

AGENDA

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

REGULAR BOARD MEETING

Wednesday, October 25, 2023

12:15 PM

MILDRED L. LILLIE BUILDING TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

ACCOMMODATIONS

A person with a disability may contact the Board Secretary's office at (213) 785-2511 at least 24 hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including aids or services, in order to participate in the public meeting. Later requests will be accommodated to the extent feasible.

AGENDA DESCRIPTIONS

The agenda descriptions are intended to give notice to members of the public of a brief general description of items of business to be transacted or discussed. The posting of the recommended actions does not indicate what action will be taken. The Board may take any action that it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action. The President reserves the right to discuss the items listed on the agenda in any order.

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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

AGENDA MATERIALS

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

LAND ACKNOWLEDGMENT

The Los Angeles County Law Library and its Board of Trustees recognize that we occupy land originally and still inhabited and cared for by the Tongva, Tataviam, Serrano, Kizh, and Chumash Peoples. We honor and pay respect to their elders and descendants – past, present, and emerging – as they continue their stewardship of these lands and waters. We acknowledge that settler colonization resulted in land seizure, disease, subjugation, slavery, relocation, broken promises, genocide, and multigenerational trauma.

This acknowledgment demonstrates our responsibility and commitment to truth, healing, and reconciliation and to elevating the stories, culture, and community of the original inhabitants of Los Angeles County. We are grateful to have the opportunity to live and work on these ancestral lands. We are dedicated to growing and sustaining relationships with Native peoples and local tribal governments, including (in no particular order) the:

- Fernandño Tataviam Band of Mission Indians
- Gabrielino Tongva Indians of California Tribal Council
- Gabrieleno/Tongva San Gabriel Band of Mission Indians
- Gabrieleño Band of Mission Indians – Kizh Nation
- San Manuel Band of Mission Indians
- San Fernando Band of Mission Indians

To learn more about the First Peoples of Los Angeles County, please visit the Los Angeles City/County Native American Indian Commission website at anaic.lacounty.gov.



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

3.1 Approval of Minutes of the July 26, 2023 and September 27, 2023 Regular Board Meeting and the October 16, 2023 Special Board Meeting

3.2 Financials/ Checks & Warrants

3.3 FY 24 Quarter 1 Statistics

3.4 Approval of Revised Job Descriptions

4.0 DISCUSSION ITEMS

4.1 Approval of Updated and Amended Employee Handbook

5.0 CLOSED SESSION

Public Employee Appointment (Gov. Code § 54957)

Title: Executive Director

Conference with Labor Negotiator (G.C. 54957.6)

Library Negotiators: Heather Renschler, Sandra Levin and/or Michelle Court.

Unrepresented employee: Executive Director Candidate(s).

6.0 OPEN SESSION

Approval of Employment Agreement for, and Appointment of, Executive Director. (Announcement of Action Taken in the Closed Session and Open Session Discussion Regarding Appointment and Compensation)

7.0 AGENDA BUILDING

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

8.0 EXECUTIVE DIRECTOR REPORT

9.0 ADJOURNMENT

In memory of former employee, Ethel Enyigi

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, November 15, 2023 at 12:15p.m.

POSTED _____

POSTED BY _____



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

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

July 26, 2023

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, July 26, 2023 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present: Kenneth Klein, Esquire
Susan Steinhauser, Esquire
Judge Laura Seigle
Judge Rosa Fregoso
Judge Michael Stern

Trustees Absent: Judge Mark Juhas
Judge Michelle Williams Court

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

Also Present: Marcelino Juarez, Finance Manager
Manuel Cardona, Executive Assistant

Acting President Steinhauser determined a quorum to present, convened the meeting at 12:19pm and thereafter presided. Executive Director, Sandra Levin, recorded the minutes.

1.0 PUBLIC COMMENT
No public comment.

2.0 PRESIDENT'S REPORT
No president's report

3.0 CONSENT CALENDAR
3.1 Approval of Minutes of the June 28, 2023 Regular Board Meeting
3.2 Review of May Financials and List of June Checks
and Warrants
3.3 Review and Approval of 4th Quarterly Statistics
3.4 Approval of Extension of Contract with Auditors for FY2022-23 Financial
Audit

President Steinhauser requested a motion to approve the Consent Calendar. So moved by Trustee Seigle, seconded by Trustee Stern. The motion was unanimously approved, 5 – 0.

4.0 **CLOSED SESSION**

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

The Board went into Closed Session. When they returned to open session, an announcement was made that no reportable action was taken.

5.0 **DISCUSSION ITEMS**

- 5.1 Approval of MOU with SEIU Local 721

The provisions of the proposed MOU were presented and briefly discussed.

President Steinhauser requested a motion to approve the amended SEIU Local 721 Memorandum of Understanding for July 26, 2023 through June 30, 2025 as presented. So moved by Trustee Stern, seconded by Trustee Klein. The motion was unanimously approved, 5 – 0.

- 5.2 Review and Approval of Amended and Updated Employee Handbook

The provisions of the proposed amended employee handbook, including those to conform the Handbook to the MOU just adopted, were presented and briefly discussed. Discussion regarding cameras, safety and security ensured.

President Steinhauser requested a motion to approve the proposed revisions to the Law Library Employee Handbook and Personnel Policies Manual effective immediately. So moved by Trustee Stern, seconded by Trustee Klein. The motion was unanimously approved, 5 – 0.

- 5.3 Approval of: a) Compensation Increases for Unrepresented Staff *except* Executive Director; b) Compensation Increase for Executive Director; and c) Budget Amendment for FY2024 to reflect MOU terms and compensation increases

ED Levin presented the proposed increase for staff other than the Executive Director. Trustees asked questions regarding the budget impact and other considerations.

President Steinhauser requested a Motion to approve agenda item 5.3(a) increases to benefits and compensation for unrepresented Staff (except Executive Director) on the same terms as represented Staff. So moved by Trustee Stern, seconded by Trustee Klein. The motion was unanimously approved, 5 – 0.

Executive Director Sandra Levin stepped out of the meeting pending discussion of 5.3(b), a compensation increase for the Executive Director.

The Board discussed a compensation increase for the Executive Director.

President Steinhauser requested a Motion to approve an increase to benefits and compensation for the Executive Director on the same terms as represented Staff. So moved by Trustee Stern, seconded by Trustee Klein. The motion was unanimously approved, 5 – 0.

President Steinhauser then requested a motion to approve a budget amendment for FY2024 to reflect the approved changes to benefits and compensation. So moved by Trustee Stern, seconded by Trustee Klein. The motion was unanimously approved, 5 – 0.

6.0 AGENDA BUILDING

No future items were presented by Trustees to be referred to staff or placed on the agenda for consideration at a future meeting of the Board.

7.0 EXECUTIVE DIRECTOR REPORT

ED Levin introduced two new hires at LA Law Library: Daniel Hayes, new Librarian for Legal Education, and Evelyn Monroe, new Summer Intern.

8.0 ADJOURNMENT

The Board chose to adjourn this meeting in memory of Judge Arnold Gold, a former Trustee of the LA Law Library who served from 1996 to 2001. Even after his tenure on the Board, Judge Gold was a staunch supporter of the Law Library. He regularly attended Gala, and other events, and notably donated the limited edition signed print of the iconic Norman Rockwell painting “The Problem We All Live With” that hangs on the wall in the Main Reading Room. He will be greatly missed.

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 currently scheduled for Wednesday, August 23, 2023 at 12:15pm.

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

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

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

September 27, 2023

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, September 27, 2023 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present: Judge Mark Juhas
Susan Steinhauser, Esquire
Judge Laura Seigle
Judge Michelle Williams Court

Trustees Absent: Kenneth Klein, Esquire (participated by phone)
Judge Michael Stern
Judge Rosa Fregoso

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

Also Present: Marcelino Juarez, Finance Manager
Daniel Reinhold, Executive Assistant

President Juhas determined a quorum to present, convened the meeting at 12:16 pm and thereafter presided. Executive Director, Sandra Levin, recorded the minutes. Trustee Klein joined the meeting via telephone at 12:30pm.

1.0 PUBLIC COMMENT
No public comment.

2.0 PRESIDENT'S REPORT

No president's report

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the August 29, 2023 Special Board Meeting
- 3.2 Review of June 2023 Financials and List of July and August 2023 Checks and Warrants
- 3.3 Appointment of Directors to the Friends of the Los Angeles County Library Board
- 3.4 Approval of Annual Report to the Los Angeles County Board of Supervisors
- 3.5 Approval of CalPERS Health Resolution
- 3.6 Approval of Law Library Broadband Classification Schedule and Pay Range

ED Levin noted a correction to the Broadband Classification Chart. The title of Senior Director has changed to Deputy Director.

President Juhas asked if any member wished to remove an item from the Consent Calendar. Trustee Steinhauser requested to remove items 3.3 and 3.4.

President Juhas requested a motion to approve all items on the Consent Calendar excluding items 3.3 and 3.4. So moved by Trustee Seigle, seconded by Trustee Williams Court. The motion was unanimously approved, 4 – 0.

