

AGENDA

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

REGULAR BOARD MEETING

Wednesday, January 28, 2026

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:

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

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the December 17, 2025 Regular Board Meeting
- 3.2 Review of November Financials and List of December Checks and Warrants
- 3.3 Review and Approval of FY26 2nd Quarter Statistics
- 3.4 Review and Approval of Extension of Contract with Insurance Broker for 2026-2027 Property and Liability Insurance Renewal
- 3.5 Review and Approval of LA Law Library Cybersecurity Best Practices for Employees-Data Classification
- 3.6 Review and Approval of Revision to Job Description-Managing Librarian, Legal Education to Managing Librarian, Public and Legal Education

4.0 DISCUSSION ITEMS

- 4.1 Authorization to Bind Workers Compensation Insurance
- 4.2 Review of nomination and approval for appointment of Anthony Pacheco to the Board of Directors of the Friends of the Los Angeles County Law Library

5.0 CLOSED SESSION

- 5.1 LA Law Library may hold a closed session on the following item pursuant to Government Code § 54956.9(d)(1): Conference with Legal Counsel; Pending Litigation Everett v. Chew, LA Law Library. Confidential memoranda related to this item may be considered during such closed session discussion; 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)-Judge Mark Juhas

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

6.1 Adjournment: The Board of Trustees adjourn this meeting in honor and memory of LA Law Library retiree Corazon Motus. Corazon was hired on September 24, 1979 and served in the positions of Catalog Typist, Searcher-Typist, and Library Tech Assistant. She recently passed away on December 9, 2025.

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 28, 2024.

POSTED THURSDAY, JANUARY 23, 2025 @ 5:00 P.M.

POSTED BY DANIEL REINHOLD



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

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

December 17, 2025

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, December 17, 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 Cherol Nellon

Trustees Absent: Judge Susan DeWitt
 Susan Steinhauser, Esq.
 Dan Rosenfeld

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 November 19, 2025
 Regular Board Meeting
- 3.2 Review of October Financials and List of November Checks and
 Warrants
- 3.3 Review and Approval of updated Library Rules of Conduct

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 Fregoso. The motion was approved unanimously 4 – 0.

4.0 DISCUSSION ITEMS

- 4.1 Recognition of Volunteer Meera Cassorla and presentation of Certificate
 of Appreciation for her work with the Conservatorship Clinic

The Board recognized Meera Cassorla for her volunteer efforts at the library. She was presented a Certificate of Appreciation by the Board.

4.2 Review and Approval of New Collection Development Policy

Ryan Metheny, Director of Reference & Collections, addressed the Board. He stated that the Collection Development team has been working on this new policy for a while. A new California statute, the Freedom to Read Act, will begin on January 1st. This statute will make libraries show their collection policy. The statute was passed in response to book ban issues. The statute also includes a process to challenge a library's inclusion of books.

President Juhas asked if the library had a John Grisham book, and he did not like Grisham, does that mean he could complain? Ryan responded that yes, in that case the library would have to justify their inclusion of this book. President Juhas then inquired if we need to hire a lawyer. Ryan responded that no, the statute is pretty bare bones. We can reference policy to show why we would keep certain books. The proposed policy seeks to address future challenges that might arise on the following topics: our selection of certain subjects and jurisdictions; our choices in allocating resources to certain topics and titles; and how these choices address the needs of our patrons.

President Juhas asked if this policy will be included on the library's website. Ryan responded that yes, it would if the Board decides to approve it. President Juhas asked if we need to provide hard copies. Ryan responded that he believes that the statute just states that the policy needs to be online. Vice President Seigle asked if there are other old policies that need to be updated. Ryan responded maybe; we do not have many Board-approved policies. E.D. Chew stated that the policies that have recently been brought before the Board were policies that needed to be updated immediately. She stated that she could not think of any other policies that need to be updated at the moment, but she is sure something will come up. We should look at the employee handbook again. Ryan stated that this new policy addresses new technologies, including AI. It also includes pros and cons to making tools available, but it seems like things are trending toward more AI being implemented in the future.

President Juhas requested a motion to approve Item 4.2. So moved by Trustee Fregoso, seconded by Trustee Nellon. The motion was approved unanimously 4 – 0.

4.3 Review and Approval of Labib Funk and Associates Proposal to Repair Hill Street Parking Structure

Mark Rangel, Facilities Supervisor, addressed the Board. Mark stated that we have hired the LFA engineering firm for this project. They will use FRP on the top deck and the underside of the parking structure. The estimated cost is \$330,000. We also need to waterproof the top deck, which would be achieved by adding up to 3 inches of concrete above the FRP. The estimate for this is \$225,000.00, for a total of \$630,000.00. We had \$500,000 budgeted for this project. E.D. Chew stated that the initial cost estimate was approximately a little over \$800,000.00; however, LFA had since worked to find a contractor that could do the work closer to our budgeted capabilities. Mark stated that LFA is working on architectural drawings to submit to the city, and would be prepared to submit those to pull permits to begin the work soon thereafter. Once construction begins, it is estimated that repair work should take 45-60 days to complete.

Vice President Seigle stated that between LFA and All Star Post, that All Star seemed not as responsive. E.D. Chew confirmed that this was correct, as the estimate All Star provided did not include an overall assessment from an on- site inspection or any testing. President Juhas stated that we have many expenses coming up, and he believes that we need to get this done to begin generating revenue.

Trustee Fregoso inquired if there is enough money in the budget to fund this repair. Marcelino Juarez, Finance Director, stated that we do have enough. There is a mid-year budget that we can review, but we do have enough to move forward. This project will be expensed over 30-40 years. Trustee Fregoso asked if this would affect other financial obligations. Marcelino responded no, not in the current budget. It is safe to move forward. President Juhas stated that we still have other repairs to discuss. This will generate revenue. He then asked if we have a parking contract. E.D. Chew responded not at this time. The next step would be to explore possible parking vendors to help manage the structure and find a suitable contract. It is not clear at this point if the Library would want to pursue the same parking lot vendors that were under contract in prior years.

President Juhas then inquired about electric chargers. Mark responded that LADWP has a program for free installation of free electric chargers for entities that meet certain location and space requirements. The library applied to be considered for the program and has already been deemed eligible to participate. We should get 30-40 chargers once installation takes place.

However, locations participating in the program must be placed on a six-month waiting list for the installation work to be done, with selection from the waiting list based on a lottery procedure. There are several locations participating in the program, and given this, participants that are not selected are automatically rolled into the next 6 month window. At this point the Library has been rolled over into the next 6 month selection process. Once selected, the contractor working with us would have one year to complete the installation work. President Juhas asked if there would be any construction issues related to the parking structure repair work. Mark responded no, the chargers should not interfere with the structure repairs. Trustee Nellon asked when the next window would be. Mark responded the fall selection just occurred, so the next window will be in the spring. Trustee Fregoso inquired about the value of the chargers, and if we will generate revenue from them. E.D. Chew responded yes, we would have the opportunity to set the rates, and could reach an agreement with a selected parking management vendor to share in the percentage of revenue generated from the chargers. President Juhas stated that at the courthouse their chargers are 30 cents per kilowatt hour, and that we should be competitive with that. Trustee Fregoso asked who would make repairs on these chargers. Mark responded that the chargers come with a warranty, but when that warranty expires, we will be responsible for any repairs.

President Juhas requested a motion to approve Item 4.3. So moved by Vice President Seigle, seconded by Trustee Nellon. The motion was approved unanimously 4 – 0.

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 12:39pm.

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 12:57pm. 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

Vice President Seigle stated that the Board talked about a development committee during the last Board meeting. They had discussed speaking to a consultant before starting said committee. E.D. Chew responded that she had held a meeting with Trustees Steinhauser and Rosenfeld, as well as Paul Vandeventer (Co-Founder of Community Partners). Paul is very experienced with fundraising for non-profits. Paul suggested we develop an internal advisory committee made up of staff members. E.D. Chew stated that we will meet with Paul again. Paul also offered to reach out to Denny Zane, the former mayor of Santa Monica, should we be interested in learning about fundraising through bond issuance. As discussions progressed, E.D. Chew indicated a presentation to the Board on fundraising possibilities would be appropriate in the future.

E.D. Chew then discussed a recent LA Times article where Trustee Rosenfeld was mentioned, as well as LFA.

E.D. Chew stated that after informing LADWP of our recent listing on the National Register of Historic Places, they agreed the library would be eligible for its rebate program for free LED lighting upgrades. Instead of spending an estimated \$316,000 to replace the library's fluorescent lighting, participation in the rebate program allows for upgrading the entire lighting system to LED completely free. She was happy to report that the work to install new LED lighting throughout the entire building has been completed. Each bulb was about \$180, and this change should save the library \$16,000 annually in its electrical bills.

E.D. Chew stated that we have a postcard invitation to celebrate the library's listing on the National Register of Historic Places. The library will be hosting a celebration on February 27, 2026. This event will be called the Old School, Still Cool Shindig. We will be sending out the invitations in January. Heidi Duckler Dance Company is also expected to perform at the celebration.

The Chief of the Division of Dispute Resolution and Justice Initiatives from the LA County and Business Affairs contacted us to collaborate in programming for the Mediation Workshop they are planning in March 2026. We will be working with them to provide support for the workshop. In addition, the County asked that we participate as an award rater for their annual awards, recognizing individuals and DRP funded organizations who demonstrate a long-term commitment to promoting peace and harmony to the community. E.D. Chew will serve in that capacity.

E.D. Chew went on to discuss the Equal Justice Conference which will take place in May. E.D. Chew will speak as a panelist. Her panel will highlight how partnerships with public libraries play a vital role in closing the justice gap, and will discuss how LA Law Library serves the community in programming with legal advocates. Vice President Seigle stated that LAPL has many staff members focused on these issues. E.D. Chew stated that she will reach out to them to inquire if they might be interested in participating as a panelist.

Trustee Fregoso asked if there was any new information about the upcoming Gala. E.D. Chew responded that the Gala will take place on April 29, 2026, and that the honorees have been chosen.

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:06pm by Vice President Seigle. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 28, 2026 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 November 30, 2025

(Provisional and subject to year-end audit adjustments)

	6/30/2025	11/30/2025	YTD
Assets			
Current assets			
Cash and cash equivalents	17,335,752	17,620,263	284,511
Accounts receivable	141,158	141,103	(56)
Other receivable	1,491,069	1,598,004	106,935
Prepaid expenses	300,944	483,568	182,625
Total current assets	<u>19,268,923</u>	<u>19,842,938</u>	<u>574,014</u>
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	6,720,672	6,845,307	124,635
Capital assets, not being depreciated	803,751	977,282	173,531
Capital assets, being depreciated - net	14,526,255	14,403,106	(123,149)
SBITA assets net of amortization	594,805	594,805	-
Total noncurrent assets	<u>22,963,953</u>	<u>23,138,970</u>	<u>175,017</u>
Total assets	<u>42,232,876</u>	<u>42,981,907</u>	<u>749,031</u>
Deffered Outflows of Resources			
Deffered Outflows of Resources	3,841,763	3,841,763	-
Total assets and deffered outflows of resources	<u>46,074,639</u>	<u>46,823,670</u>	<u>749,031</u>
Liabilities			
Current Liabilities			
Accounts payable	236,318	60,173	(176,145)
Other current liabilities	-	-	-
Payroll liabilities	18,937	17,892	(1,045)
Total current liabilities	<u>255,255</u>	<u>78,065</u>	<u>(177,190)</u>
Noncurrent Liabilities			
Accrued sick and vacation liability	214,988	212,961	(2,027)
Borrowers' deposit	206,608	209,840	3,232
OPEB liability	3,694,295	3,748,460	54,165
Net pension liability	6,001,413	6,209,748	208,335
SBITA liability	593,460	593,460	-
Total noncurrent liabilities	<u>10,710,764</u>	<u>10,974,468</u>	<u>263,705</u>
Total liabilities	<u>10,966,019</u>	<u>11,052,534</u>	<u>86,515</u>
Deffered Inflows of Resources			
Deffered Inflows of Resources	977,838	977,838	-
Total liabilities and Deffered inflows of resources	<u>11,943,857</u>	<u>12,030,372</u>	<u>86,515</u>
Net Position			
Invested in capital assets	15,330,006	15,380,388	50,382
Unrestricted	18,800,777	19,412,910	612,134
Total net position	<u>34,130,782</u>	<u>34,793,298</u>	<u>662,516</u>
Total liabilities and Deffered inflows of resources and net position	<u>46,074,639</u>	<u>46,823,670</u>	<u>749,031</u>

Los Angeles County Law Library

Income Statement for the Period Ending November 30, 2025

(Provisional and subject to year-end audit adjustments)

Nov-24	Nov-25				Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
Actual					
879,718	716,133	933,941	217,808	30.4%	
51,728	45,651	47,416	1,765	3.9%	
0	0	0	0	0.0%	
44,881	36,790	33,286	(3,505)	-9.5%	
976,327	798,574	1,014,642	216,068	27.1%	
Summary:					
Income					
L.A. Superior Court Fees	3,708,366	3,451,755	4,516,950	1,065,195	30.9%
Interest	274,690	233,143	248,877	15,735	6.7%
Parking	0	0	0	0	0.0%
Library Services	469,078	154,344	157,766	3,422	2.2%
Total Income	4,452,134	3,839,241	4,923,593	1,084,352	28.2%
Expense					
Staff (payroll + benefits)	2,688,655	3,079,991	2,782,001	297,991	9.7%
Electronic Resource Subscriptions	262,884	297,570	233,923	63,647	21.4%
SBITA Interest & Amortization Expense	0				
Library Materials	757,128	816,000	736,102	79,898	9.8%
Library Materials Transferred to Capital Assets	(757,128)	(816,000)	(736,102)	(79,898)	9.8%
Facilities	495,642	538,562	482,264	56,298	10.5%
Technology & Data	95,376	172,917	112,893	60,697	35.1%
General	42,755	39,602	39,916	(314)	-0.8%
Professional Development	16,084	25,878	9,762	16,116	62.3%
Communications & Marketing	2,455	6,285	1,999	4,286	68.2%
Travel & Entertainment	99	2,500	591	1,909	76.4%
Professional Services	20,478	135,350	22,130	113,220	83.6%
Depreciation	946,980	921,998	930,113	(8,115)	-0.9%
Total Expenses	4,571,410	5,220,654	4,615,592	605,061	11.6%
Net Income (Loss)					
	(119,276)	(1,381,412)	308,001	1,689,413	122.3%
					(2,156,200)
Investment Gain (Loss) ¹					
	137,988	50,000	124,635	74,635	149.3%
Extraordinary Income	0	0	231,641	231,641	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	18,712	(1,331,412)	664,276	1,995,688	149.9%
					(2,036,200)
Capitalized Expenditures					
	4,055	384,806	0	384,806	100.0%

Los Angeles County Law Library

Income Statement for the Period Ending November 30, 2025

(Provisional and subject to year-end audit adjustments)

