

AGENDA

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

REGULAR BOARD MEETING

Wednesday, May 22, 2019

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 24, 2019 Regular Board Meeting
- 3.2 Review of March Financials and List of April Checks and Warrants
- 3.3 Platinum Program Update for the Month of April

4.0 DISCUSSION ITEMS

- 4.1 Review and Discussion of Operating Budget FY2020
- 4.2 Approval of P&L Insurance Discussion and Approval of 2019-20 Property & Liability Insurance

5.0 CLOSED SESSION

- 5.1 Conference with Labor Negotiator (G.C. 54957.6). *Library Negotiator:* Executive Director, Sandra J. Levin; *Employee Organization:* SEIU Local 721.

6.0 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.

7.0 EXECUTIVE DIRECTOR REPORT

- 7.1 Staff Presentation: Law Day: Freedom of Speech After-Report

8.0 ADJOURNMENT

It is requested that the meeting be adjourned in memory of Coral Henning who worked as the Executive Director at the Sacramento County Law Library. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, June 19, 2019.

POSTED WEDNESDAY, MAY 16, 2019 @ 5:00 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the April 24, 2019, Regular Board Meeting
- 3.2 Review of March Financials and List of April Checks and Warrants
- 3.3 Platinum Program Update for the Month of April

**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 24, 2019

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, April 24, 2018 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present: Judge Mark Juhas
Judge Michelle Williams Court
Judge Dennis Landin
Judge Richard Rico
Susan Steinhauser, Esquire

Trustees Absent: Kenneth Klein, Esquire
Judge Michael Stern

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

Also Present: Marcelino Juarez, Finance Manager
Ann Marie Gamez, Executive Assistant

President Juhas determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

No public comment

2.0 PRESIDENT'S REPORT

President Juhas commented on the success of Gala. Trustee Steinhauser commented on the Gala honorees and thanked staff for their participation.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the March 27, 2019 Regular Board Meeting
- 3.2 Review of February Financials and List of March Checks and Warrants.
- 3.3 Platinum Program Update for the month of March

- 3.4 Receipt of FY18-19 Quarter 3 Statistics
- 3.5 Approval of Revised CMS Clerk Job Description

President Juhas requested a motion to approve items on the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Court. The motion was unanimously approved, 5-0.

4.0 DISCUSSION ITEMS

4.1 Staff Presentation: Freedom of Information Day After Report

Managing Librarian of Education and Members Program, Ryan Metheny, gave a brief after report presentation on Freedom of Information Day. R. Metheny highlighted some of the days programming such as topics, *FOIA* and *PUBLIC RECORDS ACT*. R. Metheny also noted the panel discussion that discussed interesting topics with good balance. Trustee Steinhauser recommended reaching out to bookstores to advertise book discussions.

No action taken.

6.0 AGENDA BUILDING

There were no items for agenda building.

7.0 EXECUTIVE REPORT

ED Levin reminded the board that LALL would be bringing a draft budget in May's board agenda. Trustee Steinhauser inquired on the status of the additional funding. ED Levin replied that a request has been submitted by an individual Assembly Member to the applicable Assembly budget subcommittee, and an individual senator to the applicable budget subcommittee on the senate side. CCCLL also received 32 signatures from Senators and Assembly Members supporting the individual requests for additional funding for County Law Libraries. The next Senate budget subcommittee hearing is May 9th.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:38pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, May 22, 2019 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, 2019

(Provisional and subject to year-end audit adjustments)

	6/30/2018	3/31/2019	YTD
Assets			
Current assets			
Cash and cash equivalents	4,748,337	8,935,124	4,186,786
Accounts receivable	1,599,833	1,384,284	(215,549)
Prepaid expenses	201,343	413,090	211,747
Total current assets	6,549,514	10,732,498	4,182,984
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,564,722	4,704,942	140,220
Capital assets, not being depreciated	630,426	895,903	265,477
Capital assets, being depreciated - net	17,174,661	16,754,649	(420,013)
Total noncurrent assets	22,688,279	22,673,963	(14,316)
Total assets	29,237,793	33,406,461	4,168,669
Deferred Outflows of Resources			
Deffered Outflows of Resources	1,712,350	1,712,350	-
Total assets and deffered outflows of resources	30,950,143	35,118,811	4,168,669
Liabilities			
Current Liabilities			
Accounts payable	228,063	190,207	(37,856)
Other current liabilities	-	-	-
Payroll liabilities	5,000	7,840	2,839
Total current liabilities	233,063	198,046	(35,016)
Noncurrent Liabilities			
Accrued sick and vacation liability	293,210	281,656	(11,554)
Borrowers' deposit	291,560	301,369	9,809
OPEB liability	2,735,493	2,922,990	187,497
Net pension liability	2,880,776	2,880,776	-
Total noncurrent liabilities	6,201,038	6,386,790	185,752
Total liabilities	6,434,101	6,584,837	150,735
Deferred Inflows of Resources			
Deffered Inflows of Resources	944,117	944,117	-
Total liabilities and Deffered inflows of resources	7,378,218	7,528,954	150,735
Net Position			
Invested in capital assets	17,805,087	17,650,552	(154,536)
Unrestricted	5,766,838	9,939,306	4,172,469
Total net position	23,571,925	27,589,858	4,017,933
Total liabilities and Deffered inflows of resources and net position	30,950,143	35,118,811	4,168,669

Los Angeles County Law Library
Income Statement for the Period Ending March 31, 2019
(Provisional and subject to year-end audit adjustments)

Mar 18	Mar 2019				FY 2017-18	FY 2018-19 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf) % Fav		YTD Actual	Amended Budget	Actual	\$ Fav (Unf) % Fav			
Detailed Budget:												
Income:												
556,944	672,202	628,153	(44,049)	-6.6%	15 FIN 303300	L.A. Superior Court Fees	5,270,879	5,723,439	5,679,390	(44,049)	-0.8%	
Interest:												
0	2,100	2,289	189	9.0%	15 FIN 311000	Interest - LAIF	2,045	6,252	6,441	189	3.0%	
4,968	8,894	14,747	5,853	65.8%	15 FIN 312000	Interest - General Fund	35,835	94,375	100,306	5,931	6.3%	
399	468	550	82	17.6%	15 FIN 313000	Interest - Deposit Fund	3,339	4,616	4,710	94	2.0%	
5,367	11,462	17,586	6,124	53.4%		Subtotal	41,219	105,243	111,457	6,214	5.9%	
Parking:												
61,085	52,989	56,301	3,312	6.2%	39 FAC 330100	Parking	484,940	486,271	481,145	(5,126)	-1.1%	
61,085	52,989	56,301	3,312	6.2%		Subtotal	484,940	486,271	481,145	(5,126)	-1.1%	
Library Services:												
49	150	0	(150)	-100.0%	27 CIRC 330150	Annual Designation Fee	1,950	855	519	(336)	-39.3%	Continued slower than expected trend due to reduced messenger use by law firms.
19,173	15,038	21,715	6,677	44.4%	25 PS 330140	Annual Members Fee	164,469	145,657	142,080	(3,577)	-2.5%	
699	2,075	1,605	(469)	-22.6%	25 PS 330340	Course Registration	21,670	20,082	25,882	5,800	28.9%	Increased MCLE attendance, including CEB Jan. programs
3,424	3,417	3,962	545	16.0%	27 CIRC 330129	Copy Center	32,434	30,493	31,252	759	2.5%	
1,529	1,250	1,378	128	10.2%	27 CIRC 330205	Document Delivery	11,998	12,283	12,643	360	2.9%	
3,654	3,389	2,480	(909)	-26.8%	27 CIRC 330210	Fines	36,085	29,020	27,513	(1,507)	-5.2%	Timing variance.
23,105	1,245	1,042	(203)	-16.3%	15 FIN 330310	Miscellaneous	50,975	44,126	61,979	17,853	40.5%	
11,250	3,338	928	(2,410)	-72.2%	39 FAC 330330	Room Rental	49,767	31,590	34,189	2,599	8.2%	Timing variance
0	0	0	0	0.0%	23 COL 330350	Book Replacement	250	665	665	0	0.0%	
0	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	0	0	0	0	0.0%	
0	0	15,000	15,000	0.0%	17 EXEC 330400	Friends of Law Library	145,000	125,000	140,000	15,000	12.0%	Timing variance.
0	0	0	0	0.0%	25 PS 330420	Grants	0	0	0	0	0.0%	
57	25	35	10	39.0%	15 FIN 330450	Vending	278	273	286	13	4.7%	
0	0	0	0	0.0%	37 COM 330465	Special Events Income	12,459	15,157	15,157	0	0.0%	
62,940	29,925	48,145	18,220	60.9%		Subtotal	527,333	455,200	492,164	36,964	8.1%	
686,336	766,578	750,185	(16,394)	-2.1%		Total Income	6,324,371	6,770,153	6,764,156	(5,997)	-0.1%	
Expenses:												
Staff:												
258,681	191,814	257,774	(65,960)	-34.4%	ALL 501000	Salaries (FT)	1,717,375	1,676,232	1,698,608	(22,376)	-1.3%	
0	(5,798)	0	(5,798)	100.0%	15 FIN 501025	Staff Vacancy Offset (FT)	0	(38,656)	0	(38,656)	100.0%	
27,323	23,235	35,986	(12,751)	-54.9%	ALL 501050	Salaries (PT)	183,994	206,703	220,028	(13,325)	-6.4%	Timing variance (3 pay periods in March)
37,307	40,600	45,748	(5,148)	-12.7%	15 FIN 512000	Health Insurance	381,014	365,428	383,886	(18,458)	-5.1%	Plan changes during open enrollment
415	417	381	35	8.5%	15 FIN 513000	Disability Insurance	3,783	3,515	3,414	101	2.9%	
4,891	5,000	5,110	(110)	-2.2%	15 FIN 514000	Dental Insurance	43,943	44,848	45,243	(395)	-0.9%	
485	583	501	82	14.1%	15 FIN 514500	Vision Insurance	4,802	4,918	4,766	152	3.1%	
(99)	117	87	30	25.4%	15 FIN 515000	Life Insurance	584	1,041	1,136	(94)	-9.1%	Includes new life insurance for PT employees.
0	0	0	0	0.0%	15 FIN 515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
9,190	6,667	1,748	4,918	73.8%	15 FIN 516000	Workers Compensation Insurance	27,075	41,353	38,885	2,467	6.0%	Timing variance.
0	833	0	833	100.0%	15 FIN 517000	Unemployment Insurance	2,212	5,200	6,354	(1,154)	-22.2%	Timing variance.
0	3,200	2,073	1,128	35.2%	ALL 514010	Temporary Employment	0	15,269	6,590	8,679	56.8%	Timing variance. Includes one time funding (OTF) project salary.
1,163	4,417	1,103	3,313	75.0%	13 HR 514015	Recruitment	2,219	13,566	1,419	12,147	89.5%	Timing variance.
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%	
9,167	20,833	20,833	0	0.0%	15 FIN 518500	OPEB Expense	82,503	187,498	187,497	1	0.0%	
319	450	256	194	43.2%	15 FIN 518550	TMP	7,186	7,486	7,043	443	5.9%	
1,386	1,250	1,423	(173)	-13.9%	15 FIN 518560	Payroll and Benefit Administration	10,342	10,939	10,341	598	5.5%	
398,807	329,343	424,110	(94,766)	-28.8%		Total - Staff	2,844,726	2,998,209	3,081,533	(83,324)	-2.8%	
Library Materials/Electronic Resources Subscription:												
108,795	150,173	115,339	34,834	23.2%	23 COL 601999	American Continuations	1,019,376	1,052,869	1,017,559	35,310	3.4%	Excess funds to be used for General/Librarianship
5,296	5,196	2,408	2,788	53.7%	23 COL 602999	American New Orders	9,630	35,459	32,671	2,787	7.9%	New orders anticipated in April.
499	1,332	565	766	57.5%	23 COL 609199	Branch Continuations	17,060	13,505	12,739	766	5.7%	Timing variance
0	54	0	54	100.0%	23 COL 609299	Branch New Orders	0	54	0	54	100.0%	No new orders anticipated; funds will be reassigned to another New Orders category.
7,935	14,298	9,998	4,299	30.1%	23 COL 603999	Commonwealth Continuations	90,674	97,183	92,883	4,299	4.4%	
0	268	22	246	91.8%	23 COL 604999	Commonwealth New Orders	25	268	22	246	91.8%	New orders anticipated in April.

Los Angeles County Law Library
Income Statement for the Period Ending March 31, 2019
(Provisional and subject to year-end audit adjustments)

Mar 18	Mar 2019				FY 2017-18	FY 2018-19 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav -%	YTD Actual	Amended Budget	Actual		\$ Fav (Unf)	% Fav -%
9,307	13,246	7,204	6,042	45.6%	23 COL 605999	Foreign Continuations	83,782	87,214	81,178	6,036	6.9%	Timing variance
0	266	106	160	60.1%	23 COL 606999	Foreign New Orders	776	274	114	160	58.4%	New orders anticipated in April.
11,045	10,732	10,590	142	1.3%	23 COL 607999	International Continuations	78,399	95,094	94,952	142	0.1%	
0	134	0	134	100.0%	23 COL 608999	International New Orders	0	134	0	134	100.0%	New orders anticipated in April.
1,837	2,064	3,115	(1,051)	-50.9%	23 COL 609399	General/Librarianship Continuations	11,008	12,631	13,682	(1,051)	-8.3%	funds may be reassigned to another New Orders category.
63	3	0	3	100.0%	23 COL 609499	General/Librarianship New Orders	63	205	202	3	1.4%	
144,777	197,764	149,347	48,417	24.5%		Subtotal	1,310,794	1,394,888	1,346,002	48,886	3.5%	
(144,777)	(197,764)	(149,347)	(48,417)	24.5%	23 COL 690000	Library Materials Transferred to Assets	(1,310,794)	(1,394,888)	(1,346,002)	(48,886)	3.5%	
50,546	67,058	35,183	31,875	47.5%	23 COL 685000	Electronic Resource Subscriptions (ERS)	477,712	416,428	400,292	16,136	3.9%	
Facilities:												
4,237	8,000	27,079	(19,079)	-238.5%	39 FAC 801005	Repair & Maintenance	16,134	67,907	72,345	(4,438)	-6.5%	Overage from paving repairs due to burst pipe
1,164	1,474	1,328	146	9.9%	39 FAC 801010	Building Services	8,196	11,835	13,566	(1,731)	-14.6%	Timing variance.
0	783	2,268	(1,484)	-189.5%	39 FAC 801015	Cleaning Supplies	8,094	6,750	8,971	(2,221)	-32.9%	Timing variance.
9,442	9,500	9,728	(228)	-2.4%	39 FAC 801020	Electricity & Water	91,840	93,620	93,920	(300)	-0.3%	
966	1,000	966	34	3.4%	39 FAC 801025	Elevator Maintenance	8,871	11,614	11,512	102	0.9%	
1,801	3,467	5,484	(2,017)	-58.2%	39 FAC 801030	Heating & Cooling	27,492	34,678	32,557	2,121	6.1%	Timing variance due to delay in chilled water invoice for February.
19,811	17,733	20,157	(2,424)	-13.7%	15 FIN 801035	Insurance	178,298	187,554	193,207	(5,653)	-3.0%	
8,674	9,311	9,543	(232)	-2.5%	39 FAC 801040	Janitorial Services	78,068	80,678	81,724	(1,047)	-1.3%	
1,250	1,750	1,250	500	28.6%	39 FAC 801045	Landscaping	11,250	12,750	11,250	1,500	11.8%	Budgeted rate increase not yet in effect.
21,379	23,231	15,284	7,947	34.2%	39 FAC 801050	Security	153,383	166,922	146,403	20,519	12.3%	Timing Variance
128	1,700	0	1,700	100.0%	39 FAC 801060	Room Rental Expenses	17,573	7,393	3,460	3,932	53.2%	Offset by reduced room rental income.
621	742	638	104	14.0%	37 COM 801065	Special Events Expenses	9,358	12,827	11,769	1,058	8.2%	PBW expenses increased due to increased sponsorship revenue
1,146	460	0	460	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	1,538	1,829	558	1,271	69.5%	Timing variance.
162	300	3,478	(3,178)	-1059.4%	39 FAC 801110	Equipment (<3K)	831	1,822	5,390	(3,567)	-195.8%	Timing variance.
0	225	0	225	100.0%	39 FAC 801115	Building Alterations (<3K)	0	675	0	675	100.0%	Timing variance.
37	372	368	4	1.1%	39 FAC 801120	Delivery & Postage	1,839	2,566	2,367	199	7.7%	Timing variance
146	188	160	28	14.9%	39 FAC 801125	Kitchen supplies	1,700	1,836	1,700	136	7.4%	Timing variance
70,964	80,236	97,731	(17,495)	-21.8%		Subtotal	614,465	703,255	690,700	12,555	1.8%	
Technology:												
1,964	1,825	771	1,054	57.8%	33 TECH 801210	Software Maintenance	15,861	11,515	8,999	2,517	21.9%	Timing variance.
1,547	2,157	1,861	295	13.7%	33 TECH 801212	Hardware Maintenance	15,429	17,830	16,764	1,066	6.0%	
0	1,067	625	443	41.5%	33 TECH 801215	Software (<\$3k)	6,901	4,577	2,238	2,339	51.1%	Timing variance.
0	691	0	691	100.0%	33 TECH 801220	Hardware (<\$3k)	2,114	3,748	2,717	1,031	27.5%	Timing variance.
0	75	77	(2)	-2.3%	33 TECH 801225	Computer Supplies	0	377	229	148	39.3%	Timing variance.
4,410	4,485	4,622	(137)	-3.1%	33 TECH 801230	Integrated Library System	38,578	39,941	40,352	(412)	-1.0%	
2,347	2,913	2,990	(77)	-2.6%	33 TECH 801235	Telecommunications	23,134	23,326	21,927	1,398	6.0%	Timing variance.
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	0	0	0	0	0.0%	
0	75	51	24	32.7%	33 TECH 801250	Services	156	483	310	173	35.9%	
10,267	13,287	10,996	2,291	17.2%		Subtotal	102,172	101,797	93,536	8,262	8.1%	
General:												
667	583	557	26	4.4%	15 FIN 801310	Bank Charges	5,768	4,842	4,582	260	5.4%	
813	842	843	(1)	-0.1%	35 CMS 801315	Bibliographical Services	7,313	7,584	7,587	(3)	0.0%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
66	83	103	(20)	-23.6%	17 EXEC 801325	Board Expense	521	682	705	(23)	-3.3%	
539	34	240	(206)	-602.6%	37 COM 801330	Staff meals & events	2,477	9,290	9,458	(168)	-1.8%	
1,513	1,833	1,562	271	14.8%	15 FIN 801335	Supplies - Office	13,907	16,418	16,265	153	0.9%	
1,922	2,360	2,359	1	0.0%	35 CMS 801337	Supplies - Library materials	6,089	7,790	7,797	(7)	-0.1%	
0	350	0	350	100.0%	37 COM 801340	Stationery, business cards, etc.	541	1,050	274	776	73.9%	Timing variance.
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
480	833	1,220	(386)	-46.4%	27 CIRC 801370	Copy Center Expense	12,217	5,988	13,891	(7,903)	-132.0%	Timing variance.
0	(8)	369	(378)	4530.5%	15 FIN 801375	General - Misc	1,012	3,025	3,579	(554)	-18.3%	
0	0	110	(110)	0.0%	25 PS 801390	Course Registration	0	0	213	(213)	0.0%	
394	50	901	(851)	-1702.7%	17 EXEC 801395	Friends of Law Library	546	391	1,142	(751)	-192.2%	Offset by increased revenue
6,392	6,961	8,265	(1,304)	-18.7%		Subtotal	50,391	57,059	65,492	(8,433)	-14.8%	
Professional Development:												

