



Lincoln County Library District Board
Regular Meeting
Tuesday January 31, 2023
132 NE 15th & Zoom
Newport, OR 97365

Agenda		
Call Regular Meeting to Order	President	
Approval of the Agenda	President	
Topic	Lead	Purpose Outcome
Public Comment	President	Anyone may speak at this time
Minutes Board Meeting December 13, 2022	President	Approval
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Director Recruitment	Director	Discussion
New Business		
Board Member Elections	Director	Information
Code of Conduct Siletz Public Library-DRAFT	Director	Information
Good of the Order		Information
Next District Board Meeting February 14, 2023		Information
Adjourn	President	Motion



**Minutes
Lincoln County Library District
Board Meeting
December 13, 2022
12:00 p.m.
132 NE 15th and Zoom**

ATTENDANCE—BOARD

Chris Boyle
Virginia Tardaewether
Carla Clark
Susan Garner

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

CALL TO ORDER

Chris Boyle called the Regular Board Meeting to order at 12:05 p.m.

CALL THE ROLL AND ESTABLISH QUORUM

Quorum was established.

PUBLIC COMMENT

APPROVAL OF MEETING MINUTES

Virginia moved and Carla seconded approval of the Regular Board minutes of November 8, 2022. Passed unanimously.

BOARD MEMBER REPORTS

DIRECTOR'S REPORT

MaryKay attended the SDAO Board meeting on November 16, 2022, via zoom and the Siletz Valley Friends of the Library meeting on November 17, 2022.

The Local Government Finance Survey from US Census Bureau and the 2022 Ready Read Grant report from the State Library of Oregon were both completed and submitted.

MaryKay had a variety of meetings and discussions about the LCLD purchase of the building we are currently renting.

It was noted that the city of Newport was planning to annex some property that might affect LCLD. We are in contact with the assessor to determine the possible impact.

Jane Cothron is planning to retire at the end of March 2023. There was some discussion about timing and the Board suggested that we wait until the new director is hired to replace her. MaryKay suggested that Jane might be willing to work on a contract to keep things moving smoothly after she retires.

Upcoming

December 26,2022 Christmas Holiday

January 2,2023 New Year Holiday

January 3-6,2023 MaryKay Vacation

FINANCIAL REPORT

We have received a large portion of our tax receipts for this year. MaryKay will work with our accountant, Summer Sears, to develop a budget plan for the Siletz Library for the next fiscal year.

OLD BUSINESS

Paid Leave Oregon

New program will become effective in January 2023. Being a small employer, LCLD doesn't need to contribute the employer portion but if we do we would be eligible for grants if we need to backfill staff. It would be approx. \$1,000 a year if the District did contribute. Carla moved, and Susan seconded that LCLD contribute the employer portion of Paid Leave Oregon. Passed unanimously

Building Purchase

After discussion with an attorney and a realtor, which included concerns about private financing, having a building inspection, and the importance of the contract being a trust deed rather than a land sale contract, MaryKay talked with Ron Cole, the seller, to clarify that the contract is a trust deed, which it is. The Board noted that an inspection would be a good idea. Virginia moved, and Carla seconded that we accept the sales agreement with the additions that we confirm the trust deed and that we have a building inspection. Passed unanimously.

Virginia left the meeting

Resolution #2022-12.1

Carla moved, and Susan seconded that Resolution #2022-12.1 authorizing the Board President and the District Director to sign the sales agreement and complete the transaction contingent on building inspection. Votes were Carla Clark, yes; Susan Garner, yes; Christ Boyle, yes.

NEW BUSINESS

Director Recruitment Timeline and Process

Susan moved, and Carla seconded the adoption of the proposed director recruitment and timeline. Passed unanimously.

2022-2023 Partner and Member Library Allocations

Susan moved, and Carla seconded the proposed 2022-2023 partner and member library allocations contingent on receiving the signed Library Services Agreement from the City of Newport and with the proviso that checks don't go to the city of Siletz, their funding is part of LCLD's budget. In the 2023-2025 budget process we will include a process to separate funding for the Siletz library.

GOOD OF THE ORDER

NEXT DISTRICT MEETING

The next regular meeting of the LCLD Board will be held on Tuesday January 31, 2023 at noon at the LCLD office and on zoom.

ADJOURNMENT

Meeting adjourned at 1:20 p.m.