Nov-24	Nov-25				FY 2024-25	FY 2025-26 YTD					Comments	
	Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Detailed Budget:												
Income:												
879,718	716,133	933,941	217,808	30.4%	15 FIN	303300 L.A. Superior Court Fees	3,708,366	3,451,755	4,516,950	1,065,195	30.9%	8,300,000
0	0	0	0	0.0%	15 FIN	311000 Interest - LAIF	4,814	4,888	4,639	(248)	-5.1%	19,890
50,711	45,000	46,525	1,525	3.4%	15 FIN	312000 Interest - General Fund	264,546	225,000	239,612	14,612	6.5%	540,000
1,018	651	890	239	36.8%	15 FIN	313000 Interest - Deposit Fund	5,330	3,255	4,626	1,371	42.1%	7,812
51,728	45,651	47,416	1,765	3.9%		Subtotal	274,690	233,143	248,877	15,735	6.7%	567,702
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:												
0	16	33	17	103.1%	27 CIRC	330150 Annual Designation Fee	1,495	1,409	1,170	(239)	-17.0%	3,009
16,711	16,711	11,659	(5,053)	-30.2%	25 PS	330140 Annual Members Fee	83,193	82,013	82,833	821	1.0%	195,920
12,638	12,638	3,596	(9,042)	-71.5%	25 PS	330340 Course Registration	23,122	23,122	13,183	(9,939)	-43.0%	38,950
2,613	2,600	2,504	(96)	-3.7%	27 CIRC	330129 Copy Center	14,132	14,200	14,965	765	5.4%	31,200
1,338	1,400	1,074	(326)	-23.3%	27 CIRC	330205 Document Delivery	6,698	7,000	5,876	(1,124)	-16.1%	13,800
1,234	1,400	1,618	218	15.6%	27 CIRC	330210 Fines	10,058	8,450	12,188	3,738	44.2%	20,000
10,157	517	12,648	12,132	2348.1%	15 FIN	330310 Miscellaneous	243,315	10,383	17,427	7,043	67.8%	36,500
45	1,333	40	(1,293)	-97.0%	39 FAC	330330 Room Rental	10,945	6,667	4,915	(1,752)	-26.3%	16,000
0	0	0	0	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
0	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
145	175	114	(61)	-34.9%	15 FIN	330450 Vending	1,120	1,100	979	(121)	-11.0%	2,575
0	0	0	0	0.0%	39 FAC	330465 Special Events Income	0	0	0	0	0.0%	0
44,881	36,790	33,286	(3,505)	-9.5%		Subtotal	469,078	154,344	157,766	3,422	2.2%	472,954
976,327	798,574	1,014,642	216,068	27.1%		Total Income	4,452,134	3,839,241	4,923,593	1,084,352	28.2%	9,340,656
Expenses:												
Staff:												
330,112	269,024	232,786	36,237	13.5%	ALL	501000 Salaries (FT)	1,267,110	1,479,631	1,256,685	222,946	15.1%	3,497,310
0	(5,380)	0	(5,380)	100.0%	15 FIN	501025 Staff Vacancy Offset (FT)	0	(29,593)	0	(29,593)	100.0%	(69,946)
30,542	25,524	13,955	11,569	45.3%	ALL	501050 Salaries (PT)	109,423	140,381	100,027	40,354	28.7%	331,809
0	(510)	0	(510)	100.0%	15 FIN	501075 Staff Vacancy Offset (PT)	0	(2,808)	0	(2,808)	100.0%	(6,636)
20,417	15,691	13,996	1,696	10.8%	15 FIN	502000 Social Security	83,282	86,149	80,063	6,086	7.1%	203,739
5,029	4,299	3,437	862	20.1%	15 FIN	503000 Medicare	19,731	23,608	18,888	4,720	20.0%	55,828
21,448	25,908	22,105	3,802	14.7%	15 FIN	511000 Retirement	616,236	740,615	721,785	18,830	2.5%	934,922
41,667	41,667	41,667	(0)	0.0%	15 FIN	511050 Pension Exp (Actuarial)	208,333	208,333	208,335	(2)	0.0%	500,000
0	0	0	0	0.0%	15 FIN	511000 Pension Exp (Acctg)	0	0	0	0	0.0%	0
51,140	64,014	56,846	7,169	11.2%	15 FIN	512000 Health Insurance	273,411	320,071	277,388	42,683	13.3%	683,535
376	482	441	41	8.5%	15 FIN	513000 Disability Insurance	2,086	2,410	2,129	282	11.7%	5,784
5,266	5,536	4,959	577	10.4%	15 FIN	514000 Dental Insurance	25,599	27,680	24,872	2,808	10.1%	66,432
529	658	589	69	10.4%	15 FIN	514500 Vision Insurance	2,909	3,290	2,866	424	12.9%	7,896
181	225	198	27	12.0%	15 FIN	515000 Life Insurance	942	1,125	960	165	14.7%	2,700
0	0	0	0	0.0%	15 FIN	515500 Vacancy Benefits Offset	0	0	0	0	0.0%	0
70	1,879	1,879	(0)	0.0%	15 FIN	516000 Workers Compensation Insurance	7,824	9,395	7,158	2,237	23.8%	23,674
0	0	0	0	0.0%	15 FIN	517000 Unemployment Insurance	2,682	2,500	6,300	(3,800)	-152.0%	10,000
2,641	1,925	3,485	(1,560)	-81.0%	ALL	514010 Temporary Employment	10,921	8,137	15,806	(7,669)	-94.3%	21,068
120	0	530	(530)	0.0%	13 HR	514015 Recruitment	2,193	1,250	1,540	(290)	-23.2%	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	54,167	54,167	54,165	2	0.0%	130,000
73	300	231	69	23.2%	15 FIN	518550 TMP	1,334	3,200	2,530	670	20.9%	7,000
87	90	87	3	3.5%	15 FIN	518560 Benefit Administration	474	450	504	(54)	-12.0%	1,780
520,529	462,163	408,022	54,141	11.7%		Total - Staff	2,688,655	3,079,991	2,782,001	297,991	9.7%	6,436,895
Library Materials/Electronic Resources Subscription:												
127,586	131,786	170,880	(39,094)	-29.7%	23 COL	601999 American Continuations	576,423	658,930	593,433	65,497	9.9%	1,581,438
1,480	2,000	1,826	174	8.7%	23 COL	602999 American New Orders	16,409	10,000	851	9,149	91.5%	24,000
538	1,968	2,741	(773)	-39.3%	23 COL	609199 Branch Continuations	5,075	9,840	5,995	3,845	39.1%	23,611
0	25	0	25	100.0%	23 COL	609299 Branch New Orders	0	125	0	125	100.0%	300
10,821	9,143	382	8,761	95.8%	23 COL	603999 Commonwealth Continuations	87,420	45,715	88,266	(42,551)	-93.1%	109,713
0	100	0	100	100.0%	23 COL	604999 Commonwealth New Orders	31	500	0	500	100.0%	1,200
2,211	7,599	402	7,197	94.7%	23 COL	605999 Foreign Continuations	24,618	37,995	8,979	29,016	76.4%	91,186
165	100	162	(62)	-61.5%	23 COL	606999 Foreign New Orders	538	500	162	339	67.7%	1,200
6,291	9,300	5,760	3,540	38.1%	23 COL	607999 International Continuations	41,227	46,500	31,757	14,743	31.7%	111,605

Los Angeles County Law Library

Income Statement for the Period Ending November 30, 2025

(Provisional and subject to year-end audit adjustments)

Nov-24	Nov-25				FY 2024-25	FY 2025-26 YTD					Comments			
	Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				
370	500	1,586	(1,086)	-217.2%		23 COL 608999	International New Orders	3,085	2,500	3,392	(892)	-35.7%	6,000	Timing variance.
268	479	166	313	65.3%		23 COL 609399	General/Librarianship Continuations	1,723	2,395	1,696	699	29.2%	5,747	Timing variance.
58	200	451	(251)	-125.4%		23 COL 609499	General/Librarianship New Orders	580	1,000	1,571	(571)	-57.1%	2,400	Timing variance.
149,789	163,200	184,356	(21,156)	-13.0%			Subtotal	757,128	816,000	736,102	79,898	9.8%	1,958,400	Timing variance.
(149,789)	(163,200)	(184,356)	21,156	-13.0%		23 COL 690000	Library Materials Transferred to Assets	(757,128)	(816,000)	(736,102)	(79,898)	9.8%	(1,958,400)	Timing variance.
58,414	59,514	50,789	8,725	14.7%		23 COL 685000	Electronic Resource Subscriptions (ERS)	262,884	297,570	233,923	63,647	21.4%	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:							
2,894	4,167	14,514	(10,348)	-248.3%		39 FAC 801005	Repair & Maintenance	49,792	47,418	34,465	12,953	27.3%	76,585	Timing variance.
2,843	2,167	1,805	362	16.7%		39 FAC 801010	Building Services	11,496	10,833	32,891	(22,058)	-203.6%	26,000	Includes unbudgeted REG4 testing services.
128	1,000	1,626	(626)	-62.6%		39 FAC 801015	Cleaning Supplies	5,104	5,000	3,956	1,044	20.9%	12,000	
12,788	15,000	0	15,000	100.0%		39 FAC 801020	Electricity & Water	71,138	75,000	69,178	5,822	7.8%	180,000	Timing variance.
1,118	1,152	1,174	(22)	-2.0%		39 FAC 801025	Elevator Maintenance	9,967	5,758	5,758	(0)	0.0%	13,818	
5,512	2,700	2,763	(63)	-2.3%		39 FAC 801030	Heating & Cooling	12,479	13,500	14,320	(820)	-6.1%	45,400	
34,993	40,242	32,863	7,379	18.3%		15 FIN 801035	Insurance	174,964	201,209	165,909	35,300	17.5%	482,901	Actual cost for some lines of coverage lower than budgeted and approved.
11,611	11,954	0	11,954	100.0%		39 FAC 801040	Janitorial Services	59,632	59,770	47,721	12,050	20.2%	143,449	
0	0	0	0	0.0%		39 FAC 801045	Landscaping	0	0	0	0	0.0%	0	
15,894	20,000	21,676	(1,676)	-8.4%		39 FAC 801050	Security	94,318	100,000	101,493	(1,493)	-1.5%	240,000	Timing variance.
0	167	0	167	100.0%		39 FAC 801060	Room Rental Expenses	142	833	0	833	100.0%	2,000	
345	300	234	66	21.9%		39 FAC 801065	Special Events Expenses	2,296	12,950	1,386	11,564	89.3%	15,350	
0	2,000	0	2,000	100.0%		39 FAC 801100	Furniture & Appliances (<3K)	294	2,000	0	2,000	100.0%	4,000	
372	0	0	0	0.0%		39 FAC 801110	Equipment (<3K)	1,788	1,500	0	1,500	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	
30	343	331	12	3.5%		39 FAC 801120	Delivery & Postage	1,122	1,415	1,185	230	16.3%	2,916	Timing variance.
260	275	254	21	7.6%		39 FAC 801125	Kitchen supplies	1,040	1,375	1,403	(28)	-2.1%	3,300	
88,788	101,465	77,241	24,225	23.9%			Subtotal	495,642	538,562	482,264	56,298	10.5%	1,251,320	
							Technology:							
1,717	3,733	2,469	1,264	33.9%		33 TECH 801210	Software Maintenance	10,362	18,665	15,196	3,469	18.6%	44,796	Timing variance.
2,179	4,381	889	3,492	79.7%		33 TECH 801212	Hardware Maintenance	12,169	21,905	5,637	16,268	74.3%	52,572	Timing variance.
0	550	134	416	75.6%		33 TECH 801215	Software (<\$3k)	666	2,750	1,796	954	34.7%	6,600	Timing variance.
901	1,862	2,903	(1,041)	-55.9%		33 TECH 801220	Hardware (<\$3k)	3,655	9,308	7,858	1,450	15.6%	22,339	Purchased networking Branch Location and Restock several Printer
213	1,708	514	1,194	69.9%		33 TECH 801225	Computer Supplies	2,786	8,539	3,064	5,475	64.1%	20,493	Timing variance.
5,629	5,630	5,905	(276)	-4.9%		33 TECH 801230	Integrated Library System	28,147	28,148	29,526	(1,379)	-4.9%	67,554	Timing variance.
2,490	8,004	1,656	6,348	79.3%		33 TECH 801235	Telecommunications	8,214	40,020	12,023	27,997	70.0%	96,048	Timing variance.
0	117	0	117	100.0%		33 TECH 801245	Tech & Data - Misc	405	585	0	585	100.0%	1,405	Timing variance.
149	1,324	149	1,176	88.8%		33 TECH 801250	Services	743	6,621	743	5,879	88.8%	15,891	Timing variance.
5,363	7,215	7,221	(5)	-0.1%		33 TECH 801275	Online Service Providers	28,230	36,376	37,049	(673)	-1.8%	86,883	
18,640	34,523	21,840	12,684	36.7%			Subtotal	95,376	172,917	112,893	60,697	35.1%	414,581	
							General:							
458	458	402	57	12.4%		15 FIN 801310	Bank Charges	2,435	2,292	2,027	265	11.6%	5,500	Timing variance.
908	944	946	(2)	-0.2%		35 CMS 801315	Bibliographical Services	5,807	6,040	6,025	15	0.2%	12,648	
323	0	0	0	0.0%		35 CMS 801320	Binding	339	4,000	3,741	259	6.5%	10,000	Timing variance.
84	175	143	32	18.2%		17 EXEC 801325	Board Expense	517	970	704	266	27.4%	2,370	Timing variance.
171	0	0	0	0.0%		37 COM 801330	Staff meals & events	2,581	4,100	2,545	1,555	37.9%	19,200	Timing variance.
3,307	2,523	257	2,266	89.8%		15 FIN 801335	Supplies - Office	7,184	12,615	3,187	9,428	74.7%	30,826	Timing variance.
0	0	0	0	0.0%		35 CMS 801337	Supplies - Library materials	2,293	2,300	2,158	142	6.2%	10,000	Timing variance.
0	0	0	0	0.0%		37 COM 801340	Stationery, business cards, etc.	0	750	131	619	82.6%	1,500	Timing variance. Will order in December upon new staff arrivals.
0	0	0	0	0.0%										
6,433	1,057	1,288	(231)	-21.8%		25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	0	
0	0	539	(539)	0.0%		33 IT 801370	Copy Center Expense	8,577	5,285	7,479	(2,194)	-41.5%	12,684	Timing variance.
2,440	0	2,850	(2,850)	0.0%		15 FIN 801375	General - Misc	655	1,250	1,169	81	6.5%	45,000	
0	0	0	0	0.0%		25 PS 801390	Course Registration	12,370	0	10,750	(10,750)	0.0%	0	Timing variance.
14,123	5,157	6,425	(1,267)	-24.6%		17 EXEC 801395	Friends of Law Library	0	0	0	0	0.0%	600	
							Subtotal	42,755	39,602	39,916	(314)	-0.8%	150,328	
							Professional Development:							
1,232	0	0	0	0.0%		ALL 803105	Travel	6,737	9,900	3,713	6,187	62.5%	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	400	0	400	100.0%		ALL 803115	Membership dues	555	575	0	575	100.0%	12,658	
224	1,694	0	1,694	100.0%		ALL 803120	Registration fees	8,443	9,409	6,049	3,360	35.7%	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	

Los Angeles County Law Library

Income Statement for the Period Ending November 30, 2025

(Provisional and subject to year-end audit adjustments)

