

AGENDA

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

REGULAR BOARD MEETING

Wednesday, May 29, 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 anaic.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 April 24, 2024 Regular Board Meeting
- 3.2 Review of March Financials and List of April Checks and Warrants
- 3.3 Review of FY2025 Property & Liability Insurance Estimates
- 3.4 Review and Approval of Guardian Dental, Vision, and Life Benefits Renewal

4.0 DISCUSSION ITEMS

- 4.1 Presentation of Community Connections Statistics by Chloe Casey
- 4.2 Presentation of Rare Book Assessment Project by Ryan Metheny

5.0 AGENDA BUILDING

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

6.0 EXECUTIVE DIRECTOR REPORT

- 6.1 April 25- LA Law Library Presentation on Supported Decision Making for UCI Health, Children's Hospital of Orange County, and the Orange County Regional Center medical professionals, counselors and service coordinators (41 participants and Library will provide conservatorship presentation as part of their July educational series.)
- 6.2 Library tours in May included a group from the LA Library Foundation through invitation of Judge Seigle on May 24, and another one scheduled for May 31 with Senator Smallwood Cuevas staff.
- 6.3 Assembly Member Mike Gipson's staff have reached out to us to collaborate on offering expungement clinics in his 65th District. We are hoping to work with Beacon of Justice Honoree Laurie Levenson's staff from the Project for the Innocent to assist.
- 6.4 We are planning an all staff training on a Workplace Violence Prevention Plan in compliance with California Senate Bill 553/California Labor Code Section 64019. We are also planning all staff training in August to provide staff with training on de-escalation techniques for staff in dealing with difficult patrons



7.0

ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, June 26, 2024 at 12:15p.m.

POSTED THURSDAY, MAY 23, 2024 @ 4:00 P.M.

POSTED BY DANIEL REINHOLD



**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF LAW LIBRARY TRUSTEES OF
LOS ANGELES COUNTY**

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

April 24, 2024

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, April 24, 2024 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present: Judge Michelle Williams Court
Judge Laura Seigle
Judge Rosa Fregoso
Judge Susan J. DeWitt
Judge Mark Juhas

Trustees Absent: Susan Steinhauser, Esquire
Kenneth Klein, Esquire

Senior Staff Present: Katherine Chew, Executive Director
Jaye Steinbrick, Deputy Director

Also Present: Marcelino Juarez, Finance Manager
Daniel Reinhold, Executive Assistant

President Court determined a quorum to be present, convened the meeting at 12:16pm and thereafter presided. Trustee Fregoso was not present at the beginning of the meeting. Executive Director, Katherine Chew, recorded the Minutes.

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

President Court began the meeting by congratulating E.D. Chew and LALL staff for a successful Gala. Trustee DeWitt mentioned that some of her colleagues said that it was the best event they had been to in a long time.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the March 27, 2024 Regular Board Meeting
- 3.2 Review of February Financials and List of March Checks and Warrants
- 3.3 Review and Approval of FY24 3rd Quarter Statistics
- 3.4 Review and Approval of Increase in Membership Program Rates for Bronze and Silver Members
- 3.5 Review and Approval of Updates and Revisions to LA Law Library Employment Handbook

President Court asked the Board if anyone wanted anything removed from the Consent Calendar. Trustee Seigle requested to remove items 3.2 and 3.4. President Court requested a motion to approve items 3.1, 3.3, and 3.5. So moved by Trustee Juhas, seconded by Trustee Seigle. The motion was approved unanimously 4 – 0.

3.2 Trustee Seigle inquired about the negative numbers illustrated within item 3.2. Finance Manager, Marcelino Juarez, explained that there are always ups and downs in this type of report. He explained that there were low court fees this month, and that he expects for LALL to come in close to the budget. He explained that court fees are usually higher toward the end of the fiscal year. President Court requested a motion to approve item 3.2. So moved by Trustee Juhas, seconded by Trustee DeWitt. The motion was approved unanimously 4 – 0.

3.4 Trustee Seigle inquired if there had been any consideration about how higher rates for members could potentially lower LALL's total number of members. E.D. Chew pointed out that membership rates have not been changed since 2014. Ryan Metheny discussed how he believes that these changes are modest increases. He mentioned that members have not been surveyed, so we have no hard data. He also mentioned that historically members typically do not terminate their memberships due to cost, but because they no longer need our services. President Court inquired if there was a communication plan to inform members of the rate increase. E.D. Chew stated that that would be the Library's next step if the Board were to approve of the price increase. President Court requested a motion to approve item 3.4. So moved by Trustee Seigle, seconded by Trustee DeWitt. The motion was approved unanimously 4 – 0.

4.0 DISCUSSION ITEMS

- 4.1 Presentation by Los Angeles Conservancy on Historical Landmark Designations, Benefits and Limitations, and Application Process

Trustee Fregoso arrived at 12:25pm.

Lyndsay Mulcahy discussed how historic designation recognizes the significant contributions of a building, structure, object or landscape to national, state, and or local history. She discussed how historic properties are designated by federal, state, and local programs. There is a national register of historic places. She went over the criteria for being listed in the national register.

5.0 AGENDA BUILDING

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

6.0 EXECUTIVE DIRECTOR REPORT

- 6.1 Recap on Beacon of Justice Gala-April 18, 2024

E.D. Chew discussed how the Gala was a successful event, but how we are still waiting for final numbers regarding donations.

- 6.2 Recap of Valley Day of Service with Assembly Member Jesse Gabriel's Office-April 14, 2024

E.D. Chew discussed her experience at the Valley Day of Service. They spent the day creating homeless outreach kits. Senator Menjivar was also in attendance.

- 6.3 Recap of California County Public Law Libraries Spring Meeting and Leg Day –April 2 and 3, 2024

E.D. Chew discussed her experience at the California County Public Law Libraries Spring Meeting. She had 19 appointments with elected officials.



- 6.4 Future collaborations: Tour and Visit from Senator Lola Smallwood-Cuevas; Request from Assembly Member Mike A. Gipson's (65th District) to partner on expungement events

E.D. Chew mentioned an upcoming LALL tour that Senator Smallwood-Cuevas will be attending. She also mentioned that Laurie Levenson may get one of her staff members to assist.

7.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:00pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, May 29, 2024 at 12:15pm.

Katherine Chew, Executive Director and Secretary
Los Angeles County Law Library Board of Trustees



Los Angeles County Law Library

Balance Sheet

As of March 31, 2024

(Provisional and subject to year-end audit adjustments)

| | 6/30/2023 | 3/31/2024 | YTD |
|--|-------------------|-------------------|------------------|
| Assets | | | |
| Current assets | | | |
| Cash and cash equivalents | 16,275,850 | 15,967,017 | (308,833) |
| Accounts receivable | 329,159 | 99,298 | (229,861) |
| Other receivable | 1,367,036 | 1,389,974 | 22,939 |
| Prepaid expenses | 279,523 | 533,747 | 254,224 |
| Total current assets | 18,251,568 | 17,990,036 | (261,531) |
| Noncurrent assets | | | |
| Restricted cash and cash equivalents | 318,470 | 318,470 | - |
| Investments | 6,071,207 | 6,303,073 | 231,866 |
| Capital assets, not being depreciated | 696,192 | 724,692 | 28,500 |
| Capital assets, being depreciated - net | 14,667,364 | 14,364,887 | (302,477) |
| Total noncurrent assets | 21,753,233 | 21,711,122 | (42,111) |
| Total assets | 40,004,801 | 39,701,158 | (303,642) |
| Deferred Outflows of Resources | | | |
| Deffered Outflows of Resources | 4,722,167 | 4,722,167 | - |
| Total assets and deffered outflows of resources | 44,726,968 | 44,423,325 | (303,642) |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts payable | 330,706 | 76,309 | (254,397) |
| Other current liabilities | - | - | - |
| Payroll liabilities | 10,834 | 17,670 | 6,836 |
| Total current liabilities | 341,540 | 93,979 | (247,561) |
| Noncurrent Liabilities | | | |
| Accrued sick and vacation liability | 279,625 | 221,954 | (57,671) |
| Borrowers' deposit | 203,004 | 219,316 | 16,312 |
| OPEB liability | 3,547,803 | 3,622,803 | 75,000 |
| Net pension liability | 5,061,711 | 5,136,711 | 75,000 |
| Total noncurrent liabilities | 9,092,143 | 9,200,784 | 108,641 |
| Total liabilities | 9,433,684 | 9,294,763 | (138,920) |
| Deferred Inflows of Resources | | | |
| Deffered Inflows of Resources | 1,331,894 | 1,331,894 | - |
| Total liabilities and Deffered inflows of resources | 10,765,578 | 10,626,657 | (138,920) |
| Net Position | | | |
| Invested in capital assets | 15,363,556 | 15,089,579 | (273,977) |
| Unrestricted | 18,597,834 | 18,707,089 | 109,255 |
| Total net position | 33,961,390 | 33,796,668 | (164,722) |
| Total liabilities and Deffered inflows of resources and net position | 44,726,968 | 44,423,325 | (303,642) |

