



**Lincoln County Library District Board
Regular Meeting
Tuesday March 14, 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 February 14, 2023	President	Approval
Reports		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
Old Business		
Director Recruitment Contract	Director/Consultant	Decision
Director Recruitment	Consultant	Discussion/Decisions
New Business		
2023-2025 Budget Calendar and Budget Committee	Director	Approval
Good of the Order		Information
Next District Board Meeting April 13, 2023		Information
Adjourn	President	Motion



**Minutes
Lincoln County Library District
Board Meeting
February 14, 2023
12:00 p.m.
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 12:00 p.m.

CALL THE ROLL AND ESTABLISH QUORUM

Quorum was established.

PUBLIC COMMENT

APPROVAL OF MEETING MINUTES

Virginia moved and Susan seconded approval of the Regular Board minutes of January 31, 2023.
Unanimous approval.

BOARD MEMBER REPORTS

Carla reminded everyone that the Siletz Valley Friends of the Library will be celebrating the library building birthday with activities including a cake; rummage, plant, and book sale; and raffle of two large baskets. The celebration will be held February 25, 2023 from 1:00 to 3:00.

Chris, Virginia and Carla have filed for election.

DIRECTOR'S REPORT

General

2021-2022 audit by Isler CPA should be done this month.

Building

Siletz

Meetings/Events

Budget Law Training in Albany, February 7, 2023.

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

Upcoming

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

Storytime at Waldport Public Library February 21, 2023 at 10:00 a.m.

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.

EDI Cohort: Libraries Leading with Equity, 1st session will be held February 27, 2023 from 9:00 to 3:00 at the Tillamook Public Library

FINANCIAL REPORT

We are on track. Virginia moved and Carla seconded acceptance of the financial report. Unanimous approval.

OLD BUSINESS

Director Recruitment

There was a discussion of the recruitment process. MaryKay asked if the Board would consider hiring a consultant to assist. MaryKay will research consultants.

Siletz Public Library Code of Conduct

The draft was introduced at the January 31, 2023 Board meeting. Chris moved and Carla seconded approval of the Siletz Public Library Code of Conduct. Approved unanimously.

NEW BUSINESS

LCLD Overview

There was a discussion at the last meeting about creating a simple overview of LCLD. MaryKay drafted a document that highlights several aspects of LCLD that can be used to share with the public when there are questions about the District. Virginia moved that the Board adopt the overview, Susan seconded. Passed unanimously.

Appoint Budget Officer

The Director is usually the budget officer. Virginia moved and Susan seconded that MaryKay be appointed Budget Office for the 2023-2025 budget process.

GOOD OF THE ORDER

MaryKay will schedule a meeting in the next two weeks to discuss the recruitment. (UPDATE: MaryKay was ill with Covid so this did not get done.)

NEXT DISTRICT MEETING

The next regular meeting of the LCLD Board will be held on Tuesday March 14, 2023 at noon at the LCLD office and on zoom.

ADJOURNMENT

Meeting adjourned at 12:50 p.m.



Library Directors Report March 2023

General

After 25 years with the Lincoln County Library District, Jane Cothron will be retiring on March 31, 2023. She has been an invaluable member of the staff and has agreed to provide back-up services until the new director hires for her position.

Building

Siletz

At the City Council meeting, Mayor Worman had a proclamation read for "Love Your Library Month in Siletz."

The meeting room is getting more use now.

A Toledo florist set up in front of the library (with permission) and is donating 15% of their Valentine's Day sales to SVFOL.

Story Time is averaging over 20 attendees.

On February 11th, the library participated in "Take Your Child to the Library Day" and it was successful; families made pouches and children who were old enough and wanted a library card got their own card.

Meetings/Events

MaryKay attended EDI Cohort: Libraries Leading with Equity 1st session February 27, 2023, from 9:00 to 3:00 at the Tillamook Public Library

Upcoming

2nd session of EDI Cohort: Libraries Leading with Equity will be on zoom, March 22, 2023, from 9:00 a.m. to 1:00 p.m.

SDAO Board Meeting in Sisters, Wednesday and Thursday, April 5th and 6th.

