

AGENDA

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

REGULAR BOARD MEETING

Wednesday, October 28, 2026

12:15 PM

MILDRED L. LILLIE BUILDING TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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

AGENDA MATERIALS

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

LAND ACKNOWLEDGMENT

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

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

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

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

3.1 Approval of Minutes of the September 23, 2026 Regular Board Meeting

3.2 Review of July/August 2026 Financials and List of August/
September 2026 Checks and Warrants

3.3 FY 26 Quarter 1 Statistics

3.4 Review and Approval of Revisions to Job Description for Community
Resources Specialist and Executive Office Programs and Special
Projects Coordinator

3.5 Review and Approval of Annual Report to the Los Angeles County Board
of Supervisors

4.0 DISCUSSION ITEMS

4.1 Review and Approval of Nominees for Trustee Appointed Members of Board
of Directors of the Friends of the Los Angeles County Law Library

4.2 Strategic Planning Update with Rethinking Libraries-Katherine Chew,
Executive Director

5.0 AGENDA BUILDING

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

6.0 EXECUTIVE DIRECTOR REPORT

7.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for
Wednesday, November 18 at 12:15p.m.

POSTED OCTOBER 22, 2026 @ 5:00PM

POSTED BY DAN REINHOLD



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

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

September 23, 2026

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, September 23, 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 Laura Seigle
Judge Susan DeWitt
Judge Rosa Fregoso
Susan Steinhauser, Esq.
Dan Rosenfeld

Trustees Absent: Judge Mark Juhas
Judge Cherol Nellon

Senior Staff Present: Katherine Chew, Executive Director

Also Present: Marcelino Juarez, Finance Director

President Seigle determined a quorum to be present, convened the meeting at 12:20 pm, and thereafter presided. Executive Director, Katherine Chew, recorded the Minutes.

1.0 PUBLIC COMMENT

2.0 PRESIDENT’S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the August 26, 2026 Board Meeting
- 3.2 Review and Approval of Entering Into Contract with Resolve Parking Solutions and Parkwell LA LLC

President Seigle asked the Board if anyone would like any item to be pulled from the Consent Calendar. E.D. Chew stated that she would like to pull Item 3.1 so that the minutes could be corrected. President Seigle requested a motion to approve Item 3.2. So moved by Vice President DeWitt, seconded by Trustee Rosenfeld. The motion was approved unanimously 4 – 0.

E.D. Chew stated that in the August 2026 Board Minutes, that there was an error in the second paragraph of Item 4.1. The Item should be changed from “Lawyers in the Library” to “Pro Bono Week”.

President Seigle requested a motion to approve Item 3.1 with that correction. So moved by Vice President DeWitt, seconded by Trustee Fregoso. The motion was approved unanimously 3 – 0, with Trustee Rosenfeld abstaining due to the fact that he was not present at the last Board Meeting.

4.0 _ CLOSED SESSION

**4.1 PERSONNEL: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(G.C. 54957) Title: Executive Director**

The Board convened in a closed session at 12:25pm. E.D. Chew left the room so that the Board could evaluate her performance.

Trustee Steinhauser arrived at 12:32pm.

**5.0 RECONVENE IN OPEN SESSION/ CLOSED SESSION ANNOUNCEMENT
(Pursuant to Government Code §54957.1)-Judge Laura Seigle**

The Board reconvened in an open session at 1:16pm.

The Board proposed a 1% increase in E.D. Chew’s salary effective September 1, 2026 as a result of her annual performance evaluation. So moved by Trustee Steinhauser, seconded by Trustee Fregoso. The motion was approved unanimously 5 – 0.

Trustee Fregoso left the meeting at 1:19pm.

6.0 DISCUSSION ITEMS

**6.1 Review and Approval of Nominees for Trustee Appointed Members of
Board of Directors of the Friends of the Los Angeles County Law
Library**

Trustee Steinhauser stated that she was impressed with the bios of the nominees. Many of them work for large law firms. She suggested that the Board go ahead and bring them on.

Trustee Rosenfeld stated that expanding the scope and effectiveness of the Friends is something that he would like to see happen moving forward. President Seigle stated that these nominees contain some very prominent attorneys in Los Angeles, which would add to the credibility of the Friends.

President Seigle requested a motion to approve Item 6.1. So moved by Vice President DeWitt, seconded by Trustee Steinhauser. The Motion was approved unanimously 4 – 0.

6.2 Update of Strategic Planning with Rethinking Libraries

E.D. Chew stated that Rethinking Libraries have sent us a survey, which has been extended to the executive team. The survey is for the general community. The next meeting is scheduled for October 2, 2026 at 11am. President Seigle asked for a general timeline. E.D. Chew responded that the company will spend a few months gathering information, then will send out the surveys, then we will have a retreat to discuss. This will possibly take place in January. Vice President DeWitt requested a more concrete timeline so that Board Members could block off time for this.

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.

President Seigle asked what had been decided on inviting Friends members to LA Law Library Trustee Meetings. E.D. Chew responded once a quarter. Trustee Steinhauser suggested that we should try to schedule with the Friends so that they can put Trustee Meetings on their calendars. President Seigle stated that November and December may be tricky due to holidays. She then inquired if anyone else would like to add to agenda building.

Vice President DeWitt stated that we should always have the strategic plan on the agenda. She also suggested that we should also include big ticket items for future meetings. President Seigle agreed that standing agenda items should be scheduled throughout the course of the year. For example: a Facilities update once per year, Programs, etc. She suggested setting out a yearly schedule.

8.0 EXECUTIVE DIRECTOR REPORT

E.D. Chew stated that the Friends have a list of possible honorees for the 2027 Friends Gala. They will get back to us once they speak with the potential honorees. Pro Bono Week will take place from October 26 – October 30, 2026.

The parking structure is complete, and all of the EV chargers are installed. Tesla will help us set up the rates.

Heidi Duckler Dance will be celebrating its 41st anniversary at the library on October 17, 2026. E.D. Chew also stated that we are finalizing the elevator upgrade project.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:34pm by President Seigle. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, October 28, 2026 at 12:15pm.

Katherine Chew, Executive Director and Secretary
Los Angeles County Law Library Board of Trustees

Los Angeles County Law Library

Balance Sheet

As of August 31, 2026

(Provisional and subject to year-end audit adjustments)

	6/30/2026	7/31/2026	8/31/2026	YTD
Assets				
Current assets				
Cash and cash equivalents	19,254,615	18,223,570	18,260,804	(993,812)
Accounts receivable	249,497	239,611	201,955	(47,542)
Other receivable	1,539,003	1,944,513	1,926,498	387,495
Prepaid expenses	221,066	867,764	807,073	586,008
Total current assets	21,264,181	21,275,457	21,196,330	(67,851)
Noncurrent assets				
Restricted cash and cash equivalents	318,470	318,470	318,470	-
Investments	6,956,269	6,969,512	6,989,265	32,995
Capital assets, not being depreciated	904,356	1,432,515	1,445,326	540,970
Capital assets, being depreciated - net	14,495,366	14,448,688	14,404,795	(90,571)
SBITA assets net of amortization	1,777,346	1,777,346	1,777,346	-
Total noncurrent assets	24,451,807	24,946,531	24,935,201	483,394
Total assets	45,715,988	46,221,989	46,131,531	415,543
Deferred Outflows of Resources				
Deferred Outflows of Resources	3,648,483	3,648,483	3,648,483	-
Total assets and deferred outflows of resources	49,364,471	49,870,472	49,780,014	415,543
Liabilities				
Current Liabilities				
Accounts payable	282,424	856,929	498,986	216,562
Other current liabilities	-	-	-	-
Payroll liabilities	19,406	20,098	20,874	1,467
Total current liabilities	301,830	877,027	519,859	218,030
Noncurrent Liabilities				
Accrued sick and vacation liability	266,774	263,760	263,760	(3,014)
Borrowers' deposit	198,725	198,327	199,602	877
OPEB liability	5,050,164	5,062,664	5,075,164	25,000
Net pension liability	5,816,497	5,866,497	5,916,497	100,000
SBITA liability	1,810,670	1,810,670	1,810,670	-
Total noncurrent liabilities	13,142,830	13,201,918	13,265,693	122,863
Total liabilities	13,444,660	14,078,945	13,785,552	340,893
Deferred Inflows of Resources				
Deferred Inflows of Resources	727,023	727,023	727,023	-
Total liabilities and Deferred inflows of resources	14,171,683	14,805,968	14,512,575	340,893
Net Position				
Invested in capital assets	15,399,722	15,881,203	15,850,121	450,399
Unrestricted	19,793,067	19,183,301	19,417,318	(375,748)
Total net position	35,192,789	35,064,504	35,267,439	74,650
Total liabilities and Deferred inflows of resources and net position	49,364,471	49,870,472	49,780,014	415,543

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

Jul-25 Actual	Jul-26				Aug-25 Actual	Aug-26			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
849,895	658,699	1,270,000	611,301	92.8%	1,000,138	704,439	931,510	227,071	32.2%
50,224	48,954	49,208	254	0.5%	50,883	48,954	50,484	1,530	3.1%
0	0	0	0	0.0%	0	0	0	0	0.0%
24,456	26,588	26,201	(386)	-1.5%	27,648	26,213	23,681	(2,532)	-9.7%
924,575	734,240	1,345,409	611,168	83.2%	1,078,668	779,606	1,005,675	226,069	29.0%
1,004,683	1,167,649	1,127,143	40,507	3.5%	403,461	472,713	445,876	26,837	5.7%
20,647	63,198	20,433	42,765	67.7%	51,819	63,198	62,197	1,001	1.6%
151,923	165,783	144,067	21,716	13.1%	146,956	165,783	146,773	19,010	11.5%
(151,923)	(165,783)	(144,067)	(21,716)	13.1%	(146,956)	(146,956)	(146,773)	(182)	0.1%
104,931	126,921	106,237	20,683	16.3%	115,313	109,336	91,442	17,894	16.4%
22,036	34,823	21,081	13,742	39.5%	22,833	34,823	22,027	12,797	36.7%
7,427	7,267	5,648	1,619	22.3%	6,802	7,326	6,956	369	5.0%
8,279	43,205	10,213	32,992	76.4%	198	0	624	(624)	0.0%
2	4,419	265	4,154	94.0%	263	419	1,315	(896)	-214.0%
38	50	272	(222)	-444.9%	11	50	39	11	21.6%
5,653	47,500	4,900	42,600	89.7%	2,747	700	1,349	(649)	-92.7%
191,100	184,721	190,745	(6,024)	-3.3%	190,276	184,812	190,666	(5,854)	-3.2%
1,364,795	1,679,753	1,486,937	(192,816)	-11.5%	793,723	873,378	822,491	(50,887)	-5.8%
(440,220)	(945,513)	(141,529)	803,984	-85.0%	284,945	(93,772)	183,183	276,956	-295.3%
14,577	10,000	13,243	3,243	32.4%	40,244	10,000	19,752	9,752	97.5%
0	0	0	0	0.0%	0	0	0	0	0.0%
0	0	0	0	0.0%	0	0	0	0	0.0%
(425,644)	(935,513)	(128,285)	807,228	-86.3%	325,190	(83,772)	202,936	286,708	-342.2%
0	0	0	0	0.0%	0	0	0	0	0.0%

Summary:

Income

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

Expense

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

Investment Gain (Loss)¹

Extraordinary Income
Extraordinary Expense
Net Income Including Extraordinary Items

Capitalized Expenditures

FY 2025-26 YTD Actual	FY 2026-27 YTD				Annual Budget
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
1,850,033	1,363,138	2,201,510	838,372	61.5%	9,000,000
101,107	97,908	99,691	1,783	1.8%	608,152
0	0	0	0	0.0%	437,500
52,104	52,800	49,882	(2,918)	-5.5%	467,398
2,003,243	1,513,846	2,351,084	837,237	55.3%	10,513,050
1,408,144	1,640,363	1,573,019	67,344	4.1%	6,700,085
72,466	126,396	82,630	43,766	34.6%	758,376
0	0	0	0	0.0%	0
298,879	331,566	290,840	40,726	12.3%	1,989,396
(298,879)	(312,739)	(290,840)	(21,898)	7.0%	(1,884,813)
220,244	236,257	197,679	38,578	16.3%	1,319,371
44,869	69,647	43,108	26,511	38.1%	417,884
14,229	14,592	12,604	1,988	13.6%	156,823
8,477	43,205	10,837	32,368	74.9%	70,197
265	4,837	1,580	3,258	67.3%	37,214
48	100	312	(212)	-211.7%	350
8,400	48,200	6,249	41,951	87.0%	256,000
381,377	369,534	381,412	(11,878)	-3.2%	2,262,041
2,158,519	2,553,131	2,309,429	243,702	9.5%	11,978,343
(155,275)	(1,039,285)	41,655	1,080,940	104.0%	(1,465,293)
54,821	20,000	32,995	12,995	65.0%	120,000
0	0	0	0	0.0%	0
0	0	0	0	0.0%	0
(100,454)	(1,019,285)	74,650	1,093,935	107.3%	(1,345,293)
0	0	0	0	0.0%	2,218,166

Comments

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

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

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

FY 2025-26 YTD Actual	FY 2026-27 YTD				Annual Budget
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	