Los Angeles County Law Library
Income Statement for the Period Ending March 31, 2024
(Provisional and subject to year-end audit adjustments)

| Mar 23 | Mar 2024 | | | |
|----------------|------------------|----------------|-----------------|----------------|
| | Amended Budget | Actual | \$ Fav (Unf) | % Fav -% |
| 568,934 | 530,068 | 684,436 | 154,368 | 29.1% |
| 45,133 | 54,750 | 57,311 | 2,561 | 4.7% |
| 0 | 0 | 0 | 0 | 0.0% |
| <u>135,899</u> | <u>36,149</u> | <u>35,216</u> | <u>(933)</u> | <u>-2.6%</u> |
| 749,965 | 620,966 | 776,964 | 155,997 | 25.1% |
| 359,508 | 427,179 | 382,539 | 44,640 | 10.4% |
| 65,145 | 61,161 | 57,484 | 3,677 | 6.0% |
| 137,918 | 234,503 | 145,258 | 89,245 | 38.1% |
| (137,918) | (234,503) | (145,258) | (89,245) | 38.1% |
| | | 0 | | |
| 94,965 | 100,799 | 102,235 | (1,436) | -1.4% |
| 13,267 | 34,024 | 24,522 | 9,501 | 27.9% |
| 10,845 | 10,055 | 8,757 | 1,298 | 12.9% |
| 750 | 5,304 | 2,572 | 2,732 | 51.5% |
| 1,873 | 423 | 766 | (343) | -81.1% |
| 0 | 60 | 0 | 60 | 100.0% |
| 1,703 | 1,650 | 1,400 | 250 | 15.2% |
| <u>195,150</u> | <u>194,256</u> | <u>191,215</u> | <u>3,041</u> | <u>1.6%</u> |
| <u>743,206</u> | <u>834,909</u> | <u>771,491</u> | <u>(63,419)</u> | <u>-7.6%</u> |
| <u>6,758</u> | <u>(213,943)</u> | <u>5,473</u> | <u>219,416</u> | <u>-102.6%</u> |
| 47,470 | 833 | 24,351 | 23,518 | 2822.1% |
| 0 | 0 | 0 | 0 | 0.0% |
| 0 | 0 | 0 | 0 | 0.0% |
| <u>54,228</u> | <u>(213,110)</u> | <u>29,824</u> | <u>242,934</u> | <u>-114.0%</u> |
| 0 | 0 | 29,981 | (29,981) | 0.0% |

Summary:

Income

| | | | | | | |
|--------------------------|----------------|----------------|----------------|---------------|-------------|----------------|
| L.A. Superior Court Fees | 5,289,559 | 5,808,235 | 6,066,112 | 257,878 | 4.4% | 7,640,287 |
| Interest | 261,726 | 472,696 | 488,716 | 16,021 | 3.4% | 629,446 |
| Parking | 50,425 | 0 | 0 | 0 | 0.0% | 0 |
| Library Services | <u>423,036</u> | <u>249,813</u> | <u>270,538</u> | <u>20,725</u> | <u>8.3%</u> | <u>489,652</u> |
| Total Income | 6,024,748 | 6,530,743 | 6,825,367 | 294,624 | 4.5% | 8,759,385 |

Expense

| | | | | | | |
|---|--------------------|--------------------|------------------|----------------|--------------|--------------------|
| Staff (payroll + benefits) | 3,779,928 | 4,169,083 | 4,057,489 | 111,595 | 2.7% | 5,639,686 |
| Electronic Resource Subscriptions | 496,669 | 510,619 | 514,515 | (3,896) | -0.8% | 733,585 |
| Library Materials | 1,314,627 | 1,609,522 | 1,352,422 | 257,100 | 16.0% | 2,342,066 |
| Library Materials Transferred to Capital Assets | (1,314,627) | (1,609,522) | (1,352,422) | (257,100) | 16.0% | (2,342,066) |
| Facilities | 735,376 | 839,973 | 833,930 | 6,043 | 0.7% | 1,150,605 |
| Technology & Data | 137,271 | 187,844 | 146,973 | 21,395 | 11.4% | 289,921 |
| General | 75,250 | 69,576 | 68,801 | 775 | 1.1% | 101,545 |
| Professional Development | 19,470 | 28,711 | 24,014 | 4,697 | 16.4% | 36,474 |
| Communications & Marketing | 3,102 | 3,619 | 961 | 2,657 | 73.4% | 3,997 |
| Travel & Entertainment | 65 | 233 | 133 | 100 | 43.0% | 333 |
| Professional Services | 60,196 | 76,612 | 69,665 | 6,948 | 9.1% | 84,817 |
| Depreciation | <u>1,792,569</u> | <u>1,742,729</u> | <u>1,736,983</u> | <u>5,746</u> | <u>0.3%</u> | <u>2,323,563</u> |
| Total Expenses | 7,099,895 | 7,628,999 | 7,453,464 | 175,535 | 2.3% | 10,364,526 |
| Net Income (Loss) | <u>(1,075,147)</u> | <u>(1,098,256)</u> | <u>(628,098)</u> | <u>470,159</u> | <u>42.8%</u> | <u>(1,605,141)</u> |

Investment Gain (Loss)¹

| | | | | | | |
|--|------------------|------------------|------------------|----------------|--------------|--------------------|
| Investment Gain (Loss) ¹ | 97,746 | 172,182 | 231,866 | 59,683 | 34.7% | 174,682 |
| Extraordinary Income | 3,745,798 | 231,510 | 231,510 | 0 | 0.0% | 231,510 |
| Extraordinary Expense | 100,000 | 0 | 0 | 0 | 0.0% | 0 |
| Net Income Including Extraordinary Items | <u>2,668,397</u> | <u>(694,564)</u> | <u>(164,722)</u> | <u>529,842</u> | <u>76.3%</u> | <u>(1,198,949)</u> |

Capitalized Expenditures

| | | | | | | |
|--------------------------|--------|---|--------|----------|------|---------|
| Capitalized Expenditures | 40,953 | 0 | 82,084 | (82,084) | 0.0% | 916,000 |
|--------------------------|--------|---|--------|----------|------|---------|

Comments

Los Angeles County Law Library
Income Statement for the Period Ending March 31, 2024
(Provisional and subject to year-end audit adjustments)

| Mar 23 | Mar 2024 | | | | FY 2022-23 | FY 2023-24 YTD | | | | Amended Annual Budget | Comments | |
|-----------------------------------|-----------|----------------|----------|--------------|--|----------------|------------|----------------|----------|--------------------------------|-------------|---|
| | Actual | Amended Budget | Actual | \$ Fav (Unf) | | % Fav -% | YTD Actual | Amended Budget | Actual | | | \$ Fav (Unf) |
| 47,470 | 833 | 24,351 | 23,518 | 2822.1% | 15 FIN 321000 Investment Gain (Loss) ¹ | 97,746 | 172,182 | 231,866 | 59,683 | 34.7% | 174,682 | Reflects gains/loss if sold at time of report (before maturity) |
| 0 | 0 | 0 | 0 | 0.0% | 17 EXEC 401000 Extraordinary Income | 3,745,798 | 231,510 | 231,510 | 0 | 0.0% | 231,510 | Reflects fee waivers backfill from the State. |
| 0 | 0 | 0 | 0 | 0.0% | 17 EXEC 901000 Extraordinary Expense | 100,000 | 0 | 0 | 0 | 0.0% | 0 | |
| 54,228 | (213,110) | 29,824 | 242,934 | -114.0% | Net Income Including Extraordinary Items | 2,668,397 | (694,564) | (164,722) | 529,842 | 76.3% | (1,198,949) | |
| Capital Expenditures: | | | | | | | | | | | | |
| 0 | 0 | 0 | 0 | 0.0% | 39 FAC 161100 Furniture / Appliances (>3k) | 0 | 0 | 0 | 0 | 0.0% | 50,000 | |
| 0 | 0 | 29,981 | (29,981) | 0.0% | 33 TECH 161300 Electronics / Computer Hardware (>3k) | 40,953 | 0 | 82,084 | (82,084) | 0.0% | 115,000 | Includes Dell server security upgrade, monitors, and laptops. |
| 0 | 0 | 0 | 0 | 0.0% | 39 FAC 164500 Exterior Building Repairs/Improvements (>3k) | 0 | 0 | 0 | 0 | 0.0% | 220,000 | |
| 0 | 0 | 0 | 0 | 0.0% | 39 FAC 164000 Interior Improvements / Alterations (>3k) | 0 | 0 | 0 | 0 | 0.0% | 485,000 | |
| 0 | 0 | 0 | 0 | 0.0% | 33 TECH 168000 Computer Software | 0 | 0 | 0 | 0 | 0.0% | 46,000 | |
| 0 | 0 | 29,981 | 29,981 | 0.0% | Total - Capitalized Expenditures | 40,953 | 0 | 82,084 | (82,084) | 0.0% | 916,000 | |
| CalPERS CERBT Trust Fund: | | | | | | | | | | | | |
| Beginning Balance | | | | | | 2,423,459 | | | | | | |
| Administrative Expense | | | | | | (102) | | | | CalPERS CERBT program cost. | | |
| Investment Expense | | | | | | (75) | | | | Investment management cost. | | |
| Unrealized Gain/Loss Distribution | | | | | | 57,832 | | | | Fluctuating market conditions. | | |
| Ending Balance | | | | | | 2,481,114 | | | | Distribution from Fund. | | |