Nov-24	Nov-25					FY 2024-25	FY 2025-26 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
1,456	2,094	0	2,094	100.0%			16,084	25,878	9,762	16,116	62.3%	44,336	
2 0	50 417	2 0	48 417	96.0% 100.0%		37 COM 803205	Services	10	202	10	192	95.1%	672
1,003 0	50 0	0 41	50 (41)	100.0% 0.0%		37 COM 803210	Collateral materials	1,345	5,583	198	5,386	96.5%	13,400
1,005	517	43	474	91.8%		37 COM 803215	Advertising	1,100	250	1,500	(1,250)	-500.0%	30,958
						37 COM 803220	Trade shows & Outreach	0	250	292	(42)	-16.7%	1,000
							Subtotal	2,455	6,285	1,999	4,286	68.2%	46,030
0	2,500	0	2,500	100.0%		ALL 803305	Travel	0	2,500	0	2,500	100.0%	2,500
0	0	0	0	0.0%		ALL 803310	Meals	0	0	0	0	0.0%	0
0	0	0	0	0.0%		ALL 803315	Entertainment	0	0	0	0	0.0%	0
13	0	0	0	0.0%		ALL 803320	Ground transportation & mileage reimb.	99	0	591	(591)	0.0%	0
0	0	0	0	0.0%			Subtotal	0	0	0	0	0.0%	0
13	2,500	0	2,500	100.0%		ALL 803325	Incidental travel expenses	99	2,500	591	1,909	76.4%	2,500
							Subtotal						
0	0	0	0	0.0%		15 FIN 804005	Professional Services	2,692	36,600	4,580	32,020	87.5%	36,600
(350)	70,000	0	70,000	100.0%		17 EXEC 804008	Accounting	9,195	81,250	11,250	70,000	86.2%	100,063
0	0	107	(107)	0.0%		17 EXEC 804010	Consulting Services	7,561	17,500	5,592	11,908	68.0%	35,000
523	0	72	(72)	0.0%		15 FIN 804015	Legal	1,030	0	708	(708)	0.0%	0
173	70,000	179	69,821	99.7%			Subtotal	20,478	135,350	22,130	113,220	83.6%	171,663
							Depreciation:						
161,276	158,830	152,553	6,276	4.0%		15 FIN 806105	Depreciation - Library Materials	804,210	792,668	774,886	17,781	2.2%	1,899,788
28,332	22,599	28,146	(5,547)	-24.5%		15 FIN 806110	Depreciation Exp - Cap Ex	142,770	129,331	155,227	(25,897)	-20.0%	365,247
							Subtotal	946,980	921,998	930,113	(8,115)	-0.9%	2,265,035
189,608	181,428	180,699	729	0.4%			Total Expense	4,571,410	5,220,654	4,615,592	605,061	11.6%	11,496,856
892,750	919,362	745,236	174,126	18.9%			Net Income Before Extraordinary Items	(119,276)	(1,381,412)	308,001	1,689,413	122.3%	(2,156,200)
83,577	(120,788)	269,406	390,194	-323.0%									

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

Nov-24	Nov-25					FY 2024-25	FY 2025-26 YTD				Comments	
	Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
23,476	10,000	24,190	14,190	141.9%		15 FIN 321000 Investment Gain (Loss) ¹	137,988	50,000	124,635	74,635	149.3%	120,000
0	0	231,641	231,641	0.0%		17 EXEC 401000 Extraordinary Income	0	0	231,641	231,641	0.0%	0
0	0	0	0	0.0%		17 EXEC 901000 Extraordinary Expense	0	0	0	0	0.0%	0
107,053	(110,788)	525,237	636,025	-574.1%		Net Income Including Extraordinary Items	18,712	(1,331,412)	664,276	1,995,688	149.9%	(2,036,200)
Capital Expenditures:												
0	0	0	0	0.0%		39 FAC 161100 Furniture / Appliances (>3k)	0	0	0	0	0.0%	0
4,055	0	0	0	0.0%		33 TECH 161300 Electronics / Computer Hardware (>3k)	4,055	15,000	6,699	8,301	55.3%	530,000
0	384,806	0	384,806	100.0%		39 FAC 164500 Exterior Building Repairs/ Improvements (>3k)	0	384,806	42,906	341,901	88.9%	1,044,806
0	0	0	0	0.0%		39 FAC 164000 Interior Improvements / Alterations (>3k)	0	0	9,240	(9,240)	0.0%	575,000
0	0	0	0	0.0%		33 TECH 168000 Computer Software	0	0	0	0	0.0%	0
4,055	384,806	0	(384,806)	-100.0%		Total - Capitalized Expenditures	4,055	399,806	58,845	340,961	85.3%	2,149,806
CalPERS CERBT Trust Fund:												
Beginning Balance												
2,753,964												
Administrative Expense												
-61.30												
Investment Expense												
-97.63												
Unrealized Gain/Loss												
16,602.08												
Distribution												
Ending Balance												
2,770,407												

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.

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

Los Angeles County Law Library

Statement of Cash Flows

As of November 30, 2025

(Provisional and subject to year-end audit adjustments)

	11/30/2025	YTD
Cash flows from operating activities		
L.A. Superior court fees	933,941	4,516,950
Parking fees	-	-
Library services	33,286	157,766
Extraordinary income	231,641	231,641
(Increase) decrease in accounts receivable	(1,728)	56
(Increase) decrease in other receivable	(66,835)	(106,935)
Increase (decrease) in borrowers' deposit	(766)	3,232
Cash received from filing fees and services	1,129,537	4,802,709
Facilities	(77,241)	(482,264)
Technology	(21,840)	(112,893)
General	(6,425)	(39,916)
Professional development	-	(9,762)
Communications & marketing	(43)	(1,999)
Travel & entertainment	-	(591)
Professional services	(179)	(22,130)
Electronic Resource Subscriptions (ERS)	(50,789)	(233,923)
(Increase) decrease in prepaid expenses	42,945	(182,625)
Increase (decrease) in accounts payable	8,492	(176,145)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(105,078)	(1,262,248)
Staff (payroll + benefits)	(408,022)	(2,782,001)
Increase (decrease) in payroll liabilities	(471)	(1,045)
Increase (decrease) in accrued sick and vacation liability	-	(2,027)
Increase (decrease) in OPEB liability	10,833	54,165
Increase (decrease) in net pension liability	41,667	208,335
Cash payments to employees for services	(355,993)	(2,522,573)
Contributions received	-	-
Net cash from operating activities	<u>668,466</u>	<u>1,017,889</u>
Cash flow from capital and related financing activities		
Library materials	(184,356)	(736,102)
Fixed assets	(12,018)	(70,863)
Capital - Work in Progress (WIP)	(16,025)	(173,531)
Cash flows from investing activities		
Investment	-	-
Investment earnings	<u>47,416</u>	<u>248,877</u>
Net cash increase (decrease) in cash and cash equivalents	503,484	286,271
Cash and cash equivalents, at beginning of period	<u>17,437,009</u>	<u>17,654,222</u>
Cash and cash equivalents, at end of period	17,940,493	17,940,493
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	453,631	290,764
Adjustments for noncash effects:		
Depreciation	180,699	930,113
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(1,728)	56
(Increase) decrease in other receivable	(66,835)	(106,935)
(Increase) decrease in prepaid expenses	42,945	(182,625)
Increase (decrease) in accounts payable	8,492	(176,145)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	(471)	(1,045)
Increase (decrease) in accrued sick and vacation liability	-	(2,027)
Increase (decrease) in borrowers' deposit	(766)	3,232
Increase (decrease) in OPEB liability	10,833	54,165
Increase (decrease) in net pension liability	41,667	208,335
Net cash from operating activities	<u>668,466</u>	<u>1,017,889</u>

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

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 6	COUNTY OF LOS ANGELES LABIB FUNK + ASSOCIATES	HEATING/COOLING CAPITAL WIP	11,557.00 12,510.47	TS00360620 TS00360620
November 24	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	11,436.38	TS00361177

35,503.85

LOS ANGELES COUNTY LAW LIBRARY
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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 2	SO CAL INDUSTRIES	SECURITY	5,456.18	V010138
November 3	AMAZON WEB SERVICES	OSP	876.79	V010110
	CONSTANT CONTACT	OSP	315.00	V010111
	DELL MARKETING L P	HARDWARE (<3K)	448.98	V010121
November 4	SYNCB AMAZON	COMPUTER SUPPLIE	322.12	V010122
	DELL MARKETING L P	HARDWARE (<3K)	306.20	V010123
	IDEALIST.ORG	RECRUITMENT	125.00	V010124
November 6	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	80.53	V010125
November 9	ENVATO MARKET	SOFTWARE (<3K)	72.00	V010126
	MICROSOFT CORPORATION	OSP	29.00	V010139
November 10	LEXISNEXIS MATTHEW BENDER	BOOKS	1,252.53	V010097
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,342.32	V010098
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	49.83	V010099
	GREY HOUSE PUBLISHERS	BOOKS	638.00	V010100
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,480.00	V010101
	ALM THE LEGAL INTELLIGENCER	BOOKS	449.98	V010102
	NATIONAL HOUSING LAW PROJECT	BOOKS	800.00	V010103
	PRACTISING LAW INSTITUTE	BOOKS	1,476.81	V010104
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,187.83	V010105
	THOMSON REUTERS	BOOKS	92,488.44	V010106
	STATE BAR OF WISCONSIN	BOOKS	141.50	V010107
	GOBI LIBRARY SOLUTIONS	BOOKS	2,491.45	V010108
	BRCK INC	TELECOM	892.20	V010112
	SECURITAS SECURITY	SECURITY	4,310.13	V010113
	UPS	BOOKS	106.76	V010114
	DELL MARKETING L P	HARDWARE (<3K)	2,272.72	V010127
	STAMPS.COM	DELIVERY & POSTAG	30.99	V010128
	LOS ANGELES PHOTO BOOTH	PREPAID EXP	159.50	V010140
November 11	ENVATO MARKET	SOFTWARE (<3K)	62.00	V010129
November 14	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	634.36	V010115
	DATA TRACE PUBLISHING COMPANY	BOOKS	529.90	V010116
	LIBRARY OF CONGRESS CDS	BOOKS	600.00	V010117
	PRACTISING LAW INSTITUTE	BOOKS	1,848.18	V010118
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	939.63	V010119
	WEST ACADEMIC	BOOKS	136.09	V010120
November 15	ENVATO MARKET	OSP	32.38	V010141

139,205.12

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 16	RING.COM T-MOBILE	OSP TELECOM	19.99 891.48	V010142 V010143
November 17	ISOLVED BENEFIT SERVICES LA DEPT OF WATER & POWER NASA SERVICES ORKIN PURE PROCESS FILTRATION INC. SECURITAS SECURITY UPS	HR BENEFIT/ADMIN ELECTRIC/FIRE BLDG SVCS BLDG SVCS BLDG SVCS SECURITY DELIVERY & POSTAG	88.82 16,635.80 658.91 140.00 1,005.75 4,413.93 13.81	V010130 V010131 V010132 V010133 V010134 V010135 V010136
November 18	SYNCB AMAZON DELL MARKETING L P DOORDASH ZOOM VIDEO COMMUNICATIONS INC	SUPPLIES-OFFICE HARDWARE (<3K) BOARD EXPENSE OSP	41.25 323.96 143.10 223.12	V010144 V010145 V010146 V010147
November 19	SYNCB AMAZON	PREPAID EXP	1,360.00	V010148
November 20	DUO SECURITY LLC HOME DEPOT MICROSOFT CORPORATION STAMPS.COM	OSP COMPUTER SUPPLIE OSP DELIVERY & POSTAG	150.00 111.84 390.00 300.00	V010149 V010150 V010151 V010152
November 21	CHERRY PICK CAFE	SPECIAL EVENTS EX	234.45	V010153
November 22	GOOGLE	SERVICES	1.99	V010154
November 25	LEXISNEXIS MATTHEW BENDER	BOOKS	82,612.80	V010155
November 30	TEXTEDLY	OSP	8.00	V010228
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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 10	WILLIAM S HEIN & CO	BOOKS	649.00	033826
	AT&T	TELECOM	614.45	033827
	LANGUAGE PEOPLE INC	OTHER	102.00	033828
	LA PINATA PARTY RENTALS, INC	PREPAID EXP	1,895.55	033829
	NONPROFIT HR SOLUTIONS, LLC	CONSULTING	5,625.00	033830
	NONPROFIT HR SOLUTIONS, LLC	CONSULTING	5,625.00	033831
November 14	CCH INCORPORATED	BOOKS	250.63	033832
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	219.28	033833
November 17	ABD OFFICE SOLUTIONS	COPY CENTER	1,580.30	033834
	AFLAC REMITTANCE	CAFE PLAN-INSURA	757.04	033835
	FIRST CHOICE ENVIRONMENTAL	REPAIR/MAINT	2,800.00	033836
	GUARDIAN	PREPAID EXP	7,858.08	033837
	LA SPICE LLC	PREPAID EXP	4,793.23	033838
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	1,174.00	033839
	METROLINK	TMP	450.00	033840
	CHARTER COMMUNICATIONS	TELECOM	195.27	033841
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	033842
	SEWAH STUDIOS	MISCELLANEOUS	2,050.00	033843
November 18	CALIFORNIA DEPARTMENT OF TAX	USE TAX	650.00	033844
November 20	LA SPICE LLC	PREPAID EXP	634.35	033845
	RASHID ABDUL EL MALIK SR	REFUND	140.00	033846
	COLE HENRY GRODNITZKY	REFUND	84.00	033847
	SAEED NICKBAKHT	REFUND	140.00	033848
	TERESA REAL	REFUND	136.00	033849

38,598.18

LA Law Library
Fiscal Year Quarterly Statistics

			FY19 2nd Quarter	FY20 2nd Quarter	FY21 2nd Quarter	FY22 2nd Quarter	FY23 2nd Quarter	FY24 2nd Quarter	FY25 2nd Quarter	FY26 2nd Quarter	FY26 2nd 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		5,181	5,244	0	2,923	6,396	9,102	9,238		8,139	
Walk-Ins Sent From Court										1,452	
Print Requests - General										2,663	
Print Requests - Stacks and Archive										408	
Phone		1,306	1,336	2,200	2,627	3,899	7,032	5,575		4,708	
Email/ Live Chat		150	173	1,777	1,363	1,365	2,439	1,949		797	
By Mail		40	55	66	51	44	61	116		108	
Global Law Inquiries		17	15	0	0	13	42	107		18	
e-Branch Chat		42	22	0	0	0	0	0		0	
e-Branch Email		0	3	0	0	0	0	0		0	
Totals	Total	6,935	6,960	4,043	6,964	11,717	18,676	16,985		13,770	
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		5,869	4,022	0	2,966	3838	3,355	2,736		5,945	
Phone Inquiries		1,666	1,636	1,356	1,286	965	993	1,204		1,588	
Totals	Total	7,535	5,658	1,356	4,252	4,803	4,348	3,940		7,533	
Books Circulated		1,899	1,917	417	833	1,984	2,143	1,846		3,061	858 ebooks, 2,203 physical books
Books Used Onsite										8,444	
Library Card Sign-ups		522	451	0	187	328	374	387		385	
Members Program - Active Members		340	308	204	221	239	213	211		195	
Public Terminal Logins		6,078	5,410	0	1,669	3,291	4,441	3,342		3,320	
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		334	716	237	639	172	385	812		414	
In-Person		2,124	2,480	0	636	64	65	169		164	
Email (Includes Members Program)		201	220	924	815	882	2,112	565		633	376 Patrons, 257 Members
Totals	Total	2,712	3,416	1,161	2,090	1,118	2,562	1,546		1211	
Pages Delivered		4,503	6,539	8,477	8,150	14,520	40,490	3,599		4,160	1,021 pages delivered to members, excludes platinum member deliveries
Copies Made (Main Library)		49,678	67,897	0	54,681	70,701	51,601	103,008		113,948	
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		140	144	149	159	203	191	161		179	
Print Volumes Added		1,409	1576	1372	1,626	1,535	1,257	1,418		1393	
New Serials		25	13	14	17	14	46	95		34	
Non-Print Media Added		200	890	408	32	203	118	0		2	

