

# AGENDA

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

### REGULAR BOARD MEETING

Wednesday, January 29, 2025

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 December 18, 2024 Regular Board Meeting

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

3.3 Review and Approval of FY25 2<sup>nd</sup> Quarter Statistics

3.4 Approval of Extension of Contract with Insurance Broker for 2024-2025 Property and Liability Insurance Renewal

3.5 Approval of Revised Job Description for Director, Public and Legal Education; Director, Reference and Collections; Librarian, Global Law and Language Access; Interim Senior Librarian, Interim Managing Librarian, Legal Education; Librarian, Public Interest; Administrative Technician, Education; Interim Support Supervisor, Branches; Library Associate, Branches; Library Associate, Public Interest; Community Resource Specialist

**4.0 DISCUSSION ITEMS**

4.1 Authorization to Bind Workers Compensation Insurance

**5.0 CLOSED SESSION**

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

**6.0 RECONVENE IN OPEN SESSION/ CLOSED SESSION ANNOUNCEMENT**

(Pursuant to Government Code §54957.1)-Judge Mark Juhas

**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 Adjournment

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

POSTED THURSDAY, JANUARY 23, 2025 @ 5:00 P.M.

POSTED BY DANIEL REINHOLD



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

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

**December 18, 2024**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, December 18, 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 Mark Juhas  
Judge Laura Seigle  
Judge Rosa Fregoso  
Judge Susan DeWitt  
Susan Steinhauser, Esquire (Arrived at 12:31pm)

**Trustees Absent:** Kenneth Klein, Esquire

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

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

President Juhas determined a quorum to be present, convened the meeting at 12:18 pm and thereafter presided. Executive Director, Katherine Chew, recorded the Minutes.

**1.0 PUBLIC COMMENT**

A patron addressed the Board regarding Library membership. He let the Board know that he believed that people should be able to use all Library services without having to sign up for an LALL card. The Board let him know that they would take it into consideration and would be in contact with him.

**2.0 PRESIDENT'S REPORT**

President Juhas let the Board know that Judge Cherol Nellon would be replacing Judge Michelle Williams Court on the LALL Board of Trustees. Her official start date was December 16, 2024. President Juhas also informed the Board that April 9, 2025 is the date of the 2025 Friends Gala.

**3.0 CONSENT CALENDAR**

3.1 Approval of Minutes of the November 20, 2024 Regular Board Meeting

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

President Juhas asked the Board if anyone would like an item removed from the Consent Calendar. Vice President Seigle requested to remove Item 3.1. President Juhas requested a motion to approve Item 3.2. So moved by Vice President Seigle, seconded by Trustee Fregoso. The motion was approved unanimously 4 – 0.

Trustee Steinhauser arrived at 12:31pm.



3.1 Vice President Seigle pointed out several errors on the November 20, 2024 Board Meeting Minutes. These included a misspelling of Trustee Fregoso's name, and the fact that Vice President Seigle presided over the meeting. President Juhas requested a motion to approve Item 3.1 with the proper corrections. So moved by Trustee Steinhauer, seconded by Trustee DeWitt. The motion was approved unanimously 5 – 0.

**4.0 DISCUSSION ITEMS**

- 4.1 Recognition of and thanks to Janine Liebert, Director of Public and Legal Education for her dedication and service since 2007

The Board then took time to recognize and thank Janine Liebert for her years of service to the Library. Board members discussed their time working with Janine, and she was awarded a trophy for her service to LALL. She was also presented with gifts from staff.

- 4.2 Overview and Update of Brown Act-Presentation by Maricela E. Marroquin, Chair, Municipal & Public Agency Law Practice, Richards Watson & Gershon

Maricela E. Marroquin gave a PowerPoint presentation to the Board going over all of the various rules of the Brown Act.

**5.0 CLOSED SESSION**

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

Closed Session began at 1:24pm.

**6.0 RECONVENE IN OPEN SESSION/CLOSED SESSION ANNOUNCEMENT**

(Pursuant to Government Code §54957.1) – Judge Mark Juhas

Meeting reconvened in Open Session at 1:36pm. Trustee Juhas discussed how E.D. Chew and the Board would fill out her evaluation forms for further review at the January 2025 Board Meeting. He let E.D. Chew know that the Board is pleased with her performance, but that they had run out of time to discuss further this meeting. No action was taken by the Board.

**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**

**9.0 ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 1:37pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 29, 2025 at 12:15pm.



# Los Angeles County Law Library

## Balance Sheet

As of November 30, 2024

(Provisional and subject to year-end audit adjustments)

	6/30/2024	11/30/2024	YTD
<b>Assets</b>			
Current assets			
Cash and cash equivalents	16,327,547	16,301,625	(25,921)
Accounts receivable	106,141	113,832	7,692
Other receivable	1,459,580	1,549,841	90,260
Prepaid expenses	362,505	504,137	141,632
Total current assets	18,255,772	18,469,435	213,662
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	6,379,184	6,517,172	137,988
Capital assets, not being depreciated	749,532	876,953	127,421
Capital assets, being depreciated - net	14,377,557	14,191,760	(185,797)
Total noncurrent assets	21,824,742	21,904,354	79,612
Total assets	40,080,515	40,373,789	293,275
<b>Deffered Outflows of Resources</b>			
Deffered Outflows of Resources	3,841,763	3,841,763	-
Total assets and deffered outflows of resources	<b>43,922,278</b>	<b>44,215,552</b>	<b>293,275</b>
<b>Liabilities</b>			
Current Liabilities			
Accounts payable	160,489	189,362	28,873
Other current liabilities	-	-	-
Payroll liabilities	16,566	27,989	11,424
Total current liabilities	177,054	217,351	40,297
Noncurrent Liabilities			
Accrued sick and vacation liability	269,418	231,951	(37,467)
Borrowers' deposit	191,541	200,774	9,233
OPEB liability	3,564,295	3,618,462	54,167
Net pension liability	5,501,413	5,709,746	208,333
Total noncurrent liabilities	9,526,667	9,760,933	234,266
Total liabilities	9,703,721	9,978,284	274,563
<b>Deffered Inflows of Resources</b>			
Deffered Inflows of Resources	977,838	977,838	-
Total liabilities and Deffered inflows of resources	10,681,559	10,956,122	274,563
<b>Net Position</b>			
Invested in capital assets	15,127,088	15,068,713	(58,376)
Unrestricted	18,113,630	18,190,718	77,088
Total net position	33,240,718	33,259,430	18,712
Total liabilities and Deffered inflows of resources and net position	<b>43,922,278</b>	<b>44,215,552</b>	<b>293,275</b>

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

Nov 2023	Nov 2024			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
Actual				
718,249	613,400	879,718	266,318	43.4%
53,099	45,651	51,728	6,077	13.3%
0	0	0	0	0.0%
<u>20,361</u>	<u>23,366</u>	<u>44,881</u>	<u>21,515</u>	<u>92.1%</u>
791,708	682,417	976,327	293,910	43.1%
432,590	635,469	520,529	114,940	18.1%
58,428	57,533	58,414	(882)	-1.5%
148,688	145,875	149,789	(3,914)	-2.7%
(148,688)	(145,875)	(149,789)	3,914	-2.7%
		0		
90,402	100,406	88,788	11,618	11.6%
13,455	21,064	18,640	2,424	11.5%
8,318	9,087	14,123	(5,036)	-55.4%
380	1,150	1,456	(306)	-26.6%
29	102	1,005	(903)	-885.5%
61	42	13	28	67.8%
7,148	1,700	173	1,528	89.9%
<u>193,206</u>	<u>207,365</u>	<u>189,608</u>	<u>17,757</u>	<u>8.6%</u>
<u>804,017</u>	<u>1,033,917</u>	<u>892,750</u>	<u>(141,168)</u>	<u>-13.7%</u>
<u>(12,308)</u>	<u>(351,501)</u>	<u>83,577</u>	<u>435,078</u>	<u>-123.8%</u>
30,538	10,000	23,476	13,476	134.8%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>18,230</u>	<u>(341,501)</u>	<u>107,053</u>	<u>448,554</u>	<u>-131.3%</u>
0	150,000	4,055	145,945	97.3%

FY 2023-24	FY 2024-25 YTD				Annual Budget	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
YTD Actual						
3,461,952	3,089,976	3,708,366	618,389	20.0%	7,700,000	
258,283	231,792	274,690	42,898	18.5%	562,152	
0	0	0	0	0.0%	0	
<u>151,821</u>	<u>153,040</u>	<u>237,437</u>	<u>84,397</u>	<u>55.1%</u>	<u>513,631</u>	
3,872,056	3,474,808	4,220,493	745,685	21.5%	8,775,783	
<b>Income</b>						
L.A. Superior Court Fees	3,461,952	3,089,976	3,708,366	618,389	20.0%	7,700,000
Interest	258,283	231,792	274,690	42,898	18.5%	562,152
Parking	0	0	0	0	0.0%	0
Library Services	<u>151,821</u>	<u>153,040</u>	<u>237,437</u>	<u>84,397</u>	<u>55.1%</u>	<u>513,631</u>
Total Income	3,872,056	3,474,808	4,220,493	745,685	21.5%	8,775,783
<b>Expense</b>						
Staff (payroll + benefits)	2,354,675	3,001,226	2,688,655	312,570	10.4%	6,474,979
Electronic Resource Subscriptions	255,259	255,847	262,884	(7,038)	-2.8%	732,575
Library Materials	702,973	791,783	757,128	34,655	4.4%	2,439,258
Library Materials Transferred to Capital Assets	(702,973)	(791,783)	(757,128)	(34,655)	4.4%	(2,439,258)
Facilities	453,465	513,583	495,642	17,941	3.5%	1,231,345
Technology & Data	64,215	123,320	95,376	36,873	29.9%	285,207
General	31,025	36,101	42,755	(6,655)	-18.4%	89,352
Professional Development	13,888	26,830	16,084	10,746	40.1%	41,786
Communications & Marketing	95	10,063	2,455	7,608	75.6%	50,877
Travel & Entertainment	105	208	99	110	52.7%	500
Professional Services	35,362	48,680	20,478	28,202	57.9%	175,180
Depreciation	964,502	1,005,543	946,980	58,563	5.8%	2,525,261
Total Expenses	<u>4,172,593</u>	<u>5,021,400</u>	<u>4,571,410</u>	<u>449,990</u>	<u>9.0%</u>	<u>11,607,062</u>
<b>Net Income (Loss)</b>	<u>(300,536)</u>	<u>(1,546,592)</u>	<u>(350,917)</u>	<u>1,195,675</u>	<u>77.3%</u>	<u>(2,831,279)</u>
Investment Gain (Loss) <sup>1</sup>	126,879	50,000	137,988	87,988	176.0%	120,000
Extraordinary Income	231,510	0	231,641	231,641	0.0%	0
Extraordinary Expense	0	0	0	0	0.0%	0
Net Income Including Extraordinary Items	<u>57,853</u>	<u>(1,496,592)</u>	<u>18,712</u>	<u>1,515,304</u>	<u>101.3%</u>	<u>(2,711,279)</u>
<b>Capitalized Expenditures</b>	0	957,000	4,055	952,945	99.6%	2,457,000

Comments

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

Nov 2023	Nov 2024			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

FY 2023-24	FY 2024-25 YTD				Annual Budget
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	

Comments

Detailed Budget:															
Income:															
718,249	613,400	879,718	266,318	43.4%	15	FIN	303300	L.A. Superior Court Fees	3,461,952	3,089,976	3,708,366	618,389	20.0%	7,700,000	Timing variance
0	0	0	0	0.0%	15	FIN	311000	Interest - LAIF	3,514	3,537	4,814	1,277	36.1%	14,340	Timing variance
52,057	45,000	50,711	5,711	12.7%	15	FIN	312000	Interest - General Fund	249,681	225,000	264,546	39,546	17.6%	540,000	Timing variance
1,042	651	1,018	367	56.3%	15	FIN	313000	Interest - Deposit Fund	5,088	3,255	5,330	2,075	63.8%	7,812	Timing variance
53,099	45,651	51,728	6,077	13.3%				Subtotal	258,283	231,792	274,690	42,898	18.5%	562,152	
0	0	0	0	0.0%	39	FAC	330100	Parking:							
0	0	0	0	0.0%				Parking	0	0	0	0	0.0%	0	
								Subtotal	0	0	0	0	0.0%	0	
33	16	0	(16)	-100.0%	27	CIRC	330150	Library Services:	1,089	1,078	1,495	417	38.7%	2,818	Timing variance
13,191	14,641	16,711	2,070	14.1%	25	PS	330140	Annual Members Fee	93,001	86,902	83,193	(3,709)	-4.3%	199,460	
2,190	2,659	12,638	9,979	375.3%	25	PS	330340	Course Registration	12,061	27,350	23,122	(4,228)	-15.5%	48,458	Timing variance
2,494	2,300	2,613	313	13.6%	27	CIRC	330129	Copy Center	15,588	11,000	14,132	3,132	28.5%	23,300	Timing variance
153	900	1,338	438	48.7%	27	CIRC	330205	Document Delivery	1,998	4,500	6,698	2,198	48.8%	9,800	Timing variance
2,018	1,650	1,234	(416)	-25.2%	27	CIRC	330210	Fines	9,210	8,400	10,058	1,658	19.7%	20,000	Timing variance
129	100	10,157	10,057	10056.7%	15	FIN	330310	Miscellaneous	12,199	8,000	11,674	3,674	45.9%	31,200	Timing variance
0	1,000	45	(955)	-95.5%	39	FAC	330330	Room Rental	5,056	5,000	10,945	5,945	118.9%	12,000	Timing variance
0	0	0	0	0.0%	23	COL	330350	Book Replacement	450	0	0	0	0.0%	0	
0	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	0	0	0	0	0.0%	15,000	
0	0	0	0	0.0%	17	EXEC	330400	Friends of Law Library	0	0	75,000	75,000	0.0%	150,000	
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	0	
153	100	145	45	45.0%	15	FIN	330450	Vending	1,170	810	1,120	310	38.3%	1,595	Timing variance
0	0	0	0	0.0%	39	FAC	330465	Special Events Income	0	0	0	0	0.0%	0	
20,361	23,366	44,881	21,515	92.1%				Subtotal	151,821	153,040	237,437	84,397	55.1%	513,631	
791,708	682,417	976,327	293,910	43.1%				Total Income	3,872,056	3,474,808	4,220,493	745,685	21.5%	8,775,783	
Expenses:															
Staff:															
242,149	398,334	330,112	68,223	17.1%	ALL	501000	Salaries (FT)	1,153,459	1,460,559	1,267,110	193,450	13.2%	3,452,231	Favorable variance due to vacancies.	
0	7,967	0	7,967	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	29,211	0	29,211	100.0%	69,045	
18,725	34,233	30,542	3,692	10.8%	ALL	501050	Salaries (PT)	92,904	125,522	109,423	16,099	12.8%	296,689	Favorable variance due to vacancies.	
0	685	0	685	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	2,510	0	2,510	100.0%	5,934	
14,544	22,494	20,417	2,077	9.2%	15	FIN	502000	Social Security	73,102	82,476	83,282	(806)	-1.0%	194,944	
3,626	6,272	5,029	1,243	19.8%	15	FIN	503000	Medicare	17,412	22,998	19,731	3,267	14.2%	54,359	Timing variance
27,685	41,853	21,448	20,405	48.8%	15	FIN	511000	Retirement	531,109	654,342	616,236	38,107	5.8%	863,608	Favorable variance due to vacancies.
8,333	41,667	41,667	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	41,667	208,333	208,333	0	0.0%	500,000	
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	0	
50,153	59,500	51,140	8,360	14.1%	15	FIN	512000	Health Insurance	255,001	297,499	273,411	24,088	8.1%	724,229	Favorable variance due to vacancies.
430	482	376	106	21.9%	15	FIN	513000	Disability Insurance	2,094	2,410	2,086	324	13.5%	5,783	Favorable variance due to vacancies.
4,951	5,536	5,266	271	4.9%	15	FIN	514000	Dental Insurance	27,631	27,681	25,599	2,083	7.5%	66,435	Favorable variance due to vacancies.
606	658	529	129	19.6%	15	FIN	514500	Vision Insurance	2,975	3,290	2,909	381	11.6%	7,896	Favorable variance due to vacancies.
197	225	181	44	19.5%	15	FIN	515000	Life Insurance	964	1,126	942	185	16.4%	2,703	Favorable variance due to vacancies.
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	0	
2,121	1,940	70	1,870	96.4%	15	FIN	516000	Workers Compensation Insurance	15,935	9,700	7,824	1,876	19.3%	24,444	
0	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	(378)	1,500	2,682	(1,182)	-78.8%	6,000	Timing variance
980	2,390	2,641	(251)	-10.5%	ALL	514010	Temporary Employment	5,849	12,150	10,921	1,229	10.1%	29,180	Timing variance	
49,428	0	120	(120)	0.0%	13	HR	514015	Recruitment	89,373	1,250	2,193	(943)	-75.5%	5,000	
0	0	0	0	0.0%	15	FIN	517500	Accrued Sick Expense	0	0	0	0	0.0%	5,000	
0	0	0	0	0.0%	15	FIN	518000	Accrued Vacation Expense	0	0	0	0	0.0%	20,000	
8,333	10,833	10,833	0	0.0%	15	FIN	518500	OPEB Expense	41,667	54,167	54,167	0	0.0%	130,000	
245	300	73	227	75.6%	15	FIN	518550	TMP	2,100	4,000	1,334	2,666	66.7%	8,600	Timing variance
83	100	87	13	13.2%	15	FIN	518560	Benefit Administration	1,813	500	474	26	5.2%	2,900	
432,590	635,469	520,529	114,940	18.1%				Total - Staff	2,354,675	3,001,226	2,688,655	312,570	10.4%	6,474,979	
Library Materials/Electronic Resources Subscription:															
129,703	122,000	127,586	(5,586)	-4.6%	23	COL	601999	American Continuations	552,576	610,720	576,423	34,297	5.6%	1,817,720	Timing variance
2,463	2,370	1,480	890	37.5%	23	COL	602999	American New Orders	8,403	12,150	16,409	(4,259)	-35.1%	29,440	Timing variance
535	700	538	162	23.1%	23	COL	609199	Branch Continuations	4,103	8,026	5,075	2,951	36.8%	24,426	Timing variance
0	0	0	0	0.0%	23	COL	609299	Branch New Orders	0	150	0	150	100.0%	300	Timing variance
242	400	10,821	(10,421)	-2605.1%	23	COL	603999	Commonwealth Continuations	74,875	81,772	87,420	(5,648)	-6.9%	186,772	Timing variance
527	140	0	140	100.0%	23	COL	604999	Commonwealth New Orders	968	700	31	669	95.6%	1,680	Timing variance
3,073	6,000	2,211	3,789	63.2%	23	COL	605999	Foreign Continuations	22,188	32,188	24,618	7,570	23.5%	182,188	Timing variance
642	1,357	165	1,192	87.8%	23	COL	606999	Foreign New Orders	3,355	3,785	538	3,247	85.8%	9,284	Timing variance
10,375	12,000	6,291	5,709	47.6%	23	COL	607999	International Continuations	31,159	36,538	41,227	(4,689)	-12.8%	162,538	Timing variance
1,005	423	370	53	12.5%	23	COL	608999	International New Orders	2,091	3,115	3,085	30	1.0%	7,076	

