

AGENDA

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

REGULAR BOARD MEETING

Wednesday, January 24, 2024

4:30 PM

MILDRED L. LILLIE BUILDING TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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

AGENDA MATERIALS

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

LAND ACKNOWLEDGMENT

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

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

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

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

3.1 Approval of Minutes of the December 20, 2023 Regular Board Meeting

3.2 Review of November Financials and List of December Checks and Warrants

3.3 Review and Approval of FY24 2nd Quarter Statistics

3.4 2024-25 Workers Compensation Insurance Renewal Approval

3.5 Approval of Revisions to Job Descriptions for Recruitment of Director, Reference and Collections; Librarian, Collection Development; Librarian, Legal Education; Senior Librarian, Collection Development; and Director, Public and Legal Education

4.0 DISCUSSION ITEMS

4.1 Presentation of Commendations to retirees Sandra Levin, Malinda Muller, Linda Heichman, and Leigh Saldana

4.2 Recognition of Volunteers with Gratitude for Their Contributions

4.3 UBS Investment Update

5.0 AGENDA BUILDING

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

6.0 EXECUTIVE DIRECTOR REPORT

6.1 Government Publishing Office selects LA Law Library to receive Federal Depository Library Program limited distribution of print titles

6.2 Visit from Senator Caroline Menjivar of 20th District (Burbank and San Fernando Valley)

6.3 Friends of LA Law Library Luncheon Honoring Beacon of Justice Awardees

6.4 Passing the Torch Event

7.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 28, 2024.

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

POSTED BY DANIEL REINHOLD



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

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

December 20, 2023

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, December 20, 2023 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present: Judge Mark Juhas
Judge Laura Seigle
Judge Rosa Fregoso
Judge Michael Stern
Kenneth Klein, Esquire

Trustees Absent: Judge Michelle Williams Court
Susan Steinhauser, Esquire

Senior Staff Present: Sandra J. Levin, Executive Director

Jaye Steinbrick, Deputy Director

Also Present: Marcelino Juarez, Finance Manager
Daniel Reinhold, Executive Assistant

President Juhas determined a quorum to be present, convened the meeting at 12:16 pm and thereafter presided. Judge Rosa Fregoso arrived at 12:33pm. Executive Director, Sandra J. Levin, recorded the Minutes.

1.0 PUBLIC COMMENT

No Public Comment

2.0 PRESIDENT'S REPORT

President Juhas recognized Executive Director Sandra J. Levin's accomplishments during her tenure and announced her leadership would be celebrated at a reception on January 24, 2024. President Juhas recognized other Trustees for comments. Trustee Kenneth Klein recognized Sandra's ability to bring order and efficiency to the Library's operations during a chaotic time and to expand the Library's services beyond serving only law firms to making resources available to underserved populations. Judge Michael Stern commended he has been a patron since October

1975. He complimented Sandra on her ability to retain staff and continue services during the difficulties presented by the Covid 19 pandemic.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the November 15, 2023 Regular Board Meeting
- 3.2 Review of October Financials and List of November Checks and Warrants

Judge Seigle requested to pull item 3.2 for further review. Agenda item 3.1 was passed by acclamation. Judge Seigle inquired about fiscal year vs. year to date regarding agenda item 3.2. The Board discussed the state deficit. A discussion was had concerning factors contributing to the deficit in the state budget: including how tax receipts are way down, and how high income individuals and companies are leaving California. Agenda item 3.2 was passed by acclamation.

4.0 DISCUSSION ITEMS

- 4.1 Update Regarding Elevator Retrofit Project

Jaye Steinbrick had to step away from the Board meeting, and was unable to present update. ED Levin informed the Board that the project is underway beginning with requesting bids for later Board approval.

- 4.2 Update and Overview of “Your Life, Your Plan” Access to Justice Commission Project

ED Levin discussed a new pilot project she is about to begin. The goal of the project is to provide a software platform for individuals needing assistance with estate planning documents such as Advanced Healthcare Directives, Powers of Attorney, Statutory Wills, and Simple Revocable Trusts. The Access to Justice Commission Project is designed to avoid crisis situations by increasing advanced planning. With a mobile friendly web based platform, the site will allow patrons to be connected to pro bono legal assistance after some preliminary assessments of the situation and availability of documentation. The site will streamline data, provide reading materials and resources, allow for uploading of documents and the sharing of notes, keeping all patron information in one convenient place for easier tracking. The Board discussed advertising, and funding. ED Levin commented that the next steps would be to secure funding for administrator/software maintenance.

- 4.3 Community Connections Program Update

LALL Community Resource Specialist Chloe Casey presented and update on the Community Connections Program. She discussed how transportation is an issue for patrons accessing library resources. Chloe can distribute bus passes, as well as a reduced fee tap card. Another obstacle for access to community social programs and assistance stems from patrons who are unable to obtain an ID. The LALL Community Connections program has been able to assist patrons in this situation through a DMV no fee waiver. A DMV no fee waiver is a program that allows eligible individual to obtain an identification card at a reduced fee or no cost at all. Chloe discussed other city libraries with guest passes that don't need an ID. She also pointed out the digital divide continues to limit underserved populations in the ability to participate in programs on Zoom. Chloe discussed how the Library is seeking ways to educate patrons on how to participate in Zoom classes, and plans to develop other classes on digital literacy.

5.0 AGENDA BUILDING

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6.0 EXECUTIVE DIRECTOR REPORT

- 6.1 Update Regarding State Budget

The Board discussed how the state budget is currently in crisis, with a \$68 billion deficit. The Board discussed spending reserves, reduced spending on schools, and LALL's reduction to one time spending. We are lobbying for ongoing funding, and will continue to advocate for more.

6.2 Transition Update

ED Levin and ED Chew discussed the ongoing Executive Director transition. ED Katherine H. Chew began working at LALL on December 1, 2023, and ED Sandra Levin will be retiring on December 29, 2023. They discussed how ED Chew has met with all of the staff, and how she is coming up to speed on all of her new job duties.

7.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:32 pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 24, 2024 at 4:30p.m.

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

Los Angeles County Law Library

Balance Sheet

As of November 30, 2023

(Provisional and subject to year-end audit adjustments)

	6/30/2023	11/30/2023	YTD
Assets			
Current assets			
Cash and cash equivalents	16,275,850	16,313,648	37,798
Accounts receivable	329,159	84,799	(244,360)
Other receivable	1,367,036	1,404,961	37,925
Prepaid expenses	279,523	498,435	218,912
Total current assets	18,251,568	18,301,843	50,275
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	6,071,207	6,198,087	126,879
Capital assets, not being depreciated	696,192	696,192	-
Capital assets, being depreciated - net	14,667,364	14,405,835	(261,529)
Total noncurrent assets	21,753,233	21,618,583	(134,650)
Total assets	40,004,801	39,920,426	(84,375)
Deferred Outflows of Resources			
Deferred Outflows of Resources	4,722,167	4,722,167	-
Total assets and deferred outflows of resources	44,726,968	44,642,593	(84,375)
Liabilities			
Current Liabilities			
Accounts payable	330,706	99,565	(231,141)
Other current liabilities	-	-	-
Payroll liabilities	10,834	14,131	3,297
Total current liabilities	341,540	113,696	(227,844)
Noncurrent Liabilities			
Accrued sick and vacation liability	279,625	271,634	(7,991)
Borrowers' deposit	203,004	213,519	10,515
OPEB liability	3,547,803	3,589,470	41,667
Net pension liability	5,061,711	5,103,378	41,667
Total noncurrent liabilities	9,092,143	9,178,000	85,857
Total liabilities	9,433,684	9,291,696	(141,988)
Deferred Inflows of Resources			
Deferred Inflows of Resources	1,331,894	1,331,894	-
Total liabilities and Deferred inflows of resources	10,765,578	10,623,590	(141,988)
Net Position			
Invested in capital assets	15,363,556	15,102,027	(261,529)
Unrestricted	18,597,834	18,916,976	319,142
Total net position	33,961,390	34,019,003	57,613
Total liabilities and Deferred inflows of resources and net position	44,726,968	44,642,593	(84,375)

Los Angeles County Law Library
Income Statement for the Period Ending November 30, 2023
(Provisional and subject to year-end audit adjustments)

Nov 2022	Nov 2023			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
Actual				
580,350	612,939	718,249	105,310	17.2%
24,594	32,413	53,099	20,686	63.8%
0	0	0	0	0.0%
56,043	71,151	20,361	(50,790)	-71.4%
660,987	716,502	791,708	75,206	10.5%
350,843	427,367	432,590	(5,223)	-1.2%
57,376	61,458	58,428	3,030	4.9%
135,497	150,100	148,688	1,412	0.9%
(135,497)	(150,100)	(148,688)	(1,412)	0.9%
		0		
89,277	90,425	90,402	23	0.0%
6,225	20,849	13,455	7,394	35.5%
6,782	7,701	8,318	(617)	-8.0%
82	280	380	(100)	-35.7%
59	6,140	29	6,111	99.5%
0	23	61	(38)	-165.4%
10,655	8,789	7,148	1,642	18.7%
199,701	201,739	193,206	8,533	4.2%
720,999	824,773	804,017	(20,756)	-2.5%
(60,012)	(108,271)	(12,308)	95,962	-88.6%
16,456	833	30,538	29,705	3564.6%
0	0	0	0	0.0%
0	0	0	0	0.0%
(43,556)	(107,437)	18,230	125,667	-117.0%
0	51,000	0	51,000	100.0%

Summary:

Income

	FY 2022-23	FY 2023-24 YTD				Annual Budget
	YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (-)	
L.A. Superior Court Fees	2,923,487	3,159,995	3,461,952	301,958	9.6%	7,200,000
Interest	89,107	164,013	258,283	94,271	57.5%	396,809
Parking	50,425	0	0	0	0.0%	0
Library Services	206,056	224,262	151,821	(72,441)	-32.3%	549,281
Total Income	3,269,075	3,548,270	3,872,056	323,787	9.1%	8,146,090

Expense

Staff (payroll + benefits)	2,214,382	2,545,206	2,354,675	190,531	7.5%	5,838,702
Electronic Resource Subscriptions	246,332	266,956	255,259	11,698	4.4%	740,862
Library Materials	688,281	750,093	702,973	47,120	6.3%	2,374,438
Library Materials Transferred to Assets	(688,281)	(750,093)	(702,973)	(47,120)	6.3%	(2,374,438)
Facilities	405,603	479,628	453,465	26,162	5.5%	1,144,887
Technology & Data	51,231	127,034	64,215	34,552	27.2%	289,921
General	39,943	31,301	31,025	275	0.9%	83,510
Professional Development	11,614	14,465	13,888	577	4.0%	36,181
Communications & Marketing	591	43,370	95	43,275	99.8%	69,952
Travel & Entertainment	24	125	105	20	15.9%	356
Professional Services	43,009	75,105	35,602	39,503	52.6%	146,628
Depreciation	1,002,316	981,607	964,502	17,105	1.7%	2,408,265
Total Expenses	4,015,046	4,564,797	4,172,833	391,964	8.6%	10,759,265
Net Income (Loss)	(745,971)	(1,016,527)	(300,776)	715,751	70.4%	(2,613,175)

Investment Gain (Loss)¹

Investment Gain (Loss) ¹	13,349	4,167	126,879	122,713	2945.1%	10,000
Extraordinary Income	3,745,798	0	231,510	231,510	0.0%	0
Extraordinary Expense	100,000	0	0	0	0.0%	0
Net Income Including Extraordinary Items	2,913,177	(1,012,360)	57,613	1,069,973	105.7%	(2,603,175)

Capitalized Expenditures

Capitalized Expenditures	0	981,000	0	981,000	100.0%	1,668,000
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Comments

Los Angeles County Law Library
 Income Statement for the Period Ending November 30, 2023
 (Provisional and subject to year-end audit adjustments)

Nov 2022	Nov 2023			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

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

Comments

Detailed Budget:															
Income:															
580,350	612,939	718,249	105,310	17.2%	15	FIN	303300	L.A. Superior Court Fees	2,923,487	3,159,995	3,461,952	301,958	9.6%	7,200,000	More paid court filings
0	0	0	0	0.0%	15	FIN	311000	Interest - LAIF	1,296	1,950	3,514	1,564	80.2%	7,859	Better than expected earnings rate.
23,983	32,000	52,057	20,057	62.7%	15	FIN	312000	Interest - General Fund	85,602	160,000	249,681	89,681	56.1%	384,000	Better than expected earnings rate.
611	413	1,042	629	152.5%	15	FIN	313000	Interest - Deposit Fund	2,209	2,063	5,088	3,026	146.7%	4,950	Better than expected earnings rate.
24,594	32,413	53,099	20,686	63.8%				Subtotal	89,107	164,013	258,283	94,271	57.5%	396,809	
0	0	0	0	0.0%	39	FAC	330100	Parking:	50,425	0	0	0	0.0%	0	
0	0	0	0	0.0%				Subtotal	50,425	0	0	0	0.0%	0	
33	16	33	17	103.1%	27	CIRC	330150	Library Services:							
								Annual Designation Fee	293	456	1,089	633	138.8%	2,011	Timing variance. Fee is due before July 1. Firm with large list paid in Aug.
23,328	18,399	13,191	(5,208)	-28.3%	25	PS	330140	Annual Members Fee	114,747	112,078	93,001	(19,077)	-17.0%	251,066	Loss of 1 Platinum Member, other members renewing at lower than expected rate
1,574	1,119	2,190	1,071	95.7%	25	PS	330340	Course Registration	23,194	24,595	12,061	(12,534)	-51.0%	34,053	Timing variance in receipt of sponsorship funds.
2,385	2,300	2,494	194	8.5%	27	CIRC	330129	Copy Center	11,211	10,800	15,588	4,788	44.3%	22,900	Better than expected revenue, though limited public copier availability.
681	700	153	(547)	-78.1%	27	CIRC	330205	Document Delivery	3,074	3,500	1,998	(1,502)	-42.9%	7,701	Continued free eDelivery provided to patrons.
2,432	2,250	2,018	(232)	-10.3%	27	CIRC	330210	Fines	7,962	7,700	9,210	1,510	19.6%	19,050	Timing variance.
193	167	129	(38)	-22.8%	15	FIN	330310	Miscellaneous	16,568	8,333	12,199	3,865	46.4%	32,000	Timing variance.
300	1,000	0	(1,000)	-100.0%	39	FAC	330330	Room Rental	2,154	5,000	5,056	56	1.1%	12,000	
18	0	0	0	0.0%	23	COL	330350	Book Replacement	1,008	800	450	(350)	-43.8%	1,100	Timing variance.
0	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	0	0	0	0	0.0%	15,000	
25,000	45,000	0	(45,000)	-100.0%	17	EXEC	330400	Friends of Law Library	25,000	45,000	0	(45,000)	-100.0%	145,000	Timing variance.
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	0	
99	200	153	(47)	-23.5%	15	FIN	330450	Vending	846	1,000	1,170	170	17.0%	2,400	Timing variance.
0	0	0	0	0.0%	39	FAC	330465	Special Events Income	0	5,000	0	(5,000)	-100.0%	5,000	No PBW sponsorship expected this FY.
56,043	71,151	20,361	(50,790)	-71.4%				Subtotal	206,056	224,262	151,821	(72,441)	-32.3%	549,281	
660,987	716,502	791,708	75,206	10.5%				Total Income	3,269,075	3,548,270	3,872,056	323,787	9.1%	8,146,090	
Expenses:															
Staff:															
218,375	255,384	242,149	13,236	5.2%	ALL	501000	Salaries (FT)	1,076,624	1,276,922	1,153,459	123,462	9.7%	3,319,996	Reflects vacancies.	
0	(5,108)	0	(5,108)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(25,538)	0	(25,538)	100.0%	(66,400)	
15,296	30,503	18,725	11,777	38.6%	ALL	501050	Salaries (PT)	84,933	152,514	92,904	59,610	39.1%	396,536	Reflects vacancies and reduced hours.	
0	(610)	0	(610)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(3,050)	0	(3,050)	100.0%	(7,931)	
12,732	14,866	14,544	322	2.2%	15	FIN	502000	Social Security	74,510	74,331	73,102	1,228	1.7%	193,260	
3,286	4,145	3,626	520	12.5%	15	FIN	503000	Medicare	17,876	20,727	17,412	3,315	16.0%	53,890	Reflects vacancies and max annual deduction limits reached by some positions.
23,957	29,693	27,685	2,008	6.8%	15	FIN	511000	Retirement	557,409	546,875	531,109	15,766	2.9%	784,418	
8,333	8,333	8,333	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	41,667	41,667	41,667	0	0.0%	100,000	
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	0	
47,650	58,300	50,153	8,147	14.0%	15	FIN	512000	Health Insurance	234,452	291,500	255,001	36,499	12.5%	719,178	Reflects vacancies.
435	520	430	90	17.3%	15	FIN	513000	Disability Insurance	1,891	2,553	2,094	460	18.0%	6,193	Reflects vacancies.
5,188	6,630	4,951	1,679	25.3%	15	FIN	514000	Dental Insurance	25,682	32,550	27,631	4,919	15.1%	78,960	Reflects vacancies.
639	770	606	164	21.3%	15	FIN	514500	Vision Insurance	2,630	3,780	2,975	805	21.3%	9,170	Reflects vacancies.
200	255	197	58	22.8%	15	FIN	515000	Life Insurance	841	1,250	964	286	22.9%	3,035	Reflects vacancies.
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	0	
2,016	2,121	2,121	0	0.0%	15	FIN	516000	Workers Compensation Insurance	10,078	10,605	15,935	(5,330)	-50.3%	26,725	Includes Chubb \$4K X-Mod adjustment premium refund and State Fund 9015 2022-23 additional premium.
0	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	1,321	2,500	(378)	2,878	115.1%	10,000	No UI filed 1Q. Includes previous year UI refunds.
2,244	831	980	(149)	-17.9%	ALL	514010	Temporary Employment	36,156	3,855	5,849	(1,994)	-51.7%	9,172	Timing variance.	
208	12,000	49,428	(37,428)	-311.9%	13	HR	514015	Recruitment	1,358	66,000	89,373	(23,373)	-35.4%	66,000	Timing variance. Delay in ED recruitment invoice.
0	0	0	0	0.0%	15	FIN	517500	Accrued Sick Expense	0	0	0	0	0.0%	5,000	
0	0	0	0	0.0%	15	FIN	518000	Accrued Vacation Expense	0	0	0	0	0.0%	20,000	
8,333	8,333	8,333	0	0.0%	15	FIN	518500	OPeB Expense	41,667	41,667	41,667	0	0.0%	100,000	
74	300	245	55	18.3%	15	FIN	518550	TMP	3,094	4,000	2,100	1,901	47.5%	8,600	Lower than expected participation.
1,878	100	83	17	17.3%	15	FIN	518560	Benefit Administration	2,193	500	1,813	(1,313)	-262.7%	2,900	Timing variance.
350,843	427,367	432,590	(5,223)	-1.2%				Total - Staff	2,214,382	2,545,206	2,354,675	190,531	7.5%	5,838,702	
Library Materials/Electronic Resources Subscription:															
114,243	122,000	129,703	(7,703)	-6.3%	23	COL	601999	American Continuations	534,458	559,063	552,576	6,487	1.2%	1,766,063	
3,472	3,300	2,463	837	25.4%	23	COL	602999	American New Orders	7,019	9,471	8,403	1,068	11.3%	27,571	Timing variance.
505	700	535	165	23.6%	23	COL	609199	Branch Continuations	6,126	6,713	4,103	2,610	38.9%	23,113	Timing variance.
0	0	0	0	0.0%	23	COL	609299	Branch New Orders	0	140	0	140	100.0%	280	Timing variance