Los Angeles County Law Library
Income Statement for the Period Ending March 31, 2019
(Provisional and subject to year-end audit adjustments)

Mar 18		Mar 2019				FY 2017-18			FY 2018-19 YTD				Comments	
Actual	Budget	Actual	\$ Fav (Unf)	% Fav -%			YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav -%			
0	999	248	751	75.2%	ALL	803105	Travel	5,532	4,352	1,792	2,560	58.8%	Grant funding obtained and 2 conferences not attended. Includes CCCLL meeting expenses.	
62	20	0	20	100.0%	ALL	803110	Meals	107	109	49	60	55.1%		
0	0	0	0	0.0%	ALL	803113	Incidental and miscellaneous	75	399	399	0	0.0%		
0	1,519	165	1,354	89.1%	ALL	803115	Membership dues	6,695	43,453	43,315	138	0.3%		
0	529	0	529	100.0%	ALL	803120	Registration fees	3,667	2,251	764	1,488	66.1%	Timing variance.	
0	0	0	0	0.0%	ALL	803125	Educational materials	497	0	0	0	0.0%		
62	3,067	413	2,654	86.5%			Subtotal	16,573	50,565	46,319	4,246	8.4%		
							Communications & Marketing:							
0	300	0	300	100.0%	37	COM	803205	Services	0	900	1,890	(990)	-110.0%	One Time Funding
0	1,270	2,987	(1,717)	-135.2%	37	COM	803210	Collateral materials	2,152	4,256	5,341	(1,085)	-25.5%	One Time Funding
0	1,031	2,250	(1,220)	-118.3%	37	COM	803215	Advertising	2,542	3,091	2,499	592	19.2%	Timing variance.
0	0	0	0	0.0%	37	COM	803220	Trade shows & Outreach	0	116	116	0	0.0%	
0	2,601	5,237	(2,636)	-101.4%			Subtotal	4,693	8,363	9,846	(1,483)	-17.7%		
							Travel & Entertainment							
0	0	0	0	0.0%	ALL	803305	Travel	0	0	0	0	0.0%		
0	0	0	0	0.0%	ALL	803310	Meals	0	0	0	0	0.0%		
0	0	0	0	0.0%	ALL	803315	Entertainment	0	0	0	0	0.0%		
15	132	5	127	96.4%	ALL	803320	Ground transportation & mileage reimb.	490	587	230	357	60.8%		
0	0	0	0	0.0%	ALL	803325	Incidental travel expenses	0	0	0	0	0.0%		
15	132	5	127	96.4%			Subtotal	490	587	230	357	60.8%		
							Professional Services							
0	1,072	0	1,072	100.0%	15	FIN	804005	Accounting	23,721	24,640	21,425	3,215	13.0%	
1,406	2,896	2,896	0	0.0%	17	EXEC	804008	Consulting Services	23,966	25,940	25,940	0	0.0%	
0	5,933	3,792	2,141	36.1%	17	EXEC	804010	Legal	595	22,800	3,792	19,008	83.4%	
0	1,167	0	1,167	100.0%	15	FIN	804015	Other	2,146	5,790	2,364	3,425	59.2%	
1,406	11,068	6,688	4,380	39.6%			Subtotal	50,428	79,170	53,521	25,648	32.4%		
							Depreciation:							
201,747	195,833	231,843	(36,010)	-18.4%	15	FIN	806105	Depreciation - Library Materials	1,836,112	1,764,509	1,782,427	(17,917)	-1.0%	
24,314	23,333	23,255	79	0.3%	15	FIN	806110	Depreciation Exp - FF&E	222,440	206,735	205,817	918	0.4%	Delay in capital expenditure purchases.
226,061	219,167	255,098	(35,931)	-16.4%			Subtotal	2,058,552	1,971,244	1,988,244	(17,000)	-0.9%		
764,521	732,920	843,724	(110,805)	-15.1%			Total Expense	6,220,201	6,386,677	6,429,712	(43,036)	-0.7%		
(78,184)	33,659	(93,540)	(127,198)	-377.9%			Net Income Before Extraordinary Items	104,170	383,477	334,444	(49,033)	-12.8%		
							Investment Gain (Loss) ¹							
21,574	(975)	40,960	41,935	-4302.8%	15	FIN	321000	Investment Gain (Loss) ¹	(17,016)	98,289	140,220	41,931	42.7%	Reflects loss/gain if sold at time of report (before maturity).
0	0	0	0	0.0%	17	EXEC	401000	Extraordinary Income	0	3,543,270	3,543,270	0	0.0%	One-time funding from the State.
0	0	0	0	0.0%	17	EXEC	901000	Extraordinary Expense	0	0	0	0	0.0%	
(56,610)	32,684	(52,579)	(85,263)	-260.9%			Net Income Including Extraordinary Items	87,154	4,025,035	4,017,933	(7,102)	-0.2%		

Los Angeles County Law Library
Income Statement for the Period Ending March 31, 2019
(Provisional and subject to year-end audit adjustments)

Mar 18 Actual	Mar 2019			
	Budget	Actual	\$ Fav (Unf)	% Fav -%
0	5,300	3,352	1,948	36.8%
0	0	30,789	(30,789)	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>0</u>	<u>5,300</u>	<u>34,140</u>	<u>28,840</u>	<u>544.2%</u>

FY 2017-18 YTD Actual	FY 2018-19 YTD			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav -%
0	5,300	3,352	1,948	36.8%
0	0	30,789	(30,789)	0.0%
0	188,089	188,089	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>0</u>	<u>193,389</u>	<u>222,229</u>	<u>(28,840)</u>	<u>-14.9%</u>

Comments

Capital Expenditures:

39 FAC 161100	Furniture / Appliances (>3k)	0	5,300	3,352	1,948	36.8%	
33 TECH 161300	Electronics / Computer Hardware (>3k)	0	0	30,789	(30,789)	0.0%	
39 FAC 164500	Exterior Building Repairs/ Improvements (>3k)	0	188,089	188,089	0	0.0%	Reflects completed Roof North (1970) project and new barrier arm gates.
39 FAC 164000	Interior Improvements / Alterations (>3k)	0	0	0	0	0.0%	
33 TECH 168000	Computer Software	0	0	0	0	0.0%	
	Total - Capitalized Expenditures	<u>0</u>	<u>193,389</u>	<u>222,229</u>	<u>(28,840)</u>	<u>-14.9%</u>	

CalPERS CERBT Trust Fund:

Beginning Balance	2,144,536
Administrative Expense	(90)
Investment Expense	(66)
Unrealized Gain/Loss	46,491
Distribution	0
Ending Balance	<u>2,190,870</u>

CalPERS CERBT program cost.
Investment management cost.
Fluctuating market conditions.
Distribution from Fund

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

Los Angeles County Law Library
Statement of Cash Flows
As of March 31, 2019
(Provisional and subject to year-end audit adjustments)

	3/31/2019	YTD
Cash flows from operating activities		
L.A. Superior court fees	628,153	5,679,390
Parking fees	56,301	481,145
Library services	33,145	3,895,434
(Increase) decrease in accounts receivable	11,992	215,549
Increase (decrease) in borrowers' deposit	(799)	9,809
Cash received from filing fees and services	728,792	10,281,327
Facilities	(97,731)	(690,700)
Technology	(10,996)	(93,536)
General	(8,265)	(65,492)
Professional development	(413)	(46,319)
Communications & marketing	(5,237)	(9,846)
Travel & entertainment	(5)	(230)
Professional services	(6,688)	(53,521)
Electronic Resource Subscriptions (ERS)	(35,183)	(400,292)
(Increase) decrease in prepaid expenses	(8,283)	(211,747)
Increase (decrease) in accounts payable	34,073	(37,856)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(138,727)	(1,609,538)
Staff (payroll + benefits)	(424,110)	(3,081,533)
Increase (decrease) in payroll liabilities	1,445	2,839
Increase (decrease) in accrued sick and vacation liability	(710)	(11,554)
Increase (decrease) in OPEB liability	20,833	187,497
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(402,542)	(2,902,751)
Contributions received	15,000	140,000
Net cash from operating activities	202,523	5,909,038
Cash flow from capital and related financing activities		
Library materials	(149,347)	(1,346,002)
Fixed assets	(34,140)	(222,229)
Capital - Work in Progress (WIP)	30,789	(265,477)
Cash flows from investing activities		
Investment	-	-
Investment earnings	17,586	111,457
Net cash increase (decrease) in cash and cash equivalents	67,410	4,186,786
Cash and cash equivalents, at beginning of period	9,186,183	5,066,807
Cash and cash equivalents, at end of period	9,253,594	9,253,594
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(111,125)	3,766,257
Adjustments for noncash effects:		
Depreciation	255,098	1,988,244
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	11,992	215,549
(Increase) decrease in prepaid expenses	(8,283)	(211,747)
Increase (decrease) in accounts payable	34,073	(37,856)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	1,445	2,839
Increase (decrease) in accrued sick and vacation liability	(710)	(11,554)
Increase (decrease) in borrowers' deposit	(799)	9,809
Increase (decrease) in OPEB liability	20,833	187,497
Net impact of GASB 68 adjustments		
Net cash from operating activities	202,523	5,909,038

LOS ANGELES COUNTY LAW LIBRARY
April 1, 2019 - April 30, 2019 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 2	AFLAC REMITTANCE	CAFE PLAN-INSURA	875.09	030805
	AT&T	TELECOM	459.54	030806
	BUREAU OF STREET LIGHTING	BLDG SVCS	2,853.04	030807
	SANDRA J LEVIN	MEMBERSHIP	165.00	030808
	METROLINK	TMP	505.75	030809
	SUTTLES PLUMBING INC	REPAIR/MAINT	484.00	030811
April 3	NATIONAL 50 SECURITY	SECURITY	4,963.08	030812
	NATIONAL 50 SECURITY	SECURITY	5,451.25	030813
	LANGUAGE PEOPLE INC	OTHER	74.75	030814
	JEFFREY R DOHODA	REPLACEMENT	128.00	030815
April 5	ALEJANDRO EMILIO DE LEON	REFUND	132.00	030816
	GLENDY CHUNGFANG LAU	REFUND	140.00	030817
	SCARLETT ROSE MARQUEZ	REFUND	140.00	030818
	STEPHENIE MONIQUE REIMER	REFUND	140.00	030819
	SYNCB AMAZON	BOOKS	68.67	030820
	UBC LAW REVIEW SOCIETY	BOOKS	52.23	030821
	LIBRAIRIE ERASMUS BV	BOOKS	35.75	030822
	EMPLOYMENT DEVELOPMENT DEPT	MISCELLANEOUS	369.21	030823
April 10	AT&T	TELECOM	461.65	030824
	NATIONAL 50 SECURITY	SECURITY	5,683.83	030825
April 15	BRIDGES FILTER SERVICE, INC	BLDG SVCS	714.49	030826
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	030827
	COUNTY OF LOS ANGELES	BANK CHARGES	48.74	030828
	COUNTY OF LOS ANGELES	HEATING/COOLING	2,350.71	030829
	SONNY LEW	MILEAGE	4.81	030830
	MEILING LI	MEMBERSHIP DUES	294.00	030831
	ONEDIGITAL HR CONSULTING	CONSULTING	2,896.26	030832
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	9,368.10	030833
	SJM INDUSTRIAL RADIO	EQUIPMENT	3,017.40	030834
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	030835
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	286.19	030836
	GAUNT	BOOKS	250.85	030837
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	591.04	030838
	April 23	BANKS & JORDAN	BOOKS	87.44
GAUNT		BOOKS	1,853.16	030840
OTTO HARRASSOWITZ		BOOKS	1,172.67	030841
LOCAL GOVERNMENT PUBLICATIONS		BOOKS	143.56	030842
April 24	GUARDIAN	PREPAID EXP	6,448.17	030843
			55,486.43	

LOS ANGELES COUNTY LAW LIBRARY
April 1, 2019 - April 30, 2019 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	MARIA HALL LAW	LEGAL	1,635.00	030844
	MICHELLE HOPKINS	LEGAL	2,490.00	030845
	MALINDA MULLER	REIMBURSEMENT	127.00	030846
	NATIONAL 50 SECURITY	SECURITY	5,788.39	030847
	ANAHIT PETROSYAN	MILEAGE	7.02	030848
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	030849
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	3,556.00	030851
April 26				
	OTTO HARRASSOWITZ	BOOKS	1,174.92	030852
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	3,100.00	030853
April 30				
	AFLAC REMITTANCE	CAFE PLAN-INSURA	888.74	030854
	SYNCB AMAZON	BOOKS	610.21	030855
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	030856
	CALIFORNIA DEPARTMENT OF TAX	MISCELLANEOUS	33.98	030857
	COUNTY OF LOS ANGELES	HEATING/COOLING	3,133.42	030858
	SONNY LEW	COMPUTER SUPPLIE	16.39	030859
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	9,368.10	030860

86,921.60

LOS ANGELES COUNTY LAW LIBRARY
April 1, 2019 - April 30, 2019 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 3	BANDWIDTH.COM, INC.	TELECOM	284.94	V004185
	EX LIBRIS (USA) INC.	ILS	13,566.76	V004186
	GTT COMMUNICATIONS	TELECOM	384.26	V004187
	GTT COMMUNICATIONS	TELECOM	85.76	V004188
	INFINISOURCE INC	PAYROLL/HR BENEFI	75.00	V004189
	KONICA MINOLTA BUSINESS	COPY CENTER	1,655.04	V004190
	LANGUAGE PEOPLE INC ** VOIDED *****	OTHER	0.00	V004191
	OFFICE DEPOT	PREPAID EXP	2,262.66	V004192
	STATE COMPENSATION	WORKERS COMP	3,177.08	V004194
	April 5	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,346.08
INGRAM LIBRARY SERVICES		BOOKS	136.35	V004196
LAW JOURNAL PRESS		BOOKS	1,417.86	V004197
LAWPRESS CORPORATION		BOOKS	691.15	V004198
LEXISNEXIS ONLINE SERVICES		BOOKS	30,596.00	V004199
LIBRARY OF CONGRESS CDS		BOOKS	685.00	V004200
OXFORD UNIVERSITY PRESS		BOOKS	8,857.52	V004201
PRACTISING LAW INSTITUTE		BOOKS	237.45	V004202
ROWMAN & LITTLEFIELD PUBLISHING		BOOKS	103.28	V004203
SUPREME COURT HISTORICAL SOCIETY		BOOKS	100.00	V004204
CITY OF THOUSAND OAKS		BOOKS	44.35	V004205
THOMSON REUTERS TAX & ACCOUNTING		BOOKS	294.53	V004206
THOMSON REUTERS		BOOKS	390.92	V004207
WILLIAM S HEIN & CO		BOOKS	1,588.62	V004208
GOBI LIBRARY SOLUTIONS		BOOKS	207.29	V004209
April 9	OFFICE DEPOT	COLLATERAL	336.38	V004216
April 10	AT&T MOBILITY	TELECOM	16.24	V004210
	GTT COMMUNICATIONS	TELECOM	384.26	V004211
	GTT COMMUNICATIONS	TELECOM	88.33	V004212
	JOHNSON CONTROLS SECURITY SOLUTIONS	SECURITY	15,959.01	V004213
	KONICA MINOLTA BUSINESS	COPY CENTER	755.02	V004214
	SPECTRUM	TELECOM	583.93	V004215
April 15	ALTA FOODCRAFT	KITCHEN SUPPLIES	159.90	V004217
	BISOU LE	LEGAL	774.75	V004218
	GOLDEN STATE OVERNIGHT	DELIVERY & POSTAG	9.92	V004219
	NASA SERVICES	BLDG SVCS	467.45	V004220
	OCLC INC	BIBLIOGRAPHICAL S	752.70	V004221
	OFFICE DEPOT	SUPPLIES-OFFICE	231.35	V004222
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	98.00	V004223
	PEOPLEG2	RECRUITMENT	225.44	V004224
	UPS	DELIVERY & POSTAG	4.38	V004225

