

AGENDA

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

REGULAR BOARD MEETING

Wednesday, December 18, 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 lanaic.lacounty.gov.



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the November 20, 2024
Regular Board Meeting
- 3.2 Review of October Financials and List of November Checks and
Warrants

4.0 DISCUSSION ITEMS

- 4.1 Recognition and thanks to Janine Liebert, Director of Public and Legal
Education for her dedication and service since 2007

- 4.2 Overview and Update of Brown Act-Presentation by Maricela E.
Marroquin, Chair, Municipal & Public Agency Law Practice,
Richards Watson & Gershon

5.0 CLOSED SESSION

- 5.1 PERSONNEL: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (G.C. 54957)
Title: Executive Director

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

7.0 AGENDA BUILDING

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

8.0 EXECUTIVE DIRECTOR REPORT

9.0 ADJOURNMENT

The Board adjourns this meeting in memory of former Librarian Claude Ford who began employment on February 1, 1978 and retired on November 30, 1998. Claude passed away on October 13, 2024.

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 24, 2024 at 4:30p.m.

POSTED DECEMBER 12, 2024 @ 5:00 PM

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.**

November 20, 2024

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, November 20, 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
Kenneth Klein, Esquire
Judge Susan DeWitt
Susan Steinhauser, Esquire

Trustees Absent: Judge Laura Fregoso

Senior Staff Present: Katherine Chew, Executive Director

Also Present: Marcelino Juarez, Finance Director

Trustee Juhas 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

Trustee Juhas discussed meeting with Brittani Jackson and Jeff Kichaven from the Friends of the Los Angeles County Law Library. He mentioned how Kathy Paspalis has retired from the role of Executive Director of the Friends. Trustee Steinhauser discussed how the Friends have existed since 2003, and how she had worked with them closely up until a few years ago.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the October 23, 2024 Regular Board Meeting
- 3.2 Financials/ Checks & Warrants
- 3.3 Approval of 2025 LA Law Library Holiday Schedule
- 3.5 Approval of 2025 Board of Trustees Meeting Schedule
- 3.6 Approval of Organizational Chart for LA Law Library and Elimination of Job Position for Deputy Director

Trustee Juhas asked the Board if they would like anything pulled from the Consent Calendar. Trustee Steinhauser was unable to access the org chart from Item 3.6. E.D. Chew also requested that Item 3.6 be removed from the Consent Calendar. Trustee Juhas requested a motion to approve Items 3.1, 3.2, 3.3, 3.4, and 3.5. So moved by Trustee Steinhauser, seconded by Trustee Juhas. The motion was approved unanimously 5 – 0.

Item 3.6

E.D. Chew let the Board know that there was a mistake on Item 3.6. She let the Board know that the Circulation Manager is actually under the supervision of Ryan Metheny. E.D. Chew also let the Board know about Library Staff's privacy concerns regarding the org chart. The org chart

contains the first and last names of staff members. Back in 2016 the Board determined a policy for public facing staff that stated that managing staff would provide first and last names to the public, while non-supervisory staff could only give first names. E.D. Chew suggested that once the corrections were made to the org chart, that it would only be used internally. Trustee DeWitt then suggested that we create two org charts, one public and one private. The public chart could contain only first names. Trustee Juhas requested a motion to approve Item 3.6 with the proposed corrections, and also with the understanding that there will be two versions of the org chart. One public with limited names, and one private with full names. So moved by Trustee Klein, seconded by Trustee Juhas. The motion was approved unanimously 5 – 0.

4.0 DISCUSSION ITEMS

- 4.1 Recognition of and thanks to Judge Michelle Williams-Court for her years of dedicated service as Trustee of the LA Law Library

The Board took time to recognize and thank Judge Court for her years of service to the Library. Each of the Board members spoke about meeting Judge Court, and their time working with her. Judge Court was then presented with a crystal book trophy from the Library, as well as a rare book from the Library's collection. Judge Court then spoke, reminiscing about her time working with LA Law Library.

- 4.2 Change of Leadership of Board of Trustees and Election of Officers

The Board then discussed who would be taking over the Presidency now that Judge Court is no longer a member of the Board. Trustee Juhas discussed how he would be happy to take on the role of President on a limited interim basis of 3 – 6 months. Trustee DeWitt made a motion to approve making Judge the Board President on a limited interim basis. The motion was seconded by Trustee Klein. The motion was approved unanimously 5 – 0.

