

AGENDA

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

REGULAR BOARD MEETING

Monday, July 22, 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:

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

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the June 24, 2026 Regular Board Meeting
- 3.3 Review and Approval of June Financials and List of June Checks and Warrants
- 3.4 Review and Approval of 4th Quarterly Statistics
- 3.5 Review and Approval of Reference Statistics Update and Visual Aids to Quarterly Statistical Reporting

4.0 Discussion Items

- 4.1 Review and Approval of Parking Management Company for Hill Street Parking Structure
- 4.2 Update on License Termination at Torrance Courthouse and Discussion For Future Branch Operations
- 4.3 Update from Ad Hoc Committee concerning Strategic Planning Consultant Search

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 Negotiators: Executive Director/General Counsel 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 Laura Seigle

7.0 AGENDA BUILDING

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

8.0 EXECUTIVE DIRECTOR REPORT

9.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, August 26, 2026 at 12:15p.m.

POSTED JULY , 2025 @ 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 sq.**

June 24, 2026

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, June 24, 2026 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/ QUORUM

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

Trustees Absent: Judge Cherol Nellon

Senior Staff Present: Katherine Chew, Executive Director

Also Present: Marcelino Juarez, Finance Director

President Juhas determined a quorum to be present, convened the meeting at 12:18 pm, and thereafter presided. Executive Director, Katherine Chew, recorded the Minutes.

1.0 PUBLIC COMMENT

Library Employees Mary Garcia and Sharon Boone addressed the Board. They spoke on behalf of many other union represented employees that were also present at the meeting. Mary stated that they were there to comment on the budget. She stated that they want the budget to be approved, and they want to leave room on the budget for salary increases. She stated that everyone is affected by the economy and inflation, and that library wages have not been keeping up. She asked the Board to please consider library staff within the budget.

Sharon Boone then addressed the Board. She pointed out to the Board the support of all of the union members in attendance. Sharon also discussed the economy, how salaries are not keeping up with the cost of living, and how we have an excellent staff that keeps the library going.

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

3.1 Review and Approval of Minutes of the April 22, 2026 Regular Board Meeting

- 3.2 Review and Approval of March and April Financials and List of April
and
 May Checks and Warrants
- 3.3 Review and Approval of Guardian Dental, Vision, and Life Benefits
Renewal
- 3.4 Recommendation to Update Library Rules of Conduct

President Juhas asked the Board if anyone would like an item removed from the Consent Calendar. Hearing no such request, President Juhas requested a motion to approve the Consent Calendar. So moved by Vice President Seigle, seconded by Trustee DeWitt. The motion was approved unanimously 6 – 0.

4.0 DISCUSSION ITEMS

- 4.1 Review of 2026-27 Property & Liability Insurance Estimates
 Robert Lowe, Senior Vice President of Alliant Insurance Services, Inc.

Robert Lowe addressed the Board to discuss the library's General Liability coverage. The Board heard the pros and cons of the two renewal options. Mr. Lowe, and library staff, recommended that the Board choose to move away from PRISM and gain coverage through Golden State Risk Management Authority. The deductible with this option would decrease from \$50,000 to \$0. Premium increases by \$58,000.

Trustee Fregoso made a motion to approve the staff recommendation to go with GSRMA. Seconded by Trustee DeWitt. The motion was approved unanimously 6 – 0.

- 4.2 Review and Approval of Operating and Capital Expenditures Budget for
 Fiscal Year 26/27

Vice President Seigle stated that she had raised the idea with Kathy of adding a line to the budget. This line would be for an attorney to represent the library at the next union negotiation meeting. E.D. Chew stated that she and Marcelino had already set aside \$40,000. She stated that some of those funds could be used for an attorney for future negotiations.

Trustee Steinhauser asked if we have money set aside for hiring a strategic planning consultant. Marcelino let her know that \$80,000 had been budgeted for this use.

Trustee DeWitt made a motion to approve Item 4.2. Seconded by Trustee Fregoso. The motion was approved unanimously 6 – 0.

- 4.3 Election of Officers of Board of Trustees

President Juhas informed the Board that he would be stepping down as the President. He stated that serving the library was an honor he could not express. President Juhas recommended Vice President Seigle to replace him as President, and for Trustee DeWitt to serve as Vice President.

The motion was approved unanimously 5 – 0, with Trustee Juhas abstaining from the vote.

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 Negotiators: Irma Rodriguez Moisa; Executive Director/General Counsel Katherine H. Chew, with Finance Director Marcelino Juarez; Employee Organization: SEIU Local 721

The Board convened in a closed session at 12:21pm.

Trustee DeWitt arrived at 12:23pm.

6.0 RECONVENE IN OPEN SESSION/ CLOSED SESSION ANNOUNCEMENT
(Pursuant to Government Code §54957.1)-Judge Mark Juhas

The Board reconvened in an open session at 12:50pm.

The Board voted to give further instructions to the negotiating team. 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

E.D. Chew addressed the Board. She stated that we are still waiting to hear about funds coming in from the Friends Gala. The Ad Hoc Strategic Planning Committee is currently looking to hire a consultant. E.D. Chew served at a conference in Boston where she connected with the Neuro Law Library, who are interested in partnering with us. We had a pre bid meeting for the elevators, waiting for bids. The computer lab is nearly done. We will be having a ribbon cutting ceremony for our historic sign on our All Staff Training Day scheduled for August 7, 2026.

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:31pm by President Juhas. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, August 26, 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 May 31, 2026

(Provisional and subject to year-end audit adjustments)

	6/30/2025	5/31/2026	YTD
Assets			
Current assets			
Cash and cash equivalents	17,335,752	18,493,984	1,158,232
Accounts receivable	141,158	153,621	12,462
Other receivable	1,491,069	1,743,962	252,892
Prepaid expenses	300,944	279,293	(21,651)
Total current assets	19,268,923	20,670,860	1,401,936
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	6,720,672	6,939,655	218,983
Capital assets, not being depreciated	803,751	1,014,070	210,319
Capital assets, being depreciated - net	14,209,408	14,221,152	11,745
SBITA assets net of amortization	1,777,346	1,777,346	-
Total noncurrent assets	23,829,647	24,270,693	441,046
Total assets	43,098,570	44,941,553	1,842,983
Deferred Outflows of Resources			
Deferred Outflows of Resources	3,648,483	3,648,483	-
Total assets and deferred outflows of resources	46,747,053	48,590,036	1,842,983
Liabilities			
Current Liabilities			
Accounts payable	236,318	21,451	(214,867)
Other current liabilities	-	-	-
Payroll liabilities	18,937	32,125	13,187
Total current liabilities	255,255	53,575	(201,680)
Noncurrent Liabilities			
Accrued sick and vacation liability	273,887	266,774	(7,113)
Borrowers' deposit	206,608	211,968	5,360
OPEB liability	4,920,168	5,039,331	119,163
Net pension liability	5,316,493	5,774,830	458,337
SBITA liability	1,810,670	1,810,670	-
Total noncurrent liabilities	12,527,826	13,103,572	575,747
Total liabilities	12,783,081	13,157,148	374,067
Deferred Inflows of Resources			
Deferred Inflows of Resources	727,023	727,023	-
Total liabilities and Deferred inflows of resources	13,510,104	13,884,171	374,067
Net Position			
Invested in capital assets	15,013,159	15,235,222	222,063
Unrestricted	18,223,791	19,470,643	1,246,852
Total net position	33,236,949	34,705,865	1,468,916
Total liabilities and Deferred inflows of resources and net position	46,747,053	48,590,036	1,842,983

Los Angeles County Law Library
Income Statement for the Period Ending May 31, 2026
(Provisional and subject to year-end audit adjustments)

May-25 Actual	May-26			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
884,984	835,367	1,067,017	231,649	27.7%
49,538	45,651	47,896	2,245	4.9%
0	0	0	0	0.0%
<u>23,015</u>	<u>129,083</u>	<u>29,997</u>	<u>(99,086)</u>	<u>-76.8%</u>
957,537	1,010,101	1,144,909	134,808	13.3%
535,839	631,416	569,908	61,508	9.7%
0	0	58,014	(58,014)	0.0%
151,281	187,372	169,495	17,877	9.5%
(151,281)	(187,372)	(169,495)	(17,877)	9.5%
		0		
94,997	98,017	70,314	27,703	28.3%
20,670	35,553	20,157	15,397	43.3%
12,533	4,682	6,182	(1,500)	-32.0%
1,291	9,073	6,921	2,152	23.7%
577	517	2	515	99.6%
21	130	33	97	74.5%
419	17,238	6,593	10,645	61.8%
<u>190,091</u>	<u>191,773</u>	<u>188,363</u>	<u>3,409</u>	<u>1.8%</u>
<u>915,590</u>	<u>1,052,687</u>	<u>926,488</u>	<u>(126,198)</u>	<u>-12.0%</u>
<u>41,947</u>	<u>(42,585)</u>	<u>218,421</u>	<u>261,006</u>	<u>-612.9%</u>
7,776	10,000	13,175	3,175	31.7%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>49,723</u>	<u>(85,976)</u>	<u>231,596</u>	<u>317,572</u>	<u>-369.4%</u>
<u>143,603</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>

Summary:

Income

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

Expense

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

Net Income (Loss)

Investment Gain (Loss)¹
Extraordinary Income
Extraordinary Expense
Net Income Including Extraordinary Items

Capitalized Expenditures

FY 2024-25 YTD Actual	FY 2025-26 YTD				Amended Annual Budget
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
8,472,064	8,988,493	9,844,860	856,367	9.5%	9,805,383
582,165	532,664	539,298	6,633	1.2%	583,373
0	0	0	0	0.0%	0
<u>803,409</u>	<u>429,408</u>	<u>355,448</u>	<u>(73,959)</u>	<u>-17.2%</u>	<u>481,857</u>
9,857,638	9,950,565	10,739,606	789,041	7.9%	10,870,613
5,302,879	5,702,507	5,509,330	193,177	3.4%	5,868,033
609,245	606,281	566,032	40,249	6.6%	670,569
0					
1,713,606	1,791,526	1,746,408	45,118	2.5%	1,978,899
(1,713,606)	(1,791,526)	(1,746,408)	(45,118)	2.5%	(1,978,899)
1,048,028	1,085,675	1,034,067	51,609	4.8%	1,185,741
226,275	309,564	252,280	56,443	18.2%	345,117
108,031	93,986	115,214	(21,228)	-22.6%	142,294
33,150	27,394	27,546	(152)	-0.6%	27,394
3,555	29,876	4,298	25,578	85.6%	30,763
168	1,134	1,107	27	2.3%	1,264
120,888	155,129	140,872	14,257	9.2%	165,364
<u>2,080,141</u>	<u>2,056,120</u>	<u>2,068,806</u>	<u>(12,686)</u>	<u>-0.6%</u>	<u>2,247,607</u>
<u>9,532,361</u>	<u>10,067,666</u>	<u>9,719,553</u>	<u>348,113</u>	<u>3.5%</u>	<u>10,684,146</u>
<u>325,276</u>	<u>(117,102)</u>	<u>1,020,052</u>	<u>1,137,154</u>	<u>971.1%</u>	<u>186,467</u>
311,355	196,856	218,983	22,126	11.2%	206,856
0	231,641	231,641	0	0.0%	231,641
0	0	0	0	0.0%	0
<u>636,631</u>	<u>131,786</u>	<u>1,470,676</u>	<u>1,338,890</u>	<u>1016.0%</u>	<u>624,964</u>
<u>354,186</u>	<u>558,845</u>	<u>322,125</u>	<u>(234,920)</u>	<u>-42.0%</u>	<u>849,223</u>

Comments

Los Angeles County Law Library
Income Statement for the Period Ending May 31, 2026
(Provisional and subject to year-end audit adjustments)

