

# AGENDA

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

### REGULAR BOARD MEETING

*Wednesday, January 26, 2022*

*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 #889 8421 9426 using this link*

*<https://us06web.zoom.us/j/88984219426> 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 #889 8421 9426 using this link <https://us06web.zoom.us/j/88984219426> 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 December 15, 2021 Regular Board Meeting and the January 11, 2022 Special Board Meeting
- 3.2 Review of November Financials and List of December Checks and Warrants
- 3.3 Review and Approval of 2<sup>nd</sup> Quarter Statistics of FY21-22
- 3.4 Update Regarding Workers Compensation Insurance Renewal Options

**4.0 DISCUSSION ITEMS**

- 4.1 Approval of Proposed One Time Funding Expenditures and Corresponding Budget Amendment for FY2022
- 4.2 Approval of Job Descriptions Necessary to Implement One Time Funding Projects
- 4.3 Approval of Project Design and Grant Application for Beautification and Improved Access of Law Library Grounds
- 4.4 Staff Presentation Regarding Remote Locations

**5.0 AGENDA BUILDING**

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

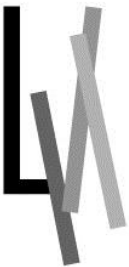
**6.0 EXECUTIVE DIRECTOR REPORT**

**7.0 ADJOURNMENT**

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 23, 2022.

POSTED FRIDAY, JANUARY 21, 2022 @ 12:00 P.M.

POSTED BY ANN MARIE GAMEZ



# AGENDA ITEM 3

## CONSENT CALENDAR

- 3.1 Approval of Minutes of the December 15, 2022, Regular Board Meeting and the January 11, 2022 Special Board Meeting
- 3.2 Review of November Financials and List of December Checks and Warrants
- 3.3 Review and Approval of 2<sup>nd</sup> Quarter Statistics of FY21-22
- 3.4 Update Regarding Workers Compensation Insurance Renewal Options



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

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

**December 15, 2021**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, December 15, 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  
Susan Steinhauser, Esquire  
Judge Michael Stern

**Trustees Absent:** Judge Michelle Williams Court  
Judge Dennis Landin  
Judge Yolanda Orozco

**Senior Staff Present:** Sandra J. Levin, Executive Director

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

President Juhas determined a quorum to be present, convened the meeting at 12:26 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. All votes were taken by roll-call, voice vote.

**0.0 RESOLUTION**

President Juhas requested a motion to adopt the Resolution to continue holding board meetings remotely. So moved by Trustee Steinhauser seconded by Trustee Stern. The motion was unanimously approved by roll call vote, 4 ayes – 0 noes.

**1.0 PUBLIC COMMENT**

Patron, Beata Kaminska, addressed an issue to the Board regarding her communication with Law Library Security and her bike being stolen from the front patio of the library building on the early evening of Nov. 2, 2021. Ms. Kaminska commented on poor and inappropriate behavior from security towards her. Ms. Kaminska said she has not received a copy of the video surveillance footage, nor any response from the library.

ED Levin replied to the Ms. Kaminska's public comment, confirming that the library does not have any cameras in place that record surveillance on the patio. ED Levin also added that the library has attempted to call to arrange an appointment, and has sent emails with a response to Ms Kaminska's comment form, and also responded to her attorney via USPS. ED Levin also added that the library had received a message from LAPD regarding the incident. ED Levin added that

the library would continue to try and reach her to make an appointment with the Executive Director.

## **2.0 PRESIDENT'S REPORT**

No 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.

President Juhas requested a motion to approve the Consent Calendar. So moved by Trustee Steinhauser seconded by Trustee Stern. The motion was unanimously approved by roll call vote, 4 ayes – 0 noes.

## **4.0 DISCUSSION ITEMS**

### **4.1 Presentation Regarding Performance of UBS Investments**

ED Levin excused herself from the discussion to avoid the appearance of a conflict of interest as an account holder with UBS Investments. Finance Manager, Marcelino Juarez, introduced Kelly Jay of UBS Investments. M. Juarez summarized why the library invested in UBS services, commenting that the law library as a government organization, is restrained on how to invest cash reserves. The library was instructed by the Board to explore investment options for a potential bigger cash return. Since then, the Board has approved bonds that were recommended at \$4 million dollars, authorizing UBS Investments to manage and maintain the reserves account. Mr. Kelly gave a brief summary and update of the UBS Investments for the library.

No action requested or taken.

### **4.2 Approval of Positions and Job Descriptions for Librarian Public Interest and Senior Librarian Public Interest**

ED Levin gave a brief summary on the expansion of a new position and one promotional position for the Public-Interest team in order to expand the Public-Interest programming at the law library such as Lawyers in the Library and Ask A Lawyer. The current Managing Librarian would move up to a Senior Librarian, who would then manage a new Librarian for Public Interest. Trustee Steinhauser commented on the incredible amount of work done by the small team for Public Interest, and is supportive of the idea to expand the team to implement the current programs and to initiate new ways of servicing the public. Trustee Steinhauser was pleased with the usage of the One Time Funding provided by the State.

President Juhas requested a motion to approve the positions and attached job descriptions to augment the Public Interest programming at the Law Library. So moved by Trustee Steinhauser seconded by Trustee Klein. The motion was unanimously approved by roll call vote, 4 ayes – 0 noes.

**8.0 EXECUTIVE DIRECTOR'S REPORT (Taken out of Order)**

**8.1 Update Regarding Survey on Race, Ethnicity and Gender**

ED Levin gave an update on the staff's race, ethnicity and gender survey results as requested by the Board of Trustees. A graph with the results was provided to the Board and included in the public packet. Staff was also asked whether they would be interested in having gender indicated on business cards and email signature blocks.

No action requested or taken.

**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**

Trustee Klein recommended that ED Levin receive a 2% bonus as a result of an outstanding Performance Evaluation. The 2% bonus is meant to match the rest of Staff who received the 2% bonus in prior months. Trustee Klein congratulated and thanked ED Levin for the unyielding work that has been implemented and maintained throughout the pandemic.

**7.0 AGENDA BUILDING**

**9.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:30pm. 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, 2022 at 12:15pm.

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





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

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

**January 11, 2022**

The Special Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, January 11, 2022 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  
Susan Steinhauser, Esquire  
Judge Michael Stern

**Trustees Absent:** Judge Yolanda Orozco

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

**Also Present:** Janine Liebert, Managing Librarian for Public Interest  
Ryan Metheny, Managing Librarian for Legal Education

President Juhas determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. All votes were taken by roll-call, voice vote.

**0.0 RESOLUTION**

President Juhas motioned to adopt the Resolution to continue holding board meetings remotely. So moved by Trustee Steinhauser seconded by Trustee Landin. 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 DISCUSSION ITEMS**

**3.1 Volunteer Appreciation and Recognition**

Volunteers who have made multiple efforts in assisting LA Law Library with patrons, programs and services, were thanked for their time, commitment and sacrifice by the Board of Trustees. Discussion and conversation ensued regarding the value of volunteers in providing service to those in need and the lessons and rewards experienced by those participating.

No action taken.

**5.0 AGENDA BUILDING**

No items were presented for consideration at a future meeting of the Board.

**6.0 EXECUTIVE DIRECTOR'S REPORT**

No report.

**7.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:15pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 26, 2022 at 12:15pm.

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

# Los Angeles County Law Library

## Balance Sheet

As of November 30, 2021

(Provisional and subject to year-end audit adjustments)

	6/30/2021	11/30/2021	YTD
<b>Assets</b>			
Current assets			
Cash and cash equivalents	10,471,380	13,535,680	3,064,299
Accounts receivable	302,650	214,426	(88,224)
Other receivable	1,149,242	1,148,192	(1,049)
Prepaid expenses	252,791	387,206	134,415
Total current assets	12,176,063	15,285,504	3,109,441
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	5,999,853	5,995,021	(4,832)
Capital assets, not being depreciated	909,725	909,725	-
Capital assets, being depreciated - net	15,409,498	15,072,953	(336,545)
Total noncurrent assets	22,637,546	22,296,168	(341,378)
Total assets	34,813,609	37,581,672	2,768,063
<b>Deferred Outflows of Resources</b>			
Deferred Outflows of Resources	2,410,452	2,410,452	-
Total assets and deferred outflows of resources	<b>37,224,062</b>	<b>39,992,125</b>	<b>2,768,063</b>
<b>Liabilities</b>			
Current Liabilities			
Accounts payable	165,978	30,151	(135,827)
Other current liabilities	-	-	-
Payroll liabilities	(1,185)	3,538	4,724
Total current liabilities	164,793	33,690	(131,103)
Noncurrent Liabilities			
Accrued sick and vacation liability	299,418	295,490	(3,928)
Borrowers' deposit	229,794	237,969	8,175
OPEB liability	3,239,511	3,347,836	108,325
Net pension liability	3,887,855	3,929,520	41,665
Total noncurrent liabilities	7,656,578	7,810,815	154,237
Total liabilities	7,821,371	7,844,505	23,134
<b>Deferred Inflows of Resources</b>			
Deferred Inflows of Resources	1,418,426	1,418,426	-
Total liabilities and Deferred inflows of resources	9,239,797	9,262,931	23,134
<b>Net Position</b>			
Invested in capital assets	16,319,223	15,982,678	(336,545)
Unrestricted	11,665,042	14,746,516	3,081,475
Total net position	27,984,265	30,729,194	2,744,929
Total liabilities and Deferred inflows of resources and net position	<b>37,224,062</b>	<b>39,992,125</b>	<b>2,768,063</b>

**Los Angeles County Law Library**  
Income Statement for the Period Ending November 30, 2021  
(Provisional and subject to year-end audit adjustments)

Nov 2020	Nov 2021				
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
576,163	563,645	553,615	(10,031)	-1.8%	
5,070	5,159	5,343	184	3.6%	
21,267	37,500	45,892	8,392	22.4%	
16,756	11,248	6,803	(4,445)	-39.5%	
619,257	617,552	611,652	(5,900)	-1.0%	
318,136	347,625	320,002	27,623	7.9%	
55,057	53,985	51,929	2,056	3.8%	
119,473	174,392	134,214	40,178	23.0%	
(119,473)	(174,392)	(134,214)	(40,178)	23.0%	
		0			
77,711	72,333	62,912	9,421	13.0%	
13,039	11,427	11,477	(50)	-0.4%	
1,908	3,543	5,052	(1,508)	-42.6%	
245	654	0	654	100.0%	
2	1,002	2	1,000	99.8%	
0	74	0	74	100.0%	
0	1,833	2,100	(267)	-14.6%	
210,257	209,090	202,035	7,055	3.4%	
676,354	701,565	655,508	(46,057)	-6.6%	
(57,097)	(84,013)	(43,857)	40,157	-47.8%	
1,811	1,667	2,143	476	28.6%	
0	0	0	0	0.0%	
0	0	0	0	0.0%	
(55,286)	(82,347)	(41,714)	40,633	-49.3%	
0	185,000	0	185,000	100.0%	

**Summary:**

**Income**

	FY 2020-21	FY 2021-22 YTD				
	YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (-)	
L.A. Superior Court Fees	2,529,869	2,803,369	2,854,150	50,781	1.8%	
Interest	27,201	26,250	23,103	(3,147)	-12.0%	
Parking	115,376	187,500	229,077	41,577	22.2%	
Library Services	222,644	225,906	224,867	(1,038)	-0.5%	
Total Income	2,895,090	3,243,025	3,331,197	88,172	2.7%	

**Expense**

Staff (payroll + benefits)	1,972,109	2,224,895	2,048,556	265,669	11.9%	
Electronic Resource Subscriptions	236,175	269,923	233,217	36,706	13.6%	
Library Materials	632,106	879,515	678,561	200,954	22.8%	
Library Materials Transferred to Assets	(632,106)	(879,515)	(678,561)	(200,954)	22.8%	
Facilities	360,475	402,377	338,455	63,922	15.9%	
Technology & Data	63,097	61,396	53,715	3,973	6.5%	
General	14,687	22,817	32,990	(5,263)	-23.1%	
Professional Development	1,655	3,210	3,101	109	3.4%	
Communications & Marketing	25	5,510	10	13,190	239.4%	
Travel & Entertainment	108	348	0	348	100.0%	
Professional Services	34,065	32,055	31,615	44,800	139.8%	
Depreciation	1,056,937	1,034,469	1,015,107	19,363	1.9%	
Total Expenses	3,739,334	4,056,999	3,756,765	300,234	7.4%	

**Net Income (Loss)**

	(844,244)	(813,974)	(425,568)	388,406	47.7%	
Investment Gain (Loss) <sup>1</sup>	6,200	8,333	(4,832)	(13,166)	-158.0%	
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	416,130	(805,641)	2,744,929	3,550,570	440.7%	

**Capitalized Expenditures**

	0	605,000	0	605,000	100.0%	
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Comments

**Los Angeles County Law Library**  
Income Statement for the Period Ending November 30, 2021  
(Provisional and subject to year-end audit adjustments)

Nov 2020	Nov 2021				YTD Actual	FY 2021-22 YTD				Comments				
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (-)					
<b>Detailed Budget:</b>														
<b>Income:</b>														
576,163	563,645	553,615	(10,031)	-1.8%	15	FIN	303300	L.A. Superior Court Fees	2,529,869	2,803,369	2,854,150	50,781	1.8%	
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.
4,912	5,000	5,214	214	4.3%	15	FIN	312000	Interest - General Fund	25,511	25,000	22,237	(2,763)	-11.1%	Low interest revenue due to market volatility and slow interest rate recovery.
158	159	128	(31)	-19.3%	15	FIN	313000	Interest - Deposit Fund	889	795	636	(160)	-20.1%	Low interest revenue due to market volatility and slow interest rate recovery.
5,070	5,159	5,343	184	3.6%				Subtotal	27,201	26,250	23,103	(3,147)	-12.0%	
<b>Parking:</b>														
21,267	37,500	45,892	8,392	22.4%	39	FAC	330100	Parking	115,376	187,500	229,077	41,577	22.2%	Revenue higher than expected due to court reopening in July.
21,267	37,500	45,892	8,392	22.4%				Subtotal	115,376	187,500	229,077	41,577	22.2%	
<b>Library Services:</b>														
33	16	16	0	1.6%	27	CIRC	330150	Annual Designation Fee	650	221	374	153	69.1%	Timing variance.
9,160	6,625	2,300	(4,325)	-65.3%	25	PS	330140	Annual Members Fee	44,206	42,068	52,051	9,983	23.7%	Lapsed Members returning to program faster than projected.
4,643	716	1,362	646	90.2%	25	PS	330340	Course Registration	8,723	9,580	17,861	8,281	86.4%	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	1,185	(315)	-21.0%	27	CIRC	330129	Copy Center	1	3,150	6,661	3,511	111.5%	Better than expected use of service once the library opened without appointment. Sales tax payment budgeted January which will decrease the variance.
848	714	903	188	26.4%	27	CIRC	330205	Document Delivery	3,011	2,500	2,810	310	12.4%	Better than expected use of service once the library opened without appointment.
1,972	1,600	908	(692)	-43.3%	27	CIRC	330210	Fines	1,980	5,600	7,139	1,539	27.5%	Timing variance. Better than expected revenue when the library reopened without an appointment.
100	0	33	33	0.0%	15	FIN	330310	Miscellaneous	19,173	7,500	11,219	3,719	49.6%	Includes State Fund 10% dividend payment.
0	0	38	38	0.0%	39	FAC	330330	Room Rental	0	0	63	63	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%	
0	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	58	(19)	-24.2%	15	FIN	330450	Vending	0	287	190	(97)	-33.7%	Timing variance.
0	0	0	0	0.0%	39	FAC	330465	Special Events Income	5,000	10,000	6,500	(3,500)	-35.0%	
16,756	11,248	6,803	(4,445)	-39.5%				Subtotal	222,644	225,906	224,867	(1,038)	-0.5%	
619,257	617,552	611,652	(5,900)	-1.0%				Total Income	2,895,090	3,243,025	3,331,197	88,172	2.7%	
<b>Expenses:</b>														
<b>Staff:</b>														
181,166	206,861	173,188	33,673	16.3%	ALL	501000	Salaries (FT)	996,555	1,137,735	1,002,017	135,718	11.9%	Reflects vacancy savings. Includes \$44K contingent 2% bonus.	
0	(4,137)	0	(4,137)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(22,755)	0	(22,755)	100.0%	
17,363	20,870	16,633	4,238	20.3%	ALL	501050	Salaries (PT)	80,466	114,786	82,483	32,304	28.1%	Reflects vacancy savings. Includes \$44K contingent 2% bonus.	
0	(417)	0	(417)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(2,296)	0	(2,296)	100.0%	
10,259	12,981	9,698	3,283	25.3%	15	FIN	502000	Social Security	63,282	71,394	62,607	8,787	12.3%	Reflects vacancy savings.
2,811	3,120	2,662	457	14.7%	15	FIN	503000	Medicare	15,972	17,160	15,282	1,877	10.9%	Reflects vacancy savings.
21,493	23,880	30,380	(6,500)	-27.2%	15	FIN	511000	Retirement	396,520	484,520	466,319	18,201	3.8%	
0	8,333	8,333	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	0	41,667	41,665	2	0.0%	
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
48,442	55,500	46,762	8,739	15.7%	15	FIN	512000	Health Insurance	243,131	277,502	228,723	48,780	17.6%	Reflects vacancy savings.
372	432	343	89	20.6%	15	FIN	513000	Disability Insurance	1,849	2,159	1,732	427	19.8%	Reflects vacancy savings.
5,767	6,121	5,631	490	8.0%	15	FIN	514000	Dental Insurance	25,843	30,604	19,080	11,524	37.7%	Reflects vacancy savings.
542	702	498	204	29.1%	15	FIN	514500	Vision Insurance	2,674	3,509	1,928	1,581	45.0%	Reflects vacancy savings.
171	211	156	55	26.0%	15	FIN	515000	Life Insurance	855	1,034	777	257	24.8%	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	15,443	11,587	6,712	4,874	42.1%	Reflects 2020-21 policy year audit refund.
0	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	1,569	2,500	2,764	(264)	-10.6%	Reflects extended WC benefits and CARES Act offset.
2,220	4,967	131	4,836	97.4%	ALL	514010	Temporary Employment	9,113	20,835	1,800	19,036	91.4%	Timing variance.	

