AGENDA

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

REGULAR BOARD MEETING
Wednesday, August 26, 2026
12:15 PM
MILDRED L. LILLIE BUILDING TRAINING CENTER
301 WEST FIRST STREET
LOS ANGELES, CA 90012-3140

https://www.lalawlibrary.org

Note: Physical copies of this Agenda and supporting documents are available for public inspection at the Library Reference Desk during normal business hours every Thursday, Friday, Saturday, Monday, and Tuesday before the scheduled Board Meeting.

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:

- Fernandeño 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 July 22, 2026 Regular Board Meeting
3.2 Review and Approval of July Financials and List of July Checks and Warrants
3.3 Review and Approval of Job Description for Director, Access Services, Collection Development and Digital Literacy

4.0 DISCUSSION ITEMS

4.1 Presentation of new collaboration with Center for Law, Brain and Behavior (CLBB) NeuroLaw Library, Department of Psychiatry at Massachusetts General Hospital, Harvard Medical School, by Stephanie Tabashneck, PsyD, JD, Founding Director

4.2 UBS Financial Services Inc. Investment Presentation by Kelly K. Jay, Managing Director-Private Wealth Management, Senior Portfolio Manager, PMP

4.3 Approval of New Memorandum of Understanding with SEIU Local 721

4.4 Presentation by Jeff Kitchaven, Chair of the Friends of the Los Angeles County Law Library-2027 Beacon of Justice Gala Plans

5.0 CLOSED SESSION

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

6.0 RECONVENE IN OPEN SESSION/ CLOSED SESSION ANNOUNCEMENT

(Pursuant to Government Code §54957.1)-Judge Laura A. Seigle

7.0 AGENDA BUILDING

ITEMS NOT ON THE POSTED AGENDA MAY BE PRESENTED BY A TRUSTEE AND, IF REQUESTED, MAY BE REFERRED TO STAFF OR PLACED ON THE AGENDA FOR CONSIDERATION AT A FUTURE MEETING OF THE BOARD.

8.0 EXECUTIVE DIRECTOR REPORT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, September 25, 2025 at 12:15p.m.

POSTED **FRIDAY, AUGUST 20, 2026** @ **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 sq.

July 22, 2026

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, July 22, 2026 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 Laura Seigle Judge Susan DeWitt Judge Mark Juhas Judge Rosa Fregoso Dan Rosenfeld
Trustees Absent:	Judge Cherol Nellon Susan Steinhauser, Esq.
Senior Staff Present:	Katherine Chew, Executive Director
Also Present:	Marcelino Juarez, Finance Director

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

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

President Seigle expressed that she was happy to be here, and also expressed her happiness that Trustee Juhas is still a member of the Board.

3.0 CONSENT CALENDAR

3.1 Approval of Minutes of the June 24, 2026 Regular Board Meeting
3.3 Review and Approval of June Financials and List of June Checks and Warrants
3.4 Review and Approval of 4th Quarterly Statistics
3.5 Review and Approval of Reference Statistics Update and Visual Aids to Quarterly Statistical Reporting

President Seigle asked the Board if anyone would like an item removed from the Consent Calendar. Trustee Rosenfeld requested that Item 3.3 be pulled for discussion. President Seigle requested a motion to approve Items 3.1, 3.4, and 3.5. So moved by Trustee Juhas, seconded by Vice President DeWitt. The motion was approved unanimously 5 – 0.

3.3

Trustee Rosenfeld asked Finance Director, Marcelino Juarez, why the library's net pension liability went up. Marcelino responded that this item is subject to evaluation at the end of the fiscal year. He explained that the auditors determine pension liability, and that this is out of our control. Marcelino also clarified that though the agenda reads "June Financials" that these numbers were actually for the month of May. Trustee Rosenfeld pointed out that pension liabilities take up a large portion of our funds. Marcelino responded that medical insurance to retirees is also a large liability that we must pay. President Seigle inquired if it is worth analyzing liabilities more closely. Marcelino responded that back in 2014 the Board established a trust to help pay for liabilities.

President Seigle requested a motion to approve Item 3.3. So moved by Trustee Rosenfeld, seconded by Trustee Fregoso. The motion was approved unanimously 5 – 0.

4.0 Discussion Items

4.1 Review and Approval of Parking Management Company for Hill Street Parking Structure

E.D. Chew stated that there are three scenarios for companies we can use to manage the parking structure. The first option is complete management by library staff. The second option would be to hire a company that will run the parking structure on site. The third option would be a hybrid option. With this option, a company would provide analytics, and would periodically have staff on site to manage the structure. E.D. Chew stated that we think this third option, a company called Air Garage, will be better suited for the library. She recommends that the library try using Air Garage for one to two years.

President Juhas inquired how long it will be until the garage opens. Facilities Supervisor, Mark Rangel, responded that we are done with repairs. As of yesterday, a representative from the city came out to inspect the repairs. They gave us conditional approval. He stated that completion of the EV charging stations will happen next week. Mark estimated that the garage would open in Early September.

President Seigle asked how we will advertise for the parking structure. Mark responded that Air Garage would handle advertising and pricing. E.D. Chew stated that we will also be on the Tesla app. She stated that there is no need to vote on this. The library will go forward with creating a contract with Air Garage.

4.2 Update on License Termination at Torrance Courthouse and Discussion For Future Branch Operations

E.D. Chew stated that we are moving our branch location out of the Torrance Courthouse. The Judicial Counsel wants to do a walkthrough of the facility on August 6, 2026 to make sure that we have removed all of our equipment. Many patrons are upset that our branch will no longer be in the courthouse. It would be very expensive to rent a new space in Torrance, and money has not been budgeted for this.

The Torrance Courthouse is open to allowing the library to utilize another room for the library. We would have to cover expenses to make the room suitable for our use. The courthouse is open to giving us a five-year lease for this new space, however, they would want to be able to shorten this agreement at any time. E.D. Chew tried to find other possible locations nearby. She could not get in touch with anyone at the Torrance Public Library, which is in walking distance from the courthouse. The cost to make a new space in the Torrance Courthouse suitable for a library branch would exceed $100,000. Vice President DeWitt stated that we should look into other options before we go down that route. President Seigle stated that we should include signage around the Torrance Courthouse to let patrons know about the move. E.D. Chew stated that we will also put this information on the library's website. President Seigle requested that we get an idea of other potential spaces in the area before next month's Board Meeting.

4.3 Update from Ad Hoc Committee concerning Strategic Planning Consultant Search

Vice President DeWitt stated that the ad hoc committee has interviewed several candidates for the role of the library's strategic planning consultant, and that they are ready to recommend one to the Board. The committee decided to recommend the company Rethinking Libraries for the role. The committee recommends hiring this company, and revisiting this relationship again after one year to possibly reevaluate. Rethinking Libraries has a diverse group of people that they assign to this project, containing multiple experts in multiple fields. They have a fair price point, and Trustee DeWitt took this opportunity to commend the other members of the ad hoc committee for getting this done in spite of their busy schedules. The final cost to hire this company would be about $35,000. The committee recommends that the Board approve this decision today, or at next month's meeting at the latest so that we can get the ball rolling on the library's new strategic plan.

President Seigle inquired when the end date would be. Vice President DeWitt responded that they would kick off in August, and would have an action plan by February/March. President Seigle stated that the Board does not need to vote, and that E.D. Chew can move forward with hiring Rethinking Libraries.

5.0 CLOSED SESSION

5.1 LA Law Library may hold a closed session on the following item pursuant to Government Code § 54956.9(d)(1): Conference with Legal Counsel; Pending Litigation Everett v. Chew, LA Law Library; Confidential memoranda related to this item may be considered during such closed session discussion; Conference with Labor Negotiator (G.C. 54957.6). Library Negotiators: Executive Director/General Counsel Katherine H. Chew, with Finance Director Marcelino Juarez; Employee Organization: SEIU Local 721

The Board convened in a closed session at 1:02pm.

6.0 RECONVENE IN OPEN SESSION/ CLOSED SESSION ANNOUNCEMENT

(Pursuant to Government Code §54957.1)-Judge Laura Seigle

The Board reconvened in an open session at 1:13pm. No reportable action was taken.

7. 0 AGENDA BUILDING

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

President Seigle suggested offering officers of the Friends of the Los Angeles County Law Library to attend library Board Meetings, possibly twice a year. This would be an effort to try and develop a closer relationship between the two boards. Trustee Fregoso inquired whether they would come in person to these meetings, or if they would appear remotely. President Seigle stated that it would be nice to have people in person. Trustee Rosenfeld stated that he would like to see marketing, development, and fundraising be brought up more regularly. We need sources of funding. President Seigle suggested trying to aim for getting some of the Friends' officers to attend the October 2026 Board Meeting. E.D. Chew stated that she would try to schedule something.

8.0 EXECUTIVE DIRECTOR REPORT

E.D. Chew stated that Ryan Metheny, Director of Reference & Collections, will be leaving the library to become a senior research analyst for a law firm. She went on to discuss the All-Staff Training Day on August 7, 2026. This training will concentrate on the library's strategic plan, safety committee drills, and would include a ribbon cutting ceremony for the library's historic designation sign.

She went on to discuss the elevator upgrade project. Today is the deadline for bids, and at this time, we have received zero bids. E.D. Chew went on to state that a library member kicked in one of our garage doors to retrieve his car after hours. The member was reprimanded, and the door has been repaired so that this will not happen again.

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:24pm by President Seigle. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, August 26, 2026 at 12:15pm.

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

Los Angeles County Law Library

Balance Sheet

As of June 30, 2026

(Provisional and subject to year-end audit adjustments)

	6/30/2025	6/30/2026	YTD
Assets			
Current assets			
Cash and cash equivalents	17,335,752	19,258,714	1,922,962
Accounts receivable	141,158	149,497	8,339
Other receivable	1,491,069	1,539,003	47,934
Prepaid expenses	300,944	221,066	(79,878)
Total current assets	19,268,923	21,168,280	1,899,357
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	6,720,672	6,956,269	235,597
Capital assets, not being depreciated	803,751	927,689	123,938
Capital assets, being depreciated - net	14,209,408	14,475,874	266,467
SBITA assets net of amortization	1,777,346	1,777,346	-
Total noncurrent assets	23,829,647	24,455,648	626,001
Total assets	43,098,570	45,623,928	2,525,358
Deffered Outflows of Resources			
Deffered Outflows of Resources	3,648,483	3,648,483	-
Total assets and deffered outflows of resources	**46,747,053**	**49,272,411**	**2,525,358**
Liabilities			
Current Liabilities			
Accounts payable	236,318	279,406	43,088
Other current liabilities	-	-	-
Payroll liabilities	18,937	19,406	469
Total current liabilities	255,255	298,812	43,557
Noncurrent Liabilities			
Accrued sick and vacation liability	273,887	266,774	(7,113)
Borrowers' deposit	206,608	198,725	(7,883)
OPEB liability	4,920,168	5,050,164	129,996
Net pension liability	5,316,493	5,816,497	500,004
SBITA liability	1,810,670	1,810,670	-
Total noncurrent liabilities	12,527,826	13,142,830	615,004
Total liabilities	12,783,081	13,441,642	658,561
Deffered Inflows of Resources			
Deffered Inflows of Resources	727,023	727,023	-
Total liabilities and Deffered inflows of resources	13,510,104	14,168,665	658,561
Net Position			
Invested in capital assets	15,013,159	15,403,563	390,404
Unrestricted	18,223,791	19,700,183	1,476,393
Total net position	33,236,949	35,103,746	1,866,797
Total liabilities and Deffered inflows of resources and net position	**46,747,053**	**49,272,411**	**2,525,358**

Los Angeles County Law Library

Statement of Cash Flows

As of June 30, 2026

(Provisional and subject to year-end audit adjustments)

	6/30/2026	YTD
Cash flows from operating activities		
L.A. Superior court fees	862,210	10,707,070
Parking fees	-	-
Library services	45,921	401,369
Extraordinary income	-	231,641
(Increase) decrease in accounts receivable	4,124	(8,339)
(Increase) decrease in other receivable	204,958	(47,934)
Increase (decrease) in borrowers' deposit	(13,243)	(7,883)
Cash received from filing fees and services	**1,103,971**	**11,275,924**
Facilities	(104,180)	(1,138,247)
Technology	(15,980)	(268,260)
General	(29,691)	(144,905)
Professional development	(410)	(27,956)
Communications & marketing	(122)	(4,420)
Travel & entertainment	(38)	(1,145)
Professional services	(17,215)	(158,088)
Electronic Resource Subscriptions (ERS)	(98,443)	(664,476)
(Increase) decrease in prepaid expenses	58,227	79,878
Increase (decrease) in accounts payable	257,955	43,088
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	**50,103**	**(2,284,532)**
Staff (payroll + benefits)	(125,189)	(5,634,518)
Increase (decrease) in payroll liabilities	(12,718)	469
Increase (decrease) in accrued sick and vacation liability	-	(7,113)
Increase (decrease) in OPEB liability	10,833	129,996
Increase (decrease) in net pension liability	41,667	500,004
Cash payments to employees for services	**(85,407)**	**(5,011,163)**
Contributions received	-	-
Net cash from operating activities	1,068,666	3,980,230
Cash flow from capital and related financing activities		
Library materials	(248,496)	(1,994,904)
Capital assets	(195,920)	(530,062)
Capital - Work in Progress (WIP)	86,381	(123,938)
Cash flows from investing activities		
Investment	-	-
Investment earnings	54,098	593,396
Net cash increase (decrease) in cash and cash equivalents	**764,730**	**1,924,722**
Cash and cash equivalents, at beginning of period	18,812,454	17,652,462
Cash and cash equivalents, at end of period	**19,577,184**	**19,577,184**
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	327,169	1,039,564
Adjustments for noncash effects:		
Depreciation	189,694	2,258,499
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	4,124	(8,339)
(Increase) decrease in other receivable	204,958	(47,934)
(Increase) decrease in prepaid expenses	58,227	79,878
Increase (decrease) in accounts payable	257,955	43,088
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	(12,718)	469
Increase (decrease) in accrued sick and vacation liability	-	(7,113)
Increase (decrease) in borrowers' deposit	(13,243)	(7,883)
Increase (decrease) in OPEB liability	10,833	129,996
Increase (decrease) in net pension liability	41,667	500,004
Net cash from operating activities	**1,068,666**	**3,980,230**

Los Angeles County Law Library

Income Statement for the Period Ending June 30, 2026

(Provisional and subject to year-end audit adjustments)

Jun-25	Jun-26					FY 2024-25	FY 2025-26 YTD					
Actual	Amended Budget	Actual	$ Fav (Unf)	% Fav (Unf)		YTD Actual	Amended Budget	Actual	$ Fav (Unf)	% Fav (Unf)	**Amended Annual Budget**	Comments
					Summary:							
					Income							
815,596	816,890	862,210	45,320	5.5%	L.A. Superior Court Fees	9,287,659	9,805,383	10,707,070	901,687	9.2%	9,805,383	
55,800	50,709	54,098	3,389	6.7%	Interest	637,965	583,373	593,396	10,022	1.7%	583,373	
0	0	0	0	0.0%	Parking	0	0	0	0	0.0%	0	
135,122	52,449	45,921	(6,528)	-12.4%	Library Services	938,530	481,857	401,369	(80,487)	-16.7%	481,857	
1,006,517	920,048	962,229	42,181	4.6%	Total Income	10,864,155	10,870,613	11,701,835	831,222	7.6%	10,870,613	
					Expense							
840,871	165,526	125,189	40,337	24.4%	Staff (payroll + benefits)	6,143,750	5,868,033	5,634,518	233,514	4.0%	5,868,033	
(90,685)	0	98,443	(98,443)	0.0%	Electronic Resource Subscriptions	518,560	670,569	664,476	6,094	0.9%	670,569	
439,809					SBITA Interest & Amortizaton Expense	439,809						
234,178	187,373	248,496	(61,123)	-32.6%	Library Materials	1,947,784	1,978,899	1,994,904	(16,004)	-0.8%	1,978,899	
(234,178)	(187,373)	(248,496)	61,123	-32.6%	Library Materials Transferred to	(1,947,784)	(1,978,899)	(1,994,904)	16,004	-0.8%	(1,978,899)	
			0		Capital Assets							
109,919	100,065	104,180	(4,115)	-4.1%	Facilities	1,157,947	1,185,741	1,138,247	47,494	4.0%	1,185,741	
22,943	35,553	15,980	19,574	55.1%	Technology & Data	249,219	345,117	268,260	70,941	20.6%	345,117	
19,868	48,308	29,691	18,617	38.5%	General	127,899	142,294	144,905	(2,611)	-1.8%	142,294	
854	0	410	(410)	0.0%	Professional Development	34,004	27,394	27,956	(562)	-2.1%	27,394	
1,121	887	122	765	86.2%	Communications & Marketing	4,676	30,763	4,420	26,343	85.6%	30,763	
0	130	38	92	70.8%	Travel & Entertainment	168	1,264	1,145	119	9.4%	1,264	
9,894	10,235	17,215	(6,980)	-68.2%	Professional Services	130,782	165,364	158,088	7,277	4.4%	165,364	
179,703	191,486	189,694	1,793	0.9%	Depreciation	2,259,844	2,247,607	2,258,499	(10,893)	-0.5%	2,247,607	
1,642,388	616,479	580,962	(35,517)	-5.8%	Total Expenses	11,174,749	10,684,146	10,300,515	383,630	3.6%	10,684,146	
(635,871)	303,569	381,267	77,698	25.6%	**Net Income (Loss)**	(310,594)	186,467	1,401,319	1,214,852	651.5%	186,467	
30,133	10,000	16,614	6,614	66.1%	Investment Gain (Loss)[1]	341,488	206,856	235,597	28,741	13.9%	206,856	
0	0	0	0	0.0%	Extraordinary Income	0	231,641	231,641	0	0.0%	231,641	
0	0	0	0	0.0%	Extraordinary Expense	0	0	0	0	0.0%	0	
(605,738)	20,667	397,881	377,214	1825.2%	Net Income Including Extraordinary Items	30,894	152,453	1,868,557	1,716,104	1125.7%	624,964	
118,654	750,000	195,920	554,080	73.9%	**Capitalized Expenditures**	472,840	1,308,845	518,045	319,160	24.4%	849,223	

Los Angeles County Law Library

Income Statement for the Period Ending June 30, 2026

(Provisional and subject to year-end audit adjustments)