Comments

Detailed Budget:																				
Income:																				
849,895	658,699	1,270,000	611,301	92.8%	1,000,138	704,439	931,510	227,071	32.2%	15	FIN	303300	L.A. Superior Court Fees	1,850,033	1,363,138	2,201,510	838,372	61.5%	9,000,000	Increase in filing fee revenue attributed primarily to unlimited civil filing fees and adjustment in accrued earnings
Interest:																				
0	0	0	0	0.0%	0	0	0	0	0.0%	15	FIN	311000	Interest - LAIF	0	0	0	0	0.0%	20,704	
49,279	48,000	48,376	376	0.8%	49,924	48,000	49,629	1,629	3.4%	15	FIN	312000	Interest - General Fund	99,203	96,000	98,005	2,005	2.1%	576,000	
945	954	832	(123)	-12.8%	959	954	855	(99)	-10.4%	15	FIN	313000	Interest - Deposit Fund	1,904	1,908	1,687	(221)	-11.6%	11,448	Timing variance
50,224	48,954	49,208	254	0.5%	50,883	48,954	50,484	1,530	3.1%				Subtotal	101,107	97,908	99,691	1,783	1.8%	608,152	
Parking:																				
0	0	0	0	0.0%	0	0	0	0	0.0%	39	FAC	330100	Parking	0	0	0	0	0.0%	437,500	
0	0	0	0	0.0%	0	0	0	0	0.0%				Subtotal	0	0	0	0	0.0%	437,500	
Library Services:																				
1,008	1,400	146	(1,254)	-89.6%	65	33	33	(1)	-1.5%	27	CIRC	330150	Annual Designation Fee	1,073	1,433	179	(1,254)	-87.5%	3,098	Timing variance
14,750	16,956	14,145	(2,811)	-16.6%	13,565	15,713	16,670	957	6.1%	25	PS	330140	Annual Members Fee	28,315	32,669	30,814	(1,855)	-5.7%	193,530	
2,310	2,000	151	(1,849)	-92.4%	1,150	3,000	189	(2,811)	-93.7%	25	PS	330340	Course Registration	3,460	5,000	341	(4,659)	-93.2%	39,000	Timing variance
3,063	3,200	3,710	510	15.9%	3,790	2,900	3,446	546	18.8%	27	CIRC	330129	Copy Center	6,853	6,100	7,156	1,056	17.3%	31,000	Timing variance
1,130	1,100	1,934	834	75.8%	1,163	1,300	1,111	(189)	-14.6%	27	CIRC	330205	Document Delivery	2,293	2,400	3,045	645	26.9%	12,100	Timing variance
956	1,400	2,140	740	52.9%	1,694	2,700	1,322	(1,378)	-51.0%	27	CIRC	330210	Fines	2,650	4,100	3,462	(638)	-15.6%	21,600	Timing variance
481	292	1,183	891	305.5%	1,810	292	703	411	141.0%	15	FIN	330310	Miscellaneous	2,291	583	1,886	1,302	223.2%	33,500	Timing variance
600	0	2,555	2,555	0.0%	4,113	0	50	50	0.0%	39	FAC	330330	Room Rental	4,713	0	2,605	2,605	0.0%	16,000	
0	0	0	0	0.0%	0	0	0	0	0.0%	23	COL	330350	Book Replacement	0	0	0	0	0.0%	0	
0	0	0	0	0.0%	0	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	0	0	0	0	0.0%	15,000	
0	0	0	0	0.0%	0	0	0	0	0.0%	17	EXEC	330400	Friends of Law Library	0	0	0	0	0.0%	100,000	
0	0	0	0	0.0%	0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	0	
160	240	237	(3)	-1.3%	298	275	158	(117)	-42.5%	15	FIN	330450	Vending	458	515	395	(120)	-23.3%	2,570	Timing variance
0	0	0	0	0.0%	0	0	0	0	0.0%	39	FAC	330465	Special Events Income	0	0	0	0	0.0%	0	
24,456	26,588	26,201	(386)	-1.5%	27,648	26,213	23,681	(2,532)	-9.7%				Subtotal	52,104	52,800	49,882	(2,918)	-5.5%	467,398	
924,575	734,240	1,345,409	611,168	83.2%	1,078,668	779,606	1,005,675	226,069	29.0%				Total Income	2,003,243	1,513,846	2,351,084	837,237	55.3%	10,513,050	
Expenses:																				
Staff:																				
224,393	263,443	253,929	9,514	3.6%	225,811	263,443	244,114	19,329	7.3%	ALL	501000	Salaries (FT)	450,204	526,886	498,042	28,843	5.5%	3,436,885		
0	0	0	0	0.0%	0	0	0	0	0.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	0	0	0	0.0%	0	
20,637	23,681	17,132	(6,549)	-27.7%	18,526	23,681	17,387	6,295	26.6%	ALL	501050	Salaries (PT)	39,164	47,362	34,519	12,843	27.1%	307,855	Timing variance	
0	0	0	0	0.0%	0	0	0	0	0.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	0	0	0	0.0%	0	
14,472	17,802	16,281	(1,521)	-8.5%	14,498	17,802	15,664	2,138	12.0%	15	FIN	502000	Social Security	28,970	35,603	31,945	3,659	10.3%	232,174	Timing variance
3,385	4,163	3,808	(355)	-8.5%	3,391	4,163	3,663	500	12.0%	15	FIN	503000	Medicare	6,775	8,327	7,471	856	10.3%	49,960	Timing variance
620,666	719,808	696,612	(23,196)	-3.2%	23,047	25,672	24,442	1,229	4.8%	15	FIN	511000	Retirement	643,713	745,479	721,054	24,426	3.3%	1,029,032	
41,667	50,000	50,000	0	0.0%	41,667	50,000	50,000	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	83,334	100,000	100,000	0	0.0%	600,000	Year-end audit journal entry to be recorded.
0	0	0	0	0.0%	0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	0	
56,127	64,014	62,806	(1,208)	-1.9%	56,240	64,014	63,888	126	0.2%	15	FIN	512000	Health Insurance	112,367	128,028	126,694	1,334	1.0%	716,579	
384	482	476	(6)	-1.2%	416	482	512	(30)	-6.1%	15	FIN	513000	Disability Insurance	800	964	988	(24)	-2.4%	5,784	
5,666	5,536	5,694	(158)	-2.9%	5,701	5,536	5,045	491	8.9%	15	FIN	514000	Dental Insurance	11,366	11,072	10,739	333	3.0%	66,432	
609	658	644	(14)	-2.1%	551	658	663	(5)	-0.7%	15	FIN	514500	Vision Insurance	1,160	1,316	1,306	10	0.7%	7,896	
184	225	207	(18)	-7.8%	188	225	204	(21)	-9.4%	15	FIN	515000	Life Insurance	373	450	411	39	8.6%	2,700	Timing variance
0	0	0	0	0.0%	0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	0	
1,879	1,848	1,848	0	0.0%	(358)	1,848	1,848	0	0.0%	15	FIN	516000	Workers Compensation Insurance	1,521	3,695	3,695	0	0.0%	23,280	
0	0	0	0	0.0%	0	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	0	0	0	0	0.0%	10,000	
1,364	1,900	3,632	(1,732)	-91.2%	2,523	2,300	5,062	(2,762)	-120.1%	ALL	514010	Temporary Employment	3,887	4,200	8,694	(4,494)	-107.0%	23,600	Timing variance	
504	0	181	(181)	0.0%	219	0	567	(567)	0.0%	13	HR	514015	Recruitment	723	0	748	(748)	0.0%	5,000	Timing variance
0	0	0	0	0.0%	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%	0	0	0	0	0.0%	15	FIN	518000	Accrued Vacation Expense	0	0	0	0	0.0%	20,000	
10,833	12,500	12,500	0	0.0%	10,833	12,500	12,500	0	0.0%	15	FIN	518500	OPEB Expense	21,666	25,000	25,000	0	0.0%	150,000	Year-end audit journal entry to be recorded.
1,827	1,500	1,303	(197)	-13.1%	121	300	231	69	23.2%	15	FIN	518550	TMP	1,948	1,800	1,534	266	14.8%	6,000	Timing variance
87	90	89	(1)	-0.9%	87	90	89	(1)	-0.9%	15	FIN	518560	Benefit Administration	174	180	178	(2)	-0.9%	1,910	
1,004,683	1,167,649	1,127,143	40,507	3.5%	403,461	472,713	445,876	26,837	5.7%				Total - Staff	1,408,144	1,640,363	1,573,019	67,344	4.1%	6,700,085	
Library Materials/Electronic Resources Subscription:																				
69,032	134,463	66,420	(68,043)	-50.6%	131,279	134,463	126,946	7,517	5.6%	23	COL	601999	American Continuations	200,311	268,926	193,366	75,560	28.1%	1,613,556	Timing variance
990	2,083	1,454	(629)	-30.2%	3,189	2,083	1,174	909	43.6%	23	COL	602999	American New Orders	4,179	4,166	2,628	1,538	36.9%	24,996	Timing variance
955	2,735	1,072	(1,663)	-60.8%	1,223	2,735	1,757	978	35.8%	23	COL	609199	Branch Continuations	2,178	5,470	2,829	2,641	48.3%	32,820	Timing variance
0	25	0	(25)	-100.0%	0	25	0	25	100.0%	23	COL	609299	Branch New Orders	0	50	0	50	100.0%	300	Timing variance
70,904	9,695	66,384	(56,689)	-584.7%	3,165	9,695	1,440	8,255	85.1%	23	COL	603999	Commonwealth Continuations	74,069	19,390	67,824	(48,434)	-249.8%	116,340	Timing variance
0	100	0	(100)	-100.0%	0	100	0	100	100.0%	23	COL	604999	Commonwealth New Orders	0	200	0	200	100.0%	1,200	Timing variance
3,325	5,973	2,052	(3,921)	-65.7%	2,086	5,973	8,504	(2,531)	-42.4%	23	COL	605999	Foreign Continuations	5,410	11,946	10,556	1,390	11.6%	71,676	Timing variance
0	100	243	(143)	-143.5%	0	100	120	(20)	-20.5%	23	COL	606999	Foreign New Orders	0	200	364	(164)	-82.0%	1,200	Timing variance
4,737	9,117	6,335	(2,782)	-30.5%	5,765	9,117	6,630	2,487	27.3%	23	COL	607999	International Continuations	10,502	18,234	12,965	5,269	28.9%	109,040	Timing variance
171	583	106	(477)	-81.8%	21	583	145	438	75.1%	23	COL	608999	International New Orders	192	1,166	252	915	78.4%	6,996	Timing variance
932	709	0	(709)	-100.0%	354	709	0	709	100.0%	23	COL	609399	General/Librarianship Continuations	1,286	1,418	0	1,418	100.0%	8,508	Timing variance
877	200	0	(200)	-100.0%	(126)	200	57	144	71.8%	23	COL	609499	General/Librarianship New Orders	751	400	57	344	85.9%	2,400	Timing variance
151,923	165,783	144,067	(21,716)	-13.1%	146,956	165,783	146,773	19,010	11.5%				Subtotal	298,879	331,566	290,840	40,726	12.3%		

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

Jul-25	Jul-26			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
0	1,100	1,100	0	0.0%
22,219	25,417	23,362	2,054	8.1%
0	167	0	167	100.0%
231	200	0	200	100.0%
0	0	0	0	0.0%
0	750	1,282	(532)	-70.9%
0	0	0	0	0.0%
41	267	641	(374)	-140.2%
278	292	264	28	9.5%
104,931	126,921	106,237	20,683	16.3%
3,326	3,733	3,541	192	5.2%
1,229	4,381	889	3,492	79.7%
208	550	0	550	100.0%
4,506	1,862	0	1,862	100.0%
(1,467)	1,708	363	1,345	78.7%
5,905	5,630	7,051	(1,421)	-25.2%
1,673	8,004	2,595	5,409	67.6%
0	117	0	117	100.0%
149	1,324	149	1,176	88.8%
6,505	7,515	6,494	1,021	13.6%
22,036	34,823	21,081	13,742	39.5%
507	500	363	137	27.5%
2,240	2,330	2,299	30	1.3%
0	0	0	0	0.0%
177	270	129	141	52.3%
180	300	789	(489)	-163.1%
558	1,867	1,002	865	46.3%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
1,455	2,000	1,002	998	49.9%
0	0	63	(63)	0.0%
2,310	0	0	0	0.0%
0	0	0	0	0.0%
7,427	7,267	5,648	1,619	22.3%
3,326	16,140	5,910	10,230	63.4%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
4,953	17,065	4,303	12,762	74.8%
0	10,000	0	10,000	100.0%
8,279	43,205	10,213	32,992	76.4%
2	2	2	0	0.5%
0	4,417	0	4,417	100.0%
0	0	0	0	0.0%
0	0	263	(263)	0.0%
2	4,419	265	4,154	94.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
38	50	272	(222)	-444.9%
0	0	0	0	0.0%
38	50	272	(222)	-444.9%
0	0	0	0	0.0%
0	37,500	0	37,500	100.0%
5,485	10,000	4,540	5,460	54.6%
168	0	360	(360)	0.0%
5,653	47,500	4,900	42,600	89.7%
157,284	157,465	157,740	(275)	-0.2%
33,816	27,256	33,005	(5,749)	-21.1%
191,100	184,721	190,745	(6,024)	-3.3%
1,364,795	1,679,753	1,486,937	(192,816)	-11.5%
(440,220)	(945,513)	(141,529)	803,984	-85.0%

Aug-25	Aug-26			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
0	1,100	1,100	0	0.0%
18,694	25,417	19,347	6,069	23.9%
0	167	0	167	100.0%
383	200	198	2	1.2%
0	0	263	(263)	0.0%
0	0	125	(125)	0.0%
2,600	0	0	0	0.0%
331	267	331	(64)	-24.1%
315	292	106	186	63.6%
115,313	109,336	91,442	17,894	16.4%
2,469	3,733	3,171	562	15.1%
1,229	4,381	889	3,492	79.7%
0	550	0	550	100.0%
0	1,862	0	1,862	100.0%
1,524	1,708	428	1,280	74.9%
5,905	5,630	6,195	(565)	-10.0%
3,486	8,004	2,688	5,316	66.4%
0	117	0	117	100.0%
149	1,324	149	1,176	88.8%
8,071	7,515	8,508	(993)	
22,833	34,823	22,027	12,797	36.7%
301	500	460	40	8.0%
946	984	979	5	0.5%
0	0	0	0	0.0%
127	175	145	30	17.4%
2,005	2,000	3,152	(1,152)	-57.6%
508	1,667	1,078	588	35.3%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
1,601	2,000	1,012	988	49.4%
163	0	130	(130)	0.0%
1,150	0	0	0	0.0%
0	0	0	0	0.0%
6,802	7,326	6,956	369	5.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
198	0	624	(624)	0.0%
0	0	0	0	0.0%
198	0	624	(624)	0.0%
2	2	2	0	0.5%
198	417	0	417	100.0%
0	0	1,313	(1,313)	0.0%
64	0	0	0	0.0%
263	419	1,315	(896)	-214.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
11	50	39	11	21.6%
0	0	0	0	0.0%
11	50	39	11	21.6%
0	0	0	0	0.0%
2,465	700	1,175	(475)	-67.9%
0	0	0	0	0.0%
0	0	42	(42)	0.0%
282	0	132	(132)	0.0%
2,747	700	1,349	(649)	-92.7%
156,269	157,556	157,661	(105)	-0.1%
34,007	27,256	33,005	(5,749)	-21.1%
190,276	184,812	190,666	(5,844)	-3.2%
793,723	873,378	822,491	(50,887)	-5.8%
284,945	(93,772)	183,183	276,956	-295.3%

39	FAC	801045	Landscaping	
39	FAC	801050	Security	
39	FAC	801060	Room Rental Expenses	
39	FAC	801065	Special Events Expenses	
39	FAC	801100	Furniture & Appliances (<3K)	
39	FAC	801110	Equipment (<3K)	
39	FAC	801115	Building Alterations (<3K)	
39	FAC	801120	Delivery & Postage	
39	FAC	801125	Kitchen supplies	
			Subtotal	
			Technology:	
33	TECH	801210	Software Maintenance	
33	TECH	801212	Hardware Maintenance	
33	TECH	801215	Software (<\$3k)	
33	TECH	801220	Hardware (<\$3k)	
33	TECH	801225	Computer Supplies	
33	TECH	801230	Integrated Library System	
33	TECH	801235	Telecommunications	
33	TECH	801245	Tech & Data - Misc	
33	TECH	801250	Services	
33	TECH	801275	Online Service Providers	
			Subtotal	
			General:	
15	FIN	801310	Bank Charges	
35	CMS	801315	Bibliographical Services	
35	CMS	801320	Binding	
17	EXEC	801325	Board Expense	
37	COM	801330	Staff meals & events	
15	FIN	801335	Supplies - Office	
35	CMS	801337	Supplies - Library materials	
37	COM	801340	Stationery, business cards, etc.	
25	PS	801365	Grant Application Expenses	
33	IT	801370	Copy Center Expense	
15	FIN	801375	General - Misc	
25	PS	801390	Course Registration	
17	EXEC	801395	Friends of Law Library	
			Subtotal	
			Professional Development:	
ALL		803105	Travel	
ALL		803110	Meals	
ALL		803113	Incidental and miscellaneous	
ALL		803115	Membership dues	
ALL		803120	Registration fees	
ALL		803125	Educational materials	
			Subtotal	
			Communications & Marketing:	
37	COM	803205	Services	
37	COM	803210	Collateral materials	
37	COM	803215	Advertising	
37	COM	803220	Trade shows & Outreach	
			Subtotal	
			Travel & Entertainment	
ALL		803305	Travel	
ALL		803310	Meals	
ALL		803315	Entertainment	
ALL		803320	Ground transportation & mileage reimb.	
ALL		803325	Incidental travel expenses	
			Subtotal	
			Professional Services	
15	FIN	804005	Accounting	
17	EXEC	804008	Consulting Services	
17	EXEC	804010	Legal	
15	FIN	804015	Other	
			Subtotal	
			Depreciation:	
15	FIN	806105	Depreciation - Library Materials	
15	FIN	806110	Depreciation Exp - Cap Ex	
			Subtotal	
			Total Expense	
			Net Income Before Extraordinary Items	

FY 2025-26	FY 2026-27 YTD				Annual Budget
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
YTD Actual					
0	2,200	2,200	0	0.0%	13,200
40,912	50,833	42,710	8,124	16.0%	305,000
0	333	0	333	100.0%	2,000
613	400	198	202	50.6%	13,300
0	0	263	(263)	0.0%	7,000
0	750	1,407	(657)	-87.6%	3,000
2,600	0	0	0	0.0%	600
372	533	972	(438)	-82.2%	3,200
593	583	370	213	36.5%	3,500
220,244	236,257	197,679	38,578	16.3%	1,319,371
0	0	0	0	0.0%	
5,795	7,466	6,712	754	10.1%	44,796
2,459	8,762	1,778	6,984	79.7%	52,572
208	1,100	0	1,100	100.0%	6,600
4,506	3,723	0	3,723	100.0%	22,343
57	3,416	791	2,625	76.8%	20,493
11,811	11,260	13,246	(1,986)	-17.6%	67,560
5,159	16,008	5,282	10,726	67.0%	96,048
0	234	0	234	100.0%	1,404
297	2,648	297	2,351	88.8%	15,888
14,577	15,030	15,002	28	0.2%	90,180
44,869	69,647	43,108	26,511	38.1%	417,884
808	1,000	823	177	17.7%	6,000
3,187	3,314	3,279	35	1.1%	13,153
0	0	0	0	0.0%	10,000
304	445	274	171	38.5%	2,370
2,185	2,300	3,941	(1,641)	-71.4%	21,200
1,066	3,533	2,080	1,453	41.1%	21,000
0	0	0	0	0.0%	12,000
0	0	0	0	0.0%	1,500
0	0	0	0	0.0%	0
3,056	4,000	2,014	1,986	49.6%	24,000
163	0	193	(193)	0.0%	45,000
3,460	0	0	0	0.0%	0
0	0	0	0	0.0%	600
14,229	14,592	12,604	1,988	13.6%	156,823
3,326	16,140	5,910	10,230	63.4%	23,312
0	0	0	0	0.0%	0
0	0	0	0	0.0%	0
0	0	0	0	0.0%	11,780
5,151	17,065	4,927	12,138	71.1%	25,105
0	10,000	0	10,000	100.0%	10,000
8,477	43,205	10,837	32,368	74.9%	70,197
4	4	4	0	0.5%	194
198	4,833	0	4,833	100.0%	15,500
0	0	1,313	(1,313)	0.0%	20,520
64	0	263	(263)	0.0%	1,000
265	4,837	1,580	3,258	67.3%	37,214
0	0	0	0	0.0%	0
0	0	0	0	0.0%	0
0	0	0	0	0.0%	0
48	100	312	(212)	-211.7%	350
0	0	0	0	0.0%	0
48	100	312	(212)	-211.7%	350
2,465	700	1,175	(475)	-67.9%	45,000
0	37,500	0	37,500	100.0%	156,000
5,485	10,000	4,582	5,418	54.2%	40,000
450	0	492	(492)	0.0%	15,000
8,400	48,200	6,249	41,951	87.0%	256,000
313,553	315,021	315,401	(380)	-0.1%	1,896,555
67,823	54,513	66,010	(11,498)	-21.1%	365,486
381,377	369,534	381,412	(11,878)	-3.2%	2,262