**Los Angeles County Law Library**  
Income Statement for the Period Ending November 30, 2021  
(Provisional and subject to year-end audit adjustments)

Nov 2020	Nov 2021				FY 2020-21	FY 2021-22 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (-)
0	0	520	(520)	0.0%	13 HR 514015	Recruitment	0	3,000	1,092	1,908	63.6%	Timing variance.
0	0	0	0	0.0%	15 FIN 517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 518000	Accrued Vacation Expense	0	0	0	0	0.0%	
21,667	21,667	21,665	2	0.0%	15 FIN 518500	OPEB Expense	108,335	108,333	108,325	8	0.0%	
219	300	264	36	11.9%	15 FIN 518550	TMP	4,523	4,700	1,041	3,659	77.9%	Some transit lines are free during pandemic.
2,554	1,250	821	429	34.3%	15 FIN 518560	Payroll and Benefit Administration	5,980	6,250	4,211	2,039	32.6%	Lower payroll processing fee due to continued vacancies.
<b>318,136</b>	<b>347,625</b>	<b>320,002</b>	<b>44,955</b>	<b>12.9%</b>		<b>Total - Staff</b>	<b>1,972,109</b>	<b>2,224,895</b>	<b>2,048,556</b>	<b>265,669</b>	<b>11.9%</b>	
						<b>Library Materials/Electronic Resources Subscription:</b>						
87,505	135,732	111,535	24,197	17.8%	23 COL 601999	American Continuations	462,351	678,660	508,876	169,784	25.0%	Timing variance. Potential shipping delays due to national/international supply chain slowdown due to COVID recovery.
1,205	0	1,047	(1,047)	0.0%	23 COL 602999	American New Orders	8,031	5,951	9,594	(3,643)	-61.2%	Timing variance.
0	1,721	517	1,205	70.0%	23 COL 609199	Branch Continuations	5,485	8,607	5,492	3,114	36.2%	Timing variance. Potential shipping delays due to national/international supply chain slowdown due to COVID recovery.
0	0	0	0	0.0%	23 COL 609299	Branch New Orders	0	0	0	0	0.0%	
1,412	12,674	2,954	9,720	76.7%	23 COL 603999	Commonwealth Continuations	64,166	63,370	72,172	(8,802)	-13.9%	Timing variance - large payment (\$55.5K) for UK materials. Line item expected to align with projections as FY progresses.
141	0	0	0	0.0%	23 COL 604999	Commonwealth New Orders	268	267	24	243	91.0%	Timing variance.
5,396	12,032	854	11,179	92.9%	23 COL 605999	Foreign Continuations	23,317	60,162	22,056	38,107	63.3%	Timing variance. Potential shipping delays due to national/international supply chain crisis due to COVID recovery.
281	0	65	(65)	0.0%	23 COL 606999	Foreign New Orders	440	535	550	(15)	-2.8%	Timing variance.
19,825	10,627	16,401	(5,774)	-54.3%	23 COL 607999	International Continuations	56,902	53,136	54,797	(1,662)	-3.1%	Timing variance.
972	0	263	(263)	0.0%	23 COL 608999	International New Orders	1,338	535	1,471	(936)	-174.8%	Timing variance.
2,669	1,605	553	1,052	65.6%	23 COL 609399	General/Librarianship Continuations	9,555	8,025	3,159	4,866	60.6%	Timing variance. Potential shipping delays due to national/international supply chain crisis due to COVID recovery.
67	0	26	(26)	0.0%	23 COL 609499	General/Librarianship New Orders	254	268	370	(102)	-38.1%	Timing variance.
119,473	174,392	134,214	40,178	23.0%		<b>Subtotal</b>	<b>632,106</b>	<b>879,515</b>	<b>678,561</b>	<b>200,954</b>	<b>22.8%</b>	
(119,473)	(174,392)	(134,214)	(40,178)	23.0%	23 COL 690000	Library Materials Transferred to Assets	(632,106)	(879,515)	(678,561)	(200,954)	22.8%	
<b>55,057</b>	<b>53,985</b>	<b>51,929</b>	<b>2,056</b>	<b>3.8%</b>	23 COL 685000	Electronic Resource Subscriptions (ERS)	236,175	269,923	233,217	36,706	13.6%	Timing variance. Large vendor monthly subscription costs totalling \$30,688 not paid in July (Lexis and Westlaw)
						<b>Facilities:</b>						
4,938	5,000	3,074	1,926	38.5%	39 FAC 801005	Repair & Maintenance	12,482	21,000	14,090	6,910	32.9%	Timing variance. Awaiting resolution of supply chain issues and completion by vendors.
1,210	1,777	1,660	117	6.6%	39 FAC 801010	Building Services	6,836	8,885	6,839	2,046	23.0%	Timing variance.
205	1,415	0	1,415	100.0%	39 FAC 801015	Cleaning Supplies	1,165	7,075	2,971	4,104	58.0%	Timing variance; delay in purchasing.
0	10,000	0	10,000	100.0%	39 FAC 801020	Electricity & Water	63,209	54,000	34,981	19,019	35.2%	Billing delay from LA DWP.
966	0	966	(966)	0.0%	39 FAC 801025	Elevator Maintenance	4,830	2,898	4,830	(1,932)	-66.7%	Delay in completion of CapEx project. Budget to be adjusted at mid-year.
27,210	3,100	5,055	(1,955)	-63.1%	39 FAC 801030	Heating & Cooling	52,592	24,900	15,361	9,539	38.3%	Timing variance.
20,384	23,387	24,157	(771)	-3.3%	15 FIN 801035	Insurance	102,232	116,934	120,786	(3,853)	-3.3%	
9,824	10,119	10,424	(305)	-3.0%	39 FAC 801040	Janitorial Services	50,571	50,595	51,316	(721)	-1.4%	
3,350	1,700	1,250	450	26.5%	39 FAC 801045	Landscaping	8,350	7,600	6,250	1,350	17.8%	Timing variance; deferred maintenance on irrigation system and water line.
9,411	15,450	15,854	(404)	-2.6%	39 FAC 801050	Security	56,414	84,442	75,784	8,658	10.3%	
0	0	0	0	0.0%	39 FAC 801060	Room Rental Expenses	0	0	0	0	0.0%	
20	0	103	(103)	0.0%	39 FAC 801065	Special Events Expenses	45	17,000	2,255	14,745	86.7%	Scaled down Pro Bono Week events due to COVID19.
0	210	0	210	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	145	1,050	0	1,050	100.0%	Timing variance.
0	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%	
25	25	368	(343)	-1372.2%	39 FAC 801120	Delivery & Postage	748	748	1,243	(495)	-66.2%	Pro Bono Week mailing.
167	150	0	150	100.0%	39 FAC 801125	Kitchen supplies	308	750	0	750	100.0%	reduced operations/COVID19.
<b>77,711</b>	<b>72,333</b>	<b>62,912</b>	<b>9,421</b>	<b>13.0%</b>		<b>Subtotal</b>	<b>360,475</b>	<b>402,377</b>	<b>338,455</b>	<b>63,922</b>	<b>15.9%</b>	
						<b>Technology:</b>						
1,171	1,206	1,847	(641)	-53.2%	33 TECH 801210	Software Maintenance	9,022	9,291	6,555	2,736	29.4%	Timing variance.
2,100	2,407	2,909	(502)	-20.9%	33 TECH 801212	Hardware Maintenance	10,014	12,035	10,155	1,880	15.6%	Timing variance.
78	167	0	167	100.0%	33 TECH 801215	Software (<\$3k)	936	835	0	835	100.0%	Timing variance.

**Los Angeles County Law Library**  
Income Statement for the Period Ending November 30, 2021  
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Nov 2020	Nov 2021				FY 2020-21	FY 2021-22 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (-)
1,667	80	0	80	100.0%	33 TECH 801220	Hardware (<\$3k)	4,871	400	1,836	(1,436)	-359.0%	Unbudgeted conference phone replacement expense .
0	0	0	0	0.0%	33 TECH 801225	Computer Supplies	0	0	0	0	0.0%	
4,849	4,877	5,079	(202)	-4.1%	33 TECH 801230	Integrated Library System	24,243	24,385	25,397	(1,011)	-4.1%	
1,911	1,800	1,642	158	8.8%	33 TECH 801235	Telecommunications	9,074	9,000	8,277	723	8.0%	Timing variance.
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	0	400	80	320	79.9%	Timing variance.
0	0	0	0	0.0%	33 TECH 801250	Services	0	600	674	(74)	-12.3%	Timing variance.
1,263	890	0	890	100.0%	33 TECH 801275	Online Service Providers	4,938	4,450	741	3,709	83.3%	Timing variance.
13,039	11,427	11,477	(50)	-0.4%		Subtotal	63,097	61,396	53,715	3,973	6.5%	
						General:						
486	583	472	112	19.2%	15 FIN 801310	Bank Charges	2,327	2,917	2,253	663	22.7%	Lower transaction volume.
875	910	891	19	2.1%	35 CMS 801315	Bibliographical Services	4,377	4,550	4,454	96	2.1%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 801325	Board Expense	7	0	0	0	0.0%	
174	0	1,174	(1,174)	0.0%	37 COM 801330	Staff meals & events	174	2,000	1,174	826	41.3%	Timing variance.
97	1,250	116	1,134	90.7%	15 FIN 801335	Supplies - Office	1,403	7,050	3,581	3,469	49.2%	Low office supply requests due to limited onsite staff.
0	0	0	0	0.0%	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%	
275	800	1,087	(287)	-35.9%	33 IT 801370	Copy Center Expense	1,556	3,500	4,085	(585)	-16.7%	
0	0	512	(512)	0.0%	15 FIN 801375	General - Misc	0	1,000	10,049	(9,049)	-904.9%	Reflects Fresh Start initiative fines waiver.
0	542	800	(258)	-47.6%	25 PS 801390	Course Registration	4,080	2,710	4,600	(1,890)	-69.7%	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%	
1,908	3,543	5,052	(966)	-27.3%		Subtotal	14,687	22,817	32,990	(5,263)	-23.1%	
						Professional Development:						
0	0	0	0	0.0%	ALL 803105	Travel	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%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	
245	250	0	250	100.0%	ALL 803115	Membership dues	245	250	2,156	(1,906)	-762.4%	Timing variance.
0	404	0	404	100.0%	ALL 803120	Registration fees	1,410	2,960	945	2,015	68.1%	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%	
245	654	0	654	100.0%		Subtotal	1,655	3,210	3,101	109	3.4%	
						Communications & Marketing:						
0	40	2	38	95.0%	37 COM 803205	Services	0	200	10	190	95.0%	Timing variance.
0	500	0	500	100.0%	37 COM 803210	Collateral materials	0	7,000	0	7,000	100.0%	Timing variance.
2	1,000	0	1,000	100.0%	37 COM 803215	Advertising	25	6,000	0	6,000	100.0%	Timing variance.
0	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	0	0	0	0	0.0%	
2	1,002	2	1,538	153.5%		Subtotal	25	5,510	10	13,190	239.4%	
						Travel & Entertainment						
0	0	0	0	0.0%	ALL 803305	Travel	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%	ALL 803315	Entertainment	0	0	0	0	0.0%	
0	74	0	74	100.0%	ALL 803320	Ground transportation & mileage reimb.	108	348	0	348	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	348	0	348	100.0%	
						Professional Services						
0	0	0	0	0.0%	15 FIN 804005	Accounting	20,455	22,890	22,890	0	0.0%	
0	1,833	2,100	(267)	-14.6%	17 EXEC 804008	Consulting Services	11,585	9,165	8,280	885	9.7%	Rate increase effective 10/1. Favorable variance will most likely diminish as the year progresses.
0	7,990	0	7,990	100.0%	17 EXEC 804010	Legal	2,025	39,860	0	39,860	100.0%	Delay in OTF project implementation.
0	400	0	400	100.0%	15 FIN 804015	Other	0	4,500	445	4,055	90.1%	Timing variance.
0	1,833	2,100	8,123	443.2%		Subtotal	34,065	32,055	31,615	44,800	139.8%	
						Depreciation:						
186,907	181,248	179,170	2,078	1.1%	15 FIN 806105	Depreciation - Library Materials	939,988	906,173	899,091	7,082	0.8%	
23,349	27,842	22,865	4,977	17.9%	15 FIN 806110	Depreciation Exp - FF&E	116,949	128,297	116,016	12,281	9.6%	Delay in CapEX projects.
210,257	209,090	202,035	7,055	3.4%		Subtotal	1,056,937	1,034,469	1,015,107	19,363	1.9%	
676,354	701,565	655,508	46,057	6.6%		Total Expense	3,739,334	4,056,999	3,756,765	300,234	7.4%	
(57,097)	(84,013)	(43,857)	40,157	-47.8%		Net Income Before Extraordinary Items	(844,244)	(813,974)	(425,568)	388,406	47.7%	

**Los Angeles County Law Library**  
Income Statement for the Period Ending November 30, 2021  
(Provisional and subject to year-end audit adjustments)

Nov 2020	Nov 2021				FY 2020-21	FY 2021-22 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (-)
1,811	1,667	2,143	476	28.6%	15 FIN 321000	Investment Gain (Loss) <sup>1</sup>	6,200	8,333	(4,832)	(13,166)	-158.0%	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>(55,286)</u>	<u>(82,347)</u>	<u>(41,714)</u>	<u>40,633</u>	<u>-49.3%</u>		Net Income Including Extraordinary Items	<u>416,130</u>	<u>(805,641)</u>	<u>2,744,929</u>	<u>3,550,570</u>	<u>440.7%</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	55,000	0	55,000	100.0%	39 FAC 164500	Exterior Building Repairs/ Improvements (>3k)	0	130,000	0	130,000	100.0%	Delay in capital project completion.
0	130,000	0	130,000	100.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	270,000	0	270,000	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>185,000</u>	<u>0</u>	<u>(185,000)</u>	<u>-100.0%</u>		Total - Capitalized Expenditures	<u>0</u>	<u>605,000</u>	<u>0</u>	<u>605,000</u>	<u>100.0%</u>	
CalPERS CERBT Trust Fund:												
						Beginning Balance		2,616,932				
						Administrative Expense		(106)				CalPERS CERBT program cost.
						Investment Expense		(78)				Investment management cost.
						Unrealized Gain/Loss		(34,054)				Fluctuating market conditions.
						Distribution						Distribution from Fund.
						Ending Balance		<u>2,582,694</u>				

<sup>1</sup> 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 November 30, 2021

(Provisional and subject to year-end audit adjustments)

	11/30/2021	YTD
<b>Cash flows from operating activities</b>		
L.A. Superior court fees	553,615	2,854,150
Parking fees	45,892	229,077
Library services	6,803	3,280,197
(Increase) decrease in accounts receivable	(48,938)	88,224
(Increase) decrease in other receivable	3,964	1,049
Increase (decrease) in borrowers' deposit	202	8,175
<b>Cash received from filing fees and services</b>	<b>561,537</b>	<b>6,460,872</b>
Facilities	(62,912)	(338,455)
Technology	(11,477)	(53,715)
General	(5,052)	(32,990)
Professional development	-	(3,101)
Communications & marketing	(2)	(10)
Travel & entertainment	-	-
Professional services	(2,100)	(31,615)
Electronic Resource Subscriptions (ERS)	(51,929)	(233,217)
(Increase) decrease in prepaid expenses	54,446	(134,415)
Increase (decrease) in accounts payable	(12,048)	(135,827)
Increase (decrease) in other liabilities	-	-
<b>Cash payments to suppliers for goods and services</b>	<b>(91,074)</b>	<b>(963,344)</b>
Staff (payroll + benefits)	(320,002)	(2,048,556)
Increase (decrease) in payroll liabilities	(5,608)	4,724
Increase (decrease) in accrued sick and vacation liability	-	(3,928)
Increase (decrease) in OPEB liability	21,665	108,325
Increase (decrease) in net pension liability	8,333	41,665
<b>Cash payments to employees for services</b>	<b>(295,612)</b>	<b>(1,897,770)</b>
Contributions received	-	120,000
Net cash from operating activities	174,851	3,719,757
<b>Cash flow from capital and related financing activities</b>		
Library materials	(134,214)	(678,561)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
<b>Cash flows from investing activities</b>		
Investment	-	-
Investment earnings	5,343	23,103
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>45,980</b>	<b>3,064,299</b>
Cash and cash equivalents, at beginning of period	13,808,170	10,789,850
<b>Cash and cash equivalents, at end of period</b>	<b>13,854,150</b>	<b>13,854,150</b>
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	(49,199)	2,726,658
Adjustments for noncash effects:		
Depreciation	202,035	1,015,107
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(48,938)	88,224
(Increase) decrease in other receivable	3,964	1,049
(Increase) decrease in prepaid expenses	54,446	(134,415)
Increase (decrease) in accounts payable	(12,048)	(135,827)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	(5,608)	4,724
Increase (decrease) in accrued sick and vacation liability	-	(3,928)
Increase (decrease) in borrowers' deposit	202	8,175
Increase (decrease) in OPEB liability	21,665	108,325
Increase (decrease) in net pension liability	8,333	41,665
Net cash from operating activities	174,851	3,719,757

LOS ANGELES COUNTY LAW LIBRARY  
December 1, 2021 - December 31, 2021 (WARRANTS)  
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 23	EX LIBRIS (USA) INC.	PREPAID EXP	15,615.64	TS00311645

15,615.64

LOS ANGELES COUNTY LAW LIBRARY  
December 1, 2021 - December 31, 2021 (CHECKS)  
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 2	OFFICESUPPLY.COM	SUPPLIES LIBRARY	396.50	V006537
December 3	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,036.05	V006487
	LEXISNEXIS MATTHEW BENDER	BOOKS	494.56	V006488
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,235.79	V006489
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	149.54	V006490
	DATA TRACE PUBLISHING COMPANY	BOOKS	179.95	V006491
	LAW JOURNAL PRESS	BOOKS	13,616.32	V006493
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,637.25	V006494
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	138.50	V006495
	NEW JERSEY LAW JOURNAL	BOOKS	352.59	V006496
	PRACTISING LAW INSTITUTE	BOOKS	2,245.88	V006497
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	2,573.81	V006498
	GOBI LIBRARY SOLUTIONS	BOOKS	190.88	V006499
	BUILDING ELECTRONIC CONTROLS INC	SECURITY	3,310.00	V006500
	BINGOCARDCREATOR.COM	STAFF EVENTS	59.00	V006501
	BRIGHTVIEW	LANDSCAPING	1,250.00	V006502
	NASA SERVICES	BLDG SVCS	528.01	V006503
	OFFICE DEPOT	SUPPLIES-OFFICE	83.33	V006504
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	98.00	V006505
	PAPERLESS POST	BOARD EXP	50.00	V006506
	PEOPLEG2	RECRUITMENT	519.91	V006507
	STATE COMPENSATION	WORKERS COMP	2,317.33	V006508
	UPS	DELIVERY & POSTAG	4.50	V006509
December 6	ORKIN	BLDG SERVICES	300.00	V006556
December 7	ISOLVED BENEFIT SERVICES	PAYROLL/HR BENEFI	1,743.00	V006510
December 10	AMERICAN BAR ASSOCIATION	BOOKS	2,321.00	V006511
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	750.08	V006512
	LEXISNEXIS MATTHEW BENDER	BOOKS	26.18	V006513
	BLR	BOOKS	1,753.20	V006514
	CALIF SUPREME COURT HISTORICAL	BOOKS	50.00	V006515
	CCH INCORPORATED	BOOKS	627.87	V006516
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	441.87	V006517
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	646.41	V006518
	MUNICIPAL CODE CORPORATION	BOOKS	82.00	V006519
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	723.97	V006520
	WEST ACADEMIC	BOOKS	341.64	V006521
	THOMSON REUTERS	BOOKS	82,509.42	V006522
	WILLIAM S HEIN & CO	BOOKS	1,220.37	V006523
	GOBI LIBRARY SOLUTIONS	BOOKS	1,045.64	V006524
December 13				