Los Angeles County Law Library
 Income Statement for the Period Ending November 30, 2023
 (Provisional and subject to year-end audit adjustments)

Nov 2022	Nov 2023				FY 2022-23	FY 2023-24 YTD				Annual Budget	Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual			\$ Fav (Unf)	% Fav (-)
3,276	4,000	242	3,758	93.9%	23 COL 603999	Commonwealth Continuations	72,792	80,655	74,875	5,780	7.2%	180,155	Timing variance.
0	1,900	527	1,373	72.3%	23 COL 604999	Commonwealth New Orders	0	5,900	968	4,932	83.6%	9,800	Timing variance.
3,706	5,100	3,073	2,027	39.7%	23 COL 605999	Foreign Continuations	25,118	31,859	22,188	9,671	30.4%	174,459	Timing variance.
340	1,600	642	958	59.9%	23 COL 606999	Foreign New Orders	900	6,000	3,355	2,645	44.1%	12,000	Timing variance.
8,487	8,700	10,375	(1,675)	-19.3%	23 COL 607999	International Continuations	36,545	40,612	31,159	9,453	23.3%	156,612	Timing variance.
364	1,500	1,005	495	33.0%	23 COL 608999	International New Orders	2,056	4,400	2,091	2,309	52.5%	8,500	Timing variance.
720	1,000	123	877	87.7%	23 COL 609399	General/Librarianship Continuations	1,861	3,880	1,180	2,700	69.6%	14,380	Timing variance.
385	300	0	300	100.0%	23 COL 609499	General/Librarianship New Orders	1,407	1,400	2,076	(676)	-48.3%	1,505	Funds from other New Orders categories can be used to cover overage.
135,497	150,100	148,688	1,412	0.9%		Subtotal	688,281	750,093	702,973	47,120	6.3%	2,374,438	
(135,497)	(150,100)	(148,688)	(1,412)	0.9%	23 COL 690000	Library Materials Transferred to Assets	(688,281)	(750,093)	(702,973)	(47,120)	6.3%	(2,374,438)	
57,376	61,458	58,428	3,030	4.9%	23 COL 685000	Electronic Resource Subscriptions (ERS)	246,332	266,956	255,259	11,698	4.4%	740,862	
						Facilities:							
441	5,150	0	5,150	100.0%	39 FAC 801005	Repair & Maintenance	13,470	25,750	2,321	23,429	91.0%	61,800	Timing Variance
2,492	1,894	598	1,296	68.4%	39 FAC 801010	Building Services	10,445	11,377	8,230	3,147	27.7%	27,440	Higher than usual use of human waste removal service
175	150	0	150	100.0%	39 FAC 801015	Cleaning Supplies	5,642	5,900	6,297	(397)	-6.7%	12,100	Timing Variance
12,281	12,881	14,254	(1,374)	-10.7%	39 FAC 801020	Electricity & Water	62,968	64,403	74,928	(10,525)	-16.3%	154,568	Timing Variance
1,014	1,064	1,065	(1)	-0.1%	39 FAC 801025	Elevator Maintenance	4,974	5,220	5,223	(3)	-0.1%	12,668	
10,679	3,064	3,543	(478)	-15.6%	39 FAC 801030	Heating & Cooling	17,420	19,024	17,320	1,704	9.0%	44,177	Timing Variance
28,977	34,500	34,489	11	0.0%	15 FIN 801035	Insurance	147,368	172,500	173,906	(1,406)	-0.8%	414,000	
11,799	10,687	12,137	(1,450)	-13.6%	39 FAC 801040	Janitorial Services	59,696	53,434	59,984	(6,550)	-12.3%	127,542	Includes temp landscaping services
0	1,850	0	1,850	100.0%	39 FAC 801045	Landscaping	0	9,250	0	9,250	100.0%	22,200	See Janitorial Services
20,726	17,569	22,851	(5,282)	-30.1%	39 FAC 801050	Security	77,756	93,724	96,323	(2,599)	-2.8%	227,238	
0	250	0	250	100.0%	39 FAC 801060	Room Rental Expenses	426	1,250	1,291	(41)	-3.3%	3,000	
130	165	147	18	11.0%	39 FAC 801065	Special Events Expenses	2,855	8,385	2,409	5,976	71.3%	19,130	Timing Variance
0	343	0	343	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	0	1,715	0	1,715	100.0%	4,116	Timing Variance
407	550	0	550	100.0%	39 FAC 801110	Equipment (<3K)	1,018	2,750	2,182	568	20.7%	6,600	
0	0	801	(801)	0.0%	39 FAC 801115	Building Alterations (<3K)	0	2,500	801	1,699	68.0%	2,500	Timing Variance
40	43	339	(296)	-688.2%	39 FAC 801120	Delivery & Postage	912	1,115	1,150	(35)	-3.2%	2,616	
117	266	178	88	32.9%	39 FAC 801125	Kitchen supplies	654	1,330	1,101	229	17.2%	3,192	Timing Variance
89,277	90,425	90,402	23	0.0%		Subtotal	405,603	479,628	453,465	26,162	5.5%	1,144,887	
						Technology:							
1,131	1,701	1,070	631	37.1%	33 TECH 801210	Software Maintenance	7,146	8,505	4,925	3,580	42.1%	20,412	Timing Variance
2,281	2,349	2,308	41	1.7%	33 TECH 801212	Hardware Maintenance	12,372	12,742	11,446	1,296	10.2%	31,123	Timing Variance
0	0	0	0	0.0%	33 TECH 801215	Software (<\$3k)	0	6,590	1,257	5,333	80.9%	6,590	Timing Variance
0	1,000	0	1,000	100.0%	33 TECH 801220	Hardware (<\$3k)	1,255	5,200	1,097	4,103	78.9%	12,200	Timing Variance
0	283	0	283	100.0%	33 TECH 801225	Computer Supplies	0	1,415	108	1,307	92.4%	3,400	Timing Variance
0	5,478	5,366	112	2.0%	33 TECH 801230	Integrated Library System	16,762	27,390	26,832	558	2.0%	65,736	
1,608	2,125	729	1,396	65.7%	33 TECH 801235	Telecommunications	8,824	10,625	7,650	2,975	28.0%	25,500	Timing Variance
0	80	0	80	100.0%	33 TECH 801245	Tech & Data - Misc	0	400	0	400	100.0%	960	Timing Variance
306	0	0	0	0.0%	33 TECH 801250	Services	306	15,000	0	15,000	100.0%	30,000	Timing Variance
898	7,833	3,982	3,851	49.2%	33 TECH 801275	Online Service Providers	4,565	39,167	10,900	28,267	72.2%	94,000	Timing Variance
6,225	20,849	13,455	7,394	35.5%		Subtotal	51,231	127,034	64,215	34,552	27.2%	289,921	
						General:							
356	583	304	280	47.9%	15 FIN 801310	Bank Charges	1,852	2,917	1,620	1,297	44.5%	7,000	Timing variance.
835	871	871	0	0.1%	35 CMS 801315	Bibliographical Services	5,369	5,599	5,597	2	0.0%	11,696	
1,520	4,000	2,718	1,282	32.1%	35 CMS 801320	Binding	11,565	4,000	3,465	535	13.4%	10,000	Timing variance.
231	130	123	7	5.2%	17 EXEC 801325	Board Expense	536	650	436	214	32.9%	1,560	August Regular BOT meeting cancelled.
804	0	0	0	0.0%	37 COM 801330	Staff meals & events	804	3,000	0	3,000	100.0%	11,000	Timing variance
288	1,250	218	1,032	82.5%	15 FIN 801335	Supplies - Office	2,705	7,600	1,316	6,284	82.7%	16,350	Timing variance
0	0	0	0	0.0%	35 CMS 801337	Supplies - Library materials	1,988	2,300	1,850	450	19.5%	10,000	Timing variance.
0	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	516	150	0	150	100.0%	1,500	Timing variance. Will order new batch January 2024.
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	0	
1,429	0	2,235	(2,235)	0.0%	33 IT 801370	Copy Center Expense	6,590	0	4,837	(4,837)	0.0%	0	
288	0	0	0	0.0%	15 FIN 801375	General - Misc	1,527	750	204	546	72.8%	3,000	Timing variance.
1,030	867	1,850	(983)	-113.4%	25 PS 801390	Course Registration	6,180	4,335	11,250	(6,915)	-159.5%	10,404	Increased free OTF classes.
0	0	0	0	0.0%	17 EXEC 801395	Friends of Law Library	312	0	450	(450)	0.0%	1,000	Timing variance.
6,782	7,701	8,318	(617)	-8.0%		Subtotal	39,943	31,301	31,025	275	0.9%	83,510	
						Professional Development:							
82	0	0	0	0.0%	ALL 803105	Travel	6,465	5,370	6,214	(844)	-15.7%	12,452	Includes unbudgeted marketing conference cost
0	0	0	0	0.0%	ALL 803110	Meals	0	0	0	0	0.0%	0	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	0	

Los Angeles County Law Library
Income Statement for the Period Ending November 30, 2023
(Provisional and subject to year-end audit adjustments)

Nov 2022	Nov 2023				YTD Actual	FY 2023-24 YTD				Annual Budget	Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	Budget	Actual	\$ Fav (Unf)			% Fav (-)	
0	280	380	(100)	-35.7%	ALL 803115	Membership dues	1,544	760	741	19	2.5%	12,604	Timing variance.
0	0	0	0	0.0%	ALL 803120	Registration fees	3,605	8,335	6,933	1,402	16.8%	11,125	Lower than expected AALL registration costs due to grant.
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	0	0	0.0%	0	
82	280	380	(100)	-35.7%		Subtotal	11,614	14,465	13,888	577	4.0%	36,181	
						Communications & Marketing:							
59	5,840	7	5,833	99.9%	37 COM 803205	Services	65	29,550	15	29,535	99.9%	35,432	Timing variance; OTF projects on hold.
0	0	0	0	0.0%	37 COM 803210	Collateral materials	527	10,270	58	10,212	99.4%	15,620	Timing variance; OTF projects on hold.
0	300	22	278	92.8%	37 COM 803215	Advertising	0	3,550	22	3,528	99.4%	18,900	Timing variance; Bookmarks temporarily on hold.
0	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	0	0	0	0	0.0%	0	
59	6,140	29	6,111	99.5%		Subtotal	591	43,370	95	43,275	99.8%	69,952	
						Travel & Entertainment							
0	0	0	0	0.0%	ALL 803305	Travel	0	0	0	0	0.0%	0	
0	0	0	0	0.0%	ALL 803310	Meals	0	0	0	0	0.0%	0	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	0	
0	23	61	(38)	-165.4%	ALL 803320	Ground transportation & mileage reimb.	24	125	105	20	15.9%	356	Timing variance.
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	0	
0	23	61	(38)	-165.4%		Subtotal	24	125	105	20	15.9%	356	
						Professional Services							
0	0	5,500	(5,500)	0.0%	15 FIN 804005	Accounting	17,545	28,660	27,160	1,500	5.2%	28,660	Timing variance.
2,100	1,400	1,400	0	0.0%	17 EXEC 804008	Consulting Services	10,500	7,000	6,877	123	1.8%	16,800	Includes unbudgeted supplemental services.
8,555	0	0	0	0.0%	17 EXEC 804010	Legal	14,489	0	563	(563)	0.0%	10,000	Timing variance.
0	7,389	248	7,142	96.7%	15 FIN 804015	Other	475	39,445	1,003	38,443	97.5%	91,168	Delay in some OTF projects.
10,655	8,789	7,148	1,642	18.7%		Subtotal	43,009	75,105	35,602	39,503	52.6%	146,628	
						Depreciation:							
171,123	167,218	165,926	1,292	0.8%	15 FIN 806105	Depreciation - Library Materials	858,325	833,156	827,155	6,001	0.7%	1,996,428	
28,578	34,522	27,280	7,241	21.0%	15 FIN 806110	Depreciation Exp - FF&E	143,992	148,451	137,348	11,103	7.5%	411,837	
199,701	201,739	193,206	8,533	4.2%		Subtotal	1,002,316	981,607	964,502	17,105	1.7%	2,408,265	
720,999	824,773	804,017	20,756	2.5%		Total Expense	4,015,046	4,564,797	4,172,833	391,964	8.6%	10,759,265	
(60,012)	(108,271)	(12,308)	95,962	-88.6%		Net Income Before Extraordinary Items	(745,971)	(1,016,527)	(300,776)	715,751	70.4%	(2,613,175)	

Los Angeles County Law Library
Income Statement for the Period Ending November 30, 2023
(Provisional and subject to year-end audit adjustments)

Nov 2022	Nov 2023				FY 2022-23	FY 2023-24 YTD				Annual Budget	Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual			\$ Fav (Unf)	% Fav (-)
16,456	833	30,538	29,705	3564.6%	15 FIN 321000	Investment Gain (Loss) ¹	13,349	4,167	126,879	122,713	2945.1%	10,000	Reflects gains/loss if sold at time of report (before maturity)
0	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	3,745,798	0	231,510	231,510	0.0%	0	Reflects fee waivers backfill from the State.
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	100,000	0	0	0	0.0%	0	
<u>(43,556)</u>	<u>(107,437)</u>	<u>18,230</u>	<u>125,667</u>	<u>-117.0%</u>		Net Income Including Extraordinary Items	<u>2,913,177</u>	<u>(1,012,360)</u>	<u>57,613</u>	<u>1,069,973</u>	<u>105.7%</u>	<u>(2,603,175)</u>	
Capital Expenditures:													
0	1,000	0	1,000	100.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	55,000	0	55,000	100.0%	62,000	Timing Variance
0	0	0	0	0.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	0	115,000	0	115,000	100.0%	115,000	Future unplanned Dell server security upgrade (\$16K).
0	50,000	0	50,000	100.0%	39 FAC 164500	Exterior Building Repairs/ Improvements (>3k)	0	50,000	0	50,000	100.0%	430,000	
0	0	0	0	0.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	755,000	0	755,000	100.0%	965,000	Timing Variance
0	0	0	0	0.0%	33 TECH 168000	Computer Software	0	6,000	0	6,000	100.0%	96,000	Timing Variance
<u>0</u>	<u>51,000</u>	<u>0</u>	<u>(51,000)</u>	<u>-100.0%</u>		Total - Capitalized Expenditures	<u>0</u>	<u>981,000</u>	<u>0</u>	<u>981,000</u>	<u>100.0%</u>	<u>1,668,000</u>	
CalPERS CERBT Trust Fund:													
Beginning Balance							2,129,121						
Administrative Expense							(90)						
Investment Expense							(66)						
Unrealized Gain/Loss							165,851						
Distribution													
Ending Balance							<u>2,294,817</u>						
											CalPERS CERBT program cost. Investment management cost. Fluctuating market conditions. Distribution from Fund.		

