

AGENDA

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

REGULAR BOARD MEETING

Wednesday, September 25, 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.



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the August 28, 2024 Board Meeting
- 3.2 Review of July 2024 Financials and List of August 2024 Checks and Warrants
- 3.3 Approval of Annual Report to the Los Angeles County Board of Supervisors

4.0 DISCUSSION ITEMS

- 4.1 Appointment of Directors to the Friends of the Los Angeles County Law Library Board

5.0 CLOSED SESSION

- 5.2 Pursuant to Gov. Code §§ 54954.5; 54957 (a); the Board of Trustees may hold a closed session on the following items in consultation with Katherine H. Chew, Executive Director/General Counsel: THREAT TO PUBLIC SERVICES OR FACILITIES

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

7.0 AGENDA BUILDING

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

8.0 EXECUTIVE DIRECTOR REPORT

- 8.1 Parking Structure repairs update
- 8.2 Elevator upgrade project update
- 8.3 Computer Lab project update

9.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, October 23, 2024 at 12:15p.m.

POSTED THURSDAY, SEPTEMBER 19, 2024 @ 5:00 P.M.

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.**

August 28, 2024

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, August 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 Michelle Williams Court
Judge Laura Seigle
Susan Steinhauser, Esquire (Arrived at 12:30pm)
Judge Rosa Fregoso (Arrived at 12:24pm)
Judge Mark Juhas
Judge Susan DeWitt

Trustees Absent: Kenneth Klein, Esquire

Senior Staff Present: Katherine Chew, Executive Director

Also Present: Marcelino Juarez, Finance Manager

President Court determined a quorum to be present, convened the meeting at 12:16pm 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 June 26, 2024 Regular Board Meeting
- 3.2 Review and Approval of May/June Financials and List of June/July Checks and Warrants
- 3.3 Review and Approval of 4th Quarterly Statistics
- 3.4 Approval of New and Revised Job Descriptions

E.D. Chew began the meeting by letting the Board know that there was a typo on Item 4.1. The item should read "Price" company, not "Pun". President Court asked the Board if any members would like an item removed from the Consent Calendar. Trustee Seigle requested Item 3.4 be removed. President Court requested a motion to approve Items 3.1, 3.2, and 3.3. So moved by Trustee Juhas, seconded by Trustee Seigle. The motion was approved unanimously 4 – 0.

3.4 Trustee Seigle stated her belief that it is great for our employees to expand their responsibilities. She inquired if all new jobs with a higher salary were budgeted. E.D. Chew let her know that some funds were redirected from previous positions. She went on to clarify that two new Facilities employees had already been hired. Item 3.4 would also add more responsibilities for the Facilities Clerk position, the Senior IT position, and would correct positions to be under the supervision of the Executive Director instead of the Deputy Director. President Court requested a motion to approve Item 3.4. So moved by Trustee Seigle, seconded by Trustee Juhas. The motion was approved unanimously 4 – 0.

4.0 DISCUSSION ITEMS

4.1 Review and Approval of Award of Contract for Financial Audit

Trustee Fregoso arrived at 12:24pm.

Marcelino Juarez addressed the Board regarding Item 4.1. Marcelino explained that Library staff conducted a Request for Proposals for the Library's annual audit services. Three qualified proposers responded to this request. Marcelino recommended Price Page to the Board based on pricing. He explained that we change auditors every three years. Price Page had a \$24,400 bid. Trustee Juhas inquired if the bid amount could be changed at a later time. Marcelino responded that the bid amount could possibly change. Trustee Fregoso suggested that the Board should agree now to add some cushion to the budget in case of a future change. President Court suggested increasing budgeted amount to \$25,000 to allocate a \$600 cushion. President Court requested a motion to approve Item 4.1 with an allocated budget of \$25,000. So moved by Trustee Seigle, seconded by Trustee Fregoso. The motion was approved unanimously 5 – 0.

4.2 Review of Assembly Bill 170 (Revised Business and Professions Code §6304) with Deliberation and Vote on Board of Trustees Meeting Schedule

President Court asked for E.D. Chew's opinion about changing the monthly Board Meeting schedule. E.D. Chew stated that she believed it was helpful to have monthly meetings, and recommended that the LA Law Library Board continue to meet once a month.

Trustee Steinhauser arrived at 12:30pm.

All of the Board Members agreed that monthly meetings were preferable to them. President Court requested a motion to keep holding LA Law Library Board Meetings on a monthly basis. So moved by Trustee Steinhauser, seconded by Trustee DeWitt. The motion was approved unanimously 6 – 0.

4.3 Presentation on Senate Bill 553 (Labor Code §6401.9) Workplace Violence Prevention Plan at LA Law Library

E.D. Chew presented a PowerPoint presentation to the Board detailing how LA Law Library's Workplace Violence Prevention Plan is coming along, and fulfilling OSHA requirements.

5.0 CLOSED SESSION

- 5.2 Pursuant to Gov. Code §§ 54954.5; 54957(a) the Board of Trustees may hold a closed session on the following item: THREAT TO PUBLIC SERVICES OR FACILITIES in consultation with Katherine H. Chew, Executive Director/General Counsel

Board convened for closed session at 1:01pm

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

Board reconvened in open session at 1:41pm

7.0 AGENDA BUILDING

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



8.0 **EXECUTIVE DIRECTOR REPORT**

- 6.1 All Staff Training June 25 and 28, 2024-Development of Workplace V
Violence Prevention Plan
- 6.2 All Staff Training August 29, 2024 with Beth Wahler Consulting

E.D. Chew briefly described recent All Staff Trainings regarding workplace violence prevention.

9.0 **ADJOURNMENT**

The Board adjourned this meeting in memory of former employees Jennifer Argueta (Auld) and Emily Wilt. There being no further business to come before the Board the meeting was adjourned at 1:43pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, September 25, 2024 at 12:15p.m.

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



Los Angeles County Law Library

Balance Sheet

As of July 31, 2024

(Provisional and subject to year-end audit adjustments)

	6/30/2024	7/31/2024	YTD
Assets			
Current assets			
Cash and cash equivalents	16,327,547	15,488,677	(838,870)
Accounts receivable	106,141	96,090	(10,051)
Other receivable	1,459,580	1,375,768	(83,813)
Prepaid expenses	362,505	720,629	358,125
Total current assets	18,255,772	17,681,163	(574,609)
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	6,379,184	6,411,716	32,532
Capital assets, not being depreciated	749,532	798,121	48,590
Capital assets, being depreciated - net	14,393,856	14,342,254	(51,601)
Total noncurrent assets	21,841,041	21,870,561	29,520
Total assets	40,096,813	39,551,724	(545,089)
Deferred Outflows of Resources			
Deferred Outflows of Resources	4,722,167	4,722,167	-
Total assets and deferred outflows of resources	44,818,980	44,273,891	(545,089)
Liabilities			
Current Liabilities			
Accounts payable	165,769	76,924	(88,845)
Other current liabilities	-	-	-
Payroll liabilities	16,566	17,637	1,072
Total current liabilities	182,334	94,561	(87,773)
Noncurrent Liabilities			
Accrued sick and vacation liability	269,418	235,452	(33,966)
Borrowers' deposit	191,541	193,707	2,166
OPEB liability	3,647,803	3,658,636	10,833
Net pension liability	5,161,711	5,203,378	41,667
Total noncurrent liabilities	9,270,473	9,291,173	20,700
Total liabilities	9,452,808	9,385,734	(67,073)
Deferred Inflows of Resources			
Deferred Inflows of Resources	1,331,894	1,331,894	-
Total liabilities and Deferred inflows of resources	10,784,702	10,717,628	(67,073)
Net Position			
Invested in capital assets	15,143,387	15,140,376	(3,012)
Unrestricted	18,890,892	18,415,887	(475,004)
Total net position	34,034,279	33,556,263	(478,016)
Total liabilities and Deferred inflows of resources and net position	44,818,980	44,273,891	(545,089)

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

Jul 2023 Actual	Jul 2024			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
673,890	615,734	679,752	64,018	10.4%
51,181	45,651	56,537	10,886	23.8%
0	0	0	0	0.0%
<u>32,693</u>	<u>25,869</u>	<u>28,394</u>	<u>2,525</u>	<u>9.8%</u>
757,765	687,254	764,683	77,429	11.3%
757,262	968,237	919,104	49,134	5.1%
23,615	23,717	25,342	(1,626)	-6.9%
130,460	203,733	138,188	65,545	32.2%
(130,460)	(203,733)	(138,188)	(65,545)	32.2%
85,798	100,670	109,884	(9,214)	-9.2%
11,162	39,064	16,781	22,283	57.0%
5,565	11,551	6,431	5,121	44.3%
12,041	16,041	5,784	10,257	63.9%
60	3,572	2	3,570	99.9%
0	42	69	(27)	-65.5%
2,137	2,700	2,045	655	24.3%
<u>192,608</u>	<u>190,787</u>	<u>189,789</u>	<u>998</u>	<u>0.5%</u>
<u>1,090,250</u>	<u>1,356,381</u>	<u>1,275,231</u>	<u>(81,150)</u>	<u>-6.0%</u>
<u>(332,485)</u>	<u>(669,127)</u>	<u>(510,548)</u>	<u>158,580</u>	<u>-23.7%</u>
22,175	10,000	32,532	22,532	225.3%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>(310,310)</u>	<u>(659,127)</u>	<u>(478,016)</u>	<u>181,111</u>	<u>-27.5%</u>
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>