143,075.34

LOS ANGELES COUNTY LAW LIBRARY  
December 1, 2021 - December 31, 2021 (CHECKS)  
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 16	STAMPS.COM	DELIVERY & POSTAG	24.99	V006525
	CORODATA	BLDG SVCS	56.87	V006526
	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	21,149.61	V006527
	ARMIN INNOVATIVE PRODUCTS	SUPPLIES LIBRARY	2,499.00	V006538
	BRODART CO	LIBRARY SUPPLIES	272.33	V006539
December 17	LEXISNEXIS MATTHEW BENDER	BOOKS	1,076.21	V006528
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,113.67	V006529
	INGRAM LIBRARY SERVICES	BOOKS	180.03	V006530
	MUNICIPAL CODE CORPORATION	BOOKS	2,232.00	V006531
	PRACTISING LAW INSTITUTE	BOOKS	1,435.40	V006532
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	683.28	V006533
	UNITED NATIONS PUBLICATIONS	BOOKS	186.70	V006534
	WEST ACADEMIC	BOOKS	51.25	V006535
	GOBI LIBRARY SOLUTIONS	BOOKS	190.47	V006536
	ABD OFFICE SOLUTIONS	COPY CENTER	127.42	V006540
	AT&T MOBILITY	TELECOM	16.24	V006541
	BANDWIDTH.COM, INC.	TELECOM	744.39	V006542
	BULBS.COM	REPAIR/MAINT	105.00	V006543
	GTT COMMUNICATIONS	TELECOM	314.00	V006544
	OFFICE DEPOT	SUPPLIES-OFFICE	55.94	V006545
SQBOX SOLUTIONS LTD	PREPAID EXP	3,490.00	V006546	
December 22	WYZE.COM	MISCELLANEOUS	86.48	V006557
December 23	LEXISNEXIS MATTHEW BENDER	BOOKS	33,209.86	V006558
	CDW GOVERNMENT INC	SUPPLIES-OFFICE	322.16	V006559
December 27	LEXISNEXIS MATTHEW BENDER	BOOKS	1,685.29	V006547
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,404.00	V006548
	JAMES PUBLISHING INC	BOOKS	652.62	V006549
	PRACTISING LAW INSTITUTE	BOOKS	766.67	V006550
	STATE BAR OF SOUTH DAKOTA	BOOKS	75.00	V006551
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	421.58	V006552
	WEST ACADEMIC	BOOKS	268.28	V006553
	THOMSON REUTERS	BOOKS	43.80	V006554
	GOBI LIBRARY SOLUTIONS	BOOKS	544.63	V006555
	ISOLVED BENEFIT SERVICES	PAYROLL/HR BENEFI	75.00	V006560
	STANLEY ACCESS TECH LLC	PREPAID EXP	1,156.00	V006561
	UPS	DELIVERY & POSTAG	550.85	V006562

224,317.37

LOS ANGELES COUNTY LAW LIBRARY  
December 1, 2021 - December 31, 2021 (CHECKS)  
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
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December 3	SEIU LOCAL 721 SEIU LOCAL 721	UNION DUES UNION SUPPL	878.16 64.56	001693 001694
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942.72

LOS ANGELES COUNTY LAW LIBRARY  
December 1, 2021 - December 31, 2021 (CHECKS)  
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 3	SYNCB AMAZON	BOOKS	129.52	032154
	MINISTER OF FINANCE	BOOKS	74.47	032155
	AFLAC REMITTANCE	CAFE PLAN-INSURA	765.16	032156
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	966.00	032157
	COUNTY LOS ANGELES	REPAIR MAINT	74.00	032158
	ROMERO MAINTENANCE LLC	JANITORIAL SVC	9,649.14	032159
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	032160
December 7	HOUSE OF TROPHIES AND AWARDS, INC ** VOIDED	STAFF MEALS/EVEN	0.00	032161
	METROLINK	TMP	526.75	032162
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	032163
December 9	HOUSE OF TROPHIES AND AWARDS, INC	STAFF MEALS/EVEN	262.80	032164
December 10	BANKS & JORDAN	BOOKS	121.98	032165
	CASALINI LIBRI	BOOKS	82.71	032166
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	819.32	032167
	MARY MARTIN BOOKSELLERS	BOOKS	150.00	032168
December 16	COUNTY OF LOS ANGELES	BANK CHARGES	45.53	032169
	DIGITAL INSURANCE LLC	CONSULTING	2,100.00	032170
	NRA GROUP, LLC	MISC	59.40	032171
December 17	CASALINI LIBRI	BOOKS	509.74	032172
	OTTO HARRASSOWITZ	BOOKS	3,072.09	032173
	LIBROS DE HONDURAS	BOOKS	1,400.00	032174
	LEXISNEXIS CANADA INC	BOOKS	387.67	032175
	WILLIAM S HEIN & CO	BOOKS	235.00	032176
	SYNCB AMAZON	MISCELLANEOUS	98.45	032177
	AT&T	TELECOM	518.85	032178
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	401.00	032179
	GUARDIAN	PREPAID EXP	7,922.89	032180
	COUNTY OF LOS ANGELES	HEATING/COOLING	8,932.59	032181
	NATIONAL 50 SECURITY	SECURITY	6,317.72	032182
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	525.00	032183
	NATIONAL 50 SECURITY	SECURITY	5,229.87	032184
	NATASHA GABRIELLE LYNCH	REFUND	132.00	032185
	THEODORE CARL PORTER	REFUND	140.00	032186
TAKIS JOVANCE TUCKER	REFUND	132.00	032187	
December 27	LAW REPORTS INTERNATIONAL LTD	BOOKS	250.00	032188
	QUALITY CODE PUBLISHING	BOOKS	61.80	032189
	BRIDGES FILTER SERVICE, INC	BLDG SVCS	439.73	032190
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	032191

53,058.18

LA Law Library  
Fiscal Year Quarterly Statistics

		FY19 2nd Quarter	FY20 2nd Quarter	FY21 2nd Quarter	FY22 1st Quarter	FY22 2nd Quarter	FY22 2nd Quarter Notes
<b>Reference and Research</b>							
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic</i>						
	Desk Inquiries	5,181	5,244	0	2,413	2,923	
	Tuesday 6pm to 8pm - All Queries	81	112	0	0		Not applicable due to library closure
	Phone	1,306	1,336	2,200	3,132	2,627	
	Email/ Live Chat	150	173	1,777	1,879	1,363	
	By Mail	40	55	66	56	51	
	Global Law Inquires	17	15	0	0	0	Not applicable due to library closure
	Global Law Web Inquires	14	0	0	0	0	Not applicable due to library closure
	e-Branch Chat	42	22	0	0	0	Not applicable due to library closure
	e-Branch Email	0	3	0	0	0	Not applicable due to library closure
	<b>Totals</b>	<b>6,935</b>	<b>6,960</b>	<b>4,043</b>	<b>7,480</b>	<b>6,964</b>	
<b>Circulation Services</b>							
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking</i>						
	Desk Inquiries	5,869	4,022	0	2,125	2,966	
	Phone Inquiries	1,666	1,636	1,356	1,202	1,286	Also Includes emails
	<b>Totals</b>	<b>7,535</b>	<b>5,658</b>	<b>1,356</b>	<b>3,327</b>		
	Books Circulated	1,899	1,917	417	893	833	
	Library Card Sign-ups	522	451	0	203	187	
	Members Program - Active Members	340	308	204	222	221	
	Public Terminal Logins	6,078	5,410	0	1,675	1,669	
<b>Document Delivery / E-Delivery/Copies</b>							

LA Law Library  
Fiscal Year Quarterly Statistics

		FY19 2nd Quarter	FY20 2nd Quarter	FY21 2nd Quarter	FY22 1st Quarter	FY22 2nd Quarter	FY22 2nd Quarter Notes
	<i>Document Delivery responds to requests for materials from the LA Law Library collection. Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-</i>						
	Phone Inquiries	334	716	237	337	639	
	In-Person	2,124	2,480	0	475	636	
	Email (Includes Members Program)	201	220	924	978	815	
	<b>Totals</b>	<b>2,712</b>	<b>3,416</b>	<b>1,161</b>	<b>1790</b>	<b>2,090</b>	
	Pages Delivered	4,503	6,539	8,477	8,698	8,150	
	Copies Made (Main Library)	49,678	67,897	0	54,679	54,681	
<b>Collection Management Services</b>							
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>						
	New Titles Added	140	144	149	108	159	
	Print Volumes Added	1,409	1576	1372	1,963	1626	
	New Serials	25	13	14	7	17	
	Non-Print Media Added	200	890	408	2,462	32	
	Records Cataloged/Updated	485	395	503	701	152	
	Print & Non-Print Withdrawn	540	423	506	403	398	
<b>Brief Scanning Project</b>							
	Briefs Logged (Google)	11,743	15,690	7,480	0	0	Google Operations Ceased as of March 29, 2021
<b>Website Statistics</b>							
	Visitors	22,725	29,354	20,279	23,918	26,298	
	Visits (previously counted as "Pages Viewed")	90,517	92,760	66,311	71,688	84,078	
	Average Daily Visits	379	316	301	283	292	
	Average Duration	3:01	4:57	3:08	2:53	3:23	
	Visitors: US	97.74%	95.99%	93.62%	92.87%	94.56%	
	Visitors: International / Unspecified	2.26%	2.10%	6.38%	7.13%	5.44%	
<b>Training and Events (Includes Online,Prerecorded/Live via ZOOM)</b>							
	Public Classes Held Online						
	Internal speaker	0	0	15	20	33	
	Guest speaker	0	0	78	107	146	
	MCLE Classes Held Online						
	Internal speaker	0	0	0	0	0	
	Guest speaker	0	0	13	19	29	



LA Law Library  
Fiscal Year Quarterly Statistics

	FY19 2nd Quarter	FY20 2nd Quarter	FY21 2nd Quarter	FY22 1st Quarter	FY22 2nd Quarter	FY22 2nd Quarter Notes
Clinics/ Workshops Held Online	0	0	4	3	1	LITL continuously offered telephonically
Public Classes Held at Main & Branches						
Internal speaker	42	37	0	0	0	Not applicable due to library closure
Guest speaker	81	91	0	0	7	
MCLE Classes Held						
Internal speaker	0	6	0	0	0	Not applicable due to library closure
Guest speaker	6	0	0	0	0	Not applicable due to library closure
Clinics/ Workshops Held	65	52	0	0	3	
<b>Totals</b>	<b>194</b>	<b>186</b>	<b>110</b>	<b>149</b>	<b>219</b>	
Class Attendance in Person Total (Estimated)	<b>3,480</b>	<b>2,906</b>	<b>0</b>	<b>0</b>	<b>291</b>	Includes LITL
Live Class Attendance: Online/Remote	N/A	N/A	<b>244</b>	<b>649</b>	<b>762</b>	Includes LITL
Live Class Registration: Online/Remote	N/A	<b>0</b>	<b>2167</b>	<b>1,422</b>	<b>1,558</b>	Includes LITL
Number of plays of prerecorded Classes	N/A	<b>0</b>	<b>869</b>	<b>110</b>	<b>1,668</b>	
Class Attendance Branches (Estimated)	N/A	<b>646</b>	<b>0</b>	<b>0</b>	<b>0</b>	Not applicable due to library closure
<b>Visits to Main Branch</b>						
Number of Patron Visits (front door)	<b>24,400</b>	<b>47,286</b>	<b>0</b>	<b>26,515</b>	<b>23,977</b>	Figures are overstated due to extra staff and security activity at front door. Patron visits estimated at 50-75% of reported counts

**MEMORANDUM**

**DATE:** January 26, 2022

**TO:** Board of Law Library Trustees

**FROM:** Sandra Levin, Executive Director  
Marcelino Juarez, Finance Manager

**RE:** Update Regarding 2022-23 Workers Compensation Insurance Renewal

**SUMMARY**

The purpose of this report is to apprise you of the status of the workers' compensation coverage renewal efforts for the Law Library *prior to* the February meeting at which time the Board will be asked to select one of the identified options.

The Law Library's workers' compensation coverage must be renewed prior to March 1, 2022. This year, the Library's experience modification rating (Ex-Mod) decreased from 125% to 104%. Our hope is that this decrease will ensure competitive bids for the upcoming renewal cycle. The Library's insurance broker is marketing the coverage under the current guaranteed cost program and conservatively expects a 5% to 10% increase in premiums due to uncertainties caused by the ongoing pandemic. However, we are hopeful that the lower Ex-Mod will result in a favorable outcome for the Library.

To address the ongoing coronavirus pandemic, the Library implemented additional safety measures to protect staff including the purchase of PPE's, a hybrid work model including work from home and strict protocols regarding masking, distancing, staying off site when sick, isolating, monitoring symptoms and contact tracing. Our goal is to limit the transmission of the virus among staff while at the same setting up an infrastructure that allows us to provide our essential services to those in need.

**ANALYSIS AND DETAIL**

**Law Library's Worker's Compensation Profile**

The Library's workers' compensation program continues to be an area of focus for staff and the Library's broker. The focus has been on being proactive to prevent losses from occurring. Incidents are reported timely and corrective actions, if any, are taken immediately.

**Exhibit A** illustrates the Library's historical frequency and severity. No claim has been reported during the current policy period.



**Exhibit B** illustrates the Library's program history as it relates to historical total incurred losses for workers' compensation versus the total premium paid for workers' compensation coverage. The total year to date loss is \$0 for the current policy period.

**Exhibit C** illustrates the Library's historical loss ratio. The loss ratios show how much was paid out for claims versus how much was collected in premium. Underwriting will determine certain amounts to be paid out in losses and will calculate this amount in the premium quotation. A lower loss ratio (30% and lower) will usually result in premium discounts whereas higher loss ratios usually result in higher premiums. Our loss ratio for the current policy period is 0%. Our loss ratio for the prior three years was 30% for 2018-19, 0% for 2019-20, and 0% for 2020-21.

**Exhibit D** illustrates the Library's ex-mod history rating as determined by the WCIRB. For the 2022-23 renewal period our experience modification was established at 104%, a decrease from the expiring 125%. *This has been our lowest Ex-Mod since 2013 and it reflects the Library's commitment to a safe work environment for staff.*

#### **Guaranteed Cost Program**

In anticipation of the renewal, our broker is seeking bids from various workers compensation insurance carriers in addition to the State Compensation Insurance Fund, the Library's current workers compensation carrier. The decrease in our Ex-Mod may open new markets.

State Fund as the incumbent carrier has not yet released the Law Library's quotation. Our insurance broker is continuing to work with the State Fund to secure the renewal quotation. This year, our broker anticipates participation from the following carriers; Liberty, Travelers, Employers, Everest, Berkshire, AIG, and Chubb.

#### **NEXT STEPS**

Barring any different direction from the Board, the Library will continue to work with our broker to obtain bids for fixed premium options and present them at the February meeting.

#### **RECOMMENDATION**

Staff recommends that the Board receive and evaluate this information. If there are any questions or issues of concern, Staff recommends removing the item from the Consent Calendar for discussion so that the Board can identify those issues and the matter can be presented for decision with all necessary information at the February meeting.