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

Los Angeles County Law Library

Statement of Cash Flows

As of March 31, 2024

(Provisional and subject to year-end audit adjustments)

| | 3/31/2024 | YTD |
|---|-------------------|--------------------|
| Cash flows from operating activities | | |
| L.A. Superior court fees | 684,436 | 6,066,112 |
| Parking fees | - | - |
| Library services | 32,936 | 268,258 |
| Extraordinary income | - | 231,510 |
| (Increase) decrease in accounts receivable | 5,522 | 229,861 |
| (Increase) decrease in other receivable | (32,417) | (22,939) |
| Increase (decrease) in borrowers' deposit | 1,872 | 16,312 |
| Cash received from filing fees and services | 692,348 | 6,789,115 |
| Facilities | (102,235) | (833,930) |
| Technology | (24,522) | (146,973) |
| General | (6,477) | (66,521) |
| Professional development | (2,572) | (24,014) |
| Communications & marketing | (766) | (961) |
| Travel & entertainment | - | (133) |
| Professional services | (1,400) | (69,665) |
| Electronic Resource Subscriptions (ERS) | (57,484) | (514,515) |
| (Increase) decrease in prepaid expenses | 53,147 | (254,224) |
| Increase (decrease) in accounts payable | (46,996) | (254,397) |
| Increase (decrease) in other liabilities | - | - |
| Cash payments to suppliers for goods and services | (189,306) | (2,165,333) |
| Staff (payroll + benefits) | (382,539) | (4,057,489) |
| Increase (decrease) in payroll liabilities | 387 | 6,836 |
| Increase (decrease) in accrued sick and vacation liability | - | (57,671) |
| Increase (decrease) in OPEB liability | 8,333 | 75,000 |
| Increase (decrease) in net pension liability | 8,333 | 75,000 |
| Cash payments to employees for services | (365,485) | (3,958,324) |
| Contributions received | - | - |
| Net cash from operating activities | 137,558 | 665,457 |
| Cash flow from capital and related financing activities | | |
| Library materials | (145,258) | (1,352,422) |
| Fixed assets | (29,981) | (82,084) |
| Capital - Work in Progress (WIP) | (9,500) | (28,500) |
| Cash flows from investing activities | | |
| Investment | - | - |
| Investment earnings | 57,311 | 488,716 |
| Net cash increase (decrease) in cash and cash equivalents | 10,129 | (308,833) |
| Cash and cash equivalents, at beginning of period | 16,275,358 | 16,594,320 |
| Cash and cash equivalents, at end of period | 16,285,487 | 16,285,487 |
| Reconciliation of Operating Income to Net Cash from Operating Activities | | |
| Operating income | (51,838) | (885,304) |
| Adjustments for noncash effects: | | |
| Depreciation | 191,215 | 1,736,983 |
| Extraordinary expense: book write-off | | |
| Changes in operating assets and liabilities: | | |
| (Increase) decrease in accounts receivable | 5,522 | 229,861 |
| (Increase) decrease in other receivable | (32,417) | (22,939) |
| (Increase) decrease in prepaid expenses | 53,147 | (254,224) |
| Increase (decrease) in accounts payable | (46,996) | (254,397) |
| Increase (decrease) in other liabilities | - | - |
| Increase (decrease) in payroll liabilities | 387 | 6,836 |
| Increase (decrease) in accrued sick and vacation liability | - | (57,671) |
| Increase (decrease) in borrowers' deposit | 1,872 | 16,312 |
| Increase (decrease) in OPEB liability | 8,333 | 75,000 |
| Increase (decrease) in net pension liability | 8,333 | 75,000 |
| Net cash from operating activities | 137,558 | 665,457 |

LOS ANGELES COUNTY LAW LIBRARY
April 1, 2024 - April 30, 2024 (WARRANTS)
Account No.: 102000

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|----------|------------------------|-----------------|-----------|------------|
| April 15 | ROMERO MAINTENANCE LLC | JANITORIAL SVCS | 11,536.85 | TS00340650 |

11,536.85

LOS ANGELES COUNTY LAW LIBRARY
April 1, 2024 - April 30, 2024 (CHECKS)
Account No.: 102001

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|------------------------|-------------------------------------|-------------------|-----------|-----------|
| April 2 | LEXISNEXIS MATTHEW BENDER | BOOKS | 163.17 | V008484 |
| | CONTINUING EDUCATION OF THE BAR CAL | BOOKS | 711.75 | V008485 |
| | PROQUEST LLC COUTTS INFORMATION SER | BOOKS | 277.84 | V008486 |
| | DAILY JOURNAL CORPORATION | BOOKS | 283.50 | V008487 |
| | JAMES PUBLISHING INC | BOOKS | 169.73 | V008488 |
| | JURISNET LLC | BOOKS | 152.31 | V008489 |
| | PRACTISING LAW INSTITUTE | BOOKS | 243.28 | V008490 |
| | TRIAL GUIDES LLC | BOOKS | 390.00 | V008491 |
| | THOMSON REUTERS TAX & ACCOUNTING | BOOKS | 774.66 | V008492 |
| | UNITED NATIONS PUBLICATIONS | BOOKS | 303.74 | V008493 |
| GOBI LIBRARY SOLUTIONS | BOOKS | 1,210.84 | V008494 | |
| April 4 | AMERICAN ASSOCIATION | MEMBERSHIP DUES | 694.00 | V008529 |
| April 5 | SOUTHERN CALIF ASSOC OF LAW LIBRARY | MEMBERSHIP DUES | 40.00 | V008519 |
| April 8 | AMERICAN LEGAL PUBLISHING | BOOKS | 3,807.05 | V008495 |
| | LEXISNEXIS MATTHEW BENDER | BOOKS | 1,128.42 | V008496 |
| | CONTINUING EDUCATION OF THE BAR CAL | BOOKS | 1,599.00 | V008497 |
| | DATA TRACE PUBLISHING COMPANY | BOOKS | 264.95 | V008498 |
| | INGRAM LIBRARY SERVICES | BOOKS | 117.62 | V008499 |
| | JURISNET LLC | BOOKS | 544.62 | V008500 |
| | LEXISNEXIS ONLINE SERVICES | BOOKS | 16,971.66 | V008501 |
| | PRACTISING LAW INSTITUTE | BOOKS | 312.45 | V008502 |
| | CITY OF THOUSAND OAKS | BOOKS | 38.72 | V008503 |
| | WEST ACADEMIC | BOOKS | 738.03 | V008504 |
| | GOBI LIBRARY SOLUTIONS | BOOKS | 137.04 | V008505 |
| | ABD OFFICE SOLUTIONS | COPY CENTER | 76.66 | V008520 |
| | ALTA FOODCRAFT | KITCHEN SUPPLIES | 198.32 | V008521 |
| | BUILDING ELECTRONIC CONTROLS INC | SECURITY | 213.75 | V008522 |
| | NASA SERVICES | BLDG SVCS | 627.53 | V008523 |
| | PURE PROCESS FILTRATION INC | BLDG SVCS | 961.38 | V008524 |
| | SECURITAS SECURITY | SECURITY | 13,312.42 | V008525 |
| | ABD OFFICE SOLUTIONS | COPY CENTER | 783.55 | V008530 |
| | AMERICAN ASSOCIATION | MEMBERSHIP DUES | 347.00 | V008557 |
| April 9 | CANON USA INC. | HARDWARE (<3K) | 4,816.89 | V008558 |
| April 10 | SYNCB AMAZON ** VOIDED ***** | COMPUTER SUPPLIE | 0.00 | V008559 |
| | GURU PRINTERS | FRIENDS OF LALL | 728.30 | V008560 |
| | STAMPS.COM | DELIVERY & POSTAG | 29.99 | V008561 |
| April 12 | AMERICAN BAR ASSOCIATION | BOOKS | 904.21 | V008531 |
| | LEXISNEXIS MATTHEW BENDER | BOOKS | 1,979.36 | V008532 |

57,450.85

LOS ANGELES COUNTY LAW LIBRARY

April 1, 2024 - April 30, 2024 (CHECKS)

