



Orange County Public Law Library

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

Annual Report

2024-25



Mission Statement	2
Major Events	2
Board of Trustees	2
Staff	3
Memberships	4
Budget	4
Collection	5

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 up slightly over last year and significantly higher than the average over the last seven years. See Exhibit B. Use of our research services went up, with a substantial jump to 6,275 in-person queries, the highest volume in years. The library's weekly Consumer Debt Workshop, offered in partnership with Community Legal Aid SoCal and Public Law Center, remained popular, and a monthly Consumer Warranty Workshop with Public Law Center was added.

Library staff continued to provide service beyond our building, responding to 195 questions submitted by email and 1,083 queries submitted through the Ask a Law Librarian service (<https://calcountylawlib.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 Bloomberg Law, which integrates Bloomberg's news, business, and financial analytics with a comprehensive legal research platform including litigation analytics and dockets.

Board of Trustees

The Orange County Public Law Library is governed by a seven-member board of trustees. Board members were:

Hon. Michele Bell
Hon. William Cluster
Hon. Robert A. Knox
Sherry Leysen, Esq.
Hon. Elizabeth G. Macias
Hon. Glenn R. Salter
Supervisor Vicente Sarmiento

Officers were:

2024

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

2025

Hon. Glenn R. Salter, President
Hon. William Claster, Vice President
Hon. Michele Bell, Secretary

Committees were:

2024

Personnel

Ms. Leysen, Chair
Judge Knox
Judge Macias

Finance

Judge Bell, Chair
Judge Claster
Judge Salter

Building

Judge Bell
Judge Knox

2025

Personnel

Judge Claster
Ms. Leysen
Judge Salter

Finance

Judge Bell
Judge Knox
Judge Macias

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

Kelsey Chrisley and Victoria Garrott-Collins both reached their 25th year of service at the library. We thank them for their dedication!

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

Fall meeting of the Council of California County Law Librarians
The Southern California Association of Law Libraries (SCALL) 53rd Annual Institute
The Annual Meeting of the American Association of Law Libraries

Staff also attended many professional development programs on specialized library-related subjects. Unsurprisingly, the promises and perils of generative artificial intelligence remained 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 \$3.7 million, 14% higher than anticipated and 9% higher than last year. Expenditures were \$2.6 million, 6% below budget. In addition, the library received \$90,527 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:

0104 Annual Leave Payoff: library employees may request payouts of accrued annual leave each fiscal year, up to 100 hours. The benefit was used more this year than previously.

0301 Unemployment Insurance: a misunderstanding led to the library making an overpayment to the California Employment Development Department. The agency committed to returning the overage in fall 2025.

1402 Minor Alterations & Improvements: an allowance for unexpected building modification work, e.g., adding an electrical outlet or card access point. The library submitted more work orders this year than expected, in part to improve accessibility.

1800 Office Expense: There were substantial increases in the price of office supplies this year and the library had to replenish its stores of some library-specific materials. We took advantage of bulk savings but this led to higher expenditures in this line than last year or likely next.

1802 Periodicals: Publishers' supplementation practices lead to higher expenditures on this line and lower expenditures on 2400 Books.

1911 CWCAP: the county's charge for accounting services and data system development. The final charge was slightly higher than initially estimated.

4000 Equipment: Inflation led to slight increases in material costs for the year's capital projects, especially furnishings.

Collection

The grand total of all volumes and volume equivalents held by the library is 387,012, a 0.4% increase in collection size over the previous year. The library spent \$657,126 for materials, a 6% 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 11,289 new bibliographic records to our online catalog system, along with 18,111 supporting records.