Summary:

Income

L.A. Superior Court Fees	673,890	615,734	679,752	64,018	10.4%	7,700,000
Interest	51,181	45,651	56,537	10,886	23.8%	562,152
Parking	0	0	0	0	0.0%	0
Library Services	32,693	25,869	28,394	2,525	9.8%	513,631
Total Income	757,765	687,254	764,683	77,429	11.3%	8,775,783

Expense

Staff (payroll + benefits)	757,262	968,237	919,104	49,134	5.1%	6,474,979
Electronic Resource Subscriptions	23,615	23,717	25,342	(1,626)	-6.9%	732,575
Library Materials	130,460	203,733	138,188	65,545	32.2%	2,439,258
Library Materials Transferred to Capital Assets	(130,460)	(203,733)	(138,188)	(65,545)	32.2%	(2,439,258)
Facilities	85,798	100,670	109,884	(9,214)	-9.2%	1,231,345
Technology & Data	11,162	39,064	16,781	22,283	59.3%	285,207
General	5,565	11,551	6,431	5,121	44.3%	89,352
Professional Development	12,041	16,041	5,784	10,257	63.9%	41,786
Communications & Marketing	60	3,572	2	3,570	99.9%	50,877
Travel & Entertainment	0	42	69	(27)	-65.5%	500
Professional Services	2,137	2,700	2,045	655	24.3%	175,180
Depreciation	192,608	190,787	189,789	998	0.5%	2,525,261
Total Expenses	1,090,250	1,356,381	1,275,231	81,150	6.0%	11,607,062
Net Income (Loss)	(332,485)	(669,127)	(510,548)	158,580	23.7%	(2,831,279)

Investment Gain (Loss)¹

Investment Gain (Loss) ¹	22,175	10,000	32,532	22,532	225.3%	120,000
Extraordinary Income	0	0	0	0	0.0%	0
Extraordinary Expense	0	0	0	0	0.0%	0
Net Income Including Extraordinary Items	<u>(310,310)</u>	<u>(659,127)</u>	<u>(478,016)</u>	<u>181,111</u>	<u>27.5%</u>	<u>(2,711,279)</u>

Capitalized Expenditures

FY 2022-23 YTD Actual	FY 2023-24 YTD				Annual Budget
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
0	0	0	0	0.0%	2,457,000

Comments

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

Jul 2023	Jul 2024				FY 2022-23	FY 2023-24 YTD					Annual Budget	Comments	
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual	\$ Fav (Unf)			% Fav (Unf)
Detailed Budget:													
Income:													
673,890	615,734	679,752	64,018	10.4%	15 FIN 303300	L.A. Superior Court Fees	673,890	615,734	679,752	64,018	10.4%	7,700,000	Timing variance
Interest:													
0	0	0	0	0.0%	15 FIN 311000	Interest - LAIF	0	0	0	0	0.0%	14,340	
50,184	45,000	55,450	10,450	23.2%	15 FIN 312000	Interest - General Fund	50,184	45,000	55,450	10,450	23.2%	540,000	Timing variance
998	651	1,087	436	67.0%	15 FIN 313000	Interest - Deposit Fund	998	651	1,087	436	67.0%	7,812	Timing variance
51,181	45,651	56,537	10,886	23.8%		Subtotal	51,181	45,651	56,537	10,886	23.8%	562,152	
Parking:													
0	0	0	0	0.0%	39 FAC 330100	Parking	0	0	0	0	0.0%	0	
0	0	0	0	0.0%		Subtotal	0	0	0	0	0.0%	0	
Library Services:													
926	900	1,414	514	57.1%	27 CIRC 330150	Annual Designation Fee	926	900	1,414	514	57.1%	2,818	Timing variance
24,768	16,655	17,576	921	5.5%	25 PS 330140	Annual Members Fee	24,768	16,655	17,576	921	5.5%	199,460	
1,967	2,494	1,971	(523)	-21.0%	25 PS 330340	Course Registration	1,967	2,494	1,971	(523)	-21.0%	48,458	Timing variance
2,682	2,000	3,206	1,206	60.3%	27 CIRC 330129	Copy Center	2,682	2,000	3,206	1,206	60.3%	23,300	Timing variance
435	900	1,645	745	82.7%	27 CIRC 330205	Document Delivery	435	900	1,645	745	82.7%	9,800	
1,206	1,700	1,426	(274)	-16.1%	27 CIRC 330210	Fines	1,206	1,700	1,426	(274)	-16.1%	20,000	
245	100	958	858	857.9%	15 FIN 330310	Miscellaneous	245	100	958	858	857.9%	31,200	Timing variance
198	1,000	0	(1,000)	-100.0%	39 FAC 330330	Room Rental	198	1,000	0	(1,000)	-100.0%	12,000	Timing variance
0	0	0	0	0.0%	23 COL 330350	Book Replacement	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%	17 EXEC 330400	Friends of Law Library	0	0	0	0	0.0%	150,000	
0	0	0	0	0.0%	25 PS 330420	Grants	0	0	0	0	0.0%	0	
267	120	199	79	65.8%	15 FIN 330450	Vending	267	120	199	79	65.8%	1,595	Timing variance
0	0	0	0	0.0%	39 FAC 330465	Special Events Income	0	0	0	0	0.0%	0	
32,693	25,869	28,394	2,525	9.8%		Subtotal	32,693	25,869	28,394	2,525	9.8%	513,631	
757,765	687,254	764,683	77,429	11.3%		Total Income	757,765	687,254	764,683	77,429	11.3%	8,775,783	
Expenses:													
Staff:													
228,835	265,556	235,674	29,882	11.3%	ALL 501000	Salaries (FT)	228,835	265,556	235,674	29,882	11.3%	3,452,231	Timing variance
0	5,311	0	5,311	100.0%	15 FIN 501025	Staff Vacancy Offset (FT)	0	5,311	0	5,311	100.0%	69,045	
18,717	22,822	18,160	4,662	20.4%	ALL 501050	Salaries (PT)	18,717	22,822	18,160	4,662	20.4%	296,689	Timing variance
0	456	0	456	100.0%	15 FIN 501075	Staff Vacancy Offset (PT)	0	456	0	456	100.0%	5,934	
15,057	14,996	17,176	(2,180)	-14.5%	15 FIN 502000	Social Security	15,057	14,996	17,176	(2,180)	-14.5%	194,944	Timing variance
3,521	4,181	4,017	165	3.9%	15 FIN 503000	Medicare	3,521	4,181	4,017	165	3.9%	54,359	
411,525	528,783	525,538	3,245	0.6%	15 FIN 511000	Retirement	411,525	528,783	525,538	3,245	0.6%	863,608	
8,333	41,667	41,667	0	0.0%	15 FIN 511050	Pension Exp (Actuarial)	8,333	41,667	41,667	0	0.0%	500,000	
0	0	0	0	0.0%	15 FIN 511100	Pension Exp (Acctg)	0	0	0	0	0.0%	0	
51,742	59,500	55,396	4,103	6.9%	15 FIN 512000	Health Insurance	51,742	59,500	55,396	4,103	6.9%	724,229	Timing variance
394	482	427	54	11.3%	15 FIN 513000	Disability Insurance	394	482	427	54	11.3%	5,783	
5,712	5,536	4,391	1,146	20.7%	15 FIN 514000	Dental Insurance	5,712	5,536	4,391	1,146	20.7%	66,435	
611	658	575	83	12.6%	15 FIN 514500	Vision Insurance	611	658	575	83	12.6%	7,896	
186	225	193	33	14.5%	15 FIN 515000	Life Insurance	186	225	193	33	14.5%	2,703	
0	0	0	0	0.0%	15 FIN 515500	Vacancy Benefits Offset	0	0	0	0	0.0%	0	
2,121	1,940	1,938	2	0.1%	15 FIN 516000	Workers Compensation Insurance	2,121	1,940	1,938	2	0.1%	24,444	
0	0	0	0	0.0%	15 FIN 517000	Unemployment Insurance	0	0	0	0	0.0%	6,000	
563	2,390	1,489	901	37.7%	ALL 514010	Temporary Employment	563	2,390	1,489	901	37.7%	29,180	Timing variance
247	0	180	(180)	0.0%	13 HR 514015	Recruitment	247	0	180	(180)	0.0%	5,000	
0	0	0	0	0.0%	15 FIN 517500	Accrued Sick Expense	0	0	0	0	0.0%	5,000	
0	0	0	0	0.0%	15 FIN 518000	Accrued Vacation Expense	0	0	0	0	0.0%	20,000	
8,333	10,833	10,833	0	0.0%	15 FIN 518500	OPEB Expense	8,333	10,833	10,833	0	0.0%	130,000	
1,280	2,800	1,352	1,448	51.7%	15 FIN 518550	TMP	1,280	2,800	1,352	1,448	51.7%	8,600	Timing variance
83	100	97	3	3.2%	15 FIN 518560	Benefit Administration	83	100	97	3	3.2%	2,900	
757,262	968,237	919,104	49,134	5.1%		Total - Staff	757,262	968,237	919,104	49,134	5.1%	6,474,979	
Library Materials/Electronic Resources Subscription:													
53,230	112,720	59,595	53,125	47.1%	23 COL 601999	American Continuations	53,230	112,720	59,595	53,125	47.1%	1,817,720	Timing variance
655	2,370	1,049	1,321	55.7%	23 COL 602999	American New Orders	655	2,370	1,049	1,321	55.7%	29,440	Timing variance
847	4,126	1,602	2,524	61.2%	23 COL 609199	Branch Continuations	847	4,126	1,602	2,524	61.2%	24,426	Timing variance
0	0	0	0	0.0%	23 COL 609299	Branch New Orders	0	0	0	0	0.0%	300	
69,185	72,372	69,248	3,124	4.3%	23 COL 603999	Commonwealth Continuations	69,185	72,372	69,248	3,124	4.3%	186,772	
85	140	31	109	78.2%	23 COL 604999	Commonwealth New Orders	85	140	31	109	78.2%	1,680	Timing variance
1,917	5,188	2,704	2,484	47.9%	23 COL 605999	Foreign Continuations	1,917	5,188	2,704	2,484	47.9%	182,188	Timing variance
0	357	114	243	68.1%	23 COL 606999	Foreign New Orders	0	357	114	243	68.1%	9,284	Timing variance
4,198	5,538	3,495	2,043	36.9%	23 COL 607999	International Continuations	4,198	5,538	3,495	2,043	36.9%	162,538	Timing variance
58	423	351	72	17.0%	23 COL 608999	International New Orders	58	423	351	72	17.0%	7,076	