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

A discussion was held regarding diversifying and adding new energy and enthusiasm to Friends Board.

President Juhas requested a motion to approve item 3.3 Appointment of Directors to the Friends of the Los Angeles County Library Board. So moved by Trustee Seigle, seconded by Trustee Williams Court. The motion was unanimously approved, 4 – 0.

- 3.4 Approval of Annual Report to the Los Angeles County Board of Supervisors

Trustee Seigle requested that a bullet point be added on page 2 of the Report to emphasize the non-traditional services the Law Library provides.

President Juhas requested a motion to approve the Annual Report to the Los Angeles County Board of Supervisors with the instruction to the Executive Director to add the bullet point as requested by Trustee Seigle. So moved by Trustee Seigle, seconded by Trustee Steinhauser. The motion was unanimously approved, 4 – 0.

4.0 NOT USED

5.0 DISCUSSION ITEMS

- 5.1 Approval of The Pun Group to Audit the Law Library's Financial Statements for FY 2022-23

Marcelino Juarez discussed the audit process and selection of the Pun Group. He recommended that the Board should approve the audit. There was a discussion of rates charged by Pun Group.

President Juhas requested a motion to approve the proposed engagement letter and accept the auditor's required communication, AU-C 260 letter. So moved by Trustee Steinhauser, seconded by Trustee Seigle. The motion was unanimously approved, 4 – 0.

5.2 Approval of Partial Reorganization and Associated Job Descriptions for Certain New or Revised Positions

ED Levin discussed some of the changes being made to accommodate retirements and other changes at the Law Library. The Patron Services is currently the Law Library's largest department. It is being split into two separate departments: Reference and Collections, to be headed by Ryan Metheny; and Public and Legal Education, to be headed by Janine Liebert.

Communications will continue to have three positions, and will be headed by Krit Maroj. Marcelino Juarez will become Director of Finance.

Jaye Steinbrick's role will now be titled Deputy Director.

All aspects of the reorganization would take effect on October 14, 2023 except the elimination of the Patron Services Director position and supervisory responsibilities.

Those aspects continue as they are currently until the retirement of the Patron Services Director.

President Juhas requested a motion to approve the proposed structural changes and all of the presented, revised job descriptions. So moved by Trustee Seigle, seconded by Trustee Stein. The motion was unanimously approved, 4 – 0.

5.3 Staff Presentation Regarding Citizenship Processing Workshop

Janine Liebert and Stephanie Osorio discussed the Citizenship Assistance Workshop which took place on September 9, 2023. The workshop included individualized screening for eligibility, assistance with N-400 application, application review by an immigration attorney, and a step-by-step review of the naturalization process.

6.0 AGENDA BUILDING

No future items were presented by Trustees.

7.0 CLOSED SESSION

Public Employee Appointment and
Public Employment (Gov. Code § 54957)

The Board went into closed session. No reportable action was taken.

8.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:26pm. The next Regular Meeting of the Board of Law Library Trustees is currently scheduled for Wednesday, October 25, 2023 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.**

October 16, 2023

The Special Meeting of the Board of Law Library Trustees of Los Angeles County was held on Monday, October 16, 2023 at 5:00 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present: Judge Mark Juhas
Judge Rosa Fregoso
Judge Laura Seigle
Susan Steinhauser, Esquire
Kenneth Klein, Esquire (via Zoom video conference)

Trustees Absent: Judge Michael Stern
Judge Michelle Williams Court

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

President Juhas determined a quorum to be present, convened the meeting at Started at 5:06pm and thereafter presided. Executive Director, Sandra J. Levin, recorded the Minutes.

1.0 PUBLIC COMMENT

There was no public comment.

2.0 CLOSED SESSION

Public Employee Appointment and Public Employment (Gov. Code § 54957)
Title: Executive Director

The Trustees present went into closed session at 5:08pm.
At 6:10, Trustee Juhas left the meeting.
At 6:25, Trustee Fregoso left the meeting.

Announcement: No reportable action was taken.

3.0 **ADJOURNMENT**

There being no further business to come before the Board discussion concluded and the meeting was adjourned at 6:38pm. The next Regular Meeting of the Board of Law Library Trustees is currently scheduled for Wednesday, October 25, 2023 at 12:15pm.

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

Los Angeles County Law Library
Income Statement for the Period Ending August 31, 2023
(Provisional and subject to year-end audit adjustments)

Jul 2022 Actual	Jul 2023			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
582,558	631,552	673,890	42,338	6.7%
12,148	32,413	51,181	18,769	57.9%
44,464	0	0	0	0.0%
26,107	35,662	32,693	(2,969)	-8.3%
665,277	699,626	757,765	58,138	8.3%
799,620	827,436	757,262	70,174	8.5%
20,811	24,124	23,615	509	2.1%
136,013	145,753	130,460	15,293	10.5%
(136,013)	(145,753)	(130,460)	(15,293)	10.5%
76,683	100,305	85,798	14,507	14.5%
14,656	7,833	11,162	(3,329)	-42.5%
5,685	0	5,565	(5,565)	0.0%
8,642	0	12,041	(12,041)	0.0%
78	0	60	(60)	0.0%
24	0	0	0	0.0%
2,203	9,889	2,137	7,752	78.4%
200,675	193,715	192,608	1,107	0.6%
1,129,076	1,199,845	1,090,250	(109,595)	-9.1%
(463,799)	(500,219)	(332,485)	167,734	-33.5%
9,410	833	22,175	21,342	2561.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
(454,389)	(499,385)	(310,310)	189,075	-37.9%
0	1,000	0	1,000	100.0%

Aug 2022 Actual	Aug 2023			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
559,688	646,186	663,044	16,858	2.6%
14,526	32,413	51,202	18,790	58.0%
5,961	0	0	0	0.0%
27,081	47,702	32,210	(15,492)	-32.5%
607,255	726,300	746,457	20,156	2.8%
360,934	445,367	383,118	62,250	14.0%
59,774	64,458	61,855	2,603	4.0%
135,118	138,100	143,940	(5,840)	-4.2%
(135,118)	(138,100)	(143,940)	5,840	-4.2%
82,207	99,416	83,530	15,886	16.0%
11,795	21,258	11,114	10,144	47.7%
6,126	5,834	5,359	475	8.1%
1,315	0	1,387	(1,387)	0.0%
452	4,307	2	4,305	100.0%
0	23	0	23	100.0%
2,800	2,100	7,365	(5,265)	-250.7%
200,873	194,468	193,251	1,217	0.6%
726,277	834,774	746,981	(87,794)	-10.5%
(119,022)	(108,474)	(524)	107,950	-99.5%
(5,592)	833	23,686	22,853	2742.4%
0	0	231,510	231,510	0.0%
100,000	0	0	0	0.0%
(224,614)	(107,641)	254,672	362,313	-336.6%
0	1,000	0	1,000	100.0%

Summary:

Income

	FY 2022-23 YTD Actual	FY 2023-24 YTD			
		Budget	Actual	\$ Fav (Unf)	% Fav (-)
L.A. Superior Court Fees	1,142,245	1,277,738	1,336,935	59,196	4.6%
Interest	26,674	64,825	102,384	37,559	57.9%
Parking	50,425	0	0	0	0.0%
Library Services	53,188	83,363	64,903	(18,460)	-22.1%
Total Income	1,272,533	1,425,927	1,504,221	78,295	5.5%

Expense

Staff (payroll + benefits)	1,160,554	1,272,804	1,140,380	132,424	10.4%
Electronic Resource Subscriptions	80,585	88,582	85,470	3,112	3.5%
Library Materials	271,131	283,853	274,400	9,453	3.3%
Library Materials Transferred to Assets	(271,131)	(283,853)	(274,400)	(9,453)	3.3%
Facilities	158,890	199,721	169,329	30,393	15.2%
Technology & Data	26,450	61,507	22,276	25,519	41.5%
General	11,811	10,613	10,925	1,422	13.4%
Professional Development	9,957	6,855	13,427	(92)	-1.3%
Communications & Marketing	530	7,734	62	21,838	282.4%
Travel & Entertainment	24	36	0	36	100.0%
Professional Services	5,003	3,500	9,502	11,276	322.2%
Depreciation	401,549	388,184	385,859	2,324	0.6%
Total Expenses	1,855,353	2,034,620	1,837,231	197,389	9.7%

Net Income (Loss)

	(582,820)	(608,693)	(333,009)	275,684	45.3%
Investment Gain (Loss) ¹	3,818	1,667	45,861	44,195	2651.7%
Extraordinary Income	0	0	231,510	231,510	0.0%
Extraordinary Expense	100,000	0	0	0	0.0%
Net Income Including Extraordinary Items	(679,003)	(607,026)	(55,638)	551,388	90.8%

Capitalized Expenditures

	0	2,000	0	28,000	1400.0%
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Comments

Los Angeles County Law Library
Income Statement for the Period Ending August 31, 2023
(Provisional and subject to year-end audit adjustments)

