

ORANGE COUNTY PUBLIC LAW LIBRARY

515 NORTH FLOWER STREET
SANTA ANA, CALIFORNIA 92703-2354
(714) 834-3397 • FAX (714) 834-4375

WWW.OCPLL.ORG

MARYRUTH STORER
DIRECTOR

JUDGE JAMOA A. MOBERLY, PRESIDENT
JUDGE WILLIAM CLASTER
PROFESSOR LINDA KAWAGUCHI
JUDGE WILLIAM M. MONROE
RICHARD S. PRICE II, ESQ.
JUDGE DAPHNE S. SCOTT
JUDGE CLAY M. SMITH



February 19, 2014

Please be advised that the Personnel Committee of the Board of Trustees of the Orange County Public Law Library will meet at the Library on Monday, February 24, 2014 at 11:30 a.m.

- I. Consider FY2014-15 Salaries for Non-represented Employees.
- II. Public Comment per Government Code §54954.3.

Respectfully submitted,

Maryruth Storer

Maryruth Storer
Director

All supporting documentation is available for public review in the Administration Office located in the Law Library Building, 515 North Flower, 32 Civic Center Plaza, Third Floor, Santa Ana, 92703 during regular business hours, 8:00 a.m. - 5:00 p.m., Monday through Friday, and online at www.ocpll.org/agendas.htm. In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify Library Administration 72 hours prior to the meeting at (714)834-3003.

AGENDA I

Consider FY2014-15 Salaries for Non-represented Employees

At the June 2013 meeting, the Board adopted this motion:

"The Law Library Board of Trustees will consider the following criteria in considering potential salary increases for non-represented employees:

- Performance
- Longevity in position
- Market factors, including applicable salary surveys
- Changes in the Consumer Price Index and other economic factors
- Significant changes in responsibilities and duties
- Unique circumstances, such as special projects

These factors are intended to be non-exclusive; other relevant factors may also be considered. Any amount of increase scheduled for represented employees will not be a factor in considering potential salary increases for non-represented employees. Each year in February, the Personnel Committee will consider whether individual non-represented employees will receive a salary increase effective at the beginning of the coming fiscal year. The Director will recommend increases for the department head positions to the Personnel Committee. The Board of Trustees will plan to make salary determinations for the coming fiscal year no later than March, so that the Library's Budget can be accurately prepared in a timely manner."

The Library has four non-represented positions: Director, Public Services Librarian, Systems Librarian, and Technical Services Librarian. Factors for consideration for each individual are listed on the attached sheets. For the three manager positions, the salary range is currently \$66,643.20-\$93,620.80, and it has been adjusted each year to reflect the salary increases granted. The Library has not established a salary range for the Director position.

The 2013 AALL Salary Survey data for State Court & County Libraries are attached. Staff requested comparable position salary data from larger California county law libraries, which are attached. Also attached is information on paid time off from other Orange County government agencies and larger California county law libraries.

For the year ending December 2013, the Consumer Price Index for Los Angeles-Riverside-Orange County increased 1.2% from December 2012.

Given the Library's limited current income, the Director recommends 1% salary increases for FY2014-15 for the Public Services Librarian, Systems Librarian and Technical Services Librarian. She requests a 1% increase for her position.

ACTION REQUIRED: Recommend FY2014-15 salaries for 4 positions to full Board for action at March meeting.

offd
Z
682.4
.L37
B54

The AALL Biennial
Salary Survey &
Organizational Characteristics

2013

RECEIVED

JAN 09 2014

Orange County Public Law Library
Santa Ana, California



American Association of
Law Libraries

Annual Salary - State, Court & County Libraries

Director/Chief Librarian (aka State Law Librarian, Circuit Librarian)

