



# Orange County Public Law Library

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Director

Hon. William Claster, President  
Hon. Julian W. Bailey  
Sup. Katrina Foley  
Hon. Robert A. Knox  
Sherry L. Leysen, Esq.  
Hon. Elizabeth G. Macias  
Hon. Glenn R. Salter

## Annual Report

### 2021-22

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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

Staff are excited to report that in-person usage of the library returned to pre-pandemic levels this year. While the COVID-19 public health emergency continues, there was no serious illness among staff and library operations were not materially affected.

While in-person usage was up, library staff continued efforts to provide service beyond our building. We provided popular self-help titles from the popular Nolo Press to each of the Orange County Superior Court’s Self-Help Centers. We responded to 189 questions submitted to our “Ask A Librarian” email reference service (<https://www.ocpll.org/email-a-librarian/>). In

addition, our staff participated in providing real time virtual legal reference through the Question Point Reference Program, an arrangement with nine other California county law libraries and the California State Law Library. Using chat software, a reference librarian guides the patron asking a reference question to relevant information. Patrons connect with the “Ask a Law Librarian” button on the California Courts Self-Help Center (<http://www.courts.ca.gov/selfhelp.htm>). Our staff answered 733 questions on this platform this year. Staff also continued to develop online self-help guides and digitize existing guides (<https://www.ocpll.org/legal-research-resources/>). Topics include Homestead Your Property, Recursos en Español, Eviction, and Wills.

The library also made improvements in the technology available to the public. We bought new computers for all public areas of the library, including our computer lab and catalog terminals. We acquired a new flatbed scanner that allows patrons to scan documents to email, cloud utilities, and flash drives at no charge. We added titles from the American Bar Association and LexisNexis publishing to our popular digital library of e-books. For the popular Westlaw online legal database, we purchased search enhancements that make the system more user friendly and added the popular Practical Law library.

It was an eventful year for our building as well. An electrical malfunction in an elevator led to a fire evacuation on November 18, but the Orange County Fire Authority arrived quickly and addressed the problem. A high wind event damaged portions of the library’s roof over the Thanksgiving holiday. Fortunately, no one was injured and repairs were completed over the following months.

### **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  
Hon. William Claster  
Supervisor Katrina Foley  
Michael D. Franco, Esq.  
Hon. Robert A. Knox  
Prof. Sherry Leysen  
Hon. Elizabeth G. Macias  
Hon. Glenn R. Salter

Officers were:

#### 2021

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

#### 2022

Hon. William Claster, President  
Hon. Elizabeth G. Macias, Vice President  
Prof. Sherry Leysen, Secretary

Committees were:

2021

Personnel

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

Finance

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

2022

Personnel

- Professor Leysen, chair
- Judge Bailey
- Judge Salter

Finance

- Judge Macias, chair,
- Supervisor Foley
- Judge Knox

Hon. Jacki C. Brown stepped down from the board after seven years of service. Michael D. Franco, Esq. did so after four. Both had served as president and in various other positions on the board. The board and staff greatly appreciate their service.

**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:

Mora Prestinary	35 years
Brenda Suh	30 years

We thank Mora and Brenda for all their hard work!

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
- The Southern California Association of Law Libraries (SCALL) 50th Annual Institute: The History and Future of Legal Research
- The Annual Meeting of the American Association of Law Libraries

Staff also attended many professional development webinars covering topics such as increasing access to justice and technology, criminal justice reform, improving online search strategies, researching U.S. Citizenship and Immigration Services data, and researching federal education statistics, cybersecurity for libraries, and other more esoteric library-related topics.

### **Budget**

Operating revenue was \$2.7 million, 5% higher than anticipated and 4% up from last year. Expenditures were \$2.4 million, 2% over budget (discussed below) but 12% below revenue. In addition, the library received \$1.3 million in supplemental funding from the state legislature as part of an ongoing effort to correct substantial revenue shortfalls experienced by county law libraries in the last decade. See Exhibit A.

Expenditures were mostly on target, with some anomalies due to mid-year changes:

Salary and benefits numbers were slightly higher due to an extra pay period falling in the fiscal year. In addition, Medicare payments were higher because multiple staff requested payoffs of annual leave. Those amounts are treated as salary for Medicare purposes.

