

STILLWATER PUBLIC LIBRARY

BOARD OF TRUSTEES

Meeting Agenda,

Tuesday, February 14, 2017, 7 PM

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary
4. Consent Calendar
 - a. Adoption of the January 2017 Minutes for Regular and Special Meetings#
 - b. Acknowledgement of Bills Paid in January

For 2016	\$52,375.47#
For 2017	\$9,402.08#
 - c. Quarterly Activity Report
 - d. Other Activity Report+
 - e. Financial Report+

4A. Fourth Quarter 2016 Gifts A+

Old Business

5. Interim Director Contract I#
6. Director Search - Review of Responses to RFP and Selection of Interviewees A#
7. Strategic Plan Update I#
8. Building Reconfiguration Update - This will now be committee report 16b. D
9. Revised 2017 Holidays A#

New Business

10. Meeting Room Policy D#
11. 2017 Capital Fund Release Request –part 2 A+
12. Updated Committee Structure D#
13. Classification and Compensation Study I+

Reports

14. Director and Other Staff Reports#
15. Foundation Report
16. Board Committee Reports
 - a. Executive
 - b. Facilities f. WCL/SPL Relationship Task Force
 - c. Finance
 - d. Governance and Policy
 - e. Human Resources
17. Public Commentary and Communications
18. Adjournment

If you are unable to attend this meeting, please leave a message for Lynne at 651.275.4338 ext. 118 before 5 P.M. on Monday, February 13, 2017.

A= Action Item I= Information Item D=Discussion Item

+ = Document in Packet *= Document to be Distributed Later #=Document Distributed Previously

Attachments: Calendar, Ongoing Board Work Assignments, SPLF Minutes, Friends Minutes

TOTAL LOANS from Washington County Libraries

2016 LOANS	January	February	March	April	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	66,320	65,518	72,376	67,634	64,709	79,340	80,839	79,566	67,325	67,862	63,739	58,894	834,122
Forest Lake	26,731	27,510	30,591	29,695	27,879	33,031	33,329	34,012	28,478	27,302	27,836	23,398	349,792
Park-Grove	18,815	18,256	21,099	20,786	19,969	24,114	24,996	25,102	19,380	20,079	18,833	17,296	248,725
Oakdale	10,992	11,778	12,937	12,844	11,613	13,361	13,808	13,630	12,262	12,040	11,157	9,920	146,342
Wildwood	11,262	10,771	12,141	11,823	11,406	14,172	15,258	14,034	10,973	11,286	10,574	9,576	143,276
Valley	2,217	2,225	2,676	2,588	2,119	2,813	3,037	2,967	2,191	2,119	2,018	1,968	28,938
Marine*	405	396	437	354	413	481	473	452	425	324	384	340	4,884
Hugo*	254	419	375	249	337	327	313	219	237	226	261	312	3,529
Newport*	73	34	58	29	31	55	46	48	66	45	46	65	596
Law Library	76	77	52	44	34	60	43	61	48	96	47	58	696
Downloads	22,486	21,021	23,537	20,950	19,789	21,267	21,405	20,893	19,969	20,994	19,892	21,095	253,298
SS (Mostly ILL)	781	738	868	740	782	620	674	858	733	586	638	548	8,566
Stillwater	23,274	23,618	26,482	24,626	23,786	30,152	28,854	28,251	23,672	24,216	23,285	19,676	299,892
Bayport	5,199	5,455	5,685	5,569	4,819	5,893	4,600	5,414	5,384	5,710	5,419	5,117	64,264
TOTAL Loans	188,885	187,816	209,314	197,931	187,686	225,686	227,675	225,507	191,143	192,885	184,129	168,263	2,386,920

* Library Express Service

**PG's Self-Check machine was pointing to a HC port, so their numbers have been adjusted (Sept 2360, Oct 7340 and Nov 3725 subtracted from FL & added to PG)

2015-16 % CHANGE	January	February	March	April	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	-7.6%	-2.4%	-5.9%	-1.5%	-5.5%	-4.1%	-5.9%	-0.5%	-4.5%	-0.8%	-0.2%	-5.6%	-3.8%
Forest Lake	-11.6%	-2.9%	-5.5%	1.6%	1.2%	-6.9%	-9.4%	-3.7%	-3.2%	-5.0%	6.5%	-8.0%	-4.2%
Park-Grove	-5.6%	-2.2%	-6.3%	3.5%	2.6%	-12.2%	-9.3%	1.3%	-10.3%	-4.3%	-1.9%	-6.5%	-4.6%
Oakdale	-18.1%	-12.5%	-9.3%	-1.2%	-4.6%	-15.7%	-10.2%	-10.5%	-9.3%	-8.2%	-2.1%	-10.5%	-9.6%
Wildwood	-4.9%	-6.8%	4.8%	-2.2%	4.1%	2.2%	6.5%	4.8%	-2.8%	-5.2%	-5.0%	-8.0%	-0.7%
Valley	5.5%	-3.9%	-2.4%	10.1%	-2.4%	-0.4%	17.8%	5.0%	-10.0%	-14.7%	-2.8%	-2.1%	0.1%
Marine	-12.9%	-14.5%	-0.2%	-38.8%	-12.3%	26.6%	6.5%	2.0%	-3.0%	-15.0%	-17.8%	-27.5%	-10.2%
Hugo	-52.9%	15.1%	10.0%	-28.0%	33.2%	-16.8%	-10.3%	-32.4%	-29.3%	-34.1%	-25.4%	18.2%	-16.0%
Newport	135.5%	-2.9%	-6.5%	-49.1%	-18.4%	-33.7%	-37.0%	-5.9%	0.0%	-30.8%	21.1%	85.7%	-6.0%
Law Library	76.7%	11.6%	-16.1%	-52.2%	-8.1%	39.5%	-21.8%	0.0%	-22.6%	28.0%	-16.1%	-57.4%	-12.0%
Downloads	16.9%	15.6%	15.9%	15.9%	5.4%	8.8%	2.4%	-1.2%	3.3%	8.4%	2.7%	6.8%	8.3%
SS (Mostly ILL)	-6.8%	1.4%	-5.7%	-4.4%	31.6%	-13.6%	-9.3%	23.8%	-2.3%	-19.7%	-9.1%	-20.0%	-3.5%
Stillwater	-6.2%	1.4%	3.2%	1.8%	3.7%	0.2%	-3.6%	2.8%	-5.3%	-4.0%	-2.9%	-5.3%	-1.6%
Bayport	-0.2%	19.7%	1.8%	10.4%	13.4%	13.9%	-22.1%	5.4%	7.5%	2.0%	6.8%	5.7%	4.7%
TOTAL % Change	-5.8%	-0.7%	-2.1%	1.7%	-0.2%	-3.8%	-5.5%	-0.6%	-4.3%	-2.3%	0.2%	-5.6%	-2.5%

2015 LOANS	January	February	March	April**	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	71,750	67,095	76,954	68,693	68,485	82,701	85,873	80,002	70,519	68,385	63,879	62,385	866,721
Forest Lake	30,253	28,338	32,361	29,237	27,544	35,465	36,788	35,309	29,430	28,753	26,141	25,435	365,054
Park-Grove	19,937	18,658	22,510	20,083	19,472	27,476	27,561	24,786	21,609	20,983	19,201	18,497	260,773
Oakdale	13,425	13,457	14,256	12,999	12,177	15,842	15,379	15,231	13,524	13,111	11,398	11,089	161,888
Wildwood**	11,843	11,561	11,582	12,093	10,953	13,863	14,331	13,394	11,284	11,900	11,132	10,414	144,350
Valley	2,102	2,315	2,742	2,350	2,170	2,824	2,578	2,827	2,435	2,483	2,076	2,010	28,912
Marine*	465	463	438	578	471	380	444	443	438	381	467	469	5,437
Hugo*	539	364	341	346	253	393	349	324	335	343	350	264	4,201
Newport*	31	35	62	57	38	83	73	51	66	65	38	35	634
Law Library	43	69	62	92	37	43	55	61	62	75	56	136	791
Downloads	19,232	18,184	20,308	18,077	18,769	19,548	20,894	21,146	19,329	19,371	19,365	19,758	233,981
SS (Mostly ILL)	838	728	920	774	594	718	743	693	750	730	702	685	8,875
Stillwater	24,820	23,282	25,671	24,190	22,942	30,090	29,927	27,493	24,999	25,224	23,971	22,285	304,894
Bayport	5,211	4,556	5,587	5,046	4,250	5,175	5,905	5,136	5,010	5,597	5,076	4,840	61,389
TOTAL Loans	200,489	189,105	213,794	194,615	188,155	234,601	240,900	226,896	199,790	197,401	183,852	178,302	2,447,900