Jun-25 Actual	Jun-26 Amended Budget	Jun-26 Actual	Jun-26 $ Fav (Unf)	Jun-26 % Fav (Unf)					FY 2024-25 YTD Actual	FY 2025-26 YTD Amended Budget	FY 2025-26 YTD Actual	FY 2025-26 YTD $ Fav (Unf)	FY 2025-26 YTD % Fav (Unf)	Amended Annual Budget	Comments
								Detailed Budget:							
								Income:							
815,596	816,890	862,210	45,320	5.5%	15	FIN	303300	L.A. Superior Court Fees	9,287,659	9,805,383	10,707,070	901,687	9.2%	9,805,383	Increase in filing fee revenue attributed primarily to unlimited civil filing fees.
								Interest:							
4,603	5,058	4,277	(781)	-15.4%	15	FIN	311000	Interest - LAIF	18,773	19,238	17,708	(1,530)	-8.0%	19,238	
50,227	45,000	48,960	3,960	8.8%	15	FIN	312000	Interest - General Fund	607,144	554,756	565,222	10,465	1.9%	554,756	
970	651	861	210	32.2%	15	FIN	313000	Interest - Deposit Fund	12,048	9,379	10,466	1,087	11.6%	9,379	
55,800	50,709	54,098	3,389	6.7%				Subtotal	637,965	583,373	593,396	10,022	1.7%	583,373	
								Parking:							
0	0	0	0	0.0%	39	FAC	330100	Parking	0	0	0	0	0.0%	0	
0	0	0	0	0.0%				Subtotal	0	0	0	0	0.0%	0	
								Library Services:							
910	700	1,869	1,169	167.0%	27	CIRC	330150	Annual Designation Fee	2,844	2,570	3,461	891	34.7%	2,570	Increase payments received in June.
19,317	16,252	13,968	(2,284)	-14.1%	25	PS	330140	Annual Members Fee	204,755	194,441	194,408	(33)	0.0%	194,441	
1,209	3,307	3,527	220	6.7%	25	PS	330340	Course Registration	51,111	28,105	42,155	14,050	50.0%	28,105	Includes Cram Day registrations. See corresponding Course Registration Expense GL account.
2,635	2,580	3,092	512	19.8%	27	CIRC	330129	Copy Center	30,577	29,902	34,799	4,898	16.4%	29,902	Conservative budget at onset and addition of 2 copiers at copy center.
990	1,640	754	(887)	-54.1%	27	CIRC	330205	Document Delivery	12,749	12,280	12,442	161	1.3%	12,280	
2,140	1,990	194	(1,796)	-90.3%	27	CIRC	330210	Fines	24,420	25,082	21,554	(3,528)	-14.1%	25,082	Fewer checkouts than last fiscal year.
670	9,397	9,520	123	1.3%	15	FIN	330310	Miscellaneous	340,460	53,320	62,040	8,720	16.4%	53,320	Includes renewed book sales activities and $6K front patio rental.
1,750	1,333	0	(1,333)	-100.0%	39	FAC	330330	Room Rental	36,220	13,453	9,168	(4,285)	-31.9%	13,453	Planned advertising campaign did not materialize earlier in the fiscal year as expected.
0	0	0	0	0.0%	23	COL	330350	Book Replacement	2,430	5,310	5,310	0	0.0%	5,310	
5,338	15,000	12,295	(2,705)	-18.0%	15	FIN	330360	Forfeited Deposits	5,338	15,000	13,115	(1,885)	-12.6%	15,000	
100,000	0	0	0	0.0%	17	EXEC	330400	Friends of Law Library	225,000	100,000	0	(100,000)	-100.0%	100,000	Delay in receiving 2026 gala contribution.
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	0	
164	250	703	453	181.2%	15	FIN	330450	Vending	2,626	2,395	2,918	523	21.8%	2,395	
0	0	0	0	0.0%	39	FAC	330465	Special Events Income	0	0	0	0	0.0%	0	
135,122	52,449	45,921	(6,528)	-12.4%				Subtotal	938,530	481,857	401,369	(80,487)	-16.7%	481,857	
1,006,517	920,048	962,229	42,181	4.6%				Total Income	10,864,155	10,870,613	11,701,835	831,222	7.6%	10,870,613	
								Expenses:							
								Staff:							
273,890	269,024	245,934	23,090	8.6%		ALL	501000	Salaries (FT)	3,018,743	3,248,321	3,088,158	160,163	4.9%	3,248,321	
0	(5,380)	0	(5,380)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(34,973)	0	(34,973)	100.0%	(34,973)	
20,239	25,524	18,422	7,101	27.8%		ALL	501050	Salaries (PT)	272,783	279,295	223,645	55,650	19.9%	279,295	Budgeted increased hours not used as planned.
0	(510)	0	(510)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(3,318)	0	(3,318)	100.0%	(3,318)	
17,540	15,639	15,684	(46)	-0.3%	15	FIN	502000	Social Security	198,269	196,652	195,552	1,100	0.6%	196,652	
4,102	4,287	3,668	619	14.4%	15	FIN	503000	Medicare	46,851	50,471	46,124	4,347	8.6%	50,471	
34,065	25,908	36,848	(10,940)	-42.2%	15	FIN	511000	Retirement	797,998	912,471	903,639	8,833	1.0%	912,471	
259,710	41,667	41,667	(0)	0.0%	15	FIN	511050	Pension Exp (Actuarial)	718,043	500,002	500,004	(2)	0.0%	500,002	Year-end audit journal entry to be recorded.
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	0	
(92,739)	(263,297)	(237,504)	(25,792)	9.8%	15	FIN	512000	Health Insurance	518,085	397,308	409,962	(12,654)	-3.2%	397,308	Includes CalPERS CERBT retiree subsidy.
396	482	470	12	2.5%	15	FIN	513000	Disability Insurance	4,895	5,510	5,458	52	0.9%	5,510	
3,659	5,536	(17,560)	23,096	417.2%	15	FIN	514000	Dental Insurance	61,338	63,620	39,197	24,422	38.4%	63,620	Includes CalPERS CERBT retiree subsidy.
504	658	644	14	2.1%	15	FIN	514500	Vision Insurance	6,913	7,425	7,264	161	2.2%	7,425	
195	225	196	29	12.9%	15	FIN	515000	Life Insurance	2,204	2,465	2,320	144	5.9%	2,465	
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	0	
1,879	1,912	2,120	(207)	-10.8%	15	FIN	516000	Workers Compensation Insurance	21,155	20,194	20,457	(262)	-1.3%	20,194	
2,488	5,000	0	5,000	100.0%	15	FIN	517000	Unemployment Insurance	11,571	20,015	10,015	10,000	50.0%	20,015	Decrease in number of claims and old claims falling off schedule.
1,559	1,880	3,326	(1,446)	-76.9%		ALL	514010	Temporary Employment	23,625	35,701	43,438	(7,737)	-21.7%	35,701	Increased on-call service hours at reference.
474	750	122	628	83.7%	13	HR	514015	Recruitment	3,907	3,128	2,746	382	12.2%	3,128	Timing variance.
9,285	5,000	0	5,000	100.0%	15	FIN	517500	Accrued Sick Expense	9,285	5,000	0	5,000	100.0%	5,000	Year-end audit journal entry to be recorded.
27,066	20,000	0	20,000	100.0%	15	FIN	518000	Accrued Vacation Expense	27,066	20,000	0	20,000	100.0%	20,000	Year-end audit journal entry to be recorded.
276,208	10,833	10,833	0	0.0%	15	FIN	518500	OPEB Expense	395,375	129,998	129,996	2	0.0%	129,998	Year-end audit journal entry to be recorded.
128	300	231	69	23.2%	15	FIN	518550	TMP	3,571	6,260	4,766	1,494	23.9%	6,260	Metro provides free fare after certain dollar amount.
224	90	89	1	0.9%	15	FIN	518560	Benefit Administration	2,073	2,487	1,777	710	28.5%	2,487	COBRA administration provided free via ADP agreement.
840,871	165,526	125,189	40,337	24.4%				Total - Staff	6,143,750	5,868,033	5,634,518	233,514	4.0%	5,868,033	
								Library Materials/Electronic Resources Subscription:							
206,405	147,695	216,932	(69,237)	-46.9%	23	COL	601999	American Continuations	1,561,899	1,594,438	1,614,479	(20,042)	-1.3%	1,594,438	
707	4,924	112	4,812	97.7%	23	COL	602999	American New Orders	24,875	25,000	9,663	15,337	61.3%	25,000	Timing variance. Some invoices will be received in FY27.
4,999	3,508	3,468	40	1.1%	23	COL	609199	Branch Continuations	26,561	27,111	31,021	(3,910)	-14.4%	27,111	Timing variance. Some invoices will be received in FY27.
0	55	0	55	100.0%	23	COL	609299	Branch New Orders	0	300	0	300	100.0%	300	Timing variance. Some invoices will be received in FY27.
1,370	3,237	2,068	1,169	36.1%	23	COL	603999	Commonwealth Continuations	120,639	114,213	121,445	(7,232)	-6.3%	114,213	Timing variance. Some invoices will be received in FY27.
0	220	0	220	100.0%	23	COL	604999	Commonwealth New Orders	31	1,200	1,349	(149)	-12.4%	1,200	Timing variance. Some invoices will be received in FY27.
2,508	12,727	9,120	3,607	28.3%	23	COL	605999	Foreign Continuations	81,823	84,186	87,768	(3,582)	-4.3%	84,186	Timing variance. Some invoices will be received in FY27.
0	186	0	186	100.0%	23	COL	606999	Foreign New Orders	1,221	1,200	612	588	49.0%	1,200	Timing variance. Some invoices will be received in FY27

Los Angeles County Law Library

Income Statement for the Period Ending June 30, 2026

(Provisional and subject to year-end audit adjustments)

Jun-25	Jun-26								FY 2024-25	FY 2025-26 YTD					
Actual	Amended Budget	Actual	$ Fav (Unf)	% Fav (Unf)					YTD Actual	Amended Budget	Actual	$ Fav (Unf)	% Fav (Unf)	Amended Annual Budget	Comments
17,690	13,170	15,716	(2,546)	-19.3%	23	COL	607999	International Continuations	113,905	114,105	111,061	3,045	2.7%	114,105	
384	478	238	240	50.2%	23	COL	608999	International New Orders	6,100	7,000	6,955	45	0.6%	7,000	
0	1,086	843	243	22.4%	23	COL	609399	General/Librarianship Continuations	9,409	7,747	7,814	(67)	-0.9%	7,747	
115	87	0	87	100.0%	23	COL	609499	General/Librarianship New Orders	1,320	2,400	2,738	(337)	-14.1%	2,400	
234,178	187,373	248,496	(61,123)	-32.6%				Subtotal	1,947,784	1,978,899	1,994,904	(16,004)	-0.8%	1,978,899	
(234,178)	(187,373)	(248,496)	61,123	-32.6%	23	COL	690000	Library Materials Transferred to Assets	(1,947,784)	(1,978,899)	(1,994,904)	16,004	-0.8%	(1,978,899)	
(90,685)	64,288	98,443	(34,155)	-53.1%	23	COL	685000	Electronic Resource Subscriptions (ERS)	518,560	670,569	664,476	6,094	0.9%	670,569	Timing variance.
439,809							685100	SBITA Amortization Expense	439,809	0	0	0	0.0%		Year-end audit journal entry to be recorded.
108,092							685200	SBITA Interest Expense	108,092	0	0	0	0.0%		Year-end audit journal entry to be recorded.
								Facilities:							
521	4,167	427	3,739	89.7%	39	FAC	801005	Repair & Maintenance	69,601	73,146	55,740	17,407	23.8%	73,146	Lower than planned repairs.
6,610	2,167	2,990	(823)	-38.0%	39	FAC	801010	Building Services	32,114	51,710	50,958	751	1.5%	51,710	
2,915	1,000	90	910	91.0%	39	FAC	801015	Cleaning Supplies	12,593	9,956	7,821	2,135	21.4%	9,956	New contract with new vendor allowed for savings.
16,841	15,000	27,943	(12,943)	-86.3%	39	FAC	801020	Electricity & Water	175,147	191,044	186,790	4,254	2.2%	191,044	
9,243	1,813	1,174	639	35.2%	39	FAC	801025	Elevator Maintenance	25,918	15,976	13,976	2,000	12.5%	15,976	
9,321	10,600	9,278	1,322	12.5%	39	FAC	801030	Heating & Cooling	40,748	50,520	35,546	14,973	29.6%	50,520	Timing variance. Delay in receiving invoice.
34,993	31,951	32,931	(980)	-3.1%	15	FIN	801035	Insurance	419,914	398,772	396,288	2,484	0.6%	398,772	
11,436	11,954	11,611	343	2.9%	39	FAC	801040	Janitorial Services	142,749	131,406	129,700	1,706	1.3%	131,406	
0	0	0	0	0.0%	39	FAC	801045	Landscaping	0	7,000	4,306	2,694	38.5%	7,000	
17,399	20,000	17,057	2,943	14.7%	39	FAC	801050	Security	223,464	236,708	227,801	8,907	3.8%	236,708	
0	167	0	167	100.0%	39	FAC	801060	Room Rental Expenses	162	1,000	0	1,000	100.0%	1,000	
189	300	0	300	100.0%	39	FAC	801065	Special Events Expenses	4,964	3,786	12,824	(9,038)	-238.7%	3,786	National Register of Historic Place designation celebration costs.
114	0	0	0	0.0%	39	FAC	801100	Furniture & Appliances (<3K)	3,038	4,000	90	3,910	97.8%	4,000	Low spend due to donations.
0	0	0	0	0.0%	39	FAC	801110	Equipment (<3K)	2,354	1,500	5,789	(4,289)	-285.9%	1,500	TV purchase.
0	300	0	300	100.0%	39	FAC	801115	Building Alterations (<3K)	70	2,900	3,200	(300)	-10.3%	2,900	
336	343	353	(10)	-2.8%	39	FAC	801120	Delivery & Postage	2,868	2,674	3,573	(899)	-33.6%	2,674	Increased postage rates and usage.
0	305	327	(22)	-7.3%	39	FAC	801125	Kitchen supplies	2,243	3,643	3,846	(203)	-5.6%	3,643	
109,919	100,065	104,180	(4,115)	-4.1%				Subtotal	1,157,947	1,185,741	1,138,247	47,494	4.0%	1,185,741	
								Technology:							
965	3,733	2,311	1,422	38.1%	33	TECH	801210	Software Maintenance	22,550	39,903	36,857	3,047	7.6%	39,903	
1,229	4,381	889	3,492	79.7%	33	TECH	801212	Hardware Maintenance	20,775	32,812	11,861	20,951	63.9%	32,812	
0	550	0	550	100.0%	33	TECH	801215	Software (<$3k)	933	5,096	3,057	2,039	40.0%	5,096	
0	1,862	0	1,862	100.0%	33	TECH	801220	Hardware (<$3k)	13,945	19,027	7,858	11,169	58.7%	19,027	Purchased networking Branch location and restock several printers.
3,185	1,708	349	1,359	79.6%	33	TECH	801225	Computer Supplies	14,827	14,281	17,812	(3,531)	-24.7%	14,281	
7,538	6,309	6,195	114	1.8%	33	TECH	801230	Integrated Library System	70,841	72,600	72,600	0	0.0%	72,600	
2,626	8,004	3,598	4,406	55.1%	33	TECH	801235	Telecommunications	28,651	61,757	29,453	32,305	52.3%	61,757	
588	117	0	117	100.0%	33	TECH	801245	Tech & Data - Misc	993	702	2,797	(2,094)	-298.1%	702	
149	1,324	149	1,176	88.8%	33	TECH	801250	Services	1,782	8,837	1,782	7,055	79.8%	8,837	
6,663	7,566	2,490	5,077	67.1%	33	TECH	801275	Online Service Providers	73,921	90,101	84,184	5,917	6.6%	90,101	
22,943	35,553	15,980	19,574	55.1%				Subtotal	249,219	345,117	268,260	70,941	20.6%	345,117	
								General:							
553	458	202	256	55.9%	15	FIN	801310	Bank Charges	5,817	5,116	4,596	520	10.2%	5,116	
908	945	946	(1)	-0.1%	35	CMS	801315	Bibliographical Services	12,159	12,648	12,648	0	0.0%	12,648	
465	0	0	0	0.0%	35	CMS	801320	Binding	6,574	10,000	9,619	381	3.8%	10,000	
125	175	170	5	3.1%	17	EXEC	801325	Board Expense	1,504	2,010	1,613	397	19.8%	2,010	Savings due to meeting cancellation.
894	0	180	(180)	0.0%	37	COM	801330	Staff meals & events	17,488	18,464	17,628	836	4.5%	18,464	
285	1,097	941	156	14.2%	15	FIN	801335	Supplies - Office	15,953	11,624	8,917	2,707	23.3%	11,624	
3,097	3,378	3,401	(23)	-0.7%	35	CMS	801337	Supplies - Library materials	13,278	10,000	9,911	89	0.9%	10,000	
0	(50)	111	(161)	322.4%	37	COM	801340	Stationery, business cards, etc.	211	631	242	389	61.7%	631	New order of business cards moved to FY27.
0	0	0	0	0.0%	25	PS	801365	Grant Application Expenses	0	0	0	0	0.0%	0	
1,332	1,055	865	190	18.0%	33	IT	801370	Copy Center Expense	14,708	15,194	15,712	(518)	-3.4%	15,194	
11,018	41,250	22,035	19,215	46.6%	15	FIN	801375	General - Misc	12,090	45,257	39,650	5,607	12.4%	45,257	Planned class registration module not implemented. Also includes year-end write off of uncollectable invoices.
1,190	0	0	0	0.0%	25	PS	801390	Course Registration	23,962	10,750	19,290	(8,540)	-79.4%	10,750	OTF class subsidy. Offset by course registration revenue.
0	0	840	(840)	0.0%	17	EXEC	801395	Friends of Law Library	4,155	600	5,079	(4,479)	-746.6%	600	2026 Gala expenses.
19,868	48,308	29,691	18,617	38.5%				Subtotal	127,899	142,294	144,905	(2,611)	-1.8%	142,294	
								Professional Development:							
0	0	0	0	0.0%		ALL	803105	Travel	7,953	6,813	7,468	(656)	-9.6%	6,813	
0	0	0	0	0.0%		ALL	803110	Meals	0	0	0	0	0.0%	0	
0	0	0	0	0.0%		ALL	803113	Incidental and miscellaneous	0	0	0	0	0.0%	0	
854	0	410	(410)	0.0%		ALL	803115	Membership dues	10,712	12,083	10,968	1,115	9.2%	12,083	
0	0	0	0	0.0%		ALL	803120	Registration fees	13,909	8,498	8,440	58	0.7%	8,498	

