

**EXECUTIVE DIRECTOR SEARCH TIMELINE –
POUDRE RIVER PUBLIC LIBRARY DISTRICT**

Activity	Target Date:
Consultants make first visit to Fort Collins; meet with Board, staff, stakeholders; establish definitive work schedule and marketing plan	March 31 & April 1 2016
Advertisement is approved by Board	April 16 2016
Post ads, actively recruit candidate pool	April 17 – June 12 2016
Applications Close	June 12 2016
All candidate documents sent to Board	June 15 2016
All pre-screening interviews (by consultants) completed	June 20 2016
Meet with Board and present the pool of candidates; select 6-8 semifinalists-2 hour meeting (consultants present in Fort Collins) OLD TOWN LIBRARY, COMMUNITY ROOM	June 30, 2016 8am-10am
Semi-final Interviews on Site or via Skype w/search committee- (consultants present in Fort Collins) OLD TOWN LIBRARY, COMMUNITY ROOM for both	July 11 (4pm-8pm) and July 12 (9am-1pm) 2016
Reference Reports to Board	August 7 2016
Final Interviews on Site (consultants present in Fort Collins) OLD TOWN LIBRARY, COMMUNITY ROOM and several study rooms	August 11 & 12 2016 Board Interviews: August 12, 3pm-7pm
Negotiations Completed	August 19 2016
New Executive Director Start Date	TBD