

AGENDA

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

REGULAR BOARD MEETING

Wednesday, July 24, 2024

12:15 PM

MILDRED L. LILLIE BUILDING TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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

AGENDA MATERIALS

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

LAND ACKNOWLEDGMENT

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

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

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

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the June 26, 2024 Regular Board Meeting
- 3.2 Review and Approval of May Financials and List of June Checks and Warrants
- 3.3 Review and Approval of 4th Quarterly Statistics
- 3.4 Approval of New and Revised Job Descriptions

4.0 DISCUSSION ITEMS

- 4.1 Review and Approval of Award of Contract for Financial Audit
- 4.2 Review of Assembly Bill 170 (Revised Business and Professions Code §6304) with Deliberation and Vote on Board of Trustees Meeting Schedule
- 4.3 Presentation on Senate Bill 553 (Labor Code §6401.9) Workplace Violence Prevention Plan at LA Law Library

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

- 6.1 All Staff Training June 25 and 28, 2024-Development of Workplace V Violence Prevention Plan
- 6.2 All Staff Training August 29, 2024 with Beth Wahler Consulting
- 6.3 Meeting with Mexican American Bar Association and Latina Lawyers Bar Association for future collaborations

7.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, August 28, 2024 at 12:15p.m.

POSTED THURSDAY, JULY 18, 2024 @ 5:00 P.M.

POSTED BY DAN REINHOLD



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

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

June 26, 2024

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, June 26, 2024 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present: Judge Michelle Williams Court
Susan Steinhauser, Esquire
Judge Rosa Fregoso
Judge Mark Juhas
Kenneth Klein, Esquire (Arrived at 12:29pm)

Trustees Absent: Judge Laura Seigle
Judge Susan DeWitt

Senior Staff Present: Katherine Chew, Executive Director

Also Present: Marcelino Juarez, Finance Manager
Jaye Steinbrick, Deputy Director

President Court determined a quorum to be present, convened the meeting at 12:17pm and thereafter presided. Executive Director, Katherine Chew, recorded the Minutes.

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the May 29, 2024 Regular Board Meeting
- 3.2 Review of May Financials and List of April Checks and Warrants
- 3.3 Re-appointment of Bethany Kristovich to Friends of the Los Angeles County Law Library Board of Directors
- 3.4 Approval of Rate Increases for Room Rentals

President Court asked the Board if any members wanted anything removed from the Consent Calendar. E.D. Chew requested that Item 3.3 be removed. President Court requested a motion to approve Items 3.1, 3.2, and 3.4. So moved by Trustee Juhas, seconded by Trustee Fregoso. The motion was approved unanimously 4 – 0. E.D Chew stated that Item 3.3 should be tabled for a future meeting after upcoming discussions with the Friends Working Group.

4.0 DISCUSSION ITEMS

- 4.1 Thanks to Deputy Director Jaye Steinbrick for years of service and recognition of his planned retirement on July 5, 2024 from LA Law Library

The Board took some time to recognize some of Jaye Steinbrick's accomplishments over his 17 years of service to LALL. President Court presented him a crystal book trophy.

Trustee Klein arrived at 12:29pm.

4.2 Review and Approval of Property and Liability Insurance for fiscal year 2024/2025

Robert Lowe from Alliant Insurance addressed the Board to discuss LALL insurance coverage. The Board discussed pricing options and different levels of coverage. The Board looked at two different options for renewal. Option 1 - Renew with incumbent carriers, same limits, and same deductibles. Option 2 - Renew with incumbent carriers, same limits, and same deductibles and increase DIC limit by \$5M to \$20M overall. After discussion, the Board decided that Option 1 would be better for the Library. President Court requested a motion to approve Option 1 for Item 4.2. So moved by Trustee Juhas, seconded by Trustee Fregoso. The motion was approved unanimously 5 – 0.

4.3 Approval of Operating and Capital Expenditures Budget for Fiscal Year 2024/2025

Finance Manager Marcelino Juarez discussed the proposed budget with the Board. Marcelino went over some projects that the Library has been working on. All current projects are expected to cost about \$4.7 million, with parking structure repair and elevator upgrades as the priority. Tapping into Library reserve funds was also discussed. Marcelino discussed how the Library will likely not receive any one-time funding for at least two years. He then highlighted how some of our projects are necessary for safety reasons and cannot be put off. Deputy Director Jaye Steinbrick then mentioned that he had applied to the FCC for a grant. The Library will receive a \$300,000 grant for upgrading switches and firewalls. The Library will only have to pay about \$40,000. President Court requested a motion to approve Item 4.3. So moved by Trustee Fregoso, seconded by Trustee Juhas. The motion was approved unanimously 5 – 0.

5.0 **AGENDA BUILDING**

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

President Court brought up a recent law change which would allow for the Board to meet quarterly instead of monthly. No action was taken, but Board Members were encouraged to consider this option for later discussion.

6.0 **EXECUTIVE DIRECTOR REPORT**

6.1 Retirement Lunch scheduled for Jaye Steinbrick on July 3, 2024 at Training Center
6.2 All Staff Training scheduled for June 25 and June 28, 2024 in compliance with California's Workplace Violence Prevention Law (SB 553) with Active Shooter Training from LAPD Major Crimes Unit

7.0 **ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 1:33pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, August 28, 2024 at 12:15pm.

Katherine Chew, Executive Director and Secretary
Los Angeles County Law Library Board of Trustees



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

May 2023	May 2024			
Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
656,783	613,489	777,830	164,340	26.8%
49,437	51,000	55,728	4,728	9.3%
0	0	0	0	0.0%
67,072	172,081	40,529	(131,552)	-76.4%
773,292	836,570	874,086	37,516	4.5%
357,582	591,495	539,067	52,428	8.9%
0	0	58,013	(58,013)	0.0%
171,369	230,002	165,013	64,989	28.3%
(171,369)	(230,002)	(165,013)	(64,989)	28.3%
84,971	101,086	103,831	(2,745)	-2.7%
16,569	34,024	20,237	13,787	40.5%
6,966	7,001	7,814	(813)	-11.6%
755	4,007	1,712	2,295	57.3%
146	126	122	4	3.2%
56	15	71	(57)	-388.1%
1,759	1,650	2,358	(708)	-42.9%
191,793	193,377	189,280	4,097	2.1%
722,247	993,941	922,506	(71,436)	-7.2%
51,045	(157,372)	(48,420)	108,952	-69.2%
8,579	833	27,998	27,164	3259.7%
0	0	0	0	0.0%
0	0	0	0	0.0%
59,623	(156,538)	(20,422)	136,116	-87.0%
0	50,000	51,493	(1,493)	-3.0%

Summary:

Income

L.A. Superior Court Fees	6,608,175	7,046,303	7,565,224	518,922	7.4%	7,640,287
Interest	358,230	574,696	599,405	24,710	4.3%	629,446
Parking	50,425	0	0	0	0.0%	0
Library Services	521,354	443,285	487,964	44,679	10.1%	489,652
Total Income	7,538,184	8,064,283	8,652,594	588,310	7.3%	8,759,385
Expense						
Staff (payroll + benefits)	4,492,835	5,187,507	4,982,613	204,894	3.9%	5,639,686
Electronic Resource Subscriptions	614,930	632,941	629,577	3,364	0.5%	733,585
Library Materials	1,620,215	2,065,561	1,681,482	384,079	18.6%	2,342,066
Library Materials Transferred to Capital Assets	(1,620,215)	(2,065,561)	(1,681,482)	(384,079)	18.6%	(2,342,066)
Facilities	897,638	1,052,970	1,029,380	23,591	2.2%	1,150,605
Technology & Data	164,866	255,891	188,407	33,969	13.3%	289,921
General	88,456	84,689	84,497	191	0.2%	101,545
Professional Development	22,720	36,474	26,947	9,528	26.1%	36,474
Communications & Marketing	3,308	3,871	1,085	2,786	72.0%	3,997
Travel & Entertainment	122	262	204	58	22.1%	333
Professional Services	80,186	79,912	76,833	3,079	3.9%	84,817
Depreciation	2,176,690	2,129,151	2,115,587	13,564	0.6%	2,323,563
Total Expenses	8,541,751	9,463,670	9,135,131	328,539	3.5%	10,364,526
Net Income (Loss)	(1,003,567)	(1,399,386)	(482,537)	916,849	65.5%	(1,605,141)

Investment Gain (Loss)¹

Investment Gain (Loss) ¹	122,762	173,849	278,214	104,364	60.0%	174,682
Extraordinary Income	3,745,798	231,510	231,510	0	0.0%	231,510
Extraordinary Expense	100,000	0	0	0	0.0%	0
Net Income Including Extraordinary Items	2,764,994	(994,027)	27,186	1,021,213	102.7%	(1,198,949)

Capitalized Expenditures

Capitalized Expenditures	40,953	110,000	133,577	(23,577)	-21.4%	916,000
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Comments

