

# **AGENDA**

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

### **REGULAR BOARD MEETING**

**Wednesday, October 23, 2024**

**12:15 PM**

**MILDRED L. LILLIE BUILDING TRAINING CENTER**

**301 WEST FIRST STREET**

**LOS ANGELES, CA 90012-3140**

### **ACCOMMODATIONS**

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

### **AGENDA DESCRIPTIONS**

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

### **REQUESTS AND PROCEDURES TO ADDRESS THE BOARD**

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:

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

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



**CALL TO ORDER**

**1.0 PUBLIC COMMENT**

**2.0 PRESIDENT'S REPORT**

**3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the September 25, 2024 Regular Board Meeting g
- 3.2 Financials/ Checks & Warrants
- 3.3 FY 24 Quarter 1 Statistics
- 3.4 Approval of Revised Job Description HR Generalist and New Job Description for Administrative Office Manager

**4.0 DISCUSSION ITEMS**

- 4.1 Presentation: LADWP Commercial EV Charging Station Rebate

**5.0 AGENDA BUILDING**

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

**6.0 EXECUTIVE DIRECTOR REPORT**

**7.0 ADJOURNMENT**

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, November 20, 2024 at 12:15p.m.

POSTED OCTOBER 17, 2024 @ 5:00PM

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.**

**September 25, 2024**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, September 25, 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 (Arrived at 12:24pm)  
Judge Laura Seigle  
Kenneth Klein, Esquire  
Judge Mark Juhas  
Judge Susan DeWitt

**Trustees Absent:** Judge Rosa Fregoso  
Susan Steinhauser, Esquire

**Senior Staff Present:** Katherine Chew, Executive Director

**Also Present:** Marcelino Juarez, Finance Manager

Vice President Seigle determined a quorum to be present, convened the meeting at 12:22pm and presided until President Court arrived. Executive Director, Katherine Chew, recorded the Minutes.

**1.0 PUBLIC COMMENT**

**2.0 PRESIDENT'S REPORT**

President Court briefly mentioned meeting with the President and Vice President of the Friends of the LA Law Library. She stated that she would have more to report as the process continues to move forward

**3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the August 28, 2024 Board Meeting
- 3.2 Review of July 2024 Financials and List of August 2024 Checks and Warrants
- 3.3 Approval of Annual Report to the Los Angeles County Board of Supervisors

E.D. Chew began the meeting by removing Item 3.1 from the Consent Calendar. Vice President Seigle also removed Item 3.3. Vice President Seigle requested a motion to approve Item 3.2. So moved by Trustee Juhas, seconded by Trustee Klein. The motion was approved unanimously 4 – 0.

3.1 E.D. Chew announced that a correction needed to be made to the minutes from the previous Board Meeting on August 28, 2024 for Item 6.0. Item 6.0 need to be amended to read: "Board reconvened in open session at 1:41pm. E.D. Chew announced that staff provided the Board with an update on recent threats to public services and facilities security and measures taken to mitigate these risks. No reportable action was taken."

President Court arrived at 12:24pm

Vice President Seigle requested a motion to approve amending Item 6.0 from the August 28 meeting. So moved by Trustee Juhas, seconded by Trustee DeWitt. The motion was approved unanimously 4 – 0.

3.3 Vice President Seigle commented that page 19 of Item 3.3 had a sentence that needed revising. "Stanford Law School" was missing from the document. E.D. Chew agreed to re-write the paragraph and to have President Court look it over before the document would be submitted.

Vice President Seigle also mentioned that Item 3.3 stated that filing fees have been going down, however, this seemed to contradict the financial report which stated that filing fees have increased recently. E.D. Chew agreed to change the wording of the paragraph to include these recent fluctuations in filing fees, and to have President Court look it over before the document would be submitted. With the aforementioned changes, Vice President Seigle requested a motion to approve Item 3.3. So moved by President Court, seconded by Trustee Juhas. The motion was approved unanimously 5 – 0.

At this point Vice President Seigle ceased presiding over the meeting, and turned things over to President Court. President Court then gave a brief President's Report which can be found above under Item 2.0.

#### **4.0 DISCUSSION ITEMS**

##### **4.1 Appointment of Directors to the Friends of the Los Angeles County Law Library Board**

The Board discussed how the LA Law Library Board must nominate more than half of the Friends Board members. The Board discussed the fact that if they approve the four Friends Board members today, then the LA Law Library Board will need to nominate another. Trustees Klein and Juhas discussed how these appointments have been somewhat loose in the past. All four Friends Board members are currently on the Board already, and just need to be re-appointed. E.D. Chew mentioned that traditionally Friends Board members are chosen by the Friends in conjunction with Trustee Steinhauser. Trustees Klein and Juhas discussed the possibility of a committee to look into Friends Board Members. Trustee Juhas stated that the already existing Friends Committee may be able to look into this matter. President Court requested a motion to approve the appointment of the four Friends Board members in question. So moved by Trustee Juhas, seconded by Trustee DeWitt. The motion was approved unanimously 5 – 0.

Vice President Seigle asked the Board if we could bring Trustee Steinhauser in on finding a trustee nominated Friends Board member. E.D. Chew stated she would reach out to Trustee Steinhauser to find another Board member, and she would try to add it to the October Board Meeting agenda.

#### **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 items in consultation with Katherine H. Chew, Executive Director/General Counsel: THREAT TO PUBLIC SERVICES OR FACILITIES**

The Board convened for Closed Session at 12:53pm.



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

Board reconvened in open session at 1:13pm. E.D. Chew announced that staff provided the Board with an update on recent threats to public services and facilities security and measures taken to mitigate these risks. No reportable action was taken.

**7.0 AGENDA BUILDING**

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

**8.0 EXECUTIVE DIRECTOR REPORT**

- 8.1 Parking Structure repairs update
- 8.2 Elevator upgrade project update
- 8.3 Computer Lab project update

E.D. Chew briefly updated the Board on the progress of the items above.

**9.0 ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 1:20pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, October 23, 2024 at 12:15p.m.

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



# Los Angeles County Law Library

Balance Sheet

As of August 31, 2024

(Provisional and subject to year-end audit adjustments)

	6/30/2024	8/31/2024	YTD
<b>Assets</b>			
Current assets			
Cash and cash equivalents	16,327,547	15,588,341	(739,206)
Accounts receivable	106,141	105,914	(227)
Other receivable	1,459,580	1,415,773	(43,808)
Prepaid expenses	362,505	652,447	289,943
Total current assets	18,255,772	17,762,475	(493,298)
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	6,379,184	6,445,080	65,896
Capital assets, not being depreciated	749,532	798,631	49,100
Capital assets, being depreciated - net	14,393,856	14,315,814	(78,042)
Total noncurrent assets	21,841,041	21,877,996	36,954
Total assets	40,096,813	39,640,470	(456,343)
<b>Deffered Outflows of Resources</b>			
Deffered Outflows of Resources	4,722,167	4,722,167	-
Total assets and deffered outflows of resources	<b>44,818,980</b>	<b>44,362,637</b>	<b>(456,343)</b>
<b>Liabilities</b>			
Current Liabilities			
Accounts payable	165,769	75,108	(90,661)
Other current liabilities	-	-	-
Payroll liabilities	16,566	15,294	(1,272)
Total current liabilities	182,334	90,402	(91,932)
Noncurrent Liabilities			
Accrued sick and vacation liability	269,418	234,402	(35,016)
Borrowers' deposit	191,541	194,702	3,161
OPEB liability	3,647,803	3,669,470	21,667
Net pension liability	5,161,711	5,245,044	83,333
Total noncurrent liabilities	9,270,473	9,343,619	73,145
Total liabilities	9,452,808	9,434,021	(18,787)
<b>Deffered Inflows of Resources</b>			
Deffered Inflows of Resources	1,331,894	1,331,894	-
Total liabilities and Deffered inflows of resources	10,784,702	10,765,915	(18,787)
<b>Net Position</b>			
Invested in capital assets	15,143,387	15,114,445	(28,942)
Unrestricted	18,890,892	18,482,277	(408,614)
Total net position	34,034,279	33,596,723	(437,556)
Total liabilities and Deffered inflows of resources and net position	<b>44,818,980</b>	<b>44,362,637</b>	<b>(456,343)</b>

