

AGENDA

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

REGULAR BOARD MEETING
Wednesday, January 21, 2015
12:15 PM

MILDRED L. LILLIE BUILDING
TRAINING CENTER
301 WEST FIRST STREET
LOS ANGELES, CA 90012-3140

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

A 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. All requests to address the Board must be submitted in person to the Board President prior to the start of the meeting. Public comments will be taken at the beginning of each meeting as Agenda Item 1.0. 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 of any person who disrupts or disturbs the orderly conduct of any Board Meeting.

AGENDA MATERIALS

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the December 16, 2014, Regular Board Meeting.
- 3.2 Review of November 2014 Financials & December 2014 List of Checks and Warrants.
- 3.3 Review of Fiscal Year 2015 Statistics – Quarter 2.
- 3.4 Quarterly Strategic Plan Update.
- 3.5 Approval of Updated Job Descriptions (Library Clerk – Facilities; and Technology Manager).
- 3.6 Approval of Updated Employee Handbook & Personnel Policies Manual.
- 3.7 Acceptance of Cal Humanities Grant.

4.0 CLOSED SESSION

- 4.1 Personnel (G.C. 54957). Public Employee Performance Evaluation. Title: Executive Director.
- 4.2 Conference with Labor Negotiator (G.C. 54957.6). Library negotiator: Board President, Hon. Ann I. Jones. Unrepresented employee: Executive Director

5.0 DISCUSSION ITEMS

- 5.1 Discussion and Potential Action Regarding Increase to Executive Director Compensation.
- 5.2 Update Regarding Programming for Businesses and Entrepreneurs.

6.0 AGENDA BUILDING

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

7.0 EXECUTIVE DIRECTOR REPORT

- 7.1 Potential Digitization Opportunity

8.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 25, 2015.

POSTED THURSDAY, JANUARY 15, 2015 @ 6:00 P.M.

POSTED BY EUSTORGIO BARAJAS



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the December 16, 2014, Regular Board Meeting.
- 3.2 Review of November 2014 Financials & December 2014 List of Checks and Warrants.
- 3.3 Review of Fiscal Year 2015 Statistics – Quarter 2.
- 3.4 Quarterly Strategic Plan Update.
- 3.5 Approval of Updated Job Descriptions (Library Clerk – Facilities; and Technology Manager).
- 3.6 Approval of Updated Employee Handbook & Personnel Policies Manual.
- 3.7 Acceptance of Cal Humanities Grant.

**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.**

December 16, 2014

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, December 16, 2014 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present:

Judge Michelle Williams Court
Judge Ann I. Jones
Judge Mark Juhas
Kenneth Klein, Esquire
Judge Dennis Landin
Susan Steinhauser, Esquire

Trustees Absent: Judge Reva Goetz (participated by speaker phone)

Senior Staff Present:

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

Also Present:

John Kohl, Director, Finance
Meiling Li, Director, Collection Management Services

President Jones determined a quorum to be present, convened the meeting at 12:17 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

There were no requests to speak at this time. However, a late request to speak was accepted following Agenda Item 7.0, Closed Session.

2.0 PRESIDENT’S REPORT

President Jones thanked the staff on behalf of the Board for the staff and all their hard work throughout the year. President Jones concluded her comments with warm wishes to everyone during the holidays and throughout the New Year.

3.0 CONSENT CALENDAR

3.1 Approval of Minutes of the November 18, 2014, Regular Board Meeting.

3.2 Review of October 2014 Financials & November 2014 List of Checks and Warrants.

3.3 Approval of the 2015 Holiday Schedule.
 Staff recommended the Board approved the presented 2015 holiday schedule.

2015 HOLIDAY SCHEDULE		
Thursday	January 1, 2015	New Year's Day
Monday	January 19, 2015	Martin Luther King, Jr. Birthday
Thursday	February 12, 2015	Lincoln Day
Monday	February 16, 2015	Presidents’ Day
Tuesday	March 31, 2015	Cesar Chavez Day
Monday	May 25, 2015	Memorial Day
Friday	July 3, 2015	Independence Day
Monday	September 7, 2015	Labor Day
Monday	October 12, 2015	Columbus Day
Wednesday	November 11, 2015	Veterans Day
Thursday	November 26, 2015	Thanksgiving Day
Friday	November 27, 2015	Day after Thanksgiving
Friday	December 25, 2015	Christmas Day
Friday	January 1, 2016	New Year’s Day (2016)

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

4.0 **DISCUSSION ITEMS**

Per the President's prerogative, Agenda Item 4.2, 2015 Board of Trustee Meeting Schedule, was moved up for discussion at this time.

- 4.2 2015 Board of Trustee Meeting Schedule.
Staff recommended the Board discuss and approve a 2015 Board Meeting Schedule.

Following a brief discussion, President Jones requested a motion to approve the following Wednesday meeting schedule as presented:

WEDNESDAY, 2015 MEETING DATES	
*January 21	July 22
February 25	August 26
March 25	*September 16
April 22	October 28
May 27	*November 18
June 24	*December 16

*Exceptions to 4th Wednesday schedule to avoid conflicts.

So moved by Trustee Landin and seconded by Trustee Juhas, the motion was unanimously approved, 5-0.

- 4.1 Voyager/ Navision Upgrade Report.

Presenters and Staff, Meiling Li and John Kohl, joined the table.

Trustee Steinhauser joined the meeting during the discussion of Agenda Item 4.1.

Li and Kohl gave a brief presentation to the Board on the planned upgrade to both the Library's integrated library system (ILS) and its accounting systems. During the presentation, staff discussed the expectations and process, as well as anticipated challenges. No action was taken.

5.0 **AGENDA BUILDING**

There were no items for Agenda Building.

At this time, President Jones announced the Board would now move into Closed Session, Agenda Item 7.0, and requested that all members of the public and staff vacate the room.

7.0 CLOSED SESSION

7.1 Personnel (G.C. 54957). Public Employee Performance Evaluation. Title: Executive Director.

The Board reconvened Open Session at 1:23 p.m. President Jones reported back a very positive review, thanking ED Levin for the hard work and effort put in during 2014.

Following Closed Session, a late request for Public Comment was taken per President Jones.

1.0 PUBLIC COMMENT (LATE)

During the 3 minutes allocated to speak, Mr. Tut Hayes complimented the Library on its beauty, acknowledged the Library for the appropriate placement of the United States Flag and thanked the Library for providing a local newspaper.

6.0 EXECUTIVE DIRECTOR REPORT

ED Levin highlighted the Library's "Holidays around the World" display in the lobby, recognizing the work of Ralph Stahlberg and Neel Agrawal.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:26 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 21, 2015.

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

Los Angeles Law Library

Balance Sheet

As of November 30, 2014

(Provisional and subject to year-end audit adjustments)

	6/30/2014	11/30/2014	Change
Assets			
Current Assets			
Cash and cash equivalents	3,533,474	3,667,826	134,352
Accounts receivable	1,495,778	1,501,158	5,379
Prepaid expenses	164,660	250,041	85,381
Total current assets	5,193,912	5,419,025	225,113
Investments			
CalPERS CERBT Trust Fund	40,647	35,585	(5,062)
UBS Zero Coupon Treasury Fund	3,997,438	4,018,719	21,281
Total Investments	4,038,085	4,054,305	16,219
Restricted cash and cash equivalents	302,980	302,980	-
Capital assets, not being depreciated	583,433	583,433	-
Capital assets, being depreciated - net	23,100,529	22,620,956	(479,573)
Total assets	33,218,939	32,980,698	(238,241)
Liabilities and Net Assets			
Current Liabilities			
Accounts payable	311,176	151,363	(159,813)
Other liabilities	-	(625)	(625)
Payroll liabilities	12,894	17,100	4,206
Total current liabilities	324,070	167,838	(156,232)
Accrued sick and vacation liability	381,734	341,055	(40,679)
Borrowers' deposit	302,006	310,447	8,441
OPEB obligation	(200,378)	(84,628)	115,750
Total liabilities	807,432	734,712	(72,720)
Net assets			
Invested in capital assets, net of related debt	23,683,962	23,204,389	(479,573)
Unrestricted	8,727,545	9,041,597	314,052
Total net assets	32,411,507	32,245,986	(165,521)
Total liabilities and net assets	33,218,939	32,980,698	(238,241)

Los Angeles Law Library

Income Statement for the Period Ended November 30, 2014

(Provisional and subject to year-end audit adjustments)

Nov 13 Actual	November 2014				FY 2013-14 YTD	FY 2014-15 YTD					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Summary:											
Income											
629,649	614,536	603,007	(11,530)	-1.9%	3,126,204	3,051,175	2,882,443	(168,732)	-5.5%		
4,015	1,175	16,913	15,737	1338.9%	20,497	39,127	2,923	(36,204)	-92.5%		
0	0	9,639	9,639	0.0%	0	0	21,091	21,091	0.0%		
43,750	44,167	46,724	2,557	5.8%	288,665	220,833	280,248	59,415	26.9%		
158,519	147,117	25,063	(122,054)	-83.0%	330,371	259,486	252,723	(6,763)	-2.6%		
835,932	806,996	701,346	(105,650)	-13.1%	3,765,738	3,570,621	3,439,428	(131,193)	-3.7%		
Expense											
Staff											
465,989	334,709	327,876	6,832	2.0%	1,898,419	1,807,332	1,768,108	39,224	2.2%		
188,286	522,437	235,469	286,968	54.9%	744,369	1,303,739	865,555	438,184	33.6%		
(188,286)	(522,437)	(235,469)	(286,968)	54.9%	(744,369)	(1,303,739)	(865,555)	(438,184)	33.6%		
Assets											
Facilities											
67,804	70,984	63,719	7,265	10.2%	329,638	361,513	341,322	20,191	5.6%		
8,614	11,870	8,676	3,194	26.9%	42,855	56,142	44,516	11,625	20.7%		
6,301	5,346	4,630	716	13.4%	24,521	29,069	25,020	4,049	13.9%		
444	50	503	(453)	-905.7%	5,802	4,599	7,430	(2,831)	-61.6%		
500	835	0	835	100.0%	2,725	5,625	244	5,381	95.7%		
191	340	112	228	67.0%	603	1,630	769	861	52.8%		
0	4,166	10,675	(6,509)	-156.2%	19,978	36,832	28,038	8,794	23.9%		
275,384	282,651	279,744	2,907	1.0%	1,378,599	1,393,808	1,389,503	4,306	0.3%		
825,227	710,951	695,935	15,016	2.1%	3,703,140	3,696,549	3,604,949	91,600	2.5%		
10,705	96,045	5,411	(90,634)	-94.4%	62,598	(125,928)	(165,521)	(39,592)	-31.4%		
Net Income											
Extraordinary Income											
0	0	0	0	0.0%	0	0	0	0	0.0%		
Extraordinary Expense											
0	0	0	0	0.0%	186,407	0	0	0	0.0%		
10,705	96,045	5,411	(90,634)	-94.4%	(123,809)	(125,928)	(165,521)	(39,592)	-31.4%		
Capitalized Expenditures											
0	0	0	0	0.0%	0	128,000	44,374	83,626	65.3%		

Los Angeles Law Library
Income Statement for the Period Ended November 30, 2014
(Provisional and subject to year-end audit adjustments)

Nov 13 Actual	November 2014				FY 2013-14 YTD	FY 2014-15 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
Detailed Budget:												
Income:												
629,649	614,536	603,007	(11,530)	-1.9%	15 FIN 303300	L.A. Superior Court Fees	3,126,204	3,051,175	2,882,443	(168,732)	-5.5%	Even though the FY 2015 Budget reflects a decrease in revenue as compared to FY 2014, November YTD revenue has decreased 5.5% compared to the FY 2015 Budget.
Interest:												
0	0	0	0	0.0%	15 FIN 311000	Interest - LAIF	865	750	817	67	8.9%	
3,866	1,029	1,408	379	36.8%	15 FIN 312000	Interest - General Fund	18,916	5,146	6,065	919	17.9%	Greater than anticipated.
149	146	193	47	32.2%	15 FIN 313000	Interest - Deposit Fund	716	731	913	182	24.9%	
0	0	15,272	15,272	0.0%	15 FIN 313100	Interest - CalPERS CERBT	0	32,500	(5,062)	(37,562)	-115.6%	Improved over October 2014 YTD. Long term prospects remain as budgeted.
0	0	39	39	0.0%	15 FIN 313200	Interest - Bonds	0	0	190	190	0.0%	
4,015	1,175	16,913	15,737	1338.9%		Subtotal	20,497	39,127	2,923	(36,204)	-92.5%	
Unrealized Invest. Gain/Loss												
0	0	9,639	9,639	0.0%	15 FIN 321000	UBS (Zero Coupon Treasury)	0	0	21,091	21,091	0.0%	Unrealized gain from bond investment. Value at maturity is fixed.
Parking:												
43,750	43,750	46,724	2,974	6.8%	39 FAC 330100	Parking	288,665	218,750	280,248	61,498	28.1%	Effect of weekend and event parking.
0	417	0	(417)	-100.0%	39 FAC 330105	Valet Parking	0	2,083	0	(2,083)	-100.0%	Event parking included in general parking revenue.
43,750	44,167	46,724	2,557	5.8%		Subtotal	288,665	220,833	280,248	59,415	26.9%	
Library Services:												
16	0	81	81	0.0%	27 CIRC 330150	Annual Borrowing Fee	2,844	0	1,511	1,511	0.0%	Estimated revenue is expected to be \$1,800 for the year.
7,065	8,500	5,680	(2,820)	-33.2%	25 P&P 330140	Annual Members Fee	39,795	42,500	44,575	2,075	4.9%	
3,090	1,050	2,283	1,233	117.4%	23 R&R 330340	Course Registration	6,260	9,150	10,787	1,637	17.9%	Actual exceeding anticipated participation.
5,565	5,000	4,831	(169)	-3.4%	27 CIRC 330129	Copy Center	28,176	25,000	26,013	1,013	4.1%	Anticipate being close to budget for year-end.
2,134	2,100	2,749	649	30.9%	27 CIRC 330205	Document Delivery	12,818	10,500	9,960	(540)	-5.1%	Less usage than anticipated.
261	3,750	5,725	1,975	52.7%	27 CIRC 330210	Fines	20,725	18,750	16,414	(2,336)	-12.5%	Timing.
813	300	1,018	718	239.3%	15 FIN 330310	Miscellaneous	68,018	1,500	31,012	29,512	1967.5%	\$14,398 from CalPERS in Medicare Retirees Subsidy Funds for Medicare Part D.
13,163	2,750	825	(1,925)	-70.0%	39 FAC 330330	Room Rental	15,757	13,750	10,045	(3,705)	-26.9%	\$10,000 additional should post and be offset by Room Rental Expense.
1,057	250	1,372	1,122	448.7%	27 CIRC 330350	Book Replacement	4,315	1,250	2,110	860	68.8%	Timing.
0	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	0	0	0	0	0.0%	
120,000	120,000	0	(120,000)	-100.0%	17 EXEC 330400	Friends of Law Library	120,000	120,000	85,000	(35,000)	-29.2%	Timing.
0	0	0	0	0.0%	25 P&P 330420	Grants	0	0	0	0	0.0%	
356	333	499	166	49.8%	39 FAC 330450	Vending	1,316	1,667	2,221	555	33.3%	Greater usage than anticipated.
5,000	3,084	0	(3,084)	-100.0%	39 FAC 330465	Special Events Income	10,348	15,419	13,075	(2,344)	-15.2%	Timing.
158,519	147,117	25,063	(122,054)	-83.0%		Subtotal	330,371	259,486	252,723	(6,763)	-2.6%	
835,932	806,996	701,346	(115,290)	-14.3%		Total Income	3,765,738	3,570,621	3,439,428	(131,193)	-3.7%	
Expenses:												
Staff:												
301,326	195,458	193,233	2,225	1.1%	ALL 501000	Salaries (benefits eligible)	1,113,054	1,078,662	1,059,360	19,302	1.8%	Favorable variance is reduced by Vacancy Offsets and increases in Temporary Employment.
0	(3,909)	0	(3,909)	100.0%	15 FIN 501025	Staff Vacancy Offset (Ben. Eligible)	0	(21,573)	0	(21,573)	100.0%	Actual reductions due to vacancies included in Salaries (Benefits Eligible).
34,403	24,299	19,074	5,225	21.5%	ALL 501050	Salaries (benefits ineligible)	126,467	133,644	109,523	24,121	18.0%	Favorable variance is reduced by Vacancy Offsets and increases in Temporary Employment.
0	(321)	0	(321)	100.0%	15 FIN 501075	Staff Vacancy Offset (Ben. Ineligible)	0	(1,764)	0	(1,764)	100.0%	Actual reductions due to vacancies included in Salaries (Benefits Ineligible).
17,295	13,625	11,074	2,551	18.7%	15 FIN 502000	Social Security	68,866	75,163	67,310	7,853	10.4%	Due to vacancies.
4,625	3,186	2,944	243	7.6%	15 FIN 503000	Medicare	17,043	17,578	16,547	1,031	5.9%	Due to vacancies.
22,565	21,713	21,367	346	1.6%	15 FIN 511000	Retirement	114,604	119,421	118,510	911	0.8%	
41,138	42,249	40,945	1,304	3.1%	15 FIN 512000	Health Insurance	229,500	211,246	195,889	15,357	7.3%	Due to vacancies.
444	400	427	(27)	-6.7%	15 FIN 513000	Disability Insurance	2,027	1,851	2,134	(283)	-15.3%	Timing.
4,445	6,173	5,720	453	7.3%	15 FIN 514000	Dental Insurance	25,100	30,092	27,320	2,772	9.2%	Due to vacancies.
579	688	628	60	8.7%	15 FIN 514500	Vision Insurance	3,545	4,006	3,151	855	21.4%	Due to vacancies.
73	77	113	(37)	-47.8%	15 FIN 515000	Life Insurance	498	543	425	118	21.8%	Due to vacancies.
0	(1,762)	0	(1,762)	100.0%	15 FIN 515500	Vacancy Benefits Offset	0	(9,198)	0	(9,198)	100.0%	Actual reduction due to vacancies is reflected in benefits.
8,779	6,982	6,642	340	4.9%	15 FIN 516000	Workers Compensation Insurance	43,897	34,910	34,568	342	1.0%	
2,889	0	0	0	0.0%	15 FIN 517000	Unemployment Insurance	6,725	0	(19)	19	0.0%	
0	200	828	(628)	-314.0%	ALL 514010	Temporary Employment	0	4,500	8,391	(3,891)	-86.5%	Temporary assistance due to long-term disability. Offset in Salaries (Benefit Eligible).
0	0	0	0	0.0%	13 HR 514015	Recruitment	2,198	0	484	(484)	0.0%	
0	0	0	0	0.0%	15 FIN 517500	Accrued Sick Expense	0	0	0	0	0.0%	

Los Angeles Law Library
Income Statement for the Period Ended November 30, 2014
(Provisional and subject to year-end audit adjustments)

Nov 13 Actual	November 2014				FY 2013-14 YTD	FY 2014-15 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	0	0	0	0.0%	15 FIN 518000	Accrued Vacation Expense	0	0	0	0	0.0%	
27,083	23,150	23,150	0	0.0%	15 FIN 518500	OPEB Expense	135,417	115,750	115,750	0	0.0%	
(904)	1,250	775	475	38.0%	15 FIN 518550	TMP	1,909	6,250	3,590	2,660	42.6%	Budgeted for anticipated increase in train usage.
1,249	1,250	955	295	23.6%	15 FIN 518560	Payroll and Benefit Administration	7,569	6,250	5,174	1,076	17.2%	Timing.
465,989	334,709	327,876	6,832	2.0%		Total - Staff	1,898,419	1,807,332	1,768,108	39,224	2.2%	
						Library Materials:						
94,501	463,250	138,588	324,661	70.1%	29 R&R 601999	American Continuations	461,585	1,015,603	614,012	401,591	39.5%	Timing.
10,342	6,186	2,321	3,865	62.5%	29 R&R 602999	American New Orders	37,651	30,115	15,911	14,204	47.2%	Careful selection of materials.
880	3,902	1,085	2,817	72.2%	29 R&R 609199	Branch Continuations	5,495	19,508	8,242	11,266	57.7%	Additional cancellations
0	83	0	83	100.0%	29 R&R 609299	Branch New Orders	172	418	0	418	100.0%	Expansion of print collection not planned.
16,244	22,986	60,491	(37,505)	-163.2%	29 R&R 603999	Commonwealth Continuations	94,525	111,429	109,819	1,610	1.4%	
0	144	0	144	100.0%	29 R&R 604999	Commonwealth New Orders	0	724	87	637	88.0%	Careful selection of new materials; high cost of titles in this category.
42,504	13,908	13,227	681	4.9%	29 R&R 605999	Foreign Continuations	76,253	66,041	54,800	11,241	17.0%	Timing.
737	1,237	90	1,147	92.7%	29 R&R 606999	Foreign New Orders	4,498	6,187	878	5,309	85.8%	Careful selection of new materials.
11,136	7,849	11,909	(4,060)	-51.7%	29 R&R 607999	International Continuations	44,656	39,245	47,886	(8,641)	-22.0%	Timing.
754	412	165	247	60.0%	29 R&R 608999	International New Orders	3,217	2,065	2,198	(133)	-6.5%	Focus on selecting new materials in this category.
11,165	2,316	7,594	(5,279)	-227.9%	29 R&R 609399	General/Librarianship Continuations	15,529	11,579	11,563	17	0.1%	
22	165	0	165	100.0%	29 R&R 609499	General/Librarianship New Orders	789	825	158	667	80.8%	Careful selection of new materials.
188,286	522,437	235,469	286,968	54.9%		Subtotal	744,369	1,303,739	865,555	438,184	33.6%	
(188,286)	(522,437)	(235,469)	(286,968)	54.9%	15 FIN 690000	Library Materials Transferred to Assets	(744,369)	(1,303,739)	(865,555)	(438,184)	33.6%	
0	0	0	0	0.0%		Balance	0	0	0	0	0.0%	
						Facilities:						
2,417	2,889	1,235	1,654	57.3%	39 FAC 801005	Repair & Maintenance	15,261	14,445	14,231	214	1.5%	
596	2,000	824	1,176	58.8%	39 FAC 801010	Building Services	6,755	10,000	7,431	2,569	25.7%	Timing.
1,683	1,292	1,309	(17)	-1.4%	39 FAC 801015	Cleaning Supplies	5,339	6,460	7,389	(929)	-14.4%	Timing.
9,580	11,000	10,400	600	5.5%	39 FAC 801020	Electricity & Water	43,338	55,000	55,425	(425)	-0.8%	
1,247	1,250	920	330	26.4%	39 FAC 801025	Elevator Maintenance	6,234	6,250	7,185	(935)	-15.0%	Prior month's unexpected repairs.
2,485	2,375	1,829	546	23.0%	39 FAC 801030	Heating & Cooling	13,838	11,875	16,183	(4,308)	-36.3%	Summer months cooling was higher than usual due to heat.
20,621	22,683	21,071	1,612	7.1%	15 FIN 801035	Insurance	103,756	114,133	105,355	8,778	7.7%	Projected 10% increase over FY 2014 forecast per broker. Actual cost is 1.7% below FY 2014 forecast.
8,421	8,755	8,674	81	0.9%	39 FAC 801040	Janitorial Services	42,107	43,775	44,121	(346)	-0.8%	
1,050	1,200	2,121	(921)	-76.8%	39 FAC 801045	Landscaping	5,250	6,000	6,321	(321)	-5.4%	Repairs to landscape offset by insurance payment.
14,049	13,500	14,001	(501)	-3.7%	39 FAC 801050	Security	69,402	67,500	54,176	13,324	19.7%	Timing.
1,644	1,300	90	1,210	93.1%	39 FAC 801060	Room Rental Expenses	3,200	6,500	13,563	(7,063)	-108.7%	Offset by \$10,000 receivable to be recorded in Room Rental Revenue.
3,046	953	630	323	33.8%	39 FAC 801065	Special Events Expenses	9,963	11,912	5,055	6,857	57.6%	Partially offset by Special Events unfavorable Income variance of \$(2,344).
0	160	179	(19)	-11.9%	39 FAC 801100	Furniture & Appliances (<3K)	19	800	598	202	25.3%	Timing.
0	300	117	183	61.0%	39 FAC 801110	Equipment (<3K)	1,600	1,500	393	1,107	73.8%	Timing.
0	375	0	375	100.0%	39 FAC 801115	Building Alterations (<3K)	0	1,875	0	1,875	100.0%	Timing.
338	325	318	7	2.2%	39 FAC 801120	Delivery & Postage	1,714	1,625	1,957	(332)	-20.4%	Timing.
627	627	0	627	100.0%	39 FAC 801125	Kitchen supplies	1,863	1,863	1,941	(78)	-4.2%	
67,804	70,984	63,719	7,265	10.2%		Subtotal	329,638	361,513	341,322	20,191	5.6%	
						Technology:						
1,972	1,095	1,258	(164)	-15.0%	33 TECH 801210	Software Maintenance	12,793	5,466	5,583	(117)	-2.1%	
0	1,191	1,113	78	6.5%	33 TECH 801212	Hardware Maintenance	0	5,953	4,620	1,334	22.4%	Timing.
0	1,000	125	875	87.5%	33 TECH 801215	Software (<\$3k)	693	8,550	269	8,281	96.9%	Timing.
69	1,000	312	688	68.8%	33 TECH 801220	Hardware (<\$3k)	69	3,000	2,139	861	28.7%	Timing.
78	400	0	400	100.0%	33 TECH 801225	Computer Supplies	147	800	0	800	100.0%	Timing.
3,560	3,750	3,702	48	1.3%	33 TECH 801230	Integrated Library System	17,798	18,750	18,509	241	1.3%	
2,935	2,935	2,165	770	26.2%	33 TECH 801235	Telecommunications	11,321	11,322	12,041	(719)	-6.4%	Timing.
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	35	300	0	300	100.0%	Timing.
0	500	0	500	100.0%	33 TECH 801250	Services	0	2,000	1,355	645	32.3%	Timing.
8,614	11,870	8,676	3,194	26.9%		Subtotal	42,855	56,142	44,516	11,625	20.7%	
						General:						
583	0	1,009	(1,009)	0.0%	15 FIN 801310	Bank Charges	2,581	1,998	3,201	(1,203)	-60.2%	Timing.
1,282	725	656	69	9.5%	35 CMS 801315	Bibliographical Services	1,950	3,625	3,283	342	9.4%	OCLC policy change. Expect a favorable variance at year-end.

Los Angeles Law Library
 Income Statement for the Period Ended November 30, 2014
 (Provisional and subject to year-end audit adjustments)

Nov 13 Actual	November 2014				FY 2013-14 YTD	FY 2014-15 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
106	108	87	21	19.5%	17 EXEC 801325	Board Expense	411	3,542	1,806	1,736	49.0%	Timing.
170	250	110	140	56.0%	37 COM 801330	Staff meals & events	880	1,000	766	234	23.4%	No additional events at this time.
761	799	706	93	11.7%	15 FIN 801335	Supplies - Office	6,074	6,379	6,594	(215)	-3.4%	
865	863	0	863	100.0%	35 CMS 801337	Supplies - Library materials	3,607	3,119	1,637	1,481	47.5%	Timing variance. Supplies will be replenished as needed in later months.
0	65	349	(284)	-436.6%	37 COM 801340	Stationery, business cards, etc.	227	565	524	41	7.3%	No additional prints requested at this time.
0	0	0	0	0.0%	25 P&P 801365	Grant Application Expenses	0	0	0	0	0.0%	
2,528	2,528	407	2,121	83.9%	27 CIRC 801370	Copy Center Expense	8,362	8,362	3,689	4,673	55.9%	Timing.
7	7	522	(515)	-7353.3%	15 FIN 801375	General - Misc	430	430	728	(298)	-69.3%	Timing.
0	0	796	(796)	0.0%	15 FIN 801390	Course Registration	0	0	2,714	(2,714)	0.0%	
0	0	(12)	12	0.0%	15 FIN 801395	Friends of Law Library	0	50	78	(28)	-55.8%	Timing.
6,301	5,346	4,630	716	13.4%		Subtotal	24,521	29,069	25,020	4,049	13.9%	
						Professional Development:						
15	0	159	(159)	0.0%	ALL 803105	Travel	2,053	3,150	3,026	124	3.9%	
74	0	0	0	0.0%	ALL 803110	Meals	74	0	140	(140)	0.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	
200	0	344	(344)	0.0%	ALL 803115	Membership dues	535	175	2,170	(1,995)	-1139.9%	Timing.
155	50	0	50	100.0%	ALL 803120	Registration fees	3,140	1,274	1,830	(556)	-43.6%	Timing.
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	264	(264)	0.0%	
444	50	503	(453)	-905.7%		Subtotal	5,802	4,599	7,430	(2,831)	-61.6%	
						Communications & Marketing:						
0	200	0	200	100.0%	37 COM 803205	Services	0	1,050	0	1,050	100.0%	No outside services required at this time.
0	100	0	100	100.0%	37 COM 803210	Collateral materials	0	600	0	600	100.0%	Positive variance due to in-house printing.
500	250	0	250	100.0%	37 COM 803215	Advertising	2,475	2,550	104	2,446	95.9%	Timing. Minimal external advertising opportunities at this time.
0	285	0	285	100.0%	37 COM 803220	Trade shows & Outreach	250	1,425	140	1,285	90.2%	No additional outreach is required at this time.
500	835	0	835	100.0%		Subtotal	2,725	5,625	244	5,381	95.7%	
						Travel & Entertainment						
6	0	0	0	0.0%	ALL 803305	Travel	46	0	12	(12)	0.0%	
0	0	0	0	0.0%	ALL 803310	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	
185	340	112	228	67.0%	ALL 803320	Ground transportation & mileage reimb.	557	1,630	757	873	53.5%	Timing.
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
191	340	112	228	67.0%		Subtotal	603	1,630	769	861	52.8%	
						Professional Services						
0	0	8,000	(8,000)	0.0%	15 FIN 804005	Accounting	15,500	16,000	16,000	0	0.0%	
0	3,333	2,675	658	19.7%	17 EXEC 804008	Consulting Services	0	16,665	12,038	4,628	27.8%	Timing.
0	833	0	833	100.0%	17 EXEC 804010	Legal	4,478	4,167	0	4,167	100.0%	Handled in-house.
0	0	0	0	0.0%	15 FIN 804015	Other	0	0	0	0	0.0%	
0	4,166	10,675	(6,509)	-156.2%		Subtotal	19,978	36,832	28,038	8,794	23.9%	
						Depreciation:						
243,773	253,727	250,442	3,285	1.3%	15 FIN 806105	Depreciation - Library Materials	1,219,611	1,246,875	1,239,252	7,623	0.6%	
31,611	28,923	29,302	(379)	-1.3%	15 FIN 806110	Depreciation Exp - FF&E	158,987	146,933	150,250	(3,317)	-2.3%	
275,384	282,651	279,744	2,907	1.0%		Subtotal	1,378,599	1,393,808	1,389,503	4,306	0.3%	
825,227	710,951	695,935	15,016	2.1%		Total Expense	3,703,140	3,696,549	3,604,949	91,600	2.5%	
10,705	96,045	5,411	(90,634)	-94.4%		Net Income Before Extraordinary Items	62,598	(125,928)	(165,521)	(39,592)	-31.4%	
0	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	186,407	0	0	0	0.0%	
10,705	96,045	5,411	(90,634)	-94.4%		999500 Net Income Including Extraordinary Items	(123,809)	(125,928)	(165,521)	(39,592)	-31.4%	
						Capital Expenditures:						
0	0	0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	17,000	44,374	(27,374)	-161.0%	Timing. Scanner payment budgeted for December 2014.
0	0	0	0	0.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	0	11,000	0	11,000	100.0%	
0	0	0	0	0.0%	39 FAC 164500	Exterior Building Repairs/ Improvements (>3k)	0	40,000	0	40,000	100.0%	
0	0	0	0	0.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	55,000	0	55,000	100.0%	
0	0	0	0	0.0%	33 TECH 168000	Computer Software	0	5,000	0	5,000	100.0%	
0	0	0	0	0.0%		Total - Capitalized Expenditures	0	128,000	44,374	83,626	65.3%	

Los Angeles Law Library

Statement of Cash Flows

As of November 30, 2014

(Provisional and subject to year-end audit adjustments)

	11/30/2014	YTD
Cash flows from operating activities		
LA Superior court fees	603,007	2,882,443
Parking fees	46,724	280,248
Library services	25,063	167,723
(Increase) decrease in accounts receivable	(65,446)	(5,379)
Increase (decrease) in borrowers' deposit	1,076	8,441
Cash received from filing fees and services	610,424	3,333,476
Facilities	(63,719)	(341,322)
Technology	(8,676)	(44,516)
General	(4,630)	(25,020)
Professional development	(503)	(7,430)
Communications & marketing	-	(244)
Travel & entertainment	(112)	(769)
Professional services	(10,675)	(28,038)
(Increase) decrease in prepaid expenses	27,131	(85,381)
Increase (decrease) in accounts payable	27,609	(159,813)
Increase (decrease) in other liabilities	-	(625)
Cash payments to suppliers for goods and services	(33,574)	(693,157)
Staff	(327,876)	(1,768,108)
Increase (decrease) in payroll liabilities	568	4,206
Increase (decrease) in accrued sick and vacation liability	(3,144)	(40,679)
Increase (decrease) in OPEB liability	23,150	115,750
Cash payments to employees for services	(307,302)	(1,688,831)
Contributions received	-	85,000
Net cash from operating activities	269,547	1,036,487
Cash flow from capital and related financing activities		
Library materials	(235,469)	(865,555)
Fixed assets	-	(44,374)
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment earnings	1,601	7,795
Net cash increase (decrease) in cash and cash equivalents	35,680	134,352
Cash and cash equivalents, at beginning of period	3,935,126	3,836,454
Cash and cash equivalents, at end of period	3,970,806	3,970,806
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(21,141)	(189,535)
Adjustments for noncash effects:		
Depreciation	279,744	1,389,503
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(65,446)	(5,379)
(Increase) decrease in prepaid expenses	27,131	(85,381)
Increase (decrease) in accounts payable	27,609	(159,813)
Increase (decrease) in other liabilities	-	(625)
Increase (decrease) in payroll liabilities	568	4,206
Increase (decrease) in accrued sick and vacation liability	(3,144)	(40,679)
Increase (decrease) in borrowers' deposit	1,076	8,441
Increase (decrease) in OPEB liability	23,150	115,750
Net cash from operating activities	269,547	1,036,487