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

Nov 2023	Nov 2024				FY 2023-24	FY 2024-25 YTD				Annual Budget	Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual			\$ Fav (Unf)	% Fav (Unf)
123	300	268	32	10.7%	23 COL 609399	General/Librarianship Continuations	1,180	1,714	1,723	(9)	-0.6%	15,614	
0	185	58	127	68.7%	23 COL 609499	General/Librarianship New Orders	2,076	925	580	345	37.3%	2,220	Timing variance
148,688	145,875	149,789	(3,914)	-2.7%		Subtotal	702,973	791,783	757,128	34,655	4.4%	2,439,258	
(148,688)	(145,875)	(149,789)	3,914	-2.7%	23 COL 690000	Library Materials Transferred to Assets	(702,973)	(791,783)	(757,128)	(34,655)	4.4%	(2,439,258)	
58,428	57,533	58,414	(882)	-1.5%	23 COL 685000	Electronic Resource Subscriptions (ERS)	255,259	255,847	262,884	(7,038)	-2.8%	732,575	
						Facilities:							
0	3,500	2,894	606	17.3%	39 FAC 801005	Repair & Maintenance	2,321	17,500	49,792	(32,292)	-184.5%	42,000	Includes unexpected plumbing repairs and deferred HVAC maintenance.
598	1,920	2,843	(923)	-48.0%	39 FAC 801010	Building Services	8,230	9,600	11,496	(1,896)	-19.8%	26,040	Includes unexpected bed bug service in reading room.
0	1,000	128	872	87.2%	39 FAC 801015	Cleaning Supplies	6,297	5,000	5,104	(104)	-2.1%	12,000	Timing variance
14,254	15,500	12,788	2,712	17.5%	39 FAC 801020	Electricity & Water	74,928	77,500	71,138	6,362	8.2%	187,500	
1,065	1,070	1,118	(48)	-4.5%	39 FAC 801025	Elevator Maintenance	5,223	5,350	9,967	(4,617)	-86.3%	12,840	Unplanned elevator service call/repair.
3,543	3,383	5,512	(2,129)	-62.9%	39 FAC 801030	Heating & Cooling	17,320	16,915	12,479	4,436	26.2%	40,596	Timing variance. Delay in receiving invoice from ISD.
34,489	39,975	34,993	4,682	11.8%	15 FIN 801035	Insurance	173,906	198,375	174,964	23,411	11.8%	476,100	Timing variance
12,137	10,350	11,611	(1,261)	-12.2%	39 FAC 801040	Janitorial Services	59,984	51,750	59,632	(7,882)	-15.2%	124,200	Timing variance. Prior year invoice to be reclassified.
0	2,000	0	2,000	100.0%	39 FAC 801045	Landscaping	0	10,000	0	10,000	100.0%	24,000	Included in janitorial cost line item.
22,851	19,900	15,894	4,006	20.1%	39 FAC 801050	Security	96,323	99,500	94,318	5,182	5.2%	240,700	
0	250	0	250	100.0%	39 FAC 801060	Room Rental Expenses	1,291	1,250	142	1,108	88.6%	3,000	Timing variance
147	500	345	155	31.0%	39 FAC 801065	Special Events Expenses	2,409	13,200	2,296	10,904	82.6%	24,700	PBW costs lower than budgeted.
0	250	0	250	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	0	1,250	294	956	76.5%	3,000	Timing variance
0	300	372	(72)	-24.1%	39 FAC 801110	Equipment (<3K)	2,182	1,500	1,788	(288)	-19.2%	3,600	Timing variance
801	400	0	400	100.0%	39 FAC 801115	Building Alterations (<3K)	801	2,000	70	1,930	96.5%	4,800	Timing variance
339	133	30	103	77.4%	39 FAC 801120	Delivery & Postage	1,150	1,518	1,122	396	26.1%	2,869	Timing variance
178	275	260	15	5.5%	39 FAC 801125	Kitchen supplies	1,101	1,375	1,040	335	24.4%	3,400	Timing variance
90,402	100,406	88,788	11,618	11.6%		Subtotal	453,465	513,583	495,642	17,941	3.5%	1,231,345	
						Technology:							
1,070	3,733	1,717	2,016	54.0%	33 TECH 801210	Software Maintenance	4,925	18,665	10,362	8,303	44.5%	44,795	Timing variance
2,308	4,029	2,179	1,850	45.9%	33 TECH 801212	Hardware Maintenance	11,446	20,145	12,169	7,976	39.6%	48,348	Timing variance
0	550	0	550	100.0%	33 TECH 801215	Software (<\$3k)	1,257	2,750	666	2,084	75.8%	6,600	Timing variance
0	1,000	901	99	9.9%	33 TECH 801220	Hardware (<\$3k)	1,097	7,000	3,655	3,345	47.8%	14,000	Timing variance
0	283	213	70	24.8%	33 TECH 801225	Computer Supplies	108	1,415	2,786	(1,371)	-96.9%	3,396	Timing variance
5,366	5,629	5,629	(0)	0.0%	33 TECH 801230	Integrated Library System	26,832	28,145	28,147	(2)	0.0%	67,548	Timing variance
729	1,980	2,490	(510)	-25.7%	33 TECH 801235	Telecommunications	7,650	9,900	8,214	1,686	17.0%	23,760	Timing variance
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	0	1,000	405	595	59.5%	1,000	Timing variance
0	0	149	(149)	0.0%	33 TECH 801250	Services	0	15,000	743	14,258	95.1%	30,000	Timing variance
3,982	3,860	5,363	(1,503)	-38.9%	33 TECH 801275	Online Service Providers	10,900	19,300	28,230	(8,930)	-46.3%	45,760	Timing variance
13,455	21,064	18,640	2,424	11.5%		Subtotal	64,215	123,320	95,376	36,873	29.9%	285,207	
						General:							
304	458	458	1	0.1%	15 FIN 801310	Bank Charges	1,620	2,292	2,435	(143)	-6.2%	5,500	
871	906	908	(2)	-0.2%	35 CMS 801315	Bibliographical Services	5,597	5,824	5,807	17	0.3%	12,166	
2,718	4,000	323	3,677	91.9%	35 CMS 801320	Binding	3,465	4,000	339	3,661	91.5%	10,000	Timing variance due to shipping delays.
123	150	84	66	43.8%	17 EXEC 801325	Board Expense	436	750	517	233	31.1%	1,890	July meeting cancelled.
0	0	171	(171)	0.0%	37 COM 801330	Staff meals & events	0	4,030	2,581	1,449	36.0%	13,780	Timing variance
218	1,273	3,307	(2,034)	-159.8%	15 FIN 801335	Supplies - Office	1,316	8,155	7,184	971	11.9%	17,766	Timing variance
0	0	0	0	0.0%	35 CMS 801337	Supplies - Library materials	1,850	2,300	2,293	7	0.3%	10,000	
0	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	0	600	0	600	100.0%	2,400	Timing variance. Ordering for new staff and current staff title changes estimated by February 2025
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	0	
2,235	2,300	6,433	(4,133)	-179.7%	33 IT 801370	Copy Center Expense	4,837	6,650	8,577	(1,927)	-29.0%	12,250	Increased color copy usage.
0	0	0	0	0.0%	15 FIN 801375	General - Misc	204	1,500	655	845	56.3%	3,000	Timing variance
1,850	0	2,440	(2,440)	0.0%	25 PS 801390	Course Registration	11,250	0	12,370	(12,370)	0.0%	0	Budget correction needed at mid-year.
0	0	0	0	0.0%	17 EXEC 801395	Friends of Law Library	450	0	0	0	0.0%	600	
8,318	9,087	14,123	(5,036)	-55.4%		Subtotal	31,025	36,101	42,755	(6,655)	-18.4%	89,352	
						Professional Development:							
0	750	1,232	(482)	-64.3%	ALL 803105	Travel	6,214	14,150	6,737	7,413	52.4%	16,050	Timing variance. AALL travel costs offset by grants received.
0	0	0	0	0.0%	ALL 803110	Meals	0	0	0	0	0.0%	0	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	0	
380	400	0	400	100.0%	ALL 803115	Membership dues	741	620	555	65	10.5%	12,001	
0	0	224	(224)	0.0%	ALL 803120	Registration fees	6,933	6,709	8,443	(1,734)	-25.9%	8,384	Timing variance
0	0	0	0	0.0%	ALL 803125	Educational materials	0	5,351	349	5,002	93.5%	5,351	Timing variance
380	1,150	1,456	(306)	-26.6%		Subtotal	13,888	26,830	16,084	10,746	40.1%	41,786	
						Communications & Marketing:							



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

Nov 2023	Nov 2024				FY 2023-24	FY 2024-25 YTD				Annual Budget	Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual			\$ Fav (Unf)	% Fav (Unf)
30,538	10,000	23,476	13,476	134.8%	15 FIN 321000	Investment Gain (Loss) <sup>1</sup>	126,879	50,000	137,988	87,988	176.0%	120,000	Reflects gains/loss if sold at time of report (before maturity)
0	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	231,510	0	231,641	231,641	0.0%	0	
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	0	
<u>18,230</u>	<u>(341,501)</u>	<u>107,053</u>	<u>448,554</u>	<u>-131.3%</u>		Net Income Including Extraordinary Items	<u>57,853</u>	<u>(1,496,592)</u>	<u>18,712</u>	<u>1,515,304</u>	<u>101.3%</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	0	4,055	(4,055)	0.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	0	582,000	4,055	577,945	99.3%	702,000	Timing variance.
0	150,000	0	150,000	100.0%	39 FAC 164500	Exterior Building Repairs/Improvements (>3k)	0	200,000	0	200,000	100.0%	870,000	Timing variance.
0	0	0	0	0.0%	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	40,000	0	40,000	100.0%	40,000	
<u>0</u>	<u>150,000</u>	<u>4,055</u>	<u>(145,945)</u>	<u>-97.3%</u>		Total - Capitalized Expenditures	<u>0</u>	<u>957,000</u>	<u>4,055</u>	<u>952,945</u>	<u>99.6%</u>	<u>2,457,000</u>	
CalPERS CERBT Trust Fund:													
						Beginning Balance			2,601,651				
						Administrative Expense			-58.21				CalPERS CERBT program cost.
						Investment Expense			-92.68				Investment management cost.
						Unrealized Gain/Loss			63,125.62				Fluctuating market conditions.
						Distribution							Distribution from Fund.
						Ending Balance			<u>2,664,626</u>				

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

## Los Angeles County Law Library

Statement of Cash Flows

As of November 30, 2024

(Provisional and subject to year-end audit adjustments)