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

Jul-25	Jul-26			
Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
14,577	10,000	13,243	3,243	32.4%
	0	0	0	0.0%
	0	0	0	0.0%
(425,644)	(935,513)	(128,285)	807,228	-86.3%

Aug-25 Actual	Aug-26			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
40,244	10,000	19,752	9,752	97.5%
0	0	0	0	0.0%
0	0	0	0	0.0%
325,190	(83,772)	202,936	286,708	-342.2%

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

[illegible]

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

Capital Expenditures:		
39	FAC	161100
39	FAC	161200
33	TECH	161300
39	FAC	164500
39	FAC	164000
33	TECH	168000

CalPERS CERBT Trust Fund:

Beginning Balance	
Administrative Expense	
Investment Expense	
Unrealized Gain/Loss	
Distribution	
Ending Balance	

FY 2025-26	FY 2026-27 YTD				
YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Annual Budget
54,821	20,000	32,995	12,995	65.0%	120,000
0	0	0	0	0.0%	0
0	0	0	0	0.0%	0
(100,454)	(1,019,285)	74,650	1,093,935	107.3%	(1,345,293)
0	0	0	0	0.0%	15,000
0	0	0	0	0.0%	1,165,000
0	0	0	0	0.0%	384,800
0	0	0	0	0.0%	625,000
0	0	0	0	0.0%	0
0	0	0	0	0.0%	28,360
0	0	0	0	0.0%	2,218,166

2,772,474
-67.47
-107.45
47,180.86
2,819,480

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

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

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

Los Angeles County Law Library

Statement of Cash Flows

As of August 31, 2026

(Provisional and subject to year-end audit adjustments)

	7/31/2025	8/31/2025	YTD
Cash flows from operating activities			
L.A. Superior court fees	1,270,000	931,510	2,201,510
Parking fees	-	-	-
Library services	26,201	23,681	49,882
Extraordinary income	-	-	-
(Increase) decrease in accounts receivable	9,886	37,656	47,542
(Increase) decrease in other receivable	(405,509)	18,015	(387,495)
Increase (decrease) in borrowers' deposit	(398)	1,275	877
Cash received from filing fees and services	900,180	1,012,136	1,912,316
Facilities	(106,237)	(91,442)	(197,679)
Technology	(21,081)	(22,027)	(43,108)
General	(5,648)	(6,956)	(12,604)
Professional development	(10,213)	(624)	(10,837)
Communications & marketing	(265)	(1,315)	(1,580)
Travel & entertainment	(272)	(39)	(312)
Professional services	(4,900)	(1,349)	(6,249)
Electronic Resource Subscriptions (ERS)	(20,433)	(62,197)	(82,630)
(Increase) decrease in prepaid expenses	(646,698)	60,690	(586,008)
Increase (decrease) in accounts payable	574,505	(357,943)	216,562
Increase (decrease) in other liabilities	-	-	-
Cash payments to suppliers for goods and services	(241,242)	(483,201)	(724,444)
Staff (payroll + benefits)	(1,127,143)	(445,876)	(1,573,019)
Increase (decrease) in payroll liabilities	692	775	1,467
Increase (decrease) in accrued sick and vacation liability	(3,014)	-	(3,014)
Increase (decrease) in OPEB liability	12,500	12,500	25,000
Increase (decrease) in net pension liability	50,000	50,000	100,000
Cash payments to employees for services	(1,066,965)	(382,601)	(1,449,565)
Contributions received	-	-	-
Net cash from operating activities	(408,026)	146,334	(261,693)
Cash flow from capital and related financing activities			
Library materials	(144,067)	(146,773)	(290,840)
Capital assets	-	-	-
Capital - Work in Progress (WIP)	(528,159)	(12,811)	(540,970)
Cash flows from investing activities			
Investment	-	-	-
Investment earnings	49,208	50,484	99,691
Net cash increase (decrease) in cash and cash equivalents	(1,031,045)	37,233	(993,812)
Cash and cash equivalents, at beginning of period	19,573,085	18,542,040	19,573,085
Cash and cash equivalents, at end of period	18,542,040	18,579,273	18,579,273
Reconciliation of Operating Income to Net Cash from Operating Activities			
Operating income	(190,736)	132,700	(58,036)
Adjustments for noncash effects:			
Depreciation	190,745	190,666	381,412
Extraordinary expense: book write-off			
Changes in operating assets and liabilities:			
(Increase) decrease in accounts receivable	9,886	37,656	47,542
(Increase) decrease in other receivable	(405,509)	18,015	(387,495)
(Increase) decrease in prepaid expenses	(646,698)	60,690	(586,008)
Increase (decrease) in accounts payable	574,505	(357,943)	216,562
Increase (decrease) in other liabilities	-	-	-
Increase (decrease) in payroll liabilities	692	775	1,467
Increase (decrease) in accrued sick and vacation liability	(3,014)	-	(3,014)
Increase (decrease) in borrowers' deposit	(398)	1,275	877
Increase (decrease) in OPEB liability	12,500	12,500	25,000
Increase (decrease) in net pension liability	50,000	50,000	100,000
Net cash from operating activities	(408,026)	146,334	(261,693)

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332,340.33

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674.20

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2026 - August 31, 2026 (CHECKS)
Account No.: 108000

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 3	OTTO HARRASSOWITZ	BOOKS	4,945.09	034137
	LEXISNEXIS CANADA INC	BOOKS	454.23	034138
August 6	EULALIO CASTELLANOS	REFUND	140.00	034139
	PHINIT CHEAMAK	REFUND	140.00	034140
	TIFFANY MICHELLE HEARSEY	REFUND	140.00	034141
	JEREMY DAVID MATZ	REFUND	140.00	034142
	REBECCA MILLER	REFUND	140.00	034143
	ESMERALDA MIRAMONTES	REFUND	132.00	034144
	LORRAINE RHONE	REFUND	140.00	034145
August 10	PATRICK DOUGLAS JOHNSON	REFUND	140.00	034146
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	276.79	034147
	WILLIAM S HEIN & CO	BOOKS	328.00	034148
August 17	GAUNT	BOOKS	1,112.37	034149
	OTTO HARRASSOWITZ	BOOKS	4,142.13	034150
	TONGZHOU LI	REFUND	140.00	034151
August 18	ATKINSON, ANDELSON, LOYA,	LEGAL	6,191.74	034152
	ABD OFFICE SOLUTIONS	SUPPLIES-OFFICE	1,197.11	034153
	AT&T	TELECOM	610.76	034154
	CHARTER COMMUNICATIONS	TELECOM	194.29	034155
August 20	CALIFORNIA DEPARTMENT OF TAX	USE TAX	1,357.00	034156
August 21	WOLTERS KLUWER LAW & BUSINESS	BOOKS	245.18	034157
	OTTO HARRASSOWITZ	BOOKS	4,292.17	034158
August 24	AFLAC REMITTANCE	CAFE PLAN-INSURAN	462.52	034159
	BUILDING ELECTRONIC CONTROLS INC	SECURITY	1,548.62	034160
	LANGUAGE PEOPLE INC	OTHER	360.00	034161
	LEVITT & QUINN FAMILY LAW CENTER	ADVERTISING	700.00	034162
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	1,174.00	034163
	LIGHTING RESOURCES	BLDG SVCS	2,900.06	034164
	METROLINK	TMP	450.00	034165
	TTS ENGINEERING, INC.	CAPITAL WIP	5,157.47	034166
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	350.00	034167
August 25	ATKINSON, ANDELSON, LOYA,	LEGAL	3,171.73	034168
	GUARDIAN	PREPAID EXP	7,385.18	034169
	RICHARDS, WATSON & GERSHON	LEGAL	1,368.50	034170
August 27	ESTATE OF ALVARO	REFUND	130.00	034171

51,778.94

Page 2

51.918.94

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2026 - August 31, 2026 (CHECKS)
Account No.: 102001

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 3	AMERICAN BAR ASSOCIATION	BOOKS	2,406.28	V010731
	CASTLE PUBLICATIONS	BOOKS	402.78	V010732
	LOS ANGELES TIMES	BOOKS	455.52	V010733
	WILLIAM S HEIN & CO	BOOKS	466.48	V010734
	GOBI LIBRARY SOLUTIONS	BOOKS	43.11	V010735
	AMAZON WEB SERVICES	OSP	941.51	V010752
	CONSTANT CONTACT	OSP	364.00	V010753
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	68.89	V010754
August 4	SKILTON SOFTWARE LTD	OSP	29.29	V010766
August 5	DROPBOX	OSP	54.00	V010882
August 6	SYNCB AMAZON	COMPUTER SUPPLIE	189.05	V010755
	LEXISNEXIS MATTHEW BENDER	BOOKS	70,091.14	V010756
August 8	SYNCB AMAZON	BOOKS	888.69	V010742
August 9	MICROSOFT CORPORATION	OSP	129.00	V010757
August 10	DAILY JOURNAL CORPORATION	BOOKS	1,946.98	V010736
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,975.00	V010737
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	151.00	V010738
	MICHAEL SULLIVAN & ASSOCIATES LLP	BOOKS	1,044.00	V010739
	THOMSON REUTERS	BOOKS	97,529.32	V010740
	SYNCB AMAZON	COMPUTER SUPPLIE	64.36	V010758
	LASTPASS US LP	OSP	1,882.84	V010759
August 11	STAMPS.COM	DELIVERY & POSTAG	30.99	V010767
August 12	SYNCB AMAZON	OFFICE SUPPLIES	29.62	V010768
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	55.92	V010783
August 14	CHERRY PICK CAFE	SPECIAL EVENTS EX	197.70	V010769
August 17	LEXISNEXIS MATTHEW BENDER	BOOKS	629.32	V010743
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	6,506.50	V010744
	PRACTISING LAW INSTITUTE	BOOKS	2,456.26	V010745
	GOBI LIBRARY SOLUTIONS	BOOKS	317.25	V010746
	SYNCB AMAZON	OFFICE SUPPLIES	64.44	V010770
	STAMPS.COM	DELIVERY & POSTAG	300.00	V010771
	T-MOBILE	TELECOM	899.95	V010869
August 18	BRCK INC	TELECOM	889.92	V010760

208,864.56

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456,802.99

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

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 1	SYNCB AMAZON	COMPUTER SUPPLIE	103.62	V010825
September 2	AMAZON WEB SERVICES	OSP	986.28	V010870
September 3	CONSTANT CONTACT	OSP	364.00	V010797
	FS.COM INC	COMPUTER SUPPLIE	175.60	V010798
	ULINE	SUPPLIES-OFFICE	238.22	V010826
September 4	BRCK INC	TELECOM	889.54	V010799
	PPLSI	CAFE PLAN-INS	237.48	V010800
	SECURITAS SECURITY	SECURITY	8,923.68	V010801
	AMERICAN BAR ASSOCIATION	BOOKS	868.20	V010803
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	5,453.13	V010804
	JAMES PUBLISHING INC	BOOKS	340.22	V010805
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,975.00	V010806
	PUBLIC UTILITIES REPORTS INC	BOOKS	500.00	V010807
	UNITED NATIONS PUBLICATIONS	BOOKS	72.40	V010808
	WEST ACADEMIC	BOOKS	285.35	V010809
	SYNCB AMAZON	STAFF MEALS/EVEN	360.00	V010827
September 5	DROPBOX	OSP	54.00	V010883
September 8	SYNCB AMAZON	CLEANING SUPPLIES	90.07	V010828
September 10	MICROSOFT CORPORATION	OSP	129.00	V010829
	STAMPS.COM	DELIVERY & POSTAG	30.99	V010830
September 14	AMERICAN LIBRARY ASSOCIATION	SUPPLIES-OFFICE	43.45	V010831
	SYNCB AMAZON	SUPPLIES-OFFICE	37.48	V010832
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	58.16	V010833
	STAMPS.COM	DELIVERY & POSTAG	300.00	V010834
September 16	DIGITAL MARKETING CONFERENCE	PREPAID EXP	2,023.92	V010835
	KAPCO	SUPPLIES-LIBRARY	1,533.13	V010836
September 17	JURISNET LLC	BOOKS	666.12	V010810
	PRACTISING LAW INSTITUTE	BOOKS	2,312.76	V010811
	THOMSON REUTERS	BOOKS	96,707.79	V010812
	WILLIAM S HEIN & CO	BOOKS	436.34	V010813
	T-MOBILE	TELECOM	996.45	V010871
September 18	LEXISNEXIS MATTHEW BENDER	BOOKS	4,157.36	V010814
	BLR	BOOKS	2,039.73	V010815
	JAMES PUBLISHING INC	BOOKS	510.34	V010816

149,494.81

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

Page 2

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	LEGAL INFORMATION SERVICES	BOOKS	595.00	V010817
	PRACTISING LAW INSTITUTE	BOOKS	494.19	V010818
	CITY OF THOUSAND OAKS	BOOKS	40.34	V010819
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	4,066.49	V010820
	UNITED NATIONS PUBLICATIONS	BOOKS	135.51	V010821
	GOBI LIBRARY SOLUTIONS ** VOIDED *****	BOOKS	0.00	V010822
	CHERRY PICK CAFE	SPECIAL EVENTS EX	214.85	V010837
September 19				
	ZOOM VIDEO COMMUNICATIONS INC	OSP	223.12	V010838
September 20				
	DUO SECURITY LLC	OSP	150.00	V010839
September 21				
	GURU PRINTERS	SPECIAL EVENTS EX	1,458.16	V010840
	MICROSOFT CORPORATION	OSP	340.00	V010841
	WILD APRICOT INC	OSP	1,995.84	V010842
	BIBLIOTHECA, LLC	SUPPLIES-LIBRARY	954.83	V010872
September 22				
	ARMIN INNOVATIVE PRODUCTS	BINDING	3,174.00	V010843
September 23				
	DOORDASH	BOARD EXPENSE	134.82	V010844
	SYNCB AMAZON	BOOKS	35.96	V010857
September 24				
	ALTA FOODCRAFT	KITCHEN SUPPLIES	327.04	V010845
	BRADY INDUSTRIES	CLEANING SUPPLIES	2,368.46	V010846
	GRAINGER	DELIVERY/POSTAGE	586.63	V010847
	ISOLVED BENEFIT SERVICES	HR BENEFIT/ADMIN	89.18	V010848
	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	17,185.80	V010849
	NASA SERVICES	BLDG SVCS	691.85	V010850
	PURE PROCESS FILTRATION INC.	BLDG SVCS	1,005.75	V010851
	SECURITAS SECURITY	SECURITY	12,611.33	V010852
	SIMPLY BACKFLOW INC	REPAIR/MAINT	735.00	V010853
	UPS	DELIVERY & POSTAG	15.64	V010854
September 29				
	PRACTISING LAW INSTITUTE	BOOKS	1,439.06	V010855
	WEST ACADEMIC	BOOKS	142.68	V010856
September 30				
	SYNCB AMAZON	BOOKS	626.38	V010885