See Attachments





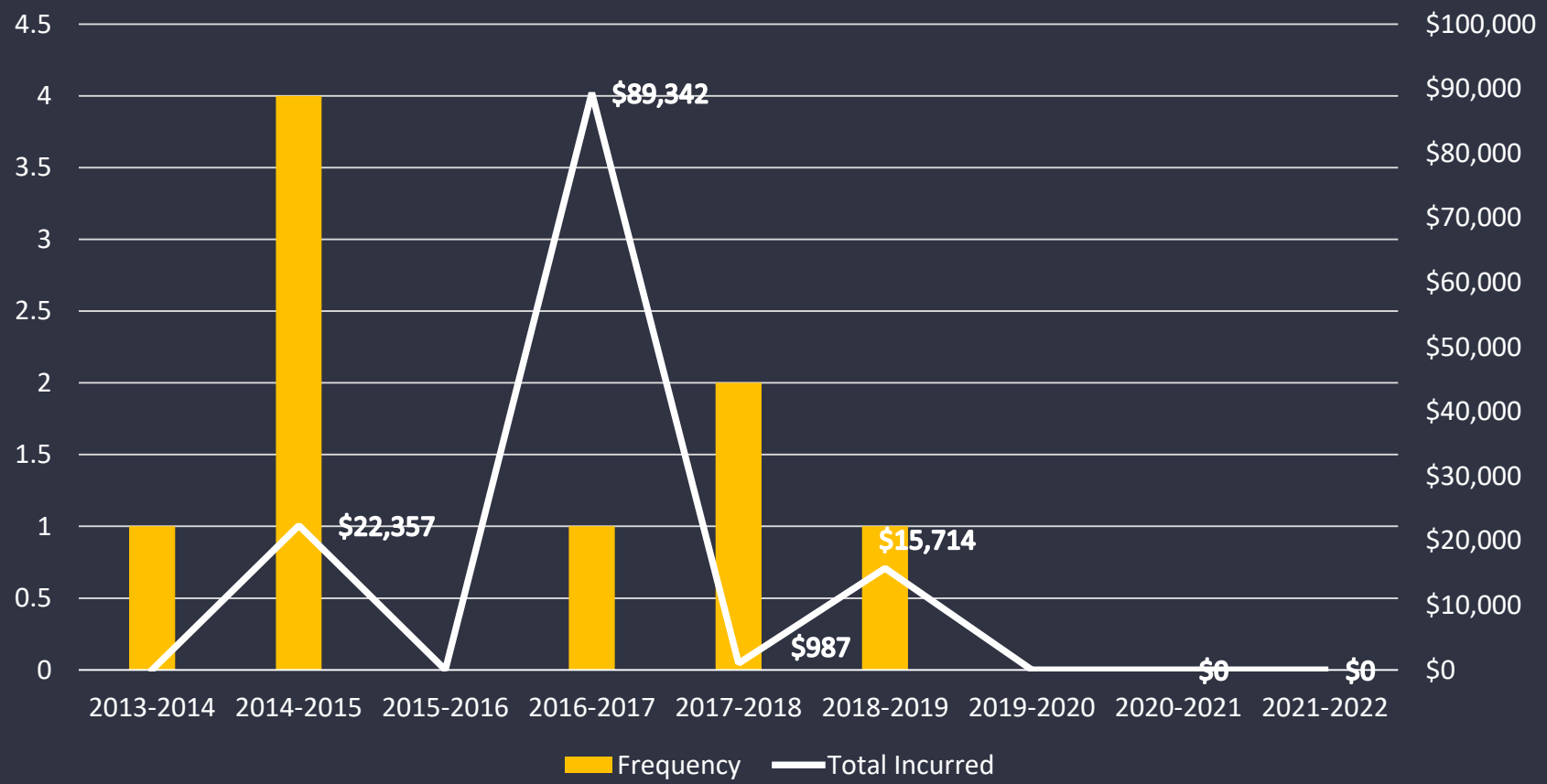


LALAWLIBRARY

# WORKER'S COMPENSATION

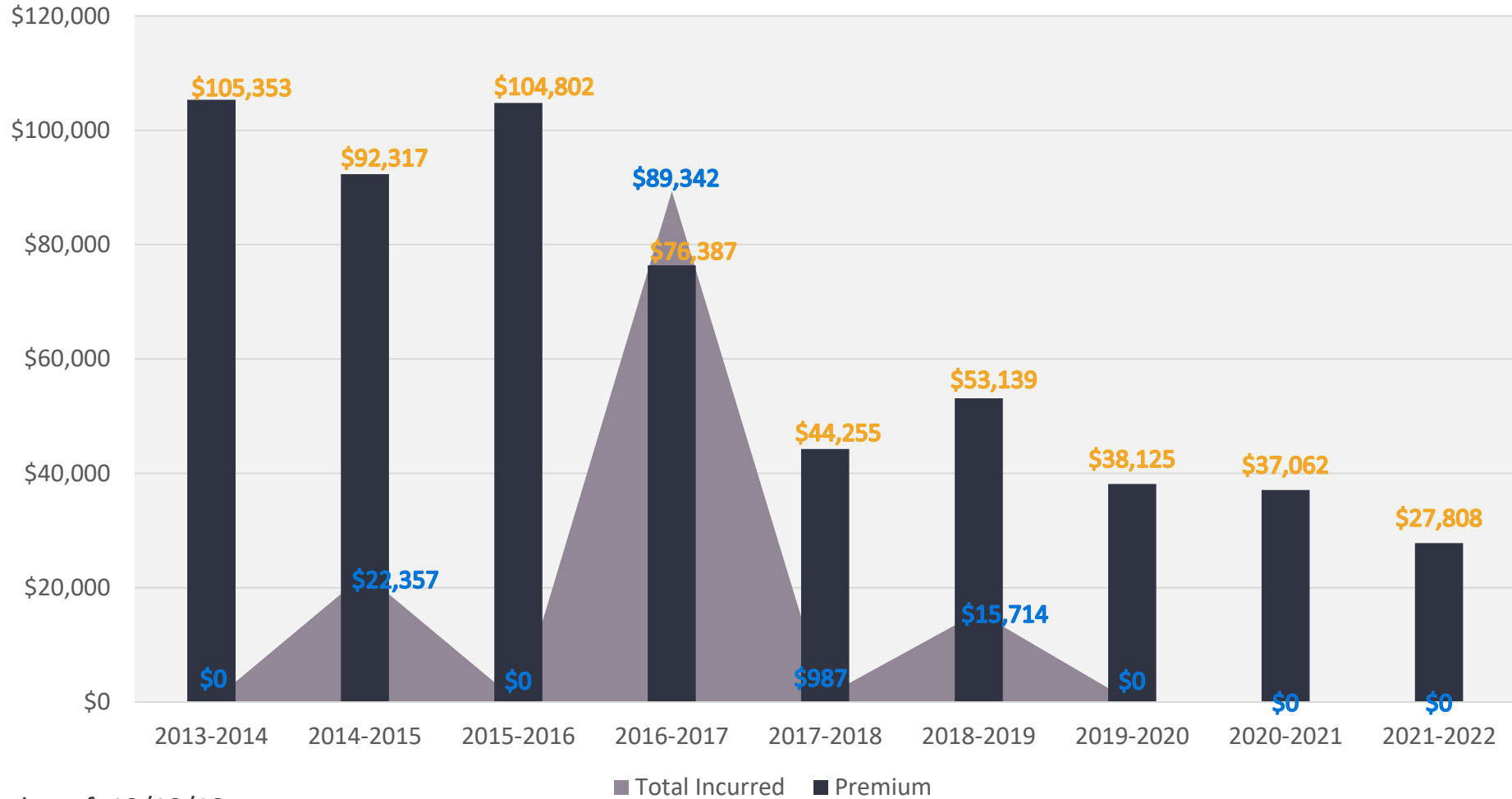


# WC FREQUENCY & SEVERITY



Valued as of: 12/10/19

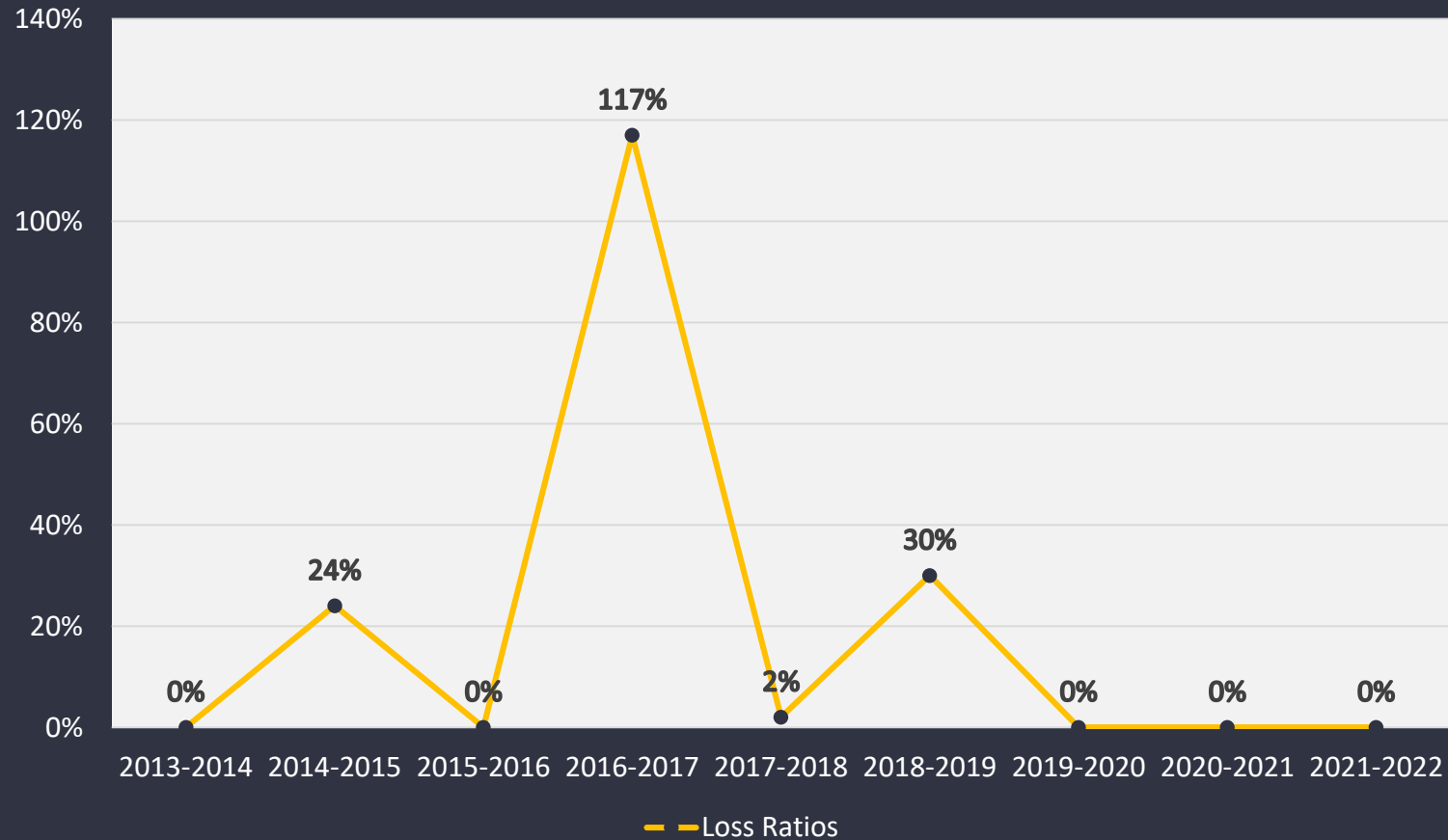
# WC PROGRAM HISTORY



Valued as of: 12/10/19

# WC LOSS RATIOS

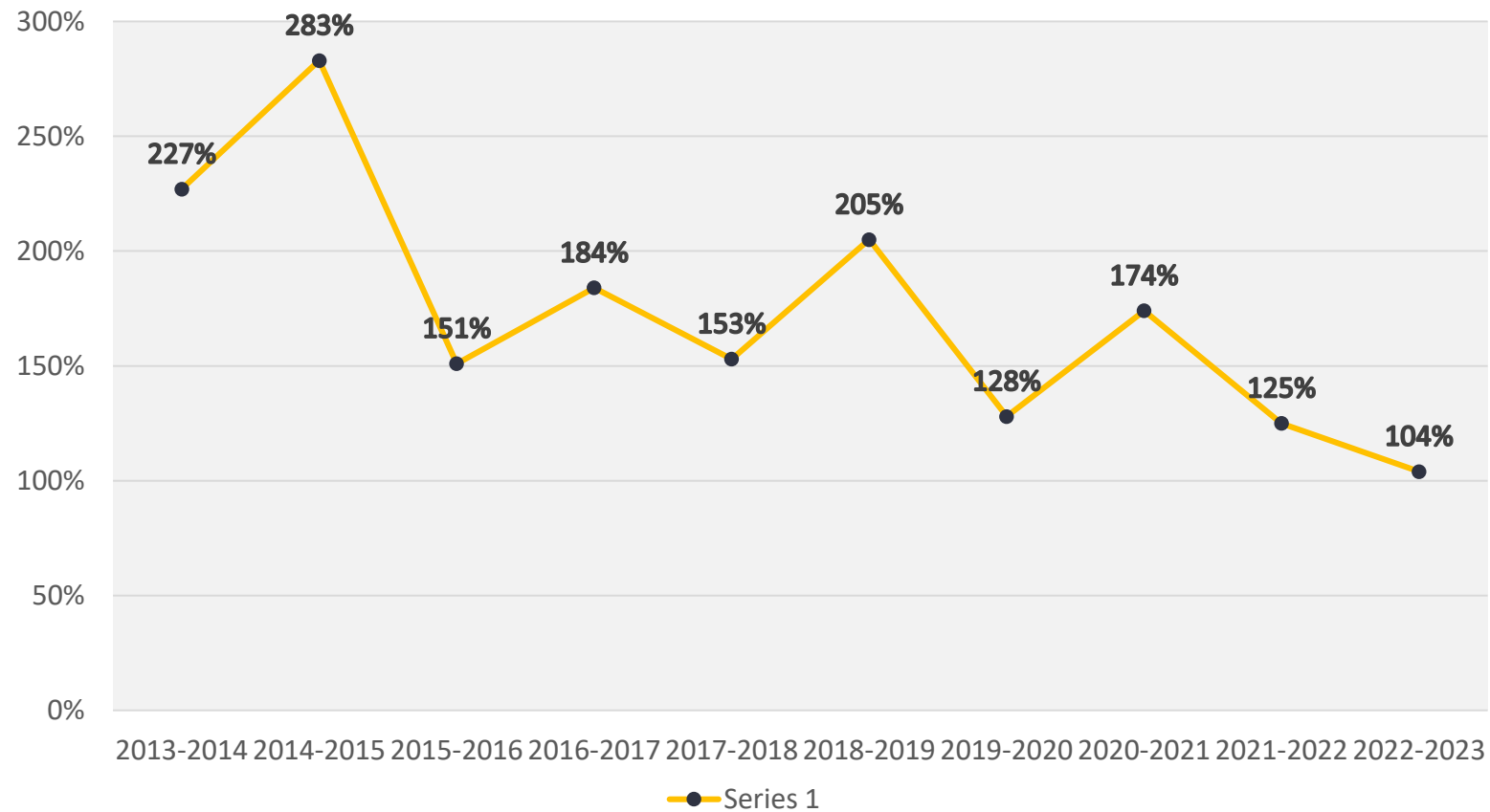
Loss Ratios = Total Incurred / Premium



Valued as of: 12/10/19



## WCIRB EX-MOD HISTORY



Valued as of: 1/14/20



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# AGENDA ITEM 4

## DISCUSSION ITEMS

- 4.1 Approval of Proposed One Time Funding Expenditures and Corresponding Budget Amendment for FY2022
- 4.2 Approval of Job Descriptions Necessary to Implement One Time Funding Projects
- 4.3 Approval of Project Design and Grant Application for Beautification and Improved Access of Law Library Grounds
- 4.4 Staff Presentation Regarding Remote Locations



**MEMORANDUM**

**DATE:** January 26, 2022

**TO:** Board of Law Library Trustees

**FROM:** Sandra J. Levin, Executive Director

**RE:** Approval of Proposed One Time Funding Expenditures and Corresponding Budget Amendment for FY2022

**INTRODUCTION AND SUMMARY**

Staff has prepared, and the Finance Committee has reviewed, a list of proposed projects and expenditures to use One Time Funding (OTF) allocated to LA Law Library by the State in the current fiscal year. The Board is asked to discuss and approve the proposed list of projects as well as a corresponding budget amendment to allow the expenditures proposed to be made – or at least begun – in the current fiscal year.

**DISCUSSION AND BACKGROUND**

Attached you will find:

1. *An excel spreadsheet of the proposed use of OTF revenue.* Of course, only a portion of the OTF received is expected to be spent in the current fiscal year. As discussed below, we are “setting aside” enough of the OTF to cover the recurring costs for a total of 3 years (current year plus 2 more). Moreover, there will be other projects whose costs are not yet properly estimated that will be proposed for future fiscal years.
2. *A Chart of the proposed Reorganization of Patron Services.* The changes to be made in Patron Services reflect new positions already approved, proposed new positions and other changes in staffing to accommodate new projects and programs, as well as continued staff development. The actual job descriptions (new and revised) needed to implement these changes are provided separately in support of Agenda Item 4.\_\_, which seeks Board approval of those job descriptions.
3. *A recap of what we have spent of the prior OTF allocation (\$3.2M).* Much of this remains unspent. These projects were interrupted by a pandemic and many, including significant capital projects are still priorities to be completed this year or next. These projects are considered ‘already funded’ and therefore are not included in the new OTF project list. They do not require Board consideration or a budget amendment.



*Source of OTF:* As a reminder, the Law Library received an allocation of just over \$3.1M this year from the State as part of the funding provided to County Law Libraries statewide. The Legislature also advised at that time, that they intended to provide a similar allocation in the coming fiscal year (2023). Although that has not yet been effectuated, the Senate's proposed budget bill – as promised – does include another \$16.5 million for County Law Libraries and we are therefore very optimistic that funding will again be available in FY2023.

*Policy Questions Regarding Expenditure of OTF:* In preparation for this meeting – and prior to preparing these plans – we met with the 2022 Board Finance Committee to get input on some bigger picture policy issues regarding how OTF money is spent. The Finance Committee was supportive of the following concepts which informed the proposals that we then brought back to them, and now to you.

1. *Use of OTF for Ongoing, Operational Expenses:* In normal circumstances, it is considered imprudent to spend one-time monies on ongoing expenditures. However, the Law Library's circumstances are unusual in this regard. First, the Law Library has reduced need for one-time project funding because the prior OTF was allocated to pay for one-time projects. Second, the Law Library currently has ample reserves to allow us to withstand short term fluctuations in revenue. Third, while the Legislature has been reluctant to provide ongoing, regular funding, the allocation for current year is generous and sufficient to fund the proposed new operational expenditures for at least 3 years. Finally, a similar allocation for next fiscal year looks likely. Accordingly, Staff is recommending – and the Finance Committee has agreed – to use of one-time monies to fund operational expenses in certain areas (with the proviso that the one-time funding already received is sufficient to support at least 3 years of the ongoing expense).
  - a. *Market and Equity Adjustments to Compensation:* We recommend making market and equity adjustments to compensation for existing employees who are underpaid, existing positions that are vacant and underfunded and positions that are underfunded as compared to lower level positions (compaction of the pay scale). It is currently a very difficult time to recruit to fill vacancies and to retain the excellent, skilled employees we already have. The phenomenon you have undoubtedly read about in the papers of starting level wages rising significantly has impacted the Law Library. In order to recruit and retain the caliber of staff currently working at the Law Library, we must increase wages.
  - b. *Expansion of Services:* In order to expand programs and services, we need to make some new hires including the Community Resource Specialist, HR Generalist and Public Interest Law Librarian already approved by the Board, as well as a Legal Education Law Librarian, two Technicians to assist with scanning and video production, respectively, and an IT Database Administrator to provide infrastructure support.



2. *Use of OTF to Support Other County Law Libraries:* Many other County Law Libraries (CLLs) are struggling to stay open or provide even minimal, basic legal information services to their patrons. Supporting those struggling CLLs elsewhere in the state would provide benefits to LA Law Library in several respects. First, the burden of servicing the populations of counties without fully functional CLLs falls primarily on the rest of the functioning CLLs. We frequently provide telephone, email and live chat service to the rest of the state. Second, the most compelling argument for ongoing state funding is the provision of adequate legal information and resources *throughout the state*. Legislators are looking for statewide access to justice and do not want to commit to ongoing funding for just certain wealthy counties. Third, and perhaps most importantly, while LA County is our priority, statewide access to justice is our goal as well, especially given that we receive more than 20% of the total funding for California CLLs and are consistently advocating for access to justice as a statewide concept. The statewide organization of CLLs is evaluating ways to strengthen the network throughout the state and bolster the level of service in struggling counties. There is a proposal that the more stable CLLs provide funding for a pool of grant money to be awarded to struggling county law libraries to assure that certain minimal standards are met in every (willing) county in the state. The attached proposal includes an allocation of a portion of our OTF to help seed that grant pool (once the statewide terms, mechanism and process have been established) to promote access to information and justice at County Law Libraries statewide.

Management has met with SEIU regarding the proposed list.

**RECOMMENDATION**

Staff recommends that the Board approve the attached list of projects and amend the budget for FY2022 to include the proposed expenditures.







<u>Project/Service Title</u>	<u>Overview</u>	<u>Current Year Cost</u>	<u>Annual Cost</u>	<u>Extended Cost (Current year + 2 additional years for operational expenses)</u>	<u>SJL Comments</u>
Increase minimum wage	Increase minimum hourly wage from \$15 to minimum \$17 to remain competitive and avoid loss of valuable, trained employees.	\$15,221	\$30,442	\$76,104	Includes salary plus estimated benefits at 20%
Increase Clerk wages	Increase Library Clerk hourly wage to minimum \$19 to maintain equity and retain staff.	\$21,361	\$42,722	\$106,806	Includes salary plus estimated benefits at 40%
Increase other classification wages	Increase Technician, Library Associate, & HelpDesk Analyst hourly wage to a minimum \$21	\$11,165	\$22,330	\$55,825	Includes salary plus estimated benefits at 40%
Job Promotions	Increased responsibility / restructure wage increases for management	\$13,000	\$26,000	\$65,000	Includes salary plus estimated benefits at 40%
Individual Market Rate Adjustments	This is a pool of funds available to increase compensation of those whose compensation is below market.	\$25,000	\$50,000	\$125,000	
2% Bonus	This bonus was already negotiated in the existing MOU and budgeted contingent upon the receipt of OTF from the State. Since the funding was received, the bonus was paid in September.		\$48,514		Already paid
Resumption of Scanning	2 Scan Aides (offset in part by Google revenue)	\$26,520	\$53,040	\$132,600	Includes salary plus estimated benefits at 20%
Individual translators for Lawyers in the Library	Alternative to translation service for commonly requested languages where individual translators are available for hire and no on staff personnel have language capacity in the target language. (Existing Staff continue to have 1st priority for translation projects.) Hired on an hourly basis. Pilot project.	\$3,000			Continuation in future fiscal years may use a different model and will involve different costs
Current interest collection of books	Expand collection to include topical books on relevant issues such as social justice, immigration, climate change,. LALL has some but expand and feature in social media and events.	\$3,000			Pilot project for current year. Will track spending and usage.
Purchase additional PDF editor licenses	Would allow for those backing up eDelivery as well as Members staff to process and edit PDFs	\$300	\$600	\$1,500	
Text messaging confirmation system	Reduce staff time spent on calling/emailing patrons to confirm appointments for Lawyers in the Library; also reduce rate of no-shows. Pilot project.	\$2,500			Future years may differ in process or cost
Contacts Management Database	Used by Patron Services to reach providers and partners. Expands library's capacity to reach large groups for events such as PBW or Law Days – or recruitment for LITL. Alternative to mail merge/large emails with many recipients. More efficient, less risk of email address getting blocked and less memory use. Pilot project.	\$3,000			Future years may differ in process or cost
Incubator Program Partnership	LALL would provide a stipend to LAIC in exchange for specified program support on difficult-to-cover topics, including landlord tenant and civil rights at LITL and Ask a Lawyer programs and teaching, class production in high-demand subject areas. Provides continuity and predictability of support for increased need in library services, while simultaneously supporting the development of modest means services in LA County.	\$10,000	\$15,000	\$40,000	Annual fee

