

AGENDA

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

REGULAR BOARD MEETING

Wednesday, November 19, 2025

12:15 PM

MILDRED L. LILLIE BUILDING TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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

AGENDA MATERIALS

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

LAND ACKNOWLEDGMENT

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

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

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

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 EXECUTIVE DIRECTOR REPORT

4.0 CONSENT CALENDAR

- 4.1 Approval of Minutes of the October 22, 2025 Regular Board Meeting
- 4.2 Financials/ Checks & Warrants
- 4.3 Approval of 2026 LA Law Library Holiday Schedule
- 4.4 Approval of 2026 Board of Trustees Meeting Schedule
- 4.5 Review and Approval of Library Policy Concerning Security Gate Alerts for Unauthorized Book Removal

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 DISCUSSION ITEMS

- 7.1 Review and Approval of Reference Statistics Update and Proposed Changes to Quarterly Statistical Reporting
- 7.2 Recommendation to establish Trustee Development Committee

5.0 AGENDA BUILDING

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

6.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, December 17, 2025 at 12:15p.m.

POSTED NOVEMBER 13, 2025 @ 5:00PM

POSTED BY DANIEL REINHOLD



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

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

October 22, 2025

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, October 22, 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 Susan Steinhauser, Esq. Dan Rosenfeld
Trustees Absent:	Judge Susan DeWitt Judge Cherol Nellon
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 12:18 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 September 24, 2025 Regular Board Meeting
- 3.2 Financials/ Checks & Warrants
- 3.3 FY 25 Quarter 1 Statistics

President Juhas asked the Board if anyone would like an item removed from the Consent Calendar. No items were requested. President Juhas requested a motion to approve the Consent Calendar. So moved by Vice President Seigle, seconded by Trustee Steinhauser. The motion was approved unanimously 5 – 0. This was the second item that the Board tended to during this meeting.

4.0 DISCUSSION ITEMS

- 4.1 Reference Statistics Update and Proposed Changes to Quarterly Statistical Reporting

The Board was unable to address this item during this meeting.

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

President Juhas decided to attend to Item 4.2 first thing during this meeting so that the Alpha Structural representatives would not have to wait. Two representatives from the company addressed the Board to discuss Phase Two of the library's seismic retrofitting.

Trustee Steinhauser requested a walk through of the project. She asked how long the project would take, how much it would cost, etc. The Alpha representative responded that if the project were to start now, it would take 4-6 months to submit everything to the city to get a permit. The city would likely take another 4-6 months to process everything, so Phase 2 would take about 12 months total. He clarified that Phase 2 is the design phase. President Juhas then asked how long construction would take. The Alpha representative responded that it depends on many factors, but construction should take about 9 months. Vice President Seigle asked for clarification of the price. She asked if the estimated total cost of \$863,000 includes everything. Alpha responded, yes. Alpha did then clarify that there are other possible costs that could be incurred during Phase 2, depending on possible changes to the building that may be required. These to be determined costs could range from \$20,000 to \$30,000, but should not exceed \$40,000.

President Juhas then asked how much Phase 3 may roughly cost. Alpha responded that this cost would have a large range, anywhere between \$12 million to \$16 million. President Juhas then asked if Phase 3 could be implemented over several years. Alpha responded, yes. President Juhas then asked if we do Phase 2, how long would the plans be good for. Alpha responded that once plans are approved, we get a permit that is good for one year. However, permits can be renewed. Vice President Seigle then asked if the library needed to wait several years to raise the funds for Phase 3, could the codes possibly change and negatively affect us. Alpha responded that if the codes were to be updated, then we would be grandfathered in. The representatives from Alpha Structural then left the meeting.

President Juhas asked the Board if they would like to continue the discussion regarding Alpha Structural, or if they would like to move on to other agenda items. Trustee Fregoso stated that she believes that the Board should devote the next Board Meeting to this matter. Vice President Seigle stated that she would like to hear what everyone is thinking. President Juhas stated that we do not currently have the money to pay for Phase 3. We are currently operating at a \$2 million per year deficit, and the parking structure will cost about \$1 million. Vice President Seigle stated that we have about \$17 million in library reserves. Finance Director, Marcelino Juarez, stated that we also have about \$7 million in investments with UBS.

Trustee Fregoso stated that Phase 2 is the planning phase, once we know the design we should know the most problematic areas. She asked, could we not begin on the areas that need the most attention, and break it up into phases? Trustee Rosenfeld stated that it is better to do something than nothing. Trustee Fregoso then brought up the fact that we have an asset in the parking lot. She inquired if we could do a cost analysis of utilizing the parking lot versus selling it. Trustee Rosenfeld brought up the possibility of bonds. Trustee Fregoso then inquired about reaching out to local representatives. President Juhas stated that E.D. Chew has already been doing outreach to government officials.



Trustee Fregoso left the meeting at 1:18pm.

4.3 Recommendation to establish Trustee Development Committee

The Board was unable to address this item during this meeting.

5.0 **CLOSED SESSION**

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

The Board convened in a closed session at 1:19pm.

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

The Board reconvened in an open session at 1:22pm. 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 1:22pm by President Juhas. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, November 19, 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 September 30, 2025

(Provisional and subject to year-end audit adjustments)

	6/30/2025	9/30/2025	YTD
Assets			
Current assets			
Cash and cash equivalents	17,335,752	17,042,373	(293,379)
Accounts receivable	141,158	141,585	427
Other receivable	1,491,069	1,544,980	53,911
Prepaid expenses	300,944	574,101	273,157
Total current assets	19,268,923	19,303,039	34,116
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	6,720,672	6,798,081	77,409
Capital assets, not being depreciated	803,751	930,976	127,225
Capital assets, being depreciated - net	14,526,255	14,436,889	(89,366)
SBITA assets net of amortization	594,805	594,805	-
Total noncurrent assets	22,963,953	23,079,221	115,268
Total assets	42,232,876	42,382,259	149,383
Deferred Outflows of Resources			
Deferred Outflows of Resources	3,841,763	3,841,763	-
Total assets and deferred outflows of resources	46,074,639	46,224,022	149,383
Liabilities			
Current Liabilities			
Accounts payable	236,318	123,081	(113,237)
Other current liabilities	-	-	-
Payroll liabilities	18,937	18,440	(498)
Total current liabilities	255,255	141,521	(113,734)
Noncurrent Liabilities			
Accrued sick and vacation liability	214,988	214,669	(319)
Borrowers' deposit	206,608	209,868	3,260
OPEB liability	3,694,295	3,726,794	32,499
Net pension liability	6,001,413	6,126,414	125,001
SBITA liability	593,460	593,460	-
Total noncurrent liabilities	10,710,764	10,871,204	160,441
Total liabilities	10,966,019	11,012,725	46,706
Deferred Inflows of Resources			
Deferred Inflows of Resources	977,838	977,838	-
Total liabilities and Deferred inflows of resources	11,943,857	11,990,563	46,706
Net Position			
Invested in capital assets	15,330,006	15,367,865	37,859
Unrestricted	18,800,777	18,865,595	64,818
Total net position	34,130,782	34,233,459	102,677
Total liabilities and Deferred inflows of resources and net position	46,074,639	46,224,022	149,383

