0%	600			
9,563	7,907	5,652	2,255	28.5%				Subtotal	15,994	14,780	13,079	1,700	11.5%	150,328			
								Professional Development:									
38	1,800	0	1,800	100.0%	ALL	803105	Travel	1,095	8,300	3,326	4,974	59.9%	13,000	AALL costs lower than anticipated.			
0	0	0	0	0.0%	ALL	803110	Meals	0	0	0	0	0.0%	0				
0	0	0	0	0.0%	ALL	803113	Incidental and miscellaneous	0	0	0	0	0.0%	0				
175	0	0	0	0.0%	ALL	803115	Membership dues	175	175	0	175	100.0%	12,658				
0	1,595	198	1,397	87.6%	ALL	803120	Registration fees	4,378	6,765	5,151	1,614	23.9%	12,684	AALL costs lower than anticipated.			
0	0	0	0	0.0%	ALL	803125	Educational materials	349	5,994	0	5,994	100.0%	5,994				
213	3,395	198	3,197	94.2%				Subtotal	5,997	21,234	8,477	12,757	60.1%	44,336			
								Communications & Marketing:									

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

Aug-24 Actual	Aug-25								
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)					
2	50	2	48	96.0%	37	COM	803205	Services	
1,345	417	198	219	52.5%	37	COM	803210	Collateral materials	
0	50	0	50	100.0%	37	COM	803215	Advertising	
0	0	64	(64)	0.0%	37	COM	803220	Trade shows & Outreach	
1,347	517	263	253	49.0%				Subtotal	
0	0	0	0	0.0%				Travel & Entertainment	
0	0	0	0	0.0%	ALL		803305	Travel	
0	0	0	0	0.0%	ALL		803310	Meals	
0	0	0	0	0.0%	ALL		803315	Entertainment	
0	0	11	(11)	0.0%	ALL		803320	Ground transportation & mileage reimb.	
0	0	0	0	0.0%	ALL		803325	Incidental travel expenses	
0	0	11	(11)	0.0%				Subtotal	
700	700	2,465	(1,765)	-252.1%	15	FIN	804005	Professional Services	
5,000	0	0	0	0.0%	17	EXEC	804008	Accounting	
0	0	0	0	0.0%	17	EXEC	804010	Consulting Services	
0	0	282	(282)	0.0%	17	EXEC	804015	Legal	
5,700	700	2,747	(2,047)	-292.4%	15	FIN	804015	Other	
								Subtotal	
160,622	158,465	156,269	2,196	1.4%				Depreciation:	
28,779	28,858	34,007	(5,149)	-17.8%	15	FIN	806105	Depreciation - Library Materials	
189,400	187,323	190,276	(2,953)	-1.6%	15	FIN	806110	Depreciation Exp - Cap Ex	
805,931	855,550	792,573	(62,977)	-7.4%				Subtotal	
7,095	(119,475)	283,906	403,381	-337.6%				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)	
4	52	4	48	92.3%	672
1,345	4,333	198	4,136	95.4%	13,400
0	100	0	100	100.0%	30,958
0	0	64	(64)	0.0%	1,000
1,349	4,485	265	4,220	94.1%	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	48	(48)	0.0%	0
0	0	0	0	0.0%	0
69	0	48	(48)	0.0%	2,500
700	700	2,465	(1,765)	-252.1%	36,600
6,745	5,625	0	5,625	100.0%	100,063
0	8,750	5,485	3,265	37.3%	35,000
300	0	450	(450)	0.0%	0
7,745	15,075	8,400	6,675	44.3%	171,663
321,331	316,586	313,553	3,033	1.0%	1,899,788
57,859	57,887	67,823	(9,937)	-17.2%	365,247
379,190	374,472	381,377	(6,904)	-1.8%	2,265,035
2,070,075	2,367,970	2,157,369	210,601	8.9%	11,496,856
(492,366)	(884,991)	(156,315)	728,676	82.3%	(2,156,200)

Comments

Timing variance. Printed collateral will be printed November 2025.
Timing variance. Advertisement will take place later in 2025 year.

Timing variance

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

Aug-24 Actual	Aug-25			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

33,365	10,000	40,244	30,244	302.4%
0	0	0	0	0.0%
0	0	0	0	0.0%
40,460	(109,475)	324,150	433,625	-396.1%

0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%

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

Capital Expenditures:

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

CalPERS CERBT Trust Fund:

Beginning Balance	2,612,654
Administrative Expense	-60.60
Investment Expense	-96.53
Unrealized Gain/Loss	59,387.54
Distribution	
Ending Balance	2,671,884

FY 2024-25 YTD Actual	FY 2025-26 YTD				Annual Budget
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	

65,896	20,000	54,821	34,821	174.1%	120,000
0	0	0	0	0.0%	0
0	0	0	0	0.0%	0
(426,470)	(864,991)	(101,494)	763,498	88.3%	(2,036,200)

0	0	0	0	0.0%	0
0	0	0	0	0.0%	530,000
0	0	0	0	0.0%	1,044,806
0	0	0	0	0.0%	575,000
0	0	0	0	0.0%	0
0	0	0	0	0.0%	2,149,806

