

AGENDA

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

REGULAR BOARD MEETING

Wednesday, August 28, 2024

12:15 PM

MILDRED L. LILLIE BUILDING TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

<https://www.lalawlibrary.org>

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

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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

AGENDA MATERIALS

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

LAND ACKNOWLEDGMENT

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

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

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

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the June 26, 2024 Regular Board Meeting
- 3.2 Review and Approval of May/June Financials and List of June/July Checks and Warrants
- 3.3 Review and Approval of 4th Quarterly Statistics
- 3.4 Approval of New and Revised Job Descriptions

4.0 DISCUSSION ITEMS

- 4.1 Review and Approval of Award of Contract for Financial Audit
- 4.2 Review of Assembly Bill 170 (Revised Business and Professions Code §6304) with Deliberation and Vote on Board of Trustees Meeting Schedule
- 4.3 Presentation on Senate Bill 553 (Labor Code §6401.9) Workplace Violence Prevention Plan at LA Law Library

5.0 CLOSED SESSION

- 5.2 Pursuant to Gov. Code §§ 54954.5; 54957(a) the Board of Trustees may hold a closed session on the following item: THREAT TO PUBLIC SERVICES OR FACILITIES in consultation with Katherine H. Chew, Executive Director/General Counsel

**6.0 RECONVENE IN OPEN SESSION/ CLOSED SESSION ANNOUNCEMENT
(Pursuant to Government Code §54957.1)-Katherine H. Chew**

7.0 AGENDA BUILDING

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

8.0 EXECUTIVE DIRECTOR REPORT

- 6.1 All Staff Training June 25 and 28, 2024-Development of Workplace Violence Prevention Plan
- 6.2 All Staff Training August 29, 2024 with Beth Wahler Consulting

9.0 ADJOURNMENT

In memory of former employees Jennifer Argueta (Auld) and Emily Wilt
The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, September 25, 2024 at 12:15p.m.

POSTED THURSDAY, AUGUST 22, 2024 @ 5:00 P.M.

POSTED BY DAN REINHOLD



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

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

June 26, 2024

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, June 26, 2024 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present: Judge Michelle Williams Court
Susan Steinhauser, Esquire
Judge Rosa Fregoso
Judge Mark Juhas
Kenneth Klein, Esquire (Arrived at 12:29pm)

Trustees Absent: Judge Laura Seigle
Judge Susan DeWitt

Senior Staff Present: Katherine Chew, Executive Director

Also Present: Marcelino Juarez, Finance Manager
Jaye Steinbrick, Deputy Director

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

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the May 29, 2024 Regular Board Meeting
- 3.2 Review of May Financials and List of April Checks and Warrants
- 3.3 Re-appointment of Bethany Kristovich to Friends of the Los Angeles County Law Library Board of Directors
- 3.4 Approval of Rate Increases for Room Rentals

President Court asked the Board if any members wanted anything removed from the Consent Calendar. E.D. Chew requested that Item 3.3 be removed. President Court requested a motion to approve Items 3.1, 3.2, and 3.4. So moved by Trustee Juhas, seconded by Trustee Fregoso. The motion was approved unanimously 4 – 0. E.D Chew stated that Item 3.3 should be tabled for a future meeting after upcoming discussions with the Friends Working Group.

4.0 DISCUSSION ITEMS

- 4.1 Thanks to Deputy Director Jaye Steinbrick for years of service and recognition of his planned retirement on July 5, 2024 from LA Law Library

The Board took some time to recognize some of Jaye Steinbrick's accomplishments over his 17 years of service to LALL. President Court presented him a crystal book trophy.

Trustee Klein arrived at 12:29pm.

4.2 Review and Approval of Property and Liability Insurance for fiscal year 2024/2025

Robert Lowe from Alliant Insurance addressed the Board to discuss LALL insurance coverage. The Board discussed pricing options and different levels of coverage. The Board looked at two different options for renewal. Option 1 - Renew with incumbent carriers, same limits, and same deductibles. Option 2 - Renew with incumbent carriers, same limits, and same deductibles and increase DIC limit by \$5M to \$20M overall. After discussion, the Board decided that Option 1 would be better for the Library. President Court requested a motion to approve Option 1 for Item 4.2. So moved by Trustee Juhas, seconded by Trustee Fregoso. The motion was approved unanimously 5 – 0.

4.3 Approval of Operating and Capital Expenditures Budget for Fiscal Year 2024/2025

Finance Manager Marcelino Juarez discussed the proposed budget with the Board. Marcelino went over some projects that the Library has been working on. All current projects are expected to cost about \$4.7 million, with parking structure repair and elevator upgrades as the priority. Tapping into Library reserve funds was also discussed. Marcelino discussed how the Library will likely not receive any one-time funding for at least two years. He then highlighted how some of our projects are necessary for safety reasons and cannot be put off. Deputy Director Jaye Steinbrick then mentioned that he had applied to the FCC for a grant. The Library will receive a \$300,000 grant for upgrading switches and firewalls. The Library will only have to pay about \$40,000. President Court requested a motion to approve Item 4.3. So moved by Trustee Fregoso, seconded by Trustee Juhas. The motion was approved unanimously 5 – 0.

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.

President Court brought up a recent law change which would allow for the Board to meet quarterly instead of monthly. No action was taken, but Board Members were encouraged to consider this option for later discussion.

6.0 **EXECUTIVE DIRECTOR REPORT**

6.1 Retirement Lunch scheduled for Jaye Steinbrick on July 3, 2024 at Training Center
6.2 All Staff Training scheduled for June 25 and June 28, 2024 in compliance with California's Workplace Violence Prevention Law (SB 553) with Active Shooter Training from LAPD Major Crimes Unit

7.0 **ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 1:33pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, August 28, 2024 at 12:15pm.



Los Angeles County Law Library

Balance Sheet

As of June 30, 2024

(Provisional and subject to year-end audit adjustments)

	6/30/2023	6/30/2024	YTD
Assets			
Current assets			
Cash and cash equivalents	16,275,850	16,327,547	51,697
Accounts receivable	329,159	106,141	(223,019)
Other receivable	1,367,036	1,459,580	92,545
Prepaid expenses	279,523	362,505	82,982
Total current assets	18,251,568	18,255,772	4,205
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	6,071,207	6,379,184	307,976
Capital assets, not being depreciated	696,192	749,532	53,340
Capital assets, being depreciated - net	14,667,364	14,393,856	(273,508)
Total noncurrent assets	21,753,233	21,841,041	87,808
Total assets	40,004,801	40,096,813	92,013
Deferred Outflows of Resources			
Deferred Outflows of Resources	4,722,167	4,722,167	-
Total assets and deferred outflows of resources	44,726,968	44,818,980	92,013
Liabilities			
Current Liabilities			
Accounts payable	330,706	165,769	(164,937)
Other current liabilities	-	-	-
Payroll liabilities	10,834	16,566	5,731
Total current liabilities	341,540	182,334	(159,206)
Noncurrent Liabilities			
Accrued sick and vacation liability	279,625	219,294	(60,331)
Borrowers' deposit	203,004	191,541	(11,463)
OPEB liability	3,547,803	3,647,803	100,000
Net pension liability	5,061,711	5,161,711	100,000
Total noncurrent liabilities	9,092,143	9,220,349	128,205
Total liabilities	9,433,684	9,402,683	(31,000)
Deferred Inflows of Resources			
Deferred Inflows of Resources	1,331,894	1,331,894	-
Total liabilities and Deferred inflows of resources	10,765,578	10,734,577	(31,000)
Net Position			
Invested in capital assets	15,363,556	15,143,387	(220,168)
Unrestricted	18,597,834	18,941,016	343,182
Total net position	33,961,390	34,084,403	123,013
Total liabilities and Deferred inflows of resources and net position	44,726,968	44,818,980	92,013

Los Angeles County Law Library
Income Statement for the Period Ending June 30, 2024
(Provisional and subject to year-end audit adjustments)

Jun 2023	Jun 2024				YTD Actual	FY 2023-24 YTD					Amended Annual Budget	Comments			
	Actual	Amended Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)					
Detailed Budget:															
Income:															
676,946	593,985	759,296	165,311	27.8%	15	FIN	303300	L.A. Superior Court Fees	7,285,121	7,640,287	8,324,520	684,233	9.0%	7,640,287	Better than anticipated revenue.
Interest:															
3,036	3,750	4,529	779	20.8%	15	FIN	311000	Interest - LAIF	8,916	14,964	16,237	1,273	8.5%	14,964	Better than expected rate of return.
50,792	50,000	57,075	7,075	14.2%	15	FIN	312000	Interest - General Fund	395,767	602,349	633,172	30,823	5.1%	602,349	Better than expected rate of return.
1,012	1,000	1,127	127	12.7%	15	FIN	313000	Interest - Deposit Fund	8,387	12,133	12,728	595	4.9%	12,133	
54,840	54,750	62,731	7,981	14.6%				Subtotal	413,070	629,446	662,136	32,691	5.2%	629,446	
Parking:															
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	
Library Services:															
1,008	1,165	878	(288)	-24.7%	27	CIRC	330150	Annual Designation Fee	2,064	2,595	2,259	(336)	-12.9%	2,595	Some borrowers who have assigned messengers continue working remotely.
18,090	13,326	15,695	2,369	17.8%	25	PS	330140	Annual Members Fee	259,833	189,868	203,275	13,406	7.1%	189,868	Members renewing at higher than expected rate.
1,516	2,667	2,741	74	2.8%	25	PS	330340	Course Registration	39,727	31,888	32,988	1,100	3.4%	31,888	Includes OTF funded free classes.
3,176	2,376	2,507	130	5.5%	27	CIRC	330129	Copy Center	28,106	31,346	31,627	280	0.9%	31,346	
574	550	1,051	502	91.2%	27	CIRC	330205	Document Delivery	5,720	5,716	6,961	1,245	21.8%	5,716	Regular rates for eDelivery began April 1, increasing revenue.
2,202	1,450	1,787	337	23.2%	27	CIRC	330210	Fines	20,818	21,576	23,395	1,819	8.4%	21,576	Slight increase in borrowing resulting in fines for some patrons.
16,035	9,583	8,618	(966)	-10.1%	15	FIN	330310	Miscellaneous	70,963	32,318	59,429	27,111	83.9%	32,318	Includes \$9K book sale and Visa rebate.
0	0	1,418	1,418	0.0%	39	FAC	330330	Room Rental	2,951	5,319	9,806	4,487	84.4%	5,319	
280	0	0	0	0.0%	23	COL	330350	Book Replacement	2,008	1,230	730	(500)	-40.7%	1,230	
24,190	15,000	25,877	10,877	72.5%	15	FIN	330360	Forfeited Deposits	24,440	15,000	25,737	10,737	71.6%	15,000	Higher number accounts where deposits have been inactive for 3 or more years who did not respond to legal notice.
0	0	0	0	0.0%	17	EXEC	330400	Friends of Law Library	125,000	150,000	150,000	0	0.0%	150,000	
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	0	
171	250	137	(113)	-45.2%	15	FIN	330450	Vending	1,967	2,796	2,467	(329)	-11.8%	2,796	
0	0	0	0	0.0%	39	FAC	330465	Special Events Income	5,000	0	0	0	0.0%	0	
67,241	46,367	60,709	14,342	30.9%				Subtotal	588,595	489,652	548,673	59,021	12.1%	489,652	
799,027	695,102	882,736	187,634	27.0%				Total Income	8,337,211	8,759,385	9,535,329	775,944	8.9%	8,759,385	
Expenses:															
Staff:															
334,449	260,091	238,088	22,003	8.5%	ALL	501000	Salaries (FT)	2,852,462	3,220,891	3,087,294	133,598	4.1%	3,220,891		
0	(5,202)	0	(5,202)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(33,779)	0	(33,779)	100.0%	(33,779)	
27,428	30,503	19,120	11,382	37.3%	ALL	501050	Salaries (PT)	224,610	318,503	236,046	82,457	25.9%	318,503	Reflects vacancies.	
0	(610)	0	(610)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(3,965)	0	(3,965)	100.0%	(3,965)	
21,404	14,938	15,437	(499)	-3.3%	15	FIN	502000	Social Security	186,228	192,230	197,044	(4,814)	-2.5%	192,230	
5,006	4,165	3,610	555	13.3%	15	FIN	503000	Medicare	44,679	50,306	47,065	3,241	6.4%	50,306	Reflects vacancies.
36,223	29,846	25,011	4,835	16.2%	15	FIN	511000	Retirement	749,395	753,253	738,142	15,111	2.0%	753,253	
1,037,792	8,333	8,333	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	1,129,459	100,000	100,000	0	0.0%	100,000	Pending final GASB68 audit calculations. Non-cash expense.
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	0	
47,310	63,834	57,937	5,896	9.2%	15	FIN	512000	Health Insurance	578,039	683,441	637,381	46,060	6.7%	683,441	Reflects vacancies.
417	473	479	(6)	-1.2%	15	FIN	513000	Disability Insurance	4,639	5,351	5,110	241	4.5%	5,351	
3,539	6,030	6,371	(341)	-5.7%	15	FIN	514000	Dental Insurance	62,558	67,422	63,979	3,444	5.1%	67,422	Reflects vacancies.
609	700	751	(51)	-7.3%	15	FIN	514500	Vision Insurance	6,803	7,728	7,114	614	7.9%	7,728	Reflects vacancies.
191	230	212	18	8.0%	15	FIN	515000	Life Insurance	2,086	2,535	2,333	202	8.0%	2,535	Reflects vacancies.
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	0	
8,509	2,439	1,938	501	20.5%	15	FIN	516000	Workers Compensation Insurance	30,997	32,055	30,052	2,003	6.2%	32,055	Reflects ex-mod rate premium return.
0	1,000	732	268	26.8%	15	FIN	517000	Unemployment Insurance	943	1,142	(325)	1,467	128.5%	1,142	Reflects prior year refunds.
792	1,800	2,041	(241)	-13.4%	ALL	514010	Temporary Employment	40,374	18,742	19,658	(916)	-4.9%	18,742	Timing variance.	
647	0	413	(413)	0.0%	13	HR	514015	Recruitment	3,501	91,596	92,190	(594)	-0.6%	91,596	
(16,721)	5,000	0	5,000	100.0%	15	FIN	517500	Accrued Sick Expense	(16,721)	5,000	0	5,000	100.0%	5,000	Calculations in progress. Non-cash expense.
34,446	20,000	0	20,000	100.0%	15	FIN	518000	Accrued Vacation Expense	34,446	20,000	0	20,000	100.0%	20,000	Calculations in progress. Non-cash expense.
35,241	8,333	8,333	0	0.0%	15	FIN	518500	OPEB Expense	126,908	100,000	100,000	0	0.0%	100,000	Pending final GASB75 audit calculations. Non-cash expense.
24	174	128	46	26.5%	15	FIN	518550	TMP	6,053	4,740	4,202	537	11.3%	4,740	Lower than expected public transit participation.
83	100	97	3	3.2%	15	FIN	518560	Benefit Administration	2,768	2,496	4,363	(1,867)	-74.8%	2,496	Unforeseen, unbudgeted FSA/COBRA admin costs.
1,577,389	452,179	389,033	63,145	14.0%				Total - Staff	6,070,224	5,639,686	5,371,647	268,039	4.8%	5,639,686	
Library Materials/Electronic Resources Subscription:															
196,256	210,862	190,471	20,390	9.7%	23	COL	601999	American Continuations	1,495,575	1,765,311	1,512,737	252,574	14.3%	1,765,311	Continuations going out of print faster than projected. Revamping budget process for this GL.
4,653	1,601	4,763	(3,163)	-197.6%	23	COL	602999	American New Orders	30,935	26,905	24,796	2,108	7.8%	26,905	Some FY24 orders to be received in FY25
3,556	2,990	2,829	161	5.4%	23	COL	609199	Branch Continuations	23,722	23,113	22,709	404	1.7%	23,113	
0	0	0	0	0.0%	23	COL	609299	Branch New Orders	0	280	0	280	100.0%	280	No replacement materials needed.

