

AGENDA

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

REGULAR BOARD MEETING

Wednesday, January 24, 2018

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

A 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. All requests to address the Board must be submitted in person to the Board President prior to the start of the meeting. Public comments will be taken at the beginning of each meeting as Agenda Item 1.0. 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 of any person who disrupts or disturbs the orderly conduct of any 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.

CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the December 13, 2017, Regular Board Meeting
- 3.2 Review of November Financials and List of December Checks and Warrants
- 3.3 Receipt of FY17-18 Quarter 2 Statistics
- 3.4 Update Regarding Workers Compensation Insurance Policy
- 3.5 Receipt of Platinum Membership Monthly Report
- 3.6 Approval of Employee Handbook Updates
- 3.7 Review of Outside Auditor RFP

4.0 DISCUSSION ITEMS

- 4.1 Approval of Voluntary Compliance with AB 1887
- 4.2 Approval of Revised Job Description for Library Associate

5.0 CLOSED SESSION

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

6.0 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.

7.0 EXECUTIVE DIRECTOR REPORT

8.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 28, 2018.

POSTED THURSDAY, JANUARY 18, 2018 @ 4:30 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the December 13, 2017, Regular Board Meeting
- 3.2 Review of November Financials and List of December Checks and Warrants
- 3.3 Receipt of FY17-18 Quarter 2 Statistics
- 3.4 Update Regarding Workers Compensation Insurance Policy
- 3.5 Receipt of Platinum Membership Monthly Report
- 3.6 Approval of Employee Handbook Updates
- 3.7 Review of Outside Auditor RFP

**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.**

December 13, 2017

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, December 13, 2017 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 Michelle Williams Court
Judge Dennis Landin
Kenneth Klein, Esquire
Judge Richard Rico
Judge Michael Stern

Trustees Absent: Susan Steinhauser, Esquire

Senior Staff Present: Sandra J. Levin, Executive Director
Jaye Steinbrick, Senior Director

Also Present: Marcelino Juarez, Finance Manager
Ann Marie Gamez, Executive Assistant

President Juhas determined a quorum to be present, convened the meeting at 12:17 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

Mr. Lee Paradise commented on a tort claim filed regarding LA Law Library, also requested discounted parking for LALL patrons, partitions for patron restroom urinals and made comment on public computers usage.

2.0 PRESIDENT'S REPORT

President Juhas recognized the LALL January 2018 "What's Happening" Flyer.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the November 27, 2017 Special Board Meeting.
- 3.2 Review of October Financials & List of November Checks and Warrants.

- 3.3 Approval of Library Associate Job Description
- 3.4 Update Regarding CERBT Investment
- 3.5 Receipt of Platinum Membership Monthly Report
- 3.6 LED Lighting Project Status Report

ED Levin requested to pull Item 3.3 to allow time for SEIU to offer comment prior to approval. President Juhas requested a motion to approve the Consent Calendar Items 3.1-3.2, 3.4-3.6. So moved by Trustee Court, seconded by Trustee Klein. The motion was unanimously approved, 6-0.

4.0 DISCUSSION ITEMS

4.1 Approval of Revisions to Rules of Conduct

ED Levin summarized the two amendments to the Rules of Conduct: 1) inclusion of “line of sight” language and 2) prohibition on removal of binder pages outside the Copy Center. President Juhas inquired the difficulty in replacing single pages for the loose leaf. ED Levin replied that the process for claiming varies across publishers and vendors, requiring significant effort from staff. Trustee Court asked if patrons are allowed to take photos of pages, ED Levin replied yes.

President Juhas requested a motion to adopt and approve the amended Rules of Conduct attached here, to take effect as soon as they are made available on the website and in print in the reading Room of the Law library. So moved by Trustee Landin, seconded by Trustee Rico. The motion was unanimously approved, 6-0.

4.2 Review of Bids and Award of Security Services Contract

ED Levin gave a brief summary regarding the Security Bids that were received for consideration. ED Levin noted that two bids were received but were incomplete and staff was therefore making a recommendation to the Board to solicit revised and additional proposals. The Board suggested that a new Security bid be scheduled with a due date for submission by the end of January 2018. The Security Bid Award will be revisited at the February 2018 Board meeting

No further action was taken.

4.3 Staff Presentation: Roofing Project Update

Senior Director, Jaye Steinbrick, gave a power point presentation on the history, maintenance challenges, and required attention the LALL roofing demands. Roofing material swatches were presented and explained to the Board of Trustees.

No action taken.

5.0 AGENDA BUILDING

There were no items for agenda building.

6.0 EXECUTIVE DIRECTOR REPORT

ED Levin announced that CCCLL has been engaged in advocacy efforts to collect signatures from CA State Senators and Assemblymembers to send to Governor Brown advocating funding for CA County Law Libraries. ED Levin reported that 26 CA State Legislators had signed on behalf of County Law Libraries in an effort to get into the January state budget planning.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:02 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 24, 2018 at 12:15 pm.

Sandra J. Levin, Executive Director and Secretary
Los Angeles County Law Library Board of Trustees

Los Angeles County Law Library

Balance Sheet

As of November 30, 2017

(Provisional and subject to year-end audit adjustments)

	6/30/2017	11/30/2017	Change
Assets			
Current assets			
Cash and cash equivalents	3,309,242	3,918,797	609,555
Accounts receivable	1,324,088	1,317,324	(6,764)
Prepaid expenses	284,031	328,252	44,220
Total current assets	4,917,361	5,564,372	647,011
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,577,287	4,579,072	1,785
Capital assets, not being depreciated	586,433	586,433	-
Capital assets, being depreciated - net	18,093,972	17,648,958	(445,015)
Total noncurrent assets	23,576,162	23,132,932	(443,230)
Total assets	28,493,523	28,697,304	203,781
Deffered Outflows of Resources			
Deffered Outflows of Resources	1,124,866	1,124,866	-
Total assets and deffered outflows of resources	29,618,389	29,822,170	203,781
Liabilities			
Current Liabilities			
Accounts payable	114,171	155,731	41,559
Other current liabilities	-	-	-
Payroll liabilities	8,319	14,655	6,336
Total current liabilities	122,490	170,386	47,896
Noncurrent Liabilities			
Accrued sick and vacation liability	304,753	279,431	(25,322)
Borrowers' deposit	292,828	304,829	12,002
OPEB liability	2,457,252	2,503,087	45,835
Net pension liability	2,683,917	2,683,917	-
Total noncurrent liabilities	5,738,749	5,771,264	32,515
Total liabilities	5,861,239	5,941,650	80,411
Deffered Inflows of Resources			
Deffered Inflows of Resources	531,502	531,502	-
Total liabilities and Deffered inflows of resources	6,392,741	6,473,152	80,411
Net Position			
Invested in capital assets	18,680,405	18,235,391	(445,015)
Unrestricted	4,545,243	5,113,627	568,385
Total net position	23,225,648	23,349,018	123,370
Total liabilities and Deffered inflows of resources and net position	29,618,389	29,822,170	203,781

Los Angeles County Law Library
Income Statement for the Period Ending November 30, 2017
(Provisional and subject to year-end audit adjustments)

Nov 16	Nov 2017			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
564,423	587,931	614,218	26,287	4.5%
1,911	1,573	4,276	2,703	171.8%
54,597	56,667	52,132	(4,535)	-8.0%
37,127	38,144	57,483	19,340	50.7%
658,059	684,315	728,109	43,794	6.4%
279,378	311,667	290,046	21,620	6.9%
44,989	57,616	61,221	(3,605)	-6.3%
36,718	161,690	139,871	21,819	13.5%
(36,718)	(161,690)	(139,871)	(21,819)	13.5%
		0		
68,673	69,257	73,483	(4,226)	-6.1%
19,111	12,450	9,883	2,567	20.6%
3,352	4,223	4,696	(472)	-11.2%
220	753	640	114	15.1%
0	1,250	0	1,250	100.0%
260	271	67	203	75.2%
2,730	3,000	2,812	188	6.3%
238,660	250,760	228,860	21,900	8.7%
657,372	711,247	671,707	(39,540)	-5.6%
687	(26,932)	56,402	83,334	-309.4%
(61,393)	2,917	(11,002)	(13,918)	-477.2%
0	0	0	0	0.0%
0	0	0	0	0.0%
(60,707)	(24,015)	45,400	69,415	-289.0%
0	0	0	0	0.0%

	FY 2016-17	FY 2017-18 YTD				Comments
	YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
Summary:						
Income						
L.A. Superior Court Fees	2,908,861	2,903,183	2,963,349	60,165	2.1%	
Interest	10,003	11,353	20,125	8,772	77.3%	
Parking	293,566	283,333	273,432	(9,901)	-3.5%	
Library Services	168,336	303,616	351,659	48,043	15.8%	
Total Income	3,380,765	3,621,486	3,608,565	(12,921)	-0.4%	
Expense						
Staff (payroll + benefits)	1,612,339	1,721,333	1,596,590	124,743	7.2%	
Electronic Resource Subscriptions	237,623	256,720	257,571	(851)	-0.3%	
Library Materials	583,848	813,397	706,953	106,445	13.1%	
Library Materials Transferred to Assets	(583,848)	(813,397)	(706,953)	(106,445)	13.1%	
Facilities	360,249	376,666	351,135	25,531	6.8%	
Technology & Data	54,876	60,006	54,932	5,074	8.5%	
General	22,506	25,502	24,344	2,132	8.4%	
Professional Development	6,435	9,574	7,242	2,332	24.4%	
Communications & Marketing	58	4,665	2,861	1,804	38.7%	
Travel & Entertainment	1,066	1,183	345	837	70.8%	
Professional Services	30,413	34,729	39,991	(5,263)	-15.2%	
Depreciation	1,212,975	1,177,522	1,151,968	25,553	2.2%	
Total Expenses	3,538,539	3,667,899	3,486,980	180,919	4.9%	
Net Income (Loss)	(157,774)	(166,413)	121,585	287,998	-173.1%	
Investment Gain (Loss)¹	(90,405)	14,583	1,785	(12,798)	-87.8%	
Extraordinary Income	0	0	0	0	0.0%	
Extraordinary Expense	0	0	0	0	0.0%	
Net Income Including Extraordinary Items	(248,179)	(151,830)	123,370	275,200	-181.3%	
Capitalized Expenditures	6,480	730,000	0	730,000	100.0%	

Los Angeles County Law Library
Income Statement for the Period Ending November 30, 2017
(Provisional and subject to year-end audit adjustments)

Nov 16	Nov 2017				FY 2016-17	FY 2017-18 YTD				Comments			
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (Unf)	
Detailed Budget:													
Income:													
564,423	587,931	614,218	26,287	4.5%	15 FIN	303300	L.A. Superior Court Fees	2,908,861	2,903,183	2,963,349	60,165	2.1%	
0	0	0	0	0.0%	15 FIN	311000	Interest - LAIF	1,290	1,447	962	(485)	-33.5%	Board approved \$500K prepayment of CalPERS unfunded liability funded with LAIF funds subsequent to budget.
1,654	1,375	3,912	2,537	184.5%	15 FIN	312000	Interest - General Fund	7,473	8,708	17,374	8,665	99.5%	Better than expected County investment interest rate.
257	198	364	166	83.7%	15 FIN	313000	Interest - Deposit Fund	1,240	1,198	1,789	591	49.4%	Better than expected County investment interest rate.
1,911	1,573	4,276	2,703	171.8%			Subtotal	10,003	11,353	20,125	8,772	77.3%	
Parking:													
54,597	56,667	52,132	(4,535)	-8.0%	39 FAC	330100	Parking	293,566	283,333	273,432	(9,901)	-3.5%	
54,597	56,667	52,132	(4,535)	-8.0%			Subtotal	293,566	283,333	273,432	(9,901)	-3.5%	
Library Services:													
16	50	33	(18)	-35.0%	27 CIRC	330150	Annual Borrowing Fee	3,136	2,274	1,771	(503)	-22.1%	Timing variance.
7,055	9,167	19,425	10,258	111.9%	25 PS	330140	Annual Members Fee	39,571	44,796	78,653	33,857	75.6%	Includes revenue from pilot Platinum program. Established MP under budget due to timing variance.
652	2,718	1,184	(1,534)	-56.4%	25 PS	330340	Course Registration	4,390	11,521	11,712	191	1.7%	
4,223	4,417	3,105	(1,312)	-29.7%	27 CIRC	330129	Copy Center	24,195	24,417	16,769	(7,648)	-31.3%	Timing variance.
1,548	2,000	1,453	(547)	-27.4%	27 CIRC	330205	Document Delivery	7,962	9,400	6,683	(2,717)	-28.9%	Timing variance.
2,783	3,875	4,121	246	6.4%	27 CIRC	330210	Fines	19,701	20,675	18,948	(1,727)	-8.4%	Timing variance.
794	4,167	7,165	2,998	72.0%	15 FIN	330310	Miscellaneous	14,265	30,833	23,631	(7,202)	-23.4%	Delay in Google project account reconciliation.
19,523	3,800	20,789	16,989	447.1%	39 FAC	330330	Room Rental	45,459	20,500	34,619	14,119	68.9%	Timing variance.
(504)	350	170	(180)	-51.4%	23 COL	330350	Book Replacement	1,833	1,400	1,295	(105)	-7.5%	
0	7,500	0	(7,500)	-100.0%	15 FIN	330360	Forfeited Deposits	0	7,500	0	(7,500)	-100.0%	Timing variance.
0	0	0	0	0.0%	17 EXEC	330400	Friends of Law Library	0	120,000	145,000	25,000	20.8%	Generous Friends contribution at \$25K more than budget.
0	0	0	0	0.0%	25 PS	330420	Grants	0	0	0	0	0.0%	
37	100	40	(60)	-60.3%	39 FAC	330450	Vending	471	300	120	(180)	-59.9%	Timing variance.
1,000	0	0	0	0.0%	37 COM	330465	Special Events Income	7,352	10,000	12,459	2,459	24.6%	Offset by PBW expenses.
37,127	38,144	57,483	19,340	50.7%			Subtotal	168,336	303,616	351,659	48,043	15.8%	
658,059	684,315	728,109	43,794	6.4%			Total Income	3,380,765	3,621,486	3,608,565	(12,921)	-0.4%	
Expenses:													
Staff:													
170,941	189,844	172,618	17,227	9.1%	ALL	501000	Salaries (benefits eligible)	961,301	1,030,494	941,265	89,229	8.7%	Favorable variance due to vacancies.
0	(3,797)	0	(3,797)	100.0%	15 FIN	501025	Staff Vacancy Offset (Ben. Eligible)	0	(20,610)	0	(20,610)	100.0%	
17,257	20,304	18,197	2,107	10.4%	ALL	501050	Salaries (benefits ineligible)	100,618	112,183	100,409	11,774	10.5%	Favorable variance due to vacancies.
0	(406)	0	(406)	100.0%	15 FIN	501075	Staff Vacancy Offset (Ben. Ineligible)	0	(2,244)	0	(2,244)	100.0%	
9,360	12,769	9,990	2,778	21.8%	15 FIN	502000	Social Security	57,536	64,860	59,679	5,180	8.0%	
2,550	2,986	2,620	366	12.3%	15 FIN	503000	Medicare	14,419	15,506	14,664	842	5.4%	
19,316	21,010	18,527	2,483	11.8%	15 FIN	511000	Retirement	154,912	167,451	158,591	8,860	5.3%	
0	0	0	0	0.0%	15 FIN	511050	Pension Exp (Actuarial)	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
41,639	44,257	46,167	(1,910)	-4.3%	15 FIN	512000	Health Insurance	202,594	237,637	214,890	22,747	9.6%	Favorable variance due to vacancies.
402	389	405	(16)	-4.0%	15 FIN	513000	Disability Insurance	2,110	1,917	1,926	(9)	-0.4%	
4,180	5,545	4,642	903	16.3%	15 FIN	514000	Dental Insurance	23,490	27,020	23,187	3,832	14.2%	Favorable variance due to vacancies.
518	686	554	132	19.2%	15 FIN	514500	Vision Insurance	2,487	2,978	2,593	385	12.9%	Favorable variance due to vacancies.
90	131	62	69	52.8%	15 FIN	515000	Life Insurance	337	654	275	379	58.0%	Favorable variance due to vacancies.
0	0	0	0	0.0%	15 FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
(1,571)	6,366	3,986	2,380	37.4%	15 FIN	516000	Workers Compensation Insurance	35,685	25,019	22,076	2,943	11.8%	
2,541	0	0	0	0.0%	15 FIN	517000	Unemployment Insurance	2,541	0	2,212	(2,212)	0.0%	
0	17	0	17	100.0%	ALL	514010	Temporary Employment	0	1,337	0	1,337	100.0%	
79	42	0	42	100.0%	13 HR	514015	Recruitment	390	1,542	363	1,179	76.5%	Timing variance.
0	0	0	0	0.0%	15 FIN	517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN	518000	Accrued Vacation Expense	0	0	0	0	0.0%	