**Los Angeles County Law Library**  
Income Statement for the Period Ending August 31, 2024  
(Provisional and subject to year-end audit adjustments)

Aug 2023	Aug 2024			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
663,044	591,561	726,955	135,393	22.9%
51,202	45,651	56,172	10,521	23.0%
0	0	0	0	0.0%
<u>32,210</u>	<u>40,299</u>	<u>29,900</u>	<u>(10,399)</u>	<u>-25.8%</u>
746,457	677,511	813,026	135,515	20.0%
383,118	464,856	414,565	50,291	10.8%
61,855	62,533	63,986	(1,453)	-2.3%
143,940	150,075	162,960	(12,885)	-8.6%
<u>(143,940)</u>	<u>(150,075)</u>	<u>(162,960)</u>	<u>12,885</u>	<u>-8.6%</u>
83,530	101,406	104,805	(3,399)	-3.4%
11,114	21,064	16,351	4,713	22.4%
5,359	3,637	9,563	(5,926)	-162.9%
1,387	3,395	213	3,182	93.7%
2	2,102	1,347	755	35.9%
0	42	0	42	100.0%
7,365	2,400	5,700	(3,300)	-137.5%
<u>193,251</u>	<u>197,295</u>	<u>189,400</u>	<u>7,895</u>	<u>4.0%</u>
746,981	858,730	805,931	(52,799)	-6.1%
<u>(524)</u>	<u>(181,219)</u>	<u>7,095</u>	<u>188,314</u>	<u>-103.9%</u>
23,686	10,000	33,365	23,365	233.6%
231,510	0	0	0	0.0%
0	0	0	0	0.0%
<u>254,672</u>	<u>(171,219)</u>	<u>40,460</u>	<u>211,678</u>	<u>-123.6%</u>
0	627,000	0	627,000	100.0%

**Summary:**

**Income**

L.A. Superior Court Fees	1,336,935	1,207,295	1,406,707	199,412	16.5%	7,700,000
Interest	102,384	91,302	112,709	21,407	23.4%	562,152
Parking	0	0	0	0	0.0%	0
Library Services	64,903	66,168	58,294	(7,874)	-11.9%	513,631
Total Income	1,504,221	1,364,765	1,577,709	212,944	15.6%	8,775,783

**Expense**

Staff (payroll + benefits)	1,140,380	1,433,094	1,333,669	99,425	6.9%	6,474,979
Electronic Resource Subscriptions	85,470	86,249	89,328	(3,079)	-3.6%	732,575
Library Materials	274,400	353,808	301,148	52,660	14.9%	2,439,258
Library Materials Transferred to Capital Assets	(274,400)	(353,808)	(301,148)	(52,660)	14.9%	(2,439,258)
Facilities	169,329	202,076	214,689	(12,613)	-6.2%	1,231,345
Technology & Data	22,276	60,128	33,132	28,883	48.0%	285,207
General	10,925	15,189	15,994	(805)	-5.3%	89,352
Professional Development	13,427	19,436	5,997	13,439	69.1%	41,786
Communications & Marketing	62	5,674	1,349	4,325	76.2%	50,877
Travel & Entertainment	0	83	69	14	17.3%	500
Professional Services	9,502	5,100	7,745	(2,645)	-51.9%	175,180
Depreciation	385,859	388,082	379,190	8,893	2.3%	2,525,261
Total Expenses	1,837,231	2,215,111	2,081,162	133,949	6.0%	11,607,062
<b>Net Income (Loss)</b>	<b>(333,009)</b>	<b>(850,346)</b>	<b>(503,453)</b>	<b>346,893</b>	<b>40.8%</b>	<b>(2,831,279)</b>

Investment Gain (Loss)<sup>1</sup>

Investment Gain (Loss) <sup>1</sup>	45,861	20,000	65,896	45,896	229.5%	120,000
Extraordinary Income	231,510	0	0	0	0.0%	0
Extraordinary Expense	0	0	0	0	0.0%	0
Net Income Including Extraordinary Items	<u>(55,638)</u>	<u>(830,346)</u>	<u>(437,556)</u>	<u>392,790</u>	<u>47.3%</u>	<u>(2,711,279)</u>

**Capitalized Expenditures**

<b>Capitalized Expenditures</b>	0	627,000	0	627,000	100.0%	2,457,000
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Comments







**Los Angeles County Law Library**  
Income Statement for the Period Ending August 31, 2024  
(Provisional and subject to year-end audit adjustments)

Aug 2023 Actual	Aug 2024				FY 2022-23 YTD Actual	FY 2023-24 YTD					Annual Budget	Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				
0	0	1,345	(1,345)	0.0%	37 COM 803210	Collateral materials	58	3,000	1,345	1,655	55.2%	7,350	Timing variance. Library brochures and bookmarks pushed to Jan 2025. Timing variance. Promotional branded material pushed to Dec 2024.
0	2,100	0	2,100	100.0%	37 COM 803215	Advertising	0	2,200	0	2,200	100.0%	42,033	
0	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	0	0	0	0	0.0%	1,000	
2	2,102	1,347	755	35.9%		Subtotal	62	5,674	1,349	4,325	76.2%	50,877	
						Travel & Entertainment							
0	0	0	0	0.0%	ALL 803305	Travel	0	0	0	0	0.0%	0	
0	0	0	0	0.0%	ALL 803310	Meals	0	0	0	0	0.0%	0	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	0	
0	42	0	42	100.0%	ALL 803320	Ground transportation & mileage reimb.	0	83	69	14	17.3%	500	
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	0	
0	42	0	42	100.0%		Subtotal	0	83	69	14	17.3%	500	
						Professional Services							
4,660	700	700	0	0.0%	15 FIN 804005	Accounting	4,660	700	700	0	0.0%	26,680	
2,677	1,400	5,000	(3,600)	-257.1%	17 EXEC 804008	Consulting Services	4,077	2,800	6,745	(3,945)	-140.9%	16,800	Includes \$5K staff training costs to be offset by PRISM subsidy.
0	0	0	0	0.0%	17 EXEC 804010	Legal	497	0	0	0	0.0%	25,000	
28	300	0	300	100.0%	15 FIN 804015	Other	268	1,600	300	1,300	81.3%	106,700	Timing variance.
7,365	2,400	5,700	(3,300)	-137.5%		Subtotal	9,502	5,100	7,745	(2,645)	-51.9%	175,180	
						Depreciation:							
165,635	163,413	160,622	2,792	1.7%	15 FIN 806105	Depreciation - Library Materials	330,595	326,549	321,331	5,218	1.6%	1,965,150	
27,616	33,881	28,779	5,103	15.1%	15 FIN 806110	Depreciation Exp - FF&E	55,264	61,533	57,859	3,675	6.0%	560,111	
193,251	197,295	189,400	7,895	4.0%		Subtotal	385,859	388,082	379,190	8,893	2.3%	2,525,261	
746,981	858,730	805,931	(52,799)	-6.1%		Total Expense	1,837,231	2,215,111	2,081,162	133,949	6.0%	11,607,062	
(524)	(181,219)	7,095	188,314	-103.9%		Net Income Before Extraordinary Items	(333,009)	(850,346)	(503,453)	346,893	40.8%	(2,831,279)	

**Los Angeles County Law Library**  
Income Statement for the Period Ending August 31, 2024  
(Provisional and subject to year-end audit adjustments)