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

Jul 2023	Jul 2024				FY 2022-23	FY 2023-24 YTD					Annual Budget	Comments	
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual	\$ Fav (Unf)			% Fav (Unf)
285	314	0	314	100.0%	23 COL 609399	General/Librarianship Continuations	285	314	0	314	100.0%	15,614	Timing variance
0	185	0	185	100.0%	23 COL 609499	General/Librarianship New Orders	0	185	0	185	100.0%	2,220	Timing variance
130,460	203,733	138,188	65,545	32.2%	23 COL 690000	Subtotal	130,460	203,733	138,188	65,545	32.2%	2,439,258	
(130,460)	(203,733)	(138,188)	(65,545)	32.2%		Library Materials Transferred to	(130,460)	(203,733)	(138,188)	(65,545)	32.2%	(2,439,258)	
23,615	23,717	25,342	(1,626)	-6.9%	23 COL 685000	Assets	23,615	23,717	25,342	(1,626)	-6.9%	732,575	
						Electronic Resource Subscriptions (ERS)							
						Facilities:							
1,488	3,500	15,724	(12,224)	-349.2%	39 FAC 801005	Repair & Maintenance	1,488	3,500	15,724	(12,224)	-349.2%	42,000	Includes unexpected plumbing repairs.
1,559	1,920	1,772	148	7.7%	39 FAC 801010	Building Services	1,559	1,920	1,772	148	7.7%	26,040	
99	1,000	0	1,000	100.0%	39 FAC 801015	Cleaning Supplies	99	1,000	0	1,000	100.0%	12,000	
15,568	15,500	15,103	397	2.6%	39 FAC 801020	Electricity & Water	15,568	15,500	15,103	397	2.6%	187,500	
1,014	1,070	1,065	5	0.5%	39 FAC 801025	Elevator Maintenance	1,014	1,070	1,065	5	0.5%	12,840	
0	3,383	0	3,383	100.0%	39 FAC 801030	Heating & Cooling	0	3,383	0	3,383	100.0%	40,596	
35,948	39,675	34,993	4,682	11.8%	15 FIN 801035	Insurance	35,948	39,675	34,993	4,682	11.8%	476,100	Timing variance
11,962	10,350	23,223	(12,873)	-124.4%	39 FAC 801040	Janitorial Services	11,962	10,350	23,223	(12,873)	-124.4%	124,200	Timing variance
0	2,000	0	2,000	100.0%	39 FAC 801045	Landscaping	0	2,000	0	2,000	100.0%	24,000	
16,672	19,900	16,969	2,931	14.7%	39 FAC 801050	Security	16,672	19,900	16,969	2,931	14.7%	240,700	Timing variance
0	250	0	250	100.0%	39 FAC 801060	Room Rental Expenses	0	250	0	250	100.0%	3,000	
146	500	329	171	34.2%	39 FAC 801065	Special Events Expenses	146	500	329	171	34.2%	24,700	
0	250	0	250	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	0	250	0	250	100.0%	3,000	
709	300	0	300	100.0%	39 FAC 801110	Equipment (<3K)	709	300	0	300	100.0%	3,600	
0	400	70	330	82.5%	39 FAC 801115	Building Alterations (<3K)	0	400	70	330	82.5%	4,800	
384	397	325	72	18.1%	39 FAC 801120	Delivery & Postage	384	397	325	72	18.1%	2,869	
249	275	311	(36)	-13.0%	39 FAC 801125	Kitchen supplies	249	275	311	(36)	-13.0%	3,400	
85,798	100,670	109,884	(9,214)	-9.2%		Subtotal	85,798	100,670	109,884	(9,214)	-9.2%	1,231,345	
						Technology:							
781	3,733	1,737	1,996	53.5%	33 TECH 801210	Software Maintenance	781	3,733	1,737	1,996	53.5%	44,795	Timing variance
2,281	4,029	2,407	1,622	40.2%	33 TECH 801212	Hardware Maintenance	2,281	4,029	2,407	1,622	40.2%	48,348	Timing variance
0	550	0	550	100.0%	33 TECH 801215	Software (<\$3k)	0	550	0	550	100.0%	6,600	
0	3,000	0	3,000	100.0%	33 TECH 801220	Hardware (<\$3k)	0	3,000	0	3,000	100.0%	14,000	
0	283	0	283	100.0%	33 TECH 801225	Computer Supplies	0	283	0	283	100.0%	3,396	
5,366	5,629	5,629	(0)	0.0%	33 TECH 801230	Integrated Library System	5,366	5,629	5,629	(0)	0.0%	67,548	
1,788	1,980	2,117	(137)	-6.9%	33 TECH 801235	Telecommunications	1,788	1,980	2,117	(137)	-6.9%	23,760	Timing variance
0	1,000	0	1,000	100.0%	33 TECH 801245	Tech & Data - Misc	0	1,000	0	1,000	100.0%	1,000	
0	15,000	149	14,852	99.0%	33 TECH 801250	Services	0	15,000	149	14,852	99.0%	30,000	Timing variance
946	3,860	4,741	(881)	-22.8%	33 TECH 801275	Online Service Providers	946	3,860	4,741	(881)	-22.8%	45,760	Timing variance
11,162	39,064	16,781	22,283	57.0%		Subtotal	11,162	39,064	16,781	22,283	57.0%	285,207	
						General:							
325	458	454	4	1.0%	15 FIN 801310	Bank Charges	325	458	454	4	1.0%	5,500	
2,115	2,200	2,177	23	1.1%	35 CMS 801315	Bibliographical Services	2,115	2,200	2,177	23	1.1%	12,166	
0	0	16	(16)	0.0%	35 CMS 801320	Binding	0	0	16	(16)	0.0%	10,000	
176	150	0	150	100.0%	17 EXEC 801325	Board Expense	176	150	0	150	100.0%	1,890	
0	3,780	763	3,017	79.8%	37 COM 801330	Staff meals & events	0	3,780	763	3,017	79.8%	13,780	Timing variance
389	3,063	276	2,787	91.0%	15 FIN 801335	Supplies - Office	389	3,063	276	2,787	91.0%	17,766	Timing variance
0	0	0	0	0.0%	35 CMS 801337	Supplies - Library materials	0	0	0	0	0.0%	10,000	
0	300	0	300	100.0%	37 COM 801340	Stationery, business cards, etc.	0	300	0	300	100.0%	2,400	Timing variance
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	0	
716	850	927	(77)	-9.0%	33 IT 801370	Copy Center Expense	716	850	927	(77)	-9.0%	12,250	
64	750	19	731	97.4%	15 FIN 801375	General - Misc	64	750	19	731	97.4%	3,000	Timing variance
1,780	0	1,800	(1,800)	0.0%	25 PS 801390	Course Registration	1,780	0	1,800	(1,800)	0.0%	0	
0	0	0	0	0.0%	17 EXEC 801395	Friends of Law Library	0	0	0	0	0.0%	600	
5,565	11,551	6,431	5,121	44.3%		Subtotal	5,565	11,551	6,431	5,121	44.3%	89,352	
						Professional Development:							
5,481	7,500	1,057	6,443	85.9%	ALL 803105	Travel	5,481	7,500	1,057	6,443	85.9%	16,050	Timing variance
0	0	0	0	0.0%	ALL 803110	Meals	0	0	0	0	0.0%	0	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	0	
0	220	0	220	100.0%	ALL 803115	Membership dues	0	220	0	220	100.0%	12,001	
6,560	2,970	4,378	(1,408)	-47.4%	ALL 803120	Registration fees	6,560	2,970	4,378	(1,408)	-47.4%	8,384	Timing variance
0	5,351	349	5,002	93.5%	ALL 803125	Educational materials	0	5,351	349	5,002	93.5%	5,351	Timing variance
12,041	16,041	5,784	10,257	63.9%		Subtotal	12,041	16,041	5,784	10,257	63.9%	41,786	
						Communications & Marketing:							
2	472	2	470	99.6%	37 COM 803205	Services	2	472	2	470	99.6%	494	
58	3,000	0	3,000	100.0%	37 COM 803210	Collateral materials	58	3,000	0	3,000	100.0%	7,350	
0	100	0	100	100.0%	37 COM 803215	Advertising	0	100	0	100	100.0%	42,033	
0	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	0	0	0	0	0.0%	1,000	
60	3,572	2	3,570	99.9%		Subtotal	60	3,572	2	3,570	99.9%	50,877	