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

	Current Period Actual	Year to Date Actual	Bennial to Date	Biennial Budget
	February 2023	July 2022-February 2023	July 2021-February 2023	
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		\$ 12,735.16	\$ 25,564.06	\$ 26,000.00
4060 Previously Levied Taxes		\$ 19,569.08	\$ 67,308.38	\$ 80,000.00
4070 Ready to Read Grant		\$ 5,877.00	\$ 10,575.37	\$ 9,000.00
4080 Siletz	\$ 1,000.69	\$ 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		\$ 1,232.48	\$ 14,323.67	\$ 5,000.00
4090 State Forestry	\$ 897.34	\$ 11,086.74	\$ 26,094.74	\$ 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		\$ 1,409,967.22	\$ 1,409,967.22	\$ 1,407,691.50
4800 Interest Income	\$ 2,518.89	\$ 11,010.23	\$ 13,548.16	\$ 2,000.00
4900 Miscellaneous Income	\$ 750.00	\$ 2,771.05	\$ 21,697.16	\$ 10,000.00
Total 4000 Revenues	\$ 5,166.92	\$ 1,511,887.23	\$ 3,115,383.17	\$ 3,048,483.00
Services				
Available Cash On Hand				\$ 400,000.00
Total Revenues	\$ 5,166.92	\$ 1,511,887.23	\$ 3,115,383.17	\$ 3,448,483.00
Expenditures				
5000 Personnel Services				
5100 Salaries and Wages	\$ 26,530.64	\$ 92,507.68	\$ 490,944.05	\$ 610,640.00
5200 Payroll Taxes	\$ 2,478.03	\$ 11,883.54	\$ 44,222.98	\$ 60,000.00
5250 Payroll Fees	\$ 196.70	\$ 5,841.46	\$ 8,591.04	\$ 4,632.00
Total 5000 Personnel Services	\$ 29,205.37	\$ 110,232.68	\$ 543,758.07	\$ 675,272.00
5300 Employee Benefits				
5305 Health Benefits	\$ 2,898.07	\$ 14,605.76	\$ 31,970.13	\$ 36,684.00