Los Angeles County Law Library

Income Statement for the Period Ending June 30, 2026

(Provisional and subject to year-end audit adjustments)

Jun-25 Actual	Jun-26 Amended Budget	Jun-26 Actual	Jun-26 $ Fav (Unf)	Jun-26 % Fav (Unf)					FY 2024-25 YTD Actual	FY 2025-26 YTD Amended Budget	FY 2025-26 YTD Actual	FY 2025-26 YTD $ Fav (Unf)	FY 2025-26 YTD % Fav (Unf)	Amended Annual Budget	Comments
0	0	0	0	0.0%		ALL	803125	Educational materials	1,429	0	1,080	(1,080)	0.0%	0	
854	0	410	(410)	0.0%				Subtotal	34,004	27,394	27,956	(562)	-2.1%	27,394	
								Communications & Marketing:							
122	170	122	48	28.2%	37	COM	803205	Services	144	432	144	288	66.7%	432	
0	417	0	417	100.0%	37	COM	803210	Collateral materials	1,859	7,870	1,815	6,055	76.9%	7,870	Printed collateral on hold until PBW in October(Printing will begin September 2026)
999	50	0	50	100.0%	37	COM	803215	Advertising	2,599	21,500	2,000	19,500	90.7%	21,500	Will revisit advertising options in Fall 2026.
0	250	0	250	100.0%	37	COM	803220	Trade shows & Outreach	75	961	461	500	52.0%	961	Trade show promo items will be made following rebranded materials.
1,121	887	122	765	86.2%				Subtotal	4,676	30,763	4,420	26,343	85.6%	30,763	
								Travel & Entertainment							
0	0	0	0	0.0%		ALL	803305	Travel	0	0	0	0	0.0%	0	
0	0	0	0	0.0%		ALL	803310	Meals	0	0	0	0	0.0%	0	
0	0	0	0	0.0%		ALL	803315	Entertainment	0	0	0	0	0.0%	0	
0	130	38	92	70.8%		ALL	803320	Ground transportation & mileage reimb.	168	1,264	1,145	119	9.4%	1,264	Inreased branch and partnership location visits.
0	0	0	0	0.0%		ALL	803325	Incidental travel expenses	0	0	0	0	0.0%	0	
0	130	38	92	70.8%				Subtotal	168	1,264	1,145	119	9.4%	1,264	
								Professional Services							
0	0	27	(27)	0.0%	15	FIN	804005	Accounting	34,653	36,580	41,562	(4,982)	-13.6%	36,580	Audit costs incurred additionl costs related to GASB101 implementation.
0	10,235	0	10,235	100.0%	17	EXEC	804008	Consulting Services	45,345	81,250	11,250	70,000	86.2%	81,250	Strategic plan consultant moved to FY27.
9,869	0	16,491	(16,491)	0.0%	17	EXEC	804010	Legal	33,592	23,092	78,086	(54,994)	-238.2%	23,092	Includes unexpected/undbudgeted legal fees.
25	0	697	(697)	0.0%	15	FIN	804015	Other	17,193	24,443	27,189	(2,746)	-11.2%	24,443	Increased language translation service at reference and legal education.
9,894	10,235	17,215	(6,980)	-68.2%				Subtotal	130,782	165,364	158,088	7,277	4.4%	165,364	
								Depreciation:							
145,776	157,420	157,213	207	0.1%	15	FIN	806105	Depreciation - Library Materials	1,905,851	1,874,370	1,891,725	(17,354)	-0.9%	1,874,370	
33,928	34,066	32,481	1,585	4.7%	15	FIN	806110	Depreciation Exp - Cap Ex	353,994	373,236	366,775	6,462	1.7%	373,236	
179,703	191,486	189,694	1,793	0.9%				Subtotal	2,259,844	2,247,607	2,258,499	(10,893)	-0.5%	2,247,607	
1,642,388	616,479	580,962	35,517	5.8%				Total Expense	11,174,749	10,684,146	10,300,515	383,630	3.6%	10,684,146	
(635,871)	303,569	381,267	77,698	25.6%				Net Income Before Extraordinary Items	(310,594)	186,467	1,401,319	1,214,852	651.5%	186,467	

Los Angeles County Law Library

Income Statement for the Period Ending June 30, 2026

(Provisional and subject to year-end audit adjustments)

Jun-25	Jun-26								FY 2024-25	FY 2025-26 YTD					
Actual	Amended Budget	Actual	$ Fav (Unf)	% Fav (Unf)					YTD Actual	Amended Budget	Actual	$ Fav (Unf)	% Fav (Unf)	**Amended Annual Budget**	Comments
30,133	10,000	16,614	6,614	66.1%	15	FIN	321000	Investment Gain (Loss)[1]	341,488	206,856	235,597	28,741	13.9%	206,856	Reflects gains/loss if sold at time of report (before maturity)
0	0	0	0	0.0%	17	EXEC	401000	Extraordinary Income	0	231,641	231,641	0	0.0%	231,641	
0	0	0	0	0.0%	17	EXEC	901000	Extraordinary Expense	0	0	0	0	0.0%	0	
(605,738)	20,667	397,881	377,214	1825.2%				Net Income Including Extraordinary Items	30,894	152,453	1,868,557	1,716,104	1125.7%	624,964	
								Capital Expenditures:							
0	0	0	0	0.0%	39	FAC	161100	Furniture / Appliances (>3k)	8,163	0	0	0	0.0%	0	
0	0	0			39	FAC	161200	Equipment	66,515	0	16,463	(16,463)	0.0%	21,258	Prior year CapEx purchases.
118,654	0	76,192	(76,192)	0.0%	33	TECH	161300	Electronics / Computer Hardware (>3k)	242,912	6,699	308,762	(302,063)	-4509.0%	6,699	Prior year CapEx purchases.
0	750,000	0	750,000	100.0%	39	FAC	164500	Exterior Building Repairs/ Improvements (>3k)	46,069	792,906	63,853	729,053	91.9%	792,906	Hill street parking garage roll-up door.
0	0	119,727	(119,727)	0.0%	39	FAC	164000	Interior Improvements / Alterations (>3k)	57,985	9,240	128,968	(119,727)	-1295.7%	0	Prior year CapEx purchases.
0	0	0	0	0.0%	33	TECH	168000	Computer Software	51,196	28,360	0	28,360	100.0%	28,360	
118,654	750,000	195,920	(554,080)	-73.9%				Total - Capitalized Expenditures	472,840	1,308,845	518,045	319,160	24.4%	849,223	
								CalPERS CERBT Trust Fund:							
								Beginning Balance			2,725,469				
								Administrative Expense			-67.47				CalPERS CERBT program cost.
								Investment Expense			-107.45				Investment management cost.
								Unrealized Gain/Loss			47,180.86				Fluctuating market conditions.
								Distribution							Distribution from Fund.
								Ending Balance			2,772,474				

[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
July 1, 2026 - July 31, 2026 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 24				
	CDW GOVERNMENT INC	COMPUTER HARDW	76,192.40	TS00369941
	EX LIBRIS (USA) INC.	ILS	19,440.49	TS00369941
	GIGAKOM	CAPITAL WIP	20,259.66	TS00369941
	OCLC INC	PREPAID EXP	13,070.89	TS00369941
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	11,436.38	TS00369941
July 28				
	ALLIANT INSURANCE SERVICES, INC	INSURANCE	166,500.89	TS00370070
	GOLDEN STATE RISK MANAGEMENT	PREPAID EXP	209,914.58	TS00370070
			516,815.29	

Date Printed: 08/20/26

LOS ANGELES COUNTY LAW LIBRARY
July 1, 2026 - July 31, 2026 (CHECKS)
Account No.: 102002

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 1	BROWN INDUSTRIES	MISCELLANEOUS	63.05	V000026
			63.05	

Date Printed: 08/20/26

LOS ANGELES COUNTY LAW LIBRARY
July 1, 2026 - July 31, 2026 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 27	SEIU LOCAL 721	UNION SUPPL	64.56	001762
			64.56	

Date Printed: 08/20/26

LOS ANGELES COUNTY LAW LIBRARY
July 1, 2026 - July 31, 2026 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 1				
	JAAYE PERSON-LYNN	AMF Refund (28 days	216.33	034105
July 7				
	WILLIAM S HEIN & CO	BOOKS	218.50	034106
July 10				
	RPCD DBA SMARTRULES	BOOKS	7,436.88	034107
	JUSTIN EISER	REFUND	140.00	034108
July 16				
	ABD OFFICE SOLUTIONS	COPY CENTER	618.39	034109
	ADP SCREENING & SELECTION SVCS	RECRUITMENT	122.48	034110
	AT&T	TELECOM	658.61	034111
	CHUBB	WORKERS COMP	272.00	034112
	CORODATA SHREDDING, INC	BLDG SVCS	74.87	034113
	COUNTY OF LOS ANGELES	HEATING/COOLING	4,261.30	034114
	LANGUAGE PEOPLE INC	OTHER	697.00	034115
	LABIB FUNK + ASSOCIATES	CAPITAL WIP	250.00	034116
	METROLINK	TMP	450.00	034117
	PRISM PUBLIC RISK, INNOVATION	PREPAID EXP	9,360.00	034118
	RJ ELECTRIC	CAPITAL WIP	2,415.00	034119
	CHARTER COMMUNICATIONS	TELECOM	194.29	034120
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	034121
July 20				
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	731.00	034122
July 27				
	BANKS & JORDAN	BOOKS	546.39	034123
	INGRAM LIBRARY SERVICES	BOOKS	82.06	034124
	ABD OFFICE SOLUTIONS	COPY CENTER	570.72	034125
	BUILDING ELECTRONIC CONTROLS INC	SECURITY	427.50	034126
	FLYLOCK SECURITY SOLUTIONS-LA	REPAIR/MAINT	4,906.90	034127
	GIGAKOM	CAPITAL WIP	269.64	034128
	GUARDIAN	PREPAID EXP	8,154.21	034129
	COUNTY OF LOS ANGELES	HEATING/COOLING	5,016.49	034130
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	2,348.00	034131
	LUXE SCAPE CREATIONS INC.	REPAIR/MAINT	275.00	034132
July 31				
	ADP SCREENING & SELECTION SVCS	RECRUITMENT	181.14	034133
	AFLAC REMITTANCE	CAFE PLAN-INSURAN	462.52	034134
	LABIB FUNK + ASSOCIATES	CAPITAL WIP	2,116.56	034135
	YAMADA ENTERPRISES	CAPITAL WIP	6,872.76	034136
			60,521.54	

LOS ANGELES COUNTY LAW LIBRARY
July 1, 2026 - July 31, 2026 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 1				
	SYNCB AMAZON	STAFF MEALS/EVEN	180.00	V010679
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	118.10	V010711
July 2				
	SYNCB AMAZON	REPAIR/MAINT	274.65	V010680
	AMAZON WEB SERVICES	OSP	951.61	V010681
July 3				
	CONSTANT CONTACT	OSP	364.00	V010682
July 5				
	SKILTON SOFTWARE LTD	OSP	29.29	V010683
	DROPBOX	OSP	54.00	V010747
July 6				
	SYNCB AMAZON	COMPUTER SUPPLIE	54.73	V010684
July 7				
	LEXISNEXIS MATTHEW BENDER	BOOKS	4,026.42	V010658
	GEORGE T BISEL COMPANY	BOOKS	155.14	V010659
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,310.32	V010660
	LAW JOURNAL PRESS	BOOKS	4,570.23	V010661
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,480.00	V010662
	METROPOLITAN NEWS COMPANY	BOOKS	594.85	V010663
July 8				
	CARD INTEGRATORS CORPORATION	SECURITY	1,064.02	V010712
July 9				
	MICROSOFT CORPORATION	OSP	129.00	V010748
July 10				
	EBSCO PUBLISHING	BOOKS	4,538.00	V010664
	GREY HOUSE PUBLISHERS	BOOKS	638.00	V010665
	JURISNET LLC	BOOKS	190.22	V010666
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	18,997.33	V010667
	WEST ACADEMIC	BOOKS	71.34	V010668
	THOMSON REUTERS	BOOKS	98,410.47	V010669
	SYNCB AMAZON	COMPUTER SUPPLIE	47.03	V010685
	FS.COM INC	COMPUTER SUPPLIE	59.08	V010686
	STAMPS.COM	DELIVERY/POSTAGE	30.99	V010713
July 13				
	SYNCB AMAZON	SUPPLIES-OFFICE	47.18	V010714
July 14				
	MIKE DELI	TRADE SHOWS/OUT	263.02	V010715
July 16				
	ALTA FOODCRAFT	KITCHEN SUPPLIES	301.78	V010687
	BRADY INDUSTRIES	CLEANING SUPPLIES	2,496.07	V010688
	BRCK INC	TELECOM	889.54	V010689
	ISOLVED BENEFIT SERVICES	HR BENEFIT/ADMIN	89.18	V010690
	LA DEPT OF WATER & POWER	WATER/SEWER	14,294.27	V010691
	MARX BROS. FIRE EXTINGUISHER CO.	BLDG SVCS	962.01	V010692
			174,373.72	

LOS ANGELES COUNTY LAW LIBRARY
July 1, 2026 - July 31, 2026 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	NASA SERVICES	BLDG SVCS	691.85	V010693
	PURE PROCESS FILTRATION INC.	BLDG SVCS	1,005.75	V010694
	SECURITAS SECURITY	SECURITY	8,133.52	V010695
	T-MOBILE	TELECOM	899.83	V010696
	VITAL RECORDS HOLDING LLC	PREPAID EXP	2,339.75	V010697
	WEST COAST CHIEF REPAIR,INC	REPAIR/MAINT	125.00	V010698
July 17				
	SYNCB AMAZON	SUPPLIES-OFFICE	49.05	V010716
July 19				
	SYNCB AMAZON	SUPPLIES-OFFICE	207.27	V010717
	ZOOM VIDEO COMMUNICATIONS INC	OSP	223.12	V010718
July 20				
	JAMES PUBLISHING INC	BOOKS	170.11	V010699
	LAW JOURNAL PRESS	BOOKS	9,092.65	V010700
	PRACTISING LAW INSTITUTE	BOOKS	869.69	V010701
	TRELLIS RESEARCH INC	BOOKS	20,500.00	V010702
	WILLIAM S HEIN & CO	BOOKS	1,082.28	V010703
	GOBI LIBRARY SOLUTIONS	BOOKS	1,683.10	V010704
	SYNCB AMAZON	FACILITIES	115.84	V010719
	DUO SECURITY LLC	OSP	150.00	V010720
	EBAY-PAYPAL	COMPUTER SUPPLIE	13.13	V010721
	MICROSOFT CORPORATION	OSP	340.00	V010722
July 21				
	EPLUS TECHNOLOGY,INC	PREPAID EXP	13,288.80	V010723
July 22				
	DILLION INSPECTIONS LLC	CAPITAL WIP	10,950.00	V010724
	GOOGLE	SERVICES	1.99	V010749
July 23				
	MARRIOTT HOTELS & RESORTS	TRAVEL	842.49	V010725
July 27				
	LEXISNEXIS MATTHEW BENDER	BOOKS	3,124.24	V010705
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,839.90	V010706
	NATIONAL CONSUMER LAW CENTER	BOOKS	185.00	V010707
	PRACTISING LAW INSTITUTE	BOOKS	1,059.32	V010708
	UNITED NATIONS PUBLICATIONS	BOOKS	261.42	V010709
	WILLIAM S HEIN & CO	BOOKS	1,318.50	V010710
	DOORDASH	BOARD EXPENSE	128.90	V010726
	ORKIN	BLDG SVCS	156.38	V010727
	PPLSI	CAFE PLAN-INS	264.21	V010728
	SECURITAS SECURITY	SECURITY	8,485.16	V010729
	UPS	DELIVERY & POSTAG	15.03	V010730
July 29				
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	1,975.06	V010750
July 30				
	SYNCB AMAZON	BOOKS	407.55	V010741
			267,467.12	

MEMORANDUM

DATE: August 26, 2026

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Approval of Job Description for Director, Access Services, Collection Development, and Digital Literacy

INTRODUCTION

The Director of Reference and Collections recently resigned as of July 31, 2026. As the recruitment for a new Director proceeds, staff would like to take the opportunity to update the job description for this position with a new title and added responsibilities. The new job description will better reflect the job duties already listed as well as recognize a need for a targeted focus on digital literacy in the library profession, daily operations, and access services.

As the library begins to consider its future in strategic planning, it is evident that digital literacy regarding emerging information technology tools and AI enhanced functions will change how staff will effectively serve the public, conduct daily operations, curate and develop the collection, assist in legal research, and assure equitable access to justice for the community. With this in mind, staff believe adding digital literacy as a component to this pivotal leadership role is critical for LA Law Library's evolution into an impactful library of the future.

Attached to this report is a redlined version of the job description with revisions proposed. As the recruitment process to fill the position moves forward, staff recommend the Board approve of these revisions to accurately reflect the duties assigned and additional responsibilities.

RECOMMENDATION

Staff recommends that the Board approve the attached job description for the Director, Access Services, Collection Development and Digital Literacy.

LA LAW LIBRARY
JOB DESCRIPTION

Title:	**Director, ~~Reference & Collections~~Access Services, Collection Development, & Digital Literacy**
Department:	**~~Reference & Collections~~ Reference/Circulation/Collections Development**
Focus:	**Reference, Circulation, ~~&~~ Collection Development, & Digital Literacy**
Reports to:	**Executive Director**
Position Supervised:	**Reference Librarians; Senior Librarian, Collection Development; Managing Librarian; Circulation Manager**
FLSA Status:	**Exempt**
Salary Grade:	**8**
Union Status:	**Ineligible for Representation**
Effective Date:	**~~1/25/2024~~ August 26, 2026**

Position Summary

Under the direction of the Executive Director, oversees essential Access Services to ensure updated and relevant physical and digital resources are curated, properly maintained, and accessible to the community. Manages core functions and support systems which connect legal professionals, self-represented litigants, and the general public to the right materials through Reference & Research, Collection Development ~~and~~, Circulation ~~functions~~ and information technology integration of emerging digital resources. ~~to zealously provide quality services to legal, self-represented, and public patrons.~~ In recognition digital literacy and new tools such as AI technologies will play an important role in library services of the future, this position leads initiatives to integrate technologies to improve operations while supporting vital in person services, education, programming and reference assistance between staff and patrons.