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

Jul 2023	Jul 2024				FY 2022-23	FY 2023-24 YTD					Annual Budget	Comments	
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual	\$ Fav (Unf)			% Fav (Unf)
22,175	10,000	32,532	22,532	225.3%	15 FIN 321000	Investment Gain (Loss) ¹	22,175	10,000	32,532	22,532	225.3%	120,000	Reflects gains/loss if sold at time of report (before maturity)
0	0		0	0.0%	17 EXEC 401000	Extraordinary Income	0	0	0	0	0.0%	0	
0	0		0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	0	
<u>(310,310)</u>	<u>(659,127)</u>	<u>(478,016)</u>	<u>181,111</u>	<u>-27.5%</u>		Net Income Including Extraordinary Items	<u>(310,310)</u>	<u>(659,127)</u>	<u>(478,016)</u>	<u>181,111</u>	<u>27.5%</u>	<u>(2,711,279)</u>	
Capital Expenditures:													
0	0	0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	0	0	0	0.0%	0	
0	0	0	0	0.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	0	0	0	0	0.0%	702,000	
0	0	0	0	0.0%	39 FAC 164500	Exterior Building Repairs/Improvements (>3k)	0	0	0	0	0.0%	870,000	
0	0	0	0	0.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	0	0	0	0.0%	845,000	
0	0	0	0	0.0%	33 TECH 168000	Computer Software	0	0	0	0	0.0%	40,000	
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>		Total - Capitalized Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>	<u>2,457,000</u>	
CalPERS CERBT Trust Fund:													
						Beginning Balance			2,489,768				
						Administrative Expense			-105.58				CalPERS CERBT program cost.
						Investment Expense			-77.23				Investment management cost.
						Unrealized Gain/Loss			70,986.90				Fluctuating market conditions.
						Distribution							Distribution from Fund.
						Ending Balance			<u>2,560,572</u>				

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 July 31, 2024

(Provisional and subject to year-end audit adjustments)

	7/31/2024	YTD
Cash flows from operating activities		
L.A. Superior court fees	679,752	679,752
Parking fees	-	-
Library services	28,394	28,394
Extraordinary income	-	-
(Increase) decrease in accounts receivable	10,051	10,051
(Increase) decrease in other receivable	83,813	83,813
Increase (decrease) in borrowers' deposit	2,166	2,166
Cash received from filing fees and services	804,177	804,177
Facilities	(109,884)	(109,884)
Technology	(16,781)	(16,781)
General	(6,431)	(6,431)
Professional development	(5,784)	(5,784)
Communications & marketing	(2)	(2)
Travel & entertainment	(69)	(69)
Professional services	(2,045)	(2,045)
Electronic Resource Subscriptions (ERS)	(25,342)	(25,342)
(Increase) decrease in prepaid expenses	(358,125)	(358,125)
Increase (decrease) in accounts payable	(88,845)	(88,845)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(613,308)	(613,308)
Staff (payroll + benefits)	(919,104)	(919,104)
Increase (decrease) in payroll liabilities	1,072	1,072
Increase (decrease) in accrued sick and vacation liability	(33,966)	(33,966)
Increase (decrease) in OPEB liability	10,833	10,833
Increase (decrease) in net pension liability	41,667	41,667
Cash payments to employees for services	(899,498)	(899,498)
Contributions received	-	-
Net cash from operating activities	(708,629)	(708,629)
Cash flow from capital and related financing activities		
Library materials	(138,188)	(138,188)
Fixed assets	-	-
Capital - Work in Progress (WIP)	(48,590)	(48,590)
Cash flows from investing activities		
Investment	-	-
Investment earnings	56,537	56,537
Net cash increase (decrease) in cash and cash equivalents	(838,870)	(838,870)
Cash and cash equivalents, at beginning of period	16,646,017	16,646,017
Cash and cash equivalents, at end of period	15,807,147	15,807,147
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(567,085)	(567,085)
Adjustments for noncash effects:		
Depreciation	189,789	189,789
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	10,051	10,051
(Increase) decrease in other receivable	83,813	83,813
(Increase) decrease in prepaid expenses	(358,125)	(358,125)
Increase (decrease) in accounts payable	(88,845)	(88,845)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	1,072	1,072
Increase (decrease) in accrued sick and vacation liability	(33,966)	(33,966)
Increase (decrease) in borrowers' deposit	2,166	2,166
Increase (decrease) in OPEB liability	10,833	10,833
Increase (decrease) in net pension liability	41,667	41,667
Net cash from operating activities	(708,629)	(708,629)

LOS ANGELES COUNTY LAW LIBRARY
 August 1, 2024 - August 31, 2024 (WARRANTS)
 Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 8	VELASQUEZ DRYWALL INC.	CAPITAL WIP	16,250.00	TS00344712
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	11,436.38	TS00344728
August 2	WOLTERS KLUWER LAW & BUSINESS	BOOKS	182.43	V008825
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	4,337.58	V008826
	DAILY JOURNAL CORPORATION	BOOKS	1,942.54	V008827
	LOS ANGELES TIMES	BOOKS	346.32	V008828
	PRACTISING LAW INSTITUTE	BOOKS	242.46	V008829
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,234.84	V008830
	GOBI LIBRARY SOLUTIONS	BOOKS	171.75	V008831
	BUILDING ELECTRONIC CONTROLS INC	BUILDING SVCS	650.75	V008833
	LOS ANGELES GLASS COMPANY	REPAIRS/MAINT	3,359.00	V008834
	ORKIN	BLDG SVCS	140.00	V008835
	SECURITAS SECURITY	SECURITY	4,445.87	V008836
	AMERICAN LIBRARY ASSOCIATION	SUPPLIES-OFFICE	17.34	V008838
	AMAZON WEB SERVICES	OSP	589.38	V008863
August 6	SECURITAS SECURITY	SECURITY	4,461.84	V008839
August 7	SYNCB AMAZON	SUPPLIES-OFFICE	141.99	V008848
August 8	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	1,021.00	V008849
August 9	BUILDING ELECTRONIC CONTROLS INC	SECURITY	213.75	V008850
	TOTAL RESTROOM	REPAIR/MAINT	88.08	V008851
August 10	STAMPS.COM	DELIVERY & POSTAG	29.99	V008852
August 12	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	408.46	V008840
	SUPREME COURT HISTORICAL SOCIETY	BOOKS	150.00	V008841
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	593.38	V008842
	GOBI LIBRARY SOLUTIONS	BOOKS	3,007.59	V008843
	BITTITAN INC.	SOFTWARE (<3K)	666.00	V008853
August 13	SYNCB AMAZON	STAFF, MEALS & EVE	280.00	V008854
August 15	LEXISNEXIS MATTHEW BENDER	BOOKS	34,019.74	V008855
	DIGITAL MARKETING CONFERENCE	PREPAID EXP	1,727.88	V008884
August 16	BRCK INC	TELECOM	1,314.72	V008856
	DIGITAL INSURANCE LLC	CONSULTING	1,745.00	V008857
	ISOLVED BENEFIT SERVICES	HR BENEFIT/ADMIN	86.82	V008858
	NASA SERVICES	BLDG SVCS	627.53	V008859
	SECURITAS SECURITY	SECURITY	4,461.81	V008860

