

ORANGE COUNTY PUBLIC LAW LIBRARY



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DIRECTOR

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JUDGE JULIAN BAILEY
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JUDGE WILLIAM CLASTER
MICHAEL D. FRANCO, ESQ.
JUDGE CRAIG L. GRIFFIN
PROFESSOR LINDA KAWAGUCHI

June 7, 2018

Please be advised that the Finance Committee of the Board of Trustees of the Orange County Public Law Library will meet at the Library on Monday, June 11, 2018 at 12:15 p.m. to review the proposed FY2018-19 budget.

Respectfully submitted,

Maryruth Storer
Director

All supporting documentation is available for public review in the Administration Office located in the Law Library Building, 515 North Flower, 32 Civic Center Plaza, Third Floor, Santa Ana, 92703 during regular business hours, 8:00 a.m. - 5:00 p.m., Monday through Friday. In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the Administration Office 72 hours prior to the meeting at 714.338.6803.

FINANCE COMMITTEE AGENDA

Review of Draft FY2018-2019 Budget

Historical Background:

The Law Library operates on a cash accounting method. Each fiscal year is treated separately. At fiscal year-end, any operating funds remaining are held for future use, either in our County Treasury Fund 161 or transferred to Reserves. Our operating budget does not include Capital Income (LAIF interest) or Capital Expenses (equipment costing more than \$5,000, or major building expenses.) Over a twenty-three year period, only four years have had negative balances, and in many years, the surplus has been quite substantial. Please see the attached chart Fund Balance at Fiscal Year End.

Reserves:

Our account at the State Treasurer's Local Agency Investment Fund was established in March 1995. Whenever our County Treasury Fund 161 got over \$1,000,000, a sizeable amount was transferred to the LAIF account. The last transfer (\$600,000) into the account was made in June, 2011. The last withdrawal for construction costs was in January 2006. A \$1,000,000 withdrawal was made December 7, 2016 for the OCERS UAAL payment of \$1,500,000 made on December 15, 2016, and another \$1,000,000 withdrawal was made December 8, 2017 for the OCERS UAAL payment of \$1,537,530 made on December 15, 2017. The LAIF balance as of May 31, 2018 is \$3,193,541.28.

Current Fiscal Year 2017-2018:

As adopted, our budget projected a \$179,905 surplus. As of 5/31/18, the operating budget is positive by \$442,499, due to filing fee receipts above projection and staff efforts to control expenses.

Fiscal Year 2018-2019:

After four years of significant budget cuts (collection cancellations and staff layoffs), it is a relief that we do not need to consider additional cuts. This draft budget estimates an operating budget surplus of \$340,860 and provides for possible restoration of some of the cancelled titles.

Line explanations and variances are detailed in the attached Budget Notes. The May 2018 Financial Report is included for reference.

Staff Recommendation:

The draft budget is a reasonable approach in our current circumstances.

Fund Balance at Fiscal Year End

Fiscal Year (FY)	Operational Funds	4000 Equipment Expenditures
2016-17	368,790.76	98,980.44 *
2015-16	202,481.42	15,174.00
2014-15	(1,579.19)	7,702.14
2013-14	(77,468.23)	0.00
2012-13	343,996.91	20,155.44
2011-12	(18,860.79)	36,526.69
2010-11	657,795.27	327,164.10
2009-10	929,664.58	339,778.62
2008-09	1,106,528.08	124,853.50
2007-08	860,964.28	88,219.53
2006-07	522,020.00	279,519.50
2005-06	136,185.57	222,391.25
2004-05	6,839.09	255,422.26
2003-04	(79,290.12)	22,378.51
2002-03	117,029.36	81,402.87
2001-02	289,777.78	158,675.77
2000-01	106,056.01	100,612.64
1999-00	344,066.19	83,504.45
1998-99	321,510.86	124,462.63
1997-98	264,787.92	102,204.56
1996-97	438,331.93	68,355.58
1995-96	472,224.47	295,121.31
1994-95	699,688.56	114,729.40
1993-94	909,721.89	47,574.92

Note: Capital equipment purchases were high 2004-2007 related to new shelving and new furniture connected with the building expansion, and 2009-2011 for compact shelving on Floor A.

* includes contribution to County for specific building project.

