



Orange County Public Law Library

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

Brendan E. Starkey
Director

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

NOTICE OF MEETING

Please be advised that the Board of Trustees of the Orange County Public Law Library will meet at the law library Tuesday, June 20, 2023 at 12:15 p.m.

Agenda

- I. Discuss Informative Matters
- II. Minutes of April 18 Meeting
- III. Consent Calendar: Investment Reports
- IV. Update on Library Maintenance Funding
- V. Consider Major Acquisitions for FY2023-24
- VI. Consider Proposed FY2023-24 Budget
- VII. Demonstration of Koha Integrated Library System
- VIII. Comments from Trustees and Staff
- IX. Public Comment per Government Code § 54954.3

Supporting documentation is available for review in the Law Library Administrative Offices, Monday-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 intermittent power outages over a two-week period due to problems at the Civic Center's Central Utility Facility. Library staff were mostly able to adjust and continue serving patrons, but there were some interruptions in service during longer outages due to their effect on HVAC systems and elevators.

The library's phone lines were cut, leaving us without service for close to two weeks. A contractor working for the court cut the lines and removed the equipment to which they were attached. This affected voice service, emergency lines to the elevators, and the fire alarm dialer, which automatically notifies the fire authority in the event of a fire. Library staff purchased mobile phones and directed the public to those numbers via our website and a recorded message. After-hours security was retained to perform a fire watch as required by state law. Total expenses incurred by the library thus far are approximately \$2,654.30.

Public Law Center is now offering a free guardianship clinic at the library every Monday. This is offered to self-represented individuals who are involved in a guardianship proceeding in Orange County Superior Court.

Attachments:

Agenda I Informative Matters
Agenda II April Minutes
Agenda III Consent Calendar
Agenda IV Update on Library Maintenance Funding
Agenda V Major Acquisitions for FY2023-24
Agenda VI Consider Proposed FY2023-24 Budget
Financial Statement
Filing Fee Statistics
Submitted Warrant Lists
CAL-Card Log
Building & Security Event Log
New Acquisitions List



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Minutes of Meeting

Board of Trustees
Orange County Public Law Library

The Board of Trustees of the Orange County Public Law Library met April 18, 2023 at 12:30 p.m. at the law library.

Present: Sherry Leysen, Esq., Hon. Michele Bell, Hon. William Claster, Supervisor Katrina Foley, Hon. Robert A. Knox, Hon. Elizabeth G. Macias, Hon. Glenn Salter, and Brendan Starkey. Rachel Carr also was present.

President Leysen called the meeting to order at 12:35 p.m.

Agenda I Discuss Informative Matters. The director discussed developments at the library since the last board meeting.

Agenda II Minutes of February 21 & March 21 2023 Meetings. Judge Claster moved that the minutes be approved. Judge Knox seconded the motion, which passed unanimously. Judge Macias abstained with respect to the March 21 minutes.

Approved 7-0

Agenda III Consent Calendar. There being no objection, \$292.37 in additional travel expenses were approved to cover the director's registration at the 2023 American Association of Law Libraries Annual Meeting, and summary investment reports from the Local Agency Investment Fund and the Orange County Investment Pool for February were deemed received and filed.

Approved 7-0

Agenda IV Consider Directors & Officers Insurance Renewal. Supervisor Foley moved to accept a renewal proposal from Old Republic Insurance Company for \$4,624. Judge Salter seconded the motion, which passed unanimously.

Approved 7-0

Agenda V Consider Auditor's Proposal for Biennial Audit. Judge Salter moved to retain Eadie + Payne, LLP for auditing services at a fee of \$16,000. Judge Claster seconded the motion, which passed unanimously.

Approved 7-0

Agenda VI Comments from Trustees and Staff. There were no comments.

April 18, 2023 Minutes

- Agenda VII Public Comment per Government Code § 54954.3. There was no public comment.
- Agenda VIII Closed Session per Government Code § 54957(b): Consider Performance of Non-represented Employees. The board moved to closed session at 12:49 to discuss the performance of the library's management employees. No reportable actions were taken.
- Agenda IX Consider FY2023-24 Salaries of Non-represented Employees. The board returned to open session at 12:55. Upon the recommendation of the **Approved 7-0** Personnel Committee, Judge Knox moved to set the FY2023-24 salaries of the public services librarian and systems/technical services librarian at \$117,000 and the director at \$160,000. Judge Macias seconded the motion, which passed unanimously.

The board adjourned at 12:57.

I hereby certify that the foregoing minutes were prepared and certified by me.

The foregoing minutes are hereby approved.

Brendan E. Starkey
Recording Secretary

Hon. Glenn Salter
Secretary

Agenda III

Consent Calendar

Attached are summary investment reports from the Local Agency Investment Fund and the Orange County Investment Pool for the month of May.



PMIA/LAIF Performance Report as of 06/14/23



PMIA Average Monthly Effective Yields⁽¹⁾

May	2.993
April	2.870
March	2.831

Quarterly Performance Quarter Ended 03/31/23

LAIF Apportionment Rate ⁽²⁾ :	2.74
LAIF Earnings Ratio ⁽²⁾ :	0.00007493902135155
LAIF Fair Value Factor ⁽¹⁾ :	0.986510329
PMIA Daily ⁽¹⁾ :	2.87
PMIA Quarter to Date ⁽¹⁾ :	2.63
PMIA Average Life ⁽¹⁾ :	275

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 05/31/23 \$179.6 billion

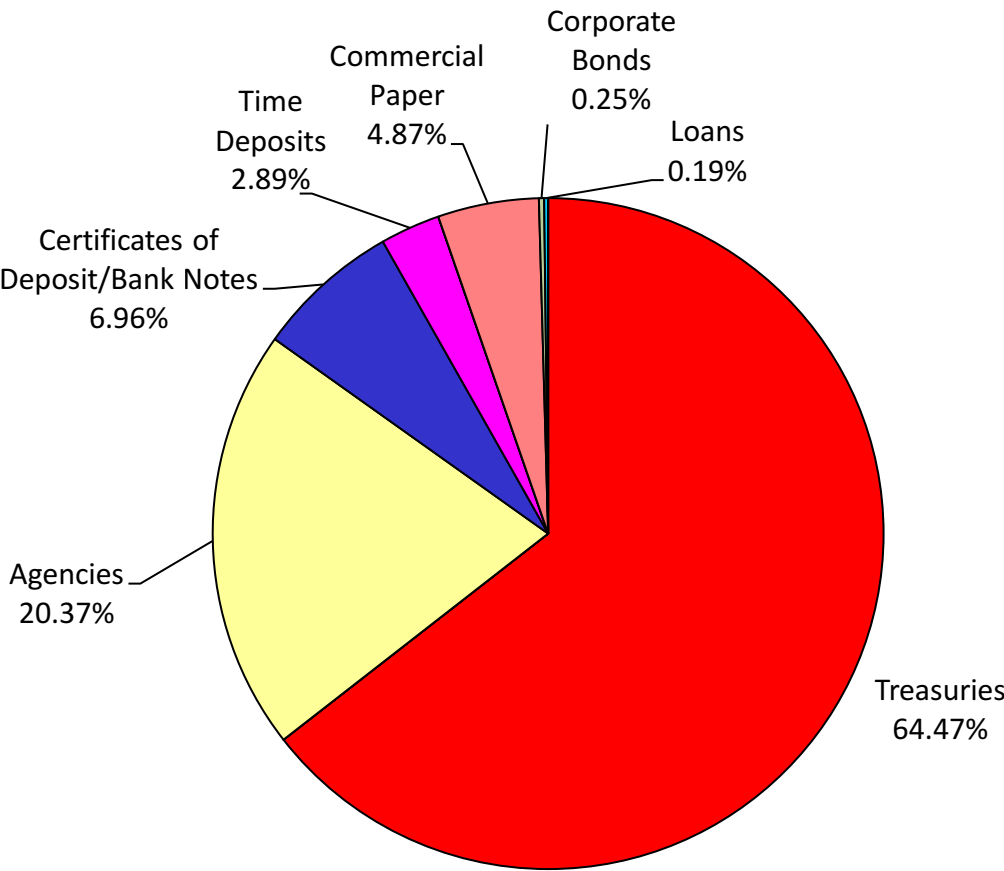


Chart does not include \$2,938,000.00 in mortgages, which equates to 0.002%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:
⁽¹⁾ State of California, Office of the Treasurer
⁽²⁾ State of California, Office of the Controller