Los Angeles County Law Library
Income Statement for the Period Ending November 30, 2017
(Provisional and subject to year-end audit adjustments)

Nov 16	Nov 2017				FY 2016-17	FY 2017-18 YTD					Comments	
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)
9,024	9,024	9,167	(143)	-1.6%	15 FIN 518500	OPEB Expense	45,120	45,691	45,835	(144)	-0.3%	
584	1,250	584	666	53.3%	15 FIN 518550	TMP	2,661	3,650	2,661	989	27.1%	
2,469	1,250	2,528	(1,278)	-102.2%	15 FIN 518560	Payroll and Benefit Administration	6,138	6,250	5,966	284	4.6%	
279,378	311,667	290,046	21,620	6.9%		Total - Staff	1,612,339	1,721,333	1,596,590	124,743	7.2%	
						Library Materials/Electronic Resources Subscription:						
17,298	125,830	107,729	18,101	14.4%	23 COL 601999	American Continuations	416,615	634,169	547,493	86,677	13.7%	Timing variance.
338	1,365	657	709	51.9%	23 COL 602999	American New Orders	8,438	6,365	2,647	3,718	58.4%	Timing variance.
320	4,305	2,794	1,511	35.1%	23 COL 609199	Branch Continuations	9,207	11,992	9,867	2,125	17.7%	Timing variance.
0	50	0	50	100.0%	23 COL 609299	Branch New Orders	161	150	0	150	100.0%	No requests YTD for replacements.
3,942	9,342	2,536	6,806	72.9%	23 COL 603999	Commonwealth Continuations	68,662	52,815	67,900	(15,086)	-28.6%	Timing variance. One-time payment for LNUK print materials.
0	130	0	130	100.0%	23 COL 604999	Commonwealth New Orders	0	330	25	305	92.4%	Timing variance.
5,864	11,456	11,718	(263)	-2.3%	23 COL 605999	Foreign Continuations	32,911	52,111	29,638	22,473	43.1%	Timing variance.
435	100	0	100	100.0%	23 COL 606999	Foreign New Orders	568	300	759	(459)	-153.2%	Will monitor spending carefully and cover overage from other fund category if necessary.
8,258	7,269	14,033	(6,763)	-93.0%	23 COL 607999	International Continuations	42,579	47,108	45,878	1,230	2.6%	Timing variance.
0	333	0	333	100.0%	23 COL 608999	International New Orders	166	583	0	583	100.0%	Timing variance.
264	1,408	404	1,004	71.3%	23 COL 609399	General/Librarianship Continuations	4,468	7,273	2,745	4,528	62.3%	Timing variance.
0	100	0	100	100.0%	23 COL 609499	General/Librarianship New Orders	72	200	0	200	100.0%	Timing variance.
36,718	161,690	139,871	21,819	13.5%		Subtotal	583,848	813,397	706,953	106,445	13.1%	
(36,718)	(161,690)	(139,871)	(21,819)	13.5%	23 COL 690000	Library Materials Transferred to Assets	(583,848)	(813,397)	(706,953)	(106,445)	13.1%	
44,989	57,616	61,221	(3,605)	-6.3%	23 COL 685000	Electronic Resource Subscriptions (ERS)	237,623	256,720	257,571	(851)	-0.3%	
						Facilities:						
0	3,750	235	3,515	93.7%	39 FAC 801005	Repair & Maintenance	2,520	19,750	6,463	13,287	67.3%	Timing variance.
1,245	1,000	1,322	(322)	-32.2%	39 FAC 801010	Building Services	3,960	5,400	4,422	978	18.1%	Timing variance.
1,725	1,083	0	1,083	100.0%	39 FAC 801015	Cleaning Supplies	6,091	5,483	3,758	1,725	31.5%	Timing variance.
9,833	10,356	9,485	871	8.4%	39 FAC 801020	Electricity & Water	53,854	53,556	55,042	(1,486)	-2.8%	
966	0	966	(966)	0.0%	39 FAC 801025	Elevator Maintenance	5,558	996	5,007	(4,011)	-402.7%	Delay in Elevator Repair & Upgrade Project. This includes monthly maintenance
2,624	2,602	1,995	607	23.3%	39 FAC 801030	Heating & Cooling	18,682	18,152	18,217	(65)	-0.4%	
21,768	21,600	19,811	1,789	8.3%	15 FIN 801035	Insurance	109,039	100,433	99,055	1,379	1.4%	
8,674	8,755	10,893	(2,138)	-24.4%	39 FAC 801040	Janitorial Services	43,371	45,103	45,590	(487)	-1.1%	
1,250	1,500	1,250	250	16.7%	39 FAC 801045	Landscaping	6,250	7,500	6,250	1,250	16.7%	Timing variance.
15,121	15,416	15,492	(76)	-0.5%	39 FAC 801050	Security	81,715	95,416	78,636	16,780	17.6%	Timing variance.
3,501	1,750	11,450	(9,700)	-554.3%	39 FAC 801060	Room Rental Expenses	14,272	9,350	17,222	(7,872)	-84.2%	Timing variance.
1,388	0	182	(182)	0.0%	37 COM 801065	Special Events Expenses	13,063	6,000	8,737	(2,737)	-45.6%	Offset by Special Events income (PBW sponsorship). Includes unbudgeted Global Law event expenses.
0	200	0	200	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	0	3,332	392	2,940	88.2%	Timing variance.
108	400	0	400	100.0%	39 FAC 801110	Equipment (<3K)	251	2,000	221	1,779	88.9%	Timing variance.
0	100	0	100	100.0%	39 FAC 801115	Building Alterations (<3K)	0	1,000	0	1,000	100.0%	Timing variance.
333	537	401	136	25.3%	39 FAC 801120	Delivery & Postage	1,133	2,287	1,128	1,159	50.7%	Timing variance.
135	208	0	208	100.0%	39 FAC 801125	Kitchen supplies	488	908	995	(87)	-9.6%	Timing variance.
68,673	69,257	73,483	(4,226)	-6.1%		Subtotal	360,249	376,666	351,135	25,531	6.8%	
						Technology:						
1,485	1,740	1,604	136	7.8%	33 TECH 801210	Software Maintenance	9,073	8,740	9,087	(347)	-4.0%	
1,225	1,491	1,654	(163)	-10.9%	33 TECH 801212	Hardware Maintenance	6,088	7,091	8,528	(1,437)	-20.3%	Unbudgeted SAN maintenance item.
0	1,200	26	1,174	97.9%	33 TECH 801215	Software (<\$3k)	1,518	4,200	1,089	3,111	74.1%	Timing Variance.
0	400	90	310	77.5%	33 TECH 801220	Hardware (<\$3k)	0	2,000	1,137	863	43.2%	Timing Variance.
60	80	0	80	100.0%	33 TECH 801225	Computer Supplies	174	280	0	280	100.0%	Timing Variance.
4,407	4,039	4,224	(185)	-4.6%	33 TECH 801230	Integrated Library System	20,213	20,195	21,122	(927)	-4.6%	
11,934	3,500	2,286	1,214	34.7%	33 TECH 801235	Telecommunications	16,991	17,500	13,813	3,687	21.1%	Reflects CTF discount from Spectrum.
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	65	0	0	0	0.0%	
0	0	0	0	0.0%	33 TECH 801250	Services	753	0	156	(156)	0.0%	
19,111	12,450	9,883	2,567	20.6%		Subtotal	54,876	60,006	54,932	5,074	8.5%	
						General:						
603	700	707	(7)	-1.0%	15 FIN 801310	Bank Charges	2,748	3,367	2,949	418	12.4%	Timing variance.
785	785	813	(28)	-3.5%	35 CMS 801315	Bibliographical Services	3,925	4,025	4,062	(37)	-0.9%	

Los Angeles County Law Library
Income Statement for the Period Ending November 30, 2017
(Provisional and subject to year-end audit adjustments)

Nov 16	Nov 2017				FY 2016-17	FY 2017-18 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (Unf)
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
61	90	70	21	22.8%	17 EXEC 801325	Board Expense	331	423	258	165	39.1%	July & August Board meeting cancellations.
0	40	81	(41)	-102.3%	37 COM 801330	Staff meals & events	194	420	367	53	12.6%	
586	1,000	1,612	(612)	-61.2%	15 FIN 801335	Supplies - Office	4,326	5,333	8,409	(3,075)	-57.7%	Increased toner usage/purchase.
0	0	0	0	0.0%	35 CMS 801337	Supplies - Library materials	2,410	3,400	3,348	52	1.5%	
0	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	349	200	27	173	86.4%	
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
1,256	1,500	1,413	87	5.8%	27 CIRC 801370	Copy Center Expense	4,171	9,200	3,760	5,440	59.1%	Reduced usage as reflected by copy center income.
0	42	0	42	100.0%	15 FIN 801375	General - Misc	3,513	42	1,012	(970)	-2329.1%	Includes prior year student parking invoice.
0	67	0	67	100.0%	25 PS 801390	Course Registration	478	67	0	67	100.0%	
61	0	0	0	0.0%	17 EXEC 801395	Friends of Law Library	61	0	152	(152)	0.0%	
3,352	4,223	4,696	(472)	-11.2%		Subtotal	22,506	25,502	24,344	2,132	8.4%	
						Professional Development:						
20	300	415	(115)	-38.2%	ALL 803105	Travel	3,000	5,963	4,035	1,928	32.3%	Timing variance.
0	0	0	0	0.0%	ALL 803110	Meals	0	60	0	60	100.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	75	(75)	0.0%	
200	0	225	(225)	0.0%	ALL 803115	Membership dues	200	0	225	(225)	0.0%	
0	453	0	453	100.0%	ALL 803120	Registration fees	3,235	3,551	2,907	644	18.1%	
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	0	0	0.0%	
220	753	640	114	15.1%		Subtotal	6,435	9,574	7,242	2,332	24.4%	
						Communications & Marketing:						
0	0	0	0	0.0%	37 COM 803205	Services	0	0	0	0	0.0%	
0	0	0	0	0.0%	37 COM 803210	Collateral materials	58	2,250	2,861	(611)	-27.1%	Unexpected price increase. One time occurrence.
0	1,250	0	1,250	100.0%	37 COM 803215	Advertising	0	2,215	0	2,215	100.0%	Timing variance, promotional material/ads forthcoming.
0	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	0	200	0	200	100.0%	NLS event not attended (\$200).
0	1,250	0	1,250	100.0%		Subtotal	58	4,665	2,861	1,804	38.7%	
						Travel & Entertainment						
0	0	0	0	0.0%	ALL 803305	Travel	129	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803310	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	
260	271	67	203	75.2%	ALL 803320	Ground transportation & mileage reimb.	937	1,183	345	837	70.8%	
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
260	271	67	203	75.2%		Subtotal	1,066	1,183	345	837	70.8%	
						Professional Services						
0	0	0	0	0.0%	15 FIN 804005	Accounting	16,763	17,601	23,721	(6,120)	-34.8%	Timing variance.
2,730	3,000	2,812	188	6.3%	17 EXEC 804008	Consulting Services	13,650	14,248	14,125	123	0.9%	
0	0	0	0	0.0%	17 EXEC 804010	Legal	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 804015	Other	0	2,880	2,146	734	25.5%	Cost savings.
2,730	3,000	2,812	188	6.3%		Subtotal	30,413	34,729	39,991	(5,263)	-15.2%	
						Depreciation:						
213,399	214,360	204,108	10,253	4.8%	15 FIN 806105	Depreciation - Library Materials	1,085,909	1,036,121	1,028,058	8,063	0.8%	
25,261	36,400	24,752	11,648	32.0%	15 FIN 806110	Depreciation Exp - FF&E	127,066	141,400	123,910	17,490	12.4%	
238,660	250,760	228,860	21,900	8.7%		Subtotal	1,212,975	1,177,522	1,151,968	25,553	2.2%	
657,372	711,247	671,707	39,540	5.6%		Total Expense	3,538,539	3,667,899	3,486,980	180,919	4.9%	
687	(26,932)	56,402	83,334	-309.4%		Net Income Before Extraordinary Items	(157,774)	(166,413)	121,585	287,998	-173.1%	
(61,393)	2,917	(11,002)	(13,918)	-477.2%	15 FIN 321000	Investment Gain (Loss) ¹	(90,405)	14,583	1,785	(12,798)	-87.8%	Reflects loss/gain if sold at time of report (before maturity).
0	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%	
(60,707)	(24,015)	45,400	69,415	-289.0%		Net Income Including Extraordinary Items	(248,179)	(151,830)	123,370	275,200	-181.3%	

