



Orange County Public Law Library

515 North Flower Street
Santa Ana, CA 92703-2354
(714) 338-6790
www.ocpll.org

Brendan E. Starkey
Director

Michael D. Franco, Esq., President
Hon. Julian W. Bailey
Hon. William Claster
Hon. Robert A. Knox
Prof. Sherry L. Leysen
Hon. Elizabeth G. Macias
Hon. Glenn R. Salter

NOTICE OF MEETING

Please be advised that the Board of Trustees of the Orange County Public Law Library will meet Thursday, December 9, 2021 at 12:15 p.m.

Pursuant to Government Code § 54953(e), teleconferencing will be used. Interested members of the public are asked to attend by one of the following options:

<https://us06web.zoom.us/j/87630214178>

Meeting ID: 876 3021 4178

or

Phone (669) 900-6833
Alternate phone (253) 215-8782
Meeting ID: 876 3021 4178

Agenda

- I. Discuss Informative Matters
- II. Elect 2022 Officers
- III. Employee Service Recognition
- IV. Comments from Trustees and Staff
- V. Public Comment per Government Code § 54954.3

Supporting documentation is available for review in the Law Library Administrative Offices, Monday through Friday, 8 a.m.-5 p.m., except where exempt from disclosure.

Those requiring accommodations under the Americans with Disabilities Act should contact the Law Library Administrative Offices at least 24 hours prior to the meeting at (714) 338-6803. Later requests will be accommodated to the extent feasible.

Informative Matters

The library experienced a fire evacuation on November 18. Odor and smoke from overheated parts in the mechanism that drives elevator 1 filled the building and led staff to pull the alarm. The Orange County Fire Authority (OCFA) arrived quickly and sprayed the equipment with flame retardant. Staff and the public were cleared to return to the building within ten minutes. Orange County Public Works has inspected the equipment and is working on having it repaired and/or replaced. Elevator 1 is out of commission in the meantime. Staff have arranged accommodations for anyone needing to access floors 4 or 5 without using the stairs.



Unusually high winds ripped metal sheeting off the library roof and dropped them in the parking lot over the Thanksgiving holiday. Fortunately, no one was hurt. Staff cordoned off the area. County contractors are repairing the damage and will replace the sheeting once it has been fabricated.



The OCFA arrived shortly before closing on December 2 to investigate a chemical leak at the neighboring Central Utility Facility. A smell of ammonia was detectable in the library but the OCFA did not recommend evacuation. Some staff could not access their cars but were able to arrange alternate transportation home.

If bad things really do come in threes, that should do it.

Hon. Robert A. Knox has been elected to the Board of Trustees by his colleagues at the Orange County Superior Court. Welcome aboard, Judge Knox.

The chain link fencing that has surrounded parts of the library since 2018 has been removed as part of Santa Ana's civic center revitalization project. This, along with recent repairs and replanting, is greatly appreciated by patrons and staff.

Last month, the board authorized \$36,000 to purchase new PCs for the public and staff. Staff were able to acquire all needed equipment for \$25,143.48.

Attachments:

Agenda II Elect 2022 Officers

Financial Statement

Submitted Warrant Lists

Cal Card Log

Building & Security Event Log

Agenda II

Elect 2022 Officers

The Nominations Committee, consisting of Judge Claster, Prof. Leysen, and Judge Salter, presents the following slate for election:

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

Action required: motion to elect 2022 officers.



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November 30, 2021

Assets

Current Assets

Operating Cash—County Treasury		\$ 3,593,122.13	
Petty Cash—Union Bank (as of 10/29/21)		24,531.65	
Local Agency Investment Fund (LAIF)			
Designated Reserve: Casualty Loss	\$ 500,000.00		
Designated Reserve: Employee Benefits	166,889.35		
Designated Reserve: Facility Needs	1,522,785.00		
Designated Reserve: Insurance	137,500.00		
Designated Reserve: Technology Upgrades	100,000.00		
Refundable Deposits	156,348.34		
Operating Reserve	2,685,968.76		
<i>Total LAIF</i>		<u>5,269,491.45</u>	
<i>Total Current Assets</i>			\$ 8,887,145.23