Aug 2023	Aug 2024				FY 2022-23	FY 2023-24 YTD				Annual Budget	Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual			\$ Fav (Unf)	% Fav (Unf)
23,686	10,000	33,365	23,365	233.6%	15 FIN 321000	Investment Gain (Loss) <sup>1</sup>	45,861	20,000	65,896	45,896	229.5%	120,000	Reflects gains/loss if sold at time of report (before maturity)
231,510	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	231,510	0	0	0	0.0%	0	
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	0	
<u>254,672</u>	<u>(171,219)</u>	<u>40,460</u>	<u>211,678</u>	<u>-123.6%</u>		Net Income Including Extraordinary Items	<u>(55,638)</u>	<u>(830,346)</u>	<u>(437,556)</u>	<u>392,790</u>	<u>47.3%</u>	<u>(2,711,279)</u>	
Capital Expenditures:													
0	0	0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	0	0	0	0.0%	0	
0	492,000	0	492,000	100.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	0	492,000	0	492,000	100.0%	702,000	Timing variance.
0	0	0	0	0.0%	39 FAC 164500	Exterior Building Repairs/Improvements (>3k)	0	0	0	0	0.0%	870,000	
0	135,000	0	135,000	100.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	135,000	0	135,000	100.0%	845,000	Timing variance.
0	0	0	0	0.0%	33 TECH 168000	Computer Software	0	0	0	0	0.0%	40,000	
<u>0</u>	<u>627,000</u>	<u>0</u>	<u>(627,000)</u>	<u>-100.0%</u>		Total - Capitalized Expenditures	<u>0</u>	<u>627,000</u>	<u>0</u>	<u>627,000</u>	<u>100.0%</u>	<u>2,457,000</u>	
CalPERS CERBT Trust Fund:													
						Beginning Balance			2,560,572				
						Administrative Expense			-107.55				CalPERS CERBT program cost.
						Investment Expense			-78.62				Investment management cost.
						Unrealized Gain/Loss			67,744.49				Fluctuating market conditions.
						Distribution							Distribution from Fund.
						Ending Balance			<u>2,628,130</u>				

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

**Los Angeles County Law Library**  
Statement of Cash Flows  
As of August 31, 2024  
(Provisional and subject to year-end audit adjustments)

	7/31/2024	8/31/2024	YTD
<b>Cash flows from operating activities</b>			
L.A. Superior court fees	679,752	726,955	1,406,707
Parking fees	-	-	-
Library services	28,394	29,900	58,294
Extraordinary income	-	-	-
(Increase) decrease in accounts receivable	10,051	(9,824)	227
(Increase) decrease in other receivable	83,813	(40,005)	43,808
Increase (decrease) in borrowers' deposit	2,166	995	3,161
<b>Cash received from filing fees and services</b>	<b>804,177</b>	<b>708,019</b>	<b>1,512,196</b>
Facilities	(109,884)	(104,805)	(214,689)
Technology	(16,781)	(16,351)	(33,132)
General	(6,431)	(9,563)	(15,994)
Professional development	(5,784)	(213)	(5,997)
Communications & marketing	(2)	(1,347)	(1,349)
Travel & entertainment	(69)	-	(69)
Professional services	(2,045)	(5,700)	(7,745)
Electronic Resource Subscriptions (ERS)	(25,342)	(63,986)	(89,328)
(Increase) decrease in prepaid expenses	(358,125)	68,182	(289,943)
Increase (decrease) in accounts payable	(88,845)	(1,816)	(90,661)
Increase (decrease) in other liabilities	-	-	-
<b>Cash payments to suppliers for goods and services</b>	<b>(613,308)</b>	<b>(135,599)</b>	<b>(748,907)</b>
Staff (payroll + benefits)	(919,104)	(414,565)	(1,333,669)
Increase (decrease) in payroll liabilities	1,072	(2,343)	(1,272)
Increase (decrease) in accrued sick and vacation liability	(33,966)	(1,050)	(35,016)
Increase (decrease) in OPEB liability	10,833	10,833	21,667
Increase (decrease) in net pension liability	41,667	41,667	83,333
<b>Cash payments to employees for services</b>	<b>(899,498)</b>	<b>(365,458)</b>	<b>(1,264,956)</b>
Contributions received	-	-	-
Net cash from operating activities	(708,629)	206,962	(501,667)
<b>Cash flow from capital and related financing activities</b>			
Library materials	(138,188)	(162,960)	(301,148)
Fixed assets	-	-	-
Capital - Work in Progress (WIP)	(48,590)	(510)	(49,100)
<b>Cash flows from investing activities</b>			
Investment	-	-	-
Investment earnings	56,537	56,172	112,709
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>(838,870)</b>	<b>99,664</b>	<b>(739,206)</b>
Cash and cash equivalents, at beginning of period	16,646,017	15,807,147	16,646,017
<b>Cash and cash equivalents, at end of period</b>	<b>15,807,147</b>	<b>15,906,811</b>	<b>15,906,811</b>
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>			
Operating income	(567,085)	(49,077)	(616,161)
Adjustments for noncash effects:			
Depreciation	189,789	189,400	379,190
Extraordinary expense: book write-off			
Changes in operating assets and liabilities:			
(Increase) decrease in accounts receivable	10,051	(9,824)	227
(Increase) decrease in other receivable	83,813	(40,005)	43,808
(Increase) decrease in prepaid expenses	(358,125)	68,182	(289,943)
Increase (decrease) in accounts payable	(88,845)	(1,816)	(90,661)
Increase (decrease) in other liabilities	-	-	-
Increase (decrease) in payroll liabilities	1,072	(2,343)	(1,272)
Increase (decrease) in accrued sick and vacation liability	(33,966)	(1,050)	(35,016)
Increase (decrease) in borrowers' deposit	2,166	995	3,161
Increase (decrease) in OPEB liability	10,833	10,833	21,667
Increase (decrease) in net pension liability	41,667	41,667	83,333
Net cash from operating activities	(708,629)	206,962	(501,667)

**LOS ANGELES COUNTY LAW LIBRARY**  
**September 1, 2024 - September 30, 2024 (WARRANTS)**  
**Account No.: 102000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 23	ROMERO MAINTENANCE LLC FASTCASE INC	JANITORIAL SVCS BOOKS	11,436.38 13,330.00	TS00346284 TS00346284
			<b>24,766.38</b>	

**LOS ANGELES COUNTY LAW LIBRARY**  
**September 1, 2024 - September 30, 2024 (CHECKS)**  
**Account No.: 103000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 25	SEIU LOCAL 721	UNION DUES	4,373.79	001738
	SEIU LOCAL 721	UNION SUPPL	32.28	001739

4,406.07

**LOS ANGELES COUNTY LAW LIBRARY**  
**September 1, 2024 - September 30, 2024 (CHECKS)**  
**Account No.: 102004**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
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September 5	LA DEPT OF WATER & POWER	WATER/SEWER	14,904.10	V000219
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14,904.10



**LOS ANGELES COUNTY LAW LIBRARY**  
**September 1, 2024 - September 30, 2024 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
September 5	ADP SCREENING & SELECTION SVCS	RECRUITMENT	78.36	033367	
	BETH WAHLER CONSULTING LLC	CONSULTING SVCS	5,000.00	033368	
	MOUNTAIN CROSS CONSULTING LLC	CAPITAL WIP	5,450.00	033369	
September 9	WILLIAM S HEIN & CO	BOOKS	448.50	033370	
	AFLAC REMITTANCE	CAFE PLAN-INSURAN	1,628.86	033371	
	AT&T	TELECOM	551.14	033372	
September 10	OCLC INC	PREPAID EXP	4,347.23	033373	
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	885.00	033374	
September 24	BANKS & JORDAN	BOOKS	240.52	033375	
	OTTO HARRASSOWITZ	BOOKS	3,107.96	033376	
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	1,005.77	033377	
	LEXISNEXIS CANADA INC	BOOKS	765.90	033378	
September 25	KAVIN M RHODES - D-20245	REFUND	14.60	033380	
	JASMIN LIZBETH GARCIA	Security Deposit Refun	70.00	033381	
	GUSTAVO GUEVARA	Security Deposit Refun	140.00	033382	
September 30	AARON LEON JR	Security Deposit Refun	140.00	033383	
	FRANCISCO LAMAS	REFUND	130.00	033384	
	SANDRA DEE MARTINEZ	REFUND	112.00	033385	
	KONINKLIJKE BRILL NV	BOOKS	2,527.05	033386	
	OTTO HARRASSOWITZ	BOOKS	6,239.87	033387	
	MARY MARTIN BOOKSELLERS	BOOKS	2,670.00	033388	
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	900.00	033389	