Library Directors Report January 2023

Building

The sale of the building at 132 NE 15th from Ron Cole to Lincoln County Library District was completed on January 3, 2023. We have a 30 year contract at 6% interest. We are working with Santiam Escrow to handle the payments. The \$2,398.20 payment + \$15.00 escrow fee (total \$2,413.20) will be automatically deposited with Santiam Escrow on the 25th of the month and they will automatically deposit the payment into Ron Cole's account.

The building inspection revealed a serious issue in the crawl space which needed to be cleaned out and re-insulated. Ron Cole has had that taken care of. We will also be using the inspection document to create a maintenance checklist for the building.

Siletz

Carol Rasmussen Schramm increased her work hours to 32 per week effective January 3, 2023. This will allow the library to be open 3 more hours a week. We have also added her to the LCLD health insurance. The District will begin contributing to her retirement (6% of salary) in July.

Teena Nelson, retired children's librarian from Driftwood Public Library, has been volunteering to present storytimes weekly at the library. They are getting between 10 and 20 attendees per session.

Meetings/Events

Special Districts Association of Oregon held a Legislative Day in Salem on Friday, January 13, 2023. The day was devoted to discussion of the legislative needs of special districts. Speakers included Senator Cedric Hayden and (former) Rep. Brad Witt, both strong supporters of special districts.

LCLD hosted a Rotary social evening at the District Office on January 25, 2023. There were light appetizers and beverages for the 20 people who attended. Members of the Rotary Club of Newport host the socials once a month to provide fellowship and an opportunity to talk about their agencies and businesses.

Upcoming

Budget Law Training in Albany, February 6, 2023

Special Districts Association of Oregon Annual Conference in Sun River, February 8-12, 2023

Oregon Library Association Legislative Day in Salem, February 15, 2023

Siletz Valley Friends of the Library will be celebrating the 16th birthday of the Library building on Saturday February 25, 2023 from 1:00 – 3:00. There will be a plant, bake and rummage sale along with birthday cake for everyone.

Lincoln County Library District
Statement of Revenues and Expenditures - Cash Basis
DECEMBER and FYTD 22/23

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget
	December 2022	July 2022-Dec 2022	July 2021-Dec 2022	
Revenues				
4000 Revenues				
4010 Library Services and Technology Reading Grant		\$ 20,000.00	\$ 30,000.00	\$ 15,000.00
4020 Chinook Library Network			\$ 17,578.28	\$ 44,000.00
4030 Dolly Parton Imagination Library		\$ -	\$ -	\$ 10,000.00
4050 Lincoln County Law Library	\$ 12,864.16	\$ 12,864.16	\$ 25,693.06	\$ 26,000.00
4060 Previously Levied Taxes	\$ 5,274.07	\$ 14,927.41	\$ 62,666.71	\$ 80,000.00
4070 Ready to Read Grant	\$ 5,877.00	\$ 5,877.00	\$ 10,575.37	\$ 9,000.00
4080 Siletz	\$ 529.42	\$ 1,025.33	\$ 1,025.33	
4081 Siletz-Carry-over		\$ -	\$ -	
4082 Siletz-City of Siletz		\$ 4,000.00	\$ 4,000.00	\$ 2,000.00
4083 Siletz-Interest		\$ -	\$ -	\$ 100.00
4084 Siletz-Miscellaneous		\$ 102.79	\$ 13,193.98	\$ 5,000.00
4090 State Forestry		10189.40	\$ 25,197.40	\$ 30,000.00
4104 Property Tax Revenue 20/21			\$ 13,149.29	
4105 Property Tax Revenue 21/22		\$ 12,612.94	\$ 1,460,551.51	\$1,407,691.50
4106 Property Tax Revenue 22/23	\$ 207,504.24	\$ 1,388,150.75	\$ 1,388,150.75	\$1,407,691.50
4800 Interest Income	\$ 2,915.06	\$ 5,664.13	\$ 8,202.06	\$ 2,000.00
4900 Miscellaneous Income	\$ -	\$ 2,021.05	\$ 20,947.16	\$ 10,000.00
Total 4000 Revenues	\$ 234,963.95	\$ 1,477,434.96	\$ 3,080,930.90	\$3,048,483.00
Services				
Available Cash On Hand				\$ 400,000.00
Total Revenues	\$ 234,963.95	\$ 1,477,434.96	\$ 3,080,930.90	\$3,448,483.00
Expenditures				
5000 Personnel Services				
5100 Salaries and Wages	\$ 51,766.75	\$ 65,078.18	\$ 463,514.55	\$ 610,640.00
5200 Payroll Taxes	\$ 4,701.72	\$ 9,405.51	\$ 41,744.95	\$ 60,000.00
5250 Payroll Fees	\$ 543.07	\$ 5,644.76	\$ 8,394.34	\$ 4,632.00
Total 5000 Personnel Services	\$ 57,011.54	\$ 80,128.45	\$ 513,653.84	\$ 675,272.00

