



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

## NOTICE OF MEETING

Please be advised that the Board of Trustees of the Orange County Public Law Library will meet at the library Tuesday, March 18, 2025 at 12:15 p.m.

### Agenda

- I. Discuss Informative Matters
- II. Minutes of February 18 meeting
- III. Consent Calendar: Investment Reports
- IV. Consider Workplace Violence Prevention Plan
- V. Consider Equal Employment and Anti-Harassment Policy and Procedures
- VI. Consider Next Meeting Date
- VII. Comments from Trustees and Staff
- VIII. 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.*

Attachments:

Agenda I Informative Matters

Agenda II February Minutes

Agenda III Consent Calendar

Agenda IV Workplace Violence Prevention Plan

Agenda V Equal Employment and Anti-Harassment Policy and Procedures

Financial Statement

Filing Fee Statistics

Submitted Warrant Lists

CAL-Card Log

Building and Security Event Log

New Acquisitions List

## **Agenda I**

### **Informative Matters**

The library is now hosting a monthly consumer warranty workshop sponsored by Public Law Center. Attorneys offer advice on warranty claims, help with understanding warranty rights, provide assistance in filing disputes, and offer resources for broken/defective product issues.

The Elder Law and Special Needs Section of the Orange County Bar Association will be meeting at the library Monday, April 7. The director will be presenting an MCLE program on AI applications for legal research.

The Council of California County Law Librarians' (CCCLL) have completed their lobbyist search.

Acting county CEO Michelle Aguirre reached out to the director with an update on plans for the west side of the Civic Center and a proposal regarding the library building. The director will be meeting with county staff in early April to find out more.





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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 February 15, 2025 at 12:15 at the library.

Present: Hon. Glenn Salter, Hon. Michele Bell, Hon. Robert A. Knox, Sherry Leysen, Esq., and Brendan Starkey.

Absent: Hon. William Claster, Hon. Elizabeth G. Macias, and Sup. Vicente F. Sarmiento.

President Knox called the meeting to order at 12:16 p.m.

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

Agenda II Election of Board Officers. On a motion by Judge Bell seconded by Judge Knox and passed unanimously, Hon. Glenn Salter was elected president, Hon. William Claster vice president, and Hon. Michele Bell secretary of the Law Library Board of Trustees.  
**Approved 4-0**

Agenda III Minutes of December 2, 2024 Meeting. Judge Knox moved that the minutes be approved. Judge Bell seconded the motion, which passed unanimously.

**Approved 4-0**

Agenda IV Consent Calendar. There being no objection, (1) Judge Claster, Ms. Leysen, and Judge Salter were appointed to the Personnel Committee and Judge Bell, Judge Knox, and Judge Macias to the Finance Committee; (2) the director's professional development allowance was increased by \$319.86 to cover registration and hotel for the 53rd Annual Institute of the Southern California Association of Law Libraries; and (3) summary investment reports from the Local Agency Investment Fund and the Orange County Investment Pool for November, December, and January were deemed received and filed.  
**Approved 4-0**

February 18, 2025 Minutes

- Agenda V **Approved 4-0** Consider FY 2024-25 CWCAP Charges. Judge Bell moved to approve payment of \$15,846 to the County of Orange Auditor-Controller under the Countywide Cost Allocation Program. Ms. Leysen seconded the motion, which passed unanimously.
- Agenda VI Mid-Year Budget Review. The director discussed the library's finances and the status of its current budget.
- Agenda VII Council of California County Law Librarians Mutual Aid Program Update. The director discussed the status of program funding and grants awarded in the three years since its start.
- Agenda VIII Consider Next Meeting Date. The board chose to keep on the calendar its next meeting date of March 18.
- Agenda IX Comments from Trustees and Staff. There were no comments.
- Agenda X Public Comment per Government Code § 54954.3. There was no public comment.

The board adjourned at 1:06.

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

The foregoing minutes are hereby approved.

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Brendan E. Starkey  
Recording Secretary

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Hon. Michele Bell  
Secretary

### **Agenda III**

#### **Consent Calendar**

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



# PMIA/LAIF Performance Report as of 03/05/25



## Quarterly Performance Quarter Ended 12/31/24

LAIF Apportionment Rate <sup>(2)</sup> :	4.62
LAIF Earnings Ratio <sup>(2)</sup> :	0.00012664187216722
LAIF Administrative Cost <sup>(1)*</sup> :	0.28
LAIF Fair Value Factor <sup>(1)</sup> :	0.999621985
PMIA Daily <sup>(1)</sup> :	4.40
PMIA Quarter to Date <sup>(1)</sup> :	4.48
PMIA Average Life <sup>(1)</sup> :	252

## PMIA Average Monthly Effective Yields<sup>(1)</sup>

<b>February</b>	<b>4.333</b>
January	4.366
December	4.434
November	4.477
October	4.518
September	4.575

## Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 1/31/25 \$162.9 billion

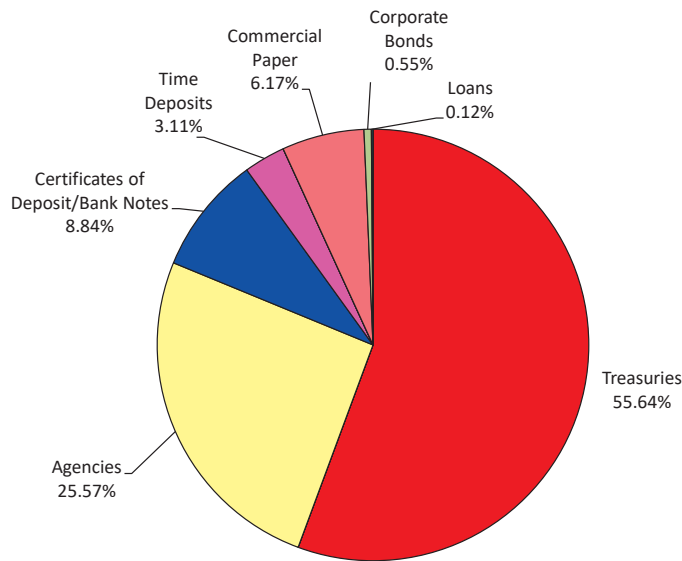


Chart does not include \$1,213,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

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:

<sup>(1)</sup> State of California, Office of the Treasurer

<sup>(2)</sup> 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

March 11, 2025

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

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ORANGE COUNTY PUBLIC LAW LIBRARY

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

[Tran Type Definitions](#)

**Account Number:** 16-30-005

February 2025 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	5,768,927.37
Total Withdrawal:	0.00	Ending Balance:	5,768,927.37



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.gov/publicfunds](http://octreasurer.gov/publicfunds)

February 28, 2025

**ORANGE COUNTY PUBLIC LAW LIBRARY**

**Fund Number : 161**

**FEBRUARY 2025 STATEMENT**

**Transactions**

<u>Transaction Date</u>	<u>Transaction Description</u>	<u>Amount</u>
02/03/2025	January 2025 Investment Admin Fee	\$ (240.66)
02/20/2025	November 2024 Interest Paid	\$ 24,835.66

**Summary**

Total Deposit:	\$ 327,396.29	Beginning Balance:	\$ 6,899,828.38
Total Withdrawal:	\$ (219,135.88)	Ending Balance:	\$ 7,008,088.79



OFFICE OF THE TREASURER-TAX COLLECTOR  
SHARI L. FREIDENRICH, CPA, CCMT, CPFA, ACPFIM



**ORANGE COUNTY TREASURY POOL**  
**APPORTIONMENT YIELDS & BASIS POINT FEES**

<b>FY 24/25</b>	Date	Year	Monthly Apportionment Gross Yield	Monthly Apportionment Net Yield	Charged Basis Point Fees	Actual Basis Point Fees
	July	2024	4.364%	4.314%	5.0	
YTD	August	2024	4.382%	4.332%	5.0	
GROSS	September	2024	4.460%	4.410%	5.0	
YIELD	October	2024	4.317%	4.267%	5.0	
4.340%	November	2024	4.373%	4.323%	5.0	
	December	2024	4.282%	4.242%	4.0	Not Yet
	January	2025	4.201%	4.161%	4.0	Available
	February	2025	4.370%	4.360%	1.0	
YTD NET	March	2025				
YIELD	April	2025				
4.297%	May	2025				
	June	2025				

