



Orange County Public Law Library

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Brendan E. Starkey
Director

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

Annual Report

2023-24



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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 was significantly higher than the average over the last six years, including the last pre-pandemic year. *See Exhibit B.* Use of our research services remains healthy, with staff answering 4,793 queries in person. The library also hosted a popular Consumer Debt Workshop offered by the Public Law Center on a weekly basis.

Library staff continued to provide service beyond our building, responding to 175 questions submitted by email and 1,344 queries submitted through the Ask a Law Librarian service (<https://calcountylib.libanswers.com/>), a joint effort of the Council of California County Law Librarians and the California State Library to provide online legal research assistance state-wide. 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 adding 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. Michele Bell
Hon. William Claster
Supervisor Katrina Foley
Hon. Robert A. Knox
Sherry Leysen, Esq.
Hon. Elizabeth G. Macias
Hon. Glenn R. Salter
Supervisor Vicente Sarmiento

Officers were:

2023

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

2024

Hon. Robert A. Knox, President
Hon. Glenn R. Salter, Vice President
Hon. Elizabeth G. Macias, Secretary

Committees were:

2023

Personnel

Judge Claster, Chair
Supervisor Foley
Judge Salter

Finance

Judge Knox, Chair
Ms. Leysen
Judge Macias

Building

Judge Bell
Supervisor Foley
Judge Knox

2024

Personnel

Ms. Leysen, Chair
Judge Knox
Judge Macias

Finance

Judge Bell, Chair
Judge Claster
Judge Salter

Building

Judge Bell
Judge Knox

Supervisor Katrina Foley stepped down in January 2024. The board and staff greatly appreciate her service.

Staff

We are fortunate to have an experienced and dedicated staff:

Kelsey Chrisley, Administrative Assistant
Patrice Vizzerra, Cataloging 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

(Staff, cont'd)

Brendan Starkey, Director

Brenda Suh, Technical Services Coordinator

Patricia Walter, Circulation Assistant

Diane Whitaker, Reference Assistant

Network Technician Phuong Ha was recognized for 20 years of service in December and Cataloging Assistant Michele Dulson retired in February after 13 years of service. We thank Phuong and Michele for their dedication!

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) 52nd Annual Institute, AI Unleashed: Practical and Ethical Applications for Legal Libraries
- The Annual Meeting of the American Association of Law Libraries

Staff also attended many professional development programs on specialized library-related subjects. Unsurprisingly, generative artificial intelligence was a hot topic.

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 \$3.4 million, 17% higher than anticipated and 14% higher than last year. Expenditures were \$2.6 million, 3% below budget and 28% below revenue. In addition, the library received \$180,953 in supplemental funding from the state legislature as part of an ongoing effort to offset revenue shortfalls caused by increases in filing fee waivers. See Exhibit A.

Expenditures were mostly on target, with some anomalies:

0206 Retiree Medical: a change in the retiree medical benefit led to unexpectedly high expenses this fiscal year. Expenditures are expected to be lower in the coming years.

0319 Unit Employee Insurance was higher than anticipated due to clerical error during the budgeting process.

1400 Maintenance—Building: the library mistakenly was charged for costs associated with maintenance of the building and has since been reimbursed.

1803 Postage expenditures were higher due to higher-than-anticipated shipping.

Collection

The grand total of all volumes and volume equivalents held by the library is 387,012, a 0.2% increase in collection size over the previous year. The library spent \$617,462 for materials, a 0.02% 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 13,911 new bibliographic records to our online catalog system, along with 24,358 supporting records.

Cover photograph of the library at early morning used with the kind permission of Kelsey Chrisley.