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

Los Angeles County Law Library

Statement of Cash Flows

As of November 30, 2023

(Provisional and subject to year-end audit adjustments)

	11/31/2023	YTD
Cash flows from operating activities		
L.A. Superior court fees	718,249	3,461,952
Parking fees	-	-
Library services	20,361	151,821
Extraordinary income	-	231,510
(Increase) decrease in accounts receivable	(3,347)	244,360
(Increase) decrease in other receivable	(70,581)	(37,925)
Increase (decrease) in borrowers' deposit	1,260	10,515
Cash received from filing fees and services	665,942	4,062,233
Facilities	(90,402)	(453,465)
Technology	(13,455)	(64,215)
General	(8,318)	(31,025)
Professional development	(380)	(13,888)
Communications & marketing	(29)	(95)
Travel & entertainment	(61)	(105)
Professional services	(7,148)	(35,602)
Electronic Resource Subscriptions (ERS)	(58,428)	(255,259)
(Increase) decrease in prepaid expenses	48,260	(218,912)
Increase (decrease) in accounts payable	7,996	(231,141)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(121,965)	(1,303,708)
Staff (payroll + benefits)	(432,590)	(2,354,675)
Increase (decrease) in payroll liabilities	487	3,297
Increase (decrease) in accrued sick and vacation liability	-	(7,991)
Increase (decrease) in OPEB liability	8,333	41,667
Increase (decrease) in net pension liability	8,333	41,667
Cash payments to employees for services	(415,436)	(2,276,037)
Contributions received	-	-
Net cash from operating activities	128,541	482,488
Cash flow from capital and related financing activities		
Library materials	(148,688)	(702,973)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment	-	-
Investment earnings	53,099	258,283
Net cash increase (decrease) in cash and cash equivalents	32,952	37,798
Cash and cash equivalents, at beginning of period	16,599,166	16,594,320
Cash and cash equivalents, at end of period	16,632,118	16,632,118
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(65,407)	(327,550)
Adjustments for noncash effects:		
Depreciation	193,206	964,502
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(3,347)	244,360
(Increase) decrease in other receivable	(70,581)	(37,925)
(Increase) decrease in prepaid expenses	48,260	(218,912)
Increase (decrease) in accounts payable	7,996	(231,141)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	487	3,297
Increase (decrease) in accrued sick and vacation liability	-	(7,991)
Increase (decrease) in borrowers' deposit	1,260	10,515
Increase (decrease) in OPEB liability	8,333	41,667
Increase (decrease) in net pension liability	8,333	41,667
Net cash from operating activities	128,541	482,488

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2023 - December 31, 2023 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 5	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	11,086.85	TS00336221
	FASTCASE INC	BOOKS	12,805.00	TS00336221
December 15	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	11,086.85	TS00336582
			34,978.70	



LOS ANGELES COUNTY LAW LIBRARY
December 1, 2023 - December 31, 2023 (CHECKS)
Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 7	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	14,254.42	V000202

14,254.42





LOS ANGELES COUNTY LAW LIBRARY
December 1, 2023 - December 31, 2023 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 1	VICTOR GERARDO RUIZ	REFUND	140.00	033042
	ERIN ALINA WILLIAMS	REFUND	140.00	033043
	COUNTY OF LOS ANGELES	HEATING/COOLING	2,581.29	033044
December 7	DIGITAL INSURANCE LLC	CONSULTING	1,400.00	033045
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	1,065.00	033046
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	1,050.00	033047
December 11	CASALINI LIBRI	BOOKS	492.87	033048
	PAN PACIFICA	BOOKS	2,518.00	033049
	WILLIAM S HEIN & CO	BOOKS	109.00	033050
December 15	GAUNT	BOOKS	361.35	033051
	LEXISNEXIS CANADA INC	BOOKS	551.83	033052
December 19	CALIFORNIA DEPARTMENT OF TAX	USE TAX	269.00	033053
December 22	LIBROS DE HONDURAS	BOOKS	1,500.00	033054
December 26	AFLAC REMITTANCE	CAFE PLAN-INSURAN	803.71	033055
	AT&T	TELECOM	551.68	033056
	BRCK INC	TELECOM	729.09	033057
	LANGUAGE PEOPLE INC	OTHER	247.50	033058
	METROLINK	TMP	455.00	033059
	SQBOX SOLUTIONS LTD	PREPAID EXP	4,140.00	033060
December 29	NESTOR ALEJANDRO HERRERA PRADA	BOOKS	273.00	033061
	LEXISNEXIS CANADA INC	BOOKS	145.71	033062

19,524.03

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2023 - December 31, 2023 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 1	LEXISNEXIS MATTHEW BENDER	BOOKS	150.98	V008217
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	372.30	V008218
	INGRAM LIBRARY SERVICES	BOOKS	27.01	V008219
	RETTA LIBROS LIDERLAF S A	BOOKS	63.00	V008220
	PRACTISING LAW INSTITUTE	BOOKS	1,702.75	V008221
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	10,758.28	V008222
	UNITED NATIONS PUBLICATIONS	BOOKS	251.02	V008223
	GOBI LIBRARY SOLUTIONS	BOOKS	971.01	V008224
	ALTA FOODCRAFT	KITCHEN SUPPLIES	178.45	V008225
	GENERAL LOGISTICS SYSTEMS US, INC.	DELIVERY & POSTAG	8.93	V008226
	NASA SERVICES	BLDG SVCS	597.65	V008227
	PURE PROCESS FILTRATION INC.	BLDG SVCS	961.38	V008228
	SECURITAS SECURITY	SECURITY	8,883.78	V008229
December 2	AMAZON	BOOKS	45.98	V008258
December 3	AMAZON	BOOKS	36.63	V008236
	AMAZON	BOOKS	168.88	V008259
December 4	AMAZON	BOOKS	141.80	V008246
December 5	X LANES	SPECIAL EVENTS	2,774.91	V008232
	AMAZON	BOOKS	133.10	V008278
December 7	WOLTERS KLUWER LAW & BUSINESS	BOOKS	75.12	V008230
	SECURITAS SECURITY	SECURITY	3,540.92	V008233
	THE HOME DEPOT PRO	CLEANING SUPPLIES	185.50	V008234
December 8	CHERRY PICK CAFE	SPECIAL EVENTS EX	48.05	V008288
December 11	AMERICAN BAR ASSOCIATION	BOOKS	1,684.63	V008237
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	386.81	V008238
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,772.54	V008239
	LAW JOURNAL PRESS	BOOKS	11,910.40	V008241
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,971.66	V008242
	PRACTISING LAW INSTITUTE	BOOKS	199.70	V008243
	WEST ACADEMIC	BOOKS	190.53	V008244
	THOMSON REUTERS	BOOKS	87,169.52	V008245
	STAMPS.COM	DELIVERY & POSTAG	29.99	V008271
December 15	AMERICAN BANKRUPTCY INSTITUTE	BOOKS	125.00	V008247
	LEXISNEXIS MATTHEW BENDER	BOOKS	632.92	V008248
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	33,013.87	V008249
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	9,723.55	V008250

197,418.45

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2023 - December 31, 2023 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 20	DATA TRACE PUBLISHING COMPANY	BOOKS	529.90	V008251
	JURIS PUBLISHING INC	BOOKS	115.88	V008252
	LAW JOURNAL PRESS	BOOKS	2,581.30	V008253
	NEW JERSEY LAW JOURNAL	BOOKS	443.48	V008254
	PRACTISING LAW INSTITUTE	BOOKS	1,846.66	V008255
	UNITED NATIONS PUBLICATIONS	BOOKS	112.39	V008256
	GOBI LIBRARY SOLUTIONS	BOOKS	1,335.94	V008257
	KAPCO	SUPPLIES-LIBRARY	2,049.30	V008272
	DEMCO	SUPPLIES-LIBRARY	2,741.11	V008289
December 22	LEXISNEXIS MATTHEW BENDER	BOOKS	40,019.74	V008273
	LEXISNEXIS MATTHEW BENDER	BOOKS	68,039.48	V008290
	CORNER BAKERY	BOARD EXP	98.27	V008291
December 26	WOLTERS KLUWER LAW & BUSINESS	BOOKS	257.55	V008260
	GEORGE T BISEL COMPANY	BOOKS	232.27	V008261
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,101.27	V008262
	LAWDABLE PRESS	BOOKS	615.00	V008263
	LAW JOURNAL PRESS	BOOKS	1,075.50	V008264
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	148.50	V008265
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	703.03	V008266
	GOBI LIBRARY SOLUTIONS	BOOKS	1,509.08	V008267
	GOOGLE	SERVICES	1.99	V008295
December 27	ABD OFFICE SOLUTIONS	COPY CENTER	907.87	V008274
	BULBS.COM	REPAIR/MAINT	280.15	V008275
	ISOLVED BENEFIT SERVICES	HR BENEFIT ADMIN	82.69	V008276
	SECURITAS SECURITY	SECURITY	11,874.79	V008277
December 29	ODP OFFICE SOLUTIONS, LLC	PREPAID EXP	1,663.96	V008318
December 29	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,894.02	V008279
	INGRAM LIBRARY SERVICES	BOOKS	117.65	V008280
	NATIONAL UNDERWRITER COMPANY	BOOKS	479.09	V008281
	PRACTISING LAW INSTITUTE	BOOKS	501.15	V008282
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	710.22	V008283
	THOMSON REUTERS	BOOKS	8,421.13	V008284
	STATE BAR OF WISCONSIN	BOOKS	229.30	V008285

351,608.21

LA Law Library
Fiscal Year Quarterly Statistics

			FY19 2nd Quarter	FY20 2nd Quarter	FY21 2nd Quarter	FY22 2nd Quarter	FY23 2nd Quarter	FY24 2nd Quarter	FY24 2nd Quarter Notes
Reference and Research									
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>								
	Desk Inquiries		5,181	5,244	0	2,923	6,396	9,102	
	Tuesday 6pm to 8pm - All Queries		81	112	0	0	0	0	
	Phone		1,306	1,336	2,200	2,627	3,899	7,032	
	Email/ Live Chat		150	173	1,777	1,363	1,365	2,439	
	By Mail		40	55	66	51	44	61	
	Global Law Inquires		17	15	0	0	13	42	
	Global Law Web Inquires		14	0	0	0	0	0	
	e-Branch Chat		42	22	0	0	0	0	
	e-Branch Email		0	3	0	0	0	0	
	Totals	Total	6,935	6,960	4,043	6,964	11,717	18,676	
Circulation Services									
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking books in and out.</i>								
	Desk Inquiries		5,869	4,022	0	2,966	3,838	3,355	
	Phone Inquiries		1,666	1,636	1,356	1,286	965	993	
	Totals	Total	7,535	5,658	1,356	4,252	4,803	4,348	
	Books Circulated		1,899	1,917	417	833	1,984	2,143	Includes E Books
	Library Card Sign-ups		522	451	0	187	328	374	
	Members Program - Active Members		340	308	204	221	239	213	
	Public Terminal Logins		6,078	5,410	0	1,669	3,291	4,441	
Document Delivery / E-Delivery/Copies									
	<i>Document Delivery responds to requests for materials from the LA Law Library collection. Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-printer.</i>								
	Phone Inquiries		334	716	237	639	172	385	
	In-Person		2,124	2,480	0	636	64	65	
	Email (Includes Members Program)		201	220	924	815	882	2,112	
	Totals	Total	2,712	3,416	1,161	2,090	1,118	2,562	

LA Law Library
Fiscal Year Quarterly Statistics

			FY19 2nd Quarter	FY20 2nd Quarter	FY21 2nd Quarter	FY22 2nd Quarter	FY23 2nd Quarter	FY24 2nd Quarter	FY24 2nd Quarter Notes
	Pages Delivered		4,503	6,539	8,477	8,150	14,520	40,490	
	Copies Made (Main Library)		49,678	67,897	0	54,681	70,701	51,601	
Collection Management Services									
	<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	159	203	191	
	Print Volumes Added		1,409	1576	1372	1,626	1,535	1,257	
	New Serials		25	13	14	17	14	46	
	Non-Print Media Added		200	890	408	32	203	118	
	Records Cataloged/Updated		485	395	503	152	324	332	
	Print & Non-Print Withdrawn		540	423	506	398	700	754	
Brief Scanning Project									
	Briefs Logged (Google)		11,743	15,690	7,480	0	0	0	
Website Statistics									
	Visitors		22,725	29,354	20,279	26,298	31,562	29,711	
	Visits (previously counted as "Pages Viewed")		90,517	92,760	66,311	84,078	104,298	87,541	
	Average Daily Visits		379	316	301	292	371	294	
	Average Duration		3:01	4:57	3:08	3:23	3:24	3:02	
	Visitors: US		97.74%	95.99%	93.62%	94.56%	93.40%	92.44%	
	Visitors: International / Unspecified		2.26%	2.10%	6.38%	5.44%	6.60%	7.56%	
Training and Events (Includes Online,Prerecorded/Live via ZOOM)									
	Public Classes Held Online								
	Internal speaker		0	0	15	33	44	44	
	Guest speaker		0	0	78	146	130	132	
	MCLE Classes Held Online								
	Internal speaker		0	0	0	0	1	3	
	Guest speaker		0	0	13	29	52	52	
	Clinics/ Workshops Held Online		0	0	4	1	1	3	
	Public Classes Held at Main & Branches								
	Internal speaker		42	37	0	0	4	11	
	Guest speaker		81	91	0	7	14	15	
	MCLE Classes Held								
	Internal speaker		0	6	0	0	0	0	

LA Law Library
Fiscal Year Quarterly Statistics

			FY19 2nd Quarter	FY20 2nd Quarter	FY21 2nd Quarter	FY22 2nd Quarter	FY23 2nd Quarter	FY24 2nd Quarter	FY24 2nd Quarter Notes
	Guest speaker		6	0	0	0	0	1	
	Clinics/ Workshops Held		65	52	0	3	9	2	
	Totals	Total	194	186	110	219	255	263	
	Class Attendance in Person Total (Estimated)		3,480	2,906	0	291	449	366	
	Live Class Attendance: Online/Remote		N/A	N/A	244	762	843	1,031	
	Live Class Registration: Online/Remote		N/A	0	2167	1,558	1,520	2,067	
	Number of plays of prerecorded Classes		N/A	0	869	1,668	1,588	2,110	
	Class Attendance Branches (Estimated)		N/A	646	0	0	0	0	
	Visits to Main Branch								
	Number of Patron Visits (front door)		24,400	47,286	0	23,977	13,523	15,520	

MEMORANDUM

DATE: January 24, 2024

TO: Board of Law Library Trustees

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

RE: Authorization to Bind Workers Compensation Insurance

SUMMARY

The Board is asked to authorize binding workers compensation coverage for the Law Library. The Law Library’s coverage must be renewed by March 1, 2024. The Law Library’s insurance broker, Alliant, received a favorable renewal quote from incumbent carrier despite a small increase in our experience modification.