<b>FY 23/24</b>	Date	Year	Monthly Apportionment Gross Yield	Monthly Apportionment Net Yield	Charged Basis Point Fees	Actual Basis Point Fees
YTD	July	2023	3.806%	3.756%	5.0	2.7
GROSS	August	2023	3.893%	3.843%	5.0	2.7
YIELD	September	2023	4.074%	4.024%	5.0	2.7
4.280%	October	2023	4.121%	4.071%	5.0	2.7
	November	2023	4.327%	4.277%	5.0	2.7
	December	2023	4.398%	4.348%	5.0	2.7
YTD NET	January	2024	4.326%	4.276%	5.0	2.7
YIELD	February	2024	4.518%	4.498%	2.0	2.7
4.246%	March	2024	4.320%	4.300%	2.0	2.7
	April	2024	4.478%	4.468%	1.0	2.7
	May	2024	4.376%	4.366%	1.0	2.7
	June	2024	4.492%	4.492%	0.0	2.7

<b>FY 22/23</b>	Date	Year	Monthly Apportionment Gross Yield	Monthly Apportionment Net Yield	Charged Basis Point Fees	Actual Basis Point Fees
YTD	December	2022	2.821%	2.766%	5.5	3.2
GROSS	January	2023	2.917%	2.887%	3.0	3.2
YIELD <sup>1</sup>	February	2023	3.115%	3.085%	3.0	3.2
3.289%	March	2023	3.283%	3.253%	3.0	3.2
	April	2023	3.539%	3.509%	3.0	3.2
	May	2023	3.596%	3.566%	3.0	3.2
YTD NET	June	2023	3.732%	3.732%	0.0	3.2
YIELD <sup>1</sup>						
3.260%						

<sup>1</sup> The Orange County Treasury Pool's gross and net yield reporting began in December 2022. The FY 22/23 YTD yields are only for the period from December 2022 to June 2023.



## Agenda IV

### Consider Workplace Violence Prevention Plan

Labor Code § 6401.9 requires most California employers to establish, implement, and maintain a written Workplace Violence Prevention Plan (WVPP) that:

- Identifies who is responsible for implementing the plan.
- Involves employees and their representatives.
- Accepts and responds to reports of workplace violence and prohibits retaliation.
- Communicates with employees regarding workplace violence matters.
- Responds to actual and potential emergencies.
- Develops and provides effective training.
- Identifies, evaluates, and corrects workplace violence hazards.
- Performs post-incident response and investigations.

Cal/OSHA Workplace Violence Prevention for General Industry (Non-Health Care Settings), <https://www.dir.ca.gov/dosh/Workplace-Violence/General-Industry.html> (Mar. 19, 2024).<sup>1</sup>

Last June, Library staff created a provisional WVPP on a form provided by the county so that it would be in place on July 1, 2024, the operative date of the statute. Staff received training in February and worked with the director and library safety committee to tailor the plan to the library's specific needs and circumstances.

The resulting revised WVPP is attached for the board's review.

**Action required:** motion to approve the WVPP.

**Staff recommendation:** approve.

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<sup>1</sup> Healthcare and related facilities, correctional and rehabilitation facilities, law enforcement, certain telework locations, and places of employment not accessible to the public with less than 10 employees are exempt. Section 6401.9(b)(2).



**Orange County Public Law Library**  
**Workplace Violence Prevention Plan**

This Workplace Violence Prevention Plan (WVPP) is adopted pursuant to Labor Code § 6401.9.

Definitions ..... 1  
Responsibility ..... 2  
Employee Involvement & Compliance ..... 3  
Communication with Employees ..... 4  
Incident Reporting & Emergency Response Procedures ..... 4  
Hazard Identification, Evaluation & Correction ..... 5  
Procedures for Post-Incident Response & Investigation ..... 7  
Training & Instruction ..... 7  
Violent Incident Log ..... 8  
Employee Access to the WVPP & Records ..... 9  
Review & Revision of the WVPP ..... 9

**DEFINITIONS**

**Emergency** means any unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

**Threat of Violence** means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

**Workplace Violence** means any act or Threat of Violence or that occurs in a place of employment. It includes, but is not limited to the following:

## Workplace Violence Prevention Plan

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

The following are the four types of Workplace Violence:

- **Type 1 violence** means Workplace Violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
- **Type 2 violence** means Workplace Violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- **Type 3 violence** means Workplace Violence against an employee by a present or former employee, supervisor, or manager.
- **Type 4 violence** means Workplace Violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace Violence does not include lawful acts of self-defense of others.

The **Managers** are the Public Services Librarian and the Systems/Technical Services Librarian.

### RESPONSIBILITY

Authority and responsibility for developing, implementing, and reviewing the WVPP for the library is assigned to the WVPP Administrator:

Name: Ignacio Ramirez

Job Title: Library Assistant I

Contact Information: 515 N. Flower St., Santa Ana, CA 92703, (714) 338-6809,

[iramirez@ocpl.org](mailto:iramirez@ocpl.org)

In addition, the Director, Managers, and WVPP Administrator have the following responsibilities:

- Conduct annual updates and review of the WVPP.
- Implement procedures to obtain active involvement of employees and their representatives.
- Implement procedures for obtaining assistance from the appropriate law enforcement agency during all work shifts.

## Workplace Violence Prevention Plan

- Implement procedures for the employer to accept and respond to Workplace Violence reports and prohibit retaliation.
- Implement procedures for how employees will report a violent incident or threat and how they will be investigated.
- Develop and provide training to employees on the WVPP, including how to report WV incidents without fear of reprisal, WV hazards, and the Violent Incident Log, including an opportunity for interactive questions and answers.
- Provide assessment procedures to identify and evaluate Workplace Violence hazards.

The Director and Building Manager are responsible for maintaining records, including:

- Training Logs
- Incident Reporting Forms
- Violent Incident Logs

The Director and Managers are responsible for implementing and maintaining the WVPP in their work areas and for responding to employee questions about the WVPP.

### **EMPLOYEE INVOLVEMENT & COMPLIANCE**

The Director and Safety Committee shall implement effective procedures to obtain the active involvement of employees and their union representatives in identifying, evaluating, and correcting Workplace Violence hazards; designing, and implementing training; and reporting and investigating Workplace Violence incidents. All employees will follow all Workplace Violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.

The Director and Safety Committee will investigate and discuss Workplace Violence incidents and periodically review safety procedures.

The library has taken steps to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace:

- All staff are provided training regarding the plan and its elements to ensure they understand their respective roles in the plan and that they are made aware that any Workplace Violence incidents involving any employee are reported, investigated, and recorded without retaliation.
- Corrective action will be taken with employees for failure to comply with the WVPP.



## Workplace Violence Prevention Plan

- Effective procedures for obtaining assistance from the appropriate law enforcement agency during all work shifts have been implemented.
- Periodic updates and discussions about the plan will be held at staff meetings.

### **COMMUNICATION WITH EMPLOYEES**

The library recognizes that open, two-way communication between its management team, staff, and other employers about Workplace Violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of Workplace Violence prevention between management and staff in a form that is readily understandable by all employees:

- Procedures for reporting Workplace Violence incidents and/or related concerns are described below in the Incident Reporting & Emergency Response Procedures section of this plan.
- Regularly scheduled staff meetings are held on the first Thursday of every month, or more frequently as deemed necessary due to the occurrence of safety-related incidents.
- Other methods used to ensure communication with, and involvement of employees and their representatives, including all-staff emails and one-on-one meetings with concerned staff.