36,452.76

**LOS ANGELES COUNTY LAW LIBRARY**  
**September 1, 2024 - September 30, 2024 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 2	AMAZON WEB SERVICES	OSP	606.06	V008997
September 3	E-IMAGE DATA CORP	PREPAID EXP	995.00	V008921
	UNIVERSAL HEATING & AIR	REPAIR/MAINT	14,595.00	V009023
September 4	AMAZON MKTPL	SUPPLIES-OFFICE	773.93	V008922
September 5	NASA SERVICES	BLDG SVCS	627.53	V008906
	ORKIN	BLDG SVCS	140.00	V008907
	SECURITAS SECURITY	SECURITY	8,640.26	V008908
	THE HOME DEPOT PRO	CLEANING SUPPLIES	49.87	V008909
	NATIONAL ASSOCIATION OF SOCIAL	RECRUITMENT	550.00	V008923
	SOUTHWEST AIRLINES	TRAVEL	329.90	V008924
September 6	AMAZON MKTPL	BOOKS	116.40	V008947
September 9	LEXISNEXIS MATTHEW BENDER	BOOKS	662.33	V008910
	COPWARE INC	BOOKS	115.00	V008911
	DATA TRACE PUBLISHING COMPANY	BOOKS	264.95	V008912
	GREY HOUSE PUBLISHERS	BOOKS	638.00	V008913
	JAMES PUBLISHING INC	BOOKS	169.73	V008914
	LAW JOURNAL PRESS	BOOKS	6,220.54	V008915
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,000.00	V008916
	CITY OF THOUSAND OAKS	BOOKS	33.35	V008917
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	9,727.36	V008918
	GOBI LIBRARY SOLUTIONS	BOOKS	481.82	V008919
	PPLSI	CAFE PLAN-INS	319.43	V008925
	UPS	DELIVERY & POSTAG	31.45	V008926
	AMAZON MKTPL	BOOKS	109.58	V008928
	DEMCO	SUPPLIES LIBRARY	1,231.57	V008998
September 10	CARDPRINTING.COM	COLLATERAL MATER	1,345.25	V008969
	BUDGET	FURNITURE/APPLIAN	161.70	V008999
September 13	SOUTHWEST AIRLINES	PREPAID EXP	225.96	V008970
September 15	AMAZON MKTPL	BOOKS	375.04	V008929
September 16	LEXISNEXIS MATTHEW BENDER	BOOKS	34,019.74	V008971
September 20	CHERRY PICK CAFE	SPECIAL EVENTS EX	288.65	V008972
	MICROSOFT CORPORATION	OSP	50.00	V008973
	RALPHS	SPECIAL EVENTS EX	142.28	V008974
	ZOOM VIDEO COMMUNICATIONS INC	OSP	192.60	V008975

100,804.96

**LOS ANGELES COUNTY LAW LIBRARY**  
**September 1, 2024 - September 30, 2024 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
September 23	GURU PRINTERS	SPECIAL EVENTS EX	574.68	V008976
September 24	AMERICAN BAR ASSOCIATION	BOOKS	1,008.71	V008930
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	75.12	V008931
	LEXISNEXIS MATTHEW BENDER	BOOKS	664.71	V008932
	BLR	BOOKS	1,844.61	V008933
	CAL OSHA REPORTER	BOOKS	497.00	V008934
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,664.78	V008935
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	624.15	V008936
	INGRAM LIBRARY SERVICES	BOOKS	50.00	V008937
	JAMES PUBLISHING INC	BOOKS	203.67	V008938
	PRACTISING LAW INSTITUTE	BOOKS	2,533.13	V008939
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	763.62	V008940
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	450.05	V008941
	UNITED NATIONS PUBLICATIONS	BOOKS	769.51	V008942
	WEST ACADEMIC	BOOKS	451.14	V008943
	THOMSON REUTERS	BOOKS	97,957.90	V008944
	WILLIAM S HEIN & CO	BOOKS	1,245.95	V008945
	GOBI LIBRARY SOLUTIONS	BOOKS	618.19	V008946
September 25	BRCK INC	TELECOM	742.60	V008948
	DOORDASH	BOARD EXP	129.47	V008977
	KAPCO	SUPPLIES LIBRARY	996.35	V009000
	AMAZON MKTPL	HARDWARE (<3K)	792.84	V009018
September 26	ODP OFFICE SOLUTIONS. LLC	SUPPLIES-OFFICE	807.03	V009001
September 30	LEXISNEXIS MATTHEW BENDER	BOOKS	141.52	V008949
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,305.00	V008950
	DAILY JOURNAL CORPORATION	BOOKS	283.50	V008951
	DATA TRACE PUBLISHING COMPANY	BOOKS	264.95	V008952
	LAW JOURNAL PRESS	BOOKS	832.40	V008953
	PRACTISING LAW INSTITUTE	BOOKS	398.67	V008954
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	425.76	V008955
	GOBI LIBRARY SOLUTIONS	BOOKS	1,221.06	V008956
	AMAZON MKTPL	REPAIR/MAINT	153.43	V009019

224,721.78

LA Law Library  
Fiscal Year Quarterly Statistics

			FY19 1st Quarter	FY20 1st Quarter	FY21 1st Quarter	FY22 1st Quarter	FY23 1st Quarter	FY24 1st Quarter	FY25 1st Quarter	FY25 1st Quarter Notes
<b>Reference and Research</b>										
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>									
	Desk Inquiries		5,695	6,087	0	2,413	6,186	7,827	8,853	
	Tuesday 6pm to 8pm - All Queries		57	97	0	0	0	0	0	
	Phone		1,502	1,630	2,752	3,132	3,326	5,773	5,434	
	Email/ Live Chat		156	255	2,091	1,879	741	2,019	1,959	
	By Mail		57	70	51	56	49	59	73	
	Global Law Inquires		24	10	0	0	27	16	134	
	Global Law Web Inquires		17	0	0	0	0	0	0	
	e-Branch Chat		50	26	0	0	0	0	0	
	e-Branch Email		0	3	0	0	0	0	0	
	<b>Totals</b>	<b>Total</b>	<b>7,669</b>	<b>8,178</b>	<b>4,894</b>	<b>7,480</b>	<b>10,329</b>	<b>15,694</b>	<b>16,453</b>	
<b>Circulation Services</b>										
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking books in and out.</i>									
	Desk Inquiries		5,328	4,103	0	2,125	3,637	3,590	3,090	
	Phone Inquiries		2,000	1,714	604	1,202	1,326	1,225	1,414	
	<b>Totals</b>	<b>Total</b>	<b>7,328</b>	<b>5,817</b>	<b>604</b>	<b>3,327</b>	<b>4,963</b>	<b>4,815</b>	<b>4,504</b>	
	Books Circulated		2,204	1,991	356	893	3,205	1,795	2,124	
	Library Card Sign-ups		475	507	0	203	327	425	430	
	Members Program - Active Members		326	311	224	222	230	220	226	
	Public Terminal Logins		8,590	7,057	0	1,675	3,081	4,887	3,980	
<b>Document Delivery / E-Delivery/Copies</b>										
	<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		258	281	167	337	262	777	1,414	
	In-Person		2,282	5,059	0	475	555	123	81	
	Email (Includes Members Program)		225	878	980	978	906	967	577	
	<b>Totals</b>	<b>Total</b>	<b>2,765</b>	<b>6,218</b>	<b>1,147</b>	<b>1790</b>	<b>1,723</b>	<b>1,867</b>	<b>2,072</b>	
	Pages Delivered		6,279	6,726	9,862	8,698	7,743	14,425	4,746	
	Copies Made (Main Library)		63,324	105,615	0	54,679	51,281	83,878	70,294	