		Annual Salary (7/1/13)						90th Per- centile
		Mean	Number of Indivi- duals	10th Per- centile	First Quartile 25%	Median 50%	Third Quartile 75%	
Total		93,439	48	64,000	69,571	83,950	108,161	139,060
Federally Funded Library	No	90,088	43	64,000	69,000	80,000	106,000	125,000
Location	Middle Atlantic	107,826	11	65,000	79,500	112,682	125,000	171,600
	South Atlantic	80,888	5	NA	67,757	69,429	99,750	NA
	South Atlantic-Other	80,888	5	NA	67,757	69,429	99,750	NA
	East North Central	66,924	6	NA	59,099	65,075	73,748	NA
	West North Central	100,688	6	NA	80,537	87,500	118,875	NA
	Pacific	104,874	11	54,682	74,506	105,000	125,000	171,077
People Supervised	1 - 3	83,304	26	58,919	65,000	79,533	90,355	118,000
	4 or more	105,417	22	69,599	76,315	102,500	123,500	160,290
Membership Status	AALL Member	94,065	47	64,800	69,997	85,000	108,214	140,120

Annual salary for full-time employees and annualized salary for part-time employees
 Tabulated by Association Research, Inc.

Annual Salary - State, Court & County Libraries - Education and Experience

Director/Chief Librarian (aka State Law Librarian, Circuit Librarian)

Education/Professional Library Experience		Annual Salary (7/1/13)						90th Per- centile
		Mean	Number of Indivi- duals	10th Per- centile	First Quartile 25%	Median 50%	Third Quartile 75%	
Total	11 - 15 years	80,174	7	NA	74,072	79,500	90,000	NA
	16 years or more	96,534	39	64,000	69,000	91,693	115,000	148,600
	Total	93,746	47	64,000	69,429	85,000	108,214	140,120
MLS (no JD)	16 years or more	83,821	13	64,400	65,575	69,997	91,450	151,286
	Total	82,917	17	64,000	65,575	71,615	88,209	122,571
MLS & JD	16 years or more	107,890	20	68,768	80,925	105,500	124,500	163,630
	Total	103,874	23	68,845	77,230	103,400	123,000	158,620
BA/BS	11 - 15 years	78,060	5	NA	69,036	77,230	87,500	NA
	16 years or more	100,152	25	60,958	72,252	92,000	121,750	169,858
	Total	95,939	31	64,000	74,072	85,000	112,682	159,840

Annual salary for full-time employees and annualized salary for part-time employees
 Tabulated by Association Research, Inc.

Annual Salary - State, Court & County Libraries

Supervisory Librarian (supervises one or more staff or entire department)

		Annual Salary (7/1/13)						90th Per- centile
		Mean	Number of Indivi- duals	10th Per- centile	First Quartile 25%	Median 50%	Third Quartile 75%	
Total		74,587	16	45,900	64,250	80,700	86,981	93,621
Federally Funded Library	No	72,334	14	44,500	62,814	75,612	81,769	93,621
Location	West North Central	77,464	5	NA	67,892	70,824	90,357	NA
	Pacific	74,596	7	NA	59,255	81,700	93,621	NA
People Supervised	1 - 3	70,330	10	41,700	60,000	70,804	83,644	91,722
	4 or more	86,168	5	NA	80,950	81,700	93,621	NA
Membership Status	AALL Member	75,907	13	43,800	61,628	81,500	90,357	93,621

Annual salary for full-time employees and annualized salary for part-time employees
 Tabulated by Association Research, Inc.

Annual Salary - State, Court & County Libraries - Education and Experience

Supervisory Librarian (supervises one or more staff or entire department)

Education/Professional Library Experience		Annual Salary (7/1/13)						90th Per- centile
		Mean	Number of Indivi- duals	10th Per- centile	First Quartile 25%	Median 50%	Third Quartile 75%	
Total	16 years or more	79,191	11	64,200	70,783	81,000	88,650	93,621
	Total	74,587	16	45,900	64,250	80,700	86,981	93,621
MLS (no JD)	16 years or more	82,357	6	NA	76,300	81,250	93,621	NA
	Total	74,221	11	42,400	59,255	81,000	92,063	93,621
BA/BS	16 years or more	79,191	11	64,200	70,783	81,000	88,650	93,621
	Total	75,609	15	45,200	65,000	81,000	88,650	93,621

Annual salary for full-time employees and annualized salary for part-time employees
 Tabulated by Association Research, Inc.