	11/30/2024	YTD
<b>Cash flows from operating activities</b>		
L.A. Superior court fees	879,718	3,708,366
Parking fees	-	-
Library services	44,881	162,437
Extraordinary income	-	231,641
(Increase) decrease in accounts receivable	204,439	(7,692)
(Increase) decrease in other receivable	(205,309)	(90,260)
Increase (decrease) in borrowers' deposit	824	9,233
<b>Cash received from filing fees and services</b>	<b>924,552</b>	<b>4,013,725</b>
Facilities	(88,788)	(495,642)
Technology	(18,640)	(95,376)
General	(14,123)	(42,755)
Professional development	(1,456)	(16,084)
Communications & marketing	(1,005)	(2,455)
Travel & entertainment	(13)	(99)
Professional services	(173)	(20,478)
Electronic Resource Subscriptions (ERS)	(58,414)	(262,884)
(Increase) decrease in prepaid expenses	66,653	(141,632)
Increase (decrease) in accounts payable	187,538	28,873
Increase (decrease) in other liabilities	-	-
<b>Cash payments to suppliers for goods and services</b>	<b>71,579</b>	<b>(1,048,533)</b>
Staff (payroll + benefits)	(520,529)	(2,688,655)
Increase (decrease) in payroll liabilities	12,316	11,424
Increase (decrease) in accrued sick and vacation liability	(962)	(37,467)
Increase (decrease) in OPEB liability	10,833	54,167
Increase (decrease) in net pension liability	41,667	208,333
<b>Cash payments to employees for services</b>	<b>(456,676)</b>	<b>(2,452,199)</b>
Contributions received	-	75,000
Net cash from operating activities	539,455	587,993
<b>Cash flow from capital and related financing activities</b>		
Library materials	(149,789)	(757,128)
Fixed assets	(4,055)	(4,055)
Capital - Work in Progress (WIP)	(49,601)	(127,421)
<b>Cash flows from investing activities</b>		
Investment	-	-
Investment earnings	51,728	274,690
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>387,738</b>	<b>(25,921)</b>
Cash and cash equivalents, at beginning of period	16,232,357	16,646,017
<b>Cash and cash equivalents, at end of period</b>	<b>16,620,095</b>	<b>16,620,095</b>
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	31,849	(393,966)
Adjustments for noncash effects:		
Depreciation	189,608	946,980
Extraordinary expense: book write-off		-
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	204,439	(7,692)
(Increase) decrease in other receivable	(205,309)	(90,260)
(Increase) decrease in prepaid expenses	66,653	(141,632)
Increase (decrease) in accounts payable	187,538	28,873
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	12,316	11,424
Increase (decrease) in accrued sick and vacation liability	(962)	(37,467)
Increase (decrease) in borrowers' deposit	824	9,233
Increase (decrease) in OPEB liability	10,833	54,167
Increase (decrease) in net pension liability	41,667	208,333
Net cash from operating activities	<b>539,455</b>	<b>587,993</b>



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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 2	NESTOR ALEJANDRO HERRERA PRADA	BOOKS	230.00	033442
	OTTO HARRASSOWITZ	BOOKS	2,602.10	033443
	LEXISNEXIS CANADA INC	BOOKS	6,860.35	033444
	SELDEN SOCIETY	BOOKS	90.00	033445
	AFLAC REMITTANCE	CAFE PLAN-INSURAN	1,216.14	033446
	GUARDIAN	PREPAID EXP	7,909.16	033447
	LA SPICE LLC	PREPAID EXP	1,365.00	033448
	RJ ELECTRIC	REPAIR/MAINT	1,320.00	033449
	RWG LAW	LEGAL	7,561.35	033450
December 3	LA SPICE LLC	STAFF MEALS & EVE	5,460.14	033451
December 6	JUAN PABLO CHAVEZ	REFUND	70.00	033452
	MONTELL DUPREE II	REFUND	140.00	033453
	RHONDA DENISE SANTILLI	REFUND	140.00	033454
	GAINES PATRICK SUMRALL	REFUND	140.00	033455
	TERESA POSTELL WILLIAMS	REFUND	140.00	033456
December 16	LIBROS DE HONDURAS	BOOKS	1,500.00	033457
	WILLIAM S HEIN & CO	BOOKS	346.00	033458
December 17	ABD OFFICE SOLUTIONS ** VOIDED *****	COPY CENTER	0.00	033460
	ADP SCREENING & SELECTION SVCS	RECRUITMENT	119.72	033461
	AFLAC REMITTANCE	CAFE PLAN-INSURAN	810.76	033462
	AT&T	TELECOM	1,189.19	033463
	COUNTY OF LOS ANGELES	HEATING/COOLING	5,511.69	033464
	LANGUAGE PEOPLE INC	OTHER	522.50	033465
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	1,118.00	033466
	METROLINK	TMP	238.00	033467
	PRICE PAIGE & COMPANY	PREPAID EXP	2,215.00	033468
	COUNTY LOS ANGELES	REPAIR MAINT	148.00	033469
	CHARTER COMMUNICATIONS	TELECOM	390.64	033470
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	033471
December 19	CALIFORNIA DEPARTMENT OF TAX	USE TAX	671.00	033472
December 23	LABIB FUNK + ASSOCIATES	CAPITAL WIP	500.00	033473

50,699.74

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 10	PRICE PAIGE & COMPANY	PREPAID EXP	10,000.00	TS00349066
December 24	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	11,436.38	TS00349565
	EX LIBRIS (USA) INC.	PREPAID EXP	17,715.86	TS00349565
	ELDER LAW & DISABILITY RIGHTS	OTHER	15,000.00	TS00349565

54,152.24

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 10	SEIU LOCAL 721	UNION DUES	3,433.89	001744
	SEIU LOCAL 721	UNION SUPPL	32.28	001745
			<b>3,466.17</b>	

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 1	BEST BUY	COMPUTER HARDW	473.76	V009181
	SYNCB AMAZON	HARDWARE(<3K)	848.91	V009207
December 2	LEXISNEXIS MATTHEW BENDER	BOOKS	1,884.86	V009102
	CALIFORNIA ANIMAL WELFARE ASSOCIATI	BOOKS	66.44	V009103
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,608.58	V009104
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,864.50	V009105
	PRACTISING LAW INSTITUTE	BOOKS	385.54	V009106
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	4,009.86	V009107
	UNITED NATIONS PUBLICATIONS	BOOKS	159.53	V009108
	WEST ACADEMIC	BOOKS	379.97	V009109
	THOMSON REUTERS	BOOKS	89,583.45	V009110
	GOBI LIBRARY SOLUTIONS	BOOKS	410.46	V009111
	DIGITAL INSURANCE LLC	CONSULTING	1,400.00	V009119
	ISOLVED BENEFIT SERVICES	HR BENEFIT/ADMIN	86.82	V009120
	SECURITAS SECURITY	SECURITY	7,760.57	V009121
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	540.82	V009182
	STAMPS.COM	DELIVERY & POSTAG	300.00	V009183
December 3	CARD INTEGRATORS CORPORATION	SECURITY	544.31	V009123
	INSIGHT.COM	CAPITAL WIP	1,014.95	V009184
	SYNCB AMAZON	STAFF MEALS/EVEN	75.00	V009208
	AMAZON WEB SERVICES	OSP	629.70	V009209
December 4	GRAINGER	REPAIR/MAINT	53.84	V009239
December 5	HOUSE OF TROPHIES AND AWARDS, INC	MISCELLANEOUS	71.18	V009185
	MICROSOFT CORPORATION	OSP	10.00	V009186
	SYNCB AMAZON	COMPUTER HARDW	1,421.28	V009210
December 6	WOLTERS KLUWER LAW & BUSINESS	BOOKS	316.73	V009134
	LEXISNEXIS MATTHEW BENDER	BOOKS	38.12	V009135
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	664.19	V009136
	DATA TRACE PUBLISHING COMPANY	BOOKS	794.85	V009137
	HOGARTH REPRESENTATION	BOOKS	785.56	V009138
	INGRAM LIBRARY SERVICES	BOOKS	97.94	V009139
	LAW JOURNAL PRESS	BOOKS	14,788.68	V009141
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,000.00	V009142
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	158.50	V009143
	PRACTISING LAW INSTITUTE	BOOKS	1,900.04	V009144
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	758.55	V009145
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	2,240.66	V009146
	THOMSON REUTERS	BOOKS	97,627.80	V009147
	WILLIAM S HEIN & CO	BOOKS	2,695.88	V009148

255,179.10

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 8	GOBI LIBRARY SOLUTIONS	BOOKS	347.27	V009149
	BULBS.COM	REPAIR/MAINT	1,614.94	V009240
	SYNCB AMAZON	BOOKS	95.92	V009272
December 9	MICROSOFT CORPORATION	OSP	29.00	V009187
	SYNCB AMAZON	STAFF MEALS/EVEN	1,749.88	V009211
December 10	SYNCB AMAZON	BOOKS	70.07	V009150
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	79.12	V009188
	SYNCB AMAZON	BOOKS	275.50	V009224
	SLOAN'S DRY CLEANERS & LAUNDRY	STAFF MEALS/EVEN	350.00	V009241
December 11	RALPHS	STAFF MEALS/EVEN	346.10	V009189
	KAPCO	SUPPLIES-LIBRARY	1,366.20	V009242
December 13	SYNCB AMAZON	SUPPLIES-OFFICE	1,371.94	V009212
	DEMCO	SUPPLIES-LIBRARY	782.69	V009243
December 15	SMART & FINAL	STAFF MEALS/EVEN	105.37	V009190
	LOS ANGELES PHOTO BOOTH	STAFF MEALS/EVEN	49.50	V009244
December 16	SYNCB AMAZON	SUPPLIES-OFFICE	369.94	V009213
December 17	AMERICAN BANKRUPTCY INSTITUTE	BOOKS	125.00	V009151
	GEORGE T BISEL COMPANY	BOOKS	235.14	V009152
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	34,557.75	V009153
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	10,675.42	V009154
	FORSTER LONG LLC	BOOKS	605.00	V009155
	KENDALL HUNT PUBLISHING COMPANY	BOOKS	28.50	V009156
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	148.50	V009157
	PRACTISING LAW INSTITUTE	BOOKS	1,452.90	V009158
	WEST ACADEMIC	BOOKS	262.80	V009159
	GOBI LIBRARY SOLUTIONS	BOOKS	686.10	V009160
	DROPBOX	OSP	540.00	V009191
	QUICKSTART LEARNING	REGISTRATION FEE	2,400.00	V009192
	SYNCB AMAZON	COMPUTER SUPPLIE	980.48	V009214
	ALTA FOODCRAFT	KITCHEN SUPPLIES	259.98	V009193
	BRCK INC	TELECOM	1,799.26	V009194
	DIGITAL INSURANCE LLC	CONSULTING	2,800.00	V009195
	ISOLVED BENEFIT SERVICES	HR BENEFIT/ADMIN	86.82	V009196
LA DEPT OF WATER & POWER	ELECTRIC/FIRE	12,787.96	V009197	
NASA SERVICES	BLDG SVCS	627.53	V009198	
ORKIN	BLDG SVCS	140.00	V009199	
PURE PROCESS FILTRATION INC.	BLDG SVCS	2,008.74	V009200	

353,554.43

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 18	SECURITAS SECURITY	SECURITY	16,511.28	V009201
	WESTCOAST GATE & ENTRY	REPAIR/MAINT	352.00	V009202
	LEXISNEXIS MATTHEW BENDER	BOOKS	34,538.57	V009245
	CDW GOVERNMENT INC	SUPPLIES-OFFICE	2,274.53	V009246
December 19	SYNCB AMAZON	COMPUTER SUPPLIE	131.37	V009247
	DOORDASH	BOARD EXP	124.46	V009248
December 20	SYNCB AMAZON	COMPUTER SUPPLIE	753.30	V009215
	SYNCB AMAZON	STAFF MEALS/EVEN	340.00	V009249
	CDW GOVERNMENT INC	CAPITAL WIP	1,794.93	V009250
	HR CERTIFICATION.COM	REGISTRATION	2,195.00	V009251
	MICROSOFT CORPORATION	OSP	50.00	V009252
	ZOOM VIDEO COMMUNICATIONS INC	OSP	223.12	V009253
December 22	LEXISNEXIS MATTHEW BENDER	BOOKS	808.78	V009216
	CASTLE PUBLICATIONS	BOOKS	206.96	V009217
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,353.18	V009218
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	235.43	V009219
	NEW JERSEY LAW JOURNAL	BOOKS	443.48	V009220
	NOLO PRESS OCCIDENTAL	BOOKS	150.00	V009221
	PRACTISING LAW INSTITUTE	BOOKS	417.38	V009222
	GOBI LIBRARY SOLUTIONS	BOOKS	448.44	V009223
	MICROSOFT CORPORATION	OSP	330.00	V009254
December 26	GOOGLE	SERVICES	1.99	V009255
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	614.03	V009256

403,341.38

LA Law Library  
Fiscal Year Quarterly Statistics

			FY19 2nd Quarter	FY20 2nd Quarter	FY21 2nd Quarter	FY22 2nd Quarter	FY23 2nd Quarter	FY24 2nd Quarter	FY25 2nd Quarter	FY25 2nd 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		5,181	5,244	0	2,923	6,396	9,102	9,238	
	Tuesday 6pm to 8pm - All Queries		81	112	0	0	0	0	0	
	Phone		1,306	1,336	2,200	2,627	3,899	7,032	5,575	
	Email/ Live Chat		150	173	1,777	1,363	1,365	2,439	1,949	
	By Mail		40	55	66	51	44	61	116	
	Global Law Inquires		17	15	0	0	13	42	107	
	Global Law Web Inquires		14	0	0	0	0	0	0	
	e-Branch Chat		42	22	0	0	0	0	0	
	e-Branch Email		0	3	0	0	0	0	0	
	<b>Totals</b>	<b>Total</b>	<b>6,935</b>	<b>6,960</b>	<b>4,043</b>	<b>6,964</b>	<b>11,717</b>	<b>18,676</b>	<b>16,985</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		5,869	4,022	0	2,966	3838	3,355	2,736	
	Phone Inquiries		1,666	1,636	1,356	1,286	965	993	1,204	
	<b>Totals</b>	<b>Total</b>	<b>7,535</b>	<b>5,658</b>	<b>1,356</b>	<b>4,252</b>	<b>4,803</b>	<b>4,348</b>	<b>3,940</b>	
	Books Circulated		1,899	1,917	417	833	1,984	2,143	1,846	
	Library Card Sign-ups		522	451	0	187	328	374	387	
	Members Program - Active Members		340	308	204	221	239	213	211	
	Public Terminal Logins		6,078	5,410	0	1,669	3,291	4,441	3,342	
<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		334	716	237	639	172	385	812	
	In-Person		2,124	2,480	0	636	64	65	169	
	Email (Includes Members Program)		201	220	924	815	882	2,112	565	
	<b>Totals</b>	<b>Total</b>	<b>2,712</b>	<b>3,416</b>	<b>1,161</b>	<b>2,090</b>	<b>1,118</b>	<b>2,562</b>	<b>1,546</b>	
	Pages Delivered		4,503	6,539	8,477	8,150	14,520	40,490	3,599	
	Copies Made (Main Library)		49,678	67,897	0	54,681	70,701	51,601	103,008	