Provides mentorship, training and supervision to staff responsible for reference, research, collection development and circulation services. Oversees the Library's busy reference and circulation desks, collection development, special projects and programs and fee-based Members Program. Leads efforts to maintain and grow staff knowledge and competencies through continuing education, professional development and self-study. As part of the Executive leadership team, participates in public outreach activities to promote library-wide services, programs, and legal resources.

Responsibilities and Duties

LALAWLIBRARY

Planning

- Assist the Executive Director and the executive team with long range planning and the development of operational and staff goals and departmental and library wide policies
- Analyze user needs and recommend new projects, programs and services for various patron groups
- Develop comprehensive understanding of local community needs in order to provide access to legal information throughout the Los Angeles community and beyond
- Participate in staff meetings, departmental committees and library-wide team activities
- Participate in cooperative and professional association activities to maintain professional awareness and ensure high level of currency in all services
- Prepare analysis of monthly / quarterly statistics, data and activities.
- Propose and monitor departmental budget and coordinate revenue and expense tracking with Finance Department.
- Assist with the development of policies and procedures for responding to needs/comments/complaints/questions from patrons.

Supervision and Leadership

- Oversees and supervises in-person and remote reference desk services, including workflows, procedures, and best practices utilized by staff, in accordance with Library policy.
- Oversees and supervises reference desk scheduling, in conjunction with the Managing Librarian for Reference, Research & Shelving
- Oversees and supervises in-person and remote circulation desk services, including workflows, procedures, and best practices utilized by staff, in accordance with Library policy.
- Oversees and supervises collection development policies, practices and projects, including workflows, procedures, and best practices utilized by staff, in accordance with Library policy.
- Oversees the Members Program and, in conjunction with Members Program staff, identifies, develops and recommends services, policies and procedures to improve the Members experience.
- Oversees internship programs, including outreach and identifying and developing, policies and procedures to improve the intern process and experience.
- Proposes and implements new or expanded programs, policy changes, or alterations to workflows and practices relevant to the department.
- Assures proper budgeting for revenue and expenses derived from Reference & Collections.
- Coordinates and conducts internal training for librarians and other library staff on reference and research topics, including use of new or existing database products and other resources.
- Mentors and trains newly hired reference librarians and associates, including orientation to procedures and best practices.
- Assists with job announcements, recruitment and hiring of staff. Oversees and participates in the hiring process for direct reports, in accordance with Library policy.
- Evaluates staff performance through regularly scheduled and annual evaluation process, including recommendation of merit and promotional opportunities, and disciplinary measures up to and including termination of employment.

- Reports and acts on violations of Library policies including non-harassment.
- Monitors and advises on the effectiveness and efficiency of processes within the Reference & Collections department.
- Provides management, direction and guidance for specific assignments, projects and programs as needed.

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Reference Assistance and Services to Library Users

- Ensures that reference librarians provide quality reference and research services through appropriate and knowledgeable use of reference tools and resources.
- Oversees development of bibliographies, pathfinders, legislative histories and other user aids and guides.
- Coordinates Reference & Collections activities with Information Technology and Facilities teams to support the provision of services and programs to the general public and specified patron groups.
- Assists with development of policies and procedures for responding to user comments, complaints and questions.
- Assist in resolution of patron complaints in accordance with Library procedures and policies.
- When needed, provides expert reference services, detailed research and user assistance to both the legal and general public communities through in-person, phone, email or other electronic methods.

Training and Outreach

- Teaches classes and updates class materials for both legal and general public users.
- Participates in professional seminars, workshops, and lectures.
- Gives library tours to the general public, school groups, and partnering organizations.
- Participates in library-wide initiatives and activities to expand outreach, increase exposure, and promote services, programs, and collection as needed

Collection Development

- Provide direction, advice and oversight as needed for the selection of new materials in all formats to maintain a comprehensive and current collection in conformity with Collection Development Policy and the approved budget.
- Provide direction and guidance as needed for the development and maintenance of a preservation and retention policy.
- Foster effective Collection Development activities in coordination with other departments.
- Review and analyze proposed Collection Development Policy and make recommendations for changes, additions or deletions as needed.
- Oversee and supervise process for reviewing print and electronic materials and recommending additions, deletions and enhancements to the collection.
- Analyze subject areas of the collection and supervise preparation of comparative data.

- Oversee and supervise collection development decision-making.
- Oversee and supervise shifting and major relocation projects.
- Coordinates with Collection Management Services regarding cataloging, call number, and other collection access, maintenance, and selector related matters

Digital Literacy

- Conducts research and assessment of strategic integration of AI technologies to improve efficiencies of operations while preserving and protecting the need for meaningful patron assistance through human interactions between staff and the public
- Leads initiatives to incorporate new digital technologies, including artificial intelligence tools, to improve library operations and systems as appropriate;
- In collaboration with subject librarians, design and deliver workshops and instruction materials for AI literacy in research.
- Educate staff and users on limitations and biases of AI systems.
- Support the integration of AI awareness and AI literacy within research and information literacy programming.
- Collaborate with library colleagues to develop internal guidance on the evaluation, adoption, and use of AI tools in the library environment.

Other Responsibilities

- Participates in library-wide projects and programs.
- Works in collaboration with other executive leadership across departments in planning and implementing library-wide initiatives and programs
- Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.
- Attends professional programs, activities and conferences; represents the Law Library in local, state and national associations.
- Assists other reference and research services staff as required.
- Other duties as required.

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Position Qualifications

Required

- Master's Degree in Library Science or Master of Library and Information Science from an ALA-accredited institution.
- 5-7 to years of law library experience~~.~~
- 2-3 years supervisory experience in a library setting
- Three (3) years demonstrated organization and management of a law library patron services program or department handling circulation, reference assistance, and/or collection development.
- Demonstrated outreach and communications experience within a legal or public community
- Thorough understanding and use of legal and law-related databases
- Prior experience supervising professional and paraprofessional staff
- Familiarity with applicable software and technology including MS Office suite, including PowerPoint, etc.
- Ability to communicate clearly and concisely.
- Demonstrated writing ability, including full report analysis and assessment
- Knowledge of professional law librarianship concepts, principles, and practices.
- Valid CA driver's license and willingness to drive personal vehicle on library related business.
- Ability to work effectively with diverse patron population and act with compassion and respect in providing services to underserved or marginalized populations

Preferred

- Master's Degree in Library and Information Science from an ALA-accredited institution and advanced degree in law, judicial administration, political science, or other relevant field.
- Experience with digital literacy, technology integration, or information management and organization in a library setting
- Experience teaching in a classroom setting or online equivalent.
- Public or government law library experience.
- Familiarity with standard legal databases.
- Familiarity with social media and other digital platform use in library environment.

Work Environment

Will be working in an office environment and in reference and circulation public service counter areas. Subject to approval of the Executive Director and in accordance with the Library Work From Home Policy, working from home one day a week is possible in this position.

Physical Abilities Required

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

Approvals

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

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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

LALAWLIBRARY

MEMORANDUM

DATE: August 26, 2026

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Presentation of new collaboration with Center for Law, Brain and Behavior (CLBB) NeuroLaw Library, Department of Psychiatry at Massachusetts General Hospital, Harvard Medical School, by Stephanie Tabashneck, PsyD, JD, Founding Director

CENTER FOR LAW, BRAIN AND BEHAVIOR (CLBB) NEUROLAW LIBRARY

The Center for Law, Brain and Behavior (CLBB) NeuroLaw Library is based out of Massachusetts General Hospital, the largest teaching hospital of Harvard Medical School. The first of its kind resource for providing free, open access, and reliable neuroscience in plain language, the NeuroLaw Library puts the most accurate and actionable neuroscience in the hands of judges, lawyers, policymakers, and advocates in an effort to encourage fairer, more effective science-informed judicial outcomes.

The NeuroLaw Library is designed to be used across the judicial spectrum—defense attorneys, prosecutors, judges, probation and parole officers, advocates, incarcerated persons and their families. The collection includes open-source journal articles, amicus briefs, affidavits, educational videos, and toolkits which can be adapted to five different reading levels (starting at the sixth-grade level) to help level the courtroom playing field and shape a legal system that is more just for all those affected by the law.

LA Law Library will be collaborating with the NeuroLaw Library beginning with the 2026 October Pro Bono Week and beyond. The featured topic during Pro Bono Week will focus on understanding Juvenile and Emerging Adult Justice. CLBB's founding Director, Stephanie Tabshneck, will provide the Board with an overview of the work of NeuroLaw Library and its collection.

Attached is a flyer regarding the NeuroLaw Library resources.

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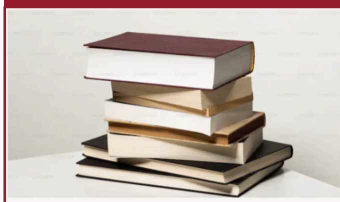
CLBB NeuroLaw Library

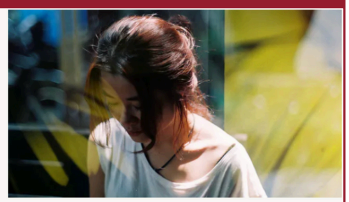
clbbneurolawlibrary.com

Free information for public defenders, prosecutors, judges and judicial personnel, probation and parole officers, persons who are incarcerated, librarians, families of persons who are incarcerated, teachers, students, and advocates.

Courses



Working with Forensic Experts



Trauma

Science of False Confessions

Positive Youth Development

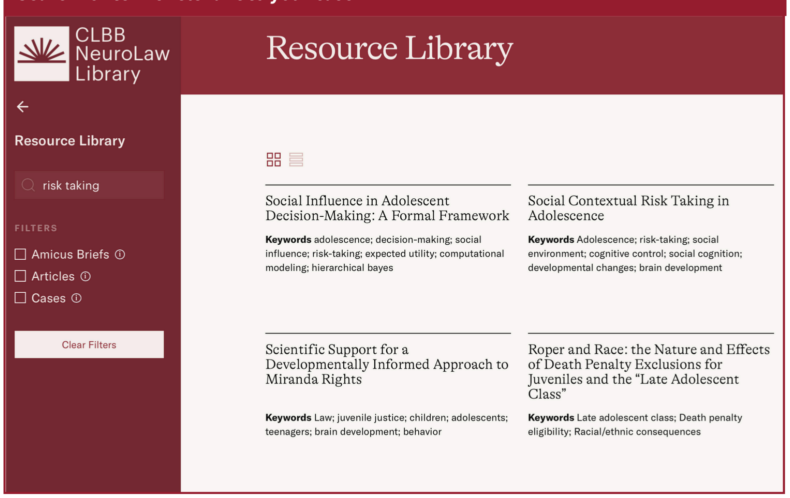
Content includes

- open source journal articles
- expert affidavits
- white papers
- amicus briefs
- educational videos and courses
- neurolaw dictionary
- toolkits for attorneys and litigants

Features

- extensive indexes and search mechanisms
- ability to adjust materials to five reading levels
- continuous case law updates
- real-time help from a resource librarian

Search for terms relevant to your case



Modules

June 2024
Juvenile and Emerging Adult Justice

May 2026
Addiction and the Law

July 2026
Trauma and the Legal System

August 2026
Memory in the Courtroom

CLBB
CENTER FOR LAW, BRAIN & BEHAVIOR

Massachusetts General Hospital
Founding Member, Mass General Brigham

MEMORANDUM

DATE: August 26, 2026

TO: Board of Law Library Trustees

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

RE: UBS Financial Services Inc. Investment Presentation

SUMMARY
UBS Financial Services, Inc., the Library's investment advisor, is pleased to make this informational presentation as means to provide a brief update on the investment mechanism and performance.

BACKGROUND
In April 2014 and pursuant to California & Professional Code Section 6348.5, the Board authorized the Library's then Finance Director to enter into a consulting agreement with UBS Financial Services Inc. to invest surplus funds in long term zero-coupon U.S. Treasury obligations to maximize investment returns. The Library's total authorized principal investments total $5.5M.

Year	Principal Investment Amount
April 2014	$4M
June 2016	$500K
December 2019	$1M
Total principal investment	$5.5M

The current value of our investment as of 06/30/2026 is $6.9M.

As a way to support and recognize the Library's work in the community UBS Financial Services Inc. has absorbed all investments costs to date.

The presentation will consist of the same summary provided to the Board at the October 23, 2019 meeting with minor updates; a copy of which is attached here.

RECOMMENDATION
No recommendation is being presented at this time.

Attachment

LALAWLIBRARY

UBS Financial Services, Inc. Presentation Summary
10-23-2019

US Treasury Obligations have been an integral part of the portfolio's low risk orientation.

The willingness to understand further the workings of the "Zero-Coupon US Treasury Obligations" can best be presented beginning from a generic perspective of the most utilized and recognized direct *US Treasury Obligations*.

The following is a brief summary of those most utilized and recognized direct *US Treasury Obligations*:

1. ***U.S. Treasury Bills***

    1. issued at a discount from Face Value
    2. no cash flow
    3. interest return is paid upon maturity
    4. issued for maturities of no longer than one (1) year in duration

2. ***U.S. Treasury Notes***

    1. issued at Face Value (“Par“)
    2. interest payments made every six (6) months
    3. issued for maturities of 2, 3, 5, 7, and 10 years

3. ***U.S. Treasury Bonds***

    1. issued at Face Value (“Par“)
    2. interest payments made every six (6) months
    3. issued for maturity in thirty (30) years

4. ***U.S. Treasury Inflation-Protected Securities (“TIPS“)***

    1. issued with a Fixed Interest rate
    2. interest payments made every six (6) months
    3. Face Value varies with inflation per CPI
    4. issued for maturities of 5, 10, and 30 years

5. ***U.S. Treasury Floating Rate Notes (“FRNs“)***

    1. issued at Face Value (“Par“)
    2. interest payments made every three (3) months
    3. payments vary based on 13-week U.S. Treasury Bill rates
    4. issued for maturity in two (2) years

6. ***Separate Trading of Registered Interest and Principal of Securities("STRIPS") or "Zero Coupon US Treasuries"***

1. "issued" at a discount from Face Value
2. no cash flow
3. interest return is secured upon maturity
4. issued for maturities as long as thirty (30) years

Applying pure and basic mathematics, item "6" above is the one to understand, appreciate, and utilize.

Here is a real-life (per 10/15/19 interest rate quotes) example:

➢ The general equation applied toward a ***"Zero-Coupon US Treasury" STRIPS*** is

"$__________ @ ______% for ______years = $____________ in year ______ for Desired Maturity Value $____________"

➢ For example,

- today is in year 2019,
- the Desired Maturity Value is $100,000
- maturing in year 2024 (i.e., 5 years from now),
- today's interest rate for a 5-year maturity US Obligation is x.xxxx%

Thus, by calculating backwards, "$___XXXX___ @ _1.781_% for __5__years = $100,000 in year _2024_ for Desired Maturity Value of $100,000".

The answer is: $91,792.

The LA Law Library account consists only of the following assets:

1. Bank Deposits (with the $250,000 FDIC insurance coverage),
2. The Federated US Treasury Cash Reserves money market fund (consisting only of US Treasury Bills, Security Symbol, "UTIXX"),
3. US Treasury Bills, and
4. STRIPS.

MEMORANDUM

DATE: August 26, 2026

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Approval of New Memorandum of Understanding with SEIU Local 721

SUMMARY AND BACKGROUND

The Memorandum of Understanding (MOU) with SEIU Local 721 expired on June 30, 2025. LA Law Library management and SEIU Local 721 have continuously engaged in good faith bargaining since that expiration.

At the direction of the Board of Trustees, negotiators for LA Law Library extended management's last, best and final offer to SEIU 721 representatives on July 9, 2026. On August 6, 2026, upon consideration of the all terms set forth in the Library's last best and final offer, SEIU 721 voted to ratify the proposed MOU.

Attached is a copy of the ratified MOU that reflects all terms of the Board's last, best and final offer. If the Board of Trustees vote to approve the attached MOU at this meeting, it would be effective for the period of July 1, 2025 to a termination date of June 30, 2027. The Board would then need to approve and sign the accompanying CalPERS health resolutions reflecting the changes in healthcare benefits.

The below is a summary of the most salient terms set forth in the ratified MOU:

Article 8-Wages;

All employees covered under this Memorandum of Understanding shall receive the following salary increases during the term of this agreement:

a) Effective July 01, 2025, an across-the-board increase of 3.0% of base;

b) Effective July 01, 2026, an across-the-board increase of 3.0% of base

LALAWLIBRARY

Article 31-Benefits-Section 1 PERS Group Health Benefit, Dental Plan

Effective January 2026, the Library will pay up to the following amounts monthly towards the cost of premiums for health care coverage:
$756 per month for employee-only coverage;
$1080 per month for coverage for employee plus one dependent;
$1296 per month for coverage for employee plus two or more dependents.

Effective January 2027, the Library will pay up to the following amounts monthly towards the cost of premiums for health care coverage:

$817 per month for employee-only coverage;
$1167 per month for coverage for employee plus one dependent;
$1400 per month for coverage for employee plus two or more dependents.

Article 33-Transportation: No change in original language:

The Law Library shall reimburse full and part-time employees, who purchase public transportation (i.e., Metro, Metrolink, etc.), one half of the monthly cost up to a cap of $130 per month.

The proposed redlined MOU is attached. On August 6, 2026, the members of the bargaining unit voted to ratify the proposed MOU. If the Board of Trustees approves the MOU, staff will execute the final MOU.

Recommendation:
Staff recommends that the Board approve the attached SEIU Local 721 Memorandum of Understanding for July 1, 2025 through June 30, 2027 and accompanying CalPERS health resolutions.

SEIU Local 721

Los Angeles County Law Library

BU 870 Full-Time Employee Unit
BU 871 Part-Time Employee Unit

Memorandum of Understanding

July 1, 2025,
through
June 30, 2027

Mission Statement

We are a powerful organization that stands for quality services and wins for our members and the communities where they live and work.

