

# AGENDA

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

### REGULAR BOARD MEETING

Wednesday, March 27, 2024

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:

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

To learn more about the First Peoples of Los Angeles County, please visit the Los Angeles City/County Native American Indian Commission website at [anaic.lacounty.gov](http://anaic.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 February 28, 2024 Regular Board Meeting
- 3.2 Review of January Financials and List of February Checks and Warrants

**4.0 DISCUSSION ITEMS**

- 4.1 Staff Presentation: Updates on Public & Legal Education Programs  
  
By Janine Liebert, Director
- 4.2 Staff Presentation: Updates on References & Collections  
  
By Ryan Metheny, 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**

- 6.1 Updates on 2024 Beacon of Justice Award Gala-Thursdays, April 18, 2024
- 6.2 Programming enrollments-Freedom of Information Day and LA Times article
- 6.2 LA Law Library welcomes new Facilities Manager Paul Williams
- 6.3 Updates for upcoming Council of California County Law Librarians (CCCLL) Spring Meeting and Legislation Day (April 2 and 3, 2024)

**7.0 ADJOURNMENT**

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, April 24, 2024.

POSTED THURSDAY, MARCH 21, 2024 @ 5:00 P.M.

POSTED BY DANIEL REINHOLD



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

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

**February 28, 2024**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, February 28, 2024 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

**ROLL CALL/QUORUM**

**Trustees Present:** Judge Mark Juhas  
Judge Laura Seigle  
Judge Rosa Fregoso  
Kenneth Klein, Esquire  
Judge Susan J. DeWitt  
Susan Steinhauser, Esquire phoned in to the meeting, but did not vote on any item

**Trustees Absent:** Judge Michelle Williams Court

**Senior Staff Present:** Katherine Chew, Executive Director  
Jaye Steinbrick, Deputy Director

**Also Present:** Marcelino Juarez, Finance Manager  
Daniel Reinhold, Executive Assistant

President Juhas determined a quorum to be present, convened the meeting at 12:18pm 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 January 24, 2024 Regular Board Meeting
- 3.2 Review of December Financials and List of January Checks and Warrants
- 3.3 Approval of Conflict of Interest and Disclosure Code for Law Library, Los Angeles County
- 3.4 Resolution to Update List of Signees on Local Agency Investment Fund (LAIF) Account
- 3.5 Approval of Extension of Contract with Insurance Broker for 2024-25 Property and Liability Insurance Renewal

President Juhas requested a motion to approve the Consent Calendar. So moved by Trustee Seigle, seconded by Trustee Klein. The motion was unanimously approved 5 – 0.

#### 4.0 DISCUSSION ITEMS

##### 4.1 Recognition of Judge Michael Stern's years of service as Trustee with thanks from the Board of Trustees and LA Law Library

President Juhas recognized Judge Stern's retirement from the Board of Trustees, and thanked him for his service to the Library. President Juhas discussed Judge Stern's staunch support over the years, and presented him with a trophy and a rare book. Judge Stern then spoke about his time at the Library, both as a patron and a Board Member. He has been a patron of the Library since 1975. Trustee Steinhauser also expressed her enjoyment from working with Judge Stern and expressed that she was sorry to see him go.

##### 4.2 Welcome to Judge Susan DeWitt as newly appointed Board of Trustee

President Juhas welcomed Judge Dewitt to the Board of Trustees. Judge Dewitt then addressed the Board, introduced herself and discussed her background.

##### 4.3 Review and Approval of FY2023-24 Mid-Year Budget and Financials

E.D. Chew discussed the Library budget, highlighting that the \$2 million deficit is down to about a \$1.5 million deficit after recouping some losses. Marcelino Juarez then discussed the Library budget. Trustee Steinhauser inquired about CCCLL and the Library parking structure. E.D. Chew discussed upcoming meetings she will have with CCCLL in Sacramento. Trustee Seigle discussed the unlikelihood of receiving one time funding this year and inquired when we should start creating a contingency plan. E.D. Chew stated that she believes we should start now. Marcelino Juarez explained that we have financial reserves that should last about 2-3 years, but he agreed that it is time to start planning. E.D. Chew then discussed expanding Library programming, outreach, revenue, and mentioned the repairs planned for the Library parking structure.

President Juhas requested a motion to approve Item 4.3. So moved by Trustee Seigle, seconded by Trustee Fregoso. The motion was unanimously approved 5 – 0.

##### 4.4 Change of Leadership of Board of Trustees and Election of Officers

President Juhas discussed how he has been considering retirement, and announced that he was stepping down as Board President. He mentioned that Trustee Court had agreed to serve as president, and Trustee Seigle had agreed to serve as Vice President.

President Juhas requested a motion to approve the appointment of Trustee Court as Board President, and Trustee Seigle as Vice President. So moved by Trustee DeWitt, seconded by Trustee Klein. The motion was unanimously approved 5 – 0.

Trustee DeWitt mentioned that a finance committee still needed to be elected. Item 4.3.

Trustee Juhas reappointed the current Finance Committee of himself, President Court, and Trustee Seigle.

##### 4.5 Establishment of Board of Trustee Working Group to review and analyze Friends of Los Angeles County Law Library Amended Bylaws, executed on January 23, 2024.

Trustee Juhas discussed how the Friends Board was established roughly twenty years ago. They are primarily responsible for organizing the Library Gala. Last year they suggested changes to their bylaws, which were approved. This year they are requesting to make changes to the bylaws once again. Trustee Juhas then discussed establishing a



team to analyze the Friends' amended bylaws. Trustees Klein, Juhas, and President Court were chosen.

Executive Director Katherine Chew stated for the record that the Working Group would serve as an ad hoc advisory committee to the full Board of Trustees, meaning the group is temporary in nature with no regular ongoing meetings. The three appointed members of the ad hoc committee would be tasked with the specific purpose stated in the staff report and would report to the full Board any findings for public discussion and Board deliberation, or, if necessary, determine if more time would be needed to accomplish the described tasks. Trustee Juhas set a tentative date for the committee to come together sometime in June.

