



**Lincoln County Library District Board
Work Session & Regular Meeting
Friday March 17, 2023
2:00 p.m.
132 NE 15th and online
Newport, OR 97365**

Board Work Session Director Recruitment		Discussion of attached materials
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
Old Business		
Director Recruitment	Director	Approval
New Business		
Resolution # 2023-3.1 Declaring March 31, 2023 Jane Cothron Day	Director	Approval
Good of the Order		Information
Next District Board Meeting April 11, 2023		Information
Adjourn	President	Motion

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.

LIBRARY DIRECTOR

Agency: Lincoln County Library District	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 public and financial 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 as part of an ongoing strategic planning process. .

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 human resources, operational, financial, budgeting, contracting, and other policies necessary for Special District administration 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 on all aspects of governing a special library district. 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. This includes taking minutes, submitting draft minutes for Board approval, and posting approved minutes on the District website.
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 community organizations such as service clubs as appropriate.
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. Working with partner and member libraries, create opportunities to improve library services for all residents of LCLD.

Siletz Public Library Operations

1. LCLD Administers the Siletz Public Library under contract with the City of Siletz and this position requires the incumbent to work cohesively with the Siletz Public Library.
2. Develop, administer, supervise, and coordinate work of Siletz Public Library staff in cooperation with the Library Manager.
3. Manage the budget of the Siletz Public Library
4. Serve as liaison with Siletz Valley Friends of the Library, Siletz City Council, and other appropriate organizations and agencies.
5. 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.

Required:

Education:

- Master's degree in library science or a closely related field.

Desired:

Required

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.

OR

- 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. Driving is an essential function of the job.

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



LINCOLN COUNTY
LIBRARY DISTRICT

Invites applications for the position of:

Library Director

Opening Date:

Closing Date:

The Library Director serves as the district's chief executive officer and reports to a five-member elected board of directors.

Location: Newport, Oregon

Application Deadline:

Pay and Benefits:

Starting Salary Range:

Benefits include _____

Desirable Starting Date: June 1, 2023

Position Summary:

Lincoln Library District is currently recruiting qualified applicants to fill the position of Library Director. Serving as the district's chief executive officer, the Library Director reports to a five-member elected board of directors.

The district is looking to hire a person who, through collaborative leadership, board, staff, and customer engagement, and outstanding management and administrative skills will enhance the district's ability to deliver library services efficiently and effectively. The Library Director must be able to develop and manage a district-wide budget and keep the board apprised of any irregularities. The Library Director is also expected to continually look for opportunities to raise additional funds through grants and other means that will enhance the library district facilities and/or programs. Additionally, the Library Director must have exceptional communication skills with the ability to address issues calmly, tactfully, and proactively.

About the District

The Lincoln County Library District provides leadership to ensure equitable services and materials to the libraries and residents of the District.

Lincoln County Library District collects money from all Lincoln County taxpayers except those who live within the city limits of Lincoln City, Newport, Toledo and Yachats. This money goes to pay for library services for those taxpayers. This means that each District resident gets a free library card and free use of all Lincoln County city libraries and resources.

About 70% of the tax money collected goes directly to the libraries in Lincoln City, Newport, Toledo, Siletz, and Waldport and the rest is used for County staff and expenses to provide services for Lincoln County libraries. Such services include administration, courier services, cataloging, interlibrary loans, support of the countywide Summer Reading Program, et

The Ideal Candidate –

The individual appointed to this position will possess well-developed business management, administrative and leadership skills. They will recognize that policy is set by the Board of Directors and will provide an open and direct flow of information to assist in the formulation of District policies. The ideal candidate will also:

- Be an excellent communicator and representative of the district.
- Act as a catalyst and “front” person who can help the board of directors, staff and the community create a clear vision for the library in the community.
- Maintain responsibility for establishing and nurturing successful press relations.
- Be able to secure grants and other funding sources to assist with facility and program improvements and/or development.
- Prepare and track the annual District Budget.
- Build and maintain collaborative partnerships with public agencies, private industry, and non-profit organizations.

To review the full job announcement and job description and to complete the application please see this link: <https://www.sdao.com/classifieds>. **To be considered as a candidate, please submit a completed and signed application, resume, and cover letter to the address or email listed below.** Electronic submission is preferred.

Attn. Shanta Carter
Lincoln Library District – Library Director
Special Districts Association of Oregon
PO Box 23879
Tigard, Oregon 97281
Email: sdaoconsultingservices@sdao.com





Employment Application

Lincoln County Library District provides equal employment opportunities to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. No application will be rejected because of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

To claim veterans' preference in hiring, complete the Veteran's Preference Form and submit it with the required documentation at the time you submit this application.

**IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE COMPLETE LEGIBLY.
YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.**

Position		
Position Applying For	Available Start Date	Today's date

Personal Information			
Name			
Address	City	State	Zip
Phone Number	Mobile Number	Email Address	
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Proof of identity will be required upon employment)			

Education List any colleges, military, trade, business, or other schools attended.				
Do you have a high school diploma or GED Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>				
School Name	Location	Diploma/Degree	Major/Minor	Did you Graduate?

Certificates & Licenses List professional license, registration, or certificate required or preferred for position.			
Type	Issuing Agency	Date Issued	Date Expires

<p>This information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. Clearly describe all your duties, starting with your most recent job. Resumes will be accepted only if required on the job announcement and will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.</p>							
Employer (1)		Job Title		Dates Employed (from-to)			
Address		City		State		Zip	
Supervisor Name		Phone Number		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Reason for leaving							
Duties							
Employer (2)		Job Title		Dates Employed (from-to)			
Address		City		State		Zip	
Supervisor Name		Phone Number		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Reason for leaving							
Duties							
Employer (3)		Job Title		Dates Employed (from-to)			
Address		City		State		Zip	
Supervisor Name		Phone Number		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Reason for leaving							
Duties							
Employer (4)		Job Title		Dates Employed (from-to)			
Address		City		State		Zip	
Supervisor Name		Phone Number		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Reason for leaving							
Duties							
References							

Name: _____
Company: _____
Phone: _____

Title: _____
Relationship to you: _____
Email: _____

Name: _____
Company: _____
Phone: _____

Title: _____
Relationship to you: _____
Email: _____

Name: _____
Company: _____
Phone: _____

Title: _____
Relationship to you: _____
Email: _____

Certification & Signature

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered during any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.
- I authorize the employing agency to verify the employment and education information provided in this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.
- I am able to perform the essential duties of this position as advertised, with or without reasonable accommodation
 - Yes
 - No Explanation: _____

Signature: _____

Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. **If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4).** This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) – I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And am receiving a nonservice – connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs;
or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____



Lincoln County Library District Director Recruitment 2023

Director salaries of similar libraries

Library	Low	High
Newport Public Library	\$76,960	\$99,840
Seaside Public Library	\$68,640	\$101,920
Siuslaw Library District	Current \$92,643	
Chemeketa Cooperative Library Service	\$80,454	\$117,582
Coos County Library Service District	\$62,795	\$79,040
Library Information Network of Clackamas County	\$104,644	\$141,273
Umatilla County Special Library District	Current \$68,000	
Tillamook County Library	\$82,014	\$103,792
Driftwood Public Library in Lincoln City	\$93,600	\$112,320

Current salary and benefits at LCLD:

\$109,874 includes cost of insurance not needed so included in salary.

Health insurance \$1400/month

Retirement paid by District 6% of salary to Mission Square 457b plan

8 hours per month vacation (may accrue up to 250 hours, accrual paid on separation)

8 hours per month sick leave (no limit but not paid on separation)

Holidays:

New year's day

MLK Jr. Day

President's Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Christmas Day or Hanukkah

One floating holiday (must be used during calendar year)

RESOLUTION No. 2023-3.1

DECLARING JANE COTHRON DAY, MARCH 31, 2023, TO HONOR HER SERVICE TO THE LINCOLN COUNTY LIBRARY DISTRICT AND CELEBRATE HER RETIREMENT

WHEREAS, Jane Cothron began her 24-year career at the Lincoln County Library District on August 28, 1999; and,

WHEREAS, Jane Cothron was a valuable and well-loved employee of the Lincoln County Library District; and,

WHEREAS the members of the Board of the Lincoln County Library District wish to thank Jane Cothron for her years of service and many contributions to the effective operations of the Lincoln County Library District; and,

NOW THEREFORE, BE IT RESOLVED, that the Lincoln County Library District declares March 31, 2023, as **Jane Cothron Day** in honor of her service and contributions; and

FURTHER RESOLVED, that the Board wishes Jane Cothron continued success in all her endeavors and expresses hope for her continued happiness and prosperity; and,

FURTHER RESOLVED, that a copy of this resolution be presented to Jane Cothron as a token of our respect.

The above resolution statements were approved and declared adopted on this 17th day of March 2023.

Chris Boyle, President, LCLD Board

MaryKay Dahlgreen, LCLD Director