Jul 2022	Jul 2023				Aug 2022	Aug 2023				FY 2022-23	FY 2023-24 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	Actual	Budget	Actual		\$ Fav (Unf)	% Fav (Unf)	YTD Actual	Budget		Actual	\$ Fav (Unf)
2,719	2,725	99	2,626	96.4%	270	150	2,431	(2,281)	-1521.0%	39 FAC 801015	Cleaning Supplies	2,989	2,875	2,531	344	12.0%	Timing Variance
13,030	12,881	15,568	(2,687)	-20.9%	12,017	12,881	16,006	(3,125)	-24.3%	39 FAC 801020	Electricity & Water	25,048	25,761	31,574	(5,812)	-22.6%	Timing Variance
966	1,014	1,014	0	0.0%	966	1,014	1,014	0	0.0%	39 FAC 801025	Elevator Maintenance	1,932	2,028	2,028	0	0.0%	
0	6,767	0	6,767	100.0%	6,741	3,064	0	3,064	100.0%	39 FAC 801030	Heating & Cooling	6,741	9,831	0	9,831	100.0%	Timing Variance
31,577	34,500	35,948	(1,448)	-4.2%	28,977	34,500	34,489	11	0.0%	15 FIN 801035	Insurance	60,554	69,000	70,437	(1,437)	-2.1%	
11,449	10,687	11,962	(1,275)	-11.9%	12,149	10,687	1,050	9,637	90.2%	39 FAC 801040	Janitorial Services	23,598	21,374	13,012	8,362	39.1%	Timing variance; includes temp landscaping services
0	1,850	0	1,850	100.0%	0	1,850	0	1,850	100.0%	39 FAC 801045	Landscaping	0	3,700	0	3,700	100.0%	See Janitorial Services
13,670	18,358	16,672	1,686	9.2%	16,395	20,218	22,481	(2,263)	-11.2%	39 FAC 801050	Security	30,064	38,576	39,153	(577)	-1.5%	
0	250	0	250	100.0%	0	250	1,291	(1,041)	-416.3%	39 FAC 801060	Room Rental Expenses	0	500	1,291	(791)	-158.1%	More Room Rentals Than Expected
135	165	146	19	11.4%	1,328	5,665	953	4,712	83.2%	39 FAC 801065	Special Events Expenses	1,463	5,830	1,100	4,730	81.1%	Timing Variance
0	343	0	343	100.0%	0	343	0	343	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	0	686	0	686	100.0%	Timing Variance
0	550	709	(159)	-28.9%	0	550	322	228	41.4%	39 FAC 801110	Equipment (<3K)	0	1,100	1,031	69	6.3%	Timing Variance
0	2,500	0	2,500	100.0%	0	0	0	0	0.0%	39 FAC 801115	Building Alterations (<3K)	0	2,500	0	2,500	100.0%	Timing Variance
122	343	384	(41)	-12.1%	52	43	60	(17)	-39.1%	39 FAC 801120	Delivery & Postage	173	386	444	(58)	-15.1%	Timing Variance
0	266	249	17	6.5%	207	266	337	(71)	-26.8%	39 FAC 801125	Kitchen supplies	207	532	586	(54)	-10.1%	Timing Variance
76,683	100,305	85,798	14,507	14.5%	82,207	99,416	83,530	15,886	16.0%		Subtotal	158,890	199,721	169,329	30,393	15.2%	
1,919	1,701	781	920	54.1%	1,131	1,701	781	920	54.1%	33 TECH 801210	Technology: Software Maintenance	3,051	3,402	1,562	1,840	54.1%	Timing Variance
2,678	2,758	2,281	477	17.3%	2,678	2,758	2,281	477	17.3%	33 TECH 801212	Hardware Maintenance	5,356	5,516	4,562	954	17.3%	Timing Variance
0	3,790	0	3,790	100.0%	0	0	0	0	0.0%	33 TECH 801215	Software (<\$3k)	0	3,790	0	3,790	100.0%	Timing Variance
1,000	1,200	0	1,200	100.0%	255	1,000	0	1,000	100.0%	33 TECH 801220	Hardware (<\$3k)	1,255	2,200	0	2,200	100.0%	Timing Variance
0	283	0	283	100.0%	0	283	0	283	100.0%	33 TECH 801225	Computer Supplies	0	566	0	566	100.0%	Timing Variance
6,531	5,478	5,366	112	2.0%	5,116	5,478	5,366	112	2.0%	33 TECH 801230	Integrated Library System	11,646	10,956	10,733	223	2.0%	
1,652	2,125	1,788	337	15.9%	1,691	2,125	1,676	449	21.1%	33 TECH 801235	Telecommunications	3,343	4,250	3,464	786	18.5%	Timing Variance
0	80	0	80	100.0%	0	80	0	80	100.0%	33 TECH 801245	Tech & Data - Misc	0	160	0	160	100.0%	Timing Variance
0	15,000	0	15,000	100.0%	0	0	0	0	0.0%	33 TECH 801250	Services	0	15,000	0	15,000	100.0%	Timing Variance
876	7,833	946	6,888	87.9%	923	7,833	1,010	6,823		33 TECH 801275	Online Service Providers	1,799	15,667	1,956	13,711	87.5%	Timing Variance
14,656	40,248	11,162	29,086	72.3%	11,795	21,258	11,114	10,144	47.7%		Subtotal	26,450	61,507	22,276	25,519	41.5%	
370	583	325	258	44.2%	529	583	285	298	51.2%	15 FIN 801310	General: Bank Charges	899	1,167	610	556	47.7%	Timing variance.
2,028	2,115	2,115	0	0.0%	835	871	871	0	0.1%	35 CMS 801315	Bibliographical Services	2,864	2,986	2,985	1	0.0%	
0	0	0	0	0.0%	0	0	747	(747)	0.0%	35 CMS 801320	Binding	0	0	747	(747)	0.0%	
0	130	176	(46)	-35.7%	112	130	0	130	100.0%	17 EXEC 801325	Board Expense	112	260	176	84	32.1%	August Regular BOT meeting cancelled.
0	0	0	0	0.0%	0	3,000	0	3,000	100.0%	37 COM 801330	Staff meals & events	0	3,000	0	3,000	100.0%	Timing variance
438	1,800	389	1,411	78.4%	897	1,250	159	1,091	87.2%	15 FIN 801335	Supplies - Office	1,334	3,050	548	2,502	82.0%	Timing variance.
0	0	0	0	0.0%	0	0	0	0	0.0%	35 CMS 801337	Supplies - Library materials	0	0	0	0	0.0%	
516	150	0	150	100.0%	0	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	516	150	0	150	100.0%	Timing variance. Will order new batch November.
0	0	0	0	0.0%	0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
1,194	0	716	(716)	0.0%	1,263	0	237	(237)	0.0%	33 IT 801370	Copy Center Expense	2,457	0	953	(953)	0.0%	
58	0	64	(64)	0.0%	778	0	0	0	0.0%	15 FIN 801375	General - Misc	837	0	64	(64)	0.0%	Timing variance.
1,080	867	1,780	(913)	-105.3%	1,400	867	3,060	(2,193)	-252.9%	25 PS 801390	Course Registration	2,480	1,734	4,840	(3,106)	-179.1%	
0	0	0	0	0.0%	312	0	0	0	0.0%	17 EXEC 801395	Friends of Law Library	312	0	0	0	0.0%	
5,685	4,778	5,565	80	1.7%	6,126	5,834	5,359	1,342	23.0%		Subtotal	11,811	10,613	10,925	1,422	13.4%	
4,819	4,570	5,481	(911)	-19.9%	630	0	734	(734)	0.0%	ALL 803105	Professional Development: Travel	5,449	4,570	6,214	(1,644)	-36.0%	Includes unbudgeted marketing conference cost
0	0	0	0	0.0%	0	0	0	0	0.0%	ALL 803110	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	
903	480	0	480	100.0%	0	0	355	(355)	0.0%	ALL 803115	Membership dues	903	480	355	125	26.0%	Timing variance.
2,920	8,285	6,560	1,725	20.8%	685	0	298	(298)	0.0%	ALL 803120	Registration fees	3,605	8,285	6,858	1,427	17.2%	Lower than expected AALL registration costs due to grant.
0	0	0	0	0.0%	0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	0	0	0.0%	
8,642	6,855	12,041	1,294	18.9%	1,315	0	1,387	(1,387)	0.0%		Subtotal	9,957	6,855	13,427	(92)	-1.3%	
2	6,190	2	6,188	100.0%	2	5,840	2	5,838	100.0%	37 COM 803205	Communications & Marketing: Services	4	12,030	4	12,026	100.0%	Timing variance; OTF projects on hold.
76	5,270	58	5,212	98.9%	450	2,500	0	2,500	100.0%	37 COM 803210	Collateral materials	527	7,770	58	7,712	99.2%	Timing variance; OTF projects on hold.
0	300	0	300	100.0%	0	1,800	0	1,800	100.0%	37 COM 803215	Advertising	0	2,100	0	2,100	100.0%	Timing variance; Bookmarks temporarily on hold.
0	0	0	0	0.0%	0	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	0	0	0	0	0.0%	
78	3,427	60	11,700	341.4%	452	4,307	2	10,138	235.4%		Subtotal	530	7,734	62	21,838	282.4%	
0	0	0	0	0.0%	0	0	0	0	0.0%	ALL 803305	Travel & Entertainment Travel	0	0	0	0	0.0%	
0	0	0	0	0.0%	0	0	0	0	0.0%	ALL 803310	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	
24	13	0	13	100.0%	0	23	0	23	100.0%	ALL 803320	Ground transportation & mileage reimb.	24	36	0	36	100.0%	
0	0	0	0	0.0%	0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
24	13	0	13	100.0%	0	23	0	23	100.0%		Subtotal	24	36	0	36	100.0%	
0	0	0	0	0.0%	700	700	4,660	(3,960)	-565.7%	15 FIN 804005	Professional Services Accounting	700	700	4,660	(3,960)	-565.7%	Timing variance.
2,100	1,400	1,400	0	0.0%	2,100	1,400	2,677	(1,277)	-91.2%	17 EXEC 804008	Consulting Services	4,200	2,800	4,077	(1,277)	-45.6%	Includes unbudgeted supplemental services.
0	0	497	(497)	0.0%	0	0	0	0	0.0%	17 EXEC 804010	Legal	0	0	497	(497)	0.0%	Timing variance.
103	9,889	240	9,649	97.6%	0	7,389	28	7,362	99.6%	15 FIN 804015	Other	103	17,278	268	17,011	98.5%	Delay in some OTF projects.
2,203	1,400	2,137	9,152	653.7%	2,800	2,100	7,365	2,124	101.2%		Subtotal	5,003	3,500	9,502	11,276	322.2%	
171,715	166,085	164,960	1,125	0.7%	171,913	166,808	165,635	1,173	0.7%	15 FIN 806105	Depreciation: Depreciation - Library Materials	343,628	332,893	330,595	2,298	0.7%	
28,960	27,631	27,649	(18)	-0.1%	28,960	27,660	27,616	45	0.2%	15 FIN 806110	Depreciation Exp - FF&E	57,920	55,291	55,264	27	0.0%	
200,675	193,715	192,608	1,107	0.6%	200,873	194,468	193,251	1,217	0.6%		Subtotal	401,549	388,184	385,859	2,324	0.6%	
1,129,076	1,199,845	1,090,250	(109,595)	-9.1%	726,277	834,774	746,981	(87,794)	-10.5%		Total Expense	1,855,353	2,034,620	1,837,231	197,389	9.7%	
(463,799)	(500,219)	(332,485)	167,734	-33.5%	(119,022)	(108,474)	(524)	107,950	-99.5%		Net Income Before Extraordinary Items	(582,820)	(608,693)	(333,009)	275,684	45.3%	