Comments

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

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

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

Los Angeles County Law Library

Statement of Cash Flows

As of August 31, 2025

(Provisional and subject to year-end audit adjustments)

	8/31/2025	YTD
Cash flows from operating activities		
L.A. Superior court fees	1,000,138	1,850,033
Parking fees	-	-
Library services	25,458	49,915
Extraordinary income	-	-
(Increase) decrease in accounts receivable	59,926	55,236
(Increase) decrease in other receivable	(145,669)	(178,282)
Increase (decrease) in borrowers' deposit	3,970	3,016
Cash received from filing fees and services	943,823	1,779,916
Facilities	(115,313)	(220,244)
Technology	(22,833)	(44,869)
General	(5,652)	(13,079)
Professional development	(198)	(8,477)
Communications & marketing	(263)	(265)
Travel & entertainment	(11)	(48)
Professional services	(2,747)	(8,400)
Electronic Resource Subscriptions (ERS)	(51,819)	(72,466)
(Increase) decrease in prepaid expenses	57,615	(288,693)
Increase (decrease) in accounts payable	(28,698)	(80,410)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(169,919)	(736,951)
Staff (payroll + benefits)	(403,461)	(1,408,144)
Increase (decrease) in payroll liabilities	188	(107)
Increase (decrease) in accrued sick and vacation liability	-	-
Increase (decrease) in OPEB liability	10,833	21,666
Increase (decrease) in net pension liability	41,667	83,334
Cash payments to employees for services	(350,772)	(1,303,250)
Contributions received	-	-
Net cash from operating activities	423,131	(260,285)
Cash flow from capital and related financing activities		
Library materials	(146,956)	(298,879)
Fixed assets	-	-
Capital - Work in Progress (WIP)	(102,307)	(111,507)
Cash flows from investing activities		
Investment	-	-
Investment earnings	50,883	101,107
Net cash increase (decrease) in cash and cash equivalents	224,752	(569,563)
Cash and cash equivalents, at beginning of period	16,859,907	17,654,222
Cash and cash equivalents, at end of period	17,084,658	17,084,658
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	233,023	(257,421)
Adjustments for noncash effects:		
Depreciation	190,276	381,377
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	59,926	55,236
(Increase) decrease in other receivable	(145,669)	(178,282)
(Increase) decrease in prepaid expenses	57,615	(288,693)
Increase (decrease) in accounts payable	(28,698)	(80,410)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	188	(107)
Increase (decrease) in accrued sick and vacation liability	-	-
Increase (decrease) in borrowers' deposit	3,970	3,016
Increase (decrease) in OPEB liability	10,833	21,666
Increase (decrease) in net pension liability	41,667	83,334
Net cash from operating activities	423,131	(260,285)

LOS ANGELES COUNTY LAW LIBRARY
September 1, 2025 - September 30, 2025 (WARRANTS)
Account No.: 102000

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 4	AMHOUSE INC.	CAPITAL WIP	76,906.50	TS00358681
September 11	RICHARDS, WATSON & GERSHON	LEGAL	15,354.07	TS00358887
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	11,436.38	TS00358887
	TRACSYSTEMS, INC.	PREPAID EXP	10,758.75	TS00358887
September 24	EX LIBRIS (USA) INC.	PREPAID EXP	17,715.86	TS00359255
	FASTCASE INC	BOOKS	12,455.00	TS00359255
			144,626.56	

144,626.56

Page 1

187.54

Page 1

1,309.84

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

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 2	CCH INCORPORATED	BOOKS	646.11	V009909
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,022.08	V009910
	CENTER FOR LABOR RES & EDUCATION UC	BOOKS	48.87	V009911
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	13.60	V009912
	JAMES PUBLISHING INC	BOOKS	170.11	V009913
	PRACTISING LAW INSTITUTE	BOOKS	1,005.51	V009914
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	311.17	V009915
	GOBI LIBRARY SOLUTIONS	BOOKS	183.95	V009916
	SYNCB AMAZON	COMPUTER SUPPLIE	59.40	V009927
	AMAZON WEB SERVICES	OSP	851.78	V009928
September 3	SYNCB AMAZON	REPAIR/MAINT	72.96	V009951
	CHICAGO BOOKS & JOURNALS	SUPPLIES-OFFICE	20.72	V009952
September 4	SYNCB AMAZON	BOOKS	66.74	V009935
	CONSTANT CONTACT	OSP	315.00	V009953
September 5	LEXISNEXIS MATTHEW BENDER	BOOKS	221.42	V009917
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,670.89	V009918
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,314.65	V009919
	LAW JOURNAL PRESS	BOOKS	6,220.54	V009920
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,480.00	V009921
	SUPREME COURT HISTORICAL SOCIETY	BOOKS	150.00	V009922
	THOMSON REUTERS	BOOKS	91,394.44	V009923
	GOBI LIBRARY SOLUTIONS	BOOKS	957.25	V009924
	BRCK INC	TELECOM	889.54	V009929
	LA DEPT OF WATER & POWER	WATER/SEWER	17,829.96	V009930
	NASA SERVICES	BLDG SVCS	658.91	V009931
	ORKIN	BLDG SVCS	140.00	V009932
	SECURITAS SECURITY	SECURITY	4,447.09	V009933
	SYNCB AMAZON	REPAIR/MAINT	255.94	V009954
September 8	SECURITAS SECURITY	SECURITY	3,671.68	V009934
	SYNCB AMAZON	BOOKS	98.24	V009988
September 9	MICROSOFT CORPORATION	OSP	29.00	V009949
	SKILL PATH	REGISTRATION FEE	449.00	V009955
September 10	SYNCB AMAZON	BOOKS	164.61	V009989
September 11	SYNCB AMAZON	SUPPLIES-OFFICE	13.86	V009956
	CROWNAWARDS.COM	SUPPLIES-OFFICE	14.81	V009957
	INSIGHT.COM	CAPITAL WIP	3,453.78	V009958
	STAMPS.COM	DELIVERY & POSTAG	30.99	V009959