Account No.: 102001

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|------------------------|-------------------------------------|-------------------|-----------|-----------|
| April 15 | CONTINUING EDUCATION OF THE BAR CAL | BOOKS | 1,397.11 | V008533 |
| | PROQUEST LLC COUTTS INFORMATION SER | BOOKS | 507.37 | V008534 |
| | GALE CENGAGE LEARNING | BOOKS | 1,720.73 | V008535 |
| | IMMIGRANT LEGAL RESOURCE CENTER | BOOKS | 273.75 | V008536 |
| | INGRAM LIBRARY SERVICES | BOOKS | 38.84 | V008537 |
| | METROPOLITAN NEWS COMPANY | BOOKS | 571.59 | V008538 |
| | NATIONAL CONSUMER LAW CENTER | BOOKS | 2,942.00 | V008539 |
| | PRACTISING LAW INSTITUTE | BOOKS | 246.56 | V008540 |
| | ROWMAN & LITTLEFIELD PUBLISHING GRO | BOOKS | 256.96 | V008541 |
| | THOMSON REUTERS | BOOKS | 88,614.62 | V008542 |
| GOBI LIBRARY SOLUTIONS | BOOKS | 962.58 | V008543 | |
| April 16 | AMERICAN ASSOCIATION | MEMBERSHIP DUES | 327.00 | V008562 |
| | SOUTHERN CALIF ASSOC OF LAW LIBRARY | MEMBERSHIP DUES | 40.00 | V008563 |
| April 18 | LEXISNEXIS MATTHEW BENDER | BOOKS | 34,019.74 | V008564 |
| | SLOAN'S DRY CLEANERS & LAUNDRY | FRIENDS | 196.00 | V008582 |
| April 19 | PIZZA NEXT DOOR | STAFF MEALS/EVEN | 532.28 | V008565 |
| | SYNCB AMAZON | BOOKS | 38.31 | V008608 |
| April 22 | LEXISNEXIS MATTHEW BENDER | BOOKS | 645.40 | V008544 |
| | CONTINUING EDUCATION OF THE BAR CAL | BOOKS | 2,552.77 | V008545 |
| | U S GPO SUPERINTENDENT OF | BOOKS | 1,467.00 | V008546 |
| | INGRAM LIBRARY SERVICES | BOOKS | 32.27 | V008547 |
| | JAMES PUBLISHING INC | BOOKS | 509.18 | V008548 |
| | JURIS PUBLISHING INC | BOOKS | 116.20 | V008549 |
| | KENDALL HUNT PUBLISHING COMPANY | BOOKS | 563.35 | V008550 |
| | PRACTISING LAW INSTITUTE | BOOKS | 199.75 | V008551 |
| | THOMSON REUTERS TAX & ACCOUNTING | BOOKS | 18,142.96 | V008552 |
| | UNITED NATIONS PUBLICATIONS | BOOKS | 169.54 | V008553 |
| | STATE BAR OF WISCONSIN | BOOKS | 57.35 | V008554 |
| | GOBI LIBRARY SOLUTIONS | BOOKS | 369.89 | V008555 |
| | SYNCB AMAZON | BOOKS | 6.51 | V008594 |
| April 24 | BULBS.COM | REPAIR/MAINT | 1,776.96 | V008566 |
| | CORODATA | BLDG SVCS | 66.27 | V008567 |
| | GRAINGER | REPAIRS/MAINT | 2,145.10 | V008568 |
| | ISOLVED BENEFIT SERVICES | HR BENEFIT/ADMIN | 89.18 | V008569 |
| | ODP OFFICE SOLUTIONS, LLC | SUPPLIES-OFFICE | 172.63 | V008570 |
| | ORKIN | BLDG SVCS | 140.00 | V008571 |
| | SECURITAS SECURITY | SECURITY | 8,116.08 | V008572 |
| | THE HOME DEPOT PRO | CLEANING SUPPLIES | 218.12 | V008573 |
| | UPS | DELIVERY & POSTAG | 44.36 | V008574 |

226,667.05

LOS ANGELES COUNTY LAW LIBRARY
April 1, 2024 - April 30, 2024 (CHECKS)
Account No.: 102001

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|----------|-------------------------------------|-------------------|----------|-----------|
| April 25 | AMERICAN ASSOCIATION | MEMBERSHIP DUES | 327.00 | V008583 |
| | DOORDASH | BOARD EXP | 112.15 | V008584 |
| | SOUTHERN CALIF ASSOC OF LAW LIBRARY | MEMBERSHIP DUES | 40.00 | V008585 |
| | SYNCB AMAZON | BOOKS | 54.63 | V008595 |
| April 26 | SOUTHERN CALIF ASSOC OF LAW LIBRARY | MEMBERSHIP DUES | 120.00 | V008587 |
| | AMERICAN ASSOCIATION | PREPAID EXP | 1,785.00 | V008592 |
| | SYNCB AMAZON | BOOKS | 395.95 | V008596 |
| | SYNCB AMAZON | COMPUTER SUPPLIE | 436.91 | V008619 |
| April 29 | WOLTERS KLUWER LAW & BUSINESS | BOOKS | 98.11 | V008575 |
| | LEXISNEXIS MATTHEW BENDER | BOOKS | 302.56 | V008576 |
| | CONTINUING EDUCATION OF THE BAR CAL | BOOKS | 3,304.69 | V008577 |
| | PROQUEST LLC COUTTS INFORMATION SER | BOOKS | 405.07 | V008578 |
| | PRACTISING LAW INSTITUTE | BOOKS | 729.00 | V008579 |
| | THOMSON REUTERS TAX & ACCOUNTING | BOOKS | 541.04 | V008580 |
| | GOBI LIBRARY SOLUTIONS | BOOKS | 162.20 | V008581 |
| | AMERICAN ASSOCIATION | PREPAID EXP | 795.00 | V008588 |
| April 29 | CHERRY PICK CAFE | SPECIAL EVENTS EX | 239.20 | V008620 |
| | SYNCB AMAZON | COMPUTER SUPPLIE | 113.41 | V008621 |
| April 30 | AMERICAN ASSOCIATION | PREPAID EXP | 1,122.00 | V008593 |

237,423.97

LOS ANGELES COUNTY LAW LIBRARY
 April 1, 2024 - April 30, 2024 (CHECKS)
 Account No.: 102004

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|----------|--------------------------|---------------|-----------|-----------|
| April 8 | LA DEPT OF WATER & POWER | WATER/SEWER | 1,315.43 | V000204 |
| April 17 | HOME DEPOT | REPAIR/MAINT | 119.26 | V000205 |
| April 25 | LA DEPT OF WATER & POWER | ELECTRIC/FIRE | 11,517.33 | V000206 |
| | | | 12,952.02 | |

LOS ANGELES COUNTY LAW LIBRARY
 April 1, 2024 - April 30, 2024 (CHECKS)
 Account No.: 103000

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|---------|----------------|-------------|----------|-----------|
| April 2 | SEIU LOCAL 721 | UNION DUES | 2,980.75 | 001732 |
| | SEIU LOCAL 721 | UNION SUPPL | 32.28 | 001733 |

3,013.03

LOS ANGELES COUNTY LAW LIBRARY
 April 1, 2024 - April 30, 2024 (CHECKS)
 Account No.: 108000

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|----------|---------------------------------|------------------|----------|-----------|
| April 2 | LEXISNEXIS CANADA INC | BOOKS | 109.17 | 033160 |
| | WILLIAM S HEIN & CO | BOOKS | 276.00 | 033161 |
| April 8 | AFLAC REMITTANCE | CAFE PLAN-INSURA | 768.63 | 033162 |
| | BRCK INC | TELECOM | 736.85 | 033163 |
| | DIGITAL INSURANCE LLC | CONSULTING | 1,400.00 | 033164 |
| | LANGUAGE PEOPLE INC | OTHER | 290.00 | 033165 |
| | METROLINK | TMP | 238.00 | 033166 |
| | ACCUSOURCEHR, INC | RECRUITMENT | 218.00 | 033167 |
| | WOODS MAINTENANCE SERVICES, INC | JANITORIAL SVCS | 875.00 | 033168 |
| | BANKS & JORDAN | BOOKS | 125.54 | 033169 |
| | GAUNT | BOOKS | 330.98 | 033170 |
| | OTTO HARRASSOWITZ | BOOKS | 2,454.08 | 033171 |
| | MARY MARTIN BOOKSELLERS | BOOKS | 285.00 | 033172 |
| | WILLIAM S HEIN & CO | BOOKS | 422.00 | 033173 |
| April 12 | GAUNT | BOOKS | 163.87 | 033174 |
| April 16 | CALIFORNIA DEPARTMENT OF TAX | USE TAX | 803.00 | 033175 |
| April 19 | NESTOR ALEJANDRO HERRERA PRADA | BOOKS | 275.00 | 033176 |
| | OTTO HARRASSOWITZ | BOOKS | 1,456.40 | 033177 |
| | MINISTER OF FINANCE | BOOKS | 195.77 | 033178 |
| April 22 | CHARTER COMMUNICATIONS | TELECOM | 195.32 | 033179 |
| | VELASQUEZ DRYWALL INC | REPAIR/MAINT | 700.00 | 033180 |
| April 25 | GUARDIAN | PREPAID EXP | 7,789.67 | 033181 |
| April 26 | LEXISNEXIS CANADA INC | BOOKS | 1,242.24 | 033182 |

21,350.52

MEMORANDUM

DATE: May 29, 2024

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director
Marcelino Juarez, Finance Director

RE: Review of Property & Liability Insurance Estimates

SUMMARY

Alliant is the Law Library’s insurance broker for its Property & Liability insurance program. Our policies are subject to annual renewal and are scheduled to renew on July 1, 2024. This coverage is currently provided through 5 different carriers and it includes: General Liability, Property, Difference in Conditions (Earthquake/Flood), Cyber Liability and Crime.