200,737.72

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

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 4	ABD OFFICE SOLUTIONS	SUPPLIES-OFFICE	1,489.15	034174
	ADP SCREENING & SELECTION SVCS	RECRUITMENT	307.08	034175
	ANDERSON AIR CONDITIONING, L.P.	REPAIR/MAINT	1,790.75	034176
	AT&T	TELECOM	606.96	034177
	BUILDING ELECTRONIC CONTROLS INC	SECURITY	1,500.00	034178
	MILROSE CONSULTANTS, LLC	CAPITAL WIP	1,375.00	034179
	RETHINKING LIBRARIES	CONSULTING	5,700.00	034180
	CASALINI LIBRI	BOOKS	531.40	034181
	INGRAM LIBRARY SERVICES	BOOKS	97.85	034182
	LEXISNEXIS CANADA INC	BOOKS	645.62	034183
	PAN PACIFICA	BOOKS	2,030.00	034184
September 17	E ITURRIAGA Y CIA S A C	BOOKS	199.00	034185
September 18	WOLTERS KLUWER LAW & BUSINESS	BOOKS	308.40	034186
	CAL OSHA REPORTER	BOOKS	497.00	034187
	OTTO HARRASSOWITZ	BOOKS	6,776.89	034188
	WILLIAM S HEIN & CO	BOOKS	157.00	034189
September 21	CALIFORNIA DEPARTMENT OF TAX	USE TAX	401.00	034190
September 22	PETTY CASH FUND	SPECIAL EVENTS EX	20.00	034191
September 24	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	875.00	034192
	AFLAC REMITTANCE	CAFE PLAN-INSURAN	462.52	034193
	ANDERSON AIR CONDITIONING, L.P.	REPAIR/MAINT	400.00	034194
	COUNCIL OF CALIFORNIA COUNTY	REGISTRATION FEES	50.00	034195
	GIGAKOM	CAPITAL WIP	2,249.22	034196
	GUARDIAN	PREPAID EXP	7,732.62	034197
	LANGUAGE PEOPLE INC	OTHER	174.00	034198
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	1,232.72	034199
	METROLINK	TMP	450.00	034200
	PARK PLACE TECHNOLOGIES LLC	PREPAID EXP	9,861.00	034201
	SENTRY CUSTOM SECURITY INC.	PREPAID EXP	3,358.35	034202
September 29	INGRAM LIBRARY SERVICES	BOOKS	23.48	034203

51,302.01

LA Law Library
Fiscal Year Quarterly Statistics

		FY19 1st Quarter	FY20 1st Quarter	FY21 1st Quarter	FY22 1st Quarter	FY23 1st Quarter	FY24 1st Quarter	FY25 1st Quarter	FY26 1st Quarter	FY27 1st Quarter	FY27 1st Quarter Notes
Reference and Research											
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>										
	Desk Inquiries	5,695	6,087	0	2,413	6,186	7,827	8,853	10,349	9,606	
	Walk-Ins Sent From Court								2,049	2,035	
	Print Requests - General								3,610	1,904	
	Print Requests - Stacks and Archive								510	428	
	Phone	1,502	1,630	2,752	3,132	3,326	5,773	5,434	5,234	5,914	
	Email/ Live Chat	156	255	2,091	1,879	741	2,019	1,959	905	1,204	
	By Mail	57	70	51	56	49	59	73	101	236	
	Global Law Inquires	24	10	0	0	27	16	134	35	0	
	e-Branch Chat	50	26	0	0	0	0	0	0	0	
	e-Branch Email	0	3	0	0	0	0	0	0	0	
	Totals	Total	7,669	8,178	4,894	7,480	10,329	15,694	16,453	16,624	16,960
Circulation Services											
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking books in and out.</i>										
	Desk Inquiries	5,328	4,103	0	2,125	3,637	3,590	3,090	5,413	9,362	
	Phone Inquiries	2,000	1,714	604	1,202	1,326	1,225	1,414	1,450	2,615	
	Totals	Total	7,328	5,817	604	3,327	4,963	4,815	4,504	6,863	11,977
	Books Circulated	2,204	1,991	356	893	3,205	1,795	2,124	3,504	2,256	
	ebooks									1,002	
	Print									1,254	477 checkouts and 777 loan renewals
	Books Used Onsite								11,358	8,754	
	Library Card Sign-ups	475	507	0	203	327	425	430	418	442	
	Members Program - Active Members	326	311	224	222	230	220	226	215	158	
	Public Terminal Logins	8,590	7,057	0	1,675	3,081	4,887	3,980	3,688	4,244	
Document Delivery / E-Delivery/Copies											
	<i>Document Delivery responds to requests for materials from the LA Law Library collection. Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-printer.</i>										
	Phone Inquiries	258	281	167	337	262	777	1,414	589	283	
	In-Person	2,282	5,059	0	475	555	123	81	375	389	
	Email (Includes Members Program)	225	878	980	978	906	967	577	569	503	104 from Members
	Totals	Total	2,765	6,218	1,147	1790	1,723	1,867	2,072	1533	1,175
	Pages Delivered	6,279	6,726	9,862	8,698	7,743	14,425	4,746	5,259	4,778	
	Copies Made (Main Library)	63,324	105,615	0	54,679	51,281	83,878	70,294	104,695	111,057	

LA Law Library
Fiscal Year Quarterly Statistics

		FY19 1st Quarter	FY20 1st Quarter	FY21 1st Quarter	FY22 1st Quarter	FY23 1st Quarter	FY24 1st Quarter	FY25 1st Quarter	FY26 1st Quarter	FY27 1st Quarter	FY27 1st 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	129	247	146	108	126	140	197	136	129	
	Print Volumes Added	1,792	1576	1,377	1,963	2,700	1,317	1,147	1327	1096	
	New Serials	21	13	7	7	17	16	35	34	15	
	Non-Print Media Added	126	890	372	2,462	887	9	0	385	1	
	Records Cataloged/Updated	865	395	1,245	701	514	334	240	759	2845	
	Print & Non-Print Withdrawn	440	423	401	403	319	313	225	837	460	
Brief Scanning Project											
	Briefs Logged (Google)	16,192	19,820	5,535	0	0	0	0	0	0	
Website Statistics											
	Visitors	31,942	30,790	22,569	23,918	29,838	33,248	48,889	47,466	39,274	
	Visits (previously counted as "Pages Viewed")	100,275	95,230	65,338	71,688	86,134	109,738	119,013	110,859	121,869	
	Average Daily Visits	1,143	349	284	283	302	322	354	379	322	
	Average Duration	2:28	5:14	3:01	2:53	3:06	3:07	2:04	2:30	1m 56s	
	Visitors: US	98.00%	96.80%	95.27%	92.87%	91.21%	96.49%	96.27%	97.15%	84.51%	
	Visitors: International / Unspecified	2.00%	3.20%	4.79%	7.13%	8.79%	3.51%	3.73%	2.85%	15.49%	
Training and Events (Includes Online,Prerecorded/Live via ZOOM)											
	Public Classes Held Online										
	Internal speaker	0	0	11	20	43	42	52	45	33	
	Guest speaker	0	0	31	107	116	119	118	122	76	
	MCLE Classes Held Online										
	Internal speaker	0	0	0	0	0	3	41	0	1	
	Guest speaker	0	0	1	19	35	38	0	33	34	
	Clinics/ Workshops Held Online	0	0	3	3	1	3	3	3	3	
	Public Classes Held at Main & Branches										
	Internal speaker	33	49	0	0	4	5	9	4	0	
	Guest speaker	50	28	0	0	9	10	2	0	2	
	MCLE Classes Held										
	Internal speaker	1	1	0	0	0	0	0	0	0	
	Guest speaker	4	3	0	0	0	0	0	2	0	
	Clinics/ Workshops Held	33	60	0	0	4	5	16	14	15	
	Totals	Total	121	141	46	149	212	225	241	223	164
	Class Attendance in Person Total (Estimated)	1,456	2,077	0	0	415	425	357	279	293	
	Live Class Attendance: Online/Remote	N/A	N/A	880	649	429	799	835	534	330	
	Live Class Registration: Online/Remote	N/A	0	786	1,422	1,275	1,395	1,735	972	383	
	Number of plays of prerecorded Classes	N/A	0	1,017	110	1,096	1,338	1,560	1931	1,751	
	Class Attendance Branches (Estimated)	N/A	357	0	0	0	0	0	0	2	
Visits to Main Branch											
	Number of Patron Visits (front door)	25,434	25,488	0	26,515	13,602	17,002	NA	11,984	12,700	

AGENDA ITEM 3.0/CONSENT ITEM 3.4

MEMORANDUM

DATE: October 28, 2026

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Approval of Revisions to Job Description- Community Resources Specialist; Library Associate, Executive Office (Proposed new title: Executive Office Programs and Special Projects Coordinator)

SUMMARY

Community Resources Specialist

LA Law Library currently employs a Community Resources Specialist. Recognizing that access to justice is very often interconnected with the need for social services, the position was created in 2023 to further the Executive Director's initiative to expand the Library's social services resources for the community. The Community Resource Specialist provides services, support and referrals for patrons with mental, physical or emotional health challenges or connects them to appropriate community resources and social services to improve overall functioning. Other duties include offering assistance in processing legal information, as well as providing staff consultations and trainings of available social services and resources. This role works closely with the Reference and Circulation staff, as well as the security staff, in situations requiring de-escalation of an emotionally charged patron in crisis.

Library Associate, Executive Office (Proposed new title: Executive Office Programs and Special Projects Coordinator)

The Library Associate, Executive Office was created in February 2025 to assist the Executive Director in special projects, and in particular, the launch of a new collaboration with the West LA College Paralegal Program in providing a self-help Conservatorship Clinic for patrons. The Paralegal Program provides student interns seeking to develop professional skills in assisting patrons at the clinic while receiving class credit. At the same time, patrons benefit from individualized assistance provided by the interns in learning about conservatorships, petitioning for appointment, and understanding the court process. The Executive Director serves as the on-site professional expert and instructor who grades each intern during each semester. The



Library Associate provides resources as follows: manages attendance and produces materials for the weekly sessions; provides information about the court process to patrons; trains interns and patrons on use of the software platform developed to generate petitions; and provides information and guidance to patrons attending our Spanish only sessions.

Now into its third semester, the clinic has trained student cohorts as large as fifteen, with clinic participants as large as thirty-five per class. The clinic has proven to be in great demand, and in turn added more responsibilities to the Library Associate's position since its creation. For example, the Associate has now become actively involved in promoting the clinic to community organizations, using discretion and judgment while screening clinic participants, and often interfaces with Superior Court staff concerning updates on court processes. Job duties concerning the clinic consume approximately 60% of the Associate's time, with 40% devoted to furthering the Executive Director's library wide projects by offering support, record keeping, scheduling, implementation, and promotion tasks.

RE-CLASSIFYING BOTH JOB DESCRIPTIONS AS EXEMPT POSITIONS

In California, to classify an employee as "exempt", a strict three-part test is applied: 1) minimum salary requirement; 2) the employee must spend more than 50% of their time on exempt duties; and 3) the job must require discretion and independent judgment. The minimum salary requirement for exempt employees in 2026 is a minimum wage of \$16.90 per hour, and a threshold of \$70, 304 per year.

The responsibilities required for both the Community Resource Specialist and the Library Associate are performed under limited supervision and employ proactive thinking, sound judgment and diplomacy. Each position provides administrative duties that relate directly to the Executive Office policies to further our mission to provide holistic, effective and relevant services to our patrons. Both play a vital role in the daily operations of the Library, and both employees spend more than 50% of their shifts on duties that fall within the "exempt" category.

The Community Resource Specialist works closely with Reference Librarians and Security to respond to patron requests and is often involved in helping to de-escalate tensions that can arise from individuals dealing with a legal crisis. By offering a calm and collected response and helpful resources, the Community Resources Specialist serves to re-focus an otherwise negative exchange to that of a positive experience with targeted solutions for the patron.



Likewise, the Library Associate position has evolved in not only weekly management of clinic operations but also training student interns to develop important professional skills while dealing with the public. This position has expanded duties beyond manual clerical duties; rather, it has become much for public facing with the exercise of judgment concerning time management, public and intern interface, and relationship building between the Library, court, and public.

Each position requires the daily exercise of discretion and independent judgment in dealing with patrons, interns, staff, or external agency staff and court personnel. Each requires special training and knowledge, and both involve training other staff to further operations. As both positions have developed over the years, it has also become apparent that each respective program will require more flexibility in each employee's schedule to attend resource fairs or other outreach events beyond normal business hours.

In the coming years, the need for staff assistance in executing library wide goals set by the Executive Office under the direction of the Board of Trustees is expected to grow. Specifically, the Library has begun the process of developing a new strategic plan for the next three to five years. Initial steps will require the Executive Office to coordinate data collection from various stakeholders, initiate efforts to widen outreach to new stakeholders, organize discovery related staff meetings and community events, and to analyze strengths, weaknesses, opportunities, and threats to reaching any future goals. The Executive Director will require more assistance in implementing these activities. In light of this, the Executive Office anticipates changes to the Library Associate, Executive Office position will be needed to help coordinate, schedule, and interface with stakeholders, staff, patrons, the general community, and consultants.

RECOMMENDATION

In light of the above, staff recommend the following: 1) that the job description for the Community Resources Specialist be changed to "Exempt" classification; 2) that the job description for the Library Associate, Executive Office be revised to include a new title, exempt status, and added responsibilities in reference to the development of a strategic plan under the general direction of the Executive Director.

Attached to this Staff Report as Exhibit A are the redlined versions of the job descriptions reflecting the changes proposed. Staff recommend that the Board approve the attached updated job descriptions for the positions described above.



Exhibit A

Consent Agenda 3.0

Consent Item 3.4

Redlined Job Descriptions for
Community Resources Specialist
Executive Office Programs and Special
Projects Coordinator

LA LAW LIBRARY JOB DESCRIPTION

Title:	Community Resource Specialist
Department:	Public & Legal Education
Focus:	Social Services Support and Referrals
Reports to:	Director, Public and Legal Education
Position(s) Supervised:	None
FLSA Status:	~~Nonexempt~~ Exempt
Salary Grade:	4
Union Status:	Ineligible for Representation
Effective Date:	

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Position Summary

Under the direction of the Director, Public & Legal Education, this position provides services, support and referrals for patrons with mental, physical or emotional health challenges or other social services needs, assists patrons and their families with connecting to and/or obtaining appropriate resources and services to improve overall functioning and utilize and process legal information, and provides staff consultations and trainings.

Responsibilities and Duties

The Community Resource Specialist's responsibilities are divided into four (4) primary categories: Patron Support and Referrals; Outreach and Coordination; Program Development; Administrative; and Staff Support and Training. These activities are performed under limited supervision and employ proactive thinking, sound judgment and diplomacy.

Patron Support and Referrals

- Interacts verbally and non-verbally with patrons to obtain information about social services needs, including home environment, family relationships, and health issues that may have a bearing on the patron's well-being and ability to address legal issues and challenges
- Assesses emotional, social and mental health needs to assist in plan development, provide referrals and offer guidance.
- Provides services, support, and information to patrons to ensure the mental, emotional, social, educational and mental health needs are being met and help patrons cope with the social, emotional and financial strain of navigating the justice system without legal representation.



- Provides appropriate referrals, offers consultation and information regarding community resources that would assist patrons in obtaining additional support
- Assists patrons with locating required applications, obtaining documents and/or other logistics/practical matters necessary to obtain needed resources/services
- Assist clients in obtaining shelter, transitional, supportive and/or permanent housing and preventing homelessness
- Provide support, linkage, and referrals to services which aid patrons in meeting their basic needs (e.g. disability or medical benefits, court appearances etc.)
- Assist patrons with pursuing vocational, educational and social interests to improve quality of life
- Assist patrons with development of strategies/resources to meet transportation needs
- Assist patrons with applying for benefits for which they are eligible (SSI, Medi-Cal, SSDI, CAPI etc.)
- Makes referrals to various public and private health, mental health, housing or other agencies such as the Department of Mental Health, Department of Public Social Services, Legal Aid, Department of Adoptions, Health Department, Free Clinics, Planned Parenthood organizations, Family Service Agencies, and Community Service Centers to resolve patrons' personal, health and social problems.
- Adheres to the principles and practices outlined in the Code of Ethics of the National Association of Social Workers

Outreach and Coordination

- Keeps informed on community health and welfare resources and the variety of programs offered through public and private health, mental health, housing or other agencies to resolve patrons' personal, health and social problems, and works with those agencies to facilitate referrals.
- Participates in the development of partnerships and opportunities for joint collaboration with the County Department of Mental Health, other government agencies and community non-profit organizations.
- Helps plan, coordinate and organize efforts related to patrons and patron populations working with community-based nonprofit organizations.
- Works to solve local issues through community outreach, speaking with local politicians, advocacy groups, aid organizations or other government agencies.

Program Development

- Assists with the development and maintenance of volunteer, intern and social work student affiliate programs for training professional social work students through interaction and

instruction assisting Law Library patrons with social services needs; assesses and evaluates students' progress and professional development.