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

May 2023	May 2024			
Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

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

Comments

Detailed Budget:															
Income:															
656,783	613,489	777,830	164,340	26.8%	15	FIN	303300	L.A. Superior Court Fees	6,608,175	7,046,303	7,565,224	518,922	7.4%	7,640,287	Better than anticipated revenue.
Interest:															
0	0	0	0	0.0%	15	FIN	311000	Interest - LAIF	5,880	11,214	11,708	494	4.4%	14,964	
48,469	50,000	54,631	4,631	9.3%	15	FIN	312000	Interest - General Fund	344,975	552,349	576,097	23,748	4.3%	602,349	
969	1,000	1,097	97	9.7%	15	FIN	313000	Interest - Deposit Fund	7,375	11,133	11,601	468	4.2%	12,133	
49,437	51,000	55,728	4,728	9.3%				Subtotal	358,230	574,696	599,405	24,710	4.3%	629,446	
Parking:															
0	0	0	0	0.0%	39	FAC	330100	Parking	50,425	0	0	0	0.0%	0	
0	0	0	0	0.0%				Subtotal	50,425	0	0	0	0.0%	0	
Library Services:															
650	325	244	(81)	-25.0%	27	CIRC	330150	Annual Designation Fee	1,056	1,430	1,381	(49)	-3.4%	2,595	
23,436	13,635	18,194	4,559	33.4%	25	PS	330140	Annual Members Fee	241,743	176,542	187,579	11,037	6.3%	189,868	Members renewing at higher than expected rate.
1,561	2,667	2,782	115	4.3%	25	PS	330340	Course Registration	38,211	29,221	30,247	1,026	3.5%	31,888	Includes OTF funded free classes.
3,406	2,796	2,943	148	5.3%	27	CIRC	330129	Copy Center	24,930	28,970	29,120	150	0.5%	31,346	
226	550	1,005	455	82.8%	27	CIRC	330205	Document Delivery	5,146	5,166	5,909	744	14.4%	5,716	Regular rates for eDelivery began April 1, increasing revenue.
2,118	1,650	2,294	644	39.0%	27	CIRC	330210	Fines	18,616	20,126	21,608	1,482	7.4%	21,576	
9,877	208	12,892	12,684	6088.2%	15	FIN	330310	Miscellaneous	54,928	22,735	50,812	28,077	123.5%	32,318	Includes \$9K book sale and Visa rebate.
38	0	0	0	0.0%	39	FAC	330330	Room Rental	2,951	5,319	8,388	3,069	57.7%	5,319	
90	0	0	0	0.0%	23	COL	330350	Book Replacement	1,728	1,230	730	(500)	-40.7%	1,230	
545	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	250	0	(140)	(140)	0.0%	15,000	
25,000	150,000	0	(150,000)	-100.0%	17	EXEC	330400	Friends of Law Library	125,000	150,000	150,000	0	0.0%	150,000	
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	0	
126	250	175	(75)	-30.0%	15	FIN	330450	Vending	1,796	2,546	2,330	(216)	-8.5%	2,796	
0	0	0	0	0.0%	39	FAC	330465	Special Events Income	5,000	0	0	0	0.0%	0	
67,072	172,081	40,529	(131,552)	-76.4%				Subtotal	521,354	443,285	487,964	44,679	10.1%	489,652	
773,292	836,570	874,086	37,516	4.5%				Total Income	7,538,184	8,064,283	8,652,594	588,310	7.3%	8,759,385	
Expenses:															
Staff:															
221,747	388,470	362,722	25,748	6.6%	ALL	501000	Salaries (FT)	2,518,012	2,960,800	2,849,206	111,594	3.8%	3,220,891		
0	(7,769)	0	(7,769)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(28,577)	0	(28,577)	100.0%	(33,779)	
17,807	45,754	28,478	17,276	37.8%	ALL	501050	Salaries (PT)	197,182	288,000	216,926	71,074	24.7%	318,503		
0	(915)	0	(915)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(3,355)	0	(3,355)	100.0%	(3,965)	
14,133	22,406	23,379	(973)	-4.3%	15	FIN	502000	Social Security	164,824	177,292	181,607	(4,315)	-2.4%	192,230	
3,305	6,248	5,468	780	12.5%	15	FIN	503000	Medicare	39,673	46,141	43,455	2,686	5.8%	50,306	
24,029	44,769	38,069	6,700	15.0%	15	FIN	511000	Retirement	713,172	723,407	713,131	10,276	1.4%	753,253	
8,333	8,333	8,333	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	91,667	91,667	91,667	0	0.0%	100,000	
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	0	
50,774	63,834	51,668	12,166	19.1%	15	FIN	512000	Health Insurance	530,729	619,608	579,444	40,164	6.5%	683,441	Reflects vacancies.
366	473	440	33	7.0%	15	FIN	513000	Disability Insurance	4,222	4,878	4,631	246	5.1%	5,351	
5,509	6,030	5,329	701	11.6%	15	FIN	514000	Dental Insurance	59,019	61,392	57,607	3,785	6.2%	67,422	Reflects vacancies.
560	700	560	140	20.0%	15	FIN	514500	Vision Insurance	6,194	7,028	6,362	665	9.5%	7,728	Reflects vacancies.
172	230	194	36	15.6%	15	FIN	515000	Life Insurance	1,894	2,305	2,121	183	7.9%	2,535	Reflects vacancies.
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	0	
2,121	2,439	1,938	501	20.5%	15	FIN	516000	Workers Compensation Insurance	22,488	29,615	28,113	1,502	5.1%	32,055	
(378)	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	943	142	(1,057)	1,199	844.4%	1,142	Reflects prior year refunds.
411	1,885	3,875	(1,990)	-105.6%	ALL	514010	Temporary Employment	39,582	16,941	17,617	(675)	-4.0%	18,742	Timing variance.	
108	0	110	(110)	0.0%	13	HR	514015	Recruitment	2,853	91,596	91,777	(181)	-0.2%	91,596	
0	0	0	0	0.0%	15	FIN	517500	Accrued Sick Expense	0	0	0	0	0.0%	5,000	
0	0	0	0	0.0%	15	FIN	518000	Accrued Vacation Expense	0	0	0	0	0.0%	20,000	
8,333	8,333	8,333	0	0.0%	15	FIN	518500	OPEB Expense	91,667	91,667	91,667	0	0.0%	100,000	
167	174	73	101	58.0%	15	FIN	518550	TMP	6,029	4,565	4,074	491	10.8%	4,740	Lower than expected public transit participation.
83	100	97	3	3.2%	15	FIN	518560	Benefit Administration	2,685	2,396	4,266	(1,870)	-78.0%	2,496	Unforeseen, unbudgeted FSA/COBRA admin costs.
357,582	591,495	539,067	52,428	8.9%				Total - Staff	4,492,835	5,187,507	4,982,613	204,894	3.9%	5,639,686	
Library Materials/Electronic Resources Subscription:															
138,015	174,706	124,162	50,544	28.9%	23	COL	601999	American Continuations	1,299,319	1,554,450	1,322,266	232,184	14.9%	1,765,311	Timing variance.
9,693	4,809	4,253	556	11.6%	23	COL	602999	American New Orders	26,282	25,304	20,033	5,271	20.8%	26,905	Timing variance.
2,209	3,229	2,382	848	26.2%	23	COL	609199	Branch Continuations	20,166	20,123	19,880	243	1.2%	23,113	
0	280	0	280	100.0%	23	COL	609299	Branch New Orders	0	280	0	280	100.0%	280	
4,417	11,659	5,874	5,785	49.6%	23	COL	603999	Commonwealth Continuations	99,100	149,838	108,550	41,288	27.6%	173,155	Timing variance.
355	189	187	2	0.9%	23	COL	604999	Commonwealth New Orders	680	2,800	1,945	854	30.5%	2,800	Timing variance.
5,011	16,684	8,333	8,351	50.1%	23	COL	605999	Foreign Continuations	79,147	152,022	89,459	62,563	41.2%	167,459	Timing variance.
0	1,074	676	397	37.0%	23	COL	606999	Foreign New Orders	1,307	8,415	6,943	1,472	17.5%	8,415	Timing variance.

(Provisional and subject to year-end audit adjustments)

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

May 2023	May 2024			
Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
58	0	0	0	0.0%
85	59	0	59	100.0%
0	0	0	0	0.0%
146	126	122	4	3.2%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
56	15	71	(57)	-388.1%
0	0	0	0	0.0%
56	15	71	(57)	-388.1%
22	0	6	(6)	0.0%
1,400	1,400	1,745	(345)	-24.6%
0	0	0	0	0.0%
338	250	608	(358)	-143.0%
1,759	1,650	2,358	(708)	-42.9%
164,038	164,308	160,354	3,954	2.4%
27,755	29,069	28,926	144	0.5%
191,793	193,377	189,280	4,097	2.1%
722,247	993,941	922,506	71,436	7.2%
51,045	(157,372)	(48,420)	108,952	-69.2%

37	COM	803210	Collateral materials
37	COM	803215	Advertising
37	COM	803220	Trade shows & Outreach
			Subtotal
			Travel & Entertainment
ALL	803305	Travel	
ALL	803310	Meals	
ALL	803315	Entertainment	
ALL	803320	Ground transportation & mileage	
		reimb.	
ALL	803325	Incidental travel expenses	
			Subtotal
			Professional Services
15	FIN	804005	Accounting
17	EXEC	804008	Consulting Services
17	EXEC	804010	Legal
15	FIN	804015	Other
			Subtotal
			Depreciation:
15	FIN	806105	Depreciation - Library Materials
15	FIN	806110	Depreciation Exp - FF&E
			Subtotal
			Total Expense
			Net Income Before Extraordinary Items

FY 2022-23	FY 2023-24 YTD				
YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (-)	Amended Annual Budget
1,273	2,558	917	1,642	64.2%	2,558
1,958	962	22	941	97.8%	1,022
0	0	0	0	0.0%	0
3,308	3,871	1,085	2,786	72.0%	3,997
0	0	0	0	0.0%	0
0	0	0	0	0.0%	0
0	0	0	0	0.0%	0
122	262	204	58	22.1%	333
0	0	0	0	0.0%	0
122	262	204	58	22.1%	333
21,578	27,160	27,166	(6)	0.0%	27,160
20,120	15,277	15,967	(690)	-4.5%	16,677
22,043	17,470	13,020	4,450	25.5%	19,470
16,445	20,005	20,680	(675)	-3.4%	21,510
80,186	79,912	76,833	3,079	3.9%	84,817
1,863,628	1,823,982	1,809,952	14,029	0.8%	1,989,155
313,062	305,170	305,635	(465)	-0.2%	334,408
2,176,690	2,129,151	2,115,587	13,564	0.6%	2,323,563
8,541,751	9,463,670	9,135,131	328,539	3.5%	10,364,526
(1,003,567)	(1,399,386)	(482,537)	916,849	65.5%	(1,605,141)

Comments

Bookmarks to be ordered July 2024 (FY25).
Timing variance; Digital ads on hold.

Timing variance.

Timing variance.
Timing variance.