FY2014-15 Salary Consideration

Position:	Law Library Director Maryruth Storer
Longevity in Position:	25.5 years
Professional Experience:	35.5 years
FY2013-14 Salary:	\$176,696.00
Requested FY2014-15 Salary:	\$178,464.00

On April 26, 2000, the Board passed a motion instituting an annual performance evaluation review for the Director, with the Personnel Committee charged with developing a form and procedures. The Director received her first performance evaluation on October 31, 2002 (covering period 1999-2002), with subsequent evaluations on November 17, 2004, March 30, 2009, May 24, 2011, and December 31, 2012. Each evaluation is highly positive. To the Director's knowledge, the Personnel Committee has not developed a form or procedures.

Her accomplishments July 2013 to present include:

- Prompt preparation of Library's FY2012-2013 Annual Reports
- Having OCPLL accepted as Associate Member of Santiago Library System
- Working with special counsel to prepare substantial rewrite of County's proposed MOU
- Attended California State Library workshop *Adding Value to Library Services with Outcome-Based Planning & Evaluation*
- Negotiated Lexis Multi-Year Agreement for Print, lowering our ongoing costs
- Negotiated contract for Lexis Patron Access
- Attended CCCLL Fall Meeting and assisted in staffing CCCLL booth in State Bar Exhibit Hall
- Staffed CCCLL booth in California Library Association Exhibit Hall
- Serving as Legislative Committee Chair for CCCLL
- Serving as Vice-Chair/Chair-Elect of State Court County Special Interest Section of AALL

County Law Library Public Services Librarian
Salaries & Benefits Survey
January 2014

Orange County's Public Services Librarian

Duties: plans, organizes and directs reference, circulation, fee-based services (document delivery and conference room rental), inter-library loan; coordinates collection development activity; supervises 7 staff.
FY2013-2014 salary: \$93,620.80 (range \$66,638-93,621)

Other annual financial compensation: \$3,000 Optional Benefit Plan (for health care reimbursement account, deferred compensation)

Library	Your comparable position title	FY2013-2014 salary	Other financial compensation	Additional comments/information (e.g., how many years in position, etc.)
Alameda	Public Services Librarian	\$81,671.00		8 years
Los Angeles				
Riverside		\$52,000.00		
Sacramento	Assistant Director Public Services	\$116,637		8 years
San Bernardino	Head of Reference and Public Services	\$45,139.92		Approximately 3 years in current position/title
San Diego	Asst Director – User Experience	\$85,000.00 Range(\$75,000-\$110,000)		8 years at Law Library, 2 years in this position
San Francisco	Head Reference Librarian	\$68,060 for 80% part time	Employee PERS & medical plan premiums 100% paid by employer	Library employee 13 years, this position 4 years

FY2014-15 Salary Consideration

Position:	Public Services Librarian Molly Solazzo
Longevity in Position:	11.25 years
Professional Experience:	20 years
FY2013-14 Salary:	\$93,620.80
Recommended FY2014-15 Salary:	\$94,556.80

Her most recent performance evaluation (June 2013) rated her Above Standard.

Her accomplishments July 2013 to present include:

- Coordinated all aspects of WestlawNext training session for patrons
- Involved in WebOPAC project in collaboration with SEEnke and LLaCount: evaluated OPAC functions and displays and provided feedback, developed training material for staff
- Developed Circulation Notices via email: working with SEEnke and LLaCount, evaluated templates and wording, tested functionality, evaluated specific notices to use in email format, promoted new option to patrons
- Serves as editor of *Transcript* library newsletter and produced two issues

Regular duties include managing Public Services Department (plans, organizes and directs reference, circulation, fee-based services of document delivery and conference room rental, and interlibrary loan), coordinates collection development activity, supervises 7 staff and participates in online payroll processing.