89,855.95

LOS ANGELES COUNTY LAW LIBRARY
April 1, 2019 - April 30, 2019 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	LEXISNEXIS MATTHEW BENDER	BOOKS	820.99	V004226
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,021.24	V004227
	JAMES PUBLISHING INC	BOOKS	402.97	V004228
	JURIS PUBLISHING INC	BOOKS	201.06	V004229
	MUNICIPAL CODE CORPORATION	BOOKS	149.18	V004230
	WEST ACADEMIC	BOOKS	879.94	V004231
	THOMSON REUTERS	BOOKS	1,145.80	V004232
	JOHN WILEY & SONS INC	BOOKS	668.16	V004233
	UNIVERSITY OF WISCONSIN LAW SCHOOL	BOOKS	80.00	V004234
	STATE BAR OF WISCONSIN	BOOKS	70.77	V004235
	WILLIAM S HEIN & CO	BOOKS	108.94	V004236
	GOBI LIBRARY SOLUTIONS	BOOKS	197.58	V004237
April 17	LEXISNEXIS MATTHEW BENDER	BOOKS	32,945.79	V004252
April 22	SAP DIGITAL CORP	FRIENDS	246.38	V004253
April 23	ALEXANDERS LEGAL SEMINARS AND PUBLI	BOOKS	168.52	V004238
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	541.37	V004239
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,382.45	V004240
	JAMES PUBLISHING INC	BOOKS	185.06	V004241
	JURIS PUBLISHING INC	BOOKS	208.03	V004242
	LAW JOURNAL PRESS	BOOKS	664.51	V004243
	NATIONAL CONSUMER LAW CENTER	BOOKS	2,460.00	V004244
	PRACTISING LAW INSTITUTE	BOOKS	413.71	V004245
	ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	105.05	V004246
	FRANK R THOROLD	BOOKS	515.96	V004247
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,055.04	V004248
	WEST ACADEMIC	BOOKS	51.47	V004249
	THOMSON REUTERS	BOOKS	79,137.99	V004250
	STATE BAR OF WISCONSIN	BOOKS	44.56	V004251
	BRIGHTVIEW	LANDSCAPING	2,500.00	V004254
	CORODATA	BLDG SVCS	47.87	V004255
	ENVISIONWARE, INC.	PREPAID EXP	4,482.85	V004256
	GTT COMMUNICATIONS	TELECOM	384.26	V004257
	GTT COMMUNICATIONS	TELECOM	85.76	V004258
	KONICA MINOLTA BUSINESS	COPY CENTER	1,083.64	V004259
	OFFICE DEPOT	SUPPLIES-OFFICE	628.31	V004260
	UPS	DELIVERY & POSTAG	13.90	V004261
	LA CAFE	BOARD EXPENSE	74.32	V004273
April 24	DOORDASH	BOARD EXP	100.71	V004278
April 26	AMERICAN LAWYER MEDIA	BOOKS	394.52	V004262
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,086.63	V004263

227,585.46

LOS ANGELES COUNTY LAW LIBRARY
April 1, 2019 - April 30, 2019 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,795.21	V004264
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,130.82	V004265
	JAMES PUBLISHING INC	BOOKS	185.06	V004266
	PRACTISING LAW INSTITUTE	BOOKS	836.25	V004267
	UNITED NATIONS PUBLICATIONS	BOOKS	231.52	V004268
	JOHN WILEY & SONS INC	BOOKS	362.61	V004269
	STATE BAR OF WISCONSIN	BOOKS	238.24	V004270
	GOBI LIBRARY SOLUTIONS	BOOKS	33.96	V004271
April 29				
	SOUTHWEST AIRLINES	TRAVEL	145.96	V004279
April 30				
	FEDEX	DELIVERY/POSTAGE	37.26	V004274
	GOLDEN STATE OVERNIGHT	DELIVERY & POSTAG	10.33	V004275
	UPS	DELIVERY & POSTAG	38.78	V004276

230,836.25

LOS ANGELES COUNTY LAW LIBRARY
April 1, 2019 - April 30, 2019 (CHECKS)
Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 23	LA DEPT WATER & POWER	ELECTRIC/FIRE	9,727.59	V000091

9,727.59

LOS ANGELES COUNTY LAW LIBRARY
April 1, 2019 - April 30, 2019 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 5	SEIU LOCAL 721	UNION DUES	1,395.36	001633
	SEIU LOCAL 721	UNION DENTAL	40.44	001634

1,435.80

LOS ANGELES COUNTY LAW LIBRARY
April 1, 2019 - April 30, 2019 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 9	ALLIANT INSURANCE SERVICES INC	PREPAID EXP	23,500.00	TS00277905

23,500.00

MEMORANDUM

DATE: May 22, 2019

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Malinda Muller, Director, Patron Services
Austin Stoub, Senior Librarian, Reference & Research

RE: Platinum Program Update for the Month of April

INTRODUCTION

At the December 2017 Board of Trustees meeting, the Board approved a plan to allow LA Law Library to offer a Platinum level members program. At the time of approving the plan, the Board also requested monthly updates on the status of the Platinum Members program. This is our monthly report, for the May 2019 board meeting, reporting Platinum Member services for April of 2019.

This report is informational only; no action is requested or required.

ANALYSIS

In the month of April we responded to 17 edelivery requests, with a total of 41 documents delivered across these requests. Due to changes in the terms of the contract, we have more leeway as to a timeframe for responding. As a result of these changes, our average time for responding to these requests was 1 hour and 51 minutes. The document requests filled were generally case or statute pulls from subscription databases, though there were some requests for secondary sources and scans from our print collection.

All requests were filled by staff assigned to the Platinum Members program, without any negative impact on public services or programs. Staff assigned to the Platinum Members program made productive use of time not spent serving Platinum Members to work on other Law Library tasks or assist with public service at the reference desk.

Staff is available to answer any questions the Board of Trustees may have.



AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Review and Discussion of Operating Budget FY2020
- 4.2 Approval of P&L Insurance and Approval of 2019-20 Property & Liability Insurance

MEMORANDUM

DATE: May 22, 2019

TO: Board of Trustees

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

RE: Review of Operating Budget FY 2019-20

SUMMARY AND BACKGROUND INFORMATION

The Fiscal Year 2020 Budget and Financial Planning Subcommittee met to review and discuss the preliminary FY2020 Budget information compiled by staff. Information presented included Income and Expense Operations Summary, Cash Flow, Potential Additional Costs and Revenue Options, and a listing of proposed capital expenditures. On April 23, 2019 the Committee discussed each of these items and the overall budget, as well as the short-term and long-term financial picture for the Law Library and recommended approval of the budget as now presented (attached).

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 drain cash or reserves.
 - a. Discounting non-cash items such as depreciation, the operating budget generates positive cash flow of approximately \$750K.
 - b. The proposed capital budget anticipates spending \$1.2M from reserves, resulting in an overall negative cash flow of \$830K for FY2020. However, the capital budget includes more than \$1M deferred from fiscal years 2014 through 2019 plus \$1.1M to be funded by the State's 2018 one-time fund allocation.
 - c. Cash reserves have improved and are forecasted to reach approximately the level of FY2013, largely due to vacancies, better-than-expected filing fee revenue and a \$3.5M one-time fund allotment from the State's General Fund. In addition, CERBT investments (dedicated to the payment of OPEB expenses) and UBS investments remain healthy.
2. The proposed budget incorporates, but tracks separately, One Time Funding (OTF) expenses as further explained in the Cost and Revenue Options memo attached.
3. Due to the much-needed influx of funds from the state in 2018, Staff and the Financial Planning Committee are not recommending any significant cuts to staffing or operations.



4. 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:

1. the proposed FY2019 budget, including capital costs;
2. the projected FY2019 cash flows; and
3. a memorandum discussing additional Cost and Revenue Options, describing changes that are included in the proposed budget, such as OTF, and prospects for future savings and revenue generation.

A brief summary of significant items follows here:

BUDGET PROCESS AND OVERVIEW

The budgeted FY 2020 Net Income before Extraordinary Income (NIBEI) and Expense is presented at a net loss of \$265K and a cash gain of approximately \$750K, which is an improvement as compared to last year's NIBEI net loss of \$516K and projected cash gain of approximately \$553K. The improvement is largely due to 1) a more stable L.A. Superior Court Filing Fee revenue stream; 2) the closing of the time lag in cuts to the collection appearing as savings in the income statement due to depreciation rules; 3) one-time funding allotment; and 4) frugal spending.

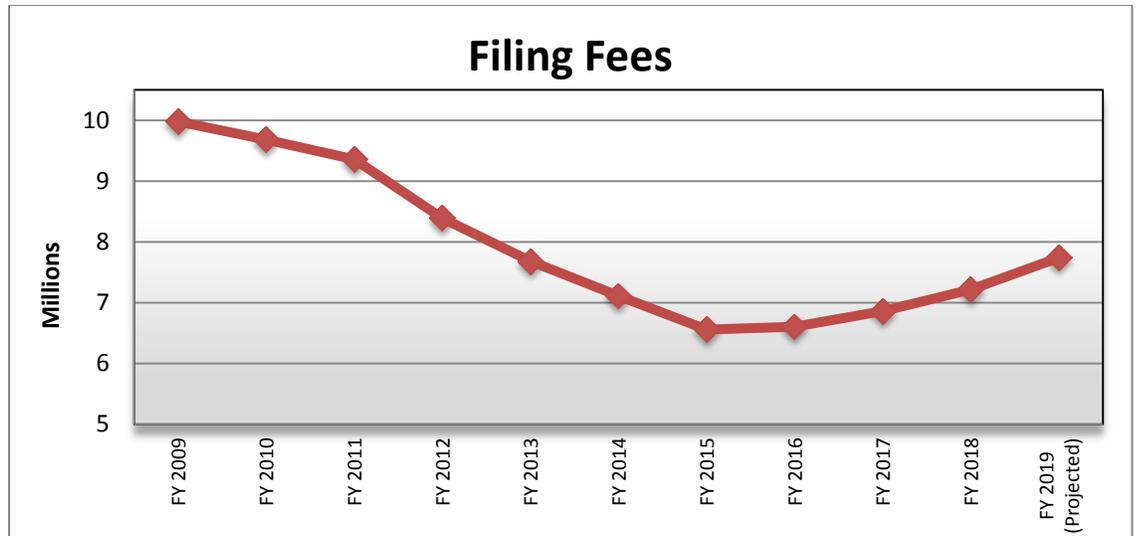
Changes in Expenditures: As part of the budgeting process, each of the operating departments was requested to evaluate trends and developments affecting departmental budgets, propose and predict any changes in expenses. All proposed reductions were discussed and evaluated. Except as noted in the OTF budget and the attached Memorandum regarding Costs and Revenue Options, no material budget augmentations were proposed.

Cost Increases: Each year the Law Library experiences increased costs beyond our control. This year, those rising costs include health insurance, retirement costs, utilities, security costs and collection costs due to inflation. Details of these expenses can be found in the attached memo regarding Costs and Revenue Options.

FILING FEES

The primary reason for the improved net operating income is a more stable revenue stream from civil filing fees. From FY 2009, L.A. Superior Court Filing Fees decreased from \$9,978,807 to \$6,560,373 at the end of FY 2015. After FY2016, filing fee revenues have increased slightly. For FY2019 we are projecting to be ahead of last year's actuals by \$500K. However, we are still cautiously optimistic that filing fee revenue will remain stable. This year's court fee revenue was budgeted conservatively at \$7.5M. The following chart provides a visual of the trend in filing fees since FY2009.





No additional cuts were identified or recommended by staff or the committee in light of the more than \$2 million in cuts already made in recent years. It was noted by Staff and the Committee that the \$3.5M OTF allotment from the State will provide opportunities for the expansion of services both locally and throughout the County.

CAPITAL EXPENDITURES

Proposed capital expenditures were presented totaling \$1.2M (see attached) of which \$1.1M are carryover projects from prior years (adjusted to current cost estimates). 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 2020 are projected to be \$8.7M; a net decrease of \$837K over the projected FY 2019 (primarily deferred capital projects). In addition to the \$8.7M, the Library holds a \$2M trust fund with CalPERS CERBT and a \$4.7M investment with UBS.

FOLLOW UP

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 in concept (and schedule the budget, and any implementing documents, for consideration and final approval on the consent calendar at the June meeting).

On the other hand, if the Board would like further discussion or changes that require further analysis or calculation, then Staff will bring back the requested items at the June 2019 Board meeting for discussion and approval.



**BUDGET AND FINANCE COMMITTEE
POTENTIAL ADDITIONAL COST AND REVENUE OPTIONS FOR FY20 BUDGET**

1. ALREADY INCLUDED IN THE FY20 BUDGET

a. One Time Funding (OTF):

We are very fortunate to have received additional OTF of \$3.5 million in FY19. You will see new columns in the budget spreadsheet tracking OTF revenue and expenditure. We are tracking the expenditure of these funds separately from the base budget for several reasons: 1) this funding cannot be counted upon for future years, so it is important that we not expand our base budget to a level that is not sustainable (and therefore need to be able to track OTF separately from ongoing); 2) it allows apples-to-apples comparison to prior years for non-OTF revenues and expenditures; and 3) it allows us to provide better tracking and accountability to the Legislature as we advocate for ongoing funding.

As you can see from the proposed budget, a small portion of OTF will be spent in FY19 and significantly more is budgeted to be spent in FY20. The goal is to complete projects utilizing at least 2/3 of the OTF within a 2 year period. (As a reminder, because some of the costs – e.g., staff compensation increases – have ongoing impact, the complete expenditure of OTF will not occur until approximately FY23.) This new revenue, combined with ongoing staff vacancies and higher-than-predicted filing fee revenue, has caused a projected increase in cash and cash equivalents of approximately \$4.5M.

In other words, our reserves are now quite healthy. As a result, Management is recommending some modest increases to the budget without any corresponding cuts.

b. Cost increases not within our control:

ITEM	NOTES	FY18 Actual	FY19 Forecast	FY20 Budget	Change
Retirement		296,357	393,161	522,699	129,538
Health		355,007	398,628	530,033	131,405
Dental		59,169	59,848	69,822	9,974
Collection	Inflation is approximately 7% for non-contracted materials and 3% for contracted materials	1,808,061	1,988,180 Includes \$48,000 OTF costs	2,087,378 Includes \$62,770 OTF costs	99,198
Total					370,115

c. \$14,598 Equity Pay Adjustments: Recent increases in minimum wage and the hiring of new personnel at close-to-market wages have compressed the compensation scale and created some inequities. Minor adjustments are proposed to several positions to maintain appropriate space between classifications and comparable compensation within each classification.

- d. Room rentals: We budgeted for more modest room rental revenue in FY20 based on current fiscal year's experience.
- e. Additional Revenue: LALL and CCCLL also continue to advocate for additional funding for County Law Libraries statewide and have made good progress in that effort. However, due to the uncertainty of that effort, Management has not budgeted any additional state general fund revenue or corresponding expenditures. In other words, the proposed budget is sustainable without any additional funding from the state beyond the OTF already received.

2. ADDITIONAL ITEMS NOT INCLUDED IN THE FY20 BASE BUDGET

- a. Recommended additional costs:

\$141,225 for One Time 5% Bonus: The Board previously discussed and approved a one-time bonus of 5% to represented staff for fiscal year 2020 as part of its consideration of the 2-year MOU with SEIU Local 721. Ordinarily, the bonus would have been included in the proposed base budget for both represented and unrepresented staff and would amount to \$141,225 in additional staff costs. However, due to uncertainty regarding final execution of the MOU and pending negotiations, this amount has not been included in the FY20 OTF base budget. It is expected that the final budget as presented in June would include this one-time bonus for either unrepresented staff or for all staff.