	Current Period Actual		Year to Date Actual		Biennial to Date		Biennial Budget
	February 2023	July 2022-February 2023	July 2022-February 2023	July 2021-February 2023	July 2021-February 2023	July 2021-February 2023	
5310 Retirement Benefits	\$ 989.92	\$ 7,919.36	\$ 7,919.36	\$ 19,797.30	\$ 23,736.00	\$ 23,736.00	
Total 5300 Employee Benefits	\$ 3,887.99	\$ 22,525.12	\$ 22,525.12	\$ 51,767.43	\$ 60,420.00	\$ 60,420.00	
6000 Materials and Services							
6010 Professional Services							
6011 Accounting Services	\$ 5,400.00	\$ 10,050.00	\$ 10,050.00	\$ 30,022.77	\$ 30,000.00	\$ 30,000.00	
6012 Legal Services		\$ 3,795.00	\$ 3,795.00	\$ 3,795.00	\$ 2,000.00	\$ 2,000.00	
6013 IT Services		\$ 20,000.00	\$ 20,000.00	\$ 30,000.00	\$ 3,000.00	\$ 3,000.00	
6014 General Services				\$ 5,531.25			
6015 Misc. Services		\$ 13.00	\$ 13.00	\$ 6,813.00	\$ 30,000.00	\$ 30,000.00	
Total 6010 Professional Services	\$ 5,400.00	\$ 33,858.00	\$ 33,858.00	\$ 76,162.02	\$ 65,000.00	\$ 65,000.00	
6030 General Office Expenses	\$ 66.00	\$ 198.00	\$ 198.00	\$ 198.00	\$ 5,000.00	\$ 5,000.00	
6031 Office Supplies		\$ 409.30	\$ 409.30	\$ 839.08	\$ 5,000.00	\$ 5,000.00	
6032 Office Equipment	\$ 159.99	\$ 159.99	\$ 159.99	\$ 1,617.99	\$ 7,000.00	\$ 7,000.00	
6033 Online Expenses	\$ 19.99	\$ 1,040.64	\$ 1,040.64	\$ 3,697.37	\$ 44,000.00	\$ 44,000.00	
6036 ByWater Solutions				\$ 21,634.00	\$ 7,000.00	\$ 7,000.00	
6040 Copier Lease	\$ 224.00	\$ 1,904.22	\$ 1,904.22	\$ 4,882.09	\$ 5,000.00	\$ 5,000.00	
6050 Mileage				\$ -	\$ 10,000.00	\$ 10,000.00	
6055 Orbis Cascade Alliance Courier		\$ 7,000.00	\$ 7,000.00	\$ 11,038.00	\$ 5,000.00	\$ 5,000.00	
6056 OCAC - LCLD				\$ -	\$ 3,000.00	\$ 3,000.00	
6060 Postage		\$ 140.11	\$ 140.11	\$ 316.22	\$ 5,000.00	\$ 5,000.00	
6065 Professional Materials		\$ 60.00	\$ 60.00	\$ 329.77	\$ 5,000.00	\$ 5,000.00	
6070 Public Relations	\$ 150.00	\$ 850.00	\$ 850.00	\$ 2,243.07	\$ 4,000.00	\$ 4,000.00	
6075 Rent and Utilities				\$ -	\$ 4,000.00	\$ 4,000.00	
6076 Electricity		\$ 485.91	\$ 485.91	\$ 1,579.02	\$ 4,000.00	\$ 4,000.00	
6077 Maintenance and Supplies		\$ 862.50	\$ 862.50	\$ 1,557.08	\$ 34,000.00	\$ 34,000.00	
6078 Gas				\$ -	\$ 4,000.00	\$ 4,000.00	
6079 Rent		\$ 6,500.00	\$ 6,500.00	\$ 23,400.00	\$ 4,000.00	\$ 4,000.00	
6080 Telephone and Internet	\$ 149.97	\$ 1,199.76	\$ 1,199.76	\$ 2,861.80	\$ 1,000.00	\$ 1,000.00	
6081 LCLD Garbage		\$ 235.20	\$ 235.20	\$ 570.00	\$ 4,000.00	\$ 4,000.00	
6082 LCLD Water		\$ 519.07	\$ 519.07	\$ 1,240.46	\$ 4,000.00	\$ 4,000.00	
6100 Supplies				\$ -			
6105 Vans				\$ -			
6106 Fuel	\$ 225.87	\$ 2,454.01	\$ 2,454.01	\$ 5,551.50	\$ 6,000.00	\$ 6,000.00	
6107 Maintenance	\$ 45.36	\$ 242.29	\$ 242.29	\$ 411.71	\$ 4,000.00	\$ 4,000.00	
6108 Supplies		\$ 843.84	\$ 843.84	\$ 896.93	\$ 3,000.00	\$ 3,000.00	
Total 6030 General Office Expenses	\$ 1,041.18	\$ 25,104.84	\$ 25,104.84	\$ 84,864.09	\$ 160,000.00	\$ 160,000.00	
6300 Travel/Training/Membership							
6310 Membership Fees	\$ -	\$ 1,918.00	\$ 1,918.00	\$ 3,628.37	\$ 10,000.00	\$ 10,000.00	
6320 Registration/Training/Travel				\$ -			