ORANGE COUNTY PUBLIC LAW LIBRARY

FY 18-19 Draft Budget

		BUDGET		BUDGET
		2018-2019		2017-2018
REVENUE				
6610	Interest (on Cash)	\$ 4,020	\$	3,280
7430	Court Filing Fees	2,785,930		2,689,435
7570	Library Services	2,805		3,300
7590	Fee-Based Services	1,405		1,650
7670	Miscellaneous Revenue	5,960		5,800
7680	Outlawed Checks	0		0
		<u>\$ 2,800,120</u>	\$	<u>2,703,465</u>
 OPERATING EXPENDITURES				
0101	Regular Salaries	\$ 1,113,217	\$	1,128,576
0102	Salaries (extra help)	0		0
0104	Annual Leave Payoff	49,578		10,592
0111	Other Pay	0		18
0112	Other Salaries	0		0
0200	Retirement	118,480		221,386
0204	Library Paid Exec. Deferred Comp.	7,286		9,193
0206	Retiree Medical	45,350		45,567
0301	Unemployment Insurance	2,800		3,360
0304	Management Employee Insurance	4,816		5,138
0306	Health Insurance	142,560		129,960
0319	Unit Employee Insurance	7,488		7,448
0352	Worker's Compensation-General	9,995		11,400
0401	Medicare	20,281		19,703
0403	Optional Benefit Plan	12,625		11,500
0450	Accrued Salary & Benefits	n.a.		n.a.
0741	Telephone-Other	9,665		14,100
1100	Insurance	43,050		44,556
1300	Maintenance-Equipment	82,504		46,740
1400	Maintenance-Bldgs. & Improv.	6,235		3,300
1402	Minor Alt. & Improv.	11,600		10,550
1600	Memberships	4,685		4,640
1700	Miscellaneous Expense	5,818		5,520
1800	Office Expense	14,903		12,228
1801	County Publishing	1,470		464
1802	Periodicals	362,010		352,355
1803	Postage	500		400
1809	Minor Equipment Control	11,322		16,400
1900	Professional & Spec. Svcs.	7,325		14,550
1901	Databases	133,130		129,150
1907	Collection Agency Fees	0		0
1909	Contracts	37,400		35,963
1911	CWCAP	22,211		20,358
1940	County IT Charges	2,777		3,141
2100	Rents & Leases-Equip.	354		421
2400	Spec. Departmental Exp.-Books	136,000		171,743
2600	Transportation & Travel-Gen.	12,165		11,840
2601	Private Auto Mileage	200		100
2602	Garage Expense	2,760		2,880
2700	Transportation & Travel-Mtgs.	16,700		18,320
		<u>\$ 2,459,260</u>	\$	<u>2,523,560</u>
 CAPITAL INCOME				
6610	Interest (on Reserve)	\$ 52,000	\$	38,400
 CAPITAL EXPENDITURES				
4000	Equipment	\$ 23,779	\$	13,655
4800	Building Project	\$ 0	\$	223,641

NOTES ON FY2018-2019 PROPOSED BUDGET

REVENUE

Interest on Cash (6610):

The County Treasurer is estimating 1.34% net earnings in FY2018-2019 for the County Investment Pool, up from the 0.82% estimate for FY2017-2018.

Court Filing Fees (7430):

June 2017 to May 2018 filing fee receipts were up 3.6% from same period of the preceding year. This is the second year of improving filing fees, as the June 2016 to May 2017 filing fee receipts were up 5.95% from same period of the preceding year.

To be conservative, we are projecting that filing fee receipts will remain stable in the coming year (we are not projecting a further increase.)

At this time, there is no mechanism for adjusting the amount of filing fee county law libraries receive. We are receiving \$35 per filing, unchanged since 2007. We receive \$2 per small claims filings for cases claiming \$5,000 or more.

Our FY2016-2017 filing fee income was 33.55% lower than our FY2008-2009 receipts.

Library Services (7570):

This is our collection of fines and book replacement charges.

Fee-Based Services (7590):

This includes fees for our fax and copy service and conference room rental.

Miscellaneous Revenue (7670):

1) Funds received from the Annual Borrowers Fee would be deposited here, but following the settlement of the Vlosky case in 2010, we have not charged this fee.

2) Our Used Books Sales (\$609 received through 5/31/18) are included here.

3) Donations and vendor refunds are included here. The OCBA Elder Law Section gave us \$1,580 in November 2018, and vendor refunds are \$521.56 through May 31, 2018.

