AGENDA

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

REGULAR BOARD MEETING
Wednesday, January 26, 2022
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 #889 8421 9426 using this link
https://us06web.zoom.us/j/88984219426 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 #889 8421 9426 using this link https://us06web.zoom.us/j/88984219426 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

0.0 RESOLUTION FOR REMOTE MEETINGS

1.0 PUBLIC COMMENT

2.0 PRESIDENT’S REPORT

3.0 CONSENT CALENDAR
3.1 Approval of Minutes of the December 15, 2021 Regular Board Meeting and the January 11, 2022 Special Board Meeting
3.2 Review of November Financials and List of December Checks and Warrants
3.3 Review and Approval of 2nd Quarter Statistics of FY21-22
3.4 Update Regarding Workers Compensation Insurance Renewal Options

4.0 DISCUSSION ITEMS
4.1 Approval of Proposed One Time Funding Expenditures and Corresponding Budget Amendment for FY2022
4.2 Approval of Job Descriptions Necessary to Implement One Time Funding Projects
4.3 Approval of Project Design and Grant Application for Beautification and Improved Access of Law Library Grounds
4.4 Staff Presentation Regarding Remote Locations

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

6.0 EXECUTIVE DIRECTOR REPORT

7.0 ADJOURNMENT
The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 23, 2022.

POSTED FRIDAY, JANUARY 21, 2022 @ 12:00 P.M.

POSTED BY ANN MARIE GAMEZ
AGENDA ITEM 3

CONSENT CALENDAR

3.1 Approval of Minutes of the December 15, 2022, Regular Board Meeting and the January 11, 2022 Special Board Meeting

3.2 Review of November Financials and List of December Checks and Warrants

3.3 Review and Approval of 2nd Quarter Statistics of FY21-22

3.4 Update Regarding Workers Compensation Insurance Renewal Options
The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, December 15, 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 remotely via Zoom.

ROLL CALL/QUORUM

Trustees Present: Judge Mark Juhas
Kenneth Klein, Esquire
Susan Steinhauser, Esquire
Judge Michael Stern

Trustees Absent: Judge Michelle Williams Court
Judge Dennis Landin
Judge Yolanda Orozco

Senior Staff Present: Sandra J. Levin, Executive Director

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

President Juhas determined a quorum to be present, convened the meeting at 12:26 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. All votes were taken by roll-call, voice vote.

0.0 RESOLUTION

President Juhas requested a motion to adopt the Resolution to continue holding board meetings remotely. So moved by Trustee Steinhauser seconded by Trustee Stern. The motion was unanimously approved by roll call vote, 4 ayes – 0 noes.

1.0 PUBLIC COMMENT

Patron, Beata Kaminska, addressed an issue to the Board regarding her communication with Law Library Security and her bike being stolen from the front patio of the library building on the early evening of Nov. 2, 2021. Ms. Kaminska commented on poor and inappropriate behavior from security towards her. Ms. Kaminska said she has not received a copy of the video surveillance footage, nor any response from the library.

ED Levin replied to the Ms. Kaminska’s public comment, confirming that the library does not have any cameras in place that record surveillance on the patio. ED Levin also added that the library has attempted to call to arrange an appointment, and has sent emails with a response to Ms Kaminska’s comment form, and also responded to her attorney via USPS. ED Levin also added that the library had received a message from LAPD regarding the incident. ED Levin added that
the library would continue to try and reach her to make an appointment with the Executive Director.

2.0 **PRESIDENT’S REPORT**
No President’s Report.

3.0 **CONSENT CALENDAR**
3.1 Approval of Minutes of the November 17, 2021 Regular Board Meeting
3.2 Review of October Financials and List of November Checks and Warrants.

President Juhas requested a motion to approve the Consent Calendar. So moved by Trustee Steinhauser seconded by Trustee Stern. The motion was unanimously approved by roll call vote, 4 ayes – 0 noes.

4.0 **DISCUSSION ITEMS**

4.1 Presentation Regarding Performance of UBS Investments

ED Levin excused herself from the discussion to avoid the appearance of a conflict of interest as an account holder with UBS Investments. Finance Manager, Marcelino Juarez, introduced Kelly Jay of UBS Investments. M. Juarez summarized why the library invested in UBS services, commenting that the law library as a government organization, is restrained on how to invest cash reserves. The library was instructed by the Board to explore investment options for a potential bigger cash return. Since then, the Board has approved bonds that were recommended at $4 million dollars, authorizing UBS Investments to manage and maintain the reserves account. Mr. Kelly gave a brief summary and update of the UBS Investments for the library.

No action requested or taken.

4.2 Approval of Positions and Job Descriptions for Librarian Public Interest and Senior Librarian Public Interest

ED Levin gave a brief summary on the expansion of a new position and one promotional position for the Public-Interest team in order to expand the Public-Interest programming at the law library such as Lawyers in the Library and Ask A Lawyer. The current Managing Librarian would move up to a Senior Librarian, who would then manage a new Librarian for Public Interest. Trustee Steinhauser commented on the incredible amount of work done by the small team for Public Interest, and is supportive of the idea to expand the team to implement the current programs and to initiate new ways of servicing the public. Trustee Steinhauser was pleased with the usage of the One Time Funding provided by the State.

President Juhas requested a motion to approve the positions and attached job descriptions to augment the Public Interest programming at the Law Library. So moved by Trustee Steinhauser seconded by Trustee Klein. The motion was unanimously approved by roll call vote, 4 ayes – 0 noes.
8.0 EXECUTIVE DIRECTOR’S REPORT (Taken out of Order)
8.1 Update Regarding Survey on Race, Ethnicity and Gender

ED Levin gave an update on the staff’s race, ethnicity and gender survey results as requested by the Board of Trustees. A graph with the results was provided to the Board and included in the public packet. Staff was also asked whether they would be interested in having gender indicated on business cards and email signature blocks.

No action requested or taken.

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

6.0 OPEN SESSION
6.1 Consideration of Bonus for Executive Director

Trustee Klein recommended that ED Levin receive a 2% bonus as a result of an outstanding Performance Evaluation. The 2% bonus is meant to match the rest of Staff who received the 2% bonus in prior months. Trustee Klein congratulated and thanked ED Levin for the unyielding work that has been implemented and maintained throughout the pandemic.

7.0 AGENDA BUILDING

9.0 ADJOURNMENT
There being no further business to come before the Board, the meeting was adjourned at 1:30pm.
The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 26, 2022 and a Special Meeting is scheduled for Tuesday, January 11, 2022 at 12:15pm.

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

January 11, 2022

The Special Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, January 11, 2022 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 remotely via Zoom.

ROLL CALL/QUORUM

Trustees Present: Judge Mark Juhas
Kenneth Klein, Esquire
Judge Michelle Williams Court
Judge Dennis Landin
Susan Steinhauser, Esquire
Judge Michael Stern

Trustees Absent: Judge Yolanda Orozco

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

Also Present: Janine Liebert, Managing Librarian for Public Interest
Ryan Metheny, Managing Librarian for Legal Education

President Juhas determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. All votes were taken by roll-call, voice vote.

0.0 RESOLUTION
President Juhas motioned to adopt the Resolution to continue holding board meetings remotely. So moved by Trustee Steinhauser seconded by Trustee Landin. The motion was unanimously approved by roll call vote, 6 ayes – 0 noes.

1.0 PUBLIC COMMENT
No public comment.

2.0 PRESIDENT’S REPORT
No President’s Report.
3.0 DISCUSSION ITEMS
3.1 Volunteer Appreciation and Recognition

Volunteers who have made multiple efforts in assisting LA Law Library with patrons, programs and services, were thanked for their time, commitment and sacrifice by the Board of Trustees. Discussion and conversation ensued regarding the value of volunteers in providing service to those in need and the lessons and rewards experienced by those participating.

No action taken.

5.0 AGENDA BUILDING
No items were presented for consideration at a future meeting of the Board.

6.0 EXECUTIVE DIRECTOR’S REPORT
No report.

7.0 ADJOURNMENT
There being no further business to come before the Board, the meeting was adjourned at 1:15pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 26, 2022 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 November 30, 2021**

*(Provisional and subject to year-end audit adjustments)*

<table>
<thead>
<tr>
<th>Assets</th>
<th>6/30/2021</th>
<th>11/30/2021</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current assets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>10,471,380</td>
<td>13,535,680</td>
<td>3,064,299</td>
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<tr>
<td>Accounts receivable</td>
<td>302,650</td>
<td>214,426</td>
<td>(88,224)</td>
</tr>
<tr>
<td>Other receivable</td>
<td>1,149,242</td>
<td>1,148,192</td>
<td>(1,049)</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>252,791</td>
<td>387,206</td>
<td>134,415</td>
</tr>
<tr>
<td>Total current assets</td>
<td>12,176,063</td>
<td>15,285,504</td>
<td>3,109,441</td>
</tr>
</tbody>
</table>

| Noncurrent assets | | | |
| Restricted cash and cash equivalents | 318,470 | 318,470 | - |
| Investments | 5,999,853 | 5,995,021 | (4,832) |
| Capital assets, not being depreciated | 909,725 | 909,725 | - |
| Capital assets, being depreciated - net | 15,409,498 | 15,072,953 | (336,545) |
| Total noncurrent assets | 22,637,546 | 22,296,168 | (341,378) |
| Total assets | 34,813,609 | 37,581,672 | 2,768,063 |

| Deferred Outflows of Resources | | | |
| Deffered Outflows of Resources | 2,410,452 | 2,410,452 | - |
| Total assets and deferred outflows of resources | **37,224,062** | **39,992,125** | **2,768,063** |

| Liabilities | | | |
| Current Liabilities | | | |
| Accounts payable | 165,978 | 30,151 | (135,827) |
| Other current liabilities | - | - | - |
| Payroll liabilities | (1,185) | 3,538 | 4,724 |
| Total current liabilities | 164,793 | 33,690 | (131,103) |

| Noncurrent Liabilities | | | |
| Accrued sick and vacation liability | 299,418 | 295,490 | (3,928) |
| Borrowers' deposit | 229,794 | 237,969 | 8,175 |
| OPEB liability | 3,239,511 | 3,347,836 | 108,325 |
| Net pension liability | 3,887,855 | 3,929,520 | 41,665 |
| Total noncurrent liabilities | 7,656,578 | 7,810,815 | 154,237 |
| Total liabilities | 7,821,371 | 7,844,505 | 23,134 |

| Deferred Inflows of Resources | | | |
| Deffered Inflows of Resources | 1,418,426 | 1,418,426 | - |
| Total liabilities and deferred inflows of resources | 9,239,797 | 9,262,931 | 23,134 |

<p>| Net Position | | | |
| Invested in capital assets | 16,319,223 | 15,982,678 | (336,545) |
| Unrestricted | 11,665,042 | 14,746,516 | 3,081,475 |
| Total net position | 27,984,265 | 30,729,194 | 2,744,929 |
| Total liabilities and net position | <strong>37,224,062</strong> | <strong>39,992,125</strong> | <strong>2,768,063</strong> |</p>
<table>
<thead>
<tr>
<th>Nov 2020</th>
<th>Nov 2021</th>
<th>$ Fav</th>
<th>% Fav</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>Budget</td>
<td>Actual</td>
<td>Favor</td>
</tr>
<tr>
<td>576,163</td>
<td>563,645</td>
<td>553,615</td>
<td>(10,031)</td>
</tr>
<tr>
<td>5,070</td>
<td>5,159</td>
<td>5,343</td>
<td>184</td>
</tr>
<tr>
<td>21,267</td>
<td>37,500</td>
<td>49,892</td>
<td>8,392</td>
</tr>
<tr>
<td>16,756</td>
<td>11,248</td>
<td>8,803</td>
<td>(4,445)</td>
</tr>
<tr>
<td>619,257</td>
<td>611,652</td>
<td>611,652</td>
<td>(5,900)</td>
</tr>
<tr>
<td>318,136</td>
<td>347,625</td>
<td>320,002</td>
<td>27,623</td>
</tr>
<tr>
<td>55,057</td>
<td>53,985</td>
<td>51,929</td>
<td>2,056</td>
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<tr>
<td>119,473</td>
<td>174,392</td>
<td>134,214</td>
<td>40,178</td>
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<td>174,392</td>
<td>134,214</td>
<td>40,178</td>
</tr>
<tr>
<td>77,111</td>
<td>72,333</td>
<td>62,912</td>
<td>9,421</td>
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<tr>
<td>10,439</td>
<td>11,477</td>
<td>11,477</td>
<td>(50)</td>
</tr>
<tr>
<td>1,908</td>
<td>3,543</td>
<td>5,052</td>
<td>(1,508)</td>
</tr>
<tr>
<td>245</td>
<td>654</td>
<td>0</td>
<td>654</td>
</tr>
<tr>
<td>2</td>
<td>1,002</td>
<td>2</td>
<td>1,000</td>
</tr>
<tr>
<td>0</td>
<td>74</td>
<td>0</td>
<td>74</td>
</tr>
<tr>
<td>0</td>
<td>1,043</td>
<td>2,100</td>
<td>(267)</td>
</tr>
<tr>
<td>210,257</td>
<td>209,090</td>
<td>202,035</td>
<td>7,055</td>
</tr>
<tr>
<td>676,354</td>
<td>701,650</td>
<td>655,508</td>
<td>(46,057)</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Actual</th>
<th>Budget</th>
<th>Actual</th>
<th>Favor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,056,937</td>
<td>1,034,469</td>
<td>1,015,107</td>
<td>(19,363)</td>
</tr>
<tr>
<td>676,354</td>
<td>701,650</td>
<td>655,508</td>
<td>(46,057)</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>FY 2020-21</th>
<th>FY 2021-22 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTD Actual</td>
<td>Actual</td>
</tr>
<tr>
<td>Summary:</td>
<td></td>
</tr>
<tr>
<td>Income:</td>
<td></td>
</tr>
<tr>
<td>L.A. Superior Court Fees</td>
<td>2,529,869</td>
</tr>
<tr>
<td>Interest</td>
<td>27,201</td>
</tr>
<tr>
<td>Parking</td>
<td>115,376</td>
</tr>
<tr>
<td>Library Services</td>
<td>222,644</td>
</tr>
<tr>
<td>Total Income</td>
<td>2,895,090</td>
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<tr>
<td>Expense:</td>
<td></td>
</tr>
<tr>
<td>Staff (payroll + benefits)</td>
<td>1,972,109</td>
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<tr>
<td>Electronic Resource Subscriptions</td>
<td>236,175</td>
</tr>
<tr>
<td>Library Materials</td>
<td>632,106</td>
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<tr>
<td>Library Materials Transferred to</td>
<td>(632,106)</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>3,739,334</td>
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<tr>
<td>Investment Gain (Loss)</td>
<td>6,200</td>
</tr>
<tr>
<td>Extraordinary Income</td>
<td>1,254,174</td>
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<tr>
<td>Extraordinary Expense</td>
<td>0</td>
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<tr>
<td>Net Income Including Extraordinary Items</td>
<td>416,130</td>
</tr>
<tr>
<td>Capitalized Expenditures</td>
<td>0</td>
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Los Angeles County Law Library
Income Statement for the Period Ending November 30, 2021
(Provisional and subject to year-end audit adjustments)

1/20/2022
Page 1 of 5
<table>
<thead>
<tr>
<th>Nov 2020</th>
<th>Nov 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Actual</strong></td>
<td><strong>Budget</strong></td>
</tr>
<tr>
<td>576,163</td>
<td>563,645</td>
</tr>
<tr>
<td>4,912</td>
<td>5,000</td>
</tr>
<tr>
<td>158</td>
<td>159</td>
</tr>
<tr>
<td>5,070</td>
<td>5,159</td>
</tr>
<tr>
<td>21,267</td>
<td>37,500</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>Library Services</strong></td>
</tr>
<tr>
<td>33</td>
<td>16</td>
</tr>
<tr>
<td>9,160</td>
<td>6,625</td>
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<tr>
<td>4,643</td>
<td>716</td>
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<tr>
<td>0</td>
<td>1,500</td>
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<tr>
<td>848</td>
<td>714</td>
</tr>
<tr>
<td>1,972</td>
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<tr>
<td>26,756</td>
<td>11,248</td>
</tr>
<tr>
<td>619,257</td>
<td>617,552</td>
</tr>
</tbody>
</table>