102,500.32

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2024 - August 31, 2024 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 19	THE HOME DEPOT PRO	CLEANING SUPPLIES	2,108.10	V008861
	CHERRY PICK CAFE	SPECIAL EVENTS EX	270.14	V008885
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	4,231.99	V008862
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,017.55	V008863
	JURIS PUBLISHING INC	BOOKS	91.95	V008864
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,000.00	V008865
	NEW JERSEY LAW JOURNAL	BOOKS	373.40	V008866
	PRACTISING LAW INSTITUTE	BOOKS	1,249.86	V008867
	UNITED NATIONS PUBLICATIONS	BOOKS	236.15	V008868
	WEST ACADEMIC	BOOKS	197.10	V008869
	THOMSON REUTERS	BOOKS	94,322.35	V008870
	WILLIAM S HEIN & CO	BOOKS	524.68	V008871
	GOBI LIBRARY SOLUTIONS	BOOKS	171.75	V008872
August 20	AMERICAN BAR ASSOCIATION	BOOKS	656.15	V008873
	LEXISNEXIS MATTHEW BENDER	BOOKS	2,785.74	V008874
August 21	ZOOM VIDEO COMMUNICATIONS INC	OSP	192.60	V008886
	MICROSOFT CORPORATION	OSP	50.00	V008901
August 22	SYNCB AMAZON	CLEANING SUPPLIES	69.66	V008887
	LOS ANGELES COUNTY BAR	MEMBERSHIP DUES	175.00	V008888
August 23	SJM INDUSTRIAL RADIO	EQUIPMENT (<3K)	1,213.22	V008902
	GOOGLE	SERVICES	1.99	V008920
August 25	LEXISNEXIS MATTHEW BENDER	BOOKS	1,425.62	V008875
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,742.29	V008876
	DR MYCOMMERCE INC DBA ESSELLERATE	BOOKS	576.00	V008877
	JURIS PUBLISHING INC	BOOKS	700.48	V008878
	PUBLIC UTILITIES REPORTS INC	BOOKS	500.00	V008879
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,184.79	V008880
August 26	SYNCB AMAZON	BOOKS	201.58	V008895
August 27	SOUTHWEST AIRLINES	PREPAID EXP	303.45	V008889
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	62.19	V008903
	OFFICESUPPLY.COM	SPECIAL EVENTS EX	84.82	V008904
August 28	ABD OFFICE SOLUTIONS	COPY CENTER	926.52	V008890
	PURE PROCESS FILTRATION INC.	BLDG SVCS	1,004.37	V008891
	SECURITAS SECURITY	SECURITY	4,461.84	V008892
	THE HOME DEPOT PRO	CLEANING SUPPLIES	557.75	V008893
	UPS	DOC DEL	38.87	V008894

239,018.31

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2024 - August 31, 2024 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 30	STORE FIRE GRILL	STAFF MEALS/EVEN	916.14	V008905
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,341.07	V008896
	INGRAM LIBRARY SERVICES	BOOKS	160.34	V008897
	JAMES PUBLISHING INC	BOOKS	678.90	V008898
	LAW JOURNAL PRESS	BOOKS	2,385.96	V008899
	PRACTISING LAW INSTITUTE	BOOKS	902.48	V008900
August 28	PANERA BREAD	STAFF MEALS/EVEN	84.95	V000003
August 2	EL POLLO LOCO	MISCELLANEOUS	37.21	V000217
August 16	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	15,103.44	V000218

260,712.66

LOS ANGELES COUNTY LAW LIBRARY
 August 1, 2024 - August 31, 2024 (CHECKS)
 Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
August 2	LEXISNEXIS CANADA INC	BOOKS	425.18	033322	
	WARREN CLEVELAND GREEN	REFUND	140.00	033323	
	ZHAN LIU	REFUND	138.00	033324	
	DANIEL GARCIA MEZA	REFUND	140.00	033325	
	DENISE D MOORE	REFUND	140.00	033326	
	ADP SCREENING & SELECTION SVCS	RECRUITMENT	77.79	033327	
	DYNAMICS WEST, INC.	CAPITAL WIP	3,698.00	033328	
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	1,065.00	033329	
	ACCUSOURCEHR, INC	RECRUITMENT	102.41	033330	
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	1,625.00	033331	
	August 6	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT INS	732.00	033332
		WILSON TURNER KOSMO LLP	Room Rental Cancellat	2,100.00	033333
August 12	OTTO HARRASSOWITZ	BOOKS	491.90	033334	
	MARY MARTIN BOOKSELLERS	BOOKS	1,585.00	033335	
	WILLIAM S HEIN & CO	BOOKS	43.50	033336	
August 15	INNA ANDREEVA	REFUND	140.00	033337	
	CURTIS WILLIAM HERRON	REFUND	125.00	033338	
	ESTATE OF WILLIAM LAFFAN	REFUND	140.00	033339	
	LUCINDA K RAMIREZ	REFUND	140.00	033340	
	MEG RAZI	REFUND	140.00	033341	
	GEORGE GUY ROMAIN	REFUND	118.00	033342	
	YESENIA MARISOL SANTACRUZ	REFUND	134.20	033343	
August 16	AFLAC REMITTANCE	CAFE PLAN-INSURA	760.83	033344	
	AT&T	TELECOM	607.33	033345	
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	4,483.00	033346	
	METROLINK	TMP	238.00	033347	
	CHARTER COMMUNICATIONS	TELECOM	195.32	033348	
	VELASQUEZ DRYWALL INC.	REPAIR/MAINTENAN	1,850.00	033349	
	OTTO HARRASSOWITZ	BOOKS	3,559.55	033350	
	LAW PUBLISHERS	BOOKS	5,042.00	033351	
	SASKATCHEWAN KINGS PRINTER	BOOKS	94.03	033352	
	August 19	BRENDA WALKER-GOMILLION	REFUND	130.00	033353
ROBERTO CARLOS NOVAS		REFUND	140.00	033354	
August 23	CALIFORNIA DEPARTMENT OF TAX	USE TAX	5,279.00	033355	
	GUARDIAN	PREPAID EXP	8,128.41	033356	
August 26	BRIDGET MCCARTHY	REFUND	130.00	033357	
August 27					

44,374.45

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2024 - August 31, 2024 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 30	LANGUAGE PEOPLE INC	OTHER	300.00	033358
	BRANDON KEITH BOYCE	REFUND	136.00	033359
	JANET S COMBS	REFUND	140.00	033360
	ALLEN KUO LUN HUANG	REFUND	140.00	033361
	HAE SEUNG HWANG	REFUND	140.00	033362
	LILY R JAMALI	REFUND	140.00	033363
	DAVID ALAN LEVITAS	REFUND	140.00	033364
	F & F DRAFTING AND DESIGN	CAPITAL WIP	1,000.00	033365
	LEXISNEXIS CANADA INC	BOOKS	219.54	033366

46,429.99

MEMORANDUM

DATE: September 25, 2024

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.

“Each board of law library trustees, on or before the 15th day of October of each year, shall make an annual report to the board of supervisors of the county in which the law library is maintained, for the preceding fiscal year ending on the 30th day of June.

...

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.”

Cal. Bus. & Prof. Code § 6349.

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 2023/24 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 and annual report to the Los Angeles County Board of Supervisors (Exhibit A).



Agenda Item 3.0

Consent Item 3.3

EXHIBIT A

Cover Letter

Los Angeles County Law Library

Board of Trustees

Annual Report and Financial Report

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

September 25, 2024

BOARD OF TRUSTEES

Hon. Michelle W. Court
President
Los Angeles Superior Court

Hon. Laura A. Seigle
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Los Angeles Superior Court

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Los Angeles Superior Court

Hon. Susan J. De Witt
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Hon. Rosa M. Fregoso
Los Angeles Superior Court

Susan Steinhauser, Esq.
Los Angeles County Board
of Supervisor Appointee

Kenneth Klein, Esq.
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 of the Los Angeles County Law Library congratulate you on your recent appointment. We look forward to new opportunities to collaborate with your office in providing public services that have a positive and lasting impact on the community.

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, 2023 – June 30, 2024 Fiscal Year for your review.

The Board of Trustees wish to thank the County Board of Supervisors for its support during the reported Fiscal Year. 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 2023-24)

Cc: Hon. Lindsey P. Horvath, Chair and Supervisor, Third District
Hon. Janice Hahn, Supervisor, Fourth District
Hon. Kathryn Barger, Supervisor, Fifth District
Hon. Holly J. Mitchell, Supervisor, Second District
Hon. Hilda L. Solis, Supervisor, First District

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, 2024.

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

Hon. Michelle W. Court <i>President</i>	Judge of the Superior Court
Hon. Laura A. Seigle <i>Vice-President</i>	Judge of the Superior Court
Hon. Mark A. Juhas	Judge of the Superior Court
Hon. Susan J. DeWitt	Judge of the Superior Court
Hon. Rosa M. Fregoso	Judge of the Superior Court
Kenneth D. Klein	Attorney at Law 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
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ANNUAL REPORT

INTRODUCTORY INFORMATION

The Los Angeles County Law Library (LA Law Library) extends a welcome message to all who enter, etched into the walls of its lobby: “This Library is dedicated to all those who labor in the faith that ours is a government of laws not men.” It is a paraphrase of a quote attributed to John Adams from 1776, and it holds just as true today. We open our doors six days a week and help over 100,000 patrons a year. We never turn anyone away because all who labor here—the staff, our volunteers, our pro bono attorneys, our partner organizations, our patrons-- have faith that our laws are the most powerful weapons available for an average citizen to exercise their basic civil and legal rights.

Against today’s troubling backdrop of political divisiveness, repeated social injustice, and global strife, nestled in the heart of downtown Los Angeles amid County government offices and courthouses, LA Law Library is where quiet triumphs play out daily. The powerless become empowered. The vulnerable are uplifted.

For 133 years, average citizens, legal professionals, business entrepreneurs, and the global community have relied upon LA Law Library to provide free access to legal resources and find answers to legal questions that impact their professional or personal lives. A safe harbor for those in our community who are overwhelmed with life challenges—financial troubles, social stress, language barriers, physical or mental disabilities, educational or technological inequity—LA Law Library can calm the storm for those who cannot afford an attorney yet do not meet eligibility requirements for legal aid.



The largest public law library in the United States other than the Library of Congress, LA Law Library can help someone carve a path forward in a legal crisis, help right a wrong, or offer hope and protection from a court battle that has been the source of many a sleepless night. We make public computers available to those without, bridging a digital divide that continues to leave many behind in our increasingly technologically dependent world.