**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**

E.D. Chew discussed a plaque for former E.D. Sandra Levin. She then mentioned how Telemundo had interviewed the Library's Circulation Department. She discussed how LA Superior Court has partnered with Stanford Law in an effort to improve access for justice.

Deputy Director Jaye Steinbrick then addressed the Board regarding repairs to the parking structure. He discussed how he had found a specialist who was willing to repair the structure, and we are waiting on a proposal from them. Deputy Director Steinbrick was optimistic that we would be able to afford the repairs, and mentioned that the parking structure earned roughly \$500,000 per year in revenue when it was functional.

E.D. Chew then let the Board know that a new Facilities Manager, Paul Williams, would be starting work at the Library the following week. She discussed meeting with the staff of Senator Menjivar and Assemblymember Jesse Gabriel. She then let the Board know that the LA Times recently published an article about LALL.

At this time President Juhas thanked the Board and the Library staff for his time as President.

**7.0 ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 1:15pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 27, 2024.

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



# Los Angeles County Law Library

Balance Sheet

As of January 31, 2024

(Provisional and subject to year-end audit adjustments)

	6/30/2023	1/31/2024	YTD
<b>Assets</b>			
Current assets			
Cash and cash equivalents	16,275,850	15,947,139	(328,711)
Accounts receivable	329,159	102,864	(226,296)
Other receivable	1,367,036	1,315,990	(51,046)
Prepaid expenses	279,523	605,882	326,359
Total current assets	18,251,568	17,971,875	(279,692)
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	6,071,207	6,267,016	195,809
Capital assets, not being depreciated	696,192	696,192	-
Capital assets, being depreciated - net	14,667,364	14,383,896	(283,468)
Total noncurrent assets	21,753,233	21,665,574	(87,659)
Total assets	40,004,801	39,637,450	(367,351)
<b>Deferred Outflows of Resources</b>			
Deferred Outflows of Resources	4,722,167	4,722,167	-
Total assets and deferred outflows of resources	<b>44,726,968</b>	<b>44,359,617</b>	<b>(367,351)</b>
<b>Liabilities</b>			
Current Liabilities			
Accounts payable	330,706	70,917	(259,789)
Other current liabilities	-	-	-
Payroll liabilities	10,834	16,726	5,892
Total current liabilities	341,540	87,643	(253,897)
Noncurrent Liabilities			
Accrued sick and vacation liability	279,625	222,322	(57,303)
Borrowers' deposit	203,004	216,705	13,701
OPEB liability	3,547,803	3,606,136	58,333
Net pension liability	5,061,711	5,120,044	58,333
Total noncurrent liabilities	9,092,143	9,165,208	73,064
Total liabilities	9,433,684	9,252,851	(180,833)
<b>Deferred Inflows of Resources</b>			
Deferred Inflows of Resources	1,331,894	1,331,894	-
Total liabilities and Deferred inflows of resources	10,765,578	10,584,745	(180,833)
<b>Net Position</b>			
Invested in capital assets	15,363,556	15,080,088	(283,468)
Unrestricted	18,597,834	18,694,784	96,949
Total net position	33,961,390	33,774,872	(186,518)
Total liabilities and Deferred inflows of resources and net position	<b>44,726,968</b>	<b>44,359,617</b>	<b>(367,351)</b>

**Los Angeles County Law Library**  
Income Statement for the Period Ending January 31, 2024  
(Provisional and subject to year-end audit adjustments)

Jan 2023	Jan 2024			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
605,901	617,741	617,741	(0)	0.0%
44,337	51,000	57,825	6,825	13.4%
0	0	0	0	0.0%
<u>21,428</u>	<u>19,565</u>	<u>20,864</u>	<u>1,298</u>	<u>6.6%</u>
671,667	688,307	696,430	8,123	1.2%
366,503	428,064	405,174	22,890	5.3%
59,405	61,161	57,179	3,981	6.5%
195,202	271,201	194,772	76,430	28.2%
(195,202)	(271,201)	(194,772)	(76,430)	28.2%
		0		
91,469	105,877	93,432	12,445	11.8%
35,883	34,024	16,837	17,186	50.5%
4,111	7,001	8,633	(1,632)	-23.3%
6,141	8,072	6,872	1,200	14.9%
164	2,973	96	2,877	96.8%
26	15	0	15	100.0%
6,111	21,650	17,413	4,238	19.6%
<u>198,513</u>	<u>195,189</u>	<u>194,522</u>	<u>668</u>	<u>0.3%</u>
<u>768,325</u>	<u>864,025</u>	<u>800,158</u>	<u>(63,867)</u>	<u>-7.4%</u>
<u>(96,659)</u>	<u>(175,719)</u>	<u>(103,729)</u>	<u>71,990</u>	<u>-41.0%</u>
18,928	833	26,126	25,293	3035.2%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>(77,731)</u>	<u>(174,885)</u>	<u>(77,602)</u>	<u>97,283</u>	<u>-55.6%</u>
<u>40,953</u>	<u>0</u>	<u>19,556</u>	<u>(19,556)</u>	<u>0.0%</u>

**Summary:**

**Income**

L.A. Superior Court Fees	4,144,956	4,720,541	4,720,541	(0)	0.0%
Interest	171,016	366,946	373,770	6,825	1.9%
Parking	50,425	0	0	0	0.0%
Library Services	256,015	194,281	195,580	1,298	0.7%
Total Income	<u>4,622,413</u>	<u>5,281,768</u>	<u>5,289,891</u>	<u>8,123</u>	<u>0.2%</u>

**Expense**

Staff (payroll + benefits)	3,054,347	3,316,044	3,293,155	22,890	0.7%
Electronic Resource Subscriptions	369,037	388,298	384,316	3,981	1.0%
Library Materials	1,025,884	1,125,549	1,049,120	76,430	6.8%
Library Materials Transferred to Assets	(1,025,884)	(1,125,549)	(1,049,120)	(76,430)	6.8%
Facilities	577,865	642,259	629,814	12,445	1.9%
Technology & Data	108,881	119,797	102,611	8,745	7.3%
General	53,393	52,381	54,013	(1,632)	-3.1%
Professional Development	18,500	21,976	20,776	1,200	5.5%
Communications & Marketing	1,108	3,070	193	2,877	93.7%
Travel & Entertainment	65	147	133	15	9.9%
Professional Services	54,189	70,812	66,575	4,238	6.0%
Depreciation	<u>1,399,676</u>	<u>1,352,811</u>	<u>1,352,143</u>	<u>668</u>	<u>0.0%</u>
Total Expenses	<u>5,637,060</u>	<u>5,967,595</u>	<u>5,903,728</u>	<u>63,867</u>	<u>1.1%</u>

