

# AGENDA

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

### REGULAR BOARD MEETING

*Wednesday, May 25, 2016*

*12:15 PM*

*MILDRED L. LILLIE BUILDING*

*TRAINING CENTER*

*301 WEST FIRST STREET*

*LOS ANGELES, CA 90012-3140*

### ACCOMMODATIONS

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

### AGENDA DESCRIPTIONS

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

### REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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.

### AGENDA MATERIALS

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



**CALL TO ORDER**

**1.0 PUBLIC COMMENT**

**2.0 PRESIDENT'S REPORT**

**3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the April 27, 2016, Regular Board Meeting.
- 3.2 Review of March Financials and List of April Checks and Warrants
- 3.3 Quarterly Strategic Plan Update
- 3.4 Update and Approval of Illness & Injury Prevention Program and Emergency Action Plan

**4.0 DISCUSSION ITEMS**

- 4.1 Discussion of Fiscal Year 2015/16 Budget
- 4.2 Discussion and Approval of 2015-2016 Property & Liability Insurance Renewal
- 4.3 Law Week After-Report

**5.0 AGENDA BUILDING**

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

**6.0 EXECUTIVE DIRECTOR REPORT**

**7.0 ADJOURNMENT**

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, June 22, 2016.

POSTED THURSDAY, MAY 19, 2016 @ 5:15 P.M.  
POSTED BY ANN MARIE GAMEZ



# AGENDA ITEM 3

## CONSENT CALENDAR

- .  
3.1 Approval of Minutes of the April 27, 2016 Regular Board Meeting.
- 3.2 Review of March Financials and List of April Checks and Warrants
- 3.3 Quarterly Strategic Plan Update
- 3.4 Update and Approval of Illness & Injury Prevention Program and Emergency Action Plan



**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.**

**April 27, 2016**

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, April 27, 2016 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

**ROLL CALL/QUORUM**

**Trustees Present:** Judge Michelle Williams Court  
Judge Ann I. Jones  
Judge Mark Juhas  
Judge Dennis Landin  
Judge Richard Rico  
Susan Steinhauer, Esquire

**Trustees Absent:** Kenneth Klein, Esquire

**Senior Staff Present:** Sandra J. Levin, Executive Director  
Jaye Steinbrick, Senior Director

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

President Jones determined a quorum to be present, convened the meeting at 12:20 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

**1.0 PUBLIC COMMENT**

No public comment.

**2.0 PRESIDENT'S REPORT**

President Jones recognized the efforts and success of Law Week and thanked LA Law Library staff for continuing excellence. President Jones was very pleased to see the library full of people and to see a busy environment. ED Levin added a comment to the success of the Gala held on April 3, 2016. ED Levin mentioned the number of attendees was high and the presence of so many Supreme and Appellate Court Justices was a

highlight. Honorees for the Gala were Stephen English and Justice Joan Dempsey Klein. President Jones thanked staff and volunteers who contributed to the success of Gala.

President Jones announced that the April 27, 2016 Board Meeting would be adjourned in memory of Justice Richard Mosk who served on the Los Angeles County Law Library Board of Trustees from 1985-1986.

### **3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the March 23, 2016 Regular Board Meeting.
- 3.2 Review of February 2016 Financials & March 2016 List of Checks and Warrants.
- 3.3 FY16 Quarter 3 Statistics

President Jones requested a motion to approve the Consent Calendar. Trustee Steinhauser requested comment on Consent Calendar Items 3.2 and 3.3.

Moved by Trustee Rico, seconded by Trustee Court to approve Consent Calendar item 3.1. The motion was unanimously approved, 6-0.

Regarding item 3.2, Trustee Steinhauser asked what measures were being taken to increase parking revenue. ED Levin responded that lots are full in mornings and afternoon and weekend parking is increasing.

Regarding Consent Calendar 3.3 Trustee Steinhauser asked the reason for high numbers of enrolled Members. ED Levin responded regarding increased promotion. Trustee Steinhauser asked why Print and Non Print Withdrawn number was so high. CMS Director M. Li responded that a major clean was done of old audio.

President Jones requested a motion to approve the balance of the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Juhas. The motion was unanimously approved, 6-0.

### **4.0 DISCUSSION ITEMS**

- 4.1 Employee Handbook Update: FEHA – Harassment Policy Update (4/1/2016)

ED Levin presented update to SEIU, SEIU responded with no concerns. Trustee Juhas mentioned it was statutory and therefore required.

President Jones requested a motion to approve the Employee Handbook Update: FEHA – Harassment Policy Update (4/1/2016). So moved by Trustee Court, seconded by Trustee Steinhauser. The motion was unanimously approved, 6-0.

- 4.2 Presentation Regarding New Members' Database

Library Associate Ana Villagrana and Senior Director Jaye Steinbrick explained the old and new way of tracking Members activity, renewal and sign up procedures. The Members Portal will offer increased convenience and online access to renew memberships and keep up with Members emails and updates.

No action was taken.

#### 4.3 Presentation Regarding Book Discussion Group

Reference Librarian Katie O’Laughlin spoke before the Board of Trustees regarding the Book Discussion Group taking place at the library every other month. Ms. O’Laughlin discussed the Book Club annual theme, the increasing attendance, recent addition of author participation and publishers’ generous donations of books.

No action was taken.

#### 5.0 **AGENDA BUILDING**

There were no items for agenda building.

#### 6.0 **EXECUTIVE DIRECTOR REPORT**

ED Levin reported that Law Week has been an ongoing success and the Panel Discussions on Tuesday were well attended. Opening night was successful with the Big Band of Barristers (broadcast live on Facebook) and a photography retrospective. ED Levin also mentioned LA Law Library is being featured in a book called Quiet Places in LA.

#### 7.0 **ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned in memory of Justice Richard Mosk at 1:13 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, May 25, 2016 at 12:15pm.

---

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



# Los Angeles County Law Library

## Balance Sheet

As of March 31, 2016

(Provisional and subject to year-end audit adjustments)

	6/30/2015	3/31/2016	Change
<b>Assets</b>			
Current assets			
Cash and cash equivalents	3,305,891	3,571,579	265,688
Accounts receivable	1,336,578	1,208,309	(128,269)
Prepaid expenses	239,161	380,132	140,971
Total current assets	<u>4,881,630</u>	<u>5,160,020</u>	278,390
Noncurrent assets			
Restricted cash and cash equivalents	302,980	302,980	-
Investments	4,037,519	4,085,865	48,346
Capital assets, not being depreciated	583,433	586,433	3,000
Capital assets, being depreciated - net	19,894,170	19,170,079	(724,091)
Total noncurrent assets	<u>24,818,102</u>	<u>24,145,357</u>	(672,745)
Total assets	<u>29,699,731</u>	<u>29,305,377</u>	(394,354)
<b>Deferred Outflows of Resources</b>			
Deffered Outflows of Resources	403,501	403,501	-
Total assets and deffered outflows of resources	<u><b>30,103,232</b></u>	<u><b>29,708,878</b></u>	<u><b>(394,354)</b></u>
<b>Liabilities</b>			
Current Liabilities			
Accounts payable	219,034	175,119	(43,916)
Other current liabilities	8,260	3,658	(4,602)
Payroll liabilities	14,015	10,555	(3,460)
Total current liabilities	<u>241,310</u>	<u>189,332</u>	(51,978)
Noncurrent Liabilities			
Accrued sick and vacation liability	369,252	316,163	(53,088)
Borrowers' deposit	326,794	321,910	(4,883)
OPEB liability	(47,304)	107,145	154,449
Net pension liability	(169,785)	(169,785)	-
Total noncurrent liabilities	<u>478,956</u>	<u>575,434</u>	96,477
Total liabilities	<u>720,266</u>	<u>764,766</u>	44,499
<b>Deferred Inflows of Resources</b>			
Deffered Inflows of Resources	1,829,778	1,829,778	-
<b>Net Position</b>			
Net position			
Invested in capital assets	20,477,603	19,756,512	(721,091)
Unrestricted	7,075,585	7,357,823	282,238
Total net position	<u>27,553,188</u>	<u>27,114,335</u>	<u>(438,853)</u>
Total liabilities, deffered inflows of resources, and net position	<u><b>30,103,232</b></u>	<u><b>29,708,878</b></u>	<u><b>(394,354)</b></u>

**Los Angeles County Law Library**  
Income Statement for the Period Ending March 31, 2016  
(Provisional and subject to year-end audit adjustments)

Mar 15 Actual	Mar 2016			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
492,036	529,529	515,408	(14,122)	-2.7%
(8,896)	1,349	1,698	349	25.9%
58,199	55,750	62,827	7,077	12.7%
<u>35,079</u>	<u>33,294</u>	<u>48,366</u>	<u>15,072</u>	<u>45.3%</u>
576,419	619,922	628,299	8,376	1.4%
334,996	383,541	308,897	74,645	19.5%
0	0	62,702	(62,702)	0.0%
190,660	208,622	209,374	(753)	-0.4%
<u>(190,660)</u>	<u>(208,622)</u>	<u>(209,374)</u>	<u>753</u>	<u>-0.4%</u>
		0		
76,816	70,053	69,311	743	1.1%
8,380	11,475	8,487	2,988	26.0%
8,581	4,711	3,081	1,630	34.6%
781	2,504	455	2,049	81.8%
0	330	1,054	(724)	-219.4%
257	445	98	347	78.0%
4,525	4,598	3,130	1,468	31.9%
<u>271,168</u>	<u>294,003</u>	<u>250,440</u>	<u>43,563</u>	<u>14.8%</u>
<u>705,504</u>	<u>771,660</u>	<u>707,654</u>	<u>(64,006)</u>	<u>-8.3%</u>
<u>(129,084)</u>	<u>(151,738)</u>	<u>(79,356)</u>	<u>72,382</u>	<u>-47.7%</u>
10,818	2,917	8,387	5,470	187.5%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>(118,362)</u>	<u>(148,821)</u>	<u>(70,969)</u>	<u>77,852</u>	<u>-52.3%</u>
		0		0.0%
0	435,000	0	435,000	100.0%

**Summary:**

**Income**

L.A. Superior Court Fees	4,893,898	4,821,345	4,901,725	80,381	1.7%
Interest	37,327	13,764	15,095	1,331	9.7%
Parking	491,168	501,750	533,006	31,256	6.2%
Library Services	<u>370,025</u>	<u>404,494</u>	<u>425,983</u>	<u>21,489</u>	<u>5.3%</u>
Total Income	5,792,419	5,741,352	5,875,809	134,457	2.3%

**Expense**

Staff	3,039,409	3,055,979	2,838,605	217,374	7.1%
Electronic Resource Subscriptions	0	0	457,315	(457,315)	0.0%
Library Materials	2,114,677	1,877,776	1,468,755	409,021	21.8%
Library Materials Transferred to	<u>(2,114,677)</u>	<u>(1,877,776)</u>	<u>(1,468,755)</u>	<u>(409,021)</u>	<u>21.8%</u>

**Assets**

Facilities	634,291	639,821	654,041	(14,220)	-2.2%
Technology & Data	79,831	104,685	89,566	15,119	14.4%
General	55,651	56,325	45,763	10,562	18.8%
Professional Development	15,864	17,678	12,428	5,249	29.7%
Communications & Marketing	650	6,130	5,758	372	6.1%
Travel & Entertainment	1,478	3,041	1,733	1,308	43.0%
Professional Services	40,606	46,581	49,600	(3,019)	-6.5%
Depreciation	<u>2,480,431</u>	<u>2,614,516</u>	<u>2,208,199</u>	<u>406,318</u>	<u>15.5%</u>
Total Expenses	6,348,213	6,544,757	6,363,010	181,747	2.8%

**Net Income (Loss)**

	<u>(555,794)</u>	<u>(803,404)</u>	<u>(487,201)</u>	<u>130,161</u>	<u>-16.2%</u>
<b>Investment Gain (Loss)<sup>2</sup></b>	41,768	26,250	48,347	22,097	84.2%
Extraordinary Income	0	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	<u>(514,121)</u>	<u>(780,071)</u>	<u>(438,853)</u>	<u>138,978</u>	<u>-17.8%</u>

**Capitalized Expenditures**

	<u>44,374</u>	<u>1,310,000</u>	<u>15,354</u>	<u>1,294,646</u>	<u>98.8%</u>
--	---------------	------------------	---------------	------------------	--------------

FY 2014-15 YTD Actual	FY 2015-16 YTD			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

Comments

**Los Angeles County Law Library**  
Income Statement for the Period Ending March 31, 2016  
(Provisional and subject to year-end audit adjustments)

Mar 15 Actual	Mar 2016				FY 2014-15 YTD Actual	FY 2015-16 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
<b>Detailed Budget:</b>												
<b>Income:</b>												
492,036	529,529	515,408	(14,122)	-2.7%	15 FIN 303300	L.A. Superior Court Fees	4,893,898	4,821,345	4,901,725	80,381	1.7%	For the first time in many quarters, court fees have come in above budget. Staff hopes this is an indication a more stable revenue stream.
Interest:												
0	0	0	0	0.0%	15 FIN 311000	Interest - LAIF	1,676	1,625	2,327	702	43.2%	Better than expected ROI.
1,248	1,192	1,487	296	24.8%	15 FIN 312000	Interest - General Fund	10,985	10,725	11,134	409	3.8%	
162	157	211	54	34.2%	15 FIN 313000	Interest - Deposit Fund	1,569	1,414	1,634	220	15.6%	
(10,401)	0	0	0	0.0%	15 FIN 313100	Interest - CalPERS CERBT <sup>1</sup>	23,002	0	0	0	0.0%	
95	0	0	0	0.0%	15 FIN 313200	Interest - Bonds <sup>2</sup>	95	0	0	0	0.0%	
(8,896)	1,349	1,698	349	25.9%		Subtotal	37,327	13,764	15,095	1,331	9.7%	
Parking:												
58,199	55,750	62,827	7,077	12.7%	39 FAC 330100	Parking	491,168	501,750	533,006	31,256	6.2%	Favorable variance due in part to a \$14K payment from City of LA re: 2014's Made In America event.
58,199	55,750	62,827	7,077	12.7%		Subtotal	491,168	501,750	533,006	31,256	6.2%	
Library Services:												
49	200	33	(168)	-83.8%	27 CIRC 330150	Annual Borrowing Fee	1,723	1,800	1,788	(13)	-0.7%	
13,200	9,165	9,180	15	0.2%	25 P&P 330140	Annual Members Fee	81,710	82,485	91,718	9,233	11.2%	Timing variance.
1,341	2,008	1,677	(331)	-16.5%	23 R&R 330340	Course Registration	20,690	18,072	21,470	3,398	18.8%	Includes a \$6,500 Business/Housing Rights Series sponsorship from Pacific Western Bank.
4,042	4,500	4,385	(115)	-2.6%	27 CIRC 330129	Copy Center	45,221	40,500	44,259	3,759	9.3%	Better than anticipated performance.
2,005	1,900	1,925	25	1.3%	27 CIRC 330205	Document Delivery	16,877	17,100	20,607	3,507	20.5%	Better than anticipated performance.
3,232	3,200	3,028	(172)	-5.4%	27 CIRC 330210	Fines	28,240	28,800	31,685	2,885	10.0%	Better than anticipated performance.
890	8,333	16,764	8,431	101.2%	15 FIN 330310	Miscellaneous	34,660	49,845	26,812	(23,033)	-46.2%	Google reimbursement not yet realized due to a delay in payment and preliminary test period.
19,013	3,585	6,127	2,542	70.9%	39 FAC 330330	Room Rental	46,950	32,265	45,665	13,400	41.5%	Partially offset by increased room rental expenses
80	250	180	(70)	-28.1%	27 CIRC 330350	Book Replacement	2,479	2,250	1,610	(640)	-28.4%	Timing variance.
0	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	0	0	13,206	13,206	0.0%	
0	0	5,000	5,000	0.0%	17 EXEC 330400	Friends of Law Library	85,000	120,000	120,000	0	0.0%	Timing variance
(8,907)	0	0	0	0.0%	25 P&P 330420	Grants	0	0	0	0	0.0%	
135	153	67	(86)	-56.4%	39 FAC 330450	Vending	2,904	1,377	771	(606)	-44.0%	
0	0	0	0	0.0%	37 COM 330465	Special Events Income	3,575	10,000	6,392	(3,608)	-36.1%	Timing variance. A portion is offset by Special Events expense. Law Week 2016 expenses are forthcoming.
35,079	33,294	48,366	15,072	45.3%		Subtotal	370,025	404,494	425,983	21,489	5.3%	
576,419	619,922	628,299	8,376	1.4%		Total Income	5,792,419	5,741,352	5,875,809	134,457	2.3%	
<b>Expenses:</b>												
Staff:												
189,953	242,429	181,787	60,642	25.0%	ALL 501000	Salaries (benefits eligible)	1,789,565	1,847,071	1,667,136	179,935	9.7%	Favorable variance due to vacancies and Dec 2015 furloughs.
0	(4,849)	0	(4,849)	100.0%	15 FIN 501025	Staff Vacancy Offset (Ben. Eligible)	0	(36,941)	0	(36,941)	100.0%	Already reflected in reduced salary expense
18,037	20,380	17,288	3,092	15.2%	ALL 501050	Salaries (benefits ineligible)	179,214	174,607	167,196	7,411	4.2%	
0	(408)	0	(408)	100.0%	15 FIN 501075	Staff Vacancy Offset (Ben. Ineligible)	0	(3,492)	0	(3,492)	100.0%	Already reflected in reduced salary expense
12,233	16,294	11,788	4,506	27.7%	15 FIN 502000	Social Security	115,386	125,344	105,287	20,057	16.0%	Favorable variance due to vacancies.
2,861	3,811	2,757	1,054	27.7%	15 FIN 503000	Medicare	28,144	29,314	25,735	3,579	12.2%	Favorable variance due to vacancies.
21,049	21,629	20,233	1,396	6.5%	15 FIN 511000	Retirement	202,712	218,589	203,494	15,095	6.9%	Favorable variance due to vacancies.
0	0	0	0	0.0%	15 FIN 511050	Pension Exp (Actuarial)	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
42,819	43,558	43,325	232	0.5%	15 FIN 512000	Health Insurance	363,623	378,514	358,984	19,530	5.2%	Favorable variance due to vacancies.
437	381	416	(35)	-9.1%	15 FIN 513000	Disability Insurance	3,890	3,427	3,703	(275)	-8.0%	
5,431	5,526	5,356	170	3.1%	15 FIN 514000	Dental Insurance	45,794	49,467	46,061	3,406	6.9%	Favorable variance due to vacancies.
625	631	605	26	4.1%	15 FIN 514500	Vision Insurance	5,660	5,645	5,272	373	6.6%	Favorable variance due to vacancies.
116	140	115	25	17.9%	15 FIN 515000	Life Insurance	892	1,260	850	410	32.5%	Favorable variance due to vacancies.

**Los Angeles County Law Library**  
Income Statement for the Period Ending March 31, 2016  
(Provisional and subject to year-end audit adjustments)

Mar 15	Mar 2016				FY 2014-15	FY 2015-16 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (Unf)
0	0	0	0	0.0%	15 FIN 515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
15,191	14,360	6,059	8,301	57.8%	15 FIN 516000	Workers Compensation Insurance	61,546	84,228	80,718	3,510	4.2%	
0	0	0	0	0.0%	15 FIN 517000	Unemployment Insurance	(19)	0	(96)	96	0.0%	
1,428	0	0	0	0.0%	25 P&P 514010	Temporary Employment	13,004	2,000	1,916	84	4.2%	
175	0	0	0	0.0%	13 HR 514015	Recruitment	659	0	479	(479)	0.0%	
0	0	0	0	0.0%	15 FIN 517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 518000	Accrued Vacation Expense	0	0	0	0	0.0%	
23,150	17,161	17,161	(0)	0.0%	15 FIN 518500	OPEB Expense	208,350	154,446	154,448	(2)	0.0%	
585	1,250	734	516	41.2%	15 FIN 518550	TMP	9,595	11,250	6,916	4,334	38.5%	Timing variance and reduction in usage of transportation reimbursement program.
905	1,250	1,273	(23)	-1.8%	15 FIN 518560	Payroll and Benefit Administration	11,394	11,250	10,506	744	6.6%	
334,996	383,541	308,897	74,645	19.5%		Total - Staff	3,039,409	3,055,979	2,838,605	217,374	7.1%	
						Library Materials/Electronic Resources Subscription:						
159,053	165,833	172,048	(6,214)	-3.7%	23 R&R 601999	American Continuations	1,571,551	1,492,500	1,110,404	382,096	25.6%	Timing variance and ERS accounting change.
2,066	3,333	1,821	1,512	45.4%	23 R&R 602999	American New Orders	23,795	30,000	12,059	17,941	59.8%	Careful selection of new materials given budget uncertainties and cost of subsequent supplementation.
2,141	3,067	3,588	(521)	-17.0%	23 R&R 609199	Branch Continuations	27,989	27,600	35,502	(7,902)	-28.6%	Timing variance, unanticipated cost increase due to publishers replacing volumes in lieu of supplementation.
0	75	0	75	100.0%	23 R&R 609299	Branch New Orders	0	856	0	856	100.0%	Expansion of print collection is not planned.
8,168	15,000	1,238	13,762	91.7%	23 R&R 603999	Commonwealth Continuations	218,529	135,000	97,955	37,045	27.4%	Timing variance and ERS accounting change.
0	130	0	130	100.0%	23 R&R 604999	Commonwealth New Orders	87	1,170	0	1,170	100.0%	Careful selection of new materials.
7,003	11,250	20,665	(9,415)	-83.7%	23 R&R 605999	Foreign Continuations	153,568	101,250	122,301	(21,051)	-20.8%	Cancellations taking longer to instate than anticipated, resulting in YTD unfavorable variance.
77	1,000	105	895	89.5%	23 R&R 606999	Foreign New Orders	1,133	9,000	503	8,497	94.4%	Careful selection of new materials.
10,102	6,667	8,207	(1,541)	-23.1%	23 R&R 607999	International Continuations	93,927	60,000	75,257	(15,257)	-25.4%	Cancellations taking longer to instate than anticipated, resulting in YTD unfavorable variance.
379	333	75	258	77.5%	23 R&R 608999	International New Orders	2,702	3,000	75	2,925	97.5%	Careful selection of new materials
1,670	1,833	1,496	337	18.4%	23 R&R 609399	General/Librarianship Continuations	21,212	16,500	14,518	1,982	12.0%	Timing variance and ERS accounting change.
0	100	132	(32)	-32.2%	23 R&R 609499	General/Librarianship New Orders	183	900	181	719	79.9%	Careful selection of new materials
190,660	208,622	209,374	(753)	-0.4%		Subtotal	2,114,677	1,877,776	1,468,755	409,021	21.8%	
(190,660)	(208,622)	(209,374)	753	-0.4%	15 FIN 690000	Library Materials Transferred to Assets	(2,114,677)	(1,877,776)	(1,468,755)	(409,021)	21.8%	
0	0	62,702	(62,702)	0.0%	15 FIN 685000	Electronic Resource Subscriptions (ERS)	0	0	457,315	(457,315)	0.0%	To reflect changes in accounting treatment of subscription fees for electronic resources, this line item was added starting this FY per auditor's recommendation. Fund was originally budgeted across multiple funds earmarked for capital library materials purchases.
						Facilities:						
7,855	2,900	1,480	1,420	49.0%	39 FAC 801005	Repair & Maintenance	29,826	26,100	29,489	(3,389)	-13.0%	Unexpected \$9K HVAC repair in July / timing variance.
1,234	2,050	1,621	429	20.9%	39 FAC 801010	Building Services	14,402	18,450	7,286	11,164	60.5%	Timing variance.
1,181	1,292	1,404	(112)	-8.7%	39 FAC 801015	Cleaning Supplies	10,127	11,628	7,094	4,534	39.0%	Timing variance.
9,052	10,356	9,186	1,170	11.3%	39 FAC 801020	Electricity & Water	90,365	93,204	88,816	4,388	4.7%	Increased usage due to higher temps.
966	0	1,932	(1,932)	0.0%	39 FAC 801025	Elevator Maintenance	10,957	0	8,694	(8,694)	0.0%	Delay of Elevator Upgrade Project.
2,269	2,602	2,650	(48)	-1.8%	39 FAC 801030	Heating & Cooling	24,260	25,168	23,880	1,288	5.1%	Increased A/C usage due to higher temps. / timing variance.
21,071	22,500	24,428	(1,928)	-8.6%	15 FIN 801035	Insurance	189,638	209,729	219,851	(10,122)	-4.8%	
8,674	8,755	8,674	81	0.9%	39 FAC 801040	Janitorial Services	78,818	78,795	78,068	727	0.9%	
1,050	1,200	0	1,200	100.0%	39 FAC 801045	Landscaping	10,521	10,800	7,350	3,450	31.9%	Timing variance.
14,625	14,605	14,636	(31)	-0.2%	39 FAC 801050	Security	133,735	131,445	140,027	(8,582)	-6.5%	Timing variance.
7,667	1,750	684	1,066	60.9%	39 FAC 801060	Room Rental Expenses	27,772	15,750	27,169	(11,419)	-72.5%	Offset by Room Rental income.

