

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES**

Meeting Agenda

Tuesday, March 8, 2016, 7:30 P.M. Meeting start delayed for presentation to Stillwater Township

1. Call to Order
2. Adoption of the Agenda
3. Introducing New Member Brandon Otte A+
4. In-Person Public Commentary
5. Consent Calendar
 - a. Adoption of the February 2016 Minutes+
 - b. Acknowledgement of Bills Paid in February For 2015: \$4,497.52+
For 2016 \$13,189.98+
 - c. Quarterly Activity Report
 - d. Other Activity Report

Old Business

6. Strategic Plan Update & Tech Savvy Environment D+
7. Building Study Update A+
8. Pay Equity I+
9. Director's Evaluation and 2016 Goals A

New Business

10. Minerva Fund/Paulson Bequest D+
11. Partnerships I+
12. WCL Strategic Plan
13. SPL Foundation Annual Report

Reports

14. Director and Other Staff Reports+
15. Foundation Report – Annual Report I+
16. Board Committee Reports
 - a. Executive
 - b. Facilities
 - c. Finance+
 - d. Governance and Policy
 - e. Human Resources
 - f. Succession Planning Task Force
 - g. Building Study Task Force
 - h. WCL/SPL Relationship Task Force

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, March 7, 2015.

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

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 9, 2016
Minutes**

PRESENT: Bell, Carlsen, Hansen, Richie, Stark

ABSENT: Cassavante, Keliher, Menikheim

STAFF: Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:04pm by Bell, Vice-President

AGENDA ITEM 2: Adoption of Agenda

Adopted. MSP.

AGENDA ITEM 3: In-Person Public Commentary

AGENDA ITEM 4: Consent Calendar

Board requested the following changes to the January 2016 minutes:

- Agenda Item 11 - Youth Services Support: In the second paragraph, Add "It was noted that it is unprecedented to use the library's supplemental funds for personnel costs" as the last sentence.
- Agenda Item 10 – Introduction to Long-Term Funding Sustainability: In the second paragraph, change the clause "and that there is a mindset that \$273,000 in discretionary funds (the difference between the maintenance of effort paid and what is required to be paid) can be applied in a different way" to "and that there is a mindset that \$273,000 in discretionary funds (the difference between the budget set by the City Council and Maintenance of Effort, the minimum amount the State allocate for the library as required by state law) can be applied in a different way."
- Agenda Item 5 – Strategic Plan Update: In the Stillwater Mini-Scene section, change "gets" to "get" and "meets" to "meet."

Minutes adopted as amended. MSP.

Consent calendar approved. MSP.

AGENDA ITEM 5: Adjourn to Executive Session for Director's Personnel Evaluation

Motion made to postpone the executive session for Director's Personnel Evaluation to a future meeting.

Bell reported that Keliher prepared an evaluation report in preparation for the executive session discussion, incorporating all of the individual comments from the trustee evaluations into the report. Bell clarified that the report was not a summary of the evaluations but rather a composite view to help convey divergent opinions and rankings.

Board members expressed concern about conducting the director's personnel evaluation when three board members would be absent from the discussion. The evaluation of the director's performance is one of the most important responsibilities of the board and only occurs once per year. Input, verbal

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discussion and participation from a fuller complement of board members is critical for an effective process. Also, President Keliher is one of the absent members, and a key function of the chair is to lead this discussion.

Other board members expressed that it would be wise to continue with the evaluation as scheduled on the agenda because of the following reasons: 1) board members recently completed the evaluations and the information was fresh in their minds, 2) the board will be provided with a thorough composite report that contains the feedback of all trustees, 3) the board has Lynne's self-evaluation for her feedback, 4) time has been set aside on the agenda for this and other items have been pushed to future months, and 5) there is still a quorum of members to have a representative discussion. A concern was also raised that it is bad precedent to rearrange the agenda because people are absent. This discussion was planned well in advance. Meetings could be manipulated based on attendance if the board altered moving ahead with the business on the agenda based on who was present and absent.

The board also discussed the process of evaluation. They asked about follow-up in March on the evaluation process, goal setting, providing Lynne with the review, and the link between performance and salary.

Board voted on motion to postpone evaluation. Yes – Richie, Stark. No – Bell, Carlsen, Hansen.

Adjourned at 7:25 pm for a closed, executive session for Library Director performance evaluation. Open meeting resumed at 9:00 pm.

AGENDA ITEM 6: Strategic Plan Update

- **2.3.7 Leadership Summit:** In late 2015, Keliher, Menikheim and Richie were working on planning a library leadership summit with the Trustees, staff, Friends and the Foundation. They decided to hold on this summit until early 2016 instead of scheduling over the holidays. Keliher is meeting with the presidents of the Foundation and Friends to restart discussion about a summit.
- **2.2.5 Board Task Force to Create Succession Plan:** This was originally scheduled for February. Richie has requested that we move this deadline back to April/May accommodate Vicki DeFord's availability. In the meantime, Vicki DeFord will give task force some prep work to do.

AGENDA ITEM 7: Building Study

Board members discussed that Bertalmio was going to follow-up with MSR for an update to share with the board. No specific end date for the project has been determined.

AGENDA ITEM 8: Board Vacancy Applications

Carlsen and Stark interviewed two candidates for the library board vacancy and reported that both candidates were well qualified. They recommended Brandon Otte for the opening on the library board.

Motion made to accept the recommendation of the nominating committee and to inform city hall that Brandon Otte is the Library Board's recommendation to fill the library board vacancy. MSP.

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AGENDA ITEM 9: Report on Nonunion Wage Scales and Personnel Policy

The board received the following documents in the packet: "Nonunion Wage Scales and Personnel Policy", "Staff Salary Ranges", and the 'Personnel Policy & Procedures Manual."

AGENDA ITEM 10: Library Support of City Goals

This was discussed at previous meetings. Now that the city has a strategic plan that has been adopted, the library can support the city's goals of communication

AGENDA ITEM 11: Release of 2016 Capital Funds Part 1

Motion made to release funds of \$1,250 as stated in the "Release of 2016 Capital Funds Part 1" document presented in the February board packet. MSP.

AGENDA ITEM 12: Release of 2014 Annual Report to the State

This report is done annually. The 2014 report is included in the board packet. The data for 2015 is due in April 2016. Stark would like to see historical statistics on collections, hours, youth program attendance, reference questions/transactions, and visits.

AGENDA ITEM 13: Director and Other Staff Reports

Board reviewed and discussed Director Reports. They discussed ESSA and the potential impact on the library.

AGENDA ITEM 14: Foundation Report

Foundation met at the end of January. They meet on the 4th Wednesday of the month. The Foundation will be having an annual meeting on Wednesday, February 24, 2016 from 8:00 am – 10:00 am. The event coordinator and volunteer coordinators will speak, and there will be a behind-the-stacks tour of the library. The Foundation is looking at doing a celebration around 10 years of the Foundation in 2017, establishing an endowment fund, etc. Beer for Books is on Tuesday, March 29, 2016 at Lift Bridge.

