

AGENDA

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

REGULAR BOARD MEETING

Wednesday, March 24, 2021

12:15 PM

MILDRED L. LILLIE BUILDING TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

Trustees will participate remotely via Zoom.

Members of the Public may listen and participate by joining

Zoom meeting #968 6503 8012 using this link

<https://zoom.us/j/96865038012> or calling (408) 638 0968.

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 may listen to the meeting and offer public comment by joining Zoom meeting #**968 6503 8012** using this link <https://zoom.us/j/96865038012> or calling **(408) 638 0968**. Each member of the public has the right to address the Board on agenda items or on items of interest which are not on the agenda and which are within the subject matter jurisdiction of the Board. Public comments will be taken at the beginning of the meeting as Agenda Item 1.0. Members of the public will be called upon at that time. A member of the public will be allowed to address the Board for a total of three (3) minutes for a single item or a maximum of five (5) minutes for all items unless the President grants more or less time based on the number of people requesting to speak and the business of the Board. When members of the public address the Board on agenda items, the President determines the order in which speakers will be called. Persons addressing the Board shall not make impertinent, slanderous or profane remarks to the Board, any member of the Board, staff or general public, nor utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Board Meeting. The President may order the removal (by muting or disconnection of the telephone line) of any person who disrupts or disturbs the orderly conduct of the Board Meeting.

AGENDA MATERIALS

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

CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the February 24, 2021 Regular Board Meeting
- 3.2 Review of January Financials and List of February Checks and Warrants
- 3.3 Approval of IT Director and Facilities Manager Job Descriptions

4.0 DISCUSSION ITEMS

- 4.1 Approval of Employee Handbook Revisions
- 4.2 Staff Presentation: African American History Month

5.0 CLOSED SESSION

- 5.1 Conference with Labor Negotiator (G.C. 54957.6). *Library Negotiator:* Executive Director, Sandra J. Levin; *Employee Organization:* SEIU Local 721.

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, April 28, 2021.

POSTED FRIDAY, MARCH 18, 2021 @ 2:30 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the February 24, 2021, Regular Board Meeting
- 3.2 Review of January Financials and List of February Checks and Warrants
- 3.3 Approval of IT Director and Facilities Manager Job Descriptions

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

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

February 24, 2021

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, February 24, 2021 at 12:15 p.m. via Zoom 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. All Trustees indicated as present participated by telephone.

ROLL CALL/QUORUM

Trustees Present: Judge Mark Juhas
Judge Michelle Williams Court
Kenneth Klein, Esquire (joined 20 minutes into the meeting)
Judge Dennis Landin
Judge Yolanda Orozco
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
No public comment.

2.0 PRESIDENT'S REPORT
President Juhas announced the recent passing of Daniel Greenburg, spouse to LACLL Trustee Susan Steinhauser. President Juhas expressed deep sympathy and condolences on behalf of the Law Library and the Board of Trustees. President Juhas reminded that the Board meeting would adjourn in memory of Daniel Greenberg and Rose Matsui Ochi, who passed in December of 2020. Rose Matsui Ochi was a 2020 Beacon of Justice recipient.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the January 27, 2021 Regular Board Meeting
- 3.2 Review of December Financials and List of January Checks and Warrants.
- 3.3 Authorization to Bind Workers Compensation Insurance

President Juhas requested a motion to approve items on the Consent Calendar. So moved by Trustee Landin, seconded by Trustee Orozco. The motion was unanimously approved, 5-0.

4.0 DISCUSSION ITEMS

4.1 FY 2020-21 Mid-Year Budget and Financial Forecast

ED Levin summarized the forecasted budget, requesting that the mid-year forecast be adopted as the budget, and that the budget be revised. Judge Orozco asked how do we know the library's finances will be okay. ED Levin replied that the library has healthy reserves. If revenue continues to drop as it has been or if supplemental funding is not provided by the state, then in the longer term, the library would need to take belt-tightening measures. However, those cuts do not need to be made prior to knowing the longer term prospects. It is not expected that revenue will continue to decrease as COVID begins to open up and we transition back into the pre COVID level and staff is optimistic that the state will provide supplemental funding.

President Juhas appointed Trustee Court, Trustee Landin and himself to act as the advisory Budget and Finance Committee for FY2021 (including comments on the FY2022 budget).

President Juhas requested a motion to approve and adopt the attached, projected forecast for FY2021 as the amended budget. So moved by Trustee Orozco, seconded by Trustee Court. The motion was unanimously approved, 5-0.

4.3 Staff Presentation: Business Series (Taken Out of Order)

Managing Librarian for Members Program and Legal Education, Ryan Metheny, presented to the Board of Trustees regarding the current cycle of the Business Series classes. Since the series has transitioned to online classes, the number of registrants had increased significantly. R. Metheny also displayed the flyer being used to market the class series. The series includes 14 classes, over the span of 3 to 4 months. Also mentioned was that the class series is free of charge thanks to continued sponsorship by Pacific Western Bank and the Friends of the Los Angeles County Law Library. R. Metheny also shared a few comments from patrons who attended the classes. Trustees thanked R. Metheny and staff generally for this very helpful program.

No action requested or taken.

4.2 Consideration of Change in Benefits of Executive Director

As part of the comments made during the Executive Directors Performance Evaluation, the Board of Trustees requested that the benefits of Executive Director, Sandra Levin. Trustee Klein recommended that in lieu of a raise or monetary merit bonus for 2020, that the Board approve adding two additional weeks of vacation accrual per year, effective immediately, for 2021 and onward. Trustees expressed approval of ED Levin's performance and the requested additional vacation accrual.

Board Trustee Klein requested a motion to approve two extra weeks of vacation accrual per year, effective immediately and continuing onward. So moved by Trustee Stern, seconded by Trustee Court. The motion was unanimously approved, 6-0.

5.0 CLOSED SESSION

5.1 Conference with Labor Negotiator (G.C. 54957.6). *Library Negotiator:* Executive Director, Sandra J. Levin; *Employee Organization:* SEIU Local 721.

No reportable action was taken on Closed Session Item 5.1.

6.0 AGENDA BUILDING

There were no items for agenda building

7.0 EXECUTIVE DIRECTORS REPORT

No report

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned in memory of Rose Matsui Ochi and Daniel Greenberg at 1:25pm.

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 24, 2021 at 12:15pm.

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

Los Angeles County Law Library

Balance Sheet

As of January 31, 2021

(Provisional and subject to year-end audit adjustments)

	6/30/2020	1/31/2021	YTD
Assets			
Current assets			
Cash and cash equivalents	9,704,362	10,191,142	486,779
Accounts receivable	306,691	155,892	(150,799)
Other receivable	935,930	1,188,278	252,348
Prepaid expenses	287,576	320,977	33,401
Total current assets	11,234,559	11,856,289	621,729
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	5,997,413	6,006,478	9,065
Capital assets, not being depreciated	903,040	909,093	6,052
Capital assets, being depreciated - net	15,954,246	15,553,479	(400,767)
Total noncurrent assets	23,173,168	22,787,519	(385,649)
Total assets	34,407,727	34,643,808	236,080
Deferred Outflows of Resources			
Deffered Outflows of Resources	1,559,140	1,559,140	-
Total assets and deffered outflows of resources	35,966,868	36,202,948	236,080
Liabilities			
Current Liabilities			
Accounts payable	249,615	109,800	(139,815)
Other current liabilities	-	-	-
Payroll liabilities	6,605	6,051	(554)
Total current liabilities	256,221	115,851	(140,370)
Noncurrent Liabilities			
Accrued sick and vacation liability	295,282	245,947	(49,336)
Borrowers' deposit	280,275	259,308	(20,967)
OPEB liability	2,580,670	2,732,339	151,669
Net pension liability	3,330,753	3,330,753	-
Total noncurrent liabilities	6,486,980	6,568,347	81,367
Total liabilities	6,743,201	6,684,198	(59,003)
Deferred Inflows of Resources			
Deffered Inflows of Resources	1,184,693	1,184,693	-
Total liabilities and Deffered inflows of resources	7,927,894	7,868,891	(59,003)
Net Position			
Invested in capital assets	16,857,286	16,462,571	(394,714)
Unrestricted	11,181,688	11,871,486	689,797
Total net position	28,038,974	28,334,057	295,083
Total liabilities and Deffered inflows of resources and net position	35,966,868	36,202,948	236,080

Los Angeles County Law Library
Income Statement for the Period Ending January 31, 2021
(Provisional and subject to year-end audit adjustments)