LA Law Library  
Fiscal Year Quarterly Statistics

		FY19 2nd Quarter	FY20 2nd Quarter	FY21 2nd Quarter	FY22 2nd Quarter	FY23 2nd Quarter	FY24 2nd Quarter	FY25 2nd Quarter	FY25 2nd 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	140	144	149	159	203	191	161	
	Print Volumes Added	1,409	1576	1372	1,626	1,535	1,257	1,418	
	New Serials	25	13	14	17	14	46	95	
	Non-Print Media Added	200	890	408	32	203	118	0	
	Records Cataloged/Updated	485	395	503	152	324	332	614	
	Print & Non-Print Withdrawn	540	423	506	398	700	754	315	
<b>Brief Scanning Project</b>									
	Briefs Logged (Google)	11,743	15,690	7,480	0	0	0	29,229	
<b>Website Statistics</b>									
	Visitors	22,725	29,354	20,279	26,298	31,562	29,711	55,876	
	Visits (previously counted as "Pages Viewed")	90,517	92,760	66,311	84,078	104,298	87,541	142,468	
	Average Daily Visits	379	316	301	292	371	294	441	
	Average Duration	3:01	4:57	3:08	3:23	3:24	3:02	2:17	
	Visitors: US	97.74%	95.99%	93.62%	94.56%	93.40%	92.44%	97.56%	
	Visitors: International / Unspecified	2.26%	2.10%	6.38%	5.44%	6.60%	7.56%	2.44%	
<b>Training and Events (Includes Online,Prerecorded/Live via ZOOM)</b>									
	Public Classes Held Online								
	Internal speaker	0	0	15	33	44	44	45	
	Guest speaker	0	0	78	146	130	132	136	
	MCLE Classes Held Online								
	Internal speaker	0	0	0	0	1	3	3	
	Guest speaker	0	0	13	29	52	52	67	
	Clinics/ Workshops Held Online	0	0	4	1	1	3	2	
	Public Classes Held at Main & Branches								
	Internal speaker	42	37	0	0	4	11	10	
	Guest speaker	81	91	0	7	14	15	7	
	MCLE Classes Held								
	Internal speaker	0	6	0	0	0	0	0	
	Guest speaker	6	0	0	0	0	1	1	
	Clinics/ Workshops Held	65	52	0	3	9	2	10	
	<b>Totals</b>	<b>Total</b>	<b>194</b>	<b>186</b>	<b>110</b>	<b>219</b>	<b>255</b>	<b>263</b>	<b>281</b>
	Class Attendance in Person Total (Estimated)	3,480	2,906	0	291	449	366	290	
	Live Class Attendance: Online/Remote	N/A	N/A	244	762	843	1,031	1,082	
	Live Class Registration: Online/Remote	N/A	0	2167	1,558	1,520	2,067	2,138	



LA Law Library  
Fiscal Year Quarterly Statistics

			FY19 2nd Quarter	FY20 2nd Quarter	FY21 2nd Quarter	FY22 2nd Quarter	FY23 2nd Quarter	FY24 2nd Quarter	FY25 2nd Quarter	FY25 2nd Quarter Notes
	Number of plays of prerecorded Classes		N/A	0	869	1,668	1,588	2,110	2,301	
	Class Attendance Branches (Estimated)		N/A	646	0	0	0	0	0	
<b>Visits to Main Branch</b>										
	Number of Patron Visits (front door)		24,400	47,286	0	23,977	13,523	15,520	NA	People counter is being replaced

**MEMORANDUM**

**DATE:** January 29, 2025

**TO:** Board of Law Library Trustees

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

**RE:** Approval of Extension of Contract with Insurance Broker for 2025-26 Property and Liability Insurance Renewal

**BACKGROUND AND SUMMARY**

Alliant Insurance Services has been the Library’s outside brokers since 2019. Since then, they’ve provided excellent and timely service. As is our regular, quinquennial practice, an RFP for insurance brokerage services would have been released since 2023, early 2024 for the 2024-25 and the 2025-26 insurance renewal cycle. However, due to the other priorities, staff is recommending postponing the RFP to later in calendar year 2025.

In January 2025, we asked Alliant Insurance Services to propose a contract extension for a single year to complete the 2025-26 property and liability renewals. Staff recommends accepting the proposed contract extension with Alliant Insurance Services, our current insurance broker, for the 2025-26 property and liability insurance renewals at a cost not to exceed \$26,967 as per the enclosed proposal; a zero dollar increase from the expiring annual agreement.

The contract extension will allow us focus our attention on other more pressing matters and better plan the RFP to later in calendar year 2025.

**RECOMMENDATION**

It is recommended that the Board authorize a one-year extension of the contract for insurance brokerage services with Alliant Insurance Services for the 2025-26 property and liability insurance renewals at a cost not to exceed \$26,967.

Encl.



**AMENDMENT TO CLIENT  
SERVICE AGREEMENT  
PROPERTY & CASUALTY INSURANCE BROKERAGE SERVICES  
ALLIANT INSURANCE SERVICES, INC. AND  
LOS ANGELES LAW LIBRARY**

This Agreement amending the Client Services Agreement (the “Amendment”) is entered into February 1, 2025, by and between Los Angeles Law Library (“Client”) and Alliant Insurance Services (“Alliant”).

WHEREAS, Client and Alliant are both parties to that certain Client Service Agreement effective as of February 1, 2025 (the “Agreement”) contemplating the provision of certain insurance brokerage and related services by Alliant to Client; and

WHEREAS, the parties now wish to amend certain terms of the Agreement pertaining to compensation;

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged by each party hereto, the parties hereto agree:

1. The brokerage fee will remain at \$26,967.
2. All other terms and conditions set forth in the Agreement shall remain in effect and shall apply to this Amendment.

**LOS ANGELES LAW LIBRARY**

**ALLIANT INSURANCE SERVICES**

By: \_\_\_\_\_

Katherine H. Chew  
Executive Director

By: \_\_\_\_\_

Robert Lowe  
Senior Vice President

**MEMORANDUM**

**DATE:** January 29, 2025

**TO:** Board of Law Library Trustees

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

**RE:** Approval of Revised Job Description for Director, Public and Legal Education; Director, Reference and Collections; Librarian, Global Law and Language Access; Interim Senior Librarian, Interim Managing Librarian, Legal Education; Librarian, Public Interest; Administrative Technician, Education; Interim Support Supervisor, Branches; Library Associate, Branches; Library Associate, Public Interest; Community Resource Specialist

**INTRODUCTION**

The position of Director, Public and Legal Education has been vacant as of December 20, 2024. In order to provide seamless delivery of programs and services without interruption, it is necessary to implement a temporary plan for managing the department’s staff until the Director position is filled. To do so, certain staff members have temporarily taken on additional responsibilities while the Director position remains vacant. Job descriptions for these positions must be revised to reflect these additional responsibilities during the recruitment process. The Executive Director will provide supervisory and management support of the department staff as needed.

Attached to this report are redlined versions of the job descriptions with revisions proposed. As the recruitment process to fill the position moves forward, staff recommend the Board approve of these revisions to accurately reflect staff assignments of additional responsibilities.

**SUMMARY OF PROPOSED REVISIONS:**

**Director, Public and Legal Education:** The suggested revisions seek to accomplish the following:

1. Provide a more detailed description for the section entitled “Position Summary”;
2. To encourage development of projects, programs, and services with wider outreach and diversification of patron groups that include other industries, businesses, and professions beyond the legal profession; under the section entitled “Responsibilities and Duties”
3. To clarify the supervisory role and specify groups targeted for access to justice efforts by naming departments, academic institutions, the courts, self-help centers, and legal aid organizations under the section entitled “Access to justice services, programs, resources and clinics”;



4. To specify the need to work across the Communications and IT departments for public offerings under the section entitled “Training and Outreach”;
5. To clarify positions supervised and encourage mentoring and professional growth of direct reports under the section entitled “Supervision and Leadership”;
6. To more clearly define administrative duties under section entitled “Administrative”;
7. To clarify additional responsibilities under section entitled “Additional Responsibilities”;
8. To widen pool of possible candidates for consideration under section entitled “Position Qualifications”;
9. To encourage applicants with networking capabilities under section entitled “Preferred”

**Director, Reference and Collections:** The suggested revisions seek to add supervision of Librarian, Global Law and Language Access under the Director, Reference and Collections.

**Librarian, Global Law and Language Access:** The suggested revisions seek to move the position from the Public and Legal Education department to the Reference and Collections department.

**Interim Senior Librarian:** The Managing Librarian, Stacks and Shelving, with support from the Executive Director, has taken on additional responsibilities for managing the Public and Legal Education staff during the recruitment process. To reflect this change, the job description of Managing Librarian will be changed to “Interim Senior Librarian” and include the additional responsibilities. The Executive Director will also provide management support of the department staff as needed.

**Interim Managing Librarian, Legal Education:** The Librarian, Legal Education, with overall support from the Interim Senior Librarian and Executive Director, has taken on additional responsibilities for supervising the Administrative Technician for Legal Programs. To reflect this change, the job description will reflect a change in title to “Interim Managing Librarian, Legal Education” and will include the additional role of supervising.

**Librarian, Public Interest:** The Librarian, Public Interest position has been under the direct supervision of the Director, Public and Legal Education. During the recruitment process, revisions to the job description should indicate that the position should report directly to the Interim Senior Librarian, with supervisory support from the Executive Director.

**Administrative Technician, Education:** This position previously reported directly to the Director position. Until the Director position is filled, the Administrative Technician, Education, will report directly to the Interim Managing Librarian, Legal Education. This position will also continue to support Public Program; however, for any daily supervisory needs, the Technician will report to the Interim Managing Librarian, Legal Education.



**Interim Support Supervisor, Branches:** The Library has benefited from years of experience of a current Library Associate at various Branch locations. With the current vacancy in the Director position, this Library Associate has willingly taken on a supervisory role for part time Library Associates new to the Library. The revisions reflect removing this position under direct supervision of the Director as well as adding supervisory responsibilities for part time Library Associates.

**Library Associate, Branches:** The Library Associate, Branches position has been under the direct supervision of the Director. During the recruitment process, revisions to the job description should indicate that this position should report directly to the Interim Support Supervisor, Branches for daily supervisory needs.

**Library Associate, Public Interest:** The Library Associate, Public Interest position has been under the direct supervision of the Director. During the recruitment process, revisions to the job description should indicate that the position should report directly to the Interim Senior Librarian, with supervisory support from the Executive Director.

**Community Resource Specialist:** This position has been under the direct supervision of the Director. During the recruitment process, revisions to the job description should indicate that the position should report directly to the Interim Senior Librarian, with supervisory support from the Executive Director.

#### **RECOMMENDATION**

Staff recommends that the Board approve the attached updated job description for the positions described above to reflect the management and supervisory responsibilities temporarily assigned during the recruitment of a new Director, Public and Legal Education.



## LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	Director, Public & Legal Education
<b>Department:</b>	Public & Legal Education
<b>Focus:</b>	Public Interest, Legal Education, <del>Global Law</del> & Community Connections
<b>Reports to:</b>	Executive Director
<b>Position Supervised:</b>	Librarians; <del>Library Associate</del> ; Community Resource Specialist; <del>Executive Assistant</del> <u>Administrative Technician (Education); Pro Bono Volunteers, Interns</u>
<b>FLSA Status:</b>	Exempt
<b>Salary Grade:</b>	8
<b>Union Status:</b>	Ineligible for Representation
<b>Effective Date:</b>	<del>10/14/2023</del> <u>January 29, 2025</u>

### Position Summary

Under the direction of the Executive Director, the Director, Public & Legal Education, assists with needs assessment, design, development and implementation of classes/clinics/workshops, special events/projects, and services offered at the Main Library in downtown Los Angeles and branch locations throughout the county. The Director will be tasked with focusing on programs and services that are timely and relevant to the general public's need for access to justice, legal resources, and education. Through strategic use of - internal and external resources, public outreach and community partnerships, the Director of Public and Legal Education will work to enhance and support educational programming for the general public and legal professional community-. This position will direct public interest programs ~~and information~~ focusing on self-represented ~~litigants, and~~ low-income individuals, ~~and and~~ vulnerable populations. The Director will also work with staff on the implementation of professional development programs in legal education. This is a supervisory role requiring ~~This position also~~ leadership of department staff members in daily operations, the implementation of programming and services, and collaboration with the executive team on department and Library wide projects for the legal community and general public. The Director will also work to develop new, and nurture existing, community partnerships for continued support and growth of the Library's mission to provide access to justice. ~~provides leadership developing and monitoring services and programming in Public Interest related services. The librarian in this position also participates in reference services provided to the Law Library's users.~~

### Responsibilities and Duties

Planning

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

#### Access to justice services, programs, resources and clinics

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

#### Training and Outreach

- Participates in and oversees the development of training programs, clinics and classes, including community- based partner initiatives.
- Participates in professional seminars, workshops, and lectures as appropriate.
- Participates in orientation and training of new staff members and non-professional staff.
- Travels as needed to remote locations to provide on-site supervision or presentation of services and programs.
- Oversees the development of the ~~Public Interest & Education~~ department's external and internal communications and works in cooperation with the Communications and IT teams to effectively market Library offerings to the public.-

#### Supervision and Leadership



- Supervises department staff which includes ~~Public Interest Librarians, Legal Education Librarian~~ Library Associates, Global and Language Access Librarian, ~~Community Resource Specialist, Library Associate, Executive Assistant (Public Interest)~~ Administrative Technician (Education), Pro Bono Volunteers and occasional interns.
- Coordinates required staff training, orientation and program activities; mentors newly hired staff
- Oversees and supervises Public Interest programming, including public classes, clinics and workshops.
- Oversees and supervises Legal Education programming, including legal research classes, legal professional training programs, and special programs.
- Guides the direction and development of content for classes taught both by ~~Patron Services~~ staff and external presenters.
- ~~Oversees and supervises global law and language access programming, including global law classes, training programs, and language access programming and internal processes.~~
- Oversees and supervises Community Connections programming, including one-on-one consultations, classes, training programs, and special projects.
- ~~Monitors and advises on the effectiveness and efficiency of processes within the Public & Legal Education department.~~
- Oversees the development and maintenance of pathfinders, resource lists and research guides for legal professionals and the general public.
- Oversees the review process for print and electronic materials in public interest and global law subject areas and for department programs and topics pertaining to self-represented individuals; and makes recommendations for additions, deletions and enhancements to the collection as appropriate.
- Guides and directs efforts related to the identification, establishment and retention of current and prospective partners and programs applicable to legal professionals, self-represented, low-income or vulnerable individuals.
- Provides management, direction and guidance for specific assignments, projects and programs in all areas of the department to assure effectiveness and efficiency in implementation
- Assists with job announcements, recruitment and hiring of staff. Oversees and participates in the hiring process for direct reports, in accordance with Library policy.
- Evaluates staff performance through regularly scheduled and annual evaluation process; recommends merit and promotional opportunities, discipline and termination.
- Reports and acts on violations of the Law Library's policies including its non-harassment policies.
- ~~Monitors and advises on the effectiveness and efficiency of processes within the Public & Legal Education department.~~ Mentors team members, including encouraging professional growth of high performing staff as appropriate and within budgetary capabilities, in assigning tasks/responsibilities or recommending attendance at conferences/seminars/webinars related to public and legal education topics.

#### Administrative

- Under the direction of the Executive Director, develops and recommends an annual budget for the department ~~Public Interest & Education department.~~

- Assists with implementation of the departmental budget as approved by the Board of Trustees.
- Participates in library-wide analytics, statistics and reports as required; develops tools and models for the collection of statistics pertaining to the services provided by the ~~Public Interest division~~department.
- Assists and manages scheduling for on-site programming and services offered at branch locations

#### Other Responsibilities

- Participates in library-wide projects and programs.
- Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.
- With the approval of the Executive Director, and if allowed within budgetary capabilities, Attends professional programs, activities, ~~webinars/seminars, and~~ conferences relevant to public interest and legal education programs;
- ~~R~~epresents the Law Library in local, state and national associations focused on the interests of public libraries or public interest/legal education.
- Assists staff in other departments as required to implement Library initiatives and programs.
- Participates in speaking engagements; make presentations to large and small groups / organizations, including presentations to Board of Trustees as needed
- Other duties as required.