County Law Library Systems Librarian

Salaries & Benefits Survey

January 2014

Orange County's Systems Librarian

Duties: plans, organizes and directs library automation (6 servers, 14 patron computers, 20 staff computers), networking, hardware and software; maintains library website and intranet; provides desktop support; assists in management of integrated library system; supervises 1 staff.

FY2013-2014 salary: \$81,975.20 (range \$66,638-93,621)

Other annual financial compensation: \$3,000 Optional Benefit Plan (for health care reimbursement account, deferred compensation)

Library	Your comparable position title	FY2013-2014 salary	Other financial compensation	Additional comments/information (e.g., how many years in position, etc.)
Alameda	No position			
Los Angeles				
Riverside		\$52,000.00		
Sacramento	Systems Admin	\$81,000-\$85,000		We have two systems administrators that are not librarians who do the maintenance. They are supervised by a Librarian but the Librarian is not at all hands on the network.
San Bernardino	No comparable position			
San Diego	Chief Information Officer	\$95,000.00 Range(\$75,000-\$110,000)		17 year with Law Library, 2 years in this position
San Francisco	We do not have this position. We use an outside consultant.			

FY2014-15 Salary Consideration

Position:	Systems Librarian Scott Enke
Longevity in Position:	3.25 years
Professional Experience:	6 years
FY2013-14 Salary:	\$81,975.20
Recommended FY2014-15 Salary:	\$88,871.20 (includes final step increase in May 2015)

His most recent performance evaluation (May 2013) rated him Above Standard.

His accomplishments July 2013 to present include:

- Implemented a responsive design for the Library's public website: This is a very popular trend in web design that allows for a customized layout of web content for each device (PC, laptop, tablet, smartphone).
- Worked with LLaCount and Innovative to configure new WebPAC interface: This long-term project completely overhauled the catalog's front end. This led to a cleaner, more user-friendly design, as well as additional functionality (most notably, the ability for patrons to log in and view their account activity).
- Worked with LLaCount and PS to get automated email notices configured: This allows for certain notices to automatically generate and get emailed to patrons. Automating this job reduces staff time and cuts postage costs.
- Learned how to configure/implement print templates to get a unified, clean version of notices
- Worked to get vendors' databases available through the Library's wireless network: Most databases previously available only on the Library's wired stations are now also available on our wireless network.
- As the Designated Safety Representative, worked with LLaCount and the Safety Committee to fulfill all safety requirements for 2013
- Supervised the Network Technician on the following projects:
 - Upgrade of OPACs, Circulation, and Trainer computers to Windows 8 operating system
 - In-place upgrade of the Library's Exchange server to fix a corrupt file
 - Group Policy configuration on OPAC computers
 - Ongoing installation of Windows Security and Antivirus updates on Staff and Public computers and servers

County Law Library Technical Services Librarian

Salaries & Benefits Survey

January 2014

Orange County's Technical Services Librarian

Duties: plans, organizes and directs acquisitions, serials, binding, processing/repairs, cataloging and government documents; serves as integrated library system coordinator; supervises 4 staff.

FY2013-2014 salary: \$93,620.80 (range \$66,638-93,621)

Other annual financial compensation: \$3,000 Optional Benefit Plan (for health care reimbursement account, deferred compensation)

Library	Your comparable position title	FY2013-2014 salary	Other financial compensation	Additional comments/information (e.g., how many years in position, etc.)
Alameda				
Los Angeles				
Riverside		\$72,800.00		
Sacramento	Asst Director Support Services (supervises Tech Services & Systems)	\$116,637		We have a Librarian in each of these stand-alone positions who do not supervise: Acquisitions Librarian and Cataloger (\$69,000-\$73,000)
San Bernardino				
San Diego	Asst Director Core Operations	\$96,400 Range (\$75,000-\$110,000)		6 years
San Francisco	Head of Tech Services	\$60,359 (29.02/hr)	100% employee PERS & med plan premiums paid By employer; 50% of dependent med premiums pd by employer	Library employee for over 30 years. This position for 4 years.