Jan 20	Jan 2021			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
670,180	596,985	596,985	(0)	0.0%
15,743	5,200	4,444	(756)	-14.5%
54,474	22,050	17,336	(4,714)	-21.4%
32,893	12,322	13,577	1,256	10.2%
773,290	636,557	632,342	(4,215)	-0.7%
451,874	356,298	278,816	77,482	21.7%
55,576	51,200	45,530	5,670	11.1%
165,117	201,592	243,058	(41,467)	-20.6%
(165,117)	(201,592)	(243,058)	41,467	-20.6%
		0		
63,064	88,765	77,756	11,008	12.4%
10,578	15,359	11,425	3,934	25.6%
53,261	5,217	3,976	1,240	23.8%
879	6,500	6,130	370	5.7%
1,672	37	2	35	94.6%
0	0	0	0	0.0%
6,556	2,096	4,307	(2,211)	-105.5%
215,075	215,259	207,514	7,745	3.6%
858,536	740,729	635,457	(105,273)	-14.2%
(85,247)	(104,173)	(3,115)	101,058	-97.0%
36,201	1,667	233	(1,434)	-86.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
(49,046)	(102,506)	(2,882)	99,624	-97.2%
0	0	0	0	0.0%

Summary:

Income

	FY 2019-20 YTD Actual	FY 2020-21 YTD			
		Amended Budget	Actual	\$ Δ	% Δ
L.A. Superior Court Fees	4,758,008	3,664,193	3,664,193	(0)	0.0%
Interest	116,521	37,727	36,970	(756)	-2.0%
Parking	375,500	154,439	149,725	(4,714)	-3.1%
Library Services	364,263	251,478	255,511	4,033	1.6%
Total Income	5,614,291	4,107,836	4,106,399	(1,437)	0.0%

Expense

Staff (payroll + benefits)	2,804,739	2,758,324	2,680,843	77,482	2.8%
Electronic Resource Subscriptions	342,239	340,226	334,556	5,670	1.7%
Library Materials	1,028,794	1,032,697	1,074,164	(41,467)	-4.0%
Library Materials Transferred to Assets	(1,028,794)	(1,032,697)	(1,074,164)	41,467	-4.0%
Facilities	474,297	533,476	522,468	11,008	2.1%
Technology & Data	76,294	89,383	85,449	4,299	4.8%
General	104,708	29,895	28,655	1,240	4.1%
Professional Development	14,691	8,155	7,785	370	4.5%
Communications & Marketing	4,197	64	29	35	54.5%
Travel & Entertainment	82	108	108	0	0.0%
Professional Services	61,058	37,521	39,732	(2,211)	-5.9%
Depreciation	1,522,754	1,482,676	1,474,931	7,745	0.5%
Total Expenses	5,405,059	5,279,827	5,174,555	105,273	2.0%

Net Income (Loss)

Net Income (Loss)	209,232	(1,171,991)	(1,068,156)	103,835	8.9%
Investment Gain (Loss) ¹	89,470	10,499	9,065	(1,434)	-13.7%
Extraordinary Income	0	1,354,174	1,354,174	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	298,702	192,682	295,083	102,401	53.1%

Capitalized Expenditures

Capitalized Expenditures	0	0	0	0	0.0%
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Comments

Los Angeles County Law Library
Income Statement for the Period Ending January 31, 2021
(Provisional and subject to year-end audit adjustments)

Jan 20 Actual	Jan 2021				FY 2019-20 YTD Actual	FY 2020-21 YTD				Comments		
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Δ	% Δ			
Detailed Budget:												
Income:												
670,180	596,985	596,985	(0)	0.0%	15 FIN 303300	L.A. Superior Court Fees	4,758,008	3,664,193	3,664,193	(0)	0.0%	
0	0	0	0	0.0%	15 FIN 311000	Interest - LAIF	4,412	1,399	1,399	0	0.0%	
15,261	5,000	4,306	(694)	-13.9%	15 FIN 312000	Interest - General Fund	108,434	35,090	34,396	(694)	-2.0%	
482	200	138	(62)	-31.2%	15 FIN 313000	Interest - Deposit Fund	3,675	1,238	1,176	(62)	-5.0%	Lower interest revenue due to market volatility and slow interst rate recovery.
15,743	5,200	4,444	(756)	-14.5%		Subtotal	116,521	37,727	36,970	(756)	-2.0%	
Parking:												
54,474	22,050	17,336	(4,714)	-21.4%	39 FAC 330100	Parking	375,500	154,439	149,725	(4,714)	-3.1%	
54,474	22,050	17,336	(4,714)	-21.4%		Subtotal	375,500	154,439	149,725	(4,714)	-3.1%	
Library Services:												
16	20	0	(20)	-100.0%	27 CIRC 330150	Annual Designation Fee	569	686	666	(20)	-2.9%	
16,834	8,944	10,468	1,524	17.0%	25 PS 330140	Annual Members Fee	95,741	61,309	62,834	1,524	2.5%	
2,077	2,090	2,334	244	11.7%	25 PS 330340	Course Registration	18,569	17,115	17,359	244	1.4%	
3,434	7	(873)	(880)	-13195.0%	27 CIRC 330129	Copy Center	26,509	8	(872)	(880)	-11182.2%	Copy center is inaccessible to the public due to ongoing COVID-19 library closure. Includes one-time, unbudgeted, sales tax for CY 2020.
1,517	594	(788)	(1,383)	-232.6%	27 CIRC 330205	Document Delivery	11,003	4,375	2,992	(1,383)	-31.6%	Most requests are free due to COVID-19. Includes, one-time, unbudgeted, sales tax for CY 2020.
2,961	667	833	167	25.0%	27 CIRC 330210	Fines	19,763	3,393	3,559	167	4.9%	
189	0	(59)	(59)	0.0%	15 FIN 330310	Miscellaneous	20,955	19,323	22,041	2,718	14.1%	Includes \$5K COVID relief from the State Fund and \$5.5K charity payment.
5,406	0	0	0	0.0%	39 FAC 330330	Room Rental	12,709	0	0	0	0.0%	No room rentals due to ongoing COVID-19 library closure.
500	0	1,663	1,663	0.0%	23 COL 330350	Book Replacement	1,070	375	2,038	1,663	443.3%	
0	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	17,186	19,895	19,895	0	0.0%	Reflects forfeited accounts inactive for 3 years or more after unanswered notices.
0	0	0	0	0.0%	17 EXEC 330400	Friends of Law Library	125,000	120,000	120,000	0	0.0%	Timing variance.
0	0	0	0	0.0%	25 PS 330420	Grants	0	0	0	0	0.0%	
9	0	0	0	0.0%	15 FIN 330450	Vending	132	0	0	0	0.0%	
(50)	0	0	0	0.0%	39 FAC 330465	Special Events Income	15,056	5,000	5,000	0	0.0%	Decreased sponsorship as a result of COVID-19 online format; offset by decreased expense.
32,893	12,322	13,577	1,256	10.2%		Subtotal	364,263	251,478	255,511	4,033	1.6%	
773,290	636,557	632,342	(4,215)	-0.7%		Total Income	5,614,291	4,107,836	4,106,399	(1,437)	0.0%	
Expenses:												
Staff:												
267,410	190,554	145,622	44,931	23.6%	ALL 501000	Salaries (FT)	1,531,734	1,456,860	1,411,928	44,931	3.1%	
0	(4,456)	0	(4,456)	100.0%	15 FIN 501025	Staff Vacancy Offset (FT)	0	(4,456)	0	(4,456)	100.0%	
31,875	21,946	12,517	9,429	43.0%	ALL 501050	Salaries (PT)	183,770	128,180	118,752	9,429	7.4%	Reflects vacancies and unpaid leaves.
0	(495)	0	(495)	100.0%	15 FIN 501075	Staff Vacancy Offset (PT)	0	(495)	0	(495)	100.0%	
18,970	19,146	11,676	7,470	39.0%	15 FIN 502000	Social Security	98,581	98,357	90,887	7,470	7.6%	Reflects vacancies and unpaid leaves.
4,436	4,602	2,731	1,871	40.7%	15 FIN 503000	Medicare	24,730	24,965	23,094	1,871	7.5%	Reflects vacancies and unpaid leaves.
40,116	35,674	21,622	14,052	39.4%	15 FIN 511000	Retirement	390,368	464,187	450,135	14,052	3.0%	
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%	
46,721	52,687	49,483	3,204	6.1%	15 FIN 512000	Health Insurance	316,799	342,066	338,863	3,204	0.9%	
377	460	372	88	19.1%	15 FIN 513000	Disability Insurance	2,581	2,681	2,593	88	3.3%	
5,358	6,269	6,016	253	4.0%	15 FIN 514000	Dental Insurance	35,807	37,540	37,287	253	0.7%	
493	664	542	121	18.3%	15 FIN 514500	Vision Insurance	3,473	3,839	3,718	121	3.2%	
168	181	170	10	5.7%	15 FIN 515000	Life Insurance	1,181	1,206	1,196	10	0.9%	
0	0	0	0	0.0%	15 FIN 515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
3,177	2,650	3,089	(439)	-16.5%	15 FIN 516000	Workers Compensation Insurance	22,240	21,181	21,620	(439)	-2.1%	
0	0	0	0	0.0%	15 FIN 517000	Unemployment Insurance	0	1,569	1,569	0	0.0%	
4,062	2,000	1,710	290	14.5%	ALL 514010	Temporary Employment	18,241	14,283	13,993	290	2.0%	
92	0	0	0	0.0%	13 HR 514015	Recruitment	5,489	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 518000	Accrued Vacation Expense	0	0	0	0	0.0%	
21,667	21,667	21,667	(0)	0.0%	15 FIN 518500	OPEB Expense	151,669	151,669	151,669	(0)	0.0%	
6,047	1,500	698	802	53.5%	15 FIN 518550	TMP	9,871	6,148	5,347	802	13.0%	
905	1,250	900	350	28.0%	15 FIN 518560	Payroll and Benefit Administration	8,204	8,542	8,192	350	4.1%	
451,874	356,298	278,816	77,482	21.7%		Total - Staff	2,804,739	2,758,324	2,680,843	77,482	2.8%	
Library Materials/Electronic Resources Subscription:												