1600 Memberships: the director approved staff joining additional special interest sections of the American Association of Law Libraries to encourage professional development.

1801 County Publishing: multiple staff members ran out of business cards contemporaneously this year. This line was not used at all in the past several years.

1802 Periodicals went over, while 2400 Books was under, because titles move between those two categories depending on how they are issued by the publisher. Also, (1) price increases have been steeper than anticipated and (2) as revenue grew, the library continued its project of repurchasing some titles that had been canceled during the library's lean years.

1803 Postage: due to an unexpected/unannounced increase in first class postage and higher-than-anticipated shipping activity.

1809 Minor Equipment: (1) a capital expenditure included in the budget at 4000 Capital Expenditures came in under the capital threshold and was billed to 1809 instead and (2) the board approved the purchase of new for the staff and public during the year.

1900 Professional and Specialty Services: staff neglected to include the cost of the library biennial audit in the budget. Apologies!

Expenditures on 1901 Databases: the board approved the purchase of additional titles for the LexisNexis Digital Library and the addition of search enhancements and the Practical Law library to Westlaw after the library received supplemental funding from the state.

1940 County IT Charges: the director approved the cost of two minor repairs to the library's phone lines. Minor repairs are normally billed to 1402 Minor Alterations & Improvements, which was substantially under budget this year, but since OCIT was involved in the process, they were billed to 1940. Also, the library was mistakenly charged for expenses incurred by another agency. The charges were reversed in August.

2600 Transportation & Travel: the library moved staff parking closer to the building for safety reasons. While the new parking is slightly more expensive, the employee alternate parking benefit at 2602 Garage Expense was under-used, making the change revenue-neutral.<sup>1</sup>

### **Collection**

The grand total of all volumes and volume equivalents held by the library is 385,431, a 0.31% increase in collection size over the previous year. The library spent \$601,313.85 for materials, a 13% increase over last year, as the library continues to grow its collection of online resources while balancing the demand for print resources.

Technical Services staff added 12,497 new bibliographic records to our online catalog system, along with 24,181 supporting records.

### **Donation**

The library received a generous donation from the Orange County Bar Association Elder Law & Special Needs Section that was used to purchase and/or supplement the following titles:

*California Elder Law Litigation* (CEB)

*California Elder Law Resources, Benefits, and Planning* (CEB)

*IRAs, 401(k)s, and Other Retirement Plans* (15th ed. Nolo Press)

*Long-term Care: How to Plan and Pay for It* (13th ed. Nolo Press)

*Special Needs Trusts: Planning, Drafting, and Administration* (CEB)

*Social Security, Medicare, and Government Pensions* (26th ed. Nolo Press)

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<sup>1</sup> The alternate parking benefit allowed staff to spend up to \$160/month to park closer to the building. With new, closer parking secured, usage of the benefit dropped to zero.

**Revenue & Expenditures  
FY2021-22**

<b>Revenue</b>	<b>FYTD</b>	<b>Budget</b>	<b>% of Bud.</b>
6610 Interest (on Cash)	\$ 18,116.44	\$ 6,000.00	302%
7430 Court Filing Fees	2,705,129.91	2,600,000.00	104%
7570 Library Services	1,641.03	2,240.00	73%
7590 Fee-based Services	673.00	-	0%
7670 Miscellaneous Revenue	9,273.68	8,500.00	109%
7680 Expired Checks	4,850.34	n/a	n/a
<b>TOTAL</b>	<b>\$ 2,739,684.40</b>	<b>\$ 2,616,740.00</b>	<b>105%</b>

<b>State Supplemental Funding</b>	<b>FYTD</b>	<b>Budget</b>	<b>% of Bud.</b>
6970 State, Other	\$ 1,277,834.99	n/a	n/a