Vision Statement

We will unite all of our members into one strong union that adapts to changing surroundings. We will bring a union voice to all public service workers in Southern California. We will ensure future generations are prepared to lead their successors into the future. We will collaborate with the public to win resources for services that make communities stronger. We will create every opportunity for members to lead in their communities and at work, including encouraging and training union members to hold political office. We will hold ourselves and others accountable to our values. Together we will be the model for unions in the 21st Century.

1545 Wilshire Blvd Ste 100 • Los Ángeles CA 90017-4510

(877) 721-4968 • www.seiu721.org

Contents

ARTICLE 1 PURPOSE

It is the purpose of this Memorandum of Understanding to promote and provide for harmonious relations, cooperation, and understanding between Management and the employees covered by this Memorandum; to provide an orderly and equitable means of resolving any misunderstandings or differences which may arise under this Memorandum of Understanding; and to set forth the full and entire understanding of the parties reached as a result of good faith negotiations regarding the wages, hours, and other terms and conditions of employment of the employees covered by this Memorandum, which understanding the parties intend jointly to submit and recommend for approval and implementation to the Board of Law Library Trustees hereinafter referred to as "the Board."

ARTICLE 2 RECOGNITION

Pursuant to the provision of applicable State law, Los Angeles Law Library hereby recognizes SEIU Local 721 as the certified exclusive representative in the Non-Professional and Professional Non-Supervisory Unit. The term "employee" or "employees" as used herein shall refer only to Library employees in the following classifications that constitute this Unit.

1. Administrative Clerk
2. Library Clerk
3. Library Technician
4. Administrative Technician
5. Librarian
6. Library Aide
7. Library Associate
8. Facilities Clerk

ARTICLE 3 NON-DISCRIMINATION

The parties mutually recognize and agree fully to protect the rights of all employees covered to join and participate in the lawful activities of SEIU Local 721 or to refuse to join and participate in union activities and all other rights provided by the Myers-Millais-Brown Act. No employee shall be interfered with, intimidated, restrained, coerced, or discriminated against because of the exercise of these rights. The provisions of this Memorandum of Understanding shall be applied equally to all employees covered hereby without favor or discrimination because of race, color, age, national origin, political or religious affiliation, disability status, gender, or sexual orientation.

The use of all nouns, pronouns, and adjectives contained in this Agreement are used in their generic sense and are not intended to indicate any distinction based upon gender.

ARTICLE 4 IMPLEMENTATION

This Memorandum of Understanding constitutes a mutual recommendation to be jointly submitted to the Board. It is agreed that this Memorandum of Understanding shall not be binding upon the parties unless and until the Board acts to approve said Memorandum of Understanding.

Following approval of this agreement and ratification by members of this Unit, management will expedite the submission of this Memorandum of Understanding to the Board for its approval.

ARTICLE 5 TERM

Unless specified otherwise in this agreement, the term of the Memorandum of Understanding shall commence on the date when the terms and conditions for its effectiveness are fully met, as set forth in Article 4, Implementation, but in no event shall said Memorandum of Understanding become effective prior to ratification by the Board and SEIU Local 721.

This Memorandum of Understanding shall expire and otherwise be fully terminated on June 30, 2027.

ARTICLE 6 RENEGOTIATION

In the event either party hereto desires to negotiate the provisions of a successor Memorandum of Understanding, such party shall serve upon the other at least 90 days prior to the expiration of this agreement, its written request to commence negotiations for such successor Memorandum of Understanding.

If prior to July 01, 2027, the Law Library receives at least $1 million dollars in supplemental funding from the State of California, then the Library shall promptly notify SEIU. SEIU shall have the option within 30 days of the notice to reopen the terms of Article 8 regarding compensation by serving upon the Library SEIU's written request to commence negotiations including its initial proposal for the modification of Article 8. Failure to provide a written request including a proposal shall be deemed a waiver of this reopener provision.

ARTICLE 7 OBLIGATION TO SUPPORT

The parties agree that, subsequent to the execution of this Memorandum of Understanding and during the period of time said Memorandum is pending before the Board for action, neither SEIU Local 721 nor Management, nor their authorized representatives will appear before or meet with the Board individually to advocate any amendment, addition, or deletion to the terms and conditions of this Memorandum of Understanding. It is further understood that this article shall not preclude the parties from appearing before the Board nor meeting with individual Board member to advocate or urge the adoption and approval of this Memorandum of Understanding in its entirety.

ARTICLE 8 SALARIES

All employees covered under this Memorandum of Understanding shall receive the following salary increases during the term of this agreement:

a) Effective July 01, 2025, an across-the-board increase of 3.0% of base;

b) Effective July 01, 2026, an across-the-board increase of 3.0% of base.

The Law Library proposes a relevant Salary / Classification Relationship Chart as seen below.

Employees at or exceeding of their classification pay scale are not eligible for annual wage increases but are eligible for merit increases as identified in Article 11 of this agreement.

Job Classification	Salary Range Beginning	1-Jul-25	Salary Range End
Library / Administrative Aide	$17.86	Hourly	$19.96
Library / Administrative Clerk	$19.96 $41,520	Hourly Annually	$23.11 $48,075
Library I Administrative Technician	$22.06 $45,890	Hourly Annually	$27.84 $57,909
Library Associate	$22.22 $46,226	Hourly Annually	$34.35 $71,441
Librarian	$55,682	Annually	$86,675

Job Classification	Salary Range Beginning	1-Jul-26	Salary Range End
Library / Administrative Aide	$18.40	Hourly	$20.56
Library / Administrative Clerk	$20.56 $42,765	Hourly Annually	$23.81 $49,518
Library I Administrative Technician	$22.72 $47,267	Hourly Annually	$28.68 $59,646

ARTICLE 8 SALARIES

Job Classification	Salary Range Beginning	1-Jul-26	Salary Range End
Library Associate	$22.89 $47,613	Hourly Annually	$35.39 $73,584
Librarian	$57,352	Annually	$89,275

Bilingual Pay

Library employees who are deemed proficient in bilingual translation services and are assigned to a position and/or special project requiring use of such services for a minimum of two hours per assignment, shall be compensated at a flat rate of fifty dollars ($50.00) per month per foreign language for providing such services on behalf of the Library so long as the immediate supervisor or manager determines that the employee meets the criteria set forth in the Board of Trustees approved Bilingual Pay Policy adopted on September 24, 2025 and incorporated herein by reference.

ARTICLE 9 HOURS & OVERTIME

The LA Law Library and SEIU Local 721 jointly agree that overtime shall be compensated as follows:

1. All full-time positions shall observe a standard 40-hour work week, 8 hours per workday plus a 45-minute unpaid lunch and wages that compensate for the extra fifteen (15) minutes of work.

2. Exempt positions shall not be entitled to coverage under the Fair Labor Standards Act. Those positions in the full-time Professional, Non-Supervisory Unit are Librarians.

3. Nonexempt positions will receive overtime pay for all hours worked in excess of forty (40) in one week. "Hours worked" will be calculated as provided for by the Fair Labor Standards Act. "Hours worked" do not include time for which an employee is not compensated (unrestricted on-call time) or compensated but does not actually work, including but not limited to sick leave, and vacation pay with the exception that those hours paid during a work week for a regular Law Library holiday will be counted in calculating hours worked for overtime purposes.

4. Nonexempt employees shall receive overtime pay at the rate of one and one-half (1½) times the employee's regular rate of pay for all time worked in excess of forty (40) hours in one week. Regular rate of pay shall be calculated as provided for by the Fair Labor Standards Act.

5. All overtime work must be authorized by the Executive Director or his/her designee in advance. The Executive Director or his/her designee will make best efforts to offer overtime opportunities to current employees based on seniority within the applicable classification and work unit on a rotating basis, so long as the employee offered the overtime opportunity has the skill set and qualifications to perform the job duties required for the position.

Compensatory time in lieu of paid overtime must meet the following terms:

A. Compensatory time for nonexempt shall be booked at one and one-half hours for every hour worked in excess of forty (40) hours in the work week. Nonexempt employees may accumulate a maximum of 240 hours of compensatory time off. All hours accumulated in excess of 240 hours shall be paid out in cash. All remaining accrued compensatory time shall be paid to the employee at the time of termination of employment.

B. Exempt employees are not eligible to receive additional compensation for hours worked in excess of 40 hours. At the discretion of the Executive Director, exempt employees will be permitted to take an hour off for each hour worked in excess of 40 hours. An exempt employee must receive advanced approval from the employee's Service Area Director in order to take time off. Compensatory time should be taken in the following month or sooner, but another day can be used if it is within a reasonable time and will not put a burden on the Service Area involved. Compensatory time accrued by exempt employees shall have no monetary value and will not be eligible for payment upon termination of employment.

ARTICLE 10 PAYCHECK ERRORS

Section 1. Underpayments

1. Management will immediately request its Bank to rectify a significant underpayment (equal to or exceeds $100.00) on the employee's payroll check within three business days, exclusive of legal holidays, after receipt by Human Resources or his/her designated representative of a request by the effected employee within two (2) business days after receipt of 1he warrant. Otherwise, the correction shall be made in the next regularly payroll check following receipt of the request.

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

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

Section 2. Overpayments

1. Employees will be notified prior to the recovery of overpayments.

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

ARTICLE 11 PERFORMANCE EVALUATIONS

The purpose of an annual review is to permit the supervisor and the employee to engage in mutually respectful dialogue conducted in a professional manner. An employee evaluation shall be presented and reviewed with each employee in a confidential manner. Employee evaluations shall be written annually between the calendar months of January through February.

For purposes of this MOU, merit pay is defined as an increase in salary that is dependent upon an employee’s performance during a fixed review period, and is a percentage added to the employee’s salary. A bonus is defined as a one-time incentive or monetary reward for positive performance. It is within the discretion of the Executive Director or his/her designee to approve any merit pay or bonus .

The parties agree that there will be no merit pay or bonus awarded during the term of this MOU.

An employee who believes the overall evaluation is inaccurate shall file a written grievance and request a meeting with the employee’s Service Area Director within ten (10) business days of receiving the evaluation.

If the employee continues to believe the evaluation is still inaccurate the employee may appeal the Service Area Director’s decision with the Executive Director, or designated representative within ten (10) business days of receiving the Service Area Director’s response. The employee’s overall performance rating shall not be subject to the arbitration step of Grievance Procedure. The decision of the Executive Director is final.

Management agrees that properly used paid sick leave protected by federal and state laws or vacation used in the twelve months immediately prior to a Performance Evaluation will not be negatively referenced on such forms.

Employees who are promoted shall receive a written performance evaluation within ninety (90) calendar days of the effective date of their probation. Thereafter, the employee will be evaluated annually as provided for in this section. The evaluation shall provide feedback regarding the employee’s performance in the new position and identify any areas requiring improvement. The purpose of this evaluation is to ensure the employee is informed of their progress and performance expectations in the new role.

ARTICLE 11 PERFORMANCE EVALUATIONS

If Management fails to follow this Performance Evaluation Schedule and Procedures, such failure may be grieved by the affected employee within ten (10) business days of the alleged violation of the Schedule and Procedure System.

ARTICLE 12 TRAINING & CAREER DEVELOPMENT

Management will continue its practice of in-service training as well as having employees participate in approved training courses, conferences, and/or business-related events that will improve the efficient operation of the library and improve service to the public within budget capabilities and constraints. To equitably offer such training and career development, it is understood that such opportunities may be on a limited and rotating basis to employees within their departmental work units. When appropriate, managers/supervisors may request staff members who have been approved to participate to provide summaries of the training materials for departmental employees who could not attend.

Employees may submit requests to their supervisors/managers requesting participation in training or career development. Management will consider all requests received and will not arbitrarily or capriciously reject any request.

Management approval will depend upon factors such as whether the training course is relevant to the employee’s work tasks, consistent with the Library’s mission, encourages related professional development at the Library, and is within budgetary capabilities. Employees who wish to participate in training courses or conferences on topics unrelated to their job duties or professional growth at the Library may use vacation or personal time off to attend subject to their supervisor’s approval for time off.

Subject to prior approval, management will cover the following costs/expenses to attend training and career development events:

1. Registration fees
2. For hourly employees: hourly rate of pay for the time required to attend any approved sessions
3. For same day required attendance: hourly rate of pay for attendance, registration fees, travel costs to and from the Library to the location, parking fees
4. For attendance requiring overnight stays: time spent traveling to location and from location; management pre-approved lodging costs to attend event;

ARTICLE 12 TRAINING & CAREER DEVELOPMENT

The Library does not cover the following costs/expenses:

1. Per diem to cover meal expenses;

2. Incidental expenses that are not approved, unforeseen, or unplanned and arise during business activities such as travel, dining, entertainment, or personal care not directly tied to the primary business activities;

If management is allowing employee to take time off to attend a work-related event and the employee is not compelled to attend or participate, the employee's travel time and associated costs will not be compensated by the Library. The Library will not pay registration fees for unrelated courses/conferences.

ARTICLE 13 SAFETY

Management will make every reasonable effort to provide and maintain a safe, secure, and healthy place of employment, and to prevent workplace violence as set forth in California Labor Code 6401.9. SEIU Local 721 will encourage all members in the Unit to perform their work in a safe manner. Employees shall be alert to unsafe practices, equipment, and conditions, and report any hazardous, unsafe, and/or unhealthy practices or conditions promptly to their immediate supervisor or Manager. For any hazardous, unsafe, and/or unhealthy practices or conditions, the immediate supervisor or Manager will:

1. Correct or eliminate the condition if correction or elimination thereof is within their authority and capability, or,

2. Safeguard the condition within a manner designed to preclude injury to property and promptly report the unsafe condition to the proper level of supervision designated by Management for said purpose, if elimination of the hazardous condition is not within the immediate supervisors' capability.

3. If such condition cannot be satisfactorily remedied by the immediate supervisor, the employee or the employee's representative may submit the matter in writing to the Executive Director and/or designated representative, Administrative Office Manager, and Security Officer via email with the word "Safety" in the subject line. These members of the management team should respond immediately.

Management will maintain a First Aid Kit at each staffed Law Library facility and keep employees informed of the place it is kept.

ARTICLE 14 PERSONNEL FILES

An employee, or his/her SEIU Local 721 designated representative with the written consent of the employee, may inspect that employee's personnel file as approved under the California Labor Code.

An employee shall be advised of, and entitled to read, any written statement by the employee's supervisor or manager regarding his/her work performance or conduct if such statement is to be placed in his/her personnel file. The employee shall acknowledge that he/she has read such material by affixing his/her signature on the copy to be filed, with the understanding that such signature merely signifies that he/she has read the material to be filed but does not necessarily indicate agreement with its content. The employee is entitled to a copy of any material that he/she is required to sign. If the employee refuses to sign, the supervisor shall note his/her refusal on the copy to be filed along with the supervisor's signature and the signature of a witness to the employee's refusal to sign. An employee may provide a written rebuttal to any written statement by employee's supervisor within ten (10) calendar days of signing or refusing to sign the document. The rebuttal shall be attached to the corresponding document and placed in the employee's personnel file.

The employee may file a grievance regarding any such document within the prescribed time limits of the grievance procedure. Grievances filed under this provision shall not be subject to the Arbitration provisions of the Grievance Procedure unless they involve a violation of specific provisions of this agreement. If the employee fails to file a grievance within the designated time limits, the document becomes part of the official file. If the employee does file a grievance within the designated time limits, said document will not be placed in the official file until the grievance appeal rights have been exhausted.

On reviewing his/her personnel file, an employee of this Unit may request to have any written warnings or written reprimands issued more than three (3) years prior removed from his/her personnel file.

ARTICLE 15 GRIEVANCE PROCEDURE

Section 1. Purpose

The purpose of the grievance procedure is to provide a method for the resolution of grievances without reprisal against any employee or employees who may submit or be involved in a grievance.

Section 2. Definitions

1. Wherever used the term “employee” means either employee or employees as appropriate.

2. “Grievance” means a complaint by an employee or a group of employees concerning the misinterpretation or misapplication of the provisions of this Memorandum of Understanding or of working conditions rules and regulations governing personnel practices which complaint has not been resolved satisfactorily in an informal manner between an employee and his/her immediate supervisor.

3. “Business Days” mean calendar days exclusive of Saturdays, Sundays, and legal holidays.

Section 3. Responsibilities

1. SEIU Local 721 agrees to encourage employees to discuss their complaint with their immediate supervisor. However, a Union representative may assist in preparing and presenting grievance at any step to ensure the employee’s concerns are fully and fairly addressed. The immediate supervisor will, upon request of an employee, discuss the employee’s complaint with him/her at a mutually satisfactory time.

2. A formal written grievance will state clearly in the grievance the specific action(s) complained of, the article(s) of the MOU allegedly violated and the specific remedy requested. To the best of the individual’s ability, the grievance will also state the provisions of the Memorandum of Understanding allegedly violated.

3. Management has the responsibility to:

A. Respond only to the specific complaint cited in the grievance as originally presented.

B. Inform an employee of any limitation of management's authority to fully resolve the grievance.

Section 4. Waivers and Time Limits

1. Failure by Management to reply to the employee's grievance within the time limits specified automatically grants to the employee the right to process any unresolved grievance to the next hearing level.

2. Any level of review, or time limits established in this procedure, may be waived or extended by mutual agreement confirmed in writing.

3. If an employee fails to appeal from one level to the next within the time limits established in the procedure, the grievance shall be considered settled on the basis of the last decision and the grievance shall not be subject to further appeal or reconsideration.

4. A grievance may be referred to a prior level for reconsideration by mutual agreement confirmed in writing.

Section 5. Employee Rights and Restrictions

1. The employee has the right to the assistance of a SEIU Local 721 representative in the preparation of a formal written grievance, and to represent him/her in formal grievance meetings. The grievant may be required to be present in meetings with Management for purposes of discussing the unresolved grievance.

2. An employee selected as a representative in a grievance process shall be required to obtain the permission of his/her immediate supervisor to absent himself/herself from his/her work assignment to attend a grievance meeting and give his/her supervisor reasonable advance notice to ensure that his/her absence will not unduly interfere with Law Library operations.

3. An employee may present his/her grievance to Management on work time. In scheduling the time, place, and duration of any grievance meeting, both the employee and Management will give due

consideration to the duties each has in the Law Library operation. No employee shall lose his/her rights because of Management imposed limitations in scheduling meetings.