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2014 - December 31, 2014 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 2	AMERICAN MARITIME CASES INC	BOOKS	1,075.00	028008
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	588.82	028009
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,388.34	028010
	COIMBRA EDITORA SA	BOOKS	78.29	028011
	COUTTS LIBRARY SERVICES	BOOKS	1,163.78	028012
	DAILY JOURNAL CORPORATION	BOOKS	344.44	028013
	U S GPO SUPERINTENDENT OF DOCUMENTS	BOOKS	35.00	028014
	OTTO HARRASSOWITZ	BOOKS	1,133.60	028015
	LOS ANGELES COUNTY PUBLIC DEFENDERS	BOOKS	76.30	028016
	MUNICIPAL CODE CORPORATION	BOOKS	135.00	028017
	NEUBAUER & ASSOCIATES	BOOKS	50.00	028018
	NATIONAL NOTARY ASSOCIATION	BOOKS	23.22	028019
	NATIONAL UNDERWRITER COMPANY	BOOKS	275.60	028020
	PUBLIC UTILITIES REPORTS INC	BOOKS	287.00	028021
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	2,566.50	028022
	WILLIAM S HEIN & CO	BOOKS	978.58	028023
YBP LIBRARY SERVICES	BOOKS	245.16	028024	
December 5	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,669.96	028025
	BERNAN ASSOCIATES	BOOKS	21.00	028026
	BOOK HOUSE INC	BOOKS	259.30	028027
	CCH INCORPORATED	BOOKS	246.72	028028
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	626.83	028029
	COUTTS LIBRARY SERVICES	BOOKS	1,413.04	028030
	DATA TRACE PUBLISHING COMPANY	BOOKS	539.85	028031
	EBSCO INFORMATION SERVICES	BOOKS	2,041.97	028032
	INGRAM LIBRARY SERVICES	BOOKS	114.35	028033
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	2,752.08	028034
	CITY OF LIVERMORE	BOOKS	5.80	028035
	MANHATTAN PUBLISHING COMPANY	BOOKS	50.00	028036
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	103.50	028037
	MUNICIPAL CODE CORPORATION	BOOKS	1,172.00	028038
	PRACTISING LAW INSTITUTE	BOOKS	1,730.43	028039
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	302.75	028040
	YBP LIBRARY SERVICES	BOOKS	427.44	028041
	AMERICAN EXPRESS	BUSINESS CARD	3,288.32	028042
	BCA WATSON RICE LLP	ACCOUNTING	8,000.00	028043
	BULBS.COM	REPAIR & MAINTENA	834.90	028044
	CHANNA CAJERO	MILEAGE	19.32	028045
	CALIBER ELEVATOR	ELEVATOR MAINT	920.00	028046
	CLEAN SOURCE, INC.	CLEANING SUPPLIES	1,309.47	028047
LINDA J HEICHMAN	STAFF MEALS & EVE	36.19	028048	
INFINISOURCE INC	PAYROLL/HR ADMIN	75.00	028049	
L A DEPT WATER & POWER	WATER/SEWER	307.34	028050	

38,761.92

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2014 - December 31, 2014 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 10	CHRISTINE R LANGTEAU	MILEAGE	49.73	028051
	MANAGE EASE INCORPORATED	CONSULTING	1,337.50	028052
	METROLINK	TMP	1,423.75	028053
	KATHLEEN O'LAUGHLIN	COURSE REGISTRAT	27.98	028054
	OFFICE DEPOT	SUPPLIES-OFFICE	714.13	028055
	PAN AMERICAN PEST CONTROL CO	BUILDING SERVICE	178.00	028056
	PROACTIVE WORK HEALTH SERVICES	WORKERS COMPEN	576.00	028057
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,674.17	028058
	JAYE B STEINBRICK	STAFF MEALS & EVE	90.00	028059
	UNITED PARCEL SERVICE	DELIVERY/POSTAGE	11.13	028060
	VALLEY WIDE AIR	BLDG SERVICES	200.00	028061
	BANDWIDTH.COM, INC.	TELECOM	288.81	028062
	ESTHER EASTMAN	MILEAGE	26.88	028063
	MEGAPATH	TELECOM	357.05	028064
	OCLC INC	BIBLIOGRAPHICAL S	656.48	028065
	December 11	SECURITAS SECURITY	SECURITY	5,052.41
TEAM SOFTWARE		SOFTWARE <3K	125.00	028067
TIME WARNER CABLE		TELECOM	1,200.00	028068
LA LAWYERS PHILHARMONIC		SPECIAL EVENTS	1,000.00	028069
December 16	RICHARD ORTEGA	ROOM RENTAL	20.79	028070
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	478.35	028071
BERNAN ASSOCIATES	BOOKS	72.00	028072	
BLOOMBERG BNA	BOOKS	547.12	028073	
BOLERIUM BOOKS	BOOKS	52.44	028074	
LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	1,873.07	028075	
CALIF HIGHWAY PATROL DEPT OF	BOOKS	10.75	028076	
CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,063.33	028077	
GAUNT	BOOKS	170.22	028078	
JAMES PUBLISHING INC	BOOKS	118.81	028079	
JURIS PUBLISHING INC	BOOKS	89.50	028080	
JURISNET LLC	BOOKS	86.50	028081	
KUBON & SAGNER	BOOKS	3,605.14	028082	
RETTA LIBROS LIDERLAF S A	BOOKS	162.85	028083	
ALM MEDIA LAW JOURNAL PRESS	BOOKS	2,209.44	028084	
LAW PUBLISHERS	BOOKS	90.00	028085	
LIBROS DE HONDURAS	BOOKS	1,200.00	028086	
MARY MARTIN BOOKSELLERS	BOOKS	700.00	028087	
NEW JERSEY LAW JOURNAL	BOOKS	220.37	028088	
P L D PUBLISHERS	BOOKS	175.00	028089	
PRACTISING LAW INSTITUTE	BOOKS	372.52	028090	
QUALITY CODE PUBLISHING	BOOKS	37.16	028091	
UNITED NATIONS PUBLICATIONS	BOOKS	404.77	028092	

74,674.98

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2014 - December 31, 2014 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 17	THOMSON REUTERS	BOOKS	213.64	028093
	YBP LIBRARY SERVICES	BOOKS	33.77	028094
	FRED BRIAN CHASE	REFUND	140.00	028095
	PABLO DE LEON	REFUND	80.00	028096
	KLEIDEN DIAMOND	REFUND	140.00	028097
	STEVE GARZA	REFUND	140.00	028098
	CHRISTINA NYHAN HOFFMAN	REFUND	140.00	028099
	TOM VIRAT LLOYDS	REFUND	136.00	028100
	LESLIE L MULLEN	REFUND	140.00	028101
	AT&T	TELECOM	359.75	028102
	STATE BOARD OF EQUALIZATION	USE TAX	2,444.00	028103
	CCCLL	MEMBERSHIP DUES	5,960.00	028104
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	249.76	028105
	GLOBAL RESEARCH INSTITUTE OF COUNTY OF LOS ANGELES	COURSE REGISTRAT	23.00	028106
	PUBLIC COUNSEL	HEATING/COOLING	1,828.98	028107
	SECURITAS SECURITY	COURSE REGISTRAT	495.00	028108
	SEPCO EARTHSCAPE, INC	SECURITY	5,090.71	028109
	JAYE B STEINBRICK	LANDSCAPING	1,050.00	028110
	UNITE PARCEL SERVICE	STAFF MEALS & EVE	75.00	028111
	VALLEY WIDE AIR	DELIVERY/POSTAGE	15.08	028112
December 19		BLDG SVCS	200.00	028113
	COUNTY OF LOS ANGELES	BANK CHARGES	58.08	028114
December 22	INFINISOURCE INC	PAYROLL/HR ADMIN	1,660.00	028115
	AMERICAN BAR ASSOCIATION	BOOKS	2,092.47	028116
	AMERICAN LAWYER MEDIA L P RECORDER	BOOKS	419.88	028117
	STATE BAR OF ARIZONA	BOOKS	36.49	028118
	WOLTERS KLUWER LAW & BUSINESS ** VOIDED ****	BOOKS	0.00	028119
	BERNAN ASSOCIATES	BOOKS	92.00	028120
	BLOOMBERG BNA	BOOKS	212.33	028121
	BLOOMBERG BNA INTERNATIONAL INC	BOOKS	2,492.00	028122
	BOOK HOUSE INC	BOOKS	389.03	028123
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	1,290.24	028124
	CARSWELL COMPANY LTD	BOOKS	205.50	028125
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,769.49	028126
	COUTTS LIBRARY SERVICES	BOOKS	2,612.24	028127
	DATA TRACE PUBLISHING COMPANY	BOOKS	179.95	028128
	JURIS PUBLISHING INC	BOOKS	201.00	028129
	JURISNET LLC	BOOKS	413.50	028130
	KUBON & SAGNER	BOOKS	1,023.02	028131
	RETTA LIBROS LIDERLAF S A	BOOKS	540.32	028132
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	3,191.25	028133
	CHIEF LOC CDS	BOOKS	525.00	028134

121,915.82

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2014 - December 31, 2014 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 23	LAW LIBRARY MICROFORM CONSORTIUM	BOOKS	8,096.00	028135
	MARY MARTIN BOOKSELLERS	BOOKS	122.00	028136
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	133.50	028137
	PRACTISING LAW INSTITUTE	BOOKS	455.64	028138
	VERDICTSEARCH	BOOKS	589.00	028139
	VERSA TAPE	BOOKS	20.35	028140
	STATE BAR OF WISCONSIN	BOOKS	62.91	028141
	GUARDIAN	PREPAID EXP	5,966.22	028142
	ANTHEM BLUE CROSS	COBRA	637.08	028143
	JANINE LIEBERT	MILEAGE	17.53	028144
	STATE BAR OF CALIFORNIA	MEMBERSHIP DUES	430.00	028145

130,350.05

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2014 - December 31, 2014 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 17	L A DEPT WATER & POWER	ELECTRIC/FIRE	10,092.75	TS00212236
December 18	THOMSON REUTERS	BOOKS	65,618.40	TS00212289
December 19	LEXISNEXIS BUTTERWORTHS	BOOKS	54,204.00	TS00212431
December 24	CALPERS	PREPAID EXP	52,693.94	TS00212653
	TYCO INTEGRATED SECURITY LLC	SECURITY	11,830.05	TS00212600

194,439.14

MEMORANDUM

DATE: January 21, 2015

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Review of Fiscal Year 2015 Statistics – Quarter 2

AN UPDATED REVIEW OF THE STATISTICS WILL BE PROVIDED AT THE MEETING.



Los Angeles County Law Library Strategic Plan
Accountability Report

#	GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
2	C1(A)	Track usage, visitors and performance metrics						
3	C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Identify technology needed	9/30/2013	Y		
4	C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Research methods available	10/31/2013	Y		
5	C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Formally implement programs	11/30/2013		12/31/2015	Planning and implementing programs pending ILS upgrade project T1(B).
6	C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Evaluate results	12/31/2013		12/31/2015	Planning and implementing programs pending ILS upgrade project T1(B).
7	C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Completion	1/31/2014		12/31/2015	Planning and implementing programs pending ILS upgrade project T1(B).
9	C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs						
10	C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Identify users	12/31/2013	Y		
11	C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Set up and hold focus groups	12/31/2013	Y	2/15/2014	
12	C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Draft and distribute surveys to user groups	2/28/2014		2/28/2015	Survey distribution begin date: January 19, 2015.
13	C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Evaluate results	3/31/2014		4/15/2015	Extended date reflects new deadline to draft and distribute survey to user groups.
14	C1(B)	Conduct patron surveys and focus groups regarding legal resource materials needs	Channa Cajero	Completion	3/31/2014		4/15/2015	Extended date reflects new deadline to draft and distribute survey to user groups.
16	C1(C)	Develop a comprehensive strategy for collection assessment and evaluation						
17	C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Evaluate methods available	12/31/2013	Y		
18	C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Select useful tools and technology	12/31/2013	Y		
19	C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Collect data	3/31/2014	Y	12/31/2014	Date extended pending revision of Voyager reports for this project.
20	C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Review results and make assessments	3/31/2014	Y	12/31/2014	Date extended pending revision of Voyager reports for this project.
21	C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Present recommendations	6/30/2014		3/31/2015	Extended date reflects new deadline for data collection and assessment.
22	C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Completion	6/30/2014		3/31/2015	Extended date reflects new deadline for data collection and assessment.
30	C1(E)	Develop resource materials and referrals for patrons needing translation						
31	C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Research available resources	8/30/2013	Y		
32	C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Contact translators, interpreters, other resources regarding potential partnerships (min 10 contacts)	9/30/2013	Y		
33	C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Prepare resource sheet for patrons	10/31/2013	Y		
34	C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Translate resource sheet	11/30/2013		3/31/2015	Had not previously received responses from translators. Had a more promising meeting with Piers Armstrong from the court interpreters program at CSULA; will meet again in 2015
35	C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Completion	12/31/2013		3/31/2015	
37	C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")						
38	C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Research capabilities of current system	9/30/2013	Y		
39	C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Test system	10/31/2013	y	4/1/2014	
40	C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Select areas to promote	11/30/2013	Y	4/1/2014	I have identified legal topical areas to begin and, as completed, will add additional legal topics to our treatise finder list.

Los Angeles County Law Library Strategic Plan
Accountability Report

#	GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
41	C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Develop content and tools	12/31/2013	Y	4/1/2014	
42	C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Completion	12/31/2013		3/31/2015	Will go to communications/web committee for final approval this quarter
43	C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material						
45	C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Research other library methods	12/31/2014	Y	12/31/2014	s:\ADMINISTRATIVE_SERVICES\MANAGEMENT TEAM\Strategic Planning\docslibsurvey.xlsx
46	C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Select methods in consultation with communications	12/31/2013	Y		This is ongoing as themes present themselves; i.e. Constitution Day exhibit in September; Bill of Rights Day in December.
47	C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Explore digitizing unique local government publications	3/31/2014	Y	6/30/2015	Limited interest externally. Will continue to explore options, especially in-house. Request to be included in Jaye's exploratory digitization committee.
48	C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Develop training classes for specialized government databases	6/30/2014	Y	12/31/2014	Developed an ongoing Pacer class to be held at the Main Library, monthly. Would like to develop further classes in the future related to free government databases.
49	C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Identify all state, county and city directives and/or laws for inclusion in OPAC or a libguide	9/30/2014		6/30/2015	This is ongoing, and off to a tremendous start, thanks to help from an intern in the summer 2014. Date was extended to allow for size of project and data entry required - P:\GovDocs\CaliforniaDocProject
51	C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Completion				
53	C1(H)	Establish material loan program between Main and branch locations						
54	C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	Needs assessment	3/31/2014		3/31/2015	Committee has been formed; possibilities under discussion.
55	C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	Pilot loan program	6/30/2014		9/30/2015	Extended to allow for continued discussion of possibilities.
56	C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	Launch formal material loan program	9/30/2014		10/1/2015	Extended previous milestone, so this milestone needs extension as well.
57	C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	Evaluate loan program	3/31/2015		1/1/2016	6 month Pilot; 1 month evaluation
58	C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	Completion			3/31/2016	Adjust & retool as necessary.
60	C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration						
61	C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Finalize LLMC agreement re donation, storage and scanning of materials	6/30/2013	Y		
62	C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Create a set of expectations and anticipations for potential FCIL donations	9/30/2014		3/31/2015	Delayed due to other priorities
63	C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Identify priority acquisitions (see C2(D))	12/31/2014	Y		Primary law not held by LALL is priority.
64	C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Outreach to libraries with priority FCIL materials to donate	12/31/2014		6/1/2015	Under discussion with LLMC.
65	C2(A)	Encourage donations of FCIL materials from other libraries and formalize LLMC collaboration	Neel Agrawal	Completion	3/31/2015			
67	C2(B)	Conduct user needs survey and research to develop and expand FCIL programming						
68	C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Identify patron groups	3/31/2014	Y		
69	C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Create survey	5/31/2014		6/1/2015	Commenced informally; formal survey deferred in light of other projects/priorities and pending evaluation of ongoing programming
70	C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Send survey	6/30/2014		7/1/2015	
71	C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Hold focus groups	7/31/2014		8/1/2015	

Los Angeles County Law Library Strategic Plan
Accountability Report

#	GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
72	C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Assessment	12/31/2014		10/31/2015	
73	C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Completion	3/31/2015		12/31/2015	
75	C2(C)	Purchase FCIL materials that supplement FCIL programming						
76	C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Identify programs	12/31/2013	Y		
77	C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Identify appropriate materials	3/31/2014	Y		
78	C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Revise collection development policy for FCIL (see C2(D))	6/30/2014		7/1/2015	Deferred in light of budget and other projects/priorities
79	C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Purchase after evaluating current library holdings	9/30/2014		9/1/2015	
80	C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Completion	9/30/2014		9/30/2015	
82	C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials						
83	C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Create template for priority materials for systematic review	12/31/2013	Y		
84	C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Begin country review	1/15/2014	Y		
85	C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Evaluate results	2/15/2014		9/1/2015	Still need to complete country surveys. Need additional staffing for country surveys.
86	C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Revise collection development policy	3/31/2014		3/31/2015	
87	C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Completion	9/30/2014		6/31/2015	
89	C2(E)	Build strong relationships with vendors around the world						
90	C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Create a map/locator connecting regions with vendors	3/31/2014		8/30/2015	Due to vast changes to FCIL vendors' information and structure during the last few years such as bankruptcies, going out of business and mergers, I need to give enough time to get responses.
91	C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Organize site visits and training sessions to strengthen relationships (at least 1 per vendor)	6/30/2014	Y		Ongoing
92	C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Identify best practices and business models for complex business transactions with foreign vendors	9/30/2014		10/31/2015	Coordinating with e-payables system and vendor negotiations
93	C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Present recommendation	11/30/2015			
94	C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Completion	11/30/2015			
96	C3(A)	Develop digitization and archiving plan for the next 20 years						
97	C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Assemble committee of stakeholders / departments	2/1/2014	Y	3/1/2015	Delayed - Prioritized Accounting and ILS software upgrades before starting this project.
98	C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Identify what is currently being digitized and by whom	5/1/2014		6/1/2015	
99	C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Determine collection & priorities to be scanned	9/1/2014		10/1/2015	
100	C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Present draft of plan to staff for evaluation	10/31/2014		11/1/2015	
101	C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Create scan program for image storage and accessibility.	2/1/2015		3/1/2016	
102	C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Completion	3/1/2015		4/1/2016	
104	C3(B)	Develop a rare book storage and access plan						
105	C3(B)	Develop a rare book storage and access plan	Betsy Warner	Review LALL's former rare book access plan	9/30/2013	Y		
106	C3(B)	Develop a rare book storage and access plan	Betsy Warner	Review rare book access plans from other institutions	1/30/2014	Y		

Los Angeles County Law Library Strategic Plan
Accountability Report

#	GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
107	C3(B)	Develop a rare book storage and access plan	Betsy Warner	Confer with affected staff	3/31/2014		8/30/2015	Available space will be reevaluated upon return of books from Bonhams.
108	C3(B)	Develop a rare book storage and access plan	Betsy Warner	Recommend a new rare book storage and access plan	6/30/2014		10/31/2015	
109	C3(B)	Develop a rare book storage and access plan	Betsy Warner	Completion	6/30/2014		10/31/2015	
111	C3(C)	Conduct a space needs assessment for the collection						
112	C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Evaluate current space needs	12/31/2014	Y		
113	C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Project space needs for next 5-10 years	6/30/2015			
114	C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Present draft of space needs assessment & recommendations	8/30/2015			
115	C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Completion	8/30/2015			
117	C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials						
118	C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Assemble project team and develop detailed scope, methodology, and schedule	10/31/2014	Y		
119	C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Commence inventory process and debug issues or problems	12/31/2014		3/16/2015	Deadline extended due to staff/project team shortage. However, next target date is expected to be met with no delay.
120	C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Complete and document inventory	5/31/2015			
121	C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Report to auditor	9/30/2015			
122	C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Completion	10/31/2015			
124	C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals						
125	C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Survey other libraries to find out if they are binding or preserving with some other method.	6/30/2014		5/30/2015	Deadline extended due to other obligations.
126	C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Compare costs for different methods of preservation.	1/30/2015		10/31/2015	Deadline extended due to other obligations.
127	C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Initiate preservation plan.	6/30/2015		6/30/2016	Deadline extended due to other obligations.
128	C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Completion	6/30/2015		6/30/2016	Deadline extended due to other obligations.
136	Comm1(B)	Maintain security levels in a respectful and non-threatening manner						
137	Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Richard Ortega	Gather input from staff via survey on possible improvements.	7/15/2013		2/15/2015	Re-assigned to new facilities Manager; new schedule established.
138	Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Richard Ortega	Amend current post orders	9/30/2013		5/30/2015	Dates aligned with dates for Goal W1B since they will happen using the same survey process.
139	Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Richard Ortega	Implement improvements	10/31/2013		7/1/2015	
140	Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Richard Ortega	Complete regular training sessions with security staff	12/31/2013		9/1/2015	
141	Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Richard Ortega	Completion	12/31/2013		9/30/2015	
152	Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Establish rapport with bar association leaders	6/31/14	Y		Selected: WLALA, Westwood, KABA, BWLALA, SFVBA, GBA
153	Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Select target organizations	6/31/14	Y	9/30/2014	Extended then completed; LACBA campaign and redesigned tiered membership program. Further implementation pending coordination with other departments on bar association-related objectives.
154	Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Conduct needs assessments	9/30/2014	Y		
155	Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Establish interest level and engagement	10/31/2014	Y		

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#	GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
156	Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Devise mutually beneficial options with participants	10/31/2014	Y		
157	Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Create and formalize agreements	11/30/2014	Y		
158	Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Implement program	12/31/2014	Y		LACBA campaign implemented. Still considering how/whether to develop programs with other bar organizations.
159	Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Assess results	1/31/2015			
160	Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Completion	2/28/2015			
162	Comm1(E)	Continue and refine Members Program						
163	Comm1(E)	Continue and refine Members Program	Ryan Metheny	Revise parking and pricing	9/30/2013	Y	11/1/2013	Extended to allow time to analyze options by new staff member (Ryan). Implementation of parking/pricing revisions will be dependent on IT issues (installation of parking self-reservation software, etc.)
164	Comm1(E)	Continue and refine Members Program	Ryan Metheny	Research / assess existing program models	3/31/2014	Y		
165	Comm1(E)	Continue and refine Members Program	Ryan Metheny	Devise and document options / SWOT	4/30/2014	Y		
166	Comm1(E)	Continue and refine Members Program	Ryan Metheny	Finalize and coordinate resources for implementation	6/30/2014	Y		
167	Comm1(E)	Continue and refine Members Program	Ryan Metheny	Implement	7/31/2014	Y	12/31/2014	Ongoing due to parking program implementation phase
168	Comm1(E)	Continue and refine Members Program	Ryan Metheny	Monitor and assess	9/30/2014		1/31/2015	
169	Comm1(E)	Continue and refine Members Program	Ryan Metheny	Completion	10/31/2014		1/31/2015	
171	Comm1(F)	Automate parking reservations						
172	Comm1(F)	Automate parking reservations	Jaye Steinbrick	Assess parking requirements with staff	9/1/2013	Y		
173	Comm1(F)	Automate parking reservations	Jaye Steinbrick	Acquire online reservation software	10/1/2013	Y		
174	Comm1(F)	Automate parking reservations	Jaye Steinbrick	Installation and customization of software	11/29/2013		10/31/2014	Delayed due to new security access software.
175	Comm1(F)	Automate parking reservations	Jaye Steinbrick	Begin parallel testing of new system	12/2/2013		11/15/2014	
176	Comm1(F)	Automate parking reservations	Jaye Steinbrick	Begin using new self-reservation system	1/1/2014		12/31/2014	
177	Comm1(F)	Automate parking reservations	Jaye Steinbrick	Completion	12/31/2013		1/31/2015	
179	Comm1(G)	Resume used book sales						
180	Comm1(G)	Resume used book sales	Shohreh Saljooghi	Evaluate prior process for book sales, document possible efficiencies	7/15/2013	Y		
181	Comm1(G)	Resume used book sales	Shohreh Saljooghi	List and price current materials available for sale, place on sale shelves.	8/15/2013	Y		Ongoing
182	Comm1(G)	Resume used book sales	Shohreh Saljooghi	Identify channels for announcing to various layers of the community	8/15/2013		3/31/2015	Need to explore logistics
183	Comm1(G)	Resume used book sales	Shohreh Saljooghi	Establish parameters for online sale and identify available venues	3/31/2014		3/31/2015	Partially completed
184	Comm1(G)	Resume used book sales	Shohreh Saljooghi	Assess	6/30/2014		3/31/2015	Other elements require completion first
185	Comm1(G)	Resume used book sales	Shohreh Saljooghi	Completion	8/30/14		3/31/2015	Other elements require completion first
195	Comm2(B)	Make presentations to potential users off-site						
196	Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Identify potential users	9/30/2013		6/30/2015	Deferred until after other strategic plan priorities. Potentially usable data may be collected during focus groups.
197	Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Identify presenters	9/30/2013		6/30/2015	
198	Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Present to test sites	10/31/2013		9/30/2015	
199	Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Evaluate effectiveness	11/30/2013		9/30/2015	
200	Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Recommend program parameters	12/31/2013		12/31/2015	
201	Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Completion	12/31/2013		12/31/2015	
203	Comm2(C)	Collaborate with Grand Park on programming and shared outreach						
204	Comm2(C)	Collaborate with Grand Park on programming and shared outreach	Sandi Levin	Attend regular meetings with Grand Park staff to share information/opportunities	7/1/2013	Y		We attend as invited.
205	Comm2(C)	Collaborate with Grand Park on programming and shared outreach	Sandi Levin	Establish a regular mechanism for sharing outreach and promotional information	12/31/2013	Y		

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206	Comm2(C)	Collaborate with Grand Park on programming and shared outreach	Sandi Levin	Participate in at least one joint event	6/30/2014		6/30/2015	Established collaboration (and reimbursement) for GP events; joint events delayed due to transitional issues at GP
207	Comm2(C)	Collaborate with Grand Park on programming and shared outreach	Sandi Levin	Completion	6/30/2014		6/30/2015	
209	Comm2(D)	Co-market with LACBA and other bar associations to promote events and programs						
210	Comm2(D)	Co-market with LACBA and other bar associations to promote events and programs	Sandi Levin & Leigh Garcia	Evaluate opportunities and document partnership with LACBA	9/30/2013	y	4/30/2014	
211	Comm2(D)	Co-market with LACBA and other bar associations to promote events and programs	Sandi Levin & Leigh Garcia	Identify top 10 opportunities for other bar associations / create prospects list	9/1/2013	y	4/30/2014	
212	Comm2(D)	Co-market with LACBA and other bar associations to promote events and programs	Sandi Levin & Leigh Garcia	Reach out to 10 key contacts / meet to compare calendars & identify opportunities	11/1/2013	Y	2/28/2014	Working with: BHBA, SBBA, SFVBA, WBA, WLALA, BWL, AABA, CAALAC, KABA, GBA, PBA
213	Comm2(D)	Co-market with LACBA and other bar associations to promote events and programs	Sandi Levin & Leigh Garcia	Create proposed shared marketing calendar for 2014	12/1/2013	y	4/30/2014	Using WLALA format
214	Comm2(D)	Co-market with LACBA and other bar associations to promote events and programs	Sandi Levin & Leigh Garcia	Completion	12/1/2013		5/31/2015	Process in place, but needs review for effectiveness and potential revision
222	Comm2(F)	Outreach to courts, SHCs and local bar associations re events and services at branches						
223	Comm2(F)	Outreach to courts, SHCs and local bar associations re events and services at branches	Linda Heichman	Develop expanded events and services at branches, including deepening relationships with courts, SHCs, local bar associations. (see also Transition of Torrance Branch)	12/31/2013	Y	6/30/2014	
224	Comm2(F)	Outreach to courts, SHCs and local bar associations re events and services at branches	Linda Heichman	Slate events/services at branches (no cost)	4/31/14	Y	9/30/2014	Law Week - TOR; Divorce Options - TOR, LB; SHC Default Clinic - TOR (during Pro Bono Week)
225	Comm2(F)	Outreach to courts, SHCs and local bar associations re events and services at branches	Linda Heichman	Evaluate success of events/services at branches, budget FY2015	6/30/2014		6/30/2015	Discussion with SHC pending for programming in TOR, potential for LB.
226	Comm2(F)	Outreach to courts, SHCs and local bar associations re events and services at branches	Linda Heichman	Schedule ongoing regular events/services at branches	6/30/2014	Y	9/30/2015	Extended previous milestone, so this milestone needs extension as well.
227	Comm2(F)	Outreach to courts, SHCs and local bar associations re events and services at branches	Linda Heichman	Completion	7/31/2015		9/30/2015	
229	Comm2(G)	Coordinate programs with downtown arts community (e.g., Artwalk)						
230	Comm2(G)	Coordinate programs with downtown arts community (e.g., Artwalk)	Jaye Steinbrick	Contact Art-Walk coordinators to identify 2014 opportunities	9/1/2013	Y		
231	Comm2(G)	Coordinate programs with downtown arts community (e.g., Artwalk)	Jaye Steinbrick	Attend regular Art-Walk & Community Meetings to promote 2014 library involvement.	11/1/2013	Y		
232	Comm2(G)	Coordinate programs with downtown arts community (e.g., Artwalk)	Jaye Steinbrick	Develop a partnership recommendation	1/1/2014	Y	5/14/2014	Ongoing - Met with DTLA board members to determine ways we might work together and cross-promote events using social media
233	Comm2(G)	Coordinate programs with downtown arts community (e.g., Artwalk)	Jaye Steinbrick	Completion	2/1/2014		5/31/2015	Other art programs offered; DTLA still pending
243	Comm3(B)	Expand classes for self-represented persons						
244	Comm3(B)	Expand classes for self-represented persons	Janine Liebert	Develop relationships with potential presenters	3/31/2014	Y		
245	Comm3(B)	Expand classes for self-represented persons	Janine Liebert	Outline structure of program delivery	6/30/2014	Y		
246	Comm3(B)	Expand classes for self-represented persons	Janine Liebert	Implement classes	6/30/2014	Y		
247	Comm3(B)	Expand classes for self-represented persons	Janine Liebert	Assess and evaluate	12/31/2014	Y		
248	Comm3(B)	Expand classes for self-represented persons	Janine Liebert	Completion	1/31/2015			
250	Comm3(C)	Expand librarian training workshops						
251	Comm3(C)	Expand librarian training workshops	Linda Heichman	Develop slate of workshops.	12/31/2013	Y	3/31/2014	Full year of public classes launched @ partnerships; public librarians at partnerships are attending these classes.
252	Comm3(C)	Expand librarian training workshops	Linda Heichman	Develop web-based public librarian training	8/31/2014		3/31/2015	Classes especially appropriate for web-based format under discussion.
253	Comm3(C)	Expand librarian training workshops	Linda Heichman	Launch web-based public librarian training	6/30/2016			

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254	Comm3(C)	Expand librarian training workshops	Linda Heichman	Completion	7/31/2016			
256	Comm3(D)	Develop a high school student workshop series in the Library						
257	Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Identify outreach coordinators and stakeholders in LAUSD	9/30/2013	Y		
258	Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Identify prospective pilot series with applicable schools	9/30/2013	Y		
259	Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Build program structures in conjunction with school partners	12/30/2013	Y		
260	Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Implement programs	1/31/2014-3/30/2014	Y		
261	Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Assess programs	3/30/2014	Y		
262	Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Expand to one or two additional workshop pilots	6/30/2014	Y		
263	Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Identify funders for at risk career education / school success programs	6/30/2014	Y		Partial: Mannatt Phelps funded school program; occasional teen law workshops and workplace tours
264	Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Write grant for funding to expand programs	6/30/2014		3/30/2015	Deferred to further develop program and coordinate with grant writer on staff
265	Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Expand programs to additional schools	9/30/2014	Y		Developing additional on-site program for target local schools & incorporating mentorship program participation for students interested in becoming lawyers.
266	Comm3(D)	Develop a high school student workshop series in the Library	Ryan Metheny	Completion	12/31/2014	Y		
268	Comm3(F)	Develop a continuing education series on legal topics for non-lawyers						
269	Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Identify potential stakeholders	3/30/2015			
270	Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Build rapport with prospective participants	3/30/2015			
271	Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Conduct needs assessment	3/30/2015			
272	Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Develop methodology for identification of speakers	6/30/2015			
273	Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Build list of potential speakers	6/30/2015			
274	Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Calendar classes	9/30/2015			
275	Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Implement programs	9/30/2015			
276	Comm3(F)	Develop a continuing education series on legal topics for non-lawyers	Ryan Metheny	Completion	10/31/2015			
278	Comm3(G)	Develop law-related Film Series						
279	Comm3(G)	Develop law-related Film Series	Leigh Garcia	Acquire films and inventory	11/31/13	Y	2/12/2014	
280	Comm3(G)	Develop law-related Film Series	Leigh Garcia	Complete marketing tools	1/15/2014	y	5/1/2014	flyers, posters, in-house marketing tools in development
281	Comm3(G)	Develop law-related Film Series	Leigh Garcia	Develop calendar	2/15/2014	y	5/15/2014	
282	Comm3(G)	Develop law-related Film Series	Leigh Garcia	Develop cost structure	3/1/2014	Y	6/1/2014	
283	Comm3(G)	Develop law-related Film Series	Leigh Garcia	Launch	4/20/2014	Y	8/1/2014	Launched August 2014; 2 screenings to date
284	Comm3(G)	Develop law-related Film Series	Leigh Garcia	Completion	6/30/2014	Y	8/31/2014	
286	Comm3(H)	Conduct a book discussion group						
287	Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Define goals of Book Group	6/19/2013	Y		
288	Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Create overview of different Book Group Models	7/10/2013	Y		
289	Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Meet and discuss/choose model for initial Book Group	7/24/2013	Y		
290	Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Identify potential participants in Book Group & targeted publicity				
291	Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Create format for initial Book Group	8/7/2013	Y		
292	Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Formulate publicity	8/28/2013	y		first meeting scheduled for 11/18/2014
293	Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Launch publicity	9/11/2013	y		flyer created; presentation made to staff; presentation made to Veterans Collaborative and contact made with other resources to help spread the word.
294	Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	First Book Group Discussion	10/2/2013	y	11/18/2014	

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295	Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Evaluate and modify	11/20/2013	y	12/1/2014	
296	Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Create plan for ongoing discussion group	11/25/2013	y	12/1/2014	
297	Comm3(H)	Conduct a book discussion group	Katie O'Laughlin	Completion	12/31/2013		12/1/2014	Successful, ongoing discussion group
299	Comm4(A)	Create a mobile eBranch to deploy at events						
300	Comm4(A)	Create a mobile eBranch to deploy at events	Linda Heichman	Analyze fixed eBranch locations and develop mobile eBranch model	3/31/2015		12/31/2015	Extend to FY201516 per ED
301	Comm4(A)	Create a mobile eBranch to deploy at events	Linda Heichman	Secure funding/partners/landing spaces for mobile eBranch	6/30/2015		6/30/2016	
302	Comm4(A)	Create a mobile eBranch to deploy at events	Linda Heichman	Launch mobile eBranch	6/30/2016		1/1/2017	
303	Comm4(A)	Create a mobile eBranch to deploy at events	Linda Heichman	Completion	7/31/2016		1/1/2017	
305	Comm4(B)	Broadcast professional development and general public webinars						
306	Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Work with staff to determine pilot content	2/1/2014		1/1/2015	Delayed due to other projects.
307	Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Create pilot class on video	4/1/2014		2/28/2015	
308	Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Review pilot with staff for final edits	4/29/2014		3/31/2015	
309	Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Make pilot class available online	6/1/2014		4/30/2015	
310	Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Develop program to review and expand content	6/30/2014		6/30/2015	
311	Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Completion	12/31/2014		8/30/2015	Ongoing
313	Comm4(C)	Provide public computer classes for basic skill development						
314	Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Create three proposed 30 minute computer class outlines	10/1/2013		11/30/2015	Delayed to other projects/weekly help desk duties. looking into online computer tutorials.
315	Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Schedule the first of three rotating classes, one per month	1/1/2014		12/30/2015	
316	Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Assess effectiveness and recommend ongoing program parameters	2/28/2014		4/1/2016	
317	Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Completion	3/31/2014		9/30/2016	
319	Comm4(D)	Outreach to prison inmates and other homebound people						
320	Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Identify user groups	1/1/2015	Y		
321	Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Determine information needs	3/3/2015			
322	Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Research methods to fulfill identified needs	6/30/2015			
323	Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Create program to disseminate information to user groups	9/1/2015			
324	Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Evaluate and assess	1/1/2016			
325	Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Completion	3/31/2016			
333	W1(B)	Maintain high-quality, comfortable physical facilities and working conditions						
334	W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Richard Ortega	Survey staff / conduct needs assessment	9/1/2013		2/30/2015	Delayed due to staffing changes. Aligned dates with security survey.
335	W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Richard Ortega	Create needs list, and implement low or no-cost items	10/15/2013		4/15/2014	
336	W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Richard Ortega	Identify funding and timeframe for additional items	12/1/2013		5/1/2014	
337	W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Richard Ortega	Completion	6/30/2014		7/15/2015	
339	W1(C)	Improve accessibility						
340	W1(C)	Improve accessibility	Technology Manager	Gather input from staff/patrons/experts - complete needs assessment	2/1/2014	Y		
341	W1(C)	Improve accessibility	Technology Manager	Develop accessibility checklist for use in all future projects/programs	2/15/2014	Y	6/15/2014	This project was place on hold as we evaluate new technology for accessibility. The time to evaluate products is more time consuming than originally anticipated.