Los Angeles County Law Library
Income Statement for the Period Ending June 30, 2024
(Provisional and subject to year-end audit adjustments)

Jun 2023	Jun 2024				YTD Actual	FY 2023-24 YTD				Amended Annual Budget	Comments		
	Actual	Amended Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	Amended Budget	Actual	\$ Fav (Unf)			% Fav (Unf)	
22,044	23,317	4,113	19,204	82.4%	23 COL 603999	Commonwealth Continuations	121,145	173,155	112,663	60,492	34.9%	173,155	Continuations going out of print faster than projected.
894	0	309	(309)	0.0%	23 COL 604999	Commonwealth New Orders	1,574	2,800	2,254	546	19.5%	2,800	Revamping budget process for this GL.
8,722	15,438	2,133	13,304	86.2%	23 COL 605999	Foreign Continuations	87,870	167,459	91,592	75,867	45.3%	167,459	Some FY24 orders to be received in FY25
0	0	655	(655)	0.0%	23 COL 606999	Foreign New Orders	1,307	8,415	7,598	817	9.7%	8,415	Continuations going out of print faster than projected.
14,463	19,518	11,177	8,342	42.7%	23 COL 607999	International Continuations	96,758	151,981	107,945	44,036	29.0%	151,981	Revamping budget process for this GL.
104	0	202	(202)	0.0%	23 COL 608999	International New Orders	2,713	6,190	6,435	(244)	-3.9%	6,190	Did not spend the entire OTF allocation, in order to cover the overage for International New Orders.
99	2,779	168	2,611	94.0%	23 COL 609399	General/Librarianship Continuations	8,001	14,380	7,497	6,882	47.9%	14,380	Continuations going out of print faster than projected.
49	0	0	0	0.0%	23 COL 609499	General/Librarianship New Orders	1,456	2,076	2,076	0	0.0%	2,076	Revamping budget process for this GL.
250,840	276,505	216,821	59,684	21.6%		Subtotal	1,871,055	2,342,066	1,898,303	443,763	18.9%	2,342,066	
(250,840)	(276,505)	(216,821)	(59,684)	21.6%	23 COL 690000	Library Materials Transferred to Assets	(1,871,055)	(2,342,066)	(1,898,303)	(443,763)	18.9%	(2,342,066)	
95,459	100,643	104,874	(4,230)	-4.2%	23 COL 685000	Electronic Resource Subscriptions (ERS)	710,389	733,585	734,451	(866)	-0.1%	733,585	
						Facilities:							
1,776	9,782	7,571	2,210	22.6%	39 FAC 801005	Repair & Maintenance	24,863	61,800	44,751	17,049	27.6%	61,800	Steam heat exchanger (est. >\$23,000) repair completed in FY25.
5,845	2,286	5,823	(3,537)	-154.7%	39 FAC 801010	Building Services	30,163	27,441	27,592	(151)	-0.6%	27,441	
1,354	174	2,362	(2,189)	-1261.2%	39 FAC 801015	Cleaning Supplies	16,830	13,692	14,093	(401)	-2.9%	13,692	Timing variance
12,470	13,333	13,901	(568)	-4.3%	39 FAC 801020	Electricity & Water	147,543	170,599	169,338	1,261	0.7%	170,599	
1,014	1,048	1,065	(17)	-1.6%	39 FAC 801025	Elevator Maintenance	12,072	12,576	13,230	(654)	-5.2%	12,576	
14,470	3,064	10,476	(7,412)	-241.9%	39 FAC 801030	Heating & Cooling	49,445	39,408	47,266	(7,858)	-19.9%	39,408	Increased steam and chilled water use due to outside temperature variance
29,053	34,733	34,489	243	0.7%	15 FIN 801035	Insurance	350,583	416,790	415,332	1,458	0.3%	416,790	
11,799	11,602	1,225	10,377	89.4%	39 FAC 801040	Janitorial Services	139,315	141,946	141,335	611	0.4%	141,946	
650	667	0	667	100.0%	39 FAC 801045	Landscaping	2,830	4,000	0	4,000	100.0%	4,000	See Janitorial Services
20,771	18,095	17,057	1,038	5.7%	39 FAC 801050	Security	208,624	227,628	223,374	4,254	1.9%	227,628	
0	217	0	217	100.0%	39 FAC 801060	Room Rental Expenses	426	2,591	1,291	1,300	50.2%	2,591	Low rental activities for the year.
146	165	216	(51)	-30.6%	39 FAC 801065	Special Events Expenses	4,466	13,088	15,504	(2,416)	-18.5%	13,088	\$6K Passing of the torch event.
391	686	386	300	43.8%	39 FAC 801100	Furniture & Appliances (<3K)	556	4,116	1,075	3,041	73.9%	4,116	Lower than anticipated need for the year.
1,252	736	42	695	94.4%	39 FAC 801110	Equipment (<3K)	6,036	6,600	3,022	3,577	54.2%	6,600	Lower than anticipated need for the year.
0	283	0	283	100.0%	39 FAC 801115	Building Alterations (<3K)	210	2,500	801	1,699	68.0%	2,500	Lower than anticipated need for the year.
346	432	21	411	95.2%	39 FAC 801120	Delivery & Postage	2,766	2,638	2,640	(2)	-0.1%	2,638	
207	333	264	69	20.7%	39 FAC 801125	Kitchen supplies	2,456	3,192	3,633	(441)	-13.8%	3,192	Higher staff count, increased usage.
101,544	97,635	94,898	2,737	2.8%		Subtotal	999,183	1,150,605	1,124,277	26,328	2.3%	1,150,605	
						Technology:							
795	2,373	1,406	968	40.8%	33 TECH 801210	Software Maintenance	17,767	20,412	13,323	7,089	34.7%	20,412	Some budgeted items were not purchased.
2,281	2,895	2,407	487	16.8%	33 TECH 801212	Hardware Maintenance	28,604	31,123	27,754	3,369	10.8%	31,123	Hardware maintenance costs slightly lower than expected.
0	740	0	740	100.0%	33 TECH 801215	Software (<\$3k)	2,336	6,590	3,644	2,946	44.7%	6,590	More reliance on subscription-based licensing over one-time purchase.
2,650	1,526	0	1,526	100.0%	33 TECH 801220	Hardware (<\$3k)	17,442	12,200	15,127	(2,927)	-24.0%	12,200	Unforeseen technology purchases: camera, storage devices, computers and monitors for increased staffing.
0	486	1,452	(965)	-198.4%	33 TECH 801225	Computer Supplies	173	3,401	6,550	(3,150)	-92.6%	3,401	Network testing equipment.
5,366	5,590	7,186	(1,597)	-28.6%	33 TECH 801230	Integrated Library System	65,793	65,736	67,532	(1,796)	-2.7%	65,736	
1,418	2,813	1,522	1,290	45.9%	33 TECH 801235	Telecommunications	20,669	25,500	17,706	7,793	30.6%	25,500	Includes e-rate savings.
0	127	0	127	100.0%	33 TECH 801245	Tech & Data - Misc	816	960	610	350	36.4%	960	
0	5,000	149	4,852	97.0%	33 TECH 801250	Services	306	30,000	2,277	27,723	92.4%	30,000	Budgeted IT web & networking consulting not used.
4,980	12,480	5,212	7,268	58.2%	33 TECH 801275	Online Service Providers	28,449	94,000	53,217	40,783	43.4%	94,000	
17,490	34,030	19,334	14,697	43.2%		Subtotal	182,356	289,921	207,741	41,397	14.3%	289,921	
						General:							
345	417	339	78	18.7%	15 FIN 801310	Bank Charges	4,033	4,382	3,934	448	10.2%	4,382	Lower volume transactions for the month/period.
835	871	871	0	0.1%	35 CMS 801315	Bibliographical Services	11,214	11,693	11,691	3	0.0%	11,693	
7,793	6,000	5,996	4	0.1%	35 CMS 801320	Binding	19,358	10,009	10,005	4	0.0%	10,009	
115	130	111	19	14.3%	17 EXEC 801325	Board Expense	1,290	1,389	1,265	124	8.9%	1,389	
0	167	72	95	56.8%	37 COM 801330	Staff meals & events	3,368	6,015	6,627	(612)	-10.2%	6,015	
271	1,250	436	814	65.1%	15 FIN 801335	Supplies - Office	8,824	11,250	9,730	1,520	13.5%	11,250	Fewer overall departmental supplies needs.
2,323	3,105	3,052	53	1.7%	35 CMS 801337	Supplies - Library materials	8,913	10,000	9,917	84	0.8%	10,000	
0	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	516	750	496	254	33.8%	750	Lower than expected needs for the year.
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	0	
2,605	833	1,637	(804)	-96.5%	33 IT 801370	Copy Center Expense	20,650	10,027	14,760	(4,732)	-47.2%	10,027	Includes payment for unbudgeted loaner printer.
212	750	78	672	89.5%	15 FIN 801375	General - Misc	8,837	1,720	1,565	155	9.0%	1,720	
1,250	3,333	2,560	773	23.2%	25 PS 801390	Course Registration	14,870	33,360	26,380	6,980	20.9%	33,360	Lower than expected class registrations.
0	0	0	0	0.0%	17 EXEC 801395	Friends of Law Library	2,332	950	3,282	(2,332)	-245.5%	950	Gala reimbursement delayed to FY2025.
15,749	16,856	15,153	1,704	10.1%		Subtotal	104,206	101,545	99,650	1,895	1.9%	101,545	

Los Angeles County Law Library
Income Statement for the Period Ending June 30, 2024
(Provisional and subject to year-end audit adjustments)