LA Law Library  
Fiscal Year Quarterly Statistics

		FY19 1st Quarter	FY20 1st Quarter	FY21 1st Quarter	FY22 1st Quarter	FY23 1st Quarter	FY24 1st Quarter	FY25 1st Quarter	FY25 1st Quarter Notes
<b>Collection Management Services</b>									
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>								
	New Titles Added	129	247	146	108	126	140	197	
	Print Volumes Added	1,792	1576	1,377	1,963	2,700	1,317	1,147	
	New Serials	21	13	7	7	17	16	35	
	Non-Print Media Added	126	890	372	2,462	887	9	0	
	Records Cataloged/Updated	865	395	1,245	701	514	334	240	
	Print & Non-Print Withdrawn	440	423	401	403	319	313	225	
<b>Brief Scanning Project</b>									
	Briefs Logged (Google)	16,192	19,820	5,535	0	0	0	0	
<b>Website Statistics</b>									
	Visitors	31,942	30,790	22,569	23,918	29,838	33,248	48,889	
	Visits (previously counted as "Pages Viewed")	100,275	95,230	65,338	71,688	86,134	109,738	119,013	
	Average Daily Visits	1,143	349	284	283	302	322	354	
	Average Duration	2:28	5:14	3:01	2:53	3:06	3:07	2:04	
	Visitors: US	98.00%	96.80%	95.27%	92.87%	91.21%	96.49%	96.27%	
	Visitors: International / Unspecified	2.00%	3.20%	4.79%	7.13%	8.79%	3.51%	3.73%	
<b>Training and Events (Includes Online,Prerecorded/Live via ZOOM)</b>									
	Public Classes Held Online								
	Internal speaker	0	0	11	20	43	42	52	
	Guest speaker	0	0	31	107	116	119	118	
	MCLE Classes Held Online								
	Internal speaker	0	0	0	0	0	3	41	
	Guest speaker	0	0	1	19	35	38	0	
	Clinics/ Workshops Held Online	0	0	3	3	1	3	3	
	Public Classes Held at Main & Branches								
	Internal speaker	33	49	0	0	4	5	9	
	Guest speaker	50	28	0	0	9	10	2	
	MCLE Classes Held								
	Internal speaker	1	1	0	0	0	0	0	
	Guest speaker	4	3	0	0	0	0	0	
	Clinics/ Workshops Held	33	60	0	0	4	5	16	
	<b>Totals</b>	<b>Total</b>	<b>121</b>	<b>141</b>	<b>46</b>	<b>149</b>	<b>212</b>	<b>225</b>	<b>241</b>
	Class Attendance in Person Total (Estimated)	<b>1,456</b>	<b>2,077</b>	<b>0</b>	<b>0</b>	<b>415</b>	<b>425</b>	<b>357</b>	
	Live Class Attendance: Online/Remote	N/A	N/A	880	649	429	799	835	
	Live Class Registration: Online/Remote	N/A	0	786	1,422	1,275	1,395	1,735	
	Number of plays of prerecorded Classes	N/A	0	1,017	110	1,096	1,338	1,560	

LA Law Library  
Fiscal Year Quarterly Statistics

			FY19 1st Quarter	FY20 1st Quarter	FY21 1st Quarter	FY22 1st Quarter	FY23 1st Quarter	FY24 1st Quarter	FY25 1st Quarter	FY25 1st Quarter Notes
	Class Attendance Branches (Estimated)		N/A	357	0	0	0	0	0	
<b>Visits to Main Branch</b>										
	Number of Patron Visits (front door)		25,434	25,488	0	26,515	13,602	17,002	NA	Our counter has broken, a new one has been ordered

## **MEMORANDUM**

**DATE:** October 23, 2024

**TO:** Board of Law Library Trustees

**FROM:** Katherine H. Chew, Executive Director

**RE:** Approval of Revised Job Description for HR Generalist and New Job Description for Administrative Office Manager

### **Revision to Existing Job Description: HR Generalist**

LA Law Library currently employs a Human Resources Generalist in house who is under the direct supervision of the Executive Director. The position is currently non-exempt (hourly) and is ineligible for Union representation.

The Library staff continues to grow, now reaching to approximately 60 individuals. This in turn has made the HR Generalist position more challenging on a daily basis, requiring attention and implementation of a variety of tasks, including but not limited to: onboarding and exit interviews; updating the employee handbook and other documentation to assure compliance with changes in the law or Union MOU; preparing offer letters; interfacing with department management and vendors concerning recruitment, retirement, benefits, and employee issues; providing counseling and employee training; administrative duties related to benefits and leave of absences, workers compensation claims, unemployment benefits, and maintenance of HR databases. The continuing growth of staff, and the challenges that come with this, has made it clear that working within the confines of an hourly schedule make it difficult to accomplish necessary tasks needed. Given this, staff recommend that the position be changed from a non-exempt (hourly) to exempt position (salary).

Changing this position from non-exempt to exempt would have little effect on the current budget in terms of compensation. Under the Fair Labor Standard Act, LA Law Library currently sets the salary for this position within the competitive range. Any recommended increases using the federal guidelines in January 2025 would involve a minimal increase to remain competitive in the job market. (Attached as Exhibit A to this report is the redlined version of the HR Generalist position with the proposed change.)

### **Creation of New Job Description: Administrative Office Manager in Lieu of Filling Former Deputy Director Position**

#### **Former Deputy Director's Job Description:**

The position of Deputy Director has been on hold since July 5, 2024 to assess whether recent restructuring of the executive team management and resulting division of labor and supervision would

warrant filling the Deputy Director position again, or, in the alternative, creating a new managerial position altogether.

Over the past three months it has become apparent that the Library's overall needs are best addressed by creating a new Administrator Office Manager position rather than filling the Deputy Director position. This new position would accomplish two important goals: 1) provide a more focused and defined management role to meet current Library needs; and 2) apply a more strategic use of funds by re-directing the amount earmarked for the Deputy Director salary for other necessary staffing issues, such as covering salaries for newly created positions or incentives for staff retention, or addressing immediate staffing shortages in other departments or branch locations. Creating a managerial role to replace the executive management role of the Deputy Director is also expected to result in cost savings while directly addressing the practical and current operational needs of the Library on a daily basis.

Specifically, the Deputy Director job description as written, lists responsibilities that spread across four categories: planning, technology, Collections Management Services, and Facilities. The duties in each of these categories cover broadly defined responsibilities over a wide spectrum of disciplines: long and short term planning; guidance, support and oversight of projects, programs, and services; staff development and assignments; policies and procedures; internal and external opportunities and solutions. The technology category is all encompassing requiring: leadership and vision in "all aspects" of IT operations and management; establishing technology strategy, standards and practice; identifying and purchasing all hardware and software; hiring, promoting, and reviewing process for all IT staff. The position then requires managing a completely different department, Collections Management Services, including supervising, coaching, and guiding the director, training staff, developing efficient and functionality of systems and services. And finally, the description added Facilities and Security as an area of management, including ensuring the functionality of the building and environment by "integrating people, place, process and technology." It is believed that attempting to fill this position as stated will be difficult as the job description is broadly defined and covers various departmental disparate needs. Finding a candidate with a skill set and experience in such a diverse portfolio is not likely to be realistic in today's job market. It is also uncertain any one individual would be able to provide effective leadership in any one category given the ambitious expectations listed for all four categories. (Attached hereto as Exhibit B is a true and correct copy of the Deputy Director job description that was in place prior to the retirement of the Deputy Director on July 5, 2024)

The needs of the Library have changed. The recent restructure of the executive team leadership now allows for more targeted management, putting individuals with the appropriate training and expertise in charge of each department. For instance, the Collections Management Services team is led by a Director with over 30 years experience with the Library in various departments, and in recent years with managing the Library's extensive collection and staff. There is no apparent need for the Director of Collections Management Services to have internal coaching or guidance from a Deputy Director who does not possess the same or more years of experience. Rather, the Director has proven to be able to work independently with publishers, contractors, vendors, and staff with competent autonomy. Collections Management Services requires in depth knowledge of processes and procedures in maintaining the Library's collection. When appropriate, both the Executive Director and Director of



Collections Management Services Executive Director continue to interface on strategic negotiations, issues related to ongoing subscriptions or the purchase of new publications, and collaborate with the Development and Collections team.