\$75,495 IT Restructure: Management is proposing an IT restructure that will replace the (vacant) Data Administrator position with a new IT Director and increase compensation for the current (vacant) HelpDesk position. The restructure would also change the IT Project Manager's position to a Systems Administrator position; this change is cost neutral and would retain existing personnel. These changes are necessary to address a number of ongoing problems within the IT department: 1) the department is severely understaffed; 2) the Library has been unable to recruit at the current wages and would be equally challenged to fill the open HelpDesk position; 3) the Library has expanded the number of locations at which service is provided and hopes to continue to do so; and 4) the department is overly reliant on the time and expertise of the Sr. Director of Information Services (who graciously agreed to take on additional responsibilities during the financial downturn but cannot be expected to continue to do so indefinitely). Please note that this restructure would dramatically improve the situation but would not entirely address the Library's IT needs. Additional resources may be required in the future in the form of consulting services for specialty issues or additional HelpDesk needs due to the expansion of remote locations.

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/20

GL No.					Original Budget 2019	Amended Budget 2019	OTF Budget 2019	Budget 2020	OTF Budget 2020	\$ Inc (Dec) relative to Amended Budget	% Inc (Dec) relative to Amended Budget
		2016	2017	2018							
Summary:											
Income											
	L.A. Superior Court Fees	6,604,626	6,863,014	7,219,802	7,000,000	7,740,046	0	7,500,000	0	(240,046)	-3.1%
	Interest	23,546	35,106	63,869	36,808	135,428	0	154,760	0	19,332	14.3%
	Parking	715,481	703,924	666,265	657,936	645,238	0	645,238	0	0	0.0%
	Library Services	546,513	583,942	660,935	656,399	598,487	0	557,157	0	(41,330)	-6.9%
	Total Income	7,890,165	8,185,987	8,610,872	8,351,143	9,119,199	0	8,857,155	0	(262,043)	-2.9%
Expense											
	Staff	3,838,897	5,165,184	3,755,846	4,284,922	3,828,375	104,621	4,528,132	33,198	699,756	18.3%
	Library Materials	2,064,028	1,842,064	1,808,061	1,935,183	1,940,180	48,000	2,024,608	62,770	84,428	4.4%
	Library Materials Transferred to Assets	(2,064,028)	(1,842,064)	(1,808,061)	(1,935,183)	(1,940,180)	(48,000)	(2,024,608)	(62,770)	(84,428)	4.4%
	Electronic Resource Subscriptions (ERS)		702,725	658,347	617,601	617,601	0	632,416	0	14,815	2.4%
	Facilities	871,193	843,191	820,282	901,107	943,904	60	901,014	0	(42,890)	-4.5%
	Technology & Data	123,551	131,381	134,061	150,770	141,658	0	154,291	0	12,633	8.9%
	General	59,487	75,624	66,361	74,232	69,073	3,490	67,681	20,000	(1,392)	-2.0%
	Professional Development	12,948	16,146	17,771	24,193	18,490	37,006	24,459	5,122	5,969	32.3%
	Communications & Marketing	6,258	4,553	4,927	7,025	7,665	8,500	6,130	36,700	(1,535)	-20.0%
	Travel & Entertainment	2,481	2,624	730	1,584	983	0	1,700	0	717	73.0%
	Professional Services	58,613	48,664	60,284	69,506	64,774	42,600	74,758	125,000	9,984	15.4%
	Depreciation	2,952,940	2,821,826	2,733,570	2,730,025	2,628,744	0	2,757,217	0	128,473	4.9%
	Total Expenses	8,555,985	9,811,919	8,252,179	8,860,964	8,321,267	196,277	9,147,798	220,020	826,531	9.9%
	Net Income (Loss)	(665,820)	(1,625,931)	358,693	(509,822)	797,932	(196,277)	(290,643)	(220,020)	(1,088,575)	-136.4%
	Investment Gain (Loss) ¹	78,437	(38,669)	(12,564)	25,000	95,365	0	25,000	0	(70,365)	-73.8%
	Extraordinary Income	0	55,000	0	0	0	3,543,270	0	0	0	0.0%
	Extraordinary Expense	0	0	0	0	0	0	0	0	0	0.0%
	Net Income Including Extraordinary Items	(587,383)	(1,609,600)	346,128	(484,822)	893,297	3,346,993	(265,643)	(220,020)	(1,158,939)	-129.7%
	Capitalized Expenditures	15,354	12,768	6,197	1,752,466	288,389	683,000	105,000	1,175,800	(183,389)	-63.6%

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/20

GL No.					Original Budget 2019	Amended Budget 2019	OTF Budget 2019	Budget 2020	OTF Budget 2020	\$ Inc (Dec) relative to Amended Budget	% Inc (Dec) relative to Amended Budget
		2016	2017	2018							
Detailed Budget:											
Income:											
303300	L.A. Superior Court Fees	6,604,626	6,863,014	7,219,802	7,000,000	7,740,046	0	7,500,000	0	(240,046)	-3.1%
Interest:											
311000	Interest - LAIF	5,684	6,310	5,079	4,308	8,352	0	8,760	0	408	4.9%
312000	Interest - General Fund	15,546	25,465	54,052	28,600	121,057	0	140,000	0	18,943	15.6%
313000	Interest - Deposit Fund	2,316	3,332	4,738	3,900	6,019	0	6,000	0	(19)	-0.3%
	Subtotal	23,546	35,106	63,869	36,808	135,428	0	154,760	0	19,332	14.3%
Parking:											
330100	Parking	715,481	703,924	666,265	657,936	645,238	0	645,238	0	0	0.0%
	Subtotal	715,481	703,924	666,265	657,936	645,238	0	645,238	0	0	0.0%
Library Services:											
330150	Annual Designation Fee	4,272	5,866	4,713	4,436	1,305	0	2,636	0	1,331	102.0%
330140	Annual Members Fee	114,996	105,618	210,440	205,816	190,771	0	160,893	0	(29,878)	-15.7%
330340	Course Registration	26,990	20,902	25,717	23,344	26,306	0	24,730	0	(1,576)	-6.0%
330129	Copy Center	60,303	49,962	45,262	40,700	40,743	0	41,400	0	657	1.6%
330205	Document Delivery	25,074	17,466	16,144	17,600	16,033	0	16,800	0	767	4.8%
330210	Fines	44,447	47,042	49,922	48,800	39,187	0	39,000	0	(187)	-0.5%
330310	Miscellaneous	59,514	65,493	64,839	91,839	65,371	0	57,399	0	(7,972)	-12.2%
330330	Room Rental	62,927	65,325	67,779	68,004	41,603	0	35,000	0	(6,603)	-15.9%
330350	Book Replacement	2,278	4,367	520	560	665	0	0	0	(665)	-100.0%
330360	Forfeited Deposits	13,081	31,612	17,735	0	10,000	0	10,000	0	0	0.0%
330400	Friends of Law Library	120,000	155,000	145,000	145,000	145,000	0	145,000	0	0	0.0%
330420	Grants	0	2,289	0	0	0	0	0	0	0	0.0%
330450	Vending	1,164	649	406	300	348	0	300	0	(48)	-13.8%
330465	Special Events Income	11,467	12,352	12,459	10,000	21,157	0	24,000	0	2,843	13.4%
	Subtotal	546,513	583,942	660,935	656,399	598,487	0	557,157	0	(41,330)	-6.9%
	Total Income	7,890,165	8,185,987	8,610,872	8,351,143	9,119,199	0	8,857,155	0	(262,043)	-2.9%
Expenses:											
Staff:											
501000	Salaries (FT)	2,340,459	2,202,791	2,216,809	2,512,633	2,173,343	78,329	2,599,864	0	426,521	19.6%
501025	Staff Vacancy Offset (FT)	0	0	0	(50,253)	(50,253)	0	(51,997)	0	(1,744)	3.5%
501050	Salaries (PT)	233,218	255,015	241,583	271,097	267,286	9,122	274,932	0	7,646	2.9%
501075	Staff Vacancy Offset (PT)	0	0	0	(5,422)	(5,422)	0	(5,499)	0	(77)	1.4%
502000	Social Security	148,269	140,382	141,734	155,499	137,759	0	160,586	0	22,827	16.6%
503000	Medicare	35,787	34,195	34,258	37,374	35,175	0	38,597	0	3,422	9.7%
511000	Retirement	0	0	0	415,806	393,161	0	513,381	0	120,220	30.6%
511050	Pension Exp (Actuarial)	243,800	1,660,664	319,391	0	0	0	0	0	0	0.0%
511100	Pension Exp (Acctg)	0	0	0	0	0	0	0	0	0	0.0%
512000	Health Insurance	483,008	456,030	355,007	467,124	398,628	0	530,033	0	131,405	33.0%
513000	Disability Insurance	4,928	4,666	4,951	5,291	4,765	0	5,277	0	511	10.7%
514000	Dental Insurance	59,016	56,551	59,169	66,989	59,848	0	69,822	0	9,974	16.7%

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/20

GL No.					Original Budget 2019	Amended Budget 2019	OTF Budget 2019	Budget 2020	OTF Budget 2020	\$ Inc (Dec) relative to Amended Budget	% Inc (Dec) relative to Amended Budget
		2016	2017	2018							
514500	Vision Insurance	6,963	5,662	6,351	7,553	6,668	0	7,710	0	1,042	15.6%
515000	Life Insurance	996	771	842	1,567	1,391	0	2,462	0	1,070	76.9%
515500	Vacancy Benefits Offset	0	0	0	0	0	0	0	0	0	0.0%
516000	Workers Compensation Insurance	82,462	68,154	42,860	71,596	61,353	0	41,636	0	(19,717)	-32.1%
517000	Unemployment Insurance	(96)	12,073	2,464	5,000	7,700	0	8,000	0	300	3.9%
514010	Temporary Employment	1,916	1,260	0	18,068	7,834	17,170	12,328	33,198	4,494	57.4%
514015	Recruitment	558	2,359	3,367	2,000	26,816	0	8,000	0	(18,816)	-70.2%
517500	Accrued Sick Expense	338	(23,687)	4,901	5,000	5,000	0	5,000	0	0	0.0%
518000	Accrued Vacation Expense	43,620	22,025	20,616	20,000	20,000	0	20,000	0	0	0.0%
518500	OPEB Expense	129,257	241,029	277,197	250,000	249,998	0	260,000	0	10,002	4.0%
518550	TMP	11,372	12,263	11,077	13,000	12,636	0	13,000	0	364	2.9%
518560	Payroll and Benefit Administration	13,025	12,981	13,271	15,000	14,689	0	15,000	0	311	2.1%
	Total - Staff	3,838,897	5,165,184	3,755,846	4,284,922	3,828,375	104,621	4,528,132	33,198	699,756	18.3%
	Library Materials:										
601999	American Continuations	1,560,426	1,440,140	1,443,987	1,485,388	1,485,388	18,000	1,536,768	15,770	51,380	3.5%
602999	American New Orders	15,311	12,095	16,349	16,050	21,047	30,000	22,521	9,000	1,473	7.0%
609199	Branch Continuations	48,283	45,238	21,928	17,500	17,500	0	18,725	0	1,225	7.0%
609299	Branch New Orders	0	161	0	214	214	0	229	38,000	15	7.0%
603999	Commonwealth Continuations	140,309	102,063	106,749	140,075	140,075	0	147,044	0	6,969	5.0%
604999	Commonwealth New Orders	0	0	722	1,070	1,070	0	2,000	0	930	86.9%
605999	Foreign Continuations	171,727	116,731	98,321	126,953	126,953	0	136,748	0	9,795	7.7%
606999	Foreign New Orders	670	1,019	1,138	1,070	1,070	0	2,000	0	930	86.9%
607999	International Continuations	107,931	107,686	106,317	127,289	127,289	0	136,431	0	9,142	7.2%
608999	International New Orders	535	535	612	535	535	0	1,000	0	465	86.9%
609399	General/Librarianship Continuations	18,639	16,325	11,875	18,824	18,824	0	20,142	0	1,318	7.0%
609499	General/Librarianship New Orders	197	72	63	214	214	0	1,000	0	786	367.3%
	Subtotal	2,064,028	1,842,064	1,808,061	1,935,183	1,940,180	48,000	2,024,608	62,770	84,428	4.4%
690000	Library Materials Transferred to Assets	(2,064,028)	(1,842,064)	(1,808,061)	(1,935,183)	(1,940,180)	(48,000)	(2,024,608)	(62,770)	(84,428)	4.4%
685000	Electronic Resource Subscriptions (ERS)	629,617	702,725	658,347	617,601	617,601	0	632,416	0	14,815	2.4%
	Facilities:										
801005	Repair & Maintenance	30,650	13,023	24,675	46,500	91,907	0	50,000	0	(41,907)	-45.6%
801010	Building Services	10,595	10,792	11,646	16,659	16,257	0	20,953	0	4,696	28.9%
801015	Cleaning Supplies	8,976	11,675	12,206	9,969	9,100	0	10,800	0	1,700	18.7%
801020	Electricity & Water	118,429	116,616	121,164	123,000	122,120	0	124,980	0	2,860	2.3%
801025	Elevator Maintenance	11,592	14,157	11,769	1,932	14,614	0	2,898	0	(11,716)	-80.2%
801030	Heating & Cooling	38,467	39,901	39,674	43,576	45,078	0	43,800	0	(1,278)	-2.8%
801035	Insurance	293,134	261,565	237,731	240,753	240,753	0	238,219	0	(2,534)	-1.1%
801040	Janitorial Services	104,090	104,190	104,090	107,211	108,610	0	117,702	0	9,092	8.4%
801045	Landscaping	13,411	15,000	15,000	18,000	18,000	0	18,000	0	0	0.0%
801050	Security	194,703	197,481	198,961	236,616	236,616	0	236,616	0	0	0.0%
801060	Room Rental Expenses	27,536	37,700	21,438	27,000	12,493	0	14,000	0	1,507	12.1%

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/20

GL No.					Original Budget 2019	Amended Budget 2019	OTF Budget 2019	Budget 2020	OTF Budget 2020	\$ Inc (Dec) relative to Amended Budget	% Inc (Dec) relative to Amended Budget
		2016	2017	2018							
801065	Special Events Expenses	9,933	14,860	11,444	10,750	15,052	0	10,750	0	(4,302)	-28.6%
801100	Furniture & Appliances (<3K)	300	0	4,535	4,200	3,210	0	2,000	0	(1,210)	-37.7%
801110	Equipment (<3K)	1,426	1,069	1,033	3,600	2,722	0	1,500	0	(1,222)	-44.9%
801115	Building Alterations (<3K)	0	0	0	2,700	1,350	0	0	0	(1,350)	-100.0%
801120	Delivery & Postage	5,931	3,488	2,869	6,242	3,623	60	6,276	0	2,653	73.2%
801125	Kitchen supplies	2,020	1,675	2,046	2,400	2,400	0	2,520	0	120	5.0%
	Subtotal	871,193	843,191	820,282	901,107	943,904	60	901,014	0	(42,890)	-4.5%
	Technology:										
801210	Software Maintenance	25,615	21,163	21,028	21,893	16,989	0	22,838	0	5,850	34.4%
801212	Hardware Maintenance	14,166	16,778	20,380	25,882	24,301	0	25,516	0	1,215	5.0%
801215	Software (<\$3k)	1,513	3,659	7,691	7,805	7,778	0	8,167	0	389	5.0%
801220	Hardware (<\$3k)	3,790	6,159	2,471	5,820	5,820	0	4,411	0	(1,409)	-24.2%
801225	Computer Supplies	344	1,953	0	600	602	0	1,000	0	398	66.1%
801230	Integrated Library System	47,443	49,578	51,809	53,813	53,394	0	56,064	0	2,669	5.0%
801235	Telecommunications	28,156	31,274	30,312	34,957	32,065	0	33,668	0	1,603	5.0%
801245	Tech & Data - Misc	73	65	215	0	0	0	0	0	0	0.0%
801250	Services	2,451	753	156	0	708	0	743	0	35	4.9%
801275	Online Service Providers	0	0	0	0	0	0	1,884	0		
	Subtotal	123,551	131,381	134,061	150,770	141,658	0	154,291	0	12,633	8.9%
	General:										
801310	Bank Charges	6,307	6,886	8,018	8,000	6,592	0	8,000	0	1,408	21.4%
801315	Bibliographical Services	9,122	9,420	9,750	10,104	10,110	0	10,536	0	426	4.2%
801320	Binding	0	0	0	0	0	0	0	20,000	0	0.0%
801325	Board Expense	859	785	805	1,000	932	0	1,440	0	508	54.5%
801330	Staff meals & events	1,639	2,741	2,882	3,090	9,392	0	7,800	0	(1,592)	-17.0%
801335	Supplies - Office	10,718	13,698	19,565	19,000	21,918	0	25,000	0	3,082	14.1%
801337	Supplies - Library materials	7,852	8,758	8,887	9,000	9,000	490	9,000	0	(0)	0.0%
801340	Stationery, business cards, etc.	71	1,118	541	1,900	2,100	0	3,800	0	1,700	81.0%
801365	Grant Application Expenses	0	0	0	0	0	0	0	0	0	0.0%
801370	Copy Center Expense	19,897	15,711	14,256	21,138	8,488	0	0	0	(8,488)	-100.0%
801375	General - Misc	956	15,161	978	500	0	3,000	1,000	0	1,000	0.0%
801390	Course Registration	564	547	0	0	0	0	605	0	605	0.0%
801395	Friends of Law Library	1,503	800	678	500	541	0	500	0	(41)	-7.6%
	Subtotal	59,487	75,624	66,361	74,232	69,073	3,490	67,681	20,000	(1,392)	-2.0%
	Professional Development:										
803105	Travel	1,819	4,402	6,044	9,933	7,348	0	10,944	0	3,596	48.9%
803110	Meals	0	0	107	170	169	0	140	0	(29)	-17.1%
803113	Incidental and miscellaneous	0	1,225	75	500	399	0	0	0	(399)	-100.0%
803115	Membership dues	9,452	6,592	6,695	6,725	6,735	37,006	6,735	5,122	(0)	0.0%
803120	Registration fees	1,678	3,927	4,353	6,865	3,839	0	6,640	0	2,801	73.0%
803125	Educational materials	0	0	497	0	0	0	0	0	0	0.0%
	Subtotal	12,948	16,146	17,771	24,193	18,490	37,006	24,459	5,122	5,969	32.3%