<u>Project/Service Title</u>	<u>Overview</u>	<u>Current Year Cost</u>	<u>Annual Cost</u>	<u>Extended Cost (Current year + 2 additional years for operational expenses)</u>	<u>SJL Comments</u>
Expanded staff space	Additional space will be needed to accommodate new hires as well as regular shifts of remote staff training/supporting at Main. Minor modifications and FFE purchases should be sufficient to create temporary usable space. (A longer term remodel of the lower level staffing area will be need in future fiscal years.)	\$10,000			
BIA accreditation for the Library as institution and individual staff	BIA accreditation (institution and staff) to qualify the Library to host N-400 (naturalization form) processing workshops for citizenship with accredited staff serving as form processors	\$10,000			One-Time Training and administrative costs (this year only). Ongoing costs TBD.
New Positions Community Resources Specialist	A social worker in the library to support ongoing public programs and services, expand assistance to patrons and provide counseling and broad based mental health, social and economic wrap-around services and referrals.				Previously approved
HR Generalist	Additional support for higher-level HR functions, such as recruitment, coaching,, investigations and policy development				Previously approved
Facilities Clerk	Additional support for mailroom, maintenance and repair and capital projects				Previously approved
IT Database Administrator	Management, documentation and troubleshooting of numerous database systems				Position description may change depending on the skills, experience and recommendation of IT Director when hired
Technician Video Production	This position is needed to keep up with the expansion of remote instruction, including on-demand programming and pre-recorded session				Part time
Technician Scanning	With the resumption of the Google project additional support is needed to manage work flow and quality control				Part time
Legal Education Librarian	Additional librarian to take on development of classes, teaching, and coordination of programs. Needed to assist in managing existing portfolio of ongoing programs and expansion of programs				
Librarian, Public Interest Programs	Additional staffing for public interest to expand capacity for: Ask a Lawyer, Lawyers in the Library, Pro Bono Week, Zoom-based workshops (e.g., adult name change, expungements), Law Days, themed months (e.g., Black History Month), BIA accreditation				Previously approved;
	ESTIMATED TOTAL NEW POSITIONS	\$235,170	\$410,280	\$1,175,850	includes salary plus estimated benefits at 40% for FT positions and 20% for PT positions
Adobe Suite License for Communications	Library Aide for Communications could assist with flyers, collateral and other graphic design materials if provided with a license for Adobe Suite.	\$3,000	\$1,000	\$5,000	May require workstation reconfiguration or upgrade
Ipad with drawing pen	To be used for social media promotion and events (256 GB; WiFi enabled)	\$1,500			

<u>Project/Service Title</u>	<u>Overview</u>	<u>Current Year Cost</u>	<u>Annual Cost</u>	<u>Extended Cost (Current year + 2 additional years for operational expenses)</u>	<u>SJL Comments</u>
Branded Pens	To be used as promotions and for patron use in Library (Quantity 5K)	\$3,000			
Branded, Trackable QR Codes	Trackable QR Codes would allow us to identify the number of hits, locations and other information to help determine the effectiveness and popularity of different materials, events and locations	\$500			Cost for partial year; future years to be determined Will also investigate no-cost options to track IP addresses via referral servers
Expanded Social Media Advertisement	Trials promotions on Social Media have been successful in expanding awareness. Additional promotion would be beneficial to new and expanded programming going forward.	\$500	\$1,200		Additional cost for partial year; future years at \$1200/yr
Hardware Maintenance	Dell 3 year hardware maintenance agreement for new servers and switches.	\$13,333	\$26,667	\$80,000	
Exterior Landscaping.	For example, front patio reconstruction due to slippage/movement, drip irrigation and landscaping repair.	\$75,000			Some portion may be grant-funded. Cost is estimate of LALL portion of funding
Funding for Struggling County Law Libraries	It would benefit us to support struggling County Law Libraries elsewhere in the state. CCCLL is evaluating ways to strengthen the network of CLLs throughout the state via grants to assure that certain minimal standards are met in every (willing) county in the state. I recommend that LALL contribute significantly for at least a couple of years for three complementary reasons. First, the burden of servicing the populations of counties without fully functional CLLs falls primarily on the rest of the functioning CLLs. We provide telephone, email and live chat service to the rest of the state. Second, the most compelling argument for ongoing state funding is the provision of adequate legal information and resources throughout the state. Legislators are looking for statewide access to justice and do not want to commit to ongoing funding for just certain wealthy counties. Third, while LA County is our priority, statewide access to justice is our goal as well, especially given that we receive more than 20% of the total funding for California CLLs.	\$200,000	\$200,000		Additional funding may be required in future years. I recommend providing up to 10% of LALL state OTF allocation depending on need and quality of grant applications statewide and ongoing funding provided by Legislature.
Telephone System	Replacement of all existing phones and main phone server to allow for more current features. New phones will include headsets for staff who spend much of their time on the phone with patrons or vendors.	\$50,000		\$50,000	
1st Floor Staff Area Reconfiguration	Replacement of existing 1953 floor tiles with carpet, newer desk furniture for enhanced layout to accommodate additional staffing and ergonomic adjustments.	\$60,000		\$350,000	
IT Office & Computer Lab Reconfiguration/Buildout	Increase staffing area and computer lab space in the 70s side reading room.	\$135,000		\$135,000	
<b>TOTAL</b>		<b>235,170</b>	<b>927,795</b>	<b>1,863,685</b>	

<u>Project/Service Title</u>	<u>Overview</u>	<u>Current Year Cost</u>	<u>Annual Cost</u>	<u>Extended Cost (Current year + 2 additional years for operational expenses)</u>	<u>SJL Comments</u>
NOTES:	Additional Reference Librarian funded out of Platinum proceeds	\$77,000			
	One Managing Librarian converted to Reference Librarian	TBD			
	Global Law & Language Access Librarian lower cost due to reduced experience requirements	TBD			
	July 1, 2022 1% raise (already committed)	\$45,189			

## Reorganization of Patron Services Department

Director, Patron Services

Public Interest Programs Senior Librarian*	Reference, Research & Legal Education Senior Librarian		Collection & Branches Senior Librarian	Circulation Manager
<b>Public Interest Librarian*</b>  Global & Language Access Librarian  Library Associate	Librarian (Digital)  Librarian (Gov Docs)  <b>Librarian (Legal Education)</b>  Librarian (Platinum)  <b>Librarian (Collection Level)</b>  Library Associate (Members & Legal Education)	Managing Librarian (Shelving & Scheduling)  Library Aides (3) (Shelving)  On-Call Retired Annuitants	Librarian (Collection Development)  Library Associates (3)	Library Clerk (Circ)  Library Clerk (Copy Center)  Library Aides (3)
<i>Public Interest Programming</i>  <i>Special Events</i>  <i>Language Access &amp; Translation</i>  <i>Outreach &amp; Public Speaking</i>  <i>Classes/Teaching</i>  <i>Reference Desk (in-person and virtual; including Global)</i>  <i>Collection Development Support</i>  <i>Data &amp; Statistics</i>	<i>Reference Desk (in-person and virtual)</i>  <i>Live Chat</i>  <i>Digital Services</i>  <i>Members Program (including Platinum)</i>  <i>Classes/Teaching</i>  <i>Outreach &amp; Public Speaking</i>  <i>Collection Development Support</i>  <i>Data &amp; Statistics</i>	<i>Shelving &amp; Paging</i>  <b>Scheduling</b>  <i>Reference Desk (in-person and virtual)</i>  <i>Displays</i>  <i>Classes/Teaching</i>  <i>Back Up for Circulation</i>  <i>Data &amp; Statistics</i>	<i>Budget</i>  <i>Collection Development</i>  <i>Remote Locations</i>  <i>Reference Desk (in-person and virtual)</i>  <i>Data &amp; Statistics</i>  <i>Classes/Teaching</i>  <i>Grants &amp; Special Projects</i>	<i>Circulation</i>  <i>Copy Center</i>  <i>Back Up for Shelving &amp; Paging</i>  <i>Data &amp; Statistics</i>

XXX means new position

XXX means promotion

In addition, one Managing Librarian position is being converted to Librarian

\* = Previously Approved



## **\$3.5M One-Time State Funding Allocation from FY2019**

Fiscal Year: 2018-19

	OTF Budget	Spend through FY21 plus partial FY22	Balance
\$	3,215,000	\$ 879,919	\$ 2,335,081

The following projects are still pending and have more than \$10,000 remaining to spend:

- Exterior Paint/Patchwork
- Video On-Demand Courses
- Branch Print Release Project
- Members Automated Parking Module
- Expanded Computer Lab Laptops
- PR Service/Paid Advertising
- Microfische Reader/Printer/Scanner
- Book Shifting
- VOIP Telephone, Server/Handsets
- Staff Zero Clients/Monitors
- Public Restroom Reconfigure/Repair
- Building Security System
- Exterior Cameras
- Website; Spanish Version
- Briefs Repository Update/Scanning Software
- Building PA System
- Public Copiers
- Website; Representing Yourself Revamp/Authenticate
- E-branches; Update Links/Add Addt'l Links
- LED Lighting
- 70's Section Class Space/Computer Lab
- HVAC Electric Conversion
- Flooring - Public Stacks
- Elevator Repair & Upgrade
- Compensation Increases (5 Yr Period)

## AGENDA ITEM 4.0 | DISCUSSION ITEM 4.2

### MEMORANDUM

**DATE:** January 26, 2022

**TO:** Board of Law Library Trustees

**FROM:** Sandra J. Levin, Executive Director

**RE:** Approval of Job Descriptions Necessary to Implement One Time Funding Projects

### SUMMARY

In order to implement the proposed projects, new positions and expanded services described in Agenda Item 4.2, a number of Job Descriptions need to be revised or created.

Attached you will find:

1. A chart of new and revised job descriptions in the Patron Services department, followed by the actual job descriptions. They are organized in two categories: job descriptions that are entirely new or have been substantively amended; and job descriptions that have been amended merely to reflect the new reporting structure.
2. Job descriptions for other departments with proposed new positions.

The proposed job descriptions have been provided to SEIU for their consideration.

### RECOMMENDATION

Staff recommends that the Board approve the proposed job descriptions.







## Reorg Patron Services Job Descriptions

Position	Revision YES/NO	Comments
<b>NEW DUTIES OR POSITIONS</b>		
Senior Librarian Reference, Research & Legal Education	Yes	Revised position. Merger of Senior Librarian Reference & Research and Managing Librarian, Legal Education
Librarian Legal Education	Yes	New Position. Core librarian duties plus selected duties of (now eliminated) Managing Librarian, Legal Education.
Manager, Circulation	Yes	Reporting change plus supervisory responsibilities added
Managing Librarian, Reference, Research & Stacks and Shelving	Yes	Reporting change plus added scheduling responsibilities
Librarian, Collection Development	Yes	Revised to more accurately reflect current responsibilities
Senior Librarian Collection Branches	Yes	Revised to more accurately reflect current responsibilities
<b>CHANGES TO REPORTING STRUCTURE</b>		
Director, Patron Services	Yes	Change to include circulation; Move global to PI
Librarian, Global & Language Access	Yes	Revised to include new reporting structure
Library Aide, Stacks and Shelving	Yes	Updated Reporting to Managing Librarian, Reference, Research, Stacks & Shelving
Library Aide, Circulation	Yes	Revised to include new reporting structure
Library Clerk, Circulation	Yes	Revised to include new reporting structure
Library Clerk, E Delivery & Copy Center	Yes	Revised to include new reporting structure

## LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	<b>Senior Librarian, Reference</b>
<b>Department:</b>	<b>Patron Services</b>
<b>Focus:</b>	<b>Reference, Research &amp; Legal Education</b>
<b>Reports to:</b>	<b>Director, Patron Services</b>
<b>Position Supervised:</b>	<b>Reference Librarians and Managing Librarian; Library Associate</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Salary Grade:</b>	<b>7</b>
<b>Union Status:</b>	<b>Ineligible for Representation</b>
<b>Effective Date:</b>	<b>1/27/22</b>

### **Position Summary**

Under the direction of the Director, Patron Services, oversees Reference & Research and Legal Education functions to zealously provides quality reference and instructional service to legal, self-represented, and public patrons. Provides mentorship, training and supervision to reference librarians and other staff responsible for research and instructional services. Oversees the Library's busy reference desk, multitude of class offerings, special programs and fee-based Members Program. Provides direct service and instruction to patrons, and participates in outreach efforts to new and established user groups. Leads efforts to maintain and grow staff knowledge and competencies through continuing education, professional development and self-study.

### **Responsibilities and Duties**

#### Supervision and Leadership

- Oversees and supervises in-person and remote reference desk services, including workflows, procedures, and best practices utilized by staff, in accordance with Library policy.
- Oversees and supervises reference desk scheduling, in conjunction with the Managing Librarian for Reference, Research & Shelving
- Oversees and supervises Legal Education programming, including legal research classes, legal professional training programs, and special programs.
- Guides the direction and development of content for classes taught both by Patron Services staff and external presenters.
- Oversees the Members Program and, in conjunction with Members Program staff, identifies, develops and recommends services, policies and procedures to improve the Members experience.
- Proposes and implements new or expanded programs, policy changes, or alterations to workflows and practices relevant to the department.

- Assures proper budgeting for revenue and expenses derived from Patron Services, including class registration fees and Members Program.
- Coordinates and conducts internal training for librarians and other library staff on legal education and reference and research topics, including use of new or existing database products and other resources.
- Mentors newly hired reference librarians and associates, including orientation to procedures and best practices.
- Assists with job announcements, recruitment and hiring of staff. Oversees and participates in the hiring process for direct reports, in accordance with Library policy.
- Evaluates staff performance through regularly scheduled and annual evaluation process, including recommendation of merit and promotional opportunities, and disciplinary measures up to and including termination of employment.
- Reports and acts on violations of Library policies including non-harassment.
- Monitors and advises on the effectiveness and efficiency of processes within the Patron Services department.
- Provides management, direction and guidance for specific assignments, projects and programs as needed.
- Takes on special projects related to the department, as required.

#### Reference Assistance and Services to Library Users

- Provides expert reference services, detailed research and user assistance to both the legal and general public communities through walk-up, phone, email or other electronic methods.
- Conducts complete reference interviews to determine appropriate print and electronic resources to meet user requests.
- Ensures that reference librarians provide quality reference and research services through appropriate and knowledgeable use of reference tools and resources.
- Oversees development of bibliographies, pathfinders, legislative histories and other user aids and guides.
- Provides instruction and guidance for use of library catalog, computer databases, bibliographic resources and general legal research procedure.
- Coordinates Reference and Research activities with Information Technology and Facilities teams to support the development of training, classes, tours and events for general public and specified patron groups.
- Assists with development of policies and procedures for responding to user comments, complaints and questions.
- Assist in resolution of patron complaints in accordance with Library procedures and policies.
  
- 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 general public, school groups, and partnering organizations.
- Participates in orientation and training of new professional and non-professional staff members.

#### Collection Development

- Reviews print and electronic materials and makes recommendations for additions, deletions and enhancements to the collection.
- Analyzes subject areas of the collection and prepares comparative data.
- Participates in collection development decision-making.
- Oversees process for monitoring quantity of shelving and space available and taking appropriate corrective action for routine space constraints;
- Facilitates staff assignments on shifting and major relocation projects.
- Coordinates with Collection Management Services regarding cataloging, call number, and other collection access, maintenance, and selector related matters

#### 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.

### Position Qualifications

#### Required

- Masters Degree in Library Science from an ALA-accredited institution.
- 5-7 to years of law library experience.
- 2-3 years supervisory 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**

- Masters Degree in Library Science from an ALA-accredited institution and advanced degree in law, judicial administration, political science, or other relevant field.
- Supervisory experience in a law library setting.
- Experience teaching in a classroom setting or online equivalent.
- Public or government law library experience.
- Familiarity with collection development policies.
- Familiarity with standard legal databases.
- 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.
- 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

<b>Title:</b>	<b>Librarian, Legal Education</b>
<b>Department:</b>	<b>Patron Services</b>
<b>Focus:</b>	<b>Legal Education and Members Program</b>
<b>Reports to:</b>	<b>Senior Librarian, Reference, Research and Legal Education</b>
<b>Position Supervised:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Salary Grade:</b>	<b>5</b>
<b>Union Status:</b>	<b>Eligible for Representation</b>
<b>Effective Date:</b>	<b>1/27/2022</b>

## **Position Summary**

Under the direction of the Senior Librarian, Reference, Research and Legal Education, zealously provides quality instructional, reference and research service to the Library's diverse group of patrons that includes individuals from the legal, business and general public communities. Designs, coordinates and presents public classes and prepares instructional materials. Assists in collection development responsibilities and coordination of the Members Program and general and MCLE Legal Education programs and initiatives. Continually works to ensure quality instructional and reference service through participation in continuing education, professional development 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 patron services staff as required.
- Other duties as required.

#### Focus Responsibilities and Duties:

##### Legal Education

- Develops content for classes taught by Patron Services staff and provides oversight and guidance in the development and continued integrity of class content created by other Patron Services staff.
- Teaches classes and develops associated class support materials for various patron groups, including self-represented litigants, attorneys, paralegals, business owners and entrepreneurs, and the general public.
- Travels as assigned to remote locations to provide on-site education, reference and research services.
- Analyzes and identifies patron legal education needs and develops appropriate training programs provided by both in-house and outside instructors.
- Stays abreast of changes in the law to ensure continuity and accuracy of LA Law Library instructional class content.
- Follows established timelines and calendaring procedures for scheduling educational classes in Main and remote locations.
- Plans, calendars and executes Minimum Continuing Legal Education (MCLE) programs according to California State Bar rules, and handles MCLE Multiple Activity Provider renewal process.
- Works with Library Associate, Legal Education, to ensure proper execution of administrative tasks associated with delivering program content, including communication with speakers and participants.
- Maintains MCLE and other class and workshop statistics.
- Establishes and maintains relationships with legal professionals and organizations to develop and

implement Legal Education programs.

- Documents and implements policies and procedures regarding the library's legal education programs.
- Establishes and maintains a roster of volunteer speakers.
- Serves as selector for multimedia MCLE collection materials.

#### Members Program

- Provides reference and research service to participants in the Members Program.
- Assists with day-to-day oversight of Members Program remote and on-site services.
- Drafts Members Program monthly newsletter and other program updates and notices.
- Reviews and makes recommendations for improvement on the delivery of Members services and general program administration.
- Reviews Members Program print and digital resources and makes recommendations for additions, deletions and enhancements to the collection.
- Coordinates with the Library Associate, Legal Education, and Platinum Member staff and library administration to address everyday Members' needs.
- Coordinates with the Library Associate to conduct tours and respond to inquiries from prospective Members
- Collaborates with Communications to create Members Program marketing materials and participates in public speaking engagements and conferences in support of the program.
- Identifies, develops and recommends services, policies and procedures that improve the Members experience.
- Documents and implements policies and procedures regarding the library's legal education programs.
- Collaborates across departments on effective practices for expanding participation in the Members Program.

#### Professional Development and Outreach

- Attends professional events, programs, conferences; presents information about the Members Program and Law Library services
- Ensures efficient scheduling of library's legal education classes and coordinates promotion through Communications.
- Coordinates Legal Education activities with Communications to support messaging and awareness of LA Law Library.
- Presents classes and participates in speaking engagements for the general public, legal professionals, and professional groups and organizations.
- Increases library visibility through writing and publication of relevant articles in popular, legal, or scholarly publications.
- Implements outreach and communication efforts regarding the Library's benefits and services.
- Develops and teaches legal literacy curriculum for students and coordinates site visits and tours.

## Position Qualifications

### Required

- Masters Degree in Library Science from an ALA accredited institution or Juris Doctor degree from an 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

- Masters Degree in Library Science from an ALA accredited institution and advanced degree in law, judicial administration, political science, or other relevant field.
- Experience with public speaking or teaching in a classroom setting.
- Public or government law library experience.
- Familiarity with collection development policies.
- Familiarity with a variety of legal databases.
- Experience creating professional social media content.