- 4.3 Review of 1st Quarter FY24 Performance as Compared to Budget

Finance Director Marcelino Juarez then addressed the Board summarizing the 1st quarter results. He let the Board know that he was pleased with the results. He discussed how court fees are up 15% from budget. He mentioned how we are already at pre-2020 numbers, and how during the second half of the year the numbers usually grow even higher. He then discussed Library expenses. Staff costs are under budget, but there was an increase in Facilities costs. This was due primarily to upgrading the HVAC system. Trustee DeWitt then asked why professional development is down 60%. Marcelino let her know this is because staff members have received grants to attend conferences, keeping costs down. Trustee Steinhauser then asked Marcelino about the Library's reserves. Marcelino let her know that many capital projects are still being worked on, and that there are still staff positions that need to be filled. He stated that with these things in mind, we may need to look at dipping into our reserves during the next fiscal year. Trustee Steinhauser asked for clarification of which teams? Marcelino told her Facilities and IT.

- 4.5 Review and Acceptance of Pro Bono Week After-Report

Janine Liebert addressed the Board regarding Pro Bono Week 2024. Janine discussed the different programs covered, mentioning a heavy focus on housing law. Trustee Steinhauser inquired about attendance numbers. Janine stated that attendance numbers were on par with other post pandemic numbers. No action was taken by the Board.

- 4.6 Review and approval to prepare a National Register of Historic Places nomination for LA Law Library through services of Teresa Grimes, Historic Preservation, Principal

Teresa Grimes addressed the Board regarding a National Register of Historic Places nomination for LA Law Library. It would cost the Library \$15,000 to hire Teresa to try and get the Library designated as a historic place. Trustee Seigle inquired if there would be any problems making significant repairs or changes to the Library if the historical designation were to occur. Ms. Grimes



state that this should not be an issue. Ms. Grimes also stated that she was confident that LA Law Library would meet the historical designation criteria. President Juhas requested a motion to approve paying \$15,000 to retain Ms. Grimes' services, and to possibly pay additional travel fees. So moved by Trustee Klein, seconded by President Juhas. The motion was approved unanimously 5 – 0.

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.

President Juhas would like to look into earthquake preparedness for the LA Law Library building.

6.0 EXECUTIVE DIRECTOR REPORT

Facilities Supervisor Mark Rangel addressed the Board regarding the parking structure rebuild. He went over the two possible solutions to repair the parking structure. One solution would be to dig up and replace the post tension cables supporting the structure, 75% of which are corroded. The other solution would be an external reinforcement system which would support the structure from underneath. No action was taken by the Board.

7.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:50pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 29, 2025 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 October 31, 2024

(Provisional and subject to year-end audit adjustments)

	6/30/2024	10/31/2024	YTD
Assets			
Current assets			
Cash and cash equivalents	16,327,547	15,913,978	(413,568)
Accounts receivable	106,141	318,271	212,131
Other receivable	1,459,580	1,344,531	(115,049)
Prepaid expenses	362,505	570,790	208,285
Total current assets	18,255,772	18,147,571	(108,201)
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	6,379,184	6,493,696	114,512
Capital assets, not being depreciated	749,532	827,352	77,820
Capital assets, being depreciated - net	14,377,557	14,227,523	(150,034)
Total noncurrent assets	21,824,742	21,867,041	42,298
Total assets	40,080,515	40,014,612	(65,903)
Deffered Outflows of Resources			
Deffered Outflows of Resources	4,722,167	4,722,167	-
Total assets and deffered outflows of resources	44,802,682	44,736,779	(65,903)
Liabilities			
Current Liabilities			
Accounts payable	160,489	1,915	(158,574)
Other current liabilities	-	-	-
Payroll liabilities	16,566	15,674	(892)
Total current liabilities	177,054	17,588	(159,466)
Noncurrent Liabilities			
Accrued sick and vacation liability	269,418	232,913	(36,505)
Borrowers' deposit	191,541	199,950	8,409
OPEB liability	3,647,803	3,691,136	43,333
Net pension liability	5,161,711	5,328,378	166,667
Total noncurrent liabilities	9,270,473	9,452,377	181,904
Total liabilities	9,447,527	9,469,965	22,438
Deffered Inflows of Resources			
Deffered Inflows of Resources	1,331,894	1,331,894	-
Total liabilities and Deffered inflows of resources	10,779,421	10,801,859	22,438
Net Position			
Invested in capital assets	15,127,088	15,054,875	(72,213)
Unrestricted	18,896,172	18,880,044	(16,128)
Total net position	34,023,260	33,934,919	(88,341)
Total liabilities and Deffered inflows of resources and net position	44,802,682	44,736,779	(65,903)