Los Angeles County Law Library
Statement of Cash Flows
As of November 30, 2017
(Provisional and subject to year-end audit adjustments)

	11/30/2017	YTD
Cash flows from operating activities		
L.A. Superior court fees	614,218	2,963,349
Parking fees	52,132	273,432
Library services	57,483	206,659
(Increase) decrease in accounts receivable	(52,644)	6,764
Increase (decrease) in borrowers' deposit	3,026	12,002
Cash received from filing fees and services	674,215	3,462,206
Facilities	(73,483)	(351,135)
Technology	(9,883)	(54,932)
General	(4,696)	(24,344)
Professional development	(640)	(7,242)
Communications & marketing	-	(2,861)
Travel & entertainment	(67)	(345)
Professional services	(2,812)	(39,991)
Electronic Resource Subscriptions (ERS)	(61,221)	(257,571)
(Increase) decrease in prepaid expenses	66,945	(44,220)
Increase (decrease) in accounts payable	76,258	41,559
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(9,597)	(741,083)
Staff (payroll + benefits)	(290,046)	(1,596,590)
Increase (decrease) in payroll liabilities	1,321	6,336
Increase (decrease) in accrued sick and vacation liability	-	(25,322)
Increase (decrease) in OPEB liability	9,167	45,835
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(279,559)	(1,569,741)
Contributions received	-	145,000
Net cash from operating activities	385,059	1,296,383
Cash flow from capital and related financing activities		
Library materials	(139,871)	(706,953)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment	-	-
Investment earnings	4,276	20,125
Net cash increase (decrease) in cash and cash equivalents	249,464	609,555
Cash and cash equivalents, at beginning of period	3,987,803	3,627,712
Cash and cash equivalents, at end of period	4,237,267	4,237,267
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	52,126	101,460
Adjustments for noncash effects:		
Depreciation	228,860	1,151,968
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(52,644)	6,764
(Increase) decrease in prepaid expenses	66,945	(44,220)
Increase (decrease) in accounts payable	76,258	41,559
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	1,321	6,336
Increase (decrease) in accrued sick and vacation liability	-	(25,322)
Increase (decrease) in borrowers' deposit	3,026	12,002
Increase (decrease) in OPEB liability	9,167	45,835
Net impact of GASB 68 adjustments	-	-
Net cash from operating activities	385,059	1,296,383

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2017 - December 31, 2017 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 4	BANKS & JORDAN	BOOKS	120.07	030096
	STATE BAR OF CALIFORNIA	BOOKS	40.00	030097
	LIBROS DE HONDURAS	BOOKS	1,400.00	030098
December 7	TASHA MICHELLE CUNNINGHAM	REFUND	140.00	030099
	SAMAN HAKAKIAN	REFUND	140.00	030100
	WILLIAM F HERTZ II	REFUND	85.00	030101
	JAMES KLIMA	REFUND	140.00	030102
	ANN LOUISE PAULSON	REFUND	140.00	030103
	DESIREE SHOKRALLA	REFUND	140.00	030104
	TERRENCE Z YIP	REFUND	140.00	030105
	JENNIFER YOMTOV	REFUND	140.00	030106
	COUNTY OF LOS ANGELES	BANK CHARGES	73.73	030107
	CHRISTINE R LANGTEAU MANAGE EASE INCORPORATED	MILEAGE CONSULTING	67.20 1,405.95	030108 030109
December 13	BRIDGES FILTER SERVICE, INC	BLDG SVCS	614.49	030110
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	030111
	ALFRED CHACON	MILEAGE	11.24	030112
	COUNTY OF LOS ANGELES	HEATING/COOLING	1,994.52	030113
	JANINE LIEBERT	SPECIAL EVENTS	18.08	030114
	ADRIAN MENDOZA	STAFF MEALS & EVE	600.00	030115
	PETTY CASH FUND	PETTY CASH	249.21	030116
	LOS ANGELES COUNTY DEPARTMENT	BLDG SVCS	128.00	030117
	OTTO HARRASSOWITZ	BOOKS	3,203.20	030118
	December 14	GUARDIAN	PREPAID EXP	7,966.11
LISA JO HACKETT		REFUND	140.00	030120
JOBST SINGER		REFUND	140.00	030121
December 18	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	172.56	030122
	WILLIAM S HEIN & CO	BOOKS	1,601.54	030123
	LIBROS CENTROAMERICANOS	BOOKS	1,300.00	030124
December 21	AT&T	TELECOM	428.24	030125
	CHANNA CAJERO	MILEAGE	5.46	030126
	GUARDIAN	PREPAID EXP	7,720.29	030127
	PARKING CONCEPTS INC	COURSE REGISTRAT	256.00	030128
	PETTY CASH FUND	PETTY CASH	365.00	030129
December 22	SYNCB AMAZON	HARDWARE (<3k)	89.95	030130
	RITE AID CORPORATION	HEALTH INS	25.00	030131
	OTTO HARRASSOWITZ	BOOKS	811.21	030132
	QUALITY CODE PUBLISHING	BOOKS	48.55	030133

33,026.60

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2017 - December 31, 2017 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 4	WOLTERS KLUWER LAW & BUSINESS	BOOKS	462.47	V002771
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,685.34	V002772
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	161.23	V002773
	DEFENSE RESEARCH INSTITUTE INC	BOOKS	90.00	V002774
	JURIS PUBLISHING INC	BOOKS	177.89	V002775
	LAW JOURNAL PRESS	BOOKS	3,375.92	V002776
	LIBRARY OF CONGRESS CDS	BOOKS	525.00	V002777
	PRACTISING LAW INSTITUTE	BOOKS	384.56	V002778
	THOMSON REUTERS	BOOKS	66,297.96	V002779
December 7	EX LIBRIS USERS OF NORTH AMERICA	MEMBERSHIP	225.00	V002794
	INFINISOURCE INC	PAYROLL/HR BENEFI	1,660.00	V002795
	OFFICE DEPOT	SUPPLIES-LIBRARY	1,033.29	V002796
	QUILL CORPORATION	SUPPLIES-LIBRARY	313.15	V002797
	STATE COMPENSATION	WORKERS COMP	4,074.92	V002798
	SUPPLYWORKS	JANITORIAL SUPPLIE	2,218.96	V002799
	OCLC INC	BIBLIOGRAPHICAL S	725.50	V002801
	CARD INTEGRATORS CORPORATION	STATIONARY & BUSI	540.32	V002926
December 10	STAMPS.COM	DELIVERY & POSTAG	24.99	V002804
December 12	SLOAN'S DRY CLEANERS & LAUNDRY	ROOM RENTAL	168.00	V002805
	SELF REPRESENTED LITIGATION NETWORK	REGISTRATION FEE	158.50	V002850
	BRODART CO	LIBRARY SUPPLIES	244.63	V002895
	SELF REPRESENTED LITIGATION NETWORK	REGISTRATION FEE	158.50	V002915
December 13	BRIGHTVIEW	LANDSCAPING	1,250.00	V002806
	CORODATA	BLDG SVCS	44.00	V002807
	GOLDEN STATE OVERNIGHT	DELIVERY & POSTAG	10.11	V002808
	NASA SERVICES	BLDG SVCS	437.98	V002809
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	98.00	V002810
	AMERICAN BAR ASSOCIATION	BOOKS	656.05	V002811
	GEORGE T BISEL COMPANY	BOOKS	188.40	V002812
	CCH INCORPORATED	BOOKS	294.99	V002813
	COPWARE INC	BOOKS	186.00	V002814
	DATA TRACE PUBLISHING COMPANY	BOOKS	385.90	V002815
	JURIS PUBLISHING INC	BOOKS	97.89	V002816
	JURISNET LLC	BOOKS	87.89	V002817
	LAW JOURNAL PRESS	BOOKS	3,894.69	V002818
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,853.00	V002819
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	138.50	V002820
	PRACTISING LAW INSTITUTE	BOOKS	735.07	V002821
	ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	246.03	V002822
	VERDICTSEARCH	BOOKS	589.00	V002823

108,979.34

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2017 - December 31, 2017 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 14	LA CAFE	BOARD EXPENSE	79.71	V002851
December 15	SOUTHWEST AIRLINES	TRAVEL	172.96	V002916
	OLIVE BISTRO	STAFF MEALS/EVEN	1,362.00	V002852
December 18	LA CAFE	STAFF MEALS & EVE	207.30	V002896
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,120.77	V002824
	LEXISNEXIS MATTHEW BENDER	BOOKS	528.50	V002825
	BLOOMBERG BNA	BOOKS	1,221.62	V002826
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,872.28	V002827
	CALIFORNIA MEDICAL ASSOCIATION	BOOKS	867.86	V002828
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,144.65	V002829
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	150.22	V002830
	JAMES PUBLISHING INC	BOOKS	228.33	V002831
	JURIS PUBLISHING INC	BOOKS	108.43	V002832
	LAW JOURNAL PRESS	BOOKS	3,958.02	V002833
	MUNICIPAL CODE CORPORATION	BOOKS	1,724.00	V002834
	PRACTISING LAW INSTITUTE	BOOKS	406.73	V002835
	WEST ACADEMIC	BOOKS	147.81	V002836
	THOMSON REUTERS	BOOKS	13,112.00	V002837
December 19	LEXISNEXIS MATTHEW BENDER	BOOKS	31,974.05	V002870
December 21	AT&T MOBILITY	TELECOM	16.24	V002838
	BANDWIDTH.COM, INC.	TELECOM	291.75	V002839
	EX LIBRIS (USA) INC.	ILS	12,945.38	V002840
	GLOBAL CAPACITY	TELECOM	378.50	V002841
	GLOBAL CAPACITY	TELECOM	71.47	V002842
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	838.52	V002844
	SECURITAS SECURITY	SECURITY	10,801.38	V002845
	SPECTRUM	TELECOM	1,106.72	V002846
	TYCO INTEGRATED SECURITY LLC	SECURITY	14,154.68	V002847
December 22	BRODART CO	LIBRARY SUPPLIES	574.55	V002897
	J P COOKE COMPANY	SUPPLIES-OFFICE	353.24	V002853
	FRANK R. THOROLD (PTY) LTD	BOOKS	971.87	V002854
	UPS	DELIVERY/POSTAGE	18.62	V002855
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,362.21	V002856
	LEXISNEXIS MATTHEW BENDER	BOOKS	451.26	V002857
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,054.37	V002858
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	754.00	V002859
	WILLIAM S HEIN & CO	BOOKS	1,714.90	V002860
	INFINISOURCE INC	PAYROLL/HR BENEFI	75.00	V002861
	INGRAM LIBRARY SERVICES	BOOKS	275.36	V002862

222,045.04

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2017 - December 31, 2017 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	JAMES PUBLISHING INC	BOOKS	2,548.15	V002863
	MUNICIPAL CODE CORPORATION	BOOKS	50.00	V002864
	PRACTISING LAW INSTITUTE	BOOKS	198.03	V002865
	UNITED NATIONS PUBLICATIONS	BOOKS	87.46	V002866
	VERSA TAPE	BOOKS	189.80	V002867
	THOMSON REUTERS	BOOKS	3,579.58	V002868

226,149.91

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2017 - December 31, 2017 (CHECKS)
Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 21	L A DEPT WATER & POWER	WATER/SEWER	9,485.32	V000201

9,485.32

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2017 - December 31, 2017 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 19	SEIU LOCAL 721	UNION DUES	989.33	001603
	SEIU LOCAL 721	UNION DENTAL	40.44	001604

1,029.77

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2017 - December 31, 2017 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 20	WILLIAM S HEIN & CO	BOOKS	21,981.04	TS00258687

21,981.04

LA Law Library
Fiscal Year Quarterly Statistics

		FY15 2nd Quarter	FY16 2nd Quarter	FY17 2nd Quarter	FY17 3rd Quarter	FY17 4th Quarter	FY18 1st Quarter	FY18 2nd Quarter	FY18 2nd Quarter	2nd
									Quarter Notes	
Reference and Research										
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>									
	Desk Inquiries	5,695	6312	5,950	5,997	6,206	6,240	6,630		
	Tuesday 6pm to 8pm - All Queries			71	77	81	113	121		
	Phone	1,625	1724	1,573	1,799	1,888	1,982	1,834		
	Email/ Live Chat	360	212	132	174	247	206	98		
	By Mail	58	26	45	62	53	46	37		
	Global Law Inquires	149	149	22	36	66	68	70		
	Global Law Web Inquires	132	88	0	20	23	23	42		
	e-Branch Chat	54	33	35	37	34	59	33		
	e-Branch Email	3	1	0	0	0	0	0		
	Total	8,076	8,545	7,839	8,233	8,598	8,737	8,865		
Circulation Services										
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking books in and out.</i>									
	Desk Inquiries	4,382	2,600	2,398	4,530	3,376	3,647	4,245		
	Phone Inquiries	1,807	1,836	1,374	2,119	1,936	1,921	2,008		
	Total	6,189	4,436	3,772	6,649	5,312	5,568	6,253		
	Books Circulated	4,082	2,204	2,348	2,456	2,200	2,686	2,520		
	Library Card Sign-ups	580	508	560	452	492	474	460		
	Members Program - Active Members	302	297	335	337	323	311	324		
	Public Terminal Logins	10,248	10,798	9,142	9,185	9,390	8,875	8,324		
Document Delivery / E-Delivery/Copies										
	<i>Document Delivery responds to requests for materials from the LA Law Library collection. Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-printer.</i>									
	Phone Inquiries	257	275	269	276	263	216	197		
	In-Person	2,396	2,164	2,683	2,444	2,448	2,563	2,425		
	Email	129	221	255	290	234	275	282		
	By Mail (As of 2013, included with R+R above)									
	Total	2,782	2,660	3,207	3,010	2,945	3,054	2,904		
	Pages Delivered	8,682	5,524	6,125	5,859	1,880	9,437	4,503		
	Copies Made (Main Library)	51,363	96,313	85,018	116,001	63,448	54,043	52,487		