May-25	May-26			
Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

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

Comments

Detailed Budget:															
Income:															
884,984	835,367	1,067,017	231,649	27.7%	15	FIN	303300	L.A. Superior Court Fees	8,472,064	8,988,493	9,844,860	856,367	9.5%	9,805,383	Increase in filing fee revenue attributed primarily to unlimited civil filing fees.
Interest:															
0	0	0	0	0.0%	15	FIN	311000	Interest - LAIF	14,170	14,180	13,431	(749)	-5.3%	19,238	
48,592	45,000	47,069	2,069	4.6%	15	FIN	312000	Interest - General Fund	556,917	509,756	516,262	6,505	1.3%	554,756	
946	651	826	175	27.0%	15	FIN	313000	Interest - Deposit Fund	11,078	8,728	9,605	877	10.0%	9,379	Timing variance.
49,538	45,651	47,896	2,245	4.9%				Subtotal	582,165	532,664	539,298	6,633	1.2%	583,373	
Parking:															
0	0	0	0	0.0%	39	FAC	330100	Parking	0	0	0	0	0.0%	0	
0	0	0	0	0.0%				Subtotal	0	0	0	0	0.0%	0	
Library Services:															
390	700	325	(375)	-53.6%	27	CIRC	330150	Annual Designation Fee	1,934	1,870	1,593	(278)	-14.8%	2,570	Timing variance.
14,499	15,447	16,953	1,506	9.8%	25	PS	330140	Annual Members Fee	185,438	178,189	180,440	2,252	1.3%	194,441	
1,571	2,646	2,064	(582)	-22.0%	25	PS	330340	Course Registration	49,902	24,798	38,628	13,830	55.8%	28,105	Includes Cram Day registrations. See corresponding Course Registration Expense GL account.
2,705	3,080	3,307	227	7.4%	27	CIRC	330129	Copy Center	27,943	27,322	31,708	4,386	16.1%	29,902	Timing variance.
1,027	1,740	1,345	(395)	-22.7%	27	CIRC	330205	Document Delivery	11,759	10,640	11,688	1,048	9.8%	12,280	Timing variance.
2,116	1,990	1,938	(52)	-2.6%	27	CIRC	330210	Fines	22,280	23,092	21,360	(1,732)	-7.5%	25,082	Timing variance.
470	1,897	743	(1,154)	-60.8%	15	FIN	330310	Miscellaneous	339,791	43,923	52,520	8,597	19.6%	53,320	Timing variance. Includes renewed book sales activities and credit card rebate.
0	1,333	2,173	839	62.9%	39	FAC	330330	Room Rental	34,470	12,119	9,168	(2,952)	-24.4%	13,453	Timing variance.
0	0	0	0	0.0%	23	COL	330350	Book Replacement	2,430	5,310	5,310	0	0.0%	5,310	
0	0	820	820	0.0%	15	FIN	330360	Forfeited Deposits	0	0	820	820	0.0%	15,000	
0	100,000	0	(100,000)	-100.0%	17	EXEC	330400	Friends of Law Library	125,000	100,000	0	(100,000)	-100.0%	100,000	Delay in receiving 2026 gala contribution.
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	0	
237	250	329	79	31.6%	15	FIN	330450	Vending	2,462	2,145	2,215	70	3.3%	2,395	
0	0	0	0	0.0%	39	FAC	330465	Special Events Income	0	0	0	0	0.0%	0	
23,015	129,083	29,997	(99,086)	-76.8%				Subtotal	803,409	429,408	355,448	(73,959)	-17.2%	481,857	
957,537	1,010,101	1,144,909	134,808	13.3%				Total Income	9,857,638	9,950,565	10,739,606	789,041	7.9%	10,870,613	
Expenses:															
Staff:															
337,844	403,536	364,355	39,181	9.7%	ALL	501000	Salaries (FT)	2,744,852	2,979,297	2,842,224	137,073	4.6%	3,248,321		
0	(8,071)	0	(8,071)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(29,593)	0	(29,593)	100.0%	(34,973)	
32,487	38,286	28,087	10,199	26.6%	ALL	501050	Salaries (PT)	252,545	253,771	205,223	48,549	19.1%	279,295	Timing variance.	
0	(766)	0	(766)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(2,808)	0	(2,808)	100.0%	(3,318)	
21,991	23,496	23,344	152	0.6%	15	FIN	502000	Social Security	180,729	181,013	179,867	1,146	0.6%	196,652	
5,143	6,439	5,459	979	15.2%	15	FIN	503000	Medicare	42,749	46,184	42,456	3,728	8.1%	50,471	
22,759	38,861	24,441	14,420	37.1%	15	FIN	511000	Retirement	763,932	886,564	866,791	19,773	2.2%	912,471	
41,667	41,667	41,667	(0)	0.0%	15	FIN	511050	Pension Exp (Actuarial)	458,333	458,335	458,337	(2)	0.0%	500,002	Year-end audit JE.
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	0	
51,353	64,908	57,545	7,363	11.3%	15	FIN	512000	Health Insurance	610,824	660,605	647,467	13,138	2.0%	397,308	
366	482	482	(0)	-0.1%	15	FIN	513000	Disability Insurance	4,499	5,028	4,988	40	0.8%	5,510	
5,254	5,536	4,750	786	14.2%	15	FIN	514000	Dental Insurance	57,679	58,084	56,758	1,326	2.3%	63,620	
494	658	615	43	6.6%	15	FIN	514500	Vision Insurance	6,410	6,767	6,620	147	2.2%	7,425	
183	225	210	15	6.6%	15	FIN	515000	Life Insurance	2,010	2,240	2,124	116	5.2%	2,465	
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	0	
1,879	1,912	1,848	65	3.4%	15	FIN	516000	Workers Compensation Insurance	19,276	18,282	18,337	(55)	-0.3%	20,194	
0	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	9,083	15,015	10,015	5,000	33.3%	20,015	Decrease in number of claims and old claims falling off schedule.
3,295	3,024	5,810	(2,786)	-92.1%	ALL	514010	Temporary Employment	22,066	33,821	40,112	(6,291)	-18.6%	35,701	Timing variance.	
218	0	182	(182)	0.0%	13	HR	514015	Recruitment	3,433	2,378	2,623	(245)	-10.3%	3,128	Timing variance.
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	119,167	119,165	119,163	2	0.0%	129,998	Year-end audit JE.
73	300	191	109	36.5%	15	FIN	518550	TMP	3,443	5,960	4,536	1,425	23.9%	6,260	Metro provides free fare after certain dollar amount.
0	90	89	1	0.9%	15	FIN	518560	Benefit Administration	1,849	2,397	1,688	709	29.6%	2,487	Timing variance.
535,839	631,416	569,908	61,508	9.7%				Total - Staff	5,302,879	5,702,507	5,509,330	193,177	3.4%	5,868,033	
Library Materials/Electronic Resources Subscription:															
132,216	147,687	138,728	8,959	6.1%	23	COL	601999	American Continuations	1,355,495	1,446,743	1,397,548	49,195	3.4%	1,594,438	
2,162	4,922	709	4,213	85.6%	23	COL	602999	American New Orders	24,168	20,076	9,551	10,525	52.4%	25,000	Timing variance.
1,561	3,512	3,346	166	4.7%	23	COL	609199	Branch Continuations	21,562	23,603	27,553	(3,950)	-16.7%	27,111	Timing variance.
0	55	0	55	100.0%	23	COL	609299	Branch New Orders	0	245	0	245	100.0%	300	Timing variance.
1,129	3,240	3,309	(69)	-2.1%	23	COL	603999	Commonwealth Continuations	119,269	110,976	119,378	(8,401)	-7.6%	114,213	Timing variance.
0	220	0	220	100.0%	23	COL	604999	Commonwealth New Orders	31	980	1,349	(369)	-37.6%	1,200	Timing variance.
2,446	12,731	11,461	1,270	10.0%	23	COL	605999	Foreign Continuations	79,314	71,459	78,649	(7,189)	-10.1%	84,186	Timing variance.

7/16/20

(Provisional and subject to year-end audit adjustments)

May-25					May-26			FY 2024-25		FY 2025-26 YTD						
Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Amended Annual Budget	Comments		
577	188	0	188	100.0%	23	COL	606999	1,221	1,014	612	402	39.7%	1,200	Timing variance.		
8,212	13,166	11,636	1,530	11.6%	23	COL	607999	96,215	100,935	95,345	5,590	5.5%	114,105			
2,043	477	140	337	70.6%	23	COL	608999	5,716	6,522	6,717	(195)	-3.0%	7,000			
919	1,089	166	923	84.8%	23	COL	609399	9,409	6,661	6,971	(310)	-4.7%	7,747			
15	85	0	85	100.0%	23	COL	609499	1,206	2,313	2,738	(424)	-18.3%	2,400			
151,281	187,372	169,495	17,877	9.5%				1,713,606	1,791,526	1,746,408	45,118	2.5%	1,978,899			
(151,281)	(187,372)	(169,495)	(17,877)	9.5%	23	COL	690000	(1,713,606)	(1,791,526)	(1,746,408)	(45,118)	2.5%	(1,978,899)			
59,152	64,287	58,014	6,273	9.8%	23	COL	685000	609,245	606,281	566,032	40,249	6.6%	670,569	Timing variance.		
							685100							Year-end audit JE.		
							685200	0	0	0	0	0.0%		Year-end audit JE.		
							Facilities:									
3,278	4,167	358	3,808	91.4%	39	FAC	801005	69,080	68,980	55,312	13,667	19.8%	73,146	Timing variance.		
1,875	2,167	1,929	238	11.0%	39	FAC	801010	25,504	49,543	47,969	1,574	3.2%	51,710			
0	1,000	0	1,000	100.0%	39	FAC	801015	9,677	8,956	7,731	1,225	13.7%	9,956			
16,183	15,000	0	15,000	100.0%	39	FAC	801020	158,306	176,044	158,847	17,197	9.8%	191,044			
1,118	1,814	1,174	640	35.3%	39	FAC	801025	16,675	14,164	12,802	1,362	9.6%	15,976			
2,887	4,100	0	4,100	100.0%	39	FAC	801030	31,427	39,920	26,268	13,651	34.2%	50,520	Timing variance. Delay in receiving invoice.		
34,993	31,952	32,931	(979)	-3.1%	15	FIN	801035	384,921	366,821	363,357	3,464	0.9%	398,772			
12,311	11,954	11,611	343	2.9%	39	FAC	801040	131,312	119,452	118,089	1,363	1.1%	131,406			
0	0	0	0	0.0%	39	FAC	801045	0	7,000	4,306	2,694	38.5%	7,000			
21,487	20,000	17,057	2,943	14.7%	39	FAC	801050	206,066	216,708	210,744	5,964	2.8%	236,708			
0	167	0	167	100.0%	39	FAC	801060	162	833	0	833	100.0%	1,000			
247	300	682	(382)	-127.2%	39	FAC	801065	4,775	3,486	12,824	(9,338)	-267.8%	3,786	National Register of Historic Place designation celebration costs.		
0	4,000	90	3,910	97.8%	39	FAC	801100	2,924	4,000	90	3,910	97.8%	4,000			
0	750	2,744	(1,994)	-265.8%	39	FAC	801110	2,354	1,500	5,789	(4,289)	-285.9%	1,500	TV purchase.		
0	0	600	(600)	0.0%	39	FAC	801115	70	2,600	3,200	(600)	-23.1%	2,900			
334	343	568	(225)	-65.6%	39	FAC	801120	2,532	2,331	3,220	(890)	-38.2%	2,674	Increased postage rates and usage.		
282	305	571	(266)	-87.3%	39	FAC	801125	2,243	3,338	3,518	(1,600)	-5.4%	3,643			
94,997	98,017	70,314	27,703	28.3%			Subtotal	1,048,028	1,085,675	1,034,067	51,609	4.8%	1,185,741			
							Technology:									
1,456	3,733	2,623	1,110	29.7%	33	TECH	801210	21,585	36,170	34,546	1,625	4.5%	39,903			
1,229	4,381	889	3,492	79.7%	33	TECH	801212	19,546	28,431	10,972	17,459	61.4%	32,812	Timing variance.		
58	550	0	550	100.0%	33	TECH	801215	933	4,546	3,057	1,489	32.8%	5,096	Timing variance.		
710	1,862	0	1,862	100.0%	33	TECH	801220	13,945	17,166	7,858	9,308	54.2%	19,027	Purchased networking Branch location and restock several printers.		
1,715	1,708	847	861	50.4%	33	TECH	801225	11,642	12,573	17,463	(4,890)	-38.9%	14,281	Timing variance.		
5,905	6,308	6,195	113	1.8%	33	TECH	801230	63,303	66,291	66,405	(114)	-0.2%	72,600			
2,597	8,004	1,771	6,233	77.9%	33	TECH	801235	26,025	53,753	25,855	27,898	51.9%	61,757	Timing variance.		
0	117	0	117	100.0%	33	TECH	801245	405	585	2,797	(2,211)	-377.8%	702			
149	1,324	149	1,176	88.8%	33	TECH	801250	1,634	7,512	1,634	5,879	78.3%	8,837	Timing variance.		
6,851	7,567	7,684	(116)	-1.5%	33	TECH	801275	67,259	82,535	81,695	840	1.0%	90,101			
20,670	35,553	20,157	15,513	43.6%			Subtotal	226,275	309,564	252,280	56,443	18.2%	345,117			
							General:									
1,040	458	385	73	15.9%	15	FIN	801310	5,264	4,658	4,394	264	5.7%	5,116			
908	947	946	1	0.1%	35	CMS	801315	11,252	11,703	11,702	1	0.0%	12,648			
5,397	0	0	0	0.0%	35	CMS	801320	6,109	10,000	9,619	381	3.8%	10,000			
125	175	0	175	100.0%	17	EXEC	801325	1,378	1,835	1,443	392	21.4%	2,010			
1,240	1,000	643	357	35.7%	37	COM	801330	16,594	18,464	17,448	1,016	5.5%	18,464			
498	1,095	1,394	(299)	-27.3%	15	FIN	801335	15,668	10,527	7,976	2,551	24.2%	11,624	Timing variance.		
0	0	0	0	0.0%	35	CMS	801337	10,181	6,622	6,510	112	1.7%	10,000			
0	(50)	0	(50)	100.0%	37	COM	801340	211	681	131	550	80.8%	631	New order of business cards in June for new staff and promotions.		
0	0	0	0	0.0%	25	PS	801365	0	0	0	0	0.0%	0			
1,811	1,057	834	223	21.1%	33	IT	801370	13,376	14,139	14,847	(708)	-5.0%	15,194			
203	0	0	0	0.0%	15	FIN	801375	1,071	4,007	17,615	(13,608)	-339.6%	45,257	Planned class registration module not implemented.		
1,822	0	1,980	(1,980)	0.0%	25	PS	801390	22,772	10,750	19,290	(8,540)	-79.4%	10,750	Timing variance. Offset by course registration revenue.		
(510)	0	0	0	0.0%	17	EXEC	801395	4,155	600	4,239	(3,639)	-606.6%	600			
12,533	4,682	6,182	(1,500)	-32.0%			Subtotal	108,031	93,986	115,214	(21,228)	-22.6%	142,294			
							Professional Development:									
1,172	2,500	2,211	289	11.5%	ALL	803105	Travel	7,953	6,813	7,468	(656)	-9.6%	6,813			
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			
119	5,298	3,985	1,313	24.8%	ALL	803115	Membership dues	9,858	12,083	10,558	1,525	12.6%	12,083	Timing variance.		