### **INCIDENT REPORTING & EMERGENCY RESPONSE PROCEDURES**

The library has implemented procedures to ensure that all Threats of Violence or acts of Workplace Violence are reported to an employee's supervisor or designee and communicated with dispatching authorities to ensure that appropriate assistance will be provided:

- Employees are directed to contact the Director or a manager about Threats of Violence or acts of Workplace Violence.
- The Director and Manager(s) will follow up with affected staff.
- The Director, Manager(s), and members of the Safety Committee will review reports and consider changes to the WVPP where necessary.
- The Safety Committee meets regularly (at least quarterly), prepares written records of the committee's meetings, reviews the results of periodic WVPP assessments, reviews investigations of Workplace Violence incidents, makes suggestions to management for the prevention of future incidents, reviews investigations of alleged hazardous conditions, and submits recommendations to assist in the evaluation of employee safety suggestions.

## Workplace Violence Prevention Plan

In the event of an Emergency:

- Employees can alert others of the presence, location, and nature of a security threat by using in-person communication or the intercom. The intercom can be accessed at the service desk or be used from any library phone by dialing 9999, waiting for two beeps to sound, and then dialing 00.
- Call 911 or Santa Ana Police Department at (714) 834-4211.
- The Director, Managers, Building Manager, and/or security guard should be notified.
- Evacuation should be conducted according to the General Evacuation Instructions in the library's Emergency Action Plan, with the exception that staff should not meet at assembly areas if an active shooter is involved. In such an event, they should seek safety away from the library or shelter in place in any available room with a lockable door.
- Detailed instructions for responding to a mass threat are included in the library's Emergency Action Plan.

### **HAZARD IDENTIFICATION, EVALUATION & CORRECTION**

Periodic inspections to identify and evaluate Workplace Violence hazards in work areas will be performed by the WVPP Administrator and Safety Committee.

Risk factors and lists of potential hazards are discussed at periodic staff trainings. Staff are encouraged to contact the Director, Managers, or WVPP Administrator about potential hazards.

Risk factors include:

- Exchanging and storing money.
- Working alone.
- Working at night or during early morning hours.
- Poor illumination or blocked visibility.
- Lack of physical barriers between staff and patrons.
- Lack of effective escape routes.
- Unauthorized entrance into the building.
- Presence of furnishings or objects that can be used as weapons.
- Presence of patrons with a known history of violence.

When hazards are identified, actions are put in place to reduce those hazards. Potential corrective actions include:

## Workplace Violence Prevention Plan

- Eliminating the hazard by removing the process, equipment, or job function such that the hazard no longer exists.
- Substituting the process with a less hazardous process, piece of equipment, or job function.
- Making physical changes to the building or equipment.
- Creating written procedures and providing training on them.

Hazards identified and addressed thus far include:

Hazard	Response
Cash register transactions	Cash handling is done with other staff present
Transferring money to and from the safe	
Removing money from public photocopiers	
Staff sometimes access the building outside regular business hours	Staff are encouraged to do so in groups or to be especially vigilant if alone
Poor illumination	Proper exterior and interior lighting has been added
Lack of physical barriers between staff and patrons	A security guard is present during business hours
Knowledge of escape options	Staff receive training on location of emergency exits and rooms with locks
	All staff areas are behind locking doors
Unauthorized entrance into the building	Staff and contractors are trained on properly locking exterior doors
	Staff are reviewing enhanced locking methods
Presence of objects that can be used as weapons	Sharp objects are not kept within reach of patrons
Presence of patrons with a known history of violence or aggressive behavior	The identity of these patrons is shared with all staff
	A security guard is on duty during business hours
	Security cameras are located throughout the building, with footage viewable by the security guard and staff
Presence of patrons with putative service animals	Patrons are reminded that service animals must be under the control of their handler at all times

## Workplace Violence Prevention Plan

### **PROCEDURES FOR POST-INCIDENT RESPONSE & INVESTIGATION**

Investigations of Workplace Violence incidents will be conducted by the Director and appropriate manager.

Steps include:

- Initiate an investigation as soon as safe and practicable.
- Review security camera footage.
- Identify and interview all employees involved in the incident.
- Make available individual trauma counseling to all employees affected by the incident.
- Conduct a post-incident debriefing as soon as possible after the incident with all employees, supervisors, and security involved in the incident.
- Review risk factors, hazards, and corrective measures for existing threats, patrons, employees, etc.
- Take photos of the accident scene and the employee(s) involved.
- Record findings and corrective actions taken.

When Workplace Violence incidents occur, hazards will be re-evaluated using the methods mentioned in the Hazards Identification, Evaluation & Correction section of this plan.

Unsafe or unhealthy work conditions, practices, or procedures will be corrected in a timely manner considering the potential severity, urgency, and practicality.

Hazards will be corrected immediately when an imminent threat of serious injury or death is present. When an imminent hazard exists that cannot be immediately abated without endangering employees and/or property, the library will remove all exposed employees from the area except those necessary to correct the existing condition.

Employees who are required to correct hazardous conditions will be provided with the necessary protection and training.

Any workplace injury must be reported to the Director, a manager, or the Building Manager immediately. These staff must report any fatalities or serious injury or illness to Cal/OSHA within eight hours.

### **TRAINING & INSTRUCTION**

All employees are provided training and instruction on Workplace Violence prevention. Training and instruction is provided upon the establishment or revision of a WVPP, to all new employees, and whenever designated by the WVPP Administrator and Safety Committee.

## Workplace Violence Prevention Plan

Training is carried out through computer-based training modules, webinars, and/or in-person training.

### **VIOLENT INCIDENT LOG**

Information shall be recorded in a violent incident log for every Workplace Violence incident. **No information personally identifying the individual(s) involved shall be included in the log.** This includes information which would reveal the identification of any person involved in a Workplace Violence incident, such as the person's name, address, email address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

The violent incident log will be maintained in the library administrative offices.

The log will include:

1. Date, time, and location of the incident.
2. The workplace violence type, i.e., Type 1, Type 2, Type 3, or Type 4.
3. A detailed description of the incident.
4. A classification of who committed the incident, e.g., patron, family or friend of a patron, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other.
5. The circumstances at the time of the incident, e.g., poorly lit area, work during low staffing level, rushed, isolated or alone, etc.
6. A classification of where the incident occurred, such as a parking lot.
7. The type of incident, including, but not limited to, whether it involved any of the following:
  - a. Physical attack without a weapon.
  - b. Attack with a weapon or object.
  - c. Threat of physical force or threat of the use of a weapon or other object.
  - d. Sexual assault or threat.
  - e. Animal attack.
  - f. Other.
8. Consequences of the incidents, including whether law enforcement was contacted, and the actions taken to protect employees from a continuing threat.

## Workplace Violence Prevention Plan

9. Information about the person completing the log, including their name and job title, and the date completed.

### **EMPLOYEE ACCESS TO THE WVPP & RECORDS**

A master copy of the WVPP can be found in the library administrative offices. A copy is available on the shared drive.

Records of Workplace Violence hazard identification, evaluation, and correction are maintained for a minimum of five years.

Training records are maintained for a minimum of one year and include the following:

- Training dates.
- Contents or a summary of the training sessions.
- Names and qualifications of persons conducting the training.
- Names of all persons attending the training sessions.

Violent incident logs are maintained for a minimum of five years.

All records are maintained in the library administrative offices.

These records shall be made available to employees and their union representatives upon request and without cost for examination and copying within 15 calendar days of a request.

### **REVIEW & REVISION OF THE WVPP**

This plan will be reviewed and, if necessary, revised:

- Annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- When requested by the WVPP Administrator and/or Safety Committee

Review and revision of the WVPP will include, but is not limited to:

- Review of employee reports, incident investigations, and violent incident log.
- Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability.