Our broker has approached many of the same carriers as in previous years, with the same terms of coverage, and are waiting to receive quotes. Although normally we bring this to the Board at the May meeting, broker and staff recommend waiting for hard numbers to come in and make a decision at the June 2024 meeting.

Due to long lasting COVID-19 impacts on the insurance market, we have not received firm quotes or indications from incumbent carriers as of the date of this letter. However, based on internal communications our broker has been able to provide “not to exceed (NTE)” numbers for the Board’s consideration. This year’s NTE would increase the overall insurance cost by 9% which is much lower than last year’s 37% projected increase. For FY2025 we have budgeted a 15% increase. Staff and Broker feel that pending quotes (anticipated to be received within the next 2 weeks) are very likely to reduce this increase.

Overall, we are very pleased with the results thus far. The relationships we have established with incumbent carriers are helping us allay premium increases.

DISCUSSION

Our broker has prepared the attached letter for the Board explaining the state of the insurance market along with other information the Board may wish to consider in determining proper steps and actions for the upcoming renewal cycle.



Broker and staff recommend waiting for hard numbers to come in and make a decision at the June 2024 meeting regarding this year’s renewal.

The table below summarizes the cost of each line of coverage as detailed in Alliant’s letter to the Board:

| Line of Coverage | Limit* | Deductible | Current Carrier | Expiring Premium | NTE | \$ Var | % Var |
|--------------------------|--------|------------|-------------------|------------------|----------------|---------------|-----------|
| General Liability | \$25M | \$50K | PRISM | 143,978 | 171,000 | 27,022 | 19% |
| Property | \$100M | \$25K | SPIP | 72,758 | 68,289 | -4,469 | -6% |
| DIC | \$30M | 5%, | | | | | |
| Primary | | \$100K | Lloyd's of London | 87,361 | 92,380 | 5,019 | 6% |
| \$7.5M | | | | | | | |
| \$2.5M xs | | Min. | Lexington | 28,855 | 30,320 | 1,465 | 5% |
| \$7.5M | | | | | | | |
| \$5M xs \$10M | | | Evanston | 46,590 | 51,913 | 5,323 | 11% |
| Cyber Liability | \$7M | \$10K | PRISM | 7,364 | 9,000 | 1,636 | 22% |
| Crime | \$1M | \$2.5K | ACIP | 1,458 | 1,604 | 146 | 10% |
| Total Premium | | | | 388,365 | 424,506 | 36,141 | 9% |

*Per occurrence

GENERAL LIABILITY

General liability covers third party liabilities including slip and falls, D&O, errors and omissions, employment practices.

In 2019, the Law Library joined the Public Risk Innovation, Solutions and Management (PRISM) which is a state-wide Joint Powers Insurance Authority consisting of 70% of all California Public Entities and Special Districts.

With PRISM, the Library has taken advantage not only of a competitive rate but also of other services including access to an employee training module, safety blogs, and resources that help the Library stay compliant with new laws like the new SB553 Workplace Violence Prevention that takes effect on 7/1/2024. The program also provides a stipend for onsite employee safety trainings.

PROPERTY

Property coverage protects the building and its contents. This includes the equipment, furniture, books, etc. from fire, collapse or any other type of destruction.

In 2019, the Law Library joined Alliant’s Special Property Insurance Program (SPIP). SPIP was developed in the early 2000’s as a solution for smaller public entities that could not secure leverage in the standard markets due to their perceived “smaller size”. For the 2024-25 renewal period, there is projected decrease of 6%.



DIFFERENCE IN CONDITIONS (DIC)

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

The anticipated increase this year is conservative and should be lower when firm quotes are received. Thanks to our broker's efforts, we feel that we are still fiscally responsible while at the same time providing responsible emergency and contingency planning.

CYBER LIABILITY

Cyber liability provides coverage for technology based liabilities resulting from third-party security breaches, hacking, cyber extortion, and cyber business interruption. It also provides protection for privacy and multimedia claims.

By joining PRISM in 2020, the Library was able to reduce premiums by 70% from prior renewal period and at the same time increase the limit from \$1M to \$7M. With the increase in ransomware and other cyber threats, the new \$7M limit places the Library in a better fiscal position. For the 2024-25 renewal period, the projected increase is expected to be 22%.

CRIME

In 2019, the Library joined Alliant's Crime Insurance Program (ACIP) and resulted in a 23% decrease in premiums. For the 2024-25 renewal period, the projected increase is expected to be 10%.

RECOMMENDATION

Staff recommends that the Board consider the information provided and wait for quotes to be presented at the June 2023 meeting for a decision on this year's renewal.

Attached

1. Alliant's letter to the Board





May 21, 2024

Alliant Insurance Services, Inc.
333 South Hope Street
Suite 3750
Los Angeles, CA 90071

O 213 270 0145
CA License No. 0C36861

www.alliant.com

Los Angeles County Law Library Board of Trustees
Los Angeles Law Library
301 West First Street
Los Angeles CA 90012

RE: 2024 – 2025 Insurance Renewal Updates

Dear Marcelino –

While the insurance market still presents some challenges, we are seeing quick improvements on the property side of things. Liability, particularly in California continues to be a struggle due to nuclear verdicts that courts have issued. Many liability carriers are leaving the State and options are limited, but increases are stabilizing.

While the reinsurance market for property has flattened rather quickly, we are still projecting increases in liability premiums for organizations that are public facing. Libraries have been hit harder than others due to challenges with public access, unhoused patrons and some of the mental health challenges that some unhoused patrons might have.

The relevance to the Law Library is that as insurance carrier cost increase, they increase rates to their policy holders. This year is a mixture of results for the Law Library, some positive and others (liability) still present a challenge.

Below we will provide updates on all of the Law Library's coverage's, but it is important to note that all estimates are quite conservative to allow for cushion. We do believe that the numbers will improve as we get closer to the July 1 renewal date:

General Liability:

In 2019, the Law Library joined the California State Association of Counties Excess Insurance Authority (CSAC-EIA), now rebranded as the Public Risk Innovation, Solutions and Management (PRISM) which is a state-wide Joint Powers Insurance Authority consisting of 70% of all California Public Entities and Special Districts. The Law Library's 2023 premium was \$143,978. The challenge we are experiencing for this year's renewal is PRISM's pool rates are updated and the Program is funded at an 85% confidence level, discounted at 2.5% for investment income. Pool rates are still pending PRISM Board approval. The Program structure related to the Reinsurance/Excess Premiums are estimated with assumptions applied at this time. Administrative costs and fees are also estimated. Due to the hard liability market, we have assumed a rate increase of 15%-30% in the \$5M excess of \$5M layer and a rate increase of 25%-40% in the \$9M excess of \$10M layer and the \$6M excess of \$19M layer. The projected liability renewal premium is \$167,000 - \$171,000. We have explored other carriers each of the past three years and received quite a few declinations due to the limits purchased by the Law Library, as it would take several carriers to build the total \$25M in limits – and we would run into minimum premium challenges as it would take several carriers/layers to build to the current limit. We are still exploring options but

CNA, Chubb and Travelers have all declined to quote this year.

Property:

The property market has stabilized quickly due to a favorable reinsurance renewal from the global markets. As such, we are seeing single digit rate increases and in some cases, a rate reduction based on the overall risk and geographic location, type of construction and overall occupancy. In 2023, we received a competitive quote from The Hartford and moved the coverage at a cost savings to the Law Library.

We are pleased to deliver another favorable result for 2024. The 2023 premium for the Law Library's property renewal was \$72,758. The 2024 renewal quote has been received and the premium is \$68,289 - a savings of approximately \$4,500. Due to the move from SPIP to the Hartford last year and with the savings that we have secured this year, we recommend staying with the Hartford for another year and building a relationship with them as the Law Library's carrier.

Difference in Condition:

In 2019, the earthquake placement was entirely redesigned due to the lead carrier wanting an increase of 10% and a reduction in many of the sub-limits and coverage provided within the policy. Since the Law Library purchases \$30M in limits, Alliant was able to secure coverage with the same terms and limits with a 4% decrease in premium.