			FY19 2nd Quarter	FY20 2nd Quarter	FY21 2nd Quarter	FY22 2nd Quarter	FY23 2nd Quarter	FY24 2nd Quarter	FY25 2nd Quarter	FY26 2nd Quarter	FY26 2nd Quarter Notes
	Records Cataloged/Updated		485	395	503	152	324	332	614	989	
	Print & Non-Print Withdrawn		540	423	506	398	700	754	315	498	
Brief Scanning Project											
	Briefs Logged (Google)		11,743	15,690	7,480	0	0	0	29,229	0	
Website Statistics											
	Visitors		22,725	29,354	20,279	26,298	31,562	29,711	55,876	32,686	
	Visits (previously counted as "Pages Viewed")		90,517	92,760	66,311	84,078	104,298	87,541	142,468	118,145	
	Average Daily Visits		379	316	301	292	371	294	441	421	
	Average Duration		3:01	4:57	3:08	3:23	3:24	3:02	2:17	2m 18s	
	Visitors: US		97.74%	95.99%	93.62%	94.56%	93.40%	92.44%	97.56%	94.48%	
	Visitors: International / Unspecified		2.26%	2.10%	6.38%	5.44%	6.60%	7.56%	2.44%	5.52%	
Training and Events (Includes Online,Prerecorded/Live via ZOOM)											
	Public Classes Held Online										
	Internal speaker		0	0	15	33	44	44	45	47	
	Guest speaker		0	0	78	146	130	132	136	122	
	MCLE Classes Held Online										
	Internal speaker		0	0	0	0	1	3	3	0	
	Guest speaker		0	0	13	29	52	52	67	45	
	Clinics/ Workshops Held Online		0	0	4	1	1	3	2	217	
	Public Classes Held at Main & Branches										
	Internal speaker		42	37	0	0	4	11	10	8	
	Guest speaker		81	91	0	7	14	15	7	5	
	MCLE Classes Held										
	Internal speaker		0	6	0	0	0	0	0	0	
	Guest speaker		6	0	0	0	0	1	1	0	
	Clinics/ Workshops Held		65	52	0	3	9	2	10	23	
	Totals	Total	194	186	110	219	255	263	281	390	
	Class Attendance in Person Total (Estimated)		3,480	2,906	0	291	449	366	290	338	
	Live Class Attendance: Online/Remote		N/A	N/A	244	762	843	1,031	1,082	453	
	Live Class Registration: Online/Remote		N/A	0	2167	1,558	1,520	2,067	2,138	814	
	Number of plays of prerecorded Classes		N/A	0	869	1,668	1,588	2,110	2,301	1,915	
	Class Attendance Branches (Estimated)		N/A	646	0	0	0	0	0	N/A	
Visits to Main Branch											
	Number of Patron Visits (front door)		24,400	47,286	0	23,977	13,523	15,520	NA		10,628

MEMORANDUM

DATE: January 28, 2026

TO: Board of Law Library Trustees

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

RE: Approval of Extension of Contract with Insurance Broker for 2026-27 Property and Liability Insurance Renewal

BACKGROUND AND SUMMARY

Alliant Insurance Services has been the Library's outside brokers since 2019. Since then, they've provided excellent service. As is our regular practice, an RFP for insurance brokerage services would have been released last year for this year's renewals. However, due to the other priorities, staff is recommending postponing the RFP to later in calendar year 2026 for the 2027-28 renewals.

In January 2026, we asked Alliant Insurance Services to propose a single year contract extension to complete the 2026-27 property and liability insurance renewals. Staff recommends accepting the proposed contract extension at a cost not to exceed \$27,776 as per the enclosed proposal; a 3% increase from the expiring annual agreement.

The contract extension will allow us focus our attention on other more pressing matters and better plan the RFP to later in calendar year 2026.

RECOMMENDATION

It is recommended that the Board authorize a one-year extension of the contract for insurance brokerage services with Alliant Insurance Services for the 2026-27 property and liability insurance renewals at a cost not to exceed \$27,776.

Encl.



**AMENDMENT TO CLIENT
SERVICE AGREEMENT**
PROPERTY & CASUALTY INSURANCE BROKERAGE SERVICES
ALLIANT INSURANCE SERVICES, INC. AND
LOS ANGELES LAW LIBRARY

This Agreement amending the Client Services Agreement (the “Amendment”) is entered into February 1, 2026, by and between Los Angeles Law Library (“Client”) and Alliant Insurance Services (“Alliant”).

WHEREAS, Client and Alliant are both parties to that certain Client Service Agreement effective as of February 1, 2026 (the “Agreement”) contemplating the provision of certain insurance brokerage and related services by Alliant to Client; and

WHEREAS, the parties now wish to amend certain terms of the Agreement pertaining to compensation;

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged by each party hereto, the parties hereto agree:

1. The brokerage fee will remain at \$27,776.
2. All other terms and conditions set forth in the Agreement shall remain in effect and shall apply to this Amendment.

LOS ANGELES LAW LIBRARY

By: _____
Katherine H. Chew
Executive Director

ALLIANT INSURANCE SERVICES

By: _____
Robert Lowe
Senior Vice President

MEMORANDUM

DATE: January 28, 2026

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Review and Approval of Cybersecurity Best Practices for Employees-Data Classification

INTRODUCTION - THE IMPORTANCE OF DATA COLLECTION IN CYBERSECURITY:

Data collection is the process of gathering data from various sources with the intention of analyzing, organizing, and presenting the data in a way that can inform decision-making or improve an organization's performance. In the context of cybersecurity, data collection has implications on protecting systems, networks and devices from unauthorized access, damage, or theft.

The library has ongoing efforts to update and protect its network systems from unauthorized access or damage through data collection. Part of this process is to obtain information about potential threats, risks and vulnerabilities that may compromise the library's systems, network, or internet devices and equipment.

Staff play a vital role in helping with this effort as their daily work involves decision making and control of access points to the network systems. By following best practices for cybersecurity and having data classification level guidelines, staff can help protect the library network and mitigate the risks of damage from unauthorized cyber attacks.

RECOMMENDATION

It is staff's recommendation that the Board approve the "LA Law Library Cybersecurity Best Practices for Employees-Data Classification" attached to this staff report.



LA Law Library

Cybersecurity Best Practices for Employees-Data Classification

Employees play a vital role in cybersecurity for the Library for several reasons:

- Employees control access points: Every password, log in credential, and file permission is an access point. Employees must manage these entry points during the course of their regular duties on the job, and mistakes can expose vulnerabilities to the Library's network security.
- Employees have the ability to make decisions to forward emails or upload files to the cloud, but there is often no way they can verify it is safe to do so or visibility of the risk to the network.
- Software applications are often designed for speed and efficiency, such as allowing for ease of sharing files, remembering passwords, or default settings—all which may be more convenient but pose more risk because they are a path of least resistance.
- The volume of daily exchanges and communications on the network for each employee can increase the risk of mistakes.

Best Practices for Employees

The following are practices that employees can follow to help us maintain a secure network during the course of a workday:

1. Pause before you click: It is helpful to make every effort to stop and think before clicking on a link, opening an attachment from an external source or USB, downloading buttons on external websites, responding to pop-up notifications, or even messages from someone who is familiar to you but appear to be unusual or unsolicited. Exercise caution if a message claims responding is urgent or asks you to act immediately. Be skeptical if something appears unusual, such as an unexpected invoice, a message claiming to be an important security alert, or a warning that an account will be suddenly shut down unless you act quickly. Before clicking, try to verify the authenticity through a different channel.
2. Store and share files through approved channels only: If you need to share a file quickly remember that the easiest option may not be the safest, such as using a personal email account, instant messaging, or a file sharing service that

ATTACHMENT TO STAFF REPORT- AGENDA 3.0-CONSENT ITEM 3.5

is outside the Library's security controls. Using such avenues often do not leave any audit trail to determine who accessed what file. Use only platforms approved by the Library's IT department. For example, Library approved platforms can include internal file servers, Microsoft OneDrive, or other secure collaboration tools vetted by the IT department.

3. Know when you are working with information that requires extra protection: Different kinds of data carry different levels of risk. Data such as credit card numbers, personal/financial/medical information, or Social Security numbers require stricter handling and management. Given the sensitivity and heightened need to protect such information, the Library must set and follow certain guidelines that limit certain access to certain staff, use approved storage and encrypted channels, and limit copying information on certain personal devices or unvetted tools. (See Data Classification Level Guidelines following this section for more information.)
4. Remember that work devices contain access to information that is valuable to outside hackers and take steps to limit the risk of information falling into the wrong hands: Work laptops, phones, and tablets should always be locked when not in use, and if they are lost or stolen make sure to report the incident as soon as possible to the IT department. Keep software updated so that vulnerabilities with the potential to be exploited remotely can be minimized.
5. Use strong and unique passwords: Attackers actively exploit the common practice of employees re-using the same password across multiple accounts. If one service is breached and a password leaks, the chances of that same credential being used to breach other files is increased. To avoid this always use a strong and unique password or paraphrase and do not share the credentials with others. The Library also employs the use of multi-factor authentication to protect the network, your devices, and important information.
6. Always report any incident or communication that is unusual or strikes you as odd: Do not hesitate to report unusual circumstances or communications to the IT department as soon as possible. These might be suspicious emails from individuals claiming to be from management, unexpected lockouts of an account, or unusual folders appearing in your files. Reporting suspicious activity early will allow IT to fully investigate and possibly prevent a breach while also alerting other staff to be cautious.

Data Classification Level Guidelines

In **cybersecurity best practice**, **data classification levels** are used to label information based on how sensitive it is and how much protection it needs.

Common Data Classification Levels

1. Confidential (Level 1)

- **Description:** Sensitive information that could cause harm if exposed
- **Risk if leaked:** High
- **Examples:**
 - Customer data
 - Financial records
 - Contracts
 - Login credentials

2. Internal (or Private) (Level 2)

- **Description:** Information meant only for people inside an organization
- **Risk if leaked:** Low to moderate
- **Examples:**
 - Internal emails
 - Company policies
 - Employee directories

3. Public (Level 3)

- **Description:** Information that can be shared with anyone
- **Risk if leaked:** Minimal
- **Examples:**
 - Public websites
 - Press releases
 - Job postings

Why Data Classification Matters

- Helps decide **who can access data**
- Determines **security controls** (encryption, access limits, monitoring)
- Supports **legal and compliance requirements**
- Reduces damage from data breaches

Examples of Data Classification Levels

Confidential Data (Level 1)

Confidential information includes but are not limited to:

- Passwords or credentials that grant access to level 1 and level 2 data
- PINs (Personal Identification Numbers)
- Birth date combined with last four digits of SSN and name
- Credit card numbers with cardholder name
- Tax ID with name
- Driver's license number, state identification card, and other forms of national or international identification (such as passports, visas, etc.) in combination with name
- Social Security number and name
- Health insurance information
- Medical records related to an individual
- Psychological Counseling records related to an individual
- Bank account or debit card information in combination with any required security code, access code, or password that would permit access to an individual's financial account
- Biometric information
- Electronic or digitized signatures
- Private key (digital certificate)
- Law enforcement personnel records
- Criminal background check results

Key Point

Confidential data is sensitive information accessible only to authorized individuals. If leaked, it can cause significant financial, legal, or reputational damage to the organization or individuals.

ATTACHMENT TO STAFF REPORT- AGENDA 3.0-CONSENT ITEM 3.5

Internal Data (Level 2)

Internal Use information include but are not limited to:

- Internal company emails
- Employee directories (names, work emails, extensions)
- Internal policies and procedures
- Meeting agendas and minutes
- Internal training materials
- Project plans not shared publicly
- Internal reports (non-public performance summaries)
- IT system documentation (high-level, non-sensitive)

Key Point

Internal data is intended only for employees or authorized staff.

If leaked, it may cause minor to moderate impact, but not severe damage.

Public Data (Level 3)

Information at this level requires no specific protective measures but may be subject to appropriate review or disclosure procedures at the discretion of the organization in order to mitigate potential risks.

- Company public website content
- Press releases and media announcements
- Marketing brochures and advertisements
- Product catalogs and price lists
- Public job postings
- Published research papers
- Social media posts made by the organization
- Publicly available reports (annual reports, sustainability reports)
- Government information intended for public access

Key Point

Public data can be shared freely without causing harm to individuals or organizations if disclosed.

MEMORANDUM

DATE: January 28, 2026
TO: Board of Law Library Trustees
FROM: Katherine H. Chew, Executive Director
RE: Review and Approval of Revision to Job Description-Managing Librarian, Legal Education to Managing Librarian, Public and Legal Education

SUMMARY

Staff also request approval of the Board to revise the current job description for Managing Librarian, Legal Education. Previously, the Public and Legal Education department created this position to focus only on Legal Education classes. Since its creation, the staff member who held this position has resigned and the recruitment process to fill this vacant position has begun.

In this regard, Staff have determined that this transition period offers an opportunity for the Public and Legal Education Director to re-organize the department's programming, and widen the duties of this position to provide mid-level management of both Public and Legal Education programs. Many new partnerships and initiatives are planned, and allowing for a mid-level managing Librarian dedicated to a wider portfolio will assist in achieving the department's goals in the coming year.

RECOMMENDATION

Staff recommends that the Board approve the attached updated job description for Managing Librarian, Public and Legal Education.



LA LAW LIBRARY JOB DESCRIPTION

Title:	Managing Librarian, <u>Public and</u> Legal Education
Department:	Public & Legal Education
Focus:	Legal Education
Reports to:	Director, Public & Legal Education
Position Supervised:	Administrative Technician, Public & Legal Education
FLSA Status:	Exempt
Salary Grade:	6
Union Status:	Ineligible for Representation
Effective Date:	<u>July-January 2026</u>

Position Summary

Under the direction of the Director, Public & Legal Education; zealously provides quality instructional, reference and research service to the Library's diverse group of patrons which includes individuals from the legal, business and general public communities. This position: develops, designs, coordinates, and presents public classes and prepares instructional materials; assists in collection development responsibilities in for assigned areas public interest, self-help and coordination coordinates of general and MCLE Legal Education programs and initiatives; and continually works to ensure quality instructional and reference service through participation in continuing education, professional development and self-study— Collaborates to design, propose, coordinate and implement public interest programming, clinics and outreach. This position plays a critical role in helping raise awareness of LA Law Library's public interest programs, identifying, developing and creating new public interest partnerships and expanding the library's profile in the access to justice movement. Directly supervises the administrative technician, thus ensuring the proper administration of classes, programs and other projects and activities of the department.

