



Orange County Public Law Library

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

Brendan E. Starkey
Director

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

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, February 20, 2024 at 12:15 p.m.

Agenda

- I. Discuss Informative Matters
- II. Minutes of January 16 Meeting
- III. Consent Calendar
 - A. 2024 Committee Appointments
 - B. Investment Reports
- IV. Mid-Year Budget Review
- V. Consider FY2023-24 CWCAP Charges
- VI. Comments from Trustees and Staff
- VII. 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.

Agenda I

Informative Matters

Supervisor Vicente Sarmiento was appointed to the Law Library Board of Trustees on January 23, filling the position formerly held by Supervisor Foley. Welcome aboard, Supervisor Sarmiento!

Patrice Vizzerra has joined the library staff as Cataloging Assistant. She is taking over for Michele Dulson, who will be retiring this month.

The library received \$25,705.13 from the county as reimbursement for charges erroneously made last fiscal year for building maintenance. Charges continue to be made this fiscal year with only one small reversal issued in October. Staff will follow up with the county, copying the Building Committee on all correspondence.

Attachments:

Agenda I Informative Matters

Agenda II January Minutes

Agenda III Consent Calendar

Agenda V CWCAP Charges

Financial Statements (December & January)

Filing Fee Statistics

Submitted Warrant Lists

CAL-Card Log

Building and 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 January 16, 2024 at 12:15 p.m. at the law library.

Present: Sherry Leysen, Esq., Hon. Michele Bell, Hon. Robert A. Knox, Hon. Elizabeth G. Macias, Hon. Glenn Salter, and Brendan Starkey. Eden Casareno of Eadie Payne, LLP also attended.

Absent: Hon. William Claster and Supervisor Katrina Foley.

President Leysen called the meeting to order at 12:21 p.m.

Agenda I Consider Biennial Audit. After a presentation by Eden Casareno of Eadie Payne, LLP, Judge Bell moved to receive and file the biennial audit report for FY2021-22 and FY2022-23. Judge Knox seconded the motion, which passed unanimously.

Approved 5-0

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

Agenda III Minutes of December 4 Meeting. Judge Knox moved that the minutes be approved. Judge Salter seconded the motion, which passed unanimously.

Approved 5-0

Agenda IV Consent Calendar. There being no objection, summary investment reports from the Local Agency Investment Fund and the Orange County Investment Pool for November and December were deemed received and filed.

Approved 5-0

Agenda V Elect 2024 Officers. On a motion by Judge Bell seconded by Ms. Leysen and passed unanimously, Hon. Robert A. Knox was elected president, Hon. Glenn Salter vice president, and Hon. Elizabeth G. Macias secretary of the Law Library Board of Trustees.

Approved 5-0

January 16, 2024 Minutes

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

Agenda VII Public Comment per Government Code § 54954.3. There was no public comment.

The board adjourned at 12:54.

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. Elizabeth G. Macias
Secretary

Agenda III
Consent Calendar

A. 2024 Committee Appointments

President Knox proposes the following committee appointments:

Personnel	Ms. Leysen (chair), Judge Knox, Judge Macias
Finance	Judge Bell (chair), Judge Claster, Judge Salter

B. Investment Reports

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



PMIA/LAIF Performance Report as of 2/14/24



Quarterly Performance Quarter Ended 12/31/23

LAIF Apportionment Rate ⁽²⁾ :	4.00
LAIF Earnings Ratio ⁽²⁾ :	0.00010932476863589
LAIF Administrative Cost ^{(1)*} :	0.29
LAIF Fair Value Factor ⁽¹⁾ :	0.993543131
PMIA Daily ⁽¹⁾ :	3.96
PMIA Quarter to Date ⁽¹⁾ :	3.81
PMIA Average Life ⁽¹⁾ :	230

PMIA Average Monthly Effective Yields⁽¹⁾

January	4.012
December	3.929
November	3.843
October	3.670
September	3.534
August	3.434

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 1/31/24 \$165.8 billion

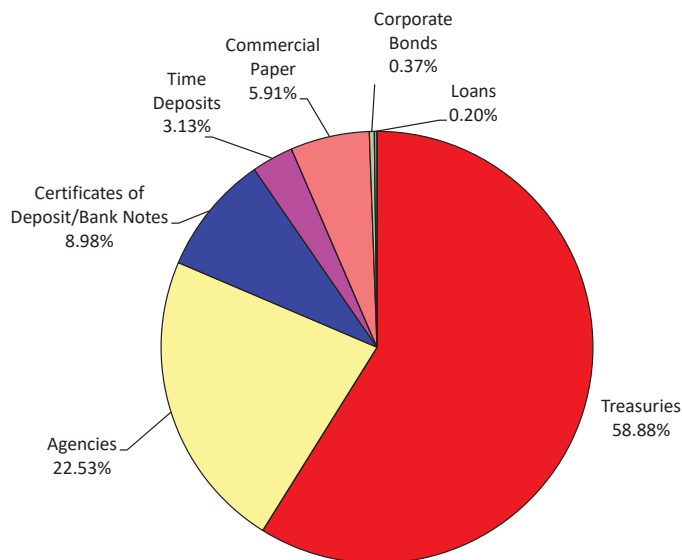


Chart does not include \$2,112,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

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).