We are never deterred if English is not a patron's primary language because we believe that with our help self-advocacy is a powerful tool that speaks louder than words in any language. Through language translation services and the generous support of bilingual pro bono attorneys who wish to give back to the community, we connect with our non-English speaking patrons and build their confidence as they seek to represent themselves. And we work to develop programming to support the disabled with an understanding that just because they may have special needs or express themselves differently, self-determination and the protection of personal civil and legal rights must be equally available for everyone.

Finally, the Library is a vital partner for the County and Federal courts, providing much needed self-help services on legal topics that are not addressed in self-help centers or require more in depth and personalized assistance. Our vast collection of nearly one million volume equivalents—including a comprehensive list of State and Federal resources, together with one of the nation's most comprehensive global law collections covering more than 200 countries—is an available treasure trove of information that can address more complex questions. Library staff are "at the ready" to continue tangible assistance where self-help center services left off. The impact of this critical partnership is essential to a healthy and thriving community: it assures all Los Angeles County citizens that they are entitled to access to justice, free of cost, regardless of economic status,



age, race, ethnicity, educational level, gender identity, or social standing. We close the justice gap by filling it with knowledgeable reference staff, a comprehensive legal collection, and legal professional partnerships committed to serving the community with their time and talent.

LOCATIONS AND HOURS

The Main Law Library is located in the Mildred L. Lillie Building, 301 West First Street, across the street from the Stanley Mosk Courthouse and the First Street U.S. Courthouse. The Main Library includes approximately 175,000 square feet and 35 miles of shelving over seven (7) floors of stacks.

LA Law Library also has eleven (11) other courthouse and public library partnership locations throughout the County. A few of these locations have a solely electronic presence, called an eBranch, which is a walk-up computer-based, interactive research experience. eBranch users can contact LA Law Reference Librarians remotely via chat service, or during on-site office hours. The branch and partnership locations can be found in:

Four courthouse branch locations:

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

Seven public library partnership locations:

- Los Angeles Public Library in Van Nuys
- Los Angeles County Public Libraries in Compton, Lancaster, and West Covina
- Pasadena Public Library (Hastings Branch)
- Pomona Public Library
- Santa Monica Public Library



During the first part of fiscal year 2023/2024, 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.

The Main Library and Torrance Branch maintained in-person assistance throughout the fiscal year. In-person assistance resumed at Long Beach branch in January 2023. It is anticipated that most partner locations will resume office hours and on-site assistance later this Fall.

PROGRAMS AND SERVICES

Reference Assistance:

Our Reference Desk is one of the most valued services we can provide the community. Knowledgeable librarians are available at the reference desk for visitors to have in-person assistance and research guidance during all operational hours. For those who cannot visit in person, we provide remote access to our reference desk by phone, mail, email and 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. Although Reference Librarians do not provide legal advice, they are knowledgeable about the law and are specially trained in legal research and resources.

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. 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 LA Law Library is often the first and last resource many turn to for help.



Addressing the Digital Divide with Support Services:

We are fully cognizant that LA Law Library 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, typewriters, office supplies, faxing service, document delivery and e-delivery for a small fee.

This need is especially highlighted as our nation enters election season. 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.” In this important election year, LA Law Library is sensitive to the need to make print copies of voter registration applications. We provide these forms to any patron wishing to use the print forms to exercise their civil right and responsibility.

Classes, Clinics, Workshops and Programs:

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

For Attorneys, Paralegals and Certified Court Interpreters: The Law 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. The Library also 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.

Fiscal Year 2023-24 featured 13 live MCLE certified class sessions, plus 47 pre-recorded programs available to watch online. Sessions covered topics such as how to assist immigrant survivors of abuse; the impact of artificial intelligence on



legal practice; discretionary protections available to undocumented workers; and how to help victims of natural disasters. The year also featured 40 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 Law 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 (subject-specific town-hall style Zoom sessions) and legal assistance in answering unlawful detainer complaints presented by Tenant Power Toolkit;
- Bi-weekly: Civil Lawsuit Basics/Common Legal Issues: Where You Begin and Adult Legal Conservatorship workshop presented in English and Spanish;
- Monthly: adult name change workshop and Lawyers in the Library (free consultations with volunteer lawyers).

During the height of COVID pandemic closures, the Law Library pivoted to offer many of the most popular recurring programs in virtual format through the Library's website and, later, as live remote classes. These included the Civil Lawsuit Basics, Where You Begin series and adult name change workshop. In 2023-24 the Library has continued to offer classes remotely but has also resumed in-person sessions for many of our recurring programs.

Lawyers in the Library 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 15 to 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 weekly basis. The most heavily requested topics are landlord-tenant, family law and restraining orders for protection. The Library is also getting questions regarding criminal matters, small business issues, employment law, real estate, probate, credit issues, contracts and many other topics.

In response to the need for remote, but individualized, legal assistance, the Library also hosts “Ask a Lawyer” sessions: 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 COVID-19, the program has expanded to include not just landlord-tenant sessions, but also monthly sessions on Section 8, probate, wills and trusts, employment law and trial preparation for civil court.

For Business People and Entrepreneurs: The Law Library 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 in live Zoom format and as on-demand recordings.

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

- The Library celebrates the rule of law with a series of legal holiday 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 2023-2024, the Library marked Constitution & Citizenship Day, Freedom of Information Day, Law Day and Pride Month with full line-ups of in-person and remote programs. LA Law Library's Constitution & Citizenship Day celebration featured an in-person citizenship assistance workshop in collaboration with NALEO Educational Fund. The Library celebrated Freedom of Information Day with classes on artificial intelligence and the law, and a live Zoom "town-hall"-style Ask a Lawyer session about the Public Records Act. The Library celebrated Law Day with virtual event about advancing social justice through mediation, and a combined class-Ask A Lawyer session about writs of mandate. Fiscal Year 2023-2024 also marked the Library's first celebration of Pride Month in June 2024, with programs celebrating legal rights in the LGBTQ+ community.

- Pro Bono Week in October: Every October – in-person, online and on-demand -- we provide a huge array of programs and services for those who need help understanding their rights, representing themselves and accessing the justice system. It's our way of celebrating the American Bar Association's national Pro Bono Week and all the volunteer attorneys, non-profit legal organizations and social services representatives who provide free legal information and assistance in our community. During our week-long 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. There are also numerous offerings during Pro Bono Week providing training to volunteers so that they can engage in pro bono activities with the Law Library and many other organizations participating in our Pro Bono Week celebration. The culminating



- event for the October 2023 Pro Bono Week celebration was a full day's line-up of Zoom "town-hall" style Ask a Lawyer sessions covering child support and custody, criminal law, landlord-tenant/housing, and probate, wills and trusts.

Fiscal Year 2023-2024 saw continued strong attendance for our programs. In total, classes and clinics at the law library provided instruction and assistance to more than 5,000 attendees this last fiscal year.

Members Program: The Law Library 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 LA Law Library'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 LA Law Library collection, all for a flat monthly fee.



Law and Library School Internship Programs:

LA Law Library traditionally hosts law and library school interns 3-4 times 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. Law school students have the opportunity to interact with and learn how and where public service can fit into building a successful law practice.

In 2020, a long-time Law Library Member left a generous bequest in her estate to support the training of future lawyers and librarians. This has allowed LA Law Library to offer paid internships, expanding opportunities for a diverse pool of students. Those facing financial challenges that might not initially consider a career in law or librarianship now can be exposed to the Library's work with greatly needed financial support. Opening new doors to these students provides them with practical hands-on experience and a threshold to career choices they might not have otherwise considered reachable.

Room Rentals:

LA Law Library serves as a public space for those wishing to meet and confer with colleagues, hold a training conference, or prepare for a legal case scheduled for trial. 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, pickup and delivery. 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 County public agencies to hold training seminars and conferences. The Los Angeles Public Defender's Office and the LA County Bar Association have rented our training center for staff trainings and continuing education seminars for members of the California Bar. Law firms slated for trial at the Stanley Mosk Courthouse find the Library as a prime location for trial preparation and consultations during the course of the trial.

Tours:

Library staff also give library orientations and stack tours to outside groups including bar associations, paralegal students, law-related student groups and academic institutions. The Law Library also hosts field trips from several local high schools, leading students on explorations of the library's resources, holding panel discussions on legal issues relevant to teens, and hosting career talks where students get the chance to learn about different career paths available to them in the legal field. Tours can be general or customized for a particular audience. Some popular tour subjects include our deep collection of foreign and international law and our historical California materials.



LA Law Library has also embarked upon efforts to reach out to many state and local elected representatives to introduce them to public services that can benefit their constituency and staff. As part of these efforts, we have conducted introductory tours and information sessions with state senators and assembly members with hopes to develop new collaborations for innovative programming to better serve their district needs.

LIBRARY USAGE

The Law 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 2023-2024 there were 21,728 library cardholders without borrowing privileges of print materials. At the end of Fiscal Year 2023-2024, there were also 994 persons registered as individual borrowers, including 524 attorneys. In addition, 122 law firm and business borrowers have identified 353 designated borrowers, including attorneys, librarians and messenger services. There are 349 judicial borrowers, 414 government borrowers and 2,522 special promotions borrowers.