Jun 2023	Jun 2024				FY 2022-23	FY 2023-24 YTD					Amended Annual Budget	Comments
	Actual	Amended Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Amended Budget	Actual	\$ Fav (Unf)		
0	0	0	0	0.0%	ALL 803105	7,815	13,311	7,831	5,480	41.2%	13,311	Conference travel costs offset by grants.
0	0	0	0	0.0%	ALL 803110	0	0	0	0	0.0%	0	
0	0	0	0	0.0%	ALL 803113	0	0	0	0	0.0%	0	
1,640	0	40	(40)	0.0%	ALL 803115	12,360	12,930	11,058	1,872	14.5%	12,930	Lower membership dues resulting from vacancies.
195	0	520	(520)	0.0%	ALL 803120	4,380	10,233	8,618	1,615	15.8%	10,233	Conference registration costs offset by grants.
0	0	0	0	0.0%	ALL 803125	0	0	0	0	0.0%	0	
1,835	0	560	(560)	0.0%		24,555	36,474	27,506	8,968	24.6%	36,474	
2	67	2	65	97.0%	37 COM 803205	78	417	149	268	64.3%	417	Stock photo subscription will take place July 2024 (FY25).
58	0	0	0	0.0%	37 COM 803210	1,332	2,558	917	1,642	64.2%	2,558	Bookmarks to be ordered July 2024 (FY25).
35	59	0	59	100.0%	37 COM 803215	1,993	1,022	22	1,000	97.9%	1,022	Digital ads on hold.
0	0	0	0	0.0%	37 COM 803220	0	0	0	0	0.0%	0	
95	126	2	124	98.4%		3,403	3,997	1,087	2,910	72.8%	3,997	
0	0	0	0	0.0%	ALL 803305	0	0	0	0	0.0%	0	
0	0	0	0	0.0%	ALL 803310	0	0	0	0	0.0%	0	
0	0	0	0	0.0%	ALL 803315	0	0	0	0	0.0%	0	
26	71	0	71	100.0%	ALL 803320	148	333	204	129	38.7%	333	Fewer branch visits than expected due to temporary closures.
0	0	0	0	0.0%	ALL 803325	0	0	0	0	0.0%	0	
26	71	0	71	100.0%		148	333	204	129	38.7%	333	
9	0	22	(22)	0.0%	15 FIN 804005	21,586	27,160	27,188	(28)	-0.1%	27,160	
1,400	1,400	1,400	0	0.0%	17 EXEC 804008	21,520	16,677	17,367	(690)	-4.1%	16,677	
2,162	2,000	990	1,010	50.5%	17 EXEC 804010	24,205	19,470	14,010	5,460	28.0%	19,470	Lower legal costs than anticipated.
0	250	605	(355)	-142.0%	15 FIN 804015	16,445	20,255	21,285	(1,030)	-5.1%	20,255	
3,571	3,650	3,017	633	17.3%		83,757	83,562	79,850	3,712	4.4%	83,562	
164,483	165,173	160,722	4,451	2.7%	15 FIN 806105	2,028,112	1,989,155	1,970,674	18,481	0.9%	1,989,155	
27,649	29,239	29,080	158	0.5%	15 FIN 806110	340,711	334,408	334,715	(307)	-0.1%	334,408	
192,132	194,412	189,802	4,610	2.4%		2,368,823	2,323,563	2,305,389	18,174	0.8%	2,323,563	
2,005,290	899,602	816,671	82,931	9.2%		10,547,041	10,363,271	9,951,802	411,469	4.0%	10,363,271	
(1,206,264)	(204,500)	66,064	270,564	-132.3%		(2,209,830)	(1,603,886)	(416,473)	1,187,413	74.0%	(1,603,886)	
						0	0	0				

Los Angeles County Law Library
Income Statement for the Period Ending June 30, 2024
(Provisional and subject to year-end audit adjustments)

Jun 2023	Jun 2024				FY 2022-23	FY 2023-24 YTD					Amended Annual Budget	Comments	
	Actual	Amended Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Amended Budget	Actual	\$ Fav (Unf)			% Fav (Unf)
11,918	833	29,763	28,930	3471.5%	15 FIN 321000	Investment Gain (Loss) ¹	134,680	174,682	307,976	133,294	76.3%	174,682	Reflects gains/loss if sold at time of report (before maturity)
231,510	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	3,977,308	231,510	231,510	0	0.0%	231,510	
100,000	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	200,000	0	0	0	0.0%	0	
<u>(1,062,836)</u>	<u>(203,667)</u>	<u>95,827</u>	<u>299,494</u>	<u>-147.1%</u>		Net Income Including Extraordinary Items	<u>1,702,158</u>	<u>(1,197,694)</u>	<u>123,013</u>	<u>1,320,707</u>	<u>110.3%</u>	<u>(1,197,694)</u>	
Capital Expenditures:													
0	0	0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	50,000	0	50,000	100.0%	50,000	Capital projects rolled over to FY25.
0	115,000	0	115,000	100.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	40,953	115,000	82,084	32,916	28.6%	115,000	Includes Dell server security upgrade, monitors, and laptops.
0	220,000	0	220,000	100.0%	39 FAC 164500	Exterior Building Repairs/ Improvements (>3k)	0	220,000	39,800	180,200	81.9%	220,000	Hill street parking fence.
0	425,000	0	425,000	100.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	485,000	0	485,000	100.0%	485,000	Capital projects rolled over to FY25.
0	46,000	0	46,000	100.0%	33 TECH 168000	Computer Software	0	46,000	11,693	34,307	74.6%	46,000	Pharos copy center software.
0	806,000	0	(806,000)	-100.0%		Total - Capitalized Expenditures	<u>40,953</u>	<u>916,000</u>	<u>133,577</u>	<u>782,423</u>	<u>85.4%</u>	<u>916,000</u>	
CalPERS CERBT Trust Fund:													
						Beginning Balance			2,459,901				
						Administrative Expense			-100.03				CalPERS CERBT program cost.
						Investment Expense			-73.13				Investment management cost.
						Unrealized Gain/Loss			30,040.50				Fluctuating market conditions.
						Distribution							Distribution from Fund.
						Ending Balance			<u>2,489,768</u>				

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

Los Angeles County Law Library

Statement of Cash Flows

As of June 30, 2024

(Provisional and subject to year-end audit adjustments)

	6/30/2024	YTD
Cash flows from operating activities		
L.A. Superior court fees	759,296	8,324,520
Parking fees	-	-
Library services	60,709	398,673
Extraordinary income	-	231,510
(Increase) decrease in accounts receivable	(6,068)	223,019
(Increase) decrease in other receivable	21,563	(92,545)
Increase (decrease) in borrowers' deposit	(28,281)	(11,463)
Cash received from filing fees and services	807,218	9,073,713
Facilities	(94,898)	(1,124,277)
Technology	(19,334)	(207,741)
General	(15,153)	(99,650)
Professional development	(560)	(27,506)
Communications & marketing	(2)	(1,087)
Travel & entertainment	-	(204)
Professional services	(3,017)	(79,850)
Electronic Resource Subscriptions (ERS)	(104,874)	(734,451)
(Increase) decrease in prepaid expenses	46,510	(82,982)
Increase (decrease) in accounts payable	33,576	(164,937)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(157,750)	(2,522,685)
Staff (payroll + benefits)	(389,033)	(5,371,647)
Increase (decrease) in payroll liabilities	(2,279)	5,731
Increase (decrease) in accrued sick and vacation liability	(1,948)	(60,331)
Increase (decrease) in OPEB liability	8,333	100,000
Increase (decrease) in net pension liability	8,333	100,000
Cash payments to employees for services	(376,595)	(5,226,247)
Contributions received	-	150,000
Net cash from operating activities	272,874	1,474,781
Cash flow from capital and related financing activities		
Library materials	(216,821)	(1,898,303)
Fixed assets	-	(133,577)
Capital - Work in Progress (WIP)	(490)	(53,340)
Cash flows from investing activities		
Investment	-	-
Investment earnings	62,731	662,136
Net cash increase (decrease) in cash and cash equivalents	118,294	51,697
Cash and cash equivalents, at beginning of period	16,527,723	16,594,320
Cash and cash equivalents, at end of period	16,646,017	16,646,017
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	3,333	(847,100)
Adjustments for noncash effects:		
Depreciation	189,802	2,305,389
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(6,068)	223,019
(Increase) decrease in other receivable	21,563	(92,545)
(Increase) decrease in prepaid expenses	46,510	(82,982)
Increase (decrease) in accounts payable	33,576	(164,937)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	(2,279)	5,731
Increase (decrease) in accrued sick and vacation liability	(1,948)	(60,331)
Increase (decrease) in borrowers' deposit	(28,281)	(11,463)
Increase (decrease) in OPEB liability	8,333	100,000
Increase (decrease) in net pension liability	8,333	100,000
Net cash from operating activities	272,874	1,474,781

LOS ANGELES COUNTY LAW LIBRARY
 July 1, 2024 - July 31, 2024 (WARRANTS)
 Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 11	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	11,086.85	TS00343781
July 15	PRISM PUBLIC RISK, INNOVATION	PREPAID EXP	167,463.00	TS00343855
	ALLIANT INSURANCE SERVICES, INC	PREPAID EXP	217,937.19	TS00343855
July 19	VALLEY WIDE AIR	CAPITAL WIP	16,993.50	TS00344054
	OCLC INC	PREPAID EXP	12,159.41	TS00344054

425 639 95

LOS ANGELES COUNTY LAW LIBRARY
July 1, 2024 - July 31, 2024 (CHECKS)
Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 3	AMAZON WEB SERVICES	OSP	561.27	V000917

561.27

LOS ANGELES COUNTY LAW LIBRARY
July 1, 2024 - July 31, 2024 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 19	SEIU LOCAL 721 SEIU LOCAL 721	UNION DUES UNION SUPPL	1,438.40 32.28	001736 001737

1,470.68

LOS ANGELES COUNTY LAW LIBRARY
 July 1, 2024 - July 31, 2024 (CHECKS)
 Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 1	LEXISNEXIS MATTHEW BENDER	BOOKS	561.85	V008750
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,008.96	V008751
	INGRAM LIBRARY SERVICES	BOOKS	65.11	V008752
	JAMES PUBLISHING INC	BOOKS	169.73	V008753
	LAW JOURNAL PRESS	BOOKS	1,129.74	V008754
	OXFORD UNIVERSITY PRESS	BOOKS	2,458.02	V008755
	PRACTISING LAW INSTITUTE	BOOKS	1,012.52	V008756
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,200.02	V008757
	GOBI LIBRARY SOLUTIONS	BOOKS	3,849.43	V008758
July 2	FIGAT7TH PARKING	MISCELLANEOUS	6.50	V008766
	MIKE DELI	STAFF MEALS/EVEN	442.43	V008767
July 5	NASA SERVICES	BLDG SVCS	627.53	V008768
	SECURITAS SECURITY	SECURITY	4,461.84	V008769
	SKILL PATH	EDUCATIONAL MATE	349.00	V008770
	UPS	BINDING	489.61	V008771
	VALLEY WIDE AIR	HEATING/COOLING	795.00	V008772
July 8	EVENTBRITE	PREPAID EXP	268.61	V008792
July 9	SOUTHWEST AIRLINES	TRAVEL	46.00	V008793
July 10	STAMPS.COM	DELIVERY & POSTAG	29.99	V008794
July 12	AMERICAN LAW INSTITUTE	BOOKS	425.00	V008773
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	460.00	V008774
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	320.78	V008775
	LEXISNEXIS MATTHEW BENDER	BOOKS	658.62	V008776
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	204.52	V008777
	EBSCO PUBLISHING	BOOKS	4,196.40	V008778
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,971.66	V008779
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	158.50	V008780
	PRACTISING LAW INSTITUTE	BOOKS	1,361.56	V008781
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	814.46	V008782
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	6,685.47	V008783
	THOMSON REUTERS	BOOKS	93,149.92	V008784
	WILLIAM S HEIN & CO	BOOKS	17,766.21	V008785
	GOBI LIBRARY SOLUTIONS	BOOKS	1,420.87	V008786
ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	118.28	V008802	
July 15	DIGITAL INSURANCE LLC	CONSULTING	1,400.00	V008795
	DOOR SERVICE, INC.	REPAIR/MAINT	411.82	V008796
	ISOLVED BENEFIT SERVICES	HR BENEFIT/ADMIN	86.82	V008797