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



MALIA M. COHEN

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name	ORANGE CO PUBLIC LAW LIBRARY
Account Number	16-30-005

As of 01/12/2024, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2023.

Earnings Ratio		.00010932476863589
Interest Rate		4.00%
Dollar Day Total	\$	501,654,752.36
Quarter End Principal Balance	\$	5,459,132.74
Quarterly Interest Earned	\$	54,843.29

California State Treasurer
Fiona Ma, CPA



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

February 01, 2024

[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

January 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
1/12/2024	1/11/2024	QRD	1745140	N/A	SYSTEM	54,843.29

Account Summary

Total Deposit:	54,843.29	Beginning Balance:	5,459,132.74
Total Withdrawal:	0.00	Ending Balance:	5,513,976.03



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

January 31, 2024

ORANGE COUNTY PUBLIC LAW LIBRARY

Fund Number : 161

JANUARY 2024 STATEMENT

Transactions

<u>Transaction Date</u>	<u>Transaction Description</u>	<u>Amount</u>
01/01/2024	December 2023 Investment Admin Fee	\$ (254.70)
01/01/2024	FY 2022/2023 Investment Admin Fee Refund	\$ 413.23
01/17/2024	October 2023 Interest Paid	\$ 20,559.40
01/26/2024	FY 2022/2023 Interest on Refund	\$ 20.76

Summary

Total Deposit:	\$ 283,643.57	Beginning Balance:	\$ 5,991,739.80
Total Withdrawal:	\$ (338,336.25)	Ending Balance:	\$ 5,937,047.12

Agenda V

Consider FY2023-24 CWCAP Charges

The library contracts with the county for the provision of various services. Under the Memorandum of Understanding, the Auditor-Controller (A-C) provides annual written notification (attached) of the costs of accounting services for approval by the Law Library Board of Trustees. If approved, we pay the charge in one lump sum.¹ The amount is based on the current fiscal year Countywide Cost Allocation Plan (CWCAP), which uses actual cost data that is two years in arrears. Thus, the FY2023-24 CWCAP charge of \$14,001 is based on FY2021-22 actual expenditures.

The amount has fluctuated over the years based on changing usage and amortized charges for system upgrades:

Fiscal Year	CWCAP Charge
23-24	\$14,001
22-23	14,515
21-22	22,287
20-21	27,633
19-20	27,634
18-19	22,211
17-18	20,345
16-17	26,716
15-16	35,613
14-15	36,021
13-14	46,676
12-13	56,476
11-12	51,757
10-11	31,372
09-10	32,631
08-09	42,052
07-08	30,143
06-07	33,335
05-06	29,815
04-05	43,672

The current charge is within \$6 of our budgeted amount, which was based on estimates received last spring.

¹ Other county departments charge us on a monthly or as-needed basis.

The A-C allocates costs to participating entities based on their relative usage of financial accounting systems (general accounting, claims, and disbursement) and human resources (payroll). The financial cost pool is allocated based on total financial transactions, while HR is based on direct hours paid. Also included are costs that can be traced specifically, such as postage. Countywide Accounting and Personnel System (CAPS) administration includes ongoing operations and maintenance costs.

“Intangible Use” includes the development and upgrade costs of various A-C systems which are amortized over their useful life.

Action required: motion to approve payment of \$14,001 in CWCAP charges.

Staff recommendation: approve.



OFFICE OF THE
ORANGE COUNTY AUDITOR-CONTROLLER

ANDREW N. HAMILTON, CPA
AUDITOR-CONTROLLER

February 14, 2024

TO: Brendan Starkey, Director
Orange County Public Law Library

SUBJECT: FY 2023-24 MOU Charges to the Orange County Public Law Library (OCPLL)

On the attached schedule are the FY 2023-24 MOU actual costs for Auditor-Controller accounting services. Total costs chargeable to the OCPLL are \$14,001.

After your review of the costs, please submit them to the OCPLL Board of Trustees for approval. Once you inform us of the Board's approval, we will process a journal voucher to record the charges.

If you have any questions, please contact me at 714-834-3753 or Ila.Patel@ac.ocgov.com.

Ila Patel, Manager
Auditor-Controller Cost, Revenue & Budget

IP: sh

Attachment

File: MOU/23-24/23-24 Request letter

Auditor-Controller Support Services to OC Public Law Library
Estimated Costs for FY 2023-24 MOU
Based Upon FY 2023-24 CWCAP Costs (5/31/23 run)

Prepared by: JS 1/10/23
Reviewed by: K York

Service Description	161 OCPLL CWCAP
A	
Payroll	\$ 1,098 (1)
Claims	1,283 (1)
Check Writing	701 (3)
General Accounting	1,747 (1)
CAPS Administration	9,172 (2)
Total A-C Support	<u>\$ 14,001</u>

Purpose:

To calculate amounts of A-C support services to OCPLL for the FY 2023-24 MOU. The MOU is based on the FY 2023-24 CWCAP.

Source:

A Approved FY 2023-24 CWCAP, dated 5/31/23.