159,288.30

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

Page 2

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 12	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	943.70	V009936
	INTERNATIONAL MUNICIPAL LAWYERS ASS	BOOKS	155.00	V009937
	INGRAM LIBRARY SERVICES	BOOKS	38.91	V009938
	JURISNET LLC	BOOKS	418.96	V009939
	PRACTISING LAW INSTITUTE	BOOKS	470.86	V009940
	CITY OF THOUSAND OAKS	BOOKS	34.78	V009941
	WEST ACADEMIC	BOOKS	27.66	V009942
	SYNCB AMAZON	SUPPLIES-OFFICE	40.90	V009960
September 15	SYNCB AMAZON	COMPUTER SUPPLIE	776.32	V009968
	COMPUTYPE INC	SUPPLIES- LIB MATE	1,532.55	V009976
September 16	T-MOBILE	TELECOM	891.36	V009962
	RING.COM	OSP	19.99	V009977
September 18	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	100.99	V009978
September 19	ALTA FOODCRAFT	KITCHEN SUPPLIES	301.39	V009963
	ISOLVED BENEFIT SERVICES	HR BENEFIT/ADMIN	86.82	V009964
	PURE PROCESS FILTRATION INC.	BLDG SVCS	1,005.75	V009965
	SECURITAS SECURITY	SECURITY	4,454.47	V009966
	UPS	DELIVERY & POSTAG	12.56	V009967
	AMERICAN BAR ASSOCIATION	BOOKS	269.91	V009969
	LEXISNEXIS MATTHEW BENDER	BOOKS	725.32	V009970
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,290.04	V009971
	JAMES PUBLISHING INC	BOOKS	216.21	V009972
	PRACTISING LAW INSTITUTE	BOOKS	1,327.51	V009973
	UNITED NATIONS PUBLICATIONS	BOOKS	190.87	V009974
	GOBI LIBRARY SOLUTIONS	BOOKS	102.32	V009975
	ZOOM VIDEO COMMUNICATIONS INC	OSP	223.12	V009979
	PLAZA CARPET & HARDWOOD FL CO	REPAIRS/MAINT	500.00	V010002
	CHERRY PICK CAFE	SPECIAL EVENTS EX	209.30	V010018
September 20	DUO SECURITY LLC	OSP	150.00	V009980
	MICROSOFT CORPORATION	OSP	390.00	V009981
	SYNCB AMAZON	BOOKS	134.43	V009990
September 22	SYNCB AMAZON	SUPPLIES-OFFICE	548.40	V009982
	GOOGLE	SERVICES	1.99	V010003
September 23	SYNCB AMAZON	BOOKS	816.85	V009991
	DEMCO	SUPPLIES LIBRARY	625.58	V010004
September 24	DOORDASH	BOARD EXPENSE	147.73	V009983

177,620.73

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

Page 3

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 25	SYNCB AMAZON	BOOKS	93.58	V010019
September 26	LEXISNEXIS MATTHEW BENDER	BOOKS	34,538.57	V009984
September 29	GRAINGER	REPAIR/MAINT	301.29	V009985
	SECURITAS SECURITY	SECURITY	4,589.60	V009986
	UPS	DELIVERY/POSTAGE	15.21	V009987
	LEXISNEXIS MATTHEW BENDER	BOOKS	88.78	V009992
	BLR	BOOKS	1,936.11	V009993
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,744.83	V009994
	DAILY JOURNAL CORPORATION	BOOKS	283.50	V009995
	INGRAM LIBRARY SERVICES	BOOKS	59.31	V009996
	JAMES PUBLISHING INC	BOOKS	170.11	V009997
	JURISNET LLC	BOOKS	152.83	V009998
	PRACTISING LAW INSTITUTE	BOOKS	803.03	V009999
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	421.45	V010000
	GOBI LIBRARY SOLUTIONS	BOOKS	1,646.41	V010001

