

AGENDA

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

REGULAR BOARD MEETING

Wednesday, February 22, 2023

12:15 PM

MILDRED L. LILLIE BUILDING TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

Each member of the public has the right to address the Board on agenda items or on items of interest which are not on the agenda and which are within the subject matter jurisdiction of the Board. Public comments will be taken at the beginning of the meeting as Agenda Item 1.0. Members of the public will be called upon at that time. A member of the public will be allowed to address the Board for a total of three (3) minutes for a single item or a maximum of five (5) minutes for all items unless the President grants more or less time based on the number of people requesting to speak and the business of the Board. When members of the public address the Board on agenda items, the President determines the order in which speakers will be called. Persons addressing the Board shall not make impertinent, slanderous or profane remarks to the Board, any member of the Board, staff or general public, nor utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Board Meeting. The President may order the removal (by muting or disconnection of the telephone line) of any person who disrupts or disturbs the orderly conduct of the Board Meeting.

AGENDA MATERIALS

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

LAND ACKNOWLEDGMENT

The Los Angeles County Law Library and its Board of Trustees recognize that we occupy land originally and still inhabited and cared for by the Tongva, Tataviam, Serrano, Kizh, and Chumash Peoples. We honor and pay respect to their elders and descendants — past, present, and emerging — as they continue their stewardship of these lands and waters. We acknowledge that settler colonization resulted in land seizure, disease, subjugation, slavery, relocation, broken promises, genocide, and multigenerational trauma.

This acknowledgment demonstrates our responsibility and commitment to truth, healing, and reconciliation and to elevating the stories, culture, and community of the original inhabitants of Los Angeles County. We are grateful to have the opportunity to live and work on these ancestral lands. We are dedicated to growing and sustaining relationships with Native peoples and local tribal governments, including (in no particular order) the:

- Fernandño Tataviam Band of Mission Indians
- Gabrielino Tongva Indians of California Tribal Council
- Gabrieleno/Tongva San Gabriel Band of Mission Indians
- Gabrieleño Band of Mission Indians – Kizh Nation
- San Manuel Band of Mission Indians
- San Fernando Band of Mission Indians

To learn more about the First Peoples of Los Angeles County, please visit the Los Angeles City/County Native American Indian Commission website at lanaic.lacounty.gov.



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the January 25, 2023 Regular Board Meeting
- 3.2 Review of December Financials and List of January Checks and Warrants
- 3.3 Confirmation of Compensation Increase and Bonus to Executive Director

4.0 DISCUSSION ITEMS

- 4.1 Authorization to Bind 2023-24 Workers Compensation Insurance
- 4.2 Review and Approval of FY2022-23 Mid-Year Budget and Financial Forecast
- 4.3 Review and Approval of Executive Director Job Description and Retention of Executive Search Firm
- 4.4 Staff Presentation: Social Media Initiatives

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

8.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 22, 2023.

POSTED FRIDAY, FEBRUARY 17, 2022 @ 12:00 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the January 25, 2023 Regular Board Meeting
- 3.2 Review of December Financials and List of January Checks and Warrants
- 3.3 Confirmation of Compensation Increase and Bonus to Executive Director

**MINUTES OF THE COMBINED REGULAR AND SPECIAL BOARD MEETINGS
OF THE BOARD OF LAW LIBRARY TRUSTEES OF
LOS ANGELES COUNTY**

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

January 25, 2023

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, January 25, 2023 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 Laura Seigle
Susan Steinhauser, Esquire
Judge Michael Stern

Trustees Absent: Kenneth Klein, Esquire

Senior Staff Present: Sandra J. Levin, Executive Director

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

President Juhas determined a quorum to be present, convened the meeting at 12:21pm and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. Trustee Steinhauser joined the meeting at 12:31pm.

1.0 PUBLIC COMMENT

No public comment.

2.0 PRESIDENT'S REPORT

President Juhas introduced and welcomed new LACLL Trustee, Judge Laura Seigle.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the December 14, 2022 Regular Board Meeting
- 3.2 Review of November Financials and List of December Checks and Warrants
- 3.3 Review and Approval of FY23 2nd Quarter Statistics
- 3.4 Update Regarding 2023-23 Workers Compensation Insurance Renewal

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

4.0 **CLOSED SESSION**

Trustee Steinhauser joined the meeting.

4.1 Conference with Legal Counsel; Anticipated Litigation (Gov. Code § 54956.9(d)(2) & € (3))

A point has been reached where, in the opinion of the Board on the advice of its legal counsel, based on the below described existing facts and circumstances, there is a significant exposure to litigation against the City/Agency.

Receipt of Claim pursuant to Tort Claims Act (copy available for public inspection in Administrative Office upon request).

Name of Person or Entity Threatening Litigation: Carin Memmer

No reportable action.

5.0 **DISCUSSION ITEMS**

5.1 Recognition of Volunteering with Gratitude for Their Contributions

A special lunch and recognition for individuals who serve regularly as LALL volunteers, including class presenters and recurring Lawyers in the Library attorneys and support volunteers.

No action taken.

6.0 **AGENDA BUILDING**

No future items were presented by Trustees to be referred to staff or placed on the agenda for consideration at a future meeting of the Board.

7.0 **EXECUTIVE DIRECTOR REPORT**

ED Levin introduced two new hires at LA Law Library: Leslie Rodas as the new CMS Library Technician for Acquisitions and Sarah Martin as the new Global Law and Language Access Librarian.

8.0 **ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 2:05pm. The next Regular Meeting of the Board of Law Library Trustees currently scheduled for Wednesday, February 22, 2023 at 12:15pm.

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

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2023 - January 31, 2023 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 13	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	10,749.14	TS00324861
January 26	ALLIANT INSURANCE SERVICES, INC	PREPAID EXP	26,967.00	TS00325267

37,716.14

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2023 - January 31, 2023 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 17	SEIU LOCAL 721 SEIU LOCAL 721	UNION DUES UNION SUPPL	1,958.94 32.28	001714 001715
			1,991.22	

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2023 - January 31, 2023 (CHECKS)
Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 6	LA DEPT OF WATER & POWER	WATER/SEWER	230.23	V000180
January 13	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	12,315.54	V000181
			12,545.77	

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2023 - January 31, 2023 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 5	PEOPLESPLACE	REPAIRS/MAINT	1,211.63	V007512
January 6	WOLTERS KLUWER LAW & BUSINESS	BOOKS	13,505.04	V007428
	LEXISNEXIS MATTHEW BENDER	BOOKS	765.21	V007429
	CCH INCORPORATED	BOOKS	109,162.54	V007430
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	214.58	V007431
	GALE CENGAGE LEARNING	BOOKS	17,098.19	V007432
	LAW JOURNAL PRESS	BOOKS	5,456.74	V007433
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,803.62	V007434
	THOMSON REUTERS	BOOKS	108,921.94	V007435
	GOBI LIBRARY SOLUTIONS	BOOKS	201.90	V007436
	BULBS.COM	REPAIR/MAINT	636.80	V007439
	KONICA MINOLTA BUSINESS	COPY CENTER	450.82	V007440
	NASA SERVICES	BLDG SVCS	597.65	V007441
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	61.80	V007442
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	374.00	V007443
	PRESTIGE OFFICE SOLUTIONS, INC	COPY CENTER	294.85	V007444
	SECURITAS SECURITY	SECURITY	7,489.08	V007445
	SQBOX SOLUTIONS LTD	PREPAID EXP	3,840.00	V007446
	STATE COMPENSATION	WORKERS COMP	2,015.58	V007447
	GTT COMMUNICATIONS	TELECOM	504.64	V007448
	GTT COMMUNICATIONS	TELECOM	245.28	V007449
January 11	CDW GOVERNMENT INC	SOFTWARE MAINT	1,601.20	V007513
January 13	AMERICAN LAWYER MEDIA	BOOKS	431.43	V007451
	ALI CLE CONTINUING LEGAL EDUCATION	BOOKS	119.00	V007452
	AMERICAN LEGAL PUBLISHING	BOOKS	1,238.00	V007453
	BLUE 360 MEDIA LLC	BOOKS	120.27	V007454
	LEXISNEXIS MATTHEW BENDER	BOOKS	3,210.88	V007455
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	725.99	V007456
	INGRAM LIBRARY SERVICES	BOOKS	61.54	V007457
	LAW JOURNAL PRESS	BOOKS	2,893.58	V007458
	LAW LIBRARY MICROFORM CONSORTIUM	BOOKS	9,529.00	V007459
	MUNICIPAL CODE CORPORATION	BOOKS	4,190.00	V007460
	PRACTISING LAW INSTITUTE	BOOKS	808.68	V007461
	ROWMAN & LITTLEFIELD PUBLISHING GRO	BOOKS	150.20	V007462
	UNITED NATIONS PUBLICATIONS	BOOKS	143.42	V007463
	THOMSON REUTERS	BOOKS	2,221.76	V007464
	ABD OFFICE SOLUTIONS	COPY CENTER	237.55	V007465
	INTERSTATE ALL BATTERY CENTER	REPAIRS/MAINT	78.39	V007466
	ISOLVED BENEFIT SERVICES	HR BENEFIT ADMIN	78.75	V007467
	KAPCO	SUPPLIES-LIBRARY	2,113.38	V007468
	PRESTIGE OFFICE SOLUTIONS, INC	COPY CENTER	384.29	V007469

321,150.58

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2023 - January 31, 2023 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 17	PURE PROCESS FILTRATION INC.	BLDG SVCS	961.38	V007470
	SECURITAS SECURITY	SECURITY	3,160.64	V007471
	STAMPS.COM	DELIVERY & POSTAG	24.99	V007472
	OFFICESUPPLY.COM	SUPPLIES-OFFICE	185.87	V007494
January 18	YEARLI	ACCOUNTING	10.98	V007474
January 20	LEXISNEXIS MATTHEW BENDER	BOOKS	33,328.66	V007479
January 22	CHERRY PICK CAFE	SPECIAL EVENTS	156.05	V007475
	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	239.91	V007476
	PRESTIGE OFFICE SOLUTIONS, INC	COPY CENTER	35.01	V007477
	SECURITAS SECURITY	SECURITY	4,481.01	V007478
	SOUTHWEST AIRLINES	PREPAID EXP	167.96	V007495
	AMERICAN BAR ASSOCIATION	PREPAID EXP	450.00	V007514
	DIFFUSER SPECIALIST, INC.	BLDG ALTERATIONS	31.00	V007515
	SMART & FINAL	KITCHEN SUPPLIES	118.82	V007516
	SOUTHWEST AIRLINES	PREPAID EXP	313.95	V007517
	January 23	GOOGLE	SERVICES	1.99
January 25	LEXISNEXIS MATTHEW BENDER	BOOKS	38.81	V007480
	GEORGE T BISEL COMPANY	BOOKS	171.95	V007481
	CCH INCORPORATED	BOOKS	29,500.00	V007482
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,366.31	V007483
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	513.01	V007484
	JAMES PUBLISHING INC	BOOKS	169.73	V007485
	PRACTISING LAW INSTITUTE	BOOKS	587.56	V007486
	UNITED NATIONS PUBLICATIONS	BOOKS	345.99	V007487
	THOMSON REUTERS	BOOKS	125.82	V007488
	WILLIAM S HEIN & CO	BOOKS	579.31	V007489
January 30	GOBI LIBRARY SOLUTIONS	BOOKS	44.27	V007490
January 30	CHERRY PICK CAFE	SPECIAL EVENTS EX	488.33	V007518
	CCH INCORPORATED	BOOKS	678.24	V007496
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,072.20	V007497
	JAMES PUBLISHING INC	BOOKS	169.73	V007498
	WEST ACADEMIC	BOOKS	58.04	V007499
	GOBI LIBRARY SOLUTIONS	BOOKS	623.22	V007500

401,387.94

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2023 - January 31, 2023 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 6	CASALINI LIBRI	BOOKS	78.89	032661
	OTTO HARRASSOWITZ	BOOKS	1,670.89	032662
	WILLIAM S HEIN & CO	BOOKS	1,316.05	032663
	AFLAC REMITTANCE	CAFE PLAN-INSURA	518.10	032664
	METROLINK	TMP	269.50	032665
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	032666
January 13	OTTO HARRASSOWITZ	BOOKS	2,428.58	032667
	LAW PUBLISHERS	BOOKS	4,381.00	032668
	LEXISNEXIS CANADA INC	BOOKS	1,133.18	032669
	QUALITY CODE PUBLISHING	BOOKS	42.30	032670
	SCOTTISH LAW AGENTS SOCIETY	BOOKS	97.39	032671
	AT&T	TELECOM	526.79	032672
	CALIFORNIA DEPARTMENT OF TAX	SALES TAX	3,037.00	032673
	DIGITAL INSURANCE LLC	CONSULTING	2,620.00	032674
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	1,014.00	032675
	CHARTER COMMUNICATIONS	TELECOM	55.00	032676
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	032677
January 20	BRCK INC	TELECOM	701.54	032678
	CALIFORNIA DEPARTMENT OF TAX	USE TAX	579.00	032679
January 20	COLANTUONO, HIGHSMITH	LEGAL	1,737.75	032680
	GUARDIAN	PREPAID EXP	7,956.30	032681
January 23	GAUNT	BOOKS	1,123.47	032682
	MARY MARTIN BOOKSELLERS	BOOKS	595.00	032683
January 24	COLANTUONO, HIGHSMITH	LEGAL	358.50	032684
	LANGUAGE PEOPLE INC	OTHER	352.50	032685
January 30	COURTROOM COMPENDIUMS	BOOKS	170.00	032686
	GAUNT	BOOKS	438.00	032687
	MARIO GHIZZI	REPLACEMENT	119.16	032688

33,669.89

Los Angeles County Law Library

Balance Sheet

As of December 31, 2022

(Provisional and subject to year-end audit adjustments)

	6/30/2022	12/31/2022	YTD
Assets			
Current assets			
Cash and cash equivalents	13,315,059	16,240,778	2,925,719
Accounts receivable	207,666	75,212	(132,454)
Other receivable	1,138,800	1,255,941	117,141
Prepaid expenses	261,033	348,361	87,327
Total current assets	<u>14,922,559</u>	<u>17,920,292</u>	<u>2,997,733</u>
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	5,936,527	5,963,397	26,870
Capital assets, not being depreciated	664,178	664,178	-
Capital assets, being depreciated - net	15,124,179	14,753,698	(370,481)
Total noncurrent assets	<u>22,043,355</u>	<u>21,699,744</u>	<u>(343,611)</u>
Total assets	<u>36,965,913</u>	<u>39,620,036</u>	<u>2,654,122</u>
Deferred Outflows of Resources			
Deffered Outflows of Resources	2,309,920	2,309,920	-
Total assets and deffered outflows of resources	<u>39,275,833</u>	<u>41,929,956</u>	<u>2,654,122</u>
Liabilities			
Current Liabilities			
Accounts payable	246,725	48,858	(197,867)
Other current liabilities	-	-	-
Payroll liabilities	8,073	20,522	12,449
Total current liabilities	<u>254,798</u>	<u>69,380</u>	<u>(185,418)</u>
Noncurrent Liabilities			
Accrued sick and vacation liability	289,435	262,980	(26,455)
Borrowers' deposit	214,913	226,228	11,315
OPEB liability	3,745,828	3,795,828	50,000
Net pension liability	788,233	838,233	50,000
Total noncurrent liabilities	<u>5,038,408</u>	<u>5,123,268</u>	<u>84,860</u>
Total liabilities	<u>5,293,206</u>	<u>5,192,648</u>	<u>(100,558)</u>
Deferred Inflows of Resources			
Deffered Inflows of Resources	1,738,733	1,738,733	-
Total liabilities and Deffered inflows of resources	<u>7,031,939</u>	<u>6,931,381</u>	<u>(100,558)</u>
Net Position			
Invested in capital assets	15,788,357	15,417,877	(370,481)
Unrestricted	16,455,537	19,580,698	3,125,161
Total net position	<u>32,243,894</u>	<u>34,998,575</u>	<u>2,754,680</u>
Total liabilities and Deffered inflows of resources and net position	<u>39,275,833</u>	<u>41,929,956</u>	<u>2,654,122</u>