AGENDA ITEM 15: Board Committee Reports

- a. **Executive Committee:** None.
- b. **Facilities:** There is an issue with the roof, leak in dome and a minor accident in the parking ramp. Carlsen will meet with Bertalmio to further discuss.
- c. **Finance:** The Finance Committee will discuss capital at March meeting. Fiscal year 2015 is still wrapping up.
- d. **Governance and Policy:** Committee did receive a prioritized list of policies to review from Lynne. The next item on the agenda is the events policy. The board did adopt a new fee

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schedule, but there are six other sub-parts to review. The Drug Testing policy is next on the priority list.

- e. **Human Resources:** None
- e. **Succession Planning Task Force:** None
- f. **Building Use Study Task Force:** Discussed in prior agenda item.
- g. **WCL/SPL Relationship Task Force:** Director of WCL will be coming to board meeting in March.

AGENDA ITEM 17: Public Commentary and Communications

AGENDA ITEM 18: Adjournment

Adjourned at 9:27 pm.

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**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 12, 2016
Amended and Adopted February 9, 2016
Minutes**

PRESENT: Bell, Hansen, Keliher, Menikheim, Richie, Stark

ABSENT: Carlsen, Cassavante

STAFF: Bertalmio, Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:00 pm by Keliher, President

AGENDA ITEM 2: Adoption of Agenda

Adopted. MSP.

AGENDA ITEM 3: In-Person Public Commentary

AGENDA ITEM 4: Consent Calendar

Adopted. MSP.

AGENDA ITEM 5: Strategic Plan Update

- *2.3.4 Meeting with Foundation Leadership to discuss potential financial support of strategic plan:* Under the Progress section, indicate SPLF support of Sunday Hours. Also note that the Library expects to see plan from MSR in February. Library Board will follow-up with SPLF regarding building needs after plan is received. Timeframe should be updated to February for meeting with SPLF regarding support for building efforts.
- *2.3.7. Leadership Summit:* This is on the to-do list for early 2016.
- *1.2 Review Collection Budget Annually to Meet Collections Model and Goals:* Bertalmio explained that in January staff would review the current year collection budget, assess needs and begin looking ahead to next year's needs and areas of emphasis. Stark requested a look back at 2015 as part of this process. Board asked for a report reviewing the 2015 Collections Budget and how it was spent in March.
- *1.2.7 In the Facilities Use Study, Explore Options for the St. Croix Collection.* Board discussed MSR's work as well as possible discussions with the Washington County Historical Society. Board decided to wait for MSR findings and report before pursuing further.
- *Stillwater Mini-Scene:* Stark requested that the library get a regular spot on the Stillwater Scene letter that goes out with the city bills. The library used to have Shelf Life inserted as a separate handout with the city bills, and Stark would like to see the library have space on the Scene insert. Motion made that the director meet with Tom McCarty regarding the Library having a continuing presence on the Stillwater Scene and reports back to the board. MSP.

AGENDA ITEM 6: Building Study

The last meeting was on January 5, 2016. Meetings are scheduled for January 19, 2016 and for January 29, 2016. Board discussed that there is a Board vacancy on the building task force as Gordon is no longer on the board. Keliher will contact Carlsen to see if he is interested in taking Gordon's place on the task force.

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Board discussed progress of the building study. The plans were primarily focused on the co-location of the service desk. Board requested to see the versions of the MSR plans.

The next issue is the question of security and service on the upper level. MSR seems to be looking at having all collections on lower level and mezzanine, but it leaves the question of what is happening on the upper level. Future meetings may address this further. A phased approach to this project may be needed.

AGENDA ITEM 7: Board Vacancy Applications

Two candidates applied for the library board vacancy. The interviewing committee is Carlsen and Stark. They will provide for recommendations to the Board in February.

AGENDA ITEM 8: Union Contract & Ratification of Wage

Board discussed the 2016-2017 Union Agreement and the Ratification of 2016 Wage Rates for Nonunion Positions as presented in the January board packet.

Motion made to adopt the 2016-2017 Agreement as presented in the January board packet. MSP.

Motion made to adopt the Ratification of the Nonunion Wage Rates as presented in the January Board Packet. MSP.

Motion made that the director provides a full summary and background of the non-union wage scale and the personnel policy for non-union employees at the February board meeting. MSP.

Motion made that the Board extends the same monthly health-care contribution to nonunion staff as union staff. MSP.

Board discussed documenting needed questions and process steps for the next contract review.

AGENDA ITEM 9: E-mail Accounts

The City has agreed to issue city email accounts to library board members for use in conducting library business. Board reviewed the "Using City of Stillwater E-mail for Library Board Business" document included in the January board packet and discussed the pros and cons of moving to this system. Board requested that the director follow-up with City IT to determine if (1) all of the Board members need to adopt use of a city email address or if individual members could opt for a City email address independently, and (2) of a single Trustees email address could be created for constituents to send questions and feedback which would then trigger an email to all board members.

AGENDA ITEM 10: Introduction to Long-Term Funding Sustainability

Menikheim reported that he has been meeting individually with Library Trustees and City Council members to discuss the long-term sustainability of the library. He is concerned that the library is not sustainable into the future and reminded the board of its fiduciary responsibility for the library.

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Menikheim reported that his research has found that the City has been allocating more money than the maintenance of effort requires; that the building requires more expenses than we can afford; that the library hasn't been a part of the city planning in the last 5 years; that the city is paying \$300,000 per year on the bonds from the library's 2006 remodeling; that the money allocated to the library is 15% of the operational levy; and that there is a mindset that \$273,000 in discretionary funds (the difference between the budget set by the City Council and Maintenance of Effort, the minimum amount the State allocate for the library as required by state law) can be applied in a different way.

Menikheim would like to know how much does it cost to run the library in a given year. Bertalmio explained that that this in the Annual Report to the state. Menikheim requested that the Board receive this information on a piece of paper annually. Menikheim would also like to know how the Friends, SPLF and trust money been applied.

Meinkheim believes that the Board needs to have conversations with the Friends, SPLF and Council. Menikhem would like the Board to look at possibility of merging with the Washington County Library and asked the Board to investigate the costs and savings associated with a merger. Menikheim would like the board to find financial partners to help support the building costs, including possible partners to rent space on the upper level. He requested that the Board look within the library and the SPF to increase revenues.

Hansen questioned the use of the framework of sustainability in this discussion. He noted that this is a false measure for a service provided by the city. While any nonprofit or government agency should not anticipate being fully supported into the future, this is an issue of longer term financial planning and not an issue of sustainability. The board proactively can look at partnerships, foundations and other areas to improve the long-term health of the library.

Bell noted that the trustees and council may need to have further discussions about maintenance of effort and return on investment. Bell noted that she would put this discussion in the context of strategic plan and not as a problem of sustainability. Bell stated that sustainability is not a problem. The library is here to provide services to community. We need to understand needs and defend why the library is important. As a board, we need to stand behind the vision of what the library is to the community.

Stark advocated the use of metrics. She stated the number of visits is decreasing. Is the library getting the foot traffic needed for such a big building? Is the library going out to the high school, Boutwell's Landing or other partners? The city may support the library if we meet metrics.

Keliher asked if the difference between the amount of money the city allocates to the library versus the maintenance of effort required is any more "discretionary" than any other city department's budget. The city might have the option to take back a significant portion of another department's budget, but that doesn't make significant cuts likely or a good idea.