**WW's Self-Check machines were pointing to WB's ports, so their numbers have been adjusted accordingly (7850 subtracted from WB & added to WW) 2/13/2017

LIBRARY SUPPLEMENTAL FUNDS 2016 (Through 12/31/2016)

Prepared 1/24/2017

Fund Overview											2016					
ENDOWMENT FUNDS																
FUND	YEAR ESTB'D	DESCRIPTION	FUND OWNED BY	FINANCIAL INSTITUTION HOLDING ACCT	ROUTING # OF HOLDING INSTITUTION	ACCOUNT # OF HOLDING INSTITUTION	WITHDRAWAL RESTRICTIONS	USE RESTRICTIONS	PRINCIPAL AMOUNT	2016 STARTING FUND BALANCE	2015 SPENDABLE BALANCE REMAINING	2016 REVENUE OR INTEREST ALLOCATION	2016 EXPENSES	2016 ENDING BALANCE	DESCRIPTION/NOTES	SPL FUND NUMBER
Athena Fund	1998	* Endowment fund. Foundation determines annual distribution amount to library. Generally 5% of balance at end of SCV fiscal year (July). * Funded by various donors where gifts were made directly to the Stillwater Public Library Athena Fund of the St. Croix Foundation. * Most recent donation: 9/28/2007	St. Croix Valley Foundation	First State Bank & Trust	St. Croix Valley Foundation		Net Income Only Annual Distribution	Non-fiction books of lasting value	\$22,988.15	\$27,239.35	\$583.00	\$1,266.00	\$375.19	\$1,473.81	Annual disbursement generally in August	Shared Account 235
Helen Lawson Library Fund	2010	* Designated Beneficiary Endowment fund with interest income only used. * Fund created by Rod Lawson with \$50,000 initially in honor of Helen Lawson and to be used for items that are of service to the public. Expenditures need to be identified as a gift from the Helen Lawson Library Fund. Additional funds added by Rod at later date for a total principal of \$175,624.40.	St. Croix Valley Foundation	First State Bank & Trust	St. Croix Valley Foundation		Net Income Only Annual Distribution	Items that are of service to public	\$175,624.40	\$205,970.47	\$29,915.18	\$9,564.00	\$0.00	\$39,479.18	* \$29,915.18 (the 2013, 2014 & 2015 disbursements and interest) earmarked for the Building Reorganization Project - Phase 2/Part C: Lower Level Quiet Area * \$9,405 of anticipated Aug/Sept 2017 disbursement earmarked for materials (Dec 16 Revised Budget Approval) * Annual disbursement generally in August	224
McCluer-Webster Library Fund	1936	* Endowment fund with interest only used. * Funded by a bequest of Amie Webster in the amount of \$10,000 to the First National Bank of Stillwater as the McCluer-Webster Library Fund. * In 1992, bank stopped managing the funds and transferred the library fund to Ascension Church for management. Library was provided receipt of the transfer of funds to Ascension. Received interest payments from Ascension for first few years and then payments from Ascension ended. * In 2014, City, Library and Ascension agreed that city would take over management of library's portion of fund and Ascension transferred \$10,000 to the City of Stillwater as their final payment of Webster trust (deposited 7/3/2014).	City of Stillwater	Wells Fargo			Interest Only	Materials	\$10,000.00	\$10,193.28	\$0.00	\$193.28	\$0.00	\$193.28		221
Minerva Fund	1998	* Endowment fund with interest income only used. * Funded by various donors where gifts were made directly to library or to city for library and only interest income to be spent * Most recent donation: 12/31/1999	City of Stillwater	Wells Fargo			Net Income Only	Materials	\$23,860.00	\$23,996.87	\$0.00	\$136.87	\$0.00	\$136.87		220
HR Murdock Fund	1891	* Endowment fund to be invested in United States or state bonds and the interest only shall be used. * Funded by a bequest of H.R. Murdock to the Stillwater Library Association, six years before the referendum to establish the public library. The public library received the holdings and some funds from the Association.	City of Stillwater	Wells Fargo			Interest Only	Materials	\$1,800.00	\$1,817.07	\$0.00	\$17.07	\$0.00	\$17.07		222
Van Meier	1979	* Endowment fund with interest income only used. * Funded by Katherine Van Meier. Fund to be called "Dr. Henry Van Meier Library Fund."	City of Stillwater	Wells Fargo			Interest Only	Medical Materials	\$1,571.00	\$1,259.40	\$0.00	\$0.00	\$0.00	N/A	Waiting for fund balance to exceed principal of \$1,571 before new expenditure.	226

LIBRARY SUPPLEMENTAL FUNDS 2016 (Through 12/31/2016)

Prepared 1/24/2017

Fund Overview											2016					
OTHER DONATION ACCOUNTS																
ACCOUNT	YEAR ESTB'D	DESCRIPTION	ACCOUNT OWNED BY	FINANCIAL INSTITUTION HOLDING ACCT	ROUTING # OF HOLDING INSTITUTION	ACCOUNT # OF HOLDING INSTITUTION	WITHDRAWAL RESTRICTIONS	USE RESTRICTIONS	PRINCIPAL AMOUNT	2016 STARTING ACCOUNT BALANCE	2015 SPENDABLE BALANCE REMAINING	2016 REVENUE	2016 EXPENSES	2016 ENDING BALANCE	DESCRIPTION/NOTES	SPL FUND NUMBER
Helen Lawson Fund Short Term 2010	2010	* Fund initially created by a \$25,000 gift from Rod Lawson to SCVF to establish the Helen Lawson Short-Term Fund for the SPL. *Distributions from fund to be made on a "spend down" basis with the expectation that the fund will be expended over a period of 5 years. Upon expiration of five years, decision will be made to either extend the fund or endow the fund. * In May 2015, Library requested and was approved for a further 5 years on grant with new expiration of 2020 to expend funds.	St. Croix Valley Foundation	First State Bank & Trust	St. Croix Valley Foundation cannot provide this information. We would work through SCVF.		Full expenditure of donation in 5 years (2015). Requested and was approved for 5 year extension (2020).	Project Use	\$25,000.00	\$22,661.32	N/A	N/A	\$0.00	N/A	*\$23,000 earmarked for the Building Reconfiguration Project Phase 1/Part C: Teen Library.	No Acct Yet
Other Government Gifts	N/A	* Account created to track gifts given to us by other governmental entities. * Currently the two donors to the fund are Stillwater Township and Baytown.	City of Stillwater	Wells Fargo	The account numbers and routing numbers belong to the city and cannot be provided.		N/A	Unrestricted	N/A	\$14,223.00	\$14,223.00	\$5,000.00	\$5,754.00	\$13,469.00	* \$7,500-\$11,900 earmarked for Building Reconfiguration Project Phase 2/Part B: Upper Level Periodicals. \$2,100 spent on re-upholstery and \$5,000 spent on Gardner in 2016. * \$4,992 of possible 2017 gift earmarked for materials (Dec 16 Revised Budget Approval)	227
Margaret Rivers	2012	* In December 2012, Margaret Rivers Fund gave library a gift of \$10,000. * Board allocated use of funds for Zinio (e-magazines), staff continuing education and marketing brochures.	City of Stillwater	Wells Fargo			N/A	Unrestricted by donor; Allocated by board	N/A	\$2,523.00	\$2,523.00	\$0.00	\$110.45	\$2,412.55	* MR Funds allocated to Zinio and brochures.	235
Alice O'Brien Estate Remainder	2015	* In 2015, library received payment of \$4,909 from the remainder of the Alice O'Brien Estate. The gift was not restricted in use. * 3/8/16 Board allocated \$1,800 to production of Shelf Life newsletter.	City of Stillwater	Wells Fargo			N/A	Unrestricted	N/A	\$4,909.00	\$4,909.00	\$0.00	\$0.00	\$4,909.00	* At March 2016 Bd Mtg, \$1,800 was allocated to printing costs associated with city's newsletter. One library newsletter was sent in 2016 and expensed from lib's city print budget. * At Dec 2016 Bd Mtg, Board reallocated the \$1,800 not used in 2016 for newsletters to cover the cost of expenses of the 2017 newsletter.	235
Program Fund	1990	* A program fund was established at the St. Paul Foundation in 1990. This was an endowment fund with the interest income only used. It was funded by donations from library board of trustees. * In 2014, the St. Paul Foundation closed out its smaller accounts and sent us a payment for the funds left in this account. The SPL now has the full amount to spend but the use restriction remains in place.	City of Stillwater	Wells Fargo	The account numbers and routing numbers belong to the city and cannot be provided.		N/A	Programs	\$1,000.00	\$1,258.00	\$1,258.00	\$0.00	\$256.00	\$1,002.00		Shared Account 235
Donations		* SPL receives smaller donations from organizations or individuals, including tributes to purchase a book in memory/honor of someone, donations to a specified area, and unrestricted gifts. * If the gift is designated to operating costs, is a tribute book purchase or is a smaller gift to be used in the calendar year, the gift is often put in 230 and used to offset city budget expenditures. * If the gift will be spent across calendar years or is a larger gift with multiple expenditures, the gift is usually put in 235 as we can track both the revenue and expenditure to this account.	City of Stillwater	Wells Fargo	The account numbers and routing numbers belong to the city and cannot be provided.										* See 2016 Gifts Received for a list of donations received in 2016.	230 or Shared Account 235