Los Angeles County Law Library
Income Statement for the Period Ending December 31, 2022
(Provisional and subject to year-end audit adjustments)

Dec 2021 Actual	Dec 2022				YTD Actual	FY 2022-23 YTD					Comments			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (-)					
Detailed Budget:														
Income:														
517,386	540,646	615,568	74,921	13.9%	15	FIN	303300	L.A. Superior Court Fees	3,371,537	3,086,087	3,539,055	452,968	14.7%	Conservative budget.
Interest:														
219	305	1,996	1,691	555.4%	15	FIN	311000	Interest - LAIF	449	609	3,292	2,683	440.6%	Better than expected rate of return.
5,271	7,250	34,867	27,617	380.9%	15	FIN	312000	Interest - General Fund	27,508	43,500	120,469	76,969	176.9%	Better than expected rate of return.
126	159	710	551	346.5%	15	FIN	313000	Interest - Deposit Fund	762	954	2,919	1,965	205.9%	Better than expected rate of return.
5,616	7,714	37,573	29,859	387.1%				Subtotal	28,719	45,063	126,679	81,616	181.1%	
Parking:														
44,598	43,000	0	(43,000)	-100.0%	39	FAC	330100	Parking	273,675	258,000	50,425	(207,575)	-80.5%	Structure currently closed.
44,598	43,000	0	(43,000)	-100.0%				Subtotal	273,675	258,000	50,425	(207,575)	-80.5%	
Library Services:														
0	49	49	(0)	-0.5%	27	CIRC	330150	Annual Designation Fee	374	424	341	(83)	-19.5%	Timing variance. Invoices are due every June.
28,058	15,249	21,265	6,016	39.5%	25	PS	330140	Annual Members Fee	80,109	99,381	136,012	36,631	36.9%	New Platinum level member.
1,773	785	2,361	1,576	200.8%	25	PS	330340	Course Registration	19,633	10,710	25,555	14,845	138.6%	Positive timing variance in receipt of sponsorship funds, better than expected attendance at subsidized and fee-based programs.
1,759	3,000	2,868	(132)	-4.4%	27	CIRC	330129	Copy Center	8,420	14,900	14,079	(821)	-5.5%	Timing variance.
594	1,400	574	(826)	-59.0%	27	CIRC	330205	Document Delivery	3,405	8,400	3,648	(4,752)	-56.6%	Free eDelivery to remote users has not ceased.
1,210	1,500	1,064	(436)	-29.1%	27	CIRC	330210	Fines	8,349	9,000	9,026	26	0.3%	
145	7,500	108	(7,392)	-98.6%	15	FIN	330310	Miscellaneous	11,364	16,000	16,676	676	4.2%	Includes unbudgeted State Fund dividend, prior year unclaimed property, and better than expected Visa rebate.
63	1,500	0	(1,500)	-100.0%	39	FAC	330330	Room Rental	125	9,000	2,154	(6,846)	-76.1%	Slow return to in-person events
0	0	90	90	0.0%	23	COL	330350	Book Replacement	0	0	1,098	1,098	0.0%	
0	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	0	0	0	0	0.0%	
0	0	0	0	0.0%	17	EXEC	330400	Friends of Law Library	120,000	125,000	25,000	(100,000)	-80.0%	Timing variance.
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	
73	116	153	37	31.9%	15	FIN	330450	Vending	263	736	999	263	35.7%	Increased sales primarily due to USB flashdrives.
0	0	0	0	0.0%	39	FAC	330465	Special Events Income	6,500	15,000	0	(15,000)	-100.0%	\$5K for PBW from Friends still expected - no additional donations expected.
33,675	31,099	28,531	(2,568)	-8.3%				Subtotal	258,542	308,551	234,587	(73,964)	-24.0%	
601,275	622,459	681,671	59,212	9.5%				Total Income	3,932,472	3,697,701	3,950,747	253,046	6.8%	
Expenses:														
Staff:														
270,442	389,109	327,325	61,785	15.9%	ALL	501000	Salaries (FT)	1,272,459	1,815,844	1,403,949	411,895	22.7%	Reflects vacancies.	
0	(7,782)	0	(7,782)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(36,317)	0	(36,317)	100.0%	
28,145	47,038	26,658	20,381	43.3%	ALL	501050	Salaries (PT)	110,627	219,512	111,591	107,921	49.2%	Reflects vacancies.	
0	(941)	0	(941)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(4,390)	0	(4,390)	100.0%	
15,739	22,680	19,385	3,294	14.5%	15	FIN	502000	Social Security	78,346	105,839	93,896	11,943	11.3%	Reflects vacancies.
4,405	6,324	5,209	1,115	17.6%	15	FIN	503000	Medicare	19,687	29,513	23,085	6,428	21.8%	Reflects vacancies.
20,567	42,684	23,854	18,831	44.1%	15	FIN	511000	Retirement	486,886	626,424	581,263	45,161	7.2%	
8,333	8,333	8,333	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	49,998	50,000	50,000	0	0.0%	
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
43,777	57,097	43,888	13,210	23.1%	15	FIN	512000	Health Insurance	272,500	342,584	278,340	64,244	18.8%	Reflects vacancies.
366	496	415	82	16.4%	15	FIN	513000	Disability Insurance	2,098	2,932	2,305	627	21.4%	Reflects vacancies.
4,813	6,992	5,468	1,524	21.8%	15	FIN	514000	Dental Insurance	23,893	41,318	31,151	10,167	24.6%	Reflects vacancies.
485	761	610	151	19.9%	15	FIN	514500	Vision Insurance	2,413	4,498	3,240	1,258	28.0%	Reflects vacancies.
163	214	172	42	19.6%	15	FIN	515000	Life Insurance	940	1,266	1,013	253	20.0%	Reflects vacancies.
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
2,317	2,016	2,016	0	0.0%	15	FIN	516000	Workers Compensation Insurance	9,030	12,093	12,093	0	0.0%	
0	2,500	0	2,500	100.0%	15	FIN	517000	Unemployment Insurance	2,764	5,000	1,321	3,679	73.6%	Lower than expected UI claims.
1,288	3,824	1,638	2,187	57.2%	ALL	514010	Temporary Employment	3,087	12,824	37,793	(24,970)	-194.7%	Temporary admin help offset by savings in FT salaries.	
0	0	0	0	0.0%	13	HR	514015	Recruitment	1,092	3,000	1,358	1,642	54.7%	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%	
21,665	8,333	8,333	0	0.0%	15	FIN	518500	OPEB Expense	129,990	50,000	50,000	0	0.0%	
184	300	80	220	73.4%	15	FIN	518550	TMP	1,225	5,000	3,174	1,826	36.5%	Lower TMP reimbursements due to WFH schedules and Metrolink 30% discount for October to December, 2022.
3,025	3,200	79	3,121	97.5%	15	FIN	518560	Benefit Administration	7,235	3,791	2,271	1,519	40.1%	Timing variance.
425,713	593,180	473,462	119,719	20.2%				Total - Staff	2,474,269	3,290,730	2,687,843	602,887	18.3%	
Library Materials/Electronic Resources Subscription:														

Los Angeles County Law Library
Income Statement for the Period Ending December 31, 2022
(Provisional and subject to year-end audit adjustments)

Dec 2021 Actual	Dec 2022				YTD Actual	FY 2022-23 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (-)			
132,573	153,333	122,104	31,229	20.4%	23 COL 601999	American Continuations	641,449	736,700	656,562	80,138	10.9%	Timing variance.
2,341	2,500	2,415	85	3.4%	23 COL 602999	American New Orders	11,935	13,100	9,434	3,666	28.0%	Timing variance.
788	1,000	813	187	18.7%	23 COL 609199	Branch Continuations	6,280	6,800	6,939	(139)	-2.0%	
0	0	0	0	0.0%	23 COL 609299	Branch New Orders	0	140	0	140	100.0%	
2,142	5,000	5,706	(706)	-14.1%	23 COL 603999	Commonwealth Continuations	74,314	89,000	78,499	10,501	11.8%	Timing variance.
120	300	325	(25)	-8.3%	23 COL 604999	Commonwealth New Orders	144	600	325	275	45.8%	Timing variance. Next new order cycle 3Q FY23.
5,744	10,000	3,177	6,823	68.2%	23 COL 605999	Foreign Continuations	27,800	48,500	28,295	20,205	41.7%	Timing variance.
100	0	140	(140)	0.0%	23 COL 606999	Foreign New Orders	650	600	1,040	(440)	-73.3%	Timing variance. Next new order cycle 3Q FY23.
5,069	8,000	7,149	851	10.6%	23 COL 607999	International Continuations	59,866	61,500	43,693	17,807	29.0%	Timing variance.
320	350	0	350	100.0%	23 COL 608999	International New Orders	1,790	1,900	2,056	(156)	-8.2%	Timing variance. Next new order cycle 3Q FY23.
655	1,500	571	929	61.9%	23 COL 609399	General/Librarianship Continuations	3,814	6,000	2,432	3,568	59.5%	Timing variance.
178	300	0	300	100.0%	23 COL 609499	General/Librarianship New Orders	547	600	1,407	(807)	-134.4%	Timing variance.
150,029	178,950	142,400	39,883	22.3%		Subtotal	828,590	944,540	830,682	134,758	14.3%	
(150,029)	(178,950)	(142,400)	(36,550)	20.4%	23 COL 690000	Library Materials Transferred to Assets	(828,590)	(944,540)	(830,682)	(113,858)	12.1%	
66,325	55,760	63,300	(7,539)	-13.5%	23 COL 685000	Electronic Resource Subscriptions (ERS)	299,542	313,800	309,632	4,168	1.3%	
						Facilities:						
4,077	5,000	1,219	3,781	75.6%	39 FAC 801005	Repair & Maintenance	18,167	30,000	14,689	15,311	51.0%	Timing variance. Note: October costs include CMS window vandalism.
1,544	1,634	1,905	(271)	-16.6%	39 FAC 801010	Building Services	8,383	9,804	12,350	(2,546)	-26.0%	Budget will need to be adjusted at mid-year to reflect cost increase.
143	1,250	3,091	(1,841)	-147.2%	39 FAC 801015	Cleaning Supplies	3,114	7,500	8,732	(1,232)	-16.4%	Increased product costs.
31,232	11,266	12,546	(1,280)	-11.4%	39 FAC 801020	Electricity & Water	66,214	67,596	75,514	(7,918)	-11.7%	Increased usage.
966	966	1,014	(48)	-5.0%	39 FAC 801025	Elevator Maintenance	5,796	5,796	5,988	(192)	-3.3%	
0	4,117	0	4,117	100.0%	39 FAC 801030	Heating & Cooling	15,361	24,702	17,420	7,282	29.5%	Timing variance.
24,157	27,540	28,977	(1,437)	-5.2%	15 FIN 801035	Insurance	144,944	165,240	176,344	(11,104)	-6.7%	Unexpected additional cost; budget will need to be adjusted at mid-year.
10,699	10,800	10,924	(124)	-1.1%	39 FAC 801040	Janitorial Services	62,015	64,800	70,620	(5,820)	-9.0%	Includes some landscaping costs.
1,250	1,500	0	1,500	100.0%	39 FAC 801045	Landscaping	7,500	9,000	0	9,000	100.0%	See Janitorial Services.
12,300	19,167	20,281	(1,114)	-5.8%	39 FAC 801050	Security	88,084	115,000	98,037	16,963	14.8%	Timing variance.
0	417	0	417	100.0%	39 FAC 801060	Room Rental Expenses	0	2,502	426	2,076	83.0%	No room rentals for the month.
0	6,500	0	6,500	100.0%	39 FAC 801065	Special Events Expenses	2,255	13,700	2,855	10,846	79.2%	Timing variance.
0	333	0	333	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	0	1,998	0	1,998	100.0%	Timing variance.
0	200	273	(73)	-36.7%	39 FAC 801110	Equipment (<3K)	1,748	1,200	1,291	(91)	-7.6%	
0	0	0	0	0.0%	39 FAC 801115	Building Alterations (<3K)	0	2,500	0	2,500	100.0%	Timing variance.
173	200	325	(125)	-62.5%	39 FAC 801120	Delivery & Postage	1,416	2,350	1,237	1,113	47.4%	Timing variance.
0	180	240	(60)	-33.2%	39 FAC 801125	Kitchen supplies	0	1,080	894	186	17.3%	Timing variance.
86,542	91,070	80,793	10,277	11.3%		Subtotal	424,997	524,768	486,396	38,372	7.3%	
						Technology:						
1,082	1,398	1,131	267	19.1%	33 TECH 801210	Software Maintenance	7,637	9,829	8,277	1,552	15.8%	Timing variance
3,858	3,015	2,281	734	24.3%	33 TECH 801212	Hardware Maintenance	14,013	18,090	14,653	3,437	19.0%	Timing variance
0	0	0	0	0.0%	33 TECH 801215	Software (<\$3k)	0	3,600	0	3,600	100.0%	Timing variance
0	100	0	100	100.0%	33 TECH 801220	Hardware (<\$3k)	1,836	2,000	1,255	745	37.2%	Timing variance
0	283	0	283	100.0%	33 TECH 801225	Computer Supplies	0	1,698	0	1,698	100.0%	Timing variance
5,079	5,318	15,347	(10,029)	-188.6%	33 TECH 801230	Integrated Library System	30,476	31,908	32,110	(202)	-0.6%	Timing variance
1,627	1,712	1,605	107	6.2%	33 TECH 801235	Telecommunications	9,904	10,272	10,429	(157)	-1.5%	
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	80	0	0	0	0.0%	
0	2,708	0	2,708	100.0%	33 TECH 801250	Services	674	16,250	306	15,944	98.1%	Timing variance
0	2,731	1,403	1,328	48.6%	33 TECH 801275	Online Service Providers	741	40,678	5,968	34,710	85.3%	Timing variance
11,647	17,057	21,768	(4,502)	-26.4%		Subtotal	65,362	133,075	72,998	26,616	20.0%	
						General:						
364	583	291	292	50.0%	15 FIN 801310	Bank Charges	2,617	3,500	2,143	1,357	38.8%	Lower volume transactions for the month/period.
891	829	835	(6)	-0.7%	35 CMS 801315	Bibliographical Services	5,345	6,174	6,204	(30)	-0.5%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	12,000	11,565	435	3.6%	
50	108	226	(117)	-108.4%	17 EXEC 801325	Board Expense	50	650	762	(112)	-17.3%	
322	7,500	181	7,319	97.6%	37 COM 801330	Staff meals & events	1,496	11,500	984	10,516	91.4%	Timing variance.
444	1,250	3,943	(2,693)	-215.5%	15 FIN 801335	Supplies - Office	4,025	8,800	6,648	2,152	24.5%	Timing variance.
3,780	2,300	2,113	187	8.1%	35 CMS 801337	Supplies - Library materials	6,573	4,300	4,101	199	4.6%	
0	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	0	1,750	516	1,234	70.5%	Timing variance; additional purchases forthcoming.