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Richie requested further board education regarding maintenance of effort.

The board discussed the key takeaways:

- Board would like further education on Maintenance of Effort.
- Board would like a report on the annual dollars need to run the library – the money in and out. Board asked that Bertalmio provide and review with them the 2014 Annual Report in February.
- Board would like to change name of this discussion from sustainability to long-term financial planning.
- Board requested that Bertalmio does preliminary research on possible costs and savings associated with any merger with Washington County.

AGENDA ITEM 11: Youth Services Support

Board discussed the “SPL HR Committee Meeting Notes (December 15, 2015)” presented in the January Board packet. Bell reminded the Board that 2016 budget request presented to the city council was reduced, and the changes made it inadequate to support the library’s proposed staffing changes. In October’s board meeting, the HR Committee was charged with reviewing the Strategic Plan as it pertains to Youth Services and look at enhancing this area within the financial structure. Based on this review, the HR Committee recommends that the Library uses \$5,700 in supplemental funds to cover the cost of a substitute librarian to free up time for the Youth Services Supervisor position.

Richie questioned the original purpose of the October motion. She believed that it was to review the Youth Services area under the structure of the existing city funds and was not intended to have the HR Committee look at the use of supplemental funds as a resource. Supplemental funds are a valuable and limited resource. It was noted that it is unprecedented to use the library’s supplemental funds for personnel costs.

The board asked the HR Committee if this recommendation had full support of the committee. Menikheim reported that he was a member of the committee and did not support this recommendation because the library would be adding to personnel costs. He noted that if youth services is a strength for our library, then why would we add to it. Menikheim questioned if there was better use for this money.

Keliher noted that if Youth Services is a strength of the library then we would want to keep it as such.

Stark noted that there were other areas that were proposed for funding and were affected by the budget changes.

Motion made to approve recommendation from HR Committee as stated in the “SPL HR Committee Meeting Notes (December 15, 2015)” presented in the January Board packet. Motion defeated.
Yes - Bell, Hansen, Keliher. No – Richie, Stark, Menikheim

AGENDA ITEM 12: New Event Fee Structure

Board reviewed the Private Event Reservation Fee Schedule in January Board Packet.

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Motion made to adopt proposed schedule as presented in January Board Packet with a modification. The Set-Up Charge section will read "**Set-Up Charge:** There will be an additional charge of \$100 for any event that requires a second set-up or take-down." MSP.

AGENDA ITEM 13: City of Stillwater Strategic Plan

Board discussed the "City of Stillwater's 2020 Practical Strategic Vision" document presented in the January board packet. Bertalmio reported that she met with McCarty to discuss how the library could help the city with its strategic plan. McCarty responded that the library could help the City in communicating with the public. This work would be in support of one of the city's primary initiatives to develop and enhance messaging.

Menikheim notes that there is an MBA team from Augsburg coming in to look at messaging and to help develop a communication strategy. He suggested that perhaps the library could look at plan and comment.

Another area that ties into library work is the initiative under Develop Our Community – Redefine Events Strategy and Policy. Board noted that this could lead to discussion of noise and zoning of events or the library's collaboration with the City for future events. Bertalmio noted that the library will be a destination in the Sculpture Tour for city of Stillwater with display spaces on Terrace and lawn.

Bertalmio reported that she will now be invited to attend a monthly city staff meeting.

AGENDA ITEM 14: Director and Other Staff Reports

Board discussed Director Report provided in January Board Packet.

AGENDA ITEM 15: Foundation Report

Richie reported that the Foundation did not meet in December. The next meeting is scheduled for the end of January.

AGENDA ITEM 16: Board Committee Reports

a. Executive Committee:

- Union contract work was the main item for December.
- Exec Committee will soon begin work to meet with and learn about the different committees.
- Distributed Library Director Evaluation Process document. Evaluation form due to Mike by January 28^t from board members. Review will occur in February in closed session.

b. Facilities: None.

c. Finance: Finance will report in February on capital expenditures and capital budget.

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- d. **Governance and Policy:** Bertalmio asked the committee to review the drug testing policy. Committee requested a prioritized list from Bertalmio for 2016.
- e. **Human Resources:** None.
- e. **Succession Planning Task Force:** None.
- f. **Building Use Study Task Force:** Discussed in agenda item 6.
- g. **WCL/SPL Relationship Task Force:** Bertalmio/Keliher will talk about items to do in advance of the completion of WCL's strategic plan.

AGENDA ITEM 17: Public Commentary and Communications

None.

AGENDA ITEM 18: Adjournment

Adjourned at 10:07 pm.

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2015 Bill Resolutions - Payable in 2015

The following bills have been examined and are approved for payment.

Mary Richie, Secretary/Treasurer, Board of Trustees

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
2162016	2/16/2016	Brodart Co	Materials - Adult Fiction	28.06	230-4230-2401-0000	Adult Books - Fiction
2162016	2/16/2016	Brodart Co	Materials - Adult Nonfiction	385.56	230-4230-2405-0000	Adult Books - Non Fiction
2162016	2/16/2016	Brodart Co	Materials - Processing	11.70	230-4230-3404-0000	Processing Fee
2162016	2/16/2016	Brodart Co	Materials - Adult Nonfiction (Athena)	58.36	235-4235-2101-0000	Library Donations Materials
2162016	2/16/2016	Brodart Co	Materials - Adult (SPLF)	63.59	232-4232-2113-0000	SPLF - Materials
1182458754	12/28/2015	G & K Services	Towels & Rugs	82.54	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
			INVOICES SUBTOTAL	629.81		
CREDIT CARD						
None						
			CREDIT CARD SUBTOTAL	0.00		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
			MANUAL PAYOUT SUBTOTAL	0.00		
			GRAND TOTAL	629.81		

Submitted for payment

Lynne S. Bertalmio, Director

2015 Bill Resolutions - Payable in 2015

The following bills have been examined and are approved for payment.
 Mary Richie, Secretary/Treasurer, Board of Trustees