Fixed Assets

Books		\$ 8,724,084.30	
Equipment		<u>3,249,521.94</u>	
<i>Total Fixed Assets</i>			11,973,606.24

Total Assets

\$ 20,860,751.47

Liabilities

Current Liabilities

Accounts Payable	\$ 33,949.93		
Payroll Payable	<u>46,303.95</u>		
<i>Total Current Liabilities</i>		\$ 80,253.88	

Noncurrent Liabilities

Employee Benefits	\$ 166,889.35		
Refundable Deposits	<u>186,348.34</u>		
<i>Total Noncurrent Liabilities</i>		<u>353,237.69</u>	

Total Liabilities \$ 433,491.57

Capital

20,427,259.90

Total Liabilities and Capital

\$ 20,860,751.47

The Board of Trustees established reserve funds to ensure long-term financial stability and orderly provision of services. These provide for replacement of equipment, expansion of the existing facility, earthquake self-insurance, and other future capital requirements. The library does not charge depreciation.

November 2021

Revenue	November	FYTD	Budget	% of Bud.	Bud. @ 5 mos.
6610 Interest (on Cash)	\$ 1,576.71	\$ 5,369.66	\$ 6,000.00	89%	\$ 2,500.00
7430 Court Filing Fees	241,380.29	1,188,075.74	2,600,000.00	46%	1,083,333.33
7570 Library Services	128.00	672.38	2,240.00	30%	933.33
7590 Fee-based Services	20.00	633.00	-	0%	-
7670 Miscellaneous Revenue	835.14	5,199.20	8,500.00	61%	3,541.67
TOTAL	\$ 243,940.14	\$ 1,199,949.98	\$ 2,616,740.00	46%	\$ 1,090,308.33

State Supplemental Funding	November	FYTD	Budget	% of Bud.	Bud. @ 5 mos.
6970 State, Other	\$ -	\$ 1,277,834.99	n/a	n/a	n/a

Operating Expenditures	November	FYTD	Budget	% of Bud.	Bud. @ 5 mos.
0101 Regular Salaries	\$ 88,950.91	\$ 449,738.98	\$ 1,155,598.84	39%	\$ 481,499.52
0104 Annual Leave Payoff	4,602.72	4,602.72	27,559.49	17%	11,483.12
0200 Retirement	7.05	5,661.09	117,086.34	5%	48,785.97
0204 Executive Deferred Compensation	548.08	2,780.78	7,125.01	39%	2,968.75
0206 Retiree Medical	3,024.34	15,291.16	40,227.38	38%	16,761.41
0301 Unemployment Insurance	-	112.00	1,680.00	7%	700.00
0304 Management Employee Insurance	211.28	1,082.32	4,411.25	25%	1,838.02
0306 Health Insurance	10,951.82	55,306.65	152,084.04	36%	63,368.35
0319 Unit Employee Insurance	576.00	2,908.80	7,872.00	37%	3,280.00
0352 Worker's Compensation—General	81.00	3,628.00	4,181.98	87%	1,742.49
0401 Medicare	1,612.64	7,885.40	17,155.80	46%	7,148.25
0403 Optional Benefit Plan	-	-	11,500.00	0%	4,791.67
0450 Accrued Salary & Benefits	11,653.85	46,303.95	n/a	n/a	n/a
0741 Telephone—Other	524.30	3,854.39	12,769.44	30%	5,320.60
1100 Insurance	24,156.00	24,156.00	42,085.80	57%	17,535.75
1300 Maintenance—Equipment	103.18	38,241.68	72,521.60	53%	30,217.33
1400 Maintenance—Building	-	62.50	3,000.00	2%	1,250.00
1402 Minor Alterations & Improvements	-	338.27	3,000.00	11%	1,250.00
1600 Memberships	110.00	690.00	4,960.00	14%	2,066.67
1700 Miscellaneous Expense	156.74	360.24	4,517.50	8%	1,882.29
1800 Office Expense	2,145.43	5,050.51	15,574.66	32%	6,489.44
1801 County Publishing	-	-	150.00	0%	62.50
1802 Periodicals	24,349.52	118,291.76	266,077.35	44%	110,865.56
1803 Postage	13.91	155.61	350.00	44%	145.83
1809 Minor Equipment Controlled	285.83	22,525.45	16,400.00	137%	6,833.33
1900 Professional & Specialty Services	2,882.90	13,766.05	5,700.00	242%	2,375.00
1901 Databases	4,567.35	60,493.07	163,901.00	37%	68,292.08
1909 Contracts	-	13,671.67	43,232.64	32%	18,013.60
1911 CWCAP	-	-	22,287.00	0%	9,286.25
1940 County IT Charges	217.47	887.89	3,539.50	25%	1,474.79
2100 Rents & Leases—Equipment	850.76	3,224.42	10,071.70	32%	4,196.54
2400 Books	6,547.50	31,801.17	95,200.00	33%	39,666.67
2600 Transportation & Travel—General	1,308.00	5,181.00	12,200.00	42%	5,083.33
2601 Private Auto Mileage	-	-	500.00	0%	208.33
2602 Garage Expense	360.00	1,593.00	5,000.00	32%	2,083.33
2700 Transportation & Travel—Meetings	-	1,648.34	12,150.00	14%	5,062.50
TOTAL	\$ 190,798.58	\$ 941,294.87	\$ 2,361,670.31	40%	\$ 984,029.30