ANALYSIS AND DETAIL

The Library’s experience modification rating (ex-mod) has decreased significantly in recent years. This past year, however, it increased slightly from 82% to 88% because of a small claim. Despite this, our current carrier Chubb submitted a favorable quote, which is actually a small decrease from last year’s premiums.

Staff and broker recommend binding with Chubb again this year to meet our 3/1/2024 renewal date. Binding with Chubb will not only allow us to take advantage of the favorable renewal quote, it also nurtures our relationship with Chubb, which is key for a long-term partnership.

If approved, this will be our second year with Chubb. Staff who have worked directly with Chubb report having positive interactions and responsive client support.

OPTIONS

1. Request staff and broker to find additional indications/quotes prior to the 3/1/2024 renewal.
2. Renew with Chubb for a total cost of \$23,261 including mandatory surcharges.

RECOMMENDATION

Staff recommends the Board authorize Alliant to bind coverage with Chubb effective 03/01/24 at a total estimated premium of \$23,261 including mandatory surcharges.

Attachment





Los Angeles County Law Library (and/or) Board of Law Library Trustees of Los Angeles County Law Library

Workers' Compensation Insurance Proposal

Presented by Robert Lowe
Date Presented January 8, 2024

Alliant Insurance Services, Inc.
18100 Von Karman Avenue 10th Floor
Irvine, CA 92612
O 949 756 0271
F 619 699 0907

CA License No. 0C36861

www.alliant.com

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Company Profile

Alliant provides risk management, insurance, and consulting services to thousands of clients nationwide, delivering tailored products and services engineered to mitigate risk, improve performance, and promote long-term growth. Our core business includes property and casualty insurance services, middle-market brokerage, employee benefits, and underwriting, each staffed with dedicated industry specialists who understand the unique market dynamics facing their clients.

In addition to our 90-plus year legacy of service and results, Alliant is one of the industry's fastest-growing organizations. As America's 10th largest insurance brokerage, we have an active presence in every U.S. market and an extensive arsenal of best-in-class resources and intelligence that moves our clients forward in today's competitive market climate.

Alliant has a broad reach that covers a wide range of industries, including:

- Agriculture
- Aviation
- Construction
- Energy and Marine
- Environmental
- Healthcare
- Financial Institutions
- Law
- Public Entity
- Real Estate
- Tribal Nations
- And many more

Alliant Advantage

	Alliant	Competition
90 years of leadership in meeting the insurance needs of businesses and public entities across the US.	✓	
National presence with best-in-class resources and expertise.	✓	
Privately owned and operated.	✓	
Flat management structure with no bureaucracy, empowering senior leadership to take a hands-on approach to client service that expands the entire lifecycle of the relationship.	✓	
A full-service insurance agency that addresses all of your risk and insurance needs, including property, casualty, life, and health.	✓	
A diverse team of industry specialists who understand the unique needs of your business.	✓	
Considerable buying power through more than 40 insurance carriers, enabling for the delivery of the best coverage at the most competitive pricing	✓	
State-licensed support staff.	✓	
A full-service approach that includes risk management services to help identify hazards and present options.	✓	
Workers' compensation insurance claims management at no additional charge.	✓	

Your Service Team

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Phone: 949 681 9084

Named Insured

Los Angeles County Law Library (and/or) Board of Law Library Trustees of Los Angeles County Law Library

NAMED INSURED DISCLOSURE

- Name Insured(s) should match State of Incorporation filing. Inform Alliant if there is a difference or change
- The First Named Insured policy status granted includes certain rights and responsibilities. These responsibilities do not apply to other Named Insureds on the policy. Some examples for First Named Insured status include; (1) being designated to act on behalf of all insureds for making policy changes, (2) receiving of correspondence, (3) distributing claim proceeds, and (4) making premium payments
- **Are ALL entities listed as named insureds?** Coverage is **not** automatically afforded to all entities unless specifically named. Confirm with your producer and service team that all entities to be protected are on the correct policy. Not all entities may be listed on all policies based on coverage line.
- Additional named insured is (1) A person or organization, other than the first named insured, identified as an insured in the policy declarations or an addendum to the policy declarations. (2) A person or organization added to a policy after the policy is written with the status of named insured. This entity would have the same rights and responsibilities as an entity named as an insured in the policy declarations (other than those rights and responsibilities reserved to the first named insured).
- Applies to Professional Liability, Pollution Liability, Directors & Officers Liability, Employment Practices Liability, Fiduciary Liability policies (this list not all inclusive). Check your Policy language for applicability. These policies provide protection to the Named Insured for claims made against it alleging a covered wrongful act.

Premium Summary

Coverage	Expiring Premium*		Renewal Premium*	
Workers Compensation	\$	25,452.00	\$	23,261.00
TOTAL	\$	25,452.00	\$	23,261.00

*Includes TRIA premium

Payment Terms

- Direct Bill
- Payment Plan: Annual

Options

- None

Schedule of Locations

Address	City	State	Zip
825 Maple Avenue Rm 110	Torrance	CA	90503
415 W Ocean Blvd	Long Beach	CA	90802
301 W 1st Street	Los Angeles	CA	90012

Workers' Compensation Coverage

	Present Coverage	Proposed Coverage
Insurance Company	Federal Insurance Company	Federal Insurance Company
A.M. Best Rating	A++ (Superior), Financial Size Category: XV (\$2 Billion or greater) as of December 1, 2022	A++ (Superior), Financial Size Category: XV (Greater than or Equal to \$2 Billion) as of December 7, 2023
Standard & Poor's Rating	AA (Very Strong) as of January 27, 2023	AA (Very Strong) as of January 27, 2023
California Status	Admitted	Admitted
Policy/Coverage Term	March 1, 2023 to March 1, 2024	March 1, 2024 to March 1, 2025
Policy #	(24) 7183-89-79	(25) 7183-89-79

Coverage Form	Workers Compensation and Employers Liability Insurance Policy - WC 00 00 00C (Ed. 1-15)	Workers Compensation and Employers Liability Insurance Policy - WC 00 00 00C (Ed. 1-15)
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Coverage

Workers Compensation	Statutory	Statutory
Employer's Liability Limit		
Each Accident	\$ 1,000,000	\$ 1,000,000
Disease – Each Employee	\$ 1,000,000	\$ 1,000,000
Disease – Policy Limit	\$ 1,000,000	\$ 1,000,000

Entity	Corporation	Corporation
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Workers' Compensation Coverage - Continued

Officers/Partners	Present Coverage			Proposed Coverage		
	Officer Name	Title	Status	Officer Name	Title	Status
	Mark A Juhas	President, Secretary, Treasurer	Not Covered: Non-working and Nonpaid	Mark A Juhas	President, Secretary, Treasurer	Not Covered: Non-working and Nonpaid
Endorsement & Exclusions (including but not limited to)	<ul style="list-style-type: none"> • Notice to Employers in the State of California • Workers Compensation Claims Administrative Overview • Notification of Available Loss Control Consultation Services California Workers Compensation • Notification of Change in Ownership and/or Combinability of Entities • Important Notice to Policyholders Terrorism Risk Insurance Act • Policyholder Notice • Policyholder Notice - Your Right to Rating and Dividend Information • Policyholder Notice - California Workers' Compensation Insurance Rating Laws • Policyholder Notice - California Insurance Guarantee Association (CIGA) Surcharge • California Notice of Workers' Compensation Coverage • Chubb Group U.S. Privacy Notice • Schedule of Named Insured(s) • Name and Location Schedule • Premium Discount Endorsement 			<ul style="list-style-type: none"> • Notice to Employers in the State of California • Workers Compensation Claims Administrative Overview • Notification of Available Loss Control Consultation Services California Workers Compensation • Notification of Change in Ownership and/or Combinability of Entities • Important Notice to Policyholders Terrorism Risk Insurance Act • Policyholder Notice • Policyholder Notice - Your Right to Rating and Dividend Information • Policyholder Notice - California Workers' Compensation Insurance Rating Laws • Policyholder Notice - California Insurance Guarantee Association (CIGA) Surcharge • California Notice of Workers' Compensation Coverage • Chubb Group U.S. Privacy Notice • Schedule of Named Insured(s) • Name and Location Schedule • Premium Discount Endorsement 		

Workers' Compensation Coverage - Continued

Endorsement & Exclusions - Continued (including but not limited to)

Present Coverage	Proposed Coverage
<ul style="list-style-type: none"> Premium Due Date Endorsement Catastrophe (Other Than Certified Acts of Terrorism) Endorsement Terrorism Risk Program Reauthorization Act Disclosure Endorsement Policy Amendatory Endorsement - California Employers' Liability Coverage Amendatory Endorsement - California Optional Premium Increase Endorsement - California California Cancellation Endorsement Civil Unions or Domestic Partnerships Trade or Economic Sanctions Endorsement Employee MPN Information 	<ul style="list-style-type: none"> Premium Due Date Endorsement Catastrophe (Other Than Certified Acts of Terrorism) Endorsement Terrorism Risk Program Reauthorization Act Disclosure Endorsement Policy Amendatory Endorsement - California Employers' Liability Coverage Amendatory Endorsement - California Optional Premium Increase Endorsement - California California Cancellation Endorsement Civil Unions or Domestic Partnerships Trade or Economic Sanctions Endorsement Employee MPN Information

STATE: CA

Class Code & Description	Total Estimated	Annual	Estimated	Total Estimated	Annual	Estimated
	Per \$100 of Remuneration	Remuneration	Annual Premium	Per \$100 of Remuneration	Remuneration	Annual Premium
8742 – Salespersons - Outside	0.64	\$661,136	\$4,231.00	0.56	\$661,136	\$3,702.00
8812 – Libraries - Public - Librarians or Professional Assistants – Including Clerical Office Employees and Clerical Telecommuter Employees	0.60	\$2,941,774	\$17,650.00	0.60	\$2,941,774	\$17,650.00
9420 - Municipal, State or Other Public Agency Employees - All Other Employees - Including Laborers, Mechanics and Storekeepers - N.O.C.	16.64	\$160,265	\$26,668.00	17.90	\$160,265	\$28,687.00
Total Estimated Payroll		\$3,763,175			\$3,763,175	

Workers' Compensation Coverage - Continued

	Present Coverage	Proposed Coverage
Total Class Premium	\$48,549.00	\$50,039.00
Experience Premium	Not Applicable	-\$6,004.00
Increase Limits	\$486.00	\$440.00
Schedule Modification	-\$24,518.00	-\$22,239.00
Premium Discount	-\$1,323.00	-\$1,111.00
Expense Constant	\$285.00	\$285.00
Terrorism	\$188.00	\$188.00
Catastrophe (Other than Certified Acts of Terrorism)	\$377.00	\$377.00
Total Estimated Premium	\$24,044.00	\$21,975.00
CIGA Surcharge	\$0.00	\$0.00
CA Admin Revolving Fund Assess	\$606.00	\$555.00
CA Occ Safety & Health Fund	\$159.00	\$144.00
CA Fraud Assessment	\$112.00	\$102.00
CA Unins Empl Benefits Assess	\$33.00	\$30.00
CA Subs Inj Benefits Assess	\$329.00	\$301.00
California Labor Enforcement & Compliance (LECF) Assessment	\$169.00	\$154.00
Final Total	\$25,452.00	\$23,261.00
Cancellation Notification – Short Rate Table	Please refer to Short Rate Table	Please refer to Short Rate Table
Minimum Premium	\$ 1,000.00	\$ 1,000.00

Workers' Compensation Coverage - Continued

	Present Coverage	Proposed Coverage
Policy Auditable	Yes	Yes
Quote Valid Until	No Longer Applicable	March 1, 2024
Binding Conditions	No Longer Applicable	A written request to bind coverage

It is imperative that Alliant and/or the carrier be notified IMMEDIATELY when a policyholder hires employees and/or begins operations in any state not listed in PART 3. A on the INFORMATION PAGE of the policy. Failure to obtain a workers' compensation policy in some states may result in substantial fines levied on the policyholder dating back to the original date of hire. Coverage for other states under PART 3. C. (OTHER STATES INSURANCE) of the workers' compensation policy may not fulfill the coverage verification requirement imposed by some states.

California Officer Exclusion Rule as of January 1, 2017: Only officers/directors of a corporation who own at least 15% of the issued and outstanding stock of the corporation can be excluded from coverage. A written waiver requesting exclusion (carrier specific) is required to be on file. Officers/directors with less than 15% ownership must be included and subject to the officer minimum/maximum for the policy year. Please refer to AB 2883 and/or the carrier for full details.

See Disclaimer Page for Important Notices and Acknowledgment

Workers Compensation - California Short-Rate Cancellation Table (10-13)

If a different table is provided within your policy that table will prevail.

If you, the named insured, cancel the policy before its normal expiration date (including by non-payment of premium, failure to timely pay premium, failure to report payroll, etc.) the premium will be short-rated based on the table below. The Final premium will not be less than the minimum premium.

Extended Number of Days		Percent of Full Policy Premium	Extended Number of Days		Percent of Full Policy Premium	Extended Number of Days		Percent of Full Policy Premium
1		5%	95-98		37%	219-223		69%
2		6%	99-102		38%	224-228		70%
3-4		7%	103-105		39%	229-232		71%
5-6		8%	106-109		40%	233-237		72%
7-8		9%	110-113		41%	238-241		73%
9-10		10%	114-116		42%	242-246	(8 mos)	74%
11-12		11%	117-120		43%	247-250		75%
13-14		12%	121-124	(4 mos)	44%	251-255		76%
15-16		13%	125-127		45%	256-260		77%
17-18		14%	128-131		46%	261-264		78%
19-20		15%	132-135		47%	265-269		79%
21-22		16%	136-138		48%	270-273	(9 mos)	80%
23-25		17%	139-142		49%	274-278		81%
26-29		18%	143-146		50%	279-282		82%
30-32	(1 mo)	19%	147-149		51%	283-287		83%
33-36		20%	150-153	(5 mos)	52%	288-291		84%
37-40		21%	154-156		53%	292-296		85%
41-43		22%	157-160		54%	297-301		86%
44-47		23%	161-164		55%	302-305	(10 mos)	87%
48-51		24%	165-167		56%	306-310		88%
52-54		25%	168-171		57%	311-314		89%
55-58		26%	172-175		58%	315-319		90%
59-62	(2 mos)	27%	176-178		59%	320-323		91%
63-65		28%	179-182	(6 mos)	60%	324-328		92%
66-69		29%	183-187		61%	329-332		93%
70-73		30%	188-191		62%	333-337	(11 mos)	94%
74-76		31%	192-196		63%	338-342		95%
77-80		32%	197-200		64%	343-346		96%
81-83		33%	201-205		65%	347-351		97%
84-87		34%	206-209		66%	352-355		98%
88-91	(3 mos)	35%	210-214	(7 mos)	67%	356-360		99%
92-94		36%	215-218		68%	361-365	(12 mos)	100%

Disclosures

This proposal of insurance is provided as a matter of convenience and information only. All information included in this proposal, including but not limited to personal and real property values, locations, operations, products, data, automobile schedules, financial data and loss experience, is based on facts and representations supplied to Alliant Insurance Services, Inc. by you. This proposal does not reflect any independent study or investigation by Alliant Insurance Services, Inc. or its agents and employees.

Please be advised that this proposal is also expressly conditioned on there being no material change in the risk between the date of this proposal and the inception date of the proposed policy (including the occurrence of any claim or notice of circumstances that may give rise to a claim under any policy which the policy being proposed is a renewal or replacement). In the event of such change of risk, the insurer may, at its sole discretion, modify, or withdraw this proposal, whether or not this offer has already been accepted.

This proposal is not confirmation of insurance and does not add to, extend, amend, change, or alter any coverage in any actual policy of insurance you may have. All existing policy terms, conditions, exclusions, and limitations apply. For specific information regarding your insurance coverage, please refer to the policy itself. Alliant Insurance Services, Inc. will not be liable for any claims arising from or related to information included in or omitted from this proposal of insurance.

Alliant embraces a policy of transparency with respect to its compensation from insurance transactions. Details on our compensation policy, including the types of income that Alliant may earn on a placement, are available on our website at www.alliant.com. For a copy of our policy or for any inquiries regarding compensation issues pertaining to your account you may also contact us at: Alliant Insurance Services, Inc., Attention: General Counsel, 701 B Street, 6th Floor, San Diego, CA 92101.