226,371.76

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

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 2	GAUNT	BOOKS	229.17	033755
	LEXISNEXIS CANADA INC	BOOKS	1,860.63	033756
	MINISTER OF FINANCE	BOOKS	64.99	033757
September 5	CASALINI LIBRI	BOOKS	135.92	033758
	WILLIAM S HEIN & CO	BOOKS	328.00	033759
	ADP SCREENING & SELECTION SVCS	RECRUITMENT	219.24	033760
	AFLAC REMITTANCE	CAFE PLAN-INSURA	757.04	033761
	AT&T	TELECOM	615.17	033762
	LEGAL AID FOUNDATION OF	ADVERTISMENT	1,000.00	033763
	METROLINK	TMP	450.00	033764
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	1,225.00	033765
September 8	MOUNTAINS RECREATION	PREPAID EXP	2,750.00	033766
	JAMES EUNKI LEE	REFUND	140.00	033767
	LILIAN J MANANSALA	REFUND	140.00	033768
September 12	OTTO HARRASSOWITZ	BOOKS	3,468.00	033769
	EMPLOYMENT DEVELOPMENT DEPT	DISABILITY INSURAN	33.52	033770
September 15	WILTON EDWARD ROBINSON	REFUND	140.00	033771
	JESSICA JANICE MAZZA	REFUND	70.00	033772
September 19	GLOBAL ACCESS LITIGATION SVCS	REFUND	350.00	033773
	BETTENCOURT LEGAL PC	REFUND	400.00	033774
	BRIAN IRA VOGEL	REFUND	130.00	033775
	ABD OFFICE SOLUTIONS	COPY CENTER	1,511.22	033776
	GUARDIAN	PREPAID EXP	7,040.15	033777
	HD SUPPLY FORMERLY HOME DEPOT	CLEANING SUPPLIES	2,329.40	033778
	LANGUAGE PEOPLE INC	OTHER	30.00	033779
	CHARTER COMMUNICATIONS	TELECOM	195.27	033780
	NESTOR ALEJANDRO HERRERA PRADA	BOOKS	190.00	033781
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	304.00	033782
September 25	DYNAMICS WEST, INC.	PREPAID EXP	3,769.92	033783
	RASHEED ALI	REFUND	140.00	033784
	LOUIS ANTHES	REFUND	140.00	033785
	MERCY GABRIELA CRUZ CANALES	REFUND	128.00	033786
	ISAAC YOON	REFUND	140.00	033787
September 29	KONINKLIJKE BRILL NV	BOOKS	2,602.70	033788
	OTTO HARRASSOWITZ	BOOKS	1,148.22	033789
	MARY MARTIN BOOKSELLERS	BOOKS	2,190.00	033790

36,365.56

Date Printed: 10/16/25

LA Law Library
Fiscal Year Quarterly Statistics

		FY19 1st Quarter	FY20 1st Quarter	FY20 1st Quarter Notes	FY21 1st Quarter	FY22 1st Quarter	FY23 1st Quarter	FY24 1st Quarter	FY25 1st Quarter	FY26 1st Quarter	FY26 1st Quarter Notes
Reference and Research											
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>										
	Desk Inquiries	5,695	6,087		0	2,413	6,186	7,827	8,853	10,349	Main stat + Branch stat
	Walk-Ins Sent From Court									2,049	Main stat + Branch stat
	Print Requests - General									3,610	Main stat + Branch stat
	Print Requests - Stacks and Archive									510	Main stat + Branch stat
	Tuesday 6pm to 8pm - All Queries	57	97		0	0	0	0	0	0	
	Phone	1,502	1,630		2,752	3,132	3,326	5,773	5,434	5,234	Main stat + Branch stat
	Email/ Live Chat	156	255		2,091	1,879	741	2,019	1,959	905	Main branch only
	By Mail	57	70		51	56	49	59	73	101	Main branch only
	Global Law Inquires	24	10		0	0	27	16	134	35	Main branch only
	Global Law Web Inquiries	17	0		0	0	0	0	0		
	e-Branch Chat	50	26		0	0	0	0	0	0	
	e-Branch Email	0	3		0	0	0	0	0	0	
	Totals	Total	7,669	8,178	4,894	7,480	10,329	15,694	16,453	22,793	
Circulation Services											
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking books in and out.</i>										
	Desk Inquiries	5,328	4,103		0	2,125	3,637	3,590	3,090	5,413	
	Phone Inquiries	2,000	1,714		604	1,202	1,326	1,225	1,414	1,450	
	Totals	Total	7,328	5,817	604	3,327	4,963	4,815	4,504	6,863	
	Books Circulated	2,204	1,991		356	893	3,205	1,795	2,124	3,504	E-Books-993, Physical-1,063, Renewals of Physical-1,448
	Books Used Onsite									11,358	
	Library Card Sign-ups	475	507		0	203	327	425	430	418	
	Members Program - Active Members	326	311		224	222	230	220	226	215	As of 10/9/25, not including level renewal pending or judicial members
	Public Terminal Logins	8,590	7,057		0	1,675	3,081	4,887	3,980	3,688	
Document Delivery / E-Delivery/Copies											
	<i>Document Delivery responds to requests for materials from the LA Law Library collection. Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-printer.</i>										
	Phone Inquiries	258	281		167	337	262	777	1,414	589	
	In-Person	2,282	5,059		0	475	555	123	81	375	
	Email (Includes Members Program)	225	878		980	978	906	967	577	569	Count of total # emails from Members
	Totals	Total	2,765	6,218	1,147	1790	1,723	1,867	2,072	1533	
	Pages Delivered	6,279	6,726		9,862	8,698	7,743	14,425	4,746	5,259	801 to Members, 4,458 E-Delivery
	Copies Made (Main Library)	63,324	105,615		0	54,679	51,281	83,878	70,294	104,695	
Collection Management Services											
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>										
	New Titles Added	129	247		146	108	126	140	197	136	
	Print Volumes Added	1,792	1576		1,377	1,963	2,700	1,317	1,147	1327	
	New Serials	21	13		7	7	17	16	35	34	
	Non-Print Media Added	126	890		372	2,462	887	9	0	385	