Of all the other placements, this coverage is the most impacted by weather related events as it is a CAT coverage. The challenge for this placement, other than market conditions is that the carriers for these lines of coverage are not releasing quotes more than 30 days prior to renewal. While the terms and formal quotes have not been received – Alliant has engaged the markets and pushed for some type of feedback to provide to the board. As of today, the market has advised that the increase will be in the 25% - 30% which falls right in line with all of our other CAT placements that have renewed this year. Terms and conditions may not remain the same, as some carriers might want to reduce the amount of limit they provide.

Total 2023 premium (including rebates) for the DIC coverage was as follows:

- Primary \$7.5M - \$87,361
- \$2.5M xs \$7.5M – \$28,855
- \$5M xs \$10M - \$46,590

Projected premium (including potential rebates) for 2024 on the DIC coverage, on a not to exceed basis is:

- Primary \$7.5M - \$92,380
- \$2.5M xs \$7.5M – \$30,320
- \$5M xs \$10M - \$51,913

These projected premiums are contingent on no events occurring between now and renewal. Additionally, we do not expect to have the final, formal terms until after June 1, 2024 at the earliest. We are heavily marketing this line of coverage and might restructure again.

Cyber Liability:

The Cyber Liability market is by far the most challenged market in the entire insurance industry. For over a decade, cyber pricing has been very low while frequency of claims was climbing. Over the past 36 months – the severity of claims has also climbed drastically. As an example, global ransomware claims in 2018 were \$8Bn; \$11.5Bn in 2019 and \$20Bn in 2020. Despite the dramatic market correcting in 2021 and 2022 – the cyber market currently finds itself in a very stable position. We are also seeing a flattening of the increases. The Law Library also joined the CSAC-EIA/PRISM cyber program in 2019. The program provides a \$16M per occurrence limit. This program is also currently being negotiated and final terms have not been received, however the pool has advised that the projected not to exceed premium of \$9,000 for the annual premium. The Law Library’s expiring premium is \$7,300.

Crime:

The Law Library also joined Alliant’s Crime Insurance Program (ACIP) in 2019 and resulted in a 23% decrease to the Law Library. As of today, the program is still being negotiated, however we have been advised that for budgeting purposes – to expect a not to exceed increase of 10%. 2023 premium was \$1,459, the projected increase for 2024 results in a renewal premium of \$1,604.

Brokers’ message to the board: this is by far the hardest insurance market I have ever experienced in my 22 years as a broker. I realize that this is not an easy message to hear – it is not easy to deliver. We are exploring different carriers and alternative ways of structuring the program to ensure that we secure not only the best pricing and coverage – but also place a program that will put the Law Library in a good position for the long-term.

We hope to have final numbers by the first or second week in June, but would expect the final numbers to go down in cost and not up.

Regards,

Robert Lowe

Robert Lowe
Senior Vice President
213-270-0145

MEMORANDUM

DATE: May 29, 2024

TO: Board of Law Library Trustees

FROM: Marcelino Juarez, Finance Director
Via Katherine H. Chew, Executive Director

RE: Review and Approval of Guardian Dental, Vision, and Life Benefits Renewal

BACKGROUND

Brecher Insurance & Financial Services (Brecher) is the Library’s current insurance broker for dental, vision, long term disability (LTD), and life insurance. Our policies are subject to annual renewal and are scheduled to expire July 31, 2024. This insurance coverage is currently provided through Guardian.

Although we were anticipating a rate increase, Guardian is again issuing a rate pass (no rate increases) on all lines of coverage with a 2-year rate guarantee. Based on Guardian’s response and our prior experience with marketing our coverage, Brecher recommends that the Law Library renew with Guardian and continue to provide life insurance for part-time employees who work less than 20 hours per week through AFLAC where available.

ANALYSIS

As discussed above, Guardian, in support of small business clients, has agreed to a rate pass (0% increase) on all lines of coverage with a 2-year rate guarantee. Brecher indicated that if we were to solicit additional bids, carriers would decline, as in previous years, to quote on the dental coverage due to the large retiree population. Additionally, we could also lose the favorable terms currently being offered by Guardian. Accordingly, the Law Library did not request that Brecher solicit additional bids.

Life Insurance: The Law Library previously expanded benefits to include life insurance for part-time employees. However, Brecher has been unable to identify a group life insurance policy that would cover all employees; neither Guardian nor any of the other carriers contacted by Brecher will provide life insurance for part-time employees who work fewer than 20 hours per week. Accordingly, the Law Library has been offering individual life insurance coverage for those part-time employees who are eligible through AFLAC and will continue to do so for eligible employees. Part time employees who work more than 20 hours per week are part of the Guardian group life insurance.



RECOMMENDATION

Staff recommends that the Board authorize providing life insurance for part-time, eligible employees through AFLAC and approve the renewal of all lines of insurance coverage with Guardian.

Attachment





**It's renewal
time!**

**Guardian is
here to help.**

RENEWAL INFORMATION FOR

**LA LAW LIBRARY
GROUP PLAN # 00449734**

**RENEWAL PERIOD
August 1, 2024 - July 31, 2025**



guardiananytime.com

The Guardian Life Insurance Company of America, New York, NY.

What you'll find in this package

| RENEWAL INFORMATION | PAGE |
|----------------------------|-------------|
| Commission Disclosure | 3 |
| Renewal Rates At-a-Glance | 4 |
| Renewal Salary Census | 9 |

Please note:

If your group plan includes multiple lines of coverage, a multi-line discount was used in the pricing. If you do not wish to renew all lines of coverage, please contact us for revised pricing.



guardiananytime.com
The Guardian Life Insurance Company of America, New York, NY.

Participating Policy and Producer Compensation Disclosure Statement

Participating Policy Statement:

Any commercial insurance group policy underwritten and issued by The Guardian Life Insurance Company of America, a New York Domiciled mutual company, is a participating policy. It is not expected, however, that a dividend will be paid on any such group policies. All coverage will be provided as set forth in the policies.

Producer Compensation Disclosure:

As is common with Group insurance, your coverage(s) might involve one or more licensed producers who will receive compensation from Guardian for soliciting, negotiating, securing and/or administering the insurance coverage(s) you have purchased. Compensation to these producers may be paid in the form of base commissions, administrative service commissions and, in some instances, supplemental compensation (e.g., an annual performance bonus). For more detailed information regarding producer compensation relative to your Guardian coverage(s), please contact your Guardian local sales consultant or account manager.

Compensation is generated based upon premium which has been remitted by the planholder and applied by Guardian. Graded Commission scales, which can vary by product, are calculated based upon decremental scales (i.e. percentage payable decreases as defined premium thresholds are attained). Graded commission scales refresh annually upon each plan's anniversary. For DHMO, Supplemental Health, SMD and/or ASO Vision commission information, or for any other questions, please contact your local Guardian sales consultant or account manager.

If commissions are paid based on a percentage basis, the percentage is calculated monthly on enrolled lives, not eligible lives. Graded commission scales are calculated as a percentage of annual premium and are on a sliding scale.

| Product | Commissions |
|----------------|-------------------------|
| AD&D | Graded Scale Commission |
| AD&D Voluntary | 13% |
| Dental PPO | Graded Scale Commission |
| LTD | Graded Scale Commission |
| Basic Life | Graded Scale Commission |
| Vol Life | 13% |
| Vision PPO | Graded Scale Commission |



Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1, 2 and 3

Good news ! There is a 2 year rate guarantee on this plan

| DENTAL PLAN RATES - CHOICE PLAN | | | | | |
|---------------------------------|--------------------|--------------|-----------------|--------------|-----------------|
| Tier | Enrolled Employees | CURRENT | | RENEWAL | |
| | | Monthly Rate | Annual Premium | Monthly Rate | Annual Premium |
| EE | 43 | \$62.21 | \$32,100 | \$62.21 | \$32,100 |
| EE/SP | 18 | \$113.25 | \$24,462 | \$113.25 | \$24,462 |
| EE/CH | 2 | \$143.18 | \$3,436 | \$143.18 | \$3,436 |
| FAMILY | 5 | \$194.27 | \$11,656 | \$194.27 | \$11,656 |
| TOTAL | 68 | | \$71,655 | | \$71,655 |

If you have determined that your group is subject to ACA regulations which require you to include pediatric dental essential health benefits, Guardian can provide these benefits. Please contact your local Sales Office for options.