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

Sep-24 Actual	Sep-25			
	Budget	Actual	\$ Fav (Unf)	% Fav (-)
759,651	763,705	871,104	107,399	14.1%
58,726	50,539	53,263	2,725	5.4%
0	0	0	0	0.0%
<u>120,038</u>	<u>34,583</u>	<u>45,616</u>	<u>11,033</u>	<u>31.9%</u>
938,416	848,827	969,983	121,156	14.3%
410,032	466,129	413,472	52,656	11.3%
57,680	59,514	57,967	1,547	2.6%
156,192	163,200	127,096	36,104	22.1%
(156,192)	(163,200)	(127,096)	(36,104)	22.1%
106,273	109,465	95,417	14,048	12.8%
18,135	34,523	22,462	12,061	34.9%
7,686	14,207	10,063	4,144	29.2%
2,184	2,050	0	2,050	100.0%
2	767	1,690	(923)	-120.4%
0	0	60	(60)	0.0%
2,609	4,000	2,199	1,801	45.0%
<u>189,052</u>	<u>184,400</u>	<u>186,110</u>	<u>(1,710)</u>	<u>-0.9%</u>
<u>793,653</u>	<u>875,056</u>	<u>789,440</u>	<u>(85,615)</u>	<u>-9.8%</u>
<u>144,763</u>	<u>(26,229)</u>	<u>180,543</u>	<u>206,772</u>	<u>-788.3%</u>
31,066	10,000	22,588	12,588	125.9%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>175,829</u>	<u>(16,229)</u>	<u>203,131</u>	<u>219,360</u>	<u>-1351.7%</u>
<u>0</u>	<u>0</u>	<u>52,146</u>	<u>(52,146)</u>	<u>0.0%</u>

Summary:

Income

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

Expense

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

Net Income (Loss)

Investment Gain (Loss)¹

Extraordinary Income
Extraordinary Expense
Net Income Including Extraordinary Items

Capitalized Expenditures

FY 2024-25 YTD Actual	FY 2025-26 1st Quarter Results				Annual Budget
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
2,166,358	2,096,702	2,721,137	624,435	29.8%	8,300,000
171,435	141,841	154,370	12,529	8.8%	567,702
0	0	0	0	0.0%	0
<u>178,332</u>	<u>93,263</u>	<u>96,570</u>	<u>3,307</u>	<u>3.5%</u>	<u>472,954</u>
2,516,125	2,331,805	2,972,077	640,271	27.5%	9,340,656
1,743,701	1,988,461	1,821,616	166,845	8.4%	6,436,895
147,007	178,542	130,433	48,109	26.9%	714,169
0	0	0	0	0.0%	0
457,340	489,600	425,975	63,625	13.0%	1,958,400
(457,340)	(489,600)	(425,975)	(63,625)	13.0%	(1,958,400)
309,875	336,681	315,661	21,020	6.2%	1,251,320
51,267	103,870	67,331	37,237	35.8%	414,581
23,680	28,987	23,143	5,844	20.2%	150,328
8,181	23,284	8,477	14,807	63.6%	44,336
1,351	5,252	1,955	3,297	62.8%	46,030
69	0	108	(108)	0.0%	2,500
10,354	19,075	10,599	8,476	44.4%	171,663
<u>568,241</u>	<u>558,873</u>	<u>567,487</u>	<u>(8,614)</u>	<u>-1.5%</u>	<u>2,265,035</u>
<u>2,863,728</u>	<u>3,243,025</u>	<u>2,946,809</u>	<u>296,216</u>	<u>9.1%</u>	<u>11,496,856</u>
<u>(347,603)</u>	<u>(911,220)</u>	<u>25,268</u>	<u>936,488</u>	<u>102.8%</u>	<u>(2,156,200)</u>
96,962	30,000	77,409	47,409	158.0%	120,000
0	0	0	0	0.0%	0
0	0	0	0	0.0%	0
<u>(250,641)</u>	<u>(881,220)</u>	<u>102,677</u>	<u>983,897</u>	<u>111.7%</u>	<u>(2,036,200)</u>
<u>0</u>	<u>0</u>	<u>52,146</u>	<u>(52,146)</u>	<u>0.0%</u>	<u>2,149,806</u>

Comments

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

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

FY 2024-25 YTD Actual	FY 2025-26 1st Quarter Results				Annual Budget
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	