169,251.55

LOS ANGELES COUNTY LAW LIBRARY
July 1, 2024 - July 31, 2024 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 16	SECURITAS SECURITY	SECURITY	3,668.77	V008798
July 17	AMERICAN LIBRARY ASSOCIATION	REGISTRATION FEE	418.00	V008803
July 18	SYNCB AMAZON	SUPPLIES-OFFICE	365.57	V008815
	LEXISNEXIS MATTHEW BENDER	BOOKS	34,019.74	V008847
July 19	SYNCB AMAZON	REPAIR/MAINT	26.76	V008805
	STAMPS COM	DELIVERY & POSTAG	300.00	V008806
July 22	CHERRY PICK CAFE	SPECIAL EVENTS EX	328.90	V008807
July 25	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	7,042.01	V008799
	JAMES PUBLISHING INC	BOOKS	339.46	V008800
	GOBI LIBRARY SOLUTIONS	BOOKS	256.87	V008801
	GOOGLE	SERVICES	1.99	V008837
July 26	ABD OFFICE SOLUTIONS	COPY CENTER	1,387.51	V008808
	ALTA FOODCRAFT	KITCHEN SUPPLIES	219.92	V008809
	GRAINGER	REPAIR/MAINT	45.77	V008810
	PURE PROCESS FILTRATION INC	BLDG SVCS	1,004.37	V008811
	SECURITAS SECURITY	SECURITY	8,640.39	V008812
	UNIVERSAL HEATING & AIR	HEATING/COOLING	490.00	V008813
	UPS	BINDING	15.81	V008814
	HYATT	TRAVEL	3,366.72	V008832
	GEORGE T BISEL COMPANY	BOOKS	191.08	V008816
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	872.24	V008817
	DATA TRACE PUBLISHING COMPANY	BOOKS	264.95	V008818
	INGRAM LIBRARY SERVICES	BOOKS	241.33	V008819
	PRACTISING LAW INSTITUTE	BOOKS	1,545.06	V008820
	CITY OF THOUSAND OAKS	BOOKS	46.90	V008821
	UNITED NATIONS PUBLICATIONS	BOOKS	327.80	V008822
	STATE BAR OF WISCONSIN	BOOKS	109.94	V008823
	GOBI LIBRARY SOLUTIONS	BOOKS	1,359.94	V008824

232,480.38

LOS ANGELES COUNTY LAW LIBRARY
 July 1, 2024 - July 31, 2024 (CHECKS)
 Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 1	GAUNT	BOOKS	150.54	033288
	ROSA MARIA FLORES	REFUND	140.00	033289
	CAROL ESTHER LEE	REFUND	140.00	033290
	MICHAEL ZIA MOINI	REFUND	140.00	033291
	JAMES DONALD PADELLI	REFUND	140.00	033292
	ELINA SHAFFY	REFUND	132.00	033293
July 5	COUNTY OF LOS ANGELES	HEATING/COOLING	4,319.99	033294
	LANGUAGE PEOPLE INC	OTHER	607.50	033296
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	1,065.00	033297
	ACCUSOURCEHR, INC	RECRUITMENT	412.82	033298
	RJ ELECTRIC	CAPITAL WIP	9,900.00	033299
	VELASQUEZ DRYWALL INC.	CAPITAL WIP	1,750.00	033300
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	1,550.00	033301
July 12	LEXISNEXIS CANADA INC	BOOKS	142.18	033302
	RPCD DBA SMARTRULES	BOOKS	7,436.88	033303
July 15	AT&T	TELECOM	589.62	033304
	COUNTY OF LOS ANGELES	HEATING/COOLING	2,585.22	033305
	LANGUAGE PEOPLE INC	OTHER	75.00	033306
	METROLINK	TMP	238.00	033307
	PORTER BOILER SERVICE, INC.	REPAIR/MAINT	7,098.00	033308
	PRISM PUBLIC RISK, INNOVATION	PREPAID EXP	7,547.00	033309
July 22	LEXISNEXIS CANADA INC	BOOKS	430.37	033310
	WILLIAM S HEIN & CO	BOOKS	175.50	033311
July 23	CALIFORNIA DEPARTMENT OF TAX	USE TAX	798.00	033312
	AFLAC REMITTANCE	CAFE PLAN-INSURA	760.83	033313
	GUARDIAN	PREPAID EXP	7,924.55	033314
July 25	COLANTUONO, HIGHSMITH	LEGAL	990.00	033315
	HUNTINGTON GLAZING, INC	REPAIR/MAINT	498.65	033316
	COUNTY OF LOS ANGELES	HEATING/COOLING	8,708.47	033317
	LANGUAGE PEOPLE INC	OTHER	530.00	033318
	CHARTER COMMUNICATIONS	TELECOM	195.32	033319
	VELASQUEZ DRYWALL INC.	REPAIR/MAINT	2,500.00	033320
July 26	MARY MARTIN BOOKSELLERS	BOOKS	1,200.00	033321

70,871.44

LA Law Library
Fiscal Year Quarterly Statistics

		FY19 4th Quarter	FY19 Totals	FY20 4th Quarter	FY20 Totals	FY21 4th Quarter	FY21 Totals	FY22 4th Quarter	FY22 Totals	FY23 4th Quarter	FY23 Totals	FY24 4th Quarter	FY24 Totals
Reference and Research													
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>												
	Desk Inquiries	5,745	22,203	0	15,606	191	191	4,543	12,926	7,871	28,736	8,582	34,670
	Tuesday 6pm to 8pm - All Queries	92	318	0	282	0	0	0	0	0	0	0	0
	Phone	1,474	5,736	1,504	5,899	3,395	11,080	2,946	11,278	6,041	20,250	6,927	27,080
	Email/ Live Chat	469	1,089	1,603	2,249	2,135	7,766	1,050	5,086	1,918	6,535	1,735	8,504
	By Mail	57	210	73	444	67	230	35	194	36	172	61	219
	Global Law Inquires	25	84	0	37	0	0	36	48	20	88	37	271
	Global Law Web Inquires	14	64	0	0	0	0	0	0	0	0	0	0
	e-Branch Chat	43	168	0	66	0	0	0	0	0	0	0	0
	e-Branch Email	0	0	0	6	0	0	0	0	0	0	0	0
	Totals	7,919	29,872	3,180	24,589	5,788	19,267	8,610	29,532	15,886	55,781	17,342	70,744
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	5,566	20,450	0	11,700	395	395	3,388	11,417	3,846	15,264	2,735	12,807
	Phone Inquiries	2,247	7,086	405	5,094	1,901	5,428	934	4,242	1,234	4,875	1,319	4,920
	Totals	7,813	27,536	405	16,794	2,296	5,823	4,322	15,659	5,080	20,139	4,054	17,565
	Books Circulated	1,865	8,176	78	5,439	617	1,906	970	3,681	2,046	9,144	2,361	8,200
	Library Card Sign-ups	478	1,977	0	1,330	20	20	254	940	468	1,470	408	1,542
	Members Program - Active Members	323	1,324	260	1,987	216	855	234		242	949	228	891
	Public Terminal Logins	6,665	27,136	0	14,836	148	148	2,089	12,393	4,737	14,797	3,873	17,417
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	569	1,472	150	1,545	295	928	554	1,922	680	1,582	481	2,193
	In-Person	2,508	9,690	0	9,758	65	65	737	2,402	565	1,414	204	672
	Email (Includes Members Program)	336	1,564	907	2,372	1,218	3,903	692	3,259	731	3,343	603	6300
	Totals	3,476	12,842	1,057	13,675	1,578	4,896	1,983	7,583	1,976	6,339	1,288	9,165
	Pages Delivered	12,096	27,647	6,648	26,034	9,660	37,671	10,527	36,437	9,305	41,965	6,327	97,823
	Copies Made (Main Library)	76,600	256,302	0	219,334	6,703	6,703	58,713	199,016	56,496	243,835	79,391	294,554
Collection Management Services													

LA Law Library
Fiscal Year Quarterly Statistics

	FY19 4th Quarter	FY19 Totals	FY20 4th Quarter	FY20 Totals	FY21 4th Quarter	FY21 Totals	FY22 4th Quarter	FY22 Totals	FY23 4th Quarter	FY23 Totals	FY24 4th Quarter	FY24 Totals
<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	430	782	113	677	145	616	204	689	183	612	192	639
Print Volumes Added	1,811	6,224	832	5,457	1,693	5,864	1,588	7,004	1,100	6,573	1,177	4,727
New Serials	27	94	5	41	6	40	6	72	6	48	29	137
Non-Print Media Added	109	1,922	8	1,897	112	943	1,189	3,708	162	1,317	8	220
Records Cataloged/Updated	373	2,027	1,644	2,726	776	3,102	275	1,276	267	1,345	282	1298
Print & Non-Print Withdrawn	955	2,215	175	1,351	350	1,824	378	1,629	215	1,463	296	1728
Brief Scanning Project												
Briefs Logged (Google)	16,800	56,375	0	50,042	0	17,430	0	0	0	0	0	0
Website Statistics												
Visitors	29,734	114,787	21,720	109,484	33,494	105,579	27,444	104,801	35,752	131,573	53,013	172,333
Visits (previously counted as "Pages Viewed")	84,545	363,211	61,626	326,998	70,939	281,285	78,104	315,277	104,287	406,510	144,682	490,311
Average Daily Visits	334	2,271	238	283	318	1,292	258	1,116	327	1366	387	1,404
Average Duration	4:40	3:58	3:08	4:34	2:34	2:43	0	1	3:02	1	2:47	2:59
Visitors: US	97.88%	97.43%	95.63%	94.91%	83.21%	87.01%	95	98	95.73%	95	92.33%	93.15%
Visitors: International / Unspecified	2.12%	2.58%	4.37%	5.09%	16.79%	12.99%	5	5	4.27%	5	7.67%	6.86%
Training and Events (Includes Online,Prerecorded/Live via ZOOM)												
Public Classes Held Online												
Internal speaker	0	0	33	33	20	66	38	115	43	173	50	182
Guest speaker	0	0	50	50	101	303	104	449	121	481	131	495
MCLE Classes Held Online												
Internal speaker	0	0	0	0	0	0	0	0	3	9	3	12
Guest speaker	0	0	0	0	20	59	31	110	39	169	49	188
Clinics/ Workshops Held Online	0	0	3	3	1	9	1	6	5	10	3	12
Public Classes Held at Main & Branches												
Internal speaker	43	154	0	173	0	0	2	2	6	18	10	37
Guest speaker	37	215	0	146	0	0	5	12	10	34	2	30
MCLE Classes Held												
Internal speaker	0	2	0	7	0	0	0	0	0	1	0	0
Guest speaker	8	30	0	10	0	0	0	0	0	0	0	1
Clinics/ Workshops Held	50	192	0	149	0	0	3	6	3	25	18	41
Totals	138	593	86	571	142	437	184	700	230	920	266	998
Class Attendance in Person Total (Estimated)												
	2,423	9,373	0	6,556	0	0	257	548	478	1,764	458	1695
Live Class Attendance: Online/Remote												
	N/A	N/A			777	2,842	529	2,256	828	2,714	1,061	3778
Live Class Registration: Online/Remote												
			1,202	1,202	1519	6,274	1,058	4,645	1,343	5,039	2,081	7,169
Number of plays of prerecorded Classes												
			1,327	1,803	NA	1,886	1,031	4,192		5,271	1600	7,467
Class Attendance Branches (Estimated)												
			0	1,066	0	0	0	0	0	0	0	0
Visits to Main Branch												
Number of Patron Visits (front door)	25,632	100,706	0	92,703	0	0	14,047	85,738	17,037	57,053	17,654	66,523

MEMORANDUM

DATE: August 28, 2024
TO: Board of Law Library Trustees
FROM: Katherine H. Chew, Executive Director
RE: Approval of New and Revised Job Descriptions

REVISIONS TO EXISTING JOB DESCRIPTIONS:

Executive Director Management of Certain Positions:

The former Deputy Director retired effective July 5, 2024, and currently this position remains vacant. The job description for this position includes the responsibility of direct supervision of the following: Director, Information Technology; Director, Collection Management Services; and Facilities Manager. In the absence of an acting Deputy Director, the Executive Director is actively supervising all three Directors, providing support, guidance, and management of their respective departments. Until such time a new Deputy Director is appointed, Staff recommends a revision of these job descriptions to include the Executive Director as the direct supervisor.

Improving Opportunities for Professional Growth in Existing Positions:

Management would like to encourage the professional growth and advancement of employees who have demonstrated a willingness to develop new skills and to consider a long-term commitment to the Library in their career paths. With this in mind, Staff would like to revise two current job descriptions reflecting this as follows:

Facilities Department— Currently the Facilities Department has two Facilities Clerk positions with identical job descriptions. Both report to the Facilities Manager and are in the same salary range. Both positions would retain FLSA (Fair Labor Standards Act) non-exempt status and eligibility for representation by the union with the below revisions:

“Library Clerk” changed to “Library Clerk I, Facilities”: The Library has recently filled one Facilities Clerk position with a new hire who has commenced employment on July 17, 2024. This is an entry level position and staff recommends the title be changed to “Library Clerk I, Facilities”



“Library Clerk” changed to “Library Clerk II, Facilities”: Staff would like to elevate the second to “Facilities Clerk II” and revise the job description with additional responsibilities and duties with an increase in salary reflective of this change.

IT Department— The Library plans to update much of its IT and Cyber Security infrastructure. In doing so, staff would like to elevate an existing position to a “senior” designation. The position will retain FLSA status of exempt and will continue as ineligible for union representation.

