

AGENDA

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

REGULAR BOARD MEETING

Wednesday, December 15, 2021

12:15 PM

MILDRED L. LILLIE BUILDING TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

Trustees will participate remotely via Zoom.

Members of the Public may listen and participate by joining

Zoom meeting #968 6503 8012 using this link

<https://zoom.us/j/96865038012> or calling (408) 638 0968.

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

A member of the public may listen to the meeting and offer public comment by joining Zoom meeting #**968 6503 8012** using this link <https://zoom.us/j/96865038012> or calling **(408) 638 0968**. Each member of the public has the right to address the Board on agenda items or on items of interest which are not on the agenda and which are within the subject matter jurisdiction of the Board. Public comments will be taken at the beginning of the meeting as Agenda Item 1.0. Members of the public will be called upon at that time. A member of the public will be allowed to address the Board for a total of three (3) minutes for a single item or a maximum of five (5) minutes for all items unless the President grants more or less time based on the number of people requesting to speak and the business of the Board. When members of the public address the Board on agenda items, the President determines the order in which speakers will be called. Persons addressing the Board shall not make impertinent, slanderous or profane remarks to the Board, any member of the Board, staff or general public, nor utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Board Meeting. The President may order the removal (by muting or disconnection of the telephone line) of any person who disrupts or disturbs the orderly conduct of the Board Meeting.

AGENDA MATERIALS

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

CALL TO ORDER

0.0 RESOLUTION FOR REMOTE MEETINGS

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the November 17, 2021 Regular Board Meeting
- 3.2 Review of October Financials and List of November Checks and Warrants

4.0 DISCUSSION ITEMS

- 4.1 Presentation Regarding Performance of UBS Investments
- 4.2 Approval of Positions and Job Descriptions for Librarian Public Interest and Senior Librarian Public Interest

5.0 CLOSED SESSION

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

6.0 OPEN SESSION

- 6.1 Consideration of Bonus for Executive Director

7.0 AGENDA BUILDING

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

8.0 EXECUTIVE DIRECTOR REPORT

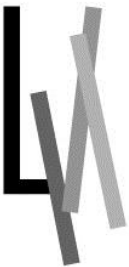
- 8.1 Update Regarding Survey on Race, Ethnicity and Gender

9.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 26, 2022 and a Special Meeting is scheduled for Tuesday, January 11, 2021.

POSTED FRIDAY, DECEMBER 10, 2021 @ 12:00 P.M.

POSTED BY ANN MARIE GAMEZ



RESOLUTION NO. 2021-2

A RESOLUTION AUTHORIZING REMOTE TELECONFERENCE MEETINGS PURSUANT TO ASSEMBLY BILL 361

WHEREAS, all meetings of the Law Library Board of Trustees are held pursuant to the Ralph M. Brown Act, ensuring that any member of the public may participate in local government meetings; and

WHEREAS, on September 16, 2021, the Governor signed AB 361 (2021) into law, which allows for local legislative bodies to continue to conduct meetings via teleconferencing under specified conditions and includes a requirement that the legislative bodies make specific findings; and

WHEREAS, on March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19 and ordered all residents to obey orders and guidance issued by state and local health officials; and

WHEREAS, the State proclaimed State of Emergency is still in effect; and

WHEREAS, on March 4, 2020, the County of Los Angeles adopted a resolution ratifying the declaration of local health emergency and issued a proclamation of a local emergency related to COVID-19; and

WHEREAS, the Governor has declared a State of Emergency pursuant to Government Code section 8625 as has the County of Los Angeles; and

WHEREAS, since issuing Executive Order N-08-21, the highly contagious Delta variant of COVID-19 has emerged, causing an increase in COVID-19 cases throughout the State and Stanislaus County; and

WHEREAS, Los Angeles County's *Best Practices for Businesses and Employers* recommend reducing crowding indoors; and

WHEREAS, on September 30, 2021, the Executive Office of the Board of Supervisors of Los Angeles County issued specific guidance regarding remote meetings of Brown Act bodies during the COVID pandemic, stating that in order "to ensure the safety of members of the public and employees" County boards, commissions, committees, task forces, etc, will continue to meet remotely and urged all statutorily and independently created bodies within the County to do the same;

WHEREAS, because state or local health officials have imposed or are recommending measures to promote social distancing, the Los Angeles County Law Library Board of Trustees finds it prudent to and desires to continue holding meetings

via teleconference; and

WHEREAS, the Los Angeles County Law Library Board of Trustees shall ensure that its meetings comply with the provisions required by AB 361 (2021) for holding teleconferenced meetings.

NOW, THEREFORE, the Los Angeles County Law Library Board of Trustees does resolve as follows:

1. The above recitals are true and correct, and incorporated into this Resolution.

2. In compliance with AB 361 (2021), and in order to continue to conduct teleconference meetings without complying with the requirements of Government Code section 54953(b)(3) of the Brown Act, the Board of Trustees makes the following findings:

- a) The Board of Trustees has considered the circumstances of the state of emergency; and
- b) The state of emergency, as declared by the Governor and County of Los Angeles, continues to exist; and
- c) The state of emergency due to the presence of COVID-19 in the community continues to directly impact the ability of the members of the Los Angeles County Law Library Board of Trustees to meet safely in person; and
- d) Local officials continue to impose or recommend measures to promote social distancing.

3. The Board of Trustees may continue to meet remotely in compliance with AB 361, in order to better ensure the health and safety of the public.

4. The Board of Trustees will revisit the need to conduct meetings remotely no later than 30 days after teleconferencing for the first time, and every 30 days thereafter.

5. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Law Library Board of Trustees of the County of Los Angeles, State of California, this 15th day of December 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Hon. Mark A. Juhas, President

ATTEST:

Sandra J Levin, Executive Director,
Recording Secretary

AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the November 17, 2021, Regular Board Meeting
- 3.2 Review of October Financials and List of November Checks and Warrants

**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.**

November 17, 2021

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, November 17, 2021 at 12:15 p.m. via Zoom for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees. All Trustees indicated as present participated remotely via Zoom.

ROLL CALL/QUORUM

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

Trustees Absent: None

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

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

President Juhas determined a quorum to be present, convened the meeting at 12:23 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. All votes were taken by roll-call, voice vote. Kenneth Klein joined the meeting at 12:35pm.

0.0 RESOLUTION

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

1.0 PUBLIC COMMENT

No public comment.

2.0 PRESIDENT'S REPORT

No President's Report.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the October 20, 2021 Regular Board Meeting
- 3.2 Review of September Financials and List of October Checks and Warrants.

- 3.3 Approval of 2022 LA Law Library Holiday Calendar
- 3.4 Approval of 2022 Board of Trustees Meeting Schedule
- 3.5 Acceptance of Financial Statement Audit Report for the Fiscal Year Ended June 30, 2021
- 3.6 Approval of Revised IT Director Job Description
- 3.7 Approval of Trustee Designated Member of the Friends of Los Angeles County Law Library Board of Directors

President Juhas requested a motion to approve the Consent Calendar. So moved by Trustee Steinhauser seconded by Trustee Court. The motion was unanimously approved by roll call vote, 6 ayes – 0 noes.

4.0 DISCUSSION ITEMS

4.1 Approval of Revised Fines and Fees

ED Levin explained the need for regular review and update of the schedule of fines and fees, noting that most charges at the Law Library are fines, not fees. ED Levin reported that Staff has analyzed and reviewed all charges and determined that anything that is not a penalty charge is a reasonable charge, significantly less than the cost of providing the service and reasonably related to the service we are providing. Judge Landin asked who had the authority to waive any fines. ED Levin replied that she does, by setting forth a policy and criteria for other Supervisors and Managers to use as a guide when needing to make that decision (e.g., if a patron was hospitalized, late fees would be waived). Trustee Steinhauser asked what the public policy was between charging less than the cost. ED Levin answered that the library does want the service to be available to all patrons. Charging full cost of services could be prohibitive in some instances. It is a balancing of access for those in need and the cost of the service.

President Juhas requested a motion to approve the attached Schedule of Fees and Charges effective upon publishing on the Law Library website and in print in the Law Library. So moved by Trustee Landin seconded by Trustee Court. The motion was unanimously approved by roll call vote, 6 ayes – 0 noes.

4.2 FY2021-22 1st Quarter Budget Review

ED Levin gave the Board a brief review of the 1st Quarter Budget of FY22. Trustee Orozco asked how 3.1 million one-time funding dollars would be spent. ED Levin answered that a preliminary meeting was to take place the following day with the Finance Budget Sub-Committee. After that, a more detailed report would be presented to the Finance Committee and the Committee's recommendations would be brought to the rest of the Board. Trustee Orozco asked if there were any restrictions and if all funds had to be spent within the year. ED Levin answered that spending was not formally restricted but we must bear in mind what legislators would like us to do with the funding. Fortunately, the Legislature's goals are in line with the Law Library's goals, to help self-represented individuals navigate the legal system. There is also no time limit on how soon the money needs to be spent, but also to keep in mind that legislators would like to see movement on the goal.

No action requested or taken.

4.3 Addition of Community Resource Specialist Position and Approval of Job Description

ED Levin introduced the idea of a new position at the Law Library, a Community Resource Specialist. This position would augment the current services that tend not to be legal in nature but are prevalent to patrons. The new position would be well integrated with county, legal aid, mental resources and other types of resources in the community. The CRS would be trained and equipped to collaborate with the County and make warm referrals to the county system. The CRS would offer information that patrons need on housing, health services, government benefits that are beyond the legal side and other practical things that would help patrons stay on track with their legal remedies. The CRS could also bring a better sense of calm to the library as they offer patrons the opportunity to process the information differently and slowly. ED Levin added that high stress levels will keep people from being able to process the information they are being given. President Juhas asked if this was a Social Worker position. ED Levin replied yes, but the Community Resource Specialist would not be opening cases like a County Social Worker would. Trustee Court expressed excitement for this position and believed it to be a higher level of service to patrons with an increase to access to justice. Trustee Klein asked what arguments would be against this position. ED Levin replied that cost and liability is always a risk, but with the one-time funding and disclosure forms, it would be managed properly.

President Juhas requested a motion to approve the attached job description and the creation of a Community Resource Specialist position at the Law Library. So moved by Trustee Orozco seconded by Trustee Landin. The motion was unanimously approved by roll call vote, 7 ayes – 0 noes.

4.4 Staff Presentation: Pro Bono Week After-Report

Managing Librarian for Public Interest, Janine Liebert, gave a review of the recent 2021 Pro Bono Week event, noting that the 10th annual PBW celebration was the most ambitious one to date. The library had a hybrid format with in person days and days that were Zoom based. Instead of an in person Legal Services Fair on Saturday which would be traditional, the library did a back to back day of Ask A Lawyer classes that covered a wide range of topics such as Landlords & Tenants and Probate. The library added new topics on current events and other related topics such as homelessness which included a well received a panel discussion with figures such as State Senator Sydney Kamlager. The PBW lineup also included a Book Discussion, an in person Conservatorship Clinic, in person Lawyers in the Library, seven MCLE trainings to provide further Pro Bono services and several other classes. J. Liebert also noted that the lineup also included Spanish language coverage for LITL and some pre-recordings. ED Levin thanked all the individual key players in the PBW event planning and for all the support by the departments of the library including Communications and IT.

No action taken.

5.0 AGENDA BUILDING

6.0 EXECUTIVE DIRECTOR'S REPORT

ED Levin mentioned that that Staff Holiday Party would be via Zoom in December.

7.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:11pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, December 15, 2021 at 12:15pm.