**Expenses:**

| Staff: |
|-------------------|-------------------|
| **Salaries (FT)** | 181,166 |
| **Staff Vacancy Offset (PT)** | 0 |
| **Salaries (PT)** | 17,363 |
| **Staff Vacancy Offset (PT)** | 0 |
| **Social Security** | 10,259 |
| **Medicare** | 2,812 |
| **Retirement** | 21,493 |
| **Pension Exp (Actuarial)** | 0 |
| **Health Insurance** | 44,422 |
| **Disability Insurance** | 372 |
| **Dental Insurance** | 5,767 |
| **Vision Insurance** | 542 |
| **Life Insurance** | 171 |
| **Vacancy Benefits Offset** | 0 |
| **Workers Compensation Insurance** | 3,089 |
| **Temporary Employment** | 2,220 |

**Total Income:**

2,895,090

3,243,025

3,311,197

88,172

2.7%
Income Statement for the Period Ending November 30, 2021
(Provisional and subject to year-end audit adjustments)

<table>
<thead>
<tr>
<th>Nov 2020</th>
<th>Nov 2021</th>
<th>$ Fav (Unf)</th>
<th>% Fav (Unf)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>520 (520)</td>
<td>0.0%</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0 0 0</td>
<td>0.0%</td>
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<tr>
<td>21,667</td>
<td>21,667</td>
<td>2 0</td>
<td>0.0%</td>
</tr>
<tr>
<td>2,554</td>
<td>1,250</td>
<td>821 429</td>
<td>34.3%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>318,136</td>
<td>347,625</td>
<td>320,002</td>
<td>44,955</td>
</tr>
</tbody>
</table>

Library Materials/Electronic Resources Subscriptions:

- American Continuations: 462,351
- Branch Continuations: 5,485
- Commonwealth Continuations: 64,166

- Technology: 12,482

Software Maintenance: 10,014

Employee Technology: 2,012

Kitchen Supplies: 15,854

Janitorial Services: 320,002

Office Supplies: 33


total - Staff: 1,972,109

<table>
<thead>
<tr>
<th>FY 2020-21</th>
<th>FY 2021-22 YTD</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTD Actual</td>
<td>Budget</td>
<td>Actual</td>
</tr>
<tr>
<td>FAC</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1,205</td>
<td>0</td>
<td>1,047</td>
</tr>
<tr>
<td>0</td>
<td>1,721</td>
<td>517 1,205</td>
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<tr>
<td>1,412</td>
<td>12,674</td>
<td>2,954</td>
</tr>
<tr>
<td>141</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5,396</td>
<td>12,032</td>
<td>854 11,179</td>
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<tr>
<td>281</td>
<td>0</td>
<td>65</td>
</tr>
<tr>
<td>19,825</td>
<td>10,627</td>
<td>16,401</td>
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<tr>
<td>972</td>
<td>0</td>
<td>263</td>
</tr>
<tr>
<td>2,669</td>
<td>1,605</td>
<td>553 1,052</td>
</tr>
<tr>
<td>67</td>
<td>0</td>
<td>26</td>
</tr>
<tr>
<td>119,473</td>
<td>174,392</td>
<td>184,214</td>
</tr>
<tr>
<td>55,057</td>
<td>53,985</td>
<td>51,929</td>
</tr>
</tbody>
</table>

Facilities:

- Repair & Maintenance: 12,482
- Buildings Services: 6,836
- Cleaning Supplies: 1,165
- Electricity & Water: 63,209
- Elevator Maintenance: 4,830
- Heating & Cooling: 52,592
- Insurance: 102,232
- Janitorial Services: 50,571
- Landscaping: 8,350
- Security: 56,414
- Room Rental Expenses: 0
- Special Events Expenses: 45
- Furniture & Appliances (<3K): 145
- Equipment (<3K): 549
- Building Alterations (<3K): 0
- Delivery & Postage: 748
- Kitchen supplies: 308
- Subtotal: 360,475

| 77,714 | 72,333 | 62,912 | 9,421 | 13.0% |

Technology:

- Software Maintenance: 9,022
- Hardware Maintenance: 10,014
- Software (<3K): 936

Some transit lines are free during pandemic.

Lower payroll processing fee due to continued vacations.
<table>
<thead>
<tr>
<th>Nov 2020</th>
<th>Nov 2021</th>
<th>FY 2020-21</th>
<th>FY 2021-22 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Actual</strong></td>
<td><strong>Budget</strong></td>
<td><strong>Actual</strong></td>
<td><strong>Budget</strong></td>
</tr>
<tr>
<td><strong>YTD (Unf)</strong></td>
<td><strong>% Fav</strong></td>
<td><strong>YTD (Unf)</strong></td>
<td><strong>% Fav</strong></td>
</tr>
<tr>
<td>1,667</td>
<td>80</td>
<td>0</td>
<td>80</td>
</tr>
<tr>
<td>4,849</td>
<td>4,877</td>
<td>5,079</td>
<td>(202)</td>
</tr>
<tr>
<td>1,911</td>
<td>1,800</td>
<td>1,642</td>
<td>158</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>1,263</td>
<td>890</td>
<td>0</td>
<td>890</td>
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<tr>
<td>13,039</td>
<td>11,427</td>
<td>11,477</td>
<td>(50)</td>
</tr>
<tr>
<td><strong>General:</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>486</td>
<td>583</td>
<td>472</td>
<td>112</td>
</tr>
<tr>
<td>875</td>
<td>910</td>
<td>891</td>
<td>19</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>174</td>
<td>0</td>
<td>1,174</td>
<td>(1,174)</td>
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<tr>
<td>97</td>
<td>1,250</td>
<td>116</td>
<td>1,134</td>
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<tr>
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<td>0</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>0</td>
<td>25</td>
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<tr>
<td>275</td>
<td>800</td>
<td>1,087</td>
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<tr>
<td>0</td>
<td>0</td>
<td>512</td>
<td>(512)</td>
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<tr>
<td>1,503</td>
<td>2,250</td>
<td>250</td>
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<tr>
<td>0</td>
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<td>0</td>
<td>404</td>
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<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>245</td>
<td>654</td>
<td>0</td>
<td>654</td>
</tr>
<tr>
<td><strong>Communications &amp; Marketing:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>40</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>0</td>
<td>500</td>
<td>0</td>
<td>500</td>
</tr>
<tr>
<td>0</td>
<td>1,000</td>
<td>0</td>
<td>1,000</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>74</td>
<td>0</td>
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<td><strong>Professional Services:</strong></td>
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<td>0</td>
<td>0.0%</td>
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<td>1,833</td>
<td>2,100</td>
<td>(267)</td>
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<td>0</td>
<td>7,990</td>
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<tr>
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<td>0</td>
<td>400</td>
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<tr>
<td><strong>Subtotal:</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>1,833</td>
<td>2,100</td>
<td>8,123</td>
</tr>
<tr>
<td><strong>Depreciation:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>186,907</td>
<td>181,248</td>
<td>179,170</td>
<td>2,078</td>
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<td>23,349</td>
<td>27,842</td>
<td>22,865</td>
<td>4,977</td>
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<tr>
<td>210,257</td>
<td>209,090</td>
<td>202,035</td>
<td>7,055</td>
</tr>
<tr>
<td>676,354</td>
<td>701,565</td>
<td>655,508</td>
<td>46,057</td>
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<tr>
<td><strong>Net Income Before Extraordinary Items:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(57,097)</td>
<td>(84,013)</td>
<td>(43,857)</td>
<td>40,157</td>
</tr>
</tbody>
</table>

**Los Angeles County Law Library**

**Income Statement for the Period Ending November 30, 2021**

(Provisional and subject to year-end audit adjustments)

| **Unbudgeted conference phone replacement expense .** | **Lower transaction volume.** | **Timing variance.** | **Low office supply requests due to limited onsite staff.** | **Reflects Fresh Start initiative fines waiver.** | **Reflects one-time funding class subsidy.** |
| **Unaudited conference phone replacement expense .** | **Lower transaction volume.** | **Timing variance.** | **Conference format change to "online" reduced registrations costs. No travel cost incurred.** | **Branch/partnership locations remain closed; traveling not yet resumed.** | **Delay in OTF project implementation.** | **Timing variance.** |
| **Unbudgeted conference phone replacement expense .** | **Lower transaction volume.** | **Timing variance.** | **Conference format change to "online" reduced registrations costs. No travel cost incurred.** | **Branch/partnership locations remain closed; traveling not yet resumed.** | **Delay in OTF project implementation.** | **Timing variance.** |
### Los Angeles County Law Library

**Income Statement for the Period Ending November 30, 2021**

*Provisional and subject to year-end audit adjustments*

<table>
<thead>
<tr>
<th>Nov 2020</th>
<th>Nov 2021</th>
<th>YTD Actual</th>
<th>FY 2021-22 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>Budget</td>
<td>Actual</td>
<td>$ Fav (Unf)</td>
</tr>
<tr>
<td>1,811</td>
<td>1,667</td>
<td>2,143</td>
<td>476</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(55,286)</td>
<td>(82,347)</td>
<td>(41,714)</td>
<td>40,633</td>
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</table>

<table>
<thead>
<tr>
<th>FY 2020-21</th>
<th>FY 2021-22 YTD</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTD</td>
<td>Budget</td>
<td>Actual</td>
</tr>
<tr>
<td>1,254,174</td>
<td>0</td>
<td>3,175,330</td>
</tr>
</tbody>
</table>

**Investment Gain (Loss):**
- Reflects gains/loss if sold at time of report (before maturity)

**Extraordinary Income:**
- One-time backfill funding from the State.

**Extraordinary Expense:**

**Net Income Including Extraordinary Items:**
- 440.7%

**Capital Expenditures:**

- Delay in capital project completion.
- Delay in capital project completion.
- Delay in capital project completion.
- Delay in capital project completion.

**CalPERS CERBT Trust Fund:**

- Administrative Expense
- Investment Expense
- Unrealized Gain/Loss
- Distribution

- Beginning Balance: 2,616,932
- (106)
- (78)
- (34,054)

- Ending Balance: 2,582,694

---

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

### Statement of Cash Flows

As of November 30, 2021

(Provisional and subject to year-end audit adjustments)

<table>
<thead>
<tr>
<th>Cash flows from operating activities</th>
<th>11/30/2021</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>L.A. Superior court fees</td>
<td>553,615</td>
<td>2,854,150</td>
</tr>
<tr>
<td>Parking fees</td>
<td>45,892</td>
<td>229,077</td>
</tr>
<tr>
<td>Library services</td>
<td>6,803</td>
<td>3,280,197</td>
</tr>
<tr>
<td>(Increase) decrease in accounts receivable</td>
<td>(48,938)</td>
<td>88,224</td>
</tr>
<tr>
<td>(Increase) decrease in other receivable</td>
<td>3,964</td>
<td>1,049</td>
</tr>
<tr>
<td>Increase (decrease) in borrowers' deposit</td>
<td>202</td>
<td>8,175</td>
</tr>
</tbody>
</table>

**Cash received from filing fees and services**

<table>
<thead>
<tr>
<th></th>
<th>561,537</th>
<th>6,460,872</th>
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</thead>
<tbody>
<tr>
<td>Facilities</td>
<td>(62,912)</td>
<td>(338,455)</td>
</tr>
<tr>
<td>Technology</td>
<td>(11,477)</td>
<td>(53,715)</td>
</tr>
<tr>
<td>General</td>
<td>(5,052)</td>
<td>(32,990)</td>
</tr>
<tr>
<td>Professional development</td>
<td>-</td>
<td>(3,101)</td>
</tr>
<tr>
<td>Communications &amp; marketing</td>
<td>(2)</td>
<td>(10)</td>
</tr>
<tr>
<td>Travel &amp; entertainment</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Professional services</td>
<td>(2,100)</td>
<td>(31,615)</td>
</tr>
<tr>
<td>Electronic Resource Subscriptions (ERS)</td>
<td>(51,929)</td>
<td>(233,217)</td>
</tr>
<tr>
<td>(Increase) decrease in accounts receivable</td>
<td>(12,048)</td>
<td>(135,827)</td>
</tr>
<tr>
<td>Increase (decrease) in other liabilities</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Cash payments to suppliers for goods and services**

<table>
<thead>
<tr>
<th></th>
<th>91,074</th>
<th>963,344</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff (payroll + benefits)</td>
<td>(320,002)</td>
<td>(2,048,556)</td>
</tr>
<tr>
<td>Increase (decrease) in payroll liabilities</td>
<td>(5,608)</td>
<td>4,724</td>
</tr>
<tr>
<td>Increase (decrease) in accrued sick and vacation liability</td>
<td>-</td>
<td>(3,928)</td>
</tr>
<tr>
<td>Increase (decrease) in OPEB liability</td>
<td>21,665</td>
<td>108,325</td>
</tr>
<tr>
<td>Increase (decrease) in net pension liability</td>
<td>8,333</td>
<td>41,665</td>
</tr>
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</table>

**Cash payments to employees for services**

<table>
<thead>
<tr>
<th></th>
<th>295,612</th>
<th>1,897,770</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributions received</td>
<td>-</td>
<td>120,000</td>
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</table>

Net cash from operating activities

<table>
<thead>
<tr>
<th></th>
<th>174,851</th>
<th>3,719,757</th>
</tr>
</thead>
</table>

### Cash flow from capital and related financing activities

<table>
<thead>
<tr>
<th></th>
<th>134,214</th>
<th>678,561</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library materials</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Fixed assets</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Capital - Work in Progress (WIP)</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### Cash flows from investing activities

<table>
<thead>
<tr>
<th></th>
<th>5,343</th>
<th>23,103</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Investment earnings</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Net cash increase (decrease) in cash and cash equivalents

<table>
<thead>
<tr>
<th></th>
<th>45,980</th>
<th>3,064,299</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and cash equivalents, at beginning of period</td>
<td>13,808,170</td>
<td>10,789,850</td>
</tr>
<tr>
<td>Cash and cash equivalents, at end of period</td>
<td>13,854,150</td>
<td>13,854,150</td>
</tr>
</tbody>
</table>

### Reconciliation of Operating Income to Net Cash from Operating Activities

<table>
<thead>
<tr>
<th></th>
<th>(49,199)</th>
<th>2,726,658</th>
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<tbody>
<tr>
<td>Operating income</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Adjustments for noncash effects:</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Depreciation</td>
<td>202,035</td>
<td>1,015,107</td>
</tr>
<tr>
<td>Extraordinary expense: book write-off</td>
<td>-</td>
<td>-</td>
</tr>
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</table>

Changes in operating assets and liabilities:

<table>
<thead>
<tr>
<th></th>
<th>48,938</th>
<th>88,224</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Increase) decrease in accounts receivable</td>
<td>(48,938)</td>
<td>88,224</td>
</tr>
<tr>
<td>(Increase) decrease in other receivable</td>
<td>3,964</td>
<td>1,049</td>
</tr>
<tr>
<td>(Increase) decrease in prepaid expenses</td>
<td>54,446</td>
<td>(134,415)</td>
</tr>
<tr>
<td>Increase (decrease) in accounts payable</td>
<td>(12,048)</td>
<td>(135,827)</td>
</tr>
<tr>
<td>Increase (decrease) in other liabilities</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Increase (decrease) in payroll liabilities</td>
<td>(5,608)</td>
<td>4,724</td>
</tr>
<tr>
<td>Increase (decrease) in accrued sick and vacation liability</td>
<td>-</td>
<td>(3,928)</td>
</tr>
<tr>
<td>Increase (decrease) in borrowers' deposit</td>
<td>202</td>
<td>8,175</td>
</tr>
<tr>
<td>Increase (decrease) in OPEB liability</td>
<td>21,665</td>
<td>108,325</td>
</tr>
<tr>
<td>Increase (decrease) in net pension liability</td>
<td>8,333</td>
<td>41,665</td>
</tr>
</tbody>
</table>