**Los Angeles County Law Library**  
Income Statement for the Period Ending March 31, 2016  
(Provisional and subject to year-end audit adjustments)

Mar 15 Actual	Mar 2016				FY 2014-15 YTD Actual	FY 2015-16 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
848	938	1,977	(1,039)	-110.7%	37 COM 801065	Special Events Expenses	7,120	8,682	8,147	535	6.2%	Timing variance / offset by PBW sponsorships. Law Week 2016 expenses forthcoming.
0	100	300	(200)	-200.0%	39 FAC 801100	Furniture & Appliances (<3K)	598	900	300	600	66.7%	Timing variance.
0	300	0	300	100.0%	39 FAC 801110	Equipment (<3K)	623	2,700	1,426	1,274	47.2%	Timing variance.
0	140	0	140	100.0%	39 FAC 801115	Building Alterations (<3K)	0	1,260	0	1,260	100.0%	Timing variance.
71	325	339	(14)	-4.3%	35 CMS 801120	Delivery & Postage	2,819	3,050	5,006	(1,956)	-64.1%	Unbudgeted expense (\$2,135.21) incurred by Oct return shipment of rare books from Bonhams.
253	240	0	240	100.0%	39 FAC 801125	Kitchen supplies	2,711	2,160	1,438	722	33.4%	Timing variance.
76,816	70,053	69,311	743	1.1%		Subtotal	634,291	639,821	654,041	(14,220)	-2.2%	
						Technology:	0	0	0	0		
1,059	1,421	1,475	(54)	-3.8%	33 TECH 801210	Software Maintenance	11,567	12,539	14,029	(1,490)	-11.9%	Software Upgrade originally budgeted as Capital Expense.
825	1,491	1,183	308	20.7%	33 TECH 801212	Hardware Maintenance	8,420	13,779	10,510	3,269	23.7%	Timing variance.
0	1,200	65	1,135	94.6%	33 TECH 801215	Software (<\$3k)	269	11,300	517	10,783	95.4%	Timing variance.
0	0	518	(518)	0.0%	33 TECH 801220	Hardware (<\$3k)	2,139	3,600	3,773	(173)	-4.8%	
0	0	0	0	0.0%	33 TECH 801225	Computer Supplies	0	0	344	(344)	0.0%	Timing variance (Quarterly Invoice).
3,865	3,863	4,039	(176)	-4.5%	33 TECH 801230	Integrated Library System	33,806	34,767	35,327	(560)	-1.6%	Timing variance.
2,631	3,500	1,207	2,293	65.5%	33 TECH 801235	Telecommunications	22,250	28,700	24,447	4,253	14.8%	Timing variance.
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	26	0	0	0	0.0%	
0	0	0	0	0.0%	33 TECH 801250	Services	1,355	0	618	(618)	0.0%	
8,380	11,475	8,487	2,988	26.0%		Subtotal	79,831	104,685	89,566	15,119	14.4%	
						General:						
585	700	535	165	23.6%	15 FIN 801310	Bank Charges	5,603	6,300	4,673	1,627	25.8%	
656	680	678	2	0.2%	35 CMS 801315	Bibliographical Services	5,909	7,130	7,087	43	0.6%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
164	90	75	15	16.9%	17 EXEC 801325	Board Expense	2,051	810	453	357	44.1%	
192	30	(52)	82	274.7%	37 COM 801330	Staff meals & events	1,560	1,985	1,176	809	40.8%	Timing variance.
2,387	711	247	464	65.3%	15 FIN 801335	Supplies - Office	12,060	10,000	8,347	1,653	16.5%	
2,945	1,000	0	1,000	100.0%	35 CMS 801337	Supplies - Library materials	5,292	6,800	4,644	2,156	31.7%	Timing variance due to delayed bulk order, in search of durable binders meeting heavy usage requirement; expect to finalize by May.
0	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	665	3,000	0	3,000	100.0%	Timing variance.
0	0	0	0	0.0%	25 P&P 801365	Grant Application Expenses	0	0	0	0	0.0%	
969	1,500	1,416	84	5.6%	27 CIRC 801370	Copy Center Expense	18,075	20,000	17,618	2,383	11.9%	Offset by increased revenue.
0	0	0	0	0.0%	15 FIN 801375	General - Misc	590	0	966	(966)	0.0%	
349	0	9	(9)	0.0%	23 R&R 801390	Course Registration	3,435	300	564	(264)	-88.0%	
334	0	174	(174)	0.0%	17 EXEC 801395	Friends of Law Library	412	0	237	(237)	0.0%	
8,581	4,711	3,081	1,630	34.6%		Subtotal	55,651	56,325	45,763	10,562	18.8%	
						Professional Development:						
313	1,825	219	1,606	88.0%	ALL 803105	Travel	3,571	6,340	1,772	4,568	72.1%	Frugal planning and grant awards.
0	0	0	0	0.0%	ALL 803110	Meals	140	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	
344	29	237	(207)	-710.8%	ALL 803115	Membership dues	9,934	7,598	8,979	(1,381)	-18.2%	Timing variance.
125	650	0	650	100.0%	ALL 803120	Registration fees	1,955	3,740	1,678	2,062	55.1%	Frugal planning and grant awards.
0	0	0	0	0.0%	ALL 803125	Educational materials	264	0	0	0	0.0%	
781	2,504	455	2,049	81.8%		Subtotal	15,864	17,678	12,428	5,249	29.7%	
						Communications & Marketing:						
0	150	0	150	100.0%	37 COM 803205	Services	0	1,350	0	1,350	100.0%	Timing variance.
0	180	0	180	100.0%	37 COM 803210	Collateral materials	0	1,930	1,550	381	19.7%	Timing variance.
0	0	1,054	(1,054)	0.0%	37 COM 803215	Advertising	104	2,550	4,184	(1,634)	-64.1%	Includes \$1,200 in unbudgeted e-mail marketing expenditures.
0	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	547	300	25	275	91.7%	Timing variance.
0	330	1,054	(724)	-219.4%		Subtotal	650	6,130	5,758	372	6.1%	
						Travel & Entertainment						
0	0	0	0	0.0%	ALL 803305	Travel	22	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803310	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	
257	445	98	347	78.0%	ALL 803320	Ground transportation & mileage reimb.	1,456	3,041	1,733	1,308	43.0%	



**Los Angeles County Law Library**  
Statement of Cash Flows  
As of March 31, 2016  
(Provisional and subject to year-end audit adjustments)

	3/31/2016	YTD
<b>Cash flows from operating activities</b>		
L.A. Superior court fees	515,408	4,901,725
Parking fees	62,827	533,006
Library services	43,366	305,983
(Increase) decrease in accounts receivable	16,425	128,269
Increase (decrease) in borrowers' deposit	1,456	(4,883)
<b>Cash received from filing fees and services</b>	<b>639,482</b>	<b>5,864,100</b>
Facilities	(69,311)	(654,041)
Technology	(8,487)	(89,566)
General	(3,081)	(45,763)
Professional development	(455)	(12,428)
Communications & marketing	(1,054)	(5,758)
Travel & entertainment	(98)	(1,733)
Professional services	(3,130)	(49,600)
Electronic Resource Subscriptions	(62,702)	(457,315)
(Increase) decrease in prepaid expenses	37,363	(140,971)
Increase (decrease) in accounts payable	(8,176)	(43,916)
Increase (decrease) in other liabilities	(1,006)	(4,602)
<b>Cash payments to suppliers for goods and services</b>	<b>(120,137)</b>	<b>(1,505,695)</b>
Staff (payroll + benefits)	(308,897)	(2,838,605)
Increase (decrease) in payroll liabilities	(1,709)	(3,460)
Increase (decrease) in accrued sick and vacation liability	(3,669)	(53,088)
Increase (decrease) in OPEB liability	17,161	154,449
Increase (decrease) in net pension liability	-	-
Net effect of prior period adjustments	-	-
<b>Cash payments to employees for services</b>	<b>(297,114)</b>	<b>(2,740,705)</b>
Contributions received	5,000	120,000
Net cash from operating activities	227,231	1,737,700
<b>Cash flow from capital and related financing activities</b>		
Library materials	(209,374)	(1,468,755)
Fixed assets	-	(15,354)
Capital - Work in Progress (WIP)	-	(3,000)
<b>Cash flows from investing activities</b>		
Investment earnings	1,698	15,095
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>19,555</b>	<b>265,686</b>
Cash and cash equivalents, at beginning of period	3,855,002	3,608,871
Cash and cash equivalents, at end of period	3,874,557	3,874,557
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	(81,054)	(502,295)
Adjustments for noncash effects:		
Depreciation	250,440	2,208,199
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	16,425	128,269
(Increase) decrease in prepaid expenses	37,363	(140,971)
Increase (decrease) in accounts payable	(8,176)	(43,916)
Increase (decrease) in other liabilities	(1,006)	(4,602)
Increase (decrease) in payroll liabilities	(1,709)	(3,460)
Increase (decrease) in accrued sick and vacation liability	(3,669)	(53,088)
Increase (decrease) in borrowers' deposit	1,456	(4,883)
Increase (decrease) in OPEB asset	17,161	154,449
Increase (decrease) in net pension liability	-	-
Net cash from operating activities	<b>227,231</b>	<b>1,737,700</b>

**LOS ANGELES COUNTY LAW LIBRARY**  
**April 1, 2016 - April 30, 2016 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 4	SYNCB AMAZON	BOOKS	180.71	029140
	BATTHYANY KULTUR PRESS	BOOKS	3,355.00	029141
	OTTO HARRASSOWITZ	BOOKS	1,032.07	029142
	LAW PUBLISHERS	BOOKS	850.00	029143
	MANHATTAN PUBLISHING COMPANY	BOOKS	56.00	029144
April 6	CHRISTINE R LANGTEAU	MILEAGE	79.92	029145
	PETTY CASH FUND	PETTY CASH	346.46	029146
April 11	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	405.61	029147
	GAUNT	BOOKS	130.45	029148
	PAN PACIFICA	BOOKS	361.00	029149
April 18	CARSWELL COMPANY LTD	BOOKS	24.50	029150
	OTTO HARRASSOWITZ	BOOKS	1,124.24	029151
	CITY OF LIVERMORE	BOOKS	15.20	029152
	MARY MARTIN BOOKSELLERS	BOOKS	3,410.00	029153
	KENT RUSSELL	BOOKS	49.99	029154
April 19	AT&T	TELECOM	455.89	029155
	STATE BOARD OF EQUALIZATION	USE TAX	4,034.00	029156
	RICK GARCIA & ASSOCIATES	SERVICES	400.00	029157
	GUARDIAN	PREPAID EXP	7,143.86	029158
	LINDA J HEICHMAN	OTHER PAYABLE	32.28	029159
	MANAGE EASE INCORPORATED	CONSULTING	1,365.00	029160
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	9,059.17	029161
	ADAM ROSENBLUM	FRIENDS	155.51	029162
	ADAM ROSENBLUM ** VOIDED *****	FRIENDS	0.00	029163
	April 20	DEMIAN MICHAEL CASEY	REFUND	140.00
JULIA F LAMBERTINI-ANDREOTTI		REFUND	140.00	029165
GEORGE RASHTI		REFUND	140.00	029166
April 25	MANAGE EASE INCORPORATED	CONSULTING	1,365.00	029167
	NRA GROUP, LLC	COLLECTION AGENC	265.98	029168
April 26	BRB PUBLICATIONS INC	BOOKS	56.90	029169
	CARSWELL COMPANY LTD	BOOKS	327.47	029170
	GAUNT	BOOKS	173.56	029171
	OTTO HARRASSOWITZ	BOOKS	2,336.97	029172
	RETTA LIBROS LIDERLAF S A	BOOKS	249.43	029173
	SCOTTISH LAW AGENTS SOCIETY	BOOKS	164.10	029174
April 27	BRIDGES FILTER SERVICE, INC	BUILDING SERVICES	511.59	029175

40,462.74

**LOS ANGELES COUNTY LAW LIBRARY**  
**April 1, 2016 - April 30, 2016 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
April 29	CITY OF LA - BUILDING AND SAFETY	BUILDING SERVICES	524.88	029176	
	CALIBER ELEVATOR	ELEVATOR MAINT	1,932.00	029177	
	COUNTY OF LOS ANGELES	HEATING/COOLING	2,649.98	029178	
	METROLINK	TMP	1,113.00	029179	
	CALPERS	ACCOUNTING	1,300.00	029180	
	LOS ANGELES COUNTY DEPARTMENT	BLDG SVCS	62.00	029181	
	GALE CENGAGE LEARNING	BOOKS	1,261.61	029182	
	CO INFO PTY LTD	BOOKS	691.96	029183	
	GAUNT	BOOKS	264.47	029184	
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	590.00	029185	
				50,327.76	

**LOS ANGELES COUNTY LAW LIBRARY**  
**April 1, 2016 - April 30, 2016 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 2	BEST WESTERN PLUS	TRAVEL	218.90	V001247
April 3	KAPCO	SUPPLIES-LIBRARY	1,149.23	V001173
April 4	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	364.26	V001139
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,179.79	V001140
	JAMES PUBLISHING INC	BOOKS	245.71	V001141
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	883.80	V001142
	LRP PUBLICATIONS	BOOKS	214.50	V001143
	OCONNORS	BOOKS	116.00	V001144
	PRACTISING LAW INSTITUTE	BOOKS	183.27	V001145
	WEST ACADEMIC	BOOKS	46.87	V001146
	THOMSON REUTERS	BOOKS	13,974.32	V001147
	UNIVERSITY OF WISCONSIN LAW SCHOOL	BOOKS	79.00	V001148
	YBP LIBRARY SERVICES	BOOKS	85.37	V001149
	PROFESSIONAL BINDING PRODUCTS INC	SUPPLIES-LIBRARY	195.98	V001174
	SJM INDUSTRIAL RADIO	SECURITY	509.86	V001175
	SMART & FINAL	FRIENDS	144.57	V001253
April 5	AMERICAN LAWYER MEDIA	BOOKS	1,871.91	V001150
	AMERICAN LAW INSTITUTE	BOOKS	92.45	V001151
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	315.02	V001152
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,501.29	V001153
	DAILY JOURNAL CORPORATION	BOOKS	410.00	V001154
	GALE CENGAGE LEARNING ** VOIDED *****	BOOKS	0.00	V001155
	JURIS PUBLISHING INC	BOOKS	187.99	V001156
	JURISNET LLC	BOOKS	121.50	V001157
	MUNICIPAL CODE CORPORATION	BOOKS	148.50	V001158
	PRACTISING LAW INSTITUTE	BOOKS	183.27	V001159
	SOUTHWEST LEGAL SERVICES	BOOKS	176.25	V001160
	VERDICTSEARCH	BOOKS	424.01	V001161
	WEST ACADEMIC	BOOKS	166.17	V001162
	THOMSON REUTERS	BOOKS	58,881.51	V001163
	JOHN WILEY & SONS INC	BOOKS	190.53	V001164
	YBP LIBRARY SERVICES	BOOKS	262.60	V001165
	STAMPS.COM	DELIVERY & POSTAG	300.00	V001176
April 6	INFINISOURCE INC	HEALTH INSURANCE	12.94	V001177
	OCLC INC	BIBLIOGRAPHICAL S	678.40	V001178
April 7	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	6,365.58	V001179
April 10	STAMPS.COM	DELIVERY & POSTAG	24.99	V001218
April 11				

94,184.86

**LOS ANGELES COUNTY LAW LIBRARY**  
**April 1, 2016 - April 30, 2016 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	AMERICAN BAR ASSOCIATION	BOOKS	278.52	V001180
	BERNAN ASSOCIATES	BOOKS	380.60	V001181
	BNI BUILDING NEWS	BOOKS	236.39	V001182
	CALIFORNIA HOSPITAL ASSOCIATION CAH	BOOKS	166.08	V001183
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	485.67	V001184
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	211.12	V001185
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	139.45	V001186
	JURIS PUBLISHING INC	BOOKS	107.99	V001187
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	3,913.27	V001188
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,000.00	V001189
	OXFORD UNIVERSITY PRESS	BOOKS	248.02	V001190
	PRACTISING LAW INSTITUTE	BOOKS	626.63	V001191
	UNITED NATIONS PUBLICATIONS	BOOKS	380.21	V001192
	THOMSON REUTERS	BOOKS	47,610.39	V001193
	YBP LIBRARY SERVICES	BOOKS	205.56	V001194
	CHERRY PICK CAFE	ROOM RENTAL EXPE	49.81	V001219
	CHERRY PICK CAFE	ROOM RENTAL EXPE	49.81	V001248
April 13				
	AMERICAN OFFICE PRODUCTS INC	SUPPLIES - OFFICE	725.66	V001204
April 18				
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	44,252.82	V001195
	BLOOMBERG BNA	BOOKS	193.01	V001196
	CCH INCORPORATED	BOOKS	47,034.41	V001197
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,059.16	V001198
	COUNCIL OF STATE GOVERNMENTS	BOOKS	62.74	V001199
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	103.50	V001200
	WEST ACADEMIC	BOOKS	46.87	V001201
	THOMSON REUTERS	BOOKS	12,480.82	V001202
	WILLIAM S HEIN & CO	BOOKS	2,880.34	V001203
	AMERICAN OFFICE PRODUCTS INC	SUPPLIES - OFFICE	420.58	V001205
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	37,381.99	V001206
April 19				
	AT&T MOBILITY	TELECOM	15.89	V001207
	BANDWIDTH.COM, INC.	TELECOM	292.17	V001208
	CANON SOLUTIONS AMERICA, INC.	HARDWARE MAINTE	4,916.35	V001209
	ENVISIONWARE, INC.	SOFTWARE/HARDW	4,534.65	V001210
	EX LIBRIS (USA) INC.	ILS	11,854.47	V001211
	GLOBAL CAPACITY	TELECOM	378.50	V001212
	GLOBAL CAPACITY	TELECOM	71.47	V001213
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	979.31	V001215
	SECURITAS SECURITY	SECURITY	10,476.18	V001216
	UNITED PARCEL SERVICE	DELIVERY & POSTAG	8.38	V001217
April 20				
	ALONTI CAFE & CATERING	BOARD EXPENSE	76.23	V001249
April 21				

343,454.74

**LOS ANGELES COUNTY LAW LIBRARY**  
**April 1, 2016 - April 30, 2016 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 27	ALONTI CAFE & CATERING	SPECIAL EVENTS EX	213.38	V001250
	AMERICAN IMMIGRATION LAWYERS ASSOCI	BOOKS	600.00	V001220
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	1,238.00	V001221
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	81.42	V001222
	BERNAN ASSOCIATES	BOOKS	37.00	V001223
	CAROLINA ACADEMIC PRESS	BOOKS	118.68	V001224
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,951.15	V001225
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	782.65	V001226
	DAILY JOURNAL CORPORATION	BOOKS	325.91	V001227
	GREY HOUSE PUBLISHERS	BOOKS	695.00	V001228
	JAMES PUBLISHING INC	BOOKS	155.00	V001229
	CHIEF LOC CDS	BOOKS	685.00	V001230
	MUNICIPAL CODE CORPORATION	BOOKS	50.00	V001231
	NATIONAL CONSUMER LAW CENTER	BOOKS	28.00	V001232
	NOLO PRESS OCCIDENTAL	BOOKS	187.56	V001233
	OCONNORS	BOOKS	213.00	V001234
	WORKCOMP CENTRAL	BOOKS	425.09	V001235
	JOHN WILEY & SONS INC	BOOKS	145.24	V001236
	YBP LIBRARY SERVICES	BOOKS	372.03	V001237
	REPUBLIC SERVICES #902	BLDG SVCS	244.19	V001238
	STATE COMPENSATION INSURANCE FUND	PREPAID EXP	6,365.58	V001239
	SUPPLYWORKS	CLEANING SUPPLIES	1,404.04	V001240
	April 29	ALONTI CAFE & CATERING	BOARD EXPENSE	90.81
CONTINUING EDUCATION OF THE BAR CAL		BOOKS	395.20	V001241
JAMES PUBLISHING INC		BOOKS	155.00	V001242
PRACTISING LAW INSTITUTE		BOOKS	191.44	V001243
WEST ACADEMIC		BOOKS	93.74	V001244
THOMSON REUTERS		BOOKS	6,314.79	V001245
YBP LIBRARY SERVICES		BOOKS	779.74	V001246

368,580.00

**LOS ANGELES COUNTY LAW LIBRARY**  
**April 1, 2016 - April 30, 2016 (CHECKS)**  
**Account No.: 102003**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 5	OFFICE DEPOT	FRIENDS	128.71	V000053
April 6	OFFICE DEPOT	HARDWARE >3K	16.34	V000054
April 19	L A DEPT WATER & POWER	ELECTRIC/FIRE	9,185.69	V000049
April 21	OFFICE DEPOT	SPECIAL EVENTS	16.34	V000055
April 25	LOWES	REPAIR/MAINTENAN	422.80	V000056
			9,769.88	

**LOS ANGELES COUNTY LAW LIBRARY**  
**April 1, 2016 - April 30, 2016 (CHECKS)**  
**Account No.: 103000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 29	SEIU LOCAL 721	UNION DUES	1,152.33	001569
	SEIU LOCAL 721	UNION DENTAL	40.44	001570

1,192.77

LOS ANGELES COUNTY LAW LIBRARY  
April 1, 2016 - April 30, 2016 (WARRANTS)  
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 25	CALPERS	PREPAID EXP	52,313.29	TS00233878

52,313.29



Los Angeles County Law Library Strategic Plan  
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETE D (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C1(A)	Track usage, visitors and performance metrics						
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Identify technology needed	9/30/2013	Y		
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Research methods available	10/31/2013	Y		
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Formally implement programs	11/30/2013		6/30/2016	Partially completed. Planning and implementing programs pending ILS upgrade project T1(B). Partially deferred due to budget constraints. Will reevaluate in light of other budget priorities.
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Evaluate results	12/31/2013		6/30/2016	
C1(A)	Track usage, visitors and performance metrics	Ralph Stahlberg & Channa Cajero	Completion	1/31/2014		6/30/2016	
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation						
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Evaluate methods available	12/31/2013	Y		
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Select useful tools and technology	12/31/2013	Y		
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Collect data	3/31/2014	Y	12/31/2014	Date extended pending revision of Voyager reports for this project.
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Review results and make assessments	3/31/2014	Y	12/31/2014	Date extended pending revision of Voyager reports for this project.
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Present recommendations	6/30/2014		6/30/2016	Target date extended to coincide with new deadline for RFP for ILS product. Some recommendations contingent upon capabilities of new system.
C1(C)	Develop a comprehensive strategy for collection assessment and evaluation	Channa Cajero	Completion	6/30/2014		6/30/2016	Target date extended to coincide with new deadline for ILS product selection for project T1(B). Some recommendations contingent upon capabilities of new system.
C1(E)	Develop resource materials and referrals for patrons needing translation						
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Research available resources	8/30/2013	Y		
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Contact translators, interpreters, other resources regarding potential partnerships (min 10 contacts)	9/30/2013	Y		
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Prepare resource sheet for patrons	10/31/2013	Y		
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Translate resource sheet	11/30/2013		6/30/2016	Did not have time to reach out to potential partners. I plan to reach out to potential translators in the next month at a number of locations.
C1(E)	Develop resource materials and referrals for patrons needing translation	Austin Stoub	Completion	12/31/2013		6/30/2016	
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")						
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Research capabilities of current system	9/30/2013	Y		

Los Angeles County Law Library Strategic Plan  
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETE D (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Test system	10/31/2013	Y	4/1/2014	
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Select areas to promote	11/30/2013	Y	6/30/2016	I have scheduled a meeting for after law week to discuss the necessary changes to the website
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Develop content and tools	12/31/2013		6/30/2016	Content is ready once website details are finalized.
C1(F)	Include tools on our website to help patrons find materials (e.g., a "Treatise Finder")	Austin Stoub	Completion	12/31/2013		6/30/2016	
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material						
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Research other library methods	12/31/2014	Y	12/31/2014	s:\ADMINISTRATIVE_SERVICES\MANAGEMENT TEAM\Strategic Planning\docslibsurvey.xlsx
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Select methods in consultation with communications	12/31/2013	Y		This is ongoing as themes present themselves; i.e. Constitution Day exhibit in September; Bill of Rights Day in December.
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Explore digitizing unique local government publications	3/31/2014	Y	6/30/2015	Limited interest externally. Will continue to explore options, especially in-house. Request to be included in exploratory digitization committee.
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Develop training classes for specialized government databases	6/30/2014	Y	3/1/2016	Developed an ongoing Pacer class to be held at the Main Library. I would like to develop an additional class on free government websites
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Identify all state, county and city directives and/or laws for inclusion in OPAC or a libguide	9/30/2014		7/31/2016	This potential libguide as well as several federal libguides are ongoing projects.
C1(G)	Develop, increase and advertise depository status and availability of local government agency legal material	Esther Eastman	Completion				
C1(H)	Establish material loan program between Main and branch locations						
C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	Needs assessment	3/31/2014	Y	3/31/2015	Committee has been formed (Linda, Christine, Jennifer); possibilities under discussion.
C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	Pilot loan program	6/30/2014		12/31/2016	Delivery mechanisms are limited due to cost involved in transport of materials, etc. . Roving librarians do bring materials to branch locations upon request
C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	Launch formal material loan program	9/30/2014		7/1/2017	Consider for FY17. Limited capacity for new projects during FY16 per ED.
C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	Evaluate loan program	3/31/2015		1/1/2018	
C1(H)	Establish material loan program between Main and branch locations	Linda Heichman	Completion			1/1/2018	
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming						
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Identify patron groups	3/31/2014	Y		

Los Angeles County Law Library Strategic Plan  
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETE D (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Create survey	5/31/2014	Y	12/30/2015	Commenced informally; formal survey deferred in light of other projects/priorities and pending evaluation of ongoing programming / combined with C1B survey, results adequate
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Send survey	6/30/2014	Y	12/30/2015	Used data from C1B
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Hold focus groups	7/31/2014		8/1/2016	postponed.
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Assessment	12/31/2014		10/1/2016	postponed.
C2(B)	Conduct user needs survey and research to develop and expand FCIL programming	Neel Agrawal	Completion	3/31/2015		12/1/2016	postponed.
C2(C)	Purchase FCIL materials that supplement FCIL programming						
C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Identify programs	12/31/2013	Y		
C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Identify appropriate materials	3/31/2014	Y		
C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Revise collection development policy for FCIL (see C2(D))	6/30/2014		5/1/2016	Deferred in light of budget and other projects/priorities
C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Purchase after evaluating current library holdings	9/30/2014		8/1/2016	
C2(C)	Purchase FCIL materials that supplement FCIL programming	Neel Agrawal	Completion	9/30/2014		9/30/2016	
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials						
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Create template for priority materials for systematic review	12/31/2013	Y		
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Begin country review	1/15/2014	Y		
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Evaluate results	2/15/2014		9/30/2016	In process. Need additional volunteers or staffing for country surveys for faster progress. Potential project for interns.
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Revise collection development policy	3/31/2014		12/30/2016	Still need to complete country surveys. Need additional volunteers or staffing for surveys.
C2(D)	Undertake a collection assessment, developing country profiles and working with expert practitioners and academics to identify the most significant materials	Neel Agrawal	Completion	9/30/2014		12/30/2016	Still need to complete country surveys. Need additional volunteers or staffing for country surveys.

Los Angeles County Law Library Strategic Plan  
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETE D (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C2(E)	Build strong relationships with vendors around the world						
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Create a map/locator connecting regions with vendors	3/31/2014	Y		
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Organize site visits and training sessions to strengthen relationships (at least 1 per vendor)	6/30/2014	Y		Ongoing but limited to the vendors that practice site visits; large number of cancellations due to budget constraints has also affected this activity.
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Identify best practices and business models for complex business transactions with foreign vendors	9/30/2014		6/30/2016	Need to extend the deadline because variables such as reviewing and analysis of the related literature, collecting the documented information and dialog with peers and colleague proved needing more time.
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Present recommendation	11/30/2015		12/31/2016	
C2(E)	Build strong relationships with vendors around the world	Shohreh Saljooghi	Completion	11/30/2015		12/31/2016	
C3(A)	Develop digitization and archiving plan for the next 20 years						
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Assemble committee of stakeholders / departments	2/1/2014	Y	3/1/2015	
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Identify what is currently being digitized and by whom	5/1/2014	Y	6/30/2015	
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Determine collection & priorities to be scanned	9/1/2014		1/15/2017	Deferred until fully staffed and Navision and ILS software upgrades underway
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Present draft of plan to staff for evaluation	10/31/2014		2/31/2017	
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Create scan program for image storage and accessibility.	2/1/2015		5/1/2017	
C3(A)	Develop digitization and archiving plan for the next 20 years	Jaye Steinbrick	Completion	3/1/2015		6/15/2017	
C3(B)	Develop a rare book storage and access plan						
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Review LALL's former rare book access plan	9/30/2013	Y		
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Review rare book access plans from other institutions	1/30/2014	Y		
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Confer with affected staff	3/31/2014		4/30/2016	Available space will be reevaluated now that books have returned from Bonhams.
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Recommend a new rare book storage and access plan	6/30/2014		5/31/2016	
C3(B)	Develop a rare book storage and access plan	Betsy Warner	Completion	6/30/2014		5/31/2016	
C3(C)	Conduct a space needs assessment for the collection						
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Evaluate current space needs	12/31/2014		6/30/2016	Waiting on completion of retro Cataloging project.
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Project space needs for next 5-10 years	6/30/2015		7/31/2016	
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Present draft of space needs assessment & recommendations	8/30/2015		7/31/2016	

Los Angeles County Law Library Strategic Plan  
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETE D (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
C3(C)	Conduct a space needs assessment for the collection	Betsy Warner	Completion	8/30/2015		7/31/2016	
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials						
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Assemble project team and develop detailed scope, methodology, and schedule	10/31/2014	Y		Recurring as recommended by auditors (sampling once/5 yrs) plus annual RR inventory
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Commence inventory process and debug issues or problems	12/31/2014		5/31/2016	Deadline extended due to personnel transitions.
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Complete and document inventory	5/31/2015		6/30/2016	Deadline extended due to personnel transitions.
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Report to auditor	9/30/2015		9/30/2016	
C3(D)	Establish a schedule and conduct a regular, periodic inventory of collection materials	Marcelino Juarez	Completion	10/31/2015		9/30/2016	
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals						
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Survey other libraries to find out if they are binding or preserving with some other method.	6/30/2014		5/31/2016	Research methods including shrink wrapping
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Compare costs for different methods of preservation.	1/30/2015		7/31/2016	
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Initiate preservation plan.	6/30/2015		12/31/2016	
C3(E)	Develop a plan for the preservation of gazettes and other loose periodicals	Betsy Warner	Completion	6/30/2015		12/31/2016	
Comm1(B)	Maintain security levels in a respectful and non-threatening manner						
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Harrison Alfaro	Gather input from staff via survey on possible improvements.	7/15/2013		9/30/2016	Has been conducted informally. Will address formally upon completion of RFP for new security contract
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Harrison Alfaro	Amend current post orders	9/30/2013		10/31/2016	
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Harrison Alfaro	Implement improvements	10/31/2013		10/31/2016	
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Harrison Alfaro	Complete regular training sessions with security staff	12/31/2013		12/31/2016	
Comm1(B)	Maintain security levels in a respectful and non-threatening manner	Harrison Alfaro	Completion	12/31/2013		12/31/2016	
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Establish rapport with bar association leaders	6/31/14	Y		Selected: WLALA, Westwood, KABA, BWLALA, SFVBA, GBA, SGVBA
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Select target organizations	6/31/14	Y	9/30/2014	LACBA campaign and redesigned tiered membership program. Further implementation pending coordination with other departments on bar association-related objectives.
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Conduct needs assessments	9/30/2014	Y		

