

LIBRARY DEPARTMENT
CONFLICT OF INTEREST CODE – SCHEDULE A
List of Designated Financial Disclosure Filing Positions

<u>Classification</u>	<u>Disclosure Category</u>
Commissioner	1
City Librarian	1
Assistant City Librarian	1
Division Librarian	1
Chief Management Analyst (Business Manager)	1
Commission Executive Assistant II	1
Principal Librarian II	1
Senior Management Analyst II (Assistant Business Manager)	1
Development & Marketing Director	2
Principal Public Relations Representative	3
Personnel Director III	3
Senior Personnel Analyst I, II	3
Senior Librarian	4
Principal Accountant II	4
Senior Accountant	4
Accountant II	4
Senior Systems Analyst I, II (Technical Services)	5

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<u>Classification</u>	<u>Disclosure Category</u>
Senior Management Analyst I (Branch Library Construction)	6
Principal Librarian Regional	7
Principal Librarian I	7
Consultants	*

* Whether anyone is a consultant shall be determined by the Board of Library Commissioners, which also determines which of the above categories is applicable to that consultant.

LIBRARY DEPARTMENT
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GENERAL PROVISION

A designated employee is required to disclose that he or she is a director, officer, partner, trustee, employee or holds any position of management in a business entity if he or she would be required to disclose income from that entity. Income includes loans and gifts.

CATEGORY I

- A. If there is currently, or during the past 12 months was, under consideration a plan to build, repair, redevelop and/or expand one or more Department facilities or to acquire real property upon which to build one or more new department facilities within one of the six Departmental Regions of the city for Library services (Central/Southern, East Valley, Hollywood, Northeast, West Valley or Western):
 - 1. Any interest in real property located within one mile of the proposed location of any such facility or proposed facility, if the facility is to be located within the region over which the designated official exercises responsibility.
 - 2. Any investment in, income from, or business positions in a business entity located within one mile of any such facility or proposed facility, if the facility is to be located within the region over which the designated official exercises responsibility
- B. Any investment with, income from, or business position with any person or entity which, within the last twelve months, has contracted with or sought to contract with the Library Department for the purchase or sale of property, goods or services.
- C. Any investment in, income from, or business positions with any person or Business entity with which the Library Department may legally deposit its Trust funds.
- D. Any investment in, income from, or business positions with any person or Business entity that engages in land development, construction or the acquisition or sale of real property.
- E. Any investment in, income from, or business position with any person and/or business entity which serves as a funding source to the Library Department.

CATEGORY 1 (contd.)

- F. Any investment in, income from, or business positions with any person or business entity which provides library services, supplies, materials, machinery or equipment of the type utilized by the Library Department.
- G. Any income from any individual who, during the past twelve months, was employed by or applied for employment by the Library Department.

CATEGORY 2

- A. Any investment in, income from, or business positions with any person or business entity engaged in the business of printing, advertising, or publicity for the Library Department in the city of Los Angeles.
- B. Any investment in, income from, or business positions with any organization or business entity which serves as a funding source to the Department.

CATEGORY 3

Any income from any individual who, during the past twelve months, was employed by or applied for employment with the Library Department.

CATEGORY 4

Any investment in, income from, or business positions with any person or business entity which:

1. Sells office furniture, computer hardware and software, office or technical equipment, or office supplies; or
2. Provides any library-related services for which commissions, royalties, or fees are received; or,
3. Pays fees, commissions, royalties, or other considerations to the Library Department as consideration for vending or service machine location agreements or for the right to microfilm/microfiche any portion of the Library's collection for commercial purposes.
4. Provides library books and materials as a resource for collection development as part of the Los Angeles Public Library inventory.

CATEGORY 5

- A. Any investment in, income from, or business positions with any person or business entity which manufactures, sells, maintains, or distributes computer systems, hardware and/or software application products or provides computer consulting services.
- B. Any investment in, income from, or business positions with any person or business entity which markets computer-based training services or management services.

CATEGORY 6

- A. If there is currently, or during the past 12 months was, under consideration, a plan to build, repair, redevelop and/or expand one or more department facilities or to acquire real property upon which to build one or more new department facilities within one of the six Departmental Regions of the City for Library services (Central/Southern, East Valley, Hollywood, Northeast, West Valley or Western):
 - a. Any interest in real property located within one mile of the proposed location of any such facility or proposed facility, if the facility is to be located within the region over which the designated official exercises responsibility.
 - b. Any investment in, income from, or business positions in a business entities located within one mile of any such facility or proposed facility, if the facility is to located or to be located within the region over which the designated official exercises responsibility.
- B. Any investment in, income from, or business positions in a business entity which engages in land development, construction or the acquisition or sale of real property.
- C. Any investment in, income from, or business positions with any person or business entity with which the Department may legally deposit its trust funds.
- D. Any investment in, income from, or business positions with any professional, educational, community, nonprofit organization or business entity which serves as a funding agency to the Department.
- E. Any investment in, income from, or business positions in a business entity which engages in building design (e.g. architects, engineers), cleaning interior and exterior maintenance, and other building services.

- F. Any investment in, income from, or business positions with any person or business entity which provides library services, supplies, materials, machinery or equipment of the type utilized by the Library Department.

CATEGORY 7

- A. Any investment in, income from, or business positions with any person or business entity which:
 - 1. Sells office furniture, computer hardware and software, office or technical equipment, or office supplies; or
 - 2. Provides any library-related services for which commissions, royalties, or fees are received; or,
 - 3. Pays fees, commissions, royalties, or other considerations to the Library Department as consideration for vending or service machine location agreements or for the right to microfilm/microfiche any portion of the Library's collection for commercial purposes.
- B. Any investment in, income from, or business positions with any person or business entity which sells and/or provides services, supplies, library materials (books, magazines, journals, serials, films, recordings, audiotapes, videotapes, compact discs, laser discs, software applications, or microfilms/microfiches), machinery or equipment of the type utilized by the Library Department (includes commercial bindery and processing).
- C. Any income from any individual who, during the past twelve months, was employed by or applied for employment with the Library Department.