Net cash from operating activities

<table>
<thead>
<tr>
<th></th>
<th>174,851</th>
<th>3,719,757</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>PAYEE</td>
<td>FOR</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------</td>
<td>-------</td>
</tr>
<tr>
<td>December 23</td>
<td>EX LIBRIS (USA) INC</td>
<td>PREPAID EXP</td>
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15,615.84
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<thead>
<tr>
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<th>PAYEE</th>
<th>FOR</th>
<th>AMOUNT</th>
<th>CHECK NO.</th>
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<tbody>
<tr>
<td>December 2</td>
<td>OFFICESUPPLY.COM</td>
<td>SUPPLIES LIBRARY</td>
<td>398.50</td>
<td>V006637</td>
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<tr>
<td>December 3</td>
<td>WOLTERS KLUWER LAW &amp; BUSINESS</td>
<td>BOOKS</td>
<td>2,036.05</td>
<td>V006687</td>
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<td></td>
<td>LEXISNEXIS MATTHEW BENDER</td>
<td>BOOKS</td>
<td>494.56</td>
<td>V006688</td>
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<tr>
<td></td>
<td>CONTINUING EDUCATION OF THE BAR CAL</td>
<td>BOOKS</td>
<td>1,235.79</td>
<td>V006489</td>
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<tr>
<td></td>
<td>PROQUEST LLC COUTTS INFORMATION SER</td>
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<td>INSTITUTE OF CONTINUING LEGAL EDUCATION</td>
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<td>V006495</td>
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<td>BOOKS</td>
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<td>V006496</td>
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<tr>
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<td>PRACTISING LAW INSTITUTE</td>
<td>BOOKS</td>
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<td>V006497</td>
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<td>THOMSON REUTERS TAX &amp; ACCOUNTING</td>
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<td>V006498</td>
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<td>BOOKS</td>
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<td>V006499</td>
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<td>BUILDING ELECTRONIC CONTROLS INC</td>
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<tr>
<td></td>
<td>BINGOCARDCREATOR.COM</td>
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53,058.18
# Fiscal Year Quarterly Statistics

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<td>5,869</td>
<td>4,022</td>
<td>0</td>
<td>2,125</td>
<td>2,966</td>
</tr>
<tr>
<td>Phone Inquiries</td>
<td>1,666</td>
<td>1,636</td>
<td>1,356</td>
<td>1,202</td>
<td>1,286</td>
</tr>
<tr>
<td>Totals</td>
<td>7,535</td>
<td>5,658</td>
<td>1,356</td>
<td>3,327</td>
<td></td>
</tr>
</tbody>
</table>

## Library Materials Circulation

<table>
<thead>
<tr>
<th></th>
<th>FY19 2nd Quarter</th>
<th>FY20 2nd Quarter</th>
<th>FY21 2nd Quarter</th>
<th>FY22 2nd Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books Circulated</td>
<td>1,899</td>
<td>1,917</td>
<td>417</td>
<td>893</td>
</tr>
<tr>
<td>Library Card Sign-ups</td>
<td>522</td>
<td>451</td>
<td>0</td>
<td>203</td>
</tr>
<tr>
<td>Members Program - Active Members</td>
<td>340</td>
<td>308</td>
<td>204</td>
<td>222</td>
</tr>
<tr>
<td>Public Terminal Logins</td>
<td>6,078</td>
<td>5,410</td>
<td>0</td>
<td>1,675</td>
</tr>
</tbody>
</table>

## Document Delivery / E-Delivery/Copies

Reference and Research responds to user requests for Library materials in-person, mail and electronic.

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.

Document Delivery / E-Delivery/Copies
<table>
<thead>
<tr>
<th>FY19 2nd Quarter</th>
<th>FY20 2nd Quarter</th>
<th>FY21 2nd Quarter</th>
<th>FY22 1st Quarter</th>
<th>FY22 2nd Quarter</th>
<th>FY22 2nd Quarter Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Delivery</strong> 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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone Inquiries</td>
<td>334</td>
<td>716</td>
<td>237</td>
<td>337</td>
<td>639</td>
</tr>
<tr>
<td>In-Person</td>
<td>2,124</td>
<td>2,480</td>
<td>0</td>
<td>475</td>
<td>636</td>
</tr>
<tr>
<td>Email (Includes Members Program)</td>
<td>201</td>
<td>220</td>
<td>924</td>
<td>978</td>
<td>815</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>2,712</strong></td>
<td><strong>3,416</strong></td>
<td><strong>1,161</strong></td>
<td><strong>1790</strong></td>
<td><strong>2,090</strong></td>
</tr>
<tr>
<td>Pages Delivered</td>
<td>4,503</td>
<td>6,539</td>
<td>8,477</td>
<td>8,698</td>
<td>8,150</td>
</tr>
<tr>
<td>Copies Made (Main Library)</td>
<td>49,678</td>
<td>67,897</td>
<td>0</td>
<td>54,679</td>
<td>54,681</td>
</tr>
</tbody>
</table>

**Collection Management Services**

*Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.*

| New Titles Added | 140 | 144 | 149 | 108 | 159 |
| Print Volumes Added | 1,409 | 1576 | 1372 | 1,963 | 1626 |
| New Serials | 25 | 13 | 14 | 7 | 17 |
| Non-Print Media Added | 200 | 890 | 408 | 2,462 | 32 |
| Records Cataloged/Updated | 485 | 395 | 503 | 701 | 152 |
| Print & Non-Print Withdrawn | 540 | 423 | 506 | 403 | 398 |

**Brief Scanning Project**

| Briefs Logged (Google) | 11,743 | 15,690 | 7,480 | 0 | 0 | Google Operations Ceased as of March 29, 2021 |

**Website Statistics**

| Visitors | 22,725 | 29,354 | 20,279 | 23,918 | 26,298 |
| Visits (previously counted as "Pages Viewed") | 90,517 | 92,760 | 66,311 | 71,688 | 84,078 |
| Average Daily Visits | 379 | 316 | 301 | 283 | 292 |
| Average Duration | 3:01 | 4:57 | 3:08 | 2:53 | 3:23 |
| Visitors: US | 97.74% | 95.99% | 93.62% | 92.87% | 94.56% |
| Visitors: International / Unspecified | 2.26% | 2.10% | 5.9% | 7.13% | 5.44% |

**Training and Events (Includes Online,Prerecorded/Live via ZOOM)**

<p>| Public Classes Held Online | Internal speaker | 0 | 0 | 15 | 20 | 33 |
| Guest speaker | 0 | 0 | 78 | 107 | 146 |
| MCLE Classes Held Online | Internal speaker | 0 | 0 | 0 | 0 | 0 |
| Guest speaker | 0 | 0 | 13 | 19 | 29 |</p>
<table>
<thead>
<tr>
<th>FY19 2nd Quarter</th>
<th>FY20 2nd Quarter</th>
<th>FY21 2nd Quarter</th>
<th>FY22 1st Quarter</th>
<th>FY22 2nd Quarter</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinics/ Workshops Held Online</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Public Classes Held at Main &amp; Branches</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal speaker</td>
<td>42</td>
<td>37</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Guest speaker</td>
<td>81</td>
<td>91</td>
<td>0</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>MCLE Classes Held</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal speaker</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Guest speaker</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>Clinics/ Workshops Held</td>
<td>65</td>
<td>52</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Totals</td>
<td>194</td>
<td>186</td>
<td>110</td>
<td>149</td>
<td>219</td>
</tr>
<tr>
<td>Class Attendance in Person Total (Estimated)</td>
<td>3,480</td>
<td>2,906</td>
<td>0</td>
<td>0</td>
<td>291</td>
</tr>
<tr>
<td>Live Class Attendance: Online/Remote</td>
<td>N/A</td>
<td>N/A</td>
<td>244</td>
<td>649</td>
<td>762</td>
</tr>
<tr>
<td>Live Class Registration: Online/Remote</td>
<td>N/A</td>
<td>0</td>
<td>2167</td>
<td>1,422</td>
<td>1,558</td>
</tr>
<tr>
<td>Number of plays of prerecorded Classes</td>
<td>N/A</td>
<td>0</td>
<td>869</td>
<td>110</td>
<td>1,668</td>
</tr>
<tr>
<td>Class Attendance Branches (Estimated)</td>
<td>N/A</td>
<td>646</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Visits to Main Branch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Patron Visits (front door)</td>
<td>24,400</td>
<td>47,286</td>
<td>0</td>
<td>26,515</td>
<td>23,977</td>
</tr>
</tbody>
</table>
MEMORANDUM

DATE: January 26, 2022

TO: Board of Law Library Trustees

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

RE: Update Regarding 2022-23 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, 2022. This year, the Library’s experience modification rating (Ex-Mod) decreased from 125% to 104%. Our hope is that this decrease will ensure competitive bids for the upcoming renewal cycle. The Library’s insurance broker is marketing the coverage under the current guaranteed cost program and conservatively expects a 5% to 10% increase in premiums due to uncertainties caused by the ongoing pandemic. However, we are hopeful that the lower Ex-Mod will result in a favorable outcome for the Library.

To address the ongoing coronavirus pandemic, the Library implemented additional safety measures to protect staff including the purchase of PPE’s, a hybrid work model including work from home and strict protocols regarding masking, distancing, staying off site when sick, isolating, monitoring symptoms and contact tracing. Our goal is to limit the transmission of the virus among staff while at the same setting up an infrastructure that allows us to provide our essential services to those in need.

ANALYSIS AND DETAIL

Law Library’s Worker’s Compensation Profile
The Library’s workers’ compensation program continues to be an area of focus for staff and the Library’s broker. The focus has been on being proactive to prevent losses from occurring. Incidents are reported timely and corrective actions, if any, are taken immediately.

Exhibit A illustrates the Library’s historical frequency and severity. No claim has been reported during the current policy period.
Exhibit B illustrates the Library’s program history as it relates to historical total incurred losses for workers’ compensation versus the total premium paid for workers’ compensation coverage. The total year to date loss is $0 for the current policy period.

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 current policy period is 0%. Our loss ratio for the prior three years was 30% for 2018-19, 0% for 2019-20, and 0% for 2020-21.

Exhibit D illustrates the Library’s ex-mod history rating as determined by the WCIRB. For the 2022-23 renewal period our experience modification was established at 104%, a decrease from the expiring 125%. This has been our lowest Ex-Mod since 2013 and it reflects the Library’s commitment to a safe work environment for staff.

Guaranteed Cost Program
In anticipation of the renewal, our broker is seeking bids from various workers compensation insurance carriers in addition to the State Compensation Insurance Fund, the Library’s current workers compensation carrier. The decrease in our Ex-Mod may open new markets.

State Fund as the incumbent carrier has not yet released the Law Library’s quotation. Our insurance broker is continuing to work with the State Fund to secure the renewal quotation. This year, our broker anticipates participation from the following carriers; Liberty, Travelers, Employers, Everest, Berkshire, AIG, and Chubb.

NEXT STEPS
Barring any different direction from the Board, the Library will continue to work with our broker to obtain bids for fixed premium options and present them at the February meeting.

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 for decision with all necessary information at the February meeting.

See Attachments
WC FREQUENCY & SEVERITY

Valued as of: 12/10/19
WC PROGRAM HISTORY

Valued as of: 12/10/19

Total Incurred

Premium

2013-2014: $105,353
2014-2015: $92,317
2015-2016: $104,802
2016-2017: $89,342
2017-2018: $71,387
2018-2019: $44,255
2019-2020: $13,714
2020-2021: $0
2021-2022: $0

Total Incurred

2013-2014: $0
2014-2015: $22,357
2015-2016: $0
2016-2017: $987
2017-2018: $53,139
2018-2019: $38,125
2019-2020: $0
2020-2021: $0
2021-2022: $0

Valued as of: 12/10/19
WC LOSS RATIOS
Loss Ratios = Total Incurred / Premium

Valued as of: 12/10/19
WCIRB EX-MOD HISTORY

Valued as of: 1/14/20
Robert Lowe
First Vice President
(213) 270-0145
robert.lowe@alliant.com

Courtney Ramirez
Vice President
(949) 660-8133
cramirez@alliant.com

Christopher Gray
Account Manager - Lead
(949) 660-5944
cgray@alliant.com

Kristen DesCombes
Account Representative
(213) 406-8757
kristen.descombes@alliant.com
AGENDA ITEM 4

DISCUSSION ITEMS

4.1 Approval of Proposed One Time Funding Expenditures and Corresponding Budget Amendment for FY2022

4.2 Approval of Job Descriptions Necessary to Implement One Time Funding Projects

4.3 Approval of Project Design and Grant Application for Beautification and Improved Access of Law Library Grounds

4.4 Staff Presentation Regarding Remote Locations
MEMORANDUM

DATE: January 26, 2022

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Proposed One Time Funding Expenditures and Corresponding Budget Amendment for FY2022

INTRODUCTION AND SUMMARY
Staff has prepared, and the Finance Committee has reviewed, a list of proposed projects and expenditures to use One Time Funding (OTF) allocated to LA Law Library by the State in the current fiscal year. The Board is asked to discuss and approve the proposed list of projects as well as a corresponding budget amendment to allow the expenditures proposed to be made – or at least begun – in the current fiscal year.

DISCUSSION AND BACKGROUND
Attached you will find:

1. An excel spreadsheet of the proposed use of OTF revenue. Of course, only a portion of the OTF received is expected to be spent in the current fiscal year. As discussed below, we are “setting aside” enough of the OTF to cover the recurring costs for a total of 3 years (current year plus 2 more). Moreover, there will be other projects whose costs are not yet properly estimated that will be proposed for future fiscal years.

2. A Chart of the proposed Reorganization of Patron Services. The changes to be made in Patron Services reflect new positions already approved, proposed new positions and other changes in staffing to accommodate new projects and programs, as well as continued staff development. The actual job descriptions (new and revised) needed to implement these changes are provided separately in support of Agenda Item 4. __, which seeks Board approval of those job descriptions.

3. A recap of what we have spent of the prior OTF allocation ($3.2M). Much of this remains unspent. These projects were interrupted by a pandemic and many, including significant capital projects are still priorities to be completed this year or next. These projects are considered ‘already funded’ and therefore are not included in the new OTF project list. They do not require Board consideration or a budget amendment.
Source of OTF: As a reminder, the Law Library received an allocation of just over $3.1M this year from the State as part of the funding provided to County Law Libraries statewide. The Legislature also advised at that time, that they intended to provide a similar allocation in the coming fiscal year (2023). Although that has not yet been effectuated, the Senate’s proposed budget bill – as promised – does includes another $16.5 million for County Law Libraries and we are therefore very optimistic that funding will again be available in FY2023.

Policy Questions Regarding Expenditure of OTF: In preparation for this meeting – and prior to preparing these plans – we met with the 2022 Board Finance Committee to get input on some bigger picture policy issues regarding how OTF money is spent. The Finance Committee was supportive of the following concepts which informed the proposals that we then brought back to them, and now to you.