Los Angeles County Law Library
 Income Statement for the Period Ending August 31, 2023
 (Provisional and subject to year-end audit adjustments)

Jul 2022	Jul 2023			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
Actual				

Aug 2022	Aug 2023			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
Actual				

FY 2022-23	FY 2023-24 YTD			
	Budget	Actual	\$ Fav (Unf)	% Fav (-)
YTD Actual				

Comments

Los Angeles County Law Library
Income Statement for the Period Ending August 31, 2023
(Provisional and subject to year-end audit adjustments)

Jul 2022	Jul 2023				Aug 2022	Aug 2023				FY 2022-23	FY 2023-24 YTD				Comments	
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	Actual	\$ Fav (Unf)	% Fav (Unf)		YTD Actual	Budget	Actual	\$ Fav (Unf)		% Fav (-)
9,410	833	22,175	21,342	2561.0%	(5,592)	833	23,686	22,853	2742.4%	15 FIN 321000 Investment Gain (Loss) ¹	3,818	1,667	45,861	44,195	2651.7%	Reflects gains/loss if sold at time of report (before maturity)
0	0	0	0	0.0%	0	0	231,510	231,510	0.0%	17 EXEC 401000 Extraordinary Income	0	0	231,510	231,510	0.0%	Reflects fee waivers backfill from the State.
0	0	0	0	0.0%	100,000	0	0	0	0.0%	17 EXEC 901000 Extraordinary Expense	100,000	0	0	0	0.0%	
<u>(454,389)</u>	<u>(499,385)</u>	<u>(310,310)</u>	<u>189,075</u>	<u>-37.9%</u>	<u>(224,614)</u>	<u>(107,641)</u>	<u>254,672</u>	<u>362,313</u>	<u>-336.6%</u>	Net Income Including Extraordinary Items	<u>(679,003)</u>	<u>(607,026)</u>	<u>(55,638)</u>	<u>551,388</u>	<u>90.8%</u>	
Capital Expenditures:																
0	1,000	0	1,000	100.0%	0	1,000	0	1,000	100.0%	39 FAC 161100 Furniture / Appliances (>3k)	0	2,000	0	2,000	100.0%	Timing Variance
0	0	0	0	0.0%	0	20,000	0	20,000	100.0%	33 TECH 161300 Electronics / Computer Hardware (>3k)	0	20,000	0	20,000	100.0%	Timing Variance
0	0	0	0	0.0%	0	0	0	0	0.0%	39 FAC 164500 Exterior Building Repairs/ Improvements (>3k)	0	0	0	0	0.0%	
0	0	0	0	0.0%	0	0	0	0	0.0%	39 FAC 164000 Interior Improvements / Alterations (>3k)	0	0	0	0	0.0%	
0	6,000	0	6,000	100.0%	0	0	0	0	0.0%	33 TECH 168000 Computer Software	0	6,000	0	6,000	100.0%	Timing Variance
0	1,000	0	(1,000)	-100.0%	0	1,000	0	(1,000)	-100.0%	Total - Capitalized Expenditures	0	2,000	0	28,000	1400.0%	
CalPERS CERBT Trust Fund:																
											2,348,620					
											(95)					CalPERS CERBT program cost.
											(69)					Investment management cost.
											(51,236)					Fluctuating market conditions.
																Distribution from Fund.
											<u>2,297,220</u>					

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

Los Angeles County Law Library

Balance Sheet

As of August 31, 2023

(Provisional and subject to year-end audit adjustments)

	6/30/2023	7/31/2023	8/31/2023	YTD
Assets				
Current assets				
Cash and cash equivalents	16,275,850	15,324,421	15,468,099	(807,751)
Accounts receivable	329,159	349,432	582,068	252,909
Other receivable	1,367,036	1,354,221	1,345,074	(21,961)
Prepaid expenses	279,523	727,830	664,781	385,258
Total current assets	18,251,568	17,755,904	18,060,022	(191,545)
Noncurrent assets				
Restricted cash and cash equivalents	318,470	318,470	318,470	-
Investments	6,071,207	6,093,382	6,117,069	45,861
Capital assets, not being depreciated	696,192	696,192	696,192	-
Capital assets, being depreciated - net	14,667,364	14,605,216	14,555,905	(111,459)
Total noncurrent assets	21,753,233	21,713,260	21,687,635	(65,598)
Total assets	40,004,801	39,469,164	39,747,658	(257,143)
Deffered Outflows of Resources				
Deffered Outflows of Resources	4,722,167	4,722,167	4,722,167	-
Total assets and deffered outflows of resources	44,726,968	44,191,331	44,469,825	(257,143)
Liabilities				
Current Liabilities				
Accounts payable	330,706	81,693	97,887	(232,819)
Other current liabilities	-	-	-	-
Payroll liabilities	10,834	23,333	13,208	2,374
Total current liabilities	341,540	105,027	111,096	(230,445)
Noncurrent Liabilities				
Accrued sick and vacation liability	279,625	273,092	271,665	(7,960)
Borrowers' deposit	203,004	204,058	206,570	3,566
OPEB liability	3,547,803	3,556,136	3,564,470	16,667
Net pension liability	5,061,711	5,070,044	5,078,378	16,667
Total noncurrent liabilities	9,092,143	9,103,331	9,121,083	28,940
Total liabilities	9,433,684	9,208,357	9,232,179	(201,505)
Deffered Inflows of Resources				
Deffered Inflows of Resources	1,331,894	1,331,894	1,331,894	-
Total liabilities and Deffered inflows of resources	10,765,578	10,540,251	10,564,073	(201,505)
Net Position				
Invested in capital assets	15,363,556	15,301,408	15,252,097	(111,459)
Unrestricted	18,597,834	18,349,672	18,653,655	55,821
Total net position	33,961,390	33,651,080	33,905,752	(55,638)
Total liabilities and Deffered inflows of resources and net position	44,726,968	44,191,331	44,469,825	(257,143)

Los Angeles County Law Library
Statement of Cash Flows
As of August 31, 2023
(Provisional and subject to year-end audit adjustments)

