

AGENDA

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

REGULAR BOARD MEETING

Tuesday, February 25, 2014

12:15 PM

M. 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

A 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. All requests to address the Board must be submitted in person to the Board President prior to the start of the meeting. Public comments will be taken at the beginning of each meeting as Agenda Item 1.0. 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 of any person who disrupts or disturbs the orderly conduct of any Board Meeting.



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Minutes of the January 28, 2014, Regular Board Meeting.
- 3.2 December 2013 Financials & January 2014 List of Checks and Warrants.
- 3.3 Approval of SEIU MOU Amendment.
- 3.4 Approval of Broadband Classification Update.
- 3.5 Approval of CERBT Agreement.

4.0 DISCUSSION ITEMS

- 4.1 Presentation Regarding Investment Options—Including Bond/Note Purchases.
- 4.2 Workers Compensation Insurance Award.
- 4.3 Election of Board Officers.

5.0 AGENDA BUILDING

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

6.0 EXECUTIVE DIRECTOR REPORT

- 6.1 Law Week Update.

7.0 CLOSED SESSION

- 7.1 Personnel (G.C. 54957). Public Employee Performance Evaluation.
Title: Executive Director.

8.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, March 25, 2014.

POSTED FRIDAY, FEBRUARY 21, 2014 @ 12:00 P.M.

POSTED BY EUSTORGIO BARAJAS



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Minutes of the January 28, 2014, Regular Board Meeting.
- 3.2 December 2013 Financials & January 2014 List of Checks and Warrants.
- 3.3 Approval of SEIU MOU Amendment.
- 3.4 Approval of Broadband Classification Update.
- 3.5 Approval of CERBT Agreement.

**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.**

January 28, 2014

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, January 28, 2014 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 Lee Smalley Edmon
Judge Reva Goetz
Judge Ann Jones
Judge Mark Juhas
Kenneth Klein, Esquire
Susan Steinhauser

Trustees Absent:

Judge Michelle Williams Court

Senior Staff Present:

Sandra J. Levin, Executive Director
Jaye Steinbrick, Senior Director, Information Services

Also Present:

Marcelino Juarez, Finance Manager
Linda Heichman-Taylor, Programs & Partnerships

President Steinhauser determined a quorum to be present, convened the meeting at 12:16 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

During the five (5) minutes allocated, Mr. Lee Paradise commented on the Law Library's management, both past and present. Paradise also commented on his complaint to the Grand Jury regarding the Law Library and noted he would attempt to place an article in

the LA Times. Paradise also commented on the Building Envelope & Rehabilitation Project in regard to permits.

2.0 PRESIDENT'S REPORT

President Steinhauser announced the Annual Gala being held on April 2, 2014, honoring Justice Walter Croskey.

3.0 CONSENT CALENDAR

3.1 November 2013 Financials & December 2013 List of Checks and Warrants.

3.2 ~~2013 Annual Law Library Statistics.~~

3.3 Minutes of the December 17, 2013, Regular Board Meeting.

3.4 Quarterly Strategic Planning Update.

3.5 Update of Law Library Position Descriptions

Staff recommends the Board approve the recommended Job Descriptions

At the request of President Steinhauser, Consent Item 3.2, 2013 Annual Law Library Statistics, was pulled for additional discussion.

President Steinhauser requested a motion to approve the Consent Calendar with the exception of Item 3.2. So moved by Trustee Jones and seconded by Trustee Edmon, the Consent Calendar was unanimously approved, 6-0.

3.2 2013 Annual Law Library Statistics.

ED Levin presented to the Board a detailed overview of the annual statistics, not only highlighting what information was tracked but also how the information is tracked and how it will be tracked going forward.

Upon a request for a motion to receive and file the 2013 Annual Statistics, so moved by Trustee Jones, seconded by Trustee Goetz, the motion was unanimously approved, 6-0.

4.0 DISCUSSION ITEMS

4.1 Approval of OPEB Prepayment as Recommended by Board Subcommittee.

Staff recommended the Board approve the Law Library's participation in the CalPERS CERBT to prefund retiree health insurance expense with a lump sum contribution of \$2 million and delegate authority to the Executive Director to complete all necessary forms and execute all necessary agreements.

Following a brief overview by ED Levin, President Steinhauser requested a motion to approve the staff recommendation to approve the Law Library's participation in the CalPERS CERBT to prefund retiree health insurance expense with a lump sum contribution of \$2 million and delegate authority to the Executive Director to complete all necessary forms and execute all necessary agreements. So moved by Trustee Goetz and seconded by Trustee Klein, the motion was unanimously approved, 6-0.

4.2 FY14 Mid-Year Budget Review and Forecast.

Staff recommended options one and two of four presented in the staff report:

1. Take no action to cut expenses or levels of service at this time and plan to fund the anticipated deficit for the current fiscal year with reserves;
2. Appoint a subcommittee to discuss options and provide recommendations for Fiscal Year 2014-15.

Following a brief overview and discussion, President Steinhauser requested a motion to (1) take no formal action to cut expenses or levels of service at this time and plan to fund the anticipated deficit for the current fiscal year with reserves; (2) appoint a subcommittee to discuss options and provide recommendations for Fiscal Year 2014-15. So moved by Trustee Goetz and seconded by Trustee Klein, the motion was unanimously approved, 6-0.

Trustee Edmon, Goetz and Juhas volunteered to serve as members of the FY 2014-15 Budget Subcommittee and the Board unanimously approved their appointment. The committee will make their recommendations and staff will then provide the Board with a full report and recommendation on the fiscal year 2014-2015 budget.

4.3 Approval of Law Library Organizational Restructure.

Staff recommended the Board approve the elimination or modification of existing positions and the creation of new positions as depicted in the presented organization chart.

ED Levin presented the Board with an overview of the organizational restructure. Following discussion, President Steinhauser requested a motion to approve the elimination or modification of existing positions and the creation of new positions as depicted in the presented organization chart. So moved by Trustee Jones and seconded by Trustee Klein, the motion was unanimously approved,

4.4 E-Branch Demonstration.

ED Levin presented an introduction to the Board and gave thanks to all staff involved. Linda Heichman-Taylor presented the Board with a demonstration of the e-Branch and acknowledged the hard work of the s-Branch development committee. There was no action required.

At 1:14 p.m., President Steinhauser announced the Board would move in to Closed Session for Agenda Item 5.0. All members of the public and staff vacated the room.

5.0 CLOSED SESSION

- 5.1 Conference with Labor Negotiator (G.C. 54957.6).
Library Negotiators: Sandra J. Levin and Jaye Steinbrick;
Employee Organization: SEIU Local 721.

The Board reconvened Open Session at 1:25 p.m. The Board directed the Library Negotiators to move forward with documentation of SEIU's proposed extension.

At 1:25 p.m., Trustee Juhas left the meeting.

5.0 EXECUTIVE DIRECTOR REPORT

ED Levin highlighted several new trainings the Library secured with local organization that will occur over the remainder of the year. New programs include both MCLE and non-MCLE credit programs.

5.0 AGENDA BUILDING

There were no items for Agenda Building.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was at 1:32 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, February 25, 2014.

Sandra J. Levin, Executive Director and Secretary
Los Angeles County Law Library Board of Trustees

Los Angeles Law Library

Balance Sheet

As of December 31, 2013

(Provisional and subject to year-end audit adjustments)

	6/30/2013	12/31/2013	Change
Assets			
Current Assets			
Cash and cash equivalents	8,626,122	9,529,650	903,528
Accounts receivable	1,497,101	1,426,093	(71,008)
Prepaid expenses	399,474	245,188	(154,285)
Total current assets	10,522,697	11,200,931	678,235
Restricted cash and cash equivalents	261,139	302,980	41,841
Capital assets, not being depreciated	580,333	580,333	-
Capital assets, being depreciated - net	23,462,542	22,450,582	(1,011,960)
Total assets	34,826,711	34,534,826	(291,885)
Liabilities and Net Assets			
Current Liabilities			
Accounts payable	233,134	84,369	(148,766)
Other liabilities	11,218	1,880	(9,339)
Payroll liabilities	28,627	18,016	(10,611)
Total current liabilities	272,980	104,265	(168,715)
Accrued sick and vacation liability	420,789	420,789	-
Borrowers' deposit	290,942	305,287	14,344
OPEB obligation	1,740,966	1,903,466	162,500
Total liabilities	2,725,677	2,733,806	8,129
Net assets			
Invested in capital assets, net of related debt	24,042,875	23,030,915	(1,011,960)
Unrestricted	8,058,158	8,770,105	711,946
Total net assets	32,101,034	31,801,020	(300,014)

Los Angeles Law Library
Income Statement for the Period Ended December 31, 2013
(Provisional and subject to year-end audit adjustments)

Dec 12 Actual	Dec 2013				FY 2012-13 YTD	FY 2013-14 YTD					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Income											
628,528	613,443	533,206	-80,238	-13.1%	L.A. Superior Court Fees	4,007,843	3,911,654	3,659,410	-252,244	-6.4%	
4,686	4,842	4,057	-785	-16.2%	Interest	36,034	29,652	24,555	-5,097	-17.2%	
42,081	39,577	49,662	10,085	25.5%	Parking	277,674	274,641	338,327	63,686	23.2%	
20,012	32,001	19,038	-12,962	-40.5%	Library Services	260,944	352,805	349,410	-3,396	-1.0%	
695,307	689,863	605,964	-83,900	-12.2%	Total Income	4,582,495	4,568,752	4,371,702	-197,050	-4.3%	
Expense											
340,912	328,601	337,901	-9,301	-2.8%	Staff	2,137,826	2,095,225	2,100,903	-5,678	-0.3%	
178,733	403,221	85,149	318,072	78.9%	Library Materials	1,240,099	1,939,507	829,518	1,109,989	57.2%	
-178,733	-403,221	-85,149	-318,072	78.9%	Lib Materials Transferred to Assets	-1,240,099	-1,939,507	-829,518	-1,109,989	57.2%	
66,479	63,777	55,059	8,718	13.7%	Facilities	404,726	422,088	367,957	54,131	12.8%	
10,839	6,653	9,860	-3,207	-48.2%	Technology & Data	62,249	76,303	52,716	23,587	30.9%	
14,428	9,902	13,414	-3,512	-35.5%	General	56,095	55,480	54,675	805	1.5%	
681	200	1,015	-815	-407.7%	Professional Development	20,508	8,155	6,817	1,338	16.4%	
109	2,992	250	2,742	91.6%	Communications & Marketing	16,661	25,450	2,975	22,475	88.3%	
447	300	246	54	17.9%	Travel & Entertainment	2,492	2,000	849	1,151	57.5%	
12,523	10,792	390	10,402	96.4%	Professional Services	62,417	33,250	20,368	12,882	38.7%	
316,102	268,755	276,473	-7,718	-2.9%	Depreciation	1,867,450	1,599,418	1,655,072	-55,654	-3.5%	
762,520	691,971	694,609	-2,637	-0.4%	Total Expenses	4,630,424	4,317,369	4,262,332	55,037	1.3%	
-67,213	-2,108	-88,645	-86,537	-4104.9%	Net Income	-47,929	251,382	109,369	-142,013	-56.5%	
0	0	0	0	0.0%	Extraordinary Income	0	0	0	0	0.0%	
14,952	0	60,477	-60,477	0.0%	Extraordinary Expense	53,826	220,651	246,883	-26,232	-11.9%	
24,332	27,083	27,083	0	0.0%	OPEB Expense	145,990	162,500	162,500	0	0.0%	
-106,497	-29,191	-176,205	-147,014	503.6%	Net Income (Loss) Including Extraordinary Items	-247,745	-131,768	-300,014	-168,246	-127.7%	
10,652	0	0	0	0.0%	Capitalized Expenditures	51,786	304,400	0	304,400	100.0%	
NA	53.62	49.24	4.38	8.2%	Full-Time Equivalent Employees	NA	53.95	50.49	3.46	6.4%	

Los Angeles Law Library
 Income Statement for the Period Ended December 31, 2013
 (Provisional and subject to year-end audit adjustments)