- Participates in the identification, planning and implementation of programs and instructional services provided to specific patron groups
- Participates in the planning of educational presentations to increase community awareness and knowledge of available resources and treatments.
- Assists in the design, development and enhancement of educational programs and events that serve specific patron groups, social needs, and also attract new public interest partners and engage and retain existing partners
- Utilizes experience and data gathered in relation to Law Library patrons to make recommendations concerning the provision of, and referrals to, services that will ensure maximum benefits for each patron.

Administrative

- Compiles and archives statistics and assists with the development of special reports
- Conducts administrative-related communications with specific patron constituents, program providers and partners
- Participates in development and implementation of strategic plans and documentation of objectives and projects

Staff Support, Education and Training

- Conducts orientation and training for staff who interact with and support patrons in crisis.
- Informs new and existing library staff about the role of and expectations of the social worker.

Other Responsibilities as assigned

- Participates in library wide projects and programs.
- Other related duties as required.

Position Qualifications

Required

- A Bachelor's degree from an accredited college or university in Social Work or a related field; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities associated with social services or mental health assessment, treatment and counseling service coordination, case management, or crisis intervention/response.



- One Two or more years of professional ~~casework~~ experience, including experience in at least some of the following: case management, crisis intervention, or de-escalation with people experiencing homelessness, mental illness, and/or substance use disorders among other social problems, interviewing, counseling, and assisting patients/patrons with social problems.
- Computer literacy required (MS Office, including Excel, and Google Docs)
- Interest in outreach and promotion of new and innovative program ideas
- Ability to work independently, exercising independent judgment
- Effective written and oral communication skills
- Ability to work as part of a team, across divisional lines
- California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Preferred

- Active license as a Licensed Clinical Social Worker
- Experience working directly with the public
- Experience working in a public agency
- Proficiency in Spanish
- Demonstrated commitment to service and social justice

Work Environment

Will be working in a busy office environment and in public service areas. Must be able to move between library offices and stack areas and to and from branch and partnership locations.

Physical Abilities Required

- Lifting ability: Up to 35 lbs. on rare occasions; up to 15 lbs regularly
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.
- Standing, sitting, walking: periods of 30-60 min. May require bending, stooping, reaching, and twisting
- Some exposure to adverse environmental conditions such as dust and/or odors.



Approvals

Immediate Supervisor

Date

Senior Director

Date

Human Resources

Date

Executive Director

Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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



LA LAW LIBRARY JOB DESCRIPTION

Title:	~~Library Associate (Part-Time)~~ Executive Office Programs and Special Projects Coordinator
Department:	Executive Office
Focus:	Administrative Support for Programs and Special Projects
Reports to:	Executive Director
Position(s) Supervised:	None
FLSA Status:	~~Nonexempt~~ Exempt
Salary Grade:	4
Union Status:	Ineligible for Representation
Effective Date:	~~February 2025~~ October 2026

Position Summary

Under the direction of the Executive Director, this position provides planning, implementation, outreach and administrative support for Library programs and special projects. This ~~Library Associate~~ Executive Office Programs and Special Projects Coordinator will focus on administrative tasks and trainings for the implementation of the Library's Conservatorship Clinic and other clinics and workshops as needed. The position will also provide support for any special projects or events across departments. ~~This position is part time only and will continue depending on available funding for ongoing programs and projects. This position is full time and requires the exercise of discretion and independent judgment while interfacing with staff, patrons, court personnel, interns, pro bono volunteers, and community partners.~~

Responsibilities and Duties

Program Development and Support

- Participates in the identification, planning and implementation of programs and instructional services provided to specific patron groups
- Assists in the design, development and enhancement of educational programs and events that serve specific patron groups and also attract new public interest partners and engage and retain existing partners
- Assists in the execution and delivery of programs and services, and special events
- Coordinates preparation of promotional collateral including flyers and website postings
- Assists in event planning and execution, including registration, logistics, set-up, day-of support and staffing
- ~~Engages with the community and explores opportunities for the improvement of programming and services to meet the needs of non-English monolingual patronage, particularly Spanish-speaking or those demonstrating literacy challenges~~



Outreach and Development

- Participates in the development of library partnerships and opportunities for joint collaboration
- Supports partnerships with outside organizations to enhance services for specific audiences.
- Assists in coordination and implementation of outreach related activities aimed at current and potential speakers and partnering organizations

Administrative

- Compiles and archives statistics and assists with the development of special reports as needed
- Coordinates and support staffing to ensure seamless coverage of services provided to patrons participating in library programs
- Maintains and updates designated program-related documents and records
- Conducts administrative-related communications with specific patron constituents, program providers and partners
- Participates in development and implementation of strategic plans and documentation of objectives and projects
- Participates in the tracking of best practices for the administrative operations of specific services and recommends solutions to issues arising from operations
- Maintains workshop/clinic/class materials to ensure accuracy and updates as necessary
- Photocopies necessary forms and materials to assure adequate quantities are available for patrons before each session, during, and after program session
- Organizes folders, flyers and any other materials necessary for the implementation of workshops/clinics/classes to assure successful and seamless programming
- Exercises diplomacy and sound judgment in executing outreach efforts to the community
- Furthers Executive Office strategic planning efforts, including coordinating data collection from various stakeholders, initiating efforts to widen outreach to new stakeholders, organizing discovery related staff meetings and community events, and providing administrative support to analyze strengths, weaknesses, opportunities, and threats to reaching any future library goals and initiatives.

Direct Patron Services Support and Volunteer Training:

- Assists patrons attending workshops/clinics/classes by providing necessary information, referral resources, and clerical support for class participation
- Assists in screening and intake process
- Assists with translations as needed for monolingual Spanish speaking patrons participating in programs or needing services
- Provides support to patrons participating in petition workshops during computer lab sessions
- Assists with the development and preparation of materials and programs for Spanish language speakers
- Assists in training of student interns and maintains recordkeeping for attendance and class credit
- Provides feedback to Executive Director and Academic Instructor concerning student participation

February 2024 - October 2025

Library Associate, Administrative Support, Executive Office Programs and Special Projects Coordinator

Job Description

Page 3

- Implements programming and manages classes in the event of the Executive Director's absence due to other business related matters or calendar conflicts

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Other Responsibilities as assigned

- Participates in orientation and training of new staff members, interns, or volunteers.
- Participates in library-wide projects and programs.
- Other related duties as required.

Position Qualifications

Required

- Bilingual in English and Spanish
- Computer literacy required (MS Office, including Excel, and Google Docs)
- Aptitude for complex, analytical, detailed work and schedule management
- Interest in outreach and promotion of new and innovative program ideas
- Ability to work independently, exercising independent judgment
- Effective written and oral communication skills
- Experience working directly with the public
- Ability to work as part of a team, across divisional lines

Preferred

- Experience working in a public library
- Experience working with a diverse population of patrons, volunteers, pro bono attorneys, and staff
- Experience and aptitude working in a fast-paced clinic environment
- Library or law degree
- Demonstrated work in a public office setting
- Demonstrated commitment to service and social justice

Work Environment



Will be working in a busy office environment and in public service programming. Must be able to move between library offices and stack areas and to and from branch and partnership locations.

Physical Abilities Required

- Lifting ability: Up to 50 lbs. on rare occasions; up to 15 lbs regularly
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.
- Standing, sitting, walking: periods of 15-30 min. May require bending, stooping, reaching, twisting and crawling Stairs: 5-15 min. retrieving materials in stacks for library users.
- Some exposure to adverse environmental conditions such as dust and/or odors.

Approvals

Immediate Supervisor

Date

Senior Director

Date

Human Resources

Date

Executive Director

Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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



MEMORANDUM

DATE: October 28, 2026

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

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

The Los Angeles County Law Library is required by statute to submit an annual report to the Los Angeles County Board of Supervisors pursuant to California Business and Professions Code Section 6349:

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

Each year, the Law Library submits the required information along with a summary of the many services provided to the public. The annual report for Fiscal year 2025/26 is submitted here for review and approval by the Board of Trustees. The report summarizes all of the law library’s functions, events, finances, gifts and statistics for the year.

RECOMMENDATION

Staff recommends that the board review and approve the attached cover letter addressed to Executive Officer Edward Yen and the Annual Report to the Los Angeles County Board of Supervisors (Exhibit B).



Exhibit B

Consent Agenda 3.0

Consent Item 3.5

Cover Letter to Executive Officer Eric Yen
Annual Report to Los Angeles County
Board of Supervisors

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

October 28, 2026

BOARD OF TRUSTEES

Hon. Laura A. Seigle
President
Los Angeles Superior Court

Hon. Susan J. DeWitt
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Susan Steinhauser, Esq.
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of Supervisor Appointee

Daniel A. Rosenfeld
Los Angeles County Board
of Supervisor Appointee

Katherine H. Chew
Executive Director

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

Dear Mr. Yen:

The Board of Trustees wish to thank the County Board of Supervisors for its support during the past Fiscal Year.

As you know, Cal. Bus. & Prof. Code § 6349 and § 6350 provide that the Board of Trustees submit an annual report and financial report to update the County Board of Supervisors on Law Library services. In accordance with this requirement, please find the Annual Report and Financial Statement for the July 1, 2025 – June 30, 2026 Fiscal Year for your review. We include a brief overview of other programs and services we are planning in the coming year as well.

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

Sincerely,

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

Enclosure: Annual Report/Financial Report to the Board of Supervisors (Fiscal year 2025-26)

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

LALAWLIBRARY



Los Angeles County Law Library

Board of Trustees

Annual Report and Financial Report

Katherine H. Chew, Secretary to the Board of Law Library Trustees of Los Angeles County, pursuant to Sections 6349 and 6350 of the Business and Professions Code, presents to the Honorable Board of Supervisors of Los Angeles County, the Annual Report and Financial Report of the Los Angeles County Law Library, for the Fiscal Year ending on the 30th day of June, 2026.

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

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

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

ANNUAL REPORT

INTRODUCTORY INFORMATION

Preserving the Past and Creating a Living History

On September 26, 2025, the United States Department of the Interior recognized the Los Angeles County Law Library (LACLL) holds significant importance to the community, state and nation. Listing LACLL on the National Register of Historic Places, the Department declared it a site to be honored and preserved for its association of historical events, significant people, distinctive and rare Late Moderne architectural design, and potential to yield information of moments in history.

Our journey to reach this national recognition began in 1891 with a humble collection of 4,649 volumes and no permanent home. Along the way we have become one of the most utilized and premier collections, with a deepened awareness that it is access to ideas and information that will power our collective success as a society forward. Our past includes historical events, rare transcripts, and significant patrons on the national and global stage:

- In 1954 LACLL hosted Chief Justice of the United States Supreme Court, Earl Warren, as one of our research patrons only months before he delivered the landmark ruling of *Brown v. Board of Education*, (347 U.S. 483), declaring state sanctioned racial segregation in public schools was unconstitutional;
- When a catastrophic hurricane destroyed their entire collection of legal documents, the government of Haiti turned to LACLL's print collection to help replace what was lost and begin the work of rebuilding their country's legal infrastructure;
- Our rare and historical collection includes such treasures as: English common law compilations dating back to the 1300s; centuries old Roman canon, and

other religious law; wartime laws from the occupying Allied powers after the fall of Nazi Germany; transcripts of famous historic trials such as the Clarence Darrow bribery case, Daniel Ellsberg Pentagon Papers trial, O.J. Simpson murder trial; laws of the original thirteen colonies and early California; and, one of the only extant collections of North Korean law.

Today, history lives and breathes in real time at LACLL. It lives in our vast collection of over one million print and digital legal resources that frames how we relate to one another, solve conflict, and repair what is broken in our society. It reveals itself in the enduring impact one volunteer lawyer can have for the greater good by explaining a complex legal topic in layperson terms in a free legal class open to the entire community. It breathes daily in the personal history of each patron who finds a path forward in a legal crisis after walking through our doors to ask for help from a knowledgeable reference librarian or attend a clinic offered by a partner legal aid organization.

From its inception, LACLL has been dedicated to offering the public free access to legal resources and services that can transform the legal playing field for a more fair, effective and equitable outcome. One of the largest in the United States, and second only to the Library of Congress in size, our collection includes historical and current print materials, the most recent digital legal resources available, State and Federal law, one of the nation's most comprehensive international law collections, and a rare book collection unlike any other county law library in the state. With free access to legal classes and clinics, online webinars, public computers, language translations services, and knowledgeable reference librarians, anyone can have the tools to better advocate for themselves as they navigate the court system or seek answers to legal questions that impact their personal or professional lives.

Whether they are from the mainstream of society or left on the margins, we serve over 100,000 patrons a year. While we have always been a place for research and

study for legal professionals, business entrepreneurs, and academics, we play a vital role in bridging the justice gap. Those in our community who are overwhelmed with life challenges—financial troubles, family conflicts, social stress, language barriers, physical or mental disabilities, educational or technological inequity—often have no one to turn to when navigating the judicial system. The library is their connection to a wealth of legal information and services that will empower them when they would otherwise feel powerless because they do not have financial resources to hire an attorney and at the same time do not qualify for legal aid.

The Work Ahead

This year we celebrate LACLL as a historic place worthy of preservation. And while our past has brought us to this present honor, we know the future demands we think creatively to find relevant and practical approaches to assure no one is left behind. We have much more work to do to close the justice gap with new initiatives.

We understand that effective assistance requires practical solutions: when the courthouse self-help centers are closed on weekends, we stay open on Saturdays, providing more opportunities for those grappling with demanding jobs and family obligations during the weekdays to get the help they need on a weekend. We can offer a quiet public space that can be less intimidating and more accessible than a courthouse, and our staff can provide much needed self-help services on legal topics that are not addressed at self-help centers or require more in depth and personalized assistance for complex legal disputes. We've expanded our partnerships with self-help centers at both the Los Angeles Superior Court and the U.S. District Court to tackle much needed guidance in the areas of immigration, human trafficking, discharging student debt, and the impact of fire disaster relief aid on eligibility of public benefits.

In an increasingly technologically dependent world, we believe promoting the journey to access to justice falls short when there is no practical way to begin the trip in the first place. To address a digital divide that continues to widen for so many who lack educational, financial, and technological resources, LACLL will be collaborating with the County's Internal Services Department and the Delete the Digital Divide initiative in November 2026. This collaboration will provide in depth training on basic digital skills at the downtown main branch in a newly completed computer lab this fall. Offered in English and Spanish, this course will help beginners gain basic and essential knowledge about computers and phones so they become confident in our digital world.

And despite what appears to be an increasingly divided social and political world, we are creating new collaborations to nurture opportunities for better understanding through new programming with community organizations:

- The Civics Center, that fosters an educational non-partisan frame work for high school students to understand the importance of civics engagement and support our democracy by registering to vote;
- The Community Veterans Justice Project to assist U.S. Veterans in legal advocacy, diversion programs, and re-entry support;
- Counsel for Justice, offering free clinics for victims of suspected fraud and attorney misconduct in the nationwide humanitarian visa case against La Luz del Camino Legal (formerly Alexandra Lozano Law PLLC);
- Massachusetts General Hospital/Harvard Medical School and the NeuroLaw Library, providing free and reliable neuroscience courses to help criminal, civil, and family law courts and advocates make science-informed decisions for incarcerated defendants;
- and the ALIGHT (Alliance to Lead Impact in Global Human Trafficking) and National Survivor Law Collective, providing clinics for human trafficking survivors debt repair.

The Need for Sustaining and Consistent Funding

As we lean into our 135th year of public service, sustaining and consistent funding to meet this mission continues to be a challenge. Appropriations in the State Budget for county law libraries is not earmarked as an on-going line item in the Judiciary Budget. At the same time, the statutory mechanism for funding public law libraries is limited to civil filing fees, an unsustainable and unpredictable means of support for long term planning.

LACLL continues raise awareness of the vital role we play in closing the justice gap by providing programs and services for some of the poorest and most vulnerable in the community. Through collaborative advocacy with other county law libraries and fostering strong community partnerships in our work, it is our hope our commitment to provide access to information, and in turn access to justice, will eventually yield sustaining financial support for years to come with continuous support from the State's general fund.

In addition, LACLL will continue to pursue other avenues of financial support through grants and private donations. We continue to be grateful for grant funding from the County Board of Supervisors as well as private donations from patrons and the legal community.

2026 Community Engagement Initiatives

In Fiscal Year 2025-2026 LACLL initiated efforts to expand its outreach as a place of civic and community engagement. Initiatives are highlighted below.