Los Angeles County Law Library Strategic Plan  
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETE D (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Establish interest level and engagement	10/31/2014		5/31/2016	Coordinating with other departments regarding types of incentives that can be offered. LACBA campaign ongoing.
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Devise mutually beneficial options with participants	10/31/2014		5/31/2016	Coordinating with other departments regarding types of incentives that can be offered. LACBA campaign ongoing.
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Create and formalize agreements	11/30/2014		7/31/2016	Coordinating with other departments regarding types of incentives that can be offered. LACBA campaign ongoing.
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Implement program	12/31/2014		9/30/2016	LACBA campaign implemented.
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Assess results	1/31/2015		9/31/2016	
Comm1(D)	Develop member incentive programs with bar associations	Ryan Metheny	Completion	2/28/2015		12/30/2016	
Comm1(E)	Continue and refine Members Program						
Comm1(F)	Automate parking reservations						
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Assess parking requirements with staff	9/1/2013	Y		
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Acquire online reservation software	10/1/2013	Y		
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Installation and customization of software	11/29/2013	Y	8/30/2015	Completed
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Begin parallel testing of new system	12/2/2013		6/15/2016	Can address parking shortly now that new members database/portal has now been implemented
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Begin using new self-reservation system	1/1/2014		7/15/2016	
Comm1(F)	Automate parking reservations	Jaye Steinbrick	Completion	12/31/2013		4/15/2016	
Comm1(G)	Resume used book sales						
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Evaluate prior process for book sales, document possible efficiencies	7/15/2013	Y		
Comm1(G)	Resume used book sales	Shohreh Saljooghi	List and price current materials available for sale, place on sale shelves.	8/15/2013	Y		ongoing on monthly/bimonthly basis.
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Identify channels for announcing to various layers of the community	8/15/2013		6/30/2016	Will transfer sales and promotion to FLACLL who will assist with outreach activities.
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Establish parameters for online sale and identify available venues	3/31/2014		6/30/2016	delayed pending evaluation and viability of online options
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Assess	6/30/2014		6/30/2016	
Comm1(G)	Resume used book sales	Shohreh Saljooghi	Completion	8/30/14		6/30/2016	
Comm2(B)	Make presentations to potential users off-site						
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Identify potential users	9/30/2013	Y	2/28/2016	
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Identify presenters and topics	9/30/2013	Y	3/31/2016	
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Present to test sites	10/31/2013	Y	6/1/2016	Attended off-site presentation with Sandi at Skadden; will
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Evaluate effectiveness	11/30/2013		9/30/2016	Once we have presented at more sites, I will be able to
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Recommend program parameters	12/31/2013		9/30/2016	
Comm2(B)	Make presentations to potential users off-site	Austin Stoub	Completion	12/31/2013		9/30/2016	

Los Angeles County Law Library Strategic Plan  
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETE D (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
Comm3(C)	Expand librarian training workshops						
Comm3(C)	Expand librarian training workshops	Linda Heichman	Develop slate of workshops.	12/31/2013	Y	3/31/2014	Full year of public classes launched @ partnerships; public librarians at partnerships are attending these classes. Codes issued for public library partner staff to attend LALL public classes free of charge (initiated FY14)
Comm3(C)	Expand librarian training workshops	Linda Heichman	Develop web-based public librarian training	8/31/2014		7/1/2016	In FY15, additional on-ground classes added at public library partnerships. No technical infrastructure in place for web-based. Possibility of talking with InfoPeople. CMeanwhile pursue discussions with LAPL .
Comm3(C)	Expand librarian training workshops	Linda Heichman	Launch web-based public librarian training	6/30/2016		1/1/2017	
Comm3(C)	Expand librarian training workshops	Linda Heichman	Completion	7/31/2016		1/1/2017	
Comm3(F)	Develop a continuing education series on legal topics for non-lawyers						
Comm4(A)	Create a mobile eBranch to deploy at events						
Comm4(A)	Create a mobile eBranch to deploy at events	Linda Heichman	Analyze fixed eBranch locations and develop mobile eBranch model	3/31/2015		7/1/2016	Budget constraints. Per ED, reevaluate FY17 depending on budget. No new eBranches in FY16 per ED.
Comm4(A)	Create a mobile eBranch to deploy at events	Linda Heichman	Secure funding/partners/landing spaces for mobile eBranch	6/30/2015		1/1/2017	
Comm4(A)	Create a mobile eBranch to deploy at events	Linda Heichman	Launch mobile eBranch	6/30/2016		7/1/2017	
Comm4(A)	Create a mobile eBranch to deploy at events	Linda Heichman	Completion	7/31/2016		7/1/2017	
Comm4(B)	Broadcast professional development and general public webinars						
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Work with staff to determine pilot content	2/1/2014	y	3/1/2016	Successfully tested FB live streaming with Law Week 2016 panel discussions
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Create pilot class on video	4/1/2014		7/15/2016	Will video CLB class
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Review pilot with staff for final edits	4/29/2014		8/15/2016	
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Make pilot class available online	6/1/2014		9/15/2016	
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Develop program to review and expand content	6/30/2014		11/30/2016	
Comm4(B)	Broadcast professional development and general public webinars	Jaye Steinbrick	Completion	12/31/2014		12/31/2016	
Comm4(C)	Provide public computer classes for basic skill development						
Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Create three proposed 30 minute computer class outlines	10/1/2013		7/31/2016	Delayed to other projects/weekly help desk duties. looking into online computer tutorials.
Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Schedule the first of three rotating classes, one per month	1/1/2014		7/31/2016	

Los Angeles County Law Library Strategic Plan  
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETE D (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Assess effectiveness and recommend ongoing program parameters	2/28/2014		4/1/2016	
Comm4(C)	Provide public computer classes for basic skill development	Sonny Lew	Completion	3/31/2014		9/30/2016	
Comm4(D)	Outreach to prison inmates and other homebound people						
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Identify user groups	1/1/2015	Y		
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Determine information needs	3/3/2015	Y		Completed for prisoners; partially completed for homebound b/c runs large gamet
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Research methods to fulfill identified needs	6/30/2015		8/15/2015	Research begun but not completed
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Create program to disseminate information to user groups	9/1/2015		12/30/2016	Need to work with P&P and Comm to determine best outreach options / balancing with other projects / priorities
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Evaluate and assess	1/1/2016		12/30/2016	
Comm4(D)	Outreach to prison inmates and other homebound people	Ralph Stahlberg	Completion	3/31/2016		12/30/2016	
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions						
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Harrison Alfaro	Survey staff / conduct needs assessment	9/1/2013		2/28/2016	Informal assessment ongoing. Formal assessment delayed and aligned with security survey. Has been reassigned to new Facilities Manager
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Harrison Alfaro	Create needs list, and implement low or no-cost items	10/15/2013		3/31/2016	Informal adjustments ongoing. Balance delayed and aligned with security survey. Has been reassigned to new Facilities Manager
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Harrison Alfaro	Identify funding and timeframe for additional items	12/1/2013		7/1/2016	
W1(B)	Maintain high-quality, comfortable physical facilities and working conditions	Harrison Alfaro	Completion	6/30/2014		5/15/2016	
W1(C)	Improve accessibility						
W1(C)	Improve accessibility	Sonny Lew	Gather input from staff/patrons/experts - complete needs assessment	2/1/2014	Y		
W1(C)	Improve accessibility	Sonny Lew	Develop accessibility checklist for use in all future projects/programs	2/15/2014	Y	6/15/2014	This project was place on hold as we evaluate new technology for accessibility. The time to evaluate products is more time consuming than originally anticipated.
W1(C)	Improve accessibility	Sonny Lew	Review accessibility software & hardware needs	3/31/2014		6/30/2016	Delayed until IT vacancies filled and network reconfigured
W1(C)	Improve accessibility	Sonny Lew	Complete software & hardware installations	4/15/2014		6/30/2016	
W1(C)	Improve accessibility	Sonny Lew	Review facility accessibility needs – make budget recommendations	5/1/2014		6/30/2016	
W1(C)	Improve accessibility	Sonny Lew	Completion	6/30/2015		6/30/2016	
W1(D)	Automate elevator functions						

Los Angeles County Law Library Strategic Plan  
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETE D (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
W1(D)	Automate elevator functions	Harrison Alfaro	Create RFP	8/1/2013	Y	1/29/2014	Preliminary bid request yielded no response. Exploring other options with updated bid package.
W1(D)	Automate elevator functions	Harrison Alfaro	Send approved RFP out to public bid	8/5/2013	Y	1/27/2015	Sending out revised RFP, no responses recieved from first RFP due to timing.
W1(D)	Automate elevator functions	Harrison Alfaro	Award Bid, begin elevator updates	8/20/2013	Y	3/25/2015	March 25th Board Meeting agenda
W1(D)	Automate elevator functions	Harrison Alfaro	Completion	4/1/2014		7/31/2016	Renovations to begin 11/15
W1(E)	Draft HR Procedures Manual						
W1(E)	Draft HR Procedures Manual	Terri Daniels/Lisa Curtin	Outline Procedures Manual organization and content; develop a table of contents.	9/30/2013	Y		
W1(E)	Draft HR Procedures Manual	Terri Daniels/Lisa Curtin	Outline each chapter	11/30/2013	Y	5/31/2014	
W1(E)	Draft HR Procedures Manual	Terri Daniels/Lisa Curtin	Write draft	1/31/2014		7/1/2016	Extended due to personnel changes and transitions
W1(E)	Draft HR Procedures Manual	Terri Daniels/Lisa Curtin	Solicit feedback from ED, Sr. Director, and other directors	2/28/2014		7/15/2016	Extended due to personnel changes and transitions
W1(E)	Draft HR Procedures Manual	Terri Daniels/Lisa Curtin	Incorporate suggestions into final draft	3/31/2014		8/30/2016	Extended due to personnel changes and transitions
W1(E)	Draft HR Procedures Manual	Terri Daniels/Lisa Curtin	Completion	4/30/2014		9/30/2016	Extended due to personnel changes and transitions
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)						
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	Marcelino Juarez	Poll directors and employees about desirable alternative work arrangements	12/31/2013		6/30/2016	Project deferred. Lower priority due to limited staffing and position eliminations.
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	Marcelino Juarez	Analyze costs and feasibility and write proposal	2/28/2014		12/31/2016	
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	Marcelino Juarez	Discuss proposal with union	3/31/2014		2/28/2017	
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	Marcelino Juarez	Implement program	6/30/2014		4/30/2017	
W2(C)	Evaluate feasibility and cost of alternative scheduling options (e.g., flexible scheduling, adjusted shift lengths, shortened work weeks)	Marcelino Juarez	Completion	7/31/2014		6/30/2017	
W2(D)	Provide stretch classes or other physical activities at break times						
W2(D)	Provide stretch classes or other physical activities at break times	Executive Assistant	Research and propose a stretch program to ED	3/31/2014	Y	3/31/2016	Began research and brainstormed ideas
W2(D)	Provide stretch classes or other physical activities at break times	Executive Assistant	Enlist employee leaders or acquire video classes	5/31/2014		6/30/2016	will begin acquiring leaders and/or DVD's
W2(D)	Provide stretch classes or other physical activities at break times	Executive Assistant	Develop a schedule	6/30/2014		6/30/2016	In Progress
W2(D)	Provide stretch classes or other physical activities at break times	Executive Assistant	Completion	7/31/2014		6/30/2016	
W3(A)	Cross-train employees in related positions						
W3(A)	Cross-train employees in related positions	Terri Daniels/Lisa Curtin	Work with directors to identify opportunities for cross-training	2/28/2015		HOLD	Postponed due to personnel changes and transitions; will review assignment status and next steps in April HR Quarterly meeting

Los Angeles County Law Library Strategic Plan  
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETE D (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
W3(A)	Cross-train employees in related positions	Terri Daniels/Lisa Curtin	Develop and document a plan and timeline for each area	4/30/2015		HOLD	Postponed due to personnel changes and transitions; will review assignment status and next steps in April HR Quarterly meeting
W3(A)	Cross-train employees in related positions	Terri Daniels/Lisa Curtin	Ensure plans are implemented	7/31/2015		HOLD	Postponed due to personnel changes and transitions; will review assignment status and next steps in April HR Quarterly meeting
W3(A)	Cross-train employees in related positions	Terri Daniels/Lisa Curtin	Assess success of cross-training and revise as necessary	9/30/2015		HOLD	Postponed due to personnel changes and transitions; will review assignment status and next steps in April HR Quarterly meeting
W3(A)	Cross-train employees in related positions	Terri Daniels/Lisa Curtin	Completion	10/31/2015		HOLD	Postponed due to personnel changes and transitions; will review assignment status and next steps in April HR Quarterly meeting
W3(B)	Evaluate and improve process efficiency in all library functions						
W3(B)	Evaluate and improve process efficiency in all library functions	Marcelino Juarez	Work with directors to map function processes	12/31/2013		12/31/2016	No longer feasible due to staffing changes and position eliminations. A limited scope version will be incorporated into FY17 budget planning
W3(B)	Evaluate and improve process efficiency in all library functions	Marcelino Juarez	Analyze process maps within and between departments and identify opportunities for streamlining, simplification, automation, or elimination	3/31/2014		12/31/2016	Limited scope
W3(B)	Evaluate and improve process efficiency in all library functions	Marcelino Juarez	Benchmark other libraries/organizations and document best practices and appropriate metrics	3/31/2014	N		Limited scope
W3(B)	Evaluate and improve process efficiency in all library functions	Marcelino Juarez	Implement no-cost improvements.	5/31/2014		12/31/2016	Limited scope
W3(B)	Evaluate and improve process efficiency in all library functions	Marcelino Juarez	Propose and budget for other improvements including costs and impacts on other departments	5/31/2014		12/31/2016	Limited scope
W3(B)	Evaluate and improve process efficiency in all library functions	Marcelino Juarez	Plan, document, and implement process changes and success metrics	9/30/2014		12/31/2016	Limited scope
W3(B)	Evaluate and improve process efficiency in all library functions	Marcelino Juarez	Review changes and revise as necessary. Document revisions.	12/31/2014		12/31/2016	Limited scope
W3(B)	Evaluate and improve process efficiency in all library functions	Marcelino Juarez	Completion	1/15/2015		6/30/2017	
W3(C)	Merge Programs & Partnerships and Reference functions						
W4(C)	Expand the high school intern program						
W4(E)	Conduct a space needs assessment for employee workspaces						
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Interview directors	9/30/2013	Y		
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Survey staff	10/31/2013	Y	5/28/2014	Commenced but not completed.

Los Angeles County Law Library Strategic Plan  
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETE D (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Analyze trends, future projects and anticipated changes	12/31/2013	Y	7/25/2014	
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Draft report with recommendations	1/31/2014		6/30/2016	Partially complete; undergoing refinement due to staffing changes
W4(E)	Conduct a space needs assessment for employee workspaces	Sandi Levin & Jaye Steinbrick	Completion	2/28/2014		8/30/2016	
W4(F)	Install document management and/or collaboration software						
W4(F)	Install document management and/or collaboration software	Sonny Lew & Jaye Steinbrick	Acquire licensing	7/31/2013	Y		
W4(F)	Install document management and/or collaboration software	Sonny Lew & Jaye Steinbrick	Meet with staff and vendor to create implementation plan	11/15/2013		6/30/2016	Project on hold until IT vacancies are filled
W4(F)	Install document management and/or collaboration software	Sonny Lew & Jaye Steinbrick	Install software including required workflow definitions	12/1/2013		6/30/2016	
W4(F)	Install document management and/or collaboration software	Sonny Lew & Jaye Steinbrick	Completion	2/1/2014		9/30/2016	
T1(A)	Develop eBranches for distribution throughout the County						
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	SWOT assessment based upon pilot program	3/31/2014	Y	6/30/2015	Pilot program established and preliminary usage data collected. Project will continue until budget allows for augmentation
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Develop additional technology and tools	6/30/2014		10/1/2016	Per ED, reevaluate FY17 depending on budget. No new eBranches in FY17.
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Pilot new tools	9/30/2014		1/1/2017	
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Launch "next phase" eBranch	12/31/2014		6/30/2017	
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Recommend program for ongoing implementation	3/31/2015		12/31/2017	
T1(A)	Develop eBranches for distribution throughout the County	Linda Heichman & Jaye Steinbrick	Completion	6/30/2015		12/31/2017	
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)						
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Establish committee to review requirements and begin creation of RFP	2/1/2014	Y	1/14/2015	As highlighted in staff report and discussion at 12/16/2014 Board meeting, re-aligned timeline with Accounting upgrade project to ensure compatibility and integration. Both projects underway concurrently.
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Complete LC re-classification and re-labeling project	6/30/2014	Y	10/30/2014	Initial target date extended due to Impact on project workflow resulting from significant loss of key staff, but now completed
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Begin public bid process	12/31/2014		5/15/2016	Committee recommended to consider the option of retaining current system but to pursue enhancements. Cost projection to be substantiated via RFP process. In the meantime, completed upgrade to Voyager 9.2 on 3/31/2016 to stay current and to offer enhancement such as patron self-service.

Los Angeles County Law Library Strategic Plan  
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETE D (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	RFP and vendor product demonstrations	1/31/2015		8/1/2016	
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Sign contract /set implementation schedule	3/31/2015		9/1/2016	
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Conduct data load tests and assess integrity	7/31/2015		12/1/2016	
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Conduct staff training	8/31/2015		2/1/2017	
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Go live	9/30/2015		3/1/2017	
T1(B)	Develop next-generation collection management practices, including replacement of Voyager (Integrated Library Systems software)	Meiling Li	Completion	10/31/2015		3/15/2017	
T1(C)	Develop a Law Library mobile application						
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Work with staff to determine content	7/1/2014	Y		Have spoken with Web committee and have started researching the best ways to turn website into a mobile version.
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Create beta web-app for testing	9/15/2014	Y	6/15/2015	Working with a new version of Joomla. Looking to determine what is needed to create a mobile version with the information needed.
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Staff review of content & functionality	9/30/2014	Y	7/15/2015	Mirrors website and is functional
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Go live - Make web-application available online	11/1/2014	Y	7/30/2015	
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Develop ongoing program to review and expand content	12/31/2014		3/31/2017	Looking at new platform for the website to increase accessibility and security.
T1(C)	Develop a Law Library mobile application	Adam Rosenblum	Completion	12/31/2014		3/31/2017	
T2(A)	Upgrade Navision	Jaye Steinbrick	Needs assessment	10/30/2013	Y	6/30/2015	Delayed due to staffing changes. Currently underway.
T2(A)	Upgrade Navision	Jaye Steinbrick	Confirm whether Navision is the right solution	11/30/2013		6/30/2016	
T2(A)	Upgrade Navision	Jaye Steinbrick	Conduct RFP	10/30/2013		8/30/2016	
T2(A)	Upgrade Navision	Jaye Steinbrick	Plan and implement data migration including software customization	1/31/2014		9/30/2016	
T2(A)	Upgrade Navision	Jaye Steinbrick	Plan for rollout and training	3/31/2014		12/31/2016	
T2(A)	Upgrade Navision	Jaye Steinbrick	Go live and document changes	4/30/2014		12/31/2016	
T2(A)	Upgrade Navision	Jaye Steinbrick	Completion	5/31/2014		12/31/2016	
T2(B)	Provide the option to pay fees, fines and charges online						

Los Angeles County Law Library Strategic Plan  
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETE D (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
T2(B)	Provide the option to pay fees, fines and charges online	Jaye Steinbrick	Finalize PayPal account banking requirements	6/30/2013	Y		Project assigned to new IT Manager, dates updated.
T2(B)	Provide the option to pay fees, fines and charges online	Jaye Steinbrick	Determine system capabilities	7/31/2013	Y		
T2(B)	Provide the option to pay fees, fines and charges online	Jaye Steinbrick	Create workflow processing chart(s)	9/15/2013	Y		
T2(B)	Provide the option to pay fees, fines and charges online	Jaye Steinbrick	Begin programming/Implementation	10/1/2013	Y		The new website has integrated Paypal as payment option for class registration.
T2(B)	Provide the option to pay fees, fines and charges online	Jaye Steinbrick	Test and assure functionality	9/30/2013		7/31/2016	Software issues with ILS system have delayed integration with Voyager. Project will be reassigned when IT vacancies have been filled
T2(B)	Provide the option to pay fees, fines and charges online	Jaye Steinbrick	Go live and document changes	2/1/2014		6/30/2016	
T2(B)	Provide the option to pay fees, fines and charges online	Jaye Steinbrick	Completion	2/28/2014		6/30/2016	
T2(C)	Provide the option to renew materials and manage Library user account online						
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Evaluate technical requirements	7/1/2013	Y		
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Turn-on/test Functionality	8/1/2013	Y		Currently in testing, very near completion.
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Work with communications to notify borrowers	9/1/2013		7/31/2016	
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Establish online payment options (see T2(B))	2/1/2014		9/15/2016	This function may be eliminated from project due to pending ILS upgrade TBD
T2(C)	Provide the option to renew materials and manage Library user account online	Jaye Steinbrick & Angelica Buenrostro	Completion	2/15/2014		10/31/2016	
T2(E)	Provide catalog searching capabilities in closed stacks						
T2(E)	Provide catalog searching capabilities in closed stacks	Sonny Lew	Identify locations in the stacks for deployment	7/1/2013	Y		
T2(E)	Provide catalog searching capabilities in closed stacks	Sonny Lew	Verify and/or expand Wi-Fi coverage	9/1/2013	Y		
T2(E)	Provide catalog searching capabilities in closed stacks	Sonny Lew	Repurpose existing, available hardware as search stations	10/1/2013	Y		
T2(E)	Provide catalog searching capabilities in closed stacks	Sonny Lew	Installation and training	3/31/2014		8/30/2016	Need additional equipment, budget item.
T2(E)	Provide catalog searching capabilities in closed stacks	Sonny Lew	Completion	4/30/2014		12/31/2016	
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources						
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources	Marcelino Juarez	Working with department heads, produce a vendor contract negotiation plan including negotiation schedule, annual spend, contract renewal dates, if any, and the point person for each vendor	10/31/2013		6/30/2016	Delayed due to staffing changes. Multiple contract negotiations currently underway notwithstanding

Los Angeles County Law Library Strategic Plan  
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETE D (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources	Marcelino Juarez	Develop a negotiation protocol for each vendor including expected outcomes	11/30/2013		6/30/2016	
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources	Marcelino Juarez	Evaluate interim success with vendor negotiations and revise as necessary	3/31/2014		7/31/2016	
F1(D)	Evaluate and renegotiate relationships with vendors to maximize value/resources	Marcelino Juarez	Completion	4/30/2014		9/30/2016	
F2(B)	Consider legislative proposal to authorize revenue-generating activities						
F2(D)	Develop conceptual plan for café						
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Identify footprint / services	5/14/2014	Y	3/31/2016	
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Identify potential vendors			6/30/2016	
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Identify funding resources and partner agencies	6/14/2014		9/30/2016	
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Present a conceptual plan to the Board of Trustees	9/1/2014		9/30/2016	
F2(D)	Develop conceptual plan for café	Jaye Steinbrick	Completion			12/31/2016	
F2(E)	Provide a notary service for a fee						
F2(E)	Provide a notary service for a fee	Executive Assistant	Identify options (in-house; contract; etc.)	3/31/2014	Y	7/30/2015	Identified potential service partners; further work required
F2(E)	Provide a notary service for a fee	Executive Assistant	Write proposal to coordinate notary services and training	4/30/2014		12/31/2016	Need to develop proposal language with ED
F2(E)	Provide a notary service for a fee	Executive Assistant	Work with notary candidates and coordinate training	8/30/2014		12/31/2016	
F2(E)	Provide a notary service for a fee	Executive Assistant	Write policies and procedures	9/30/2014		12/31/2016	
F2(E)	Provide a notary service for a fee	Executive Assistant	Announce and roll-out	11/30/2014		3/31/2017	
F2(E)	Provide a notary service for a fee	Executive Assistant	Evaluate effectiveness and usage	2/28/2015		7/30/2017	
F2(E)	Provide a notary service for a fee	Executive Assistant	Completion	3/31/2015		10/31/2017	
F2(F)	Provide e-filing for a fee						
F2(F)	Provide e-filing for a fee	Ryan Metheny	Research court requirements, existing needs and solutions	6/30/2014		9/31/16	Consider budget and feasibility of service providing e-filing for small claims.
F2(F)	Provide e-filing for a fee	Ryan Metheny	Identify potential services and prospective user groups	8/30/2014		9/31/16	Consider budget and feasibility of service providing e-filing for small claims.
F2(F)	Provide e-filing for a fee	Ryan Metheny	Draft procedures and policy	11/30/2014		9/31/16	Consider budget and feasibility of service providing e-filing for small claims.
F2(F)	Provide e-filing for a fee	Ryan Metheny	Present recommendation to Board of Trustees	1/31/2015		10/30/2016	
F2(F)	Provide e-filing for a fee	Ryan Metheny	Implement	3/31/2015		1/1/2017	
F2(F)	Provide e-filing for a fee	Ryan Metheny	Assess and revise as needed	5/31/2015		6/30/2017	
F2(F)	Provide e-filing for a fee	Ryan Metheny	Completion	6/30/2015		12/31/2016	
F3(A)	Outreach to law firms & bar associations						
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Establish rapport with bar association leaders	1/31/2014	Y		
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Select target organizations to work with	3/30/2014	Y		
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Conduct needs assessments	3/30/2014	Y		

Los Angeles County Law Library Strategic Plan  
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETE D (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Assess and document options	6/30/2014	Y	9/30/2015	Discussed collaboration opportunities with Beverly Hills Bar Association and other local bar associations to gauge interest in library services and partnership opportunities. Opportunities include: Developing MCLE speakers bureau in partnership with local bar associations; writing for bar journals, magazines, and newsletters, e.g., Los Angeles Lawyer and Valley Lawyer; presenting MCLE courses for local bar associations and legal secretary/paralegal associations.
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Devise mutually agreed upon programs	6/30/2014	Y	3/31/2016	Bar associations complete. Law firms in process - coordinating with other departments. Law firms recruited as presenters in business series and MCLE's
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Implement programs	9/30/2014	Y	3/31/2016	
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Assess results & recommend ongoing programs	10/31/2014		9/30/2016	
F3(A)	Outreach to law firms & bar associations	Ryan Metheny	Completion	11/30/2014		10/31/2016	
F3(B)	Build relationships with relevant corporate entities						
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Identify candidate organizations	3/30/2014	Y	10/31/2014	Some candidates identified; further research needed
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Contact organizations and discuss opportunities (min 4)	6/30/2014	Y	12/31/2015	Some candidates contacted and sponsorships received (business series, landlord tenant series, LITL); further outreach to be conducted by FLACLL new ED
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Implement test programs	9/30/2014	Y	12/31/2015	Commenced but not completed
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Assess results & recommend ongoing programs	10/31/2014		7/31/2016	
F3(B)	Build relationships with relevant corporate entities	Sandi Levin	Completion	11/30/2014		4/30/2016	
S1(B)	Expand legal resources available & visible on the internet						
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Assess current internet-based resources for gaps in coverage	12/31/2013	Y		
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Identify potential resources that can be added to collection	3/31/2014	Y	2/28/2016	Met with reps from Ravel to discuss onsite implementation, NCLC materials will be visible and available in reading room, added Law Journal Press access to the reading room page to increase visibility.
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Assess technical feasibility and negotiate with vendors; budget for additional resources	6/30/2014	Y	6/30/2016	Technical issues present no obstacles. No longer exploring budgeting opportunities; will focus on existing resources as well as low-cost resources.
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Implement new resources on test site	9/30/2014		6/30/2016	Will tie-in this objective with SP Objective C1(F) meeting with Adam to discuss changes to the website.
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Develop metrics to evaluate user satisfaction and assess	10/31/2014		9/30/2016	
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Launch resources on website	12/31/2014		9/30/2016	
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Survey users for feedback on usability and revise as needed	3/31/2015		9/30/2016	

Los Angeles County Law Library Strategic Plan  
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETE D (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S1(B)	Expand legal resources available & visible on the internet	Austin Stoub	Completion	6/31/15		9/30/2016	
S1(C)	Create an advance reservation system for Library computers						
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Add option into public website	9/1/2013	Y	8/31/2015	Implemented the basic framework, need to insert scripts into public website. Website Location not yet identified. Delayed due to IT vacancies
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Work with IT staff to test implementation	9/15/2013		7/15/2016	IT has implemented the basic framework. Waiting for approval before implementation and moving on to the next step. Delayed due to IT vacancies
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Training and testing with reference staff	9/30/2013		+	This has not currently been implemented as we are working on moving the website to a new server and looking for a different system to put in place.
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Create promotional materials	10/1/2013		9/28/2016	Promotional materials cannot be created until we have the final product.
S1(C)	Create an advance reservation system for Library computers	Adam Rosenblum	Completion	11/15/2013		5/31/2016	
S1(D)	Provide self-serve scanning equipment in the Library						
S1(D)	Provide self-serve scanning equipment in the Library	Sonny Lew	Work with staff and patrons to evaluate technology requirements.	10/15/2014		3/31/2016	Deferred to fiscal year 2016-17 budget to combine with copier replacements for cost-savings and efficiency.
S1(D)	Provide self-serve scanning equipment in the Library	Sonny Lew	Evaluate existing solutions and make final recommendation, proceed with purchasing.	11/15/2014		6/30/2016	
S1(D)	Provide self-serve scanning equipment in the Library	Sonny Lew	Install public scanner with signage and print materials	2/1/2015		8/1/2016	
S1(D)	Provide self-serve scanning equipment in the Library	Sonny Lew	Assess effectiveness of implementation and make adjustments as needed.	5/31/2015		11/15/2016	
S1(D)	Provide self-serve scanning equipment in the Library	Sonny Lew	Completion	5/31/2015		1/1/2017	
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)						
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Identify and assess virtual self-help center models	8/30/2013	Y	11/30/2013	
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Generate report of findings and make recommendations	11/30/2013	Y		New A2J volunteer interns will review existing resources and develop recommendations for updating LALL's self-help section
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Identify and seek funding sources	6/30/2014	y	12/31/2015	Using college interns to facilitate development