Responsibilities and Duties

Core Responsibilities and Duties:

Reference Assistance to Library Users

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

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Training and Outreach

- Participates in the development of training programs; designs new classes.
- Identifies, develops, executes and implements relevant new classes, workshops and clinics.
- Teaches classes and updates class materials for both legal and general public users.
- Participates in professional seminars, workshops, and lectures.
- ~~Handles~~ Gives Coordinates library tours to the public and school groups.
- Participates in orientation and training of new staff members and non-professional staff.
- Travels weekly or as assigned to a branch or partnership library to provide on-site reference and research services.

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Collection Development

- Reviews print and electronic materials in assigned subject areas and makes recommendations for additions, deletions and enhancements to the collection.
- Analyzes subject areas of the collection as assigned and prepares comparative data.
- Participates in collection development meetings as needed.

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Other Responsibilities

- Supervises the Administrative Technician, Public and Legal Education, to ensure proper execution of administrative tasks associated with delivering program content, including communication with speakers and participants.
- Participates in library-wide projects and programs, including outreach events, staff development and budget planning.
- Monitors appropriate list-servs and reads professional publications; contributes to professional listservs and publications.
- Attends professional programs, activities and conferences.
- Assists other patron services staff as required.
- Other duties as required.

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Focus Responsibilities and Duties: Legal Education

- Develops content for classes taught by Patron Services staff and provides oversight and guidance in the development and continued integrity of class content created by other Patron Services staff.
- Teaches classes and develops associated class support materials for various patron groups, including self-represented litigants, attorneys, paralegals, business owners and entrepreneurs, and the general public.
- Travels as assigned to remote locations to provide on-site education, reference and research services.
- Analyzes and identifies patron legal education needs and develops appropriate training programs provided by both in-house and outside instructors.
- Stays abreast of changes in the law to ensure continuity and accuracy of LA Law Library instructional class content.

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- Follows established timelines and calendaring procedures for scheduling educational classes in Main and remote locations.
- Plans, calendars and executes Minimum Continuing Legal Education (MCLE) programs according to California State Bar rules, and handles MCLE Multiple Activity Provider renewal process.
- Maintains Assists with maintaining** MCLE and other class and workshop statistics.
- Establishes and Helps the Director** maintains relationships with legal professionals and organizations to develop and implement Legal Education programs
- Documents and implements policies and procedures regarding the library's legal education programs.
- Establishes and maintains a roster of volunteer speakers.
- Serves as selector for multimedia MCLE collection materials.**

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Focus Responsibilities and Duties:

Public Interest

- Facilitates the identification, planning and implementation of programs and instructional services provided to underserved and unrepresented populations.**
- Collaborates on the planning and establishment of goals and objectives for events, classes, clinics and workshops.**
- Provides administrative program support coordination with other library department personnel including communications, facilities, IT and metrics gathering.**
- Explores and proposes the design and development of new public interest programs and new public interest partners.**
- Identifies, follows and reports on local, statewide and national Access to Justice activities, programs, initiatives and innovations.**

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Professional Development and Outreach

- Attends professional events, programs, conferences; presents information about Law Library services**
- Ensures efficient scheduling of library's legal education classes and coordinates promotion through Communications.**
- Facilitates the implementation of special projects that expand the library's mission to promote access to justice. (i.e adoption of SRLN in partnership with Urban Insight)**
- Coordinates Legal Education activities with Communications to support messaging and awareness of LA Law Library.
- Presents classes and participates in speaking engagements for the general public, legal professionals, and professional groups and organizations.
- Increases library visibility through writing and publication of relevant articles in popular, legal, or scholarly publications.
- Implements outreach and communication efforts regarding the Library's benefits and services.
- Develops and teaches Assists with developing a legal literacy curriculum for students and helps** coordinates site visits and tours.

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Position Qualifications

Required

- Master's Degree in Library Science from an ALA accredited institution or Juris Doctor degree from an accredited institution
- ~~12-23~~ to years of law library experience.
- Knowledge of professional law librarianship concepts, principles, and practices.
- Effective written and oral communication skills.
- Ability to work both independently and as part of a team.
- Ability to work at a busy reference desk with a professional and courteous demeanor.
- Ability to use computers and computer databases.

Preferred

- Advanced degree in law, judicial administration, political science, or other relevant field.
- Experience with public speaking or teaching in a classroom setting.
- Public or government law library experience.
- Familiarity with collection development policies.
- Familiarity with a variety of legal databases.
- Experience creating professional social media content.

Work Environment

Will be working in an office environment and in reference public service counter areas.

Physical Abilities Required

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

Approvals

Immediate Supervisor

Date

Director

Date

Human Resources	Date	Executive Director	Date
-----------------	------	--------------------	------

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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

MEMORANDUM

DATE: January 28, 2026
TO: Board of Law Library Trustees
FROM: Katherine H. Chew, Executive Director
Marcelino Juarez, Finance Director
RE: Authorization to Bind Workers Compensation Insurance

SUMMARY

The Board is asked to authorize binding workers compensation coverage for the Law Library. The Law Library's coverage must be renewed by March 1, 2026. The Law Library's insurance broker, Alliant, received a favorable renewal quote from incumbent carrier.

ANALYSIS AND DETAIL

As illustrated in one of the attached exhibits, the Library's experience modification rating (ex-mod) has decreased significantly in recent years. This past year, it decreased even more slightly from 84% to 81%. Thanks to this and ongoing effort by staff to promote a safety culture, our current carrier Chubb submitted a competitive quote.

Staff and broker recommend binding with Chubb again this year to meet our 3/1/2026 renewal date. Binding with Chubb will not only allow us to take advantage of the favorable renewal quote, it also nurtures our relationship with Chubb, which is key for a long-term partnership. Additionally, our broker believes that with no significant changes in the workers compensation market, Chubb's good reputation, solid position in the market, and the resources they have available for policy holders make them best option for the Law Library at this time.

If approved, this will be our fourth year with Chubb. Staff who work directly with Chubb report having positive interactions and responsive client support.

OPTIONS

1. Request staff and broker to find additional indications/quotes prior to the 3/1/2026 renewal.
2. Renew with Chubb for a total cost of \$22,171 including mandatory surcharges.

RECOMMENDATION

Staff recommends the Board authorize Alliant to bind coverage with Chubb effective 03/1/26 at a total estimated premium of \$22,171 including mandatory surcharges.

Attachment



Request to Bind Coverage

Los Angeles County Law Library (and/or) Board of Law Library Trustees of Los Angeles County Law Library

We have reviewed the proposal and agree to the terms and conditions of the coverages presented. We are requesting coverage to be bound as outlined by coverage line below:

Coverage Line	Bind Coverage for:
Workers' Compensation	<input type="checkbox"/>

Did you know that Alliant works with premium financing companies? Are you interested in financing your annual premium?

Yes, please provide us with a financing quote.	No, we do not wish to finance our premium.
<input type="checkbox"/>	<input type="checkbox"/>

This Authorization to Bind Coverage also acknowledges receipt and review of all disclaimers and disclosures, including exposures used to develop insurance terms, contained within this proposal.

Signature of Authorized Insured Representative

Date

Title

Printed / Typed Name

This proposal does not constitute a binder of insurance. Binding is subject to the final carrier approval. The actual terms and conditions of the policy will prevail.



Los Angeles County Law Library (and/or) Board of Law Library Trustees of Los Angeles County Law Library

Workers' Compensation Insurance Proposal

Presented by Robert Lowe
Date Presented January 5, 2026

Alliant Insurance Services, Inc.
18100 Von Karman Avenue 10th Floor
Irvine, CA 92612
O 949 756 0271
F 619 699 0907
CA License No. 0C36861
www.alliant.com

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Company Profile

Alliant provides risk management, insurance, and consulting services to thousands of clients nationwide, delivering tailored products and services engineered to mitigate risk, improve performance, and promote long-term growth. Our core business includes property and casualty insurance services, middle-market brokerage, employee benefits, and underwriting, each staffed with dedicated industry specialists who understand the unique market dynamics facing their clients.

In addition to our 90-plus year legacy of service and results, Alliant is one of the industry's fastest-growing organizations. As America's 10th largest insurance brokerage, we have an active presence in every U.S. market and an extensive arsenal of best-in-class resources and intelligence that moves our clients forward in today's competitive market climate.

Alliant has a broad reach that covers a wide range of industries, including:

- Agriculture
- Aviation
- Construction
- Energy and Marine
- Environmental
- Healthcare
- Financial Institutions
- Law
- Public Entity
- Real Estate
- Tribal Nations
- And many more

Alliant Advantage

	Alliant	Competition
90 years of leadership in meeting the insurance needs of businesses and public entities across the US.	✓	
National presence with best-in-class resources and expertise.	✓	
Privately owned and operated.	✓	
Flat management structure with no bureaucracy, empowering senior leadership to take a hands-on approach to client service that expands the entire lifecycle of the relationship.	✓	
A full-service insurance agency that addresses all of your risk and insurance needs, including property, casualty, life, and health.	✓	
A diverse team of industry specialists who understand the unique needs of your business.	✓	
Considerable buying power through more than 40 insurance carriers, enabling for the delivery of the best coverage at the most competitive pricing	✓	
State-licensed support staff.	✓	
A full-service approach that includes risk management services to help identify hazards and present options.	✓	
Workers' compensation insurance claims management at no additional charge.	✓	

Your Service Team

Courtney Ramirez
Senior Vice President

cramirez@alliant.com

Phone: 949 660 8133

Robert Lowe
Senior Vice President

Robert.Lowe@alliant.com

Phone: 213 270 0145

Joe Cristo
Assistant Account Manager

Joseph.Cristo@alliant.com

Phone: 949 681 9084

Named Insured

Los Angeles County Law Library (and/or) Board of Law Library Trustees of Los Angeles County Law Library

NAMED INSURED DISCLOSURE

- Name Insured(s) should match State of Incorporation filing. Inform Alliant if there is a difference or change
- The First Named Insured policy status granted includes certain rights and responsibilities. These responsibilities do not apply to other Named Insureds on the policy. Some examples for First Named Insured status include; (1) being designated to act on behalf of all insureds for making policy changes, (2) receiving of correspondence, (3) distributing claim proceeds, and (4) making premium payments
- **Are ALL entities listed as named insureds?** Coverage is **not** automatically afforded to all entities unless specifically named. Confirm with your producer and service team that all entities to be protected are on the correct policy. Not all entities may be listed on all policies based on coverage line.
- Additional named insured is (1) A person or organization, other than the first named insured, identified as an insured in the policy declarations or an addendum to the policy declarations. (2) A person or organization added to a policy after the policy is written with the status of named insured. This entity would have the same rights and responsibilities as an entity named as an insured in the policy declarations (other than those rights and responsibilities reserved to the first named insured).
- Applies to Professional Liability, Pollution Liability, Directors & Officers Liability, Employment Practices Liability, Fiduciary Liability policies (this list not all inclusive). Check your Policy language for applicability. These policies provide protection to the Named Insured for claims made against it alleging a covered wrongful act.

Premium Summary

Coverage	Expiring Premium*		Renewal Premium*	
Workers Compensation	\$	22,547.00	\$	\$22,171.00
TOTAL	\$	22,547.00	\$	\$22,171.00

*Includes TRIA premium

Payment Terms

- Direct Bill
- Payment Plan: Annual

Options

- None

Schedule of Locations

Address	City	State	Zip
825 Maple Avenue Rm 110	Torrance	CA	90503
415 W Ocean Blvd	Long Beach	CA	90802
301 W 1st Street	Los Angeles	CA	90012

Workers' Compensation Coverage

	Present Coverage	Proposed Coverage
Insurance Company	Federal Insurance Company	Federal Insurance Company
A.M. Best Rating	A++ (Superior), Financial Size Category: XV (Greater than or Equal to \$2 Billion) as of December 12, 2024	A++ (Superior), Financial Size Category: XV (Greater than or Equal to \$2 Billion) as of December 12, 2024
Standard & Poor's Rating	AA (Very Strong) as of January 29, 2024	AA (Very Strong) as of January 27, 2025
California Status	Admitted	Admitted
Policy/Coverage Term	March 1, 2025 to March 1, 2026	March 1, 2026 to March 1, 2027
Policy #	(26) 7183-89-79	(27) 7183-89-79

Coverage Form Workers Compensation and Employers Liability Insurance Policy - WC 00 00 00C (Ed. 1-15) Workers Compensation and Employers Liability Insurance Policy - WC 00 00 00C (Ed. 1-15)

Coverage

Workers Compensation	Statutory	Statutory
Employer's Liability Limit		
Each Accident	\$ 1,000,000	\$ 1,000,000
Disease – Each Employee	\$ 1,000,000	\$ 1,000,000
Disease – Policy Limit	\$ 1,000,000	\$ 1,000,000

Entity Corporation Corporation

Workers' Compensation Coverage - Continued

Officers/Partners	Present Coverage			Proposed Coverage		
	Officer Name	Title	Status	Officer Name	Title	Status
Officers/Partners	Mark A Juhas	President, Secretary, Treasurer	Not Covered: Non-working and Nonpaid	Mark A Juhas	President, Secretary, Treasurer	Not Covered: Non-working and Nonpaid
Endorsement & Exclusions (including but not limited to)	<ul style="list-style-type: none"> Notice to Employers in the State of California Workers Compensation Claims Administrative Overview Notification of Available Loss Control Consultation Services California Workers Compensation Notification of Change in Ownership and/or Combinability of Entities Important Notice to Policyholders Terrorism Risk Insurance Act Policyholder Notice Policyholder Notice - Your Right to Rating and Dividend Information Policyholder Notice - California Workers' Compensation Insurance Rating Laws Policyholder Notice - California Insurance Guarantee Association (CIGA) Surcharge California Notice of Workers' Compensation Coverage Chubb Group U.S. Privacy Notice Schedule of Named Insured(s) Name and Location Schedule Premium Discount Endorsement Premium Due Date Endorsement 			<ul style="list-style-type: none"> Notice to Employers in the State of California Workers Compensation Claims Administrative Overview Notification of Available Loss Control Consultation Services California Workers Compensation Notification of Change in Ownership and/or Combinability of Entities Important Notice to Policyholders Terrorism Risk Insurance Act Important Notice to Policyholders Policyholder Notice - Your Right to Rating and Dividend Information Policyholder Notice - California Workers' Compensation Insurance Rating Laws Policyholder Notice - California Insurance Guarantee Association (CIGA) Surcharge California Notice of Workers' Compensation Coverage Chubb Group U.S. Privacy Notice Schedule of Named Insured(s) Name and Location Schedule Premium Discount Endorsement Premium Due Date Endorsement 		