LA Law Library
Fiscal Year Quarterly Statistics

			FY19 1st Quarter	FY20 1st Quarter	FY20 1st Quarter Notes	FY21 1st Quarter	FY22 1st Quarter	FY23 1st Quarter	FY24 1st Quarter	FY25 1st Quarter	FY26 1st Quarter	FY26 1st Quarter Notes
	Records Cataloged/Updated		865	395		1,245	701	514	334	240	759	
	Print & Non-Print Withdrawn		440	423		401	403	319	313	225	837	
Brief Scanning Project												
	Briefs Logged (Google)		16,192	19,820		5,535	0	0	0	0	0	
Website Statistics												
	Visitors		31,942	30,790		22,569	23,918	29,838	33,248	48,889	47,466	
	Visits (previously counted as "Pages Viewed")		100,275	95,230		65,338	71,688	86,134	109,738	119,013	110,859	
	Average Daily Visits		1,143	349		284	283	302	322	354	379	
	Average Duration		2:28	5:14		3:01	2:53	3:06	3:07	2:04	2:30	
	Visitors: US		98.00%	96.80%		95.27%	92.87%	91.21%	96.49%	96.27%	97.15%	
	Visitors: International / Unspecified		2.00%	3.20%		4.79%	7.13%	8.79%	3.51%	3.73%	2.85%	
Training and Events (Includes Online,Prerecorded/Live via ZOOM)												
	Public Classes Held Online											
	Internal speaker		0	0		11	20	43	42	52	45	
	Guest speaker		0	0		31	107	116	119	118	122	
	MCLE Classes Held Online											
	Internal speaker		0	0		0	0	0	3	41	0	
	Guest speaker		0	0		1	19	35	38	0	33	
	Clinics/ Workshops Held Online		0	0		3	3	1	3	3	3	
	Public Classes Held at Main & Branches											
	Internal speaker		33	49		0	0	4	5	9	4	
	Guest speaker		50	28		0	0	9	10	2	0	
	MCLE Classes Held											
	Internal speaker		1	1		0	0	0	0	0	0	
	Guest speaker		4	3		0	0	0	0	0	2	
	Clinics/ Workshops Held		33	60		0	0	4	5	16	14	
	Totals	Total	121	141		46	149	212	225	241	223	
	Class Attendance in Person Total (Estimated)		1,456	2,077		0	0	415	425	357	279	
	Live Class Attendance: Online/Remote		N/A	N/A	N/A	880	649	429	799	835	534	
	Live Class Registration: Online/Remote		N/A	0		786	1,422	1,275	1,395	1,735	972	
	Number of plays of prerecorded Classes		N/A	0	0	1,017	110	1,096	1,338	1,560	1931	
	Class Attendance Branches (Estimated)		N/A	357	New line statis	0	0	0	0	0	0	
Visits to Main Branch												
	Number of Patron Visits (front door)		25,434	25,488		0	26,515	13,602	17,002	NA	11,984	

MEMORANDUM

DATE: October 22, 2025

TO: Board of Law Library Trustees

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

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

SUMMARY AND BACKGROUND

The quarterly statistical updates to the Board provide detailed quantitative measures of the different services provided to the Library's patrons. Such statistics can indicate trends in how patrons use the Library, and provide measures of how intensively staff and other Library resources are utilized, all of which can help inform future service design, program and collection development, staffing, and other decisions.

Staff propose that several new statistical categories be included in these quarterly updates, and that some defunct categories be eliminated, in order to more accurately measure the extent of Library services and provide additional relevant information to support decision-making in the future. New categories are explained below, and highlighted in the quarterly report, attached.

Statistical categories to add:

- "Walk-ins sent from court."

In May 2025, staff began tallying the number of in-person questions from patrons who self-identify as having been sent to the Library by "the court," i.e., the civil clerk, Self-Help Center, judges, or other court personnel. Staff have noticed a large uptick in such patrons in recent years. Providing a statistic in this category can help measure the value of the Library's ability to offer in-person services to this important patron group, thanks to courthouse-adjacent locations like the Main library.