1. Use of OTF for Ongoing, Operational Expenses: In normal circumstances, it is considered imprudent to spend one-time monies on ongoing expenditures. However, the Law Library’s circumstances are unusual in this regard. First, the Law Library has reduced need for one-time project funding because the prior OTF was allocated to pay for one-time projects. Second, the Law Library currently has ample reserves to allow us to withstand short term fluctuations in revenue. Third, while the Legislature has been reluctant to provide ongoing, regular funding, the allocation for current year is generous and sufficient to fund the proposed new operational expenditures for at least 3 years. Finally, a similar allocation for next fiscal year looks likely. Accordingly, Staff is recommending – and the Finance Committee has agreed – to use of one-time monies to fund operational expenses in certain areas (with the proviso that the one-time funding already received is sufficient to support at least 3 years of the ongoing expense).

   a. Market and Equity Adjustments to Compensation: We recommend making market and equity adjustments to compensation for existing employees who are underpaid, existing positions that are vacant and underfunded and positions that are underfunded as compared to lower level positions (compaction of the pay scale). It is currently a very difficult time to recruit to fill vacancies and to retain the excellent, skilled employees we already have. The phenomenon you have undoubtedly read about in the papers of starting level wages rising significantly has impacted the Law Library. In order to recruit and retain the caliber of staff currently working at the Law Library, we must increase wages.

   b. Expansion of Services: In order to expand programs and services, we need to make some new hires including the Community Resource Specialist, HR Generalist and Public Interest Law Librarian already approved by the Board, as well as a Legal Education Law Librarian, two Technicians to assist with scanning and video production, respectively, and an IT Database Administrator to provide infrastructure support.
2. **Use of OTF to Support Other County Law Libraries**: Many other County Law Libraries (CLLs) are struggling to stay open or provide even minimal, basic legal information services to their patrons. Supporting those struggling CLLs elsewhere in the state would provide benefits to LA Law Library in several respects. First, the burden of servicing the populations of counties without fully functional CLLs falls primarily on the rest of the functioning CLLs. We frequently provide telephone, email and live chat service to the rest of the state. Second, the most compelling argument for ongoing state funding is the provision of adequate legal information and resources throughout the state. Legislators are looking for statewide access to justice and do not want to commit to ongoing funding for just certain wealthy counties. Third, and perhaps most importantly, while LA County is our priority, statewide access to justice is our goal as well, especially given that we receive more than 20% of the total funding for California CLLs and are consistently advocating for access to justice as a statewide concept. The statewide organization of CLLs is evaluating ways to strengthen the network throughout the state and bolster the level of service in struggling counties. There is a proposal that the more stable CLLs provide funding for a pool of grant money to be awarded to struggling county law libraries to assure that certain minimal standards are met in every (willing) county in the state. The attached proposal includes an allocation of a portion of our OTF to help seed that grant pool (once the statewide terms, mechanism and process have been established) to promote access to information and justice at County Law Libraries statewide.

Management has met with SEIU regarding the proposed list.

**RECOMMENDATION**
Staff recommends that the Board approve the attached list of projects and amend the budget for FY2022 to include the proposed expenditures.
<table>
<thead>
<tr>
<th>Project/Service Title</th>
<th>Overview</th>
<th>Current Year Cost</th>
<th>Annual Cost</th>
<th>Extended Cost (Current year + 2 additional years for operational expenses)</th>
<th>SJL Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase minimum wage</td>
<td>Increase minimum hourly wage from $15 to minimum $17 to remain competitive and avoid loss of valuable, trained employees.</td>
<td>$15,221</td>
<td>$30,442</td>
<td>$76,104</td>
<td>Includes salary plus estimated benefits at 20%</td>
</tr>
<tr>
<td>Increase Clerk wages</td>
<td>Increase Library Clerk hourly wage to minimum $19 to maintain equity and retain staff.</td>
<td>$21,361</td>
<td>$42,722</td>
<td>$106,808</td>
<td>Includes salary plus estimated benefits at 40%</td>
</tr>
<tr>
<td>Increase other classification wages</td>
<td>Increase Technician, Library Associate, &amp; HelpDesk Analyst hourly wage to a minimum $21</td>
<td>$11,165</td>
<td>$22,330</td>
<td>$55,825</td>
<td>Includes salary plus estimated benefits at 40%</td>
</tr>
<tr>
<td>Job Promotions</td>
<td>Increased responsibility / restructure wage increases for management.</td>
<td>$13,000</td>
<td>$26,000</td>
<td>$65,000</td>
<td>Includes salary plus estimated benefits at 40%</td>
</tr>
<tr>
<td>Individual Market Rate Adjustments</td>
<td>This is a pool of funds available to increase compensation of those whose compensation is below market.</td>
<td>$25,000</td>
<td>$50,000</td>
<td>$125,000</td>
<td></td>
</tr>
<tr>
<td>2% Bonus</td>
<td>This bonus was already negotiated in the existing MOU and budgeted contingent upon the receipt of OTF from the State. Since the funding was received, the bonus was paid in September.</td>
<td></td>
<td></td>
<td>$48,514</td>
<td>Already paid</td>
</tr>
<tr>
<td>Resumption of Scanning</td>
<td>2 Scan Aides (offset in part by Google revenue)</td>
<td>$26,520</td>
<td>$53,040</td>
<td>$132,600</td>
<td>Includes salary plus estimated benefits at 20%</td>
</tr>
<tr>
<td>Individual translators for Lawyers in the Library</td>
<td>Alternative to translation service for commonly requested languages where individual translators are available for hire and no on staff personnel have language capacity in the target language. (Existing Staff continue to have first priority for translation projects.) Hired on an hourly basis. Pilot project.</td>
<td>$3,000</td>
<td></td>
<td></td>
<td>Continuation in future fiscal years may use a different model and will involve different costs</td>
</tr>
<tr>
<td>Current interest collection of books</td>
<td>Expand collection to include topical books on relevant issues such as social justice, immigration, climate change… LALL has some but expand and feature in social media and events.</td>
<td>$3,000</td>
<td></td>
<td></td>
<td>Pilot project for current year. Will track spending and usage</td>
</tr>
<tr>
<td>Purchase additional PDF editor licenses</td>
<td>Would allow for those backing up eDelivery as well as Members staff to process and edit PDFs</td>
<td>$300</td>
<td>$600</td>
<td>$1,500</td>
<td></td>
</tr>
<tr>
<td>Text messaging confirmation system</td>
<td>Reduce staff time spent on calling/emailing patrons to confirm appointments for Lawyers in the Library; also reduce rate of no-shows. Pilot project.</td>
<td>$2,500</td>
<td></td>
<td></td>
<td>Future years may differ in process or cost</td>
</tr>
<tr>
<td>Contacts Management Database</td>
<td>Used by Patron Services to reach providers and partners. Expands library’s capacity to reach large groups for events such as PBW or Law Days – or recruitment for LITL. Alternative to mail merge/large emails with many recipients. More efficient, less risk of email address getting blocked and less memory use. Pilot project.</td>
<td>$3,000</td>
<td></td>
<td></td>
<td>Future years may differ in process or cost</td>
</tr>
<tr>
<td>Incubator Program Partnership</td>
<td>LALL would provide a stipend to LAIC in exchange for specified program support on difficult-to-cover topics, including landlord tenant and civil rights at LITL and Ask a Lawyer programs and teaching, class production in high-demand subject areas. Provides continuity and predictability of support for increased need in library services, while simultaneously supporting the development of modest means services in LA County.</td>
<td>$10,000</td>
<td>$15,000</td>
<td>$40,000</td>
<td>Annual fee</td>
</tr>
<tr>
<td>Project/Service Title</td>
<td>Overview</td>
<td>Current Year Cost</td>
<td>Annual Cost</td>
<td>Extended Cost (Current year + 2 additional years for operational expenses)</td>
<td>SJL Comments</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------</td>
<td>-------------------</td>
<td>-------------</td>
<td>------------------------------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Expanded staff space</td>
<td>Additional space will be needed to accommodate new hires as well as regular shifts of remote staff training/supporting at Main. Minor modifications and FFE purchases should be sufficient to create temporary usable space. (A longer term remodel of the lower level staffing area will be needed in future fiscal years.)</td>
<td>$10,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIA accreditation for the Library as institution and individual staff</td>
<td>BIA accreditation (institution and staff) to qualify the Library to host N-400 (naturalization form) processing workshops for citizenship with accredited staff serving as form processors.</td>
<td>$10,000</td>
<td></td>
<td></td>
<td>One-Time Training and administrative costs (this year only). Ongoing costs TBD.</td>
</tr>
<tr>
<td>New Positions Community Resources Specialist</td>
<td>A social worker in the library to support ongoing public programs and services, expand assistance to patrons and provide counseling and broad based mental health, social and economic wrap-around services and referrals.</td>
<td></td>
<td></td>
<td></td>
<td>Previously approved</td>
</tr>
<tr>
<td>IT Database Administrator</td>
<td>Additional support for higher-level IT functions, such as recruitment, coaching, investigations and policy development</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technician Video Production</td>
<td>This position is needed to keep up with the expansion of remote instruction, including on-demand programming and pre-recorded session</td>
<td></td>
<td></td>
<td></td>
<td>Part time</td>
</tr>
<tr>
<td>Technician Scanning</td>
<td>With the resumption of the Google project additional support is needed to manage work flow and quality control</td>
<td></td>
<td></td>
<td></td>
<td>Part time</td>
</tr>
<tr>
<td>Legal Education Librarian</td>
<td>Additional librarian to take on development of classes, teaching, and coordination of programs. Needed to assist in managing existing portfolio of ongoing programs and expansion of programs</td>
<td></td>
<td></td>
<td></td>
<td>Previously approved;</td>
</tr>
<tr>
<td>Librarian, Public Interest Programs</td>
<td>Additional staffing for public interest to expand capacity for: Ask a Lawyer, Lawyers in the Library, Pro Bono Week, Zoom-based workshops (e.g., adult name change, expungements), Law Days, themed months (e.g., Black History Month), BIA accreditation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESTIMATED TOTAL NEW POSITIONS</td>
<td>$235,170</td>
<td>$410,280</td>
<td>$1,175,850</td>
<td></td>
<td>includes salary plus estimated benefits at 40% for FT positions and 20% for PT positions</td>
</tr>
<tr>
<td>Adobe Suite License for Communications</td>
<td>Library Aide for Communications could assist with flyers, collateral and other graphic design materials if provided with a license for Adobe Suite.</td>
<td>$3,000</td>
<td>$1,000</td>
<td>May require workstation reconfiguration or upgrade</td>
<td></td>
</tr>
<tr>
<td>Ipad with drawing pen</td>
<td>To be used for social media promotion and events (256 GB; WiFi enabled)</td>
<td>$1,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project/Service Title</td>
<td>Overview</td>
<td>Current Year Cost</td>
<td>Annual Cost</td>
<td>Extended Cost (Current year + 2 additional years for operational expenses)</td>
<td>SJL Comments</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------</td>
<td>------------------</td>
<td>-------------</td>
<td>----------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Branded Pens</td>
<td>To be used as promotions and for patron use in Library (Quantity 5K)</td>
<td>$3,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Branded, Trackable QR Codes</td>
<td>Trackable QR Codes would allow us to identify the number of hits, locations and other information to help determine the effectiveness and popularity of different materials, events and locations</td>
<td>$500</td>
<td></td>
<td></td>
<td>Cost for partial year; future years to be determined Will also investigate no-cost options to track IP addresses via referral servers</td>
</tr>
<tr>
<td>Expanded Social Media Advertisement Trials promotions on Social Media have been successful in expanding awareness. Additional promotion would be beneficial to new and expanded programming going forward.</td>
<td>$500</td>
<td>$1,200</td>
<td></td>
<td>Additional cost for partial year; future years at $1200/yr</td>
<td></td>
</tr>
<tr>
<td>Hardware Maintenance</td>
<td>Dell 3 year hardware maintenance agreement for new servers and switches.</td>
<td>$13,333</td>
<td>$26,667</td>
<td>$80,000</td>
<td></td>
</tr>
<tr>
<td>Exterior Landscaping.</td>
<td>For example, front patio reconstruction due to slippage/movement, drip irrigation and landscaping repair.</td>
<td>$75,000</td>
<td></td>
<td></td>
<td>Some portion may be grant-funded Cost is estimate of LALL portion of funding</td>
</tr>
<tr>
<td>Funding for Struggling County Law Libraries</td>
<td>It would benefit us to support struggling County Law Libraries elsewhere in the state. CCCLL is evaluating ways to strengthen the network of CLLLs throughout the state via grants to assure that certain minimal standards are met in every (willing) county in the state. I recommend that LALL contribute significantly for at least a couple of years for three complementary reasons. First, the burden of servicing the populations of counties without fully functional CLLLs falls primarily on the rest of the functioning CLLLs. We provide telephone, email and live chat service to the rest of the state. Second, the most compelling argument for ongoing state funding is the provision of adequate legal information and resources throughout the state. Legislators are looking for statewide access to justice and do not want to commit to ongoing funding for just certain wealthy counties. Third, while LA County is our priority, statewide access to justice is our goal as well, especially given that we receive more than 20% of the total funding for California CLLLs.</td>
<td>$200,000</td>
<td>$200,000</td>
<td></td>
<td>Additional funding may be required in future years. I recommend providing up to 10% of LALL state OTF allocation depending on need and quality of grant applications statewide and ongoing funding provided by Legislature.</td>
</tr>
<tr>
<td>Telephone System</td>
<td>Replacement of all existing phones and main phone server to allow for more current features. New phones will include headsets for staff who spend much of their time on the phone with patrons or vendors.</td>
<td>$50,000</td>
<td></td>
<td>$50,000</td>
<td></td>
</tr>
<tr>
<td>1st Floor Staff Area Reconfiguration</td>
<td>Replacement of existing 1953 floor tiles with carpet, newer desk furniture for enhanced layout to accommodate additional staffing and ergonomic adjustments.</td>
<td>$60,000</td>
<td></td>
<td>$350,000</td>
<td></td>
</tr>
<tr>
<td>IT Office &amp; Computer Lab Reconfiguration/Buildout</td>
<td>Increase staffing area and computer lab space in the 70s side reading room.</td>
<td>$135,000</td>
<td></td>
<td>$135,000</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>235,170</strong></td>
<td><strong>927,795</strong></td>
<td><strong>1,863,685</strong></td>
<td></td>
</tr>
<tr>
<td>Project/Service Title</td>
<td>Overview</td>
<td>Current Year Cost</td>
<td>Annual Cost</td>
<td>Extended Cost (Current year + 2 additional years for operational expenses)</td>
<td>SJL Comments</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>-------------</td>
<td>--------------------------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td></td>
<td>Additional Reference Librarian funded out of Platinum proceeds</td>
<td>$77,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>One Managing Librarian converted to Reference Librarian</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Global Law &amp; Language Access Librarian lower cost due to reduced experience requirements</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>July 1, 2022 1% raise (already committed)</td>
<td>$45,189</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Reorganization of Patron Services Department

**Director, Patron Services**

<table>
<thead>
<tr>
<th>Public Interest Programs</th>
<th>Reference, Research &amp; Legal Education</th>
<th>Collection &amp; Branches</th>
<th>Circulation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Senior Librarian</strong>*</td>
<td>Librarian (Digital)</td>
<td>Managing Librarian</td>
<td>Library Clerk</td>
</tr>
<tr>
<td>Global &amp; Language Access Librarian</td>
<td>Librarian (Gov Docs)</td>
<td>Librarian (Shelving &amp; Scheduling)</td>
<td>(Circ)</td>
</tr>
<tr>
<td>Library Associate</td>
<td>Librarian (Legal Education)</td>
<td>Library Aides (3) (Shelving)</td>
<td>Library Clerk</td>
</tr>
<tr>
<td></td>
<td>Librarian (Platinum)</td>
<td>On-Call Retired Annuitants</td>
<td>(Copy Center)</td>
</tr>
<tr>
<td></td>
<td><strong>Librarian (Collection Devel)</strong></td>
<td></td>
<td>Library Aides (3)</td>
</tr>
<tr>
<td></td>
<td>Library Associate (Members &amp; Legal Education)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Public Interest Programming</th>
<th>Reference Desk (in-person and virtual)</th>
<th>Shelving &amp; Paging</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Special Events</strong></td>
<td>Live Chat</td>
<td><strong>Scheduling</strong></td>
<td>Collection Development</td>
</tr>
<tr>
<td>Language Access &amp; Translation</td>
<td>Digital Services</td>
<td></td>
<td>Remote Locations</td>
</tr>
<tr>
<td>Outreach &amp; Public Speaking</td>
<td>Members Program (including Platinum)</td>
<td>Reference Desk (in-person and virtual)</td>
<td>Reference Desk (in-person and virtual)</td>
</tr>
<tr>
<td>Classes/Teaching</td>
<td>Classes/Teaching</td>
<td>Displays</td>
<td>Data &amp; Statistics</td>
</tr>
<tr>
<td>Reference Desk (in-person and virtual; including Global)</td>
<td>Outreach &amp; Public Speaking</td>
<td>Back Up for Circulation</td>
<td>Classes/Teaching</td>
</tr>
<tr>
<td>Collection Development Support</td>
<td>Collection Development Support</td>
<td>Data &amp; Statistics</td>
<td>Grants &amp; Special Projects</td>
</tr>
<tr>
<td>Data &amp; Statistics</td>
<td>Data &amp; Statistics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**XXX** means new position  
**XXX** means promotion  
In addition, one Managing Librarian position is being converted to Librarian  
* = Previously Approved
$3.5M One-Time State Funding Allocation from FY2019

Fiscal Year: 2018-19

<table>
<thead>
<tr>
<th>OTF Budget</th>
<th>Spend through FY21 plus partial FY22</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>3,215,000</td>
<td>$ 879,919</td>
</tr>
</tbody>
</table>

The following projects are still pending and have more than $10,000 remaining to spend:
- Exterior Paint/Patchwork
- Video On-Demand Courses
- Branch Print Release Project
- Members Automated Parking Module
- Expanded Computer Lab Laptops
- PR Service/Paid Advertising
- Microfiche Reader/Printer/Scanner
- Book Shifting
- VOIP Telephone, Server/Handsets
- Staff Zero Clients/Monitors
- Public Restroom Reconfigure/Repair
- Building Security System
- Exterior Cameras
- Website; Spanish Version
- Briefs Repository Update/Scanning Software
- Building PA System
- Public Copiers
- Website; Representing Yourself Revamp/Authenticate
- E-branches; Update Links/Add Addt'l Links
- LED Lighting
- 70's Section Class Space/Computer Lab
- HVAC Electric Conversion
- Flooring - Public Stacks
- Elevator Repair & Upgrade
- Compensation Increases (5 Yr Period)
MEMORANDUM

DATE: January 26, 2022

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Job Descriptions Necessary to Implement One Time Funding Projects

SUMMARY
In order to implement the proposed projects, new positions and expanded services described in Agenda Item 4.2, a number of Job Descriptions need to be revised or created.