4) Our vendor QCI pays us a commission on copies made on the patron copiers, \$594.40 through June 5, 2018.

EXPENDITURES

Salaries (0101):

This includes the 2% general wage increase for all employees except the current Director, who has a 1% increase.

Annual Leave Payoff (0104):

The part of this category allowing employees to request a payout of a specified amount of accrued annual leave was suspended in FY2013-2014 and would remain suspended unless an employee makes a request stating an extreme financial hardship. The amount included on this line is for the payoff due to an employee retiring.

Other Pay (0111):

This was the category for Saturday shift supervision premium pay.

Retirement (0200):

We prepaid the entire FY2018-2019 amount in January 2018 to obtain the 4.5% discount. This figure is a rough estimate of the prepayment amount for FY2019-2020 (payment to be made in January 2019.) While we know the details of the employer contribution rates (which will be reduced by the employees' 1.75% reverse pickup), we are waiting for an estimate of the prepayment discount amount that OCERS staff will recommend to the OCERS Board in July.

Executive Deferred Compensation (0204):

Part of the Director's compensation package.

Retiree Medical (0206):

This is 3.9% of payroll (the FY2017-2018 rate was 4.0%.) The employees' 1.75% reverse pickup is intended to offset part of the employer's cost for this benefit.

Unemployment Insurance (0301):

The rate for 2019 has not been announced. The base rate for 2018 is 2.5% (down from 3.2% in 2017), and it is calculated on the first \$7,000 of each employee's salary.

Management Employee Insurance (0304):

This is the County benefits package for non-represented employees and includes salary continuance, dental, life, and AD&D insurances.

Health Insurance (0306):

Library employees receive the County benefits package for medical, dental, and associated insurances. The 2019 increase for medical insurance is 3.3% for PPO plans and an average of 0.3% for HMO plans. This budget estimate is based on the medical plans employees have chosen. If they switch during the annual open enrollment period, the costs will adjust slightly.

Unit Employee Insurance (0319):

This is the "Health & Welfare" benefit program of the County, in which our represented Unit staff members participate. They receive dental, vision, salary continuance and life insurance coverage through this program, administered by OCEA.

Workers Compensation (0352):

Our premium is based on our total payroll. The broker estimated a 10% increase.

Medicare (0401):

This also includes the social security payment for the employee who waived OCERS membership.

Optional Benefit Plan (0403): The new Director will receive a prorated amount for the remainder of the calendar year.

Telephone-Other (0741):

This is all charges for Internet connection, voice telephone system and 2 phone lines for credit card terminal and intrusion alarm. During the current year, we switched from an AT&T fiber connection (20 Mbps) for Internet access to a Spectrum DSL connection (100 Mbps), with an AT&T DSL line (6 Mbps) for backup, with a total savings of \$397 per month. We no longer have any County charges for telephone lines.

Insurance (1100):

Our broker indicated that we could expect premium increases of perhaps 5% for renewal of our package policy and 10-20% for the Directors & Officers Liability policy.

Maintenance-Equipment (1300):

This includes computer hardware and software maintenance agreements and service contracts or estimated repair costs on the compact shelving, staff photocopiers, Lektrievers, and library materials security system. 70 out of 100 reading room chairs need repair, and an allocation is included here for that work. We're still waiting for updated information from Innovative Interfaces (the vendor for our integrated library system) on cost increases for the coming year, so this category will have an increase.

Maintenance-Building & Improvements (1400):

The County pays for custodial service and routine repairs, but we pay for burglar alarm system repairs, closed circuit television system repairs, and minor changes. Also included is repainting the book return bin out in the parking lot.

Minor Alterations (1402):

This category includes an \$3,000 allowance for unexpected building modification work, e.g. adding an electrical outlet. Also included is the \$8,592 estimate for the County mandated upgrade to the card key access system.

Memberships (1600):

The Library belongs to the Council of California County Law Librarians, the Innovative Users Group, the Innovative Law Users Group and Califa, a non-profit corporation for library support services, through which we receive discounts on supplies and some conference registrations. We pay American Association of Law Libraries dues for five professional staff members.

Miscellaneous Expense (1700):

Included is \$50 for interlibrary loan charges by other libraries, some computer training for staff, and technical training for our Network Services staff.