- "Print requests – general" and "Print requests – stacks and archive"

Reference staff began tallying the number of times we refer patrons to



print resources in February 2025. Specifically, staff tally each time patrons are referred to: (1) any print resource in the Library (“Print requests – general”); and, (2) a print resource available *only* in physical format from the Library’s vast print archive (“Print requests – stacks and archive”).

Staff believe the first category, “Print requests—general” will help measure the continued utility and value of print to the Library’s patrons. Print resources like books provide convenient, intuitive means to help patrons understand legal concepts, especially self-represented litigants who may be unfamiliar with electronic legal research tools. The second category, “stacks and archive,” provides a measure of the continued value of the Library’s renowned collection of specialized, historical, and rare legal books, briefs and microfiche in the library stacks – the vast majority of which are not available anywhere in digital format.

- “Books used onsite” (Circulation statistic)

Circulation and shelving staff began collecting statistics on the number of books re-shelved by staff in the Reading Room at our Main location, in May 2025. This statistic provides an additional measure of patron usage of print resources, by capturing instances of patron use of print items onsite, with or without staff assistance (“Books used onsite”).

Staff can also present to the Board periodic updates on patron usage of the Library’s electronic resources such as Westlaw, Lexis, and many others, which provide an increasingly essential part of our collection and services. Some current statistical categories – e.g., the number of e-books circulated (noted next to “Books circulated”), “Public Terminal Logins” (indicating each time a patron logged in to a public PC, likely to use the databases), and Library website access statistics (including number of times patrons visit our website to use remotely available resources like Nolo self-help books) – do capture usage of electronic resources by our patrons, at least to a limited extent. Unfortunately, however, the different database vendors provide usage statistics only infrequently – annually or less – and in varying ways, making it impractical to provide detailed quarterly statistics on use of electronic resources.

Categories to eliminate:

- “Tuesday 6 pm to 8 pm – All Queries.”

The Library experimented with Tuesday evening hours briefly before the pandemic but does not currently plan to revive this program.



- “Global Law – Web Inquiries.”

Staff recommend a single statistic for tracking total Global Law questions. Questions seeking global law information are usually quite specialized and complex, and often involve multiple back-and-forth communication (phone, in-person, and email). Therefore, the specific medium of the initial patron question is less relevant.

NEW STATISTICS COLLECTED TO DATE

The following table provides a more detailed, month-by-month look at the new statistical categories now being added to the quarterly report. Existing category “Desk Inquiries (total)” is provided for context:

	Desk Inquiries (total)	Walk- ins sent from court	Print requests – general	Print requests – stacks and archive	Books used onsite
February*	1,258		513	33	
March*	3,189		1,415	131	
April*	2,984		1,150	121	
May*	2,821	296	1,213	94	1,618
June	2,595	351	962	99	3,176
July	3,296	502	1,195	135	3,682

* Partial months. New print statistics gathered starting February 17. “Walk-ins sent from court” statistic gathered starting May 5. “Books used onsite” statistic gathered starting May 19.

CONCLUSION AND RECOMMENDATION

Staff recommend the Library continue to report quarterly statistics with the new and modified categories described herein, in order to provide a fuller picture of patron needs and use of Library resources.



MEMORANDUM

DATE: October 22, 2025

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Presentation by Alpha Structural: Rough Order of Magnitude for Seismic Retrofit Phase Two

SUMMARY

At the August 27, 2025 Board Meeting, Alpha Structural gave a presentation on the requirements LA Law Library must meet to comply with City of Los Angeles Ordinance 183893. This Ordinance sets forth mandatory seismic retrofit requirements of pre-1978 non-ductile concrete buildings. The goal is to reduce structural deficiencies and improve the performance of the building during and/or after earthquakes.

Upon receipt of an Order to Comply, a property owner must abide by the following time limits:

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

The Library has not yet been served with the Order to Comply. However, in the interest of safety for the public and staff, the Library has chosen to be pro-active and retained Alpha Structural, Inc., an Earthquake and Structural Rehabilitation Contractor, to complete Phase One of the Ordinance Requirements.

On May 1, 2025 Staff retained the consulting services of Alpha Structural, Inc., an Earthquake and Structural Rehabilitation Contractor, to advise the Library through Phase One of the Order to Comply analysis. The cost to complete the checklist for review to determine if the building is a non-ductile concrete building was \$8660.00. The checklist has been submitted and the building is confirmed to be a non-ductile concrete building.

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



Staff would like to inform the Board as to what is recommended insofar as proceeding with Phase Two of the analysis and what are the costs associated with Phase Two. At the August 27, 2025 Board Meeting, Alpha Structural provided a Design/Bid/Build Proposal and Contract, describing what would be needed for a structural engineering analysis for Phase Two. The contract price for the structural analysis was estimated to be \$384,806.00. The structural engineering analysis, however, is only one part of the total analysis needed.

At this Board Meeting, Alpha Structural will present other additional and expected costs from other disciplines that will be needed to complete Phase Two. They will provide a Rough Order of Magnitude (ROM) which is a cost estimate that provides a high-level overview of potential project costs. The ROM will assist in helping the Trustees understand the approximate financial range of the Phase Two project.