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. Additionally, we offer access to invaluable legal research resources and databases at our onsite locations at no cost.



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 2023-2024, the Circulation desk handled 17,727 requests. Of these requests, 12,807 were at the desk and 4,920 were by telephone. A total of 1,134 physical items were placed on hold and 10,020 books were circulated and /or loans renewed. In fiscal year 2023-2024, 3,927 e-books were borrowed by patrons and 409 e-books were placed on hold.

In response to requests for materials and information, LA Law Library provides document delivery and e-delivery services. 2,397 such requests for digital service were delivered in Fiscal Year 2023-2024 by Circulation staff in addition to the thousands of free e-deliveries provided by reference staff. LA Law Library's Copy Center also responded to 2,865 requests, producing 108,458 photocopies.

During Fiscal Year 2023-2024, LA Law Library reference staff fielded 71,550 requests for information, which was a considerable increase and roughly double the number of inquiries tracked in the prior fiscal year. 36,007 were in-person inquiries; 28,685 requests were received by phone; 6,639 were email or live-chat; and 219 were letter requests, generally from the incarcerated. The questions came from a diverse group of users that includes self-represented litigants, attorneys, paralegals, judges, students and the general public. The greatest sources of increase over prior fiscal years was an uptick in questions from self-represented patrons via phone or those referred to us by the Superior Court or Self-Help Centers. In addition, we saw an increase in email requests from law firms participating in the Platinum Members Program.

LA Law Library's website (www.lalawlibrary.org) had more than 82,589 visitors in Fiscal Year 2023-24. The average number of daily visits was 309 with an average visit duration of 4:26 minutes. 95.35% of the visitors were from the United States; 4.65% of the visitors were from other countries.



COLLECTION / ACQUISITIONS

Print Materials: During Fiscal Year 2023-24, the Main Library added 4,727 volumes; the Branch locations added 60 volumes. During the same period, the library withdrew 2,884 volumes and media from the Main Library and 54 volumes from the Branch locations. At the end of Fiscal Year 2023-24, the total number of print volumes in the LA Law Library collection was 704,885. The Main Library held 704,169; the Branch locations held 716.

Non-Print Materials (Other Than Subscription Databases): During Fiscal Year 2023-24, the Main Library added 71 computer discs, and 66 ebooks. Additionally, we added 2 roll of microfilm and 118 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 2023-24, the Library held 8,216 reels of microfilm, 1,435,079 microfiche, 1,094 computer discs, 3,611 ebooks, 213 audio discs, and 132 video/DVDs. The Branch locations do not maintain non-print collections (other than subscription databases).

LA Law Library launched Lexis Digital eBooks in FY21-22, our first widespread eBook initiative, giving self-represented individuals and all library patrons the ability to access and borrow over 500 legal research books for free even when they are not in the Law Library. Many high-demand titles that in-library patrons need to wait to use or are checked out frequently are now available electronically, such as *California Forms of Pleading & Practice*, *California Points & Authorities* and *California Legal Forms Transactions*.

Volume Equivalents: The volume equivalent of non-print materials available in microform and ebooks is approximately 315,275 volumes. The grand total of volumes and volume equivalents in the LA Law Library collection is 1,020,160 volumes representing 200,101 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, LA Law Library 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. 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 Elisberg 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. When Haiti was devastated by hurricanes and faced total destruction of its laws, government representatives sought out LA Law Library to replenish copies from our print collection. With one time funding from the State to identify, assess, and preserve these rare books and materials, staff have begun the process of assessing what steps must be taken to preserve and protect these fragile gems and eventually make them easily accessible for public viewing.

FUNDING

The great majority of the Law Library's 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, LA Law Library continues to try to develop additional revenue sources including fees for extraordinary library services (such as electronic delivery, room rentals, etc.), professional development and training (such as MCLE classes), and programming focusing on community interests of current events and legal topics. In past years the Library's parking structure was a primary source of much needed funding, but has been in disrepair for the past year and a half. However, efforts are being made to begin repairs, with the hope of also contributing to the move towards a more sustainable and green footprint by installing electric car chargers for patrons and downtown visitors.



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. Due to a significant decline in the number of filings and an increase in the number of fee waivers statewide, these funds decreased precipitously in the past decade. Many self-represented Californians, often of low to middle income, have faced the brunt of this decline in funding due to the need to decrease services, limit resources, and cut hours and staffing at County Law Libraries.

Recently there was some encouraging news when the State Legislature determined that the fiscal year 24-25 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.

GIFTS AND SPECIAL RECOGNITION

Gifts

During the Fiscal Year 2023/2024 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:

The LA County Board of Supervisors/Second Supervisorial District/Office of Supervisor Holly Mitchell generously donated \$5000 to support the Library's access to justice programs;

The Law Offices of Cyrus Lam donated California legal practice materials on family law, landlord-tenant law, and real property to share with our patrons;

The Bullard Law Firm donated legal resources focused on construction law and specialty practice directories;

Attorney Stephen Hoffman donated legal practice materials for Minnesota and the United States;



The Government of Mexico gifted law journals and historical materials on electoral policy, political rights, and the Mexican justice system through a donation from the Tribunal Electoral del Poder Judicial de la Federación (The Electoral Tribunal of the Federal Judiciary of Mexico);

UCLA School of Law, George Fletcher, donated a copy of the biography of UCLA Professor emeritus Herbert Morris, a celebrated member of the faculty for 60 years entitled *Herbert Morris: UCLA Professor of Law and Philosophy: In Commemoration*.

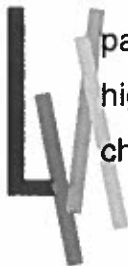
Special Recognition

Federal Depository Library Program

The Federal Depository Library Program (FDLP) has recently been converted to a primarily digital program, and only a small number of selected libraries in the country were chosen to continue to preserve printed copies of the most critical publications of United States law. After a rigorous review of best practices among libraries in consideration, the United States Government Publishing Office awarded LA Law Library the prestigious honor of receiving one of only 50 print copies of the Code of Federal Regulations (CFR) in the United States along with other law titles. LA Law Library is only one of three in California (along with California State Library and the University of California, Berkeley) selected to be preservation stewards of these important print copies for the entire nation.

Partnership Study-Los Angeles Superior Court and Stanford Law School

In January 2024, the Superior Court of Los Angeles County launched a groundbreaking new partnership with Stanford Law School's Deborah L. Rhode Center on the Legal Profession and Legal Design Lab to research, design and implement innovative, evidence-based approaches to reduce barriers to participation in the judicial process and to improve access to justice for all court users. This unique partnership between the Court and Stanford's leading legal scholars will examine and map the barriers to full participation across the judicial system. The primary focus will be on case types with high percentages of self-represented litigants, including unlawful detainer (eviction), child support and debt collection actions. The goal of the partnership is to raise



participation rates and empower court users to more easily navigate complex and often life-altering legal proceedings. LA Law Library was selected as an important link as part of the study, and sent scholars to observe our Tenant Power Toolkit workshop and interview our Reference Librarians to better understand how our patrons depend on the Library to navigate the legal system when faced with nowhere else to turn to for assistance. The study is ongoing and the Library staff will continue to make themselves available for further questions and follow up work.

FINANCIAL REPORT

LOS ANGELES COUNTY LAW LIBRARY

Balance Sheet as of Year Ending June 30, 2024

(Provisional and subject to year-end adjustments)

	2024	2023
Assets		
Current Assets		
Cash and cash equivalents	16,327,547	16,275,850
Accounts receivable	1,565,721	1,696,195
Prepaid expenses	362,505	279,523
Total current assets	18,255,772	18,251,568
Noncurrent assets		
Restricted cash and cash equivalents	318,470	318,470
Investments	6,379,184	6,071,207
Capital assets, not being depreciated	749,532	696,192
Capital assets, being depreciated - net	14,393,856	14,667,364
Total noncurrent assets	21,841,041	21,753,233
Total assets	40,096,813	40,004,801
Deferred Outflow of Resources		
Deferred outflow of resources	4,722,167	4,722,167
Total assets and deferred outflows of resources	44,818,980	44,726,968
Liabilities		
Current Liabilities		
Accounts payable	165,769	330,706
Other liabilities	0	0
Payroll liabilities	16,566	10,834
Total current liabilities	182,334	341,540



Noncurrent liabilities		
Accrued sick and vacation liability	269,418	279,625
Borrowers' deposit	191,541	203,004
OPEB liability	3,647,803	3,547,803
Net pension liability	5,161,711	5,061,711
Total noncurrent liabilities	9,270,473	9,092,143
Total liabilities	9,452,808	9,433,684

Deferred inflows of resources		
Deferred inflows of resources	1,331,894	1,331,894
Total liabilities and deferred inflows of resources	10,784,702	10,765,578

Net position		
Invested in capital assets	15,143,387	15,363,556
Unrestricted	18,890,892	18,597,834
Total net position	34,034,279	33,961,390
Total liabilities and deferred inflows of resources and net position	44,818,980	44,726,968



LOS ANGELES COUNTY LAW LIBRARY
Income Statement for the Year Ending June 30, 2024
(Provisional and subject to year-end audit adjustments)