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

DRAFT

Los Angeles County Law Library

Balance Sheet

As of October 31, 2021

(Provisional and subject to year-end audit adjustments)

	6/30/2021	10/31/2021	YTD
Assets			
Current assets			
Cash and cash equivalents	10,471,380	13,489,700	3,018,320
Accounts receivable	302,650	165,488	(137,162)
Other receivable	1,149,242	1,152,156	2,914
Prepaid expenses	252,791	441,652	188,861
Total current assets	12,176,063	15,248,996	3,072,933
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	5,999,853	5,992,878	(6,975)
Capital assets, not being depreciated	909,725	909,725	-
Capital assets, being depreciated - net	15,409,498	15,140,773	(268,725)
Total noncurrent assets	22,637,546	22,361,846	(275,700)
Total assets	34,813,609	37,610,842	2,797,233
Deferred Outflows of Resources			
Deferred Outflows of Resources	2,410,452	2,410,452	-
Total assets and deferred outflows of resources	37,224,062	40,021,295	2,797,233
Liabilities			
Current Liabilities			
Accounts payable	165,978	42,199	(123,779)
Other current liabilities	-	-	-
Payroll liabilities	(1,185)	9,147	10,332
Total current liabilities	164,793	51,346	(113,447)
Noncurrent Liabilities			
Accrued sick and vacation liability	299,418	295,490	(3,928)
Borrowers' deposit	229,794	237,767	7,973
OPEB liability	3,239,511	3,326,171	86,660
Net pension liability	3,887,855	3,921,187	33,332
Total noncurrent liabilities	7,656,578	7,780,615	124,037
Total liabilities	7,821,371	7,831,961	10,590
Deferred Inflows of Resources			
Deferred Inflows of Resources	1,418,426	1,418,426	-
Total liabilities and Deferred inflows of resources	9,239,797	9,250,387	10,590
Net Position			
Invested in capital assets	16,319,223	16,050,498	(268,725)
Unrestricted	11,665,042	14,720,409	3,055,368
Total net position	27,984,265	30,770,908	2,786,643
Total liabilities and Deferred inflows of resources and net position	37,224,062	40,021,295	2,797,233

Los Angeles County Law Library
Income Statement for the Period Ending October 31, 2021
(Provisional and subject to year-end audit adjustments)

Oct 2020	Oct 2021			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
496,748	522,481	558,081	35,600	6.8%
4,856	5,159	5,348	189	3.7%
25,770	37,500	47,494	9,994	26.7%
152,994	24,032	46,729	22,697	94.4%
680,368	589,172	657,653	68,481	11.6%
322,777	350,625	296,534	54,091	15.4%
48,755	53,985	57,656	(3,672)	-6.8%
97,335	174,392	137,302	37,090	21.3%
(97,335)	(174,392)	(137,302)	(37,090)	21.3%
		0		
59,559	93,496	64,603	28,893	30.9%
14,893	12,176	10,503	1,673	13.7%
2,980	4,243	8,047	(3,804)	-89.6%
0	104	576	(472)	-453.8%
2	1,102	2	1,100	99.8%
0	74	0	74	100.0%
23,799	24,023	20,805	3,218	13.4%
211,097	208,404	202,351	6,053	2.9%
683,861	748,231	661,078	(87,153)	-11.6%
(3,493)	(159,059)	(3,425)	155,635	-97.8%
(468)	1,667	(7,782)	(9,448)	-566.9%
0	0	0	0	0.0%
0	0	0	0	0.0%
(3,961)	(157,393)	(11,207)	146,186	-92.9%
0	60,000	0	60,000	100.0%

Summary:

Income

L.A. Superior Court Fees	1,953,705	2,239,724	2,300,536	60,812	2.7%
Interest	22,131	21,091	17,760	(3,331)	-15.8%
Parking	94,109	150,000	183,185	33,185	22.1%
Library Services	205,888	214,658	218,064	3,407	1.6%
Total Income	2,275,833	2,625,473	2,719,545	94,072	3.6%

Expense

Staff (payroll + benefits)	1,653,973	1,877,270	1,728,554	220,713	11.8%
Electronic Resource Subscriptions	181,118	215,938	181,288	34,650	16.0%
Library Materials	512,634	705,124	544,347	160,776	22.8%
Library Materials Transferred to Assets	(512,634)	(705,124)	(544,347)	(160,776)	22.8%
Facilities	282,764	330,044	275,543	54,501	16.5%
Technology & Data	50,058	49,969	42,238	4,913	9.8%
General	12,780	19,273	27,938	(4,297)	-22.3%
Professional Development	1,410	2,556	3,101	(545)	-21.3%
Communications & Marketing	23	4,508	8	11,652	258.5%
Travel & Entertainment	108	274	0	274	100.0%
Professional Services	34,065	30,222	29,515	36,677	121.4%
Depreciation	846,681	825,379	813,072	12,307	1.5%
Total Expenses	3,062,980	3,355,434	3,101,257	254,177	7.6%

Net Income (Loss)

Investment Gain (Loss) ¹	4,389	6,667	(6,975)	(13,642)	-204.6%
Extraordinary Income	1,254,174	0	3,175,330	3,175,330	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	471,416	(723,294)	2,786,643	3,509,937	485.3%

Capitalized Expenditures

	0	420,000	0	420,000	100.0%
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FY 2020-21	FY 2021-22 YTD				Comments
	YTD Actual	Budget	Actual	\$ Fav (Unf)	
	1,953,705	2,239,724	2,300,536	60,812	2.7%
	22,131	21,091	17,760	(3,331)	-15.8%
	94,109	150,000	183,185	33,185	22.1%
	205,888	214,658	218,064	3,407	1.6%
	2,275,833	2,625,473	2,719,545	94,072	3.6%
	1,653,973	1,877,270	1,728,554	220,713	11.8%
	181,118	215,938	181,288	34,650	16.0%
	512,634	705,124	544,347	160,776	22.8%
	(512,634)	(705,124)	(544,347)	(160,776)	22.8%
	282,764	330,044	275,543	54,501	16.5%
	50,058	49,969	42,238	4,913	9.8%
	12,780	19,273	27,938	(4,297)	-22.3%
	1,410	2,556	3,101	(545)	-21.3%
	23	4,508	8	11,652	258.5%
	108	274	0	274	100.0%
	34,065	30,222	29,515	36,677	121.4%
	846,681	825,379	813,072	12,307	1.5%
	3,062,980	3,355,434	3,101,257	254,177	7.6%
	(787,147)	(729,961)	(381,712)	348,249	47.7%
	4,389	6,667	(6,975)	(13,642)	-204.6%
	1,254,174	0	3,175,330	3,175,330	0.0%
	0	0	0	0	0.0%
	471,416	(723,294)	2,786,643	3,509,937	485.3%
	0	420,000	0	420,000	100.0%

Los Angeles County Law Library
Income Statement for the Period Ending October 31, 2021
(Provisional and subject to year-end audit adjustments)

Oct 2020	Oct 2021				YTD Actual	FY 2021-22 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (-)			
Detailed Budget:												
Income:												
496,748	522,481	558,081	35,600	6.8%	15 FIN 303300	L.A. Superior Court Fees	1,953,705	2,239,724	2,300,536	60,812	2.7%	
0	0	0	0	0.0%	15 FIN 311000	Interest - LAIF	801	455	231	(224)	-49.3%	Low interest revenue due to market volatility and slow interest rate recovery.
4,690	5,000	5,220	220	4.4%	15 FIN 312000	Interest - General Fund	20,599	20,000	17,022	(2,978)	-14.9%	Low interest revenue due to market volatility and slow interest rate recovery.
166	159	128	(31)	-19.5%	15 FIN 313000	Interest - Deposit Fund	731	636	507	(129)	-20.3%	Low interest revenue due to market volatility and slow interest rate recovery.
4,856	5,159	5,348	189	3.7%		Subtotal	22,131	21,091	17,760	(3,331)	-15.8%	
Parking:												
25,770	37,500	47,494	9,994	26.7%	39 FAC 330100	Parking	94,109	150,000	183,185	33,185	22.1%	Revenue higher than expected due to court reopening in July.
25,770	37,500	47,494	9,994	26.7%		Subtotal	94,109	150,000	183,185	33,185	22.1%	
Library Services:												
179	90	33	(58)	-63.9%	27 CIRC 330150	Annual Designation Fee	618	205	358	153	74.4%	Timing variance.
8,476	9,335	13,227	3,892	41.7%	25 PS 330140	Annual Members Fee	35,046	35,443	49,750	14,307	40.4%	Lapsed Members returning to program faster than projected.
0	716	14,293	13,577	1896.2%	25 PS 330340	Course Registration	4,080	8,864	16,499	7,635	86.1%	FY21 sponsorship funds (\$6,000) applied to this year due to delay in receipt. Better than expected attendance at on-demand programs subsidized by OTF.
0	1,500	1,476	(24)	-1.6%	27 CIRC 330129	Copy Center	1	1,650	5,476	3,826	231.9%	Better than expected use of service once the library opened without appointment.
266	714	613	(101)	-14.2%	27 CIRC 330205	Document Delivery	2,163	1,786	1,908	122	6.8%	Better than expected use of service once the library opened without appointment.
0	1,600	927	(673)	-42.1%	27 CIRC 330210	Fines	8	4,000	6,231	2,231	55.8%	Timing variance. Better than expected revenue when the library reopened without an appointment.
19,073	0	9,592	9,592	0.0%	15 FIN 330310	Miscellaneous	19,073	7,500	11,185	3,685	49.1%	Includes State Fund 10% dividend payment.
0	0	25	25	0.0%	39 FAC 330330	Room Rental	0	0	25	25	0.0%	
0	0	0	0	0.0%	23 COL 330350	Book Replacement	5	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	19,895	0	0	0	0.0%	
120,000	0	0	0	0.0%	17 EXEC 330400	Friends of Law Library	120,000	145,000	120,000	(25,000)	-17.2%	Timing variance.
0	0	0	0	0.0%	25 PS 330420	Grants	0	0	0	0	0.0%	
0	77	44	(33)	-42.5%	15 FIN 330450	Vending	0	210	132	(78)	-37.1%	Timing variance.
5,000	10,000	6,500	(3,500)	-35.0%	39 FAC 330465	Special Events Income	5,000	10,000	6,500	(3,500)	-35.0%	
152,994	24,032	46,729	22,697	94.4%		Subtotal	205,888	214,658	218,064	3,407	1.6%	
680,368	589,172	657,653	68,481	11.6%		Total Income	2,275,833	2,625,473	2,719,545	94,072	3.6%	
Expenses:												
Staff:												
181,175	206,861	172,920	33,941	16.4%	ALL 501000	Salaries (FT)	815,389	930,874	828,829	102,045	11.0%	Reflects vacancy savings. Includes \$44K contingent 2% bonus.
0	(4,137)	0	(4,137)	100.0%	15 FIN 501025	Staff Vacancy Offset (FT)	0	(18,617)	0	(18,617)	100.0%	
14,476	20,870	13,376	7,495	35.9%	ALL 501050	Salaries (PT)	63,102	93,916	65,850	28,066	29.9%	Reflects vacancy savings. Includes \$44K contingent 2% bonus.
0	(417)	0	(417)	100.0%	15 FIN 501075	Staff Vacancy Offset (PT)	0	(1,878)	0	(1,878)	100.0%	
10,250	12,981	10,222	2,759	21.3%	15 FIN 502000	Social Security	53,023	58,413	52,909	5,504	9.4%	Reflects vacancy savings.
2,797	3,120	2,611	509	16.3%	15 FIN 503000	Medicare	13,161	14,040	12,620	1,420	10.1%	Reflects vacancy savings.
32,234	23,880	10,095	13,786	57.7%	15 FIN 511000	Retirement	375,027	460,640	435,939	24,701	5.4%	
0	8,333	8,333	0	0.0%	15 FIN 511050	Pension Exp (Actuarial)	0	33,333	33,332	1	0.0%	
0	0	0	0	0.0%	15 FIN 511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
50,079	55,500	45,069	10,431	18.8%	15 FIN 512000	Health Insurance	194,688	222,002	181,961	40,041	18.0%	Reflects vacancy savings.
372	432	334	98	22.6%	15 FIN 513000	Disability Insurance	1,476	1,727	1,389	338	19.6%	Reflects vacancy savings.
5,257	6,121	4,478	1,642	26.8%	15 FIN 514000	Dental Insurance	20,076	24,483	13,449	11,035	45.1%	Reflects vacancy savings.
542	702	498	204	29.1%	15 FIN 514500	Vision Insurance	2,132	2,807	1,430	1,377	49.0%	Reflects vacancy savings.
171	211	153	58	27.5%	15 FIN 515000	Life Insurance	684	823	621	202	24.6%	Reflects vacancy savings.
0	0	0	0	0.0%	15 FIN 515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
3,089	2,317	2,317	0	0.0%	15 FIN 516000	Workers Compensation Insurance	12,354	9,269	4,395	4,874	52.6%	Reflects 2020-21 policy year audit refund.
(2,340)	0	2,764	(2,764)	0.0%	15 FIN 517000	Unemployment Insurance	1,569	2,500	2,764	(264)	-10.6%	Reflects extended WC benefits and CARES Act offset.
1,825	4,967	125	4,842	97.5%	ALL 514010	Temporary Employment	6,893	15,868	1,668	14,200	89.5%	Timing variance.
0	3,000	472	2,528	84.3%	13 HR 514015	Recruitment	0	3,000	572	2,428	80.9%	Timing variance.