Attached to this staff report is the Rough Order of Magnitude, as well as an Architectural and Engineering Services Proposal from CWA AIA, Inc., that will be discussed.

RECOMMENDATION

As LA Law Library also has other pending deferred safety and maintenance projects that will need to be addressed, this presentation is provided now to enable the Board to make informed decisions about resource allocation and capital project prioritization moving forward. While Phase Two of the Seismic Retrofit will eventually need to be completed per Ordinance 183893, staff recommends that the Board budget for this project in upcoming fiscal years, beginning with Fiscal Year 26/27.



AGENDA ITEM 4.0
DISCUSSION ITEM 4.2
ATTACHMENTS TO STAFF
REPORT

PRESENTATION BY

ALPHA STRUCTURAL

ROUGH ORDER OF MAGNITUDE FOR SEISMIC RETROFIT PHASE TWO
ARCHITECTURAL & ENGINEERING SERVICES PROPOSAL

BOARD OF TRUSTEES MEETING
October 22, 2025

Los Angeles Law Library

c/o: Mark Rangel

301 West 1st St, Los Angeles, CA 90012

ESTIMATED ROUGH ORDER OF MAGNITUDE (ROM)

Category/Scope	Vendor (Contingent)	ROM (\$)
Mapping/CAD	Applied Eng Services	45,000
Architectural	CWA	200,000
Structural Analysis	Alpha Structural Inc.	385,000
Geotechnical Report	TBD	45,000
Mechanical/Plumbing	Sullivan	48,000
Electrical	Salas O Brien	30,000
FLS Code Consult	Jensen Hughes	25,000
Fire Sprinkler Mods	TBD	15,000
Fire Alarm Mods	TBD	15,000
Material Testing	TBD	55,000
Civil	TBD	NIC
ADA/T-24 and Energy	TBD	TBD

Estimated Total: \$863,000

Signature:  October 9, 2025

Samuel Perez, EIT

Vice President of Development



October 9, 2025

Mr. Kyle Tourje
Alpha Structural
8334 Foothill Blvd.
Sunland, CA 91040
Email: kyle@alphastructural.com

SUBJECT: *LA Law Library Project Proposal*

Dear Mr. Tourje

CWA is pleased to present this proposal for Architectural and Engineering Services. The scope of the work is to prepare construction documents based on the Conceptual Structural Strengthening Design Package you provided.

The scope of the work is address alterations to the L-shaped 1968 building on the LA Law Library campus. There will be modifications to the plan and interior finishes required by the addition of shear walls and connecting elements within the structure and on the exterior side of the shear walls. The anticipated scope of work includes replacing interior finishes, Exterior finish work at the exterior side shear wall strengthening work, roofing work, Ceiling work, Mechanical revisions to modify ducting, lighting modifications to replace affected areas and interior space planning to adjust for reduced interior space. The bookstack floors have the bookstacks integrated into the structural system and the scope of work in this area is not yet defined.

CWA will provide the following:

1. CWA will consult with a survey entity to develop electronic files for the building. CWA will rely upon existing plans and specifications supplied by the Owner for work that is not visible or beyond the limits of the surveying equipment.
2. CWA will work with Alpha Structural to identify required scope for CWA and our Team of Consultants. Based on the age of the building the current assumption is that the primary systems have been upgraded. We will develop construction documents and specifications suitable for bidding based on this scope of work. Disciplines include:
 - a. Civil Engineering- (NIC)
 - b. Mechanical/Plumbing Engineering (Assuming system does not require significant upgrade)- Sullivan & Associates
 - c. Electrical Engineering- Salas O'Brien
 - d. Landscape Architecture NIC
 - e. Specifications- CWA Spec Team
3. CWA will assist in processing the documents through the Plan Check process with the City.
4. CWA will assist in the Bidding Process.

5. Construction Observation Services will be addressed when the delivery method has been decided upon and the final scope of work is complete.
6. There is no Hazardous materials abatement testing included in this proposal. Pre-1975 structures should be reviewed for hazardous materials. Work to address the asbestos or lead finishes if required, will be determined based upon the scope of the affected areas.
7. It is anticipated that the work will be completed in one phase.

The fees breakdown as follows:

Mapping/CAD	Applied Eng Services	60,000
Architectural	CWA	225,000
Mechanical/Plumbing	Sullivan	48,000
Electrical	Salas O Brien	30,000
FLS Code Consult	Jensen Hughes	25,000
Fire Sprinkler Mods	Sullivan	15,000
Fire Alarm Mods	Salas O Brien	15,000
Landscape	NIC	
Civil	NIC	
ADA/T-24 and Energy	TBD	
Total		418,000

The total fee is estimated based on services anticipated at this time. Additional services will be negotiated or billed hourly per our standard hourly schedule. Reproductions, City Fees and printing will be a reimbursable expense.

If you have any questions regarding this proposal, please do not hesitate to contact me. Thank you for the opportunity to be of service.

Sincerely,



Stephen E. Finney AIA
President
CWA AIA, Inc.



