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Date: May 11, 2012

To: Chair Stephen Albers and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: Loss Control review

Our insurance broker suggested that we have Philadelphia Insurance Co conduct a loss control review of our properties, with the intent to make recommendations that if implemented would improve our safety record (and thus, minimize increases to annual premiums). I have met with the loss control consultant and she recommended we set out a three year review of our properties, about a third occurring each year.

I was informed that the cost is free to us as loss control services come with Philadelphia Insurance policy holders. The underwriter is reviewing the scope of work and will let us know the extent of work Philadelphia will approve.

The first buildings to review will be the Processing Administrative Center, and Summit, Lakewood, Sumner, Tillicum, Key Center libraries conducted this summer.

The Loss Control consultant will also review our safety review forms and our fleet vehicles, and provide online information that can help us in various ways related to safety. Resources will be made available to the Safety Committee, as well.

I will keep the Board apprised of results.