



Orange County Public Law Library

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Director

Michael D. Franco, Esq., President
Hon. Julian W. Bailey
Hon. Jacki C. Brown
Hon. William Claster
Prof. Sherry L. Leysen
Hon. Elizabeth G. Macias
Hon. Glenn R. Salter

Annual Report

2020-21

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Mission Statement

The Orange County Public Law Library is a state chartered comprehensive public library, the purpose of which is to provide reference materials and research services on state, federal and international statutes, case law and supporting materials to the general public and legal community of Orange County, California.

The library emphasizes the provision of quality levels of traditional service and technological alternatives to meet the present and projected needs of its patrons.

The library is dedicated to maintaining and improving the high standards of its services through its skilled and knowledgeable staff.

Major Events

The year began with the library operating under strict public health restrictions due to the ongoing COVID-19 pandemic. Staff had returned to the building earlier that summer but it remained closed to the public for a short time, as recommended by state guidelines. Staff continued to serve the public remotely, as they had since the beginning of the pandemic, providing research assistance and materials by phone, email, and chat, and with a “curbside” pickup service.

The building opened to the public in August. In order to enforce mask requirements, social distancing guidelines, and other public health measures, appointments were required to enter the building. Staff booked appointments by telephone and on a walk-in basis. Fortunately, space was never so limited that anyone needing to conduct legal research was turned away.

Shortly thereafter, the library began offering access to remote court hearings in its conference rooms, which were set aside and equipped for that purpose. Staff worked with Superior Court administration to ensure that the public was aware of this service. Usage trended upward as the weeks went on.

In the spring, the library embarked on a long-awaited reflooring and repainting project. Heavily used portions of the library received new carpeting and paint. Carpet in high traffic areas was replaced with hard surface for improved wear and ease of cleaning. In addition, the exterior parapet on the roof of the 2007 addition was resurfaced in places to protect from water intrusion.

The building reopened fully on June 15. While a limited mask mandate remains in place, distancing guidelines and capacity restrictions have been lifted. As a result, the library has discontinued its appointment system. While staff continue to serve interested patrons remotely, in-person usage is increasing.

Board of Trustees

The Orange County Public Law Library is governed by a seven-member board of trustees. The board's attention, support, and dedication are greatly appreciated. Board members were:

Hon. Julian W. Bailey
Hon. Jacki C. Brown
Judge William Claster
Michael D. Franco, Esq.
Prof. Sherry Leysen
Hon. Elizabeth G. Macias
Hon. Glenn R. Salter

Officers were:

2020

Hon. Julian W. Bailey, President
Michael Franco, Esq., Vice President
Prof. Linda Kawaguchi, Secretary
Hon. Glenn R. Salter, Secretary

2021

Michael Franco, Esq., President
Hon. William Claster, Vice President
Hon. Jacki C. Brown, Secretary

Committees were:

2020

Personnel

- Judge Claster, chair
- Mr. Franco
- Judge Macias

Finance

- Judge Salter, chair
- Judge Brown
- Prof. Kawaguchi

2021

Personnel

- Judge Claster, chair
- Prof. Leysen
- Judge Macias

Finance

- Judge Brown, chair,
- Judge Bailey
- Judge Salter

Prof. Kawaguchi stepped down from the board after seven years. Prof. Sherry Leysen, Assistant Professor of Law and Director of the Hugh and Hazel Darling Law Library at the Fowler School of Law, Chapman University, was appointed to the board by the Orange County Board of Supervisors shortly thereafter.

Staff

We are fortunate to have an experienced and dedicated staff:

Director	Brendan Starkey
Public Services Librarian	Molly Solazzo
Systems/Technical Services Librarian	Scott Enke
Administrative Assistant	Kelsey Chrisley
Budget Assistant/Technical Services Coordinator	Brenda Suh
Catalog Assistant	Victoria Garrott-Collins
Circulation Assistant	Patricia Walter
Documents Assistant	Michele Dulson
Library Assistant	Elizabeth Harmon
Library Assistant	Ignacio Ramirez-Santiago
Network Technician	Phuong Ha
Reference Assistant	Diane Whitaker
Reference Librarian	Lu Nguyen
Reference Librarian	Mora Prestinary
Serials Assistant	Juan Gomez

In December, the following staff were recognized for their years of service to the library:

Lu Nguyen	25 years
Elizabeth Harmon	15 years
Michele Dulson & Scott Enke	10 years
Juan Gomez & Diane Whitaker	5 years

We thank them for all their hard work!