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342	W1(C)	Improve accessibility	Technology Manager	Review accessibility software & hardware needs	3/31/2014		3/31/2015	Delayed until after new IT manager hire
343	W1(C)	Improve accessibility	Technology Manager	Complete software & hardware installations	4/15/2014		3/31/2015	Position not yet filled
344	W1(C)	Improve accessibility	Technology Manager	Review facility accessibility needs – make budget recommendations	5/1/2014		3/31/2015	
345	W1(C)	Improve accessibility	Technology Manager	Completion	6/30/2015		6/30/2015	
347	W1(D)	Automate elevator functions						
348	W1(D)	Automate elevator functions	Richard Ortega	Create RFP	8/1/2013	Y	1/29/2014	Preliminary bid request yielded no response. Exploring other options with updated bid package.
349	W1(D)	Automate elevator functions	Richard Ortega	Send approved RFP out to public bid	8/5/2013		1/27/2015	Sending out revised RFP, no responses received from first RFP due to timing.
350	W1(D)	Automate elevator functions	Richard Ortega	Award Bid, begin elevator updates	8/20/2013		3/25/2015	March 25th Board Meeting agenda
351	W1(D)	Automate elevator functions	Richard Ortega	Completion	4/1/2014		6/15/2015	
353	W1(E)	Draft HR Procedures Manual						
354	W1(E)	Draft HR Procedures Manual	Terri Daniels	Outline Procedures Manual organization and content; develop a table of contents.	9/30/2013	Y		
355	W1(E)	Draft HR Procedures Manual	Terri Daniels	Outline each chapter	11/30/2013	Y	5/31/2014	
356	W1(E)	Draft HR Procedures Manual	Terri Daniels	Write draft	1/31/2014		3/31/2015	Delayed due to staffing changes. New HR consultant has commenced.
357	W1(E)	Draft HR Procedures Manual	Terri Daniels	Solicit feedback from ED, Sr. Director, and other directors	2/28/2014		6/30/2015	
358	W1(E)	Draft HR Procedures Manual	Terri Daniels	Incorporate suggestions into final draft	3/31/2014		8/30/2015	
359	W1(E)	Draft HR Procedures Manual	Terri Daniels	Completion	4/30/2014		12/31/2015	
375	W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)						
376	W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	John Kohl	Poll directors and employees about desirable alternative work arrangements	12/31/2013		3/1/2015	
377	W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	John Kohl	Analyze costs and feasibility and write proposal	2/28/2014		4/1/2015	
378	W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	John Kohl	Discuss proposal with union	3/31/2014		6/1/2015	
379	W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	John Kohl	Implement program	6/30/2014		8/1/2015	
380	W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	John Kohl	Completion	7/31/2014		9/1/2015	
382	W2(D)	Provide stretch classes or other physical activities at break times						
383	W2(D)	Provide stretch classes or other physical activities at break times	Eustorgio Barajas	Research and propose a stretch program to ED	3/31/2014		2/1/2015	Other HR and Administrative tasks took priority
384	W2(D)	Provide stretch classes or other physical activities at break times	Eustorgio Barajas	Enlist employee leaders or acquire video classes	5/31/2014		2/28/2015	
385	W2(D)	Provide stretch classes or other physical activities at break times	Eustorgio Barajas	Develop a schedule	6/30/2014		3/15/2015	
386	W2(D)	Provide stretch classes or other physical activities at break times	Eustorgio Barajas	Completion	7/31/2014		4/15/2015	
388	W2(E)	Establish an employee of the month/year program						
389	W2(E)	Establish an employee of the month/year program	Terri Daniels	Enlist participation from managers and staff to develop nomination and selection criteria and procedures	6/30/2014	Y	10/1/2014	Alternative employee recognition programs implemented
390	W2(E)	Establish an employee of the month/year program	Terri Daniels	Write EOM/Y program for review by focus group and ED	9/30/2014	Y	12/31/2014	Alternative employee recognition programs implemented
391	W2(E)	Establish an employee of the month/year program	Terri Daniels	Announce program, develop schedule and implement	11/30/2014		3/31/2015	

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392	W2(E)	Establish an employee of the month/year program	Terri Daniels	Review success of program, revise as necessary	3/31/2015			
393	W2(E)	Establish an employee of the month/year program	Terri Daniels	Completion	4/30/2015			
395	W3(A)	Cross-train employees in related positions						
396	W3(A)	Cross-train employees in related positions	Terri Daniels	Work with directors to identify opportunities for cross-training	2/28/2015			
397	W3(A)	Cross-train employees in related positions	Terri Daniels	Develop and document a plan and timeline for each area	4/30/2015			
398	W3(A)	Cross-train employees in related positions	Terri Daniels	Ensure plans are implemented	7/31/2015			
399	W3(A)	Cross-train employees in related positions	Terri Daniels	Assess success of cross-training and revise as necessary	9/30/2015			
400	W3(A)	Cross-train employees in related positions	Terri Daniels	Completion	10/31/2015			
402	W3(B)	Evaluate and improve process efficiency in all library functions						
403	W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Work with directors to map function processes	12/31/2013		3/1/2015	Delayed due to staffing changes. Now underway.
404	W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Analyze process maps within and between departments and identify opportunities for streamlining, simplification, automation, or elimination	3/31/2014		4/1/2015	
405	W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Benchmark other libraries/organizations and document best practices and appropriate metrics	3/31/2014		6/1/2015	
406	W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Implement no-cost improvements.	5/31/2014		9/1/2015	
407	W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Propose and budget for other improvements including costs and impacts on other departments	5/31/2014		10/1/2015	
408	W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Plan, document, and implement process changes and success metrics	9/30/2014		2/1/2016	
409	W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Review changes and revise as necessary. Document revisions.	12/31/2014		5/1/2016	
410	W3(B)	Evaluate and improve process efficiency in all library functions	John Kohl	Completion	1/15/2015		6/15/2016	
412	W3(C)	Merge Programs & Partnerships and Reference functions						
413	W3(C)	Merge Programs & Partnerships and Reference functions	Sandi Levin	Reconfigure desk/office locations	9/1/2013	Y		
414	W3(C)	Merge Programs & Partnerships and Reference functions	Sandi Levin	Adjust reference desk schedule	9/1/2013	Y		
415	W3(C)	Merge Programs & Partnerships and Reference functions	Sandi Levin	Develop project teams comprised of both groups	12/31/2013	Y		
416	W3(C)	Merge Programs & Partnerships and Reference functions	Sandi Levin	Conduct cross-training	12/31/2013		3/31/2015	Partially complete; balance deferred due to constraints on HR resources
417	W3(C)	Merge Programs & Partnerships and Reference functions	Sandi Levin	Completion	2/28/2014		7/31/2015	
429	W3(E)	Establish a library student/recent graduate unpaid Internship program	Malinda Muller	Identify current practices and assess strengths and weaknesses	12/30/2013	Y		
430	W3(E)	Establish a library student/recent graduate unpaid Internship program	Malinda Muller	Redesign, incorporate and expand on current practices	3/30/2014	Y	9/30/2014	Took place over the summer program period
431	W3(E)	Establish a library student/recent graduate unpaid Internship program	Malinda Muller	Research, evaluate and implement best practices	9/30/2014	Y		
432	W3(E)	Establish a library student/recent graduate unpaid Internship program	Malinda Muller	Design and implement staff and participant feedback mechanism	12/31/2014	Y		
433	W3(E)	Establish a library student/recent graduate unpaid Internship program	Malinda Muller	Create handbook and guidelines	12/31/2014	Y		
434	W3(E)	Establish a library student/recent graduate unpaid Internship program	Malinda Muller	Completion	12/31/2014	Y		
436	W3(F)	Establish an "on-call list" of contract employees available to cover occasional absences						
437	W3(F)	Establish an "on-call list" of contract employees available to cover occasional absences	Eustorgio Barajas	Working with supervisors, identify critical needs and timing	2/28/2015			
438	W3(F)	Establish an "on-call list" of contract employees available to cover occasional absences	Eustorgio Barajas	Document on-call agreements and compensation schedules	4/30/2015			

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#	GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
439	W3(F)	Establish an "on-call list" of contract employees available to cover occasional absences	Eustorgio Barajas	Recruit on-call staff	6/30/2015			
440	W3(F)	Establish an "on-call list" of contract employees available to cover occasional absences	Eustorgio Barajas	Review program's success and revise as necessary	9/30/2015			
441	W3(F)	Establish an "on-call list" of contract employees available to cover occasional absences	Eustorgio Barajas	Completion	10/31/2015			
443	W4(A)	Provide continuing education and training opportunities						
444	W4(A)	Provide continuing education and training opportunities	Eustorgio Barajas	Working with staff, identify training needs and desires	2/28/2014		1/31/2015	Ongoing by request. Formal survey delayed due to staffing changes and HR responsibilities
445	W4(A)	Provide continuing education and training opportunities	Eustorgio Barajas	Develop schedule of training events and nominate trainers (in-house or from the outside)	4/30/2014		3/31/2015	
446	W4(A)	Provide continuing education and training opportunities	Eustorgio Barajas	Working with trainers, develop curricula and training materials	6/30/2014		4/30/2015	
447	W4(A)	Provide continuing education and training opportunities	Eustorgio Barajas	Schedule and promote training events	7/31/2014		6/30/2015	
448	W4(A)	Provide continuing education and training opportunities	Eustorgio Barajas	Completion	8/31/2014		7/31/2015	
450	W4(B)	Establish a volunteer program to provide additional support and outreach						
451	W4(B)	Establish a volunteer program to provide additional support and outreach	Sandi Levin	Research existing public/nonprofit/govt programs	7/31/2013	Y		
452	W4(B)	Establish a volunteer program to provide additional support and outreach	Sandi Levin	Participate in available trainings and workshops	8/30/2013	Y		
453	W4(B)	Establish a volunteer program to provide additional support and outreach	Sandi Levin	Build program components and Develop handbook	9/1/2013	Y		
454	W4(B)	Establish a volunteer program to provide additional support and outreach	Sandi Levin	Develop recruitment procedures	10/31/2013	Y	2/28/2014	
455	W4(B)	Establish a volunteer program to provide additional support and outreach	Sandi Levin	Recruit and Implement	12/31/2013	Y	12/31/2014	Partially implemented; still under revision
456	W4(B)	Establish a volunteer program to provide additional support and outreach	Sandi Levin	Assess effectiveness, SWOT	3/31/2014		6/30/2015	
457	W4(B)	Establish a volunteer program to provide additional support and outreach	Sandi Levin	Completion	3/31/2014		9/30/2015	
459	W4(C)	Expand the high school intern program						
460	W4(C)	Expand the high school intern program	Shohreh Saljooghi	Coordinate and complete current pilot project (4 interns)	8/2/2013	Y		Ongoing
461	W4(C)	Expand the high school intern program	Shohreh Saljooghi	Identify partner organizations to maximize recruitment opportunities	3/31/2014		4/15/2015	Extending search to identify possible partners
462	W4(C)	Expand the high school intern program	Shohreh Saljooghi	Build and refine program components	4/30/2014		4/15/2015	Partially completed
463	W4(C)	Expand the high school intern program	Shohreh Saljooghi	Document procedures for expanded program	5/31/2014		4/15/2015	
464	W4(C)	Expand the high school intern program	Shohreh Saljooghi	Completion	6/30/2014		4/15/2015	
466	W4(E)	Conduct a space needs assessment for employee workspaces						
467	W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Interview directors	9/30/2013	Y		
468	W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Survey staff	10/31/2013	y	5/28/2014	Commenced but not completed.
469	W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Analyze trends, future projects and anticipated changes	12/31/2013	Y	7/25/2014	
470	W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Draft report with recommendations	1/31/2014		7/1/2015	Partially complete; undergoing refinement due to staffing changes
471	W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Completion	2/28/2014		12/31/2015	
473	W4(F)	Install document management and/or collaboration software						
474	W4(F)	Install document management and/or collaboration software	Technology Manager	Acquire licensing	7/31/2013	Y		

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475	W4(F)	Install document management and/or collaboration software	Technology Manager	Meet with staff and vendor to create implementation plan	11/15/2013		2/30/2015	Initial component complete; additional components in development. Transition of external vendor support for the project and internal re-alignment of IT support managerial responsibilities have taken longer than anticipated. Project assigned to new IT Manager, dates updated.
476	W4(F)	Install document management and/or collaboration software	Technology Manager	Install software including required workflow definitions	12/1/2013		3/31/2015	
477	W4(F)	Install document management and/or collaboration software	Technology Manager	Completion	2/1/2014		5/31/2015	
479	T1(A)	Develop eBranches for distribution throughout the County						
480	T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	SWOT assessment based upon pilot program	3/31/2014		12/31/2015	Pilot ongoing; eBranch metrics continue to be recorded.
481	T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Develop additional technology and tools	6/30/2014		6/30/2015	Longer lead time for technology development
482	T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Pilot new tools	9/30/2014		9/30/2015	
483	T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Launch "next phase" eBranch	12/31/2014		12/31/2015	
484	T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Recommend program for ongoing implementation	3/31/2015		6/30/2016	5 month launch, 1 month compiling recommendation
485	T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Completion	6/30/2015		6/30/2016	
487	T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)						
488	T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Establish committee to review requirements and begin creation of RFP	2/1/2014	Y	1/14/2015	As highlighted in staff report and discussion at 12/16/2014 Board meeting, re-aligned timeline with Accounting upgrade project to ensure compatibility and integration. Both projects underway concurrently.
489	T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Complete LC re-classification and re-labeling project	6/30/2014	Y	10/30/2014	Initial target date extended due to Impact on project workflow resulting from significant loss of key staff, but now completed
490	T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Begin public bid process	12/31/2014		4/1/2015	
491	T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	RFP and vendor product demonstrations	1/31/2015		5/15/2015	
492	T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Sign contract /set implementation schedule	3/31/2015		8/30/2015	
493	T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Conduct data load tests and assess integrity	7/31/2015		11/31/2015	
494	T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Conduct staff training	8/31/2015		1/20/2016	
495	T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Go live	9/30/2015		2/1/2016	
496	T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Completion	10/31/2015		3/1/2016	
498	T1(C)	Develop a Law Library mobile application						
499	T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Work with staff to determine content	7/1/2014	Y		Have spoken with Web committee and have started researching the best ways to turn website into a mobile version.
500	T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Create beta web-app for testing	9/15/2014		4/15/2015	
501	T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Staff review of content & functionality	9/30/2014		4/30/2015	

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502	T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Go live - Make web-application available online	11/1/2014		6/1/2015	
503	T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Develop ongoing program to review and expand content	12/31/2014		8/1/2015	Ongoing
504	T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Completion	12/31/2014		8/1/2015	Ongoing
506	T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks						
507	T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Technology Manager	Determine available, relevant content	3/1/2014	Y		In the process of working with staff to determine content.
508	T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Technology Manager	Review technology, create budget estimates & recommendation	5/1/2014		12/31/2015	Will reassign to new IT Manager - Dates revised.
509	T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Technology Manager	Create 90 day pilot implementation plan / Order equipment	7/15/2014		1/30/2016	
510	T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Technology Manager	Test pilot configurations	9/15/2014		4/30/2016	
511	T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Technology Manager	Make available to patrons	10/15/2014		6/15/2016	
512	T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Technology Manager	Develop ongoing program to review and expand	12/31/2014		10/31/2016	
513	T1(D)	Non-circulating mobile devices for use in Library with legal apps/ebooks	Technology Manager	Completion	12/31/2014		4/15/2017	
514	T2(A)	Upgrade Navision	John Kohl	Needs assessment	10/30/2013		2/20/2015	Delayed due to staffing changes. Currently underway.
515	T2(A)	Upgrade Navision	Jaye Steinbrick	Hire IT Manager	New	Y	6/30/2014	
516	T2(A)	Upgrade Navision	John Kohl	Focus Group	New		1/13/2015	
517	T2(A)	Upgrade Navision	John Kohl	Confirm whether Navision is the right solution	11/30/2013		9/7/2015	
518	T2(A)	Upgrade Navision	John Kohl	Conduct RFP	10/30/2013		10/31/2015	
519	T2(A)	Upgrade Navision	John Kohl	Plan and implement data migration including software customization	1/31/2014		5/26/2016	
520	T2(A)	Upgrade Navision	John Kohl	Plan for rollout and training	3/31/2014		5/31/2016	
521	T2(A)	Upgrade Navision	John Kohl	Go live and document changes	4/30/2014		6/17/2016	
521	T2(A)	Upgrade Navision	John Kohl	Completion	5/31/2014		6/20/2016	
523	T2(B)	Provide the option to pay fees, fines and charges online						
524	T2(B)	Provide the option to pay fees, fines and charges online	Technology Manager	Finalize PayPal account banking requirements	6/30/2013	Y		Project assigned to new IT Manager, dates updated.
525	T2(B)	Provide the option to pay fees, fines and charges online	Technology Manager	Determine system capabilities	7/31/2013	Y		
526	T2(B)	Provide the option to pay fees, fines and charges online	Technology Manager	Create workflow processing chart(s)	9/15/2013	Y		
527	T2(B)	Provide the option to pay fees, fines and charges online	Technology Manager	Begin programming/Implementation	10/1/2013	Y		The new website has integrated Paypal as payment option for class registration.
528	T2(B)	Provide the option to pay fees, fines and charges online	Technology Manager	Test and assure functionality	9/30/2013		4/30/2015	Software issues with ILS system have delayed integration with Voyager. Project will be assigned to new IT Manager, dates updated.
529	T2(B)	Provide the option to pay fees, fines and charges online	Technology Manager	Go live and document changes	2/1/2014		7/31/2015	
530	T2(B)	Provide the option to pay fees, fines and charges online	Technology Manager	Completion	2/28/2014		12/15/2015	
532	T2(C)	Provide the option to renew materials and manage Library user account online						
533	T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Evaluate technical requirements	7/1/2013	Y		
534	T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Turn-on/test Functionality	8/1/2013	Y		Database access problem arose on 1st test & needs to be addressed.
535	T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Work with communications to notify borrowers	9/1/2013		3/31/2015	Software issues with ILS system continue to delay this project.
536	T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Establish online payment options (see T2(B))	2/1/2014		5/15/2015	This function may be eliminated from project due to pending ILS upgrade
537	T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Completion	2/15/2014		5/31/2015	
545	T2(E)	Provide catalog searching capabilities in closed stacks						
546	T2(E)	Provide catalog searching capabilities in closed stacks	Jeremy Samler	Identify locations in the stacks for deployment	7/1/2013	Y		
547	T2(E)	Provide catalog searching capabilities in closed stacks	Jeremy Samler	Verify and/or expand Wi-Fi coverage	9/1/2013	Y		

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548	T2(E)	Provide catalog searching capabilities in closed stacks	Jeremy Samler	Repurpose existing, available hardware as search stations	10/1/2013	Y		
549	T2(E)	Provide catalog searching capabilities in closed stacks	Jeremy Samler	Installation and training	3/31/2014	n	10/31/2015	Need additional equipment, budget item
550	T2(E)	Provide catalog searching capabilities in closed stacks	Jeremy Samler	Completion	4/30/2014	n	12/31/2015	
574	F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources						
575	F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources	John Kohl	Working with department heads, produce a vendor contract negotiation plan including negotiation schedule, annual spend, contract renewal dates, if any, and the point person for each vendor	10/31/2013		1/31/2015	Delayed due to staffing changes. Currently underway.
576	F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources	John Kohl	Develop a negotiation protocol for each vendor including expected outcomes	11/30/2013		2/28/2015	
577	F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources	John Kohl	Evaluate interim success with vendor negotiations and revise as necessary	3/31/2014		3/31/2015	
578	F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources	John Kohl	Completion	4/30/2014		4/15/2015	
580	F1(E)	Consider annual merit increases						
581	F1(E)	Consider annual merit increases	John Kohl	Document salary adjustment history for staff and benchmark comparable institutions	2/28/2014		2/1/2015	
582	F1(E)	Consider annual merit increases	John Kohl	Make recommendation to ED subject to budget constraints	4/30/2014		3/1/2015	
583	F1(E)	Consider annual merit increases	John Kohl	Completion	6/30/2014		5/1/2015	
585	F2(A)	Apply for grants						
586	F2(A)	Apply for grants	Linda Heichman	Identify areas/ projects for desired grant funding	10/31/2013	Y	12/31/2013	
587	F2(A)	Apply for grants	Linda Heichman	Determine slate of potential grants and grant cycles through FY2015	12/31/2013	Y	3/31/2014	List of grants compiled.
588	F2(A)	Apply for grants	Linda Heichman	Develop schedule of grant opportunities and assign responsibilities	1/31/2014	Y	6/30/2014	
589	F2(A)	Apply for grants	Linda Heichman	Apply for minimum of 3 grants	6/30/2014	Y	12/31/2014	IMLS Sparks!, Community Stories, project partner on TIG (LAFLA lead); Incubator proposal.
590	F2(A)	Apply for grants	Linda Heichman	Target budget line item, forecast for grants.	6/30/2015			
591	F2(A)	Apply for grants	Linda Heichman	Completion	Ongoing		6/30/2015	
593	F2(B)	Consider legislative proposal to authorize revenue-generating activities						
594	F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Confer with CCCLL directors	10/31/2013	Y		
595	F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Meet with CCCLL lobbyist	11/30/2013	Y		
596	F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Present proposal for BOT review	1/31/2014	Y		
597	F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Present proposal to CCCLL executive board for consideration	3/31/2014	Y		
598	F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Identify sponsors	4/30/2014	Y		
599	F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Present proposal to CCCLL at annual conference	9/30/2014	Y		
600	F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Lobby legislators	12/31/2014	Y		Partially complete. A portion was signed into law. Balance is slated for next session; sponsor identified
601	F2(B)	Consider legislative proposal to authorize revenue-generating activities	Sandi Levin	Completion	6/30/2015			
603	F2(C)	Promote conference room rentals and develop informational outreach						

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604	F2(C)	Promote conference room rentals and develop informational outreach	Leigh Garcia	Finalize marketing material, content	8/1/2013	Y		
605	F2(C)	Promote conference room rentals and develop informational outreach	Leigh Garcia	Identify key marketing opportunities	8/15/2013	Y		
606	F2(C)	Promote conference room rentals and develop informational outreach	Leigh Garcia	Create marketing campaign/timeline / kick-off campaign	9/1/2013	Y	4/1/2014	
607	F2(C)	Promote conference room rentals and develop informational outreach	Leigh Garcia	Evaluate/ measure success	12/31/2013	Y	6/1/2014	
608	F2(C)	Promote conference room rentals and develop informational outreach	Leigh Garcia	Recommend budget line item for FY2015	3/31/2014	y		
609	F2(C)	Promote conference room rentals and develop informational outreach	Leigh Garcia	Completion	Ongoing	Y		
611	F2(D)	Develop conceptual plan for café						
612	F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Identify footprint / services	5/14/2014		1/15/2015	Delayed due to pending legislation.
613	F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Identify potential vendors			2/29/2015	
614	F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Identify funding resources and partner agencies	6/14/2014		2/29/2015	
615	F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Present a conceptual plan to the Board of Trustees	9/1/2014		4/28/2015	
616	F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Completion			4/28/2015	
618	F2(E)	Provide a notary service for a fee						
619	F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Identify options (in-house; contract; etc.)	3/31/2014		1/31/2015	Identified potential service partners; further work required
620	F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Write proposal to coordinate notary services and training	4/30/2014		3/31/2015	
621	F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Work with notary candidates and coordinate training	8/30/2014		4/30/2015	
622	F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Write policies and procedures	9/30/2014		5/31/2015	
623	F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Announce and roll-out	11/30/2014		6/30/2015	
624	F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Evaluate effectiveness and usage	2/28/2015		10/31/2015	
625	F2(E)	Provide a notary service for a fee	Eustorgio Barajas	Completion	3/31/2015		12/31/2015	
627	F2(F)	Provide e-filing for a fee						
628	F2(F)	Provide e-filing for a fee	Ryan Metheny	Research court requirements, existing needs and solutions	6/30/2014		1/31/2015	Deferred due to other priorities
629	F2(F)	Provide e-filing for a fee	Ryan Metheny	Identify potential services and prospective user groups	8/30/2014		2/28/2015	Deferred due to other priorities
630	F2(F)	Provide e-filing for a fee	Ryan Metheny	Draft procedures and policy	11/30/2014		3/31/2015	Deferred due to other priorities
631	F2(F)	Provide e-filing for a fee	Ryan Metheny	Present recommendation to Board of Trustees	1/31/2015		4/30/2015	
632	F2(F)	Provide e-filing for a fee	Ryan Metheny	Implement	3/31/2015		5/31/2015	
633	F2(F)	Provide e-filing for a fee	Ryan Metheny	Assess and revise as needed	5/31/2015		5/31/2016	
634	F2(F)	Provide e-filing for a fee	Ryan Metheny	Completion	6/30/2015		5/31/2016	
636	F2(G)	Offer fee-based collection acquisition and management services to other libraries						
637	F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Assess capacity for contract services and performance standards	12/31/2013	Y		
638	F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Identify costs and constraints	12/31/2013		12/31/2015	Preliminary inquiries have not yielded favorable results. Exploring other options/avenues.
639	F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Identify potential 'customers'	1/31/2014		12/31/2015	
640	F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Negotiate test site contract /identify performance metrics	6/30/2014		12/31/2015	
641	F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Evaluate success and performance metrics	2/28/2015			
642	F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Recommend program for future contracts	4/30/2015			
643	F2(G)	Offer fee-based collection acquisition and management services to other libraries	Sandi Levin	Completion	5/31/2015			
645	F3(A)	Outreach to law firms & bar associations						

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646	F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Establish rapport with bar association leaders	1/31/2014	Y		
647	F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Select target organizations to work with	3/30/2014	Y		
648	F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Conduct needs assessments	3/30/2014	Y		
649	F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Assess and document options	6/30/2014		3/31/2015	Partial. Business development for law firms and speakers bureau for library for MCLE programs; Writing for legal secretary associations, bar journals and magazines, for example, Los Angeles Lawyer and Valley Lawyer Commenced but not completed. Lawyers in the Library, meetings bar association execs, law firm reps commenced. Establishing outreach to law firms through publications. Some programs implemented. Will expand & refine outreach in coming year.
650	F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Devise mutually agreed upon programs	6/30/2014		5/31/2015	
651	F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Implement programs	9/30/2014		7/31/2015	
652	F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Assess results & recommend ongoing programs	10/31/2014		9/30/2015	
653	F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Completion	11/30/2014		10/31/2015	
655	F3(B)	Build relationships with relevant corporate entities						
656	F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Identify candidate organizations	3/30/2014	Y	10/31/2014	Some candidates identified; further research needed
657	F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Contact organizations and discuss opportunities (min 4)	6/30/2014		2/28/2015	Some candidates identified; further research needed
658	F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Implement test programs	9/30/2014		3/31/2015	
659	F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Assess results & recommend ongoing programs	10/31/2014		4/30/2015	
660	F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Completion	11/30/2014		6/30/2015	
662	F3(C)	Establish a speakers' bureau						
663	F3(C)	Establish a speakers' bureau	Sandi Levin	Research and review existing models	9/30/2013	Y		
664	F3(C)	Establish a speakers' bureau	Sandi Levin	Develop parameters, incentives and program	12/31/2013		3/31/2015	Awaiting further development of in-house MCLE programs; delayed due to other priorities
665	F3(C)	Establish a speakers' bureau	Sandi Levin	Announce program	1/31/2014		4/30/2015	
666	F3(C)	Establish a speakers' bureau	Sandi Levin	Conduct outreach	3/31/2014		5/31/2015	
667	F3(C)	Establish a speakers' bureau	Sandi Levin	Launch	4/30/2014		6/30/2015	
668	F3(C)	Establish a speakers' bureau	Sandi Levin	Assess and revise, as needed	6/30/2014		8/31/2015	
669	F3(C)	Establish a speakers' bureau	Sandi Levin	Completion	9/30/2014		9/30/2015	
671	S1(A)	Preserve service levels by maintaining adequate staffing						
672	S1(A)	Preserve service levels by maintaining adequate staffing	John Kohl	Working with supervisors and employee groups, establish baseline productivity metrics	9/30/2014		4/1/2015	Delayed due to staff transition. Commenced but not completed.
673	S1(A)	Preserve service levels by maintaining adequate staffing	John Kohl	Benchmark productivity at comparable institutions	11/30/2014		6/1/2015	
674	S1(A)	Preserve service levels by maintaining adequate staffing	John Kohl	Establish target metrics	1/31/2015		8/1/2015	
675	S1(A)	Preserve service levels by maintaining adequate staffing	John Kohl	Recommend changes in staffing to achieve targets	3/31/2015		10/1/2015	
676	S1(A)	Preserve service levels by maintaining adequate staffing	John Kohl	Completion	6/30/2015		2/1/2016	
678	S1(B)	Expand legal resources available & visible on the internet						
679	S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Assess current internet-based resources for gaps in coverage	12/31/2013	Y		
680	S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Identify potential resources that can be added to collection	3/31/2014		3/31/2015	Selection in process
681	S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Assess technical feasibility and negotiate with vendors; budget for additional resources	6/30/2014		3/31/2015	
682	S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Implement new resources on test site	9/30/2014		6/30/2015	
683	S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Develop metrics to evaluate user satisfaction and assess	10/31/2014		6/30/2015	
684	S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Launch resources on website	12/31/2014			
685	S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Survey users for feedback on usability and revise as needed	3/31/2015		9/30/2015	
686	S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Completion	6/31/15		9/30/2015	

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#	GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
688	S1(C)	Create an advance reservation system for Library computers						
689	S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Add option into public website	9/1/2013		5/11/2015	Implemented the basic framework, need to insert scripts into public website. Website Location not yet identified. Delayed due to vacancy in IT Manager position
690	S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Work with IT staff to test implementation	9/15/2013		5/25/2015	IT has implemented the basic framework. Waiting for approval before implementation and moving on to the next step.
691	S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Training and testing with reference staff	9/30/2013		5/29/2015	
692	S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Create promotional materials	10/1/2013		6/15/2015	
693	S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Completion	11/15/2013		6/20/2015	
695	S1(D)	Provide self-serve scanning equipment in the Library						
696	S1(D)	Provide self-serve scanning equipment in the Library	Jaye Steinbrick & Technology Manager	Work with staff and patrons to evaluate technology requirements.	10/15/2014		11/15/2015	Defferred to fiscal year 2015-16 budget to combine with copier replacements for cost-savings and efficiency.
697	S1(D)	Provide self-serve scanning equipment in the Library	Jaye Steinbrick & Technology Manager	Evaluate existing solutions and make final recommendation, proceed with purchasing.	11/15/2014		12/15/2015	
698	S1(D)	Provide self-serve scanning equipment in the Library	Jaye Steinbrick & Technology Manager	Install public scanner with signage and print materials	2/1/2015		3/1/2016	
699	S1(D)	Provide self-serve scanning equipment in the Library	Jaye Steinbrick & Technology Manager	Assess effectiveness of implementation and make adjustments as needed.	5/31/2015		5/1/2016	
700	S1(D)	Provide self-serve scanning equipment in the Library	Jaye Steinbrick & Technology Manager	Completion	5/31/2015		5/1/2016	
702	S1(E)	Establish and implement a policy for how to handle patrons with greater needs and time demands						
703	S1(E)	Establish and implement a policy for how to handle patrons with greater needs and time demands	Ralph Stahlberg	Survey other libraries and internal staff for best practices	10/31/2013	Y		Little feedback from other public law libraries, but good info from library publications
704	S1(E)	Establish and implement a policy for how to handle patrons with greater needs and time demands	Ralph Stahlberg	Identify successful alternatives	10/31/2013	Y		
705	S1(E)	Establish and implement a policy for how to handle patrons with greater needs and time demands	Ralph Stahlberg	Recommend policies and conduct training	12/31/2013		1/30/2015	Informally discussed strategies with staff. Formal policy delayed due to other assignments
706	S1(E)	Establish and implement a policy for how to handle patrons with greater needs and time demands	Ralph Stahlberg	Assess effectiveness and revise as needed	9/30/2014		3/31/2015	
707	S1(E)	Establish and implement a policy for how to handle patrons with greater needs and time demands	Ralph Stahlberg	Completion	10/30/2014		10/30/2015	
724	S1(H)	Create a plan to provide ebooks in the Library, beginning with research to determine patron needs and preferences						
725	S1(H)	Create a plan to provide ebooks in the Library, beginning with research to determine patron needs and preferences	Channa Cajero	Identify patron groups	12/31/2013	Y		
726	S1(H)	Create a plan to provide ebooks in the Library, beginning with research to determine patron needs and preferences	Channa Cajero	Set up and hold focus groups	12/31/2013	Y	2/15/2014	This project is being coordinated with objective C1(B). Extended dates for focus groups and survey reflect extended dates for objective C1(B).
727	S1(H)	Create a plan to provide ebooks in the Library, beginning with research to determine patron needs and preferences	Channa Cajero	Draft and distribute survey to user groups	3/31/2014		2/28/2015	This project is being coordinated with objective C1(B). Extended dates for focus groups and survey reflect extended dates for objective C1(B). Survey distribution begin date: January 19, 2015.
728	S1(H)	Create a plan to provide ebooks in the Library, beginning with research to determine patron needs and preferences	Channa Cajero	Review results and make assessments	12/31/2014		4/15/2015	This project is being coordinated with objective C1(B). Extended date reflects new deadline to draft and distribute survey to user groups for objective C1(B).
729	S1(H)	Create a plan to provide ebooks in the Library, beginning with research to determine patron needs and preferences	Channa Cajero	Present recommendations	12/31/2014		4/15/2015	This project is being coordinated with objective C1(B). Extended date reflects new deadline to draft and distribute survey to user groups for objective C1(B).
730	S1(H)	Create a plan to provide ebooks in the Library, beginning with research to determine patron needs and preferences	Channa Cajero	Completion	1/31/2015		5/31/2015	This project is being coordinated with objective C1(B). Extended date reflects new completion date for objective C1(B).
732	S1(I)	Provide quality, comprehensive, face-to-face reference services by trained librarians						
733	S1(I)	Provide quality, comprehensive, face-to-face reference services by trained librarians	Ralph Stahlberg	Identify a set of effective reference standards/techniques	9/30/2013	Y		