Los Angeles County Law Library Strategic Plan  
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETE D (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Garner input (technology, staff, funding)	6/30/2014		6/30/2016	Partially complete. publicly accessible links are in a word document and under review and pending determination whether migration of eBranch content can ultimately carry over to look and feel of public terminals.
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Develop content	6/30/2014		6/30/2016	Partially complete. inventory of publicly accessible links (e.g., to the California Courts website and Nolo book chapters) complete and need to migrate those links to the website.
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Design look and feel for target audience	9/30/2014		6/30/2016	Partially complete. See above re conforming look and feel to eBranch content.
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Upload and implement	12/31/2014		6/28/2016	
S2(A)	Development of online self-help and lay-friendly substantive materials (similar to eBranch)	Janine Liebert	Completion	3/31/2015		6/30/2016	
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)						
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Assess feasibility	9/30/2013	Y	11/30/2013	
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Identify and assess model videos	9/30/2013	Y	11/30/2013	
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Identify and establish cooperative legal aid partner	12/30/13	y	6/30/2014	Bet Tzedek and the California Coalition on Consumer Justice are interested in partnering with us if we are able to secure funding and the equipment to create the videos
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Identify and seek funding sources	3/30/2014	Y	3/31/2015	Conversations underway with PLI who has hired an attorney to manage their pro bono programming. Topic under consideration is how to talk to a lawyer and tie-in to Lawyers in the Library. A2J interns will be doing competitive intelligence to see what video content has already been created that is relevant to this topic.
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Develop script and vet with stakeholder advisors	3/30/2014		6/30/2016	challenges related to travel requirements and associated costs, pending in-house capacity to do produce and retain ownership / control of intellectual property. Have identified potential partners to develop content and provide studio services.
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Produce video	9/30/2014		12/31/2016	
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Publish and create distribution plan	9/30/2014		12/31/2016	
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Duplicate in Spanish and other languages	3/30/2015		12/31/2016	

Los Angeles County Law Library Strategic Plan  
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETE D (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S2(B)	Create video programs addressing basic legal issues (e.g., Courtroom Basics)	Janine Liebert	Completion	4/30/2015		12/31/2016	
S2(C)	Develop transportation resource handouts for litigants						
S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Collect and evaluate available Information	8/1/2013	Y	5/15/2015	Information collected, but needs updating. Will reevaluate scope of project in light of LASC web update
S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Assemble information into usable print and online resources / present draft	10/1/2013	Y	9/15/2015	Online information is available on LALL website. Print handout is in process.
S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Make information available to the public.	10/15/2013		8/15/2016	Currently working on layout of project. Delayed due to other project priorities.
S2(C)	Develop transportation resource handouts for litigants	Adam Rosenblum	Completion	10/15/2013		4/15/2016	
S2(D)	Develop translation resource handouts						
S2(D)	Develop translation resource handouts	Linda Heichman	Establish committee to assess needs	1/31/2014	Y		Committee: Austin, Pedro, Linda
S2(D)	Develop translation resource handouts	Linda Heichman	Identify existing resources	6/30/2014	Y	12/31/2015	
S2(D)	Develop translation resource handouts	Linda Heichman	Evaluate effectiveness of existing process	9/30/2014	Y	12/31/2016	
S2(D)	Develop translation resource handouts	Linda Heichman	Develop handout	12/31/2014		6/30/2016	
S2(D)	Develop translation resource handouts	Linda Heichman	Recommend plan for future improvements	3/31/2015		12/31/2016	
S2(D)	Develop translation resource handouts	Linda Heichman	Completion	3/31/2015		12/31/2016	
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).						
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Assess needs and models of delivery	3/30/2015	y	12/31/2015	Abundant forms and templates exist; focus on expanding access to existing forms and templates.
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Identify potential partners	3/30/2015	Y	12/31/2015	identified prospective partners for low cost fee-based forms and form review, as well as free forms and online acces to forms
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Identify technology requirements and distribution framework	9/30/2015		6/30/2016	Partially complete. Anticipate reforming this objective in new SP - from project to develop forms and templates to project to provide access to existing forms and templates.
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Identify and seek funding sources	9/30/2015		6/30/2016	See above. Funding sources not needed for new project.
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Implement soft launch / Test usability	3/30/2016		6/30/2016	
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Implement full launch	6/30/2016		12/31/2016	
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Assess	12/31/2016		1/31/2017	

Los Angeles County Law Library Strategic Plan  
Accountability Report

GOAL	PROJECT	COORDINATOR(S)	MILESTONE	TARGET DATE	COMPLETE D (Y/N)	EXTENDED DATE	EXPLANATION/COMMENTS
S3(C)	Expand access to form templates and precedent beyond court-provided forms (e.g., commonly requested motions).	Janine Liebert	Completion	12/31/2016		3/31/2017	
S3(D)	Establish a program for legal document assistants in the library						
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Identify and assess viability with organization leaders	12/30/2014	Y	11/30/2015	Internal discussions ongoing; evaluating models to minimize exposure
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Assess components and recommend policies and procedures	3/30/2015		6/30/2016	
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Determine liability, write contracts / MOU	3/30/2015		6/30/2016	
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Soft launch program	6/30/2015		6/30/2016	
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Create feedback mechanism and metrics	6/30/2015		6/30/2016	
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Assess success of program	9/30/2015		6/30/2016	
S3(D)	Establish a program for legal document assistants in the library	Malinda Muller	Completion	12/30/2015		6/30/2016	
S4(A)	Establish eBranches throughout the County						
S4(A)	Establish eBranches throughout the County - see also T1(A)	Linda Heichman & Jaye Steinbrick	SWOT assessment based upon pilot program	3/31/2014	Y	6/30/2015	Pilot program established and preliminary usage data collected. Project will continue until budget allows for augmentation
S4(A)	Establish eBranches throughout the County - see also T1(A)	Linda Heichman & Jaye Steinbrick	Develop additional technology and tools	6/30/2014		10/1/2016	Per ED, reevaluate FY17 depending on budget. No new eBranches in FY17 per ED.
S4(A)	Establish eBranches throughout the County - see also T1(A)	Linda Heichman & Jaye Steinbrick	Identify strategic locations and develop partnerships	7/31/2014		11/30/2016	
S4(A)	Establish eBranches throughout the County - see also T1(A)	Linda Heichman & Jaye Steinbrick	Pilot new tools	9/30/2014		1/1/2017	
S4(A)	Establish eBranches throughout the County - see also T1(A)	Linda Heichman & Jaye Steinbrick	Launch "next phase" eBranch	12/31/2014		6/30/2017	
S4(A)	Establish eBranches throughout the County - see also T1(A)	Linda Heichman & Jaye Steinbrick	Completion			12/31/2017	



**MEMORANDUM**

**DATE:** May 25, 2016

**TO:** Board of Law Library Trustees

**FROM:** Jaye Steinbrick, Senior Director  
Sandra Levin, Executive Director

**RE:** IIPP & EAP Documentation Update

**INTRODUCTION AND SUMMARY**

Our insurance carrier has reviewed our Illness & Injury Prevention Program (IIPP) and Emergency Action Plan (EAP) documentation and recommended that the names of employees (rather than just titles) be included for speed and ease of use in an emergent or urgent situation. Accordingly, Staff has modified the plans to add the names and titles of staff members tasked with responsibilities under the plans and requests authority to make such changes in the future as needed.

**RECOMMENDATION**

Staff recommends that the board approve the proposed updates to the Illness & Injury Prevention Program (IIPP) and Emergency Action Plan (EAP) documentation and authorize the Executive Director to modify the plans to reflect current staff names as needed due to title or personnel changes.





# LA Law Library

## Injury and Illness Prevention Program

Effective Last Update: June ~~October~~ 1st, ~~2013~~ 2016

## LA Law Library Injury and Illness Prevention Program

Library Safety Coordinator: **Executive Assistant**

Computer Workstation Evaluator: **Senior Director, information Services**

Safety Related Items:

Location of minutes from Safety Committee Meeting (see Section II): **Intranet Website**

'Report of Unsafe Condition' Forms **Executive Office**

Person who assists injured employees with appropriate paperwork (see Section VI): [Kim Thach, Finance](#) ~~Executive Assistant~~

Documents related to IIPP – safe, convenient record keeping location: **Executive Office**

Location of Training Records for IIPP (see Section IX): **Executive Office**, (Training Documentation Form can be found in Appendix A of this document.)

The Safety Committee meets quarterly and members may be removed or appointed by the Executive Director from time to time.

Please see "EXHIBIT A" for a complete list of current safety committee members.

## Contents

I. INTRODUCTION AND PURPOSE.....	4
II. RESPONSIBILITIES .....	4
Executive Director .....	4
Library Safety Committee .....	4
Library Safety Coordinator.....	5
Supervisors.....	5
All Employees .....	6
III. IDENTIFYING WORKPLACE HAZARDS .....	6
IV. COMMUNICATING WORKPLACE HAZARDS .....	7
Material Safety Data Sheets .....	7
Equipment Operating Manuals.....	7
V. CORRECTING WORKPLACE HAZARDS .....	7
VI. INVESTIGATING INJURIES AND ILLNESSES .....	8
Injury Reporting.....	8
Injury Investigation.....	9
VII. EMPLOYEE HEALTH AND SAFETY TRAINING .....	9
Initial IIPP Training.....	9
Training on Specific Hazards .....	10
VIII. ENSURING COMPLIANCE .....	10
IX. RECORD KEEPING .....	11
Appendix A: Training Documentation .....	12
REPORT OF UNSAFE CONDITION OR HAZARD (IIPP Form 1) .....	14
SAFETY COMMITTEE MEETING DOCUMENTATION (IIPP Form 2) .....	15
ASSESSMENT FORM (IIPP Form 3) .....	16
HAZARD CORRECTION REPORT (IIPP Form 4).....	17
OCCUPATIONAL ACCIDENT, INJURY OR ILLNESS INVESTIGATION REPORT (IIPP Form 5).....	18
SAFETY TRAINING ATTENDANCE RECORD (IIPP Form 6).....	19
NEW EMPLOYEE SAFETY TRAINING RECORD (IIPP Form 7).....	20
EXHIBIT A – COMMITTEE NAMES AND PHONE NUMBERS.....	21

# LA Law Library

## Injury and Illness Prevention Program

### I. INTRODUCTION AND PURPOSE

Consistent with California Code of Regulations, Title 8, §3203, it is the policy of the LA Law Library to maintain a safe and healthy work environment for each employee, and to comply with all applicable occupational health and safety regulations. This Injury and Illness Prevention Program (IIPP) is intended to establish a framework for identifying and correcting workplace hazards within the Library.

### II. RESPONSIBILITIES

#### Executive Director – [Sandra Levin](#)

The Executive Director has primary authority and responsibility to ensure implementation of the IIPP and to ensure the health and safety of the Library's employees. This is accomplished by communicating the Library's emphasis on health and safety, analyzing work procedures for hazard identification and correction, ensuring regular workplace inspections, providing health and safety training, and encouraging prompt employee reporting of health and safety concerns without fear of reprisal.

#### Library Safety Committee

The Safety Committee has the ongoing responsibility to maintain and update this IIPP, to assess compliance with applicable regulations and Library policies, to evaluate reports of unsafe conditions, and to coordinate any necessary corrective actions. The Safety Committee meets at least quarterly and includes representatives from various sections of the Library. Each employee will have a designated representative on the committee. The Safety Committee membership may change periodically.

Unsafe minor conditions that cannot be immediately corrected by an employee or supervisor should be reported to the Library Safety Coordinator or any Safety Committee member.

Timely correction of workplace hazards will be tracked by the Safety Committee which will receive and review reports of unsafe conditions, workplace inspection reports, and injury reports. Specifically, the Safety Committee will:

- Review the results of periodic, scheduled workplace inspections to identify any needed safety procedures or programs and to track specific corrective actions.
- Review supervisors' investigations of accidents and injuries to ensure that all causes have been identified and corrected.
- Where appropriate, submit suggestions to Library management for the prevention of future incidents.

- Review alleged hazardous conditions brought to the attention of any committee member, determine necessary corrective actions, and assign responsible parties and correction deadlines.
- When determined necessary by the Committee, the Committee may conduct its own investigation of accidents and/or alleged hazards to assist in establishing corrective actions.
- Submit recommendations to assist Library management in the evaluation of employee safety suggestions.

The Safety Committee shall prepare and make available to all Library personnel written minutes of issues discussed at the meetings. The Committee meeting minutes shall be documented on IIPP Form 2, "Safety Committee Meeting Documentation," or a similar form. These minutes shall be posted or made available in a convenient location and maintained on file for at least one year.

#### **Library Safety Coordinator - Harrison Alfaro**

The Safety Coordinator is responsible for:

- Ensuring that the Safety Committee is aware of all accidents that have occurred, and all hazards that have been observed since the last meeting.
- Working with the Building Coordinator to address facility-related safety concerns.
- Assisting in the coordination of required health and safety training.
- Ensuring periodic, documented inspection of workspaces under their authority.
- Maintaining copies of Safety Committee minutes and other safety-related records.

The Safety Coordinator may seek assistance from other members of the Library as necessary to meet these responsibilities.

#### **Supervisors**

Supervisors play a key role in the implementation of the Library's IIPP. Supervisors may be Senior Directors, Directors, Senior Librarians, Managers, or Coordinators. Under the guidance of the Safety Committee, they are responsible for:

- Communicating to their staff the Library's emphasis on health and safety.
- Promptly correcting identified hazards.
- Enforcing safe and healthful work practices.
- Providing training so that staff may perform their jobs in a safe manner and avoid injury.

- Implementing measures to eliminate or control workplace hazards.
- Stopping any employee's work that poses an imminent hazard to either the employee or any other individual.
- Encouraging employees to report health and safety issues to the Safety Committee without fear of reprisal.

### **All Employees**

It is everyone's responsibility to comply with all applicable health and safety regulations, Library policies, and established work practices. This includes, but is not limited to:

- Observing health and safety-related signs, posters, warning signals and directions.
- Reviewing the building emergency plan and assembly area.
- Learning about the potential hazards of assigned tasks and work areas.
- Taking part in appropriate health and safety training.
- Following all safe operating procedures and precautions.
- Reporting unsafe conditions immediately to a supervisor, and stopping work if an imminent hazard is presented.
- Participating in workplace safety inspections.

### **III. IDENTIFYING WORKPLACE HAZARDS**

The Safety Committee will conduct regular, annual workplace safety inspections. The first of these inspections must take place when the Library first adopts the IIPP. The inspections should be noted on IIPP Form 3 or other documentation, and the Library should maintain copies of this documentation. These regular inspections will be supplemented with additional inspections whenever new substances, processes, procedures, or equipment introduced into the workplace present a new occupational safety and health hazard or whenever supervisors are made aware of a new or previously unrecognized hazard.

Generally, supervisors are responsible for identifying and correcting hazards and ensuring that work areas over which they exercise control are inspected at least annually. Supervisors should check for safe work practices with each visit to the workplace and should provide immediate verbal feedback where hazards are observed.

The "Report of Unsafe Condition" Form 1 should be filled out when a referral is made to the Safety Committee as a result of a condition discovered during an inspection for which the responsible supervisor could not determine an immediate remedy. The "Report of Unsafe Condition" form can also be obtained by any employee, filled out and turned in anonymously.

## **IV. COMMUNICATING WORKPLACE HAZARDS**

Supervisors are responsible for communicating with all workers about safety and health issues in a form readily understandable by all workers. All Library personnel are encouraged to communicate safety concerns to their supervisor without fear of reprisal. Alternatively, employees may report health and safety issues to the Safety Committee. Additionally, Safety Committee minutes and other safety-related items are posted or made available at a convenient location. Employees will also be informed about safety matters by e-mail, voice mail, the Library's intranet site, or through the W.A.A.G. Occasionally, the Safety Committee may sponsor seminars or speakers or coordinate other means to communicate with employees regarding health and safety matters.

Supervisors are responsible for ensuring that employees are supplied access to hazard information pertinent to their work assignments. Information concerning the health and safety hazards of tasks performed by Library staff is available from a number of sources. These sources include, but are not limited to, Material Safety Data Sheets (MSDSs, see below), equipment operating manuals, the Library Safety Coordinator, container labels, and work area postings.

### **Material Safety Data Sheets**

Material Safety Data Sheets (MSDSs) provide information on the potential hazards of products or chemicals. Hard copies of MSDSs for the chemicals used in the Library are available to all employees and kept in the executive office. If an MSDS is found to be missing, a new one can be obtained by submitting a request to the Building Engineer who will fax a written request to the manufacturer. A copy of this request should be kept until the MSDS arrives.

MSDSs are also available over the Internet from a variety of sources.

### **Equipment Operating Manuals**

All equipment will be operated in accordance with the manufacturer's instructions, as specified in the equipment's operating manual. Copies of operating manuals should be kept with each piece of equipment in the Library. Persons who are unfamiliar with the operation of a piece of equipment and its potential hazards must at least read the operating manual before using the equipment. Training should also be sought from an experienced operator or supervisor.

## **V. CORRECTING WORKPLACE HAZARDS**

Hazards discovered either as a result of a scheduled periodic inspection or during normal operations must be corrected by the supervisor in control of the work area, or by cooperation between the Library in control of the work area and the supervisor of the employees working in that area. Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard, based on the severity of the hazard.

Specific procedures that can be used to correct hazards include, but are not limited to, the following:

- Tagging unsafe equipment "Do Not Use Until Repaired," and providing a list of alternatives for employees to use until the item is repaired.
- Stopping unsafe work practices and providing retraining on proper procedures before work resumes.
- Reinforcing and explaining the need for proper personal protective equipment and ensuring its availability.
- Barricading areas that have chemical spills or other hazards and reporting the hazardous conditions to a supervisor or Building Coordinator.

Supervisors should use the "Hazard Correction Report" (IIPP Form 4) to document corrective actions, including projected and actual completion dates. If necessary, supervisors can seek assistance in developing appropriate corrective actions by submitting a "Report of Unsafe Condition" to the Safety Committee.

If an imminent hazard exists, work in the area should cease, and the appropriate supervisor must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to be removed from the area except those qualified and necessary to correct the condition. These qualified individuals will be equipped with necessary safeguards before addressing the situation.

## **VI. INVESTIGATING INJURIES AND ILLNESSES**

### **Injury Reporting**

Employees who are injured at work must report the injury immediately to their supervisor. If immediate medical treatment beyond first aid is needed, call 911. The injured party will be taken to the appropriate hospital or medical center.

The supervisor of the injured employee must work with HR to ensure that the "Employer's Report of Occupational Injury or Illness" and a "Workers' Compensation Claim Form" are completed properly and submitted to the insurance carrier.

If the injured employee saw a physician, the supervisor should obtain a medical release form before allowing the employee to return to work. The health care provider may stipulate work tasks that must be avoided or work conditions that must be altered before the employee resumes his or her full duties.

## **Injury Investigation**

The employee's supervisor is responsible for performing an investigation to determine and correct the cause(s) of the incident. Specific procedures that can be used to investigate workplace accidents and hazardous substance exposures include:

- Interviewing injured personnel and witnesses.
- Examining the injured employee's workstation for causative factors.
- Reviewing established procedures to ensure they are adequate and were followed.
- Reviewing training records of affected employees.
- Determining all contributing causes to the accident.
- Taking corrective actions to prevent the accident/exposure from reoccurring.
- Recording all findings and actions taken.

The supervisor's findings and corrective actions should be documented and presented to the Safety Committee using the "Occupational Accident, Injury or Illness Investigation Report" (IIPP Form 5). If the supervisor is unable to determine the cause(s) and appropriate corrective actions, he or she should seek assistance from the Library's Safety Committee.

The Safety Committee will review each accident or injury report to ensure that the investigation was reasonable and that all corrective actions are completed. Investigations and/or corrective actions that are found to be incomplete will be routed back to the supervisor for further follow-up, with specific recommendations noted by the committee. The Library Safety Coordinator will bring corrective actions that are not implemented in a reasonable period of time to the attention of the Executive Director.

## **VII. EMPLOYEE HEALTH AND SAFETY TRAINING**

Employee safety training is provided at no cost to the employee and is conducted during the employee's normal working hours on Library time. Safety training may be presented by a knowledgeable supervisor, or other Library personnel. Regardless of the instructor, all safety training should be documented using the "Safety Training Attendance Record" (IIPP Form 6) or an equivalent record that includes all the information required on IIPP Form 6.

### **Initial IIPP Training**

When the IIPP is first implemented, all Library personnel will be trained on the structure of the IIPP (Appendix A), including individual responsibilities under the program, and the availability of the written program. Training will also be provided on how to report unsafe conditions, how to access the Safety Committee, and where to obtain information on workplace safety and health issues.

Personnel hired after the initial training session will be oriented on this material as soon as possible by the Safety Coordinator or appropriate supervisor. These individual training sessions should be documented using IIPP Form 7, "New Employee Safety Training Record," or the equivalent.

### **Training on Specific Hazards**

Supervisors are required to be trained on the hazards to which the employees under their immediate control may be exposed. This training aids a supervisor in understanding and enforcing proper protective measures.

All supervisors must ensure that the personnel they supervise receive appropriate training on the specific hazards of work they perform, and the proper precautions for protection against those hazards. Training is particularly important for new employees and whenever a new hazard is introduced into the workplace. Such hazards may include new equipment, hazardous materials, or procedures. Health and Safety training is also required when employees are given new job assignments on which they have not previously been trained and whenever a supervisor is made aware of a new or previously unrecognized hazard.

Specific topics which may be appropriate to Library personnel include, but are not limited to, the following:

- Fire prevention techniques and fire extinguisher use.
- Obtaining emergency medical assistance and first aid.
- Disaster preparedness and response, including building evacuation procedures.
- Health and safety for computer users.
- Back care, body mechanics, and proper lifting techniques.
- Hazard communication, including training on MSDSs, chemical hazards and container labeling.
- Proper housekeeping.
- Chemical spill reporting procedures.

### **VIII. ENSURING COMPLIANCE**

All Library personnel have responsibility for complying with safe and healthful work practices, including applicable regulations, Library policy, and Library safety procedures. Overall performance in maintenance of a safe and healthy work environment should be recognized by the supervisor and noted in performance evaluations. Employees will not be discriminated

against for work-related injuries, and injuries will not be included in performance evaluations, unless the injuries were a result of an unsafe act on the part of the employee.

Standard progressive disciplinary measures in accordance with the applicable personnel policy or labor contract will result when employees fail to comply with applicable regulations, Library policy, or Library safety procedures. All personnel will be given instruction and an opportunity to correct unsafe behavior. Repeated failure to comply or willful and intentional noncompliance may result in disciplinary measures up to and including termination.

## **IX. RECORD KEEPING**

Documents related to the IIPP are maintained by the Executive Assistant in a safe and convenient location for record keeping. Documents that should be kept on file include:

- Records of scheduled and periodic workplace inspections, including the persons conducting the inspection, any identified unsafe conditions or work practices, and corrective actions (IIPP Form 3 or equivalent).
- Employee safety training records, including the names of all attendees and instructors, the training date, and material covered (IIPP Forms 6 and 7 or equivalent).
- Reports of Unsafe Conditions or Hazards (IIPP Form 1).
- Safety Committee Meeting Documentation (IIPP Form 2).
- Hazard Correction Reports (IIPP Form 4).
- Accident, Injury or Illness Investigation Reports (IIPP Form 5).





**REPORT OF UNSAFE CONDITION OR HAZARD (IIPP Form 1)**

Department: \_\_

**I. Unsafe Condition or Hazard**

Name: (optional) \_\_\_\_\_ Job: \_\_\_\_\_

Title: \_\_\_\_\_

Location of Hazard: \_\_\_\_\_

Building: \_\_\_\_\_ Floor: \_\_\_\_\_ Room: \_

Date and time the condition or hazard was observed:

Description of unsafe condition or hazard: \_\_\_\_\_

What changes would you recommend to correct the condition or hazard?

Employee Signature: (optional) \_\_\_\_\_

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

**II. Management/Safety Committee Investigation**

Name of person investigating unsafe condition or hazard:

Results of investigation (What was found? Was condition unsafe or a hazard?): (Attach additional sheets if necessary.)

Proposed action to be taken to correct hazard or unsafe condition: (Complete and attach a Hazard Correction Report, IIPP Form 4)

Signature of Investigating Party: \_\_\_\_\_

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

**SAFETY COMMITTEE MEETING DOCUMENTATION (IIPP Form 2)**

**NOTE:** This form, meeting minutes, or a similar record must be completed for each Safety Committee meeting held.

Department: _____
Meeting Date: _____ Meeting Chair: _____
Title: _____
Other Attendees: _____
<b>Attach any additional supporting documentation to this form.</b>

Issue Discussed: \_\_\_\_\_  
Required Actions and Schedule: \_\_\_\_\_  
\_\_\_\_\_

Responsible Party: \_\_\_\_\_

Issue Discussed: \_\_\_\_\_  
Required Actions and Schedule: \_\_\_\_\_  
\_\_\_\_\_

Responsible Party: \_\_\_\_\_

Issue Discussed: \_\_\_\_\_  
Required Actions and Schedule: \_\_\_\_\_  
\_\_\_\_\_

Responsible Party: \_\_\_\_\_

Issue Discussed: \_\_\_\_\_  
Required Actions and Schedule: \_\_\_\_\_  
\_\_\_\_\_

Responsible Party: \_\_\_\_\_

**ASSESSMENT FORM (IIPP Form 3)**

Office Location _____	Date of Inspection _____
Department _____	
Assessor's Name (print) _____	Signature _____
Supervisor's Name (print) _____	Signature _____

1. Do all powerstrips have a circuit breaker? (Only powerstrips with a circuit breaker reset switch should be used. Extension cords are not allowed as permanent wiring.)  
 Yes (Satisfactory)       No (Needs Correction)    Date Corrected: \_\_\_\_\_     N/A

**Corrective Action:** Replace powerstrips without circuit breaker with ones that have them. Do not connect power strips and/or extension cords in series. Dispose of or repair all electrical cords that are not in good condition, and install permanent wiring to replace those that have been used for more than 30 days.

2. Is furniture and equipment over 4 feet tall braced to prevent tipping in an earthquake?  
 Yes (Satisfactory)       No (Needs Correction)    Date Corrected: \_\_\_\_\_     N/A

**Corrective Action:** Contact your supervisor or the Safety Coordinator for assistance in installing seismic restraints, or remove items in question.

3. Is the floor free of slip or trip hazards?  
 Yes (Satisfactory)       No (Needs Correction)    Date Corrected: \_\_\_\_\_     N/A

**Corrective Action:** Remove stored material and extension cords from exit paths and clean up any spilled material immediately. Ensure that exit paths are maintained free of obstructions and hazards.

4. Have computer workstations been ergonomically evaluated for all employees who spend four or more hours at their computer each day?  
 Yes (Satisfactory)       No (Needs Correction)    Date Corrected: \_\_\_\_\_     N/A

**Corrective Action:** Contact your supervisor or the Safety Coordinator to have a trained workstation evaluator assess the workstation.

5. Do self-closing devices and door latches on fire-rated doors (doors that open into corridors or stairwells) work properly? (Doorstops are not permitted.)  
 Yes (Satisfactory)       No (Needs Correction)    Date Corrected: \_\_\_\_\_     N/A

**Corrective Action:** Contact the Safety Coordinator to arrange for door repairs.

**HAZARD CORRECTION REPORT (IIPP Form 4)**

Department: \_\_\_\_\_

This form should be used in conjunction with the "Report of Unsafe Condition" form (IIPP Form 1), as appropriate, to track the correction of identified hazards.

All hazards should be corrected as soon as possible, based on the severity of the hazard. If a serious imminent hazard cannot be immediately corrected, remove personnel from the area and restrict access until the hazard can be addressed.