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

June 12, 2023

[LAIF Home](#)
[PMIA Average](#)
[Monthly Yields](#)

ORANGE COUNTY PUBLIC LAW LIBRARY

DIRECTOR
515 NORTH FLOWER STREET
SANTA ANA, CA 92703-2354

[Tran Type Definitions](#)

Account Number: 16-30-005

May 2023 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	5,368,196.57
Total Withdrawal:	0.00	Ending Balance:	5,368,196.57



COUNTY OF ORANGE
OFFICE OF THE TREASURER-TAX COLLECTOR
Shari L. Freidenrich, CPA, CCMT, CPFA, ACPFIM
P. O. BOX 4515
SANTA ANA, CA 92702-4515



octreasurer.com/publicfunds

May 31, 2023

ORANGE COUNTY PUBLIC LAW LIBRARY

Attn: Brendan Starkey, Director
515 North Flower St.
Santa Ana, CA 92703

Fund Number : 161

MAY 2023 STATEMENT

INVESTMENT BALANCE IN OCIP

Transactions

<u>Transaction Date</u>	<u>Transaction Description</u>	<u>Amount</u>
05/01/2023	April 2023 Investment Admin Fee	\$ (133.79)
05/01/2023	FY 2021/2022 Investment Admin Fee Refund	\$ 93.59
05/22/2023	FY 2021/2022 Interest on Refund	\$ 2.42
05/30/2023	February 2023 Interest Paid	\$ 12,561.14

Summary

Total Deposit:	\$	289,495.45	Beginning Balance:	\$	5,285,919.63
Total Withdrawal:	\$	(193,959.98)	Ending Balance:	\$	5,381,455.10

Agenda IV

Update on Library Maintenance Funding

Maintenance and use of this library building is governed by an agreement between the county and library. In 1969, the county Board of Supervisors and the library Board of Trustees each passed resolutions relating to the construction of the library building and its ongoing maintenance. County counsel acknowledged in a letter that these resolutions constituted a contract. The county agreed that the library, in exchange for providing funding toward construction of the building, would have “the right to use it exclusively as a law library so long as it desires” and that the county would “provide all building maintenance, including maintenance personnel salaries, all utilities (except telephone) and insurance on the building.”

Last year, county counsel attempted to recover the full cost of repairs to the roof and exterior of the library caused by a high wind event. In the letter, counsel acknowledged that the county is responsible for building maintenance but argued that this does not include “extraordinary” repairs.

The library offered to settle the matter by paying half of the \$285,965.65 requested by the county, or \$142,982.83, while reserving all rights under its agreements with the county and stating that the board does not agree with the county’s interpretation that “extraordinary repairs” are excluded from the county’s maintenance obligations. County counsel responded on September 22 accepting the offer.

On October 27, county Public Works (OCPW) requested a funding code from the library for repairs to Elevator #2, saying, “Per CEO Budget, the OCPLL is now responsible for any emergency and unplanned expenses.”

On November 7, the county asked the library to pay \$13,536.53 for a project to repair the library’s telephone land lines, which connect to AT&T through the courthouse. The primary purpose of these lines is safety: the emergency telephones in the elevators and the emergency fire alarm dialer that connects our fire alarm system to the fire department go through these lines.

In March of this year, the county has started charging the library for maintenance. It took the position that “[o]nly routine maintenance staff time is non-billable” and that non-routine requests for maintenance are billable. More recently, the library was told that necessary maintenance or repair of a non-major component would be not billable, but maintenance and repair of a major component would be billable and require a new request/work order. At this writing, library staff are unsure of the distinction between non-major and major components.

The director contacted the county CFO to request a meeting with this board’s ad hoc building committee.

Agenda V

Consider Major Acquisitions for FY2023-24

Staff recommend the following capital purchases and projects:

Network equipment	\$24,301
Window treatments	\$29,362
Public Services counter repairs	\$24,000
Director's office furniture repairs	\$5,270
Board room furniture repairs	\$5,070
Trellis database subscription	\$9-10,000

Network Equipment \$24,301

Equipment	Cost	Purpose
Replacement backup server	\$5,535.17	Enable us to restore the staff network in the event of a problem
Replacement backup tape machine	\$5,761.76	
Replacement firewall logging server	\$13,004.32	Strengthens firewall protection

Window Treatments \$29,362

The vertical blinds in the board room, administrative offices, technical services department, and staff lounge are over 16 years old. The plastic is decaying and many of the drawing mechanisms are either broken or so rusted that they cannot be opened and closed. Staff propose the following replacements:

Area	Treatment	Cost
Technical Services	Roller shades	\$13,890.11
Administrative Offices and Board Room	Drapes	\$11,384.55
Staff Lounge	Roller shades	\$4,356.61

Public Services Counter Repairs \$24,000

The counter was built in 2006 and shows signs of intense use. This covers labor and materials to repair exiting laminate and wood surfaces, clean up dings and scratches, and replace loose and missing pieces. The work would be done after hours.

Director's Office Furniture Repairs \$5,270

Labor and materials to repair the director's desk, credenza, and half bookshelf.

Board Room Furniture Repairs \$5,070

Labor and materials to repair the board room table and credenza.

Trellis Database Subscription

\$9-10,000

Trellis (<https://trellis.law/>) is a state court docket research and analytics platform. It enables researchers to search dockets and obtain documents from courts in 26 states. Coverage varies by state. In California, 40 of the state's 58 counties are covered, including Orange, Los Angeles, San Diego, San Bernardino, and Riverside. Many documents are included in the subscription, while others are crowdsourced. Documents not available for free may be purchased by the patron. The platform also includes judge and verdict analytics tools. Colleagues at other California county law libraries report high staff and patron satisfaction with the platform.

A one-year subscription costs \$10,000, while a two-year is \$9,000/year.

Action required: motion to approve purchases.

Agenda VI

Consider Proposed FY2023-24 Budget

Attached is a draft budget for FY2023-24, along with explanatory material. The Finance Committee will meet before the regular board meeting and make recommendations to the full board.

Action required: motion to approve budget.

Review of Proposed FY2023-24 Budget

Background

The 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 fund in the county treasury or in reserves. Our operating budget does not include capital income (interest on reserves) or capital expenses (equipment costing more than \$5,000 or major building expenses). Over a 26-year period, the library has ended on a negative balance only four times.

Reserves

Our account in the state Local Agency Investment Fund (LAIF) was established in March 1995. The balance as of June 1, 2023 is \$5,368,196.57. At the moment, funds held in LAIF are not subject to transfer, loan, impoundment, or seizure by the state.