“IT Project Manager” Position changed to “Senior IT Project Manager” Position:
This position continue to be responsible for the successful execution of IT-related projects within the Library. Added responsibilities will include responsibility for providing a reliable, accurate, responsive, efficient, safe and secure information systems platform for library service delivery and hands-on management and support for our LA Library Data Center in a heterogeneous computing environment. Duties include troubleshooting system and LAN/WAN problems, routine administration tasks, performance tuning, capacity planning, security administration, documentation, end-user support and software installs and upgrades.

New JOB DESCRIPTIONS:

Facilities Department: “Facilities Supervisor”—In addition to the proposed revisions to “Library Clerk, Facilities” job descriptions discussed above, staff would like to create a supervisory position between the current Facilities Manager position and the Library Clerk, Facilities I and II, positions. This is in keeping with the intent to encourage a career path for advancement in the Facilities department for those interested in a long-term commitment to the Library. In addition, a mid-level supervisory position would be important to have in place in the event of an emergency and unexpected absence of the Facilities Manager to address any immediate tasks and provide guidance to Facilities Clerks I and II. While there are no immediate needs to fill this position, staff would like prior Board approval for the job description of “Facilities Supervisor” to allow for a secondary source for supervision of the daily operations and facilities clerks to assist and support the Facilities Manager in the event increased projects dictate increased needs and/or the Facilities Manager is unavailable.

IT Department: In keeping with the goal of upgrading the Library’s IT infrastructure and Cyber Security systems, there is a need to build up the IT team beyond the current three employees. The Library would be better served by eliminating some positions in the IT and Facilities departments that have remained vacant with no active recruitment for many years. In turn, Staff recommends the creation of two new IT focused positions in their place. The creation of these two new positions would have a neutral effect on the budget with no increase cost by re-directing salary funds previously earmarked for the eliminated positions to these new positions. Responsibilities for each of these proposed new positions are as follows:



1. “System Administrator I”: Under the direction of the IT Director, provides IT support and maintaining the Library’s network infrastructure, making sure that IT operations are running smoothly and efficiently. Responsible in updating hardware and software packages, revising documentation, installing computer and network systems, removing malware and other security threats, monitoring computer system back-ups and preventing data corruption. This position would be a FLSA exempt position with a union status of “ineligible for representation.”
2. “Web Developer/Database Administrator” I: Under the direction of the IT Director, provides IT support to build, maintain, test and debug websites and applications thus maintaining the Library’s network infrastructure, making sure that IT operations are running smoothly and efficiently. Also responsible for the design, programming, construction, and implementation of new websites and databases, as well as modifying existing websites and databases for the updates and changes based on the Library’s need. This position would be a FLSA exempt position with a union status of “ineligible for representation.”

SUMMARY OF JOB DESCRIPTIONS TO BE REVISED OR ADDED:

1. Director, Information Technology—supervisory change to Executive Director
2. Director, Collections Management Services—supervisory change to Executive Director
3. Facilities Manager---supervisory change to Executive Director
4. Library Clerk, Facilities –change entry level position to Library Clerk I, Facilities
5. Library Clerk, Facilities—change to Library Clerk II, Facilities, with added responsibilities
6. IT Project Manager—change to Senior IT Project Manager with added responsibilities
7. Systems Administrator-new IT position
8. Web Developer/Database Administrator-new IT position
9. Facilities Supervisor

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.



AGENDA ITEM 3.0
CONSENT ITEM 3.4

NEW AND REVISED JOB
DESCRIPTIONS

BOARD OF TRUSTEES MEETING
August 28, 2024

**LA LAW LIBRARY
JOB DESCRIPTION**

Title:	Director, Information Technology
Department:	Technology Services
Focus:	Information Technology Services
Reports to:	Senior Director, Information Services Deputy Director, Executive Director
Position(s) Supervised:	Systems Administrator I, Helpdesk Analyst , Web Developer & Database Administrator I, Senior IT Project Manager
FLSA Status:	Exempt
Salary Grade:	8
Union Status:	Ineligible for Representation
Effective Date:	July 24, 2024

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Position Summary

Under the general supervision of the ~~Sr. Director, Information Services~~ Deputy Director and the Executive Director, the Director of Information Technology is responsible for providing a reliable, accurate, responsive, efficient, safe and secure information systems platform for library service delivery and hands-on management and support for our LA Library Data Center in a heterogeneous computing environment. Duties include management and troubleshooting of virtual machines/hosts (VMWARE) and physical systems, multi-site LAN/WAN infrastructures, administration tasks, performance tuning, capacity planning, security administration, documentation, applications and script level programming support, supervise end-user support procedures and coordinate software/hardware installs and upgrades.

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Responsibilities and Duties

Planning

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

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- Assist with development of policies and procedures for responding to user comments, complaints and questions.

Technology

- Manage data and voice network operations; including staff and public computing in physical and virtual environments, application software and telecommunications, as well as specific facility, meeting room and helpdesk management systems.
- Monitor overall system performance, implements improvements, and works with the management team to develop long-range technology plans.
- Develop, document and implement network administration policies and processes.
- Maintain and troubleshoot hardware, software, and network issues. Ensure system integrity, reliability, responsiveness, security and compliance with library policies, e.g., Internet use. Maintain a regular backup schedule and off-site backup storage.
- Develop and implement technology plans. Deploy sound project management practices including goal/problem identification and decision analyses.
- Ability to administer MS solutions, active directory domains, group policies, roaming profiles, remote desktop services, firewall administration, VOIP phone system administration, backups, content filtering systems, MS Exchange and meeting room control systems.
- Responsible for troubleshooting system and LAN/WAN issues, administration and maintenance of a computer network system in virtual and physical computing environments.
- Responsible for managing the diagnosing, repair, maintenance and new installations of all computer/network hardware and software.
- Responsible for developing and maintaining help-desk and computer operator procedures.
- Responsible for creating and maintaining all server and network device documentation and maintaining system administration logs.
- Review and maintain new and existing service contracts for hardware, software.

Staff Responsibilities

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

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- **Report and act on violations of the Law Library's policies including its non-harassment policies.**

Other Responsibilities

- Participate in seminars, workshops, lectures, tours and orientations for users.
- Attend professional activities and conferences; represent the Law Library in local, state and national associations.
- Read professional literature and contribute to professional publications.
- Foster team management by establishing and nurturing a work environment that will establish and maintain a high level of morale and productivity.
- Other duties as required.

Position Qualifications

Required

- B.S. in computer science or related studies.
- VMWare Certified Professional (VCP) Certification.
- Demonstrated leadership skills and supervisory experience with an interest in long range planning and other administrative functions.
- Demonstrated proficiency in standard PC applications including as Microsoft Office/365, e-mail, web browsers, Adobe Acrobat and the ability to learn and implement new technologies.
- Ability to balance priorities and meet deadlines; strong commitment to enhancing service through teamwork and proactive approach to library services.
- A strong technical background and familiarity with Internet, network hardware and software protocols and database applications.
- A solid understanding of information technology and its applicability to the library's internal operations and the provision of member services.
- The ability to work effectively under pressure and to manage multiple priorities under deadlines.
- Excellent interpersonal, written and verbal communication skills, problem-solving, organizational and mediation skills. A demonstrated ability to work harmoniously in a team setting.
- A high degree of creativity and flexibility. Must be able to work independently with minimum supervision, possess the flexibility to work off-hours, be available by SMS and able to handle numerous projects simultaneously.
- The ability to manage professional, paraprofessional and technical staff.

Preferred

- At least seven (7) years of related experience with at least three (3) years in a management capacity.
- Experience in performing and/or managing software development and programming



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- Microsoft Certified Solutions Expert (MCSE) Certification
- Experience with native VOIP/SIP/STUN configuration and QOS for voice data prioritization
- Experience working with integrated library systems (ILS), and any major accounting database systems.
- Demonstrated writing ability, including full report analysis and comparison
- Teaching/Training experience

Work Environment

Will be working in an office environment.

Physical Abilities Required

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

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director/Deputy Director	Date

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_____	_____	_____	_____
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, Collection Management Services
Department:	Collection Management Services
Focus:	
Reports to:	Senior Director, Information Services, Deputy Director, Executive Director
Position(s) Supervised:	Support Supervisors, Senior Librarians (Serials/Acquisitions), Librarians (Cataloging)
FLSA Status:	Exempt
Salary Grade:	8
Union Status:	Ineligible for Representation
Effective Date:	July 24, 2024

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Position Summary

Under the general supervision of the ~~Senior Director, Deputy Director and the Executive Director~~, the Director, Collection Management Services is responsible for management of the library collection in all formats in all locations. Specific areas of responsibility include acquisitions, cataloging, and serials and continuations processing including claims and bindery activities.

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Responsibilities and Duties

Planning

- Assist the Executive Director and the executive team with long range planning and the development of operational and staff goals
- Analyze user needs and recommend new projects, programs and services for various user groups
- Participate in staff meetings, departmental committees and library-wide team activities
- Participate in cooperative and professional association activities to maintain professional awareness and ensure high level of currency in all services
- Prepare analysis of monthly / quarterly statistics, data and activities and regularly report on ROI (return on investment).
- Propose, support and monitor the budget for Collection Management Services
- Assist with development of policies and procedures for responding to user comments, complaints and questions



Collection Management

Acquisitions

- Acquire materials in response to selections and requests made by Reference and Research Services and other library service teams
- In collaboration with the Director, Reference and Research, establish timely and cost effective systems and workflow for placement of orders, replacements and withdrawn materials
- Analyze product and vendor offers and acquisition experiences and make recommendations to the Executive Director.
- In collaboration with other team management, advise Executive Director on significant purchase agreements and flat fee based contracts

Cataloging and Classification systems

- Provide guidance, leadership and supervision of Cataloging Staff, Continuation Supervisor, Support Services Supervisor and other Technical Services personnel
- Review, analyze and keep current on changes in cataloging, particularly in the areas of electronic resources and metadata
- Clarify and resolve complex cataloging issues using sound judgment and industry best practices
- Maintain LC Classification system; monitor changes and additions, development process for distribution of system updates
- Monitor and support the systematic development and maintenance of serials records, claims and bindery process

Collection Maintenance

- Establish, monitor and support filing guidelines and time frames
- Oversee development of efficient processing systems for labeling, targeting and library identification

Staff Leadership

- Provide management, direction and guidance for specific assignments, projects and programs
- Develop clear and effective written procedures for work processes. Create a standard process to accurately adjust and/or maintain the procedures as changes occur due to technology or other influences
- Identify the number and hours of personnel needed for each area of responsibility; as needed, identify direct-report manager/supervisor level positions
- Develop team and cross training processes so that extended absences and vacancies do not disrupt work flow
- In conjunction with Human Resources, assist with job announcements, recruitment and hiring of staff
- Evaluate staff performance through regularly scheduled and annual evaluation process; recommend merit and promotional opportunities, discipline and termination
- Mentor newly hired librarians and assistants; provide orientation and program development guides and goals

Other Responsibilities

- Ensure instruction and training for new products and services developed for LA Law Library users; coordinate required staff training, develop team and cross training process activities through in-service training, continuous education and extended learning opportunities
- Participate in seminars, workshops, lectures, tours and orientations for users
- Attend professional activities and conferences; represent the Law Library in local, state and national associations
- Read professional literature and contribute to professional publications
- Foster team management by establishing and nurturing a work environment that will establish and maintain a high level of morale and productivity
- Other duties as required

Position Qualifications

Position Qualifications

Required

- MLS from an accredited ALA approved library school or Advanced degree in computer science/
- Knowledge of professional law librarianship concepts, principles and practices/
- Demonstrated leadership skills and supervisory experience with an interest in long range planning and other administrative functions.
- Solid knowledge of legal library technology. Demonstrated competence in working with integrated library systems, (Voyager strongly preferred), OCLC, vendor databases, accounting databases and systems. Demonstrated knowledge of legal publishing industry;
- Demonstrated proficiency in standard PC applications and ability to learn and implement new technologies. Ability to balance priorities and meet deadlines; strong commitment to enhancing service through teamwork and proactive approach to library services.
- Ability to identify and manage changing needs and priorities.
- Demonstrated skills and abilities in leadership, administration, and strategic planning.
- A thorough knowledge of libraries and their varied patrons.
- An understanding of database research and the technology associated with it.
- The ability to work effectively under pressure and to manage multiple priorities under deadlines.
- Excellent interpersonal, written and verbal communication skills, problem-solving, organizational and mediation skills.
- The ability to analyze needs and to determine priorities based on business objectives.
- A high degree of creativity and flexibility.
- The ability to manage professional, paraprofessional and technical staff.
- The ability to effectively direct and advise others.
- A demonstrated ability to work harmoniously in a team setting.
- Demonstrated writing ability, including full report analysis and comparison

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Preferred

- B.S. in computer science or equivalent
- Collection Development experience within a large law library setting
- Demonstrated writing ability, including full report analysis and comparison.
- Teaching or training experience.