Workers' Compensation Coverage - Continued

	Present Coverage	Proposed Coverage
Endorsement & Exclusions - Continued (including but not limited to)	<ul style="list-style-type: none"> • Catastrophe (Other than Certified Acts of Terrorism) Premium Endorsement • Terrorism Risk Program Reauthorization Act Disclosure Endorsement • Policy Amendatory Endorsement - California • Employers' Liability Coverage Amendatory Endorsement - California • Optional Premium Increase Endorsement - California • California Cancelation Endorsement • Civil Unions or Domestic Partnerships • Trade or Economic Sanctions Endorsement • Employee MPN Information 	<ul style="list-style-type: none"> • Catastrophe (Other than Certified Acts of Terrorism) Premium Endorsement • Terrorism Risk Program Reauthorization Act Disclosure Endorsement • Policy Amendatory Endorsement - California • Employers' Liability Coverage Amendatory Endorsement - California • Optional Premium Increase Endorsement - California • California Cancelation Endorsement • Civil Unions or Domestic Partnerships • Trade or Economic Sanctions Endorsement • Employee MPN Information • Policyholder Notice

STATE: CA

Class Code & Description	Total	Estimated	Annual	Estimated	Total	Estimated	Annual	Estimated
	Per \$100 of Remuneration	Annual Remuneration	Annual Premium	Per \$100 of Remuneration	Annual Remuneration	Annual Premium	Annual Premium	
8742 – Salespersons - Outside	0.52	\$661,136	\$3,438.00	0.62	\$661,136			\$4,099.00
8812 – Libraries - Public - Librarians or Professional Assistants – Including Clerical Office Employees and Clerical Telecommuter Employees	0.60	\$2,941,774	\$17,650.00	0.60	\$2,941,774			\$17,650.00
9420 - Municipal, State or Other Public Agency Employees - All Other Employees - Including Laborers, Mechanics and Storekeepers - N.O.C.	15.54	\$160,265	\$24,905.00	15.94	\$160,265			\$25,546.00
Total Estimated Payroll		\$3,763,175					\$3,763,175	

Workers' Compensation Coverage - Continued

	Present Coverage	Proposed Coverage
Total Class Premium	\$45,993.00	\$47,295.00
Experience Premium	-\$7,359.00	-\$8,986.00
Increase Limits	\$386.00	\$383.00
Schedule Modification	-\$17,560.00	-\$17,412.00
Premium Discount	-\$1,051.00	-\$1,021.00
Expense Constant	\$285.00	\$285.00
Terrorism	\$188.00	\$188.00
Catastrophe (Other than Certified Acts of Terrorism)	\$377.00	\$377.00
Total Estimated Premium	\$21,259.00	\$21,109.00
CIGA Surcharge	\$0.00	\$0.00
CA Admin Revolving Fund Assess	\$524.00	\$261.00
CA Occ Safety & Health Fund	\$155.00	\$39.00
CA Fraud Assessment	\$87.00	\$86.00
CA Unins Empl Benefits Assess	\$32.00	\$17.00
CA Subs Inj Benefits Assess	\$338.00	\$637.00
California Labor Enforcement & Compliance (LECF) Assessment	\$152.00	\$22.00
Final Total	\$22,547.00	\$22,171.00

Cancellation Notification – Short Rate Table

Please refer to Short Rate Table

Please refer to Short Rate Table

Minimum Premium

\$ 1,000.00

\$ 1,000.00

Workers' Compensation Coverage - Continued

	Present Coverage	Proposed Coverage
Policy Auditable	Yes	Yes
Quote Valid Until	No Longer Applicable	March 1, 2026
Binding Conditions	No Longer Applicable	A written request to bind coverage

It is imperative that Alliant and/or the carrier be notified IMMEDIATELY when a policyholder hires employees and/or begins operations in any state not listed in PART 3. A on the INFORMATION PAGE of the policy. Failure to obtain a workers' compensation policy in some states may result in substantial fines levied on the policyholder dating back to the original date of hire. Coverage for other states under PART 3. C. (OTHER STATES INSURANCE) of the workers' compensation policy may not fulfill the coverage verification requirement imposed by some states.

California Officer Exclusion Rule as of January 1, 2017: Only officers/directors of a corporation who own at least 15% of the issued and outstanding stock of the corporation can be excluded from coverage. A written waiver requesting exclusion (carrier specific) is required to be on file. Officers/directors with less than 15% ownership must be included and subject to the officer minimum/maximum for the policy year. Please refer to AB 2883 and/or the carrier for full details.

See Disclaimer Page for Important Notices and Acknowledgment

Workers Compensation - California Short-Rate Cancellation Table (10-13)

If a different table is provided within your policy that table will prevail.

If you, the named insured, cancel the policy before its normal expiration date (including by non-payment of premium, failure to timely pay premium, failure to report payroll, etc.) the premium will be short-rated based on the table below. The Final premium will not be less than the minimum premium.

Extended Number of Days		Percent of Full Policy Premium	Extended Number of Days		Percent of Full Policy Premium	Extended Number of Days		Percent of Full Policy Premium
1		5%	95-98		37%	219-223		69%
2		6%	99-102		38%	224-228		70%
3-4		7%	103-105		39%	229-232		71%
5-6		8%	106-109		40%	233-237		72%
7-8		9%	110-113		41%	238-241		73%
9-10		10%	114-116		42%	242-246	(8 mos)	74%
11-12		11%	117-120		43%	247-250		75%
13-14		12%	121-124	(4 mos)	44%	251-255		76%
15-16		13%	125-127		45%	256-260		77%
17-18		14%	128-131		46%	261-264		78%
19-20		15%	132-135		47%	265-269		79%
21-22		16%	136-138		48%	270-273	(9 mos)	80%
23-25		17%	139-142		49%	274-278		81%
26-29		18%	143-146		50%	279-282		82%
30-32	(1 mo)	19%	147-149		51%	283-287		83%
33-36		20%	150-153	(5 mos)	52%	288-291		84%
37-40		21%	154-156		53%	292-296		85%
41-43		22%	157-160		54%	297-301		86%
44-47		23%	161-164		55%	302-305	(10 mos)	87%
48-51		24%	165-167		56%	306-310		88%
52-54		25%	168-171		57%	311-314		89%
55-58		26%	172-175		58%	315-319		90%
59-62	(2 mos)	27%	176-178		59%	320-323		91%
63-65		28%	179-182	(6 mos)	60%	324-328		92%
66-69		29%	183-187		61%	329-332		93%
70-73		30%	188-191		62%	333-337	(11 mos)	94%
74-76		31%	192-196		63%	338-342		95%
77-80		32%	197-200		64%	343-346		96%
81-83		33%	201-205		65%	347-351		97%
84-87		34%	206-209		66%	352-355		98%
88-91	(3 mos)	35%	210-214	(7 mos)	67%	356-360		99%
92-94		36%	215-218		68%	361-365	(12 mos)	100%

Disclosures

This proposal of insurance is provided as a matter of convenience and information only. All information included in this proposal, including but not limited to personal and real property values, locations, operations, products, data, automobile schedules, financial data and loss experience, is based on facts and representations supplied to Alliant Insurance Services, Inc. by you. This proposal does not reflect any independent study or investigation by Alliant Insurance Services, Inc. or its agents and employees.

Please be advised that this proposal is also expressly conditioned on there being no material change in the risk between the date of this proposal and the inception date of the proposed policy (including the occurrence of any claim or notice of circumstances that may give rise to a claim under any policy which the policy being proposed is a renewal or replacement). In the event of such change of risk, the insurer may, at its sole discretion, modify, or withdraw this proposal, whether or not this offer has already been accepted.

This proposal is not confirmation of insurance and does not add to, extend, amend, change, or alter any coverage in any actual policy of insurance you may have. All existing policy terms, conditions, exclusions, and limitations apply. For specific information regarding your insurance coverage, please refer to the policy itself. Alliant Insurance Services, Inc. will not be liable for any claims arising from or related to information included in or omitted from this proposal of insurance.

Alliant embraces a policy of transparency with respect to its compensation from insurance transactions. Details on our compensation policy, including the types of income that Alliant may earn on a placement, are available on our website at www.alliant.com. For a copy of our policy or for any inquiries regarding compensation issues pertaining to your account you may also contact us at: Alliant Insurance Services, Inc., Attention: General Counsel, 701 B Street, 6th Floor, San Diego, CA 92101.

Analyzing insurers' over-all performance and financial strength is a task that requires specialized skills and in-depth technical understanding of all aspects of insurance company finances and operations. Insurance brokerages such as Alliant Insurance typically rely upon rating agencies for this type of market analysis. Both A.M. Best and Standard and Poor's have been industry leaders in this area for many decades, utilizing a combination of quantitative and qualitative analysis of the information available in formulating their ratings.

A.M. Best has an extensive database of nearly 6,000 Life/Health, Property Casualty and International companies. You can visit them at www.ambest.com. For additional information regarding insurer financial strength ratings visit Standard and Poor's website at www.standardandpoors.com.

Our goal is to procure insurance for you with underwriters possessing the financial strength to perform. Alliant does not, however, guarantee the solvency of any underwriters with which insurance or reinsurance is placed and maintains no responsibility for any loss or damage arising from the financial failure or insolvency of any insurer. We encourage you to review the publicly available information collected to enable you to make an informed decision to accept or reject a particular underwriter. To learn more about companies doing business in your state, visit the Department of Insurance website for that state.

NY Regulation 194

Alliant Insurance Services, Inc. is an insurance producer licensed by the State of New York. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers. The role of the producer in any particular transaction typically involves one or more of these activities.

Compensation will be paid to the producer, based on the insurance contract the producer sells. Depending on the insurer(s) and insurance contract(s) the purchaser selects, compensation will be paid by the insurer(s) selling the insurance contract or by another third party. Such compensation may vary depending on a number of factors, including the insurance contract(s) and the insurer(s) the purchaser selects. In some cases, other factors such as the volume of business a producer provides to an insurer or the profitability of insurance contracts a producer provides to an insurer also may affect compensation.

The insurance purchaser may obtain information about compensation expected to be received by the producer based in whole or in part on the sale of insurance to the purchaser, and (if applicable) compensation expected to be received based in whole or in part on any alternative quotes presented to the purchaser by the producer, by requesting such information from the producer.

Privacy

At Alliant, one of our top priorities is making sure that the information we have about you is protected and secure. We value our relationship with you and work hard to preserve your privacy and ensure that your preferences are honored. At the same time, the very nature of our relationship may result in Alliant's collecting or sharing certain types of information about you in order to provide the products and services you expect from us. Please take the time to read our full Privacy Policy posted at www.alliant.com, and contact your Alliant service team should you have any questions.

Other Disclosures / Disclaimers

FATCA:

The Foreign Account Tax Compliance Act (FATCA) requires the notification of certain financial accounts to the United States Internal Revenue Service. Alliant does not provide tax advice so please contact your tax consultant for your obligation regarding FATCA.

Other Disclosures / Disclaimers - Continued

Guarantee Funds

Established by law in every state, guaranty funds are maintained by a state's insurance commissioner to protect policyholders in the event that an insurer becomes insolvent or is unable to meet its financial obligations. If your insurance carrier is identified as 'Non-Admitted', your policy is not protected by your state's Guaranty Fund.

Claims Reporting:

Your policy will come with specific claim reporting requirements. Please make sure you understand these obligations. Contact your Alliant Service Team with any questions.

Changes and Developments

It is important that we be advised of any changes in your operations, which may have a bearing on the validity and/or adequacy of your insurance. The types of changes that concern us include, but are not limited to, those listed below:

- Changes in any operations such as expansion to another state, new products, or new applications of existing products.
- Travel to any state not previously disclosed.
- Permanent operations outside the United States, Canada or Puerto Rico.
- Mergers and/or acquisition of new companies and any change in business ownership, including percentages.
- Any newly assumed contractual liability, granting of indemnities or hold harmless agreements.
- Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises either purchased, constructed or occupied
- Circumstances which may require an increased liability insurance limit.
- Any changes in fire or theft protection such as the installation of or disconnection of sprinkler systems, burglar alarms, etc. This includes any alterations to the system.
- Immediate notification of any changes to a scheduled of equipment, property, vehicles, electronic data processing, etc.
- Property of yours that is in transit, unless previously discussed and/or currently insured.

Other Disclosures / Disclaimers - Continued

Certificates / Evidence of Insurance

A Certificate or Evidence is issued as a matter of information only and confers no rights upon the certificate holder. The certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by a policy, nor does it constitute a contract between the issuing insurer(s), authorized representative, producer or recipient.

You may have signed contracts, leases or other agreements requiring you to provide this evidence. In those agreements, you may assume obligations and/or liability for others (Indemnification, Hold Harmless) and some of the obligations that are not covered by insurance. We recommend that you and your legal counsel review these documents.

In addition to providing a Certificate or Evident of Insurance, you may be required to name your landlord, client or customer on your policy as a loss payee on property insurance or as an additional insured on liability insurance. This is only possible with permission of the insurance company, added by endorsement and, in some cases, an additional premium.

By naming the certificate holder as additional insured, there are consequences to your risks and insurance policy including:

- Your policy limits are now shared with other entities; their claims involvement may reduce or exhaust your aggregate limit.
- Your policy may provide higher limits than required by contract; your full limits can be exposed to the additional insured.
- There may be conflicts in defense when your insurer has to defend both you and the additional insured.
- An additional insured endorsement will most likely not provide notification of cancellation. Some insurance companies use a "blanket" additional insured endorsement that provides coverage automatically when it is required in a written contract. Most insurance companies do not want to be notified of all additional insureds when there is a blanket endorsement on the policy. If a notice of cancellation is required for the additional insured party, you must notify us immediately and we will request an endorsement from your insurance company. There may be an additional premium for adding a notice of cancellation endorsement for an additional insured.

See Request to Bind Coverage page for acknowledgement of all disclaimers and disclosures.

Flood Disclosure

Flooding is a serious threat to both personal and commercial clients. Flooding can happen anywhere, not just zone referred to as high-risk areas (Special Flood Hazard Area). Your Alliant team is ready to explain how it works and the associated costs.

Basic Facts

Congress created the NFIP in 1968 in response to the rising cost of taxpayer-funded disaster relief for flood victims and the increasing amount of damage caused by floods. The NFIP makes federally backed flood insurance available in communities that agree to adopt and enforce floodplain management ordinances to reduce future flood damage. The NFIP is self-supporting for the average historical loss year. This means that unless there is a widespread disaster, operating expenses and flood insurance claims are financed through premiums collected.

Commercial buildings or residential dwellings owned by commercial entities are considered commercial property. All others are residential dwellings

The [FEMA Summary for Commercial Property](#) and [FEMA Standard Summary of Coverage](#) provides information on the following:

- Types of Flood Insurance Coverage
- What is a Flood- “a General and temporary condition of partial or complete inundation of two or more acres of normally dry land area”...
- Deductibles – various options to meet your financial needs
- What is Covered and What is Not
- The valuation of the Property – Actual Cash Value or Replacement Cost

Additional Information

- Flood Zones
 - <https://www.fema.gov/flood-zones>
- Excess Flood Insurance (contact your Producer for additional information)
 - Increased limits over the maximum flood limit provided by NFIP

FEMA Glossary of Flood Terms

<https://www.fema.gov/national-flood-insurance-program/definitions>

Please indicate your selection:

I would like to receive a flood quote
 I do NOT wish to purchase flood insurance

Signature:

Date:

Name Printed / Typed: _____

Company Name: _____

Optional Coverages

The following represents a list of insurance coverages that may not be included in this proposal but are optional and may be available with further underwriting information. This list is not inclusive of all coverages and if you have questions contact your Alliant representative. If you would like addition quotes please check Yes/No across from the coverage below, sign and return.