## Work Environment

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

## Physical Abilities Required

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

## Approvals

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Director

\_\_\_\_\_  
Date

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**Human Resources**

**Date**

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**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

<b>Title:</b>	<del>Support Supervisor</del> <u>Circulation Manager</u>
<b>Department:</b>	Patron Services
<b>Focus:</b>	<u>Circulation/eDelivery/Copy Center/InterLibrary Loan</u>
<b>Reports to:</b>	<del>Senior Librarian, Collection &amp; Branches</del> <u>Director, Patron Services</u>
<b>Position(s) Supervised:</b>	Circulation, Copy Center, and Document Delivery Departments
<b>FLSA Status:</b>	Exempt
<b>Salary Grade:</b>	<u>6</u>
<b>Union Status:</b>	Ineligible for Representation
<b>Effective Date:</b>	<u>1/27/2022</u>

### Position Summary

The ~~Support Supervisor~~Circulation Manager is responsible for supervising all aspects of the Circulation, Copy Center, and Document Delivery Departments, such as overseeing the performance and scheduling of staff as well as managing all services provided to our patrons. This supervisor must also exhibit a consistently high level of sound business judgment and people skills in order to effectively provide outstanding customer service skills.

### Responsibilities and Duties

- Develop and implement Circulation Department policies and procedures.
- Supervise handling of cash, renewals, overdue notices, and the reserve collection.
- Provide excellent customer service and resolve customer service issues with users.
- Supervision of the duties and performance of the department's staff, including appropriate scheduling.
- Assist with the implementation and application of LA Law Library's new integrated library circulation system.
- Cross train employees so that the desks are always competently staffed.
- Evaluate library user needs in order to improve users' services.
- Participate actively in the achievement of departmental and divisional goals.
- Develops and implements training programs for circulation services.
- Develops and supervises library cash handling policies and procedures at the circulation desk included in second bullet point.
- Assists in the development of budget and user fees for circulation services.
- Provides assistance at public service desks as needed.
- Participate in hiring, evaluation, counseling, and disciplining of direct reports.
- Report and act on violations of the Law Library's policies including its non-harassment policies.
- Organize and record E-Delivery, room rental and other fees associated with borrower and member

accounts in Voyager.

- Explain policies and procedures to staff and patrons.
- Identify and resolve problems with user services.
- Assist as backup with Member Services.
- Assist as backup for circulation aides, document delivery and copy center and inter-library loans.
- Prepare LACBA borrower account cards.
- Organize authorized messenger lists and prepare yearly invoices.
- Assist with planning and implementation of enhancements to borrower services.
- Keep records of changes or enhancements to borrower services.
- Assist with class sign-ups and rosters.
- Organize and file payment receipts. -
- Performs other related work as assigned.

### Position Qualifications

Required:

- Bachelor's Degree, or Associate's Degree and 1 year of related supervisory and customer service experience, or two to three years of related supervisory and customer service experience in lieu of formal education.

Knowledge of:

- Principles and techniques of supervision and training.
- Strong customer service, library, and/or public service experience.
- Public law library processes, particularly circulation.
- Current law library integrated computer systems.
- Law Library policies, terminology, practices, and management.

### Work Environment

Busy public law library including a large reading room, general office environment, and open and closed book stacks. Some exposure to adverse environmental conditions such as dust and/or odors.

### Physical Abilities Required

Requires the ability to lift, push, pull up to 50 lbs.

- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one Library branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.

~~October 2016~~ January 2022

~~Support Supervisor, User Services~~ Manager, Circulation

Job Description

Page 3

## Approvals

_____	_____	_____	_____
<b>Immediate Supervisor</b>	<b>Date</b>	<b>Senior Director</b>	<b>Date</b>
_____	_____	_____	_____
<b>Human Resources</b>	<b>Date</b>	<b>Executive Director</b>	<b>Date</b>

### 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

<b>Title:</b>	<b>Managing Librarian</b>
<b>Department:</b>	<b>Patron Services</b>
<b>Focus:</b>	<b>Reference and Research &amp; Stacks and Shelving</b>
<b>Reports to:</b>	<b>Senior Librarian, Reference, <del>and</del> Research <u>&amp; Legal Education</u></b>
<b>Position Supervised:</b>	<b>Shelving Aides</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Salary Grade:</b>	<b>6</b>
<b>Union Status:</b>	<b>Ineligible for Representation</b>
<b>Effective Date:</b>	<b><u>January 2022</u><del>July 1, 2017</del></b>

### Position Summary

Under the direction of the Senior Librarian, Reference and Research, 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 areas. Designs and presents public classes and prepares collateral instructional materials. Directly supervises the Shelving Aides and is responsible for stack and shelving maintenance. Acts as deputy to Senior Librarian, Reference and Research, manages the library archives, and coordinates the library's outreach related to ongoing displays and other community inspired programming. Continually works to ensure quality reference service through participation in educational programs, workshops, seminars, and self-study.

### 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 in print and on the self-help section of the library's website.

### Training and Outreach

- Participates in the development of training programs for self-represented individuals
- Identifies, develops, executes and implements relevant new classes, workshops, and clinics.
- Selects and establishes policies for the collection and dissemination of relevant self-help tools and resources available through legal services partners and community based service organizations.
- Applies project management knowledge, skills, tools, and techniques to library-wide events including Pro Bono Week and Law Week.
- Participates in professional seminars, workshops, and lectures.
- Participates in orientation and training of new staff members and non-professional staff.
- Conducts long range planning, identification and implementation of prospective court supportive programming.

### Collection Development

- Collaborates with collection development group and recommends retention policies for self-help materials in the collection.
- Monitors the California collection and resources; analyzes use and recommends additions or changes
- Supervises the expansion, upkeep, and retention policies of the California collection.
- Participates in collection development meetings.

### Supervision

- Schedules, assigns and monitors staffing for reference desk, phone and online service points.
- Supervises Shelving Aides
- Works closely with CMS to ensure orderly and efficient stack and shelving in all areas of the library.
- Monitors shelving and space availability regarding space constraints
- Manages major relocation projects.
- Consults on staffing issues including placement, orientation, training, continuing education, performance review, discipline, and termination.
- Monitors and advises on the effectiveness and efficiency of processes within the department.
- Evaluates staff performance through regularly scheduled and annual evaluation process; recommend merit and promotional opportunities, discipline and termination.
- Resolves personnel problems as required.
- Report and act on violations of the Law Library's policies including its non-harassment policies.

### Coordinates shelving and shifting projects

- Monitors quantity of shelving and space availability taking appropriate corrective action for routine space constraints.
- Receive and maintain record of staff notices of shelving difficulties and analyzes information in order to make recommendations regarding space requirements and solutions to Director of Collection Management Services (DOCMS).
- Plans staff assignments and directs staff on shifting projects.
- Executes major relocation projects.
- Coordinates required staff training, orientation and program activities.

- Provides management, direction and guidance for specific assignments, projects and programs including, but not limited to, the library's archives and at-risk materials.

#### Other Responsibilities

- Serves as back-up support and management of reference services in the absence of the Senior Librarian, Reference and Research.
- Participates in library-wide projects and programs, including library displays, book discussion groups, outreach events, staff development and budget planning.
- 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.

#### Position Qualifications

##### Required

- Masters 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.
- Prior experience in the development and implementation of public interest programs
- 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

- Public law library experience.
- Familiarity with collection development policies.
- Familiarity with a variety of legal databases.
- Ability to communicate with vendors and other professional law librarians via social media.

#### Work Environment

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

#### Physical Abilities Required

- Lifting ability: Light, under 15 lbs. on a regular basis. Up to 50 lbs. on an occasional basis.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.

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

## Approvals

_____	_____	_____	_____
<b>Immediate Supervisor</b>	<b>Date</b>	<b>Senior Director</b>	<b>Date</b>
_____	_____	_____	_____
<b>Human Resources</b>	<b>Date</b>	<b>Executive Director</b>	<b>Date</b>

## 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

<b>Title:</b>	<b>Librarian</b>
<b>Department:</b>	<b>Patron Services</b>
<b>Focus:</b>	<b>Collection Development</b>
<b>Reports to:</b>	<b>Senior Librarian, Collection &amp; Branches</b>
<b>Position Supervised:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Salary Grade:</b>	<b>5</b>
<b>Union Status:</b>	<b>Eligible for Representation</b>
<b>Effective Date:</b>	<b>1/27/2022</b>

## Position Summary

Under the direction of the Senior Librarian, Collection & Branches, manages and develops library collection including [assistance with](#) preparation and projection of Library Collections budget, creates and develops tools and mechanisms to effectively administer budgets, [analysis and preparation of comparative data](#), [recommending collection enhancements or reductions](#), [tracking](#) collection usage and reference activity, and provides quality reference and instructional service to the Library's diverse group of users that includes individuals from the legal and public communities. Designs and presents public 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 remote location 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 patron services staff as required.
- Other duties as required.

### Focus Responsibilities and Duties:

#### Collection Development

- Under the guidance of the collection development policy, monitor, review and analyze announcements and advertisements for new titles, new editions and released supplementations.
- Actively monitor library, bar, and organizational publications and websites to identify new acquisitions.
- Compare print and electronic /digital information for any new titles under consideration.
- Work collaboratively with Senior Librarian, Branches and Collection to support collection development for -remote and main library locations.
- Develop recommendations for new titles/new areas of law.
- Lead collection development meetings.
- On an annual basis identify three to four subject areas for special consideration and evaluation for print versus digital.
- In conjunction with CMS monitor collection budget expenditures and develop projections for annual budget process.
- Maintain current awareness of law library collection development trends and innovations.
- Make recommendations for changes and amendments to the Library's Collection Development Policy.
- Participate in projects to analyze and evaluate historical LA Law Library acquisition records.
- Working with Circulation and/or Senior Librarian, Reference and Research, designs processes,

workflows and tracking mechanisms for comparative data on collection usage and reference activity.

- Participates in contract negotiations as needed
- Participates in developing and implementing library's materials preservation policies and procedures
- Participate in strategic planning initiatives in the areas of digital content analysis and curation.
- Design and coordinate training for subject selector.
- Develop and coordinate collection review projects for Library staff.
- Manages New Books display.
- Coordinates weeding of library collection.

#### Budget

- ~~Works closely with Senior Librarian, Branches and Collection and Manager – Serials and Acquisitions to support preparation of budget. monitor and forecast library collection spending.~~
- Assists Senior Librarian, Branches and Collections with preparation of Library Collections budget.
- Creates workflows to effectively track spending and project budget forecasting.
- Works closely with Library Manager – Serials and Acquisitions to obtain and collate relevant data and prepare reports on current and projected collection spending.
- Recommends collection enhancements or reductions for a variety of budget scenarios.
- ~~Identifies subject areas or formats for enhancement or reduction, depending on budget projections.~~
- Creates or implements tracking mechanisms and tools to streamline budget reporting process.
- ~~Drafts quarterly budget reports on library collection.~~
- ~~Provides budget analysis & reports, and ensures budget projections are achieved~~
- 

#### Position Qualifications

##### Required

- Masters 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.
- Proficiency with Microsoft Excel.
- Ability to perform mathematical calculations and manage complex spreadsheets as they relate to the position
- Specific knowledge of an integrated library system and experience with managing G/L, budget and forecasting
- 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 a variety of legal databases.
- Ability to communicate with vendors and other professional law librarians via social media.
- Experience with electronic resource licensing practices and protocols.

### Work Environment

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

### Physical Abilities Required

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

### Approvals

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

### Statement of Employee

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

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



# LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	<b>Senior Librarian Collection &amp; Branches</b>
<b>Department:</b>	<b>Patron Services</b>
<b>Focus:</b>	<b>Collection Development, Budgeting and Remote Locations</b>
<b>Reports to:</b>	<b>Director, Patron Services</b>
<b>Position(s) Supervised:</b>	<b>Branch Staff, <del>Circulation Support Supervisor</del>, Librarian (Collection Development)</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Salary Grade:</b>	<b>7</b>
<b>Union Status:</b>	<b>Ineligible for Representation</b>
<b>Effective Date:</b>	<b><u>1/27/2022</u></b>

## Position Summary

Under the general supervision of the Director of Patron Services, the Senior Librarian, Collection & Branches assists with needs assessment, design, development, and implementation of new and existing –remote locations, takes the lead on developing and monitoring the ~~Patron Services Collection Development~~ budget, and manages collection data and statistics, ~~and supervises of Circulation~~. The librarian in this position also participates in reference services provided to the Law Library's users.

## Responsibilities and Duties

### Core Responsibilities and Duties:

#### Collection Development and Management

- Provide recommendations for the selection of new materials in all formats to maintain a comprehensive and current collection in conformity with the Collection Development Policy and the approved budget.
- Provide recommendations in the selection, evaluation and maintenance of branch materials in all formats that support the Collection Development Policy.
- Provide recommendations for the development and maintenance of a preservation and retention policy.
- Coordinate Collection Development activities with other departments.
- Gather data and statistics to support Patron Services Department initiatives and Circulation Department activities;
- Analyze collected data and project impact of statistics on Patron Services Department budget, collection, and services.
- Analyze Collection Development Policy and make recommendations for changes, additions or deletions as needed.

- Provide recommendations for format changes, additional copies, replacements and weeding of the collection.
- Analyzes subject areas of the collection and prepares comparative data.

#### Branches

- Assist Patron Services Director with long range planning and identification of prospective partnerships and programs,
- Supervise remote location programs and services, coordinate programs and trainings, mentor staff under direct supervision, assist with setting and implementing policies and procedures
- Provide field support and onsite visits for remote location program implementation and initiatives;
- Coordinate new opportunities with partnership organizations

#### Supervision & Leadership

- Supervises branch and partnership ~~staff and~~ Collection Development ~~staff Librarian and Circulation Support Supervisor~~.
- Coordinates required staff training, orientation and program activities; mentors newly hired staff.
- Provides management, direction and guidance for specific assignments, projects and programs
- In conjunction with Human Resources, assists with job announcements, recruitment and hiring of needed staff.
- Evaluates staff performance through regularly scheduled and annual evaluation process; recommends merit and promotional opportunities, discipline and termination.
- Participates in hiring, counseling, and discipline of direct reports.
- Reports and acts on violations of the Law Library's policies including its non-harassment policies.

#### Budget

- Under the direction of the Director, Patron Services, develops and recommends an annual budget for the ~~Patron Services Department and~~ library collection; produces and distributes budget documents.
- Monitors performance under and compliance with the annual collection development budget; identifies and resolves variances between budget and actual expenditures.
- Assists with ~~implementation administration~~ of the annual Patron Services budget as approved by the Board of Trustees.
- Creates workflows to effectively track spending and project library collection budget forecasting.
- Works closely with Library Manager – Serials and Acquisitions to obtain and collate relevant data and prepare reports on current and projected collection spending.
- Creates tracking mechanisms and tools to streamline budget reporting process.
- Provides collection development budget analysis & reports, and ensures budget projections are achieved.

#### Circulation

- ~~Supervises and works closely with the Support Supervisor, User Services, to ensure the smooth and~~

~~efficient operation of the Circulation Department~~

- ~~• Consults and advises regarding staffing including placement, orientation, training, continuing education, performance review, discipline, and termination.~~
- ~~• In conjunction with the Support Supervisor, User Services, develops and monitors the Circulation division FY budget, data collection and analysis~~
- ~~• Responsible for the effectiveness and efficiency of processes within the department~~
- ~~• Resolves problems and directs special projects~~

Reference Assistance to Library Users

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

Training and Outreach

- Participates in the development of training programs and new classes in remote locations
- Teaches classes and updates class materials for both legal and general public users.
- Participates in professional seminars, workshops, and lectures.
- Participates in orientation and training of new staff members and non-professional staff.
- Travels as assigned to a remote location to provide on-site supervision and oversight of services and programs,

Other Responsibilities

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

**Position Qualifications**

Required:

- MLS, JD or other advanced degree from an accredited institution
- Knowledge of professional law librarianship concepts, principles and practices

- At least 2 years demonstrated law library reference experience
- Strong analytical, interpersonal and organizational skills
- Ability to think and work strategically
- Ability to communicate clearly and concisely, both orally and in writing
- Experience with statistical data gathering using Microsoft Office environment; facility with Excel
- Online database research experience using Lexis, Westlaw, etc.
- Valid CA driver's license and willingness to drive personal vehicle on library related business.

Preferred:

- Administrative or project planning and implementation experience in a special library setting.
- Writing, speaking and teaching or training experience.

**Work Environment**

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

**Physical Abilities Required**

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

**Approvals**

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

**Statement of Employee**



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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

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

# LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	<b>Director</b>
<b>Department:</b>	<b>Patron Services</b>
<b>Focus:</b>	Reference, <del>Research,</del> <u>Circulation,</u> Legal Education & Public Programming
<b>Reports to:</b>	<b>Executive Director</b>
<b>Positions Supervised:</b>	Senior and Managing Librarians, <u>Circulation Manager</u> and <del>Global Law Librarian</del>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Salary Grade:</b>	<b>8</b>
<b>Union Status:</b>	<b>Ineligible for Representation</b>
<b>Effective Date:</b>	<b>1/27/2022</b>

## Position Summary

Under the general supervision of the Executive Director, the Director of Patron Services is responsible for the provision of circulation, reference and research, circulation, legal education and public interest services in a timely and professional manner in accordance with established goals. The Director of Patron Services also provides guidance and direction for the continued development of the collection, departmental budgeting and the implementation of specific projects and programs to provide comprehensive patron services<sub>s</sub> at multiple locations.

## Responsibilities and Duties

### Planning

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

### Supervision and Leadership

- Supervise ~~Global Law Librarian~~, Circulation Manager, Senior Librarians and Managing Librarians and provide management, direction and guidance for specific assignments, projects and programs.
- Coordinate required staff training, develop team and cross training process activities through in-service training, continuous education and extended learning opportunities
- In conjunction with Human Resources, assist with job announcements, recruitment and hiring of staff
- Mentor departmental staff; provide orientation and program development guides and goals
- Evaluate staff performance through regularly scheduled and annual evaluation process; recommend merit and promotional opportunities, discipline and termination
- Participate in hiring, evaluation, counseling, and disciplining of direct reports.
- Report and act on violations of the Law Library's policies including its non-harassment policies.

### Collection Development

- Provide direction, advice and oversight for the selection of new materials in all formats to maintain a comprehensive and current collection in conformity with the Collection Development Policy and the approved budget.
- Provide direction and guidance for the development and maintenance of a preservation and retention policy.
- Coordinate Collection Development activities with other departments.
- Analyze Collection Development Policy and make recommendations for changes, additions or deletions as needed.
- Provide recommendations for format changes, additional copies, replacements and weeding the collection.