Work Environment

Will be working in an office environment

Physical Abilities Required

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

Approvals

Immediate Supervisor

Date

~~_____
Senior Director/Deputy Director~~

Date

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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 _____



~~January 2014 July 2014 August 2014~~

Director, CMS
Job Description
Page 5

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Print Name _____

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



LA LAW LIBRARY JOB DESCRIPTION

Title:	Facilities Manager
Department:	Facilities
Focus:	Facilities
Reports to:	Senior Director, Information Services Deputy Director, <u>Executive Director</u>
Position(s) Supervised:	Library Clerk (Facilities) <u>Facilities Clerk I, Facilities Clerk II</u>
FLSA Status:	Exempt
Salary Grade:	6
Union Status:	Ineligible for Representation
Effective Date:	March 24, 2021 <u>July 24, 2024</u>

Position Summary

Under the general supervision of the ~~Senior Director~~ Deputy Director and the Executive Director, the Facilities Manager is responsible for staff safety as well as the oversight and coordination of maintenance for all library equipment, building, and property. Manages and coordinates changes, renovations, new construction and alterations to the main downtown library building and branch locations. This position will also manage and coordinate all capital projects. In addition, this position will work closely with administrative staff to resolve facility related issues at all library locations. This position handles event and room rental coordination with staff and vendors, budget, and logistics. Finally, this position manages the planning, control, prioritization and completion of all activities for assigned areas.

Responsibilities and Duties

This list is intended to represent the main functions and not to be all inclusive.

Safety

- Coordinates library employee safety programs and chairs the Employee Safety Committee.
- Updates all safety plan documentation and ensures staff training for emergence preparedness.
- Manages and maintains adequate inventory of all safety supplies at all times.
- Ensures all fire and safety inspections are completed and any discrepancies corrected; ensures property is in compliance with all safety and sanitation policies, procedures and regulations.
- Perform regular physical inspections of library grounds, buildings, equipment, and operations; identify hazards and incidents of regulatory non-compliance, and recommend corrective measures.
- Manages security vendor to maintain adequate coverage, library policies and security procedures.
- Provide ongoing safety and loss prevention training to various departments to reduce the frequency and severity of accidental losses.

Planning

- Conducts all pre-planning and coordination of office moves, additions, and/or changes; coordinates all necessary work to accomplish move/addition/change including but not limited to cost estimates, bid sheets, CAD layouts, and contracts for construction and acquisitions.
- Plans for utilization of space and facilities; inspects building and office areas to evaluate suitability for occupancy, ADA accessibility and Ergonomic compliance.

Facilities

- Develops, implements and monitors department budget; manages expenses within approved budget constraints.
- Manages and coordinates the regular inspection of library equipment, building, and property; oversees maintenance including but not limited to offices, production areas, public areas and equipment through development and implementation of preventative maintenance program.
- Manages the daily facility and grounds maintenance and custodial services pertaining to all library locations.
- Ensures all maintenance and repairs are completed in a timely, cost-effective manner according to all specification and enters maintenance service history in maintenance service logs.
- Oversees maintenance of organization's physical operation including but not limited to refrigeration, heating, ventilation and air conditioning, kitchen equipment, emergency generator, plumbing, water treatment and electrical systems.
- Interfaces with appropriate staff/managers, engineers and outside contractors to review, manage and coordinate communication with and work of outside contractors.
- Gathers quotations from vendors for required repairs; schedules and coordinates repairs with service vendors ensuring jobs are completed on time and within approved spending limits.
- Manage and coordinates workers engaged in moving furniture and equipment, preparing facilities for occupancy, maintenance and repair of equipment, building and property.
- Interfaces with library contracted parking vendor to periodically review performance and overall operations to ensure vendor compliance with contracted agreement.
- Prepare accurate and timely reports as required.

Events

- In coordination with the Executive Director, ~~Senior Director~~, Deputy Director and other departments, assists with planning, scheduling and implementing special events at the Law Library.
- Develops event budgets including outside resources, supplies, equipment, etc.
- Communicates with outside vendors to confirm arrangements, obtain proper approvals, and ensure that Law Library policies are understood and followed.
- Supervises or monitors the event to ensure success.
- Provide staff support for the annual Friends of the LA Law Library annual award event.

Other Responsibilities

- Manages and reviews service contracts.
- Oversees other special events and projects as needed.

Position Qualifications

Required

- Bachelor degree in a related field, certification in Facility Management or equivalent related experience.
- Previous experience in facilities management, preferably in a library or multi-location setting; ability to read blue prints and mechanical drawings; ability to negotiate; good arithmetic skills; good computer skills; strong interpersonal skills.
- Previous project management experience; ability to conceptualize project responsibilities, analyze issues and problems, and develop solutions; ability to prioritize effectively and to manage multiple projects simultaneously.
- Strong proven supervisory skills and the ability to lead in a strong team-oriented work environment.
- Ability to communicate effectively and diplomatically with staff and patrons throughout the library as well as outside contractors and vendors.
- As demonstrated by experience, good judgment and ability to set and keep deadlines.

Preferred

- ~~AutoCAD or digital mapping software experience.~~
- ~~Previous experience with~~ Knowledge in HVAC, plumbing and other building control systems management.
- Has previous experience in managing capital projects, preparing and implementing project budgets and timeframes
- Basic understanding of accounting and finance principles

Work Environment

Will be working in a busy office environment. Operational daily needs requires on site presence for hands on work and supervisory duties during weekly business hours or if on call on weekends and therefore position is not suitable for work from home schedule.

Physical Abilities Required

- Lifting ability: Medium, under 50 lbs. on a regular basis.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.

Approvals

_____ Immediate Supervisor	_____ Date	Senior Director Deputy 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:	Facilities Clerk I
Department:	Facilities
Focus:	Main Library Building
Reports to:	Facilities Manager
Position(s) Supervised:	None
FLSA Status:	Non-Exempt
Salary Grade:	2
Union Status:	Eligible for Representation
Effective Date:	August 25, 2021 July 24, 2024

Position Summary

Ensures a safe and well-maintained facility by performing various maintenance tasks. Maintains mailroom operations following established policies and procedures to assure the timely and accurate processing of library mail and materials for shipping and receiving.

Responsibilities and Duties

The following activities are within the responsibilities of the Facilities Clerk working under general supervision:

Facilities and Events

- Assists with the setup and breakdown of library facilities and equipment for internal and external events.
- Works closely with Facility Manager to execute plans for special events including assisting staff and outside vendors.
- Replaces batteries, light bulbs, and filters facility wide as requested.
- Under supervision, may perform simple facilities maintenance tasks that can be done safely with tools on-hand and do not require special training or licensing.
- Regular monitoring of public restrooms; cleans and sanitizes between nightly janitorial cleanings; stocks consumables as needed.
- Regularly walks perimeter of library grounds and monitors for graffiti and trash; removes whenever feasible; reports conditions to Facilities Manager.
- Assists Facilities Manager with staff relocations, library equipment and furniture moves.

- Assists with identifying safety hazards throughout the facility and reports any unsafe conditions immediately to the Facilities Manager.

Inventory Control

- Assists with inventory control and maintaining established minimum supply quantities on hand at all times.
- Restocks supplies as received, verifies inventory count, and reports to Facilities Manager any overages or shortages.
- May update inventory control documentation (or spreadsheet) as directed.

Mailroom Processing

- Processes internal and external mail in a timely and accurate fashion.
- .
- Processes incoming and outgoing FedEx, UPS and other courier services shipments in a timely and accurate fashion.
- Acts as library representative/messenger to external locations as needed including priority mail pickup and delivery adjacent to the library.
-
- Maintains records to track incoming mail for payments and specific library materials.
- Delivers checks/receipts to designated departments on a daily basis.
- Supports the boxing and preparation of materials for shipments to Branches and partnerships locations.

Miscellaneous

- Participates in trainings, team meetings, and interdepartmental events.
- Other duties as needed.

Position Qualifications

Required

- High School diploma or GED.
- Ability to understand and follow written and oral instructions.
- Ability to communicate clearly and effectively both verbally and in writing.
- Ability to operate basic office equipment: personal computer, printer, telephone, calculator, copier, etc.
- Familiar with using basic MS-Office applications (Word and Excel), web browser(s).
- Must be able to safely and effectively use small hand and power tools.

- Requires an aptitude for detailed and accurate work. Ability to effectively sort, organize, alphabetize, and file.
- Ability to work in a team environment with diverse staff.
- Must be customer focused; possess the ability to remain calm under pressure.

Preferred

- Previous experience in facilities maintenance.
- 1 to 2 years' experience in general clerical work.

Work Environment

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

Physical Abilities Required

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

Approvals

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



Statement of Employee

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

Signature _____ Date _____

Print Name _____

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LA LAW LIBRARY JOB DESCRIPTION

Title:	Facilities Clerk II
Department:	Facilities
Focus:	Main Library Building
Reports to:	Facilities Manager
Position(s) Supervised:	None
FLSA Status:	Non-Exempt
Salary Grade:	2
Union Status:	Eligible for Representation
Effective Date:	August 25, 2024 July 24, 2024

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Position Summary

~~Monitors events and overseas events from preparation and set up through teardown to ensure adherence to planned format, and compliance with regulations and cooperation between other staff members. Ensures a safe and well-maintained facility by understanding OSHA rules and regulations. Responsible in collecting and maintaining new vendors I-9 for insurance documentation purposes. Ensures a safe and well-maintained facility by performing various maintenance tasks.~~ Maintains mailroom operations following established policies and procedures to assure the timely and accurate processing of library mail and materials for shipping and receiving.

Responsibilities and Duties

The following activities are within the responsibilities of the Facilities Clerk working under general supervision:

Facilities and Events

- ~~Responsible for the setup and breakdown of library facilities and equipment for internal and external events.~~
- ~~Works closely with Facility Manager to execute plans for special events including assisting staff and outside vendors.~~
- ~~Monitoring the daily progress of the project.~~
- ~~Trains and overseas the work of the committee members and serves as the lead staff in all library events.~~

Facilities

- Assist and work closely with IT Department in the establishment and installation of Access Control System, Security Camera Systems, and Public Announcement (PA) System.
- Assist and work closely with IT Department in the establishment and installation of network support infrastructure, network cabling, and network switch configuration.
- Assist and work closely with IT Department in the operation and management of Access Control System, Security Camera System, and PA System as needed.
- Assists with the setup and breakdown of library facilities and equipment for internal and external events.
- Works closely with Facility Manager to execute plans for special events including assisting staff and outside vendors.
- Replaces batteries, light bulbs, and filters facility wide as requested.
- Under supervision, may perform simple facilities maintenance tasks that can be done safely with tools on-hand and do not require special training or licensing.
- Regular monitoring of public restrooms; cleans and sanitizes between nightly janitorial cleanings; stocks consumables as needed.
- Regularly walks perimeter of library grounds and monitors for graffiti and trash; removes whenever feasible; reports conditions to Facilities Manager.
- Assists Facilities Manager with staff relocations, library equipment and furniture moves.
- Assists with identifying safety hazards throughout the facility and reports any unsafe conditions immediately to the Facilities Manager.

Inventory Control

- Assists with inventory control and maintaining established minimum supply quantities on hand at all times.
- Restocks supplies as received, verifies inventory count, and reports to Facilities Manager any overages or shortages.
- May update inventory control documentation (or spreadsheet) as directed.

Mailroom Processing

- Processes internal and external mail in a timely and accurate fashion.
- Processes incoming and outgoing FedEx, UPS and other courier services shipments in a timely and accurate fashion.
- Acts as library representative/messenger to external locations as needed including priority mail pickup and delivery adjacent to the library.
-

- Maintains records to track incoming mail for payments and specific library materials.
- Delivers checks/receipts to designated departments on a daily basis.
- Supports the boxing and preparation of materials for shipments to Branches and partnerships locations.

Miscellaneous

- Participates in trainings, team meetings, and interdepartmental events.
- Other duties as needed.

Position Qualifications

Required

- High School diploma or GED.
- Ability to understand and follow written and oral instructions.
- Ability to communicate clearly and effectively both verbally and in writing.
- Ability to operate basic office equipment: personal computer, printer, telephone, calculator, copier, etc.
- Familiar with using basic MS-Office applications (Word and Excel), web browser(s).
- Must be able to safely and effectively use small hand and power tools.
- Requires an aptitude for detailed and accurate work. Ability to effectively sort, organize, alphabetize, and file.
- Ability to work in a team environment with diverse staff.
- Must be customer focused; possess the ability to remain calm under pressure.

Preferred

- Interest in professional growth and willingness to participate in training to develop new job skills relevant to facilities operations including public bidding process, budget formulation and oversight, and vendor interactions.
- Certification on driving scissor lift.
- Previous experience in facilities maintenance.
- 1 to 2 years' experience in general clerical work.