LIBRARY SUPPLEMENTAL FUNDS 2016 (Through 12/31/2016)

Prepared 1/24/2017

Fund Overview										2016					
Friends and SPLF		* Friends of Stillwater Public Library and Stillwater Public Library Foundation also provide awards and gifts to the Library.												* See 2016 Gifts Received for a list of gifts and grants received in 2016.	Friends - 235 SPLF 232/223
FUND BALANCE ACCOUNTS															
Library Fund Balance Account (Not Including Compensated Absences)	N/A	* A holding account for the library that may be added to annually when library's revenues at the end of the year exceed expenditures. * In the absence of any other policy from the city, the fund balance may be used but it is typically only used to cover shortfalls in budget. Among other ways shortfalls may happen - unbudgeted telecommunications costs, unusually severe weather sends utilities into negative territory, a staff illness requires heavy use of substitute time, building requires major repair, etc.	City of Stillwater	Wells Fargo			See description.		N/A	\$92,671.00					
Compensated Absences Fund	N/A	* A holding account for the unused portion of vacation time that benefitted employees are allowed by personnel policy and union contract to roll from one year to the next. These funds may not be used outright or use to offset budget overages.	City of Stillwater	Wells Fargo			Funds used to compensate employees for current year vacations taken with prior year's rolled over vacation time.		N/A	\$22,794.00					

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Fourth Quarter 2016 Gifts	
OWNER: Finance Committee	PRESENTER: Mary Richie
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Accept and allocate gifts and awards received in the fourth quarter of 2016	
BACKGROUND/CONTEXT: The gifts received in fourth quarter 2016 are to be allocated to the funds designated as follows: *Gifts of \$15, \$90, and \$20 to fund 230-4230-3820-0100 *Gifts of \$100 and \$100 to 235-3235-3820-0100 *Friends gifts of \$1,200 to 235-0000-3820-0100 and \$3,656 to 230-0000-3820-0100 *Foundation awards of \$962, \$3,000, \$2,610, and \$100 to 232-0000-3820-0310 and \$2,912 to fund 223-0000-3870-0100.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

LIBRARY SUPPLEMENTAL FUNDS: 2016 GIFTS & GRANTS RECEIVED (Through 12/31/2016)

Prepared 1/24/2017

2016: GIFTS						
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan
Lib1	1/4/2016	MHS Grant for Microfilm Reader/Scanner	\$9,945	Use for purchasing microfilm reader/scanner	235-0000-3820-0100	Expended in 2016
Lib2	1/13/2016	Unrestricted donation of \$100	\$100	None	230-0000-3820-0100	Used to offset 2016 general operating
Lib3	1/14/2016	Tribute in memory of June Lammers	\$30	Purchase book in June's memory	230-0000-3820-0100	Expended in 2016
Lib4	2/16/2016	Unrestricted donation of \$10	\$10	None	230-0000-3820-0100	Used to offset 2016 general operating
Lib5	3/1/2016	Gift Subscription to Air & Space	In Kind	N/A	N/A	N/A
Lib6	3/8/2016	Tribute in memory of Mary Ann Hanson	\$30	Purchase book on travel in USA, Minnesota or Europe or book on dogs	230-0000-3820-0100	Expended in 2016
Lib7	4/4/2016	Unrestricted donation of \$8	\$8	None	230-0000-3820-0100	Used to offset 2016 general operating
Lib8	4/7/2016	Tribute in memory of Matthew Schmolke	\$50	Purchase children's books in Matthew's memory	230-0000-3820-0100	Expended in 2016
Lib9	4/21/2016	Unrestricted donation of \$20	\$20	None	230-0000-3820-0100	Used to offset 2016 general operating
Lib10	5/15/2016	Unrestricted donation of \$200; Library also submitted paperwork enclosed by donor to secure a matching gift from company	\$200	None by donor; 10/11/16: Board moved to allocate gift to 230-0000-3820-0100 Gifts to offset materials purchases	230-0000-3820-0100	Gift originally deposited into 235-0000-3820-0100;10/11/16: Board moved to allocate gift to 230-0000-3820-0100 Gifts to offset materials purchases
Lib11	5/17/2016	Stillwater Township Gift	\$5,000	None by donor; 10/11/16: Board moved to reserve \$5,000 gift for possible use in building reorganization	227-0000-3820-0100	10/11/16: Board moved to reserve \$5,000 gift for possible use in building reorganization
Lib12	5/24/2016	Tribute in memory of Myrna Brown	\$30	Purchase adult fiction books in Myrna's memory	230-0000-3820-0100	Expended in 2016
Lib13	6/23/2016	Unrestricted Donation of \$200; Corporate Matching Gift of Employee Donation	\$200	None by donor; 10/11/16: Board moved to allocate gift to 230-0000-3820-0100 Gifts to offset materials purchases	230-0000-3820-0100	Gift originally deposited into 235-0000-3820-0100;10/11/16: Board moved to allocate gift to 230-0000-3820-0100 Gifts to offset materials purchases
Lib14	7/15/2016	Tribute in memory of Peggy Houston	\$565	Family working with library to provide direction on fund expenditure	235-0000-3820-0100	TBD - Waiting for further info from family
Lib15	7/20/2016	Unrestricted donation of \$6	\$6	None	230-0000-3820-0100	Used to offset 2016 general operating
Lib16	8/2/2016	Unrestricted donation of \$70	\$70	None	230-0000-3820-0100	Used to offset 2016 general operating
Lib17	8/9/2016	2016 Disbursement from Helen Lawson Library Fund of the SCVF	\$9,564	Items that are of service to public and can be acknowledged as a gift of the fund; 10/11/16: Board moved to reserve \$9,564 gift for possible use in building reorganization	224-0000-3820-0100	10/11/16: Board moved to reserve \$9,564 gift for possible use in building reorganization
Lib18	8/15/2016	Unrestricted donation of \$20	\$20	None	230-0000-3820-0100	Used to offset 2016 general operating
Lib19	8/27/2016	Tribute in memory of Nicholas George Haase	\$25	Purchase of children's books for a 3 year old boy in the memory of Nicholas	230-0000-3820-0100	Expended in 2016
Lib20	9/2/2016	Unrestricted donation of \$20	\$20	None	230-0000-3820-0100	Used to offset 2016 general operating
Lib21	9/21/2016	2016 Disbursement from Stillwater Public Library Athena Fund	\$1,266	To purchase adult non-fiction books of lasting value	235-3235-3820-0100	To be expended in 2016 & 2017
Lib22	10/11/2016	Unrestricted donation of \$15	\$15	None	230-0000-3820-0100	Used to offset 2016 general operating
Lib23	10/13/2016	Tribute in memory of Lorna Montagne, Ardythe Burke and Dorothy Pominville (\$30 each/\$90 total)	\$90	Purchase books in memory	230-0000-3820-0100	Expended in 2016
Lib24	11/10/2016	Unrestricted donation of \$5	\$5	None	230-0000-3820-0100	Used to offset 2016 general operating
Lib25	11/14/2016	Unrestricted donation of \$20	\$20	None	230-0000-3820-0100	Used to offset 2016 general operating
Lib26	11/18/2016	Shawls & Wraps 2 Book Donation	In Kind	N/A	N/A	N/A
Lib27	11/21/2016	Tribute in memory of Isobel Delano	\$100	Purchase books in memory	235-3235-3820-0100	To be expended in 2016 & 2017
Lib28	12/1/2016	Donation of LEGO Storage Head and LEGO blocks	In Kind	N/A	N/A	N/A
Lib29	12/13/2016	Tribute in honor of Gary and Janet Stone	\$100	Purchase of adult mystery books in honor	235-3235-3820-0100	To be expended in 2017
			\$27,489			