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/20

GL No.					Original Budget 2019	Amended Budget 2019	OTF Budget 2019	Budget 2020	OTF Budget 2020	\$ Inc (Dec) relative to Amended Budget	% Inc (Dec) relative to Amended Budget
		2016	2017	2018							
Communications & Marketing:											
803205	Services	0	0	2,042	1,800	1,800	0	0	0	(1,800)	-100.0%
803210	Collateral materials	1,550	1,714	2,386	2,500	2,066	6,000	2,750	9,400	684	33.1%
803215	Advertising	4,684	2,839	500	2,435	3,683	2,500	3,200	27,000	(483)	-13.1%
803220	Trade shows & Outreach	25	0	0	290	116	0	180	300	64	55.6%
	Subtotal	6,258	4,553	4,927	7,025	7,665	8,500	6,130	36,700	(1,535)	-20.0%
Other Travel											
803305	Travel	10	583	0	0	0	0	0	0	0	0.0%
803310	Meals	0	149	0	0	0	0	0	0	0	0.0%
803315	Entertainment	0	0	0	0	0	0	0	0	0	0.0%
803320	Ground transportation & mileage reimb	2,471	1,892	730	1,584	983	0	1,700	0	717	73.0%
803325	Incidental travel expenses	0	0	0	0	0	0	0	0	0	0.0%
	Subtotal	2,481	2,624	730	1,584	983	0	1,700	0	717	73.0%
Professional Services											
804005	Accounting	21,630	18,078	23,736	25,930	27,855	0	23,960	0	(3,895)	-14.0%
804008	Consulting Services	36,495	30,586	33,808	34,756	34,629	0	45,798	0	11,169	32.3%
804010	Legal	488	0	595	5,000	0	35,600	5,000	110,000	5,000	0.0%
804015	Other	0	0	2,146	3,820	2,290	7,000	0	15,000	(2,290)	-100.0%
	Subtotal	58,613	48,664	60,284	69,506	64,774	42,600	74,758	125,000	9,984	15.4%
Depreciation:											
806105	Depreciation - Library Materials	2,619,001	2,518,365	2,441,162	2,386,658	2,352,009	0	2,329,652	0	(22,358)	-1.0%
806110	Depreciation Exp - FF&E	333,939	303,461	292,407	343,367	276,735	0	427,565	0	150,831	54.5%
	Subtotal	2,952,940	2,821,826	2,733,570	2,730,025	2,628,744	0	2,757,217	0	128,473	4.9%
	Total Expense	8,555,985	9,811,919	8,252,179	8,860,964	8,321,267	196,277	9,147,798	220,020	826,531	9.9%
	Net Income Before Extraordinary Items	(665,820)	(1,625,931)	358,693	(509,822)	797,932	(196,277)	(290,643)	(220,020)	(1,088,575)	-136.4%
321000	Investment Gain (Loss) ¹	78,437	(38,669)	(12,564)	25,000	95,365	0	25,000	0	(70,365)	-73.8%
401000	Extraordinary Income	0	55,000	0	0	0	3,543,270	0	0	0	0.0%
901000	Extraordinary Expense	0	0	0	0	0	0	0	0	0	0.0%
	Net Income Including Extraordinary Items	(587,383)	(1,609,600)	346,128	(484,822)	893,297	3,346,993	(265,643)	(220,020)	(1,088,575)	(1)

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/20

GL No.					Original Budget 2019	Amended Budget 2019	OTF Budget 2019	Budget 2020	OTF Budget 2020	\$ Inc (Dec) relative to Amended Budget	% Inc (Dec) relative to Amended Budget
		2016	2017	2018							
Capital Expenditures:											
161100	Furniture / Appliances (>3k)	3,924	0	0	55,300	5,300	50,000	0	0	(5,300)	-100.0%
161300	Electronics / Computer Hardware (>3k)	0	12,768	0	402,166	0	410,000	0	200,800	0	0.0%
164500	Exterior Building Repairs/ Improvements (>3k)	0	0	6,197	175,000	193,089	15,000	0	0	(193,089)	-100.0%
164000	Interior Improvements / Alterations (>3k)	0	0	0	680,000	0	208,000	60,000	850,000	60,000	0.0%
168000	Computer Software	11,430	0	0	440,000	90,000	0	45,000	125,000	(45,000)	-50.0%
	Total - Capitalized Expenditures	15,354	12,768	6,197	1,752,466	288,389	683,000	105,000	1,175,800	(183,389)	-63.6%

¹ 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 6/30/20

Vendor or Description of Item	Category of Asset (select from dropdown menu)	Anticipated Completion Month (select from dropdown menu)	Acquisition Cost (including consulting, design, implementation, etc.)	Carryover from prior fiscal year(s)? (select from dropdown menu)	OTF Project Code (if applicable)	Department Code	Reason or comment
Print Release project to automate payments at branch locations using library cards	Computer Software	8/1/2019	45,000	Yes	3319001	33	
Update website Software	Computer Software	9/1/2019	10,000	No	33OF-002	33	
Integrate Members automated parking module	Computer Software	10/1/2019	20,000	No	33OF-003	33	
New Accounting System	Computer Software	1/1/2020	45,000	Yes		33	Cost to bring software to current version including all custom programming.
Update briefs repository and scanning software	Computer Software	4/1/2020	50,000	No	33OF-001	33	
Public Copiers	Electronics / Computer Hardware >3K	8/1/2019	80,000	Yes	3318003	33	
Public PC Ebranch	Electronics / Computer Hardware >3K	11/1/2019	13,000	Yes	25OF-002	33	
24 Laptops for Expanded Computer Lab Space	Electronics / Computer Hardware >3K	6/1/2020	22,800	No	33OF-004	33	
VOIP server and replacement of the extsing telephone handsets	Electronics / Computer Hardware >3K	2/1/2020	35,000	No	33OF-005	33	The current VOIP phone system is now 12 years old, the server and telephone handsets installed in 2007 are no longer supported. Todays VOIP technology requires
Security Cameras	Electronics / Computer Hardware >3K	1/1/2020	50,000	Yes	3918003	39	3918003 (Exterior security cameras includes all camera hardware and installation of data line
Security System for Building	Interior Improvements / Alterations >\$3K	1/1/2020	40,000	Yes	39OF-003	39	New Security Monitoring System
Public Restroom Reconfiguration & repairs: improve access in public restrooms(includes design consultant)	Interior Improvements / Alterations >\$3K	2/1/2020	40,000	Yes	3918001	39	3919001 (budgeted capital expenditure)
Build out 70's section class space	Interior Improvements / Alterations >\$3K	4/1/2020	80,000	No	39OF-001	39	Build out to expand and enclose computer lab through 70's alcove section
Elevators: upgrade all elevators up to code	Interior Improvements / Alterations >\$3K	4/1/2020	500,000	Yes	3914001	39	3914001 (budgeted capital expenditure)
Building Public Address System	Interior Improvements / Alterations >\$3K	5/1/2020	60,000	No		39	Interior building PA system to replace current outdated system
Change HVAC from pneumatic to electric	Interior Improvements / Alterations >\$3K	5/1/2020	90,000	Yes	39OF-002	39	upgrade to our HVAC system for better temperature control
Carpet to seal existing floor tiles (which contain asbestos and cannot be allowed to fragment expanded scope to include CMS as well as Public Stacks.	Interior Improvements / Alterations >\$3K	6/1/2020	100,000	Yes	3918004	39	To include both public stacks 3918004 and CMS Area 3918005
			1,280,800				

Total Carryover from prior FY: 1,003,000
 Total New: 277,800

Los Angeles County Law Library: Capital Purchases

Proposed Budget: Fiscal Year Ending 6/30/20

Vendor or Description of Item	Category of Asset (select from dropdown menu)	Anticipated Completion Month (select from dropdown menu)	Acquisition Cost (including consulting, design, implementation, etc.)	Carryover from prior fiscal year(s)? (select from dropdown menu)	OTF Project Code (if applicable)	Department Code	Reason or comment
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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
6/30/2013 through 6/30/2020

	FY 2013	FY 2014	FY 2015	FY 2016	FY2017	FY2018	FY 2019 Forecast	FY 2020 Budget
Cash flows from operating activities								
Cash received from filing fees and services	8,634,796	8,160,521	7,587,825	7,772,176	8,002,013	8,124,540	8,838,771	8,557,395
Cash payments to suppliers for goods and services	-2,870,681	-853,929	-1,274,535	-1,109,047	-1,263,838	-907,688	-1,338,202	-1,416,614
Electronic Resource Subscriptions (ERS) ¹			-523,941	-666,951	-702,725	-658,347	-617,601	-645,167
Cash payments to employees for services	-4,363,664	-4,084,807	-3,867,282	-3,763,250	-4,114,938	-3,470,480	-3,738,674	-4,289,327
Contributions received	120,000	134,961	120,000	120,000	157,289	145,000	130,000	145,000
Net cash from operating activities	1,520,451	3,356,746	2,042,067	2,352,928	2,077,801	3,233,025	3,274,294	2,351,287
Cash flows from capital and related financing activities								
Acquisition of capital assets:								
Books and Reference Materials	-3,400,719	-3,025,718	-2,262,095	-2,097,247	-1,841,721	-1,808,061	-1,988,180	-2,087,378
Fixed Assets - PP&E	-367,208	-68,623	-48,739	-18,354	-12,768	-50,189	-550,000	-1,280,800
Prior period adjustment	25,436	-35,885						
Net cash from (used in) capital and related financing activities	-3,742,491	-3,130,226	-2,310,834	-2,115,601	-1,854,489	-1,858,250	-2,538,180	-3,368,178
Cash flows from non-capital and related financing activities								
One-time Extraordinary Income	0	671,129	21,347	0	0	0	3,543,270	0
Net cash from non-capital and related financing activities	0	671,129	21,347	0	0	0	3,543,270	0
Cash flows from investing activities								
Investment in money market and government securities ²	0	-3,997,438	-40,081	-78,437	-500,000	12,565	95,365	25,000
CalPERS CERBT Trust Account ²	0		-2,040,647				0	0
Investments earnings	64,287	89,630	59,919	101,982	35,106	51,305	135,428	154,760
Net cash from (used in) investing activities	64,287	-3,907,808	-2,020,809	23,545	-464,894	63,870	230,793	179,760
Net increase in cash and cash equivalents	-2,157,753	-3,010,159	-2,268,229	260,872	-241,582	1,438,645	4,510,177	-837,131
Cash and cash equivalents, at beginning of year	11,045,015	8,887,262	5,877,102	3,608,873	3,869,745	3,628,164	5,066,809	9,576,985
Cash and cash equivalents, end of year	8,887,262	5,877,102	3,608,873	3,869,745	3,628,164	5,066,809	9,576,985	8,739,855
<hr/>								
² Items accounted for separately:								
Cash and cash equivalents, end of year	8,887,262	5,877,102	3,608,873	3,869,745	3,628,164	5,066,809	9,576,985	8,739,855
CalPERS CERBT Account	0	0	1,973,064	2,029,637	2,135,363	2,116,022	2,101,476	2,050,000
UBS money market and government securities	0	3,997,438	4,037,519	4,115,956	4,577,287	4,564,722	4,600,000	4,700,000
Cash and cash equivalents, end of year including items accounted for separately	8,887,262	9,874,541	9,619,456	10,015,338	10,340,813	11,747,553	16,278,461	15,489,855
Δ in cash and cash equivalents		987,279	-255,085	395,882	325,475	1,406,740	6,263,123	-788,607

¹ Following auditors recommendation, subscription fees for licensed access to legal databases historically capitalized as “electronic resources” are now expensed as ERS in accordance with GAAP.

MEMORANDUM

DATE: May 22, 2019

TO: Board of Law Library Trustees

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

RE: Discussion and Approval of 2019-20 Property & Liability Insurance Renewal

SUMMARY

Alliant 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, 2019. This coverage is currently provided through 6 different carriers and it includes: Public Entity Package, Excess Liability, Difference in Conditions (DIC), Cyber Liability and Crime.

Our broker marketed the overall program under a different structure, but with the same terms of coverage.

Quotes secured thus far would increase the overall insurance cost by 6%. Although within the proposed FY2020 budget, Staff and Broker feel that pending quotes (anticipated to be received within the next 2 weeks) may reduce or eliminate this increase.

DISCUSSION

A table, “2019-20 P&L Insurance Program,” summarizing the premium amounts for all lines of coverage is attached.

STATE OF THE INSURANCE MARKET

There are a number of factors impacting all insurance renewals this year, particularly for Public Entities. The insurance industry has been adversely impacted by three straight years of losses beginning in 2016, when a number of global catastrophes created approximately \$54 billion in insured losses. 2017 saw significant California wildfires including the Tubbs Fire in Santa Rosa and Hurricanes Harvey, Irma and Maria contributed in \$90 billion in insured losses. Culminating in 2018, the market experienced another catastrophic year with over \$50 billion in losses that included the Woolsey Fire in Malibu and surrounding Area, Carr Fire in Redding, the Camp Fire which destroyed the Town of Paradise as well as significant earthquakes in Taiwan and Alaska. The



liability side is also being impacted by significant increases in plaintiff demands, jury verdicts and high dollar liability claims. All of these factors have resulted in a very firm/hardened market where entities with no losses are experiencing 15% - 17% increases and clients with losses are seeing 40% - 50% increases. These and other factors are also causing carriers not to provide renewal terms more than 30 days before a renewal date.

PUBLIC ENTITY PACKAGE, PROPERTY & EXCESS LIABILITY

The public entity package policy includes coverages for Property, Equipment Breakdown, General Liability, Employee Benefits, Public Officials, Employment Practices, Automobile and Excess Liability.

The current placement is with Argonaut Insurance Co. who will not renew the Library's placement this year due to a change in underwriting guidelines. As a result, Alliant explored a redesign of the program. The package was submitted to multiple carriers and markets, their responses are below:

- CSAC-EIA (Liability only) – *Overall program is still being negotiated with the markets; quotes will not be available until June 1. The program is for public agencies and the liability limit is \$25M.*
- Alliant's Special Liability Insurance Program (SLIP) (Liability only) – *Quote attached.*
- Alliant's Special Property Insurance Program (SPIP) (Property only) – *Quote attached.*
- Travelers (Property & Liability) – *Declined to quote.*
- Chubb (Property & Liability) – *Quote still pending as of the date of this report.*
- Philadelphia (Property & Liability) – *Pending liability quote, will not quote property.*

Based upon the quotes already received, the 2019-20 Public Entity Package renewal, including excess liability coverage necessary to match the current limit of \$15M, would result in a 27% increase over expiring premium for the same coverage, primarily due to current market conditions for public entities.

Our broker feels that the pending CSAC quote may reduce or eliminate premium increases. The CSAC quote will include a higher \$25M limit (eliminating the need for Excess Liability) as well as cyber liability insurance (eliminating the standalone cost for that coverage presented in the summary table).

DIFFERENCE IN CONDITIONS (DIC)

The DIC program provides coverage to the main Library building from excess physical damage resulting from an earthquake or flood.



While the Library's exposure has not changed, the dynamic of the DIC market has. The current program is placed with Westchester and Catalytic providing a total of \$30M in limits with a 10% deductible. Westchester advised that they wanted a 10% increase in rate and were going to reduce many of the sub-limits within the coverage. Our broker therefore secured renewal quotes from alternative carriers as well. The results are as follows:

- Option 1 – Westchester/Catalytic – 10% deductible - \$115,068 Premium.
- Option 2 – Lloyd's/Catalytic – 10% deductible - \$108,629 Premium.
- Option 3 – Lloyd's/Catalytic – 5% deductible - \$121,374 Premium.

With coverage limits and deductibles remaining the same, Staff and broker recommend Option 2 which anticipates a 4% decrease over expiring premium.

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.

As presented, this coverage and its cost would be included under the Public Entity Package policy though SLIP (as presented) and CSAC (pending).