This plan is currently offered for Insurance Class 1 and 3

Good news ! There is a 2 year rate guarantee on this plan

| VISION PLAN RATES - | | | | | |
|---------------------|--------------------|--------------|----------------|--------------|----------------|
| Tier | Enrolled Employees | CURRENT | | RENEWAL | |
| | | Monthly Rate | Annual Premium | Monthly Rate | Annual Premium |
| EE | 29 | \$12.42 | \$4,322 | \$12.42 | \$4,322 |
| EE/SP | 7 | \$21.32 | \$1,791 | \$21.32 | \$1,791 |
| EE/CH | 1 | \$21.75 | \$261 | \$21.75 | \$261 |
| FAMILY | 3 | \$35.07 | \$1,263 | \$35.07 | \$1,263 |
| TOTAL | 40 | | \$7,637 | | \$7,637 |

Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1 and 3

Good news ! There is a 2 year rate guarantee on this plan

| LTD PLAN RATES | | | | |
|----------------|---------------|----------------|---------------|----------------|
| Volume | CURRENT | | RENEWAL | |
| | Monthly Rate | Annual Premium | Monthly Rate | Annual Premium |
| \$217,232 | \$0.190/\$100 | \$4,953 | \$0.190/\$100 | \$4,953 |

This plan is currently offered for Insurance Class 1, 3 and 4

Good news ! There is a 2 year rate guarantee on this plan

| BASIC LIFE PLAN RATES | | | | | |
|-----------------------|-------------|----------------|----------------|----------------|----------------|
| Coverage | Volume | CURRENT | | RENEWAL | |
| | | Monthly Rate | Annual Premium | Monthly Rate | Annual Premium |
| BASIC LIFE | \$1,182,500 | \$0.120/\$1000 | \$1,703 | \$0.120/\$1000 | \$1,703 |

This plan is currently offered for Insurance Class 1, 3 and 4

Good news ! There is a 2 year rate guarantee on this plan

| AD&D PLAN RATES | | | | | |
|-----------------|-------------|----------------|----------------|----------------|----------------|
| Coverage | Volume | CURRENT | | RENEWAL | |
| | | Monthly Rate | Annual Premium | Monthly Rate | Annual Premium |
| AD&D | \$1,182,500 | \$0.020/\$1000 | \$284 | \$0.020/\$1000 | \$284 |

This plan is currently offered for Insurance Class 1 and 3

Good news ! There is a 2 year rate guarantee on this plan

| VOLUNTARY LIFE PLAN RATES | | | |
|---------------------------|----------------|--|----------------|
| EMPLOYEES | CURRENT | | RENEWAL |
| Employee Age | Monthly Rate | | Monthly Rate |
| 15-29 | \$0.055/\$1000 | | \$0.055/\$1000 |
| 30-34 | \$0.063 | | \$0.063 |
| 35-39 | \$0.094 | | \$0.094 |
| 40-44 | \$0.166 | | \$0.166 |

Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1 and 3

Good news ! There is a 2 year rate guarantee on this plan

| VOLUNTARY LIFE PLAN RATES (Continued) | | |
|---------------------------------------|----------|----------|
| EMPLOYEES | CURRENT | RENEWAL |
| 45-49 | \$0.257 | \$0.257 |
| 50-54 | \$0.389 | \$0.389 |
| 55-59 | \$0.617 | \$0.617 |
| 60-64 | \$1.032 | \$1.032 |
| 65-69 | \$1.686 | \$1.686 |
| 70-74 | \$2.728 | \$2.728 |
| 75-79 | \$4.848 | \$4.848 |
| 80-84 | \$9.463 | \$9.463 |
| 85-89 | \$15.626 | \$15.626 |
| 90-94 | \$24.435 | \$24.435 |
| 95-99 | \$37.348 | \$37.348 |

This plan is currently offered for Insurance Class 1 and 3

Good news ! There is a 2 year rate guarantee on this plan

| VOLUNTARY LIFE PLAN RATES | | |
|---------------------------|----------------|----------------|
| SPOUSE | CURRENT | RENEWAL |
| Employee Age | Monthly Rate | Monthly Rate |
| 15-29 | \$0.055/\$1000 | \$0.055/\$1000 |
| 30-34 | \$0.063 | \$0.063 |
| 35-39 | \$0.094 | \$0.094 |
| 40-44 | \$0.166 | \$0.166 |
| 45-49 | \$0.257 | \$0.257 |
| 50-54 | \$0.389 | \$0.389 |
| 55-59 | \$0.617 | \$0.617 |
| 60-64 | \$1.032 | \$1.032 |
| 65-69 | \$1.686 | \$1.686 |
| 70-74 | \$2.728 | \$2.728 |
| 75-79 | \$4.848 | \$4.848 |
| 80-84 | \$9.463 | \$9.463 |
| 85-89 | \$15.626 | \$15.626 |
| 90-94 | \$24.435 | \$24.435 |
| 95-99 | \$37.348 | \$37.348 |

Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1 and 3

Good news ! There is a 2 year rate guarantee on this plan

| VOLUNTARY LIFE PLAN RATES | | |
|---------------------------|----------------------------|----------------------------|
| CHILD(REN) | CURRENT Monthly Rate | RENEWAL Monthly Rate |
| CHILD(REN) | \$0.167/\$1000 | \$0.167/\$1000 |

This plan is currently offered for Insurance Class 1 and 3

Good news ! There is a 2 year rate guarantee on this plan

| VOLUNTARY AD&D PLAN RATES | | | | | |
|---------------------------|-------------|-----------------|-------------------|-----------------|-------------------|
| Tier | Volume | CURRENT | | RENEWAL | |
| | | Monthly Rate | Annual Premium | Monthly Rate | Annual Premium |
| EE | \$1,380,000 | \$0.032/\$1000 | \$530 | \$0.032/\$1000 | \$530 |
| SPOUSE | \$225,000 | \$0.032 | \$86 | \$0.032 | \$86 |
| CHILD(REN) | \$15,000 | \$0.032 | \$6 | \$0.032 | \$6 |

California SDBC Program Disclosure

[Important Information for Planholders with Guardian Dental Coverage](#)

California situated Dental Plans are required to provide a state mandated Summary of Dental Benefits and coverage ("SDBC") disclosure matrix to eligible participants at time of enrollment to better compare and consider dental coverage options available to them. As your dental provider, please visit GuardianAnytime.com to obtain an applicable SDBC disclosure that can be made available for distribution to eligible participants prior to enrollment.



guardiananytime.com

The Guardian Life Insurance Company of America, New York, NY.

Action Needed For Your Guardian Coverage

Renewal Census Required

In order to meet our contractual renewal notice deadline, your plan was renewed based upon the most recent census information we had on file. However, it is important that we maintain accurate salary and census information. Please take this crucial step now to ensure employees receive the maximum coverage they are entitled to under any Guardian salary-based programs.

We have an easy and secure way to view and update employees' salaries using our Enrollment Mapping and Management Application (EMMA). Simply follow the steps below.

Viewing Salary Census Report:

You can find a report of current employees and their salaries by visiting EMMA.

1. Navigate to <https://signin.guardianlife.com/signin>
2. Go to the Members tab
3. Choose the Update multiple members page
4. Click the Launch EMMA button
5. Click Start the download process
6. Click Salary census and enter the date range that you would like to include and click download.

Updating Employees' Salaries:

You can update multiple salaries by simply uploading an updated census back into EMMA. Follow the above steps to Launch EMMA then click Start the upload process, select Salary census and then Continue. EMMA will then walk you through any additional steps needed.

AGENDA ITEM 4.0/DISCUSSION ITEM 4.1

MEMORANDUM

DATE: May 29, 2024

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director
Chloe Casey, Community Resource Specialist

RE: Presentation of Community Connections Statistics

SUMMARY

The LA Law Library recognizes that many patrons can benefit from other resources in addition to legal resources and services. To meet this need, the Library created Community Connections, a program that provides guidance to patrons needing access to community services, benefits, and support. Patrons can obtain help connecting with the following: emergency services for food, clothing, and shelter; government benefits; housing; healthcare; Veterans Services; employment; elder care; mental health services; and citizenship. Patrons can receive help through in person visits to the Library, by telephone, or by email.

Chloe Casey, Community Resource Specialist will provide an update on the program with statistics of community participation.



MEMORANDUM

DATE: May 29, 2024

TO: Board of Law Library Trustees

FROM: Katherine Chew, Executive Director
Ryan Metheny, Director, Reference and Collections

RE: Progress Report on Rare Book One-Time Funding Project

SUMMARY AND BACKGROUND

As a county law library, the Library serves primarily to provide practical, current legal information to self-represented litigants, attorneys, and other members of the public. Because we are one of the premier public law libraries in the U.S., we have also acquired, through private donations and as a result of our long history, a substantial collection of rare and historical material. This latter aspect of our collection makes us a valuable resource for academic, historical, and other researchers throughout the state, country and the world; and, brings considerable prestige to the Library.

Our rare and historical collection includes such treasures as: English common law compilations dating back to the 1300s; centuries-old Roman, canon, and other religious law; wartime laws from the occupying Allied powers after the fall of Nazi Germany; transcripts of famous historic trials like the Clarence Darrow bribery case; laws of the original thirteen colonies and early California; and, one of the only extant collections of North Korean law. A selection of these items will be presented at the meeting for illustrative purposes.