2016: FRIENDS OF STILLWATER PUBLIC LIBRARY GIFTS						
	Date	Description	Amount	Restrictions	Fund	
FR1	1/11/2016	Q4 2015 Audio Book	\$1,200	Audio Books	235-0000-3820-0100	
FR2	4/11/2016	Q1 2016 Audio Book	\$1,200	Audio Books	235-0000-3820-0100	
FR3	7/7/2016	Q2 2016 Audio Book	\$1,200	Audio Books	235-0000-3820-0100	
FR4	10/10/2016	Q3 2016 Audio Book	\$1,200	Audio Books	235-0000-3820-0100	
FR5	11/14/2016	2016 Operating Fund Gift	\$3,656	Used to Offset General Operating (Past Precedent)	230-0000-3820-0100	
			\$8,456			
2016: SPLF GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)						
	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	
SPLF1	1/27/2016	Grant for YS Program Assistant	\$700	YS Program Assistant	223-0000-3870-0100	
SPLF2	3/21/2016	Donor-Restricted Grant for E-Services	\$7,000	Use for purchase of e-services	232-0000-3820-0310	
SPLF3	4/19/2016	Donor-restricted Tribute Gift	\$100	Purchase of Birthday Books - Adult Mysteries	232-0000-3820-0310	
SPLF4	4/27/2016	Grant for Youth Summer Reading Program	\$3,150	2016 youth summer reading program	232-0000-3820-0320; 223-0000-3870-0100	
SPLF5	4/27/2016	Grant for Adult Summer Reading Program	\$2,500	2016 adult summer reading program	232-0000-3820-0320	
SPLF6	4/27/2016	Grant for Multiple Copies of Bestselling Fiction	\$1,485	Purchase of approximately 100 bestsellers	232-0000-3820-0310	
SPLF7	4/27/2016	Grant for Nonfiction Weeding	\$1,325	Use for approximately 50 hours of weeding	223-0000-3870-0100	
SPLF8	5/19/2016	Donor-Restricted Gift	\$500	Use for children's area	232-0000-3820-0305	
SPLF9	6/6/2016	Donor In Kind Gift of Terrace Umbrellas and Bases	In Kind	2 umbrellas and bases for tables on Terrace (\$952.60)	N/A	
SPLF10	6/15/2016	Grant for Fall 2016 Sunday Hours	\$8,000	Use to fund Sunday Hours in Sept-Dec 2016	223-0000-3870-0100	
SPLF11	8/24/2016	Grant for Multiple Copies of Bestselling Fiction	\$1,500	Purchase of approximately 100 bestsellers	232-0000-3820-0310	
SPLF12	8/24/2016	Grant for YS Program Assistant	\$2,200	YS Program Assistant	223-0000-3870-0100	
SPLF13	9/21/2016	Donor-Restricted Gift for Terrace	\$1,687	Use for purchase of adirondack chairs for Terrace	232-0000-3820-0305	
SPLF14	11/30/2016	Grant for Easy and Juvenile Fiction	\$962	Use for the replacement of 148 popular easy and juv fiction book titles	232-0000-3820-0310	
SPLF15	11/30/2016	Grant for Large Print Collection	\$3,000	Use for the purchase of large print materials	232-0000-3820-0310	
SPLF16	11/30/2016	Grant for Newspaper Support	\$2,610	Use for the purchase of print newspaper subscriptions for 2017	232-0000-3820-0310	
SPLF17	11/30/2016	Grant of Youth Programming Support	\$2,912	Use to STEM programming, evening/weekend programming, and storytime guest presenters	223-0000-3870-0100	
SPLF18	11/30/2016	Donor-restricted Tribute Gift	\$100	Use for purchase of Memorial Books - Adult Mysteries	232-0000-3820-0310	
			\$39,731			

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2017 Capital Fund Release Request part 2	
OWNER: Finance Committee	PRESENTER: Mary Richie
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Request that the City of Stillwater release up to and including \$4,000 in capital funds for an item from the library's approved 2017 capital budget for items to be purchased from fund 230-4230-5300-0000	
BACKGROUND/CONTEXT: In order to increase capacity and make our meeting spaces more attractive, we will add four more tables –similar to those already in use - to the Margaret Rivers Room. The aim is to attract more businesses and increase revenues.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

2017 Capital Budget Release 2

4 Tables for meeting rooms	In order to attract more business meetings to our meeting spaces and increase revenues, we need more tables for the Margaret Rivers Room that look polished and presentable. At present, we are using a mismatched combination of tables that are dissimilar in color and vary in size.	4,000.00
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Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Classification and Compensation Study	
OWNER: President	PRESENTER: President
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <p>On February 7, the City Council received a report from Flaherty Hood that included some proposed job title changes, the Flaherty Hood job evaluation, the job evaluation points for the Stillwater study, the proposed pay grade system, and a proposed rating appeal process. The Council accepted this package but did not approve it as major portions of it will have to be negotiated with the City’s unions. The Council also requested that Flaherty Hood be contacted to arrange for an on-site review of all library positions within 45 days. Tom McCarty has contacted FH and is gathering information about the on-site study. The point values for positions must be adopted by the City Council.</p> <p>As the employer, it is the Library Board that has authority to adopt the library’s pay structure. This will have to be negotiated with the library’s union. Due to the on-site study, however, there is a delay in consideration of any implementation of the plans for the library. The Board of Trustees might use this time period to consider the 11-step overall pay grade system that FH has proposed.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:



TO: City Employees
FROM: Classification and Compensation Core Team
CC: City Council
DATE: February 10, 2017
SUBJECT: Update on Classification/Compensation Study

On February 7, 2017, the City Council accepted recommendations from the consultant, Flaherty & Hood, P.A. The accepted recommendations are attached.

The classification and compensation study began when the City, Library and Water Board employees participated in an introduction to and overview of the classification and compensation study on May 19, 2016. Thereafter, job analysis questionnaires were completed and reviewed by employees, supervisors, department heads, the city administrator and human resources.

Flaherty & Hood proceeded with an analysis of Minnesota cities in the seven-county Twin Cities metropolitan area, and the following cities were included in the study for all employees:

St. Louis Park	Maplewood	Richfield	Roseville
Crystal	Oakdale	Hastings	White Bear Lake
New Brighton	New Hope	Northfield	Brooklyn Center
Woodbury	Shoreview	Inver Grove Heights	
Cottage Grove	South St. Paul		

Additional markets for the Fire Department positions were:

St. Cloud	Burnsville	Mankato	Moorhead	Austin
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Additional markets for the Library positions were:

Ramsey County Dakota County Washington County

Included with the recommendations is an appeal process and the appeal form must be submitted to Donna Robole, Human Resources Manager, no later than 3 p.m. Tuesday, February 21, 2017. More information related to the appeal process is included within the recommendations.