Los Angeles County Law Library
Income Statement for the Period Ending May 31, 2026
(Provisional and subject to year-end audit adjustments)

May-25 Actual	May-26									FY 2024-25 YTD Actual	FY 2025-26 YTD				Amended Annual Budget	Comments
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)							Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
0	1,275	725	550	43.1%	ALL	803120	Registration fees		13,909	8,498	8,440	58	0.7%		8,498	
0	0	0	0	0.0%	ALL	803125	Educational materials		1,429	0	1,080	(1,080)	0.0%		0	
1,291	9,073	6,921	2,152	23.7%			Subtotal		33,150	27,394	27,546	(152)	-0.6%		27,394	
							Communications & Marketing:									
2	50	2	48	96.0%	37	COM	803205	Services	22	262	22	240	91.6%		432	
0	417	0	417	100.0%	37	COM	803210	Collateral materials	1,859	7,453	1,815	5,638	75.6%		7,870	Timing variance.
500	50	0	50	100.0%	37	COM	803215	Advertising	1,600	21,450	2,000	19,450	90.7%		21,500	Timing variance.
75	0	0	0	0.0%	37	COM	803220	Trade shows & Outreach	75	711	461	250	35.1%		961	
577	517	2	515	99.6%			Subtotal		3,555	29,876	4,298	25,578	85.6%		30,763	
							Travel & Entertainment									
0	0	0	0	0.0%	ALL	803305	Travel		0	0	0	0	0.0%		0	
0	0	0	0	0.0%	ALL	803310	Meals		0	0	0	0	0.0%		0	
0	0	0	0	0.0%	ALL	803315	Entertainment		0	0	0	0	0.0%		0	
21	130	33	97	74.5%	ALL	803320	Ground transportation & mileage reimb.		168	1,134	1,107	27	2.3%		1,264	
0	0	0	0	0.0%	ALL	803325	Incidental travel expenses		0	0	0	0	0.0%		0	
21	130	33	97	74.5%			Subtotal		168	1,134	1,107	27	2.3%		1,264	
							Professional Services									
42	0	15	(15)	0.0%	15	FIN	804005	Accounting	34,653	36,580	41,535	(4,955)	-13.5%		36,580	Audit costs incurred additional costs related to GASB101 implementation.
0	17,238	0	17,238	100.0%	17	EXEC	804008	Consulting Services	45,345	71,015	11,250	59,765	84.2%		81,250	
0	0	5,175	(5,175)	0.0%	17	EXEC	804010	Legal	23,723	23,092	61,595	(38,503)	-166.7%		23,092	Includes unexpected/undbudgeted legal fees.
378	0	1,404	(1,404)	0.0%	15	FIN	804015	Other	17,168	24,443	26,492	(2,049)	-8.4%		24,443	
419	17,238	6,593	10,645	61.8%			Subtotal		120,888	155,129	140,872	14,257	9.2%		165,364	
							Depreciation:									
158,113	157,636	156,145	1,492	0.9%	15	FIN	806105	Depreciation - Library Materials	1,760,075	1,716,950	1,734,512	(17,562)	-1.0%		1,874,370	
31,978	34,136	32,219	1,918	5.6%	15	FIN	806110	Depreciation Exp - Cap Ex	320,066	339,170	334,294	4,876	1.4%		373,236	
190,091	191,773	188,363	3,409	1.8%			Subtotal		2,080,141	2,056,120	2,068,806	(12,686)	-0.6%		2,247,607	
915,590	1,052,687	926,488	126,198	12.0%			Total Expense		9,532,361	10,067,666	9,719,553	348,113	3.5%		10,684,146	
41,947	(42,585)	218,421	261,006	-612.9%			Net Income Before Extraordinary Items		325,276	(117,102)	1,020,052	1,137,154	971.1%		186,467	

Los Angeles County Law Library
Income Statement for the Period Ending May 31, 2026
(Provisional and subject to year-end audit adjustments)

May-25					May-26					FY 2024-25					FY 2025-26 YTD							Comments
Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)						YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Amended Annual Budget							
7,776	10,000	13,175	3,175	31.7%	15	FIN	321000	Investment Gain (Loss) ¹		311,355	196,856	218,983	22,126	11.2%	206,856	Reflects gains/loss if sold at time of report (before maturity)						
0	0	0	0	0.0%	17	EXEC	401000	Extraordinary Income		0	231,641	231,641	0	0.0%	231,641							
0	0	0	0	0.0%	17	EXEC	901000	Extraordinary Expense		0	0	0	0	0.0%	0							
49,723	(85,976)	231,596	317,572	-369.4%				Net Income Including Extraordinary Items		636,631	131,786	1,470,676	1,338,890	1016.0%	624,964							
Capital Expenditures:																						
0	0	0	0	0.0%	39	FAC	161100	Furniture / Appliances (>3k)		8,163	0	0	0	0.0%	0							
0	0	0	0		39	FAC	161200	Equipment		66,515	0	16,463	(16,463)	0.0%	21,258	Prior year CapEx purchases.						
120,203	0	0	0	0.0%	33	TECH	161300	Electronics / Computer Hardware (>3k)		124,258	6,699	232,569	(225,870)	-3371.6%	6,699	Prior year CapEx purchases.						
23,400	0	0	0	0.0%	39	FAC	164500	Exterior Building Repairs/ Improvements (>3k)		46,069	42,906	63,853	(20,947)	-48.8%	792,906	Hill street parking garage roll-up door.						
0	0	0	0	0.0%	39	FAC	164000	Interior Improvements / Alterations (>3k)		57,985	9,240	9,240	0	0.0%	0							
0	0	0	0	0.0%	33	TECH	168000	Computer Software		51,196	28,360	0	28,360	100.0%	28,360							
143,603	0	0	0	0.0%				Total - Capitalized Expenditures		354,186	558,845	322,125	(234,920)	-42.0%	849,223							
CalPERS CERBT Trust Fund:																						
Beginning Balance										2,725,469					CalPERS CERBT program cost.							
Administrative Expense										-67.47					Investment management cost.							
Investment Expense										-107.45					Fluctuating market conditions.							
Unrealized Gain/Loss Distribution										47,180.86					Distribution from Fund.							
Ending Balance										2,772,474												

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

Los Angeles County Law Library

Statement of Cash Flows

As of May 31, 2026

(Provisional and subject to year-end audit adjustments)

	5/31/2026	YTD
Cash flows from operating activities		
L.A. Superior court fees	1,067,017	9,844,860
Parking fees	-	-
Library services	29,997	355,448
Extraordinary income	-	231,641
(Increase) decrease in accounts receivable	3,268	(12,462)
(Increase) decrease in other receivable	(178,142)	(252,892)
Increase (decrease) in borrowers' deposit	(3,492)	5,360
Cash received from filing fees and services	918,647	10,171,954
Facilities	(70,314)	(1,034,067)
Technology	(20,157)	(252,280)
General	(6,182)	(115,214)
Professional development	(6,921)	(27,546)
Communications & marketing	(2)	(4,298)
Travel & entertainment	(33)	(1,107)
Professional services	(6,593)	(140,872)
Electronic Resource Subscriptions (ERS)	(58,014)	(566,032)
(Increase) decrease in prepaid expenses	55,465	21,651
Increase (decrease) in accounts payable	(115,555)	(214,867)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(228,307)	(2,334,634)
Staff (payroll + benefits)	(569,908)	(5,509,330)
Increase (decrease) in payroll liabilities	13,447	13,187
Increase (decrease) in accrued sick and vacation liability	(578)	(7,113)
Increase (decrease) in OPEB liability	10,833	119,163
Increase (decrease) in net pension liability	41,667	458,337
Cash payments to employees for services	(504,539)	(4,925,756)
Contributions received	-	-
Net cash from operating activities	185,801	2,911,564
Cash flow from capital and related financing activities		
Library materials	(169,495)	(1,746,408)
Capital assets	-	(334,143)
Capital - Work in Progress (WIP)	(13,994)	(210,319)
Cash flows from investing activities		
Investment	-	-
Investment earnings	47,896	539,298
Net cash increase (decrease) in cash and cash equivalents	50,209	1,159,992
Cash and cash equivalents, at beginning of period	18,762,245	17,652,462
Cash and cash equivalents, at end of period	18,812,454	18,812,454
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	170,525	712,395
Adjustments for noncash effects:		
Depreciation	188,363	2,068,806
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	3,268	(12,462)
(Increase) decrease in other receivable	(178,142)	(252,892)
(Increase) decrease in prepaid expenses	55,465	21,651
Increase (decrease) in accounts payable	(115,555)	(214,867)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	13,447	13,187
Increase (decrease) in accrued sick and vacation liability	(578)	(7,113)
Increase (decrease) in borrowers' deposit	(3,492)	5,360
Increase (decrease) in OPEB liability	10,833	119,163
Increase (decrease) in net pension liability	41,667	458,337
Net cash from operating activities	185,801	2,911,564

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25,317.38

LOS ANGELES COUNTY LAW LIBRARY
June 1, 2026 - June 30, 2026 (CHECKS)
Account No.: 102001

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 2	AMAZON WEB SERVICES	OSP	929.70	V010594
	GURU PRINTERS	STATIONERY/BUSIN	111.18	V010595
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	72.25	V010596
	SYNCB AMAZON	SUPPLIES-OFFICE	43.07	V010616
June 3	CONSTANT CONTACT	OSP	364.00	V010597
June 5	BRCK INC	TELECOM	889.54	V010598
	DROPBOX	OSP	54.00	V010617
June 8	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	6,200.88	V010599
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,480.00	V010600
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	2,740.31	V010601
	GOBI LIBRARY SOLUTIONS	BOOKS	2,493.99	V010602
	SYNCB AMAZON	BOOKS	32.80	V010603
June 9	MICROSOFT CORPORATION	OSP	29.00	V010618
	SCALL	MEMBERSHIP DUES	410.00	V010619
June 10	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	55.53	V010620
	STAMPS.COM	DELIVERY & POSTAG	30.99	V010621
June 12	CANVA.COM	SERVICES	120.00	V010622
	KAPCO	SUPPLIES-LIBRARY	2,236.30	V010644
June 15	LEXISNEXIS MATTHEW BENDER	BOOKS	1,485.62	V010604
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,684.06	V010605
	NEW JERSEY LAW JOURNAL	BOOKS	389.61	V010606
	PRACTISING LAW INSTITUTE	BOOKS	1,109.53	V010607
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,608.55	V010608
	THOMSON REUTERS	BOOKS	96,063.78	V010609
	GOBI LIBRARY SOLUTIONS	BOOKS	1,050.74	V010610
June 16	CORODATA SHREDDING, INC ** VOIDED *****	BLDG SVCS	0.00	V010623
	DAILY JOURNAL CORPORATION	ACCOUNTING	27.26	V010624
	ISOLVED BENEFIT SERVICES	HR BENEFIT/ADMIN	89.18	V010625
	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	13,648.69	V010626
	NASA SERVICES	BLDG SVCS	691.85	V010627
	ORKIN	BLDG SVCS	156.38	V010628
	PPLSI	CAFE PLAN-INS	396.32	V010629
	PURE PROCESS FILTRATION INC.	BLDG SVCS	1,005.75	V010630
	SECURITAS SECURITY	SECURITY	12,595.36	V010631
	UPS	DELIVERY & POSTAG	15.03	V010632
	SYNCB AMAZON	REPAIR/MAINT	135.88	V010645