### Other Responsibilities

- Participate in seminars, workshops, lectures, tours and orientations for users
- Attend professional activities and conferences; represent the Law Library in local, state and national associations
- Read professional literature and contribute to professional publications
- Other related duties as required

## Position Qualifications

### Required

- MLS from an accredited ALA approved library school
- Advanced degree in law, judicial administration or business (experience may be substituted for advanced degree)
- Three (3) years demonstrated organization and management of a law library patron services program or department.
- Seven (7) years of advanced reference / research experience in a law library
- Demonstrated outreach and communications experience within a legal or public community
- Demonstrated organization and management skills
- Thorough understanding and use of legal and law-related databases
- Prior experience supervising professional and paraprofessional staff
- Familiarity with applicable software and technology including MS Office suite, including PowerPoint, etc.
- Ability to communicate clearly and concisely.
- Demonstrated writing ability, including full report analysis and comparison

### Preferred

- Knowledge of professional law librarianship concepts, principles and practices
- Reference service in a law library with both legal and general public clientele
- Teaching or training experience

## Work Environment

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

## Physical Abilities Required

- Lifting ability: Light, under 15 lbs. on a regular basis.
- 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

_____	_____	_____	_____
<b>Immediate Supervisor</b>	<b>Date</b>	<b>Senior Director</b>	<b>Date</b>
_____	_____	_____	_____
<b>Human Resources</b>	<b>Date</b>	<b>Executive Director</b>	<b>Date</b>

## 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

<b>Title:</b>	<b>Librarian</b>
<b>Department:</b>	<b>Patron Services</b>
<b>Focus:</b>	<b>Global Law and Language Access</b>
<b>Reports to:</b>	<del>Director, Patron Services</del> <b>Senior Librarian, Public Interest</b>
<b>Position Supervised:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Salary Grade:</b>	<b>5</b>
<b>Union Status:</b>	<b>Eligible for Representation</b>
<b>Effective Date:</b>	<b><u>1/27/2022</u></b>

## Position Summary

Under the direction of the ~~Director of Patron Services~~, **Senior Librarian, Public Interest**, the Global Law and Language Access Librarian is primarily responsible for providing foreign and international reference and research service and enhancing language access for internal and external customers including the judiciary, government officials, attorneys, scholars, the business community, and the general public. The librarian has primary responsibility for global collection development, special projects relating to the foreign and international legal materials and language access initiatives.

## 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.

#### 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 same as appropriate
- Attends professional programs, activities and conferences.
- Assists other reference and research services staff as required.
- Other duties as required.

#### Focus Responsibilities and Duties:

##### ~~Collaboration with Patron Services and Communications Outreach~~

- Works closely with ~~the Director of Patron Services- executive leadership, other patron services staff and Communications Manager-~~ to foster community awareness ~~in the Los Angeles community and beyond~~ of LA Law Library's global law collection.
- Assists in the assessment of the unique foreign and international law requirements of each of the Library's constituent groups including the courts, attorneys, the business community, academic community, and the general public.
- Proposes programs and special services to satisfy the demand for access to global law materials among the Library's various user groups.
- Develops and conducts FCIL training programs and classes for the Library's various global law user groups.
- Participates in outreach initiatives to law firms and trade associations regarding global law and/or language access.
- Coordinates language access related to website, ebranch and promotional materials

#### Reference and Research Assistance to Library Users

- Conducts reference interviews; provides general reference, directional and research guidance service for global law inquiries using both print and online resources.
- Provides complex reference & in-depth research searches for global law inquiries using both print and

online resources.

- Participates in general Reference & Research services as part of regular workflow, including regular shifts at the reference desk.
- Provides global law and/or language access support to public programs

#### Collection Development

- Helps manage the development of the Law Library's global collection resources in all formats.
- Works within the Collection Development Policy guidelines to establish and maintain the global law collection.
- Reviews and evaluates advertisements, website information and other sources for new titles and editions and makes recommendations on new purchases, replacements, updates and removals from the collection.
- Maintains currency and familiarity with resources commonly used in Global reference
- Maintains currency and familiarity with legal resources available in languages other than English

#### Staff Responsibilities

- Provides instruction and training for reference librarians on resources and products added to the global collection and on research methodology and strategies.
- Develops and/or coordinates programs, initiatives, materials and professional development relating to global law and/or language access
- Plans and participates in training, seminars, and workshops for staff.
- Keeps current with activities of the courts, legal aid partners, and the judicial community regarding language access and monitors initiatives affecting language access

#### Participation in planning and direction of the LA Law Library

- Collaborates with the ~~Director of Patron Services~~ Senior Librarian, Public Interest on long range and short term planning for the global collection, reference services and the library in general.
- Assists in analyzing user needs and recommends new projects, programs and services for various library user groups.
- Helps ensure quality reference and research services through participation in professional organizations, continuing education programs, seminars and workshops.
- Participates in informational events, webinars and public access meetings by special interest groups regarding global law and/or language access.

### Position Qualifications

**Education/Training Requirement:**

- A graduate Library Science degree from an American Library Association (ALA) accredited school.

**Experience Requirement:**

- Two years' experience working with global legal resources in a library or related field.

Reading knowledge of at least one foreign language Demonstrated ability to plan, implement and/or coordinate projects directed to range of constituent groups

**Additional Preferred Qualifications:**

- JD degree
- Experience working with global legal materials in a firm or law office

### 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, and 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

_____	_____	_____	_____
<b>Immediate Supervisor</b>	<b>Date</b>	<b>Senior Director</b>	<b>Date</b>
_____	_____	_____	_____
<b>Human Resources</b>	<b>Date</b>	<b>Executive Director</b>	<b>Date</b>



**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

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## LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	Library Aide
<b>Department</b>	Patron Services
<b>Focus:</b>	Shelving, stacks, collection management, circulation services
<b>Reports to:</b>	<del>Managing Librarian, Reference, Research and Stacks and Shelving</del> <del>Librarian, Reference and Stacks and Shelving</del>
<b>Position Supervised:</b>	None
<b>FLSA Status:</b>	Non-Exempt
<b>Salary Grade:</b>	1
<b>Union Status:</b>	Eligible for Representation
<b>Effective Date:</b>	<u>1/27/2022</u>

### Position Summary

Assists ~~Managing Librarian, Reference, Research and Stacks and Shelving~~~~Senior Reference Librarian,~~ Collection Maintenance and Stack & Shelving Supervisors in providing quality customer services by keeping library materials up to date and in the correct location on the shelves.

### Responsibilities and Duties

The following responsibilities of the Collection Management Aide are performed under general supervision:

Assists Collection Maintenance

- Retrieves volumes for filing, updating, binding, etc.
- May create Voyager item records and process materials utilizing established procedures
- Processes materials by targeting, stamping, etc.
- Retrieves recalled superseded materials from shelves.

Assists ~~Managing Librarian, Reference, Research & Stacks and Shelving~~~~Senior Reference Librarian~~

- Collects and organizes materials to be shelved
- Shelves materials in all areas of the collection
- Monitors shelving space and communicates the need for shifting materials
- Participates in shifting projects
- Re-shelves used microfiches and microfilms





November 2015 January 2022

Library Aide, Reference

Job Description

Page 2

- Shifts materials as instructed
- Shelf reads assigned areas on a regular basis
- Retrieves materials for Reference and Circulation staff.
- Other related assignments as needed.

#### Assists Continuations Supervisor

- Receives designated materials in Voyager check in and processes per established guidelines
- Checks shelves or pulls materials following specific instructions
- Files loose-leaf material, pocket parts, microfiche, etc.
- Provides backup to Mail Room
- Assists with shipping & receiving of Bindery materials
- Scans materials for LLMC

#### Assists Circulation Supervisor

- Provide circulation desk coverage in the event of staff shortage
- Charge and discharge library materials
- Assists with use of library computers or equipment by patrons.
- Assists staff and users in efficiently finding appropriate materials and using library resources such as library computers and other equipment

#### Assists Facilities Manager

- Provides assistance with event set up and clean up
- Provides assistance with moving furniture or other heavy objects
- Assists with special projects requiring physical strength and exertion
- Takes materials being recycled to large recycling bins and informs Building Engineer when bins need to be emptied
- Helps keep kitchen in order.
- Other related assignments as needed.

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### Position Qualifications

#### Required:

- High School Graduate or GED.
- Must be able to read and understand written and oral instructions in order to be able to file and shelf correctly
- Requires the ability to spend focused attention on alpha and numerical details for extended periods to minimize errors in shelving and filing
- Ability to communicate effectively with users and staff. Careful attention to detail; good organization skills. Ability to work in a team environment with diverse staff



**Preferred:**

- Associate's Degree or higher
- Prior work experience in a Library
- Ability to use computers, especially as relates to library systems, office productivity tools and the Internet
- Knowledge of a foreign language
- Previous experience shelving library materials
- Knowledge of Library of Congress Classification system

**Work Environment**

Busy public law library including a large reading room, general office environment, open and closed book stacks, and loading dock. Some exposure to adverse environmental conditions such as dust and/or odors.

**Physical Abilities Required**

- Requires the ability to lift, push, pull up to 50 lbs., including library materials, furniture, facilities equipment
- May require physical activities such as bending, stooping, reaching, twisting and crawling
- Must be able to move to, and work in, different areas of the library as needed

## 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

<b>Title:</b>	<b>Library Aide</b>
<b>Department:</b>	<b>Patron Services</b>
<b>Focus:</b>	<b>Circulation</b>
<b>Reports to:</b>	<del>User Services Supervisor</del> <b>Circulation Manager</b>
<b>Position(s) Supervised:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Salary Grade:</b>	<b>1</b>
<b>Union Status:</b>	<b>Eligible for representation</b>
<b>Effective Date:</b>	<del>1/27/2022</del> <b>1/27/2022</b>

### Position Summary

The purpose of this part-time position is to be a direct, initial contact with Library users by professionally providing circulation services; performing other daily operational tasks including document delivery, looseleaf filing, and book shelving; and providing excellent customer service to library users whether in person, via telephone, facsimile, or e-mail.

### Responsibilities and Duties

Assists patrons with the utilization of the Library materials and resources in a courteous and professional manner as needed:

- Registers new borrowers including review of completed application, collection of appropriate deposit and annual fees, and current proxy list based on established process and procedures;
- Re-opens closed borrower accounts based on established process and procedures;
- Charge and discharge library materials;
- Process requested material holds, renewals and items flagged for review;
- Issue library cards and complete non-borrower account records;
- Assists with use of library computers or equipment by patrons;
- Assists staff and users in efficiently finding appropriate materials and using library resources such as library computers and other equipment;
- Add items to item records and create on-the-fly records as needed
- Maintain accurate records of book sales and other supplies sold at Circulation Desk
- Assists in performing general tasks related to library operations, which may include opening library facilities, turning equipment on/off, , loading/unloading or moving book carts\_ and counting and verification of cash payments as needed.
- File and retrieve patron files

Shelving:

- Re-shelves and retrieves library materials as directed to assist patrons, maintain order in the reading room and keep work spaces available for staff and users.
- Collects and organizes materials to be shelved.
- Shifts materials behind the Circulation desk as instructed.

Maintain organization of hold, reserve, and re-shelving areas:

- Organizes and maintains shelves of library books, newspapers, CDs's and audio materials
- Places library books/materials in appropriate shelving areas and files in appropriate order, reads labels to ensure materials are arranged in proper order.
- Shelf reads assigned areas on a regular basis

Participates in the achievement of division and departmental goals:

- May be requested to provide input on changes in policies and procedures;
- Collaborates with divisional staff to increase borrower base through new services and non-borrower usage.
- Communicates with supervisor, employees, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems;
- Performs other duties as assigned, which includes but is not limited to assisting with duties of other library departments.

## Position Qualifications

Required

- High School diploma or GED
- Ability to think and work independently and be a self-starter
- Able to understand and follow-through with job tasks as assigned, complete tasks despite continuous interruptions, and organize workload according to established priorities to ensure timely completion of jobs.
- Ability to provide quality customer service through effective oral and written communication and interpersonal skills which demonstrate ordinary courtesy, respect, and tact. Ability to work on team projects when appropriate.
- Must be able to communicate and be understood in order to provide circulation services for Library including check-in and check-out of resources; maintain circulation desk area; update patron records as needed.
- Must be able to read and understand written and oral instructions to assist users effectively; retrieve and re-shelve hold, reserve materials; organize books to be re-shelved; and other duties as assigned.

- Must be able to correctly organize materials according to the library's classification scheme. Possess the ability to use a personal computer. Ability to understand, retain, and recall instructions. Ability to concentrate and pay close attention to detail for extended periods in order to ensure accuracy when handling paperwork, materials, money, and files of all types.

Preferred:

- Associate's Degree or higher
- Prior work experience in a Library
- Ability to use computers, especially as relates to library systems, office productivity tools and the Internet
- Knowledge of a foreign language
- Post-high school education
- Previous experience in customer service
- Previous experience shelving library materials
- Knowledge of Library of Congress Classification system
- 

### Work Environment

Will be working in a busy office environment open to the public including a large reading room, general office environment and open and closed book stacks.

### Physical Abilities Required

- Requires the ability to lift, push, and pull up to 50 lbs ., including library materials, furniture, facilities equipment
- May require physical activities such as bending, stooping, reaching, twisting and crawling.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Must be able to move to, and work in, different areas of the library as needed

## Approvals

_____	_____	_____	_____
<b>Immediate Supervisor</b>	<b>Date</b>	<b>Senior Director</b>	<b>Date</b>
_____	_____	_____	_____
<b>Human Resources</b>	<b>Date</b>	<b>Executive Director</b>	<b>Date</b>

## 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

<b>Title:</b>	<b>Library Clerk</b>
<b>Department:</b>	<b>Patron Services</b>
<b>Focus:</b>	<b>Circulation</b>
<b>Reports to:</b>	<del>Circulation_Support Supervisor</del> <u>Circulation Manager</u>
<b>Position(s) Supervised:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Nonexempt</b>
<b>Salary Grade:</b>	<b>2</b>
<b>Union Status:</b>	<b>Eligible for Representation</b>
<b>Effective Date:</b>	<u>1/27/2022</u>

## Position Summary

The purpose of this position is to maintain accurate records by being a direct contact with Library users and providing excellent customer service to library users whether in person, via telephone, facsimile, or e-mail.

## Responsibilities and Duties

Under general supervision, the following activities are within the responsibilities of the Library Clerk – Circulation Records:

Initiation and maintenance of Library user records

- Registers new borrowers including review of completed application, collection of appropriate deposit and annual fees, and current proxy list based on established process and procedures.
- Closes out borrower accounts due to refund or library-initiated closure based on established process and procedures.
- Maintains information on non-borrowers who use library services per specified formats.
- Maintains information on overdue items and initiates Missing Book Reports process when needed.
- Responds to internal and external communications regarding borrower and non-borrower contact information, circulation proxy lists, and current circulation of materials per established guidelines and procedures.
- Maintains updated and accurate Voyager and print patron files.
- Organizes and drafts circulation related pamphlets and outgoing information as directed.
- Prepares or completes various forms, reports, and correspondence,
- Identifies and resolves routine problems associated with the Circulation Desk.
- Add items to item record and create on-the-fly records as needed.
- Assist as back-up for circulation aides.



- Back-up e-delivery, copy-center, and members program.
- Enter and update Member and Borrower information into Navision for use of Accounting Department.
- Process special promotion Borrower accounts.
- Assists Administrative Clerk with counting and verification of cash payments on a daily basis.
- Maintains statistics relating to patron groups.
- Maintain a back-up list of all borrowers.
- Explain policies and procedures to users and staff regarding rules, fines, replacements, and processing charges.
- Suspend borrower accounts per Accounting Department lists.

Acts as initial customer services contact for Library users

- Provides assistance with Circulation desk operations as needed;
- Assists staff and users in efficiently finding appropriate materials and using library resources such as library computers and other equipment;
- Performs general tasks related to library operations, which may include opening and closing library facilities or safe deposit box each day, turning equipment on/off, loading/unloading or moving book carts;
- Explains policies and procedures to staff and users;
- Assists/backs up other Member/User Services staff as needed.

Participation in achievement of divisional and departmental goals

- May be requested to provide input on changes in policies and procedures;
- Assists in creating borrower initiatives packages;
- May be requested to provide input to divisional staff to increase borrower base through new services and non-borrower usage;
- Communicates with supervisor, employees, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems;
- Contributes to Library newsletter.

## Position Qualifications

Required:

- Ability to think and work independently and be a self-starter; able to understand and follow-through with job tasks as assigned, complete tasks despite continuous interruptions, and organize workload according to established priorities to ensure timely completion of jobs.
- Ability to gather information and develop solutions for solving circulation problems in an effective manner.
- Ability to concentrate and pay close attention to detail in order to ensure accuracy when handling paperwork, materials, money and files of all types. Ability to provide quality customer service through effective oral and written communication and interpersonal skills which demonstrate ordinary courtesy, respect, and tact.
- Ability to work on team projects when appropriate.

- Must be able to communicate and be understood to maintain all aspects of borrower and non-borrower records; oversee initial registration and sign-up of registered borrowers; update borrower and non-borrower associated files as needed; When appropriate, close out borrower accounts and initiate refund or forfeiture of deposit; participate in departmental projects; other related work.
- Proficient in the ability to operate/utilize general office equipment, library equipment, personal computer and software programs typically associated with library operations.
- Must be able to read and understand written and oral instructions to assist users effectively. Ability to understand, retain, and recall instructions.
- Ability to concentrate and pay close attention to detail in order to ensure accuracy when handling paperwork, materials, money, and files of all types.
- Excellent verbal and written communication skills.
- Ability to perform mathematical calculations and manage basic spreadsheets.
- Previous library experience and knowledge of Circulations processes and procedures.
- 2+ years' experience in a Library, office environment, or customer service environment.
- Associate's degree with coursework emphasis in Library Technology or related field or any equivalent combination of education, training and experience.

Preferred:

- Bachelor's degree with coursework emphasis in Library Technology or related field or any equivalent combination of education, training and experience.
- Reading, writing and/or speaking knowledge of a foreign language.

### Work Environment

Will be working in a busy office environment.

### Physical Abilities Required

- Requires the ability to lift, push, pull up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one job location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.

## Approvals

_____	_____	_____	_____
<b>Immediate Supervisor</b>	<b>Date</b>	<b>Senior Director</b>	<b>Date</b>
_____	_____	_____	_____
<b>Human Resources</b>	<b>Date</b>	<b>Executive Director</b>	<b>Date</b>

### 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

<b>Title:</b>	E Delivery / Copy Center Clerk
<b>Department:</b>	Patron Services
<b>Focus:</b>	Information Services
<b>Reports to:</b>	Circulation <del>Supervisor</del> <u>Manager</u>
<b>Position Supervised:</b>	None
<b>FLSA Status:</b>	Nonexempt
<b>Salary Grade:</b>	2
<b>Union Status:</b>	Eligible for Representation
<b>Effective Date:</b>	<del>12/16/2016</del> <u>1/27/2022</u>

## Position Summary

The purpose of this position is to be a direct, initial contact with Library users by professionally overseeing all aspects of production and maintenance of the Copy Center and providing library materials to users through our e-delivery and InterLibrary Loan services. In addition, this position is responsible for providing excellent customer service to library users whether in person, via telephone, facsimile, or e-mail.

## Responsibilities and Duties

Under general supervision, coordinates and schedules all activities of the Copy Center, InterLibrary Loan and eDelivery services; oversees all aspects of production and customer service; maintains high volume xerographic equipment; serves as lead worker to other staff in area; participates in departmental projects; and performs related work as required. The following activities are within the responsibilities of the E-Delivery / Copy Center Clerk:

Acts as initial customer point-of-contact for Copy Center service

- Assists staff and users in effectively operating copiers.
- Responds to and resolves questions and problems arising from copier / Vendacard use, such as how to use the Vendacard system, proper paper alignment, and clearing paper jams;
- Receives and processes requests for in-house photocopy service;
- Explains Copy Center fees, policies and procedures to staff and users;
- Replenishes Vendacard self-service machine as needed;
- Resolves issues related to Copy Center services such as customer services issues demonstrating conflict resolution and interpersonal skills.

#### Completion and delivery of copies of documents and materials

- Correctly copies documents and materials, reviews for legibility and completeness, and corrects any deficiencies prior to distribution;
- Compiles manuals, packets, and any other special project documentation needed by staff;
- Determines priorities and schedules incoming jobs appropriately for on-time completion;
- Notifies appropriate staff of any schedule problems/changes which would prohibit meeting print deadlines;
- Coordinates delivery and distribution of completed copy and photocopy service job as appropriate;
- Identifies and resolves any other associated problems exercising discretion and judgment in identifying solutions.