## Workplace Violence Prevention Plan

### Revision History

<b>Date</b>	<b>Summary of Changes</b>	<b>Author(s)</b>
6/28/2024	Original	Brendan Starkey
3/18/2025	Formatting changes; more specificity in Incident Reporting & Emergency Response Procedures; identification of specific hazards and library's response	Brendan Starkey





## Agenda V

### Consider Equal Employment and Anti-Harassment Policy and Procedures

Federal and state law prohibit workplace harassment because of race, color, national origin, sex, religion, disability, age, and other protected characteristics. California requires that employers “take all reasonable steps necessary to prevent discrimination and harassment from occurring.” Gov’t Code § 12940(k).

The California Civil Rights Council (formerly the Fair Employment and Housing Council) now requires employers to develop and distribute to employees a written harassment, discrimination, and retaliation prevention policy. 2 C.C.R. § 11023 (attached, with relevant portion highlighted).

In response, library staff drafted the attached Equal Employment and Anti-Harassment Policy and Procedures. By including treatment of sexual harassment, this policy would supersede the library’s existing Policy Against Sexual Harassment.

**Action required:** motion to approve the Equal Employment and Anti-Harassment Policy and Procedures.

**Staff recommendation:** approve.

Barclays California Code of Regulations  
Title 2. Administration  
Division 4.1. Civil Rights Department  
Chapter 5. Civil Rights Council  
Subchapter 2. Discrimination in Employment  
Article 2. Particular Employment Practices

2 CCR § 11023

§ 11023. Harassment and Discrimination Prevention and Correction.

Currentness

(a) Employers have an affirmative duty to take reasonable steps to prevent and promptly correct discriminatory and harassing conduct. (Gov. Code, § 12940(k).)

(1) A determination as to whether an employer has complied with [Government Code section 12940\(k\)](#) includes an individualized assessment, depending upon numerous factors sometimes unique to the particular employer including, but not limited to, its workforce size, budget, and nature of its business, as well as upon the facts of a particular case.

(2) There is no stand-alone, private cause of action under [Government Code section 12940\(k\)](#). In order for a private claimant to establish an actionable claim under [Government Code section 12940\(k\)](#), the private claimant must also plead and prevail on the underlying claim of discrimination, harassment, or retaliation.

(3) However, in an exercise of its police powers, the Department may independently seek non-monetary preventative remedies for a violation of [Government Code section 12940\(k\)](#) whether or not the Department prevails on an underlying claim of discrimination, harassment, or retaliation.

(b) Employers have an affirmative duty to create a workplace environment that is free from employment practices prohibited by the Act. In addition to distributing the Department's publication on sexual harassment or an alternative writing that complies with [Government Code section 12950](#), an employer shall develop and distribute to its employees a harassment, discrimination, and retaliation prevention policy that:

(1) Is in writing;

(2) Lists all current protected categories covered under the Act;

(3) Indicates that the law prohibits coworkers and third parties, as well as supervisors and managers, with whom the employee comes into contact from engaging in conduct prohibited by the Act;

(4) Creates a complaint process to ensure that complaints receive:

(A) An employer's designation of confidentiality, to the extent possible;

(B) A timely response;

(C) Impartial and timely investigations by qualified personnel;

(D) Documentation and tracking for reasonable progress;

(E) Appropriate options for remedial actions and resolutions; and

(F) Timely closures.

(5) Provides a complaint mechanism that does not require an employee to complain directly to his or her immediate supervisor, including, but not limited to, the following:

(A) Direct communication, either orally or in writing, with a designated company representative, such as a human resources manager, EEO officer, or other supervisor; and/or

(B) A complaint hotline; and/or

(C) Access to an ombudsperson; and/or

(D) Identification of the Department and the U.S. Equal Employment Opportunity Commission (EEOC) as additional avenues for employees to lodge complaints.

(6) Instructs supervisors to report any complaints of misconduct to a designated company representative, such as a human resources manager, so the company can try to resolve the claim internally. Employers with 5 or more employees are required to include this as a topic in mandated sexual harassment prevention training, pursuant to section 11024 of these regulations.

(7) Indicates that when an employer receives allegations of misconduct, it will conduct a fair, timely, and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.

(8) States that confidentiality will be kept by the employer to the extent possible, but not indicate that the investigation will be completely confidential.

(9) Indicates that if at the end of the investigation misconduct is found, appropriate remedial measures shall be taken.

(10) Makes clear that employees shall not be exposed to retaliation as a result of lodging a complaint or participating in any workplace investigation.

(11) Includes a link to, or the Department's website address for, the sexual harassment online training courses created by the Department.

(c) Dissemination of the policy shall include one or more of the following methods:

(1) Printing and providing a copy to all employees with an acknowledgment form for the employee to sign and return;

(2) Sending the policy via e-mail with an acknowledgment return form;

(3) Posting current versions of the policies on a company intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies;

(4) Discussing policies upon hire and/or during a new hire orientation session; and/or

(5) Any other way that ensures employees receive and understand the policies.

(d) In addition to the actions described above, every employer shall post a poster developed by the Department regarding transgender rights in a prominent and accessible location in the workplace.

(e) Any employer whose workforce at any facility or establishment contains 10 percent or more of persons who speak a language other than English as their spoken language shall translate the policy into every language that is spoken by at least 10 percent of the workforce.

#### **Credits**

Note: Authority cited: [Section 12935\(a\), Government Code](#). Reference: [Sections 12920, 12921, 12940 and 12950, Government Code](#); *Scotch v. Art Institute of California-Orange County, Inc.* (2009) 173 Cal.App.4th 986; *Trujillo v. No. County Transit Dist.* (1998) 63 Cal.App.4th 280, 289; and *Dept. Fair Empl. & Hous. v. Lyddan Law Group, LLP.* (October 19, 2010) No. 10-04-P [2010 WL 4901732, at \*16 (Cal.F.E.H.C)].

#### **History**

1. Change without regulatory effect renumbering former section 7288.0 to new section 11023 and amending section and Note filed 10-3-2013 pursuant to [section 100, title 1, California Code of Regulations](#) (Register 2013, No. 40).

2. Renumbering of former section 11023 to section 11024 and new section 11023 filed 12-9-2015; operative 4-1-2016 (Register 2015, No. 50).

3. Amendment of subsection (b), new subsection (d) and subsection relettering filed 6-24-2019; operative 10-1-2019 (Register 2019, No. 26).

4. Amendment of subsection (b)(6) and new subsection (b)(11) filed 2-11-2021; operative 2-11-2021 pursuant to [Government Code section 11343.4\(b\)\(3\)](#) (Register 2021, No. 7). Filing deadline specified in [Government Code section 11349.3\(a\)](#) extended 60 calendar days pursuant to Executive Order N-40-20.

This database is current through 2/28/25 Register 2025, No. 9.

Cal. Admin. Code tit. 2, § 11023, 2 CA ADC § 11023

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**Orange County Public Law Library**  
**Equal Employment and Anti-Harassment**  
**Policy and Procedures**

**I. Definitions**

**Discrimination** is the unequal treatment in any aspect of employment based solely or in part on an individual's protected characteristic, including their perceived protected characteristic. Discrimination also includes unequal treatment based upon a person's association with a member of these protected classes.

Examples of discrimination include, but are not limited to, behaving in a hostile or demeaning way because of a person's protected characteristic; allowing a person's protected characteristic to be a factor in hiring, promotion, compensation, or other employment-related decisions unless otherwise permitted by applicable law; and providing unwarranted assistance or withholding work-related assistance, cooperation, and/or information to a person because of their protected characteristic.

**Harassment** is unwelcome, disrespectful, or unprofessional conduct based on an individual's protected characteristic or perceived protected characteristic. Harassment can be verbal, such as slurs, jokes, insults, epithets, gestures, or teasing; visual, such as the posting or distribution of offensive posters, symbols, cartoons, drawings, computer displays, or emails; or physical conduct, such as physically threatening another person, blocking someone's way, or making physical contact in an unwelcome manner.

**Protected characteristics** are race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic conditions), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran or military status, and reproductive health decision-making.