Los Angeles County Law Library
Income Statement for the Period Ending December 31, 2022
(Provisional and subject to year-end audit adjustments)

Dec 2021	Dec 2022				YTD Actual	FY 2022-23 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	Budget	Actual	\$ Fav (Unf)		% Fav (-)	
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
583	1,411	1,011	400	28.3%	33 IT 801370	Copy Center Expense	4,667	8,546	7,601	945	11.1%	Timing variance.
340	1,000	(292)	1,292	129.2%	15 FIN 801375	General - Misc	10,389	1,000	1,235	(235)	-23.5%	Timing variance.
0	438	1,030	(592)	-135.2%	25 PS 801390	Course Registration	4,600	2,628	7,210	(4,582)	-174.4%	Higher than anticipated registration for OTF-subsidized programs.
37	0	0	0	0.0%	17 EXEC 801395	Friends of Law Library	37	0	312	(312)	0.0%	
6,809	15,082	9,338	6,082	40.3%		Subtotal	39,799	44,820	49,282	11,566	25.8%	
						Professional Development:						
0	0	0	0	0.0%	ALL 803105	Travel	0	6,600	6,465	135	2.0%	Includes IALL unbudgeted travel cost.
0	0	0	0	0.0%	ALL 803110	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	
0	0	745	(745)	0.0%	ALL 803115	Membership dues	2,156	280	2,289	(2,009)	-717.5%	Late/New AALL memberships.
0	0	0	0	0.0%	ALL 803120	Registration fees	945	2,800	3,605	(805)	-28.8%	Higher than budgeted AALL registration costs.
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	0	0	0.0%	
0	0	745	(745)	0.0%		Subtotal	3,101	9,680	12,359	(2,679)	-27.7%	
						Communications & Marketing:						
2	40	2	38	95.0%	37 COM 803205	Services	12	240	67	173	72.3%	Timing variance.
0	750	351	400	53.3%	37 COM 803210	Collateral materials	0	7,003	877	6,125	87.5%	Timing variance.
0	50	0	50	100.0%	37 COM 803215	Advertising	0	10,380	0	10,380	100.0%	Timing variance.
0	500	0	500	100.0%	37 COM 803220	Trade shows & Outreach	0	1,000	0	1,000	100.0%	Timing variance.
2	610	353	988	161.8%		Subtotal	12	7,743	944	17,679	228.3%	
						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%	
23	12	16	(4)	-30.8%	ALL 803320	Ground transportation & mileage reimb.	23	72	40	33	45.1%	Timing variance.
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
23	12	16	(4)	-30.8%		Subtotal	23	72	40	33	45.1%	
						Professional Services						
0	0	0	0	0.0%	15 FIN 804005	Accounting	22,890	21,545	17,545	4,000	18.6%	Timing variance.
2,100	2,163	2,620	(457)	-21.1%	17 EXEC 804008	Consulting Services	10,380	12,978	13,120	(142)	-1.1%	
0	11,180	2,096	9,084	81.3%	17 EXEC 804010	Legal	0	42,080	16,585	25,495	60.6%	Unbudgeted legal issues offset by timing variance in OTF
0	750	353	398	53.0%	15 FIN 804015	Other	445	6,500	828	5,673	87.3%	Timing variance.
2,100	7,163	5,069	9,024	126.0%		Subtotal	33,715	60,313	48,078	35,025	58.1%	
						Depreciation:						
177,287	172,601	170,506	2,095	1.2%	15 FIN 806105	Depreciation - Library Materials	1,076,378	1,038,912	1,028,831	10,081	1.0%	
22,865	28,464	28,340	124	0.4%	15 FIN 806110	Depreciation Exp - FF&E	138,880	156,368	172,332	(15,964)	-10.2%	New CapEX purchase after budget approval. May need to revise at mid-year.
200,151	201,066	198,847	2,219	1.1%		Subtotal	1,215,258	1,195,280	1,201,163	(5,883)	-0.5%	
799,312	981,000	853,689	127,311	13.0%		Total Expense	4,556,077	5,580,281	4,868,735	711,547	12.8%	
(198,037)	(358,541)	(172,017)	186,524	-52.0%		Net Income Before Extraordinary Items	(623,605)	(1,882,580)	(917,988)	964,592	51.2%	

Los Angeles County Law Library
 Income Statement for the Period Ending December 31, 2022
 (Provisional and subject to year-end audit adjustments)

Dec 2021	Dec 2022				FY 2021-22	FY 2022-23 YTD				Comments			
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (-)	
(5,235)	833	13,521	12,687	1522.5%	15 FIN	321000	Investment Gain (Loss) ¹	(10,067)	5,000	26,870	21,870	437.4%	Reflects gains/loss if sold at time of report (before maturity)
0	0	0	0	0.0%	17 EXEC	401000	Extraordinary Income	3,175,330	3,000,000	3,745,798	745,798	24.9%	One-time funding from State to backfill court fee revenue decline.
0	200,000	0	200,000	100.0%	17 EXEC	901000	Extraordinary Expense	0	200,000	100,000	100,000	50.0%	Timing variance. CCCLL mutual aid fund budgeted Dec 2022.
<u>(203,272)</u>	<u>(357,708)</u>	<u>(158,497)</u>	<u>199,211</u>	<u>-55.7%</u>			Net Income Including Extraordinary Items	<u>2,541,658</u>	<u>1,122,420</u>	<u>2,754,680</u>	<u>1,632,260</u>	<u>145.4%</u>	
							Capital Expenditures:						
0	0	0	0	0.0%	39 FAC	161100	Furniture / Appliances (>3k)	0	50,000	0	50,000	100.0%	Timing variance.
0	22,800	0	22,800	100.0%	33 TECH	161300	Electronics / Computer Hardware (>3k)	0	152,800	0	152,800	100.0%	Timing variance.
0	0	0	0	0.0%	39 FAC	164500	Exterior Building Repairs/ Improvements (>3k)	0	240,000	0	240,000	100.0%	Timing variance.
0	0	0	0	0.0%	39 FAC	164000	Interior Improvements / Alterations (>3k)	0	210,000	0	210,000	100.0%	Timing variance.
0	20,000	0	20,000	100.0%	33 TECH	168000	Computer Software	0	43,000	0	43,000	100.0%	Timing variance.
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>			Total - Capitalized Expenditures	<u>0</u>	<u>358,000</u>	<u>0</u>	<u>695,800</u>	<u>194.4%</u>	
							CalPERS CERBT Trust Fund:						
							Beginning Balance			2,226,782			
							Administrative Expense			(92)			CalPERS CERBT program cost.
							Investment Expense			(67)			Investment management cost.
							Unrealized Gain/Loss			(53,933)			Fluctuating market conditions.
							Distribution						Distribution from Fund.
							Ending Balance			<u>2,172,689</u>			

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 December 31, 2022

(Provisional and subject to year-end audit adjustments)

	12/31/2022	YTD
Cash flows from operating activities		
L.A. Superior court fees	615,568	3,539,055
Parking fees	-	50,425
Library services	28,531	209,587
Extraordinary income	-	3,745,798
(Increase) decrease in accounts receivable	21,257	132,454
(Increase) decrease in other receivable	(48,869)	(117,141)
Increase (decrease) in borrowers' deposit	1,884	11,315
Cash received from filing fees and services	618,371	7,571,494
Facilities	(80,793)	(486,396)
Technology	(21,768)	(72,998)
General	(9,338)	(149,282)
Professional development	(745)	(12,359)
Communications & marketing	(353)	(944)
Travel & entertainment	(16)	(40)
Professional services	(5,069)	(48,078)
Electronic Resource Subscriptions (ERS)	(63,300)	(309,632)
(Increase) decrease in prepaid expenses	30,832	(87,327)
Increase (decrease) in accounts payable	(21,592)	(197,867)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(172,140)	(1,364,923)
Staff (payroll + benefits)	(473,462)	(2,687,843)
Increase (decrease) in payroll liabilities	12,886	12,449
Increase (decrease) in accrued sick and vacation liability	(16,182)	(26,455)
Increase (decrease) in OPEB liability	8,333	50,000
Increase (decrease) in net pension liability	8,333	50,000
Cash payments to employees for services	(460,091)	(2,601,850)
Contributions received	-	25,000
Net cash from operating activities	(13,861)	3,629,722
Cash flow from capital and related financing activities		
Library materials	(142,400)	(830,682)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment	-	-
Investment earnings	37,573	126,679
Net cash increase (decrease) in cash and cash equivalents	(118,689)	2,925,719
Cash and cash equivalents, at beginning of period	16,677,936	13,633,529
Cash and cash equivalents, at end of period	16,559,248	16,559,248
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(209,590)	2,601,131
Adjustments for noncash effects:		
Depreciation	198,847	1,201,163
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	21,257	132,454
(Increase) decrease in other receivable	(48,869)	(117,141)
(Increase) decrease in prepaid expenses	30,832	(87,327)
Increase (decrease) in accounts payable	(21,592)	(197,867)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	12,886	12,449
Increase (decrease) in accrued sick and vacation liability	(16,182)	(26,455)
Increase (decrease) in borrowers' deposit	1,884	11,315
Increase (decrease) in OPEB liability	8,333	50,000
Increase (decrease) in net pension liability	8,333	50,000
Net cash from operating activities	(13,861)	3,629,722

MEMORANDUM

DATE: February 22, 2023

TO: Board of Law Library Trustees

FROM: Hon. Mark Juhas, Board President

RE: Confirmation of Compensation Increase and Bonus to Executive Director

BACKGROUND AND SUMMARY

At the December 14, 2022 Board meeting, Trustee Klein proposed a 3% raise plus a bonus in the amount of \$6,800 for the Executive Director. Chair Juhas stated his approval and the other Trustees present approved by consensus either verbally or non-verbally. However, no formal motion was made. This agenda item is presented in order to record the action more formally.

MOTION

The Board of Trustees authorizes and approves a 3% raise for the Executive Director effective January 1, 2023 and a bonus in the amount of \$6,800 to be paid with upcoming payroll.



AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Authorize to Bind 2023-24 Workers Compensation Insurance
- 4.2 Review and Approval of FY2022-23 Mid-Year Budget and Financial Forecast
- 4.3 Review and Approval of Executive Director Job Description and Retention of Executive Search Firm
- 4.4 Staff Presentation: Social Media Initiatives

MEMORANDUM

DATE: February 22, 2023

TO: Board of Law Library Trustees

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

RE: Authorization to Bind Workers Compensation Insurance

SUMMARY

The Board is asked to authorize binding workers compensation coverage for the Law Library. The Law Library’s coverage must be renewed by March 1, 2023. The Law Library’s insurance broker, Alliant, marketed the coverage under the current guaranteed cost program to various carriers. The results are detailed below.

ANALYSIS AND DETAIL

As explained in the January 25, 2023 meeting staff report ([1/25/23 Board Agenda](#)) the Library’s experience modification rating (ex-mod) has decreased significantly in recent years. This past year, it decreased from 104% to 82%. This, along with Alliant’s marketing efforts resulted in new carriers bidding on our workers’ comp policy in addition to our current carrier, State Fund.

Our brokers sought bids from various worker’s compensation carriers and four provided quotes. Despite prior efforts, this is the first year in over a decade that carriers other than State Fund have submitted bids. A complete list of worker’s compensation carriers approached as part of this year’s renewal efforts is found on Exhibit A.

This year, staff and broker recommend binding with Chubb to meet our 3/1/2023 renewal date. Although the market cost (including the bid from State Fund) has gone up, the Chubb proposal is slightly less than last year’s cost and is the lowest bid for the current year. Not only did they quote the lowest premium, Chubb is also highly regarded in the industry.

Following is direct quote from our broker, Alliant, on Chubb –

Chubb is one of the best carriers out there right now, as well as one of the largest – it is the former Chubb and Ace that merged about 8 years ago and are currently top three largest carriers in the world!

Chubb has historically not been the cheapest option on any coverage, as they stick to their underwriting guidelines and do not deviate. This is a testament to the Library’s focus over the past few years on employee safety, which has worked – looking at how much the X-Mod has gone down. This obviously made Chubb comfortable



providing a quote. Additionally, Chubb policyholders have access to additional services at no cost or a reduced fee. Things like ergonomics evaluations and loss control are done at reduced costs – which I think will help the Law Library secure its position for the long-term.

OPTIONS

1. Request staff and broker to find additional indications/quotes prior to the 3/1/2023 renewal. This option may delay coverage binding and may require a special Board meeting.
2. Renew with Chubb for a total cost of \$25,452 including mandatory surcharges.

RECOMMENDATION

Staff recommends the Board authorize Alliant to bind coverage with Chubb effective 03/01/23 at a total estimated premium of \$25,452 including mandatory surcharges.

Attachment



EXHIBIT A

Los Angeles Law Library - Workers' Compensation Marketing Summary			
<u>Carrier</u>	<u>Response</u>	<u>Premium</u>	
State Fund	Quoted	\$	37,655.63
Amtrust - Sequoia Insurance Company	Quoted	\$	53,744.00
Guard - Norgaurd Insurance Company	Quoted	\$	42,190.00
CHUBB - Federal Insurance Company	Quoted	\$	25,452.00
BHHC (Berkshire Hathaway Homestate Companies)	Declined - Insufficient premium relative to the exposures of class code 9420 (\$50K minimum)	\$	-
Employers	Declined - Class Code 9420 is outside of appetite	\$	-
ICW	Declined - Class Code 9420 is outside of appetite	\$	-
Paragon	Declined - target is below Carrier's minimum premium	\$	-
Republic Indemnity	Declined - Out of Appetite	\$	-
Zenith	Declined - Class Code 9420 is outside of appetite	\$	-
Empire	Underwriter Quote is not able to quote in a timely manner	\$	-
Applied Underwriters	Underwriter Quote is not able to quote in a timely manner	\$	-
Philadelphia	Declined - Doesn't offer Workers Comp	\$	-
Liberty Mutual	Declined - Out of Appetite	\$	-
Travelers	Declined - Out of Appetite	\$	-
Zurich	Declined - Out of Appetite	\$	-
Great American Insurance Group	Declined - Doesn't offer Workers Comp	\$	-



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

Workers' Compensation Insurance Proposal 2023 - 2024

Presented on February 14, 2023 by:

Robert Lowe
First Vice President

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

CA License No. 0C36861

www.alliant.com

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Company Profile

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

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

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

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

Alliant Advantage

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

Your Service Team

Courtney Ramirez
Senior Vice President
cramirez@alliant.com

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Robert Lowe
First Vice President
Robert.Lowe@alliant.com

Phone: 213 270 0145

Christopher Gray
Account Executive
CGray@alliant.com

Phone: 949 660 5944

Named Insured / Additional Named Insureds

Named Insured(s)

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

Additional Named Insured(s)