Los Angeles County Law Library
Income Statement for the Period Ending October 31, 2021
(Provisional and subject to year-end audit adjustments)

Oct 2020	Oct 2021				YTD Actual	FY 2021-22 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	Budget	Actual	\$ Fav (Unf)		% Fav (-)	
0	0	0	0	0.0%	15 FIN 517500	Accrued Sick Expense	0	0	0	0.0%		
0	0	0	0	0.0%	15 FIN 518000	Accrued Vacation Expense	0	0	0	0.0%		
21,667	21,667	21,665	2	0.0%	15 FIN 518500	OPEB Expense	86,668	86,667	86,660	7	0.0%	
219	300	264	36	11.9%	15 FIN 518550	TMP	4,305	4,400	777	3,623	82.4%	Some transit lines are free during pandemic.
965	1,250	838	412	33.0%	15 FIN 518560	Payroll and Benefit Administration	3,427	5,000	3,390	1,610	32.2%	Lower payroll processing fee due to continued vacancies.
322,777	350,625	296,534	71,423	20.4%		Total - Staff	1,653,973	1,877,270	1,728,554	220,713	11.8%	
						Library Materials/Electronic Resources Subscription:						
82,009	135,732	117,467	18,265	13.5%	23 COL 601999	American Continuations	374,846	542,928	397,340	145,588	26.8%	Timing variance. Potential shipping delays due to national/international supply chain slowdown due to COVID recoverv.
1,313	0	2,801	(2,801)	0.0%	23 COL 602999	American New Orders	6,826	5,951	8,547	(2,597)	-43.6%	Timing variance.
268	1,721	791	931	54.1%	23 COL 609199	Branch Continuations	5,485	6,885	4,976	1,910	27.7%	Timing variance. Potential shipping delays due to national/international supply chain slowdown due to COVID recoverv.
0	0	0	0	0.0%	23 COL 609299	Branch New Orders	0	0	0	0	0.0%	
(863)	12,674	2,344	10,330	81.5%	23 COL 603999	Commonwealth Continuations	62,754	50,696	69,218	(18,522)	-36.5%	Timing variance - large payment (\$55.5K) for UK materials. Line item expected to align with projections as FY progresses.
127	0	0	0	0.0%	23 COL 604999	Commonwealth New Orders	127	267	24	243	91.0%	Timing variance.
6,186	12,032	5,641	6,391	53.1%	23 COL 605999	Foreign Continuations	17,921	48,130	21,202	26,928	55.9%	Timing variance. Potential shipping delays due to national/international supply chain crisis due to COVID recoverv.
0	0	3	(3)	0.0%	23 COL 606999	Foreign New Orders	159	535	486	49	9.2%	Timing variance.
7,925	10,627	7,431	3,196	30.1%	23 COL 607999	International Continuations	37,077	42,508	38,396	4,112	9.7%	Timing variance.
19	0	343	(343)	0.0%	23 COL 608999	International New Orders	366	535	1,208	(673)	-125.8%	Timing variance.
351	1,605	341	1,264	78.7%	23 COL 609399	General/Librarianship Continuations	6,885	6,420	2,607	3,813	59.4%	Timing variance. Potential shipping delays due to national/international supply chain crisis due to COVID recoverv.
0	0	139	(139)	0.0%	23 COL 609499	General/Librarianship New Orders	187	268	343	(76)	-28.3%	Timing variance.
97,335	174,392	137,302	37,090	21.3%	23 COL 690000	Subtotal	512,634	705,124	544,347	160,776	22.8%	
(97,335)	(174,392)	(137,302)	(37,090)	21.3%	23 COL 690000	Library Materials Transferred to Assets	(512,634)	(705,124)	(544,347)	(160,776)	22.8%	
48,755	53,985	57,656	(3,672)	-6.8%	23 COL 685000	Electronic Resource Subscriptions (ERS)	181,118	215,938	181,288	34,650	16.0%	Timing variance. Large vendor monthly subscription costs totalling \$30,688 not paid in July (Lexis and Westlaw)
						Facilities:						
0	4,000	6,078	(2,078)	-52.0%	39 FAC 801005	Repair & Maintenance	7,544	16,000	11,016	4,984	31.2%	Timing variance. Awaiting resolutionof supply chain issues and completion by vendors.
1,203	1,777	1,419	359	20.2%	39 FAC 801010	Building Services	5,626	7,108	5,179	1,929	27.1%	Timing variance.
358	1,415	1,936	(521)	-36.8%	39 FAC 801015	Cleaning Supplies	960	5,660	2,971	2,689	47.5%	reduced operations/COVID19.
15,280	10,000	418	9,582	95.8%	39 FAC 801020	Electricity & Water	63,209	44,000	34,981	9,019	20.5%	
966	0	966	(966)	0.0%	39 FAC 801025	Elevator Maintenance	3,864	2,898	3,864	(966)	-33.3%	Delay in completion of CapEx project. Budget to be adjusted at mid-year.
0	3,800	3,421	379	10.0%	39 FAC 801030	Heating & Cooling	25,382	21,800	10,306	11,494	52.7%	Timing variance. Delayed invoicing from LA County.
20,385	23,387	24,157	(771)	-3.3%	15 FIN 801035	Insurance	81,847	93,547	96,629	(3,082)	-3.3%	
10,349	10,119	10,719	(600)	-5.9%	39 FAC 801040	Janitorial Services	40,747	40,476	40,892	(416)	-1.0%	
1,250	1,700	1,250	450	26.5%	39 FAC 801045	Landscaping	5,000	5,900	5,000	900	15.3%	Timing variance.
9,207	19,546	12,479	7,067	36.2%	39 FAC 801050	Security	47,004	68,992	59,930	9,062	13.1%	
0	0	0	0	0.0%	39 FAC 801060	Room Rental Expenses	0	0	0	0	0.0%	
0	17,000	1,614	15,386	90.5%	39 FAC 801065	Special Events Expenses	25	17,000	2,151	14,849	87.3%	Scaled down Pro Bono Week events due to COVID19.
0	210	0	210	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	145	840	0	840	100.0%	Timing variance.
170	0	0	0	0.0%	39 FAC 801110	Equipment (<3K)	549	2,000	1,748	252	12.6%	Purchase of paper drill for CMS.
0	0	0	0	0.0%	39 FAC 801115	Building Alterations (<3K)	0	2,500	0	2,500	100.0%	
392	392	146	246	62.8%	39 FAC 801120	Delivery & Postage	723	723	875	(152)	-21.1%	Pro Bono Week mailing.
0	150	0	150	100.0%	39 FAC 801125	Kitchen supplies	141	600	0	600	100.0%	reduced operations/COVID19.
59,559	93,496	64,603	28,893	30.9%		Subtotal	282,764	330,044	275,543	54,501	16.5%	
						Technology:						
1,899	1,955	1,177	778	39.8%	33 TECH 801210	Software Maintenance	7,851	8,085	4,708	3,377	41.8%	Timing variance.
1,978	2,407	1,875	532	22.1%	33 TECH 801212	Hardware Maintenance	7,914	9,628	7,246	2,382	24.7%	Timing variance.
384	167	0	167	100.0%	33 TECH 801215	Software (<\$3k)	857	668	0	668	100.0%	Timing variance.
2,775	80	0	80	100.0%	33 TECH 801220	Hardware (<\$3k)	3,204	320	1,836	(1,516)	-473.8%	Unbudgeted conference phone replacement expense .
0	0	0	0	0.0%	33 TECH 801225	Computer Supplies	0	0	0	0	0.0%	

Los Angeles County Law Library
Income Statement for the Period Ending October 31, 2021
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Oct 2020	Oct 2021				YTD Actual	FY 2021-22 YTD					Comments			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (-)					
4,849	4,877	5,079	(202)	-4.1%	33	TECH	801230	Integrated Library System	19,394	19,508	20,317	(809)	-4.1%	
1,694	1,800	1,698	102	5.7%	33	TECH	801235	Telecommunications	7,163	7,200	6,635	565	7.8%	Timing variance.
0	0	0	0	0.0%	33	TECH	801245	Tech & Data - Misc	0	400	80	320	79.9%	Timing variance.
0	0	674	(674)	0.0%	33	TECH	801250	Services	0	600	674	(74)	-12.3%	Timing variance.
1,313	890	0	890	100.0%	33	TECH	801275	Online Service Providers	3,675	3,560	741	2,819	79.2%	Timing variance.
14,893	12,176	10,503	1,673	13.7%				Subtotal	50,058	49,969	42,238	4,913	9.8%	
								General:						
477	583	374	209	35.8%	15	FIN	801310	Bank Charges	1,841	2,333	1,782	552	23.6%	Lower transaction volume.
875	910	891	19	2.1%	35	CMS	801315	Bibliographical Services	3,501	3,640	3,563	77	2.1%	
0	0	0	0	0.0%	35	CMS	801320	Binding	0	0	0	0	0.0%	
7	0	0	0	0.0%	17	EXEC	801325	Board Expense	7	0	0	0	0.0%	
0	0	0	0	0.0%	37	COM	801330	Staff meals & events	0	2,000	0	2,000	100.0%	Timing variance.
967	1,250	143	1,107	88.5%	15	FIN	801335	Supplies - Office	1,306	5,800	3,465	2,335	40.3%	Low office supply requests due to limited onsite staff.
0	2,800	2,794	6	0.2%	35	CMS	801337	Supplies - Library materials	0	2,800	2,794	6	0.2%	
0	0	0	0	0.0%	37	COM	801340	Stationery, business cards, etc.	0	500	0	500	100.0%	Timing variance.
0	0	0	0	0.0%	25	PS	801365	Grant Application Expenses	0	0	0	0	0.0%	
654	1,500	1,917	(417)	-27.8%	33	IT	801370	Copy Center Expense	1,281	2,700	2,998	(298)	-11.0%	
0	0	128	(128)	0.0%	15	FIN	801375	General - Misc	0	1,000	9,537	(8,537)	-853.7%	Reflects Fresh Start initiative fines waiver.
0	542	1,800	(1,258)	-232.1%	25	PS	801390	Course Registration	4,080	2,168	3,800	(1,632)	-75.3%	Reflects one-time funding class subsidy.
0	0	0	0	0.0%	17	EXEC	801395	Friends of Law Library	764	700	0	700	100.0%	
2,980	4,243	8,047	(462)	-10.9%				Subtotal	12,780	19,273	27,938	(4,297)	-22.3%	
								Professional Development:						
0	0	0	0	0.0%	ALL	803105	Travel	0	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL	803110	Meals	0	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL	803113	Incidental and miscellaneous	0	0	0	0	0	0.0%	
0	0	576	(576)	0.0%	ALL	803115	Membership dues	0	0	2,156	(2,156)	0.0%	Timing variance.	
0	104	0	104	100.0%	ALL	803120	Registration fees	1,410	2,556	945	1,611	63.0%	Conference format change to "online" reduced registrations costs. No travel cost incurred.	
0	0	0	0	0.0%	ALL	803125	Educational materials	0	0	0	0	0.0%		
0	104	576	(472)	-453.8%				Subtotal	1,410	2,556	3,101	(545)	-21.3%	
								Communications & Marketing:						
0	40	2	38	95.0%	37	COM	803205	Services	0	160	8	152	95.0%	Timing variance.
0	500	0	500	100.0%	37	COM	803210	Collateral materials	0	6,500	0	6,500	100.0%	Timing variance.
2	1,100	0	1,100	100.0%	37	COM	803215	Advertising	23	5,000	0	5,000	100.0%	Timing variance.
0	0	0	0	0.0%	37	COM	803220	Trade shows & Outreach	0	0	0	0	0.0%	
2	1,102	2	1,638	148.6%				Subtotal	23	4,508	8	11,652	258.5%	
								Travel & Entertainment						
0	0	0	0	0.0%	ALL	803305	Travel	0	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL	803310	Meals	0	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL	803315	Entertainment	0	0	0	0	0	0.0%	
0	74	0	74	100.0%	ALL	803320	Ground transportation & mileage reimb.	108	274	0	274	100.0%	Branch/partnership locations remain closed; traveling not yet resumed.	
0	0	0	0	0.0%	ALL	803325	Incidental travel expenses	0	0	0	0	0.0%		
0	74	0	74	100.0%				Subtotal	108	274	0	274	100.0%	
								Professional Services						
18,878	22,190	18,500	3,690	16.6%	15	FIN	804005	Accounting	20,455	22,890	22,890	0	0.0%	
2,896	1,833	2,100	(267)	-14.6%	17	EXEC	804008	Consulting Services	11,585	7,332	6,180	1,152	15.7%	Rate increase effective 10/1. Favorable variance will most likely diminish as the year progresses.
2,025	7,990	0	7,990	100.0%	17	EXEC	804010	Legal	2,025	31,870	0	31,870	100.0%	Delay in OTF project implementation.
0	400	205	195	48.8%	15	FIN	804015	Other	0	4,100	445	3,655	89.1%	Timing variance.
23,799	24,023	20,805	11,608	48.3%				Subtotal	34,065	30,222	29,515	36,677	121.4%	
								Depreciation:						
187,747	181,177	179,421	1,756	1.0%	15	FIN	806105	Depreciation - Library Materials	753,081	724,925	719,921	5,004	0.7%	
23,349	27,227	22,930	4,297	15.8%	15	FIN	806110	Depreciation Exp - FF&E	93,600	100,455	93,151	7,304	7.3%	Delay in CapEX projects.
211,097	208,404	202,351	6,053	2.9%				Subtotal	846,681	825,379	813,072	12,307	1.5%	
683,861	748,231	661,078	87,153	11.6%				Total Expense	3,062,980	3,355,434	3,101,257	254,177	7.6%	
(3,493)	(159,059)	(3,425)	155,635	-97.8%				Net Income Before Extraordinary Items	(787,147)	(729,961)	(381,712)	348,249	47.7%	

