



# Orange County Public Law Library

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

## Annual Report

2022-23



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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**

In-person usage of the library increased 18% over last fiscal year, bringing us well above pre-pandemic levels. Use of our research services increased by 34%, with staff answering 4,802 inquiries in person. Staff attribute these increases in part to increased community engagement, including referrals from the Superior Court Self-Help Center and programming offered at the library in cooperation with Public Law Center and Community Legal Aid SoCal.

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 Self-Help Centers. We responded to 217 questions submitted to our “Ask A Librarian” email reference service (<https://www.ocpll.org/email-a-librarian/>). In addition, our staff provided virtual legal reference statewide (and beyond) in an arrangement with nine other California county law libraries and the California State Library. Our staff answered 635 questions on this platform using live chat and 1,821 via email. Staff also continued to develop online self-help guides and digitize existing guides (<https://www.ocpll.org/legal-research-resources/>).

The library increased its digital offerings by adding titles to the LexisNexis Digital Library e-book platform and purchasing access to Trellis, a state court docket research and analytics platform.

## **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. Michele Bell  
Hon. William Claster  
Supervisor Katrina Foley  
Hon. Robert A. Knox  
Sherry Leysen, Esq.  
Hon. Elizabeth G. Macias  
Hon. Glenn R. Salter

Officers were:

2022

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

2023

Sherry Leysen, Esq.  
Hon. Robert A. Knox, Vice President  
Hon. Glenn R. Salter, Secretary

Committees were:

2022

*Personnel*

Professor Leysen, chair  
Judge Bailey  
Judge Salter

*Finance*

Judge Macias, chair,  
Supervisor Foley  
Judge Knox

2023

*Personnel*

Judge Claster, Chair  
Supervisor Foley  
Judge Salter

*Finance*

Judge Knox, chair  
Ms. Leysen  
Judge Macias

*Building*

Judge Bell  
Supervisor Foley  
Judge Knox

Hon. Julian Bailey stepped down in August 2022. The board and staff greatly appreciate his service.

**Staff**

We are fortunate to have an experienced and dedicated staff:

Kelsey Chrisley, Administrative Assistant  
Michele Dulson, Documents Assistant  
Scott Enke, Systems/Technical Services Librarian  
Victoria Garrott-Collins, Catalog Assistant  
Juan Gomez, Serials Assistant  
Phuong Ha, Network Technician  
Elizabeth Harmon, Library Assistant  
Lu Nguyen, Reference Librarian  
Mora Prestinary, Reference Librarian  
Ignacio Ramirez-Santiago, Library Assistant  
Molly Solazzo, Public Services Librarian

Brendan Starkey, Director  
Brenda Suh, Budget Assistant/Technical Services Coordinator  
Patricia Walter, Circulation Assistant  
Diane Whitaker, Reference Assistant

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

Patricia Walter	25 years
Molly Solazzo	20 years

We thank Patti and Molly 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) 51st Annual Institute, Pipelines to Success: Creating Essential Connections to People, Resources, and Expertise
- The Annual Meeting of the American Association of Law Libraries
- The Internet Librarian

Staff also attended many professional development programs covering topics such as increasing access to justice through technology, development of generative artificial intelligence in online legal research platforms, maritime and national security information resources, creating and retrieving linked data, and other specialized library-related topics.

### **Memberships**

Staff participate in the following professional and cooperative associations:

- The American Association of Law Libraries
- The Southern California Association of Law Libraries
- The Council of California County Law Librarians
- The Santiago Library System, a public library cooperative system in Orange County

### **Budget**

Operating revenue was \$2.96 million, 9% higher than anticipated and 10% higher than last year. Expenditures were \$2.6 million, right at budget and 13% below revenue. In addition, the library received \$1.4 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:

1400 Maintenance—Building and 1402 Minor Alterations & Improvements were substantially higher due to the county’s new and disputed practice of charging the library for maintenance of the building. The Law Library Board of Trustees formed an ad hoc Building Committee in part to discuss this issue with the county.

1802 Periodicals was slightly over, while 2400 Books was under. Titles move between these two categories depending on how they are issued by the publisher.

1803 Postage was slightly over due to continued increases in postage and higher-than-anticipated shipping.

2600 Transportation & Travel—General was slightly over due to continuing increases in the cost of transportation and lodging.

### **Collection**

The grand total of all volumes and volume equivalents held by the library is 386,238, a 0.21% increase in collection size over the previous year. The library spent \$ 617,326.67 for materials, a 3% 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 12,494 new bibliographic records to our online catalog system, along with 21,191 supporting records.