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
UM31874	12/15/2016	3M	3M Staff Workstation Model 895 with USB Reader	2,785.00	230-4230-5310-0000	C/O MIS Computer Equipment
2022016	2/2/2016	Baker and Taylor	Materials - Juv	13.97	230-4230-2400-0000	Childrens Books
2022016	2/2/2016	Brodart Co	Materials - Adult Fiction	28.24	230-4230-2401-0000	Adult Books - Fiction
2022016	2/2/2016	Brodart Co	Materials - Processing	0.65	230-4230-3404-0000	Processing Fee
2022016	2/2/2016	Brodart Co	Materials - Adult (SPLF)	8.90	232-4232-2113-0000	SPLF - Materials
2022016	2/2/2016	Midwest Tape	Materials - Audio	14.99	230-4230-2402-0000	Audio
2022016	2/2/2016	Midwest Tape	Materials - Video	32.23	230-4230-2408-0000	Film/Video
2022016	2/2/2016	Midwest Tape	Materials - Processing	1.30	230-4230-3404-0000	Processing Fee
W15120686	1/21/2016	Office of MN IT Services	Telephone	378.02	230-4231-3101-0000	Telephone
42402	2/2/2016	Petrie Angela	Staff Reimbursement - Program Supplies (SPLF)	72.46	232-4232-2407-0000	SPLF - Programs
42402	2/2/2016	Petrie Angela	Staff Reimbursement - Program Supplies (Friends)	63.31	235-4236-4099-0000	Library Donations Programs
12488154	1/13/2016	Toshiba Business Solutions	Maintenance Contract (12/18/15-12/31/15)	16.66	230-4230-3707-0000	Maintenance Agreements
12497649	1/20/2016	Toshiba Business Solutions	Maintenance Contract (12/2/15-1/1/16)	157.24	230-4230-3707-0000	Maintenance Agreements
011516 294.74	1/15/2016	Washington County Library	Materials - AdultNonfiction (WCL Q4 Inv)	178.09	230-4230-2405-0000	Adult Books - Non Fiction
011516 294.74	1/15/2016	Washington County Library	Materials - Reference (WCL Q4 Inv)	68.98	230-4230-2113-0000	Reference
011516 294.74	1/15/2016	Washington County Library	Materials - Adult Fic (SPLF BF - WCL Q4 Inv)	14.95	232-4232-2113-0000	SPLF - Materials
011516 294.74	1/15/2016	Washington County Library	Materials - Adult NonFic (Athena- WCL Q4 Inv)	32.72	235-4235-2101-0000	Library Donations Materials
					230-4230-3404-0000	Processing Fee
					230-0000-3880-0040	Lost/Overdue Processing Fees
					230-0000-3880-0030	Lost/Damaged Fees
					230-4230-3102-0000	Postage
		INVOICES SUBTOTAL		3,867.71		
CREDIT CARD						
		None				
		CREDIT CARD SUBTOTAL		0.00		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
		None				
		MANUAL PAYOUT SUBTOTAL		0.00		
GRAND TOTAL				3,867.71		

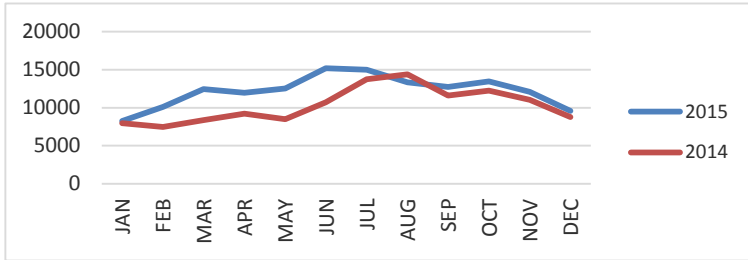
Submitted for payment

Lynne S. Bertalmio, Director

STILLWATER PUBLIC LIBRARY QUARTERLY SCORECARD (Q4: Oct - Dec 2015)

VISITS TO LIBRARY*

	2015	2014	Trend
Q4	35,113	32,061	↑ 9.5%
YTD	146,643	123,995	↑ 18.3%



* New gate counters added in July 2014.

CIRCULATION

	Q4 2015	Q4 2014	Trend	YTD 2015	YTD 2014	Trend
Physical Items	71,480	69,236	↑ 3.2%	304,894	310,245	↓ -1.7%

	Q4 2015	Q4 2014	Trend
E-Materials			
OverDrive eBooks	2,154	2,175	↓ -1.0%
3M eBooks	1,246	629	↑ 98.1%
eAudiobooks	720	409	↑ 76.0%
eMagazines	1,351	1,001	↑ 35.0%



* E-Materials statistics began in July 2014.

PROGRAMMING

	Q4 2015	Q4 2014	Trend	YTD 2015	YTD 2014	Trend
Children's Programs						
# Programs	43	45	↓ -4.4%	212	213	↓ -0.5%
Attendance	1,087	992	↑ 9.6%	6,900	5,287	↑ 30.5%
Teen Programs						
# Programs	6	4	↑ 50.0%	36	34	↑ 5.9%
Attendance	68	19	↑ 257.9%	421	397	↑ 6.0%
Adults Programs (Including Gallery)						
# Programs	10	8	N/A	37	43	↓ -14.0%
Attendance	165	75	N/A	828	957	↓ -13.5%



COMPUTER & WI-FI USAGE

	Q4 2015	Q4 2014	Trend	YTD 2015	YTD 2014	Trend
Computer Minutes	162,441	191,069	↓ -15.0%	684,383	843,335	↓ -18.8%

* Q3 data not yet available; Data shown.



** WiFi statistics began in April 2014.

STILLWATER PUBLIC LIBRARY QUARTERLY SCORECARD (Q4: Oct - Dec 2015)

COMMUNICATIONS

	Q4 2015	Q4 2014	Trend	YTD 2015	YTD 2014	Trend
Website						
# Pageviews	31,096	61,304	↓-49.3%	166,018	278,785	↓-40.4%
# Users	10,309	N/A	N/A	50,103	N/A	N/A
Facebook						
Total Likes	1,413	1,045	↑35.2%			
New Likes	63	16	↑293.8%			
Pinterest						
Total Likes	665	N/A	N/A			
Followers	450	N/A	N/A			

VOLUNTEERS

	Q4 2015	Q4 2014	Trend	YTD 2015	YTD 2014	Trend
# Hours - All	556.75	645	↓-13.7%	2,524	2,687	↓-6.1%



COLLECTION DEVELOPMENT

	YTD 2015	YTD 2014	Trend
Physical Items Added	8,904	9,346	↓ -4.7%
Physical Items Weeded	10,661	8,850	↑ 20.5%
Ebooks Added	390	270	↑ 44.4%



STILLWATER PUBLIC LIBRARY – IMPLEMENTATION PLAN DRAFT – BY DATE agenda item 5

green = completed, orange = in progress, red= delayed

- 2014 -

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
2.2.2	Allocate resources in the budget to fund staff training and professional development	Director, Board	Accomplished in 2015 budget	Increase of \$2,000 in professional development funds in 2015 budget; additional \$2,000 in 2016 budget request
1.3.1	Allocate funding to hire consultant	Board	October, 2014	Additional funds may be needed to fund building study
1.3.7	Finalize plan with architect to provide shade on the terrace	Director	By November 1, 2014	Construction completed
2.3.1	Present and promote the strategic plan and directions to the staff.	Board members, Board chair and Director	Accomplished	
2.3.2	Present and promote the strategic plan and directions to Foundation and Friends.	Board members, Board chair and Director	Accomplished	
2.3.3	Present and promote the strategic plan and directions to City Council.	Board members, Board chair and Director	Accomplished	
2.3.4	Meet with the Foundation leadership to discuss possible financial support for the strategic plan	Director, Library Board, Foundation leadership	January 2016	SPLF has funded Sunday hours September 2015- May 2016
2.3.9	Investigate City goals and determine how the Library can support the goals	Doug Menikheim and Lynne Bertalmio	December 2015	The City Administrator thinks that the library could best help with communication of City goals, initiatives, and opportunities; He will discuss this further with us as the City's planning advances
3.2.1	Redesign the website and launch it	Carolyn Blocher	Accomplished	New website available for public