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

May 2023	May 2024			
Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
8,579	833	27,998	27,164	3259.7%
0	0	0	0	0.0%
0	0	0	0	0.0%
59,623	(156,538)	(20,422)	136,116	-87.0%

15	FIN	321000	Investment Gain (Loss) ¹
17	EXEC	401000	Extraordinary Income
17	EXEC	901000	Extraordinary Expense
			Net Income Including Extraordinary Items
			Capital Expenditures:
39	FAC	161100	Furniture / Appliances (>3k)
33	TECH	161300	Electronics / Computer Hardware (>3k)
39	FAC	164500	Exterior Building Repairs/ Improvements (>3k)
39	FAC	164000	Interior Improvements / Alterations (>3k)
33	TECH	168000	Computer Software
			Total - Capitalized Expenditures

FY 2022-23	FY 2023-24 YTD				
YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (-)	Amended Annual Budget
122,762	173,849	278,214	104,364	60.0%	174,682
3,745,798	231,510	231,510	0	0.0%	231,510
100,000	0	0	0	0.0%	0
2,764,994	(994,027)	27,186	1,021,213	102.7%	(1,198,949)
0	50,000	0	50,000	100.0%	50,000
40,953	0	82,084	(82,084)	0.0%	115,000
0	0	39,800	(39,800)	0.0%	220,000
0	60,000	0	60,000	100.0%	485,000
0	0	11,693	(11,693)	0.0%	46,000
40,953	110,000	133,577	(23,577)	-21.4%	916,000

Comments
Reflects gains/loss if sold at time of report (before maturity)
Reflects fee waivers backfill from the State.
Includes Dell server security upgrade, monitors, and laptops.
Hill street parking fence.
Pharos copy center software.
CalPERS CERBT program cost.
Investment management cost.
Fluctuating market conditions.
Distribution from Fund.

CalPERS CERBT Trust Fund:

Beginning Balance	2,390,844
Administrative Expense	-102.03
Investment Expense	-74.60
Unrealized Gain/Loss	69,232.72
Distribution	
Ending Balance	2,459,901

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 May 31, 2024

(Provisional and subject to year-end audit adjustments)

	6/30/2023	5/31/2024	YTD
Assets			
Current assets			
Cash and cash equivalents	16,275,850	16,209,253	(66,597)
Accounts receivable	329,159	100,072	(229,087)
Other receivable	1,367,036	1,481,144	114,108
Prepaid expenses	279,523	409,014	129,492
Total current assets	18,251,568	18,199,483	(52,085)
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	6,071,207	6,349,421	278,214
Capital assets, not being depreciated	696,192	749,042	52,850
Capital assets, being depreciated - net	14,667,364	14,366,837	(300,528)
Total noncurrent assets	21,753,233	21,783,769	30,536
Total assets	40,004,801	39,983,252	(21,549)
Deferred Outflows of Resources			
Deferred Outflows of Resources	4,722,167	4,722,167	-
Total assets and deferred outflows of resources	44,726,968	44,705,419	(21,549)
Liabilities			
Current Liabilities			
Accounts payable	330,706	132,192	(198,514)
Other current liabilities	-	-	-
Payroll liabilities	10,834	18,845	8,011
Total current liabilities	341,540	151,037	(190,503)
Noncurrent Liabilities			
Accrued sick and vacation liability	279,625	221,242	(58,383)
Borrowers' deposit	203,004	219,822	16,818
OPEB liability	3,547,803	3,639,470	91,667
Net pension liability	5,061,711	5,153,378	91,667
Total noncurrent liabilities	9,092,143	9,233,912	141,768
Total liabilities	9,433,684	9,384,949	(48,735)
Deferred Inflows of Resources			
Deferred Inflows of Resources	1,331,894	1,331,894	-
Total liabilities and Deferred inflows of resources	10,765,578	10,716,843	(48,735)
Net Position			
Invested in capital assets	15,363,556	15,115,878	(247,678)
Unrestricted	18,597,834	18,872,698	274,864
Total net position	33,961,390	33,988,576	27,186
Total liabilities and Deferred inflows of resources and net position	44,726,968	44,705,419	(21,549)

Los Angeles County Law Library

Statement of Cash Flows

As of May 31, 2024

(Provisional and subject to year-end audit adjustments)

	5/31/2024	YTD
Cash flows from operating activities		
L.A. Superior court fees	777,830	7,565,224
Parking fees	-	-
Library services	40,529	337,964
Extraordinary income	-	231,510
(Increase) decrease in accounts receivable	(15,823)	229,087
(Increase) decrease in other receivable	(54,635)	(114,108)
Increase (decrease) in borrowers' deposit	(3,256)	16,818
Cash received from filing fees and services	744,644	8,266,495
Facilities	(103,831)	(1,029,380)
Technology	(20,237)	(188,407)
General	(7,814)	(84,497)
Professional development	(1,712)	(26,947)
Communications & marketing	(122)	(1,085)
Travel & entertainment	(71)	(204)
Professional services	(2,358)	(76,833)
Electronic Resource Subscriptions (ERS)	(58,013)	(629,577)
(Increase) decrease in prepaid expenses	62,896	(129,492)
Increase (decrease) in accounts payable	31,339	(198,514)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(99,924)	(2,364,936)
Staff (payroll + benefits)	(539,067)	(4,982,613)
Increase (decrease) in payroll liabilities	1,397	8,011
Increase (decrease) in accrued sick and vacation liability	(712)	(58,383)
Increase (decrease) in OPEB liability	8,333	91,667
Increase (decrease) in net pension liability	8,333	91,667
Cash payments to employees for services	(521,715)	(4,849,653)
Contributions received	-	150,000
Net cash from operating activities	123,005	1,201,907
Cash flow from capital and related financing activities		
Library materials	(165,013)	(1,681,482)
Fixed assets	(51,493)	(133,577)
Capital - Work in Progress (WIP)	(3,060)	(52,850)
Cash flows from investing activities		
Investment	-	-
Investment earnings	55,728	599,405
Net cash increase (decrease) in cash and cash equivalents	(40,834)	(66,597)
Cash and cash equivalents, at beginning of period	16,568,556	16,594,320
Cash and cash equivalents, at end of period	16,527,723	16,527,723
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(104,147)	(850,433)
Adjustments for noncash effects:		
Depreciation	189,280	2,115,587
Extraordinary expense: book write-off		-
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(15,823)	229,087
(Increase) decrease in other receivable	(54,635)	(114,108)
(Increase) decrease in prepaid expenses	62,896	(129,492)
Increase (decrease) in accounts payable	31,339	(198,514)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	1,397	8,011
Increase (decrease) in accrued sick and vacation liability	(712)	(58,383)
Increase (decrease) in borrowers' deposit	(3,256)	16,818
Increase (decrease) in OPEB liability	8,333	91,667
Increase (decrease) in net pension liability	8,333	91,667
Net cash from operating activities	123,005	1,201,907

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68,875.05

Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 11	SEIU LOCAL 721	UNION DUES	3,858.47	001734
	SEIU LOCAL 721	UNION SUPPL	32.28	001735

Date Printed: 07/18/24

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71.99

Page 1

575.37

Page 1

13,452.20

LOS ANGELES COUNTY LAW LIBRARY

June 1, 2024 - June 30, 2024 (CHECKS)

Account No.: 102001

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 1	ARMIN INNOVATIVE PRODUCTS	BINDING	5,028.50	V008787
June 6	VMWARE EXPLORE	PREPAID EXP	1,595.00	V008699
June 7	AMERICAN BAR ASSOCIATION	BOOKS	1,196.24	V008686
	LEXISNEXIS MATTHEW BENDER	BOOKS	1,305.79	V008687
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,468.59	V008688
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,971.66	V008689
	PRACTISING LAW INSTITUTE	BOOKS	776.82	V008690
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,406.75	V008691
	GOBI LIBRARY SOLUTIONS	BOOKS	941.79	V008692
	SCALL	SUSPENSE	40.00	V008760
June 10	HOUSE OF TROPHIES AND AWARDS, INC	MISCELLANEOUS	71.18	V008715
	OFFICESUPPLY.COM	SUPPLIES LIBRARY	1,575.71	V008716
	STAMPS.COM	DELIVERY & POSTAG	29.99	V008717
June 11	BRCK INC	TELECOM	737.18	V008700
	DAILY JOURNAL CORPORATION	ACCOUNTING	21.75	V008701
	EVERFENCE CORPORATION	EXTERIOR BLDG	39,800.00	V008702
	ISOLVED BENEFIT SERVICES	HR BENEFIT/ADMIN	86.82	V008703
	NASA SERVICES	BLDG SVCS	627.53	V008704
	PURE PROCESS FILTRATION INC.	BLDG SVCS	2,008.74	V008705
	SECURITAS SECURITY	SECURITY	3,671.68	V008706
	THE HOME DEPOT PRO	CLEANING SUPPLIES	2,320.58	V008707
June 12	DEMCO	SUPPLIES-LIBRARY	1,476.22	V008718
June 13	SYNCB AMAZON	BOOKS	51.44	V008733
	CDW GOVERNMENT INC	PREPAID EXP	9,570.94	V008788
June 14	LEXISNEXIS MATTHEW BENDER	BOOKS	155.36	V008708
	PRACTISING LAW INSTITUTE	BOOKS	1,096.29	V008709
	WEST ACADEMIC	BOOKS	127.02	V008710
	THOMSON REUTERS	BOOKS	89,583.77	V008711
	WILLIAM S HEIN & CO	BOOKS	485.17	V008712
	GOBI LIBRARY SOLUTIONS	BOOKS	397.96	V008713
	US LOCK SUPPLY.COM	REPAIR/MAINT	389.00	V008719
June 16	SYNCB AMAZON	BOOKS	184.14	V008734
June 17	JOTFORM	OSP	234.00	V008789
June 18	HOME DEPOT	APPLIANCES	385.82	V008720

185,960.48

Date Printed: 07/18/24

LOS ANGELES COUNTY LAW LIBRARY

June 1, 2024 - June 30, 2024 (CHECKS)