Current Fiscal Year

Revenue was better than anticipated this year. In addition to better-than-expected filing fee revenue, the legislature provided \$1,446,635.53 in supplemental funding. As of May 31, the library has an operating surplus of \$303,159.37 and a balance of \$5,381,455.10 in the treasury.

Fiscal Year 2023-24

A draft budget follows. Budget amounts for the preceding fiscal year is included for context. While filing fee revenue remains below pre-pandemic levels, the library's return on investment has been much better than expected and supplemental funding from the state and our reserve funds ensure that we remain in the black.

Draft Budget FY2023-24

Revenue	FY2023-24	FY2022-23
6610 Interest (on Cash)	\$ 105,750	\$ 12,500
7430 Court Filing Fees	2,750,000	2,700,000
7570 Library Services	2,060	1,500
7590 Fee-based Services	2,800	600
7670 Miscellaneous Revenue	10,000	8,500
TOTAL	\$ 2,870,610	\$ 2,723,100

Capital Income	FY2023-24	FY2022-23
6610 Interest (on Reserve)	\$ 110,000	\$ 15,000

Operating Expenditures	FY2023-24	FY2022-23
0101 Regular Salaries	\$ 1,235,260	\$ 1,196,892
0104 Annual Leave Payoff	29,558	26,844
0200 Retirement	127,905	123,051
0204 Executive Deferred Compensation	8,000	7,600
0206 Retiree Medical	43,004	41,607
0301 Unemployment Insurance	1,680	1,680
0304 Management Employee Insurance	4,743	4,601
0306 Health Insurance	189,861	163,805
0319 Unit Employee Insurance	3,348	7,956
0352 Worker's Compensation—General	3,516	3,950
0401 Medicare	22,570	21,892
0403 Optional Benefit Plan	11,500	11,500
0741 Telephone—Other	12,669	14,163
1100 Insurance	33,253	32,037
1300 Maintenance—Equipment	45,820	102,376
1400 Maintenance—Building	16,591	3,000
1402 Minor Alterations & Improvements	3,000	3,000
1600 Memberships	5,140	94,523
1700 Miscellaneous Expense	6,318	6,318
1800 Office Expense	10,845	12,988
1801 County Publishing	2,133	150
1802 Periodicals	236,196	227,112
1803 Postage	600	492
1809 Minor Equipment Control	11,203	10,810
1900 Professional & Specialty Services	29,329	7,100
1901 Databases	323,992	295,304
1909 Contracts	50,286	47,933
1911 CWCAP	13,995	14,515
1940 County IT Charges	6,788	6,950
2110 Short-Term Lease—Equipment	10,456	10,116
2400 Books	84,269	94,205
2600 Transportation & Travel—General	18,210	17,600
2601 Private Auto Mileage	500	500
2602 Garage Expense	500	-
2700 Transportation & Travel—Meetings	17,150	12,150
TOTAL	\$ 2,620,184	\$ 2,624,719

Capital Expenditures	FY2023-24	FY2022-23
4000 Equipment	\$ 88,003	\$ 14,193

Notes

Revenue

Interest (6610): The library draws interest on its funds in the county treasury and LAIF. While these estimates are much higher than last year's, they are conservative and are based on the increasing rates of the current fiscal year and the performance of these funds over the last decade or so.

Court Filing Fees (7430): Filing fee revenue seems to have stabilized below pre-pandemic levels. While the legislature is considering an increase in the eligibility threshold for fee waivers that would have an impact on overall filing fee levels, the bill's sponsor has told law libraries that our revenue will not be affected. This is a conservative estimate based on the last 12 months of income.

Library Services (7570): fines and book replacement charges. This number crept upward this fiscal year, yet we still anticipate relatively smaller numbers than in the past because late returns, losses, and damages have been trending downward.

Fee-based Services (7590): document delivery and conference room rental. Conference room revenue jumped this year after a precipitous drop during the public health emergency. We continue to waive rental fees for government entities and non-profits.

Miscellaneous Revenue (7670): used book sales, donations, vendor refunds, and photocopier commission. This line performed better than anticipated this fiscal year. We budgeted accordingly.

Expenditures

Salaries (0101): this reflects wage increases of 2% for unit staff and varying amounts for management, as approved by the board.

Annual Leave Payoff (0104): The Library's Personnel and Salary Resolution and its Memorandum of Understanding (MOU) with the Orange County Employees Association (OCEA) allow employees to request a payout of a specified amount of accrued annual leave each fiscal year.

Retirement (0200): We prepaid the entire FY2023-24 employer contribution to the Orange County Employees Retirement System (OCERS) in January of this year to obtain a 5.8%

prepayment discount. The current figure is based on estimates for FY2024-25, pending approval by the OCERS board later this summer.

Executive Deferred Compensation (0204): part of the director's compensation package.

Retiree Medical (0206): 3.4% of payroll. Staff pay a 1.75% reverse pickup for retirement contributions that offsets part of this cost.

Unemployment Insurance (0301): The library pays this at the start of the calendar year. This estimate is based on our current rate of 1.6% on the first \$7,000 of compensation per employee.

Management Employee Insurance (0304): All staff receive the county benefits package for medical, dental, and other insurances. This package is for non-represented staff and includes dental, life, salary continuance, and AD&D insurances.

Health Insurance (0306): This estimate is based on the medical coverage employees chose for the 2023 calendar year. If anyone changes during open enrollment in the fall, costs will change.

Unit Employee Insurance (0319): This package, administered by OCEA, is for represented staff and includes dental, life, vision, and salary continuance insurances.

Workers Compensation (0352): The premium is based on our total payroll. This estimate is based on this year's premium plus an anticipated 7.6% increase.

Medicare (0401): includes Medicare for all employees and Social Security for an employee who waived OCERS membership.

Optional Benefit Plan (0403): This gives non-represented employees a lump sum which they may invest and/or receive as a taxable lump sum distribution.

Telephone—Other (0741): all internet and phone connections including backup lines.

Insurance (1100): includes package insurance and directors and officers and employment practices liability insurance. Premiums were lower this year because the library changed providers. This allows for increases as high as 10%, which we were told to expect by our broker.

Maintenance—Equipment (1300): includes computer hardware and software maintenance agreements and service contracts; the annual contract with ByWater Solutions for hosting and supporting our integrated library system (ILS); and estimated maintenance costs on compact shelving, the Lektriever microform storage systems, photocopiers and other office equipment, and furniture. The number was much higher last year because it included the one-time cost of migrating to the new Koha ILS while maintaining access to the old ILS for an additional year.

Maintenance—Building (1400): Historically, the county paid for custodial services and routine repairs. The library paid for repairs to the intrusion alarm and closed-circuit television systems, for e-waste pickup, and for any library-requested modifications outside the normal maintenance schedule. This year, the county began charging the library for routine maintenance. Staff have budgeted for these charges, although ideally, the library will recover them.

Minor Alterations & Improvements (1402): an allowance for unexpected building modification work, e.g., adding an electrical outlet or card access point.

Memberships (1600): The library belongs to the Council of California County Law Librarians (CCCLL), the Innovate 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 dues to the American Association of Law Libraries and the Southern California Association of Law Libraries for five professional staff members. The number was much higher this year because the payment to the CCCLL Mutual Aid Fund for struggling California county law libraries was included in this line.

Miscellaneous Expense (1700): includes interlibrary loan charges, technical training for Network Services staff, and general staff training.