Notes:

(1) A/C Services - bill full amount as stated in 2023-24 CWCAP, [see W/P B1.1](#)

(2) CAPS Admin costs can be broken down as follows:

014 CAPS Program	9,056	Fr B1.5
Intangible Use (CAPS+ Payroll DW)	116	Fr Note (4) below
	<u>9,172</u>	To above

(3) Check Writing Total

Check Writing	517	Fr B1.2
***Postage	184	Fr C1
	<u>701</u>	To above

(4) Intangible Use

CAPS+ Payroll DW	116	Fr B1.4
	<u>116</u>	To Note (2)



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December 31, 2023

Assets

Current Assets

Operating Cash—County Treasury	\$ 5,991,739.80	
Petty Cash—Union Bank	25,351.30	
Local Agency Investment Fund (LAIF)		
Designated Reserve: Casualty Loss	\$ 500,000.00	
Designated Reserve: Employee Benefits	170,800.49	
Designated Reserve: Facility Needs	1,522,785.00	
Designated Reserve: Insurance	137,500.00	
Designated Reserve: Technology Upgrades	100,000.00	
Refundable Deposits	168,735.34	
Operating Reserve	2,859,311.91	
Total LAIF	5,459,132.74	
Total Current Assets		\$ 11,476,223.84

Fixed Assets

Books	\$ 8,884,552.02	
Equipment	3,333,842.64	
Total Fixed Assets		12,218,394.66

Total Assets

\$ 23,694,618.50

Liabilities

Current Liabilities

Accounts Payable	\$ 857.65	
Payroll Payable	69,657.05	
Total Current Liabilities		\$ 70,514.70

Noncurrent Liabilities

Employee Benefits	\$ 170,800.49	
Refundable Deposits	198,735.34	
Total Noncurrent Liabilities	369,535.83	
Total Liabilities		\$ 440,050.53

Capital

23,254,567.97

Total Liabilities and Capital

\$ 23,694,618.50

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.

December 2023

Revenue	December	FYTD	Budget	% of BUD	BUD @ 6 MOS
6610 Interest (on Cash)	\$ 21,248.36	\$ 97,862.38	\$ 105,750.00	93%	\$ 52,875.00
7430 Court Filing Fees	263,005.41	1,497,117.92	2,750,000.00	54%	1,375,000.00
7570 Library Services	108.00	1,936.00	2,060.34	94%	1,030.17
7590 Fee-based Services	4.50	238.00	2,800.00	9%	1,400.00
7670 Miscellaneous Revenue	26,476.13	32,012.43	10,000.00	320%	5,000.00
TOTAL	\$ 310,842.40	\$ 1,629,166.73	\$ 2,870,610.34	57%	\$ 1,435,305.17

State Supplemental Funding	December	FYTD	Budget	% of BUD	BUD @ 6 MOS
6970 State, Other	\$ -	\$ 180,952.60	n/a	n/a	n/a

Operating Expenditures	December	FYTD	Budget	% of BUD	BUD @ 6 MOS
0101 Regular Salaries	\$ 95,083.71	\$ 566,536.24	\$ 1,235,260.10	46%	\$ 617,630.05
0104 Annual Leave Payoff	-	10,222.08	29,557.80	35%	14,778.90
0200 Retirement	(5,054.29)	(345.76)	127,905.05	0%	63,952.53
0204 Executive Deferred Compensation	615.38	3,678.43	8,000.01	46%	4,000.01
0206 Retiree Medical	4,937.74	30,395.50	43,003.82	71%	21,501.91
0301 Unemployment Insurance	-	-	1,680.00	0%	840.00
0304 Management Employee Insurance	402.76	2,398.47	4,742.73	51%	2,371.37
0306 Health Insurance	13,288.18	79,064.67	189,860.59	42%	94,930.30
0319 Unit Employee Insurance	576.00	3,427.20	3,348.00	102%	1,674.00
0352 Worker's Compensation—General	-	3,526.00	3,515.57	100%	1,757.78
0401 Medicare	1,636.70	9,901.50	22,569.75	44%	11,284.88
0403 Optional Benefit Plan	-	-	11,500.00	0%	5,750.00
0450 Accrued Salary & Benefits	6,332.55	69,657.05	n/a	n/a	n/a
0741 Telephone—Other	1,028.99	6,114.03	12,668.52	48%	6,334.26
1100 Insurance	-	24,740.00	33,253.00	74%	16,626.50
1300 Maintenance—Equipment	2,145.21	47,786.97	85,784.62	56%	42,892.31
1400 Maintenance—Building	3,137.47	22,630.10	16,591.00	136%	8,295.50
1402 Minor Alterations & Improvements	-	382.89	3,000.00	13%	1,500.00
1600 Memberships	-	610.00	5,140.00	12%	2,570.00
1700 Miscellaneous Expense	219.00	446.29	6,317.50	7%	3,158.75
1800 Office Expense	1,440.79	3,949.00	10,844.54	36%	5,422.27
1801 County Publishing	-	-	2,132.55	0%	1,066.28
1802 Periodicals	23,674.96	99,375.86	236,196.16	42%	118,098.08
1803 Postage	-	310.50	600.00	52%	300.00
1809 Minor Equipment Controlled	98.31	4,329.74	11,202.85	39%	5,601.43
1900 Professional & Specialty Services	6,623.90	20,768.22	29,329.00	71%	14,664.50
1901 Databases	30,164.95	150,271.50	323,991.55	46%	161,995.78
1909 Contracts	3,611.19	23,713.23	50,285.73	47%	25,142.87
1911 CWCAP	-	-	13,995.00	0%	6,997.50
1940 County IT Charges	547.71	2,738.55	6,788.00	40%	3,394.00
2110 Short-Term Lease—Equipment	761.45	4,727.40	10,455.70	45%	5,227.85
2400 Books	6,149.08	34,245.24	84,269.07	41%	42,134.53
2600 Transportation & Travel—General	1,293.00	7,213.12	18,210.00	40%	9,105.00
2601 Private Auto Mileage	-	-	500.00	0%	250.00
2602 Garage Expense	20.00	72.00	500.00	0%	250.00
2700 Transportation & Travel—Meetings	841.23	3,013.17	17,150.00	18%	8,575.00
TOTAL	\$ 199,575.97	\$ 1,235,899.19	\$ 2,660,148.20	46%	\$ 1,330,074.10