Likewise, the newly appointed Facilities Supervisor is now able to focus solely on facility infrastructure, capital projects, and operations. The Facilities Supervisor has eight years of experience working at the Library and has gained a historical and institutional knowledge about the building and needed maintenance. This Supervisor's work is focused solely on keeping the building operational and safe and is in the process of hiring a new facilities clerk to round out the team consisting of two Facilities Clerks. The Supervisor is now able to devote attention solely to working with the Executive Office in pushing forward much needed capital projects and putting safety plans in place for staff and patrons. Under the direct supervision of the Executive Director, the Supervisor is in daily contact with the Executive Office concerning operations and maintenance issues. This Facilities Supervisor also has experience working closely with the IT Team and Safety Committee as the Library begins the work of improving security networks as it relates to the physical infrastructure.

The recent restructure also allowed for the placement of an IT Director. Currently, the IT Director's time is devoted solely to building a more secure network system and concentrating on all Library-wide technology strategic planning, hardware and software purchases, hiring and managing IT staff, shoring up the Library's cyber security and database systems, and addressing all issues for staff related to online program or remote access for classes and meetings. The IT Director has years of experience in cyber security forensics as well, and works closely with all other departments in short and long term planning for the Library's online presence, security camera and network cabling, and future website development. The IT Director also reports directly to the Executive Director.

Each Director is able to concentrate their efforts in their assigned areas of expertise. They are able to provide meaningful feedback and guidance to their departmental direct reports. Given this, it is believed there would be no need for filling the Deputy Director position to oversee these areas. All of these executive team leaders are under the direct supervision of the Executive Director and participate in weekly executive team meetings with the Executive Director to collaborate and discuss any issues that arise which need feedback or guidance in their particular area of discipline. Having assigned Directors in each of these areas also encourages better collaboration and innovation as each can provide important feedback based on their area of expertise.

**Need for Administrator Office Manager:**

There are, however, remaining responsibilities that fell under the Deputy Director position that have yet to be assigned to a managing position. Currently these responsibilities have been temporarily handled by the Executive Director and the Executive Assistant. Staff recommend that these remaining responsibilities now fall under the management purview of a newly created position, Administrative Office Manager. The specific duties are shown in the attached Job Description for Administrative Office Manager (Attached as Exhibit C).

To summarize, the responsibilities are specifically defined in four categories: Executive Office duties; Board of Trustees Support; Internal Library Staff Support; and External Library Services and Outreach. The job description also includes the duty to participate in the Library's need for responsible financial oversight and checks and balances within the Executive Office, a task of particular importance to comply with auditing best practices. For example, certain oversight and approval of expenditures should be reviewed by three individuals: the Finance Director, the Administrative Office Manager, and the Executive Director. Certain electronic funds transfers and larger expenditure checks require approval and signature by two managerial positions, and while the Deputy Director position has been on hold, only the Director of Finance and Executive Director have been signatories in the interim. With the creation of the new position, the Administrative Office Manager and the Executive Director would be signatories, avoiding the necessity of the Director of Finance acting in this role as a best practice.

Finally, it is contemplated that, with this new position and the current leadership team in place, there is no need for any one individual to immediately step in to act as an interim Executive Director in the event the Executive Director is unavailable temporarily. The current executive team, with the addition of an Administrative Office Manager, would be more than sufficient to carry on the work of the Library in the event of a intermittent or temporary absence of the Executive Director. It is understood that if the Executive Director is unavailable for an extended or indefinite period, the Board of Trustees would need to appoint an interim Executive Director for longer absences. However, having the added leadership would allow for the Board of Trustees to devote the necessary due diligence and time in a search for a permanent replacement Executive Director should that become necessary.

### **Recommendation**

Staff recommends that the Board approve the attached updated job description for HR Generalist, changing the status from non-exempt to exempt.

Staff also recommend that the Board approve the creation of the position of Administrative Office Manager within the Executive Office to address responsibilities that have been temporarily handled by the Executive Director and Executive Assistant. It is further recommended that this new position be filled to meet current Library operational and administrative needs instead of the Deputy Director position that has been on hold since July 5, 2024.

EXHIBIT A  
REVISED JOB DESCRIPTION FOR HR  
GENERALIST

For

BOARD OF TRUSTEES MEETING

October 23, 2024

**LA LAW LIBRARY  
JOB DESCRIPTION**

<b>Title:</b>	HR Generalist
<b>Department:</b>	Executive Office
<b>Focus:</b>	Administration and Human Resources
<b>Reports to:</b>	Executive Director
<b>Position Supervised:</b>	None
<b>FLSA Status:</b>	<del>Non-Exempt</del>
<b>Salary Grade:</b>	4
<b>Union Status:</b>	Ineligible for Representation
<b>Effective Date:</b>	October <del>20 230, 2021</del> 2024

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**Position Summary**

The HR Generalist manages the day-to-day operations of the Human Resources office. The HR Generalist carries out responsibilities in the following functional areas: departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and employment.

**Responsibilities and Duties**

Responsibilities are divided into the following areas: Human Resources and Benefits, Staff Support and Other.

- Participate in meetings and submit suggestions for follow up activities, as required
- Support executive and professional staff meeting attendance

Human Resources

Under supervision:

- Conduct and coordinate the recruiting process
- Facilitate pre-hire process including background checks, references, and other pre-employment testing
- Prepare offer letters, related employee documentation
- Process new hires, retirements, and separations
- Administer group benefits and retirement plans and coordinate annual open enrollment periods
- Coordinate and facilitate access to Employee Services and Counseling
- Assist with policy development and documentation
- Serve as the Law Library's primary point of contact with the CalPERS retirement system and other benefit providers
- Administer leaves (including FMLA/CFRA, pregnancy, disability, etc.)



- Respond to workers' comp claims and accidents and prepare proper documentation related to claims
- Create and update job descriptions as needed including FLSA classification determination
- Perform compensation analysis as needed
- Administer performance management implementation and process maintenance
- Communicate with executive staff on employee relations matters and support investigations when needed
- Administer unemployment claims
- Process employment verifications
- Coordinate employee awards and recognition with the Library Events Committee
- Maintain the HR database
- Maintain personnel files and HR records consistent with regulatory guidelines and Library policy

#### Staff

- Provide training and support to supervisors in the implementation of Library policies and best practices
- Provide training, support and counseling to Staff to follow and understand Library policies and best practices and to access benefits and resources
- Participate in planning and preparation of quarterly all-staff meetings
- Provide input and assistance with intranet news, forms, calendars and other postings

#### Other Responsibilities

- Participate in library-wide projects and programs
- Keep executive staff advised of potential problem areas and recommend/implement solutions as appropriate
- Participate in meetings and submit suggestions for follow up activities, as required
- Support executive and professional staff meeting attendance
- Assist other executive staff as needed
- Other duties as required

#### Position Qualifications

##### Required

- Minimum of two (2) years demonstrated HR Generalist experience or equivalent
- Bachelor's degree or equivalent combination of education, training & experience
- Effective written and oral communication skills
- Strong attention to detail
- Excellent problem solving and interpersonal skills
- Proficient knowledge of Microsoft Office 2010/2013 (Outlook, Word, Excel, PowerPoint)
- Basic knowledge of Adobe or other PDF create/edit software

##### Ability to

- Take initiative, and to work both independently and as part of a team

- Maintain confidentiality and communicate effectively and sensitively in a diverse workforce population
- Multi-task and manage multiple projects and priorities simultaneously
- Organize and manage assignments in order to meet deadlines and goals
- Work under tight deadlines
- Collaborate with executive staff to meet the needs of the organization
- Adapt quickly to change and effectively manage new challenges
- Use planning and evaluation skills to develop successful strategies and tactics
- Make sound decisions and set goals based on available information to evaluate situations and requirements to plan and adjust work accordingly.

Preferred

- Experience in a confidential position
- Experience in HR administration
- Experience in benefits administration
- Experience working for a public agency
- Knowledge of executive office best practices

**Work Environment**

Will be working in a busy office environment.

**Physical Abilities Required**

- Lifting ability: Light, under 15 lbs. on a regular basis.
- Sitting at a desk: short time, 30 minutes and/or medium, 60-120 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 120+ min. may be required.
- Extensive use of a computer, keyboard, and mouse.