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget
	December 2022	July 2022-Dec 2022	July 2021-Dec 2022	
5300 Employee Benefits				
5305 Health Benefits	\$ 1,468.27	\$ 8,809.62	\$ 26,173.99	\$ 36,684.00
5310 Retirement Benefits	\$ 989.92	\$ 5,939.52	\$ 17,817.46	\$ 23,736.00
Total 5300 Employee Benefits	\$ 2,458.19	\$ 14,749.14	\$ 43,991.45	\$ 60,420.00
6000 Materials and Services				
6010 Professional Services				
6011 Accounting Services	\$ 450.00	\$ 3,350.00	\$ 23,322.77	\$ 30,000.00
6012 Legal Services	\$ 1,045.00	\$ 3,795.00	\$ 3,795.00	\$ 2,000.00
6013 IT Services		\$ 20,000.00	\$ 30,000.00	\$ 3,000.00
6014 General Services			\$ 5,531.25	
6015 Misc. Services		\$ 13.00	\$ 6,813.00	\$ 30,000.00
Total 6010 Professional Services	\$ 1,495.00	\$ 27,158.00	\$ 69,462.02	\$ 65,000.00
6030 General Office Expenses	\$ 66.00	\$ 132.00	\$ 132.00	\$ 5,000.00
6031 Office Supplies		\$ 126.91	\$ 556.69	\$ 5,000.00
6032 Office Equipment			\$ 1,458.00	\$ 7,000.00
6033 Online Expenses	\$ 19.99	\$ 934.66	\$ 3,591.39	\$ 44,000.00
6036 ByWater Solutions			\$ 21,634.00	\$ 7,000.00
6040 Copier Lease	\$ 224.00	\$ 1,456.22	\$ 4,434.09	\$ 5,000.00
6050 Mileage		\$ -	\$ -	
6055 Orbis Cascade Alliance Courier		\$ 7,000.00	\$ 11,038.00	\$ 10,000.00
6056 OCAC - LCLD		\$ -	\$ -	\$ 5,000.00
6060 Postage		\$ 62.08	\$ 238.19	\$ 3,000.00
6065 Professional Materials			\$ 269.77	\$ 5,000.00
6070 Public Relations	\$ 100.00	\$ 600.00	\$ 1,993.07	\$ 4,000.00
6075 Rent and Utilities		\$ -	\$ -	\$ 4,000.00
6076 Electricity		\$ 247.56	\$ 1,340.67	\$ 4,000.00
6077 Maintenance and Supplies	\$ 60.00	\$ 352.50	\$ 1,047.08	\$ 4,000.00
6078 Gas		\$ -	\$ -	
6079 Rent	\$ 1,300.00	\$ 7,800.00	\$ 24,700.00	\$ 34,000.00
6080 Telephone and Internet	\$ 149.97	\$ 899.82	\$ 2,561.86	\$ 4,000.00
6081 LCLD Garbage		\$ 176.10	\$ 510.90	\$ 1,000.00
6082 LCLD Water	\$ 62.32	\$ 381.66	\$ 1,103.05	\$ 4,000.00
6100 Supplies		\$ -	\$ -	
6105 Vans		\$ -	\$ -	