Los Angeles County Law Library
Income Statement for the Period Ending October 31, 2021
(Provisional and subject to year-end audit adjustments)

Oct 2020	Oct 2021				FY 2020-21	FY 2021-22 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (-)
(468)	1,667	(7,782)	(9,448)	-566.9%	15 FIN 321000	Investment Gain (Loss) ¹	4,389	6,667	(6,975)	(13,642)	-204.6%	Reflects gains/loss if sold at time of report (before maturity)
0	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	1,254,174	0	3,175,330	3,175,330	0.0%	One-time backfill funding from the State.
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
<u>(3,961)</u>	<u>(157,393)</u>	<u>(11,207)</u>	<u>146,186</u>	<u>-92.9%</u>		Net Income Including Extraordinary Items	<u>471,416</u>	<u>(723,294)</u>	<u>2,786,643</u>	<u>3,509,937</u>	<u>485.3%</u>	
Capital Expenditures:												
0	0	0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	10,000	0	10,000	100.0%	Delay in capital project completion.
0	0	0	0	0.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	0	195,000	0	195,000	100.0%	Delay in capital project completion.
0	60,000	0	60,000	100.0%	39 FAC 164500	Exterior Building Repairs/ Improvements (>3k)	0	75,000	0	75,000	100.0%	Delay in capital project completion.
0	0	0	0	0.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	140,000	0	140,000	100.0%	Delay in capital project completion.
0	0	0	0	0.0%	33 TECH 168000	Computer Software	0	0	0	0	0.0%	
<u>0</u>	<u>60,000</u>	<u>0</u>	<u>(60,000)</u>	<u>-100.0%</u>		Total - Capitalized Expenditures	<u>0</u>	<u>420,000</u>	<u>0</u>	<u>420,000</u>	<u>100.0%</u>	
CalPERS CERBT Trust Fund:												
						Beginning Balance		2,541,069				
						Administrative Expense		(108)				CalPERS CERBT program cost.
						Investment Expense		(79)				Investment management cost.
						Unrealized Gain/Loss		76,049				Fluctuating market conditions.
						Distribution						Distribution from Fund.
						Ending Balance		<u>2,616,932</u>				

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

Los Angeles County Law Library

Statement of Cash Flows

As of October 31, 2021

(Provisional and subject to year-end audit adjustments)

	10/31/2021	YTD
Cash flows from operating activities		
L.A. Superior court fees	558,081	2,300,536
Parking fees	47,494	183,185
Library services	46,729	3,273,394
(Increase) decrease in accounts receivable	(14,056)	137,162
(Increase) decrease in other receivable	28,443	(2,914)
Increase (decrease) in borrowers' deposit	1,515	7,973
Cash received from filing fees and services	668,206	5,899,335
Facilities	(64,603)	(275,543)
Technology	(10,503)	(42,238)
General	(8,047)	(27,938)
Professional development	(576)	(3,101)
Communications & marketing	(2)	(8)
Travel & entertainment	-	-
Professional services	(20,805)	(29,515)
Electronic Resource Subscriptions (ERS)	(57,656)	(181,288)
(Increase) decrease in prepaid expenses	30,856	(188,861)
Increase (decrease) in accounts payable	(5,990)	(123,779)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(137,327)	(872,270)
Staff (payroll + benefits)	(296,534)	(1,728,554)
Increase (decrease) in payroll liabilities	7,067	10,332
Increase (decrease) in accrued sick and vacation liability	-	(3,928)
Increase (decrease) in OPEB liability	21,665	86,660
Increase (decrease) in net pension liability	8,333	33,332
Cash payments to employees for services	(259,468)	(1,602,158)
Contributions received	-	120,000
Net cash from operating activities	271,411	3,544,906
Cash flow from capital and related financing activities		
Library materials	(137,302)	(544,347)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment	-	-
Investment earnings	5,348	17,760
Net cash increase (decrease) in cash and cash equivalents	139,457	3,018,320
Cash and cash equivalents, at beginning of period	13,668,713	10,789,850
Cash and cash equivalents, at end of period	13,808,170	13,808,170
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(8,773)	2,775,857
Adjustments for noncash effects:		
Depreciation	202,351	813,072
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(14,056)	137,162
(Increase) decrease in other receivable	28,443	(2,914)
(Increase) decrease in prepaid expenses	30,856	(188,861)
Increase (decrease) in accounts payable	(5,990)	(123,779)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	7,067	10,332
Increase (decrease) in accrued sick and vacation liability	-	(3,928)
Increase (decrease) in borrowers' deposit	1,515	7,973
Increase (decrease) in OPEB liability	21,665	86,660
Increase (decrease) in net pension liability	8,333	33,332
Net cash from operating activities	271,411	3,544,906

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2021 - November 30, 2021 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 10	ROMERO MAINTENANCE LLC	JANITORIAL SVC	10,544.14	TS00310223

10,544.14

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2021 - November 30, 2021 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 1	CHERRY PICK CAFE	SPECIAL EVENTS	174.38	V006439
November 5	WOLTERS KLUWER LAW & BUSINESS	BOOKS	859.74	V006425
	LEXISNEXIS MATTHEW BENDER	BOOKS	647.89	V006426
	CASTLE PUBLICATIONS	BOOKS	629.63	V006427
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	979.55	V006428
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,069.97	V006429
	INGRAM LIBRARY SERVICES	BOOKS	162.61	V006430
	JURIS PUBLISHING INC	BOOKS	53.19	V006431
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,637.25	V006432
	ALM THE LEGAL INTELLIGENCER	BOOKS	365.73	V006433
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	379.81	V006434
	UNITED NATIONS PUBLICATIONS	BOOKS	368.00	V006435
	THOMSON REUTERS	BOOKS	14,332.00	V006436
	GOBI LIBRARY SOLUTIONS	BOOKS	178.72	V006437
	ABD OFFICE SOLUTIONS	COPY CENTER	154.59	V006440
	BANDWIDTH.COM, INC.	TELECOM	743.80	V006441
	BRIGHTVIEW	LANDSCAPING	1,250.00	V006442
	BULBS.COM	REPAIR & MAINTENA	102.08	V006443
	GTT COMMUNICATIONS	TELECOM	315.29	V006444
	KONICA MINOLTA BUSINESS	COPY CENTER	97.61	V006445
	LA DEPT OF WATER & POWER	WATER/SEWER	418.49	V006446
	NASA SERVICES	BLDG SVCS	528.01	V006447
	PEOPLE2	RECRUITMENT	471.96	V006448
	STATE COMPENSATION	WORKERS COMP	2,317.33	V006449
	VALLEY WIDE AIR	REPAIR & MAINTENA	4,865.00	V006450
November 15	PRACTISING LAW INSTITUTE	BOOKS	1,814.22	V006452
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	474.69	V006453
	THOMSON REUTERS	BOOKS	79,835.50	V006454
	STATE BAR OF WISCONSIN	BOOKS	80.33	V006455
	WILLIAM S HEIN & CO	BOOKS	107.05	V006456
	GOBI LIBRARY SOLUTIONS	BOOKS	437.63	V006457
	STAMPS.COM	DELIVERY & POSTAG	24.99	V006458
November 16	ISOLVED BENEFIT SERVICES	PAYROLL/HR BENEFI	75.00	V006459
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	276.00	V006460
	ISOLVED BENEFIT SERVICES	SUSPENSE	1,339.68	V006461
November 18	GROUP GREETING	STAFF MEALS/EVEN	174.00	V006476
November 19	LEXISNEXIS MATTHEW BENDER	BOOKS	588.34	V006462
	GEORGE T BISEL COMPANY	BOOKS	213.72	V006463
	CALIFORNIA ANIMAL WELFARE ASSOCIATI	BOOKS	65.00	V006464

134,420.25

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2021 - November 30, 2021 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	811.47	V006465
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	144.83	V006466
	DATA TRACE PUBLISHING COMPANY	BOOKS	659.85	V006467
	JAMES PUBLISHING INC	BOOKS	163.16	V006468
	LIBRARY OF CONGRESS CDS	BOOKS	525.00	V006469
	PRACTISING LAW INSTITUTE	BOOKS	461.07	V006470
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	235.92	V006471
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	513.83	V006472
	GOBI LIBRARY SOLUTIONS	BOOKS	231.43	V006473
November 22				
	LEXISNEXIS MATTHEW BENDER	BOOKS	33,209.86	V006477
November 23				
	SYNCB AMAZON	STAFF MEALS & EVE	1,000.00	V006478
	AT&T MOBILITY	TELECOM	16.24	V006479
	KONICA MINOLTA BUSINESS	COPY CENTER	862.02	V006480
	STAMPS.COM	DELIVERY & POSTAG	300.00	V006481
November 30				
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,321.01	V006482
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,031.35	V006483
	INGRAM LIBRARY SERVICES	BOOKS	183.34	V006484
	PRACTISING LAW INSTITUTE	BOOKS	224.32	V006485
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	235.07	V006486

176,738.55

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2021 - November 30, 2021 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 5	SYNCB AMAZON	BOOKS	491.13	032121
	MINISTER OF FINANCE	BOOKS	72.69	032122
	WILLIAM S HEIN & CO	BOOKS	957.50	032123
	COUNTY OF LOS ANGELES	BANK CHARGES	49.52	032124
	COSMOS SOUND LIGHTING & VIDEO	SPECIAL EVENTS	975.63	032125
	COUNTY OF LOS ANGELES	REPAIR/MAINT	1,111.37	032126
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	966.00	032127
	METROLINK	TMP	526.75	032128
	NATIONAL 50 SECURITY	SECURITY	6,491.43	032129
	OCLC INC	SOFTWARE MAINT	670.08	032130
	NATIONAL 50 SECURITY	SECURITY	5,987.29	032131
November 15	OTTO HARRASSOWITZ	BOOKS	775.96	032132
November 16	GERARDO GONZALEZ ARAUJO	REFUND	70.00	032133
	MONICA PETERSON	REFUND	70.00	032134
	ROSE MAGUADOG PLANT	REFUND	140.00	032135
	AT&T	TELECOM	565.92	032136
	BRIDGES FILTER SERVICE, INC	BLDG SVCS	614.49	032137
	DIGITAL INSURANCE LLC	CONSULTING	2,100.00	032138
	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT INS	2,764.00	032139
	GUARDIAN	PREPAID EXP	8,012.90	032140
	COUNTY OF LOS ANGELES	HEATING/COOLING	3,420.74	032141
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	425.00	032142
November 18	CALIFORNIA DEPARTMENT OF TAX	USE TAX	1,448.00	032143
November 19	NESTOR ALEJANDRO HERRERA PRADA	BOOKS	174.00	032144
	LEXISNEXIS CANADA INC	BOOKS	267.58	032145
November 22	GARY M GOLE	REFUND	125.00	032146
November 23	SYNCB AMAZON	SUPPLIES-OFFICE	54.89	032147
	BRIDGES FILTER SERVICE, INC	BLDG SVCS	537.73	032148
	GOLDEN STATE ELECTRIC	REPAIR & MAINTENA	3,000.00	032149
	LANGUAGE PEOPLE INC	OTHER	205.00	032150
	NATIONAL 50 SECURITY	SECURITY	7,258.32	032151
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	032152
November 30	E ITURRIAGA Y CIA S A C	BOOKS	402.00	032153

50,905.92

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Presentation Regarding Performance of UBS Investments
- 4.2 Approval of Positions and Job Descriptions for Librarian Public Interest and Senior Librarian Public Interest

MEMORANDUM

DATE: December 15, 2021
TO: Board of Law Library Trustees
FROM: Marcelino Juarez, Finance Manager
RE: UBS Financial Services Inc. Investment Presentation

SUMMARY

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

BACKGROUND

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

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

The current value of our investment as of 12/8/2021 is \$5.9M.