Los Angeles County Law Library
Income Statement for the Period Ending January 31, 2021
(Provisional and subject to year-end audit adjustments)

Jan 20 Actual	Jan 2021				23	COL			FY 2019-20 YTD Actual	FY 2020-21 YTD				Comments
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)						Amended Budget	Actual	\$ Δ	% Δ	
127,442	157,552	186,513	(28,961)	-18.4%			American Continuations	776,937	790,442	819,403	(28,961)	-3.7%		
1,748	2,181	948	1,233	56.5%	23	COL	American New Orders	15,058	11,340	10,107	1,233	10.9%	Timing variance.	
6,048	2,103	6,891	(4,788)	-227.7%	23	COL	Branch Continuations	11,241	9,063	13,851	(4,788)	-52.8%	Timing variance.	
0	0	0	0	0.0%	23	COL	Branch New Orders	0	0	0	0	0.0%		
3,573	13,100	9,169	3,931	30.0%	23	COL	Commonwealth Continuations	87,306	79,501	75,570	3,931	4.9%		
90	0	129	(129)	0.0%	23	COL	Commonwealth New Orders	390	268	397	(129)	-48.2%	Timing variance.	
15,035	17,069	18,854	(1,786)	-10.5%	23	COL	Foreign Continuations	58,171	49,657	51,443	(1,786)	-3.6%		
908	0	162	(162)	0.0%	23	COL	Foreign New Orders	981	458	620	(162)	-35.3%	Timing variance.	
6,887	9,048	16,619	(7,571)	-83.7%	23	COL	International Continuations	63,514	74,761	82,333	(7,571)	-10.1%	Timing variance.	
493	0	495	(495)	0.0%	23	COL	International New Orders	1,029	1,654	2,148	(495)	-29.9%	Timing variance.	
2,894	540	3,168	(2,628)	-486.5%	23	COL	General/Librarianship Continuations	14,167	15,299	17,927	(2,628)	-17.2%	Timing variance.	
0	0	111	(111)	0.0%	23	COL	General/Librarianship New Orders	0	254	365	(111)	-43.6%	Timing variance.	
165,117	201,592	243,058	(41,467)	-20.6%			Subtotal	1,028,794	1,032,697	1,074,164	(41,467)	-4.0%		
(165,117)	(201,592)	(243,058)	41,467	-20.6%	23	COL	Library Materials Transferred to Assets	(1,028,794)	(1,032,697)	(1,074,164)	41,467	-4.0%		
55,576	51,200	45,530	5,670	11.1%	23	COL	Electronic Resource Subscriptions (ERS)	342,239	340,226	334,556	5,670	1.7%		
							Facilities:							
3,757	5,917	17,298	(11,381)	-192.4%	39	FAC	Repair & Maintenance	8,934	19,793	31,174	(11,381)	-57.5%	Includes emergency water line repair.	
1,264	2,697	1,241	1,457	54.0%	39	FAC	Building Services	14,644	10,306	8,849	1,457	14.1%	Timing variance.	
1,948	0	1,022	(1,022)	0.0%	39	FAC	Cleaning Supplies	7,689	1,389	2,410	(1,022)	-73.6%	Timing variance.	
9,320	15,794	10,916	4,878	30.9%	39	FAC	Electricity & Water	77,313	109,095	104,217	4,878	4.5%		
966	966	966	0	0.0%	39	FAC	Elevator Maintenance	6,820	6,762	6,762	0	0.0%		
2,584	14,964	0	14,964	100.0%	39	FAC	Heating & Cooling	27,257	74,594	59,630	14,964	20.1%	Timing variance.	
18,328	21,156	20,539	617	2.9%	15	FIN	Insurance	128,296	143,927	143,310	617	0.4%		
9,824	10,000	9,649	351	3.5%	39	FAC	Janitorial Services	67,758	70,220	69,869	351	0.5%		
1,250	2,250	1,250	1,000	44.4%	39	FAC	Landscaping	8,750	9,936	8,936	1,000	10.1%		
11,465	14,888	14,425	463	3.1%	39	FAC	Security	99,551	85,492	85,029	463	0.5%		
1,493	0	0	0	0.0%	39	FAC	Room Rental Expenses	3,952	0	0	0	0.0%		
0	16	0	16	100.0%	39	FAC	Special Events Expenses	18,969	0	45	16	26.2%		
0	0	0	0	0.0%	39	FAC	Furniture & Appliances (<3K)	1,390	145	145	0	0.0%		
38	0	73	(73)	0.0%	39	FAC	Equipment (<3K)	404	549	622	(73)	-13.2%	Timing variance.	
0	0	0	0	0.0%	39	FAC	Building Alterations (<3K)	0	0	0	0	0.0%		
316	73	379	(306)	-417.6%	39	FAC	Delivery & Postage	1,162	857	1,163	(306)	-35.6%	Timing variance.	
511	44	0	44	100.0%	39	FAC	Kitchen supplies	1,408	352	308	44	12.5%		
63,064	88,765	77,756	11,008	12.4%			Subtotal	474,297	533,476	522,468	11,008	2.1%		
							Technology:							
1,790	2,152	1,209	943	43.8%	33	TECH	Software Maintenance	12,330	12,653	11,710	943	7.5%	Timing variance.	
1,870	2,190	1,978	212	9.7%	33	TECH	Hardware Maintenance	12,708	14,183	13,971	212	1.5%		
0	167	0	167	100.0%	33	TECH	Software (<\$3k)	0	1,102	936	167	15.1%	Reduced costs and conversion to online services	
0	417	0	417	100.0%	33	TECH	Hardware (<\$3k)	778	5,287	4,871	417	7.9%	Unplanned purchase of ergonomic computer accessories.	
0	86	0	86	100.0%	33	TECH	Computer Supplies	485	86	0	86	100.0%	Timing variance.	
4,844	4,789	5,076	(287)	-6.0%	33	TECH	Integrated Library System	32,602	33,880	34,167	(287)	-0.8%		
2,075	2,544	1,930	614	24.1%	33	TECH	Telecommunications	16,532	13,828	13,214	614	4.4%		
0	0	0	0	0.0%	33	TECH	Tech & Data - Misc	0	0	0	0	0.0%		
1	2,148	0	2,148	100.0%	33	TECH	Services	859	2,339	191	2,148	91.8%	Timing variance.	
0	867	1,232	(365)	-42.2%	33	TECH	Online Service Providers	0	6,024	6,390	(365)	-6.1%	Increased purchases due to COVID-19 and conversion from software to online services.	
10,578	15,359	11,425	3,934	25.6%			Subtotal	76,294	89,383	85,449	4,299	4.8%		
							General:							
682	667	482	185	27.8%	15	FIN	Bank Charges	3,799	3,492	3,307	185	5.3%	Timing variance.	
875	875	875	(0)	0.0%	35	CMS	Bibliographical Services	6,127	6,127	6,127	(0)	0.0%		
0	0	0	0	0.0%	35	CMS	Binding	4,991	0	0	0	0.0%		
647	0	0	0	0.0%	17	EXEC	Board Expense	1,243	37	37	0	0.0%		
0	500	396	104	20.8%	37	COM	Staff meals & events	8,054	2,674	2,570	104	3.9%		
1,988	500	110	390	78.1%	15	FIN	Supplies - Office	13,338	2,180	1,790	390	17.9%	Low office supply requests due to limited onsite staff.	
578	1,800	848	952	52.9%	35	CMS	Supplies - Library materials	3,708	3,209	2,257	952	29.7%	Timing variance, will be resolved in March.	
0	0	0	0	0.0%	37	COM	Stationery, business cards, etc.	0	0	0	0	0.0%		
0	0	0	0	0.0%	25	PS	Grant Application Expenses	0	0	0	0	0.0%		