**Sexual harassment** is harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, or sexual orientation.

It may include all the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, request(s) for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be of a sexual nature or be motivated by sexual desire. It

## Equal Employment and Anti-Harassment Policy and Procedures

may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Sexual harassment may generally be categorized into two types:

1. Quid Pro Quo Sexual Harassment (“this for that”)
  - a. Submission to sexual conduct (or other harassing conduct) is made explicitly or implicitly a term or condition of an individual's employment.
  - b. Submission to or rejection of the conduct is used as the basis for employment decisions affecting the individual.
2. Hostile Work Environment Sexual Harassment

Unwelcome conduct based on sex, gender, gender identity, gender expression, or sexual orientation by any person in the workplace that unreasonably interferes with a person's work performance and/or creates an intimidating, hostile, or otherwise offensive working environment. When unwelcome, examples include but are not limited to:

- a. Sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails, or gifts.
- b. Sex, gender, or sexual orientation-related comments, slurs, jokes, remarks, or epithets.
- c. Leering, obscene, or vulgar gestures or making sexual gestures.
- d. Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters.
- e. Impeding or blocking movement, touching, or assaulting others. o Reprisals or threats after a negative response to sexual advances.
- f. Conduct or comments consistently targeted at one gender, even if the content is not sexual.

Sexual harassment can happen regardless of the gender, gender identity, orientation, or gender expression of the individuals involved. When determining whether conduct constitutes sexual harassment, a person's intent does not excuse inappropriate conduct.

**Retaliation** is any adverse action that materially affects the terms and conditions of a person's employment status or is reasonably likely to deter a person from making or supporting a claim of harassment or discrimination.

Examples of retaliation include, but are not limited to, demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; intimidating, threatening,

## Equal Employment and Anti-Harassment Policy and Procedures

or harassing a person for filing a complaint; denying employment or other opportunities because of making a complaint or for cooperating in an investigation; changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace; treating someone differently, such as denying an accommodation or not talking to an employee when otherwise required by job duties; or intentionally excluding the person from job-related activities because of engagement in activities protected under this policy.

### **II. Equal Employment Opportunity**

It is the policy of the Orange County Public Law Library to provide equal employment opportunities for all applicants, employees, and other covered individuals in compliance with all applicable laws. This policy applies in all terms and conditions of employment, including but not limited to recruiting, hiring, training, placement, promotion, disciplinary action, layoff, recall, transfer, leaves of absence, and compensation. All library personnel policies, procedures, and practices must be administered consistent with the intent of this policy.

Managers who learn of any potential violation of this policy are required to promptly report such conduct to the Director or the Law Library Board of Trustees.

### **III. Purpose**

The library is committed to providing a professional work environment free from discrimination and harassment, and free from retaliation for participating in any protected activity.

The library strictly prohibits discrimination and harassment against or by any individual subject to this policy based on protected characteristics.

The library prohibits retaliation against anyone subject to this policy who reports, assists in reporting, or expresses an intent to report perceived discrimination, harassment, or other violations of this policy, or who participates in the investigation of or in proceedings related to any claim of discrimination, harassment, or other violations of this policy.

The library will implement appropriate corrective action, up to and including discharge, for violations of this policy, even if the violation does not rise to the level of unlawful conduct.

### **IV. Scope**

This policy applies to library employees in all departments and at every level of the organization, as well as to applicants, interns, volunteers, and contract workers.

This policy extends to all locations where library business is conducted and in other settings in which individuals may find themselves in connection with their jobs, such as business trips or business-related social functions, as well as to other settings that impact the workplace.



## Equal Employment and Anti-Harassment Policy and Procedures

### **V. Responsibilities**

The Director is responsible for maintaining this policy and ensuring that it is kept up to date. The Director relies on library management to assist in the distribution, implementation, and enforcement of this policy.

Managers are required to promptly report potential violations of this policy to the Director or the Law Library Board of Trustees. Anyone who experiences or witnesses behavior that they believe violates this policy is encouraged to report the alleged violation using the reporting procedures listed.

Individuals with a disability who need a reasonable accommodation to perform the essential functions of their position, or to participate in the recruiting process, are responsible for making the Director aware of their need for a reasonable accommodation. When the need for accommodation has been identified, or if the Director is otherwise aware of the disability, the Director is responsible for entering into an interactive process with the individual to discuss what type of accommodation might allow the individual to apply for a job or perform the essential functions of a job.

Every two years, all employees must take sexual harassment prevention training as assigned by the Director. The training is aimed at increasing their understanding of, and the prevention of, workplace sexual harassment and their role in creating an underlying culture of mutual respect in the workplace. The Civil Rights Department provides free online training courses at <https://calcivilrights.ca.gov/shpt/>.

### **VI. Procedures**

#### **A. Reporting Violations**

Anyone who experiences or witnesses behavior that they believe violates this policy is encouraged to immediately tell the offending individual that the behavior is inappropriate and, if they feel comfortable doing so, to tell the offending individual to stop the behavior. The affected person or witness should also immediately report the alleged violation to management.

If the alleged offender is the person's manager or supervisor, they should report the conduct to another manager. A person making a report does not need supervisor or manager approval to contact any other supervisor or manager. There is no chain of command when reporting violations of this policy.

A complaint may be made verbally or in writing.

## Equal Employment and Anti-Harassment Policy and Procedures

### B. Addressing Violations

The library will promptly investigate the facts and circumstances of any alleged violation, as appropriate. All investigations will be fair, impartial, timely, thorough, and completed by qualified personnel.

Even in the absence of a formal complaint, the library may initiate an investigation where it has reason to believe conduct that violates this policy has occurred. Moreover, even where a complainant conveys a request to withdraw their initial formal complaint, the library may continue the investigation to ensure that the workplace is free from discrimination, harassment, and retaliation.

Anonymous complaints will also be investigated. The method will depend on the details provided in the anonymous complaint. If the complaint is sufficiently detailed, the investigation may be able to proceed in the same manner as any other complaint. If the information is more general, the library may need to do an environmental assessment to try to determine if misconduct has occurred.

To the extent possible, the library will endeavor to keep the reported information confidential. However, complete confidentiality cannot be guaranteed when it interferes with the library's ability to fulfill its obligations under this policy or applicable law.

All individuals subject to this policy are required to cooperate fully with any investigation. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing all information that may be pertinent to the investigation.

The investigation will reach reasonable conclusions based on the evidence collected. Upon completion of the investigation, the complainant will be notified of the determination in writing. The respondent will also be notified under certain circumstances. The written notification is referred to as a "closure notice." If, upon completion of the investigation, it is determined that this policy has been violated, the library will take appropriate corrective and preventive action to end the conduct and address the violation.

The library will not tolerate retaliation against anyone who has made a good faith complaint or has cooperated with an investigation into a complaint. However, it is prohibited for anyone to make reports that are knowingly and intentionally false.

### C. Filing a Complaint with External Agencies

Complaints of discrimination, harassment, or retaliation may also be filed with state or federal compliance agencies:

California Civil Rights Department  
(800) 884-1684 (voice) or (800) 700-2320 (TTY)  
[www.calcivilrights.ca.gov](http://www.calcivilrights.ca.gov),

## Equal Employment and Anti-Harassment Policy and Procedures

United States Equal Employment Opportunity Commission  
(800) 669-4000 or (800) 669-6820 (TTY)  
[www.eeoc.gov/employees](http://www.eeoc.gov/employees)

Individuals who wish to pursue filing with these external agencies should contact them directly to obtain further information.

I have received and read the Orange County Public Law Library's Equal Employment and Anti-Harassment Policy and Procedures.