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

Presentation materials will be distributed prior to the meeting.

RECOMMENDATION

No recommendation is being presented at this time.





Branch office:
 1255 Treat Blvd
 Suite 1000
 Walnut Creek, CA 94597

Financial Advisor:
 JAY FAMILY PTRS 888-583-7108
 9259371200

UBS Client Review

as of December 14, 2021

Prepared for

LA Law Library
 Attn: Marcelino Juarez

Accounts included in this review

Account	Name	Type
UX XX557	• BSA	• Business Service Account
Risk profile:	Conservative	
Return Objective:	Current Income and Capital Appreciation	

What's inside

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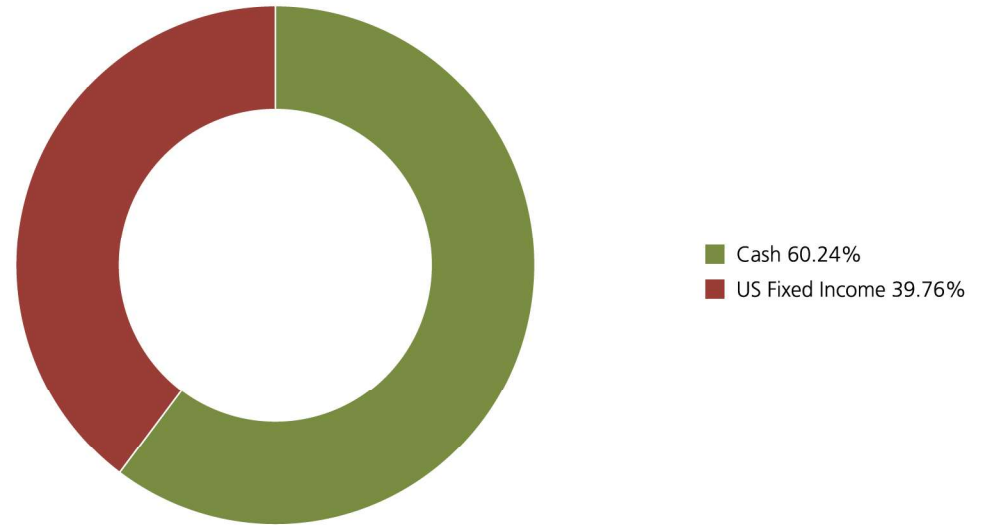
Asset allocation review

as of December 14, 2021

Summary of asset allocation

	Market value (\$)	% of Portfolio
Cash	3,608,178.06	60.24
Cash	3,608,178.06	60.24
Fixed Income	2,381,607.75	39.76
US	2,381,607.75	39.76
Equity	0.00	0.00
Commodities	0.00	0.00
Non-Traditional	0.00	0.00
Other	0.00	0.00
Total Portfolio	\$5,989,785.81	100%

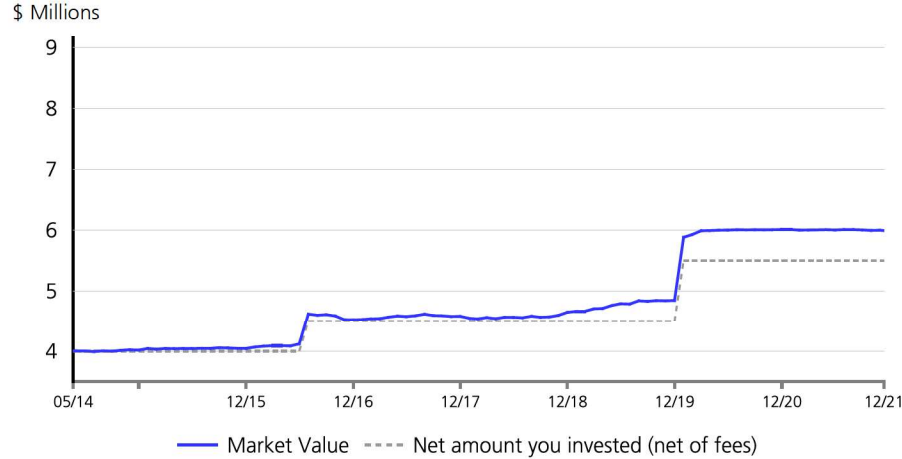
Balanced mutual funds represented in multiple asset classes based on Morningstar allocations



Performance review

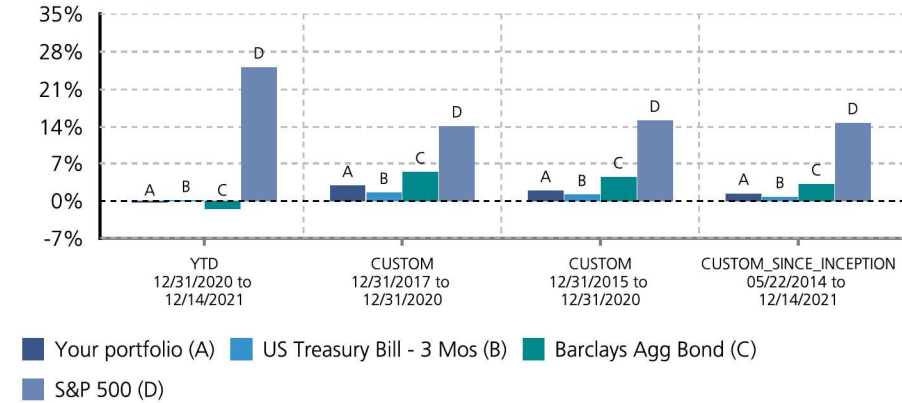
as of December 14, 2021

Sources of portfolio value



Portfolio and selected benchmark returns

Net Time-weighted returns annualized



Portfolio value and investment results

Performance returns (annualized > 1 year)

	YTD For the period of 12/31/2020 to 12/14/2021	For the period of 12/31/2017 to 12/31/2020	For the period of 12/31/2015 to 12/31/2020	For the period of 05/22/2014 to 12/14/2021
Opening value	6,006,259.25	4,581,472.12	4,041,290.62	4,000,000.00
Net deposits/withdrawals	175.00	1,000,000.00	1,500,150.00	1,500,175.00
Div./interest income	160.06	9,621.71	11,744.53	13,762.17
Change in accr. interest	0.00	0.00	0.00	0.00
Change in value	-16,808.50	415,165.42	453,074.10	475,848.64
Closing value	5,989,785.81	6,006,259.25	6,006,259.25	5,989,785.81
Net Time-weighted ROR	-0.28	2.82	1.90	1.35

Net deposits and withdrawals include program and account fees.

Time weighted rates of return (net of fees)

Performance returns (annualized > 1 year)

	YTD For the period of 12/31/2020 to 12/14/2021	For the period of 12/31/2017 to 12/31/2020	For the period of 12/31/2015 to 12/31/2020	For the period of 05/22/2014 to 12/14/2021
Your portfolio(%)	-0.28	2.82	1.90	1.35
US Treasury Bill - 3 Mos	0.04	1.52	1.13	0.75
Barclays Agg Bond	-1.46	5.34	4.43	3.12
S&P 500	25.08	14.17	15.20	14.76

Past performance does not guarantee future results and current performance may be lower/higher than past data presented.



Performance by account

as of December 14, 2021

Summary of performance by account

UX XX557 • BSA • Business Service Account
 Prepared for: **LA Law Library**
 Risk profile: Conservative
 Return Objective: Current Income and Capital Appreciation

					Performance returns (annualized > 1 year)			
					YTD	For the period of	For the period of	For the period of
					12/31/2020 to	12/31/2017 to	12/31/2015 to	For the period of
					12/14/2021	12/31/2020	12/31/2020	Start Date to
					12/14/2021	12/31/2020	12/31/2020	12/14/2021
Performance start date	Value on 12/14/2021 (\$)	% of portfolio						
UX XX557 BSA•Business Service Account	May 22, 2014	5,989,785.81	100.00%	Net time-weighted	-0.28%	2.82%	1.90%	1.35%
Risk profile: Conservative								
Return objective: Current Income and Capital Appreciation								
Total Portfolio	May 22, 2014	\$5,989,785.81	100%	Net time-weighted	-0.28%	2.82%	1.90%	1.35%

					YTD	For the period of	For the period of	For the period of
					12/31/2020 to	12/31/2017 to	12/31/2015 to	For the period of
					12/14/2021	12/31/2020	12/31/2020	Start Date to
					12/14/2021	12/31/2020	12/31/2020	12/14/2021
Benchmarks - Annualized time-weighted returns								
US Treasury Bill - 3 Mos					0.04%	1.52%	1.13%	0.75%
Barclays Agg Bond					-1.46%	5.34%	4.43%	3.12%
S&P 500					25.08%	14.17%	15.20%	14.76%

Past performance does not guarantee future results and current performance may be lower/higher than past data presented.



Expected cash flow

from 01/01/2022 to 12/31/2022

Summary of expected cash flows

	2022												
	January	February	March	April	May	June	July	August	September	October	November	December	Total (\$)
Total Portfolio	7	7	7	7	7	7	7	7	7	7	7	7	86
Taxable	7	7	7	7	7	7	7	7	7	7	7	7	86
Taxable U.S. income	7	7	7	7	7	7	7	7	7	7	7	7	
Dividends	7	7	7	7	7	7	7	7	7	7	7	7	86

Includes all fixed income securities in the selected portfolio.



Expected cash flow - from 01/01/2022 to 12/31/2022 (continued)

Details of expected cash flows

	2022												Total (\$)	
	January	February	March	April	May	June	July	August	September	October	November	December		
Total Portfolio	7	7	7	7	7	7	7	7	7	7	7	7	7	86

Taxable

Taxable U.S. income

	Quantity	2022												Total (\$)	
		January	February	March	April	May	June	July	August	September	October	November	December		
FEDERATED HERMES U.S.	1,581,820.58	7.17	7.17	7.17	7.17	7.17	7.17	7.17	7.17	7.17	7.17	7.17	7.17	7.17	86.05
TREASURY CASH RESERVES		Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20		
Total Dividends		7	7	7	7	7	7	7	7	7	7	7	7	86	

	2022												Total (\$)	
	January	February	March	April	May	June	July	August	September	October	November	December		
Total Portfolio	7	7	7	7	7	7	7	7	7	7	7	7	7	86

Includes all fixed income securities in the selected portfolio.



Additional information about your portfolio

as of December 14, 2021

Inception to date net time-weighted returns(annualized > 1 year)

	Performance	ITD Start date to 12/14/2021
Consolidated	05/22/2014	1.35%
Account UX XX557	05/22/2014	1.35%



Disclosures applicable to accounts at UBS Financial Services Inc.

This section contains important disclosures regarding the information and valuations presented here. All information presented is subject to change at any time and is provided only as of the date indicated. The information in this report is for informational purposes only and should not be relied upon as the basis of an investment or liquidation decision. UBS FS account statements and official tax documents are the only official record of your accounts and are not replaced, amended or superseded by any of the information presented in these reports. You should not rely on this information in making purchase or sell decisions, for tax purposes or otherwise.