**Net Income (Loss)**

Investment Gain (Loss) <sup>1</sup>	45,798	170,516	195,809	25,293	14.8%
Extraordinary Income	3,745,798	231,510	231,510	0	0.0%
Extraordinary Expense	100,000	0	0	0	0.0%
Net Income Including Extraordinary Items	<u>2,676,950</u>	<u>(283,801)</u>	<u>(186,518)</u>	<u>97,283</u>	<u>34.3%</u>

**Capitalized Expenditures**

Capitalized Expenditures	40,953	0	19,556	(19,556)	0.0%
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FY 2022-23	FY 2023-24 YTD				Comments
	YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	
	4,144,956	4,720,541	4,720,541	(0)	0.0%
	171,016	366,946	373,770	6,825	1.9%
	50,425	0	0	0	0.0%
	256,015	194,281	195,580	1,298	0.7%
	<u>4,622,413</u>	<u>5,281,768</u>	<u>5,289,891</u>	<u>8,123</u>	<u>0.2%</u>
	3,054,347	3,316,044	3,293,155	22,890	0.7%
	369,037	388,298	384,316	3,981	1.0%
	1,025,884	1,125,549	1,049,120	76,430	6.8%
	(1,025,884)	(1,125,549)	(1,049,120)	(76,430)	6.8%
	577,865	642,259	629,814	12,445	1.9%
	108,881	119,797	102,611	8,745	7.3%
	53,393	52,381	54,013	(1,632)	-3.1%
	18,500	21,976	20,776	1,200	5.5%
	1,108	3,070	193	2,877	93.7%
	65	147	133	15	9.9%
	54,189	70,812	66,575	4,238	6.0%
	<u>1,399,676</u>	<u>1,352,811</u>	<u>1,352,143</u>	<u>668</u>	<u>0.0%</u>
	<u>5,637,060</u>	<u>5,967,595</u>	<u>5,903,728</u>	<u>63,867</u>	<u>1.1%</u>
	<u>(1,014,647)</u>	<u>(685,827)</u>	<u>(613,837)</u>	<u>71,990</u>	<u>10.5%</u>
	45,798	170,516	195,809	25,293	14.8%
	3,745,798	231,510	231,510	0	0.0%
	100,000	0	0	0	0.0%
	<u>2,676,950</u>	<u>(283,801)</u>	<u>(186,518)</u>	<u>97,283</u>	<u>34.3%</u>
	40,953	0	19,556	(19,556)	0.0%



**Los Angeles County Law Library**  
 Income Statement for the Period Ending January 31, 2024  
 (Provisional and subject to year-end audit adjustments)

Jan 2023	Jan 2024			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

FY 2022-23	FY 2023-24 YTD			
	YTD Actual	Amended Budget	Actual	\$ Fav (Unf)