Dec 12 Actual	Dec 2013				FY 2012-13 YTD	FY 2013-14 YTD					Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				
Detailed Budget:													
Income:													
628,528	613,443	533,206	-80,238	-13.1%	15 ACC	303300	L.A. Superior Court Fees	4,007,843	3,911,654	3,659,410	-252,244	-6.4%	Based on the most recent revenue information from the Superior Court, Staff expects fee revenue will fall about 5% below budget or about \$400k.
Interest:													
0	0	0	0	0.0%	15 ACC	311000	LAIF	1,190	600	865	265	44.1%	
4,550	4,680	3,913	-767	-16.4%	15 ACC	312000	General Fund	33,923	28,080	22,829	-5,251	-18.7%	The budget assumed an annual investment return of .7%. Actual return thus far has been about .61%. The rate should increase during the year as U.S. interest rates rise or as other investment options are selected.
136	162	144	-18	-10.9%	15 ACC	313000	Deposit Fund	921	972	861	-111	-11.4%	
4,686	4,842	4,057	-785	-16.2%			Subtotal	36,034	29,652	24,555	-5,097	-17.2%	
Parking:													
42,081	38,327	49,662	11,335	29.6%	39 FAC	330100	Parking	277,674	267,141	338,327	71,186	26.6%	The favorable variance resulted from a) a restructured vendor agreement that now requires payment in advance, b) a conservative budget that understated the demand for hourly and daily parking and c) the implementation of valet parking for events.
0	1,250	0	-1,250	-100.0%	39 FAC	330200	Valet Parking	0	7,500	0	-7,500	-100.0%	
42,081	39,577	49,662	10,085	25.5%			Subtotal	277,674	274,641	338,327	63,686	23.2%	
Library Services:													
50	500	33	-468	-93.5%	27 CIRC	330150	Annual Borrowing Fee	5,250	3,000	2,876	-124	-4.1%	
8,250	8,250	7,110	-1,140	-13.8%	25 P&P	330140	Annual Members Fee	42,877	42,877	46,905	4,028	9.4%	The favorable variance was likely caused by new borrowers from the LACBA campaign which started in October.
155	1,200	1,393	193	16.1%	23 R&R	330340	Course Registration	3,599	9,804	7,653	-2,151	-21.9%	It appears the budget was unrealistically optimistic; nevertheless, income remains significantly above the prior year to date, and should continue to improve.
5,594	4,750	3,903	-847	-17.8%	27 CIRC	330129	Copy Center	36,693	28,500	32,079	3,579	12.6%	Actual copy center charges have not declined as much as the budget assumed.
1,383	2,300	1,592	-708	-30.8%	27 CIRC	330205	Document Delivery	12,497	13,800	14,410	610	4.4%	
3,968	4,200	3,137	-1,063	-25.3%	27 CIRC	330210	Fines	26,674	25,200	23,862	-1,338	-5.3%	December furlough days had a negative impact on this line item and, as this snapshot shows, fines revenue has declined, accounting for a roughly 4% decline, in comparison to budget. No further decline is anticipated and expect this line item to finish the fiscal year at roughly 5% to 7% below budget.
150	300	1,261	961	320.2%	13 ACC	330310	Miscellaneous	887	51,800	69,278	17,478	33.7%	Favorable variance is primarily due to a \$12.7k CalPERS refund related to Medicare Part D prescription subsidies.
25	10,000	1,000	-9,000	-90.0%	27 COM	330330	Room Rental	7,350	40,000	16,757	-23,243	-58.1%	Although revenue has increased over prior year, the campaign to rent rooms is taking longer than expected to reach target.
15	15	-443	-458	-3054.5%	27 CIRC	330350	Book Replacement	2,110	2,110	3,872	1,762	83.5%	
0	0	0	0	0.0%	15 ACC	330360	Forfeited Deposits	0	2,800	0	-2,800	-100.0%	The harvesting of forfeited deposits will occur later this year.
0	0	0	0	0.0%	15 ACC	330400	Friends of Law Library	120,000	120,000	120,000	0	0.0%	
0	0	0	0	0.0%	37 COM	330420	Grants	0	10,000	0	-10,000	-100.0%	Grant applications are in process, but grant revenues are difficult to predict.
422	486	54	-432	-89.0%	15 ACC	330450	Vending	3,010	2,914	1,369	-1,545	-53.0%	
0	0	0	0	0.0%	27 COM	330465	Special Events Income	0	0	10,348	10,348	0.0%	The favorable variance results from Pro Bono Week donations which were used to pay the event expenses.
20,012	32,001	19,038	-12,962	-40.5%			Subtotal	260,944	352,805	349,410	-3,396	-1.0%	
695,307	689,863	605,964	(83,900)	-12.2%			Total Income	4,582,495	4,568,752	4,371,702	-197,050	-4.3%	
Expenses:													
Staff													
248,087	205,851	191,811	14,040	6.8%	15 ALL	501000	Salaries (benefits eligible)	1,573,168	1,329,993	1,304,865	25,128	1.9%	
0	24,191	25,802	-1,611	-6.7%	15 ALL	501050	Salaries (benefits ineligible)	0	158,768	152,269	6,499	4.1%	
13,378	14,263	10,716	3,547	24.9%	15 ACC	502000	Social Security	88,750	92,303	79,582	12,721	13.8%	
3,460	3,336	2,996	340	10.2%	15 ACC	503000	Medicare	21,912	21,587	20,038	1,549	7.2%	

Los Angeles Law Library
 Income Statement for the Period Ended December 31, 2013
 (Provisional and subject to year-end audit adjustments)

Dec 12 Actual	Dec 2013				FY 2012-13 YTD	FY 2013-14 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
9,688	13,693	32,750	-19,057	-139.2%	15 ACC 511000	Retirement	58,128	89,702	147,354	-57,652	-64.3%	Unknown to the Law Library when the budget was approved, CalPERS recalculated the Library's retirement cost at 11.682% of qualified compensation compared with its original calculation of 7.26%. This will result in a \$131k adverse variance by EOY.
44,783	47,423	44,650	2,773	5.8%	15 ACC 512000	Health Insurance	268,390	288,767	274,151	14,616	5.1%	
341	360	435	-75	-20.9%	15 ACC 513000	Disability Insurance	919	2,178	2,463	-284	-13.0%	
5,377	5,400	4,621	779	14.4%	15 ACC 514000	Dental Insurance	30,479	32,400	29,721	2,679	8.3%	
772	852	754	99	11.6%	15 ACC 514500	Vision Insurance	4,526	5,126	4,299	828	16.1%	
147	136	119	17	12.2%	15 ACC 515000	Life Insurance	856	824	618	206	25.0%	
9,353	8,779	16,061	-7,282	-82.9%	15 ACC 516000	Workers Comp. Insurance	56,120	52,677	59,959	-7,282	-13.8%	
0	0	0	0	0.0%	15 ACC 517000	Unemployment Insurance	8,400	0	6,725	-6,725	0.0%	
1,836	0	0	0	0.0%	25 P&P 514010	Temporary Employment	10,859	5,000	0	5,000	100.0%	
0	150	0	150	100.0%	13 HR 514015	Recruitment	742	900	2,198	-1,298	-144.2%	
0	0	0	0	0.0%	15 ACC 517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 ACC 518000	Accrued Vacation Expense	0	0	0	0	0.0%	
2,672	2,667	5,859	-3,193	-119.7%	15 ACC 518550	TMP	5,632	6,000	7,768	-1,768	-29.5%	
1,018	1,500	1,326	174	11.6%	15 ACC 518560	Payroll & Benefit Admin.	8,947	9,000	8,895	105	1.2%	
340,912	328,601	337,901	-9,301	-2.8%		Total - Staff	2,137,826	2,095,225	2,100,903	-5,678	-0.3%	
						Library Materials:						
82,657	329,923	53,396	276,527	83.8%	23 R&R 601999	American Continuations	782,907	1,495,651	514,981	980,670	65.6%	The favorable variance is mostly a matter of timing. The budget spread Library Materials costs evenly throughout the year whereas actual costs will likely be concentrated in certain months, particularly in November, February, and March.
8,502	8,248	5,847	2,402	29.1%	23 R&R 602999	American New Orders	36,659	49,488	43,497	5,991	12.1%	
8,411	4,674	1,204	3,470	74.2%	23 R&R 609199	Branch Continuations	42,941	28,043	6,699	21,345	76.1%	
0	110	0	110	100.0%	23 R&R 609299	Branch New Orders	0	660	172	488	73.9%	
35,466	29,143	8,760	20,384	69.9%	23 R&R 603999	Commonwealth Continuations	203,080	174,859	103,284	71,575	40.9%	
1,066	110	0	110	100.0%	23 R&R 604999	Commonwealth New Orders	1,558	1,980	0	1,980	100.0%	
29,456	16,496	6,525	9,972	60.4%	23 R&R 605999	Foreign Continuations	87,609	98,977	82,777	16,200	16.4%	
386	1,650	447	1,203	72.9%	23 R&R 606999	Foreign New Orders	2,725	11,547	4,944	6,603	57.2%	
11,613	9,348	7,688	1,660	17.8%	23 R&R 607999	International Continuations	62,233	56,087	52,344	3,743	6.7%	
47	550	759	-209	-38.0%	23 R&R 608999	International New Orders	3,098	4,399	3,976	423	9.6%	
1,036	2,749	525	2,224	80.9%	23 R&R 609399	General/Librarianship Continuations	16,550	16,496	16,054	442	2.7%	
95	220	0	220	100.0%	23 R&R 609499	General/Librarianship New Orders	739	1,320	789	530	40.2%	
178,733	403,221	85,149	318,072	78.9%		Subtotal	1,240,099	1,939,507	829,518	1,109,989	57.2%	
-178,733	-403,221	-85,149	-318,072	78.9%	15 ACC 690000	Lib Materials Transferred to Assets	-1,240,099	-1,939,507	-829,518	-1,109,989	57.2%	
0	0	0	0	0.0%		Facilities:						
886	701	2,949	-2,248	-320.7%	39 FAC 801005	Repair & Maintenance	17,214	12,244	15,900	-3,656	-29.9%	Unexpected repair/replacement of HVAC pulleys @ \$2,100.00.
866	618	2,529	-1,911	-309.2%	39 FAC 801010	Building Services	5,228	8,412	9,284	-872	-10.4%	
2,865	2,300	1,398	903	39.2%	39 FAC 801015	Cleaning Supplies	11,118	11,200	6,736	4,464	39.9%	
9,746	9,756	412	9,344	95.8%	39 FAC 801020	Electricity & Water	55,501	64,774	43,750	21,024	32.5%	Timing variance; favorable variance will be spent in January.
1,226	1,200	1,247	-47	-3.9%	39 FAC 801025	Elevator Maintenance	7,355	7,200	7,481	-281	-3.9%	
1,568	1,560	2,714	-1,154	-74.0%	39 FAC 801030	Heating & Cooling	19,677	22,560	16,552	6,008	26.6%	
22,777	22,550	20,808	1,742	7.7%	15 ACC 801035	Insurance	136,660	135,298	124,564	10,734	7.9%	
8,291	8,421	8,421	0	0.0%	39 FAC 801040	Janitorial Services	39,349	50,526	50,529	-3	0.0%	
0	1,200	1,050	150	12.5%	39 FAC 801045	Landscaping	0	7,200	6,300	900	12.5%	
17,113	14,087	13,520	567	4.0%	39 FAC 801050	Security	99,439	91,566	82,923	8,643	9.4%	
1,142	417	12	405	97.1%	39 FAC 801100	Furniture & Appliances (<3K)	1,142	2,500	30	2,470	98.8%	Few furniture requirements in first half of fiscal year.

Los Angeles Law Library
Income Statement for the Period Ended December 31, 2013
(Provisional and subject to year-end audit adjustments)