	7/31/2023	8/31/2023	YTD
Cash flows from operating activities			
L.A. Superior court fees	673,890	663,044	1,336,935
Parking fees	-	-	-
Library services	32,693	32,210	64,903
Extraordinary income	-	231,510	231,510
(Increase) decrease in accounts receivable	(20,273)	(232,636)	(252,909)
(Increase) decrease in other receivable	12,815	9,146	21,961
Increase (decrease) in borrowers' deposit	1,054	2,512	3,566
Cash received from filing fees and services	700,179	705,787	1,405,966
Facilities	(85,798)	(83,530)	(169,329)
Technology	(11,162)	(11,114)	(22,276)
General	(5,565)	(5,359)	(10,925)
Professional development	(12,041)	(1,387)	(13,427)
Communications & marketing	(60)	(2)	(62)
Travel & entertainment	-	-	-
Professional services	(2,137)	(7,365)	(9,502)
Electronic Resource Subscriptions (ERS)	(23,615)	(61,855)	(85,470)
(Increase) decrease in prepaid expenses	(448,307)	63,049	(385,258)
Increase (decrease) in accounts payable	(249,012)	16,194	(232,819)
Increase (decrease) in other liabilities	-	-	-
Cash payments to suppliers for goods and services	(837,699)	(91,369)	(929,068)
Staff (payroll + benefits)	(757,262)	(383,118)	(1,140,380)
Increase (decrease) in payroll liabilities	12,499	(10,125)	2,374
Increase (decrease) in accrued sick and vacation liability	(6,533)	(1,427)	(7,960)
Increase (decrease) in OPEB liability	8,333	8,333	16,667
Increase (decrease) in net pension liability	8,333	8,333	16,667
Cash payments to employees for services	(734,630)	(378,003)	(1,112,632)
Contributions received	-	-	-
Net cash from operating activities	(872,150)	236,415	(635,735)
Cash flow from capital and related financing activities			
Library materials	(130,460)	(143,940)	(274,400)
Fixed assets	-	-	-
Capital - Work in Progress (WIP)	-	-	-
Cash flows from investing activities			
Investment	-	-	-
Investment earnings	51,181	51,202	102,384
Net cash increase (decrease) in cash and cash equivalents	(951,429)	143,677	(807,751)
Cash and cash equivalents, at beginning of period	16,594,320	15,642,891	16,594,320
Cash and cash equivalents, at end of period	15,642,891	15,786,569	15,786,569
Reconciliation of Operating Income to Net Cash from Operating Activities			
Operating income	(383,666)	179,783	(203,883)
Adjustments for noncash effects:			
Depreciation	192,608	193,251	385,859
Extraordinary expense: book write-off			
Changes in operating assets and liabilities:			
(Increase) decrease in accounts receivable	(20,273)	(232,636)	(252,909)
(Increase) decrease in other receivable	12,815	9,146	21,961
(Increase) decrease in prepaid expenses	(448,307)	63,049	(385,258)
Increase (decrease) in accounts payable	(249,012)	16,194	(232,819)
Increase (decrease) in other liabilities	-	-	-
Increase (decrease) in payroll liabilities	12,499	(10,125)	2,374
Increase (decrease) in accrued sick and vacation liability	(6,533)	(1,427)	(7,960)
Increase (decrease) in borrowers' deposit	1,054	2,512	3,566
Increase (decrease) in OPEB liability	8,333	8,333	16,667
Increase (decrease) in net pension liability	8,333	8,333	16,667
Net cash from operating activities	(872,150)	236,415	(635,735)

LOS ANGELES COUNTY LAW LIBRARY
September 1, 2023 - September 30, 2023 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 18	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	11,086.85	TS00333528

11,086.85

LOS ANGELES COUNTY LAW LIBRARY
September 1, 2023 - September 30, 2023 (CHECKS)
Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 11	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	31,573.56	V000799

31,573.56

LOS ANGELES COUNTY LAW LIBRARY
September 1, 2023 - September 30, 2023 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 5	GRAINGER	REPAIR & MAINTENANCE	237.86	V008004
	THE HOME DEPOT PRO	CLEANING SUPPLIES	2,431.45	V008005
	SYNCR Amazon	BOOKS	91.28	V008031
September 7	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	676.49	V008006
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	158.78	V008007
	INFORMATION TODAY INC	BOOKS	99.95	V008008
	RETTA LIBROS LIDERLAF S A	BOOKS	196.28	V008009
	LAW JOURNAL PRESS	BOOKS	6,220.54	V008010
	LAWPRESS CORPORATION	BOOKS	594.55	V008011
	PRACTISING LAW INSTITUTE	BOOKS	256.42	V008012
	PUBLIC UTILITIES REPORTS INC	BOOKS	500.00	V008013
	GOBI LIBRARY SOLUTIONS	BOOKS	194.33	V008014
September 8	GURU PRINTERS	SPECIAL EVENTS EX	672.54	V008062
September 11	ABD OFFICE SOLUTIONS	COPY CENTER	1,257.61	V008018
	ALTA FOODCRAFT	KITCHEN SUPPLIES	337.22	V008019
	FEDEX	BOOKS	41.66	V008020
	GRAINGER	REPAIRS/MAINT	201.32	V008021
	GTT COMMUNICATIONS	TELECOM	632.15	V008022
	ISOLVED BENEFIT SERVICES	HR BENEFIT ADMIN	82.69	V008023
	ACCUSOURCEHR, INC	RECRUITMENT	113.67	V008024
	PURE PROCESS FILTRATION INC.	BLDG SVCS	1,922.76	V008025
	SJM INDUSTRIAL RADIO	EQUIPMENT (<3K)	322.22	V008026
	STATE COMPENSATION	WORKERS COMP	3,194.00	V008027
	UPS	DELIVERY & POSTAGE	791.72	V008028
	AMERICAN BAR ASSOCIATION	BOOKS	1,301.04	V008032
	LEXISNEXIS MATTHEW BENDER	BOOKS	393.55	V008033
	INGRAM LIBRARY SERVICES	BOOKS	114.34	V008034
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,971.66	V008035
	PRACTISING LAW INSTITUTE	BOOKS	258.06	V008036
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	407.62	V008037
	THOMSON REUTERS	BOOKS	17,264.73	V008038
	WILLIAM S HEIN & CO	BOOKS	1,848.10	V008039
	GOBI LIBRARY SOLUTIONS	BOOKS	444.47	V008040
	STAMPS.COM	DELIVERY & POSTAGE	29.99	V008063
	September 15	LEXISNEXIS MATTHEW BENDER	BOOKS	859.80
BLR		BOOKS	1,168.80	V008046
CAL OSHA REPORTER		BOOKS	497.00	V008047
CONTINUING EDUCATION OF THE BAR CAL		BOOKS	2,029.48	V008048
JAMES PUBLISHING INC		BOOKS	407.34	V008049
INSTITUTE OF CONTINUING LEGAL EDUCATION		BOOKS	128.50	V008050

65,530.85

LOS ANGELES COUNTY LAW LIBRARY
September 1, 2023 - September 30, 2023 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	SOLANO PRESS BOOKS	BOOKS	178.88	V008051
	WEST ACADEMIC	BOOKS	63.51	V008052
	THOMSON REUTERS	BOOKS	71,048.92	V008053
	GOBI LIBRARY SOLUTIONS	BOOKS	457.89	V008054
	CHERRY PICK CAFE	SPECIAL EVENTS EX	284.21	V008064
September 18				
	GURU PRINTERS	SPECIAL EVENTS EX	294.28	V008065
September 21				
	LEXISNEXIS MATTHEW BENDER	BOOKS	33,155.27	V008066
September 25				
	BUILDING ELECTRONIC CONTROLS INC	SECURITY	213.75	V008067
	ISOLVED BENEFIT SERVICES	HR BENEFIT ADMIN	82.69	V008068
	NASA SERVICES	BLDG SVCS	597.65	V008069
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	374.00	V008070
	SECURITAS SECURITY	SECURITY	26,131.24	V008071
September 26				
	STAMPS.COM	DELIVERY & POSTAG	300.00	V008084
September 27				
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	140.59	V008085
	SYNCB AMAZON	SUPPLIES-OFFICE	86.48	V008110
September 28				
	AMERICAN LAWYER MEDIA	BOOKS	726.00	V008072
	AMERICAN LAW INSTITUTE	BOOKS	92.45	V008073
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	157.68	V008074
	BLR	BOOKS	584.40	V008075
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	4,648.61	V008076
	COPWARE INC	BOOKS	115.00	V008077
	INTERNATIONAL MUNICIPAL LAWYERS ASS	BOOKS	150.00	V008078
	LAW JOURNAL PRESS	BOOKS	796.30	V008079
	PRACTISING LAW INSTITUTE	BOOKS	257.24	V008080
	UNITED NATIONS PUBLICATIONS	BOOKS	158.42	V008081
	WILLIAM S HEIN & CO	BOOKS	242.60	V008082
	GOBI LIBRARY SOLUTIONS	BOOKS	203.36	V008083
	KAPCO	SUPPLIES-LIBRARY	1,284.25	V008111