Account No.: 102001

Page 2

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 19	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	141.05	V008721
	ODP OFFICE SOLUTIONS, LLC	PREPAID EXP	1,663.96	V008761
	ZAPIER INC.	OSP	239.88	V008762
June 21	SYNCB AMAZON	COMPUTER SUPPLIE	284.34	V008722
	LEXISNEXIS MATTHEW BENDER	BOOKS	34,019.74	V008723
June 22	CHERRY PICK CAFE	SPECIAL EVENTS EX	215.55	V008747
June 24	GOOGLE	SERVICES	1.99	V008790
June 25	ABD OFFICE SOLUTIONS	COPY CENTER	1,008.11	V008724
	ALTA FOODCRAFT	KITCHEN SUPPLIES	263.56	V008725
	CORODATA	BLDG SVCS	66.27	V008726
	DIGITAL INSURANCE LLC	CONSULTING	1,745.00	V008727
	FEDEX	DELIVERY & POSTAG	4.65	V008728
	MARX BROS. FIRE EXTINGUISHER CO.	BLDG SVCS	945.93	V008729
	ORKIN	BLDG SVCS	140.00	V008730
	SECURITAS SECURITY	SECURITY	8,923.68	V008731
	VORTEX INDUSTRIES INC	REPAIR & MAINT	1,072.60	V008732
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	106.16	V008735
	AMERICAN ASSOCIATION FOR JUSTICE	BOOKS	124.99	V008736
	LEXISNEXIS MATTHEW BENDER	BOOKS	1,325.83	V008737
	GEORGE T BISEL COMPANY	BOOKS	131.14	V008738
	JAMES PUBLISHING INC	BOOKS	412.81	V008739
	LAW JOURNAL PRESS	BOOKS	13,582.96	V008741
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	128.50	V008742
	PRACTISING LAW INSTITUTE	BOOKS	261.34	V008743
	THOMSON REUTERS	BOOKS	3,363.92	V008744
	STATE BAR OF WISCONSIN	BOOKS	213.36	V008745
	GOBI LIBRARY SOLUTIONS	BOOKS	1,893.36	V008746
	SYNCB AMAZON	COMPUTER SUPPLIE	1,008.86	V008763
	CVS PHARMACY	MISCELLANEOUS	7.22	V008764
	DOORDASH	BOARD EXP	111.42	V008765
	SYNCB AMAZON	CLEANING SUPPLIES	41.76	V008791
June 28	PURE PROCESS FILTRATION INC.	BLDG SVCS	1,004.37	V008748
	SECURITAS SECURITY	SECURITY	3,671.68	V008749

263,945.42

Date Printed: 07/18/24

LOS ANGELES COUNTY LAW LIBRARY

June 1, 2024 - June 30, 2024 (CHECKS)

Account No.: 108000

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 3	LIZELLE SINGIAN BRANDT	REFUND	140.00	033229
	ANDREW ROBERT BRODY	REFUND	140.00	033230
	EDGAR ISMAEL CORONADO	REFUND	140.00	033231
	SHERI LYNN FOX	REFUND	140.00	033232
	PHILLIP ANDREW HANSON	REFUND	140.00	033233
	KRISHNA RAJENDRA MALHOTRA	REFUND	140.00	033234
	TERRY LYNN RHODES	REFUND	140.00	033235
	STEPHEN GONZALEZ RODRIGUEZ	REFUND	124.00	033236
	DAVID A XAVIER	REFUND	125.00	033237
	BENNETT W ROOT JR	REFUND	140.00	033238
June 4	LANGUAGE PEOPLE INC	OTHER	90.00	033239
	LANGUAGE PEOPLE INC	OTHER	32.50	033240
	LANGUAGE PEOPLE INC	OTHER	87.50	033241
	LANGUAGE PEOPLE INC	OTHER	30.00	033242
	LANGUAGE PEOPLE INC	OTHER	27.50	033243
	ZHIWEI CHEN	REFUND	140.00	033244
	MARTHA GARCIA	REFUND	100.00	033245
	CHRISTINE YOUNG HAM	REFUND	140.00	033246
	MICHAEL MIN KANG	REFUND	140.00	033247
	STEPHANIE NAVA RAMOS	REFUND	140.00	033248
	LANGSTON TOLBERT	REFUND	189.15	033249
	HUNTINGTON GLAZING, INC	REPAIR/MAINT	403.20	033250
June 7	LEXISNEXIS CANADA INC	BOOKS	540.76	033251
	WILLIAM S HEIN & CO	BOOKS	368.00	033252
June 11	AT&T	TELECOM	1,135.34	033253
	BUREAU OF STREET LIGHTING	BLDG SVCS	3,105.24	033254
	LANGUAGE PEOPLE INC	OTHER	515.00	033255
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	1,616.52	033256
	METROLINK	TMP	238.00	033257
	ACCUSOURCEHR, INC	RECRUITMENT	109.54	033258
	RJ ELECTRIC	CAPITAL WIP	8,707.00	033259
	CHARTER COMMUNICATIONS	TELECOM	195.32	033260
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	4,375.00	033263
June 14	NESTOR ALEJANDRO HERRERA PRADA	BOOKS	1,479.00	033264
	OTTO HARRASSOWITZ	BOOKS	150.55	033265
	E ITURRIAGA Y CIA S A C	BOOKS	148.00	033266
	LEXISNEXIS CANADA INC	BOOKS	109.76	033267
June 21	SHAUNE BROCKTON ARNOLD	REFUND	140.00	033268
	ASHRAF AZAR	REFUND	140.00	033269

26,101.88

Date Printed: 07/18/24

LOS ANGELES COUNTY LAW LIBRARY

June 1, 2024 - June 30, 2024 (CHECKS)

Account No.: 108000

Page 2

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	AMANDA BRITTNEY BARBER	REFUND	140.00	033270
	MICHAEL THOMAS BUCHOLTZ	REFUND	140.00	033271
	OKSANA VLADIMIROVNA HAEHN	REFUND	140.00	033272
	ADIS HAYRAPETYAN	REFUND	140.00	033273
	STEPHEN H HELLER	REFUND	125.00	033274
	JUDITH MARIE HUNT	REFUND	60.00	033275
	CLEODIS JOHNSON	REFUND	140.00	033276
	CYNTHIA JUNO	REFUND	140.00	033277
	NEUFELD MARKS	REFUND	400.00	033278
	MAZEN NABULSI	REFUND	140.00	033279
	HOLLY M PARKER	REFUND	140.00	033280
	FRED D SOLDWEDEL	REFUND	140.00	033281
	ANTHONY J TAKETA	REFUND	140.00	033282
	JOEL RUEVEN WILDE	REFUND	140.00	033283
June 24				
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	803.00	033284
	OTTO HARRASSOWITZ	BOOKS	945.91	033285
June 28				
	GUARDIAN	PREPAID EXP	7,645.42	033286
	VELASQUEZ DRYWALL INC.	REPAIR/MAINT	1,700.00	033287

39,181.21

Date Printed: 07/18/24

LA Law Library
Fiscal Year Quarterly Statistics

		FY19 4th Quarter	FY19 Totals	FY20 4th Quarter	FY20 Totals	FY21 4th Quarter	FY21 Totals	FY22 4th Quarter	FY22 Totals	FY23 4th Quarter	FY23 Totals	FY24 4th Quarter	FY24 Totals
Reference and Research													
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>												
	Desk Inquiries	5,745	22,203	0	15,606	191	191	4,543	12,926	7,871	28,736	8,582	34,670
	Tuesday 6pm to 8pm - All Queries	92	318	0	282	0	0	0	0	0	0	0	0
	Phone	1,474	5,736	1,504	5,899	3,395	11,080	2,946	11,278	6,041	20,250	6,927	27,080
	Email/ Live Chat	469	1,089	1,603	2,249	2,135	7,766	1,050	5,086	1,918	6,535	1,735	8,504
	By Mail	57	210	73	444	67	230	35	194	36	172	61	219
	Global Law Inquires	25	84	0	37	0	0	36	48	20	88	37	271
	Global Law Web Inquires	14	64	0	0	0	0	0	0	0	0	0	0
	e-Branch Chat	43	168	0	66	0	0	0	0	0	0	0	0
	e-Branch Email	0	0	0	6	0	0	0	0	0	0	0	0
	Totals	7,919	29,872	3,180	24,589	5,788	19,267	8,610	29,532	15,886	55,781	17,342	70,744
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	5,566	20,450	0	11,700	395	395	3,388	11,417	3,846	15,264	2,735	12,807
	Phone Inquiries	2,247	7,086	405	5,094	1,901	5,428	934	4,242	1,234	4,875	1,319	4,920
	Totals	7,813	27,536	405	16,794	2,296	5,823	4,322	15,659	5,080	20,139	4,054	17,565
	Books Circulated	1,865	8,176	78	5,439	617	1,906	970	3,681	2,046	9,144	2,361	8,200
	Library Card Sign-ups	478	1,977	0	1,330	20	20	254	940	468	1,470	408	1,542
	Members Program - Active Members	323	1,324	260	1,987	216	855	234		242	949	228	891
	Public Terminal Logins	6,665	27,136	0	14,836	148	148	2,089	12,393	4,737	14,797	3,873	17,417
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	569	1472	150	1,545	295	928	554	1,922	680	1,582	481	2,193
	In-Person	2,508	9,690	0	9,758	65	65	737	2,402	565	1,414	204	672
	Email (Includes Members Program)	336	1,564	907	2,372	1,218	3903	692	3,259	731	3,343	603	6300
	Totals	3,476	12,842	1,057	13,675	1,578	4,896	1,983	7,583	1,976	6,339	1,288	9,165
	Pages Delivered	12,096	27,647	6,648	26,034	9,660	37,671	10,527	36,437	9,305	41,965	6,327	97,823
	Copies Made (Main Library)	76,600	256,302	0	219,334	6,703	6,703	58,713	199,016	56,496	243,835	79,391	294,554
Collection Management Services													