Office Expense (1800): includes library supplies, general office supplies, signage, disaster kit supplies, and personal protective equipment (PPE). We updated our disaster kits this fiscal year, so we expect expenses to be lower next year.

County Publishing Services (1801): printed matter such as business cards and envelopes.

Periodicals (1802): includes loose-leaf services, pocket parts, and other forms of supplementation, along with journals, newsletters, etc. This includes an estimated 5% average price increase from publishers.

Postage (1803): includes planned rate increases by the Postal Service.

Minor Equipment (1809): covers purchases of less than \$5000, including a replacement domain controller server, a large projector screen for use during programming, and six HEPA air purifiers to be used during building work.

Professional Services (1900): includes estimates for attorneys' fees, the Treasurer/Tax Collector's estimate for expenses related to managing the investment pool and our treasury funds, armored car and Pony Mail costs, an allowance for employee inoculation at the county Health Care Agency, and our auditor's fee.

Databases (1901): Westlaw, Lexis, FastCase, CEB OnLAW, HeinOnline, LLMCDigital, Nolo Press and National Consumer Law Center e-books, Wolters Kluwer's VitalLaw database, and various online library utilities. This number includes anticipated increases of 3-5%.

Contracts (1909): intrusion alarm monitoring and security guard service.

CWCAP (1911): the county's charge for accounting services and data system development. The drop is due to amortized charges for data system development having been paid off last year.

County IT Charges (1940): charges for remote access to the county's secured network and associated costs. The large increase is due to charges for the county's access control system, which OCIT was authorized to bill to individual departments starting next fiscal year.

Short-Term Lease—Equipment (2110): a postage meter and public copiers and related expenses. The cost of leasing copiers is offset by the library's full retention of all print and copy charges.

Books (2400): This includes an estimated 5% average price increase from publishers.

Transportation & Travel—General (2600): covers validated parking, board meeting expenses, the December joint Board/Staff meeting, and monthly staff parking.

Private Auto Mileage (2601): Library policy allows employees authorized to use private vehicles in the performance of their duties to be reimbursed at the county rate for mileage driven.

Garage Expense (2602): Under the board's Personnel and Salary Resolution and MOU with OCEA, each employee may be reimbursed up to \$105 per month for parking expenses. In the

past, this was used by staff to park closer to work in the Superblock parking a few days a month. With staff now parking in Superblock regularly, we do not expect this benefit to be used often.

Transportation and Travel—Meetings (2700): includes the negotiated educational reimbursement program, costs for the director to attend two CCCLL business meetings, and costs to attend various local meetings, and a \$3,000 professional development allowance for each of the five professional librarians. Staff request an increase from \$2,000 to \$3,000 to cover substantial increases in the cost of travel and lodging.

Equipment (4000): the capital line, or purchases over \$5,000. This includes requests to be voted on by the board during its regular meeting. The number will be adjusted if necessary.



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May 31, 2023

Assets

Current Assets

Operating Cash—County Treasury		\$ 5,381,455.10	
Petty Cash—Union Bank		27,021.98	
Local Agency Investment Fund (LAIF)			
Designated Reserve: Casualty Loss	\$ 500,000.00		
Designated Reserve: Employee Benefits	167,657.41		
Designated Reserve: Facility Needs	1,522,785.00		
Designated Reserve: Insurance	137,500.00		
Designated Reserve: Technology Upgrades	100,000.00		
Refundable Deposits	165,635.34		
Operating Reserve	2,774,618.82		
<i>Total LAIF</i>		<u>5,368,196.57</u>	
<i>Total Current Assets</i>			\$ 10,776,673.65

Fixed Assets

Books		\$ 8,841,238.50	
Equipment		<u>3,298,033.59</u>	
<i>Total Fixed Assets</i>			12,139,272.09

Total Assets

\$ 22,915,945.74

Liabilities

Current Liabilities

Accounts Payable	\$ 9,317.50		
Payroll Payable	<u>54,669.15</u>		
<i>Total Current Liabilities</i>		\$ 63,986.65	

Noncurrent Liabilities

Employee Benefits	\$ 167,657.41		
Refundable Deposits	<u>195,635.34</u>		
<i>Total Noncurrent Liabilities</i>		<u>363,292.75</u>	
<i>Total Liabilities</i>			\$ 427,279.40

Capital

22,488,666.34

Total Liabilities and Capital

\$ 22,915,945.74

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.

May 2023

Revenue	May	FYTD	Budget	% of Bud.	Bud. @ 11 mos.
6610 Interest (on Cash)	\$ 15,785.60	\$ 96,670.16	\$ 12,500.00	773%	\$ 11,458.33
7430 Court Filing Fees	259,650.81	2,562,994.95	2,700,000.00	95%	2,475,000.00
7570 Library Services	104.00	2,214.00	1,500.00	148%	1,375.00
7590 Fee-based Services	450.00	2,610.00	600.00	435%	550.00
7670 Miscellaneous Revenue	1,329.04	20,973.74	8,500.00	247%	7,791.67
TOTAL	\$ 277,319.45	\$ 2,685,462.85	\$ 2,723,100.00	99%	\$ 2,496,175.00

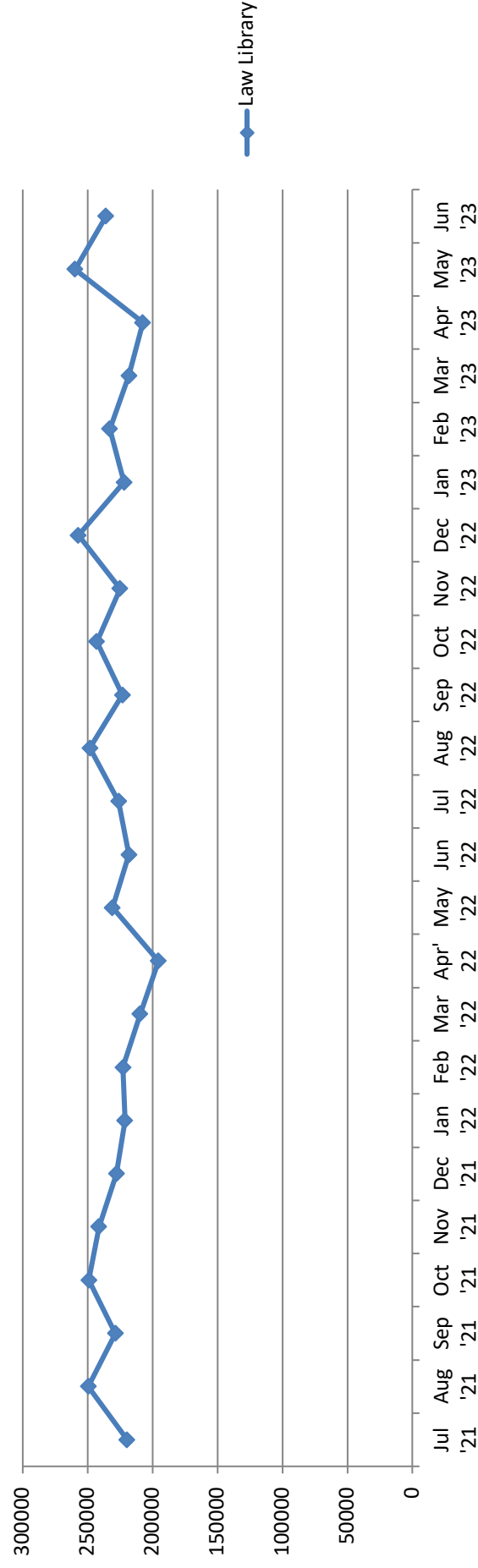
State Supplemental Funding	May	FYTD	Budget	% of Bud.	Bud. @ 11 mos.
6970 State, Other	\$ -	\$ 1,446,635.53	n/a	n/a	n/a