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

Oct 2023	Oct 2024			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
640,808	592,378	662,290	69,912	11.8%
50,168	45,651	51,527	5,876	12.9%
0	0	0	0	0.0%
28,328	31,276	14,225	(17,051)	-54.5%
719,304	669,305	728,042	58,737	8.8%
409,747	464,856	424,426	40,431	8.7%
55,983	56,533	57,463	(930)	-1.6%
139,928	148,975	149,999	(1,024)	-0.7%
(139,928)	(148,975)	(149,999)	1,024	-0.7%
		0		
90,802	110,115	96,978	13,137	11.9%
17,084	21,064	25,469	(4,405)	-20.9%
4,148	4,387	4,951	(564)	-12.9%
81	4,194	6,447	(2,253)	-53.7%
2	1,602	98	1,504	93.9%
0	42	16	25	61.1%
18,953	25,700	9,951	15,749	61.3%
192,705	206,067	189,132	16,936	8.2%
789,506	894,560	814,932	(79,628)	-8.9%
(70,201)	(225,255)	(86,890)	138,365	-61.4%
26,061	10,000	17,549	7,549	75.5%
0	0	231,641	231,641	0.0%
0	0	0	0	0.0%
(44,140)	(215,255)	162,300	377,555	-175.4%
0	80,000	0	80,000	100.0%

Summary:

Income

L.A. Superior Court Fees	2,743,704	2,476,576	2,828,648	352,071	14.2%	7,700,000
Interest	205,185	186,141	222,962	36,821	19.8%	562,152
Parking	0	0	0	0	0.0%	0
Library Services	131,460	129,674	192,557	62,883	48.5%	513,631
Total Income	3,080,348	2,792,391	3,244,167	451,775	16.2%	8,775,783

Expense

Staff (payroll + benefits)	1,922,085	2,365,757	2,168,126	197,630	8.4%	6,474,979
Electronic Resource Subscriptions	196,831	198,314	204,470	(6,156)	-3.1%	732,575
Library Materials	554,286	645,908	607,339	38,569	6.0%	2,439,258
Library Materials Transferred to Capital Assets	(554,286)	(645,908)	(607,339)	(38,569)	6.0%	(2,439,258)
Facilities	363,063	413,177	406,853	6,324	1.5%	1,231,345
Technology & Data	50,760	102,256	76,737	32,946	32.2%	285,207
General	22,707	27,013	28,632	(1,619)	-6.0%	89,352
Professional Development	13,508	25,680	14,628	11,052	43.0%	41,786
Communications & Marketing	66	9,961	1,450	8,511	85.4%	50,877
Travel & Entertainment	44	167	85	82	48.9%	500
Professional Services	28,215	46,980	20,306	26,674	56.8%	175,180
Depreciation	771,296	798,178	757,373	40,806	5.1%	2,525,261
Total Expenses	3,368,576	3,987,483	3,678,660	308,823	7.7%	11,607,062
Net Income (Loss)	(288,228)	(1,195,091)	(434,493)	760,598	63.6%	(2,831,279)

Investment Gain (Loss)¹

Investment Gain (Loss) ¹	96,341	40,000	114,512	74,512	186.3%	120,000
Extraordinary Income	231,510	0	231,641	231,641	0.0%	0
Extraordinary Expense	0	0	0	0	0.0%	0
Net Income Including Extraordinary Items	39,623	(1,155,091)	(88,341)	1,066,750	92.4%	(2,711,279)

Capitalized Expenditures

FY 2023-24	FY 2024-25 YTD				Annual Budget
	YTD Actual	Budget	Actual	\$ Fav (Unf)	
0	807,000	0	807,000	100.0%	2,457,000