Attached you will find:

1. A chart of new and revised job descriptions in the Patron Services department, followed by the actual job descriptions. They are organized in two categories: job descriptions that are entirely new or have been substantively amended; and job descriptions that have been amended merely to reflect the new reporting structure.

2. Job descriptions for other departments with proposed new positions.

The proposed job descriptions have been provided to SEIU for their consideration.

RECOMMENDATION
Staff recommends that the Board approve the proposed job descriptions.
# Reorg Patron Services Job Descriptions

<table>
<thead>
<tr>
<th>Position</th>
<th>Revision YES/NO</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NEW DUTIES OR POSITIONS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Librarian Reference, Research &amp; Legal Education</td>
<td>Yes</td>
<td>Revised position. Merger of Senior Librarian Reference &amp; Research and Managing Librarian, Legal Education</td>
</tr>
<tr>
<td>Librarian Legal Education</td>
<td>Yes</td>
<td>New Position. Core librarian duties plus selected duties of (now eliminated) Managing Librarian, Legal Education.</td>
</tr>
<tr>
<td>Manager, Circulation</td>
<td>Yes</td>
<td>Reporting change plus supervisory responsibilities added</td>
</tr>
<tr>
<td>Managing Librarian, Reference, Research &amp; Stacks and Shelving</td>
<td>Yes</td>
<td>Reporting change plus added scheduling responsibilities</td>
</tr>
<tr>
<td>Librarian, Collection Development</td>
<td>Yes</td>
<td>Revised to more accurately reflect current responsibilities</td>
</tr>
<tr>
<td>Senior Librarian Collection Branches</td>
<td>Yes</td>
<td>Revised to more accurately reflect current responsibilities</td>
</tr>
<tr>
<td><strong>CHANGES TO REPORTING STRUCTURE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director, Patron Services</td>
<td>Yes</td>
<td>Change to include circulation; Move global to PI</td>
</tr>
<tr>
<td>Librarian, Global &amp; Language Access</td>
<td>Yes</td>
<td>Revised to include new reporting structure</td>
</tr>
<tr>
<td>Library Aide, Stacks and Shelving</td>
<td>Yes</td>
<td>Updated Reporting to Managing Librarian, Reference, Research, Stacks &amp; Shelving</td>
</tr>
<tr>
<td>Library Aide, Circulation</td>
<td>Yes</td>
<td>Revised to include new reporting structure</td>
</tr>
<tr>
<td>Library Clerk, Circulation</td>
<td>Yes</td>
<td>Revised to include new reporting structure</td>
</tr>
<tr>
<td>Library Clerk, E Delivery &amp; Copy Center</td>
<td>Yes</td>
<td>Revised to include new reporting structure</td>
</tr>
</tbody>
</table>
Title: Senior Librarian, Reference

Department: Patron Services

Focus: Reference, Research & Legal Education

Reports to: Director, Patron Services

Position Supervised: Reference Librarians and Managing Librarian; Library Associate

FLSA Status: Exempt

Salary Grade: 7

Union Status: Ineligible for Representation

Effective Date: 1/27/22

Position Summary
Under the direction of the Director, Patron Services, oversees Reference & Research and Legal Education functions to zealously provides quality reference and instructional service to legal, self-represented, and public patrons. Provides mentorship, training and supervision to reference librarians and other staff responsible for research and instructional services. Oversees the Library’s busy reference desk, multitude of class offerings, special programs and fee-based Members Program. Provides direct service and instruction to patrons, and participates in outreach efforts to new and established user groups. Leads efforts to maintain and grow staff knowledge and competencies through continuing education, professional development and self-study.

Responsibilities and Duties

Supervision and Leadership
- Oversees and supervises in-person and remote reference desk services, including workflows, procedures, and best practices utilized by staff, in accordance with Library policy.
- Oversees and supervises reference desk scheduling, in conjunction with the Managing Librarian for Reference, Research & Shelving
- Oversees and supervises Legal Education programming, including legal research classes, legal professional training programs, and special programs.
- Guides the direction and development of content for classes taught both by Patron Services staff and external presenters.
- Oversees the Members Program and, in conjunction with Members Program staff, identifies, develops and recommends services, policies and procedures to improve the Members experience.
- Proposes and implements new or expanded programs, policy changes, or alterations to workflows and practices relevant to the department.
• Assures proper budgeting for revenue and expenses derived from Patron Services, including class registration fees and Members Program.
• Coordinates and conducts internal training for librarians and other library staff on legal education and reference and research topics, including use of new or existing database products and other resources.
• Mentors newly hired reference librarians and associates, including orientation to procedures and best practices.
• Assists with job announcements, recruitment and hiring of staff. Oversees and participates in the hiring process for direct reports, in accordance with Library policy.
• Evaluates staff performance through regularly scheduled and annual evaluation process, including recommendation of merit and promotional opportunities, and disciplinary measures up to and including termination of employment.
• Reports and acts on violations of Library policies including non-harassment.
• Monitors and advises on the effectiveness and efficiency of processes within the Patron Services department.
• Provides management, direction and guidance for specific assignments, projects and programs as needed.
• Takes on special projects related to the department, as required.

Reference Assistance and Services to Library Users
• Provides expert reference services, detailed research and user assistance to both the legal and general public communities through walk-up, phone, email or other electronic methods.
• Conducts complete reference interviews to determine appropriate print and electronic resources to meet user requests.
• Ensures that reference librarians provide quality reference and research services through appropriate and knowledgeable use of reference tools and resources.
• Oversees development of bibliographies, pathfinders, legislative histories and other user aids and guides.
• Provides instruction and guidance for use of library catalog, computer databases, bibliographic resources and general legal research procedure.
• Coordinates Reference and Research activities with Information Technology and Facilities teams to support the development of training, classes, tours and events for general public and specified patron groups.
• Assists with development of policies and procedures for responding to user comments, complaints and questions.
• Assist in resolution of patron complaints in accordance with Library procedures and policies.

• 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 general public, school groups, and partnering organizations.
• Participates in orientation and training of new professional and non-professional staff members.

Collection Development
• Reviews print and electronic materials and makes recommendations for additions, deletions and enhancements to the collection.
• Analyzes subject areas of the collection and prepares comparative data.
• Participates in collection development decision-making.
• Oversees process for monitoring quantity of shelving and space available and taking appropriate corrective action for routine space constraints;
• Facilitates staff assignments on shifting and major relocation projects.
• Coordinates with Collection Management Services regarding cataloging, call number, and other collection access, maintenance, and selector related matters

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
• Masters Degree in Library Science from an ALA-accredited institution.
• 5-7 to years of law library experience.
• 2-3 years supervisory 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
- Masters Degree in Library Science from an ALA-accredited institution and advanced degree in law, judicial administration, political science, or other relevant field.
- Supervisory experience in a law library setting.
- Experience teaching in a classroom setting or online equivalent.
- Public or government law library experience.
- Familiarity with collection development policies.
- Familiarity with standard legal databases.
- Familiarity with social media use in library environment.

Work Environment
Will be working in an office environment and in reference and circulation 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.
- 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

<table>
<thead>
<tr>
<th>Immediate Supervisor</th>
<th>Date</th>
<th>Senior Director</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>Date</td>
<td>Executive Director</td>
<td>Date</td>
</tr>
</tbody>
</table>
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
Title: Librarian, Legal Education

Department: Patron Services

Focus: Legal Education and Members Program

Reports to: Senior Librarian, Reference, Research and Legal Education

Position Supervised: None

FLSA Status: Exempt

Salary Grade: 5

Union Status: Eligible for Representation

Effective Date: 1/27/2022

Position Summary

Under the direction of the Senior Librarian, Reference, Research and Legal Education, zealously provides quality instructional, reference and research service to the Library's diverse group of patrons that includes individuals from the legal, business and general public communities. Designs, coordinates and presents public classes and prepares instructional materials. Assists in collection development responsibilities and coordination of the Members Program and general and MCLE Legal Education programs and initiatives. Continually works to ensure quality instructional and reference service through participation in continuing education, professional development 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 patron services staff as required.
• Other duties as required.

Focus Responsibilities and Duties:
Legal Education
• Develops content for classes taught by Patron Services staff and provides oversight and guidance in the development and continued integrity of class content created by other Patron Services staff.
• Teaches classes and develops associated class support materials for various patron groups, including self-represented litigants, attorneys, paralegals, business owners and entrepreneurs, and the general public.
• Travels as assigned to remote locations to provide on-site education, reference and research services.
• Analyzes and identifies patron legal education needs and develops appropriate training programs provided by both in-house and outside instructors.
• Stays abreast of changes in the law to ensure continuity and accuracy of LA Law Library instructional class content.
• Follows established timelines and calendaring procedures for scheduling educational classes in Main and remote locations.
• Plans, calendars and executes Minimum Continuing Legal Education (MCLE) programs according to California State Bar rules, and handles MCLE Multiple Activity Provider renewal process.
• Works with Library Associate, Legal Education, to ensure proper execution of administrative tasks associated with delivering program content, including communication with speakers and participants.
• Maintains MCLE and other class and workshop statistics.
• Establishes and maintains relationships with legal professionals and organizations to develop and maintain professional affiliation and partnerships.
implement Legal Education programs.

- Documents and implements policies and procedures regarding the library’s legal education programs.
- Establishes and maintains a roster of volunteer speakers.
- Serves as selector for multimedia MCLE collection materials.

Members Program

- Provides reference and research service to participants in the Members Program.
- Assists with day-to-day oversight of Members Program remote and on-site services.
- Drafts Members Program monthly newsletter and other program updates and notices.
- Reviews and makes recommendations for improvement on the delivery of Members services and general program administration.
- Reviews Members Program print and digital resources and makes recommendations for additions, deletions and enhancements to the collection.
- Coordinates with the Library Associate, Legal Education, and Platinum Member staff and library administration to address everyday Members’ needs.
- Coordinates with the Library Associate to conduct tours and respond to inquiries from prospective Members.
- Collaborates with Communications to create Members Program marketing materials and participates in public speaking engagements and conferences in support of the program.
- Identifies, develops and recommends services, policies and procedures that improve the Members experience.
- Documents and implements policies and procedures regarding the library’s legal education programs.
- Collaborates across departments on effective practices for expanding participation in the Members Program.

Professional Development and Outreach

- Attends professional events, programs, conferences; presents information about the Members Program and Law Library services.
- Ensures efficient scheduling of library’s legal education classes and coordinates promotion through Communications.
- Coordinates Legal Education activities with Communications to support messaging and awareness of LA Law Library.
- Presents classes and participates in speaking engagements for the general public, legal professionals, and professional groups and organizations.
- Increases library visibility through writing and publication of relevant articles in popular, legal, or scholarly publications.
- Implements outreach and communication efforts regarding the Library’s benefits and services.
- Develops and teaches legal literacy curriculum for students and coordinates site visits and tours.
Position Qualifications

Required
- Masters Degree in Library Science from an ALA accredited institution or Juris Doctor degree from an 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
- Masters Degree in Library Science from an ALA accredited institution and advanced degree in law, judicial administration, political science, or other relevant field.
- Experience with public speaking or teaching in a classroom setting.
- Public or government law library experience.
- Familiarity with collection development policies.
- Familiarity with a variety of legal databases.
- Experience creating professional social media content.

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, twisting and crawling.
- 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

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Statement of Employee

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Signature __________________________ Date ____________

Print Name __________________________

Distribution: Original - Human Resources, Copies - Supervisor, Employee
Title: Support Supervisor/Circulation Manager  
Department: Patron Services  
Focus: Circulation/eDelivery/Copy Center/InterLibrary Loan  
Reports to: Senior Librarian, Collection & Branches Director, Patron Services  
Position(s) Supervised: Circulation, Copy Center, and Document Delivery Departments  
FLSA Status: Exempt  
Salary Grade: 6  
Union Status: Ineligible for Representation  
Effective Date: 1/27/2022  

Position Summary  
The Support Supervisor/Circulation Manager is responsible for supervising all aspects of the Circulation, Copy Center, and Document Delivery Departments, such as overseeing the performance and scheduling of staff as well as managing all services provided to our patrons. This supervisor must also exhibit a consistently high level of sound business judgment and people skills in order to effectively provide outstanding customer service skills.

Responsibilities and Duties  
- Develop and implement Circulation Department policies and procedures.  
- Supervise handling of cash, renewals, overdue notices, and the reserve collection.  
- Provide excellent customer service and resolve customer service issues with users.  
- Supervision of the duties and performance of the department’s staff, including appropriate scheduling.  
- Assist with the implementation and application of LA Law Library’s new integrated library circulation system.  
- Cross train employees so that the desks are always competently staffed.  
- Evaluate library user needs in order to improve users’ services.  
- Participate actively in the achievement of departmental and divisional goals.  
- Develops and implements training programs for circulation services.  
- Develops and supervises library cash handling policies and procedures at the circulation desk included in second bullet point.  
- Assists in the development of budget and user fees for circulation services.  
- Provides assistance at public service desks as needed.  
- 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.  
- Organize and record E-Delivery, room rental and other fees associated with borrower and member...
Position Qualifications

Required:
- Bachelor’s Degree, or Associate’s Degree and 1 year of related supervisory and customer service experience, or two to three years of related supervisory and customer service experience in lieu of formal education.

Knowledge of:
- Principles and techniques of supervision and training.
- Strong customer service, library, and/or public service experience.
- Public law library processes, particularly circulation.
- Current law library integrated computer systems.
- Law Library policies, terminology, practices, and management.

Work Environment

Busy public law library including a large reading room, general office environment, and open and closed book stacks. Some exposure to adverse environmental conditions such as dust and/or odors.