FY2014-15 Salary Consideration

Position:	Technical Services Librarian Leslie LaCount
Longevity in Position:	12 years
Professional Experience:	25 years
FY2013-14 Salary:	\$93,620.80
Recommended FY2014-15 Salary:	\$94,556.80

Her most recent performance evaluation (June 2013) rated her Above Standard.

Her accomplishments July 2013 to present include:

- Webpac reconfiguration: Presented project and obtained service at no cost from vendor as add-on to Sierra platform. Acted as project manager to coordinate and work closely with staff to obtain input and test/evaluate functionality. Worked with SENke to reconfigure the back-end of the catalog system. Borrowers can now:
 - Log into their accounts to place holds on checked out items
 - Sign up for circulation notices via email
 - Receive email alerts via subject/keyword when new material is cataloged into collection.
- Improved display and information layout in webpac
- Material icons make it easier to select items.
- Staff can toggle between the patron view and a staff view which permits staff to see what they have only been able to see in the java based Sierra interface.
- Revised system table coding to reflect updated types of material for webpac display. Selected new icons for webpac.
- Page by page evaluation and testing of webpac functions so catalog searches enhanced, search results provide improved information and functionality.
- Coordinated staff user testing to facilitate project for various phases.
- Enabled email circulation notices setup: Worked with vendor, Systems Librarian and Public Services Librarian/PS staff to review and test all aspects of circulation notices to enable patrons to receive some notices via email. Set up system so that this feature is now functioning. Troubleshooting with vendor and staff for proper and consistent functioning.
- Cataloging standard change adopted and implemented at OCPLL- change from AACR2 to RDA standard: Supervised TS staff and developed plan for reviewing, evaluating local practices and implementing cataloging policy. Made system coding changes to display RDA data properly in Webpac.
- In planning/preparation process for retrospective authority/bibliographic processing of all active system bibliographic/authority records by outside vendor. Working with ILS and authority controls vendors.

- Safety Chair- Worked with Committee and DSR to meet 2013 goals to be in compliance and maintain a safe workplace.
- As coordinator of Sierra ILS, perform ongoing revisions to system coding to enhance all types of system records for public and staff use.
- During current fiscal year have initiated, monitored and handled 55+ ILS vendor "call tickets" on various aspects of our catalog system. Worked with various vendor specialists and Library staff to resolve various issues and/or make changes to our system. Primary interface with ILS vendor as Innovative Interfaces Coordinator.

County Law Library Management Staff

Paid Time Off Survey

January 2014

Library	Type of PTO (vacation/sick leave/annual leave/any other)	Accrual Rates for each type	Any caps on accrual of each type?	Any limit on cash value when leaving position?
Alameda	PTO/Vacation	Years 0-4: 10 days/yr Years 5-11: 15 days/yr Years 12+: 20 days/yr	Vacation: 2 yrs worth maximum accrual	Vacation – 2 yrs worth maximum accrual
Los Angeles	Sick leave	13 days/yr	Sick leave: none	Sick leave – no cash value
Orange	Annual leave	Years 0-3: 24 days/yr Years 4-10: 32 days/yr Year 11+: 37 days/yr	No	Maximum of 480 hours are paid at 100% of hourly rate; any hours accrued beyond 480 have no cash value
Riverside	Annual leave	Years 0-3: 28 days/yr Years 3-<10: 34 days/yr Years 10+: 39 days/yr	No	ALB hours stop accruing at 480 hours, all annual leave are paid at 100% upon termination of employment.
Sacramento	Vacation, sick leave, 4 hours off on your birthday	Vacation: Years 0-<3: 10 days/yr Years 3-<6: 14 days/yr Years 6 -<9: 18 days/yr Year 9: 19 days/yr Year 10: 20 days/yr	Vacation maximum accrual: Years 0-<3: 240 hours Years 3-<6: 320 hours Years 6+: 400 hours Sick leave: no maximum	No max on vacation. No cash on sick leave; leave can go towards years of service for CalPERS.