Los Angeles County Law Library
Income Statement for the Period Ending January 31, 2021
(Provisional and subject to year-end audit adjustments)

Jan 20 Actual	Jan 2021				FY 2019-20 YTD Actual	FY 2020-21 YTD				Comments		
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Δ	% Δ			
6,976	333	206	127	38.2%	33 IT 801370	Copy Center Expense	15,972	2,111	1,984	127	6.0%	Low usage due to ongoing COVID-19 library closure.
40,971	0	0	0	0.0%	15 FIN 801375	General - Misc	42,497	0	0	0	0.0%	
294	542	1,060	(518)	-95.7%	25 PS 801390	Course Registration	4,212	9,302	9,820	(518)	-5.6%	Better than expected online course attendance for OTF-supported programs.
250	0	0	0	0.0%	17 EXEC 801395	Friends of Law Library	768	764	764	0	0.0%	
53,261	5,217	3,976	1,240	23.8%		Subtotal	104,708	29,895	28,655	1,240	4.1%	
335	0	0	0	0.0%		Professional Development:						
0	0	0	0	0.0%	ALL 803105	Travel	3,570	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803110	Meals	61	0	0	0	0.0%	
544	6,500	5,980	520	8.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	
0	0	150	(150)	0.0%	ALL 803115	Membership dues	7,898	6,745	6,225	520	7.7%	
0	0	0	0	0.0%	ALL 803120	Registration fees	3,162	1,410	1,560	(150)	-10.6%	Timing variance.
879	6,500	6,130	370	5.7%	ALL 803125	Educational materials	0	0	0	0	0.0%	
0	3	2	1	40.3%		Subtotal	14,691	8,155	7,785	370	4.5%	
1,672	0	0	0	0.0%		Communications & Marketing:						
0	33	0	33	100.0%	37 COM 803205	Services	0	15	14	1	8.8%	
0	0	0	0	0.0%	37 COM 803210	Collateral materials	2,331	0	0	0	0.0%	
0	0	0	0	0.0%	37 COM 803215	Advertising	1,866	48	15	33	69.0%	Timing variance. Additional ads and branded materials scheduled to be purchased in the coming months.
0	0	0	0	0.0%		Subtotal	4,197	64	29	35	54.5%	
1,672	37	2	35	94.6%		Travel & Entertainment						
0	0	0	0	0.0%	ALL 803305	Travel	0	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%	
0	0	0	0	0.0%	ALL 803320	Ground transportation & mileage	82	108	108	0	0.0%	
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
0	0	0	0	0.0%		Subtotal	82	108	108	0	0.0%	
0	0	0	0	0.0%		Professional Services						
2,896	1,833	4,256	(2,423)	-132.2%	15 FIN 804005	Accounting	23,960	20,455	20,455	0	0.0%	
3,660	0	0	0	0.0%	17 EXEC 804008	Consulting Services	20,274	14,778	17,201	(2,423)	-16.4%	
0	263	51	212	80.6%	17 EXEC 804010	Legal	16,575	2,025	2,025	0	0.0%	
6,556	2,096	4,307	(2,211)	-105.5%	15 FIN 804015	Other	250	263	51	212	80.6%	Delays in OTF projects due to ongoing COVID-19 closure.
191,590	188,420	184,165	4,256	2.3%		Subtotal	61,058	37,521	39,732	(2,211)	-5.9%	
23,484	26,839	23,349	3,490	13.0%		Depreciation:						
215,075	215,259	207,514	7,745	3.6%	15 FIN 806105	Depreciation - Library Materials	1,357,546	1,315,539	1,311,283	4,256	0.3%	
858,536	740,729	635,457	105,273	14.2%	15 FIN 806110	Depreciation Exp - FF&E	165,208	167,137	163,647	3,490	2.1%	
(85,247)	(104,173)	(3,115)	101,058	-97.0%		Subtotal	1,522,754	1,482,676	1,474,931	7,745	0.5%	
36,201	1,667	233	(1,434)	-86.0%		Total Expense	5,405,059	5,279,827	5,174,555	105,273	2.0%	
0	0	0	0	0.0%		Net Income Before Extraordinary Items	209,232	(1,171,991)	(1,068,156)	103,835	8.9%	
0	0	0	0	0.0%	15 FIN 321000	Investment Gain (Loss) ¹	89,470	10,499	9,065	(1,434)	-13.7%	Reflects gains/loss if sold at time of report (before maturity)
(49,046)	(102,506)	(2,882)	99,624	-97.2%	17 EXEC 401000	Extraordinary Income	0	1,354,174	1,354,174	0	0.0%	
					17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
						Net Income Including Extraordinary Items	298,702	192,682	295,083	102,401	53.1%	

Los Angeles County Law Library
Income Statement for the Period Ending January 31, 2021
(Provisional and subject to year-end audit adjustments)

Jan 20 Actual	Jan 2021				FY 2019-20 YTD Actual	FY 2020-21 YTD				Comments		
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Δ	% Δ			
Capital Expenditures:												
0	0	0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	0	0	0	0.0%	
0	0	0	0	0.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	0	0	0	0	0.0%	
0	0	0	0	0.0%	39 FAC 164500	Exterior Building Repairs/ Improvements (>3k)	0	0	0	0	0.0%	
0	0	0	0	0.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	0	0	0	0.0%	
0	0	0	0	0.0%	33 TECH 168000	Computer Software	0	0	0	0	0.0%	
0	0	0	0	0.0%		Total - Capitalized Expenditures	0	0	0	0	0.0%	
CalPERS CERBT Trust Fund:												
						Beginning Balance		2,482,808				
						Administrative Expense		(104)				CalPERS CERBT program cost.
						Investment Expense		(76)				Investment management cost.
						Unrealized Gain/Loss		(15,499)				Fluctuating market conditions.
						Distribution						Distribution from Fund.
						Ending Balance		2,467,130				

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

Los Angeles County Law Library
Statement of Cash Flows
As of January 31, 2021
(Provisional and subject to year-end audit adjustments)

	1/31/2021	YTD
Cash flows from operating activities		
L.A. Superior court fees	596,985	3,664,193
Parking fees	17,336	149,725
Library services	13,577	1,489,685
(Increase) decrease in accounts receivable	103,388	150,799
(Increase) decrease in other receivable	(58,434)	(252,348)
Increase (decrease) in borrowers' deposit	158	(20,967)
Cash received from filing fees and services	673,011	5,181,086
Facilities	(77,756)	(522,468)
Technology	(11,425)	(85,449)
General	(3,976)	(28,655)
Professional development	(6,130)	(7,785)
Communications & marketing	(2)	(29)
Travel & entertainment	-	(108)
Professional services	(4,307)	(39,732)
Electronic Resource Subscriptions (ERS)	(45,530)	(334,556)
(Increase) decrease in prepaid expenses	4,892	(33,401)
Increase (decrease) in accounts payable	(144,567)	(139,815)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(288,801)	(1,191,998)
Staff (payroll + benefits)	(278,816)	(2,680,843)
Increase (decrease) in payroll liabilities	631	(554)
Increase (decrease) in accrued sick and vacation liability	(34,826)	(49,336)
Increase (decrease) in OPEB liability	21,667	151,669
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(291,344)	(2,579,064)
Contributions received	-	120,000
Net cash from operating activities	92,865	1,530,025
Cash flow from capital and related financing activities		
Library materials	(243,058)	(1,074,164)
Fixed assets	-	-
Capital - Work in Progress (WIP)	(2,752)	(6,052)
Cash flows from investing activities		
Investment	-	-
Investment earnings	4,444	36,970
Net cash increase (decrease) in cash and cash equivalents	(148,502)	486,779
Cash and cash equivalents, at beginning of period	10,658,113	10,022,832
Cash and cash equivalents, at end of period	10,509,612	10,509,612
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(7,559)	249,048
Adjustments for noncash effects:		
Depreciation	207,514	1,474,931
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	103,388	150,799
(Increase) decrease in other receivable	(58,434)	(252,348)
(Increase) decrease in prepaid expenses	4,892	(33,401)
Increase (decrease) in accounts payable	(144,567)	(139,815)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	631	(554)
Increase (decrease) in accrued sick and vacation liability	(34,826)	(49,336)
Increase (decrease) in borrowers' deposit	158	(20,967)
Increase (decrease) in OPEB liability	21,667	151,669
Net impact of GASB 68 adjustments	-	-
Net cash from operating activities	92,865	1,530,025