208,177.64

LOS ANGELES COUNTY LAW LIBRARY
September 1, 2023 - September 30, 2023 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 1	BRIAN SHEW	REFUND	195.00	032954
September 7	ATLANTIC LAW BOOK COMPANY	BOOKS	153.27	032958
	LAW REPORTS INTERNATIONAL LTD	BOOKS	250.00	032959
	MARY MARTIN BOOKSELLERS	BOOKS	1,935.00	032960
September 11	AFLAC REMITTANCE	CAFE PLAN-INSURA	803.71	032961
	AT&T	TELECOM	1,080.62	032962
	BRCK INC	TELECOM	1,420.01	032963
	COLANTUONO, HIGHSMITH	LEGAL	497.00	032964
	DIGITAL INSURANCE LLC	CONSULTING	1,400.00	032965
	METROLINK	TMP	672.00	032966
	PETTY CASH FUND	PETTY CASH	119.19	032967
	PLAZA CARPET & HARDWOOD FL CO	REPAIRS/MAINT	1,250.00	032968
	THE PUN GROUP LLP	PREPAID EXP	5,000.00	032969
	TOTAL COMPENSATION SYSTEMS, INC	PREPAID EXP	1,980.00	032970
	CHARTER COMMUNICATIONS	TELECOM	55.00	032971
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	700.00	032972
	GAUNT	BOOKS	277.33	032973
	OTTO HARRASSOWITZ	BOOKS	2,853.98	032974
	LEXISNEXIS CANADA INC	BOOKS	122.04	032975
	QUALITY CODE PUBLISHING	BOOKS	42.00	032976
September 15	OTTO HARRASSOWITZ	BOOKS	710.79	032977
September 20	CALIFORNIA DEPARTMENT OF TAX	USE TAX	969.00	032978
September 25	DIGITAL INSURANCE LLC	CONSULTING	2,677.25	032979
	GUARDIAN	PREPAID EXP	7,733.09	032980
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	1,065.00	032981
	CHARTER COMMUNICATIONS	TELECOM	55.00	032982
September 28	LEXISNEXIS CANADA INC	BOOKS	123.06	032983
	MARY MARTIN BOOKSELLERS	BOOKS	249.00	032984

34,388.34

LA Law Library
Fiscal Year Quarterly Statistics

			FY19 1st Quarter	FY20 1st Quarter	FY21 1st Quarter	FY22 1st Quarter	FY23 1st Quarter	FY24 1st Quarter	FY24 1st Quarter Notes
Reference and Research									
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>								
	Desk Inquiries		5,695	6,087	0	2,413	6,186	7827	
	Tuesday 6pm to 8pm - All Queries		57	97	0	0	0	0	
	Phone		1,502	1,630	2,752	3,132	3,326	5773	
	Email/ Live Chat		156	255	2,091	1,879	741	2019	
	By Mail		57	70	51	56	49	59	
	Global Law Inquires		24	10	0	0	27	16	
	Global Law Web Inquires		17	0	0	0	0	0	
	e-Branch Chat		50	26	0	0	0	0	
	e-Branch Email		0	3	0	0	0	0	
	Totals	Total	7,669	8,178	4,894	7,480	10,329	15,694	
Circulation Services									
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking books in and out.</i>								
	Desk Inquiries		5,328	4,103	0	2,125	3,637	3,590	
	Phone Inquiries		2,000	1,714	604	1,202	1,326	1,225	
	Totals	Total	7,328	5,817	604	3,327	4,963	4,815	
	Books Circulated		2,204	1,991	356	893	3,205	1,795	Includes E Books
	Library Card Sign-ups		475	507	0	203	327	425	
	Members Program - Active Members		326	311	224	222	230	220	
	Public Terminal Logins		8,590	7,057	0	1,675	3,081	4,887	
Document Delivery / E-Delivery/Copies									
	<i>Document Delivery responds to requests for materials from the LA Law Library collection. Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-printer.</i>								
	Phone Inquiries		258	281	167	337	262	777	
	In-Person		2,282	5,059	0	475	555	123	
	Email (Includes Members Program)		225	878	980	978	906	967	
	Totals	Total	2,765	6,218	1,147	1,790	1,723	1,867	
	Pages Delivered		6,279	6,726	9,862	8,698	7,743	14,425	
	Copies Made (Main Library)		63,324	105,615	0	54,679	51,281	83,878	

LA Law Library
Fiscal Year Quarterly Statistics

			FY19 1st Quarter	FY20 1st Quarter	FY21 1st Quarter	FY22 1st Quarter	FY23 1st Quarter	FY24 1st Quarter	FY24 1st Quarter Notes
Collection Management Services									
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>								
	New Titles Added		129	247	146	108	126	140	
	Print Volumes Added		1,792	1576	1,377	1,963	2,700	1317	
	New Serials		21	13	7	7	17	16	
	Non-Print Media Added		126	890	372	2,462	887	9	
	Records Cataloged/Updated		865	395	1,245	701	514	334	
	Print & Non-Print Withdrawn		440	423	401	403	319	313	
Brief Scanning Project									
	Briefs Logged (Google)		16,192	19,820	5,535	0	0	0	
Website Statistics									
	Visitors		31,942	30,790	22,569	23,918	29,838	33,248	
	Visits (previously counted as "Pages Viewed")		100,275	95,230	65,338	71,688	86,134	109,738	
	Average Daily Visits		1,143	349	284	283	302	322	
	Average Duration		2:28	5:14	3:01	2:53	3:06	3:07	
	Visitors: US		98.00%	96.80%	95.27%	92.87%	91.21%	96.49%	
	Visitors: International / Unspecified		2.00%	3.20%	4.79%	7.13%	8.79%	3.51%	
Training and Events (Includes Online,Prerecorded/Live via ZOOM)									
	Public Classes Held Online								
	Internal speaker		0	0	11	20	43	42	
	Guest speaker		0	0	31	107	116	119	
	MCLE Classes Held Online								
	Internal speaker		0	0	0	0	0	3	
	Guest speaker		0	0	1	19	35	38	
	Clinics/ Workshops Held Online		0	0	3	3	1	3	
	Public Classes Held at Main & Branches								
	Internal speaker		33	49	0	0	4	5	
	Guest speaker		50	28	0	0	9	10	
	MCLE Classes Held								
	Internal speaker		1	1	0	0	0	0	
	Guest speaker		4	3	0	0	0	0	
	Clinics/ Workshops Held		33	60	0	0	4	5	
	Totals	Total	121	141	46	149	212	225	
	Class Attendance in Person Total (Estimated)		1,456	2,077	0	0	415	425	
	Live Class Attendance: Online/Remote		N/A	N/A	880	649	429	799	
	Live Class Registration: Online/Remote		N/A	0	786	1,422	1,275	1,395	
	Number of plays of prerecorded Classes		N/A	0	1,017	110	1,096	1,338	
	Class Attendance Branches (Estimated)		N/A	357	0	0	0	0	

LA Law Library
Fiscal Year Quarterly Statistics

			FY19 1st Quarter	FY20 1st Quarter	FY21 1st Quarter	FY22 1st Quarter	FY23 1st Quarter	FY24 1st Quarter	FY24 1st Quarter Notes
Visits to Main Branch									
	Number of Patron Visits (front door)		25,434	25,488	0	26,515	13,602	17,002	

MEMORANDUM

DATE: October 25, 2023

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Revised Job Descriptions for Senior Librarian Collection & Branches and Administrative Technician, Education

INTRODUCTION AND SUMMARY

The roles of Senior Librarian Collection & Branches, and Executive Assistant, Education are now open positions at the Law Library with recruitment underway. Both job descriptions were approved at the Board meeting in September, but additional recommended changes were subsequently identified. Before filling the positions, Staff would like to make updates to the job descriptions.

Revisions to the job descriptions include:

1. Senior Librarian: The position has not supervised Circulation functions for some time but this was inadvertently omitted from last month's revisions to the job description and is now corrected in the attached. The budget-related duties have also been clarified by adding some additional detail.
2. Administrative Technician, Education (formerly Executive Assistant, Education): This is not actually an executive position (nor is it part of the Executive office). It is an administrative position. It is more properly categorized as an Administrative Technician, which falls in approximately the same pay range but more accurately reflects the administrative nature of the position. The attached therefore changes the title (but not the duties as described) to Administrative Technician, Education.

The attached job descriptions reflect these and other minor proposed changes, in redline format.

The positions were not previously represented, but the change to Administrative Technician would result in that position being eligible for representation.

RECOMMENDATION

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



Board Version 9/23
LA LAW LIBRARY
JOB DESCRIPTION

Title:	Senior Librarian Collection & Branches
Department:	Reference & Collections
Focus:	Collection Development, Budgeting and Remote Locations
Reports to:	Director, Reference & Collections
Position(s) Supervised:	Branch Staff, Circulation Support Supervisor , Librarian (Collection Development)
FLSA Status:	Exempt
Salary Grade:	7
Union Status:	Ineligible for Representation
Effective Date:	10/14/2023

Position Summary

Under the general supervision of the Director, Reference & Collections, 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 Reference & Collections~~ budget, 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.