Operating Expenditures	May	FYTD	Budget	% of Bud.	Bud. @ 11 mos.
0101 Regular Salaries	\$ 92,145.17	\$ 1,060,174.24	\$ 1,196,892.00	89%	\$ 1,097,151.00
0104 Annual Leave Payoff	-	10,550.40	26,843.64	39%	24,606.67
0200 Retirement	(4,932.68)	118,953.77	123,050.59	97%	112,796.37
0204 Executive Deferred Compensation	584.62	6,736.83	7,600.32	89%	6,966.96
0206 Retiree Medical	3,040.80	34,987.29	41,607.02	84%	38,139.77
0301 Unemployment Insurance	-	-	1,680.00	0%	1,540.00
0304 Management Employee Insurance	399.04	3,518.35	4,601.20	76%	4,217.77
0306 Health Insurance	13,288.18	146,994.19	163,805.10	90%	150,154.68
0319 Unit Employee Insurance	576.00	6,598.42	7,956.00	83%	7,293.00
0352 Worker's Compensation—General	109.17	3,258.17	3,950.00	82%	3,620.83
0401 Medicare	1,587.76	18,723.59	21,891.53	86%	20,067.24
0403 Optional Benefit Plan	-	11,500.00	11,500.00	100%	10,541.67
0450 Accrued Salary & Benefits	18,223.13	54,669.15	n/a	n/a	n/a
0741 Telephone—Other	1,058.03	11,271.37	14,163.12	80%	12,982.86
1100 Insurance	4,999.00	30,230.00	32,036.85	94%	29,367.11
1300 Maintenance—Equipment	144.94	82,634.16	102,376.25	81%	93,844.90
1400 Maintenance—Building	7,475.24	15,655.26	3,000.00	522%	2,750.00
1402 Minor Alterations & Improvements	-	2,639.18	3,000.00	88%	2,750.00
1600 Memberships	-	94,413.00	94,523.00	100%	86,646.08
1700 Miscellaneous Expense	-	625.00	6,317.50	10%	5,791.04
1800 Office Expense	561.71	9,588.30	12,988.00	74%	11,905.67
1801 County Publishing	7.82	107.50	150.00	72%	137.50
1802 Periodicals	18,289.43	208,542.51	227,111.69	92%	208,185.71
1803 Postage	103.50	573.38	492.00	117%	451.00
1809 Minor Equipment Controlled	90.33	8,423.27	10,809.84	78%	9,909.02
1900 Professional & Specialty Services	133.79	2,987.87	7,100.00	42%	6,508.33
1901 Databases	23,370.16	276,108.47	295,303.73	93%	270,695.09
1909 Contracts	3,611.19	39,246.02	47,932.82	82%	43,938.42
1911 CWCAP	-	14,515.00	14,515.00	100%	13,305.42
1940 County IT Charges	547.07	5,720.24	6,950.25	82%	6,371.06
2100 Rents & Leases—Equipment	761.45	8,733.19	10,116.46	86%	9,273.42
2400 Books	7,638.12	73,027.95	94,205.45	78%	86,355.00
2600 Transportation & Travel—General	1,571.00	15,383.94	17,600.00	87%	16,133.33
2601 Private Auto Mileage	-	-	500.00	0%	458.33
2602 Garage Expense	-	135.00	-	0%	-
2700 Transportation & Travel—Meetings	2,149.72	5,078.47	12,150.00	42%	11,137.50
TOTAL	\$ 197,533.69	\$ 2,382,303.48	\$ 2,624,719.00	91%	\$ 2,405,992.42

Capital Income	May	FYTD	Budget	% of Bud.	Bud. @ 11 mos.
6610 Interest (on Reserve)	\$ -	\$ 91,516.61	\$ 15,000.00	610%	\$ 15,000.00

Capital Expenditures	May	FYTD	Budget	% of Bud.	Bud. @ 11 mos.
4000 Equipment	\$ -	\$ 13,967.78	\$ 14,193.39	98%	\$ 13,010.61