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#	GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
734	S1(I)	Provide quality, comprehensive, face-to-face reference services by trained librarians	Ralph Stahlberg	Evaluate current staff performance	12/31/2013	Y		Ongoing as part of regular duties
735	S1(I)	Provide quality, comprehensive, face-to-face reference services by trained librarians	Ralph Stahlberg	Develop training regimen for current librarians and new hires	1/31/2014	Y		Integrated with intern/extern/volunteer initiatives. Major components implemented as part of regular reference work, e.g., trainings from vendors and attendance at workshops, conferences, webinars.
736	S1(I)	Provide quality, comprehensive, face-to-face reference services by trained librarians	Ralph Stahlberg	Evaluate effectiveness of new standards/techniques by surveying users	10/31/2014		10/31/2015	Review other surveys in S. Plan before preparing
737	S1(I)	Provide quality, comprehensive, face-to-face reference services by trained librarians	Ralph Stahlberg	Amend training regime as needed based upon survey results.	11/30/2014		12/31/2015	
738	S1(I)	Provide quality, comprehensive, face-to-face reference services by trained librarians	Ralph Stahlberg	Completion			1/2/2016	
740	S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)						
741	S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Identify and assess virtual self-help center models	8/30/2013	Y	11/30/2013	
742	S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Generate report of findings and make recommendations	11/30/2013		3/31/2015	New A2J volunteer interns will review existing resources and develop recommendations for updating LALL's self-help section
743	S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Identify and seek funding sources	6/30/2014		3/31/2015	
744	S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Garner input (technology, staff, funding)	6/30/2014		3/31/2015	this will take place in conjunction with reconvening of website committee and start of A2J interns.
745	S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Develop content	6/30/2014		6/30/2015	
746	S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Design look and feel for target audience	9/30/2014		6/30/2015	
747	S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Upload and implement	12/31/2014		9/30/2015	
748	S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Completion	3/31/2015		12/31/2015	
750	S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)						
751	S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Assess feasibility	9/30/2013	Y	11/30/2013	
752	S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Identify and assess model videos	9/30/2013	Y	11/30/2013	
753	S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Identify and establish cooperative legal aid partner	12/30/13	y	6/30/2014	Bet Tzedek and the California Coalition on Consumer Justice are interested in partnering with us if we are able to secure funding and the equipment to create the videos
754	S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Identify and seek funding sources	3/30/2014		3/31/2015	Conversations underway with PLI who has hired an attorney to manage their pro bono programming. Topic under consideration is how to talk to a lawyer and tie-in to Lawyers in the Library. A2J interns will be doing competitive intelligence to see what video content has already been created that is relevant to this topic.
755	S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Develop script and vet with stakeholder advisors	3/30/2014		6/30/2015	Subject to partnering with PLI who has all of the video recording equipment. Also, video recording equipment may be secured as part of RM's small business series by June 2015.
756	S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Produce video	9/30/2014		9/30/2015	Deferred because source of funding and equipment needs still need to be identified and confirmed.
757	S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Publish and create distribution plan	9/30/2014		12/31/2015	Deferred because source of funding and equipment needs still need to be identified and confirmed.
758	S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Duplicate in Spanish and other languages	3/30/2015			
759	S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Completion	4/30/2015			
761	S2(C)	Develop transportation resource handouts for litigants						

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#	GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
762	S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Collect and evaluate available Information	8/1/2013		5/15/2015	Information collected, but needs updating. Will reevaluate scope of project in light of LASC web update
763	S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Assemble information into usable print and online resources / present draft	10/1/2013		6/15/2015	Delay due to complex layout and other priorities.
764	S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Make information available to the public.	10/15/2013		7/20/2015	
765	S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Completion	10/15/2013		7/20/2015	
767	S2(D)	Develop translation resource handouts						
768	S2(D)	Develop translation resource handouts	Linda Heichman	Establish committee to assess needs	1/31/2014	Y		
769	S2(D)	Develop translation resource handouts	Linda Heichman	Identify existing resources	6/30/2014		3/31/2015	Delayed due to other priorities
770	S2(D)	Develop translation resource handouts	Linda Heichman	Evaluate effectiveness of existing process	9/30/2014		6/30/2015	
771	S2(D)	Develop translation resource handouts	Linda Heichman	Develop handout	12/31/2014		9/30/2015	
772	S2(D)	Develop translation resource handouts	Linda Heichman	Recommend plan for future improvements	3/31/2015		12/31/2015	Recommendation to follow 3 months after initial development of handout.
773	S2(D)	Develop translation resource handouts	Linda Heichman	Completion	3/31/2015		12/31/2015	
785	S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library						
786	S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Further investigate working models	6/30/2014	Y		
787	S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Identify prospective partners and gauge interest with applicable bar associations	9/30/2014	Y	10/31/2014	Commenced vis a vis Los Angeles Collaborative Consortium discussions (modest means training and referral service) and meetings and regularized Lawyers in the Library.
788	S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Design structure and plan program	12/30/2014	Y		Lawyers in the Library is now regularized and no longer legal aid-based. Library has also agreed to support the County-wide incubator consortium, which has the potential to create referrals for unbundled or modest means fee-based services.
789	S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Establish MOU	12/30/2014	Y		Not necessary under model as implemented
790	S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Implement soft launch	1/30/2015			Dates to be adjusted to coordinate with incubator
791	S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Assess	3/30/2015			
792	S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Expand program	6/30/2015			
793	S2(F)	Coordinate with lawyer referral services, judiciary and local bar associations on unbundling of legal services and development of delivery model at library	Janine Liebert	Completion	6/31/15			
795	S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.						
796	S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Conduct Needs Assessment	12/30/2013	Y		
797	S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Assess feasibility	12/30/2013	Y	3/31/2014	Expungement Clinic ongoing on monthly basis. Discussions and test projects ongoing with trial readiness clinic, Public Counsel's appellate law project and immigration legal aid partners.
798	S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Identify and seek funding sources	3/30/2014	Y		Firm sponsorship obtained for expungement clinic; application for TIG funding underway to expand name change workshop; trial readiness converted to fee-based model
799	S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Launch pilot program(s)	9/30/2014	Y		adult name change workshop, family law trial prep and expungement clinic all regularized
800	S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Assess and document outcomes	3/30/2015			

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#	GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETED (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
801	S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Expand programs	9/30/2015			
802	S2(G)	Develop and implement model for library-based clinics and self-help workshops for delivery of civil self-help services.	Janine Liebert	Completion	12/30/2015			
804	S2(H)	Offer more training from vendors and publishers						
805	S2(H)	Offer more training from vendors and publishers	Katie O'Laughlin	Identify training needs	7/22/2013	Y		
806	S2(H)	Offer more training from vendors and publishers	Katie O'Laughlin	Develop contact list of vendors and publishers	8/26/2013	Y		
807	S2(H)	Offer more training from vendors and publishers	Katie O'Laughlin	Create schedule of training events and intended audience	9/23/2013	Y	6/1/2014	Regular Lexis and Westlaw classes now scheduled - need more time to develop other classes
808	S2(H)	Offer more training from vendors and publishers	Katie O'Laughlin	Develop and distribute summary of training opportunities	10/21/2013	Y	12/1/2014	Continuing to contact vendors other than Lexis & Westlaw and investigate possibility of public training classes
809	S2(H)	Offer more training from vendors and publishers	Katie O'Laughlin	Administer training events	12/31/2013	Y	12/1/2014	
810	S2(H)	Offer more training from vendors and publishers	Katie O'Laughlin	Completion	2/28/2014	Y	12/1/2014	ongoing trainings
819	S3(B)	Confirm plan for new Long Beach Branch						
820	S3(B)	Confirm plan for new Long Beach Branch	Linda Heichman	Discuss options for Long Beach presence	7/31/2013	Y		
821	S3(B)	Confirm plan for new Long Beach Branch	Linda Heichman	Pilot eBranch and/or mini-branch (LBPL)	9/30/2013	Y	12/31/2013	Delayed due to 90-day moratorium on room alteration; delay in installing data lines.
822	S3(B)	Confirm plan for new Long Beach Branch	Linda Heichman	Evaluate and assess LB presence	12/31/2013	Y	12/31/2014	Draft report underway.
823	S3(B)	Confirm plan for new Long Beach Branch	Linda Heichman	Completion	3/31/2014	Y	12/31/2014	Additional time needed for evaluation/assessment.
825	S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).						
826	S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Asses needs and models of delivery	3/30/2015			
827	S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Identify potential partners	3/30/2015			
828	S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Identify technology requirements and distribution framework	9/30/2015			
829	S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Identify and seek funding sources	9/30/2015			
830	S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Implement soft launch / Test usability	3/30/2016			
831	S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Implement full launch	6/30/2016			
832	S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Assess	12/31/2016			
833	S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Completion	12/31/2016			
835	S3(D)	Establish a program for legal document assistants in the library						
836	S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Identify and assess viability with organization leaders	12/30/2014		2/28/2015	Internal discussions ongoing; evaluating models to minimize exposure
837	S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Assess components and recommend policies and procedures	3/30/2015			
838	S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Determine liability, write contracts / MOU	3/30/2015			
839	S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Soft launch program	6/30/2015			
840	S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Create feedback mechanism and metrics	6/30/2015			
841	S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Assess success of program	9/30/2015			
842	S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Completion	12/30/2015			
844	S3(E)	Offer training and materials to the courts, including library resources, FAQ's and referral sheets						
845	S3(E)	Offer training and materials to the courts, including library resources, FAQ's and referral sheets	Ralph Stahlberg	Research court needs and FAQ's	12/31/2013	Y	4/1/2014	
846	S3(E)	Offer training and materials to the courts, including library resources, FAQ's and referral sheets	Ralph Stahlberg	Develop resource/referral sheets for distribution by court personnel	3/31/2014	Y	4/30/2014	Working to refine current referral sheet, P&P and Communications distribute flyers at courthouse
847	S3(E)	Offer training and materials to the courts, including library resources, FAQ's and referral sheets	Ralph Stahlberg	Develop curriculum for judicial education seminars	3/31/2014	Y		Info from Court administrator was that their needs are currently met; annual judicial webinar ongoing

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848	S3(E)	Offer training and materials to the courts, including library resources, FAQ's and referral sheets	Ralph Stahlberg	Assess efficacy and seek feedback from courts	6/30/2014	Y		Ref working with Communications and P&P actively posting and delivering library flyers, positive comments from court staff
849	S3(E)	Offer training and materials to the courts, including library resources, FAQ's and referral sheets	Ralph Stahlberg	Completion	9/30/2014	y		
851	S4(A)	Establish eBranches throughout the County						
852	S4(A)	Establish eBranches throughout the County	Linda Heichman & Jaye Steinbrick	SWOT assessment based upon pilot program	3/31/2014		12/31/2015	5 locations in place as pilot.
853	S4(A)	Establish eBranches throughout the County	Linda Heichman & Jaye Steinbrick	Develop additional technology and tools	6/30/2014		6/30/2015	Longer lead time for technology development
854	S4(A)	Establish eBranches throughout the County	Linda Heichman & Jaye Steinbrick	Identify strategic locations and develop partnerships	7/31/2014		9/30/2015	
855	S4(A)	Establish eBranches throughout the County	Linda Heichman & Jaye Steinbrick	Pilot new tools	9/30/2014		12/31/2015	
856	S4(A)	Establish eBranches throughout the County	Linda Heichman & Jaye Steinbrick	Launch "next phase" eBranch	12/31/2014		6/30/2016	5 month launch, 1 month compiling recommendation
857	S4(A)	Establish eBranches throughout the County	Linda Heichman & Jaye Steinbrick	Completion	Ongoing?		6/30/2016	Completion to correspond with recommendation for ongoing implementation
859	S4(B)	Expand training at partnership locations						
860	S4(B)	Expand training at partnership locations	Linda Heichman	Develop slate of public and staff training	9/30/2013	Y	12/31/2013	Delayed due to staff changes/lack of engaged interest among some partnership libraries.
861	S4(B)	Expand training at partnership locations	Linda Heichman	Launch public and staff training	1/31/2014	Y	3/31/2014	Classes underway
862	S4(B)	Expand training at partnership locations	Linda Heichman	Assess and revise as needed	4/30/2014	Y	12/31/2014	
863	S4(B)	Expand training at partnership locations	Linda Heichman	Recommend program for ongoing, regular, public and staff training	6/30/2014	Y	3/31/2015	
864	S4(B)	Expand training at partnership locations	Linda Heichman	Completion	7/31/2014	Y	3/31/2015	

MEMORANDUM

DATE: January 21, 2015

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Eustorgio Barajas, Executive Assistant

RE: Law Library Job Descriptions

SUMMARY

On a periodic basis, staff brings to the Board for approval and discrepancies or recommended changes in job descriptions. The goal is to bring updates to the Board approximately twice per year to ensure that the Library’s job descriptions remain current and accurate. Today, the Board is asked to approve updated job descriptions for the positions of Library Clerk - Facilities and Technology Manager.

BACKGROUND

The proposed, revised job descriptions are attached in redline format.

- 1) Technology Manager;
<http://www.lalawlibrary.org/pdfs/JD/Manager-Technology-Revised-20150121.pdf>

The Technology Manager position is currently open for recruitment. In order to effectively recruit for the most qualified candidates, updates were made that would emphasize the technology requirements of the position over the experience of working in a Library environment.

- 2) Library Clerk-Facilities;
<http://www.lalawlibrary.org/pdfs/JD/Library-Clerk-Facilities-Revised-20150121.pdf>

The Library Clerk – Facilities position was created following the reorganization in 2013. With the input of the current clerk, the job description was revised to better align the work assignments of the Library Clerk - Facilities, with the actual day to day experience in the position. The revised job description was also provided to SEIU for comment.

RECOMMENDATION

Staff recommends that the Board approve the revised job descriptions.



LA LAW LIBRARY JOB DESCRIPTION

Title:	Library Clerk
Department:	Facilities
Focus:	Mail Room
Reports to:	Facilities Manager
Position(s) Supervised:	None
FLSA Status:	Non-Exempt
Salary Grade:	2
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

Supports the development and maintenance of the Mail Room to ensure accuracy and timeliness for all mail, supplies, and equipment deliverables and receipts into the Library and performs various maintenance tasks facility wide.

Responsibilities and Duties

The following activities are within the responsibilities of the Administrative Mail Room Clerk working under general supervision:

Facilities and Events

- Set up the training center and other facilities for external and internal events, classes, and meetings.
- Work closely with Executive Office and Communications to execute plans for special events including assisting third party caterers, bartenders, musicians, etc.
- Assist with post-event breakdown and cleanup.
- Replaces batteries, light bulbs and water filters as required facility wide.

Maintain internal mail distribution processes:

- Support the development and maintenance of Mailroom Delivery processes to insure they're updated and accurate
- Establish mail delivery schedule to meet customer needs
- Establish set time for mail that is picked up to be sent out
- Be the primary contact for FedEx, UPS and other courier service shipments to ensure accuracy of paperwork and timeliness of pick ups

Design / develop tracking records for the following types of Library receipts:

- Incoming checks
- Briefs
- Supplies / inventory

Distribute internal mail / supplies:

- Sort mail identifying areas for delivery
- Maintain daily check/receipts log ins
- Deliver checks/receipts to Circulation daily
- Box advertisements from Ref/Res for routing
- Supports the boxing and preparation of materials for shipment to Branches

Focal point for all County / Court warrants, County Administration Office deliverables, and any other outside source deliveries:

- Receive all phone calls from County/Courts and coordinate pickup and delivery to the Library
- Facilitate final delivery to appropriate Division/Department within the Library
- Support various projects as assigned

Support Vending coming into the Library:

Supports Facility Inventory Control

- ~~Receive vending machine items~~
- Assists with maintaining inventory control spreadsheet
- Remove and reorder vending machine replacement items
- Restocks supplies as needed
- Communicates low volume inventory in a timely manner

Completes shelf-ready processing:

- Applies barcodes
- Stamps and completes processing for appropriate materials

Position Qualifications

- Ability to operate/utilize general office equipment, library equipment, personal computer and software programs typically associated with library operations.
- Requires an aptitude for detailed and accurate work. Ability to effectively sort, organize, alphabetize, and file.
- Ability to work in a team environment with diverse staff.
- Must be customer focused, possess the ability to remain calm under pressure.

Required

- High School diploma or GED
- 1 to 2 years experience in general clerical work.

Preferred

- Prefer previous experience in a Mail Room setting.

Work Environment

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

Physical Abilities Required

- Requires the ability to lift, push, and pull up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Use of light power tools to perform facility related tasks.
- Requires climbing and standing on a ladder to perform facility related tasks.

Approvals

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

Statement of Employee

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

Signature _____ Date _____

Print Name _____



LA LAW LIBRARY JOB DESCRIPTION

Title:	Technology Manager
Department:	Technology Services
Focus:	Information Technology Services
Reports to:	Senior Director, Information Services
Position(s) Supervised:	Systems Administrator, Helpdesk Analyst, Technician (Scan), Aides (Scan)
FLSA Status:	Exempt
Salary Grade:	6
Union Status:	Ineligible for Representation
Effective Date:	

Position Summary

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

Responsibilities and Duties

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

Technology

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

Staff Responsibilities

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

Other Responsibilities

- Participate in seminars, workshops, lectures, tours and orientations for users
- Attend professional activities and conferences; represent the Law Library in local, state and national

associations

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

Position Qualifications

Required

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

Preferred

- B.S. in computer science or equivalent
- At least seven (7) years of related experience with at least three (3) years in a management capacity.
- Experience with native VOIP/SIP/STUN configuration and QOS
- Experience working with integrated library systems (ILS), and any major accounting database systems.
- ~~Knowledge of professional law librarianship concepts, principles and practices~~
- Demonstrated writing ability, including full report analysis and comparison
- Teaching or training experience

Work Environment

Will be working in an office environment

Physical Abilities Required

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

Approvals

Immediate Supervisor

Date

Senior Director

Date

Human Resources

Date

Executive Director

Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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

MEMORANDUM

DATE: January 21, 2015

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director
Eustorgio Barajas, Executive Assistant

RE: Approval of Employee Handbook and Personnel Policies Manual;
January 21, 2015 Update

SUMMARY

On a periodic basis, staff brings recommended adjustments to the Employee Handbook and Personnel Policies Manual to the Board for approval to ensure it is compliant with current law and Law Library practices. As a result of several employment law updates and requests for clarification by staff in recent months, the Board is asked to approve the revised Employee Handbook and Personnel Policies Manual as presented.

BACKGROUND

This Manual was developed in August 2012, approved in January 2013 and last revised in August 2014. With assistance from the Library’s HR consulting firm, ManagEase, Inc., the attached, updated Manual (in redline format) is presented for approval.

NEW/ UPDATED CONTENT

The following policies and procedures have been modified in the attached proposed revision:

- Sec. 4.3 Background Check – Updated language regarding the forms used to perform background investigations.
- Sec. 6.3 Non-Harassment – Per AB 1443, updated language to state that interns/externs and volunteers are covered persons.
- Sec. 12.5 Attendance Recordkeeping – Clarified the Library’s timekeeping policy on rounding.
- Sec. 12.7 Lunch – Revision clarifies the meal period for non-exempt part-time employees.
- Sec. 13.3 Health Insurance – In 2014, SB 1034 required the Law Library to shorten the waiting period for health insurance coverage for new employees. As a result of the recent modification of SB 1034, the attached revision reinstates a waiting period of 60 days from the date of employment for eligibility of participation in the Library’s CalPERS Health Plans. This update also



aligns with the CA and Federal affordable care act “waiting period” requirements.

- Sec. 13.4 Dental Insurance, Sec. 13.5 Vision Insurance – The amendment clarifies eligibility for participation.
- Sec. 13.6 CalPERS Supplemental Income 457 Plan – Clarifies the summary of the plan and eligibility for participation.
- Sec. 13.8 Life Insurance, Sec. 13.9 Disability Insurance – Clarifies eligibility for coverage.
- Sec. 16.3 Outside Employment – New language requires Library employees engaging in outside employment to inform the Library of who the outside employer is, the position held, hours and eligibility and status with CalPERS.

RECOMMENDATION

Staff recommends that the Board approve the attached, revised Employee Handbook and Personnel Policies Manual dated January 21, 2015.



EMPLOYEE HANDBOOK AND PERSONNEL POLICIES MANUAL



EFFECTIVE ~~AUGUST 26~~JANUARY 21, 2015~~4~~



*The LA Law Library strives to set the benchmark
in providing services and resources
in a professional atmosphere of collaboration,
trust and fun.*



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WELCOME TO THE LA LAW LIBRARY

Starting a new job is exciting, but also can leave a new employee somewhat overwhelmed. The LA Law Library Employee Handbook and Personnel Policies Manual was developed to help you become acquainted with the LA Law Library and answer many of your initial questions.

In March of 2013, the Board of Trustees adopted a new Vision Statement:

The LA Law Library is a vibrant community education center in Los Angeles County and a leader in providing public access to legal knowledge, putting national and international sources of law into the hands of those seeking legal information.

The importance of every employee's contribution to this vision of the LA Law Library cannot be overstated.

In March of 2013, the Board of Trustees adopted a new working Mission Statement:

The LA Law Library proactively supports people's needs in a dynamic global environment, acting as the curator and cultivator of a superior collection of legal resources, a gateway to legal information and a navigator facilitating access to the legal system.

The success of each employee's daily work directly influences our ability to fulfill the LA Law Library's mission.

We hope that you will find your job and your responsibilities to be continuously challenging, personally rewarding, and seriously enjoyable.

Thank you for joining the LA Law Library team.

Sandra J. Levin
Executive Director

A WORD ABOUT THIS MANUAL

The LA Law Library's ("Library") Employee Handbook and Personnel Policies Manual ("Manual") contains information about the employment policies and practices of the Library. This Manual supersedes and replaces all prior employee handbooks and personnel policy manuals, and any inconsistent oral or written policy statements. Each employee is expected to read the Manual carefully. It is a valuable reference for understanding how to work on a daily basis at the Library. The policies outlined in this Manual are management guidelines. In a continuously growing organization, policies may require change. To the extent authorized by law, management retains the right to make decisions involving employment in order to conduct its work in a manner that is beneficial to both the employees and the Library.

Except for the policy of at-will employment, which only the Board of Trustees of the Library can change, in writing, management reserves the right to revise, delete and add to the provisions as needed, in its sole and absolute discretion. As policies and benefits are revised, updated pages will be distributed. All revisions, deletions or additions will be in writing. No oral statements or representations can change the provisions of this Manual.

The Library Manual does not create a contract guaranteeing that you will be employed for any specific time period. The provisions of the Manual are not intended to create contractual obligations with respect to any matters it covers.

Except as provided in the Memorandum of Understanding ("MOU") between the Board of Trustees and the Los Angeles County Employees Association, SEIU, Local 721, the Library is an at-will employer. This means that regardless of any provision in this Manual, either you or management may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in the Manual or in any document or statement, written or oral, shall limit the right to terminate employment-at-will. No officer, employee or representative of the Library is authorized to enter into an agreement - express or implied - with any unrepresented employee, for employment other than at-will. The employment policies and benefit summaries found in this Manual are written for all employees. When questions arise concerning the interpretation of these policies as they relate to employees who are also covered by the collective bargaining agreement or MOU, the answers will be determined by reference to the current MOU, rather than this Manual. If the MOU is silent on the issue, the Manual is the controlling document.

The Manual refers to current benefit plans maintained by the Library. Refer to the actual benefit plan documents and descriptions if you have specific questions regarding the benefit plans. Those documents are controlling.

A WORD ABOUT OUR PHILOSOPHY

The Library is committed to providing the best possible environment for maximum development and goal achievement for its employees. We treat everyone as individuals and we take into account individual circumstances. Nevertheless, we seek to develop a spirit of teamwork: individuals working together to support a common vision.

In order to maintain an atmosphere where this vision and mission can be achieved, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere.

We firmly believe that with direct communication, issues can be raised, difficulties can be resolved, and we can support continuously growing and mutually beneficial relationships.

BUILDING FOR THE FUTURE

The Library thrives only through our joint efforts. At all times you represent the Library, and each employee should take this responsibility seriously. Remember, the Library's mission is to provide access to legal information through effective, efficient and collaborative services. Do not underestimate your contribution. You are needed to help make that access effective and efficient. Our users are a diverse group and range from the legal and government communities to the business and general public communities. Those communities incorporate users from a variety of backgrounds and cultures as well as encompassing various generations. They have different levels of skill and may require distinct levels of service.

Our goal is to ensure that all of us work together to provide, to the extent possible, the services required to support the current and emerging user needs in a dynamic legal environment. Working together, we can provide the quality service that retains current users and enables us to gain future users.

TALK TO US!

We encourage you to bring your questions, suggestions, concerns and complaints to our attention. In a continuing effort to improve operations and increase, employee comfort and participation, the Library will carefully and fully consider each comment.

If you have a problem or concern, present the situation to your supervisor, the Director or Senior Director for your area or the Executive Director so that there can be an examination of the issue and a discussion of the facts. Your suggestions and comments on any subject are important, and we

encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

1. CONTROLLING AUTHORITY

The Employee Handbook and Personnel Policies Manual is intended to be consistent with the prevailing state and federal laws and regulations. Nevertheless, in the event of conflicts, state or federal laws or regulations will control.

The policies do not create a contract guaranteeing that you will be employed for any specific time period. The provisions of the manual are not intended to create contractual obligations with respect to any matters it covers.

Where these policies conflict with the MOU, the MOU will apply as to employees who are covered by that agreement.

2. AT WILL EMPLOYMENT

All Library employees not covered by an MOU are at will employees. This means that regardless of any provision in this Manual, either you or the Library's management may terminate the employment relationship at any time, for any reason, with or without cause or notice.

3. EQUAL EMPLOYMENT OPPORTUNITY

3.1 EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Library is an Equal Opportunity Employer. The Library affords equal employment opportunity to all qualified employees and applicants as to all terms and conditions of employment, including compensation, hiring, training, promotion, transfer, discipline, and termination.

The Library is committed to equal employment opportunity and prohibits discrimination against employees, or applicants for employment, on the basis of race, color, religion (all aspects of religious beliefs, observance or practice, including religion dress or grooming practices), creed, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), gender (including gender identity, gender expression, and an employee's gender-related appearance and behavior whether or not stereotypically associated with the employee's assigned sex at birth), citizenship status, national origin or ancestry, age, marital status (including domestic partnership), veteran's status, uniform service member status medical condition (including cancer or a record or history of cancer), physical or mental

disability, sexual orientation, genetic characteristics (including information and testing) or a perception that the employee or applicant has any of these characteristics, or any other basis protected by law. The Library will afford equal employment opportunity to all qualified employees and applicants as to all terms and conditions of employment, including compensation, hiring, training, promotion, transfer, discipline, and termination.

The Library supports an inclusive environment encouraging all employees to contribute their unique perspectives and capabilities. The Library's Executive Team is responsible for ensuring that employee differences are respected and valued in the workplace.

At the Library, all employees are responsible for creating a work environment that is inclusive, respectful, and free from harassment.

3.2 ADA ACCOMMODATIONS

Definitions

As used in this policy, the following terms have the indicated meaning and will be adhered to in relation to the Americans with Disabilities Act and the Americans with Disabilities Act Amendments Act (collectively, the "ADA") policy:

- "Disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such impairment, has a record of such impairment or is regarded as having such impairment is a "disabled individual."
- A "qualified individual with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.
- "Reasonable accommodation" means making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials, adjustment or modification of policies and similar activities.
- "Undue hardship" means an action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include, but are not limited to: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is to be made; (3) the number of persons employed at that facility; (4) the effect on expenses and resources or other impact upon that facility; (5) the overall financial resources of the Library; (6) the overall number of employees and facilities; (7) the operations of the particular facility as well as the entire Library; and (8) the relationship of the particular facility to the Library.

- “Essential job functions” refer to those activities of a job that are core activities for the performance of the job, and which cannot be modified.

The Library complies with all federal and state laws concerning the employment of persons with disabilities as required by the ADA.

The Library will not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The Library will reasonably accommodate qualified individuals with a temporary or long-term disability so that they can perform the essential functions of a job.

An individual who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

The Library’s Administrative Services Team is responsible for implementing this policy, including resolution of reasonable accommodation, safety and undue hardship issues.

The Library is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodation where appropriate. In general, it is your responsibility to notify a supervisor of the need for an accommodation. Upon doing so, a supervisor may ask you for your input on the type of accommodation you believe may be necessary or the functional limitations caused by your disability. When appropriate, the Library may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

In compliance with HIPAA, an employee’s medical information is confidential. Disclosure of employee medical information is restricted to limited situations where a supervisor has a job-related reason to know it. Employees who disclose employee medical information without proper authorization will be subject to disciplinary action, up to and including termination.

3.3 FAITH IN THE WORKPLACE

The Library respects the religious and spiritual beliefs and traditions of all employees. Consistent with federal and state law, the Library will endeavor to reasonably accommodate employees’ religious beliefs.

4. RECRUITMENT AND HIRING

The Library's goal is that all new hires should be productive on their first day at work. This requires planning and coordination so that all Library Units are aware of the newly-hired employee's start date with sufficient advance notice to order necessary equipment, software licenses, furniture, etc., and to set up the new employee's work station and tools. HR is responsible for developing a checklist for each new hire and ensuring that all Units have adequately prepared for the new employee's start date.

4.1 REFERENCE CHECK

The Library conducts reference checks on all final candidates who have successfully completed the interview process to verify the accuracy of the information provided by applicants.

The Library complies with all federal and state laws, such as the Fair Credit Reporting Act and the Americans with Disabilities Act and requests of references only information pertaining to the applicants work quality and quantity, attendance record, education, and other work-related issues.

As part of this process, each prospective employee must submit at least three professional references to be considered for employment. Personal References may be added as needed for some positions. Applicants will be asked to provide the name, telephone number, and email for each reference, and to sign a reference check release form.

The Library will ensure that the information obtained will only be used for the employment process and that it will be kept strictly confidential. HR will maintain a log that delineates the position applied for, applicant name, the name of the reference and the date of the reference check. Only approved employees will have access to this information.

4.2 VERIFICATION FOR ELIGIBILITY OF EMPLOYMENT

The Library will verify eligibility for employment in accordance with federal standards. All employees hired after November 6, 1986, should have a completed Form I-9 on file in HR. Employees who fail to produce acceptable I-9 documentation that establishes both their identity and employment authorization within the timeframe defined by USCIS or fail to provide proper documentation according to the applicable I-9 form at the time of re-verification may not work at the Library.

4.3 BACKGROUND CHECK

The Library conducts background checks on all job candidates to verify the accuracy of the information provided by the candidate and determine his or her suitability for employment. The candidate must authorize the background check by completing the "[Employment Background Authorization Disclosure and Authorization Regarding Background Investigation](#)" form. [This form is available to the applicant on the Library website.](#) The Library may use a third-party administrator to conduct background checks.

The type of information that can be collected by this agency includes, but is not limited to, criminal background, education, employment history, and professional and personal references.

The Library also reserves the right to obtain and to review an applicant's or an employee's credit report and to use such information when making employment decisions for (1) managerial positions; (2) positions that involve regular access to bank or credit card account information, social security numbers, or dates of births of others; (3) positions in which the person would be a named signatory on the Library's bank or credit card account, authorized to transfer money on behalf of the Library, or authorized to enter into financial contracts on behalf of the employer; (4) positions that involve regular access to confidential or proprietary information, including a formula, pattern, compilation, program, device, method, technique, process or trade secret; (5) positions that involve regular access to the Library's (or a customer's or client's) cash totaling at least ten thousand dollars (\$10,000); and (6) positions for which credit information about the applicant/employer is required by law to be disclosed or obtained.

The Library will ensure that all background checks are conducted in compliance with applicable federal and state laws, such as the Fair Credit Reporting Act.

New Hires: Background checks are required for all new hires. This includes all full-time, part-time and temporary part-time employees. The background check will normally be completed and results verified before any employee begins work.

Rehires: A background check is required for all rehires who have been separated for longer than 90 days.

The Library will conduct a background check after it has extended a contingent offer of employment.

If the background check is favorable, HR will notify the hiring supervisor that the candidate is approved to begin employment. Otherwise, HR will contact the candidate to rescind the Library's contingent offer.

4.4 CONTRACT AND TEMPORARY EMPLOYEES

The Library may use the services of contract or temporary employees to meet its staffing requirements provided such practice does not conflict with any provisions in the MOU.

4.5 EMPLOYMENT OF MINORS

The Library will adhere to all federal and state regulations pertaining to the employment of minors (under 18). Employees under 18 years of age are prohibited by law from performing certain types of

work such as machine operation, or any other activities which might expose them to conditions defined by regulations as hazardous to minors. Additional limitations apply to employment of persons under the age of 16. In no case may minors under the age of 14 be employed at the Library.

Work Permits:

Minors must obtain certificates of age or permits to work for the Library. Those work permits must be kept on file while the minor is employed. Minors may obtain work permits through their school district or superintendent's office. The permit should be completed and on file prior to the minor's employment start date.

Work Hours:

A minor's age limits the number of hours she or he may work in a day. In all age categories below, all work must be performed outside of school hours.