Comment [MM1]: No longer relevant

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~~Reference & Collections Department initiatives and Circulation Department activities;
- Analyze collected data and project impact of statistics on ~~Patron Services~~Reference & Collections 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 Director, Reference & Collections, 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 Librarian and Circulation Support Supervisor, Staff.~~
- 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, Reference & Collections, develops and recommends an annual budget for the ~~Patron Services~~Reference & Collections Department and library collection; produces and distributes budget documents.
- Monitors performance under and compliance with the annual budget; identifies and resolves variances between budget and actual expenditures.
- Assists with ~~implementation~~administration of the annual ~~Patron Services~~Reference & Collections 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.

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 regrading 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



- At least 2 years supervisory 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.

Approvals

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



Statement of Employee

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

Signature _____ Date _____

Print Name _____

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



LA LAW LIBRARY JOB DESCRIPTION

Title:	Executive Assistant Administrative Technician, Education
Department:	Executive Office Public & Legal Education
Focus:	Class management and administration
Reports to:	Director, Public & Legal Education
Position Supervised:	None
FLSA Status:	Non-Exempt
Salary Grade:	<u>34</u>
Union Status:	Ine Eligible for Representation
Effective Date:	October 1425 , 2023

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Position Summary

The ~~Executive Assistant~~Administrative Technician provides support and administration for classes, programs and other projects and activities of the Public & Legal Education department. Responsibilities include scheduling, outreach and reminders, statistics, distribution of class and promotional materials. May serve as the initial point of contact for both internal and external requests.

Responsibilities and Duties

Program Administration and Management

- Provide administrative support for classes and programs, including scheduling, status updates and tracking
- Supports the execution and delivery of programs and services
- Coordinates preparation of promotional collateral including flyers and website postings
- Assists in event planning and execution, including registration, logistics, set-up, day-of support and staffing
- Maintain spreadsheets and tracking of programs, timelines and attendance, as needed
- Monitor class materials and documentation to assure compliance with partner and state bar requirements, library policies and safety requirements
- Assists with class registration
- Work with all departments to assure clear and consistent communication concerning programs and events
- Maintains and updates designated program-related administrative documents and records
- Conducts administrative-related communications with specific patron constituents, program providers and partners
- Participates in the tracking of best practices for the administrative operations of the department and recommends solutions to issues arising from unit operations



Department Operations

- Participate in meetings, record minutes and submit suggestions for follow up activities, as required
- Review, organize and maintain administrative files
- Assist with scheduling meetings, both internal and external
- Support the maintenance of library-wide, as well as departmental, policies and procedures
- Support efforts to manage historical records, develop and implement retention schedules and archive activities for administrative records
- Provide back-up support to maintain executive and staff schedules; monitor calendars and track appointments and meetings for department members
- Provide administrative support to facilitate attendance at professional meetings and conferences; prepare reimbursement forms as needed
- Prepare correspondence; draft letters and memoranda

Statistics

- Compile and archive statistics and assist with the development of special reports
- Coordinate collection of monthly statistics
- Prepare monthly, quarterly and annual reports for management as needed
- Provide analysis, recommendation and options for data gathering

Other Responsibilities

- Participate in library-wide projects and programs
- Serve as a back-up to the Reference & Collections Team for other projects as directed
- Other duties as required

Position Qualifications

Required

- Minimum of two (2) years demonstrated administrative office, clerical or equivalent experience
- Associates degree or equivalent
- Effective written and oral communication skills
- Strong attention to detail
- Ability to take initiative, and to work both independently and as part of a team
- Ability to maintain confidentiality
- Excellent problem solving and interpersonal skills
- Ability to work under tight deadlines
- Proficient knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint)

Preferred

- Bachelor degree
- Experience in office management
- Experience working for a public agency
- Experience in a library or educational institution

Work Environment

Will be working in a busy office environment.

Physical Abilities Required

- Lifting ability: Light, under 15 lbs. on a regular basis.
- Sitting at a desk: short time, 30 minutes and/or medium, 60-120 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 120+ min. may be required.
- Extensive use of a computer, keyboard, and mouse.

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 _____



October 2023

~~Executive Assistant~~ Administrative Technician, Education

Job Description

Page 4

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



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

MEMORANDUM

DATE: October 25, 2023
TO: Board of Law Library Trustees
FROM: Sandra J. Levin, Executive Director
RE: Approval of Updated and Amended Employee Handbook

BACKGROUND AND DISCUSSION

The Law Library makes revisions to the Employee Handbook on a regular basis to maintain the Handbook as an accurate and timely reflection of Law Library practice and policy and current law. It is recommended that the Board of Trustees approve the attached proposed revisions to the LA Law Library Employee Handbook and Personnel Policies Manual (presented in redline format which can be found below).

[Employee Handbook Proposed Revisions](#)

The more substantive issues addressed by the changes are:

SECTION

12 Attendance, Wage & Hours and Compensation: added “Retired Annuitant” to the Definitions (in compliance with PERS requirements for the hiring of Retired Annuitants)

12.5 Attendance Record Keeping: The Law Library has been converting to a new comprehensive HR, Payroll and Timekeeping system through ADP. As a result of that conversion, the Law Library’s historical, complex and confusing rounding system for non-exempt employees cannot be accommodated. Pay will now be based upon actual time worked. The old rounding system is therefore eliminated from the Handbook.

13.3 Health Benefits: The waiting period for health coverage eligibility was revised from the 1st of the month following 60 days of employment to the 1st of the month following 59 days of employment. This change was made because ADP pointed out that in the rare event that 60 days following an employee’s start date fell on the 1st of a 31 day month, the Law Library would then be out of compliance with the ACA which requires no more than a 90 day waiting period. Converting to 59 days solves that potential – but heretofore unencountered – potential problem.



AGENDA ITEM 4.0 | CONSENT ITEM 4.1

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

Various: The Law Library currently has no Branch Assistants so the provision regarding Branch Assistants hired before a certain date were eliminated. Where text could be shortened by referring to

Most changes were previously discussed with SEIU and all will be provided to them in advance of the meeting.

RECOMMENDATION

Staff recommends that the Board approve the revisions to the Employee Handbook as set forth in the redline provided.

LALAWLIBRARY



MEMORANDUM

DATE: October 25, 2023

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Review and approval of contract terms for new Executive Director

BACKGROUND AND SUMMARY

Given the upcoming retirement of the current Executive Director, the Board – with input from the appointed Executive Director Recruiting Committee – retained a recruiter (Heather Renschler of Andersen & Associates), conducted interviews and is considering a formal appointment. Earlier on this same agenda there was also a Closed Session to discuss prospective candidates and any negotiating instructions.

In this agenda item, the Board is asked to discuss and approve the contract terms. Depending on the results of negotiations, the Board may also wish to make the appointment of a new Executive Director.



**EXECUTIVE DIRECTOR
EMPLOYMENT AGREEMENT**

THIS AGREEMENT is made and entered into as of the 7th day of November 2023, by and between the LOS ANGELES COUNTY LAW LIBRARY, an independent public agency formed pursuant to the California Business and Professions Code, Section 6300 et seq., hereinafter called the "Library" and, _____, hereinafter called "Employee."

RECITALS

- A. The Library Board of Trustees desires to retain the services of Employee in the position of Executive Director, and Employee desires employment as Executive Director of the Library;
- B. The Library Board of Trustees desires to:
- 1) Retain the services of Employee;
 - 2) Encourage the highest standards of fidelity and public service on the part of Employee;
 - 3) Provide a just means for terminating Employee's employment and this Agreement when Library may desire to do so; and
 - 4) The parties further desire to establish Employee's conditions of employment and the terms of Employee's compensation and benefits.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained the parties agree as follows:

1. Duties. Library hereby employs Employee as Executive Director of the Library to perform the functions and duties of the Executive Director as specified in the job description and applicable Board resolutions and to perform such other legally permissible and proper duties and functions as the Library Board of Trustees may from time to time assign to Employee, In addition, Employee is an attorney and licensed member of the State Bar and may act as counsel to the Library from time to time as requested by the Board of Trustees and provide legal advice, analysis or consultation to the Library and its staff.
2. Exempt Status. The position of Executive Director is exempt under the FLSA and state law. Employee's duties may involve expenditures of time in excess of eight (8) hours per day and/or forty (40) hours per week, and may also include time outside normal office hours such as attendance at Library functions or meetings. Employee shall not be entitled to additional compensation for such time,
3. Term. This Agreement shall be effective December 1, 2023, and will remain in force and effect until terminated as provided herein.
4. Salary; Merit Bonus. Effective December 1, 2023, Employee's annual salary shall be \$208,000. Salary and/or benefit adjustments shall be considered in good faith by the Library Board of Trustees annually in conjunction with Employee's annual performance evaluation pursuant to paragraph 10 of this Agreement; however, any salary or benefit adjustment is in the sole discretion of the Library Board of Trustees and Employee shall not be automatically entitled to any salary or benefit adjustments. Library may at any time during the term of this Agreement, reduce Employee's salary or benefits if such reduction is imposed across-the-board for all employees of the Library.
5. Benefits. Except as otherwise set forth herein, Employee shall be entitled to those benefits, including but not limited to holidays, bereavement, temporary disability, jury duty, vacation, sick and personal leave, disability, health and life insurance, 457 plan and retirement, provided in the Employee Handbook and Personnel Policies Manual as may be amended for all employees and/or all exempt employees from time to time and is made part of this Agreement. For purposes of determining such benefits, Employee shall be considered to have five (5) years of tenure for only vacation purposes and (40) hours of accrued vacation. Additionally, forty (40) hours of accrued sick leave as of the effective date of this Agreement.
6. Membership in CalPERS. Upon commencement of employment, Employee shall be immediately eligible to participate in the Library's CalPERS Retirement Plan and the Library shall take immediate steps to enroll Employee in the CalPERS plan upon commencement of employment. Employee's participation in the plan shall begin immediately.
7. Other Benefits. Library shall provide to Employee any other benefits mandated by state or federal law.