None

NAMED INSURED DISCLOSURE

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

Line of Coverage

Workers' Compensation Coverage – AmTrust vs Guard

	Proposed Coverage - AmTrust	Proposed Coverage - Guard												
INSURANCE COMPANY:	<ul style="list-style-type: none"> Sequoia Insurance Company – SystemDeclination Technology Insurance Company, Inc. - Bind Eligible 	NorGUARD Insurance Company												
A.M. BEST RATING:	A- (Excellent), Financial Size Category: XV (\$2 Billion or greater) as of August 31, 2022	A+ (Superior), Financial Size Category: XI (\$750 Million to \$1 Billion) as of June 22, 2022												
STANDARD & POOR'S RATING:	Not Rated	Not Rated												
CALIFORNIA STATUS:	Admitted	Admitted												
POLICY/COVERAGE TERM:	March 1, 2023 to March 1, 2024	March 1, 2023 to March 1, 2024												
Coverage:														
Workers Compensation	Statutory	Statutory												
Employer's Liability Limit:														
Each Accident	\$ 1,000,000	\$ 1,000,000												
Disease – Each Employee	\$ 1,000,000	\$ 1,000,000												
Disease – Policy Limit	\$ 1,000,000	\$ 1,000,000												
Deductible:	Not Applicable	Not Applicable												
Excluded Officer(s):	<table border="1"> <thead> <tr> <th>Officer Name</th> <th>Title</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Mark A Juhas</td> <td>President, Secretary, Treasurer</td> <td>Not Covered: Non-Working and Non-Paid</td> </tr> </tbody> </table>	Officer Name	Title	Status	Mark A Juhas	President, Secretary, Treasurer	Not Covered: Non-Working and Non-Paid	<table border="1"> <thead> <tr> <th>Officer Name</th> <th>Title</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Mark A Juhas</td> <td>President, Secretary, Treasurer</td> <td>Not Covered: Non-Working and Non-Paid</td> </tr> </tbody> </table>	Officer Name	Title	Status	Mark A Juhas	President, Secretary, Treasurer	Not Covered: Non-Working and Non-Paid
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Officer Name	Title	Status												
Mark A Juhas	President, Secretary, Treasurer	Not Covered: Non-Working and Non-Paid												
Endorsement & Exclusions: (including but not limited to)	Per Policy	Per Policy												

Workers' Compensation Coverage – AmTrust vs Guard – Continued

Class Code & Description:	Proposed Coverage - AmTrust			Proposed Coverage - Guard		
	Rate:	Estimated Payroll: System Declination	Premium:	Rate:	Estimated Payroll:	Premium:
STATE: CA						
8742 – Salespersons outside	0.670	\$661,136	\$4,430.00	0.57	\$661,136	\$3,768.00
8812 – Libraries – public – librarians or professional assistants	0.330	\$2,941,774	\$9,708.00	0.39	\$2,941,774	\$11,473.00
9420 - Municipal, State or Public Agency Employees — all other employees	9.700	\$160,265	\$15,546.00	14.79	\$160,265	\$23,703.00
Total Estimated Payroll:		\$3,763,175			\$3,763,175	
Territorial Rating, Los Angeles Region, Los Angeles				1.23		\$8,957.00
Experience Modification:	Not Applicable			0.82		-\$8,622.00
Premium Discount	2.9%		-\$861.00	3.727%		-1,464.00
Terrorism	3%		\$1,129.00	0.03		\$1,129.00
Catastrophe (other than Terrorism)	1%		\$376.00	0.02		\$753.00
Minimum Premium Adjustment			\$0.00			
Expense Constant			\$100.00			\$160.00
Estimated Annual Premium:			\$30,428.00			\$39,857.00
State Assessment:						
WCARF			\$767.00			\$1,005.00
UEBTF			\$42.00			\$55.00
SIBTF			\$417.00			\$546.00
OSHAF / OSHF			\$200.00			\$262.00
LECF			\$213.00			\$279.00
FRAUD			\$142.00			\$186.00
Total CA Cost:			\$32,209.00			\$42,190.00

Workers' Compensation Coverage – AmTrust vs Guard – Continued

	Proposed Coverage - AmTrust		Proposed Coverage - Guard
Class Code & Description:	Rate:	Estimated Payroll:	Premium:
STATE: CA		Bind Eligible	
8742 – Salespersons outside	1.140	\$661,136	\$7,537.00
8812 – Libraries – public – librarians or professional assistants	0.400	\$2,941,774	\$11,767.00
Total Estimated Payroll:		\$3,602,910	
Experience Modification:	Not Applicable		
Premium Discount	2.6%		-\$502.00
Terrorism	3%		\$1,081.00
Catastrophe (other than Terrorism)	1%		\$360.00
Expense Constant			\$100.00
Total Premium:			\$20,343.00
WCARF			\$513.00
UEBTF			\$28.00
SIBTF			\$279.00
OSHAF / OSHF			\$134.00
LECF			\$143.00
FRAUD			\$95.00
Total CA Cost:			\$21,535.00
Total Estimated Cost:			\$53,744.00
			\$42,190.00
Cancellation Notification - Short Rate Table:	Please refer to Short Rate Table		Please refer to Short Rate Table
Minimum Premium:	\$ 1,000.00		\$ 2,000.00
Quote Valid Until:	March 1, 2023		March 1, 2023

Workers' Compensation Coverage – AmTrust vs Guard – Continued

	Proposed Coverage - AmTrust	Proposed Coverage - Guard
Policy Auditable:	Yes	Yes
Conditions:	<ul style="list-style-type: none"> • Pay Plan: Pay in Full • In an effort to provide AmTrust customers with a variety of billing options, the below fee structure will be applied to Insured's new policy. This fee structure helps Insured to meet payment due dates, ensures that valid and properly funded payments are submitted, and provides an incentive for paid-in-full options. <ul style="list-style-type: none"> ○ \$25.00 Returned Payment Fee - A returned payment fee applied to any return payment. ○ \$20.00 Late Fee - Late fee applied if payment not received. ○ \$15.00 Installment Fee - A "paper" billing fee that is assessed for each mailed installment invoice. Excludes down payment and annual payment plans. Fee is billed at the account level. ○ \$50.00 Reinstatement Fee - Fee applied upon reinstatement of a non-payment cancellation. ○ \$3.00 EFT Fee - An "electronic" billing fee that is assessed for each ACH Direct Debit transaction. Fee is billed at the account level. 	<ul style="list-style-type: none"> • Payment Terms: \$4,219.00 (10%) down payment, 10 monthly installment(s) • Insured's down payment is due in Insurer's office within ten (10) calendar days of the effective date. To make a down payment immediately, Insured may utilize Insurer's Direct Draft Program or Credit Card Program. Or, Insured may mail the initial check to NorGUARD Attention Accounts Receivable, P.O. Box AH, 39 Public Square, Wilkes-Barre, PA 18703-0020. Be sure to make your check payable to WestGUARD Insurance Company, and include your prospect number. No additional bill will be sent to Insured for this initial required downpayment. • Please note that fees may apply and may vary by state. Fees are subject to change with or without notice. • Policies that are direct billed will be charged a fee of up to \$5.00 per installment. There is no installment fee for policies set up with Direct Draft. • Any checks returned or attempted bank drafts declined for insufficient funds or a closed account may be assessed a fee of up to \$20.00.

Workers' Compensation Coverage – AmTrust vs Guard – Continued

	Proposed Coverage - AmTrust	Proposed Coverage - Guard
Conditions - Continued:		<ul style="list-style-type: none"> • A late fee may be assessed of up to \$0.00 for payments received after the due date. • A convenience fee of up to \$7.00 will be added to credit card payments. • Final premium calculations may include amounts Insured pays to subcontractors (including sole proprietors without employees) who do not have their own workers compensation coverage, because such subcontractors and/or their employees can file claims against you that we are required to defend or pay under the terms of Insured's policy.
Binding Conditions:	<ul style="list-style-type: none"> • A written request to bind coverage • Signed Waiver Form 	<ul style="list-style-type: none"> • A written request to bind coverage • Insurer's offer a Direct Draft Program to electronically transfer funds from Insured's bank account. Please complete the enclosed Direct Draft Program Authorization Form to enroll and avoid installment fees or lost or delayed checks and associated late charges.

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

See Disclaimer Page for Important Notices and Acknowledgment

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

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

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

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

Disclosures

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

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

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

Alliant embraces a policy of transparency with respect to its compensation from insurance transactions. Details on our compensation policy, including the types of income that Alliant may earn on a placement, are available on our website at www.alliant.com. 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.

Privacy

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

Other Disclosures / Disclaimers

FATCA:

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

Other Disclosures / Disclaimers - Continued

Guarantee Funds

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

Claims Reporting:

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

Changes and Developments

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

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

Other Disclosures / Disclaimers - Continued

Certificates / Evidence of Insurance

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

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

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

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

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

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

Request to Bind Coverage

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

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

Coverage Line	Bind Coverage for:
Workers' Compensation <ul style="list-style-type: none"> • AmTrust • Guard 	<input type="checkbox"/> <input type="checkbox"/>

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

Yes, please provide us with a financing quote.	No, we do not wish to finance our premium.
<input type="checkbox"/>	<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 Insured Representative

Date

Title

Printed / Typed Name

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



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

Workers' Compensation Insurance Proposal 2023 - 2024

Presented on February 14, 2023 by:

Robert Lowe
First Vice President

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

CA License No. 0C36861

www.alliant.com

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Company Profile

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

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

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

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

Alliant Advantage

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

Your Service Team

Courtney Ramirez
Senior Vice President
cramirez@alliant.com

Phone: 949 660 8133

Robert Lowe
First Vice President
Robert.Lowe@alliant.com

Phone: 213 270 0145

Christopher Gray
Account Executive
CGray@alliant.com

Phone: 949 660 5944

Named Insured / Additional Named Insureds

Named Insured(s)

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

Additional Named Insured(s)

None

NAMED INSURED DISCLOSURE

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

Line of Coverage

Workers' Compensation Coverage

	Present Coverage - State	Proposed Coverage - State	Proposed Coverage – Federal																		
INSURANCE COMPANY:	State Compensation Insurance Fund	State Compensation Insurance Fund	Federal Insurance Company																		
A.M. BEST RATING:	Not Rated	Not Rated	A++ (Superior), Financial Size Category: XV (\$2 Billion or greater) as of December 1, 2022																		
STANDARD & POOR'S RATING:	Not Rated	Not Rated	AA (Very Strong) as of January 27, 2023																		
CALIFORNIA STATUS:	Admitted	Admitted	Admitted																		
POLICY/COVERAGE TERM:	March 1, 2022 to March 1, 2023	March 1, 2023 to March 1, 2024	March 1, 2023 to March 1, 2024																		
Coverage:																					
Workers Compensation	Statutory	Statutory	Statutory																		
Employer's Liability Limit:																					
Each Accident	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000																		
Disease – Each Employee	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000																		
Disease – Policy Limit	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000																		
Entity:	Corporation	Corporation	Corporation																		
Officers/Partners:	<table border="1"> <thead> <tr> <th>Officer Name</th> <th>Title</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Mark A Juhas</td> <td>President</td> <td>Not Covered: Non-Working and Non-Paid</td> </tr> </tbody> </table>	Officer Name	Title	Status	Mark A Juhas	President	Not Covered: Non-Working and Non-Paid	<table border="1"> <thead> <tr> <th>Officer Name</th> <th>Title</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Mark A Juhas</td> <td>President, Secretary, Treasurer</td> <td>Not Covered: Non-working and Non-paid</td> </tr> </tbody> </table>	Officer Name	Title	Status	Mark A Juhas	President, Secretary, Treasurer	Not Covered: Non-working and Non-paid	<table border="1"> <thead> <tr> <th>Officer Name</th> <th>Title</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Mark A Juhas</td> <td>President, Secretary, Treasurer</td> <td>Not Covered: Non-working and Non-paid</td> </tr> </tbody> </table>	Officer Name	Title	Status	Mark A Juhas	President, Secretary, Treasurer	Not Covered: Non-working and Non-paid
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Officer Name	Title	Status																			
Mark A Juhas	President, Secretary, Treasurer	Not Covered: Non-working and Non-paid																			
Endorsements & Exclusions: (including but not limited to)	<ul style="list-style-type: none"> 2512A – Experience Modification Endorsement 2572 - Blanket Waiver of Subrogation 	<ul style="list-style-type: none"> 2512A – Experience Modification Endorsement 2572 - Blanket Waiver of Subrogation 																			

Workers' Compensation Coverage - Continued

Present Coverage - State	Proposed Coverage - State	Proposed Coverage – Federal
<p>Endorsements & Exclusions - Continued: (including but not limited to)</p>	<ul style="list-style-type: none"> • 3015 - Executive Officers - Minimum/Maximum Limits - \$55,900/\$144,300 • 1159 - Covid-19 Reporting Requirement Endorsement - California • 2029 - California Short-Rate Cancellation • 2089 - Statutory Accounting Principles - Bill Receivable • 2437 - Medical Provider Network Endorsement • 2567 - Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement • 9961 - Class and Rates Amended 	<ul style="list-style-type: none"> • 3015 - Executive Officers - Minimum/Maximum Limits - \$57,200 / \$149,500 • CA Cancelation Endorsement • Terrorism Risk Program Reauthorization Act Disclosure Endorsement • WC Classification Schedule • Civil Unions or Domestic Partnerships • Schedule of Names & Locations • Workers Compensation and Employers Liability • Schedule of Named Insured(s) • Premium Discount Endorsement • Premium Due Date Endorsement • Catastrophe (Other Than Cert Acts) Endorsement • CA Policy Amendatory Endorsement

Workers' Compensation Coverage - Continued

	Present Coverage - State			Proposed Coverage - State			Proposed Coverage - Federal		
Endorsements & Exclusions - Continued: (including but not limited to)									<ul style="list-style-type: none"> CA Employers' Liability Coverage Amendatory Endorsement CA Optional Premium Increase Endorsement Trade or Economic Sanctions
STATE: CA									
Class Code & Description:	Base Rate:	Estimated Payroll:	Interim Billing Rate:	Base Rate:	Estimated Payroll:	Interim Billing Rate:	Base Rate:	Estimated Payroll:	Interim Billing Rate:
8742-1 – Salespersons outside	0.83	\$421,543	0.64	0.84	\$661,136	0.63		\$661,136	
8812-1 – Libraries - Public - Librarians or Professional Assistants	0.55	\$2,631,396	0.43	0.60	\$2,941,774	0.45		\$2,941,774	
8811-1 – Libraries – Private - Librarians or Professional Assistants	0.55	\$0	0.43	0.60	\$0	0.45		\$0	
9015-5 – Libraries - Private	7.80	\$154,040	6.05	6.90	\$0	5.19		\$0	
9410-1 - Municipal, State or Other Public Agency Employees - Not Engaged in Manual Labor, Or Direct Supervision of Construction	2.55	\$0	1.98	2.32	\$0	1.75		\$0	
9420-1 - Municipal, State or Other Public Agency Employees - All Other Employees	20.84	\$0	16.16	21.48	\$160,265	16.17		\$160,265	
Total Estimated Payroll:		\$3,206,979			\$3,763,175			\$3,763,175	

Workers' Compensation Coverage - Continued

	Present Coverage - State	Proposed Coverage - State	Proposed Coverage – Federal
Base Premium:	\$ 29,986.60	\$ 57,629.11	
Experience Modification:	104%	82%	
Standard Premium:	\$ 31,186.06	\$ 47,255.87	\$ 24,517.00
Rating Plan Modifier:	0.85394	0.83518	
Premium Discount:	0.90822	0.90132	-\$ 1,323.00
Expense Constant			\$ 285.00
Catastrophe-Other than Certified Acts of Terrorism			\$ 377.00
Terrorism	Included	Included	\$ 188.00
Estimated Annual Premium	\$ 24,187.00	\$ 35,573.00	
Mandatory Surcharges:	\$ 1,434.72	\$ 2,082.63	\$ 1,408.00
Total Estimated Annual Premium	\$ 25,621.72	\$ 37,655.63	\$ 25,452.00
Cancellation Notification - Short Rate Table:	Please refer to Short Rate Table	Please refer to Short Rate Table	Please refer to Short Rate Table
Minimum Premium:	\$ 500.00	\$ 500.00	Per Policy
Policy Auditable:	Yes	Yes	Yes
Quote Valid Until:	No Longer Applicable	March 1, 2023	March 1, 2023
Binding Conditions:	No Longer Applicable	A written request to bind coverage	<ul style="list-style-type: none"> A written request to bind coverage Signed Wavier form

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

See Disclaimer Page for Important Notices and Acknowledgment

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

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

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

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

Marketing Summary

The results of our carrier negotiations are summarized below:

Carrier	Response
Amtrust	Quoted - \$53,744.00 Premium
Guard	Quoted - \$42,190.00 Premium
CHUBB	Quoted - \$25,452.00 Premium
BHHC (Berkshire Hathaway Homestate)	Declined - Insufficient premium relative to the exposures of class code 9420 (\$50,000 minimum)
Employers	Declined - Class Code 9420 is outside of appetite
ICW	Declined - Class Code 9420 is outside of appetite
Paragon	Declined - target is below Carrier's minimum premium
Republic Indemnity	Declined - Out of Appetite
Zenith	Declined - Class Code 9420 is outside of appetite
Empire	Underwriter Quote is not able to quote in a timely manner
Applied Underwriters	Underwriter Quote is not able to quote in a timely manner
Philadelphia	Declined - Doesn't offer Workers Comp
Liberty Mutual	Declined - Out of Appetite
Travelers	Declined - Out of Appetite
Zurich	Declined - Out of Appetite
Great American Insurance Group	Declined - Doesn't offer Workers Comp

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.