#### Maintenance of Copy Center equipment and supplies

- Maintains working-level knowledge of all equipment located in Copy Center, with an increased high-level knowledge of photocopiers;
- Coordinates with Technology Services division to maintain equipment other than photocopiers such as facsimile machines, microfiche machines, vending machine and scanners;
- Reports service, maintenance, and repair of copier equipment needs to Information Technology in a timely manner;
- Monitors Copy Center duplication and Vendacard inventory supply on a regular basis;
- Orders supplies according to established policies and procedures;

#### Document Delivery and Interlibrary Loan

- Takes incoming request from user, whether via telephone, facsimile, or e-mail; create user document delivery record gathering or confirming all necessary information;
- Determines whether interlibrary loan or fee-based library service per established guidelines and procedures;
- Searches standard print and online sources to verify bibliographic information, availability, associated costs, and time frame for delivery;
- Communicates with user as to retrieval and delivery options and associated fees per predetermined policies and procedures;
- Retrieves and prepares materials to fill requests including checking out any print materials, faxing, scanning, or photocopying;
- Coordinates delivery to user either through electronic delivery or ground shipment using various modes of transmission (i.e. fax, scanner, or other electronic means), reproduction (i.e. photocopy, photograph) or shipment (i.e. UPS, US Mail) as appropriate responding to requested method of delivery;
- Resolves routine problems with other libraries and clients regarding delivery of materials;
- Tracks all physical items that leave library through interlibrary loan service; if necessary, initiates overdue notice with Circulation;
- Processes items upon return to LACLL including check-in of material and placement in re-shelving area;
- Updates and maintains a variety of records to account for each ILL / document transaction, compile

statistics, ensure copyright compliance, etc;

- Requests item from outside sources;
- Prepares items for Library user when received;
- Provides input on changes in policies and procedures;
- Provides back up at the Circulation desk as needed;
- Communicates with supervisor, employees, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Participation in the achievement of divisional and departmental goals

- Provides input on changes in departmental and divisional policies and procedures;
- Regularly participates in Circulation desk operations and serves as back up;
- Works with outreach services to help create member benefits package and marketing development;
- Collaborates with divisional staff to increase borrower base through new services and non-borrower usage;
- Communicates with supervisor, employees, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

## Position Qualifications

### Required

- Associate's degree with course work emphasis in Library Technology or related field; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities.
- 2+ years' experience in a Library, office environment, or customer service environment.
- Must be able to:
  - Operate/utilize general office equipment, library equipment, and personal computers proficiently
  - Communicate and be understood
  - Read, understand, retain, and recall written and oral instructions
  - Concentrate and pay close attention to detail
  - Think and work independently and be a self-starter
  - Understand and follow-through on tasks
  - Complete tasks despite continuous interruptions
  - Organize workload according to established priorities to ensure timely completion of jobs
  - Solve copy center problems effectively
  - Provide quality customer service and treat others with common courtesy, respect, and tact

### Preferred:

- Previous library experience in which knowledge of practices and procedures relevant to Circulation was learned.
- Knowledge of PDF editing software
- Bachelor's degree with course work emphasis in Library Technology or related field; or any

equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities.

**Work Environment**

Will be working in a busy Customer Service environment.

**Physical Abilities Required**

- Requires the ability to lift, push, pull up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.

**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

<b>Title:</b>	<b>Library Technician, Digitization</b>
<b>Department:</b>	<b>Information Services</b>
<b>Focus:</b>	<b>Digitization</b>
<b>Reports to:</b>	<b>IT Systems Administrator</b>
<b>Position Supervised:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Nonexempt</b>
<b>Salary Grade:</b>	<b>3</b>
<b>Union Status:</b>	<b>Eligible for Representation</b>
<b>Effective Date:</b>	<b>1/27/2022</b>

## Position Summary

The Digitization Technician supports the overall processes and quality assurance of library digitization projects performing various tasks related to quality assurance, including by inspecting scanned images, original documents and entering data into software applications. This position will also gather and organize printed materials identified to be digitized and see them through the defined scan process which includes entering material identification into log files, de-binding materials as needed, cropping/cutting pages to correct size, scanning via high-speed scanners and packaging scanned materials for recycling.

## Responsibilities and Duties

- Prepares scanned materials by placing them in labeled boxes with printed manifest.
- Examines and corrects scanned files generated in-house or by scanning partners for flawed images, missing pages, and other errors.
- Reviews and resolves discrepancies between manifests shipped and files received/scanned by external vendors.
- Reviews content of scanned materials to identify specific data to be tracked or entered into software applications.
- Uses web-based applications and other tools to identify materials and associate categories, search criteria, etc. to the scanned files.
- Checks for accuracy and consistency of data entered and images scanned by library digitization aides or partner organizations.
- Communicates discrepancies to IT Systems Administrator and documents appropriate note fields to identify the need for additional re-processing.
- Handles digital files downloading, renaming, logging, and converting.
- Handles spreadsheets: downloading, processing, analyzing for consistency and anomalies and editing



- Uploads files to FTP server to submit scanned images and/or meta data to other organizations.
- Creates CDs and makes backups for archiving purpose
- Other duties as assigned by the IT Systems Administrator.

### Position Qualifications

#### Required:

- High School Diploma or GED
- Computer proficiency (Windows Desktop)
- Ability to type at least 40 wpm
- Excellent verbal and written communication skills
- Experience with digital imaging software
- Experience creating/manipulating PDF/TIF images
- Experience operating high-speed scan equipment

#### Preferred:

- Associate's Degree or higher
- Experience working with legal documents
- Experience working in a library environment

### Work Environment

- Part-time office environment, part-time stack(shelf) space and warehouse areas of library
- Extensive data input
- Prolonged periods of viewing images on an LCD monitor
- Use of heavy equipment for removal of bindings and a large cutting machine.
- Some exposure to adverse environmental conditions such as dust and/or odors.

### Physical Abilities Required

- Must be able to lift 10 - 50 lbs.
- Ability to, but not limited to, walk, sit, stand, bend, stoop, push, pull, kneel, reach overhead as needed throughout the full work day.
- Strength, agility, and dexterity to remove document bindings using a specific tool.

## Approvals

_____	_____	_____	_____
<b>Immediate Supervisor</b>	<b>Date</b>	<b>Senior Director</b>	<b>Date</b>
_____	_____	_____	_____
<b>Human Resources</b>	<b>Date</b>	<b>Executive Director</b>	<b>Date</b>

## 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

<b>Title:</b>	<b>Library Technician, Video Production</b>
<b>Department:</b>	<b>Information Services</b>
<b>Focus:</b>	<b>Video Production</b>
<b>Reports to:</b>	<b>IT Systems Administrator</b>
<b>Position Supervised:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Nonexempt</b>
<b>Salary Grade:</b>	<b>3</b>
<b>Union Status:</b>	<b>Eligible for Representation</b>
<b>Effective Date:</b>	<b>1/27/2022</b>

## Position Summary

The Video Production Technician assists and supports the production, editing and public cataloging of library class recordings, broadcasts and livestreams performing various tasks related to the videotaping, broadcast, processing and production of library programs, including by hosting live classes online, filming live classes or studio presentations, editing footage, manipulating and labelling files and storing and organizing finished and in-process products. This position will work with library staff to help facilitate publication of class recordings on the library website in a timely manner.

## Responsibilities and Duties

- Acts as production host for live classes via Zoom or Microsoft Teams to assure quality control by assisting onsite and remote class presenters with connection and presentation issues and following established production tasks and schedules.
- Maintains current video catalog of all library recorded content
- Assures all new content is recorded when required and saved to Vimeo for public/private data storage catalog
- Reviews and verifies quality of recorded content and edits as needed to maintain highest level of visual and audio standards. Inserts, removes or replaces lead-in / lead-out content as part of post production process
- Assists with scheduling as needed for online class calendars
- Works with Communications team to assign class ID numbers to each class for accurate placement on library website and provide embedded Vimeo links code within established timelines
- Communicates any issues or discrepancies to IT Systems Administrator and maintains documentation of issues and resolutions
- Maintains updated software for video editing on MAC OS

- Works with other departments as needed to resolve scheduling conflicts.
- Assists library staff and class presenters with update information to Zoom or MS Teams software to assure current version is being used prior to class presentations
- Prepares monthly, quarterly and annual video viewing statistics
- Other duties as assigned by the IT Systems Administrator

### Position Qualifications

#### Required:

- High School Diploma or GED
- Computer proficiency (Windows & MAC OS)
- Ability to type at least 40 wpm
- Excellent verbal and written communication skills
- High level experience with Final Cut Pro video production software and Audacity audio editing software
- High level experience with video broadcasting software such as Zoom and/or MS Teams
- Experience creating/manipulating PDF/TIF images
- Strong organizational skillset including file management and cataloging

#### Preferred:

- Associate's Degree or higher
- Extensive experience with video production/editing
- Extensive experience hosting online events as production lead

### Work Environment

- Part-time office environment
- Extensive video reviewing and editing
- Prolonged periods of viewing LCD monitor
- Some exposure to adverse environmental conditions such as dust and/or odors.

### Physical Abilities Required

- Must be able to lift 10 - 50 lbs.
- Ability to, but not limited to, walk, sit, stand, bend, stoop, push, pull, kneel, reach overhead as needed throughout the full work day.
- Must be able to move from one Library branch or partnership location to another.

## Approvals

_____	_____	_____	_____
<b>Immediate Supervisor</b>	<b>Date</b>	<b>Senior Director</b>	<b>Date</b>
_____	_____	_____	_____
<b>Human Resources</b>	<b>Date</b>	<b>Executive Director</b>	<b>Date</b>

### Statement of Employee

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

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



**MEMORANDUM**

**DATE:** January 26, 2022

**TO:** Board of Law Library Trustees

**FROM:** Sandra J. Levin, Executive Director

**RE:** Approval of Project Design and Grant Application for Beautification and Improved Access of Law Library Grounds

**SUMMARY**

The Friends of the Los Angeles County Law Library have identified a possible grant opportunity and are in the process of preparing an application for the benefit of the Law Library. The grant is funded by CalTrans and is intended to beautify, clean, enhance and improve access to public spaces.

Staff here identified a “wish list” of possible features/projects that could potentially be funded by such a grant. Attached is a map showing where each of these items would be physically onsite.

1. **Not Used**
2. **Placing/restoring up-lighting in the landscaping.** The existing up-lighting has been damaged and is allowing water intrusion into the outside electrical/lighting. Some lighting is already non-functional and if left without repair it will get worse. (Safety/Aesthetics)
3. **Plants.** Along the public pathways through and around the building, many planter beds are bare or nearly bare. The plants have been stolen, trampled or simply died from improper irrigation (see next item). The walkways, especially across the front patio, could be a lovely respite from the hustle of downtown if properly replanted. As is, the bare dirt looks ugly, erodes over time and adds particulates to the air. We need a plan by a landscape architect to redesign the planter beds and to add new plantings. (Prevent erosion/Aesthetics/Air quality)
  - a. **The planter beds on Hill St next to the bus stop.** Maintaining plants in these planters is challenging due to the high level of activity in and around the planters. These beds are used as benches, trash receptacles and often as play areas for children by those waiting for the bus. We could remove the planters and add benches for the benefit of the public who use that very busy bus stop.
4. **Drip irrigation.** Much of the Law Library sprinkler system is damaged or non-functional. To support any plant-life, a new system is needed. Moreover, a drip irrigation system would be more effective, water efficient and environmentally responsible. (Aesthetics/Water conservation)
5. **Safer pedestrian access on Broadway.** Currently, the only access to the rear door of the Law Library and the book drop is across the driveway. We have



caution tape and cones to indicate a safe path but this is uncomfortable and unsightly and difficult for those with disabilities to access. A safer, more pleasant and inviting entrance would be across the landscaping to the left (South) of the driveway. Unfortunately, though, there are utilities that run just below the surface in that area so it is not possible to place a concrete surface path. It needs to be a metal “bridge” just above the surface that would run from the sidewalk to the book drop (from which there is an existing path to the Library door). (Safety/Aesthetics/Access)

6. **Overhead Shade Structure.s** There is a terrific outdoor space in front of the building that could be used for events and workshops or other patron services, except that there is no shade or weather protection. (Recent events include a vaccination clinic, client intake by a legal aid organization and booths for providers at our pre-pandemic Public Legal Services Fair. We had to rent and/or set up temporary shade structures and could not make maximum use of the space.) We would like to add a structure with adjustable panels to provide protection against the weather and allow us to provide service to the public outdoors. (Patron service/Energy conservation/Health & Access)
7. **Small retaining walls.** At the ends of the concrete fins that run perpendicular to the walkway, we would like to install a short barrier wall (really, a series of short barrier walls) to prevent erosion and allow plant growth. It would also discourage people from dragging carts, suitcases and other items through the landscaping (rather than on the existing pathways). (Erosion/Aesthetics)
8. **Safer Space at 1<sup>st</sup> & Broadway.** The wall along 1<sup>st</sup> Street is tall and creates a space that is shielded from public view behind the wall –adjacent to the stairway access from Broadway to the patio and entrance. This creates both a safety concern as well as more private area that is often used as a restroom. Lowering the height of the wall along 1<sup>st</sup> would not impact access to the building but would make the space much safer, open and more pleasant. (Health/Safety)
9. **Trash Cans.** There are no trash cans on the front patio and walkways. We have to pick up trash on our grounds daily. Lighter weight trash cans would get taken or moved so remedying this is a significant expense. We suggest concrete trash cans with metal inserts. (Health/Aesthetics/Environmental protection)
10. **Bike Rack.** The only bike rack on the property is at the lower level (1<sup>st</sup> and Broadway) well out of view and cannot be easily seen from the entrance to the Law Library. Patrons are often reluctant to bring their bikes to the Library or to leave them so far from view. Several patrons have left their bikes unattended on the front patio and had them stolen. To encourage bike ridership, reduce thefts and make patrons more comfortable, we would like to add a bike rack at the upper level. (Safety/Transportation)
11. **Retractable (Pop-up) Bollards.** It would be helpful to have bollards at the top of the walkway and at the stairs at the lower end for use during special events. When the outdoor space is being used for public service events (such as the Public Legal Services Fair) or when there are large events (protests, demonstrations or celebrations) it is safer to control and slow access. (Safety/Access/Patron service)
12. **Skate Deterrents.** During off hours – and sometimes even when we are open – skateboarders ride/slide on the concrete walls around the planter beds on our





property. It is unsafe, damages the concrete and the plants and leaves unsightly marks. We would like to install skate deterrent bumps on the walls. We may do this one item on our own prior to the grant, depending on timing. (Safety/Aesthetics)

The Friends have a newly formed Grants Committee and have been working to prepare a grant application before the January 31 deadline.

The Law Library retained Richard Mayer, ASLA, RLA, at Troller Mayer Associates, Inc. to draw conceptual renderings and provide cost estimates in support of the grant application. The renderings and estimates will be usable by the Law Library whenever we get the funding to take on these projects, whether via this grant opportunity or some other designated funding in the future.

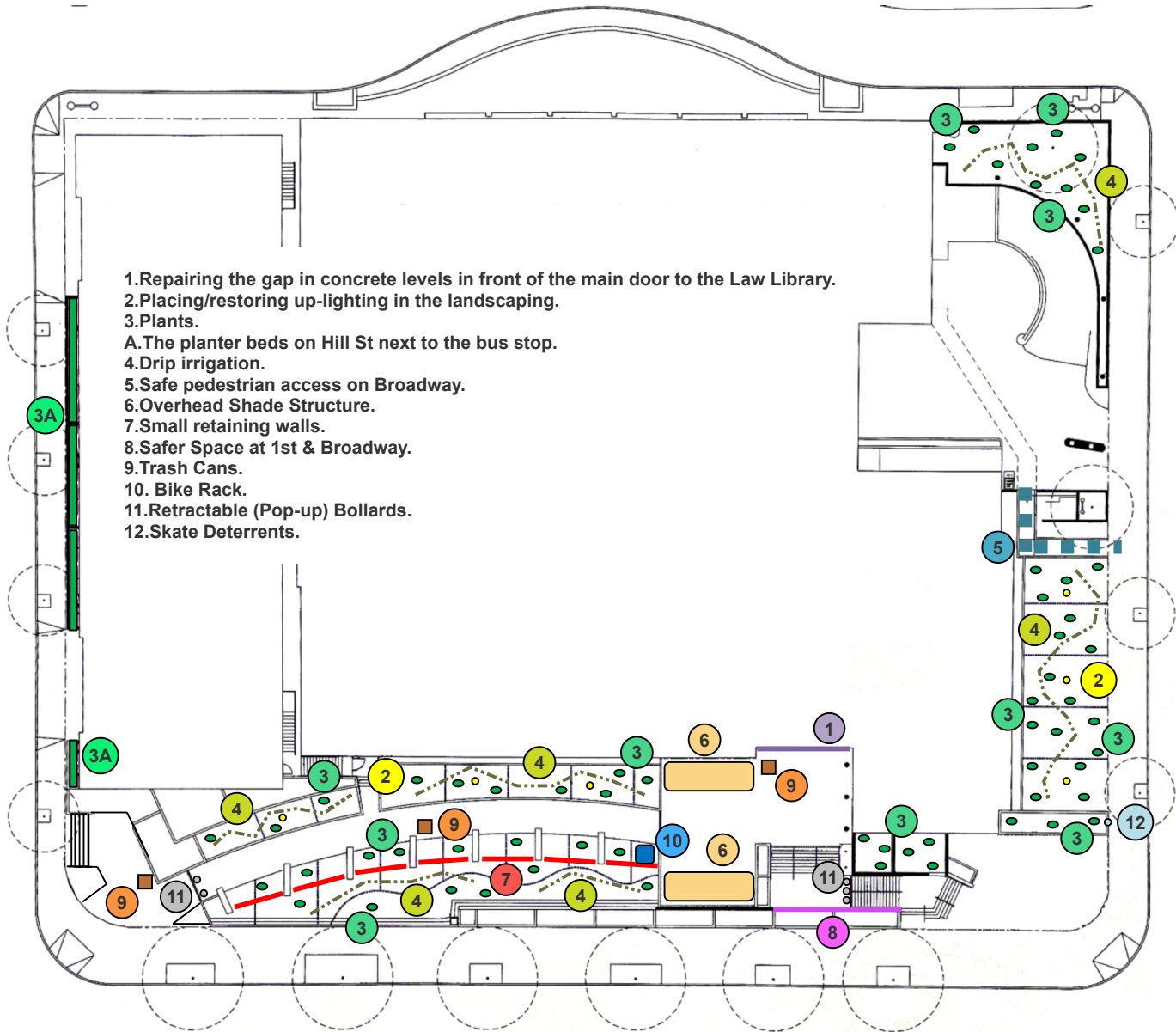
**RECOMMENDATION**

Staff recommends that the Board approve and authorize the submission of a grant application by the Friends of the Los Angeles County Law Library and the continued support of that effort by Library Staff.





HILL STREET



1. Repairing the gap in concrete levels in front of the main door to the Law Library.
2. Placing/restoring up-lighting in the landscaping.
3. Plants.
- A. The planter beds on Hill St next to the bus stop.
4. Drip irrigation.
5. Safe pedestrian access on Broadway.
6. Overhead Shade Structure.
7. Small retaining walls.
8. Safer Space at 1st & Broadway.
9. Trash Cans.
10. Bike Rack.
11. Retractable (Pop-up) Bollards.
12. Skate Deterrents.

BROADWAY

FIRST STREET



**Staff Presentation:**  
***Remote Locations***

**Presented by:**  
**Senior Librarian,**  
**Linda Heichman**

**January 26, 2022**