Serials Assistant Debra White retired in January after 18 years at the library. She will be missed. Juan Gomez transitioned from Public Services into Debra's position. Juan's former position was filled by Ignacio Ramirez-Sanchez. Welcome aboard, Ignacio!

Staff were fortunate to attend meetings and workshops of various professional associations to learn about new developments and upgrade their skills. These included:

- Fall and Spring meetings of the Council of California County Law Librarians (Brendan Starkey)
- The Southern California Association of Law Libraries (SCALL) Annual Institute: Data Privacy in the Age of the Cloud (Lu Nguyen & Brendan Starkey)
- The Annual Meeting of the American Association of Law Libraries (Brendan Starkey)

Staff also attended many professional development webinars covering topics such as the ongoing impact of COVID-19 on library services, cybersecurity for libraries, and preventing and responding to sexual harassment, among other more esoteric library-related topics.

Budget

Civil case filing fee revenue, the library's primary source of funding, plummeted to zero during the final quarter of FY2019-20 due to COVID-19-related court closures. As it was unclear how long this trend would continue, the library began this fiscal year in an austerity mindset with a budget to match. As income trended upward, however, and the California Legislature contributed \$939,313.83 to offset revenue loss in the prior fiscal year, the library increased expenditures where necessary while ending in the black. See Exhibit A.

The board approved \$470,220.25 for the long-awaited reflooring and repainting project, which came in under budget at \$462,314.10. (Exhibit A line 1850 shows project expenditures of \$459,584.14 because a small, early expense on the project was charged to a non-capital line.) Line 1402 Minor Alterations & Improvements went over budget because expenditures associated with the painting and reflooring project that were not included in its budget, namely, time and labor for related work by OC Public Works, were charged to this line. These expenses were not included in the library's budget initially because it was not clear that we would proceed with the project.

Line 1809 Minor Equipment went over because the library decided to replace outdated and/or broken equipment that it would have waited to replace had income remained low. The library typically spends \$30-60,000 a year on equipment so these expenditures are still lower than usual.

Acquisitions of books (2400) and periodicals (1802) increased once it became clear that the library would not have to cancel or withhold updating of titles. Similarly, the library purchased access or enhanced access to various databases (1901) to provide additional materials to patrons and/or to offer remote access (outside the library building) where possible.

Collection

The grand total for all volumes and volume equivalents is 384,231, a 0.27% increase in collection size over the previous year. The library spent \$533,782.85 for materials, a 0.09% decrease due to reduced funding. While we gradually increased purchases of books, periodicals, and electronic resources as it became clear that funding would be higher than anticipated, purchasing remained relatively low overall.

Technical Services staff added 13,452 new bibliographic records to our online catalog system, along with 20,579 supporting records.

In early 2021, the library purchased access to the LexisNexis Digital Library, which includes e-book versions of popular titles from Lexis Publishing and Matthew Bender. These can be accessed in the library computer lab or on its wireless network. In addition, library account holders have the option of accessing these materials remotely with a login and password. This has been popular with account holders and has driven an increase in applications for library accounts.

The library received a generous donation from the Elder Law and Special Needs Section of the Orange County Bar Association to buy materials in those subject areas.

Conclusion

While we are still dealing with the impact of the COVID-19 pandemic, we have gradually returned operations to something that more closely resembles normal. We continue to monitor developments in public health so we can go on serving the public as safely and effectively as possible.

**Revenue and Expenditures
FY2020-21**

Revenue	Actual	Budget	% of Bud.
6610 Interest (on Cash)	\$ 16,544.31	\$ 5,850.00	283%
7430 Court Filing Fees	2,611,481.42	1,969,593.50	133%
7570 Library Services	2,234.01	2,240.00	100%
7590 Fee-based Services	26.00	550.00	5%
7670 Miscellaneous Revenue	8,816.81	4,340.00	203%
TOTAL	\$ 2,639,102.55	\$ 1,982,573.50	133%

State Supplemental Funding	Actual	Budget	% of Bud.
6970 State, Other	\$ 939,313.83	n/a	n/a

