

# ORANGE COUNTY PUBLIC LAW LIBRARY

515 NORTH FLOWER STREET  
SANTA ANA, CALIFORNIA 92703-2354  
(714) 338-6790 • FAX (714) 338-6814  
WWW.OCPLL.ORG

JUDGE CRAIG L. GRIFFIN, PRESIDENT  
JUDGE JACKI C. BROWN  
JUDGE WILLIAM CLASTER  
DAVID HESSELTINE, ESQ.  
PROFESSOR LINDA KAWAGUCHI  
JUDGE JAMOA A. MOBERLY  
JUDGE GLENN R. SALTER

MARYRUTH STORER  
DIRECTOR



February 15, 2017

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 21, 2017 at 11:45 a.m.

- I. Consider FY2017-18 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](http://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.*

# ORANGE COUNTY PUBLIC LAW LIBRARY

## AGENDA I

### Consider FY2017-18 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-\$109,840.64 (above \$95,513.60 is reserved for exceptional performance.) The Library has not established a salary range for the Director position.

Staff requested FY2016-17 comparable position salary data from larger California county law libraries:

	Director	Head of Public Services	Head of Technology & Technical Services
Alameda	\$153,114	\$ 84,121	No position
Los Angeles	\$194,361	\$ 97,706	\$144,758 (includes facilities, security)
Orange	\$180,253	\$ 96,470	\$ 96,470
Sacramento	\$136,165	\$123,169	\$123,169
San Diego	\$152,067	\$ 88,434	\$ 89,000
San Francisco	\$177,000	Asst.Dir.\$130,000	Use outside consultants

For the year ending December 2016, the Consumer Price Index for Los Angeles-Riverside-Orange County increased 2.0% from December 2015.

Given the Library's limited current income, the Director recommends 2% salary increases for FY2017-18 for the Public Services Librarian and the Systems/Technical Services Librarian.

**ACTION REQUIRED:** Recommend FY2017-18 salaries for 3 positions to full Board for action at March meeting.

## ORANGE COUNTY PUBLIC LAW LIBRARY

### FY2017-18 Salary Consideration

Position:	Systems/Technical Services Librarian Scott Enke
Longevity in Position:	2 year as Systems/Technical Services Librarian; 5.25 years as Systems Librarian
Professional Experience:	8 years
FY2016-17 Salary:	\$96,470.40
Recommended FY2017-18 Salary:	\$98,404.80

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 accomplishments in 2016 include:

- As Innovative Coordinator, handles all update installations and performs all the customizations to Sierra system
- Served as the Chair of the Safety Committee to ensure that all safety-related requirements were completed for the year, overseeing plan updates, training and drills
- Worked with AT&T to double the Library's Internet bandwidth, at lower cost each month
- Prepared for numerous power outages (connected with CUF construction)
- Came up with a workflow to batch edit/load FDLP records. The Library receives hundreds of these records on a monthly basis. Automating the process has resulted in accurate records being imported into Sierra much faster than before, as well as a reduction in the time staff need to import these records.
- Worked with Phoung Ha and S&L to migrate our mail server onto Outlook365. This will result in annual savings
- Learned current firewall technology in preparation for installation of new firewall (having installation done by staff will save the Library the costs of an outside vendor configuring/installing the new appliance)
- Removed/capped off numerous electrical outlets
- Procured/configured backup network equipment. When a core switch died after one of our power outages, he swapped in a backup with only a minimal down time
- Worked with Michele Dulson and Public Services staff to rejoin CDs to corresponding books (previously CDs were kept together in boxes)
- Continued to download and perform mass edits on LLMC e-Records
- Fixed hundreds of broken URLs on both public website and in Sierra
- Represented OCPLL at July 2016 Bridging The Gap
- Participates in Santiago Library System Technology Committee

## ORANGE COUNTY PUBLIC LAW LIBRARY

### FY2017-18 Salary Consideration

Position:	Public Services Librarian Molly Solazzo
Longevity in Position:	14.25 years
Professional Experience:	23 years
FY2016-17 Salary:	\$96,470.40
Recommended FY2017-18 Salary:	\$98,404.80

Her accomplishments in 2016 include:

- As Government Documents Librarian, reviews materials. ensures compliance with program regulations and works with Documents Assistant to maintain and promote collection
- As Building "backup" contact person, approves all OCPW/FO work orders, and is 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
- Attended Superior Court's Self-Help Center's June quarterly meeting and gave presentation promoting OCPLL resources
- Represented OCPLL at July 2016 Bridging The Gap
- 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
- Participates in two Santiago Library System Committees (Reference and Local History, and Marketing)

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, coordinates with Self-Help Center staff to assist patrons, supervises 7 staff and participates in online payroll processing. She handles the difficult patron problems for the Library.

## ORANGE COUNTY PUBLIC LAW LIBRARY

### FY2017-18 Salary Consideration

Position:	Law Library Director Maryruth Storer
Longevity in Position:	28.5 years
Professional Experience:	38.5 years
FY2016-17 Salary:	\$180,252.80
Requested FY2017-18 Salary:	\$183,851.20

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. The Board is scheduled to consider her performance evaluation on February 21, 2017. To the Director's knowledge, the Personnel Committee has not developed a form or procedures.

Her accomplishments in 2016 include:

- Prompt preparation of Library's FY2015-2016 Annual Reports
- Negotiated reductions in Westlaw contract (24.41%) and West Library Maintenance Agreement (24.46%)
- After 4 years of delay from the County Budget Office, came to agreement with new Budget Office Director on both the MOU covering County services received by Law Library and a Letter of Agreement regarding roof upgrade and elevator #1 retrofit; both the Trustees and the Board of Supervisors adopted the MOU
- FY2015-16 budget as adopted projected a deficit of \$131,273, yet it concluded with an Operating Budget surplus of \$202,481, achieved by extremely close monitoring of expenses (and a bit of luck in the filing fee receipts)
- Attended CCCLL Spring Meeting and AALL Annual Meeting
- Attended the 2016 Family Law/Self Help Conference put on by the Judicial Council and the Legal Aid Association of California
- Completed term as Past Chair (July 22, 2015 to July 19, 2016) of Government Law Libraries Special Interest Section of AALL
- Completed term 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