LA Law Library
Fiscal Year Quarterly Statistics

		FY15 2nd Quarter	FY16 2nd Quarter	FY17 2nd Quarter	FY17 3rd Quarter	FY17 4th Quarter	FY18 1st Quarter	FY18 2nd Quarter	FY18 Quarter Notes	2nd
Collection Management Services										
<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>										
	New Titles Added	138	111	112	95	66	89	103		
	New Serials	53	19	34	13	13	7	23		
	Print Volumes Added	1,496	1,376	1,210	821	1,068	1,276	1,295		
	Non-Print Media Added	11,639	4,454	197	1,988	367	10,596	5,454	large number of microfiche this quarter	
	Books Cataloged/Reclassified	932	477	681	251	218	102	296		
	Print & Non-Print Withdrawn	1,364	578	1,215	360	543	254	708		
Brief Scanning Project										
	Briefs Scanned	8,071		2377	0	0	N/A	1,580		
	Pages Scanned	256,177		135,384	0	0	N/A	N/A		
	Briefs Logged (Google)		19308	332	3,658	11,366	16,945	10,420		
Website Statistics										
	Visitors	23,756	21,877	22,355	21,969	23,308	22,553	23,096		
	Visits	36,689	101,052	89,623	90,613	94,397	89,050	87,779		
	Average Daily Visits	398	1,099	974	1,018	1,026	968	954		
	Average Duration	3:55	4:00	3:12	2:45	2:54	3:01	3:12		
	Visitors: US	98.88%	97.54%	97.26%	98.70%	98.97%	98.62%	98.70%		
	Visitors: International / Unspecified	1.12%	2.46%	2.74%	1.30%	1.03%	1.38%	1.30%		
Training and Events at Main Branch										
	Public Classes Held									
	Internal speaker	18	24	29	35	45	22	31		
	Guest speaker	3	19	31	44	89	61	65		
	MCLE Classes Held									
	Internal speaker	1	1	2	2	0	1	0		
	Guest speaker	8	18	7	9	8	5	8		
	Clinics/ Workshops Held	32	39	44	40	46	57	41		
	Total	62	101	113	130	198	146	145		
	Class Attendance Total (Estimated)	964	2,427	2,093	1,523	2,635	1,753	1,791		
Visits to Main Branch										
	Number of Patron Visits (front door)							24,218	New statistic added this quarter	

MEMORANDUM

DATE: January 24, 2018

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Marcelino Juarez, Finance Manager

RE: 2018-19 Workers Compensation Insurance Renewal

SUMMARY

The purpose of this report is to apprise you of the status of the workers compensation coverage renewal efforts for the Law Library *prior to* the February meeting at which time the Board will be asked to select one of the identified options.

The Law Library’s workers compensation coverage must be renewed prior to March 1, 2018. Our broker and staff continue to work diligently to implement safety programs and training to mitigate loss exposures and continue to promote a safety culture. However, during the 2016-17 policy period, a significant claim was incurred and, although actual costs have been less than \$21K to date, the total predicted cost was estimated at \$92K. At the time the ex-mod was issued, that claim was open and therefore the WCIRB of California figured the full estimated cost into their formula. Because of this, the Library’s experience modification rating (Ex-Mod) increased from 153% to 205%. Our experience has been that after a claim is closed the Ex-Mod is then rerated to reflect actual costs. We anticipate this to happen with the current Ex-Mod.

The Library’s insurance broker has been marketing the coverage under the current guaranteed cost program, with a limited number of carriers expressing interest due to the high Ex-Mod rating. The broker expects that premium costs will slightly increase due to the higher Ex-Mod rating.

At this time, neither Staff nor the broker recommends pursuing a Self-Insured Plan (SIP) alternative.

ANALYSIS AND DETAIL

Law Library’s Worker’s Compensation Profile

The Library’s workers compensation program has been an area of focus for staff and the Library’s broker. The focus has been on being proactive to prevent losses from occurring in addition to driving down the Library’s experience modification factor.



Progress meetings with the Library's current insurance carrier are scheduled during the year to review open claims and our current work place safety practices and protocols. Incidents are reported timely and corrective actions, if any, are taken immediately.

Exhibit A illustrates the Library's historical frequency and severity over the years. During the 2017-18 policy period, there have been two first-aid claims reported to date as well as the larger claim previously mentioned.

Exhibit B illustrates the Library's historical total incurred losses for workers compensation versus the total premium paid for workers compensation coverage. During the 2017-18 policy period, the total year to date loss is \$852.

Exhibit C illustrates the Library's historical loss ratio. The loss ratios show how much was paid out for claims versus how much was collected in premium. Underwriting will determine certain amounts to be paid out in losses and will calculate this amount in the premium quotation. A lower loss ratio (30% and lower) will usually result in premium discounts whereas higher loss ratios usually result in higher premiums. Our loss ratio for the last two policy periods has been 0%. Please note, the 115% loss ratio for the 2016-17 period takes into account the \$92K estimated total incurred.

Exhibit D illustrates the Library's historical Ex-Mod rating as determined by the WCIRB. For the 2018-19 renewal period, our experience modification was established at 205%, a significant increase from the expiring 153%. We anticipate this to be rerated once the 2016-17 claim is closed and actual costs are reported.

Guaranteed Cost Program

In anticipation of the renewal, the Library's broker, Keenan & Associates is seeking bids from various workers compensation insurance carriers specializing in high Ex-Mod programs in addition to the State Compensation Insurance Fund, the Library's current workers compensation carrier. It is likely that the increase in our Ex-Mod will limit new markets and will have a negative impact on premiums.

State Fund as the incumbent carrier has submitted the attached proposal for the Law Library's consideration. As you will see, the 2018-19 quote reflects a roughly \$10K (17%) increase over the expiring policy. Both staff and the Library's broker feel that this is a very competitive quote given the higher Ex-Mod.

Self-Insured Plan (SIP)

A self-insured plan is one in which the employer assumes the financial risk for providing Workers' Compensation benefits to its employees by assuming responsibility up to a self-insured retention amount and purchasing excess insurance coverage for amounts above the retention. In other words, self-insured employers pay the cost of each claim 'out of pocket' as they are incurred instead of paying a fixed premium to an insurance carrier. Self-insured employers are required



to provide the same scope of benefits as an insurance company. Claims must be adjusted in California, and new self-insurers are required to use a licensed third-party administrator (TPA) for their first three years of self-insurance. After that time, self-administration may be permitted.

Two years ago, Keenan secured formal quotes for the Board in order to evaluate the self-insurance option. Ultimately, the self-insured approach proved both riskier and higher in cost and was therefore not selected by the Board. This year, Keenan does not recommend repeating the exercise and Staff does not believe the outcome would be different. Accordingly, we do not anticipate presenting a self-insured option for consideration.

NEXT STEPS

Barring any different direction from the Board, the Library will not obtain quotes for the self-insurance option. Other bids for fixed premium options will be collected and if available, a comparison of all bids will be presented at the February meeting. If no additional bids can be secured, then a recommendation of approval of the State Fund proposal will be submitted.

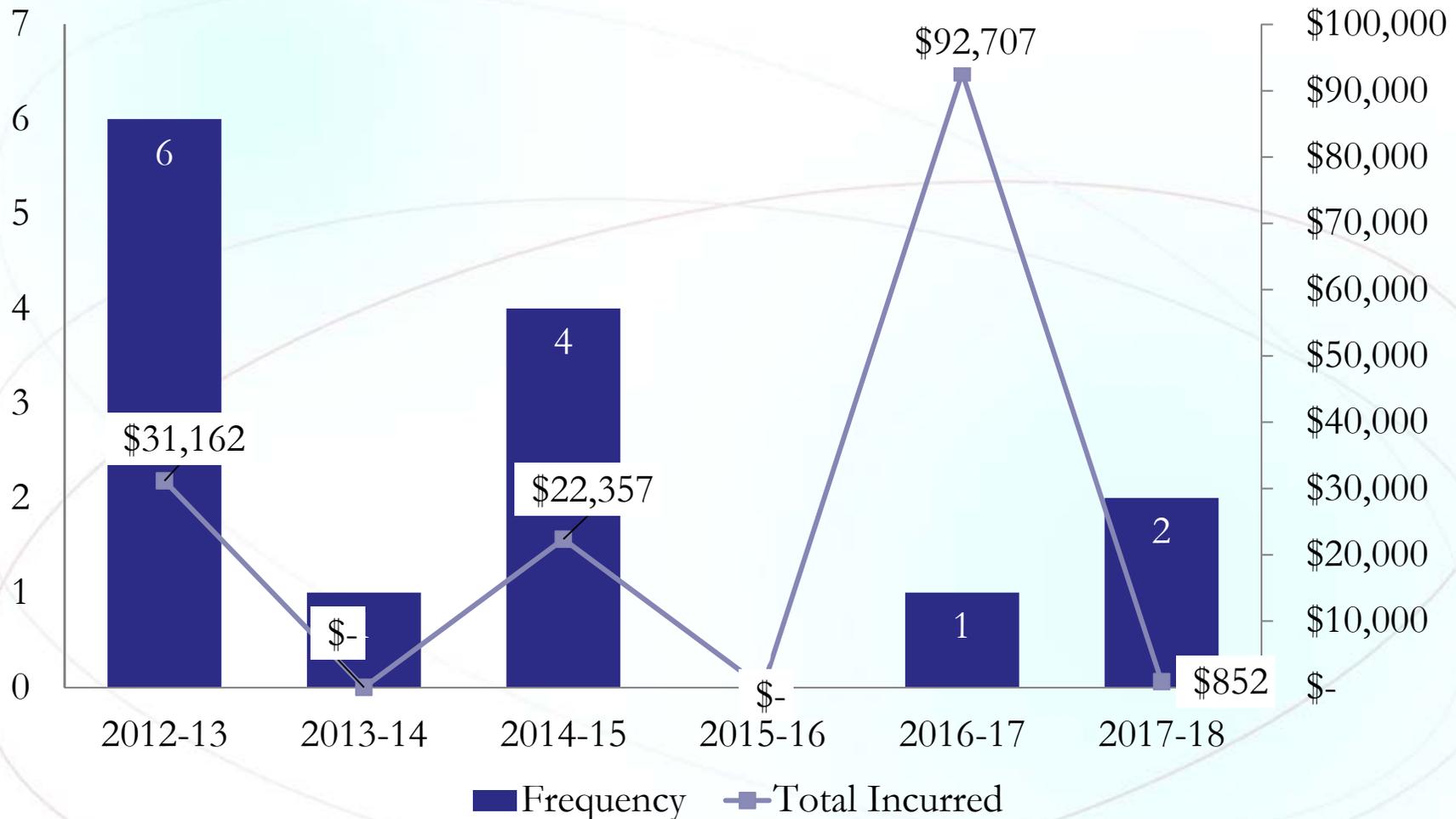
RECOMMENDATION

Staff recommends that the Board receive and evaluate this information. If there are any questions or issues of concern, Staff recommends removing the item from the Consent Calendar for discussion so that the Board can identify those issues and the matter can be presented with all necessary information at the February meeting.

Attachments



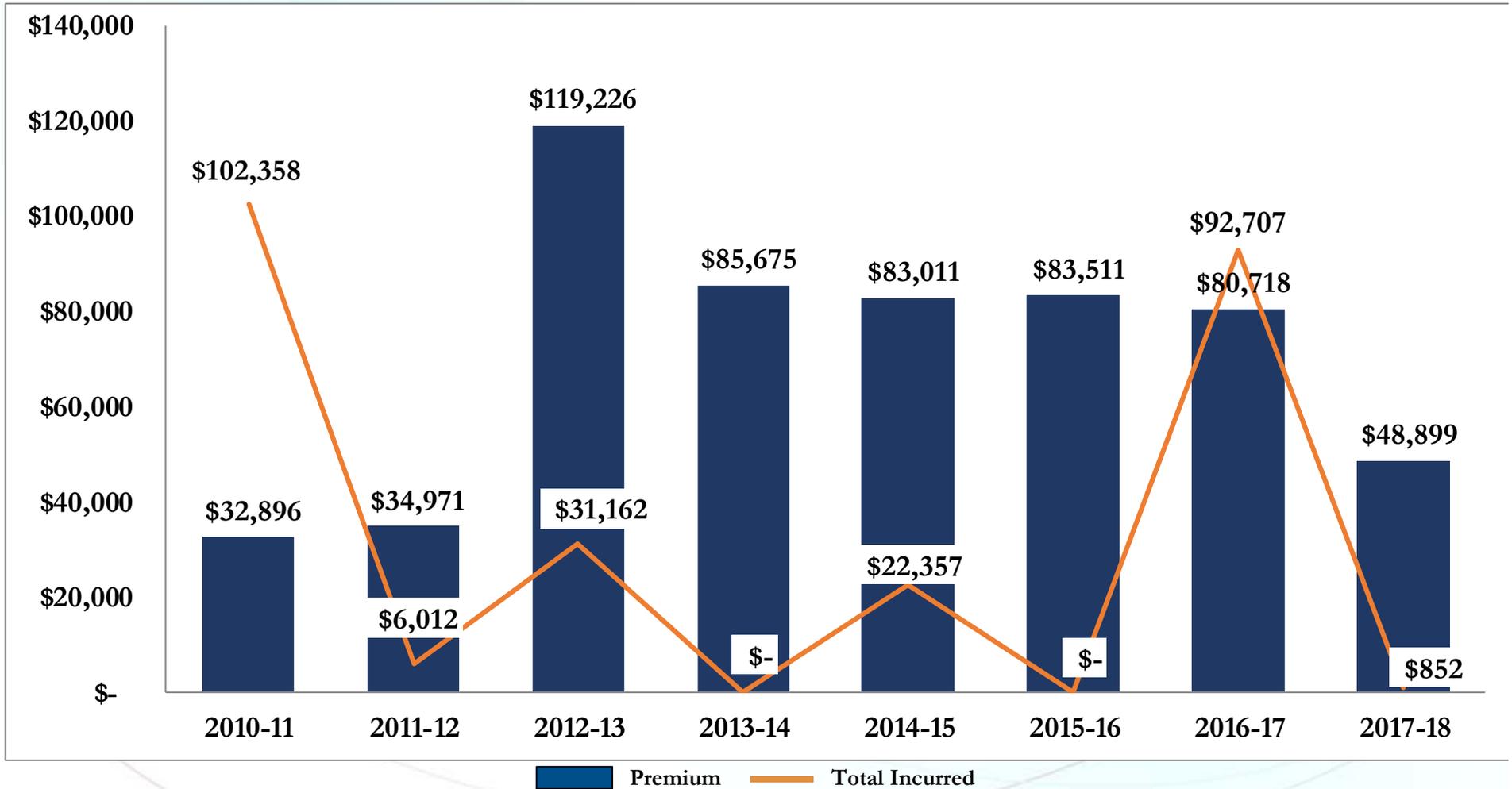
WC Frequency & Severity



Valued as of: 12/22/17

Note: Incurred Losses include the total amount of paid claims and loss reserves associated with each claim per policy year