166,512.42

LOS ANGELES COUNTY LAW LIBRARY
June 1, 2026 - June 30, 2026 (CHECKS)
Account No.: 102001

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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 17	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	65.29	V010646
	SYNCB AMAZON	COMPUTER SUPPLIE	348.84	V010647
	BIBLIOTHECA, LLC	SUPPLIES-LIBRARY	956.14	V010648
June 19	ZOOM VIDEO COMMUNICATIONS INC	OSP	223.12	V010649
June 20	DUO SECURITY LLC	OSP	150.00	V010650
June 22	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	4,071.89	V010633
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	178.50	V010634
	UNITED NATIONS PUBLICATIONS	BOOKS	266.73	V010635
	STATE BAR OF WISCONSIN	BOOKS	298.50	V010636
	GOOGLE	SERVICES	1.99	V010651
	MICROSOFT CORPORATION	OSP	340.00	V010652
	SLOAN'S DRY CLEANERS & LAUNDRY	FRIENDS	840.00	V010653
	STAMPS.COM	DELIVERY & POSTAG	300.00	V010654
June 24	DOORDASH	BOARD EXPENSE	169.62	V010655
June 26	AMERICAN LAW INSTITUTE	BOOKS	330.00	V010637
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,539.80	V010638
	JAMES PUBLISHING INC	BOOKS	170.11	V010639
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	327.00	V010640
	PRACTISING LAW INSTITUTE	BOOKS	616.17	V010641
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,537.06	V010642
	GOBI LIBRARY SOLUTIONS	BOOKS	388.80	V010643
	PPLSI	CAFE PLAN-INS	264.21	V010656
	SECURITAS SECURITY	SECURITY	4,461.84	V010657

186,292.74

LOS ANGELES COUNTY LAW LIBRARY
June 1, 2026 - June 30, 2026 (CHECKS)
Account No.: 108000

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 5	PETER PAUL BROWN	REFUND	140.00	034063
	SEBO MORADIAN	REFUND	124.00	034064
	MICHAEL PETERS OLEL OKAYO	REFUND	140.00	034065
	MINTZ	REFUND	140.00	034066
	SIHENG DU	REFUND	140.00	034067
	HAIFENG ZHENG	REFUND	140.00	034068
	AT&T	TELECOM	686.04	034069
	LANGUAGE PEOPLE INC	OTHER	216.00	034070
June 8	INGRAM LIBRARY SERVICES	BOOKS	28.74	034071
	LIBROS DE HONDURAS	BOOKS	1,700.00	034072
June 12	JEREMIAH ROBERTSON MARSHALL	REFUND	140.00	034073
	ANDREA D MURRAY	REFUND	140.00	034074
June 15	GAUNT	BOOKS	916.02	034075
	LEXISNEXIS CANADA INC	BOOKS	1,059.84	034076
	WILLIAM S HEIN & CO	BOOKS	388.00	034077
June 16	AUDRA ZAKIYYAH KARIM	REFUND	132.00	034078
	WALTER SOLIS GALLEGOS	REFUND	189.15	034079
	ABD OFFICE SOLUTIONS	SUPPLIES-OFFICE	1,181.86	034080
	ADP SCREENING & SELECTION SVCS	RECRUITMENT	37.00	034081
	AFLAC REMITTANCE	CAFE PLAN-INSURA	462.52	034082
	METROLINK	TMP	450.00	034083
	O PAINTING	CAPITAL WIP	4,980.00	034084
	RJ ELECTRIC	CAPITAL WIP	9,559.00	034085
	CHARTER COMMUNICATIONS	TELECOM	194.29	034086
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	034087
June 18	CALIFORNIA DEPARTMENT OF TAX	USE TAX	2,309.00	034088
June 22	PATRICK IAN BEACH	REFUND	140.00	034089
	JAMES PATRICK CHANG	REFUND	140.00	034090
	JOHN K CICCARELLI	REFUND	140.00	034091
	SEA HYUNG OH	REFUND	140.00	034092
	WILLIAM E REHLING	REFUND	140.00	034093
	OTTO HARRASSOWITZ	BOOKS	7,115.87	034094
	INGRAM LIBRARY SERVICES	BOOKS	191.98	034095
	CORODATA SHREDDING, INC	BLDG SVCS	74.87	034096
June 26	CASALINI LIBRI	BOOKS	583.25	034097
	GUARDIAN	PREPAID EXP	8,112.75	034098
	RICHARDS, WATSON & GERSHON	LEGAL	5,174.76	034099

47,841.94

Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 30	CLINTON GLEN CRISHER	REFUND	140.00	034100
	JANNENE MARIE DAVID	REFUND	140.00	034101
	PATRICK DOUGLAS JOHNSON	REFUND	140.00	034102
	VICKY YANER LI	REFUND	140.00	034103
	JENY ELIZABETH NAHUE	REFUND	128.00	034104

Date Printed 07/16/26

LA Law Library
Fiscal Year Quarterly Statistics

			FY19 4th Quarter	FY20 4th Quarter	FY21 4th Quarter	FY22 4th Quarter	FY23 4th Quarter	FY24 4th Quarter	FY25 4th Quarter	FY26 4th Quarter	FY26 4th Quarter Notes
Reference and Research											
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>										
	Desk Inquiries		5,745	0	191	4,543	7,871	8,582	10,268	11,862	"= main + branch"
	Walk-Ins Sent From Court								1,233	2,867	^
	Print Requests - General								3,563	2,712	^
	Print Requests - Stacks and Archive								314	574	^
	Phone		1,474	1,504	3,395	2,946	6,041	6,927	4,966	6,547	^
	Email/ Live Chat		469	1,603	2,135	1,050	1,918	1,735	1,004	1,190	
	By Mail		57	73	67	35	36	61	90	162	
	Global Law Inquires		25	0	0	36	20	37	19	40	
	e-Branch Chat		43	0	0	0	0	0	0	0	
	e-Branch Email		0	0	0	0	0	0	0	0	
	Totals	Total	7,919	3,180	5,788	8,610	15,886	17,342	16,347	23,087	
Circulation Services											
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking books in and out.</i>										
	Desk Inquiries		5,566	0	395	3,388	3,846	2,735	4,267	7,520	
	Phone Inquiries		2,247	405	1,901	934	1,234	1,319	1,266	2,152	
	Totals	Total	7,813	405	2,296	4,322	5,080	4,054	5,533	9,672	
	Books Circulated		1,865	78	617	970	2,046	2,361	3,553	3,419	
	ebooks									1,211	
	Print									899	Renewal of print: 1,309
	Books Used Onsite								4,794	9,711	
	Library Card Sign-ups		478	0	20	254	468	408	446	530	
	Members Program - Active Members		323	260	216	234	242	228	215	192	
	Public Terminal Logins		6,665	0	148	2,089	4,737	3,873	3,339	3,944	
Document Delivery / E-Delivery/Copies											
	<i>Document Delivery responds to requests for materials from the LA Law Library collection. Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-printer.</i>										
	Phone Inquiries		569	150	295	554	680	481	598	403	
	In-Person		2,508	0	65	737	565	204	258	262	
	Email (Includes Members Program)		336	907	1,218	692	731	603	1,763	575	
	Totals	Total	3,476	1,057	1,578	1,983	1,976	1,288	2,619	1240	
	Pages Delivered		12,096	6,648	9,660	10,527	9,305	6,327	5,019	7,798	
	Copies Made (Main Library)		76,600	0	6,703	58,713	56,496	79,391	104,045	117,156	

LA Law Library
Fiscal Year Quarterly Statistics

			FY19 4th Quarter	FY20 4th Quarter	FY21 4th Quarter	FY22 4th Quarter	FY23 4th Quarter	FY24 4th Quarter	FY25 4th Quarter	FY26 4th Quarter	FY26 4th Quarter Notes
Collection Management Services											
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>										
	New Titles Added		430	113	145	204	183	192	123	193	
	Print Volumes Added		1,811	832	1,693	1,588	1,100	1,177	1320	1120	
	New Serials		27	5	6	6	6	29	37	12	
	Non-Print Media Added		109	8	112	1,189	162	8	0	418	
	Records Cataloged/Updated		373	1,644	776	275	267	282	735	1991	
	Print & Non-Print Withdrawn		955	175	350	378	215	296	240	187	
Brief Scanning Project											
	Briefs Logged (Google)		16,800	0	0	0	0	0	0	0	
Website Statistics											
	Visitors		29,734	21,720	33,494	27,444	35,752	53,013	44,757	35,265	
	Visits (previously counted as "Pages Viewed")		84,545	61,626	70,939	78,104	104,287	144,682	108,851	122,292	
	Average Daily Visits		334	238	318	258	327	387	313	322	
	Average Duration		4:40	3:08	2:34	0	3:02	2:47	1:58	1m 17s	
	Visitors: US		97.88%	95.63%	83.21%	95	95.73%	92.33%	95.64%	92.71%	
	Visitors: International / Unspecified		2.12%	4.37%	16.79%	5	4.27%	7.67%	4.36%	7.29%	
Training and Events (Includes Online,Prerecorded/Live via ZOOM)											
	Public Classes Held Online										
	Internal speaker		0	33	20	38	43	50	33	42	
	Guest speaker		0	50	101	104	121	131	97	124	
	MCLE Classes Held Online		0						27		
	Internal speaker		0	0	0	0	3	3	0	4	
	Guest speaker		0	0	20	31	39	49	27	46	
	Clinics/ Workshops Held Online		0	3	1	1	5	3	3	3	
	Public Classes Held at Main & Branches										
	Internal speaker		43	0	0	2	6	10	6	11	
	Guest speaker		37	0	0	5	10	2	0	4	
	MCLE Classes Held										
	Internal speaker		0	0	0	0	0	0	0	0	
	Guest speaker		8	0	0	0	0	0	0	0	
	Clinics/ Workshops Held		50	0	0	3	3	18	20	5	
	Totals	Total	138	86	142	184	230	266	186	239	
	Class Attendance in Person Total (Estimated)		2,423	0	0	257	478	458	374	481	
	Live Class Attendance: Online/Remote		N/A		777	529	828	1,061	237	482	
	Live Class Registration: Online/Remote			1,202	1519	1,058	1,343	2,081	523	696	
	Number of plays of prerecorded Classes			1,327	NA	1,031		1600	1,979	1344	
	Class Attendance Branches (Estimated)			0	0	0	0	0	0	0	
Visits to Main Branch											
	Number of Patron Visits (front door)		25,632	0	0	14,047	17,037	17,654	12,517	12,750	

MEMORANDUM

DATE: July 22, 2026

TO: Board of Law Library Trustees

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

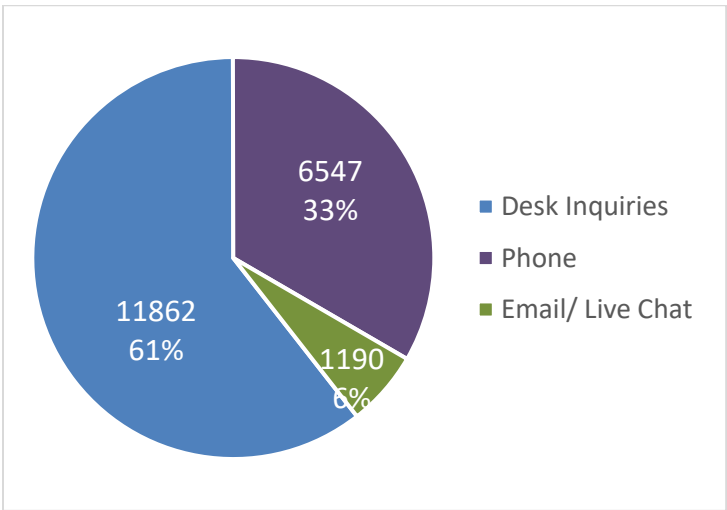
RE: Review and Approval of Reference Statistics Update and Visual Aids to Quarterly Statistical Reporting

SUMMARY AND BACKGROUND

The Library collects and reports quarterly statistics to help quantify our services and provide data in support of service design and other decision-making. The following charts provide a visual representation of some of these statistics and may help put the numbers into context, identify trends, and aid in analysis.

