

ORANGE COUNTY PUBLIC LAW LIBRARY

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MARYRUTH STORER
DIRECTOR



February 10, 2016

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 Tuesday, February 16, 2016 at 11:45 a.m.

- I. Consider FY2016-17 Salaries for Non-represented Employees.
- II. Public Comment per Government Code §54954.3.

Respectfully submitted,

Maryruth Storer

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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)338-6803.

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AGENDA I

Consider FY2016-17 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 three non-represented positions: 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 \$67,974.40-\$95,513.60, 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 FY2015-16 comparable position salary data from larger California county law libraries:

	Director	Head of Public Services	Head of Technology & Technical Services
Alameda	\$140,471	\$ 76,968	No position
Los Angeles	\$191,361	\$ 97,706	\$102,960
Orange	\$178,464	\$ 95,514	\$ 95,514
Sacramento	\$133,495	\$120,754	\$120,754
San Diego	\$163,716	\$ 86,700	\$ 96,900
San Francisco	\$177,000	Asst.Dir.\$130,000	Use outside consultants

For the year ending December 2015, the Consumer Price Index for Los Angeles-Riverside-Orange County increased 2.0% from December 2014.

Given the Library's limited current income, the Director recommends 1% salary increases for FY2016-17 for the Public Services Librarian and the Systems/Technical Services Librarian.

ACTION REQUIRED: Recommend FY2016-17 salaries for 3 positions to full Board for action at March meeting.

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FY2016-17 Salary Consideration

Position:	Systems/Technical Services Librarian Scott Enke
Longevity in Position:	1 year as Systems/Technical Services Librarian; 4.25 years as Systems Librarian
Professional Experience:	7 years
FY2015-16 Salary:	\$95,513.60
Recommended FY2016-17 Salary:	\$96,470.40

Additional salary consideration information: In early 2015, 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), at several of these libraries, 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 (August 2015) rated him Above Standard.

His accomplishments in 2015 include:

- Completion of new VOIP phone system project
- As Innovative coordinator, handles all update installations and performs all the customizations to Sierra system
- Developed plan for Technical Services staff to coordinate several projects into larger "overhaul" project
- Developed SQL queries to identify discrepancies between lists of OCLC and Sierra institutional records
- Determined method to download and perform mass edits on LLMC e-records
- Working with Network Technician, installed/configured new security camera recorder
- Migrated the Library's website to a new, more robust server
- Now working with AT&T to double the Library's Internet connection bandwidth at lower cost than existing speed
- Serves as Chair of Library's Safety Committee, overseeing plan updates, training and drills
- Participates in Santiago Library System Technology Committee

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FY2016-17 Salary Consideration

Position:	Public Services Librarian Molly Solazzo
Longevity in Position:	13.25 years
Professional Experience:	22 years
FY2015-16 Salary:	\$95,513.60
Recommended FY2016-17 Salary:	\$96,470.40

Her most recent performance evaluation (June 2015) rated her Above Standard.

Her accomplishments in 2015 include:

- Successful implementation of Libki software on public computers to manage length of use: researched and identified this free Opensource software; following installation identified 2 problem issues, contacted the developer of the software for assistance to resolve the issues and worked with Network Services for full resolution; then evaluated, created, and trained staff in the process for day to day use of the software
- Added role of Government Documents Librarian after L. LaCount's retirement
- Added responsibility of Building "backup" contact person: approve all OCPW/FO work orders, and be the responsible party for building issues when Administrative Assistant is out of the office
- Advises Catalog Technician regarding call numbers, subject headings, and other cataloging issues
- Completed InfoPeople online 4 week course "Customer Service Challenges: Dealing with Difficult Patron Behavior", and updated PS staff
- Set up new credit card terminal; wrote new procedures and trained staff
- 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.

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FY2016-17 Salary Consideration

Position:	Law Library Director Maryruth Storer
Longevity in Position:	27.5 years
Professional Experience:	37.5 years
FY2015-16 Salary:	\$178,464.00

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, December 31, 2012 and February 17, 2015. Each evaluation is highly positive. To the Director's knowledge, the Personnel Committee has not developed a form or procedures.

Her accomplishments in 2015 include:

- Prompt preparation of Library's FY2014-2015 Annual Reports
- Conducted Request for Proposals for audit services, then worked with selected CPA firm as they did the 2013-2015 Audit
- Negotiated reductions in Westlaw contract and West Library Maintenance Agreement, lowering our ongoing costs
- Continued fiscal monitoring of collection purchases, resulting in cancellations of titles from multiple vendors
- Attended CCCLL Spring Meeting and AALL Annual Meeting
- Attended Judicial Council/ Legal Aid Association of California *2015 Family Law/Self-Help Conference* and California State Bar conference *Pathways to Justice*
- Attended California State Library's *Public Library Directors Forum*
- Presented Law Library financial information as Stakeholder Views panelist at the Orange County Employees Retirement System's Strategic Planning Workshop on September 10, 2015
- Serving as Chair (July 14, 2014 to July 21, 2015) and Past Chair (July 22, 2015 to July 19, 2016) of Government Law Libraries Special Interest Section of AALL
- Serving as Chair of AALL's Special Interest Section Council (to July 19, 2016)
- Serving as Parliamentarian to CALIFA Board of Directors
- Serving on Santiago Library System Executive Council

In FY2015-16, she received a 1% "non-base building bonus" in lieu of a salary increase, totaling \$1,784.64.