LOS ANGELES COUNTY LAW LIBRARY
February 1, 2021 - February 28, 2021 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 23	SUTTLES PLUMBING INC	REPAIR/MAINT	15,350.00	TS00301945

15,350.00

LOS ANGELES COUNTY LAW LIBRARY
February 1, 2021 - February 28, 2021 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 5	ALI CLE CONTINUING LEGAL EDUCATION	BOOKS	99.00	V005793
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	3,403.49	V005794
	LEXISNEXIS MATTHEW BENDER	BOOKS	571.36	V005795
	GEORGE T BISEL COMPANY	BOOKS	372.10	V005796
	CCH INCORPORATED	BOOKS	285.92	V005797
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	5,317.40	V005799
	CONTINUING LEGAL EDUCATION IN	BOOKS	200.05	V005800
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	10,974.19	V005801
	DATA TRACE PUBLISHING COMPANY	BOOKS	219.95	V005802
	FORSTER LONG LLC	BOOKS	545.00	V005803
	GALE CENGAGE LEARNING	BOOKS	426.44	V005804
	INGRAM LIBRARY SERVICES	BOOKS	34.55	V005805
	JAMES PUBLISHING INC	BOOKS	196.01	V005806
	JURIS PUBLISHING INC	BOOKS	478.39	V005807
	LAWPRESS CORPORATION	BOOKS	394.29	V005808
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,311.03	V005809
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	138.50	V005810
	MUNICIPAL CODE CORPORATION	BOOKS	1,410.00	V005811
	PRACTISING LAW INSTITUTE	BOOKS	1,573.49	V005812
	UNITED NATIONS PUBLICATIONS	BOOKS	186.09	V005813
	WEST ACADEMIC	BOOKS	219.00	V005814
	THOMSON REUTERS	BOOKS	17,438.48	V005815
	WILLIAM S HEIN & CO	BOOKS	2,443.06	V005816
	GOBI LIBRARY SOLUTIONS	BOOKS	69.96	V005817
	BANDWIDTH.COM, INC.	TELECOM	685.10	V005821
	GENERAL LOGISTICS SYSTEMS US, INC.	DELIVERY & POSTAG	10.74	V005822
	GTT COMMUNICATIONS	TELECOM	389.70	V005823
	J P COOKE COMPANY	SUPPLIES-OFFICE	26.09	V005824
	KONICA MINOLTA BUSINESS	COPY CENTER	91.24	V005825
	OCLC INC	BIBLIOGRAPHICAL S	781.55	V005826
STATE COMPENSATION	WORKERS COMP	3,088.50	V005827	
UPS	DELIVERY & POSTAG	22.41	V005828	
AMERICAN BAR ASSOCIATION	BOOKS	41.97	V005829	
February 11	STAMPS.COM	DELIVERY & POSTAG	24.99	V005905
February 17	1ST JOHN INC	LANDSCAPING	1,023.87	V005830
	ABD OFFICE SOLUTIONS	COPY CTR	114.76	V005831
	BRIGHTVIEW	LANDSCAPING	1,250.00	V005832
	ISOLVED BENEFIT SERVICES	PAYROLL/HR BENEFI	77.00	V005833
	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	10,915.74	V005834
	NASA SERVICES	BLDG SVCS	528.01	V005835
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	98.00	V005836
February 18				

84,630.19

LOS ANGELES COUNTY LAW LIBRARY
February 1, 2021 - February 28, 2021 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,152.77	V005837
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	404.86	V005838
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	2,677.26	V005839
	GOVERNMENT RESEARCH SERVICE	BOOKS	170.50	V005840
	JURIS PUBLISHING INC	BOOKS	289.79	V005841
	LAW JOURNAL PRESS	BOOKS	6,159.80	V005842
	METROPOLITAN NEWS COMPANY	BOOKS	571.59	V005843
	PRACTISING LAW INSTITUTE	BOOKS	356.54	V005844
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	46.79	V005845
	UNITED NATIONS PUBLICATIONS	BOOKS	52.75	V005846
	WEST ACADEMIC	BOOKS	164.25	V005847
	THOMSON REUTERS	BOOKS	87,735.55	V005848
	STATE BAR OF WISCONSIN	BOOKS	72.90	V005849
	GOBI LIBRARY SOLUTIONS	BOOKS	1,240.72	V005850
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	4,007.22	V005851
	CCH INCORPORATED	BOOKS	129,198.00	V005852
	INGRAM LIBRARY SERVICES	BOOKS	50.96	V005853
February 23				
	AMERICAN BAR ASSOCIATION	PREPAID EXP	292.50	V005869
February 26				
	AMERICAN BAR ASSOCIATION	BOOKS	2,049.08	V005854
	LEXISNEXIS MATTHEW BENDER	BOOKS	156.34	V005855
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,822.53	V005856
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	170.04	V005857
	COUNCIL OF STATE GOVERNMENTS	BOOKS	120.66	V005858
	GALE CENGAGE LEARNING	BOOKS	1,765.99	V005859
	JAMES PUBLISHING INC	BOOKS	326.31	V005860
	LAW JOURNAL PRESS	BOOKS	10,128.48	V005862
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	108.50	V005863
	PRACTISING LAW INSTITUTE	BOOKS	382.10	V005864
	UNITED NATIONS PUBLICATIONS	BOOKS	187.57	V005865
	WILLIAM S HEIN & CO	BOOKS	1,196.42	V005866
	GOBI LIBRARY SOLUTIONS	BOOKS	1,272.82	V005867
	1ST JOHN INC	SECURITY	205.31	V005870
	AT&T MOBILITY	TELECOM	16.24	V005871
	BUILDING ELECTRONIC CONTROLS INC	PREPAID EXP	3,310.00	V005872
	BRIGHTVIEW	LANDSCAPING	1,250.00	V005873
	GTT COMMUNICATIONS	TELECOM	303.94	V005874
	KONICA MINOLTA BUSINESS	COPY CENTER	91.24	V005875
	OFFICE DEPOT	SUPPLIES-OFFICE	55.52	V005876
	UPS	DELIVERY & POSTAG	99.95	V005877
	VALLEY WIDE AIR	REPAIR & MAINTENA	1,915.00	V005878

345,056.21

LOS ANGELES COUNTY LAW LIBRARY
February 1, 2021 - February 28, 2021 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 5	ALABAMA BAR ICLE UNIV OF ALABAMA	BOOKS	311.00	031778
	COURTROOM COMPENDIUMS	BOOKS	170.00	031779
	GAUNT	BOOKS	1,070.83	031780
	OTTO HARRASSOWITZ	BOOKS	2,114.42	031781
	LIBROS CENTROAMERICANOS	BOOKS	1,650.00	031782
	LEXISNEXIS CANADA INC	BOOKS	249.70	031783
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	031784
	METROLINK	TMP	406.00	031785
	NATIONAL 50 SECURITY	SECURITY	4,057.52	031786
	HELEN BECICH	REFUND	140.00	031787
	RAMON X CERVANTES	REFUND	189.15	031788
	IVETA ILIEVA DEPROSPO	REFUND	124.00	031789
	GEORGE A HINSHAW	REFUND	140.00	031790
February 17	AT&T	TELECOM	511.46	031791
	COUNTY OF LOS ANGELES	BANK CHARGES	55.63	031792
	DIGITAL INSURANCE LLC	CONSULTING	1,360.00	031793
	GUARDIAN	PREPAID EXP	8,256.01	031794
	LANGUAGE PEOPLE INC	OTHER	51.00	031795
February 18	ROMERO MAINTENANCE LLC	JANITORIAL SVC	9,649.14	031796
February 18	SYNCB AMAZON	BOOKS	29.51	031797
	OTTO HARRASSOWITZ	BOOKS	8,127.00	031798
	COUNCIL OF CALIFORNIA COUNTY	MEMBERSHIP	5,980.00	031799
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	2,745.00	031800
February 26	LAW REPORTS INTERNATIONAL LTD	BOOKS	250.00	031801
	GOVERNMENT OF YUKON	BOOKS	131.83	031802
	AFLAC REMITTANCE	CAFE PLAN-INSURA	837.96	031803
	BRIDGES FILTER SERVICE, INC	BLDG SVCS	614.49	031804
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	031805
	DIGITAL INSURANCE LLC	CONSULTING	2,896.26	031806
	GOLDEN STATE ELECTRIC	SECURITY	500.00	031807
	NATIONAL 50 SECURITY	SECURITY	4,034.55	031808

58,584.46

MEMORANDUM

DATE: March 24, 2021

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director
Jaye Steinbrick, Senior Director

RE: Approval of Revised Job Descriptions: IT Director and Facilities Manager

INTRODUCTION AND SUMMARY

The positions of Director of Information Technology and Facilities Manager are currently vacant and at the outset of a new recruitment. Neither position is represented. Some changes are required to bring the descriptions current and emphasize the areas of current need and importance. More specifically:

1. Director of Information Technology: The attached job description has been revised to reflect the importance of knowledge and experience in a virtual environment, minimize the significance of prior library applications experience and adjust certain background requirements. These changes should not only make the position description more current and accurate, but also aid in attracting a fuller selection of viable candidates.
2. Facilities Manager: The attached job description has been revised to emphasize the importance of the safety functions and maintenance of tracking logs and adjust the required qualifications to acknowledge the value of certification in facility management. These changes should assist in attracting candidates with the requisite experience and skill set.