Office Expense (1800):

Among items in this account are security strips for books and DVDs, circulation cards, the County's charges for the pony delivery system, armored car pickup and credit card merchant fees, along with general supplies such as printer cartridges and paper for the staff copiers and fax machine.

County Publishing Services (1801):

We now order printed letterhead rather than thermography for cost savings. This category also includes business cards and County telephone directories.

Periodicals (1802):

Besides periodicals, this code includes loose-leaf services, print Shepard's Citations and pocket parts. The cost projection for this category is a 10% increase from our anticipated FY2017-2018 total, which may result in additional cancellations, as the average supplementation costs from Thomson Reuters West have increased 20 - 40% in just one year (per national study compiled by Ken Svengalis, author of *Legal Information Buyer's Guide & Reference Manual*.) Our current Library Maintenance Agreement with Thomson expires 6/30/19, and beginning 7/1/18, it has a 4% price increase from the prior year.

Minor Equipment (1809):

These are items approved at the April 2018 meeting (7 replacement staff monitors, 2 replacement staff PCs, replacement server, and additional display case) and an allowance for replacing broken staff chairs and other equipment (it would be cheaper to replace the typewriter or cash register rather than repair them.)

Professional Services (1900):

This includes an estimate for attorney fees (\$3,075 for General Counsel), human resources consultant (\$1,250 for general work), and the County's charge for expenses for the Investment Pool (estimate \$2,000, as the Treasurer is projecting a 300% increase, and an additional \$1,000 administrative charge.) This year we do not have the biennial audit by the outside CPA firm (\$10,200.)

Databases (1901):

We use this code for all types of electronic materials: our database subscriptions (Westlaw Patron Access, Lexis Patron Access, Fastcase and Lexis for staff use), Internet subscription fees (for CEB ONLaw, HeinOnline, LLMCDigital for government documents, Nolo e-books), and use of OCLC, the national cataloging database.

Contracts (1909):

Intrusion alarm monitoring contract and full-time security guard contract are in this category.

CWCAP (1911):

This is the County's charge for county accounting services and data system development.

County IT Charges (1940):

We are charged for the four staff who connect to the County network to process payroll, handle deposits and journal vouchers, enter facility work orders, etc.

Books (2400):

We have made significant cancellations each year since FY2012-2013. For the coming year, staff is projecting a 10% increase from our expected FY2017-2018 expenditure. Also included is an additional \$25,000 to purchase updated editions of titles cancelled several years ago. The amount we pay to purchase Nolo Press titles for each of Superior Court's Self-Help Centers is also included here.

Transportation & Travel – General (2600):

This category includes validated parking (\$880), the lunches for monthly Board meetings (\$585), and the December joint meeting of the Board and Staff (\$750.) The County's charges for employee parking in the Stadium Garage (\$9,950) are now included here, as required by OC Public Works.

Garage Expense (2602):

This category is for employee parking expenses reimbursement (up to \$45 per month per staff member.)

Transportation and Travel-Meetings (2700):

Included are costs for the Director to attend 2 CCCLL business meetings (both in Sacramento) and the negotiated Educational Reimbursement Program. Each of the five professional librarians would be able to use up to \$2,000 to attend the professional conference of his/her choice, such as Innovative Users Group, Internet Librarian, or American Association of Law Libraries, under the Board's Professional Employee Conference Attendance Guideline (adopted June 2013.) An additional \$2,000 is included for the new Director to have flexibility in determining which professional meetings he should attend.

Equipment (4000):

This is the replacement book theft detection gate and replacement staff copier approved at the April 2018 meeting.

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MARYRUTH STORER
 DIRECTOR

May 31, 2018



ASSETS

Current Assets:		
Operating Cash - County Treasury	\$	409,694.70
Petty Cash Account (source: Refundable Deposits) - Citibank/Union Bank		30,000.00
Local Agency Investment Fund		
Designated Reserve: Casualty Loss	\$	500,000.00
Designated Reserve: Employee Benefits		191,231.55
Designated Reserve: Facility Needs *		1,522,785.00
Designated Reserve: Insurance		137,500.00
Designated Reserve: Technology Upgrades		100,000.00
Operating Reserve		598,786.44
Refundable Deposits		143,238.29
Total Local Agency Investment Fund	\$	3,193,541.28
Total Current Assets:		\$ 3,633,235.98
Fixed Assets:		
Books	\$	8,319,861.89
Equipment		3,316,666.12
Total Fixed Assets:		\$ 11,636,528.01
TOTAL ASSETS:		\$ 15,269,763.99
=====		
LIABILITIES		
Current Liabilities:		
Accounts Payable	\$	4,149.19
Employee Benefits		191,231.55
Payroll Payable		90,577.66
Refundable Deposits		173,238.29
Total Current Liabilities:		\$ 459,196.69
CAPITAL		
Total Capital	\$	14,810,567.30
TOTAL LIABILITIES AND CAPITAL:		\$ 15,269,763.99
=====		