LA Law Library
Fiscal Year Quarterly Statistics

		FY19 4th Quarter	FY19 Totals	FY20 4th Quarter	FY20 Totals	FY21 4th Quarter	FY21 Totals	FY22 4th Quarter	FY22 Totals	FY23 4th Quarter	FY23 Totals	FY24 4th Quarter	FY24 Totals
	<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	430	782	113	677	145	616	204	689	183	612	192	639
	Print Volumes Added	1,811	6,224	832	5,457	1,693	5,864	1,588	7,004	1,100	6,573	1,177	4,727
	New Serials	27	94	5	41	6	40	6	72	6	48	29	137
	Non-Print Media Added	109	1,922	8	1,897	112	943	1,189	3,708	162	1,317	8	220
	Records Cataloged/Updated	373	2,027	1,644	2,726	776	3,102	275	1,276	267	1,345	282	1298
	Print & Non-Print Withdrawn	955	2,215	175	1,351	350	1,824	378	1,629	215	1,463	296	1728
Brief Scanning Project													
	Briefs Logged (Google)	16,800	56,375	0	50,042	0	17,430	0	0	0	0	0	0
Website Statistics													
	Visitors	29,734	114,787	21,720	109,484	33,494	105,579	27,444	104,801	35,752	131,573	53,013	172,333
	Visits (previously counted as "Pages Viewed")	84,545	363,211	61,626	326,998	70,939	281,285	78,104	315,277	104,287	406,510	144,682	490,311
	Average Daily Visits	334	2,271	238	283	318	1,292	258	1,116	327	1366	387	1,404
	Average Duration	4:40	3:58	3:08	4:34	2:34	2:43	0	1	3:02	1	2:47	2:59
	Visitors: US	97.88%	97.43%	95.63%	94.91%	83.21%	87.01%	95	98	95.73%	95	92.33%	93.15%
	Visitors: International / Unspecified	2.12%	2.58%	4.37%	5.09%	16.79%	12.99%	5	5	4.27%	5	7.67%	6.86%
Training and Events (Includes Online,Prerecorded/Live via ZOOM)													
	Public Classes Held Online												
	Internal speaker	0	0	33	33	20	66	38	115	43	173	50	182
	Guest speaker	0	0	50	50	101	303	104	449	121	481	131	495
	MCLE Classes Held Online	0	0										
	Internal speaker	0	0	0	0	0	0	0	0	3	9	3	12
	Guest speaker	0	0	0	0	20	59	31	110	39	169	49	188
	Clinics/ Workshops Held Online	0	0	3	3	1	9	1	6	5	10	3	12
	Public Classes Held at Main & Branches												
	Internal speaker	43	154	0	173	0	0	2	2	6	18	10	37
	Guest speaker	37	215	0	146	0	0	5	12	10	34	2	30
	MCLE Classes Held												
	Internal speaker	0	2	0	7	0	0	0	0	0	1	0	0
	Guest speaker	8	30	0	10	0	0	0	0	0	0	0	1
	Clinics/ Workshops Held	50	192	0	149	0	0	3	6	3	25	18	41
	Totals	138	593	86	571	142	437	184	700	230	920	266	998
	Class Attendance in Person Total (Estimated)	2,423	9,373	0	6,556	0	0	257	548	478	1,764	458	1695
	Live Class Attendance: Online/Remote	N/A	N/A			777	2,842	529	2,256	828	2,714	1,061	3778
	Live Class Registration: Online/Remote			1,202	1,202	1519	6,274	1,058	4,645	1,343	5,039	2,081	7,169
	Number of plays of prerecorded Classes			1,327	1,803	NA	1,886	1,031	4,192		5,271	1600	7,467
	Class Attendance Branches (Estimated)			0	1,066	0	0	0	0	0	0	0	0
Visits to Main Branch													
	Number of Patron Visits (front door)	25,632	100,706	0	92,703	0	0	14,047	85,738	17,037	57,053	17,654	66,523

MEMORANDUM

DATE: July 24, 2024

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Approval of New and Revised Job Descriptions

REVISIONS TO EXISTING JOB DESCRIPTIONS:

Executive Director Management of Certain Positions:

The former Deputy Director retired effective July 5, 2024, and currently this position remains vacant. The job description for this position includes the responsibility of direct supervision of the following: Director, Information Technology; Director, Collection Management Services; and Facilities Manager. In the absence of an acting Deputy Director, the Executive Director is actively supervising all three Directors, providing support, guidance, and management of their respective departments. Until such time a new Deputy Director is appointed, Staff recommends a revision of these job descriptions to include the Executive Director as the direct supervisor.

Improving Opportunities for Professional Growth in Existing Positions:

Management would like to encourage the professional growth and advancement of employees who have demonstrated a willingness to develop new skills and to consider a long-term commitment to the Library in their career paths. With this in mind, Staff would like to revise two current job descriptions reflecting this as follows:

Facilities Department— Currently the Facilities Department has two Facilities Clerk positions with identical job descriptions. Both report to the Facilities Manager and are in the same salary range. Both positions would retain FLSA (Fair Labor Standards Act) non-exempt status and eligibility for representation by the union with the below revisions:

“ Library Clerk” changed to “Library Clerk I, Facilities”: The Library has recently filled one Facilities Clerk position with a new hire who has commenced employment on July 17, 2024. This is an entry level position and staff recommends the title be changed to “Library Clerk I, Facilities”



“Library Clerk” changed to “Library Clerk II, Facilities”: Staff would like to elevate the second to “Facilities Clerk II” and revise the job description with additional responsibilities and duties with an increase in salary reflective of this change.

IT Department— The Library plans to update much of its IT and Cyber Security infrastructure. In doing so, staff would like to elevate an existing position to a “Senior” designation. The position will retain FLSA status of exempt and will continue as ineligible for union representation.

“IT Project Manager” Position changed to “Senior IT Project Manager” Position:
This position continue to be responsible for the successful execution of IT-related projects within the Library. Added responsibilities will include responsibility for providing a reliable, accurate, responsive, efficient, safe and secure information systems platform for library service delivery and hands-on management and support for our LA Library Data Center in a heterogeneous computing environment. Duties include troubleshooting system and LAN/WAN problems, routine administration tasks, performance tuning, capacity planning, security administration, documentation, end-user support and software installs and upgrades.

New JOB DESCRIPTIONS:

In keeping with the goal of upgrading the Library’s IT infrastructure and Cyber Security systems, there is a need to build up the IT team beyond the current three employees. The Library would be better served by eliminating some positions in the IT and Facilities departments that have remained vacant with no active recruitment for many years. In turn, Staff recommends the creation of two new IT focused positions in their place. The creation of these two new positions would have a neutral effect on the budget with no increase cost by re-directing salary funds previously earmarked for the eliminated positions to these new positions. Responsibilities for each of these proposed new positions are as follows:

1. System Administrator I: Under the direction of the IT Director, provides IT support and maintaining the Library’s network infrastructure, making sure that IT operations are running smoothly and efficiently. Responsible in updating hardware and software packages, revising documentation, installing computer and network systems, removing malware and other security threats, monitoring computer system back-ups and preventing data corruption. This position would be a FLSA exempt position with a union status of “ineligible for representation.”
2. Web Developer/Database Administrator I: Under the direction of the IT Director, provides IT support to build, maintain, test and debug websites and applications thus maintaining the Library’s network infrastructure, making sure that IT operations are running smoothly and efficiently. Also responsible for the design, programming, construction, and implementation of new websites and databases, as well as modifying existing websites and databases for the updates



and changes based on the Library's need. This position would be a FSLA exempt position with a union status of "ineligible for representation."

SUMMARY OF JOB DESCRIPTIONS TO BE REVISED OR ADDED:

1. Director, Information Technology—supervisory change to Executive Director
2. Director, Collections Management Services—supervisory change to Executive Director
3. Facilities Manager---supervisory change to Executive Director
4. Library Clerk, Facilities —change entry level position to Library Clerk I, Facilities
5. Library Clerk, Facilities—change to Library Clerk II, Facilities, with added responsibilities
6. IT Project Manager—change to Senior IT Project Manager with added responsibilities
7. Systems Administrator-new IT position
8. Web Developer/Database Administrator-new IT position

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

RECOMMENDATION

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



Agenda Item 3.0

Consent Item 3.4

New and Revised Job Descriptions

Board of Trustees Meeting

July 24, 2024

LA LAW LIBRARY JOB DESCRIPTION

Title:	Director, Information Technology
Department:	Technology Services
Focus:	Information Technology Services
Reports to:	Senior Director, Information Services Deputy Director, Executive Director
Position(s) Supervised:	Systems Administrator I, Helpdesk Analyst , Web Developer & Database Administrator I, Senior IT Project Manager
FLSA Status:	Exempt
Salary Grade:	8
Union Status:	Ineligible for Representation
Effective Date:	<u>July 24, 2024</u>

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Position Summary

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

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Responsibilities and Duties

Planning

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



Technology

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

Staff Responsibilities

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

Other Responsibilities

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

Position Qualifications

Required

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

Preferred

- At least seven (7) years of related experience with at least three (3) years in a management capacity.
- Experience in performing and/or managing software development and programming
- Microsoft Certified Solutions Expert (MCSE) Certification
- Experience with native VOIP/SIP/STUN configuration and QOS for voice data prioritization
- Experience working with integrated library systems (ILS), and any major accounting database systems.
- Demonstrated writing ability, including full report analysis and comparison

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- Teaching/Training experience

Work Environment

Will be working in an office environment.

Physical Abilities Required

- Requires the ability to lift, push, pull up to 50 lbs.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.
- Must be able to travel from one branch or partnership location to another.

Approvals

Immediate Supervisor

Date

~~Senior Director-Deputy Director~~

Date

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Human Resources

Date

Executive Director

Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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LA LAW LIBRARY JOB DESCRIPTION

Title:	Director, Collection Management Services
Department:	Collection Management Services
Focus:	
Reports to:	Senior Director, Information Services Deputy Director, Executive Director
Position(s) Supervised:	Support Supervisors, Senior Librarians (Serials/Acquisitions), Librarians (Cataloging)
FLSA Status:	Exempt
Salary Grade:	8
Union Status:	Ineligible for Representation
Effective Date:	<u>July 24, 2024</u>

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Position Summary

Under the general supervision of the ~~Senior Director~~ Deputy Director and the Executive Director, the Director, Collection Management Services is responsible for management of the library collection in all formats in all locations. Specific areas of responsibility include acquisitions, cataloging, and serials and continuations processing including claims and bindery activities.