Comments

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

Oct 2023	Oct 2024				FY 2023-24	FY 2024-25 YTD				Annual Budget	Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual			\$ Fav (Unf)	% Fav (Unf)
Detailed Budget:													
Income:													
640,808	592,378	662,290	69,912	11.8%	15 FIN 303300	L.A. Superior Court Fees	2,743,704	2,476,576	2,828,648	352,071	14.2%	7,700,000	Timing variance
0	0	0	0	0.0%	Interest:							14,340	
49,166	45,000	50,494	5,494	12.2%	15 FIN 311000	Interest - LAIF	3,514	3,537	4,814	1,277	36.1%	14,340	Timing variance
1,002	651	1,034	383	58.8%	15 FIN 312000	Interest - General Fund	197,624	180,000	213,836	33,836	18.8%	540,000	Timing variance
50,168	45,651	51,527	5,876	12.9%	15 FIN 313000	Interest - Deposit Fund	4,047	2,604	4,313	1,709	65.6%	7,812	Timing variance
						Subtotal	205,185	186,141	222,962	36,821	19.8%	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:													
49	33	33	(1)	-1.5%	27 CIRC 330150	Annual Designation Fee	1,056	1,062	1,495	433	40.8%	2,818	Timing variance
19,229	22,699	14,105	(8,594)	-37.9%	25 PS 330140	Annual Members Fee	79,810	72,261	66,481	(5,780)	-8.0%	199,460	Timing variance in annual renewals.
1,738	2,434	2,427	(7)	-0.3%	25 PS 330340	Course Registration	9,871	24,691	10,485	(14,206)	-57.5%	48,458	Timing variance
3,065	2,200	2,811	611	27.8%	27 CIRC 330129	Copy Center	13,093	8,700	11,519	2,819	32.4%	23,300	Timing variance
859	900	1,241	341	37.8%	27 CIRC 330205	Document Delivery	1,845	3,600	5,360	1,760	48.9%	9,800	Timing variance
2,232	1,650	1,670	20	1.2%	27 CIRC 330210	Fines	7,192	6,750	8,824	2,074	30.7%	20,000	Timing variance
437	100	427	327	326.7%	15 FIN 330310	Miscellaneous	12,070	7,900	1,518	(6,382)	-80.8%	31,200	Timing variance
338	1,000	(8,750)	(9,750)	-975.0%	39 FAC 330330	Room Rental	5,056	4,000	10,900	6,900	172.5%	12,000	Timing variance
180	0	0	0	0.0%	23 COL 330350	Book Replacement	450	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	75,000	75,000	0.0%	150,000	
0	0	0	0	0.0%	25 PS 330420	Grants	0	0	0	0	0.0%	0	
201	260	262	2	0.8%	15 FIN 330450	Vending	1,017	710	975	265	37.3%	1,595	Timing variance
0	0	0	0	0.0%	39 FAC 330465	Special Events Income	0	0	0	0	0.0%	0	
28,328	31,276	14,225	(17,051)	-54.5%		Subtotal	131,460	129,674	192,557	62,883	48.5%	513,631	
719,304	669,305	728,042	58,737	8.8%		Total Income	3,080,348	2,792,391	3,244,167	451,775	16.2%	8,775,783	
Expenses:													
Staff:													
227,637	265,556	239,809	25,747	9.7%	ALL 501000	Salaries (FT)	911,311	1,062,225	936,998	125,227	11.8%	3,452,231	Timing variance
0	5,311	0	5,311	100.0%	15 FIN 501025	Staff Vacancy Offset (FT)	0	21,245	0	21,245	100.0%	69,045	
18,591	22,822	20,951	1,872	8.2%	ALL 501050	Salaries (PT)	74,178	91,289	78,881	12,408	13.6%	296,689	Timing variance
0	456	0	456	100.0%	15 FIN 501075	Staff Vacancy Offset (PT)	0	1,826	0	1,826	100.0%	5,934	
14,214	14,996	15,670	(674)	-4.5%	15 FIN 502000	Social Security	58,558	59,983	62,865	(2,883)	-4.8%	194,944	Timing variance
3,415	4,181	3,665	517	12.4%	15 FIN 503000	Medicare	13,786	16,726	14,702	2,024	12.1%	54,359	
26,265	27,902	21,634	6,268	22.5%	15 FIN 511000	Retirement	503,424	612,489	594,788	17,702	2.9%	863,608	
8,333	41,667	41,667	0	0.0%	15 FIN 511050	Pension Exp (Actuarial)	33,333	166,667	166,667	0	0.0%	500,000	
0	0	0	0	0.0%	15 FIN 511100	Pension Exp (Acctg)	0	0	0	0	0.0%	0	
49,996	59,500	56,345	3,155	5.3%	15 FIN 512000	Health Insurance	204,848	237,999	222,271	15,728	6.6%	724,229	Timing variance
420	482	430	52	10.7%	15 FIN 513000	Disability Insurance	1,663	1,928	1,709	218	11.3%	5,783	
5,615	5,536	4,630	906	16.4%	15 FIN 514000	Dental Insurance	22,680	22,145	20,333	1,812	8.2%	66,435	
548	658	599	59	8.9%	15 FIN 514500	Vision Insurance	2,369	2,632	2,380	252	9.6%	7,896	
200	225	187	38	17.0%	15 FIN 515000	Life Insurance	767	901	760	141	15.6%	2,703	
0	0	0	0	0.0%	15 FIN 515500	Vacancy Benefits Offset	0	0	0	0	0.0%	0	
5,315	1,940	1,938	2	0.1%	15 FIN 516000	Workers Compensation Insurance	13,814	7,760	7,754	6	0.1%	24,444	
0	0	2,682	(2,682)	0.0%	15 FIN 517000	Unemployment Insurance	(378)	1,500	2,682	(1,182)	-78.8%	6,000	
1,234	2,390	1,895	495	20.7%	ALL 514010	Temporary Employment	4,869	9,760	8,281	1,479	15.2%	29,180	Timing variance
39,305	0	1,265	(1,265)	0.0%	13 HR 514015	Recruitment	39,944	1,250	2,074	(824)	-65.9%	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	33,333	43,333	43,333	0	0.0%	130,000	
245	300	128	172	57.3%	15 FIN 518550	TMP	1,855	3,700	1,261	2,439	65.9%	8,600	Timing variance
83	100	97	3	3.2%	15 FIN 518560	Benefit Administration	1,731	400	387	13	3.2%	2,900	
409,747	464,856	424,426	40,431	8.7%		Total - Staff	1,922,085	2,365,757	2,168,126	197,630	8.4%	6,474,979	
Library Materials/Electronic Resources Subscription:													
125,516	132,000	131,727	273	0.2%	23 COL 601999	American Continuations	422,873	488,720	448,836	39,884	8.2%	1,817,720	Timing variance
1,186	2,670	3,837	(1,167)	-43.7%	23 COL 602999	American New Orders	5,940	9,780	14,928	(5,148)	-52.6%	29,440	Timing variance
540	900	735	165	18.3%	23 COL 609199	Branch Continuations	3,569	7,326	4,537	2,789	38.1%	24,426	Timing variance
0	0	0	0	0.0%	23 COL 609299	Branch New Orders	0	150	0	150	100.0%	300	Timing variance
2,109	3,000	1,478	1,522	50.7%	23 COL 603999	Commonwealth Continuations	74,633	81,372	76,599	4,773	5.9%	186,772	Timing variance
356	140	0	140	100.0%	23 COL 604999	Commonwealth New Orders	441	560	31	529	94.5%	1,680	Timing variance
4,008	5,000	1,254	3,746	74.9%	23 COL 605999	Foreign Continuations	19,114	26,188	22,407	3,781	14.4%	182,188	Timing variance
786	357	0	357	100.0%	23 COL 606999	Foreign New Orders	2,713	2,428	373	2,056	84.7%	9,284	Timing variance
3,458	4,000	9,446	(5,446)	-136.1%	23 COL 607999	International Continuations	20,783	24,538	34,936	(10,398)	-42.4%	162,538	Timing variance
489	423	714	(291)	-68.7%	23 COL 608999	International New Orders	1,087	2,692	2,715	(23)	-0.8%	7,076	Timing variance
166	300	620	(320)	-106.6%	23 COL 609399	General/Librarianship Continuations	1,057	1,414	1,455	(41)	-2.9%	15,614	Timing variance
1,316	185	189	(4)	-1.9%	23 COL 609499	General/Librarianship New Orders	2,076	740	522	218	29.4%	2,220	Timing variance