CRIME

The Library's current 3 year placement with Travelers is expiring this year, the current placement provides a \$500,000 limit with a \$5,000 deductible – the current policy limit is much lower than what our broker would typically recommend. Alliant has secured a one-year renewal option from Travelers and alternates from CSAC and ACIP. The results are as follows:

- Option 1: ACIP - \$1M limit, \$2.5K deductible - \$1,500 premium.
- Option 2: Travelers - \$500K limit, \$5K deductible - \$2,776 premium.
- Option 3: CSAC - \$2.5M limit, \$2.5K deductible - \$1,500 premium.

As presented, even with an increase in limit and a decrease in deductible the 2019-20 proposed renewal quote as presented anticipates a 23% decrease over expiring premium (Option 3). However, should the CSAC Public Entity Package renewal quote be determined acceptable, this coverage will be provided under that policy at no additional cost.

OPTIONS

- A. Request that Alliant continue obtaining the quotes referenced above and continue this item until the June 2019 meeting.
- B. Request that Alliant pursue obtaining quotes on different terms or from different carriers and continue this item until the June 2019 meeting.



- C. Authorize the Executive Director to bind all lines of coverages effective July 1, 2019 using the existing quotes for a total premium of \$205,425.
- D. Authorize the Executive Director to await additional quotes and bind all lines of coverages effective July 1, 2019 with coverage that meets or exceeds current terms for the lowest total premium, not to exceed \$205,425.

RECOMMENDATION

Staff recommends that the Board authorize the Executive Director to bind coverage effective July 1, 2019 for a total premium not to exceed \$205,425 (Option D above).

Attached

- 1. 2019-20 P&L Insurance Renewal Table
- 2. 2019-20 Alliant SPIP Quote
- 3. 2019-20 Alliant SLIP Quote



LA LAW LIBRARY
2019-20 Property & Liability Insurance Program

as of: 5/13/19

	Actual Premium	Estimate Not To Exceed Premium	Δ
	7/1/18 - 7/1/19	7/1/19 - 7/1/20	
Public Entity Package Policy			
General Liability, Automobile, Public Officials E&O, Employment Practices, Property			
\$50,000 deductible Premium:	\$ 67,929	\$ 82,297	21%
	\$10M Limit	\$5M Limit	
Additional Excess Liability			
Premium:	\$ 6,689	\$ 13,000	94%
	\$5M Limit	\$10M Limit	
Cyber Liability			
Information Security/Tech E&O, Data Breach			
Premium:	\$ 5,016	-	-100%
Policy Limit: \$1M		Included in Package	
Difference In Conditions (DIC)			
Earthquake & Flood			
<u>Primary Layer</u>			
Total Insurable Values (TIV)	\$ 55,631,079	\$ 55,631,079	0%
Primary Rate per \$100 TIV	\$ 0.1318	\$ 0.1230	-7%
Premium:	\$ 75,662	\$ 70,960	-6%
<u>Excess Layer</u>			
Total Insurable Values (TIV)	\$ 55,631,079	\$ 55,631,079	0%
Primary Rate per \$100 TIV	\$ 0.0634	\$ 0.0638	1%
Premium:	\$ 37,028	\$ 37,668	2%
Total Premium	\$ 112,690	\$ 108,628	-4%
Policy Limit: TIV			
Crime			
Employee Dishonesty, Employee Theft			
Annual Premium	\$ 1,945	\$ 1,500	-23%
Policy Limit: \$1M	\$500k Limit	\$2.5M Limit	
Total Premium:	\$ 194,269	\$ 205,425	6%

**ALLIANT INSURANCE SERVICES, INC.
ALLIANT PROPERTY INSURANCE PROGRAM (APIP)**

PROPERTY PROPOSAL

This Pricing is an Indication Only - It cannot be Bound until confirmed by the underwriter.

TYPE OF INSURANCE: Insurance Reinsurance

PROGRAM: Special Property Insurance Program (SPIP)

NAMED INSURED: Los Angeles County Law Library

DECLARATION: 32-Districts 2

POLICY PERIOD: July 1, 2018 to July 1, 2019

COMPANIES: See Attached List of Companies

**TOTAL INSURED
VALUES:** \$ 55,631,079 as of May 13, 2019

**ALL RISK
COVERAGES &
LIMITS:**

\$ 100,000,000 Per Occurrence: all Perils, Coverages (subject to policy exclusions) and all Named Insureds (as defined in the policy) combined, per Declaration, regardless of the number of Named Insureds, coverages, extensions of coverage, or perils insured, subject to the following per occurrence and/or aggregate sub-limits as noted below.

Not Covered Flood Limit - Per Occurrence and in the Annual Aggregate (for those Named Insured(s) that purchase this optional dedicated coverage).

Not Covered Per Occurrence and in the Annual Aggregate for all locations in Flood Zones A & V (inclusive of all 100 year exposures). This Sub-limit does not increase the specific flood limit of liability for those Named Insured(s) that purchase this optional dedicated coverage.

Not Covered Earthquake Shock - Per Occurrence and in the Annual Aggregate (for those Named Insured(s) that purchase this optional dedicated coverage).

**ALL RISK
COVERAGES &
LIMITS:
(continued)**

\$	100,000,000	Combined Business Interruption, Rental Income and Tax Revenue Interruption and Tuition Income (and related fees). However, if specific values for such coverage have not been reported as part of the Named Insured's schedule of values held on file with Alliant Insurance Services, Inc., this sub-limit amount is limited to \$500,000 per Named Insured subject to maximum of \$2,500,000 Per Occurrence for Business Interruption, Rental Income and Tuition Income combined, and \$5,000,000 per occurrence for Tax Revenue Interruption. Coverage for power generating plants is excluded, unless otherwise specified.
\$	50,000,000	Extra Expense.
\$	25,000,000	Miscellaneous Unnamed Locations for existing Named Insured's Excluding Earthquake coverage for Alaska and California Named Insureds. If Flood coverage is purchased for all scheduled locations, this extension will extend to include Flood coverage for any location not situated in Flood Zones A or V.
	180 days	Extended Period of Indemnity
	See Policy Provisions	\$25,000,000 Automatic Acquisition up to \$100,000,000 or a Named Insured's Policy Limit of Liability if less than \$100,000,000 for 120 days excluding licensed vehicles for which a sub-limit of \$10,000,000 applies per policy Automatic Acquisition and Reporting Condition. Additionally a sub-limit of \$2,500,000 applies for Tier 1 Wind Counties, Parishes and Independent Cities for 60 days for the states of Virginia, North Carolina, South Carolina, Georgia, Alabama, Mississippi, Louisiana, Texas and/or situated anywhere within the states of Florida and Hawaii. The peril of EQ is excluded for the states of Alaska and California. If Flood coverage is purchased for all scheduled locations, this extension will extend to include Flood coverage for any location not situated in Flood Zones A or V.
\$	1,000,000	Unscheduled Landscaping, tees, sand traps, greens, athletic fields and artificial turf and further subject to \$25,000 / 25 gallon maximum per item.
\$	5,000,000	or 110% of the scheduled values, whichever is greater, for Scheduled Landscaping, tees, sand traps, greens, athletic fields and artificial turf and further subject to \$25,000 / 25 gallon maximum per item.
\$	50,000,000	Errors & Omissions - This extension does not increase any more specific limit stated elsewhere in this policy or Declarations.
\$	25,000,000	Course of Construction and Additions (including new) for projects with completed values not exceeding the sub-limit shown.

**ALL RISK
COVERAGES &
LIMITS:
(continued)**

\$	2,500,000	Money & Securities for named perils only as referenced within the policy.
\$	2,500,000	Unscheduled Fine Arts.
\$	250,000	Accidental Contamination per occurrence and annual aggregate per Named Insured with \$500,000 annual aggregate for all Named Insureds per Declaration.
\$	750,000	Unscheduled Tunnels, Bridges, Dams, Catwalks (except those not for public use), Roadways, Highways, Streets, Sidewalks, Culverts, Street Lights and Traffic Signals unless a specific value has been declared (excluding coverage for the peril of Earthquake Shock, and excluding Federal Emergency Management Agency (FEMA) and/or Office of Emergency Services (OES) declared disasters, providing said declaration provides funding for repairs).
\$	50,000,000	Increased Cost of Construction due to the enforcement of building codes/ ordinance or law (includes All Risk and Boiler & Machinery).
\$	25,000,000	Transit.
\$	2,500,000	Unscheduled Animals; not to exceed \$50,000 per Animal, per Occurrence.
\$	2,500,000	Unscheduled Watercraft up to 27 feet.
	Not Covered	Per Occurrence for Off Premises Vehicle Physical Damage.
\$	25,000,000	Off Premises Services Interruption including Extra Expense resulting from a covered peril at non-owned/operated locations.
\$	5,000,000	Per Occurrence Per Named Insured subject to an Annual Aggregate of \$10,000,000 for Earthquake Shock on Licensed Vehicles, Unlicensed Vehicles, Contractor's Equipment and Fine Arts combined for all Named Insured(s) in this Declaration combined that do not purchase optional dedicated Earthquake Shock coverage, and/or where specific values for such items are not covered for optional dedicated Earthquake Shock coverage as part of the Named Insured's schedule of values held on file with Alliant Insurance Services, Inc..
\$	5,000,000	Per Occurrence Per Named Insured subject to an Annual Aggregate of \$10,000,000 for Flood on Licensed Vehicles, Unlicensed Vehicles, Contractor's Equipment and Fine Arts combined for all Named Insured(s) in this Declaration combined that do not purchase optional dedicated Flood coverage, and/or where specific values for such items are not covered for optional dedicated Flood coverage as part of the Named Insured's schedule of values held on file with Alliant Insurance Services, Inc..

ALL RISK COVERAGES & LIMITS: (continued)	\$	3,000,000	Contingent Business Interruption, Contingent Extra Expense, Contingent Rental Values and Contingent Tuition Income separately.
	\$	500,000	Jewelry, Furs, Precious Metals and Precious Stones Separately.
	\$	1,000,000	Claims Preparation Expenses.
	\$	50,000,000	Expediting Expenses.
	\$	1,000,000	Personal Property Outside of the USA.
		Not Covered	Per Occurrence Per Declaration Upgrade to Green Coverage subject to the lesser of, the cost of upgrade, an additional 25% of the applicable limit of liability shown in the schedule of values or this sub limit.
	\$	500,000	Per Occurrence and Annual Aggregate per named insured for Communicable Disease subject to an APIP Program aggregate of \$10,000,000 for all declarations combined except Hospital declarations.
	\$	100,000	Per Occurrence while in Storage and In Transit coverage subject to \$10,000 Deductible for Unmanned Aircraft as more fully defined in the Policy. Not Covered while in Flight.
	\$	100,000	Per Occurrence with a \$1,000,000 Annual Aggregate per Declaration for Mold/Fungus Resultant Damage as more fully defined in the policy.

- VALUATION:**
- Repair or Replacement Cost
 - Actual Loss Sustained for Time Element Coverages
 - Contractor's Equipment / either Replacement Cost or Actual Cash Value (ACV) as declared by each member. If not declared, valuation will default to Actual Cash Value (ACV)

- EXCLUSIONS (Including but not limited to):**
- Seepage & Contamination
 - Cost of Clean-up for Pollution
 - Mold

Deductibles: If two or more deductible amounts provided in the Declaration Page apply for a single occurrence the total to be deducted shall not exceed the largest per occurrence deductible amount applicable. (The Deductible amounts set forth below apply Per Occurrence unless indicated otherwise).

"ALL RISK" DEDUCTIBLE:

Indication *	
\$	25,000 Per Occurrence, which will apply in the event a more specific deductible is not applicable to a loss.

DEDUCTIBLES FOR SPECIFIC PERILS AND COVERAGES:

Not Covered	Per Occurrence for Flood Zones A & V (inclusive of all 100 year exposures).
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Not Covered All Flood Zones Per Occurrence excluding Flood Zones A & V.

Not Covered Earthquake Shock: If the stated deductible is a flat dollar amount, the deductible will apply on a Per Occurrence basis, unless otherwise stated. If the stated deductible is on a percentage basis, the deductible will apply Per Occurrence on a Per Unit basis, as defined in the policy form, subject to the minimum deductible per occurrence.

\$ 1,000 Per Occurrence for Specially Trained Animals.

\$ 500,000 Per Occurrence for Unscheduled Tunnels, Bridges, Dams, Catwalks (except those not for public use), Roadways, Highways, Streets, Sidewalks, Culverts, Street Lights and Traffic Signals unless a specific value has been declared (excluding coverage for the peril of Earthquake Shock, and excluding Federal Emergency Management Agency (FEMA) and/or Office of Emergency Services (OES) declared disasters).

\$ 10,000 Per Vehicle or Item for Licensed Vehicles, Unlicensed Vehicles and Contractor's Equipment subject to \$100,000 Maximum Per Occurrence, Per Named Insured for the peril of Earthquake for Named Insured(s) who do not purchase dedicated Earthquake limits.

\$ 50,000 Per Occurrence Per Named Insured for this Declaration for Fine Arts for the peril of Earthquake for Named Insured(s) who do not purchase dedicated Earthquake limits.

\$ 10,000 Per Vehicle or Item for Licensed Vehicles, Unlicensed Vehicles and Contractor's Equipment subject to \$100,000 Maximum Per Occurrence, Per Named Insured for the peril of Flood for Named Insured(s) who do not purchase dedicated Flood limits.

\$ 50,000 Per Occurrence Per Named Insured for this Declaration for Fine Arts for the peril of Flood for Named Insured(s) who do not purchase dedicated Flood limits.

24 Hour Waiting Period for Service Interruption for All Perils and Coverages.

2.5% of Annual Tax Revenue Value per Location for Tax Interruption.

Not Covered Per Occurrence for Off Premises Vehicle Physical Damage. If Off-Premises coverage is included/purchased, the stated deductible will apply to vehicle physical damage both on and off-premises on a Per Occurrence basis, unless otherwise stated. If Off-Premises coverage is not included, On-Premises/In-Yard coverage is subject to the All Risk (Basic) deductible.

Not Covered Per Occurrence for Contractor's Equipment.

**DEDUCTIBLES FOR
SPECIFIC PERILS
AND COVERAGES:
(continued)**

Indication *	Not Applicable	Per Occurrence for All Weather Related Losses.
Indication *	Not Applicable	Per Occurrence for Freeze.
Indication *	Not Applicable	Per Occurrence for Hail.
Indication *	Not Applicable	Per Occurrence for ISO CAT Losses (Excluding Flood and Earthquake) as defined by meeting the following trigger: ISO's Property Claims Service (PCS) declaration of a numbered catastrophic event.
Indication *	Not Applicable	Per Occurrence for Storm.
Indication *	Not Applicable	Per Occurrence for Wave Wash.
Indication *	Not Applicable	Per Occurrence for Water Damage.
Indication *	Not Applicable	Per Occurrence for Wind Damage.

The following stand-alone coverages are provided by the APIP program but are not covered in the Limit of Liability or the Sub-Limits of Liability above or attached to the Master Policy Form Wording. However, the coverage costs are included in the APIP Total Cost noted below. Carriers providing these coverages are included in the Schedule of Carriers.

\$	100,000,000	Per Named Insured Per Occurrence subject to \$200,000,000 Annual Aggregate of Declarations 1-14, 18-22, 25-30 and 32-34 combined as respects Property Damage, Business Interruption, Rental Income and Extra Expense Combined for Terrorism (Primary Layer).
\$	25,000	Per Occurrence Deductible for Primary Terrorism.
	Not Covered	Per Named Insured for Terrorism (Excess Layer) subject to;
	Not Covered	Per Occurrence, All Named Insureds combined in Declarations 1-14, 18-21, 25-30 and 32-34 for Terrorism (Excess Layer) subject to;
	Not Covered	Annual Aggregate shared by all Named Insureds combined in Declarations 1-14, 18-21, 25-30 and 32-34, as respects Property Damage, Business Interruption, Rental Income and Extra Expense combined for Terrorism (Excess Layer).
	Not Covered	Per Occurrence Deductible for Excess Terrorism (Applies only if the Primary Terrorism Limit is exhausted).

TERMS & CONDITIONS:

25% Minimum Earned Premium and cancellations subject to 10% penalty

NOTICE OF CANCELLATION:

90 Days except 10 Days for non-payment of premium

	Annual Cost*
Total Property Premium:	\$ 41,026.00
Excess Boiler:	\$ 627.00
Pro-Rated Cyber Liability:	\$ 0.00
Pro-Rated Pollution Liability:	\$ 0.00
ABS Fee:	\$ 748.00
SLT&F's (Estimate)	\$ 1,332.89
Broker Fee:	\$ 0.00
TOTAL COST †: (Including Taxes and Fees)	\$ 43,733.89

*Premiums are based on valid selectable options and the TIV's above. Changes in TIV's will require a premium adjustment. This Pricing is an Indication Only - It cannot be Bound until confirmed by the underwriter.