Capital Income	November	FYTD	Budget	% of Bud.	Bud. @ 5 mos.
6610 Interest (on Reserve)	\$ -	\$ 7,503.04	\$ 15,785.97	48%	\$ 7,892.98

Capital Expenditures	November	FYTD	Budget	% of Bud.	Bud. @ 5 mos.
4000 Equipment	\$ -	\$ -	\$ 5,936.66	0%	\$ 2,473.61

Submitted Warrant Lists Summary
November 2021

11/1/2021	The Hanover Insurance Group	\$24,156.00	Package & umbrella insurance annual premiums
11/3/2021	Practising Law Institute	\$470.46	One title
	Matthew Bender & Co.	\$120.75	Two titles
	William S. Hein & Co., Inc.	\$107.96	One title
	American Bar Association	\$915.54	Six titles
	Regents of UC-CEB	\$872.57	Two titles and one update
	American Warehouse GOL LLC	\$41.62	Office supplies
11/9/2021	U.S. Bank	\$4,445.65	Purchasing card payment
	U.S. Bank	\$115.00	Travel card payment
11/10/2021	Thomson Reuters–West	\$4,567.35	Monthly Westlaw access
	Thomson Reuters–West	\$852.18	One update
	Thomson Reuters–West	\$13,822.84	Monthly LMA payment
	Sharp Electronics Corp.	\$63.16	Staff copier maintenance
	Courtroom Compendiums	\$170.00	Annual subscription renewal
	Regents of UC-CEB	\$329.23	One update
11/17/2021	Wolters Kluwer Legal & Regulatory US	\$296.55	Three updates
	Practising Law Institute	\$1,392.85	Six updates
	Matthew Bender & Co.	\$7,850.71	Monthly LMA and digital library payment
	LRP Publications	\$1,960.00	Annual renewal
	Midwest Library Service	\$108.35	Two titles
	The Alpha & Omega Group Security	\$3,495.06	Security guard service
	Regents of UC-CEB	\$442.15	Two updates
	West Academic	\$362.71	Four titles and one update
	Grainger	\$182.38	First aid supplies
11/23/2021	Sharp Electronics Corp.	\$21.66	Staff copier maintenance
	CCH Inc.	\$16,065.48	Seven annual renewals
	Practising Law Institute	\$1,184.63	Five updates
	Regents of UC-CEB	\$587.40	Three updates
	Orange County Public Law Library	\$3,583.46	Petty cash reimbursement

LIBRARY PETTY CASH REIMBURSEMENT LIST

Orange County Public Law Library
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November 22, 2021