Comments

<b>Detailed Budget:</b>													
<b>Income:</b>													
605,901	617,741	617,741	(0)	0.0%	15 FIN	303300	L.A. Superior Court Fees	4,144,956	4,720,541	4,720,541	(0)	0.0%	
0	0	0	0	0.0%	15 FIN	311000	Interest - LAIF	3,292	7,464	7,464	0	0.0%	
43,493	50,000	56,703	6,703	13.4%	15 FIN	312000	Interest - General Fund	163,962	352,349	359,051	6,703	1.9%	
844	1,000	1,122	122	12.2%	15 FIN	313000	Interest - Deposit Fund	3,763	7,133	7,255	122	1.7%	
44,337	51,000	57,825	6,825	13.4%			Subtotal	171,016	366,946	373,770	6,825	1.9%	
0	0	0	0	0.0%			Parking:						
0	0	0	0	0.0%	39 FAC	330100	Parking	50,425	0	0	0	0.0%	
							Subtotal	50,425	0	0	0	0.0%	
							Library Services:						
16	0	0	0	0.0%	27 CIRC	330150	Annual Designation Fee	358	1,089	1,089	0	0.0%	
17,379	14,870	14,819	(51)	-0.3%	25 PS	330140	Annual Members Fee	153,391	120,458	120,407	(51)	0.0%	
570	2,667	4,914	2,247	84.3%	25 PS	330340	Course Registration	26,125	18,555	20,802	2,247	12.1%	Includes OTF funded free classes.
453	419	(812)	(1,232)	-293.7%	27 CIRC	330129	Copy Center	14,532	18,766	17,534	(1,232)	-6.6%	Limited public copier availability.
298	1	(283)	(283)	-36064.8%	27 CIRC	330205	Document Delivery	3,946	2,966	2,683	(283)	-9.6%	Continued free eDelivery provided to patrons.
2,178	1,150	1,726	576	50.1%	27 CIRC	330210	Fines	11,204	12,426	13,002	576	4.6%	
116	208	202	(7)	-3.2%	15 FIN	330310	Miscellaneous	16,792	12,527	12,520	(7)	-0.1%	
188	0	56	56	0.0%	39 FAC	330330	Room Rental	2,341	5,319	5,375	56	1.1%	
90	0	0	0	0.0%	23 COL	330350	Book Replacement	1,188	630	630	0	0.0%	
0	0	0	0	0.0%	15 FIN	330360	Forfeited Deposits	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC	330400	Friends of Law Library	25,000	0	0	0	0.0%	
0	0	0	0	0.0%	25 PS	330420	Grants	0	0	0	0	0.0%	
140	250	242	(8)	-3.2%	15 FIN	330450	Vending	1,139	1,546	1,538	(8)	-0.5%	
0	0	0	0	0.0%	39 FAC	330465	Special Events Income	0	0	0	0	0.0%	
21,428	19,565	20,864	1,298	6.6%			Subtotal	256,015	194,281	195,580	1,298	0.7%	
671,667	688,307	696,430	8,123	1.2%			Total Income	4,622,413	5,281,768	5,289,891	8,123	0.2%	
							<b>Expenses:</b>						
							Staff:						
217,791	260,091	237,454	22,638	8.7%	ALL	501000	Salaries (FT)	1,621,740	1,792,055	1,769,418	22,638	1.3%	
0	(5,202)	0	(5,202)	100.0%	15 FIN	501025	Staff Vacancy Offset (FT)	0	(5,202)	0	(5,202)	100.0%	
17,963	30,503	17,501	13,002	42.6%	ALL	501050	Salaries (PT)	129,554	150,738	137,736	13,002	8.6%	
0	(610)	0	(610)	100.0%	15 FIN	501075	Staff Vacancy Offset (PT)	0	(610)	0	(610)	100.0%	
13,942	14,938	17,456	(2,519)	-16.9%	15 FIN	502000	Social Security	107,837	110,073	112,592	(2,519)	-2.3%	
3,261	4,165	4,083	83	2.0%	15 FIN	503000	Medicare	26,345	27,397	27,314	83	0.3%	
35,668	29,846	40,285	(10,439)	-35.0%	15 FIN	511000	Retirement	616,931	589,099	599,538	(10,439)	-1.8%	
8,333	8,333	8,333	0	0.0%	15 FIN	511050	Pension Exp (Actuarial)	58,333	58,333	58,333	0	0.0%	
0	0	0	0	0.0%	15 FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
49,720	63,834	57,754	6,079	9.5%	15 FIN	512000	Health Insurance	328,060	364,273	358,194	6,079	1.7%	
381	473	424	49	10.4%	15 FIN	513000	Disability Insurance	2,686	2,986	2,937	49	1.6%	
5,861	6,030	5,603	427	7.1%	15 FIN	514000	Dental Insurance	37,012	37,272	36,845	427	1.1%	
627	700	585	115	16.5%	15 FIN	514500	Vision Insurance	3,867	4,228	4,113	115	2.7%	
172	230	201	29	12.4%	15 FIN	515000	Life Insurance	1,185	1,385	1,356	29	2.1%	
0	0	0	0	0.0%	15 FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
2,016	2,121	2,121	0	0.0%	15 FIN	516000	Workers Compensation Insurance	14,109	20,177	20,177	0	0.0%	
0	0	0	0	0.0%	15 FIN	517000	Unemployment Insurance	1,321	(858)	(858)	0	0.0%	
319	1,800	968	832	46.2%	ALL	514010	Temporary Employment	38,112	9,656	8,824	832	8.6%	Timing variance.
582	750	717	33	4.4%	13 HR	514015	Recruitment	1,941	90,846	90,813	33	0.0%	
0	0	0	0	0.0%	15 FIN	517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN	518000	Accrued Vacation Expense	0	0	0	0	0.0%	
8,333	8,333	8,333	0	0.0%	15 FIN	518500	OPEB Expense	58,333	58,333	58,333	0	0.0%	
1,535	1,628	1,377	251	15.4%	15 FIN	518550	TMP	4,708	3,867	3,616	251	6.5%	Lower than expected public transit participation.
0	100	1,978	(1,878)	-1878.0%	15 FIN	518560	Benefit Administration	2,271	1,996	3,874	(1,878)	-94.1%	Unforseen, unbudgeted FSA/COBRA admin costs.
366,503	428,064	405,174	22,890	5.3%			Total - Staff	3,054,347	3,316,044	3,293,155	22,890	0.7%	
							Library Materials/Electronic Resources Subscription:						
151,434	184,747	135,038	49,709	26.9%	23 COL	601999	American Continuations	807,997	855,626	805,917	49,709	5.8%	
527	2,348	574	1,773	75.5%	23 COL	602999	American New Orders	9,961	12,406	10,633	1,773	14.3%	Timing variance.
5,308	7,057	9,836	(2,780)	-39.4%	23 COL	609199	Branch Continuations	12,247	11,751	14,530	(2,780)	-23.7%	Funds from other New Orders categories can be used to cover overage.

**Los Angeles County Law Library**  
Income Statement for the Period Ending January 31, 2024  
(Provisional and subject to year-end audit adjustments)