Section 6. The Parties' Rights and Restrictions

1. None of the Parties shall unreasonably delay the processing of a grievance at any step of the established procedure.

2. Only a person selected by the employee and made known to Management prior to a scheduled formal grievance meeting shall have the right to represent or advocate as an employee's representative.

3. The employee may elect to be represented in a formal grievance meeting. Management may designate a representative to be present at such meeting.

4. A Union representative has the right to be present at any formal grievance meeting concerning a grievance that directly involves the interpretation or application of the specific terms and provisions of the Memorandum of Understanding.

5. Management shall notify SEIU Local 721 of any grievance involving the terms and conditions of this Memorandum of Understanding.

6. If a SEIU Local 721 representative elects to attend any formal grievance meeting, he/she must inform Management prior to such meeting. Management may also designate a representative to be present at such meeting.

7. Only employees who have direct, firsthand knowledge of the event(s) giving rise to the employee complaint may be called on as witnesses by the grievant. Any such witnesses may attend formal grievance meetings during work time without loss of pay with the prior approval of their immediate supervisor or Law Library Management.

ARTICLE 15 GRIEVANCE PROCEDURE

Section 7. Procedures

Informal Complaint:

An employee is encouraged to discuss his/her complaint in a meeting with his/her immediate supervisor. The immediate supervisor will, upon request of the employee, discuss the employee's complaint with him/her at a mutually satisfactory time. If the employee elects to have a union representative attend such meeting, the supervisor may elect to have another Management representative present.

Grievance Procedure:

Step 1:

A. Within ten (l0) business days from the occurrence of the matter on which the complaint is based, or within ten (10) business days from of the date the grievant should reasonably have had knowledge of such occurrence, whichever is later, an employee may file a formal written grievance. Three copies of the grievance will be completed by the employee stating the nature of the grievance, the provisions of *the Memorandum of Understanding allegedly violated and the remedy requested. The employee will submit two copies to his/her immediate supervisor and retain the third copy.

B. Within ten (10) business days from receipt of the grievance, the supervisor or Management designee will meet with the employee. Within ten (10) business days following such meeting, the supervisor or Management designee shall render a decision in writing using the original copy of the grievance.

Step 2:

A. Within ten (10) business days of the receipt of the decision at Step 1 the employee may appeal to the employee's Service Area Director or designee, using the original copy of the unresolved grievance.

B. Within ten (10) business days from the receipt of the grievance appeal to Step 2, the Division Senior Director or designated representative not serving at Step 1 will discuss the grievance with the employee before a decision is reached. Thereafter, the Senior Director or designated representative will provide the employee with a written decision within ten (10) business days following the grievance meeting using the original copy of the grievance.

Step 3:

A. Within ten (10) business days from receipt of the decision at Step 2, the employee may appeal to the Executive Director or designated representative using the original grievance form.

B. Within ten (10) business days from the date the submitted grievance appeal to Step 3 is received, the Executive Director or designated representative who has not been involved in the grievance in prior levels shall discuss the grievance with the employee. Thereafter, the Library Executive Director or his designee will provide to the employee a written decision within ten (10) business days following the grievance meeting.

C. If the Executive Director or designated representative fails to give a decision within the specified time limit, SEIU Local 721 may opt to refer the unresolved grievance alleging a violation of the negotiated agreement between the parties to arbitration.

D. On matters that are not subject to arbitration pursuant to Section 8 hereafter, the decision of the Executive Director or designated representative shall be final.

Section 8. Arbitration

1. Within thirty (30) business days from receipt of the written decision of the Executive Director or designated representative, SEIU Local 721 may request that the unresolved grievance be submitted to arbitration.

2. Only those grievances, which directly concern or involve the interpretation or application of the specific terms and provisions of this Memorandum of Understanding, may be submitted to arbitration hereunder. In no event shall such arbitration extend to:

ARTICLE 15 GRIEVANCE PROCEDURE

A. The interpretation, application, merits or legality of any state, or local law or ordinance, including specifically all ordinances applicable to the Law Library, unless the arbitrator, in his/her discretion, finds it necessary to interpret or apply such state or local law in order to resolve the grievance which has been submitted to the arbitrator.

B. The interpretation, application, merits or legality of any or all personnel rules or regulations of the Law Library, unless the arbitrator, in his/her discretion, finds it necessary to interpret or apply such personnel rules or regulations in order to resolve the grievance which has been submitted to the arbitrator.

C. Written Record of Conference

D. Performance Evaluation Ratings.

3. In the event SEIU Local 721 desires to request that a grievance, which meets the requirements of Section 8, paragraph 2 hereof, be submitted to arbitration, it shall within the time requirements set forth above, send a written request to the Executive Director or designated representative. The written request shall set forth the specific issue(s) still unresolved through the grievance procedure, which are to be submitted to arbitration.

4. Selection of an arbitrator shall take place as follows:

A. Within an additional sixty (60) business days from notification by SEIU Local 721 of a desire to arbitrate the unresolved grievance, the parties will attempt to select a neutral arbitrator from a mutually agreed source. If the parties cannot agree on an arbitrator, they will attempt to select an arbitrator from a list of five (5) names requested immediately thereafter from the Conciliation Service, Department of Industrial Relations, State of California through an alternate striking of names from that list. The party to strike the first name shall be determined by chance.

B. During each arbitration process, each party shall have one (1) opportunity to unilaterally reject the arbitration panel or list of names provided by the California State Mediation and Conciliation Service and immediately request an additional panel.

5. Arbitration of grievances hereunder shall be conducted generally within sixty (60) business days from the selection of the arbitrator and in accordance with applicable provisions of this article. The fees and expenses of the arbitrator shall be shared equally by the parties involved; it being understood and agreed that all other expenses including, but not limited to, fees for witnesses, transcripts and similar costs incurred by the parties during such arbitration will be the responsibility of the individual party involved.

6. Prior to the hearing, a representative of the Law Library and SEIU Local 721 shall meet and prepare a submission statement setting forth the issue(s) to be determined by the arbitrator. In the event Management and SEIU Local 721 cannot jointly agree on a submission statement, then at the hearing, each party shall present to the arbitrator its own submission statement in which case the arbitrator shall determine the issue(s) to be resolved.

7. The written decision of an arbitrator resulting from any arbitration or grievances hereunder shall not add to, subtract from, or otherwise modify the terms and conditions of this Memorandum of Understanding.

8. The written decision of an arbitrator resulting from any arbitration of grievances hereunder shall be advisory in nature and shall be rendered within thirty (30) calendar days following conclusion of the hearing.

9. The written decision of the arbitrator together with the evidentiary exhibits shall be submitted to the Executive Director or designated representative and SEIU Local 721. The Executive Director or designated representative shall advise SEIU Local 721 of his/her intentions concerning the arbitrator's decision within ten (I0) business days.

10. If the Executive Director rejects the arbitrator's decision, the Executive Director shall, after a complete review of the hearing records maintained by the arbitrator or the court reporter if one was requested by either of the parties, provide SEIU Local 721 within 30 days of receipt of the hearing record a written decision. Such written decision shall contain

findings of fact consistent with the hearing record together with the Executive Director's conclusion. The Executive Director's decision shall be final.

11. Within ninety (90) calendar days of the receipt of the Law Library's decision to reverse the arbitrator's decision, SEIU Local 721 may appeal the decision to the appropriate superior court department. Failure to appeal the Executive Director's decision within this ninety (90) day period, the grievance shall be considered settled and shall not be subject to further appeal.

ARTICLE 16 DISCIPLINARY PROCEDURES

Section 1. Discipline of Five (5) Days or Less

The following procedure applies to discipline where there is an actual loss of pay by the employee of five (5) days or less. Written reprimands or other actions that may be characterized as "disciplinary" are not subject to arbitration under this Article or any other.

Step 1: Administrative Meeting

When Management is considering disciplining an employee with loss of pay for five (5) days or less, Human Resources will invite the employee in writing to meet on a proposed date, time, and location to discuss the potential discipline. The employee is entitled to representation during the meeting.

Step 2: Notice of Intended Discipline

If Management determines after the Administrative Meeting (if held) that discipline is warranted, it will provide the employee with a Notice of intended Discipline. The Notice shall include the relevant facts, violations, and relevant evidence considered by Management when making its decision.

Step 3: Skelly Meeting

Within ten (10) business days from receipt of the Notice of intended Discipline, the employee or his/her representative may request that Human Resources schedule a Skelly Meeting. If the employee or his/her representative does not request a Skelly meeting within ten (10) business days, the employee has no right to a Skelly meeting. The Skelly officer will be the Executive Director or another Director of his/her designation.

Within ten (10) business days following the Skelly meeting, if held, or ten (10) business days following the last day upon which the Skelly meeting could have been held, Management will issue a Notice of Discipline. The Notice of Discipline shall be final and not subject to arbitration.

Step 4: Non-Binding Arbitration

1. Within ten (10) business days from receipt of the written decision of the Skelly Officer, SEIU Local 721 may request that the discipline be submitted to arbitration.

2. Within an additional thirty (30) business days from notification by SEIU Local 721 of a desire to arbitrate the discipline, the parties will attempt to select a neutral arbitrator from a mutually agreed source. If the parties cannot agree on an arbitrator, they will attempt to select an arbitrator from a list of five (5) names requested immediately thereafter from the Conciliation Service, Department of Industrial Relations, State of California through an alternate striking of names from that list. The party to strike the first name shall be determined by chance.

   During each arbitration process, each party shall have one (1) opportunity to unilaterally reject the arbitration panel or list of names provided by the California State Mediation and Conciliation Service and immediately request an additional panel.

3. The fees and expenses of the arbitrator shall be shared equally by the parties involved; it being understood and agreed that all other expenses including, but not limited to, fees for witnesses, transcripts and similar costs incurred by the parties during such arbitration will be the responsibility of the individual party involved.

4. Prior to the hearing, a representative of the Law Library and SEIU Local 721 shall meet and prepare a submission statement setting forth the issue(s) to be determined by the arbitrator. In the event Management and SEIU Local 721 cannot jointly agree on a submission statement, then at the hearing, each party shall present to the arbitrator its own submission statement in which case the arbitrator shall determine the issue(s) to be resolved.

5. The written decision of an arbitrator resulting from any arbitration or grievance hereunder shall not add to, subtract from, or otherwise modify the terms and conditions of this Memorandum of Understanding.

6. The written decision of an arbitrator resulting from any arbitration of discipline hereunder shall be advisory in nature and shall be rendered

within thirty (30) calendar days following conclusion of the hearing. The advisory decision of the arbitrator shall be submitted to the Law Library Board of Trustees Personnel Committee for a final determination.

7. The written decision of the arbitrator together with the evidentiary exhibits shall be submitted to the Law Library Board of Trustees Personnel Committee and SEIU Local 721. The Law Library Board of Trustees Personnel Committee shall advise SEIU Local 721 of its intentions concerning the arbitrator's decision within thirty (30) business days.

ARTICLE 17 RESOLVING ISSUES GENERAL-IN-CHARACTER

In order to provide an effective mechanism whereby disagreements between SEIU Local 721 and Management concerning the interpretation or application of applicable provisions of this Memorandum of Understanding affecting the rights of the parties or the working conditions of a significantly large number of employees in the Unit may be effectively resolved, the following procedures are agreed upon:

1. Where SEIU Local 721 has reason to believe that Management is not correctly interpreting or applying any of the provisions of this Memorandum of Understanding, SEIU Local 721 may request in writing that a meeting be held with the authorized representatives of the Law Library who have authority to make effective recommendations for the resolution of the matter with a copy to the Executive Director or his/her designated representative. Such written request shall be submitted within thirty (30) business days from the occurrence and shall set forth in detail the facts giving rise to the request for the meeting, provisions within the MOU that have been allegedly violated, and the proposed resolution sought. Within ten (10) business days of receipt of the request of such a meeting, the parties will meet for the purpose of discussing and attempting to resolve the disagreement (s).

2. Within ten (10) business days of such meeting, and in the event the matter is not satisfactorily resolved, SEIU Local 721 shall have the right to meet with the Executive Director or designated representative in an attempt to resolve the matter.

3. Within ten (10) business days after the meeting, the Executive Director or his/her designated representative shall respond to SEIU Local 721 in writing setting forth Management's decision and reasons therefore.

4. If the matter is not satisfactorily resolved, affected individual employees pursuant to the provisions of Article 15 — Grievance, may file individual grievances.

ARTICLE 18 STEWARDS

Section 1.

It is agreed by -the parties of this Memorandum of Understanding that-SEIU Local 721 may select a reasonable number of stewards not to exceed three (3) stewards at the main library. SEIU Local 721 shall provide the director or designee a written list of employees that have been selected as stewards. Law Library Management shall recognize only those names listed by SEIU Local 721 as stewards.

Section 2.

A steward may not leave the steward’s work site or cease doing assigned work without receiving the approval of Management. Permission to leave the work site shall not be granted to perform the tasks in section three (3) if such absence would cause an undue disruption of the Library’s work. If time cannot be granted immediately, time limits shall be extended for a time equal to the delay.

Section 3.

A steward shall be given reasonable release time without loss of pay to represent a unit’s employee in informal or formal grievance meetings, new-employee orientation meetings, and in pre-disciplinary hearings (Skelly) or pre-disciplinary interviews with Management where there is a reasonable expectation that disciplinary action will follow. No more than one (1) steward shall receive release time to participate in any meeting with Management unless otherwise agreed to. In situations where the issue to be discussed at such meeting involves more than one department or worksite location, no more than two (2) stewards shall receive release time. Release time shall include travel time from the steward’s assigned work location to meetings held at the Main Branch of the Law Library.

Section 4.

Stewards must complete union-sponsored Leadership Academy training before representing an employee at any meeting with Management. All Law Library supervisors and other staff who supervise employees must complete training regarding Weingarten rights of employees.

ARTICLE 19 PAYROLL DEDUCTIONS AND UNION DUES

Section 1. Deductions and Dues

It is agreed that Union dues and such other deductions as may be properly requested and lawfully permitted shall be deducted from the bi-weekly payroll check of each employee covered hereby who files with the Law Library a written authorization requesting that such deduction be made in accordance with applicable provisions of State law.

Remittance of the aggregate amount of all dues and other proper deductions made from the salaries of employees covered hereunder shall be made to SEIU Local 721 within thirty (30) business days after the conclusion of the month in which said dues and deductions were deducted.

Section 2. Security Clause

Any employee in this Unit who has authorized Union dues deductions on the effective date of this agreement or at any time subsequent to the effective date of this agreement shall continue to have such dues deductions made by the Law Library during the term of this agreement, provided, however, that an employee in this Unit may terminate such Union dues during January 15th through the 31st of each year covered under this agreement by notifying SEIU Local 721 of their termination of Union dues deduction. Such notification shall be provided by the employee by certified mail return receipt requested, and should be in the form or a letter containing the following information: employee name, employee number, job classification, the employer business name, and name of Union from which dues deductions are to be canceled. SEIU Local 721 agrees to finalize all necessary processing of employee written requests for cancellation of dues within sixty (60) calendar days following receipt of such request.

Section 3. Indemnification Clause

SEIU Local 721 agrees to indemnify and hold the Law Library, the Bank of America and the County of Los Angeles harmless from any liabilities of any nature which may arise as a result of the application of the provisions of this Article.

ARTICLE 20 WORK ACCESS

Authorized SEIU Local 721 representatives will be given access to the work locations during working hours to investigate and process grievances, observe working conditions, and post bulletins on the bulletin board.

SEIU Local 721 representatives desiring access to the work location hereunder shall state the purpose of the visit and request from the Executive Director, or designated representative, authorization in a reasonable amount of time before the intended visit, unless the parties mutually agree otherwise. The parties agree that SEIU Local 721 shall have reasonable access to non-working areas during non-working times to communicate with unit employees.

SEIU Local 721 agrees that its representatives will not purposely interfere with operations of the Law Library or any facility thereof.

SEIU Local 721 shall give to the Executive Director or designated representative a written list of all authorized representatives, which list shall be kept current by SEIU Local 721. Access to work locations will only be granted to representatives on the current list, unless the parties agree otherwise.

ARTICLE 21 BULLETIN BOARDS

Management will furnish adequate bulletin board space at each facility where more than one person of this Unit is assigned.

The boards shall be used for the following subjects:

1. SEIU Local 721 recreational, social and related SEIU Local 721 news bulletins;

2. Scheduled SEIU Local 721 meetings,

3. Information concerning SEIU Local 721 elections or the results thereof,

4. Reports of official business of SEIU Local 721 including applicable newsletters, reports of committees or the Board of Directors;

5. Any material which first has been approved by the Executive Director or designated representative.

Should SEIU Local 721 desire a communication be posted throughout the Law Library and its branches, SEIU will submit the communication to the Executive Director for approval. No library equipment or supplies shall be used for this purpose.

ARTICLE 22 EMPLOYEE LISTS

Within sixty (60) days from the effective date of this Memorandum of Understanding, SEIU Local 721 may request a computer printout of the names, employee numbers and job classifications of all employees within this Unit. Such computer printout may be requested up to four times a year at no cost to SEIU Local 721.

ARTICLE 23 AUTHORIZED AGENTS

1. For the purpose of administering the terms and provisions of this Memorandum of Understanding: Management's Principal authorized agent shall be the Executive Director or duly authorized representative (address 301 West First Street, Los Angeles, California 90012), except where a particular Management representative is specifically designated in connection with the performance of a specified function or obligation set forth herein.

2. The SEIU Local 721 principal authorized agent shall be the President, or his/her authorized representative at the following address: 1545 Wilshire Blvd., Los Angeles, CA 90017, or as amended.

ARTICLE 24 STRIKES AND LOCKOUTS

During the life of this agreement SEIU Local 721 agrees that SEIU Local 721 shall not cause, sanction, or engage in any work stoppages, strikes, slowdowns, sickouts, picketing, or other concerted activity that will stop, or impair the Law Library's ability to provide service at the main library and all of its branches or to provide public service.

During the life of this agreement the Law Library agrees it shall not lock out employees.

In the event any employees covered by this agreement, individually or collectively, violate the provisions of this Article and/or SEIU Local 721 fails to exercise good faith in halting the work interruption, SEIU Local 721 and the employees involved shall be deemed in violation of this article and the Law Library shall be entitled to seek all remedies available to it under applicable law.