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Responsibilities and Duties

Planning

- Assist the Executive Director and the executive team with long range planning and the development of operational and staff goals
- Analyze user needs and recommend new projects, programs and services for various user groups
- 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, support and monitor the budget for Collection Management Services
- Assist with development of policies and procedures for responding to user comments, complaints and questions



Collection Management

Acquisitions

- Acquire materials in response to selections and requests made by Reference and Research Services and other library service teams
- In collaboration with the Director, Reference and Research, establish timely and cost effective systems and workflow for placement of orders, replacements and withdrawn materials
- Analyze product and vendor offers and acquisition experiences and make recommendations to the Executive Director.
- In collaboration with other team management, advise Executive Director on significant purchase agreements and flat fee based contracts

Cataloging and Classification systems

- Provide guidance, leadership and supervision of Cataloging Staff, Continuation Supervisor, Support Services Supervisor and other Technical Services personnel
- Review, analyze and keep current on changes in cataloging, particularly in the areas of electronic resources and metadata
- Clarify and resolve complex cataloging issues using sound judgment and industry best practices
- Maintain LC Classification system; monitor changes and additions, development process for distribution of system updates
- Monitor and support the systematic development and maintenance of serials records, claims and bindery process

Collection Maintenance

- Establish, monitor and support filing guidelines and time frames
- Oversee development of efficient processing systems for labeling, targeting and library identification

Staff Leadership

- Provide management, direction and guidance for specific assignments, projects and programs
- Develop clear and effective written procedures for work processes. Create a standard process to accurately adjust and/or maintain the procedures as changes occur due to technology or other influences
- Identify the number and hours of personnel needed for each area of responsibility; as needed, identify direct-report manager/supervisor level positions
- Develop team and cross training processes so that extended absences and vacancies do not disrupt work flow
- In conjunction with Human Resources, assist with job announcements, recruitment and hiring of staff
- Evaluate staff performance through regularly scheduled and annual evaluation process; recommend merit and promotional opportunities, discipline and termination
- Mentor newly hired librarians and assistants; provide orientation and program development guides and goals

Other Responsibilities

- Ensure instruction and training for new products and services developed for LA Law Library users; coordinate required staff training, develop team and cross training process activities through in-service training, continuous education and extended learning opportunities
- Participate in seminars, workshops, lectures, tours and orientations for users
- Attend professional activities and conferences; represent the Law Library in local, state and national associations
- Read professional literature and contribute to professional publications
- Foster team management by establishing and nurturing a work environment that will establish and maintain a high level of morale and productivity
- Other duties as required

Position Qualifications

Position Qualifications

Required

- MLS from an accredited ALA approved library school or Advanced degree in computer science/
- Knowledge of professional law librarianship concepts, principles and practices/
- Demonstrated leadership skills and supervisory experience with an interest in long range planning and other administrative functions.
- Solid knowledge of legal library technology. Demonstrated competence in working with integrated library systems, (Voyager strongly preferred), OCLC, vendor databases, accounting databases and systems. Demonstrated knowledge of legal publishing industry;
- Demonstrated proficiency in standard PC applications and ability to learn and implement new technologies. Ability to balance priorities and meet deadlines; strong commitment to enhancing service through teamwork and proactive approach to library services.
- Ability to identify and manage changing needs and priorities.
- Demonstrated skills and abilities in leadership, administration, and strategic planning.
- A thorough knowledge of libraries and their varied patrons.
- An understanding of database research and the technology associated with it.
- The ability to work effectively under pressure and to manage multiple priorities under deadlines.
- Excellent interpersonal, written and verbal communication skills, problem-solving, organizational and mediation skills.
- The ability to analyze needs and to determine priorities based on business objectives.
- A high degree of creativity and flexibility.
- The ability to manage professional, paraprofessional and technical staff.
- The ability to effectively direct and advise others.
- A demonstrated ability to work harmoniously in a team setting.
- Demonstrated writing ability, including full report analysis and comparison

~~January 2014 July 2024~~

Director, CMS

Job Description

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Preferred

- B.S. in computer science or equivalent
- Collection Development experience within a large law library setting
- Demonstrated writing ability, including full report analysis and comparison.
- Teaching or training experience.

Work Environment

Will be working in an office environment

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.

Approvals

Immediate Supervisor

Date

~~Senior Director-Deputy Director~~

Date

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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 _____



~~January 2014 July 2024~~

Director, CMS
Job Description
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LA LAW LIBRARY JOB DESCRIPTION

Title:	Facilities Manager
Department:	Facilities
Focus:	Facilities
Reports to:	Senior Director, Information Services Deputy Director, <u>Executive Director</u>
Position(s) Supervised:	Library Clerk (Facilities) Facilities Clerk I, Facilities Clerk II
FLSA Status:	Exempt
Salary Grade:	6
Union Status:	Ineligible for Representation
Effective Date:	March 24, 2021 <u>July 24, 2024</u>

Position Summary

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

Responsibilities and Duties

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

Safety

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

Planning

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

Facilities

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

Events

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

Other Responsibilities

- Oversees other special events and projects as needed.

Position Qualifications

Required

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

Preferred

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

Work Environment

Will be working in a busy office environment.

Physical Abilities Required

- Lifting ability: Medium, under 50 lbs. on a regular basis.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.

Approvals

_____ Immediate Supervisor	_____ Date	Senior Director Deputy 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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LA LAW LIBRARY JOB DESCRIPTION

Title:	Facilities Clerk I
Department:	Facilities
Focus:	Main Library Building
Reports to:	Facilities Manager
Position(s) Supervised:	None
FLSA Status:	Non-Exempt
Salary Grade:	2
Union Status:	Eligible for Representation
Effective Date:	August 25, 2021 July 24, 2024

Position Summary

Ensures a safe and well-maintained facility by performing various maintenance tasks. Maintains mailroom operations following established policies and procedures to assure the timely and accurate processing of library mail and materials for shipping and receiving.

Responsibilities and Duties

The following activities are within the responsibilities of the Facilities Clerk working under general supervision:

Facilities and Events

- Assists with the setup and breakdown of library facilities and equipment for internal and external events.
- Works closely with Facility Manager to execute plans for special events including assisting staff and outside vendors.
- Replaces batteries, light bulbs, and filters facility wide as requested.
- Under supervision, may perform simple facilities maintenance tasks that can be done safely with tools on-hand and do not require special training or licensing.
- Regular monitoring of public restrooms; cleans and sanitizes between nightly janitorial cleanings; stocks consumables as needed.
- Regularly walks perimeter of library grounds and monitors for graffiti and trash; removes whenever feasible; reports conditions to Facilities Manager.
- Assists Facilities Manager with staff relocations, library equipment and furniture moves.

- Assists with identifying safety hazards throughout the facility and reports any unsafe conditions immediately to the Facilities Manager.

Inventory Control

- Assists with inventory control and maintaining established minimum supply quantities on hand at all times.
- Restocks supplies as received, verifies inventory count, and reports to Facilities Manager any overages or shortages.
- May update inventory control documentation (or spreadsheet) as directed.

Mailroom Processing

- Processes internal and external mail in a timely and accurate fashion.
- .
- Processes incoming and outgoing FedEx, UPS and other courier services shipments in a timely and accurate fashion.
- Acts as library representative/messenger to external locations as needed including priority mail pickup and delivery adjacent to the library.
-
- Maintains records to track incoming mail for payments and specific library materials.
- Delivers checks/receipts to designated departments on a daily basis.
- Supports the boxing and preparation of materials for shipments to Branches and partnerships locations.

Miscellaneous

- Participates in trainings, team meetings, and interdepartmental events.
- Other duties as needed.

Position Qualifications

Required

- High School diploma or GED.
- Ability to understand and follow written and oral instructions.
- Ability to communicate clearly and effectively both verbally and in writing.
- Ability to operate basic office equipment: personal computer, printer, telephone, calculator, copier, etc.
- Familiar with using basic MS-Office applications (Word and Excel), web browser(s).
- Must be able to safely and effectively use small hand and power tools.

- Requires an aptitude for detailed and accurate work. Ability to effectively sort, organize, alphabetize, and file.
- Ability to work in a team environment with diverse staff.
- Must be customer focused; possess the ability to remain calm under pressure.

Preferred

- Previous experience in facilities maintenance.
- 1 to 2 years' experience in general clerical work.

Work Environment

Will be working in a busy environment and performing maintenance tasks facility wide.

Physical Abilities Required

- Requires the ability to lift, push, and 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.
- Use of light power tools to perform facility related tasks.
- Requires climbing and standing on a ladder to perform facility related tasks.

Approvals

Immediate Supervisor

Date

Senior Director

Date

Human Resources

Date

Executive Director

Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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

LA LAW LIBRARY JOB DESCRIPTION

Title:	Facilities Clerk II
Department:	Facilities
Focus:	Main Library Building
Reports to:	Facilities Manager
Position(s) Supervised:	None
FLSA Status:	Non-Exempt
Salary Grade:	2
Union Status:	Eligible for Representation
Effective Date:	August 25, 2021 July 24, 2024

Commented [T11]:

Position Summary

~~Monitors events and overseas events from preparation and set up through teardown to ensure adherence to planned format, and compliance with regulations and cooperation between other staff members. Ensures a safe and well-maintained facility by understanding OSHA rules and regulations. Responsible in collecting and maintaining new vendors I-9 for insurance documentation purposes. Ensures a safe and well-maintained facility by performing various maintenance tasks.~~ Maintains mailroom operations following established policies and procedures to assure the timely and accurate processing of library mail and materials for shipping and receiving.

Responsibilities and Duties

The following activities are within the responsibilities of the Facilities Clerk working under general supervision:

Facilities and Events

- Responsible for the setup and breakdown of library facilities and equipment for internal and external events.
- Works closely with Facility Manager to execute plans for special events including assisting staff and outside vendors.
- Monitoring the daily progress of the project.
- Trains and overseas the work of the committee members and serves as the lead staff in all library events.

Facilities

- Assist and work closely with IT Department in the establishment and installation of Access Control System, Security Camera Systems, and Public Announcement (PA) System.
- Assist and work closely with IT Department in the establishment and installation of network support infrastructure, network cabling, and network switch configuration.
- Assist and work closely with IT Department in the operation and management of Access Control System, Security Camera System, and PA System as needed.
- Assists with the setup and breakdown of library facilities and equipment for internal and external events.
- Works closely with Facility Manager to execute plans for special events including assisting staff and outside vendors.
- Replaces batteries, light bulbs, and filters facility wide as requested.
- Under supervision, may perform simple facilities maintenance tasks that can be done safely with tools on-hand and do not require special training or licensing.
- Regular monitoring of public restrooms; cleans and sanitizes between nightly janitorial cleanings; stocks consumables as needed.
- Regularly walks perimeter of library grounds and monitors for graffiti and trash; removes whenever feasible; reports conditions to Facilities Manager.
- Assists Facilities Manager with staff relocations, library equipment and furniture moves.
- Assists with identifying safety hazards throughout the facility and reports any unsafe conditions immediately to the Facilities Manager.

Inventory Control

- Assists with inventory control and maintaining established minimum supply quantities on hand at all times.
- Restocks supplies as received, verifies inventory count, and reports to Facilities Manager any overages or shortages.
- May update inventory control documentation (or spreadsheet) as directed.