Jan 2023	Jan 2024				FY 2022-23	FY 2023-24 YTD				Comments		
	Actual	Amended Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Amended Budget	Actual		\$ Fav (Unf)	% Fav (-)
0	0	0	0	0.0%	23 COL 609299	Branch New Orders	0	0	0	0	0.0%	
10,746	13,310	12,545	766	5.8%	23 COL 603999	Commonwealth Continuations	89,244	95,819	95,054	766	0.8%	
0	473	0	473	100.0%	23 COL 604999	Commonwealth New Orders	325	1,712	1,240	473	27.6%	Timing variance.
18,385	36,106	19,220	16,886	46.8%	23 COL 605999	Foreign Continuations	46,681	64,122	47,236	16,886	26.3%	Timing variance.
0	1,593	1,154	439	27.6%	23 COL 606999	Foreign New Orders	1,040	6,199	5,759	439	7.1%	Timing variance.
6,367	23,067	13,030	10,038	43.5%	23 COL 607999	International Continuations	50,060	68,962	58,924	10,038	14.6%	
44	0	1,336	(1,336)	0.0%	23 COL 608999	International New Orders	2,100	3,195	4,532	(1,336)	-41.8%	Funds from other New Orders categories can be used to cover overage.
2,390	2,501	2,039	462	18.5%	23 COL 609399	General/Librarianship Continuations	4,822	3,681	3,219	462	12.6%	Timing variance.
0	0	0	0	0.0%	23 COL 609499	General/Librarianship New Orders	1,407	2,076	2,076	0	0.0%	
195,202	271,201	194,772	76,430	28.2%	23 COL 690000	Subtotal	1,025,884	1,125,549	1,049,120	76,430	6.8%	
(195,202)	(271,201)	(194,772)	(76,430)	28.2%	23 COL 690000	Library Materials Transferred to Assets	(1,025,884)	(1,125,549)	(1,049,120)	(76,430)	6.8%	
59,405	61,161	57,179	3,981	6.5%	23 COL 685000	Electronic Resource Subscriptions (ERS)	369,037	388,298	384,316	3,981	1.0%	
Facilities:												
4,597	9,782	2,892	6,890	70.4%	39 FAC 801005	Repair & Maintenance	19,287	12,892	6,002	6,890	53.4%	Timing variance
3,486	2,637	1,589	1,048	39.7%	39 FAC 801010	Building Services	15,836	12,487	11,439	1,048	8.4%	Higher than usual use of human waste removal service
716	3,153	2,657	495	15.7%	39 FAC 801015	Cleaning Supplies	9,448	9,845	9,349	495	5.0%	Timing variance
11,590	13,333	13,595	(262)	-2.0%	39 FAC 801020	Electricity & Water	87,104	103,933	104,194	(262)	-0.3%	
1,014	1,048	1,065	(17)	-1.6%	39 FAC 801025	Elevator Maintenance	7,002	7,336	7,353	(17)	-0.2%	
8,009	6,767	0	6,767	100.0%	39 FAC 801030	Heating & Cooling	25,429	24,087	17,320	6,767	28.1%	Timing variance
28,977	34,733	34,489	243	0.7%	15 FIN 801035	Insurance	205,321	243,128	242,884	243	0.1%	
11,449	11,602	12,662	(1,060)	-9.1%	39 FAC 801040	Janitorial Services	82,069	83,548	84,608	(1,060)	-1.3%	
1,630	667	0	667	100.0%	39 FAC 801045	Landscaping	1,630	667	0	667	100.0%	See Janitorial Services
16,239	19,197	17,120	2,077	10.8%	39 FAC 801050	Security	114,276	132,220	130,143	2,077	1.6%	
0	217	0	217	100.0%	39 FAC 801060	Room Rental Expenses	426	1,507	1,291	217	14.4%	Timing variance
644	650	6,553	(5,903)	-908.2%	39 FAC 801065	Special Events Expenses	3,499	3,158	9,062	(5,903)	-186.9%	\$6K Passing of the torch event.
164	686	0	686	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	164	686	0	686	100.0%	Timing variance
2,063	736	0	736	100.0%	39 FAC 801110	Equipment (<3K)	3,354	2,918	2,182	736	25.2%	Timing variance
41	283	0	283	100.0%	39 FAC 801115	Building Alterations (<3K)	41	1,084	801	283	26.1%	Timing variance
154	54	356	(301)	-556.7%	39 FAC 801120	Delivery & Postage	1,390	1,235	1,536	(301)	-24.4%	Increased USPS postage costs.
697	333	453	(121)	-36.3%	39 FAC 801125	Kitchen supplies	1,590	1,529	1,650	(121)	-7.9%	Timing Variance
91,469	105,877	93,432	12,445	11.8%		Subtotal	577,865	642,259	629,814	12,445	1.9%	
Technology:												
4,053	2,373	1,082	1,291	54.4%	33 TECH 801210	Software Maintenance	12,331	8,546	7,254	1,291	15.1%	Timing Variance
2,546	2,895	2,308	586	20.3%	33 TECH 801212	Hardware Maintenance	17,199	16,649	16,063	586	3.5%	
2,334	740	0	740	100.0%	33 TECH 801215	Software (<\$3k)	2,334	2,889	2,149	740	25.6%	Timing Variance
9,837	1,526	1,649	(122)	-8.0%	33 TECH 801220	Hardware (<\$3k)	11,093	4,569	4,691	(122)	-2.7%	
173	480	0	480	100.0%	33 TECH 801225	Computer Supplies	173	995	516	480	48.2%	Timing Variance
5,366	5,590	5,629	(40)	-0.7%	33 TECH 801230	Integrated Library System	37,476	37,788	37,828	(40)	-0.1%	
1,564	2,813	2,130	682	24.3%	33 TECH 801235	Telecommunications	11,993	11,437	10,755	682	6.0%	Timing Variance
816	127	0	127	100.0%	33 TECH 801245	Tech & Data - Misc	816	324	197	127	39.2%	Timing Variance
0	5,000	0	5,000	100.0%	33 TECH 801250	Services	306	5,000	0	5,000	100.0%	Timing Variance
9,192	12,480	4,038	8,442	67.6%	33 TECH 801275	Online Service Providers	15,160	31,600	23,158	8,442	26.7%	Timing Variance
35,883	34,024	16,837	17,186	50.5%		Subtotal	108,881	119,797	102,611	8,745	7.3%	
General:												
243	417	279	138	33.1%	15 FIN 801310	Bank Charges	2,387	2,298	2,160	138	6.0%	Timing variance.
835	871	871	0	0.1%	35 CMS 801315	Bibliographical Services	7,039	801315	7,338	0	0.0%	
0	0	0	0	0.0%	35 CMS 801320	Binding	11,565	4,009	4,009	0	0.0%	
7	130	92	38	29.2%	17 EXEC 801325	Board Expense	769	739	701	38	5.1%	
0	167	285	(118)	-70.8%	37 COM 801330	Staff meals & events	984	5,182	5,300	(118)	-2.3%	
574	1,250	2,889	(1,639)	-131.1%	15 FIN 801335	Supplies - Office	7,222	5,000	6,639	(1,639)	-32.8%	Timing variance
201	0	0	0	0.0%	35 CMS 801337	Supplies - Library materials	4,302	4,591	4,591	0	0.0%	
0	0	335	(335)	0.0%	37 COM 801340	Stationery, business cards, etc.	516	0	335	(335)	0.0%	Timing variance.
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
1,702	833	2,174	(1,340)	-160.8%	33 IT 801370	Copy Center Expense	9,303	5,860	7,201	(1,340)	-22.9%	Timing variance.
0	0	0	0	0.0%	15 FIN 801375	General - Misc	1,235	220	220	0	0.0%	
550	3,333	1,710	1,623	48.7%	25 PS 801390	Course Registration	7,760	16,693	15,070	1,623	9.7%	Timing variance.
0	0	0	0	0.0%	17 EXEC 801395	Friends of Law Library	312	450	450	0	0.0%	
4,111	7,001	8,633	(1,632)	-23.3%		Subtotal	53,393	52,381	54,013	(1,632)	-3.1%	