14 and 15 year-old Minors:

- A minor may work a maximum of 3 hours on a day they are required to attend school. When school is in session, a minor may work a maximum of 18 hours a week. If a minor is employed in a school supervised or administered work program, the maximum is 23 hours a week.
- When school is not in session, a minor may work a maximum of 8 hours per day or 40 hours per week.
- A minor may work between the hours of 7:00 a.m. and 7:00 p.m. (may work until 9:00 p.m. between June 1 and Labor Day).
- Federal law permits some leeway for minors performing sports-attendant duties.

16 and 17 year-old Minors:

- A minor may work a maximum of 4 hours on a day they are required to attend school for four hours or more.
- A minor may work a maximum of 8 hours on a school day that precedes a non-school day, e.g., Friday.
- A minor may work between the hours of 5:00 a.m. and 10:00 p.m. (during an evening preceding a non-school day they may work until 12:30 a.m.)
- When school is not in session, a minor may work a maximum of 8 hours per day or 48 hours per week.

Minors who are high school graduates or have obtained a certificate of proficiency are not required to obtain a work permit and are not subject to the work hours restrictions. A minor must be provided the same wage rates as adults in the same classification. This exception does not apply to high school drop-outs or emancipated minors. Minors who are high school graduates or have a certificate of proficiency

are subject to state and federal restrictions on the type of work they can perform as outlined in the paragraph above.

4.6 NEPOTISM (EMPLOYMENT OF RELATIVES)

The Library is committed to employment and advancement based on qualifications and merit. The Library does not discriminate in favor of or in opposition to the employment of relatives. To avoid potential, perceived or actual conflicts, relatives of persons currently employed may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority where employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include but are not limited to hiring, retention, transfer, promotion, wages and leave requests.

Family member is defined as one of the following:

- Relationships by blood — parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin; and
- Relationships by marriage — husband and wife (as defined by state law), Domestic Partners, step-parent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and cohabitating couples/significant others.

HR is responsible for ensuring compliance. Employees are responsible for reporting any changes immediately to their supervisor. Supervisors are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy.

Employees who marry or become members of the same household may continue employment as long as there is not:

- A direct or indirect supervisor/subordinate relationship between the employees; or
- An actual conflict of interest or the appearance of a conflict of interest.

Should one of the above situations occur, the Library will attempt to find a suitable position within the organization into which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If a decision cannot be made among the affected employees within 14 days, reassignment will be made upon deliberation and discussion by HR, the supervisors and the Executive Director.

4.7 NEW EMPLOYEE ORIENTATION

Upon acceptance of an offer of employment, prospective employees will complete personnel, payroll and benefit forms. In addition, each employee will receive a copy of this Manual. Employees will be asked to sign the receipt page and return it to HR. You are expected to read this Manual. Please address any questions to your supervisor or HR. If a Manual is lost, or becomes damaged in any way, please notify your supervisor as soon as possible to obtain a replacement copy. For reference purposes, the Manual is also posted on the Library's intranet.

HR will prepare an orientation schedule for each new employee's first week on the job. The schedule will include a tour of the library, meetings with the Executive Director, Senior Directors, and Directors, computer and telephone training, and time attendance.

4.8 INTRODUCTORY PERIOD

All new employees will serve a three-month introductory period. Employees will also serve a three-month introductory period upon promotion or position reclassification. During the introductory period, the supervisor will evaluate the employee's performance in the new position. All employees remain at-will employees during the introductory period. Successful completion of the new hire, promotion, or reclassification introductory periods does not guarantee employment for any period of time thereafter.

A new hire's start date will be recorded as that employee's anniversary date for the purpose of calculating the introductory period and determining the start date for certain benefit accruals. For part-time employees who subsequently become full-time employees, the anniversary date will be the first day of full-time employment.

Employees will be given a written performance evaluation at the end of their introductory period.

With a few exceptions, such as medical insurance, sick leave and holidays, newly-hired employees are not eligible to receive employee benefits during the introductory period. See *Section 13, Benefits*.

5. SEPARATION FROM EMPLOYMENT

When an employee separates from the Library, HR usually will conduct an exit interview to glean the employee's observations and insights about the Library's management and operations. HR will be responsible for ensuring the employee must return all Library property including laptops, keys, card keys, I.D. cards, etc. and that the employee's rights to the Library's email, voicemail, network, remote access, and other information and computer systems are discontinued. HR will coordinate this process among the Library's various units.

5.1 RESIGNATION

For planning purposes, the Library requests that employees notify their supervisors as soon as possible about any intention to resign. The Library considers two weeks' notice of resignation to be adequate. Notice should be written and include the date of resignation and the reason, if known. In the absence of a written notice, the employee's supervisor should confirm the resignation in writing.

On the last day of employment, the employee must return all Library property, including keys, I.D. cards, etc.

5.2 RETIREMENT

No employee may be required to retire because of age. The Library's retirement plan is described below in *Section 13.1, Retirement Plan*. Eligible employees contemplating retirement should attend a CalPERS retirement workshop at least 2 to 3 months before retirement.

5.3 DEATH

In the event of an employee's death, the supervisor should notify HR as soon as possible. HR will ensure that the Executive Director, IT, payroll, accounts payable, facilities, and other relevant units are made aware of the death so that they may take necessary action to terminate the deceased employee from the Library's various systems. HR will be responsible for contacting the employee's family or next of kin about the employee's personal belongings, any Library property the employee may have had, the employee's final pay, continuation of insurance coverage, life insurance payments, etc.

5.4 DISCHARGE

A discharge is an involuntary termination of employment from the Library. The Executive Director has the final decision about whether to discharge an employee. When notified of discharge, the employee must return all Library property and must leave the premises by the date specified.

5.5 EMPLOYMENT REFERENCES

As a Library employee, you might be asked by a co-worker or former co-worker to provide an employment reference for a position beyond the Library. To ensure that we do not create risk for the Library, employees are prohibited from providing employment references for current or former Library employees in any written, verbal, or electronic form. All external inquiries for employment references and employment verification must be referred to HR. It is the Library's policy to provide limited references on current and former employees when requested in writing and signed by the (former) employee only. Verification of dates of employment and job title is the only information that will be released unless the written request indicates otherwise.

6. STANDARDS OF EMPLOYEE CONDUCT

6.1 CONFLICT OF INTEREST CODE

The purpose of this policy is to ensure that the Library's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Library.

Employees will avoid any conflict between their personal interests and those of the Library. Situations that may constitute a conflict of interest include but are not limited to:

- Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Library, by any employee who is in a position to directly or indirectly influence either the Library's decision to do business, or the terms upon which business would be done with such organization.
- Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Library. However, serving on the Board of any organization which does or seeks to do business with the Library or the Library profession may not be considered a conflict of interest, provided that there is a full disclosure of the services and intent of the organization.
- Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Library.

A conflict of interest may also exist when a member of an employee's immediate family is involved in situations such as those above. However, full disclosure of the situation may mitigate the conflict of interest.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility promptly to report to the Executive Director any actual or potential conflict that may exist.

6.2 EMPLOYEE CONDUCT AND WORK ENVIRONMENT

The Library encourages mutual respect, civil and congenial relationships among employees and a professional environment free from all forms of harassment and violence.

You are expected to conduct yourself in an appropriate manner as judged by a reasonable person.

You have the right to conduct your work without unwanted interference from other employees. The Library prohibits employees from violating this right of their co-workers.

You are expected to maintain your work area in a neat and professional manner.

You are responsible for the security of any Library confidential / proprietary material in your possession and for maintaining the security of Library-provided equipment. If you have concerns about the security of your work area or equipment, you have an obligation to tell your supervisor about those concerns.

6.3 NON-HARASSMENT

The Library will not tolerate harassment or discrimination of an applicant, employee, [intern/extern](#), [volunteer](#), Trustee, contractor, vendor, or Library user on the basis of race, color, religion (all aspects of religious beliefs, observance or practice, including religion dress or grooming practices), creed, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), gender (including gender identity, gender expression, and an employee's gender-related appearance and behavior whether or not stereotypically associated with the employee's assigned sex at birth), citizenship status, national origin or ancestry, age, marital status (including domestic partnership), veteran's status, uniform service member status, medical condition (including cancer or a record or history of cancer), physical or mental disability, sexual orientation, genetic characteristics (including information and testing) or a perception that the employee or applicant has any of these characteristics, or any other basis protected by law.

Harassment may include, but is not limited to behavior that is taken because of a person's protected classification:

- Verbal harassment, such as epithets, derogatory comments or slurs, and propositioning on the basis of a protected classification. This might include inappropriate comments on appearance, including dress or physical features, or dress consistent with gender identification, or race-oriented stories and jokes.
- Physical harassment, such as assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement. This includes pinching, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts.
- Visual forms of harassment, such as derogatory posters, cartoons, videos or drawings related to a protected classification.
- Sexual harassment, such as unwanted sexual advances, requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or

where the conduct is intended to or actually does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.

The Library has zero tolerance for any conduct that violates this policy and will institute discipline including termination for violations. Conduct need not rise to the level of a violation of law in order to violate this policy. A single act can violate this policy and provide grounds for discipline.

This policy applies to all terms and conditions of employment, including hiring, placement, promotion, disciplinary action, layoff, transfer, leave of absence, compensation, and training.

Retaliation against anyone for filing a complaint or participating in an investigation is prohibited. "Retaliation" means any adverse conduct taken because someone has reported harassment or discrimination, or has participated in the complaint and investigation. "Adverse conduct" includes: taking sides because an individual has reported harassment or discrimination; spreading rumors about a complaint; shunning and avoiding an individual who reports harassment or discrimination; or real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination. Individuals found to have retaliated in violation of this policy will be subject to discipline including the possibility of termination.

Guidelines for Identifying Harassment

- Harassment includes any conduct which would be "unwelcome" to an individual of the recipient's same protected classification and which is taken because of the recipient's protected classification.
- It is no defense that the recipient appears to have voluntarily "consented" to the conduct at issue. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized.
- Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Isolated incidents might be tolerated up to a point and harassment can evolve over time.
- Even visual, verbal, or physical conduct between two people who appear to welcome it can constitute harassment of a third person who observes the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at an individual.
- Conduct can constitute harassment in violation of this Policy even if the individual engaging in the conduct has no intention to harass. Even well-intentioned conduct can violate this Policy if the conduct is directed at, or implicates a protected classification, and if an individual of the recipient's same protected classification would find it offensive, e.g., gifts, over-attention, or endearing nicknames.

If you feel that you are a victim of harassment, discrimination, or retaliation, you should immediately report the matter to the Executive Director, a Senior Director, HR, or your supervisor.

Upon receipt of such a complaint, the Executive Director will appoint an appropriate member of the Administrative Services team to investigate the complaint. The investigator will:

- Conduct interviews with the complainant, the accused harasser, and other persons who have relevant knowledge concerning the complaint.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, discrimination or retaliation giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.
- Report a summary of the determination as to whether harassment occurred to all appropriate persons, including the complainant, the alleged harasser, the supervisor, and the unit head.
- If conduct in violation of this Policy occurred, recommend prompt and effective remedial action. The action will be commensurate with the severity of the offense.
- Take reasonable steps to protect the complainant from further harassment, discrimination or retaliation.
- Take reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.

The Library will conduct an investigation if its officers or supervisors become aware that harassment, discrimination or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.

An individual has the option to report harassment, discrimination or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). These administrative agencies offer legal remedies and a complaint process. The nearest offices of the EEOC and DFEH are listed in the telephone directory or on the internet at www.eeoc.gov or www.dfeh.ca.gov.

The Library will investigate all reports as confidentially as possible. Complete confidentiality cannot occur, however, due to the need to fully investigate potential Policy violations and take effective remedial action. As a result, confidentiality will be maintained to the extent possible. An individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by a supervisor. Any individual who discusses the content of an investigatory interview will be subject to discipline or other appropriate sanction. The Library will not disclose a completed investigation report except as it deems necessary to support a disciplinary action,

to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

6.4 WORKPLACE VIOLENCE

The Library is committed to providing a safe work environment that is free from violence and the threat of violence. Effective handling of critical workplace incidents, especially those dealing with actual or potential violence is a top priority.

Violence or the threat of violence, against or by any employee of the Library or any other person is unacceptable and will not be tolerated.

An employee who demonstrates or threatens violent behavior may be subject to discipline including the possibility of termination in addition to criminal prosecution.

Anyone on Library property who demonstrates or threatens violence may be arrested, prosecuted, and banned from the Library.

The following actions are examples of violent acts:

- Striking, punching, slapping or assaulting someone.
- Fighting or challenging another person to fight.
- Grabbing, pinching or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening or unwanted horseplay or rough-housing.
- Possession, use, or threat of use, of a gun, knife or other weapon of any kind on Law Library property, including parking lots, other exterior premises, or while engaged in activities for the Library in other locations, unless such possession or use is a requirement of the job.
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.

If you are the victim of violent, threatening or harassing conduct, a witness to such conduct, or receive a report of such conduct, irrespective of whether the perpetrator is an employee, you must immediately report the incident to your supervisor or HR.

If you encounter an individual who is threatening immediate harm to an employee or visitor on our premises, contact security immediately. Do not engage in either physical or verbal confrontation with a potentially violent individual.

No one acting in good faith who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.

The Library will promptly investigate all reports of work-related threats and implement appropriate and timely measures to ensure the safety and security of employees and others at the Library.

Violations of this policy, including failure to report or fully cooperate in the Library's investigation, may result in disciplinary action, up to and including immediate termination.

6.5 WORKPLACE BULLYING

Employees will be treated with dignity and respect. In no instance will the Library tolerate bullying behavior. The Library defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work or in the course of employment.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The Library considers the following types of behavior examples of bullying:

- Verbal Bullying — slandering, ridiculing or maligning a person or his or her family; persistent name calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical Bullying — pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
- Gesture Bullying — non-verbal threatening gestures; glances which can convey threatening messages.

6.6 DRUG FREE WORKPLACE

The Library is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace through the establishment of a drug free workplace. Alcohol abuse and drug use pose a significant threat to the Library's mission.

Employees, applicants, vendors, contractors and any persons representing or conducting business on behalf of the Library are prohibited from reporting to work or working while using or while under the influence of the effects of drugs. Any employee who is using prescription or over-the-counter drugs that may impair his or her ability to perform the job safely or may affect the safety or well-being of others must notify a supervisor of such use before starting or resuming work. It is not necessary to inform a supervisor of the specific medication being taken or the nature of the illness or injury for which the

medication is being taken. Instead, the Library needs a medical certification that the use of the medication while performing work will not adversely affect the safety of the employee or others. Various federal, state, and local laws protect the rights of individuals with disabilities and others with regard to the confidentiality of medical information, medical treatment, and the use of prescription drugs and substances taken under medical supervision. Nothing contained in this policy is intended to interfere with individual rights under, or to violate, these laws.

This policy applies during all working hours, whenever conducting Library business, representing the Library, or while on Library property. This does not include the authorized use of alcohol at Library-sponsored functions or activities.

It is a violation of our drug free workplace policy to use, possess, sell, trade, or offer for sale alcohol, drugs or intoxicants.

Entering the Library's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug free workplace policy, she or he may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing, lockers, wallets, purses, briefcases and lunchboxes, desks and work stations and vehicles and equipment.

If an employee violates the policy, she or he will be subject to progressive disciplinary action and may be required to enter rehabilitation. Those required to enter rehabilitation who either fail to complete it or repeatedly violate the policy will be terminated from employment. Nothing in this policy prohibits an employee from being disciplined or discharged for other violations, performance problems, or other reasons.

The Library recognizes that alcohol and drug abuse and addiction are treatable illnesses. Recognizing that early intervention and support improve the success of rehabilitation, the Library:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Ensures the availability of a current list of qualified community professionals.
- Offers all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism or other drug use disorders may be covered by the employee benefit plan. Nevertheless, the ultimate financial responsibility for recommended treatment belongs to the employee.

All information received by the Library through the drug free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant state and federal laws and management policies.

6.7 PROFESSIONAL ATMOSPHERE

The Library's long held reputation is built on its record of excellent service and quality work. Preserving this hard-earned reputation requires the active participation of every employee. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. Each employee brings a unique set of skills and experience and all employees are expected to treat each other, as well as library users, with respect and a genuine service attitude. Figuratively, if not literally, employees should greet each interaction with good eye contact, a firm handshake, and a "how-can-I-help-you" smile.

While at work, employees are expected to be well-groomed and dressed appropriately. Ensure that you maintain good personal hygiene habits. Appropriate dress attire is also an integral part of maintaining a professional atmosphere and the Library sets business casual dress as the norm for all employees. The following are examples of what is not allowed:

No hats

No torn, stained or worn out clothing

No shorts

No muscle shirts, tank-tops or tube-tops, unless paired with an acceptable cover shirt

No visible underwear, bare midriffs or conspicuous cleavage

Except for earlobes, no visible piercings are preferable

No flip-flops

No t-shirts or other apparel with offensive writing or artwork

No visible logos larger than 2" by 2"

No visible tattoos

Those whose jobs entail using book carts, shelving books, and lifting boxes and packages should wear shoes that provide protection and will not cause them to slip or fall. Employees in such positions should not wear open-toed shoes, such as sandals or flip flops, or shoes that fit so loosely the employee might lose his or her balance and fall, such as moccasins or slippers.

7. EMPLOYEE RELATIONS

7.1 PERFORMANCE MANAGEMENT

Performance Management is an ongoing process of communication between a supervisor and an employee that occurs throughout the year, in support of accomplishing the strategic objectives of the organization. The communication process includes identifying goals, setting objectives, providing feedback, and evaluating results.

The performance of each employee shall be appraised at least annually in writing by the employee's immediate supervisor.

The written performance appraisal is an opportunity for the supervisor and employee to review whether previously-discussed performance expectations and goals have been met, to discuss professional development opportunities, and to identify options for acquisition of additional skills and knowledge to foster performance improvement and career growth. Additionally, the appraisal provides appropriate documentation to support any recommended merit increases or other performance-based awards.

Once the written evaluation has been completed and the employee has been given the opportunity to provide feedback, the employee is asked to sign the completed appraisal form. The employee is informed that his or her signature acknowledges discussion of the contents of the completed appraisal form, not necessarily agreement with it. The employee may add his or her own comments to accompany the performance appraisal form.

A copy of the completed performance appraisal form is placed in the employee's personnel file.

7.2 SALARY REVIEW

The Library's compensation and classification objectives are to:

- Attract and retain competent and productive staff from the appropriate labor market.
- Identify different levels of responsibility and accountability and to establish salaries accordingly.
- Base salary adjustments on individual contributions and performance.
- Pay salaries that are competitive, on an overall basis, with salaries in the relevant labor market(s) and that are consistent with the Library's budgetary guidelines and within allocated financial resources.

The Executive Director, with HR's support, is responsible for determining job classifications and compensation. Generally, the Executive Director presents merit increases and other changes to the Board of Trustees for its approval as part of the budget review process.

7.3 DISCIPLINE

The Library expects employees at all times to work productively, observe its policies, comport themselves appropriately, and do the right thing. When an employee falls short of these expectations, the Library may find it necessary to invoke discipline to improve or correct employees' conduct or performance. Disciplinary actions include but are not limited to counseling, written warnings, disciplinary salary decreases, demotions, suspensions, and terminations.

In most cases, the Library imposes progressive discipline, starting with counseling. Nevertheless, when disciplinary action is the result of performance or conduct which an employee knows or reasonably should have known was unsatisfactory, the Library may immediately impose more serious discipline including termination. Examples of performance or conduct that would warrant immediate serious discipline include violations of law, dishonesty, theft or misappropriation of Library property, fighting on the job, insubordination, acts endangering others, or other serious misconduct.

7.4 GRIEVANCE PROCEDURE

Represented employees are covered by the grievance procedure set out in the MOU. For all other employees, the Library has established procedures to provide employees with a means of recourse in the event the employee feels that the discipline process has not been fairly enforced. Within ten calendar days of the occurrence, the employee should discuss the issues, concerns or problems with his or her supervisor, a director or HR, whichever is appropriate given the circumstance. A decision on the issue, concern, or problem will be given within five working days.

If the employee is not satisfied with the decision, or if the issue, concern or problem remains unresolved, the employee is allowed three working days to present the grievance to the appropriate next level. A decision at this second level on the issue, concern or problem will be given within five working days.

If the employee is not satisfied with the decision, or if the issue, concern or problem remains unresolved, the employee is allowed an additional three days to present the grievance to the Executive Director. The decision of the Executive Director, given within five working days, is final.

7.5 WHISTLEBLOWER PROTECTION POLICY

The Library is committed to protecting employees and applicants for employment from interference with disclosing violations or potential violations of law or serious breaches of conduct without the fear of retaliation. Pursuant to this section, a Library employee may not:

- Retaliate against an employee or applicant for employment who has disclosed violations or potential violations of law or serious breaches of conduct, or

- Directly or indirectly use or attempt to use the official authority or influence of his or her position or office for the purpose of interfering with the right of an applicant or an employee to disclose violations or potential violations of law or serious breaches of conduct.

Any individual who engages in retaliation in violation of this policy will be subject to discipline including the possibility of termination. Each of us is responsible for making sure our conduct fully complies with all laws and regulations as well as Library policies. If you have knowledge of specific acts that you reasonably believe violate the law or Library policy, the Library expects you to disclose those acts to an appropriate Library official. If you believe you have been the subject of retaliation for making a good-faith disclosure, you should contact your supervisor, the Executive Director, a Senior Director, HR, the President of the Board of Trustees or a member of the Board of Trustees.

7.6 PERSONAL DATA

To aid you and your family in matters of personal emergency, the Library seeks to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin or beneficiaries should be given to HR promptly.

7.7 ACCESS TO PERSONNEL FILE

Upon written request, employees or former employees may inspect their personnel files, within thirty (30) days of the request date, during regular business hours at a mutually agreeable time, on the Library premises, and in the presence of an authorized Library official. You will be permitted to see any records in your personnel file. Exceptions include records regarding criminal investigation and any letters of reference maintained by the Library. You may request a copy of your personnel file at a charge not to exceed actual cost. HR has a form you may use to request inspection. The right to view or copy a personnel file does not apply to any employee who has filed a law suit relating to a personnel matter so long as the lawsuit is pending. Employees who wish to view any data related to their compensation not contained within their personnel file may also request to do so by submitting a written request to Human Resources. Compensation records will be made available for review within twenty-one (21) days from receipt of the request. Represented employees should refer to their MOU for rights regarding personnel files.

8. WORKPLACE

8.1 EVACUATION DRILLS

Evacuation drills are scheduled periodically throughout the year. These drills are a critical element of employee safety. Complete cooperation during these drills is required.

8.2 IN AN EMERGENCY

In the event of an emergency, employees should immediately contact security personnel at extension 2500. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. Nevertheless, in cases where you are in imminent danger of harm or injury, you should first evacuate to safety before contacting security personnel. If you cannot reach security personnel immediately, call 911.

When events warrant an evacuation of the Library, you should follow the instructions of security personnel or Library management. In cases of imminent danger of harm or injury, you should evacuate to safety immediately without waiting for instructions. Leave the building in a brisk and orderly manner and assemble at the pre-determined gathering area to await further instructions or information. If you are able to do so without endangering yourself, you should help evacuate physically disabled persons.

In the case of fire or smoke, use stairways to exit the premises. Do not use elevators.

Should an emergency result in the need to communicate information to employees outside of business hours, HR will be responsible for organizing that effort. You should keep your personal contact information up to date by advising HR whenever your information changes.

8.3 No SMOKING

The Library is dedicated to providing a healthy and comfortable environment for library staff and visitors. The Library recognizes that smoking is a public health hazard and complies with state law on smoking. Visitors to the Library including family, colleagues, applicants, vendors and contractors must also adhere to this policy.

Smoking is prohibited in:

- Enclosed buildings and within at least 20 feet of any building entrance, exit, vent and fresh air intake grill.
- Exterior landings, interior building courtyards, patios, and balconies.
- Areas where flammable gases, liquids, or other volatile materials are located or stored.
- Areas in which a fire or safety hazard may exist.

An individual who makes a complaint regarding a violation of this policy will not be subject to retaliation as a result of making the complaint.

Employees whose personal hygiene may be affected by smoking may be requested to attend to their person or clothing, if it is offensive or causes breathing difficulty for colleagues or Library users.

Employees who violate this policy may face disciplinary action up to and including termination.

8.4 WEAPONS

Definitions

As used in this section, the terms in quotations have the following meanings:

- “Library property” is defined as all Library-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the Library’s ownership or control. This policy applies to all vehicles that come onto the Library property.
- “Dangerous weapons” include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm.

The Library prohibits the possession, use or sale of dangerous weapons on Library property or while engaged in Library business off premises. A license to carry the weapon on the Library property does not supersede Library policy.

To ensure that the Library maintains a workplace safe and free of violence for all employees, any employee in violation of this policy will be subject to disciplinary action, including the possibility of termination. All Library employees are subject to this provision – including contract and temporary employees – as are members of the Board of Trustees, vendors, contractors, subcontractors, visitors, library users, and any other person on Library property.

Employees who are aware of violations or threats of violations of this policy must immediately report such violations or threats of violations to security personnel, the Executive Director, Senior Directors or HR.

8.5 WORKPLACE SEARCHES

To protect the property and to ensure the safety of all employees and Library users, the Library reserves the right to conduct personal searches consistent with state and federal law, and to inspect any packages, parcels, purses, handbags, brief cases, backpacks or any other possessions or articles carried to and from the Library’s property. In addition, the Library reserves the right to search any employee’s office, desk, files, lockers, equipment, vehicle, or any other area or article on our premises. In this

regard, it should be noted that all offices, desks, files, lockers, equipment, etc., are the property of the Library, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the Library.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property, illegal substances, a weapon, or any other item, document, or object in violation of Library policies will be subject to disciplinary action including the possibility of termination.

If upon investigation they are found to be in violation of the Library's security procedures or any other rules and regulations, employees will be subject to discipline up to and including the possibility of termination.

8.6 LUNCHROOM AND STAFF LOUNGE

The lunchroom and staff lounge are available throughout the work day for employees' benefit, enjoyment, and use. Employees may invite guests to join them in the lunchroom or staff lounge subject to *Section. 8.10, Visitors*.

The Library provides microwaves, a dishwasher, a coffee maker, vending machines, coffee, tea, sweeteners, non-dairy creamer, and paper products in the lunchroom. The Library accepts no liability for the vending machines which are owned and maintained by a third-party contractor. There is no charge for the coffee or tea.

Both rooms should be kept clean out of respect to co-workers. Although a Library employee will operate the dishwasher, lunch room users should place their dirty dishes in the dishwasher and not leave them in the sink or on a counter.

Employees should report any lunchroom appliance malfunction to the Facilities Manager.

8.7 PERSONAL PROPERTY

The Library is not responsible for loss or damage to personal property. Personal items such as purses, wallets or other valuable items should not be left in areas where theft might occur. This also applies to personal property left in vehicles parked on Library property.

8.8 BULLETIN BOARDS

Information of interest and importance to employees is posted on our bulletin boards in the first floor corridor. One bulletin board is for administrative use only; employees may not post or remove any information.

A second bulletin board is available for use by staff for notices, discount tickets, wanted and for sale listings, etc. Employees should use discretion and only post items that are in keeping with the Library's policies governing acceptable conduct (see *Section 3, Equal Employment Opportunity* and *Section 6, Standards of Employee Conduct*). The Library reserves the right to remove items that it deems to be inappropriate.

The third bulletin board is for SEIU Local 721 literature.

8.9 LIBRARY CLOSURE

It is the Library's policy to operate at all times and staff are expected to report for duty unless notified otherwise. The Executive Director will decide whether the Library should close because of accident, natural disaster, civil unrest, or other reason that would expose the Library's employees and users to an unacceptable risk of harm. In the event the Executive Director is away from the Library and cannot be reached, a Senior Director is authorized to decide whether to close the Library.

If the Library elects to close on a day that it is scheduled to be open, it will make every effort to notify employees as far in advance as possible. HR will be responsible for organizing the effort to notify all employees.

In the event of an unscheduled and limited time closure, regular full-time staff will receive their regular pay for the period of closure. Part-time employees scheduled for work during the closure will receive an amount equivalent to their previously-scheduled hours. If a part-time employee is not scheduled to work, no pay will be made. If the closure is protracted, the Executive Director will decide whether the Library is in a position to continue to pay its employees.

The Library will generally not close because of adverse weather.

If the Library is open and an employee elects not to report because of adverse weather or other condition, the employee should advise his or her supervisor at the earliest possible opportunity. Any employee electing not to report to work on a day that the facility is open will be required to use accrued vacation time.

8.10 VISITORS

If you are expecting a visitor, please notify your supervisor and security. All visitors must first check in with security. Visitors are not allowed in non-public areas of the building without being accompanied by an authorized employee. Under no circumstances are visitors allowed in confidential or unauthorized areas.

8.11 USE OF FACILITIES FOR NON-BUSINESS FUNCTIONS

The Library recognizes that employees may wish to arrange special social functions on premises during regular business hours to celebrate baby showers, retirements and other special events.

Special celebrations should be arranged in advance and require prior approval from the Executive Director. Library funds may be requested for such functions but may not be available. Food brought into the Library in conjunction with any special celebration must be available to all staff.

Employees using Library facilities are expected to clean up after the event.

8.12 WORKSTATION CLEANLINESS

All offices and work stations should be organized so that in an emergency a co-worker could find and identify essential Library information. Work areas should be kept as neat as possible during the regular work day and should be straightened prior to leaving at the end of the work day. Employees should leave public areas, such as the copy machine areas, coffee stations, conference rooms, restrooms and kitchens in a clean and orderly condition for guests and other employees.

No food is permitted at public service desks. Drinks must be kept in containers that are stable and not easily tipped.

8.13 PERSONAL MAIL

Employees should not use the Library's address for the receipt of personal mail.

8.14 PERSONAL TELEPHONE CALLS

It is important to keep Library telephone lines free for Library business and user calls. Although the occasional use of the Library's telephones for a personal emergency may be necessary, routine personal calls should be kept to a minimum.

8.15 SEASONAL DECORATION

The Library believes that seasonal decorations should accentuate a professional and pleasant work environment, rather than inhibit it. Employees are asked to respect other employees' beliefs when considering seasonal decorating, both in public areas and in their own workspaces.

- The Library will provide appropriate seasonal decorations, such as flowers or greenery, for public or group work areas.
- Every effort will be made to avoid decorations that would be more likely viewed as religious in nature, rather than those reflecting secular traditions.
- You should apply similar principles in decorating your personal workspaces. You may be asked to remove decorations that are inconsistent with the spirit of this policy.
- The Library will require removal of decorations that it deems to be offensive by reasonable standards.

9. HEALTH AND SAFETY

9.1 COMMUNICABLE DISEASES

The Library will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. The Library reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease or the welfare of others within the workplace.

The Library's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), AIDS, AIDS-related complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis. The Library may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

The Library will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

9.2 TEMPORARY CONTAGIOUS ILLNESSES

The Library reserves the right to request that employees with temporary contagious illnesses be placed on leave pending release to work from a qualified health care provider.

The Library realizes that employees with temporary contagious illnesses, such as influenza, colds and other viruses, need to continue with normal life activities, including working. In deciding whether an employee with an apparently short-term contagious illness may continue to work, the Library considers several factors. The employee must be able to perform normal job duties and meet regular performance standards. In the judgment of the Library, the employee's continued presence must pose no risk to the health of the employee, other employees and visitors. If an employee disputes the Library's determination that such a risk exists, the employee must submit a statement from his or her attending health care provider that the employee's continued employment poses no significant risk to the employee, other employees or visitors.

Supervisors are encouraged to remind employees that the Library provides paid sick leave to cover absences due to temporary contagious illnesses. All employees are urged to contact HR regarding any questions about the possible contagious nature of another employee's temporary illness.

9.3 SAFETY

A safe work environment is the shared responsibility of everyone at the Library. All reasonable steps will be taken to assure compliance with federal, state and local safety regulations. You are required to follow the Library's safety rules:

- If you are injured or become sick at work, no matter how minor, you must inform your supervisor immediately.
- Use, adjust and repair machines and equipment only if you are trained and qualified.
- Get help when lifting or pushing heavy objects.
- Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess. Just ask your supervisor.
- Know the locations, contents and use of first aid and firefighting equipment.
- Know the location of exits and the procedure for exiting the Library in an emergency.

Report unsafe conditions to your supervisor immediately.

For more information about Library workplace safety, consult the Library's Injury and Illness Prevention Program (IIPP) available on the Library's intranet.

10. TECHNOLOGY AND TELECOMMUNICATIONS

10.1 PROPERTY AND EQUIPMENT

You are expected to demonstrate proper care when using the Library property and equipment. No property may be removed from the premises without proper authorization from Facilities. If you lose, break or damage any property, report it to your supervisor immediately. The Library's computer and communication resources are intended for work-related purposes. While limited personal use of these resources is acceptable, that use must not conflict with the Library's business or violate Library policies.

10.2 TECHNOLOGY USE

Computers (desktops and portable computer systems), tablets, smartphones, cellphones, pagers, telephones, faxes, voicemail, e-mail, electronic bulletin boards, Internet, intranet, and World Wide Web access have been provided to employees for the benefit of the Library, its users, and others involved in the Library's operations. Employees are required to maintain and use these electronic resources in a productive, professional manner. All such Library electronic resources, and the messages, files, data, software or other information stored or transmitted on them are, and remain at all times, the property of the Library.

The Library asks employees to keep in mind that when they use the Library's electronic resource systems they are creating information or documents using Library assets. Employees have no right to privacy in their use of Library equipment. No information created, sent, or retrieved using these electronic resources can be considered private. The Library reserves the right to access, monitor, and review any and all documents or communications or website histories stored on Library equipment at any time, either within or outside the presence of the employee, to ensure compliance with this and all other Library policies. Even if you are using Library equipment to access your own personal email account, such communications may be stored on Library equipment and they are not private. The Library reserves the right to access, monitor and review all such communications stored on Library equipment to ensure compliance with this and all other Library policies.

Employee e-mail and voicemail passwords do not create any right of privacy in employee computers or voicemail or any information stored or sent with those computers or telephones. The Library reserves the right, at all times, and without prior notice to the employee, to inspect and search the Library's electronic resources and any and all information contained therein to determine whether this policy or any other policy of the Library has been complied with or violated.

The Library purchases or licenses copies of computer software programs from a variety of outside companies. Employees may not duplicate any licensed software or related documentation for use either on the Library's premises or elsewhere unless the Library is expressly authorized to do so by the

agreement with the licensor and the Technology Manager or Senior Director of Information Services has approved the duplication. Illegal reproduction of software can result in substantial civil damages and criminal penalties, including fines and imprisonment. Employees who make, acquire, or use unauthorized copies of computer software or related documentation will be subject to discipline as appropriate under the circumstances, including termination of employment. To the extent permitted by law, the Library reserves the right not to defend or pay any damages awarded against employees for conduct in violation of this policy.