Class/Comp Core Team

Tom McCarty
Robert Benson
Lynne Bertalmio
Stuart Glaser
Donna Robole
Diane Ward

February 7, 2017

Stillwater City Council

Classification/Compensation Analysis and Plan Recommendations from Flaherty & Hood PA

Proposed language to accept the following recommendations from the consultant Flaherty & Hood:

- 1) The proposed Position Classification Changes including proposed job title changes and FLSA exemption proposed change as contained in the document titled Position Classification Change;
- 2) The proposed Flaherty & Hood Job Evaluation system as contained in the document titled Flaherty & Hood Job Evaluation System Summary;
- 3) The proposed job evaluation ratings for all positions as contained in the document titled City of Stillwater Proposed Job Evaluation Points, with further on-site review of all Library positions within 45 days by Flaherty & Hood;
- 4) The proposed 11-step Overall Pay Grade System as contained in the document titled Base Pay Structure (Annual) 12-31-2016;
- 5) The proposed job evaluation rating appeal process as contained in the document titled Job Evaluation Points Appeal Process.

Position Classification Change

The spreadsheet below contains proposed changes to the City of Stillwater position titles, current and proposed FLSA exempt status (in ascending alphabetical order by current department). There are four (4) proposed job title changes for the City of Stillwater, one (1) for the Library and two (2) for the Water Board. All are highlighted in yellow. There is one (1) proposed FLSA Exemption Status change (highlighted in light green).

Department	Current Position Title	Proposed Position Title	Current FLSA Exempt Status	Proposed FLSA Exempt Status
Administration	Administrative Secretary	Administrative Assistant	NE	NE
Administration	City Administrator	City Administrator	E	E
Administration	City Clerk	City Clerk	E	E
Administration	Human Resources Manager	Human Resources Manager	E	E
Community Development	Building Inspector	Building Inspector	NE	NE
Community Development	Building Official	Building Official	NE	NE
Community Development	Community Development Director	Community Development Director	E	E
Community Development	Permit Technician	Permit Technician	NE	NE
Community Development	Planner 2	Planner 2	E	E
Community Development	Zoning Administrator	Zoning Administrator	New position In 2016	E
Engineering	Assistant City Engineer	Assistant City Engineer	NE	NE
Engineering	City Engineer / Public Works Director	City Engineer / Public Works Director	E	E
Engineering	Engineer Tech IV	Engineer Tech IV	NE	NE
Engineering	Engineering Technician III	Engineering Technician III	NE	NE
Engineering	Engineering/Public Works Secretary	Administrative Assistant	NE	NE
Engineering	Project Coordinator	Project Coordinator	NE	NE
Finance	Assistant Finance Director	Assistant Finance Director	E	E
Finance	Finance Director	Finance Director	E	E
Finance	Payroll HR Technician	Payroll HR Technician	NE	NE
Finance	Senior Accounting Clerk	Senior Accounting Clerk	NE	NE
Fire	Deputy Fire Chief	Deputy Fire Chief	E	E
Fire	Fire Captain	Fire Captain	NE	NE
Fire	Fire Chief	Fire Chief	E	E
Fire	Fire Dept. Secretary	Administrative Assistant	NE	NE
Fire	Firefighter Engineer	Firefighter Engineer	NE	NE
Management Information Systems/Information Technology	Information Systems Manager	Information Systems Manager	E	E
Management Information Systems/Information Technology	IS Technician	IS Technician	NE	NE
Management Information Systems/Information Technology	MIS Specialist	MIS Specialist	E	E
Police	Community Resource Officer	Community Resource Officer	NE	NE
Police	Community Service Officer	Community Service Officer	NE	NE
Police	Community Service Officer - Parking	Community Service Officer - Parking	NE	NE
Police	Investigator	Investigator	NE	NE
Police	Patrol Officer	Patrol Officer	NE	NE
Police	Police Captain	Police Captain	E	E
Police	Police Chief	Police Chief	E	E
Police	Secretary/Dispatcher II	Data Specialist	NE	NE
Police	Sergeant	Sergeant	NE	NE
Police	Sergeant Investigator	Sergeant Investigator	NE	NE
Public Works	Assistant Public Works Superintendent	Assistant Public Works Superintendent	E	E
Public Works	Chief Mechanic	Chief Mechanic	NE	NE
Public Works	Maintenance Worker II	Maintenance Worker II	NE	NE
Public Works	Maintenance Worker III	Maintenance Worker III	NE	NE
Public Works	Maintenance Worker IV	Maintenance Worker Senior	NE	NE
Public Works	Public Works Lead Worker	Public Works Lead Worker	NE	NE
Public Works	Public Works Superintendent	Public Works Superintendent	E	E

Position Classification Change

The spreadsheet below contains proposed changes to the City of Stillwater position titles, current and proposed FLSA exempt status (in ascending alphabetical order by current department). There are four (4) proposed job title changes for the City of Stillwater, one (1) for the Library and two (2) for the Water Board. All are highlighted in yellow. There is one (1) proposed FLSA Exemption Status change (highlighted in light green) in the Water Board Department.

Department	Current Position Title	Proposed Position Title	Current FLSA Exempt Status	Proposed FLSA Exempt Status
Library	Librarian I	Librarian I	NE	NE
Library	Library Aide	Library Aide	NE	NE
Library	Library Assistant Director	Library Assistant Director	E	E
Library	Library Assistant I	Library Assistant I	NE	NE
Library	Library Assistant II	Library Assistant II	NE	NE
Library	Library Associate	Library Associate	NE	NE
Library	Library Custodian I	Library Custodian I	NE	NE
Library	Library Custodian II	Library Maintenance Worker	NE	NE
Library	Library Director	Library Director	E	E
Library	Library Office Specialist	Library Office Specialist	NE	NE
Library	Supervisory Librarian - Information Systems Supervisor	Supervisory Librarian - Information Systems Supervisor	NE	NE
Library	Supervisory Librarian - Youth Services Supervisor	Supervisory Librarian - Youth Services Supervisor	NE	NE

Department	Current Position Title	Proposed Position Title	Current FLSA Exempt Status	Proposed FLSA Exempt Status
Water	Water Board Manager	Water Board Manager	E	E
Water	Water Dept. Secretary	Administrative Assistant	E	NE
Water	Water Dept. Supervisor	Water Dept. Supervisor	NE	NE
Water	Water JR Maintenance Man III	Water JR Maintenance Worker III	NE	NE
Water	Water Maintenance Lead Worker	Water Maintenance Lead Worker	NE	NE

Key:	
FLSA Exempt Status	Exempt employees (e.g., executive, administrative, and professional employees; etc.) are not subject to the provisions of the Fair Labor Standards Act (i.e., minimum wage and overtime pay). Nonexempt employees are covered by the provisions of the Fair Labor Standards Act (e.g., employees engaged in, or producing goods and services for, interstate commerce; employees of certain hotels, restaurants, or motels; government employees, etc.). Glossary of Compensation Terms, U.S. Department of Labor (1998).

Flaherty & Hood Job Evaluation System Summary

The proposed Flaherty & Hood Job Evaluation System consistently and equitably measures the skill, effort responsibility, and working conditions required of each job class within an organization. The system uses a variety of uniform factors and sub-factors to systematically assign numerical ratings for each job class. Using these factors and sub-factors, we ensure every component of job content for each job class is accounted for. The numerical ratings for each job class that are assigned using the various factors and sub-factors provides the relative worth of that job class in relation to all of the job classes within an organization.