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## Approvals

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

## Statement of Employee

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

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

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

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



EXHIBIT B  
JOB DESCRIPTION FOR DEPUTY DIRECTOR  
For  
BOARD OF TRUSTEES MEETING  
October 23, 2024



# LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	<b>Deputy Director</b>
<b>Department:</b>	<b>Executive Office</b>
<b>Focus:</b>	<b>Technology; Facilities; Security; Collection Management Services; Library-Wide Policy and Procedure</b>
<b>Reports to:</b>	<b>Executive Director</b>
<b>Position(s) Supervised:</b>	<b>Director, Information Technology;; Director, Collection Management Services; Facilities Manager</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Salary Grade:</b>	<b>9</b>
<b>Union Status:</b>	<b>Ineligible for Representation</b>
<b>Effective Date:</b>	

## Position Summary

Under general administrative direction of the Executive Director, the Deputy Director oversees and manages the Information Technology, Collection Management Services and Facilities functions, as well as contracts for Security, Parking Management and numerous other operational responsibilities. The Deputy Director develops policies and procedures in his supervised areas and provides recommendations and guidance in all areas of operations. The Deputy Director oversees all capital projects and safety initiatives. The Deputy Director also serves as acting Executive Director in the Executive Director's absence.

## Responsibilities and Duties

Responsibilities are divided into 4 categories: Planning, Technology, Collection Management Services and Facilities.

Planning

- Participate in the establishment of long range plans, long term goals and short term objectives for the Law Library.
- Participate in the development of annual operational and staff goals.
- Provide guidance, support and oversight for projects, programs and services.
- Assist and support the development of staff, assignment of work responsibilities, and the establishment of divisional and library-wide team activities.
- Assist and support the formulation of policies and procedures for implementation of library initiatives, activities and business services.
- Identify challenges and emerging issues faced by the Law Library, and work within the leadership team

to recognize and execute internal and external opportunities and solutions.

- Develop strong working relationships with other Executive team members, management and staff, and Board of Trustees; provide advice, guidance and coaching as needed.

#### Information Technology

- Provide vision and leadership in all aspects of IT management and operations; implement and direct the Law Library's overall IT strategy.
- Develop, plan and coordinate both short-term and long-term systems strategy.
- Establish library-wide technology standards and practices.
- Communicate technology solutions and make recommendations to senior management through presentations and advocacy for systems and service related technology.
- Work collaboratively with other senior management to explain and implement IT solutions.
- Manage the implementation of data systems and monitor their effectiveness in meeting library and business needs.
- Provide leadership and manage a staff of direct reports in functional areas such as system operations, LAN/WAN architecture, and hardware and software support.
- Oversee the hiring, promotion and review process for technology staff.
- Identify and approve all major system hardware and software purchasing decisions.
- 

#### Collection Management Services

- Ensure functionality and efficiency of CMS services by supporting and managing processes and technology.
- Supervise and provide coaching and guidance for the CMS Director
- Develop and monitor policies and systems ensuring deadlines and compliance standards are met.
- Provide adequate space, infrastructure and technology to support operations.
- Ensure staff training and professional development to maintain awareness of current best practices and efficient operations

#### Facility / Security

- Ensure functionality of the building and environment by integrating people, place, process and technology.
- Develop, implement and monitor library security policies and systems; ensure all security and compliance standards are met; coordinate work with vendors, contractors, and consultants as needed.
- Maintain space and infrastructure, including planning and design of workplaces, construction modifications and additions, preventive and predictive maintenance, and corrective maintenance and repairs.
- Responsible for health and safety compliance with local, state, and national laws, including fire safety, environmental issues, control of hazardous substances, and heating, ventilation, air conditioning

systems.

- Responsible for security and safety systems, including security guards, emergency procedures, and disaster recovery.

Other

- Participate in hiring, evaluation, counseling, and disciplining of direct reports.

### **Position Qualifications**

Required

- Bachelor's degree in computer science, information systems, library sciences or a related field.
- 5-7 years of experience in IT management.
- 5-7 years of experience in library services or a related field. Excellent interpersonal and problem-solving skills.
- Ability to plan and execute projects within time and budget constraints.
- Strong analytical strategic planning and communication skills.
- Ability to collaborate effectively with other senior managers in order to define, articulate and champion the ways in which technology requirements relate to the firm's business.

Preferred

- Master's Degree in Library and Information Sciences, Business Administration or Public Administration.
- Certification in IT Systems management.

### **Work Environment**

Will be working in a busy office environment.

### Physical Abilities Required

- Requires the ability to lift, push, pull up to 50 lbs. May require bending, stooping, reaching, twisting and crawling.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.

### Approvals

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

### Statement of Employee

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

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

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

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



EXHIBIT C  
NEW JOB DESCRIPTION FOR  
ADMINISTRATIVE OFFICE MANAGER  
For  
BOARD OF TRUSTEES MEETING  
October 23, 2024

**LA LAW LIBRARY**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>Administrative Office Manager</b>
<b>Department:</b>	<b>Executive Office</b>
<b>Focus:</b>	<b>Administrative and operational support for Executive Management Team, Board of Trustees and staff</b>
<b>Reports to:</b>	<b>Executive Director</b>
<b>Position(s) Supervised:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Salary Grade:</b>	<b>4</b>
<b>Union Status:</b>	<b>Ineligible for Representation</b>
<b>Effective Date:</b>	

**Position Summary**

Under the direction of the Executive Director, the Administrative Office Manager provides administrative and operational support to the Executive Management Team, Board of Trustees and staff. This position provides staff support in program implementation, procurement of supplies and/or equipment, management of inventory, and booking travel arrangements as needed; assists Executive Director in the development and implementation of library wide policies and procedures; coordinates safety and security plans between Departments; provides management support and direct confidential assistance to the Executive Management Team and Board of Trustees, including monthly public meetings and board meeting materials; assists in financial oversight as needed; acts as initial point of contact for both internal and external services and notifications, including room rentals, special projects and programs, and third party events affecting Library services or street closures. Administrative duties include overseeing and managing calendars, scheduling remote or in person meetings and/or classes, phone calls, expense reports, meeting minutes, research, internal and external communications, delivery and receipt of supplies and services.

**Responsibilities and Duties**

Responsibilities are divided into 4 categories: Executive Office, Board of Trustees, Internal Support for Library Staff, External Support for Library Services/Outreach.

Administrative and operations management for Executive Office:

- Provides assistance and support to Executive Director and Executive Management Team in the establishment of long range plans, long term goals and short term objectives for the Law Library
- Exercises sound judgment in maintaining confidentiality on sensitive matters requiring legal protections of privacy for staff or Trustees.
- Participates in the development of operational and staff goals, policies, and procedures.
- Provides administrative and operational support and oversight for projects, special events,

programs and services.