Employees are prohibited from using the Library's electronic resources to send or receive any information in violation of Library policy and federal, state, or local laws and regulations, including copyrighted materials, or protected trade secrets, or for the transmission or receipt of other information which may be considered obscene or pornographic. In the event of such impermissible use, information may be provided to law enforcement or other third-parties without the prior consent of the sender or the receiver.

Sending, saving, accessing, or viewing offensive material is prohibited. Messages stored and/or transmitted by the Library's electronic resources, including the computer, tablets, smartphones, cellphones, voicemail, e-mail, or the telephone system, must not contain content that may reasonably be considered offensive to any employee. Offensive materials include, but are not limited to, sexual comments, jokes, or images, racial slurs, gender-specific comments or any other comments, jokes, or images that may offend someone on the basis of race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, as well as any other category protected by federal, state, or local laws. Violations of this policy will be subject to discipline, up to and including termination.

Employees may not transmit messages or other communications by means that either mask or hide their identity. Employees should never access any electronic resources using another employee's password. Employees who wish to express personal opinions on the Internet should obtain a personal account with a commercial Internet service provider and must access the Internet without using Library electronic resources.

Employees may only access Library documents, files, data, or programs that are related to their work duties. Any unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, documents, passwords, computer systems, or programs or other property of the Library or the improper use of documents, files, or information obtained by such unauthorized means, is prohibited.

Employees must not open e-mail attachments that arrive anonymously, that have strange subject titles, or that contain multiple forwards. Employees should also be wary of e-mail attachments with unusual extensions such as .VBS, .EXE or .BAT. If employees are at any time unsure about the safety or content

of an e-mail attachment, they must consult with a supervisor and the Technology Manager or Senior Director of Information Services before opening the attachment.

Employees are permitted to use the Library's electronic resources for very limited and occasional non-work-related purposes during nonworking time (e.g., during breaks and before or after working hours). Employees are responsible for ensuring that they use the Library's electronic resources in an effective, ethical, and lawful manner. These resources should not be used in any way that would interfere with the Library's ability to conduct its business or with its employees' ability to perform their duties.

Employees may not play games on the Library's computers or other electronic resources and may not engage in similar activities interfering with their productivity or the productivity of any other employee or interfere with the operation of the Library's electronic resources.

Employees may file a complaint for violation of this policy. If an employee using the Library's electronic resources has been subjected to workplace harassment, the employee should file a complaint using the Library's harassment policy. The Library will not retaliate against any employee for complaining or providing evidence concerning any alleged violation of this policy or the misuse of the Library's electronic resources.

10.3 GUIDELINES APPLICABLE TO ELECTRONIC SECURITY

Effective electronic security requires the participation and support of all employees. Following are minimal guidelines to secure and protect the Library's digital equipment.

- Password protected screen savers should always be active.
- Store passwords securely and not near your computer or in your laptop bag.
- If you have a wireless card, disable it when it is not in use.
- Keep computer equipment in your work area clean, away from food and liquids.
- Do not remove asset tags or serial numbers from equipment.
- When viewing sensitive information, position your computer screen so it can't be seen by others.
- Workstations must not be moved from their normal location without authorization from IS.
- Never leave a laptop or other portable electronic device unattended.
- Do not leave a laptop or other portable electronic device in public view in a vehicle or near an exterior window where it would be subject to a smash and grab type theft.
- Never check a laptop or other portable electronic device as baggage.
- Avoid storing computers or other electronic devices in extreme cold or hot weather.
- If a laptop is stolen, report it to local police immediately, and then to the Technology Manager or Senior Director of Information Services.

- Use a password with mixed-case alphabetic characters and that is easy to remember, so you don't have to write it down.

10.4 FILE MANAGEMENT

All files should be saved to the network (H: Drive) to ensure data retrieval in the event your assigned workstation incurs a disk failure or other catastrophic problem. Technology Services is responsible for backing up the network files regularly and storing those files in a secure off-site location for future retrieval. Personal information or files should not be stored on the on the network.

The S: Drive ("shared drive") is for sharing files with other Library employees.

10.5 REMOTE ACCESS

The Senior Director of Information Services determines the level of remote access available to various employees. Library email is available to everyone through the Internet at <http://webmail2010.lalawlibrary.org>. Access to network files, network databases, Outlook email, and other network features requires special software. See your supervisor to request a higher level of remote access.

10.6 MISUSE

Employees may not misuse computing, networking, or information resources.

Examples of misuse include, but are not limited to, the following activities:

- Using a computer account that you are not authorized to use. Obtaining a password for a computer account without the consent of the account owner.
- Sharing your password with another.
- Using the Library's network to gain unauthorized access to any other computer system.
- Deliberately performing an act that will interfere with the normal operation of the Library's computers, terminals, peripherals, or networks.
- Deliberately running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- Attempting to circumvent data protection schemes or uncover security loopholes.
- Use of software utilities to scan or probe network resources.

10.7 TELEPHONE AND VOICEMAIL

The Library provides telephones and voicemail services to assist in the communication of Library business. Each user may store up to 100 separate voicemails. Exceeding this size will prevent you from receiving further voicemail messages.

There is no right to privacy for voicemail messages sent or received by the Library's telephone system. The Library reserves and intends to exercise the right to record, review, audit, intercept, access and disclose all communication received or sent over the telephone system for any purpose.

The voicemail system is intended for Library business use only. The use of the Library's voicemail system to distribute to co-workers information unrelated to the Library is prohibited.

The Library reserves the right to enter, search, or monitor the voicemail of any employee without advance notice and consistent with applicable state and federal laws. You should not expect that your telephone and voicemail sent and received via the Library's voicemail system are private or confidential.

10.8 EMAIL

The Library has installed an internal electronic mail ("email") system to facilitate the transmittal of business-related information within the Library and with persons and entities outside the Library. Email should only be used for Library business. Unrelated use is prohibited.

There is no right to privacy for emails transmitted or received by the Library's email system. The Library reserves the right to review, audit, intercept, access, and disclose all messages created, received or sent via the Library's email.

The Library allows each user to store up to 250 MB for mailbox messages, which includes the Inbox, Deleted Items and Sent Items folders. Exceeding this size will prevent you from sending or receiving any email. Employees should delete unneeded email regularly.

Global or all-staff email messages are not allowed without prior approval by the Communications Team. Email may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-work related solicitations. The creation of offensive messages will be considered a violation of the Library's anti-harassment policy.

When selecting recipients from a directory, be careful that you don't send your message to the wrong person. To avoid accidental disclosure of information, don't include external recipients on internal distribution lists.

Sending or forwarding chain letters is not allowed. If you receive one, delete it without opening any attachment, which may contain a virus.

10.9 EMAIL SIGNATURES

To maintain the Library's professional and consistent image, everyone should use the standard signature block as provided by the Communications Team.

Personalized or non-business-related sayings, quotes, slogans, mission statements, disclaimers, philosophies, quips, etc., graphics that are not provided by the Communications Team, or statements that are of a political or religious nature, are not acceptable without prior permission.

10.10 EMPLOYEE SOCIAL MEDIA/NETWORKING POLICY

A core value of the Library is to provide a work experience that encourages continuous improvement, respect, well-being, safety, personal and professional growth, and respect for cultural diversity. Maintaining a positive and safe environment takes a committed team with each member taking responsibility for his or her role and behavior.

The Library recognizes that many employees engage in social media activity while off duty and for work-related purposes. For purposes of this Policy, "social media activity" includes all types of posts and other communications on the internet, including but not limited to, posts on social networking sites (such as Facebook, LinkedIn, and Tumblr); blogs and other on-line journals and diaries; bulletin boards and chat rooms; microblogging, such as Twitter; and posts of video or audio on media-sharing sites, such as YouTube or Flickr. "Social media activity" also includes permitting, or failing to remove, posts by others where the employee can control the content of posts, such as on a personal page or blog.

The Library respects the legal rights of its employees and understands that employees' time outside of work is their own. However, employees who engage in social media activity should be mindful that their social media activity, even if done off premises and while off-duty, could affect the Library's legitimate business interests. For example, the information posted could be the Library's confidential business information. In addition, some readers may mistakenly view you as a spokesperson for the Library. Consequently, social media activity is a legitimate and proper focus of Library policy.

This Social Media Policy (this "Policy") provides guidance on responsible social media activity by employees. This Policy does not and cannot cover every possible social media activity. For this reason, the Library relies on the professionalism and judgment of its employees to ensure that social media activity is undertaken responsibly.

This Policy applies to all employees. This Policy applies to social media activity that relates in any way to the Library's business, employees, users, vendors, or competitors or that identifies an employee's affiliation with the Library (other than as an incidental mention of place of employment in personal social media activity unrelated to the Library).

This Policy applies to social media activity when on or off duty, while using the Library's or personal electronic resources, and whether the employee posts anonymously or using a pseudonym. Unless specifically authorized, employees are prohibited from using the Library's electronic resources to engage in social media activity or from otherwise engaging in social media activity during working hours.

Guidelines Applicable To All Social Media Activity

The Library values its established brand reputation and good will relationships. These are important corporate assets. When you engage in social media activity that identifies you as a Library employee, or in any way relates to the Library, you should bear that in mind and follow the guidelines listed below:

- You may use the Library's electronic resources to engage in social media activity for non-business purposes as long as that activity involves only an incidental amount of your time, does not interfere with your or your co-workers' job responsibilities, and complies fully with all Library policies. You may not maintain an open connection to, or stream, any social media site. Such non-business use is a privilege that may be withdrawn if abused.
- Your social media activity is subject to all of the Library's policies, including, but not limited to, the anti-harassment and anti-discrimination policy and other personal conduct policies.
- Unless you have received prior authorization from the Library, you should not represent in any social media content that you are authorized to speak on behalf of the Library, or that the Library has reviewed and approved your content. If that is not obvious from your post, you should specifically state, "The views expressed in this post are my own. They have not been reviewed or approved by the LA County Law Library."
- You should disclose your employment by the Library if your social media activity endorses the Library's services, i.e., expresses opinions, beliefs, findings or experiences concerning the Library's services. Unless the Library has approved any such endorsement in writing and in advance, you should specifically state, "The views expressed in this post are my own. They have not been reviewed or approved by LA County Law Library."
- You should consider using available privacy filters or settings to block from co-workers, users, vendors or competitors who may have access to your social media activity any overly personal information about you.
- You should not post content about the Library, management, co-workers or users that is vulgar, obscene, threatening, intimidating, defamatory, harassing, or a violation of the Library's policies against discrimination, harassment, or hostility on account of race, color, religion, creed, sex, gender (including gender identity, gender expression, and an employee's gender-related appearance and behavior whether or not stereotypically associated with the employee's

assigned sex at birth), marital status, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, sexual orientation or any other consideration protected by federal, state or local laws.

- You should not disparage the Library's products or services, or the products or services of its vendors or competitors.
- You should not use the Library's logo, trademark or proprietary graphics without the express prior authorization of the Library. You should not post photographs or video of the non-public areas of the Library premises, or of the Library's processes or operations without the Library's prior written approval.
- You should not disclose personally-identifying information (such as telephone numbers, Social Security numbers, credit or debit card numbers or financial account numbers) of the Library's employees, users, vendors or competitors. You should not post images or video of the Library's employees, users, vendors or competitors without their prior permission. You should not mention users, vendors, or competitors in your social media activity without the Library's prior written approval.
- To ensure that the Library communicates with the media in a consistent, timely and professional manner about matters related to the Library, you should speak to your supervisor before responding to any media inquiry about your social media activity related to the Library.
- Anyone concerned about social media activity relating to the Library that may require a response can contact the Executive Director.
- Do not respond to any social networking posts or blogs from other users relating to the Library. Instead, report those posts or blogs to HR.

Addressing Concerns

You are more likely to resolve concerns about work by speaking directly with your co-workers, supervisor or other management-level personnel rather than by posting them on the Internet. You should consider using available internal resources, rather than social media activity, to resolve these types of concerns.

Enforcement

If you need clarification of any aspect of this policy, please contact HR.

The Library will, in its discretion, review social media activity to the fullest extent permitted by applicable law. If you engage in social media activity anonymously or using a pseudonym, the Library will, in appropriate circumstances, take steps to determine your identity.

Employees will be held accountable for engaging in social media activity that violates this Policy. Failure to comply with this Policy may lead to discipline, up to and including termination of employment, and if appropriate, the Library will pursue all available legal remedies. The Library also may report suspected unlawful conduct to appropriate law enforcement authorities. The Library will not construe or apply this

Policy in a manner that improperly interferes with or limits employees' rights under the National Labor Relations Act or any other legally-protected communications.

10.11 PERSONAL ELECTRONIC DEVICES

Except during lunch and breaks, employees should refrain from personal use of iPods, smart phones, tablet computers, laptop computers, and other personal devices during the work day.

10.12 HELP DESK

To enable employees to work effectively and efficiently, the IS Team offers technical support and training. Contact the Helpdesk at extension "HELP" (4357) or on the internet at <http://helpdesk.lalawlibrary.org>.

The Help Desk's normal hours are Monday through Friday, 8:30 a.m. to 6 p.m., and Saturday, 9 a.m. to 5 p.m.

11. LEAVES & DISABILITY

11.1 HOLIDAYS

The Library observes the following state holidays during the year:

- New Year's Day
- Dr. Martin Luther King, Jr. Day
- Lincoln Day
- Presidents Day
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas

If one of the above holidays falls on Saturday, it is normally observed on the preceding Friday. If one of the above holidays falls on Sunday, it is normally observed on the following Monday.

In any year, the Library may elect to use December 24 or December 31, or both, as designated holidays in lieu of Lincoln Day or Columbus Day, or both.

Full-time employees are eligible for all paid holidays upon hire. Part-time branch assistants are eligible for all paid holidays equal to the number of hours normally worked on that day. However, branch assistants must adhere to the holiday schedule of the Courthouse in which the branch is located.

Other part-time employees are eligible for a paid holiday only if the holiday falls on a day they are normally scheduled to work. Pay is equal to the number of hours normally scheduled to be worked on that day.

Employees will receive holiday pay in compliance with state and federal wage and hour laws.

Employees must work their scheduled workday before and after the holiday in order to be paid for the holiday unless their supervisor approves the absence.

Employees may request time off for religious observances that are not part of the published holiday schedule. Employees should provide supervisors with adequate notice regarding the need for time off for these religious holidays. Employees may use vacation time for a nonscheduled religious holiday.

11.2 VACATION

Upon successful completion of the introductory period, full-time regular employees are eligible to accrue paid vacation leave. Vacation accrues on a calendar year basis and depends on the length of an employee's tenure, as follows:

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

- 1 - 9 years: 15 days per calendar year (4.62 hours per pay period)
- 10 + years: 20 days per calendar year (6.15 hours per pay period)

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

- 1 - 4 years: 10 days per calendar year (3.08 hour per pay period)
- 5 – 9 years: 12 days per calendar year (3.69 hours per pay period)
- 10 + years: 15 days per calendar year (4.62 per pay period)

Upon successful completion of the introductory period, part-time branch assistants are eligible to accrue paid vacation leave on a calendar year basis at a rate of .0577 per hour worked.

Part-time library employees hired prior to June 30, 2006, are eligible to accrue paid vacation leave on a calendar year basis at a rate of .0577 per hour worked. Part-time library employees hired after July 1, 2006, are not eligible to accrue paid vacation leave.

Full time employees may accrue vacation leave up to a maximum of 200 hours. Part-time branch assistants and eligible part-time employees may accrue vacation leave up to a maximum of 100 hours.

Vacation requests must be submitted in the Empower time off request system at least two weeks in advance of the anticipated leave. Vacation requests are granted depending on the Library's business requirements and whether prior co-workers' time off requests create a schedule conflict. Length of employment may determine priority when two or more co-workers in a unit request vacation during the same period.

Vacation must be accrued before it can be taken.

Vacation accrues during paid status, e.g., regular time, overtime, vacation, paid sick leave, holidays, and funeral leave. Employees on authorized unpaid leaves of absence do not accrue vacation leave.

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.

Upon separation from the Library, eligible employees will be paid for accrued but unused vacation.

Employees may not schedule vacation on one of the quarterly "All Staff Days."

11.3 SICK LEAVE

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

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

- 15 days per calendar year (4.62 hours per pay period)

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

- 1 - 4 years: 10 days per calendar year (3.08 hour per pay period)
- 2 – 9 years: 12 days per calendar year (3.69 hours per pay period)

- 10 + years: 15 days per calendar year (4.62 per pay period)

Upon hire, part-time branch assistants are eligible to accrue sick leave at a rate of .0577 per hour worked. Part-time branch assistants may accumulate up to 960 hours of paid sick leave. Other part-time Library employees are not eligible to accrue sick leave.

Eligible employees may use their annual allotment of available sick days for absences to attend to an illness of a spouse or domestic partner, child, the child of the employee's registered domestic partner, or parent on the same terms the employee is able to use sick leave benefits for the employee's own illness or injury. An employee absent for more than 3 consecutive days may be required to provide medical proof of illness or injury.

Sick leave accrues during paid status, e.g., regular time, overtime, vacation, paid sick leave, holidays, and funeral leave.

Unused sick leave accrues from year to year and is carried forward to the following year.

Upon separation of employment with the Library, full-time employees hired on or before May 31, 2011, may request that accrued but unused sick leave be paid at the rate of six (6) days per year of service, with a maximum of 90 days. Unused sick leave for payout is frozen at the amount of accrued but unused sick leave as of May 31, 2011.

Employees hired after May 31, 2011, will not receive any payment for unused sick leave accruals.

Full-time employees may apply accrued but unused and unpaid sick leave toward retirement service credit. For more information about service credit contact CalPERS (www.calpers.ca.gov) (888-225-7377).

Upon separation, part-time branch assistants do not receive payment for unused sick leave.

11.4 FAMILY AND MEDICAL LEAVE

To the extent not already provided for under current leave policies and provisions, the Library will provide family and medical leave for eligible employees as required by state and federal law. The following provisions set forth certain of the rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the federal Family and Medical Leave Act of 1993 ("FMLA"), and the regulations of the California Family Rights Act ("CFRA"). Unless otherwise provided, "Leave" under this section shall mean leave pursuant to the FMLA and CFRA.

Introductory information on FMLA / CFRA is included in this Manual. For additional information on FMLA and CFRA, please contact HR. Additional information is also available on the Library's Intranet.

Definitions

As used in this section, the terms in quotations have the meanings indicated:

- “12-Month Period” means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.
- “Child” means a child under the age of 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee’s child is one for whom the employee has actual day-to-day responsibility for care and includes, a biological, adopted, foster or step-child, legal ward, or a child of a person standing in loco parentis.
- A child is “incapable of self-care” if she or he requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living or instrumental activities of daily living such as, caring for grooming and hygiene, bathing, dressing and eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, etc.
- “Parent” means the biological parent of an employee or an individual who stands or stood in loco parentis (in place of a parent) to an employee when the employee was a child. This term does not include parents-in-law.
- “Spouse” means a husband or wife as defined or recognized under California State law for purposes of marriage.
- “Domestic Partner” means an individual as defined in Cal. Family Code Section 297, *et seq.*
- “Serious health condition” means an illness, injury impairment, or physical or mental condition that involves:
 - Inpatient Care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (i.e., inability to work, or perform other regular daily activities due to the serious health condition, treatment involved, or recovery therefrom); or
 - Continuing treatment by a health care provider: A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:
 - A period of incapacity (i.e., inability to work, or perform other regular daily activities due to serious health condition of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - Treatment two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision by a health care provider, or by a provider of health care services (e.g., a physical therapist) under orders of, or on referral by a health care provider; or

- Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider. This includes for example, a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. If the medication is over the counter, and can be initiated without a visit to a health care provider, it does not constitute a regimen of continuing treatment.
 - Any period of incapacity due to pregnancy or for prenatal care. (This entitles the employee to FMLA leave, but not CFRA leave. Under California law an employee disabled by pregnancy is entitled to Pregnancy Disability Leave.)
 - Any period of incapacity or treatment for condition. A chronic serious health condition is one which:
 - Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
 - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). Absences for such incapacity qualify for leave even if the absence lasts only one day.
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by a health care provider.
- Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.
- "Health Care Provider" means:
 - A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State of California;
 - Individuals duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction, including another country, who directly treats or supervises treatment of a serious health condition;
 - Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in California and performing within the scope of their practice as defined under California State law;

- Nurse practitioners and nurse-midwives and clinical social workers who are authorized to practice under California State law and who are performing within the scope of their practice as defined under California State law;
- Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; and
- Any health care provider from whom an employer or group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits.

Employee Eligibility

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

Leave Entitlement

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

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

Leave for the birth or placement of a child must be concluded within 12-months from the date of the birth or placement.

If you have questions regarding this policy, contact your immediate supervisor or HR.

Length of Leave

The maximum amount of Leave will be twelve (12) workweeks in any 12 month period when the leave is taken for: (1) Bonding Leave; (2) Family Care Leave; (3) Serious Health Condition Leave; and/or (4) Military Emergency Leave. A 12-month period begins on the date of your first use of FMLA Leave.

Successive 12-month periods commence on the date of your first use of such leave after the preceding 12-month period has ended.

If both spouses work for the Library and are eligible for leave under this policy, the spouses will be limited to a total of 12 workweeks off between the two of them when the leave is for Bonding Leave or to care for a parent using Family Care Leave.

The maximum amount of Leave for an employee wishing to take Military Caregiver Leave will be a combined leave total of twenty-six (26) workweeks in a single 12-month period. A “single 12-month period” begins on the date of your first use of such leave and ends 12 months after that date.

If both spouses work for the Library and are eligible for leave under this policy, the spouses will be limited to a total of 26 workweeks off between the two when the leave is for Military Caregiver Leave.

Intermittent and Reduced Schedule Leave

Under some circumstances, you may take FMLA Leave intermittently—which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule. Leave taken intermittently may be taken in increments of no less than one hour. Employees who take leave intermittently or on a reduced work schedule basis for planned medical treatment must make a reasonable effort to schedule the leave so as not to unduly disrupt the Library’s operations.

Requesting Leave – Notice and Certification

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

Notice/Certification Requirements for Bonding, Family Care, Serious Health Condition, and Military Caregiver Leave

- For these types of leave, employees are required to provide:
 - when the need for the leave is foreseeable, 30 days’ advance notice or such notice as is both possible and practical if the leave must begin in less than 30 days (normally this would be the same day the employee becomes aware of the need for leave or the next business day);
 - when the need for leave is not foreseeable, notice within the time prescribed by the Library’s normal absence reporting policy, unless unusual circumstances prevent compliance, in which case notice is required as soon as is otherwise possible and practical;
 - when the leave relates to medical issues, a completed Certification of Health-Care Provider form within 15 calendar days (for Military Caregiver Leave, an invitational

- travel order or invitational travel authorization may be submitted in lieu of a Certification of Health-Care Provider form);
- periodic recertification (upon request); and
- periodic reports during the leave.

At the Library's expense, the Library may also require a second or third medical opinion regarding your own serious health condition. Employees are expected to cooperate with the Library in obtaining additional medical opinions that the Library may require.

When leave is for planned medical treatment, you must try to schedule treatment so as not to unduly disrupt the Library's operation. Please contact your supervisor prior to scheduling planned medical treatment.

Recertifications After Grant of Leave

In addition to the requirements listed above, if your leave is certified, the Library may later require medical recertification in connection with an absence that you report as qualifying for Leave. For example, the Library may request recertification if (1) the employee requests an extension of leave; (2) the circumstances of the employee's condition as described by the previous certification change significantly (e.g., your absences deviate from the duration or frequency set forth in the previous certification; your condition becomes more severe than indicated in the original certification; you encounter complications); or (3) the Library receives information that casts doubt upon your stated reason for the absence. In addition, the Library may request recertification in connection with an absence after six months have passed since your original certification, regardless of the estimated duration of the serious health condition necessitating the need for leave. Any recertification requested by the Library shall be at the employee's expense.

Notice/Certification Requirements for Military Emergency Leave

Employees are required to provide:

- as much advance notice as is reasonable and practicable under the circumstances;
- a copy of the covered military member's active duty orders when the employee requests leave; and
- a completed Certification of Qualifying Exigency form within 15 calendar days, unless unusual circumstances exist to justify providing the form at a later date.

Compensation During Leave

Leave taken under this policy is unpaid. However, employees must use any of their accrued paid leaves while on Leave.

Benefits During Leave

The Library will continue making contributions for your group health benefits during your leave on the same terms as if you had continued to work. This means that if you want your benefits coverage to continue during your leave, you must also continue to make any premium payments that you are now required to make for yourself or your dependents. Employees taking Bonding Leave, Family Care Leave, Serious Health Condition Leave, and Military Emergency Leave will generally be provided with group health benefits for a 12 workweek period. Employees taking Military Caregiver Leave may be eligible to receive group health benefits coverage for up to a maximum of 26 workweeks. In some instances, the Library may recover premiums it paid to maintain health coverage if you fail to return to work following a Leave.

Your length of service as of the start of the Leave will remain intact, but accrued benefits such as vacation will not accrue while on an unpaid Leave.

Job Reinstatement

Under most circumstances, you will be reinstated to the same position held at the time of the Leave or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, you have no greater right to reinstatement than if you had been continuously employed rather than on Leave. For example, if you would have been laid off had you not gone on leave, or if your position has been eliminated during the Leave, then you will not be entitled to reinstatement.

Prior to being allowed to return to work, an employee wishing to return from a Serious Health Condition Leave must submit an acceptable release from a health care provider that certifies the employee can perform the essential functions of the job as those essential functions relate to the employee's serious health condition. For an employee on intermittent Leave, such a release may be required if reasonable safety concerns exist regarding the employee's ability to perform his or her duties, based on the serious health condition for which the employee took the intermittent leave.

"Key employees," as defined by law, may be subject to reinstatement limitations in some circumstances. If you are a "key employee," you will be notified of the possible limitations on reinstatement at the time you request a leave.

Fraudulent Use of Leave Prohibited

An employee who fraudulently obtains Family and Medical Leave from the Library is not protected by FMLA's job restoration or maintenance of health benefits provisions. In addition, the Library will take all available appropriate disciplinary action against such employee due to such fraud.

Additional Information Regarding FMLA Leave

A Notice to Employees Of Rights Under FMLA (WHD Publication 1420) is attached to this Policy.

11.5 PREGNANCY DISABILITY LEAVE

Leave Entitlement

Leave is available to any employee who is disabled by pregnancy or a condition related to pregnancy as certified by a healthcare provider. A healthcare provider may certify a woman as “Disabled by pregnancy” due to reasons including, but not limited to, severe morning sickness; time off for prenatal or postnatal care; bed rest; gestational diabetes; pregnancy-induced hypertension; preeclampsia; postpartum depression; childbirth; loss or end of pregnancy; or recovery from childbirth loss or end of pregnancy. There is no length of service requirement.

For purposes of this policy, you are actually disabled when, in the opinion of your healthcare provider, you cannot work at all or are unable to perform any one or more of the essential functions of your job or to perform them without undue risk to yourself, the successful completion of your pregnancy, or to other persons as determined by a health care provider. This term also applies to severe morning sickness or if you need to take time off for prenatal care.

Transfer to Less Strenuous Position

The Library will transfer an employee affected by pregnancy to a less strenuous or hazardous position or duties if:

- She requests a transfer;
- The request is based upon the certification of her health care provider as “medically advisable”;
and
- The transfer can be reasonably accommodated.

You are affected by pregnancy if you are pregnant or have a related medical condition, and because of pregnancy, your health care provider has certified that it is medically advisable for you to transfer. No additional position will be created and the Library will not discharge another employee, transfer another employee with more seniority or promote or transfer any employee who is not qualified to perform the new job.

Advance Notice and Medical Certification

As a condition of a pregnancy disability leave of absence or a transfer, you must:

- Provide 30 days’ advance notice before the leave of absence or transfer is to begin, if the need for the leave of absence or transfer is foreseeable, or when 30 days’ notice is not foreseeable, as soon as practicable; and
- Provide a signed medical certification from your health care provider, that states that you are disabled due to pregnancy or that it is medically advisable for you to be transferred to a less strenuous or hazardous position or to less strenuous or hazardous duties.

The Library may require you to provide a new certification if you request an extension of your leave of absence.

Duration of the Leave of Absence

A Pregnancy Disability Leave of Absence will last for the duration of your pregnancy-related disability as certified by your health care provider for up to four months (for a full-time employee working 40 hours per week, four months means 693 hours of leave (40 hours per week times 17 1/3 weeks) during each pregnancy. Part-time employees are entitled to leave on a pro rata basis. If an employee's schedule varies from month to month, a monthly average of the hours worked over the four months prior to the beginning of the leave shall be used for calculating the employee's normal work month. Leave is available for all disabilities related to each pregnancy and does not need to be taken in one continuous period of time.

Return to Work

If you and the Library have agreed upon a definite date of return from your leave of absence or transfer, you will be reinstated on that date if you notify the Library that you are able to return on that date. If the length of the leave of absence or transfer has not been established, or if it differs from the original agreement, you will be returned to work within two business days, where feasible, after you notify the Library of your readiness to return.

Before you will be allowed to return to work following a leave of absence or transfer, you must provide your supervisor with a certification from your health care provider that you can perform safely all of the essential duties of your position, with or without reasonable accommodation. If you do not provide such a release prior to or upon reporting for work, you will be sent home until a release is provided. This time before the release is provided will be unpaid.

You will be returned to the same position or duties upon the conclusion of your leave of absence or transfer unless:

- You would not otherwise have been employed in the same position at the time you request reinstatement for legitimate business reasons unrelated to the leave of absence; or
- Each means of preserving your job or duties would have substantially undermined the Library's ability to operate the business safely and efficiently.

If the Library cannot return you to your original job, it will offer you a comparable position provided that one exists and is available. However, an employee will not be entitled to any greater right to reinstatement than if that employee had not taken the leave. For example, if an employee would have been laid off regardless of the leave, and there is no equivalent position available upon return from leave, then the employee will not be entitled to reinstatement. Additionally, if the Library is unable to keep the employee's position open because to do so would undermine the safe and efficient operations

of the Library, and if there is no equivalent position available at the time of the employee's return, reinstatement will be denied.

Failure to return to work at the conclusion of the leave of absence may result in termination of employment.

Integration with Other Benefits

Pregnancy Disability Leaves of Absence are unpaid. You may elect to use accrued sick leave and/or accrued vacation benefits during the unpaid leave of absence. However, use of paid time off will not extend the available leave of absence time. Vacation and sick leave hours will not accrue during any unpaid portion of the leave of absence, and you will not receive pay for official holidays that are observed during your leave of absence except during those periods when you are substituting vacation or sick leave for unpaid leave.

Employees should apply for California State Disability insurance ("SDI") benefits. SDI forms are available from the Library or your health care provider. Any SDI for which you are eligible will be integrated with accrued vacation, sick leave, or other paid time off benefits so that you do not receive more than 100% of your regular pay.

Benefits

The Library will maintain group health insurance coverage for the duration of pregnancy disability leave up to a maximum of four months if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. The Library may recover premiums it paid to maintain health coverage for an employee who fails to return to work following pregnancy disability leave for reasons other than taking additional leave afforded under the California Family Rights Act (e.g., Bonding Leave) and the reason for not returning was within the employee's control.

11.6 BEREAVEMENT LEAVE

Full-time employees who have completed their introductory period are eligible for up to three paid days of absence for the death of an immediate family member. Part-time branch assistants and other part-time library employees in such circumstances will be eligible for one paid absence equal to that day's regularly scheduled hours.

Members of the immediate family include spouses, registered domestic partners, parents, including registered domestic partners of parents, brothers, sisters, children, including registered domestic partners of children, children of registered domestic partners, grandchildren, grandparents, parents-in-law, stepparents, stepchildren, foster parents, foster children, and any person residing in employee's household at time of death.

You should ask your supervisor for bereavement leave as soon as is reasonably possible to allow time to arrange for substitute coverage. HR may request a death certificate or other satisfactory proof of the death and the relationship of the decedent to justify the absence.

11.7 DISABILITY LEAVE

Full-time employees are eligible for an unpaid disability leave after completing their introductory period. Disability leave due to non-occupational illness, injury or pregnancy-related disability cannot exceed eight weeks.

Granting this leave prior to the completion of the introductory period or beyond the maximum period as stated above may be required as a reasonable accommodation to an employee in accordance with the Americans with Disabilities Act.

Employees requesting leave must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and the expected date of return to work.

If you qualify for a leave under the Family and Medical Leave Act, the Library will continue to maintain health benefits under the same terms and conditions applicable to employees not on leave. Otherwise, the Library will offer medical and dental insurance coverage to employees on authorized disability for eight weeks. During this time the employee will be responsible for paying her or his portion of the monthly premiums. When the 8-week period expires, employees may continue medical and dental insurance coverage by making payments through COBRA (see *Section 13.11, COBRA*).

When you are able to return to work, the Library will require a doctor's certificate stating you are fit for your normal duties. We may require a "fitness for duty exam" by a doctor of our choosing.

If the leave is covered by the Family and Medical Leave Act, the Library will return the employee to the same or an equivalent position, consistent with our policy. Otherwise, the Library will return the employee to the same or similar position she or he held prior to the disability leave, subject to the Library's staffing and business requirements. Continued absence from work beyond the disability, as determined by your physician, will be deemed a voluntary termination of employment.

This leave may run concurrently with the Federal Family and Medical Leave Act or any other leave where permitted by state and federal law.

11.8 JURY DUTY

All employees summoned for jury duty are granted paid leave in order to serve. Part-time employees are paid in accordance with their regularly-scheduled work hours. It is the Employee's responsibility to

inquire with the court regarding their eligibility for jury payment and mileage. Employees of a government entity that are provided with regular compensation and benefits during their jury service may be prohibited from claiming jury payment and mileage by the court. However, if the employee is eligible for jury payment, in order to receive their regular pay, the employee must deposit with the Library any jury payment fees received from the Court.

Upon receipt of a jury summons, you should give a copy to your supervisor or a director in order to provide as much advance notice as possible.

Employees must provide the Library with proof of jury service issued by the Court upon return.

Employees are expected to return to their job if they are excused from jury duty during regular working hours.

11.9 LEAVE OF ABSENCE

Under special circumstances, full-time employees may be granted a leave of absence without pay, not to exceed four weeks. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of the Executive Director. Unpaid time must be approved before the leave is taken.

Leaves of absence are granted only after earned vacation and sick leave are exhausted. During a leave of absence without pay, no benefits will accrue. The Library will continue to make its medical and dental insurance coverage available to the employee, but the employee will be responsible for paying her or his portion of the monthly premium(s).

The Library will make reasonable efforts to return employees to the same or similar job held prior to the leave of absence, subject to the Library's staffing and business requirements.

11.10 MILITARY LEAVE

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where federal or state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation may be used for this leave if the employee chooses. Military orders should be presented to the Executive Director and arrangements for leave made as early as possible before a departure. Employees are required to give advance notice of their service obligations to the Library unless military necessity makes this impossible. Notify the Executive Director of your intent to return to employment based on requirements of the law. In accordance with state and federal law, benefits may continue to accrue during the period of military leave.