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Employee

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Date



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

**February 28, 2025**

## Assets

### Current Assets

Operating Cash—County Treasury		\$ 7,008,088.79	
Petty Cash—Union Bank		28,983.69	
Local Agency Investment Fund (LAIF)			
Designated Reserve: Casualty Loss	\$ 500,000.00		
Designated Reserve: Employee Benefits	179,158.98		
Designated Reserve: Facility Needs	1,522,785.00		
Designated Reserve: Insurance	137,500.00		
Designated Reserve: Technology Upgrades	100,000.00		
Refundable Deposits	176,533.34		
Operating Reserve	3,152,950.05		
<i>Total LAIF</i>		<u>5,768,927.37</u>	
<i>Total Current Assets</i>			\$ 12,805,999.85

### Fixed Assets

Books		\$ 8,819,104.57	
Equipment		<u>3,376,929.62</u>	
<i>Total Fixed Assets</i>			12,196,034.19

### **Total Assets**

**\$ 25,002,034.04**

## Liabilities

### Current Liabilities

Accounts Payable	\$ -		
Payroll Payable	<u>39,260.07</u>		
<i>Total Current Liabilities</i>		\$ 39,260.07	

### Noncurrent Liabilities

Employee Benefits	\$ 179,158.98		
Refundable Deposits	<u>206,533.34</u>		
<i>Total Noncurrent Liabilities</i>		<u>385,692.32</u>	
<i>Total Liabilities</i>			\$ 424,952.39

## Capital

24,577,081.65

### **Total Liabilities and Capital**

**\$ 25,002,034.04**

*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.*

February 2025

Revenue	February	FYTD	Budget	% of BUD	BUD @ 8 MOS
6610 Interest (on Cash)	\$ 25,466.54	\$ 174,413.13	\$ 232,818.00	75%	\$ 155,212.00
7430 Court Filing Fees	280,542.86	2,165,986.34	3,027,332.30	72%	2,018,221.54
7570 Library Services	187.00	2,797.00	2,500.00	112%	1,666.67
7590 Fee-based Services	15.00	230.00	2,900.00	8%	1,933.33
7670 Miscellaneous Revenue	1,635.48	12,436.10	10,000.00	124%	6,666.67
TOTAL	\$ 307,846.88	\$ 2,355,862.57	\$ 3,275,550.30	72%	\$ 2,183,700.20

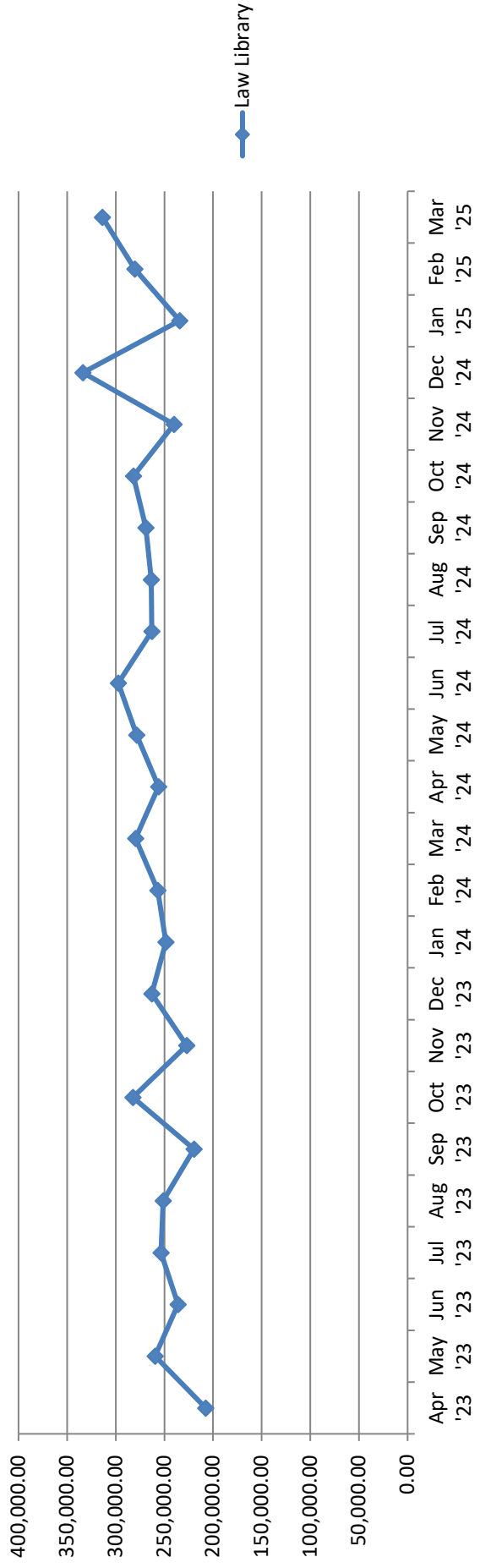
State Supplemental Funding	February	FYTD	Budget	% of BUD	BUD @ 8 MOS
6970 State, Other	\$ -	\$ 90,527.41	n/a	n/a	n/a

Operating Expenditures	February	FYTD	Budget	% of BUD	BUD @ 8 MOS
0101 Regular Salaries	\$ 100,156.86	\$ 846,313.31	\$ 1,294,931.9	65%	\$ 863,287.95
0104 Annual Leave Payoff	-	17,167.46	20,335.68	84%	13,557.12
0200 Retirement	(5,149.81)	139,835.66	141,978.78	98%	94,652.52
0204 Executive Deferred Compensation	650.00	5,494.23	8,450.00	65%	5,633.33
0206 Retiree Medical	1,001.58	8,510.46	13,152.68	65%	8,768.45
0207 Health Reimbursement Accounts	1,845.00	15,414.09	23,985.00	64%	15,990.00
0301 Unemployment Insurance	-	299.26	1,680.00	18%	1,120.00
0304 Management Employee Insurance	264.44	1,819.40	8,363.00	22%	5,575.34
0306 Health Insurance	14,351.32	119,545.08	257,126.42	46%	171,417.61
0319 Unit Employee Insurance	576.00	4,892.78	7,488.00	65%	4,992.00
0352 Worker's Compensation—General	677.00	3,889.00	4,000.00	97%	2,666.67
0401 Medicare	1,722.08	15,110.29	23,512.76	64%	15,675.18
0403 Optional Benefit Plan	-	11,500.00	11,500.00	100%	7,666.67
0450 Accrued Salary & Benefits	-	39,260.07	n/a	n/a	n/a
0741 Telephone—Other	1,580.53	8,051.63	12,590.04	64%	8,393.36
1100 Insurance	-	25,747.00	30,977.00	83%	20,651.33
1300 Maintenance—Equipment	135.29	12,059.40	48,460.18	25%	32,306.79
1400 Maintenance—Building	(1,335.36)	2,502.56	4,000.00	63%	2,666.67
1402 Minor Alterations & Improvements	-	3,109.53	3,000.00	104%	2,000.00
1600 Memberships	-	610.00	5,250.00	12%	3,500.00
1700 Miscellaneous Expense	1,623.00	2,122.00	6,343.50	33%	4,229.00
1800 Office Expense	1,076.71	14,712.83	12,356.77	119%	8,237.85
1801 County Publishing	-	-	3,000.00	0%	2,000.00
1802 Periodicals	27,549.44	147,530.12	227,670.03	65%	151,780.02
1803 Postage	207.00	414.00	1,300.00	32%	866.67
1809 Minor Equipment Controlled	-	3,463.55	12,163.83	28%	8,109.22
1900 Professional & Specialty Services	659.38	2,865.64	16,900.00	17%	11,266.67
1901 Databases	36,825.78	230,372.58	358,130.10	64%	238,753.40
1909 Contracts	3,815.09	31,207.53	50,746.60	61%	33,831.07
1911 CWCAP	-	-	15,150.00	0%	10,100.00
1940 County IT Charges	493.72	3,564.99	11,055.00	32%	7,370.00
2110 Short-Term Lease—Equipment	761.45	6,299.77	10,130.74	62%	6,753.83
2400 Books	7,560.02	49,437.74	91,384.14	54%	60,922.76
2600 Transportation & Travel—General	2,602.00	11,794.45	19,400.00	61%	12,933.33
2601 Private Auto Mileage	-	-	500.00	0%	333.33
2602 Garage Expense	-	3.00	200.00	0%	133.33
2700 Transportation & Travel—Meetings	-	1,332.24	17,500.00	8%	11,666.67
TOTAL	\$ 199,648.52	\$ 1,786,251.65	\$ 2,774,712.17	64%	\$ 1,849,808.11