Mailroom Processing

- Processes internal and external mail in a timely and accurate fashion.
- Processes incoming and outgoing FedEx, UPS and other courier services shipments in a timely and accurate fashion.
- Acts as library representative/messenger to external locations as needed including priority mail pickup and delivery adjacent to the library.

- Maintains records to track incoming mail for payments and specific library materials.
- Delivers checks/receipts to designated departments on a daily basis.
- Supports the boxing and preparation of materials for shipments to Branches and partnerships locations.

Miscellaneous

- Participates in trainings, team meetings, and interdepartmental events.
- Other duties as needed.

Position Qualifications

Required

- High School diploma or GED.
- Ability to understand and follow written and oral instructions.
- Ability to communicate clearly and effectively both verbally and in writing.
- Ability to operate basic office equipment: personal computer, printer, telephone, calculator, copier, etc.
- Familiar with using basic MS-Office applications (Word and Excel), web browser(s).
- Must be able to safely and effectively use small hand and power tools.
- Requires an aptitude for detailed and accurate work. Ability to effectively sort, organize, alphabetize, and file.
- Ability to work in a team environment with diverse staff.
- Must be customer focused; possess the ability to remain calm under pressure.

Preferred

- Interest in professional growth and willingness to participate in training to develop new job skills relevant to facilities operations including public bidding process, budget formulation and oversight, and vendor interactions.
- Certification on driving scissor lift.
- Previous experience in facilities maintenance.
- 1 to 2 years' experience in general clerical work.

Work Environment

Will be working in a busy environment and performing maintenance tasks facility wide.

Physical Abilities Required

- Requires the ability to lift, push, and 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.
- Use of light power tools to perform facility related tasks.
- Requires climbing and standing on a ladder to perform facility related tasks.

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:	Senior IT Project Manager (Limited Term)
Department:	Technology Services
Focus:	Information Technology Services
Reports to:	Senior Director, Information Services IT Director
Position(s) Supervised:	Senior Helpdesk Analyst, Helpdesk Analyst Library Aides, Scanning, Library Technician, Digitization and Video Production
FLSA Status:	Exempt
Salary Grade:	6
Union Status:	Ineligible for Representation
Effective Date:	July 24, 2024

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Position Summary

Under the general supervision of the ~~Sr. IT Director, Information Services~~, the ~~Senior IT Project Manager~~ is ~~mainly responsible for the successful execution of IT-related projects within the Library. Will also be~~ responsible ~~in~~ for providing a reliable, accurate, responsive, efficient, safe and secure information systems platform for library service delivery and hands-on management and support for our LA Library Data Center in a heterogeneous computing environment. Duties include troubleshooting system and LAN/WAN problems, routine administration tasks, performance tuning, capacity planning, security administration, documentation, end-user support and software installs and upgrades.

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Responsibilities and Duties

Planning

- Assist the Executive Director and the executive team with long range planning and the development of operational and staff goals.
- ~~Develops, maintains, and revises proposals for assigned projects including project objectives, technologies, systems, information specifications, timelines, funding and staffing.~~
- Analyze user needs and recommend new projects, programs and services for various user groups.
- ~~Collects, analyzes, and summarizes information and trends as needed to prepare project status reports.~~
- Participate in staff meetings, departmental committees and library-wide team activities.
- Assist with development of policies and procedures for responding to user comments, complaints and questions.

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Technology

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

Staff Responsibilities

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

Other Responsibilities



- Attend professional activities and conferences.
- Read professional literature and contribute to professional publications.
- Foster team management by establishing and nurturing a work environment that will establish and maintain a high level of morale and productivity.
- Other duties as required.

Position Qualifications

Required

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

Preferred

- At least seven (7) years of related experience with at least three (3) years in a management capacity.
- Experience with native VOIP/SIP/STUN configuration and QOS.
- Experience working with integrated library systems (ILS) and any major accounting database systems.
- Demonstrated writing ability, including full report analysis and comparison.
- Teaching or training experience

Work Environment

Will be working in an office environment.

~~April 2014 July 2024~~

IT Project Manager (Limited Term)

Job Description

Page 4

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Physical Abilities Required

- Requires the ability to lift, push, and pull up to 50 lbs.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.
- Must be able to travel from one branch or partnership location to another.

Approvals

Immediate Supervisor

Date

Senior Director

Date

Human Resources

Date

Executive Director

Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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



LA LAW LIBRARY JOB DESCRIPTION

Title:	Systems Administrator I
Department:	Information Technology
Focus:	Systems Administration
Reports to:	IT Director
Position Supervised:	None
FLSA Status:	Exempt
Salary Grade:	4
Union Status:	Ineligible for Representation
Effective Date:	6-3-2024

Position Summary

Under the direction of the IT Director, provides IT support and maintaining the Library's network infrastructure, making sure that IT operations are running smoothly and efficiently. Responsible in updating hardware and software packages, revising documentation, installing computer and network systems, removing malware and other security threats, monitoring computer system back-ups and preventing data corruption.

Responsibilities and Duties

Main Duties

- Serves as an effective technical resource to clients, both internal and external, providing assistance with hardware, software or general technology issues and requests while exercising good judgment, patience and tact.
- Facilitates the implementation of new technologies within the organization.
- Troubleshoots issues independently with software and hardware tools and provide timely resolution.
- Conducts regularly scheduled maintenance visits to Branch and partnership locations within Los Angeles County using personal vehicle.
- Maintains accurate documentation of system configurations, procedures and troubleshooting steps.
- Follows all library policies and procedures and maintains a professional attitude/image at all times.
- Works with team members to conduct periodic audits of all technology assets.
- Actively participates in all required staff meetings.
- Completes projects and assignments efficiently and in a timely manner.
- Maintains current knowledge of industry-related applications, upgrades, and trends through continued training and self-study in order to grow professionally and support the overall technology goals and objectives of the Library.

Back-Up Monitoring

- Monitors daily backup logs for successful completion.
- Identifies and documents issues and notifies appropriate team members.
- Performs routine data back-ups and ensure data integrity.
- Assists in implementing and managing backup and disaster recovery solutions

Other Responsibilities

- Provides basic training on the use of Library-provided software and hardware as needed.
- Facilitates the implementation of new technologies.
- Prepares meeting facilities (e.g. Training Room, conference room) ensuring equipment readiness for projector, laptops, teleconferencing unit, and/or AV equipment.
- Adheres to deadlines, monitors and summarizes progress of assigned projects.
- Conducts routine preventive maintenance on copiers by coordinating with contractor for scheduling of routine maintenance calls as well as coordinating service repair activities.
- Serves as contact with equipment maintenance company;
- Performs other duties as assigned.

Position Qualifications

Required

- Bachelor's degree with emphasis in Computer Information Systems, Computer Programming, Network Systems Administration or equivalent certifications (A+, MOUS, MCP, Network+) or any equivalent combination of education, training and experience which provides the requisite knowledge, skills.
- Minimum of two years' experience in IT.
- Strong understanding of computer systems, networking, and IT infrastructure.
- Proficiency in troubleshooting hardware and software issues.
- Excellent written and oral communication skills with people at all levels of computer experience.
- Proficient analytical and problem solving abilities.
- Ability to work both independently and as part of a team.
- Ability to exercise sound judgment and make independent decisions in accordance with established guidelines and procedures.
- Ability to travel between main and branch locations within Los Angeles County as needed for onsite support.
- Customer friendly attitude and outgoing personality.

Preferred

- Some familiarity with one or more of the following: VMware Virtual Enterprise Environment, Voice Over IP Phones (VOIP), Wireless technologies and/or Document Management Systems.
- Have at least 5 years of more experience in IT.
- Broad knowledge of Network Infrastructure and Firewall.

Work Environment

Will be working in a busy office environment and travelling from time-to-time to branch and partnership locations within the County of Los Angeles.

Physical Abilities Required

- Ability to push, pull and/or lift 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.
- 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	_____ 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:	Web Developer/Database Administrator I
Department:	Information Technology
Focus:	Web Development/Database Administration
Reports to:	IT Director
Position Supervised:	None
FLSA Status:	Exempt
Salary Grade:	4
Union Status:	Ineligible for Representation
Effective Date:	6-3-2024

Position Summary

Under the direction of the IT Director, provides IT support to build, maintain, test and debug websites and applications thus maintaining the Library's network infrastructure, making sure that IT operations are running smoothly and efficiently. Also responsible for the design, programming, construction, and implementation of new **websites** and databases, as well as modifying existing **websites** and databases for **the** updates and changes based on the Library's need.

Responsibilities and Duties

Main Duties

- Responsible for maintaining database, applications, and ensuring its availability in a timely manner to support the Library needs.
- Develop and maintain database documentation, including data standards, and procedures in the Library.
- Builds, designs, and maintains all websites and software applications.
- Develop and maintain websites, including developing and deploying web pages, integrating with third-party applications, and managing servers.
- Design and develop websites using new technology, frameworks, and libraries.
- Serves as an effective technical resource to clients, both internal and external, providing assistance with hardware, software or general technology issues and requests while exercising good judgment, patience and tact.
- Facilitates the implementation of new technologies In the Library.
- Diagnose and troubleshoot database and **website performance issue**.
- Conducts regularly scheduled maintenance visits to Branch and partnership locations within Los Angeles County using personal vehicle.

- Maintains accurate documentation of system configurations, procedures and troubleshooting steps.
- Follows all library policies and procedures and maintains a professional attitude/image at all times.
- Works with team members to conduct periodic audits of all technology assets.
- Actively participates in all required staff meetings.
- Completes projects and assignments efficiently and in a timely manner.
- Maintains current knowledge of industry-related applications, upgrades, and trends through continued training and self-study in order to grow professionally and support the overall technology goals and objectives of the Library.

Back-Up Monitoring

- Monitors daily backup logs for successful completion.
- Identifies and documents issues and notifies appropriate team members.
- Performs routine data back-ups and ensure data integrity.
- Assists in implementing and managing backup and disaster recovery solutions

Other Responsibilities

- Provides basic training on the use of Library-provided software and hardware as needed.
- Facilitates the implementation of new technologies.
- Prepares meeting facilities (e.g. Training Room, conference room) ensuring equipment readiness for projector, laptops, teleconferencing unit, and/or AV equipment.
- Adheres to deadlines, monitors and summarizes progress of assigned projects.
- Conducts routine preventive maintenance on copiers by coordinating with contractor for scheduling of routine maintenance calls as well as coordinating service repair activities.
- Serves as contact with equipment maintenance company;
- Performs other duties as assigned.