Capital Income	December	FYTD	Budget	% of BUD	BUD @ 6 MOS
6610 Interest (on Reserve)	\$ -	\$ 90,936.17	\$ 110,000.00	83%	\$ 55,000.00

Capital Expenditures	December	FYTD	Budget	% of BUD	BUD @ 6 MOS
4000 Equipment	\$ -	\$ 31,414.67	\$ 42,547.86	74%	\$ 21,273.93



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Current Assets

Operating Cash—County Treasury	\$ 5,937,047.12	
Petty Cash—Union Bank	26,518.66	
Local Agency Investment Fund (LAIF)		
Designated Reserve: Casualty Loss	\$ 500,000.00	
Designated Reserve: Employee Benefits	173,588.64	
Designated Reserve: Facility Needs	1,522,785.00	
Designated Reserve: Insurance	137,500.00	
Designated Reserve: Technology Upgrades	100,000.00	
Refundable Deposits	169,635.34	
Operating Reserve	2,910,467.05	
Total LAIF	5,513,976.03	
Total Current Assets		\$ 11,477,541.81

Fixed Assets

Books	\$ 8,892,444.23	
Equipment	3,333,842.64	
Total Fixed Assets		12,226,286.87

Total Assets

\$ 23,703,828.68

Liabilities

Current Liabilities

Accounts Payable	\$ 1,487.26	
Payroll Payable	89,200.77	
Total Current Liabilities		\$ 90,688.03

Noncurrent Liabilities

Employee Benefits	\$ 173,588.64	
Refundable Deposits	199,635.34	
Total Noncurrent Liabilities	373,223.98	
Total Liabilities		\$ 463,912.01

Capital

23,239,916.67

Total Liabilities and Capital

\$ 23,703,828.68

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.

January 2024

Revenue	January	FYTD	Budget	% of BUD	BUD @ 7 MOS
6610 Interest (on Cash)	\$ 22,483.51	\$ 120,345.89	\$ 105,750.00	114%	\$ 61,687.50
7430 Court Filing Fees	248,590.60	1,745,708.52	2,750,000.00	63%	1,604,166.67
7570 Library Services	229.00	2,165.00	2,060.34	105%	1,201.87
7590 Fee-based Services	-	238.00	2,800.00	9%	1,633.33
7670 Miscellaneous Revenue	3,235.23	35,247.66	10,000.00	352%	5,833.33
TOTAL	\$ 274,538.34	\$ 1,903,705.07	\$ 2,870,610.34	66%	\$ 1,435,305.17

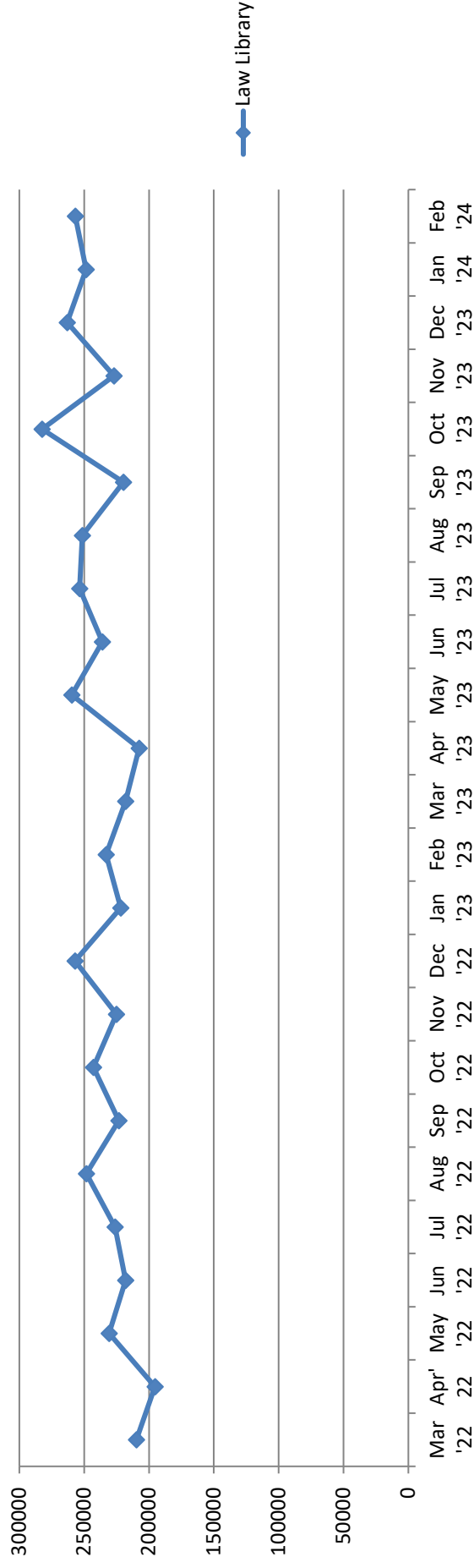
State Supplemental Funding	January	FYTD	Budget	% of BUD	BUD @ 7 MOS
6970 State, Other	\$ -	\$ 180,952.60	n/a	n/a	n/a