Work Environment

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

Physical Abilities Required

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

Approvals

Immediate Supervisor

Date

Senior Director

Date

Human Resources

Date

Executive Director

Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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



LA LAW LIBRARY JOB DESCRIPTION

Title:	Senior IT Project Manager (Limited Term)
Department:	Technology Services
Focus:	Information Technology Services
Reports to:	Senior Director, Information Services IT Director
Position(s) Supervised:	Senior Helpdesk Analyst, Helpdesk Analyst Library Aides, Scanning, Library Technician, Digitization and Video Production
FLSA Status:	Exempt
Salary Grade:	6
Union Status:	Ineligible for Representation
Effective Date:	July 24, 2024

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Position Summary

Under the general supervision of the ~~Sr.~~ IT Director, ~~Information Services~~, the ~~Senior~~ IT Project Manager is mainly responsible for the successful execution of IT-related projects within the Library. Will also be responsible in for providing a reliable, accurate, responsive, efficient, safe and secure information systems platform for library service delivery and hands-on management and support for our LA Library Data Center in a heterogeneous computing environment. Duties include troubleshooting system and LAN/WAN problems, routine administration tasks, performance tuning, capacity planning, security administration, documentation, end-user support and software installs and upgrades.

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Responsibilities and Duties

Planning

- Assist the Executive Director and the executive team with long range planning and the development of operational and staff goals.
- Develops, maintains, and revises proposals for assigned projects including project objectives, technologies, systems, information specifications, timelines, funding and staffing.
- Analyze user needs and recommend new projects, programs and services for various user groups.
- Collects, analyzes, and summarizes information and trends as needed to prepare project status reports.
- Participate in staff meetings, departmental committees and library-wide team activities.
- Assist with development of policies and procedures for responding to user comments, complaints and questions.

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Technology

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

Staff Responsibilities

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

Other Responsibilities

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

Position Qualifications

Required

- B.S. in computer science or related studies.
- Demonstrated leadership skills and supervisory experience with an interest in long range planning and other administrative functions.
- Demonstrated proficiency in standard PC applications including as Microsoft Office, e-mail, web browsers, Adobe Acrobat and the ability to learn and implement new technologies.
- Ability to balance priorities and meet deadlines; Strong commitment to enhancing service through teamwork and proactive approach to library services.
- A strong technical background and familiarity with Internet, network hardware and software protocols and database applications. A solid understanding of information technology and its applicability to the library's internal operations and the provision of member services.
- The ability to work effectively under pressure and to manage multiple priorities under deadlines.
- Excellent interpersonal, written and verbal communication skills, problem-solving, organizational and mediation skills. A demonstrated ability to work harmoniously in a team setting.
- A high degree of creativity and flexibility. Must be able to work independently with minimum supervision, possess the flexibility to work off-hours, be available by SMS and able to handle numerous projects simultaneously.
- The ability to manage technical staff.

Preferred

- At least seven (7) years of related experience with at least three (3) years in a management capacity.
- Experience with native VOIP/SIP/STUN configuration and QOS.
- Experience working with integrated library systems (ILS) and any major accounting database systems.
- Demonstrated writing ability, including full report analysis and comparison.
- Teaching or training experience

Work Environment



~~April 2015 July 2024~~

~~August 2024~~
IT Project Manager (Limited Term)
Job Description
Page 4

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Will be working in an office environment.

Physical Abilities Required

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

Approvals

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

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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



LA LAW LIBRARY JOB DESCRIPTION

Title:	Systems Administrator I
Department:	Information Technology
Focus:	Systems Administration
Reports to:	IT Director
Position Supervised:	None
FLSA Status:	Exempt
Salary Grade:	4
Union Status:	Ineligible for Representation
Effective Date:	6-3-2024

Position Summary

Under the direction of the IT Director, provides IT support and maintaining the Library's network infrastructure, making sure that IT operations are running smoothly and efficiently. Responsible in updating hardware and software packages, revising documentation, installing computer and network systems, removing malware and other security threats, monitoring computer system back-ups and preventing data corruption.

Responsibilities and Duties

Main Duties

- Serves as an effective technical resource to clients, both internal and external, providing assistance with hardware, software or general technology issues and requests while exercising good judgment, patience and tact.
- Facilitates the implementation of new technologies within the organization.
- Troubleshoots issues independently with software and hardware tools and provide timely resolution.
- Conducts regularly scheduled maintenance visits to Branch and partnership locations within Los Angeles County using personal vehicle.
- Maintains accurate documentation of system configurations, procedures and troubleshooting steps.
- Follows all library policies and procedures and maintains a professional attitude/image at all times.
- Works with team members to conduct periodic audits of all technology assets.
- Actively participates in all required staff meetings.
- Completes projects and assignments efficiently and in a timely manner.
- Maintains current knowledge of industry-related applications, upgrades, and trends through continued training and self-study in order to grow professionally and support the overall technology goals and objectives of the Library.

Back-Up Monitoring

- Monitors daily backup logs for successful completion.
- Identifies and documents issues and notifies appropriate team members.
- Performs routine data back-ups and ensure data integrity.
- Assists in implementing and managing backup and disaster recovery solutions

Other Responsibilities

- Provides basic training on the use of Library-provided software and hardware as needed.
- Facilitates the implementation of new technologies.
- Prepares meeting facilities (e.g. Training Room, conference room) ensuring equipment readiness for projector, laptops, teleconferencing unit, and/or AV equipment.
- Adheres to deadlines, monitors and summarizes progress of assigned projects.
- Conducts routine preventive maintenance on copiers by coordinating with contractor for scheduling of routine maintenance calls as well as coordinating service repair activities.
- Serves as contact with equipment maintenance company;
- Performs other duties as assigned.

Position Qualifications

Required

- Bachelor's degree with emphasis in Computer Information Systems, Computer Programming, Network Systems Administration or equivalent certifications (A+, MOUS, MCP, Network+) or any equivalent combination of education, training and experience which provides the requisite knowledge, skills.
- Minimum of two years' experience in IT.
- Strong understanding of computer systems, networking, and IT infrastructure.
- Proficiency in troubleshooting hardware and software issues.
- Excellent written and oral communication skills with people at all levels of computer experience.
- Proficient analytical and problem solving abilities.
- Ability to work both independently and as part of a team.
- Ability to exercise sound judgment and make independent decisions in accordance with established guidelines and procedures.
- Ability to travel between main and branch locations within Los Angeles County as needed for onsite support.
- Customer friendly attitude and outgoing personality.

Preferred

- Some familiarity with one or more of the following: VMware Virtual Enterprise Environment, Voice Over IP Phones (VOIP), Wireless technologies and/or Document Management Systems.
- Have at least 5 years of more experience in IT.
- Broad knowledge of Network Infrastructure and Firewall.

Work Environment

Will be working in a busy office environment and travelling from time-to-time to branch and partnership locations within the County of Los Angeles.

Physical Abilities Required

- Ability to push, pull and/or lift up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- 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	_____ Director	_____ Date
_____ Human Resources	_____ Date	_____ Executive Director	_____ Date

LA LAW LIBRARY JOB DESCRIPTION

Title:	Web Developer/Database Administrator I
Department:	Information Technology
Focus:	Web Development/Database Administration
Reports to:	IT Director
Position Supervised:	None
FLSA Status:	Exempt
Salary Grade:	4
Union Status:	Ineligible for Representation
Effective Date:	6-3-2024

Position Summary

Under the direction of the IT Director, provides IT support to build, maintain, test and debug websites and applications thus maintaining the Library's network infrastructure, making sure that IT operations are running smoothly and efficiently. Also responsible for the design, programming, construction, and implementation of new **websites** and databases, as well as modifying existing **websites** and databases for **the** updates and changes based on the Library's need.

Responsibilities and Duties

Main Duties

- Responsible for maintaining database, applications, and ensuring its availability in a timely manner to support the Library needs.
- Develop and maintain database documentation, including data standards, and procedures in the Library.
- Builds, designs, and maintains all websites and software applications.
- Develop and maintain websites, including developing and deploying web pages, integrating with third-party applications, and managing servers.
- Design and develop websites using new technology, frameworks, and libraries.
- Serves as an effective technical resource to clients, both internal and external, providing assistance with hardware, software or general technology issues and requests while exercising good judgment, patience and tact.
- Facilitates the implementation of new technologies In the Library.
- Diagnose and troubleshoot database and **website performance issue**.

- Conducts regularly scheduled maintenance visits to Branch and partnership locations within Los Angeles County using personal vehicle.
- Maintains accurate documentation of system configurations, procedures and troubleshooting steps.
- Follows all library policies and procedures and maintains a professional attitude/image at all times.
- Works with team members to conduct periodic audits of all technology assets.
- Actively participates in all required staff meetings.
- Completes projects and assignments efficiently and in a timely manner.
- Maintains current knowledge of industry-related applications, upgrades, and trends through continued training and self-study in order to grow professionally and support the overall technology goals and objectives of the Library.

Back-Up Monitoring

- Monitors daily backup logs for successful completion.
- Identifies and documents issues and notifies appropriate team members.
- Performs routine data back-ups and ensure data integrity.
- Assists in implementing and managing backup and disaster recovery solutions

Other Responsibilities

- Provides basic training on the use of Library-provided software and hardware as needed.
- Facilitates the implementation of new technologies.
- Prepares meeting facilities (e.g. Training Room, conference room) ensuring equipment readiness for projector, laptops, teleconferencing unit, and/or AV equipment.
- Adheres to deadlines, monitors and summarizes progress of assigned projects.
- Conducts routine preventive maintenance on copiers by coordinating with contractor for scheduling of routine maintenance calls as well as coordinating service repair activities.
- Serves as contact with equipment maintenance company;
- Performs other duties as assigned.

Position Qualifications

Required

- Bachelor's degree with emphasis in Computer Information Systems, Computer Programming, Network Systems Administration or equivalent certifications (A+, MOUS, MCP, Network+) or any equivalent combination of education, training and experience which provides the requisite knowledge, skills.
- Minimum of two years' experience in IT.
- Strong understanding of computer systems, networking, and IT infrastructure.
- Proficiency in troubleshooting hardware and software issues.
- Excellent written and oral communication skills with people at all levels of computer experience.
- Proficient analytical and problem solving abilities.

- Ability to work both independently and as part of a team.
- Ability to exercise sound judgment and make independent decisions in accordance with established guidelines and procedures.
- Ability to travel between main and branch locations within Los Angeles County as needed for onsite support.
- Customer friendly attitude and outgoing personality.

Preferred

- Some familiarity with one or more of the following: Windows, Linux, Network, IIS, Apache, Tomcat, PHP Language and C# optional, MS-Access, MSSQL, MySQL, and T-SQL.
- Have at least 5 years of more experience in IT.
- Broad knowledge of System and Network Infrastructure.

Work Environment

Will be working in a busy office environment and travelling from time-to-time to branch and partnership locations within the County of Los Angeles.

Physical Abilities Required

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

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:	Facilities Supervisor
Department:	Facilities
Focus:	Main Library Building
Reports to:	Facilities Manager, Deputy Director, Executive Director
Position(s) Supervised:	Facilities Clerk I and Facilities Clerk II
FLSA Status:	Exempt
Salary Grade:	4
Union Status:	Ineligible for representation
Effective Date:	August 28, 2024

Position Summary

The Facilities Supervisor is responsible for assisting the Facilities Manager in overseeing the maintenance, repair and operation of any facility equipment, building's interior and exterior, and surrounding property. This supervisory position requires both management of various facilities related projects as well as hands on participation when appropriate. It includes supervising the facility clerks I and II in their assigned tasks, interfacing with various departmental staff concerning facility related or supply needs, monitoring the facility's budget and ensuring that the Library meets all safety and standard regulations. This position serves as primary coordinator of special events with various departments, vendors, contractors, volunteers, and third parties planning or hosting the special events at the Library. In addition, this position will work closely with other departments as appropriate in assisting with special projects or improvements related to capital projects or set up/break down of classroom arrangements for Library programs. In the event the Facilities Manager is unavailable, the Facilities Supervisor will act as the direct liaison between the Facilities department and the Executive Director on all pending or planned projects, staffing issues, building operations, contracts and invoices, and facilities purchases.

Responsibilities and Duties

Supervisory

- Assists Facilities Manager in the daily supervision and direction of Facilities Clerks I and II
- Provides feedback and training to Facilities Clerks I and II
- Assists Facilities Manager in evaluating job performance of Facilities Clerks I and II

Safety

- Oversees the day-to-day operations of the facilities department.
- Coordinate and schedule repairs and maintenance with outside contractors.