In January 2019, the Board approved the use of one-time funding from the State to identify, assess and preserve print items such as these. The need for this project stemmed from the following factors:

- Although the Library takes great care to preserve older and fragile items, we are not an official archive or rare book repository, and do not have an archivist on staff. As a result, staff require training on best practices in the preservation and mitigation of damage to older print materials.
- Because of the ad hoc nature of our rare book collection, Library staff have not conducted a systematic inventory and condition assessment of all items in the collection that might be considered rare or of historical value.



- Due to space constraints in some areas of the closed stacks, the entire collection will need to be shifted in the next few years to make more efficient use of shelving space. Identifying, assessing, and moving rare and historical items to the Rare Book Room will serve as a first step in this larger project. Doing so will allow us to prevent damage to fragile items that might otherwise occur during a shift, and create additional room in the stacks pending this larger shift.

PROGRESS AND STATUS REPORT

In January of this year, the Library retained Kristi Westberg, Senior Book and Paper Conservator at The Huntington Library, as a consultant. After two site visits to assess the environment of the Rare Book Room, closed stacks, and our general preservation practices, Ms. Westberg provided hands-on demonstration and training to staff on the care of older and damaged items during a very well-attended session in March. She also provided several written and multimedia instructions and recommendations, including the **Summary Report**, Exhibit A.

Staff subsequently created a schedule, **collection assessment checklist** (with Ms. Westberg's input, Exhibit B), and tracking spreadsheet to begin identifying and assessing rare and historical items in the collection. Staff are using as a starting point a catalog listing of all titles in the collection that date to 1820 or older – a total of 919 titles. Staff will also assess any other rare, fragile, or valuable items identified during the course of the review. Staff will proceed through the entire collection in Library of Congress call number order, using on-call reference assistants as backfill on the Reference desk during the project. The equivalent of about one half-day reference desk shift will be devoted each week to the project, and staff will rotate their participation week by week.

Staff embarked on the project this month, and expect the assessment process to take about a year. After assessment is complete, staff will analyze results, make final recommendations on which items to include in the Rare Book Room, and finish putting into place the preservation and mitigation measures recommended by Ms. Westberg, for the Rare Book Room itself, and on an item-by-item basis. The Library plans, at the end of this process, to develop a policy for public access to rare materials and to regularly highlight our rare and historical collection to the public through our website and social media.

CONCLUSION

By completing the assessment project and putting into place systematic preservation practices, the Library hopes to confirm our status as an invaluable public resource for rare and historical legal material, and conserve these items for the use of researchers in Los Angeles County, and throughout the country and world, for many years to come.



EXHIBIT A

AGENDA ITEM 4.0-DISCUSSION ITEM 4.2

RARE BOOK COLLECTION

SUMMARY REPORT

Summary Report

Primary goals of preservation

1. To minimize the chemical and physical deterioration of collection materials.
2. To prevent damage to collection materials and prevent the loss of informational content.
3. To prolong the overall lifetime of collection materials.

The following recommendations and additional documentation outline best practices for the continued preservation of rare books and library materials.

Building and environment

Work with the facilities department to ensure the building envelope is secure and stable.

Action items:

- Check building exterior for insect or rodent entry points. If any open or weak areas are found, work to close gaps.
- Determine if an outdoor pest management program is already in place, if not consider using an outside vendor to help prevent insect and rodent infestation.
- Work with the facilities department to determine what environmental conditions are possible and can be maintained with the current HVAC equipment. Use the included [Environmental Monitoring](#) document as a guide to create temperature and relative humidity ranges that your equipment can maintain.
- Begin monitoring temperature and relative humidity in collection areas (instructions in [Environmental Monitoring](#) documentation).
- Consider setting up a limited Integrated Pest Management (IPM) program to trap and monitor insect activity in collection areas. See [Limited IPM Program](#) document for details.

Handling Rare Materials

Individual handouts on how to handle different library material types are located in the [Handling Instructions + Presentation](#) folder.

Quick handling review:

1. Prepare yourself by washing hands with soap and water and removing any loose or dangling ID badges, jewelry, or other items that could get caught on or snag on the item.
2. Prepare your space. Clear the path to follow and prepare a clean and clear work surface for your materials. Gather book supports as needed.
3. Spend a minute observing the object. Do you see any damage that needs to be kept in mind as you review the item? Proceed with caution.

4. Ensure the item is fully supported especially at weak areas like the out joints where the boards open and close. Use foam cradles or a book pillow to support the item as you review. See [Bound Materials handling instructions](#) for book support vendors.

Action item:

- Purchase book supports and weights listed in [Bound Materials](#) handling instructions

Assessing Rare Materials for Damage

Common areas of damage in books were reviewed during our in-person session, see included [Handling Library Materials](#) PowerPoint presentation for image of the common types of damage in books listed below.

| Type of damage | Possible action to take |
|--|--|
| Damaged or missing headcaps and endbands | Leave as is or place in custom box |
| Detached boards | Use twill tape to tie boards and textblock together or place in custom box |
| Spine damage | Leave as is or place in custom box |
| Scuffed covers | Leave as is or place in custom box |
| Loose leaves | Place in custom box |
| Red rot | Place in custom box |
| Friable media | Limit handling, possibly digitize using a camera from above (not a flatbed scanner) if the item is highly used |
| Mold | Review included Moldy Item Procedure , treat heavily mold damaged items and store in boxes or in quarantine location |

Action items:

- Purchase [twill tape](#) for tying books that will not be boxed
- Review included [Box Order Spreadsheet](#) for instructions on ordering custom boxes

Recommendations for RBR

The following recommendations are specific to the RBR, however many of these recommendations can be carried through to the other closed stack areas depending on staff availability.

Recommended actions:

1. [Vacuum](#) the exterior of all the books with [micro tools](#) and wipe down the shelves with [microfiber cloths](#). See [Book Vacuuming](#) video for instructions. *If the shelves are very dirty wipe them down with a 50:50 mixture of isopropyl and water using the microfiber cloth. Wait for the surface to completely dry before replacing books.

2. Many of the books were packed too tight on the shelves, making them difficult to pull. Conversely, many books were unsupported and leaning or slumping on shelves (see image 1291). Shift books as necessary to create breathing space and reduce pressure on bindings. Use [magnetic bookends](#) to support books.
3. Many limp and stiff parchment bindings were shelved flat. Parchment is very reactive to temperature and relative humidity changes. Where possible box splayed parchment bindings (see image 1287 and 1307) or store upright and well supported to hold the covers in plane.
4. Where possible use two back-to-back shelves to store oversized volumes. Avoid storing oversized volumes that stick out from the shelf on the lowest shelf where it can be kicked or hit by a cart (see image 1292)
5. Box volumes that have detached or loose pieces to help prevent loss (see image 1300).
6. Box items with red rot to help contain the issue.
7. Begin monitoring the RBR environment and work with facilities to maintain consistent and stable temperature and relative humidity.
8. Consider implementing a limited integrated pest management program.
9. Purchase new foam book supports, book pillows, and light weights to facilitate safe handling by staff and researchers. (remember to toss the old foam wedges, they are very degraded)

EXHIBIT B

AGENDA ITEM 4.0-DISCUSSION ITEM 4.2

RARE BOOK COLLECTION

COLLECTION ASSESSMENT
CHECKLIST

COLLECTION ASSESSMENT CHECKLIST

Use the following checklist when assessing titles as candidates for the RBR.

TITLE: _____

CALL NUMBER: _____

1. Is the title law-related?

Yes

No

If no, provide the non-law topic that best represents the subject of this title

SUBJECT: _____

2. What is the jurisdictional coverage of the title?

Check all that apply.

California

Federal/United States

Non-California State

Foreign/International

3. Are there any contaminants that can affect other volumes (see reverse for separate checklist)?

Use your best judgment.

Yes

No

Unclear

4. Can you see any visible deterioration of pages or binding?

Yes

No

5. In your best judgment, does this item need an enclosure (e.g., box) to maintain its integrity?

Yes

No

6. Are there other conditions present that might impact long term maintenance of title or volume(s)?

No

Yes

If Yes, provide additional details below (#9).

7. Size of title/volumes. Round up to nearest quarter inch.

Number of Volumes: _____

Linear Shelf Space: _____

Height: _____

Depth(spine-edge): _____

Var. Sizes (circle): **YES / NO**

8. Is the publication date pre-1820?

Yes

No

Partial

If partial, provide the number of pre-1820 volumes, as well as the linear shelf space for all pre-1820 volumes.

Number of Volumes: _____

Linear Shelf Space: _____

9. Other unique characteristics that might warrant higher level of preservation.

Conditions that can affect the overall condition of books/items in Library collection:

1. Red rot; e.g., decomposition of leather binding materials
2. Pests; e.g., termites, silverfish, bookworms, cockroaches causing holes/tunneling/discoloration/damage through pages of books
3. Mold; e.g., fungal growth
4. Damage from liquids
5. General age/handling deterioration:
6. Detached or partially-detached parts
7. Other observed deterioration conditions not mentioned above