	Current Period Actual		Year to Date Actual		Biennial to Date		Biennial Budget
	December 2022	July 2022-Dec 2022	July 2022-Dec 2022	July 2021-Dec 2022	July 2021-Dec 2022	July 2021-Dec 2022	
6106 Fuel	\$ 308.41	\$ 2,023.55	\$ 5,121.04	\$ 6,000.00			
6107 Maintenance		\$ 196.93	\$ 366.35	\$ 4,000.00			
6108 Supplies		\$ 843.84	\$ 896.93	\$ 3,000.00			
Total 6030 General Office Expenses	\$ 2,290.69	\$ 23,233.83	\$ 82,993.08	\$ 160,000.00			
6300 Travel/Training/Membership							
6310 Membership Fees	\$ -	\$ 1,648.43	\$ 3,358.80	\$ 10,000.00			
6320 Registration/Training/Travel		\$ -	\$ -				
6321 Registration		\$ 383.94	\$ 1,532.94	\$ 10,000.00			
6322 Travel/Meals/Housing		\$ 371.80	\$ 2,068.87	\$ 10,000.00			
Total 6300 Travel/Training/Membership	\$ -	\$ 2,404.17	\$ 6,960.61	\$ 30,000.00			
6400 Operating Fees/Insurance							
6401 Misc. Fees	\$ 548.83	\$ 548.83	\$ 1,810.66	\$ 1,500.00			
6410 Business Insurance	\$ -	\$ 634.67	\$ 7,632.67	\$ 15,000.00			
6420 Election Fees		\$ -	\$ -	\$ 5,000.00			
6430 Legal Notices			\$ 540.00	\$ 3,500.00			
Total 6400 Operating Fees/Insurance	\$ 548.83	\$ 1,183.50	\$ 9,983.33	\$ 25,000.00			
6500 Reimbursement/Library Development							
6505 Contracted Library Services		\$ -	\$ -	\$ 1,970,768.00			
6510 Cataloging/Interlibrary Loan/Reference		\$ -	\$ -				
6511 OCLC	\$ 3,956.03	\$ 27,383.36	\$ 78,657.10	\$ 150,000.00			
Total 6500 Cataloging/Interlibrary Loan/R	\$ 3,956.03	\$ 27,383.36	\$ 78,657.10	\$ 2,120,768.00			
6520 Library Development							
6521 Support Local Libraries		\$ 3,640.00	\$ 7,140.00				
6523 Special Projects (Dolly Parton Imag. Library)		\$ -	\$ -	\$ 10,000.00			
6524 Summer Reading Programs		\$ 2,203.59	\$ 4,669.47	\$ 9,000.00			
Total 6520 Support Local Libraries	\$ -	\$ 5,843.59	\$ 11,809.47	\$ 19,000.00			
6525 Online Databases							
6526 Library2Go (Overdrive)		\$ 5,389.69	\$ 10,387.46	\$ 9,000.00			
6527 Mango Languages			\$ 200.00	\$ 400.00			
6528 ProQuest (Heritage Quest)			\$ 2,027.57	\$ 4,000.00			
6529 Misc. Databases			\$ -				
Total 6525 Online Databases	\$ -	\$ 5,389.69	\$ 12,615.03	\$ 13,400.00			
6550 Siletz							
6551 Materials, Supplies and Services		\$ 192.03	\$ 7,354.09	\$ 2,000.00			