Analyzing insurers' over-all performance and financial strength is a task that requires specialized skills and in-depth technical understanding of all aspects of insurance company finances and operations. Insurance brokerages such as Alliant Insurance typically rely upon rating agencies for this type of market analysis. Both A.M. Best and Standard and Poor's have been industry leaders in this area for many decades, utilizing a combination of quantitative and qualitative analysis of the information available in formulating their ratings.

A.M. Best has an extensive database of nearly 6,000 Life/Health, Property Casualty and International companies. You can visit them at www.ambest.com. For additional information regarding insurer financial strength ratings visit Standard and Poor's website at www.standardandpoors.com.

Our goal is to procure insurance for you with underwriters possessing the financial strength to perform. Alliant does not, however, guarantee the solvency of any underwriters with which insurance or reinsurance is placed and maintains no responsibility for any loss or damage arising from the financial failure or insolvency of any insurer. We encourage you to review the publicly available information collected to enable you to make an informed decision to accept or reject a particular underwriter. To learn more about companies doing business in your state, visit the Department of Insurance website for that state.

NY Regulation 194

Alliant Insurance Services, Inc. is an insurance producer licensed by the State of New York. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers. The role of the producer in any particular transaction typically involves one or more of these activities.

Compensation will be paid to the producer, based on the insurance contract the producer sells. Depending on the insurer(s) and insurance contract(s) the purchaser selects, compensation will be paid by the insurer(s) selling the insurance contract or by another third party. Such compensation may vary depending on a number of factors, including the insurance contract(s) and the insurer(s) the purchaser selects. In some cases, other factors such as the volume of business a producer provides to an insurer or the profitability of insurance contracts a producer provides to an insurer also may affect compensation.

The insurance purchaser may obtain information about compensation expected to be received by the producer based in whole or in part on the sale of insurance to the purchaser, and (if applicable) compensation expected to be received based in whole or in part on any alternative quotes presented to the purchaser by the producer, by requesting such information from the producer.

Privacy

At Alliant, one of our top priorities is making sure that the information we have about you is protected and secure. We value our relationship with you and work hard to preserve your privacy and ensure that your preferences are honored. At the same time, the very nature of our relationship may result in Alliant's collecting or sharing certain types of information about you in order to provide the products and services you expect from us. Please take the time to read our full Privacy Policy posted at www.alliant.com, and contact your Alliant service team should you have any questions.

Other Disclosures / Disclaimers

FATCA:

The Foreign Account Tax Compliance Act (FATCA) requires the notification of certain financial accounts to the United States Internal Revenue Service. Alliant does not provide tax advice so please contact your tax consultant for your obligation regarding FATCA.

Other Disclosures / Disclaimers - Continued

Guarantee Funds

Established by law in every state, guaranty funds are maintained by a state's insurance commissioner to protect policyholders in the event that an insurer becomes insolvent or is unable to meet its financial obligations. If your insurance carrier is identified as 'Non-Admitted', your policy is not protected by your state's Guaranty Fund.

Claims Reporting:

Your policy will come with specific claim reporting requirements. Please make sure you understand these obligations. Contact your Alliant Service Team with any questions.

Changes and Developments

It is important that we be advised of any changes in your operations, which may have a bearing on the validity and/or adequacy of your insurance. The types of changes that concern us include, but are not limited to, those listed below:

- Changes in any operations such as expansion to another state, new products, or new applications of existing products.
- Travel to any state not previously disclosed.
- Permanent operations outside the United States, Canada or Puerto Rico.
- Mergers and/or acquisition of new companies and any change in business ownership, including percentages.
- Any newly assumed contractual liability, granting of indemnities or hold harmless agreements.
- Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises either purchased, constructed or occupied
- Circumstances which may require an increased liability insurance limit.
- Any changes in fire or theft protection such as the installation of or disconnection of sprinkler systems, burglar alarms, etc. This includes any alterations to the system.
- Immediate notification of any changes to a scheduled of equipment, property, vehicles, electronic data processing, etc.
- Property of yours that is in transit, unless previously discussed and/or currently insured.

Other Disclosures / Disclaimers - Continued

Certificates / Evidence of Insurance

A Certificate or Evidence is issued as a matter of information only and confers no rights upon the certificate holder. The certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by a policy, nor does it constitute a contract between the issuing insurer(s), authorized representative, producer or recipient.

You may have signed contracts, leases or other agreements requiring you to provide this evidence. In those agreements, you may assume obligations and/or liability for others (Indemnification, Hold Harmless) and some of the obligations that are not covered by insurance. We recommend that you and your legal counsel review these documents.

In addition to providing a Certificate or Evident of Insurance, you may be required to name your landlord, client or customer on your policy as a loss payee on property insurance or as an additional insured on liability insurance. This is only possible with permission of the insurance company, added by endorsement and, in some cases, an additional premium.

By naming the certificate holder as additional insured, there are consequences to your risks and insurance policy including:

- Your policy limits are now shared with other entities; their claims involvement may reduce or exhaust your aggregate limit.
- Your policy may provide higher limits than required by contract; your full limits can be exposed to the additional insured.
- There may be conflicts in defense when your insurer has to defend both you and the additional insured.
- An additional insured endorsement will most likely not provide notification of cancellation. Some insurance companies use a “blanket” additional insured endorsement that provides coverage automatically when it is required in a written contract. Most insurance companies do not want to be notified of all additional insureds when there is a blanket endorsement on the policy. If a notice of cancellation is required for the additional insured party, you must notify us immediately and we will request an endorsement from your insurance company. There may be an additional premium for adding a notice of cancellation endorsement for an additional insured.

See Request to Bind Coverage page for acknowledgement of all disclaimers and disclosures.

Flood Disclosure

Flooding is a serious threat to both personal and commercial clients. Flooding can happen anywhere, not just zone referred to as high-risk areas (Special Flood Hazard Area). Your Alliant team is ready to explain how it works and the associated costs.

Basic Facts

Congress created the NFIP in 1968 in response to the rising cost of taxpayer-funded disaster relief for flood victims and the increasing amount of damage caused by floods. The NFIP makes federally backed flood insurance available in communities that agree to adopt and enforce floodplain management ordinances to reduce future flood damage. The NFIP is self-supporting for the average historical loss year. This means that unless there is a widespread disaster, operating expenses and flood insurance claims are financed through premiums collected.

Commercial buildings or residential dwellings owned by commercial entities are considered commercial property. All others are residential dwellings

The [FEMA Summary for Commercial Property](#) and [FEMA Standard Summary of Coverage](#) provides information on the following:

- Types of Flood Insurance Coverage
- What is a Flood- “a General and temporary condition of partial or complete inundation of two or more acres of normally dry land area”...
- Deductibles – various options to meet your financial needs
- What is Covered and What is Not
- The valuation of the Property – Actual Cash Value or Replacement Cost

Additional Information

- Flood Zones
 - <https://www.fema.gov/flood-zones>
- Excess Flood Insurance (contact your Producer for additional information)
 - Increased limits over the maximum flood limit provided by NFIP

FEMA Glossary of Flood Terms

<https://www.fema.gov/national-flood-insurance-program/definitions>

Please indicate your selection:

- I would like to receive a flood quote
 I do NOT wish to purchased flood insurance

Signature: _____

Date: _____

Name Printed / Typed: _____

Company Name: _____

Optional Coverages

The following represents a list of insurance coverages that may not be included in this proposal but are optional and may be available with further underwriting information. This list is not inclusive of all coverages and if you have questions contact your Alliant representative. If you would like addition quotes please check Yes/No across from the coverage below, sign and return.

Target Coverages

	Yes	No
CRIME		
Employee Dishonesty	<input type="checkbox"/>	<input type="checkbox"/>
Computer Fraud	<input type="checkbox"/>	<input type="checkbox"/>
Social Engineering	<input type="checkbox"/>	<input type="checkbox"/>
Increased Limits	<input type="checkbox"/>	<input type="checkbox"/>
CYBER RISK	<input type="checkbox"/>	<input type="checkbox"/>
FLOOD INSURANCE	<input type="checkbox"/>	<input type="checkbox"/>
MANAGEMENT LIABILITY		
Directors & Officers Liability	<input type="checkbox"/>	<input type="checkbox"/>
Employment Practices Liability	<input type="checkbox"/>	<input type="checkbox"/>
Fiduciary Liability	<input type="checkbox"/>	<input type="checkbox"/>
UMBRELLA / EXCESS LIABILITY (Increased Liability Limits)	<input type="checkbox"/>	<input type="checkbox"/>
Selecting the "Reject All or Accept All" option will override any selections you have made above	<input type="checkbox"/> Reject All <input type="checkbox"/> Accept All for Consideration	

Signature of Authorized Insurance Representative

Date

Title

Printed / Typed Name

Optional Coverages – Continued

Other Coverage Options

Note some of these coverages may be included with limitations or insured elsewhere. This is a partial listing as you may have additional risks not contemplated here which are unique to your organization.

- Business Income/Extra Expense
- Earthquake
- Employed Lawyers
- Employee Benefits Liability
- Equipment Breakdown
- Food Borne Illness
- Foreign Insurance
- Garagekeepers Liability
- Hired Auto Physical Damage
- Kidnap & Ransom
- Law Enforcement Liability
- Media and Publishers Liability
- Network Security / Privacy Liability and Internet Media Liability
- Non-Owned & Hired Automobile Liability
- Pollution Liability
- Owned/Non-Owned Aircraft
- Owned Watercraft
- Professional Liability
- Property in Transit
- Property of Others (Clients, Employees, Other)
- Special Events Liability
- Spoilage
- Student Accident
- Volunteer Accidental Death & Dismemberment (AD&D)
- Workers Compensation & Employers Liability
- Workplace Violence

Glossary of Insurance Terms

Below are links to assist you in understanding the insurance terms you may find within your insurance coverages:

<http://insurancecommunityuniversity.com/university-resources/insurance-glossary-free>

<https://consumers.ambest.com/content.aspx?rec=261613>

<http://www.irmi.com/online/insurance-glossary/default.aspx>

Request to Bind Coverage

Los Angeles County Law Library (And/Or) Board of Law Library Trustees of Los Angeles County Law Library

We have reviewed the proposal and agree to the terms and conditions of the coverages presented. We are requesting coverage to be bound as outlined by coverage line below:

Coverage Line	Bind Coverage for:
Workers' Compensation	<input type="checkbox"/>

Did you know that Alliant works with premium financing companies? Are you interested in financing your annual premium?

Yes, please provide us with a financing quote. <input type="checkbox"/>	No, we do not wish to finance our premium. <input type="checkbox"/>
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This Authorization to Bind Coverage also acknowledges receipt and review of all disclaimers and disclosures, including exposures used to develop insurance terms, contained within this proposal.

_____	_____
Signature of Authorized Insured Representative	Date

Title	

Printed / Typed Name	

This proposal does not constitute a binder of insurance. Binding is subject to the final carrier approval. The actual terms and conditions of the policy will prevail.

Request to Bind Coverage

Los Angeles County Law Library (And/Or) Board of Law Library Trustees of Los Angeles County Law Library

We have reviewed the proposal and agree to the terms and conditions of the coverages presented. We are requesting coverage to be bound as outlined by coverage line below:

Coverage Line	Bind Coverage for:
Workers' Compensation	<input type="checkbox"/>

Did you know that Alliant works with premium financing companies? Are you interested in financing your annual premium?

Yes, please provide us with a financing quote. <input type="checkbox"/>	No, we do not wish to finance our premium. <input type="checkbox"/>
---	---

This Authorization to Bind Coverage also acknowledges receipt and review of all disclaimers and disclosures, including exposures used to develop insurance terms, contained within this proposal.

Signature of Authorized Insured Representative

Date

Title

Printed / Typed Name

This proposal does not constitute a binder of insurance. Binding is subject to the final carrier approval. The actual terms and conditions of the policy will prevail.