- Assists and supports in the development of staff, assignment of work responsibilities, and the establishment of divisional and library-wide team activities as needed.
- Assists and supports in the formulation of policies and procedures for implementation of library initiatives, activities and business services.
- Identifies challenges and emerging issues faced by the Law Library, and works within the leadership team to recognize and execute internal and external opportunities and solutions.
- Develops, organizes, and maintains internal administrative files and systems focused on best practices for records retention and recordkeeping
- Manages and maintains internal files for Library contracts, vendor invoices, and procurement of supplies and equipment
- Schedules and monitors Executive Office meetings calendar, confirms attendance of participants, provides necessary support for visitors including parking, appropriate building access, and creation/deactivation of visitor access badges
- Assists as needed with special events, planning and coordination of volunteers and staff
- Prepares correspondence and draft letters and memoranda as needed;
- Researchs and prepares draft responses to Patron Comments and Requests forms and/or ADA requests as directed
- Prepares reimbursement forms for Executive Team
- Performs administrative tasks such as answering phones, receiving guests, managing emails, making copies or scans for folders, scheduling, keeping meeting minutes
- Participates in Executive Office and Finance Department procedures to ensure responsible and accurate financial oversight of Library expenditures as needed
- Prepares conflict of interest statement forms for distribution to require filers and timely submission of completed forms
- Prepares regular government filings for Executive Director review and signature
- Assists in procurement of commendations and awards for retirees or special recognition of individuals as needed
- Serves as initial point of contact from Executive Office for external events by third parties which may affect Library services or street closures and provides notifications and information to staff as needed
- Assists Executive Director in the development, implementation, and maintenance of safety protocols, including acting as Chair of Safety Committee Meetings on relevant initiatives or updates; creating and maintaining an institutional workplace violence prevention plan including documenting incidents, collecting and summarizing surveys, and taking action to remediate known risks
- Works closely with Executive Director, library staff, and security staff as needed in documenting incidents or emergencies, including interfacing with law enforcement or first responders when appropriate, and acting as Library representative for small claims court matters or other court hearings as needed
- Assists in the implementation of policies and procedures to ensure compliance with current local, state, or federal safety laws as appropriate

Administrative support and management of Board of Trustees matters:

- Maintains schedule for regular and special meetings
- Manages historical records and archives for Board of Trustees monthly meetings including minute, agendas, and staff reports

- Prepares draft meeting materials, including agenda and minutes, for Executive Director approval and distribution in final form to Board of Trustees and for public posting
- Monitors member terms and prepares appointment and reappointment correspondence as directed by Executive Director
- Prepares new Board of Trustee Member orientation packets
- Maintains updated Board member contact information
- Monitors ethics training requirements and assists with Trustee conflict of interest forms for timely submission
- Prepares and updates reports for Board of Supervisors such as meeting attendance, annual reports, etc. as needed
- Provides support for Board Meetings including ordering/arranging for delivery or pick up of lunches
- Coordinates collection of monthly statistics from all Library departments and prepare monthly, quarterly, and annual reports for Board of Trustees

#### Internal Support for Library Staff:

- Provides staff support for implementation of programs including coordination with Facilities Supervisor for room reservations, set up and break down; Zoom meeting links and hosting when needed; parking arrangements for visitors/volunteers; ordering and arrangements for delivery of food for events; calendar scheduling; and general support as needed
- Manages travel/lodging arrangements for meetings/conference attendance and assist with reimbursement requests or expense reports
- Participates in planning and preparation of quarterly all staff meetings and trainings
- Provides input and assistance as needed to communications team for intranet news or other staff related postings and notifications
- Manages staff requests of departmental supply purchases and maintain sufficient inventory of office supplies and equipment for staff use to assist with continuous work flow
- Collects surveys or information as needed to ensure staff safety, coordinates with Facilities department for reported facility hazards and remediation if necessary
- Coordinates safety and security plans between departments as Chair of Safety Committee and helps to arrange and/or develop staff training or safety drills
- Creates staff/volunteer/visitor access badges and maintains accurate activation /deactivation logs as appropriate and in coordination with other staff assigned to support appropriate checks and balances for building access

#### External Support for Library Services and Outreach:

- Acts as primary contact for Executive Office concerning requests for room rentals at Library, including providing information to public inquiries, preparing rental agreements, collecting deposits and final payments, coordinating with staff and Facilities Supervisor for room availability, set up, and break down; coordinating add on services such as catering, parking or other negotiated services and arranging for appropriate security and building access
- Assists as needed in special event and development activities of partner organizations including Friends of the Los Angeles County Law Library annual gala
- Works closely with Facilities team concerning issues related to building access for visitors/volunteers/guests for special events or classes/workshops
- Acts as liaison between Executive Office and county/city/third party organizations concerning notifications to staff and public concerning downtown events and street closures affecting



- normal Library business hours and services
- Works closely with facilities team and security personnel concerning safety issues and contacts with law enforcement or first responders to keep staff informed and facilitate staff and public safety
- Acts as Library representative as appropriate in court hearings related to occurrences at library and/or small claims matters

**Position Qualifications**

- Required
- Bachelor’s degree in related field or comparable work related experience
  - 5-7 years of experience in office management.
  - Excellent interpersonal and problem-solving skills.
  - Ability to plan and execute projects within time and budget constraints.
  - Strong analytical strategic planning and communication skills.
  - Ability to collaborate effectively with other senior managers in order to define, articulate and effectively implement programs or Library initiatives
  - Ability to exercise sound judgment and confidentiality when necessary to protect legal rights and interests of staff, Trustees, and Library when appropriate
  - Ability to work with a diverse population and staff to encourage positive results and collaboration
  - Strong commitment to ethical conduct in the workplace
- Preferred
- Experience in office management and operations, executive administrative assistance, or project management
  - Experience with open meetings (Brown Act) procedures

**Work Environment**

Will be working in a busy office environment.  
 May require working beyond regular hours of operation for special events or projects  
 While work from home is a benefit and not guaranteed, this position may allow for work from home one day a week if approved by supervisor

**Physical Abilities Required**

- Requires the ability to lift, push, pull up to 50 lbs. May require bending, stooping, reaching, twisting and crawling.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.

**Approvals**


<b>Human Resources</b>		<b>Date</b>		<b>Executive Director</b>	<b>Date</b>

**Statement of Employee**

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

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

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

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

**MEMORANDUM**

**DATE:** October 23, 2024

**TO:** Board of Law Library Trustees

**FROM:** Katherine H. Chew, Executive Director

**RE:** Presentation by Los Angeles Department of Water and Power Commercial EV Charging Station Rebate Program

According to a January 2021 white paper report entitled, “*Los Angeles Electric Vehicle Charging Infrastructure Needs and Implications for Zero Emission Area Planning*” by Anh Bui, Peter Slowik, and Nic Lutsey of the International Council on Clean Transportation, Los Angeles has committed to increase the percentage of zero-emission vehicles on city roads to 25% by 2025, 80% by 2035, and 100% by 2050 as part of a vision to address climate change, improve air quality, and achieve environmental justice. With this in mind, a transition to zero emission vehicles requires support by building infrastructure, drafting policies, and creating incentives to overcome electric vehicle barriers to ensure equitable zero emission mobility access to all Los Angeles residents. Public and workplace charger deployment will need to ramp up quickly to support zero emission vehicle goals. The white paper can be found at <https://theicct.org/sites/default/files/publications/LA-charging-infra-feb2021.pdf>)

A September 4, 2024 article published by MIT News On Campus and Around the World, authored by Zach Winn, entitled “*Study: EV charging stations boost spending at nearby businesses,*” reported spending increases were particularly pronounced for businesses within a hundred yards of charging stations, and for businesses in low income areas. The article concluded as follows: “Charging stations for electric vehicles are essential for cleaning up the transportation sector. A new study by MIT researchers suggests they’re good for business, too...The study found that, in California, opening a charging station boosted annual spending at each nearby business by an average of about \$1,500 in 2019 and about \$400 between January 2021 and June 2023. The spending bump amounts to thousands of extra dollars annually for nearby businesses, with the increase particularly pronounced for businesses in under resourced areas. The study’s authors hope the research paints a more holistic picture of the benefits of EV charging stations, beyond environmental factors.” The MIT study can be found at <https://news.mit.edu/2024/study-ev-charging-stations-boost-nearby-business-spending-0904>)



In keeping with the city's commitment, LA Department of Water and Power has implemented the Commercial EV Charging Station Rebate Program which offers rebates to help offset the cost of installing commercial charging equipment. The program requires that the stations be permanently installed by a licensed electrical contractor and hardwired to the building premises (either wall, pole or pedestal mounted) for a minimum in-service period of five years.

LA Law Library is moving forward with repairs to the parking structure, and has also applied to participate in this rebate program. This effort not only contributes to the city and state efforts to address climate change, improve air quality, and achieve environmental justice, but also will assist in boosting the local economy while generating much needed funding for Library operations and programming.

Staff have invited representatives from LADWP to provide the Trustees with a presentation about the Program's benefits and incentives at the October 23, 2024 board meeting.



Presentation

Los Angeles Department of Water and  
Power Commercial EV Charging  
Station Rebate Program

Presented by:

For

BOARD OF TRUSTEES MEETING

October 23, 2024