Dec 12 Actual	Dec 2013				FY 2012-13 YTD	FY 2013-14 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	0	0	0	0.0%	39 FAC 801110	Equipment (<3K)	0	2,800	3,910	-1,110	-39.6%	Office supplies vending machine and replacement urinals in the public men's room.
0	968	0	968	100.0%	39 FAC 801115	Building Alterations (<3K)	12,044	5,808	0	5,808	100.0%	
66,479	63,777	55,059	8,718	13.7%		Subtotal	404,726	422,088	367,957	54,131	12.8%	
						Technology & Data:						
3,629	3	1,861	-1,858	-55744.7%	33 IT 801210	Services	14,464	16,743	14,654	2,089	12.5%	Timing variance: favorable variance will be spent in February.
0	350	417	-67	-19.1%	33 IT 801215	Software (<\$3k)	0	13,800	1,110	12,690	92.0%	Planned upgrades were delayed due to staffing issues and competing projects. The upgrades will proceed in the next several months.
1,194	0	0	0	0.0%	33 IT 801220	Hardware (<\$3k)	7,717	5,000	69	4,931	98.6%	Favorable variance will be spent in February.
0	0	0	0	0.0%	33 IT 801225	Computer Supplies	0	1,000	147	853	85.3%	Favorable variance will be spent in February.
3,456	3,500	3,560	-60	-1.7%	33 IT 801230	Integrated Library System	20,735	21,960	21,357	603	2.7%	
2,561	2,500	4,022	-1,522	-60.9%	33 IT 801235	Telecommunications	19,333	17,000	15,344	1,656	9.7%	Timing variance.
0	300	0	300	100.0%	33 IT 801245	Tech & Data - Misc	0	800	35	766	95.7%	
10,839	6,653	9,860	-3,207	-48.2%		Subtotal	62,249	76,303	52,716	23,587	30.9%	
						General:						
501	495	640	-145	-29.4%	15 ACC 801310	Bank Charges	3,243	2,970	3,222	-252	-8.5%	Unfavorable variance is a result of fees related to Bank of America's Positive Pay Service which was implemented after the budget was approved.
656	710	681	29	4.1%	35 CMS 801315	Bibliographical Services	3,922	5,210	2,631	2,579	49.5%	The favorable variance is in part the result of timing and will be resolved by EOY when one of the subscriptions invoiced annually due in June (\$1000) ; and in part from OCLC credits earned from the Library's contribution to the consortium.
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
174	83	84	-1	-0.9%	15 ACC 801325	Board Expense	752	500	495	5	1.0%	
5,763	1,000	761	239	23.9%	15 ACC 801330	Staff Meals & Events	6,030	2,200	1,641	559	25.4%	
2,837	833	1,226	-392	-47.1%	15 ACC 801335	Supplies - Office	14,427	5,000	7,299	-2,299	-46.0%	Increased toner purchase is pushing this account over budget year-to-date.
0	1,169	0	1,169	100.0%	35 CMS 801337	Supplies - Library materials	2,786	4,634	3,607	1,027	22.2%	
622	500	71	429	85.8%	37 COM 801340	Stationery & business cards	2,741	3,000	298	2,702	90.1%	The Law Library is printing stationery in-house thereby reducing outside printing costs.
1,276	833	87	746	89.5%	15 ACC 801345	Delivery & Postage	8,009	5,000	1,801	3,199	64.0%	Favorable variance reflects a decrease in shipments of briefs from the Cal. Ct. of App. and price discounts negotiated with UPS and GSO.
722	486	272	214	44.0%	15 ACC 801350	Kitchen supplies	3,903	3,216	2,136	1,080	33.6%	The favorable variance results from a decrease in ordering to draw down kitchen supplies.
0	0	8,588	-8,588	0.0%	37 COM 801355	Room Rental Expenses	0	0	11,363	-11,363	0.0%	
0	1,542	69	1,473	95.5%	37 COM 801360	Special Events Expenses	0	9,250	10,457	-1,207	-13.0%	Charges related to ProBono Week and the Legal Secretaries Lunch.
0	0	0	0	0.0%	37 COM 801365	Grant Application Expenses	0	1,000	0	1,000	100.0%	Possible grant opportunities for 2014 under review.
1,633	2,250	934	1,316	58.5%	33 IT 801370	Copy Center Expense	8,869	13,500	9,296	4,204	31.1%	Timing variance resulted from Konica Minolta's monthly billing being delayed.
242	0	0	0	0.0%	15 ACC 801375	Miscellaneous	1,414	0	430	-430	0.0%	
14,428	9,902	13,414	-3,512	-35.5%		Subtotal	56,095	55,480	54,675	805	1.5%	
						Professional Development:	0	0	0			
24	0	942	-942	0.0%	ALL 803105	Travel	13,244	3,600	2,995	605	16.8%	Staff has been frugal with travel expenses
147	0	23	-23	0.0%	ALL 803110	Meals	701	0	97	-97	0.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and Misc.	0	255	0	255	100.0%	
500	200	0	200	100.0%	ALL 803115	Membership dues	1,615	200	535	-335	-167.5%	
10	0	50	-50	0.0%	ALL 803120	Registration fees	4,918	2,500	3,190	-690	-27.6%	
0	0	0	0	0.0%	ALL 803125	Educational materials	30	1,600	0	1,600	100.0%	
681	200	1,015	-815	-407.7%		Subtotal	20,508	8,155	6,817	1,338	16.4%	
						Communications & Marketing:						
109	1,000	0	1,000	100.0%	37 COM 803205	Services	109	8,000	0	8,000	100.0%	No outside servcies required at this time.
0	500	0	500	100.0%	37 COM 803210	Collateral materials	0	7,500	0	7,500	100.0%	No collateral matierial printing required at this time.
0	700	250	450	64.3%	37 COM 803215	Advertising	500	5,200	2,725	2,475	47.6%	Seven program ads placed in publications for the library.

Los Angeles Law Library
 Income Statement for the Period Ended December 31, 2013
 (Provisional and subject to year-end audit adjustments)

Dec 12 Actual	Dec 2013				FY 2012-13 YTD	FY 2013-14 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	792	0	792	100.0%	37 COM 803220	Trade shows & Outreach	16,052	4,750	250	4,500	94.7%	
109	2,992	250	2,742	91.6%		Subtotal	16,661	25,450	2,975	22,475	88.3%	
						Travel & Entertainment:						
0	0	5	-5	0.0%	ALL 803305	Travel	631	0	51	-51	0.0%	
0	0	0	0	0.0%	ALL 803310	Meals	348	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	
447	300	241	59	19.6%	ALL 803320	Ground Transport.	1,513	1,800	798	1,002	55.7%	
0	0	0	0	0.0%	ALL 803325	Incidentals	0	200	0	200	100.0%	
447	300	246	54	17.9%		Subtotal	2,492	2,000	849	1,151	57.5%	
						Professional Services:						
7,500	7,875	0	7,875	100.0%	15 ACC 804005	Accounting	15,000	15,750	15,560	190	1.2%	
3,243	417	0	417	100.0%	15 ACC 804008	Consulting Services	22,241	2,500	0	2,500	100.0%	
1,780	2,500	390	2,110	84.4%	17 EXEC 804010	Legal	25,176	15,000	4,808	10,192	67.9%	Staff has cut back on outside legal services using internal resources.
0	0	0	0	0.0%	17 EXEC 804015	Other	0	0	0	0	0.0%	
12,523	10,792	390	10,402	96.4%		Subtotal	62,417	33,250	20,368	12,882	38.7%	
						Depreciation:						
263,263	233,486	244,912	-11,426	-4.9%	15 ACC 806105	Library Materials	1,551,006	1,396,150	1,464,524	-68,374	-4.9%	Actual depreciation is higher than budget because of the delay in the write off of the Van Nuys and Compton donated titles and because the write off will be lower than we expected. However, we expect actuals to come in below budget at EOY as we fully depreciate FY 2004 purchases.
52,838	35,269	31,561	3,708	10.5%	15 ACC 806110	Fixed Assets	316,444	203,268	190,548	12,720	6.3%	
316,102	268,755	276,473	-7,718	-2.9%		Subtotal	1,867,450	1,599,418	1,655,072	-55,654	-3.5%	
762,520	691,971	694,609	-2,637	-0.4%		Total Expense	4,630,424	4,317,369	4,262,332	55,037	1.3%	
-67,213	-2,108	-88,645	-86,537	-4104.9%		Net Income	-47,929	251,382	109,369	-142,013	-56.5%	
0	0	0	0	0.0%	17 EXEC	Extraordinary Income	0	0	0	0	0.0%	
14,952	0	60,477	-60,477	0.0%	15 ACC	Extraordinary Expense	53,826	220,651	246,883	-26,232	-11.9%	Unfavorable variance is a result of a one month delay in the write-off of Van Nuys' and Compton's donated titles as well as other employee related expenses.
24,332	27,083	27,083	0	0.0%	15 ACC 518500	OPEB Expense	145,990	162,500	162,500	0	0.0%	
-106,497	-29,191	-176,205	-147,014	503.6%		Net Income (Loss) Including Extraordinary Items	-247,745	-131,768	-300,014	-168,246	-127.7%	
						Capital Expenditures:						
0	0	0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	97,500	0	97,500	100.0%	Scanner, book truck, security camera, and copier purchases were deferred to later in the year.
0	0	0	0	0.0%	33 IT 161300	Electronics / Comp. Hardware (>3k)	7,539	12,500	0	12,500	100.0%	Planned upgrades were delayed due to staffing issues and competing projects. The upgrades will proceed in the next several months.
0	0	0	0	0.0%	39 FAC 164500	Ext. Bldg. Repairs/ Improvements (>3k)	0	12,400	0	12,400	100.0%	Floor repair was deferred to later in the year.
10,652	0	0	0	0.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	24,937	107,000	0	107,000	100.0%	
0	0	0	0	0.0%	33 IT 168000	Computer Software	19,311	75,000	0	75,000	100.0%	Planned upgrades were delayed due to staffing issues and competing projects. The upgrades will proceed in the next several months.
10,652	0	0	0	0.0%		Total - Capitalized Expenditures	51,786	304,400	0	304,400	100.0%	
NA	53.6	49.2	4.4	8.2%		Full-Time Equivalent Employees	NA	54.0	50.5	3.5	6.4%	

Los Angeles Law Library
Statement of Cash Flows
As of December 31, 2013
(Provisional and subject to year-end audit adjustments)

	12/31/2013	YTD
Cash flows from operating activities		
LA Superior court fees	533,206	3,659,410
Parking fees	49,662	338,327
Library services	19,038	229,410
(Increase) decrease in accounts receivable	98,790	71,008
Increase (decrease) in borrowers' deposit	2,307	14,344
Cash received from filing fees and services	703,004	4,312,499
Facilities	(55,059)	(367,957)
Technology & data	(9,860)	(52,716)
General	(73,890)	(115,152)
Professional development	(1,015)	(6,817)
Communications & marketing	(250)	(2,975)
Travel & entertainment	(246)	(849)
Professional services	(390)	(20,368)
(Increase) decrease in prepaid expenses	15,021	154,285
Increase (decrease) in accounts payable	(148,782)	(148,766)
Increase (decrease) in other liabilities	1,167	(9,339)
Cash payments to suppliers for goods and services	(273,305)	(570,653)
Staff	(364,985)	(2,263,403)
Increase (decrease) in payroll liabilities	(9,016)	(10,611)
Increase decrease in accrued sick and vacation liability	-	-
Increase decrease in OPEB liability	27,083	162,500
Cash payments to employees for services	(346,918)	(2,111,514)
Contributions received	-	120,000
Net cash from operating activities	82,781	1,750,332
Cash flow from capital and related financing activities		
Library materials	(85,149)	(829,518)
Other capital acquisitions	-	-
Cash flows from investing activities		
Investment earnings	4,057	24,555
Net cash increase (decrease) in cash and cash equivalents	1,689	945,368
Cash and cash equivalents, at beginning of period	9,830,940	8,887,261
Cash and cash equivalents, at end of period	9,832,629	9,832,629
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(180,262)	(324,569)
Adjustments for noncash effects:		
Depreciation	276,473	1,655,072
Extraordinary expense: book write-off	-	186,407
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	98,790	71,008
(Increase) decrease in prepaid expenses	15,021	154,285
Increase (decrease) in accounts payable	(148,782)	(148,766)
Increase (decrease) in other liabilities	1,167	(9,339)
Increase (decrease) in payroll liabilities	(9,016)	(10,611)
Increase (decrease) in accrued sick and vacation liability	-	-
Increase (decrease) in borrowers' deposit	2,307	14,344
Increase (decrease) in OPEB liability	27,083	162,500
Net cash from operating activities	82,781	1,750,332

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2014 - January 31, 2014 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 2	AMERICAN LEGALNET INC	BOOKS	7,978.00	026412
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	598.25	026413
	BLOOMBERG BNA	BOOKS	1,402.76	026414
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	946.16	026415
	CENGAGE LEARNING	BOOKS	224.35	026416
	THOMSON GALE	BOOKS	9,350.99	026417
	NEUBAUER & ASSOCIATES	BOOKS	50.00	026418
	P L D PUBLISHERS	BOOKS	175.00	026419
	VERDICTSEARCH	BOOKS	589.00	026420
	THOMSON REUTERS	BOOKS	124.37	026421
	WISCONSIN DEPT OF ADMINISTRATION	BOOKS	435.00	026422
January 10	AMERICAN BAR ASSOCIATION	BOOKS	1,878.52	026423
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,531.11	026424
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	35.91	026425
	BIG FOOT PRESS	BOOKS	389.99	026426
	GEORGE T BISEL COMPANY	BOOKS	67.70	026427
	BLOOMBERG BNA	BOOKS	1,370.63	026428
	BOOK HOUSE INC	BOOKS	256.87	026429
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	146.62	026430
	CCH INCORPORATED	BOOKS	123.50	026431
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,434.16	026432
	DATA TRACE LEGAL PUBLISHERS	BOOKS	179.95	026433
	OTTO HARRASSOWITZ	BOOKS	1,694.11	026434
	JAMES PUBLISHING INC	BOOKS	188.19	026435
	JERUSALEM BOOKS LTD	BOOKS	378.00	026436
	JURISNET LLC	BOOKS	168.00	026437
	LEXISNEXIS BUTTERWORTHS	BOOKS	2,972.66	026438
	MARY MARTIN BOOKSELLERS	BOOKS	84.00	026439
	OXFORD UNIVERSITY PRESS	BOOKS	270.34	026440
	PRACTISING LAW INSTITUTE	BOOKS	130.94	026441
	CITY OF THOUSAND OAKS	BOOKS	37.12	026442
YBP LIBRARY SERVICES	BOOKS	209.43	026443	
STATE COMPENSATION INSURANCE FUND	WORKERS COMP	8,779.42	026444	
January 17	ALTEC	OFFICE SUPPL	427.79	026445
	AMERICAN EXPRESS	BUSINESS CARD	3,347.12	026446
	AT&T	TELECOM	398.17	026447
	AT&T MOBILITY	TELECOM	182.78	026448
	BANDWIDTH.COM, INC.	TELECOM	319.09	026449
	BLUE SHIELD OF CALIFORNIA	HEALTH INS	479.31	026450
	BRIDGES FILTER SERVICE, INC	REPAIR & MAINT	230.14	026451
	CHANNA CAJERO	MILEAGE	25.93	026452
	CCCLL	MEMBERSHIP DUES	5,940.00	026453