Operating Expenditures	January	FYTD	Budget	% of BUD	BUD @ 7 MOS
0101 Regular Salaries	\$ 95,083.72	\$ 661,619.96	\$ 1,235,260.10	54%	\$ 720,568.39
0104 Annual Leave Payoff	-	10,222.08	29,557.80	35%	17,242.05
0200 Retirement	126,470.60	126,124.84	127,905.05	99%	74,611.28
0204 Executive Deferred Compensation	615.38	4,293.81	8,000.01	54%	4,666.67
0206 Retiree Medical	4,937.74	35,333.24	43,003.82	82%	25,085.56
0301 Unemployment Insurance	-	-	1,680.00	0%	980.00
0304 Management Employee Insurance	187.12	2,585.59	4,742.73	55%	2,766.59
0306 Health Insurance	14,283.82	93,348.49	189,860.59	49%	110,752.01
0319 Unit Employee Insurance	576.00	4,003.20	3,348.00	120%	1,953.00
0352 Worker's Compensation—General	-	3,526.00	3,515.57	100%	2,050.75
0401 Medicare	1,803.24	11,704.74	22,569.75	52%	13,165.69
0403 Optional Benefit Plan	11,500.00	11,500.00	11,500.00	100%	6,708.33
0450 Accrued Salary & Benefits	19,543.72	89,200.77	n/a	n/a	n/a
0741 Telephone—Other	-	6,114.03	12,668.52	48%	7,389.97
1100 Insurance	-	24,740.00	33,253.00	74%	19,397.58
1300 Maintenance—Equipment	141.60	47,928.57	85,784.62	56%	50,041.03
1400 Maintenance—Building	4,515.05	27,145.15	16,591.00	164%	9,678.08
1402 Minor Alterations & Improvements	-	382.89	3,000.00	13%	1,750.00
1600 Memberships	-	610.00	5,140.00	12%	2,998.33
1700 Miscellaneous Expense	-	446.29	6,317.50	7%	3,685.21
1800 Office Expense	1,024.88	4,973.88	10,844.54	46%	6,325.98
1801 County Publishing	572.79	572.79	2,132.55	27%	1,243.99
1802 Periodicals	21,768.50	121,144.36	236,196.16	51%	137,781.09
1803 Postage	-	310.50	600.00	52%	350.00
1809 Minor Equipment Controlled	-	4,329.74	11,202.85	39%	6,535.00
1900 Professional & Specialty Services	357.20	21,125.42	29,329.00	72%	17,108.58
1901 Databases	35,783.77	186,055.27	323,991.55	57%	188,995.07
1909 Contracts	3,520.44	27,233.67	50,285.73	54%	29,333.34
1911 CWCAP	-	-	13,995.00	0%	8,163.75
1940 County IT Charges	547.71	3,286.26	6,788.00	48%	3,959.67
2110 Short-Term Lease—Equipment	69.39	4,796.79	10,455.70	46%	6,099.16
2400 Books	7,892.21	42,137.45	84,269.07	50%	49,156.96
2600 Transportation & Travel—General	-	7,213.12	18,210.00	40%	10,622.50
2601 Private Auto Mileage	-	-	500.00	0%	291.67
2602 Garage Expense	-	72.00	500.00	0%	291.67
2700 Transportation & Travel—Meetings	135.00	3,148.17	17,150.00	18%	10,004.17
TOTAL	\$ 351,329.88	\$ 1,587,229.07	\$ 2,660,148.20	60%	\$ 1,551,753.12

Capital Income	January	FYTD	Budget	% of BUD	BUD @ 7 MOS
6610 Interest (on Reserve)	\$ 54,843.29	\$ 145,779.46	\$ 110,000.00	133%	\$ 82,500.00

Capital Expenditures	January	FYTD	Budget	% of BUD	BUD @ 7 MOS
4000 Equipment	\$ -	\$ 31,414.67	\$ 42,547.86	74%	\$ 24,819.59