Capital Income	February	FYTD	Budget	% of BUD	BUD @ 8 MOS
6610 Interest (on Reserve)	\$ -	\$ 196,035.88	\$ 226,281.74	87%	\$ 169,711.31

Capital Expenditures	February	FYTD	Budget	% of BUD	BUD @ 8 MOS
4000 Equipment	\$ -	\$ 37,054.52	\$ 36,475.86	102%	\$ 24,317.24

# Law Library Filing Fee Income



Estimated Number of Payments = (Total Remittance Divided by Fee Per Filing)					12-Mar-25
County: Orange					
Collection Month: January 2025					
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	\$5.92	2.96
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	\$3,114.30	88.98
GC 70670(a) 70602.5 70602.6	Family Law First Paper	\$435.00	\$35	\$1,759.63	50.275
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	\$21,638.82	618.252
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	\$3,218.60	91.96
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	\$5,931.80	169.48
GC 70613(a) 70602.5	Limited >\$10K <=\$25K	\$370.00	\$35	\$32,687.90	933.94
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	\$209.30	5.98
GC 70670(d) 70602.5 70602.6	Marriage Dissolution Response	\$435.00	\$35	\$1,272.57	36.359
GC 70650(b) (c) 70602.5 70602.6	Probate Petitions or Objections	\$435.00	\$35	\$3,464.30	98.98
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	-
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	-
B&P 6322.1(c); cross-ref. GC 70613(b)	Limited \$5,000	\$181.00	\$8	\$5,488.00	686
B&P 6322.1(c); cross-ref. GC 70614(b)	Limited Response \$5,000	\$181.00	\$8	\$88.00	11
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	\$61,774.30	1,764.98
GC 70614(a) 70602.5	Limited Response >\$10K <=\$25K	\$370.00	\$35	\$5,769.40	164.84
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	\$6,124.30	174.98
GC 70611 70602.5 70602.6	Unlimited Civil Filing	\$435.00	\$35	\$60,427.82	1,726.51
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	\$346.32	173.16
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	\$1.96	0.98
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	\$35.00	1
GC 70621(b) 70602.5	Appeal - Limited Cases	\$225.00	\$35	\$0.00	-
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	\$174.30	4.98
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	\$209.30	5.98
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	\$8,573.60	244.96
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	\$594.30	16.98
GC 70670(b) 70602.5 70602.6	Marriage Dissolution - First Paper	\$435.00	\$35	\$20,479.44	585.127
GC 70670(c) 70602.5 70602.6	Family Law Response	\$435.00	\$35	\$2,223.26	63.522
GC 70612 70602.5 70602.6	Unlimited Civil Filing Response	\$435.00	\$35	\$68,072.20	1,944.92
<b>of Orange Total</b>				<b>\$313,754.64</b>	<b>9,669.08</b>



**Submitted Warrant Lists Summary**  
February 2025

2/5/2025	U.S. Bank	\$1,221.57	Purchasing card payment
2/5/2025	Thomson Reuters-West	\$6,047.88	Monthly Westlaw access
	Wolters Kluwer Legal & Regulatory US	\$206.21	One update
	Practising Law Institute	\$1,089.79	Four updates
	James Publishing	\$218.21	Subscription renewal
	The Paper Depot	\$45.00	Recycling service
	Orange County Public Law Library	\$7,589.75	Petty cash reimbursement
2/12/2025	Thomson Reuters-West	\$16,630.14	Monthly library plan payment
	Sharp Electronics Corp.	\$70.16	Photocopier maintenance
	Wolters Kluwer Legal & Regulatory US	\$335.02	One update
	Practising Law Institute	\$580.74	Two updates
	William S. Hein & Co.	\$2,128.68	Two titles
	The Alpha & Omega Group Security	\$3,815.09	Security guard service
	Regents of UC-CEB	\$1,104.04	One title and two updates
2/18/2025	Practising Law Institute	\$556.78	Two updates
	Matthew Bender & Co.	\$9,524.30	LexisNexis Digital Library
	William S. Hein & Co.	\$1,568.69	Two updates
	Regents of UC-CEB	\$402.97	One update
	FastCase	\$2,205.00	Annual renewal remote access
2/26/2025	Sharp Electronics Corp.	\$65.13	Photocopier maintenance
	Matthew Bender & Co.	\$9,524.30	LexisNexis Digital Library
	Matthew Bender & Co.	\$46.70	One title
	Regents of UC-CEB	\$419.36	One update

## LIBRARY PETTY CASH REIMBURSEMENT LIST

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

February 5, 2025

VENDOR	CODE	AMOUNT
Employers Preferred Ins. Co.	0352	\$323.00
Nazli Dastmalchi	9130	\$100.00
Mora Prestinary	1800-1820	\$91.79
AT&T	0741	\$64.46
Nolo Press Occidental	2400-2415	\$150.00
Employers Preferred Ins. Co.	0352	\$354.00
Patrice Vizzerra	1700	\$1,623.00
Aztec Leasing, Inc.	2110	\$761.45
AT&T	0741	\$92.25
AT&T	0741	\$1,009.25
Quick Signs	1400	\$1,782.70
Quick Signs	1400	\$170.00
Ingram Library Services	2400-2401	\$84.07
Jonathan Champeau	9130	\$100.00
Charter Communications	0741	\$319.98
AT&T	0741	\$63.06
AT&T	0741	\$31.53
CA. Dept. of Tax and Fee Admin.	1802-5008	\$16.00
	2400-2407	\$235.00
James Publishing	1802-5001	\$218.21
0352		\$677.00
0741		\$1,580.53
1400		\$1,952.70
1700		\$1,623.00
1800-1820		\$91.79
1802-5001		\$218.21
1802-5008		\$16.00
2110		\$761.45
2400-2401		\$84.07
2400-2407		\$235.00
2400-2415		\$150.00
9130		\$200.00
<b>TOTAL</b>		<b>\$7,589.75</b>

**ORANGE COUNTY PUBLIC LAW LIBRARY  
CAL CARD**

**Month of January 2025 - February 2025**

**P-CARD LOG**

Card Holder	Date of Purchase	Vendor's Name	Description of Merchandise	Amount Billed
Brendan Starkey		No Activity		
Kelsey Chrisley	1/21/25	AILA	Book for Collection	\$ 160.00
	2/3/25	Water Coffee Delivery	Sparkletts Water	\$ 56.78
	2/9/25	Amazon.com	APC UPS Battery Replacement	\$ 98.31
	2/10/25	Amazon.com	Flash Drives/Patron Supplies	\$ 59.92
	2/12/25	Pitney Bowes	Postage Meter Lease	\$ 69.39
	2/14/25	Amazon.com	Air Freshener	\$ 47.13
	2/16/25	Amazon.com	Office Supplies	\$ 99.97
	2/21/25	Lawdable Press	Book Download	\$ 149.50
Scott Enke		No Activity		
			Total	\$ 741.00

**TRAVEL CARD LOG**

Card Holder	Date of Purchase	Vendor's Name	Description of Merchandise	Amount Billed
Brendan Starkey		No Activity		
Kelsey Chrisley	1/23/25	Westates Stamps	Stamps	\$ 157.10
	2/18/25	Albertsons	BOT Meeting Supplies	\$ 73.52
Scott Enke		No Activity		
			Total	\$ 230.62



### Building & Security Event Log

<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Response</b>
03/10/2025	7:05 a.m.	Staff removed 0.25 gallons of water from container under leak area on Floor A	Total water removed in 2025 is 10.25 gallons
03/11/2025	10:38 a.m.	Men's public restroom closed due to flooding	Day porter unclogged toilet, cleaned and sanitized area; restroom reopened at noon
03/11/2025	1:30 p.m.	Items found blocking emergency exit	Security guard moved items
03/12/2025	2:45 p.m.	Patron became agitated when told he could not bring scooter into library	Staff allowed it once, but encouraged him to lock and secure the scooter outside going forward







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

## RECENT ACQUISITIONS

### **Arbitration and award -- United States.**

GEN4: KF9085 .V58 2025

[Preventing the dispute before it begins: proven mechanisms for fostering better business relationships](#). Kate Vitasek, James P. Groton, Ellen Waldman, and Allen Waxman. Chicago, Illinois: American Bar Association, Business Law Section, 2025.