NOTE: The Board of Trustees has established Reserve Accounts to provide for the Library's long-term financial stability and orderly provision of services. Among other purposes, the Reserve Accounts provide for replacement of equipment, future expansion of the existing facility, a self-insurance fund for protecting the collection against earthquake damage, and other future capital requirements of the Library. The accounting system of the Library does not charge depreciation and as a result no depreciation reserve is reflected in this statement.

* On 5/2/12, CEO Budget Office notified the Law Library that county funds are unavailable for identified building needs of \$3,310,315.00

ORANGE COUNTY PUBLIC LAW LIBRARY

May 2018

REVENUE	May	CUMULATIVE	BUDGET 2017-2018
6610 Interest (on Cash)	\$ 566.06	\$ 6,685.91	\$ 3,280
7430 Court Filing Fees	238,667.43	2,557,749.50	2,689,435
7570 Library Services	64.00	2,520.00	3,300
7590 Fee-Based Services	54.00	3,646.50	1,650
7670 Miscellaneous Revenue	405.23	5,370.06	5,800
7680 Outlawed Checks	0.00	185.00	0.00
	\$ 239,756.72	\$ 2,576,156.97	\$ 2,703,465
OPERATING EXPENDITURES			
0101 Regular Salaries	\$ 86,825.62	\$ 971,438.62	\$ 1,128,576
0102 Salaries (extra help)	0.00	0.00	0
0104 Annual Leave Payoff	0.00	10,580.41	10,592
0111 Other Pay	0.00	(3.10)	18
0112 Other Salaries	0.00	0.00	0.00
0200 Retirement*	0.00	117,299.81	221,386
0204 Library Paid Exec. Deferred Comp.	707.12	8,131.88	9,193
0206 Retiree Medical	3,472.96	38,864.70	45,567
0301 Unemployment Insurance	0.00	0.00	3,360
0304 Management Employee Insurance	352.54	4,317.93	5,138
0306 Health Insurance	10,516.84	116,475.23	129,960
0319 Unit Employee Insurance	576.00	6,448.80	7,448
0352 Worker's Compensation-General	0.00	9,086.00	11,400
0401 Medicare	1,461.29	16,563.70	19,703
0403 Optional Benefit Plan	0.00	11,500.00	11,500
0450 Accrued Salary & Benefits	18,115.74	90,577.66	n.a.
0741 Telephone-Other	1,175.90	11,546.75	14,100
1100 Insurance	0.00	39,586.00	44,556
1300 Maintenance-Equipment	310.68	30,409.86	46,740
1400 Maintenance-Bldgs. & Improv.	152.50	1,649.65	3,300
1402 Minor Alt. & Improv.	1,395.07	16,257.83	10,550
1600 Memberships	0.00	4,550.00	4,640
1700 Miscellaneous Expense	3,246.75	3,246.75	5,520
1800 Office Expense	334.19	9,598.46	12,228
1801 County Publishing	0.00	708.98	464
1802 Periodicals	24,856.13	301,673.82	352,355
1803 Postage	0.00	316.67	400
1809 Minor Equipment Control	56.00	13,577.35	16,400
1900 Professional & Spec. Svcs.	23.29	14,326.88	14,550
1901 Databases	5,261.57	120,258.21	129,150
1907 Collection Agency Fees	0.00	0.00	0
1909 Contracts	3,000.44	30,899.01	35,963
1911 CWCAP	0.00	20,345.00	20,358
1940 County IT Charges	184.83	1,848.30	3,141
2100 Rents & Leases-Equip.	0.00	400.72	421
2400 Spec. Departmental Exp.-Books	20,137.03	92,418.24	171,743
2600 Transportation & Travel-Gen.	213.22	9,310.29	11,840
2601 Private Auto Mileage	0.00	0.00	100
2602 Garage Expense	148.00	1,974.00	2,880
2700 Transportation & Travel-Mtgs.	674.64	7,473.99	18,320
	\$ 183,198.35	\$ 2,133,658.40	\$ 2,523,560
CAPITAL INCOME			
6610 Interest (on Reserve)	\$ 11,836.85	\$ 44,514.14	\$ 38,400
CAPITAL EXPENDITURES			
4000 Equipment	\$ 0.00	\$ 8,080.51	\$ 13,655
4800 Building Project: Elevator	\$ 123,402.05	\$ 123,402.05	\$ 223,641