Law Library Filing Fee Income



Estimated Number of Payments = (Total Remittance Divided by Fee Per Filing)					8-Feb-24
County: Orange					
Collection Month: December 2023					
Code Section	Abbreviated Fee Title	Fee Amount	Fee Distribution Amount	Amount Remitted	Estimated Number of Payments
GC 70653	Appointment of Conservator	\$350.00	\$35	\$0.00	-
GC 70670(a)	Family Law First Paper	\$350.00	\$35	\$0.00	-
GC 70613(a) CCP 1161.2	Limited >\$10K <=\$25K Unlawful Detainer	\$340.00	\$35	\$0.00	-
CCP 116.230(d)(2); CCP 116.221	Small Claims Amended <=\$5,000 to >\$5,000	\$25.00	\$2	\$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 70658 70602.5 70602.6	Subsequent Papers	\$435.00	\$35	\$1,085.70	31.02
GC 70670(a) 70602.5 70602.6	Family Law First Paper	\$435.00	\$35	\$1,831.33	52.324
Lab. 98.2; cross-ref. GC 70611 70602.5 70602.6	Appeal of Labor Commission Decision	\$435.00	\$35	\$0.00	-
GC 70656	Petition Set Aside Estate	\$200.00	\$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	-
CCP 116.230(d)(3); CCP 116.221	Small Claims Amended <= \$1,500 to >\$5,000	\$45.00	\$2	\$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 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 70652	Probate - Internal Affairs	\$355.00	\$35	\$0.00	-
GC 70653	Appointment of Conservator	\$355.00	\$35	\$0.00	-
GC 70654	Appointment of Guardians	\$205.00	\$35	\$0.00	-
GC 70621(a)(1)	Appeal - Limited Cases	\$330.00	\$35	\$0.00	-
GC 70611	Unlimited Civil Filing	\$355.00	\$35	\$0.00	-
GC 70613(a) CCP 1161.2	Limited >\$10K <=\$25K Unlawful Detainer	\$345.00	\$35	\$0.00	-
GC 70611 70602.5	Unlimited Civil Filing	\$395.00	\$35	\$0.00	-
GC 70613(b) 70602.5 CCP 1161.2	Limited \$10,000 Unlawful Detainer	\$240.00	\$35	\$27,749.40	792.84
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	\$5,879.30	167.98
Lab. 98.2; cross-ref. GC 70611	Appeal of Labor Commission Decision	\$350.00	\$35	\$0.00	-
Veh. 14607.6(e)(4)	Petition for Vehicle Forfeiture	\$100.00	\$35	\$0.00	-
GC 70611	Unlimited Civil Filing	\$350.00	\$35	\$0.00	-
GC 70613(b) CCP 1161.2	Limited \$10,000 Unlawful Detainer	\$215.00	\$35	\$0.00	-
GC 70614(a)	Limited Response >\$10K <=\$25K	\$325.00	\$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 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 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 70621(b)	Appeal - Limited Cases	\$205.00	\$35	\$0.00	-
H&S 103470	Petition - Birth, Death, Marriage Record	\$205.00	\$35	\$0.00	-
GC 70614(b) 70602.5	Limited Response \$10,000	\$225.00	\$35	\$5,261.90	150.34
GC 70613(a) 70602.5	Limited >\$10K <=\$25K	\$370.00	\$35	\$16,589.30	473.98
GC 70670(c) 70602.5	Family Law Response	\$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 70651 70602.5 70602.6	Probate - Opposition to Petition	\$435.00	\$35	\$70.00	2
GC 70652 70602.5 70602.6	Probate - Internal Affairs	\$435.00	\$35	\$1,330.00	38
GC 70670(d) 70602.5 70602.6	Marriage Dissolution Response	\$435.00	\$35	\$1,573.96	44.97
GC 70650(b) (c) 70602.5 70602.6	Probate Petitions or Objections	\$435.00	\$35	\$1,539.30	43.98
GC 70655	First Papers - Other Probate	\$350.00	\$35	\$0.00	-
GC 70658	Subsequent Papers	\$350.00	\$35	\$0.00	-
GC 70670(c)	Family Law Response	\$350.00	\$35	\$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); 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	-