UBS FS offers a number of investment advisory programs to clients, acting in our capacity as an investment adviser, including fee-based financial planning, discretionary account management, non-discretionary investment advisory programs, and advice on the selection of investment managers and mutual funds offered through our investment advisory programs. When we act as your investment adviser, we will have a written agreement with you expressly acknowledging our investment advisory relationship with you and describing our obligations to you. At the beginning of our advisory relationship, we will give you our Form ADV brochure(s) for the program(s) you selected that provides detailed information about, among other things, the advisory services we provide, our fees, our personnel, our other business activities and financial industry affiliations and conflicts between our interests and your interests.

In our attempt to provide you with the highest quality information available, we have compiled this report using data obtained from recognized statistical sources and authorities in the financial industry. While we believe this information to be reliable, we cannot make any representations regarding its accuracy or completeness. Please keep this guide as your Advisory Review.

Please keep in mind that most investment objectives are long term. Although it is important to evaluate your portfolio's performance over multiple time periods, we believe the greatest emphasis should be placed on the longer period returns.

Please review the report content carefully and contact your Financial Advisor with any questions.

Client Accounts: This report may include all assets in the accounts listed and may include eligible and ineligible assets in a fee-based program. Since ineligible assets are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your accounts and does not reflect the performance of your accounts in the fee-based program. As a result, the performance reflected in this report can

vary substantially from the individual account performance reflected in the performance reports provided to you as part of those programs. For fee-based programs, fees are charged on the market value of eligible assets in the accounts and assessed quarterly in advance, prorated according to the number of calendar days in the billing period. When shown on a report, the risk profile and return objectives describe your overall goals for these accounts. For each account you maintain, you choose one return objective and a primary risk profile. If you have questions regarding these objectives or wish to change them, please contact your Financial Advisor to update your account records.

Performance: This report presents account activity and performance depending on which inception type you've chosen. The two options are: (1) All Assets (Since Performance Start): This presents performance for all assets since the earliest possible date; (2) Advisory Assets (Advisory Strategy Start) for individual advisory accounts: This presents Advisory level performance since the Latest Strategy Start date; If an account that has never been managed is included in the consolidated report, the total performance of that unmanaged account will be included since inception.

Time-weighted Returns for accounts / SWP/AAP sleeves (Monthly periods): The report displays a time weighted rate of return (TWR) that is calculated using the Modified Dietz Method. This calculation uses the beginning and ending portfolio values for the month and weighs each contribution/withdrawal based upon the day the cash flow occurred. Periods greater than one month are calculated by linking the monthly returns. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. All periods shown which are greater than 12 months are annualized. This applies to all performance for all assets before 09/30/2010, Advisory assets before 12/31/2010 and SWP sleeves before 04/30/2018.

Time-weighted Returns for accounts / SWP/AAP sleeves (Daily periods): The report displays a time weighted rate of return (TWR) that is calculated by dividing the portfolio's daily gain/loss by the previous day's closing market value plus the net value of cash flows that occurred during the day, if it was positive. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. Periods greater than one day are calculated by linking the daily returns. All periods shown which are greater than 12 months are annualized. For reports generated prior to 01/26/2018, the performance calculations used the account's end of day value on the performance inception (listed in the report under the column "ITD") and all cash flows were posted at end of day. As a result of the change, the overall rate of return (TWR) and beginning market value displayed can vary from prior generated reports. This

applies to all performance for all assets on or after 09/30/2010, Advisory assets on or after 12/31/2010, SWP/AAP sleeves on or after 04/30/2018 as well as all Asset Class and Security level returns.

Money-weighted returns: Money-weighted return (MWR) is a measure of the rate of return for an asset portfolio of assets. It is calculated by finding the daily Internal Rate of Return (IRR) for the period and then compounding this return by the number of days in the period being measured. The MWR incorporates the size and timing of cash flows, so it is an effective measure of returns on a portfolio.

Annualized Performance: All performance periods greater than one year are calculated (unless otherwise stated) on an annualized basis, which represents the return on an investment multiplied or divided to give a comparable one year return.

Cumulative Performance: A cumulative return is the aggregate amount that an investment has gained or lost over time, independent of the period of time involved.

Net of Fees and Gross of Fees Performance: Performance is presented on a "net of fees" and "gross of fees" basis, where indicated. Net returns do not reflect Program and wrap fees prior to 10/31/10 for accounts that are billed separately via invoice through a separate account billing arrangement. Gross returns do not reflect the deduction of fees, commissions or other charges. The payment of actual fees and expenses will reduce a client's return. The compound effect of such fees and expenses should be considered when reviewing returns. For example, the net effect of the deduction of fees on annualized performance, including the compounded effect over time, is determined by the relative size of the fee and the account's investment performance. It should also be noted that where gross returns are compared to an index, the index performance also does not reflect any transaction costs, which would lower the performance results. Market index data maybe subject to review and revision.

Benchmark/Major Indices: The past performance of an index is not a guarantee of future results. Any benchmark is shown for informational purposes only and relates to historical performance of market indices and not the performance of actual investments. Although most portfolios use indices as benchmarks, portfolios are actively managed and generally are not restricted to investing only in securities in the index. As a result, your portfolio holdings and performance may vary substantially from the index. Each index reflects an unmanaged universe of securities without any deduction for advisory fees or other expenses that would reduce actual returns, as well as the reinvestment of all income and dividends. An actual investment in the securities included in the index would require an investor to incur transaction costs, which would lower the performance

results. Indices are not actively managed and investors cannot invest directly in the indices. Market index data maybe subject to review and revision. Further, there is no guarantee that an investor's account will meet or exceed the stated benchmark. Index performance information has been obtained from third parties deemed to be reliable. We have not independently verified this information, nor do we make any representations or warranties to the accuracy or completeness of this information.

Blended Index - For Advisory accounts, Blended Index is designed to reflect the asset categories in which your account is invested. For Brokerage accounts, you have the option to select any benchmark from the list.

For certain products, the blended index represents the investment style corresponding to your client target allocation. If you change your client target allocation, your blended index will change in step with your change to your client target allocation.

Blended Index 2 - 8 - are optional indices selected by you which may consist of a blend of indexes. For advisory accounts, these indices are for informational purposes only. Depending on the selection, the benchmark selected may not be an appropriate basis for comparison of your portfolio based on its holdings.

For strategies that are highly customized, such as Concentrated Equity Solutions (CES), benchmarks are broad market indices included for general reference and are not intended to show comparative market performance or potential portfolios with risk or return profiles similar to your account. Benchmark indices are shown for illustrative purposes only.

Custom Time Periods: If represented on this report, the performance start date and the performance end date have been selected by your Financial Advisor in order to provide performance and account activity information for your account for the specified period of time only. As a result, only a portion of your account's activity and performance information is presented in the performance report, and, therefore, presents a distorted representation of your account's activity and performance.

Net Deposits/Withdrawals: When shown on a report, this information represents the net value of all cash and securities contributions and withdrawals, program fees (including wrap fees) and other fees added to or subtracted from your accounts from the first day to the last day of the period. When fees are shown separately, net deposits / withdrawals does not include program fees (including wrap fees). When investment return is displayed net deposits / withdrawals does not include program fees (including wrap fees). For security contributions and withdrawals, securities are calculated using the end of day UBS FS price on the day securities



Disclosures applicable to accounts at UBS Financial Services Inc. (continued)

are delivered in or out of the accounts. Wrap fees will be included in this calculation except when paid via an invoice or through a separate accounts billing arrangement. When shown on Client summary and/or Portfolio review report, program fees (including wrap fees) may not be included in net deposits/withdrawals. PACE Program fees paid from sources other than your PACE account are treated as a contribution. A PACE Program Fee rebate that is not reinvested is treated as a withdrawal.

Deposits: When shown on a report, this information represents the net value of all cash and securities contributions added to your accounts from the first day to the last day of the period. On Client Summary Report and/or Portfolio Review Report, this may exclude the Opening balance. For security contributions, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts.

Withdrawals: When shown on a report, this information represents the net value of all cash and securities withdrawals subtracted from your accounts from the first day to the last day of the period. On Client summary and/or portfolio review report Withdrawals may not include program fees (including wrap fees). For security withdrawals, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts.

Dividends/Interest: Dividend and interest earned, when shown on a report, does not reflect your account's tax status or reporting requirements. Use only official tax reporting documents (i.e. 1099) for tax reporting purposes. The classification of private investment distributions can only be determined by referring to the official year-end tax-reporting document provided by the issuer.

Change in Accrued Interest: When shown on a report, this information represents the difference between the accrued interest at the beginning of the period from the accrued interest at the end of the period.

Change in Value: Represents the change in value of the portfolio during the reporting period, excluding additions/withdrawals, dividend and interest income earned and accrued interest. Change in Value may include program fees (including wrap fees) and other fees.

Fees: Fees represented in this report include program and wrap fees. Program and wrap fees prior to October 1, 2010 for accounts that are billed separately via invoice through a separate account billing arrangement are not included in this report.

Performance Start Date Changes: The Performance Start Date for accounts marked with a 'A' have changed. Performance figures of an account with a changed

Performance Start Date may not include the entire history of the account. The new Performance Start Date will generate performance returns and activity information for a shorter period than is available at UBS FS. As a result, the overall performance of these accounts may generate better performance than the period of time that would be included if the report used the inception date of the account. UBS FS recommends reviewing performance reports that use the inception date of the account because reports with longer time frames are usually more helpful when evaluating investment programs and strategies. Performance reports may include accounts with inception dates that precede the new Performance Start Date and will show performance and activity information from the earliest available inception date.

The change in Performance Start Date may be the result of a performance gap due to a zero-balance that prevents the calculation of continuous returns from the inception of the account. The Performance Start Date may also change if an account has failed one of our performance data integrity tests. In such instances, the account will be labeled as 'Review Required' and performance prior to that failure will be restricted. Finally, the Performance Start Date will change if you have explicitly requested a performance restart. Please contact your Financial Advisor for additional details regarding your new Performance Start Date.

Closed Account Performance: Accounts that have been closed may be included in the consolidated performance report. When closed accounts are included in the consolidated report, the performance report will only include information for the time period the account was active during the consolidated performance reporting time period.

Important information on options-based strategies: Options involve risk and are not suitable for everyone. Prior to buying or selling an option investors must read a copy of the Characteristics & Risks of Standardized Options, also known as the options disclosure document (ODD). It explains the characteristics and risks of exchange traded options. The options risk disclosure document can be accessed at the following web address: www.optionsclearing.com/about/publications/character-risks.

Concentrated Equity Solutions (CES) managers are not involved in the selection of the underlying stock positions. The CES Strategy seeks to manage idiosyncratic (un-systematic) risk through options trades on a client's existing concentrated equity position(s). The Manager will advise only on the options selection in order to pursue the strategy in connection with the underlying stock position(s) deposited in the account. It is important to keep this in mind when evaluating the manager's performance since the account's performance will include the performance of the underlying equity position that is not being managed. CES use options to

seek to achieve your investment objectives regarding your concentration stock position. Options strategies change the potential return profile of your stock. In certain scenarios, such as call writing, the call position will limit your ability to participate in any potential increase in the underlying equity position upon which the call was written. Therefore, in some market conditions, particularly during periods of significant appreciation of the underlying equity position(s), the CES account will decrease the performance that would have been achieved had the stock been held long without implementing the CES strategy.

Portfolio: For purposes of this report "portfolio" is defined as all of the accounts presented on the cover page or the header of this report and does not necessarily include all of the client's accounts held at UBS FS or elsewhere.

Percentage: Portfolio (in the "% Portfolio / Total" column) includes all holdings held in the account(s) selected when this report was generated. Broad asset class (in the "% broad asset class" column) includes all holdings held in that broad asset class in the account(s) selected when this report was generated.

Pricing: All securities are priced using the closing price reported on the last business day preceding the date of this report. Every reasonable attempt has been made to accurately price securities; however, we make no warranty with respect to any security's price. Please refer to the back of the first page of your UBS FS account statement for important information regarding the pricing used for certain types of securities, the sources of pricing data and other qualifications concerning the pricing of securities. To determine the value of securities in your account, we generally rely on third party quotation services. If a price is unavailable or believed to be unreliable, we may determine the price in good faith and may use other sources such as the last recorded transaction. When securities are held at another custodian or if you hold illiquid or restricted securities for which there is no published price, we will generally rely on the value provided by the custodian or issuer of that security.

Cash: Cash on deposit at UBS Bank USA is protected by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 in principal and accrued interest per depositor for each ownership type. Deposits made in an individual's own name, joint name, or individual retirement account are each held in a separate type of ownership. Such deposits are not guaranteed by UBS FS. More information is available upon request.