Privacy

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

Other Disclosures / Disclaimers

FATCA:

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

Other Disclosures / Disclaimers - Continued

Guarantee Funds

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

Claims Reporting:

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

Changes and Developments

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

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

Other Disclosures / Disclaimers - Continued

Certificates / Evidence of Insurance

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

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

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

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

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

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

Request to Bind Coverage

Los Angeles County Law Library (And/Or) Board of Law Library Trustees of Los Angeles County Law Library

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

Coverage Line	Bind Coverage for:
Workers' Compensation <ul style="list-style-type: none"> State Compensation Insurance Fund Federal Insurance Company 	<input type="checkbox"/> <input type="checkbox"/>

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

Yes, please provide us with a financing quote.	No, we do not wish to finance our premium.
<input type="checkbox"/>	<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 Insured Representative

Date

Title

Printed / Typed Name

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

MEMORANDUM

DATE: February 22, 2023

TO: Board of Law Library Trustees

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

RE: Review and Approval of FY 2022-23 Mid-Year Budget and Financial Forecast

SUMMARY

Attached is the financial forecast for the current fiscal year based upon a detailed review of mid-year performance as compared to budget. This mid-year report is intended to provide a revised look at the financial picture for the current fiscal year. Last fiscal year, was a “recovery” year of sorts with court fees slowly stabilizing as the courts and the rest of economy began to open. This fiscal year, although still very much in recovery, we are seeing positive gains in court fee revenue and interest earnings.

Like last year, the mid-year budget review and forecast is presented in two tabs: the base budget and the one-time funding (OTF) budget. The OTF represents the expenditures that continue to be funded by the one-time allocations provided by the state. Although not listed on the OTF tab, a portion of staff compensation is also funded by the state OTF; the portion of staff compensation (including benefits) funded by OTF is \$2M. Thanks to lobbying efforts by CCCLL the Library has received over \$11M in OTF funding since 2018; \$3.5M in FY19, \$1.2M in FY21, \$3.1M in 22, and \$3.7 in 23.

Base budget: Without taking into account any one-time extraordinary income, the base budget forecast is projected to be ahead of the original budget expectations. Revenue, primarily annual members fee are higher than originally planned due to a new platinum agreement. Court fees exceeded budget for the first half of the year, but are forecasted to meet budget expectations for the second half of the year to remain conservative.

In presenting the budget for the current year, Staff requested, and the Board approved, use of reserves to fund at least \$1 million in losses during the ongoing pandemic. As expected, the savings realized in some areas of our expense budget such as staff and depreciation may be just enough to counter the loss in revenue. The result is a projected net operating loss of just over \$1.7M (ahead of budget by \$922K). Thankfully, the state provided \$3.1 million in FY22 in extraordinary funding to backfill for lost filing fee revenue which was placed in reserves. When taking into account current year OTF receipts of \$3.7 million in extraordinary income, we forecast a net gain of \$2M. In other words, our reserves are being more than replenished by OTF and the operational costs,



such as staff increases, can be sustained for a number of years without depleting reserves.

Staff acknowledges that 1) the budget as approved, amended and forecast presents a deficit in operating income that is for the medium-term funded by state backfill funds, but must be stabilized in the long term; 2) costs in general continue to increase; and 3) the ongoing impact of the pandemic on both our revenue and expense budgets may well play into future fiscal years. Looking at the big picture, we are doing well financially; the amount provided by the State will allow us to add to our reserves and fund other critical needs. However, if ongoing funding is not obtained from the State within the next several years, significant cuts would need to be made to maintain healthy reserves.

OTF budget: Because of the challenges the pandemic continues to present and the need to pivot operations to a hybrid platform, OTF projects are still proceeding at a slower pace than originally planned. Approximately \$800K in OTF projects will be carried forward to next fiscal year, resulting in lower-than-expected expenses (and related depreciation) this year.

Cash flow: The original budget projected a negative cash flow of approximately \$1.3M primarily due to \$1.6M capital projects carried over from prior fiscal years. However, the delay in some of the proposed capital expenditures and the supplemental funding from the State has resulted in a positive cash flow of \$3M as of December 2022. The capital expenditures will still need to occur, but will manifest in the next fiscal year.

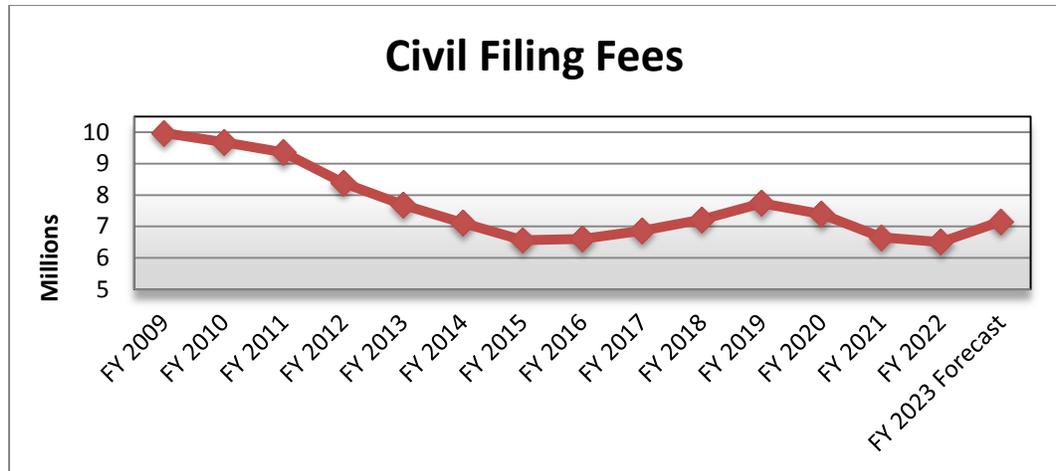
The attached mid-year budget review worksheet presenting actual income and expenses to date as well as the projected forecast for each general ledger account contains a comment field used to explain changes or revisions occurring since approval of the original budget.

REVENUE

Civil filing fees are continuing to show signs of stabilization and slight growth. Based on fees filed through January 2023, Staff conservatively projects filing fees to be well within budget and last fiscal year's actuals.

As depicted in the chart below, the overall positive upward trend that had begun in FY2014-15 was halted by the pandemic starting in FY2019-20 and continued well into FY2020-21. In FY2022-23 we are projecting a slight increase. However, staff is closely working with the CCCLL and other entities to secure additional funding (one-time or ongoing) from the State's budget.





Even during the years of improvement, though, the average annual percentage increase was only 3%. For comparison, the cost of collection materials increases by approximately 7-8% each year and minimum wage has gone from \$9.00 to \$17.00 over that same period.

Significantly, parking income is expected to decrease by over 90% due to the ongoing closure of the parking facility. There is a 15% increase in Library Services resulting from a new platinum member agreement. Interest income from the County is forecasted to be outperform budget expectations as a result of a better than expected rate of return and additional one-time State funds held by the County.

Investments

Investments held with UBS and CalPERS CERBT fluctuate and respond to market trends. However, both investments are performing well yielding positive unrealized gains.

The gain or loss from the UBS Treasury Bill investments is unrealized gain or loss to date. No cash will be realized until the actual sale of the bonds occurs and the Law Library is fully prepared to wait until maturity when full value is guaranteed. However, the income from that anticipated sale will not occur until a future period. In other words, the line item for UBS investment income, under investment gains (loss), does not reflect the expected long-term gain, but rather the gain or loss that would result *if* the bonds were sold now.

CalPERS CERBT gains are realized when the Library requests a distribution to offset paid retiree health insurance costs. This fiscal year, the Library may not elect to make any distribution from the trust to allow CERBT investments to bounce back after losses suffered in the first half of the fiscal year. Accordingly, the forecast projects no distribution (the conservative option) although a distribution may be made if the investments have recovered sufficiently.



EXPENSES AND NET INCOME

Ordinary operating expenses are expected to be 6.7% below budget as a result of savings from staff vacancies, lower depreciation expense and savings in other expense categories, primarily communications and marketing.

NEXT STEPS

Staff will continue to limit expenditures within the current year and will propose needed course corrections in connection with the proposed budget for the next fiscal year. Additionally, Staff will also continue to work with CCCLL to secure additional funding from the State's budget and will closely monitor the continued impact of COVID-19 and its variants into future fiscal years.

Staff will meet with the finance committee in April to discuss the midyear review and proposed budget options for FY2023-24.

RECOMMENDATION

Staff recommends that the Board adopt the attached, projected forecast for FY2022-23 as the amended budget and that the Board President appoint a Finance Committee for FY2023-24.



Los Angeles County Law Library

FY2022-23 Mid Year Budget Review

(Provisional and subject to year-end audit adjustments)

	July to December, 2022				January to June, 2023				Amended Annual Budget				Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	
Summary:													
Income													
L.A. Superior Court Fees	3,086,087	3,539,055	452,968	14.7%	3,613,913	3,619,154	5,241	0.1%	6,700,000	7,158,209	458,209	6.8%	
Interest	45,063	126,679	81,616	181.1%	45,064	115,000	69,936	155.2%	90,127	241,679	151,553	168.2%	
Parking	258,000	50,425	(207,575)	-80.5%	258,000	0	(258,000)	-100.0%	516,000	50,425	(465,575)	-90.2%	
Library Services	308,551	234,587	(73,964)	-24.0%	189,988	337,177	147,189	77.5%	498,539	571,764	73,225	14.7%	
Total Income	3,697,701	3,950,747	253,046	6.8%	4,106,964	4,071,331	(35,633)	-0.9%	7,804,666	8,022,078	217,412	2.8%	
Expense													
Staff (payroll + benefits)	3,290,730	2,687,843	602,887	18.3%	2,653,228	2,536,879	(116,349)	-4.4%	5,943,959	5,224,722	719,236	12.1%	
Electronic Resource Subscriptions	313,800	309,632	4,168	1.3%	373,800	377,969	(4,169)	-1.1%	687,601	687,601	(0)	0.0%	
Library Materials	944,540	830,682	113,858	12.1%	1,276,227	1,350,923	(74,696)	-5.9%	2,220,767	2,181,605	39,162	1.8%	
Library Materials Transferred to Assets	(944,540)	(830,682)	(113,858)	12.1%	(1,276,227)	(1,350,923)	74,696	-5.9%	(2,220,767)	(2,181,605)	(39,162)	1.8%	
Facilities	524,768	486,396	38,372	7.3%	502,502	567,637	(65,135)	-13.0%	1,027,270	1,054,033	(26,763)	-2.6%	
Technology & Data	133,075	72,998	60,077	45.1%	103,308	156,223	(52,915)	-51.2%	236,383	229,221	7,162	3.0%	
General	45,420	30,647	14,773	32.5%	32,703	38,138	(5,435)	-16.6%	78,123	68,785	9,338	12.0%	
Professional Development	9,680	11,095	(1,415)	-14.6%	18,030	15,730	2,300	12.8%	27,710	26,825	885	3.2%	
Communications & Marketing	7,745	494	7,251	93.6%	3,961	4,381	(420)	-10.6%	11,706	4,875	6,831	58.4%	
Travel & Entertainment	72	40	33	45.1%	530	190	340	64.2%	602	230	373	61.9%	
Professional Services	39,523	48,078	(8,555)	-21.6%	12,978	32,120	(19,142)	-147.5%	52,501	80,198	(27,697)	-52.8%	
Depreciation	1,195,280	1,201,163	(5,883)	-0.5%	1,220,880	1,199,632	21,248	1.7%	2,416,160	2,400,795	15,366	0.6%	
Total Expenses	5,560,093	4,848,386	711,708	12.8%	4,921,921	4,928,899	(6,978)	-0.1%	10,482,014	9,777,285	704,730	6.7%	
Net Income (Loss)	(1,862,392)	(897,639)	964,753	51.8%	(814,956)	(857,568)	(42,611)	-5.2%	(2,677,349)	(1,755,207)	922,142	34.4%	
Investment Gain (Loss) ¹	5,000	26,870	21,870	437.4%	5,000	5,000	0	0.0%	10,000	31,870	21,870	218.7%	
Extraordinary Income	3,000,000	3,745,798	745,798	24.9%	0	0	0	0.0%	3,000,000	3,745,798	745,798	24.9%	
Extraordinary Expense	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
Net Income Including Extraordinary Items	1,142,608	2,875,029	1,732,421	151.6%	(809,956)	(852,568)	(42,611)	-5.3%	332,651	2,022,461	1,689,810	508.0%	
Capitalized Expenditures	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	

Los Angeles County Law Library
FY2022-23 Mid Year Budget Review

(Provisional and subject to year-end audit adjustments)