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

Oct 2023	Oct 2024			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
0	1,600	96	1,504	94.0%
0	0	0	0	0.0%
2	1,602	98	1,504	93.9%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	42	16	25	61.1%
0	0	0	0	0.0%
0	42	16	25	61.1%
17,000	24,000	990	23,010	95.9%
1,400	1,400	1,400	0	0.0%
66	0	7,561	(7,561)	0.0%
488	300	0	300	100.0%
18,953	25,700	9,951	15,749	61.3%
165,203	163,991	160,842	3,149	1.9%
27,502	42,077	28,290	13,787	32.8%
192,705	206,067	189,132	16,936	8.2%
789,506	894,560	814,932	79,628	8.9%
(70,201)	(225,255)	(86,890)	138,365	-61.4%

	FY 2023-24	FY 2024-25 YTD				Annual Budget	Comments
		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
37 COM 803215 Advertising	0	6,233	96	6,137	98.5%	42,033	Timing variance. Promotional branded material pushed to Jan 2025.
37 COM 803220 Trade shows & Outreach	0	250	0	250	100.0%	1,000	
Subtotal	66	9,961	1,450	8,511	85.4%	50,877	
Travel & Entertainment							
ALL 803305 Travel	0	0	0	0	0.0%	0	
ALL 803310 Meals	0	0	0	0	0.0%	0	
ALL 803315 Entertainment	0	0	0	0	0.0%	0	
ALL 803320 Ground transportation & mileage reimb.	44	167	85	82	48.9%	500	
ALL 803325 Incidental travel expenses	0	0	0	0	0.0%	0	
Subtotal	44	167	85	82	48.9%	500	
Professional Services							
15 FIN 804005 Accounting	21,660	26,680	2,692	23,988	89.9%	26,680	
17 EXEC 804008 Consulting Services	5,477	5,600	9,545	(3,945)	-70.4%	16,800	Includes \$5K staff training costs to be offset by PRISM subsidy.
17 EXEC 804010 Legal	563	12,500	7,561	4,939	39.5%	25,000	
15 FIN 804015 Other	#VALUE!	2,200	508	1,693	76.9%	106,700	Timing variance.
Subtotal	28,215	46,980	20,306	26,674	56.8%	175,180	
Depreciation:							
15 FIN 806105 Depreciation - Library Materials	661,229	653,985	642,935	11,050	1.7%	1,965,150	
15 FIN 806110 Depreciation Exp - FF&E	110,067	144,193	114,438	29,755	20.6%	560,111	
Subtotal	771,296	798,178	757,373	40,806	5.1%	2,525,261	
Total Expense	3,368,576	3,987,483	3,678,660	308,823	7.7%	11,607,062	
Net Income Before Extraordinary Items	(288,228)	(1,195,091)	(434,493)	760,598	63.6%	(2,831,279)	