Comments

Detailed Budget:															
Income:															
759,651	763,705	871,104	107,399	14.1%	15	FIN	303300	L.A. Superior Court Fees	2,166,358	2,096,702	2,721,137	624,435	29.8%	8,300,000	Increase in filing fee revenue attributed primarily to unlimited civil filing fees.
Interest:															
4,814	4,888	4,639	(248)	-5.1%	15	FIN	311000	Interest - LAIF	4,814	4,888	4,639	(248)	-5.1%	19,890	
52,829	45,000	47,684	2,684	6.0%	15	FIN	312000	Interest - General Fund	163,342	135,000	146,887	11,887	8.8%	540,000	Timing variance.
1,083	651	940	289	44.4%	15	FIN	313000	Interest - Deposit Fund	3,279	1,953	2,844	891	45.6%	7,812	Timing variance.
58,726	50,539	53,263	2,725	5.4%				Subtotal	171,435	141,841	154,370	12,529	8.8%	567,702	
Parking:															
0	0	0	0	0.0%	39	FAC	330100	Parking	0	0	0	0	0.0%	0	
0	0	0	0	0.0%				Subtotal	0	0	0	0	0.0%	0	
Library Services:															
16	80	49	(31)	-39.1%	27	CIRC	330150	Annual Designation Fee	1,463	1,360	1,121	(239)	-17.6%	3,009	Timing variance.
16,917	16,917	27,012	10,094	59.7%	25	PS	330140	Annual Members Fee	52,376	51,196	55,327	4,131	8.1%	195,920	Timing variance in annual renewals.
2,061	2,061	771	(1,290)	-62.6%	25	PS	330340	Course Registration	8,057	8,057	3,081	(4,976)	-61.8%	38,950	Timing variance.
2,507	2,500	2,826	326	13.1%	27	CIRC	330129	Copy Center	8,708	8,800	9,679	879	10.0%	31,200	Timing variance.
1,280	1,350	1,494	144	10.7%	27	CIRC	330205	Document Delivery	4,119	4,200	3,787	(413)	-9.8%	13,800	Timing variance.
2,352	2,050	7,108	5,058	246.7%	27	CIRC	330210	Fines	7,154	5,650	9,758	4,108	72.7%	20,000	Timing variance.
14	8,067	1,901	(6,166)	-76.4%	15	FIN	330310	Miscellaneous	1,091	9,300	4,192	(5,108)	-54.9%	36,500	Timing variance. Delay in Bank of America Visa rebate check.
19,650	1,333	43	(1,291)	-96.8%	39	FAC	330330	Room Rental	19,650	4,000	4,755	755	18.9%	16,000	Timing variance.
0	0	4,230	4,230	0.0%	23	COL	330350	Book Replacement	0	0	4,230	4,230	0.0%	0	
0	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	0	0	0	0	0.0%	15,000	
75,000	0	0	0	0.0%	17	EXEC	330400	Friends of Law Library	75,000	0	0	0	0.0%	100,000	
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	0	
241	225	182	(43)	-19.1%	15	FIN	330450	Vending	713	700	640	(60)	-8.6%	2,575	
0	0	0	0	0.0%	39	FAC	330465	Special Events Income	0	0	0	0	0.0%	0	
120,038	34,583	45,616	11,033	31.9%				Subtotal	178,332	93,263	96,570	3,307	3.5%	472,954	
938,416	848,827	969,983	121,156	14.3%				Total Income	2,516,125	2,331,805	2,972,077	640,271	27.5%	9,340,656	
Expenses:															
Staff:															
228,905	269,024	231,684	37,340	13.9%		ALL	501000	Salaries (FT)	697,189	807,071	681,888	125,183	15.5%	3,497,310	Timing variance.
0	(5,380)	0	(5,380)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(16,141)	0	(16,141)	100.0%	(69,946)	
20,990	25,524	18,878	6,646	26.0%		ALL	501050	Salaries (PT)	57,930	76,571	58,041	18,530	24.2%	331,809	Timing variance.
0	(510)	0	(510)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(1,531)	0	(1,531)	100.0%	(6,636)	
14,895	15,703	14,930	773	4.9%	15	FIN	502000	Social Security	47,195	46,981	43,900	3,081	6.6%	203,739	Timing variance.
3,484	4,302	3,492	810	18.8%	15	FIN	503000	Medicare	11,038	12,875	10,267	2,608	20.3%	55,828	Timing variance.
23,593	25,908	23,432	2,476	9.6%	15	FIN	511000	Retirement	573,154	675,846	667,144	8,701	1.3%	934,922	
41,667	41,667	41,667	(0)	0.0%	15	FIN	511050	Pension Exp (Actuarial)	125,000	125,000	125,001	(1)	0.0%	500,000	Year-end audit JE.
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	0	
54,494	64,014	56,965	7,049	11.0%	15	FIN	512000	Health Insurance	165,926	192,043	169,332	22,711	11.8%	683,535	Timing variance.
423	482	462	20	4.2%	15	FIN	513000	Disability Insurance	1,279	1,446	1,262	184	12.7%	5,784	
5,631	5,536	5,015	521	9.4%	15	FIN	514000	Dental Insurance	15,703	16,608	16,381	227	1.4%	66,432	
595	658	553	105	16.0%	15	FIN	514500	Vision Insurance	1,780	1,974	1,713	261	13.2%	7,896	
184	225	197	28	12.5%	15	FIN	515000	Life Insurance	573	675	569	106	15.6%	2,700	
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	0	
1,938	1,879	1,879	(0)	0.0%	15	FIN	516000	Workers Compensation Insurance	5,815	5,637	3,400	2,237	39.7%	23,674	
0	2,500	0	2,500	100.0%	15	FIN	517000	Unemployment Insurance	0	2,500	0	2,500	100.0%	10,000	
1,778	2,125	3,011	(886)	-41.7%		ALL	514010	Temporary Employment	6,386	4,287	6,898	(2,611)	-60.9%	21,068	Timing variance.
550	1,250	88	1,162	92.9%	13	HR	514015	Recruitment	809	1,250	811	439	35.1%	5,000	
0	0	0	0	0.0%	15	FIN	517500	Accrued Sick Expense	0	0	0	0	0.0%	5,000	
0	0	0	0	0.0%	15	FIN	518000	Accrued Vacation Expense	0	0	0	0	0.0%	20,000	
10,833	10,833	10,833	0	0.0%	15	FIN	518500	OPEB Expense	32,500	32,500	32,499	1	0.0%	130,000	Year-end audit JE.
(110)	300	231	69	23.2%	15	FIN	518550	TMP	1,132	2,600	2,179	421	16.2%	7,000	
184	90	157	(67)	-74.2%	15	FIN	518560	Benefit Administration	290	270	330	(60)	-22.4%	1,780	
410,032	466,129	413,472	52,656	11.3%				Total - Staff	1,743,701	1,988,461	1,821,616	166,845	8.4%	6,436,895	
Library Materials/Electronic Resources Subscription:															
124,026	131,786	122,750	9,036	6.9%	23	COL	601999	American Continuations	317,109	395,358	323,061	72,297	18.3%	1,581,438	Timing variance.
2,343	2,000	(9,247)	11,247	562.3%	23	COL	602999	American New Orders	11,092	6,000	(5,068)	11,068	184.5%	24,000	
971	1,968	1,011	957	48.6%	23	COL	609199	Branch Continuations	3,802	5,904	3,190	2,714	46.0%	23,611	Timing variance.
0	25	0	25	100.0%	23	COL	609299	Branch New Orders	0	75	0	75	100.0%	300	Timing variance.
2,758	9,143	3,952	5,191	56.8%	23	COL	603999	Commonwealth Continuations	75,121	27,429	78,021	(50,592)	-184.4%	109,713	Timing variance.
0	100	0	100	100.0%	23	COL	604999	Commonwealth New Orders	31	300	0	300	100.0%	1,200	Timing variance.
9,582	7,599	1,141	6,458	85.0%	23	COL	605999	Foreign Continuations	21,153	22,797	6,551	16,246	71.3%	91,186	Timing variance.
0	100	0	100	100.0%	23	COL	606999	Foreign New Orders	373	300	0	300	100.0%	1,200	Timing variance.
15,538	9,300	7,113	2,187	23.5%	23	COL	607999	International Continuations	25,490	27,900	17,615	10,285	36.9%	111,605	Timing variance.
0	500	376	124	24.8%	23	COL	608999	International New Orders	2,001	1,500	568	932	62.1%	6,000	Timing variance.