	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).				
GC 70621(a)(2)		\$330.00	\$35	\$0.00	-
B&P 6322.1(c); cross-ref. GC 70613(b)	Limited \$5,000	\$181.00	\$8	\$3,224.00	403
B&P 6322.1(c); cross-ref. GC 70614(b)	Limited Response \$5,000	\$181.00	\$8	\$119.84	14.98
GC 70613(b)	Limited \$10,000	\$205.00	\$35	\$0.00	-
GC 70613(b) CCP 1161.2	Limited \$10,000 Unlawful Detainer	\$220.00	\$35	\$0.00	-
GC 70613(b) 70602.5	Limited \$10,000	\$225.00	\$35	\$27,055.00	773
GC 70614(a) 70602.5	Limited Response >\$10K <=\$25K	\$370.00	\$35	\$3,878.00	110.8
GC 70670(a) 70602.5	Family Law First Paper	\$395.00	\$35	\$0.00	-
H&S 103470 GC 70602.5	Petition - Birth, Death, Marriage Record	\$225.00	\$35	\$0.00	-
GC 70652 70602.5	Probate - Internal Affairs	\$395.00	\$35	\$0.00	-
GC 70658 70602.5	Subsequent Papers	\$395.00	\$35	\$0.00	-
GC 70655 70602.5 70602.6	First Papers - Other Probate	\$435.00	\$35	\$4,441.50	126.9
GC 70611 70602.5 70602.6	Unlimited Civil Filing	\$435.00	\$35	\$55,653.50	1,590.10
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 70654	Appointment of Guardians	\$200.00	\$35	\$0.00	-
B&P 6322.1(c); cross-ref. GC 70613(b)	Limited \$5,000	\$176.00	\$8	\$0.00	-
GC 70613(b)	Limited \$10,000	\$200.00	\$35	\$0.00	-
GC 70621	Appeal - Limited Cases	\$100.00	\$35	\$0.00	-
GC 70651	Probate - Opposition to Petition	\$355.00	\$35	\$0.00	-
GC 70658	Subsequent Papers	\$355.00	\$35	\$0.00	-
Prob. 7660	Petition for Summary Probate	\$205.00	\$35	\$0.00	-
GC 70614(a)	Limited Response >\$10K <=\$25K	\$330.00	\$35	\$0.00	-
GC 70650(b) (c) 70602.5	Probate Petitions or Objections	\$395.00	\$35	\$0.00	-
GC 70670(d)	Marriage Dissolution Response	\$350.00	\$35	\$0.00	-
CCP 116.230(b)(3); CCP 116.221	Small Claims >\$5,000	\$75.00	\$2	\$318.60	159.3
GC 70613(a)	Limited >\$10K <=\$25K	\$325.00	\$35	\$0.00	-
CCP 116.230(d)(1)	Small Claims Amended <= \$1,500 to <= \$5,000	\$20.00	\$2	\$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(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 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 70670(a)	Family Law First Paper	\$355.00	\$35	\$0.00	-
GC 70670(b)	Marriage Dissolution - First Paper	\$355.00	\$35	\$0.00	-
GC 70612	Unlimited Civil Filing Response	\$355.00	\$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 70621(a)(1) 70602.5	Appeal - Limited Cases	\$370.00	\$35	\$0.00	-
GC 70621(b) 70602.5	Appeal - Limited Cases	\$225.00	\$35	\$69.30	1.98
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 70653 70602.5	Appointment of Conservator	\$395.00	\$35	\$0.00	-
GC 70654 70602.5	Appointment of Guardians	\$225.00	\$35	\$104.30	2.98
GC 70655 70602.5	First Papers - Other Probate	\$395.00	\$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).	\$350.00	\$35	\$0.00	-
GC 70652	Probate - Internal Affairs	\$350.00	\$35	\$0.00	-
CCP 116.760	Appeal - Small Claims Court	\$75.00	\$35	\$415.80	11.88
GC 70650(b) (c)	Probate Petitions or Objections	\$355.00	\$35	\$0.00	-
GC 70655	First Papers - Other Probate	\$355.00	\$35	\$0.00	-

GC 70656	Petition Set Aside Estate	\$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	-
GC 70613(a)	Limited >\$10K <=\$25K	\$330.00	\$35	\$0.00	-
GC 70614(b)	Limited Response \$10,000	\$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 70670(b)	Marriage Dissolution - First Paper	\$350.00	\$35	\$0.00	-
B&P 6322.1(c); cross-ref. GC 70614(b)	Limited Response \$5,000	\$176.00	\$8	\$0.00	-
GC 70612	Unlimited Civil Filing Response	\$350.00	\$35	\$0.00	-
GC 70614(b)	Limited Response \$10,000	\$200.00	\$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 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 70670(c)	Family Law Response	\$355.00	\$35	\$0.00	-
GC 70612 70602.5	Unlimited Civil Filing Response	\$395.00	\$35	\$0.00	-
GC 70613(a) 70602.5 CCP 1161.2	Limited >\$10K <=\$25K Unlawful Detainer	\$385.00	\$35	\$8,047.90	229.94
GC 70670(b) 70602.5	Marriage Dissolution - First Paper	\$395.00	\$35	\$0.00	-
GC 70670(d) 70602.5	Marriage Dissolution Response	\$395.00	\$35	\$0.00	-
GC 70651 70602.5	Probate - Opposition to Petition	\$395.00	\$35	\$0.00	-
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	\$630.00	18
GC 70670(b) 70602.5 70602.6	Marriage Dissolution - First Paper	\$435.00	\$35	\$18,295.64	522.733
GC 70670(c) 70602.5 70602.6	Family Law Response	\$435.00	\$35	\$2,253.31	64.38
GC 70612 70602.5 70602.6	Unlimited Civil Filing Response	\$435.00	\$35	\$69,447.64	1,984.22
of Orange Total				\$256,864.52	7,811.63

Submitted Warrant Lists Summary

January 2024

1/3/2024	OCERS	\$126,470.60	FY2024-25 retirement contribution prepayment
1/3/2024	Wolters Kluwer Legal & Regulatory US	\$201.95	One update
	Practising Law Institute	\$1,842.58	One title and six updates
	American Bar Association	\$626.03	Six titles
	Midwest Library Service	\$32.05	One update
	Regents of UC-CEB	\$1,530.96	Two titles and three updates
	West Academic	\$37.15	One title
1/5/2024	U.S. Bank	\$510.54	Purchasing card payment
	U.S. Bank	\$135.00	Travel card payment
1/10/2024	Thomson Reuters-West	\$5,705.55	Monthly Westlaw access
	Sharp Electronics Corp.	\$91.67	Photocopier maintenance
	Practising Law Institute	\$731.51	One title and one update
	Matthew Bender & Co.	\$12,056.22	LexisNexis Digital Library & annual shipping
	American Alarm Systems, Inc.	\$165.00	Security monitoring
	The Alpha & Omega Group Security	\$3,355.44	Security guard service
	The Paper Depot	\$70.90	Paper recycling services
	Regents of UC-CEB	\$13,357.46	Two titles and annual database renewal
1/17/2024	Thomson Reuters-West	\$14,907.84	Monthly library plan payment
	Wolters Kluwer Legal & Regulatory US	\$343.48	Two updates
	Practising Law Institute	\$397.61	One update
	Matthew Bender & Co.	\$7,957.00	LexisNexis Digital Library
	Nolo Press Occidental (Charles C. Sherman)	\$150.00	One title
	Woodruff (Woodruff & Smart)	\$102.50	Legal services
	Regents of UC-CEB	\$1,895.25	Five updates
1/24/2024	Sharp Electronics Corp.	\$49.93	Photocopier maintenance
	Wolters Kluwer Legal & Regulatory US	\$312.78	One update
	Practising Law Institute	\$1,246.50	One title and four updates
	Midwest Library Service	\$222.70	Three titles
	Rowman & Littlefield Publishing Group	\$276.08	One title
	Regents of UC-CEB	\$1,162.75	Three updates
	American Warehouse GOL LLC	\$337.68	Office supplies
1/31/2024	Wolters Kluwer Legal & Regulatory US	\$220.63	One update
	American Bar Association	\$363.56	Three titles and one update
	Regents of UC-CEB	\$903.07	Three updates