Law Library Filing Fee Income



Estimated Number of Payments = (Total Remittance Divided by Fee Per Filing)					8-Jun-23
County: Orange					
Collection Month: April 2023					
Code Section	Abbreviated Fee Title	Fee Amount	Fee Distribution Amount	Amount Remitted	Estimated Number of Payments
GC 70670(d)	Marriage Dissolution Response	\$350.00	\$35	\$0.00	-
GC 70613(a) CCP 1161.2	Limited >\$10K <=\$25K Unlawful Detainer	\$340.00	\$35	\$0.00	-
GC 70614(b)	Limited Response \$10,000	\$200.00	\$35	\$0.00	-
GC 70670(b)	Fees associated with row 73 prior to SB 1407 amendments (Refer to the "Crosswalk of Related TC-145 Rows" tables to identify the correct row to report fees incurred in other time periods).	\$320.00	\$35	\$0.00	-
GC 70655	First Papers - Other Probate	\$355.00	\$35	\$0.00	-
Prob. 7660	Petition for Summary Probate	\$205.00	\$35	\$0.00	-
GC 70670(d)	Marriage Dissolution Response	\$355.00	\$35	\$0.00	-
Lab. 98.2; cross-ref. GC 70611	Appeal of Labor Commission Decision	\$355.00	\$35	\$0.00	-
B&P 6322.1(c); cross-ref. GC 70613(b)	Limited \$5,000	\$181.00	\$8	\$4,815.84	601.98
GC 70621(b) 70602.5	Writ petition in a limited civil case (amount up to \$10,000) (Refer to the "Crosswalk of Related TC-145 Rows" tables to identify the correct row to report fees incurred in other time periods).	\$225.00	\$35	\$0.00	-
GC 70614(a) 70602.5	Limited Response >\$10K <=\$25K	\$370.00	\$35	\$3,209.94	91.713
GC 70651 70602.5 70602.6	Probate - Opposition to Petition	\$435.00	\$35	\$174.30	4.98
GC 70670(c) 70602.5 70602.6	Family Law Response	\$435.00	\$35	\$1,805.00	51.571
GC 70650(a)	First petition for letters of administration or letters testamentary, or the first petition for special letters of administration with the powers of a general personal representative pursuant to Section 8545 of the Probate Code (Refer to the "Crosswalk of Related TC-145 Rows" tables to identify the correct row to report fees incurred in other time periods).	\$350.00	\$35	\$0.00	-
B&P 6322.1(c); cross-ref. GC 70613(b)	Limited \$5,000	\$176.00	\$8	\$0.00	-
GC 70621(a)(1)	Appeal - Limited Cases	\$325.00	\$35	\$0.00	-
B&P 6322.1(c); cross-ref. GC 70613(b) & GC 70614(b)	Fees associated with rows 1 and 2 prior to SB 1407 amendments (Refer to the "Crosswalk of Related TC-145 Rows" tables to identify the correct row to report fees incurred in other time periods).	\$165.00	\$8	\$0.00	-
GC 70613(a) CCP 1161.2	Fees associated with row 29 prior to SB 1407 amendments (Refer to the "Crosswalk of Related TC-145 Rows" tables to identify the correct row to report fees incurred in other time periods).	\$315.00	\$35	\$0.00	-
GC 70650(b) (c)	Probate Petitions or Objections	\$355.00	\$35	\$0.00	-
GC 70670(c)	Family Law Response	\$355.00	\$35	\$0.00	-
B&P 6322.1(c); cross-ref. GC 70614(b)	Limited Response \$5,000	\$181.00	\$8	\$24.78	3.098
GC 70613(b) CCP 1161.2	Limited \$10,000 Unlawful Detainer	\$200.00	\$35	\$0.00	-
GC 70670(c)	Family Law Response	\$350.00	\$35	\$0.00	-
Lab. 98.2; cross-ref. GC 70611	Appeal of Labor Commission Decision	\$350.00	\$35	\$0.00	-
GC 70611	Unlimited Civil Filing	\$350.00	\$35	\$0.00	-
CCP 116.230(d)(1)	Small Claims Amended <= \$1,500 to <= \$5,000	\$20.00	\$2	\$0.00	-
GC 70656	Petition Set Aside Estate	\$205.00	\$35	\$0.00	-
GC 70670(b)	Marriage Dissolution - First Paper	\$355.00	\$35	\$0.00	-
GC 70621(b)	Writ petition in a limited civil case (amount up to \$10,000) (Refer to the "Crosswalk of Related TC-145 Rows" tables to identify the correct row to report fees incurred in other time periods).	\$205.00	\$35	\$0.00	-
GC 70621(a)(2) 70602.5	Writ petition in a limited civil case (amount over \$10,000) (Refer to the "Crosswalk of Related TC-145 Rows" tables to identify the correct row to report fees incurred in other time periods).	\$370.00	\$35	\$0.00	-
GC 70621(b) 70602.5	Appeal - Limited Cases	\$225.00	\$35	\$103.60	2.96
GC 70611 70602.5	Unlimited Civil Filing	\$395.00	\$35	\$0.00	-
GC 70613(b) 70602.5	Limited \$10,000	\$225.00	\$35	\$34,649.30	989.98
GC 70670(b) 70602.5	Marriage Dissolution - First Paper	\$395.00	\$35	\$0.00	-
Lab. 98.2; cross-ref. GC 70611 70602.5	Appeal of Labor Commission Decision	\$395.00	\$35	\$0.00	-
GC 70650(b) (c) 70602.5	Probate Petitions or Objections	\$395.00	\$35	\$0.00	-
GC 70670(d) 70602.5 70602.6	Marriage Dissolution Response	\$435.00	\$35	\$1,670.11	47.717
GC 70611 70602.5 70602.6	Unlimited Civil Filing	\$435.00	\$35	\$56,522.90	1,614.94
GC 70612 70602.5 70602.6	Unlimited Civil Filing Response	\$435.00	\$35	\$46,292.40	1,322.64
GC 70650(b) (c)	Probate Petitions or Objections	\$350.00	\$35	\$0.00	-
GC 70651	Probate - Opposition to Petition	\$350.00	\$35	\$0.00	-
GC 70670(a)	Family Law First Paper	\$350.00	\$35	\$0.00	-
GC 70670(b)	Marriage Dissolution - First Paper	\$350.00	\$35	\$0.00	-
Veh. 14607.6(e)(4)	Petition for Vehicle Forfeiture	\$100.00	\$35	\$0.00	-
GC 70614(a)	Limited Response >\$10K <=\$25K	\$325.00	\$35	\$0.00	-
GC 70621	Appeal - Limited Cases	\$100.00	\$35	\$0.00	-
CCP 116.230(d)(3); CCP 116.221	Small Claims Amended <= \$1,500 to >\$5,000	\$45.00	\$2	\$0.00	-
GC 70621(b)	Writ petition in a limited civil case (amount up to \$10,000) (Refer to the "Crosswalk of Related TC-145 Rows" tables to identify the correct row to report fees incurred in other time periods).	\$200.00	\$35	\$0.00	-
GC 70613(b); GC 70614(b)	Fees associated with rows 30 and 33 prior to SB 1407 amendments (Refer to the "Crosswalk of Related TC-145 Rows" tables to identify the correct row to report fees incurred in other time periods).	\$180.00	\$35	\$0.00	-
GC 70621(b); H&S 103470; Prob. 7660	Fees associated with rows 82, 92, 114 and 115 prior to SB 1407 amendments. This fee for GC 70621(b) was in effect only between January 1, 2008 and December 31, 2008 (Refer to the "Crosswalk of Related TC-145 Rows" tables to identify the correct row to report fees incurred in other time periods).	\$180.00	\$35	\$0.00	-
GC 70621(a)	Fees associated with rows 112 and 113 prior to SB 1407 amendments (Refer to the "Crosswalk of Related TC-145 Rows" tables to identify the correct row to report fees incurred in other time periods).	\$300.00	\$35	\$0.00	-
GC 70658	Subsequent Papers	\$355.00	\$35	\$0.00	-
GC 70621(a)(1)	Appeal - Limited Cases	\$330.00	\$35	\$0.00	-
GC 70614(b)	Limited Response \$10,000	\$205.00	\$35	\$0.00	-
GC 70650(a)	First petition for letters of administration or letters testamentary, or the first petition for special letters of administration with the powers of a general personal representative pursuant to Section 8545 of the Probate Code (Refer to the "Crosswalk of Related TC-145 Rows" tables to identify the correct row to report fees incurred in other time periods).	\$355.00	\$35	\$0.00	-
GC 70650(a) 70602.5	First petition for letters of administration or letters testamentary, or the first petition for special letters of administration with the powers of a general personal representative pursuant to Section 8545 of the Probate Code (Refer to the "Crosswalk of Related TC-145 Rows" tables to identify the correct row to report fees incurred in other time periods).	\$395.00	\$35	\$0.00	-
GC 70670(a) 70602.5	Family Law First Paper	\$395.00	\$35	\$0.00	-
GC 70652 70602.5	Probate - Internal Affairs	\$395.00	\$35	\$0.00	-
GC 70654 70602.5	Appointment of Guardians	\$225.00	\$35	\$313.60	8.96
GC 70656 70602.5	Petition Set Aside Estate	\$225.00	\$35	\$0.00	-
GC 70653 70602.5 70602.6	Appointment of Conservator	\$435.00	\$35	\$700.00	20
GC 70670(b) 70602.5 70602.6	Marriage Dissolution - First Paper	\$435.00	\$35	\$19,605.32	560.152
GC 70655	First Papers - Other Probate	\$350.00	\$35	\$0.00	-
GC 70656	Petition Set Aside Estate	\$300.00	\$35	\$0.00	-
H&S 103470	Petition - Birth, Death, Marriage Record	\$200.00	\$35	\$0.00	-
Prob. 7660	Petition for Summary Probate	\$200.00	\$35	\$0.00	-
B&P 6322.1(c); cross-ref. GC 70614(b)	Limited Response \$5,000	\$176.00	\$8	\$0.00	-
CCP 116.230(b)(3); CCP 116.221	Small Claims >\$5,000	\$75.00	\$2	\$331.04	165.52
GC 70612	Unlimited Civil Filing Response	\$350.00	\$35	\$0.00	-
GC 70651	Probate - Opposition to Petition	\$355.00	\$35	\$0.00	-
GC 70613(a) CCP 1161.2	Limited >\$10K <=\$25K Unlawful Detainer	\$345.00	\$35	\$0.00	-
GC 70613(b)	Limited \$10,000	\$205.00	\$35	\$0.00	-
GC 70613(a) 70602.5 CCP 1161.2	Limited >\$10K <=\$25K Unlawful Detainer	\$385.00	\$35	\$5,178.60	147.96
GC 70670(d) 70602.5	Marriage Dissolution Response	\$395.00	\$35	\$0.00	-
Lab. 98.2; cross-ref. GC 70611 70602.5 70602.6	Appeal of Labor Commission Decision	\$435.00	\$35	\$105.00	3
GC 70658	Subsequent Papers	\$350.00	\$35	\$0.00	-
GC 70613(b) CCP 1161.2	Limited \$10,000 Unlawful Detainer	\$215.00	\$35	\$0.00	-
GC 70612 70602.5	Unlimited Civil Filing Response	\$395.00	\$35	\$0.00	-
GC 70613(b) 70602.5 CCP 1161.2	Limited \$10,000 Unlawful Detainer	\$240.00	\$35	\$20,891.50	596.9
GC 70651 70602.5	Probate - Opposition to Petition	\$395.00	\$35	\$0.00	-
GC 70655 70602.5	First Papers - Other Probate	\$395.00	\$35	\$0.00	-
GC 70655 70602.5 70602.6	First Papers - Other Probate	\$435.00	\$35	\$4,511.50	128.9
CCP 116.230(d)(2); CCP 116.221	Small Claims Amended <=\$5,000 to >\$5,000	\$25.00	\$2	\$0.00	-
GC 70621(b)	Appeal - Limited Cases	\$200.00	\$35	\$0.00	-
GC 70611; GC 70612; GC 70670(a) (c) (d); Lab. 98.2	Fees associated with rows 26, 27, 72, 74, 75 and 84 prior to SB 1407 amendments (Refer to the "Crosswalk of Related TC-145 Rows" tables to identify the correct row to report fees incurred in other time periods).	\$320.00	\$35	\$0.00	-
GC 70613(b) CCP 1161.2	Fees associated with row 31 prior to SB 1407 amendments (Refer to the "Crosswalk of Related TC-145 Rows" tables to identify the correct row to report fees incurred in other time periods).	\$195.00	\$35	\$0.00	-
GC 70652	Probate - Internal Affairs	\$355.00	\$35	\$0.00	-
GC 70653	Appointment of Conservator	\$355.00	\$35	\$0.00	-