† TOTAL COST includes: premiums, underwriting fees, commissions, loss control expenses, program administration charges, and applicable taxes (excluding the Cyber Enhancement premium - should you have elected to purchase this coverage)

OPTIONAL QUOTE(S) All terms and conditions are the same as quoted above with the exception of the following:

RENEWAL OPTION 2	
SELECTIONS:	\$ 50,000 A/R Ded.
	\$ 50,000 B&M Ded.
	\$ 50,000 B&M Objects > 200 hp Ded.
	\$ 50,000 B&M Consequential Damage Ded.
	\$ 50,000 B&M EDP Media Ded.
	\$ 50,000 Primary Terr. Ded.
	Annual Cost*
Total Property Premium:	\$36,276.00
Excess Boiler:	\$101.00
ABS Fee:	\$629.00
SLT&F's (Estimate)	\$1,180.89
Broker Fee:	\$0.00
TOTAL COST †: (Including Taxes and Fees)	\$38,712.89

*Premiums are based on valid selectable options and the TIV's above. Changes in TIV's will require a premium adjustment. This Pricing is an Indication Only - It cannot be Bound until confirmed by the underwriter.

† TOTAL COST includes: premiums, underwriting fees, commissions, loss control expenses, program administration charges, and applicable taxes (excluding the Cyber Enhancement premium - should you have elected to purchase this coverage)

PRINT DATE: May 13, 2019

QUOTE VALID UNTIL: May 27, 2019

BROKER: **ALLIANT INSURANCE SERVICES, INC.**
License No. 0C36861
Robert Lowe

Sheryl L. Fitzgerald
Account Manager - Lead

NOTES:

- *Change in Total Insurable Values will result in adjustment in premium*
- *Each line of coverage is rated separately therefore increases in TIV's on highly rated coverages such as Vehicles, CE, EQ or 100 year Flood Zones, etc may increase the member average account rate*
- *Some coverage, sub-limits, terms and conditions could change until negotiations with the insurance carriers have been finalized*
- *The terms and conditions could be subject to change if a large catastrophic event occurs that affects our markets between now and the proposed coverage inception date*
- *Coverage outlined in this Proposal is subject to the terms and conditions set forth in the policy. Please refer to Policy for specific terms, conditions and exclusions*
- *The flood zones provided on the Schedule of Values (SOVs) are for rating purposes only. The actual flood zone will be determined at the time of loss.*

**ALLIANT INSURANCE SERVICES, INC.
ALLIANT PROPERTY INSURANCE PROGRAM (APIP)**

BOILER & MACHINERY PROPOSAL

PROGRAM:	Special Property Insurance Program (SPIP)																								
NAMED INSURED:	Los Angeles County Law Library																								
POLICY PERIOD:	July 1, 2018 to July 1, 2019																								
COMPANIES:	See Attached List of Companies																								
TOTAL INSURED VALUES:	\$ 55,631,079 as of May 13, 2019																								
STATUS/RATING:	See Attached List of Companies																								
COVERAGES & LIMITS:	<table border="0" style="width: 100%;"> <tr> <td style="width: 5%;">\$</td> <td style="width: 15%;">100,000,000</td> <td>Boiler Explosion and Machinery Breakdown, (for those Named Insureds that purchase this optional dedicated coverage) as respects Combined Property Damage and Business Interruption/Extra Expense (Including Bond Revenue Interest Payments where Values Reported and excluding Business Interruption for power generating facilities unless otherwise specified). Limit includes loss adjustment agreement and electronic computer or electronic data processing equipment with the following sub-limits:</td> </tr> <tr> <td></td> <td>Included</td> <td>Jurisdictional and Inspections.</td> </tr> <tr> <td>\$</td> <td>10,000,000</td> <td>Per Occurrence for Service/Utility/Off Premises Power Interruption.</td> </tr> <tr> <td></td> <td>Included</td> <td>Per Occurrence for Consequential Damage/Perishable Goods/Spoilage.</td> </tr> <tr> <td>\$</td> <td>10,000,000</td> <td>Per Occurrence for Electronic Data Processing Media and Data Restoration.</td> </tr> <tr> <td>\$</td> <td>2,000,000</td> <td>Per Occurrence, Per Named Insured and in the Annual Aggregate per Declaration for Earthquake Resultant Damage for Named Insureds who purchase Dedicated Earthquake Coverage.</td> </tr> <tr> <td>\$</td> <td>10,000,000</td> <td>Per Occurrence for Hazardous Substances/ Pollutants/Decontamination.</td> </tr> <tr> <td></td> <td>Included</td> <td>Per Occurrence for Machine or Apparatus used for Research, Diagnosis, Medication, Surgical, Therapeutic, Dental or Pathological Purposes.</td> </tr> </table>	\$	100,000,000	Boiler Explosion and Machinery Breakdown, (for those Named Insureds that purchase this optional dedicated coverage) as respects Combined Property Damage and Business Interruption/Extra Expense (Including Bond Revenue Interest Payments where Values Reported and excluding Business Interruption for power generating facilities unless otherwise specified). Limit includes loss adjustment agreement and electronic computer or electronic data processing equipment with the following sub-limits:		Included	Jurisdictional and Inspections.	\$	10,000,000	Per Occurrence for Service/Utility/Off Premises Power Interruption.		Included	Per Occurrence for Consequential Damage/Perishable Goods/Spoilage.	\$	10,000,000	Per Occurrence for Electronic Data Processing Media and Data Restoration.	\$	2,000,000	Per Occurrence, Per Named Insured and in the Annual Aggregate per Declaration for Earthquake Resultant Damage for Named Insureds who purchase Dedicated Earthquake Coverage.	\$	10,000,000	Per Occurrence for Hazardous Substances/ Pollutants/Decontamination.		Included	Per Occurrence for Machine or Apparatus used for Research, Diagnosis, Medication, Surgical, Therapeutic, Dental or Pathological Purposes.
\$	100,000,000	Boiler Explosion and Machinery Breakdown, (for those Named Insureds that purchase this optional dedicated coverage) as respects Combined Property Damage and Business Interruption/Extra Expense (Including Bond Revenue Interest Payments where Values Reported and excluding Business Interruption for power generating facilities unless otherwise specified). Limit includes loss adjustment agreement and electronic computer or electronic data processing equipment with the following sub-limits:																							
	Included	Jurisdictional and Inspections.																							
\$	10,000,000	Per Occurrence for Service/Utility/Off Premises Power Interruption.																							
	Included	Per Occurrence for Consequential Damage/Perishable Goods/Spoilage.																							
\$	10,000,000	Per Occurrence for Electronic Data Processing Media and Data Restoration.																							
\$	2,000,000	Per Occurrence, Per Named Insured and in the Annual Aggregate per Declaration for Earthquake Resultant Damage for Named Insureds who purchase Dedicated Earthquake Coverage.																							
\$	10,000,000	Per Occurrence for Hazardous Substances/ Pollutants/Decontamination.																							
	Included	Per Occurrence for Machine or Apparatus used for Research, Diagnosis, Medication, Surgical, Therapeutic, Dental or Pathological Purposes.																							

NEWLY ACQUIRED LOCATIONS:

\$ 25,000,000 Automatic Acquisition for Boiler & Machinery values at newly acquired locations. Values greater than \$25,000,000 or Power Generating Facilities must be reported within 120 days and must have prior underwriting approval prior to binding

VALUATION:

Repair or Replacement except Actual Loss sustained for all Time Element coverages

EXCLUSIONS

(Including but not limited to):

- Testing
- Explosion, except for steam or centrifugal explosion
- Explosion of gas or unconsumed fuel from furnace of the boiler

OBJECTS EXCLUDED:

(Including but not limited to):

- Insulating or refractory material
- Buried Vessels or Piping

NOTICE OF CANCELLATION:

90 days except 10 days for non-payment of premium

DEDUCTIBLES:

- \$ 25,000 Except as shown for Specific Objects or Perils.
- \$ 25,000 Electronic Data Processing Media.
- \$ 25,000 Consequential Damage.
- \$ 25,000 Objects over 200 hp, 1,000 KW/KVA/Amps or Boilers over 5,000 square feet of heating surface.
- \$ 50,000 Objects over 350 hp, 2,500 KW/KVA/Amps or Boilers over 10,000 square feet of heating surface.
- \$ 100,000 Objects over 500 hp, 5,000 KW/KVA/Amps or Boilers over 25,000 square feet of heating surface.
- \$ 250,000 Objects over 750 hp, 10,000 KW/KVA/Amps or Boilers over 75,000 square feet of heating surface.
- \$ 350,000 Objects over 25,000 hp, 25,000 KW/KVA/Amps or Boilers over 250,000 square feet of heating surface.
- \$ 10 per foot / \$2,500 Minimum Deep Water Wells.
- 24 Hour Waiting Period Utility Interruption.
- 24 Hours Business Interruption/Extra Expense Except as noted below.
- 30 Days Business Interruption - Revenue Bond.

5 x 100% of Daily Value

Business Interruption - All objects over 750 hp or 10,000 KW/KVA/Amps or 10,000 square feet heating surface.

5 x 100% of Daily Value

Business interruption - All Objects at Waste Water Treatment Facilities and All Utilities.

Annual Cost	
COST:	Cost is included on Property Proposal

RENEWAL OPTION 2	
SELECTIONS:	\$ 50,000 B&M Ded.
	\$ 50,000 B&M Objects > 200 hp Ded.
	\$ 50,000 B&M Consequential Damage Ded.
	\$ 50,000 B&M EDP Media Ded.
Annual Cost*	
COST:	Cost is included on Property Proposal

PRINT DATE: May 13, 2019

PROPOSAL VALID UNTIL: May 27, 2019

BROKER: **ALLIANT INSURANCE SERVICES, INC.**
License No. 0C36861

Robert Lowe

Sheryl L. Fitzgerald
Account Manager - Lead

NOTES:

- **Change in Total Insurable Values will result in adjustment in premium**
- **Some coverage, sublimits, terms and conditions could change until negotiations with the insurance carriers have been finalized**
- **Coverage outlined in this Proposal is subject to the terms and conditions set forth in the policy. Please refer to Policy for specific terms, conditions and exclusions**

NOTICE:

- 1. THE INSURANCE POLICY THAT YOU HAVE PURCHASED IS BEING ISSUED BY AN INSURER THAT IS NOT LICENSED BY THE STATE OF CALIFORNIA. THESE COMPANIES ARE CALLED “NONADMITTED” OR “SURPLUS LINE” INSURERS.**
- 2. THE INSURER IS NOT SUBJECT TO THE FINANCIAL SOLVENCY REGULATION AND ENFORCEMENT THAT APPLY TO CALIFORNIA LICENSED INSURERS.**
- 3. THE INSURER DOES NOT PARTICIPATE IN ANY OF THE INSURANCE GUARANTEE FUNDS CREATED BY CALIFORNIA LAW. THEREFORE, THESE FUNDS WILL NOT PAY YOUR CLAIMS OR PROTECT YOUR ASSETS IF THE INSURER BECOMES INSOLVENT AND IS UNABLE TO MAKE PAYMENTS AS PROMISED.**
- 4. THE INSURER SHOULD BE LICENSED EITHER AS A FOREIGN INSURER IN ANOTHER STATE IN THE UNITED STATES OR AS A NON-UNITED STATES (ALIEN) INSURER. YOU SHOULD ASK QUESTIONS OF YOUR INSURANCE AGENT, BROKER, OR “SURPLUS LINE” BROKER OR CONTACT THE CALIFORNIA DEPARTMENT OF INSURANCE AT THE FOLLOWING TOLL-FREE TELEPHONE NUMBER: 1-800-927-4357 OR INTERNET WEB SITE WWW.INSURANCE.CA.GOV. ASK WHETHER OR NOT THE INSURER IS LICENSED AS A FOREIGN OR NON-UNITED STATES (ALIEN) INSURER AND FOR ADDITIONAL INFORMATION ABOUT THE INSURER. YOU MAY ALSO CONTACT THE NAIC’S INTERNET WEB SITE AT WWW.NAIC.ORG.**
- 5. FOREIGN INSURERS SHOULD BE LICENSED BY A STATE IN THE UNITED STATES AND YOU MAY CONTACT THAT STATE’S DEPARTMENT OF INSURANCE TO OBTAIN MORE INFORMATION ABOUT THAT INSURER.**

6. FOR NON-UNITED STATES (ALIEN) INSURERS, THE INSURER SHOULD BE LICENSED BY A COUNTRY OUTSIDE OF THE UNITED STATES AND SHOULD BE ON THE NAIC'S INTERNATIONAL INSURERS DEPARTMENT (IID) LISTING OF APPROVED NONADMITTED NON-UNITED STATES INSURERS. ASK YOUR AGENT, BROKER, OR "SURPLUS LINE" BROKER TO OBTAIN MORE INFORMATION ABOUT THAT INSURER.

7. CALIFORNIA MAINTAINS A LIST OF APPROVED SURPLUS LINE INSURERS. ASK YOUR AGENT OR BROKER IF THE INSURER IS ON THAT LIST, OR VIEW THAT LIST AT THE INTERNET WEB SITE OF THE CALIFORNIA DEPARTMENT OF INSURANCE: WWW.INSURANCE.CA.GOV.

8. IF YOU, AS THE APPLICANT, REQUIRED THAT THE INSURANCE POLICY YOU HAVE PURCHASED BE BOUND IMMEDIATELY, EITHER BECAUSE EXISTING COVERAGE WAS GOING TO LAPSE WITHIN TWO BUSINESS DAYS OR BECAUSE YOU WERE REQUIRED TO HAVE COVERAGE WITHIN TWO BUSINESS DAYS, AND YOU DID NOT RECEIVE THIS DISCLOSURE FORM AND A REQUEST FOR YOUR SIGNATURE UNTIL AFTER COVERAGE BECAME EFFECTIVE, YOU HAVE THE RIGHT TO CANCEL THIS POLICY WITHIN FIVE DAYS OF RECEIVING THIS DISCLOSURE. IF YOU CANCEL COVERAGE, THE PREMIUM WILL BE PRORATED AND ANY BROKER'S FEE CHARGED FOR THIS INSURANCE WILL BE RETURNED TO YOU.

The background of the top half of the page is a photograph of a modern glass-walled building, identified as the Los Angeles County Law Library. The image shows a person walking on a balcony or walkway inside the building, silhouetted against the light. The glass reflects the sky and other parts of the building.

Los Angeles County Law Library

2018 – 2019

Special Liability Insurance Program (SLIP) Insurance Proposal

Presented on May 8, 2019 by:

Chris Tobin
Senior Vice President

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Named Insured / Additional Named Insureds

Named Insured(s)

Los Angeles County Law Library

Additional Named Insured(s)

None

NAMED INSURED DISCLOSURE

- The first named insured is granted certain rights and responsibilities that do not apply to other policy named insureds and is designated to act on behalf of all insureds for making policy changes, receiving correspondence, distributing claim proceeds, and making premium payments.
- **Are ALL entities listed as named insureds?** Coverage is **not** automatically afforded to all entities unless specifically named. Confirm with your producer and service team that all entities to be protected are on the correct policy. Not all entities may be listed on all policies based on coverage line.
- Additional named insured is (1) A person or organization, other than the first named insured, identified as an insured in the policy declarations or an addendum to the policy declarations. (2) A person or organization added to a policy after the policy is written with the status of named insured. This entity would have the same rights and responsibilities as an entity named as an insured in the policy declarations (other than those rights and responsibilities reserved to the first named insured).
- Applies to Professional Liability, Pollution Liability, Directors & Officers Liability, Employment Practices Liability, Fiduciary Liability policies (this list not all inclusive). Check your Policy language for applicability. These policies provide protection to the Named Insured for claims made against it alleging a covered wrongful act. Coverage is not afforded to any other entities (unless specifically added by endorsement or if qualified as a "Subsidiary" pursuant to the policy wording) affiliated by common individual insured ownership or to which indemnification is otherwise contractually owed. If coverage is desired for affiliated entities or for contractual indemnities owed, please contact your Alliant Service Team with a full list of entities for which coverage is requested. With each request, include complete financials and ownership information for submission to the carrier. It should be noted, that the underwriter's acceptance of any proposed amendments to the policy, including expansion of the scope of "Insureds" under the policy could result in a potential diminution of the applicable limits of liability and/or an additional premium charge.