**Los Angeles County Law Library**  
Income Statement for the Period Ending January 31, 2024  
(Provisional and subject to year-end audit adjustments)

Jan 2023	Jan 2024			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
0	450	565	(115)	-25.5%
0	0	0	0	0.0%
0	0	0	0	0.0%
6,141	7,445	6,308	1,137	15.3%
0	177	0	177	100.0%
0	0	0	0	0.0%
6,141	8,072	6,872	1,200	14.9%
2	67	2	65	97.0%
162	2,500	94	2,406	96.2%
0	406	0	406	100.0%
0	0	0	0	0.0%
164	2,973	96	2,877	96.8%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
26	15	0	15	100.0%
0	0	0	0	0.0%
26	15	0	15	100.0%
4,011	0	0	0	0.0%
2,100	1,400	1,745	(345)	-24.6%
0	5,000	550	4,450	89.0%
0	15,250	15,118	133	0.9%
6,111	21,650	17,413	4,238	19.6%
170,205	168,798	167,257	1,540	0.9%
28,307	26,391	27,264	(873)	-3.3%
198,513	195,189	194,522	668	0.3%
768,325	864,025	800,158	63,867	7.4%
(96,659)	(175,719)	(103,729)	71,990	-41.0%

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 - FF&E
		Subtotal
		Total Expense
		Net Income Before Extraordinary Items

FY 2022-23	FY 2023-24 YTD				
	YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (-)
	6,465	6,679	6,794	(115)	-1.7%
	0	0	0	0	0.0%
	0	0	0	0	0.0%
	8,430	8,186	7,049	1,137	13.9%
	3,605	7,110	6,933	177	2.5%
	0	0	0	0	0.0%
	18,500	21,976	20,776	1,200	5.5%
	69	84	19	65	77.4%
	1,039	2,558	153	2,406	94.0%
	0	428	22	406	94.9%
	0	0	0	0	0.0%
	1,108	3,070	193	2,877	93.7%
	0	0	0	0	0.0%
	0	0	0	0	0.0%
	0	0	0	0	0.0%
	65	147	133	15	9.9%
	0	0	0	0	0.0%
	65	147	133	15	9.9%
	21,556	27,160	27,160	0	0.0%
	15,220	9,677	10,022	(345)	-3.6%
	16,585	17,470	13,020	4,450	25.5%
	828	16,505	16,373	133	0.8%
	54,189	70,812	66,575	4,238	6.0%
	1,199,036	1,162,011	1,160,470	1,540	0.1%
	200,639	190,800	191,673	(873)	-0.5%
	1,399,676	1,352,811	1,352,143	668	0.0%
	5,637,060	5,967,595	5,903,728	63,867	1.1%
	(1,014,647)	(685,827)	(613,837)	71,990	10.5%

Comments

Timing variance.

Timing variance.

Timing variance; Bookmarks to be ordered Mar 2024.

Timing variance; Digital ads on hold.

Timing variance.

Timing variance.

**Los Angeles County Law Library**  
Income Statement for the Period Ending January 31, 2024  
**(Provisional and subject to year-end audit adjustments)**

Jan 2023	Jan 2024				
	Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
18,928	833	26,126	25,293	3035.2%	
0	0	0	0	0.0%	
0	0	0	0	0.0%	
<u>(77,731)</u>	<u>(174,885)</u>	<u>(77,602)</u>	<u>97,283</u>	<u>-55.6%</u>	
0	0	0	0	0.0%	
40,953	0	19,556	(19,556)	0.0%	
0	0	0	0	0.0%	
0	0	0	0	0.0%	
0	0	0	0	0.0%	
<u>40,953</u>	<u>0</u>	<u>19,556</u>	<u>19,556</u>	<u>0.0%</u>	

15	FIN	321000	Investment Gain (Loss) <sup>1</sup>	
17	EXEC	401000	Extraordinary Income	
17	EXEC	901000	Extraordinary Expense	
			Net Income Including Extraordinary Items	
Capital Expenditures:				
39	FAC	161100	Furniture / Appliances (>3k)	
33	TECH	161300	Electronics / Computer Hardware (>3k)	
39	FAC	164500	Exterior Building Repairs/Improvements (>3k)	
39	FAC	164000	Interior Improvements / Alterations (>3k)	
33	TECH	168000	Computer Software	
			Total - Capitalized Expenditures	

FY 2022-23	FY 2023-24 YTD			
	YTD Actual	Amended Budget	Actual	\$ Fav (Unf)
45,798	170,516	195,809	25,293	14.8%
3,745,798	231,510	231,510	0	0.0%
100,000	0	0	0	0.0%
<u>2,676,950</u>	<u>(283,801)</u>	<u>(186,518)</u>	<u>97,283</u>	<u>34.3%</u>
0	0	0	0	0.0%
40,953	0	19,556	(19,556)	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>40,953</u>	<u>0</u>	<u>19,556</u>	<u>(19,556)</u>	<u>0.0%</u>

Comments

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

Reflects fee waivers backfill from the State.

Includes unplanned Dell server security upgrade (\$16K).