What Justice Means To You” Art Exhibit/May through June 2026:

In collaboration with the leading public art consulting firm, Dyson and Womack (serving LA County Arts and Culture/PAid Program/Artist Council), staff at City Council District 14(Ysabel Jurado), Stepping Forward LA, and California State University, we displayed art created under the theme “What Justice Means to

You.” Art submissions featured paintings from foster youth and college students. San Diego based sculptor Noe Olivas installed in our main reading room his “Nothing to Lose” sculpture-- wooden four-foot-long handcuffs meticulously crafted from the oak of a repurposed library table. This sculpture symbolized the need for the public to consider the U.S. criminal justice system in the context of social justice and alternative forms of accountability beyond traditional punitive approaches.

2026 Equal Justice Conference, Charlotte, North Carolina: The American Bar Association, in partnership with the National Legal Aid and Defender Association, held its annual conference in Charlotte, North Carolina in May 2026. This conference unites the legal community—from legal aid and pro bono advocates, judges, court staff, academics, and law students—to address systemic barriers facing low-income individuals seeking justice. LACLL’s Executive Director served as a panelist alongside the Adult and Community Engagement Manager of the Baltimore Public Library and the Senior Research Librarian of the Boston Public Library to discuss how collaborations with public libraries play a vital role in closing the justice gap for those who must represent themselves because they lack the financial resources for legal representation.

Connecting the Community and Public Places Through Dance:

Founded in 1985 by choreographer Heidi Ducker, Heidi Duckler Dance is a Los Angeles-based contemporary dance company that creates performances in unique, non-traditional spaces such as public buildings, parks and cultural centers. Performances focus on community, inclusivity, and the importance of fostering social justice and civic engagement. In February 2026 LACLL celebrated its listing on the National Register of Historic Places with a special reception that included an onsite dance performance from Heidi Duckler Dance.

In mid-October, Heidi Duckler Dance returned to the Library with performances in the main reading room in celebration of the company's 41st Anniversary of groundbreaking site-specific dance in local historic landmarks and urban spaces.

Assisting the Community in Challenging Times: LACLL made a concerted effort to develop legal programming that addresses issues facing the community due to current events. In partnership with legal aid organizations and community agencies, we have created resource fairs and clinics for those grappling with local and nationwide legal issues: disaster relief stemming from California wildfires; local businesses concerned with ICE deportations of employees; legal guidance for victims of immigration fraud schemes in the Alexandra Lozano Human Trafficking Immigration Fraud Case; and employment protections for LGBTQ workers.

LOCATIONS AND HOURS

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

To assure service to communities beyond the downtown Civic Center, LACLL also maintains ten (10) courthouse and public library partnership locations that offer in person assistance, eBranch access, or a combination of both. Locations offering eBranch assistance provide a walk-up computer based interactive research experience, allowing a patron to contact Reference Librarians remotely via live chat service.

Our branch locations allow us to provide access to resources throughout the community and are an extremely important part of our service model. Unfortunately,

after seventeen years in the Torrance Courthouse, we were recently advised the Judicial Council would terminate our lease to use the space for a childcare center. While the court offered LACLL a former courtroom space to relocate on the Torrance Courthouse campus, the cost to renovate the space into a functional library was prohibitive and we therefore had to close this branch location. Currently, the branch and partnership locations are as follows:

Courthouse Branch Locations

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

Public Library Partnership Locations

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

During the first part of fiscal year 2025/2026, we offered a mix of in-person and remote services. The Main Law Library was open to the public Monday through Friday, 8:30 a.m. until 6:00 p.m., and on Saturdays from 9:00 a.m. to 5:00 p.m. Services were accessible via email, telephone, live chat, online classes, workshops and in-person pickup of collection materials.

PROGRAMS AND SERVICES

Reference Assistance:

Our Reference Desk is one of the most valued and accessible services we can provide the community. While our Reference Librarians do not provide legal advice, they are knowledgeable about the law and are specially trained in legal research and resources. Recognizing accessibility must be patron centered to be effective, we provide reference assistance during all operational hours through connections that meet the patron's needs: in-person; by phone; through email or postal mail; and via live web-chat. These services are available at no charge to all users of the library, including attorneys, legal professionals, students and the general public.

The Library's vast collection contains instructions, explanations, and guidance on virtually any legal issue in any jurisdiction. By listening to a patron's story, asking questions, and identifying relevant facts, the Reference Librarians help connect the patron to the resource they need to take the next step in the legal process, and, ultimately, access the justice system in a meaningful way.

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

Addressing the Digital Divide with Support Services:

We are fully cognizant that LACLL may be the only place many in the community can rely upon to close the digital divide. To address existing inequities in access to

modern telecommunications technology, we provide free public access to computers and Wi-Fi, as well as copiers, printers, office supplies, faxing service, document delivery and e-delivery for a small fee.

The initiative to work with the County's Delete the Divide initiative is an added outreach that we hope will provide basic computer skills for the community as they do their legal research.

The availability of public computers has become especially important in election cycles. This service is especially important with the 2026 mid-term elections in November which will determine control of the U.S. House of Representatives and the Senate for the second half of the presidential term. Many patrons who do not have computers or struggle with computer literacy have expressed frustration in attempting to register to vote as they are often directed to do so "online." LACLL is sensitive to the need to make print copies of voter registration applications available. We provide these forms to any patron wishing to use the print forms to exercise their civil right and responsibility.

Likewise, we can provide print copies of other important legal documents with instruction guides such as tax forms or court forms as the next tax season approaches.

Classes, Clinics, Workshops and Programs:

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

For Attorneys, Paralegals and Certified Court Interpreters: The Library provides State Bar-certified Minimum Continuing Legal Education (MCLE) classes on a diverse set of topics designed to serve the needs of attorneys

and paralegals in all practice areas, with an emphasis on subjects that expand access to justice for disadvantaged groups or those unable to afford legal representation. Fiscal Year 2025/26 featured 7 live MCLE certified class sessions, plus 32 pre-recorded programs available to watch online. Sessions covered a variety of new and relevant topics: the impact of artificial intelligence on legal practice; how to approach professional ethics within the legal profession as technology advances; discretionary protections available to undocumented workers; and how to help victims of natural disasters.

In addition, the Library offers Court Interpreter Minimum Continuing Education (CIMCE) credit for classes on court procedures and common legal issues to help court interpreters better serve their clients and the courts. In Fiscal Year 2025-2026 the Library featured 35 CIMCE-certified class sessions covering fundamental legal topics such as filing and responding to civil complaints, representing oneself in civil trials, basics of landlord-tenant law, dealing with debt, and probate court procedures.

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

- Weekly: Ask a Lawyer/Expert (subject-specific town-hall style Zoom sessions) and legal assistance in answering unlawful detainer complaints presented by Tenant Power Toolkit and a Section 8 Ombudsperson from LAC Housing Authority; a Public Interest Attorney who specializes in assisting patrons with public benefit applications for SNAP and WIC.
- Bi-weekly: Civil Lawsuit Basics/Common Legal Issues: Where You Begin and Adult Legal Conservatorship workshop presented in English and

Spanish;

- Monthly offerings: Lawyers in the Library (free consultations with volunteer lawyers).
- Quarterly offerings: Adult Name Change Workshop

Lawyers in the Library: This program is offered in-person on the third Friday of the month or on an ongoing basis by remote consultations via internet and telephone. In either format, volunteer attorneys provide free 20 minute consultations with members of the public. The program has grown so dramatically – due in part to the housing crisis and the increased need to keep people housed – that many regular volunteers now provide consultations on an ongoing monthly basis. The most heavily requested topics are probate, landlord-tenant, family law and immigration. Recently, there has been an increase in requests for assistance on topics including small business issues, small claims, personal debt, consumer debt, employment law, and real estate.

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

Clinics: In response to the need for specialized one-on-one legal assistance, the library has expanded its community and legal aid partnerships to offer clinics to self-represented litigants.

- In November of 2025, we launched our quarterly Expungement Clinic in partnership with Community Legal Aid of Southern California. The clinic is on Saturday from 10am-2pm and is available for patrons across several counties.
- In January of 2026, we launched our quarterly Federal Pro Se Clinic in partnership with Public Counsel. The clinic has rotated between evening and afternoon sessions to accommodate the patron schedules.
- In November of 2025, we launched an Immigration Clinic in partnership with Counsel for Justice. We offer the clinic both in-person and virtually to accommodate patron schedules and the increased need for safety as ICE raids have occurred across Los Angeles County.
- Conservatorships & Alternatives to Conservatorships: We continue to grow our collaboration with the ABA Accredited West LA College Paralegal Program to hold a self-help clinic for patrons wishing to learn about conservatorships, consider alternatives, and if necessary, petition for appointment of a conservatorship. With a class of ten to fifteen paralegal students, LACLL is able to provide individualized assistance to a large number of self-help litigants as they navigate through a complex court process. At the same time, the paralegal students receive real world experiences as they hone their professional legal skills while receiving class credit towards their paralegal certificate. The Library's Executive Director and a college faculty member teach the students valuable and practical skills such as case screening, client intakes, public speaking, and document preparation while students assist self-represented patrons seeking to petition for the appointment

of a conservator. The class includes a tour of the Superior Court and an opportunity to observe conservatorship hearings. With two semesters completed, this collaboration continues now into the fall semester with thirteen new paralegal students. The work experience has helped two of our participating paralegals get jobs in the conservatorship field of practice after completing their studies.

The services offered in Conservatorship Clinic has made a positive impact on the efficiency of the Probate Court's docket. Those without an attorney are often overwhelmed and confused by the court procedural process, leading to repeated continued hearings and delayed case resolution. Recognizing that LACLL is a valuable resource that can help remedy this problem while providing reliable guidance to self-help litigants, the Superior Court distributes flyers at the courthouse about our information sessions and petition workshops.

For Business People and Entrepreneurs: LACLL provides classes and workshops, including:

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

These classes are now offered online as on-demand recordings.

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

Community Outreach Events:

- Programs Off-Site :

Service Projects/Resource Fairs: Library staff actively

engage in yearly outreach through resource fairs and community events. For the past two years staff have volunteered to participate with Assemblymember Jesse Gabriel's Office on its Valley Day of Service at Pierce College. We assisted with service projects benefitting seniors, veterans, and the unhoused, as well as participated in a resource fair to inform the community about our services. For the past year, staff have tabled at the Hudson Health Resource Fair and given a presentation on library resources at the Los Angeles Veterans Collaborative.

Programs at the Library: Special Event Days

The Library celebrates the rule of law with a series of events held throughout the year where everyone is invited to learn how the law and the legal system work to ensure justice in our society and throughout the world.

In Fiscal Year 2025-2026, the Library marked Mediation Week and Mental Health Awareness Week with in person and remote programs. The Library's Mediation event on March 16, 2026 featured an evening in-person panel on the importance of strengthening communities through mediation in collaboration with the Los Angeles Department of Consumer and Business Affairs. We also presented Mental Health Awareness Week in recognition of Mental Health Advocacy Service in May by offering classes on housing rights of tenants with disabilities and highlighting ways patrons with cleared criminal records can access social benefit programs.

In April 2026 LACLL collaborated with Public Counsel to offer a workshop on the updated rules for Federal Student Loans and how to discharge the debt in Bankruptcy Court.

In June the Library offered a Brown Bag Lunch Series focusing on Post Graduate Public Service Fellowships for law students. We also offered a class for patrons on how community advocacy works in collaboration with Legal Aid Organizations to provide racial justice to underserved stakeholders across Los Angeles.

Topics covered in Fiscal Year 2025-2026 included the following: helping tenants facing eviction; expunging criminal records; applying for public benefits; paths to citizenship; building an appeals case; responding to civil discovery requests. The Library also offered a new program in partnership with Stepping Forward LA and the Civics Center on foster youth engagement in the voting process for the upcoming local elections.

Pro Bono Week in October:

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

During our Pro Bono Week celebration, the Library hosts free events offering opportunities for one-on-one assistance, consultation with an attorney, education about the law and discussions on timely topics in the law. In recognition of the increased need for pro bono services during harsh economic times, the program also includes training for volunteers interested in meeting the demand for pro bono services, providing them with tools and skills to be actively involved in helping the community with much needed legal assistance.

For Pro Bono Week in 2026, some of the new programs premiering include: a new Veterans Expungement Clinic in partnership with Wilson Elser and the Community Veterans Justice Project, a new Disaster Law and Public Benefits workshop in partnership with the Legal Aid Foundation of Los Angeles and a workshop on Employment Law Protections for LGBTQAI+ employees.

Members Program:

LACLL offers a Members Program, which uses an affordable fee-for-service model to provide quiet work and meeting space adjacent to the downtown courthouses; unlimited access to the law collection and legal databases on-site; off-site access to certain databases; priority reference service; plus, discounts on services, classes, and parking. While open to the general public, the program serves to provide affordable support to attorneys serving modest-means clients, especially newer members of the bar, who are engaged in offering new and innovative representation models for litigants

who might otherwise be unable to afford legal help. In addition to the established Members Program, a second Platinum Members Program is offered to address the needs of larger firms by providing unlimited access to LACLL's unparalleled collection. In addition to several of the benefits afforded the core individual Members Program, the flat-fee based Platinum Membership model provides all-inclusive, unlimited e-delivery of digital documents, as well as e-delivery of scanned material from our extensive collection, all for a flat monthly fee.

Law and Library School Internship Programs:

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

In 2020, a long-time Law Library Member left a generous bequest in her estate to support the training of future librarians. This has allowed LACLL to offer paid internships to those who may not be able to afford an unpaid internship, granting them the opportunity to gain practical experience in the field of law librarianship.

Library Tours and Orientations:

Library staff also gave library orientations and tours to outside groups including community and public interest organizations, historical preservationists, paralegal students, law-related student groups, academic institutions, elected officials and government agencies. Staff made a concerted effort to reach out

to these groups to introduce our collection and services as well as build stronger relationships within the community. The focus of these tours centered on matters of interest for the general public or customized for a particular audience. Some popular tour subjects included our deep collection of foreign and international law and our historical California materials. Others showcased the historical architecture of the building.

In the Fiscal Year 2025-2026, we conducted tours for the following groups:

- Students/Interns: the Pre-Law Society at CSULA and students studying legal research at Los Angeles City College; interns from the U.S. District Court
- Elected officials: Los Angeles City Councilmembers Eunisses Hernandez (1st District), Bob Blumenfield (3rd District), Nithya Raman (4th District), and Hugo Soto-Martinez (13th District); State Assemblymember Mike Fong (District 49); and Councilmember Imelda Padilla (District 6).
- Civic Leaders/Government Entities: court staff and architectural consultants of the Los Angeles Superior Court; Community Partners Co-founder and former President and CEO Paul Vandeventer
- Historic Preservationists: Advocates from the LA Conservancy; historic preservation specialist and architect Brenda Levin; Rita Cofield (architectural preservation expert at Getty Conservation Institute) and Gail Kennard (former cultural heritage commissioner)
- Legal and Academic Community: Pro-bono attorneys from Christian Legal Society; Anthony Pacheco (Pro

Bono Attorney and Board of Directors of the Friends of the Los Angeles County Law Library); and Jennifer Musto (Director of Knapp Social Science Center, Wellesley College).

Room Rentals:

LACLL serves as a public space for those wishing to meet and confer with colleagues, hold a training conference, prepare for a legal case scheduled for trial, and sometimes, serve as a backdrop for a movie or film. The Library's prime location in the center of downtown Los Angeles is comparable to none: proximity to the downtown civil, criminal, and Federal courthouses; centrally located in the heart of city and county government offices; a convenient and short commute by walking, vehicle or public transportation from downtown businesses, embassies, or law firms.

The Library can provide secured, ready to use, professional conference and office space for rent. Rental amenities include free Wi-Fi, unlimited computer usage, privacy, access to our copy center, standard Audio/visual capabilities, and free access to Lexis+ or Advance®, Westlaw®, WestlawNext® and other popular exclusive online legal resources. Small conference rooms and a larger Training Center can be rented for daily, short term or hourly rental. Staff can assist with catering for those wishing to rent space for consecutive days, such as helping with a list of nearby restaurants, set up and clean up. There is a discount on rental rates for those participating in the Library's Members Program.

The Library has also been a prime location for law firms wishing to prepare for trial and prepare witnesses when slated for trial at the Stanley Mosk Courthouse. In addition, production companies have rented space for a staging area when planning special events at Grand Park or other civic center programs. Others requested to rent the Library's frontage for prime viewing of parades or special events held in the Civic Center Corridor, including the annual Red Bull Soapbox Race.

And on occasion, many have requested to rent space at the Library given our unique location, as well as our historical interior and exterior design. This year the Library served as a backdrop for two private film companies in the production of a movie project and a TV series.

In the past year, our communications staff have developed a marketing campaign to raise awareness of rental opportunities. This effort has translated into the steady increase of requests for rental space, providing a much-needed funding resource to support programming, facility repairs, and capital improvements.