#### Position Qualifications

##### Required

- MLS, JD or other advanced degree from an accredited institution (equivalent and relevant work experience can be considered in lieu of advanced degree)
- 5-7 to years of ~~law library experience~~program planning in library, educational or academic, business, or legal organizational setting-
- 2-3 years supervisory experience in a library setting
- 3 years demonstrated organization and management of library a-law library patron or customer services program or department.
- Demonstrated outreach and communications experience within a legal or public community setting
- Thorough understanding and use of legal and law-related databases
- Prior experience supervising professional and paraprofessional staff
- Familiarity with applicable software and technology including MS Office suite, including PowerPoint, etc.
- Ability to communicate clearly and concisely.
- Demonstrated writing ability, including full report analysis and comparison
- Knowledge or basic familiarity of professional law librarianship concepts, principles and practices

- Valid CA driver's license and willingness to drive personal vehicle on library related business.
- Ability to apply soft skills and emotional intelligence when working with a diverse population and staff on projects and/or problem solving in a collaborative, diplomatic, flexible, adaptable, and innovative manner to encourage positive interactions, cooperation between staff members, and successful outcomes.

Preferred

- Administrative or project planning and implementation experience in a ~~special~~public library setting.
- Writing, speaking and teaching or training experience.
- Language capacity in languages other than English
- Familiarity with social media use in library environment.
- Contacts with the professional legal community for networking and growth of pro bono volunteers

**Work Environment**

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

**Physical Abilities Required**

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

**Approvals**

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



**Statement of Employee**

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

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

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

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

## LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	Director, Reference & Collections
<b>Department:</b>	Reference & Collections
<b>Focus:</b>	Reference, <del>Circulation</del> & Collection Development, <del>Circulation &amp; Global Law</del>
<b>Reports to:</b>	Executive Director
<b>Position Supervised:</b>	Reference Librarians; Senior Librarian, Collection Development; <del>Managing Librarian</del> ; Circulation Manager; <del>Librarian, Global Law &amp; Language Access, Interns</del>
<b>FLSA Status:</b>	Exempt
<b>Salary Grade:</b>	8
<b>Union Status:</b>	Ineligible for Representation
<b>Effective Date:</b>	<del>1/25/2024</del> 1/29/2025

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### Position Summary

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

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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 and departmental and library wide policies
- Analyze user needs and recommend new projects, programs and services for various patron groups
- Develop comprehensive understanding of local community needs in order to provide access to legal information throughout the Los Angeles community and beyond
- Participate in staff meetings, departmental committees and library-wide team activities
- Participate in cooperative and professional association activities to maintain professional awareness and ensure high level of currency in all services
- Prepare analysis of monthly / quarterly statistics, data and activities.



- Propose and monitor departmental budget and coordinate revenue and expense tracking with Finance Department.
- Assist with the development of policies and procedures for responding to needs/comments/complaints/questions from patrons.

#### Supervision and Leadership

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

#### Reference Assistance and Services to Library Users

- Ensures that reference librarians provide quality reference and research services through appropriate and knowledgeable use of reference tools and resources.
- Oversees development of bibliographies, pathfinders, legislative histories and other user aids and guides.
- Coordinates Reference & Collections activities with Information Technology and Facilities teams to support the provision of services and programs to the general public and specified patron groups.
- Assists with development of policies and procedures for responding to user comments, complaints and questions.
- Assist in resolution of patron complaints in accordance with Library procedures and policies.
- When needed, provides expert reference services, detailed research and user assistance to both the legal and general public communities through in-person, phone, email or other electronic methods.

#### Training and Outreach

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

#### Collection Development

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

#### Other Responsibilities

- Participates in library-wide projects and programs.
- Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.

- Attends professional programs, activities and conferences; represents the Law Library in local, state and national associations.
- Assists other reference and research services staff as required.
- Other duties as required.

### Position Qualifications

#### Required

- Master's Degree in Library Science from an ALA-accredited institution.
- 5-7 to years of law library experience.
- 2-3 years supervisory experience in a library setting
- Three (3) years demonstrated organization and management of a law library patron services program or department.
- Demonstrated outreach and communications experience within a legal or public community
- Thorough understanding and use of legal and law-related databases
- Prior experience supervising professional and paraprofessional staff
- Familiarity with applicable software and technology including MS Office suite, including PowerPoint, etc.
- Ability to communicate clearly and concisely.
- Demonstrated writing ability, including full report analysis and assessment
- Knowledge of professional law librarianship concepts, principles, and practices.
- Valid CA driver's license and willingness to drive personal vehicle on library related business.

#### Preferred

- Master's Degree in Library Science from an ALA-accredited institution and advanced degree in law, judicial administration, political science, or other relevant field.
- Experience teaching in a classroom setting or online equivalent.
- Public or government law library experience.
- Familiarity with standard legal databases.
- Familiarity with social media use in library environment.

### Work Environment

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





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### Physical Abilities Required

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

### Approvals

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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**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

<b>Title:</b>	Librarian
<b>Department:</b>	<del>Patron Services</del> <a href="#">Reference &amp; Collection</a>
<b>Focus:</b>	Global Law and Language Access
<b>Reports to:</b>	Director, <del>Public Interest &amp; Education</del> Reference & Collections
<b>Position Supervised:</b>	None
<b>FLSA Status:</b>	Exempt
<b>Salary Grade:</b>	5
<b>Union Status:</b>	Eligible for Representation
<b>Effective Date:</b>	<del>1/27/2022</del> 1/29/2025

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### Position Summary

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

### Responsibilities and Duties

#### Core Responsibilities and Duties:

#### Reference Assistance to Library Users

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

#### Training and Outreach

- Participates in the development of training programs; designs new classes.



- Teaches classes and updates class materials for both legal and general public users.
- Participates in professional seminars, workshops, and lectures.
- Gives library tours to the public and school groups.
- Participates in orientation and training of new staff members and non-professional staff.

#### Collection Development

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

#### Other Responsibilities

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

#### Focus Responsibilities and Duties:

##### Outreach

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

##### Reference and Research Assistance to Library Users

- Conducts reference interviews; provides general reference, directional and research guidance service for global law inquiries using both print and online resources.

- Provides complex reference & in-depth research searches for global law inquiries using both print and online resources.
- Participates in general Reference & Research services as part of regular workflow, including regular shifts at the reference desk.
- Provides global law and/or language access support to public programs

#### Collection Development

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

#### Staff Responsibilities

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

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

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

### Position Qualifications

**Education/Training Requirement:**

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

**Experience Requirement:**

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

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

**Additional Preferred Qualifications:**

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

### Work Environment

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

### Physical Abilities Required

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

### Approvals

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior 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 \_\_\_\_\_

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January 20~~22~~2522  
Librarian, Global [Law & Language Access](#)  
Job Description  
Page 6

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Access Job Description SJL edits 20210602.docx





## LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	<del>Interim Managing Senior Librarian</del>
<b>Department:</b>	<del>Reference &amp; Collections</del> Public & Legal Education
<b>Focus:</b>	<del>Reference and Research</del> & Stacks and Shelving, Branches, Public Programs & Legal Education
<b>Reports to:</b>	<del>Executive Director; Director, Reference &amp; Collections;</del> Director, Public & Legal Education
<b>Position Supervised:</b>	Shelving Aides, Interim Support Supervisor for Branches, Interim Managing Librarian for Legal Education, Community Resource Specialist
<b>FLSA Status:</b>	Exempt
<b>Salary Grade:</b>	<del>6-7</del>
<b>Union Status:</b>	Ineligible for Representation
<b>Effective Date:</b>	<del>10/14/2023</del> 1/29/2025

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### Position Summary

Under the direction of the ~~Senior Librarian, Reference and Research~~ Executive Director, provides quality reference and instructional service to the Library's diverse group of users that includes individuals from the legal and public communities. Handles and coordinates collection development in assigned areas. Designs and presents public classes and prepares collateral instructional materials. Directly supervises the Shelving Aides and is responsible for stack and shelving maintenance. ~~Acts as deputy to Senior Librarian, Reference and Research,~~ ~~Manages~~ the library archives, and coordinates the library's outreach related to ongoing displays and other community inspired programming. Continually works to ensure quality reference service through participation in educational programs, workshops, seminars, and self-study.

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### Responsibilities and Duties

#### Reference Assistance to Library Users

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



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#### Training and Outreach

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

#### Collection Development

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

#### Supervision

- Supervision of Shelving Aides
- Works closely with CMS to ensure orderly and efficient stack and shelving in all areas of the library.
- Monitors shelving and space availability regarding space constraints
- Manages major relocation projects.
- Consults on staffing issues including placement, orientation, training, continuing education, performance review, discipline, and termination.
- Oversees and supervises public programs and legal education programming including legal research classes, legal professional training programs, and special programs.
- Proposes and implements new or expanded programs, policy changes, or alterations to workflows and practices relevant to the department.
- Assures proper budgeting for revenue and expenses derived from Patron Services, including class registration fees and Members Program.
- Coordinates and conducts internal training for library staff on legal education, including use of new or existing database products and other
- Monitors and advises on the effectiveness and efficiency of processes within the department.
- Evaluates staff performance through regularly scheduled and annual evaluation process; recommend merit and promotional opportunities, discipline and termination.
- Resolves personnel problems as required.
- Report and act on violations of the Law Library's policies including its non-harassment policies.

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#### Coordinates shelving and shifting projects

- Monitors quantity of shelving and space availability taking appropriate corrective action for routine space constraints.
- Receive and maintain record of staff notices of shelving difficulties and analyzes information in order to make recommendations regarding space requirements and solutions to Director of Collection Management Services (DOCMS).
- Plans staff assignments and directs staff on shifting projects.
- Executes major relocation projects.
- Coordinates required staff training, orientation and program activities.
- Provides management, direction and guidance for specific assignments, projects and programs including, but not limited to, the library's archives and at-risk materials.

#### Other Responsibilities

- ~~Serves as back up support and management of reference services in the absence of the Senior Librarian, Reference and Research.~~
- Participates in library-wide projects and programs, including library displays, book discussion groups, outreach events, staff development and budget planning.
- Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.
- Attends professional programs, activities and conferences.
- Assists other reference and research services staff as required.
- Monitors the programs ~~and activities of the Branches, and~~
- [Takes on special projects related to the department, as required.](#)
- ~~Other duties as required.~~

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#### Position Qualifications

##### Required

- Masters Degree in Library Science from an ALA accredited institution.
- ~~1-2~~ [5-7](#) to years of Law library experience.
- [2=3 years supervisory experience](#)
- Knowledge of professional law librarianship concepts, principles, and practices.
- Prior experience in the development and implementation of public ~~interest~~ [public and legal](#) programs
- Effective written and oral communication skills.
- Ability to work both independently and as part of a team.
- Ability to work at a busy reference desk with a professional and courteous demeanor.
- Ability to use computers and computer databases.

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##### Preferred

- [Advance degree in law, judicial administration, political science and other related fields](#)

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

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### Work Environment

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

### Physical Abilities Required

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

### Approvals

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

### Statement of Employee

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

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

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



~~October 2016~~ [January 2025](#)  
~~Managing Librarian~~ [Interim Senior Librarian](#)  
Job Description  
Page 5

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# LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	<a href="#">Interim Managing Librarian</a> , -Legal Education
<b>Department:</b>	Public & Legal Education
<b>Focus:</b>	Legal Education
<b>Reports to:</b>	<a href="#">Interim Senior Librarian</a> Director, Public & Legal Education
<b>Position Supervised:</b>	<del>None</del> <a href="#">Administrative Technician, Education</a>
<b>FLSA Status:</b>	Exempt
<b>Salary Grade:</b>	<del>5</del> <a href="#">6</a>
<b>Union Status:</b>	<del>Ine</del> <a href="#">Eligible for Representation</a>
<b>Effective Date:</b>	<del>1/25/2024</del> <a href="#">1/29/2025</a>

## Position Summary

Under the direction of the [Interim Senior Librarian or](#) Director, Public & Legal Education, zealously provides quality instructional, reference and research service to the Library's diverse group of patrons which includes individuals from the legal, business and general public communities. This position: designs, coordinates and presents public classes and prepares instructional materials; assists in collection development responsibilities [in assigned areas](#) and coordination of general and MCLE Legal Education programs and initiatives; and continually works to ensure quality instructional and reference service through participation in continuing education, professional development and self-study. [Directly supervises the administrative technician, thus ensuring the proper administration of classes, programs and other projects and activities of the department.](#)

## Responsibilities and Duties

Core Responsibilities and Duties:

Reference Assistance to Library Users

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

- Develops and maintains pathfinders, bibliographic resources and research guides [in print and on the self-help section of the library's website.-](#)

#### Training and Outreach

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

#### Collection Development

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

#### Other Responsibilities

- [Supervises the Works with Administrative Technician, Public and Legal Education, to ensure proper execution of administrative tasks associated with delivering program content, including communication with speakers and participants.](#)
- Participates in library-wide projects and programs, [including outreach events, staff development and budget planning.-](#)
- Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.
- Attends professional programs, activities and conferences.
- Assists other patron services staff as required.
- Other duties as required.

#### Focus Responsibilities and Duties:

##### Legal Education

- Develops content for classes taught by Patron Services staff and provides oversight and guidance in the development and continued integrity of class content created by other Patron Services staff.
- Teaches classes and develops associated class support materials for various patron groups, including self-represented litigants, attorneys, paralegals, business owners and entrepreneurs, and the general public.
- Travels as assigned to remote locations to provide on-site education, reference and research services.

- Analyzes and identifies patron legal education needs and develops appropriate training programs provided by both in-house and outside instructors.
- Stays abreast of changes in the law to ensure continuity and accuracy of LA Law Library instructional class content.
- Follows established timelines and calendaring procedures for scheduling educational classes in Main and remote locations.
- Plans, calendars and executes Minimum Continuing Legal Education (MCLE) programs according to California State Bar rules, and handles MCLE Multiple Activity Provider renewal process.
- ~~Works with Administrative Technician, Public and Legal Education, to ensure proper execution of administrative tasks associated with delivering program content, including communication with speakers and participants.~~
- Maintains MCLE and other class and workshop statistics.
- Establishes and maintains relationships with legal professionals and organizations to develop and implement Legal Education programs.
- Documents and implements policies and procedures regarding the library's legal education programs.
- Establishes and maintains a roster of volunteer speakers.
- Serves as selector for multimedia MCLE collection materials.

#### Professional Development and Outreach

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

#### Position Qualifications

##### Required

- Master's Degree in Library Science from an ALA accredited institution or Juris Doctor degree from an accredited institution
- 1-2 to years of law library experience.
- Knowledge of professional law librarianship concepts, principles, and practices.
- Effective written and oral communication skills.



- Ability to work both independently and as part of a team.
- Ability to work at a busy reference desk with a professional and courteous demeanor.
- Ability to use computers and computer databases.

**Preferred**

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

**Work Environment**

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

**Physical Abilities Required**

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

**Approvals**

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



**Statement of Employee**

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

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

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

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

# LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	Librarian, Public Interest
<b>Department:</b>	<del>Patron Services</del> <a href="#">Public &amp; Legal Education</a>
<b>Focus:</b>	Public Interest
<b>Reports to:</b>	<a href="#">Interim Senior Librarian</a> Director, Public & Legal Education
<b>Position Supervised:</b>	None
<b>FLSA Status:</b>	Exempt
<b>Salary Grade:</b>	5
<b>Union Status:</b>	Eligible for Representation
<b>Effective Date:</b>	<del>December 15, 2021</del> <a href="#">January 29, 2025</a>

## Position Summary

Under the direction of the [Interim Senior Librarian or the](#) Director, Public & Legal Education, provides quality reference and instructional service to the Library's diverse group of users that includes individuals from the legal and public communities. Handles and coordinates collection development in the areas of public interest and self-help. Collaborates to design, propose, coordinate and implement public interest programming, clinics and outreach. This position plays a critical role in helping raise awareness of LA Law Library's public interest programs, identifying, developing and supporting public interest partnerships and expanding the library's profile in the access to justice movement.