- Perform regular physical inspections of Library grounds, buildings, equipment and operations; identify hazards and incidents of regulatory non-compliance, and recommend corrective measures.
- Enforce safety rules and procedures and oversee ongoing training of facilities staff.
- Assist the Facilities Manager in providing safety and loss prevention training to various department to reduce the frequency and severity of accidental losses.
- Actively participate in safety programs and Employee Safety Committee meetings.
- Assist Facilities Manager in coordinating efforts with on-site security personnel to prevent security breaches to building, document incidents, ensure the safety of staff, and mitigate or eliminate any known safety hazards on site
- Works closely with IT department concerning network security, emergency text notifications, building access issues, Public Announcement systems, security cameras, and infrastructure safety as appropriate
- Assist Facilities Manager in interfacing with law enforcement, first responders, or fire department personnel in the event of a security concern, breach, or emergency.

Facilities

- Manages daily the facility and grounds maintenance and custodial services pertaining to all Library locations.
- Regular monitoring of safety hazards throughout the Library and reports any unsafe conditions immediately to the Facilities Manager.
- Assists as needed in the mitigation or elimination of unsafe conditions under the direction of the Facilities Manager
- Oversees maintenance of organization's physical operation including but not limited to refrigeration, heating, ventilation and air conditioning, kitchen equipment, elevators, emergency generator, plumbing, water treatment and electrical systems.
- Ensures all maintenance and repairs are completed in a timely, cost-effective manner according to all specification.
- Manages and coordinates the regular inspection of Library equipment, interior and exterior of building and surrounding property; oversees maintenance including but not limited to offices, production areas, public areas and equipment.
- Maintain accurate service history in maintenance service logs.
- Assists Facilities Manager in gathering proposals or invoices for capital projects or improvements while verifying costs for implementation are within facilities planned budget

Event Operations/Program

- In coordination with the Facilities Manager, other departments, and supporting third party organizations, assists with planning, scheduling and implementing special events at the Library.
- Execute plans for special events including assisting staff and outside vendors.
- Monitors the event to ensure success.
- Follow up with outside vendors to confirm arrangements, obtain proper approvals and ensure that the Library policies are understood and followed.

- Assists with inventory control and maintaining established minimum supply quantities on hand at all times.
- Coordinates with department staff for set up and breakdown of classroom and/or event arrangements for various programming
- Coordinates with Executive Assistant and other departments in assuring calendaring of events and reservations for Library space is accurate and timely to assure events or programming run smoothly and efficiently
- Assists Facilities Manager and Executive Assistant in the booking of special events or space rental, including review of rental agreements for accuracy and finalization, processing payment, assisting when appropriate concerning catering requests.

Other Responsibilities

- Manages and reviews service contracts or space rental agreements as the need arises.
- Coordinate construction and renovation projects as needed.
- Prepare accurate and timely reports as required.
- Secondary to Facilities Manager, can be available "on call" in the event of emergencies related to management or operations of facility equipment, infrastructure, or capital projects

Position Qualifications

Required

- Associate's Degree in a related field, or equivalent related experience.
- Previous experience in facilities maintenance
- Ability to understand and follow written and oral instructions.
- Ability to communicate clearly and effectively both verbally and in writing.
- Ability to operate basic office equipment: personal computer, printer, telephone, calculator, copier, etc.
- Familiar with using basic MS-Office applications (Word and Excel), web browser(s).
- Must be able to safely and effectively use small hand and power tools.
- Requires an aptitude for detailed and accurate work. Ability to effectively sort, organize, alphabetize, and file.
- Ability to work in a team environment with diverse staff.
- Must be customer focused; possess the ability to remain calm under pressure.
- Possess good judgment and willingness to exercise due diligence in responsible financial oversight of facilities budget and materials

Preferred

- Bachelor's Degree in a related field, certification in Facility Management or equivalent related experience.
- Previous experience in facilities management, preferably in a library or multi-location setting.

- 2 to 3 years experience in general clerical work.
- Willingness to participate in professional development and training

Work Environment

Will be working in a busy environment and performing maintenance tasks facility wide. The Main Library is a historical building that covers 175,000 square feet in downtown Los Angeles. Branch locations are located in courthouses or partner public libraries. The nature of this position requires both hands on work and on site presence and therefore working from home as a benefit is not available in most instances. Position may require being "on call" in the event of emergencies during normal business hours and/or off hours when Facilities Manager is unavailable.

Physical Abilities Required

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

Approvals

Immediate Supervisor		Date		Senior Director	Date

Human Resources		Date		Executive Director	Date

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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

MEMORANDUM

DATE: July 24, 2024

TO: Board of Law Library Trustees

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

RE: Review and Approval of Award of Contract for Financial Audit

BACKGROUND

It has been a number of years since proposals and bids were collected for the Law Library's annual audit services. Staff conducted a Request for Proposals and received three qualified responses. Staff recommends that Price Paige & Company be selected as the Library's auditors for fiscal year 2024 at a cost not to exceed \$24,400, with an option to extend for up to 2 additional years.

The RFP was posted publicly and over 20 firms were specifically invited to bid. Three qualified proposers responded. Attached is a matrix that evaluates each firm on the categories set forth in the RFP proposal. Each firm is rated on a scale of 1 to 5 (1 being the least descriptive/comprehensive and 5 being the most descriptive/comprehensive). A second matrix is provided comparing the costs for each proposal.

Staff believes that all of the responding firms have sufficient experience and are qualified to conduct the Library's financial audit. All reference contacts spoke highly of them and provided valuable information as to each firm's abilities and work values. However, staff recommends awarding the contract to Price Paige & Company who not only scored high on our evaluation but also offered a rate that is most sensitive to our FY2024-25 budget.

Copies of all proposals are available via the links below:

- Price Paige & Company – [Click Here](#)
- Baker Tilly US, LLP – [Click Here](#)
- Windes – [Click Here](#)

RECOMMENDATION

It is recommended that the Board award a contract for financial audit services to The Pun Group for fiscal year 2024 at a cost not to exceed \$24,400, with an option to extend for up to 2 additional years at the rates indicated in the proposal.



Proposal Evaluation Matrix for 2024 Audit RFP

Category	Baker Tilly US, LLP	Price Paige & Company	Windes
Company Organization and Contact Information			
Identify the name, address, telephone, fax numbers.	5	5	5
If established, provide the address of the company web site.	5	5	5
Provide the name, title, telephone number and email address of the person or persons authorized to represent the company in the proposal process.	5	5	5
<i>Subtotal</i>	15.0	15.0	15.0
Minimum Mandatory Requirements			
A statement of the company's background and experience providing auditing, tax and management consulting services for government organizations and or non-profit organizations.	5	5	5
References for similar work performed for other government or non-profit organizations.	4	5	5
Identify appropriate, current licenses.	5	5	5
A statement identifying the <u>lead person(s)</u> for this project and provide a description of their background, particularly noting similar assignments, specialized expertise or experience with government organizations.	5	5	5
<i>Subtotal</i>	19.0	20.0	20.0
Work To Be Performed			
Identify the phases and work performed within each phase.	5	5	5
Identify each milestone.	5	5	5
Identify each person involved in each phase and the level and type of work to be performed.	5	5	5
Provide the approximate amount of time required to complete each phase.	5	5	5
<i>Subtotal</i>	20.0	20.0	20.0
Financial Audit & Management Letter			
Labor: For each person assigned to the project, identify the approximate number of hours they will devote to the project and their hourly rate.	5	5	5
Summary: Summarize the total number of hours, subcontractor costs and miscellaneous costs.	5	5	5
Maximum Fee: A maximum fee amount (not to exceed amount) must be clearly stated.	5	5	5
<i>Subtotal</i>	15.0	15.0	15.0
Overall Scores	69.0	70.0	70.0

Financial Audit RFP Cost Summary

Firm	FY2020 Actual Cost	FY2021 Actual Cost	FY2022 Actual Cost	FY2023 Actual Cost	FY2024 Proposal	FY2025 Proposal (optional)	FY2026 Proposal (optional)
The Pun Group	18,000	18,500	19,000	22,500			
Price Paige & Company					24,400	24,400	25,620
Windes					32,000	32,960	33,949
Baker Tilly					68,000	72,500	77,500

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MEMORANDUM

DATE: August 28, 2024

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Review of Assembly Bill 170 (Revised Business and Professions Code §6304) with Deliberation and Vote on Board of Trustees Meeting Schedule

SUMMARY OF PAST AND PRESENT LANGUAGE OF §6304

California Business and Professions Code §6304 pertains to how often the board of trustees of a law library should meet in its governance capacity.

Prior to July 2, 2024, this section provided as follows:

“Each board of law library trustees shall meet regularly each month on such day as it shall appoint, but if it appoint no day, it shall meet on the first Tuesday after the first Saturday of each month, and any board may meet at such other times as it may appoint, at a place to be designated for that purpose. The president of the board may call a special meeting at any time for the transaction of necessary business. A majority of the members constitutes a quorum for business, and an affirmative vote of a majority of the members is required to exercise the powers of the board.”

On August 10, 2023, the Executive Director of the San Diego Law Library advised members of the Council on California County Law Librarians that his Board of Trustees was interested in meeting less frequently than the monthly schedule as defined by statute. His Board directed him to reach out for input from other county law libraries concerning their meeting practices, and he learned not every board meets monthly. He prepared a short survey and asked members to respond so he could share the information with his Board members.

At its September 20, 2023 Board Meeting, the Trustees of the San Diego Law Library proposed a legislative change on the frequency of meetings under this section. According to minutes of that meeting, Trustee Judge Lisa Rodriguez expressed that, given the board’s effective meetings, it would be appropriate to grant the board the discretion to determine the necessity of meeting more frequently than once per quarter. The San Diego Board ultimately passed a resolution seeking to change the language of §6304 to provide more flexibility in



Board meeting schedules. A number of their members worked with local legislative staff to put the matter before the Legislature.

In May 2024, the proposed change was part of the Budget trailer process for Assembly Bill 170. The Governor recently signed Assembly Bill 170 on July 2, 2024.

As of July 2, 2024, Business and Professions Code §6304 provides as follows:

“Each board of law library trustees shall meet quarterly on a day it appoints, and any board may meet at other times as it appoints, at a place to be designated for that purpose. The president of the board may call a special meeting at any time for the transaction of necessary business. A majority of the members constitutes a quorum for business, and an affirmative vote of a majority of the members is required to exercise the powers of the board.”

LA LAW LIBRARY CURRENT MEETING SCHEDULE FOR BOARD OF TRUSTEES:

Currently the Board of Trustees meets regularly each month on the fourth Wednesday from 12:15 pm to approximately 1:15 or 1:30 pm. Board members have generously dedicated their usual lunch hour on a given work day to attend these meetings for updates of Library affairs and to provide guidance to staff on a monthly basis. This schedule has allowed staff to provide the Board with recent tracking of Minutes, Financial Statements, and Lists of Checks and Warrants from the previous month. In addition, each monthly agenda allows staff to put before the Board any operational, managerial, or programming topics that may require discussion, deliberation, and adoption for short or long term planning, and in some cases, immediate implementation. The cadence of monthly meetings enables staff to inform the Board of the most recent activities related to community engagement, outreach, staffing, and collection development while keeping the list of discussion items at a manageable and reasonable level for the time allotted.

Historically, a calendar conflict has required the rescheduling of a meeting to assure the presence of a quorum. During the summer months, some cancellations have been necessary due to conflicts created by planned vacations. However, the monthly meetings have usually taken place as scheduled.

Meeting on a quarterly basis or less often could possibly provide Board members with more flexibility in their normal work schedules. To assure that less frequent meetings are productive, that members are fully informed, and that members are actively engaged in the decision-making process, staff anticipate the agenda would need to be more comprehensive to address the many issues facing the Library over a longer period between meetings.



STAFF RECOMMENDATION:

With the recent change to California Business and Professions Code §6304 mandating the Board meet quarterly with the option to meet other times as it appoints, staff recommends the Board deliberate and determine if it wishes to continue to meet once a month, or adopt an alternative schedule on a quarterly or other agreed upon meeting cadence.



MEMORANDUM

DATE: August 28, 2024

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Presentation on Senate Bill 553 (Labor Code §6401.9) Workplace Violence Prevention Plan at LA Law Library

SUMMARY

On September 30, 2023, the Governor signed into law Senate Bill 553 (SB553) to address concerns of increased incidents of violence in the workplace. The first of its kind nationwide, SB553 mandates almost all California employers to develop a comprehensive Workplace Violence Prevention Plan. The law was to take effect as of July 1, 2024 and has been codified in Labor Code §6401.9. The heart of SB 553 lies in the creation of a Workplace Violence Prevention Plan (WVPP). Staff will present an overview of key elements that include:

- Identifying responsible personnel
- Involving employees in plan development
- Identifying, evaluating and correcting hazards
- Coordinating plan implementation
- Reporting incidents internally and to law enforcement
- Communicating effectively with employees
- Responding to workplace violence emergencies
- Training employees
- Strict recordkeeping guidelines
- Post-incident response and investigation
- Regular plan review and updates
- Procedures to ensure compliance with the WVPP



AGENDA ITEM 4.0
CONSENT ITEM 4.3

PRESENTATION ON SB553

By Katherine Chew, Executive Director

BOARD OF TRUSTEES MEETING

August 28, 2024