3.2.2	Promote the new website	Carolyn Blocher	Accomplished	Website has received kudos; staff still have some bugs to work out
3.2.3	Install new signs and messaging in the Library (and perhaps do PR in the community to emphasize the tech services currently available. Conduct staff training on promoting available tech services to patrons	Aurora Jacobsen	Accomplished; training continues	Signs have been installed; new lanyards help public separate volunteers from staff; iPads are being loaded with software to allow staff to start roving
1.2.1	Run ILS reports on collection use and analysis for potential downsizing	Management team	First week February	Reports are supporting creation of new Collection Development Policy and collection plan
1.2.6	Review current operations of the St. Croix Collection, including collections, staffing, use, and budget for future purchases	Management team	By March, 2014	Carolyn Blocher reported to the Board at March 2015 meeting
2.3.5	Ensure that all City Council members receive periodic communications about the Library, Friends and Foundation	Director	October 15, 2015 and ongoing	Administrator and Council will receive updates on plan progress
2.3.7	Plan a Library "Leadership" Summit of Library Board, Foundation Board, Friends Board, City Council – with specific goals and outcomes for the Summit	Board and Board Chair	By January February 2016	Dates must be determined soon
2.3.11	Request and pursue both Director and Library Board participation in the Washington County Library planning efforts	Director/Board member	Director is on Stakeholders Task Force	WCL Strategic Plan is open for commentary on County website

- 2015 -

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
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2.3.6	Schedule regular topical, formal presentations (not budget or regular updates) to the Council at least annually	Board Chair/Director	Beginning January 2016	When the building study is completed and the library has made decisions on the issues raised, the advantages of some building changes should be presented to the Council
3.2.4	Review current Library PR marketing efforts for effectiveness and efficiency	Director, Foundation and possibly outside consultant, volunteers with PR expertise	By January, 2015	PR/PI needs inventory completed
3.1.1	Develop teen services goals and objectives in relationship to the Library strategic plan	Youth Services Staff	January-April, 2015	Youth Services Supervisor reported at April 2015 Board meeting; information for 2016 budget request has been generated
1.1.1	Select new service model	Director and Aurora Jacobsen, with Board review and approval	By March 1, 2015	Board voted April 2015 to have model tested by building study
1.1.1	Develop a plan for implementation of the new service model	Director, Carolyn Blocher, Aurora Jacobsen, Jody Vasilakes	Building study must be completed and decisions made to proceed before staffing plan can be developed	A plan for staffing, facilities, equipment needed in the new model
1.2.2	Complete plan to downsize the hard copy collection by 10% over 3 years, and appropriately increase virtual collections	Director	By February 1, 2015	Plan is to reduce by 4% in 2014 (achieved), 3% in 2015, and 3 percent in 2016
1.3.2	Issue a letter for a facilities study consultant	Director	By February 1, 2015	Completed
1.3.8	Complete project to provide shade on terrace	Director	Before May 1, 2015	Completed
1.4.2	Plan for Sunday hours during school year 2015-16 with implementation plan	Director and Carolyn Blocher	By February 1, 2015	Schedule completed for September 2015 – May 2016; Funds raised; change communicated
2.2.4	Designate a staff champion for creating a tech savvy environment with the Library for both patrons and staff, and complete	Carolyn Blocher and Aurora Jacobsen	By January 1, 2016	Tech competencies developed; staff assessments done; continuous technology training plan in place

	a plan for instituting the environment over 2 years			
2.3.10	Actively engage and support at least one broader City goal through Library services	Director	By March 1, 2016	When appropriate in the City's schedule. We will develop a plan to aid the City in communications
1.4.1	Study and review patron and visitation patterns and preferences.	Management team and staff	January – April, 2015	Usage is heaviest in the morning and on the lower level; have established some costs of a kiosk for item pick up outside library hours
1.2.3	Weed the hard copy collection according to the model	Management – using contractors or staff	March-December, 2015	Weeding continues
3.2.5	Create and implement a PR and marketing plan to increase awareness in the community	Management team	March - December, 2015	An online newsletter – sympathetic to the website – has been created; Staff is finalizing key messages
1.3.3	Hire a facilities consultant	Director and Board	By April, 2015	Date needs revision
2.2.3	Assess current staff levels and standard competencies in technology	Management team	By October 15, 2015 Follow up on annual basis	Established for current staffing model; Was part of individual personnel evaluations
1.2.4	Establish future selection goals and strategies	Management team	November 2015	A new Collection Development Policy has been adopted; a collection management plan and materials buying plan was completed but did not receive funding for 2016
1.3.4	Facilities consultant presents findings and report to Management Team and Board	Director, Board	January-February March 2016	Establish revised timeline with MSR
1.3.5	Budget to implement facilities recommendations	Director, Board	June, 2016	Although it will not be sufficient, there is a figure in the 2016 capital budget to implement facilities changes; it is not possible to be precise without the study
1.4.4	Address budget and staffing implementation changes resulting from possible additional hours	Director and Management team, Board	June 2016	This effort is on hold
1.2.5	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Collection budgets will be included in the graphic annual report; the report is

				dependent on statistics yet to arrive from WCL
1.2.7	In the facilities use study, explore options for the St. Croix Collection	Consultant and Director	February 2016	On hold
3.2.6	Train staff in the delivery of the new PR and marketing plan	Management team	June – December, 2015	Staff assignments and organization are taking place. Staff is examining tools and key messages.
2.1.1	Create a staffing plan based on the directions of the new service model	Director and management team	February-March April 2016 to June 2016	Staff is starting work on new staffing plan.
2.1.3	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure consistency across job classes and pay equity. Create transition plan.	Management Team (possibly with outside HR support)	Timing dictated by City of Stillwater	The City of Stillwater has issued an RFP for a class/comp study.
2.2.1	Explore HR support options and make recommendations to the Board	Director, Board HR Committee	By June, 2015	An HR staffer is in the City's recommended budget for 2016
2.2.2	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014 2015, and 2016	
2.3.8	Increase interaction with other City dept. heads	Director and Management team	By June 2015	Director is participating in HR Director hiring process and class/comp study
2.2.5	Convene a Board task force to create a succession plan for the Director and other leaders	Board leadership	February- April/May 2016	Task Force established; plan/report to Board winter 2016
2.3 .12	Create a task force to examine the relationship to Washington County Library and discuss current and future collaborations	Director sets task force. Include Board members.	February 2016	Task Force is established; Members have MELSA Plan of Association, WCL contract, other associate library contracts
1.4.5	Create a PR plan to tell the public about the changed hours	Management team	August, 2015	Sundays hours have been advertised by the library and the Foundation
1.4.6	Communicate new open hours to the public	Management team	August, 2015-December, 2015	Sundays hours have been advertised by the library and the Foundation; the

				communications will continue for the rest of the year
3.3.1	Review existing community partnerships	Management team	By October, 2015	With a framework suggested by the Minnesota Council on Nonprofits that helps to distinguish outreach from partnerships, the Management Team has completed an inventory of current partnerships
3.3.2	Create methods to evaluate present and future library partnerships	Management team	February 2016	Board to discuss goals for partnerships at March meeting
2.1.2	Present staffing directions to the Board	Director	By May February 2016	Dependent on pending change in service model

- 2016 –

1.3	Reconfigure space and facilities	Director and lead staff	2016 and 2017	Co-location is possible
2.2	Revisit, review, implement elements of tech savvy environment plan	Management team	July 2016	Enhancement of tech environment of the Library for both patrons and staff
1.4.3	Create recommended change plan for additional open hours (other than Sunday) in 2017	Director and Management team, Board review and approval	May 2016	There is not money for additional hours in 2016
3.3	Library will develop a plan for new partnerships that support the strategic plan	Director and Management team, Board review and approval	September 2016	
3.3	Expand awareness of library services and events through active partnerships with local and online media	Management Staff	2016	Library services and events are identified in 2 new media venues.
3.3	Investigate and develop new partnerships with support organizations and community groups.	Management team	2016-2017	Library will develop new, meaningful partnerships with 2-4 new organizations (school, government, social service agencies, arts organizations, etc.)