Position Qualifications

Required

- Bachelor's degree with emphasis in Computer Information Systems, Computer Programming, Network Systems Administration or equivalent certifications (A+, MOUS, MCP, Network+) or any equivalent combination of education, training and experience which provides the requisite knowledge, skills.
- Minimum of two years' experience in IT.
- Strong understanding of computer systems, networking, and IT infrastructure.
- Proficiency in troubleshooting hardware and software issues.
- Excellent written and oral communication skills with people at all levels of computer experience.
- Proficient analytical and problem solving abilities.
- Ability to work both independently and as part of a team.

- Ability to exercise sound judgment and make independent decisions in accordance with established guidelines and procedures.
- Ability to travel between main and branch locations within Los Angeles County as needed for onsite support.
- Customer friendly attitude and outgoing personality.

Preferred

- Some familiarity with one or more of the following: Windows, Linux, Network, IIS, Apache, Tomcat, PHP Language and C# optional, MS-Access, MSSQL, MySQL, and T-SQL.
- Have at least 5 years of more experience in IT.
- Broad knowledge of System and Network Infrastructure.

Work Environment

Will be working in a busy office environment and travelling from time-to-time to branch and partnership locations within the County of Los Angeles.

Physical Abilities Required

- Ability to push, pull and/or lift 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.
- 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

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

MEMORANDUM

DATE: July 24, 2024

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director
Marcelino Juarez, Finance Director

RE: Review and Approval of Award of Contract for Financial Audit

BACKGROUND

It has been a number of years since proposals and bids were collected for the Law Library's annual audit services. Staff conducted a Request for Proposals and received three qualified responses. Staff recommends that Price Paige & Company be selected as the Library's auditors for fiscal year 2024 at a cost not to exceed \$24,400, with an option to extend for up to 2 additional years.

The RFP was posted publicly and over 20 firms were specifically invited to bid. Three qualified proposers responded. Attached is a matrix that evaluates each firm on the categories set forth in the RFP proposal. Each firm is rated on a scale of 1 to 5 (1 being the least descriptive/comprehensive and 5 being the most descriptive/comprehensive). A second matrix is provided comparing the costs for each proposal.

Staff believes that all of the responding firms have sufficient experience and are qualified to conduct the Library's financial audit. All reference contacts spoke highly of them and provided valuable information as to each firm's abilities and work values. However, staff recommends awarding the contract to Price Paige & Company who not only scored high on our evaluation but also offered a rate that is most sensitive to our FY2024-25 budget.

Copies of all proposals are available via the links below:

- Price Paige & Company – [Click Here](#)
- Baker Tilly US, LLP – [Click Here](#)
- Windes – [Click Here](#)

RECOMMENDATION

It is recommended that the Board award a contract for financial audit services to The Pun Group for fiscal year 2024 at a cost not to exceed \$24,400, with an option to extend for up to 2 additional years at the rates indicated in the proposal.



Proposal Evaluation Matrix for 2024 Audit RFP

Category	Baker Tilly US, LLP	Price Paige & Company	Windes
Company Organization and Contact Information			
Identify the name, address, telephone, fax numbers.	5	5	5
If established, provide the address of the company web site.	5	5	5
Provide the name, title, telephone number and email address of the person or persons authorized to represent the company in the proposal process.	5	5	5
<i>Subtotal</i>	15.0	15.0	15.0
Minimum Mandatory Requirements			
A statement of the company's background and experience providing auditing, tax and management consulting services for government organizations and or non-profit organizations.	5	5	5
References for similar work performed for other government or non-profit organizations.	4	5	5
Identify appropriate, current licenses.	5	5	5
A statement identifying the <u>lead person(s)</u> for this project and provide a description of their background, particularly noting similar assignments, specialized expertise or experience with government organizations.	5	5	5
<i>Subtotal</i>	19.0	20.0	20.0
Work To Be Performed			
Identify the phases and work performed within each phase.	5	5	5
Identify each milestone.	5	5	5
Identify each person involved in each phase and the level and type of work to be performed.	5	5	5
Provide the approximate amount of time required to complete each phase.	5	5	5
<i>Subtotal</i>	20.0	20.0	20.0
Financial Audit & Management Letter			
Labor: For each person assigned to the project, identify the approximate number of hours they will devote to the project and their hourly rate.	5	5	5
Summary: Summarize the total number of hours, subcontractor costs and miscellaneous costs.	5	5	5
Maximum Fee: A maximum fee amount (not to exceed amount) must be clearly stated.	5	5	5
<i>Subtotal</i>	15.0	15.0	15.0
Overall Scores	69.0	70.0	70.0

Financial Audit RFP Cost Summary

Firm	FY2020 Actual Cost	FY2021 Actual Cost	FY2022 Actual Cost	FY2023 Actual Cost	FY2024 Proposal	FY2025 Proposal (optional)	FY2026 Proposal (optional)
The Pun Group	18,000	18,500	19,000	22,500			
Price Paige & Company					24,400	24,400	25,620
Windes					32,000	32,960	33,949
Baker Tilly					68,000	72,500	77,500

|

MEMORANDUM

DATE: July 24, 2024

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Review of Assembly Bill 170 (Revised Business and Professions Code §6304) with Deliberation and Vote on Board of Trustees Meeting Schedule

SUMMARY OF PAST AND PRESENT LANGUAGE OF §6304

California Business and Professions Code §6304 pertains to how often the board of trustees of a law library should meet in its governance capacity.

Prior to July 2, 2024, this section provided as follows:

“Each board of law library trustees shall meet regularly each month on such day as it shall appoint, but if it appoint no day, it shall meet on the first Tuesday after the first Saturday of each month, and any board may meet at such other times as it may appoint, at a place to be designated for that purpose. The president of the board may call a special meeting at any time for the transaction of necessary business. A majority of the members constitutes a quorum for business, and an affirmative vote of a majority of the members is required to exercise the powers of the board.”

On August 10, 2023, the Executive Director of the San Diego Law Library advised members of the Council on California County Law Librarians that his Board of Trustees was interested in meeting less frequently than the monthly schedule as defined by statute. His Board directed him to reach out for input from other county law libraries concerning their meeting practices, and he learned not every board meets monthly. He prepared a short survey and asked members to respond so he could share the information with his Board members.

At its September 20, 2023 Board Meeting, the Trustees of the San Diego Law Library proposed a legislative change on the frequency of meetings under this section. According to minutes of that meeting, Trustee Judge Lisa Rodriguez expressed that, given the board’s effective meetings, it would be appropriate to grant the board the discretion to determine the necessity of meeting more frequently than once per quarter. The San Diego Board ultimately passed a resolution seeking to change the language of §6304 to provide more flexibility in



Board meeting schedules. A number of their members worked with local legislative staff to put the matter before the Legislature.

In May 2024, the proposed change was part of the Budget trailer process for Assembly Bill 170. The Governor recently signed Assembly Bill 170 on July 2, 2024.

As of July 2, 2024, Business and Professions Code §6304 provides as follows:

“Each board of law library trustees shall meet quarterly on a day it appoints, and any board may meet at other times as it appoints, at a place to be designated for that purpose. The president of the board may call a special meeting at any time for the transaction of necessary business. A majority of the members constitutes a quorum for business, and an affirmative vote of a majority of the members is required to exercise the powers of the board.”

LA LAW LIBRARY CURRENT MEETING SCHEDULE FOR BOARD OF TRUSTEES:

Currently the Board of Trustees meets regularly each month on the fourth Wednesday from 12:15 pm to approximately 1:15 or 1:30 pm. Board members have generously dedicated their usual lunch hour on a given work day to attend these meetings for updates of Library affairs and to provide guidance to staff on a monthly basis. This schedule has allowed staff to provide the Board with recent tracking of Minutes, Financial Statements, and Lists of Checks and Warrants from the previous month. In addition, each monthly agenda allows staff to put before the Board any operational, managerial, or programming topics that may require discussion, deliberation, and adoption for short or long term planning, and in some cases, immediate implementation. The cadence of monthly meetings enables staff to inform the Board of the most recent activities related to community engagement, outreach, staffing, and collection development while keeping the list of discussion items at a manageable and reasonable level for the time allotted.

Historically, a calendar conflict has required the rescheduling of a meeting to assure the presence of a quorum. During the summer months, some cancellations have been necessary due to conflicts created by planned vacations. However, the monthly meetings have usually taken place as scheduled.

Meeting on a quarterly basis or less often could possibly provide Board members with more flexibility in their normal work schedules. To assure that less frequent meetings are productive, that members are fully informed, and that members are actively engaged in the decision-making process, staff anticipate the agenda would need to be more comprehensive to address the many issues facing the Library over a longer period between meetings.



STAFF RECOMMENDATION:

With the recent change to California Business and Professions Code §6304 mandating the Board meet quarterly with the option to meet other times as it appoints, staff recommends the Board deliberate and determine if it wishes to continue to meet once a month, or adopt an alternative schedule on a quarterly or other agreed upon meeting cadence.



MEMORANDUM

DATE: July 24, 2024

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Presentation on Senate Bill 553 (Labor Code §6401.9) Workplace Violence Prevention Plan at LA Law Library

SUMMARY

On September 30, 2023, the Governor signed into law Senate Bill 553 (SB553) to address concerns of increased incidents of violence in the workplace. The first of its kind nationwide, SB553 mandates almost all California employers to develop a comprehensive Workplace Violence Prevention Plan. The law was to take effect as of July 1, 2024 and has been codified in Labor Code §6401.9. The heart of SB 553 lies in the creation of a Workplace Violence Prevention Plan (WVPP). Staff will present an overview of key elements that include:

- Identifying responsible personnel
- Involving employees in plan development
- Identifying, evaluating and correcting hazards
- Coordinating plan implementation
- Reporting incidents internally and to law enforcement
- Communicating effectively with employees
- Responding to workplace violence emergencies
- Training employees
- Strict recordkeeping guidelines
- Post-incident response and investigation
- Regular plan review and updates
- Procedures to ensure compliance with the WVPP



Agenda Item 4.0
Discussion Item 4.3

SB 553 Presentation
Katherine Chew, Executive Director

Board of Trustees Meeting
July 24, 2024