Capital Projects

Main Reading Room Improvements:

The Library completed a remodeling project in the main reading room to provide more useable space for programming and room rentals. After installing moveable glass partitions, there is more flexibility in creating spaces for a computer lab and classroom area. The next phase of the remodeling project will include the procurement of moveable computer desks and chairs for the computer lab. We have installed two mobile large screen TV monitors in both rooms that can be used for programming and special events. Plans for November include our new collaboration with the County's Delete the Digital Divide initiative in this new computer lab.

Hill Street Parking Structure:

The Library has a free-standing parking structure located on its property at the corner of 1st Street and Hill Street. In 2022 the structure fell into disrepair and in December 2025 we began much needed repairs. As part of the process, we were awarded a grant to participate in LADWP's Electrical Vehicle Charging Station Program. This grant allowed us to install—at no cost to the Library-- forty (40) Tesla Level 2 Universal Wall Connector Magic Dock Stations in the structure. This will allow the Library to support the County's green sustainability efforts while generating addition funds to support our mission.

Improved Lighting Throughout the Library:

Our recent listing on the National Register of Historic Places opened a new opportunity to participate in the LADWP's LED Lighting Conversion Program which allowed the Library to replace the entire antiquated florescent lighting system to LED bulbs at no cost. Our LED system provided a savings of \$314,000 in installation and labor costs, and we expect savings of \$16,000 in energy costs per year.

Future Capital Project Improvements:

Other projects in the coming year include the following: modernizing all four of our hydraulic elevators; installing security cameras throughout the reading room and stacks; improvements to the IT Network system, including an intercom system for public announcements, improved WiFi connectivity, safety alarm system, and updating our website with ADA compliant features. In addition, LACLL plans to address much needed long term property and safety projects, including obtaining a seismic retrofit analysis, and upgrading the Library's fire suppression and life and safety systems.

LIBRARY USAGE

LA Law Library provides in-person and remote legal research assistance and instruction to tens of thousands of individuals who need help researching legal issues and accessing the legal system. In Fiscal Year 2025-2026, Reference Librarians responded to 65,643 questions from our patrons. Assistance from Reference Librarians is provided at no cost.

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

At the end of Fiscal Year 2025-2026 there were 24,893 library cardholders without borrowing privileges of print materials. At the end of Fiscal Year 2025-2026, there were also 985 persons registered as individual borrowers, including 477 attorneys. This group of borrowers added 38 messengers to their account. In addition, 100 law firm and business borrowers have identified 279 designated borrowers, including attorneys, librarians and messenger services. There are 351 judicial borrowers, 413 government borrowers and 2,508 Los Angeles County Bar Association borrowers (this number is contingent upon the number of renewals as a special promotion, however).

The circulation department staff issue library cards, check books in and out, respond to requests for computer sign-ups, place books on hold, handle questions about overdue fines and page materials as needed from the library's closed stack areas. In Fiscal Year 2025-2026, the Circulation desk handled 34,154 requests. Of these requests, 26,542 were at the desk, 625 by email, and 7612 were by telephone. A total of 687 physical items were placed on hold and 9,376 books were circulated and /or loans renewed. In fiscal year 2025-

2026, 4,105 e-books were borrowed by patrons and 338 e-books were placed on hold.

In response to requests for materials and information, LA Law Library provides document delivery and e-delivery services. Requests delivered in fiscal year 2025-2026 totaled 1422 and included 23,366 pages. The Copy Center also responded to 1,188 requests, producing 460,471 photocopies.

During Fiscal Year 2025-2026, LA Law Library reference staff fielded an overall total of 65,643 requests for information, holding steady from the previous year. The questions came from a diverse group of users that includes self-represented litigants, attorneys, paralegals, judges, students and the general public. 37,904 of the total requests were in-person inquiries; 22,949 requests were received by phone; and 4,242 were through email or live-chat. Of these requests, 125 were requests for information involving international laws and 6,867 inquiries were from self-represented litigants directed to the Library from the superior courts. Reference staff referred patrons visiting the library in-person to 12,542 print volumes in addition to information available through the legal databases.

LACLL reference staff responded to 548 requests received by postal mail, generally from incarcerated individuals (an increase of 55% from the prior year in this category).

Communications/Promotional Outreach

Communications took a different approach for promotion during the fiscal year to strategically coordinate promotions of classes, clinics, workshops and special events with our new partnerships. We leveraged popular social media sites such as Facebook and Instagram to promote and build awareness of our collection, services and programs. Our efforts to encourage community engagement and increase patronage produced a noticeable increase in general public interest and participation concerning our in-person and online

clinics, classes and webinars. Our social media following and engagement nearly doubled from last fiscal year. Engagement with posts average from 5,000-10,000 views without paid boosts.

The website (www.lalawlibrary.org) had more than 208,888 visitors in Fiscal Year 2025-26. The average number of daily visits was 498 with an average visit duration of 2:47 minutes. 94.29% of the visitors were from the United States; 5.71% of the visitors were from other countries

COLLECTION / ACQUISITIONS

Print Materials: During Fiscal Year 2025-26, the Main Library added 5,358 volumes; the Branch locations added 65 volumes. During the same period, the library withdrew 1,907 volumes and media from the Main Library and 68 volumes from the Branch locations. At the end of Fiscal Year 2025-26, the total number of print volumes in the collection was 712,336. The Main Library held 711,614; the Branch locations held 722.

Non-Print Materials (Other Than Subscription Databases): During Fiscal Year 2025-26, the main Library added 6 computer discs, and 115 ebooks. Additionally, we added 994 microfiche to the collection (reflecting a decline in the use of microfilm/microfiche as a commonly-used production medium). At the end of the Fiscal Year 2025-26, the Library held 8,216 reels of microfilm, 1,441,244 microfiche, 1,080 computer discs, 4,660 ebooks, 213 audio discs, and 132 video/DVDs. The Branch locations do not maintain non-print collections (other than subscription databases).

Volume Equivalents: The volume equivalent of non-print materials available in microform and ebooks is approximately 317,557 volumes. The grand total of volumes and volume equivalents in the collection is 1,029,893 volumes

representing 201,322 titles.

Rare Book Collection: As one of the premier public law libraries in the country with a long history of responsible stewardship of a vast collection, LACLL acquired a substantial collection of rare and historical material through private donations. This aspect of our collection makes us a unique and valuable resource for academic and historical research throughout the state, country, and the world.

With one time funding from the State to identify, assess, and preserve these rare books and materials, staff have begun to take additional steps to protect and preserve these fragile gems so we can continue making them accessible to researchers and display notable items for public viewing.

GIFTS AND SPECIAL RECOGNITION

Gifts: During the Fiscal Year 2025/2026 many recognized LA Library's critical role by generously donating legal resources and financial support to allow us to continue and grow our programming for the community. In addition to receiving gifts, the Library also refers patrons wishing to donate books to the Books for Prisoners Programs and to the Los Angeles County Public Library.

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

- Donated by the Altadena Historical Society
The Society offered a copy of the 18th century Universal Magazine of Knowledge from their deaccessioned items.
- Donated by Judge Shannon K. Cooley and the Estate of Judge Eric E. Younger
An additional 50 copies of the classic California legal treatise Younger on California Motions to be used as gifts for attorneys who provide pro bono

services at the library's educational and legal aid programs, which supplements an earlier generous donation of this title.

- Anonymous donation
The library received a large anonymous donation of California and U.S. practice materials, including titles that were accepted into the collection for wills, trusts, and estates, and course handbook material from the American Trial Lawyers Association.

CURRENT FUNDING AND FINANCIAL RESOURCES

The great majority of services are free of charge, including in-person access to the highly valuable digital and print collection, reference assistance and borrowing. To cover rising costs of operations, we continue to try to develop additional revenue sources including fees for extraordinary library services (such as electronic delivery, room rentals, etc.), as well as professional development and training (such as MCLE classes). With our parking structure now ready for public use, we hope to generate passive income from renting spaces and electric charging stations.

County Law Libraries are funded by a formula established by the Legislature which allocates a small portion of the fees generated from initial civil filings in each county to that county's Law Library. In recent months, civil filing fees continue to fluctuate but seem to be trending upwards.

The State Legislature has determined that the fiscal year 25/26 Budget should include backfill funding to offset the lost filing fee revenue from expansion of eligibility for fee waivers for County Law Libraries statewide. A total of \$937,000 will be divided on a pro rata share to all County Law Libraries statewide. Of this amount, LA Law Library will receive its pro rata share of \$231,641 in funding.

FINANCIAL REPORT

LOS ANGELES COUNTY LAW LIBRARY		
Balance Sheet as of Year Ending June 30, 2026		
(Provisional and subject to year-end adjustments)		
	2026	2025 (audited)
Assets		
Current Assets		
Cash and cash equivalents	19,258,714	17,335,752
Accounts receivable	1,688,500	1,632,228
Prepaid expenses	221,066	300,944
Total current assets	21,168,280	19,268,923
Noncurrent assets		
Restricted cash and cash equivalents	318,470	318,470
Investments	6,956,269	6,720,672
Capital assets, not being depreciated	927,689	803,751
Capital assets, being depreciated - net	14,475,874	14,209,408
SBITA assets net of amortization	1,777,346	1,777,346
Total noncurrent assets	24,455,648	23,829,647
Total assets	45,623,928	43,098,570
Deferred Outflow of Resources		
Deferred outflow of resources	3,648,483	3,648,483
Total assets and deferred outflows of resources	49,272,411	46,747,053
Liabilities		
Current Liabilities		
Accounts payable	279,406	236,318
Other liabilities	0	0
Payroll liabilities	19,406	18,937
Total current liabilities	298,812	255,255
Noncurrent liabilities		
Accrued sick and vacation liability	266,774	273,887
Borrowers' deposit	198,725	206,608
OPEB liability	5,050,164	4,920,168
Net pension liability	5,816,497	5,316,493
SBITA Liability	1,810,670	1,810,670
Total noncurrent liabilities	13,142,830	12,527,826
Total liabilities	13,441,642	12,783,081
Deferred inflows of resources		
Deferred inflows of resources	727,023	727,023
Total liabilities and deferred inflows of resources	14,168,665	13,510,104
Net position		
Invested in capital assets	15,403,563	15,013,159
Unrestricted	19,700,183	18,223,791
Total net position	35,103,746	33,236,949
Total liabilities and deferred inflows of resources and net position	49,272,411	46,747,053

LOS ANGELES COUNTY LAW LIBRARY		
Income Statement for the Year Ending June 30, 2026		
(Provisional and subject to year-end audit adjustments)		
	2026	2025 (audited)
Income		
L.A. Superior Court Fees	10,707,070	9,287,659
Interest	593,396	637,965
Parking	0	0
Library Services	401,369	706,890
Total Income	11,701,835	10,632,514
Expense		
Staff	5,634,518	6,143,750
Electronic Resource Subscriptions (ERS)	664,476	518,560
SBITA interest & amortization expense		547,901
Library Materials	1,994,904	1,947,784
Library Materials Transferred to	-1,994,904	-1,947,784
Assets		
Facilities	1,138,247	1,157,947
Technology	268,260	249,219
General	144,905	127,899
Professional Development	27,956	34,004
Communications & Marketing	4,420	4,676
Travel & Entertainment	1,145	168
Professional Services	158,088	130,782
Depreciation	2,258,499	2,259,844
Total Expenses	10,300,515	11,174,749
Net Income	1,401,319	-542,235
Investment Gain (Loss)	235,597	341,488
Extraordinary Income	231,641	231,641
Extraordinary Expense	0	0
Net Income Including Extraordinary Items	1,868,557	30,894
Capitalized Expenditures	518,045	406,325

LOS ANGELES COUNTY LAW LIBRARY		
Statement of Cash Flows as of Year Ending June 30, 2026		
(Provisional and subject to year-end audit adjustments)		
	2026	2025 (audited)
Cash flows from operating activities		
LA Superior court fees	10,707,070	9,287,659
Parking fees	0	0
Library services	401,369	481,890
Extraordinary income	231,641	231,641
(Increase) decrease in accounts receivable	-56,273	-66,507
Increase (decrease) in borrowers' deposit	-7,883	15,067
Cash received from filing fees and services	11,275,924	9,949,750
Facilities	-1,138,247	-1,157,947
Technology	-268,260	-249,219
General	-144,905	-127,899
Professional development	-27,956	-34,004
Communications & marketing	-4,420	-4,676
Travel & entertainment	-1,145	-168
Professional services	-158,088	-130,782
Electronic Resource Subscriptions (ERS)	-664,476	-518,560
SBITA interest and amortization expense		-547,901
(Increase) decrease in prepaid expenses	79,878	61,561
Increase (decrease) in accounts payable	43,088	75,829
Increase (decrease) in other liabilities	0	0
Cash payments to suppliers for goods and services	-2,284,532	-2,633,764
Staff (payroll + benefits)	-5,634,518	-6,143,750
Increase (decrease) in payroll liabilities	469	2,372
Increase (decrease) in accrued sick and vacation liability	-7,113	4,469
Increase (decrease) in OPEB liability	129,996	1,355,873
Increase (decrease) in net pension liability	500,004	-184,920
Cash payments to employees for services	-5,011,163	-4,965,957
Contributions received	0	225,000
Net cash from operating activities	3,980,230	2,575,029
Cash flow from capital and related financing activities		
Library materials	-1,994,904	-1,630,937
Fixed assets	-530,062	-472,840
Capital - Work in Progress (WIP)	-123,938	-54,219
Cash flows from investing activities		
Deferred inflows/outflows adjustment	0	0
Investment earnings	593,396	637,965
Net cash increase (decrease) in cash and cash equivalents	1,924,721	1,054,997
Cash and cash equivalents, at beginning of period	17,701,014	16,646,017
Cash and cash equivalents, at end of period	19,625,735	17,701,014

LOS ANGELES COUNTY LAW LIBRARY		
Statement of Cash Flows as of Year Ending June 30, 2026 (Continued)		
(Provisional and subject to year-end audit adjustments)		
	2026	2025 (audited)
Reconciliation of Operating Income to Net Cash		
from Operating Activities		
Operating income	1,039,564	-948,560
Adjustments for noncash effects:		
Depreciation	2,258,499	2,259,844
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	-8,339	-35,018
(Increase) decrease in prepaid expenses	-47,934	-31,489
Increase (decrease) in accounts payable	79,878	61,561
Increase (decrease) in other liabilities	43,088	75,829
Increase (decrease) in payroll liabilities	0	0
Increase (decrease) in accrued sick and vacation liability	469	2,372
Increase (decrease) in borrowers' deposit	-7,113	4,469
Increase (decrease) in OPEB liability	-7,883	15,067
Increase (decrease) in net pension liability	129,996	1,355,873
Impact of GASB 68 adjustments	500,004	-184,920
Net cash from operating activities	3,980,230	2,575,029

Respectfully submitted,

Katherine H. Chew

Executive Director & Secretary to the Board of Law Library Trustees

ACKNOWLEDGEMENT

(Seal)

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

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

President of the Board of Law Library Trustees

Secretary of the Board of Law Library Trustees

MEMORANDUM

DATE: October 28, 2026

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Approval of Re-appointment of Trustee-Designated Member of the Friends of Los Angeles County Law Library Board of Directors: Adam Fox and Kenneth M. Trujillo-Jamison

The current bylaws governing The Friends of the Los Angeles County Law Library, Article 7, Section 3, provides the Board of Trustees shall appoint a majority of Directors of Friends and that the term of each Director shall be two years. Section 2 provides that the authorized number of Directors shall consist of not less than 9 (nine) positions nor more than 25 (twenty-five) positions, the exact number to be fixed by resolution of the Board. There are currently 18 (eighteen) active Directors.

The Friends of the Los Angeles County Law Library request that the Board of Trustees appoint Adam Fox and Kenneth M. Trujillo-Jamison to the Board of Directors of the Friends of the Los Angeles County Law Library. These appointments will establish a majority of Trustee appointees on the Board of Directors. The links below provide background information for each candidate:

Kenneth M. Trujillo-Jamison:
[Kenneth Trujillo-Jamison - Managing Partner, Willenken LLP](#)

Adam Fox:
[Adam Fox | Our people | Squire Patton Boggs](#)

RECOMMENDATION

Both candidates are highly recommended by Board of Directors Chairperson Jeff Kichaven, and have expressed an interest to serve in this capacity. The Library is grateful for their support of our work. Staff recommend the Board approve their appointments so that there will be a majority of Board of Trustees on the Board of Directors for the Friends of the Los Angeles County Law Library.