Job Factors and Sub-Factors

The following 4 factors broken down into 8 sub-factors are used to measure all of the components of job content for each job class:

Factors & Sub Factors	Definitions
Skill	Measured by factors such as the experience, ability, education, and training required to perform a job
Related Experience	How much related experience that is needed to do the work
Education	How much education that is needed to do the work
Effort	The amount of physical or mental exertion needed to perform a job Job factors that cause physical or mental fatigue or stress are to be considered in determining the effort required for a job Differences in the kind of effort exerted do not justify a compensation differential if the amount of effort is substantially the same
Complexity	How related the tasks are for a specific job class. This will affect the originality and difficulty involved in identifying and performing the work
Responsibility	The degree of accountability required in performing a job
Supervision Needed	The extent to which the class works without supervision
Supervision Given	The extent to which the class exercises supervisory functions
Impact on the Business	The impact of the job classes' job functions on the employer's business
Work Conditions	Measured by factors such as surroundings and hazards
Surroundings	Takes into account the intensity and frequency of environmental elements encountered in the job, such as heat, cold, wetness, noise, fumes, odors, dust, and ventilation measured in risk
Hazards	Takes into account the number and frequency of physical activities, strains and the severity of injury they can cause

Factors Not Considered

- Personal attributes of any employee
- Job performance
- Past service at the organization
- External market rates
- Current compensation
- Current job evaluation rating

**City of Stillwater
Proposed Job Evaluation Points**

Positions are listed in descending order based on the "Proposed Job Evaluation Points" from highest to lowest points.

Department	Current Job Title	Proposed Job Title	Proposed Job Evaluation Points
Administration	City Administrator	City Administrator	950
Police	Police Chief	Police Chief	866
Fire	Fire Chief	Fire Chief	846
Community Development	Community Development	Community Development Director	793
Engineering	City Engineer / Public Works Director	City Engineer / Public Works Director	786
Fire	Deputy Fire Chief	Deputy Fire Chief	761
Finance	Finance Director	Finance Director	751
Administration	Human Resources Manager	Human Resources Manager	713
Management Information Systems/Information Technology	Information Systems Manager	Information Systems Manager	713
		Police Captain	710
Police	Police Captain		
Police	Sergeant Investigator	Sergeant Investigator	680
Police	Sergeant	Sergeant	660
Public Works	Public Works Superintendent	Public Works Superintendent	651
Fire	Fire Captain	Fire Captain	650
Police	Patrol Officer	Patrol Officer	630
Engineering	Assistant City Engineer	Assistant City Engineer	626
Administration	City Clerk	City Clerk	620
Community Development			
	Planner 2	Planner 2	613
Police	Investigator	Investigator	585
Finance	Assistant Finance Director	Assistant Finance Director	583
Public Works	Assistant Public Works Superintendent	Assistant Public Works Superintendent	576
Public Works	Public Works Lead Worker	Public Works Lead Worker	556
Management Information Systems/Information	MIS Specialist	MIS Specialist	535
Fire	Firefighter Engineer	Firefighter Engineer	531
Engineering	Engineer Tech IV	Engineer Tech IV	525
			520
Community Development	Building Official	Building Official	
Engineering	Project Coordinator	Project Coordinator	515
Public Works	Maintenance Worker IV	Maintenance Worker IV	506
Management Information	IS Technician	IS Technician	485
Public Works	Chief Mechanic	Chief Mechanic	481
Community Development			
	Zoning Administrator	Zoning Administrator	473
			470
Community Development	Building Inspector	Building Inspector	
Police	Community Resource Officer	Community Resource Officer	470
Public Works	Maintenance Worker III	Maintenance Worker III	470
Finance	Payroll HR Technician	Payroll HR Technician	461
Finance	Senior Accounting Clerk	Senior Accounting Clerk	441
Police	Secretary/Dispatcher II	Data Specialist	441
Public Works	Maintenance Worker II	Maintenance Worker II	436
Engineering	Engineering Technician III	Engineering Technician III	425
Police	Community Service Officer -	Community Service Officer - Parking	403
Police	Community Service Officer	Community Service Officer	396
Administration	Administrative Secretary	Administrative Assistant	376
Engineering	Engineering/Public Works	Administrative Assistant	376
Fire	Fire Dept. Secretary	Administrative Assistant	376
Community Development	Permit Technician	Permit Technician	323

**City of Stillwater
Proposed Job Evaluation Points**

Positions are listed in descending order based on the "Proposed Job Evaluation Points" from highest to lowest points.

Department	Current Job Title	Proposed Job Title	Proposed Job Evaluation Points
Library	Library Director	Library Director	810
Library	Library Assistant Director	Library Assistant Director	710
Library	Supervisory Librarian - Information Systems Supervisor	Supervisory Librarian - Information Systems Supervisor	660
Library	Supervisory Librarian - Youth Services Supervisor	Supervisory Librarian - Youth Services Supervisor	660
Library	Librarian I	Librarian I	530
Library	Library Custodian II	Library Maintenance Worker	501
Library	Library Assistant II	Library Assistant II	490
Library	Library Associate	Library Associate	483
Library	Library Office Specialist	Library Office Specialist	483
Library	Library Custodian I	Library Custodian I	368
Library	Library Assistant I	Library Assistant I	328
Library	Library Aide	Library Aide	318

Department	Current Job Title	Proposed Job Title	Proposed Job Evaluation Points
Water	Water Board Manager	Water Board Manager	690
Water	Water Dept. Supervisor	Water Dept. Supervisor	510
Water	Water Maintenance Lead Worker	Water Maintenance Lead Worker	461
Water	JR Water Maintenance Man III	JR Water Maintenance Worker III	411
Water	Water Dept. Secretary	Administrative Assistant	376

Position Title	Points	Job Evaluation Point Range		Grade	Pay Range										
		Min	Max		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Fire Chief	846	834	918	13	\$89,875.70	\$93,727.51	\$97,579.33	\$101,431.14	\$105,282.96	\$109,134.77	\$112,986.59	\$116,838.40	\$120,690.22	\$124,542.03	\$128,393.85
Police Chief	866	919	1012	14	\$99,762.02	\$104,037.53	\$108,313.05	\$112,588.56	\$116,864.08	\$121,139.59	\$125,415.11	\$129,690.62	\$133,966.14	\$138,241.65	\$142,517.17
City Administrator	950	1013	1117	15	\$110,735.84	\$115,481.66	\$120,227.49	\$124,973.31	\$129,719.13	\$134,464.95	\$139,210.77	\$143,956.59	\$148,702.42	\$153,448.24	\$158,194.06

Note: All step increases will be awarded conditional upon satisfactory performance.