GC 70621(b)	Appeal - Limited Cases	\$205.00	\$35	\$0.00	-
H&S 103470	Petition - Birth, Death, Marriage Record	\$205.00	\$35	\$0.00	-
GC 70613(a)	Limited >\$10K <=\$25K	\$330.00	\$35	\$0.00	-
GC 70614(a)	Limited Response >\$10K <=\$25K	\$330.00	\$35	\$0.00	-
GC 70621(a)(1) 70602.5	Appeal - Limited Cases	\$370.00	\$35	\$0.00	-
GC 70613(a) 70602.5	Limited >\$10K <=\$25K	\$370.00	\$35	\$16,764.30	478.98
GC 70670(d) 70602.5	Family Law Response	\$395.00	\$35	\$0.00	-
H&S 103470 GC 70602.5	Petition - Birth, Death, Marriage Record	\$225.00	\$35	\$0.00	-
GC 70658 70602.5 70602.6	Subsequent Papers	\$435.00	\$35	\$4,759.30	135.98
GC 70650(a) 70602.5 70602.6	First petition for letters of administration or letters testamentary, or the first petition for special letters of administration with the powers of a general personal representative pursuant to Section 8545 of the Probate Code (Refer to the "Crosswalk of Related TC-145 Rows" tables to identify the correct row to report fees incurred in other time periods).	\$435.00	\$35	\$3,186.42	91.041
GC 70652	Probate - Internal Affairs	\$350.00	\$35	\$0.00	-
GC 70653	Appointment of Conservator	\$350.00	\$35	\$0.00	-
GC 70654	Appointment of Guardians	\$200.00	\$35	\$0.00	-
CCP 116.760	Appeal - Small Claims Court	\$75.00	\$35	\$623.70	17.82
GC 70613(a)	Limited >\$10K <=\$25K	\$325.00	\$35	\$0.00	-
GC 70613(b)	Limited \$10,000	\$200.00	\$35	\$0.00	-
GC 70621(a)(2)	Writ petition in a limited civil case (amounts over \$10,000) (Refer to the "Crosswalk of Related TC-145 Rows" tables to identify the correct row to report fees incurred in other time periods).	\$325.00	\$35	\$0.00	-
GC 70613(a); GC 70614(a)	Fees associated with rows 28 and 32 prior to SB 1407 amendments (Refer to the "Crosswalk of Related TC-145 Rows" tables to identify the correct row to report fees incurred in other time periods).	\$300.00	\$35	\$0.00	-
GC 70650(a) (c) (d); GC 70651; GC 70652; GC 70653; GC 70655	Fees associated with rows 52, 61, 62, 63, 64 and 66 prior to SB 1407 amendments (Refer to the "Crosswalk of Related TC-145 Rows" tables to identify the correct row to report fees incurred in other time periods).	\$320.00	\$35	\$0.00	-
GC 70654; GC 70656; GC 70658	Fees associated with rows 65, 67 and 69 prior to SB 1407 amendments (Refer to the "Crosswalk of Related TC-145 Rows" tables to identify the correct row to report fees incurred in other time periods).	\$180.00	\$35	\$0.00	-
GC 70654	Appointment of Guardians	\$205.00	\$35	\$0.00	-
GC 70670(a)	Family Law First Paper	\$355.00	\$35	\$0.00	-
GC 70621(a)(2)	Writ petition in a limited civil case (amount over \$10,000) (Refer to the "Crosswalk of Related TC-145 Rows" tables to identify the correct row to report fees incurred in other time periods).	\$330.00	\$35	\$0.00	-
GC 70611	Unlimited Civil Filing	\$355.00	\$35	\$0.00	-
GC 70612	Unlimited Civil Filing Response	\$355.00	\$35	\$0.00	-
GC 70614(b) 70602.5	Limited Response: \$10,000	\$225.00	\$35	\$4,737.59	135.36
GC 70653 70602.5	Appointment of Conservator	\$395.00	\$35	\$0.00	-
GC 70658 70602.5	Subsequent Papers	\$395.00	\$35	\$0.00	-
GC 70652 70602.5 70602.6	Probate - Internal Affairs	\$435.00	\$35	\$385.00	11
GC 70670(a) 70602.5 70602.6	Family Law First Paper	\$435.00	\$35	\$1,437.10	41.06
GC 70650(b) (c) 70602.5 70602.6	Probate Petitions or Objections	\$435.00	\$35	\$3,145.80	89.88
of Orange Total				\$235,943.94	7,364.09