WC Program History

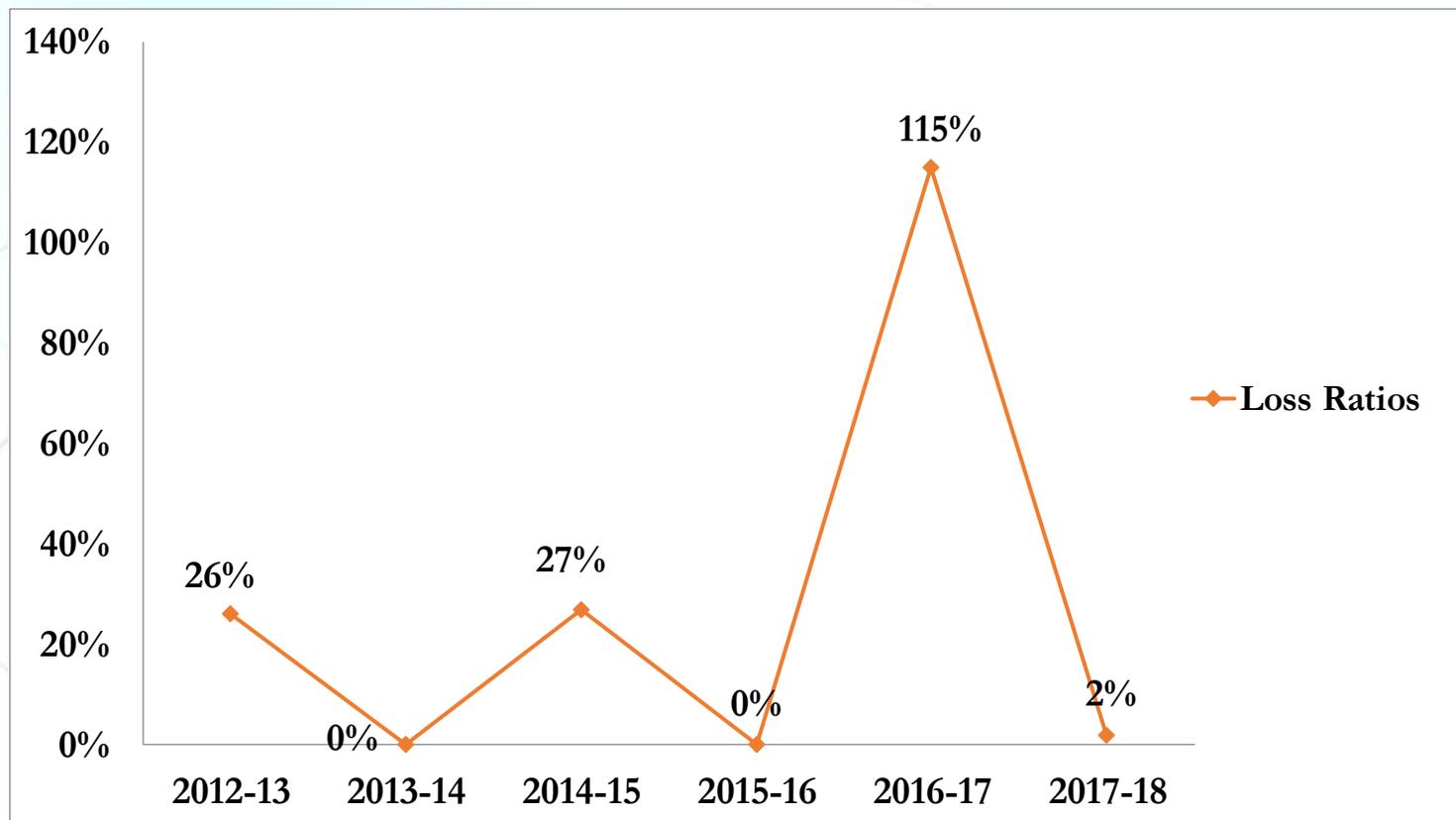


Valued as of: 12/22/17 (2010 & 2011 loss data valued as of 1/5/16)

Note: Incurred Losses include the total amount of paid claims and loss reserves associated with each claim per policy year

Workers Compensation Loss Ratios

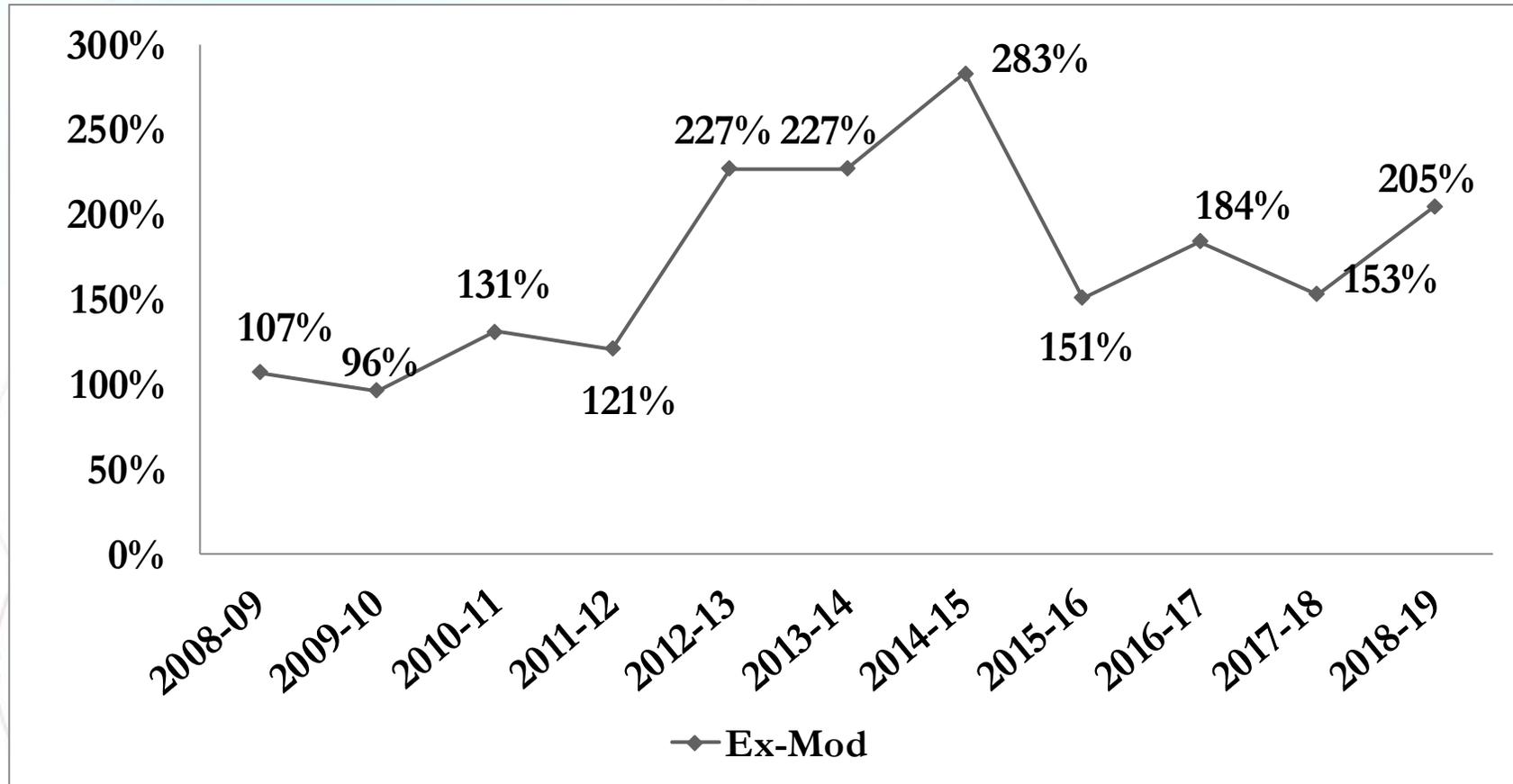
Loss Ratios = Total Incurred / Premium



Valued as of: 12/22/17

Note: Incurred Losses include the total amount of paid claims and loss reserves associated with each claim per policy year

WCIRB Ex-Mod History



LOS ANGELES COUNTY LAW LIBRARY

Workers' Compensation 2018-2019 Renewal Proposal



Innovative Solutions. Enduring Principles.

Presented By:

Vanessa Pena, AIS, CRIS

Account Executive

(951) 715-0190, ext.1169, (909) 815-3744 cell

vpna@keenan.com

4204 Riverwalk Parkway, Suite 400 | Riverside, CA 92505

LOS ANGELES COUNTY LAW LIBRARY

Workers' Compensation

2018-2019 Renewal Proposal

	Expiring	Proposed
CARRIER: AM BEST RATING:	State Compensation Insurance Fund Not Rated	State Compensation Insurance Fund Not Rated
COVERAGE:	Workers' Compensation Employer's Liability	Workers' Compensation Employer's Liability
POLICY TERM:	3/1/2017 to 3/1/2018	3/1/2018 to 3/1/2019
LIMIT OF LIABILITY: WORKERS' COMPENSATION EMPLOYER'S LIABILITY	Statutory \$1,000,000	Statutory \$1,000,000
RETENTION/DEDUCTIBLE:	None	None
PAYROLL BY CLASS CODE: LIBRARIES - ALL EMPLOYEES SALESPERSONS LIBRARIANS OR PROF. ASSISTANTS	\$79,955 \$642,606 \$1,924,526	\$91,520 \$786,036 \$1,849,653
RATES BY CLASS CODE: LIBRARIES - ALL EMPLOYEES SALESPERSONS LIBRARIANS OR PROF. ASSISTANTS	\$.097 \$.78 \$13.32	\$0.83 \$0.65 \$13.14
EXPERIENCE MODIFICATION FACTOR	170% <i>(at inception)</i>	205%
ESTIMATED ANNUAL PREMIUM: PREMIUM SURCHARGES TOTAL ESTIMATED ANNUAL COST	<i>(at inception)</i> \$54,269.43 \$1,686 \$55,955.43	\$63,139 \$2,505 \$65,644
DEPOSIT:	\$7,113	\$8,819
COMMISSION:	6%	6%

LOS ANGELES COUNTY LAW LIBRARY

Workers' Compensation

2018-2019 Renewal Proposal

March 1, 2018 to March 1, 2019

This proposal provides a summary of coverages. In the event of a conflict, the actual terms, conditions, limitations and exclusions of the policy shall prevail. Please renew the coverage quoted with State Compensation Insurance Fund

Signature/Title of Authorized Representative

Date



This document does not provide insurance

Applicant Copy

THIS IS NOT A BILL

Quote ID: 800845457

Quote Date: 1/17/2018

Broker: 00102492
R I C INS GENERAL AGENCY INC

1330 N DUTTON AVE STE 200
SANTA ROSA, CA 95403

Applicant:

Los Angeles County Law Library and/or
Board of Law Library Trustees of Los
Angeles County Law Library
301 W 1st St
Los Angeles, CA 90012

Phone: (888) 693-7892

Phone: (213) 785-2525

Fax:

Fax: (213) 680-1727

Contact: TOMMY ARROYO

Contact: Marcelino Juarez

WCIRB Number: 106909

Proposed Coverage period: 3/1/2018 - 3/1/2019

Employer's Liability Limit: \$1,000,000.00

Estimated Premium Summary

Base Premium	\$33,338.00
Experience Modification	205%
Estimated Standard Premium	\$68,343.00
Estimated Modified Premium	\$70,546.00
Total Estimated Annual Premium	\$63,139.00
Minimum Premium	\$500.00
Mandatory Surcharges	
WCA Surcharge	\$514.00
WCFA Surcharge	\$161.00
UEBT Surcharge	\$36.00
SIBT Surcharge	\$227.00
OSHF Surcharge	\$168.00
LEC Surcharge	\$136.00
CIGA Surcharge	\$1,263.00
Initial Premium Deposit	\$6,314.00
Total Deposit	\$8,819.00

State Fund Representative: Theresa Tolentino

Phone: (925) 416-7373



This document does not provide insurance

Applicant Copy

Quote ID: 800845457

THIS IS NOT A BILL

Quote Date: 1/17/2018

Class Code and Rate Summary

Class Code & Rate Summary
Coverage Period
03/01/2018 - 03/01/2019

ClassCode	Base Rate	Interim Billing Rate**
8742-1	0.90	0.83
8811-1	0.70	0.65
8812-1	0.70	0.65
9015-5	14.55	13.44



This document does not provide insurance

Applicant Copy

Quote ID: 800845457

THIS IS NOT A BILL

Quote Date: 1/17/2018

Coverage Period: 03/01/2018-03/01/2019

Base Premium		\$33,338.00
Experience Modification		205%
Estimated Standard Premium		\$68,343.00
Rating Plan Modifier		1.03224
Estimated Modified Premium		\$70,546.00
Estimated Premium Discount Credit Factor*		0.89500
Interim Billing Factor **		0.92385

Mandatory Surcharges

WCA Surcharge	0.81460%	\$514.00
WCFA Surcharge	0.25500%	\$161.00
UEBT Surcharge	0.05730%	\$36.00
SIBT Surcharge	0.35990%	\$227.00
OSHF Surcharge	0.26550%	\$168.00
LEC Surcharge	0.21500%	\$136.00
CIGA Surcharge	2.00000%	\$1,263.00

***Premium Discount:** Modified Premium is discounted according to the following schedule:

First \$5,000 - 0.0%

Above \$5,000 – 11.3%



This document does not provide insurance

Applicant Copy

Quote ID: 800845457

THIS IS NOT A BILL

Quote Date: 1/17/2018

This quote is based on information provided to State Fund. Your experience modification will apply to these interim-billing rates.