San Bernardino	Vacation and Sick time	Year 11: 21 days/yr Year 12: 22 days/yr Year 13: 23 days/yr Year 14: 24 days/yr Year 15+: 25 days/yr Sick leave: 15 days/yr Vacation: 1 st 4 years: 11 days/yr 5 – 9 th years: 16 days/yr Year 10+: 21 days/yr Sick time: 11.6 days/yr	Sick: Limit of 500 hours. However, once a year, any excess hours are converted 50/50 to vacation hours and extra pay. Vacation: Yes, but can be waived by management. Director's total has been waived by Board. Years 1 – 4: 168 hours Years 5 – 9: 248 hours Years 10+: 328 hours	Sick time not paid upon separation. Vacation time paid within limits or waived amount.
San Diego	Vacation/Sick	Vacation: Years 1-5: 10 days/yr Years 6+: 15 days/yr Sick time: 13 days/yr	Vacation Cap – 300 hours Sick time – No Cap	Up to 300 hours of vacation paid at 100% Unused sick time paid at 25% for full time staff employed over 5 years
San Francisco	Vacation/Sick	Vacation: Years 0-<5: 10 days/yr Years 5-15: 15 days/yr Years 15+: 20 days/yr Sick leave: 12 days/yr	Max vacation accrual 400 hours 1040 hours max	Not at this time other than the max accrual. No payout of accrued sick leave

Orange County Government Agencies
 Paid Time Off Summary
 January 2014

Agency	Type of PTO (Vacation/Sick Leave / Annual Leave / Any Other	Accrual Rates for Each Type?	Any Caps on Accrual of Each Type?	Any Limit on Cash Value when Leaving Position?
County of Orange Administrative Management	Annual Leave	Years 0-3: 24 days Years 3-10: 32 days Years 10+: 37 days	No	Years 0-2: 240 hours max paid at 100% Years 3-9: 360 hours maximum paid at 100% 10 or more years: 1600 hours has cash value. 480 hours are paid at 100%; remaining balance obtains cash value of 2% for each year of service, to a maximum of 50% i.e., 10 years of service equals 20% cash value for remaining balance; 25 or more years of service equals 50% of the remaining balance after deducted from 1600 hours maximum. http://ocgov.com/civicax/filebank/blobdload.aspx?blobid=22631
OC Superior Court Supervisors	Vacation / Sick Leave	Vacation: Years 0-3: 10 days Years 3-10: 15 days Years 10+: 20 days Sick: Years 0-3: 9 days Years 3-10: 12 days Years 10+: 12 days	Years 3-10: Vacation caps at 8 weeks Years 10+: Vacation caps at 10 weeks Sick leave: no cap	Vacation: An employee who is separating from service by way of paid Court retirement may elect either to take time off for his or her vacation or to be paid for his or her vacation in a lump sum payment. p.47 http://www.occourts.org/employment/policies-regulations/mou/mou-supervisorv.pdf Sick: Beginning January 1, 2006, employees with 10 or more years of service. p.33 Up to 40 hours: 100% 41 to 100 hours: 75% 101 to 200 hours: 50% 201 to 480 hours: 25%
OCPLL	Annual Leave	Years 0-3: 24 days Years 4-10: 32 days Years 11+: 37 days	No	Max 480 hours paid at 100% of hourly rate; any hours accrued beyond 480 have no cash value