Asset Allocation: Your allocation analysis is based on your current portfolio. The Asset Allocation portion of this report shows the mix of various investment classes in your account. An asset allocation that shows a significantly higher percentage of equity investments

may be more appropriate for an investor with a more aggressive investment strategy and higher tolerance for risk. Similarly, the asset allocation of a more conservative investor may show a higher percentage of fixed income investments.

Separately Managed Accounts and Pooled Investment Vehicles (such as mutual funds, closed end funds and exchanged traded funds): The asset classification displayed is based on firm's proprietary methodology for classifying assets. Please note that the asset classification assigned to rolled up strategies may include individual investments that provide exposure to other asset classes. For example, an International Developed Markets strategy may include exposure to Emerging Markets, and a US Large Cap strategy may include exposure to Mid Cap and Small Cap, etc.

Mutual Fund Asset Allocation: If the option to unbundle balanced mutual funds is selected and if a fund's holdings data is available, mutual funds will be classified by the asset class, subclass, and style breakdown of their underlying holdings. Where a mutual fund or ETF contains equity holdings from multiple equity sectors, this report will proportionately allocate the underlying holdings of the fund to those sectors measured as a percentage of the total fund's asset value as of the date shown.

This information is supplied by Morningstar, Inc. on a daily basis to UBS FS based on data supplied by the fund which may not be current. Mutual funds change their portfolio holdings on a regular (often daily) basis. Accordingly, any analysis that includes mutual funds may not accurately reflect the current composition of these funds. If a fund's underlying holding data is not available, it will be classified based on its corresponding overall Morningstar classification. All data is as of the date indicated in the report.

All pooled investment vehicles (such as mutual funds, closed end mutual funds, and exchange traded funds) incorporate internal management and operation expenses, which are reflected in the performance returns. Please see relevant fund prospectus for more information. Please note, performance for mutual funds is inclusive of multiple share classes.

Ineligible Assets: We require that you hold and purchase only eligible managed assets in your advisory accounts. Please contact your Financial Advisor for a list of the eligible assets in your program. These reports may provide performance information for eligible and ineligible assets in a fee-based program. Since ineligible assets are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your advisory assets. As a result, the performance reflected in this report can vary substantially from the individual account performance reflected in the performance reports provided to you as



Disclosures applicable to accounts at UBS Financial Services Inc. (continued)

part of those programs. For fee-based programs, fees are charged on the market value of eligible assets in the accounts and assessed quarterly in advance, prorated according to the number of calendar days in the billing period. Neither UBS nor your Financial Advisor will act as your investment adviser with respect to Ineligible Assets.

Variable Annuity Asset Allocation: If the option to unbundle a variable annuity is selected and if a variable annuity's holdings data is available, variable annuities will be classified by the asset class, subclass, and style breakdown for their underlying holdings. Where a variable annuity contains equity holdings from multiple equity sectors, this report will proportionately allocate the underlying holdings of the variable annuity to those sectors measured as a percentage of the total variable annuity's asset value as of the date shown.

This information is supplied by Morningstar, Inc. on a weekly basis to UBS FS based on data supplied by the variable annuity which may not be current. Portfolio holdings of variable annuities change on a regular (often daily) basis. Accordingly, any analysis that includes variable annuities may not accurately reflect the current composition of these variable annuities. If a variable annuity's underlying holding data is not available, it will remain classified as an annuity. All data is as of the date indicated in the report.

Equity Style: The Growth, Value and Core labels are determined by Morningstar. If an Equity Style is unclassified, it is due to non-availability of data required by Morningstar to assign it a particular style.

Equity Capitalization: Market Capitalization is determined by Morningstar. Equity securities are classified as Large Cap, Mid Cap or Small Cap by Morningstar. Unclassified securities are those for which no capitalization is available on Morningstar.

Estimated Annual Income: The Estimated Annual Income is calculated by summing the previous four dividend/interest rates per share and multiplying by the quantity of shares held in the selected account(s) as of the End Date of Report. For savings product & sweep funds this value is not calculated and is displayed as 0.

Accrued Interest: Interest that has accumulated between the most recent payment and the report date may be reflected in market values for interest bearing securities.

Tax Status: "Taxable" includes all securities held in a taxable account that are subject to federal and/or state or local taxation. "Tax-exempt" includes all securities held in a taxable account that are exempt from federal, state and local taxation. "Tax-deferred" includes all securities held in a tax-deferred account, regardless of the status of the security.

Cash Flow: This Cash Flow analysis is based on the historical dividend, coupon and interest payments you have received as of the Record Date in connection with the securities listed and assumes that you will continue to hold the securities for the periods for which cash flows are projected. The attached may or may not include principal paybacks for the securities listed. These potential cash flows are subject to change due to a variety of reasons, including but not limited to, contractual provisions, changes in corporate policies, changes in the value of the underlying securities and interest rate fluctuations. The effect of a call on any security(s) and the consequential impact on its potential cash flow(s) is not reflected in this report. Payments that occur in the same month in which the report is generated -- but prior to the report run ("As of") date -- are not reflected in this report. In determining the potential cash flows, UBS FS relies on information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Although UBS FS generally updates this information as it is received, the Firm does not provide any assurances that the information listed is accurate as of the Record Date. Cash flows for mortgage-backed, asset-backed, factored, and other pass-through securities are based on the assumptions that the current face amount, principal pay-down, interest payment and payment frequency remain constant. Calculations may include principal payments, are intended to be an estimate of future projected interest cash flows and do not in any way guarantee accuracy.

Expected Cash Flow reporting for Puerto Rico Income Tax Purposes: Expected Cash Flow reporting may be prepared solely for Puerto Rico income tax purposes only. If you have received expected cash flow reporting for Puerto Rico income tax purposes only and are NOT subject to Puerto Rico income taxes, you have received this reporting in error and you should contact your Financial Advisor immediately. Both the Firm and your Financial Advisor will rely solely upon your representations and will not make the determination of whether you are subject to Puerto Rico income taxes. If you have received this reporting and you are NOT subject to Puerto Rico income taxes, the information provided in this reporting is inaccurate and should not be relied upon by you or your advisers. Neither UBS FS nor its employees or associated persons provide tax or legal advice. You should consult with your tax and/or legal advisors regarding your personal circumstances.

Accounts Included in this Report: The account listing may or may not include all of your accounts with UBS FS. The accounts included in this report are listed under the "Accounts included in this review" shown on the first page or listed at the top of each page. If an account number begins with "@" this denotes assets or liabilities

held at other financial institutions. Information about these assets, including valuation, account type and cost basis, is based on the information you provided to us, or provided to us by third party data aggregators or custodians at your direction. We have not verified, and are not responsible for, the accuracy or completeness of this information.

Account name(s) displayed in this report and labels used for groupings of accounts can be customizable "nicknames" chosen by you to assist you with your recordkeeping or may have been included by your financial advisor for reference purposes only. The names used have no legal effect, are not intended to reflect any strategy, product, recommendation, investment objective or risk profile associated with your accounts or any group of accounts, and are not a promise or guarantee that wealth, or any financial results, can or will be achieved. All investments involve the risk of loss, including the risk of loss of the entire investment.

For more information about account or group names, or to make changes, contact your Financial Advisor.

Account changes: At UBS, we are committed to helping you work toward your financial goals. So that we may continue providing you with financial advice that is consistent with your investment objectives, please consider the following two questions:

- 1) Have there been any changes to your financial situation or investment objectives?
 - 2) Would you like to implement or modify any restrictions regarding the management of your account?
- If the answer to either question is "yes," it is important that you contact your Financial Advisor as soon as possible to discuss these changes. For MAC advisory accounts, please contact your investment manager directly if you would like to impose or change any investment restrictions on your account.

ADV disclosure: A complimentary copy of our current Form ADV Disclosure Brochure that describes the advisory program and related fees is available through your Financial Advisor. Please contact your Financial Advisor if you have any questions.

Important information for former Piper Jaffray and McDonald Investments clients: As an accommodation to former Piper Jaffray and McDonald Investments clients, these reports include performance history for their Piper Jaffray accounts prior to August 12, 2006 and McDonald Investments accounts prior to February 9, 2007, the date the respective accounts were converted to UBS FS. UBS FS has not independently verified this information nor do we make any representations or warranties as to the accuracy or completeness of that information and will not be liable to you if any such information is unavailable, delayed or inaccurate.

For insurance, annuities, and 529 Plans, UBS FS relies on

information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Information for insurance, annuities, and 529 Plans that has been provided by a third party service may not reflect the quantity and market value as of the previous business day. When available, an "as of" date is included in the description.

Investors outside the U.S. are subject to securities and tax regulations within their applicable jurisdiction that are not addressed in this report. Nothing in this report shall be construed to be a solicitation to buy or offer to sell any security, product or service to any non-U.S. investor, nor shall any such security, product or service be solicited, offered or sold in any jurisdiction where such activity would be contrary to the securities laws or other local laws and regulations or would subject UBS to any registration requirement within such jurisdiction.

Performance History prior to the account's inception at UBS Financial Services, Inc. may have been included in this report and is based on data provided by third party sources. UBS Financial Services Inc. has not independently verified this information nor does UBS Financial Services Inc. guarantee the accuracy or validity of the information.

Important information about brokerage and advisory services. As a firm providing wealth management services to clients, UBS Financial Services Inc. offers investment advisory services in its capacity as an SEC-registered investment adviser and brokerage services in its capacity as an SEC-registered broker-dealer. Investment advisory services and brokerage services are separate and distinct, differ in material ways and are governed by different laws and separate arrangements. It is important that clients understand the ways in which we conduct business, that they carefully read the agreements and disclosures that we provide to them about the products or services we offer. For more information, please review client relationship summary provided at ubs.com/relationshipsummary.

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MEMORANDUM

DATE: December 15, 2021

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director
Malinda Muller, Patron Services Director

RE: Approval of Positions and Job Descriptions for Librarian Public Interest and Senior Librarian Public Interest

SUMMARY

The Board of Trustees is asked to add a Librarian, Public Interest position to the Staff at the Law Library, to upgrade the position of Managing Librarian, Public Interest to Senior Librarian, Public Interest and to approve the attached job descriptions. Staff recommends these changes to improve and expand the services provided to our patrons as discussed below.

BACKGROUND AND ANALYSIS

The changes to the Public Interest division are part of a larger plan, funded by one time funding (OTF) from the State. The larger OTF Expenditure Plan, which will include both one time and ongoing expenditures, will be brought back to the Board in January. This component is brought forward now, though, because it is segregable, ready for your review and will benefit patrons as soon as it can be implemented. The 2021 Finance Committee of the Board has already reviewed some preliminary concepts of the OTF Expenditure Plan and will review and make a recommendation regarding the full plan prior to the January Board Meeting.

The fastest-growing area of need – and area of programming -- at the Law Library has been addressing the legal needs of self-represented individuals and the most vulnerable and underserved in our community. Staff in the Public Interest division, with the support of the entire LA Law Library team, have done a fantastic job of expanding services, awareness and offerings. (Classes and events have expanded more than 20-fold in the past decade!) However, we currently have only two employees in the Public Interest division (one Managing Librarian and one Library Associate) and have essentially reached capacity of what can be done with such limited staffing.

Fortunately, the OTF allocation gives us the opportunity to add a position and expand services and offerings. A number of our Public Interest programs (such as Lawyers in the Library) could be offered both remotely and in person; others (such as Ask a Lawyer) could be offered on additional topics or more frequently; new partnerships are continuously being developed and there are new models and programs yet to be tested (such as virtual form-filling workshops). The need and demand are certainly there and we are eager to try to address that need.



To do so, Staff is recommending adding a librarian to the Public Interest division. The addition of a librarian would also convert the Managing Librarian to a Senior Librarian (the minimum title and classification given to those who supervise librarians).

Funding: We propose to fund this with a small portion of the one-time funding provided by the State of California. The OTF Expenditure Plan will reserve enough of the funding allocation to fund any ongoing expenditures for at least 3 years in order to provide continuity and an opportunity to obtain ongoing funding for the continuation of these services.

RECOMMENDATION

Staff recommends that the Board approve the positions and attached job descriptions to augment the Public Interest programming at the Law Library.