Physical Abilities Required

Requires the ability to lift, push, pull up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one Library branch or partnership location to another.
- 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

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Signature  ___________________________  Date  __________

Print Name  ___________________________

Distribution: Original - Human Resources, Copies - Supervisor, Employee
Title: Managing Librarian  
Department: Patron Services  
Focus: Reference and Research & Stacks and Shelving  
Reports to: Senior Librarian, Reference, and Research & Legal Education  
Position Supervised: Shelving Aides  
FLSA Status: Exempt  
Salary Grade: 6  
Union Status: Ineligible for Representation  
Effective Date: January 2022/July 1, 2017

Position Summary

Under the direction of the Senior Librarian, Reference and Research, 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. Directly supervises the Shelving Aides and is responsible for stack and shelving maintenance. Acts as deputy to Senior Librarian, Reference and Research, manages the library archives, and coordinates the library’s outreach related to ongoing displays and other community inspired programming. Continually works to ensure quality reference service through participation in educational programs, workshops, seminars, and self-study.

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 in print and on the self-help section of the library’s website.
Training and Outreach

- Participates in the development of training programs for self-represented individuals
- Identifies, develops, executes and implements relevant new classes, workshops, and clinics.
- Selects and establishes policies for the collection and dissemination of relevant self-help tools and resources available through legal services partners and community based service organizations.
- Applies project management knowledge, skills, tools, and techniques to library-wide events including Pro Bono Week and Law Week.
- Participates in professional seminars, workshops, and lectures.
- Participates in orientation and training of new staff members and non-professional staff.
- Conducts long range planning, identification and implementation of prospective court supportive programming.

Collection Development

- Collaborates with collection development group and recommends retention policies for self-help materials in the collection.
- Monitors the California collection and resources; analyzes use and recommends additions or changes
- Supervises the expansion, upkeep, and retention policies of the California collection.
- Participates in collection development meetings.

Supervision

- **Schedules, assigns and monitors staffing for reference desk, phone and online service points.**
- Supervises Shelving Aides
- Works closely with CMS to ensure orderly and efficient stack and shelving in all areas of the library.
- Monitors shelving and space availability regarding space constraints
- Manages major relocation projects.
- Consults on staffing issues including placement, orientation, training, continuing education, performance review, discipline, and termination.
- Monitors and advises on the effectiveness and efficiency of processes within the department.
- Evaluates staff performance through regularly scheduled and annual evaluation process; recommend merit and promotional opportunities, discipline and termination.
- Resolves personnel problems as required.
- Report and act on violations of the Law Library’s policies including its non-harassment policies.

Coordinates shelving and shifting projects

- Monitors quantity of shelving and space availability taking appropriate corrective action for routine space constraints.
- Receive and maintain record of staff notices of shelving difficulties and analyzes information in order to make recommendations regarding space requirements and solutions to Director of Collection Management Services (DOCMS).
- Plans staff assignments and directs staff on shifting projects.
- Executes major relocation projects.
- Coordinates required staff training, orientation and program activities.
• Provides management, direction and guidance for specific assignments, projects and programs including, but not limited to, the library’s archives and at-risk materials.

Other Responsibilities
• Serves as back-up support and management of reference services in the absence of the Senior Librarian, Reference and Research.
• Participates in library-wide projects and programs, including library displays, book discussion groups, outreach events, staff development and budget planning.
• 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
• Masters Degree in Library Science from an ALA accredited institution.
• 1-2 years of Law library experience.
• Knowledge of professional law librarianship concepts, principles, and practices.
• Prior experience in the development and implementation of public interest programs.
• 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
• Public law library experience.
• Familiarity with collection development policies.
• Familiarity with a variety of legal databases.
• Ability to communicate with vendors and other professional law librarians via social media.

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, twisting and crawling.
• 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 ________________________________

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Signature __________________________ Date ________________________________

Print Name __________________________

Distribution: Original - Human Resources, Copies - Supervisor, Employee
Title: Librarian
Department: Patron Services
Focus: Collection Development
Reports to: Senior Librarian, Collection & Branches
Position Supervised: None
FLSA Status: Exempt
Salary Grade: 5
Union Status: Eligible for Representation
Effective Date: 1/27/2022

Position Summary
Under the direction of the Senior Librarian, Collection & Branches, manages and develops library collection including assistance with preparation and projection of Library Collections budget, creates and develops tools and mechanisms to effectively administer budgets, analysis and preparation of comparative data, recommending collection enhancements or reductions, tracking collection usage and reference activity, and provides quality reference and instructional service to the Library’s diverse group of users that includes individuals from the legal and public communities. 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 remote location 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 patron services staff as required.
- Other duties as required.

Focus Responsibilities and Duties:
Collection Development
- Under the guidance of the collection development policy, monitor, review and analyze announcements and advertisements for new titles, new editions and released supplementations.
- Actively monitor library, bar, and organizational publications and websites to identify new acquisitions.
- Compare print and electronic /digital information for any new titles under consideration.
- Work collaboratively with Senior Librarian, Branches and Collection to support collection development for remote and main library locations.
- Develop recommendations for new titles/new areas of law.
- Lead collection development meetings.
- On an annual basis identify three to four subject areas for special consideration and evaluation for print versus digital.
- In conjunction with CMS monitor collection budget expenditures and develop projections for annual budget process.
- Maintain current awareness of law library collection development trends and innovations.
- Make recommendations for changes and amendments to the Library’s Collection Development Policy.
- Participate in projects to analyze and evaluate historical LA Law Library acquisition records.
- Working with Circulation and/or Senior Librarian, Reference and Research, designs processes,
workflows and tracking mechanisms for comparative data on collection usage and reference activity.

- Participates in contract negotiations as needed
- Participates in developing and implementing library's materials preservation policies and procedures
- Participate in strategic planning initiatives in the areas of digital content analysis and curation.
- Design and coordinate training for subject selector.
- Develop and coordinate collection review projects for Library staff.
- Manages New Books display.
- Coordinates weeding of library collection.

### Budget

- Works closely with Senior Librarian, Branches and Collection and Manager – Serials and Acquisitions to support preparation of budget, monitor and forecast library collection spending.
- Assists Senior Librarian, Branches and Collections with preparation of Library Collections budget.
- Creates workflows to effectively track spending and project budget forecasting.
- Works closely with Library Manager – Serials and Acquisitions to obtain and collate relevant data and prepare reports on current and projected collection spending.
- Recommends collection enhancements or reductions for a variety of budget scenarios.
- Identifies subject areas or formats for enhancement or reduction, depending on budget projections.
- Creates or implements tracking mechanisms and tools to streamline budget reporting process.
- Drafts quarterly budget reports on library collection.
- Provides budget analysis & reports, and ensures budget projections are achieved

### Position Qualifications

#### Required

- Masters 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.
- Proficiency with Microsoft Excel.
- Ability to perform mathematical calculations and manage complex spreadsheets as they relate to the position.
- Specific knowledge of an integrated library system and experience with managing G/L, budget and forecasting.
- 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.
Librarian, Collection Development

Job Description

Page 4

- Advanced degree in law, judicial administration, political science, business or history.
- Familiarity with collection development policies.
- Familiarity with a variety of legal databases.
- Ability to communicate with vendors and other professional law librarians via social media.
- Experience with electronic resource licensing practices and protocols.

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, twisting and crawling.
- 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.

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Signature __________________________ Date ______________

Print Name __________________________

Distribution: Original - Human Resources, Copies - Supervisor, Employee
Title: Senior Librarian Collection & Branches

Department: Patron Services

Focus: Collection Development, Budgeting and Remote Locations

Reports to: Director, Patron Services

Position(s) Supervised: Branch Staff, Circulation Support Supervisor, Librarian (Collection Development)

FLSA Status: Exempt

Salary Grade: 7

Union Status: Ineligible for Representation

Effective Date: 1/27/2022

Position Summary
Under the general supervision of the Director of Patron Services, the Senior Librarian, Collection & Branches assists with needs assessment, design, development, and implementation of new and existing –remote locations, takes the lead on developing and monitoring the Patron Services-Collection Development budget, and manages collection data and statistics, and supervises of Circulation. The librarian in this position also participates in reference services provided to the Law Library’s users.

Responsibilities and Duties
Core Responsibilities and Duties: Collection Development and Management
- Provide recommendations for the selection of new materials in all formats to maintain a comprehensive and current collection in conformity with the Collection Development Policy and the approved budget.
- Provide recommendations in the selection, evaluation and maintenance of branch materials in all formats that support the Collection Development Policy.
- Provide recommendations for the development and maintenance of a preservation and retention policy.
- Coordinate Collection Development activities with other departments.
- Gather data and statistics to support Patron Services Department initiatives and Circulation Department activities;
- Analyze collected data and project impact of statistics on Patron Services Department budget, collection, and services;
- Analyze Collection Development Policy and make recommendations for changes, additions or deletions as needed.
• Provide recommendations for format changes, additional copies, replacements and weeding of the collection.
• Analyzes subject areas of the collection and prepares comparative data.

Branches
• Assist Patron Services Director with long range planning and identification of prospective partnerships and programs,
• Supervise remote location programs and services, coordinate programs and trainings, mentor staff under direct supervision, assist with setting and implementing policies and procedures
• Provide field support and onsite visits for remote location program implementation and initiatives;
• Coordinate new opportunities with partnership organizations

Supervision & Leadership
• Supervises branch and partnership staff and Collection Development staff librarian and Circulation Support Supervisor.
• Coordinates required staff training, orientation and program activities; mentors newly hired staff.
• Provides management, direction and guidance for specific assignments, projects and programs
• In conjunction with Human Resources, assists with job announcements, recruitment and hiring of needed staff.
• Evaluates staff performance through regularly scheduled and annual evaluation process; recommends merit and promotional opportunities, discipline and termination.
• Participates in hiring, counseling, and discipline of direct reports.
• Reports and acts on violations of the Law Library’s policies including its non-harassment policies.

Budget
• Under the direction of the Director, Patron Services, develops and recommends an annual budget for the Patron Services Department and library collection; produces and distributes budget documents.
• Monitors performance under and compliance with the annual collection development budget; identifies and resolves variances between budget and actual expenditures.
• Assists with implementation administration of the annual Patron Services budget as approved by the Board of Trustees.
• Creates workflows to effectively track spending and project library collection budget forecasting.
• Works closely with Library Manager – Serials and Acquisitions to obtain and collate relevant data and prepare reports on current and projected collection spending.
• Creates tracking mechanisms and tools to streamline budget reporting process.
• Provides collection development budget analysis & reports, and ensures budget projections are achieved.

Circulation
• Supervises and works closely with the Support Supervisor, User Services, to ensure the smooth and
efficient operation of the Circulation Department
- Consults and advises regarding staffing including placement, orientation, training, continuing education, performance review, discipline, and termination.
- In conjunction with the Support Supervisor, User Services, develops and monitors the Circulation division FY budget, data collection and analysis
- Responsible for the effectiveness and efficiency of processes within the department
- Resolves problems and directs special projects

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 and new classes in remote locations
- Teaches classes and updates class materials for both legal and general public users.
- Participates in professional seminars, workshops, and lectures.
- Participates in orientation and training of new staff members and non-professional staff.
- Travels as assigned to a remote location to provide on-site supervision and oversight of services and programs.

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.
- Participate in speaking engagements; make presentations to large and small groups / organizations
- Other duties as required.

Position Qualifications

Required:
- MLS, JD or other advanced degree from an accredited institution
- Knowledge of professional law librarianship concepts, principles and practices
• At least 2 years demonstrated law library reference experience
• Strong analytical, interpersonal and organizational skills
• Ability to think and work strategically
• Ability to communicate clearly and concisely, both orally and in writing
• Experience with statistical data gathering using Microsoft Office environment; facility with Excel
• Online database research experience using Lexis, Westlaw, etc.
• Valid CA driver’s license and willingness to drive personal vehicle on library related business.

Preferred:
• Administrative or project planning and implementation experience in a special library setting.
• Writing, speaking and teaching or training experience.

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, twisting and crawling.
• 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.

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Signature __________________________ Date ____________

Print Name __________________________

Distribution: Original - Human Resources, Copies - Supervisor, Employee
Title: Director
Department: Patron Services
Focus: Reference, Research, Circulation, Legal Education & Public Programming
Reports to: Executive Director
Position Supervised: Senior and Managing Librarians, Circulation Manager and Global Law Librarian
FLSA Status: Exempt
Salary Grade: 8
Union Status: Ineligible for Representation
Effective Date: 1/27/2022

Position Summary
Under the general supervision of the Executive Director, the Director of Patron Services is responsible for the provision of circulation, reference and research, circulation, legal education and public interest services in a timely and professional manner in accordance with established goals. The Director of Patron Services also provides guidance and direction for the continued development of the collection, departmental budgeting and the implementation of specific projects and programs to provide comprehensive patron services at multiple locations.

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 patron groups
- Develop comprehensive understanding local community needs in order to provide access to legal information throughout the Los Angeles community and beyond
- 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
- Prepare analysis of monthly / quarterly statistics, data and activities and regularly report on ROI (return on investment).
- Propose and monitor departmental budget and coordinate revenue and expense tracking with Finance Department.
- Assist with the development of policies and procedures for responding to needs/comments/complaints/questions from patrons.
Supervision and Leadership

- Supervise Global Law Librarian, Circulation Manager, Senior Librarians and Managing Librarians and provide management, direction and guidance for specific assignments, projects and programs.
- 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.
- Mentor departmental staff; provide orientation and program development guides and goals.
- 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.

Collection Development

- Provide direction, advice and oversight for the selection of new materials in all formats to maintain a comprehensive and current collection in conformity with the Collection Development Policy and the approved budget.
- Provide direction and guidance for the development and maintenance of a preservation and retention policy.
- Coordinate Collection Development activities with other departments.
- Analyze Collection Development Policy and make recommendations for changes, additions or deletions as needed.
- Provide recommendations for format changes, additional copies, replacements and weeding the collection.

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.
- Other related duties as required.
Position Qualifications

Required

- MLS from an accredited ALA approved library school
- Advanced degree in law, judicial administration or business (experience may be substituted for advanced degree)
- Three (3) years demonstrated organization and management of a law library patron services program or department.
- Seven (7) years of advanced reference / research experience in a law library
- Demonstrated outreach and communications experience within a legal or public community
- Demonstrated organization and management skills
- Thorough understanding and use of legal and law-related databases
- Prior experience supervising professional and paraprofessional staff
- Familiarity with applicable software and technology including MS Office suite, including PowerPoint, etc.
- Ability to communicate clearly and concisely.
- Demonstrated writing ability, including full report analysis and comparison

Preferred

- Knowledge of professional law librarianship concepts, principles and practices
- Reference service in a law library with both legal and general public clientele
- Teaching or training experience

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.
- 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.
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Signature ___________________________________________ Date ____________

Print Name ___________________________________________

Distribution: Original - Human Resources, Copies - Supervisor, Employee
Title: Librarian  
Department: Patron Services  
Focus: Global Law and Language Access  
Reports to: Director, Patron Services; Senior Librarian, Public Interest  
Position Supervised: None  
FLSA Status: Exempt  
Salary Grade: 5  
Union Status: Eligible for Representation  
Effective Date: 1/27/2022

Position Summary
Under the direction of the Director of Patron Services, Senior Librarian, Public Interest, the Global Law and Language Access Librarian is primarily responsible for providing foreign and international reference and research service and enhancing language access for internal and external customers including the judiciary, government officials, attorneys, scholars, the business community, and the general public. The librarian has primary responsibility for global collection development, special projects relating to the foreign and international legal materials and language access initiatives.

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.

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 same as appropriate.
• Attends professional programs, activities and conferences.
• Assists other reference and research services staff as required.
• Other duties as required.