	Current Period Actual		Year to Date Actual		Biennial to Date		Biennial Budget
	December 2022	July 2022-Dec 2022	July 2022-Dec 2022	July 2021-Dec 2022	July 2021-Dec 2022	July 2021-Dec 2022	
6554 Siletz Electricity	\$ 185.78	\$ 1,131.09	\$ 1,131.09	\$ 3,138.49	\$ 4,000.00	\$ 4,000.00	
6555 Siletz Collection Development	\$ 285.61	\$ 1,593.22	\$ 1,593.22	\$ 5,968.40	\$ 8,000.00	\$ 8,000.00	
6556 Siletz Water/Sewer				\$ 960.00	\$ 2,400.00	\$ 2,400.00	
6557 Siletz Copier Lease	\$ 40.00	\$ 439.32	\$ 439.32	\$ 1,309.96	\$ 3,000.00	\$ 3,000.00	
6558 Siletz Internet and Phone	\$ 148.74	\$ 881.36	\$ 881.36	\$ 2,743.87	\$ 3,000.00	\$ 3,000.00	
6559 Siletz Gas	\$ 141.18	\$ 256.92	\$ 256.92	\$ 1,231.55	\$ 2,000.00	\$ 2,000.00	
6560 Siletz Alarm	\$ 88.56	\$ 523.73	\$ 523.73	\$ 1,234.41	\$ 700.00	\$ 700.00	
6561 Siletz Programming	\$ 317.00	\$ 1,720.37	\$ 1,720.37	\$ 2,809.15	\$ 1,820.00	\$ 1,820.00	
6562 Siletz Repair & Maintenance	\$ 189.00	\$ 2,588.81	\$ 2,588.81	\$ 6,297.38	\$ 4,000.00	\$ 4,000.00	
6563 Siletz Useful				\$ 2,614.00			
Total 6550 Siletz	\$ 1,395.87	\$ 9,326.85	\$ 9,326.85	\$ 35,661.30	\$ 30,920.00	\$ 30,920.00	
Total 6520 Library Development	\$ 1,395.87	\$ 20,560.13	\$ 20,560.13	\$ 60,085.80	\$ 63,320.00	\$ 63,320.00	
6600 Library Reimbursement							
Lincoln City	\$ 129,385.00	\$ 129,385.00	\$ 129,385.00	\$ 411,747.00			
Newport	\$ 166,164.00	\$ 166,164.00	\$ 166,164.00	\$ 514,077.00			
Toledo	\$ 45,297.00	\$ 45,297.00	\$ 45,297.00	\$ 138,251.00			
Waldport	\$ 116,639.00	\$ 116,639.00	\$ 116,639.00	\$ 359,112.00			
Total 6600 Library Reimbursement	\$ 457,485.00	\$ 457,485.00	\$ 457,485.00	\$ 1,423,187.00			
6700 Bank Charges & Fees	\$ 16.00	\$ 95.90	\$ 95.90	\$ 425.90			
Total 6000 Materials and Services	\$ 467,187.42	\$ 559,503.89	\$ 559,503.89	\$ 1,731,754.84			
Uncategorized Expense							
6910 - CPA YE Adjustment		\$ 1,441.41	\$ 1,441.41				
7000 Capital Outlay	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00			
7010 Office Furniture and Equipment							
7011 Van Replacement					\$ 10,000.00	\$ 10,000.00	
7020 Van							
Total 7000 Capital Outlay	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 10,000.00	\$ 10,000.00	
Uncategorized Expense (Fraud and closing cos	\$ 6,399.87	\$ 6,399.87	\$ 6,399.87	\$ 6,399.87			
Operating Contingency					\$ 166,157.00	\$ 166,157.00	
Move to 6015- Misc Service					\$ 15,000.00	\$ 15,000.00	
Total Operating Contingency					\$ 151,157.00	\$ 151,157.00	
Unappropriated Ending Balance					\$ 106,546.00	\$ 106,546.00	
Total Expenditures	\$ 533,557.02	\$ 661,281.35	\$ 661,281.35	\$ 2,296,300.00	\$ 3,463,483.00	\$ 1,167,183.00	

LIBRARY DIRECTOR

Department: Library	FLSA: Exempt
Reports to: LCLD Board of Directors	Representation: Non-Represented
Pay Range:	Date Adopted: February 2022

GENERAL POSITION SUMMARY:

To manage the operations of the LCLD and support and strengthen the development of excellent library services in Lincoln County by working cooperatively with the member and partner libraries.

SUPERVISION PROVIDED:

This position provides full-scope supervision of all library staff

SUPERVISION RECEIVED:

This position reports to the LCLD Board of Directors

ESSENTIAL FUNCTIONS:

Library Administration

1. Participate as a member of LCLD Board and staff team.
2. Direct and manage the operation of LCLD according to the vision, mission, policies, goals, agreements with cities, and the LCLD strategic plan.
3. Supervise LCLD personnel, including performance appraisals at least annually or more frequently as needed and disciplinary actions when required.
4. Keep accurate records in accordance with Oregon laws and the policies of the Board.
5. Evaluate effectiveness of District services in relation to the changing needs of the communities and libraries.

Financial

1. Develop the annual budget following Oregon Budget Law with oversight from the Board and Budget Committee.
2. Approve and direct, in accordance with law and regulations of the Board, the purchases and expenditures of the LCLD within the limits of the budget.
3. Meet the requirements of the auditing process in a timely manner.

Policy

1. Initiate and coordinate the development of policies for approval by the Board.
2. Communicate and administer the implementation of Board approved policies.

Board Activities & Planning

1. Develop strategic plans with the Board, based on the needs of the residents of Lincoln County.
2. Attend all regular and special meetings of the Board and take part in the deliberations. This position does not vote.
3. Work with the Board President to create a monthly agenda.

4. Provide monthly written reports and/or presentations to the Board regarding LCLD business and activities
5. Compile and distribute Board packets to the Board in advance of the meeting.
6. Ensure that minutes of board meetings and the records of the District are kept up to date.
7. Thoroughly orient new Board members and make ongoing training available.
8. Assure that Board members are familiar with related professional organizations (such as Special Districts Association of Oregon and the Oregon Library Association) and the resources they offer to LCLD, the Board, and the Director.