ARTICLE 25 MANAGEMENT RIGHTS

The Law Library retains, solely and exclusively, all rights, powers, and authority that it exercised or possessed prior to the execution of this Memorandum of Understanding (MOU) except as specifically limited by an express provision of this MOU or otherwise agreed to by the parties. Additionally, it is the exclusive right of Law Library Management to determine its mission, to set standards of services to be offered to the public and to exercise control and discretion over its organization and operations. It is also the exclusive right of Law Library Management to direct its employees, which shall include but is not limited to, appointments, assignments, performance evaluations, classifications and transfers, establishment of policies, procedures, rules and regulations not in conflict with the terms of this Memorandum of Understanding, take disciplinary action for cause, relieve its employees, from duty as, for example, by work furlough, because of lack of work or for other legitimate business reasons; and determine the methods, means, and personnel by which the Law Library operations are to be conducted; provided however, that the exercise of such rights does not preclude employees or their representative from conferring or raising grievances about the practical consequences that decisions on these matters may have on wages, hours, and other terms and conditions of employment of Law Library employees.

All other rights of Law Library Management are also expressly reserved to the employer unless such other rights are abrogated by a clear and express provision of this MOU or by mutual written agreement by the parties.

Nothing herein shall limit the right of SEIU Local 721 to meet and confer over the impact of rights exercised by Management as provided in Article 28, Full Understanding Modification and Waiver.

ARTICLE 26 CONTRACTING OUT AND TRANSFER OF FUNCTIONS

In the event the Law Library enters into any agreement with another public employer, or private entity which involves the transfer of functions now being performed by employees in this Unit or the law provides for the transfer of functions now being performed by employees in this Unit to another public agency, or private entity, the Law Library will advise such public agency or private entity of the existence and terms of this Memorandum of Understanding and will immediately advise SEIU Local 721 of such agreement. The Law Library will notify and meet with the Union representatives to discuss the impact of any changes in conditions of employment that may affect bargaining unit employees. In addition, Management will make best efforts to consult with the employer absorbing a Law Library function to encourage the use of affected employees by the new employer.

When a Request for Proposal is approved by the Law Library and when such conforms with prevailing rules and regulations relating to the contracting out or transfer of Law Library functions, Management will advise SEIU Local 721 in writing at least ten (10) business days prior to the release of the RFP.

When advance knowledge of the impact of pending changes in function, organization, or operations is available which will result in the abolishment of positions or when there is any major reassignment of function from the Law Library to another agency, Management will make an effort to either reassign or transfer affected employees to other positions for which they qualify, or train affected employees for new positions in order to retain their services.

ARTICLE 27 JOINT LABOR/MANAGEMENT COMMITTEE

Section 1. Purpose

It is the intention of the parties to establish a Labor/Management Committee to provide a forum for Labor and Management to jointly discuss issues of concern to employees in the units. Each party (Labor and Management) may select three (3) representatives to be members of the committee. Once selected, each party shall notify the other, in writing, the names of its representatives.

During the term of this MOU, the Joint Labor/Management Committee shall meet upon written request of either party, during working hours, to discuss specific issues, which impact a majority of the employees in the units. Such written requests to meet shall not be made more often than quarterly. The parties may mutually agree to meet more often.

Section 2. Authority

The Labor/Management Committee shall not meet to discuss individual employee grievances. The Labor/Management Committee shall have no authority to alter the provisions of this Memorandum of Understanding, nor to bind either Labor or Management to take action of any sort unless the issue is mutually agreed to in writing.

ARTICLE 28 OUT-OF-CLASS ASSIGNMENTS/ACTING PAY

Section 1. Definition

1. For the purpose of this Article, an out-of-class assignment is: the full-time performance of all the significant duties of an allocated vacant position in one class by an individual in another class

2. The amount of the out-of-class/acting pay shall be the beginning of the salary range of the vacant position of the higher classification, or five percent (5%) of their regular hourly pay, whichever is greater.

3. Acting pay is paid pursuant to the conditions described below.

Section 2. Conditions

1. An employee assigned to an out-of-class assignment for more than ten (10) consecutive working days by Management shall receive acting pay established in Section 1.2 commencing on the 11th working day and continuing for the duration of the assignment.

2. The employee may request to be returned to their former assignment within twenty (20) consecutive working days. If the employee makes this request during the first ten (10) working days of the assignment, they will not receive out-of-class/acting pay and management will return them to their former position.

3. If the employee requests to be returned to their former assignment after the 10th day working the out of class position, Management will then have thirty (30) working days to return the employee to their former assignment. The employee will continue to receive the out-of-class/acting pay until such time as Management places them back in their former assignment. Upon returning to their former assignment, the employee is no longer entitled to receive the out-of-class/acting pay and will return to their former rate of pay and former duties.

4. Out-of-Class/Acting pay is not applicable to persons employed on a temporary or recurrent basis.

5. If Management wishes to appoint the employee to fill the vacant position on a permanent basis, the employee shall receive an offer letter stating the rate of pay for the permanent position and proposed commencement date. The employee will then have the opportunity to accept the position at the pay and date mutually agreed upon between the employee and Management.

6. It is the intent of Management to avoid working an employee on an out-of-class assignment for a prolonged period of time.

Section 3. Special Provisions

1. Nothing herein shall be construed to limit the authority of Management to make temporary assignments to different or additional locations, shifts or work duties for the purpose of meeting emergency situations over which the Law Library has no control. However, such assignment shall not extend beyond the period of the emergency.

2. Nothing in this article shall be construed as limiting Management's authority to make temporary, incidental assignments to higher-rated classification work, or to assign employees out-of-class for the purpose of training without any additional compensation for the duration of such training, as long as such training lasts no longer than 10 working days each year. If Management requests the employee assigned to the out of class work to continue the temporary, incidental assignment or training beyond ten (10) consecutive working days, and the employee agrees to continue in this capacity, the employee shall be compensated to out of class compensation for the duration of the assignment.

3. Upon the employee's written request, a written confirmation of his/her out-of-class assignment shall be placed in the employee's personnel file, a copy will be provided to the employee.

ARTICLE 29 ASSIGNMENT OF ADDITIONAL RESPONSIBILITIES

Any employee who is assigned, in writing, to perform additional responsibilities will receive additional compensation for the performance of additional responsibilities which are assigned or approved by the Executive Director or his/her designee.

To qualify for additional responsibilities compensation, an employee must either perform significant duties of a higher-level class or be assigned a special project or assignment which requires the performance of additional duties and carries additional responsibilities beyond those of the employee's classification.

An employee or Management may initiate a written request to his/her department head and complete an Assignment of Additional Responsibilities form for additional compensation prior to performing the additional duties or project. The assignment of additional duties normally performed by incumbents of the employee's class will not qualify for additional compensation.

The assignment/implementation of added responsibilities compensation will become effective on the first day the additional responsibilities are performed and will end or otherwise terminate on the day the assigned additional responsibilities are no longer requested by management or performed by the employee.

In no event will an employee receive additional-responsibilities compensation pursuant to this Article and receive out-of-class/acting pay under applicable provisions of this Memorandum of Understanding for the same assignment. The additional compensation provided in this Article will be 5% and not constitute a base rate.

ARTICLE 30 LAYOFFS/REDUCTION IN FORCE

During the term of this agreement the Law Library agrees to follow the layoff procedure:

Section 1. Grounds for Layoff

Whenever, in the judgment of the Executive Director, it becomes necessary to reduce the workforce because of lack of funds or lack of work, an employee may be laid off, reduced in classification, or displaced by another employee. Such Layoff, reduction, or displacement shall result from action of the Executive Director or his or her designee. Such action shall not entitle the laid off, reduced, or displaced employee to a right of appeal.

Section 2. Definitions

1. Length of Service is defined as the total continuous service in regular Library employment.

2. Displacement Rights. Those rights accruing to regular Library employees only. These rights, commonly referred to as "bumping rights," allow a laid off employee to displace another employee in the same or lower classification in the manner specified under "Displacement Rights" contained in this Policy.

Section 3. Procedure (In order of occurrence)

1. Management may, after consultation with SEIU Local 721 as required by law, consider alternative action in order to minimize layoffs.

2. Identification of Classifications. Management will identify those classifications which will be reduced to minimize the impact on the continued effectiveness of the Library.

Section 4. Notification

Notice to Employees. Management shall notify SEIU Local 721 thirty (30) workdays prior to the implementation of layoffs, to provide for adequate time to meet and confer regarding the impact. An employee filling a full-time position shall be given at least ten (10) workday's prior notice of layoff. Employees transferred, reduced, or displaced shall be given at least five (5) workdays notice.

ARTICLE 30 LAYOFFS/REDUCTION IN FORCE

Section 5. Reduction in Force

Once the classifications to be reduced have been identified, Management shall consider laying-off employees in the following order:

1. Temporary employees in the identified classifications.
2. Employees serving an initial probationary period in the identified classifications.
3. Regular employees within the least continuous classification service.

Section 6. The Breaking Criteria

In cases where two or more employees have the same date of hire (i.e., equal seniority) retention points for job performance shall be credited on the basis of the average of the overall evaluation rating for the last three (3) years in a classification, provided the last rating had been filed at least thirty (30) workdays prior to the date of the layoff notice. Retention points are as follows:

"Unsatisfactory"	Rating 1.0
"Marginal"	Rating 2.0
"Meets Expectations"	Rating 3.0
"Exceeds Expectations"	Rating 4.0
"Exceptional Performance"	Rating 5.0

Increments of 1/10 of a percentage point may fall between these main Performance Evaluation ratings. The total rating number will be used as the determining factor for retention purposes.

In the event of a tie in seniority, the employee with the lowest average of retention points shall be laid off first. In the event that one or more of the affected employees do not have sufficient number of performance evaluations on file, ties shall be broken by a coin toss.

Section 7. Displacement Rights (BUMPING)

An employee designated for layoff as a result of abolition of a position or classification may displace ("bump") an employee in a lower classification in which the employee has prior service, provided the laid off person has greater seniority than the employee in the lower classification. In addition, an employee designated for layoff with greater seniority may displace ("bump") an employee in a lower classification within the same occupational family. Determination of an occupational family will be made by Management and such determinations shall be made according to the following factors:

1. Similarity of occupational field.

2. Similarity of "Class Characteristics" and "Examples of Duties" as described in the class specifications.

3. Similarity of "Education and/or Experience," in "Knowledge, Skills and Abilities," and "Special Requirement" as described in the class specifications.

4. Any additional factors deemed relevant by Management, such as language skills.

An employee who is bumped shall be laid off in the same manner as employee whose position or classification is abolished.

All employees must exercise displacement privileges within five (5) working days after receipt of the Notice of Layoff, by written notice to Human Resources. If these privileges are not exercised within the specified time period, they are automatically forfeited.

Section 8. Reduction to an Open Vacant Position

An employee designated for layoff as a result of abolition of a position or classification may be offered appointment to a vacant position in a lower classification, if the employee is qualified by education and/or experience for such position. If there is more than one qualified employee to be offered such appointment(s), the offer(s) shall be based on seniority, with the employee with the highest seniority offered the position first, then the next highest, etc. If the employees have the same seniority, then the procedure for breaking ties set forth above shall apply. An employee accepting such appointment shall be placed on the step for the lower classification most closely corresponding, but in no case higher, than the salary step of his/her previously held position.

ARTICLE 30 LAYOFFS/REDUCTION IN FORCE

Section 9. Demotions

Upon request of the employee, and with the approval of Management, an employee who has not held status in a lower classification may be allowed to demote to an open vacant position in the same Service Area if he/she meets all the requirements of the lower position as determined by Management.

All employees who are demoted will be paid at the same rate of pay as prior to demotion if, and only if, the rate of pay is within the range of the lower position. If this is not the case, the rate of pay shall be within the salary range of the lower position which is closest to the rate of pay prior to demotion.

Section 10. Transfers

Management may transfer an employee to an open vacant position if the employee is qualified and technically capable of performing the dues as determined by the appointing authority.

Employees who are transferred will be paid at a rate of pay equal to the rate of pay prior to transfer. Any employee who does not accept a transfer within five (5) working days after Notice of Transfer is given will have automatically forfeited his/her ability to transfer.

ARTICLE 31 BENEFITS

All employees hired after May 31, 2011, are not eligible to receive benefits other than health until they have successfully completed their three (3) month introductory period. Newly hired employees are not eligible to receive health benefits until the 1st of the month following 60 days of employment.

Section 1. PERS Group Health Benefit, Dental Plan

Full-Time Employees:

During the term of this agreement, eligible full-time employees are covered under CalPERS group health benefit chosen by the employee, and the dental plan chosen by the employer.

Dependents of full-time employees may be covered under a CalPERS group health benefit plan and the dental plan as referenced in the Employee Handbook.

The Law Library will pay up to the following amounts monthly towards the cost of premiums for health coverage

$700 per month for employee-only coverage;
$1000 per month for coverage for employee plus one dependent;
$1200 per month for coverage for employee plus two or more dependents.

Effective January 2026, the Law Library will pay up to the following amounts toward the cost of premiums for health coverage:

$756 per month for employee-only coverage;
$1080 per month for coverage for employee plus one dependent;
$1296 per month for coverage for employee plus two or more dependents.

Effective January 2027, the Law Library will pay up to the following amounts toward the cost of premiums for health coverage:

$817 per month for employee-only coverage;
$1167 per month for coverage for employee plus one dependent;
$1400 per month for coverage for employee plus two or more dependents.

ARTICLE 31 BENEFITS

Category	Current Max	1/1/2026	1/1/2027
Employee Only	$700	$756	$817
Employee +1	$1,000	$1,080	$1167
Family	$1,200	$1,296	$1,400

The Law Library will pay up to the following amounts monthly towards the cost of premiums for dental coverage:

100% of employee-only coverage; plus
50% of the cost for dependent coverage.

CalPERS medical premiums and caps are effective/renew January 1 each year while dental benefit premiums are effective/renew August 1 each year.

Section 2. PERS Retirement Benefits

The Library shall provide for employee retirement benefits through participation in the California Public Employees' Retirement System (CalPERS) at a two and one-half percent at fifty-five (2.5% @ 55) retirement formula account. The employee will contribute eight percent (8%) of "member earnings" into his/her individual retirement account. The Law Library will contribute the required balance per CalPERS.

Employees hired after January 1, 2013, will receive benefits subject to the limitations defined in the Public Employees' Pension Reform Act of 2013 (PEPRA).

Employees shall notify HR if:

a) currently receiving CalPERS retirement benefits from a prior employer; or

b) employee has any outside employment with an employer who is a participant in CalPERS.

Section 3. Retiree Dental Benefits

Employees hired as of July 1, 2008, will not be eligible for retiree dental benefits.

ARTICLE 31 BENEFITS

Section 4. Vision Care

During the term of this agreement, the Law Library will provide eligible full-time employees with vision care. The Law Library pays the full premium. Dependents of full-time employees may be covered under the vision care plan. The Law Library pays one half of the premium and the employee pays the other half of the premium.

Section 5. State Disability Insurance

All employees will contribute directly into the State Disability Insurance program to be funded by employees with premiums deducted as a payroll tax.

Section 6. Life Insurance

During the term of this agreement, employees are covered under life insurance. The Law Library pays the full premium. Eligible employees shall have the option of purchasing additional life insurance at their own expense.

Section 7. Leaves of Absence

All leaves of absence shall be granted in accordance with provisions within the:

California Family Rights Act of 1991:
the California Pregnancy Leave Act, and
the Federal Family Care and Medical Leave Act of 1993

Nothing in this Section is intended to provide any additional benefits beyond that mandated by Federal and/or State law, or any applicable Ordinance.

A. Vacation

Full-Time Employees:

Full-time employees are eligible to accrue paid vacation leave after a successful completion of their three (3) month Introductory Period. Vacation is accrued on a calendar year basis and will depend on the length of an employee's tenure, as follows:

For all full-time employees hired prior to May 31st, 2011:

Years 1 through 9 = 15 days per year (4.62 hours per pay period)
10 or more years= 20 days per year (6.15 hours per pay period)

ARTICLE 31 BENEFITS

For all full-time employees hired on or after May 31st, 2011:

Years 1 through 4 = 10 days per year (3.08 hours per pay period)
Years 5 through 9 = 12 days per year (3.69 hours per pay period)
10 or more years = 15 days (4.62 hours per pay period)

Full-time employees may accrue vacation leave up to a maximum of 200 hours, vacation must be accrued before it can be taken.

Vacation requests must be submitted in writing to their supervisor or a Service Area Director or Executive Director at least two weeks in advance of the anticipated leave. Whenever possible, vacation requests are granted, depending upon library requirements. Length of employment may determine priority in scheduling vacation leave. Upon termination of employment with LA Law Library, eligible employees will be paid for accrued but unused vacation.

Between November 10 and November 30 of each year, full time employees may request payment for one week (40 hours) of vacation time earned but not taken. The vacation cash-out will be paid to the employee in January. The employee must have a minimum of eighty (80) hours of accrued vacation leave remaining after the cash-out.

Part-Time Employees:

"Grandfathered" Employees:

All part-time Branch Assistants hired prior to July 1, 2015, and other part-time library employees hired prior to June 30, 2006, will accrue vacation benefits at a rate of .0577 per hour worked up to a maximum of 100 Hours.

All Other Part-Time Employees:

All other part-time employees will accrue vacation benefits at the rate of one (1) hour per thirty (30) hours worked (or .0333 per hour worked) up to a maximum of 50 hours. Such part-time employees may use vacation leave up to one week of regularly scheduled shifts per year. Unused vacation leave will carry over to the subsequent year.

ARTICLE 31 BENEFITS

B. Sick/Personal Leave

Full-Time Employees:

Full-time employees are eligible to accrue paid sick leave immediately. Sick leave is accrued on a calendar year basis and will depend on the length of an employee's tenure, as follows:

For all full-time employees hired prior to May 31st, 2011:

15 days per year (4.62 hours per pay period)

For all full-time employees hired on or after May 31st, 2011:

Years 1 through 4 = 10 days per year (3.08 hours per pay period)
Years 5 through 9 = 12 days per year (3.69 hours per pay period)
10 or more years = 15 days (4.62 hours per pay period)

Eligible employees may use their annual allotment of available sick days for personal health needs or to care for a family member, including a child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling, or a designated person. A "designated person" is any care recipient related by blood or whose association with the employee is the equivalent of a family relationship or person identified by the employee at the time the employee requests paid sick days. Management is permitted to limit an employee to one designated person per 12-month period for paid sick days.