## Responsibilities and Duties

Core Responsibilities and Duties:

Reference Assistance to Library Users

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

### Training and Outreach

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

### Collection Development

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

### Other Responsibilities

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

### Focus Responsibilities and Duties:

#### Program Development and Support

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

### Partnership Development

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

### Position Qualifications

#### Required

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

#### Preferred

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

**Work Environment**

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

**Physical Abilities Required**

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

**Approvals**

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

**Statement of Employee**

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

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

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

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



## LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	<b>Administrative Technician, Education</b>
<b>Department:</b>	<b>Public &amp; Legal Education</b>
<b>Focus:</b>	<b>Class management and administration</b>
<b>Reports to:</b>	<a href="#">Interim Senior Librarian,</a> <b>Director, Public &amp; Legal Education</b>
<b>Position Supervised:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Salary Grade:</b>	<b>3</b>
<b>Union Status:</b>	<b>Eligible for Representation</b>
<b>Effective Date:</b>	<del>October 25, 2023</del> <a href="#">January 29, 2025</a>

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### Position Summary

The Administrative Technician provides support and administration for classes, programs and other projects and activities of the Public & Legal Education department. Responsibilities include scheduling, outreach and reminders, statistics, distribution of class and promotional materials. May serve as the initial point of contact for both internal and external requests.

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### Responsibilities and Duties

#### Program Administration and Management

- Provide administrative support for classes and programs, including scheduling, status updates and tracking
- Supports the execution and delivery of programs and services
- Coordinates preparation of promotional collateral including flyers and website postings
- Assists in event planning and execution, including registration, logistics, set-up, day-of support and staffing
- Maintain spreadsheets and tracking of programs, timelines and attendance, as needed
- Monitor class materials and documentation to assure compliance with partner and state bar requirements, library policies and safety requirements
- Assists with class registration
- Work with all departments to assure clear and consistent communication concerning programs and events
- Maintains and updates designated program-related administrative documents and records
- Conducts administrative-related communications with specific patron constituents, program providers and partners
- Participates in the tracking of best practices for the administrative operations of the department and recommends solutions to issues arising from unit operations



#### Department Operations

- Participate in meetings, record minutes and submit suggestions for follow up activities, as required
- Review, organize and maintain administrative files
- Assist with scheduling meetings, both internal and external
- Support the maintenance of library-wide, as well as departmental, policies and procedures
- Support efforts to manage historical records, develop and implement retention schedules and archive activities for administrative records
- Provide back-up support to maintain executive and staff schedules; monitor calendars and track appointments and meetings for department members
- Provide administrative support to facilitate attendance at professional meetings and conferences; prepare reimbursement forms as needed
- Prepare correspondence; draft letters and memoranda

#### Statistics

- Compile and archive statistics and assist with the development of special reports
- Coordinate collection of monthly statistics
- Prepare monthly, quarterly and annual reports for management as needed
- Provide analysis, recommendation and options for data gathering

#### Other Responsibilities

- Participate in library-wide projects and programs
- Serve as a back-up to the Reference & Collections Team for other projects as directed
- Other duties as required

#### Position Qualifications

##### Required

- Minimum of two (2) years demonstrated administrative office, clerical or equivalent experience
- Associates degree or equivalent
- Effective written and oral communication skills
- Strong attention to detail
- Ability to take initiative, and to work both independently and as part of a team
- Ability to maintain confidentiality
- Excellent problem solving and interpersonal skills
- Ability to work under tight deadlines
- Proficient knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint)



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Preferred

- Bachelor degree
- Experience in office management
- Experience working for a public agency
- Experience in a library or educational institution

Work Environment

Will be working in a busy office environment.

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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.

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 \_\_\_\_\_



~~October 2023~~ [January 2025](#)

Administrative Technician, Education

Job Description

Page 4

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

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## LA LAW LIBRARY JOB DESCRIPTION

Title:	<del>Library Associate</del> <u>Interim Support Supervisor</u>
Department:	<del>Reference &amp; Collections</del> <u>Public &amp; Legal Education</u>
Focus:	<u>Branches</u> , Administrative Support & Coordination
Reports to:	<u>Interim Senior Librarian, Director, Public &amp; Legal Education</u> <del>or Managing Librarian</del>
Position(s) Supervised:	<del>None</del> <u>Library Associates for Branches</u>
FLSA Status:	<del>Nonexempt</del> <u>Exempt</u>
Salary Grade:	4
Union Status:	<u>Ine</u> ligible for Representation
Effective Date:	<u>January 29, 2025</u>

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### Position Summary

~~Under the direction of the designated Managing Librarian or Director, this position~~ is Responsible in providing plans, provides planning, implementation, outreach and administrative support for the activities of the designated unit of the Public & Legal Education Patron Services department— specifically the branches. Also responsible in providing This position also provides some backup and in-fill coverage at the public Reference desk counters at the Main -as needed.

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### Responsibilities and Duties

The following activities are within the responsibilities of the Interim Support Supervisor for Branches and are performed under limited supervision and employ proactive thinking, sound judgement and diplomacy. The Library Associate responsibilities are divided into four (4) primary categories: Program Development; Outreach; Administrative; and, Direct Patron Services and other responsibilities. These activities are performed under limited supervision and employ proactive thinking, sound judgement and diplomacy.

#### Program Development and Support

- Participates in the identification, planning and implementation of programs and instructional services provided to specific patron groups
- Assists in the design, development and enhancement of educational programs and events that serve specific patron groups and also attract new public interest partners and engage and retain existing partners
- Oversees ~~Assists in~~ the execution and delivery of programs and services, Coordinates in the preparation of promotional collateral including flyers and website postings
- Assists in event planning and execution, including registration, logistics, set-up, day-of support and staffing

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#### Outreach and Development

- Participates in the development of library partnerships and opportunities for joint collaboration
- Supports partnerships with outside organizations to enhance services for specific audiences.
- Assists in coordination and implementation of outreach related activities aimed at current and potential speakers and partnering organizations

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Administrative

- Compiles and archives statistics and assists with the development of special reports
- Coordinates support staffing to ensure seamless coverage of services provided to patrons participating in library programs
- Maintains and updates designated program-related administrative documents and records
- Conducts administrative-related communications with specific patron constituents, program providers and partners
- Participates in development and implementation of strategic plans and documentation of objectives and projects
- Participates in the tracking of best practices for the administrative operations of specific Patron Services units and recommends solutions to issues arising from unit operations

Direct Patron Services

- ~~Ensures that Library Associates~~ When requested, provides public counter service at a level appropriate to the Associate's skills and experience, including locating materials, directing patrons to resources, supporting branch and partnership locations or providing circulation services
- ~~Refers users to Reference Librarians for additional help in locating and using needed resources~~
- Responds to patron inquiries and prioritizes requests, consulting with the ~~Interim Senior Librarian~~ designated ~~Managing Librarian~~ as needed
- Assists with the development and preparation of materials and programs for Spanish and other non-English language speakers

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Other Responsibilities as assigned

- Participates in orientation, ~~and training of new staff members,~~ ~~counseling and disciplining of direct reports,-~~
- Participates in library-wide projects and programs.
- Provides public counter support and services.
- Provides backup support for the Interim Senior Librarian.
- Reports and acts on violations of the Law Library's policies including its non-harassment policies and WVPP.
- Other related duties as required.

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Position Qualifications

Required

- BA with course work emphasis in Libraries or related field; any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities associated with coordinating and supporting library administrative work
- Knowledge of legal materials and overall operation of a law library
- Three or more years in a library setting, experience working directly with the public, and obtaining direct knowledge and understanding of the operations of the Library
- Computer literacy required (MS Office, including Excel, and Google Docs)
- Aptitude for complex, analytical, detailed work and schedule management
- Interest in outreach and promotion of new and innovative program ideas



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- Ability to work independently, exercising independent judgment
- Effective written and oral communication skills
- ~~• Experience working directly with the public~~
- Ability to work as part of a team, across divisional lines

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Preferred

- [Previous supervisory or lead experience](#)
- ~~• Experience working in a public library~~
- Proficiency in Spanish
- Library or law degree
- ~~• Demonstrated work in a public office setting~~
- Demonstrated commitment to service and social justice

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**Work Environment**

Will be working in a busy office environment and in public service counter areas. Must be able to move between library offices and stack areas and to and from branch and partnership locations.

**Physical Abilities Required**

- Lifting ability: Up to 50 lbs. on rare occasions; up to 15 lbs regularly
- [Must be able to move from one job location to another](#)
- 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.
- Standing, sitting, walking: periods of 15-30 min. May require bending, stooping, reaching, twisting and crawling Stairs: 5-15 min. retrieving materials in stacks for library users.
- Some exposure to adverse environmental conditions such as dust and/or odors.

**Approvals**

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



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**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



**R3**  
**LA LAW LIBRARY**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>Library Associate</b>
<b>Department:</b>	<del>Reference &amp; Collections</del> <b>Public &amp; Legal Education</b>
<b>Focus:</b>	<u>Branches</u> , <b>Administrative Support &amp; Coordination</b>
<b>Reports to:</b>	<del>Director or Managing Librarian</del> <u>Interim Support Supervisor for Branches</u> <u>Director, Public &amp; Legal Education or Managing Librarian</u>
<b>Position(s) Supervised:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Nonexempt</b>
<b>Salary Grade:</b>	<b>4</b>
<b>Union Status:</b>	<b>Eligible for Representation</b>
<b>Effective Date:</b>	<u>January 29, 2025</u>

**Position Summary**

Under the direction of the designated Interim Support Supervisor or ~~designated Managing Librarian or Director~~, this position provides planning, implementation, outreach and administrative support for the activities of the designated unit of the Patron Services department. This position also provides some backup and infill coverage at public counters as needed.

**Responsibilities and Duties**

The Library Associate responsibilities are divided into four (4) primary categories: Program Development; Outreach; Administrative; and, Direct Patron Services and other responsibilities. These activities are performed under limited supervision and employ proactive thinking, sound judgment and diplomacy.

**Program Development and Support**

- Participates in the identification, planning and implementation of programs and instructional services provided to specific patron groups
- Assists in the design, development and enhancement of educational programs and events that serve specific patron groups and also attract new public interest partners and engage and retain existing partners
- Assists in the execution and delivery of programs and services Coordinates preparation of promotional collateral including flyers and website postings
- Assists in event planning and execution, including registration, logistics, set-up, day-of support and staffing

**Outreach and Development**

- Participates in the development of library partnerships and opportunities for joint collaboration
- Supports partnerships with outside organizations to enhance services for specific audiences.
- Assists in coordination and implementation of outreach related activities aimed at current and potential speakers and partnering organizations



#### Administrative

- Compiles and archives statistics and assists with the development of special reports
- Coordinates support staffing to ensure seamless coverage of services provided to patrons participating in library programs
- Maintains and updates designated program-related administrative documents and records
- Conducts administrative-related communications with specific patron constituents, program providers and partners
- Participates in development and implementation of strategic plans and documentation of objectives and projects
- Participates in the tracking of best practices for the administrative operations of specific Patron Services units and recommends solutions to issues arising from unit operations

#### Direct Patron Services

- When requested, provides public counter service at a level appropriate to the Associate's skills and experience, including locating materials, directing patrons to resources, supporting branch and partnership locations or providing circulation services
- Refers users to Reference Librarians for additional help in locating and using needed resources
- Responds to patron inquiries and prioritizes requests, consulting with the designated Managing Librarian as needed
- Assists with the development and preparation of materials and programs for Spanish and other non-English language speakers

#### Other Responsibilities as assigned

- Participates in orientation and training of new staff members.
- Participates in library-wide projects and programs.
- Provides public counter support and services
- Other related duties as required.

### Position Qualifications

#### Required

- BA with course work emphasis in Libraries or related field; any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities associated with coordinating and supporting library administrative work
- Computer literacy required (MS Office, including Excel, and Google Docs)
- Aptitude for complex, analytical, detailed work and schedule management
- Interest in outreach and promotion of new and innovative program ideas
- Ability to work independently, exercising independent judgment
- Effective written and oral communication skills
- Experience working directly with the public
- Ability to work as part of a team, across divisional lines

#### Preferred

- Experience working in a public library
- Proficiency in Spanish
- Library or law degree



- Demonstrated work in a public office setting
- Demonstrated commitment to service and social justice

**Work Environment**

Will be working in a busy office environment and in public service counter areas. Must be able to move between library offices and stack areas and to and from branch and partnership locations.

**Physical Abilities Required**

- Lifting ability: Up to 50 lbs. on rare occasions; up to 15 lbs regularly
- 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.
- Standing, sitting, walking: periods of 15-30 min. May require bending, stooping, reaching, twisting and crawling Stairs: 5-15 min. retrieving materials in stacks for library users.
- Some exposure to adverse environmental conditions such as dust and/or odors.

**Approvals**

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

**Statement of Employee**

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

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

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

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



# LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	<b>Library Associate</b>
<b>Department:</b>	<del>Reference &amp; Collections</del> Public & Legal Education
<b>Focus:</b>	<del>Public Interest, Public Interest,</del> Administrative Support & Coordination
<b>Reports to:</b>	<del>Interim Senior Librarian,</del> <del>Director, Public &amp; Legal Education</del> or <del>Managing Librarian</del>
<b>Position(s) Supervised:</b>	None
<b>FLSA Status:</b>	Nonexempt
<b>Salary Grade:</b>	4
<b>Union Status:</b>	Eligible for Representation
<b>Effective Date:</b>	<a href="#">January 29, 2025</a>

## Position Summary

Under the direction of the [Interim Senior Librarian or the](#) designated Managing Librarian or Director, this position provides planning, implementation, outreach and administrative support for the activities of the designated unit of the Patron Services department. This position also provides some backup and infill coverage at public counters as needed.

## Responsibilities and Duties

The Library Associate responsibilities are divided into four (4) primary categories: Program Development; Outreach; Administrative; and, Direct Patron Services and other responsibilities. These activities are performed under limited supervision and employ proactive thinking, sound judgment and diplomacy.

**Program Development and Support**

- Participates in the identification, planning and implementation of programs and instructional services provided to specific patron groups
- Assists in the design, development and enhancement of educational programs and events that serve specific patron groups and also attract new public interest partners and engage and retain existing partners
- Assists in the execution and delivery of programs and services Coordinates preparation of promotional collateral including flyers and website postings
- Assists in event planning and execution, including registration, logistics, set-up, day-of support and staffing

**Outreach and Development**

- Participates in the development of library partnerships and opportunities for joint collaboration
- Supports partnerships with outside organizations to enhance services for specific audiences.
- Assists in coordination and implementation of outreach related activities aimed at current and potential speakers and partnering organizations

#### Administrative

- Compiles and archives statistics and assists with the development of special reports
- Coordinates support staffing to ensure seamless coverage of services provided to patrons participating in library programs
- Maintains and updates designated program-related administrative documents and records
- Conducts administrative-related communications with specific patron constituents, program providers and partners
- Participates in development and implementation of strategic plans and documentation of objectives and projects
- Participates in the tracking of best practices for the administrative operations of specific Patron Services units and recommends solutions to issues arising from unit operations

#### Direct Patron Services

- When requested, provides public counter service at a level appropriate to the Associate's skills and experience, including locating materials, directing patrons to resources, supporting branch and partnership locations or providing circulation services
- Refers users to Reference Librarians for additional help in locating and using needed resources
- Responds to patron inquiries and prioritizes requests, consulting with the designated Managing Librarian as needed
- Assists with the development and preparation of materials and programs for Spanish and other non-English language speakers

#### Other Responsibilities as assigned

- Participates in orientation and training of new staff members.
- Participates in library-wide projects and programs.
- Provides public counter support and services
- Other related duties as required.