		July to December, 2022				January to June, 2023				Amended Annual Budget				Comments		
		Budget	Actual	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)			
Detailed Budget:																
Income:																
15	FIN	303300	L.A. Superior Court Fees	3,086,087	3,539,055	452,968	14.7%	3,613,913	3,619,154	5,241	0.1%	6,700,000	7,158,209	458,209	7%	
Interest:																
15	FIN	311000	Interest - LAIF	609	3,292	2,683	440.6%	610	3,000	2,390	392.0%	1,219	6,292	5,073	416%	FIN: Better than expected rate of return.
15	FIN	312000	Interest - General Fund	43,500	120,469	76,969	176.9%	43,500	110,000	66,500	152.9%	87,000	230,469	143,469	165%	FIN: Better than expected rate of return.
15	FIN	313000	Interest - Deposit Fund	954	2,919	1,965	205.9%	954	2,000	1,046	109.6%	1,908	4,919	3,011	158%	FIN: Better than expected rate of return.
			Subtotal	45,063	126,679	81,616	181.1%	45,064	115,000	69,936	155.2%	90,127	241,679	151,553	168%	
Parking:																
39	FAC	330100	Parking	258,000	50,425	(207,575)	-80.5%	258,000	0	(258,000)	-100.0%	516,000	50,425	(465,575)	-90%	FAC: Parking structure closed for repairs.
			Subtotal	258,000	50,425	(207,575)	-80.5%	258,000	0	(258,000)	-100.0%	516,000	50,425	(465,575)	-90%	
Library Services:																
27	CIRC	330150	Annual Designation Fee	424	341	(83)	-19.5%	1,376	1,376	0	0.0%	1,800	1,717	(83)	-5%	CIRC: No changes recommended. Invoices are mailed in May requesting payment by June 30. Already budgeted conservatively. Dec. Jan. Feb already budgeted at 0.
25	PS	330140	Annual Members Fee	99,381	136,012	36,631	36.9%	98,221	134,221	36,000	36.7%	197,602	270,233	72,631	37%	PS: New platinum member.
25	PS	330340	Course Registration	10,710	25,555	14,845	138.6%	11,835	15,210	3,375	28.5%	22,545	40,765	18,220	81%	PS: Greater than projected attendance at OTF-subsidized programs. Some Friends/Pacific Western Bank sponsorship
27	CIRC	330129	Copy Center	14,900	14,079	(821)	-5.5%	16,170	16,170	0	0.0%	31,070	30,249	(821)	-3%	
27	CIRC	330205	Document Delivery	8,400	3,648	(4,752)	-56.6%	8,400	3,600	(4,800)	-57.1%	16,800	7,248	(9,552)	-57%	CIRC: Mid-year adjustment recommended. Per approved FY23 budget, free edelivery services were expected to cease, but have not. Adjusted to match closely to first half of the fiscal year
27	CIRC	330210	Fines	9,000	9,026	26	0.3%	13,250	9,000	(4,250)	-32.1%	22,250	18,026	(4,224)	-19%	CIRC: Mid-year adjustment recommended. 32% of book checkouts are eBooks, which do not carry overdue fines, while 68% of borrowing is physical books that carry overdue fines. Adjusted to match actuals in first half of fiscal year.
15	FIN	330310	Miscellaneous	16,000	16,676	676	4.2%	16,000	30,000	14,000	87.5%	32,000	46,676	14,676	46%	
39	FAC	330330	Room Rental	9,000	2,154	(6,846)	-76.1%	9,000	6,000	(3,000)	-33.3%	18,000	8,154	(9,846)	-55%	FAC: Fewer rentals expected due to reduced demand and limited space availability for the next few months.
23	COL	330350	Book Replacement	0	1,098	1,098	0.0%	0	0	0	0.0%	0	1,098	1,098	0%	
15	FIN	330360	Forfeited Deposits	0	0	0	0.0%	15,000	15,000	0	0.0%	15,000	15,000	0	0%	
17	EXEC	330400	Friends of Law Library	125,000	25,000	(100,000)	-80.0%	0	100,000	100,000	0.0%	125,000	125,000	0	0%	Timing variance
25	PS	330420	Grants	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0%	
15	FIN	330450	Vending	736	999	263	35.7%	736	1,600	864	117.4%	1,472	2,599	1,127	77%	CIRC: Decrease in sales in second half due to limited USB inventory.
39	FAC	330465	Special Events Income	15,000	0	(15,000)	-100.0%	0	5,000	5,000	0.0%	15,000	5,000	(10,000)	-67%	FAC: PBW sponsorship reduced sponsorships due to virtual program
			Subtotal	308,551	234,587	(73,964)	-24.0%	189,988	337,177	147,189	77.5%	498,539	571,764	73,225	15%	
			Total Income	3,697,701	3,950,747	253,046	6.8%	4,106,964	4,071,331	(35,633)	-0.9%	7,804,666	8,022,078	217,412	3%	
Expenses:																
Staff:																
ALL	501000		Salaries (FT)	1,815,844	1,403,949	(411,895)	22.7%	1,686,141	1,550,000	(136,141)	8.1%	3,501,985	2,953,949	(548,036)	16%	FIN: Reflects ongoing vacancies and hiring holds.
15	FIN	501025	Staff Vacancy Offset (FT)	(36,317)	0	(36,317)	100.0%	(33,723)	(33,723)	0	0.0%	(70,040)	(33,723)	(36,317)	52%	
ALL	501050		Salaries (PT)	219,512	111,591	(107,921)	49.2%	203,832	130,000	(73,832)	36.2%	423,344	241,591	(181,753)	43%	FIN: Reflects ongoing vacancies and hiring holds.
15	FIN	501075	Staff Vacancy Offset (PT)	(4,390)	0	(4,390)	100.0%	(4,077)	(4,077)	0	0.0%	(8,467)	(4,077)	(4,390)	52%	
15	FIN	502000	Social Security	105,839	93,896	(11,943)	11.3%	98,279	95,000	(3,279)	3.3%	204,117	188,896	(15,222)	7%	FIN: Reflects ongoing vacancies and hiring holds.
15	FIN	503000	Medicare	29,513	23,085	(6,428)	21.8%	27,405	25,000	(2,405)	8.8%	56,917	48,085	(8,832)	16%	FIN: Reflects ongoing vacancies and hiring holds.
15	FIN	511000	Retirement	626,424	581,263	(45,161)	7.2%	184,966	170,000	(14,966)	8.1%	811,390	751,263	(60,127)	7%	FIN: Reflects ongoing vacancies and hiring holds.
15	FIN	511050	Pension Exp (Actuarial)	50,000	50,000	0	0.0%	50,000	50,000	0	0.0%	100,000	100,000	0	0%	
15	FIN	511100	Pension Exp (Acctg)	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0%	
15	FIN	512000	Health Insurance	342,584	278,340	(64,244)	18.8%	252,686	310,000	(57,314)	-22.7%	595,270	588,340	(6,930)	1%	FIN: Distribution from CalPERS CERBT trust fund not budgeted due to current market conditions. If conditions change, distribution may be beneficial.
15	FIN	513000	Disability Insurance	2,932	2,305	(627)	21.4%	2,977	2,500	(477)	16.0%	5,910	4,805	(1,104)	19%	FIN: Reflects ongoing vacancies and hiring holds.
15	FIN	514000	Dental Insurance	41,318	31,151	(10,167)	24.6%	41,954	35,000	(6,954)	16.6%	83,272	66,151	(17,121)	21%	FIN: Reflects ongoing vacancies and hiring holds.
15	FIN	514500	Vision Insurance	4,498	3,240	(1,258)	28.0%	4,567	3,500	(1,067)	23.4%	9,065	6,740	(2,325)	26%	FIN: Reflects ongoing vacancies and hiring holds.
15	FIN	515000	Life Insurance	1,266	1,013	(253)	20.0%	1,286	1,286	(0)	0.0%	2,552	2,299	(252)	10%	FIN: Reflects ongoing vacancies and hiring holds.
15	FIN	515500	Vacancy Benefits Offset	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0%	
15	FIN	516000	Workers Compensation Insurance	12,093	12,093	0	0.0%	15,303	15,303	(0)	0.0%	27,396	27,396	(0)	0%	
15	FIN	517000	Unemployment Insurance	5,000	1,321	(3,679)	73.6%	5,000	5,000	0	0.0%	10,000	6,321	(3,679)	37%	FIN: Lower than expected claims.
ALL	514010		Temporary Employment	12,824	37,793	(24,970)	-194.7%	12,924	5,990	(6,934)	53.7%	25,748	43,783	(18,036)	-70%	Fill in for leaves of absence and temp to hire staff member; now complete. For second half of FY23 some projects deferred.
13	HR	514015	Recruitment	3,000	1,358	(1,642)	54.7%	3,000	75,600	(72,600)	-2420.0%	6,000	76,958	(70,958)	-1183%	FIN: Includes Executive Recruitment costs and LinkedIn advertising
15	FIN	517500	Accrued Sick Expense	0	0	0	0.0%	5,000	5,000	0	0.0%	5,000	5,000	0	0%	
15	FIN	518000	Accrued Vacation Expense	0	0	0	0.0%	40,000	40,000	0	0.0%	40,000	40,000	0	0%	
15	FIN	518500	OPEB Expense	50,000	50,000	0	0.0%	50,000	50,000	0	0.0%	100,000	100,000	0	0%	
15	FIN	518550	TMP	5,000	3,174	(1,826)	36.5%	5,000	5,000	0	0.0%	10,000	8,174	(1,826)	18%	FIN: Reflects flexibility in monthly participation requirements post COVID.

Los Angeles County Law Library

FY2022-23 Mid Year Budget Review

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	July to December, 2022				January to June, 2023				Amended Annual Budget				Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	
17 EXEC 801395 Friends of Law Library	0	312	(312)	0.0%	1,000	0	1,000	100.0%	1,000	312	688	69%	
Subtotal	45,420	30,647	14,773	32.5%	32,703	38,138	(5,435)	-16.6%	78,123	68,785	9,338	12%	
Professional Development:													
ALL 803105 Travel	6,600	6,465	135	2.0%	8,820	7,120	1,700	19.3%	15,420	13,585	1,835	12%	PS: Reduced attendance at SCALL Institute. Other expenditures as expected to occur.
ALL 803110 Meals	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0%	
ALL 803113 Incidental and miscellaneous	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0%	
ALL 803115 Membership dues	280	1,025	(745)	-266.1%	6,745	6,745	0	0.0%	7,025	7,770	(745)	-11%	New hires
ALL 803120 Registration fees	2,800	3,605	(805)	-28.8%	2,465	1,865	600	24.3%	5,265	5,470	(205)	-4%	Timing variance
ALL 803125 Educational materials	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0%	
Subtotal	9,680	11,095	(1,415)	-14.6%	18,030	15,730	2,300	12.8%	27,710	26,825	885	3%	
Communications & Marketing:													
37 COM 803205 Services	12	67	(55)	-454.3%	12	10	2	16.7%	24	77	(53)	-219%	COMM: Expected expenses through June \$10
37 COM 803210 Collateral materials	2,853	427	2,425	85.0%	349	2,171	(1,822)	-522.4%	3,202	2,598	603	19%	Expected Expenses: through June including bookmarks \$700; Posters \$500 for LITL (3) ; Parking (3) \$120; Stock Photo Account ann. \$500 -
37 COM 803215 Advertising	3,880	0	3,880	100.0%	3,100	2,200	900	29.0%	6,980	2,200	4,780	68%	CIRC: SCALL advertising roll over to FY24.Expected expenses: FB & Instagram Boosts for services \$800 / Pens \$1400 /
37 COM 803220 Trade shows & Outreach	1,000	0	1,000	100.0%	500	0	500	100.0%	1,500	0	1,500	100%	
Subtotal	7,745	494	7,251	93.6%	3,961	4,381	(420)	-10.6%	11,706	4,875	6,831	58%	
Travel & Entertainment													
ALL 803305 Travel	0	0	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	0	0%	
ALL 803315 Entertainment	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0%	
ALL 803320 Ground transportation & mileage reimb.	72	40	33	45.1%	530	190	340	64.2%	602	230	373	62%	Most remote locations have not resumed. \$468 Budgeted for SCALL not spent. Includes IT/FAC branch visits.
ALL 803325 Incidental travel expenses	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0%	
Subtotal	72	40	33	45.1%	530	190	340	64.2%	602	230	373	62%	
Professional Services													
15 FIN 804005 Accounting	21,545	17,545	4,000	18.6%	0	4,000	(4,000)	0.0%	21,545	21,545	0	0%	
17 EXEC 804008 Consulting Services	12,978	13,120	(142)	-1.1%	12,978	13,120	(142)	-1.1%	25,956	26,240	(284)	-1%	
17 EXEC 804010 Legal	5,000	16,585	(11,585)	-231.7%	0	15,000	(15,000)	0.0%	5,000	31,585	(26,585)	-532%	FIN: Outside counsel legal fees, pending litigation.
15 FIN 804015 Other	0	828	(828)	0.0%	0	0	0	0.0%	0	828	(828)	0%	
Subtotal	39,523	48,078	(8,555)	-21.6%	12,978	32,120	(19,142)	-147.5%	52,501	80,198	(27,697)	-53%	
Depreciation:													
15 FIN 806105 Depreciation - Library Materials	1,038,912	1,028,831	10,081	1.0%	1,019,632	1,019,632	0	0.0%	2,058,544	2,048,463	10,081	0%	
15 FIN 806110 Depreciation Exp - FF&E	156,368	172,332	(15,964)	-10.2%	201,248	180,000	21,248	10.6%	357,616	352,332	5,284	1%	
Subtotal	1,195,280	1,201,163	(5,883)	-0.5%	1,220,880	1,199,632	21,248	1.7%	2,416,160	2,400,795	15,366	1%	
Total Expense	5,560,093	4,848,386	711,708	12.8%	4,921,921	4,928,899	(6,978)	-0.1%	10,482,014	9,777,285	704,730	7%	
Net Income Before Extraordinary Items	(1,862,392)	(897,639)	964,753	51.8%	(814,956)	(857,568)	(42,611)	5.2%	(2,677,349)	(1,755,207)	922,142	-34%	

Los Angeles County Law Library

FY2022-23 Mid Year Budget Review

(Provisional and subject to year-end audit adjustments)

				July to December, 2022				January to June, 2023				Amended Annual Budget				Comments
				Budget	Actual	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	Budget	Forecast	\$ Fav (Unf)	% Fav (-)	
15	FIN	321000	Investment Gain (Loss) ¹	5,000	26,870	21,870	437.4%	5,000	5,000	0	0.0%	10,000	31,870	21,870	219%	
17	EXEC	401000	Extraordinary Income	3,000,000	3,745,798	745,798	24.9%	0	0	0	0.0%	3,000,000	3,745,798	745,798	25%	FIN: State back-fill fund.
17	EXEC	901000	Extraordinary Expense	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0%	
Net Income Including Extraordinary Items				1,142,608	2,875,029	1,732,421	151.6%	(809,956)	(852,568)	(42,611)	5.3%	332,651	2,022,461	1,689,810	508%	
Capital Expenditures:																
39	FAC	161100	Furniture / Appliances (>3k)	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0%	See OTF budget for projects this FY
33	TECH	161300	Electronics / Computer Hardware (>3k)	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0%	See OTF budget for projects this FY
39	FAC	164500	Exterior Building Repairs/Improvements (>3k)	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0%	See OTF budget for projects this FY
39	FAC	164000	Interior Improvements / Alterations (>3k)	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0%	See OTF budget for projects this FY
33	TECH	168000	Computer Software	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0%	See OTF budget for projects this FY
Total - Capitalized Expenditures				0	0	0	0.0%	0	0	0	0.0%	0	0	0	0%	