The attached job descriptions reflect the changes described above, in redline format. Once the job descriptions are approved, the Law Library will complete recruitment for the positions.

RECOMMENDATION

Staff recommends that the Board approve the attached updated job descriptions.



LA LAW LIBRARY JOB DESCRIPTION

Title:	Director, Information Technology
Department:	Technology Services
Focus:	Information Technology Services
Reports to:	Senior Director, Information Services
Position(s) Supervised:	Systems Administrator, Helpdesk Analyst, Aides (Scan)
FLSA Status:	Exempt
Salary Grade:	8
Union Status:	Ineligible for Representation
Effective Date:	

Position Summary

Under the general supervision of the Sr. Director, Information Services, the Director of Information Technology is responsible for providing a reliable, accurate, responsive, efficient, safe and secure information systems platform for library service delivery and hands-on management and support for our LA Library Data Center in a heterogeneous computing environment. Duties include management and troubleshooting of virtual machines/hosts (VMWARE) and physical systems, multi-site and LAN/WAN problems/infrastructures, routine administration tasks, performance tuning, capacity planning, security administration, documentation, applications and script level programming support, supervise end-user support procedures and coordinate software/hardware installs and upgrades.

Responsibilities and Duties

Planning

- Assist the Executive Director and the executive team with long range planning and the development of operational and staff goals
- Analyze user needs and recommend new projects, programs and services for various user groups
- Develops and analyzes information on employment growth and business needs to determine future network infrastructure requirements.
- Participate in staff meetings, departmental committees and library-wide team activities
- Participate in cooperative and professional association activities to maintain professional awareness and ensure high level of currency in all services
- Assist with development of policies and procedures for responding to user comments, complaints and questions



Technology

- Manage data and voice network operations; including staff and public computing in physical and virtual environments, application software and telecommunications, as well as specific facility, meeting room and ~~materials-helpdesk~~ management systems.
- Monitor overall system performance, implements improvements, and works with the management team to develop long-range technology plans.
- Develop, document and implement network administration policies and processes.
- Maintain and troubleshoot hardware, software, and network issues. Ensure system integrity, reliability, responsiveness, security and compliance with library policies, e.g., Internet use. Maintain a regular backup schedule and off-site backup storage.
- Develop and implement technology plans. Deploy sound project management practices including goal/problem identification and decision analyses.
- Ability to administer MS solutions, ~~an~~ active directory domains, group policies, roaming profiles, remote desktop ~~terminal~~ services, firewall administrations, VOIP phone system administration, backups, content filtering systems, MS Exchange and, meeting room control systems, ~~library automation systems and other applications used in legal organizations and large libraries.~~
- Responsible for troubleshooting system and LAN/WAN ~~problems/issues~~, routine administration and maintenance of a computer network system in ~~a heterogeneous-virtual and physical~~ computing environments.
- Responsible for managing the repairing, diagnosing, repair, maintenance and new installations of all ~~micro~~-computer/network hardware and software.
- Responsible for developing and maintaining help-desk and computer operator procedures.
- Responsible for creating and maintaining all server and network device documentation and maintaining system administration logs.
- Review and maintain new and existing service contracts for hardware, software ~~and telco/data service providers.~~

Staff Responsibilities

- Provide management, direction and guidance for specific assignments, projects and programs and ensure communications of project plans to supervisors and involved co-workers
- Ensure instruction and training for new products and services developed for LA Law Library users
- Coordinate required staff training, develop team and cross training process activities through in-service training, continuous education and extended learning opportunities
- In conjunction with Human Resources, assist with job announcements, recruitment and hiring of staff
- Evaluate staff performance through regularly scheduled and annual evaluation process; recommend merit and promotional opportunities, discipline and termination
- Participate in hiring, evaluation, counseling, and disciplining of direct reports.
- Report and act on violations of the Law Library's policies including its non-harassment policies.

Other Responsibilities

- Participate in seminars, workshops, lectures, tours and orientations for users
- Attend professional activities and conferences; represent the Law Library in local, state and national associations
- Read professional literature and contribute to professional publications
- Foster team management by establishing and nurturing a work environment that will establish and maintain a high level of morale and productivity
- Other duties as required

Position Qualifications

Required

- B.S. in computer science or related studies.
- VMWare Certified Professional (VCP) Certification.
- Demonstrated leadership skills and supervisory experience with an interest in long range planning and other administrative functions.
- Demonstrated proficiency in standard PC applications including as Microsoft Office/365, e-mail, web browsers, Adobe Acrobat and the ability to learn and implement new technologies.
- Ability to balance priorities and meet deadlines; strong commitment to enhancing service through teamwork and proactive approach to library services.
- A strong technical background and familiarity with Internet, network hardware and software protocols and database applications. ~~Systems certification in network/OS support such as CCNP, HP, SUN, VMWare or MCSE.~~
- ~~Experience in performing and/or managing software development and programming~~
- A solid understanding of information technology and its applicability to the library's internal operations and the provision of member services.
- The ability to work effectively under pressure and to manage multiple priorities under deadlines.
- Excellent interpersonal, written and verbal communication skills, problem-solving, organizational and mediation skills. A demonstrated ability to work harmoniously in a team setting.
- A high degree of creativity and flexibility. Must be able to work independently with minimum supervision, possess the flexibility to work off-hours, be available by SMS and able to handle numerous projects simultaneously.
- The ability to manage professional, paraprofessional and technical staff.

Preferred

- At least seven (7) years of related experience with at least three (3) years in a management capacity.

- Experience in performing and/or managing software development and programming
- Microsoft Certified Solutions Expert (MCSE) Certification
- Experience with native VOIP/SIP/STUN configuration and QOS for voice data prioritization
- Experience working with integrated library systems (ILS), and any major accounting database systems.
- Demonstrated writing ability, including full report analysis and comparison
- Teaching/~~T~~-or-training experience

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Work Environment

Will be working in an office environment.

Physical Abilities Required

- Requires the ability to lift, push, pull up to 50 lbs..
- 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.
- 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:	Facilities Manager
Department:	Facilities
Focus:	Facilities
Reports to:	Senior Director, Information Services
Position(s) Supervised:	Library Clerk (Facilities)
FLSA Status:	Exempt
Salary Grade:	6
Union Status:	Ineligible for Representation
Effective Date:	

Position Summary

Under the general supervision of the Senior Director, the Facilities Manager is responsible for staff safety as well as the oversight and coordination of maintenance for all library equipment, building, and property. Manages and coordinates changes, renovations, new construction and alterations to the main downtown library building and branch locations. This position will also manage and coordinate all capital projects. In addition, this position will work closely with administrative staff to resolve facility related issues at all library locations. This position ~~assists the Communications Manager to~~ handles event and room rental coordination with staff and vendors, budget, and logistics. Finally, this position manages the planning, control, prioritization and completion of all activities for assigned areas.

Responsibilities and Duties

This list is intended to represent the main functions and not to be all inclusive.

Safety

- Coordinates library employee safety programs and chairs the Employee Safety Committee.
- Updates all safety plan documentation and ensures staff training for emergence preparedness.
- Manages and maintains adequate inventory of all safety supplies at all times.
- Ensures all fire and safety inspections are completed and any discrepancies corrected; ensures property is in compliance with all safety and sanitation policies, procedures and regulations
- Perform regular physical inspections of library grounds, buildings, equipment, and operations; identify hazards and incidents of regulatory non-compliance, and recommend corrective measures.
- Manages security vendor to maintain adequate coverage, library policies and security procedures.
- Provide ongoing safety and loss prevention training to various departments to reduce the frequency and severity of accidental losses.