56,608.78

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2014 - January 31, 2014 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	COUNTY OF LOS ANGELES	BANK CHARGES	57.40	026454
	CLEAN SOURCE, INC.	CLEAN SUPPL	1,397.50	026455
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	232.99	026456
	ESTHER EASTMAN	MILEAGE	19.70	026457
	GOURMET COFFEE SERVICE	KITCHEN SUPPLIES	272.25	026458
	GRAINGER	Room Rental Exp	33.41	026459
	GST	PREPAID EXPENSE	1,496.99	026460
	GUARDIAN	DENTAL/VIS/LIFE/DIS	7,449.11	026461
	INFINISOURCE INC	PAYROLL/HR BENEFI	77.00	026462
	COUNTY OF LOS ANGELES	HEATING/COOLING	2,714.16	026463
	KEENAN ASSOCIATES	INSURANCE	6,721.00	026464
	KYRIACOU MEDIATION	LEGAL	4,200.00	026465
	L A DEPT WATER & POWER	WATER/SEWER	411.83	026466
	SANDRA J LEVIN	REIMBURSEMENT	1,510.26	026467
	JANINE LIEBERT	REIMBURSEMENT	157.66	026468
	MEGAPATH	TELECOM	357.05	026469
	METROPOLITAN NEWS COMPANY	ADVERTISING	225.00	026470
	METROLINK	TMP	1,306.00	026471
	OFFICE DEPOT	SUPPLIES - OFFICE	547.30	026472
	PAN AMERICAN PEST CONTROL CO.	BLDG SVCS	276.00	026473
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,421.43	026474
	SCHINDLER ELEVATOR CORP.	ELEVATOR MAINT	3,800.43	026475
	STANLEY SCHLOSSMAN	HARDWARE	500.00	026476
	SECURITAS SECURITY	SECURITY	8,581.33	026477
	SEPCO EARTHSCAPE, INC	LANDSCAPING	1,050.00	026478
	STATE BAR OF CALIFORNIA	MEMBERSHIP DUES	420.00	026479
	STRONG IMAGE GRAPHIC SERVICES INC	STATIONERY & BUS	71.00	026480
	TIME WARNER CABLE	TELECOM	1,200.00	026481
	VALLEY WIDE AIR	REPAIR & MAINT	200.00	026482
	MEGAPATH	TELECOM	71.47	026483
	GE MONEY BANK AMAZON	BOOKS	574.81	026484
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,010.22	026485
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	680.61	026486
	GEORGE T BISEL COMPANY	BOOKS	174.77	026487
	BLOOMBERG BNA	BOOKS	204.15	026488
	CASALINI LIBRI	BOOKS	540.34	026489
	DATA TRACE LEGAL PUBLISHERS	BOOKS	539.85	026490
	FORSTER LONG INC PUBLISHERS	BOOKS	517.76	026491
	JAMES PUBLISHING INC	BOOKS	83.46	026492
	JURIS PUBLISHING INC	BOOKS	136.50	026493
	LAW JOURNAL PRESS	BOOKS	720.32	026494
	MUNICIPAL CODE CORPORATION	BOOKS	50.00	026495
	NEW JERSEY LAW JOURNAL	BOOKS	211.81	026496
	PAN PACIFICA	BOOKS	1,089.00	026497
	SEAK INC	BOOKS	144.00	026498

117,644.63

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2014 - January 31, 2014 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 27	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	637.38	026499
	WILLIAM S HEIN & CO	BOOKS	255.37	026500
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	953.85	026501
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	102.28	026502
	BLOOMBERG BNA	BOOKS	1,663.57	026503
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	533.17	026504
	CALIF SUPREME COURT HISTORICAL SOCI	BOOKS	50.00	026505
	CARSWELL COMPANY LTD	BOOKS	519.75	026506
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,083.94	026507
	BUSINESS MANAGEMENT DAILY ALEXANDER	BOOKS	34.75	026508
	GAUNT	BOOKS	172.55	026509
	GOVERNMENT RESEARCH SERVICE	BOOKS	167.00	026510
	LAW JOURNAL PRESS	BOOKS	938.78	026511
	LEXISNEXIS BUTTERWORTHS	BOOKS	1,526.28	026512
	NATIONAL CONSUMER LAW CENTER	BOOKS	612.00	026513
	NATIONAL BOOK NETWORK	BOOKS	323.23	026514
	WILLIAM S HEIN & CO	BOOKS	154.36	026515
	YBP LIBRARY SERVICES	BOOKS	36.92	026516
	CORREY AVNER	REFUND	140.00	026527
	TARA BRUCKER	REFUND	140.00	026528
STEPHEN TROY CHONG	REFUND	140.00	026529	
CYPRESS LLP	REFUND	306.00	026530	
MAURILIO TABARES GONZALEZ	REFUND	140.00	026531	
MOHAMMAD ALI SALIMI	REFUND	140.00	026532	
ARLENE DE VERA TECSON	REFUND	140.00	026533	
CLAUDIA YUNYING WANG	REFUND	140.00	026534	
JOHN JAY WRIGHT	REFUND	140.00	026535	
January 29	3M	LIB SUPPL	774.05	026536
	AMERICAN RELOCATION & LOGISTIC	BLDG SRVC	1,871.30	026537
	BET TZEDEK	ADVERTISING	500.00	026538
	COMPUTYPE INC	LIB SUPPL	416.59	026539
	FEDEX	DELIVERY/POSTAGE	13.87	026540
	FORERUNNER FIRE PREVENTION INC.	BLDG SRVC	2,100.00	026541
	GOURMET COFFEE SERVICE	KITCHEN SUPPL	474.66	026542
	GUARDIAN	DENTAL/VIS/LIFE/DIS	7,735.90	026543
	INDEPENDENT STATIONERS	SUPPLIES - OFFICE	51.67	026544
	INFINISOURCE INC	BENEFIT ADMIN	1,737.00	026545
	J. P. COOKE COMPANY	SUPPLIES - OFFICE	169.24	026546
	KONICA MINOLTA BUSINESS	COPY CENTER	579.68	026547
	KROLL BACKGROUND AMERICA, INC	RECRUITMENT	39.00	026548
	LIEBERT CASSIDY WHITMORE	LEGAL	1,232.00	026549
	MIERNIK MECHANICAL SERVICES	BLDG MAINT	500.00	026550
	OCLC, INC.	BIBLIOGRAPHICAL S	680.83	026551

147,087.27

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2014 - January 31, 2014 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 30	OFFICE DEPOT	SUPPLIES - OFFICE	13.05	026552
	QUILL CORPORATION	SUPPLIES - OFFICE	118.77	026553
	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	8,779.38	026554
	UNITED PARCEL SERVICE	DELIVERY/ POSTAGE	36.94	026555
	VALLEY WIDE AIR	BLDG MAINT	1,018.89	026556
	STATE BOARD OF EQUALIZATION	USE TAX	3,254.00	026557
	STATE BOARD OF EQUALIZATION	SALES TAX	8,731.00	026558
	AT&T MOBILITY	TELECOM	168.28	026559
	CARD INTEGRATORS CORPORATION	BLDG SRVCS	536.18	026560
	LORENZO GALLARDO	REPAIR & MAINT	525.43	026561
	HKA ELEVATOR CONSULTING INC	CAPITAL WIP	2,600.00	026562
	MEGAPATH	TELECOM	71.47	026563
	PACER SERVICE CENTER	DOC DEL	36.16	026564
	SECURITAS SECURITY	SECURITY	5,049.02	026565

178,012.79

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2014 - January 31, 2014 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 21	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	156,311.95	TS00195444
January 24	LEXISNEXIS ONLINE SERVICES	BOOKS	15,300.00	TS00195775
	THOMSON REUTERS	BOOKS	18,095.40	TS00195775

189,707.35

MEMORANDUM

DATE: February 25, 2014

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of SEIU MOU Amendment

SUMMARY

SEIU Local 721 proposed an extension of the existing agreement for a one year period. The Board in closed session at the January 28, 2014 meeting directed its negotiators to attempt to reach agreement on a formal agreement to implement the proposed extension. The attached extension agreement accomplishes that objective and is acceptable in form and content to SEIU Local 721. The union and Executive Director Levin have signed and recommend approval by the Board. As explicitly stated in the agreement, however, it does not take effect unless and until approved by the Board of Trustees.

RECOMMENDATION

Approve the proposed extension agreement as presented.



UNION Counter Proposal
Los Angeles County Lay Library
Bargaining Unit: Full Time Employee Unit 870
Bargaining Unit: Part Time Employee Unit 871

Tuesday, February 04, 2014

SEIU Local 721 reserves the right to add to, delete from or otherwise modify this proposal

1. Article 5 TERM

The term of the Memorandum of Understanding shall commence on the date when the terms and conditions for its effectiveness, as set forth in Article 4, implementation, are fully met, but in no event shall said Memorandum of Understanding become effective prior to ratification by the Law Library Board of Trustees and SEIU Local 721.

This Memorandum of Understanding shall expire and otherwise be fully terminated on May 31, 2015.

2. Article 6 RENEGOTIATION

In the event either party hereto desires to negotiate the provisions of a successor Memorandum of Understanding, such party shall serve upon the other during the period of February 1, 2015 ~~March 1, 2015~~ through March 31, 2015 its written proposals for such successor Memorandum of Understanding.

3. Article 30 BENEFITS

Section 2

A. The Library shall provide for employee retirement benefits through participation in the California Public Employees' retirement System (CalPERS) AT A TWO and one half percent at fifty-five (2.5% 2 55) retirement formula account. The employee will contribute the eight (8%) of "member earnings" into his/her individual retirement account. The Law Library will contribute the required per CalPERS.

B. New employees employed on and after January 1, 2013 who participate in a defined benefit plan shall have an initial contribution rate of at least 50 percent of the normal cost rate for that defined benefit plan, rounded to the nearest quarter of 1 percent, or the current contribution rate of similarly situated employees, whichever is greater. This contribution shall not be paid by the employer on the employee's behalf.

Section 3 Retiree Dental (No change)

Section 4 Vision Care (No change)

UNION Counter Proposal
Los Angeles County Lay Library
Bargaining Unit: Full Time Employee Unit 870
Bargaining Unit: Part Time Employee Unit 871

Tuesday, February 04, 2014

SEIU Local 721 reserves the right to add to, delete from or otherwise modify this proposal

Section 5 State Disability (No change)

Section 6 Life Insurance (No change)

Section 7 Leaves of Absence

All leaves of absence shall be granted in accordance with provisions with the

California Family Rights Act of 1991:
the California Pregnancy Leave Act; and
the Federal Family Care and Medical Leave Act of 1993

Nothing in this Section is intended to provide any additional benefits beyond that mandated by Federal and/or State law, or any applicable Ordinance.

A. Vacation

Full Time Employees:

Full time employees are eligible to accrue paid vacation leave after a successful completion of their three (3) month Introductory Period. Vacation is accrued on a calendar year basis and will depend on the length of an employee's tenure, as follows:

For all full-time employees hired **prior to May 31st, 2011**

Years 1 through 9 = 15 days per year (4.62 hours per pay period)

10 or more years = ~~10-20~~ 20 days per year (6.15 hours per pay period)

For all full-time employees hired **on or after May 31st, 2011**

Years 1 through 4 = 10 days per year (3.08 hours per pay period)

Years 5 through 9 = 12 days per year (3.69 hours per pay period)

10 or more years = 15 days (4.62 hours per pay period)

(no change to rest of article)

4. All Other Provisions

All other provisions of the parties' Memorandum of Understanding shall remain unchanged.