	2024	2023
Income		
L.A. Superior Court Fees	8,324,520	7,285,121
Interest	662,136	413,070
Parking	0	50,425
Library Services	548,673	588,595
Total Income	9,535,329	8,337,211
Expense		
Staff	5,421,771	6,070,224
Electronic Resource Subscriptions (ERS)	734,451	710,389
Library Materials	1,898,303	1,871,055
Library Materials Transferred to Assets	-1,898,303	-1,871,055
Facilities	1,124,277	999,183
Technology	207,741	182,356
General	99,650	104,206
Professional Development	27,506	24,555
Communications & Marketing	1,087	3,403
Travel & Entertainment	204	148
Professional Services	79,850	83,757
Depreciation	2,305,389	2,368,823
Total Expenses	10,001,927	10,547,041
Net Income	-466,597	-2,209,830
Investment Gain (Loss)	307,976	134,680
Extraordinary Income	231,510	3,977,308
Extraordinary Expense	0	200,000
Net Income Including Extraordinary Items	72,889	1,702,158
Capitalized Expenditures	133,577	40,953



LOS ANGELES COUNTY LAW LIBRARY

Statement of Cash Flows as of Year Ending June 30, 2024

(Provisional and subject to year-end audit adjustments)

	2024	2023
Cash flows from operating activities		
LA Superior court fees	8,324,520	7,285,121
Parking fees	0	50,425
Library services	398,673	4,440,903
(Increase) decrease in accounts receivable	130,474	-349,728
Increase (decrease) in borrowers' deposit	-11,463	-11,908
Cash received from filing fees and services	9,073,713	11,414,813
Facilities	-1,124,277	-999,183
Technology	-207,741	-182,356
General	-99,650	-304,206
Professional development	-27,506	-24,555
Communications & marketing	-1,087	-3,403
Travel & entertainment	-204	-148
Professional services	-79,850	-83,757
Electronic Resource Subscriptions (ERS)	-734,451	-710,389
(Increase) decrease in prepaid expenses	-82,982	-18,489
Increase (decrease) in accounts payable	-164,937	83,981
Increase (decrease) in other liabilities	0	0
Cash payments to suppliers for goods and services	-2,522,685	-2,242,503
Staff (payroll + benefits)	-5,421,771	-6,070,224
Increase (decrease) in payroll liabilities	5,731	2,761
Increase (decrease) in accrued sick and vacation liability	-10,207	-9,810
Increase (decrease) in OPEB liability	100,000	-198,025
Net impact of GASB 68 adjustments	100,000	4,273,478
Cash payments to employees for services	-5,226,247	-2,001,819
Contributions received	150,000	125,000
Net cash from operating activities	1,474,781	7,295,491
Cash flow from capital and related financing activities		
Library materials	-1,898,303	-1,871,055
Fixed assets	-133,577	-40,953
Capital - Work in Progress (WIP)	-53,340	-32,014
Cash flows from investing activities		
Investment	0	0
Investment earnings	662,136	413,070
Net cash increase (decrease) in cash and cash equivalents	51,697	5,764,539
Cash and cash equivalents, at beginning of period	16,594,320	13,633,529
Cash and cash equivalents, at end of period	16,646,017	19,398,068



LOS ANGELES COUNTY LAW LIBRARY

Statement of Cash Flows as of Year Ending June 30, 2024 (Continued)

(Provisional and subject to year-end audit adjustments)

	2024	2023
Reconciliation of Operating Income to Net Cash		
from Operating Activities		
Operating income	-897,224	1,154,408
Adjustments for noncash effects:		
Depreciation	2,305,389	2,368,823
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	130,474	-349,728
(Increase) decrease in prepaid expenses	-82,982	-18,489
Increase (decrease) in accounts payable	-164,937	83,981
Increase (decrease) in other liabilities	0	0
Increase (decrease) in payroll liabilities	5,731	2,761
Increase (decrease) in accrued sick and vacation liability	-10,207	-9,810
Increase (decrease) in borrowers' deposit	-11,463	-11,908
Increase (decrease) in OPEB liability	100,000	-198,025
Increase (decrease) in net pension liability	100,000	4,273,478
Impact of GASB 68 adjustments		
Net cash from operating activities	1,474,781	7,295,491

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

Respectfully submitted,

President of the Board of Law Library Trustees

Secretary of the Board of Law Library Trustees



MEMORANDUM

DATE: September 25, 2024

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Approval of Re-appointment of Trustee-Designated Members of the Friends of Los Angeles County Law Library Board of Directors: Bethany Kristovich, David Hackett, Jeff Kichaven, Peter Morrison

SUMMARY OF GOVERNING BYLAWS FOR REAPPOINTMENTS:

Article 7, Section 3 of the current bylaws governing The Friends of the Los Angeles County Law Library, provides the Board of Trustees shall appoint a majority of Directors of the Friends Board, 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. Of the 18 (eighteen) active Directors, nine (9) are Trustee appointed, and nine (9) are Friends appointed.

The Friends of the Los Angeles County Law Library request that the Board of Trustees renew the appointment of the following serving members to the Board of Directors when their terms expire on September 30, 2024: David Hackett; Jeff Kichaven; and Peter Morrison. The Friends also request reappointment of Bethany Kristovich whose term expired on November 30, 2023. All of these members have agreed to serve if re-appointed.

SUMMARY OF BACKGROUND FOR EACH APPOINTEE:

Bethany Kristovich:

The Board of Trustees appointed Bethany Kristovich to serve on the Board of Directors for the Friends on 11/21/2021 and her term expired as of 11/30/2023.

Ms Krstovich is a partner in the Los Angeles office of Munger, Tolles & Olson. Her primary practice is complex civil litigation in matters such as consumer protection, product defect, and mass tort cases.

Brittani A. Jackson, acting Chair of the Friends of the Los Angeles County Law Library, has provided the following information about Ms. Kristovich’s dedication to the mission of the Library: “Bethany is actively involved in our board, has personally contributed to the gala, and she is a partner at Munger Tolles & Olson



LLP. Munger is generally dedicated to pro bono and has often provided great support for the gala...We would like to keep a representative from Munger on our board.” For this past gala, Ms. Jackson advised Munger Tolles & Olson provided a sponsorship at the “Law Library Guardian” level (\$15,000 to \$19,999).

The link below provides background information for Ms. Kristovich:

<https://www.mto.com/lawyers/bethany-w-kristovich/>

David Hackett:

The Board of Trustees appointed David Hackett to serve on the Board of Directors for the Friends on 3/13/2019 and he has continued to serve with his current term to expire on September 30, 2024.

Mr. Hackett currently serves on the Board of Directors as Grant Committee Co-Chair. He is a partner at Greines, Martin, Stein & Richland LLP, serving as lead counsel for numerous appeals, writ petitions and dispositive pre-trial and post-trial motions in state and federal courts.

The link below provides background information for Mr. Hackett:

<https://www.gmsr.com/attorney/david-e-hackett>

Jeff Kichaven:

The Board of Trustees appointed Jeff Kichaven to serve on the Board of Directors for the Friends on 11/1/18 and he has continued to serve with his current term to expire on September 30, 2024.

Mr. Kichaven currently serves as the Friends’ Vice Chair. He is an Independent Mediator with Commercial Mediation. He has also served as a Mediator with Professional Mediation and Arbitration, and JAMS. Prior to his work as a Mediator, he was a Partner and Of Counsel with Pregerson, Richman & Luna and Aschuler, Grossman & Pines.

The link below provides background information for Mr. Kichaven:

[Jeff Kichaven | Mediation Wherever You Need It](#)

Peter Morrison:

The Board of Trustees appointed Peter Morrison to serve on the Board of Directors for the Friends on October 1, 2020 and has continued to serve with his current term to expire on September 30, 2024.



Mr. Morrison currently serves as the Friends Committee Chair for Board Development, Outreach and Marketing. He is a partner at the Skadden, Arps, Slate, Meagher & Flom LLP firm. Mr. Morrison is the leader of the firm's Litigation Group and co-leader of the firm's West Coast litigation practice. His primary area of practice has an emphasis on securities, mergers and acquisitions, and tax litigation.

The link below provides background information for Mr. Morrison:

<https://www.skadden.com/professionals/m/morrison-peter-b>

RECOMMENDATION

Staff is grateful for the above Directors' past and ongoing support. Based on Chairperson Brittani A. Jackson's endorsement and the overall support from the current Board of Directors, staff recommends that the Board of Trustees re-appoint Bethany Kristovich, David Hackett, Jeff Kichaven, and Peter Morrison to the Friends of the Los Angeles County Law Library Board of Directors for a two-year term from September 25, 2024 to September 25, 2026.

With the re-appointments discussed herein, the Board of Directors for the Friends will be evenly split between Trustee appointees and Friends appointees. As Article 7, Section 3 provides the Board of Trustees **shall appoint a majority** of Directors of the Friends, staff further recommend that the Board of Trustees seek recommendations for at least one more appointee for Director of the Friends Board to make up the majority of appointments in accordance with existing Bylaws. Staff can be directed to research and take recommendations for possible candidates. A list of possible candidates can then be put before the full Board of Trustees to consider and vote upon for appointment at the next duly scheduled Board meeting.