*On 12/12/2017, one time payment of \$1,537,530.00 toward Unfunded Accrued Actuarial Liability made to Orange County Employees Retirement System.

ORANGE COUNTY PUBLIC LAW LIBRARY

May 31, 2018

Estimated Income from Operations	Estimate 2017-2018	Actual FYTD	% of Est.	Estimate @ 11 months
Interest (on Cash)	\$ 3,280	6,686	2.04	\$ 3,006.67
Court Filing Fees	2,689,435	2,557,750	0.95	2,465,315
Library Services	3,300	2,520	0.76	3,025
Fee-Based Services	1,650	3,647	2.21	1,513
Miscellaneous Revenue	5,800	5,370	0.93	5,317
Outlawed Check Charges				
	<u>\$ 2,703,465</u>	<u>\$ 2,576,157</u>	<u>0.95</u>	<u>\$ 2,478,176</u>

Budgeted Expenses	Budget 2017-2018	Actual FYTD	% of Budget	Budget @ 11 months
Salaries	\$ 1,148,379	990,148	0.86	\$ 1,052,681
Retirement	266,953	156,165	0.58	244,707
Optional Benefit Plan	11,500	11,500	1.00	10,542
Employee Group Insurance	177,009	152,892	0.86	162,258
Accrued Salary & Benefits (Acct'g Purposes)	n.a.	90,578	0.00	0
Telephone	14,100	11,547	0.82	12,925
Insurance	44,556	39,586	0.89	40,843
Maintenance-Equipment	46,740	30,410	0.65	42,845
Building Maintenance	3,300	1,650	0.50	3,025
Minor Alterations/Improvements	10,550	16,258	1.54	9,671
Memberships	4,640	4,550	0.98	4,253
Miscellaneous Expense	5,520	3,247	0.59	5,060
Office Expense	12,228	9,598	0.78	11,209
County Publishing Services	464	709	1.53	425
Periodicals	352,355	301,674	0.86	322,992
Postage	400	317	0.79	367
Minor Equipment Control	16,400	13,577	0.83	15,033
Professional Services	14,550	14,327	0.98	13,338
Databases	129,150	120,258	0.93	118,388
Collection Agency Fees	0	0	0.00	0
Contracts	35,963	30,899	0.86	32,966
CWCAP	20,358	20,345	1.00	18,662
County IT Charges	3,141	1,848	0.59	2,879
Rent-Lease Service Equipment	421	401	0.95	386
Books	171,743	92,418	0.54	157,431
Freight, Mileage, etc.	14,820	11,284	0.76	13,585
Transportation, Meetings	18,320	7,474	0.41	16,793
	<u>\$ 2,523,560</u>	<u>\$ 2,133,658</u>	<u>0.85</u>	<u>\$ 2,313,263</u>

**ORANGE COUNTY PUBLIC LAW LIBRARY
CAL CARD**

Month of April 2018 - May 2018

P-CARD LOG

Card Holder	Date of Purchase	Vendor's Name	Description of Merchandise	Amount Billed
Maryruth Storer		No Activity		
Kelsey Chrisley	4/25/18 5/9/18	Amazon.com Grainger	Disaster Kits Cameras Safety Labels for Ladders	\$ 25.84 \$ 10.02
Scott Enke	5/2/18 5/10/18 5/16/18	Best Buy Law Library Microform Consortium Staples Direct	Switch for Reference Desk LLMC Digital Subscription for 7/1/17 to 6/30/18 Toner for Reference Desk Printer	\$ 43.09 \$ 1,230.00 \$ 197.17
			Total	\$ 1,506.12

TRAVEL CARD LOG

Card Holder	Date of Purchase	Vendor's Name	Description of Merchandise	Amount Billed
Maryruth Storer		No Activity		
Kelsey Chrisley		No Activity		
Scott Enke		No Activity		
			Total	\$ -