Additional information regarding military leaves may be obtained from HR.

11.11 CIVIL AIR PATROL LEAVE

The Library will not discriminate against an employee for membership in the Civil Air Patrol. Additionally, the Library will not retaliate against an employee for requesting or taking Civil Air Patrol leave.

The Library will provide not less than ten days per year of leave but no more than three days at a time to employees who are volunteer members of the California Wing of the Civil Air Patrol. Employees must have been employed by the Library for at least 90 days immediately preceding the commencement of leave, and must be duly directed and authorized by a political entity that has the authority to authorize an emergency operational mission of the California Wing of the Civil Air Patrol.

Employees must request leave with as much notice as possible in order to respond to an emergency operational mission of the California Wing of the Civil Air Patrol.

Leave under this policy is unpaid. An employee taking leave under this policy will not be required to exhaust accrued vacation, personal leave, sick leave or any other type of accrued leave prior to taking unpaid Civil Air Patrol Leave.

Following leave under this policy, an employee must return to work as soon as practicable and must provide evidence of the satisfactory completion of civil air patrol service. If the employee complies with these requirements, the employee will be restored to their prior position without loss of status, pay, or other benefits

11.12 FAMILY MILITARY LEAVE

Employees who are spouses of certain military personnel may receive up to ten days of unpaid leave during a qualified leave period. For purposes of this policy, a “qualified leave period” means the period during which the individual is on leave from deployment during a period of military conflict.

An employee is eligible for leave under this policy if he or she:

1. Is the spouse of a person who: (a) is a member of the Armed Forces of the United States who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States, or (b) is a member of the National Guard or of the Reserves who has been deployed during a period of military conflict;
2. Works for an average of twenty or more hours per week;
3. Provides notice of his or her intention to take leave within two business days of receiving notice that his or her spouse will be on leave from deployment; and
4. Submits written documentation certifying that their spouse will be on leave from deployment during the time the leave is requested.

Military conflict means either a period of war declared by the United States Congress, or a period of deployment for which a member of a reserve component is ordered to active duty either by the Governor or the President of the United States.

Leave taken under this policy will not affect an employee's right to any other benefits, although an employee may elect to use accrued paid time off during the leave.

The Library will not discriminate against, or tolerate discrimination against, any employee who requests and/or takes leave under this policy.

For more information, please contact your supervisor or HR.

11.13 VOTING LEAVE

The Library believes that every employee should have the opportunity to vote in any state or federal general, primary, or special election. Any employee who does not have sufficient time outside of working hours to vote in a statewide election may request up to two paid hours of leave in order to vote. The time off must be at the beginning or end of the work shift and must be approved by the employee's supervisor in advance.

Notify your supervisor of the need for voting leave as soon as possible. Upon returning from voting leave, employees should submit a voter's receipt to their supervisor.

11.14 SCHOOL ACTIVITIES LEAVE

Pursuant to California law, employees are entitled to take up to 40 hours of leave per calendar year (but no more than eight (8) hours in any calendar month) to participate in the activities of schools or licensed child daycare facilities attended by their children. Non-exempt employees may use any accrued

vacation time (to the extent available) for an absence for this purpose. If the amount of time taken for this purpose exceeds the vacation time accrued by the non-exempt employee, the excess time will be unpaid. In accordance with California law, the Library reserves the right to require an employee who takes leave for this purpose to provide written verification from the school or daycare facility as proof that the employee participated in school or daycare activities on the specific date and time requested.

If both parents of a child work for the Library, only one parent – the first to provide notice – may take the time off, unless the Library approves both parents taking time off simultaneously.

You also may be granted time off to attend a school conference involving the possible suspension of your child. Please contact your supervisor if time off is needed for this reason.

11.15 TIME OFF FOR BONE MARROW DONATION

Employees will be provided a leave of absence to undergo a medical procedure to donate bone marrow to another person. The combined length of bone marrow leave may not exceed five business days in any one-year period commencing on the first day of the leave. To qualify for this leave, the employee must submit verification by a physician detailing that there is a medical necessity for the donation, as well as the length of each leave requested. Employees must use earned sick/vacation concurrently with this time off. If an employee does not have enough earned sick/vacation time to cover the leave, the remaining days of leave will be with pay by the Library. Use of this leave will not be counted against any available FMLA/CFRA time. This is also not considered a break in service for purposes of benefits or seniority.

While on leave for bone marrow donation, the Library will maintain all group health insurance benefits as if the employee were still at work.

In most circumstances, upon return from this leave, an employee will be reinstated to his/her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he/she did not take a leave. For example, if an employee on leave for bone marrow donation would have been laid off had he/she not taken a leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement.

11.16 TIME OFF FOR ORGAN DONATION

Employees will be provided a leave of absence to undergo a medical procedure to donate an organ to another person. The combined length of the leaves may not exceed 30 business days in any one-year period commencing on the first day of the leave. To qualify for this leave, the employee must submit verification by a physician detailing that there is a medical necessity for the donation, as well as the

length of each leave requested. If the leave is for ten business days or less, employees must use all available vacation concurrently with this time off. If an employee does not have enough available accrued vacation, then any remaining days of leave will be with pay by the Library. If the leave is more than ten business days, employees must use their available vacation during the first ten business days, and the remaining days of leave will be with pay by the Library. Use of this leave will not be counted against any available FMLA/CFRA time. This is also not considered a break in continuous service for purposes of benefits or seniority.

While on leave for organ donation, the Library will maintain all group health insurance benefits as if the employee were still at work.

In most circumstances, upon return from this leave, an employee will be reinstated to his/her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he/she did not take a leave. For example, if an employee on leave for organ donation would have been laid off had he/she not take a leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement.

11.17 TIME OFF FOR DOMESTIC VIOLENCE VICTIMS

The Library will provide time off to any employee who is a victim of domestic violence and/or a victim of sexual assault so that the employee may obtain or attempt to obtain relief and to help ensure the health, safety, or welfare of the employee or the employee's child. The relief that may be sought includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief. When taking such leave, the employee should give the Library reasonable notice of the leave, unless advance notice is not feasible. The Library also may require the employee to provide written verification of the need for the time off, such as a police report, court order or documentation from a medical professional, etc.

Additionally, an employee who is a victim of domestic violence and/or a victim of sexual assault may take time off to attend to any of the following: (1) to seek medical attention for injuries caused by domestic violence; (2) to obtain service from a domestic violence shelter, program, or rape crisis center; (3) to obtain psychological counseling; and (4) to participate in safety planning and to take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation.

Confidentiality of the situation, including the employee's request for the time off, will be maintained to the greatest extent possible. Employees may use accrued benefits, such as existing vacation time or other accrued paid time off, in order to receive compensation during the time taken off from work.

11.18 TIME OFF FOR VICTIMS OF CRIME

The Library prohibits discrimination against an employee who wishes to take time off from work for the purpose of attending judicial proceedings related to certain crimes committed against the employee, the employee's immediate family member, the employee's registered domestic partner, or a child of the employee's domestic partner. Employees are eligible to take time off for crimes including: a violent felony, as defined in subdivision (c) of Section 667.5 of the Penal Code; a serious felony, as defined in subdivision (c) of Section 1192.7 of the Penal Code; and a felony provision of law proscribing theft or embezzlement.

Before an employee may be absent from work for this purpose, the employee must provide his or her supervisor with a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice, unless advance notice is not feasible. In the event that an unscheduled judicial proceeding occurs, which requires your immediate absence, please alert your supervisor before leaving Library premises. The Library may require that the employee provide verification that the absence from work was due to attendance at the unscheduled judicial proceeding. The types of verification the Library may require include documentation evidencing the judicial proceeding from any of the following entities: the court or government agency setting the hearing; the district attorney or prosecuting attorney's office; or the victim/witness office that is advocating on behalf of the victim.

Confidentiality of the situation, including the employee's request for the time off, will be maintained to the greatest extent possible if an employee requests time off for these reasons. Employees may use accrued benefits, such as existing vacation time or other accrued paid time off, in order to receive compensation during the time taken off from work.

For purposes of this policy, immediate family member is defined as an employee's spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.

11.19 TIME OFF FOR VOLUNTEER FIREFIGHTERS, RESERVE PEACE OFFICERS OR EMERGENCY RESCUE PERSONNEL

If you are a registered volunteer firefighter, reserve peace officer, or emergency rescue personnel who intends to perform emergency duty during work hours, please alert your supervisor so the Library is aware of the fact that the employee may have to take time off to perform emergency duty. In the event any employee needs to take time off for this type of emergency duty, a supervisor must be notified before leaving work. All time off for these purposes is unpaid.

Registered volunteer firefighters, reserve peace officers or emergency rescue personnel are eligible to take temporary unpaid leaves of absence for fire or law enforcement training not to exceed fourteen days per calendar year.

11.20 TIME OFF FOR ADULT LITERACY PROGRAMS

The Library will make reasonable accommodations for any employee who reveals a literacy problem and requests that the Library assist him or her in enrolling in an adult literacy program, unless undue hardship to the Library would result. The Library will also assist employees who wish to seek literacy education training by providing employees a list of locations of local literacy programs.

The Library will take reasonable steps to safeguard the privacy of any employee who identifies himself or herself as an individual with a literacy problem. An employee who wishes to identify himself or herself as such an individual can contact HR directly. Individuals who are performing satisfactorily will not be subject to discriminatory action due to disclosing literacy problems.

While the Library encourages employees to improve their literacy skills, the Library will not reimburse employees for the costs incurred in attending a literacy program.

12. ATTENDANCE, WAGE & HOURS, AND COMPENSATION

Definitions

As used in Section 12, the terms in quotations have the meanings indicated:

- *“Non-Exempt Employees.”* Non-exempt employees are entitled to overtime pay as required by applicable federal and state law.
- *“Exempt Employees.”* Pursuant to applicable federal and state laws, exempt employees are not entitled to overtime pay, and are not subject to certain deductions to their bi-weekly pay under the Library’s policies. State and federal laws may apply when appropriate.

Upon hire, employees will be notified of their employment status.

12.1 PROMOTIONS AND TRANSFERS

Career advancement is rewarding for both the employee and the Library. Job openings may be posted in-house or through e-mail prior to, or at the same time as, posting externally. Your supervisor and HR are available for discussion of promotion and transfer opportunities.

12.2 ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are important to your success at the Library. You are expected to be conscientious about your attendance and punctuality at work. The success of your unit depends on the contributions of each team member; when you are not working, it places an extra burden on your team.

Regular and dependable attendance is an essential function of your job. If you are going to be unable to work a scheduled shift due or will be more than 15 minutes late, call the Employee Absence Reporting Service (“EARS”) (213-784-7373) at least 30 minutes in advance of your reporting time. EARS will allow you to leave a message for your supervisor.

Scheduled absences

Scheduled absences are those for which you obtain approval from your supervisor either before the actual absence or on the day of the absence. Scheduling in advance allows your supervisor to appropriately plan for your time off. If possible, personal issues requiring time away from work, such as a doctor’s appointment, should be scheduled during non-working hours.

Unscheduled absences

Unscheduled absences are those for which you do not receive prior approval from your supervisor. Such absences place a burden on your coworkers and may cause service and efficiency to suffer. For this reason, even if these absences are covered by vacation and you report them to your supervisor in a timely manner, they can be grounds for corrective action, up to and including termination of your employment.

Examples include but are not limited to:

- Failure to report to work for days that were requested as time off but denied by your supervisor.
- Exhausting available vacation and not receiving management approval for additional unpaid time off before the date of the absence.

Of course, occasionally you may be ill, injured, or unable to work because of an illness in your immediate family or other personal emergency. If you’re going to be late for work or absent, contact your supervisor as soon as possible — no later than your normal starting time that day or in accordance with your team’s stated work rules. You must make every effort to reach your supervisor personally.

Absences protected under federal, state, or local laws are not subject to performance counseling and corrective action.

Excessive absences

Excessive absences or tardiness are grounds for corrective action, up to and including termination of your employment.

Job abandonment

If you are absent from work without notifying your supervisor for three or more consecutive scheduled work days, you will be considered to have abandoned your job. The same is true if you notify your supervisor that you no longer have an intent to continue employment with the Library and subsequently

fail to report to work for three or more consecutive scheduled business days, or if you don't contact your supervisor when you're available for work at the end of an approved leave of absence. If you abandon your job you will not be eligible for rehire by the Library.

12.3 WORKWEEK

The standard work week for regular full-time employees is 40 hours.

The Library establishes the time and duration of working hours as required by workload and workflow, customer service needs, the efficient management of employees, and any applicable law or bargaining agreement.

- The Library's normal workweek is from 8:30 a.m. to 6:00 p.m., Monday through Friday and 9:00 a.m. to 5:00 p.m. on Saturday. Different work schedules may be established by the Library to meet job assignments and provide necessary services.
- Your scheduled work hours will be determined by your supervisor. Schedules may be adjusted to accommodate Library service needs.
- If we require and authorize your attendance at lectures, meetings and training programs, we will consider such attendance as compensable hours of work. No attendance will be sanctioned for more than 40 hours per work week.

For payroll purposes, the workweek starts at 12:01 a.m. on Saturday and ends at midnight on Friday.

12.4 OVERTIME

Non-exempt employees may not work overtime without the Executive Director's prior approval. For the purposes of overtime compensation, only hours worked in excess of 40 during a workweek will be counted. If the overtime is approved, your supervisor may direct you to offset time in excess of your 8-hour workday by taking an equivalent amount of time off within the 40-hour work week. Otherwise, you will be paid for the overtime at 1.5 times your regular pay.

There may be times when the Library will want employees to work overtime to properly serve its users. Although it will be given whenever possible, advance notice is not always possible. Represented employees are covered by the overtime provision set out in the MOU. The Library expects other exempt employees will work as needed. All other non-exempt employees must have overtime approved in advance by the Executive Director.

Represented employees should refer to their MOU for rights regarding overtime.

12.5 ATTENDANCE RECORDKEEPING

Each workday, employees are required to enter and submit their attendance. The Library uses Empower, a web-based attendance tracking system. Non-exempt employees must enter their time in for the day, out for lunch, back from lunch, and out for the day.

The Library uses a rounding timekeeping system usually referred to as the “7/8 rule” or the “15 minute rule.” With quarter hour rounding, the timekeeping system rounds and calculates punches from nearest quarter of an hour, with the split occurring in the middle of each quarter hour.

To illustrate: 7 minutes 59 seconds rounds back
8 minutes 00 seconds rounds forward

Example: A punch at 8:52 am would calculate as 8:45 am
A punch at 8:53 am would calculate as 9:00 am
9:07 pays back to 9:00
9:10 pays forward to 9:15

Combined example:
8:53 to 9:07 pays to 9:00
9:08 to 9:22 pays to 9:15
9:23 to 9:37 pays to 9:30
9:38 to 9:52 pays to 9:45

While a grace period is provided in this type of a system in which an Employee can report to work up to seven (7) minutes late without being docked pay, regular punctuality is still expected of all Employees. Even though an Employee will receive a full day’s pay for being no more than seven (7) minutes late, the Employee will be considered tardy by their supervisor and may be subject to discipline. The same is true in the reverse. Even though an Employee will receive a full day’s pay for leaving no more than seven (7) minutes early, the Employee will be considered to have left early and not completed their full workday.

Each supervisor is required to review and approve the time records for the Employees reporting to them before submitting the time records for payroll processing.

Exempt employees need only enter their hours each day.

Employees request time off for vacation and other forms of leave through Empower’s “time off request” feature. At the end of each 2-week pay period, employees should submit their electronic timecard to their supervisor for approval.

12.6 LOCATION DURING WORKING HOURS

The Library should know your location at all times during working hours. Your supervisor will keep a record of your assignments, and should be notified of your location both inside and outside the Library during working hours. Employees should use appropriate unit white-boards as a means of identifying where in the building they are working at any particular time. Online calendars as well as whiteboards can also be used to identify off-site meetings or assignments.

12.7 LUNCH

The Library provides all Non-Exempt full-time employees who work more than a five (5) hour workday an uninterrupted 45 minute meal period each day. The meal period must begin no later than the end of the fifth hour of work. Non-Exempt part-time employees who work more than a five (5) hour workday are provided with an uninterrupted meal period of at least thirty (30) minutes.

All Non-Exempt employees are required to record the beginning and ending time of their meal period each workday. Check with your supervisor regarding your meal period schedule.

Non-Exempt employees working more than a ten (10) hour workday are provided a second meal period of at least thirty (30) minutes. Employees should begin the second meal period no later than the end of the 10th hour whenever an employee works that many hours in a workday.

During their meal periods, employees will be relieved of all work responsibilities. At no time may any Non-Exempt employee perform off-the-clock work or otherwise alter, falsify, or manipulate any aspect of their timekeeping records to inaccurately reflect or hide meal periods.

Please note that no Library manager or supervisor is authorized to instruct an employee how to spend his or her personal time during a meal period. Supervisors are not authorized or allowed to instruct an employee to skip a meal period. Employees should immediately report a manager or supervisor's instruction to skip or work during a meal period to the Executive Director.

Waiver of Meal Period. Employees may waive their meal period by written agreement and only under the following circumstances:

1. If an employee will complete their work day in six (6) hours, the employee may waive their meal period. Any time an employee elects to waive a meal period under this circumstance, the employee must submit a written request and receive prior written authorization from their supervisor.
2. Employees who work over ten (10) hours in a day may waive their second meal period only if they take their first meal period and they do not work more than twelve (12) hours that day.

Employees working over twelve (12) hours in a workday may not waive the second meal period. Any time an employee elects to waive a second meal period the employee must submit a written request and receive prior written authorization from their supervisor.

Non-Exempt employees may not waive meal or rest periods to shorten their workday. Employees may not combine meal or rest periods.

Represented employees should refer to their MOU for rights regarding unpaid meal periods.

12.8 BREAKS

The Library provides all employees with the opportunity to take a fifteen(15) minute paid rest period for every four (4) hours worked, which should be taken so far as practicable in the middle of each work period.

12.9 PAYDAY

Employees are paid every two weeks on Friday for the period that ends the week prior to payday. When payday falls on a holiday, employees are normally paid on the last working day before the holiday.

Payment may be requested by automatic deposit. Pay statement information is also available through ADP's iPayStatements (<https://ipay.adp.com/iPay/login.jsf>). You should review your pay statement for accuracy and promptly report errors to your supervisor or the payroll unit.

12.10 PAY DEDUCTIONS

The Library is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the benefits offered by the Library and selected by the employee, additional deductions may be withheld. Each deduction as well as the amount of the deduction is listed on your pay statement, both for the pay period and the year-to-date. Certain deductions are totaled each year on your Form W-2, Wage and Tax Statement.

The Library may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. You will be reimbursed in full for any inadvertent or improper deductions, as defined by law.

12.11 GARNISHMENTS

If your wages are garnished by a court order, the Library is legally bound to withhold from your paycheck the amount indicated in the garnishment order. The Library will honor federal and state guidelines that protect a certain amount of income from being subject to garnishment.

12.12 NO PAY ADVANCES

Pay advances will not be granted.

13. BENEFITS

The Library offers a comprehensive employee benefit program adding considerable value to the employee compensation package.

A summary of benefits may be found below. Refer to plan documents and descriptions for answers to specific benefits questions. Those documents are controlling.

Except for benefits affecting employees represented by the MOU, the Library reserves the right to modify its benefits at any time.

13.1 RETIREMENT PLAN

The Library participates in the CalPERS Retirement Plan, a defined benefit plan. This plan is designed to be used in combination with your Social Security benefits and personal resources to provide income upon retirement.

Full-time employees are eligible to enroll in the CalPERS Retirement Plan. Participation begins in the first full month following enrollment or as defined by Public Employees' Pension Reform Act of 2013 (PEPRA). A mandatory contribution, equal to a percentage of each employee's salary, is deducted and deposited with CalPERS. As required by CalPERS, the Library will also make a contribution, equal to a percentage of each participating employee's salary, into the employee's CalPERS account.

Part-time branch assistants and other part-time library employees are not eligible for the CalPERS retirement plan coverage.

Employees can obtain a copy of the Summary Plan Description from HR. The description contains the details of the plan including eligibility and benefit provisions. In the event of a conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. Questions regarding this plan should be directed to CalPERS (www.calpers.ca.gov) (888-225-7377).

13.2 SOCIAL SECURITY

All the Library employees participate in the Social Security Program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age. During your employment, both you and the Library contribute funds to the federal government to support the Social Security Program.

13.3 HEALTH INSURANCE

The Library participates in CalPERS Health Plan. Full-time Employees will be eligible to enroll in medical benefits the 1st of the month following ~~30-60~~ days from their date of hire. ~~If the employee fails to enroll during their initial eligibility period, they may still elect coverage within 60 days from their date of hire and e~~Coverage will become effective the 1st of the month following the date the application is received.

For all other health benefits offered, full-time employees will be eligible for benefits the 1st of the month following 90 days from their date of hire. Employees will be provided with information about insurance coverage options upon hire.

For eligible employees, the Library will pay up to the full cost of the 2011 premium of the highest CalALPERS LA Region Group Health HMO plan offered and one half (50%) of the cost of any increase to that plan premium. In addition, the Library will pay up to one half (50%) of the cost of 2011 premiums of the highest CalPERS LA Region Group Health Insurance HMO plan for dependents, plus one half (50%) of the cost of any increase to dependent premiums for that plan. The employee is responsible for paying the balance through payroll deduction.

For part-time branch assistants, the Library contributes one half (50%) of the cost of 2011 premiums of the highest CalPERS LA Region Group Health Insurance HMO plan for single coverage. The Library does not contribute toward dependent or family coverage for part-time branch assistants.

Other part-time library employees are not eligible for medical insurance coverage unless they meet the eligibility requirements as defined by the Patient Protection and Affordable Care Act (PPACA).

Information and enrollment forms, as well as booklets containing details of the CalPERS Health Plan may be obtained from HR. Refer to the actual plan document and description if you have specific questions regarding this benefit plan. Those documents are controlling.

Employees may adjust coverage during CalPERS' designated open enrollment periods or upon a change in family status. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child, dependent reaching the age of 26, or termination of employment of your spouse or registered domestic partner. However, employees may only change plans during open enrollment or when a valid change of address occurs.

Upon separation from the Library, employees may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy or applicable state and federal law. Eligible dependents enrolled at the time of separation may also be entitled to continuation or conversion of the group health insurance plan in accordance with the terms of the policy or applicable state and federal law. For more information see *Section 13.11, COBRA* or contact HR.

13.4 DENTAL INSURANCE

The Library provides a dental insurance plan. For full-time employees, the Library contributes the full cost of single coverage. In addition, for full-time employees, the Library contributes one-half the cost of dependent or family coverage. Employees are responsible for paying the balance through payroll deduction^s. Coverage eligibility begins at the completion of the introductory period.

Part-time branch assistants and other part-time library employees are not eligible for dental insurance coverage.

Information and enrollment forms, as well as booklets containing details of the dental plan may be obtained from [the HR](#). Refer to the actual plan document and summary plan description. Those documents are controlling.

Employees may adjust coverage during open enrollment periods or upon a change in family status. The open enrollment period is in July. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child, dependent reaching the age of 26 or termination of employment of your spouse or registered domestic partner. However, employees may only change plans during open enrollment or when a valid change of address occurs.

Upon separation from the Library, employees may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy or applicable state and federal law. Eligible dependents enrolled at the time of separation may also be entitled to continuation or conversion of the group health insurance plan in accordance with the terms of the policy or applicable state and federal law. For more information see *Section 13.11, COBRA* below or contact HR.

13.5 VISION INSURANCE

The Library provides a vision insurance plan. For full-time employees, the Library will contribute the full cost of single coverage. In addition, for full-time employees, the Library contributes one-half the cost of dependent or family coverage. Employees are responsible for paying the balance through payroll deduction^s. Coverage eligibility begins at the completion of the introductory period.

Part-time branch assistants and other part-time library employees are not eligible for vision insurance coverage.

Information and enrollment forms, as well as booklets containing details of the vision plan may be obtained from the HR. Refer to the actual plan document and summary plan description. Those documents are controlling.

Employees may adjust coverage during open enrollment periods or upon a change in family status. The open enrollment period is in July. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child dependent reaching the age of 26 or termination of employment of your spouse or registered domestic partner. However, employees may only change plans during open enrollment or when a valid change of address occurs.

Upon separation from the Library, employees may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy or applicable state and federal law. Eligible dependents enrolled at the time of separation may also be entitled to continuation or conversion of the group health insurance plan in accordance with the terms of the policy or applicable state and federal law. For more information see *Section 13.11, COBRA* below or contact HR.

13.6 SECTION ~~CALPERS SUPPLEMENTAL 457 DEFERRED COMPENSATION~~ INCOME 457 PLAN

~~F~~Full-time employees are eligible to participate in the CalPERS Supplemental Income 457 Plan~~457 Deferred Compensation Plan~~. The Plan is a voluntary savings program that allows employees to defer an amount, subject to annual limits, from your paycheck on a pre-tax basis.~~This pre-tax program enables you to allocate a portion of your salary in CalPERS investment options. The 457 Deferred Compensation Plan is a voluntary program and is not funded in any part by the Library.~~ Designated allocations will be deducted from your gross pay prior to the deduction of taxes and Social Security withholdings. This voluntary program is not funded in any part by the Library

Following the introductory period, eEmployees may enroll, adjust or discontinue making contributions coverage several times throughout the year.

Part-time branch assistants and other part-time library employees are not eligible for the ~~Deferred Compensation~~Supplemental Income 457 Plan.

For more information, contact HR.

13.7 SECTION 125 PLAN OR FLEXIBLE SPENDING ACCOUNT

Full-time employees of the Library are eligible to participate in a pre-tax contribution option known as a Section 125 plan or Flexible Spending Account (“FSA”).

FSA allows you to make contributions into an account that may be used to reimburse you for medical insurance, dental insurance, vision care and out-of-pocket medical expenses or dependent care expenses on a “before tax” basis. Your qualified contribution will be deducted from your gross pay prior to the deduction of taxes and Social Security withholdings.

To participate, you must complete an election form available from HR. Open enrollment is upon hire and for a 30-day period during December (to be effective January 1).

Part-time branch assistants and other part-time library employees are not eligible for the Section 125 Plan.

Once you are enrolled, you may not make any changes to your contributions until the next open enrollment period, unless there is a change in family status or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child, dependent reaching the age of 26 or termination of employment of your spouse or registered domestic partner.

13.8 LIFE INSURANCE

The Library provides a \$25,000 life insurance policy for full-time employees, the cost of which is fully paid by the Library. [The Policy becomes effective following the introductory period.](#) Employees may purchase additional insurance coverage.

Employees must complete an insurance form and designate beneficiaries. Employees may change designated beneficiaries once per year unless your family status changes. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of your spouse or registered domestic partner.

Part-time branch assistants and other part-time library employees are not eligible for life insurance coverage.

Complete details of this plan may be obtained from HR.

13.9 DISABILITY INSURANCE

The Library participates in the California's state disability insurance program ("SDI"). Premiums for this insurance program are deducted from employees' pay beginning at the start of employment. Plan details and SDI forms are available from HR.

The Library provides a long-term disability insurance program for full-time employees. The premiums for these insurance programs are fully paid by the Library.

Long-term disability insurance provides eligible employees with a continual source of income in the event of disability for an extended period. This benefit is calculated as a percentage of salary.

13.10 FAMILY TEMPORARY DISABILITY INSURANCE (PAID FAMILY LEAVE BENEFITS)

Employees are covered by California's Paid Family Leave (PFL) benefit. The PFL fund is administered by the California Employment Development Department ("EDD"), not the Library, which means that employees must apply to the EDD to receive this benefit. Through the PFL fund, the EDD will provide eligible employees with a wage supplement for a maximum of six weeks within a twelve-month period. PFL benefits may be available from the EDD for a leave of absence for the following:

1. For the birth or placement of a child, as defined by the PFL law, for adoption or foster care within one year of the birth or placement of the child; or
2. To care for an immediate family member (sibling, spouse, registered domestic partner, child or grandchild, parent, parent-in-law or grandparent as defined by the PFL law) who is seriously ill and requires care.

PFL benefits will be coordinated with an otherwise authorized leave of absence. In such circumstances, the use of PFL benefits and/or paid time off during the leave period will not extend the length of the leave beyond what is required by applicable law and/or Library policy. Employee benefits do not accrue during a leave of absence unless otherwise required by law or by applicable Library policies.

13.11 WORKERS' COMPENSATION

On-the-job injuries and illnesses are covered by the Library Workers' Compensation insurance policy. If you are injured on the job, no matter how slightly, report the incident immediately to your supervisor or HR. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim.

As a result of a Workers' Compensation injury, the Library will attempt to provide a reasonable accommodation that is medically necessary, feasible and does not impose an undue hardship on the Library as prescribed by applicable federal, state or local law.

We request your assistance in alerting management to any condition that could lead or contribute to an employee accident. Please report any such work conditions to HR immediately.

13.12 COBRA

Employees and their covered dependents may continue medical and dental benefits for up to 18, 29 or 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (“COBRA”) when group health coverage for you and your covered dependents would otherwise end due to your death or because:

- Your employment terminates, for a reason other than gross misconduct;
- Your employment status changes due to a reduction in hours;
- Your child ceases to be a “dependent child” under the terms of the medical and dental plan;
- You become divorced or legally separated; or
- You become entitled to Medicare.

HR will notify eligible individuals of their right to elect COBRA continuation coverage. In the event of divorce, legal separation, or a child’s loss of dependent status, you or a family member must notify HR within 60 days of the event. The Library’s third party administrator will supply the documents to apply for COBRA coverage.

13.13 PARKING AND TRANSPORTATION ALLOWANCE

On-site parking facilities are available at no charge to employees assigned to the main Library. Employees are allowed to park in the lower garage. Parking is on a first-come, first-served basis. Executive team staff may be assigned a parking space in the upper garage.

The Library disclaims liability for loss, damage or theft of your vehicle. You should always lock your vehicle and remove or secure valuables.

To encourage employees to use alternatives to automobiles, the Library offers a 50% transportation allowance to those who purchase a monthly pass for any recognized form of public transportation such as Metrolink, Metro Rail, Metro buses and Foothill Transit.

You must participate for six consecutive months to qualify for reimbursement. Employees may enroll upon hire, during an open enrollment period, or upon a change in job status. Open enrollment is held each June 15-30 and December 15-31. To receive reimbursement, you must supply transit cost receipts for the six-month period ending June 30 and December 31. Newly hired employees are reimbursed from their date of hire.

For employees who participate in the Transportation Allowance program but find it necessary on occasion to drive to work, a parking space on the lower level is available on a first come, first served basis.

Should the Library enter into an agreement with a public transportation agency, e.g., MTA, Metrorail, etc., employees will be required to participate in accordance with the relevant terms and conditions.

14. HR RECORDS

14.1 CONFIDENTIALITY OF EMPLOYEE RECORDS

Records relating to an individual who is or was employed by the Library as a full-time, part-time or temporary employee are confidential. The Library will not disclose personal employee information to any person, entity, or governmental agency without the consent of the employee involved, except as specifically required by law.

The Library will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the Library includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefits plan enrollment information (which may include dependent personal information), and school/college or certification credentials. All pre-employment inquiry information and reference checking records conducted on employees and former employee are maintained in a locked, segregated area. Only those individuals who have a demonstrated need for the personal employee information will be provided access.

Personal employee information used in business system applications will be safeguarded under proprietary electronic transmission, the Library policies and security measures. Participants in Library benefit plans should be aware that personal information will be shared with plan providers as required for their recordkeeping or claims needs.

Library-assigned information, which may include organizational charts, unit titles and staff charts, job titles, unit budgets, Library coding and recording systems, telephone directories, e-mail lists, Library facility or location information and addresses, is considered by the Library to be proprietary Library information to be used for internal purposes only. The Library maintains the right to communicate and distribute such Library information as it deems necessary to conduct business operations.

If you become aware of a material breach in the confidentiality of your personal information, you should report the incident to HR, which has the responsibility to investigate the incident and take appropriate action, including discipline. Please be aware that a standard of reasonableness will apply in these

circumstances. Examples of the release of personal employee information that will not be considered a breach include the following:

- Release of partial employee birth dates, i.e., day and month is not considered confidential and will be shared with supervisors who elect to recognize employees on such dates.
- Personal telephone numbers or e-mail addresses may be distributed to supervisors to facilitate work scheduling or business operations.
- Employee identifier information used in salary or budget planning, performance reviews and attendance recordkeeping may be shared with supervisors.
- Employee's anniversary or service recognition information may be periodically distributed to appropriate supervisors.
- Employee and dependent information may be distributed in accordance with open enrollment processes for periodic benefit plan changes or periodic benefits statement updates.

14.2 EMPLOYEE RECORDS

HR retains and destroys personnel records in accordance with the Library policies and both federal and state laws governing records retention.

HR maintains both employee record information and government compliance reports, and both are subject to the retention requirements and destruction policies set forth in the Library's record retention policies.

Government compliance reports are maintained in reverse chronological sequence and filed independently of employee information.

All personnel records and confidential employee data maintained by HR will be destroyed by shredding after retention dates have passed. This pertains to all personnel records, not just those governed by the Fair and Accurate Credit Transactions Act. Application materials submitted by applicants for employment who were never employed will also be shredded. Personnel records and confidential employee data will not be discarded, except when shredding is required, and any employee found negligent in protecting these records will be subject to discipline.

Personnel records include electronic as well as paper records. HR will work with the Technology Unit periodically, but no less than twice annually, to review and ensure that HR's electronic records relating to employee information and compliance reports are properly purged.

14.3 PRIVACY OF SOCIAL SECURITY NUMBERS

It is the policy of the Library to protect the confidentiality of Social Security numbers obtained from its employees and applicants and used in the course of business. Violations of this policy will incur discipline including termination.

Social Security numbers will be collected from applicants and employees as required in order to meet federal or state reporting requirements:

- To conduct pre-employment background checks.
- To verify eligibility for employment.
- To withhold federal and state taxes.
- To comply with state new-hire reporting.
- To facilitate enrollment in company benefits plans.

Use of Numbers: Except for verification and reporting uses for the above-referenced reasons, no Social Security number or portion of a Social Security number will be used in the conduct of the Library's business.

Storage of and Access to Numbers: All documents containing Social Security numbers shall be stored in locked secured areas. All computer applications containing Social Security numbers shall be maintained only on secured, authorized-access computers.

Only persons who have a legitimate business reason will have access to Social Security numbers.

Destruction of Numbers — Records that include Social Security numbers will be maintained in accordance with federal and state laws. When such documents are released for destruction, the records will be destroyed by shredding.

15. CONTACT WITH THE MEDIA

To ensure that the Library's media responses are accurate, thoughtful, and consistent with our communications strategy, we have a process in place for responding to reporters and other representatives of the news media. Most often media representatives contact the Communications Unit, but sometimes a reporter may contact an employee directly. If that happens, it's important that you first contact the Communications Unit to help manage the response.