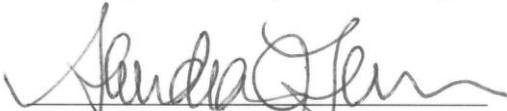
UNION Proposal
Superior Court of California
County of Ventura
Bargaining Units: Professional, Para-Professional and Supervisory
Wednesday Friday, February 19, 2014
SEIU Local 721 reserves the right to add to, delete from or otherwise modify this proposal

TENTATIVE AGREEMENT

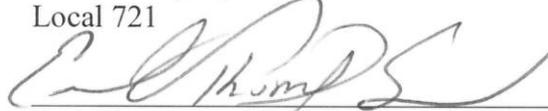
Date: 2/18/14

Date: 2/18/14

Los Angeles County Law Library


Sandra Levin, Executive Director

Service Employees International Union
Local 721


Earl Thompson, Worksite Organizer


Wanda Bellamy, Worksite Organizer


Sharon Boone

MEMORANDUM

DATE: February 25, 2014
TO: Board of Law Library Trustees
FROM: Sandra J. Levin, Executive Director
RE: Approval of Broadband Classification Update

SUMMARY

At its January 2013 meeting, the Board approved and adopted a pay schedule for library employees to comply with CalPERS' statutory and regulatory requirements for publicly available pay schedules (CCR §570.5). The attached schedule has been updated and revised to reflect subsequent changes in the Library's pay structure (e.g., the 2% increase in exchange for the cap on health care reimbursement) to the extent they impacted pay ranges.

RECOMMENDATION

To comply with CalPERS' statutory and regulatory requirements, staff recommends the Board approve and adopt the attached revised pay schedule for Library employees.



LA LAW LIBRARY
CLASSIFICATION CHART

Effective May 31, 2011
Revised January 1, 2014

Salary Grade	Classification	Beginning	End
1	Library Aide Administrative Aide	\$9.49 / hr	\$12.90 / hr
2	Library Clerk Administrative Clerk	\$12.98 / hr \$27,000	\$21.39 / hr \$44,500
3	Branch Assistant	\$14.90 / hr	\$24.59 / hr
3	Library Technician Administrative Technician	\$14.90 / hr \$31,000	\$24.59 / hr \$51,150
4	Library Associate	\$19.23 / hr \$40,000	\$31.73 / hr \$66,000
4	Support Supervisor Executive Staff	\$44,000	\$72,600
5	Librarian	\$50,000	\$82,500
6	IT Staff Manager	\$60,000	\$99,000
7	Senior Librarian Senior Administrative Staff	\$65,000	\$97,500
8	Director	\$75,000	\$112,500
9	Senior Director	\$105,000	\$150,500
10	Executive Director	\$125,000	\$191,250

MEMORANDUM

DATE: February 25, 2014

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director
Marcelino Juarez, Finance Manager

RE: California Employers' Retiree Benefit Trust Fund (CERBT)

SUMMARY

At its January 28, 2014 meeting, the Board approved the Law Library's participation in the CalPERS CERBT to prefund retiree health insurance expense with a lump sum contribution of \$2 million as recommended by the Budget and Finance Committee and the Executive Director. Participation in the CERBT requires the Board to adopt and approve: 1) the CERBT Contract Agreement and; 2) the Delegation of Authority to Request Disbursements. Staff recommends the authority be delegated to the Executive Director, Finance Director and Finance Manager.

Other documents to be provided to CalPERS related to joining the CERBT require no Board action, but include: an Actuarial Valuation Report as of July 1, 2013, a Summary of Actuary Information and a Certification of Actuarial Information (to be provided by Total Compensation, Inc.) as well as the Certification of Funding Policy and GASB Reporting Compliance which will reflect the Committee's moderate (neither the least risky nor the most risky) investment option. These items are also underway.

RECOMMENDATION

To comply with CalPERS' participation requirements in the CERBT, staff recommends the Board adopt and approve the attached CERBT Contract Agreement and the Delegation of Authority to Request Disbursements.



CALIFORNIA EMPLOYERS' RETIREE BENEFIT TRUST PROGRAM ("CERBT")

**AGREEMENT AND ELECTION
OF**

LOS ANGELES COUNTY LAW LIBRARY

(NAME OF EMPLOYER)

**TO PREFUND OTHER POST EMPLOYMENT
BENEFITS THROUGH CalPERS**

WHEREAS (1) Government Code Section 22940 establishes in the State Treasury the Annuitants' Health Care Coverage Fund for the prefunding of health care coverage for annuitants (Prefunding Plan); and

WHEREAS (2) The California Public Employees' Retirement System (CalPERS) Board of Administration (Board) has sole and exclusive control and power over the administration and investment of the Prefunding Plan (sometimes also referred to as CERBT), the purposes of which include, but are not limited to (i) receiving contributions from participating employers and establishing separate Employer Prefunding Accounts in the Prefunding Plan for the performance of an essential governmental function (ii) investing contributed amounts and income thereon, if any, in order to receive yield on the funds and (iii) disbursing contributed amounts and income thereon, if any, to pay for costs of administration of the Prefunding Plan and to pay for health care costs or other post employment benefits in accordance with the terms of participating employers' plans; and

WHEREAS (3) _____ LOS ANGELES COUNTY LAW LIBRARY
(NAME OF EMPLOYER)

(Employer) desires to participate in the Prefunding Plan upon the terms and conditions set by the Board and as set forth herein; and

WHEREAS (4) Employer may participate in the Prefunding Plan upon (i) approval by the Board and (ii) filing a duly adopted and executed Agreement and Election to Prefund Other Post Employment Benefits (Agreement) as provided in the terms and conditions of the Agreement; and

WHEREAS (5) The Prefunding Plan is a trust fund that is intended to perform an essential governmental function within the meaning of Section 115 of the Internal Revenue Code as an agent multiple-employer plan as defined in Governmental Accounting Standards Board (GASB) Statement No. 43 consisting of an aggregation of single-employer plans, with pooled administrative and investment functions;

NOW, THEREFORE, BE IT RESOLVED THAT EMPLOYER HEREBY MAKES THE FOLLOWING REPRESENTATION AND WARRANTY AND THAT THE BOARD AND EMPLOYER AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

A. Representation and Warranty

Employer represents and warrants that it is a political subdivision of the State of California or an entity whose income is excluded from gross income under Section 115 (1) of the Internal Revenue Code.

B. Adoption and Approval of the Agreement; Effective Date; Amendment

(1) Employer's governing body shall elect to participate in the Prefunding Plan by adopting this Agreement and filing with the CalPERS Board a true and correct original or certified copy of this Agreement as follows:

Filing by mail, send to: CalPERS
 Affiliate Program Services Division
 CERBT (OPEB)
 P.O. Box 1494
 Sacramento, CA 95812-1494

Filing in person, deliver to: CalPERS Mailroom
 Affiliate Program Services Division
 CERBT (OPEB)
 400 Q Street
 Sacramento, CA 95811

(2) Upon receipt of the executed Agreement, and after approval by the Board, the Board shall fix an effective date and shall promptly notify Employer of the effective date of the Agreement.

(3) The terms of this Agreement may be amended only in writing upon the agreement of both CalPERS and Employer, except as otherwise provided herein. Any such amendment or modification to this Agreement shall be adopted and executed in the same manner as required for the Agreement. Upon receipt of the executed amendment or modification, the Board shall fix the effective date of the amendment or modification.

(4) The Board shall institute such procedures and processes as it deems necessary to administer the Prefunding Plan, to carry out the purposes of this Agreement, and to maintain the tax exempt status of the Prefunding Plan. Employer agrees to follow such procedures and processes.

C. Other Post Employment Benefits (OPEB) Cost Reports and Employer Contributions

(1) Employer shall provide to the Board an OPEB cost report on the basis of the actuarial assumptions and methods prescribed by the Board. Such report shall be for the Board's use in financial reporting, and shall be prepared at least as often as the minimum frequency required by GASB 43. This OPEB cost report may be prepared as an actuarial valuation report or, if the employer is qualified under GASB 45 and 57, may be prepared as an Alternative Measurement Method (AMM) report.

- (a) Unless qualified under GASB 45 and 57 to provide an AMM report, Employer shall provide to the Board an actuarial valuation report. Such report shall be for the Board's use in financial reporting, and shall be prepared at least as often as the minimum frequency required by GASB 43 and 57, and shall be:
 - 1) prepared and signed by a Fellow or Associate of the Society of Actuaries who is also a Member of the American Academy of Actuaries or a person with equivalent qualifications acceptable to the Board;
 - 2) prepared in accordance with generally accepted actuarial practice and GASB 43, 45 and 57; and,
 - 3) provided to the Board prior to the Board's acceptance of contributions for the valuation period or as otherwise required by the Board.
- (b) If qualified under GASB 45 and 57, Employer may provide to the Board an AMM report. Such report shall be for the Board's use in financial reporting, shall be prepared at least as often as the minimum frequency required by GASB 43 and 57, and shall be:
 - 1) affirmed by Employer's external auditor, or by a Fellow or Associate of the Society of Actuaries who is also a Member of the American Academy of Actuaries or a person with equivalent qualifications acceptable to the Board, to be consistent with the AMM process described in GASB 45;
 - 2) prepared in accordance with GASB 43, 45, and 57; and,
 - 3) provided to the Board prior to the Board's acceptance of contributions for the valuation period or as otherwise required by the Board.

(2) The Board may reject any OPEB cost report submitted to it, but shall not unreasonably do so. In the event that the Board determines, in its sole discretion, that the OPEB cost report is not suitable for use in the Board's financial statements or if Employer fails to provide a required OPEB cost report, the Board may obtain, at

Employer's expense, an OPEB cost report that meets the Board's financial reporting needs. The Board may recover from Employer the cost of obtaining such OPEB cost report by billing and collecting from Employer or by deducting the amount from Employer's account in the Prefunding Plan.

(3) Employer shall notify the Board of the amount and time of contributions which contributions shall be made in the manner established by the Board.

(4) Employer contributions to the Prefunding Plan may be limited to the amount necessary to fully fund Employer's actuarial present value of total projected benefits, as supported by the OPEB cost report acceptable to the Board. As used throughout this document, the meaning of the term "actuarial present value of total projected benefits" is as defined in GASB Statement No. 45. If Employer's contribution causes its assets in the Prefunding Plan to exceed the amount required to fully fund the actuarial present value of total projected benefits, the Board may refuse to accept the contribution.

(5) No contributions are required. If an employer elects to contribute then the contribution amount should not be less than \$5000 or the employer's annual required contribution (ARC), whichever amount is lower. Contributions can be made at any time following the seventh day after the effective date of the Agreement provided that Employer has first complied with the requirements of Paragraph C.

D. Administration of Accounts, Investments, Allocation of Income

(1) The Board has established the Prefunding Plan as an agent plan consisting of an aggregation of single-employer plans, with pooled administrative and investment functions, under the terms of which separate accounts will be maintained for each employer so that Employer's assets will provide benefits only under employer's plan.

(2) All Employer contributions and assets attributable to Employer contributions shall be separately accounted for in the Prefunding Plan (Employer's Prefunding Account).

(3) Employer's Prefunding Account assets may be aggregated with prefunding account assets of other employers and may be co-invested by the Board in any asset classes appropriate for a Section 115 Trust.

(4) The Board may deduct the costs of administration of the Prefunding Plan from the investment income or Employer's Prefunding Account in a manner determined by the Board.

(5) Investment income shall be allocated among employers and posted to Employer's Prefunding Account as determined by the Board but no less frequently than annually.

(6) If Employer's assets in the Prefunding Plan exceed the amount required to fully fund the actuarial present value of total projected benefits, the Board, in compliance with applicable accounting and legal requirements, may return such excess to Employer.

E. Reports and Statements

- (1) Employer shall submit with each contribution a contribution report in the form and containing the information prescribed by the Board.
- (2) The Board shall prepare and provide a statement of Employer's Prefunding Account at least annually reflecting the balance in Employer's Prefunding Account, contributions made during the period and income allocated during the period, and such other information as the Board determines.

F. Disbursements

- (1) Employer may receive disbursements not to exceed the annual premium and other costs of post employment healthcare benefits and other post employment benefits as defined in GASB 43.
- (2) Employer shall notify CalPERS in writing in the manner specified by CalPERS of the persons authorized to request disbursements from the Prefunding Plan on behalf of Employer.
- (3) Employer's request for disbursement shall be in writing signed by Employer's authorized representative, in accordance with procedures established by the Board. The Board may require that Employer certify or otherwise establish that the monies will be used for the purposes of the Prefunding Plan.
- (4) Requests for disbursements that satisfy the requirements of paragraphs (2) and (3) will be processed monthly.
- (5) CalPERS shall not be liable for amounts disbursed in error if it has acted upon the written instruction of an individual authorized by Employer to request disbursements. In the event of any other erroneous disbursement, the extent of CalPERS' liability shall be the actual dollar amount of the disbursement, plus interest at the actual earnings rate but not less than zero.
- (6) No disbursement shall be made from the Prefunding Plan which exceeds the balance in Employer's Prefunding Account.

G. Costs of Administration

Employer shall pay its share of the costs of administration of the Prefunding Plan, as determined by the Board.