	Current Period Actual		Year to Date Actual		Bennial to Date		Biennial Budget
	February 2023	July 2022-February 2023	July 2022-February 2023	July 2021-February 2023			
6321 Registration	\$ 325.00	\$ 708.94	\$ 1,857.94	\$ 10,000.00			
6322 Travel/Meals/Housing	\$ 493.61	\$ 2,190.68	\$ 10,000.00	\$ 10,000.00			
Total 6300 Travel/Training/Membership	\$ 325.00	\$ 3,120.55	\$ 7,676.99	\$ 30,000.00			
6400 Operating Fees/Insurance							
6401 Misc. Fees	\$ 26.96	\$ 575.79	\$ 1,837.62	\$ 1,500.00			
6410 Business Insurance	\$ 1,036.00	\$ 1,670.67	\$ 8,668.67	\$ 15,000.00			
6420 Election Fees				\$ 5,000.00			
6430 Legal Notices			\$ 540.00	\$ 3,500.00			
Total 6400 Operating Fees/Insurance	\$ 1,062.96	\$ 2,246.46	\$ 11,046.29	\$ 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	\$ 37,737.29	\$ 89,011.03	\$ 150,000.00			
Total 6500 Cataloging/Interlibrary Loan/Reference	\$ 3,956.03	\$ 37,737.29	\$ 89,011.03	\$ 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	\$ 200.00	\$ 400.00	\$ 400.00			
6528 ProQuest (Heritage Quest)	\$ 1,650.00	\$ 1,650.00	\$ 3,677.57	\$ 4,000.00			
6529 Misc. Databases							
Total 6525 Online Databases	\$ 1,850.00	\$ 7,239.69	\$ 14,465.03	\$ 13,400.00			
6550 Siletz							
6551 Materials, Supplies and Services		\$ 1,163.98	\$ 8,326.04	\$ 2,000.00			
6554 Siletz Electricity	\$ 191.08	\$ 1,513.91	\$ 3,521.31	\$ 4,000.00			
6555 Siletz Collection Development	\$ 116.59	\$ 2,008.92	\$ 6,384.10	\$ 8,000.00			
6556 Siletz Water/Sewer			\$ 960.00	\$ 2,400.00			
6557 Siletz Copier Lease	\$ 40.00	\$ 519.32	\$ 1,389.96	\$ 3,000.00			
6558 Siletz Internet and Phone		\$ 1,178.75	\$ 3,041.26	\$ 3,000.00			
6559 Siletz Gas	\$ 234.37	\$ 767.05	\$ 1,741.68	\$ 2,000.00			
6560 Siletz Alarm		\$ 523.73	\$ 1,234.41	\$ 700.00			
6561 Siletz Programming	\$ 187.33	\$ 2,085.14	\$ 3,173.92	\$ 1,820.00			
6562 Siletz Repair & Maintenance		\$ 2,641.31	\$ 6,349.88	\$ 4,000.00			
6563 Siletz Useful	\$ 1,434.00	\$ 1,434.00	\$ 4,048.00				
Total 6550 Siletz	\$ 2,203.37	\$ 13,836.11	\$ 40,170.56	\$ 30,920.00			
Total 6520 Library Development	\$ 4,053.37	\$ 26,919.39	\$ 66,445.06	\$ 63,320.00			

	Current Period Actual		Year to Date Actual		Biennial to Date	
	February 2023	July 2022-February 2023	July 2021-February 2023	July 2022-February 2023	July 2021-February 2023	Biennial Budget
6600 Library Reimbursement						
Lincoln City	\$ 21,564.00	\$ 172,513.00	\$ 454,875.00			
Newport	\$ 27,694.00	\$ 221,552.00	\$ 569,465.00			
Toledo	\$ 7,550.00	\$ 60,397.00	\$ 153,351.00			
Waldport	\$ 19,440.00	\$ 155,519.00	\$ 397,992.00			
Total 6600 Library Reimbursement	\$ 76,248.00	\$ 609,981.00	\$ 1,575,683.00			
6700 Bank Charges & Fees	\$ 41.95	\$ 153.85	\$ 483.85			
Total 6000 Materials and Services	\$ 92,128.49	\$ 739,121.38	\$ 1,911,372.33			
Uncategorized Expense						
6910 - CPA YE Adjustment		\$ 1,441.41				
7000 Capital Outlay		\$ 500.00	\$ 500.00			
7010 Office Furniture and Equipment						
7011 Van Replacement				\$ 10,000.00		
7020 Van						
7022 Debt Service - Principal (closing cost \$5,758.5	\$ 400.19	\$ 6,556.89	\$ 6,556.89			
7023 Debt Service - Interest	\$ 1,998.01	\$ 3,998.01	\$ 3,998.01			
7024 Escrow Fees	\$ 15.00	\$ 30.00	\$ 30.00			
Total 7000 Capital Outlay	\$ 2,413.20	\$ 11,084.90	\$ 11,084.90			
Uncategorized Expense (Fraud and closing cost)	\$ (1,256.80)	\$ -	\$ -			
Operating Contingency				\$ 166,157.00		
Move to 6015- Misc Service				\$ 15,000.00		
Total Operating Contingency				\$ 151,157.00		
Unappropriated Ending Balance				\$ 106,546.00		
Total Expenditures	\$ 126,378.25	\$ 882,964.08	\$ 2,517,982.73	\$ 3,463,483.00	\$ 945,500.27	