2/7/2017

Proposed Base Pay Structure 12-31-2016
Library Department

2016 Base Pay Structure (Annual)

Position	Points	Job Evaluation Point Range		Grade 1 to 15	Pay Range										
		Min	Max		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Library Aide (Library Assistant I)	310 320	281 305	304 331	1 2	\$25,690.14 \$28,516.05	\$26,791.15 \$29,736.17	\$27,892.15 \$30,960.29	\$28,993.16 \$32,182.40	\$30,094.16 \$33,404.52	\$31,195.17 \$34,626.64	\$32,296.18 \$35,848.75	\$33,397.18 \$37,070.87	\$34,498.19 \$38,292.99	\$35,599.19 \$39,515.10	\$36,700.20 \$40,737.22
Library Custodian I	368	362	361	3	\$31,652.82	\$33,009.37	\$34,365.82	\$35,722.27	\$37,078.02	\$38,433.57	\$39,789.12	\$41,144.67	\$42,500.22	\$43,855.77	\$45,211.32
		382	394	4	\$35,134.63	\$36,640.40	\$38,146.17	\$39,651.94	\$41,157.71	\$42,663.48	\$44,169.25	\$45,675.02	\$47,180.79	\$48,686.56	\$50,192.33
		395	431	5	\$38,999.44	\$40,670.85	\$42,342.25	\$44,013.66	\$45,685.06	\$47,356.47	\$49,027.88	\$50,699.28	\$52,370.68	\$54,042.09	\$55,713.49
		412	472	6	\$43,289.39	\$45,144.65	\$46,999.90	\$48,855.16	\$50,710.42	\$52,565.68	\$54,420.94	\$56,276.20	\$58,131.46	\$59,986.72	\$61,841.98
Library Office Specialist	483	473	518	7	\$48,051.21	\$50,110.55	\$52,169.89	\$54,229.23	\$56,288.56	\$58,347.90	\$60,407.24	\$62,466.58	\$64,525.91	\$66,585.25	\$68,644.59
Library Associate Library Assistant II	489 490	519 570	569 625	8 9	\$53,336.85 \$59,203.00	\$55,627.72 \$61,741.21	\$57,908.58 \$64,278.52	\$60,194.45 \$66,815.83	\$62,480.31 \$69,151.14	\$64,766.18 \$71,890.45	\$67,052.04 \$74,477.76	\$69,337.91 \$76,965.07	\$71,623.77 \$79,502.38	\$73,909.64 \$82,039.69	\$76,195.50 \$84,571.00
Supervisory Librarian - Youth Services Supervisor	660	636	687	10	\$65,716.33	\$68,632.74	\$71,549.16	\$74,465.57	\$76,981.99	\$79,798.40	\$82,614.81	\$85,431.23	\$88,247.64	\$91,064.06	\$93,880.47
Supervisory Librarian - Information Systems Supervisor	660	688	756	11	\$72,945.13	\$76,071.35	\$79,197.57	\$82,323.79	\$85,450.01	\$88,576.23	\$91,702.45	\$94,828.67	\$97,954.89	\$101,081.11	\$104,207.33
	810	757	833	12	\$80,969.09	\$84,439.19	\$87,909.30	\$91,379.40	\$94,849.51	\$98,319.61	\$101,789.71	\$105,259.82	\$108,729.92	\$112,200.03	\$115,670.13
		834	918	13	\$88,975.70	\$93,277.51	\$97,579.33	\$101,491.14	\$105,282.96	\$109,134.77	\$112,986.59	\$116,838.40	\$120,690.22	\$124,542.03	\$128,393.85
		919	1012	14	\$98,762.02	\$104,037.53	\$109,313.05	\$112,588.56	\$116,864.08	\$121,139.59	\$125,415.11	\$129,690.62	\$133,966.14	\$138,241.65	\$142,517.17
Library Director		1013	1117	15	\$110,735.84	\$115,481.86	\$120,227.89	\$124,973.91	\$129,719.93	\$134,464.95	\$139,210.77	\$143,956.59	\$148,702.42	\$153,448.24	\$158,194.06

Proposed Base Pay Structure 12-31-2016 (Annual)
Water Department

2016 Base Pay Structure (Annual)

Position	Points	Job Evaluation Point Range		Grade	Pay Range											
		Min	Max		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	
		304	311	1 to 15	\$25,590.14	\$26,791.15	\$27,892.15	\$28,993.16	\$30,094.16	\$31,195.17	\$32,296.18	\$33,397.18	\$34,498.19	\$35,599.19	\$36,700.20	
				1	\$28,516.05	\$29,738.17	\$30,960.29	\$32,182.40	\$33,404.52	\$34,626.64	\$35,848.75	\$37,070.87	\$38,292.99	\$39,515.10	\$40,737.22	
				2	\$31,852.82	\$33,009.37	\$34,165.92	\$35,322.47	\$36,479.02	\$37,635.57	\$38,792.12	\$39,948.67	\$41,105.22	\$42,261.77	\$43,418.32	\$44,574.87
				3	\$35,134.63	\$36,640.40	\$38,146.17	\$39,651.94	\$41,157.71	\$42,663.48	\$44,169.25	\$45,675.02	\$47,180.79	\$48,686.56	\$50,192.33	\$51,698.10
Administrative Assistant	376	361	394	4	\$38,999.44	\$40,670.85	\$42,342.25	\$44,013.66	\$45,685.06	\$47,356.47	\$49,027.87	\$50,699.28	\$52,370.68	\$54,042.09	\$55,713.49	
				5	\$43,289.39	\$45,144.65	\$46,999.90	\$48,855.16	\$50,710.42	\$52,565.68	\$54,420.94	\$56,276.20	\$58,131.46	\$59,986.72	\$61,841.98	
Water Maintenance Man III	411	432	472	6	\$48,051.21	\$50,110.55	\$52,169.89	\$54,229.23	\$56,288.56	\$58,347.90	\$60,407.24	\$62,466.58	\$64,525.91	\$66,585.25	\$68,644.59	
				7	\$53,336.85	\$55,622.72	\$57,908.58	\$60,194.45	\$62,480.31	\$64,766.18	\$67,052.04	\$69,337.91	\$71,623.77	\$73,909.64	\$76,195.50	
Water Dept. Supervisor	510	519	569	8	\$59,209.90	\$61,741.21	\$64,272.52	\$66,803.83	\$69,335.14	\$71,866.45	\$74,397.76	\$76,929.07	\$79,460.38	\$81,991.69	\$84,523.00	
				9	\$65,716.33	\$68,532.74	\$71,349.16	\$74,165.57	\$76,981.99	\$79,798.40	\$82,614.81	\$85,431.23	\$88,247.64	\$91,064.06	\$93,880.47	
				10	\$72,945.13	\$76,071.35	\$79,197.57	\$82,323.79	\$85,450.01	\$88,576.23	\$91,702.45	\$94,828.67	\$97,954.89	\$101,081.11	\$104,207.33	
				11	\$80,365.09	\$84,439.19	\$88,513.29	\$92,587.40	\$96,661.50	\$100,735.60	\$104,809.71	\$108,883.82	\$112,957.92	\$117,032.03	\$121,106.13	
Water Board Manager	690	834	918	12	\$89,875.70	\$93,727.51	\$97,579.33	\$101,431.14	\$105,282.96	\$109,134.77	\$112,986.59	\$116,838.40	\$120,690.22	\$124,542.03	\$128,393.85	
				13	\$99,762.02	\$104,057.53	\$108,353.05	\$112,648.56	\$116,944.08	\$121,239.59	\$125,535.11	\$129,830.62	\$134,126.14	\$138,421.65	\$142,717.17	
				14	\$110,735.84	\$115,481.66	\$120,227.49	\$124,973.31	\$129,719.13	\$134,464.95	\$139,210.77	\$143,956.59	\$148,702.42	\$153,448.24	\$158,194.06	
				15	\$121,709.66	\$126,905.48	\$132,101.30	\$137,297.12	\$142,492.94	\$147,688.76	\$152,884.58	\$158,080.40	\$163,276.22	\$168,472.04	\$173,667.86	

**Job Evaluation Points Appeal Process
City of Stillwater, Minnesota**

A City of Stillwater employee may appeal the job evaluation points. The information presented in the appeal should relate to the employee's position. The job evaluation points were assigned to the position, not to any individual filling the position.

The basis for an appeal of the job evaluation points shall be related to one or more of the following factors and subfactors:

1. Skill
 - a. Related experience
 - b. Education
2. Effort
 - a. Complexity
3. Responsibility
 - a. Supervision needed
 - b. Supervision given
 - c. Impact on the business
4. Work Conditions
 - a. Surroundings
 - b. Hazards

The appeal must be in writing using the Job Evaluation Points Appeals Process Form. The form must be submitted to the Human Resources Department no later than 3 p.m. within ten (10) days from receipt of job evaluation points.

The purpose of an appeal process is to ensure a complete and accurate understanding of the work in the assignment of job evaluation points. Upon receipt of the appeal, if the appeal is untimely or fails to include material, relevant information with reference to one or more of the factors above, the review committee may dismiss the appeal. Otherwise, the review committee will review the appeal record and may request additional written information from the employee. The review committee may consist of the Human Resources Manager, the Department Head or the City Administrator, dependent upon the position being appealed.

At the conclusion of the review, the review committee shall notify the employee of their recommendation and findings in writing.

If an external review is recommended by the review committee, the appeal will be forwarded by the review committee to the consultants Flaherty and Hood who shall assess whether or not there was a complete and accurate understanding of the work. The consultants' may accept, reject or modify the

complete and accurate understanding of the work. The consultants' may accept, reject or modify the original recommendation. The consultants' decision will be considered final. Position job evaluation point modification granted by the appeal process will become effective within 30 days of receipt of notification by the consultant.

The City of Stillwater established this appeal process as a courtesy to employees. The establishment of the process does not constitute a waiver or relinquishment of any rights of the City of Stillwater such as the right to establish and assign job evaluation points.