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

Oct 2023	Oct 2024			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
26,061	10,000	17,549	7,549	75.5%
0	0	231,641	231,641	0.0%
0	0	0	0	0.0%
<u>(44,140)</u>	<u>(215,255)</u>	<u>162,300</u>	<u>377,555</u>	<u>-175.4%</u>
0	0	0	0	0.0%
0	60,000	0	60,000	100.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	20,000	0	20,000	100.0%
0	80,000	0	(80,000)	-100.0%

	FY 2023-24	FY 2024-25 YTD				Annual Budget	Comments	
		YTD Actual	Budget	Actual	\$ Fav (Unf)			% Fav (Unf)
15 FIN 321000	Investment Gain (Loss) ¹	96,341	40,000	114,512	74,512	186.3%	120,000	Reflects gains/loss if sold at time of report (before maturity)
17 EXEC 401000	Extraordinary Income	231,510	0	231,641	231,641	0.0%	0	
17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	0	
	Net Income Including Extraordinary Items	<u>39,623</u>	<u>(1,155,091)</u>	<u>(88,341)</u>	<u>1,066,750</u>	<u>92.4%</u>	<u>(2,711,279)</u>	
	Capital Expenditures:							
39 FAC 161100	Furniture / Appliances (>3k)	0	0	0	0	0.0%	0	
33 TECH 161300	Electronics / Computer Hardware (>3k)	0	582,000	0	582,000	100.0%	702,000	Timing variance.
39 FAC 164500	Exterior Building Repairs/ Improvements (>3k)	0	50,000	0	50,000	100.0%	870,000	
39 FAC 164000	Interior Improvements / Alterations (>3k)	0	135,000	0	135,000	100.0%	845,000	Timing variance.
33 TECH 168000	Computer Software	0	40,000	0	40,000	100.0%	40,000	
	Total - Capitalized Expenditures	<u>0</u>	<u>807,000</u>	<u>0</u>	<u>807,000</u>	<u>100.0%</u>	<u>2,457,000</u>	
	CalPERS CERBT Trust Fund:							
	Beginning Balance			2,683,948				
	Administrative Expense			-105.30				CalPERS CERBT program cost.
	Investment Expense			-78.69				Investment management cost.
	Unrealized Gain/Loss			56,002.05				Fluctuating market conditions.
	Distribution							Distribution from Fund.
	Ending Balance			<u>2,739,766</u>				

¹UBS 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 October 31, 2024

(Provisional and subject to year-end audit adjustments)