Focus Responsibilities and Duties:

Collaboration with Patron Services and Communications Outreach
• Works closely with the Director of Patron Services, executive leadership, other patron services staff and Communications Manager to foster community awareness in the Los Angeles community and beyond of LA Law Library’s global law collection.
• Assists in the assessment of the unique foreign and international law requirements of each of the Library’s constituent groups including the courts, attorneys, the business community, academic community, and the general public.
• Proposes programs and special services to satisfy the demand for access to global law materials among the Library’s various user groups.
• Develops and conducts FCIL training programs and classes for the Library’s various global law user groups.
• Participates in outreach initiatives to law firms and trade associations regarding global law and/or language access.
• Coordinates language access related to website, ebranch and promotional materials.

Reference and Research Assistance to Library Users
• Conducts reference interviews; provides general reference, directional and research guidance service for global law inquiries using both print and online resources.
• Provides complex reference & in-depth research searches for global law inquiries using both print and
online resources.

- Participates in general Reference & Research services as part of regular workflow, including regular shifts at the reference desk.
- Provides global law and/or language access support to public programs

Collection Development

- Helps manage the development of the Law Library’s global collection resources in all formats.
- Works within the Collection Development Policy guidelines to establish and maintain the global law collection.
- Reviews and evaluates advertisements, website information and other sources for new titles and editions and makes recommendations on new purchases, replacements, updates and removals from the collection.
- Maintains currency and familiarity with resources commonly used in Global reference
- Maintains currency and familiarity with legal resources available in languages other than English

Staff Responsibilities

- Provides instruction and training for reference librarians on resources and products added to the global collection and on research methodology and strategies.
- Develops and/or coordinates programs, initiatives, materials and professional development relating to global law and/or language access
- Plans and participates in training, seminars, and workshops for staff.
- Keeps current with activities of the courts, legal aid partners, and the judicial community regarding language access and monitors initiatives affecting language access

Participation in planning and direction of the LA Law Library

- Collaborates with the Director of Patron Services Senior Librarian, Public Interest on long range and short term planning for the global collection, reference services and the library in general.
- Assists in analyzing user needs and recommends new projects, programs and services for various library user groups.
- Helps ensure quality reference and research services through participation in professional organizations, continuing education programs, seminars and workshops.
- Participates in informational events, webinars and public access meetings by special interest groups regarding global law and/or language access.
Position Qualifications

Education/Training Requirement:
- A graduate Library Science degree from an American Library Association (ALA) accredited school.

Experience Requirement:
- Two years’ experience working with global legal resources in a library or related field.
- Reading knowledge of at least one foreign language
- Demonstrated ability to plan, implement and/or coordinate projects directed to range of constituent groups

Additional Preferred Qualifications:
- JD degree
- Experience working with global legal materials in a firm or law office

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, and 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 __________

Print Name ____________________________________________

Distribution: Original - Human Resources, Copies - Supervisor, Employee
Title: Library Aide
Department: Patron Services
Focus: Shelving, stacks, collection management, circulation services
Reports to: Managing Librarian, Reference, Research and Stacks and Shelving Senior Librarian, Reference and Stacks and Shelving
Position Supervised: None
FLSA Status: Non-Exempt
Salary Grade: 1
Union Status: Eligible for Representation
Effective Date: 1/27/2022

Position Summary

Assists Managing Librarian, Reference, Research and Stacks and Shelving Senior Librarian, Collection Maintenance and Stack & Shelving Supervisors in providing quality customer services by keeping library materials up to date and in the correct location on the shelves.

Responsibilities and Duties

The following responsibilities of the Collection Management Aide are performed under general supervision:

Assists Collection Maintenance
- Retrieves volumes for filing, updating, binding, etc.
- May create Voyager item records and process materials utilizing established procedures
- Processes materials by targeting, stamping, etc.
- Retrieves recalled superseded materials from shelves.

Assists Managing Librarian, Reference, Research & Stacks and Shelving Senior Reference Librarian
- Collects and organizes materials to be shelved
- Shelves materials in all areas of the collection
- Monitors shelving space and communicates the need for shifting materials
- Participates in shifting projects
- Re-shelves used microfiches and microfilms
Shifts materials as instructed
Shelf reads assigned areas on a regular basis
Retrieves materials for Reference and Circulation staff.
Other related assignments as needed.

Assists Continuations Supervisor
- Receives designated materials in Voyager check in and processes per established guidelines
- Checks shelves or pulls materials following specific instructions
- Files loose-leaf material, pocket parts, microfiche, etc.
- Provides backup to Mail Room
- Assists with shipping & receiving of Bindery materials
- Scans materials for LLMC

Assists Circulation Supervisor
- Provide circulation desk coverage in the event of staff shortage
- Charge and discharge library materials
- Assists with use of library computers or equipment by patrons.
- Assists staff and users in efficiently finding appropriate materials and using library resources such as library computers and other equipment

Assists Facilities Manager
- Provides assistance with event set up and clean up
- Provides assistance with moving furniture or other heavy objects
- Assists with special projects requiring physical strength and exertion
- Takes materials being recycled to large recycling bins and informs Building Engineer when bins need to be emptied
- Helps keep kitchen in order.
- Other related assignments as needed.

Position Qualifications

Required:
- High School Graduate or GED.
- Must be able to read and understand written and oral instructions in order to be able to file and shelve correctly
- Requires the ability to spend focused attention on alpha and numerical details for extended periods to minimize errors in shelving and filing
- Ability to communicate effectively with users and staff. Careful attention to detail; good organization skills. Ability to work in a team environment with diverse staff
Preferred:

- Associate’s Degree or higher
- Prior work experience in a Library
- Ability to use computers, especially as relates to library systems, office productivity tools and the Internet
- Knowledge of a foreign language
- Previous experience shelving library materials
- Knowledge of Library of Congress Classification system

Work Environment

Busy public law library including a large reading room, general office environment, open and closed book stacks, and loading dock. Some exposure to adverse environmental conditions such as dust and/or odors.

Physical Abilities Required

- Requires the ability to lift, push, pull up to 50 lbs., including library materials, furniture, facilities equipment
- May require physical activities such as bending, stooping, reaching, twisting and crawling
- Must be able to move to, and work in, different areas of the library as needed
 Approvals

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Signature ___________________________________________ Date ____________

Print Name _____________________________________________

Distribution: Original - Human Resources, Copies - Supervisor, Employee
Title: Library Aide
Department: Patron Services
Focus: Circulation
Reports to: User Services Supervisor, Circulation Manager
Position(s) Supervised: None
FLSA Status: Non-Exempt
Salary Grade: 1
Union Status: Eligible for representation
Effective Date: 1/27/2022

Position Summary
The purpose of this part-time position is to be a direct, initial contact with Library users by professionally providing circulation services; performing other daily operational tasks including document delivery, looseleaf filing, and book shelving; and providing excellent customer service to library users whether in person, via telephone, facsimile, or e-mail.

Responsibilities and Duties
Assists patrons with the utilization of the Library materials and resources in a courteous and professional manner as needed:
- Registers new borrowers including review of completed application, collection of appropriate deposit and annual fees, and current proxy list based on established process and procedures;
- Re-opens closed borrower accounts based on established process and procedures;
- Charge and discharge library materials;
- Process requested material holds, renewals and items flagged for review;
- Issue library cards and complete non-borrower account records;
- Assists with use of library computers or equipment by patrons;
- Assists staff and users in efficiently finding appropriate materials and using library resources such as library computers and other equipment;
- Add items to item records and create on-the-fly records as needed
- Maintain accurate records of book sales and other supplies sold at Circulation Desk
- Assists in performing general tasks related to library operations, which may include opening library facilities, turning equipment on/off, loading/unloading or moving book carts, and counting and verification of cash payments as needed.
- File and retrieve patron files
Shelving:
- Re-shelves and retrieves library materials as directed to assist patrons, maintain order in the reading room and keep work spaces available for staff and users.
- Collects and organizes materials to be shelved.
- Shifts materials behind the Circulation desk as instructed.

Maintain organization of hold, reserve, and re-shelving areas:
- Organizes and maintains shelves of library books, newspapers, CDs’s and audio materials
- Places library books/materials in appropriate shelving areas and files in appropriate order, reads labels to ensure materials are arranged in proper order.
- Shelf reads assigned areas on a regular basis

Participates in the achievement of division and departmental goals:
- May be requested to provide input on changes in policies and procedures;
- Collaborates with divisional staff to increase borrower base through new services and non-borrower usage.
- Communicates with supervisor, employees, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems;
- Performs other duties as assigned, which includes but is not limited to assisting with duties of other library departments.

Position Qualifications

Required
- High School diploma or GED
- Ability to think and work independently and be a self-starter
- Able to understand and follow-through with job tasks as assigned, complete tasks despite continuous interruptions, and organize workload according to established priorities to ensure timely completion of jobs.
- Ability to provide quality customer service through effective oral and written communication and interpersonal skills which demonstrate ordinary courtesy, respect, and tact. Ability to work on team projects when appropriate.
- Must be able to communicate and be understood in order to provide circulation services for Library including check-in and check-out of resources; maintain circulation desk area; update patron records as needed.
- Must be able to read and understand written and oral instructions to assist users effectively; retrieve and re-shelve hold, reserve materials; organize books to be re-shelved; and other duties as assigned.
• Must be able to correctly organize materials according to the library's classification scheme. Possess the ability to use a personal computer. Ability to understand, retain, and recall instructions. Ability to concentrate and pay close attention to detail for extended periods in order to ensure accuracy when handling paperwork, materials, money, and files of all types.

Preferred:
• Associate’s Degree or higher
• Prior work experience in a Library
• Ability to use computers, especially as relates to library systems, office productivity tools and the Internet
• Knowledge of a foreign language
• Post-high school education
• Previous experience in customer service
• Previous experience shelving library materials
• Knowledge of Library of Congress Classification system

Work Environment
Will be working in a busy office environment open to the public including a large reading room, general office environment and open and closed book stacks.

Physical Abilities Required
• Requires the ability to lift, push, and pull up to 50 lbs., including library materials, furniture, facilities equipment
• May require physical activities such as bending, stooping, reaching, twisting and crawling.
• Some exposure to adverse environmental conditions such as dust and/or odors.
• Must be able to move to, and work in, different areas of the library as needed
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
Title: Library Clerk
Department: Patron Services
Focus: Circulation
Reports to: Circulation Support Supervisor, Circulation Manager
Position(s) Supervised: None
FLSA Status: Nonexempt
Salary Grade: 2
Union Status: Eligible for Representation
Effective Date: 1/27/2022

Position Summary
The purpose of this position is to maintain accurate records by being a direct contact with Library users and providing excellent customer service to library users whether in person, via telephone, facsimile, or e-mail.

Responsibilities and Duties
Under general supervision, the following activities are within the responsibilities of the Library Clerk – Circulation Records:

Initiation and maintenance of Library user records
• Registers new borrowers including review of completed application, collection of appropriate deposit and annual fees, and current proxy list based on established process and procedures.
• Closes out borrower accounts due to refund or library-initiated closure based on established process and procedures.
• Maintains information on non-borrowers who use library services per specified formats.
• Maintains information on overdue items and initiates Missing Book Reports process when needed.
• Responds to internal and external communications regarding borrower and non-borrower contact information, circulation proxy lists, and current circulation of materials per established guidelines and procedures.
• Maintains updated and accurate Voyager and print patron files.
• Organizes and drafts circulation related pamphlets and outgoing information as directed.
• Prepares or completes various forms, reports, and correspondence.
• Identifies and resolves routine problems associated with the Circulation Desk.
• Add items to item record and create on-the-fly records as needed.
• Assist as back-up for circulation aides.
• Back-up e-delivery, copy-center, and members program.
• Enter and update Member and Borrower information into Navision for use of Accounting Department.
• Process special promotion Borrower accounts.
• Assists Administrative Clerk with counting and verification of cash payments on a daily basis.
• Maintains statistics relating to patron groups.
• Maintain a back-up list of all borrowers.
• Explain policies and procedures to users and staff regarding rules, fines, replacements, and processing charges.
• Suspend borrower accounts per Accounting Department lists.

Acts as initial customer services contact for Library users
• Provides assistance with Circulation desk operations as needed;
• Assists staff and users in efficiently finding appropriate materials and using library resources such as library computers and other equipment;
• Performs general tasks related to library operations, which may include opening and closing library facilities or safe deposit box each day, turning equipment on/off, loading/unloading or moving book carts;
• Explains policies and procedures to staff and users;
• Assists/back up other Member/User Services staff as needed.

Participation in achievement of divisional and departmental goals
• May be requested to provide input on changes in policies and procedures;
• Assists in creating borrower initiatives packages;
• May be requested to provide input to divisional staff to increase borrower base through new services and non-borrower usage;
• Communicates with supervisor, employees, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems;
• Contributes to Library newsletter.

Position Qualifications

Required:
• Ability to think and work independently and be a self-starter; able to understand and follow-through with job tasks as assigned, complete tasks despite continuous interruptions, and organize workload according to established priorities to ensure timely completion of jobs.
• Ability to gather information and develop solutions for solving circulation problems in an effective manner.
• Ability to concentrate and pay close attention to detail in order to ensure accuracy when handling paperwork, materials, money and files of all types. Ability to provide quality customer service through effective oral and written communication and interpersonal skills which demonstrate ordinary courtesy, respect, and tact.
• Ability to work on team projects when appropriate.
• Must be able to communicate and be understood to maintain all aspects of borrower and non-borrower records; oversee initial registration and sign-up of registered borrowers; update borrower and non-borrower associated files as needed; When appropriate, close out borrower accounts and initiate refund or forfeiture of deposit; participate in departmental projects; other related work.
• Proficient in the ability to operate/utilize general office equipment, library equipment, personal computer and software programs typically associated with library operations.
• Must be able to read and understand written and oral instructions to assist users effectively. Ability to understand, retain, and recall instructions.
• Ability to concentrate and pay close attention to detail in order to ensure accuracy when handling paperwork, materials, money, and files of all types.
• Excellent verbal and written communication skills.
• Ability to perform mathematical calculations and manage basic spreadsheets.
• Previous library experience and knowledge of Circulations processes and procedures.
• 2+ years’ experience in a Library, office environment, or customer service environment.
• Associate’s degree with coursework emphasis in Library Technology or related field or any equivalent combination of education, training and experience.

Preferred:
• Bachelor’s degree with coursework emphasis in Library Technology or related field or any equivalent combination of education, training and experience.
• Reading, writing and/or speaking knowledge of a foreign language.

Work Environment
Will be working in a busy office environment.

Physical Abilities Required
• Requires the ability to lift, push, pull up to 50 lbs.
• May require bending, stooping, reaching, twisting and crawling.
• Must be able to move from one job location to another.
• Some exposure to adverse environmental conditions such as dust and/or odors.
Approvals

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Statement of Employee

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Signature ________________________________ Date ____________

Print Name ________________________________

Distribution: Original - Human Resources, Copies - Supervisor, Employee
LA LAW LIBRARY
JOB DESCRIPTION

Title: E Delivery / Copy Center Clerk

Department: Patron Services

Focus: Information Services

Reports to: Circulation Supervisor / Manager

Position Supervised: None

FLSA Status: Nonexempt

Salary Grade: 2

Union Status: Eligible for Representation

Effective Date: 12/16/2016-1/27/2022

Position Summary

The purpose of this position is to be a direct, initial contact with Library users by professionally overseeing all aspects of production and maintenance of the Copy Center and providing library materials to users through our e-delivery and InterLibrary Loan services. In addition, this position is responsible for providing excellent customer service to library users whether in person, via telephone, facsimile, or e-mail.