3.3	Coordinate a meeting with School and Community Education staff to determine possible future partnerships.	Director	November 2016	Library and School District partner on 2 new projects (1 each year)
1.1	Implement the new service model in 2-3 phases, to start in 2016	Management team	2016	Implement of plan to extent possible in 2016
1.2	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Review and report to the Board
3.1	Make presentations about library services to community organizations representing targeted underserved populations	Library Director and Management Team	January - November, 2016	A minimum of 3 community presentations
3.1	Partner with community organizations to provide staff training on serving seniors, persons with disabilities, physical challenges and/or underserved and diverse populations	Library Director and Management Team	Library All Staff meeting, early 2016	Provide ongoing status to Library Board on this partnership, 2016 - 2017
3.1	Identify underserved and diverse populations through demographic analysis and create prioritized, targeted efforts to reach out to these audiences.	Library Director and Management Team	By April, 2016	Increase Library services and programs by 10% for targeted audiences
1.1	Regularly monitor the implementation of the new service model	Director and Board	July and January, starting in July, 2016	A review by the Board and lead staff. Presentation to the Board by Mgmt. team.
1.3	Budget to implement facilities recommendations	Director, Board	June, 2015 and June, 2016	Facilities changes incorporated into annual budget(s)
2.1	Continue to develop a staffing plan based on the directions of the new service model	Director and management team	By June 2016	A plan for restructuring staffing, based on the service model
2.1	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure consistency across job classes and pay equity. Create transition plan.	Management Team (possibly with outside HR support)	June, 2015 to June, 2016	Class/comp study is beginning; New, consistent job descriptions and evaluation criteria and procedures in place by January 1, 2017
2.1	Prepare the 2017 budgets to address the new staffing plan	Director, Board	June, 2016	Budgets incorporating funds to support needed changes in staffing patterns

2.2	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014 2015, and 2016	Increase of \$2,000 in professional development funds each year for 3 years (\$6,000 annually by year 3)
1.2	Explore possibilities for potential new partnerships for St. Croix Collection	Director and Assistant Director	April 2016	On hold

-2017-

1.4	Implement additional open hours if approved	All staff	January, 2017	New hours
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Creating a Tech Savvy Environment at the Stillwater Public Library

As part of the Strategic plan, this document addresses GOAL 2 - Strategy 2: Maximize human resources: Create a tech-savvy environment and culture where all staff keep pace with technology.

This document first defines the traits* of tech savvy staff, and then, in the second section, outlines pragmatic tasks library staff will undertake in order to achieve the larger goals.

Ability to embrace change

If it hadn't been true before, the last two years have especially highlighted the need for library staff to embrace change. Nearly monthly one of our tech vendors tweaks a service in such a way that staff need to adjust their procedures. At the same time, while info staff has dedicated their monthly meeting time to getting familiar with all the variations of eBooks, the focus of the training will suddenly need to change to explore what the MnLink transition means for staff and for the possible volume of requests we might receive. All library tech is changing. All of the time.

Comfort online

Increasingly more library services rely on a familiarity with the online world. Library staff has a role in providing expert advice on searching, not just in a search engine, but throughout the Internet. Additionally, some of the best resources for tech troubleshooting are online. Library staff needs to have the skills to not only find this information, but apply it.

Ability to troubleshoot new technologies

Staff instinct has been to document specific processes. While that works for a small, limited amount of technology (eBooks) when it comes to the wide range of services library staff provides, documentation would become overwhelming. Each government site requires a slightly different tweak. For example, the print button is in a slightly different spot for every e-mail service. Another example is the way some sites work in Chrome but not in IE. It is no longer possible to keep specific instructions up to date for most library technology.

Library staff needs a basic grounding in the fundamentals of troubleshooting tech issues, especially on browsers. When something doesn't work, what should they try next? Library staff needs to be encouraged to experiment and not always know the "right" answer with their first try. A fundamental part of troubleshooting is that most initial attempts to solve a problem will be wrong.

Ability to learn new technologies

Training sessions can be offered continuously, but staff needs to take ownership and realize that they themselves are in charge of learning. Staff needs to follow up and practice and commit to the skills, or training won't be effective.

Ability to keep up with new ideas in technology and libraries

Beyond the technology itself, the fundamental ideas of what libraries can and do offer is rapidly changing. Staff needs to acquaint themselves with new ideas regularly and to be able to synthesize some of what that means for our library individually.

Enthusiasm for new developments

Finding tools to meet community needs is an exciting endeavor and should generate enthusiasm for library staff. All library staff has at least one piece of technology we've incorporated in the past 5 years which they are passionate about. An additional asset in this enthusiasm is that it can help determine who might be a project manager in the development of and delivery of new products or services. Info Staff has used this model successfully in a number of projects, including the transition to LibraryThing For Libraries.

Ability to compare tools

Part of finding solutions for our community is comparing which tool provides the best solution. Library staff needs to be able to research and compare options before arriving at a final solution to make sure we are offering the best of what is available.

Able to market and sell library ideas and technology

Patrons are already surrounded by tech all of the time. Patrons are constantly told that they need more and better tech. Libraries can tell them what matters, the solutions that best meet their needs. Even more than that, the library needs to better sell the products it does carry and let our patrons know what great resources are available to them.

* The traits themselves are borrowed from a 2006 blog post, Skills for the 21st Century Librarian from Meredith Farkas. <http://meredith.wolfwater.com/wordpress/2006/07/17/skills-for-the-21st-century-librarian/> While 9 years have elapsed, because the traits are overarching and not concentrated on a specific task and will hold up to changes in technology. As a point of fact, most of the skills were as relevant to a librarian in 1965 as 2015.

To readjust priorities and encourage staff to acquire these traits, the library will adopt the following strategies to help meet each of the skills.

Ability to embrace change

- Implement a system for less tech-savvy to feel comfortable, focusing staff to self-identify preferred method of training.

Comfort online

- Schedule Info staff for 1 hour of off desk time a month.
- Develop a set of technology needs related to the skill sets of each person hired.
- Create a checklist of tech needs and sign off sheet for new hires and subs to ensure new staff is exposed to the full force of tech expected to use.