Operating Expenditures	Actual	Budget	% of Bud.
0101 Regular Salaries	\$ 1,115,317.48	\$ 1,129,057.50	99%
0104 Annual Leave Payoff	11,249.91	27,065.40	42%
0112 Other Salaries	-	-	0%
0200 Retirement	125,867.25	124,673.02	101%
0204 Executive Deferred Compensation	6,776.08	6,750.00	100%
0206 Retiree Medical	37,921.73	39,506.76	96%
0301 Unemployment Insurance	1,680.00	2,205.00	76%
0304 Management Employee Insurance	3,112.97	4,409.49	71%
0306 Health Insurance	139,699.23	140,049.00	100%
0319 Unit Employee Insurance	7,348.80	7,488.00	98%
0352 Worker's Compensation—General	4,610.40	8,500.00	54%
0401 Medicare	19,651.49	20,596.49	95%
0403 Optional Benefit Plan	11,500.00	11,500.00	100%
0450 Accrued Salary & Benefits	-	n/a	n/a
0741 Telephone—Other	11,782.34	11,770.80	100%
1100 Insurance	41,265.00	42,215.00	98%
1300 Maintenance—Equipment	49,100.37	60,149.52	82%
1400 Maintenance—Building	2,508.38	3,000.00	84%
1402 Minor Alterations & Improvements	40,767.18	3,000.00	1359%
1600 Memberships	4,760.00	4,780.00	100%
1700 Miscellaneous Expense	351.00	5,817.50	6%
1800 Office Expense	11,554.06	15,729.33	73%
1801 County Publishing	-	150.00	0%
1802 Periodicals	274,806.98	253,407.00	108%
1803 Postage	282.44	425.00	66%
1809 Minor Equipment Controlled	24,134.12	4,875.00	495%
1900 Professional & Specialty Services	3,366.15	6,725.00	50%
1901 Databases	151,965.21	147,187.14	103%
1909 Contracts	30,203.01	43,316.79	70%
1911 CWCAP	27,633.00	27,633.00	100%
1940 County IT Charges	4,203.97	4,308.45	98%
2100 Rents & Leases—Equipment	9,494.64	10,312.30	92%
2400 Books	107,010.66	95,200.00	112%
2600 Transportation & Travel—General	11,357.16	12,200.00	93%
2601 Private Auto Mileage	-	500.00	0%

Operating Expenditures		Actual	Budget	% of Bud.
2602	Garage Expense	3,554.00	3,000.00	118%
2700	Transportation & Travel—Meetings	405.00	12,150.00	3%
TOTAL		\$ 2,295,240.01	\$ 2,289,652.50	100%

Capital Income		Actual	Budget	% of Bud.
6610	Interest (on Reserve)	\$ 44,199.06	\$ 101,747.00	43%

Capital Expenditures		Actual	Budget	% of Bud.
1850	Rehabilitation Project	\$ 459,584.14	\$ 470,220.25	98%
4000	Equipment	-	-	-

PUBLIC SERVICES STATISTICS

A FIVE YEAR COMPARISON

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
PATRONS:	42,253	37,371	31,339	20,997	17,360 ¹
PHONE CALLS:	854	688	649	482	1,739
REFERENCE:					
Ref. Desk	8,298	5,955	6,214	3,770	2,434
Email	146	150	150	90	463
Chat (24/7)	1,188	1,252	1,472	703	455
Tickets	0	0	0	0	606
COURT HEARINGS:					
No. of Persons	0	0	0	0	10
Amount of time (DT)	0	0	0	0	2
CIRCULATION:					
Main	2,421	2,140	2,158	1,505	1,354
Jail	0	0	0	0	0
Judicial	5	10	2	22	6
RESERVES	5	4	2	0	3
OVERDUE NOTICES	60	56	10	0	0
FINE NOTICES	48	38	23	12	0
REGISTRATIONS:	66	57	49	32	56
Registered	36	32	25	17	34
Resident	25	16	24	15	21
Official	5	5	0	0	0
Judicial	0	4	0	0	1
CANCELLATIONS	23	17	12	8	3
CONFERENCE ROOMS:					
Room A	41	24	33	8	1
Room B	15	18	15	6	0
TOURS	1	0	0	3	0
No. of Persons	1	0	0	8	0
INTERLIBRARY LOAN:					
Requested: Books	1	2	0	0	0
Photocopies	0	0	0	0	0
Loaned: Books	4	0	2	0	0
Photocopies	1	0	1	0	0
MICROFORMS USED	36	7	18	27	0

¹The patron count was lower this year and last due to the impact of the COVID-19 pandemic. A technical problem made accurate data collection in March and April impossible so an average was used for those months.