All charts and graphs draw from full quarterly statistics for fourth quarter of fiscal year 2026, attached hereto.

Reference Questions by Type, FY26 Q4:

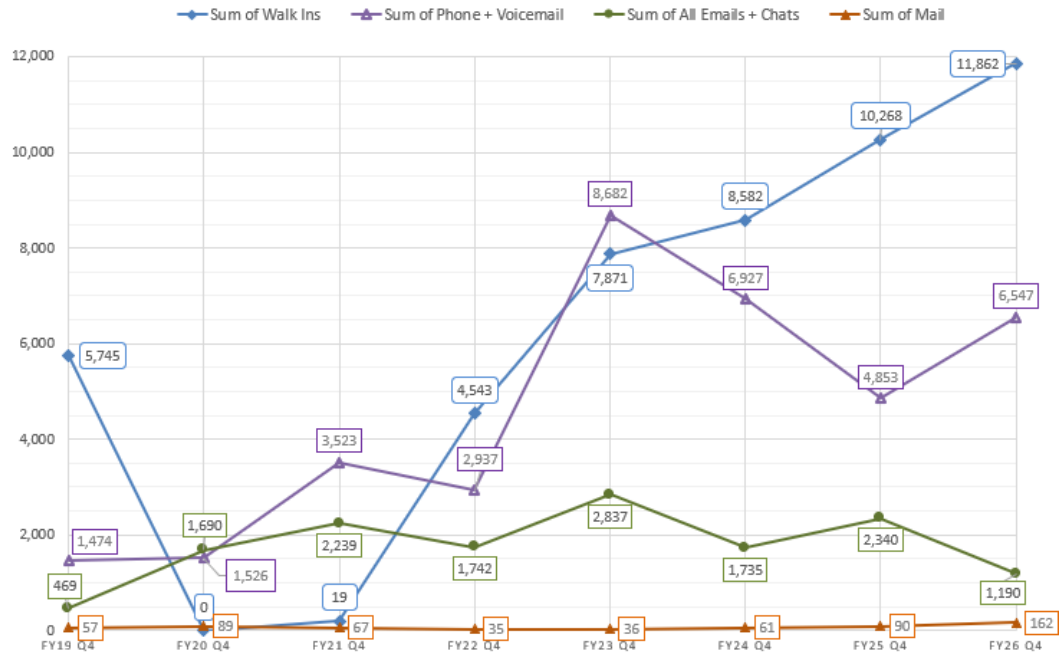


We continue to answer a majority of questions in-person, with significant numbers of phone, email and live chat questions.



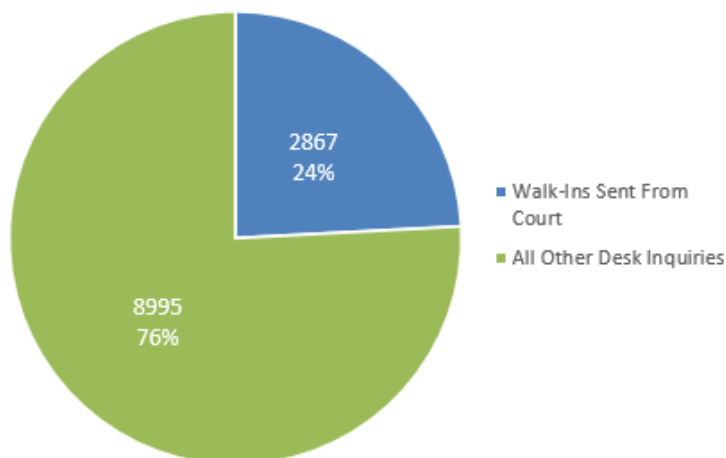
As shown below, the total number of reference questions answered in-person has continued on a sharp upward trend since the pandemic:

Total Reference Inquiries by Type, FY19 Q4 – FY26 Q4:



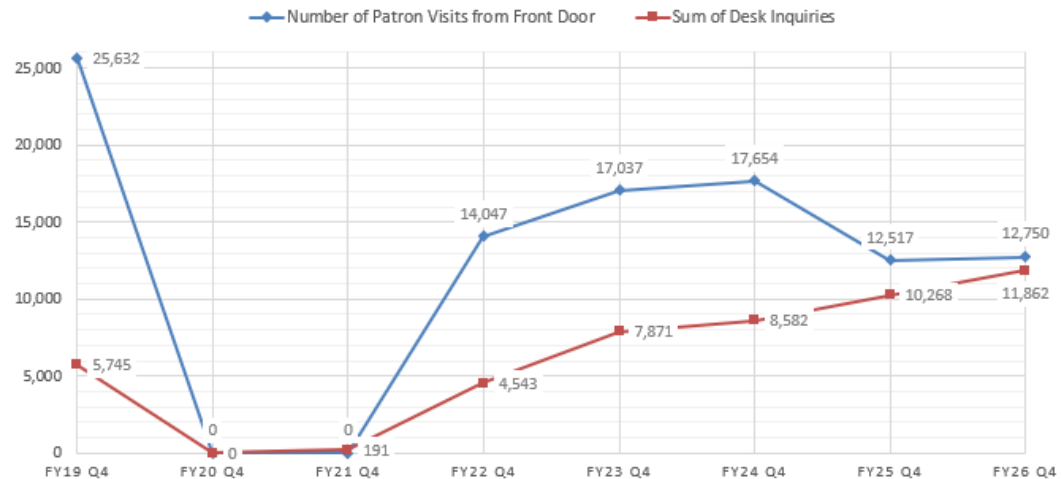
Phone inquiries have also increased significantly since the last pre-pandemic fourth quarter in FY19, while email/chat inquiries have remained fairly constant. Mail reference, provided primarily to institutionalized patrons like state prisoners, has seen a significant recent uptick (90 in FY25 Q4 to 162 in FY26 Q4).

Walk-ins Sent from Court, FY26 Q4:



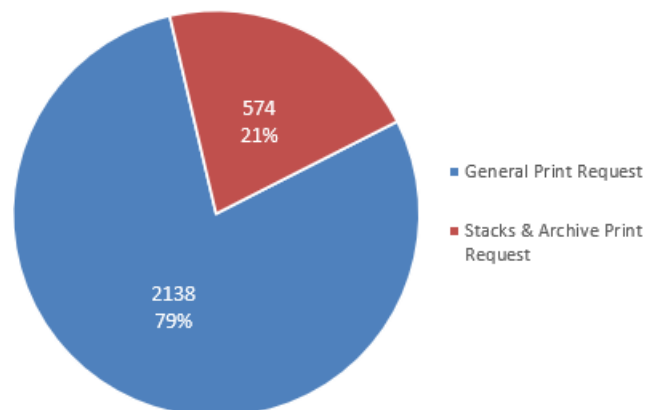
Close to one in four in-person questions at the Reference desk come from patrons who self-identify as having been referred to the Library from court staff at the Clerk’s Office, a Self-Help Center, or other court office. Staff began gathering this statistic last year after noticing an uptick in this type of patron. Our Main building’s convenient location adjacent to the courthouse allows us to effectively serve this large and growing patron group.

Number of Questions vs. Number of Patrons, FY19 Q4 – FY26 Q4:



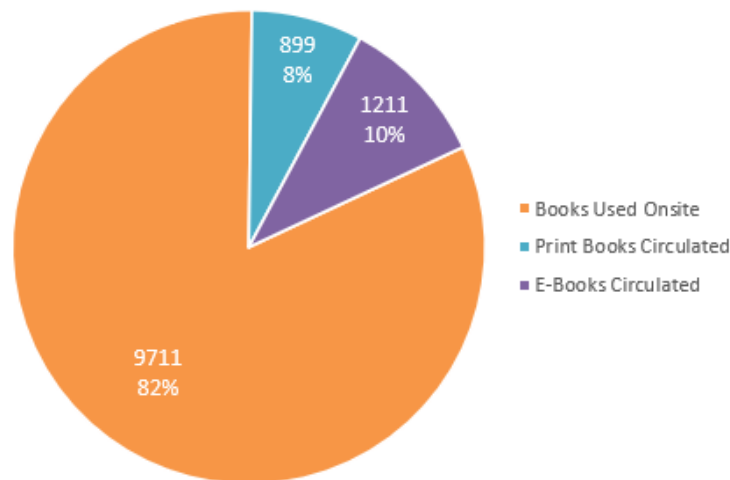
In-person visits to the Main building have stayed somewhat flat since partially recovering after the pandemic, even as in-person desk inquiries trended up. In this most recent quarter, almost one reference question was fielded for every one patron who entered the building – a far higher proportion than previous years. This suggests a more intensive level of assistance provided to in-person patrons, and a higher degree of need among on-site patrons than in the recent past.

Requests for Use of Print Material, FY26 Q4:



Our renowned print collection continues to see significant use by patrons, including one in five requests for material available *only* in print at the Library (“stacks and archive”). This includes out-of-print books like the invaluable self-help guide *Win Your Lawsuit*, and old editions of codes and treatises archived in our stacks – material for which we are one of the only available public sources. (“General print request” total adjusted in graph above to avoid double-counting.)

Library Material Usage by Category, FY26 Q4:



In this most recent quarter, the print collection saw close to 10,000 instances of onsite book use, as measured by shelving statistics. E-book borrowing through our Lexis Digital platform continues to gain popularity, and recently surpassed the number of physical books borrowed.

CONCLUSION AND RECOMMENDATION

Overall, statistical trends show the Library serves an increasing demand for our services from self-represented litigants, especially in-person assistance. Numbers also show continued usage and demand for print materials, including archived material hard to find elsewhere. E-book usage, meanwhile, is gaining in popularity among our patrons.

Staff can make these and other visual aids a regular component of quarterly reporting to assist the Board in monitoring statistical trends over time.



MEMORANDUM

DATE: July 22, 2026

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Review and Approval of Parking Management Company for Hill Street Parking Structure

BACKGROUND INFORMATION- CONSTRUCTION TO DATE

LA Law Library has a free-standing parking structure located on its property at the corner of 1st Street and Hill Street. The parking structure was managed by and licensed to a third party, generating supplemental revenue by collecting a base license fee and a percentage of the parking revenue. In 2022 the structure fell into disrepair and has remained closed due to safety concerns.

The unique location of the parking structure is a valuable asset that can generate a reliable stream of passive revenue to support the Library's mission to provide free legal resources and programming to the community. In the past two years, staff have made a concerted effort to develop a plan to repair the structure and add EV Charging Stations so that it can once again prove to be a viable financial asset.

In September 2024, LADWP granted LA Law Library's application to participate in its Electrical Vehicle Charging Station Program, awarding a rebate for the total cost of all materials and labor to install Tesla Level 2 Universal Wall Connectors Magic Dock stations in the parking structure. However, with so many applications, the library was placed on a waiting list for actual installation.

The Grant Program benefits include the following:

1. *Charging for all EVs – no adapters needed by drivers*
1. *Being listed on [Tesla's map](#) and in-vehicle display to bring new customer traffic*
1. *New revenue stream from paid charging sessions for EV drivers*
1. *The ability to set the price of charging—drivers will pay for charging via the Tesla app, and 100% of revenue will be sent back to the Library quarterly*
1. *Tesla's sole fee is 1 cent per kwh (lowest fee in the industry)*
1. *Access to Tesla for Business dashboard with session data, monthly usage statements, and pricing controls*
1. *Installation by a Tesla's Certified Installer*

Repairs to the parking structure are currently underway. The LADBS (Los Angeles Department of Building and Safety) has recently approved necessary permits for the final stages, and the structure is expected to be ready for public use in late August or early September 2026. In addition, LADWP advised LA Law Library's turn on the waiting list has arrived. They awarded approximately 40 EV Charging Stations to the project. The Tesla Certified Installer is Van Zwieten Electric, an approved electrical company with experience in navigating the LADWP rebate program for turnkey installation. Van Zwieten Electric is prepared to immediately begin installation of all charging stations upon completion of the repairs.



SELECTION OF PARKING MANAGEMENT COMPANY

With the completion of repairs and EV stations installation expected in the coming months, staff have begun the search for an appropriate parking management company to manage daily operations of the parking structure. Advances in the use of technology in the parking industry present three different options to consider which are briefly described below.

While online reviews cannot be verified and their value depends on many contextual factors, both subjective and objective, staff include them here only to provide general insight of possible benefits and concerns of each company.

A. RESOLVE PARKING SOLUTIONS:

Resolve Parking is an AI powered parking management platform. This option would require staff to be solely responsible for management of the parking structure daily operations.

The platform uses AI to automate reservations, payments, and enforcement. It is designed to give property owners full control over pricing and parking operations. The automated mobile parking solution uses a state-of-the-art contactless payment system that is designed to reduce labor costs and enables 24 hour/7 days a week operation.