Ability to troubleshoot new technologies

- Schedule Info staff for 1 hour of off desk time a month.
- At info staff meetings, allow time to discuss what we've learned in the last month at monthly meetings.
- Continue to share, share, share via e-mail what we are experiencing day to day

Ability to learn new technologies

- Employees set their own measurable goals for technology acquisition.
- Work with staff to allow them to attend training they identify as necessary and helpful to the performance of their jobs.
- Introduce staff accountability for taking charge of their training

Ability to keep up with new ideas in technology and libraries

- Implement more Tech Training as part of the Monthly All Staff Meetings.
- Add an hour of training/tech issues to each monthly Info Staff meeting.
- Staff Meetings in all departments will regularly address "big idea" tech issues

Enthusiasm for new developments

- Plan for more conference and training opportunities for staff as a whole, instead of just management.
- Measurement: Lists of things that staff have worked on each month.

Ability to compare tools

- Plan for increased conference and training opportunities for staff as a whole, instead of just management.

Able to market and sell library ideas and technology

- Staff members themselves will be asked to champion different technology services or become the point person/project manager to evangelize different services.

This plan may need to be revisited if:

- Combined service desk model is implemented.
- A particular piece of technology changes so drastically that it needs its own plan
- Job descriptions are substantially altered.

Pay Equity

The Minnesota law requiring pay equity in its local governmental subdivisions was passed in 1984. State law requires all public jurisdictions such as cities, counties, and school districts to eliminate any sex-based wage inequities in compensation and submit reports to the Minnesota Department of Management and Budget.

Pay Equity is a method of eliminating discrimination against women who are paid less than men for jobs requiring comparable levels of expertise. This goes beyond the familiar idea of "equal pay for equal work" where men and women with the same jobs must be paid equally. A policy to establish pay equity usually means: 1) that all jobs will be evaluated and given points according to the level of knowledge and responsibility required to do the job; and 2) that salary adjustments will be made if it is discovered that women are consistently paid less than men for jobs with similar points.

The administrative rule setting process defined the funding authority as the work unit for pay equity study reporting. Following this rule, point values and wages at the Stillwater Public Library are compared to point values and wages throughout the City of Stillwater, its funding authority. Individuals are not compared to individuals, rather classifications and their ranges are compared to the City classifications and ranges.

The City of Stillwater recently submitted its required pay equity report to the state. I am attaching that document here. In a perfect world every classification would be on the trend line on the graph. The State of Minnesota uses an algorithm to determine if the City is in compliance. What this "black box" formula does is determine whether the City is too far off the trend line. The too far part is what it is hard to determine with the naked eye. I think that the City hears whether or not it is in compliance in June or July.



MEMORANDUM

TO: Mayor and City Council

FROM: J. Thomas McCarty, City Administrator
Diane Ward, City Clerk

SUBJECT: 2015 Pay Equity Implementation Report

Attached is the Local Government Pay Equity Compliance Report for 2015. All local units of government in Minnesota are required to file this report every three years with the Pay Equity Office at Minnesota Management and Budget. An initial internal staff analysis of the report indicates that the City is not in compliance.

The report was due on January 31, 2016, therefore the report has already been sent to the state. Once the Pay Equity Office completes their evaluation, they will provide the City with a formal notice of compliance/non-compliance. If the City is not in compliance, the State will provide guidance on how to obtain compliance and will also provide a timeline for the City to reach compliance. The Classification/Compensation Study to be completed by the City will provide additional research to assist the City in reaching compliance as necessary.

Pay Equity Implementation Report

2/2/2016

Part A: Jurisdiction Identification

Jurisdiction: Stillwater
216 - 4th Street N.

Jurisdiction Type: City

Stillwater MN 55082

Contact: J. Thomas (Tom) McCarty

Phone: (651) 430-8800

E-Mail: tmccarty@ci.stillwater.mn.us

Part B: Official Verification

- 1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was: Other

Description:

Hay

- 2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference and female classes are not at a disadvantage.

- 3. An official notice has been posted at:

Stillwater City Hall Lunchroom

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Stillwater City Council

(governing body)

(chief elected official)

Mayor

(title)

Part C: Total Payroll

\$4,946,133.00

is the annual payroll for the calendar year just ended December 31.

- Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted:

01/29/2016

Compliance Report

Jurisdiction: Stillwater
216 - 4th Street N.

Report Year: 2016
Case: 3 - 2015 DATA (Submitted)

Stillwater MN 55082

Contact: J. Thomas (Tom) McCarty

Phone: (651) 430-8800

E-Mail: tmccarty@ci.stillwater.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	24	22	1	47
# Employees	61	32	2	95
Avg. Max Monthly Pay per employee	5,605.36	4,860.25		5,363.06

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 61.11 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	14	7
b. # Below Predicted Pay	10	15
c. TOTAL	24	22
d. % Below Predicted Pay (b divided by c = d)	41.67	68.18

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 91	Value of T = 2.624
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a. Avg. diff. in pay from predicted pay for male jobs = \$23

b. Avg. diff. in pay from predicted pay for female jobs = (\$137)

III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 5.00

B. Avg. # of years to max salary for female jobs = 5.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

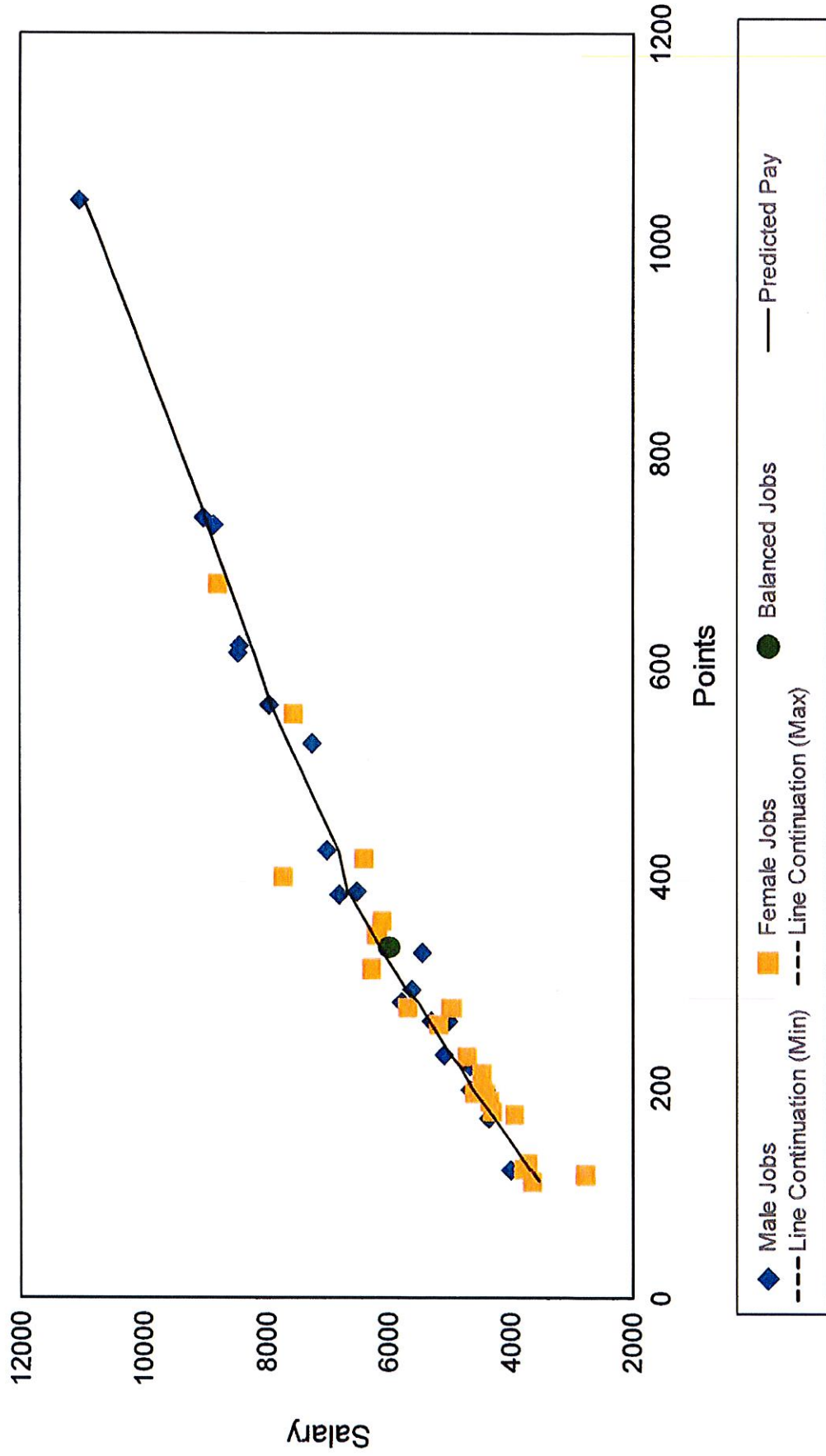
A. % of male classes receiving ESP 20.83 *