H. Termination of Employer Participation in Prefunding Plan

- (1) The Board may terminate Employer's participation in the Prefunding Plan if:

- (a) Employer gives written notice to the Board of its election to terminate;
- (b) The Board finds that Employer fails to satisfy the terms and conditions of this Agreement or of the Board's rules or regulations.

(2) If Employer's participation in the Prefunding Plan terminates for any of the foregoing reasons, all assets in Employer's Prefunding Account shall remain in the Prefunding Plan, except as otherwise provided below, and shall continue to be invested and accrue income as provided in Paragraph D.

(3) After Employer's participation in the Prefunding Plan terminates, Employer may not make contributions to the Prefunding Plan.

(4) After Employer's participation in the Prefunding Plan terminates, disbursements from Employer's Prefunding Account may continue upon Employer's instruction or otherwise in accordance with the terms of this Agreement.

(5) After the Employer's participation in the Prefunding Plan terminates, the governing body of the Employer may request either:

- (a) A trustee to trustee transfer of the assets in Employer's Prefunding Account; provided that the Board shall have no obligation to make such transfer unless the Board determines that the transfer will satisfy applicable requirements of the Internal Revenue Code, other law and accounting standards, and the Board's fiduciary duties. If the Board determines that the transfer will satisfy these requirements, the Board shall then have one hundred fifty (150) days from the date of such determination to effect the transfer. The amount to be transferred shall be the amount in the Employer's Prefunding Account as of the date of the transfer (the "transfer date") and shall include investment earnings up to an investment earnings allocation date preceding the transfer date. In no event shall the investment earnings allocation date precede the transfer date by more than 150 days.
- (b) A disbursement of the assets in Employer's Prefunding Account; provided that the Board shall have no obligation to make such disbursement unless the Board determines that, in compliance with the Internal Revenue Code, other law and accounting standards, and the Board's fiduciary duties, all of Employer's obligations for payment of post-employment health care benefits and other post-employment benefits and reasonable administrative costs of the Board have been satisfied. If the Board determines that the disbursement will satisfy these requirements, the Board shall then have one hundred fifty (150) days from the date of such determination to effect the disbursement. The amount to be disbursed shall be the amount in the Employer's Prefunding Account as of the date of the disbursement (the "disbursement date") and shall include investment earnings up to an investment earnings allocation date

preceding the disbursement date. In no event shall the investment earnings allocation date precede the disbursement date by more than 150 days.

(6) After Employer's participation in the Prefunding Plan terminates and at such time that no assets remain in Employer's Prefunding Account, this Agreement shall terminate.

(7) If, for any reason, the Board terminates the Prefunding Plan, the assets in Employer's Prefunding Account shall be paid to Employer after retention of (i) amounts sufficient to pay post employment health care benefits and other post employment benefits to annuitants for current and future annuitants described by the employer's current substantive plan (as defined in GASB 43), and (ii) amounts sufficient to pay reasonable administrative costs of the Board.

(8) If Employer ceases to exist but Employer's Prefunding Plan continues to exist and if no provision has been made by Employer for ongoing payments to pay post employment health care benefits and other post employment benefits to annuitants for current and future annuitants, the Board is authorized to and shall appoint a third party administrator to carry out Employer's Prefunding Plan. Any and all costs associated with such appointment shall be paid from the assets attributable to contributions by Employer.

(9) If Employer should breach the representation and warranty set forth in Paragraph A., the Board shall take whatever action it deems necessary to preserve the tax-exempt status of the Prefunding Plan.

I. General Provisions

(1) Books and Records.

Employer shall keep accurate books and records connected with the performance of this Agreement. Employer shall ensure that books and records of subcontractors, suppliers, and other providers shall also be accurately maintained. Such books and records shall be kept in a secure location at the Employer's office(s) and shall be available for inspection and copying by CalPERS and its representatives.

(2) Audit.

- (a) During and for three years after the term of this Agreement, Employer shall permit the Bureau of State Audits, CalPERS, and its authorized representatives, and such consultants and specialists as needed, at all reasonable times during normal business hours to inspect and copy, at the expense of CalPERS, books and records of Employer relating to its performance of this Agreement.
- (b) Employer shall be subject to examination and audit by the Bureau of State Audits, CalPERS, and its authorized representatives, and such

consultants and specialists as needed, during the term of this Agreement and for three years after final payment under this Agreement. Any examination or audit shall be confined to those matters connected with the performance of this Agreement, including, but not limited to, the costs of administering this Agreement. Employer shall cooperate fully with the Bureau of State Audits, CalPERS, and its authorized representatives, and such consultants and specialists as needed, in connection with any examination or audit. All adjustments, payments, and/or reimbursements determined to be necessary by any examination or audit shall be made promptly by the appropriate party.

(3) Notice.

- (a) Any notice, approval, or other communication required or permitted under this Agreement will be given in the English language and will be deemed received as follows:
1. Personal delivery. When personally delivered to the recipient. Notice is effective on delivery.
 2. First Class Mail. When mailed first class to the last address of the recipient known to the party giving notice. Notice is effective three delivery days after deposit in a United States Postal Service office or mailbox.
 3. Certified mail. When mailed certified mail, return receipt requested. Notice is effective on receipt, if delivery is confirmed by a return receipt.
 4. Overnight Delivery. When delivered by an overnight delivery service, charges prepaid or charged to the sender's account, Notice is effective on delivery, if delivery is confirmed by the delivery service.
 5. Telex or Facsimile Transmission. When sent by telex or fax to the last telex or fax number of the recipient known to the party giving notice. Notice is effective on receipt, provided that (i) a duplicate copy of the notice is promptly given by first-class or certified mail or by overnight delivery, or (ii) the receiving party delivers a written confirmation of receipt. Any notice given by telex or fax shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a nonbusiness day.
 6. E-mail transmission. When sent by e-mail using software that provides unmodifiable proof (i) that the message was sent, (ii) that the message was delivered to the recipient's information processing system, and (iii) of the time and date the message was delivered to

the recipient along with a verifiable electronic record of the exact content of the message sent.

Addresses for the purpose of giving notice are as shown in Paragraph B.(1) of this Agreement.

- (b) Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger or overnight delivery service.
- (c) Any party may change its address, telex, fax number, or e-mail address by giving the other party notice of the change in any manner permitted by this Agreement.
- (d) All notices, requests, demands, amendments, modifications or other communications under this Agreement shall be in writing. Notice shall be sufficient for all such purposes if personally delivered, sent by first class, registered or certified mail, return receipt requested, delivery by courier with receipt of delivery, facsimile transmission with written confirmation of receipt by recipient, or e-mail delivery with verifiable and unmodifiable proof of content and time and date of sending by sender and delivery to recipient. Notice is effective on confirmed receipt by recipient or 3 business days after sending, whichever is sooner.

(4) Modification

This Agreement may be supplemented, amended, or modified only by the mutual agreement of the parties. No supplement, amendment, or modification of this Agreement shall be binding unless it is in writing and signed by the party to be charged.

(5) Survival

All representations, warranties, and covenants contained in this Agreement, or in any instrument, certificate, exhibit, or other writing intended by the parties to be a part of their Agreement shall survive the termination of this Agreement until such time as all amounts in Employer's Prefunding Account have been disbursed.

(6) Waiver

No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy shall be deemed a waiver of any other breach, failure, right, or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

(7) Necessary Acts, Further Assurances

The parties shall at their own cost and expense execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of this Agreement.

A majority vote of Employer's Governing Body at a public meeting held on the 25TH day of the month of FEBRUARY in the year 2014, authorized entering into this Agreement.

Signature of the Presiding Officer: _____

Printed Name of the Presiding Officer: SUSAN STEINHAUSER, PRESIDENT

Name of Governing Body: BOARD OF TRUSTEES OF LOS ANGELES COUNTY LAW LIBRARY

Name of Employer: LOS ANGELES COUNTY LAW LIBRARY

Date: _____

BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
RAND ANDERSON
AFFILIATE PROGRAM SERVICES DIVISION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

To be completed by CalPERS The effective date of this Agreement is: _____
--



DELEGATION OF AUTHORITY TO REQUEST DISBURSEMENTS

RESOLUTION OF THE

BOARD OF TRUSTEES OF LOS ANGELES COUNTY LAW LIBRARY

(GOVERNING BODY)

OF THE

LOS ANGELES COUNTY LAW LIBRARY

(NAME OF EMPLOYER)

The BOARD OF TRUSTEES OF LOS ANGELES COUNTY LAW LIBRARY delegates to the incumbents
(GOVERNING BODY)

in the positions of EXECUTIVE DIRECTOR and
(TITLE)

FINANCE DIRECTOR and/or
(TITLE)

FINANCE MANAGER authority to request on
(TITLE)

behalf of the Employer disbursements from the Other Post Employment Prefunding Plan and to certify as to the purpose for which the disbursed funds will be used.

By _____

Title PRESIDENT

Witness _____

Date _____

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Presentation Regarding Investment Options—Including Bond/Note Purchases.
- 4.2 Workers Compensation Insurance Award.
- 4.3 Election of Board Officers.

**Presentation Regarding Investment Options—Including
Bond/Note Purchases.**

PRESENTOR: Kelly Kenneth Jay

BIOGRAPHY: <http://financial-advisors.findthebest.com/l/97850/Kelly-Jay>



MEMORANDUM

DATE: February 25, 2014

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Marcelino Juarez, Finance Manager

RE: Approval of Workers Compensation Insurance Renewal

SUMMARY

The Law Library's workers compensation coverage must be renewed on March 1, 2014. As detailed below, the Library's workers' compensation payments in the past two years have been very low, but State Compensation Insurance Fund's estimated accrual for the exposure potential for claims incurred in late 2012 has been high. As a result, our broker and staff have worked diligently to implement programs and training to reduce exposure and minimize future risk.

The Library's insurance broker has now marketed the coverage and also investigated self-insurance, higher deductible policies as well as different carriers. Because of the increased experience rating (despite the lack of significant actual payouts), most carriers opted not to bid. Fortunately, however, due to the extensive efforts of our broker and library staff, State Fund has identified the Law Library as a low risk employer and offered a total premium of \$83,779 plus applicable mandatory surcharges of \$3,752 which represents an overall 20% reduction from the expiring premium. Staff and the broker have analyzed the Board's various options and recommend binding with the State Compensation Insurance Fund.

ANALYSIS AND DETAIL

In anticipation of the renewal, the Library's broker, Keenan & Associates sought bids from various workers compensation insurance carriers including Safety National, AmTrust, Arrowhead, AIG, ICW, Zurich, Superior Access, Hartford, PAIA, Great American, Arch, Artex, in addition to the State Compensation Insurance Fund, the Library's current workers compensation carrier. Keenan was able to secure quotes from Safety National and Great American under a self-insured plan as well as from the State Compensation Insurance Fund, the incumbent's carrier for a guaranteed cost quote. The remaining carriers declined to quote due to the Library's high experience modification factor and/or were unable to provide a competitive quote.



Self-Insured Plan

A self-insured plan is one in which the employer assumes the financial risk for providing Workers' Compensation benefits to its employees. Self-insured employers pay the cost of each claim 'out of pocket' as they are incurred instead of paying a fixed premium to an insurance carrier. The following summary is the cost of a self-insured plan with Safety National and Great American:

Plan A	Premium
\$1M Self-Insured Retention (Safety National)	\$60,000
Third Party Administration fees (approximate)	\$15,000
Buffer layer of \$950,000 limit with a \$50,000 SIR (Great American)	<u>\$46,339</u>
Total	\$121,339

Plan B	Premium
\$1M Self-Insured Retention (Safety National)	\$60,000
Third Party Administration fees (approximate)	\$15,000
Buffer layer of \$900,000 limit excess of \$100,000 SIR (Great American)	<u>\$28,104</u>
Total	\$103,104

State Compensation Insurance Fund

Last year, State Fund introduced tiered rating plan as a way to achieve fair pricing and incentivize safe employer practices. The tiered rating plan is based on an analytic model that uses the organization's long history as the dominant underwriter of workers' compensation risks, and analyzes payroll, loss frequency and other objective data points.

Tier A - is designed to offer fair prices for policyholders whose experience and other risk attributes reflect a low expectation for loss frequency and severity. State Fund intends for these prices to be attractive – they are meant for those employers who have demonstrated they manage risk and maintain a culture of safety.

Tier B - pricing is designed to price those operations with moderate risk factors whose results reflect average safety and risk management.

Tier C - is for designed to offer fair prices for policyholders whose experience and other risk attributes reflect a much higher than average expectation for loss frequency and severity. State Fund is often one of the few, if not the only choice this employer group. State Fund sees providing fair prices for these clients is a critical element in their purpose.

This renewal period, the State Fund identified the Library as a Tier A employer which reduced the annual premium nearly 20% over the expiring premium to \$83,779 plus applicable mandatory surcharges that total \$3,752.