Planning

- Conducts all pre-planning and coordination of office moves, additions, and/or changes; coordinates all necessary work to accomplish move/addition/change including but limited to cost estimates, bid sheets, CAD layouts, and contracts for construction and acquisitions
- Plans for utilization of space and facilities; inspects building and office areas to evaluate suitability for occupancy, ADA accessibility and Ergonomic compliance.

Facilities

- Develops, implements and monitors department budget; manages expenses within approved budget constraints
- Manages and coordinates the regular inspection of library equipment, building, and property; oversees maintenance including but not limited to offices, production areas, public areas and equipment through development and implementation of preventative maintenance program.
- ~~Responsible for managing~~ Manages the daily facility and grounds maintenance and custodial services pertaining to all library locations.
- Ensures all maintenance and repairs are completed in a timely, cost-effective manner according to all specification and enters maintenance service history ~~in nto online~~ tracking system service logs
- Oversees maintenance of organization's physical operation including but not limited to refrigeration, heating, ventilation and air conditioning, kitchen equipment, emergency generator, plumbing, water treatment and electrical systems
- Interfaces with appropriate staff/managers, engineers and outside contractors to review, manage and coordinate communication with and work of outside contractors
- Gathers quotations from vendors for required repairs; schedules and coordinates repairs with service vendors ensuring jobs are completed on time and within approved spending limits
- ~~M~~manage and coordinates workers engaged in moving furniture and equipment, preparing facilities for occupancy, maintenance and repair of equipment, building and property
- Interfaces with library contracted parking vendor to periodically review performance and overall operations to ensure vendor compliance with contracted agreement.
- Prepare accurate and timely reports as required

Events

- In coordination with the Executive Director, Senior Director, and other departments, ~~is responsible for~~ assists with planning, scheduling and implementing special events at the Law Library
- Develops event budgets including outside resources, supplies, equipment, etc.
- Communicates with outside vendors to confirm arrangements, obtain proper approvals, and ensure that Law Library policies are understood and followed
- Supervises or monitors the event to ensure success.
- Provide staff support for the annual Friends of the LA Law Library annual award event

Safety

- ~~Perform regular physical inspections of library grounds, buildings, equipment, and operations; identify~~

- ~~hazards and incidents of regulatory non-compliance, and recommend corrective measures.~~
- ~~Manages security vendor to maintain adequate coverage, library policies and security procedures.~~
- ~~Provide ongoing safety and loss prevention training to various departments to reduce the frequency and severity of accidental losses.~~
- ~~Ensures all fire and safety inspections are completed and any discrepancies corrected; ensures property is in compliance with all safety and sanitation policies, procedures and regulations~~
- ~~Coordinates library employee safety programs, including the Safety Committee, and ensures staff training for emergence preparedness.~~

Other Responsibilities

- Oversees other special events and projects as needed.

Position Qualifications

Required

- Bachelor degree in a related field, certification in Facility Management or equivalent related experience.
- Previous experience in facilities management, preferably in a library or multi-location setting; ability to read blue prints and mechanical drawings; ability to negotiate; good arithmetic skills; good computer skills; strong interpersonal skills.
- Previous project management experience; ability to conceptualize project responsibilities, analyze issues and problems, and develop solutions; ability to prioritize effectively and to manage multiple projects simultaneously.
- Strong proven supervisory skills and the ability to lead in a strong team-oriented work environment.
- Ability to communicate effectively and diplomatically with staff and patrons throughout the library as well as outside contractors and vendors.
- As demonstrated by experience, good judgment and ability to set and keep deadlines.

Preferred

- AutoCAD or digital mapping software experience.
- Previous experience with digital-HVAC control systems management.

Work Environment

Will be working in a busy office environment.

Physical Abilities Required

- Lifting ability: Medium, under 50 lbs. on a regular basis.
- 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 _____

Print Name _____

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



AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Approval of Employee Handbook Revisions
- 4.2 Staff Presentation: African American History Month

MEMORANDUM

DATE: March 24, 2021

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, Digital One, recommend that the Board of Trustees approve the attached proposed revisions to the LA Law Library Employee Handbook and Personnel Policies Manual.

In addition, there are updates that, while temporary or not appropriate for inclusion in the Employee Handbook, are significant enough to bring to the Board’s attention. Those are listed in the attachment as well.

In addition, the proposed changes have been provided to SEIU for its review. Once the new MOU is approved, we intend to conform the handbook to reflect any new provisions of the MOU (and include that on the Board’s agenda as a consent item when the MOU is presented).

RECOMMENDATION

Staff recommends that the Board approve the attached proposed revisions to the Law Library Employee Handbook and Personnel Policies Manual and receive the updates regarding other policy changes.



THE FOLLOWING ARE ADDITIONS OR AMENDMENTS TO THE EMPLOYEE HANDBOOK BASED UPON CHANGES TO THE LAW OR RECENT DEVELOPMENTS:

9. Health and Safety

9.1 Communicable Diseases (EXISTING SECTION, BUT ADD THE FOLLOWING PROVISIONS)

Disease Prevention During Periods of High Risk or Imposition of CDC, State or Local Requirements

During periods of high risk or when CDC, state or local guidelines require use of extra precautions to limit the spread of communicable diseases:

Employees are provided with and required to wear a face covering while in the workplace. Employees are also encouraged to use appropriate health practices in the workplace, such as frequent hand washing (scrubbing with soap for 20 seconds), frequent use of hand sanitizer (with at least 60% ethanol or 70% isopropanol), sneezing into a tissue or the crook of the arm, avoiding touching eyes, nose, and mouth, and frequently sanitizing workspace surfaces (e.g., desks, keyboards, tools, etc.) and high contact areas (e.g., door knobs, drawer and cabinet handles, shared tools/equipment, etc.).

Employees are also required to follow social distancing requirements. Employees must stay at least six feet away from others whenever possible. Meetings should be held using remote capabilities whenever possible (e.g., via telephone or videoconference). When not possible, meetings shall be held in open, well-ventilated spaces, and in-person attendance should be limited to as few individuals as are necessary and fewer than the maximum permitted by law. Employees are also encouraged to use noncontact methods of greeting.

Employees shall avoid sharing phones, work supplies, or office equipment wherever possible. Where such items must be shared, disinfect between shifts or uses, whichever is more frequent. Never share face coverings, gloves, or other personal protective equipment.

Employees shall self-screen for symptoms, including measuring body temperature, prior to leaving the home for their shift. Employees must also comply with onsite Library screening requirements, where applicable, before they will be permitted to access the Library's premises.

The Library reserves the right to exclude a person with a communicable disease from the workplace facilities, programs, and functions if the Library finds that such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace. The Library will not retaliate against any Employee for reporting symptoms, exposures, or hazards related to a communicable disease.

Violations of this Policy may result in disciplinary action, up to and including separation of employment.

10. Technology and Telecommunications

10.2 Technology Use (EXISTING SECTION, BUT ADD THE FOLLOWING PROVISIONS)

Videoconferencing

The Library provides videoconferencing capabilities (e.g., Zoom, FaceTime, Google Meet, Skype, Teams, etc.) for Employees to use in connection with performing their job duties; videoconferencing using Library-provided equipment, software, or applications, is not permitted for personal use. While videoconferencing, Employees are expected to observe the following:

- Use passwords, virtual waiting rooms, or other available methods for secondary authorization of participants when hosting videoconferences;
- Keep the microphone on mute when not actively speaking to avoid interruption of others;
- Do not display confidential, proprietary, copyrighted, or other protected Library information or data to unauthorized individuals when screen sharing (e.g., minimize or disable other applications and pop-up screens, set individual status to “busy” or “unavailable” on any intranet-based or Library server hosted applications, etc.);
- Use neutral electronic wallpaper as a background (e.g., landscapes, vegetation, solid colors) or otherwise use the camera function to display a clean, neutral area of the workspace;
- Display images through screen sharing, within the frame of the camera view, or otherwise, that are work-appropriate and do not violate the Library’s Policy Against Discrimination, Harassment, or Retaliation;
- Do not participate in videoconferences when in or otherwise using restroom facilities; and
- Adhere to the Library’s Dress Code policy when participating in videoconferences.

In order to encourage frank and open discussion and to comply with state law that prohibits the recording of conversations without the consent of all participants, Employees are prohibited from recording any videoconference to which they have access except when previously approved by the Senior Director or Executive Director.

10.5 Remote Access (EXISTING SECTION, BUT ADD THE FOLLOWING PROVISIONS)

Remote Work Policy

The Library may allow Employees to work remotely in the interest of workplace safety, as a reasonable accommodation, or any other business reason. This Policy applies to Employees permitted to work remotely on a regular basis. This Policy does not apply to requests for reasonable accommodation. Employees requesting to work remotely as a reasonable accommodation should contact their Supervisor or the Executive Director.