<b>Operating Expenditures</b>	<b>FYTD</b>	<b>Budget</b>	<b>% of Bud.</b>
0101 Regular Salaries	\$ 1,161,228.89	\$ 1,155,598.84	100%
0104 Annual Leave Payoff	8,106.72	27,559.49	29%
0200 Retirement	115,025.35	117,086.34	98%
0204 Executive Deferred Compensation	7,165.42	7,125.01	101%
0206 Retiree Medical	39,481.89	40,227.38	98%
0301 Unemployment Insurance	1,792.00	1,680.00	107%
0304 Management Employee Insurance	2,808.68	4,411.25	64%
0306 Health Insurance	151,124.35	152,084.04	99%
0319 Unit Employee Insurance	7,515.83	7,872.00	95%
0352 Worker's Compensation—General	3,671.00	4,181.98	88%
0401 Medicare	20,438.40	17,155.80	119%
0403 Optional Benefit Plan	11,500.00	11,500.00	100%
0450 Accrued Salary & Benefits	-	n/a	n/a
0741 Telephone—Other	12,658.51	12,769.44	99%
1100 Insurance	30,172.00	42,085.80	72%
1300 Maintenance—Equipment	54,414.50	72,521.60	75%
1400 Maintenance—Building	62.50	3,000.00	2%
1402 Minor Alterations & Improvements	1,524.33	3,000.00	51%
1600 Memberships	5,180.00	4,960.00	104%
1700 Miscellaneous Expense	1,008.74	4,517.50	22%
1800 Office Expense	13,344.30	15,574.66	86%
1801 County Publishing	507.04	150.00	338%
1802 Periodicals	330,201.12	266,077.35	124%
1803 Postage	409.81	350.00	117%
1809 Minor Equipment Controlled	49,563.44	16,400.00	302%
1900 Professional & Specialty Services	17,080.43	5,700.00	300%
1901 Databases	188,219.13	163,901.00	115%
1909 Contracts	40,426.28	43,232.64	94%
1911 CWCAP	22,287.00	22,287.00	100%
1940 County IT Charges	9,434.80	3,539.50	267%
2100 Rents & Leases—Equipment	9,494.64	10,071.70	94%
2400 Books	82,893.63	95,200.00	87%
2600 Transportation & Travel—General	15,665.00	12,200.00	128%
2601 Private Auto Mileage	-	500.00	0%
2602 Garage Expense	2,268.79	5,000.00	45%
2700 Transportation & Travel—Meetings	1,909.01	12,150.00	16%
<b>TOTAL</b>	<b>\$ 2,418,583.53</b>	<b>\$ 2,361,670.31</b>	<b>102%</b>

<b>Capital Income</b>	<b>FYTD</b>	<b>Budget</b>	<b>% of Bud.</b>
6610 Interest (on Reserve)	\$ 14,691.55	\$ 15,785.97	93%

<b>Capital Expenditures</b>	<b>FYTD</b>	<b>Budget</b>	<b>% of Bud.</b>
4000 Equipment	\$ -	\$ 5,936.66	0%

**PUBLIC SERVICES STATISTICS**

**A FIVE YEAR COMPARISON**

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
PATRONS:	37,371	31,339	20,997	17,360	37,863 <sup>1</sup>
PHONE CALLS:	688	649	482	1,739	837
REFERENCE:					
Ref. Desk	5,955	6,214	3,770	2,434	3,575
Email	150	150	90	463	189
Chat (24/7)	1,252	1,472	703	455	733
Tickets	0	0	0	606	1,632
COURT HEARINGS:					
No. of Persons	0	0	0	10	23
Amount of time (DT)	0	0	0	2	4.28
CIRCULATION:					
Main	2,140	2,158	1,505	1,354	1,325
Judicial	10	2	22	6	1
REGISTRATIONS:					
Registered	57	49	32	56	73
Resident	32	25	17	34	42
Official	16	24	15	21	30
Judicial	5	0	0	0	0
Judicial	4	0	0	1	1
CANCELLATIONS	17	12	8	3	8
CONFERENCE ROOMS:					
Room A	24	33	8	1	22
Room B	18	15	6	0	3
TOURS					
No. of Persons	0	0	3	0	1
No. of Persons	0	0	8	0	4
MICROFORMS USED	7	18	27	0	0

<sup>1</sup>A system error made accurate data collection for February and March impossible. An average was used for those months.