The Library's workers compensation program has been an area of focus for the Library's broker, Keenan & Associates, in addition to the Law Library. The focus has



been on being proactive to prevent losses from occurring in addition to driving down the Library's experience modification factor. The following summary is the Library's total incurred losses for workers compensation versus the total premium paid for workers compensation coverage:

Policy Year	Premium	Total Paid	Total Reserves	Total Incurred
2008-09	\$22,967	\$60,575	\$ -	\$ 60,575
2009-10	\$21,996	\$13,981	\$ -	\$ 13,981
2010-11	\$32,896	\$97,397	\$ -	\$ 97,379
2011-12	\$34,971	\$6,011	\$ -	\$ 6,011
2012-13	\$112,241	\$7,626	\$120,084	\$ 127,710
2013-14*	\$105,353	\$ -	\$ -	\$ -

*2013-14 Policy term has zero total incurred for this policy term valued as of 01/30/14.

The following is brief description of the open significant claims:

Claim ID	Claim Date	YTD Total Paid	Description
5860594	1/8/2013	\$6,555	Sprain, Shoulder(s); Misc. cause of loss.
5907694	10/11/2012	\$0	Sprain; Wrist(s) strain/Injury by misc.
5876046	5/5/2012	\$699	Lower back; Strain/Injury by misc.

The Library has been proactive with loss control, has implemented an online training program and has provided ergonomic adjustments and equipment for various personnel. Trainings have covered a wide variety of safety topics including but not limited to back injury & lifting, general ergonomics, and general safety orientation. No significant claims have been filed since 1/8/2013.

The Workers Compensation Insurance Rating Bureau has classified expected loss ratios in accordance with the corresponding job exposures. An experience modification factor is provided annually based upon loss experience. The average experience modification factor is 100%. Any factor above 100% is provided a debit in workers compensation rating whereas anything below 100% is provided with a credit. The credit/debit is applied in the workers compensation rate when calculating the premium. The following is the Library's experience modification rating:

Policy Year	Experience Modification
2008-09	107%
2009-10	96%
2010-11	131%
2011-12	121%
2012-13	227%
2013-14	318%



TERM

All prices in this recommendation are for a one year policy term through March 1, 2015.

OPTIONS

1. Authorize Keenan to bind coverage with the State Compensation Insurance Fund at a total premium of \$83,779 plus applicable mandatory surcharges of \$3,752 effective 03/01/14.
2. Bind coverage with Safety National and Great American for a self-insured plan and select either Plan A or Plan B as described above in the analysis and detail section.

RECOMMENDATION

Staff recommends the Board approve Option 1 authorizing Keenan to bind coverage with the State Compensation Insurance Fund at total premium of \$83,779 plus applicable mandatory surcharges of \$3,752 effective 03/01/14.



RENEWAL PROPOSAL



LA COUNTY LAW LIBRARY

Workers' Compensation Renewal Proposal for the 2014-2015 Program Year

March 1, 2014

Presented By:

Keenan
Associates

DAVID RENDEIRO

Vice President
4204 Riverwalk Pkwy. Suite 400
Riverside, CA 92505
Phone: (951) 788-0330, ext. 1182
E-mail: drendeiro@keenand.com

VANESSA PENA

Senior Account Manager
4204 Riverwalk Pkwy. Suite 400
Riverside, CA 92505
Phone: (951) 788-0330, ext. 1169
E-mail: vpenna@keenand.com

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KEENAN PUBLIC AGENCY SUPPORT TEAM

Local Account Management

Service

Keenan's Public Agency Division provides high quality, innovative products and services that add value, increase reliability and provide financial security for our clients' property and liability, and workers compensation programs. Our services include a full Range of Insurance Broker Services in addition to risk management and loss control consulting services.

Dedicated Public Agency Support Team

The following Keenan key personnel will support the LA Law Library's overall program:

David Rendeiro

Vice President, Municipalities

4204 Riverwalk Parkway Suite 400

Riverside, CA 92505

(951) 715-0190 ext 1182

(951) 715-0166 fax

(714) 308-0302 wireless

drendeiro@keenand.com

Vanessa Pena, AIS, CRIS

Senior Account Manager

4204 Riverwalk Parkway Suite 400

Riverside, CA 92505

(951) 715-0190 ext. 1169

(951) 715-0166 fax

(909) 815-3744 wireless

vpena@keenand.com

Stephanie Richter

Account Coordinator

4204 Riverwalk Parkway Suite 400

Riverside, CA 92505

(951) 715-0190 ext. 1178

(951) 715-0166 fax

smrichter@keenand.com



**Keenan's Integrated Solutions:
*Technology***

Public Entity resources are becoming more scarce and limited with the current economic conditions the State is facing. Almost every public entity is trying to do more with less. Keenan SafePersonnel is an online safety training and tracking system designed specifically for public agency employees. All courses are written by expert authors and are set in a public entity environment. More than 40 courses are currently available with more being added periodically. The courses are categorized in the following workplace colleges:

- Emergency Management
- Employment Practices Liability / Supervisory
- Environmental
- Health
- Human Resources
- Transportation



Online learning and safety training is a **cost effective alternative** to conventional live instructor training. Online training with Keenan SafePersonnel gives you **better compliance** and **less time away from the workplace** because employees take the courses at their own pace from their own computer.

- Keenan SafePersonnel training can provide substantial savings as opposed to instructor led courses.
- Produces a 60-percent faster learning curve than instructor-led training alone.
- All employees are taught the same consistent, correct information.
- Achieves a high retention rate, making e-learning more valuable for employees.
- Data management system allows entities and supervisors to monitor utilization and record completions in one convenient data base.
- Complements instructor-led training to reinforce important topics.
- Relevant, engaging, timely courses are dynamic and consistently updated.
- Allows learners to bookmark course in case of interruption.

Convenient, Secure Access to Workplace Safety and Compliance Courses

Keenan SafePersonnel reduces travel costs, time out of office, materials, and instructor costs. Online learning brings learning to people instead of people to learning. Employees can securely access Keenan SafePersonnel anytime, anywhere from any computer that connects to the Internet.

MARKETS APPROACHED

In the process of marketing your program needs, we approached the following companies to obtain quotes for your Workers' Compensation.

Name of Carrier	A.M. Best Rating	Admitted / Non-Admitted
Workers' Compensation		
AIG Property & Casualty Company	A XV	Admitted
AmTrust North America	A X	Admitted
Arch Insurance Company	A+ XV	Admitted
Arrowhead Insurance	No Rating	No Rating
Artex Risk Solutions	No Rating	No Rating
Great American E&S Insurance Company	A XIV	Non-Admitted
Hartford Casualty Insurance Company	A XV	Admitted
Insurance Company of the West	A- IX	Admitted
PAIA	No Rating	No Rating
Safety National Casualty Corporation	A XI	Admitted
Superior Access	No Rating	No Rating
Zurich American Insurance Company	A+ XV	Admitted

CARRIER RATINGS

Guide to Best Ratings Rating Levels and Categories

Level	Category	Level	Category	Level	Category
A++, A+	Superior	B, B-	Fair	D	Poor
A, A-	Excellent	C++, C+	Marginal	E	Under Regulatory Supervision
B++, B+	Very Good	C, C-	Weak	F	In Liquidation
				S	Rating Suspended

Financial Size Categories

(In \$000 of Reported Policyholders' Surplus Plus Conditional Reserve Funds)

FSC I	Up to 1,000	FSC IX	250,000 to 500,000
FSC II	1,000 to 2,000	FSC X	500,000 to 750,000
FSC III	2,000 to 5,000	FSC XI	750,000 to 1,000,000
FSC IV	5,000 to 10,000	FSC XII	1,000,000 to 1,250,000
FSC V	10,000 to 25,000	FSC XIII	1,250,000 to 1,500,000
FSC VI	25,000 to 50,000	FSC XIV	1,500,000 to 2,000,000
FSC VII	50,000 to 100,000	FSC XV	2,000,000 or more
FSC VIII	100,000 to 250,000		

Best's Insurance Reports, published annually by A.M. Best Company, Inc., presents comprehensive reports on the financial position, history, and transactions of insurance companies operating in the United States and Canada. Companies licensed to do business in the United States are assigned a Best's Rating which attempts to measure the comparative position of the company or association against industry averages. Copies of the Best's Insurance Reports on the insurance companies are available upon your request. Keenan uses A.M. Best & Co.'s rating services to evaluate the financial condition of the insurers whose policies we propose to deliver. The rating of the carrier and the year of the publication of that rating are indicated above. Keenan makes no representations and/or warranties concerning the solvency of any carrier, nor does it make any representation or warranty concerning the rating of the carrier which may change.

GUARANTEED COST RENEWING OPTION

Class Codes Descriptions Base Rates Estimated Payrolls Base Premiums	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #800000; color: white;"> <th style="width: 15%;">Class Codes</th> <th style="width: 35%;">Descriptions</th> <th style="width: 15%;">Base Rates</th> <th style="width: 15%;">Estimated Payrolls</th> <th style="width: 20%;">Base Premiums</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">8810</td> <td style="text-align: center;">Clerical Office Employees</td> <td style="text-align: center;">1.03</td> <td style="text-align: right;">\$ 2,936,297</td> <td style="text-align: right;">\$ 30,244</td> </tr> <tr> <td style="text-align: center;">9015</td> <td style="text-align: center;">Libraries</td> <td style="text-align: center;">14.77</td> <td style="text-align: right;">\$ 73,757</td> <td style="text-align: right;">\$ 10,894</td> </tr> <tr> <td colspan="3" style="text-align: center;">TOTALS</td> <td style="text-align: right;">\$ 3,010,054</td> <td style="text-align: right;">\$ 41,138</td> </tr> </tbody> </table>	Class Codes	Descriptions	Base Rates	Estimated Payrolls	Base Premiums	8810	Clerical Office Employees	1.03	\$ 2,936,297	\$ 30,244	9015	Libraries	14.77	\$ 73,757	\$ 10,894	TOTALS			\$ 3,010,054	\$ 41,138																				
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EXCESS WORKERS' COMPENSATION OPTIONS

DETAILS	INDICATION	QUOTE	QUOTE
	2014-15	2014-15	2014-15
	STAT xs \$1M	\$950K xs \$50K	\$900K xs \$100K
Coverage Type	Excess Workers' Compensation	Excess Workers' Compensation	Excess Workers' Compensation
Estimated Annual Payroll	\$3,010,054	\$3,010,054	\$3,010,054
Carrier	Safety National Casualty Corporation	Great American E&S Insurance Company	Great American E&S Insurance Company
A.M. Best Rated	A XI Admitted Carrier	A XIII Non-Admitted Carrier	A XV Non-Admitted Carrier
Class Code	8810 Clerical 9015 Employees Other Than Librarians	8810 Clerical 9015 Employees Other Than Librarians	8810 Clerical 9015 Employees Other Than Librarians
Workers' Comp Limit	STAT	\$950,000	\$900,000
SIR	\$1,000,000	\$50,000	\$100,000
Employer's Liability Limits	\$1,000,000 Per Occ. & Agg.	Following Form	Following Form
Rate / \$100 Payroll	\$1.993	\$1.5395	\$0.9337
Terrorism Risk Insurance Act Fee	INCL.	INCL.	INCL.
Estimated Annual Premium	\$60,000 Minimum Premium Indication Only	Premium \$46,339.00 Stamping Fee \$ 92.67 State Tax \$ 1,390.17 TOTAL \$47,821.84 Stamping Fee: .2% of Premium State Tax: 3% of Premium	Premium \$28,104.00 Stamping Fee \$ 56.21 State Tax \$ 843.12 TOTAL \$29,003.33 Stamping Fee: .2% of Premium State Tax: 3% of Premium
Deposit Premium	\$60,000 Minimum Premium Indication Only	\$46,339	\$28,104
Keenan & Associates Compensation	0%	0%	0%

MARKETING SUMMARY

Name of Carrier	Quote/Indication/ Decline	Reason
Workers' Compensation		
AIG Property & Casualty Company	Decline	Max Ex-Mod 1.65
AmTrust North America	Decline	Max Ex-Mod 1.25
Arch Insurance Company	Decline	Minimum premium for excess of \$1M placement \$100,000
Arrowhead Insurance	Decline	Max Ex-Mod 1.20
Artex Risk Solutions	Decline	Unable to charge premium to cover expected losses
Great American E&S Insurance Company	Quote	Excess WC buffer layer quotes provided
Hartford Casualty Insurance Company	Decline	Workers' Comp. has to be in package
Insurance Company of the West	Decline	Not a market for primary class codes in clerical positions
PAIA	Decline	No markets available to write high ex-mod
Safety National Casualty Corporation	Indication	Excess indication provided. Will firm-up when LALL completes application and resolution to self-insure
Superior Access	Decline	Surpasses maximum ex-mod of 1.79
Zurich American Insurance Company	Decline	Max Ex-Mod 1.49

TERMS AND CONDITIONS

STATE COMPENSATION INSURANCE FUND TERMS AND CONDITIONS:

1. Twelve (12) payments, each in the amount of \$6,981.58, will be due on day 11 of each month, beginning on March 11, 2014. Failure to pay on time may result in cancellation or nonrenewal of your policy.
2. This quote includes an additional premium charge of 2% of the estimated policy premium for the Blanket Waiver of Subrogation Endorsement.
3. California workers' compensation insurance provides coverage for workers' compensation losses related to acts of terrorism. You should know that effective November 26, 2002, any losses caused by certified acts of terrorism would be partially reimbursed by the United States under a formula established by federal law. Under this formula, the United States pays 85% of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. There is currently no charge in State Compensation Insurance Fund rates related to the risk of loss due to terrorism.
4. If you choose not to renew this account with State Fund, please notify us immediately in writing. Your notification should include:
 1. The name and policy number of the account;
 2. The date that coverage is being replaced;
 3. The name of and evidence of coverage with the new carrier; and
 4. The signature of the authorized broker/agent who originally placed the account with State Fund.
5. Per Policy Form

GREAT AMERICAN E&S INSURANCE COMPANY TERMS AND CONDITIONS:

THE POLICY CONTAINS THE FOLLOWING COVERAGE COMPONENTS:

1. Accidental Death
2. Accidental Dismemberment (functional loss of use)
3. Accidental Dismemberment (paralysis)
4. Permanent Partial Disability
5. Permanent Total Disability
6. Temporary Partial Disability
7. Temporary Total Disability
8. Accident Medical Expense
9. Loss Adjustment Expense
10. Occupational Disease and Cumulative Trauma
11. Employers Liability
12. 10 Year Sunset and Commutation
13. Eligibility: All Employees of the Policyholder who are actively at work, as defined, respectively, in the Policy, while the Policy is in Force
14. The purpose of Occupational Accident Buffer Layer Insurance is to allow an insured to transfer their Workers' Compensation loss exposure to an insurance carrier within the agreed limit and layer of coverage as indicated on the declaration page of the policy. While this type of coverage is similar to traditional excess coverage there are certain differences as outlined in the policy form. The most significant of these are:
15. Coverage is provided by a non-admitted insurer and therefore may not have California Insurance Guarantee Association (CIGA) protection
16. The policy has a Sunset clause for reporting claims as follow:
 - a. No claim for payment made by the Named Insured for the Named Insured's Retention for losses sustained by Covered Employee(s), will be considered valid and collectible in accordance with the Policy unless full details of such claim are presented to the Company by the Named Insured within ten (10) years from the date of the Accident which is the basis of such claim
17. The policy has a Commutation clause which states:
 - a. It is agreed that, at the Company's option, at any time later than ten (10) years from the date of an Accident resulting in a claim under this Policy, the Company may advise the Named Insured of its desire to be released from liability with respect to any such claim. In the event, the Company will appoint an actuary or appraiser to investigate, determine and capitalize such claim, and the payment by the Company with respect to such claim
 - b. All other terms and conditions of such coverage are as outlined in the enclosed policy and such terms and conditions supersede any other terms and conditions referenced anywhere else outside such policy
18. Per Policy Form

PROPOSAL ACCEPTANCE PAGE

**LOS ANGELES COUNTY LAW LIBRARY
PROPOSAL ACCEPTANCE PAGE**

This proposal provides a summary of coverages. In the event of a conflict, the actual terms, conditions, limitations and exclusions of the policy shall prevail.

I have reviewed and accept the attached Proposal. Please accept this as Los Angeles County Law Library's authorization to bind Workers' Compensation coverage with _____ effective March 1, 2014 per the terms and conditions detailed in this proposal.

Carrier _____

Signature _____

Date _____



This document does not provide insurance

THIS IS NOT A BILL

Applicant Copy

Quote ID: 600909320

Quote Date: 02-13-2014

Broker: 00102492
R I C INS GENERAL AGENCY INC
2544 CLEVELAND AVE STE 100
SANTA ROSA, CA 95406

Applicant:
*LA COUNTY LAW LIBRARY AND/OR BOARD
OF* *LAW LIBRARY TRUSTEES OF LOS
ANGELES* *COUNTY LAW LIBRARY*
301 W 1ST ST
LOS ANGELES, CA 90012

Phone:
Fax:
Contact: Jessica Hammon

Phone: (213) 785-2522
Fax: (213) 680-1727
Contact: Kim Thach

WCIRB Number: 0106909

Proposed Coverage period: 03-01-2014 - 03-01-2015
Employer's Liability Limit: \$1,000,000.00

Estimated Premium Summary

Base Premium	\$41,138.00
Experience Modification	3.18
Estimated Standard Premium	\$130,819.00
Estimated Modified Premium	\$93,816.00
Total Estimated Annual Premium	\$83,779.00
Minimum Premium	\$315.00
Mandatory Surcharges	
WCA Surcharge	\$1,026.00
WCFA Surcharge	\$213.00
UEBT Surcharge	\$134.00
SIBT Surcharge	\$108.00
OSHF Surcharge	\$181.00
LEC Surcharge	\$205.00
CIGA Surcharge	\$1,885.00
Initial Premium Deposit	\$8,378.00
Total Deposit	\$12,130.00

State Fund Representative: Stephanie Cruz
Phone: (925) 416-7535



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Applicant Copy

Quote ID: 600909320

Quote Date: 02-13-2014

Class Code and Rate Summary

Class Code & Rate Summary

Coverage Period:

03-01-2014 - 03-01-2015

Class Code	Base Rate	Interim Billing Rate**
8740-3	4.41	2.82
8742-1	1.29	0.83
8810-1	1.03	0.66
8810-4	1.03	0.66
9015-1	14.77	9.46
9015-5	14.77	9.46



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Applicant Copy

Quote ID: 600909320

Quote Date: 02-13-2014

Coverage Period:	<i>03-01-2014</i>
	<i>03-01-2015</i>

Base Premium		\$41,138.00
Experience Modification		3.18
Estimated Standard Premium		\$130,819.00
Blanket Waiver Of Subrogation Modifier		1.02000
Rating Plan Modifier		0.71714
Estimated Modified Premium		\$93,816.00
Estimated Premium Discount Credit Factor*		0.89302
Interim Billing Factor**		0.64042
Mandatory Surcharges		
WCA Surcharge	1.2247 %	\$1,026.00
WCFA Surcharge	0.2544 %	\$213.00
UEBT Surcharge	0.1603 %	\$134.00
SIBT Surcharge	0.1291 %	\$108.00
OSHF Surcharge	0.2166 %	\$181.00
LEC Surcharge	0.2452 %	\$205.00
CIGA Surcharge	2.2500 %	\$1,885.00

***Premium Discount:** Modified Premium is discounted according to the following schedule:

Coverage Period: 03-01-2014 to 03-01-2015

- First \$5000 - 0.0 %
- Above \$5000 - 11.3 %

This quote is based on information provided to State Fund. Your experience modification will apply to these interim-billing rates.

** Interim billing rates shown in this quote will be used on payroll reports. They take into account rating plan credits (or debits), which will apply at final billing and an estimate of your premium discount as detailed above. The actual discount applied at final billing will be based on the actual payroll reported on your policy and subject to audit.



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Applicant Copy

Quote ID: 600909320

Quote Date: 02-13-2014

Classification Exposure Detail

<u>Location Number</u>	<u>Number of employees</u>	<u>Class Code</u>	<u>Description</u>	<u>Base Rate</u>	<u>Estimated Payroll</u>	<u>Estimated Premium</u>
Payroll LIBRARIES-PUBLIC						
Coverage Period: 03-01-2014 - 03-01-2015						
3	0	8742-1	SALESPERSONS-OUTSIDE	\$1.29	\$0.00	\$0.00
3	58	8810-4	LIBRARIES-PUBLIC	\$1.03	\$2,836,703.00	\$29,218.04
3	1	9015-5	LIBRARIES	\$14.77	\$73,757.00	\$10,893.91
5	0	8740-3	BUILDING OPERATION-N.O.C.	\$4.41	\$0.00	\$0.00
5	2	8810-4	LIBRARIES-PUBLIC	\$1.03	\$50,805.00	\$523.29
5	0	9015-1	BUILDING OPERATIONS-N.O.C.	\$14.77	\$0.00	\$0.00
6	2	8810-1	CLERICAL OFFICE EMPLOYEES	\$1.03	\$48,789.00	\$502.53



If a policyholder cancels a policy mid-term, a short rate penalty may apply. In accordance with AB 1425, and in compliance with Insurance Code §481(c), the following is an explanation of how the short rate premium and associated penalties would be calculated.

Cancellation by the Policyholder: First, the premium computed in accordance with Section I, Rule 2, above, will be multiplied by the quotient of the number of days for which the policy was written divided by the number of days the policy remained in force to produce the full policy premium. Second, the extended number of days will be determined by dividing the number of days the policy was in force by the number of days for which the policy was written and multiplying the quotient by 365 days. (When the policy was written for a one-year period, the extended number of days will equal the number of days the policy remained in force.) Third, the short rate percentage corresponding to the extended number of days will be obtained from the short rate cancellation table. Fourth, the short rate premium will be equal to the product of the full policy premium times the short rate percentage.

The Short Rate Premium shall be computed using the Short Rate Cancellation Table shown below.

SHORT RATE CANCELLATION TABLE

Final premium based on the table below will not be less than the minimum premium for this policy.

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



OCCUPATIONAL ACCIDENT BUFFER LAYER INSURANCE PROPOSAL

THIS IS NOT AN OFFER TO PROVIDE WORKERS COMPENSATION INSURANCE

DATE OF PROPOSAL: 01/27/2014

THIS OFFER EXPIRES AT THE PROPOSED EFFECTIVE DATE

AGENCY: Keenan & Associates
P.O. Box 4328
Torrance California 90510

PROSPECTIVE POLICYHOLDER: LA County Law Library
301 W. First Street
Los Angeles, California 90012

ISSUING CARRIER: Great American E&S Insurance Company

EFFECTIVE DATE: 03/01/2014 12:01AM AT THE ADDRESS OF THE POLICYHOLDER LISTED ABOVE
TERMINATION DATE: 03/01/2015 12:00AM AT THE ADDRESS OF THE POLICYHOLDER LISTED ABOVE

ELIGIBILITY: ALL EMPLOYEES OF THE POLICYHOLDER WHO ARE ACTIVELY AT WORK, AS DEFINED, RESPECTIVELY, IN THE POLICY, WHILE THE POLICY IN FORCE.

OCCUPATIONAL ACCIDENT BUFFER LAYER COVERAGE

OCCUPATIONAL ACCIDENT BROKER COMMISSION – none, net quote

SCHEDULE OF BENEFITS

The Policy contains the following coverage components:

Accidental Death
Accidental Dismemberment (functional loss of use)
Accidental Dismemberment (paralysis)
Permanent Partial Disability
Permanent Total Disability
Temporary Partial Disability
Temporary Total Disability
Accident Medical Expense
Loss Adjustment Expense
Occupational Disease and Cumulative Trauma
Employers Liability
10 Year Sunset and Commutation

Class Codes: 8810, 9015, 8742 (if any)

Quote Options			
A	\$950,000	excess of	\$50,000
B	\$900,000	excess of	\$100,000

Annual Premium and Rate per \$100 of Payroll per Quote Option			
A	\$46,339	\$1,53947	Per \$100 of payroll
B	\$28,104	\$0.93369	Per \$100 of payroll

Estimated Payroll: \$3,010,055

The Company will not be liable for any amount in excess of the above stated Limit of Liability, applicable to any combination of those coverages as indicated in the Schedule of Benefits.

Occupational Accident Buffer Layer coverage is written with a non-admitted company – Great American E&S Insurance Company. Per the terms of this quote, it is the licensed representative responsibility to arrange for remittance of the surplus lines taxes, fees and surcharges to the proper state insurance officials in addition to any required Surplus Lines affidavits or documents.

Your signature serves as confirmation that your agency will coordinate the applicable surplus lines taxes and fees filings.

CONDITIONS AND SPECIAL TERMS

Disclaimer: Please note that this quotation contains only a general description of coverage. For a detailed description of the terms and conditions of the policy, please refer to the policy.

In order to BIND coverage, please sign, date and return this proposal as acknowledgement to marcel@aqunderwriters.com

UNDERWRITER: Marcel McLaughlin **DATE:** 01/27/2014

ACCEPTED (BROKER SIGNATURE): _____

SURPLUS LINES BROKER (Name): _____

(Company): _____

SURPLUS LINES BROKER NUMBER: _____

EFFECTIVE DATE OF COVERAGE: _____

THIS IS NOT AN OFFER TO PROVIDE WORKERS COMPENSATION INSURANCE

AGENDA ITEM 7

CLOSED SESSION

- 7.1 Personnel (G.C. 54957).
Public Employee Performance Evaluation.
Title: Executive Director.