### Position Qualifications

#### Required

- BA with course work emphasis in Libraries or related field; any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities associated with coordinating and supporting library administrative work
- Computer literacy required (MS Office, including Excel, and Google Docs)
- Aptitude for complex, analytical, detailed work and schedule management
- Interest in outreach and promotion of new and innovative program ideas
- Ability to work independently, exercising independent judgment
- Effective written and oral communication skills
- Experience working directly with the public
- Ability to work as part of a team, across divisional lines

#### Preferred

- Experience working in a public library
- Proficiency in Spanish
- Library or law degree

- Demonstrated work in a public office setting
- Demonstrated commitment to service and social justice

**Work Environment**

Will be working in a busy office environment and in public service counter areas. Must be able to move between library offices and stack areas and to and from branch and partnership locations.

**Physical Abilities Required**

- Lifting ability: Up to 50 lbs. on rare occasions; up to 15 lbs regularly
- 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.
- Standing, sitting, walking: periods of 15-30 min. May require bending, stooping, reaching, twisting and crawling Stairs: 5-15 min. retrieving materials in stacks for library users.
- Some exposure to adverse environmental conditions such as dust and/or odors.

**Approvals**

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

**Statement of Employee**

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

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

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

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



## LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	<b>Community Resource Specialist</b>
<b>Department:</b>	<b>Public &amp; Legal Education</b>
<b>Focus:</b>	<b>Social Services Support and Referrals</b>
<b>Reports to:</b>	<a href="#">Interim Senior Librarian</a> <b>Director, Public &amp; Legal Education</b>
<b>Position(s) Supervised:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Nonexempt</b>
<b>Salary Grade:</b>	<b>4</b>
<b>Union Status:</b>	<b>Ineligible for Representation</b>
<b>Effective Date:</b>	<a href="#">January 29, 2025</a>

### Position Summary

Under the direction of the [Interim Senior Librarian, or the](#) -Director, Public & Legal Education, this position provides services, support and referrals for patrons with mental, physical or emotional health challenges or other social services needs, assists patrons and their families with connecting to and/or obtaining appropriate resources and services to improve overall functioning and utilize and process legal information, and provides staff consultations and trainings.

### Responsibilities and Duties

The Community Resource Specialist's responsibilities are divided into four (4) primary categories: Patron Support and Referrals; Outreach and Coordination; Program Development; Administrative; and Staff Support and Training. These activities are performed under limited supervision and employ proactive thinking, sound judgment and diplomacy.

#### Patron Support and Referrals

- Interacts verbally and non-verbally with patrons to obtain information about social services needs, including home environment, family relationships, and health issues that may have a bearing on the patron's well-being and ability to address legal issues and challenges
- Assesses emotional, social and mental health needs to assist in plan development, provide referrals and offer guidance.
- Provides services, support, and information to patrons to ensure the mental, emotional, social, educational and mental health needs are being met and help patrons cope with the

social, emotional and financial strain of navigating the justice system without legal representation.

- Provides appropriate referrals, offers consultation and information regarding community resources that would assist patrons in obtaining additional support
- Assists patrons with locating required applications, obtaining documents and/or other logistics/practical matters necessary to obtain needed resources/services
- Assist clients in obtaining shelter, transitional, supportive and/or permanent housing and preventing homelessness
- Provide support, linkage, and referrals to services which aid patrons in meeting their basic needs (e.g. disability or medical benefits, court appearances etc.)
- Assist patrons with pursuing vocational, educational and social interests to improve quality of life
- Assist patrons with development of strategies/resources to meet transportation needs
- Assist patrons with applying for benefits for which they are eligible (SSI, Medi-Cal, SSDI, CAPI etc.)
- Makes referrals to various public and private health, mental health, housing or other agencies such as the Department of Mental Health, Department of Public Social Services, Legal Aid, Department of Adoptions, Health Department, Free Clinics, Planned Parenthood organizations, Family Service Agencies, and Community Service Centers to resolve patrons' personal, health and social problems.
- Adheres to the principles and practices outlined in the Code of Ethics of the National Association of Social Workers

#### Outreach and Coordination

- Keeps informed on community health and welfare resources and the variety of programs offered through public and private health, mental health, housing or other agencies to resolve patrons' personal, health and social problems, and works with those agencies to facilitate referrals.
- Participates in the development of partnerships and opportunities for joint collaboration with the County Department of Mental Health, other government agencies and community non-profit organizations.
- Helps plan, coordinate and organize efforts related to patrons and patron populations working with community-based nonprofit organizations.
- Works to solve local issues through community outreach, speaking with local politicians, advocacy groups, aid organizations or other government agencies.

### Program Development

- Assists with the development and maintenance of volunteer, intern and social work student affiliate programs for training professional social work students through interaction and instruction assisting Law Library patrons with social services needs; assesses and evaluates students' progress and professional development.
- Participates in the identification, planning and implementation of programs and instructional services provided to specific patron groups
- Participates in the planning of educational presentations to increase community awareness and knowledge of available resources and treatments.
- Assists in the design, development and enhancement of educational programs and events that serve specific patron groups, social needs, and also attract new public interest partners and engage and retain existing partners
- Utilizes experience and data gathered in relation to Law Library patrons to make recommendations concerning the provision of, and referrals to, services that will ensure maximum benefits for each patron.

### Administrative

- Compiles and archives statistics and assists with the development of special reports
- Conducts administrative-related communications with specific patron constituents, program providers and partners
- Participates in development and implementation of strategic plans and documentation of objectives and projects

### Staff Support, Education and Training

- Conducts orientation and training for staff who interact with and support patrons in crisis.
- Informs new and existing library staff about the role of and expectations of the social worker.

### Other Responsibilities as assigned

- Participates in library wide projects and programs.
- Other related duties as required.

## Position Qualifications

### Required

- A Bachelor's degree from an accredited college or university in Social Work or a related field; or any equivalent combination of education, training and experience which provides the requisite

knowledge, skills and abilities associated with social services or mental health assessment, service coordination, case management, or crisis intervention/response.

- Two or more years of professional experience, including experience in at least some of the following: case management, crisis intervention, or de-escalation with people experiencing homelessness, mental illness, and/or substance use disorders among other social problems.
- Computer literacy required (MS Office, including Excel, and Google Docs)
- Interest in outreach and promotion of new and innovative program ideas
- Ability to work independently, exercising independent judgment
- Effective written and oral communication skills
- Ability to work as part of a team, across divisional lines
- California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

#### Preferred

- Active license as a Licensed Clinical Social Worker
- Experience working directly with the public
- Experience working in a public agency
- Proficiency in Spanish
- Demonstrated commitment to service and social justice

#### Work Environment

Will be working in a busy office environment and in public service areas. Must be able to move between library offices and stack areas and to and from branch and partnership locations.

#### Physical Abilities Required

- Lifting ability: Up to 35 lbs. on rare occasions; up to 15 lbs regularly
- 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.
- Standing, sitting, walking: periods of 30-60 min. May require bending, stooping, reaching, and twisting
- Some exposure to adverse environmental conditions such as dust and/or odors.



**Approvals**

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

**Statement of Employee**

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

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

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

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



**MEMORANDUM**

**DATE:** January 29, 2025

**TO:** Board of Law Library Trustees

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

**RE:** Authorization to Bind Workers Compensation Insurance

**SUMMARY**

The Board is asked to authorize binding workers compensation coverage for the Law Library. The Law Library's coverage must be renewed by March 1, 2025. The Law Library's insurance broker, Alliant, received a favorable renewal quote from incumbent carrier.

**ANALYSIS AND DETAIL**

As illustrated in one of the attached exhibits, the Library's experience modification rating (ex-mod) has decreased significantly in recent years. This past year, it decreased even more slightly from 88% to 84%. Thanks to this and ongoing effort by staff to promote a safety culture, our current carrier Chubb submitted a favorable quote, which is actually a small decrease from last year's premiums.

Staff and broker recommend binding with Chubb again this year to meet our 3/1/2025 renewal date. Binding with Chubb will not only allow us to take advantage of the favorable renewal quote, it also nurtures our relationship with Chubb, which is key for a long-term partnership. Our broker also believes that with no significant changes to the worker's compensation market, Chubb's good reputation, solid position in the market, and the resources they have available for their policy holders make them best option for the Law Library at this time.

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

**OPTIONS**

1. Request staff and broker to find additional indications/quotes prior to the 3/1/2025 renewal.
2. Renew with Chubb for a total cost of \$22,547 including mandatory surcharges.

**RECOMMENDATION**

Staff recommends the Board authorize Alliant to bind coverage with Chubb effective 03/01/25 at a total estimated premium of \$22,547 including mandatory surcharges.