Revenue & Expenditures

FY 2023-24

Revenue	Actual	Budget	% of BUD
6610 Interest (on Cash)	\$ 257,108.92	\$ 105,750.00	243%
7430 Court Filing Fees	3,114,432.51	2,750,000.00	113%
7570 Library Services	2,670.99	2,060.34	130%
7590 Fee-based Services	3,788.00	2,800.00	135%
7670 Miscellaneous Revenue	38,991.46	10,000.00	390%
TOTAL	\$ 3,416,991.88	\$ 2,870,610.34	119%

State Supplemental Funding	Actual	Budget	% of BUD
6970 State, Other	\$ 180,952.60	n/a	n/a

Operating Expenditures	Actual	Budget	% of BUD
0101 Regular Salaries	\$ 1,236,054.86	\$ 1,235,260.10	100%
0104 Annual Leave Payoff	21,516.48	29,557.80	73%
0200 Retirement	127,067.66	127,905.05	99%
0204 Executive Deferred Compensation	8,016.86	8,000.01	100%
0206 Retiree Medical	65,239.47	43,003.82	152%
0301 Unemployment Insurance	1,769.51	1,680.00	105%
0304 Management Employee Insurance	3,717.69	4,742.73	78%
0306 Health Insurance	176,048.12	189,860.59	93%
0319 Unit Employee Insurance	7,512.00	3,348.00	224%
0352 Worker's Compensation—General	3,608.00	3,515.57	103%
0401 Medicare	21,754.81	22,569.75	96%
0403 Optional Benefit Plan	11,500.00	11,500.00	100%
0450 Accrued Salary & Benefits	-	n/a	n/a
0741 Telephone—Other	12,132.51	12,668.52	96%
1100 Insurance	29,877.00	33,253.00	90%
1300 Maintenance—Equipment	64,804.76	85,784.62	76%
1400 Maintenance—Building	26,264.02	16,591.00	158%
1402 Minor Alterations & Improvements	2,017.46	3,000.00	67%
1600 Memberships	5,100.00	5,140.00	99%
1700 Miscellaneous Expense	446.29	6,317.50	7%
1800 Office Expense	8,301.44	10,844.54	77%
1801 County Publishing	341.32	2,132.55	16%
1802 Periodicals	216,828.60	236,196.16	92%
1803 Postage	724.50	600.00	121%
1809 Minor Equipment Controlled	9,919.55	11,202.85	89%
1900 Professional & Specialty Services	25,150.31	29,329.00	86%
1901 Databases	326,671.66	323,991.55	101%
1909 Contracts	47,296.02	50,285.73	94%
1911 CWCAP	14,001.00	13,995.00	100%
1940 County IT Charges	4,968.75	6,788.00	73%
2110 Short-Term Lease—Equipment	9,434.88	10,455.70	90%
2400 Books	73,961.63	84,269.07	88%
2600 Transportation & Travel—General	18,337.91	18,210.00	101%
2601 Private Auto Mileage	-	500.00	0%
2602 Garage Expense	92.00	500.00	0%
2700 Transportation & Travel—Meetings	5,978.52	17,150.00	35%
TOTAL	\$ 2,586,455.59	\$ 2,660,148.20	97%

Capital Income	Actual	Budget	% of BUD
6610 Interest (on Reserve)	\$ 204,694.92	\$ 110,000.00	186%

Capital Expenditures	Actual	Budget	% of BUD
4000 Equipment	\$ 43,679.33	\$ 42,547.86	103%

PUBLIC SERVICES STATISTICS

A SIX YEAR COMPARISON

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
PATRONS	31,339	20,997	17,360	37,863	44,619	39,241
PHONE CALLS	649	482	1,739	837	833	787
REFERENCE						
Ref. Desk	6,214	3,770	2,434	3,575	4,802	4,793
Email	150	90	463	189	217	175
Chat Live	1,472	703	455	733	635	308
Chat Email	0	0	606	1,632	1,821	1,036
COURT HEARINGS	n/a	n/a	10	23	11	40
CIRCULATION	2,158	1,505	1,354	1,325	1,795	1,625
REGISTRATIONS	49	32	56	73	73	76
CANCELLATIONS	12	8	3	8	9	9
CONFERENCE ROOMS						
Room A	33	8	1	22	42	21
Room B	15	6	0	3	23	27