** Interim billing rates shown in this quote will be used on payroll reports. They take into account rating plan credits (or debits), which will apply at final billing and an estimate of your premium discount as detailed above. The actual discount applied at final billing will be based on the actual payroll reported on your policy and subject to audit.



This document does not provide insurance

Applicant Copy

Quote ID: 800845457

THIS IS NOT A BILL

Quote Date: 1/17/2018

Classification Exposure Detail

Location Number	Number of Employees	Class Code	Description	Base Rate	Estimated Payroll	Estimated Premium
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8812-1 LIBRARIES-PUBLIC-LIBRARIANS

Coverage Period: 03-01-2018 - 03-01-2019

1	1	8742-1	SALESPERSONS-OUTSIDE	0.90	\$24,570.00	\$221.00
1	0	8811-1	LIBRARIES-PRIVATE-LIBRARIANS	0.70	\$0.00	\$0.00
1	0	8812-1	LIBRARIES-PUBLIC-LIBRARIANS	0.70	\$0.00	\$0.00
1	0	9015-5	LIBRARIES-PRIVATE-OTHER	14.55	\$0.00	\$0.00
2	8	8742-1	SALESPERSONS-OUTSIDE	0.90	\$761,466.00	\$6,853.00
2	41	8812-1	LIBRARIES-PUBLIC-LIBRARIANS	0.70	\$1,798,091.00	\$12,587.00
2	2	9015-5	LIBRARIES-PRIVATE-OTHER	14.55	\$91,520.00	\$13,316.00
3	2	8812-1	LIBRARIES-PUBLIC-LIBRARIANS	0.70	\$51,562.00	\$361.00

MEMORANDUM

DATE: January 24, 2018

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Malinda Muller, Director, Patron Services
Austin Stoub, Senior Librarian, Reference & Research

RE: Platinum Program Update for the Month of December

INTRODUCTION

At the December 2017 Board of Trustees meeting, the Board approved a plan to allow LA Law Library to offer a Platinum level members program. At the time of approving the plan, the Board also requested monthly updates on the status of the Platinum Members program. This is our first report for the month of January, 2018.

This report is informational only; no action is requested or required.

ANALYSIS

In the month of December, we responded to 25 edelivery requests, with a total of 111 documents delivered across these requests. Our average response time to deliver the requested items was 37 minutes. The document requests filled were generally case or statute pulls from subscription databases.

All requests were filled by staff assigned to the Platinum Members program, without any negative impact on public services or programs. Staff assigned to the Platinum Members program made productive use of time not spent serving Platinum Members to work on other Law Library tasks or assist with public service at the reference desk.

Staff is available to answer any questions the Board of Trustees may have.



MEMORANDUM

DATE: January 24, 2018

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Employee Handbook Updates

BACKGROUND AND DISCUSSION

As you are aware, once or twice per year, Staff presents revisions to the Employee Handbook reflecting changes in law or other clarifications to maintain the Handbook as an accurate and timely reflection of Law Library practice and policy. Based upon recent changes, the Executive Director and the Law Library’s Human Resources consultant, ManageEase, recommend that the Board of Trustees approve a number of minor proposed revisions to the LA Law Library Employee Handbook and Personnel Policies Manual.

For the Board’s consideration and approval, attached please find a chart summarizing the proposed changes. In addition, a redline of the Employee Handbook showing the text of all of the proposed changes in context can be found at: www.lalawlibrary.org/pdfs/handbook/LALL_Employee_Handbook_REDLINED_version_20180124.pdf.

The proposed changes have been provided to SEIU for its review.

This item is being placed on the consent calendar. However, should the Board wish to discuss one or more of these policy changes, they may be removed from the consent calendar for discussion.

RECOMMENDATION

Staff recommends that the Board approve the attached proposed revisions to the Law Library Employee Handbook and Personnel Policies Manual.



Reason for Change	Policy/Description of Change
Revised for clarity on definition of sexual harassment.	<p>having custody of one (1) or more children [...]"</p> <p>6.3 Harassment (CA):</p> <ol style="list-style-type: none"> Under "Harassment may include [...], modified language to read: "Sexual harassment ..., <u>or other verbal or physical conduct</u> [...]. <u>This includes a broad spectrum of conduct, including harassment based on sex; gender, transgender, and sexual orientation (meaning one's heterosexuality, homosexuality, or bisexuality); and pregnancy, childbirth, or related medical conditions.</u>"
Updates to protected categories	<p>3.1 Equal Employment Opportunity: 06/08/17</p> <ol style="list-style-type: none"> Revised to correct list of protected categories for <u>California</u> as follows: "The Library is committed to providing equal employment opportunities to all employees and applicants without regard to [...] <u>transitioning status,...</u> <u>military and</u> veteran status, marital status, registered domestic partner status, <u>protected medical condition, holding or presenting a driver's license issued under Cal. Vehicle Code Section 12801.9,</u> or any other protected <u>status in accordance with all applicable federal, state, and local laws.</u>" <p>6.3 Harassment (CA): 06/08/17</p> <ol style="list-style-type: none"> Added new protected category to same paragraph: "[...] sexual orientation, <u>transitioning status,</u> [...]"
Compliance	<p>16.1 Driving in Company Business:</p> <ol style="list-style-type: none"> Revised to include: smartphones, laptops, pagers, electronic tablets, <u>or</u> GPS devices."

MEMORANDUM

DATE: January 24, 2018

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Marcelino Juarez, Finance Manager

RE: Approval of Financial Audit RFP

The Law Library has issued the attached Request for Proposals for financial audit services. Although the Law Library has been pleased with the service and quality of work of its present auditors, proposals have not been solicited in a number of years. Staff believes it is prudent and appropriate to engage in an open proposal process and obtain bids periodically to ensure quality and value. No action on the part of the Board is required at this time. Staff expects to present a recommendation for award of a contract at the May 2018 meeting.



LOS ANGELES COUNTY LAW LIBRARY

REQUEST FOR PROPOSALS FOR FINANCIAL AUDIT SERVICE

January 2018

I. INTRODUCTION & BACKGROUND

The Los Angeles County Law Library ("Library") is issuing this Request for Proposal (RFP) to solicit proposals for a contract with a CPA firm to perform its annual financial audit and prepare and submit audit reports together with accompanying management letters.

The Library is a public law library serving judges, attorneys, government officials and the general public of Los Angeles County. The Library is an independent public agency established pursuant to Sections 6300 et seq. of the California Business and Professions Code. The governing body is a seven (7) member Board of Trustees (Board). The Executive Director of the Library is appointed by the Board of Trustees.

Accounting records and financial statements are prepared and maintained by Library staff. The Library's financial statements are prepared on an accrual basis.

II. SCHEDULE & CONTRACT TERM

Proposals in response to this RFP are due by the close of business on March 30, 2018. See Section VI below for detailed information on submitting proposals.

It is anticipated that the Board of Trustees will award a contract no later than their May 23, 2018 Regular Board meeting.

Financial audit reports and management letters will be due in accordance with the following anticipated schedule:

Date	Description/Action
June 30	End of fiscal year
July 30 – Sep 30	Audit field work according to agreed schedule
October (10)	Issuance of reports and letters to Library
October (24)	Presentation of financial audit to Board of Trustees

III. CONTACT WITH LIBRARY PERSONNEL

All contact and questions on the content or intent of this RFP or on procedural matters regarding proposals must be in writing and may be mailed, e-mailed or faxed to:

Marcelino Juarez
Finance Manager
301 W First St.
Los Angeles, CA 90012
mjuarez@lalawlibrary.org
213-680-1727 (fax)

If it is discovered that the firm contacted and received information from any Library personnel, other than the person specified above, regarding this solicitation, Library, in its sole determination, may disqualify their proposal from further consideration.

IV. STATEMENT OF WORK

The purpose of this RFP is to solicit proposals for financial audits of the Library beginning with fiscal year, July 1, 2017 to June 30, 2018; preparation and submission of audit reports and accompanying management letters, as required, and a presentation of all financial audit reports and management letters to the Board of Trustees at a Regular meeting of the Board of Trustees as specified in the schedule under section II of this RFP.

A. General information regarding the Statement of Work

The examination of the Library's financial statements shall be conducted in accordance with Generally Accepted Auditing Standards (GAAS), standards set by the Governmental Accounting Standards Board (GASB), and Generally Accepted Accounting Principles (GAAP).

1. The audit must include all Library funds and fund accounts governed by the Board of Trustees.
2. The CPA firm must have a good understanding of all statements of governmental accounting standards issued by the Governmental Accounting Standards Board (GASB) including statement no. 68 (*Accounting and Financial Reporting for Pensions*) and statement no. 75 (*Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*). Additionally, CPA firm must prepare required year-end journal entries derived from Library provided actuarial valuations.
3. No additional work will be compensated unless there is a written agreement identifying the scope of that additional work and signed by both parties.

B. Contract Deliverables

The selected firm must deliver fifteen (15) copies of the final financial audit report and management letter two weeks prior to the presentation of the said reports to the Board of Trustees in accordance with the schedule in section II of this RFP.

The Reports and the Letters shall be addressed to:

**Board of Law Library Trustees
Los Angeles County Law Library
301 West First Street
Los Angeles, CA 90012-3140**

1. Details regarding Reports on Examination of Financial Statements
 - a. The reports shall set forth the scope of the examination, together with an opinion.
 - b. The reports shall include the financial statements customarily associated with reports of governmental units.
 - c. The reports shall include such explanatory footnotes as considered necessary to disclose all material items.

2. Details regarding Management Letters
 - a. Management letters shall include material findings and recommendations for improvement resulting from the survey of systems of internal control conducted as part of the examination.
 - b. Management letters shall include material findings and recommendations for improvements in accounting system that were noted during the conduct of examination.
 - c. Management letters shall include material findings and noncompliance with laws and regulations coming to the attention of the firm during the course of the examination.
 - d. Management letters shall include any other material items coming to the attention of the firm during the conduct of the examination.

3. Details regarding Presentation

A representative of the company will make a public presentation of the financial audit report, management letter, and any optional recommendations to the Board of Trustees at a regular meeting of the Board of Trustees in accordance with the schedule under section II of this RFP and be available to answer questions from the Board of Trustees and the Executive Director at that time.

C. Library Support and Obligations

The Library will provide assistance in locating and obtaining required records, documentation, supporting information and listings.

The Library will provide sufficient, secure space in which the audit staff can work and free access to the Library's parking garage.

V. CONTENTS OF PROPOSAL

Submitted proposals must address the areas identified in Parts A and B of this Section.

- Part A Statement of Work
Part B Costs Associated with the Statement of Work

A. Statement of Work

1. Company Organization and Contact Information

Interested and qualified firms should provide the following:

- a. Identify the name, address, telephone, fax numbers.
- b. If established, provide the address of the company web site.
- c. Provide the name, title, telephone number and email address of the person or persons authorized to represent the company in the proposal process.
- d. If different from your response in number 3, provide the name, title, telephone number and email address of the person designated as the company contact.

2. Minimum Mandatory Requirements

a. The firm must have sufficient background and experience providing auditing, tax and management consulting services to government organizations. Firms should provide the following:

1. A statement of the company's background and experience providing auditing, tax and management consulting services for government organizations and or non-profit organizations.
2. References for similar work performed for other government or non-profit organizations.
3. Identify appropriate, current licenses.

b. The individual(s) assigned to perform the work for this contract must be qualified to perform an audit of a government unit, and auditing in general. Firms should provide the following:

1. A statement identifying the lead person(s) for this project and provide a description of their background, particularly noting similar assignments, specialized expertise or experience with government organizations.
2. A statement identifying all key personnel assigned to this project, their names and participation level. Provide a summary of each person's background, particularly noting similar assignments, specialized expertise or experience with government organizations.
3. If applicable, a statement identifying all subcontractors who will be used and the work to be performed by them. Provide a summary of each person's background, particularly noting similar assignments, specialized expertise or experience with government organizations.

3. Work to be Performed

State the approach to the audits, including the objective(s) and scope of work to be performed. Firms should provide the following:

- a. Identify the phases and work performed within each phase.
- b. Identify each milestone.
- c. Identify each person involved in each phase and the level and type of work to be performed.
- d. Provide the approximate amount of time required to complete each phase.

4. Retention of Working Papers

Include a statement acknowledging that if your company is awarded a contract, you will retain the audit work papers and related audit reports for a minimum period of five (5) years.

5. Additional Data

Provide other essential data that may assist in the evaluation of your company's proposal.

B. Costs Associated with the Statement of Work

The firm shall propose a fixed fee for completion of the identified scope of work which shall remain firm and fixed for the audit of fiscal year 2017-18. The firm shall propose a maximum permissible annual increase in the fixed fee for completion of the identified scope of work for the audits of fiscal years 2018-19 and 2019-20, in the absence of any material changes to GASB or Library operations that impact audit cost.

Proposals must also include cost sheets that address the following:

1. Financial Audit & Management Letter

- a. Labor: For each person assigned to the project, identify the approximate number of hours they will devote to the project and their hourly rate.
- b. Subcontractor Costs: Identify subcontractors by name, list their cost per hour or per day, and the number of hours or days their services will be used.
- c. Travel Costs: The Library will not reimburse travel costs.
- d. Miscellaneous Costs: Identify any miscellaneous costs or expenses that will be charged to the project. Any applied discounts or surcharges must be clearly identified.
- e. Summary: Summarize the total number of hours, subcontractor costs and miscellaneous costs.
- f. Maximum Fee: A maximum fee amount (not to exceed amount) must be clearly stated.