Responsibilities and Duties

Under general supervision, coordinates and schedules all activities of the Copy Center, InterLibrary Loan and eDelivery services; oversees all aspects of production and customer service; maintains high volume xerographic equipment; serves as lead worker to other staff in area; participates in departmental projects; and performs related work as required. The following activities are within the responsibilities of the E-Delivery / Copy Center Clerk:

Acts as initial customer point-of-contact for Copy Center service
- Assists staff and users in effectively operating copiers.
- Responds to and resolves questions and problems arising from copier / Vendacard use, such as how to use the Vendacard system, proper paper alignment, and clearing paper jams;
- Receives and processes requests for in-house photocopy service;
- Explains Copy Center fees, policies and procedures to staff and users;
- Replenishes Vendacard self-service machine as needed;
- Resolves issues related to Copy Center services such as customer services issues demonstrating conflict resolution and interpersonal skills.
Completion and delivery of copies of documents and materials
- Correctly copies documents and materials, reviews for legibility and completeness, and corrects any deficiencies prior to distribution;
- Compiles manuals, packets, and any other special project documentation needed by staff;
- Determines priorities and schedules incoming jobs appropriately for on-time completion;
- Notifies appropriate staff of any schedule problems/changes which would prohibit meeting print deadlines;
- Coordinates delivery and distribution of completed copy and photocopy service job as appropriate;
- Identifies and resolves any other associated problems exercising discretion and judgment in identifying solutions.

Maintenance of Copy Center equipment and supplies
- Maintains working-level knowledge of all equipment located in Copy Center, with an increased high-level knowledge of photocopiers;
- Coordinates with Technology Services division to maintain equipment other than photocopiers such as facsimile machines, microfiche machines, vending machine and scanners;
- Reports service, maintenance, and repair of copier equipment needs to Information Technology in a timely manner;
- Monitors Copy Center duplication and Vendacard inventory supply on a regular basis;
- Orders supplies according to established policies and procedures;

Document Delivery and Interlibrary Loan
- Takes incoming request from user, whether via telephone, facsimile, or e-mail; create user document delivery record gathering or confirming all necessary information;
- Determines whether interlibrary loan or fee-based library service per established guidelines and procedures;
- Searches standard print and online sources to verify bibliographic information, availability, associated costs, and time frame for delivery;
- Communicates with user as to retrieval and delivery options and associated fees per predetermined policies and procedures;
- Retrieves and prepares materials to fill requests including checking out any print materials, faxing, scanning, or photocopying;
- Coordinates delivery to user either through electronic delivery or ground shipment using various modes of transmission (i.e. fax, scanner, or other electronic means), reproduction (i.e. photocopy, photograph) or shipment (i.e. UPS, US Mail) as appropriate responding to requested method of delivery;
- Resolves routine problems with other libraries and clients regarding delivery of materials;
- Tracks all physical items that leave library through interlibrary loan service; if necessary, initiates overdue notice with Circulation;
- Processes items upon return to LACLL including check-in of material and placement in re-shelving area;
- Updates and maintains a variety of records to account for each ILL / document transaction, compile
statistics, ensure copyright compliance, etc;
• Requests item from outside sources;
• Prepares items for Library user when received;
• Provides input on changes in policies and procedures;
• Provides back up at the Circulation desk as needed;
• Communicates with supervisor, employees, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Participation in the achievement of divisional and departmental goals
• Provides input on changes in departmental and divisional policies and procedures;
• Regularly participates in Circulation desk operations and serves as back up;
• Works with outreach services to help create member benefits package and marketing development;
• Collaborates with divisional staff to increase borrower base through new services and non-borrower usage;
• Communicates with supervisor, employees, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Position Qualifications

Required
• Associate’s degree with course work emphasis in Library Technology or related field; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities.
• 2+ years’ experience in a Library, office environment, or customer service environment.
• Must be able to:
  o Operate/utilize general office equipment, library equipment, and personal computers proficiently
  o Communicate and be understood
  o Read, understand, retain, and recall written and oral instructions
  o Concentrate and pay close attention to detail
  o Think and work independently and be a self-starter
  o Understand and follow-through on tasks
  o Complete tasks despite continuous interruptions
  o Organize workload according to established priorities to ensure timely completion of jobs
  o Solve copy center problems effectively
  o Provide quality customer service and treat others with common courtesy, respect, and tact

Preferred:
• Previous library experience in which knowledge of practices and procedures relevant to Circulation was learned.
• Knowledge of PDF editing software
• Bachelor’s degree with course work emphasis in Library Technology or related field; or any
equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities.

Work Environment
Will be working in a busy Customer Service environment.

Physical Abilities Required
- Requires the ability to lift, push, pull up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling.
- 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.

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
Title: Library Technician, Digitization

Department: Information Services

Focus: Digitization

Reports to: IT Systems Administrator

Position Supervised: None

FLSA Status: Nonexempt

Salary Grade: 3

Union Status: Eligible for Representation

Effective Date: 1/27/2022

Position Summary

The Digitization Technician supports the overall processes and quality assurance of library digitization projects performing various tasks related to quality assurance, including by inspecting scanned images, original documents and entering data into software applications. This position will also gather and organize printed materials identified to be digitized and see them through the defined scan process which includes entering material identification into log files, de-binding materials as needed, cropping/cutting pages to correct size, scanning via high-speed scanners and packaging scanned materials for recycling.

Responsibilities and Duties

- Prepares scanned materials by placing them in labeled boxes with printed manifest.
- Examines and corrects scanned files generated in-house or by scanning partners for flawed images, missing pages, and other errors.
- Reviews and resolves discrepancies between manifests shipped and files received/scanned by external vendors.
- Reviews content of scanned materials to identify specific data to be tracked or entered into software applications.
- Uses web-based applications and other tools to identify materials and associate categories, search criteria, etc. to the scanned files.
- Checks for accuracy and consistency of data entered and images scanned by library digitization aides or partner organizations.
- Communicates discrepancies to IT Systems Administrator and documents appropriate note fields to identify the need for additional re-processing.
- Handles digital files downloading, renaming, logging, and converting.
- Handles spreadsheets: downloading, processing, analyzing for consistency and anomalies and editing
• Uploads files to FTP server to submit scanned images and/or meta data to other organizations.
• Creates CDs and makes backups for archiving purpose
• Other duties as assigned by the IT Systems Administrator.

Position Qualifications

Required:
• High School Diploma or GED
• Computer proficiency (Windows Desktop)
• Ability to type at least 40 wpm
• Excellent verbal and written communication skills
• Experience with digital imaging software
• Experience creating/manipulating PDF/TIF images
• Experience operating high-speed scan equipment

Preferred:
• Associate’s Degree or higher
• Experience working with legal documents
• Experience working in a library environment

Work Environment

• Part-time office environment, part-time stack(shelf) space and warehouse areas of library
• Extensive data input
• Prolonged periods of viewing images on an LCD monitor
• Use of heavy equipment for removal of bindings and a large cutting machine.
• Some exposure to adverse environmental conditions such as dust and/or odors.

Physical Abilities Required

• Must be able to lift 10 - 50 lbs.
• Ability to, but not limited to, walk, sit, stand, bend, stoop, push, pull, kneel, reach overhead as needed throughout the full work day.
• Strength, agility, and dexterity to remove document bindings using a specific tool.
Approvals

_________________________   ________________________
Immediate Supervisor       Date                      Senior Director       Date

____________________   ________________________
Human Resources            Date                      Executive Director     Date

Statement of Employee

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Signature _____________________________ Date ___________

Print Name ________________________________

Distribution: Original - Human Resources, Copies - Supervisor, Employee
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<thead>
<tr>
<th><strong>Title:</strong></th>
<th>Library Technician, Video Production</th>
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<tr>
<td><strong>Department:</strong></td>
<td>Information Services</td>
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<td><strong>Focus:</strong></td>
<td>Video Production</td>
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<td><strong>Reports to:</strong></td>
<td>IT Systems Administrator</td>
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<tr>
<td><strong>Position Supervised:</strong></td>
<td>None</td>
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<td><strong>FLSA Status:</strong></td>
<td>Nonexempt</td>
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<td><strong>Salary Grade:</strong></td>
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<td><strong>Union Status:</strong></td>
<td>Eligible for Representation</td>
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<td><strong>Effective Date:</strong></td>
<td>1/27/2022</td>
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**Position Summary**

The Video Production Technician assists and supports the production, editing and public cataloging of library class recordings, broadcasts and livestreams performing various tasks related to the videotaping, broadcast, processing and production of library programs, including by hosting live classes online, filming live classes or studio presentations, editing footage, manipulating and labelling files and storing and organizing finished and in-process products. This position will with library staff to help facilitate publication of class recordings on the library website in a timely manner.

**Responsibilities and Duties**

- Acts as production host for live classes via Zoom or Microsoft Teams to assure quality control by assisting onsite and remote class presenters with connection and presentation issues and following established production tasks and schedules.
- Maintains current video catalog of all library recorded content
- Assures all new content is recorded when required and saved to Vimeo for public/private data storage catalog
- Reviews and verifies quality of recorded content and edits as needed to maintain highest level of visual and audio standards. Inserts, removes or replaces lead-in / lead-out content as part of post production process
- Assists with scheduling as needed for online class calendars
- Works with Communications team to assign class ID numbers to each class for accurate placement on library website and provide embedded Vimeo links code within established timelines
- Communicates any issues or discrepancies to IT Systems Administrator and maintains documentation of issues and resolutions
- Maintains updated software for video editing on MAC OS
• Works with other departments as needed to resolve scheduling conflicts.
• Assists library staff and class presenters with update information to Zoom or MS Teams software to assure current version is being used prior to class presentations
• Prepares monthly, quarterly and annual video viewing statistics
• Other duties as assigned by the IT Systems Administrator

Position Qualifications

Required:
• High School Diploma or GED
• Computer proficiency (Windows & MAC OS)
• Ability to type at least 40 wpm
• Excellent verbal and written communication skills
• High level experience with Final Cut Pro video production software and Audacity audio editing software
• High level experience with video broadcasting software such as Zoom and/or MS Teams
• Experience creating/manipulating PDF/TIF images
• Strong organizational skillset including file management and cataloging

Preferred:
• Associate’s Degree or higher
• Extensive experience with video production/editing
• Extensive experience hosting online events as production lead

Work Environment

• Part-time office environment
• Extensive video reviewing and editing
• Prolonged periods of viewing LCD monitor
• Some exposure to adverse environmental conditions such as dust and/or odors.

Physical Abilities Required

• Must be able to lift 10 - 50 lbs.
• Ability to, but not limited to, walk, sit, stand, bend, stoop, push, pull, kneel, reach overhead as needed throughout the full work day.
• Must be able to move from one Library 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 ___________________________

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MEMORANDUM

DATE: January 26, 2022

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Project Design and Grant Application for Beautification and Improved Access of Law Library Grounds

SUMMARY
The Friends of the Los Angeles County Law Library have identified a possible grant opportunity and are in the process of preparing an application for the benefit of the Law Library. The grant is funded by CalTrans and is intended to beautify, clean, enhance and improve access to public spaces.

Staff here identified a “wish list” of possible features/projects that could potentially be funded by such a grant. Attached is a map showing where each of these items would be physically onsite.

1. **Not Used**
2. **Placing/restoring up-lighting in the landscaping.** The existing up-lighting has been damaged and is allowing water intrusion into the outside electrical/lighting. Some lighting is already non-functional and if left without repair it will get worse. (Safety/Aesthetics)
3. **Plants.** Along the public pathways through and around the building, many planter beds are bare or nearly bare. The plants have been stolen, trampled or simply died from improper irrigation (see next item). The walkways, especially across the front patio, could be a lovely respite from the hustle of downtown if properly replanted. As is, the bare dirt looks ugly, erodes over time and adds particulates to the air. We need a plan by a landscape architect to redesign the planter beds and to add new plantings. (Prevent erosion/Aesthetics/Air quality)
   a. **The planter beds on Hill St next to the bus stop.** Maintaining plants in these planters is challenging due to the high level of activity in and around the planters. These beds are used as benches, trash receptacles and often as play areas for children by those waiting for the bus. We could remove the planters and add benches for the benefit of the public who use that very busy bus stop.
4. **Drip irrigation.** Much of the Law Library sprinkler system is damaged or non-functional. To support any plant-life, a new system is needed. Moreover, a drip irrigation system would be more effective, water efficient and environmentally responsible. (Aesthetics/Water conservation)
5. **Safer pedestrian access on Broadway.** Currently, the only access to the rear door of the Law Library and the book drop is across the driveway. We have
caution tape and cones to indicate a safe path but this is uncomfortable and unsightly and difficult for those with disabilities to access. A safer, more pleasant and inviting entrance would be across the landscaping to the left (South) of the driveway. Unfortunately, though, there are utilities that run just below the surface in that area so it is not possible to place a concrete surface path. It needs to be a metal “bridge” just above the surface that would run from the sidewalk to the book drop (from which there is an existing path to the Library door). (Safety/Aesthetics/Access)

6. **Overhead Shade Structure(s)** There is a terrific outdoor space in front of the building that could be used for events and workshops or other patron services, except that there is no shade or weather protection. (Recent events include a vaccination clinic, client intake by a legal aid organization and booths for providers at our pre-pandemic Public Legal Services Fair. We had to rent and/or set up temporary shade structures and could not make maximum use of the space.) We would like to add a structure with adjustable panels to provide protection against the weather and allow us to provide service to the public outdoors. (Patron service/Energy conservation/Health & Access)

7. **Small retaining walls.** At the ends of the concrete fins that run perpendicular to the walkway, we would like to install a short barrier wall (really, a series of short barrier walls) to prevent erosion and allow plant growth. It would also discourage people from dragging carts, suitcases and other items through the landscaping (rather than on the existing pathways). (Erosion/Aesthetics)

8. **Safer Space at 1st & Broadway.** The wall along 1st Street is tall and creates a space that is shielded from public view behind the wall –adjacent to the stairway access from Broadway to the patio and entrance. This creates both a safety concern as well as more private area that is often used as a restroom. Lowering the height of the wall along 1st would not impact access to the building but would make the space much safer, open and more pleasant. (Health/Safety)

9. **Trash Cans.** There are no trash cans on the front patio and walkways. We have to pick up trash on our grounds daily. Lighter weight trash cans would get taken or moved so remedying this is a significant expense. We suggest concrete trash cans with metal inserts. (Health/Aesthetics/Environmental protection)

10. **Bike Rack.** The only bike rack on the property is at the lower level (1st and Broadway) well out of view and cannot be easily seen from the entrance to the Law Library. Patrons are often reluctant to bring their bikes to the Library or to leave them so far from view. Several patrons have left their bikes unattended on the front patio and had them stolen. To encourage bike ridership, reduce thefts and make patrons more comfortable, we would like to add a bike rack at the upper level. (Safety/Transportation)

11. **Retractable (Pop-up) Bollards.** It would be helpful to have bollards at the top of the walkway and at the stairs at the lower end for use during special events. When the outdoor space is being used for public service events (such as the Public Legal Services Fair) or when there are large events (protests, demonstrations or celebrations) it is safer to control and slow access. (Safety/Access/Patron service)

12. **Skate Deterrents.** During off hours – and sometimes even when we are open – skateboarders ride/slide on the concrete walls around the planter beds on our
property. It is unsafe, damages the concrete and the plants and leaves unsightly marks. We would like to install skate deterrent bumps on the walls. We may do this one item on our own prior to the grant, depending on timing. (Safety/Aesthetics)

The Friends have a newly formed Grants Committee and have been working to prepare a grant application before the January 31 deadline. The Law Library retained Richard Mayer, ASLA, RLA, at Troller Mayer Associates, Inc. to draw conceptual renderings and provide cost estimates in support of the grant application. The renderings and estimates will be usable by the Law Library whenever we get the funding to take on these projects, whether via this grant opportunity or some other designated funding in the future.

**RECOMMENDATION**
Staff recommends that the Board approve and authorize the submission of a grant application by the Friends of the Los Angeles County Law Library and the continued support of that effort by Library Staff.
1. Repairing the gap in concrete levels in front of the main door to the Law Library.
2. Placing/restoring up-lighting in the landscaping.
3. Plants.
   A. The planter beds on Hill St next to the bus stop.
4. Drip irrigation.
5. Safe pedestrian access on Broadway.
7. Small retaining walls.
8. Safer Space at 1st & Broadway.
11. Retractable (Pop-up) Bollards.
12. Skate Deterrents.
Staff Presentation:

Remote Locations

Presented by:

Senior Librarian,

Linda Heichman

January 26, 2022