	10/31/2024	YTD
Cash flows from operating activities		
L.A. Superior court fees	662,290	2,828,648
Parking fees	-	-
Library services	14,225	117,557
Extraordinary income	231,641	231,641
(Increase) decrease in accounts receivable	(148,659)	(212,131)
(Increase) decrease in other receivable	106,227	115,049
Increase (decrease) in borrowers' deposit	2,731	8,409
Cash received from filing fees and services	868,454	3,089,173
Facilities	(96,978)	(406,853)
Technology	(25,469)	(76,737)
General	(4,951)	(28,632)
Professional development	(6,447)	(14,628)
Communications & marketing	(98)	(1,450)
Travel & entertainment	(16)	(85)
Professional services	(9,951)	(20,306)
Electronic Resource Subscriptions (ERS)	(57,463)	(204,470)
(Increase) decrease in prepaid expenses	39,038	(208,285)
Increase (decrease) in accounts payable	(84,600)	(158,574)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(246,937)	(1,120,021)
Staff (payroll + benefits)	(424,426)	(2,168,126)
Increase (decrease) in payroll liabilities	208	(892)
Increase (decrease) in accrued sick and vacation liability	(1,489)	(36,505)
Increase (decrease) in OPEB liability	10,833	43,333
Increase (decrease) in net pension liability	41,667	166,667
Cash payments to employees for services	(373,207)	(1,995,523)
Contributions received	-	75,000
Net cash from operating activities	248,310	48,629
Cash flow from capital and related financing activities		
Library materials	(149,999)	(607,339)
Fixed assets	-	-
Capital - Work in Progress (WIP)	(4,271)	(77,820)
Cash flows from investing activities		
Investment	-	-
Investment earnings	51,527	222,962
Net cash increase (decrease) in cash and cash equivalents	145,568	(413,568)
Cash and cash equivalents, at beginning of period	16,086,880	16,646,017
Cash and cash equivalents, at end of period	16,232,448	16,232,448
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	93,223	(425,815)
Adjustments for noncash effects:		
Depreciation	189,132	757,373
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(148,659)	(212,131)
(Increase) decrease in other receivable	106,227	115,049
(Increase) decrease in prepaid expenses	39,038	(208,285)
Increase (decrease) in accounts payable	(84,600)	(158,574)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	208	(892)
Increase (decrease) in accrued sick and vacation liability	(1,489)	(36,505)
Increase (decrease) in borrowers' deposit	2,731	8,409
Increase (decrease) in OPEB liability	10,833	43,333
Increase (decrease) in net pension liability	41,667	166,667
Net cash from operating activities	248,310	48,629

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2024 - November 30, 2024 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 7	PARK PLACE TECHNOLOGIES LLC	PREPAID EXP	13,565.52	TS00347939
	EX LIBRIS (USA) INC.	PREPAID EXP	16,888.34	TS00347939
November 15	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	11,436.38	TS00348232
			41,890.24	

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2024 - November 30, 2024 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 13	GABRIELLA M OZUROVICH	TRAVEL	1,217.03	001743

1,217.03

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2024 - November 30, 2024 (CHECKS)
Account No.: 102001

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 4	LEXISNEXIS MATTHEW BENDER	BOOKS	1,761.03	V009064
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,079.43	V009065
	INGRAM LIBRARY SERVICES	BOOKS	150.50	V009066
	JAMES PUBLISHING INC	BOOKS	169.73	V009067
	JURIS PUBLISHING INC	BOOKS	240.07	V009068
	ALM THE LEGAL INTELLIGENCER	BOOKS	448.95	V009069
	PRACTISING LAW INSTITUTE	BOOKS	938.98	V009070
	ROWMAN & LITTLEFIELD	BOOKS	151.26	V009071
	WILLIAM S HEIN & CO	BOOKS	123.02	V009072
	GOBI LIBRARY SOLUTIONS	BOOKS	901.08	V009073
November 7	STAPLES ADVANTAGE	SUPPLIES-OFFICE	549.67	V009087
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	2,271.58	V009113
November 8	SYNCB AMAZON	SUPPLIES-OFFICE	235.17	V009122
November 8	AMERICAN BAR ASSOCIATION	BOOKS	303.91	V009074
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	214.62	V009075
	LEXISNEXIS MATTHEW BENDER	BOOKS	143.50	V009076
	CASTLE PUBLICATIONS	BOOKS	97.46	V009077
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,000.00	V009078
	PRACTISING LAW INSTITUTE	BOOKS	465.84	V009079
	GOBI LIBRARY SOLUTIONS	BOOKS	1,669.90	V009080
November 10	YOURMEMBERSHIP.COM	RECRUITMENT	249.00	V009088
	STAMPS.COM	DELIVERY & POSTAG	29.99	V009114
November 12	LA DEPT OF WATER & POWER	WATER/SEWER	13,652.38	V009089
	NASA SERVICES	BLDG SVCS	627.53	V009090
	ORKIN	BLDG SVCS	140.00	V009091
	PPLSI	CAFE PLAN-INS	659.16	V009092
	SECURITAS SECURITY	SECURITY	4,461.84	V009093
November 14	LOS ANGELES PHOTO BOOTH	PREPAID EXP	159.50	V009115
November 15	LEXISNEXIS MATTHEW BENDER	BOOKS	962.74	V009094
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	5,812.22	V009095
	LIBRARY OF CONGRESS CDS	BOOKS	600.00	V009096
	PRACTISING LAW INSTITUTE	BOOKS	1,173.49	V009097
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,332.89	V009098
	WILLIAM S HEIN & CO	BOOKS	608.23	V009099
	GOBI LIBRARY SOLUTIONS	BOOKS	127.84	V009100
	LEXISNEXIS MATTHEW BENDER	BOOKS	75,076.88	V009116
	RALPHS	ROOM RENTAL EXP	55.40	V009117
November 16				