CalPERS CERBT Trust Fund:

Beginning Balance	2,426,101
Administrative Expense	(100)
Investment Expense	(73)
Unrealized Gain/Loss	(19,677)
Distribution	
Ending Balance	<u>2,406,252</u>

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

<sup>1</sup> 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 January 31, 2024

(Provisional and subject to year-end audit adjustments)

	1/31/2024	YTD
<b>Cash flows from operating activities</b>		
L.A. Superior court fees	617,741	4,720,541
Parking fees	-	-
Library services	20,864	195,580
Extraordinary income	-	231,510
(Increase) decrease in accounts receivable	(2,233)	226,296
(Increase) decrease in other receivable	15,628	51,046
Increase (decrease) in borrowers' deposit	2,256	13,701
<b>Cash received from filing fees and services</b>	<b>654,256</b>	<b>5,438,672</b>
Facilities	(93,432)	(629,814)
Technology	(16,837)	(102,611)
General	(8,633)	(54,013)
Professional development	(6,872)	(20,776)
Communications & marketing	(96)	(193)
Travel & entertainment	-	(133)
Professional services	(17,413)	(66,575)
Electronic Resource Subscriptions (ERS)	(57,179)	(384,316)
(Increase) decrease in prepaid expenses	(208,254)	(326,359)
Increase (decrease) in accounts payable	26,210	(259,789)
Increase (decrease) in other liabilities	-	-
<b>Cash payments to suppliers for goods and services</b>	<b>(382,506)</b>	<b>(1,844,578)</b>
Staff (payroll + benefits)	(405,174)	(3,293,155)
Increase (decrease) in payroll liabilities	(13,970)	5,892
Increase (decrease) in accrued sick and vacation liability	(38,070)	(57,303)
Increase (decrease) in OPEB liability	8,333	58,333
Increase (decrease) in net pension liability	8,333	58,333
<b>Cash payments to employees for services</b>	<b>(440,547)</b>	<b>(3,227,899)</b>
Contributions received	-	-
Net cash from operating activities	(168,797)	366,194
<b>Cash flow from capital and related financing activities</b>		
Library materials	(194,772)	(1,049,120)
Fixed assets	(19,556)	(19,556)
Capital - Work in Progress (WIP)	-	-
<b>Cash flows from investing activities</b>		
Investment	-	-
Investment earnings	57,825	373,770
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>(325,300)</b>	<b>(328,711)</b>
Cash and cash equivalents, at beginning of period	16,590,909	16,594,320
<b>Cash and cash equivalents, at end of period</b>	<b>16,265,609</b>	<b>16,265,609</b>
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	(161,554)	(756,097)
Adjustments for noncash effects:		
Depreciation	194,522	1,352,143
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(2,233)	226,296
(Increase) decrease in other receivable	15,628	51,046
(Increase) decrease in prepaid expenses	(208,254)	(326,359)
Increase (decrease) in accounts payable	26,210	(259,789)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	(13,970)	5,892
Increase (decrease) in accrued sick and vacation liability	(38,070)	(57,303)
Increase (decrease) in borrowers' deposit	2,256	13,701
Increase (decrease) in OPEB liability	8,333	58,333
Increase (decrease) in net pension liability	8,333	58,333
Net cash from operating activities	<b>(168,797)</b>	<b>366,194</b>

**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2024 - February 29, 2024 (WARRANTS)**  
**Account No.: 102000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 6	COLANTUONO, HIGHSMITH	LEGAL	11,907.50	TS00338279
February 21	WILLIAM S HEIN & CO	BOOKS	13,014.69	TS00338794
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	11,086.85	TS00338794
			<b>36,009.04</b>	

LOS ANGELES COUNTY LAW LIBRARY  
February 1, 2024 - February 29, 2024 (CHECKS)  
Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 13	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	13,595.27	V000855

13,595.27

**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2024 - February 29, 2024 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 5	WOLTERS KLUWER LAW & BUSINESS	BOOKS	615.18	V008353
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	535.24	V008354
	INTERNATIONAL LAW ASSOCIATION AMERI	BOOKS	175.00	V008355
	INGRAM LIBRARY SERVICES	BOOKS	65.10	V008356
	LOS ANGELES BUSINESS JOURNAL	BOOKS	129.95	V008357
	PRACTISING LAW INSTITUTE	BOOKS	1,106.98	V008358
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	240.10	V008359
	VIRGINIA CONTINUING LEGAL EDUCATION	BOOKS	186.75	V008360
	WILLIAM S HEIN & CO	BOOKS	4,952.76	V008361
	GOBI LIBRARY SOLUTIONS	BOOKS	462.76	V008362
February 6	ACCUSOURCEHR, INC	RECRUITMENT	318.98	V008364
February 6	SYNCB AMAZON	SUPPLIES-OFFICE	18.49	V008380
	CDW GOVERNMENT INC	SUPPLIES-OFFICE	980.99	V008381
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	194.11	V008382
February 9	AMERICAN SOCIETY OF INTERNATIONAL L	BOOKS	275.00	V008365
	LEXISNEXIS MATTHEW BENDER	BOOKS	1,248.29	V008366
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,264.81	V008367
	LAW JOURNAL PRESS	BOOKS	15,685.80	V008369
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,971.66	V008370
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	73.51	V008371
	STATE BAR OF WISCONSIN	BOOKS	84.58	V008372
	GOBI LIBRARY SOLUTIONS	BOOKS	1,115.60	V008373
February 13	ABD OFFICE SOLUTIONS	COPY CENTER	2,173.55	V008384
	ALTA FOODCRAFT	KITCHEN SUPPLIES	453.22	V008385
	BULBS.COM	REPAIR/MAINT	70.80	V008386
	ISOLVED BENEFIT SERVICES	HR BENEFIT ADMIN	89.18	V008387
	NASA SERVICES	BLDG SVCS	627.53	V008388
	PURE PROCESS FILTRATION INC.	BLDG SVCS	961.38	V008389
	SECURITAS SECURITY	SECURITY	13,517.72	V008390
	STANLEY ACCESS TECH LLC	REPAIR & MAINT	1,440.00	V008391
	SECURITAS SECURITY	SECURITY	4,717.36	V008393
	HOUSE OF TROPHIES AND AWARDS, INC	MISCELLANEOUS	71.18	V008415
February 14	SOUTHWEST AIRLINES	PREPAID EXP	362.96	V008416
February 16	SYNCB AMAZON	BOOKS	127.11	V008408
	CHERRY PICK CAFE	SPECIAL EVENTS EX	204.44	V008417
	CRUCIAL MICRON TECHNOLOGY, INC	HARDWARE (<3K)	2,995.92	V008418
February 18	SYNCB AMAZON	BOOKS	285.08	V008423
February 20				