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

Sep-25								FY 2024-25	FY 2025-26 1st Quarter Results						
Actual	Budget	Actual	\$ Fav (Unf)	% Fav (-)				YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Annual Budget	Comments	
722	479	0	479	100.0%	23	COL	609399	General/Librarianship Continuations	836	1,437	1,286	151	10.5%	5,747	Timing variance.
253	200	0	200	100.0%	23	COL	609499	General/Librarianship New Orders	334	600	751	(151)	-25.2%	2,400	Timing variance.
156,192	163,200	127,096	36,104	22.1%				Subtotal	457,340	489,600	425,975	63,625	13.0%	1,958,400	Timing variance.
(156,192)	(163,200)	(127,096)	(36,104)	22.1%	23	COL	690000	Library Materials Transferred to Assets	(457,340)	(489,600)	(425,975)	(63,625)	13.0%	(1,958,400)	Timing variance.
57,680	59,514	57,967	1,547	2.6%	23	COL	685000	Electronic Resource Subscriptions (ERS)	147,007	178,542	130,433	48,109	26.9%	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:							
16,634	4,167	478	3,689	88.5%	39	FAC	801005	Repair & Maintenance	40,055	39,085	17,650	21,435	54.8%	76,585	Timing variance.
768	2,167	1,805	362	16.7%	39	FAC	801010	Building Services	5,382	6,500	28,950	(22,450)	-345.4%	26,000	Timing variance.
24	1,000	0	1,000	100.0%	39	FAC	801015	Cleaning Supplies	2,768	3,000	2,329	671	22.4%	12,000	
14,690	15,000	17,863	(2,863)	-19.1%	39	FAC	801020	Electricity & Water	44,698	45,000	52,542	(7,542)	-16.8%	180,000	Timing variance.
1,118	1,152	1,174	(22)	-2.0%	39	FAC	801025	Elevator Maintenance	7,731	3,455	3,410	45	1.3%	13,818	
6,967	2,700	11,557	(8,857)	-328.0%	39	FAC	801030	Heating & Cooling	6,967	8,100	11,557	(3,457)	-42.7%	45,400	
34,993	40,242	32,863	7,379	18.3%	15	FIN	801035	Insurance	104,979	120,725	100,183	20,542	17.0%	482,901	Actual cost for some lines of coverage lower than budgeted and approved.
11,961	11,954	11,836	118	1.0%	39	FAC	801040	Janitorial Services	36,234	35,862	36,109	(247)	-0.7%	143,449	
0	0	0	0	0.0%	39	FAC	801045	Landscaping	0	0	0	0	0.0%	0	
17,231	20,000	17,211	2,789	13.9%	39	FAC	801050	Security	56,225	60,000	58,123	1,877	3.1%	240,000	Timing variance.
142	167	0	167	100.0%	39	FAC	801060	Room Rental Expenses	142	500	0	500	100.0%	2,000	
863	10,300	209	10,091	98.0%	39	FAC	801065	Special Events Expenses	1,547	12,150	823	11,327	93.2%	15,350	
252	0	0	0	0.0%	39	FAC	801100	Furniture & Appliances (<3K)	294	0	0	0	0.0%	4,000	
265	0	0	0	0.0%	39	FAC	801110	Equipment (<3K)	1,479	750	0	750	100.0%	3,000	
0	0	0	0	0.0%	39	FAC	801115	Building Alterations (<3K)	70	0	2,600	(2,600)	0.0%	600	
363	343	120	223	65.1%	39	FAC	801120	Delivery & Postage	733	729	492	237	32.6%	2,916	Timing variance.
0	275	301	(26)	-9.6%	39	FAC	801125	Kitchen supplies	571	825	894	(69)	-8.4%	3,300	
106,273	109,465	95,417	14,048	12.8%				Subtotal	309,875	336,681	315,661	21,020	6.2%	1,251,320	
								Technology:							
2,712	3,733	2,469	1,264	33.9%	33	TECH	801210	Software Maintenance	6,166	11,199	8,263	2,936	26.2%	44,796	Timing variance.
2,407	4,381	1,229	3,152	71.9%	33	TECH	801212	Hardware Maintenance	7,222	13,143	3,688	9,455	71.9%	52,572	Timing variance.
0	550	340	210	38.2%	33	TECH	801215	Software (<\$3k)	666	1,650	548	1,102	66.8%	6,600	Timing variance.
793	1,862	0	1,862	100.0%	33	TECH	801220	Hardware (<\$3k)	793	5,585	4,506	1,079	19.3%	22,339	Purchased networking Branch Location and Restock several Printer
(187)	1,708	1,686	22	1.3%	33	TECH	801225	Computer Supplies	(187)	5,123	1,743	3,380	66.0%	20,493	Timing variance.
5,629	5,630	5,905	(276)	-4.9%	33	TECH	801230	Integrated Library System	16,888	16,889	17,716	(827)	-4.9%	67,554	
1,592	8,004	2,617	5,387	67.3%	33	TECH	801235	Telecommunications	4,626	24,012	7,776	16,236	67.6%	96,048	Timing variance.
0	117	0	117	100.0%	33	TECH	801245	Tech & Data - Misc	0	351	0	351	100.0%	1,405	Timing variance.
149	1,324	149	1,176	88.8%	33	TECH	801250	Services	446	3,973	446	3,527	88.8%	15,891	Timing variance.
5,040	7,215	8,067	(852)		33	TECH	801275	Online Service Providers	14,647	21,946	22,644	(698)	-3.2%	86,883	Timing variance.
18,135	34,523	22,462	12,061	34.9%				Subtotal	51,267	103,870	67,331	37,237	35.8%	414,581	
								General:							
363	458	451	7	1.6%	15	FIN	801310	Bank Charges	1,215	1,375	1,259	116	8.4%	5,500	Timing variance.
908	944	946	(2)	-0.2%	35	CMS	801315	Bibliographical Services	3,992	4,152	4,133	19	0.5%	12,648	
0	4,000	3,741	259	6.5%	35	CMS	801320	Binding	16	4,000	3,741	259	6.5%	10,000	
129	175	148	27	15.6%	17	EXEC	801325	Board Expense	276	620	452	168	27.2%	2,370	Timing variance.
241	1,500	360	1,140	76.0%	37	COM	801330	Staff meals & events	2,270	3,800	2,545	1,255	33.0%	19,200	Timing variance.
1,772	2,523	494	2,029	80.4%	15	FIN	801335	Supplies - Office	3,417	7,569	1,560	6,009	79.4%	30,826	Timing variance.
2,293	2,300	2,158	142	6.2%	35	CMS	801337	Supplies - Library materials	2,293	2,300	2,158	142	6.2%	10,000	
0	0	0	0	0.0%	37	COM	801340	Stationery, business cards, etc.	0	750	0	750	100.0%	1,500	Timing variance. Will order in December upon new staff arrivals.
0	0	0	0	0.0%	25	PS	801365	Grant Application Expenses	0	0	0	0	0.0%	0	
0	1,057	1,420	(363)	-34.4%	33	IT	801370	Copy Center Expense	2,143	3,171	4,476	(1,305)	-41.2%	12,684	Timing variance.
0	1,250	346	904	72.3%	15	FIN	801375	General - Misc	429	1,250	509	741	59.3%	45,000	
1,980	0	0	0	0.0%	25	PS	801390	Course Registration	7,630	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	
7,686	14,207	10,063	4,144	29.2%				Subtotal	23,680	28,987	23,143	5,844	20.2%	150,328	
								Professional Development:							
2,184	1,600	0	1,600	100.0%	ALL	803105	Travel	3,279	9,900	3,326	6,574	66.4%	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		
0	0	0	0	0.0%	ALL	803115	Membership dues	175	175	0	175	100.0%	12,658		
0	450	0	450	100.0%	ALL	803120	Registration fees	4,378	7,215	5,151	2,064	28.6%	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		
2,184	2,050	0	2,050	100.0%				Subtotal	8,181	23,284	8,477	14,807	63.6%	44,336	
								Communications & Marketing:							