The core technology includes a scan to pay gateless parking garage without a physical kiosk. Drivers scan a QR code from signage to park. An AI powered kiosk guides users through prompts concerning their parking experience, and the system instantly identifies vehicles via license plate recognition (LPR). This enables automatic parking from start to exiting the lot. Use of the system allows the staff to see live occupancy, payment history, and compliance data from a central dashboard.

As the operator of the system, designated library staff would be able to configure flat rates, hourly pricing, grace periods, event-based pricing and time of the day variations with the power to adjust these factors remotely. Staff would also be able to offer partial/full parking validations digitally, employ contactless payment, send tickets to customers' phones, manage validations, and enforce violations.

Use of this option would require a designated staff person to "manage" the platform. Staff would need training to fully leverage the system's features and to avoid underutilizing its capabilities. While no hardware is required beyond signage, the effectiveness relies on clear signage, a reliable network connectivity, and most importantly, dedicated staff time to operate the system. To maintain customer satisfaction and steady revenue, it is anticipated this system requires careful staff training, permissions management, and integrated planning. Staff readiness and proper implementation will likely dictate the success of this option.

Resolve Online Reviews:

Reviews from customers are positive, with service frequently described as excellent. Many express appreciations for the thoroughness and strategic guidance provided, smooth and easy user experience. Some noted dissatisfaction, stating the service did not justify the cost, particularly for basic packages. Others felt that the company's legal assistance was not proactive, leading them to handle most negotiations themselves with slow communications.



Resolve Pricing:

Resolve does not publish its fixed price per site. However, the company asserts that the platform is designed to be installed quickly with minimal physical infrastructure. Signage installation and sometimes a basic kiosk hardware are all that is needed, making the structure a gateless parking (scan to pay) system that can be installed faster and less expensive than traditional parking systems that require ramps, gates and extensive hardware. The more spaces available will require more signage, kiosks and integration points. The system uses basic QR code signage that is said to be less expensive than full kiosk set ups that use License Plate Recognition (LPR) and AI validation.

For example, the estimated cost for signage only is approximately \$500 to \$2000 per site. A full kiosk set up that uses LPR and AI validation is estimated to cost approximately \$5000 to \$15,000, depending on kiosk quality, LPR accuracy and integration complexity. Costs would also include connecting to payment gateways, and enforcement tools add to set up and engineering costs. Installation may also require city approvals and labor rates.

B. ABM PARKING:

ABM Parking Services is a large publicly traded and well-established garage operator. This company's system would manage the daily operations of the parking structure by offering on-site staffing, remote oversight, QR code payment technology, and LPR enforcement.

ABM proposes to provide staffing at the parking structure Monday through Friday from 7 am to 7 pm. Attendants will actively monitor both parking levels with the primary responsibilities as follows: directing customers to spaces; assisting with QR code payments; monitoring parking activity and lot conditions; reporting operational issues or incidents; providing customer service and maintaining a visible presence on site.

Remote management would involve assigning a dedicated remote manager for approximately 1.5 hours per day to oversee operations. This would involve the following: reviewing parking activity and reports; monitoring LPR and payment performance; address any escalated operational concerns; coordinate enforcement and operational adjustments; and provide administrative support.

After normal business hours, the operations would transition to a fully automated enforcement and monitoring system. This would employ QR code payment technology and LPR cameras. The LPR cameras will serve the purpose of monitoring parking activity to confirm payment compliance, track vehicles on site, match license plates against completed payments, identify unauthorized or unpaid vehicles for enforcement, and support revenue accountability.

ABM describes benefits to using its system because it offers reduced labor costs through hybrid staffing. Using technology driven solutions, it promises efficient parking enforcement, contactless QR payment options, LPR verification, consistent monitoring of both parking levels during peak daytime hours, and scalable operations that support future automation enhancements.

ABM would also create a customized webpage for the Library detailing online reservation options, locations with maps and photos, deals and coupon codes, special VIP offers, and options to purchase validations. They also would offer search engine optimization, email campaigns, signage, and marketing campaigns to drive online customers. Finally, they would provide analytical data to identify and retain high-value customers.



ABM Online Reviews:

Generally, many users indicate ABM parking solutions are convenient and easy to use as consumers. However, there have also been reports online consisting of the following complaints: incidents of potential overcharging disputes; unresolved parking or enforcement disputes; misconduct of on-site attendants; inaccurate issuance of parking fines through the AI automated LPR; unclear signage; mistaken billing due to controversial use of surveillance technology.

ABM Pricing Proposal:

ABM proposes a base management fee of \$1000 per calendar month. In addition, ABM would be paid an incentive management fee (options) that would be 10% of monthly gross revenue more than \$23,500 per month. Components of this fee would consist of the following: overhead profit; off-site supervision; consulting; human resources; claims processing; budgeting/statement preparation.

On the 20th of each month, ABM would provide the Library with a detailed statement of income and expenses along with vouchers to support approved expenditures for the prior period. The Library will reimburse ABM for operational expenses including labor, insurance, payroll burden, tickets, equipment, maintenance, supplies, equipment repair, business tax and licenses, and other expenses deemed necessary for operation.

C. AIRGARAGE INTEGRATED PARKING MANAGEMENT SYSTEM:

A third option to consider is AirGarage, an integrated parking management company founded in 2018 that offers a combination of services described in the Resolve and ABM options above. The system replaces traditional gate arms and pay kiosks with branded signage and integrates the property with its technology platform. Property owners receive regular payments without managing day to day operations.

AirGarage is a full- service parking management firm based in San Francisco and offers advanced technology solutions as well as on the ground operations. The company asserts that its system and services allow lot owners to gain 23% more revenue than they would with other parking management operators. AirGarage has a growing presence in Los Angeles County as follows:

Elm Street Parking	401 E 1st St, Long Beach, CA
Mateo Street Parking	826 Mateo St, Los Angeles, CA
Miracle Mile Parking	5550 Wilshire Blvd, Los Angeles, CA
Weyburn Ave Parking	10965 Weyburn Ave, Los Angeles, CA
Malibu Beach Parking Lot	22967 Pacific Coast Hwy, Malibu, CA
South Park Parking	926 James M Wood Blvd, Los Angeles, CA
Marina Park	4551 Glencoe Ave, Marina Del Rey, CA
Legado Pacific Building	200 Culver Blvd, Los Angeles, CA
Broxton Avenue Parking	900 Broxton Ave, Los Angeles, CA
Wilcox Parking	1632 Wilcox Ave, Los Angeles, CA
East Village Parking	119 Long Beach Blvd, Long Beach, CA
Malibu Vista Garage	22761 Pacific Coast Hwy, Malibu, CA
Pacific Coast Parking	22601 Pacific Coast Hwy, Malibu, CA



Nationwide, AirGarage manages parking for major real estate firms like Hines and Greystar. They also manage office campus parking for the following: Meta; Jefferson Apartment Group (Boston, MA); Swift Printing Company (Grand Rapids, Michigan); BPG 360 (national real estate development firm in Wilmington, Delaware); Somera Capital Management (Charlston, South Caroling); Tower Investments (Philadelphia PA). They were recognized on Forbes 30 Under 30 in Consumer Technology (2023).

Smart Analytics for Deeper Insights of Parking Use:

AirGarage uses real-time dynamic pricing software. The system automatically adjusts parking rates based on a given facility's real time occupancy. Optimizing rates helps parking operators to capture more revenue from drivers during peak hours and drive more traffic to parking facilities during slower periods. The Library would be able to use their smart analytics to gain insights into usage patterns, revenue streams, and occupancy rates through what they claim is an intuitive and user-friendly interface. In addition, the Library would have access to real-time information on the Hill Street parking peak usage times and average parking durations. The AirGarage "Intelligence Dashboard" provides data for tracking, interpreting, and optimizing every aspect of the parking operations.

AirGarage also provides the following options on the owner dashboard: validations for staff, members, or guests for free parking; saved spaces for special events; discount code creation for customized services; downloadable reports of revenue and reservations.

License Plate Recognition (LPR):

AirGarage uses LPR cameras that enable parking owners to see every car entering and exiting their facilities. This gives the owners access to 24/7 insights into who is parking where so they can ensure compliance and flag suspicious vehicles to law enforcement. AirGarage's automated system checks if a car is registered or has not paid for parking. The LPR cameras also act as a deterrence for criminal activity and ensure the safety of both vehicles and customers using the parking facilities.

Simplified Parking Payment Process:

AirGarage's parking payment system is optimized for speed and simplicity with a user-friendly interface that offers ease of payments for customers. The platform saves payment information for repeat customers and prioritizes encrypted, secure payment options that safeguard personal financial information. In addition, AirGarge uses dynamic pricing and online demand to boost revenue. By replacing gates and manual processes, the company asserts that owners can save costs that would otherwise be expended with traditional parking management systems. Finally, AirGarage would provide signage on site which provides detail information for parking, scanning QR Code, and other instructions for customers.

On the Ground Presence for Local Operation:

AirGarage combines remote monitoring of data with "boots on the ground" to reduce labor costs but still maintain a standard of care for the facility and customer experience. They will provide quarterly property audits and collaborate with parking lot owners to improve the appearance of the property and enhance the driver experience.

The company offers a local enforcement team that can regularly patrol the lot. This team would scan license plates, which in turn either activates the rental or reports violators. If a violation is detected, its networks of enforcement officers take action against violators.



AirGarage Online Reviews/Client Comments:

Marketing materials provided to staff show property owners/businesses report significant revenue growth (from 20% to as high as 200%) after partnering with AirGarage. This reported growth was largely associated with the dynamic pricing and license plate recognition technology, noting revenue can double compared to traditional gate systems. Customers have positive comments concerning ease of use with intuitive software that allows real-time monitoring of parking operations, automated payments and detailed analytics on occupancy and revenue. Drivers like text reminders to end parking sessions, clear signage and convenient mobile payments. Comments include lots appear to be clean, well-lit and easy to navigate, enhancing safety and convenience concerns.

Some of the “cons” to using this management system is that AirGarage only accepts mobile payments. AirGarage also does not staff on-site parking attendants. Some negative feedback includes customers stating the signage was vague and caused confusion about when and how to pay. Some isolated reports include unauthorized charges or difficulty resolving payment disputes when they received violation notices despite paying through the app. Overall, the majority of reviews indicate AirGarage delivers a reliable and efficient parking management system.

Scope of Services Proposed for LA Law Library:

AirGarage would host its platform to make parking spaces available, set pricing, advertise availability, and process reservations and payments. It would supply, install, and maintain at AirGarage’s sole cost, signage, cameras, and other technology and infrastructure necessary to perform the services. It would also provide parking enforcement in accordance with local law, including monitoring, citation, insurance, dispute resolution, and coordination with towing and immobilization vendors.

Fully managed onboarding would be provided to staff. This would include aligning services with the Library staff; preparing for customers with signage set up; installing and testing on-site systems; assisting with configuring pricing and payments; coordinating necessary permits. The company estimates the timing from the signing of a contract to completion of onboarding to “going live” for business would be 30 to 45 days.

In addition, it would perform the below services at the Hill Street parking structure:

Cleaning: AirGarage shall clean and remove litter, trash, and debris from the Parking Facility at least three times per week.

Graffiti Removal: AirGarage shall routinely inspect Parking Facility and remove any graffiti upon discovery, fully restoring affected surfaces to original condition and bearing all associated labor and material costs.

Landscaping : AirGarage shall maintain landscaping at the Parking Facility, including removal of weeds, trimming of trees / shrubbery, and mowing / edging of grass areas within boundaries of Parking Facility grounds.

Pothole Repair: AirGarage shall inspect asphalt surfaces to identify any potholes and coordinate and pay for the repair, provided the Parking Facility was delivered in good condition with no preexisting structural pavement defects.

Restriping : AirGarage shall restripe the Parking Facility as needed, no less than every 24 months.

Power Washing: AirGarage shall schedule and perform a comprehensive power wash of all surface areas in the Parking Facility including ramps, drive aisles, curbs, and other surfaces on an as needed basis, no less than every 24 months.



Painting : AirGarage shall schedule and perform painting of signposts, curb edges, and large sign frames as needed, applying high-durability, weather-resistant coatings to maintain visibility and compliance.

AirGarage Deal Structure:

AirGarage proposes that the above baseline operations and revenue and performance levers (increased visibility, advanced enforcement, marketing/online booking, dynamic pricing, optimized monthlies, signage and cameras) present an opportunity for revenue sharing between the company and the Library. The deal structure proposed would be 70% of gross revenue would go directly to LA Law Library while 30% would go to AirGarage to cover both operating expenses and any revenue share.