Target Coverages

	Yes	No
CRIME		
Employee Dishonesty	<input type="checkbox"/>	<input type="checkbox"/>
Computer Fraud	<input type="checkbox"/>	<input type="checkbox"/>
Social Engineering	<input type="checkbox"/>	<input type="checkbox"/>
Increased Limits	<input type="checkbox"/>	<input type="checkbox"/>
CYBER RISK	<input type="checkbox"/>	<input type="checkbox"/>
FLOOD INSURANCE	<input type="checkbox"/>	<input type="checkbox"/>
MANAGEMENT LIABILITY		
Directors & Officers Liability	<input type="checkbox"/>	<input type="checkbox"/>
Employment Practices Liability	<input type="checkbox"/>	<input type="checkbox"/>
Fiduciary Liability	<input type="checkbox"/>	<input type="checkbox"/>
UMBRELLA / EXCESS LIABILITY (Increased Liability Limits)	<input type="checkbox"/>	<input type="checkbox"/>
Selecting the "Reject All or Accept All" option will override any selections you have made above	<input type="checkbox"/> Reject All <input type="checkbox"/> Accept All for Consideration	

Signature of Authorized Insurance Representative

Date

Title

Printed / Typed Name

Optional Coverages – Continued

Other Coverage Options

Note some of these coverages may be included with limitations or insured elsewhere. This is a partial listing as you may have additional risks not contemplated here which are unique to your organization.

- Business Income/Extra Expense
- Earthquake
- Employed Lawyers
- Employee Benefits Liability
- Equipment Breakdown
- Food Borne Illness
- Foreign Insurance
- Garagekeepers Liability
- Hired Auto Physical Damage
- Kidnap & Ransom
- Law Enforcement Liability
- Media and Publishers Liability
- Network Security / Privacy Liability and Internet Media Liability
- Non-Owned & Hired Automobile Liability
- Pollution Liability
- Owned/Non-Owned Aircraft
- Owned Watercraft
- Professional Liability
- Property in Transit
- Property of Others (Clients, Employees, Other)
- Special Events Liability
- Spoilage
- Student Accident
- Volunteer Accidental Death & Dismemberment (AD&D)
- Workers Compensation & Employers Liability
- Workplace Violence

Glossary of Insurance Terms

Below are links to assist you in understanding the insurance terms you may find within your insurance coverages:

<http://insurancecommunityuniversity.com/university-resources/insurance-glossary-free>

<https://consumers.ambest.com/content.aspx?rec=261613>

<http://www.irmi.com/online/insurance-glossary/default.aspx>

Request to Bind Coverage

Los Angeles County Law Library (and/or) Board of Law Library Trustees of Los Angeles County Law Library

We have reviewed the proposal and agree to the terms and conditions of the coverages presented. We are requesting coverage to be bound as outlined by coverage line below:

Coverage Line	Bind Coverage for:
Workers' Compensation	<input type="checkbox"/>

Did you know that Alliant works with premium financing companies? Are you interested in financing your annual premium?

Yes, please provide us with a financing quote.	No, we do not wish to finance our premium.
<input type="checkbox"/>	<input type="checkbox"/>

This Authorization to Bind Coverage also acknowledges receipt and review of all disclaimers and disclosures, including exposures used to develop insurance terms, contained within this proposal.

Signature of Authorized Insured Representative

Date

Title

Printed / Typed Name

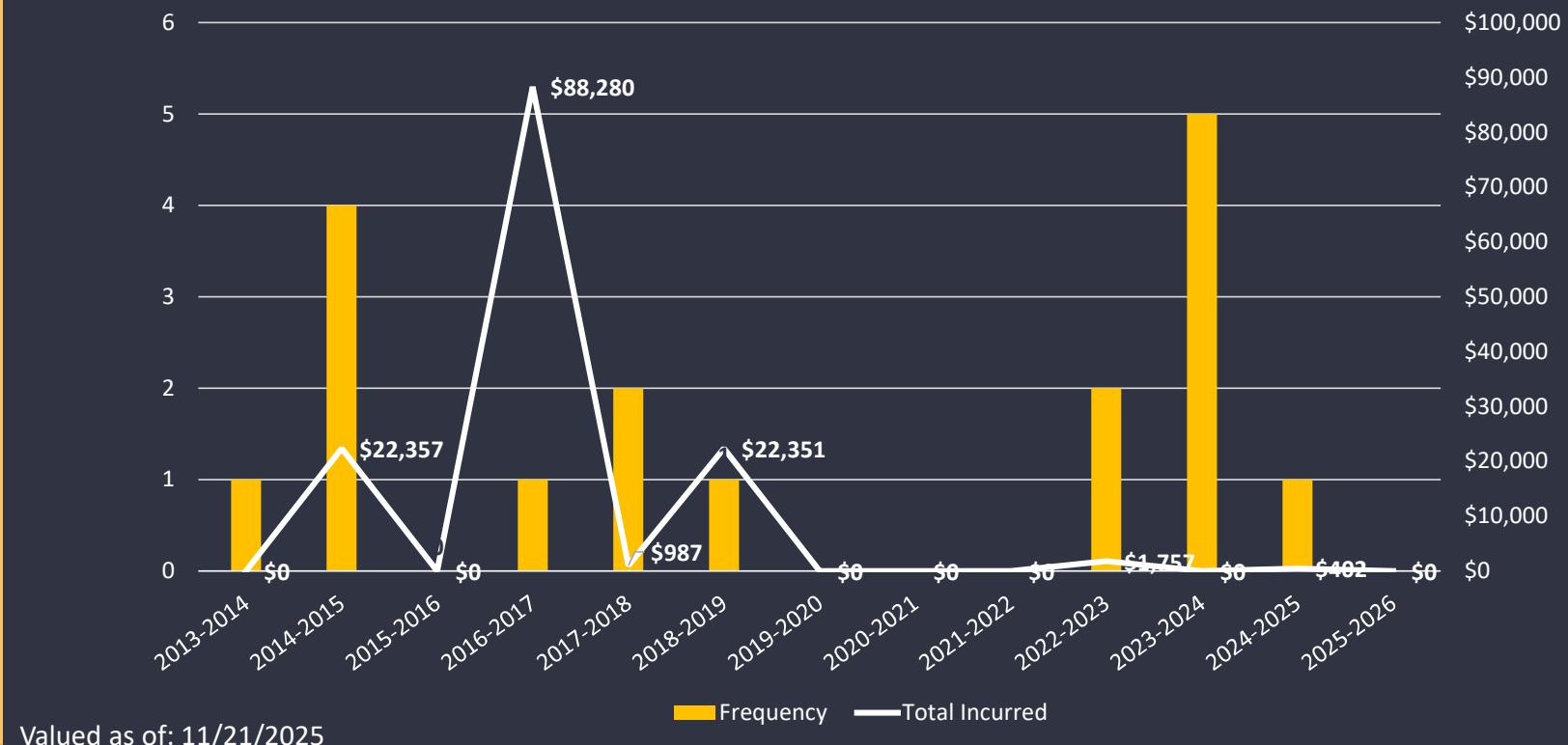
This proposal does not constitute a binder of insurance. Binding is subject to the final carrier approval. The actual terms and conditions of the policy will prevail.