**ORANGE COUNTY PUBLIC LAW LIBRARY
CAL CARD**

Month of December 2023 - January 2024

P-CARD LOG

Card Holder	Date of Purchase	Vendor's Name	Description of Merchandise	Amount Billed
Brendan Starkey		No Activity		
Kelsey Chrisley	12/28/23	Pitney Bowes	Postage Refill for Postage Meter	\$ 103.50
	1/2/24	Westgates Stamps	Date and Book Stamps	\$ 170.12
	1/5/24	Amazon.com	SanDisk Flash Drives	\$ 130.78
	1/6/24	Amazon.com	Gorilla Super Glue	\$ 33.78
	1/8/24	Stericycle	Medical Waste Pickup	\$ 127.14
	1/8/24	Primo Water	Sparkletts Water	\$ 36.60
	1/11/24	Amazon.com	Two Phone Cords	\$ 18.53
	1/18/24	Pitney Bowes	Refill for Postage Meter	\$ 51.75
	1/20/24	Pitney Bowes	Refill for Postage Meter	\$ 155.25
Scott Enke		No Activity		
			Total	\$ 827.45

TRAVEL CARD LOG

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

Building & Security Event Log

Date	Time	Event	Response
01/18/2024	9:35 a.m.	Security guard asked person not to sleep in front of the emergency exit.	Person moved.
01/22/2024	7:15 a.m.	Staff removed one quart of water from the leak collection bucket on Floor A.	
01/23/2024	7:00 a.m.	Staff removed 0.75 quart of water from the leak collection bucket on Floor A.	Total water collected in January 2024 was 2.25 quarts.



Orange County Public Law Library

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

Brendan E. Starkey
Director

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

RECENT ACQUISITIONS

African American legislators -- Biography.

GENA: E185.96 .B526 2023

[Black Americans in Congress, 1870-2022](#). Fourth edition. Gary M. Brown. Washington, DC: U.S. Government Publishing Office, 2023.

Bad faith (Law) -- United States.

GEN4: KF1301.I58 A852

[Bad faith actions: liability and damages](#). [2nd ed.] Eagan, MN: Thomson Reuters, 2023-

Collection agencies -- Law and legislation -- United States.

GEN4: KF1024 .C37 2024

[Collection actions: defending consumers and their assets: credit card, medical, criminal justice, other debt](#). Sixth edition. Federal Regulation of Securities Committee. Boston, MA: National Consumer Law Center, 2024.

Financial statements -- Law and legislation -- United States.

GEN4: KF1070 .M378 2024

[Master the 10-K and 10-Q](#). Fourth edition. New York City: Practising Law Institute, 2024.

Foreign licensing agreements.

GEN4 KF3147.A6 E342

[Eckstrom's licensing in foreign and domestic operations](#). St. Paul, MN: Thomson Reuters, 2023-

Grand jury -- United States.

GEN4: KF9642 .G73

[Grand jury law and practice](#). Second edition. [Eagan, MN]: Thomson Reuters, 2023-

Mutual funds -- Law and legislation -- United States.

GEN4: KF1078 .F86 2024

[Fund director's guidebook](#). Fifth edition. Carolyn Carter, Jonathan Sheldon; contributing authors: Jeremiah Battle, Jr., Michael Best, Jenifer Bosco, Caroline Cohn, Berneta Haynes, Mary Kingsley, Ariel Nelson, Abby Shafroth. Chicago, Illinois: American Bar Association, Business Law Section, 2024.

Older people -- Legal status, laws, etc. -- United States -- Miscellanea.

GEN4: KF390.A4 F582

[Elder law answer book](#). New York: Wolters Kluwer, 2024-

Personal injuries -- United States.

GEN4: KF1107 .N672

[The law of maritime personal injuries, 5th](#). Eagan, MN: Thomson Reuters, 2023-

Rehabilitation investment tax credit -- Law and legislation -- United States.

GEN4: KF6397 .M33 2023

[The historic tax credit: a practitioner's guide to the technical tax issues](#). Second edition. William F. Machen. Chicago, Illinois: American Bar Association, Forum on Affordable Housing and Community Development, 2023.

Trial practice -- United States.

GEN4: KF8915 .A85

[Trial communication skills](#). [Eagan, MN]: Thomson Reuters, 2023-