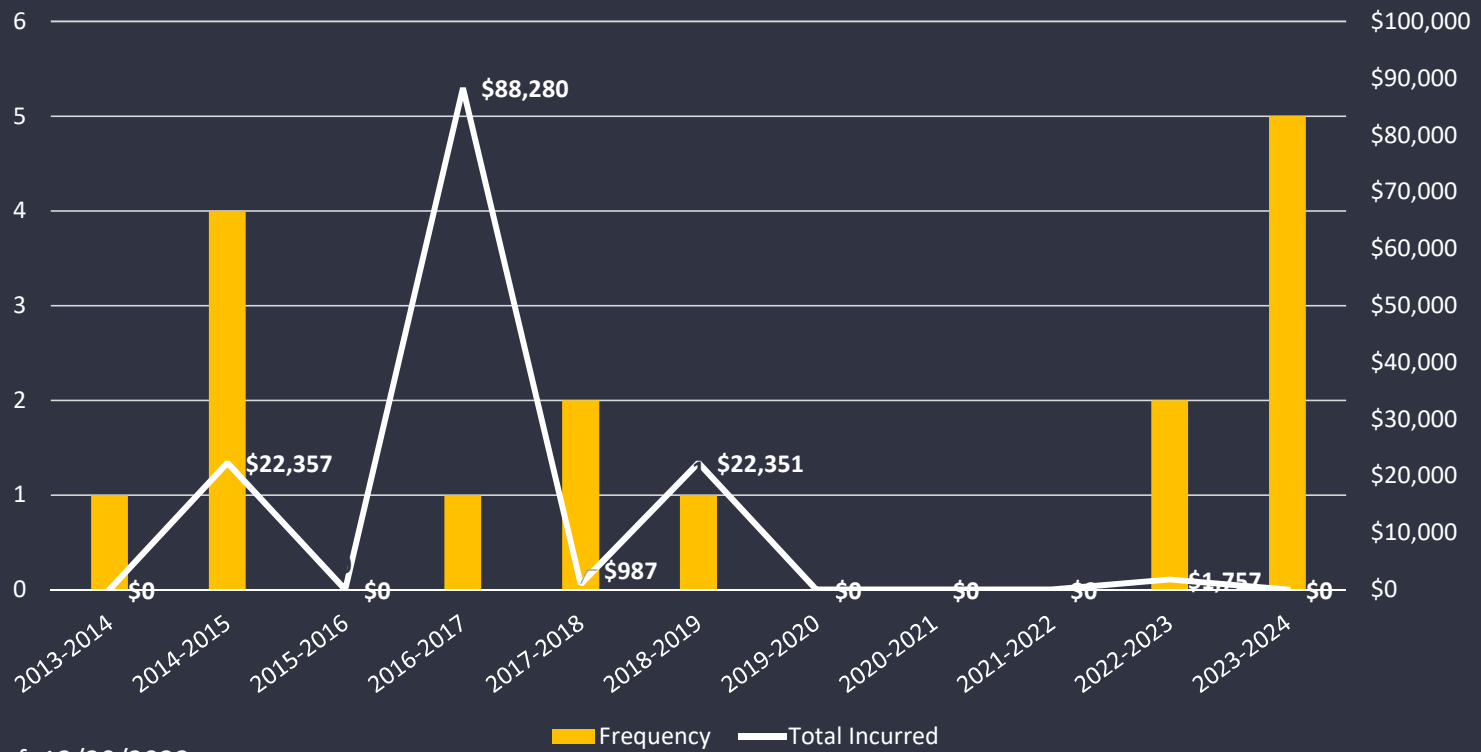


LALAWLIBRARY

WORKER'S COMPENSATION



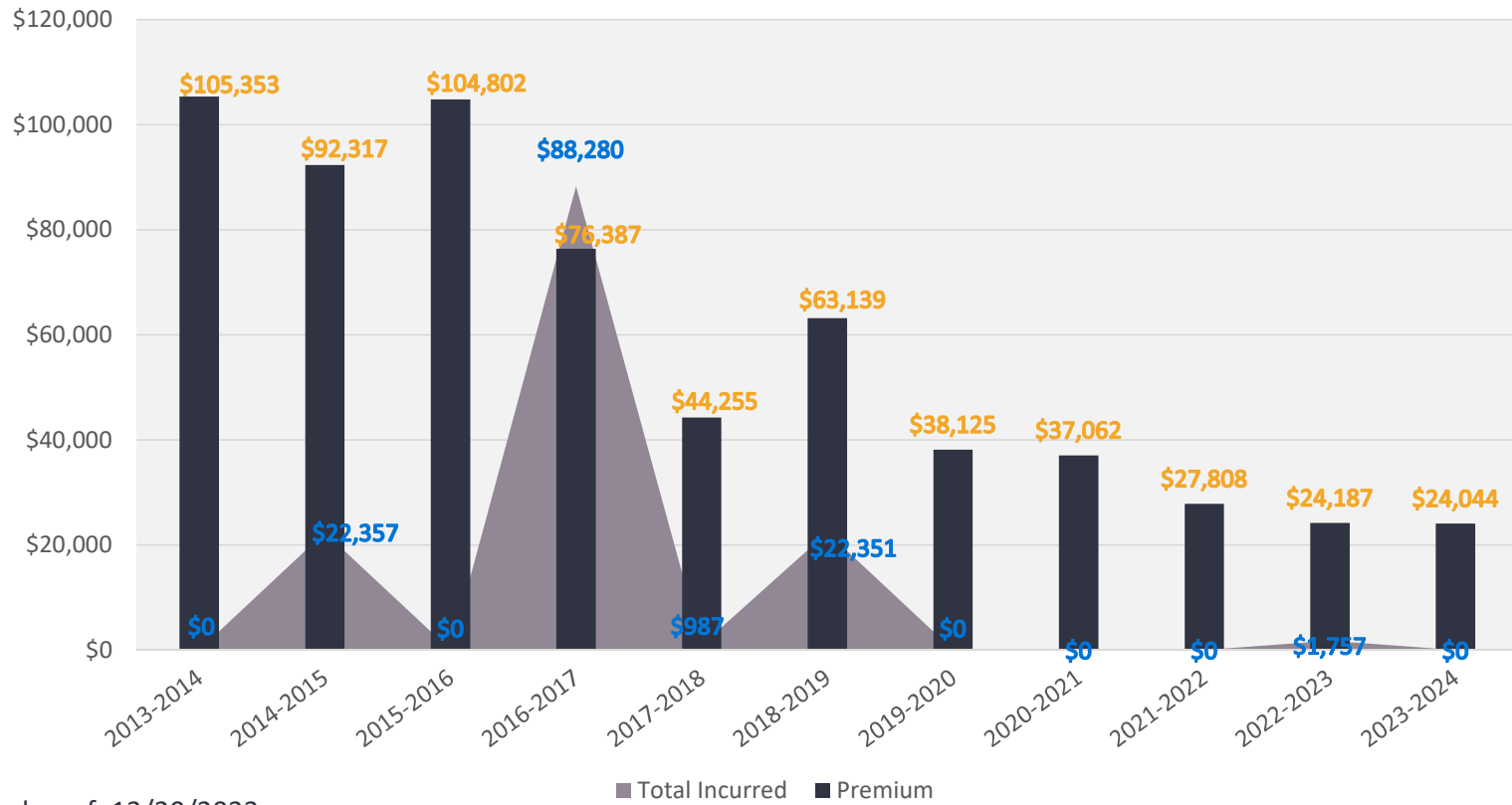
WC FREQUENCY & SEVERITY



Valued as of: 12/20/2023

■ Frequency — Total Incurred

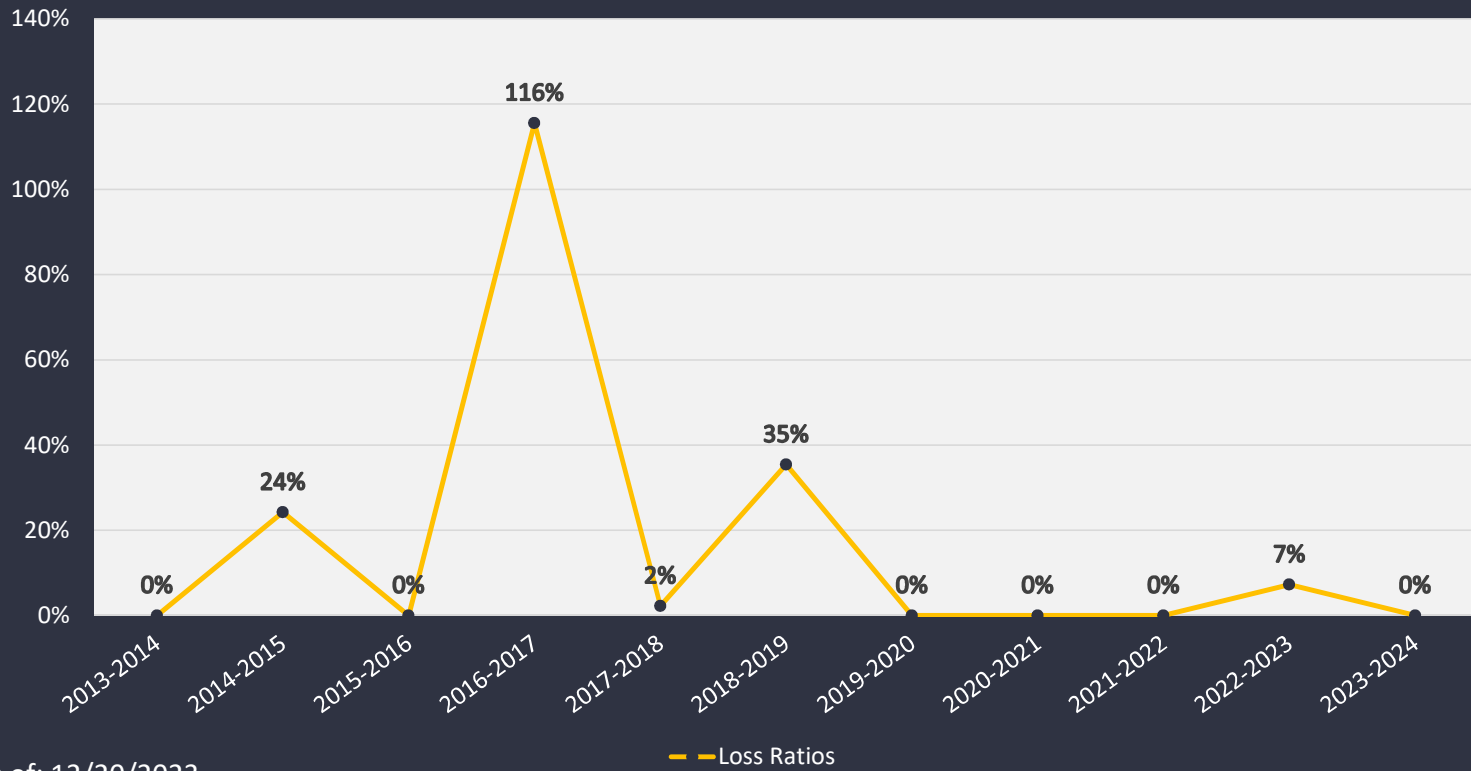
WC PROGRAM HISTORY



Valued as of: 12/20/2023

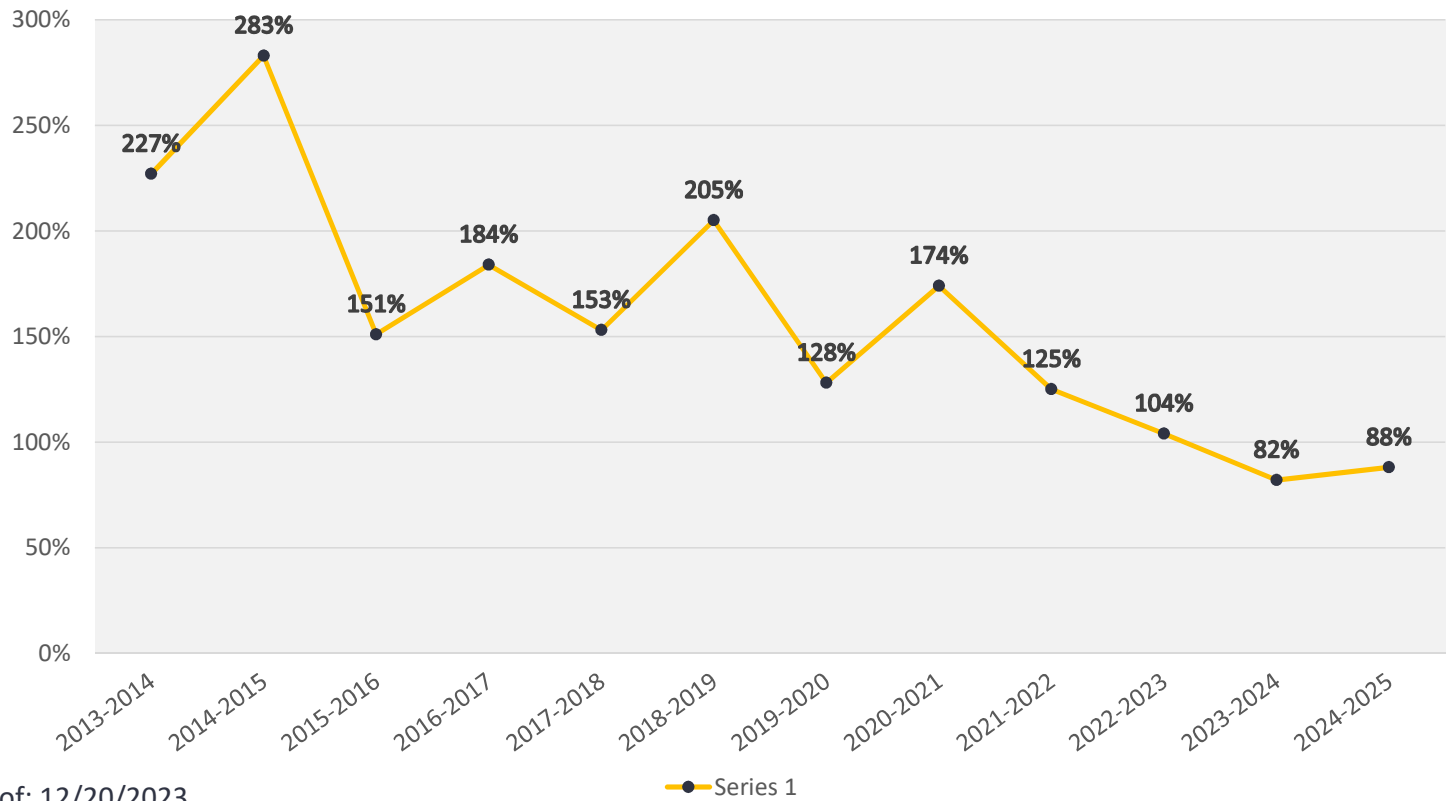
WC LOSS RATIOS

Loss Ratios = Total Incurred / Premium



Valued as of: 12/20/2023

WCIRB EX-MOD HISTORY



Valued as of: 12/20/2023

Series 1



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MEMORANDUM

DATE: January 24, 2024
TO: Board of Law Library Trustees
FROM: Katherine H. Chew, Executive Director
RE: Approval of Revised Job Descriptions

INTRODUCTION AND SUMMARY

The former Senior Librarian Collection & Branches retired effective December 31, 2023, leaving this position vacant. Staff recommends changes to the job description for this position to focus on collection development, plus related job descriptions in order to redistribute some of this position’s duties. Staff believes that focusing the position’s duties more specifically on collection development will improve recruitment prospects since few candidates possess experience in both collection and branch management. This will also free up capacity in this position for other vital tasks such as reference and instruction.

By redistributing some duties to other positions, the recommended changes will also allow for more effective implementation of the reorganization approved by the Board at the October 2023 meeting. Specifically, these changes will distribute the total number of staff managed more equitably between Reference & Collections and Public & Legal Education; and, reduce redundancies in tasks like coordination with the courts and public libraries, which will now be consolidated within Public & Legal Education.

Also included herein, staff recommends minor changes to the job description for Librarian Legal Education. Management of the Members Program now falls under the Reference & Collections department, and staff neglected to strike Members Program-related duties from this position in the October 2023 round of revisions.

Staff summarizes the proposed revisions to the job descriptions as follows:

1. Senior Librarian Collection Development: Eliminate management of branches and partnerships.
2. Director Public & Legal Education: Add management of branches and partnerships.
3. Director Reference & Collections; and, Librarian, Collection Development: Related changes in reporting.
4. Librarian Legal Education: Eliminate Members Program-related duties.

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



RECOMMENDATION

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



Board Version 9/23
LA LAW LIBRARY
JOB DESCRIPTION

Title:	Senior Librarian, Collection & Branches Development
Department:	Reference & Collections
Focus:	Collection Development, Budgeting and Remote Locations Reference
Reports to:	Director, Reference & Collections
Position(s) Supervised:	Branch Staff, Librarian (Collection Development)
FLSA Status:	Exempt
Salary Grade:	7
Union Status:	Ineligible for Representation
Effective Date:	10/14/2023 1/25/2024

Position Summary

Under the general supervision of the Director, Reference & Collections, the Senior Librarian, Collection & Branches Development, assists with needs assessment, design, development, and implementation of new and existing remote locations, takes the lead on developing and monitoring the Reference & Collections budget, oversees selection of print and electronic materials for our world-class collection, and manages collection-related data and statistics. This is a supervisory role that includes training, evaluating performance, and mentoring of direct reports, as well as interfacing with Human Resources in recruitment, counseling, promotions, discipline and/or termination of direct reports as appropriate. The librarian in this position also participates in reference services provided to the Law Library's users as well as program development, teaching, and outreach.

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 Reference & Collections Department initiatives.
- Analyze collected data and project impact of statistics on Reference & Collections 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 Director, Reference & Collections, 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 ~~and coordinates required training, orientation, and program activities for branch and partnership staff and~~ Collection Development Staff-
- ~~Coordinates required staff training, orientation and program activities; m~~ 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; ~~to~~ recommends ~~merit and promotional opportunities, discipline and/or termination as appropriate-~~
- 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, Reference & Collections, develops and recommends an annual budget for the Reference & Collections Department and library collection; produces and distributes budget documents-
- Monitors performance under and compliance with the annual budget; identifies and resolves variances between budget and actual expenditures-
- Assists with administration of the annual Reference & Collections 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-

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 public speaking engagements; make and outreach- presentations ~~to~~ for organizations large and small groups / organizations
- Other duties as required-

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Position Qualifications

Required:

- MLS, JD or other advanced degree from an accredited institution
- Knowledge of professional law librarianship concepts, principles and practices
- At least 2 years demonstrated law library ~~reference~~-experience OR 2 years demonstrated library collection development experience
- ~~At least 2 years supervisory 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.
- Comfortable with public speaking and presentations to large or small groups
- ~~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.
- Experience developing library collection development policies
- 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

Title:	Director, Public & Legal Education
Department:	Public & Legal Education
Focus:	Public Interest, Legal Education, Global Law —& , Community Connections <u>and Branches & Partnerships</u>
Reports to:	Executive Director
Position Supervised:	Librarians; Library Associate; Community Resource Specialist; Executive Assistant <u>Administrative Technician, and Branch Staff</u>
FLSA Status:	Exempt
Salary Grade:	8
Union Status:	Ineligible for Representation
Effective Date:	10/14/2023 <u>1/25/2024</u>

Position Summary

Under the direction of the Executive Director, the Director, Public & Legal Education, assists with needs assessment, design, development and implementation of clinics, internal and external resources, programs and information focusing on self-represented and low-income individuals and vulnerable populations. This position also provides leadership developing and monitoring services and programming in Public Interest related services and Legal Education programming. ~~The librarian in this position also participates in reference services provided to the Law Library's users. This position also leads with the needs assessment, design, development, and implementation of new and existing remote 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 of local community needs in order to provide access to legal information throughout the Los Angeles community and beyond
- Participate in staff meetings, departmental committees and library-wide team activities
- Participate in cooperative and professional association activities to maintain professional awareness and ensure high level of currency in all services
- Prepare analysis of monthly / quarterly statistics, data and activities.
- Propose and monitor departmental budget and coordinate revenue and expense tracking with



Finance Department.

- Assist with the development of policies and procedures for responding to needs/comments/complaints/questions from patrons.

Access to justice services, programs, resources and clinics

- Supervises and coordinates the design and development of approved programs and clinics facilitating access to justice, the courts, self-help processes and resources.
- Provides guidance and oversight of administrative processes related to the effective delivery of public interest programs and clinics.
- Initiates and monitors teamwork and cooperation on programs and clinics in coordination with other departments.
- Investigates programs and services for self-represented and modest means individuals; develops proposals and recommendations for new, improved or expanded services.
- Monitors and makes recommendations regarding innovations pertaining to public interest and legal education initiatives in California and nationwide.