Special Liability Insurance Program (SLIP) Coverage

INSURANCE COMPANY:	Great American E&S Insurance Company
A.M. BEST RATING:	A+, Superior; Financial Size Category XIV; (\$1.5 Billion to \$2 Billion) as of 8/17/18
STANDARD & POOR'S RATING:	A+ pulled as of 8/24/18
CALIFORNIA STATUS:	Non-Admitted
POLICY/COVERAGE TERM:	September 29, 2018 To September 29, 2019
POLICY NUMBER:	TBD
COVERAGE:	Liability Form on an Occurrence Basis

(Coverage applies only where checked)

		Limits	Deductible/SIR
Maximum Per Occurrence Limit for all Coverages Combined		\$5,000,000	
<input checked="" type="checkbox"/>	Personal Injury (Including Bodily Injury and Property Damage)	\$5,000,000	\$50,000
<input type="checkbox"/>	Broadcasters Liability	\$	\$
<input type="checkbox"/>	Educators Legal Liability	\$	\$
<input checked="" type="checkbox"/>	Public Officials Errors and Omissions	\$5,000,000	\$50,000
<input type="checkbox"/>	Nonprofit Directors and Officers Liability	\$	\$
<input checked="" type="checkbox"/>	Employment Practices Liability	\$5,000,000	\$50,000
<input checked="" type="checkbox"/>	Nose Coverage Retro Date: 4/23/08	\$5,000,000	\$50,000
<input type="checkbox"/>	Owned Automobile Liability	\$	\$
<input type="checkbox"/>	Uninsured Motorist Coverage	\$	\$
<input checked="" type="checkbox"/>	Non-Owned and Hired Automobile Liability	\$5,000,000	\$50,000
Annual Aggregate Limits:		Limits	
<input checked="" type="checkbox"/>	Products / Completed Operations	\$5,000,000	
<input checked="" type="checkbox"/>	Public Officials Errors and Omissions	\$5,000,000	
<input type="checkbox"/>	Nonprofit Directors and Officers Liability	\$	
<input checked="" type="checkbox"/>	Employment Practices Liability	\$5,000,000	
Sub-Limits:		Limits	Deductible/SIR:
(Coverage applies only where checked)			
<input checked="" type="checkbox"/>	Fire Damage Liability (Sublimit of Personal Injury/Property Damage Coverage Limit) Capped at \$1,000,000	\$1,000,000	\$50,000

Special Liability Insurance Program (SLIP) Coverage – Continued

Defense Inside/Outside the Limit:

Inside

Who has the Duty to Defend:

Carrier

Special Endorsements:

None

Major Exclusions:

(including but not limited to)

-) Fiduciary Liability
-) Breach of Contract
-) Access or Disclosure of Confidential or Personal Information and Data Related Liability Limited Bodily Injury Exception Not Included
-) Workers' Compensation
-) Asbestos
-) Auto Liability (unless Owned Auto coverage provided)
-) Uninsured Motorist coverage except if Auto Liability marked X'd above, or unless coverage specifically requested and in file
-) Failure to Supply
-) Pollution Except for Hostile Fire and Vehicle Upset / Overturn coverage
-) Inverse Condemnation / Eminent Domain
-) Care, Custody, and Control
-) Medical Payment Coverage
-) Dam Liability
-) All Aircraft; Watercraft over 51 feet in length
-) Airports
-) Medical Malpractice (except incidental)
-) Subsidence
-) Nuclear Material
-) ERISA
-) Fungi or Bacteria
-) War or Terrorism
-) Securities and Financial Interest
-) Mold
-) Public Officials Errors & Omissions (if Directors & Officers Applies)

Special Liability Insurance Program (SLIP) Coverage – Continued

Major Exclusions: - Continued

(including but not limited to)

-) Directors & Officers (if Public Officials Errors & Omissions Applies)
-) Employment Practices Liability (Unless purchased)
-) Montrose Exclusion – Prior knowledge of incident or loss
-) Abuse & Molestation
-) Residential Construction
-) Athletic Participants
-) Transit Operations
-) Bodily Injury of Tenants or Guests of Tenants for Habitational Risks
-) Insurance Agent/Claims Administration/Mortgage Broker
-) Lead

Annual Premium:

\$	39,483.00	Premium
\$	1,184.49	Taxes
\$	78,.97	Stamping Fee
\$	2,838.98	MGA Service Fee
\$	43,585.44	Total Cost

MGA Service Fee is 100% earned.
Mid-term cancellations could have a short-rate penalty applied to the return premium.

Minimum Earned Premium:

25% of the annual premium

Terrorism Option:

5% of premium plus applicable taxes and fees.

Optional Coverage:

None

Policy Auditable:

Not Auditable

Conditions:

-) Limits are exhausted by Indemnity and Defense Cost.
-) Limits are Per Occurrence.
-) There is no General Aggregate.
-) Limits apply to each entity in the program.

Special Liability Insurance Program (SLIP) Coverage – Continued

Conditions: - Continued

This QUOTATION is subject to review and possible re-rating if there are any significant changes in operations, exposure or experience prior to carrier binding. Such significant changes include, but are not limited to, any declared or potential occurrence series, claims series or batch notices by or to the insured

Quote Valid Until:

45 Days from proposal date

Binding Conditions:

-) Signed Request to Bind Form
-) Signed Surplus Lines Forms (where applicable)
-) Signed TRIA indicating accept or decline the optional coverage

SLIP Cyber Liability Coverage

INSURANCE COMPANY:

A.M. BEST RATING:

STANDARD & POOR'S RATING:

CALIFORNIA STATUS:

POLICY/COVERAGE TERM:

AIG Specialty Insurance Company

A (Excellent), Financial Size Category: XV
(\$2 Billion or Greater) as of June 20, 2018

A+ (Strong) pulled as of August 24, 2018

Non-Admitted

September 29, 2018 To September 29, 2019

Policy Number:

TBD

Coverage:

Information Security & Privacy Insurance

Notice:

Policy coverage sections Information Security & Privacy Liability, Privacy Notification Costs and Regulatory Defense & Penalties of this policy provide coverage on a claims made and reported basis; except as otherwise provided, coverage under these insuring agreements applies only to claims first made against the insured and reported to underwriters during the policy period.

Retro Active Date:

TBD

Continuity Date:

TBD

Coverage Form:

SRP – Security & Privacy, Event Management, Network Interruption, Cyber Extortion Media Content

Limits:

3,500,000	Affected Persons Annual Policy and Program Aggregate for all members combined
100,000	Affected Person Limit and Annual Member Aggregate (Maximum number of affected persons who may receive privacy event services. Payments made are not a part of the Limit of Liability. An approved Chartis vendor to provide services.)

SLIP Cyber Liability Coverage – Continued

Limits:
(program aggregates)

\$ 10,000,000	Annual Policy and Program Aggregate for all members combined (Aggregate for all coverages combined including claims expenses), subject to sub-limits as noted below.
\$ 10,000,000	Media Content Annual Policy and Program Aggregate for all members combined (Aggregate for all coverages combined including claims expenses), subject to sub-limits as noted below.
\$ 10,000,000	Security & Privacy Liability Annual Policy and Program Aggregate for all members combined (Aggregate for all coverages combined including claims expenses), subject to sub-limits as noted below.
\$ 10,000,000	Regulatory Action Annual Policy and Program Aggregate for all members combined (Aggregate for all coverages combined including claims expenses), subject to sub-limits as noted below.
\$ 10,000,000	Network Interruption Annual Policy and Program Aggregate for all members combined (Aggregate for all coverages combined including claims expenses), subject to sub-limits as noted below.
\$ 10,000,000	Cyber Extortion Annual Policy and Program Aggregate for all members combined (Aggregate for all coverages combined including claims expenses), subject to sub-limits as noted below.
\$ 5,000,000	Event Management Annual Policy and Program Aggregate for all members combined (Aggregate for all coverages combined including claims expenses), subject to sub-limits as noted below.

Sub-Limits:
(per member)

\$	250,000	Annual Aggregate Limit of Liability for each member (Aggregate for all coverages combined including claims expenses), subject to sub-limits as noted below.
\$	250,000	Security & Privacy Sublimit (\$250,000 Regulatory Action)
\$	250,000	Event Management/Electronic Data Sublimit (\$125,000 for event response)
\$	10,000	PCI-Data Security Standards Assessment Sublimit

The sub-limits of liability are part of, and not in addition to, the overall Annual Aggregate limit of liability for each member.

Claims expenses shall reduce the applicable limit of liability and are subject to the applicable retention.

The aggregate limits are the most the carrier will pay regardless of the numbers of members participating or the number of claims made or the number of events occurring. There is a possibility that claims by other members could reduce or eliminate all of the coverage available to each member.

Defense Inside/Outside the Limit:

Inside

Who has the Duty to Defend:

Carrier

Self Insured Retention:
(per member)

100 Records	Privacy Event – Affected Person Retention (SIR)
\$ 10,000	Security & Privacy/Regulatory Action Self Insured Retention (SIR)
\$ 10,000	Media Content Self Insured Retention (SIR)
\$ 10,000	Event Management Self Insured Retention (SIR)
\$ 10,000/ 12 Hours	Network Interruption Sublimit
\$ 10,000	Cyber Extortion Self Insured Retention (SIR)

If a First Party Event or Third Party Event and any Related Acts triggers coverage under more than one coverage section, the highest applicable retention amount shall apply to all loss arising out of such First Party Event or Third Party Event

Endorsement & Exclusions:
(including but not limited to)

-) Specialty Risk Protector – Cyber Extortion Insurance
-) Specialty Risk Protector – Event Management Insurance
-) Specialty Risk Protector – General Terms & Conditions
-) Specialty Risk Protector – Media Content Insurance
-) Specialty Risk Protector – Network Interruption Insurance
-) Specialty Risk Protector – Security & Privacy Liability Insurance
-) Notice of Claim (Reporting by Email) – Endorsement
-) Economic Sanctions – Endorsement
-) Control Group Definition Amendatory Endorsement (Non-Administrative Personnel Only)
-) Conduct Exclusion Amendatory Endorsement
-) Cyberterrorism Coverage Endorsement
-) Criminal Reward Coverage Extension Endorsement
-) E-Discovery Consultant Services Coverage Endorsement
-) Retention Amendatory Endorsement
-) Subsidiary Threshold Amendatory Endorsement – 15% of gross sales
-) Choice of Panel Counsel Endorsement
-) Aggregate Event Management Sublimits Endorsement
-) Cyber edge Cyber Media Coverage Endorsement
-) California Punitive Damages Law Endorsement
-) Insured Definition Amendatory Endorsement (Volunteers)
-) Tie In of Limits Endorsement (Absolute)
-) Other Insurance Provision Amendatory Endorsement
-) Coverage Summary Endorsement
-) Covered Entity Endorsement
-) PCI-DSS Assessment Coverage Endorsement (Sublimit for Each Covered Entity)

Insuring Agreements:

Per Person Privacy Event

Pays on behalf of the insured/member in excess of the retention for privacy event services or products provided by an approved vendor, the insurer or an affiliate insurer with prior written consent within one year of a loss including notification costs, identity theft call center, identity restoration services, identity monitoring and victim cost reimbursement insurance.

Security and Privacy Liability

Pays on behalf of the insured/member and claim expenses excess of the retention to defend a suit or regulatory action alleging a security failure or a privacy event. Privacy event means any failure to protect confidential information (whether by “phishing,” other social engineering technique or otherwise) including, without limitation, that which could result in an identity theft or other wrongful emulation of the identity of an individual or corporation. Or failure to disclose an event of any Security Breach Notice Law or violation of any federal, state, foreign or local privacy statute alleged in connection with a claim for compensatory damages, judgments, settlements, pre-judgments and post-judgments.

Event Management

Pays on behalf of the insured/member in excess of the retention for loss that is incurred as a result of an alleged security failure or privacy event. Loss includes investigation (including forensic investigation) to determine the cause; public relations firm, crisis management firm or law firm; to restore, recreate or recollect electronic data; and to determine whether electronic data can or cannot be restored, recreated or recollected.

Network Interruption

Pays on behalf of the insured/member in excess of the remaining retention after the waiting period as a result of security failure for costs incurred within 120 days after interruption, which is the sum of the following calculated on an hourly basis.

- 1) Net income (net profit or loss before income taxes) that would have been earned and
- 2) Continuing normal operating expenses incurred, including payroll.

Insuring Agreements: - Continued
Media Content

Pays on behalf of the insured/member in excess of the retention for wrongful acts in connection with media content in any form (including advertising and written, printed, video, electronic, digital or digitized content) of broadcasts or publications. Wrongful acts include infringement of copyright and trademark, plagiarism or piracy, invasion of privacy, defamation, libel and slander.

Cyber Extortion

Pays on behalf of the insured/member in excess of the retention monies paid with the insurer's prior written consent monies paid to terminate or end a security threat that would otherwise result in harm to an insured and costs to conduct an investigation to determine the cause of the security threat. Security threat is any threat or connected series of threats to commit an intentional attack against a computer system for the purpose of demanding money, securities or other tangible or intangible property of value from an insured.

Annual Premium:

Included within SLIP premium
100% earned premium at inception

Terrorism Option:

Not Applicable

Minimum Earned Premium:

100% minimum earned

Extended Reporting Period:

The policy can be kept in force and renewed for continued coverage past the cancellation date as needed. Contracts should be reviewed for potential compliance issues. Once the policy is cancelled claims can no longer be filed regardless of the date of loss.

Policy Auditable:

No

Territorial Limits:

Worldwide

Notice of Claim:

) IMMEDIATE NOTICE must be made to AIG Claims, Inc. of all potential claims and circumstances (assistance, and cooperation clause applies)
) Claim notification under this policy is to:
AIG Claims, Inc.
Attn: c-Claim
175 Water Street
New York, NY 10038
c-claim@aiginsurance.com
Fax (866) 227-1750

Quote Valid Until:

45 Days from the proposal date.

Binding Conditions:

-) A written request to bind coverage
-) All Surplus Lines Taxes/Fees are Fully Earned

See Disclaimer Page for Important Notices and Acknowledgement

Disclosures

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

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

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

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

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

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

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

NY Regulation 194

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

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

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

Other Disclosures / Disclaimers

FATCA:

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

Claims Reporting:

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

Claims Made Policy:

This claims-made policy contains a requirement stating that this policy applies only to any claim first made against the Insured and reported to the insurer during the policy period or applicable extended reporting period. Claims must be submitted to the insurer during the policy period, or applicable extended reporting period, as required pursuant to the Claims/Loss Notification Clause within the policy in order for coverage to apply. Late reporting or failure to report pursuant to the policy's requirements could result in a disclaimer of coverage by the insurer.

NRRA:

The Non-Admitted and Reinsurance Reform Act (NRRA) went into effect on July 21, 2011. Accordingly, surplus lines tax rates and regulations are subject to change which could result in an increase or decrease of the total surplus lines taxes and/or fees owed on this placement. If a change is required, we will promptly notify you. Any additional taxes and/or fees must be promptly remitted to Alliant Insurance Services, Inc.

Other Disclosures / Disclaimers – Continued

Changes and Developments

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

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

Certificates / Evidence of Insurance

- A certificate is issued as a matter of information only and confers no rights upon the certificate holder. The certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by a policy. Nor does it constitute a contract between the issuing insurer(s), authorized representative, producer or certificate holder.
- You may have signed contracts, leases or other agreements requiring you to provide this evidence. In those agreements, you may assume obligations and/or liability for others (Indemnification, Hold Harmless) and some of the obligations that are not covered by insurance. We recommend that you and your legal counsel review these documents.

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

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

-) Your policy limits are now shared with other entities; their claims involvement may reduce or exhaust your aggregate limit.
-) Your policy may provide higher limits than required by contract; your full limits can be exposed to the additional insured.
-) There may be conflicts in defense when your insurer has to defend both you and the additional insured.

See Request to Bind Coverage page for acknowledgment of all disclaimers and disclosures

Optional Coverages

The following represents a list of insurance coverages that are not included in this proposal, but are optional and may be available with further underwriting information.

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

- | | |
|---|--|
| <input type="checkbox"/> Crime / Fidelity Insurance | <input type="checkbox"/> Media and Publishers Liability |
| <input type="checkbox"/> Directors & Officers Liability | <input type="checkbox"/> Medical Malpractice Liability |
| <input type="checkbox"/> Earthquake Insurance | <input type="checkbox"/> Network Security / Privacy Liability and Internet Media Liability |
| <input type="checkbox"/> Employed Lawyers | <input type="checkbox"/> Pollution Liability |
| <input type="checkbox"/> Employment Practices Liability | <input type="checkbox"/> Owned/Non-Owned Aircraft |
| <input type="checkbox"/> Event Cancellation | <input type="checkbox"/> Owned Watercraft |
| <input type="checkbox"/> Fiduciary Liability | <input type="checkbox"/> Special Events Liability |
| <input type="checkbox"/> Fireworks Liability | <input type="checkbox"/> Student Accident |
| <input type="checkbox"/> Flood Insurance | <input type="checkbox"/> Volunteer Accidental Death & Dismemberment (AD&D) |
| <input type="checkbox"/> Foreign Insurance | <input type="checkbox"/> Workers' Compensation |
| <input type="checkbox"/> Garage Keepers Liability | <input type="checkbox"/> Workplace Violence |
| <input type="checkbox"/> Kidnap & Ransom | |
| <input type="checkbox"/> Law Enforcement Liability | |

Glossary of Insurance Terms

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

- <http://insurancecommunityuniversity.com/UniversityResources/InsuranceGlossaryFREE.aspx>
- <http://www.ambest.com/resource/glossary.html>
- <http://www.irmi.com/online/insurance-glossary/default.aspx>

Request to Bind Coverage

Los Angeles County Law Library

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

Coverage Line	Bind Coverage for:
Special Liability Insurance Program (SLIP) / SLIP Cyber Liability	<input type="checkbox"/>

This Authorization to Bind Coverage also acknowledges receipt and review of all disclaimers and disclosures, including exposures used to develop insurance terms, contained within this proposal.

_____ Signature of Authorized Insurance Representative	_____ Date
_____ Title	
_____ Printed / Typed Name	

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

AGENDA ITEM 5

CLOSED SESSION

- 5.1 Conference with Labor Negotiator (G.C. 54957.6). *Library Negotiator*.
Executive Director, Sandra J. Levin; *Employee Organization*: SEIU Local 721.