Submitted Warrant Lists Summary
May 2023

5/3/23	Sharp Electronics Corp.	\$7.91	Photocopier maintenance
	American Alarm Systems, Inc.	\$835.00	Alarm system maintenance
	Fastcase Inc.	\$2,000.00	Annual fee for database remote access
	American Warehouse GOL LLC	\$97.67	Office supplies
5/9/23	U.S. Bank	\$475.46	Purchasing card payment
	U.S. Bank	\$993.35	Travel card payment
5/10/23	Thomson Reuters-West	\$14,473.72	Monthly library plan payment
	Sharp Electronics Corp.	\$77.07	Photocopier maintenance
	Wolters Kluwer Legal & Regulatory US	\$125.91	One update
	Practising Law Institute	\$499.41	Two updates
	William S. Hein & Co.	\$1,598.87	One database annual renewal and one print title
	Data Trace Publishing Co.	\$241.95	One update
	Capitol Enquiry	\$24.80	One title
	Daily Journal Corp.	\$326.00	One update
	The Alpha & Omega Group Security	\$3,611.19	Security guard service
	Regents of UC-CEB	\$1,073.53	One title and two updates
	Orange County Public Law Library	\$8,967.75	Petty cash reimbursement
5/17/23	Thomson Reuters-West	\$463.22	Two titles
	Thomson Reuters-West	\$5,593.68	Monthly Westlaw access
	Practising Law Institute	\$1,691.67	Two titles and four updates
	Matthew Bender & Co.	\$9,002.80	Monthly Lexis Digital Library payment
	William S. Hein & Co.	\$405.36	Two titles
	American Bar Association	\$905.70	Eight titles
	Rowman & Littlefield Publishing Group	\$106.65	One update
	Regents of UC-CEB	\$1,273.10	Three titles and two updates
	West Academic	\$169.34	One title
	American Warehouse GOL LLC	\$190.58	Office supplies
5/24/23	Sharp Electronics Corp.	\$41.60	Photocopier maintenance
	Practising Law Institute	\$268.14	One update
	Marathon Business Solutions, Inc.	\$580.00	Compact shelving maintenance
	Regents of UC-CEB	\$583.59	Two updates
5/31/23	Practising Law Institute	\$250.95	One update
	Matthew Bender & Co.	\$66.42	Two titles
	William S. Hein & Co.	\$1,505.00	Two database renewals
	West Academic	\$61.18	One title
	Fastcase Inc.	\$5,960.62	Database annual renewal

LIBRARY PETTY CASH REIMBURSEMENT LIST

Orange County Public Law Library
515 N. Flower St.
Santa Ana, CA 92703-2354

May 9, 2023

VENDOR	CODE	AMOUNT
Aztec Leasing, Inc.	2110	\$761.45
Brendan Starkey	2700	\$1,289.72
AT&T	0741	\$92.25
AT&T	0741	\$511.75
CA Dept. of Tax and Fee Administration	1800	\$88.00
	1802-5008	\$179.00
	1809	\$13.00
	2400-2407	\$347.00
Ingram Library Services	2400-2401	\$137.90
Brendan Starkey	2600-2610	\$94.65
Charter Communications	0741	\$319.98
AT&T	0741	\$108.44
AT&T	0741	\$25.61
SullivanCurtisMonroe, LLC	1100	\$4,999.00
	0741	\$1,058.03
	1100	\$4,999.00
	1800	\$88.00
	1802-5008	\$179.00
	1809	\$13.00
	2110	\$761.45
	2400-2401	\$137.90
	2400-2407	\$347.00
	2600-2610	\$94.65
	2700	\$1,289.72
TOTAL		\$8,967.75

**ORANGE COUNTY PUBLIC LAW LIBRARY
CAL CARD**

Month of April 2023 - May 2023

P-CARD LOG

Card Holder	Date of Purchase	Vendor's Name	Description of Merchandise	Amount Billed
Brendan Starkey		No Activity		
Kelsey Chrisley	4/26/23	BNI Building News	2023 Supplement to Greenbook	\$ 22.19
	4/26/23	Primo Water	Sparkletts Water	\$ 42.64
	5/2/23	Stericycle	Medical Waste Pickup	\$ 120.84
	5/8/23	North American Rescue	Individual Bleeding Control Kits	\$ 836.94
	5/10/23	Uline	Coat Tree	\$ 202.01
	5/11/23	Amazon.com	Disaster Kit Items	\$ 136.50
	5/12/23	Pitney Bowes	Postage Meter Ink	\$ 139.62
	5/15/23	Amazon.com	Disaster Kit Items	\$ 433.88
	5/19/23	Amazon.com	Hand Sanitizers Refund	\$ (131.04)
Scott Enke		No Activity		
			Total	\$ 1,803.58

TRAVEL CARD LOG

Card Holder	Date of Purchase	Vendor's Name	Description of Merchandise	Amount Billed
Brendan Starkey	5/16/23	Jersey Mike's	Lunch for BOT Meeting	\$ 87.95
Kelsey Chrisley	5/15/23	Ralphs	Supplies for BOT Meeting	\$ 30.97
Scott Enke		No Activity		
			Total	\$ 118.92

Building & Security Event Log

Date	Time	Event	Response
05/11/2023	6:30 a.m.	Unscheduled electrical power outage in building.	Power restored at 10:05 a.m. and library opened at 10:30 a.m.
05/13/2023	12:30 p.m.	Building intrusion alarm was tripped.	Staff requested law enforcement not respond, alarm set off by county employee
05/16/2023	5:06 a.m.	Unscheduled power outage	Power restored at 6:40 a.m.
	6:55 a.m.	Unscheduled power outage	Power restored at 7:22 a.m.
	8:17 a.m.	Unscheduled power outage	Power restored at 8:45 a.m.
	10:17 a.m.	Unscheduled power outage	Staff stuck in elevator for 10 minutes, power restored at 11:00 a.m., library opened to the public at 11:30
	11:52 a.m.	Unscheduled power outage	Power restored at 12:21 p.m.
	12:34 p.m.	Elevators approved for use after safety check.	
	6:41 p.m.	Unscheduled power outage	Power restored at 7:52 p.m.
05/17/2023	8:58 a.m.	Staff asked Civic Center Service to remove human waste and trash from building exterior.	Items removed.
	11:50 a.m.	Unscheduled power outage	Power restored at 12:20 p.m.
	6:41 p.m.	Unscheduled power outage	Power restored at 7:52 p.m.
05/18/2023	8:06 a.m.	Unscheduled power outage	Power restored at 8:31 a.m.
	8:36 a.m.	Staff requested OCPW to notify library of turbine transfer at the CUF and possible power outages.	Notification system established.
05/19/2023	7:45 a.m.	Security guard asked person sleeping in front of entrance to move.	Person complied.
	9:07 a.m.	Staff women's restroom closed for work	Plumbers extracted janitor's car keys and fixed repaired toilet; work completed by 10:15 a.m..
05/24/2023	7:25 a.m.	Staff notified of possible power outage in 30 mins.	
	7:49 a.m.	Power went out.	Power restored at 9:27 a.m.
	8:29 a.m.	SAPD notified of person disturbing patrons and throwing books; SAPD called	Person left at 8:34 a.m., SAPD call canceled

	2:00 p.m.	Elevator safety check completed, opened for use	
05/26/2023	12:17 p.m.	CUF notified library that replacement relay installed and power was stable.	
05/31/2023	10:00 a.m.	Phone service outage	Full service restored on 6/13/2023 at 11:36 a.m.
06/02/2023	5:00 p.m.	Fire watch	Fire watch terminated on 6/8/2023.
06/05/2023	8:52 a.m.	Public restroom closed for maintenance.	Plumbers completed partial repair, parts needed; restroom reopened at 9:51.
06/06/2023	9:40 a.m.	Public restroom closed.	Parts installed, restroom reopened at 10:45.
06/07/2023	11:05 a.m.	Directional sign stolen from stairs.	Installation of new sign scheduled for 6/21/2023.
06/12/2023	6:47 a.m.	SAPD called to deal with person who habitually blocks library entrance.	SAPD arrived at 7:02 a.m. and asked the man to leave; he complied.
	7:45 a.m.	Security guard asked persons blocking library entrance to move.	They complied.



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