VI. PROPOSAL SUBMISSION AND RFP AMENDMENTS

A. Adherence to requirements, cancellation of RFP, and rejection of all or some proposals.

All proposals must be submitted in accordance with the requirements outlined in this RFP. Failure to adhere to these specifications may be cause for rejection of proposal. The Library may, at its sole discretion, reject any or all proposals submitted in response to this RFP. The Library may, at its sole discretion, cancel this RFP at any time. The Library shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. The Library reserves the right to waive inconsequential disparities in a submitted proposal.

B. Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

C. Signature

Proposals must be signed by an authorized representative of the company.

D. Number of Copies

The company shall submit ten (10) complete copies of the proposal.

E. Due Date and Method of Delivery

All proposals must be received by close of business on **March 30, 2018** and be directed to:

Sandra J. Levin
Executive Director
Los Angeles County Law Library
301 West First Street
Los Angeles, CA 90012-3140

Any correction or resubmission provided by the company will not extend the submittal due date.

F. Amendments to the RFP

The Library has the right to modify the RFP by written addendum up until three (3) days before the proposals are due. It is the Proposer's responsibility to obtain all addenda relating to this RFP. The Library will provide all addenda relating to this RFP to those individuals or entities that Library records indicate has received copies of this RFP.

G. Notice to Proposers Regarding the Public Records Act

All proposals become the exclusive property of the Library. All proposals are subject to the California Public Records Act and when a recommendation to award a contract appears on the Board of Trustee's agenda, all such proposals submitted in response to this RFP become a matter of public record. The Library shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law.

H. Modifications or Withdrawals of Responses

Amendments may be submitted until the deadline for the RFP. Proposals may be withdrawn until the deadline for the RFP. After the deadline, proposals are only revocable with the consent of the Library.

VII. PROPOSAL EVALUATION AND SELECTION

The Library reserves the right to review, evaluate and select the successful proposal submitted pursuant to this RFP. The selection process will begin after the due date for Proposals on May 30, 2018.

Evaluation of the proposals will be made by Executive Director to determine the most overall qualified, cost-effective and responsive firm. The Executive Director will recommend a firm to the Board of Trustees and negotiate a contract for consideration, approval and award by the Board of Trustees. If a satisfactory contract cannot be negotiated or approved, the Library may, at its sole

discretion, begin contract negotiations with the next qualified firm, as determined by the Library. The recommendation to award a contract does not and cannot bind the Board of Trustees to award a contract to any prospective firm.

VIII. AWARD OF THE CONTRACT

Award of the contract will be made upon approval of the Board of Trustees at a Regular Board meeting. All firms submitting proposals will be notified of the Board's action.

The final contract shall consist of terms and conditions consistent with this RFP and the selected proposal as well as terms including, but not limited to, the following:

A. Indemnification and Insurance

Firm shall indemnify, defend and hold harmless the Library, its officers, employees, and agents from and against any and all liability, including, but not limited to, demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees) arising from or connected with the Contractor's acts and/or omissions arising from and/or relating to the contract.

The Contractor shall procure, maintain, and provide to the Library proof of insurance coverage for all the programs of insurance along with associated amounts.

B. Conflict of Interest

No Library employee whose position at the Library enables him/her to influence the selection of a Contractor for this RFP, or any competing RFP, nor any spouse or economic dependent of such employees, shall be employed in any capacity by a firm or have any other direct or indirect financial interest in the selection of a firm.

IX. PAYMENT OF FEES

Payment will be made following completion of the work, submission of the required audit report and management letter and presentation to the Board of Trustees. The Library may consider a progress payment if the work is in accordance with the proposed schedule of phases and milestones.

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Approval of Voluntary Compliance with AB 1887
- 4.2 Approval of Revised Job Description for Library Associate

MEMORANDUM

DATE: January 24, 2018

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Voluntary Adoption of Travel Ban Under AB 1887

INTRODUCTION

The State of California has adopted a policy prohibiting state agency or state-funded travel to venues that gender-discriminatory laws or regulations. As a local government agency not receiving state funding for travel, the Law Library is not directly constrained by the law. However, the Board is asked to determine whether the Law Library should voluntarily follow the state’s policy prohibiting travel to such venues.

DISCUSSION

Although the Law Library’s budget for professional development is limited, it does include some funding for travel to conferences outside of California, especially when Law Library staff are speaking on panels or presenting sessions. In particular, Law Library sends representatives to attend the AALL national conference each year, the Self Represented Litigant Network national conference most years and the Equal Justice Conference occasionally.

The California Legislature adopted AB1887, imposing limits on the use of state funds to pay for travel to certain states. AB 1887 states that:

“A state agency, department, board, authority, or commission, including an agency, department, board, authority, or commission of the University of California, the Board of Regents of the University of California, or the California State University, and the Legislature shall not do either of the following:

- (1) Require any of its employees, officers, or members to travel to a state that, after June 26, 2015, has enacted a law that voids or repeals, or has the effect of voiding or repealing, existing state or local protections against discrimination on the basis of sexual orientation, gender identity, or gender expression or has enacted a law that authorizes or requires discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression, including any law that creates an exemption to antidiscrimination laws in order to permit discrimination against same-sex couples or their families or on the basis of

sexual orientation, gender identity, or gender expression.

(2) Approve a request for state-funded or state-sponsored travel to a state that, after June 26, 2015, has enacted a law that voids or repeals, or has the effect of voiding or repealing, existing state or local protections against discrimination on the basis of sexual orientation, gender identity, or gender expression, or has enacted a law that authorizes or requires discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression, including any law that creates an exemption to antidiscrimination laws in order to permit discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression.”

<https://oag.ca.gov/sites/all/files/agweb/pdfs/ab1887/ab-1887-text.pdf>. AB 1887 also tasks the Attorney General with developing and posting a list of states that have enacted such discriminatory laws. That list has expanded over time, and now includes venues such as Texas, where many conferences have historically been held. <https://oag.ca.gov/ab1887>.

The language of the statute does not appear to apply to County Law Libraries since they are independent, local agencies, not state agencies. Similarly, funded or reimbursed travel by Law Library employees should not be considered “state-funded” since the state does not pay for the travel – or even provide general funding for County Law Libraries. However, the travel ban is fairly new and there is no interpretive law addressing whether special districts or other local agencies who receive funds pursuant to state law are subject to the prohibition.

Other local agencies (including the County of Los Angeles) have stated that although the travel ban does not apply to them, they intend to follow it, showing support for the State’s effort and the policy goal of declining to support states with discriminatory laws and practices.

At this point in time, staff has no plans to attend, and is not aware of, any relevant conferences scheduled to be held in prohibited venues. In 2018, the conferences at which we regularly present or are represented (AALL, Equal Justice, SRLN) are not being held in states on the banned list. We do not yet know the venues for 2019.

The decision whether or not to follow AB 1887 is a policy decision and the Board is asked to provide direction.

OPTIONS:

1. Voluntarily comply with AB 1887;
2. Defer the decision; or
3. Develop and adopt a different policy regarding permissible travel venues.

RECOMMENDATION:

The Executive Director recommends that the Board approve Option 1, voluntary compliance with the travel prohibitions of AB 1887.

MEMORANDUM

DATE: January 24, 2018

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Revised Job Description for Library Associate

INTRODUCTION AND SUMMARY

The Law Library created a new Library Associate position within the Public Interest unit of Patron Services at the beginning of the 2018 fiscal year. (The position was part of a restructure that used funds from the elimination of other pre-existing positions.) That position has now been filled and the Law Library therefore currently has two Library Associates.

However, the job description for the Library Associate in the Public Interest unit requires an update to a) better align with the job duties of this new position as it has now been implemented and integrated into the department; and b) better align with the job description of the existing Library Associate position in the Legal Education unit of Patron Services. Staff recommends a single job description for the position of Library Associate, irrespective of the unit of the Patron Services department to which the employee is assigned.

Accordingly, the attached proposed job description merges and combines the two prior (differing) Library Associate job descriptions into one that applies to both positions. The attached combined job description now reflects the duties required in this position, overall, including the administrative, public service and outreach support components of the library associate position.

OBJECTION BY SEIU

In informal discussions, SEIU has expressed an objection to the proposed job description, stating that librarians should assist patrons at the Reference Desk and requesting that all mention of providing service to patrons at the Reference Desk be eliminated from the Library Associate job description. In fact, SEIU requests that only Reference Librarians be allowed to interact with patrons at the Reference Desk.

BACKGROUND AND DISCUSSION

Patrons submit a broad range of questions and requests to the Law Library. Some require the expertise and training of a law librarian to respond adequately; however, many do not. For example, many requests are simply to locate a specific book or print



resource, locate an online resource, obtain basic information about the services available at the Law Library or search the catalog (in addition to those requesting directions to the restrooms, the courthouse, a notary or other non-substantive inquiries).

A variety of non-librarians currently provide service at the Reference Desk at the Main Library: library school interns; law school interns; Branch Assistants; Library Associates; and occasional contract personnel. (Some contract personnel are librarians, while others are not.) In the past, other non-librarians have also provided direct patron service at the Main Library: Library Clerks; Library Associates; the Collection Maintenance Supervisor and the Stacks and Shelving Supervisor. Moreover, Branch Assistants have provided direct patron service at the remote locations for more than 30 years and they are not reference librarians.

Current practice is to have three staff members at the Reference Desk during normal hours. (We operate on reduced staffing on Tuesday evenings, part of Saturday and occasionally during the week when absences affect our ability to maintain service levels.) Each shift must include at least one Reference Librarian and generally, each shift includes at least two Reference Librarians.

Non-librarians are trained and instructed to answer only basic reference questions and to seek assistance from a Reference Librarian for research questions or complex tasks. Non-librarians may prepare a first draft response to an email research request, but may not send it to a patron until it has been reviewed by a Reference Librarian. Non-librarians at the desk also support the Reference Librarians on shift by assisting in locating resources when requested (e.g., a Reference Librarian might work with a patron to identify the most suitable resource and then ask a non-librarian on shift to assist the patron in locating that identified item).

Similarly, Branch Assistants and others serving at the remote locations are trained to refer more complex questions to the Main Branch, either by facilitating a phone or email contact from the remote location or by referring the patron to the Main Branch for more in depth research.

The use of non-librarians at the Main Reference Desk thus serves multiple goals:

1. It reduces wait time for patrons by allowing the Library to maintain three staff members for most shifts;
2. It allows the librarians to focus their higher level of expertise and experience on higher level problems and inquiries;
3. It provides training and career development for non-librarians who are able to observe and experience how high-level, professional law librarians interact with patrons; and
4. It provides exposure and familiarity for those who work at our remote locations as to what resources are available at Main, what types of service are available at Main and which personnel have expertise in which areas of the Collection, thereby facilitating better referrals.

Library Associate Position:



In 2009 the Library Associate position was first created and, based upon agreement with SEIU, a job description was created (attachment 1) and the Library Associate was added to the MOU as a represented position in its own, new classification. That first Library Associate position focused on foreign law materials and the job description expressly included such tasks as “directs users to requested foreign and international legal publications” and “assists with routine, quick reference questions posed by users of foreign and international legal materials (the public and staff).”

The Library Associate position focused on foreign law no longer exists, but there have been other Library Associates over the years. Currently, the Law Library has two Library Associate positions: one whose area of focus is in assisting our Member patrons; and another whose area of focus is in Public Interest. The job description for the latter (attachment 2) was approved by the Board on June 14, 2017 in conjunction with the budget and states that the duties include “backup and infill coverage at public counters as needed” and “provides regularly scheduled coverage of Reference Desk.” (No comment was received from SEIU or staff at the time.)

The revision to the Library Associate job description currently being proposed (attachment 3) is to consolidate the two Library Associate job descriptions into one. In general, the Law Library has been working on reducing the number of individualized job descriptions so that each job title has one job description. (Note that despite progress on this issue there still remain some titles with multiple descriptions.)

The proposed revision clarifies the distinction between the nature of the duties performed by Library Associates at public counters and those performed by Reference Librarians. It clarifies that direct patron services at public counters are “at a level appropriate to the Associate’s skills and experience” and include “locating materials, directing patrons to resources, supporting branch and partnership locations or providing circulation services.” It also adds that Library Associates “refer users to Reference Librarians for additional help in locating and using needed resources.”

In each of these iterations of the Library Associate job descriptions, the public counter support function is only one of many duties. The majority of the duties are administration and support of other operations and programming.

Comparison to the Duties of a Librarian:

There are a number of librarian job descriptions, depending upon the focus of the position. All have certain common duties in the areas of Reference Assistance to Library Users, Training and Outreach, Collection Development and Other Responsibilities such as library-wide projects and programs. The Librarian job description focusing on Reference and Research is attached (attachment 4) and includes the following:

Reference Assistance to Library Users

- Conducts complete reference interviews to determine appropriate print and electronic resources to meet user requests.
- Performs both immediate reference and in-depth research searches; refers users to other resources as appropriate.



- Directs users to requested publications; assists users with both print and electronic resources.
- Provides instruction and guidance for use of library catalog, legal databases, legal research methodology and procedures.
- Responds to in-library, phone, mail, email and live-chat reference questions.
- Develops and maintains pathfinders, bibliographic resources and research guides.

Training and Outreach

- Participates in the development of training programs; designs new classes.
- Teaches classes and updates class materials for both legal and general public users.
- Participates in professional seminars, workshops, and lectures.
- Gives library tours to the public and school groups.
- Participates in orientation and training of new staff members and non-professional staff.
- Travels weekly or as assigned to a branch or partnership library to provide on-site reference and research services.

Collection Development

- Reviews print and electronic materials in assigned subject areas and makes recommendations for additions, deletions and enhancements to the collection.
- Analyzes subject areas of the collection as assigned and prepares comparative data.
- Participates in collection development meetings.