VENDOR	CODE	AMOUNT
AT&T	0741	\$208.65
Aztec Leasing, Inc.	2100	\$761.45
AT&T	0741	\$467.39
Time Warner Cable	0741	\$319.98
AT&T	0741	\$46.80
AT&T	0741	\$23.06
Ingram Library Services	1802-5001	\$67.20
	2400-2401	\$424.29
Municipal Code Corporation	1802-5002	\$158.99
CA Dept. of Tax and Fee Administration	1800	\$18.00
	1802-5008	\$129.00
	2400-2407	\$461.00
AT&T	0741	\$208.65
Parking	2602	\$269.00
Bank: verification of deposits fee ¹	1700	\$20.00
	0741	\$1,274.53
	1700	\$20.00
	1800	\$18.00
	1802-5001	\$67.20
	1802-5002	\$158.99
	1802-5008	\$129.00
	2100	\$761.45
	2400-2401	\$424.29
	2400-2407	\$461.00
	2602	\$269.00
TOTAL		\$3,583.46

¹ Fee subsequently reversed

**ORANGE COUNTY PUBLIC LAW LIBRARY
CAL CARD**

Month of October 2021 - November 2021

P-CARD LOG

Card Holder	Date of Purchase	Vendor's Name	Description of Merchandise	Amount Billed
Brendan Starkey	11/2/21	California Library Association	Annual Membership	\$ 165.00
	11/5/21	California Secretary of State	Certificate of Status-Insurance	\$ 5.00
Kelsey Chrisley	10/23/21	Amazon.com	Disposable Cameras/Disaster Kit	\$ 73.63
	10/24/21	Amazon.com	Matches/Disaster Kit	\$ 15.13
	10/25/21	Stericycle	Hazard Waste Bag	\$ 16.86
	10/26/21	Kapco	Label Protectors	\$ 29.30
	10/27/21	Amazon.com	Multi-tool/Disaster Kit	\$ 32.02
	10/28/21	Players Choice	Bookends for Judge	\$ 89.31
	10/28/21	Pitney Bowes	Postage Refill for Meter	\$ 100.00
	10/28/21	Kapco	Book Tape	\$ 21.15
	11/2/21	Stericycle	Waste Bags/Pickup Charges	\$ 115.01
	11/2/21	CFS Products	Linen Window Covers	\$ 53.13
	11/3/21	Demco	Book Display Supplies	\$ 30.12
	11/6/21	Poster Compliance Center	Labor Law Posters	\$ 74.24
	11/10/21	Pitney Bowes	Ink for Postage Meter	\$ 123.47
	Scott Enke		No Activity	
			Total	\$ 943.37

TRAVEL CARD LOG

Card Holder	Date of Purchase	Vendor's Name	Description of Merchandise	Amount Billed
Brendan Starkey		No Activity		
Kelsey Chrisley	11/15/21	Smart & Final	Supplies for SLS Council Meeting	\$ 40.24
Scott Enke		No Activity		
			Total	\$ 40.24

Building & Security Event Log

Date	Time	Event	Response
11/16/21	6:58 a.m.	Staff contacted Santa Ana Police Department Civic Center Patrol (CCP) to speak with person sleeping at stairs	SAPD escorted the woman from the area at 7:05 a.m.
11/16/21	1:17 p.m.	Staff contacted CCP to conduct a welfare check on a man who appeared to be disturbed and in danger of hurting himself	
11/1/21	11:07 a.m.	Security Guard asked man to leave because he was using drugs in front of the main entrance	He left after a short discussion
11/18/21	11:16 a.m.	Staff called 911 for fire in the building	11:30 a.m. OC Fire Authority arrived and extinguished fire in elevator equipment room; 11:40 all clear to reenter building
11/22/21	9:00 p.m.	Custodians set off building intrusion alarm	Resolved
11/25/21	12:05 a.m.	Power loss in building triggered security alarm	Power restored 12:10 a.m.
11/26/21	6:57 a.m.	Staff following up on power loss discovered metal sheeting had been ripped from roof by high winds and dropped in the parking lot	Building manager and director tried to move sheeting but it was too heavy; area cordoned off; county currently handling repair process
12/2/21	5:10 p.m.	OC Fire Authority investigated chemical smell emanating from Central Utility Facility	OCFA determined library did not need to be evacuated