136,243.47

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2024 - November 30, 2024 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 18	SYNCB AMAZON	BOOKS	598.68	V009101
November 22	SYNCB AMAZON	BOOKS	117.08	V009133
	LOS ANGELES PHOTO BOOTH	PREPAID EXP	169.40	V009118

136,529.95

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2024 - November 30, 2024 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 4	OTTO HARRASSOWITZ	BOOKS	2,455.79	033429
	MONTANA LEGISLATIVE SERVICES	BOOKS	425.00	033430
November 8	WILLIAM S HEIN & CO	BOOKS	843.50	033431
November 12	F & F DRAFTING AND DESIGN	CAPITAL WIP	2,500.00	033432
	LANGUAGE PEOPLE INC	OTHER	207.50	033433
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	1,118.00	033434
	METROLINK	TMP	238.00	033435
	UPS	DELIVERY & POSTAG	12.89	033436
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	350.00	033437
November 13	BIRD MARELLA ET AL	REFUND	9,825.00	033438
November 15	OTTO HARRASSOWITZ	BOOKS	1,309.26	033439
November 21	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT INS	2,682.00	033440
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	395.00	033441

22,361.94

MEMORANDUM

DATE: December 18, 2024

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Recognition of and thanks to Janine Liebert, Director of Public and Legal Education for her dedication and service since 2007

SUMMARY

For seventeen and a half years, the Los Angeles community has benefited from the dedicated service of Janine Liebert, Director of Public and Legal Education. Her commitment to access to justice at LA Law Library has made a lasting impact not only in the legal profession, but in the lives of so many self-represented patrons as they attempt to navigate a legal system that can be overwhelming. In January 2025 she will continue her impact in Salt Lake City as she takes on a leadership role as Utah’s Director of Self-Help Centers and State Law Library.

Janine began her service at LA Law Library on May 29, 2007 as a part time Library Branch Assistant. In January 2009 she was promoted to Reference Librarian, and in March 2011 she was promoted to Librarian with a focus on programming for self-represented litigants and developing partnerships with public interest organizations. In February 2017 she became a Managing Librarian and was promoted once again in 2022 to Senior Librarian. In October of 2023 Janine became LA Law Library’s Director of Public and Legal Programs.

As the Director, Janine was instrumental in creating a robust portfolio of in- person classes, on demand classes, workshops and clinics. Under her management, the Library developed the Community Connections Program, offering a much needed and sought-after resource for patrons needing access to social services, benefits and support. Throughout the years Janine and her staff have created highly successful signature programming for LA Law Library: Lawyers In the Library; Pro Bono Week; Eviction Defense/Tenant Power Toolkit Workshops; Small Business Series; and many special events such as Law Day and Freedom of Information Day.

While Janine will be missed by so many—the Trustees, staff, patrons, partnership organizations, volunteers, pro bono attorneys, court staff—we wish to celebrate her achievements and wish her well in her new role. Staff recommend that the Trustees recognize Janine and thank her for her many years of service to the Library, the legal community and the general public at the December 18, 2024 Board Meeting.



MEMORANDUM

DATE: December 18, 2024

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Overview and Update of Brown Act-Presentation by Maricela E. Marroquin, Chair, Municipal & Public Agency Law Practice, Richards Watson & Gershon

SUMMARY

The Ralph M. Brown Act, more commonly known as the “Brown Act” is found in California Government Code commencing with Section 54950. It is the state’s “sunshine law” for local government. The key to the Brown Act is that all meetings shall be open and public except when the Brown Act authorizes otherwise.

Established in 1891 by California Legislation, LA Law Library operates under the California Business and Professions Code commencing with Section 6300 as an independent public agency. The Library is governed by a seven-member Board of Trustees, consisting of five judges appointed by the Superior Court, and two attorneys appointed by the County Board of Supervisors. All meetings of the Board of Trustees are subject to the requirements for open and public meetings under the Brown Act.

Staff have invited Maricela E. Marroquin of the law firm of Richards Watson & Gershon to provide the Board of Trustees with an overview of the Brown Act, as well as any updates to the Act that govern their open and public meetings. Ms. Marroquin is managing chair of the firm’s Public Law Department. She provides advisory assistance to clients on a wide variety of municipal law matters including the Brown Act, the Public Records Act, conflicts of interest, contracts, and housing related matters. She is City Attorney for the City of Highland and is Assistant City Attorney for the Cities of Temecula and Jurupa Valley. Maricela also regularly staffs the Temecula and Jurupa Valley Planning Commission meetings.



PRESENTATION BY MARICELA MARROQUIN
OVERVIEW AND UPDATES OF THE BROWN ACT

For

BOARD OF TRUSTEES MEETING

December 18, 2024