Community Relations & Library Members and Partners

1. Represent the District in dealing with businesses, government agencies, non-profit agencies, libraries and the general public.
2. Attend community meetings as appropriate.
3. Join appropriate organizations.
4. Develop and maintain working relationships with public entities, libraries and their Boards and community organizations.
5. Provide active marketing, outreach and relationship building.
6. Maintain open avenues of communication with the library community.
7. Provide support and problem-solving assistance for the member and partner libraries.
8. Maintain resources to share about library trends, policies and other relevant topics with member and partner libraries.
9. Develop capacity to improve library services for all residents of LCLD.

Siletz Public Library Operations

1. Develop, administer, supervise, and coordinate work of Siletz Public Library staff in cooperation with the Library Manager.
2. Manage the budget of the Siletz Public Library
3. Serve as liaison with Siletz Valley Friends of the Library, Siletz City Council, and other appropriate organizations and agencies.
4. Provide an annual evaluation for Siletz Public Library staff members.

EDUCATION, CERTIFICATION, & EXPERIENCE:

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

Education: Master's degree in Library Science or a closely related field.

Experience: Five years of progressively responsible experience in library operations preferred, including two years in a supervisory capacity, record of community involvement and professional contributions in the library field.

Any satisfactory equivalent combination of experience and training that demonstrates the ability to perform the essential duties and responsibilities of the position.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge

- Thorough knowledge of the principles and practices of modern Library systems and programs.
- Thorough knowledge of Library collection classification and selection tools and techniques.
- Considerable knowledge of equipment and facilities required in a comprehensive Library system.
- Working knowledge of the principles and practices of office management, work organization and supervision.
- Considerable knowledge of community Library needs and resources.

Skills

- Skill in operation of computers, peripheral computer devices and hardware, standard office equipment and specialized library services equipment.
- Skill in using word processing, spreadsheet, database, desk-top publishing and website management software.

Abilities

- Ability to plan, organize, coordinate and implement a comprehensive Library system.
- Ability to coordinate, analyze, and utilize a variety of reports and records.
- Ability to accurately classify and catalog library materials.
- Proven ability to manage personnel.

WORKING CONDITIONS

The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This level has a work environment that is usually well protected, free (minimal 0-20%) from hazards or obstacles. There is little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incident of noise, or interactions of a disagreeable nature, etc. Positions with minimal responsibility for driving are to be placed at least at this level.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions. Position(s) at this level function with a continual (80%+) mental demand. Priorities and demands on self and organization unit are continual. Interruptions are constant and can often impact whole work schedule. Risk and adverse impact must be considered regarding most decisions where there is often incomplete information.

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed. While performing the duties of this job the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools or controls and talk and hear. The employee is occasionally required to kneel and crouch. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

SIGNATURES

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

_____	_____	_____
Incumbent Name	Incumbent Signature	Date
_____	_____	_____
Supervisor Name	Supervisor Signature	Date



Amy A Southwell
Lincoln County Clerk
225 W Olive Street, Ste #201
Newport, Oregon 97365

VOTE!

County of Lincoln
www.co.lincoln.or.us/clerk
541-265-4131

DATE: January 18, 2023
TO: All Special Districts
FROM: Amy Southwell, Lincoln County Clerk
RE: Director Election on May 16, 2023

The election for special district directors will be held on May 16, 2023. Please review the enclosed information regarding your directors and make additions and corrections, as necessary. Director's check-marked will be up for election according to our records. For any position where there is a vacancy or an appointment and the term will not expire until 2025, it must go on the 2023 ballot for a 2-year unexpired term.

PLEASE RETURN THE FORM BY EMAIL BEFORE JANUARY 27, 2023. Please email to: asouthwell@co.lincoln.or.us This is very important, especially if you have any changes or additions!

The County Clerk will publish a Notice of Director Election for all districts on February 7, 2023 in the News Guard and February 3, 2023 in the News Times. Candidate's may file with verified signatures or a \$10.00 filing fee not later than 5:00pm March 16, 2023, with the Lincoln County Clerk.

Please complete Part II on the information form if applicable. If the form is **not** returned to this office by the specified time, the election officer shall prepare the notice for the district using the most current information available. When a person is appointed to fill a vacancy in a district office, please let me know as soon as you can.

I am also enclosing a candidate filing form (SEL 190). Feel free to make as many copies of the form as needed. You may also find this form and more information on our website at: <http://www.co.lincoln.or.us/clerk/>. Click on "May 16, 2023, Special Election Information".

If you have any questions, please do not hesitate to contact our office at 541.265.4131 or asouthwell@co.lincoln.or.us

Thank you for all your help!