STAFF RECOMMENDATION:

The first option, Resolve Parking Solutions, is an AI powered parking management system. This system would be less expensive to install with minimal physical infrastructure. However, this option would require staff to be solely responsible for day- to- day operations. It is expected staff would need training to fully leverage the system's features and to avoid underutilizing its capabilities. With the daily demands staff must now devote to operating library services, addressing patron needs, and maintaining the facilities, a self- managed parking system may require more attention and staff capacity than what is realistically available. Staff therefore believe that, at least for the initial re-opening of the Hill Street structure, this system is less suited for the Library.

The second option, ABM Parking, would manage the daily operations by offering on-site staffing, remote oversight, QR code payment technology, and LPR enforcement. Attendants would actively monitor both parking levels, providing customer service and maintaining a visible presence on site. After normal business hours, the operations would transition to a fully automated enforcement and monitoring system. While this option would place less management demands on staff, there would be fees and ongoing operational expenses. ABM would require a base management fee of \$1000 per calendar month and ABM would be paid an incentive management fee (options) that would be 10% of monthly gross revenue more than \$23,500 per month. The Library would be required to reimburse ABM for operational expenses including labor, insurance, payroll burden, tickets, equipment, maintenance, supplies, equipment repair, business tax and licenses, and other expenses deemed necessary for operation. The total reimbursement operational expenses that would be owed to ABM is unknown at this early stage.

The third option, AirGarage, offers services that are a combination of option one and two described above. Among the three options described, Staff recommend the "hybrid" services that AirGarage can offer are most suited to LA Law Library's current needs and staffing capacity. AirGarage's use of smart technology will allow the Library to ascertain insights to the Civic Center/Downtown parking demand while also allowing for LPR cameras and a simplified payment process for customers. They would provide on-site maintenance and enforcement teams, as well as install necessary equipment—signage, cameras, and other technology at their cost. Unlike the ABM system, AirGarage would not require a base management fee and Library reimbursement for operational expenses and equipment. Staff suggest that the Board consider engaging AirGarage for services for one year, and if the arrangement serves the Library's needs appropriately, extend the contract thereafter for a continued revenue sharing relationship.

Staff therefore recommend that the Board approve entering into a one-year contract with AirGarage, an integrated parking management company, for the operation of the Hill Street Parking Structure.



MEMORANDUM

DATE: July 22, 2026

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Update on License Termination at Torrance Courthouse and Discussion For Future Branch Operations

BACKGROUND INFORMATION

In November 2009, LA Law Library (Library) and the Judicial Council of California (JCC) executed a Revocable Non-Exclusive License for the Use of Real Property (License). This License provided that LA Law Library would use a space of approximately 1360 square feet on the first floor of the Torrance Courthouse for a branch library location. Each party had the right and option to terminate the License, with or without cause, at any time by giving the other 30 days prior written notice of the termination of the License.

Since the execution of the License, the Library has continuously served attorneys, judges, and the public at this branch location. It has been the most popular of all branch locations and therefore has been open five (5) days a week, Mondays through Fridays, from 8:30 am to 4:30 pm. Over the years, the Library also developed a partnership with the South Bay Bar Association and has regularly collaborated on pro bono events for the public at this location. The South Bay Bar Association has also asked that the Library expand programming in the Torrance location to include Lawyers In the Library programming and other clinics. A summary of the statistics gathered for 2025 and 2026 of patron usage is attached as Exhibit A.

In February 2026, David Slayton, Court Executive Officer of the Los Angeles Superior Court, advised the Court/JCC intended to terminate the License as there were plans to use the space for either a family child care center or self-help center. The plan is to begin remodeling the space in early August, and therefore the Library will need to completely vacate the space by July 31, 2026. On June 30, 2026 the Library received a formal Notice of License Termination, effective July 31, 2026. (Attached as Exhibit B)

Mr. Slayton did offer the option of relocating the Library to an alternative space outside the main Courthouse but in a different building across the parking lot. The alternative location is in the Torrance Annex (Annex), and previously housed two courtrooms (Department 7 and 8). The larger of the two, Department 7, totals 2290 square feet, and includes the main courtroom, a judge's chambers, and an adjoining jury deliberation room. Mr. Slayton advised that the space could be offered for use "As Is" and it would be the responsibility of the Library to take necessary steps to remodel the area for a functioning Library branch. Attached as Exhibit C are pictures of Department 7 as it currently exists.



DISCUSSION FOR FUTURE BRANCH OPERATIONS:

With the termination date fast approaching, staff have begun the process of packing all books for removal. Bookshelves and furniture, together with the boxed resources, will be brought back to the downtown Main Library location for storage before the July 31, 2026 deadline. There has been some discussion between staff and the Court's Facilities Director to allow temporary storage of the Library's property in the Annex; however, the Director advised the Court would be amenable to this arrangement only if there is a clear commitment to move to the Annex and remodel the space. Otherwise, it is the Court's preference the Library completely vacate in its entirety by July 31, 2026.

Should the Board determine to relocate the branch to the Annex, staff anticipate remodeling will require a considerable investment of funds to make the space a functioning library. In addition to construction, IT network capabilities will need to be included. Finally, added security will be necessary since Library staff would not be able to easily and quickly access the Sheriff housed in the main courthouse building. Given this, staff believe it would be prudent to negotiate a long term stay in any subsequent License.

To that end, staff have entertained discussions with Senior Facilities Analyst, Real Estate Facilities Services, Kathy Kunitake, to inquire if JCC would consider entering into a new License for the use of the Annex that would allow for a stay of a minimum of five (5) years. Ms. Kunitake advised they would consider such an arrangement so long as the parties agreed to include terms that would allow the License to be terminated before the period agreed upon, while allowing for a pro-rated reimbursement to the Library for funds expended to remodel the space. Before a new MOU can be drafted and executed, however, the JCC would need to review and approve any proposed remodel plans.

Staff consulted a contractor to do a site visit and provide a preliminary assessment of the expected cost to remodel Department 7. While more research concerning costs and contractors is needed, the contractor was asked to provide an estimate for basic upgrades and less costly cosmetic construction. The Library also obtained preliminary estimates for necessary IT upgrades for the space and security needs. This preliminary assessment provides the following estimates:

Basic cosmetic upgrades/construction remodel: Approximately \$58,844.00

IT network capabilities (security cameras, WiFi, computer network installation, Xerox printer): Approximately \$20, 727.20

Cost of one Security Guard: Approximately \$5,335.00 a month or \$64,020.20 annually.

FEEDBACK FROM PATRONS CONCERNING CLOSURE:

After closing services to begin packing resources and moving out, Staff have received feedback from patrons who have used the branch services. Attached as Exhibit D are two Patron Request & Comment Forms submitted by a Patron.

In addition, the below are patron reactions gathered from Branch Librarians concerning the closure of the Torrance Branch:

Many of the questions were about why we were closing and where we would be relocating to.

All the interactions we had mentioned that they were sad that we were leaving. That the resources we have are very helpful and that they need a law library.



Patrons did not want to have to drive to any other locations when there was a good space in the courthouse to have the resource available.

Patron complained that they come to Torrance to avoid downtown. They live in the area and not having the resources was not acceptable.

We had 3 patrons say they pay taxes to have these services available to them. They felt like we were purposely removing the service. We had to explain that it was not a decision made by LA Law Library.

Attorneys that use the databases wanted to know when they would be able to return to use them. We provided partnership locations along with Main and Long Beach. Attorneys mentioned that we should still have a space in Torrance since they have offices in the area and it was easier to visit.

An attorney said he uses the library to avoid his busy office. It is easier to get work done in the quiet space while still being available if needed.

Security asked me about the closure due to patrons being mad at them that we were closed. They asked why we were closed. If we were reopening. They mention that patrons were very upset to find out we were closed. One of the security guards said that he hopes that we will be able to stay in the courthouse.

Most people were concerned about database access.

One person mentioned the proximity to the clerk's office.

A couple of them complained about not knowing when/where we will be reopening.

Two people suggested that they wish they would put us in the annex or somewhere in the courthouse so we wouldn't have to move.

Today in Pasadena I ran into the pro se litigant who was a regular at Torrance using the databases, and he was VERY excited to see us here. He had asked about the closures before we closed in Torrance. I told him about the database access here, but he must have forgotten about our office hours.

RECOMMENDATION:

Staff welcomes the Board's discussion and direction concerning whether to proceed with efforts to remain at the Torrance location. In order to do so, staff would proceed with further inquiry of contractors to remodel and install necessary IT networking equipment to make it a functioning Library Branch. It would then be necessary to request a review and approval of the plans with the Board and the JCC. If approved, staff would need to take necessary steps to negotiate a new License with the JCC and reach an agreement with the Facilities Director to begin work converting Department 7 into a functioning space.

As all of the above actions will take some time to accomplish, staff will forgo operations in Torrance at this time, and proceed to move all Library property back to the main Library for storage.



Statistics 2025

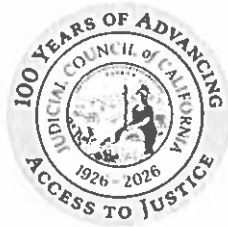
		DESK	PHONE	EMAIL	COPIES	ATTORNEY	
25-Jan	TOR	264	37	3	18	30	
25-Feb	TOR	550	23	0	11	45	
25-Mar	TOR	558	28	0	23	54	
25-Apr	TOR	552	21	1	26	58	
25-May	TOR	491	25	0	69	15	
25-Jun	TOR	584	37	0	231	0	
Average/Month		499.8333333	28.5	0.666666667	63	33.66666667	

		Walk-ins	From Court	Phone	Print	Databases	
25-Jul	TOR	487	218	40	123	33	
25-Aug	TOR	555	222	51	192	46	
25-Sep	TOR	472	155	57	135	38	
25-Oct	TOR	438	235	49	59	29	
25-Nov	TOR	327	193	26	124	21	
25-Dec	TOR	0	0	0	0	0	
Average/Month		379.8333333	170.5	37.16666667	105.5	27.83333333	

Statistics 2026

		Walk-ins	From Court	Phone	Print	Databases	
26-Jan	TOR	429	285	49	111	34	
26-Feb	TOR	428	269	72	102	32	
26-Mar	TOR	530	372	62	86	35	
26-Apr	TOR	620	349	56	109	37	
26-May	TOR	522	276	49	100	48	
26-Jun	TOR	97	43	4	21	7	
Average/Month		437.6666667	265.6666667	48.66666667	88.16666667	32.16666667	

NON-ATTORNEY	JUDGE	PC USE	
270		1	37
594		1	80
461		0	54
384		0	51
182		2	45
0		0	37
315.1666667	0.66666667	50.66666667	



Judicial Council of California

455 Golden Gate Avenue · San Francisco, California 94102-3688

Telephone 415-865-4200 · Fax 415-865-4205

PATRICIA GUERRERO

Chief Justice of California
Chair of the Judicial Council

MICHELLE CURRAN

Administrative Director

June 30, 2026

Los Angeles County Law Library
Attention: Katherine H. Chew, Executive Director
301 W. First Street
Los Angeles, California 90012

RE: Room 110 in the Torrance Courthouse
825 Maple Avenue, Torrance, California (Facility No. 19-C1)

NOTICE OF LICENSE TERMINATION

Dear Ms. Chew:

The Judicial Council of California ("Judicial Council") and the Los Angeles County Law Library ("Law Library") are parties to that certain *Revocable, Non-Exclusive License for the Use of Real Property*, dated November 13, 2009, (the "License"). As you are aware, the License for the Law Library's use of space in the Torrance Courthouse will be terminating at the end of July. Pursuant to section 2 of the License, this notice serves as the Judicial Council's formal notice of termination of the License effective July 31, 2026.

We appreciate the Law Library's partnership during the occupancy of the premises. Facilities staff will contact you at a later date to arrange a walk through of the vacated space. Should you have any questions, please contact me at kathleen.kunitake@jud.ca.gov or 415-865-5334.

Sincerely,

A handwritten signature in cursive script that reads "Kathy Kunitake".