INTRODUCTION

The following personnel rate categories and reimbursable charges would be made part of the agreement for A/E services. Billable hourly rates will be based on the classification of personnel assigned to the project. The rates set forwards may be annually adjusted by CWA AIA, Inc. at the beginning of each calendar year.

A. HOURLY CHARGES FOR PROFESSIONAL SERVICES

1	Principal	\$225.00
2	Director of Discipline	\$195.00
3	Project Architect/Project Manager	\$135.00
4	Architect/Job Captain	\$125.00
5	Interior Designer	\$125.00
6	Senior Draftsperson	\$110.00
7	Draftsperson	\$95.00
8	Junior Draftsperson	\$80.00
9	Clerical	\$80.00
10	Consultant	Cost plus 10%

B. EXPENSES

Reimbursable expenses are in addition to compensation for CWA's services and include expenses incurred by CWA and CWA's employees and consultants directly related to the Project, and as identified in the following:

1. automobile expenses are charged for vehicular travel to and from the Project from CWA's office at the rate of \$.75 per mile;
2. authorized out-of- town travel and subsistence expenses are charged at cost;
3. fees paid for securing approval of authorities having jurisdiction over the Project;
4. reproductions, plots, standard form documents, postage, handling and delivery of Instruments of Service.
5. renderings, models and mock-ups requested by the Owner.

TERMS

Invoices will be submitted once a month for services performed during the prior month.

MEMORANDUM

DATE: October 22, 2025

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Recommendation to establish Trustee Development Committee

SUMMARY

In 1944, with steadfast commitment to provide continuous access to free legal resources to everyone seeking help, the Board of Trustees made a deliberate decision to commit cash reserves to construct and own a building in the downtown Civic Center Corridor. Since its construction in 1953, LA Law Library has been a community center where legal professionals, self-help litigants, businesses, and the general public can visit for free library services: use of a vast and updated collection of print and digital legal materials; knowledgeable reference assistance; public computer access; and a robust offering of educational programs and clinics. The Library's impact on the lives of those who cannot afford an attorney yet are not eligible for legal aid plays a vital role in closing the justice gap.

As an independent public entity established under the Business and Professions Code §6300 et seq., the Library is financially dependent on fluctuating court civil filing fees. On occasion, the Library receives financial support through one time funding from the State for its operations. Over the years, the Library has also received donations in various amounts through an annual special fundraising gala and private party donations. To remain true to its mission of providing the majority of library services free of charge while meeting operational expenses, the Library has been able to generate modest amounts of revenue by offering special services in a member's program or room rentals. Overall, sustaining and consistent funding to meet the Library's mission is not guaranteed and continues to be a challenge.

Specifically, appropriations in the State Budget for county law libraries can vary from year to year. In recent years, funding has not been earmarked at all due to other spending priorities set by the Legislature and the Governor. There is no on-going line item in the Judiciary Budget for long term support of county law libraries. The only statutory mechanism for funding public law libraries is limited to civil filing fees which remains inconsistent and unpredictable.



At the same time, after seventy-two years of continued service to the community, the LA Law Library facility is in desperate need of upgrades to its aging infrastructure. In the coming years the Library will need to find supplemental funding to cover rising costs of critical safety capital projects to the building. In order to remain committed to the Library's mission of providing free legal resources and vital services to some of the most vulnerable in the community, while also addressing many deferred maintenance issues, the Board will need to make informed decisions about resource allocation and capital project prioritization in the years to come.

LA Law Library remains grateful to so many in the community-- individuals, law firms, community organizations, the County Board of Supervisors, and the Friends of the Los Angeles County Law Library ---who continue to support our efforts with supplemental financial support and fundraising efforts. However, it has become evident that exploring additional avenues of financial support will be necessary to generate sufficient funding to cover expenses and sustain operations over the long term in the face of current uncertain economic times and rising costs. To meet this challenge, staff propose that the Board of Trustees formulate a strategic plan for fundraising to maintain the Library's financial viability while withstanding economic fluctuations and external challenges in the future.

STAFF RECOMMENDATIONS

Staff recommend the Board of Trustees create an Ad hoc Development Committee to serve on a temporary basis and for the limited purpose of creating a strategic plan for the execution of development initiatives for LA Law Library.

Staff propose that this Ad Hoc Development Committee be made up of three Trustees selected by the Board. The Committee will be charged with the responsibility of the following: 1) reviewing options for fundraising strategies such as opportunities for major gifts, corporate sponsorships, grant writing , and special events; and 2) making recommendations to the Board concerning retaining a professional development officer to focus on donor relations, execution of fundraising initiatives, organizing and managing fundraising events, collaboration with staff, and monitoring and analyzing fundraising data.

Upon completion of these tasks, the Ad hoc Development Committee should report to the full Board of Trustees their findings so that the Board of Trustees may be fully informed to allow for proper deliberation, discussion, and eventual vote on what fundraising strategies to pursue and whether a professional development officer should be retained.



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PRESENTATION BY
ALPHA STRUCTURAL

ROUGH ORDER OF MAGNITUDE FOR SEISMIC RETROFIT PHASE TWO
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BOARD OF TRUSTEES MEETING
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