Fiscal Year 2022-23

List of One-Time Funding Projects

DEPT	Project Code	Project Name	GL #	GL Name	July - December, 2022				January - June, 2023				Annual Budget				Comment
					Budget	Actual	\$ Diff	% Diff	Budget	Forecast	\$ Diff.	% Diff.	Budget	Forecast	\$ Diff	% Diff	
39	39OTF2-003	Staff Furniture	161100	Furniture / Appliances >3K	\$50,000	\$0	\$50,000	100.0%	\$0	\$50,000	(\$50,000)	0.0%	\$50,000	\$50,000	\$0	0.0%	Waiting for space remodel.
33	3318003	Public copiers	161300	Electronics / Computer Hardware >3K	\$50,000	\$0	\$50,000	100.0%	\$0	\$50,000	(\$50,000)	0.0%	\$50,000	\$50,000	\$0	0.0%	Anticipated Completion 6/2023
33	3319001	Branch Print Release Project	161300	Electronics / Computer Hardware >3K	\$0	\$0	\$0	0.0%	\$20,000	\$20,000	\$0	0.0%	\$20,000	\$20,000	\$0	0.0%	Anticipated Completion 6/2023
33	33OF-004	Expanded computer lab laptops	161300	Electronics / Computer Hardware >3K	\$22,800	\$0	\$22,800	100.0%	\$0	\$22,800	(\$22,800)	0.0%	\$22,800	\$22,800	\$0	0.0%	Anticipated Completion 6/2023
33	33OF-005	VOIP Telephone, Server/Handsets	161300	Electronics / Computer Hardware >3K	\$50,000	\$0	\$50,000	100.0%	\$0	\$50,000	(\$50,000)	0.0%	\$50,000	\$50,000	\$0	0.0%	Anticipated Completion 6/2023
33	33OTF2-002	UPS Battery Back-Up	161300	Electronics / Computer Hardware >3K	\$30,000	\$0	\$30,000	100.0%	\$0	\$30,460	(\$30,460)	0.0%	\$30,000	\$30,460	(\$460)	-1.5%	Project Completed August 2022 (Accounting delay in posting)
39	3918003	Security cameras	161300	Electronics / Computer Hardware >3K	\$0	\$0	\$0	0.0%	\$50,000	\$50,000	\$0	0.0%	\$50,000	\$50,000	\$0	0.0%	Need project specs for bid proposal
39	39OF-006	Building public address (PA) system	161300	Electronics / Computer Hardware >3K	\$0	\$0	\$0	0.0%	\$60,000	\$60,000	\$0	0.0%	\$60,000	\$60,000	\$0	0.0%	Need project specs for bid proposal
39	3914001	Elevator modernization	164000	Interior Improvements / Alterations >\$3K	\$0	\$0	\$0	0.0%	\$500,000	\$0	\$500,000	100.0%	\$500,000	\$0	\$500,000	100.0%	Completion unlikely this FY due to requiring bid completion and material lead time
39	3918007	LED Lighting	164000	Interior Improvements / Alterations >\$3K	\$0	\$0	\$0	0.0%	\$72,375	\$72,375	\$0	0.0%	\$72,375	\$72,375	\$0	0.0%	Need to complete a PSA with an electrical contractor
39	3919001	Public restroom reconfiguration and repairs	164000	Interior Improvements / Alterations >\$3K	\$0	\$0	\$0	0.0%	\$40,000	\$40,000	\$0	0.0%	\$40,000	\$40,000	\$0	0.0%	Need project specs for bid proposal
39	39OF-001	70's Section Class Space/Computer Lab	164000	Interior Improvements / Alterations >\$3K	\$135,000	\$0	\$135,000	100.0%	\$0	\$135,000	(\$135,000)	0.0%	\$135,000	\$135,000	\$0	0.0%	Waiting on architect
39	39OF-002	HVAC modernization	164000	Interior Improvements / Alterations >\$3K	\$0	\$0	\$0	0.0%	\$90,000	\$0	\$90,000	100.0%	\$90,000	\$0	\$90,000	100.0%	Completion unlikely this FY due to material lead time
39	39OTF2-001	Expanded Staff Space	164000	Interior Improvements / Alterations >\$3K	\$60,000	\$0	\$60,000	100.0%	\$0	\$60,000	(\$60,000)	0.0%	\$60,000	\$60,000	\$0	0.0%	Waiting for architect; need project specs for bid proposal
39	39OTF2-008	Interior Bldg Expansion Joint Repair	164000	Interior Improvements / Alterations >\$3K	\$15,000	\$0	\$15,000	100.0%	\$0	\$15,000	(\$15,000)	0.0%	\$15,000	\$15,000	\$0	0.0%	
39	39OTF2-002	Exterior Landscape Project	164500	Exterior Building Repairs/ Improvements >\$3K	\$0	\$0	\$0	0.0%	\$75,000	\$75,000	\$0	0.0%	\$75,000	\$75,000	\$0	0.0%	Need to complete a PSA with a landscaping company
39	39OTF2-004	Front Entrance Repair	164500	Exterior Building Repairs/ Improvements >\$3K	\$0	\$0	\$0	0.0%	\$40,000	\$85,000	(\$45,000)	-112.5%	\$40,000	\$85,000	(\$45,000)	-112.5%	Range of two proposals rcvd is \$84K-\$87K
39	39OTF2-005	Facade Repair	164500	Exterior Building Repairs/ Improvements >\$3K	\$50,000	\$0	\$50,000	100.0%	\$0	\$50,000	(\$50,000)	0.0%	\$50,000	\$50,000	\$0	0.0%	Need project specs for bid proposal
39	39OTF2-006	Hill Street Parking Repair	164500	Exterior Building Repairs/ Improvements >\$3K	\$40,000	\$0	\$40,000	100.0%	\$0	\$0	\$0	0.0%	\$40,000	\$0	\$40,000	100.0%	Waiting on final structure integrity report
39	39OTF2-007	Emergency Generator Replacement	164500	Exterior Building Repairs/ Improvements >\$3K	\$150,000	\$0	\$150,000	100.0%	\$0	\$150,000	(\$150,000)	0.0%	\$150,000	\$150,000	\$0	0.0%	Need project specs for bid proposal
33	25OF-004	Video On-Demand Courses	168000	Computer Software	\$20,000	\$0	\$20,000	100.0%	\$0	\$20,000	(\$20,000)	0.0%	\$20,000	\$20,000	\$0	0.0%	Anticipated Completion 6/2023
33	33OTF2-004	Contact Mgmt Database	168000	Computer Software	\$3,000	\$0	\$3,000	100.0%	\$0	\$3,000	(\$3,000)	0.0%	\$3,000	\$3,000	\$0	0.0%	Anticipated Completion 5/2023
33	33OF-001	Brief repository update/scanning software	168000	Computer Software	\$0	\$0	\$0	0.0%	\$50,000	\$0	\$50,000	100.0%	\$50,000	\$0	\$50,000	100.0%	Anticipated completion 2024 fiscal year
33	33OF-003	Members automated parking module	168000	Computer Software	\$20,000	\$0	\$20,000	100.0%	\$0	\$0	\$0	0.0%	\$20,000	\$0	\$20,000	100.0%	Anticipated completion 2024 fiscal year

Fiscal Year 2022-23

List of One-Time Funding Projects

DEPT	Project Code	Project Name	GL #	GL Name	July - December, 2022				January - June, 2023				Annual Budget				Comment
					Budget	Actual	\$ Diff	% Diff	Budget	Forecast	\$ Diff.	% Diff.	Budget	Forecast	\$ Diff	% Diff	
33	33OTF2-003	Text Confirmation System	801250	Services	\$1,250	\$0	\$1,250	100.0%	\$1,250	\$1,250	\$0	0.0%	\$2,500	\$1,250	\$1,250	50.0%	Implementation delay due to conflicting projects.
35	35OF-001	Book-binding project (continuation of previously completed project)	801320	Binding	\$12,000	\$11,565	\$435	3.6%	\$8,000	\$8,435	(\$435)	-5.4%	\$20,000	\$20,000	\$0	0.0%	
25	25OF-005	Rare Book Room assessment and preservation project	801335	Supplies - Office	\$800	\$0	\$800	100.0%	\$0	\$0	\$0	0.0%	\$800	\$0	\$800	100.0%	25OF-005 Pushed back due to staff absences, staff turnover, and surge in number of patrons served by Reference. Recommend carry over to next FY.
37	37OF-006	Class subsidy	801390	Course Registration	\$2,628	\$7,070	(\$4,442)	-169.0%	\$2,628	\$6,000	(\$3,372)	-128.3%	\$5,256	\$13,070	(\$7,814)	-148.7%	Greater than expected attendance (subsidy applied on per-registrant basis).
17	17OF-001	Dues for professional organizations	803115	Membership Dues	\$0	\$361	(\$361)	0.0%	\$320	\$320	\$0	0.0%	\$320	\$681	(\$361)	-112.8%	Includes prior FY payment.
25	17OF-001	Dues for professional organizations	803115	Membership Dues	\$0	\$903	(\$903)	0.0%	\$4,870	\$3,405	\$1,465	30.1%	\$4,870	\$4,308	\$562	11.5%	Includes prior FY payment and new hires.
35	17OF-001	Dues for professional organizations	803115	Membership Dues	\$0	\$0	\$0	0.0%	\$1,364	\$1,364	\$0	0.0%	\$1,364	\$1,364	\$0	0.0%	
37	37OF-001	Website spanish version	803205	Services	\$228	\$0	\$228	100.0%	\$228	\$0	\$228	100.0%	\$456	\$0	\$456	100.0%	Rollover to FY24 to coordiante with other changes
37	37OF-002	Language outreach pilot program	803210	Collateral materials	\$1,450	\$450	\$1,000	69.0%	\$1,454	\$1,700	(\$246)	-16.9%	\$2,904	\$2,150	\$754	26.0%	Now until June=Expenses for LITL, CC, AAL flyers translated to Korean, Chinese - 500ea / expected expense \$1200
37	37OF-003	Printed Flyer Outreach Pilot Program	803210	Collateral materials	\$1,600	\$0	\$1,600	100.0%	\$1,600	\$0	\$1,600	100.0%	\$3,200	\$0	\$3,200	100.0%	Rollover to FY24. Reduced in person outlets.
37	37OF-004	Printed Third Party Info Pilot Program	803210	Collateral materials	\$1,100	\$0	\$1,100	100.0%	\$1,100	\$0	\$1,100	100.0%	\$2,200	\$0	\$2,200	100.0%	Rollover to FY24. Reduced in person attendance.
37	37OTF2-001	Personalized Pop-Ups	803215	Advertising	\$1,500	\$0	\$1,500	100.0%	\$0	\$0	\$0	0.0%	\$1,500	\$0	\$1,500	100.0%	Rollover to FY24.
37	37OTF2-002	Metro Advertising	803215	Advertising	\$0	\$0	\$0	0.0%	\$10,000	\$0	\$10,000	100.0%	\$10,000	\$0	\$10,000	100.0%	Rollover to FY24.
37	37OTF2-003	Newspaper Ads	803215	Advertising	\$5,000	\$0	\$5,000	100.0%	\$0	\$0	\$0	0.0%	\$5,000	\$0	\$5,000	100.0%	Rollover to FY24.
25	25OF-001	Representing Yourself website section revamp and authentication.	804010	Legal	\$37,080	\$0	\$37,080	100.0%	\$37,080	\$0	\$37,080	100.0%	\$74,160	\$0	\$74,160	100.0%	Rollover to FY24
25	25OF-005	Rare books and closed stacks book shifting	804015	Professional Svcs - Other	\$2,000	\$0	\$2,000	100.0%	\$0	\$0	\$0	0.0%	\$2,000	\$0	\$2,000	100.0%	Pushed back due to staff absences, staff turnover, and surge in number of patrons served by Reference. Recommend carry over to next FY

Fiscal Year 2022-23

List of One-Time Funding Projects

DEPT	Project Code	Project Name	GL #	GL Name	July - December, 2022				January - June, 2023				Annual Budget				Comment
					Budget	Actual	\$ Diff	% Diff	Budget	Forecast	\$ Diff.	% Diff.	Budget	Forecast	\$ Diff	% Diff	
25	25OF-007	Translation and interpreter service	804015	Professional Svcs - Other	\$4,500	\$828	\$3,672	81.6%	\$4,500	\$1,500	\$3,000	66.7%	\$9,000	\$2,328	\$6,672	74.1%	Increased language capacity on staff. Diminished in person demand for translation services.
25	25OTF2-002	Incubator Program Partnership	804015	Professional Svcs - Other	\$0	\$0	\$0	0.0%	\$15,000	\$15,000	\$0	0.0%	\$15,000	\$15,000	\$0	0.0%	Recommend to continue pilot program in calendar year 2023. \$15,000 for MOU with incubator.
17	17OTF2-001	Funding for Struggling CLLs		Extraordinary Expense	\$200,000	\$100,000	\$100,000	50.0%	\$0	\$100,000	(\$100,000)	0.0%	\$200,000	\$200,000	\$0	0.0%	
23	23OTF2-001	Current Interest Books	602999	American New Orders	\$900	\$577	\$323	35.9%	\$1,800	\$1,123	\$677	37.6%	\$2,700	\$1,700	\$1,000	37.0%	Extend purchase of current interest materials over 2 FY. Total cost still \$2,700. FY24 cost \$1,000.
23	23OTF2-002	Back Issue Reclaim	601999	American Continuations	\$20,000	\$0	\$20,000	100.0%	\$20,000	\$20,000	\$0	0.0%	\$40,000	\$20,000	\$20,000	50.0%	Delayed 6 months. Total cost still \$40K. FY24 cost \$20K.
23	23OTF2-003	Expansion of eResources	685000	Electronic Resources	\$0	\$0	\$0	0.0%	\$0	\$14,750	(\$14,750)	0.0%	\$0	\$14,750	(\$14,750)	0.0%	Expansion of eResources: VitaLaw Tax. 3 yr agreement. Year 1: Jan-Dec 2023: \$29,500.
					\$987,836	\$121,754	\$866,082	87.7%	\$1,108,569	\$1,198,732	(\$90,163)	-8.1%	\$2,096,405	\$1,335,236	\$761,169	36.3%	

MEMORANDUM

DATE: February 22, 2023

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Review and Approval of Executive Director Job Description and Retention of Executive Search Firm

SUMMARY

As I am approaching retirement (at the end of 2023), the Board President appointed an Executive Director Search Committee to assist with the recruitment process. The Committee has met, reviewed and edited the job description and discussed preliminary issues, including the retention of an executive search firm. The committee unanimously recommends hiring Heather Renschler with Ralph Andersen and approving the attached job description subject to any suggested revisions or edits from Ms. Renschler.

BACKGROUND

Staff solicited recommendations for executive recruiters from many sources; two top-tier firms were recommended. Both submitted proposals which were reviewed by the Committee. Both recruiting firms were enthusiastic, came well-recommended, and were highly qualified. Although not the lower cost proposal, Heather Renschler with Ralph Andersen was unanimously the first choice.

Significant considerations included:

1. Scope: The competing recruiter proposed more of a national search, while Andersen has specific expertise in California and the Western US.
2. Relevant Experience: Probably due to Andersen's more regional focus, they have significantly more Los Angeles and California experience. Indeed, Ms. Renschler recently completed two recruitments for LA Superior Court (the new CEO and pending CIO), as well as many other executive level court, legal and library positions. The Committee and I believe that Andersen's familiarity with the California courts, library and legal markets would provide an advantage in this particular recruitment.
3. Referrals: Heather Renschler of Ralph Andersen received stellar recommendations from multiple sources, including court executives, city managers, government consultants and other recruiters who do not themselves recruit for local government agencies.
4. Cost: Andersen proposes a fixed fee of \$48,000 for the Executive Director position only. (Note that each was asked to submit a proposal to recruit for two



positions: Executive Director and the currently-vacant position of IT Director. The IT Director is not appointed by the Board and the recruitment for that position is ongoing and will continue to be handled by Staff.)

Attached please find a) the proposal from Ralph Andersen for executive recruitment services; and b) the proposed job description for Executive Director. Although the Board is asked to approve the job description, it is anticipated that the executive recruiter, once retained, will provide edits or adjustments to clarify or otherwise assist in the marketing of the position.

RECOMMENDATION

Staff recommends that the Board approve the attached Executive Director job description, subject to input from the recruiter once hired, and the retention of Heather Renschler with Ralph Andersen to conduct the recruitment for a new Executive Director at a cost of \$48,000.

NEXT STEPS

Staff and the Committee will continue to work with the selected recruiter to refine and conduct the process for identifying suitable candidates, bringing back to the Board as a whole any significant decisions to be made and hopefully, a number of excellent candidates for review and selection.



LA LAW LIBRARY JOB DESCRIPTION

Title:	Executive Director
Department:	Executive Office
Reports to:	Board of Trustees
Position(s) Supervised:	Senior Directors and Directors, Accounting Manager, Communications Manager, HR Generalist, Community Resource Specialist, Executive Assistant
FLSA Status:	Exempt
Salary Grade:	10
Union Status:	Ineligible for Representation
Effective Date:	

Position Summary

Under the general supervision of the Board of Trustees, the Executive Director is responsible for holding the vision and mission; establishing long term goals and short term objectives; development and recommendation of policies to the Board of Trustees; development and implementation of library programs, projects and services; ensuring that the organization remains financially sound; ensuring that the facility is maintained at the highest level possible; oversight of the daily operations of the main Library as well as Branch and Partnership locations.

