

# ORANGE COUNTY PUBLIC LAW LIBRARY

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February 12, 2018

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 20, 2018 at 11:45 a.m.

- I. Consider FY2018-19 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](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 FY2018-19 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 FY2017-18 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 (FY16-17)	\$144,758 (includes facilities, security)(FY16-17)
Orange	\$183,851	\$ 98,405	\$ 98,405
Sacramento	\$139,569	\$126,249	\$126,249
San Diego	\$159,670	\$ 91,971	\$ 91,670
San Francisco	\$177,000	Asst.Dir.\$130,000	Use outside consultants

For the year ending December 2017, the Consumer Price Index for Los Angeles-Riverside-Orange County increased 3.6% from December 2016.

Given the Library's limited current income, the Director recommends 2% salary increases for FY2018-19 for the Public Services Librarian and the Systems/Technical Services Librarian.

**ACTION REQUIRED:** Recommend FY2018-19 salaries for 3 positions to full Board for action at March meeting.

## ORANGE COUNTY PUBLIC LAW LIBRARY

### FY2018-19 Salary Consideration

Position:	Systems/Technical Services Librarian Scott Enke
Longevity in Position:	3 years as Systems/Technical Services Librarian; 5.25 years as Systems Librarian
Professional Experience:	9 years
FY2017-18 Salary:	\$98,404.80
Recommended FY2018-19 Salary:	\$100,380.80

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). When these figures were collected before our Systems Librarian and Technical Services Librarian positions were combined, the Systems salary was \$88,871 and the Technical Services salary was \$94,556.

His accomplishments in 2017 include:

- As Innovative Coordinator, handles all update installations and performs all the customizations to Sierra system and online catalog.
- Installed/configured a proof of concept Koha ILS instance (could potentially be used in future as alternative to current Sierra ILS. Innovative Interfaces charges us over \$23,000 annually to support the Sierra product, and migrating to the Koha open source platform could realize significant budget savings.)
- Replaced the library's firewall, saving \$11,200 quoted by IT consultants for task.
- Edited/imported 7,608 electronic records.
- Performed bad link cleanup on website and record URLs.
- Worked after hours to power down/up equipment for scheduled power outages.
- Worked with Public Services Librarian to procure replacement copier for that department, at significant savings for both purchase and monthly support charges.
- Refocused/replaced security cameras (historically was done by Sheriff's Department at a cost of hundreds of dollars per hour, so performing the work in-house saves money)
- Performed numerous network and firewall software upgrades.
- Currently working with Spectrum to install backup Internet line. If new line is stable and service is satisfactory, the main Internet line will be switched over from an AT&T line to this line. This will lower costs and reduce the time it takes to fix outages, as the circuit will be located on the library's premises.
- Worked to make library's website and online catalog more ADA compliant.
- Chaired the Library's Safety Committee to ensure that all safety-related requirements were completed for year, overseeing plan updates, training and drills.
- Chaired the Santiago Library System Technology Committee.

## ORANGE COUNTY PUBLIC LAW LIBRARY

### FY2018-19 Salary Consideration

Position:	Public Services Librarian Molly Solazzo
Longevity in Position:	15.25 years
Professional Experience:	24 years
FY2017-18 Salary:	\$98,404.80
Recommended FY2018-19 Salary:	\$100,380.80

Her accomplishments in 2017 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 (127 in 2017), and is the responsible party for building issues when Administrative Assistant is out of the office (submits work orders and directs maintenance workers)
- Advises Catalog Technician regarding call numbers, subject headings, and other cataloging issues; this year as part of Technical Service's Overhaul Project, reviewed approximately 1740 call numbers
- Coordinated development of "Orange County Collection" (historic Orange County related publications and material are now located together in Annex)
- Arranged Lexis database training for staff
- Organized the December Joint Meeting of Board and Staff, making all arrangements for event
- Serves as editor of *Transcript* library newsletter and produced three issues
- Participates on Library's Safety Committee
- 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, answered 458 online reference questions this year, work on the reference desk assisting patrons, and work with the reference librarians on complex reference questions), coordinates collection development activity (including monitoring in-house use of library materials via database she set up several years ago), coordinates with Self-Help Center staff to assist patrons, supervises 6 staff and participates in online payroll processing. She handles the difficult patron problems for the Library.

## ORANGE COUNTY PUBLIC LAW LIBRARY

### FY2018-19 Salary Consideration

Position:	Law Library Director Maryruth Storer
Longevity in Position:	29.5 years
Professional Experience:	39.5 years
FY2017-18 Salary:	\$183,851.20
Requested FY2018-19 Salary:	\$185,681.60 (1% increase)

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. However, the actual practice has been to conduct a performance review every other year. Her most recent performance evaluation was conducted by the Board on February 21, 2017, and it was highly positive.

Her accomplishments in 2017 include:

- Prompt preparation of Library's FY2016-2017 Annual Reports
- FY2016-17 budget as adopted projected a deficit of \$170,411, yet it concluded with an Operating Budget surplus of \$368,790, achieved by extremely close monitoring of expenses (and a bit of luck in the filing fee receipts)
- Attended CCCLL Spring and Fall Meetings and AALL Annual Meeting (where she received the AALL Hall of Fame Award, given to recognize those members whose contributions to the profession and service to the Association have been significant, substantial and long-standing)
- Attended the Southern California Association of Law Libraries 45<sup>th</sup> Annual Institute *ConLaw Conundrum*
- Attended the Self-Represented Litigation Network Springboard Conference
- Since July, 2017, serving as Chair of SRLN's Law Librarian Working Group
- Serving as Parliamentarian to CALIFA Board of Directors
- Serving on Santiago Library System Executive Council