B. % of female classes receiving ESP 0.00

*(If 20% or less, test result will be 0.00)

Predicted Pay Report for Stillwater
Case : 2015 DATA

2/2/2016



Predicted Pay Report for Stillwater
Case : 2015 DATA

2/2/2016

Job Nbr	Job Title	Nbr Males	Nbr Females	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
54	Custodian I	0	1	1	Female	111	\$3,654.00	\$3,554.54	\$99.46
56	Library Aide	0	2	2	Female	117	\$2,777.00	\$3,628.78	(\$851.78)
55	Custodian II	1	0	1	Male	121	\$4,014.00	\$3,678.28	\$335.72
3	Community Service Officer	2	0	2	Male	122	\$3,800.00	\$3,690.37	\$109.63
52	Community Resource Officer	0	1	1	Female	122	\$3,800.00	\$3,690.37	\$109.63
46	Maintenance Wkr II	3	0	3	Male	126	\$3,831.00	\$3,739.86	\$91.14
4	Library Assistant I	0	3	3	Female	128	\$3,741.00	\$3,764.61	(\$23.61)
5	Maintenance Wkr III	3	0	3	Male	170	\$4,375.00	\$4,285.48	\$89.52
53	Library Assistant II	0	2	2	Female	174	\$3,949.00	\$4,334.98	(\$385.98)
8	Secretary	0	4	4	Female	177	\$4,311.00	\$4,371.81	(\$60.81)
9	Secretary/Dispatcher I	0	1	1	Female	187	\$4,365.00	\$4,496.13	(\$131.13)
10	Payroll/HR Technician	0	1	1	Female	194	\$4,611.00	\$4,582.46	\$28.54
11	Sr. Account Clerk	0	1	1	Female	194	\$4,440.00	\$4,582.46	(\$142.46)
48	Secretary/Dispatcher II	0	1	1	Female	194	\$4,479.00	\$4,582.46	(\$103.46)
12	Chief Mechanic	1	0	1	Male	197	\$4,683.00	\$4,619.88	\$63.12
13	Maintenance Wkr IV	7	1	8	Male	197	\$4,425.00	\$4,619.88	(\$194.88)
14	Library Associate	0	3	3	Female	213	\$4,484.00	\$4,817.86	(\$333.86)
15	Lead Worker	3	0	3	Male	220	\$4,683.00	\$4,853.78	(\$170.78)
51	Building Permit Tech	0	1	1	Female	229	\$4,730.00	\$4,980.51	(\$250.51)
16	Firefighter/Engineer	6	0	6	Male	230	\$5,104.00	\$4,994.23	\$109.77
17	Librarian I	0	1	1	Female	259	\$5,195.00	\$5,294.46	(\$99.46)
18	Engineering Tech III	1	0	1	Male	262	\$5,037.00	\$5,327.86	(\$290.86)
19	IS Technician	2	0	2	Male	262	\$5,115.00	\$5,327.86	(\$212.86)
20	Building Inspector	1	0	1	Male	262	\$5,314.00	\$5,327.86	(\$13.86)
22	Planner II	0	1	1	Female	275	\$5,713.00	\$5,475.57	\$237.43
45	Supervisory Librarian	0	2	2	Female	275	\$4,992.00	\$5,475.57	(\$483.57)
23	Patrol Officer	10	2	12	Male	280	\$5,806.00	\$5,533.52	\$272.48
50	Engineering Tech IV	1	0	1	Male	292	\$5,636.00	\$5,715.74	(\$79.74)
24	City Clerk	0	1	1	Female	312	\$6,305.00	\$5,925.54	\$379.46
25	Fire Captain	3	0	3	Male	327	\$5,462.00	\$6,088.39	(\$626.39)
26	Investigator	1	1	2	Balanced	331	\$6,018.00	\$6,129.34	(\$111.34)
28	Building Official	0	1	1	Female	344	\$6,213.00	\$6,256.61	(\$43.61)
29	Assistant Library Director	0	1	1	Female	357	\$6,125.00	\$6,392.80	(\$267.80)
30	Sergeant	5	0	5	Male	382	\$6,820.00	\$6,635.10	\$184.91
31	Assistant Public Works Supt.	1	0	1	Male	385	\$6,529.00	\$6,671.99	(\$142.99)

Predicted Pay Report for Stillwater
Case : 2015 DATA

2/2/2016

Job Nbr	Job Title	Nbr Males	Nbr Females	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
47	Information Systems Manager	0	1	1	Female	400	\$7,744.00	\$6,667.03	\$1,076.97
49	Asst. Finance Director	0	1	1	Female	417	\$6,428.00	\$6,785.17	(\$357.17)
33	Deputy Fire Chief	1	0	1	Male	424	\$7,018.00	\$6,829.56	\$188.44
43	Public Works Superintendent	1	0	1	Male	525	\$7,257.00	\$7,643.20	(\$386.20)
34	Library Director	0	1	1	Female	554	\$7,575.00	\$7,873.06	(\$298.06)
35	Police Captain	1	0	1	Male	562	\$7,957.00	\$7,936.32	\$20.68
36	Community Development Dir	1	0	1	Male	611	\$8,459.00	\$8,191.70	\$267.30
37	Fire Chief	1	0	1	Male	618	\$8,436.00	\$8,239.23	\$196.77
38	Finance Director	0	1	1	Female	677	\$8,796.00	\$8,667.72	\$128.28
39	City Engineer/Public Works Dir	1	0	1	Male	732	\$8,846.00	\$8,944.99	(\$98.99)
40	Police Chief	1	0	1	Male	739	\$9,020.00	\$8,980.11	\$39.89
41	City Administrator	1	0	1	Male	1,040	\$11,042.00	\$10,956.84	\$85.16

Job Number Count: 47