MEMORANDUM

DATE: October 28, 2026

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: LA Law Library Strategic Planning Update with ReThinking Libraries LLC-Katherine H. Chew, Executive Director

SUMMARY

At the July 22, 2026 Board Meeting, the Ad Hoc Committee reported they had completed interviews of strategic planning consultant companies. The committee advised that the level of services and expertise of ReThinking Libraries LLC seemed most fitting to the Library's needs at a fair price point. In light of the Committee's findings, the Board recommended staff move forward with retaining the consulting services of ReThinking Libraries LLC to assist LA Law Library as it begins the process of developing a Strategic Plan for the next three to five years.

A contract was entered into between LA Law Library and ReThinking Libraries LLC on July 28, 2026. The project will be billed on a fixed fee basis in the amount of \$28,500 USD price, plus expenses billed at cost. Expenses will not exceed \$4,900 without written approval of the Library upon the consultant's showing reasons and cause/need for exceeding the cap. Any flight reimbursements for in-person meetings will be for economy fares.

Executive Director Katherine Chew will provide an update of the progress of the project thus far. Attached to this staff report is Exhibit C, a draft of a Community Survey that has been developed by staff and ReThinking Libraries. Once the survey is finalized, it will be translated in both English and Spanish, and made available to the community for feedback.

A link to the survey is also available online as follows:

www.surveymonkey.com/share/282a0778-1a73-4f4a-8c57-62d3f65b8a09



Exhibit C

Agenda 4.0

Discussion Item 4.2

LA Law Library Community Survey 2026

LA Law Library Community Survey 2026

Help plan the future of LA Law Library

LA Law Library is gathering community feedback as part of its strategic planning process. We are interested in input from a broad range of library users, potential users, partners, affiliates, government agencies, educational institutions, and other interested parties. Your input will help inform our planning process for the next several years.

Please take a few minutes to provide your input. This will be very helpful as we move forward with this process.

Thank you for your time and support. We appreciate your insights.

Relationship with LA Law Library

* 1. How would you characterize your relationship with LA Law Library

- ☐ Individual User
 ☐ Representative of an Organization
 ☐ Volunteer/Pro Bono
 ☐ Not Sure

Individual User

* 2. If you are an individual user, how would you characterize yourself?

- ☐ General Public
 ☐ Student
 ☐ Lawyer
☐ Self-represented Litigant
 ☐ Judge
 ☐ Paralegal/Legal Assistant
☐ Librarian
 ☐ Law Firm Administrator
 ☐ Not Applicable
☐ Other (please specify)

Organizations

* 3. If you are a representative of an organization, what type of organization do you represent?

- ☐ Bar Association
 ☐ Law Firm
 ☐ Not Applicable
☐ Court
 ☐ Legal aid/self-help center
☐ Educational Institution
 ☐ Library
☐ Other (please specify)

Volunteer/Pro Bono

* 4. If you are a volunteer/pro bono, how would you characterize yourself?

- ☐ Attorney ☐ Staff (Elected Official) ☐ Not applicable
- ☐ Student ☐ Instructor/Lecturer with special expertise
- ☐ Other (please specify)

Members of Law Firms

* 5. If you are a member of a law firm, how many attorneys are in your law firm?

- ☐ Less than 5 ☐ 21 - 50 ☐ Over 100
- ☐ 5 - 20 ☐ 51 - 100 ☐ Not Applicable

* 6. How often does your practice require resources that you do not have access to at your office?

- ☐ Daily ☐ Monthly ☐ Seldom
- ☐ Weekly ☐ Annually ☐ Never

Library Use

* 7. Do you or your organization have a paid membership to LA Law Library?

- ☐ Yes ☐ No ☐ Not Sure

* 8. In the past year, how often have you or someone from your organization used the LA Law Library?

- ☐ Daily ☐ Monthly ☐ Seldom
- ☐ Weekly ☐ Annually ☐ Never

Library Non-use

* 9. If you are not a regular library user, please tell us why not. (check ALL that apply)

- | | | |
|---|---|--|
| ☐ The library's location is <u>not</u> convenient for me | ☐ No need: I get everything I need elsewhere | ☐ I am not aware of what service the Library offers |
| ☐ It is hard for me to get to the library (e.g. transportation, mobility, parking, etc.) | ☐ No need: I get everything I need online | ☐ I don't know where to begin when I need legal information |
| ☐ The library's operating hours are <u>not</u> convenient for me | ☐ Parking near the library is difficult | ☐ There are language or communication barriers to using the library |
| ☐ The library doesn't have the materials I want or need | ☐ The library doesn't currently offer services or programs I need | ☐ I have technology or internet barriers to using the library |
| ☐ I never think of this library as an option | ☐ I do not feel comfortable using the library | |
| ☐ No need: I get everything I need during my infrequent visits | ☐ I didn't know the LA Law Library was available to the general public | |
| ☐ Other (please specify) | | |

Library Use

* 10. In the past year, how have you used LA Law Library? (check ALL that apply)

- | | | |
|--|--|--|
| ☐ Borrowed materials | ☐ Received reference assistance in-person to find materials | ☐ Rented a conference room (hourly) |
| ☐ Made copies - self-service | ☐ Used Community Connections (help connecting to housing, benefits, employment, healthcare, and other community resources.) | ☐ Rented a conference room (weekly/extended use) |
| ☐ Made copies - assisted | ☐ Attended CLE Class | ☐ Rented office space (hourly) |
| ☐ Used CLE (Continuing Legal Education) materials | ☐ Attended Self-Help Clinic | ☐ Rented office space (weekly/extended use) |
| ☐ Used edelivery or document delivery service | ☐ Attended a Special Event | ☐ Rented Training Center (hourly) |
| ☐ Used the library website | ☐ Attended a Training Class | ☐ Rented Training Center (weekly/extended use) |
| ☐ Used online legal resources | ☐ Attended an Ask a Lawyer session | ☐ Rented the Main Reading Room |
| ☐ Used public computers (free access) | | ☐ Received reference assistance by phone or email |
| ☐ Used physical materials at the library | | |
| ☐ Other (please specify) | | |

Library Use

* 11. Which locations have you used? (check ALL that apply)

- ☐ Compton
 ☐ Norwalk Courthouse
 ☐ Torrance (now closed)
- ☐ Downtown Los Angeles
 ☐ Pasadena - Hastings Branch
 ☐ Van Nuys
- ☐ Lancaster
 ☐ Pomona Courthouse
 ☐ Online Access
- ☐ Long Beach
 ☐ Santa Monica
 ☐ None of the above

* 12. Which location do you primarily use? (choose ONE)

- ☐ Compton
 ☐ Norwalk Courthouse
 ☐ Van Nuys
☐ Downtown Los Angeles
 ☐ Pasadena - Hastings Branch
 ☐ Online Access
☐ Lancaster
 ☐ Pomona Courthouse
 ☐ None of the above
☐ Long Beach
 ☐ Santa Monica

* 13. For each of the following statements, please indicate if you strongly agree, somewhat agree, somewhat disagree or strongly disagree with these statements describing LA Law Library location you use most frequently.

[illegible]

Library Use

* 14. As a result of using LA Law Library, I have been able to, (check ALL that apply)

- | | |
|---|--|
| ☐ Find reliable legal information | ☐ Save time or money obtaining legal information |
| ☐ Better understand my legal rights or options | ☐ Feel more confident navigating a legal issue |
| ☐ Better understand a court or legal process | ☐ Complete professional, academic, or business-related legal research |
| ☐ Find a legal or court form I needed | ☐ Improve my legal research knowledge or skills |
| ☐ Move forward with a legal matter | ☐ Fill out or draft a form |
| ☐ Connect with an attorney or legal service provider | ☐ None of these |
| ☐ Connect with a community resource or service | |
| ☐ Other (please specify) | |

Library Services

Services available at today's libraries are continually evolving to better serve the community. Law Libraries have a little different approach to service versus other public libraries. Please tell us how you rate these services offered by LA Law Library in terms of importance.

* 15. Please rate the importance of the following library services.

	Very Important	Somewhat Important	Neither Important nor Unimportant	Somewhat Unimportant	Very Unimportant	I don't know/ No opinion
Assistance with legal research within the US (domestic)	☐	☐	☐	☐	☐	☐
Assistance with legal research regarding other countries or jurisdictions (foreign law)	☐	☐	☐	☐	☐	☐
Assistance with archival/historical legal research materials	☐	☐	☐	☐	☐	☐
Assistance with legislative histories or government publications	☐	☐	☐	☐	☐	☐
Borrowing physical materials (books, law journals, etc.)	☐	☐	☐	☐	☐	☐
Accessing e-materials (books, journals, databases, etc.)	☐	☐	☐	☐	☐	☐
Classes	☐	☐	☐	☐	☐	☐
Book Delivery (books via messenger)	☐	☐	☐	☐	☐	☐
Access to technology	☐	☐	☐	☐	☐	☐
Public Wi-Fi (free)	☐	☐	☐	☐	☐	☐
e-Delivery (documents via email)	☐	☐	☐	☐	☐	☐
Events and Classes	☐	☐	☐	☐	☐	☐
Forms (help finding and filing them out)	☐	☐	☐	☐	☐	☐
Online Services (including free access to Westlaw, Lexis)	☐	☐	☐	☐	☐	☐
A quiet place to work	☐	☐	☐	☐	☐	☐
Trained professional staff to provide information services to library users of all types	☐	☐	☐	☐	☐	☐
Printing, scanning, copying	☐	☐	☐	☐	☐	☐
Community Connections (help connecting to housing, benefits, employment, healthcare, and other community resources)	☐	☐	☐	☐	☐	☐
Self-Help Center	☐	☐	☐	☐	☐	☐
One on one Legal Help	☐	☐	☐	☐	☐	☐
Ask a Lawyer Sessions	☐	☐	☐	☐	☐	☐
Members Program	☐	☐	☐	☐	☐	☐
Referrals to legal aid agencies	☐	☐	☐	☐	☐	☐
Information about lawyer referral services	☐	☐	☐	☐	☐	☐

Please share any other services that you rely on the library for or you would like to see offered?

Library Collection

* 16. What type of legal research materials do you prefer?

- ☐ Print ☐ Use both print and digital ☐ I don't use print or digital materials
☐ Digital ☐ No preference

* 17. Which databases and digital services are most important to you?

- | | | |
|--|--|---|
| ☐ California Bill Analysis | ☐ LA Law Library Online Catalog | ☐ Supreme Court Records and Briefs, 1832-1978 |
| ☐ California Briefs (Westlaw) | ☐ Law Journal Press | ☐ Thomson Reuters Westlaw |
| ☐ CEB On LAW | ☐ LegalTrac | ☐ Trellis |
| ☐ EBSCO Legal Information Research Center | ☐ Lexis+ | ☐ Wolters Kluwer -- CCH Answer Connect |
| ☐ Foreign Law Guide | ☐ LexisNexis Digital Library | ☐ Wolters Kluwer -- Kluwer Law Online |
| ☐ Gale Legal Forms | ☐ LLMC Digital | ☐ XSpouse |
| ☐ HeinOnline | ☐ Nolo Occidental | ☐ I don't use any of these databases or digital services |
| ☐ Index to Foreign Legal Periodicals | ☐ SmartRules | |
| | ☐ Sullivan on Comp | |

18. Are there any additional legal research materials or products you would like the library to offer?

Library Classes/Events

Classes and events at today's libraries are continually changing. Please provide your thoughts on classes and events offered by the LA Law Library today and into the future.

* 19. In the past year, have you or anyone from the organization you represent attended classes/events at LA Law Library? (check ALL that apply)

- ☐ Yes, in-person classes/events ☐ Yes, on-demand classes/events
☐ Yes, live-streaming (Zoom) classes/events ☐ No, I/we don't attend any classes/events

Library Program Times

* 20. Do times for classes/events generally meet your needs?

- ☐ Yes ☐ No ☐ N/A or don't remember

If no, how can we improve? What days or times would work for you?

Library Program Content

* 21. What types of classes/events are most important to you?

- | | | |
|---|--|--|
| ☐ Ask a Lawyer group sessions | ☐ One-on-one legal consultation | ☐ Cleaning up a criminal record |
| ☐ Book clubs/discussion groups | ☐ Adoption and family | ☐ Employment or wage issues |
| ☐ Business startups/entrepreneurship | ☐ Bankruptcy and debt | ☐ Landlord/tenant issues |
| ☐ Civil lawsuits | ☐ Divorce | ☐ Copyright and patents |
| ☐ Continuing Education - Court Interpreters (CIMCE) | ☐ Civil rights | ☐ Veteran's rights |
| ☐ Continuing Education - Attorneys and Paralegals (MCLE) | ☐ Wills, trusts, and estates | ☐ Artificial Intelligence (AI) issues |
| | ☐ Immigration | ☐ None of the above |
| | ☐ Domestic violence and abuse | |

Please share ideas for other classes/events you would like to see

Community Needs

* 22. Have you needed assistance with any of the following types of legal issues in the past? (check ALL that apply)

- | | | |
|--|---|---|
| ☐ Adoption | ☐ Contract Disputes | ☐ Paternity |
| ☐ Bankruptcy/Debt | ☐ Divorce | ☐ Power of Attorney |
| ☐ Child Custody & Visitation | ☐ Domestic Violence | ☐ Traffic Tickets |
| ☐ Child Support | ☐ Elder Mistreatment | ☐ Wills/Probate |
| ☐ Civil Lawsuits/Small Claims | ☐ Employment or Wage Disputes | ☐ Starting or Operating a Business |
| ☐ Civil Rights | ☐ Guardianship | ☐ Consumer Issues |
| ☐ Criminal Law | ☐ Immigration/Citizenship | ☐ Veterans Rights |
| ☐ Copyright/Patents | ☐ Housing/landlord/Tenant Disputes | ☐ None of these |

Other (please specify)

Community Needs

* 23. What do you feel are the most important ways LA Law Library supports the community?

	Very Important	Somewhat Important	Neither Important or Unimportant	Somewhat Unimportant	Very Unimportant	I Don't Know/ No Opinion
Relevant legal materials for legal practitioners	☐	☐	☐	☐	☐	☐
Helping self-represented litigants navigate the courts	☐	☐	☐	☐	☐	☐
Maintaining a historical archive of legal research materials	☐	☐	☐	☐	☐	☐
Providing the general public with access to legal materials	☐	☐	☐	☐	☐	☐
Serving as the legal community's public forum for seminars, speeches, CLE and law related events	☐	☐	☐	☐	☐	☐
Partnerships and collaboration with other organizations	☐	☐	☐	☐	☐	☐

Communications

The LA Law Library uses a variety of methods to communicate its news to the community. We are interested in finding out how you prefer to learn about library news and events.

* 24. Please share your preferred ways to hear about library classes, events, or changes to library services? Check all that apply.

- | | | |
|---|--|--|
| ☐ Notices in the Library | ☐ Library website | ☐ Posters in the community |
| ☐ Exterior signage | ☐ Social media (Facebook, X, Instagram, LinkedIn) | ☐ Text to my mobile phone |
| ☐ Mailed newsletters or information | ☐ Local newspapers | ☐ I never hear about the library and what's happening there |
| ☐ Emailed newsletters or information | ☐ Word of mouth (friends or neighbors) | ☐ None of these |
| ☐ Other ideas and/or comments: | | |

Additional Information

Please take an additional minute to tell us about yourself. This will help us better understand and organize the information you've shared.

* 25. Do you have a current LA Law Library card?

☐ Yes ☐ No ☐ Unsure

* 26. When you visit LA Law Library, how do you get there?

☐ Automobile ☐ Motorcycle ☐ Walk
☐ Bicycle ☐ Public Transportation
☐ Other (please specify)

* 27. How long does it typically take you to get to the location you use the most?

☐ Less than 5 minutes ☐ 11-20 minutes ☐ More than 30 minutes
☐ 5-10 minutes ☐ 21-30 minutes ☐ Don't know/N/A

28. What is your age? (Optional)

☐ Under 18 ☐ 36 - 45 ☐ 66 - 75
☐ 18-25 ☐ 46 - 55 ☐ 76 and over
☐ 26-35 ☐ 56 - 65 ☐ Prefer not to answer

29. How would you describe yourself? (check ALL that apply) (Optional)

☐ American Indian or Alaska Native ☐ Hispanic or Latino ☐ White or Caucasian
☐ Asian or Asian American ☐ Middle Eastern or North African
☐ Black or African American ☐ Native Hawaiian or other Pacific Islander
☐ Other (please specify)

30. What is the primary language spoken in your home? (Optional)

31. What is your 5-digit zip code?

Comments

Is there something we've forgotten? Please provide any additional thoughts, ideas, and/or suggestions you have about the LA Law Library.

32. Please provide any additional comments about your needs for LA Law Library.

Thank You

Thank you for completing this survey and helping to make LA Law Library the best it can be.