Attachment



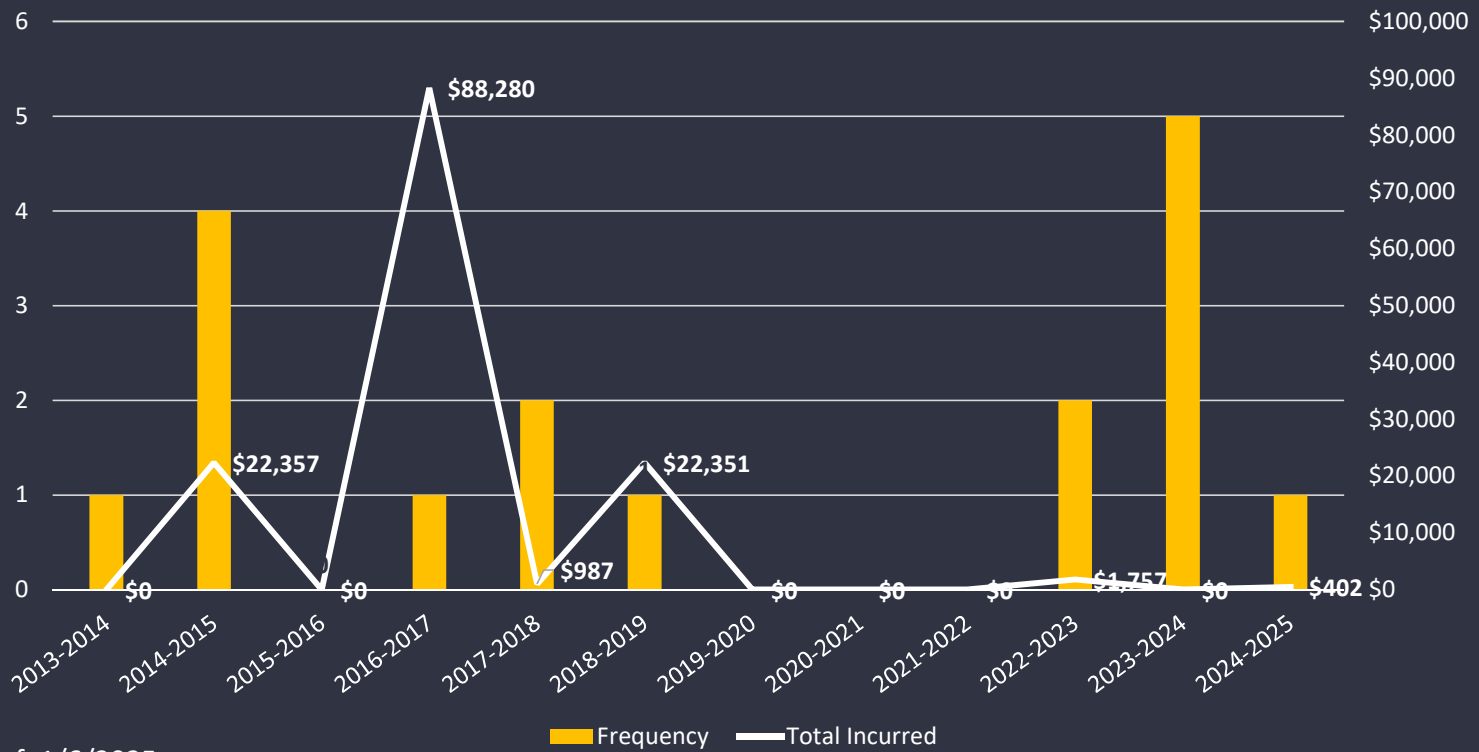


LALAWLIBRARY

# WORKER'S COMPENSATION

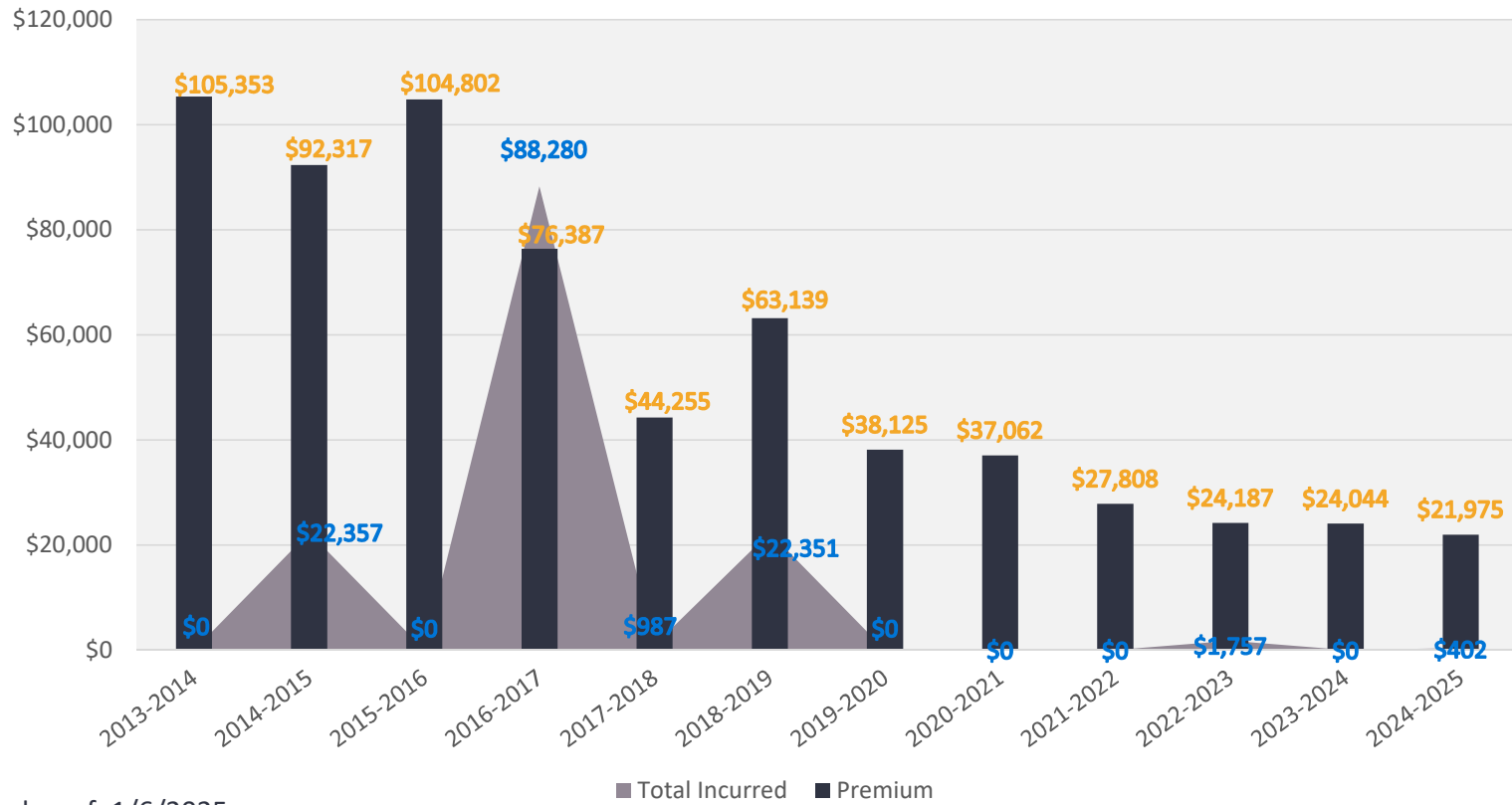


## WC FREQUENCY & SEVERITY



Valued as of: 1/6/2025

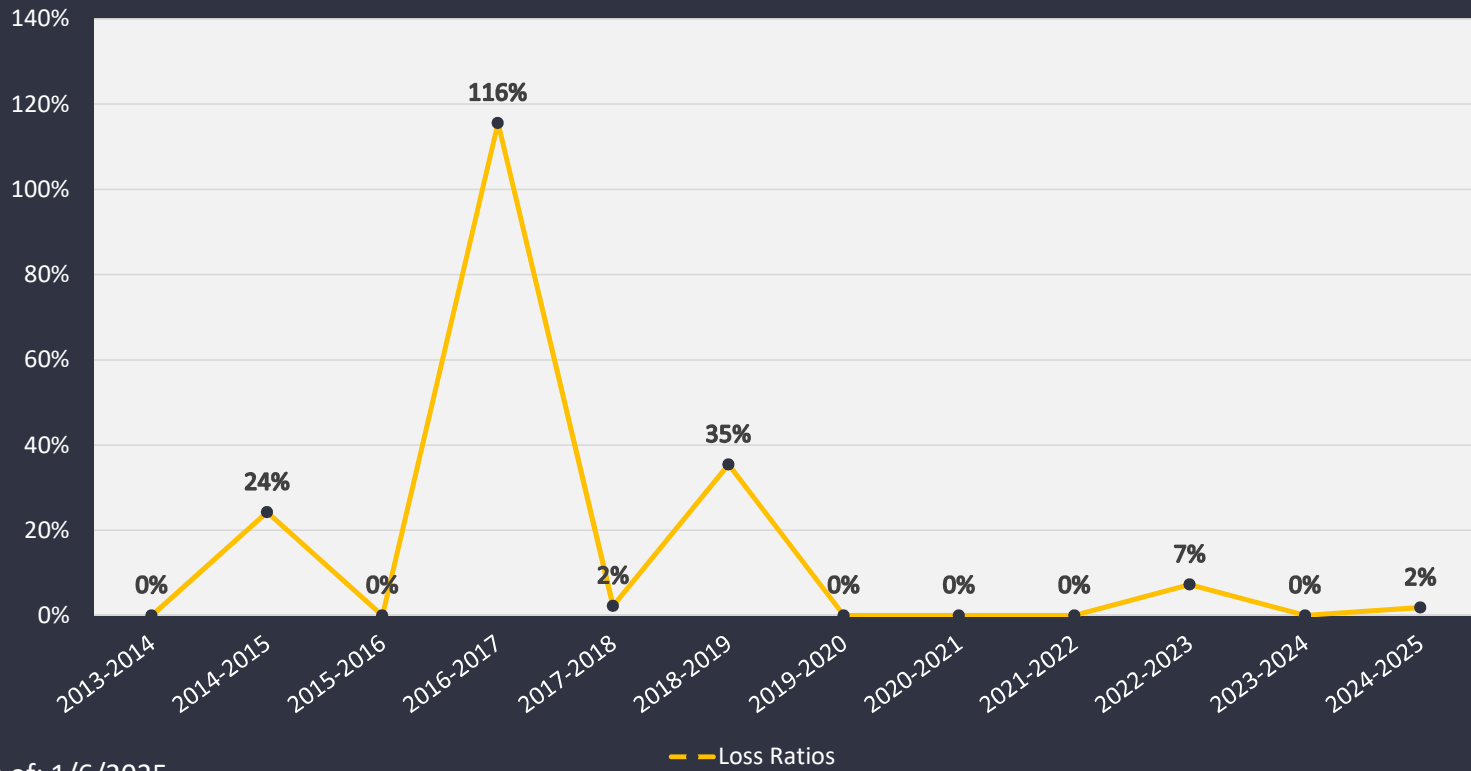
## WC PROGRAM HISTORY



Valued as of: 1/6/2025

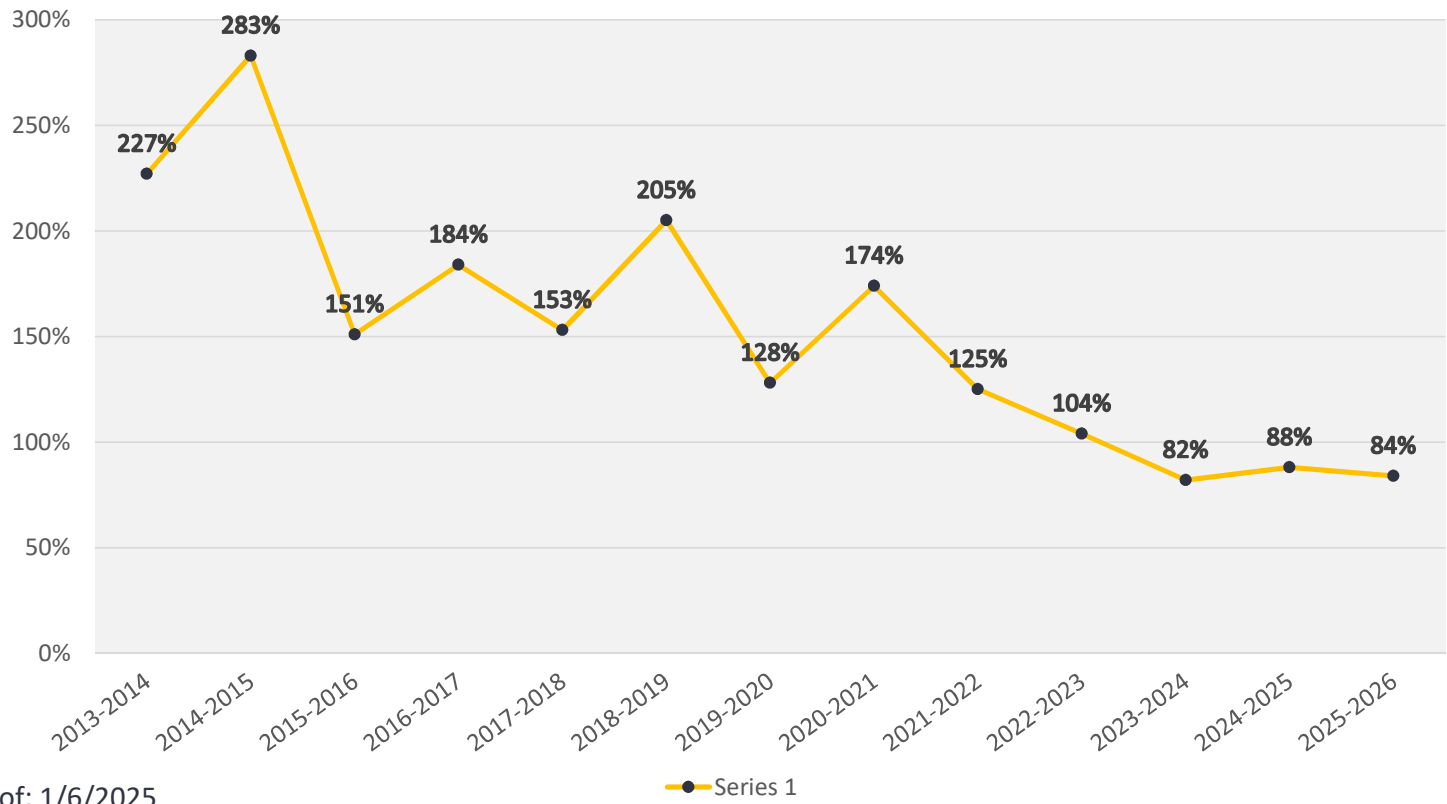
# WC LOSS RATIOS

Loss Ratios = Total Incurred / Premium



Valued as of: 1/6/2025

## WCIRB EX-MOD HISTORY





**Robert Lowe**

Senior Vice President  
(213) 270-0145  
robert.lowe@alliant.com

**Courtney Ramirez**

Senior Vice President  
(949) 660-8133  
cramirez@alliant.com

**Joe Cristo**

Assistant Account Manager  
(949) 681-9084  
Joseph.Cristo@alliant.com





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

## Workers' Compensation Insurance Proposal

Presented by Robert Lowe  
Date Presented January 9, 2025

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

CA License No. 0C36861

[www.alliant.com](http://www.alliant.com)

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## Company Profile

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

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

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

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

## Alliant Advantage

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

## Your Service Team

**Courtney Ramirez**  
Senior Vice President

cramirez@alliant.com

Phone: 949 660 8133

**Robert Lowe**  
Senior Vice President

Robert.Lowe@alliant.com

Phone: 213 270 0145

**Joe Cristo**  
Assistant Account Manager

Joseph.Cristo@alliant.com

Phone: 949 681 9084

## Named Insured

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

### NAMED INSURED DISCLOSURE

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

## Premium Summary

Coverage	Expiring Premium*		Renewal Premium*	
Workers Compensation	\$	23,261.00	\$	22,547.00
<b>TOTAL</b>	<b>\$</b>	<b>23,261.00</b>	<b>\$</b>	<b>22,547.00</b>

\*Includes TRIA premium

### Payment Terms

- Direct Bill
- Payment Plan: Annual

### Options

- None

## Schedule of Locations

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



## Workers' Compensation Coverage

	Present Coverage	Proposed Coverage
<b>Insurance Company</b>	Federal Insurance Company	Federal Insurance Company
A.M. Best Rating	A++ (Superior), Financial Size Category: XV (Greater than or Equal to \$2 Billion) as of December 7, 2023	A++ (Superior), Financial Size Category: XV (Greater than or Equal to \$2 Billion) as of December 12, 2024
Standard & Poor's Rating	AA (Very Strong) as of January 27, 2023	AA (Very Strong) as of January 29, 2024
California Status	Admitted	Admitted
<b>Policy/Coverage Term</b>	March 1, 2024 to March 1, 2025	March 1, 2025 to March 1, 2026
<b>Policy #</b>	(25) 7183-89-79	(26) 7183-89-79

<b>Coverage Form</b>	Workers Compensation and Employers Liability Insurance Policy - WC 00 00 00C (Ed. 1-15)	Workers Compensation and Employers Liability Insurance Policy - WC 00 00 00C (Ed. 1-15)
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### Coverage

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

<b>Entity</b>	Corporation	Corporation
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## Workers' Compensation Coverage - Continued

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

## Workers' Compensation Coverage - Continued

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

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

STATE: CA

Class Code & Description	Total Estimated	Annual	Estimated	Total Estimated	Annual	Estimated
	Per \$100 of Remuneration	Remuneration	Annual Premium	Per \$100 of Remuneration	Remuneration	Annual Premium
8742 – Salespersons - Outside	0.56	\$661,136	\$3,702.00	0.52	\$661,136	\$3,438.00
8812 – Libraries - Public - Librarians or Professional Assistants – Including Clerical Office Employees and Clerical Telecommuter Employees	0.60	\$2,941,774	\$17,650.00	0.60	\$2,941,774	\$17,650.00
9420 - Municipal, State or Other Public Agency Employees - All Other Employees - Including Laborers, Mechanics and Storekeepers - N.O.C.	17.90	\$160,265	\$28,687.00	15.54	\$160,265	\$24,905.00
<b>Total Estimated Payroll</b>		<b>\$3,763,175</b>			<b>\$3,763,175</b>	

## Workers' Compensation Coverage - Continued

	Present Coverage	Proposed Coverage
<b>Total Class Premium</b>	<b>\$50,039.00</b>	<b>\$45,993.00</b>
Experience Premium	-\$6,004.00	-\$7,359.00
Increase Limits	\$440.00	\$386.00
Schedule Modification	-\$22,239.00	-17,560.00
Premium Discount	-\$1,111.00	-\$1,051.00
Expense Constant	\$285.00	\$285.00
Terrorism	\$188.00	\$188.00
Catastrophe (Other than Certified Acts of Terrorism)	\$377.00	\$377.00
<b>Total Estimated Premium</b>	<b>\$21,975.00</b>	<b>\$21,259.00</b>
CIGA Surcharge	\$0.00	\$0.00
CA Admin Revolving Fund Assess	\$555.00	\$524.00
CA Occ Safety & Health Fund	\$144.00	\$155.00
CA Fraud Assessment	\$102.00	\$87.00
CA Unins Empl Benefits Assess	\$30.00	\$32.00
CA Subs Inj Benefits Assess	\$301.00	\$338.00
California Labor Enforcement & Compliance (LECF) Assessment	\$154.00	\$152.00
<b>Final Total</b>	<b>\$23,261.00</b>	<b>\$22,547.00</b>

### Cancellation Notification – Short Rate Table

Please refer to Short Rate Table

Please refer to Short Rate Table

### Minimum Premium

\$ 1,000.00

\$ 1,000.00

## Workers' Compensation Coverage - Continued

	Present Coverage	Proposed Coverage
<b>Policy Auditable</b>	Yes	Yes
<b>Quote Valid Until</b>	No Longer Applicable	March 1, 2025
<b>Binding Conditions</b>	No Longer Applicable	A written request to bind coverage

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

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

**See Disclaimer Page for Important Notices and Acknowledgment**

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

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

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

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

## Disclosures

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

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

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

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

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

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

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

## NY Regulation 194

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

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

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

## Privacy

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

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## Other Disclosures / Disclaimers

### FATCA:

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



## Other Disclosures / Disclaimers - Continued

### Guarantee Funds

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

### Claims Reporting:

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

### Changes and Developments

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

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

## Other Disclosures / Disclaimers - Continued

### Certificates / Evidence of Insurance

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

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

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

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

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

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

## Flood Disclosure

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

### Basic Facts

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

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

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

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

### Additional Information

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

### FEMA Glossary of Flood Terms

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

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Please indicate your selection:

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name Printed / Typed: \_\_\_\_\_

Company Name: \_\_\_\_\_

## Optional Coverages

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

### Target Coverages

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

\_\_\_\_\_  
**Signature of Authorized Insurance Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Printed / Typed Name**

## Optional Coverages – Continued

### Other Coverage Options

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

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

## Glossary of Insurance Terms

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

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

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

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

## Request to Bind Coverage

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

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

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

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

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

\_\_\_\_\_  
**Signature of Authorized Insured Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Printed / Typed Name**

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