Income Statement for the Period Ending September 30, 2025

(Provisional and subject to year-end audit adjustments)

11/13/2025
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Los Angeles County Law Library
Income Statement for the Period Ending September 30, 2025
(Provisional and subject to year-end audit adjustments)

Sep-24		Sep-25						FY 2024-25		FY 2025-26 1st Quarter Results					Comments	
Actual		Budget	Actual	\$ Fav (Unf)	% Fav (-)			YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Annual Budget			
31,066		10,000	22,588	12,588	125.9%	15	FIN	321000	Investment Gain (Loss) ¹	96,962	30,000	77,409	47,409	158.0%	120,000	Reflects gains/loss if sold at time of report (before maturity)
0		0	0	0	0.0%	17	EXEC	401000	Extraordinary Income	0	0	0	0	0.0%	0	
0		0	0	0	0.0%	17	EXEC	901000	Extraordinary Expense	0	0	0	0	0.0%	0	
175,829		(16,229)	203,131	219,360	-1351.7%	Net Income Including Extraordinary Items									(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	42,906	(42,906)	0.0%	39	FAC	164500	Exterior Building Repairs/ Improvements (>3k)	0	0	42,906	(42,906)	0.0%	1,044,806	Upper/lower garage aluminum roll-up door replacement.
0		0	9,240	(9,240)	0.0%	39	FAC	164000	Interior Improvements / Alterations (>3k)	0	0	9,240	(9,240)	0.0%	575,000	HVAC motor replacement.
0		0	0	0	0.0%	33	TECH	168000	Computer Software	0	0	0	0	0.0%	0	
0		0	52,146	52,146	0.0%	Total - Capitalized Expenditures									2,149,806	
CalPERS CERBT Trust Fund:																
Beginning Balance										2,671,884						
Administrative Expense										-59.99				CalPERS CERBT program cost.		
Investment Expense										-95.56				Investment management cost.		
Unrealized Gain/Loss										58,763.87				Fluctuating market conditions.		
Distribution														Distribution from Fund.		
Ending Balance										2,730,492						

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 September 30, 2025

(Provisional and subject to year-end audit adjustments)