Training and Outreach

- Participates in and oversees the development of training programs, clinics and classes, including community based partner initiatives.
- Participates in professional seminars, workshops, and lectures.
- Participates in orientation and training of new staff members and non-professional staff.
- Travels as needed to remote locations to provide on-site supervision or presentation of services and programs.
- Oversees the development of the Public Interest & Education department's external communications.

Branches

- Oversees the long range planning and identification of prospective partnerships and programs.
- Supervises remote location programs and services, coordinates programs and trainings, mentors staff under direction supervision, and assists with setting and implementing policies and procedures.
- Oversees the identification and coordination of new opportunities for process improvements and programing relationships with partnership organizations.

Supervision and Leadership

- Supervises Public Interest Librarian, Legal Education Librarian, Global and Language Access Librarian, Community Resource Specialist, Library Associate, ~~Executive Assistant (Public Interest)~~ Administrative Technician, Public and Legal Education, branch and partnership staff and occasional interns.
- Coordinates required staff training, orientation and program activities; mentors newly hired staff
- Oversees and supervises Public Interest programming, including public classes, clinics and workshops.
- 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

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external presenters.

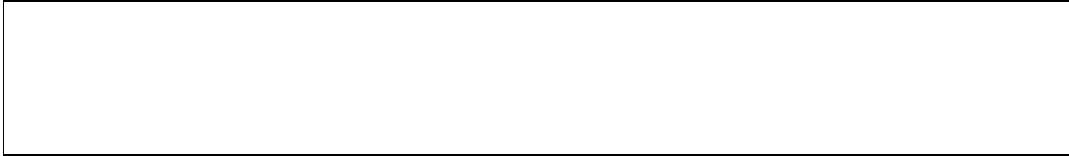
- Oversees and supervises global law and language access programming, including global law classes, training programs, and language access programming and internal processes.
- Oversees and supervises Community Connections programming, including one-on-one consultations, classes, training programs, and special projects.
- Monitors and advises on the effectiveness and efficiency of processes within the Public & Legal Education department.
- Oversees the development and maintenance of pathfinders, resource lists and research guides for legal professionals and the general public.
- Oversees the review process for print and electronic materials in public interest and global law subject areas and topics pertaining to self-represented individuals; makes recommendations for additions, deletions and enhancements to the collection.
- Guides and directs efforts related to the identification, establishment and retention of current and prospective partners and programs applicable to legal professionals, self-represented, low-income or vulnerable individuals.
- Provides management, direction and guidance for specific assignments, projects and programs in all areas of the department
- 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; recommends merit and promotional opportunities, discipline and termination.
- Reports and acts on violations of the Law Library's policies including its non-harassment policies.
- Monitors and advises on the effectiveness and efficiency of processes within the Public & Legal Education department.

Administrative

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

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; represents the Law Library in local, state and national associations.
- Assists staff in other departments as required to implement Library initiatives and programs.
- Participates 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
- 5-7 to years of law library experience.
- 2-3 years supervisory experience in a library setting
- 3 years demonstrated organization and management of a law library patron services program or department.
- Demonstrated outreach and communications experience within a legal or public community
- Thorough understanding and use of legal and law-related databases
- Prior experience supervising professional and paraprofessional staff
- Familiarity with applicable software and technology including MS Office suite, including PowerPoint, etc.
- Ability to communicate clearly and concisely.
- Demonstrated writing ability, including full report analysis and comparison
- Knowledge of professional law librarianship concepts, principles and practices
- 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.
- Language capacity in languages other than English
- Familiarity with social media use in library environment.

Work Environment

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

Physical Abilities Required



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

Approvals

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



Statement of Employee

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

Signature _____ Date _____

Print Name _____

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



LA LAW LIBRARY JOB DESCRIPTION

Title:	Director, Reference & Collections
Department:	Reference & Collections
Focus:	Reference, Circulation & Collection Development
Reports to:	Executive Director
Position Supervised:	Reference Librarians; Senior Librarian, Collection and Branches Development; Managing Librarian; Circulation Manager-
FLSA Status:	Exempt
Salary Grade:	8
Union Status:	Ineligible for Representation
Effective Date:	10/14/2023/1/25/2024

Position Summary

Under the direction of the Executive Director, oversees Reference & Research, Collection Development and Circulation functions to zealously provide quality services to legal, self-represented, and public patrons. Provides mentorship, training and supervision to staff responsible for reference, research, collection development and circulation services. Oversees the Library's busy reference and circulation desks, collection development, special projects and programs and fee-based Members Program. Leads efforts to maintain and grow staff knowledge and competencies through continuing education, professional development and self-study.

Responsibilities and Duties

Planning

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

- Assist with the development of policies and procedures for responding to needs/comments/complaints/questions from patrons.

Supervision and Leadership

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

Reference Assistance and Services to Library Users

- Ensures that reference librarians provide quality reference and research services through appropriate and knowledgeable use of reference tools and resources.
- Oversees development of bibliographies, pathfinders, legislative histories and other user aids and guides.
- Coordinates Reference & Collections activities with Information Technology and Facilities teams to support the provision of services and programs to the general public and specified patron groups.

- Assists with development of policies and procedures for responding to user comments, complaints and questions.
- Assist in resolution of patron complaints in accordance with Library procedures and policies.
- When needed, provides expert reference services, detailed research and user assistance to both the legal and general public communities through in-person, phone, email or other electronic methods.

Training and Outreach

- Teaches classes and updates class materials for both legal and general public users.
- Participates in professional seminars, workshops, and lectures.
- Gives library tours to the general public, school groups, and partnering organizations.

Collection Development

- Provide direction, advice and oversight as needed for the selection of new materials in all formats to maintain a comprehensive and current collection in conformity with Collection Development Policy and the approved budget.
- Provide direction and guidance as needed for the development and maintenance of a preservation and retention policy.
- Foster effective Collection Development activities in coordination with other departments.
- Review and analyze proposed Collection Development Policy and make recommendations for changes, additions or deletions as needed.
- Oversee and supervise process for reviewing print and electronic materials and recommending additions, deletions and enhancements to the collection.
- Analyze subject areas of the collection and supervise preparation of comparative data.
- Oversee and supervise collection development decision-making.
- Oversee and supervise- shifting and major relocation projects.
- Coordinates with Collection Management Services regarding cataloging, call number, and other collection access, maintenance, and selector related matters

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; represents the Law Library in local, state and national associations.
- 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 in a library setting
- Three (3) years demonstrated organization and management of a law library patron services program or department.
- Demonstrated outreach and communications experience within a legal or public community
- Thorough understanding and use of legal and law-related databases
- Prior experience supervising professional and paraprofessional staff
- Familiarity with applicable software and technology including MS Office suite, including PowerPoint, etc.
- Ability to communicate clearly and concisely.
- Demonstrated writing ability, including full report analysis and assessment
- Knowledge of professional law librarianship concepts, principles, and practices.
- Valid CA driver's license and willingness to drive personal vehicle on library related business.

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 teaching in a classroom setting or online equivalent.
- Public or government law library experience.
- 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

Title:	Librarian
Department:	Patron Services
Focus:	Collection Development
Reports to:	Senior Librarian, Collection & BranchesCollection Development
Position Supervised:	None
FLSA Status:	Exempt
Salary Grade:	5
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

Under the direction of the Senior Librarian, ~~Branches and Collection~~[Collection Development](#), manages and develops library collection including preparation and projection of Library Collections budget, creates and develops tools and mechanisms to effectively administer budgets, track 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 library collection and prepares comparative data.
- Leads collection development meetings.
- 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.

Budget

- 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.

Other Responsibilities

- Participates in library-wide projects and programs.
- Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.
- Attends professional programs, activities and conferences.
- Assists other reference and research services staff as required.
- Participates in contract negotiations as needed
- Participates in developing and implementing library's materials preservation policies and procedures
- 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.

Budget

- Works closely with Senior Librarian, Branches and Collection and Manager – Serials and Acquisitions to monitor and forecast library collection spending.
- Identifies subject areas or formats for enhancement or reduction, depending on budget projections.
- Creates 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

Title:	Librarian, Legal Education
Department:	Public & Legal Education
Focus:	Legal Education and Members Program
Reports to:	Director, Public & Legal Education
Position Supervised:	None
FLSA Status:	Exempt
Salary Grade:	5
Union Status:	Eligible for Representation
Effective Date:	1/2725/20222024

Position Summary

Under the direction of the Director, Public & Legal Education, zealously provides quality instructional, reference and research service to the Library's diverse group of patrons which includes individuals from the legal, business and general public communities. This position: 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; and 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~~ [Administrative Technician](#), ~~Legal Education~~ [Public and Legal Education](#), to ensure proper execution of administrative tasks associated with delivering program content, including communication with speakers and participants.

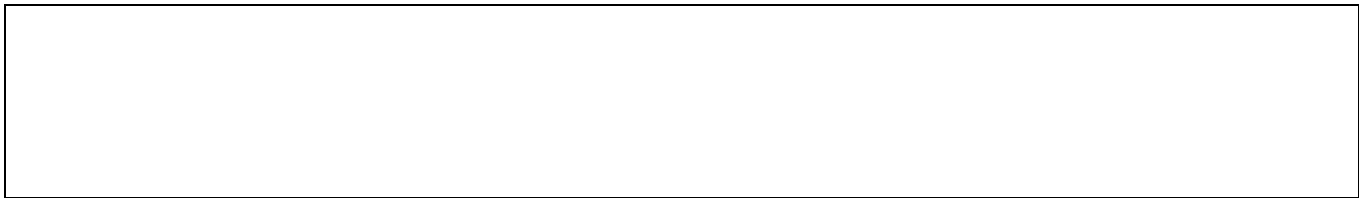
- Maintains MCLE and other class and workshop statistics.
- Establishes and maintains relationships with legal professionals and organizations to develop and implement Legal Education programs.
- Documents and implements policies and procedures regarding the library's legal education programs.
- Establishes 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
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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

MEMORANDUM

DATE: January 24, 2024

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Presentation of Commendations to Sandra Levin, Malinda Muller, Linda
Heichman, and Leigh Saldana

SUMMARY

After generously dedicating their time and talent to the mission and vision of the LA Law Library, Sandra Levin, Malinda Muller, Linda Heichman, and Leigh Saldana have retired. Their passionate commitment to serve patrons- whether professionals seeking legal resources, or pro se individuals trying to navigate the legal system- have made a lasting and meaningful legacy of access to justice to the community. Their tireless support and wise counsel have allowed staff to develop both professionally and personally. Staff recommend the Board of Trustees issue Commendations to these valued staff members for their longstanding service at its January 24, 2024 meeting.

Their respective tenures at the LA Law Library are as follows:

Sandra Levin/Executive Director	Dec. 26, 2012 to Dec. 29, 2023
Malinda Muller/Director, Patron Services	Mar 15, 2010 to Dec. 29, 2023
Linda Heichman/Senior Librarian, Collection Development	Mar 21, 2011 to Dec. 29, 2023
Leigh Saldana/ Communications Manager	Feb 8, 2010 to July 4, 2023



MEMORANDUM

DATE: January 24, 2024

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Recognition of Volunteers with Gratitude for Their Contributions

SUMMARY

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

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

On an annual basis, the LA Law Library receives more than 100,000 patron visits and offers more than 600 workshops and classes. This robust programming would not be possible without the dedicated volunteers who share their time, talent, and expertise throughout the year. These volunteers provide assistance to so many in the community, particularly those who face social and economic challenges that make it difficult to navigate the legal process alone. A future event recognizing the work of volunteers will be planned later in the year.

In recognition of their work, and selfless caring of those in need of access to justice, staff recommends the Board of Trustees acknowledge the LA Law Library volunteers who may be in attendance at the January 24, 2024 meeting.



MEMORANDUM

DATE: January 24, 2024
TO: Board of Law Library Trustees
FROM: Katherine H. Chew, Executive Director
Marcelino Juarez, Finance Director
RE: UBS Financial Services Inc. Investment Presentation

SUMMARY

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

BACKGROUND

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

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

The current value of our investment as of 12/31/2023 is \$6.2M.

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

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

RECOMMENDATION

No recommendation is being presented at this time.

Attachment



UBS Financial Services, Inc. Presentation Summary

10-23-2019

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

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

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

1. U.S. Treasury Bills

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

2. U.S. Treasury Notes

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

3. U.S. Treasury Bonds

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

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

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

5. U.S. Treasury Floating Rate Notes ("FRNs")

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

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

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

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

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

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

"\$ _____ @ _____ % for _____ years = \$ _____ in year _____ for Desired Maturity Value \$ _____"

- For example,

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

Thus, by calculating backwards, "\$ XXXX @ 1.781 % for 5 years = \$100,000 in year 2024 for Desired Maturity Value of \$100,000".

The answer is: \$91,792.

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

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



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

Financial Advisor
KELLY JAY / GABRIEL JAY
9259371200

UBS Client Review

As of December 31, 2023

Report Prepared for: LA Law Library
Attn: Marcelino Juarez

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

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Asset Allocation Review

as of December 31, 2023

Summary of Asset Allocation

	Market value (\$)	% of Portfolio
Cash	3,933,761.23	63.03
Cash	3,933,761.23	63.03
Fixed Income	2,307,128.65	36.97
US	2,307,128.65	36.97
Equity	0.00	0.00
Commodities	0.00	0.00
Non-Traditional	0.00	0.00
Other	0.00	0.00
Total Portfolio	\$6,240,889.88	100%

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

UX XX557 • BSA • Business Service Account

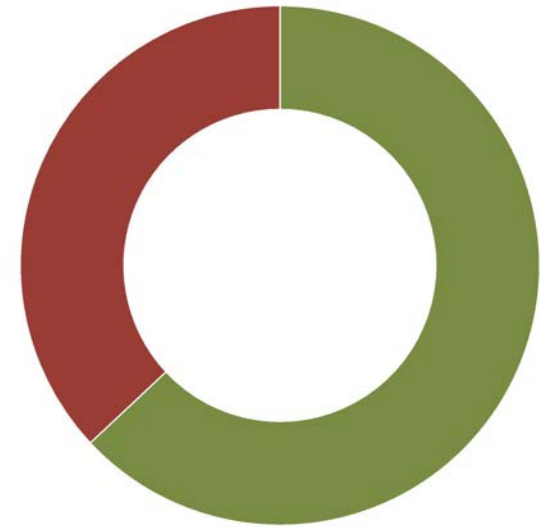
Prepared for LA Law Library

Risk profile: Conservative

Return Objective: Current Income and Capital Appreciation

Total Value: \$6,240,889.88

- Cash 63.03%
- US Fixed Income 36.97%



Accrued interest, if any, has been included in the total market value.