Supervisor/Safety Coordinator Name: \_\_\_\_\_ Telephone Ext.: \_\_\_\_\_

\_\_\_\_\_  
Supervisor/Safety Coordinator Signature

\_\_\_\_\_  
Date

Description and Location of Unsafe Condition	Date Discovered	Required Action and Responsible Party	Completion Date	
			Projected	Actual

**OCCUPATIONAL ACCIDENT, INJURY OR ILLNESS INVESTIGATION REPORT (IIPP Form 5)**

Department: _____		
Supervisor's Name/Phone: _____		
Person(s) involved: (include titles) _____		
_____		
_____		
Location: _____	Time: _____	Date: _____
Task being performed when accident occurred: _____		
_____		
_____		

**NOTE:** This form is intended to serve only as a local record of the investigation conducted within the department. Should an injury or illness occur, required forms must be submitted to the Department of Workers Compensation (DWC). Also, an IIPP Form 4, "Hazard Correction Report" must be completed in conjunction with any accident, injury or illness.

Describe the accident, illness, or injury and the probable root cause(s) of the incident. Include the nature of the injury or illness, any eyewitness accounts, and any property damage which may have occurred. Be sure to include the names and phone numbers of any witnesses. Attach a separate sheet if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe what corrective actions need to be taken to ensure this type of incident does not recur. Also, include the name(s) and phone number(s) of those who will ensure that these corrective actions are done in a timely manner.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor Conducting Investigation    Date

\_\_\_\_\_  
Signature of Safety Coordinator    Date

**SAFETY TRAINING ATTENDANCE RECORD (IIPP Form 6)**

Department: \_\_

Topic of Training Session: \_  
*(attach a copy of the training session curriculum)*

Instructor(s):	Location:	Date:	Time:	Length:
----------------	-----------	-------	-------	---------

We are required to maintain records regarding our safety training activities. Please assist us by providing the information indicated below to document your attendance. Thank you.

Name <i>(Please Print)</i>	Department	Phone	Employee I.D. (if available)	Official Payroll Title	Signature
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

**NEW EMPLOYEE SAFETY TRAINING RECORD (IIPP Form 7)**

Department: \_\_\_\_\_  
Instructor/Supervisor: \_\_\_\_\_  
**This completed form should be retained in the individual's personnel file as evidence of initial training required under the Injury and Illness Prevention Program.**

Employee Name: \_\_\_\_\_  
(Please Print)

New Hire     Transfer     Other: \_\_\_\_\_

Date of Hire / New Assignment: \_\_\_\_\_

I, \_\_\_\_\_, hereby certify that this employee has  
(Instructor) been trained on the following: (Check appropriate boxes.)

I.  Initial Training on Department's IIPP, Including: \_\_\_\_\_ Date: \_\_\_\_\_

- My right to ask any question, or report any safety hazards, either directly or anonymously without any fear of reprisal.
- The location of departmental safety bulletins and required safety postings (i.e., summary of occupational injuries and illnesses, and Safety and Health Protection Poster).
- Disciplinary procedures that may be used to ensure compliance with safe work practices.
- Reporting safety concerns.
- Accessing the department safety committee.
- Reporting occupational injuries and illnesses.

II.  Hazard Communication Training \_\_\_\_\_ Date: \_\_\_\_\_

- The potential occupational hazards in the work area associated with my job assignment.
- The safe work practices and personal protective equipment required for my job title.
- The location and availability of Material Safety Data Sheets (MSDS).
- The hazards of any chemicals to which I may be exposed, and my right to the information contained on MSDSs for those chemicals.

III.  Building Emergency Plan (BEP) \_\_\_\_\_ Date: \_\_\_\_\_

- Emergency escape routes and procedures and Emergency Assembly Area (EAA)
- How to report a fire and other emergencies
- Names or regular job titles of persons to be contacted for further information.

III.  Other: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EXHIBIT A

COMMITTEE MEMBER NAMES AND PHONE NUMBERS

Coordinator:

~~Eustorgio Barajas~~ Harrison Alfaro (213) 785-252611

Members:

Ann Marie Gamez (213) 785-2511

Angelica Buenrostro (213) 785-2571

Christian Gaiters Radio/Paging Only

Sonny Lew (213) 785-2550

Janine Liebert (213) 785-2538

Adam Rosenblum (213) 785-2546

Jaye Steinbrick (213) 785-2515

Austin Stoub (213) 785-2534

Kim Thach (213) 785-2522

~~Ana Villagrana~~ ~~(213) 785-2564~~

Betsy Warner (213) 785-2598



# LA Law Library

## Emergency Action Plan

~~Effective~~ Last Updated: ~~October~~ June 1st, ~~2013~~ 2016

## Contents

EMERGENCY PERSONNEL .....	3
DESIGNATED AUTHORIZED OFFICIAL:.....	3
EMERGENCY COORDINATORS:.....	3
EAP COMMITTEE MEMEBRS: .....	3
MEETINGS & RECORDS .....	4
MEETING FREQUENCY: .....	4
RECORDS: .....	4
EVACUATION ROUTES .....	5
DESIGNATED EMERGENCY ASSEMBLY POINT: .....	5
EMERGENCY PHONE NUMBERS .....	6
UTILITY COMPANY EMERGENCY CONTACTS.....	7
EMERGENCY REPORTING AND EVACUATION PROCEDURES .....	8
MEDICAL EMERGENCY.....	9
FIRE EMERGENCY .....	10
TELEPHONE BOMB THREAT CHECKLIST .....	11
BOMB FACTS .....	12
EARTHQUAKE AND FLOOD.....	13
Earthquake:.....	13
Flood: .....	13
If Outdoors : .....	13
TRAINING .....	14
EXHIBIT A - COMMITTEE MEMBER NAMES AND PHONE NUMBERS .....	15

## EMERGENCY PERSONNEL

### DESIGNATED AUTHORIZED OFFICIAL:

| [Jaye Steinbrick](#), Senior Director, Information Services

### EMERGENCY COORDINATORS:

| ~~Senior Director, Administrative Services~~ [Sonny Lew](#), Information Technology

| [Harrison Alfaro](#), Building Engineer

### EAP COMMITTEE MEMEBRS:

Emergency Action Plan Committee members and future vacancies shall be appointed by the Executive Director.

A complete list of current committee members at the time of plan adoption has been attached to this document; please see "Exhibit A".

## **MEETINGS & RECORDS**

### **MEETING FREQUENCY:**

EAP Committee members shall meet as needed but not less than quarterly for training, to review procedures and recommend updates to the EAP and other documentation.

### **RECORDS:**

All EAP records shall be kept on file in the executive office.

- Inspection records shall be kept for a minimum of one year.
- Training records shall be kept for a minimum of three years.

## **EVACUATION ROUTES**

The following information is marked on posted evacuation maps:

1. Emergency exits
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Fire alarm pull station locations
5. Assembly points

Employees should know at least two evacuation routes.

### **DESIGNATED EMERGENCY ASSEMBLY POINT:**

In most cases, after evacuation, employees should assemble on the lower concrete area in front of the Library at the corner of 1<sup>st</sup> & Broadway, check-in with your working group and a supervisor and wait for further instructions from the Emergency Coordinator, Executive Director, or other person in authority.

## EMERGENCY PHONE NUMBERS

In emergency situations dial 911 immediately. You should also contact the **Security Desk Ext. 2500** so they are aware of the situation and can direct emergency personnel as they arrive onsite. For non-emergency general information, please use the telephone numbers below:

### **SECURITY:**

Extension 2500

From outside the building, dial: (213) 785-2529, Ext 2500

### **FIRE DEPARTMENT:**

(323) 881-2455

### **PARAMEDICS:**

(323) 881-2455

### **POLICE:**

(877) 275-5273

### **SHERRIFF:**

(323) 820-6700

## **UTILITY COMPANY EMERGENCY CONTACTS**

In the event of a serious water leak, you should call 911 for emergency response.

### **PLUMBING, ELECTRICAL, STEAM:**

LOS ANGELES COUNTY – INTERNAL SERVICES DIVISION  
(213) 974-1234

### **WATER:**

LOS ANGELES COUNTY - DEPARTMENT OF WATER & POWER  
(213) 367-9857

**THERE ARE NO GAS LINES ON LIBRARY PROPERTY.**

## EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel include:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE CLIMBING/DESCENDING
- EXTENDED POWER LOSS
- VIOLENT ATTACK
- TERRORIST ATTACK
- HOSTAGE SITUATION
- EXTENDED POWER LOSS

## MEDICAL EMERGENCY

Call 911.

Provide the following information:

- a. Nature of medical emergency,
- b. Location of the emergency (address, building, floor, room number), and
- c. Your name and phone number from which you are calling.

Do not move victim unless absolutely necessary.

Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

**Security Personnel                      Phone: Ext. 2500**

If personnel trained in First Aid are not available, at a minimum, attempt to provide the following assistance:

1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
2. Clear the air passages using the Heimlich Maneuver in case of choking.

In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

## FIRE EMERGENCY

When fire is discovered:

Activate the nearest fire alarm

Notify security or, if unable to reach security, notify the local Fire Department by **calling emergency 911**.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area and stay with your working group.
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must:

- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.

Area/Floor Monitors must:

- Ensure that all employees have evacuated the Library including the stacks, restrooms, break room, etc., Security staff will evacuate library patrons from public areas.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees and patrons in emergency evacuation.

## TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME : \_\_\_\_\_ DATE: \_\_\_\_\_

CALLER'S IDENTITY SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_

APPROXIMATE AGE: \_\_\_\_\_

ORIGIN OF CALL: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Telephone Booth \_\_\_\_\_

### VOICE CHARACTERISTICS

\_\_\_ Loud                      \_\_\_ Soft  
\_\_\_ High Pitch              \_\_\_ Deep  
\_\_\_ Raspy                    \_\_\_ Pleasant  
\_\_\_ Intoxicated              \_\_\_\_\_  
Other \_\_\_\_\_

### SPEECH

\_\_\_ Fast                      \_\_\_ Slow  
\_\_\_ Distinct                 \_\_\_ Distorted  
\_\_\_ Stutter                 \_\_\_ Nasal  
\_\_\_ Slurred                 \_\_\_\_\_ Other

### LANGUAGE

\_\_\_ Excellent                \_\_\_ Good  
\_\_\_ Fair                      \_\_\_ Poor  
\_\_\_ Foul                      \_\_\_\_\_ Other

### ACCENT

\_\_\_ Local                    \_\_\_ Not Local  
\_\_\_ Foreign                 \_\_\_ Region  
\_\_\_ Race

### MANNER

\_\_\_ Calm                     \_\_\_ Angry  
\_\_\_ Rational                \_\_\_ Irrational  
\_\_\_ Coherent                \_\_\_ Incoherent  
\_\_\_ Deliberate              \_\_\_ Emotional  
\_\_\_ Righteous                \_\_\_ Laughing

### BACKGROUND NOISES

\_\_\_ Factory                 \_\_\_ Trains  
\_\_\_ Machines                \_\_\_ Quiet  
\_\_\_ Music                    \_\_\_ Voices  
\_\_\_ Office                    \_\_\_ Airplanes  
\_\_\_ Machines                \_\_\_ Airplanes  
\_\_\_ Street                    \_\_\_ Animals  
\_\_\_ Traffic                    \_\_\_ Party

## BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour \_\_\_\_ Time Remaining

Where is it located? Building \_\_\_\_\_ Area

What kind of bomb? \_\_\_\_\_

What kind of package? \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_

What is your name and address?

If building is occupied, inform caller that detonation could cause injury or death.

Call Security at Extension 2500 immediately and relay information about call.

Did the caller appear familiar with the library building (by his/her description of the bomb location)?

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.

## EARTHQUAKE AND FLOOD

### **Earthquake:**

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

### **Flood:**

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If Outdoors :

- Get to high ground such as the Music Center and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.



## EXHIBIT A

### EAP COMMITTEE MEMBER NAMES AND PHONE NUMBERS

#### DESIGNATED AUTHORIZED OFFICIAL:

Name: Jaye Steinbrick Phone: (213) 785-2515

#### EMERGENCY COORDINATOR:

Name: ~~Patrick O'Leary~~Sonny Lew Phone: (213) 785-255020

Name: ~~John Mataras~~Harrison Alfaro Phone: (213) 785-2526

#### AREA/FLOOR MONITORS (If applicable):

Area/Floor: CMS / 2<sup>ND</sup> Floor Name: Betsy Warner Phone: (213) 785-2598

~~Area/Floor: 2<sup>nd</sup> Floor Name: John Mataras Phone: (213) 785-2526~~

Area/Floor: P&P / 3<sup>rd</sup> Floor Name: Janine Liebert Phone: (213) 785-2538

~~Area/Floor: P&P / 3<sup>rd</sup> Floor Name: Ana Villagrana Phone: (213) 785-2564~~

Area/Floor: reference / 3<sup>rd</sup> Floor Name: Austin Stoub Phone: (213) 785-2534

Area/Floor: Comm / 3<sup>rd</sup> Floor Name: Adam Rosenblum Phone: (213) 785-2546

Area/Floor: Circulation / 3<sup>rd</sup> Floor Name: Angelica Buenrostro Phone: (213) 785-2571

Area/Floor: Finance / 3<sup>rd</sup> Floor Name: Kim Thach Phone: (213) 785-2522

Area/Floor: Exec Office / 3<sup>rd</sup> Floor Name: ~~Eustorgio Barajas~~Ann Marie Gamez Phone: (213) 785-2511

Area/Floor: Upper Floor Stacks Name: Christian Gaiters Phone: Radio/Paging Only

#### ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: Security Staff Phone: Extension 2500



# AGENDA ITEM 4

## DISCUSSION ITEMS

- 4.1 Discussion of Fiscal Year 2015/16 Budget
- 4.2 Discussion and Approval of 2015-2016 Property & Liability Insurance Renewal
- 4.3 Law Week After-Report



**MEMORANDUM**

**DATE:** May 25, 2016

**TO:** Board of Trustees

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

**RE:** Discussion of Fiscal Year 2016/17 Budget

**SUMMARY AND BACKGROUND INFORMATION**

The Financial Planning Committee met to review and discuss the preliminary FY2017 Budget information compiled by staff. Information presented included Income and Expense Operations Summary, Cash Flow, Alternative Options for possible additional cuts and future opportunities, and a listing of proposed capital expenditures. On May 10, 2016 the Committee discussed each of these budget categories as well as the short-term and long-term financial picture for the Law Library and recommended approval of the proposed budget.

The recommendation is based upon a few key underlying principles:

1. The proposed operating budget, although resulting in a deficit in accounting terms, does not significantly drain cash or reserves.
  - a. The operating budget generates negative cash flow of approximately \$72K.
  - b. The proposed capital budget is \$1,570K and would result in a negative cash flow overall of \$1,600K for FY2017 if all projects are completed. However, the capital budget includes more than \$1,334,500 deferred from fiscal years 2014 through 2016.
  - c. Total reserves have improved, forecasted to increase over FY2013 by approximately \$1M in FY2016. However, as proposed FY2017 would see a decrease of approximately \$560K in total reserves primarily due to deferred capital projects.
2. The proposed budget incorporates and completes implementation of significant cuts made in prior fiscal years. Annual cash expenditures have been reduced by more than \$2,000,000 as compared to FY2012 operations.
3. Although additional minor cuts are included in the proposed budget, Staff and the Financial Planning Committee recommend that any further substantial cuts be implemented slowly over time (e.g., through attrition and voluntary personnel transitions, collection reductions upon expiration of existing contracts, etc).



4. Service is excellent in many areas, but there are still substantial areas of need (geographically, demographically and otherwise) that cannot be addressed without additional funding.
5. The proposed budget incorporates an assumption that court fees have stabilized. However, it also incorporates significant cost increases that are beyond our control.

Attached for your consideration are: the proposed FY2017 budget, including capital costs; the projected FY2017 cash flows; a memorandum describing alternatives not recommended at this time (and not included in the base budget) and a very brief description of future cost-saving opportunities. A summary of significant items follows here.

**BUDGET PROCESS AND OVERVIEW**

The budgeted FY 2017 Net Income before Extraordinary Income and Expense is presented at a net loss of \$1,221,431 and a cash loss of approximately \$72,000. This loss is largely due to 1) the continued effect of reduced L.A. Superior Court Filing Fee income; 2) the time lag in cuts to the collection appearing as savings in the income statement due to depreciation rules; and 3) cost increases beyond our control. These items are discussed further below.

Changes in Expenditures: As part of the budgeting process, each of the operating departments was requested to evaluate trends and developments affecting departmental budgets, propose expenditure reductions and predict any changes in expenses. All proposed reductions were discussed and evaluated. Those cuts recommended for approval because of their lesser effect on levels of service were included in the proposed budget, but are small in amount (e.g., eliminating professional dues reimbursement, eliminating linen stationery, etc). Except as noted below, no budget augmentations were approved.

Staffing Changes: The budget includes a cost-neutral restructure of IT to address the Library’s goal of maximizing efficiency through information systems. In essence, the restructure involves merging two vacant positions and creating a new position of Database Administrator. (The changes in job descriptions necessary to implement the proposed changes will be presented for approval at the June meeting.) The budget also includes a part-time library aide in Communications (\$11,000) to improve efficiency and outreach in promoting Law Library programs.

Cost Increases: The following are examples of increases beyond our control:

Account Name	Description	FY2016 Budget	FY2017 Budget
Retirement	Represents the Library’s share of retirement cost for its Classic (those hired < 1/1/2013) and PEPRA (those hired after 1/1/2013) members. The Library’s contribution is actuarially determined by CalPERS.	294,291	320,063

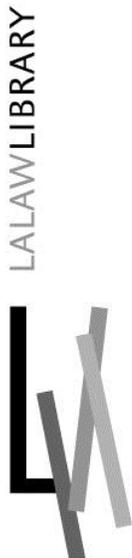
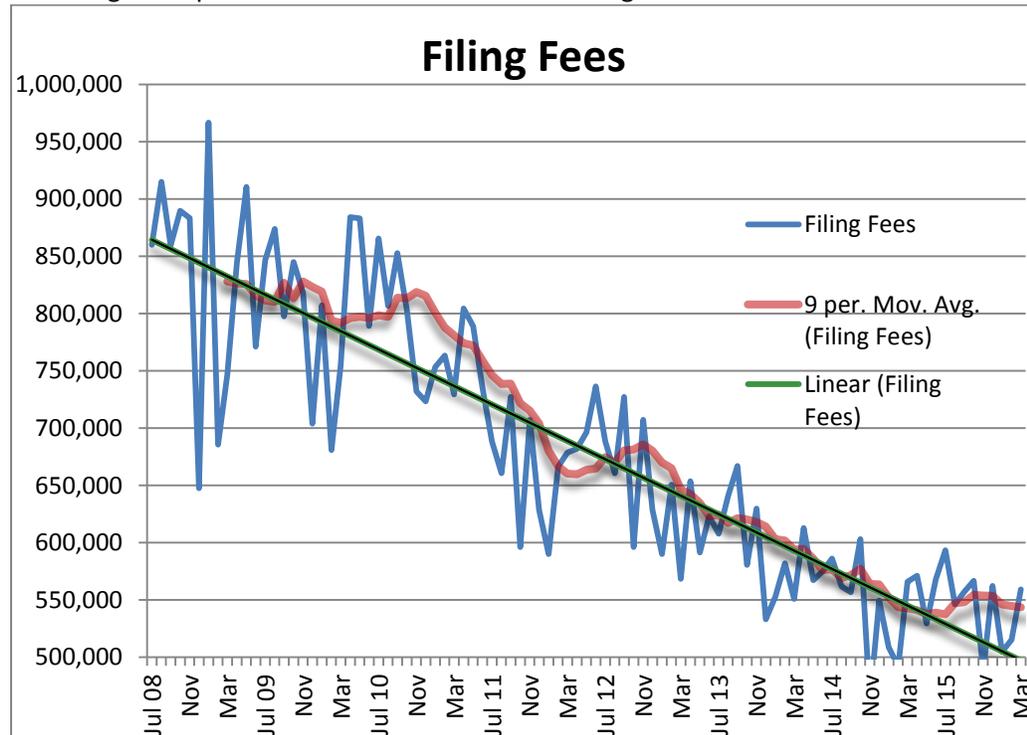


Health Insurance	Represents the Library's share of medical care cost for eligible full time employees and Branch Assistants. Premiums are rated annually by each provider. New rates go into effect at the beginning of the calendar year. The Library offers its employees 8 HMO plans and 3 PPO plans. The Library's contribution is capped (but the cap is adjusted annually to ensure it at least covers a specified employee-only HMO plan).	414,188	506,524
Accrued Vacation Expense	Represents the Library's liability for paid vacation for eligible full time employees.	3,000	20,000

Staff Compensation: Recent data collection in connection with the determination of merit bonuses indicates that the vast majority of Law Library employees are undercompensated as compared to market. However, due to budget constraints, no raises are proposed. Consistent with the existing MOU, however, the proposed budget does include a 2% fund for discretionary merit bonuses again this year.

**FILING FEES**

The primary reason for the proposed loss continues to be the rapidity of the decline in income from civil filing fees. From FY 2009, L.A. Superior Court Filing Fees have decreased from \$9,978,807 to a budgeted FY 2017 amount of \$6,459,933. Filing fee revenue is conservatively budgeted to be \$50,000 less than the current year actual. The following chart provides a visual of the trend in filing fees since FY2009.



### **ALTERNATIVE OPTIONS**

Additional cuts from the Alternatives list were not recommended by staff or the committee due to the negative impact on service levels (and the ability to achieve a neutral operating cash flow without these cuts). In particular, Staff noted, and the Committee agreed, that in light of the more than \$2 million in cuts already made in recent years, the opportunities to reduce expenses without affecting patron service are minimal. Past efforts to stem financial losses included staffing reductions and layoffs, furloughs, contract cost reductions through RFPs and contract re-negotiations, and in-house legal representation. Past efforts to increase revenue, included new investment strategies, increased room rentals, increased course registrations and revised parking options. These efforts have been significant but cannot compensate for the multi-million dollar loss in filing fee revenue over the past several years.

### **CAPITAL EXPENDITURES**

Proposed capital expenditures were presented totaling \$1,569,500 (see attached) of which \$1,334,500 are carryover projects from prior years. The Committee concurred that the recommended capital expenditures were necessary for health and safety reasons, to sustain existing operations or to complete pending projects.

### **CASH FLOW**

Based on the budget without alternatives, cash and cash equivalents at the end of FY 2016 are projected to be \$2,185,778, a net decrease of \$1,551,121 over the prior year (primarily deferred capital projects). In addition to the \$2,185,778, the Library holds a \$2M trust fund with CalPERS CERBT and a \$4M investment with UBS, bringing the total investments, cash and cash equivalents at \$8,260,778. This is approximately \$626,483 less than the total reserves at the end of the 2013 fiscal year.

### **FUTURE YEARS**

Two years ago, the Board and Staff discussed the outlook over roughly a 3 year period, noting that if Filing Fee revenue continued to decline without offsetting income increases in other categories, current service levels could not be maintained. The general consensus was that filing fee revenue was likely to level off but not regain historic levels. Staff recommended and the Board agreed that increased revenue from pending initiatives (room rentals, class registration, investment opportunities, etc), moderate cuts and cost savings due to staff changes as a result of natural attrition, would allow the Law Library to maintain service levels without further depleting reserves over time and that drastic cuts should not be implemented immediately.

The Board further agreed that a 3 year course of making cuts, implementing new revenue initiatives and reducing staffing through attrition was the most prudent course to achieve a balanced budget – and would be re-evaluated at least twice each year at budget adoption and review. The Board also recommended a cap on the use of reserves to offset potential losses over time.

Staff has pursued that approach and Staff and the Committee recommend continuing with it. The reserves are not only stable, but increasing slightly over time; making cuts



slowly is allowing the Law Library to adjust and provide maximum service levels given the revenue situation. The Committee also reviewed potential future opportunities for revenue generation and reductions in expense some of which are summarily described in the attached memorandum.

As always, we will provide monthly reports throughout the fiscal year, as well as a more in depth mid-year budget review.

**RECOMMENDATION**

With the support of the Budget Committee, Staff recommends that the Board approve the proposed budget for FY2017, including the Operating Income and Expense Statement, the proposed capital expenditures and the cash flows. If the Board approves the current proposal, then final documentation, including the job descriptions necessary to implement the budget changes, will be presented on the consent calendar at the June 2016 board meeting.

If the Board would like to make changes, then staff will bring back any changes at the June 2016 Board meeting for discussion and approval.





# Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/17

GL No.				Budget 2016	Forecast 2016	Budget 2017	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
	2013	2014	2015					
<b>Summary:</b>								
<b>Income</b>								
L.A. Superior Court Fees	7,684,540	7,112,614	6,336,433	6,409,933	6,495,730	6,459,933	(35,798)	-0.6%
Interest	64,286	51,546	19,838	19,435	20,746	23,688	2,941	14.2%
Parking	556,182	618,386	668,472	669,000	700,118	680,000	(20,118)	-2.9%
Library Services	420,309	563,148	518,932	496,377	504,888	524,120	19,231	3.8%
Total Income	8,725,317	8,345,695	7,543,675	7,594,744	7,721,483	7,687,740	(33,743)	-0.4%
<b>Expense</b>								
Staff	4,509,067	4,105,615	3,741,753	4,062,859	3,944,233	4,127,544	183,311	4.6%
Library Materials	3,400,726	3,035,273	2,847,890	2,503,641	1,886,617	1,847,217	(39,400)	-2.1%
Library Materials Transferred to Assets	(3,400,726)	(3,035,273)	(2,847,890)	(2,503,641)	(1,886,617)	(1,847,217)	39,400	-2.1%
Electronic Resource Subscriptions (ERS)				0	628,792	651,969	23,177	3.7%
Facilities	840,637	800,083	839,275	851,455	885,129	854,368	(30,761)	-3.5%
Technology & Data	123,805	113,847	111,770	177,636	146,728	164,400	17,672	12.0%
General	92,729	68,276	73,295	70,198	64,685	67,049	2,364	3.7%
Professional Development	29,557	16,759	20,775	22,557	16,355	21,325	4,970	30.4%
Communications & Marketing	26,675	9,587	2,561	9,710	7,098	8,355	1,257	17.7%
Travel & Entertainment	7,221	1,827	1,859	3,941	2,676	3,048	372	13.9%
Professional Services	78,188	36,593	50,345	55,275	61,834	56,063	(5,771)	-9.3%
Depreciation	3,412,815	3,266,848	2,844,276	3,497,517	2,957,856	2,955,050	(2,807)	-0.1%
Total Expenses	9,120,694	8,419,436	7,685,910	8,751,149	8,715,386	8,909,171	193,785	2.2%
<b>Net Income (Loss)</b>	<b>(395,377)</b>	<b>(73,741)</b>	<b>(142,235)</b>	<b>(1,156,404)</b>	<b>(993,903)</b>	<b>(1,221,431)</b>	<b>(227,528)</b>	<b>22.9%</b>
Investment Gain (Loss) <sup>2</sup>		(2,562)	40,081	35,000	8,773	35,000	26,227	299.0%
Extraordinary Income	0	671,128	21,347	0	0	0	0	0.0%
Extraordinary Expense	1,270,607	279,570	572,839	0	0	0	0	0.0%
Net Income Including Extraordinary Items	(1,665,984)	315,256	(653,647)	(1,121,404)	(985,130)	(1,186,431)	(201,301)	20.4%
								0.0%
<b>Capitalized Expenditures</b>	<b>358,753</b>	<b>65,523</b>	<b>48,739</b>	<b>1,310,000</b>	<b>181,430</b>	<b>1,569,500</b>	<b>1,388,070</b>	<b>765.1%</b>

# Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/17

GL No.					Budget 2016	Forecast 2016	Budget 2017	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2013	2014	2015					
<b>Detailed Budget:</b>									
<b>Income:</b>									
303300	L.A. Superior Court Fees	7,684,540	7,112,614	6,336,433	6,409,933	6,495,730	6,459,933	(35,798)	-0.6%
Interest:									
311000	Interest - LAIF	4,013	3,226	3,486	3,250	4,653	4,810	157	3.4%
312000	Interest - General Fund	58,563	46,507	14,314	14,300	13,992	16,500	2,508	17.9%
313000	Interest - Deposit Fund	1,710	1,813	2,038	1,885	2,101	2,378	277	13.2%
313100	Interest - CalPERS CERBT <sup>1</sup>	0	0	0	0	0	0	0	0.0%
313200	Interest - Bonds <sup>2</sup>	0	0	0	0	0	0	0	0.0%
	Subtotal	64,286	51,546	19,838	19,435	20,746	23,688	2,941	14.2%
Unrealized Invest. Gain/Loss									
321000	UBS (Zero Coupon Treasury) <sup>2</sup>	0	0	0	0	0	0	0	0.0%
Parking:									
330100	Parking	556,182	618,386	668,472	669,000	700,118	680,000	(20,118)	-2.9%
330105	Valet Parking	0	0	0	0	0	0	0	0.0%
	Subtotal	556,182	618,386	668,472	669,000	700,118	680,000	(20,118)	-2.9%
Library Services:									
330150	Annual Borrowing Fee	5,600	4,095	2,860	2,400	2,765	3,800	1,035	37.4%
330140	Annual Members Fee	95,117	104,268	113,185	109,980	113,153	110,004	(3,149)	-2.8%
330340	Course Registration	15,024	27,056	30,284	24,096	31,985	32,617	632	2.0%
330129	Copy Center	73,958	67,035	59,815	54,000	56,382	52,700	(3,682)	-6.5%
330205	Document Delivery	25,734	29,114	23,862	22,800	27,413	24,000	(3,413)	-12.5%
330210	Fines	49,962	49,523	39,196	38,400	41,337	46,500	5,163	12.5%
330310	Miscellaneous	1,975	88,255	60,992	66,845	38,892	65,999	27,107	69.7%
330330	Room Rental	24,722	24,433	53,993	43,020	44,907	45,600	693	1.5%
330350	Book Replacement	3,250	6,296	5,360	3,000	2,156	4,200	2,044	94.8%
330360	Forfeited Deposits	0	13,495	0	0	13,206	7,500	(5,706)	-43.2%
330400	Friends of Law Library	120,000	134,961	120,000	120,000	120,000	120,000	0	0.0%
330420	Grants	0	0	0	0	0	0	0	0.0%
330450	Vending	4,967	3,985	3,171	1,836	999	1,200	201	20.1%
330465	Special Events Income	0	10,634	6,214	10,000	11,692	10,000	(1,692)	-14.5%
	Subtotal	420,309	563,148	518,932	496,377	504,888	524,120	19,231	3.8%
	Total Income	8,725,317	8,345,695	7,543,675	7,594,744	7,721,483	7,687,740	(33,743)	0
<b>Expenses:</b>									
Staff:									
501000	Salaries (benefits eligible)	2,774,611	2,525,670	2,422,696	2,527,571	2,346,702	2,519,571	172,869	7.4%
501025	Staff Vacancy Offset (Ben. Eligible)	0	0	0	(50,551)	0	(49,446)	(49,446)	0.0%
501050	Salaries (benefits ineligible)	349,078	311,014	241,200	238,936	236,421	294,665	58,244	24.6%
501075	Staff Vacancy Offset (Ben. Ineligible)	0	0	0	(4,779)	0	(5,549)	(5,549)	0.0%

# Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/17

GL No.					Budget 2016	Forecast 2016	Budget 2017	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2013	2014	2015					
502000	Social Security	180,729	166,102	157,273	171,523	139,373	167,074	27,701	19.9%
503000	Medicare	43,427	40,273	37,941	40,114	36,178	39,074	2,896	8.0%
511000	Retirement	117,765	285,279	0	294,291	276,990	320,063	43,073	15.6%
511050	Pension Exp (Actuarial)			85,787	0	0	0	0	0.0%
511100	Pension Exp (Acctg)			(87,905)	0	0	0	0	0.0%
512000	Health Insurance	551,922	499,922	423,807	414,188	480,421	506,524	26,103	5.4%
513000	Disability Insurance	2,797	4,936	5,079	4,570	4,955	4,655	(300)	-6.1%
514000	Dental Insurance	61,733	58,368	60,648	66,043	61,275	66,241	4,966	8.1%
514500	Vision Insurance	9,016	8,304	7,322	7,537	6,978	8,170	1,192	17.1%
515000	Life Insurance	1,660	1,096	1,076	1,680	1,046	1,577	531	50.8%
515500	Vacancy Benefits Offset	0	0	0	0	0	0	0	0.0%
516000	Workers Compensation Insurance	114,345	86,412	87,747	107,808	113,653	87,935	(25,718)	-22.6%
517000	Unemployment Insurance	8,328	441	(32)	0	(96)	0	96	-100.0%
514010	Temporary Employment	22,551	1,550	21,339	2,000	1,916	3,200	1,284	67.0%
514015	Recruitment	5,584	3,424	1,333	0	896	500	(396)	-44.2%
517500	Accrued Sick Expense	(46,026)	1,834	9,231	3,000	3,000	5,000	2,000	66.7%
518000	Accrued Vacation Expense	(10,846)	18,569	86,483	3,000	3,000	20,000	17,000	566.7%
518500	OPEB Expense	291,978	58,656	153,074	205,928	205,928	108,289	(97,639)	-47.4%
518550	TMP	13,815	16,356	13,864	15,000	11,123	15,000	3,877	34.9%
518560	Payroll and Benefit Administration	16,600	17,410	13,791	15,000	14,474	15,000	526	3.6%
	<b>Total - Staff</b>	<b>4,509,067</b>	<b>4,105,615</b>	<b>3,741,753</b>	<b>4,062,859</b>	<b>3,944,233</b>	<b>4,127,544</b>	<b>183,311</b>	<b>4.6%</b>
	<b>Library Materials:</b>								
601999	American Continuations	2,436,509	2,214,222	2,179,152	1,990,000	1,432,335	1,412,908	(19,427)	-1.4%
602999	American New Orders	64,323	80,909	28,431	40,000	13,485	14,429	944	7.0%
609199	Branch Continuations	82,479	47,578	35,849	36,800	38,220	40,896	2,675	7.0%
609299	Branch New Orders	5,262	351	499	1,081	500	600	100	20.0%
603999	Commonwealth Continuations	417,153	302,020	251,944	180,000	132,642	111,904	(20,738)	-15.6%
604999	Commonwealth New Orders	3,053	930	87	1,560	0	1,560	1,560	0.0%
605999	Foreign Continuations	209,387	209,190	195,562	135,000	162,087	156,904	(5,183)	-3.2%
606999	Foreign New Orders	5,055	11,543	1,350	12,000	513	1,200	687	133.8%
607999	International Continuations	138,264	134,552	125,356	80,000	90,590	84,601	(5,989)	-6.6%
608999	International New Orders	6,756	6,784	3,239	4,000	117	4,000	3,883	3318.8%
609399	General/Librarianship Continuations	30,861	25,579	26,151	22,000	15,946	17,015	1,070	6.7%
609499	General/Librarianship New Orders	1,624	1,614	270	1,200	181	1,200	1,019	562.1%
	<b>Subtotal</b>	<b>3,400,726</b>	<b>3,035,273</b>	<b>2,847,890</b>	<b>2,503,641</b>	<b>1,886,617</b>	<b>1,847,217</b>	<b>(39,400)</b>	<b>-2.1%</b>
690000	Library Materials Transferred to Assets	(3,400,726)	(3,035,273)	(2,847,890)	(2,503,641)	(1,886,617)	(1,847,217)	39,400	-2.1%
	<b>Balance</b>	<b>0</b>	<b>0.0%</b>						

# Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/17

GL No.					Budget 2016	Forecast 2016	Budget 2017	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2013	2014	2015					
685000	Electronic Resource Subscriptions (ERS)				0	628,792	651,969	23,177	3.7%
	Facilities:								
801005	Repair & Maintenance	32,558	36,528	38,567	34,800	43,707	45,000	1,293	3.0%
801010	Building Services	15,127	17,439	16,145	24,600	15,568	12,000	(3,568)	-22.9%
801015	Cleaning Supplies	19,336	11,952	12,944	15,504	11,106	12,996	1,890	17.0%
801020	Electricity & Water	114,028	111,021	119,333	124,272	123,851	124,272	421	0.3%
801025	Elevator Maintenance	15,612	15,476	12,889	0	9,262	6,306	(2,956)	-31.9%
801030	Heating & Cooling	33,598	30,761	33,185	34,724	33,159	31,224	(1,935)	-5.8%
801035	Insurance	264,955	249,409	255,051	277,229	292,301	259,200	(33,101)	-11.3%
801040	Janitorial Services	98,174	101,057	104,840	105,060	104,494	106,638	2,144	2.1%
801045	Landscaping	6,300	16,125	13,671	14,400	13,350	18,000	4,650	34.8%
801050	Security	197,875	168,542	175,908	174,860	183,303	184,992	1,689	0.9%
801060	Room Rental Expenses	0	13,446	34,234	21,000	26,318	21,000	(5,318)	-20.2%
801065	Special Events Expenses	0	15,598	13,677	11,496	16,170	15,000	(1,170)	-7.2%
801100	Furniture & Appliances (<3K)	3,012	1,866	598	1,200	500	2,400	1,900	380.0%
801110	Equipment (<3K)	0	1,731	1,153	3,600	2,926	4,800	1,874	64.1%
801115	Building Alterations (<3K)	17,853	0	0	1,680	700	1,200	500	71.4%
801120	Delivery & Postage	12,108	4,370	4,280	4,150	6,391	6,844	453	7.1%
801125	Kitchen supplies	10,100	4,763	2,800	2,880	2,023	2,496	473	23.4%
	Subtotal	840,637	800,083	839,275	851,455	885,129	854,368	(30,761)	-3.5%
	Technology:								
801210	Software Maintenance	30,476	26,575	19,327	18,128	21,342	20,880	(462)	-2.2%
801212	Hardware Maintenance	0	0	11,145	18,252	15,683	17,892	2,209	14.1%
801215	Software (<\$3k)	0	4,055	1,004	14,900	6,452	14,400	7,948	123.2%
801220	Hardware (<\$3k)	12,815	8,759	2,613	4,800	4,839	9,800	4,961	102.5%
801225	Computer Supplies	0	908	391	1,000	1,178	960	(218)	-18.5%
801230	Integrated Library System	42,078	43,549	45,400	46,356	46,564	48,468	1,904	4.1%
801235	Telecommunications	38,435	29,966	30,445	39,200	35,219	42,000	6,781	19.3%
801245	Tech & Data - Misc	0	35	91	0	0	0	0	0.0%
801250	Services	0	0	1,355	35,000	15,450	10,000	(5,450)	-35.3%
	Subtotal	123,805	113,847	111,770	177,636	146,728	164,400	17,672	12.0%
	General:								
801310	Bank Charges	6,276	6,965	7,835	8,400	6,569	8,400	1,831	27.9%
801315	Bibliographical Services	8,666	7,482	7,878	9,170	9,130	9,410	280	3.1%
801320	Binding	0	0	0	0	0	0	0	0.0%
801325	Board Expense	1,001	1,190	2,189	1,080	712	1,080	368	51.6%
801330	Staff meals & events	9,420	2,729	1,710	2,115	1,333	2,184	851	63.8%
801335	Supplies - Office	18,214	11,778	14,806	12,133	11,195	12,000	805	7.2%
801337	Supplies - Library materials	12,056	9,391	6,861	9,500	9,364	9,025	(339)	-3.6%

# Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/17

GL No.					Budget 2016	Forecast 2016	Budget 2017	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2013	2014	2015					
801340	Stationery, business cards, etc.	4,388	821	665	3,000	4,167	1,000	(3,167)	-76.0%
801365	Grant Application Expenses	0	0	0	0	0	0	0	0.0%
801370	Copy Center Expense	28,855	26,849	24,925	24,500	20,339	22,500	2,161	10.6%
801375	General - Misc	3,852	1,071	294	0	966	500	(466)	-48.2%
801390	Course Registration	0	0	4,701	300	848	850	2	0.3%
801395	Friends of Law Library	0	0	1,433	0	63	100	37	59.2%
	Subtotal	92,729	68,276	73,295	70,198	64,685	67,049	2,364	3.7%
	Professional Development:								
803105	Travel	11,652	3,891	5,946	6,681	3,450	9,100	5,650	163.8%
803110	Meals	0	122	140	0	0	0	0	0.0%
803113	Incidental and miscellaneous	0	1,905	0	0	0	0	0	0.0%
803115	Membership dues	11,675	7,239	10,878	11,561	10,572	6,160	(4,412)	-41.7%
803120	Registration fees	6,230	3,602	3,547	4,315	2,333	6,065	3,732	160.0%
803125	Educational materials	0	0	264	0	0	0	0	0.0%
	Subtotal	29,557	16,759	20,775	22,557	16,355	21,325	4,970	30.4%
	Communications & Marketing:								
803205	Services	0	1,784	0	1,800	500	1,800	1,300	260.0%
803210	Collateral materials	26,675	978	1,099	2,460	2,442	2,830	388	15.9%
803215	Advertising	0	5,109	104	4,350	3,298	3,100	(198)	-6.0%
803220	Trade shows & Outreach	0	1,716	1,359	1,100	858	625	(233)	-27.2%
	Subtotal	26,675	9,587	2,561	9,710	7,098	8,355	1,257	17.7%
	Travel & Entertainment								
803305	Travel	3,257	51	22	0	0	0	0	0.0%
803310	Meals	1,539	0	0	0	0	0	0	0.0%
803315	Entertainment	0	0	0	0	0	0	0	0.0%
803320	Ground transportation & mileage reimb	2,425	1,776	1,837	3,941	2,676	3,048	372	13.9%
803325	Incidental travel expenses	0	0	0	0	0	0	0	0.0%
	Subtotal	7,221	1,827	1,859	3,941	2,676	3,048	372	13.9%

# Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/17

GL No.					Budget 2016	Forecast 2016	Budget 2017	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2013	2014	2015					
Professional Services									
804005	Accounting	15,056	16,500	17,715	18,500	22,030	18,063	(3,967)	-18.0%
804008	Consulting Services	26,940	15,225	32,613	34,775	39,804	38,000	(1,804)	-4.5%
804010	Legal	36,192	4,868	18	2,000	0	0	0	0.0%
804015	Other	0	0	0	0	0	0	0	0.0%
	Subtotal	78,188	36,593	50,345	55,275	61,834	56,063	(5,771)	-9.3%
Depreciation:									
806105	Depreciation - Library Materials	3,024,243	2,890,614	2,492,718	3,098,494	2,620,094	2,519,459	(100,635)	-3.8%
806110	Depreciation Exp - FF&E	388,572	376,235	351,558	399,024	337,763	435,591	97,828	29.0%
	Subtotal	3,412,815	3,266,848	2,844,276	3,497,517	2,957,856	2,955,050	(2,807)	-0.1%
	Total Expense	9,120,694	8,419,436	7,685,910	8,751,149	8,715,386	8,909,171	193,785	2.2%
	Net Income Before Extraordinary Items	(395,377)	(73,741)	(142,235)	(1,156,404)	(993,903)	(1,221,431)	(227,528)	22.9%
321000	Investment Gain (Loss) <sup>2</sup>		(2,562)	40,081	35,000	8,773	35,000	26,227	299.0%
401000	Extraordinary Income	0	671,128	21,347	0	0	0	0	0.0%
901000	Extraordinary Expense	1,270,607	279,570	572,839	0	0	0	0	0.0%
	Net Income Including Extraordinary Items	(1,665,984)	315,256	(653,647)	(1,121,404)	(985,130)	(1,186,431)	(227,528)	0
Capital Expenditures:									
161100	Furniture / Appliances (>3k)	0	0	44,374	35,000	0	30,000	30,000	0.0%
161300	Electronics / Computer Hardware (>3k)	12,186	19,010	4,364	40,000	40,000	157,000	117,000	292.5%
164500	Exterior Building Repairs/ Improvements (>3k)	215,242	0	0	455,000	20,000	452,500	432,500	2162.5%
164000	Interior Improvements / Alterations (>3k)	112,014	24,254	0	435,000	0	535,000	535,000	0.0%
168000	Computer Software	19,311	22,259	0	345,000	121,430	395,000	273,570	225.3%
	Total - Capitalized Expenditures	358,753	65,523	48,739	1,310,000	181,430	1,569,500	1,388,070	765.1%

<sup>1</sup> CalPERS CERBT income account removed from FY 2016 budget as recommended by outside auditors. The account will be monitored and reported independently from the Library's operating budget.

<sup>2</sup> UBS interest/dividend income and gains/losses is consolidated into Investment Gain (Loss) for FY 2016. It was also moved to "non-operating income" section of the budget as recommended by outside auditors.

# Los Angeles County Law Library: Capital Purchases

Proposed Budget: Fiscal Year Ending 6/30/17

Vendor or Description of Item	Category of Asset (select from dropdown menu)	Qtr of purchase / completion	Acquisition cost including consulting, design, overtime, etc.	Carryover from prior fiscal year(s)? (select from dropdown menu)	Reason or comment
New ILS System	Computer Software	1	350,000	Yes	Per Strategic Plan objective to upgrade to next generation ILS system. First year maintenance included.
Navision Upgrade - Bring accounting software to latest version	Computer Software	2	45,000	Yes	Cost to bring software to current version including all custom programming.
New Copiers - Public Copiers	Electronics / Computer Hardware >3K	2	50,000	No	Replacement of five existing copiers in the public service areas which are no longer reliable and some parts are no longer available. Service company warns our older copiers may not be eligible for service in the future.
Vcenter Server Cluster	Electronics / Computer Hardware >3K	1	75,000	No	Replacement of antiquated server array service all staff and patron virtual workstations.
Book Detection Gates	Electronics / Computer Hardware (>3k)	2	32,000	Yes	Replacement of book gates near security desk for more reliable system.
Land scape.	Exterior Building Repairs / Improvements >\$3K	1	5,000	No	Replace dead or missing lanscape to mitigate health impacts of overnight homeless encampments.
LED lighting in parking garages.	Exterior Building Repairs / Improvements >\$3K	1	5,000	No	Convert parking fixtures to LED bulbs. Lower power consumption, longer lifetime bulbs, cost savings over time.
Repaving loading dock.	Exterior Building Repairs / Improvements >\$3K	4	7,500	Yes	Repair cracked/broken assphalt, reseal entire surface to prevent tripping hazards.
New Roof - North (1970) Stacks	Exterior Building Repairs/ Improvement	2	400,000	Yes	Existing roof material is failing. 20 year roof material was last replaced in 1980s.
Exterior Security Gate	Exterior Building Repairs/ Improvements	3	35,000	Yes	Security gate mechanism needs replaced since parts are not available to repair existing unit.
Exterior Cameras	Furniture / Appliances >3K	2	30,000	Yes	Exterior building cameras - Includes all camera hardware and installation of data lines to south roof-line.
Elevator Repair & Upgrade	Interior Improvements / Alterations >\$3K	1	400,000	Yes	Upgrade all elevators to code per previously approved bid award
Flooring - Public Stacks	Interior Improvements / Alterations >\$3K	1	28,000	Yes	Carpet to seal existing tiles (which contain asbestos and cannot be allowed to fragment).
Seal CMS Floor	Interior Improvements / Alterations >\$3K	2	7,000	Yes	Carpet to seal existing tiles (which contain asbestos and cannot be allowed to fragment).
HVAC duct cleaning.	Interior Improvements / Alterations >\$3K	3	100,000	No	Clean all interior HVAC ductwork to address debris deposits coming through ducting.
			<b>1,569,500</b>		

## Los Angeles County Law Library: Capital Purchases

Proposed Budget: Fiscal Year Ending 6/30/17

Vendor or Description of Item	Category of Asset (select from dropdown menu)	Qtr of purchase / completion	Acquisition cost including consulting, design, overtime, etc.	Carryover from prior fiscal year(s)? (select from dropdown menu)	Reason or comment
-------------------------------	--	------------------------------	---	---	-------------------

### Capital Purchase Guideline:

Capital assets are recorded at cost. Assets, other than books and reference materials, with acquisition cost of \$3,000 or more are capitalized. Books and reference materials are capitalized regardless of the amount.

The provision for depreciation is computed using the straight-line method over the estimated service lives of the capital assets. Estimated service lives for the Law Library's capital assets are as follows.

Books and reference materials	10 years
Computer equipment	4 years
Furniture, fixtures and other equipment	4-7 years
Interior Building improvements	15 years
Exterior Building Improvements	15-50 years

**Los Angeles County Law Library**  
Statement of Cash Flows  
6/30/2012 through 6/30/2017 Proposed Budget

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016 (Forecast)	FY 2017 (Proposed Budget)
<b>Cash flows from operating activities</b>						
Cash received from filing fees and services	9,425,350	8,634,796	8,160,521	7,587,825	7,601,483	7,567,740
Cash payments to suppliers for goods and services	-276,935	-2,870,681	-853,929	-1,798,476	-1,776,735	-1,826,577
Cash payments to employees for services	-4,214,621	-4,363,664	-4,084,807	-3,867,282	-3,769,420	-4,019,255
Contributions received	143,000	120,000	134,961	120,000	120,000	120,000
Net cash from operating activities	5,076,794	1,520,451	3,356,746	2,042,067	2,175,328	1,841,908
<b>Cash flows from capital and related financing activities</b>						
Acquisition of capital assets	-9,741,373	-3,767,928	-3,094,342	-2,310,834	-2,068,047	-3,416,717
Prior period adjustment	0	25,436	-35,885			
Net cash from (used in) capital and related financing activities	-9,741,373	-3,742,492	-3,130,227	-2,310,834	-2,068,047	-3,416,717
<b>Cash flows from non-capital and related financing activities</b>						
Sales of rare books collection	0	0	671,129	21,347	0	0
Net cash from non-capital and related financing activities	0	0	671,129	21,347	0	0
<b>Cash flows from investing activities</b>						
Investment in money market and government securities <sup>1</sup>	0	0	-3,997,438	-40,081	0	0
CalPERS CERBT Trust Account <sup>1</sup>	0	0		-2,040,647		0
Investments earnings	108,350	64,287	89,630	59,919	20,746	23,688
Net cash from (used in) investing activities	108,350	64,287	-3,907,808	-2,020,809	20,746	23,688
Net increase in cash and cash equivalents	-4,556,229	-2,157,754	-3,010,160	-2,268,229	128,027	-1,551,121
Cash and cash equivalents, at beginning of year	15,601,244	11,045,015	8,887,261	5,877,101	3,608,872	3,736,899
Cash and cash equivalents, end of year	11,045,015	8,887,261	5,877,101	3,608,872	3,736,899	2,185,778

<sup>1</sup> Items accounted for separately:

Cash and cash equivalents, end of year	11,045,015	8,887,261	5,877,101	3,608,872	3,736,899	2,185,778
CalPERS CERBT Account	0	0	0	1,973,064	1,993,021	1,995,000
UBS money market and government securities	0	0	3,997,438	4,037,519	4,050,000	4,080,000
Cash and cash equivalents, end of year including items accounted for separately	11,045,015	8,887,261	9,874,539	9,619,455	9,779,920	8,260,778



## POTENTIAL ADDITIONAL CUTS/SAVINGS

These cuts were identified as feasible, but are NOT recommended due to impacts on service levels.

### Non-Staff:

Further collection cuts:

at branches = \$25,000 eliminate substantially all hard copy practice materials

at Main = \$168,000 eliminate Lexis Advance (rely solely on Westlaw)

Eliminate attendance and tribute ads for partner events: \$1,700 (This would impair relationships within legal aid community and potentially result in loss of support for Law Library events.)

Eliminate reimbursement for attendance at professional development conferences: up to \$10,000

Eliminate OCLC membership & all subscription services: \$9,410 (This would make it more difficult for the public and other law libraries to locate material within our collection. Also, the full cost-savings would not be realized since the cut would result in additional labor costs in cataloguing and processing materials.)

### Staff:

One Week Furlough: \$40-50,000 (The Law Library has now implemented furloughs for 3 years in a row. Furloughs are not a long-term solution. If furloughs are allowed to become a regular recurring policy, then they essentially amount to a salary cut.)

Eliminate other positions or reduce to part-time. There are no position reductions or eliminations that can be accomplished without a significant impact on service. There are some with lesser impact or whose positions could be consolidated with other existing positions to mitigate the impact. However, Staff and the Committee recommend that these changes be accomplished over time through attrition and voluntary changes out of fairness and concern for staff morale.

### FUTURE OPPORTUNITIES (within 2 years):

Predicting future position changes based upon employees' announced or confided retirement plans, we estimate:

Positions that can be eliminated upon retirement or separation: approximately \$150K

Reductions that can be accomplished upon retirement or separation: approximately \$100K

Collection costs (subscription to be eliminated) upon expiration of contracts in FY2018: \$225K

Potential future revenue opportunities:

Pad lease for coffee kiosk on front patio: revenue amount unknown

Additional room rental income due to opening of Federal Court: revenue amount unknown



**MEMORANDUM**

**DATE:** May 25, 2016

**TO:** Board of Law Library Trustees

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

**RE:** Discussion and Approval of 2016-2017 Property & Liability Insurance Renewal

**SUMMARY**

Keenan & Associates is the Library’s insurance broker for its property & liability insurance program. Our policies are subject to annual renewal and are scheduled to renew on July 1, 2016. This coverage is currently provided through 8 different carriers and it includes: 1) Package Program, 2) Excess Liability, 3) Difference In Conditions (DIC), and 4) Cyber Liability.

Accordingly, at the Law Library’s request, Keenan solicited competitive bids for renewal on all lines of coverages. 27 different insurance carriers were approached to obtain quotes, the resulting analysis and recommendations are presented below. This renewal process yielded favorable quotes for the same coverage at an overall cost savings over prior year.

**DISCUSSION**

A “2016-17 Renewal Comparison Table” listing the costs of the various coverage options is attached.

**PACKAGE PROGRAM & EXCESS LIABILITY (ADDITIONAL)**

The Library’s package program includes coverage for Property, Equipment Breakdown, GL, Employee Benefits, Public Officials, Employment Practices, Automobile, and Excess Liability.

Costs and coverage remain relatively steady for the Program Package. From 2012 to 7/1/2015, the cost of this program decreased from \$95.8K to \$55.5K. During the 7/1/2015-16 renewal, the cost increased to \$64.7K primarily due to the June 2015 real property appraisal. For the 7/1/2016-17 renewal quote, the cost increased to \$65.5K, a 1.2% increase over the expiring premium.



To ensure the Library and staff are adequately covered from third party liability losses; the Library has also secured additional excess liability coverage. This layer of coverage provides an additional \$5M limit to the existing \$10M underlying limit included in the package program. From 2012 to 7/1/2015 the cost of this line of coverage decreased from \$11.2K to \$7.5K. During the 7/1/2015-16 renewal, this line of coverage renewed flat at \$7.5K. For the 7/1/2016-17 renewal quote, there is no cost increase.

**DIFFERENCE IN CONDITIONS (DIC)**

The DIC program provides coverage to the main Library building from excess physical damage resulting from an earthquake or flood. Costs will decrease significantly this year, and there is a decision to be made regarding coverage terms.

From 2011 to 7/1/2015, the cost of this program decreased from \$250K to \$159K. During the 7/1/2015-16 renewal, the cost increased to \$196K primarily due to June 2015 real property reappraisal. For the 7/1/2016-17 renewal, the Board is asked to consider the following renewal options:

Option	Carriers	Deductible	Premium
1	Aspen Specialty Insurance/Endurance American Specialty/Lloyds of London/ICW/HSIC ( <b>INCUMBENT</b> )	10%/100K	\$155,220
2	Westchester/Lloyds of London/QBE/Arrowhead	10%/100K	\$159,712
3	<b>Westchester/Lloyds of London/ICW/HSIC</b>	<b>10%/100K</b>	<b>\$153,930</b>
4	Aspen Specialty Insurance/Endurance American Specialty/Lloyds of London/ICW/HSIC	5%/100K	\$184,919

*Choice of Deductible:* Although the lower deductible option is offered at less than the prior year cost for a higher deductible, Staff recommends the Board renew at the lowest premium rate (Option 3) to maximize savings given budgetary constraints. Moreover, either deductible is a fiscally responsible choice. As discussed at a prior Board meeting, in the event of a catastrophic loss (difference in conditions) the Law Library would be forced to make substantial changes to operations and the collection, regardless of whether the deductible is 5% or 10%.

*Choice of Carrier:* Option 3 is offered by a different primary carrier than current year. Frequent changes of carrier can impact marketability for subsequent renewal cycles, however, staff and brokers don't see this as an issue for the Library as we have been with the same carrier for a number of years and have had stable relationships with our carriers as well as our broker.



### **CYBER LIABILITY**

Cyber liability provides coverage for technology based liabilities resulting from third-party security breaches, hacking, cyber extortion, and cyber business interruption. It also provides protection for privacy and multimedia claims. The cost of this coverage remains flat. From 2013 to 7/1/2015, the cost of this program decreased from \$6,704 to \$6,594. During the 7/1/2015-16 renewal, this line of coverage renewed flat at \$6,594. For the 7/1/2016-17 renewal quote, there is not cost increase.