LA LAW LIBRARY JOB DESCRIPTION

Title:	Librarian
Department:	Patron Services
Focus:	Reference & Research <u>Public Interest</u>
Reports to:	Senior Librarian, Reference & Research <u>Public Interest</u>
Position Supervised:	None
FLSA Status:	Exempt
Salary Grade:	5
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

Under the direction of the ~~Director of Patron Services, Managing~~ Senior Librarian, Public Interest, ~~zealously~~ provides quality reference and instructional service to the Library's diverse group of users that includes individuals from the legal and public communities. Handles and coordinates collection development in ~~assigned the areas of public interest and self-help.~~ Collaborates to ~~designs, propose, coordinate and implement public interest programming, clinics and outreach.~~ This position plays a critical role in helping raise awareness of LA Law Library's ~~presents~~ public interest programs, identifying, developing and supporting public interest partnerships and expanding the library's profile in the access to justice movement. ~~classes and prepares collateral instructional materials.~~ Continually works to ensure quality reference service through participation in educational programs, workshops, seminars, and self-study.

Responsibilities and Duties

Core Responsibilities and Duties:

Reference Assistance to Library Users

- Conducts complete reference interviews to determine appropriate print and electronic resources to meet user requests.
- Performs both immediate reference and in-depth research searches; refers users to other resources as appropriate.
- Directs users to requested publications; assists users with both print and electronic resources.
- Provides instruction and guidance for use of library catalog, legal databases, legal research methodology and procedures.
- Responds to in-library, phone, mail, email and live-chat reference questions.
- Develops and maintains pathfinders, bibliographic resources and research guides.

Training and Outreach

- Participates in the development of training programs; designs new classes.
- Teaches classes and updates class materials for both legal and general public users.
- Participates in professional seminars, workshops, and lectures.
- Gives library tours to the public and school groups.
- Participates in orientation and training of new staff members and non-professional staff.
- Travels weekly or as assigned to a branch or partnership library to provide on-site reference and research services.

Collection Development

- Reviews print and electronic materials in assigned subject areas and makes recommendations for additions, deletions and enhancements to the collection.
- Analyzes subject areas of the collection as assigned and prepares comparative data.
- Participates in collection development meetings.

Other Responsibilities

- Participates in library-wide projects and programs.
- Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.
- Attends professional programs, activities and conferences.
- Assists other reference and research services staff as required.
- Other duties as required.

Focus Responsibilities and Duties:

Program Development and Support

- Facilitates the identification, planning and implementation of programs and instructional services provided to underserved and unrepresented populations.
- Collaborates on the planning and establishment of goals and objectives for events, classes, clinics and workshops.
- Provides administrative program support coordination with other library department personnel including communications, facilities, IT and metrics gathering.
- Explores and proposes the design and development of new public interest programs and new public interest partners.
- Identifies, follows and reports on local, statewide and national Access to Justice activities, programs, initiatives and innovations.

Partnership Development

- Identifies and executes strategies for attracting public interest partnerships and opportunities for joint collaborations.

- Collaborates with staff and external partners to develop and implement new classes, workshops and clinics at main library and remote locations.
- Assists in the planning, execution and retention of initiatives focusing on research and identification, communications, outreach and training of prospective and existing partners.
- Participates in strategic planning initiatives in the areas of content analysis and curation serving the needs of underserved and unrepresented populations.

Position Qualifications

Required

- Master's Degree in Library Science from an ALA accredited institution.
- 1-2 to years of Law library experience.
- Knowledge of professional law librarianship concepts, principles, and practices.
- Effective written and oral communication skills.
- Ability to work both independently and as part of a team.
- Ability to work at a busy reference desk with a professional and courteous demeanor.
- Ability to use computers and computer databases.

Preferred

- Law Firm or Corporate Law Library experience.
- Advanced degree in law, judicial administration, political science, business or history.
- Familiarity with collection development policies.
- Familiarity with standard of legal databases.
- Knowledge of social media use in libraries

Work Environment

Will be working in an office environment and in reference public service counter areas.

Physical Abilities Required

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

Approvals

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

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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



LA LAW LIBRARY JOB DESCRIPTION

Title:	Senior Librarian, Public Interest
Department:	Patron Services
Focus:	Public Interest
Reports to:	Director, Patron Services
Position Supervised:	Librarian (Public Interest), Library Associate
FLSA Status:	Exempt
Salary Grade:	7
Union Status:	Ineligible for Representation
Effective Date:	

Position Summary

Under the direction of the Director Patron Services, the Senior Librarian, Public Interest assists with needs assessment, design, development and implementation of clinics, internal and external resources, programs and information focusing on self-represented and low-income individuals and vulnerable populations. This position also provides leadership developing and monitoring services and programming in Public Interest related services. The librarian in this position also participates in reference services provided to the Law Library's users.

Responsibilities and Duties

Core Responsibilities and Duties:

Access to justice services, programs, resources and clinics

- Supervises and coordinates the design and development of approved programs and clinics facilitating access to justice, the courts, self-help processes and resources.
- Provides guidance and oversight of administrative processes related to the effective delivery of public interest programs and clinics.
- Initiates and monitors Public Interest teamwork and cooperation on programs and clinics coordinated with other departments.
- Investigates programs and services for self-represented and modest means individuals; develops proposals and recommendations for new, improved or expanded services.
- Oversees and conducts development of new and updated class materials, resources lists, library website content and content supporting self-represented and general public users.
- Participates in the review process for the library's print and electronic materials in assigned subject

areas and topics pertaining to self-represented individuals; makes recommendations for additions, deletions and enhancements to the collection.

- Guides and directs efforts related to the identification, establishment and retention of current and prospective partners and programs applicable to self-represented, low-income or vulnerable individuals.
- Monitors and makes recommendations regarding innovations pertaining to public interest initiatives in California and nationwide.

Training and Outreach

- Participates in the development of training programs, clinics and classes, including community based partner initiatives.
- Teaches classes and updates class materials for both legal and general public users.
- Participates in professional seminars, workshops, and lectures.
- Participates in orientation and training of new staff members and non-professional staff.
- Travels as needed to remote locations to provide on-site supervision or presentation of services and programs.
- Oversees the development of the Public Interest unit's external communications.

Supervision and Leadership

- Supervises Librarian, Library Associate and interns in Public Interest division.
- Coordinates required staff training, orientation and program activities; mentors newly hired staff
- Provides management, direction and guidance for specific assignments, projects and programs
- In conjunction with Human Resources, assists with job announcements, recruitment and hiring of needed staff
- Evaluates staff performance through regularly scheduled and annual evaluation process; recommends merit and promotional opportunities, discipline and termination.
- Reports and acts on violations of the Law Library's policies including its non-harassment policies.

Administrative

- Under the direction of the Director, Patron Services, develops and recommends an annual budget for the Public Interest initiatives.
- Assists with implementation of the Public Interest budget as approved by the Board of Trustees.
- Participates in library wide analytics, statistics and reports as required; develops tools and models for the collection of statistics pertaining to the services provided by the Public Interest division

Reference Assistance to Library Users

- Conducts complete reference interviews to determine appropriate print and electronic resources to meet user requests.
- Performs both immediate reference and in-depth research searches; refers users to other resources as appropriate.
- Directs users to requested publications; assists users with both print and electronic resources.

- Provides instruction and guidance for use of library catalog, legal databases, legal research methodology and procedures.
- Responds to in-library, phone, mail, email and live-chat reference questions.
- Develops and maintains pathfinders, bibliographic resources and research guides.

Other Responsibilities

- Participates in library-wide projects and programs.
- Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.
- Attends professional programs, activities and conferences.
- Assists other reference and research services staff as required.
- Participates in speaking engagements; make presentations to large and small groups / organizations
- Other duties as required.

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Position Qualifications

Required

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

Preferred

- Administrative or project planning and implementation experience in a special library setting.
- Writing, speaking and teaching or training experience.
- Familiarity with collection development policies.
- Familiarity with social media use in library environment.

Work Environment

Will be working in an office environment and in reference and circulation public service counter areas.

Physical Abilities Required

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

Approvals

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

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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

AGENDA ITEM 5

CLOSED SESSION

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

AGENDA ITEM 6

OPEN SESSION

- 6.1 Consideration of Bonus for Executive Director

MEMORANDUM

DATE: December 15, 2021
TO: Board of Law Library Trustees
FROM: Kenneth D. Klein, Esq., LACLL Board Trustee of Personnel
RE: Consideration of Bonus for Executive Director

SUMMARY

The anniversary of Executive Director Levin's hire date falls in December and that is when her performance evaluation is normally initiated. The Executive Director does not receive bonuses at the same time as other staff and her compensation is considered separately. It is customary to consider (but not necessarily grant) a raise or bonus in conjunction with the performance evaluation.

This fiscal year, both represented and unrepresented staff (other than the Executive Director) received a one-time bonus of 2% of compensation in September, as had been previously approved by the Board and budgeted, contingent on State funding. The Executive Director has not requested a raise this year, but has requested a bonus of 2% comparable to the bonus provided to other staff in September.



AGENDA ITEM 8

EXECUTIVE DIRECTOR REPORT

- 8.1 Update Regarding Survey on Race, Ethnicity and Gender

AGENDA ITEM 8.0 | EXECUTIVE DIRECTOR REPORT ITEM 8.1

MEMORANDUM

DATE: December 15, 2021

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Update on Race, Ethnicity & Gender Survey

SUMMARY

In an effort to investigate and promote diversity and inclusion in hiring at LA Law Library, a Trustee asked at a recent Board meeting for a report to the Board of Trustees on the racial and ethnic composition of our workforce. On a different, but related, matter, Staff would also like to revise our business cards and signature blocks to be more inclusive and reflect appropriate pronouns.

Accordingly, we have sent out a survey inviting employees to self-identify their race/ethnicity and gender identification. We explained that submission of this information by Staff is voluntary and we made clear that refusal to provide answers to any of the questions would not subject employees to any adverse treatment. We did ask that all employees return the form, but leave blank any questions they chose not to answer.

Individual information will be kept confidential. We disclosed to Staff, though, that collective information, without names or specific identifiers, may be reported to the Board. We anticipate having more information to report to the Board about the results at the Meeting.

Survey questions were taken from Equal Employment Opportunity Commission questionnaires and other similar sources. The survey form is attached.



- Name or Employee Number: *

- Race/Ethnicity: If more than one category reflects your cultural identity, choose the category you identify with the most.**

American Indian/Alaskan Native: a person having origins in any of the original peoples of North and South American (including Central America), and who maintains tribal affiliation or community attachment.

Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African-American: a person having origins in any of the black racial groups of Africa.

Hispanic or Latino: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

White: a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Native Hawaiian or other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Two or more races: a person who primarily identifies with two or more of the above race/ethnicity categories.

Other

- Gender: How Do You Identify?**

Man Non-binary Woman Prefer to Self-Describe:

- Pronouns:**

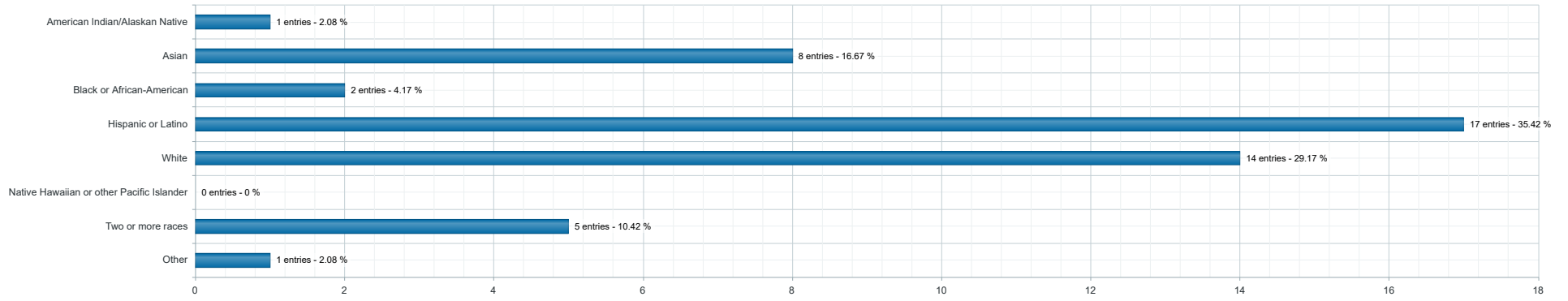
My preferred pronouns are:

He/Him She/Her They/Them Other

- Would you like your pronouns included on your business cards or email signature block?**

Yes No

Race/Ethnicity



Gender Identity