	9/30/2025	YTD
Cash flows from operating activities		
L.A. Superior court fees	871,104	2,721,137
Parking fees	-	-
Library services	45,616	96,570
Extraordinary income	-	-
(Increase) decrease in accounts receivable	(54,623)	(427)
(Increase) decrease in other receivable	124,372	(53,911)
Increase (decrease) in borrowers' deposit	244	3,260
Cash received from filing fees and services	986,713	2,766,629
Facilities	(95,417)	(315,661)
Technology	(22,462)	(67,331)
General	(10,063)	(23,143)
Professional development	-	(8,477)
Communications & marketing	(1,690)	(1,955)
Travel & entertainment	(60)	(108)
Professional services	(2,199)	(10,599)
Electronic Resource Subscriptions (ERS)	(57,967)	(130,433)
(Increase) decrease in prepaid expenses	15,535	(273,157)
Increase (decrease) in accounts payable	(32,827)	(113,237)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(207,150)	(944,100)
Staff (payroll + benefits)	(413,472)	(1,821,616)
Increase (decrease) in payroll liabilities	(391)	(498)
Increase (decrease) in accrued sick and vacation liability	(319)	(319)
Increase (decrease) in OPEB liability	10,833	32,499
Increase (decrease) in net pension liability	41,667	125,001
Cash payments to employees for services	(361,682)	(1,664,933)
Contributions received	-	-
Net cash from operating activities	417,881	157,596
Cash flow from capital and related financing activities		
Library materials	(127,096)	(425,975)
Fixed assets	(52,146)	(52,146)
Capital - Work in Progress (WIP)	(15,718)	(127,225)
Cash flows from investing activities		
Investment	-	-
Investment earnings	53,263	154,370
Net cash increase (decrease) in cash and cash equivalents	276,184	(293,379)
Cash and cash equivalents, at beginning of period	17,084,658	17,654,222
Cash and cash equivalents, at end of period	17,360,843	17,360,843
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	127,280	(129,102)
Adjustments for noncash effects:		
Depreciation	186,110	567,487
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(54,623)	(427)
(Increase) decrease in other receivable	124,372	(53,911)
(Increase) decrease in prepaid expenses	15,535	(273,157)
Increase (decrease) in accounts payable	(32,827)	(113,237)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	(391)	(498)
Increase (decrease) in accrued sick and vacation liability	(319)	(319)
Increase (decrease) in borrowers' deposit	244	3,260
Increase (decrease) in OPEB liability	10,833	32,499
Increase (decrease) in net pension liability	41,667	125,001
Net cash from operating activities	417,881	157,596

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102,658.88

Page 1

8.00

Page 1

786.98

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

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 1	AMAZON WEB SERVICES	OSP	844.65	V010038
October 2	IDEALIST.ORG	RECRUITMENT	125.00	V010005
	FS.COM INC	COMPUTER SUPPLIE	624.52	V010109
October 3	SECURITAS SECURITY	SECURITY	4,461.84	V010006
	SYNCB AMAZON	SUPPLIES-OFFICE	75.04	V010039
	CONSTANT CONTACT	OSP	315.00	V010040
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	66.88	V010041
	STAPLES ADVANTAGE	SUPPLIES-OFFICE	49.99	V010042
October 6	WOLTERS KLUWER LAW & BUSINESS	BOOKS	194.26	V010008
	CAL OSHA REPORTER ** VOIDED *****	BOOKS	0.00	V010009
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,540.69	V010010
	JAMES PUBLISHING INC	BOOKS	374.25	V010011
	LAW JOURNAL PRESS	BOOKS	954.82	V010012
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,480.00	V010013
	PRACTISING LAW INSTITUTE	BOOKS	270.97	V010014
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	657.08	V010015
	GOBI LIBRARY SOLUTIONS	BOOKS	210.37	V010016
	MONOPRICE.COM	COMPUTER SUPPLIE	170.11	V010058
October 7	SYNCB AMAZON	BOOKS	416.28	V010020
	STAMPS.COM	DELIVERY & POSTAG	300.00	V010043
October 9	MICROSOFT CORPORATION	OSP	29.00	V010059
October 10	LEXISNEXIS MATTHEW BENDER	BOOKS	1,700.59	V010021
	CALIF COURT ASSOCIATION	BOOKS	51.00	V010022
	COPWARE INC	BOOKS	115.00	V010023
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,166.10	V010024
	PRACTISING LAW INSTITUTE	BOOKS	312.94	V010025
	THOMSON REUTERS	BOOKS	97,675.47	V010026
	GOBI LIBRARY SOLUTIONS	BOOKS	468.16	V010027
	GURU PRINTERS	SPECIAL EVENTS EX	98.78	V010044
	STAMPS.COM	DELIVERY & POSTAG	30.99	V010045
October 13	LASTPASS US LP	SOFTWARE (<3K)	1,453.50	V010046
	SYNCB AMAZON	COMPUTER SUPPLIE	92.28	V010060
October 15	EPSON.COM	COMP HARDWARE	6,699.14	V010047
October 16	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	816.06	V010061
	RING.COM	OSP	19.99	V010062

141,752.11

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

Page 2

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 17	T-MOBILE	TELECOM	891.36	V010063
	AMERICAN BAR ASSOCIATION	BOOKS	3,853.84	V010028
	CASTLE PUBLICATIONS	BOOKS	305.11	V010029
	INGRAM LIBRARY SERVICES	BOOKS	405.80	V010030
	RETTA LIBROS LIDERLAF S A	BOOKS	306.90	V010031
	PRACTISING LAW INSTITUTE	BOOKS	1,647.52	V010032
	TOWER PUBLISHING	BOOKS	60.80	V010033
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,748.98	V010034
	UNITED NATIONS PUBLICATIONS	BOOKS	345.78	V010035
	BRCK INC	TELECOM	889.54	V010048
	CODE TWO	OSP	929.88	V010049
	ISOLVED BENEFIT SERVICES	HR BENEFIT/ADMIN	86.82	V010050
	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	17,863.39	V010051
	NASA SERVICES	BLDG SVCS	991.19	V010052
	ORKIN	BLDG SVCS	140.00	V010053
	SECURITAS SECURITY	SECURITY	8,133.52	V010054
	UPS	DELIVERY & POSTAG	304.47	V010055
October 19				
October 20	ZOOM VIDEO COMMUNICATIONS INC	OSP	223.12	V010064
	DUO SECURITY LLC	OSP	150.00	V010065
	MICROSOFT CORPORATION	OSP	390.00	V010066
October 22				
	DOORDASH	BOARD EXPENSE	109.52	V010067
	GOOGLE	SERVICES	1.99	V010075
October 23				
	GURU PRINTERS	STATIONERY/BUSINE	130.56	V010068
October 24				
	SECURITAS SECURITY	SECURITY	4,461.84	V010069
	LEXISNEXIS MATTHEW BENDER	BOOKS	3,662.55	V010070
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	4,073.06	V010071
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	171.60	V010072
	PRACTISING LAW INSTITUTE	BOOKS	218.29	V010073
	GOBI LIBRARY SOLUTIONS	BOOKS	2,556.25	V010074
	CHERRY PICK CAFE	SPECIAL EVENTS EX	230.35	V010076
October 25				
	SYNCB AMAZON	BOOKS	41.35	V010094
October 27				
	EVENTBRITE	REGISTRATION FEES	598.80	V010077
	SYNCB AMAZON	BOOKS	97.71	V010095
October 28				
	EVENTBRITE	REGISTRATION FEES	299.40	V010078
October 31				
	ALTA FOODCRAFT	KITCHEN SUPPLIES	255.16	V010079