Kathy Kunitake, Senior Facilities Analyst, Real Estate
Facilities Services

June 30, 2026

Page 2

cc: Allen Leslein, Director, Facilities Services and Capital Projects, Superior Court of Los Angeles County

Michael Berry, Deputy Director, Facilities Services and Capital Projects, Superior Court of Los Angeles County

R. James Koerner, Real Estate Manager, Facilities Services, Judicial Council

Andre Navarro, Manager, Facility Operations, Facilities Services, Judicial Council

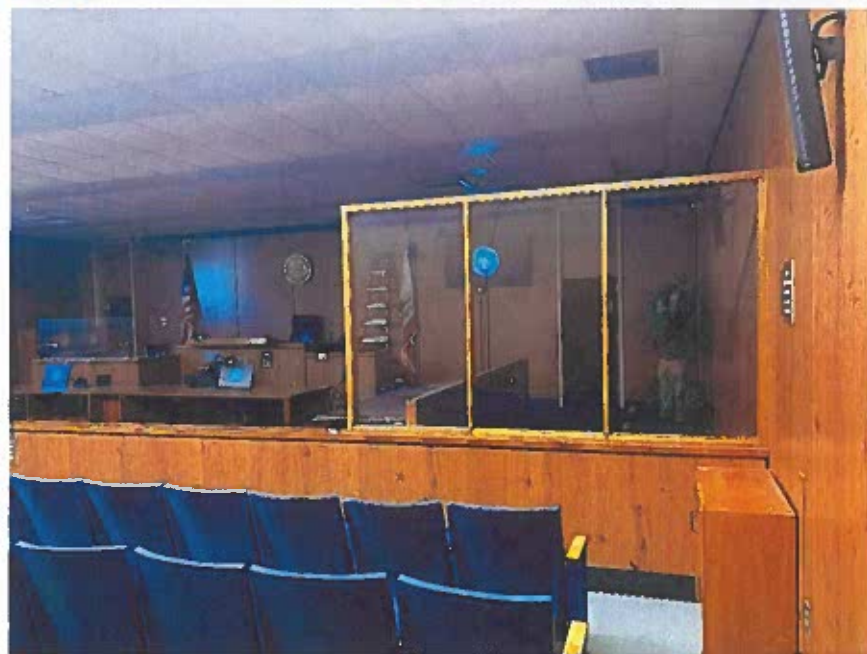
Patrick Treanor, Facilities Operations Supervisor, Facilities Services, Judicial Council

Jennifer Bonilla, Facilities Management Administrator, Facilities Services, Judicial Council

Susan Heng, Associate Facilities Analyst, Real Estate, Facilities Services, Judicial Council

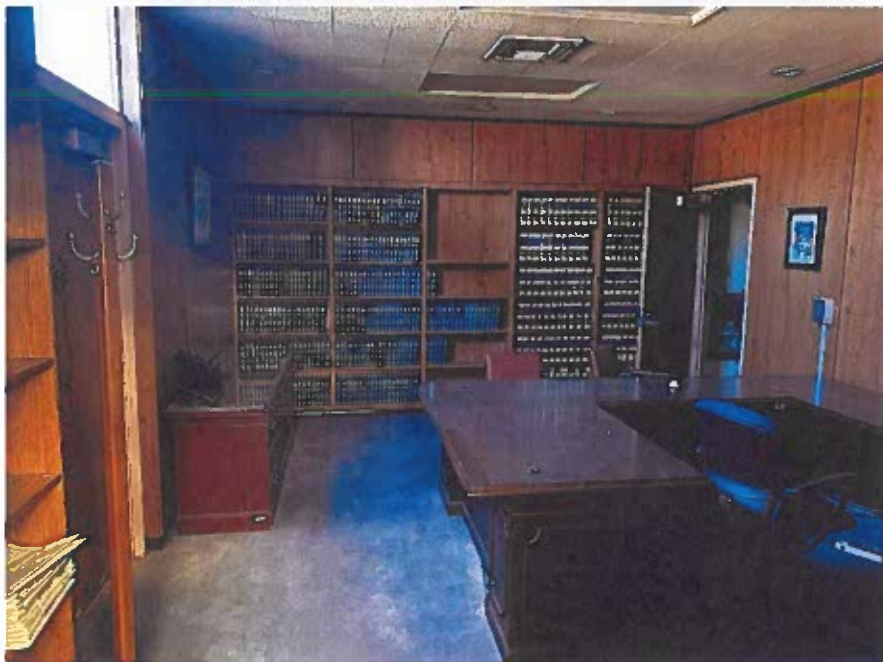
DEPT 7

Courtroom



DEPT 7

Chambers



DEPT 7

Jury Deliberation

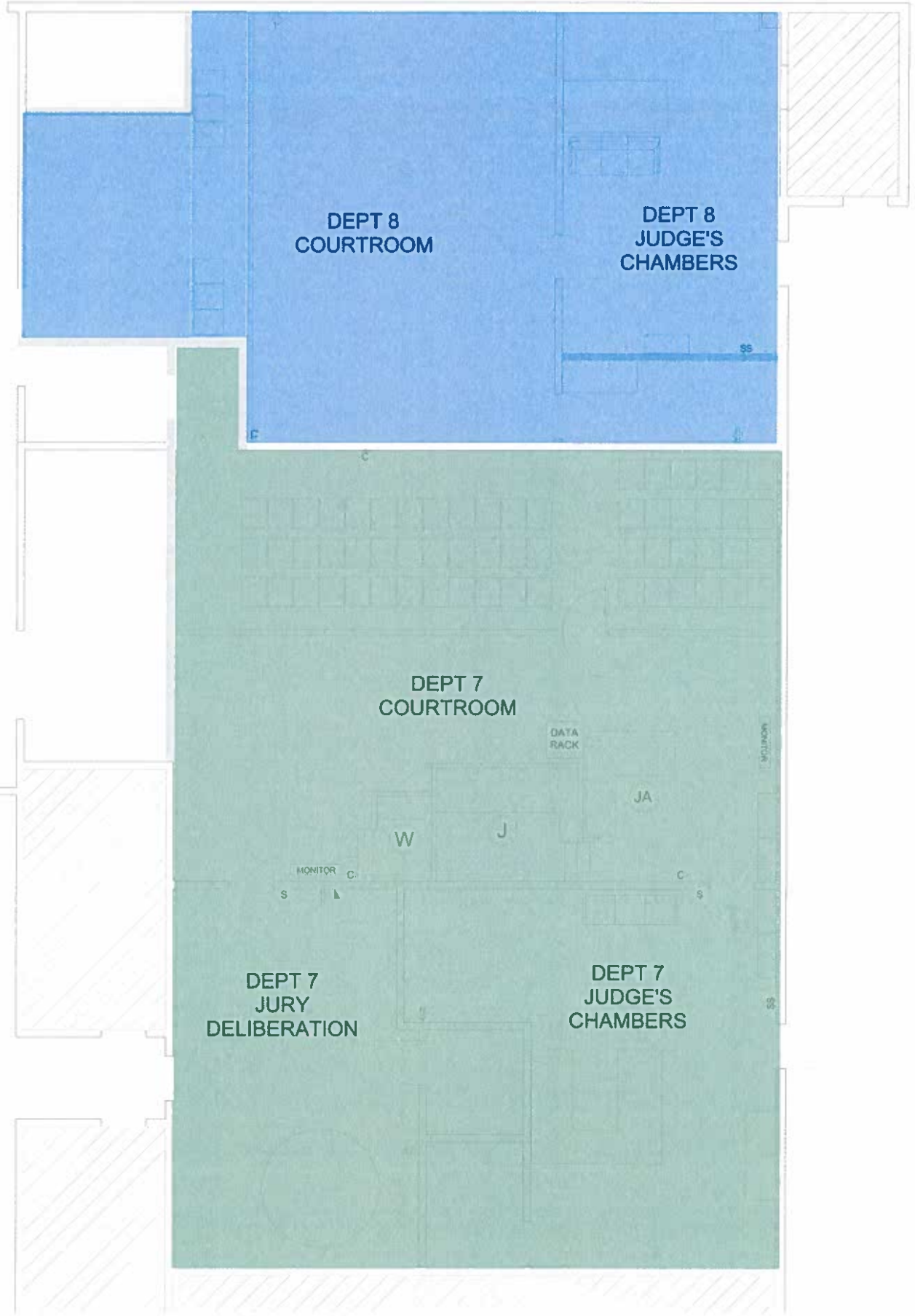


DEPT 8 – 1305 SQFT

- COURTROOM: 862 sqft
- CHAMBERS: 443 sqft

DEPT 7 – 2290 SQFT

- COURTROOM: 1224 sqft
- CHAMBERS: 586 sqft
- JURY DELIBERATION: 480 sqft



**DEPT 8
COURTROOM**

**DEPT 8
JUDGE'S
CHAMBERS**

**DEPT 7
COURTROOM**

**DEPT 7
JURY
DELIBERATION**

**DEPT 7
JUDGE'S
CHAMBERS**

**DATA
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LA Law Library strives to provide excellent service and welcomes comments and suggestions to help meet your needs and improve the library for all users. Comments and suggestions regarding items to purchase, computer usage, circulation, library policies or any other issue relating to the library will help us meet our goal of providing stellar service. We do recognize that patrons occasionally encounter difficulties and want to hear about your experiences and suggestions. Of course, compliments are also appreciated and they help us affirm when our current practices are successful.

You may choose to address your comment orally with Library staff or Security Personnel. If you prefer, though, you may also complete the information below and leave this form with the Reference, Circulation, or Security staff. The Executive Director reviews Patron Request and Comment Forms and will address any ongoing issues as needed.

Although we will accept incomplete forms, in order to help us address your concern most effectively and respond to you, it would be helpful if you would complete all fields below.

1. Name: _____
2. Address: _____
3. E-mail: _____
4. Daytime Phone Number: _____
5. Are you an LA Law Library cardholder? Yes ____ No ☒
6. Please briefly describe your comment, request or suggestion in the space below, on the reverse or on an attached sheet. If an event occurred that prompted the submission of this Form please describe what occurred, where and when (date and time), the names of anyone else involved and any other significant information.

After years of good, reliable service at the Torrance Courthouse is with BIG DESAPP... I find out your services are NO LONGER offered, transferred or available. The online tutorial does NOT replace the in person assistance

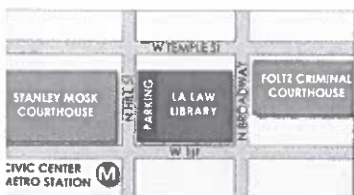
I understand this form is to resolve service issues and make suggestions and is not a request for payment or a claim for damages. (Note that a different form for a claim for damages is available upon request.)

Signature: _____

Date: _____

08 July 2026.

PLS. Find a positive solution!!! Soon!



Visit us at:
www.lalawlibrary.org

or call: 213.785.2529

301 W. 1st Street,

Los Angeles, CA 90012

LALAWLIBRARY



PATRON REQUEST & COMMENT FORM

LA Law Library strives to provide excellent service and welcomes comments and suggestions to help meet your needs and improve the library for all users. Comments and suggestions regarding items to purchase, computer usage, circulation, library policies or any other issue relating to the library will help us meet our goal of providing stellar service. We do recognize that patrons occasionally encounter difficulties and want to hear about your experiences and suggestions. Of course, compliments are also appreciated and they help us affirm when our current practices are successful.

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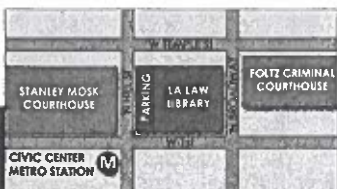
1. Name: _____
2. Address: _____
3. E-mail: _____
4. Daytime Phone Number: _____
5. Are you an LA Law Library cardholder? Yes ☐ No ☐
6. Please briefly describe your comment, request or suggestion in the space below, on the reverse or on an attached sheet. If an event occurred that prompted the submission of this Form please describe what occurred, where and when (date and time), the names of anyone else involved and any other significant information.

The Torrance Law Library is very important to this community. Tax payers pay taxes to keep this service open and available to the general public. Please reconsider the reversal of your decision to close and reopen the law library in Torrance CA South-West-District

I understand this form is to resolve service issues and make suggestions and is not a request for payment or a claim for damages. (Note that a different form for a claim for damages is available upon request.)

Signature _____

June 30, 2026



Visit us at:
www.lalawlibrary.org

or call: 213.785.2529
301 W. 1st Street,
Los Angeles, CA 90012

LALAWLIBRARY



MEMORANDUM

DATE: July 22, 2026

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Update from Ad Hoc Committee concerning Strategic Planning Consultant Search

SUMMARY

At the February 2026 Board meeting Susan Kent of Susan Kent Consulting provided the Board with an overview of the process of strategic planning for libraries. The Trustees discussed the need for a new strategic plan given the last strategic plan for LA Law Library was created to address goals for the period of 2013 to 2018.

An Ad Hoc Committee consisting of Judge Susan DeWitt, Judge Cherol Nellon, and Trustee Dan Rosenfeld was appointed to assist staff in the search for a strategic planning consultant. Since then, the Committee has conducted several interviews of consulting candidates who have experience working in the nonprofit sector and libraries.

Now that the Committee has completed interviews, it is prepared to make a recommendation to the entire Board concerning the selection of a strategic planning consultant. The Committee will advise the full Board concerning their assessment of the candidates and provide a recommendation for the next steps in selecting a finalist.