### **Bankruptcy -- United States.**

GEN4: KF1524 .T33 2025

[Law of bankruptcy](#). Sixth edition. Charles Jordan Tabb, Kara J. Bruce, Laura Napoli Coordes. Eagan, MN: West Academic, 2025.

### **Bar associations -- United States -- States -- Membership -- Periodicals.**

GEN4: KF330.A15 B37

[Bar benchmarks](#). 2024 ed. American Bar Association. Center for Bar Leadership [issuing body]. Chicago, IL: American Bar Association, Center for Bar Leadership, [2024]-

### **Civil procedure -- California.**

DESK: KFC995 .G674 2025

[California civil litigation and discovery: \(Litigation by the numbers substantive companion\)](#). Thirteenth edition. Julie A. Goren, Barbara Pollinger. Los Angeles, California: Lawdable Press, 2025.

### **Climatic changes -- Law and legislation.**

GENA: K3585.5 K57 2024

[Climate change, sustainable investments, and social governance: law and compliance](#). Edited by Clifford E. Kirsch. New York, New York: Practising Law Institute, 2024.

### **Criminal procedure -- United States.**

GEN4: KF9619 .L342 2025

[Criminal procedure](#). Wayne R. LaFave, Jerold H. Israel, Nancy J. King, Orin S. Kerr, Andrew D. Leipold. Eagan, MN: West Academic, 2025.

**Discrimination in employment -- California.**

GEN3: KFC572 .S57 2022

[Employment discrimination and EEO practice manual for California employers](#). Thirteenth edition. Richard J. Simmons. Los Angeles, California: Castle Publications, LLC, 2022.

**Dispute resolution (Law) -- California.**

GEN3: KFC1093 .K55

[California practice guide. Alternative dispute resolution](#). 2024 ed. [North Hollywood, California]: TRG, The Rutter Group, a division of Thomson Reuters, 2024-

**Emigration and immigration law -- United States.**

GEN4: KF4819 .I4717 2023

[Immigration law and the family: a practical guide to family-sponsored immigration](#). Seventh edition. Edited by Charles Wheeler. Washington, DC: American Immigration Lawyers Association, 2023.

**Evidence (Law) -- California -- Outlines, syllabi, etc.**

GEN3: KFC1030 .M55 2024

[Laying a foundation to introduce evidence: \(preparing and using evidence at trial\)](#). Hon. Donald F. Miles; judge's perspective, Hon. Gregory Alarcon. Oakland, California: Continuing Education of the Bar-- California, 2024.

**Independent contractors -- Legal status, laws, etc. -- California -- Outlines, syllabi, etc.**

GEN3: KFC228 .B75 2024

[Working with independent contractors, leased workers, and outsourcing: here's how and when to do it](#). Matthew Brinegar. Oakland, California: CEB, Continuing Education of the Bar -- California, 2024.

**International law.**

GENA: KZ3410 .B84 2025

[Public international law in a nutshell](#). Sean D. Murphy. Eagan, MN: West Academic, 2025.

**Legal ethics -- California.**

GEN3: KFC76.5 .P76

[California practice guide. Professional responsibility and liability](#). 2024 ed. [North Hollywood, California]: The Rutter Group, a division of Thomson Reuters, 2024-

**Marijuana -- Law and legislation -- United States.**

GEN4: KF3891.M2 W49 2023

[Weed rules: blazing the way to a just and joyful marijuana policy](#). Jay Wexler. Oakland, California: University of California Press, 2023.

**Mechanics' liens -- California -- Outlines, syllabi, etc.**

GEN3: KFC229 .D37 2024

[Handling mechanics' liens and related remedies \(private works\): here's how and when to do it.](#)

John Darling, Patricia J. Wolfe. Oakland, California: CEB, Continuing Education of the Bar -- California, 2024.

**Medicare -- Handbooks, manuals, etc.**

GEN4: KF3608.A4 M43 2024

[Medicare & you, 2025: the official U.S. government Medicare handbook.](#) Baltimore, MD: CMS, Centers for Medicare & Medicated Services, 2024.

**Patent laws and legislation -- United States.**

GEN4: KF3114 .R65

[Patent law basics.](#) 2024-25 ed. John Gladstone Mills III, Robert Clare Highley, and Donald Cress Reiley III; material previously authored by the late Peter D. Rosenberg. Eagan, MN: Thomson/West, 2024-

**Practice of law -- Technological innovations -- United States.**

GEN3: KF320.A9 S59 2025

[Show, don't tell: how lawyers can use video to stand out, create more value, and revolutionize their firms.](#) Temi O. Siyanbade. Chicago, Illinois: American Bar Association, Law Practicing Division, 2025.

**Pre-trial procedure -- United States.**

GEN4: KF9645 .A933 2024

[Pretrial motions in criminal prosecutions.](#) Sixth edition. Stuart Sacks; original authors, James A. Adams, Ellis and Nelle Levitt; Daniel D. Blinka. New York, NY: LexisNexis, 2024-

**Probate law and practice -- California.**

GEN3: KFC205 .E44 2024

[Handling a probate: here's how and when to do it.](#) Steven C. Wrappe. Washington, DC: American Bar Association, Tax Section, 2025.

**Real property -- United States -- Forms.**

GEN4: KF568.1 .M63

[Modern real estate practice forms and commentary.](#) 2024-25 ed. [Eagan, MN]: Thomson Reuters, 2024-

**Security (Law) -- California -- Outlines, syllabi, etc.**

GEN3: KFC266 .G767 2024

[Enforcing security interests in personal property: here's how and when to do it.](#) Jerome A. Grossman, Xenia Tashlitsky. Oakland, California: Continuing Education of the Bar -- California, 2024.

**Security (Law) -- California -- Outlines, syllabi, etc.**

GEN3: KFC266 .R644 2024

[Taking security interests in personal property: here's how and when to do it](#). Loren Kessler Higgins, Kate M. Ferrara. Oakland, California: University of California Press, 2024.

**Sexual harassment -- Law and legislation -- California.**

GEN3: KFC572 .S577 2022

[Sexual harassment training manual and prevention manual](#). Twentieth edition. Richard J. Simmons. Los Angeles: Castle Publications, LLC, 2022.

**Sick leave -- Law and legislation -- California.**

GEN3: KFC577 .C573 2024

[California's sick pay obligations: the Healthy Workplaces, Healthy Families Act](#). Ninth edition. Richard J. Simmons. Los Angeles, California: Castle Publications, LLC, 2024.

**Transfer pricing -- Taxation -- United States.**

GEN4: KF6464 .W73 2025

[The fundamentals of U.S. transfer pricing](#). Steven C. Wrappe. Washington, DC: American Bar Association, Tax Section, 2025.

**Trusts and trustees -- California -- Outlines, syllabi, etc.**

GEN3: KFC180 .H36 2024

[Handling postmortem trust administration: a checklist: here's how and when to do it](#). Richard A. Gorini, Sutter C. Selleck, Vicki Thorburn. Oakland, California: CEB, Continuing Education of the Bar, California, 2024.

**Violence in the workplace -- California -- Prevention.**

GEN3: KFC579 .S4 2024

[Employer's guide to workplace violence prevention](#). Seventh edition. Richard J. Simmons & Robert K. Foster. Los Angeles, California: Castle Publications, Ltd., 2024.