All remote work arrangements must be approved in advance by the Library. Permission to work remotely is at the Library's discretion, is subject to periodic review, and can be withdrawn at any time, subject to applicable law. Remote work must not interfere with the effective performance of the Employee's job duties.

Employees may either be directed by the Library to work remotely, or Employees may submit a written request to work remotely to their direct Supervisor and the Executive Director. The Library may contact Employees for additional information to assess their eligibility to work remotely. The Library may approve remote work arrangements for limited or ongoing periods. Even when remote work is approved, the Library may still require remote Employees to report to work at the Library's workplace, as needed and permitted by law.

Remote Employees must follow their assigned work schedule, unless a flexible or alternative schedule is approved by their supervisor and the Executive Director. Employees working remotely are required to meet the same performance standards as if they were working in the workplace. Employees are not permitted to engage any other person to perform any portion of the duties assigned to them.

To the extent Employees may supply any furniture or equipment for use in remote work, the Library will not be responsible for any damage. To the extent the Library may provide furniture or equipment for remote work purposes, it must be used solely by the assigned Employee and for Library business purposes only. Library property may not be removed from library premises for remote use or any other purpose without prior approval from the Senior Director or Executive Director. Remote Employees must adhere to the Library's data security, privacy, and confidentiality requirements. Employees must return all Library furniture and equipment when the remote work arrangement ends, or as otherwise may be requested by the Library. The Library will reimburse reasonable expenses incurred for remote work as required by law.

Employees permitted to work remotely must continue to abide by all Library policies, including but not limited to the policies against Discrimination, Harassment, and Retaliation, and the Information Technology Use Policy. Non-Exempt Employees who are permitted to work remotely must comply with the Library's Meal and Rest Period Policy and Timekeeping Policy. Failure to follow Library policies may result in discipline, up to and including termination of the remote work arrangement or separation of employment.

11. Leaves & Disability

11.4 Family and Medical Leave (EXISTING SECTION BUT MAKE THE FOLLOWING AMENDMENTS)

Employee Eligibility

To be eligible for Leave, employees must have been employed by the Library for at least 12 months (in aggregate), and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave and meet all other eligibility requirements under FMLA or CFRA, as applicable. ~~In addition, under FMLA, the employee must be employed at a worksite where 50 or more employees are employed by the Library within 75 miles of the worksite.~~

Leave Entitlement

Eligible employees may request leave under this policy for one or more of the following reasons:

- the birth of a son or daughter of the employee and in order to care for such son or daughter (“Bonding Leave”);
- the placement of a son or daughter with the employee for adoption (“Bonding Leave”);
- the placement of a son or daughter with the employee for foster care (“Bonding Leave”);
- to care for the spouse, registered domestic partner, son, daughter, parent, grandparent, grandchild or sibling, of the employee, if such spouse, son, daughter, or parent has a serious health condition (“Family Care Leave”);
- the employee has a serious health condition that prevents the employee from performing an essential job function (“Serious Health Condition Leave”);
- a qualifying exigency arising out of a spouse’s, child’s or parent’s Armed Forces active duty or call to active duty in a foreign country (“Military Emergency Leave”); and
- the care of a spouse, child, parent or next of kin who is an Armed Forces member with a serious injury or illness incurred in the line of duty (“Military Caregiver Leave”).
- certain qualifying reasons related to the active military duty of an employee's spouse, domestic partner, child, or parent.

Length of Leave

The maximum amount of Leave will be twelve (12) workweeks in any 12 month period when the leave is taken for: (1) Bonding Leave; (2) Family Care Leave; (3) Serious Health Condition Leave; and/or

(4) Military Emergency Leave. A 12-month period begins on the date of your first use of FMLA Leave. Successive 12-month periods commence on the date of your first use of such leave after the preceding 12-month period has ended.

If both spouses work for the Library and are eligible for leave under CFRA, both parents are eligible for 12 weeks each of baby-bonding leave.~~this policy~~ Under FMLA, the spouses will be limited to a total of 12 workweeks off between the two of them when the leave is for Bonding Leave or to care for a parent using Family Care Leave.

Requesting Leave – Notice and Certification

Employees should contact HR as soon as they become aware of the need for FMLA or CFRA leave. Certification forms referenced below are available from HR. Absent unusual circumstances, failure to comply with these notice and certification requirements may result in a delay or denial of the leave.

12. Attendance, Wage & Hours, and Compensation

12.10 Pay Deductions (EXISTING BUT MAKE THE FOLLOWING AMENDMENTS)

...

The Library may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. You will be reimbursed in full for any inadvertent or improper deductions, as defined by law, and the Library can withhold amounts for missed deductions lawfully authorized by employees to cover insurance premiums, benefit plan contributions, or other deductions not amounting to a rebate on wages, and health, welfare, or pension contributions expressly authorized by a wage or collective bargaining agreement.

THE FOLLOWING ADDITIONS OR CHANGES TO THE EMPLOYEE HANDBOOK ARE TO CONFORM THE HANDBOOK TO THE EQUIVALENT PROVISIONS IN THE MOU PERTAINING TO REPRESENTED EMPLOYEES:

12.16 Paycheck Errors

Underpayments

Management will immediately request its Bank to rectify a significant underpayment (equal to or exceeds \$100.00) on the employee's payroll check within three business days, exclusive of legal holidays, after receipt by Human Resources or his/her designated representative of a request by the effected employee within two (2) business days after receipt of the warrant. Otherwise, the correction shall be made in the next regularly payroll check following receipt of the request.

The Law Library will authorize its Bank to issue a corrected or supplemental warrant within three days after discovery of the underpayment or receipt of a request from the employee's Manager or his/her designated representative.

Changes in salary resulting from changes in status are excluded from amounts, which constitute paycheck errors for purposes of this Article (provision).

Overpayments

Employees will be notified prior to the recovery of overpayments.

Recovery of more than 15% of net pay will be subject to a repayment schedule established by the Finance Office. Such recovery shall not exceed 15% per month of the disposable earnings (as defined by State Law), except, however that a mutually agreed-upon acceleration provision may permit faster recovery.

SIGNIFICANT POLICY CHANGES OR ANNOUNCEMENTS FOR THE BOARD'S INFORMATION (NOT INCLUSION IN THE HANDBOOK):

CalSavers Retirement Savings Program

LA Law Library only offers CalPERS retirement benefits to Full Time employees. Part time staff are eligible to enroll in the CalSavers Retirement Program upon hire or effective date of program. CalSavers is a state run retirement program for California workers who work for an Employer that does not offer them retirement benefits. LA Law Library is encouraging Part Time staff to participate in CalSavers as an option for retirement savings.

COVID-19

Employees shall self-screen for symptoms, including measuring body temperature, prior to leaving the home for their shift. Employees must also comply with onsite Library screening requirements, where applicable, before they will be permitted to access the Library's premises. Employees exhibiting symptoms consistent with COVID-19, Employees who receive a positive test result for COVID-19, or Employees who have had close contact with an individual who is exhibiting symptoms or has received a positive test result for COVID-19, must notify the Executive Director immediately and are not permitted to enter the workplace.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever (over 100°F)
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. Refer to the U.S. Centers for Disease Control, the local public health authorities, or a healthcare provider for further guidance on symptoms associated with COVID-19. Employees should seek immediate medical attention if their symptoms become severe, including, but not limited to, persistent pain or pressure in the chest, confusion, or bluish lips or face.

Employees with COVID-19 Symptoms or Positive Test Result

If an Employee exhibits COVID-19 Symptoms, receives a positive test result, or has come into close contact with an individual who is symptomatic or who has received a positive test result, the affected Employee must leave the workplace and notify their Supervisor as soon as practicable of the reason for

leaving the workplace. Such Employees must stay home and may return to work when they meet applicable requirements for returning to work as issued by Cal/OSHA, U.S. Centers for Disease Control, and any other appropriate authority.

Employees who are symptomatic, receive a positive test result, or have otherwise been exposed to COVID-19, must cooperate with the Library's investigation and contact tracing efforts in order for the Library to determine what appropriate remedial measures to take, if any.

Staff Presentation:
African American History Month

Presented by:
Managing Librarian of Public Interest Programs,
Janine Liebert

March 24, 2021

AGENDA ITEM 5

CLOSED SESSION

- 5.1 Conference with Labor Negotiator (G.C. 54957.6). *Library Negotiator:* Executive Director, Sandra J. Levin; *Employee Organization:* SEIU Local 721