**Special Districts Association of Oregon
Consulting Services Agreement**

This Agreement (“Agreement”) is made effective as of March 15, 2023 by and between the Special Districts Association of Oregon (SDAO) 727 Center St NE, Salem Oregon 97301 and Lincoln County Library District 132 NE 15th St, Newport, OR 97365. In this Agreement, the party who is contracting to receive services will be referred to as “LCLD” and the party who will be providing the Services will be referred to as “SDAO”

1. **DESCRIPTION OF SERVICES.** Beginning on March 15, 2023, SDAO will provide to LCLD the following services (collectively, the “Services”) specified in the attached scope of work:

Management Recruitment

2. **PAYMENT FOR SERVICES.** In exchange for services LCLD will pay compensation to SDAO for the Services in the amount not to exceed \$5,000.00. This will be payable in a lump sum upon completion of the Services.
3. **TERM.** This Agreement will terminate upon completion of project by SDAO. Contract terms will be defined in the scope of work.
4. **CONFIDENTIALITY.** SDAO, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for personal benefit of SDAO, or divulge, disclose, or communicate in any manner, any information that is proprietary to LCLD. SDAO and its employees, agents and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this agreement.

Upon termination of this Agreement, SDAO will return to LCLD all records, notes, documentation, and other items that were used, created, or controlled by SDAO during the term of this Agreement.

5. **LIMITATION OF LIABILITY.** Except for Consultant’s confidentiality, Consultant’s total liability to LCLD shall not exceed the total payment for services value regardless of whether any action or claim is based upon contract, tort (including negligence) or strict liability.
6. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Agreement. This Agreement superseded any prior written or oral agreements between the parties.
7. **SEVERABILITY.** If any provision of this Agreement will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and

unenforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

8. **AMENDMENT.** This Agreement may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.
9. **GOVERNING LAW.** This Agreement shall be construed in accordance with the laws of the State of Oregon.
10. **NOTICE.** Any notice or communication required or permitted under this Agreement shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.
11. **SIGNATORIES.** This Agreement shall be signed on behalf of LCLD by MaryKay Dahlgreen Library Director and on behalf of SDAO by Frank Stratton, Executive Director and effective as of the date first written above.

Lincoln County Library District

By: _____ Date: _____
MaryKay Dahlgreen
Library Director

Special Districts Association of Oregon

By: _____ Date: _____
Frank Stratton
Executive Director

Board of Directors,

Special Districts Association of Oregon, through their Consulting Services Program, routinely assists special districts with Chief Executive Officer (CEO) recruitment and hiring processes.

The assistance provided by SDAO is based on the needs and desires of each individual special district's board of directors and may include all aspects from recruitment to final contract negotiations with the final candidate. The purpose of this letter is to provide board members with a general outline of the recruitment and hiring process for your next CEO.

It is important that the board of directors of a special district include the following when developing plans for an executive recruitment and hiring process.

1. Develop/review a clear and concise job description for the position, outlining minimum standards, expectations, and performance evaluation process. (Public Session)
2. Review/develop benefit package for position. (Public Session)
3. Determine recruitment/hiring process to be conducted. (Public Session)
4. Determine selection/screening process: (Public Session)
5. Contract for assistance with process or conduct entire process internally.
6. Open the position and require an introductory letter with attached résumé and application.
7. Review resumes to ensure candidate meets minimum standards outlined in job description.
8. All applications and resumes reviewed by individual board members.
9. Apply appropriate scoring throughout the recruitment process
10. Perform reference checks on selected semifinalists.
11. Board interviews of finalists (may be done in Executive Session per ORS 192.660 if steps 1- 4 were done in Public Session).
12. Contingent job offer presented to final candidate. (Public Process)
13. Complete background check/medical/physical/technical confirmations completed.
14. Contract negotiations, tentative agreement.
15. Contract approved by board of directors. (Public Process)
16. Press release developed and released that announces new hiring and start date.

The list above is intended to be a check list that may not include all aspects of the hiring process desired by any specific board of directors. SDAO has attempted to include those steps necessary to help boards determine a process that is appropriate for its organization and the community it serves.

The Consulting Services Program of SDAO is willing to facilitate and assist member districts with the process if desired. Please email us for more information sdaoconsultingservices@sdao.com. We look forward to hearing from you.