8. General Expenses. Library recognizes that certain expenses of a non-personal and job-related nature may be incurred by Employee. Library agrees to reimburse Employee for reasonable expenses which are authorized by the Library budget, submitted to the President of the Library Board of Trustees for approval, and which are supported by expense receipts, statements or personal affidavits, and audit thereof in like manner as other demands against the Library. Employee agrees not to incur such expenses without the approval of the President of the Library Board of Trustees.
9. Official and Professional Development Expenses. Library shall pay reasonable sums for professional dues and subscriptions for Employee necessary in the judgment of the Library Board of Trustees for Employee's continued participation in associations and organizations, which memberships are necessary and desirable for the continued professional development of Employee and for the good of the Library, such as the AALL. Such expenses include California State Bar dues. Notwithstanding the foregoing, the Library Board of Trustees shall have discretion to establish appropriate amounts, in the annual Library budget or otherwise, for official and professional development expenses and travel costs.
10. Performance Evaluation. The Library Board of Trustees shall review and evaluate Employee's performance at least once annually. The Library Board of Trustees shall establish performance goals and criteria which the Library Board of Trustees shall use in reviewing Employee's performance in the following year. It shall be Employee's responsibility to initiate this review each year. Employee will be afforded an adequate opportunity to discuss each evaluation with the Library Board of Trustees.
11. Indemnification. Library shall defend, hold harmless and indemnify Employee against any claim, demand, judgment, or action of any type or kind arising within the course and scope of Employee's employment to the extent required by Government Code Sections 825 and 995 or as provided to other Library employees.
12. Other Terms and Conditions of Employment.
 - A) The Library Board of Trustees may from time to time fix other terms and conditions of employment relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provision of this Agreement, the Government Code or other applicable law.
 - B) If the specific provisions of this Agreement conflict with the Library's Employee Handbook and Personnel Policies Manual as it may be amended from time to time and is made part of this Agreement and attached hereto, the terms of this Agreement shall prevail.
 - C) All data, studies, reports and other documents prepared by Employee while performing his/her duties during the term of this Agreement shall be furnished to and become the property of the Library, without restriction or limitation on their use. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other materials either created by or provided to Employee in connection with the performance of this Agreement shall be held confidential by Employee. Such materials shall not, without the prior written consent of the Board of Trustees, be used by Employee for any purposes other than the performance of his/her duties. Nor shall such materials be disclosed to any person or entity not connected with the performance of services under this Agreement, except as required by law.
13. Moonlighting. Employee will focus his/her professional time, ability, and attention on Library business during the term of this Agreement. To the extent consistent with applicable law, Employee shall not engage in any other business duties or pursuits whatsoever or, directly or indirectly, render any services of a business, commercial, or professional nature to any other person or organization, whether for compensation or otherwise, without the prior consent of the Library Board of Trustees, except that:
 - A) The expenditure of reasonable amounts of time not in conflict with the Library's needs and interests, for educational, charitable, community, and professional activities, shall not be deemed a breach of this Agreement and shall not require prior consent after the first 3 months of employment;
 - B) This Agreement shall not be interpreted to prohibit Employee from making passive personal investments or conducting private business affairs if those activities do not materially interfere with the services required under this Agreement or create conflicts of interest.
14. General Provisions.
 - A) This Agreement constitutes the entire agreement between the parties. Library and Employee hereby acknowledge that they have neither made nor accepted any other promise or obligation with respect to

the subject matter of this Agreement. This Agreement may be amended only by a writing signed by Employee, approved by the Library Board of Trustees, and executed on behalf of the Library.

- B) If any provision or any portion of this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of the Agreement shall be deemed severable and shall not be affected and shall remain in full force and effect.
- C) This Agreement may be terminated by either party with or without notice and with or without cause subject only to the requirements of paragraph 16 below regarding severance and paragraph 17 regarding notice. Notice of termination to Library shall be given in writing to Library, either by personal service or by registered or certified mail, postage prepaid, addressed to Library as follows:

President of the Board of Trustees
LOS ANGELES COUNTY LAW LIBRARY 301 WEST FIRST STREET
LOS ANGELES, CALIFORNIA 90012-3140

Any notice to Employee shall be given in a like manner, and, if mailed, shall be addressed to Employee at the address then shown in Library's personnel records.

- D) If an action at law or in equity is necessary to enforce or interpret this Agreement, the prevailing party in that action shall be entitled to reasonable attorneys' fees and costs with respect to the prosecution or defense of the action.
 - E) A waiver of any of the terms and conditions of this Agreement shall not be construed as a general waiver by the Library and the Library shall be free to enforce any term or condition of this Agreement with or without notice to Employee notwithstanding any prior waiver of that term or condition.
 - F) Each Party to this Agreement warrants to the other Party that it has either had the assistance of counsel in negotiation for, and preparation of, this Agreement or could have had such assistance and voluntarily declined to obtain such assistance.
15. Severance. If Library terminates this Agreement without cause, then Library shall pay Employee severance equal to three months' salary. The Library shall have cause to terminate Employee without payment of severance under this paragraph 16 if Employee engages in any of the following conduct: theft or destruction of Library property; conviction of a felony, or of a misdemeanor adversely reflecting on Employee's fitness to perform assigned duties; unauthorized absence from employment or abuse of leave privileges; reporting for work, or being at work, under the influence of, or in the possession of, alcoholic beverages, or non-prescribed "controlled substances" as that term is defined in the federal Comprehensive Drug Abuse Prevention and Control Act of 1970 as amended to date (excluding possession of alcoholic beverages in compliance with the Rules); improper or unauthorized use of Library funds or Library property; acceptance by Employee of any valuable consideration from any person or entity other than the Library for the regular performance of Employee's duties; or engaging in harassment or conduct prohibited by local, state or federal law.
16. Notice of Resignation. In the event Employee voluntarily resigns his/her position with the Library, then Employee shall give Library at least two (2) months' notice in advance, unless the Parties otherwise agree. Upon voluntary resignation, Employee shall be entitled to benefits as provided herein through the effective date of the resignation, but not to the Severance Payment described in Paragraph 16 above.
17. Disputes. All disputes arising out or relating to this Agreement and to Executive's employment shall be subject to final and binding arbitration. This agreement to arbitrate is governed by the Federal Arbitration Act, 9 U.S.C. §§ I et seq. The arbitration shall be conducted pursuant to the then current Employment Arbitration Rules of the American Arbitration Association ("AAA"), which may be found at the AAA's web site (www.adr.org by using an internet search engine after typing in "AAA Employment Arbitration Rules," or upon request being made to President of the Library Board of Trustees, Los Angeles County Law Library, 301 West 1st Street, Los Angeles, CA 90012. A demand for arbitration must be in writing and delivered by hand or first class mail to the other party within the applicable statute of limitations period. The demand shall provide the factual and legal basis for the claim being made in arbitration. Any demand made to the Los Angeles County Law Library shall be provided to President of the Board of Trustees located at Los Angeles County Law Library, 301 West 1st Street, Los Angeles, CA 90012. Each party will pay the fees for his, her or its own attorneys, subject to any remedies to which that party may later be entitled under applicable law. However, in all cases where required by law, the Library will pay the arbitrator's and arbitration fees. If, under applicable law, Library is not required to pay the Arbitrator's and/or arbitration fees,

such fee(s) will be apportioned between the parties by the arbitrator. Within thirty (30) days of the close of the arbitration hearing, each party will have the right to prepare, serve and file with the arbitrator a brief. The arbitrator may award any party any remedy to which that party is entitled under applicable law, but such remedies shall be limited to those that would be available to a party in a court of law for the claims heard in arbitration. The arbitrator will issue a decision or award in writing, stating the essential findings of fact and conclusions of law, A court of competent jurisdiction shall have the authority to enter a judgment upon the award made pursuant to the arbitration.

IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year first above written.

EMPLOYEE

PRESIDENT, LIBRARY BOARD OF TRUSTEES

Approved as to form:

Benjamin Goldman
LIBRARY EMPLOYMENT COUNSEL