Other Responsibilities

- Participates in library-wide projects and programs.
- Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.
- Attends professional programs, activities and conferences.
- Assists other reference and research services staff as required.
- Other duties as required.

Other librarian job descriptions include additional specific areas of expertise and duties such as budget, public interest programming or management of MCLE programs. Managing Librarians (who supervise non-librarian staff) and Senior Librarians (who supervise other librarians) also have identified supervisory duties. As a result, the overlap between the duties of a Library Associate and those of a Librarian is not complete, or even substantial.

Conclusions:

Library Associates (under either the current iteration of the job descriptions or the proposed revision) are tasked with providing limited, direct patron service, including at the public counters. This is not a new function. Moreover, there are ample and



adequate policy reasons to maintain staffing in this manner. The proposed revision to the job description further clarifies the respective roles of Librarian and Library Associate as well as efficiently merging the two Library Associate job descriptions into one.

RECOMMENDATION

Staff recommends that the Board approve the attached, updated job description for Library Associate, superseding any prior job descriptions for the position.



LA LAW LIBRARY JOB DESCRIPTION

Title: Library Associate

Focus: Foreign & International Legal Materials

Reports to: Senior Librarian, Foreign & International Law

Positions Supervised: None

FLSA Status: Non-Exempt, Salary Grade 4

Effective Date: November 14, 2009

Schedule/Hours: Monday – Friday (8:30am – 5:00pm)
May occasionally be required to work a variable schedule to support Library operating hours and programs

Position Summary

Under the direction of the Senior Librarian, International & Foreign Law, maintains the Library's foreign and international materials subscription and standing order records insuring timely receipt, claims and payment of invoices. May assist the Senior Librarian in responding to the Library's diverse group of users (attorneys, librarians, students, self-represented litigants, and the general public) who seek access to foreign and international legal materials and information.

Responsibilities and Duties

The Library Associate responsibilities are divided into six (6) categories: Recording Materials, Claiming, Process Invoices, Creating or Updating Records, Assistance to Library Users and Collection Maintenance. These activities are performed under limited supervision. Many of the process are performed in accordance with procedures established in Collection Management Services (CMS).

Record Foreign & International Materials

- Receives issues, pocket parts and other similar updates utilizing the library's Integrated Library System (ILS)
- Updates Marc holdings when appropriate
- Revises other library files associated with materials record keeping
- Consults with Sr. Librarian, Cataloging, for direction on non-routine revisions involving bibliographic and holding records
- Gather and organize information and recommend solutions to problems arising from serials check-in process; communicate that information to Sr. Librarian, Acquisitions/Serials

Claiming Foreign & International Materials

- Generates and records claims in the ILS
- Transmits and monitors claims to make sure material is received, exercising judgment to resolve problems
- Revises the component data to assure accurate system prediction

Process Invoices for Foreign & International Materials

- Confirms receipt of material in our ILS
- Creates invoices in our ILS if not received electronically
- Communicates with vendors to resolve any discrepancies in invoices and statements
- Verifies information on invoices, adds budget codes and forwards invoices to Senior Director, Library Operations approval for payment
- Processes payment data

Create or Update Foreign & International Materials Records

- Works with appropriate CMS staff to update purchase orders; change bibliographic records; and process record closures as required
- Creates or re-links item records as needed
- Handles vendor correspondence; works with CMS to update vendor records as needed
- Search foreign & international law library catalogs and publishers web sites to verify publication status, costs, etc. to provide data for acquisitions and routine problem solving

Assistance to Library Users of Foreign & International Materials

- Directs users to requested foreign and international legal publications and retrieves materials from stacks as needed
- Assists with routine quick reference questions posed by users of foreign and international legal materials (the public and staff)
- Participates in general reference training programs

Collection Maintenance

- Analyze subject areas of the foreign and international law collection as assigned
- Assist in missing book activities
- Maintains statistical records requested by Acquisitions/Serials and reports those statistics to Senior Librarian, Acquisitions/Serials
- Provides direction for filing of foreign and international loose-leaf services and continuations

Other Responsibilities

- Assist in revising tasks performed
- Participate in orientation and training of new staff members
- Maintain proficiency in the Library's ILS as upgrades are introduced
- Other duties as required

Position Qualifications

Position Qualifications

Required

- BA with course work emphasis in Libraries or related field; any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities with foreign and international legal materials

- Five (5) years law library foreign and international serials experience
- Working knowledge of at least three (3) languages
- Aptitude for complex, analytical, detailed work
- Effective written and oral communication skills

Preferred

- Direct contact experience with foreign and international publishers and vendors
- Ability to work independently, exercising independent judgment
- Ability to work as part of a team, across divisional lines
- Demonstrated work in a public office setting with a professional and courteous demeanor
- Familiarity with Microsoft office software

Work Environment

Will be working in a busy office environment. Must be able to move between library offices and stack areas.

Physical Abilities Required

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

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director, Library Operations	Date
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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LA LAW LIBRARY JOB DESCRIPTION

Title:	Library Associate
Department:	Patron Services
Focus:	Administrative Support & Coordination
Reports to:	Managing Librarian, Public Interest
Position(s) Supervised:	None
FLSA Status:	Nonexempt
Salary Grade:	4
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

Under the direction of the Managing Librarian, Public Interest, this position provides planning, implementation, outreach and administrative support for the public interest activities of the department. This position also provides back up and infill coverage at public counters as needed.

Responsibilities and Duties

The Library Associate responsibilities are divided into four (4) categories: Program Development; Outreach; Administrative; Public Counter Support and other responsibilities. These activities are performed under limited supervision and employ proactive thinking, sound judgment and diplomacy.

Program Development and Support

- Participates in the identification, planning and implementation of programs and instructional services provided to underserved and unrepresented populations.
- Participates in the planning and establishment of goals and objectives for events, classes, clinics and workshops, with respect to budgets, speakers, facilities, technology, equipment, logistical requirements, promotion, partner identification and other related issues.
- Assists in the design and development of new public interest programs and events that not only serve underserved and unrepresented populations but also attract new public interest partners and engage and retain existing partners.
- Assists in event preparation, including registration set-up, day-of logistics and volunteer recognition.
- Develops and prepares statistics and other special reports.
- Coordinates preparation of promotional collateral including flyers and website postings.

Outreach and Development

- Participates in the identification of possible public interest partnerships and opportunities for joint collaboration.
- Generates prospective partner and volunteer attorney leads through a variety of sources including the Internet, direct leads and existing Library programs.
- Communicates with community partners to promote volunteer opportunities.
- Develops and updates prospect lead spreadsheets for bar associations, pro bono point persons, public interest fellows and other prospective leads.
- Coordinates preparation of recruitment collateral materials.
- Assists with volunteer recruitment including emailing of opportunities and monitoring of sign-up status.
- Assists with development and coordination of volunteer recruitment collateral; maintains inventory of materials as necessary.

Administrative

- Maintains and updates Library's self-help wall; maintains corresponding inventory.
- Coordinates mass mailing of print material packets.
- Monitors and coordinates accounting activities as appropriate.
- Responds to inquiries, prioritizes requests, and consults with the Managing Librarian, Public Interest, on non-routine issues and activities.

Public Counter Support

- Travels weekly or as assigned to branch or partnership locations to provide on-site reference, instructional and research services.
- Provides regularly scheduled coverage of Reference Desk.
- Assists with the planning, development and implementation of public interest programs in remote locations.

Other Responsibilities

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

Position Qualifications

Required

- BA with course work emphasis in Libraries or related field; any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities associated with coordinating and supporting library administrative work
- Computer literacy required (MS Office, including Excel, and Google Docs)
- Aptitude for complex, analytical, detailed work and schedule management
- Interest in outreach and promotion of new and innovative program ideas
- Desire and ability to work independently without constant supervision

- Effective written and oral communication skills
- Experience working directly with the public
- Ability to work as part of a team, across divisional lines

Preferred

- Experience working in a public library
- Library degree or currently enrolled in graduate program in Library Science
- Proficiency in Spanish
- Ability to work independently, exercising independent judgment
- Demonstrated work in a public office setting with a professional and courteous demeanor
- Demonstrated commitment to service and social justice

Work Environment

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

Physical Abilities Required

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

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director	Date
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date

Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or



skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature _____ Date _____

Print Name _____

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

LA LAW LIBRARY JOB DESCRIPTION

Title:	Library Associate
Department:	Patron Services
Focus:	Administrative Support & Coordination
Reports to:	Managing Librarian
Position(s) Supervised:	None
FLSA Status:	Nonexempt
Salary Grade:	4
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

Under the direction of the designated Managing Librarian, this position provides planning, implementation, outreach and administrative support for the activities of the designated unit of the Patron Services department. This position also provides some backup and infill coverage at public counters as needed.

Responsibilities and Duties

The Library Associate responsibilities are divided into four (4) primary categories: Program Development; Outreach; Administrative; and, Direct Patron Services and other responsibilities. These activities are performed under limited supervision and employ proactive thinking, sound judgment and diplomacy.

Program Development and Support

- Participates in the identification, planning and implementation of programs and instructional services provided to specific patron groups
- Assists in the design, development and enhancement of educational programs and events that serve specific patron groups and also attract new public interest partners and engage and retain existing partners
- Assists in the execution and delivery of programs and services Coordinates preparation of promotional collateral including flyers and website postings
- Assists in event planning and execution, including registration, logistics, set-up, day-of support and staffing

Outreach and Development

- Participates in the development of library partnerships and opportunities for joint collaboration
- Supports partnerships with outside organizations to enhance services for specific audiences.

- Assists in coordination and implementation of outreach related activities aimed at current and potential speakers and partnering organizations

Administrative

- Compiles and archives statistics and assists with the development of special reports
- Coordinates support staffing to ensure seamless coverage of services provided to patrons participating in library programs
- Maintains and updates designated program-related administrative documents and records
- Conducts administrative-related communications with specific patron constituents, program providers and partners
- Participates in development and implementation of strategic plans and documentation of objectives and projects
- Participates in the tracking of best practices for the administrative operations of specific Patron Services units and recommends solutions to issues arising from unit operations

Direct Patron Services

- When requested, provides public counter service at a level appropriate to the Associate's skills and experience, including locating materials, directing patrons to resources, supporting branch and partnership locations or providing circulation services
- Refers users to Reference Librarians for additional help in locating and using needed resources
- Responds to patron inquiries and prioritizes requests, consulting with the designated Managing Librarian as needed
- Assists with the development and preparation of materials and programs for Spanish and other non-English language speakers

Other Responsibilities as assigned

- Participates in orientation and training of new staff members.
- Participates in library-wide projects and programs.
- Provides public counter support and services
- Other related duties as required.

Position Qualifications

Required

- BA with course work emphasis in Libraries or related field; any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities associated with coordinating and supporting library administrative work
- Computer literacy required (MS Office, including Excel, and Google Docs)
- Aptitude for complex, analytical, detailed work and schedule management
- Interest in outreach and promotion of new and innovative program ideas
- Ability to work independently, exercising independent judgment
- Effective written and oral communication skills

- Experience working directly with the public
- Ability to work as part of a team, across divisional lines

Preferred

- Experience working in a public library
- Proficiency in Spanish
- Library or law degree
- Demonstrated work in a public office setting
- Demonstrated commitment to service and social justice

Work Environment

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

Physical Abilities Required

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

Approvals

Immediate Supervisor

Date

Senior Director

Date

Human Resources

Date

Executive Director

Date

Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or

skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature _____ Date _____

Print Name _____

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

LA LAW LIBRARY JOB DESCRIPTION

Title:	Librarian
Department:	Patron Services
Focus:	Reference & Research
Reports to:	Senior Librarian, Reference & Research
Position Supervised:	None
FLSA Status:	Exempt
Salary Grade:	5
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

Under the direction of the Director of Patron Services, zealously provides quality reference and instructional service to the Library's diverse group of users that includes individuals from the legal and public communities. Handles and coordinates collection development in assigned areas. Designs and presents public classes and prepares collateral instructional materials. Continually works to ensure quality reference service through participation in educational programs, workshops, seminars, and self-study.

Responsibilities and Duties

Core Responsibilities and Duties:

Reference Assistance to Library Users

- Conducts complete reference interviews to determine appropriate print and electronic resources to meet user requests.
- Performs both immediate reference and in-depth research searches; refers users to other resources as appropriate.
- Directs users to requested publications; assists users with both print and electronic resources.
- Provides instruction and guidance for use of library catalog, legal databases, legal research methodology and procedures.
- Responds to in-library, phone, mail, email and live-chat reference questions.
- Develops and maintains pathfinders, bibliographic resources and research guides.

Training and Outreach

- Participates in the development of training programs; designs new classes.
- Teaches classes and updates class materials for both legal and general public users.
- Participates in professional seminars, workshops, and lectures.

- Gives library tours to the public and school groups.
- Participates in orientation and training of new staff members and non-professional staff.
- Travels weekly or as assigned to a branch or partnership library to provide on-site reference and research services.

Collection Development

- Reviews print and electronic materials in assigned subject areas and makes recommendations for additions, deletions and enhancements to the collection.
- Analyzes subject areas of the collection as assigned and prepares comparative data.
- Participates in collection development meetings.

Other Responsibilities

- Participates in library-wide projects and programs.
- Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.
- Attends professional programs, activities and conferences.
- Assists other reference and research services staff as required.
- Other duties as required.

Position Qualifications

Required

- Master's Degree in Library Science from an ALA accredited institution.
- 1-2 to years of Law library experience.
- Knowledge of professional law librarianship concepts, principles, and practices.
- Effective written and oral communication skills.
- Ability to work both independently and as part of a team.
- Ability to work at a busy reference desk with a professional and courteous demeanor.
- Ability to use computers and computer databases.

Preferred

- Law Firm or Corporate Law Library experience.
- Advanced degree in law, judicial administration, political science, business or history.
- Familiarity with collection development policies.
- Familiarity with standard of legal databases.
- Knowledge of social media use in libraries

Work Environment

Will be working in an office environment and in reference public service counter areas.

Physical Abilities Required

- Lifting ability: Light, under 15 lbs. on a regular basis. Up to 50 lbs. on an occasional basis.
- May require bending, stooping, reaching.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director	Date
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date

Statement of Employee

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

Signature _____ Date _____

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AGENDA ITEM 5

CLOSED SESSION

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