**Revenue & Expenditures  
FY2022-23**

<b>Revenue</b>	<b>Actual</b>	<b>Budget</b>	<b>% of Bud.</b>
6610 Interest (on Cash)	\$ 130,124.39	\$ 12,500.00	1041%
7430 Court Filing Fees	2,798,938.89	2,700,000.00	104%
7570 Library Services	2,375.00	1,500.00	158%
7590 Fee-based Services	2,715.00	600.00	453%
7670 Miscellaneous Revenue	20,939.09	8,500.00	246%
7680 Expired Checks		n/a	n/a
<b>TOTAL</b>	<b>\$ 2,955,092.37</b>	<b>\$ 2,723,100.00</b>	<b>109%</b>

<b>State Supplemental Funding</b>	<b>Actual</b>	<b>Budget</b>	<b>% of Bud.</b>
6970 State, Other	\$ 1,446,635.53	n/a	n/a

<b>Operating Expenditures</b>	<b>Actual</b>	<b>Budget</b>	<b>% of Bud.</b>
0101 Regular Salaries	\$ 1,202,999.19	\$ 1,196,892.00	101%
0104 Annual Leave Payoff	10,550.40	26,843.64	39%
0200 Retirement	120,686.91	123,050.59	98%
0204 Executive Deferred Compensation	7,642.99	7,600.32	101%
0206 Retiree Medical	39,700.54	41,607.02	95%
0301 Unemployment Insurance	1,680.00	1,680.00	100%
0304 Management Employee Insurance	4,136.86	4,601.20	90%
0306 Health Insurance	165,896.85	163,805.10	101%
0319 Unit Employee Insurance	7,491.22	7,956.00	94%
0352 Worker's Compensation—General	3,258.17	3,950.00	82%
0401 Medicare	21,184.59	21,891.53	97%
0403 Optional Benefit Plan	11,500.00	11,500.00	100%
0450 Accrued Salary & Benefits	-	n/a	n/a
0741 Telephone—Other	12,253.05	14,163.12	87%
1100 Insurance	30,230.00	32,036.85	94%
1300 Maintenance—Equipment	84,853.50	102,376.25	83%
1400 Maintenance—Building	26,460.99	3,000.00	882%
1402 Minor Alterations & Improvements	3,512.62	3,000.00	117%
1600 Memberships	94,413.00	94,523.00	100%
1700 Miscellaneous Expense	625.00	6,317.50	10%
1800 Office Expense	12,381.38	12,988.00	95%
1801 County Publishing	107.50	150.00	72%
1802 Periodicals	236,684.87	227,111.69	104%
1803 Postage	573.38	492.00	117%
1809 Minor Equipment Controlled	8,487.91	10,809.84	79%
1900 Professional & Specialty Services	3,996.82	7,100.00	56%
1901 Databases	298,545.57	295,303.73	101%
1909 Contracts	45,371.23	47,932.82	95%
1911 CWCAP	14,515.00	14,515.00	100%
1940 County IT Charges	6,736.72	6,950.25	97%
2100 Rents & Leases—Equipment	9,494.64	10,116.46	94%
2400 Books	82,096.23	94,205.45	87%
2600 Transportation & Travel—General	18,254.86	17,600.00	104%
2601 Private Auto Mileage	-	500.00	0%
2602 Garage Expense	135.00	-	0%
2700 Transportation & Travel—Meetings	5,078.47	12,150.00	42%
<b>TOTAL</b>	<b>\$ 2,591,535.46</b>	<b>\$ 2,624,719.00</b>	<b>99%</b>

<b>Capital Income</b>	<b>Actual</b>	<b>Budget</b>	<b>% of Bud.</b>
6610 Interest (on Reserve)	\$ 91,516.61	\$ 15,000.00	610%

<b>Capital Expenditures</b>	<b>Actual</b>	<b>Budget</b>	<b>% of Bud.</b>
4000 Equipment	\$ 13,967.78	\$ 14,193.39	98%

**PUBLIC SERVICES STATISTICS**

**A FIVE YEAR COMPARISON**

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
PATRONS	31,339	20,997	17,360	37,863	44,619
PHONE CALLS	649	482	1,739	837	833
REFERENCE					
Ref. Desk	6,214	3,770	2,434	3,575	4,802
Email	150	90	463	189	217
Chat Live	1,472	703	455	733	635
Chat Email	0	0	606	1,632	1,821
COURT HEARINGS	n/a	n/a	10	23	11
CIRCULATION	2,158	1,505	1,354	1,325	1,795
REGISTRATIONS	49	32	56	73	73
Registered	25	17	34	42	36
Resident	24	15	21	30	37
CANCELLATIONS	12	8	3	8	9
CONFERENCE ROOMS					
Room A	33	8	1	22	42
Room B	15	6	0	3	23