Responsibilities and Duties

Responsibilities are divided into six categories: Board of Trustees; planning; finance; public relations; general library operations; compliance and risk management; staff.

Board of Trustees

- Provide information, guidance and recommendations on library programs, projects and services.
- Recommend new policies and policy changes for the Board to review and approve.
- Prepare / Propose Board agenda for regular and special Board meetings.
- Ensure organizational compliance with all applicable codes, laws, rules, regulations and standards.
- Ensure Board compliance with Brown Act and public meeting requirements.
- Serves as Secretary to the Board of Trustees.

Planning

- Establish long range plans, long term goals and short term objectives for the Library.
- Develop operational and staff goals.
- Analyze user needs and encourage, evaluate and approve new projects, programs and services.
- Organize staff and assign work responsibilities; establish divisional and library-wide team activities.

- Formulate policies and procedures in accordance with organizational and structural principles.
- Create, promote and maintain staff structure that supports staff sufficiency, but encourages staff efficiency, to implement library programs, projects and services.

Finance

- Oversee preparation of annual budget and present to Board of Trustees for approval.
- Oversee implementation of approved budget and preparation of monthly statements and reports for Board approval.
- Monitor expenditures; review and approve payments.
- Negotiate contracts for library materials in all formats, equipment, services, supplies and major library expenditures.
- Oversee annual audit.
- Maintain sufficient insurance for library collections, facility and operations with Board input and approval.
- Pursue additional revenue opportunities including grants, gifts, fundraising and supplemental government funding.
- Make proposals and recommendations to Board and take steps necessary within delegated authority to ensure financial stability, monitor investments and maintain adequate reserves.

Public Relations and Marketing

- Develop comprehensive understanding of legal and public community needs for access to legal information.
- Oversee the operations of the Communications Department, including strategic planning and guidance, outreach and promotional materials and concepts, media alerts and press releases, social media strategy and content.
- Give interviews and answer questions from the press.
- Respond to patron complaints and questions.
- Attend legal community events and present at conferences.
- Initiate contact, develop and maintain relationships with courts, law schools, bar associations and law firms.
- With the support of Communications staff, initiate contact, develop and maintain relationships with elected officials and legislative staff,
- Develop and maintain law library and public library relationships; provide leadership, guidance and coordination in the development of those relationships.
- Analyze needs and make recommendations for the development and implementation of both formal and informal partnerships.
- Serve as official representative for government, library, legal and business communities; provide direction and information to support networking opportunities.
- Create a strong community presence for LA Law Library, in both the local, statewide, and national legal and library communities.
- Promote local, state and national awareness and understanding of LA Law Library collection and

services.

General Library Operations

- Provide direction and guidance for all library operations, programs and activities.
- Monitor and analyze programs, projects and activities; develop reports, statistical data and
- Participate in cooperative and professional association activities to maintain professional awareness and ensure high level of currency in all services.
- Monitor and maintain facility and grounds in accordance with all applicable laws and regulations.
- Monitor and maintain library and office equipment, technology and furniture.
- Receive and respond to user comments, questions and concerns in accordance with Library policies.
- Analyze, recommend and monitor major capital projects

Compliance and Risk Management

With the assistance of outside counsel as needed:

- Ensure form contracts are kept current (including professional services, facilities and public works, employment, room rentals and events);
- Review all agreements and negotiate non-standard terms;
- Review and evaluate compliance issues (including First Amendment, conflict of interest, public records, Brown Act, public works, OSHA and public health);
- Update policies and procedures as legal requirements change;
- Negotiate with SEIU and research and respond to labor issues as they arise;
- Respond to investigative or compliance inquiries and Public Records Act requests;
- Oversee HR investigations, discipline, separations and interview and selection process;
- Review workers compensation claims and oversee cost management efforts
- Manage directly or via outside counsel, any patron complaints, administrative claims or lawsuits

Staff

- Create organizational structure that enables and supports change and growth to meet evolving user needs.
- Ensure that LA Law Library attracts, retains and develops staff.
- Establish regular meetings, professional growth and training opportunities.
- Model a leadership style that creates an atmosphere of cooperation and positive, open communication among staff members.
- Develop and maintain supportive, but cost-effective benefits package for staff and retirees.
- Provide management, direction and guidance for specific assignments, projects and programs.
- Evaluate staff performance through regularly scheduled and annual evaluation process; recommends merit and promotional opportunities, discipline and termination.
- Represent Library and management interests in negotiations and interactions with SEIU.

Position Qualifications

Required

- MLS, MBA or advanced degree in law, judicial administration, business, economics, marketing or communications;
- Minimum of seven (7) years demonstrated organization and management of business, firm or law library programs.
- Outreach / communications experience within a legal or public community.
- Supervision of professional and paraprofessional staff.
- Demonstrated writing ability, including full report analysis and comparison.
- Knowledge of professional law librarianship concepts, principles and practices.
- Knowledge of effective administrative techniques, including organizing, managing and motivating people.
- Ability to maintain objectivity and handle controversies with discretion and tact.
- Ability to work collaboratively with Board, stakeholders and to foster relationships.
- Ability to set clear objectives and define outcomes.
- Comfort and experience with public speaking.
- Ability to travel to all Library and partner locations.

Preferred

- Familiarity with laws and practices pertaining to public agencies, such as Public Records Act, Brown Act, and employment laws.
- Skill preparing and presenting management and technical reports, budgets and other presentations.
- Ability to work a varied schedule as required, including travel.
- A degree in law or prior experience in the legal field.

Work Environment

Will be working in an office environment; required to participate in programs, panels, seminars or other forums in either a planning or presentation capacity.

Physical Abilities Required

While performing the duties of this job, required to sit, stand and walk throughout the day for up to 8 hours; use hands and fingers to operate equipment, handle, or feel; reach with hands and arms; climb or balance; requires close, distant and peripheral vision, depth perception and ability to adjust focus with or without corrective lenses or other appropriate accommodation of sight disability; hearing and speech within normal ranges; and frequent lifting and/or moving of up to 15 pounds.

The physical demands described herein are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of the position as may be required by law.

Approvals

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

Statement of Employee

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

Signature _____ Date _____

Print Name _____

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

February 15, 2023

Hon. Mark A. Juhas, President
and Members of the Board of Trustees
Los Angeles County Law Library
301 W 1st Street
Los Angeles, California 90012

Via Email: slevin@lalawlibrary.org

Dear Honorable Juhas and Members of the Board of Trustees:

We are pleased to submit this Letter Proposal to recruit for the positions of Executive Director and Director of IT for the Los Angeles County Law Library. We believe we will **facilitate each recruitment process** and professionally **add value** to the entire recruitment and selection processes for each search engagement.

Much of our recruitment activities are handled via video meetings, thus facilitating a much more efficient and effective recruitment process. If awarded this search, Ms. Heather Renschler, President/CEO of Ralph Andersen & Associates, will be the Project Director.

Recent Related Search Engagements

The firm is experienced in working with local government clients both in California and nationally. Additionally, the firm periodically assists special districts on unique searches. Currently, Ms. Renschler is conducting an Executive Director search for the Regional Park Foundation, which is a 501C3 that supports the East Bay Regional Park District (2nd largest special district in the country behind the National Park Service) as their member organization and primary fund-raising organization.

Also, Ralph Andersen & Associates has extensive experience in other key areas and has conducted the following recent legal, library, court, and technology related recruitments:

Legal (Limited to last 3 years):

- Coconino County, AZ
 - Senior Civil Attorney (Limited Search) (2022)
- East Bay Regional Park District, CA
 - General Counsel (2021)
- Glendale, CA
 - Principal Assistant City Attorney (Current Search)
- Imperial Irrigation District, CA
 - General Counsel (2021 & 2022)

- Lake Oswego, OR
 - City Attorney (2022)
- Los Angeles Unified School District, CA
 - General Counsel (2021)
- Richmond, CA
 - Assistant City Attorney and Deputy City Attorney (2021)
- Southern California Association of Governments (SCAG)
 - Chief Legal Counsel (2020)
- Southern California Public Power Authority (SCPPA)
 - General Counsel (2020 & 2022)
- Upper Arlington, Ohio
 - City Attorney (2020)
- Vancouver, WA
 - Chief Deputy City Attorney (2021)
 - Assistant City Attorney (2021)
- Ventura, CA
 - City Attorney (2022)

Library Related Recruitments:

- Goleta, CA
 - Library Director (2018)
- Madera County, CA
 - Library Director (2020)
- Santa Barbara, CA
 - Assistant Library Director (Partial Search) (2017)

Court Related Recruitments:

- Scottsdale, AZ
 - Presiding City Judge (2022)
- Superior Court of California – County of Los Angeles
 - Chief Executive Officer (2022)
 - Chief Information Officer (Current Search)
 - Public Safety Director (2022)

- Superior Court of California – County of Riverside
 - Court Executive Officer (Current Search)
- Superior Court of California – County of San Francisco
 - Chief Executive Officer (Current Search)
 - Chief Adult Probation Officer (2021)

Technology Related Recruitments:

- Alameda County, CA
 - Chief Technology Officer (2017)
- Austin, TX
 - Chief Information Officer (2019)
 - Deputy Chief Information Officer (Chief Technology Officer) (2019)
 - Deputy Director of Communications & Technology Management (CTM) (2019)
- Central Contra Costa Sanitary District, CA
 - Information Technology Manager (2022)
- Charlotte, NC
 - Chief Information Officer (2019)
- Concord, CA
 - Director of Information Technology (2019)
- Costa Mesa, CA
 - IT Manager (2021)
- Denton, TX
 - Chief Technology Officer (2020)
- Glendale, AZ
 - Chief Information Officer (2020)
- Irvine, CA
 - Information Technology Project Manager (2018)
- Los Angeles Department of Water and Power
 - Chief Information Technology Officer (CITO) (2021)
- Los Angeles County Superior Court
 - Chief Information Officer (Current)
- Marin County, CA
 - Assistant Director, Information Services & Technology (2022)

- Chief Information Officer (2018)
- Chief Assistant Director of Information Services & Technology (2019)
- Marin Municipal Water District, CA
 - Information Technology Manager (2020)
- Metropolitan Water District of Southern California
 - Information Technology Group Manager – CTO (2017)
- Modesto, CA
 - Chief Information Officer (2017 & 2022)
- Morgan Hill, CA
 - Information Technology Director (Chief Technology Officer) (2022)
- Mountain View, CA
 - Assistant Information Technology Director (2022)
- North Richland Hills, TX
 - Director of Information Technology (2020)
- Orange County, CA
 - Chief Information Officer (2017)
- Phoenix, AZ
 - Assistant Chief Information Officer (2022)
- Riverside, CA
 - Public Utilities General Manager (2018)
- San Bernardino County, CA
 - Chief Information Officer (Current Search)
- San Francisco, CA
 - Director of the Department of Technology/Chief Information Officer (2017)
- San Francisco International Airport, CA
 - Chief Digital Transformation Officer (Current Search)
- Tracy, CA
 - Chief Innovation Officer (Current Search)
- Tucson, AZ
 - Director of Information Technology/CIO (2019)
- Union County, NC
 - Information Technology Director (2021)

Project Staffing

Only senior members of Ralph Andersen & Associates are assigned to lead search assignments, ensuring that their broad experience and knowledge of the industry is brought to bear on our clients' behalf. ***Ms. Heather Renschler will serve as Project Director and lead consultant on this recruitment effort.***

Ms. Heather Renschler, Project Director

Ms. Renschler has been with Ralph Andersen & Associates for more than 38 years and is the firm's President/CEO. Ms. Renschler has overseen the recruitment practice of Ralph Andersen & Associates for the last 26 years and, as a result, is often involved with recruitments on a national scale and those of a highly sensitive and critical nature. She is experienced at working with boards, city councils, staff members, and selection committees in the recruitment and selection process.



Ms. Renschler has extensive experience in conducting public sector recruitments and, as a result, has developed a network of contacts and potential candidates on a national basis. Ms. Renschler has had significant involvement in public sector related searches for courts, legal, technology, and non-profit executives over an extended period of time, and as a result, has an extensive network from which to attract potential candidates.

Prior to joining Ralph Andersen & Associates, Ms. Renschler had extensive private sector experience in the areas of construction management, health care, and public accounting.

Ms. Renschler attended the University of Toledo and majored in Accounting and Journalism and obtained a Bachelor's degree in Public Administration from the University of San Francisco.

Paraprofessional and Support Staff

Paraprofessional, graphics, and support staff will provide administrative support to the consultant team on recruitment assignments. These may include Ms. Diana Haussmann, Ms. Christen Sanchez, Ms. Hannah Jones, Ms. Teresa Heple, Ms. Karen AllGood, and Ms. Tina Keller.



Approach to Executive Search

The successful search process relies heavily on person-to-person contact to identify outstanding potential candidates and, in the evaluation phase, to gain a complete understanding of the background, experience, and management style of the top candidates. The executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 51 years.

We feel that the key elements of the *full search* process, which can be tailored to fit the specific needs of the Library, should include:

- Developing a comprehensive position profile based upon information obtained in various meetings (*conducted via videoconferencing*) with the Board of Trustees and other designated Library staff.
- Reviewing current compensation and recommending changes based upon market and competitive conditions, if desired by the Board of Trustees.
- Extensive personal outreach to highly qualified candidates primarily throughout California, although candidates from the Western Region, and across the nation may also apply for consideration.
- A marketing strategy that uses selected advertising to supplement the extensive candidate identification process, the Internet, and professional contacts throughout California, the western region, and across the nation.
- A screening process that narrows the field of candidates to those that most closely match the needs of the Library and is based on screening interviews with the top candidates. Candidates' education, experience, and credentials are matched to the criteria established in the position profile.
- Candidates would be screened via video technology to determine their overall "match."
- Delivering a product in the form of a search report that recommends a top group of candidates and provides the Board of Trustees with detailed information about their backgrounds and experience.
- Assistance during the interview and selection process and in the negotiation of a compensation package.

Ralph Andersen & Associates has an outstanding reputation for being thorough and professional in the approach it takes in recruitments. Each candidate's match with the position is based on the individual's own set of professional experiences, management style, education and credentials, and overall fit with the organization and executive leadership.

Project Timing

Executive Director – We anticipate a timeframe of approximately 120 (or less) from the execution of the agreement between the Los Angeles County Law Library and Ralph Andersen & Associates to when the finalists are presented for an interview. Negotiation with the top candidate will take an additional week after finalist interviews.

Ralph Andersen & Associates' Guarantee

Ralph Andersen & Associates offers the industry-standard guarantee on our full search services. If, within a one-year period after appointment, the Executive Director or Director of IT of the Los Angeles County Law Library resigns or is dismissed for cause, we will conduct another search free of all charges for professional services. The Library would be expected to pay for the reimbursement of all incurred expenses.

If a placement is not made in the first outreach effort, the Consultant will conduct a second outreach effort with no charge for Professional Services. The Library would be expected to pay for all incurred expenses.



Should you need any additional information, please feel free to call Ms. Renschler at (916) 630-4900 (office) or (916) 804-2885 (cell).

Respectfully Submitted,

Ralph Andersen & Associates

Ralph Andersen & Associates

Staff Presentation: Social Media Initiatives

Presented by:

Communications Manager, Leigh Saldana,

Media Designer, Krit Maroj

&

Communications Aide, Patricia Miramontes

February 22, 2023

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.