### **OPTIONS**

1. Authorize Keenan to bind coverage effective July 1, 2016 at the same coverage levels as the current year with a 10%/100K DIC deductible for a total premium of \$259,082 (Option 3 in the attached comparison chart).
2. Authorize Keenan to bind coverage effective July 1, 2016 with a different option from the attached comparison chart at the total premium specified there.
3. Request that Keenan pursue obtaining quotes on different terms or from different carriers and continue this item until the June 2016 meeting.

### **RECOMMENDATION**

Staff recommends that the Board authorize Keenan to bind coverage effective July 1, 2016 with a 10%/100K DIC deductible for a total premium of \$259,082 (Option 3).

Attached

1. 2016-17 P&L Insurance Renewal Comparison Table
2. Keenan's 2016-17 Insurance Renewal Proposal (Full Details)





## LA LAW LIBRARY

### 2016-17 P&L Insurance Renewal Comparison Table

#### DIC Options

Option	Carriers	Layers	Deductible	DIC Premium	Package Premium	Excess Liability	Cyber Liability	Keenan's Fee (Net of Commissions)	Total Premiums	Expiring Premiums	Savings (\$)	Savings (%)
1	Aspen Specialty Insurance/Endurance American Specialty/Lloyds of London/ICW/HSIC (INCUMBENT)	4	10%/\$100K	\$155,220	\$65,572	\$7,500	\$6,594	\$25,451	<b>\$260,337</b>	\$297,182	\$36,845	12%
2	Westchester/Lloyds of London/QBE/Arrowhead	3	10%/\$100K	\$159,712	\$65,572	\$7,500	\$6,594	\$25,014	<b>\$264,392</b>	\$297,182	\$32,790	11%
3	Westchester/Lloyds of London/ICW/HSIC	3	10%/\$100K	\$153,930	\$65,572	\$7,500	\$6,594	\$25,486	<b>\$259,082</b>	\$297,182	\$38,100	13%
4	Aspen Specialty Insurance/Endurance American Specialty/Lloyds of London/ICW/HSIC	4	5%/\$100K	\$184,919	\$65,572	\$7,500	\$6,594	\$22,471	<b>\$287,056</b>	\$297,182	\$10,126	3%





## LOS ANGELES COUNTY LAW LIBRARY

### Insurance Coverage Renewal Proposal for the 2016-2017 Program Year May 13, 2016

**Presented By:**

***Keenan***  
*Associates*

**VANESSA PENA**  
**Senior Account Manager**  
4204 Riverwalk Parkway, Suite 400  
Riverside, CA 92505  
Phone: (951) 715-0190 ext. 1169  
E-mail: [vpna@keenand.com](mailto:vpna@keenand.com)

# TABLE OF CONTENTS

<b>PROGRAM COST SUMMARY .....</b>	<b>3</b>
<b>MARKETS APPROACHED .....</b>	<b>4</b>
<b>CARRIER RATINGS AND ADMITTED STATUS .....</b>	<b>5</b>
<b>KEENAN PUBLIC AGENCY SUPPORT TEAM.....</b>	<b>6</b>
<b>PACKAGE PROGRAM ARGONAUT INSURANCE COMPANY .....</b>	<b>8</b>
<b>DIFFERENCE IN CONDITIONS PROGRAM .....</b>	<b>13</b>
<b>EXCESS LIABILITY RSUI.....</b>	<b>21</b>
<b>CYBER LIABILITY HISCOX .....</b>	<b>22</b>
<b>BIND ORDER SELECTION .....</b>	<b>24</b>
<b>KEENAN DISCLOSURE STATEMENT.....</b>	<b>25</b>
<b>CARRIER QUOTES.....</b>	<b>26</b>

# PROGRAM COST SUMMARY

Coverage	Expiring Program 7/1/15 - 7/1/16	Renewal Program 7/1/16 - 7/1/17	% Change	Keenan Commission	Option 2 7/1/16 - 7/1/17	% Change	Keenan Commission	Option 3 7/1/16 - 7/1/17	% Change	Keenan Commission
<b>Package Policy</b>										
Premium	\$ 64,787	\$ 65,572	1.2%	\$ 8,196.50	\$ 65,572	1.2%	\$ 8,196.50	\$ 65,572	1.2%	\$ 8,196.50
<b>Difference in Conditions</b>										
TIV	\$ 55,641,079	\$ 55,641,079	0.0%		\$ 55,641,079	0.0%		\$ 55,641,079	0.0%	
Rate	\$ 0.3350	\$ 0.2696	-19.5%		\$ 0.2774	-17.2%		\$ 0.2690	-19.7%	
Premium	\$ 186,400	\$ 150,000	-19.5%	\$ 15,000.00	\$ 154,372	-17.2%	\$ 15,437.20	\$ 149,650	-19.7%	\$ 14,965.00
Taxes & Fees	\$ 9,992	\$ 5,220			\$ 5,340			\$ 4,280		
<b>Excess Liability</b>	\$ 7,500	\$ 7,500	0.0%	\$ 750.00	\$ 7,500	0.0%	\$ 750.00	\$ 7,500	0.0%	\$ 750.00
<b>Cyber Liability</b>	\$ 6,026	\$ 6,026	0.0%	\$ 602.60	\$ 6,026	0.0%	\$ 602.60	\$ 6,026	0.0%	\$ 602.60
Taxes & Fees	\$ 568	\$ 568			\$ 568			\$ 568		
<b>Keenan Fee</b>	\$ 50,000	\$ 50,000			\$ 50,000			\$ 50,000		
<b>Premium plus tax &amp; fees:</b>	<b>\$ 325,273</b>	<b>\$ 284,886</b>	<b>-12.4%</b>	<b>\$ 24,549</b>	<b>\$ 289,378</b>	<b>-11.0%</b>	<b>\$ 24,986</b>	<b>\$ 283,596</b>	<b>-12.8%</b>	<b>\$ 24,514</b>
<b>Less Keenan Commission:</b>		<b>(24,549)</b>			<b>(24,986)</b>			<b>(24,514)</b>		
<b>Total Cost:</b>		<b>\$ 260,337</b>			<b>\$ 264,391</b>			<b>\$ 259,082</b>		

Coverage	Expiring Program 7/1/15 - 7/1/16	Option 4 7/1/16 - 7/1/17	% Change	Keenan Commission
<b>Package Policy</b>				
Premium	\$ 64,787	\$ 65,572	1.2%	\$ 8,196.50
<b>Difference in Conditions</b>				
TIV	\$ 55,641,079	\$ 55,641,079	0.0%	
Rate	\$ 0.3350	\$ 0.3231	-3.5%	
Premium	\$ 186,400	\$ 179,800	-3.5%	\$ 17,980.00
Taxes & Fees	\$ 9,992	\$ 5,119		
<b>Excess Liability</b>	\$ 7,500	\$ 7,500	0.0%	\$ 750.00
<b>Cyber Liability</b>	\$ 6,026	\$ 6,026	0.0%	\$ 602.60
Taxes & Fees	\$ 568	\$ 568		
<b>Keenan Fee</b>	\$ 50,000	\$ 50,000		
<b>Premium plus tax &amp; fees:</b>	<b>\$ 325,273</b>	<b>\$ 314,585</b>	<b>-3.3%</b>	<b>\$ 27,529</b>
<b>Less Keenan Commission:</b>		<b>(27,529)</b>		
<b>Total Cost:</b>		<b>\$ 287,056</b>		

Above premiums are based upon the best rates achieved for a renewing program with similar limits, terms and conditions as the expiring program. All quotes and/or indications are subject to all terms and conditions included in other sections of this proposal and actual policies. This proposal provides a summary of coverages and estimated premiums. In the event of a discrepancy, the actual terms, conditions, limitations and exclusions of the policy shall prevail.

## MARKETS APPROACHED

In the process of marketing your program needs, we approached the following companies to obtain quotes for one or more of your coverages.

Name of Carrier	A.M. Best Rating	Admitted / Non-Admitted
<b>Property &amp; Casualty</b>		
AIG	A XV	Admitted
Allied World Insurance Company	A XV	Admitted
Allied World Assurance Company	A XV	Admitted
Arch Specialty Insurance	A XI	Non-Admitted
Argonaut	A XI	Admitted
Arrowhead Group Companies	Various A	Non-Admitted
Aspen Specialty Insurance Company	A XV	Non-Admitted
C N A	A	Admitted
Colony Insurance Company	A XII	Non-Admitted
Endurance American Specialty Ins Co	A XV	Non-Admitted
Evanston Excess	AX IV	Non-Admitted
Hiscox	A XV	Non-Admitted
Houston Casualty Company	A+ VX	Non-Admitted
ICAT/Lloyds/MFM	A XV	Non-Admitted
Insurance Company of the West	A-X	Admitted
James River	A-	Non-Admitted
Kinsale Insurance Company	A VIII	Non-Admitted
Landmark American Insurance	A XIII	Non-Admitted
Liberty International	A XV	Non-Admitted
Lloyds of London	A XV	Non-Admitted
Mt. Hawley Insurance Company	A+ XI	Non-Admitted
North Shore Management	A VIII	Non-Admitted
Philadelphia Insurance	A++	Admitted
RSUI	A+ XIV	Admitted
SIU/QBE Underwriters	X	Non-Admitted
Travelers	A+	Admitted
Viko/Allied World	A+ XV	Non-Admitted
Westchester Surplus Lines Company	A++ XV	Non-Admitted

# CARRIER RATINGS AND ADMITTED STATUS

## 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.

# 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 Library’s overall program:

<p><b>Doug McKibben</b>  <b>Sr. Vice President</b>            901 Calle Amanecer, Suite 200            San Clemente, CA 92673            Phone: (800) 338-5247 (5120)            Fax: (949) 369-0324            Cell : (949) 444-3076  <a href="mailto:dmckibbin@keenan.com">dmckibbin@keenan.com</a></p>	<p><b>Vanessa Pena, AIS, CRIS</b>  <b>Senior Account Manager</b>            4204 Riverwalk Parkway, Suite 400            Riverside, CA 92505            Phone: (951) 715-0190 ext. 1169            Fax: (951) 715-0166            Cell: (909) 815-3744  <a href="mailto:ypena@keenan.com">ypena@keenan.com</a></p>	<p><b>Stephanie Richter</b>  <b>Account Coordinator</b>            4204 Riverwalk Parkway, Suite 400            Riverside, CA 92505            Phone: (951) 715-0190 ext. 1178            Fax: (951) 715-0166  <a href="mailto:smrichter@keenan.com">smrichter@keenan.com</a></p>
---	--	---

## 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.

## PACKAGE PROGRAM ARGONAUT INSURANCE COMPANY

<b>CARRIER:</b>	<b>Argonaut Insurance Company</b> Admitted – Best Rated: A
<b>Coverage:</b>	Property, Equipment Breakdown, GL, Employee Benefits, Public Officials, Employment Practices, Automobile, Excess Liability,
<b>Policy Term:</b>	July 1, 2016 - July 1, 2017
<b>Limits of Insurance:</b>	<p>Property \$51,481,700 Limit</p> <p>Equipment Breakdown \$51,481,700 Limit</p> <p>General Liability: \$1,000,000 for Each Occurrence, \$3,000,000 Annual Aggregate</p> <p>Employee Benefits Liability Included in GL \$1,000,000 for Each Occurrence, \$3,000,000 Annual Aggregate</p> <p>Public Officials Liability: \$1,000,000 for Each Occurrence, \$3,000,000 Annual Aggregate</p> <p>Employment Practices: \$1,000,000 for Each Occurrence, \$3,000,000 Annual Aggregate</p> <p>Excess: \$10,000,000 for Each Occurrence, \$10,000,000 Annual Aggregate, Trigger per Underlying.</p>
<b>Retention:</b>	<p>Property: \$50,000 Deductible</p> <p>Equipment Breakdown: \$5,000 Deductible</p> <p>Excess: Per Underlying</p> <p>All Other Coverages: \$50,000 SIR Occurrence/Wrongful Act/Claim/Accident</p>
<b>Annual Premium:</b>	<p>\$64,771 without Terrorism</p> <p>\$65,572 with Terrorism (Expiring coverage included Terrorism)</p>

<b>CARRIER:</b>	<b>Argonaut Insurance Company</b> Admitted – Best Rated: A
Exclusions	<p><b>General:</b> Asbestos, Lead, Silica, Nuclear, Nuclear Hazard, Pollution, Fungi/Bacteria, Electromagnetic, War, Nuclear Device Detonation, Pathogenic or Poisonous Biological or Chemical Materials.</p> <p><b>Property / IM:</b> All exclusions as stated on Property/IM/Crime coverage forms; Mold, Fungus, Rot, Bacteria, Nuclear, War, Military Action, Electronic Vandalism, Pathogenic or Poisonous Biological or Chemical Materials, Booms, Dams/Retaining Walls. Earthquake and Flood.</p> <p><b>General Liability:</b> Exclusions as stated on the GL coverage form including but not limited to Mold, Pollution, Asbestos, Nuclear, Lead Contamination, Silica, Electronic Data/E-commerce, Law Enforcement, Underground Storage Tanks, Land Subsidence.</p> <p><b>Public Officials Liability:</b> Exclusions as stated on the POL Coverage Form including but not limited to: Eminent Domain/Inverse Condemnation, Employment Practices, Failure to Maintain Insurance, Law Enforcement, Fraudulent Acts, Labor Disputes, Law Enforcement, Non-Monetary Relief, Prior or Pending Legal Action or Litigation.</p> <p><b>Employment Practices Liability:</b> Exclusions as stated on the EPL Coverage Form including but not limited to: Failure to Maintain Insurance, Violation of Laws, Non-Monetary relief (exception for defense), Prior Pending Legal Action or Litigation.</p> <p><b>Excess:</b> Exclusions in Underlying coverage above &amp; the Excess Coverage Form including but not limited to: ERISA, UM/UIM, Pollution, Silica, Asbestos, Lead, and sub-limited coverages on the underlying are excluded in the excess.</p>

<b>CARRIER:</b>	<b>Argonaut Insurance Company</b> Admitted – Best Rated: A
<b>Coverage Features:</b>	<p><b>General Liability:</b> Occurrence</p> <ul style="list-style-type: none"><li>• Hired and Non-owned Auto Liability: \$1,000,000</li><li>• Personal and Advertising Injury: \$1,000,000</li><li>• Damage to Premises Rented (Fire Damage) - \$100,000 limit</li><li>• Products: \$1,000,000/\$3,000,000</li><li>• Good Samaritans: employees and volunteers while acting as a Good Samaritan when at the scene of an accident or emergency requiring sudden action.</li><li>• Pollution Exceptions for: Hostile Fire, Emergency Operations, Heating/Air Conditioning, Mobile Equipment, Road Treatment Chemicals, Pesticides/Herbicides, Water Treatment, Above Ground Tanks, Sewage Operations.</li><li>• Watercraft/boats as covered on the GL, Retained Limits Coverage Form.</li><li>• Host Liquor Liability up to 5 day events.</li><li>• Blanket Additional Insured.</li><li>• Broadcasting, Publishing, Telecasting offenses as covered under the Personal Injury.</li></ul> <p><b>Public Officials:-</b> Claims made</p> <ul style="list-style-type: none"><li>• No Deductible applies to these Coverage Extensions:<ul style="list-style-type: none"><li>○ Emergency Travel Expenses</li><li>○ Identity Theft Expenses</li><li>○ Key Personnel Replacement Expenses</li></ul></li></ul> <p><b>Excess:</b></p> <ul style="list-style-type: none"><li>• Sexual Abuse is included in the Excess following the underlying.</li></ul>

**CARRIER:** Argonaut Insurance Company  
 Admitted – Best Rated: A

**Property :** Additional Coverages and/or Coverage Extensions as provided by the Building and Personal Property Coverage Form and Endorsements for this policy. The respective Limits apply per each covered loss occurrence. The Deductible applies per loss occurrence.

Coverage  
 Features  
 Continued:

Limit	Deductible	Additional Coverage
25,000	Property	Arson Reward
5,000	No Deductible	Automated External Defibrillator
Included	Property	Collapse
250,000	Property	Commandeered Property of Others (Other than Auto)
25,000	Property	Crime Reward
25% Direct Damage \$25,000	Property	Debris Removal of Covered Property (Per Occ )
25,000	Property	Emergency Evaluation Expense
5,000	Property	Emergency Real Estate Consulting Fee
25,000	No Deductible	Fire Department Service Charge
50,000	Property	Fungus, Wet Rot , Dry Rot, Bacteria - Limited Coverage
2,500	Property	Lease Cancellation Moving Expenses
25,000	\$50 per Lock	Lock Replacement Coverage
1,000	No Deductible	Temporary Meeting Space
25,000	Property	Pollutant Clean Up and Removal
Included in Covered Prop	Property	Preservation of Property
25,000	Property	State Forest Fire Expense
Included in Bld Limit	Property	Water Damage, Other Liquid, Powder or Molten Material Damage
250,000 per occurrence	Property	Accounts Receivable Incl Credit or Charge Card Slips: Property Premises Limit
10,000 In Transit	No Deductible	In Transit Limit (No Deductible in Transit)
10,000	Property	Appurtenant Buildings or Structures
350,000 Coverages A&B	Property	Coverage A Undamaged Building Ordinance or Law Coverage
Included in Cov A&B limit	Property	Coverage B Demolition Building Ordinance or Law Coverage
10% Bldg Value	Property	Coverage C Increased Cost of Construction Bld Ordinance or Law Coverage
100,000	Property	Communication Towers
75,000 per item	Property	Contractors' Equipment non-Owned
250,000 Per Occ	Property	Contractors' Equipment Per Item and Per Occurrence Limit
25,000	Property	Emergency Portable Equipment
2,700,000	Property	Extra Expense
100,000	Property	Business Income
50,000	Property	Fairs or Exhibitions

**Argonaut Insurance Company: Admitted – Best Rated: A**

Coverage Features Continued:	Limit	Deductible	Additional Coverage
		5,000	Property
	100,000	Property	Fine Arts Any One Occurrence Limit
	25,000	No Deductible	Fire Equipment Recharge
	Up to 100' Length	No Deductible	Footbridges and Appurtenant Structures
	Include in Bldg Lmt	Property	Foundations of Machinery, Pools, Underground Pipes
	15,000	Property	Glass Display or Trophy Cases
	100,000	Property	Golf Course Greens - Limited Perils
	10,000	No Deductible	Inventory and Appraisal Costs for Claim Prep
	25,000	Property	Money and Securities
	1,000,000	Property	Newly Acquired or Constructed Property Ea. Building Limit
	500,000	Property	Newly Acquired or Constructed Property - BPP Limit
	5,000	Property	Non-owned Detached Trailers extension of BPP Limit
	50,000	Property	Outdoor Property covered for specific perils
	100,000	Property	Paved, Turf, Synthetic or Composite Surfaces
	1,459,429	Property	Personal Computers, Communication Equipment, EDP, Electronic
	10,000	Property	In Transit Personal Computers, Communication Equipment, EDP, Electronic
	25,000	Property	Personal Effects and Property of Others
	50,000	Property	Personal Effects One Person each Location & Occurrence Limit
	5,000 Each lo	Property	Portable Irrigation Equipment
	25,000 Per Occ	Property	Portable Irrigation Equipment
	100,000	Property	Property In Transit
	100,000	Property	Property Off-Premises
	10,000	Property	Retaining Walls
	25,000	Property	Sign Coverage up to 1,000' of Buildings
	100,000	EQB	Spoilage
	50,000	Property	Theft Damage to Non-Owned Buildings
	Incl in Bldg Limit	Property	Underground Sprinkler Systems, within 1,000' of Premises
	250,000	Property	Unnamed Locations
	50,000	Property	Utility Services Direct Damage
	50,000 included EE or BI	Property	Utility Services Time Element
	250,000 On Premises	Property	Valuable Papers and Records Cost of Research
	50,000 Away from Premises	Property	Other than Electronic Data on Premises Limit and Away
<b>Commission:</b>	12.5%		
<b>Subjectivity:</b>	Signed TRIA selection or rejection of optional coverage		

# DIFFERENCE IN CONDITIONS PROGRAM

## FLOOD & EARTHQUAKE: INCUMBENT OPTIONS

<b>Covering:</b>	<b>Excess Physical Damage - Earthquake &amp; Flood</b>																							
<b>Carrier:</b>	Aspen Specialty Insurance, Endurance American Specialty Insurance Co, Certain Underwriters at Lloyd's of London, Essex Insurance, Insurance Company of the West																							
<b>Policy Term:</b>	July 1, 2016- July 1, 2017																							
<b>Limits of Insurance:</b>	\$55,641,079 Per Occurrence/Annual Aggregate separately as respects Flood and EQ/EQSL																							
<b>Sublimit:</b>	\$5,000,000 As respects combined Demolition and Increased Cost of Construction																							
<b>TIV:</b>	\$44,984,500 Building \$ 6,497,150 Personal Property \$ 2,700,000 Extra Expense \$ 1,459,429 Electronic Data Processing Hardware/Software \$55,641,079 Total Insurable Values																							
<b>Annual Premium:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #800000; color: white;"> <th style="width: 50%;"></th> <th style="width: 25%; text-align: center;">Incumbent Expiring 10% /\$100k EQ Deductible</th> <th style="width: 25%; text-align: center;">Incumbent Optional 5% /\$100k EQ Deductible</th> </tr> </thead> <tbody> <tr> <td>Annual Premium</td> <td style="text-align: right;">\$ 150,000</td> <td style="text-align: right;">\$ 178,900</td> </tr> <tr> <td>Policy Catastrophe Analysis Fee</td> <td style="text-align: right;">\$ 400</td> <td style="text-align: right;">\$ 400</td> </tr> <tr> <td>Inspection Fee</td> <td style="text-align: right;">\$ 700</td> <td style="text-align: right;">\$ 700</td> </tr> <tr> <td>Surplus Lines Fee</td> <td style="text-align: right;">\$ 3,863</td> <td style="text-align: right;">\$ 4,612</td> </tr> <tr> <td>Stamping Fee</td> <td style="text-align: right;">\$ 257</td> <td style="text-align: right;">\$ 307</td> </tr> <tr> <td>Cost</td> <td style="text-align: right;">\$ 155,220</td> <td style="text-align: right;">\$ 184,919</td> </tr> </tbody> </table>				Incumbent Expiring 10% /\$100k EQ Deductible	Incumbent Optional 5% /\$100k EQ Deductible	Annual Premium	\$ 150,000	\$ 178,900	Policy Catastrophe Analysis Fee	\$ 400	\$ 400	Inspection Fee	\$ 700	\$ 700	Surplus Lines Fee	\$ 3,863	\$ 4,612	Stamping Fee	\$ 257	\$ 307	Cost	\$ 155,220	\$ 184,919
		Incumbent Expiring 10% /\$100k EQ Deductible	Incumbent Optional 5% /\$100k EQ Deductible																					
	Annual Premium	\$ 150,000	\$ 178,900																					
	Policy Catastrophe Analysis Fee	\$ 400	\$ 400																					
	Inspection Fee	\$ 700	\$ 700																					
	Surplus Lines Fee	\$ 3,863	\$ 4,612																					
	Stamping Fee	\$ 257	\$ 307																					
	Cost	\$ 155,220	\$ 184,919																					
25% Minimum Earned Premium, Fees 100% Fully Earned																								
<b>Commission:</b>	10%																							
<b>Valuation:</b>	Replacement Cost Valuation, Actual Loss Sustained on Time Element																							
<b>Deductibles:</b>	Per Occurrence: Flood: \$25,000 EQ:10% per unit of insurance/ min \$100,000																							
	<b>Sample Deductible Options</b>	<b>TIV</b>	<b>EQ % TIV: Deductible</b>																					
	10% of TIV Real Property	\$ 44,984,500	\$ 4,498,450																					
	10% of TIV Contents	\$ 6,477,150	\$ 647,715																					
	5% of TIV Real Property	\$ 44,984,500	\$ 2,249,225																					
5% of TIV Contents	\$ 6,477,150	\$ 323,858																						
			<b>Premium with Fees &amp; Taxes</b>																					
			\$ 155,220																					
			\$ 184,919																					

<b>Covering:</b>	<b>Excess Physical Damage - Earthquake &amp; Flood</b>
<b>Conditions:</b>	<p>Company Form including, but not limited to:</p> <p><b>Aspen Specialty Insurance Company</b></p> <ul style="list-style-type: none"><li>• Difference in Conditions Coverage Form ASPPR105</li><li>• Extra Expense CP0050</li><li>• Information Systems Coverage Form ASPPR106 1207</li><li>• Ordinance or Law Coverage ASPPR108</li><li>• Common Policy Conditions ASPPR138</li><li>• Commercial Property Conditions CP0090</li><li>• General Service of Suit ASPCO002</li><li>• Occurrence Limit of Liability Endorsement ASPPR068 <b>Agreed to delete 2B</b></li><li>• Exclusion and Limited Additional Coverage for Fungus ASPPR089</li><li>• Exclusion for Certified Acts of Terrorism IL0953</li><li>• Cap on Losses From Certified Acts of Terrorism ç if purchased IL0952</li><li>• Disclosure Pursuant to Terrorism Risk Insurance Act ç if purchased IL0985</li><li>• Nuclear, Biological, Chemical, or Radiological Terrorism Exclusion ASPCO023</li><li>• Exclusion of Certain Computer-Related Losses IL0935</li><li>• Electronic Data Endorsement NMA2915</li><li>• Seepage and/or Pollution and/or Contamination Exclusion ASPPR081</li><li>• All Risk Underlyer Warranty ASPPR116</li><li>• Minimum Earned Premium Endorsement ASPPR072</li><li>• Loss Adjustment Endorsement ASPPR086</li><li>• OFAC Endorsement ASPCO021</li><li>• Policyholder's Guide to Reporting a Property Claim ASPPR100</li><li>• As per policy form</li></ul> <p>See quote for details</p>

<b>Covering:</b>	<b>Excess Physical Damage - Earthquake &amp; Flood</b>
<b>Conditions:</b>	<p><b>Evanston Insurance Company</b></p> <ul style="list-style-type: none"><li>• Policy Jacket</li><li>• Commercial Property forms Revision Notice to Policyholders</li><li>• California Surplus Lines Notice D-2</li><li>• Privacy Notice</li><li>• Notice to Policyholders Claim reporting</li><li>• Forms Schedule</li><li>• Service Suite of California</li><li>• Minimum earned Premium Amendment Endorsement</li><li>• Commercial Property Policy Declarations</li><li>• Excess Property Supplemental Declarations and Property Form</li><li>• Occurrence Limit of Liability- Excess: To Be Deleted</li><li>• Additional Property Exclusions and Conditions</li><li>• Exclusion of Certified Acts of Terrorism</li><li>• Exclusion Virus, Harmful Code or Similar Instruction</li><li>• Exclusion Asbestos</li><li>• Exclusion Biological, Radiological or Chemical Materials</li><li>• Exclusion Pollution</li><li>• Exclusion Organic Pathogens</li><li>• Dropdown and Priority of Payment Clause applies</li><li>• As per policy form</li></ul> <p><b>Certain Underwriters at Lloyd's, London</b></p> <ul style="list-style-type: none"><li>• Contingent Time Element and Unnamed Locations specifically excluded</li><li>• Dropdown to apply to the perils of Earthquake and Flood separately as applicable</li><li>• Flood Zones A &amp; V excluded</li><li>• As per policy form</li></ul>

<b>Covering:</b>	<b>Excess Physical Damage - Earthquake &amp; Flood</b>
<b>Conditions:</b>	<p><b>Insurance Company of the West</b></p> <ul style="list-style-type: none"> <li>• Difference in Conditions Coverage UND 1211</li> <li>• Excess Limit of Insurance and Participation Clause UND 1410B</li> <li>• Earthquake Sprinkler Leakage UND 1213</li> <li>• Electronic Data Processing Coverage UND 1215</li> <li>• Specific Flood Zone Exclusion UND 1222</li> <li>• Limited Coverage – Flood UND 1205</li> <li>• Underlying Deductible Warranty UND 1432</li> <li>• Exhaustion of Underlying Aggregate Limits – Scheduled locations and Named Clause Only UND 1412</li> <li>• State Changes</li> <li>• Extra Expense UND 1216</li> <li>• As per policy form</li> </ul> <p>And as more fully described in the Primary and Excess Policies</p> <p>Sub-limits listed above are a part of and NOT in addition to the limits provided.</p> <p>Premium based on TIV of \$55,641,079</p> <p>60 Days Notice of Cancellation except 10 days for non-payment of premium</p>
<b>Property Covered:</b>	<ul style="list-style-type: none"> <li>• Mildred L. Lillie Bld. 301 W. First Street, Los Angeles, CA 90012</li> <li>• Torrance Ct. House 825 Maple Ave, Torrance, CA 90503</li> <li>• Van Nuys Branch Library 6250 Sylmar Ave, Van Nuys, CA 91401</li> </ul>