197,577.20

Page 3

215,846.67

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

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
October 3	JIE ZHAO	REFUND	140.00	033791
	ADP SCREENING & SELECTION SVCS	RECRUITMENT	88.32	033792
	ANDERSON AIR CONDITIONING, L.P.	EQUIPMENT	9,240.29	033793
	FOSTER & FOSTER CONSULTING	ACCOUNTING	2,115.00	033794
	MICHAEL JOHN MIRABEL	BLDG ALT (<3K)	2,600.00	033795
October 6	WILLIAM S HEIN & CO	BOOKS	385.00	033796
October 7	LANGUAGE PEOPLE INC	OTHER	336.00	033797
October 9	CAL OSHA REPORTER	BOOKS	497.00	033798
October 17	BANKS & JORDAN	BOOKS	240.52	033799
	ABD OFFICE SOLUTIONS	COPY CENTER	1,330.01	033800
	AFLAC REMITTANCE	CAFE PLAN-INSURAN	1,135.56	033801
	AT&T	TELECOM	641.19	033802
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	2,348.00	033803
	MENTAL HEALTH ADVOCACY	ADVERTISING	500.00	033804
	METROLINK	TMP	450.00	033805
	OCLC INC	SOFTWARE MAINT	795.26	033806
	PARK PLACE TECHNOLOGIES LLC	PREPAID EXP	9,481.80	033807
	CHARTER COMMUNICATIONS	TELECOM	195.27	033808
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	400.00	033809
October 21	CALIFORNIA DEPARTMENT OF TAX	USE TAX	1,127.00	033810
October 24	PAUL ERIC BIVENS	REFUND	140.00	033811
	DEBBIE GRAVES	REFUND	140.00	033812
	SUZANNE LEE	REFUND	116.00	033813
	ALINA OKHRIMENKO	REFUND	28.00	033814
	DEBORAH SHAIN	REFUND	140.00	033815
	GUARDIAN	PREPAID EXP	7,722.12	033816
	OTTO HARRASSOWITZ	BOOKS	1,581.11	033817
	MINISTER OF FINANCE	BOOKS	281.20	033818
October 31	1ST JON INC	SECURITY	65.86	033819
	ADP SCREENING & SELECTION SVCS	RECRUITMENT	74.00	033820
	BUILDING ELECTRONIC CONTROLS INC	SECURITY	213.75	033821
	DYNAMICS WEST, INC.	PREPAID EXP	3,500.00	033822
	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT INS	6,300.00	033823
	LEXISNEXIS CANADA INC	BOOKS	7,685.89	033824
	TODD DANA PIKE	REFUND	8.00	033825

62,042.15

MEMORANDUM

DATE: November 19, 2025

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Approval of 2026 LA Law Library Holiday Calendar

SUMMARY

LA Law Library observes 15 federal and state holidays during the year, in alignment with the observed Federal and court holidays. Attached to this Staff Report is the proposed 2026 holiday schedule.

As noted in the attached schedule, when one of the holidays falls on Saturday, it is observed on the preceding Friday. In 2026, the 4th of July holiday falls on a Saturday. The Library is usually open Mondays through Saturday, with some staff who do not work on a Friday or a Saturday. The proposed schedule therefore recognizes Friday, July 3, 2026 as a holiday closure for staff who usually work on Fridays. In addition, the schedule recognizes Saturday, July 4, 2026 as a holiday closure for staff who would normally work on that Saturday. Employees who would normally work on that Saturday will be allowed to make up any work hours in the following Monday through Friday period to assure they will have worked a full 40 hour pay period.

In any year, the Library may elect to use December 24 or December 31, or both, as designated holidays in lieu of Lincoln's Birthday. For 2026, both December 24 and December 31 fall on a Thursday. As the holiday season often presents challenges to fully staff shifts due to pre-planned vacations, it is anticipated the same may be true to staff the Thursday shifts for December 24 and 31 in 2026. It is therefore recommended that in 2026 the Library elect to use December 24 and 31 as designated holidays in lieu of Lincoln's Birthday which falls on a Thursday on February 12, 2026.

RECOMMENDATION

Staff recommends that the Board approve the attached 2026 holiday schedule. This schedule provides for recognition of the July 4th holiday to accommodate staff who work either on Fridays or Saturdays. It also reflects both December 24 and 31 as holidays and does not list Lincoln's Birthday on the schedule.



LA Law Library 2026 Holiday Schedule

Thursday	January 1, 2026	New Year's Day (2026)
Monday	January 19, 2026	Martin Luther King, Jr. Birthday
Monday	February 16, 2026	Presidents' Day
Tuesday	March 31, 2026	Cesar Chavez Day
Monday	May 25, 2026	Memorial Day
Friday	June 19, 2026	Juneteenth
Friday	July 3, 2026	Day Before Independence Day
Saturday	July 4, 2026	Independence Day
Monday	September 7, 2026	Labor Day
Friday	September 25, 2026	Native American Day
Wednesday	November 11, 2026	Veterans Day
Thursday	November 26, 2026	Thanksgiving Day
Friday	November 27, 2026	Day after Thanksgiving
Thursday	December 24, 2026	Christmas Eve
Friday	December 25, 2026	Christmas Day
Thursday	December 31, 2026	New Year's Eve

NOTE: Staff scheduled to work on Saturdays will have July 4 (Saturday) off as a holiday. The Library will be closed on that day. Saturday staff should make arrangements with their supervisors to schedule any make up work hours in the period of Monday through Friday following the July 4th closure.

MEMORANDUM

DATE: November 19, 2025

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Approval of 2026 Board of Trustees Meeting Schedule

For the past several years, the Board has met on the fourth Wednesday of each month except for November and December. During the months of November and December, the Board generally meets on an earlier Wednesday so as to avoid conflicts with holiday and vacation schedules.

Consistent with these practices and recommendations, the proposed 2026 dates for Board of Trustee Meetings are attached to this Staff Report.

RECOMMENDATION

Staff recommends that the Board adopt the proposed dates for the regular meetings of the Board of Trustees during calendar year 2026.