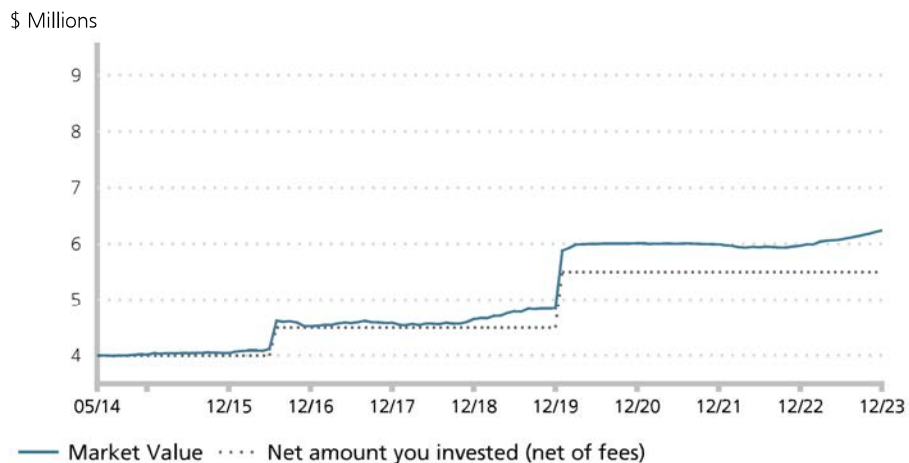


Performance Review

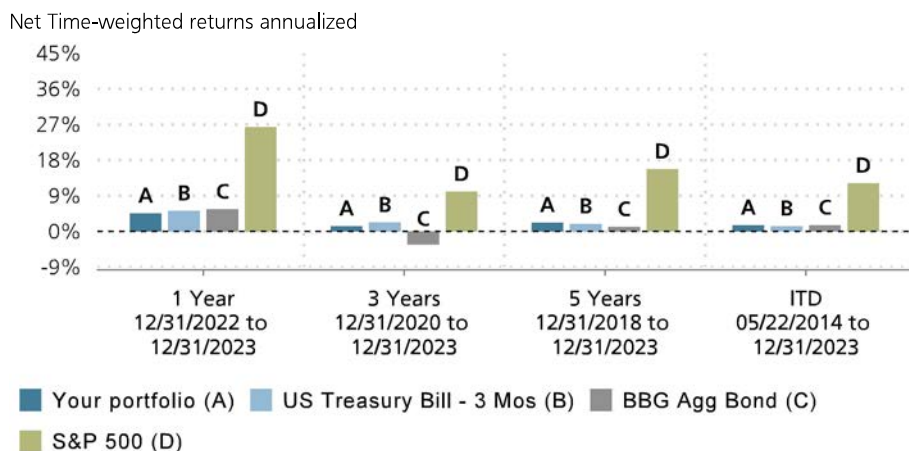
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 Risk profile: Conservative
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Sources of Portfolio Value



Portfolio and Selected Benchmark Returns



Portfolio Value and Investment Results

	Performance returns (annualized > 1 year)			
	1 Year 12/31/2022 to 12/31/2023	3 Years 12/31/2020 to 12/31/2023	5 Years 12/31/2018 to 12/31/2023	ITD 05/22/2014 to 12/31/2023
Opening value	5,969,029.00	6,006,259.25	4,647,647.03	4,000,000.00
Net deposits/withdrawals	-175.00	0.00	1,000,000.00	1,500,000.00
Div./interest income	92,436.37	117,748.45	125,723.86	132,205.61
Change in accr. interest	0.00	0.00	0.00	0.00
Change in value	179,599.51	116,882.18	467,518.99	608,684.27
Closing value	6,240,889.88	6,240,889.88	6,240,889.88	6,240,889.88
Net Time-weighted ROR	4.55	1.28	2.17	1.50

Net deposits and withdrawals include program and account fees.

Time Weighted Rates of Return (Net of Fees)

	Performance returns (annualized > 1 year)			
	1 Year 12/31/2022 to 12/31/2023	3 Years 12/31/2020 to 12/31/2023	5 Years 12/31/2018 to 12/31/2023	ITD 05/22/2014 to 12/31/2023
Your portfolio(%)	4.55	1.28	2.17	1.50
US Treasury Bill - 3 Mos	5.14	2.21	1.87	1.28
BBG Agg Bond	5.53	-3.31	1.10	1.53
S&P 500	26.29	10.00	15.68	12.17

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



Performance by Account

as of December 31, 2023

Summary of Performance by Account

	Performance start date	Value on 12/31/2023 (\$)	% of portfolio		Performance returns (annualized > 1 year)			
					1 Year 12/31/2022 to 12/31/2023	3 Years 12/31/2020 to 12/31/2023	5 Years 12/31/2018 to 12/31/2023	ITD Start Date to 12/31/2023
UX XX557 BSA•Business Service Account Risk profile: Conservative Return objective: Current Income and Capital Appreciation	May 22, 2014	6,240,889.88	100.00%	Net time-weighted	4.55%	1.28%	2.17%	1.50%
Total Portfolio	May 22, 2014	\$6,240,889.88	100%	Net time-weighted	4.55%	1.28%	2.17%	1.50%
Benchmarks - Annualized time-weighted returns					1 Year 12/31/2022 to 12/31/2023	3 Years 12/31/2020 to 12/31/2023	5 Years 12/31/2018 to 12/31/2023	ITD Start Date to 12/31/2023
US Treasury Bill - 3 Mos					5.14%	2.21%	1.87%	1.28%
BBG Agg Bond					5.53%	-3.31%	1.10%	1.53%
S&P 500					26.29%	10.00%	15.68%	12.17%

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



Expected Cash Flow

from 01/01/2024 to 12/31/2024

Summary of Expected Cash Flows

	2024 January	February	March	April	May	June	July	August	September	October	November	December	Total (\$)
Total Portfolio	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	94,158
Taxable	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	94,158
Taxable U.S. income	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	
Dividends	6,942	6,942	6,942	6,942	6,942	6,942	6,942	6,942	6,942	6,942	6,942	6,942	83,307
Interest payments	904	904	904	904	904	904	904	904	904	904	904	904	10,851

Includes all fixed income securities in the selected portfolio.



Expected Cash Flow

from 01/01/2024 to 12/31/2024 (continued)

Details of Expected Cash Flows

	2024 January	February	March	April	May	June	July	August	September	October	November	December	Total (\$)
Total Portfolio	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	94,158

Taxable

Taxable U.S. income

Dividends	Quantity	2024 January	February	March	April	May	June	July	August	September	October	November	December	Total (\$)
FEDERATED HERMES US TREAS CASH RES PREM FUND CLASS P	1,597,381	6,942 Jan 25	6,942 Feb 25	6,942 Mar 25	6,942 Apr 25	6,942 May 25	6,942 Jun 25	6,942 Jul 25	6,942 Aug 25	6,942 Sep 25	6,942 Oct 25	6,942 Nov 25	6,942 Dec 25	83,307
Total Dividends		6,942	6,942	6,942	6,942	6,942	6,942	6,942	6,942	6,942	6,942	6,942	6,942	83,307

Interest payments	Quantity	2024 January	February	March	April	May	June	July	August	September	October	November	December	Total (\$)
UBS BANK USA BUSINESS ACCOUNT	9,839	1 Jan 05	1 Feb 05	1 Mar 05	1 Apr 05	1 May 05	1 Jun 05	1 Jul 05	1 Aug 05	1 Sep 05	1 Oct 05	1 Nov 05	1 Dec 05	10
UBS BANK USA CORE SAVINGS	240,906	903 Jan 05	903 Feb 05	903 Mar 05	903 Apr 05	903 May 05	903 Jun 05	903 Jul 05	903 Aug 05	903 Sep 05	903 Oct 05	903 Nov 05	903 Dec 05	10,841
Total Interest payments		904	904	904	904	904	904	904	904	904	904	904	904	10,851

	2024 January	February	March	April	May	June	July	August	September	October	November	December	Total (\$)
Total Portfolio	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	7,846	94,158

Includes all fixed income securities in the selected portfolio.



Disclosures Applicable to Accounts at UBS Financial Services Inc.

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

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

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

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

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

Client Accounts: This report may include all assets in the accounts listed and may include eligible and ineligible assets in a fee-based program. Since ineligible assets are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your accounts and does not reflect the performance of your accounts in the fee-based program. As a result, the performance reflected in this report can vary substantially from the individual account performance reflected in the performance reports provided to you as part of those programs. For fee-based programs, fees are charged on the market value of eligible assets in the accounts and assessed quarterly in advance, prorated according to the number of calendar days in the billing period. When shown on a report, the risk profile and return objectives describe your overall goals for these accounts. For each account you maintain, you choose one return objective and a primary risk profile. If you have questions regarding these objectives or wish to change them, please contact your Financial Advisor to update your account records.

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

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

Time-weighted Returns for accounts / SWP/AAP sleeves (Daily periods): The report displays a time weighted rate of return (TWR) that is calculated by dividing the portfolio's daily gain/loss by the previous day's closing market value plus the net value of cash flows that occurred during the day, if it was positive. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. Periods greater than one day are calculated by linking the daily returns. All periods shown which are greater than 12 months are annualized. For reports generated prior to 01/26/2018, the performance calculations used the account's end of day value on the performance inception (listed in the report under the column "ITD") and all cash flows were posted at end of day. As a result of the change, the overall rate of return (TWR) and beginning market value displayed can vary from prior generated reports. This applies to all performance for all assets on or after 09/30/2010, Advisory assets on or after 12/31/2010, SWP/AAP sleeves on or after 04/30/2018 as well as all Asset Class and Security level returns.

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

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

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

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

Benchmark/Major Indices: The past performance of an index is not a guarantee of future results. Any benchmark is shown for informational purposes only and relates to historical performance of market indices and not the performance of actual investments. Although most portfolios use indices as benchmarks, portfolios are actively managed and generally are not restricted to investing only in securities in the index. As a result, your



Disclosures Applicable to Accounts at UBS Financial Services Inc. *(continued)*

portfolio holdings and performance may vary substantially from the index. Each index reflects an unmanaged universe of securities without any deduction for advisory fees or other expenses that would reduce actual returns, as well as the reinvestment of all income and dividends. An actual investment in the securities included in the index would require an investor to incur transaction costs, which would lower the performance results. Indices are not actively managed and investors cannot invest directly in the indices. Market index data may be subject to review and revision. Further, there is no guarantee that an investor's account will meet or exceed the stated benchmark. Index performance information has been obtained from third parties deemed to be reliable. We have not independently verified this information, nor do we make any representations or warranties to the accuracy or completeness of this information.

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

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

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

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

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

Net Deposits/Withdrawals: When shown on a report, this information represents the net value of all cash and securities contributions and withdrawals, program fees (including wrap fees) and other fees added to or subtracted from your accounts from the first day to the last day of the period. When fees are shown separately, net deposits / withdrawals does not include program fees (including wrap fees). When investment return is displayed net deposits / withdrawals does not include program fees (including wrap fees). For security contributions and withdrawals, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts. Wrap fees will be included in this calculation except when paid via an invoice or through a separate accounts billing arrangement. When shown on Client summary and/or Portfolio review report, program fees (including wrap fees) may not be included in net deposits/withdrawals. PACE Program fees paid from sources other than your PACE account are treated as a contribution. A PACE Program Fee rebate that is not reinvested is treated as a withdrawal.

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

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

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

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

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

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

Performance Start Date Changes: The Performance Start Date for accounts marked with a '^' have changed. Performance figures of an account with a changed Performance Start Date may not include the entire history of the account. The new Performance Start Date will generate performance returns and activity information for a shorter period than is available at UBS FS. As a result, the overall performance of these accounts may generate better performance than the period of time that would be included if the report used the inception date of the account. UBS FS recommends reviewing performance reports that use the inception date of the account because reports with longer time frames are usually more helpful when evaluating investment programs and strategies. Performance reports may include accounts with inception dates that precede the new Performance Start Date and will show performance and activity information from the earliest available inception date. The change in Performance Start Date may be the result of a performance gap due to a zero-balance that prevents the calculation of continuous returns from the inception of the account. The Performance Start Date may also change if an account has failed one of our performance data integrity tests. In such instances, the account will be labeled as 'Review Required' and performance prior to that failure will be restricted. Finally, the Performance Start Date will change if you have explicitly requested a performance restart. Please contact your Financial Advisor for additional details regarding your new Performance Start Date.

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

Important information on options-based strategies: Options involve risk and are not suitable for everyone. Prior to buying or selling an option investors must read a copy of the Characteristics & Risks of Standardized Options, also known as the options disclosure document (ODD). It explains the characteristics and risks of



Disclosures Applicable to Accounts at UBS Financial Services Inc. *(continued)*

exchange traded options. The options risk disclosure document can be accessed at the following web address: www.optionsclearing.com/about/publications/character-risks.

Concentrated Equity Solutions (CES) managers are not involved in the selection of the underlying stock positions. The Manager will advise only on the options selection in order to pursue the strategy in connection with the underlying stock position(s) deposited in the account. It is important to keep this in mind when evaluating the manager's performance since the account's performance will include the performance of the underlying equity position that is not being managed. CES use options to seek to achieve your investment objectives regarding your concentration stock position. Options strategies change the potential return profile of your stock. In certain scenarios, such as call writing, the call position will limit your ability to participate in any potential increase in the underlying equity position upon which the call was written. Therefore, in some market conditions, particularly during periods of significant appreciation of the underlying equity position(s), the CES account will decrease the performance that would have been achieved had the stock been held long without implementing the CES strategy.

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

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

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

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

Asset Allocation: Your allocation analysis is based on your current portfolio. The Asset Allocation portion of this report shows the mix of various investment classes in your account. An asset allocation that shows a significantly higher percentage of equity investments may be more appropriate for an investor with a more aggressive investment strategy and higher tolerance for risk. Similarly, the asset allocation of a more conservative investor may show a higher percentage of fixed income investments.

Separately Managed Accounts and Pooled Investment Vehicles (such as mutual funds, closed end funds and exchanged traded funds): The asset classification displayed is based on firm's proprietary methodology for classifying assets. Please note that the asset classification assigned to rolled up strategies may include individual

investments that provide exposure to other asset classes. For example, an International Developed Markets strategy may include exposure to Emerging Markets, and a US Large Cap strategy may include exposure to Mid Cap and Small Cap, etc.

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

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

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

Ineligible Assets: We require that you hold and purchase only eligible managed assets in your advisory accounts. Please contact your Financial Advisor for a list of the eligible assets in your program. These reports may provide performance information for eligible and ineligible assets in a fee-based program. Since ineligible assets are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your advisory assets. As a result, the performance reflected in this report can vary substantially from the individual account performance reflected in the performance reports provided to you as part of those programs. For fee-based programs, fees are charged on the market value of eligible assets in the accounts and assessed quarterly in advance, prorated according to the number of calendar days in the billing period. Neither UBS nor your Financial Advisor will act as your investment adviser with respect to Ineligible Assets.

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

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

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

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



Disclosures Applicable to Accounts at UBS Financial Services Inc. *(continued)*

available on Morningstar.

Estimated Annual Income: The Estimated Annual Income is the dividend/interest rate paid by the investment solely as of the date of this report, annualized yearly per share and multiplied by the quantity of shares held in the selected account(s). For Expected Cash Flow and Portfolio Holdings reports prior to June 23, 2023, savings products & sweep funds do not display such calculations and instead, values are displayed as N/A. For all other reports, Estimated Annual Income for savings products & sweep funds is not calculated or factored into aggregate calculations and will be displayed as 0.

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

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

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

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

Accounts Included in this Report: The account listing may or may not include all of your accounts with UBS FS. The accounts included in this report are listed under the "Accounts included in this review" shown on the first page or listed at the top of each page. If the account is a donor advised fund account, the assets in those

accounts are owned by the Sponsoring Charitable Organization, and not the donor. You and your financial advisor have procured the appropriate authorization to view the assets in the donor advised fund account. If an account number begins with "@" this denotes assets or liabilities held at other financial institutions. Information about these assets, including valuation, account type and cost basis, is based on the information you provided to us, or provided to us by third party data aggregators or custodians at your direction. We have not verified, and are not responsible for, the accuracy or completeness of this information.

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

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

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

- 1) Have there been any changes to your financial situation or investment objectives?
- 2) Would you like to implement or modify any restrictions regarding the management of your account?

If the answer to either question is "yes," it is important that you contact your Financial Advisor as soon as possible to discuss these changes. For MAC advisory accounts, please contact your investment manager directly if you would like to impose or change any investment restrictions on your account.

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

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

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

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



Disclosures Applicable to Accounts at UBS Financial Services Inc. *(continued)*

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

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

UBS Financial Services account protection

The Firm is a member of the Securities Investor Protection Corporation (SIPC), which protects securities customers of its members up to \$500,000 (including \$250,000 for claims for cash). Explanatory brochure available upon request or at www.sipc.org. The SIPC asset protection limits apply to all accounts that you hold in a particular capacity.

The Firm, together with certain affiliates, has also purchased supplemental insurance. The maximum amount payable to all eligible clients, collectively under this protection is \$500 million as of December 10, 2019. Subject to the policy conditions and limitations, cash at the Firm is further protected for up to \$1.9 million in the aggregate for all your accounts held in a particular capacity. A full copy of the policy wording is available upon request.

Neither the SIPC protection nor the supplemental protection apply to:

- Certain financial assets controlled by (and included in your account value) but held away from UBS Financial Services. For example certain (i) insurance products, including variable annuities, and (ii) shares of mutual funds registered in the name of the account holder on the books of the issuer or transfer agent);
- Investment contracts or investment interests (e.g., limited partnerships and private placements) that are not registered under the Securities Act of 1933;
- Commodities contracts (e.g., foreign exchange and precious metal contracts), including futures contracts and commodity option contracts;
- Securities on loan to UBS Financial Services; and
- Deposit accounts (except certificates of deposit) at UBS Bank USA, UBS AG U.S. branches and banks in the FDIC Insured Deposit Program.

The SIPC protection and the supplemental protection do not apply to these assets even if they otherwise appear on your statements. The SIPC protection and the supplemental protection do not protect against changes in the market value of your investments (whether as a result of market movement, issuer bankruptcy or otherwise).