

ORANGE COUNTY PUBLIC LAW LIBRARY

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MARYRUTH STORER
DIRECTOR

February 10, 2015

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 17, 2015 at 11:45 a.m.

- I. Consider FY2015-16 Salaries for Non-represented Employees.
- II. Public Comment per Government Code §54954.3.

Respectfully submitted,

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 FY2015-16 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 will have three non-represented positions in FY2015-16: Director, Public Services Librarian, and Systems/Technical Services Librarian. Factors for consideration for each individual are listed on the attached sheets. For the two manager positions, the salary range is currently \$67,308.80-\$94,556.80, 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.

Staff requested FY2014-15 comparable position salary data from larger California county law libraries:

	Director	Head of Public Services	Head of Technology & Technical Services
Los Angeles	\$191,361 (as of 3/1/15)	\$ 97,706	\$102,960
Orange	\$178,464	\$ 94,557	\$ 94,557
Sacramento	\$125,844	\$118,396	\$118,396
San Diego	\$133,890	\$ 86,700	\$ 96,900
San Francisco	\$177,000	Asst.Dir.\$130,000	Use outside consultants

For the year ending November 2014, the Consumer Price Index for Los Angeles-Riverside-Orange County increased 1.3% from November 2013. The CPI for the year ending December 2014 indicated a 0.7% increase.

Given the Library's limited current income, the Director recommends 1% salary increases for FY2015-16 for the Public Services Librarian and the Systems/Technical Services Librarian.

ACTION REQUIRED: Recommend FY2015-16 salaries for 3 positions to full Board for action at March meeting.

FY2015-16 Salary Consideration

Position:	Systems/Technical Services Librarian Scott Enke
Longevity in Position:	4.25 years as Systems Librarian
Professional Experience:	7 years
FY2014-15 Salary:	\$94,556.80 (as of final step increase 3/2015)
Recommended FY2015-16 Salary:	\$95,513.60

Additional salary consideration information: Local public libraries were contacted for salary comparisons. While many of them had a manager position for technology and support services with a top salary similar to ours (Anaheim \$116,200, Huntington Beach \$86,560.60, Orange City \$96,108, Mission Viejo \$93,745.60), that person did not do high-level hands on technology work as our position does, and instead those positions worked with local city IT staff, who had higher top salaries (Huntington Beach \$100,068.80, Mission Viejo \$102,024.00)

His most recent performance evaluation (May 2014) rated him Above Standard.

His accomplishments in 2014 include:

- Worked on new VOIP phone system project. This long-term project involves the coordination of many different pieces, including contracts, site visits, inside wiring, phone installation, and training.
- Currently preparing to assume most of the duties of the Technical Services Librarian, in addition to current duties.
- Serving as the Department Safety Representative, ensured all the Library's safety requirements were met for the year.
- Finished shared drive reorganization project.
- Created new Touch 'n Go interface that is compatible with newer operating systems. This required custom programming and saved the Library from having to purchase new software.
- Updated Public Computer Policy, which hadn't been modified in over 14 years.
- Spaced out public PCs in order to provide more open desk space between PCs.
- Participated in Santiago Library System Technology Committee.

FY2015-16 Salary Consideration

Position:	Public Services Librarian Molly Solazzo
Longevity in Position:	12.25 years
Professional Experience:	21 years
FY2013-14 Salary:	\$94,556.80
Recommended FY2014-15 Salary:	\$95,513.60

Her most recent performance evaluation (June 2014) rated her Above Standard.

Her accomplishments in 2014 include:

- Provided Public Services staff with overview of new patron database (LEXIS) and developed training materials
- Developed system to track "in-house" use of material: created workflow in which staff use portable barcode scanner to scan each item being reshelfed, then she downloads data regularly, converts it to format recognized by the Innovative Sierra ILS (integrated library system), uploads it to Sierra and produces regular reports (showing which materials are being used by patrons)
- Organized the December Joint Meeting of Board and Staff, making all arrangements for event
- Serves as editor of *Transcript* library newsletter and produced four issues; added option for patrons to sign up to receive it by email

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), reference work (monitor the chat reference, work on the reference desk assisting patrons, and work with the reference librarians on complex reference questions), coordinates collection development activity, supervises 7 staff and participates in online payroll processing. She handles the difficult patron problems for the Library. She has now taken on responsibility of handling facility issues when the Building Manager (K. Chrisley) is unavailable and being the Government Documents Librarian.

FY2015-16 Salary Consideration

Position:	Law Library Director Maryruth Storer
Longevity in Position:	26.5 years
Professional Experience:	36.5 years
FY2014-15 Salary:	\$178,464.00

Possible compensation approach:

Recently the Retirement Board of Trustees determined that the Executive Director would be provided with a "non-base building bonus" in lieu of a salary increase. If the Law Library Trustees were to consider this approach, \$1,784.64 would be 1% of the Director's current salary.

Note that her compensation was reduced in July 2014, when contributions to her 401(a) Plan were suspended due to budget restrictions.

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 in 2014 include:

- Prompt preparation of Library's FY2013-2014 Annual Reports
- Negotiated reductions in Westlaw contract and West Library Maintenance Agreement, lowering our ongoing costs
- To meet budget guidelines, determined which materials should be cancelled from Matthew Bender/Lexis, Aspen, CCH, BNA and Hein
- Negotiated contract for Loislaw Patron Access
- Arranged for the Sumner Papers Collection to be transferred on long-term loan to UCI Libraries Special Collections, where they can be appropriately housed and made available to researchers
- Attended CCCLL Spring and Fall Meetings, SCALL Institute and AALL Annual Meeting
- Staffed CCCLL booth in California State Association of Counties Exhibit Hall
- Served as Legislative Committee Chair for CCCLL until September 12, 2014
- Serving as Vice-Chair (through July 13, 2014) and Chair (July 14, 2014 to present) of State Court County Special Interest Section of AALL
- Served on CALIFA Board of Directors through June 30, 2014
- Serving on Santiago Library System Executive Council