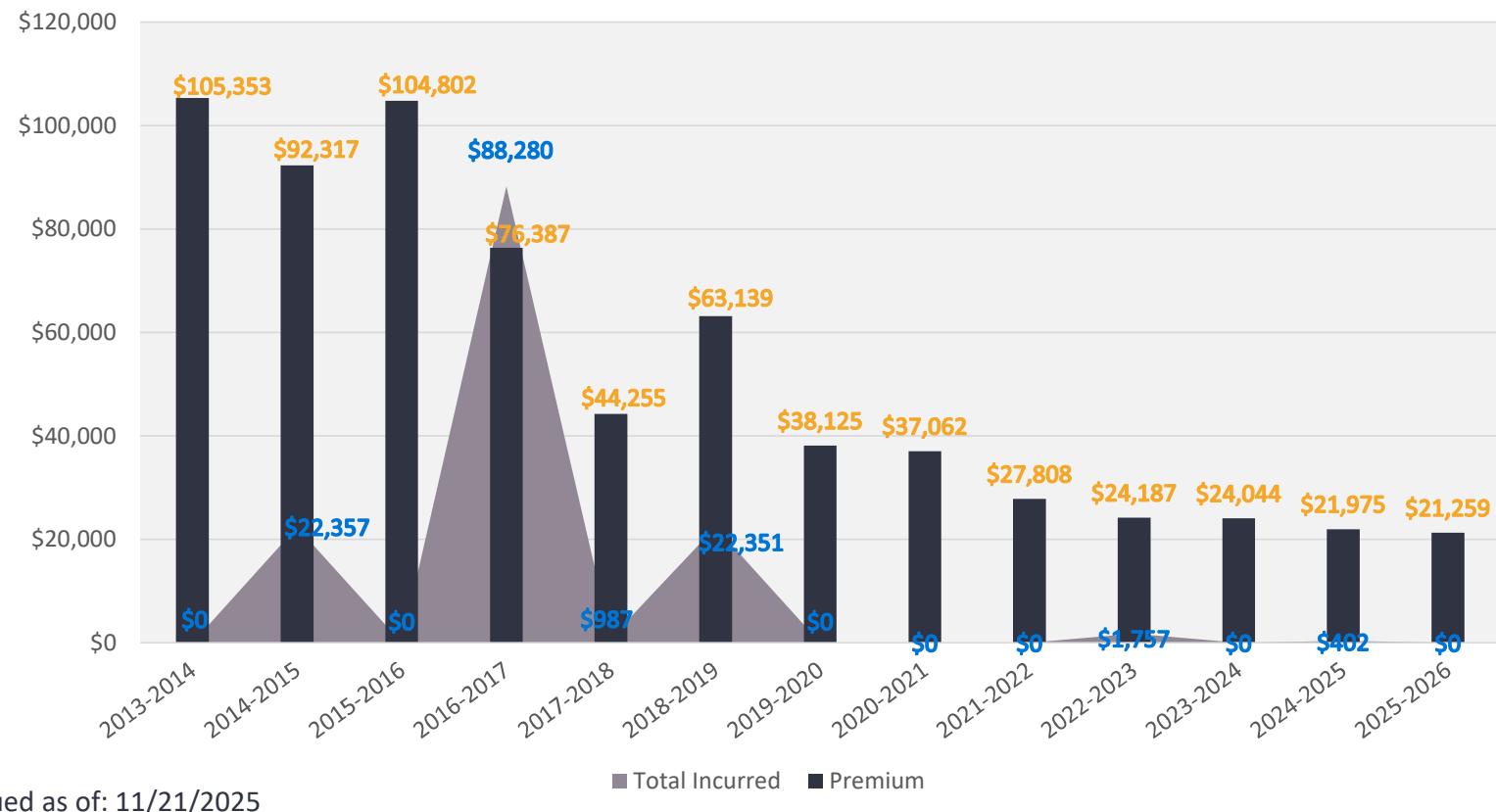
WORKER'S COMPENSATION

 **Alliant**

WC FREQUENCY & SEVERITY



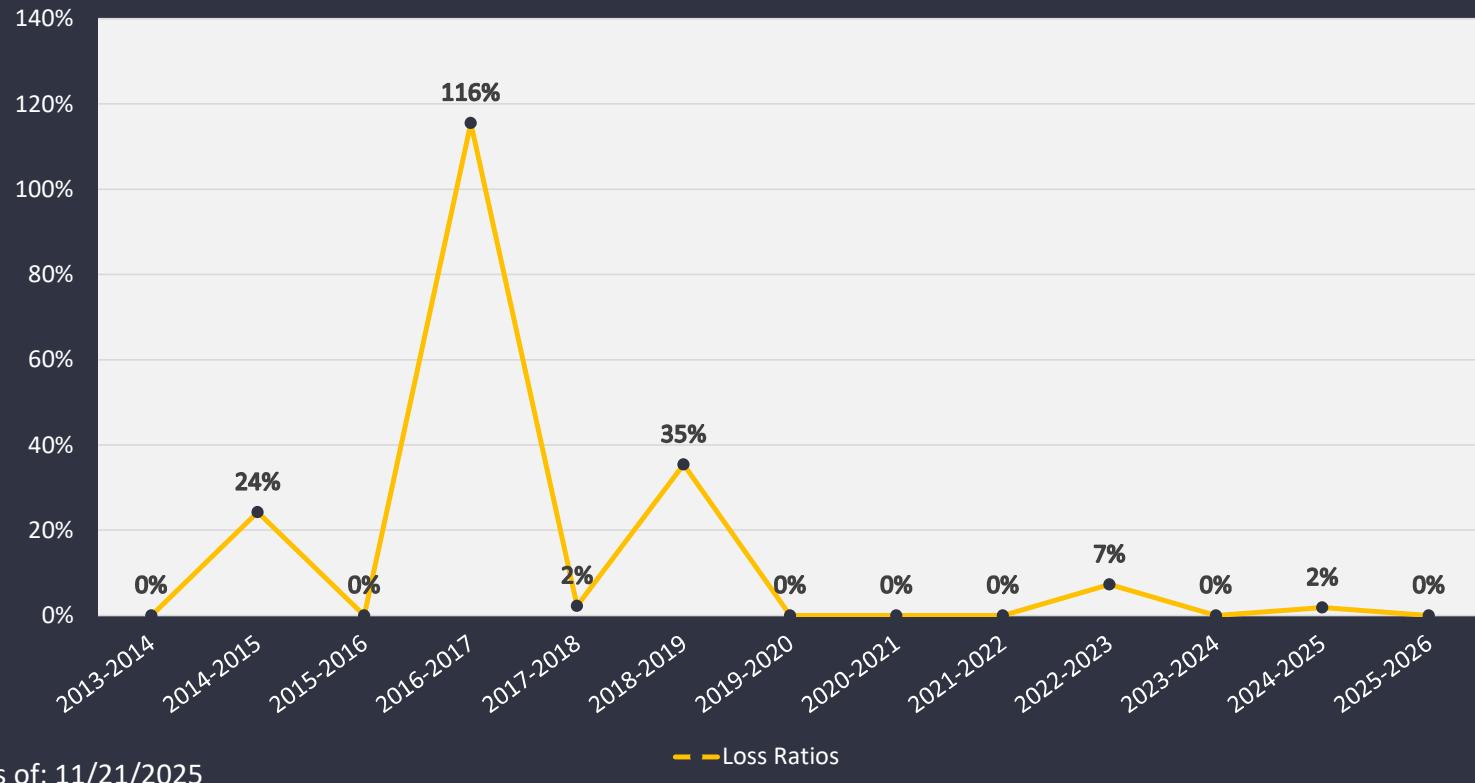
WC PROGRAM HISTORY



Valued as of: 11/21/2025

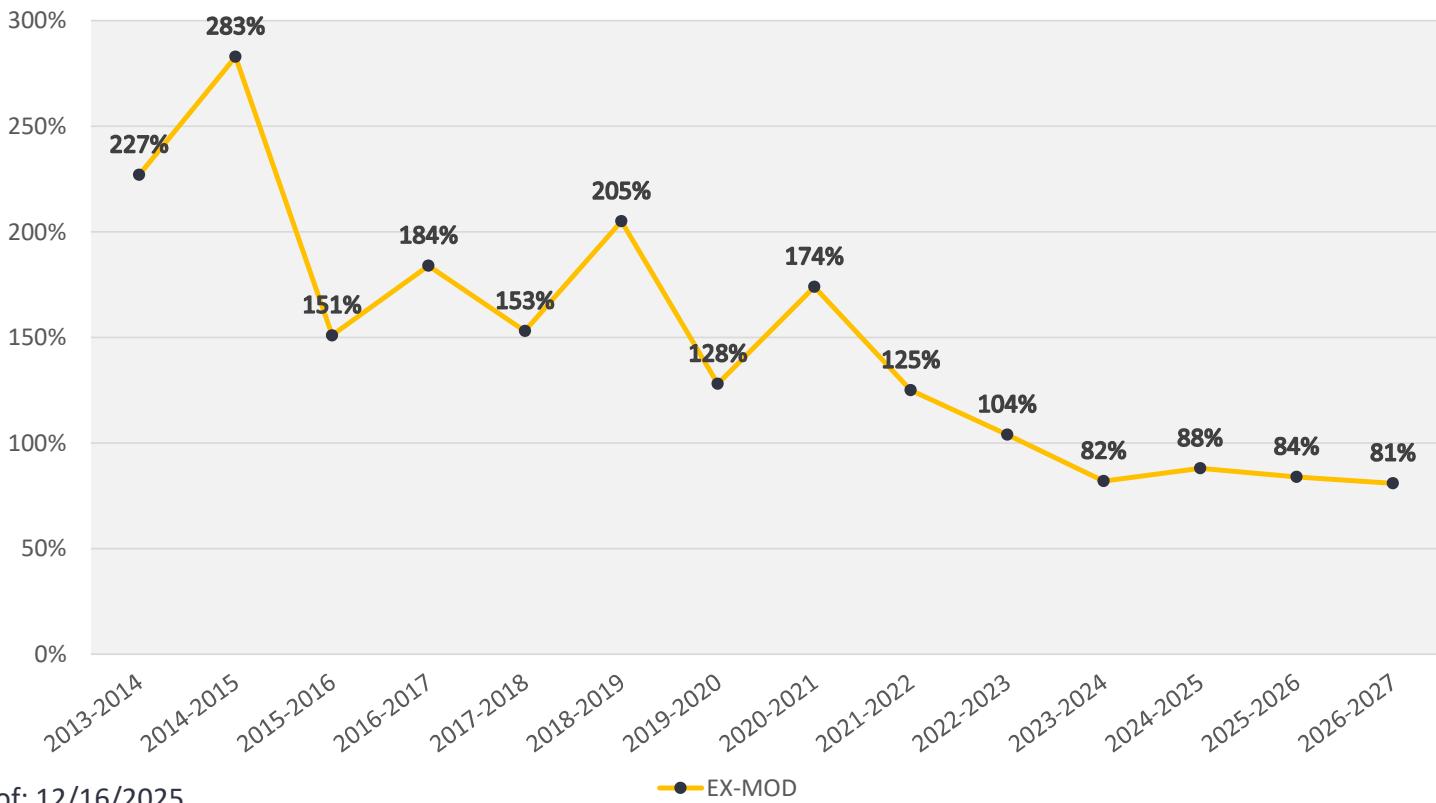
WC LOSS RATIOS

Loss Ratios = Total Incurred / Premium



Valued as of: 11/21/2025

WCIRB EX-MOD HISTORY



Valued as of: 12/16/2025

EX-MOD



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MEMORANDUM

DATE: January 28, 2026

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Review of nomination and approval for appointment of Anthony Pacheco to the Board of Directors of the Friends of the Los Angeles County Law Library

SUMMARY OF GOVERNING BYLAWS FOR REAPPOINTMENTS:

Article 7, Section 3 of the current bylaws governing The Friends of the Los Angeles County Law Library (“Friends”), provides the Board of Trustees shall appoint a majority of Directors of the Friends Board, and the remaining Directors of the Friends shall be appointed by the Existing Directors of the Friends as vacancies occur. The term of each Director shall be two years. Section 2 provides that the authorized number of Directors shall consist of not less than 9 (nine) positions nor more than 25 (twenty-five) positions, the exact number to be fixed by resolution of the Board.

There are currently 16 (sixteen) active Directors. Of the 16 (sixteen) active Directors, eight (8) are Trustee appointed, and eight (8) are Friends appointed.

The Friends of the Los Angeles County Law Library have put forth the nomination of Anthony Pacheco, partner at the law firm of Adams, Duerk & Kamenstein, LLP as a Director, and request that the Trustees appoint Mr. Pacheco. Adding Mr. Pacheco to the Board of Directors would provide that there would be nine (9) active Trustee appointed Directors, and eight (8) Friends appointed Directors.

BACKGROUND OF ANTHONY PACHECO

Attached to this staff report is an overview of Mr. Pacheco’s professional experience and a description of Board of Director Member Expectations.

Mr. Pacheco’s civic engagement includes serving as President of the Los Angeles Police Commission, a five- member panel that oversees the Los Angeles Police Department. He has also participated in various volunteer events for Para Los Ninos and TransLatina Coalition. A voracious reader, he has expressed a lifetime interest in supporting public libraries and believes they play an important role in how people learn and access knowledge.



If appointed to the Board of Directors, Mr. Pacheco can contribute skills and expertise which include strategic planning, legal experience, public speaking, and budgetary oversight. In addition, Mr. Pacheco has a large network pertinent to fundraising which he considers critical to the success of LA Law Library.

RECOMMENDATION

Staff recommend the Trustees discuss Mr. Pacheco's nomination and thereafter take action by a vote whether to appoint him to the Board of Directors of the Friends of the Los Angeles County Law Library.





ANTHONY PACHECO PARTNER

anthony.pacheco@adkfirm.com

310-702-8226



Anthony Pacheco leverages nearly four decades of experience in the law to fight for the rights of individuals and entities worldwide. A stalwart advocate and trusted advisor to clients across a range of industries—from banking, finance, private equity, and venture capital to healthcare, import/export violations and sanctions, technology, software, and government—Anthony expertly serves clients confronted with complex civil litigation, parallel proceedings (administrative, civil and criminal), internal investigations, federal and state investigations and criminal prosecutions. Anthony is unflappable in the face of his clients' most daunting legal obstacles, calling on his creativity, determination, and problem-solving skills to beat even the toughest odds.

OVERVIEW

Anthony's long list of clients—including publicly traded and private companies, nonprofit entities, medical centers and hospitals, executives, professionals, government officials, family offices, celebrities, and community leaders—benefit from the depth and breadth of his experience across legal areas and jurisdictions. At home in civil and criminal venues alike, he has litigated cases relating to federal and state healthcare fraud, securities and financial institution fraud, whistleblower claims, corporate espionage (domestic and cross-border), False Claims Act, cybersecurity, theft of trade secrets, insider trading, shadow trading, breach of contract (and other complex civil litigation claims), consumer fraud, and mail and wire fraud. He has also handled more than 100 internal investigations for publicly traded and middle-market companies and managed an assortment of sensitive public relations issues, helping clients minimize their exposure while preserving their interests.

Anthony is well known for his ability to plot a clear course to resolution. According to *Chambers USA*, "Anthony is a sensational lawyer, smart, articulate, well-prepared, and with top-level judgment. ... He has a unique ability to quickly get to the heart of the dispute and develop a winning legal strategy." One client stated, "He's very forward-thinking and strategic ... in ways that draw on his experience and strong judgment about the practical aspects of how government matters will unfold." Another describes Anthony as "... someone who draws on an impressive toolbox of professional and interpersonal skills, permitting him to advocate efficiently and effectively for his clients' desired outcomes." Described as "calm and resourceful," he is also valued by clients for demonstrating "empathy and kindness while at the same time aggressively advancing [their] interests."

In addition to sound judgment and strategic planning, Anthony offers clients firsthand insight into government operations. He previously served as a federal prosecutor in the Central District of California, Criminal Division, where he represented the United States in significant federal criminal investigations and prosecutions. He also served as the president of the Los Angeles Board of Police Commissioners, overseeing 10,000 sworn officers and 3,500 civilian employees as well as the department's \$1.3 billion budget.

NOTABLE EXPERIENCE

Representing a global company in a far-reaching federal grand jury investigation regarding import export controls fraud.

Representing a former C-suite executive from a publicly traded company in a federal grand jury investigation into alleged efforts to defraud investors and business partners.

Conducting an independent internal investigation regarding arrest procedures and conduct for a prominent security company.

Conducted an independent internal investigation for a global software company regarding the company's retention of certain virtual employees who had submitted falsified information, assumed false identities, and were part of a collective of individuals from North Korea and other foreign nations who were using their salaries to fund a weapons of mass destruction program in North Korea.

Served as lead counsel for a high-level executive in a federal criminal prosecution of a major regional hospital regarding hundreds of agreements (options, leases, physician management agreements, and outsource collection agreements) used to facilitate improper payments to physicians and to other healthcare providers in exchange for patient referrals. At the time, this was one of the largest criminal healthcare cases in the Western region of the United States. The case was resolved such that the executive did not serve a single day of incarceration, despite initial criminal exposure of over 20 years.*



ANTHONY PACHECO
PARTNER

Represented an executive in a substantial securities fraud prosecution involving a publicly traded company and allegations of misstatements about inventory allegedly used to inflate the company's financial performance. Resolved case on favorable terms, despite significant criminal exposure.*

Handled an internal investigation for a city in Southern California regarding a federal government public corruption inquiry and subsequent prosecution.*

Represented an executive in a wide-ranging public corruption investigation and prosecution involving bribery and related misconduct.*

Represented a major global company in a federal grand jury investigation concerning alleged tariff violations in connection with a significant multimillion-dollar project.*

Conducted an expansive internal investigation in connection with a prominent hospital in Northern California regarding numerous whistleblower complaints.*

*Handled prior to joining ADK.

CREDENTIALS

EDUCATION

- B.A., Princeton University
- J.D., University of Michigan Law School

EXPERIENCE

- United States Attorney's Office, Central District of California, Criminal Division, Assistant United States Attorney
- President, Los Angeles Board of Police Commissioners
- AmLaw 100 and 200 Firms, Partner

RECENT HONORS

- 500 Leading Litigators in America, *Lawdragon: Complex Civil Litigation, White Collar Defense and Internal Investigations* (2026)
- Ranked in *Litigation: White Collar Crime and Government Investigations*, California, *Chambers USA* (2020-present)
- Recognized by *Best Lawyers for Criminal Defense: White Collar* (2009-present)
- Leaders of Influence: Litigators and Trial Attorneys, *Los Angeles Business Journal* (2021, 2022)
- Top Minority Attorney, *Los Angeles Business Journal* (2020, 2023)



Help Support Access to Justice: Join Friends of the LA County Law Library

Friends of the Los Angeles County Law Library is seeking exceptional leaders to join our prestigious Board of Directors. Our board includes partners and leaders from top law firms, and we are eager to broaden our ranks to include accomplished professionals from marketing and other fields who share our passion for providing access to justice to people who need help. We are especially interested in candidates with strong community and professional networks who can help open doors to new donors, sponsors, and partners. The LA County Law Library provides free legal information, resources, and programs to more than 120,000 people each year, including those who cannot afford an attorney. Friends raises funds to support this critical work. Board members serve two-year terms and play a vital role as ambassadors, fundraisers, and champions of our mission. They participate in meetings and committees, help raise funds through the annual Beacon of Justice Gala, and promote programs that expand access to justice. Learn more at www.friendsofthelalawlibrary.org.

Our Story

Founded in 2003, **Friends of the Los Angeles County Law Library** raises visibility and vital funds to support the Los Angeles County Law Library, the second largest public law library in the nation. Friends is a 501(c)(3) nonprofit organization (Tax ID: 76-0736733) supported by the private sector and dedicated to ensuring this essential civic institution continues to thrive.

Established in 1891, the **Los Angeles Law Library** serves more than 120,000 people each year. With a collection of over one million volumes, it provides judges, attorneys, government officials, and the public, including thousands of self-represented litigants, with access to the legal resources they need. The Library's mission is to be a superior collection of legal resources, a gateway to legal information, and a navigator to the legal system.

The Library is known for its innovative pro bono and public interest programs that connect legal professionals and staff with the community to provide education and services. Yet revenues, funded primarily through litigation filing fees, have declined more than 40% in the past four years, even as demand for services has grown.

Through events such as the annual Beacon of Justice Gala, Friends has provided critical support for technology upgrades, digitization projects, services for self-represented litigants, and partnerships with public libraries. These efforts expand access to justice for those who need it most.

This is why we seek exceptional leaders to join our Board of Directors to serve as ambassadors, fundraisers, and champions of this mission, ensuring that access to justice remains within reach for all.



Friends of the LA County Law Library

Board Member Expectations

Friends of the Los Angeles County Law Library (Friends) raises visibility and funds for the LA County Law Library, the second-largest public law library in the United States. Established in 2003, Friends supports the Library's mission to serve the public, including unrepresented litigants, through education, programming, and access to justice services. Board members serve as ambassadors, fundraisers, and champions of this vital institution.

Friends is seeking exceptional leaders to join our prestigious Board of Directors. Our board includes partners and leaders from top law firms, and we are eager to broaden our ranks to include accomplished professionals from marketing and other fields who share our passion for providing access to justice to people who need help. We are especially interested in candidates with strong community and professional networks who can help open doors to new donors, sponsors, and partners. The LA County Law Library provides free legal information, resources, and programs to more than 120,000 people each year, including those who cannot afford an attorney. Friends raises funds to support this critical work. Board members serve two-year terms and play a vital role as ambassadors, fundraisers, and champions of our mission. They participate in meetings and committees, help raise funds through the annual Beacon of Justice Gala, and promote programs that expand access to justice. Learn more at www.friendsofthelalawlibrary.org.

Expectations of Friends Board Members

Meetings & Committees

- Attend regular Board meetings (in person or via Zoom) and actively participate in discussions and decision-making.
- Serve on at least one committee (Finance, Gala, Governance, Marketing/Outreach, etc.) and contribute to its goals.

Fundraising & Gala

- Sponsor the annual Beacon of Justice Gala and/or secure sponsorships from your network.
- Attend the Gala (early April) and bring guests.
- Help identify and steward annual Gala Honorees.
- Introduce new funding opportunities to Friends and/or the Law Library.

Advocacy & Outreach

- Serve as an ambassador for the Law Library's mission and elevate its visibility in the legal and civic community.
- Promote Law Library events (Law Library Week in April, Pro Bono Week in October, monthly classes, lectures, etc.).
- Encourage attendance by colleagues and peers through email, social media, and word-of-mouth.
- Coordinate opportunities for the Law Library Executive Director to speak at firms or community organizations.

Programs & Service

- Support volunteer and pro bono programs such as Lawyers in the Library and Constitution Day.
- Assist with Board development by identifying and recruiting potential new members.

Board Term and Service Expectations

- Board members serve a renewable two-year term, with staggered terms to ensure continuity of leadership. Members may be reappointed for additional terms based on mutual agreement and engagement.
- Service begins upon board approval and orientation. Members are expected to:
 - Attend scheduled Board and committee meetings throughout the year.
 - Maintain active participation in fundraising, governance, and outreach.
 - Uphold the mission and values of Friends and the LA County Law Library