Only the Executive Director or Director of Communications may make or approve public statements pertaining to the Library or its operations. Unless specifically designated by the Executive Director, no employee should make public statements.

16. MISCELLANEOUS

16.1 DRIVER'S LICENSE AND DRIVING RECORD

Employees in positions where the operation of a motor vehicle is an essential duty of the position must possess a valid driver's license and maintain a driving record acceptable to our insurer. The Library will verify driving license status and driving records annually. It will collect such information in compliance with the Driver Privacy Protection Act. You must report changes in driving record to your supervisor immediately. Violations of this policy may result in immediate termination of your employment.

The Library advocates safe and responsible driving habits including adherence to traffic laws, speed limits, the use of seat belts, and avoidance of such driver distractions as cell phones and other hand-held electronic devices. You are prohibited from sending or reading text messages, email, or any similar electronic communication while operating a motor vehicle on Library business.

This policy specifically does not require any employee to use a cell phone while driving. The Library disclaims all responsibility and liability for traffic violations resulting from employees' use of cell phones while driving.

16.2 SERVICE ANIMALS

In compliance with federal, state and local law, service animals are not subject to the Library's "No Pet" policy and are permitted to be used at work by employees with disabilities, unless the animal's presence creates an undue hardship for the Library's normal business operations.

Under the Americans with Disabilities Act (ADA), a service animal is any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.

Animals that meet the definition of this policy are considered service animals whether or not they have been licensed or certified by a state or local government.

A service animal must be supervised and the handler must retain full control of the animal at all times. If a service animal becomes unruly or disruptive (barking, jumping on or biting or sniffing users/employees; urinating or defecating in the Library; etc.) and the handler cannot control the service animal, the Library may ask that the employee and animal leave the premises. Management also may ask the handler to clean up any waste created by the service animal.

If the improper behavior continues or happens repeatedly, the Library reserves the right to bar the service animal from the workplace until significant steps have been taken to mitigate behavior, including retraining. The service animal's handler is responsible for all costs related to damages created by the service animal, including fees for clean-up and disposal of animal waste and property damage.

16.3 OUTSIDE EMPLOYMENT

Employees are permitted to engage in outside work, including consulting, subject to certain restrictions as outlined below.

- Prior to a Library employee engaging in outside employment, the employee must disclose the proposed employment including: employer, position, hours and eligibility and status with CalPERS.
- Activities and conduct away from the job must not compete with, conflict with or compromise the Library's interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing on a private basis and outside the parameters of their Library jobs any services for Library users that are normally performed by the Library. This prohibition also extends to the unauthorized use of books, materials, tools or equipment. Employees are not to solicit or conduct any outside business during business hours.
- Employees are cautioned to carefully consider the demands that additional work activity will impose before accepting outside employment. Outside employment will not be considered an acceptable excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems, it must be discontinued, and, if necessary, normal disciplinary procedures will be followed to deal with the specific problem.
- In evaluating outside work, the Library will consider whether the proposed employment:
 - May reduce the employee's efficiency and effectiveness in working for the Library.
 - Involves working for an organization that does a significant amount of business with the Library, such as major contractors, suppliers and customers.
 - Negatively affects the Library's business operations.
 - May adversely affect the Library's image.
- Employees who have accepted outside employment may use vacation time but may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

16.4 SOLICITATIONS AND DISTRIBUTIONS

Oral solicitations and distributions of information or materials on the Library's premises are restricted.

Other than for the Library's business purposes:

- Employees are not to solicit during their working time or the working time of the person being solicited. Working time does not include time such as before or after a work shift, breaks and lunch periods.
- Employees should not to distribute or receive information or materials during their working time or in working areas. Working areas are where the performance of job duties is expected. As a general rule, working areas do not include the lounge, lunch room, parking lots, and restrooms.

Without the Executive Director's prior approval:

- Library assets such as stationery, meeting rooms, the intranet, bulletin boards, email, telephones, computers, copiers and handheld electronic devices are not to be used for purposes other than the Library's business.

- Library employees are not to engage in commercial, faith-based, charitable, political or civic solicitations or distributions while on Library premises.
- Individuals or organizations have no right to enter the Library's premises at any time to solicit or distribute information/materials.

16.5 OFFICE SUPPLIES

The Library maintains a stock of basic office supplies such as pens, paper clips, staples, note pads, etc., used on a daily basis by employees. All office supplies are located in central storage and can be obtained from Administrative Services staff.

If you need additional items not regularly stocked, please speak to your supervisor or unit director to place a special order.

Office supplies are for business use only and should not be removed from the office for non-business use.

MEMORANDUM

DATE: January 21, 2015

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Approval of Cal Humanities Grant for Oral History Project

SUMMARY

LA Law Library has been awarded a grant in the amount of \$9,897 from Cal Humanities www.calhum.org, the statewide non-profit partner of the National Endowment for the Humanities, to create and produce an oral history project to showcase the personal stories of Los Angeles lawyers and judges. This staff report is intended to convey the good news, familiarize the Board with the project and seek approval to execute the grant funding agreement

THE PROJECT

The summary project description as presented in the detailed grant application is:

“Opening the Door: Personal Stories of Groundbreaking Los Angeles Lawyers and Judges”

This project focuses on sharing the stories of individuals who have overcome significant barriers to achieve success. These stories will be shared with the Los Angeles community, with a special focus on students, to inspire them to surmount societal obstacles and spark an engaged dialogue about current and future impediments to educational and career achievement and success. LA Law Library will create an oral history of personal stories of local judges and lawyers who have triumphed despite obstacles related to their gender, ethnicity or socioeconomic status which will be compiled into a short video. An exhibit highlighting issues within the stories will be created from story sharers' personal artifacts and items from the Library's legal history collection. A program developed for high school students and a panel discussion for the community will be created so participants can hear these stories first-hand, meet the story sharers, and engage in a dialogue about future barriers which society may face. More complete interview footage will be made available on the Law Library's website. It is our hope that hearing and seeing these stories come alive will inspire individuals to overcome whatever barriers they face in order to make a difference in society.



This project emphasizes the theme of adversity in order to inspire youth to follow their dreams, no matter what the obstacle. It also gives LA Law Library the opportunity to engage in discussion and solicit nominations and participation from local law firms, agencies and courts to identify attorneys and judges who have broken new ground in the legal field or been notable “firsts.”

The end products will be usable by the Law Library for years to come, providing material for educational programs, promotional materials and new relationships within the legal community. The collected stories will be curated and excerpted to create a short video and travelling exhibit intended to both inform and inspire others to achieve goals no matter what types of barriers they face. The issues raised in the video and highlighted in the exhibit will be utilized as the subject matter for a series of engaged dialogues among facilitators, the community-at-large and student peers. These stories will also serve as a springboard to programming for high school students featuring a deliberative dialogue about past, current and future culturally imposed barriers to career advancement in our society.

Several partners enthusiastically agreed to participate in the project with us and will add depth, breadth, and specialized knowledge to the project. UCLA School of Law Distinguished Professor Kimberle Crenshaw, a leading authority in Critical Race Theory brings her expertise as a legal scholar, social scientist and educator to this project, and will play an integral part in the interview process, helping develop the questions to be asked and consulting in other areas of the project. Los Angeles Education Partnership (LAEP), a local non-profit working in high poverty, multicultural communities in Los Angeles County, is an integral partner in this project. LAEP is a pioneer and innovator in school transformation with a focus on producing graduates ready for college, career and life. They will provide in-kind support, lesson plan development in conjunction with the project theme, assist with promotion and provide an intern to assist with administrative matters.

The grant period extends over 18 months – January 2015 to June 2016.

THE AGREEMENT

The proposed Agreement is attached and is recommended for approval. It describes the conditions and process for receipt and expenditure of grant funds. Execution of the Agreement in and of itself does not legally obligate the Law Library to complete – or even commence – the Project, although that is certainly our goal and intent. Acceptance of funds, on the other hand, does obligate us to either expend those funds in a manner consistent with the grant agreement or return them.

RECOMMENDATION

Staff recommends that the Board authorize the Executive Director to execute the grant agreement and commence the project.





December 15, 2014

Ms. Sandra Levin, Executive Director
Los Angeles County Law Library
301 W. 1st St
Los Angeles, CA 90012-3140

Grant Number: COS14-437

Dear Ms. Sandra Levin:

Congratulations! We are pleased to inform you that Cal Humanities has awarded Los Angeles County Law Library a **Community Stories** grant for "Opening the Door: Personal Stories of Groundbreaking Los Angeles Lawyers and Judges." We are excited to support you in your efforts to broaden awareness and deepen understanding of issues of relevance to Californians.

We have agreed to award the amount of **\$9,897.00** to be matched by an equivalent contribution of non-federal funds and/or in-kind services and materials or any combination thereof. The approved grant award period for the project is from **January 1, 2015** to **June 30, 2016**. Grant funds are only applicable during the approved award period.

To receive your first installment of the grant award, please either print a hardcopy of the attached agreement, sign, and scan it OR insert an electronic signature into the attached agreement. Then, log in to the grantee portal (https://www.grantrequest.com/SID_348/?SA=AM) with the same username and password used to apply for the grant, and follow the instructions for submission of this Requirement. If you have any questions about submitting the grant agreement, contact Angelica Dongallo, Grants & Programs Associate, at 415.391.1474 ext. 308 or adongallo@calhum.org. All correspondence with our office should include the above grant number.

For all other communications and if you would like to discuss the review comments for your proposal, please contact Felicia Kelley, Senior Program Officer, at 213.346.3239 or fkelly@calhum.org.

Cal Humanities will be conducting an orientation webinar for grantees in January in order to review the obligations of the grant award. **Please indicate your orientation date preferences on this poll:** <http://doodle.com/xanhpx4hgebrnp69>. In the meantime, you have access to all grant-related instructional materials and documents on our website at <http://calhum.org/grants/community-stories>.

We depend upon major support from the National Endowment for the Humanities to make these grants. We encourage you to write your federal, state, and local representatives telling them about the importance of your work and what this grant means to your community. We have provided a template for your use and would appreciate a copy of any letters you send. Your efforts today can help make a difference in the availability of future grants.

On behalf of Cal Humanities, I congratulate your receipt of this award. We look forward to a stimulating humanities project.

Sincerely,

Christina Sutherland
Interim President & CEO

FK:ad

cc: Project Director
Felicia Kelley, Cal Humanities Senior Program Officer

312 sutter street, suite 601
san francisco, ca 94108-4323

tel 415.391.1474 fax 415.391.1312
calhum.org

GRANT AGREEMENT

Community Stories Grant Award Funded by Cal Humanities

Date: December 15, 2014

Grant Number: COS14-437 **Amount:** \$9,897.00

Grant Award Period:
January 1, 2015 to June 30, 2016

**Between Cal Humanities
and
LOS ANGELES COUNTY LAW LIBRARY
(hereinafter referred to as “Grantee” and collectively with Cal Humanities
referred to as “the Parties”)**

For the project entitled:
“Opening the Door: Personal Stories of Groundbreaking Los Angeles Lawyers and Judges”
(hereinafter referred to as “Project”)

Upon full execution of this Grant Agreement (“Agreement”) Cal Humanities will provide a grant award to the Grantee subject to the terms and conditions set forth below.

1. GRANT PAYMENTS

The total payment by Cal Humanities to the Grantee will not exceed the amount stated in this Agreement, the grant award letter, or any written modification thereof. At least 30 days should be allowed for the transfer of funds. Cal Humanities will make payments as follow:

- a) First installment of 90% upon receipt of a signed Agreement by the Grantee to acknowledge acceptance of grant award and the provisions outlined in this Agreement.
- b) Final installment of 10% after the completion of Project activities and upon receipt of the final report (consisting of Project statistics; responses to self-evaluation questions regarding Project goals, objectives, and outcomes; complete final financial report including information on matching funds; publicity materials; audience surveys; and two copies of any final product resulting from the Project, as relevant) and confirmation by Cal Humanities that the Project and final report are in compliance with the terms and conditions of this Agreement.

2. ALLOWABLE COSTS

Grant funds may be expended only for Project purposes and activities described in the proposal as originally approved or subsequently amended by Cal Humanities. The following

costs describe what are allowable expenses for the purpose of this grant:

- a) Project-related programmatic and administrative salaries and fringe benefits
- b) Professional fees, including honoraria and stipends for humanities advisors, interviewees, artists, technical consultants, etc.
- c) Programming, publication, dissemination expenses (e.g., exhibit fabrication and installation, venue rental, web page design, videography, broadcast or screening expenses)
- d) Travel, lodging, and per-diem expenses
 - 1) Per Diem Reimbursements. Costs may not exceed the current rates allowable by Cal Humanities (\$61 per day for meals) and may be for lesser amounts at the Grantee's discretion.
 - 2) Travel Reimbursements. Whenever possible, less than first class accommodations must be used for air or rail travel. If first class accommodations are required, they must be preapproved by Cal Humanities. All air travel that is paid in whole or in part with Cal Humanities funds must be undertaken on U. S. flag air carriers. If traveling by automobile, the maximum mileage reimbursement rate authorized is 58.5 cents per mile. When necessary, special provisions may be authorized.
- e) Supplies and materials for program activities
 - 1) Food Costs. When tied to Project activities, food costs are allowable with the exception of alcoholic beverages. However, food costs for purely social activities (banquets, receptions, reunions) are not allowable.
- f) Equipment (rental, unless purchase cost is less)
- g) Project-related administrative expenses including phone, postage, photocopying, and printing
- h) Marketing expenses (e.g., printing and mailing of announcements or flyers, or ad placement)
- i) Evaluation expenses
- j) Program documentation
- k) Fiscal sponsor or indirect administrative fees (only up to 10% of your request)
- l) Lobbying Activities. Using grant funds to lobby decision makers to influence federal or state legislation in any way is not allowable.

3. MISAPPLIED GRANT FUNDS

In cases where grant funds are determined by Cal Humanities to have been misapplied by the Grantee, the Grantee agrees to repay all such funds or transfer to Cal Humanities all property acquired through the use of such funds.

4. UNCOMMITTED GRANT FUNDS

Any grant funds received by the Grantee which remain uncommitted at the termination of the grant period must be returned by check payable to Cal Humanities within six months of the Project end date, unless Cal Humanities provides the Grantee with a written waiver of this requirement.

If Grantee cannot carry out the Project, Cal Humanities will determine if Grantee will need to return a portion or all of the grant funds. Grantee will be responsible for furnishing to Cal Humanities a summary of progress achieved under the award and an itemized accounting of charges incurred against award funds and cost sharing, if any.

5. GRANT AMENDMENTS

Amendments or Modifications. During the term of this Agreement, either Cal Humanities or the Grantee may request amendments or modifications to the Agreement. Requests for amendment or modification shall be made in writing and shall specify the requested changes and the justification for such changes. The Parties shall review the request for modification taking into account regulations applicable to the grant program and the status and goals of the Project. If the Parties determine that the Agreement should be so amended, an amendment shall be made in writing and approved by the Parties in order to take effect.

- a) Project Changes. Grantee is required to carry out a Project consistent with the proposal approved for funding by Cal Humanities. If significant changes are necessary, proposed changes and the justifications for such changes must be submitted in writing by Grantee to the Community Stories program officer for approval **before changes are implemented**. Change requests are considered on a case-by-case basis. Additional information (e.g., update on specific Project activities, an itemized list of actual expenditures to date, or revised timeline of Project activities) may be requested as needed.

Significant changes include, but are not limited to, the following:

- 1) Change of the Grant Award Period. All Project activities and the commitment of grant funds must occur within the period of support set out in this Agreement and grant award letter. If Project cannot be completed on schedule, an extension may be requested before the end of the original period of support. A revised Project timeline must be submitted with an amendment request.
- 2) Change in Project Director and Other Key Personnel. If changes to the Project director or other key professional personnel identified in the original proposal are necessary, short biographies and contact information for new personnel should be submitted with an amendment request. A change in the Project director brings an automatic suspension of the grant until the new director has been approved by Cal Humanities.
- 3) Changes in Project Scope. The Project purpose and objectives must be consistent with those outlined in the original proposal. If changes in significant Project activities are necessary, a revised Project timeline and/or budget, as relevant, must be submitted with an amendment request.
- 4) Budget Revisions. If changes to Grantee's approved Project budget involve the addition or deletion of budget items that represent more than 25% of the grant, or budget revisions due to a significant change in Project scope, a revised Project budget must be submitted with an amendment request.
- 5) Change in the Grantee Organization. If a change to the grantee organization is deemed necessary, Grantee must provide with an amendment request 1) a written

rationale for withdrawing from the Project, 2) written accounting from authorizing official of the Grantee of the disposition of all funds received and disbursed by the Grantee, and confirmation that all requirements of the Agreement to date have been met, and 3) a signed letter from the proposed grantee organization that attests to their commitment to the terms of the Agreement and describes their role in the Project. Once the above materials are submitted, written approval of the change in Grantee is required from the Parties and the proposed grantee organization in the form of a signed grant amendment before further action can be taken on the Project.

6. ACKNOWLEDGEMENT OF SUPPORT

Cal Humanities requires public acknowledgment of the projects it supports, as outlined in the terms and conditions below. Prior to the production of materials for public information or use and/or any public presentation of the grant-supported Project, the Grantee agrees to provide such materials to the Community Stories program officer for approval at least 10 working days in advance. Cal Humanities will review the placement of logo and acknowledgement for integrity and legibility and use its best efforts to provide suggested revisions and/or approval within 5 business days of receipt.

Unless advised to the contrary, the following acknowledgment of Cal Humanities support must be fully visible and/or audible on all materials publicizing or resulting from award activities, including but not limited to film, radio and new media productions, publicity and press materials, Project websites, displays, exhibits, public reports, etc.:

“This project was made possible with support from Cal Humanities, a non-profit partner of the National Endowment for the Humanities. Visit www.calhum.org.”

Additional acknowledgement requirements for specific formats and media include:

New media, web-based, and interactive projects: The Grantee agrees to include, at the earliest possible date, the Cal Humanities logo and name, an active link to the website at www.calhum.org, and the preceding credit line.

Film productions: For DVD packaging, public screenings, and online exhibition of both the complete production, repurposed material, webisodes, and film trailers, Grantee shall include the Cal Humanities animated logo at the beginning and end of the presentation and provide a separate acknowledgement to Cal Humanities in the film’s funder credit list.

For broadcast, the Grantee shall include the Cal Humanities animated logo and the audible credit language above at the beginning and end of the presentation and must provide a separate acknowledgement to Cal Humanities in the film’s funder credit list. If, due to broadcast stipulations, the Grantee is unable to use the animated logo, the Grantee agrees to acknowledge Cal Humanities in direct relationship to the level of funding provided for the project relative to any other sources of funding. In this circumstance, the Grantee will consult with Cal Humanities staff at the earliest possible date to approve an alternate form of acknowledgment.

Radio and audio productions: the Grantee agrees to provide verbal acknowledgement to Cal Humanities with the preceding credit line following on all versions of the supported production.

Series: For awarded projects that constitute any form of a designated series (whether broadcast, web-based, etc.), the Grantee shall provide the preceding credit, as appropriate to the format or medium, to Cal Humanities on each series episode or edition for the duration of the approved grant period or for the life of the media piece.

Public events, screenings, presentations, award ceremonies, etc.: the Grantee agrees to verbally acknowledge the support of Cal Humanities at all such events. Whenever possible, a Cal Humanities staff and/or board member should be invited and given the opportunity to provide an introduction or welcome.

If due to, for example, unavoidable physical limitations of materials or broadcast stipulations, the Grantee is unable to include the full acknowledgment above, the version below may be substituted:

“This project was made possible with support from Cal Humanities, a partner of the NEH. Visit www.calhum.org.”

As much as possible, presentations of projects funded by the grant award should be free and open to the public. If registration or admission fees are necessary, Grantee agrees to provide access to Cal Humanities staff and board members, free-of-charge, for such events.

Press media: Cal Humanities support should be mentioned in newspaper articles, radio interviews, and other media activities.

All printed materials publicizing or resulting from grant activities shall also include the following statement: **“Any views, findings, conclusions, or recommendations expressed in this [publication] [program] [exhibition] [website] do not necessarily represent those of Cal Humanities or the National Endowment for the Humanities.”**

Please note that the Cal Humanities logos and acknowledgment language are available for download in the Community Stories Grantee Toolkit at <http://calhum.org/grants/community-stories-grant>.

If you have any questions regarding the forms of acknowledgment for your Project, please contact the Community Stories program officer.

7. PUBLICITY AND PROMOTIONAL MATERIALS:

The Grantee agrees to work collaboratively with Cal Humanities staff and consultants during the grant period on the publicity and promotion of grant-supported products and activities, including providing in a timely manner information, promotional trailers, photos, etc. (hereinafter “Materials”) for Cal Humanities communication vehicles, such as its website, newsletters, social media sites, etc.

All Materials used by Cal Humanities are intended for public consumption and will be used for non-commercial purposes to promote Cal Humanities grantees, programs, organization, and mission. Supplied samples may represent the entire Project or a portion of it.

Please visit the Experiences and Blog sections of www.calhum.org or our social media sites (accessible from the footer of the www.calhum.org home page) for examples of how Materials may be used online. Submitted Materials become the property of Cal Humanities

and submission does not guarantee the use or publication of the Materials online or otherwise. In submitting the Materials, Grantee hereby grants Cal Humanities a non-exclusive license to the Materials in whole or in part, in any form in perpetuity.

Specifications of text, images, and audiovisual Materials that may be requested for submission to Cal Humanities are available at www.calhum.org.

8. ACCESS TO PRODUCED MATERIALS

For the purposes of this Agreement, the term "Produced Materials" refers to all intellectual property, whether copyrighted or not, including but not limited to productions, displays, exhibits, books, articles, transcripts, films, tapes, and other electronic media which are produced by the Grantee or by participants enlisted by the Grantee as a result of activity funded under this grant award.

The Grantee understands and agrees that the purpose of all grant activity is to inform and educate members of the public on the broad areas of public concern with which this Project was intended to deal. Toward this end, Cal Humanities and the Grantee agree to engage in a relationship of good faith and cooperation to ensure that all Produced Materials will be reasonably available to Cal Humanities.

Cal Humanities reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use any Produced Materials, including copyrighted material, arising out of grant activities for non-profit educational purposes. However, Cal Humanities' use of Produced Materials is not intended to interfere with or disadvantage the Grantee in the sale and distribution of the award product.

This provision is subject to, modified by, and supplemented by any additional provisions in this Agreement covering use of rights to all Produced Materials.

9. COPYRIGHT

Grantee may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under the grant award.

If ownership and/or copyright of produced materials are claimed by any person other than the Grantee such as scriptwriter, editor, consultant, filmmaker, author, or lecturer, the Grantee agrees to take any action that shall be necessary to ensure that Cal Humanities retains all rights that would accrue to Cal Humanities under this Agreement if copyright was fully vested in the Grantee. The Grantee agrees to conduct its activities in such a manner and to make such agreements with any other persons wishing to copyright produced materials to ensure that Cal Humanities will continue to be able to exercise freely all its rights under the provisions of this Agreement.

In the event that the Grantee transfers copyright or ownership of any produced materials for distribution or for any other purpose, the Grantee agrees to take any action that shall be necessary to ensure that Cal Humanities shall continue to be able to freely exercise all rights reserved under this Agreement.

If the Grantee in transferring copyright or in allowing copyright to vest in any other person fails to fully protect the rights reserved to Cal Humanities under this Agreement, then the

Grantee agrees to indemnify and hold Cal Humanities harmless from any claims, actions, liabilities, losses, or expenses for which Cal Humanities might otherwise be held responsible resulting from infringement in the use of material, invasion of privacy, libel, breach of contract, or third party indebtedness.

10. REPORTING REQUIREMENTS

The Grantee shall provide the following:

- a) Cultural Data Project Profile. The Grantee shall submit, within 90 days of receiving notification of the grant award, a completed Cultural Data Project profile. This is an 11-section online form that collects basic organizational information, revenue, expense, marketing activity, balance sheet items, investments, loans and a wide range of non-financial information. For more information, please visit www.caculturaldata.org.

Certain grantee organizations may be exempt from submitting a Cultural Data Project profile. Please contact the Community Stories program officer for more information.

- b) Final Report. Within 90 days after the termination of the grant award period, Grantee shall submit a final report consisting of Project statistics; responses to self-evaluation questions regarding Project goals, objectives, and outcomes; complete final financial report including information on matching funds; publicity materials; and audience surveys.

Instructions on how to complete and submit the report are available in the Community Stories Grantee Toolkit at <http://calhum.org/grants/community-stories-grant>.

Final Product. The Grantee shall also submit to Cal Humanities two copies of a digitally accessible final product, as relevant. The Grantee also agrees to make additional copies available for Cal Humanities staff and board upon request at a reasonable fee for purchase or duplication.

A final report and product(s) must be submitted to and confirmed by Cal Humanities as compliant with the terms and conditions of this Agreement before the Grantee will be eligible to apply for another grant award. Furthermore, if no final report and product(s) are submitted by the due date, the Grantee's Project will be closed as "incomplete" and the Grantee will not be eligible for future Cal Humanities funding.

- c) Project-related Data and Information. The Grantee agrees to work collaboratively with Cal Humanities personnel during and following the grant period to provide statistics and other information relating to Project outcomes. This information will be used for purposes including, but not limited to, reporting to the National Endowment for the Humanities, evaluation, publicity and marketing, and development.

11. GRANT ACCOUNTING AND RECORD KEEPING

- a) General. The Grantee shall maintain records and accounts consistent with generally accepted accounting principles, and also shall provide for such fiscal control and fund accounting procedures as are necessary to assure proper disbursement of and accounting for grant Project funds. Accounts and supporting documentation relating to Project

expenditures shall be adequate to permit an accurate and expeditious audit.

- b) Matching Funds. The Grantee shall maintain records to demonstrate that matching contributions are not less than the amount proposed in the proposal or any subsequent revision thereof. Other federal funding sources cannot be used as match. The amount of the Grantee's contribution is subject to audit.
- c) In-Kind Contributions. Some objective record as to both type and value of in-kind contributions by the Grantee (such as signed in-kind contribution forms) is required. When the contribution is made by a third party, written evidence from the third party is required as to both type and value. In-kind contribution reports must be kept on file by the Grantee for three years following the submission of the final financial report.

12. PROJECT INCOME

- a) Reporting Income. All income earned by the Grantee as part of the implementation of the grant Project shall be accounted for and reported by the Grantee to Cal Humanities.
- b) Use of Earned Income. Any income earned from, for example, registration fees, service charges, or admission fees, sales, or similar sources during the conduct of the Project shall be used by the Grantee for Cal Humanities approved Project activities and should be reported in the final financial report. If the income cannot be so used, it shall be used to decrease charges to the grant and to the Grantee's cost share.
- c) Interest on Grant Funds. Grantees may not earn interest in excess of \$250 on grant award funds in a fiscal year.

13. AUDITS

Cal Humanities may inspect and audit the Grantee's financial accounts and records, or may designate a qualified person to do so on its behalf, at any time during reasonable business hours and with such frequency as may be deemed necessary. Inspection and audit may include prefunding visits to determine the adequacy of the Grantee's accounting system. In addition, the National Endowment for the Humanities and the United States General Accounting Office may conduct inspections and audits when and to the extent deemed advisable.

FINANCIAL RECORDS MUST BE KEPT ON FILE FOR A MINIMUM OF THREE YEARS FOLLOWING THE TERMINATION OF THE GRANT PERIOD. The required retention period may be extended by written notification from either Cal Humanities or the National Endowment for the Humanities.

This requirement also includes the right of the federal government to make an audit of any third party accounts related to the grant.

14. DATA COLLECTION

The Grantee may collect information from the public in connection with a research or other general purpose Project on its own initiative. The Grantee shall not, without prior approval from Cal Humanities, in any way represent that the information is being collected by or for

Cal Humanities or the National Endowment for the Humanities.

15. ENTIRE AGREEMENT

This Agreement is the complete and integrated agreement between Grantee and Cal Humanities. Any changes to this Agreement must be formally requested in writing to Cal Humanities. No prior or contemporaneous oral agreements between Grantee and Cal Humanities shall be of any force or effect.

16. COMPLIANCE

The Grantee certifies that it is in compliance with the provisions on Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the Byrd Anti-Lobbying Amendment; the Native American Graves Protection and Repatriation Act of 1990; the National Historic Preservation Act of 1966; the U.S. Constitution Day Education Program; the Coordination of Geographic Information and Related Spatial Data; Labor Standards under Sections 5(i) and 7(g) of the National Foundation of the Arts and Humanities Act of 1965; and the regulations issued pursuant thereto by the National Endowment for the Humanities (Code of Federal Regulations, Title 45, Chapter XI).

The Grantee confirms its non-profit status and is not debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs in violation of the regulations implementing Executive Order 12549 "Debarment and Suspension." Further, in accordance with Public Law 111-88 Sec.427, no funds made available under or through an NEH award may be distributed to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries.

17. NON-COMPLIANCE

Should Cal Humanities find the Grantee to be non-compliant with regard to any of the conditions set forth in this Agreement, Cal Humanities agrees to give written notice of non-compliance and give the Grantee thirty (30) days to remedy the non-compliance cited by Cal Humanities. Under such circumstances, Cal Humanities may, at its option, suspend its duties to pay all or any remaining grant monies unless non-compliance is remedied by the Grantee within the thirty (30) day time period. If the Grantee fails to remedy said non-compliance, Cal Humanities reserves the right to terminate this Agreement. If Cal Humanities terminates this Agreement for reasons of non-compliance, the Grantee agrees to return any unobligated funds along with any funds expensed for purposes unallowable under the terms and conditions of this Agreement. Settlement of irrevocable obligations properly incurred shall be eligible for reimbursement by funds granted under this Agreement.

18. INDEMNITY

In addition to the provisions of Section 15, the Parties agree to indemnify and hold each other and their predecessors, successors, directors, officers, employees, and agents harmless

from any and all claims, demands, causes of action, and liabilities, except for those arising out of the sole gross negligence or willful misconduct of a Party in the performance of the obligations set forth in this Agreement.

**Community Stories
Grant Agreement Signature Page**

Date: December 15, 2014

Grant Number: COS14-437

Grant Amount: \$9,897.00

Grant Award Period: January 1, 2015 to June 30, 2016

Project Title: “Opening the Door: Personal Stories of Groundbreaking Los Angeles Lawyers and Judges”

Name and Address of the Grantee Organization:

Los Angeles County Law Library
301 W. 1st St
Los Angeles, CA 90012-3140

By signing this Agreement and accepting the Cal Humanities grant award, Grantee assumes legal, financial, administrative, and programmatic responsibility for administering the award in accordance with all of the provisions and conditions set forth in this Grant Agreement.

Print Name of Authorizing Official at the Grantee Organization

Title of Authorizing Official at the Grantee Organization

Signature of Authorizing Official at the Grantee Organization

Date

Print Name of Project Director

To receive your first installment of the grant award, please either print a hardcopy of the attached agreement, sign, and scan it OR insert an electronic signature into the attached agreement. Then, log in to the grantee portal (https://www.grantrequest.com/SID_348/?SA=AM) with the same username and password used to apply for the grant, and follow the instructions for submission of this Requirement. If you have any questions about submitting the grant agreement, contact Angelica Dongallo, Grants & Programs Associate, at 415.391.1474 ext. 308 or adongallo@calhum.org.

Note: The award check will be mailed to the attention of the authorizing official at the Grantee’s address stated above. If this address is incorrect or if the check should be mailed to another address or person, please provide the correct information in the space below.

SENDING A THANK-YOU LETTER TO YOUR CONGRESSPERSON AND SENATORS

Cal Humanities depends upon the support of the National Endowment for the Humanities and others to make these grant awards. We encourage you to send a letter, email, or fax to your political representatives letting them know about the importance of your work and what this grant means to your community.

We have provided a template below for your use and would appreciate a copy of any letters you send, either by mail or a PDF emailed attachment. Your efforts today can help make a difference in the availability of future grant funding. An electronic version of this letter is also available on our website at <http://calhum.org/grants/community-stories>.

Please note that redistricting has taken place as of January 2013, which means that all congressional district lines prior to 2013 have changed and your former congressional district number is no longer valid. See the below links to ensure the grantee organization's correct political district(s).

Based on the Grantee Organization's zip code, your Congressional Representatives are:

U.S. Senate

Senator Dianne Feinstein
Senator Barbara Boxer

U.S. House District 34

<http://www.house.gov/representatives/find/>

CA Senate District 22

<http://findyourrep.legislature.ca.gov/>

CA Assembly District 53

<http://findyourrep.legislature.ca.gov/>

We strongly encourage you to invite your Congressional Representatives to all project-related public events, and informing us if they or members of their staff attend.

If you require additional assistance please contact External Affairs Coordinator Jody Sahota at 415.391.1474 ext. 303 or jsahota@calhum.org

[DATE]

The Honorable Jane Doe
[ADDRESS]
[CITY], [STATE] [ZIP]

Dear Representative Doe:

I am pleased to inform you that we have received a prestigious Community Stories grant award for [PROJECT TITLE] from Cal Humanities, in partnership with the National Endowment for the Humanities (NEH). Community Stories projects give expression to the extraordinary variety of histories and experiences of California's places and people. Our project would not be possible without the help of Cal Humanities.

Cal Humanities received nearly \$650, 00 in requests, however was only able to fund approximately \$160,000 in awards. The demand for programs that explore the issues of significance to Californians is extraordinary and we are honored to have received an award.

[PROJECT TITLE] will [PROJECT DESCRIPTION]. [ORGANIZATION NAME] wants to thank you for your ongoing support, and your commitment to providing access to high-quality humanities projects to residents of California. This support is both an investment in our organization and in the social fabric of our state.

As you may know, state humanities organizations are unique entities that support the public's engagement with the humanities and receive their core funding from the NEH's Federal-State Partnership program. We ask for your support to increase much-needed funding for NEH, which would translate into more projects like ours within your district and throughout California. By sharing the stories of our past and present, learning about what distinguishes us and what brings us together as people, projects like this one help us to strengthen our democracy as we work together to build a common future.

Thank you for your continued support of Cal Humanities and the National Endowment for the Humanities.

Sincerely,

AGENDA ITEM 4

CLOSED SESSION

- 4.1 Personnel (G.C. 54957). Public Employee Performance Evaluation. Title: Executive Director.
- 4.2 Conference with Labor Negotiator (G.C. 54957.6). Library negotiator: Board President, Hon. Ann I. Jones. Unrepresented employee: Executive Director

AGENDA ITEM 5

DISCUSSION ITEMS

- 5.1 Discussion and Potential Action Regarding Increase to Executive Director Compensation.
- 5.2 Update Regarding Programming for Businesses and Entrepreneurs.

MEMORANDUM

DATE: January 21, 2015

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Ryan Metheny, Librarian

RE: Update Regarding Programming for Businesses and
Entrepreneurs.

THIS WILL BE AN ORAL PRESENTATION.