Job Evaluation Points Appeal Process Form

Employee Name:	Title:
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The City of Stillwater undertook and completed in 2016 a comprehensive job classification and compensation study conducted by Flaherty & Hood P.A. to analyze Stillwater's job classification and compensation system and provide a foundation for making necessary changes to the current system.

As a result of the study, new and modified job evaluation points were established.

The City of Stillwater established and described a process for employees desiring to appeal their job evaluation points through a communication to all employees. This form must be used by City of Stillwater employees to process these appeals.

Instructions for Employee

If you desire to appeal your position's job evaluation points, please describe in the "Appeal" section of this form your reasons for challenging the points and the outcome you desire. If you provide additional reasons on additional sheets of paper or attach additional documents, please staple those documents to the back of this form and state in the "Appeal" section below what documents you are attaching. Then, sign and date the "Acknowledgment" section of this subsection, and email or hand deliver the form to Donna Robole, Human Resources Manager **no later than 3 p.m. within 10 days of notification of job evaluation points.**

Instructions for the City of Stillwater Human Resources Manager

Sign and date the "Acknowledgment" section of this subsection indicating the date you received it.



Appeal

Acknowledgments

Employee

I acknowledge that I completed the Appeal section of this form on the date below and that it is accurate.

Department Head Signature Date

Human Resources Manager

I acknowledge that I received this completed form on the date of my signature below.

Human Resources Manager Signature Date



February 13, 2017

Brandon Fitzsimmons
Flaherty & Hood, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103

RE: City of Stillwater Classification Compensation Study – Request for Additional Services

Dear Mr. Fitzsimmons;

At its February 7, 2017 regular meeting, the Stillwater City Council accepted Classification Compensation Study recommendations as prepared by Flaherty & Hood. In addition, the City Council directed staff to request additional related services from Flaherty & Hood.

Specifically, the Stillwater City Council requested that Flaherty & Hood perform an on-site review of the job evaluation points for all Stillwater Public Library positions listed in the document titled City of Stillwater Job Evaluation Points prepared by Flaherty & Hood as part of the Classification Compensation Study for the City of Stillwater. The City Council further requested that the Library positions' on-site review be conducted within 45 days.

Based upon City Council action, the City of Stillwater requests a formal proposal from Flaherty & Hood P.A. for the provision of additional services to perform an on-site review of the job evaluation points for all Stillwater Public Library positions and complete the project within 45 days. Please include with the proposal a complete list of all services, timelines and costs to complete the additional project as requested.

If you have any questions, please contact me.

Very truly yours,

A handwritten signature in cursive script that reads "J. Thomas McCarty".

J. Thomas McCarty,
City Administrator

cc: Mike Keliher, President, Stillwater Library Board of Trustees
Lynne Bertalmio, Library Director, Stillwater Public Library
Donna Robole, Human Resources Manager

STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MEETING

January 25, 2017

MEMBERS PRESENT: Lynne Bertalmio, Doug Blanke, Andy Kass, Dustin Moeller, Jean Morse, Sandy Nicholson, Merilee Read, Fred Rengel, Mary Richie, Kathy Thueson, Eric White, Ann Wolff - Keri Goeltl,

WELCOME: President Ann Wolff called the meeting to order at 7:40 a.m. She welcomed new board members, Doug Blanke and Eric White. She then invited members to introduce themselves and speak to the comment, "Money Talks versus Money Speaks."

Ann announced that Mary Ann Sandeen was retiring from her participation on the Foundation Board. She will continue leadership involvement with the Friends of the Stillwater Public Library. Brochures for the Friends group were distributed.

Thank-you cards were circulated for members to sign for Steve Brady and Mary Ann Sandeen.

ELECTION OF 2017 OFFICERS: Ann presented the following slate of officers for the upcoming year:

President – Fred Rengel
Vice President – Doug Blanke
Secretary – JeanMorse
Treasurer – Dustin Moeller

Ann's motion to elect these officers was seconded by Merilee. These officers were elected with unanimously.

Newly elected President, Fred Rengel, continued conducting the meeting following his election.

SECRETARY'S REPORT: The minutes for the November board meeting were unanimously approved as corrected.

FINANCE COMMITTEE & TREASURER'S REPORT: Andy presented the January financial committee report:

- Dave Brown, CPA, has been hired to complete the Foundation's 2016 taxes.
- The current monthly Financial Reports were thoroughly explained: Balance Sheet (including the Reserve Savings Account), Profit & Loss Budget vs. Actual, Profit & Loss Previous Year Comparison, Profit & Loss YTD Comparison, and the 2016 Profit & Loss Budget vs. Actual Report.
- A report on the "Historical Comparison by Appeal by Year" for 2012-2016 was examined.

A motion of thanks to Keri and Andy for the work they have done for the Foundation finances as well as a motion to approve the January Finance Committee report was made by Mary, seconded by Doug and passed unanimously.

REQUESTS FROM KERI: Following the Stillwater Board of Trustees' December decision to have the library open on Sundays during the school year in 2017, it was necessary to approve

the Foundation's financial commitment to fund one-half of the cost of this provision. Keri suggested that for accounting purposes, it would be cleaner if the SPLF paid for the first seventeen Sundays and the Library pay for the second seventeen Sundays. Andy made a motion for the Foundation to follow this recommendation, Sandy seconded it, and the motion was unanimously approved. Keri will e-mail a "grant request" from the Board of Trustees to the SPLF to secure the Foundation funding.

Keri also reviewed the following reports:

- 2015 & 2016 Grants with Funds Remaining in 2016
- 2016 Awards & Grants as of December 2016
- 2017 Awards & Grants 2017

COMMITTEES & ROSTER: The SPLF Board Roster was circulated so that members could update it and the new members could contribute their information. Board members were asked to consider the committee(s) on which they would be interested to serve. The Conflict of Interest form was explained and members were asked to sign and return it.

EVENTS COMMITTEE: Kathy Thueson will be the chair of this committee for 2017.

Beer for Books: Kathy reported that we will continue to work on having this event this year.

Light a Spark: Committee members Kathy, Fred, and Merilee have started to work on this event.

Destination Library: Kathy will attend the committee meetings for this September, 2017 event.

Style Speaks Volumes: Sandy reported that the decision has been made to change its days to Friday and Saturday (Nov. 10 & 11, 2017).

DEVELOPMENT & MARKETING: Members of this committee are currently Ann and Nick. Nick will focus on marketing. Ann plans to strengthen donor connections by having conversations with them during the year. The question was raised as to whether the Foundation should become more involved with the Stillwater Chamber of Commerce.

HEARING LOOPS: Jean gave a brief review of the hearing loops project and said that Jane Dickinson and she were exploring additional sources of funding to match the funds contributed for this project by the Huelsmann Foundation.

OTHER: On behalf of the SPL Trustees, Mary reported on the success of the search for an interim director : Melissa Brechon will be serving in this capacity beginning on Feb. 1 so that her tenure overlaps with both Lynne and Carolyn. Mary also said that the selection of a consulting firm to assist in the search for the director is in process.

We will have a card to sign to express our thanks to Carolyn at the next meeting.

The Stillwater City Council will acknowledge Lynne for her service on February 7 or 21. We will be notified of the selected date. All SPLF board members are invited to attend this council meeting.

Prior to adjournment, Fred urged board members to continue to build on our 2015-2016 foundation in the future.

The meeting was adjourned at 9:05 a.m.

Respectfully submitted,
Jean Morse, Secretary

REPORTS sent to board members by e-mail for the January, 2017 meeting:

Date	Sender	Title
1/1/17	Mary Ann	Friends Announcement 1/2017
1/16	Jean	Minutes for the 11/16 SPLF Meeting
1/23	Ann	2016 Roster, 2017 Jan. Exec. Committee Report, 20-17-25 Board Agenda, Conflict of Interest
1/24	Ann	Interim Director
1/24	Keri	Dec. Financials: Balance Sheet, P&L Budget vs. Actual, P&L Previous Year Comparison, P&L- YTD 2016, P& L Actual (Spreadsheet), Donations Summary, Jan.,2017 Grant Requests & Awards
1/25	Ann	Friends (from Mary Ann)