2026 LA LAW LIBRARY BOARD OF TRUSTEE MEETINGS SCHEDULE

301 W. 1st Street
Los Angeles, CA 90012
12:15 pm

2026 DATES	
January 28, 2026	July 22, 2026
February 25, 2026	August 26, 2026
March 25, 2026	September 23, 2026
April 22, 2026	October 28, 2026
May 27, 2026	November 18, 2026
June 24, 2026	December 16, 2026

For assistance:

Administrative Office Manager: Dan Reinhold (213) 785-2511 or email at dreinhold@lalawlibrary.org

Executive Director: Katherine Chew (213) 785-2510 or email at kchew@lalawlibrary.org



MEMORANDUM

DATE: November 19, 2025

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Review and Approval of Library Policy Concerning Security Gate Alerts for Unauthorized Book Removal

SUMMARY

Library collections have always faced the danger of theft, damage and accidental loss. To help address these concerns, it is a common practice for libraries to rely upon electromagnetic security gates that alarm when triggered by sensitized magnetic strips placed within books. The alarm signals staff and the patron that a possible unauthorized removal is occurring. Unfortunately, the library security gate technology has not yet advanced to the point it can guarantee a perfected system that is one hundred percent accurate. For instance, false alarms can be attributed to various causes such as an error during the circulation check out practice, or possibly textbooks from campus bookstores or other libraries that happen to be in a patron's backpack. Nonetheless, use of book security gate systems remains the current standard to help protect a library's collection.

In order to mitigate the risk of unauthorized book removal, LA Law Library installed an electromagnetic security gate system approximately twenty years ago. While book thefts are not necessarily prevented by security gates alone, the system was intended to act as a deterrent rather than a complete preventative measure in order to preserve the collection and control replacement costs. Over the years, however, the system lost its effectiveness.

LA Law Library recently purchased and installed new security gates designed to alert our staff of possible unauthorized book removals. We have created new protocols designed to be followed in the event of a patron setting off the new security gate.

STAFF RECOMMENDATIONS

Staff recommends that the Board approve the attached LALL Book Gate Security Protocols.



LA LAW LIBRARY BOOK GATE SECURITY PROTOCOLS FOR STAFF

The security book gates at the entrance of the Library between Circulation and the Security Desk are installed to act as a deterrent to unauthorized removal of library books/materials. The electromagnetic book gate system is designed to work with sensitized magnetic strips that have been placed in library books/materials. If the books/materials have not been scanned by Circulation, an alarm will trigger to alert staff an unauthorized removal may be occurring.

Please be aware that there may be other reasons besides an intentional theft that might trigger the alarm. With this in mind, staff and security will need to investigate the situation first to assess what appropriate action should be taken. It is important to always maintain a professional, non-accusatory, and polite demeanor when conducting your investigation. The following protocols should be followed if the book security gate alarm sounds:

1. Security will ask the patron to please return to the Security desk.
2. Security will kindly explain to the patron that they set off the book gate and it is necessary to make sure no materials are removed from the library without being properly checked out. They should not be hostile or accusatory to the patron. Security will explain that sometimes the alarm can be triggered for other reasons. For example, the patron may have a book from a different library on them, or perhaps there was an error during the check-out process.
3. Security will then ask to search the patron's bags/backpack/briefcase, etc.
4. If the patron **refuses** to allow a search:
 - a. Remind the patron that the Library Rules of Conduct states that no materials shall be removed from the library unless they have been properly checked out.
 - b. Advise the patron that security camera footage will need to be checked to further investigate the situation.
 - c. Remind them that failure to comply with library rules or directives of library staff or security personnel in their enforcement of these rules may result in the loss or suspension of library privileges, including but not limited to temporary or permanent removal from the library premises.
 - d. If the patron continues to refuse to cooperate and/or comply with staff or security personnel directives, advise the patron that security camera footage will be reviewed to investigate the situation. If a review of the security camera footage strongly suggests an intentional act, and the patron continues to refuse to comply with the Rules of Conduct, management will make a determination whether to revoke or suspend library privileges for an appropriate period of time, which may include a period up to a one-year ban from visiting the library.



5. If the patron **complies** with the request to search:
- a. If no LA Law Library material/book is found: Staff should apologize for any inconvenience to the patron and thank them for complying.
 - b. If a book is found and the patron has a credible claim it was an accident: If a book is found and the patron claims it was an accident, staff should take the book and make sure it is properly processed through Circulation before giving it back to the patron. If the patron provides a reasonable explanation, and the patron's claim of mistake appears to be credible, Staff should thank the patron for cooperating and for visiting the library.
 - c. If a book is found, the patron claims it was an accident, but the patron's explanation is not entirely credible:
 - (1) If a book is found, the patron's explanation is not entirely credible, but a further investigation (review of security camera footage, witness statements, etc.) can neither verify nor dismiss an intention to steal, staff should take the book and make sure it is properly processed through Circulation before giving back to the patron.
 - (2) Staff should advise the patron that in the interest of good customer relations, the library will give the patron the benefit of the doubt for this one-time incident. However, Security should let the patron know that the library will keep a record of this encounter and the patron's contact information. If the patron sets off the book gate again, security will follow steps 1 through 5 described in these protocols. If a book is found the second time, the patron will be banned from the library for one year. In addition, the library may take other measures, including steps listed in 5d below, if appropriate. The patron's name should then be added to a list of patrons that fall within this category to keep a record of any repeat and verified offenses.
 - d. If a book is found and the investigation makes it clear the patron was attempting to steal the library book/material:
 - (1) The patron will be banned for a minimum of one year
 - (2) Repeat offenders will be subject to any or all of the following:
 - A. A ban greater than one year;
 - B. A cancellation of Library membership or borrowing privileges;
 - C. The issuance of a trespass order;
 - D. The prosecution for violation of Penal Code 490.5 which provides that theft of library books is classified as petty theft. A first conviction can result in a mandatory fine of up to \$1,000 and possible imprisonment for up to six months. Additionally, if the theft involves an unemancipated minor, the parent or legal guardian may be held liable for damages, which can include the retail value of the stolen book or the fair market value of library materials.



MEMORANDUM

DATE: November 19, 2025

TO: Board of Law Library Trustees

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

RE: Review and Approval of 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: November 19, 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.