**Special Districts Association of Oregon
Consulting Services Program
Management Recruitment Facilitation Process**

1. Meet with Board and/or search committee to discuss process:
 - Is Job Description up to date? (HR Answers and/or SDAO HR)
 - Is position benefit package up to date? (Equal pay analysis)
 - Develop process timeline.
 - Determine travel reimbursement for candidates
 - Determine if a Background check will be required (Bio-Med)
 - Discuss how evaluation points will be applied
 - Assist District with development of interview/selection process for semi-finalist
 - Panel Interviews-Community/Technical
 - Board only interviews
 - The Board is ultimately responsible for the selection of candidates, semi-finalists, and the finalist. SDAO only facilitates the process.
2. Develop position recruitment announcement.
3. Place recruitment announcement on SDAO web site and other free association web sites applicable to the District.
 - Help District determine recruitment advertising methods, paid site, and newspapers etc. applicable for their District. (District Cost)
4. Receive letters of interest and resumes at SDAO Tigard office.
 - Collect
 - Review to ensure completeness
 - Apply Veteran Preference Points
 - Prepare for distribution to Board/Search Committee
5. Meet with Board/Search Committee to screen candidates and select semi-finalist.
 - Board to evaluate and rate candidates
 - Collect evaluations and apply appropriate points (SDAO)
 - Invite selected candidate to interview process (SDAO or District)
 - Contact the candidates that did not move forward to the interview process (SDAO or District)
6. Facilitate interview/selection process at site determined by District Board.
7. Assist Board with final selection of new District Manager
 - Background check as requested (Bio-Med)
 - Arrange site visits if required
8. Assist Board and/or search committee with on-boarding new employee

**Lincoln County Library District
Library Director
Recruitment Timeline**

March 14, 2023	Board meeting to discuss options with SDAO Consulting Services for the facilitation of hiring of the new Library Director.
March 14, 2023	Board meeting to approve agreement with SDAO and review/discuss/approve job description, benefit package, selection process and timeline.
March 15, 2023	Recruitment Period Opens
April 17, 2023	Recruitment Period Closes
April 19, 2023	Review of application materials to ensure candidates followed application instructions by SDAO representative and delivered to Board Members.
April 21, 2023	Special Board meeting in Executive Session to review applicants and select semi-finalists.
April 24, 2023	Semi-finalist notified
May 1, 2023	Special Board meeting in executive session for Board to interview candidates. The Board may make a contingent offer to a candidate out of executive session.
May 15, 2023	Contract negotiations with finalist, background check completed (Bio-Med), reference checks completed (by District with assistance from SDAO).
May 18, 2023	Special Board meeting to approve Library Director employment agreement.
June 1, 2023	Start Date for new Library Director.

**Lincoln County Library District
132 NE 15th
PO Box 2027
Newport, OR 97365**

2023-2025 Budget Calendar

- | | |
|------------------|--|
| 2/14/2023 | LCLD District Board Appoint Budget Officer |
| 3/14/2023 | LCLD District Board Appoint Budget Committee and Approve Budget Calendar |
| 4/21/2023 | Proposed budget prepared and posted on LCLD website |
| 4/14/2023 | Send notice of Budget Committee Meeting to Newport News Times |
| 4/21/2023 | 1st Notice of Budget Committee Meeting published in Newport News Times |
| 4/24/2023 | 2nd Notice of Budget Committee Meeting published on LCLD website |
| 5/8/2023 | Budget Committee Meeting at 12:00 p.m. Followed by LCLD Board meeting. |
| 5/19/2023 | Send Notice of Budget Hearing and Summary of Budget to Newport News Times and published on LCLD website |
| 5/26/2023 | Notice of Budget Hearing and Summary of Budget published in Newport News Times |
| 6/12/2023 | Budget hearing, adopt budget, make appropriations and declare tax levy during regular LCLD Board meeting |
| 7/15/2023 | File 2 copies tax certification form and 2 copies of resolutions with the Lincoln County Assessor. |
| 9/30/2023 | File a copy of the complete budget document including budget message, budget detail sheets, meeting notices or affidavits of publication, resolutions and tax certification to the Lincoln County Clerk |
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