76,330.81



**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2024 - February 29, 2024 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	AMERICAN BAR ASSOCIATION	BOOKS	1,531.74	V008394
	ALI CLE CONTINUING LEGAL EDUCATION	BOOKS	119.00	V008395
	LEXISNEXIS MATTHEW BENDER	BOOKS	473.76	V008396
	GEORGE T BISEL COMPANY	BOOKS	418.42	V008397
	CALIF COURT ASSOCIATION	BOOKS	51.00	V008398
	CALIFORNIA ANIMAL WELFARE ASSOCIATI	BOOKS	66.44	V008399
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	870.42	V008400
	DATA TRACE PUBLISHING COMPANY	BOOKS	462.90	V008401
	JAMES PUBLISHING INC	BOOKS	169.73	V008402
	JURISNET LLC	BOOKS	499.01	V008403
	PRACTISING LAW INSTITUTE	BOOKS	721.61	V008404
	UNITED NATIONS PUBLICATIONS	BOOKS	205.27	V008405
	THOMSON REUTERS	BOOKS	88,842.00	V008406
	GOBI LIBRARY SOLUTIONS	BOOKS	1,137.42	V008407
	JIMMY JOHN'S SANDWICHES	SPECIAL EVENTS EX	213.51	V008419
February 22				
	CDW GOVERNMENT INC	COMPUTER HARDW	5,939.81	V008428
	GOOGLE	SERVICES	1.99	V008429
	HP	COMPUTER HARDW	3,796.51	V008430
February 23				
	CDW GOVERNMENT INC	COMPUTER HARDW	5,552.19	V008431
February 24				
	APPLE STORE	COMPUTER HARDW	3,836.41	V008432
February 26				
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,671.87	V008409
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	257.37	V008410
	FOUNDATION FOR NATURAL	BOOKS	271.00	V008411
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	410.63	V008412
	STATE BAR OF TEXAS	BOOKS	105.00	V008413
	ALTA FOODCRAFT	KITCHEN SUPPLIES	239.44	V008420
	SECURITAS SECURITY	SECURITY	3,836.28	V008421
	SYNCB AMAZON	HARDWARE (<3K)	1,298.66	V008433
February 27				
	BULBS.COM	REPAIR/MAINT	286.09	V008422
February 28				
	LEXISNEXIS MATTHEW BENDER	BOOKS	34,019.74	V008434
February 29				
	DOORDASH	BOARD EXP	118.53	V008435

233,222.82

**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2024 - February 29, 2024 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 5	COURTROOM COMPENDIUMS	BOOKS	170.00	033095
	JLB PLUMBING	REPAIR/MAINT	300.00	033096
February 9	GAUNT	BOOKS	514.65	033097
	MINISTER OF FINANCE	BOOKS	55.49	033098
February 13	AT&T	TELECOM	603.33	033099
	BRCK INC	TELECOM	742.93	033100
	DIGITAL INSURANCE LLC	CONSULTING	1,745.00	033101
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	1,065.00	033102
	METROLINK	TMP	238.00	033103
	CHARTER COMMUNICATIONS	TELECOM	979.16	033104
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	700.00	033105
February 20	OTTO HARRASSOWITZ	BOOKS	8,884.77	033106
	MARTIN DE JESUS SANCHEZ ESPINOSA	BOOKS	1,350.00	033107
February 22	CALIFORNIA DEPARTMENT OF TAX	USE TAX	1,551.00	033108
February 26	JESUS BENITEZ FIGUEROA	REFUND	189.15	033109
	WALTER SOLIS GALLEGOS	REFUND	189.15	033110
	JILLA GHASSEMZADEH	REFUND	140.00	033111
	STEPHEN A KING	REFUND	189.15	033112
	NONNA RUDNEVA	REFUND	140.00	033113
	DORIS TICSAY	REFUND	140.00	033114
	SANG GYU YUN	REFUND	140.00	033115
	CASALINI LIBRI	BOOKS	125.41	033116
	GAUNT	BOOKS	212.19	033117
	AFLAC REMITTANCE	CAFE PLAN-INSURA	768.63	033118
	COUNCIL OF CALIFORNIA COUNTY	MEMBERSHIP DUES	5,980.00	033119
	COLANTUONO, HIGHSMITH	LEGAL	550.00	033120
	GUARDIAN	PREPAID EXP	8,096.94	033121
	COUNTY OF LOS ANGELES	REPAIRS/MAINT	5,525.54	033122

41,285.49

**MEMORANDUM**

**DATE:** March 27, 2024

**TO:** Board of Law Library Trustees

**FROM:** Katherine H. Chew, Executive Director

**RE:** Staff Presentations of Public and Legal Education Programs, References and Collections

**SUMMARY**

In late December 2023 and early 2024, the LA Law Library transitioned to new leadership on the staff as well as the Board of Trustees. In addition to the appointment of a new Executive Director, an internal re-organization of Library operations resulted in the elimination of certain departments and the creation of two new departments: Public and Legal Education Programs and References and Collections. Janine Liebert now serves as acting Director of Public and Legal Programs, and Ryan Metheny serves as Director of References and Collections.

As for changes in leadership on the Board of Trustees, Trustee Michael Stern retired and Presiding Judge Samantha Jessner appointed Judge Susan DeWitt to fill the vacancy. In February 2024, Judge Mark Juhas stepped down as President of the Board, and Judge Michelle Court took the position as President, with Judge Laura Seigle now acting as Vice President.

In light of these changes, and for the benefit of new Trustee leadership, staff has prepared presentations of LA Law Library current programming in Public and Legal Education, with updates on the Library's references and collections.



Staff Presentation

UPDATES ON PUBLIC AND LEGAL  
EDUCATION PROGRAMS

Presented by:

Janine Liebert, Director

BOARD OF TRUSTEES MEETING

March 27, 2024

Staff Presentation

UPDATES ON REFERENCE AND  
COLLECTIONS

Presented by:

Ryan Metheny, Director

BOARD OF TRUSTEES MEETING

March 27, 2024