<b>Covering:</b>	<b>Excess Physical Damage - Earthquake &amp; Flood (no tax or fees)</b>				
<b>Premium Structure:</b>	<b>LAYER / PARTICIPATION / PREMIUM STRUCTURE : 10% EQ</b>				
	Layer	Company	Participation	AM Rate	Premium
	Primary \$5,000,000	Aspen Specialty Insurance Company	\$5,000,000	AXV	\$60,000
	\$5,000,000 xs of \$5,000,000	Eavanston	\$5,000,000	AXV	\$22,500
	\$20,000,000 xs of \$10,000,000	Certain Lloyds London	\$20,000,000	A XV	\$40,000
	\$25,641,079 xs of \$30,000,000	Insurance Company of the West Hamilton Specialty	\$20,641,079 \$5,000,000	A-XI A-XIII	\$22,138 \$5,362
<b>Subjectivity :</b>	<ul style="list-style-type: none"> <li>• Warrant parallel All Risk policy including Theft in force during DIC policy term</li> <li>• Warrant values reported based on 100% Replacement Cost and Annual Time Element Values</li> <li>• <b>No soft story tuck under parking</b></li> <li>• Newly acquired location must be submitted for prior approval</li> <li>• Midterm cancellations requested by the Insured will be calculated with short rate penalty</li> <li>• Warrant no prior losses to covered perils in last 5 years</li> <li>• Acceptable Inspection with compliance with any recommendations as applicable.</li> <li>• <b>New locations added or existing locations deleted mid-term will be subject to risk modeling and additional or returned premium will be calculated per the modeling results, not necessarily the account rate.</b></li> <li>• MUST have signed TRIA forms PRIOR TO BINDING</li> <li>• MUST have signed D1 or Industrial Insured within Ten (10) days of binding</li> <li>• Signed and Dated Statement of Values</li> </ul>				

**FLOOD & EARTHQUAKE: OPTIONS 10% EQ DEDUCTIBLE VARIOUS CARRIERS**

		<b>LA Law Library July 1, 2016 - 2017 Renewal</b> Difference in Conditions (Earthquake) Renewal Options <b>Expiring Deductible Option - 10% Per Unit of Insurance Subject to \$100,000 Minimum</b>			
Expiring Price	TOTAL LIMIT	Carrier	Carrier Price	Layer Price	Price per Million
		<b>CA Exposure \$55,641,079</b>			
\$ 32,400	\$55.6M	Option 1	22,138		-
		ICW	5,594		
		Total Option 1	27,672		1,081
		Option 2	24,940		
		QBE	8,313		
		General Sec			
		Total Option 2	\$ 33,253		1,289
\$ 50,878	\$30M	Loyds of London	42,209	\$ 42,209	2,110
		Total			
\$ 113,110	\$10M	Option 1	23,220	23,220	4,644
		Evanson Excess \$5M x5 \$5M			
		Option 2			
		Westchester \$10M	Included below		
		Option 1 Aspen \$5M	61,920	61,920	12,384
		Option 2 Westchester \$10M	83,850	83,850	8,385

Location	Value w/out CA Changes	Estimated Deductible at 10%
LA Location - Real Property	\$ 44,984,500	\$ 4,498,450
LA Location - Contents	\$ 6,621,579	\$ 662,158
Tolerance or Van Nuis	\$ 10,000	\$ 100,000 (Minimum if LA location NOT damaged)

**Terrorism - main EQ premium does not include terrorism.**

	Option 1	Option 2
DIC PREMIUM Incl. Surplus Lines Taxes & Fees	155,020	\$ 159,312
Inspection Fee	200	400
<b>Total CA DIC Premium</b>	<b>155,220</b>	<b>159,712</b>

All carriers surplus lines except ICW. Surplus lines estimated taxes and fees based on 3.2%

196,388

**Potential deductible based on 10% subject to \$100K min. (actual deductible unknown—based on true values at time of loss)**

**Coverage offered by carriers not concurrent**

**FLOOD & EARTHQUAKE: OPTIONS 5% EQ DEDUCTIBLE**

<b>Covering:</b>	<b>Excess Physical Damage - Earthquake &amp; Flood (no tax or fees)</b>				
<b>Premium Structure Incumbents:</b>	<b>LAYER / PARTICIPATION / PREMIUM STRUCTURE : 5% EQ</b>				
	Layer	Company	Participation	AM Rate	Premium
	Primary \$5,000,000	Aspen Specialty Insurance Company	\$5,000,000	AXV	\$70,000
	\$5,000,000 xs of \$5,000,000	Eavanston	\$5,000,000	AXV	\$26,500
	\$20,000,000 xs of \$10,000,000	Certain Lloyds London	\$20,000,000	A XV	\$50,000
	\$25,641,079 xs of \$30,000,000	Insurance Company of the West Hamilton Specialty	\$20,641,079 \$5,000,000	A-XI A-XIII	\$26,082 \$6,318

Flood & Earthquake: Options 5% EQ Deductible :

<b>LA Law Library</b> <b>July 1, 2016 - 2017 Renewal</b> <b>Difference in Conditions (Earthquake) Renewal Options</b> <b>Deductible Option - 5% Per Unit of Insurance Subject to \$100,000 Minimum</b>						
Expiring Price	TOTAL LIMIT	Carrier	Carrier Price	Layer Price	Price per Million	% LAYER COMPLETE
N/A	\$55.6M	Option 4	26,082	-	-	-
		ICW	6,520	-	-	-
		HSIC	-	-	-	-
		Total Option 4	32,602	-	1,274	-
		<b>CA Exposure \$ 55,641,079</b>				
		<b>80.5% of \$25,641,079 xs \$30M</b>				
		<b>xx% of \$25,641,079 xs \$30M</b>				
N/A	\$30M	Loyds of London	52,529	\$ 52,529	2,826	-
		Total	-	-	-	-
N/A	\$10M	Option 4 Aspen \$5M	27,348	27,348	5,470	-
		Endurance \$5M xs \$5M	-	-	-	-
		Option 4 Aspen \$5M	72,240	72,240	14,448	-
		Aspen Specialty \$5M - Primary	-	-	-	-
		5% CA EQ (\$100K min.),	-	-	-	-
All carriers surplus lines except ICW.						
Potential deductible based on 10% subject to \$100K min. (actual deductible unknown--based on true values at risk at time of loss)						
Location Value w/out CA Changes Estimated Deductible at 5%						
LA Location - Real Property	\$ 44,984,500					
LA Location - Contents	\$ 6,821,579					
Torrance or Van Nuys	\$ 10,000					
	\$ 2,249,225					
	\$ 331,079					
	\$ 100,000 (Minimum if LA location NOT damaged)					
<b>Terrorism - main EQ premium does not include terrorism.</b>						
<b>Coverage offered by carriers not concurrent</b>						
		<b>DIC PREMIUM Surplus Lines &amp; Stamp</b>	<b>Option 4</b>			
		<b>Inspection Fee</b>	<b>184,719</b>			
		<b>Total CA DIC Premium</b>	<b>200.00</b>			
			<b>184,919</b>			

## EXCESS LIABILITY RSUI

<b>CARRIER:</b>	<b>RSUI Indemnity Company</b> Admitted – Best Rated: A+ XIII
<b>Coverage:</b>	Excess Liability
<b>Policy Term:</b>	July 1, 2016 - July 1, 2017
<b>Limits of Insurance:</b>	\$5,000,000 in Excess of \$10,000,000
<b>Retention:</b>	Underlying Policy
<b>Annual Premium:</b>	\$7,500 Annual Premium \$ 0 Terrorism included
<b>Attachments &amp; Forms:</b>	<ul style="list-style-type: none"> <li>• Absolute Asbestos Exclusion</li> <li>• California Changes – Spouse or Registered Domestic Partner</li> <li>• California Changes-Cancellation and Nonrenewal</li> <li>• Coverage Unimpaired Aggregate</li> <li>• Directors and Officers Liability Exclusion</li> <li>• Employment - Related Practices Liability Exclusion</li> <li>• Excess Coverage Limitation Endorsement</li> <li>• Pollution Exclusion Endorsement – Total</li> <li>• State Fraud Statement</li> <li>• Uninsured Underinsured Motorist Exclusion</li> <li>• War Liability Exclusion</li> </ul>
<b>Commission</b>	10%

# CYBER LIABILITY HISCOX

<b>CARRIER:</b>	<b>Hiscox</b> Non-Admitted – Best Rated: A+ XIV
<b>Coverage:</b>	Technology, Privacy and Cyber Protection
<b>Policy Term:</b>	July 1, 2016 - July 1, 2017
<b>Limits :</b>	Policy Limit \$1,000,000
<b>Premium:</b>	\$6,026.00 Annual Premium \$ 180.78 State Tax \$ 12.05 Stamping Fee <u>\$ 375.00 Intermediary Fee</u> \$6,593.83 Cost
<b>Coverage Modules:</b>	<p><b>Breach Costs</b></p> <ul style="list-style-type: none"> <li>• Limit: \$1,000,000 Aggregate, regardless of the number of Claims or First Party Events</li> <li>• Retention: \$10,000 Each and Every First Party Event</li> <li>• Retroactive Date: 5/21/2013</li> </ul> <p><b>Privacy Protection</b></p> <ul style="list-style-type: none"> <li>• Limit: \$1,000,000 Aggregate, regardless of the number of Claims or First Party Events</li> <li>• Retention: \$10,000 Each and Every First Party Event</li> <li>• Retroactive Date: 5/21/2013</li> </ul> <p><b>Multimedia Protection</b></p> <ul style="list-style-type: none"> <li>• Limit: \$1,000,000 Aggregate, regardless of the number of Claims or First Party Events</li> <li>• Retention: \$10,000 Each and Every First Party Event</li> <li>• Retroactive Date: 5/21/2013</li> </ul> <p><b>Hacker damage</b></p> <ul style="list-style-type: none"> <li>• Limit: \$1,000,000 Aggregate, regardless of the number of Claims or First Party Events</li> <li>• Retention: \$10,000 Each and Every First Party Event</li> <li>• Retroactive Date: N/A</li> </ul> <p><b>Cyber Business Interruption</b></p> <ul style="list-style-type: none"> <li>• Limit: \$1,000,000 Aggregate, regardless of the number of Claims or First Party Events</li> <li>• Retention: 10 Hours</li> <li>• Retroactive Date: N/A</li> </ul> <p><b>Cyber Extortion</b></p> <ul style="list-style-type: none"> <li>• Limit: \$1,000,000 Aggregate, regardless of the number of Claims or First Party Events</li> <li>• Retention: \$10,000 Each and Every First Party Event</li> <li>• Retroactive Date: N/A</li> </ul>

<b>CARRIER:</b>	<b>Hiscox</b> Non-Admitted – Best Rated: A+ XIV
<b>Sub-limits:</b>	<p>Policy Sub-Limits are part of and not in addition to the applicable coverage module limit and policy limit.</p> <ul style="list-style-type: none"> <li>• \$1,000,000 Breach Costs –Computer Forensic Costs</li> <li>• \$1,000,000 Notification Costs</li> <li>• \$1,000,000 Credit or Identity Protection</li> <li>• \$50,000 Breach Costs- Crisis Management and Public Relations Costs</li> <li>• \$100,000 Privacy Protection – Regulatory Action</li> <li>• \$1,000,000 Privacy Protection – Regulatory Compensatory Award</li> <li>• \$25,000 Privacy Protection – PCI Fines / Penalties</li> <li>• \$50,000 Hacker Damage – Consulting Costs</li> <li>• \$50,000 Cyber Business Interruption- Consulting Costs</li> <li>• \$10,000 Cyber Business Interruption – Loss Amount Sub-Limit Per Hour</li> </ul>
<b>Commission:</b>	10%
<b>Policy Forms:</b>	<ul style="list-style-type: none"> <li>• Notification Endorsement</li> <li>• Service of Suit Endorsement</li> <li>• Syndicate 3642 endorsement</li> <li>• Privacy Program endorsement</li> <li>• PPM Payment Processor Indemnification</li> <li>• Privacy Program Endorsement</li> <li>• CA Surplus Notice</li> <li>• OFAC Trade Sanction Notice</li> <li>• Conformity Notice</li> <li>• Privacy Data Breach Policyholder Guide</li> </ul>
<b>Note:</b>	Geographical Limits: Worldwide, where legally permissible

# BIND ORDER SELECTION

I have reviewed and accept the attached Proposal. Please accept this as our authorization to bind coverage effective July 1, 2016. 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.

1. **Package Program:** Property, Equipment Breakdown, General Liability, PO, Employee Benefits, Excess Liability up to \$11m xs \$50,000

Argonaut Insurance Company \$65,572 to include TRIA as expiring

2. **Difference In Conditions:**

\$155,220 Option 1: 10% EQ Deductible: Aspen Specialty Insurance/Endurance American Specialty/Lloyds of London/ICW/HSIC

\$159,712 Option 2: 10% EQ Deductible: Westchester/Lloyds of London/QBE/Arrowhead

\$153,930 Option 3: 10% EQ Deductible: Westchester/Lloyds of London/ICW/HSIC

\$184,919 Option 4: 5% EQ Deductible: Aspen Specialty Insurance/Endurance American Specialty/Lloyds of London/ICW/HSIC

\*Further options at 5% deductible for comparison are not available but anticipated to be provided for consideration

3. **Excess Liability \$5,000,000 Excess \$10,000,000**

RSUI Indemnity Company: \$7,500

4. **Cyber Liability**

Hiscox \$6,593.83

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

# KEENAN DISCLOSURE STATEMENT

## Nature of Our Services

As your broker, Keenan will act as your advisor and consultant, but you will remain the ultimate decision maker. We will assist you in evaluating the information presented so that you can make an informed decision. You will, at all times, retain the right and responsibility to determine whether to accept or implement any information, recommendation, or suggestion presented by Keenan.

Keenan does not provide legal, tax, or accounting service, advice, or opinion, and our services are not to be interpreted as representing any such service, advice, or opinion. Clients are expected to consult their own counsel and their tax/accounting experts on all legal, tax, and accounting matters relating to their insurance programs.

## Needs Assessment and Marketing Plan

Keenan will work with you to assess and address your insurance needs. During this phase we will gather important information from you that will help us to develop a marketing plan and present your organization to prospective carriers. It is important that any information you provide us – or that someone else provides on your behalf – is accurate and complete. Prospective carriers will rely on this information as they develop their quotes.

After we develop a marketing plan, Keenan will contact those markets that it has determined most likely to meet the needs you have identified. We will not, however, contact every available market for the particular coverage being sought. In so far as practical, Keenan will honor requests to contact specific markets, but Keenan will not present a client to any carrier that we have determined will not provide a competitive quote. Keenan cannot guarantee the availability or price of insurance products, and cannot be responsible for fluctuations in the premiums charged by insurers.

## Use of Intermediaries

We generally prefer to approach markets directly wherever possible. Upon occasion, however, we may use intermediaries, including but not limited to co-brokers, sub-brokers, managing general agents/managing general underwriters, wholesale brokers, or reinsurance brokers if we believe it is necessary or appropriate.

## Marketing Results and Review of Options

Keenan will report to you in summary format, information concerning all markets and carriers approached. The summary shall include, as applicable: name of carriers approached, limits, premium, and deductible. The summary shall also include the names of any carriers who declined to provide a quote. We will also present a comparison summary highlighting the significant terms and/or differences among the various coverages quoted. The summary is provided **for convenience only**. It is not a comprehensive review of all policy terms and conditions. It is your responsibility to ask questions and to request any additional information that you deem necessary to make an informed decision regarding your insurance or self-insurance program.

Keenan cannot guarantee the solvency of any carrier with which we place business. Clients are encouraged to review all publicly available information and to contact us regarding any questions they may have. Ultimately, it remains the client's decision whether or not to accept a particular insurance carrier.

## Binding Coverage

Once you have made your decision, Keenan will communicate your decision to the selected carrier so that coverage can be bound on your behalf. It is your responsibility to carefully review all documents we give you, including binders, policies and endorsements, and to advise us immediately if you find any mistakes, or believe the materials do not properly reflect your needs or instructions.

## Compensation

Our service agreement with you will outline the specific terms of Keenan's compensation. Brokers often receive commissions from insurance carriers based on the insurance products sold. Commissions that are directly related to the insurance coverage purchased may impact the pricing that Keenan is able to obtain for such coverage.

It is possible that Keenan may also provide services to other entities that also provide services to our clients. They may include administrative, underwriting, marketing, loss control, and/or reinsurance related services. To the extent that any such services are provided, Keenan will be separately compensated by the recipient of those services.

Consistent with industry practices, insurers may also pay insurance brokers, such as Keenan, indirect compensation based upon volume efficiencies, client renewals, marketing services, product development, technology investments and other additional services. Keenan seeks written assurances from insurers that any such indirect compensation will not adversely impact the pricing or coverage terms that Keenan is able to obtain for its clients.

Keenan complies with all applicable state and/or federal laws and regulations regarding disclosure of compensation. We embrace industry efforts for transparency and believe it is important that clients have access to information that may be relevant to their choice of insurance products, including the cost of such insurance and services, and, the compensation that may be directly or indirectly paid to Keenan in connection with the products or services that are selected. If you have questions regarding any of these items or desire additional information, you may contact your Keenan account representative to discuss this matter in more detail.

# CARRIER QUOTES

**MEMORANDUM**

**DATE:** May 25, 2016

**TO:** Board of Law Library Trustees

**FROM:** Sandra Levin, Executive Director

**RE:** Law Week After-Report

**INTRODUCTION AND SUMMARY**

LA Law Library staff once again organized a successful week-long series of events to celebrate Law Day, a national holiday declared by the President of the United States to help youth and adults understand how law keeps us free and how our legal system strives to achieve justice. This year's national theme was "*Miranda: More than Words*".

The Law Library celebrated with an entire week of events from April 25 through April 29, encouraging patrons to explore the procedural protections afforded to us all by the U.S. Constitution, how these rights are safeguarded by the courts and why the preservation of these principles is essential to our liberty. The celebration included classes and lectures, art and music, a book discussion, and back-to-back panels on policing trends in democratic societies. The annual Law Week celebration is intended to stimulate new partnerships and increased collaboration with existing partners, community engagement activities, student participation and draw from as many of the Library's stakeholder groups as possible.

This year's celebration was especially notable for the expanded scope of criminal-law related programming and collaborations generated by the Library in putting the week-long celebration together. Collaborations throughout the week involved attorneys from law firms, the public defender's office, the courts, law professors, judges, legal aid and public interest agencies, local schools and public libraries. From academic to practical, expert to layperson, there was something for everyone! Excellent coverage by the media and outreach via public libraries throughout Los Angeles, community-based organizations and elected officials contributed to the overall success of the week resulting in high attendance at every single event.

To download class materials and other information, go to:

<http://lawweek.lalawlibrary.org/downloads.html>

**STATISTICS**

Although we do not have the ability to track service statistics in detail because of the large number of programs and participating providers, some very basic statistics from Law Week are:

- More than 20 print articles;
- More than 50 different subject areas covered;
- More than 100 online calendars listing LA Law Library events;



More than 1100 Media Outlets picking up the story;  
More than 100 online articles;  
More than 900 pre-registrations for events;  
More than 900 attendees at the events; and  
More than 70,000,000 results Google hits for the search: "LA Law Library Law Week 2016" prior to and during the weeks events, with more than 3,000,000 continuing today!

### **OUTREACH**

First-time visitors to LA Law Library were made aware of the Law Week events through online event calendars, such as Eventbrite, ExperienceLA.com and Eyespyla.com. The library's exposure on these interactive online calendars has increased the library's visibility not only downtown but across the county.

Media listings, including radio, news, print media, blogs and digital media outlets published information on LA Law's Law Week schedule of events. Examples include:

<https://www.eventbrite.com/e/mcle-evolution-of-miranda-rights-tickets-22586478766>

<http://losangeles.eventful.com/events/mcle-policing-trends-democratic-societies-/E0-001-091718019-3>

[http://events.kearth101.cbslocal.com/losangeles\\_ca/events/mcle-toward-next-miranda-warning-/E0-001-091927050-6](http://events.kearth101.cbslocal.com/losangeles_ca/events/mcle-toward-next-miranda-warning-/E0-001-091927050-6)

<https://twitter.com/mtsacparalegals/status/719642981825966081>

<http://socal-appellate.blogspot.com/2016/03/rule-of-law-week-april-25-29.html>

<https://www.downtownla.com/calendar/talk-to-a-lawyer-for-free-online>

New outreach in courthouses:

- We have a new presence in the Clara Shortridge Foltz criminal courthouse. Foltz staff enthusiastically agreed to post the flyer related to criminal subject matter and kept the main flyer for their use in referring visitors to LA Law Library.
- The Edmund G. Edelman's Children's Court, with the assistance of a few of our well-connected Members, allowed us to post information on Law Week as well. The assistance of our Members was another milestone in gaining the support of the LALL community in order to further our voice across the courts and legal community.
- Judges are now asking to have materials from LA Law Library sent directly to their chambers so they can refer people to one of the many programs we offer.
- Our Law Week flyer was distributed to more SRL's through the courts than in the past. Replenishment of the flyers at Stanley Mosk was needed twice a week leading up to Law Week.

For the first time, we also successfully streamed our panel discussions on Facebook! Followers were delighted to be able to participate even though they were not able to attend.



### **RECEPTION**

Every great event has a great beginning and this year's Law Week kick-off event was no exception. On Thursday, April 21, 2016, more than 100 attendees listened, tapped their feet and danced to the harmonious sounds of America's #1 Legal band, Gary S. Greene Esq., along with his Big Band of Barristers. They played and sang some of the nation's most popular songs from the swing era – plus a fun compilation of tunes from other eras to help round out the evening.

The music & arts celebration also featured, "125 Years of Photographic History" showing LA Law Library's location throughout the Civic Center since its inception as well as giving patrons a historical display about the growth of the City of Angels. More than 55 photographs were – and still are -- on display in the classroom area, making it a timeless section to learn, reflect and marvel in our evolution. The photos covered the five different locations that have housed the library, which include:

1. Red Sandstone Courthouse (1891 -1905)
2. Merchants Trust Company Building (1905-1909)
3. International Saving & Exchange Bank Building (1909-1912)
4. Hall of Records (1912-1953)
5. Mildred L. Lillie Building (1953-Present)

The photos of the library also served as bookends to the many historical pictures of Los Angeles, which span from 1891 through 2016 and include images from the Los Angeles Department of Water and Power as well as the USC Digital Library.

The exhibit will be on display throughout the year and is a timely lead into the 125th Celebration on July 27, 2016.

### **PROGRAMMING**

The Library offered daily events throughout the week, beginning with the ever-popular program addressing the rights and responsibilities of landlords and tenants. There were over 60 people in attendance and almost every seat in the alcove was taken. The Library continued to celebrate Law Day each day with various classes and events on a wide range of topics.

Once again, much effort went into the range of programming to be covered. Classes taught by existing partners addressed common legal matters such as the civil appeals process, landlord-tenant issues, bankruptcy and deferred action. Law Week 2016 also continued the tradition of the Library's collaboration with the Office of the Los Angeles County Public Defender to address the newly passed prison sentencing forgiveness program (Prop 47) and repeat the ever popular program "How Criminal Courts Work."

Staff taught classes on the types of criminal court records available in Courts, archives and records and how to best to retrieve them, landmark Supreme Court cases and drafting complaints and answers in civil lawsuits. This latter class on complaints was part of the third iteration of the Library's popular Civil Lawsuit Basics series, which aims to benefit both the courts and litigants by helping self-represented individuals learn essential civil court procedures.



### **MCLE's**

Given the Miranda theme, staff organized MCLE classes on a range of criminal law matters of interest to both attorneys and the general public. A class on the Evolution of Miranda Rights traced the development of the case law following the Supreme Court's landmark decision, and also included practical tips for attorneys dealing with post-arrest statements. Other classes covered: the procedures involved in discovering police personnel files in civil and criminal actions, featuring both a criminal defense and municipal attorney; and, a volunteer attorney training on naturalization and deferred action. All were well-received and enjoyed heavy attendance.

### **DISPLAY**

Reference Librarian Esther Eastman created an informative display in the library's main display case on the *Miranda* decision. It started with the Chief Justice's explanation of the need for the decision and its historical roots, looked at the defendants (charges against them and their fates), and concluded with a summary of the decision and reaction to it by the police, public and academicians. A sample of the Miranda warning from the Rampart Division was included in the display.

### **BOOK DISCUSSION**

The Library's book discussion group gathered on Tuesday, April 26 after the two panel discussions on policing to discuss *Blue: The LAPD and the Battle to Redeem American Policing* with the book's author, Joe Domanick. Domanick is an award winning investigative journalist who covered the LAPD and criminal justice issues for many years.

Domanick led the group through the events surrounding the Rodney King incited riots of 1992; the O.J. Simpson trial; the Rampart scandal; the federal Consent Decree; police reforms such as community policing; and current policing challenges while engaging the audience with numerous anecdotes and insights about former police chiefs Daryl Gates, Willie Williams, Bernard Parks and Bill Bratton; gang members; police officers; community advocates; politicians and current Chief Charlie Beck. The discussion group of 35+ participants included attorneys, law students; community activists; a former LA Police Commissioner who also worked with former mayor Tom Bradley for more than 20 years; and at least one former police officer. The participants contributed to the discussion with their opinions and anecdotes, as well as thought-provoking questions.

### **OVERCOMING ADVERSITY: REAL STORIES**

This California Humanities grant-funded program (originally scheduled for Friday, April 29 from 12pm to 2pm) unfortunately had to be rescheduled. Although several classes of high school students were enthusiastic and planned to attend, LAEP was not able to secure approved bus transportation satisfactory to LAUSD. The program will be rescheduled for Fall 2016, most likely during Pro Bono Week.

### **PANELS**

The week also featured two in-depth panel discussions with some of the foremost legal scholars in the L.A. area. As in past years, the panels addressed both domestic and global law issues: "Toward the Next Miranda," a discussion of how U.S. policymakers



should balance liberty and safety in the regulation of police/public interactions; and, “Policing Trends in Democratic Societies” on current trends in policing practices and policies around the world. Both panels enjoyed good attendance and questions from a very engaged audience.

The panelists included:

- Priscilla Ocen (Loyola Law School)
- Eric Miller (Loyola Law School)
- Michael Gennaco (OIR Group)
- Edwin Smith (USC Gould School of Law)
- Jeffery Daar (Daar & Newman)
- Hamid Khan (Stop LAPD Spying Coalition)

### **SPONSORS AND FINANCES**

Thanks to all of the many people who donated their time and services -- from the musicians to the presenters and speakers, all of whom volunteered, the total out of pocket cost of Law Week was less than \$1,000.

### **THE IN-HOUSE TEAM**

The Law Week committee, led by Janine Liebert, included representatives from Communications, P&P, Reference, Facilities and IT. Staff members assisted at the registration table, distributed promotional materials and provided other forms of assistance throughout the week as needed.

IT and Communications implemented the rollout of new technology to check in attendees on tablets as they arrived. The result was a nearly-paperless registration process that is efficient for capturing contact information and statistics and easy for staff. IT also created standalone registration terminals in the Reading Room, giving library patrons the opportunity to register for classes whenever they chose.

Undergraduate student interns (part of the Library’s access to justice internship program) pitched in on the planning and implementation of the photography exhibit, distributing promotional materials and providing other forms of assistance as needed throughout the course of their internships.

### **FUTURE OPPORTUNITIES**

Programs and events throughout the week raised many interesting opportunities for future collaborations. The landlord-tenant series once again drew a full house and, thanks to the generous support of Pacific Western Bank, the Housing Rights Series is now a sponsored series at the Library. Discussions are also underway to develop more criminal law-related programming, given the popularity of the two trainings by the Public Defender’s office and the Know Your Rights panel on interacting with the police. The Library and partnering organizations are also exploring opportunities to implement regularized deferred action programming based on the popularity of the DACA & Naturalization Volunteer training.



## **APPENDIX A: Existing Partners and New Collaborations**

### **Existing Partners:**

Asian Americans Advancing Justice  
Bet Tzedek Legal Services  
California Court of Appeal  
Daar & Newman  
Gary Greene, Esq. and his Big Band of Barristers  
LAEP (LA Education Partnership)  
Law Office of the Los Angeles County Public Defender  
Law Offices of Kimball, Tirey & St. John LLP  
Legal Aid Foundation of Los Angeles  
Loyola Law School  
Public Counsel  
UCLA School of Law  
USC School of Law

### **New Collaborations:**

Best Best & Krieger LLP  
Douglas Hicks Law Firm  
Katz & Associates  
Law Offices of Austin R. Dove  
Maria E. Hall, Attorney at Law  
National Lawyers Guild Los Angeles  
OIR Group  
Stop LAPD Spying Coalition