Revenue & Expenditures

FY 2024-25

Revenue	Actual	Budget	% of BUD
6610 Interest (on Cash)	\$ 299,572.49	\$ 232,818.00	129%
7430 Court Filing Fees	3,422,733.65	3,027,332.30	113%
7570 Library Services	3,329.00	2,500.00	133%
7590 Fee-based Services	770.00	2,900.00	27%
7670 Miscellaneous Revenue	16,578.75	10,000.00	166%
TOTAL	\$ 3,742,983.89	\$ 3,275,550.30	114%

State Supplemental Funding	Actual	Budget	% of BUD
6970 State, Other	\$ 90,527.41	n/a	n/a

Operating Expenditures	Actual	Budget	% of BUD
0101 Regular Salaries	\$ 1,307,034.87	\$ 1,294,931.9	101%
0104 Annual Leave Payoff	26,431.06	20,335.68	130%
0200 Retirement	140,941.49	141,978.78	99%
0204 Executive Deferred Compensation	8,484.23	8,450.00	100%
0206 Retiree Medical	12,961.79	13,152.68	99%
0207 Health Reimbursement Accounts	24,057.00	23,985.00	100%
0301 Unemployment Insurance	6,092.04	1,680.00	363%
0304 Management Employee Insurance	3,035.83	8,363.00	36%
0306 Health Insurance	183,505.71	257,126.42	71%
0319 Unit Employee Insurance	7,542.38	7,488.00	101%
0352 Worker's Compensation—General	3,889.00	4,000.00	97%
0401 Medicare	23,166.27	23,512.76	99%
0403 Optional Benefit Plan	11,500.00	11,500.00	100%
0450 Accrued Salary & Benefits	-	n/a	n/a
0741 Telephone—Other	12,352.43	12,590.04	98%
1100 Insurance	30,889.00	30,977.00	100%
1300 Maintenance—Equipment	23,311.99	48,460.18	48%
1400 Maintenance—Building	1,952.70	4,000.00	49%
1402 Minor Alterations & Improvements	3,637.26	3,000.00	121%
1600 Memberships	3,647.00	5,250.00	69%
1700 Miscellaneous Expense	2,122.00	6,343.50	33%
1800 Office Expense	16,964.81	12,356.77	137%
1801 County Publishing	-	3,000.00	0%
1802 Periodicals	231,748.12	227,670.03	102%
1803 Postage	414.00	1,300.00	32%
1809 Minor Equipment Controlled	7,529.14	12,163.83	62%
1900 Professional & Specialty Services	5,006.29	16,900.00	30%
1901 Databases	347,933.80	358,130.10	97%
1909 Contracts	46,756.04	50,746.60	92%
1911 CWCAP	15,846.00	15,150.00	105%
1940 County IT Charges	10,536.04	11,055.00	95%
2110 Short-Term Lease—Equipment	9,414.96	10,130.74	93%
2400 Books	77,443.98	91,384.14	85%
2600 Transportation & Travel—General	19,072.40	19,400.00	98%
2601 Private Auto Mileage	-	500.00	0%
2602 Garage Expense	23.00	200.00	0%
2700 Transportation & Travel—Meetings	1,825.66	17,500.00	10%
TOTAL	\$ 2,627,068.29	\$ 2,774,712.17	95%

Capital Income	Actual	Budget	% of BUD
6610 Interest (on Reserve)	\$ 259,608.82	\$ 226,281.74	115%

Capital Expenditures	Actual	Budget	% of BUD
4000 Equipment	\$ 37,054.52	\$ 36,475.86	102%

PUBLIC SERVICES STATISTICS

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
PATRONS	31,339	20,997	17,360	37,863	44,619	39,241	39,474
PHONE CALLS	649	482	1,739	837	833	787	1,010
REFERENCE							
Ref. Desk	6,214	3,770	2,434	3,575	4,802	4,793	6,275
Email	150	90	463	189	217	175	195
Chat Live	1,472	703	455	733	635	308	341
Chat Email	0	0	606	1,632	1,821	1,036	742
COURT HEARINGS	n/a	n/a	10	23	11	40	34
CIRCULATION	2,158	1,505	1,354	1,325	1,795	1,625	1,449
REGISTRATIONS	49	32	56	73	73	76	86
CANCELLATIONS	12	8	3	8	9	9	11
CONFERENCE ROOMS							
Room A	33	8	1	22	42	21	38
Room B	15	6	0	3	23	27	2