Child includes biological, adopted, foster child, stepchild, legal ward, child of domestic partner, or a child in loco parentis.

Parent includes biological, foster, or adoptive parent, a stepparent, legal guardian, or parent in loco parentis.

An employee absent for more than 3 consecutive days may be required to provide medical proof of illness or injury.

Unused sick leave accrues from year to year and is carried forward to the following year. For full time employees, accrued, but unused and unpaid sick leave is eligible toward retirement service credit. (See CalPERS retirement plan.)

Employees hired after May 31, 2011, will not receive any payment for unused sick leave accruals. Full time employees hired prior to May 31, 2011, upon termination may request that accrued but unused sick leave be paid out at the rate of six (6) days per year of service with a maximum of 90 days. However, unused sick leave for payout is frozen at the amount of accrued but unused sick leave as of May 31, 2011.

Employees may use up to 1 week (40 hours for full-time employees or number of hours in usual weekly schedule for part-time employees) of accrued fully paid sick leave in any one calendar year for personal reasons ("Personal Leave") provided:

1. Personal leave requests must be submitted at least 2 weeks in advance unless an explanation is provided as to why 2 weeks' notice was not possible;

2. Personal leave requests are approved depending on the Library's business requirements and whether prior co-workers' time-off requests create a schedule conflict; and

3. The employee has a minimum of (40) hours for full-time employees or half the number of hours in the usual weekly schedule for part-time employees) of sick leave remaining after use of the requested personal leave.

Part-Time Employees:

Part-time employees accrue one hour of sick leave for every 30 hours of work up to a maximum of 80 hours. Part-time employees may use sick leave in the same fashion as provided for full-time employees.

Unused paid sick days will carry over to the following year for a cap maximum of the annual accrual rate. Once the accrual cap is met sick time will cease to accrue. Once accruals begin again, accruals will not be retroactive.

Part-time employees are not entitled to compensation for unused accrued sick time upon termination. Sick days do not accrue during most leaves of absence.

Child includes biological, adopted, foster child, stepchild, legal ward, child of domestic partner, or a child in loco parentis.

Parent includes biological, foster, or adoptive parent, a stepparent, legal guardian, or parent in loco parentis.

C. Jury Duty Leave

During the term of this Memorandum of Understanding, members of this Unit who receive a summons or notice of Jury Service and who are absent from duty for reasons of jury service, shall receive their regular salary for the period they serve on jury duty (see the Employee Handbook for details) provided the employee has provided the Law Library with proof that the employee has served on a jury for the dates in question and deposited any jury duty fees received with the Law Library, excluding juror mileage. An employee must return to work if the time the employee is released from the day's service in court makes it practical to do so.

D. Witness Leave

A member of the Unit who is required to be absent from duty by a proper subpoena, issued by a court or commission legally empowered to subpoena witnesses, that compels the employee's presence as a witness, unless the employee is a party to the action or an expert witness, shall be allowed the time necessary to be absent from work at the employee's regular pay (see Employee Handbook for details) to comply with the subpoena's requirements, provided the employee deposits any witness fees received with the Law Library, excluding mileage.

E. Employee Organizational Leave

Not more than one (1) employee covered hereby, at the written request of SEIU Local 721, and approved by the Executive Director or his/her designee, shall be granted a leave of absence without pay. The final right to approve organizational leave is exclusively reserved for Management in order to meet operational needs of the Law Library.

F. Bereavement Leave

Any employee who is compelled to be absent from duty because of the death of a member of his/her immediate family (as defined below) shall be allowed the time necessary to be absent from work at regular pay for their regularly scheduled shifts for not more than three (3) working days plus up to two (2) additional days of an employee's accrued leave, or unpaid time for a total of up to five (5) days. The Executive Director may request a death certificate or other satisfactory proof of the death and the relationship of the decedent to justify the absence. The bereavement leave must be used as prescribed in California Government Code Section 12945.7, except that the bereavement leave must be used within six months from the date of death.

For purposes of this policy, the members of the "immediate family" are: the father, mother, stepfather, stepmother, father-in-law, mother-in-law, aunt, uncle, brother, brother-in-law, sister, sister-in-law, spouse, domestic partner, child, stepchild, grandmother, grandfather, grandchild, foster parent and foster child of the employee; or child for which the employee is in loco parentis; any person who actually resides in the household of the employee at the time of death; the parent or child of a domestic partner; and the domestic partner of a parent or child, or a designated person. A "designated person" is any care recipient related by blood or whose association with the employee is the equivalent of a family relationship or person identified by the employee at the time the employee requests leave.

By extending to an employee the specific benefits described by this section, the Library does not intend to confer nor to imply any other unspecified benefits to such employee, nor to such employee's family members nor to any other person.

ARTICLE 32 NEW-EMPLOYEE ORIENTATION

Section 1.

Subject to prior approval of the Executive Director, the Union Representatives and one of the Union Stewards may participate in new employee orientation for the sole purpose of providing employees information regarding Union membership.

Section 2. Union Brochure

A labor/management approved brochure or packet will be made available to each new employee appointed to a classification covered by this Memorandum of Understanding during the orientation process. SEIU Local 721 will be allowed to meet with the new employee for up to thirty (30) minutes during the new employee orientation or within five working days of the employee's first date of employment. SEIU Local 721 will be notified in advance when a new employee orientation is scheduled.

This brochure or packet will be prepared by authorized representative of Local 721. Local 721 will bear the cost of the preparation of the materials. The content of the brochure or packet must be approved by the Executive Director prior to its distribution. Neither the Law Library nor its management assumes any responsibility for the costs incurred in the development, preparation and/or reproduction of this labor/management brochure.

ARTICLE 33 PARKING & TRANSPORTATION ALLOWANCE

Section 1. Onsite Parking

The Law Library will continue to make a reasonable effort to provide adequate free parking facilities for employees who regularly find it necessary to use their own vehicle for transportation to their work location.

Section 2. Transportation Allowance

The Law Library shall reimburse full and part-time employees, who purchase public transportation (i.e., Metro, Metrolink, etc.), one half of the monthly cost up to a cap of $130 per month. Employees must participate for a full six months to qualify. Employees may enroll in the Transportation Allowance Program upon hire or during open enrollment periods (June 15–30 and December 15–31) by submitting an enrollment form to Human Resources. Employees must show proof of primary mode of transportation by providing monthly receipts to qualify for this benefit. Upon presentation of receipts for a minimum of six sequential months (January–June; July–December) employees will be reimbursed twice each calendar year, June and December. New employees will be reimbursed from the hire date.

For employees who take the sign-up for the Transportation Allowance benefit but find it necessary to drive to work, a parking space on the lower level will be available on a first-come, first-serve basis.

Should the Law Library enter into a direct agreement with Public Transportation Agencies (i.e., Metro, Metrolink, etc.) that would lower the full monthly cost for employees below the reimbursement amount of this transportation allowance, employees must participate at the lower agreement cost.

ARTICLE 34 POSITION-CLASSIFICATION STUDY

Section 1. Position Classification Study

For the purpose of this Article, a classification study is a study by the Executive Director or his/her designee of the duties and responsibilities assigned to an employee in order to determine whether the employee is appropriately classified.

Employees may submit requests for a Position-Classification Study no more than one time in a two-year period and not in the same year the Law Library conducts its classification studies.

Section 2. Procedures

A request for a classification study may be submitted by an employee who believes his/her position is misclassified. Such request must be submitted in writing to the employee's immediate supervisor or manager. If the employee's immediate supervisor or manager cannot support the employee's request for a classification study, it will be returned within (30) calendar days with a written explanation to the requesting employee. If the employee still believes the request is justified, he/she may submit the request, along with a written explanation, to the Executive Director or designee. Upon receipt of such request, the Director or his/her designee shall review the request. A classification study will be scheduled if the Director or designee deems one is necessary and appropriate.

Section 3. Acknowledgment and Progress Reports

Management agrees to acknowledge within a reasonable time the acceptance or rejection of employee-initiated classification study requests. Upon acceptance of the classification study request, management will inform the employee of the estimated completion date of the study. If no follow-up action has been taken within ninety (90) days from the date of the study request, the Director or his/her designee shall provide a progress report to the employees and SEIU Local 721 upon request. The results of the study shall be provided to the employee together with the Director or designee's recommendation regarding implementation or rejection of those results to the Board. The decision of the Board shall be final.

ARTICLE 34 POSITION-CLASSIFICATION STUDY

Section 4. New Classifications

Management agrees to notify SEIU Local 721, and to consult upon request regarding new classifications whose primary duties are derived from SEIU Local 721 represented classifications. Further, subject to the approval of said new classifications by Management, upon accretion of the new classification into the bargaining unit, and upon request of Local 721, the parties agree to negotiate and recommend proposed salaries for approval and implementation to the Board. The decision of the Board shall be final.

ARTICLE 35 ADDITIONAL WORKLOAD

Part-Time Employees

Management will make a reasonable effort to distribute all additional workload in a manner that is not arbitrary or capricious among all part-time employees. Additional hour assignments will be based on the needs of the individual Service Area. Seniority will prevail when skills are equal.

ARTICLE 36 INTRODUCTORY TRAINING/ PROMOTION/RECLASSIFICATION

All new employees shall serve an introductory training period commencing with their first day of employment and ending with the satisfactory completion of three (3) months of regularly scheduled work.

The Library may terminate employees serving an introductory training period at any time, without cause, at the sole discretion of Management.

Employees promoted or reclassified shall serve a probationary period commencing with the first day of assuming the new position and ending with the satisfactory completion of three (3) months of regularly scheduled work. If the promoted employee does not pass his or her probation, the employee may return to his or her previous position. If within the first thirty (30) calendar days the promoted employee decides to return to their previous position and/or classification for any reason, they may do so with the written consent of their current supervisor.

ARTICLE 37 PROVISIONS OF LAW

It is understood and agreed that this Memorandum of Understanding is subject to all current and future applicable Federal, State and County laws, Federal and State regulations, and any applicable lawful rules and regulations enacted. If any part or provision of this Memorandum of Understanding is in conflict or inconsistent with the above applicable laws, rules, and regulations, or is otherwise held to be invalid or unenforceable by a tribunal of competent jurisdiction, that part or provision shall be suspended and superseded by the applicable law or regulations or rules, and the remainder of this Memorandum of Understanding shall not be affected thereby.

ARTICLE 38 FULL UNDERSTANDING, MODIFICATION AND WAIVER

Section 1.

It is intended that this Memorandum of Understanding sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety. It is agreed and understood that each party hereto voluntarily and unqualifiedly waives its right and agrees that the other shall not be required to negotiate with respect to any subject or matter covered herein.

With respect to other matters within the scope of negotiations, negotiations may be required during the term of this agreement as provided in Section 2 of this Article.

Section 2.

It is understood and agreed that the provisions of this Section are intended to apply only to matters that are not specifically covered in this agreement.

It is recognized that during the term of this agreement it may be necessary for Management to make changes in rules or procedure affecting the employees in the Unit. Where Management finds it necessary to make such change, it shall notify SEIU Local 721 indicating the proposed change prior to its implementation.

Where such change would significantly affect the working conditions of a significantly large number of employees in the Unit where the subject matter of the change is subject to negotiations pursuant to the Myers-Milias-Brown Act and where SEIU Local 721 request to negotiate with Management, the parties shall expeditiously undertake negotiations regarding the effect, the change would have on the employees in the unit.

The phrase “significantly large number” shall mean a majority of the employees in the Unit, or all of the employees within a classification.

Any agreement resulting from such negotiations shall be executed in writing by all parties hereto, and if required, approved, and implemented by the Board. In the event negotiations on the proposed change are undertaken, any impasse which arises shall be submitted as an impasse to a mediator mutually agreeable to the parties as provided in Government Code Section 3505.2.

ARTICLE 38 FULL UNDERSTANDING, MODIFICATION AND WAIVER

Section 3.

Nothing herein shall limit the authority of Management to make necessary changes required during emergencies. However, Management shall notify SEIU Local 721 of such changes as soon as practicable. Such emergency assignments shall not extend beyond the period of the emergency. "Emergency" is defined as an unforeseen circumstance requiring immediate implementation of the change. Any temporary changes to duties or responsibilities made during an emergency shall be subject to the Out-of-Class/Acting or Additional Responsibilities provisions of this MOU.

Section 4.

Where Management makes any changes in working conditions because of the requirements of law, Management shall not be required to negotiate the matter or manner of compliance with such law where the manner of compliance is specified by such law.

Section 5.

The waiver of any breach, term, or condition of the Memorandum of Understanding by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

ARTICLE 39 VACANT POSITIONS

Management will post on website and bulletin boards and fill bargaining unit positions that are vacant or become vacant with Law Library employees and not temporary agency personnel. Temporary agency personnel may only be used to cover a position where a permanent employee is on "Leaves of Absence" or the position has been posted for recruitment.

For: SEIU Local 721	For: Los Angeles County Law Library
______________________________	______________________________
Steve Koffroth, Director	Katherine H. Chew, Executive Director
______________________________	______________________________
Sharon Boone	Judge Laura A. Seigle, President of the Board of Trustees
______________________________	
Mary Garcia	

Los Angeles County Law Library

BU 870 Full-Time Employee Unit
BU 871 Part-Time Employee Unit

July 1, 2025, through June 30, 2027

SEIU Local 721
1545 Wilshire Blvd Ste 100
Los Angeles CA 90017-4510

Questions? Call the Member Connection (877) 721-4YOU
www.seiu721.org

facebook.com/seiu721 **twitter.com/seiu721**

Health Resolution Template Packet

Contract vs. Resolution

The CalPERS Health Program is governed by the Public Employees Medical and Hospital Care Act (PEMHCA), and the California Code of Regulations (CCR), of the California Public Employees Retirement Law (PERL). PEMHCA contains all the rules and regulations that a contracting agency must adhere to. We define PEMHCA as the actual *health contract,* and the *resolution* as the method by which an agency elects to become subject to PEMHCA.

Resolution Type (Enclosed)

Change Resolution	**Purpose**
Format: × All, Equal ☐ All, Unequal ☐ By Group, Equal ☐ By Group, Unequal	An agency must file a *change resolution* to change the monthly employer health contribution. Contracting agencies may change their employer contribution anytime in the contracting year. A change resolution becomes effective on the first day of the second month in which the resolution is filed and received by CalPERS. It is the agency's responsibility to notify its active and retired employees of the change.

Instructions

- The enclosed resolution should be completed by filling in the editable fields with the information requested in the field tab. Contracting agencies may not add, edit, or remove language in the enclosed resolution, other than the editable fields. CalPERS may reject resolutions that are submitted with additional changes.
- The certification shown following the resolution is to be completed by those individuals authorized to sign for the contracting agency in legal actions and is to include the name of the governing body (i.e. Board of Directors, Board of Trustees, etc.), and the location and the date of signing.
- **This resolution serves as a legally binding document, and we require the original resolution, certified copy with original signatures, or a copy of the resolution with the agency's raised seal.** Please complete and include the enclosed cover sheet when mailing the resolution.

Questions or Additional Information

The Health Resolutions & Compliance Unit is responsible for authoring and maintaining this document. The unit can be contacted directly at HealthContracts@calpers.ca.gov.

CalPERS

Please staple on top of your health resolution(s) or cover letter.
This will ensure that the CalPERS mailroom expedites delivery to our office.
Mail packet to either:

Overnight Mail Service
California Public Employees' Retirement System
Health Resolutions & Compliance Services, HAMD
400 Q Street
Sacramento, CA 95811

Regular Mail
California Public Employees' Retirement System
Health Resolutions & Compliance Services, HAMD
PO BOX 942714
Sacramento, CA 94229-2714

HEALTH RESOLUTION

CalPERS ID #	**5612780823**
Agency Name	**Los Angeles County Law Library**
Desired Effective Date	**October 1, 2026**

RESOLUTION NO. 2026-01
FIXING THE EMPLOYER CONTRIBUTION
UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS

WHEREAS, (1) Los Angeles County Law Library is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and

WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it

RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

Medical Group	Monthly Employer Health Contribution		
	Self	Self+1	Self+ Family
701 Unrepresented Employees	$756.00	$1,080.00	$1,296.00
702 Represented Employees	$756.00	$1,080.00	$1,296.00

plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) Los Angeles County Law Library has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of Los Angeles County Law Library shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Los Angeles County Law Library would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Executive Director to file with the Board a verified copy of this resolution, and to perform on behalf of Los Angeles County Law Library all functions required of it under the Act; and be it further

RESOLVED, (e) That coverage under the Act be effective on October 1, 2026.

Adopted at a regular meeting of the Board of Trustees at 301 W. 1st Street, Los Angeles, CA 90012, this 26 day of August, 2026.

Signed: ________________________________
Hon. Laura A. Seigle, President

Attest: ________________________________
Katherine H. Chew, Executive Director

Health Resolution Template Packet

Contract vs. Resolution

The CalPERS Health Program is governed by the Public Employees Medical and Hospital Care Act (PEMHCA), and the California Code of Regulations (CCR), of the California Public Employees Retirement Law (PERL). PEMHCA contains all the rules and regulations that a contracting agency must adhere to. We define PEMHCA as the actual *health contract,* and the *resolution* as the method by which an agency elects to become subject to PEMHCA.

Resolution Type (Enclosed)

Change Resolution	Purpose
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- **This resolution serves as a legally binding document, and we require the original resolution, certified copy with original signatures, or a copy of the resolution with the agency's raised seal.** Please complete and include the enclosed cover sheet when mailing the resolution.

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California Public Employees' Retirement System
Health Resolutions & Compliance Services, HAMD
PO BOX 942714
Sacramento, CA 94229-2714

HEALTH RESOLUTION

CalPERS ID #	**5612780823**
Agency Name	**Los Angeles County Law Library**
Desired Effective Date	**January 1, 2027**

RESOLUTION NO. 2026-02
FIXING THE EMPLOYER CONTRIBUTION
UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS

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WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it

RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

Medical Group	Monthly Employer Health Contribution		
	Self	Self+1	Self+ Family
701 Unrepresented Employees	$817.00	$1,166.00	$1,400.00
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plus administrative fees and Contingency Reserve Fund assessments; and be it further

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RESOLVED, (c) That the participation of the employees and annuitants of Los Angeles County Law Library shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Los Angeles County Law Library would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

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Signed: ________________________________
Hon. Laura A. Seigle, President

Attest: ________________________________
Katherine H. Chew, Executive Director